



OFFICIAL PUBLIC NOTICE

MEETING OF THE BUDGET COMMITTEE

TUESDAY, AUGUST 18, 2026 AT 5:30 PM

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

TEAMS: bit.ly/RCTeamsMeeting

AGENDA

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

APPROVAL OF MINUTES

1. July 7, 2026 Meeting Minutes

REPORTS

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

DISCUSSION & POSSIBLE ACTION ITEMS

- [5.](#) Resolution 2026-10 Establishing Aviation Fuel Prices at the Richland Municipal Airport (93C)
- [6.](#) Review of Draft Procurement Policy

SET NEXT MEETING DATE

ADJOURNMENT

Posted this 14th day of August, 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.

CITY OF RICHLAND CENTER - TREASURER'S REPORT						
6/30/2026						
FUNDS	Int Rate	BEG/MO BAL	RECEIPTS	Transfers In/(Out) Between Accounts	DISBURSEMENTS	END/MO BAL
City General Unassigned:	2.90%	\$ 233,909.69	\$ 381,835.48	\$ 300,000.00	\$ 720,203.57	\$ 195,541.60
#1 State Investments - Unassigned	3.67%	\$ 4,169,476.93	\$ 31,275.60	\$ (300,000.00)		\$ 3,900,752.53
Property Tax Account (partial unassigned)	2.90%	\$ 252.96	\$ 0.61			\$ 253.57
#2 Landfill long term care (for landfill issues)	3.67%	\$ 681,225.98	\$ 2,053.90			\$ 683,279.88
#3 TIF-Panorama Estates (TIF 6)	3.67%	\$ 288,869.28	\$ 870.94			\$ 289,740.22
#6 TIF 2-5 (only #4)	3.67%	\$ 157,230.19	\$ 474.05			\$ 157,704.24
RLF Business Savings	0.50%	\$ (0.00)				\$ (0.00)
RLF Business Checking		\$ 5,150.00			\$ 150.00	\$ 5,000.00
#7 - RLF Account	0%	\$ 174,682.78	\$ 526.67			\$ 175,209.45
RESTRICTED FUNDS: (by outside entity)						
CDBG Housing RLF	2.90%	\$ 183,606.50	\$ 441.16			\$ 184,047.66
Landfill Long Term Care CD to 2045	2.48%	\$ 326,006.41				\$ 326,006.41
Landfill Long Term Care CD to 2045	1.40%	\$ 309,659.85				\$ 309,659.85
Library Checking	2.90%	\$ 215,454.70	\$ 497.65		\$ 28,341.56	\$ 187,610.79
Room Tax	2.90%	\$ 4,384.86	\$ 66.68			\$ 4,451.54
Greater Richland Tourism	2.90%	\$ 1,941.74	\$ 4.55		\$ 221.76	\$ 1,724.53
Redevelopment Authority	2.90%	\$ 76,242.06	\$ 183.19			\$ 76,425.25
#5 Renew RC Loan Program-Affordable Hous	4.39%	\$ 886,713.37	\$ 2,673.45			\$ 889,386.82
Renew RC Loan Program-Checking	2.90%	\$ 81,544.09	\$ 195.93			\$ 81,740.02
COMMITTED: (by resolution of the Council)						
#4 Projects committed	3.67%	\$ 3,027,498.15	\$ 9,121.02		\$ 2,549.00	\$ 3,034,070.17
ASSIGNED: (for specific use, not assigned)						
Cemetery CDs	2.34% & 3.21%	\$ 5,053.30	\$ 2.09			\$ 5,055.39
Centennial Committee	2.90%	\$ 3,000.29	\$ 7.20			\$ 3,007.49
Canine Fund	0%	\$ 48,591.09			\$ 173.08	\$ 48,418.01
Park/Rec/Comm Center	2.90%	\$ 12,483.77	\$ 30.00			\$ 12,513.77
#8 - Aquatic Center	3.67%	\$ 245,895.12	\$ 741.38			\$ 246,636.50
Total Interest Earned in Current Month			\$ 30,596.51	\$ -		
LOANS						
		Total Debt	5/31/2026			
Loans:		4/30/2026	2026 Principle	Loan Term End	Balance	
Richland County Bank (2%)		\$ -	\$ -	Paid off 2024	\$ -	
WPPI (no interest)		\$ 6,745.52	\$ 421.62	10/28/2027	\$ 6,323.90	As of 4/1/2026
State Trust Fund Loan - Panorama Est TIF 6 (3.5%)		\$ -	\$ -	Paid off 2021	\$ -	
Bonding - Panorama Estates TIF 6 (1.8%)		\$ 550,000.00	\$ 50,000.00	4/1/2037	\$ 550,000.00	As of 12/31/2026
CFB Haseltine 389,390/Westside Dr \$752,000(2.73%)		\$ 250,000.00	\$ 102,000.00	4/1/2028	\$ 250,000.00	As of 12/31/2026
Aquatic Center Bonding (20 Years)		\$ 2,940,000.00	\$ 205,000.00	8/1/2038	\$ 2,940,000.00	As of 12/31/2026 - F
		\$ 3,746,745.52	\$ 357,421.62		\$ 3,746,323.90	
Debt Capacity - WI Department of Revenue - 2024					\$ 20,792,625.00	
			% of Total Debt Capacity used		18%	
			65% Recommended Maximum		\$ 13,515,206.25	
			Amt Avail to Reach 65%		\$ 9,768,882.35	

					+		-	
	CITY OF RICHLAND CENTER - TREASURER'S REPORT							
	7/31/2026							
				Transfers In/(Out) Between Accounts				
Bank	FUNDS	Int Rate	BEG/MO BAL	RECEIPTS		DISBURSEMENTS	END/MO BAL	
PCB	City General Unassigned:	2.93%	\$ 195,541.60	\$ 459,378.08	\$ 735,395.06	\$ 1,133,675.15	\$ 256,639.59	
LGIP	#1 State Investments - Unassigned	3.68%	\$ 3,900,752.53	\$ 420,439.06	\$ (700,000.00)		\$ 3,621,191.59	
PCB	Property Tax Account (partial unassigned)	2.93%	\$ 253.57	\$ 0.63			\$ 254.20	
LGIP	#2 Landfill long term care (for landfill issues)	3.68%	\$ 683,279.88	\$ 2,133.27			\$ 685,413.15	
LGIP	#3 TIF-Panorama Estates (TIF 6)	3.68%	\$ 289,740.22	\$ 904.60			\$ 290,644.82	
LGIP	#6 TIF 2-5 (only #4)	3.68%	\$ 157,704.24	\$ 492.37			\$ 158,196.61	
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%	\$ 175,209.45	\$ 547.02			\$ 175,756.47	
	RESTRICTED FUNDS: (by outside entity)							
PCB	CDBG Housing RLF	2.93%	\$ 184,047.66	\$ 9,961.04		\$ 184,917.60	\$ 9,091.10	
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	2.93%	\$ 187,610.79	\$ 1,701.71	\$ (35,395.06)	\$ 9,381.51	\$ 144,535.93	
PCB	Room Tax	2.93%	\$ 4,451.54	\$ 23,466.88			\$ 27,918.42	
PCB	Greater Richland Tourism	2.93%	\$ 1,724.53	\$ 4.24		\$ 78.96	\$ 1,649.81	
PCB	Redevelopment Authority	2.93%	\$ 76,425.25	\$ 189.31			\$ 76,614.56	
LGIP	#5 Renew RC Loan Program-Affordable Hous	4.39%	\$ 889,386.82	\$ 2,776.76			\$ 892,163.58	
PCB	Renew RC Loan Program-Checking	2.93%	\$ 81,740.02	\$ 202.47			\$ 81,942.49	
	COMMITTED: (by resolution of the Council)							
LGIP	#4 Projects committed	3.68%	\$ 3,034,070.17	\$ 9,472.69			\$ 3,043,542.86	
	ASSIGNED: (for specific use, not assigned)							
PCB	Cemetery CDs	2.34% & 3.21%	\$ 5,055.39	\$ 2.15			\$ 5,057.54	
PCB	Centennial Committee	2.93%	\$ 3,007.49	\$ 7.45			\$ 3,014.94	
Royal	Canine Fund	0%	\$ 48,418.01			\$ 1.00	\$ 48,417.01	
PCB	Park/Rec/Comm Center	2.93%	\$ 12,513.77	\$ 30.99			\$ 12,544.76	
LGIP	#8 - Aquatic Center	3.68%	\$ 246,636.50	\$ 770.03			\$ 247,406.53	
	Total Interest Earned in Current Month			\$ 30,153.35	\$ 0.00			
	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	

Item 2.

Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "10-10000-000"-"10-99999-999","15-10000-000"-"15-99999-999"

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
ABT SWAYNE LAW LLC					
ABT SWAYNE LAW LLC	05/27/2026	Legal: Forfeitures / Court / Police	10-51700-570 ATTORNEY/FEES	409.00	08/13/26
ABT SWAYNE LAW LLC	07/08/2026	Legal: General Services	10-51700-570 ATTORNEY/FEES	765.00	08/13/26
ABT SWAYNE LAW LLC	07/08/2026	Legal: City General Legal Fees	10-51700-570 ATTORNEY/FEES	1,545.00	08/13/26
ABT SWAYNE LAW LLC	07/08/2026	Legal: Forfeitures / Court / Police	10-51700-570 ATTORNEY/FEES	1,694.00	08/13/26
ABT SWAYNE LAW LLC	07/28/2026	Legal: City General Legal Fees	10-51700-570 ATTORNEY/FEES	1,890.00	
ABT SWAYNE LAW LLC	07/28/2026	Legal: Common Council Legal Ser	10-51700-570 ATTORNEY/FEES	2,370.00	
ABT SWAYNE LAW LLC	07/28/2026	Legal: Forfeitures / Court / Police	10-51700-570 ATTORNEY/FEES	1,209.00	
Total ABT SWAYNE LAW LLC:				9,882.00	
Accurate Appraisal LLC					
Accurate Appraisal LLC	07/31/2026	Accurate Appraisal - Mo Assessm	10-51600-560 ASSESSOR/CON	3,750.00	
Accurate Appraisal LLC	08/01/2026	Accurate Appraisal - Mo Assessm	10-51600-560 ASSESSOR/CON	3,750.00	
Total Accurate Appraisal LLC:				7,500.00	
AED BRANDS					
AED BRANDS	07/28/2026	Police: AED Battery	10-52100-430 POLICE/PRIORIT	498.00	08/13/26
Total AED BRANDS:				498.00	
AFLAC					
AFLAC	07/16/2026	AFLAC AFLAC PRE TAX Pay Pe	10-22240-000 EMPLOYEE SHA	41.04	
AFLAC	07/16/2026	AFLAC AFLAC AFTER TAX Pay	10-22240-000 EMPLOYEE SHA	90.30	
AFLAC	08/13/2026	AFLAC AFLAC PRE TAX Pay Pe	10-22240-000 EMPLOYEE SHA	41.05	
AFLAC	08/13/2026	AFLAC AFLAC AFTER TAX Pay	10-22240-000 EMPLOYEE SHA	90.31	
Total AFLAC:				262.70	
AIRNAV.COM					
AIRNAV.COM	07/27/2026	Airport: fuel advertising	10-54900-520 AIRPORT/SUPPLI	30.00	08/06/26
Total AIRNAV.COM:				30.00	
ALLIANT ENERGY/WPL					
ALLIANT ENERGY/WPL	07/16/2026	PW/Streets: Street Lts 14-Walmar	10-54230-320 SIGNS/UTILITIES	16.65	08/06/26
ALLIANT ENERGY/WPL	08/03/2026	Airport: Terminal bldg electric	10-54900-321 AIRPORT/TERMI	168.99	08/13/26
Total ALLIANT ENERGY/WPL:				185.64	
AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVI	07/02/2026	Parks & Rec: Rec Programming S	10-55200-640 RECREATION/PR	89.97	07/09/26
AMAZON CAPITAL SERVI	07/06/2026	PW/B&G: Shield, Belt, Pulley, Spa	10-51850-440 BLDG-PROP/EQU	145.57	07/09/26
AMAZON CAPITAL SERVI	06/25/2026	Parks & Rec: CC Supplies - Paint	10-55200-640 RECREATION/PR	434.97-	07/16/26
AMAZON CAPITAL SERVI	07/10/2026	Parks & Rec: Rec Programming -	10-55200-640 RECREATION/PR	444.57	07/16/26
AMAZON CAPITAL SERVI	07/09/2026	Parks & Rec: Rec Programming,	10-55200-640 RECREATION/PR	71.85	07/16/26
AMAZON CAPITAL SERVI	07/09/2026	Parks & Rec: Rec Programming,	10-55200-520 COMM CTR/SUP	43.99	07/16/26
AMAZON CAPITAL SERVI	07/09/2026	Parks & Rec: Rec Programming,	10-55410-520 AQUA CTR/SUPP	31.98	07/16/26
AMAZON CAPITAL SERVI	07/13/2026	Parks & Rec: Rec Programming -	10-55200-640 RECREATION/PR	26.89	07/16/26
AMAZON CAPITAL SERVI	07/13/2026	Office: Cord Cover, Sticky Notes,	10-52450-340 ZONING/OFFICE	42.24	07/16/26
AMAZON CAPITAL SERVI	07/13/2026	Office: Cord Cover, Sticky Notes,	10-51300-340 CLK TREAS/OFFI	25.83	07/16/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
AMAZON CAPITAL SERVI	02/19/2026	PW/Streets: Flag Pole, Caster Wh	10-54200-520 STREETS/SUPPLI	112.88	07/23/26
AMAZON CAPITAL SERVI	02/19/2026	PW/B&G: Strobe Lights	10-51850-440 BLDG-PROP/EQU	30.39	07/23/26
AMAZON CAPITAL SERVI	06/24/2026	PW/B&G: Dymo Label Tape Repla	10-51850-520 BLDG-PROP/SUP	13.87	07/23/26
AMAZON CAPITAL SERVI	06/22/2026	PW/Streets: Gloves, Cinch Tools,	10-54200-520 STREETS/SUPPLI	233.44	07/23/26
AMAZON CAPITAL SERVI	06/11/2026	PW/B&G: Tire Repair Kit	10-51850-520 BLDG-PROP/SUP	33.85	07/23/26
AMAZON CAPITAL SERVI	06/08/2026	PW/B&G: Contact Bearings	10-51850-440 BLDG-PROP/EQU	56.73	07/23/26
AMAZON CAPITAL SERVI	06/08/2026	PW/B&G: Mower Spindle Assemb	10-51850-440 BLDG-PROP/EQU	216.46	07/23/26
AMAZON CAPITAL SERVI	06/05/2026	PW/B&G: Lawn Mower, Backpack	10-51850-410 BLDG-PROP/TRAI	156.96	07/23/26
AMAZON CAPITAL SERVI	06/05/2026	PW/B&G: Strobe Rooftop Flashin	10-51850-440 BLDG-PROP/EQU	49.99	07/23/26
AMAZON CAPITAL SERVI	06/05/2026	PW/B&G: Truck Bed Liner	10-51850-440 BLDG-PROP/EQU	117.59	07/23/26
AMAZON CAPITAL SERVI	05/26/2026	PW/B&G: Emergency Lights Strip	10-51850-440 BLDG-PROP/EQU	32.99	07/23/26
AMAZON CAPITAL SERVI	05/22/2026	PW/B&G: Truck Lights	10-51850-440 BLDG-PROP/EQU	118.36	07/23/26
AMAZON CAPITAL SERVI	05/11/2026	PW/Streets: Forks for Trucks	10-54200-520 STREETS/SUPPLI	166.20	07/23/26
AMAZON CAPITAL SERVI	07/20/2026	Parks & Rec: Award Medals, Card	10-55250-520 SENR CTR/SUPP	24.90	08/13/26
AMAZON CAPITAL SERVI	07/20/2026	Parks & Rec: Award Medals, Card	10-55200-640 RECREATION/PR	52.24	08/13/26
AMAZON CAPITAL SERVI	07/24/2026	Office: Clerk Docking Station, Key	10-51300-340 CLK TREAS/OFFI	116.98	08/13/26
AMAZON CAPITAL SERVI	07/27/2026	Office: Door Stops, Door Silencer,	10-51300-340 CLK TREAS/OFFI	19.98	
AMAZON CAPITAL SERVI	05/27/2026	Office: Photography Setup for We	10-51900-990 PERSONNEL/HIRI	51.98	08/06/26
AMAZON CAPITAL SERVI	06/15/2026	Office: Desk Mount for Keyboard	10-51300-340 CLK TREAS/OFFI	191.48	08/06/26
AMAZON CAPITAL SERVI	07/08/2026	B&G: Idler Pulley	10-51850-440 BLDG-PROP/EQU	37.95	08/06/26
AMAZON CAPITAL SERVI	07/13/2026	B&G: Blades for Zero Turn Mower	10-51850-440 BLDG-PROP/EQU	430.20	08/06/26
AMAZON CAPITAL SERVI	07/15/2026	Parks & Rec: Award Medals	10-55410-520 AQUA CTR/SUPP	14.24	08/06/26
AMAZON CAPITAL SERVI	07/20/2026	Office: Paper - Card Stock	10-51300-340 CLK TREAS/OFFI	18.49	08/13/26
AMAZON CAPITAL SERVI	07/20/2026	Zoning: Cardstock Paper	10-52450-340 ZONING/OFFICE	6.21	08/13/26
AMAZON CAPITAL SERVI	07/30/2026	Office: Election Supplies - Securit	10-51375-520 ELECTIONS/SUP	14.24	
AMAZON CAPITAL SERVI	07/28/2026	Police: Zip Ties & Steering Wheel	10-52100-430 POLICE/PRIORIT	20.47	
AMAZON CAPITAL SERVI	08/03/2026	Office: Election Supplies - Aprons	10-51375-520 ELECTIONS/SUP	26.99	
AMAZON CAPITAL SERVI	08/06/2026	PW/B&G: Batteries	10-51850-520 BLDG-PROP/SUP	22.79	
AMAZON CAPITAL SERVI	08/06/2026	PW/B&G: Chevy 5500 Truck Floor	10-61000-991 OUTLAY/MAJOR	632.89	
AMAZON CAPITAL SERVI	08/06/2026	PW/B&G: Gator Blades	10-51850-470 BLDG-PROP/MAI	68.98	
AMAZON CAPITAL SERVI	08/07/2026	Parks & Rec: Rec Equipment	10-55200-435 RECREATION/EQ	95.99	
AMAZON CAPITAL SERVI	08/07/2026	Parks & Rec: CC Supplies	10-55200-520 COMM CTR/SUP	59.26	
AMAZON CAPITAL SERVI	08/07/2026	Parks & Rec: Rec Prog Exp	10-55200-640 RECREATION/PR	218.42	
Total AMAZON CAPITAL SERVICES:				3,952.31	
American Heritage Life Insurance Company					
American Heritage Life Ins	07/16/2026	SUPPLEMENTAL INSURANCE	10-22250-000 EMPLOYEE SHA	146.93	
American Heritage Life Ins	08/13/2026	SUPPLEMENTAL INSURANCE	10-22250-000 EMPLOYEE SHA	146.93	
Total American Heritage Life Insurance Company:				293.86	
ARROW ENERGY					
ARROW ENERGY	07/20/2026	PW/Airport: 2026 110LL Fuel Purc	10-54900-505 AIRPORT/AVIATI	7,480.79	07/23/26
Total ARROW ENERGY:				7,480.79	
ASSURITY LIFE INSURANCE COMPANY					
ASSURITY LIFE INSURAN	07/16/2026	ASSURITYPOSTTAX Pay Perio	10-22250-000 EMPLOYEE SHA	92.44	08/06/26
ASSURITY LIFE INSURAN	08/13/2026	ASSURITYPOSTTAX Pay Perio	10-22250-000 EMPLOYEE SHA	92.45	
Total ASSURITY LIFE INSURANCE COMPANY:				184.89	
AUTO VALUE PARTS STORES					
AUTO VALUE PARTS STO	07/06/2026	PW/Streets: Oil & Filter	10-54200-440 STREETS/EQUIP	173.93	07/09/26
AUTO VALUE PARTS STO	07/06/2026	PW/B&G: Wheel Stud & Nut	10-51850-440 BLDG-PROP/EQU	6.98	07/09/26
AUTO VALUE PARTS STO	05/31/2026	PW/Streets: Finance Charge on u	10-54200-440 STREETS/EQUIP	2.19	07/09/26

Vendor Name	Invoice Date	Description	GL Account and Title		Net Invoice Amount	Date Paid
AUTO VALUE PARTS STO	07/10/2026	PW/Streets: Street Sweeper Air Fi	10-54300-440	ST CLEANG/EQUI	105.09	07/23/26
AUTO VALUE PARTS STO	07/06/2026	PW/Streetss: Filters	10-54300-440	ST CLEANG/EQUI	173.93	07/23/26
AUTO VALUE PARTS STO	08/03/2026	PW/B&G: Oil Filter and Fuel Line -	10-51850-440	BLDG-PROP/EQU	34.73	
AUTO VALUE PARTS STO	08/04/2026	PW/Streets: #44 Truck Battery	10-54200-420	STREETS/TRUCK	178.99	
Total AUTO VALUE PARTS STORES:					675.84	
AUTO ZONE						
AUTO ZONE	06/10/2026	PW/B&G: Schaeffler Shaft Seal	10-51850-440	BLDG-PROP/EQU	55.02	07/23/26
Total AUTO ZONE:					55.02	
BADGER WELDING SUPPLY, INC						
BADGER WELDING SUPP	06/30/2026	PW/Streets: Monthly Cylinder PW/	10-54100-520	STREETS GARA	37.50	07/23/26
BADGER WELDING SUPP	07/31/2026	PW/Streets: Monthly Cylinder PW/	10-54100-560	STREETS GARA	38.75	
Total BADGER WELDING SUPPLY, INC:					76.25	
BFI Waste Services						
BFI Waste Services	07/31/2026	PW/Refuse: Garbage & Recycling	10-54600-560	GARBAGE/CONT	889.92	
BFI Waste Services	07/31/2026	PW/Refuse: Garbage & Recycling	10-54600-560	GARBAGE/CONT	5,706.85	
BFI Waste Services	07/31/2026	PW/Refuse: Garbage & Recycling	10-54700-560	RECYCLING/CON	16,808.60	
Total BFI Waste Services:					23,405.37	
CARPENTER, LARA						
CARPENTER, LARA	07/28/2026	Parks & Rec: Yoga In the Park - 6/	10-46610-000	RECREATION FE	420.00	08/06/26
Total CARPENTER, LARA:					420.00	
Center Lanes Inc						
Center Lanes Inc	08/12/2026	PW/CC SC: Recreation Fees for	10-55200-640	RECREATION/PR	168.00	
Total Center Lanes Inc:					168.00	
Champion Health						
Champion Health	06/30/2026	Payroll: EE Withholding	10-22250-000	EMPLOYEE SHA	396.00	07/20/26
Champion Health	07/16/2026	Payroll: EE Withholding	10-22250-000	EMPLOYEE SHA	132.00	
Champion Health	07/16/2026	CHAMP BENEFIT POST-TAX P	10-22250-000	EMPLOYEE SHA	1,010.00-	
Champion Health	07/16/2026	CHAMP PLAN PRE-TAX Pay P	10-22250-000	EMPLOYEE SHA	1,200.00	
Champion Health	08/13/2026	CHAMP BENEFIT POST-TAX P	10-22250-000	EMPLOYEE SHA	1,010.00-	
Champion Health	08/13/2026	CHAMP PLAN PRE-TAX Pay P	10-22250-000	EMPLOYEE SHA	1,200.00	
Total Champion Health:					908.00	
CITY UTILITIES						
CITY UTILITIES	07/23/2026	Insurance - Workman Comp Divid	10-14500-000	A/R - GENERAL R	1,973.73	08/06/26
CITY UTILITIES	07/17/2026	City: Firewall End/Point Monthly	10-51400-560	DATA PROC/CON	230.85	08/06/26
Total CITY UTILITIES:					2,204.58	
CITY UTILITIES-BILLS						
CITY UTILITIES-BILLS	08/11/2026	Tax Roll Settlement: 2025 Tax Roll	10-41100-000	GENERAL PROPE	5,781.02	
CITY UTILITIES-BILLS	08/11/2026	Tax Roll Settlement: 2025 Tax Roll	10-41100-000	GENERAL PROPE	13,874.65	
CITY UTILITIES-BILLS	08/11/2026	Tax Roll Settlement: 2025 Tax Roll	10-41100-000	GENERAL PROPE	6,707.62	
CITY UTILITIES-BILLS	08/11/2026	Tax Roll Settlement: 2025 Tax Roll	10-41100-000	GENERAL PROPE	7,626.53	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
Total CITY UTILITIES-BILLS:				33,989.82	
COMMAND CENTRAL					
COMMAND CENTRAL	07/30/2026	Office: Elections - Ink Cartridge for	10-51375-520 ELECTIONS/SUP	78.25	08/06/26
Total COMMAND CENTRAL:				78.25	
COMMUNITY CENTER					
COMMUNITY CENTER	07/07/2026	Parks & Rec: Gabriela Merlos - C	10-46500-000 COMMUNITY CE	100.00	07/09/26
COMMUNITY CENTER	07/31/2026	Parks & Rec: Taylor Mayer - Pool	10-46645-000 AQUATIC CENTE	329.00	08/06/26
Total COMMUNITY CENTER:				429.00	
COMPUTER DOCTORS LLC					
COMPUTER DOCTORS L	07/24/2026	IT: Cisco Smartnet, Configurations	10-51400-560 DATA PROC/CON	1,482.75	
Total COMPUTER DOCTORS LLC:				1,482.75	
CORNERSTONE SERVICE					
CORNERSTONE SERVIC	07/16/2026	PW/Streets: 2017 Ford F450 Labo	10-54200-420 STREETS/TRUCK	164.65	08/06/26
Total CORNERSTONE SERVICE:				164.65	
Delta Dental					
Delta Dental	07/16/2026	Payroll: Dental Insurance - August	10-14500-000 A/R - GENERAL R	30.84	07/16/26
Delta Dental	07/16/2026	Payroll: Dental Insurance - August	10-22260-000 EMPLOYEE SHA	61.68	07/16/26
Delta Dental	07/16/2026	Payroll: Dental Insurance - August	10-14500-000 A/R - GENERAL R	68.18	07/16/26
Delta Dental	07/16/2026	Payroll: Dental Insurance - August	10-22260-000 EMPLOYEE SHA	290.38	07/16/26
Total Delta Dental:				451.08	
DON'S TIRE					
DON'S TIRE	07/14/2026	PW/B&G: Tire Repair on Mower u	10-54500-560 LANDFILL/CONT	140.00	08/06/26
Total DON'S TIRE:				140.00	
FIRE PROTECTION SPECIALISTS INC					
FIRE PROTECTION SPEC	08/03/2026	PW/Aquatic: Annual Fire Extinguis	10-55410-670 AQUA CTR / INSP	116.68	
FIRE PROTECTION SPEC	08/03/2026	PW/Cemetery: Annual Fire Exting	10-51850-560 BLDG-PROP/CEM	19.45	
FIRE PROTECTION SPEC	08/03/2026	PW/Muni Bldng: Annual Fire Extin	10-51800-565 MUN BLDG/FIRE	29.18	
FIRE PROTECTION SPEC	08/03/2026	PW/CC/SC: Annual Fire Extinguis	10-55200-565 COMM CTR/FIRE	68.06	
FIRE PROTECTION SPEC	08/03/2026	PW/Depot: Annual Fire Extinguish	10-51825-470 RR DEPOT/MAIN	9.72	
FIRE PROTECTION SPEC	08/03/2026	PW/Meyers: Annual Fire Extinguis	10-55300-565 B&G/PARKS FIRE	9.72	
FIRE PROTECTION SPEC	08/03/2026	PW/Parks: Annual Fire Extinguish	10-55300-565 B&G/PARKS FIRE	165.30	
FIRE PROTECTION SPEC	07/29/2026	PW/Police: Annual Fire Extinguish	10-51800-565 MUN BLDG/FIRE	274.96	08/13/26
Total FIRE PROTECTION SPECIALISTS INC:				693.07	
FRONTIER					
FRONTIER	05/02/2026	PW/Refuse: landfill phone - FINAL	10-54500-300 LANDFILL/TELEP	31.16	07/16/26
FRONTIER	07/01/2026	Police: Voice Grade Channel Ter	10-52100-300 POLICE/TELEPH	10.70	07/16/26
FRONTIER	07/09/2026	PW/Airport: 608-647-4237 Phone	10-54900-300 AIRPORT/TELEP	149.53	08/06/26
FRONTIER	07/09/2026	PW/Airport: 608-383-0969 Phone	10-54900-300 AIRPORT/TELEP	149.53	08/06/26
FRONTIER	08/01/2026	Police: Voice Grade Channel Ter	10-52100-300 POLICE/TELEPH	10.70	

Vendor Name	Invoice Date	Description	GL Account and Title		Net Invoice Amount	Date Paid
Total FRONTIER:					351.62	
GARY'S LAWN CARE LLC						
Gary's Lawn Care LLC	06/25/2026	B&G: Airport - Mowing	10-54900-560	AIRPORT/CONTR	440.00	08/06/26
Gary's Lawn Care LLC	06/25/2026	B&G: Bowen / Landing Mowing	10-51850-000	BLDG-PROP/CEM	220.00	08/06/26
Gary's Lawn Care LLC	07/02/2026	B&G: RC Cemetery Mowing	10-51850-000	BLDG-PROP/CEM	2,200.00	08/06/26
Gary's Lawn Care LLC	07/02/2026	B&G: Bowen / Landing Mowing	10-51850-000	BLDG-PROP/CEM	220.00	08/06/26
Gary's Lawn Care LLC	07/02/2026	B&G: Airport - Mowing	10-54900-560	AIRPORT/CONTR	440.00	08/06/26
Gary's Lawn Care LLC	07/09/2026	B&G: Airport - Mowing	10-54900-560	AIRPORT/CONTR	440.00	08/06/26
Gary's Lawn Care LLC	07/09/2026	B&G: Bowen / Landing Mowing	10-51850-000	BLDG-PROP/CEM	220.00	08/06/26
Gary's Lawn Care LLC	07/06/2026	B&G: SPEC ASSESS_Priv Proper	10-13000-000	DUE FROM COU	225.00	08/06/26
Gary's Lawn Care LLC	07/01/1996	B&G: SPEC ASSESS_Priv Proper	10-13000-000	DUE FROM COU	225.00	08/06/26
Gary's Lawn Care LLC	07/06/2026	B&G: SPEC ASSESS_Priv Proper	10-13000-000	DUE FROM COU	225.00	08/06/26
Gary's Lawn Care LLC	07/14/2026	B&G: RC Cemetery Mowing	10-51850-000	BLDG-PROP/CEM	2,200.00	08/06/26
Gary's Lawn Care LLC	07/15/2026	B&G: Bowen / Landing Mowing	10-51850-000	BLDG-PROP/CEM	220.00	08/06/26
Gary's Lawn Care LLC	07/16/2026	B&G: Airport - Mowing	10-54900-560	AIRPORT/CONTR	440.00	08/06/26
Gary's Lawn Care LLC	07/22/2026	B&G: SPEC ASSESS_Priv Proper	10-13000-000	DUE FROM COU	75.00	08/06/26
Gary's Lawn Care LLC	07/22/2026	B&G: SPEC ASSESS_Priv Proper	10-13000-000	DUE FROM COU	75.00	08/06/26
Gary's Lawn Care LLC	07/22/2026	B&G: SPEC ASSESS_Priv Proper	10-13000-000	DUE FROM COU	75.00	08/06/26
Gary's Lawn Care LLC	07/23/2026	B&G: Airport - Mowing	10-54900-560	AIRPORT/CONTR	440.00	08/06/26
Gary's Lawn Care LLC	07/23/2026	B&G: Bowen / Landing Mowing	10-51850-000	BLDG-PROP/CEM	220.00	08/06/26
Gary's Lawn Care LLC	07/28/2026	B&G: RC Cemetery Mowing	10-51850-000	BLDG-PROP/CEM	2,200.00	08/06/26
Gary's Lawn Care LLC	07/28/2026	B&G: Bowen / Landing Mowing	10-51850-000	BLDG-PROP/CEM	220.00	08/06/26
Gary's Lawn Care LLC	07/29/2026	B&G: Airport - Mowing	10-54900-560	AIRPORT/CONTR	440.00	08/06/26
Total Gary's Lawn Care LLC:					11,460.00	
GENERAL COMMUNICATIONS,						
GENERAL COMMUNICATI	07/06/2026	Police: Radio Equipment - K9 Squ	10-52100-430	POLICE/PRIORIT	3,689.56	07/23/26
Total GENERAL COMMUNICATIONS,:					3,689.56	
GENUINE TELECOM						
GENUINE TELECOM	08/01/2026	1050 N Orange Ln 2	10-51850-300	BLDG-PROP/TEL	40.63	08/13/26
GENUINE TELECOM	08/01/2026	1050 N Orange Ln 3	10-55410-300	AQUA CTR/TELE	41.88	08/13/26
GENUINE TELECOM	08/01/2026	1050 N Orange	10-55200-300	COMM CTR/TELE	35.38	08/13/26
GENUINE TELECOM	08/01/2026	1050 N Orange - Alarm	10-51850-565	BLDG-PROP/FIRE	36.88	08/13/26
GENUINE TELECOM	08/01/2026	1050 N Orange	10-55200-300	COMM CTR/TELE	36.88	08/13/26
GENUINE TELECOM	08/01/2026	1050 N Orange	10-55200-300	COMM CTR/TELE	130.00	08/13/26
GENUINE TELECOM	08/01/2026	Clerk Fax	10-51300-300	CLK TREAS/TELE	41.38	08/13/26
GENUINE TELECOM	08/01/2026	City Office	10-51300-300	CLK TREAS/TELE	13.89	08/13/26
GENUINE TELECOM	08/01/2026	450 S Main	10-52400-300	BLDG SFTY/TELE	36.88	08/13/26
GENUINE TELECOM	08/01/2026	Building Insp	10-51200-300	MAYOR/TELEPH	35.38	08/13/26
GENUINE TELECOM	08/01/2026	Mayor	10-51600-300	ASSESSOR/TELE	35.38	08/13/26
GENUINE TELECOM	08/01/2026	Assessor	10-51825-300	RR DEPOT/PHON	35.38	08/13/26
GENUINE TELECOM	08/01/2026	Visitor	10-51400-590	DATA PROC/DSL	140.00	08/13/26
GENUINE TELECOM	08/01/2026	608-647-3559	10-54100-300	GARAGE/TELEPH	36.13	08/13/26
GENUINE TELECOM	08/01/2026	608-647-8126	10-52100-300	POLICE/TELEPH	39.88	08/13/26
GENUINE TELECOM	08/01/2026	608-647-2103	10-52100-300	POLICE/TELEPH	35.38	08/13/26
GENUINE TELECOM	08/01/2026	608-647-2104	10-52100-300	POLICE/TELEPH	36.88	08/13/26
GENUINE TELECOM	08/01/2026	608-647-6316	10-52100-300	POLICE/TELEPH	36.88	08/13/26
Total GENUINE TELECOM:					845.09	
GILLETTE PEPSI COMPANIES						
GILLETTE PEPSI COMPA	07/02/2026	Parks & Rec: WAC Concessions	10-55410-700	AQUA CTR/CONC	533.00	07/09/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
GILLETTE PEPSI COMPA	07/16/2026	Parks & Rec: WAC Concessions	10-55410-700 AQUA CTR/CONC	3.00-	
Total GILLETTE PEPSI COMPANIES:				530.00	
HARTLAND LUBRICANTS & CH					
HARTLAND LUBRICANTS	05/20/2026	PW/B&G & Streets: Oil	10-51850-440 BLDG-PROP/EQU	654.23	07/23/26
HARTLAND LUBRICANTS	05/20/2026	PW/B&G & Streets: Oil	10-54200-440 STREETS/EQUIP	654.22	07/23/26
Total HARTLAND LUBRICANTS & CH:				1,308.45	
HOLIDAY WHOLESALE					
HOLIDAY WHOLESALE	07/15/2026	Parks & Rec: WAC Concessions	10-55410-700 AQUA CTR/CONC	989.04	08/06/26
HOLIDAY WHOLESALE	07/08/2026	Parks & Rec: WAC Concessions	10-55410-700 AQUA CTR/CONC	956.13	07/23/26
HOLIDAY WHOLESALE	07/22/2026	Parks & Rec: WAC Concessions	10-55410-700 AQUA CTR/CONC	2,577.48	08/13/26
HOLIDAY WHOLESALE	07/17/2026	Parks & Rec: WAC Concessions	10-55410-700 AQUA CTR/CONC	58.00	08/06/26
HOLIDAY WHOLESALE	07/16/2026	Parks & Rec: WAC Concessions	10-55410-700 AQUA CTR/CONC	52.00-	08/06/26
HOLIDAY WHOLESALE	07/29/2026	Parks & Rec: WAC Concessions	10-55410-700 AQUA CTR/CONC	658.29	
HOLIDAY WHOLESALE	08/05/2026	Parks & Rec: WAC Concessions	10-55410-700 AQUA CTR/CONC	1,207.96	
Total HOLIDAY WHOLESALE:				6,394.90	
INTERNAL REVENUE SERVICE					
INTERNAL REVENUE SE	07/16/2026	FICA/FED TAXES SOCIAL SECU	10-22130-000 W/H TAXES-FICA/	6,207.06	07/20/26
INTERNAL REVENUE SE	07/16/2026	FICA/FED TAXES SOCIAL SECU	10-22130-000 W/H TAXES-FICA/	6,207.06	07/20/26
INTERNAL REVENUE SE	07/16/2026	FICA/FED TAXES MEDICARE P	10-22130-000 W/H TAXES-FICA/	1,451.63	07/20/26
INTERNAL REVENUE SE	07/16/2026	FICA/FED TAXES MEDICARE P	10-22130-000 W/H TAXES-FICA/	1,451.63	07/20/26
INTERNAL REVENUE SE	07/16/2026	FICA/FED TAXES FEDERAL WIT	10-22110-000 W/H TAXES-FEDE	6,348.45	07/20/26
INTERNAL REVENUE SE	07/31/2026	FICA/FED TAXES SOCIAL SECU	10-22130-000 W/H TAXES-FICA/	6,395.50	08/03/26
INTERNAL REVENUE SE	07/31/2026	FICA/FED TAXES SOCIAL SECU	10-22130-000 W/H TAXES-FICA/	6,395.50	08/03/26
INTERNAL REVENUE SE	07/31/2026	FICA/FED TAXES MEDICARE P	10-22130-000 W/H TAXES-FICA/	1,495.70	08/03/26
INTERNAL REVENUE SE	07/31/2026	FICA/FED TAXES MEDICARE P	10-22130-000 W/H TAXES-FICA/	1,495.70	08/03/26
INTERNAL REVENUE SE	07/31/2026	FICA/FED TAXES FEDERAL WIT	10-22110-000 W/H TAXES-FEDE	6,577.53	08/03/26
INTERNAL REVENUE SE	08/13/2026	FICA/FED TAXES SOCIAL SECU	10-22130-000 W/H TAXES-FICA/	6,322.09	08/17/26
INTERNAL REVENUE SE	08/13/2026	FICA/FED TAXES SOCIAL SECU	10-22130-000 W/H TAXES-FICA/	6,322.09	08/17/26
INTERNAL REVENUE SE	08/13/2026	FICA/FED TAXES MEDICARE P	10-22130-000 W/H TAXES-FICA/	1,478.55	08/17/26
INTERNAL REVENUE SE	08/13/2026	FICA/FED TAXES MEDICARE P	10-22130-000 W/H TAXES-FICA/	1,478.55	08/17/26
INTERNAL REVENUE SE	08/13/2026	FICA/FED TAXES FEDERAL WIT	10-22110-000 W/H TAXES-FEDE	5,941.69	08/17/26
Total INTERNAL REVENUE SERVICE:				65,568.73	
JOHNSON BLOCK & COMPANY,					
JOHNSON BLOCK & COM	07/31/2026	City Admin/Office - Audit - 2025 Fi	10-51360-390 AUDITING/FEEES	6,100.00	
JOHNSON BLOCK & COM	07/31/2026	City Admin/Office - Audit - GASB	10-51360-390 AUDITING/FEEES	2,900.00	
JOHNSON BLOCK & COM	07/31/2026	City Admin/Office - Audit - GASB	10-51360-390 AUDITING/FEEES	1,500.00	
JOHNSON BLOCK & COM	07/31/2026	City Admin/Office - Audit - Gen Fu	10-51360-390 AUDITING/FEEES	284.00	
Total JOHNSON BLOCK & COMPANY,:				10,784.00	
Johnson Tractor Inc.					
Johnson Tractor Inc.	07/17/2026	PW/B&G: Filters - Ferris	10-51850-440 BLDG-PROP/EQU	68.04	07/23/26
Johnson Tractor Inc.	07/17/2026	PW/B&G: Ferris Deck Bolts	10-51850-440 BLDG-PROP/EQU	13.68	07/23/26
Johnson Tractor Inc.	07/24/2026	PW/B&G: Weld Bracket, CAP	10-51850-440 BLDG-PROP/EQU	62.08	08/06/26
Johnson Tractor Inc.	08/03/2026	PW/B&G: Ferris Mower Deck Pull	10-51850-440 BLDG-PROP/EQU	75.07	
Total Johnson Tractor Inc.:				218.87	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
KIESLER POLICE SUPPLY					
KIESLER POLICE SUPPL	07/22/2026	Police: SRT Training Rounds	10-52100-535 POLICE/AMMUNI	732.72	08/13/26
Total KIESLER POLICE SUPPLY:				732.72	
KOELSCH, BEN					
KOELSCH, BEN	07/15/2026	Elected: Sponsor of Government M	10-55600-390 CABLE TV/MISC	966.87	08/06/26
Total KOELSCH, BEN:				966.87	
Kraemer's Water Store					
Kraemer's Water Store	06/30/2026	Parks & Rec: WAC Utilitiies	10-55410-320 AQUA CTR/UTILIT	106.22	07/09/26
Kraemer's Water Store	07/31/2026	Parks & Rec: WAC Utilitiies	10-55410-320 AQUA CTR/UTILIT	111.50	
Total Kraemer's Water Store:				217.72	
LAMAR COMPANIES					
LAMAR COMPANIES	07/06/2026	Admin/City office: Hwy 14 digital si	10-56100-390 COMM DEV/MISC	500.00	07/23/26
LAMAR COMPANIES	08/03/2026	Admin/City office: Hwy 14 digital si	10-56100-390 COMM DEV/MISC	500.00	
Total LAMAR COMPANIES:				1,000.00	
M S A PROFESSIONAL SERVICES, INC					
M S A PROFESSIONAL S	08/04/2026	P/W Outlay: Mill Street Drainage I	10-61000-942 OUTLAY/ST PROJ	5,729.85	08/06/26
M S A PROFESSIONAL S	08/01/2025	PW/CAPITAL OUTAY: RC City Util	10-61000-942 OUTLAY/ST PROJ	1,730.72	
Total M S A PROFESSIONAL SERVICES, INC:				7,460.57	
MetLife					
MetLife	07/01/2026	Payroll: Vision Ins EE Paid	10-14500-000 A/R - GENERAL R	72.18	07/16/26
MetLife	07/16/2026	Metlife Vision Insurance VISION I	10-22270-000 EMPLOYEE SHA	13.77	07/16/26
MetLife	07/16/2026	Metlife Vision Insurance VISION I	10-22270-000 EMPLOYEE SHA	101.90	07/16/26
MetLife	08/13/2026	Metlife Vision Insurance VISION I	10-22270-000 EMPLOYEE SHA	13.77	
MetLife	08/13/2026	Metlife Vision Insurance VISION I	10-22270-000 EMPLOYEE SHA	131.08	
Total MetLife:				332.70	
Middleton Power Center					
Middleton Power Center	07/13/2026	PW/B&G: Capital Purchase - Vent	10-61000-991 OUTLAY/MAJOR	51,061.60	07/16/26
Total Middleton Power Center:				51,061.60	
MIDWEST POOL SUPPLY					
MIDWEST POOL SUPPLY	07/09/2026	Parks & Rec: WAC Chemicals	10-55410-620 AQUA CTR/CHEM	2,827.30	07/23/26
MIDWEST POOL SUPPLY	08/06/2026	Parks & Rec: WAC Chemicals	10-55410-620 AQUA CTR/CHEM	2,297.89	
Total MIDWEST POOL SUPPLY:				5,125.19	
NEUMAN POOLS INC					
NEUMAN POOLS INC	07/28/2026	Parks & Rec: Neptune Benson Sa	10-55410-470 AQUA CTR/MAINT	459.31	
Total NEUMAN POOLS INC:				459.31	
OSBORNE STUMP REMOVAL LL					
OSBORNE STUMP REMO	07/08/2026	PW/Streets: Stump Grinding	10-56300-260 FORESTRY/STU	788.00	07/23/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
Total OSBORNE STUMP REMOVAL LL:				788.00	
PEPSI-COLA OF LACROSSE					
PEPSI-COLA OF LACROS	07/09/2026	PW/Aquatic: Concessions	10-55410-700 AQUA CTR/CONC	358.00	07/16/26
PEPSI-COLA OF LACROS	07/26/2026	PW/Aquatic: Concessions	10-55410-700 AQUA CTR/CONC	735.00	
Total PEPSI-COLA OF LACROSSE:				1,093.00	
Pine River Tire & Auto LLC					
Pine River Tire & Auto LLC	07/06/2026	PW/B&G: New Tube & Mount	10-51850-440 BLDG-PROP/EQU	56.92	07/09/26
Pine River Tire & Auto LLC	07/20/2026	PW/B&G: New Tube & Mount	10-51850-440 BLDG-PROP/EQU	43.00	08/13/26
Pine River Tire & Auto LLC	07/08/2026	PW/B&G: Tube Patch - 60' Ferris	10-51850-440 BLDG-PROP/EQU	28.00	07/23/26
Total Pine River Tire & Auto LLC:				127.92	
PIONEER PRINT CO LLC					
PIONEER PRINT CO LLC	07/06/2026	Parks & Rec: Rec Shirts	10-55200-640 RECREATION/PR	327.48	07/09/26
PIONEER PRINT CO LLC	07/21/2026	PW/CC SC: Clothing	10-55200-640 RECREATION/PR	67.50	07/23/26
Total PIONEER PRINT CO LLC:				394.98	
POMP'S TIRE SERVICE, INC					
POMP'S TIRE SERVICE, I	07/24/2026	Police: Tires Purchased, Credit Ta	10-52100-425 POLICE/CAR OPE	623.96	08/06/26
Total POMP'S TIRE SERVICE, INC:				623.96	
PREMIER CO-OP					
PREMIER CO-OP	06/30/2026	PW/B&G: Fuel	10-51850-500 BLDG-PROP/GAS	2,357.33	07/23/26
PREMIER CO-OP	06/30/2026	PW/Streets: Fuel	10-54200-520 STREETS/SUPPLI	200.60	07/23/26
PREMIER CO-OP	06/30/2026	PW/Streets: Fuel	10-54200-500 STREETS/GASOL	1,925.38	07/23/26
PREMIER CO-OP	07/23/2026	PW/B&G: Crossbow, Pramitol, Co	10-51850-530 BLDG-PROP/WEE	346.50	
PREMIER CO-OP	07/31/2026	PW/Street: STREETS/GASOLINE	10-54200-500 STREETS/GASOL	207.62	
PREMIER CO-OP	07/31/2026	PW/Street: STREETS/GASOLINE	10-54200-500 STREETS/GASOL	1,478.09	
PREMIER CO-OP	07/31/2026	PW/Street: STREETS/GASOLINE	10-54200-500 STREETS/GASOL	2,166.07	
PREMIER CO-OP	07/31/2026	PW/B&G: Fuel	10-51850-500 BLDG-PROP/GAS	1,761.54	
Total PREMIER CO-OP:				10,443.13	
RHYME BUSINESS PRODUCTS-DALLAS					
RHYME BUSINESS PROD	07/26/2026	CC/SC: Copier Lease	10-55200-480 COMM CTR/MAIN	180.03	08/06/26
RHYME BUSINESS PROD	08/25/2026	Police Dept: Copier Lease	10-52100-480 POLICE/MAINT A	207.27	08/06/26
RHYME BUSINESS PROD	08/01/2026	City Office: Copier Lease Paymen	10-51450-480 COPIER/MAINT A	472.58	08/06/26
Total RHYME BUSINESS PRODUCTS-DALLAS:				859.88	
RICHLAND CENTER POLICE PROFESSIONAL					
RICHLAND CENTER POLI	07/16/2026	UNION DUES POLICE UNION D	10-22410-000 POLICE DEPT UN	250.00	07/16/26
RICHLAND CENTER POLI	08/13/2026	UNION DUES POLICE UNION D	10-22410-000 POLICE DEPT UN	250.00	
Total RICHLAND CENTER POLICE PROFESSIONAL:				500.00	
RICHLAND CENTER UTILITIE					
RICHLAND CENTER UTIL	07/10/2026	Court & Church St	10-54230-930 SIGNS/STREET LI	481.37	08/03/26
RICHLAND CENTER UTIL	07/10/2026	14 New Highway East	10-54230-930 SIGNS/STREET LI	168.07	08/03/26
RICHLAND CENTER UTIL	07/10/2026	450 S Main St	10-51800-320 MUN BLDG/UTILI	560.22	08/03/26
RICHLAND CENTER UTIL	07/10/2026	450 S Main St	10-51800-320 MUN BLDG/UTILI	166.94	08/03/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
RICHLAND CENTER UTIL	07/10/2026	EV Charging Station	10-51800-320 MUN BLDG/UTILI	65.24	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Burton & Main St	10-54230-930 SIGNS/STREET LI	124.77	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Dump Station-Old WWTP	10-55300-320 B&G/UTILITIES	28.60	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Cold Storage Bldg	10-55300-320 B&G/UTILITIES	42.13	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Mill Pond Campground	10-55300-320 B&G/UTILITIES	154.29	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Aud City Parking Lot	10-51850-320 BLDG-PROP/UTIL	51.30	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Mill & Main	10-54230-930 SIGNS/STREET LI	801.01	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Cemetary Bldg	10-51850-325 BLDG-PROP/CEM	18.97	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Cemetary Garage	10-51850-325 BLDG-PROP/CEM	42.88	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Cemetery-Saloutus/Park	10-51850-325 BLDG-PROP/CEM	39.60	08/03/26
RICHLAND CENTER UTIL	07/10/2026	North End of Central	10-54230-930 SIGNS/STREET LI	23.86	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Flashers Main & Second	10-54230-930 SIGNS/STREET LI	12.50	08/03/26
RICHLAND CENTER UTIL	07/10/2026	5TH & Main	10-54230-930 SIGNS/STREET LI	227.19	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Main & Sixth	10-54230-930 SIGNS/STREET LI	347.46	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Intersection First &	10-54230-930 SIGNS/STREET LI	313.36	08/03/26
RICHLAND CENTER UTIL	07/10/2026	W Mill-Linear Park	10-55300-320 B&G/UTILITIES	25.86	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Footbridge Congress	10-55300-320 B&G/UTILITIES	57.06	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Foundry Dr	10-54230-930 SIGNS/STREET LI	805.96	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Bike Path	10-55300-320 B&G/UTILITIES	19.28	08/03/26
RICHLAND CENTER UTIL	07/10/2026	80 HIGHWAY & 14	10-54230-930 SIGNS/STREET LI	105.04	08/03/26
RICHLAND CENTER UTIL	07/10/2026	14 Intersection HWY & 8	10-54230-930 SIGNS/STREET LI	217.32	08/03/26
RICHLAND CENTER UTIL	07/10/2026	US HWY 14 W	10-54230-930 SIGNS/STREET LI	320.74	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Krouskop Park	10-54230-930 SIGNS/STREET LI	120.27	08/03/26
RICHLAND CENTER UTIL	07/10/2026	West End of Foot Bridge	10-54230-930 SIGNS/STREET LI	9.07	08/03/26
RICHLAND CENTER UTIL	07/10/2026	14 US HWY W	10-54230-930 SIGNS/STREET LI	375.68	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Between Dike & Scorebd	10-55300-320 B&G/UTILITIES	12.50	08/03/26
RICHLAND CENTER UTIL	07/10/2026	US HWY 14 W-B.Fields	10-55300-320 B&G/UTILITIES	276.33	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Event Meter	10-55300-320 B&G/UTILITIES	47.28	08/03/26
RICHLAND CENTER UTIL	07/10/2026	N Orange-Meyer Bldg	10-55300-655 B&G/SHELTER E	124.09	08/03/26
RICHLAND CENTER UTIL	07/10/2026	N Orange-Meyer Bldg	10-55300-655 B&G/SHELTER E	521.94	08/03/26
RICHLAND CENTER UTIL	07/10/2026	1050 N Orange St	10-55200-320 COMM CTR/UTILI	1,664.51	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Pool transformer	10-55410-320 AQUA CTR/UTILIT	107.83	08/03/26
RICHLAND CENTER UTIL	07/10/2026	1055 N Orange-Bath House	10-55410-320 AQUA CTR/UTILIT	606.75	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Pippin (Fountain)	10-55300-655 B&G/SHELTER E	28.60	08/03/26
RICHLAND CENTER UTIL	07/10/2026	1055 N Orange-Park Pool	10-55410-320 AQUA CTR/UTILIT	4,232.20	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Krouskop Park Footbr	10-55300-320 B&G/UTILITIES	13.36	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Park Dept Garage	10-51850-320 BLDG-PROP/UTIL	62.43	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Pavilion	10-55300-655 B&G/SHELTER E	16.21	08/03/26
RICHLAND CENTER UTIL	07/10/2026	8TH & Jefferson (Keepers)	10-55300-655 B&G/SHELTER E	19.19	08/03/26
RICHLAND CENTER UTIL	07/10/2026	WA Fountain-Keepers	10-55300-655 B&G/SHELTER E	41.10	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Park Dept Garage	10-51850-320 BLDG-PROP/UTIL	96.23	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Rotary Meter Lights	10-56100-390 COMM DEV/MISC	21.73	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Anderson Shelter	10-55300-655 B&G/SHELTER E	13.46	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Tennis Court (Fountain)	10-55300-320 B&G/UTILITIES	28.60	08/03/26
RICHLAND CENTER UTIL	07/10/2026	1100 Block N Main Parking	10-55300-320 B&G/UTILITIES	12.36	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Tennis Court Lights	10-55300-320 B&G/UTILITIES	110.95	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Lions/Conc(Fountain)	10-55300-655 B&G/SHELTER E	28.60	08/03/26
RICHLAND CENTER UTIL	07/10/2026	N Park Ballfields	10-55300-320 B&G/UTILITIES	567.92	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Williams Shelter	10-55300-655 B&G/SHELTER E	13.22	08/03/26
RICHLAND CENTER UTIL	07/10/2026	N Park Access Rd by Flag	10-55300-320 B&G/UTILITIES	12.50	08/03/26
RICHLAND CENTER UTIL	07/10/2026	80 HWY North Bridge	10-54230-930 SIGNS/STREET LI	173.73	08/03/26
RICHLAND CENTER UTIL	07/10/2026	North Park Footbridge	10-55300-320 B&G/UTILITIES	25.72	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Pond- Klingaman Shelter	10-55300-655 B&G/SHELTER E	13.68	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Klingaman (Fountain)	10-55300-655 B&G/SHELTER E	10.50	08/03/26
RICHLAND CENTER UTIL	07/10/2026	For Dike Alarm City	10-56200-320 FLOODPLN/UTILI	13.51	08/03/26
RICHLAND CENTER UTIL	07/10/2026	North Park Pond	10-55300-320 B&G/UTILITIES	167.69	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Lions Shelter/Conc	10-55300-655 B&G/SHELTER E	45.92	08/03/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
RICHLAND CENTER UTIL	07/10/2026	US HWY 80 N & Ind	10-54230-930 SIGNS/STREET LI	44.93	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Cemetery-10th Street	10-51850-325 BLDG-PROP/CEM	39.60	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Tenth & Cedar	10-54230-930 SIGNS/STREET LI	836.18	08/03/26
RICHLAND CENTER UTIL	07/10/2026	3 RT Landfill	10-54500-320 LANDFILL/UTILITI	56.45	08/03/26
RICHLAND CENTER UTIL	07/10/2026	E Robb Rd	10-54230-930 SIGNS/STREET LI	805.96	08/03/26
RICHLAND CENTER UTIL	07/10/2026	141 W Robb Rd Street Dep	10-54100-320 GARAGE/UTILITI	225.98	08/03/26
RICHLAND CENTER UTIL	07/10/2026	141 W Robb Rd Street Dep	10-54100-320 GARAGE/UTILITI	124.58	08/03/26
RICHLAND CENTER UTIL	07/10/2026	W Robb Rd	10-54230-930 SIGNS/STREET LI	795.88	08/03/26
RICHLAND CENTER UTIL	07/10/2026	141 W Robb Rd Street Dep	10-54100-320 GARAGE/UTILITI	10.53	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Industrial Park Sign	10-55300-320 B&G/UTILITIES	99.69	08/03/26
RICHLAND CENTER UTIL	07/10/2026	151 Ind Drive-Dog Park	10-55300-320 B&G/UTILITIES	53.58	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Cemetery-Parkinson/AA	10-51850-325 BLDG-PROP/CEM	39.60	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Park & Tenth Sts	10-54230-930 SIGNS/STREET LI	30.23	08/03/26
RICHLAND CENTER UTIL	07/10/2026	133 W Robb Rd	10-54230-930 SIGNS/STREET LI	199.58	08/03/26
RICHLAND CENTER UTIL	07/10/2026	Bohmann Dr	10-55300-655 B&G/SHELTER E	12.88	08/03/26
Total RICHLAND CENTER UTILITIE:				18,232.33	
RICHLAND COUNTY AMBULANCE					
RICHLAND COUNTY AMB	07/23/2026	General: 2026 Ambulance Service	10-52600-560 AMBULANCE/CO	39,318.75	08/13/26
Total RICHLAND COUNTY AMBULANCE:				39,318.75	
RICHLAND COUNTY CLERK					
RICHLAND COUNTY CLE	07/09/2026	Symons Center Payment - 1st 1/2	10-55500-470 SYMONS/MAINT-	14,504.00-	07/09/26
Total RICHLAND COUNTY CLERK:				14,504.00-	
RICHLAND COUNTY REGISTER OF DEEDS					
RICHLAND COUNTY REG	07/20/2026	Office: Renew RC (RRC) Loan Pa	10-56100-390 COMM DEV/MISC	3.00	07/23/26
Total RICHLAND COUNTY REGISTER OF DEEDS:				3.00	
RICHLAND ELECTRIC CO-OP					
RICHLAND ELECTRIC CO	08/03/2026	PW/Parks: RC Flood Control	10-56200-320 FLOODPLN/UTILI	47.42	08/13/26
Total RICHLAND ELECTRIC CO-OP:				47.42	
RICHLAND FIRE DISTRICT					
RICHLAND FIRE DISTRIC	07/11/2026	Incident #226115, Hillside Depot,	10-52300-905 FIRE DIST/CITY F	300.00	08/06/26
RICHLAND FIRE DISTRIC	07/29/2026	Incident #226125, 07/29/2026, Alli	10-52300-905 FIRE DIST/CITY F	800.00	
RICHLAND FIRE DISTRIC	07/29/2026	Incident #226124, 07/29/2026, Ms	10-52300-905 FIRE DIST/CITY F	260.00	
RICHLAND FIRE DISTRIC	07/28/2026	Police: Incident #226123, 07/28/2	10-52100-860 POLICE/ADMINIS	800.00	
Total RICHLAND FIRE DISTRICT:				2,160.00	
RICHLAND HOSPITAL, INC					
RICHLAND HOSPITAL, IN	06/20/2026	Police: Blood Alcohol Draw - A.R.	10-52100-810 POLICE/ENFORC	93.00	07/23/26
RICHLAND HOSPITAL, IN	06/05/2026	Police: Blood Alcohol Draw - M.N.	10-52100-810 POLICE/ENFORC	93.00	07/23/26
RICHLAND HOSPITAL, IN	06/28/2026	Police: Blood Alcohol Draw - H.J.	10-52100-810 POLICE/ENFORC	93.00	07/23/26
Total RICHLAND HOSPITAL, INC:				279.00	
RICHLAND OBSERVER					
RICHLAND OBSERVER	06/11/2026	Zoning: Conditional Use Permit N	10-52450-380 ZONING/PUBLICA	34.74	07/16/26
RICHLAND OBSERVER	07/16/2026	Clerk: Election Notice - Type B - A	10-51375-380 ELECTIONS / PU	176.63	
RICHLAND OBSERVER	07/30/2026	Clerk: Election Notice - Public Test	10-51375-380 ELECTIONS / PU	35.33	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
Total RICHLAND OBSERVER:				246.70	
RICHLAND SCHOOL DISTRICT					
RICHLAND SCHOOL DIST	01/01/2026	2025 Tax Levy - Mobile Home Tax	10-25300-000 SCHOOL DISTRIC	10,579.30	
Total RICHLAND SCHOOL DISTRICT:				10,579.30	
RUNNING, INC					
RUNNING, INC	07/07/2026	Taxi: Shared Ride Taxi Service - 7	10-54800-950 TRANSIT/TAXI	27,175.75	08/06/26
RUNNING, INC	07/07/2026	Taxi: Shared Ride Taxi Service - J	10-46900-000 SHARED RIDE TA	5,965.50-	08/06/26
Total RUNNING, INC:				21,210.25	
RYAN FENCING LLC					
RYAN FENCING LLC	06/04/2026	PW/B&G: Dike Fence Repairs	10-56200-560 FLOODPLN/CON	1,161.00	08/06/26
RYAN FENCING LLC	03/21/2026	Parks & Rec: Dug Out Fence - Pa	10-61000-961 OUTLAY/PARKS	3,305.00	08/06/26
Total RYAN FENCING LLC:				4,466.00	
SCHILLING SUPPLY COMPANY					
SCHILLING SUPPLY COM	07/07/2026	PW/B&G: Paper & Cleaning Prod	10-51850-520 BLDG-PROP/SUP	1,262.77	07/09/26
SCHILLING SUPPLY COM	07/07/2026	PW/B&G: Paper & Cleaning Prod	10-55410-470 AQUA CTR/MAINT	129.05	07/09/26
SCHILLING SUPPLY COM	08/04/2026	PW/B&G: Paper & Cleaning Prod	10-51850-520 BLDG-PROP/SUP	36.44	08/13/26
Total SCHILLING SUPPLY COMPANY:				1,428.26	
SCOTT CONSTRUCTION, INC					
SCOTT CONSTRUCTION,	05/08/2026	PW/Street: Cold Mix Patch - STR	10-54200-520 STREETS/SUPPLI	49.80	08/13/26
Total SCOTT CONSTRUCTION, INC:				49.80	
SEXTONVILLE WATERWORKS					
SEXTONVILLE WATERW	07/01/2026	PW/Airport: Water and Sewer Cha	10-54900-324 AIRPORT/WTR&S	158.12	07/16/26
Total SEXTONVILLE WATERWORKS:				158.12	
SIMPSON'S TRACTOR, INC					
SIMPSON'S TRACTOR, IN	08/05/2026	PW?B&G: Bush Hog Slip Clutch	10-54500-520 LANDFILL/SUPPL	11.78	
SIMPSON'S TRACTOR, IN	08/05/2026	PW/B&G: bush Hog Slip Clutch P	10-54500-560 LANDFILL/CONT	7.00	
Total SIMPSON'S TRACTOR, INC:				18.78	
Sit & Git Portables, LLC					
Sit & Git Portables, LLC	07/27/2026	PW/B&G: Parks Portable Units	10-55300-655 B&G/SHELTER E	860.00	08/06/26
Total Sit & Git Portables, LLC:				860.00	
SLEEPY HOLLOW					
SLEEPY HOLLOW	07/29/2026	PW/B&G: 2024 Chevy Silverado 1	10-61000-943 OUTLAY/ST MAC	126,459.50	07/30/26
Total SLEEPY HOLLOW:				126,459.50	
STRANG HEATING & ELECTRIC RC					
STRANG HEATING & ELE	07/09/2026	Parks & Rec: Pool Reception Cou	10-55410-470 AQUA CTR/MAINT	125.00	07/23/26

Vendor Name	Invoice Date	Description	GL Account and Title		Net Invoice Amount	Date Paid
Total STRANG HEATING & ELECTRIC RC:					125.00	
TC AUTOWORKS LLC						
TC AUTOWORKS LLC	07/14/2026	Police: 2022 Ram Brakes Replace	10-52100-425	POLICE/CAR OPE	61.91	08/06/26
TC AUTOWORKS LLC	07/14/2026	Police: 2025 Dodge Durango Oil	10-52100-425	POLICE/CAR OPE	56.87	08/06/26
TC AUTOWORKS LLC	07/23/2026	Police: 2022 Ram 1500 Tires Mou	10-52100-425	POLICE/CAR OPE	144.00	08/06/26
Total TC AUTOWORKS LLC:					262.78	
T-Mobile						
T-Mobile	06/29/2026	PW/office: DPW Cell	10-56500-300	ECON DEV/TELE	35.20	07/16/26
T-Mobile	06/29/2026	PW/Streets: Streets Cell	10-54200-300	STREETS/TELEP	35.20	07/16/26
T-Mobile	06/29/2026	Admin/city office: Clerk/Treas Cell	10-51300-300	CLK TREAS/TELE	35.20	07/16/26
T-Mobile	06/29/2026	Admin/city office: Mayor Cell	10-51200-300	MAYOR/TELEPH	35.20	07/16/26
T-Mobile	06/29/2026	PW/Cemetery: Tess Cell	10-51850-300	BLDG-PROP/TEL	35.20	07/16/26
T-Mobile	06/29/2026	PW/CC/SC: Mieden Cell	10-55200-300	COMM CTR/TELE	35.20	07/16/26
T-Mobile	06/29/2026	PW/office: Darcy Perkins Cell	10-56500-300	ECON DEV/TELE	20.89	07/16/26
T-Mobile	06/29/2026	Elected: Chris Jarvis	10-51000-990	COUNCIL/DISCR	20.89	07/16/26
T-Mobile	06/29/2026	Elected: Brad Wegner	10-51000-990	COUNCIL/DISCR	20.89	07/16/26
T-Mobile	06/29/2026	Elected: Rachel Schultz	10-51000-990	COUNCIL/DISCR	20.89	07/16/26
T-Mobile	06/29/2026	Elected: Frank Hoffman	10-51000-990	COUNCIL/DISCR	20.89	07/16/26
T-Mobile	06/29/2026	Elected: Melony Walters	10-51000-990	COUNCIL/DISCR	20.89	07/16/26
T-Mobile	06/29/2026	Elected: Doug Martyniuk	10-51000-990	COUNCIL/DISCR	20.89	07/16/26
T-Mobile	06/29/2026	Elected: Steve Downs	10-51000-990	COUNCIL/DISCR	20.89	07/16/26
T-Mobile	06/29/2026	Elected: Ryan Cairns	10-51000-990	COUNCIL/DISCR	20.89	07/16/26
T-Mobile	06/29/2026	Admin/city office: Clerk/Treas Cell	10-51300-300	CLK TREAS/TELE	20.89	07/16/26
T-Mobile	06/29/2026	Admin/city office: Ashley Oliphant	10-51300-300	CLK TREAS/TELE	20.89	07/16/26
T-Mobile	06/29/2026	PW/Streets: Streets Cell	10-54200-300	STREETS/TELEP	.98	07/16/26
T-Mobile	06/29/2026	Admin/city office: Clerk/Treas Cell	10-51300-300	CLK TREAS/TELE	.98	07/16/26
T-Mobile	06/29/2026	Admin/city office: Mayor Cell	10-51200-300	MAYOR/TELEPH	.98	07/16/26
T-Mobile	06/29/2026	PW/Cemetery: Tess Cell	10-51850-300	BLDG-PROP/TEL	.98	07/16/26
T-Mobile	06/29/2026	PW/CC/SC: Mieden Cell	10-55200-300	COMM CTR/TELE	.98	07/16/26
T-Mobile	07/31/2026	PW/office: DPW Cell	10-56500-300	ECON DEV/TELE	34.82	08/06/26
T-Mobile	07/31/2026	PW/Streets: Streets Cell	10-54200-300	STREETS/TELEP	34.82	08/06/26
T-Mobile	07/31/2026	Admin/city office: Clerk/Treas Cell	10-51300-300	CLK TREAS/TELE	34.82	08/06/26
T-Mobile	07/31/2026	Admin/city office: Mayor Cell	10-51200-300	MAYOR/TELEPH	34.82	08/06/26
T-Mobile	07/31/2026	PW/Cemetery: Tess Cell	10-51850-300	BLDG-PROP/TEL	34.82	08/06/26
T-Mobile	07/31/2026	PW/CC/SC: Mieden Cell	10-55200-300	COMM CTR/TELE	34.82	08/06/26
T-Mobile	07/31/2026	PW/office: Darcy Perkins Cell	10-56500-300	ECON DEV/TELE	20.66	08/06/26
T-Mobile	07/31/2026	Elected: Chris Jarvis	10-51000-990	COUNCIL/DISCR	20.66	08/06/26
T-Mobile	07/31/2026	Elected: Brad Wegner	10-51000-990	COUNCIL/DISCR	20.66	08/06/26
T-Mobile	07/31/2026	Elected: Rachel Schultz	10-51000-990	COUNCIL/DISCR	20.66	08/06/26
T-Mobile	07/31/2026	Elected: Frank Hoffman	10-51000-990	COUNCIL/DISCR	20.66	08/06/26
T-Mobile	07/31/2026	Elected: Melony Walters	10-51000-990	COUNCIL/DISCR	20.66	08/06/26
T-Mobile	07/31/2026	Elected: Doug Martyniuk	10-51000-990	COUNCIL/DISCR	20.66	08/06/26
T-Mobile	07/31/2026	Elected: Steve Downs	10-51000-990	COUNCIL/DISCR	20.66	08/06/26
T-Mobile	07/31/2026	Elected: Ryan Cairns	10-51000-990	COUNCIL/DISCR	20.66	08/06/26
T-Mobile	07/31/2026	Admin/city office: Clerk/Treas Cell	10-51300-300	CLK TREAS/TELE	20.66	08/06/26
T-Mobile	07/31/2026	Admin/city office: Ashley Oliphant	10-51300-300	CLK TREAS/TELE	20.66	08/06/26
Total T-Mobile:					882.07	
Truckstar Collision Center, Inc						
Truckstar Collision Center,	07/07/2026	PW: 2018 Peter 348 Insurance Cl	10-51500-390	INSURANCE/DED	1,000.00	07/16/26

Vendor Name	Invoice Date	Description	GL Account and Title		Net Invoice Amount	Date Paid
Total Truckstar Collision Center, Inc:					1,000.00	
TUBE PRO INC						
TUBE PRO INC	07/27/2026	Parks & Rec: Aquatic Supplies	10-55410-520	AQUA CTR/SUPP	1,253.56	08/13/26
Total TUBE PRO INC:					1,253.56	
U S CELLULAR						
U S CELLULAR	05/17/2026	PW/Streets: Streets Cell	10-54200-300	STREETS/TELEP	6.45	07/23/26
U S CELLULAR	05/17/2026	PW/Streets: Streets Cell	10-54200-300	STREETS/TELEP	1.62-	07/23/26
U S CELLULAR	05/17/2026	PW/office: DPW Cell	10-56500-300	ECON DEV/TELE	19.99	06/24/26
U S CELLULAR	05/17/2026	PW/Streets: Streets Cell	10-54200-300	STREETS/TELEP	19.99	06/24/26
U S CELLULAR	05/17/2026	Admin/city office: Clerk/Treas Cell	10-51300-300	CLK TREAS/TELE	60.73	06/24/26
U S CELLULAR	05/17/2026	Admin/city office: Mayor Cell	10-51200-300	MAYOR/TELEPH	19.99	06/24/26
U S CELLULAR	05/17/2026	PW/Cemetery: Tess Cell	10-51850-300	BLDG-PROP/TEL	60.73	06/24/26
U S CELLULAR	05/17/2026	PW/CC/SC: Mieden Cell	10-55200-300	COMM CTR/TELE	19.99	06/24/26
U S CELLULAR	05/17/2026	Admin/city office: DPW Cell	10-56500-300	ECON DEV/TELE	11.91-	06/24/26
U S CELLULAR	05/17/2026	PW/Streets: Streets Cell	10-54200-300	STREETS/TELEP	11.91-	06/24/26
U S CELLULAR	05/17/2026	Admin/city office: Clerk/Treas Cell	10-51300-300	CLK TREAS/TELE	36.17-	06/24/26
U S CELLULAR	05/17/2026	Admin/city office: Mayor Cell	10-51200-300	MAYOR/TELEPH	11.91-	06/24/26
U S CELLULAR	05/17/2026	PW/Cemetery: Tess Cell	10-51850-300	BLDG-PROP/TEL	36.17-	06/24/26
U S CELLULAR	05/17/2026	PW/CC/SC: Mieden Cell	10-55200-300	COMM CTR/TELE	11.91-	06/24/26
Total U S CELLULAR:					86.27	
UNITED STATES ALLIANCE F						
UNITED STATES ALLIANC	07/24/2026	PW/B&G: Annual Inspection - Wet	10-51850-670	BLDG-PROP/INS	1,500.00	
Total UNITED STATES ALLIANCE F:					1,500.00	
US BANK						
US BANK	07/08/2026	Parks & Rec: Senior Center Prize	10-55250-520	SENR CTR/SUPP	156.50	08/10/26
US BANK	07/01/2026	Parks & Rec: Rec Programming E	10-55250-640	SENR CTR/TRIP	100.84	08/10/26
US BANK	05/15/2026	PW/Streets: Street Leafer Repair	10-54300-440	ST CLEANG/EQUI	750.00	07/08/26
US BANK	07/06/2026	Parks & Rec: Rec Programming E	10-55200-640	RECREATION/PR	188.18	08/10/26
US BANK	07/08/2026	Parks & Rec: Rec Programming E	10-55200-640	RECREATION/PR	77.96	08/10/26
US BANK	07/14/2026	Parks & Rec: Rec Programming E	10-55200-640	RECREATION/PR	23.82	08/10/26
US BANK	07/14/2026	Parks & Rec: Rec Programming E	10-55200-640	RECREATION/PR	34.17	08/10/26
US BANK	07/14/2026	Parks & Rec: CC Supplies	10-55200-520	COMM CTR/SUP	81.70	08/10/26
US BANK	07/17/2026	Parks & Rec: Pickleball Tourname	10-55200-640	RECREATION/PR	44.86	08/10/26
US BANK	05/22/2026	Office: USPS - Address Change	10-51300-330	CLK TREAS/POST	1.25	06/08/26
US BANK	05/23/2026	PW/Econ Dev: Claude Mo Subscri	10-56500-340	ECON DEV/OFFI	20.00	07/08/26
US BANK	06/23/2026	Business Cards	10-51000-390	COUNCIL/MISC E	37.90	07/08/26
US BANK	06/23/2026	Business Cards	10-51000-520	COUNCIL/SUPPLI	37.90	07/08/26
US BANK	06/23/2026	Business Cards	10-51200-340	MAYOR/OFFICE S	25.27	07/08/26
US BANK	06/23/2026	Business Cards	10-51300-340	CLK TREAS/OFFI	12.63	07/08/26
US BANK	06/23/2026	Business Cards	10-51850-390	BLDG-PROP/CEM	25.27	07/08/26
US BANK	06/23/2026	Business Cards	10-51850-520	BLDG-PROP/SUP	50.54	07/08/26
US BANK	06/23/2026	Business Cards	10-52450-340	ZONING/OFFICE	50.54	07/08/26
US BANK	06/23/2026	Business Cards	10-55200-520	COMM CTR/SUP	126.35	07/08/26
US BANK	06/23/2026	Business Cards	10-55250-520	SENR CTR/SUPP	25.27	07/08/26
US BANK	06/23/2026	Business Cards	10-56500-340	ECON DEV/OFFI	50.54	07/08/26
US BANK	06/23/2026	Business Cards	10-54100-520	STREETS GARA	50.54	07/08/26
US BANK	04/28/2026	PW/Streets: Landfill Camera	10-54500-670	LANDFILL/TESTI	9.00	07/08/26
US BANK	06/25/2026	PW/Streets: Vehicle Cleaning Sup	10-54200-520	STREETS/SUPPLI	19.65	07/08/26
US BANK	06/01/2026	PW/B&G: Sunshade Tack Straw	10-51850-470	BLDG-PROP/MAI	101.54	07/08/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
US BANK	06/08/2026	PW/B&G: Toolbox Liner	10-51850-440 BLDG-PROP/EQU	39.98	07/08/26
US BANK	07/23/2026	Econ Dev: Claude Pro July 23-Au	10-56500-340 ECON DEV/OFFI	20.00	08/10/26
US BANK	07/16/2026	Parks & Rec: CC / SC / Aquatic S	10-55410-700 AQUA CTR/CONC	21.08	08/10/26
US BANK	07/16/2026	Parks & Rec: CC /SC / Aquatic Su	10-55200-640 RECREATION/PR	144.30	08/10/26
US BANK	07/22/2026	Parks & Rec: Rec Programs Brow	10-55200-640 RECREATION/PR	2.60	08/10/26
US BANK	07/23/2026	Parks & Rec: Rec Programs Supp	10-55200-640 RECREATION/PR	240.12	08/10/26
US BANK	07/16/2026	Parks & Rec: Rec Programs Skat	10-55200-640 RECREATION/PR	395.88	08/10/26
US BANK	07/17/2026	Parks & Rec: Rec Programs Supp	10-55200-640 RECREATION/PR	6.20	08/10/26
US BANK	07/13/2026	Police: Evidence sent to MOCIC F	10-52100-810 POLICE/ENFORC	13.00	08/10/26
US BANK	07/27/2026	Parks & Rec: Rec Programs Supp	10-55200-640 RECREATION/PR	3.80	
US BANK	07/27/2026	PW/B&G: Belts for Mowers	10-51850-440 BLDG-PROP/EQU	162.75	
US BANK	07/29/2026	Parks & Rec: Rec Programs Ice	10-55200-640 RECREATION/PR	2.79	
US BANK	07/28/2026	Parks & Rec: Rec Programs Stra	10-55200-640 RECREATION/PR	21.71	
US BANK	07/30/2026	Parks & Rec: Rec Programs Stra	10-55200-640 RECREATION/PR	119.49	
US BANK	07/28/2026	Parks & Rec: Rec Programs Treat	10-55200-640 RECREATION/PR	15.88	
US BANK	08/03/2026	Parks & Rec: Rec Programs Wor	10-55200-640 RECREATION/PR	16.58	
US BANK	08/10/2026	Elections: Meals for Poll Workers	10-51375-520 ELECTIONS/SUP	19.96	
US BANK	08/10/2026	Elections: Meals for Poll Workers	10-51375-520 ELECTIONS/SUP	92.30	
US BANK	08/11/2026	Elections: Meals for Poll Workers	10-51375-520 ELECTIONS/SUP	182.16	
US BANK	07/10/2026	Admin: Funeral - Todd Coppernoll	10-51900-990 PERSONNEL/HIRI	63.44	08/10/26
US BANK	08/06/2026	Parks & Rec: Rec Programs Wax	10-55200-640 RECREATION/PR	6.20	
US BANK	08/07/2026	Parks & Rec: Rec Programs Mate	10-55200-640 RECREATION/PR	64.78	
US BANK	08/06/2026	Parks & Rec: Aquatic Center Con	10-55410-700 AQUA CTR/CONC	31.28	
US BANK	08/06/2026	Parks & Rec: CC Supplies	10-55200-520 COMM CTR/SUP	19.98	
US BANK	08/12/2026	Parks & Rec: Senior Center Suppl	10-55250-520 SENR CTR/SUPP	131.50	
US BANK	08/12/2026	Parks & Rec: Senior Center Suppl	10-55250-520 SENR CTR/SUPP	89.14	
US BANK	07/10/2026	Office: Envelopes with Postage	10-51300-330 CLK TREAS/POST	776.84	08/10/26
US BANK	07/10/2026	Office: Envelopes with Postage	10-51300-340 CLK TREAS/OFFI	194.21	08/10/26
US BANK	07/16/2026	Office: Training - Molzof - Caselle	10-51300-410 CLK TREAS/TRAI	299.00	08/10/26
US BANK	06/29/2026	PW/Landfill: Closure Cameras Clo	10-54500-520 LANDFILL/SUPPL	9.00	08/10/26
US BANK	07/29/2026	PW/Landfill: Closure Cameras Clo	10-54500-520 LANDFILL/SUPPL	9.00	
US BANK	08/29/2026	PW/Landfill: Closure Cameras Clo	10-54500-520 LANDFILL/SUPPL	9.00	
Total US BANK:				5,326.17	
VERIZON WIRELESS					
VERIZON WIRELESS	07/21/2026	Police: Verizon Cell Phones	10-52100-300 POLICE/TELEPH	592.96	08/06/26
Total VERIZON WIRELESS:				592.96	
VIERBICHER ASSOCIATES, INC					
VIERBICHER ASSOCIATE	07/07/2026	Econ Dev: HUD Grant Administrat	10-59100-390 UNAL CONT/MIS	358.75	07/23/26
VIERBICHER ASSOCIATE	07/10/2026	PW/Industrial Park: DNR Grading	10-56500-560 ECON DEV/CONT	873.75	07/23/26
Total VIERBICHER ASSOCIATES, INC:				1,232.50	
WALSH'S ACE HARDWARE					
WALSH'S ACE HARDWAR	05/04/2026	PW/B&G: Bolts & Nuts	10-51850-440 BLDG-PROP/EQU	2.10	07/09/26
WALSH'S ACE HARDWAR	05/11/2026	PW/B&G: Flex Glue	10-51850-520 BLDG-PROP/SUP	16.99	07/09/26
WALSH'S ACE HARDWAR	07/07/2026	PW/B&G: Passage Knob & Faste	10-51850-520 BLDG-PROP/SUP	8.96	07/09/26
WALSH'S ACE HARDWAR	06/03/2026	PW/Streets: Digital Caliper	10-54100-510 STREETS GARA	44.99	07/09/26
WALSH'S ACE HARDWAR	06/10/2026	PW/Streets: Wire	10-54100-520 STREETS GARA	14.58	07/09/26
WALSH'S ACE HARDWAR	06/03/2026	PW/Parks: Keepers Shelter Repai	10-55300-655 B&G/SHELTER E	15.63	07/09/26
WALSH'S ACE HARDWAR	06/03/2026	PW/Parks: Keepers Shelter Repai	10-55300-655 B&G/SHELTER E	1.10	07/09/26
WALSH'S ACE HARDWAR	06/23/2026	PW/B&G: Spray Gun Pistol Grip	10-51850-440 BLDG-PROP/EQU	30.63	07/09/26
WALSH'S ACE HARDWAR	05/19/2026	PW/Parks: Plug SQ Head	10-55410-470 AQUA CTR/MAINT	1.56	07/09/26
WALSH'S ACE HARDWAR	06/11/2026	PW/B&G: Caulk	10-51850-520 BLDG-PROP/SUP	7.89	07/09/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
WALSH'S ACE HARDWAR	06/12/2026	PW/Ride on Zero Turn Mower	10-61000-991 OUTLAY/MAJOR	9,399.99	07/09/26
WALSH'S ACE HARDWAR	06/18/2026	PW/B&G: Drain Cap	10-51850-520 BLDG-PROP/SUP	5.67	07/09/26
WALSH'S ACE HARDWAR	06/03/2026	Parks & Rec/WAC: Diva Fan Light	10-55410-470 AQUA CTR/MAINT	79.98	07/16/26
WALSH'S ACE HARDWAR	06/23/2026	Parks & Rec/WAC: Angle Stop, In	10-55410-470 AQUA CTR/MAINT	36.90	07/16/26
WALSH'S ACE HARDWAR	07/09/2026	PW/B&G: Ferris Spindle Repair	10-51850-440 BLDG-PROP/EQU	13.16	07/23/26
WALSH'S ACE HARDWAR	07/09/2026	PW/B&G: Gloves	10-51850-520 BLDG-PROP/SUP	16.19	07/23/26
WALSH'S ACE HARDWAR	07/23/2026	PW/B&G: Couple Insert	10-51850-440 BLDG-PROP/EQU	23.39	08/06/26
WALSH'S ACE HARDWAR	07/27/2026	PW/B&G: Metal Cleaning Nozzle,	10-51850-440 BLDG-PROP/EQU	21.94	08/06/26
WALSH'S ACE HARDWAR	08/03/2026	PW/B&G: Bolts	10-51850-440 BLDG-PROP/EQU	3.59	
WALSH'S ACE HARDWAR	07/31/2026	PW/B&G: Bolts	10-51850-440 BLDG-PROP/EQU	8.06	08/13/26
WALSH'S ACE HARDWAR	07/28/2026	PW/B&G: SPllice Butt Xtreme	10-51850-440 BLDG-PROP/EQU	14.99	08/13/26
WALSH'S ACE HARDWAR	07/28/2026	PW/B&G: SPllice Butt Xtreme	10-51850-440 BLDG-PROP/EQU	14.99	08/13/26
WALSH'S ACE HARDWAR	07/20/2026	PW/Streets: Service Tool Blue, Tgl	10-54200-520 STREETS/SUPPLI	24.75	08/13/26
WALSH'S ACE HARDWAR	08/07/2026	Parks & Rec: CC Supplies	10-55200-520 COMM CTR/SUP	49.99	
WALSH'S ACE HARDWAR	08/07/2026	Parks & Rec: Concessions	10-55410-700 AQUA CTR/CONC	6.98	
Total WALSH'S ACE HARDWARE:				9,865.00	
WARCO					
WARCO	08/20/2026	Parks & Rec: Senior Center Trips	10-55250-640 SENR CTR/TRIP	1,395.00	
Total WARCO:				1,395.00	
WE ENERGIES					
WE ENERGIES	07/09/2026	County Hwy B Hangar	10-54900-320 AIRPORT/RUNWA	37.84	07/16/26
WE ENERGIES	07/09/2026	28694 County Hwy B Runway Lt	10-54900-320 AIRPORT/RUNWA	97.89	07/16/26
WE ENERGIES	07/09/2026	23595 S State Hwy 80 Shelter	10-55300-655 B&G/SHELTER E	24.40	07/16/26
WE ENERGIES	07/13/2026	397 W Seminary - RR Museum	10-51825-310 RR DEPOT/HEAT	9.90	08/06/26
WE ENERGIES	07/13/2026	1055 N Orange Pool	10-55410-310 AQUA CTR/HEAT	4,181.45	08/06/26
WE ENERGIES	07/13/2026	1055 N Orange Concessions	10-55410-310 AQUA CTR/HEAT	74.43	08/06/26
WE ENERGIES	07/13/2026	1050 N Orange CC/SC	10-55200-310 COMM CTR/HEAT	47.79	08/06/26
WE ENERGIES	07/13/2026	450 S Main / Muni Bldng	10-51800-310 MUN BLDG/HEAT	9.90	08/06/26
WE ENERGIES	07/13/2026	1300 N Park Cemetery Garage	10-51850-315 BLDG-PROP/CEM	9.90	08/06/26
WE ENERGIES	07/13/2026	950 N Orange - Krouskop Warmin	10-55300-655 B&G/SHELTER E	9.90	08/06/26
WE ENERGIES	07/13/2026	141 W Robb Road	10-54100-310 GARAGE/HEAT	38.39	08/06/26
WE ENERGIES	07/13/2026	1100 N Jefferson Parks Dept Gara	10-51850-310 BLDG-PROP/HEA	11.00	08/06/26
WE ENERGIES	07/09/2026	397 W Seminary - RR Museum (P	10-51825-310 RR DEPOT/HEAT	14.03	08/06/26
WE ENERGIES	07/09/2026	397 W Seminary - RR Museum (P	10-51825-310 RR DEPOT/HEAT	14.03-	08/06/26
Total WE ENERGIES:				4,552.79	
WEGNER AUTO SERVICE					
WEGNER AUTO SERVICE	08/06/2026	POLICE: COunty G & Pearl Rd - 2	10-52100-810 POLICE/ENFORC	275.00	08/13/26
WEGNER AUTO SERVICE	08/11/2026	POLICE: Hwy 80 N, Case 2026 -	10-52100-810 POLICE/ENFORC	100.00	08/13/26
Total WEGNER AUTO SERVICE:				375.00	
WERTZ PLUMBING & HEATING					
WERTZ PLUMBING & HE	07/21/2026	PW / B&G: Meyers Building Water	10-51850-470 BLDG-PROP/MAI	670.00	08/13/26
Total WERTZ PLUMBING & HEATING:				670.00	
WEX BANK					
WEX BANK	07/31/2026	POLICE: Vehicle Fuel	10-52100-500 POLICE/GASOLIN	2,904.04	08/13/26
Total WEX BANK:				2,904.04	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
WI Deferred Compensation					
WI Deferred Compensation	07/16/2026	DEFERRED COMP DEFERRED	10-22310-000 PYRL DED-WI DE	320.00	07/20/26
WI Deferred Compensation	07/16/2026	DEFERRED COMP DEFERRED	10-22310-000 PYRL DED-WI DE	800.00	07/20/26
WI Deferred Compensation	07/16/2026	DEFERRED COMP DEFERRED	10-22310-000 PYRL DED-WI DE	99.45	07/20/26
WI Deferred Compensation	07/31/2026	DEFERRED COMP DEFERRED	10-22310-000 PYRL DED-WI DE	320.00	07/31/26
WI Deferred Compensation	07/31/2026	DEFERRED COMP DEFERRED	10-22310-000 PYRL DED-WI DE	800.00	07/31/26
WI Deferred Compensation	07/31/2026	DEFERRED COMP DEFERRED	10-22310-000 PYRL DED-WI DE	83.74	07/31/26
WI Deferred Compensation	08/13/2026	DEFERRED COMP DEFERRED	10-22310-000 PYRL DED-WI DE	320.00	08/14/26
WI Deferred Compensation	08/13/2026	DEFERRED COMP DEFERRED	10-22310-000 PYRL DED-WI DE	800.00	08/14/26
WI Deferred Compensation	08/13/2026	DEFERRED COMP DEFERRED	10-22310-000 PYRL DED-WI DE	83.60	08/14/26
Total WI Deferred Compensation:				3,626.79	
WI Dept of EE Trust Funds					
WI Dept of EE Trust Funds	07/16/2026	Payroll: Health Insurance - July 20	10-51900-170 PERSONNEL/EM	818.68	07/20/26
WI Dept of EE Trust Funds	07/16/2026	Payroll: Health Insurance - July 20	10-22210-000 EMPLOYEE SHA	6,005.76	07/20/26
WI Dept of EE Trust Funds	07/16/2026	Payroll: Health Insurance - July 20	10-22210-000 EMPLOYEE SHA	11,527.70	07/20/26
WI Dept of EE Trust Funds	07/16/2026	Payroll: Health Insurance - July 20	10-22210-000 EMPLOYEE SHA	31,478.02	07/20/26
WI Dept of EE Trust Funds	07/16/2026	Payroll: Health Insurance - July 20	10-22210-000 EMPLOYEE SHA	15,346.10	07/20/26
WI Dept of EE Trust Funds	07/16/2026	Payroll: Health Insurance - July 20	10-14500-000 A/R - GENERAL R	423.80	07/20/26
WI Dept of EE Trust Funds	07/16/2026	Payroll: Health Insurance - July 20	10-14500-000 A/R - GENERAL R	15,863.60	07/20/26
WI Dept of EE Trust Funds	07/16/2026	Payroll: Health Insurance - July 20	10-14500-000 A/R - GENERAL R	9,570.06	07/20/26
WI Dept of EE Trust Funds	07/16/2026	Payroll: Health Insurance - July 20	10-14500-000 A/R - GENERAL R	13,296.70	07/20/26
WI Dept of EE Trust Funds	07/16/2026	WRS WRS RETIREMENT Pay P	10-22200-000 EMPLOYEE SHA	2,793.36	
WI Dept of EE Trust Funds	07/16/2026	WRS WRS RETIREMENT Pay P	10-22200-000 EMPLOYEE SHA	2,793.36	
WI Dept of EE Trust Funds	07/16/2026	WRS PROTECTIVE W/ SS Empl	10-22200-000 EMPLOYEE SHA	2,851.41	
WI Dept of EE Trust Funds	07/16/2026	WRS PROTECTIVE W/ SS Empl	10-22200-000 EMPLOYEE SHA	5,861.25	
WI Dept of EE Trust Funds	07/16/2026	WRS WRS Additional Pay Perio	10-22200-000 EMPLOYEE SHA	20.00	
WI Dept of EE Trust Funds	06/30/2026	Payroll: WRS - Utility Portion & Ro	10-14500-000 A/R - GENERAL R	15,828.88	07/31/26
WI Dept of EE Trust Funds	06/30/2026	Payroll: WRS - Utility Portion & Ro	10-52100-100 POLICE/BENEFIT	.01-	07/31/26
WI Dept of EE Trust Funds	07/31/2026	WRS WRS RETIREMENT Pay P	10-22200-000 EMPLOYEE SHA	2,886.67	
WI Dept of EE Trust Funds	07/31/2026	WRS WRS RETIREMENT Pay P	10-22200-000 EMPLOYEE SHA	2,886.67	
WI Dept of EE Trust Funds	07/31/2026	WRS PROTECTIVE W/ SS Empl	10-22200-000 EMPLOYEE SHA	2,546.59	
WI Dept of EE Trust Funds	07/31/2026	WRS PROTECTIVE W/ SS Empl	10-22200-000 EMPLOYEE SHA	5,234.67	
WI Dept of EE Trust Funds	07/31/2026	WRS WRS Additional Pay Perio	10-22200-000 EMPLOYEE SHA	20.00	
WI Dept of EE Trust Funds	08/13/2026	Payroll: Health Insurance - August	10-14500-000 A/R - GENERAL R	39,154.16	08/24/26
WI Dept of EE Trust Funds	08/13/2026	Payroll: Health Insurance - August	10-22210-000 EMPLOYEE SHA	67,343.06	08/24/26
WI Dept of EE Trust Funds	08/13/2026	Payroll: Health Insurance - August	10-51900-170 PERSONNEL/EM	818.68	08/24/26
WI Dept of EE Trust Funds	08/13/2026	WRS WRS RETIREMENT Pay P	10-22200-000 EMPLOYEE SHA	2,972.06	
WI Dept of EE Trust Funds	08/13/2026	WRS WRS RETIREMENT Pay P	10-22200-000 EMPLOYEE SHA	2,972.06	
WI Dept of EE Trust Funds	08/13/2026	WRS PROTECTIVE W/ SS Empl	10-22200-000 EMPLOYEE SHA	2,583.10	
WI Dept of EE Trust Funds	08/13/2026	WRS PROTECTIVE W/ SS Empl	10-22200-000 EMPLOYEE SHA	5,309.72	
WI Dept of EE Trust Funds	08/13/2026	WRS WRS Additional Pay Perio	10-22200-000 EMPLOYEE SHA	20.00	
Total WI Dept of EE Trust Funds:				269,226.11	
WI DEPT OF JUSTICE-CRIME					
WI DEPT OF JUSTICE-CR	07/14/2026	Police: Background Checks	10-52100-860 POLICE/ADMINIS	7.00	07/23/26
WI DEPT OF JUSTICE-CR	07/24/2026	Police: Background Checks	10-52100-860 POLICE/ADMINIS	7.00	08/06/26
Total WI DEPT OF JUSTICE-CRIME:				14.00	
WI DEPT OF NATURAL RESOURCES-ENV FEES					
WI DEPT OF NATURAL R	05/19/2026	PW: Environmental Fees - Annual	10-54500-580 LANDFILL/LICEN	165.00	07/09/26
Total WI DEPT OF NATURAL RESOURCES-ENV FEES:				165.00	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
WI DEPT OF REVENUE					
WI DEPT OF REVENUE	07/16/2026	SWT TAXES STATE WITHHOLDI	10-22120-000 W/H TAXES-STAT	3,469.37	08/14/26
WI DEPT OF REVENUE	07/31/2026	SWT TAXES STATE WITHHOLDI	10-22120-000 W/H TAXES-STAT	3,596.84	08/14/26
WI DEPT OF REVENUE	08/13/2026	SWT TAXES STATE WITHHOLDI	10-22120-000 W/H TAXES-STAT	3,379.44	08/31/26
Total WI DEPT OF REVENUE:				10,445.65	
WICONNECT WIRELESS LLC					
WICONNECT WIRELESS	08/01/2026	PW: Airport Internet Service 3Mb/	10-54900-300 AIRPORT/TELEP	59.99	08/06/26
Total WICONNECT WIRELESS LLC:				59.99	
WIL-KIL PEST CONTROL					
WIL-KIL PEST CONTROL	06/10/2026	PW/CC/SC: pest control Meyer S	10-51850-470 BLDG-PROP/MAI	73.44	07/16/26
WIL-KIL PEST CONTROL	06/10/2026	Parks: Community Center / Senior	10-55200-560 COMM CTR/CON	88.90	07/16/26
WIL-KIL PEST CONTROL	06/10/2026	Admin/city office: pest control mun	10-51850-470 BLDG-PROP/MAI	73.44	07/16/26
WIL-KIL PEST CONTROL	07/31/2026	PW/CC/SC: pest control communi	10-55200-560 COMM CTR/CON	88.90	
WIL-KIL PEST CONTROL	07/31/2026	PW/Admin: Municipal Building Pe	10-51850-470 BLDG-PROP/MAI	73.44	
Total WIL-KIL PEST CONTROL:				398.12	
Willy Goat LLC					
Willy Goat LLC	08/04/2026	Parks & Rec: ADA Park Equipmen	10-61000-961 OUTLAY/PARKS	1,000.00	
Willy Goat LLC	08/04/2026	Parks & Rec: ADA Park Equipmen	10-61000-961 OUTLAY/PARKS	571.79	
Willy Goat LLC	08/04/2026	Parks & Rec: ADA Park Equipmen	10-61000-961 OUTLAY/PARKS	1,328.21	
Total Willy Goat LLC:				2,900.00	
WISCONSIN METALS					
WISCONSIN METALS	08/04/2026	PW/Street: Hot Rolled Sheet - ST	10-54100-520 STREETS GARA	390.00	
Total WISCONSIN METALS:				390.00	
WOODWARD COMMUNITY MEDIA					
WOODWARD COMMUNIT	07/28/2026	Elections: Envelopes for Absentee	10-51375-520 ELECTIONS/SUP	387.18	08/13/26
Total WOODWARD COMMUNITY MEDIA:				387.18	
WORKSITE SOLUTIONS					
WORKSITE SOLUTIONS	07/16/2026	COMBINED INSURANCE Pay	10-22250-000 EMPLOYEE SHA	23.35	07/16/26
WORKSITE SOLUTIONS	08/13/2026	COMBINED INSURANCE Pay	10-22250-000 EMPLOYEE SHA	23.35	
Total WORKSITE SOLUTIONS:				46.70	
WPPI ENERGY					
WPPI ENERGY	08/01/2026	LED Street Light Loan Payment 0	10-58250-910 PRINCIPLE - WPP	421.62	
Total WPPI ENERGY:				421.62	
Grand Totals:				810,068.15	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
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The bills presented on this day (excluding any Library Fund invoices) having been referred to the Finance and Budget Committee, and said committee having duly investigated and audited these bills, hereby make the following recommendation:

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

Dated: _____

Finance: _____

Filed in the office of the City Clerk/Treasurer

Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "10-10000-000"-"10-99999-999","15-10000-000"-"15-99999-999"

	2025 Actual YTD 12/31/2025	2025 Budget Prev Year 12/31/2025	2025 Budget Less Actual	%	2026 Actual YTD 7/31/2026	2026 Budget (Current Year) 12/31/2026	2026 Budget Less Actual	% S/B 58.33%
Administration Office								
Revenues								
Total Licenses & Permits:	9,912.69	9,303.00	(609.69)	106.55%	9,166.75	9,103.00	(63.75)	100.70%
Total Public Charges for Services	33,348.94	23,669.00	(9,679.94)	140.90%	28,080.00	39,006.00	10,926.00	71.99%
Total Miscellaneous Revenues	12.00	-	(12.00)	#DIV/0!	-	-	0.00	#DIV/0!
Administration Office Revenue Total	43,273.63	32,972.00	(10,301.63)	131.24%	37,246.75	48,109.00	10,862.25	77.42%
Expenses								
Total City Admin / Clerk / City Treasurer / Office	514,349.66	506,355.00	(7,994.66)	101.58%	250,976.54	562,090.00	311,113.46	44.65%
Total Elections	6,333.43	14,000.00	7,666.57	45.24%	3,289.50	12,400.00	9,110.50	26.53%
Total Data Processing	45,831.46	54,300.00	8,468.54	84.40%	31,081.07	69,400.00	38,318.93	44.79%
Total Municipal Building	15,529.17	20,000.00	4,470.83	77.65%	14,175.65	38,550.00	24,374.35	36.77%
Administration Office Expense Total	582,043.72	594,655.00	12,611.28	97.88%	299,522.76	682,440.00	382,917.24	43.89%
Net Total Administration Office	(538,770.09)	(561,683.00)	(22,912.91)	95.92%	(262,276.01)	(634,331.00)	(372,054.99)	41.35%
Airport								
Revenues	45,698.97	39,044.00	(6,654.97)	117.04%	31,466.38	39,312.00	7,845.62	80.04%
Expenses	24,007.02	55,075.00	31,067.98	43.59%	25,478.79	38,600.00	13,121.21	66.01%
Net Total Airport	21,691.95	(16,031.00)	(37,722.95)	-135.31%	5,987.59	712.00	(5,275.59)	840.95%
Assessor								
Net Total Assessor	(37,755.23)	(18,700.00)	(37,722.95)	201.90%	(27,487.98)	(49,600.00)	(5,275.59)	55.42%
Buildings & Grounds								
Revenues								
Buildings & Grounds Revenue Total	38,130.18	26,800.00	(11,330.18)	142.28%	14,194.00	25,340.00	11,146.00	56.01%
Expenses								
Total Buildings & Grounds	114,289.84	124,600.00	10,310.16	91.73%	47,697.04	122,250.00	74,552.96	39.02%
Total Parks & Grounds	332,473.04	380,500.00	48,026.96	87.38%	156,012.89	311,660.00	155,647.11	50.06%
Total Forestry	5,441.87	9,400.00	3,958.13	57.89%	788.00	8,750.00	7,962.00	9.01%
Buildings & Grounds Expense Total	452,204.75	514,500.00	62,295.25	87.89%	204,497.93	442,660.00	238,162.07	46.20%
Net Total Buildings & Grounds	(414,074.57)	(487,700.00)	(73,625.43)	84.90%	(190,303.93)	(417,320.00)	(227,016.07)	45.60%
Building & Zoning								
Revenues	18,707.13	8,050.00	(10,657.13)	232.39%	14,655.44	12,000.00	(2,655.44)	122.13%
Expenses	84,870.07	104,000.00	19,129.93	81.61%	5,036.08	97,550.00	92,513.92	5.16%
Net Total Building & Zoning	(66,162.94)	(95,950.00)	(29,787.06)	68.96%	9,619.36	(85,550.00)	(95,169.36)	-11.24%

	2025 Actual YTD 12/31/2025	2025 Budget Prev Year 12/31/2025	2025 Budget Less Actual	%	2026 Actual YTD 7/31/2026	2026 Budget (Current Year) 12/31/2026	2026 Budget Less Actual	% S/B 58.33%
Cemetery								
Revenues	42,080.00	32,810.00	(9,270.00)	128.25%	24,975.00	34,500.00	9,525.00	72.39%
Expenses	2,480.60	3,550.00	1,069.40	69.88%	1,565.89	2,550.00	984.11	61.41%
Net Total Cemetery	39,599.40	29,260.00	(10,339.40)	135.34%	23,409.11	31,950.00	8,540.89	73.27%
Economic Development								
Revenues								
Expenses	292,884.42	80,770.00	(212,114.42)	362.62%	159,558.93	129,425.00	(30,133.93)	123.28%
Net Total Economic Development	(292,884.42)	(80,770.00)	212,114.42	362.62%	(159,558.93)	(129,425.00)	30,133.93	123.28%
Elected / Appointed Officials								
Revenues								
Expenses	82,288.66	89,825.00	7,536.34	91.61%	33,313.14	81,035.00	47,721.86	41.11%
Net Total Elected / Appointed Officials	(82,288.66)	(89,825.00)	(7,536.34)	91.61%	(33,313.14)	(81,035.00)	(47,721.86)	41.11%
Public Safety								
Revenues								
Public Safety Revenue Total	118,076.25	164,041.00	45,964.75	71.98%	91,991.75	180,702.00	88,710.25	50.91%
Expenses								
Total Police Department	1,453,540.45	1,665,179.00	211,638.55	87.29%	1,033,774.79	1,894,017.00	860,242.21	54.58%
Total Fire & EMS	295,099.95	288,685.00	(6,414.95)	102.22%	272,839.71	334,941.00	62,101.29	81.46%
Total Health & Human Services	1,651.37	2,000.00	348.63	82.57%	3,326.12	1,000.00	(2,326.12)	332.61%
Public Safety Expense Total	1,750,291.77	1,955,864.00	205,572.23	89.49%	1,309,940.62	2,229,958.00	920,017.38	58.74%
Net Total Public Safety	(1,632,215.52)	(1,791,823.00)	(159,607.48)	91.09%	(1,217,948.87)	(2,049,256.00)	(831,307.13)	59.43%
Parks & Recreation								
Revenues								
Total Public Charges for Services	185,556.30	143,100.00	(42,456.30)	129.67%	149,930.98	175,600.00	25,669.02	85.38%
Total Donations	118,370.00	70,200.00	(48,170.00)	168.62%	16,080.00	70,500.00	54,420.00	22.81%
Parks & Recreation Revenue Total	303,926.30	213,300.00	(90,626.30)	142.49%	166,010.98	246,100.00	80,089.02	67.46%
Expenses								
Total Community Center	270,466.74	288,725.00	18,258.26	93.68%	187,585.35	320,720.00	133,134.65	58.49%
Total Senior Center	26,041.64	25,291.00	(750.64)	102.97%	14,740.71	27,250.00	12,509.29	54.09%
Total Aquatic Center	185,524.46	224,510.00	38,985.54	82.64%	113,904.73	228,900.00	114,995.27	49.76%
Total Symons Center	53,960.41	55,000.00	1,039.59	98.11%	12,091.13	53,200.00	41,108.87	22.73%
Parks & Recreation Expense Total:	535,993.25	593,526.00	57,532.75	90.31%	328,321.92	630,070.00	301,748.08	52.11%
Net Total Parks & Recreation	(232,066.95)	(380,226.00)	(148,159.05)	61.03%	(162,310.94)	(383,970.00)	(221,659.06)	42.27%

	2025 Actual YTD 12/31/2025	2025 Budget Prev Year 12/31/2025	2025 Budget Less Actual	%		2026 Actual YTD 7/31/2026	2026 Budget (Current Year) 12/31/2026	2026 Budget Less Actual	% S/B 58.33%	
Refuse										
Revenues										
Total Licenses & Permits	4,050.00	4,050.00	0.00	100.00%		70.00	1,000.00	930.00	7.00%	
Total Garbage & Recycling	322,806.59	287,000.00	(35,806.59)	112.48%		203,258.79	331,280.00	128,021.21	61.36%	
Total Landfill	77,919.95	65,000.00	(12,919.95)	119.88%		20,055.00	14,250.00	(5,805.00)	140.74%	
Refuse Revenue Total	404,776.54	356,050.00	(48,726.54)	113.69%		223,383.79	346,530.00	123,146.21	64.46%	
Expenses										
Total Landfill	72,245.40	85,770.00	13,524.60	84.23%		8,994.97	31,650.00	22,655.03	28.42%	
Total Garbage & Recycling	287,426.63	282,000.00	(5,426.63)	101.92%		170,618.83	295,000.00	124,381.17	57.84%	
Refuse Expense Total	359,672.03	367,770.00	8,097.97	97.80%		179,613.80	326,650.00	147,036.20	54.99%	
Net Total Refuse	45,104.51	(11,720.00)	(56,824.51)	-384.85%		43,769.99	19,880.00	(23,889.99)	220.17%	
Streets										
Revenues	460,777.97	429,084.00				285,173.55	431,200.00	146,026.45	66.13%	
Expenses	805,453.24	837,431.00	31,977.76	96.18%		429,433.88	672,700.00	243,266.12	63.84%	
Net Total Streets	(344,675.27)	(408,347.00)	(31,977.76)	84.41%		(144,260.33)	(241,500.00)	(97,239.67)	59.74%	
Taxi										
Revenues	198,664.49	375,200.00				88,324.00	341,828.00	253,504.00	25.84%	
Expenses	355,760.66	375,000.00	19,239.34	94.87%		184,714.09	397,220.00	212,505.91	46.50%	
Net Total Streets	(157,096.17)	200.00	(19,239.34)	#####		(96,390.09)	(55,392.00)	40,998.09	174.01%	
Room Tax / Tourism										
Revenues	40,969.70	122,375.00				10,757.06	28,760.00	18,002.94	37.40%	
Expenses	44,260.76	150,843.00	106,582.24	29.34%		19,441.80	26,965.00	7,523.20	72.10%	
Net Room Tax /Tourism	(3,291.06)	(28,468.00)	(106,582.24)	11.56%		(8,684.74)	1,795.00	10,479.74	-483.83%	

	2025 Actual YTD 12/31/2025	2025 Budget Prev Year 12/31/2025	2025 Budget Less Actual	%	2026 Actual YTD 7/31/2026	2026 Budget (Current Year) 12/31/2026	2026 Budget Less Actual	% S/B 58.33%
All Other								
Revenues								
Total Tax Levy	2,332,552.00	2,332,552.00	0.00	100.00%	1,687,439.09	2,335,854.00	648,414.91	72.24%
Total Other Taxes (PILOT, Mobile Homes, Etc)	604,775.46	544,000.00	(60,775.46)	111.17%	320,375.59	593,700.00	273,324.41	53.96%
Total Intergovernmental - State & Fed Aid + Utility Pc	1,840,059.48	1,951,709.00	111,649.52	94.28%	453,011.25	1,868,875.00	1,415,863.75	24.24%
Total Franchise Fees	24,862.50	36,000.00	11,137.50	69.06%	4,665.94	36,000.00	31,334.06	12.96%
Total Interest Income	441,440.48	248,600.00	(192,840.48)	177.57%	237,903.45	250,000.00	12,096.55	95.16%
Total Miscellaneous Revenues	79,314.12	15,000.00	(64,314.12)	528.76%	110,265.60	-	(110,265.60)	#DIV/0!
All Other Revenue Total	5,323,004.04	5,127,861.00	(195,143.04)	103.81%	2,813,660.92	5,084,429.00	2,270,768.08	55.34%
Expenses								
Total Insurance	234,875.96	293,700.00	58,824.04	79.97%	89,875.11	158,700.00	68,824.89	56.63%
Total Audit & Legal	144,104.69	152,500.00			72,236.00	130,000.00	57,764.00	55.57%
Total Celebrations	-	-	0.00	#DIV/0!	-	-	0.00	#DIV/0!
Total Debt Service	369,321.25	416,384.00	47,062.75	88.70%	409,059.56	414,628.00	5,568.44	98.66%
Total Unallocated Contingency	71,022.70	42,670.00	(28,352.70)	166.45%	38,231.22	2,749,000.00	2,710,768.78	1.39%
All Other Expense Total	819,324.60	905,254.00	85,929.40	90.51%	609,401.89	3,452,328.00	2,842,926.11	17.65%
Net Total All Other	4,503,679.44	4,222,607.00	(281,072.44)	106.66%	2,204,259.03	1,632,101.00	(572,158.03)	135.06%
Capital Outlay								
Revenues								
ARPA Funds	70,320.50	30,000.00	(40,320.50)	234.40%	-	123,000.00	123,000.00	0.00%
Grant Funds	-	4,151,590.00	4,151,590.00	0.00%	-	3,140,000.00	3,140,000.00	0.00%
Other Miscellaneous	(676.86)	1,910,000.00	1,910,676.86	-0.04%	1,500.61	5,000.00	3,499.39	30.01%
Transfers In	-	-			-	-		
Capital Outlay Revenue Total	69,643.64	6,091,590.00	6,021,946.36	1.14%	1,500.61	3,268,000.00	3,266,499.39	0.05%
Expenses								
Capital Outlay Expense Total	758,966.30	3,480,000.00	2,721,033.70	21.81%	322,599.32	3,781,250.00	3,458,650.68	8.53%
Net Total All Other	(689,322.66)	2,611,590.00	3,300,912.66	-26.39%	(321,098.71)	(513,250.00)	(192,151.29)	62.56%
Revenues	\$ 7,107,728.84	\$ 13,019,177.00	\$ 5,911,448.16	54.59%	\$ 3,803,340.23	\$ 10,086,810.00	\$ 6,283,469.77	37.71%
Expenditures	\$ 6,988,257.08	\$ 10,126,763.00	\$ 3,138,505.92	69.01%	\$ 4,139,928.82	\$ 13,041,001.00	\$ 8,884,235.75	31.75%
Library Transfer Out	\$ 306,969.00	\$ 306,969.00	\$ -	100.00%	\$ -	\$ 312,428.00	\$ 312,428.00	0.00%
			\$ -					
Net Revenue Less Expenditure	\$ (187,497.24)	\$ 2,585,445.00	\$ 2,772,942.24		\$ (336,588.59)	\$ (3,266,619.00)	\$ (2,913,193.98)	
Ferguson Land Purchase (Contingency Funds)	\$ 646,468.29							
Actual Net / Revenue Over Expense	\$ 458,971.05							

Library**Revenues**

	2025 Actual YTD 12/31/2025	2025 Budget Prev Year 12/31/2025	2025 Budget Less Actual	%	2026 Actual YTD 7/31/2026	2026 Budget (Current Year) 12/31/2026	2026 Budget Less Actual	% S/B 58.33%
<i>Total Levy Funds from City</i>	306,969.00	306,969.00	0.00	100.00%	-	312,428.00	312,428.00	0.00%
<i>Total County Funds</i>	143,835.33	143,836.00	0.67	100.00%	135,832.49	135,773.00	(59.49)	100.04%
<i>Total MISCELLANEOUS REVENUES:</i>	17,971.65	16,000.00	(1,971.65)	112.32%	19,333.00	30,850.00	11,517.00	62.67%
Library Revenue Total:	468,775.98	466,805.00	(1,970.98)	100.42%	155,165.49	479,051.00	323,885.51	32.39%
Expenses - Library	438,697.20	466,805.00	28,107.80	93.98%	253,161.57	479,051.00	225,889.43	52.85%
Net Total Library	30,078.78	-	(30,078.78)	#DIV/0!	(97,996.08)	-	97,996.08	#DIV/0!

CITY OF RICHLAND CENTER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

Item 4.

CITY GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>TAXES</u>					
10-41100-000	GENERAL PROPERTY TAXES	1,687,439.09	1,687,439.09	2,335,854.00	648,414.91	72.2
10-41120-000	PROPERTY TAX CHARGEBACKS	1,509.00	1,509.00	.00	(1,509.00)	.0
10-41200-000	PUBLIC ACCOMODATION TAXES	5,997.06	5,997.06	24,000.00	18,002.94	25.0
10-41310-000	MOBILE HOME TAXES-CENTER COURT	5,351.99	5,351.99	8,000.00	2,648.01	66.9
10-41320-000	MOBILE HOME TAXES-CREEKSIDE	3,656.59	3,656.59	10,000.00	6,343.41	36.6
10-41330-000	MOBILE HOME TAXES-EDGEWATER	955.01	955.01	1,200.00	244.99	79.6
10-41400-000	TAXES-PILOT-UTILITIES	308,903.00	308,903.00	550,000.00	241,097.00	56.2
10-41410-000	TAXES-PILOT-OTHER PUBLIC ENTIT	.00	.00	24,500.00	24,500.00	.0
	TOTAL TAXES	2,013,811.74	2,013,811.74	2,953,554.00	939,742.26	68.2
	<u>INTERGOVERNMENTAL REVENUE</u>					
10-43145-000	FEDERAL AID-TAXI	.00	.00	158,888.00	158,888.00	.0
10-43200-000	SHARED TAX FROM STATE	279,172.91	279,172.91	1,718,327.00	1,439,154.09	16.3
10-43210-000	FIRE INSURANCE TAX FROM STATE	20,946.07	20,946.07	17,800.00	(3,146.07)	117.7
10-43300-000	STATE AID-SERVICE TO STATE FAC	53,970.95	53,970.95	30,700.00	(23,270.95)	175.8
10-43310-000	STATE AID-EXEMPT COMPUTERS	19,334.24	19,334.24	19,300.00	(34.24)	100.2
10-43315-000	STATE AID-VIDEO SERVICE AID	10,819.97	10,819.97	10,820.00	.03	100.0
10-43320-000	STATE AID-MUNICIPAL TRANSPORTA	184,121.99	184,121.99	366,000.00	181,878.01	50.3
10-43330-000	STATE AID-CONNECTING HIGHWAYS	100,066.56	100,066.56	65,000.00	(35,066.56)	154.0
10-43345-000	STATE AID-TAXI	16,969.00	16,969.00	55,610.00	38,641.00	30.5
10-43350-000	STATE AID-POLICE TRAINING	.00	.00	2,400.00	2,400.00	.0
10-43380-000	STATE AID-PERS PROPERTY TAX	89,716.10	89,716.10	89,716.00	(.10)	100.0
10-43390-000	STATE AID-OTHER	(2.92)	(2.92)	12.00	14.92	(24.3)
10-43400-000	COUNTY AID-PARKS	.00	.00	5,000.00	5,000.00	.0
10-43410-000	COUNTY AID-CEMETERY	.00	.00	4,500.00	4,500.00	.0
10-43600-000	GRANTS REVENUE	.00	.00	2,749,000.00	2,749,000.00	.0
10-43620-000	GRANTS REVENUE-POLICE	2,030.00	2,030.00	.00	(2,030.00)	.0
10-43650-000	GRANT REVENUE - WEC, CDBG, ETC	117,052.03	117,052.03	.00	(117,052.03)	.0
	TOTAL INTERGOVERNMENTAL REVENUE	894,196.90	894,196.90	5,293,073.00	4,398,876.10	16.9

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	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REGULATION & COMPLIANCE</u>					
10-44100-000 LIQUOR LICENSES	6,576.00	6,576.00	6,500.00	(76.00)	101.2
10-44110-000 OPERATOR LICENSES	1,313.00	1,313.00	1,600.00	287.00	82.1
10-44120-000 CIGARETTE LICENSES	283.00	283.00	40.00	(243.00)	707.5
10-44130-000 ARCADE LICENSES	200.00	200.00	50.00	(150.00)	400.0
10-44140-000 MOBILE HOME LICENSES	.00	.00	238.00	238.00	.0
10-44150-000 BIKE LICENSES	24.00	24.00	24.00	.00	100.0
10-44160-000 DOG/CAT LICENSES	144.75	144.75	200.00	55.25	72.4
10-44170-000 TREE CUTTING LICENSE	225.00	225.00	225.00	.00	100.0
10-44180-000 TAXI LICENSE	.00	.00	220.00	220.00	.0
10-44190-000 SUNDRY LICENSES	420.00	420.00	150.00	(270.00)	280.0
10-44200-000 TELEVISION FRANCHISE	14,329.00	14,329.00	36,000.00	21,671.00	39.8
10-44210-000 CELLULAR FRANCHISE	(9,663.06)	(9,663.06)	.00	9,663.06	.0
10-44300-000 BUILDING PERMIT APPLICATION	6,921.30	6,921.30	5,000.00	(1,921.30)	138.4
10-44320-000 PUBLIC WORKS PERMITS	815.00	815.00	200.00	(615.00)	407.5
10-44330-000 ZONING PERMIT APPLICATIONS	6,987.14	6,987.14	7,000.00	12.86	99.8
10-44340-000 URBAN PLANNING/ZONING	747.00	747.00	.00	(747.00)	.0
10-44360-000 DUMPSTER PERMIT	70.00	70.00	.00	(70.00)	.0
10-44370-000 DRIVEWAY/SIDEWALK PERMIT	170.00	170.00	.00	(170.00)	.0
10-44380-000 URBAN HUNTING PERMIT	5.00	5.00	100.00	95.00	5.0
10-44400-000 COURT PENALTIES/FORFEITURES	3,054.29	3,054.29	18,000.00	14,945.71	17.0
10-44410-000 PARKING TICKETS	10,511.65	10,511.65	20,000.00	9,488.35	52.6
TOTAL REGULATION & COMPLIANCE	43,133.07	43,133.07	95,547.00	52,413.93	45.1
<u>INTERGOVERNMENTAL CHARGES</u>					
10-45200-000 TOWNSHIP LANDFILL LICENSES	.00	.00	1,000.00	1,000.00	.0
TOTAL INTERGOVERNMENTAL CHARGES	.00	.00	1,000.00	1,000.00	.0

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<u>PUBLIC CHARGES FOR SERVICES</u>					
10-46100-000 FIRE CALLS	6,724.00	6,724.00	25,000.00	18,276.00	26.9
10-46220-000 PW PUBLIC NUISANCE FEES	.00	.00	1,000.00	1,000.00	.0
10-46300-000 AIRPORT HANGAR LAND RENT/YEAR	1,984.63	1,984.63	2,400.00	415.37	82.7
10-46310-000 AIRPORT HANGAR BLDG RENT/MTH	7,000.00	7,000.00	9,600.00	2,600.00	72.9
10-46340-000 AIRPORT AVIATION FUEL	8,449.75	8,449.75	15,000.00	6,550.25	56.3
10-46400-000 RECYCLING	22,486.51	22,486.51	23,000.00	513.49	97.8
10-46410-000 LANDFILL REVENUE	20,055.00	20,055.00	14,250.00	(5,805.00)	140.7
10-46420-000 RESIDENTIAL GARBAGE & RECYCLIN	180,772.28	180,772.28	308,280.00	127,507.72	58.6
10-46500-000 COMMUNITY CENTER BLDG RENT	19,935.38	19,935.38	35,000.00	15,064.62	57.0
10-46505-000 COMM CTR BLDG USE (NON CITY PR	2,530.00	2,530.00	3,600.00	1,070.00	70.3
10-46600-000 PARK DEPT CONCESSIONS/POP	52.00	52.00	.00	(52.00)	.0
10-46605-000 CC/SC CONCESSIONS	253.10	253.10	500.00	246.90	50.6
10-46610-000 RECREATION FEES	19,941.50	19,941.50	21,000.00	1,058.50	95.0
10-46611-000 RECREATION FEES (NON CITY PROG	290.00	290.00	2,000.00	1,710.00	14.5
10-46615-000 SENIOR RECREATION TRIPS	4,260.00	4,260.00	7,500.00	3,240.00	56.8
10-46620-000 WPROA TICKETS	3,666.00	3,666.00	1,000.00	(2,666.00)	366.6
10-46625-000 COMM CTR / EQUIPMENT RENTALS	.00	.00	40.00	40.00	.0
10-46630-000 USE OF PARK GROUNDS	423.00	423.00	300.00	(123.00)	141.0
10-46632-000 CAMPING FEES	3,360.00	3,360.00	9,000.00	5,640.00	37.3
10-46635-000 PARK SHELTER RENT	8,323.00	8,323.00	10,000.00	1,677.00	83.2
10-46640-000 AQUATIC CENTER CONCESSIONS	22,946.50	22,946.50	30,000.00	7,053.50	76.5
10-46645-000 AQUATIC CENTER REVENUE	76,108.50	76,108.50	75,000.00	(1,108.50)	101.5
10-46650-000 CEMETERY SPACES	13,450.00	13,450.00	10,000.00	(3,450.00)	134.5
10-46660-000 CEMETERY GRAVE OPENING	10,825.00	10,825.00	20,000.00	9,175.00	54.1
10-46670-000 BOWEN CEMETERY SPACES	700.00	700.00	.00	(700.00)	.0
10-46810-000 POLICE DEPT PRINTING/COPYING	383.02	383.02	1,000.00	616.98	38.3
10-46820-000 POLICE CRO REVENUE	46,410.65	46,410.65	91,478.00	45,067.35	50.7
10-46900-000 SHARED RIDE TAXI FARE REVENUE	71,355.00	71,355.00	127,110.00	55,755.00	56.1
TOTAL PUBLIC CHARGES FOR SERVICES	552,684.82	552,684.82	843,058.00	290,373.18	65.6
<u>INTEREST INCOME</u>					
10-47100-000 INTEREST-GENERAL INVESTMENTS	229,570.05	229,570.05	235,000.00	5,429.95	97.7
10-47300-000 INTEREST-CDBG CHECKING	458.87	458.87	.00	(458.87)	.0
10-47350-000 INTEREST-RENEW RC LOAN ACCT	1,401.78	1,401.78	.00	(1,401.78)	.0
10-47500-000 INTEREST-RLF	650.49	650.49	.00	(650.49)	.0
10-47600-000 INTEREST-PARK/CC	214.60	214.60	.00	(214.60)	.0
10-47800-000 DIVIDENDS RECIEVED (INSURANCE)	5,607.66	5,607.66	15,000.00	9,392.34	37.4
TOTAL INTEREST INCOME	237,903.45	237,903.45	250,000.00	12,096.55	95.2

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	<u>DONATIONS</u>					
10-48100-000	DONATIONS-PARKS	2,036.00	2,036.00	.00	(2,036.00)	.0
10-48160-000	DONATIONS-AQUATIC CENTER	10,000.00	10,000.00	70,000.00	60,000.00	14.3
10-48200-000	DONATIONS-COMMUNITY CENTER	6,080.00	6,080.00	500.00	(5,580.00)	1216.0
10-48300-000	DONATIONS-POLICE	3,938.07	3,938.07	.00	(3,938.07)	.0
	TOTAL DONATIONS	22,054.07	22,054.07	70,500.00	48,445.93	31.3
	<u>MISCELLANEOUS REVENUES</u>					
10-49100-000	RENT OF CITY PROPERTY	21,077.00	21,077.00	25,000.00	3,923.00	84.3
10-49101-000	PROPERTY RENT-AIRPORT	14,032.00	14,032.00	12,312.00	(1,720.00)	114.0
10-49102-000	PROPERTY RENT-IND PARK	7,003.00	7,003.00	14,006.00	7,003.00	50.0
10-49110-000	SIGN LEASE AGREEMENTS	4,760.00	4,760.00	4,760.00	.00	100.0
10-49200-000	SALE OF CITY PROPERTY/EQUIP	110,265.60	110,265.60	122,500.00	12,234.40	90.0
10-49210-000	SALE OF SQUAD CARS	.00	.00	5,000.00	5,000.00	.0
10-49800-000	TRANSFERS IN	.00	.00	1,352,433.50	1,352,433.50	.0
10-49900-000	MISCELLANEOUS REVENUE	1,500.61	1,500.61	.00	(1,500.61)	.0
	TOTAL MISCELLANEOUS REVENUES	158,638.21	158,638.21	1,536,011.50	1,377,373.29	10.3
	TOTAL FUND REVENUE	3,922,422.26	3,922,422.26	11,042,743.50	7,120,321.24	35.5

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	<u>COUNCIL</u>					
10-51000-020	COUNCIL/PART-TIME SALARY	18,800.00	18,800.00	38,400.00	19,600.00	49.0
10-51000-100	COUNCIL/BENEFITS	1,683.00	1,683.00	3,000.00	1,317.00	56.1
10-51000-370	COUNCIL/MEMBERSHIP FEES	.00	.00	2,000.00	2,000.00	.0
10-51000-390	COUNCIL/MISC EXPENSE	37.90	37.90	50.00	12.10	75.8
10-51000-410	COUNCIL/TRAINING	.00	.00	500.00	500.00	.0
10-51000-520	COUNCIL/SUPPLIES	57.89	57.89	300.00	242.11	19.3
10-51000-990	COUNCIL/DISCRETIONARY	195.60	195.60	3,200.00	3,004.40	6.1
	TOTAL COUNCIL	20,774.39	20,774.39	47,450.00	26,675.61	43.8
	<u>COMMISSIONS/COMMITTEE</u>					
10-51100-100	COMMITTEE/BENEFITS	.00	.00	600.00	600.00	.0
10-51100-200	COMMITTEE/ALL AFTER 2024- H.A.	.00	.00	7,200.00	7,200.00	.0
	TOTAL COMMISSIONS/COMMITTEE	.00	.00	7,800.00	7,800.00	.0
	<u>MAYOR</u>					
10-51200-020	MAYOR/PART-TIME SALARY	4,800.00	4,800.00	9,600.00	4,800.00	50.0
10-51200-100	MAYOR/BENEFITS	428.40	428.40	735.00	306.60	58.3
10-51200-300	MAYOR/TELEPHONE	516.99	516.99	1,400.00	883.01	36.9
10-51200-340	MAYOR/OFFICE SUPPLIES	25.27	25.27	50.00	24.73	50.5
10-51200-990	MAYOR/DISCRETIONARY	.00	.00	2,000.00	2,000.00	.0
	TOTAL MAYOR	5,770.66	5,770.66	13,785.00	8,014.34	41.9
	<u>CLERK/TREASURER</u>					
10-51300-000	CLK TREAS/REGULAR SALARY	150,664.04	150,664.04	319,500.00	168,835.96	47.2
10-51300-100	CLK TREAS/BENEFITS	81,234.03	81,234.03	170,000.00	88,765.97	47.8
10-51300-300	CLK TREAS/TELEPHONE	753.41	753.41	2,300.00	1,546.59	32.8
10-51300-330	CLK TREAS/POSTAGE	1,521.09	1,521.09	2,800.00	1,278.91	54.3
10-51300-340	CLK TREAS/OFFICE SUPPLIES	1,073.30	1,073.30	4,000.00	2,926.70	26.8
10-51300-360	CLK TREAS/SUBSCRIPTIONS	.00	.00	100.00	100.00	.0
10-51300-370	CLK TREAS/MEMBERSHIP FEES	.00	.00	200.00	200.00	.0
10-51300-380	CLK TREAS/PUBLICATIONS	2,167.91	2,167.91	4,500.00	2,332.09	48.2
10-51300-390	CLK TREAS/MISC EXPENSE	10.00	10.00	50.00	40.00	20.0
10-51300-410	CLK TREAS/TRAINING	.00	.00	1,500.00	1,500.00	.0
	TOTAL CLERK/TREASURER	237,423.78	237,423.78	504,950.00	267,526.22	47.0

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	<u>INDEPENDENT AUDITING</u>					
10-51360-390	AUDITING/FEES	12,805.00	12,805.00	35,000.00	22,195.00	36.6
	TOTAL INDEPENDENT AUDITING	12,805.00	12,805.00	35,000.00	22,195.00	36.6
	<u>ELECTIONS</u>					
10-51375-020	ELECTIONS/PART-TIME PAY	2,321.28	2,321.28	10,000.00	7,678.72	23.2
10-51375-330	ELECTIONS/POSTAGE	263.69	263.69	750.00	486.31	35.2
10-51375-380	ELECTIONS / PUBLICATIONS	208.03	208.03	650.00	441.97	32.0
10-51375-520	ELECTIONS/SUPPLIES	496.50	496.50	1,000.00	503.50	49.7
	TOTAL ELECTIONS	3,289.50	3,289.50	12,400.00	9,110.50	26.5
	<u>DATA PROCESSING</u>					
10-51400-430	DATA PROC/EQUIPMENT	169.99	169.99	2,300.00	2,130.01	7.4
10-51400-520	DATA PROC/SUPPLIES	119.13	119.13	1,000.00	880.87	11.9
10-51400-560	DATA PROC/CONTRACTED WORK	1,697.30	1,697.30	2,000.00	302.70	84.9
10-51400-580	DATA PROC/PROGRAMS-LICENSES	25,099.14	25,099.14	55,000.00	29,900.86	45.6
10-51400-590	DATA PROC/DSL	980.00	980.00	2,600.00	1,620.00	37.7
	TOTAL DATA PROCESSING	28,065.56	28,065.56	62,900.00	34,834.44	44.6
	<u>CENTRAL DUPLICATING</u>					
10-51450-480	COPIER/MAINT AGRMTS	3,015.51	3,015.51	6,500.00	3,484.49	46.4
	TOTAL CENTRAL DUPLICATING	3,015.51	3,015.51	6,500.00	3,484.49	46.4
	<u>INSURANCE</u>					
10-51500-250	INSURANCE/AIRPORT	.00	.00	4,500.00	4,500.00	.0
10-51500-260	INSURANCE/WORKERS COMP	22,313.67	22,313.67	45,000.00	22,686.33	49.6
10-51500-270	INSURANCE/PROP-LIAB	67,561.44	67,561.44	110,000.00	42,438.56	61.4
10-51500-280	INSURANCE/EMPLOYEE BOND	.00	.00	1,200.00	1,200.00	.0
10-51500-290	INSURANCE/UNEMPLOYMENT	.00	.00	2,500.00	2,500.00	.0
10-51500-390	INSURANCE/DEDUCTIBLES/CLAIMS	4,053.88	4,053.88	.00	4,053.88	.0
	TOTAL INSURANCE	93,928.99	93,928.99	163,200.00	69,271.01	57.6

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	<u>ASSESSOR</u>					
10-51600-300	ASSESSOR/TELEPHONE	247.66	247.66	.00 (	247.66)	.0
10-51600-480	ASSESSOR/MAINT AGRMTS	2,414.49	2,414.49	2,500.00	85.51	96.6
10-51600-520	ASSESSOR/SUPPLIES	137.42	137.42	100.00 (	37.42)	137.4
10-51600-560	ASSESSOR/CONTRACTED WORK	22,500.00	22,500.00	45,000.00	22,500.00	50.0
10-51600-970	ASSESSOR/MANUFACTURING	2,188.41	2,188.41	2,000.00 (	188.41)	109.4
	TOTAL ASSESSOR	27,487.98	27,487.98	49,600.00	22,112.02	55.4
	<u>ATTORNEY</u>					
10-51700-570	ATTORNEY/FEES - CITY ATTORNEY	23,500.00	23,500.00	85,000.00	61,500.00	27.7
	TOTAL ATTORNEY	23,500.00	23,500.00	85,000.00	61,500.00	27.7
	<u>LABOR RELATIONS</u>					
10-51760-570	ATTORNEY/FEES - OTHER ATTORNEY	.00	.00	10,000.00	10,000.00	.0
	TOTAL LABOR RELATIONS	.00	.00	10,000.00	10,000.00	.0
	<u>MUNICIPAL BUILDING</u>					
10-51800-005	MUN BLDG/B&G WAGES	3,722.01	3,722.01	12,300.00	8,577.99	30.3
10-51800-100	MUN BLDG/B&G BENEFITS	1,935.05	1,935.05	6,250.00	4,314.95	31.0
10-51800-310	MUN BLDG/HEAT	2,108.09	2,108.09	3,500.00	1,391.91	60.2
10-51800-320	MUN BLDG/UTILITIES	6,407.65	6,407.65	16,500.00	10,092.35	38.8
10-51800-460	MUN BLDG/BLDG REPAIR	2.85	2.85	.00 (	2.85)	.0
	TOTAL MUNICIPAL BUILDING	14,175.65	14,175.65	38,550.00	24,374.35	36.8
	<u>RR DEPOT</u>					
10-51825-000	RR DEPOT/SALARY	10,657.56	10,657.56	14,315.00	3,657.44	74.5
10-51825-100	RR DEPOT/BENEFITS	3,962.67	3,962.67	2,250.00 (	1,712.67)	176.1
10-51825-300	RR DEPOT/PHONE-FAX-DSL	247.66	247.66	500.00	252.34	49.5
10-51825-310	RR DEPOT/HEAT	674.07	674.07	1,300.00	625.93	51.9
10-51825-320	RR DEPOT/UTILITIES	486.53	486.53	1,100.00	613.47	44.2
	TOTAL RR DEPOT	16,028.49	16,028.49	19,465.00	3,436.51	82.4

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	<u>BUILDINGS & PROPERTY</u>					
10-51850-000	BLDG-PROP/CEMETERY-GROUNDS	20,724.40	20,724.40	54,100.00	33,375.60	38.3
10-51850-100	BLDG-PROP/BENEFITS	4,033.91	4,033.91	27,500.00	23,466.09	14.7
10-51850-300	BLDG-PROP/TELEPHONE	648.66	648.66	1,800.00	1,151.34	36.0
10-51850-310	BLDG-PROP/HEAT	1,017.04	1,017.04	1,850.00	832.96	55.0
10-51850-315	BLDG-PROP/CEMETERY HEAT	464.47	464.47	750.00	285.53	61.9
10-51850-320	BLDG-PROP/UTILITIES	1,516.10	1,516.10	2,600.00	1,083.90	58.3
10-51850-325	BLDG-PROP/CEMETERY UTILITIES	1,101.42	1,101.42	1,800.00	698.58	61.2
10-51850-390	BLDG-PROP/CEMETERY/SUPPLIES	211.74	211.74	1,500.00	1,288.26	14.1
10-51850-400	BLDG-PROP/SAFETY EQUIP REIMB	814.27	814.27	1,000.00	185.73	81.4
10-51850-410	BLDG-PROP/TRAINING	266.61	266.61	1,000.00	733.39	26.7
10-51850-430	BLDG-PROP/EQUIPMENT	5,701.69	5,701.69	3,500.00	(2,201.69)	162.9
10-51850-440	BLDG-PROP/EQUIP MAINT-REPAIR	7,628.10	7,628.10	21,000.00	13,371.90	36.3
10-51850-450	BLDG-PROP/EQUIPMENT LEASE	.00	.00	2,500.00	2,500.00	.0
10-51850-470	BLDG-PROP/MAINT/REPAIRS	5,926.72	5,926.72	12,000.00	6,073.28	49.4
10-51850-500	BLDG-PROP/GASOLINE	6,048.59	6,048.59	15,000.00	8,951.41	40.3
10-51850-520	BLDG-PROP/SUPPLIES	9,835.63	9,835.63	16,000.00	6,164.37	61.5
10-51850-525	BLDG-PROP/CEMETERY-FLAGS	.00	.00	2,000.00	2,000.00	.0
10-51850-530	BLDG-PROP/WEED CONTROL	1,587.68	1,587.68	1,000.00	(587.68)	158.8
10-51850-565	BLDG-PROP/FIRE ALARM	1,222.80	1,222.80	7,000.00	5,777.20	17.5
10-51850-660	BLDG-PROP/DIKE MAINTENANCE	1,237.50	1,237.50	.00	(1,237.50)	.0
10-51850-670	BLDG-PROP/INSPECTIONS	.00	.00	5,000.00	5,000.00	.0
	<u>TOTAL BUILDINGS & PROPERTY</u>	<u>69,987.33</u>	<u>69,987.33</u>	<u>178,900.00</u>	<u>108,912.67</u>	<u>39.1</u>
	<u>PERSONNEL EXPENSES</u>					
10-51900-160	PERSONNEL/EMPLOYER FICA-MSS	.00	.00	3,140.00	3,140.00	.0
10-51900-170	PERSONNEL/EMPLOYER HEALTH INS	6,325.78	6,325.78	41,000.00	34,674.22	15.4
10-51900-410	PERSONNEL/EMPLOYEE TRAINING	7,125.00	7,125.00	9,000.00	1,875.00	79.2
10-51900-990	PERSONNEL/HIRING/RETENTION	101.98	101.98	4,000.00	3,898.02	2.6
	<u>TOTAL PERSONNEL EXPENSES</u>	<u>13,552.76</u>	<u>13,552.76</u>	<u>57,140.00</u>	<u>43,587.24</u>	<u>23.7</u>
	<u>ILLEGAL TAXES</u>					
10-51950-195	BOARD OF REVIEW TAX ADJ	35,931.00	35,931.00	.00	(35,931.00)	.0
	<u>TOTAL ILLEGAL TAXES</u>	<u>35,931.00</u>	<u>35,931.00</u>	<u>.00</u>	<u>(35,931.00)</u>	<u>.0</u>

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	<u>POLICE OFFICERS</u>					
10-52100-000	POLICE/REGULAR SALARY	470,208.31	470,208.31	841,500.00	371,291.69	55.9
10-52100-010	POLICE/OVERTIME	45,273.19	45,273.19	60,000.00	14,726.81	75.5
10-52100-020	POLICE/PART-TIME SALARY	891.45	891.45	9,000.00	8,108.55	9.9
10-52100-055	POLICE/SGT PAY	1,282.91	1,282.91	2,500.00	1,217.09	51.3
10-52100-100	POLICE/BENEFITS	275,748.92	275,748.92	528,000.00	252,251.08	52.2
10-52100-110	POLICE/UNIFORM ALLOWANCE	10,400.00	10,400.00	11,050.00	650.00	94.1
10-52100-300	POLICE/TELEPHONE	4,976.07	4,976.07	11,500.00	6,523.93	43.3
10-52100-330	POLICE/POSTAGE	347.12	347.12	800.00	452.88	43.4
10-52100-340	POLICE/OFFICE SUPPLIES	120.72	120.72	2,500.00	2,379.28	4.8
10-52100-410	POLICE/TRAINING	2,316.73	2,316.73	7,000.00	4,683.27	33.1
10-52100-425	POLICE/CAR OPERATING EXP	8,412.19	8,412.19	9,450.00	1,037.81	89.0
10-52100-430	POLICE/PRIORITY EQUIPMENT	10,057.08	10,057.08	17,500.00	7,442.92	57.5
10-52100-480	POLICE/MAINT AGRMTS	17,705.51	17,705.51	27,567.00	9,861.49	64.2
10-52100-500	POLICE/GASOLINE	15,094.46	15,094.46	30,000.00	14,905.54	50.3
10-52100-535	POLICE/AMMUNITION	2,726.12	2,726.12	5,000.00	2,273.88	54.5
10-52100-550	POLICE/RADIO	12,280.47	12,280.47	5,000.00	(7,280.47)	245.6
10-52100-555	POLICE/RADAR	.00	.00	250.00	250.00	.0
10-52100-810	POLICE/ENFORCEMENT/INV	1,154.75	1,154.75	4,200.00	3,045.25	27.5
10-52100-820	POLICE/COMPUTER EXPENSE	.00	.00	5,000.00	5,000.00	.0
10-52100-840	POLICE/RESPONSE TEAM	1,151.99	1,151.99	2,000.00	848.01	57.6
10-52100-860	POLICE/ADMINISTRATION	569.00	569.00	3,000.00	2,431.00	19.0
	TOTAL POLICE OFFICERS	880,716.99	880,716.99	1,582,817.00	702,100.01	55.6
	<u>POLICE DEPT CLERICAL</u>					
10-52110-000	PD SEC/REGULAR SALARY	30,587.78	30,587.78	54,100.00	23,512.22	56.5
10-52110-100	PD SEC/BENEFITS	24,188.25	24,188.25	41,000.00	16,811.75	59.0
	TOTAL POLICE DEPT CLERICAL	54,776.03	54,776.03	95,100.00	40,323.97	57.6
	<u>K9 OFFICER</u>					
10-52120-410	K9 OFFICER/TRAINING	250.00	250.00	.00	(250.00)	.0
	TOTAL K9 OFFICER	250.00	250.00	.00	(250.00)	.0
	<u>CR OFFICER</u>					
10-52130-000	CR OFFICER/REGULAR SALARY	40,341.73	40,341.73	72,000.00	31,658.27	56.0
10-52130-010	CR OFFICER/OVERTIME	3,142.85	3,142.85	9,000.00	5,857.15	34.9
10-52130-100	CR OFFICER/BENEFITS	29,398.85	29,398.85	52,250.00	22,851.15	56.3
	TOTAL CR OFFICER	72,883.43	72,883.43	133,250.00	60,366.57	54.7

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	<u>PARKING ENFORCEMENT</u>					
10-52150-000	PKG ENF/REGULAR SALARY	12,342.14	12,342.14	43,500.00	31,157.86	28.4
10-52150-100	PKG ENF/BENEFITS	13,056.20	13,056.20	39,350.00	26,293.80	33.2
	TOTAL PARKING ENFORCEMENT	25,398.34	25,398.34	82,850.00	57,451.66	30.7
	<u>FIRE DISTRICT</u>					
10-52300-560	FIRE DIST/CONTRACTED SERVICES	148,159.46	148,159.46	148,160.00	.54	100.0
10-52300-850	FIRE DIST/ 2% DUES	.00	.00	17,800.00	17,800.00	.0
10-52300-905	FIRE DIST/CITY FIRE CALLS	6,724.00	6,724.00	25,000.00	18,276.00	26.9
	TOTAL FIRE DISTRICT	154,883.46	154,883.46	190,960.00	36,076.54	81.1
	<u>BUILDING & SAFETY</u>					
10-52400-300	BLDG SFTY/TELEPHONE	258.16	258.16	.00	(258.16)	.0
	TOTAL BUILDING & SAFETY	258.16	258.16	.00	(258.16)	.0
	<u>ZONING DEPARTMENT</u>					
10-52450-000	ZONING/REGULAR SALARY	3,300.00	3,300.00	52,000.00	48,700.00	6.4
10-52450-100	ZONING/BENEFITS	490.05	490.05	42,100.00	41,609.95	1.2
10-52450-330	ZONING/POSTAGE	106.89	106.89	250.00	143.11	42.8
10-52450-340	ZONING/OFFICE SUPPLIES	98.99	98.99	200.00	101.01	49.5
10-52450-380	ZONING/PUBLICATIONS	702.01	702.01	2,500.00	1,797.99	28.1
10-52450-390	ZONING/UNALLOCATED/UNBUDGETED	79.98	79.98	.00	(79.98)	.0
10-52450-410	ZONING/TRAINING	.00	.00	500.00	500.00	.0
10-52450-560	ZONING/CONTRACTED WORK/DEMOS	18,800.00	18,800.00	.00	(18,800.00)	.0
	TOTAL ZONING DEPARTMENT	23,577.92	23,577.92	97,550.00	73,972.08	24.2
	<u>SIREN</u>					
10-52500-480	SIREN/MAINT AGRMTS	.00	.00	3,325.00	3,325.00	.0
	TOTAL SIREN	.00	.00	3,325.00	3,325.00	.0
	<u>AMBULANCE</u>					
10-52600-560	AMBULANCE/CONTRACTED SERVICES	117,956.25	117,956.25	158,456.00	40,499.75	74.4
	TOTAL AMBULANCE	117,956.25	117,956.25	158,456.00	40,499.75	74.4

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	<u>DRUG & ALCOHOL</u>					
10-53200-390	DRUG-ALCL/MISC EXPENSE	51.06	51.06	500.00	448.94	10.2
	TOTAL DRUG & ALCOHOL	51.06	51.06	500.00	448.94	10.2
	<u>DOG POUND</u>					
10-53300-390	DOG/MISC EXPENSE	3,275.06	3,275.06	.00	(3,275.06)	.0
10-53300-560	DOG/CONTRACTED WORK	.00	.00	500.00	500.00	.0
	TOTAL DOG POUND	3,275.06	3,275.06	500.00	(2,775.06)	655.0
	<u>STREETS GARAGE</u>					
10-54100-100	GARAGE/BENEFITS	60.00	60.00	.00	(60.00)	.0
10-54100-300	GARAGE/TELEPHONE	253.91	253.91	.00	(253.91)	.0
10-54100-310	GARAGE/HEAT	5,476.36	5,476.36	4,250.00	(1,226.36)	128.9
10-54100-320	GARAGE/UTILITIES	2,499.90	2,499.90	4,500.00	2,000.10	55.6
10-54100-340	GARAGE/OFFICE SUPPLIES	186.00	186.00	250.00	64.00	74.4
10-54100-430	STREETS GARAGE/EQUIP-NEW & REP	1,124.49	1,124.49	2,300.00	1,175.51	48.9
10-54100-460	STREETS GARAGE/BLDNG REP & MAI	573.73	573.73	1,800.00	1,226.27	31.9
10-54100-510	STREETS GARAGE/TOOLS	1,210.80	1,210.80	1,250.00	39.20	96.9
10-54100-520	STREETS GARAGE/SUPPLIES	3,080.63	3,080.63	2,500.00	(580.63)	123.2
	TOTAL STREETS GARAGE	14,465.82	14,465.82	16,850.00	2,384.18	85.9
	<u>ENGINEER</u>					
10-54110-560	ENGINEER/CONTRACTED WORK	2,720.38	2,720.38	5,000.00	2,279.62	54.4
	TOTAL ENGINEER	2,720.38	2,720.38	5,000.00	2,279.62	54.4

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	<u>STREETS</u>					
10-54200-000	STREETS/REGULAR SALARY	177,855.33	177,855.33	264,500.00	86,644.67	67.2
10-54200-010	STREETS/OVERTIME	12,596.78	12,596.78	10,000.00	(2,596.78)	126.0
10-54200-020	STREETS/PART-TIME PAY	.00	.00	6,000.00	6,000.00	.0
10-54200-100	STREETS/BENEFITS	114,907.12	114,907.12	156,500.00	41,592.88	73.4
10-54200-110	STREETS/UNIFORM ALLOWANCE	800.00	800.00	800.00	.00	100.0
10-54200-300	STREETS/TELEPHONE	242.52	242.52	1,300.00	1,057.48	18.7
10-54200-400	STREETS/PPE-BOOTS, GOGGLES, ET	894.61	894.61	1,000.00	105.39	89.5
10-54200-410	STREETS/TRAINING	145.37	145.37	500.00	354.63	29.1
10-54200-420	STREETS/TRUCK REPAIR	8,716.22	8,716.22	8,000.00	(716.22)	109.0
10-54200-440	STREETS/EQUIPMENT REPAIR	9,733.14	9,733.14	10,000.00	266.86	97.3
10-54200-450	STREETS/EQUIPMENT RENTAL	450.00	450.00	6,000.00	5,550.00	7.5
10-54200-490	STREETS/GRAVEL	.00	.00	1,000.00	1,000.00	.0
10-54200-500	STREETS/GASOLINE	11,370.70	11,370.70	23,000.00	11,629.30	49.4
10-54200-520	STREETS/SUPPLIES	9,950.66	9,950.66	13,500.00	3,549.34	73.7
10-54200-560	STREETS/CONTRACT WK-OVERLAY	6,106.32	6,106.32	.00	(6,106.32)	.0
	TOTAL STREETS	353,768.77	353,768.77	502,100.00	148,331.23	70.5
	<u>BRIDGES/CULVERTS</u>					
10-54210-470	BRDG-CULV/REPAIRS	.00	.00	1,000.00	1,000.00	.0
	TOTAL BRIDGES/CULVERTS	.00	.00	1,000.00	1,000.00	.0
	<u>STORM SEWERS</u>					
10-54220-470	STM SWRS/REPAIRS	.00	.00	2,500.00	2,500.00	.0
	TOTAL STORM SEWERS	.00	.00	2,500.00	2,500.00	.0
	<u>SIGNS/MARKING</u>					
10-54230-320	SIGNS/UTILITIES	117.18	117.18	.00	(117.18)	.0
10-54230-520	SIGNS/SUPPLIES (MARKING, ETC)	2,636.80	2,636.80	8,000.00	5,363.20	33.0
10-54230-560	SIGNS / CONTRACTED WORK	.00	.00	5,000.00	5,000.00	.0
10-54230-930	SIGNS/STREET LIGHTS	52,929.57	52,929.57	88,700.00	35,770.43	59.7
	TOTAL SIGNS/MARKING	55,683.55	55,683.55	101,700.00	46,016.45	54.8
	<u>CURB/GUTTER</u>					
10-54250-470	CURB-GUTR/REPAIRS	.00	.00	2,000.00	2,000.00	.0
	TOTAL CURB/GUTTER	.00	.00	2,000.00	2,000.00	.0

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	<u>SIDEWALK/CROSSWALK</u>					
10-54260-560	SIDEWALKS/CONTRACTED WORK	.00	.00	2,500.00	2,500.00	.0
	TOTAL SIDEWALK/CROSSWALK	.00	.00	2,500.00	2,500.00	.0
	<u>STREET CLEANING</u>					
10-54300-440	ST CLEANG/EQUIPMENT REPAIR	1,837.73	1,837.73	2,500.00	662.27	73.5
	TOTAL STREET CLEANING	1,837.73	1,837.73	2,500.00	662.27	73.5
	<u>SNOW REMOVAL</u>					
10-54400-440	SNOW RMVL/EQUIPMENT REPAIR	21.00	21.00	.00	(21.00)	.0
10-54400-520	SNOW RMVL/SUPPLIES	77.60	77.60	32,000.00	31,922.40	.2
10-54400-560	SNOW RMVL/CONTRACTED WORK	.00	.00	2,500.00	2,500.00	.0
	TOTAL SNOW REMOVAL	98.60	98.60	34,500.00	34,401.40	.3
	<u>LANDFILL</u>					
10-54500-020	LANDFILL/TCS OPERATOR	.00	.00	2,750.00	2,750.00	.0
10-54500-300	LANDFILL/TELEPHONE	496.28	496.28	337.50	(158.78)	147.1
10-54500-320	LANDFILL/UTILITIES	801.45	801.45	375.00	(426.45)	213.7
10-54500-470	LANDFILL/REPAIRS	.00	.00	125.00	125.00	.0
10-54500-520	LANDFILL/SUPPLIES	482.68	482.68	250.00	(232.68)	193.1
10-54500-560	LANDFILL/CONTRACTED WORK	722.14	722.14	1,112.50	390.36	64.9
10-54500-580	LANDFILL/LICENSES	165.00	165.00	200.00	35.00	82.5
10-54500-660	LANDFILL/TRANSFER COSTS	4,743.42	4,743.42	12,500.00	7,756.58	38.0
10-54500-670	LANDFILL/TESTING/MONITORING	9.00	9.00	11,000.00	10,991.00	.1
10-54500-680	LANDFILL/LEACHATE DISPOSAL	1,575.00	1,575.00	3,000.00	1,425.00	52.5
	TOTAL LANDFILL	8,994.97	8,994.97	31,650.00	22,655.03	28.4
	<u>GARBAGE</u>					
10-54600-560	GARBAGE/CONTRACTED WORK	142,081.47	142,081.47	225,000.00	82,918.53	63.2
	TOTAL GARBAGE	142,081.47	142,081.47	225,000.00	82,918.53	63.2
	<u>RECYCLING</u>					
10-54700-560	RECYCLING/CONTRACTED WORK	28,537.36	28,537.36	70,000.00	41,462.64	40.8
	TOTAL RECYCLING	28,537.36	28,537.36	70,000.00	41,462.64	40.8

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	<u>TRANSIT SYSTEMS</u>					
10-54800-950	TRANSIT/TAXI	184,714.09	184,714.09	397,220.00	212,505.91	46.5
	TOTAL TRANSIT SYSTEMS	184,714.09	184,714.09	397,220.00	212,505.91	46.5
	<u>AIRPORT</u>					
10-54900-000	AIRPORT WAGES-GROUNDS MAINT	4,590.42	4,590.42	15,500.00	10,909.58	29.6
10-54900-100	AIRPORT/GROUNDS MAINTENANCE	651.33	651.33	7,800.00	7,148.67	8.4
10-54900-300	AIRPORT/TELEPHONE	2,162.35	2,162.35	3,750.00	1,587.65	57.7
10-54900-310	AIRPORT/HEAT	1,416.06	1,416.06	3,250.00	1,833.94	43.6
10-54900-320	AIRPORT/RUNWAY LIGHTS-UTILITIE	1,592.44	1,592.44	3,000.00	1,407.56	53.1
10-54900-321	AIRPORT/TERMINAL BUILDING	982.38	982.38	1,750.00	767.62	56.1
10-54900-322	AIRPORT/HANGAR UTILITIES	577.97	577.97	900.00	322.03	64.2
10-54900-324	AIRPORT/WTR&SWR (SEXTONVILLE)	321.79	321.79	750.00	428.21	42.9
10-54900-440	AIRPORT/EQUIPMENT REPAIR	329.06	329.06	500.00	170.94	65.8
10-54900-470	AIRPORT/MAINT-REPAIRS	2,635.70	2,635.70	3,500.00	864.30	75.3
10-54900-500	AIRPORT/GASOLINE	.00	.00	500.00	500.00	.0
10-54900-505	AIRPORT/AVIATION FUEL	15,278.06	15,278.06	15,000.00	(278.06)	101.9
10-54900-520	AIRPORT/SUPPLIES	182.98	182.98	1,000.00	817.02	18.3
10-54900-560	AIRPORT/CONTRACTED WORK	.00	.00	200.00	200.00	.0
	TOTAL AIRPORT	30,720.54	30,720.54	57,400.00	26,679.46	53.5
	<u>COMMUNITY CENTER</u>					
10-55200-000	COMM CTR/REGULAR SALARY	62,645.54	62,645.54	110,820.00	48,174.46	56.5
10-55200-005	COMM CTR / B&G WAGES	4,959.56	4,959.56	30,700.00	25,740.44	16.2
10-55200-020	RECREATION / PART-TIME PAY	25,764.33	25,764.33	35,000.00	9,235.67	73.6
10-55200-100	COMM CTR/BENEFITS	51,260.94	51,260.94	108,000.00	56,739.06	47.5
10-55200-220	COMM CTR/FIREWORKS	17,000.00	17,000.00	17,000.00	.00	100.0
10-55200-300	COMM CTR/TELEPHONE	1,658.59	1,658.59	3,300.00	1,641.41	50.3
10-55200-310	COMM CTR/HEAT	2,908.56	2,908.56	5,100.00	2,191.44	57.0
10-55200-320	COMM CTR/UTILITIES	10,547.61	10,547.61	16,000.00	5,452.39	65.9
10-55200-330	COMM CTR/POSTAGE	37.10	37.10	100.00	62.90	37.1
10-55200-370	COMM CTR/MEMBERSHIP FEES	189.00	189.00	500.00	311.00	37.8
10-55200-380	COMM CTR/PUBLICATIONS	354.20	354.20	450.00	95.80	78.7
10-55200-385	COMM CTR/PROMO MATL	2,051.40	2,051.40	3,000.00	948.60	68.4
10-55200-395	COMM CTR/SERVICE FEES/LICENSES	.00	.00	450.00	450.00	.0
10-55200-410	COMM CTR/TRAINING	.00	.00	1,000.00	1,000.00	.0
10-55200-430	COMM CTR/EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
10-55200-435	RECREATION/EQUIPMENT	200.09	200.09	1,000.00	799.91	20.0
10-55200-460	COMM CTR/BUILDING REPAIR	259.97	259.97	.00	(259.97)	.0
10-55200-480	COMM CTR/MAINT AGRMT-COPIER	3,180.73	3,180.73	2,500.00	(680.73)	127.2
10-55200-520	COMM CTR/SUPPLIES	957.20	957.20	2,500.00	1,542.80	38.3
10-55200-560	COMM CTR/CONTRACTED WORK	259.36	259.36	3,500.00	3,240.64	7.4
10-55200-640	RECREATION/PROGRAMMING EXP	8,310.73	8,310.73	9,500.00	1,189.27	87.5
	TOTAL COMMUNITY CENTER	192,544.91	192,544.91	351,420.00	158,875.09	54.8

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	<u>SENIOR CENTER</u>					
10-55250-020	SENR CTR/PART-TIME PAY	12,184.25	12,184.25	22,050.00	9,865.75	55.3
10-55250-100	SENR CTR/BENEFITS	1,003.54	1,003.54	1,700.00	696.46	59.0
10-55250-360	SENR CTR/SUBSCRIPTIONS	47.00	47.00	1,000.00	953.00	4.7
10-55250-520	SENR CTR/SUPPLIES	1,505.92	1,505.92	2,500.00	994.08	60.2
10-55250-640	SENR CTR/TRIP EXPENSES	4,285.84	4,285.84	6,050.00	1,764.16	70.8
	TOTAL SENIOR CENTER	19,026.55	19,026.55	33,300.00	14,273.45	57.1
	<u>BUILDINGS AND GROUNDS</u>					
10-55300-000	B & G /REGULAR SALARY	70,908.46	70,908.46	8,150.00	(62,758.46)	870.0
10-55300-010	B&G/OVERTIME	640.50	640.50	1,400.00	759.50	45.8
10-55300-020	B&G/MAINTENANCE PT PAY	8,250.00	8,250.00	35,000.00	26,750.00	23.6
10-55300-030	B&G / PARKS & GROUNDS WAGES	15,101.37	15,101.37	154,850.00	139,748.63	9.8
10-55300-040	B&G / PARKS & GROUNDS BENEFITS	.00	.00	89,900.00	89,900.00	.0
10-55300-100	B&G/BENEFITS	40,860.77	40,860.77	4,660.00	(36,200.77)	876.8
10-55300-110	B&G/UNIFORM ALLOWANCE	1,079.85	1,079.85	1,200.00	120.15	90.0
10-55300-320	B&G/UTILITIES	9,459.49	9,459.49	.00	(9,459.49)	.0
10-55300-435	B&G/RECREATION EQUIP	8.07	8.07	1,500.00	1,491.93	.5
10-55300-470	B&G/MAINT-REPAIRS	34.99	34.99	.00	(34.99)	.0
10-55300-655	B&G/SHELTER EXPENSES	9,669.39	9,669.39	15,000.00	5,330.61	64.5
	TOTAL BUILDINGS AND GROUNDS	156,012.89	156,012.89	311,660.00	155,647.11	50.1
	<u>DEPARTMENT 400</u>					
10-55400-020	POOL/PART-TIME PAY	1,996.77	1,996.77	.00	(1,996.77)	.0
10-55400-100	BENEFITS	152.76	152.76	.00	(152.76)	.0
	TOTAL DEPARTMENT 400	2,149.53	2,149.53	.00	(2,149.53)	.0

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CITY GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>AQUATIC CENTER</u>					
10-55410-005	AQUA CTR/B&G WAGES	.00	.00	15,350.00	15,350.00	.0
10-55410-020	AQUA CTR/PART-TIME PAY	62,103.38	62,103.38	115,000.00	52,896.62	54.0
10-55410-100	AQUA CTR/BENEFITS	4,751.00	4,751.00	17,400.00	12,649.00	27.3
10-55410-300	AQUA CTR/TELEPHONE	293.16	293.16	500.00	206.84	58.6
10-55410-310	AQUA CTR/HEAT	3,050.39	3,050.39	8,500.00	5,449.61	35.9
10-55410-320	AQUA CTR/UTILITIES	11,655.83	11,655.83	22,000.00	10,344.17	53.0
10-55410-390	AQUA CTR/MISC EXP	800.00	800.00	.00	(800.00)	.0
10-55410-410	AQUA CTR/TRAINING	122.40	122.40	4,500.00	4,377.60	2.7
10-55410-470	AQUA CTR/MAINT-REPAIRS	1,334.04	1,334.04	17,000.00	15,665.96	7.9
10-55410-520	AQUA CTR/SUPPLIES	4,806.69	4,806.69	6,000.00	1,193.31	80.1
10-55410-580	AQUA CTR/LICENSES	932.00	932.00	2,000.00	1,068.00	46.6
10-55410-620	AQUA CTR/CHEMICALS	7,762.41	7,762.41	14,000.00	6,237.59	55.5
10-55410-700	AQUA CTR/CONCESSIONS	16,293.43	16,293.43	22,000.00	5,706.57	74.1
	<u>TOTAL AQUATIC CENTER</u>	<u>113,904.73</u>	<u>113,904.73</u>	<u>244,250.00</u>	<u>130,345.27</u>	<u>46.6</u>
	<u>UW/CAMPUS POOL</u>					
10-55500-470	SYMONS/MAINT-REPAIRS	12,091.13	12,091.13	53,200.00	41,108.87	22.7
	<u>TOTAL UW/CAMPUS POOL</u>	<u>12,091.13</u>	<u>12,091.13</u>	<u>53,200.00</u>	<u>41,108.87</u>	<u>22.7</u>
	<u>CABLE TV</u>					
10-55600-390	CABLE TV/MISC EXPENSE	6,768.09	6,768.09	12,000.00	5,231.91	56.4
	<u>TOTAL CABLE TV</u>	<u>6,768.09</u>	<u>6,768.09</u>	<u>12,000.00</u>	<u>5,231.91</u>	<u>56.4</u>
	<u>COMMUNITY DEVELOPMENT</u>					
10-56100-280	COMM DEV/ROOM TAX	(1,112.24)	(1,112.24)	.00	1,112.24	.0
10-56100-390	COMM DEV/MISC EXPENSE	4,525.55	4,525.55	7,500.00	2,974.45	60.3
	<u>TOTAL COMMUNITY DEVELOPMENT</u>	<u>3,413.31</u>	<u>3,413.31</u>	<u>7,500.00</u>	<u>4,086.69</u>	<u>45.5</u>
	<u>FLOOD PLAIN</u>					
10-56200-300	FLOODPLN/TELEPHONE	244.86	244.86	550.00	305.14	44.5
10-56200-320	FLOODPLN/UTILITIES	423.42	423.42	1,000.00	576.58	42.3
10-56200-470	FLOODPLN/MAINT/REPAIRS	.00	.00	2,000.00	2,000.00	.0
10-56200-560	FLOODPLN/CONTRACTED WORK	250.75	250.75	3,500.00	3,249.25	7.2
	<u>TOTAL FLOOD PLAIN</u>	<u>919.03</u>	<u>919.03</u>	<u>7,050.00</u>	<u>6,130.97</u>	<u>13.0</u>

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CITY GENERAL FUND

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	<u>FORESTRY</u>					
10-56300-200	FORESTRY/ARBORETUM	.00	.00	500.00	500.00	.0
10-56300-240	FORESTRY/TREE PURCHASE	.00	.00	3,250.00	3,250.00	.0
10-56300-250	FORESTRY/TREE REMOVAL	.00	.00	1,500.00	1,500.00	.0
10-56300-260	FORESTRY/STUMP REMOVAL	788.00	788.00	1,000.00	212.00	78.8
10-56300-430	FORESTRY/EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
	TOTAL FORESTRY	788.00	788.00	8,750.00	7,962.00	9.0
	<u>ECONOMIC DEVELOPMENT</u>					
10-56500-000	ECON DEV/REGULAR SALARY	26,613.80	26,613.80	73,000.00	46,386.20	36.5
10-56500-100	ECON DEV/BENEFITS	14,064.72	14,064.72	44,000.00	29,935.28	32.0
10-56500-300	ECON DEV/TELEPHONE	292.80	292.80	800.00	507.20	36.6
10-56500-330	ECON DEV/POSTAGE	.00	.00	25.00	25.00	.0
10-56500-340	ECON DEV/OFFICE SUPPLIES	304.63	304.63	500.00	195.37	60.9
10-56500-380	ECON DEV/PUBLICATIONS-ADS-MKTG	(142.80)	(142.80)	250.00	392.80	(57.1)
10-56500-390	ECON DEV/MISC EXPENSE	117,052.03	117,052.03	.00	117,052.03	.0
10-56500-410	ECON DEV/TRAINING	500.00	500.00	600.00	100.00	83.3
10-56500-505	ECON DEV/MILEAGE OR FUEL	.00	.00	250.00	250.00	.0
10-56500-560	ECON DEV/CONTR WK-SURVEYS	873.75	873.75	10,000.00	9,126.25	8.7
	TOTAL ECONOMIC DEVELOPMENT	159,558.93	159,558.93	129,425.00	(30,133.93)	123.3
	<u>2004 STATE BORROWING</u>					
10-58250-910	PRINCIPLE - WPPI ST LIGHT LOAN	2,951.34	2,951.34	5,060.00	2,108.66	58.3
	TOTAL 2004 STATE BORROWING	2,951.34	2,951.34	5,060.00	2,108.66	58.3
	<u>PANORAMA ESTATES</u>					
10-58400-910	PANORAMA/P-2017 COM DEV BONDS	.00	.00	50,000.00	50,000.00	.0
10-58400-920	PANORAMA/I-2017 COM DEV BONDS	.00	.00	17,475.00	17,475.00	.0
	TOTAL PANORAMA ESTATES	.00	.00	67,475.00	67,475.00	.0
	<u>2018 CFB-WESTSIDE/HASELTIN</u>					
10-58410-910	2018 CFB/P-WESTSIDE/HASELTINE	102,000.00	102,000.00	102,000.00	.00	100.0
10-58410-920	2018 CFB/I-WESTSIDE/HASELTINE	4,758.22	4,758.22	8,218.00	3,459.78	57.9
	TOTAL 2018 CFB-WESTSIDE/HASELTIN	106,758.22	106,758.22	110,218.00	3,459.78	96.9

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CITY GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>2019 AQUATIC CENTER</u>					
10-58430-910	AQUA CTR/PRINCIPLE	205,000.00	205,000.00	205,000.00	.00	100.0
10-58430-920	AQUA CTR/INTEREST	94,350.00	94,350.00	94,350.00	.00	100.0
	<u>TOTAL 2019 AQUATIC CENTER</u>	<u>299,350.00</u>	<u>299,350.00</u>	<u>299,350.00</u>	<u>.00</u>	<u>100.0</u>
	<u>TRANSFER IN/OUT</u>					
10-58700-390	TRANSFERS/MISC EXPENSE	.00	.00	312,428.00	312,428.00	.0
	<u>TOTAL TRANSFER IN/OUT</u>	<u>.00</u>	<u>.00</u>	<u>312,428.00</u>	<u>312,428.00</u>	<u>.0</u>
	<u>UNALLOCATED CONTINGENCY</u>					
10-59100-390	UNAL CONT/MISC EXPENSE	38,231.22	38,231.22	2,749,000.00	2,710,768.78	1.4
	<u>TOTAL UNALLOCATED CONTINGENCY</u>	<u>38,231.22</u>	<u>38,231.22</u>	<u>2,749,000.00</u>	<u>2,710,768.78</u>	<u>1.4</u>
	<u>CAPITAL OUTLAY</u>					
10-61000-920	OUTLAY/CLERK/TREAS	7,716.24	7,716.24	30,500.00	22,783.76	25.3
10-61000-930	OUTLAY/POLICE	.00	.00	60,000.00	60,000.00	.0
10-61000-941	OUTLAY/ROADWAYS	.00	.00	302,000.00	302,000.00	.0
10-61000-942	OUTLAY/ST PROJECTS	2,549.00	2,549.00	250,000.00	247,451.00	1.0
10-61000-943	OUTLAY/ST MACHINERY	217,159.50	217,159.50	260,000.00	42,840.50	83.5
10-61000-948	OUTLAY/AIRPORT	.00	.00	7,500.00	7,500.00	.0
10-61000-961	OUTLAY/PARKS	4,049.32	4,049.32	223,500.00	219,450.68	1.8
10-61000-963	OUTLAY/AQUATIC CTR	8,613.94	8,613.94	25,000.00	16,386.06	34.5
10-61000-964	OUTLAY/BLDGS/PROP	1,858.69	1,858.69	.00	(1,858.69)	.0
10-61000-970	OUTLAY/FLOODPLAIN	.00	.00	5,000.00	5,000.00	.0
10-61000-990	OUTLAY/PROJECT	249.73	249.73	.00	(249.73)	.0
10-61000-991	OUTLAY/MAJOR EQUIP REPLACMT	82,261.59	82,261.59	141,600.00	59,338.41	58.1
10-61000-992	OUTLAY/MAJOR BLDG REPAIRS	.00	.00	213,000.00	213,000.00	.0
	<u>TOTAL CAPITAL OUTLAY</u>	<u>324,458.01</u>	<u>324,458.01</u>	<u>1,518,100.00</u>	<u>1,193,641.99</u>	<u>21.4</u>
	<u>TOTAL FUND EXPENDITURES</u>	<u>4,202,312.47</u>	<u>4,202,312.47</u>	<u>11,310,054.00</u>	<u>7,107,741.53</u>	<u>37.2</u>
	<u>NET REVENUE OVER EXPENDITURES</u>	<u>(279,890.21)</u>	<u>(279,890.21)</u>	<u>(267,310.50)</u>	<u>12,579.71</u>	<u>(104.7)</u>

CITY OF RICHLAND CENTER
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Item 4.

GREATER RICHLAND TOURISM

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SOURCE 41</u>					
15-41201-000	TOURISM ROOM TAX - CITY RC	10,670.42	10,670.42	56,000.00	45,329.58	19.1
15-41202-000	TOURISM ROOM TAX - EAGLE TWN	8,512.70	8,512.70	32,000.00	23,487.30	26.6
15-41203-000	TOURISM ROOM TAX - ITHACA TWN	.00	.00	9,500.00	9,500.00	.0
15-41204-000	TOURISM ROOM TAX - RICHLAND TW	1,588.07	1,588.07	5,000.00	3,411.93	31.8
15-41205-000	TOURISM ROOM TAX - FOREST	.00	.00	5,000.00	5,000.00	.0
	TOTAL SOURCE 41	20,771.19	20,771.19	107,500.00	86,728.81	19.3
	<u>SOURCE 47</u>					
15-47100-000	TOURISM INTEREST REVENUES	405.05	405.05	.00	(405.05)	.0
	TOTAL SOURCE 47	405.05	405.05	.00	(405.05)	.0
	TOTAL FUND REVENUE	21,176.24	21,176.24	107,500.00	86,323.76	19.7

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GREATER RICHLAND TOURISM

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
15-51825-000 TOURISM / SALARY & WAGES	14,620.23	14,620.23	28,630.00	14,009.77	51.1
15-51825-020 TOURISM - PART-TIME/INTERN WAG	.00	.00	2,000.00	2,000.00	.0
15-51825-100 TOURISM / BENEFITS	.00	.00	4,451.00	4,451.00	.0
15-51825-330 TOURISM - POSTAGE	188.54	188.54	150.00	(38.54)	125.7
15-51825-340 TOURISM - OFFICE SUPPLIES	725.22	725.22	250.00	(475.22)	290.1
15-51825-341 TOURISM - COPIER MAINTENANCE	128.00	128.00	400.00	272.00	32.0
15-51825-342 TOURISM - VOLUNTEER SUPPORT	259.46	259.46	400.00	140.54	64.9
15-51825-343 TOURISM - GIVEAWAY ITEMS	1,212.08	1,212.08	2,000.00	787.92	60.6
15-51825-380 TOURISM - MARKETING	18,446.98	18,446.98	54,000.00	35,553.02	34.2
15-51825-390 TOURISM - MISC	19,763.56	19,763.56	9,000.00	(10,763.56)	219.6
15-51825-410 TOURISM - TRAVEL & CONFERENCE	1,732.10	1,732.10	4,000.00	2,267.90	43.3
TOTAL DEPARTMENT 825	57,076.17	57,076.17	105,281.00	48,204.83	54.2
TOTAL FUND EXPENDITURES	57,076.17	57,076.17	105,281.00	48,204.83	54.2
NET REVENUE OVER EXPENDITURES	(35,899.93)	(35,899.93)	2,219.00	38,118.93	(1617.

CITY OF RICHLAND CENTER
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Item 4.

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SPECIAL ASSESSMENTS</u>					
20-42100-000	LIBRARY/FUNDS FROM CITY	.00	.00	312,428.00	312,428.00	.0
20-42200-000	LIBRARY/COUNTY AIDS	135,832.49	135,832.49	135,773.00	(59.49)	100.0
	TOTAL SPECIAL ASSESSMENTS	135,832.49	135,832.49	448,201.00	312,368.51	30.3
	<u>REGULATION & COMPLIANCE</u>					
20-44700-000	LIBRARY/ROOM RENTALS	1,273.08	1,273.08	2,850.00	1,576.92	44.7
20-44710-000	LIBRARY/FEES-COPIES-ETC	3,132.85	3,132.85	6,000.00	2,867.15	52.2
	TOTAL REGULATION & COMPLIANCE	4,405.93	4,405.93	8,850.00	4,444.07	49.8
	<u>MISCELLANEOUS REVENUE</u>					
20-49900-000	LIBRARY/MISC REVENUE	14,927.07	14,927.07	22,000.00	7,072.93	67.9
	TOTAL MISCELLANEOUS REVENUE	14,927.07	14,927.07	22,000.00	7,072.93	67.9
	TOTAL FUND REVENUE	155,165.49	155,165.49	479,051.00	323,885.51	32.4

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Item 4.

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
20-55100-000 LIBRARY/REGULAR SALARY	86,008.43	86,008.43	194,813.00	108,804.57	44.2
20-55100-005 LIBRARY/JANITOR SALARY	8,410.92	8,410.92	17,295.00	8,884.08	48.6
20-55100-020 LIBRARY/PART-TIME SALARY	43,195.45	43,195.45	65,850.00	22,654.55	65.6
20-55100-100 LIBRARY/BENEFITS	44,757.29	44,757.29	81,110.00	36,352.71	55.2
20-55100-200 LIBRARY/LIBRARY BOARD	.00	.00	125.00	125.00	.0
20-55100-300 LIBRARY/PHONE/FAX/DSL	1,932.37	1,932.37	3,550.00	1,617.63	54.4
20-55100-310 LIBRARY/HEAT	3,328.84	3,328.84	4,500.00	1,171.16	74.0
20-55100-320 LIBRARY/UTILITIES	5,453.47	5,453.47	11,500.00	6,046.53	47.4
20-55100-340 LIBRARY/OFFICE SUPPLIES	1,625.90	1,625.90	3,300.00	1,674.10	49.3
20-55100-360 LIBRARY/PERIODICALS	2,037.27	2,037.27	3,200.00	1,162.73	63.7
20-55100-390 LIBRARY/MISC EXPENSE	198.76	198.76	1,000.00	801.24	19.9
20-55100-400 LIBRARY/TRAINING	828.13	828.13	.00	828.13	.0
20-55100-410 LIBRARY/CONTINUING EDUCATION	.00	.00	700.00	700.00	.0
20-55100-470 LIBRARY/MAINT & REPAIRS	7,777.86	7,777.86	8,400.00	622.14	92.6
20-55100-480 LIBRARY/SWLS CONTRACT	26,311.63	26,311.63	26,308.00	3.63	100.0
20-55100-520 LIBRARY/PROCESSING SUPPLIES	642.33	642.33	1,750.00	1,107.67	36.7
20-55100-530 LIBRARY/JANITOR SUPPLIES	757.55	757.55	2,700.00	1,942.45	28.1
20-55100-570 LIBRARY/LEGAL/ATTORNEY FEES	.00	.00	500.00	500.00	.0
20-55100-710 LIBRARY/AUDIO/VISUAL	1,133.90	1,133.90	6,000.00	4,866.10	18.9
20-55100-720 LIBRARY/BOOKS & BINDINGS	14,137.54	14,137.54	24,000.00	9,862.46	58.9
20-55100-730 LIBRARY/IMPROVEMENTS	109.60	109.60	13,000.00	12,890.40	.8
20-55100-740 LIBRARY/CHILDREN PROGRAMS	2,240.58	2,240.58	3,000.00	759.42	74.7
20-55100-745 LIBRARY/ADULT PROGRAMS	442.99	442.99	1,500.00	1,057.01	29.5
20-55100-750 LIBRARY/COMPUTER TECH PROG	1,435.76	1,435.76	4,000.00	2,564.24	35.9
20-55100-760 LIBRARY/HISTORY ROOM	395.00	395.00	950.00	555.00	41.6
TOTAL LIBRARY	253,161.57	253,161.57	479,051.00	225,889.43	52.9
TOTAL FUND EXPENDITURES	253,161.57	253,161.57	479,051.00	225,889.43	52.9
NET REVENUE OVER EXPENDITURES	(97,996.08)	(97,996.08)	.00	97,996.08	.0

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Item 4.

FUND 30

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-47240-000 INTEREST-RLF	1,073.69	1,073.69	.00	(1,073.69)	.0
TOTAL SOURCE 47	1,073.69	1,073.69	.00	(1,073.69)	.0
TOTAL FUND REVENUE	1,073.69	1,073.69	.00	(1,073.69)	.0
NET REVENUE OVER EXPENDITURES	1,073.69	1,073.69	.00	(1,073.69)	.0

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ECONOMIC DEVELOPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-47220-000	INTEREST-CDBG	2,353.25	2,353.25	.00	(2,353.25)	.0
	TOTAL SOURCE 47	2,353.25	2,353.25	.00	(2,353.25)	.0
	TOTAL FUND REVENUE	2,353.25	2,353.25	.00	(2,353.25)	.0

CITY OF RICHLAND CENTER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

Item 4.

ECONOMIC DEVELOPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>ECONOMIC DEVELOPMENT</u>					
40-56500-600	CDBG - WI DEHCR - CLOSE PROGRA	184,917.60	184,917.60	.00	(184,917.60)	.0
	TOTAL ECONOMIC DEVELOPMENT	184,917.60	184,917.60	.00	(184,917.60)	.0
	TOTAL FUND EXPENDITURES	184,917.60	184,917.60	.00	(184,917.60)	.0
	NET REVENUE OVER EXPENDITURES	(182,564.35)	(182,564.35)	.00	182,564.35	.0

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 5.

Agenda Item: Resolution 2026-10 Establishing Aviation Fuel Prices at the Richland Municipal Airport (93C)

Requested by: Jasen Glasbrenner, DPW

Meeting Date: Public Works Committee on 07/15/2026
Budget Committee and Common Council on 8/16/2026

Background: The fuel farm is one of the operations of the City that can generate revenue through sales. With the passing of this resolution and the creation of the SOP we are putting the city in the best possible position to actively manage the airport fuel farm and the fuel sales to try to capitalize on the revenue generating opportunity.

Airport Fuel Sales Data

The Airport Fuel Farm sales are approximately 3,000 to 5,000 gallons per year. This quantity can shift substantially based on competitive pricing, events conducted at an airport, or airport conditions. The targeted gross profit is \$1.00 per gallon.

Gross revenues on fuel sales can fluctuate a large amount based on supply costs that are often determined by events that affect supply and demand. With our current average sales volume, revenues can range from \$12,000 to \$25,000.

2026 year to date volume of sales is approximately 1,500 gallons.

Approximate Costs Associated with Fuel Farm Operation and Management

Based on historical expenditures, a typical year of fuel farm operations consists primarily of:

Typical Annual Expense Category	Estimated Cost
Routine Inspections & Compliance	~\$1,300
Internet & Communications	~\$720
QTPod Software	~\$1,436 x 5 for the five-year contract term
Annual Compliance Inspection	~\$200
Miscellaneous Testing & Utilities	~\$300
Anticipated Labor & Maintenance	~\$2500
Typical Annual Fuel Farm Budget	~\$6,456

**2026 has been an atypical year due to approximately \$3,000 in unplanned fuel farm maintenance and repair expenses.

Department Recommendation: Approve Airport Fuel Pricing Resolution

Suggested Motion:

PUBLIC WORKS: Motion to recommend to the Common Council the approval of the Airport Fuel Pricing Resolution.

COUNCIL: Motion to adopt Resolution 2026-10 establishing aviation fuel prices.

Attachment(s):

- Resolution 2026-10
- Airport Fuel Purchase & Pricing SOP

RESOLUTION NO. 2026-10

A RESOLUTION TO ESTABLISH AVIATION FUEL PRICES AT THE RICHLAND CENTER MUNICIPAL AIRPORT (93C)

WHEREAS, the City of Richland Center owns and operates the Richland Center Municipal Airport (93C), including the airport fuel farm, and supplies aviation fuel to airport users; and

WHEREAS, the cost the City pays for aviation fuel fluctuates with the market, and fuel prices must be adjusted on an ongoing and timely basis to keep pace with the City's replacement cost and to avoid selling fuel below cost; and

WHEREAS, the frequency and timing of fuel price changes make case-by-case Council action impractical, and the Common Council finds it in the City's interest to delegate routine pricing authority to staff under a defined pricing standard; and

WHEREAS, City staff have prepared a Standard Operating Procedure for Airport Fuel Pricing and Fuel Farm Management which sets out the operational steps, inventory monitoring, recordkeeping, and staff responsibilities for carrying out the pricing standard adopted by this resolution; and

WHEREAS, the Common Council intends to establish the policy and pricing standard governing airport fuel sales while leaving the operational and procedural means of implementing that policy to the administration.

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

Section 1. Pricing Policy. The City shall operate the airport fuel farm to provide a reliable fuel supply for airport users on a financially sustainable basis. Aviation fuel pricing shall be established to recover the City's cost of fuel acquisition, support fuel farm operations and maintenance, fund required inspections and regulatory compliance and contribute toward future equipment replacement. The City shall maintain competitive pricing relative to comparable Wisconsin general aviation airports within the region, as further provided in Section 2, and shall under no circumstances sell aviation fuel below the City's replacement cost.

Section 2. Pricing Standard. Aviation fuel shall be based on the current replacement (delivered) cost per gallon plus a markup of \$1.00 per gallon. This pricing standard shall govern the establishment and adjustment of posted fuel prices.

(a) Competitive Adjustment – Downward. To remain competitive with the posted fuel prices of comparable Wisconsin general aviation airports in the region, the Director of Public Works or the City Administrator may reduce the per-gallon markup below \$1.00; provided that the markup shall never be less than \$0.25 per gallon over the City's current or replacement cost, whichever is greater.

(b) Competitive Adjustment – Upward. If application of the \$1.00 markup would result in a posted price below the average posted price of comparable regional airports, the Director of Public Works or the City Administrator may increase the markup above \$1.00, regardless of replacement cost, so that the City's posted price is not undercutting the regional average price.

The adjustments authorized in subsections (a) and (b) are adjustments to the posted price under the pricing standard and do not constitute an amendment to the \$1.00 markup standard itself; no further

Council action is required to make such adjustments. The markup amount standard in this Section may be changed only by subsequent action of the Common Council.

Section 3. Delegation of Pricing Authority. The Common Council hereby authorizes the Director of Public Works and the City Administrator to establish and adjust posted aviation fuel prices in accordance with the pricing policy and pricing standard set forth in this resolution, without the need for further Council action on individual price changes. This authorization includes the authority to make routine price adjustments as the City's replacement cost and market conditions change.

Section 4. Implementation by Administration. The manner, methods, frequency, documentation, inventory monitoring, recordkeeping, and assignment of staff duties used to carry out this resolution shall be determined by the administration through the Standard Operating Procedure and other operational guidance, which may be amended administratively from time to time. The Standard Operating Procedure presented herewith is provided for the Council's information and does not require Council adoption.

Section 5. Limitation. Nothing in this resolution authorizes the sale of aviation fuel below the City's replacement cost, nor a deviation from the pricing standard in Section 2 (including the competitive adjustments in Section 2(a) and (b)) except as the administration may permit on a limited basis to recover existing inventory costs in declining-market conditions, consistent with the policy that fuel shall never be sold at a loss.

Section 6. Effective Date. This Resolution shall immediately take effect upon adoption by the Common Council.

ADOPTED by the Common Council of the City of Richland Center, Wisconsin on this 18th day of August, 2026 by the following vote: AYES _____, NOS _____, Abstain/Absent _____.

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

ATTEST:

Karin Tepley, Mayor

Amanda Keller, City Clerk

Richland Municipal Airport (93C) Fuel Pricing & Fuel Farm Management

SECTION 1. PURPOSE

The purpose of this SOP is to establish a consistent, transparent, and financially sustainable process for pricing aviation fuel at the Richland Center Municipal Airport (93C), while ensuring compliance with industry best practices and protecting the City from selling fuel below cost.

This procedure also establishes fuel inventory monitoring, reorder thresholds, and documentation requirements for the airport fuel farm.

SECTION 2. POLICY

The City shall operate the airport fuel farm to ensure a reliable fuel supply for airport users while maintaining a financially sustainable operation. Fuel pricing shall be established to recover the cost of fuel acquisition, support ongoing fuel farm operations and maintenance, fund required inspections and regulatory compliance activities, and contribute toward future equipment replacement. The City shall maintain competitive pricing relative to comparable Wisconsin general aviation airports and shall never sell aviation fuel at a loss.

To achieve these objectives, aviation fuel shall be priced at the current replacement cost plus \$1.00 per gallon. This markup is intended to offset operating expenses associated with fuel delivery, credit card processing, system maintenance, calibration, inspections, fuel quality testing, environmental compliance, administration, and long-term capital needs.

SECTION 3. FUEL PRICING PROCEDURE

A. Establishing Fuel Price

Upon each fuel delivery:

- i. Obtain the supplier invoice.
- ii. Identify the delivered cost per gallon.
- iii. Add \$1.00 per gallon.
- iv. Round up to the nearest cent.

Example:

Supplier Cost		Markup		Calculated Price	Posted Price
\$4.725	+	\$1.00	=	\$5.725	\$5.73

B. Never Sell at a Loss

Under no circumstances shall aviation fuel be sold below the City's replacement cost.

If fuel market conditions decline rapidly and the posted price exceeds market averages, staff may reduce the selling price provided:

- i. Existing inventory costs are fully recovered.
- ii. The revised price remains above the replacement cost of the fuel currently in storage.
- iii. The revised price receives approval from the Director of Public Works or City Administrator.

C. Price Review Frequency

Fuel prices shall be reviewed:

- i. Upon every fuel delivery.
- ii. Quarterly if no delivery occurs.
- iii. Whenever market conditions significantly change.

Price changes shall be documented and retained with airport fuel records.

D. Price Adjustment Authority

- i. The administrative team shall calculate proposed fuel pricing upon each fuel delivery.
- ii. The Director of Public Works and or the City Administrator may approve routine fuel price adjustments consistent with this SOP.

SECTION 4. FUEL INVENTORY MONITORING

A. Frequency

Fuel inventory shall be checked:

- i. Monthly during normal operations. This should be reported directly to the Treasurer after the final day of the month.
- ii. Bi-Weekly when fuel level is less than 1,000 Gallons.
- iii. Prior to major aviation events.
- iv. Any time fuel availability is questioned.

Staff shall document date, gauge reading and estimated gallons remaining.

B. Measurement

The fuel farm utilizes a Metco gauge system. Fuel levels shall be determined as follows:

- i. Take a photograph of the gauge.
- ii. Record the feet and inches indicated.
- iii. Convert the reading to total inches.
- iv. Reference the Airport Fuel Tank Calibration Chart.
- v. Record the estimated gallons remaining.

C. Reorder Threshold

The airport fuel tank is considered operationally low well before reaching empty. Depending on usage rates and consumer fuel demand, fuel should be ordered when the tank reaches approximately 12 inches (approximately 600 gallons remaining). The goal is to provide sufficient reserve to avoid service interruptions and accommodate delivery scheduling.

The critical level is reached at approximately 5.5 inches (approximately 193 gallons remaining). At this point, the tank is effectively empty for operational purposes and fuel should already be on order. Staff should avoid allowing inventory to fall below the reorder threshold except in extraordinary circumstances.

SECTION 6. RECORD RETENTION

The following records shall be maintained for a minimum of five (5) years:

- Fuel invoices
- Delivery tickets
- Fuel price calculations
- Inventory logs

- Water inspection records
- Maintenance records
- Calibration documentation

Records may be maintained electronically.

SECTION 7. RESPONSIBILITIES

- A. Assistant Director of Public Works
 - i. Reports fuel inventory to Public Works office.
 - ii. Coordinate fuel orders.
- B. Administrative (MSS , Treasurer)
 - i. Maintain fuel pricing records.
 - ii. Update posted fuel pricing.
 - iii. Maintain inventory logs.
 - iv. Retain invoices and supporting documentation.
- C. Director of Public Works
 - i. Approve pricing adjustments outside the standard formula.
 - ii. Review inventory levels.
 - iii. Ensure compliance with fuel quality requirements.
- D. City Administrator
 - i. Provide policy oversight.
 - ii. Approve significant pricing deviations when necessary.

SECTION 8. EFFECTIVE DATE

This standard operating procedure shall take effect on August 18th 2026.



Purchasing and Procurement Policy

Effective September 1, 2026

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How to Use This Policy

This section provides shortcuts into the Policy. Use them to find an answer quickly, then read the governing section in full.

- **Quick-Reference Authority Matrix** – who approves a purchase and what's required, by dollar amount and purchase type.
- **Quick-Start Purchasing Flow** – the basic steps of a typical purchase.
- **Glossary** – acronyms and terms used throughout (RFB, RFQ, RFP, and others).

Every section in the body of this Policy is numbered (e.g., § 5.1), and cross-references are clickable links — in Word, hold Ctrl and click a blue link to jump straight to that section. The quick-reference tools below are summaries only — if anything here conflicts with the full text of a section, the full section controls.

Quick-Reference Authority Matrix

Purchase Type	Amount	Required Approval	Competition / Requirements	See §
BUDGETED PURCHASES				
Goods, services, equipment	\$5,000 or less	Department Head	No quotations required; compare prices where practical	5.1, 3.3
Goods, services, equipment	\$5,001 – \$10,000	Department Head & City Administrator	Quotations — attempt at least 3 vendors; copies to City Administrator	5.1, 7.2, 7.3
Goods, services, equipment	Over \$10,000	Applicable committee	Bid (RFB) or Proposal (RFP)	5.1, 7.2, 7.3
Time-sensitive purchase	Any amount, if budgeted	Mayor, Council President & General Government Committee Chair (unanimous)	Subject to the requirements of the amount category above	3.2
Professional services	Over \$15,000	Per § 5.1 by amount	RFP required unless exempt under § 7.4	8, 7.4
NON-BUDGETED PURCHASES				
Any purchase	Any amount	Common Council, on recommendation of the applicable committee and the Budget Committee	As applicable to the purchase type and amount above	5.2
EXEMPT EXPENDITURES				
Utilities, payroll, benefits, insurance premiums, debt service, dues, fees, and similar	Any amount	No pre-purchase approval; budget authority still required	No quotations or bidding required; internal controls still apply	5.3, 16.1
PUBLIC CONSTRUCTION — buildings, facilities, parks, utilities (non-highway)				
General public construction	\$10,000 or less	As the Common Council directs	No formal bidding required	9.1
General public construction	\$10,001 – \$50,000	Common Council, on Public Works Committee recommendation	Class 1 notice before the contract is executed	9.1, 9.3

Purchase Type	Amount	Required Approval	Competition / Requirements	See §
General public construction	Over \$50,000	Common Council, on Public Works Committee recommendation — lowest responsible bidder	Sealed bids, published notice, bid security and bonds, retainage	9.1, 9.3–9.6
PUBLIC CONSTRUCTION — street, road, and bridge				
Street, road, bridge	\$5,000 or less	As the Common Council directs	No formal bidding required	9.2
Street, road, bridge	\$5,001 – \$25,000	Common Council, on Public Works Committee recommendation	Class 1 notice before the contract is executed	9.2, 9.3
Street, road, bridge	Over \$25,000	Common Council, on Public Works Committee recommendation — lowest responsible bidder	Sealed bids, published notice, bid security and bonds, retainage	9.2, 9.3–9.6
EMERGENCIES				
Emergency purchase (goods or services)	Any amount	Mayor, with notice to City Administrator and report to Common Council	Bidding waived when the § 12.1 criteria are met	12.1, 12.2
Emergency public construction	Any amount	Mayor may authorize immediate work; Public Works Committee resolution required; Council later declares the emergency ended	Statutory exception under Wis. Stat. § 62.15(1b) — narrower than the general emergency authority	12.3, 9.3
CONTRACTS				
Any City contract	Per amount categories above	Signed by the Mayor, City Administrator, City Clerk, or City Treasurer as applicable	City Administrator review no later than 2 business weeks before execution	10.2, 10.3
Contract extending beyond the current budget year	Any amount	Applicable committee, regardless of amount	Renewal and cancellation deadlines recorded with the Financial Officer/Treasurer	10.7
Service Agreement	Any amount	Per amount categories above	Insurance certificates, indemnification, waiver of subrogation, termination provisions	10.4–10.7
SURPLUS PROPERTY				
Tangible property	Estimated value under \$5,000	City Administrator	—	13.1
Tangible property	Estimated value \$5,000 or more	General Government Committee	—	13.1
Real estate	Any value	Common Council, after City Administrator report and Plan Commission referral	—	13.2
FEDERALLY FUNDED PURCHASES				

Purchase Type	Amount	Required Approval	Competition / Requirements	See §
Any purchase charged to a federal award	Any amount	Per the categories above, plus consultation with the Financial Officer/Treasurer before initiating	Appendix A applies in addition to this Policy; the more restrictive requirement controls	2, App. A

This table is a summary only. If anything here conflicts with the full text of a section, the full section controls. See the Quick-Start Purchasing Flow below, or the linked sections, for complete requirements.

Quick-Start Purchasing Flow

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

1. Confirm the purchase is budgeted. If it is not, see [5.2 Non-Budgeted Expenditures](#).
2. Check whether the expenditure is exempt. See [5.3 Exempt Expenditures](#). If it is, no quotations or pre-purchase approval are required, but budget authority and internal controls in [16.1 Internal Controls](#) still apply.
3. Determine whether the project is Public Construction. If it is, stop and follow [9. Public Construction](#) — the thresholds, approvals, and bidding requirements are different, and the Public Works Committee makes the recommendation to Council.
4. Determine what competition is required for the dollar amount. See [7.2 When Competitive Bidding Is Required](#), then choose the solicitation type under [7.3.1 The Type of Solicitation](#) — a Quotation (RFQ), a Bid (RFB), or a Proposal (RFP).
5. Get the right approval for the dollar amount. See [5.1 Routine Budgeted Purchases](#).
6. Determine whether a contract is required. If so, see [10.1 Contracts Defined](#), [10.2 Signatories](#), [10.3 Contract Review](#) and [10.4 Categories of Contracts](#) through [10.7 Term, Renewal, and Termination](#).
7. If any part of the purchase will be charged to a federal award, see [2. Federal Awards](#) and [Appendix A — Requirements for Federally Funded Procurements](#) before you begin.
8. If using a purchasing card, see [11. Purchasing Cards](#). If the purchase is an emergency, see [12. Emergency Purchases](#) instead of this everyday flow.

Glossary of Acronyms and Terms

Term	Meaning
RFB	Request for Bid — a formal solicitation, used when specifications are clearly defined, price is the primary factor, and the purchase is large enough or is required by statute to be advertised. Sealed bids are mandatory for Public Construction.
RFQ	Request for Quotation — an informal request for pricing, used when specifications are clearly defined and price is the primary factor. Quotations may be obtained in writing, by e-mail, or by telephone, and are recorded in writing.
RFI	Request for Information — used to identify qualified vendors or gather information before choosing a solicitation type. An RFI is not a solicitation and no award may be made from one.
RFP	Request for Proposal — used when the deliverables are not well defined, or when factors beyond price, such as experience, approach, or qualifications, will be part of the selection. Evaluation factors and their relative importance are stated in the solicitation.
MOU	Memorandum of Understanding — treated as a contract under this Policy.

Term	Meaning
FTA	Federal Transit Administration, U.S. Department of Transportation.
2 CFR Part 200	The federal Uniform Guidance governing cost principles and administrative requirements for federal awards.
F&A Cost	Facilities and Administrative cost — an indirect cost of a federal award.
Class 1 Notice	A public notice published once, under Wis. Stat. ch. 985, before certain contracts are executed.
Lowest Responsible Bidder	The lowest bidder who also meets the responsibility factors in § 7.9 (Selecting a Bid — Determining Bidder Responsibility) — not simply the lowest price.
Sole-Source Purchase	A purchase where only one supplier is available, or the pool of qualified suppliers is restricted by technical, certification, or warranty requirements.
Good Faith Effort	The minimum standard of price comparison and documentation required for purchases not otherwise subject to formal competitive bidding. See §3.3 Requirement of Good Faith Effort .

1. Purpose

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

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

Any mandatory applicable state or federal law or regulation supersedes this Policy. Procurement of goods or services using federal grant funds shall comply with 2 CFR Part 200 and any applicable grant requirements, which are set out in Appendix A (Requirements for Federally Funded Procurements).

2. Federal Awards

Procurement of goods or services using federal grant funds is subject to additional requirements, including the cost allowability standards required under 2 CFR 200.302(b)(7). Those requirements are set out in Appendix A (Requirements for Federally Funded Procurements) and apply in addition to this Policy. Where Appendix A is more restrictive than this Policy, Appendix A controls.

Department Heads shall consult the Financial Officer/Treasurer before initiating any purchase to be charged in whole or in part to a federal award.

3. General Information and Objectives

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

The primary objectives of this Policy are:

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

3.1 Department Head Responsibility

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

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

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

3.2 Approval of Time-Sensitive Budgeted Expenditures

Where it is not feasible to obtain committee approval for a budgeted expenditure due to time constraints — but the situation does not rise to the level of an emergency as defined in [§ 12 \(Emergency Purchases\)](#) — the Mayor, Council President, and General Government Committee Chair may unanimously authorize the expenditure of City funds in any amount, provided the expenditure is made from funds included in the current budget.

Approval requires the unanimous agreement of all three; if any one of them does not approve, the expenditure is not authorized under this section. If, after reasonable efforts, one of the three cannot be reached after two attempts within a 24-hour period — no more than one of which may be by email, with the remainder by phone — the unanimous approval of the remaining two shall be sufficient to authorize the expenditure under this section.

The requesting department head shall provide notice in writing of the authorized expenditure to the City Administrator and Financial Officer/Treasurer. The written notice shall identify which of the three could not be reached and describe the attempts made to contact them. The department head shall also report the expenditure to the applicable committee at its next meeting.

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

3.3 Requirement of Good Faith Effort

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

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

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

4. Purchasing

4.1 Central Purchasing

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

4.2 Cooperative Purchasing

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

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

1. Substantial savings will result;
2. Quality, availability, or service will not be sacrificed;
3. The City will be separately billed for its purchases; and

4. Ordered items will be delivered directly to the City, unless otherwise agreed.

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

5. Purchasing Parameters

5.1 Routine Budgeted Purchases

Routine budgeted purchases are grouped into the following categories:

1. Purchases of \$5,000 or less are authorized by the Department Head without further approval, provided the item is included in the current budget. Competitive bidding is not required at this level; Department Heads should compare prices where practical, consistent with the Requirement of Good Faith Effort (§ 3.3).
2. Purchases of more than \$5,000 but not more than \$10,000 shall be approved by the City Administrator prior to ordering, after the Department Head complies with the competitive bidding requirements of this Policy, forwards copies of bids or quotes received to the City Administrator, and confirms the item is included in the current budget.
3. Purchases of more than \$10,000 shall be approved by the committee responsible for the department, prior to ordering.

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

5.2 Non-Budgeted Expenditures

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

5.3 Exempt Expenditures

The following expenditures are exempt from the quotation, competitive bidding, and pre-purchase approval requirements of this Policy, because they are fixed, recurring, or already authorized:

- (1) utility service, including electricity, natural gas, water, sewer, telephone, and internet;
- (2) payroll, payroll taxes, and related withholdings and employer contributions;
- (3) employee benefit premiums and retirement contributions;
- (4) insurance premiums;
- (5) debt service, including principal, interest, and related fees;
- (6) payments due under a contract already approved under this Policy;
- (7) taxes, assessments, fees, dues, and payments to other units of government;
- (8) postage, permit fees, and recording fees;
- (9) memberships, subscriptions, registration, tuition, and training fees; and
- (10) emergency purchases authorized under § 12 (Emergency Purchases).

Exempt expenditures remain subject to budget authority, to the documentation and payment requirements of this Policy, and to the internal controls in § 16.1 (Internal Controls). Where an expenditure does not clearly fall within one of the categories above but is consistent with the intent of this section, the City Administrator may treat it as exempt and shall note the reason.

This section does not exempt any purchase from a requirement imposed by Wisconsin law, City ordinance, or a grant or funding agreement.

6. Purchase-Related Charges and Payment

6.1 Shipping and Freight

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

6.2 Sales Tax Exemption

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

6.3 Vendor Discounts

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

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

6.4 Prompt Payment

It is the policy of the City to pay properly completed invoices promptly, and to make every reasonable effort to avoid interest, late fees, or penalties arising from late payment. Department Heads shall review and approve invoices and forward them to the Financial Officer/Treasurer as soon as possible after the goods or services are received, so that the City can pay within the time allowed by Wis. Stat. § 66.0135 and by the terms of the purchase.

6.5 Approval and Payment of Claims

The City has adopted an alternative system of approving claims under Wis. Stat. § 66.0609. Under that system, certain claims may be paid before the Common Council authorizes payment, provided the conditions of that statute and the City's implementing ordinance are met and the Financial Officer/Treasurer files the list of approved claims with the Common Council as that statute requires.

This authority is intended for routine, recurring obligations — utility bills, payroll and related withholdings, debt service, insurance premiums, purchasing card statements as described in § 11.5 (Documentation, Payment, and Reimbursement), and similar regularly occurring charges — and for payments that would otherwise incur interest, a late fee, or a penalty because the billing cycle does not align with the Common Council's meeting schedule.

This authority shall be used judiciously. Payment before Council authorization shall not be used for a claim that is neither routine and recurring nor subject to an interest charge, late fee, or penalty for payment after the next

regular Council meeting. Any question about whether a claim qualifies shall be directed to the City Administrator or the Financial Officer/Treasurer before payment is made.

Payment under this section does not substitute for any approval required elsewhere in this Policy. A purchase must still be authorized under § 5.1 (Routine Budgeted Purchases), § 5.2 (Non-Budgeted Expenditures), or the other applicable provisions of this Policy before the claim is paid.

7. Competitive Bidding

7.1 Policy

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

7.2 When Competitive Bidding Is Required

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

- **Purchases of \$5,000 or less:** Bidding is not required. The Department Head is expected to compare prices where practical, consistent with the [§ 3.3 \(Requirement of Good Faith Effort\)](#).
- **Purchases of more than \$5,000:** The Department Head shall obtain quotes, bids, or proposals in accordance with this Policy, as described in [§ 7.3 \(Obtaining Bids\)](#).
- **Purchases of more than \$10,000:** The Department Head shall obtain bids, or proposals in accordance with this Policy, as described in [§ 7.3 \(Obtaining Bids\)](#).

7.3 Obtaining Bids

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

7.3.1 The Type of Solicitation

The City uses three types of solicitation. The Department Head selects the type appropriate to the purchase.

Quotation (RFQ). An informal request for pricing, used when the specifications are clearly defined and price is the primary factor. Quotations may be obtained in writing, by e-mail, or by telephone, and shall be recorded in writing. This is the ordinary method for purchases above the quotation threshold that are not required to be formally bid.

Bid (RFB). A formal solicitation, used when the specifications are clearly defined, price is the primary factor, and the purchase is large enough or is required by statute to be advertised. Bids are submitted in the form and by the deadline stated in the solicitation.

A sealed bid is mandatory, not discretionary, for any project meeting the statutory definition of Public Construction. Bids shall remain sealed until opened in accordance with § 9.4 (Bid Opening). See § 9 (Public Construction).

Proposal (RFP). Used when the deliverables are not well defined, or when factors beyond price — such as experience, approach, qualifications, or methodology — will be part of the selection. The solicitation shall identify the evaluation factors and their relative importance.

A Department Head may issue a Request for Information (RFI) at any time, without prior approval, to identify qualified vendors or gather information before choosing a solicitation type. An RFI is not a solicitation and no award may be made from one.

Templates for quotations and bids are available from the City Administrator. A Department Head may issue a quotation or bid using these templates without prior City Administrator approval, provided the solicitation is consistent with this Policy. Because proposals vary significantly with the scope and nature of each purchase, each RFP shall be reviewed and approved by the City Administrator before publication or distribution to vendors.

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

7.3.2 The Method Used to Solicit Vendors

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

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

Projects meeting the statutory definition of Public Construction *must* be solicited by published notice in the official newspaper in the form and within the time frame the statute requires. Informal methods — telephone contact, verbal request, or direct e-mail alone — do not satisfy that requirement. The three-vendor guideline does not apply to these projects, because the published notice opens the solicitation to all qualified bidders rather than to a list the Department Head selects.

Department Heads shall use due diligence to identify local vendors who provide the goods or services being sought, and shall include those vendors among those from whom quotations, bids, or proposals are solicited. This section governs whom the City invites to compete; it does not create a preference in the award of a contract.

7.4 Competitive Bidding Exceptions

The only exceptions to bidding requirements are:

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

7.5 Prohibited Conduct

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

7.6 Tie Bids

If two or more bids are in the same amount or unit price, with quality, service, and other relevant factors being equal, the Department Head shall award the contract by lot, conducted in the presence of a witness and documented in the procurement file.

7.7 Rejection of Bids

Apart from Public Construction that must be bid under Wis. Stat. § 62.15, department heads have the authority to reject bids or parts of bids, or all bids, where doing so serves the public interest. In all cases, the department head has the authority to re-advertise and re-bid a proposed purchase, or to reject all bids and negotiate a purchase directly with any supplier, if this procedure is deemed most advantageous to the City.

7.8 Bidders in Default to the City

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

7.9 Selecting a Bid — Determining Bidder Responsibility

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

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

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

8. Professional Services

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

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

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

9. Public Construction

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

9.1 General Public Construction

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

- Projects estimated to cost \$10,000 or less may be let as the Council directs, without formal bidding.
- Projects estimated to cost more than \$10,000 but not more than \$50,000 require a Class 1 notice under Wis. Stat. ch. 985 before the contract is executed.
- Projects estimated to cost more than \$50,000 must be let by contract to the lowest responsible bidder, following the sealed bid procedures of Wis. Stat. § 66.0901 and the class 2 notice required by Wis. Stat. § 62.15(3).

9.2 Street, Road, and Bridge Construction

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

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

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

The statutory emergency exception in Wis. Stat. § 62.15(1b) is narrow. It applies only to the repair and reconstruction of existing public facilities where damage or threatened damage endangers the public health or welfare, it requires a resolution determining that an emergency exists, and it waives only the bidding and notice requirements of Wis. Stat. § 62.15(1). See § 12.3 (Emergency Public Construction).

9.3 Authority and Procedure for Public Construction

The Public Works Committee exercises the powers and duties assigned to the board of public works under Wis. Stat. §§ 62.14 and 62.15.

For any project meeting the statutory definition of public construction, the Department Head is responsible for preparing or obtaining the plans and specifications, the form of contract and bond, and the bid documents; for filing them with the City Clerk; and for arranging the notice or advertisement the statute requires. The Department Head shall consult the City Administrator, and the City Attorney where appropriate, before the notice is published.

Following the bid opening, the Department Head shall present the project, the bid tabulation, and a recommendation to the Public Works Committee. The Public Works Committee shall review the bids and make a recommendation to the Common Council. The Common Council awards the contract.

9.4 Bid Opening

Bids shall remain sealed until the time and place stated in the notice. Bids shall be opened by at least two City employees present together, ordinarily two of the following: the Department Head responsible for the project, Clerk, Financial Officer/Treasurer, or City Administrator.

The employees conducting the opening shall record the name of each bidder and the amount of each bid and shall sign the tabulation. The tabulation shall be retained in the procurement file and provided to the Public Works Committee with the Department Head's recommendation.

A bid received after the time stated in the notice shall not be opened or considered, and shall be returned to the bidder unopened.

9.5 Bid Security & Bonds

Every bid on a public construction project required to be let to the lowest responsible bidder shall be accompanied by the bid security required under Wis. Stat. § 62.15(3). The City requires bid security in the amount of five percent (5%) of the bid, unless the Public Works Committee sets a different amount within the range the statute allows for a particular project and states that amount in the notice and bid documents.

The successful bidder shall furnish the contract and sureties required under Wis. Stat. § 62.15(2), (3), and (4), in the form and amount stated in the bid documents.

Payment and performance bonds shall be furnished as required by Wis. Stat. § 779.14. Where that statute leaves the bond requirement to the City's written standards, the City requires a payment and performance bond in the full amount of the contract. The Public Works Committee may waive that requirement for a specific contract, on the recommendation of the Department Head and after consultation with the City Attorney, by stating the waiver and the reason for it in the Committee's minutes.

Bid security and bond requirements shall be stated in the notice and bid documents. The Department Head shall confirm that required bonds have been furnished before the contract is executed.

9.6 Progress Payments and Retainage

Progress payments and retainage on City construction contracts shall be made in accordance with Wis. Stat. § 66.0901(9). The retainage terms applicable to a project shall be stated in the bid documents.

10. Contracted Services and Other Contracted Purchases

10.1 Contracts Defined

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

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

10.2 Signatories

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

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

10.3 Contract Review

Department Heads are responsible for conducting a comprehensive review of any contract, as defined in [§ 10.1 \(Contracts Defined\)](#), before it is submitted for execution. This includes understanding the scope of work, obligations,

liability terms, and any conditions placed on the City, and confirming the contract is consistent with this Policy and the approved budget.

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

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

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

10.4 Categories of Contracts

For purposes of §§ 10.5 through 10.9, City contracts fall into two categories:

- a. **Routine Vendor Agreements** — agreements to purchase goods, supplies, materials, or equipment; equipment leases; maintenance, software, and subscription agreements; utility and telecommunications service; and similar commercial agreements entered into on the vendor's standard form.
- b. **Service Agreements** — agreements under which a person or firm performs services for the City, including services performed on City property or using City equipment, professional services, public construction, and services involving access to City systems or protected information.

Where an agreement includes both elements and the service component is incidental to the purchase or lease of goods, the agreement is a Routine Vendor Agreement. Questions about which category applies shall be directed to the City Administrator.

10.5 Required Contract Terms

Every City contract shall be in writing and shall state the scope of the goods or services, the term, the price or rate, and the payment terms. **Service Agreements** shall additionally state:

1. Applicable performance standards and the basis on which the City will determine that performance is satisfactory;
2. Insurance requirements consistent with § 10.6 (Insurance);
3. A mutual indemnification provision;
4. A waiver of subrogation in favor of the City, under which the contractor agrees that its insurer shall have no right to seek recovery from the City, its officers, agents, employees, or insurers for any loss or damage arising from performance of the agreement to the extent that loss or damage is covered by the contractor's insurance; and
5. Termination provisions consistent with § 10.7 (Term, Renewal, and Termination).

Every City contract shall require the contractor to comply with all applicable federal, state, and local laws, including non-discrimination and tax reporting requirements.

10.6 Insurance

Before beginning work, a party to a **Service Agreement** shall furnish certificates of insurance evidencing at least the following, and shall provide any license or certification required for the work:

1. **Commercial General Liability** — \$1,000,000 per occurrence and \$2,000,000 aggregate, covering bodily injury, property damage, and personal injury;

2. **Worker's Compensation** — statutory limits as required by Wisconsin law, with Employer's Liability coverage of at least \$500,000 per accident for bodily injury or disease; and
3. **Commercial Automobile Liability** — where the contractor will operate a vehicle in performing the work, in an amount the City Administrator determines is appropriate.

Certificates shall name the City of Richland Center as an additional insured and shall evidence the waiver of subrogation required by § 10.5. Where a contractor will not provide an additional insured or waiver of subrogation endorsement, the City Administrator may accept the contractor's standard certificate without those endorsements for a low-risk engagement.

Certificates of insurance are not required for Routine Vendor Agreements.

The City Administrator may require higher limits or additional coverage — including professional liability, pollution liability, or excess or umbrella coverage — where the nature, value, or risk of the work warrants it, and may reduce or waive a requirement in writing for a low-risk or short-duration engagement.

A Department Head may require a background check for a contractor or contractor personnel who will work in a sensitive or public-facing role, or who will have unaccompanied access to City facilities, systems, or protected information.

10.7 Term, Renewal, and Termination

Every City contract shall state its term. The City shall not enter into a contract of indefinite duration.

Where a contract renews automatically unless the City acts to cancel it, the Department Head shall confirm the cancellation deadline and notice required, shall report both to the Financial Officer/Treasurer, and shall include that information when the contract is submitted for review under § 10.3 (Contract Review). The Financial Officer/Treasurer shall maintain a record of renewal and cancellation deadlines for City contracts.

Service Agreements shall provide that:

1. The City may terminate the agreement **for convenience**, without cause, upon written notice, with payment for work satisfactorily performed through the termination date;
2. Either party may terminate the agreement **for cause** upon written notice if the other party breaches a material term, becomes insolvent, or engages in unlawful, unethical, or damaging conduct; and
3. The agreement terminates upon **satisfactory completion** of the services described in the scope of work, unless extended by mutual written agreement.

A Routine Vendor Agreement need not permit termination for convenience. Where the vendor's standard form does not, the Department Head shall confirm the cancellation terms, the notice required, and any early termination charge, and shall include that information when the contract is submitted for approval.

10.8 Performance, Payment, and Disputes

Payment for contracted goods or services shall be made only after the Department Head, or a designee, verifies that the goods were received or the work was performed in conformity with the contract, and approves the invoice.

The Department Head shall report any significant issue regarding a contractor's performance, safety, or compliance to the City Administrator promptly.

Where a dispute arises under a City contract, the Department Head shall notify the City Administrator and together, they shall attempt to resolve it informally and shall consult the City Attorney where the matter is not readily resolved. Service Agreements may provide for mediation before either party commences legal action, with the costs of mediation shared equally unless the parties agree otherwise; the City Administrator, in consultation with the City Attorney, shall determine whether such a provision is appropriate for a particular contract. Nothing in this section limits any remedy available to the City.

10.9 Confidentiality and Data Security

A contractor with access to City records, systems, or protected information shall comply with the City's confidentiality and data security policies and shall protect the personal information of residents, employees, and others. Any suspected or actual breach of data security shall be reported to the City Administrator immediately. Contracts involving access to protected information shall include confidentiality and data security provisions appropriate to the information involved.

10.10 Electronic Signatures and Records

The City may execute contracts and related procurement documents by electronic signature, and may maintain procurement records in electronic form.

11. Purchasing Cards

11.1 Purpose

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

11.2 When to Use a Purchasing Card

Use a purchasing card when:

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

11.3 Card Access

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

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

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

11.4 Sales Tax Exemption

Purchases made on a City purchasing card remain exempt from city, county, and state sales tax. Cardholders are provided the City's tax-exemption number. Tax-exempt forms are available from the Clerk's Office. The cardholder is responsible for providing the vendor proof of tax-exempt status at the time of purchase.

If sales tax is charged, the cardholder is responsible for the amount of the tax. Reimbursement is governed by § 11.5.

11.5 Documentation, Payment, and Reimbursement

Submitting documentation. Employees shall submit supporting documentation to their Department Head as soon as possible after making a purchase. Acceptable documentation includes the original itemized sales receipt, which is required, and, where applicable, itineraries, rental agreements, completed registration forms, renewal notices, and order confirmations.

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

Approval and submission. The Department Head reviews the documentation, assigns the appropriate account code, and signs off — the same process used for any other request for payment. The Department Head, or a designee, then submits the approved documentation to the Financial Officer/Treasurer.

Reconciliation and payment. Purchasing card statements are mailed directly to the Clerk's Office. Each receipt must be matched to the corresponding statement charge. Because the card vendor requires electronic payment within 14 days of the statement date, the City pays the statement before Council review, as permitted under § 6.5 (Approval and Payment of Claims). The related vouchers are presented to the Common Council at its next meeting.

Card return and reassignment. When an employee leaves City employment or no longer needs a purchasing card, the Department Head is responsible for retrieving the card. The Financial Officer/Treasurer maintains the official list of cardholders, and Department Heads shall notify the Financial Officer/Treasurer whenever a card needs to be issued, returned, or reassigned.

Reimbursement of excess, personal, or unauthorized charges. A cardholder shall reimburse the City for:

- (a) the amount by which a meal purchase, including tip, exceeds the amount allowed under the Mileage and Expense Reimbursement Policy in the Employee Handbook;
- (b) the full amount of any unauthorized or personal purchase; and
- (c) sales tax charged on a purchase for which tax-exempt status was not established under § 11.4 (Sales Tax Exemption).

Within ten (10) calendar days of the purchase date or of written notice from the Financial Officer/Treasurer's Office, whichever is later, the cardholder shall obtain a credit or refund from the vendor and provide documentation, reimburse the City directly, or sign a written authorization directing the City to deduct the amount from a designated paycheck.

An amount that is neither credited, paid, nor authorized for deduction within the time allowed is a debt owed to the City and may be collected by any lawful means. The Financial Officer or Department Head may also suspend or revoke the cardholder's purchasing card privileges.

The Department Head may waive reimbursement of sales tax under (c) above upon determining that the vendor refused or was unable to honor the City's exemption despite the cardholder's reasonable effort.

11.6 Loss of Card Privileges

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

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

12. Emergency Purchases

12.1 Policy

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

This authority is separate from the Mayor's general expenditure authority described in [§ 3.2 \(Approval of Time-Sensitive Budgeted Expenditures\)](#), which applies to budgeted purchases where time constraints — not necessarily emergency conditions — make Council approval impractical, and which applies only to expenditures from budgeted funds. Emergency Purchases under this section apply only when the criteria below are met and are not subject to a dollar limit.

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

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

12.2 Approval and Documentation

The Mayor is authorized to approve emergency purchases of any amount made under this Policy, subject to § 12.3 (Emergency Public Construction). Prior to making an emergency purchase, the Department Head shall notify the Mayor and obtain approval, except where the emergency itself makes prior approval impossible — in which case notification shall occur as soon as practicable after the purchase. The Department Head shall also notify the City Administrator of the emergency purchase.

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

12.3 Emergency Public Construction

The emergency purchasing authority in this section applies to purchases of goods and services. It does not by itself excuse a public construction project from the bidding and notice requirements of Wis. Stat. § 62.15 and § 9 (Public Construction) of this Policy.

The statutory exception for emergency public construction is set out in Wis. Stat. § 62.15(1b) and is narrower than the general emergency authority in this section. It applies only to the repair and reconstruction of existing public facilities where damage or threatened damage endangers the public health or welfare of the City, and it requires a resolution determining that an emergency exists, adopted by the body exercising the powers of the board of public works. Under § 9.3 (Authority and Procedure for Public Construction), that body is the Public Works Committee.

Where the condition of a public facility requires immediate repair and there is not time to convene the Public Works Committee before work must begin, the Department Head shall notify the Mayor and the City Administrator and may proceed under § 12.2 (Approval and Documentation). The Department Head shall present the matter to the

Public Works Committee at the earliest opportunity so that the Committee may adopt the resolution required by Wis. Stat. § 62.15(1b), and shall report the work to the Common Council at its next meeting.

When the emergency condition has ended, the Common Council shall determine by majority vote at a regular or special meeting that the emergency no longer exists, as Wis. Stat. § 62.15(1b) requires.

13. Sale of Surplus Property

13.1 Tangible Property

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

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

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

Lost, abandoned, and unclaimed property in the possession of the Police Department is not surplus property and is governed by the Police Department’s own policy and by Wis. Stat. § 66.0139.

13.2 Real Estate

Whenever City-owned real property is proposed for sale, the City Administrator shall conduct an internal review to determine whether the City may need the parcel in the future, and for what purpose. The City Administrator shall prepare a report for the General Government Committee outlining the land sale request. The General Government Committee shall consider whether an appraisal is necessary and how the property may be disposed of. If the Committee recommends disposal, it shall forward that recommendation to the Common Council for final action. If the Committee does not recommend disposal, the request is denied and no further action is required.

To the extent referral is required by Wis. Stat. § 62.23(5), the proposed sale shall be referred to the Plan Commission for its consideration and report before the Common Council takes final action. The City Administrator shall obtain the City Attorney's determination as to whether a particular parcel is subject to that requirement. If the Plan Commission does not report within thirty (30) days, or within such longer period as the Common Council stipulates, the Council may take final action without the report. The Plan Commission's report is advisory and does not replace the recommendation of the General Government Committee or the final action of the Council.

The City Administrator is responsible for carrying out the Council's decision regarding disposition of the property. Property may be disposed of by public auction, sealed bids, or a mutual sales agreement.

14. Petty Cash

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

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

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

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

15. Charge Accounts at Various Businesses

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

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

15.1 Consequences of Misuse

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

The Financial Officer may require future purchases from that vendor to be made through the standard purchasing process described elsewhere in this Policy, rather than through a charge account.

16. Internal Controls and Procurement Records

16.1 Internal Controls

The following controls apply to all City purchases, including exempt expenditures under § 5.3 (Exempt Expenditures):

- (1) A purchase shall not be made or approved unless sufficient budget authority exists and funds are available.
- (2) No department may charge a purchase against the budget account of another department without prior authorization.
- (3) Before approving an invoice for payment, the Department Head or a designee shall verify that the goods were received or the services were performed, that the quantity and price are correct, and that the account coding is correct.
- (4) All invoices shall have Department Head or designee approval before payment is processed.
- (5) The City shall not pay for goods or services in advance of delivery unless the prepayment is disclosed in advance, noted on the quotation or invoice, and authorized by the City Administrator.
- (6) Purchasers are responsible for ensuring that purchases are processed as tax-exempt, consistent with § 6.2 (Sales Tax Exemption).
- (7) Every reasonable effort shall be made to take available vendor discounts and to avoid finance charges, late fees, and interest, consistent with § 6.3 (Vendor Discounts) and § 6.4 (Prompt Payment).
- (8) To the extent practicable, the person who authorizes a purchase shall not be the same person who issues payment for it.
- (9) Unused checks shall be kept secure, and no check shall be signed before it is completely filled out.
- (10) The Financial Officer/Treasurer shall review processed payments before checks or electronic payments are released.

(11) Documentation supporting each purchase shall be retained in accordance with § 16.2 (Procurement Records and Retention).

Department Heads, in coordination with the City Administrator, are responsible for ensuring that the procedures in this Policy are followed within their departments. The City Administrator and Financial Officer/Treasurer are responsible for the City-wide operation of these controls, and shall report any significant control deficiency to the General Government Committee.

Consequences of non-compliance. Failure to follow this Policy may result in the loss of purchasing authority, purchasing card privileges, or charge account privileges. An employee who makes an unauthorized purchase may be required to reimburse the City, by direct payment or, with written authorization, by payroll deduction. Non-compliance may also result in disciplinary action under the City's personnel policies, up to and including termination, and the City may refer a matter for criminal prosecution where the circumstances warrant.

16.2 Procurement Records and Retention

The Department Head is responsible for maintaining a procurement file for each purchase subject to the requirements of this Policy. The file shall contain the solicitation, all bids, quotes, or proposals received, the bid tabulation, any written justification or documentation required by this Policy, the approval obtained, and the executed contract.

Procurement, bid, and contract records shall be retained and disposed of in accordance with Wis. Stat. § 19.21 and the records retention schedules approved under Wis. Stat. § 16.61(3)(e) and adopted by the City. No such record may be destroyed except as that schedule permits. Where a purchase is made with grant funds, the retention period required by the grant applies if it is longer than the period that would otherwise apply.

17. Effective Date

This Policy takes effect on the date of its adoption by the Common Council and remains in effect until amended or repealed. It supersedes and replaces all prior purchasing and procurement policies, resolutions, and administrative directives of the City to the extent they conflict with it.

Solicitations issued and contracts awarded before the effective date remain governed by the policy in effect at the time the solicitation was issued or the contract was awarded. Purchases initiated but not yet completed as of the effective date shall follow this Policy.

As provided in § 1 (Purpose), any mandatory applicable state or federal law or regulation supersedes this Policy, as do the terms of any grant or funding agreement to which the City is a party. If any provision of this Policy is held invalid or unenforceable, the remaining provisions remain in full force and effect.

18. Amendment

18.1 General Government Committee Authority

The General Government Committee may amend this Policy from time to time as it deems necessary, except as provided in § 18.2. An amendment adopted by the Committee takes effect upon adoption and shall be reported to the Common Council at its next regular meeting. The Common Council may modify or rescind any amendment adopted by the Committee.

The Financial Officer/Treasurer shall maintain the current version of this Policy, record the date of each amendment, and make the current version available to all Department Heads.

18.2 Amendments Reserved to the Common Council

The following provisions may be amended only by the Common Council:

1. Any dollar threshold in this Policy, including the approval thresholds in § 5.1 (Routine Budgeted Purchases), the competitive bidding thresholds in § 7.2 (When Competitive Bidding Is Required), and the professional services threshold in § 8 (Professional Services); and
2. Any provision governing who is authorized to sign contracts or otherwise bind the City, or delegating purchasing, contracting, or expenditure authority to any officer, employee, committee, board, or commission, including § 3.2 (Approval of Time-Sensitive Budgeted Expenditures), § 10.2 (Signatories), and § 12.2 (Approval and Documentation).

This section may itself be amended only by the Common Council.

18.3 Limitation on Amendments

No amendment adopted under this section may conflict with Wisconsin law, City ordinance, the City's adopted budget, or the requirements of any federal award or other grant or funding agreement, including 2 CFR Part 200. Where a threshold or procedure in this Policy is set by statute, an amendment may make the City's requirement more restrictive than the statute requires but may not make it less restrictive.

Appendix A — Requirements for Federally Funded Procurements

This Appendix applies in addition to the body of this Policy whenever goods or services are procured in whole or in part with federal grant funds. Where this Appendix is more restrictive than the body of this Policy, this Appendix controls.

A.1 Cost Allowability for Charges Against Federal Awards (required under 2 CFR 200.302(b)(7))

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

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

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

A.1.1 Allowability

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

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

A.1.2 Selected Items of Cost

The expense is consistent with the applicable cost-allowability factors in 2 CFR §§ 200.420–200.476.

A.1.3 Grant Budget

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

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

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

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

ADOPTED by the Common Council of the City of Richland Center on this 1st day of September, 2026 by the following vote: AYES _____, NOS _____

CITY OF RICHLAND CENTER
RICHLAND COUNTY, WISCONSIN

Attest:

Karin Tepley, Mayor

Amanda Keller, City Clerk

DRAFT