



## OFFICIAL PUBLIC NOTICE

### MEETING OF THE FINANCE COMMITTEE

TUESDAY, JANUARY 06, 2026 AT 5:30 PM

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

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**TEAMS:** [bit.ly/RCTeamsMeeting](https://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** *Entertain a motion to waive the reading of the minutes of the last meeting in lieu of printed copies and approve said minutes or correct and approve said minutes.*

- [1.](#) October 28, 2025 Meeting Minutes
- [2.](#) December 2, 2025 Meeting Minutes

#### **PAYMENT OF BILLS**

- [3.](#) Bills for Approval

#### **TREASURER'S REPORT**

- [4.](#) Treasurer's Report

#### **CLERK/TREASURER'S REPORT**

#### **DISCUSSION & POSSIBLE ACTION ITEMS**

- [5.](#) 178 S. Central Avenue (Vintage Interiors LLC) Hazardous Sidewalk Replacement

**SET NEXT MEETING DATE** - *Tuesday, February 3, 2026*

#### **ADJOURNMENT**

Posted this 5th day of January, 2026 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.



## MINUTES OF THE FINANCE COMMITTEE

TUESDAY, OCTOBER 28, 2025 AT 5:00 PM

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

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**CALL TO ORDER** Chair Ryan Cairns called the meeting was called to order at 5:00 PM. A quorum was present. Members present were Ryan Cairns, Melony Walters, and Karin Tepley. Deputy Clerk Molzof confirmed that the meeting was properly noticed.

Others Present: Administrator Ashley Oliphant, Treasurer/Deputy Clerk Misty Molzof, Director of Public Works Jasen Glasbrenner, Municipal Services Specialist Darcy Perkins, Alderpersons: Ron Fruit and Tom McCarthy and Mayor Todd Coppernoll.

**APPROVAL OF MINUTES:** *Motion by Tepley, second by Walters to waive the reading of September 30, 2025, meeting minutes and approve as presented; motion carried 3-0.*

### DISCUSSION AND ACTION ITEMS

**Richland County Ambulance Service Contract for 2026:** Oliphant reported ongoing communication with Richland County regarding the 2026 EMS contract. She requested a three-month extension of the current agreement to allow time for thorough review and negotiation; however, the County declined. Instead, the County issued a revised one-year contract that removed asset distribution language, added provisions regarding roof replacement, increased service fees, and shortened the term from three years to one. The County originally required acceptance by November 1, later extending the deadline to November 11. Call volume figures—used to calculate the City's service costs have been revised four times within the past month, with the most recent update received approximately 20 minutes prior to this meeting. Due to a conflict of interest with Attorney Windle serving both the City and the County, Oliphant retained legal representation through Boardman & Clark for contract review. Committee consensus was to direct Oliphant to continue negotiations with Boardman & Clark and prepare a counterproposal to the County, with the intent of maintaining EMS services temporarily while an agreement is finalized.

**Draft 2026 Budget Review and Discussion:** Oliphant provided an overview of the draft 2026 budget, reflecting previously discussed expenditure adjustments including:

- Closure of the landfill in Quarter 1 of 2025
- Separation of Greater Richland Tourism from City responsibility in Quarters 1–2 of 2025
- Hiring freeze for Clerk and Zoning positions until Quarter 2 of 2025
- Street overlay project moved to Capital Projects with potential borrowing if needed
- Use of designated and undesignated fund balances to offset remaining shortfalls

*Motion by Cairns, seconded by Walters, to recommend approval of the draft 2026 budget incorporating the most recent EMS cost estimate provided by the County, and to schedule the public hearing for November 25, 2025, at 6:00 PM. Motion carried 3–0.*

**SET NEXT MEETING DATE** - Regular Meeting on November 4, 2025.

**ADJOURNMENT** *Motion by Cairns, seconded by Walters to adjourn. Motion carried. The meeting adjourned at approximately 7:25 p.m.*

*Meeting Minutes recorded and respectfully submitted by Deputy Clerk, Misty Molzof*



## MINUTES OF THE FINANCE COMMITTEE

TUESDAY, DECEMBER 2, 2025 AT 5:30 PM

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

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**TEAMS:** bit.ly/RCTeamsMeeting

### AGENDA

**CALL TO ORDER** Chair Ryan Cairns called the meeting was called to order at 5:30 PM. A quorum was present. Members present were Ryan Cairns, Melony Walters, and Karin Tepley. Deputy Clerk Molzof confirmed that the meeting was properly noticed.

*Others Present: Administrator Ashley Oliphant, Treasurer/Deputy Clerk Misty Molzof, DPW Jasen Glasbrenner, Muni Services Specialist Darcy Perkins, Mayor Todd Coppernoll, Alderpersons: Ron Fruit, Rachel Schultz, Douglas Martyniuk, and Attorney Michael Windle.*

**APPROVAL OF MINUTES** Motion by Tepley, second by Cairns to waive the reading and approve the minutes of the November 4, 2025, meeting as presented. Motion Carried 3-0.

**PAYMENT OF BILLS** Motion by Cairns, second by Walters to approve payment of bills in the amount of \$296,628.81, consisting of \$8,674.73 which are Greater Richland Tourism and \$287,954.08 are general fund expenditures. Motion Upon Roll Call Vote, motion carried 3-0.

**CLERK/TREASURER'S REPORT:** Molzof reported that the beginning cash balances as of October 1, 2025, were \$10.2 million, interest earned in October was \$29,754.82, and ending cash balances on October 31, 2025, was \$10. million. Revenue and expense statements by department were provided for review with no anomalies to report. Tax bills are scheduled for issuance on or before December 15, 2025. Molzof also provided updates on office projects. No Action.

**Economic Development Director's Report:** Glasbrenner reported on Congressional spending initiatives and efforts to improve developer engagement and competitiveness. No Action.

### DISCUSSION AND ACTION ITEMS

**Audit Engagement for 2025:** Oliphant presented the annual audit engagement letter from Johnson & Block for required financial audit and filings. Base audit fee is \$23,600 with additional accounting services estimated at 24–42 hours, equating to \$4,000–\$8,000. Average total audit cost over the past six years was \$27,311. Funds will be budgeted under 2026 Audit Expense Line 10-51360-390.

*Motion by Cairns, second by Walters, to recommend council approve the 2025 Audit Engagement letter with Johnson & Block. Upon roll call vote, motion carried 3-0.*

**Reallocation of HUD Grant Funds:** Glasbrenner reported on reallocating HUD grant funds toward potential redevelopment of the Old Campus Site in coordination with Richland County. Preliminary project estimate from Vierbicher is approximately \$2.1 million, pending design detail. The County Board will review the proposal at its December 17 meeting. Hive Drive cost estimates are trending lower than expected, and the Jefferson Street infill project has been submitted for additional community funding consideration.

*Motion by Cairns, second by Tepley to recommend Common Council approve the City Administrator and Economic Development Department to collaborate with the County to explore a potential housing subdivision on the Old Campus Site, and to incorporate the HUD Community Project Funding (CPF) Grant into their planning and funding strategy for this project. Upon Roll Call Vote, Motion Carried 3-0.*

**Award Public Works Heater Replacement:** Perkins reported that one of two heaters at the Public Works shop on Robb Road has failed. An RFP was issued and one proposal was received from Jelinek Plumbing & Heating in the amount of \$5,550.00.

*Motion by Cairns, second by Walters to recommend Common Council award the Public Works Heater Replacement Project to Jelinek Plumbing and Heating at a cost of Approximately \$5,550.00. Upon Roll Call vote, motion carried 3-0.*

**2026 Richland County EMS Contract:** *Motion by Cairns, second by Tepley, to recommend Council authorize the City Administrator to execute the final contract with Richland County regarding Emergency Medical Services (EMS). Upon Roll Call vote, motion carried 3-0.*

**Bid Award: Razing and Site Restoration, 695 N Chestnut Street:** Oliphant reported that the raze order has been executed. Bid submissions were advertised for December 4, 2025; therefore, not all bids may have been received by this meeting. The City will pay costs upfront, with entire balances assessed to the property owner.

*Motion by Cairns, second by Walters to recommend Council authorize the City Administrator to award the contract to the lowest qualified bidder meeting all specifications after the December 4, 2025 submission deadline. Upon Roll Call Vote, Motion Carried 3-0.*

**SET NEXT MEETING DATE:** January 6, 2026.

**ADJOURNMENT:** *Motion by Cairns, second by Walters to adjourn at approximately 6:05 pm. Motion Carried 3-0.*

**City of Richland Center - Finance Committee Council Payment Approval Report - November 4, 2025**

**Invoices Approved by Dept Head Entered into System between 10/8/2025 - 11/04/2025**

Item 3.

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
Accurate Appraisal LLC	11/1/2025	Accurate Appraisal - Assessment Services - Nov 2025	\$ 3,750.00		12/8/2025		
<b>TOTAL</b>	<b>Accurate Appraisal LLC</b>			\$ 3,750.00			
AFLAC	12/8/2025	AFLAC AFLAC AFTER TAX Pay Period: 11/28/2025	\$ 90.31				
AFLAC	12/8/2025	AFLAC AFLAC PRE TAX Pay Period: 11/28/2025	\$ 41.05				
AFLAC	12/18/2025	AFLAC AFLAC PRE TAX Pay Period: 12/12/2025	\$ (14.51)				
AFLAC	12/18/2025	AFLAC AFLAC AFTER TAX Pay Period: 12/12/2025	\$ 90.30				
<b>TOTAL</b>	<b>AFLAC</b>			\$ 207.15			
ALLIANT ENERGY/WPL	12/1/2025	Airport Terminal Bldg	\$ 107.12		12/10/2025		
ALLIANT ENERGY/WPL	12/11/2025	PW/B&G: Hwy 80 Shelter	\$ 17.42		12/19/2025		
ALLIANT ENERGY/WPL	12/10/2025	Airport: Cty Hwy B Hanger	\$ 33.05		12/19/2025		
ALLIANT ENERGY/WPL	12/10/2025	Airport: Cty Hwy B Runway Lt	\$ 259.27		12/19/2025		
ALLIANT ENERGY/WPL	12/15/2025	PW/Streets: Street Lts 14-Walmart	\$ 17.50		12/23/2025		
<b>TOTAL</b>	<b>ALLIANT ENERGY/WPL</b>			\$ 434.36			
ALLSTATE PETERBILT GROUP OF TOMAH	11/24/2025	PW: Belt for Truck #55	\$ 187.04		12/19/2025		
<b>TOTAL</b>	<b>ALLSTATE PETERBILT GROUP OF TOMAH</b>			\$ 187.04			
AMAZON CAPITAL SERVICES	12/5/2025	Admin: Echo Dot	\$ 31.99		12/8/2025		
AMAZON CAPITAL SERVICES	12/9/2025	Parks & Rec: supplies	\$ 48.69		12/19/2025		
AMAZON CAPITAL SERVICES	12/9/2025	Parks & Rec: supplies	\$ 49.46		12/19/2025		
AMAZON CAPITAL SERVICES	12/10/2025	PW: Foam Cannon Short Pressure Washer Gun	\$ 26.23		12/19/2025		
AMAZON CAPITAL SERVICES	12/3/2025	PW: Screw Tool Organizer	\$ 39.32		12/19/2025		
AMAZON CAPITAL SERVICES	12/15/2025	Admin: Cardstock and Copy Paper	\$ 105.82		12/19/2025		
AMAZON CAPITAL SERVICES	12/18/2025	PW/Street: Safety Vests - ROADWAYS/UNIFORM ALLOWANCE	\$ 41.42		12/23/2025		
AMAZON CAPITAL SERVICES	12/18/2025	PW/B&G: Safety Vests - BLDG-PROP/SAFETY EQUIP REIMB	\$ 41.43		12/23/2025		
AMAZON CAPITAL SERVICES	12/13/2025	PW/B&G: Jackets - BLDG-PROP/SAFETY EQUIP REIMB	\$ 140.97		12/23/2025		
AMAZON CAPITAL SERVICES	12/11/2025	PW/Street: Torque Wrench, Vehicle Scanner - GARAGE/TOOLS	\$ 305.39		12/23/2025		
AMAZON CAPITAL SERVICES	12/19/2025	PW/Street: Ford 450 Plow lights - ROADWAYS/TRUCK REPAIR	\$ 187.94		12/23/2025		
AMAZON CAPITAL SERVICES	12/29/2025	PW/Street: ATV Tires, Heavy Duty Chains - ROADWAYS/TRUCK REPAIR	\$ 379.00		12/30/2025		
<b>TOTAL</b>	<b>AMAZON CAPITAL SERVICES</b>			\$ 1,397.66			
American Heritage Life Insurance Company	12/8/2025	SUPPLEMENTAL INSURANCE ALLSTATEPOSTTAX Pay Period: 11/28/2025	\$ 83.56		12/23/2025		
American Heritage Life Insurance Company	12/18/2025	SUPPLEMENTAL INSURANCE ALLSTATEPOSTTAX Pay Period: 12/12/2025	\$ 83.56		12/23/2025		
<b>TOTAL</b>	<b>American Heritage Life Insurance Company</b>			\$ 167.12			
Applied Concepts Inc	12/2/2025	Police: Lldar RLR Battery Cell	\$ 164.00		12/19/2025		
<b>TOTAL</b>	<b>Applied Concepts Inc</b>			\$ 164.00			
ASSURITY LIFE INSURANCE COMPANY	12/8/2025	ASSURITYPOSTTAX Pay Period: 11/28/2025	\$ 43.16		12/23/2025		
ASSURITY LIFE INSURANCE COMPANY	12/18/2025	ASSURITYPOSTTAX Pay Period: 12/12/2025	\$ 43.15		12/23/2025		
<b>TOTAL</b>	<b>ASSURITY LIFE INSURANCE COMPANY</b>			\$ 86.31			
AUTO VALUE PARTS STORES	12/1/2025	PW: Fuel Tank Cap W/Teth	\$ 35.98		12/19/2025		
AUTO VALUE PARTS STORES	11/26/2025	PW: Cabin Air Filter	\$ 21.11		12/19/2025		
AUTO VALUE PARTS STORES	12/4/2025	PW: Round work Lamp, Permatex	\$ 90.98		12/19/2025		
AUTO VALUE PARTS STORES	12/11/2025	PW/Street: GARAGE/SUPPLIES	\$ 10.99		12/23/2025		
AUTO VALUE PARTS STORES	12/8/2025	PW/Street: ROADWAYS/TRUCK REPAIR	\$ 10.99		12/23/2025		
AUTO VALUE PARTS STORES	12/12/2025	PW/Street: ROADWAYS/TRUCK REPAIR	\$ 82.93		12/23/2025		

## City of Richland Center - Finance Committee Council Payment Approval Report - November 4, 2025

Item 3.

## Invoices Approved by Dept Head Entered into System between 10/8/2025 - 11/04/2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
AUTO VALUE PARTS STORES	12/17/2025	PW/Street: ROADWAYS/TRUCK REPAIR	\$ 89.99		12/23/2025		
AUTO VALUE PARTS STORES	12/17/2025	PW/Street: ROADWAYS/TRUCK REPAIR	\$ 90.02		12/23/2025		
AUTO VALUE PARTS STORES	12/22/2025	PW/Street: ROADWAYS/TRUCK REPAIR	\$ 161.99		12/23/2025		
AUTO VALUE PARTS STORES	12/23/2025	PW/Street: GM 16-14 GA, Caliper w/Bracket - GARAGE/SUPPLIES	\$ 204.75		12/30/2025		
AUTO VALUE PARTS STORES	12/23/2025	PW/Street: Ford Interceptor Repair - ROADWAYS/TRUCK REPAIR	\$ 368.45		12/30/2025		
AUTO VALUE PARTS STORES	12/23/2025	PW/Street: Ford 450 Plow Lights - ROADWAYS/TRUCK REPAIR	\$ 25.99		12/30/2025		
<b>TOTAL</b>	<b>AUTO VALUE PARTS STORES</b>			\$ 1,194.17			
BADGER WELDING SUPPLY, INC	11/30/2025	PW/Streets: Monthly Cylinder	\$ 37.50		12/19/2025		
<b>TOTAL</b>	<b>BADGER WELDING SUPPLY, INC</b>			\$ 37.50			
Betty Havlik	12/16/2025	Taxes: Refund Overpayment 276-1608-2050 2025 Taxes	\$ 5.00		12/19/2025		
<b>TOTAL</b>	<b>Betty Havlik</b>			\$ 5.00			
BFI Waste Services	11/30/2025	PW/Refuse: Garbage & Recycling Services	\$ 889.92		12/8/2025		
BFI Waste Services	11/30/2025	PW/Refuse: Garbage & Recycling Services	\$ 5,706.85		12/8/2025		
BFI Waste Services	11/30/2025	PW/Refuse: Garbage & Recycling Services	\$ 16,808.60		12/8/2025		
BFI Waste Services	12/4/2025	PW/Refuse: Landfill Roll Offs & Tonnage (14.53)	\$ 874.67		12/10/2025		
BFI Waste Services	12/4/2025	PW/Refuse: Landfill Roll Offs	\$ 1,024.00		12/10/2025		
BFI Waste Services	8/18/2025	PW/Refuse: SPECIAL SERVICE - TOILET PICKUP-CUSTOMER PD CITY HALL	\$ 20.00		12/10/2025		
<b>TOTAL</b>	<b>BFI Waste Services</b>			\$ 25,324.04			
BINDL TIRE & AUTO, LTD	12/22/2025	PW/B&G: Tire Repair - BLDG-PROP/EQUIP MAINT-REPAIR	\$ 34.00		12/23/2025		
<b>TOTAL</b>	<b>BINDL TIRE &amp; AUTO, LTD</b>			\$ 34.00			
BOARDMAN & CLARK LLP	12/17/2025	LEGAL: EMS Contract Review & Correspondance	\$ 2,452.50		12/23/2025		
<b>TOTAL</b>	<b>BOARDMAN &amp; CLARK LLP</b>			\$ 2,452.50			
BUENA VISTA TOWNSHIP	12/22/2025	Airport: Hangar Taxes_2025_Billed through AR to Hangar Building Owners	\$ 1,530.42		12/30/2025		
<b>TOTAL</b>	<b>BUENA VISTA TOWNSHIP</b>			\$ 1,530.42			
Christine Walters	12/2/2025	refund due to weather related cancellation of gym & kitchen	\$ 135.00		12/8/2025		
<b>TOTAL</b>	<b>Christine Walters</b>			\$ 135.00			
CITY TREASURER	12/18/2025	Admin: Bennie Green Assessment Incorrect - City Pay Excess Tax	\$ 1,202.37		12/19/2025		
CITY TREASURER	12/22/2025	2025 Property Taxes - 276-2100-2830 - Property Purchased from Hill					
CITY TREASURER	12/22/2025	Country Rentals	\$ 173.52		12/23/2025		
CITY TREASURER	12/22/2025	2025 Property Taxes - 276-2100-2810 - Property Purchased from Hill					
CITY TREASURER	12/22/2025	Country Rentals	\$ 219.09		12/23/2025		
CITY TREASURER	12/22/2025	2025 Property Taxes - 276-2100-0570 - Property Purchased from Hill					
CITY TREASURER	12/22/2025	Country Rentals	\$ 2,948.05		12/23/2025		
CITY TREASURER	12/22/2025	2025 Property Taxes - 276-2100-2880 - Property Purchased from Hill					
CITY TREASURER	12/22/2025	Country Rentals	\$ 2,891.97		12/23/2025		
CITY TREASURER	12/22/2025	2025 Property Taxes - 276-2100-2872 - Property Purchased from Hill					
CITY TREASURER	12/22/2025	Country Rentals	\$ 85.87		12/23/2025		
CITY TREASURER	12/22/2025	2025 Property Taxes - 276-2100-2871 - Property Purchased from Hill					
CITY TREASURER	12/22/2025	Country Rentals	\$ 257.64		12/23/2025		
CITY TREASURER	1/22/2025	2025 Property Taxes - 276-2100-2860 - Property Purchased from Hill					
CITY TREASURER	1/22/2025	Country Rentals	\$ 730.88		12/23/2025		
<b>TOTAL</b>	<b>CITY TREASURER</b>			\$ 8,509.39			
CITY UTILITIES	9/30/2025	City Portion of Serverr USA	\$ 1,011.36		12/10/2025		
CITY UTILITIES	12/3/2025	City Portion of fire wall	\$ 579.82		12/10/2025		

## City of Richland Center - Finance Committee Council Payment Approval Report - November 4, 2025

Item 3.

## Invoices Approved by Dept Head Entered into System between 10/8/2025 - 11/04/2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
CITY UTILITIES	12/3/2025	PW: Chipper	\$ 2,450.00		12/19/2025		
<b>TOTAL</b>	<b>CITY UTILITIES</b>			\$ 4,041.18			
CIVIC SYSTEMS, LLC	12/4/2025	Admin: Computer Software Support & Maint - 1/1/2026 - 6/30/2026	\$ 4,714.10		12/8/2025		
<b>TOTAL</b>	<b>CIVIC SYSTEMS, LLC</b>			\$ 4,714.10			
COMPUTER DOCTORS LLC	12/1/2025	Standard SSL Renewal (2 years) (used for VPN)	\$ 135.98		12/8/2025		
<b>TOTAL</b>	<b>COMPUTER DOCTORS LLC</b>			\$ 135.98			
<b>TOTAL</b>	<b>Delta Dental</b>			\$ 1,268.54	12/2 & 12/23/2025		
Ehlers Inc	12/16/2025	Admin: 2025 Continuing Disclosure Reporting	\$ 850.00		12/19/2025		
<b>TOTAL</b>	<b>Ehlers Inc</b>			\$ 850.00			
FERRELLGAS	11/25/2025	AIRPORT: Rental from 11/30/2025 - 11/29/2026	\$ 40.00		12/19/2025		
<b>TOTAL</b>	<b>FERRELLGAS</b>			\$ 40.00			
Flora Duran	12/16/2025	Taxes: Refund Overpayment - 276-2105-2300	\$ 523.11		12/19/2025		
<b>TOTAL</b>	<b>Flora Duran</b>			\$ 523.11			
FRONTIER	12/9/2025	AIRPORT: 0969 INTERNET/PHONE	\$ 140.39		12/19/2025		
FRONTIER	12/8/2025	PW/Refuse: landfill phone	\$ 112.84		12/19/2025		
FRONTIER	12/9/2025	Airport (608-647-4237)	\$ 140.39		12/19/2025		
<b>TOTAL</b>	<b>FRONTIER</b>			\$ 393.62			
GENUINE TELECOM	12/1/2025	PW/Streets: phone	\$ 36.13		12/8/2025		
GENUINE TELECOM	12/1/2025	Parks & Rec: shop	\$ 40.63		12/8/2025		
GENUINE TELECOM	12/1/2025	Parks & Rec: aquatic center	\$ 41.88		12/8/2025		
GENUINE TELECOM	12/1/2025	Parks & Rec: community center	\$ 35.38		12/8/2025		
GENUINE TELECOM	12/1/2025	Parks & Rec: alarm	\$ 36.88		12/8/2025		
GENUINE TELECOM	12/1/2025	Parks & Rec: community center	\$ 36.88		12/8/2025		
GENUINE TELECOM	12/1/2025	Parks & Rec: internet	\$ 125.00		12/8/2025		
GENUINE TELECOM	12/1/2025	Admin/City Office: fax	\$ 41.38		12/8/2025		
GENUINE TELECOM	12/1/2025	Admin/City Office: main line	\$ 13.89		12/8/2025		
GENUINE TELECOM	12/1/2025	Admin/City Office: line 2	\$ 36.88		12/8/2025		
GENUINE TELECOM	12/1/2025	Admin/City Office: mayor phone	\$ 35.38		12/8/2025		
GENUINE TELECOM	12/1/2025	Admin/City Office: line 3	\$ 35.38		12/8/2025		
GENUINE TELECOM	12/1/2025	Tourism: visitor center	\$ 35.38		12/8/2025		
GENUINE TELECOM	12/1/2025	Admin/City Office: data/internet	\$ 140.00		12/8/2025		
GENUINE TELECOM	12/1/2025	Police: line 4	\$ 39.88		12/8/2025		
GENUINE TELECOM	12/1/2025	Police: line 1	\$ 35.38		12/8/2025		
GENUINE TELECOM	12/1/2025	Police: line 2	\$ 36.88		12/8/2025		
GENUINE TELECOM	12/1/2025	Police: line 3	\$ 36.88		12/8/2025		
<b>TOTAL</b>	<b>GENUINE TELECOM</b>			\$ 840.09			
G-PRO EXCAVATING LLC	12/1/2025	PW: 2024 8th Street Pay #5 / Final	\$ 3,972.37		12/19/2025		
G-PRO EXCAVATING LLC	12/1/2025	PW: 2023 Cedar Street, Phase 2. Pay #6/Final	\$ 942.03		12/19/2025		
G-PRO EXCAVATING LLC	12/1/2025	PW: 2024 8th Street Pay #4	\$ 5,958.55		12/19/2025		
<b>TOTAL</b>	<b>G-PRO EXCAVATING LLC</b>			\$ 10,872.95			
HEALTH COMPASS INC	12/8/2025	HCWELSVIC Pay Period: 11/28/2025	\$ 40.00		11/17/2025		
HEALTH COMPASS INC	12/8/2025	HCWELSVIC Pay Period: 11/28/2025	\$ 35.00		11/17/2025		
HEALTH COMPASS INC	12/18/2025	HCWELSVIC Pay Period: 12/12/2025	\$ 40.00				
HEALTH COMPASS INC	12/18/2025	HCWELSVIC Pay Period: 12/12/2025	\$ 35.00				
<b>TOTAL</b>	<b>HEALTH COMPASS INC</b>			\$ 150.00			

## City of Richland Center - Finance Committee Council Payment Approval Report - November 4, 2025

## Invoices Approved by Dept Head Entered into System between 10/8/2025 - 11/04/2025

Item 3.

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
Hill Country Classic Power	12/9/2025	Tourism: Grant	\$ 2,000.00		12/10/2025		
<i>TOTAL</i>	<i>Hill Country Classic Power</i>			\$ 2,000.00			
HOLIDAY WHOLESAL	12/9/2025	Parks & Rec: senior center coffee	\$ 166.35		12/19/2025		
<i>TOTAL</i>	<i>HOLIDAY WHOLESAL</i>			\$ 166.35			
HYNEK PRINTING	12/12/2025	POLICE: 500 Phone Call Logs	\$ 93.99		12/19/2025		
<i>TOTAL</i>	<i>HYNEK PRINTING</i>			\$ 93.99			
INTERNAL REVENUE SERVICE	12/8/2025	FICA/FED TAXES SOCIAL SECURITY Pay Period: 11/28/2025	\$ 5,435.49		12/9/2025		
INTERNAL REVENUE SERVICE	12/8/2025	FICA/FED TAXES FEDERAL WITHHOLDING TAX Pay Period: 11/28/2025	\$ 7,644.86		12/9/2025		
INTERNAL REVENUE SERVICE	12/8/2025	FICA/FED TAXES SOCIAL SECURITY Pay Period: 11/28/2025	\$ 5,435.49		12/9/2025		
INTERNAL REVENUE SERVICE	12/8/2025	FICA/FED TAXES MEDICARE Pay Period: 11/28/2025	\$ 1,271.20		12/9/2025		
INTERNAL REVENUE SERVICE	12/8/2025	FICA/FED TAXES MEDICARE Pay Period: 11/28/2025	\$ 1,271.20		12/9/2025		
INTERNAL REVENUE SERVICE	12/18/2025	FICA/FED TAXES SOCIAL SECURITY Pay Period: 12/12/2025	\$ 8,958.39		12/22/2025		
INTERNAL REVENUE SERVICE	12/18/2025	FICA/FED TAXES SOCIAL SECURITY Pay Period: 12/12/2025	\$ 8,958.39		12/22/2025		
INTERNAL REVENUE SERVICE	12/18/2025	FICA/FED TAXES MEDICARE Pay Period: 12/12/2025	\$ 2,095.15		12/22/2025		
INTERNAL REVENUE SERVICE	12/18/2025	FICA/FED TAXES MEDICARE Pay Period: 12/12/2025	\$ 2,095.15		12/22/2025		
INTERNAL REVENUE SERVICE	12/18/2025	FICA/FED TAXES FEDERAL WITHHOLDING TAX Pay Period: 12/12/2025	\$ 8,331.75		12/22/2025		
<i>TOTAL</i>	<i>INTERNAL REVENUE SERVICE</i>			\$ 51,497.07			
KOELSCH, BEN	12/15/2025	Elected: Sponsor of Government Mtgs on You Tube	\$ 1,933.75		12/30/2025		
<i>TOTAL</i>	<i>KOELSCH, BEN</i>			\$ 1,933.75			
M S A PROFESSIONAL SERVICES, INC	12/26/2025	PW/CAPITAL OUTAY: RC City Utilities 7th, 8th & Cedar St.	\$ 555.31		12/30/2025		
<i>TOTAL</i>	<i>M S A PROFESSIONAL SERVICES, INC</i>			\$ 555.31			
METCO, INC	12/4/2025	Airport: 2025 Annual Compliance Inspection	\$ 180.00		12/19/2025		
METCO, INC	12/4/2025	PW/Airport: December 2025 Monthly Airport Inspection	\$ 100.00		12/23/2025		
<i>TOTAL</i>	<i>METCO, INC</i>			\$ 280.00			
NAPA AUTO PARTS	12/12/2025	Police: Charger	63.98		12/19/2025		
<i>TOTAL</i>	<i>NAPA AUTO PARTS</i>			\$ 63.98			
PEOPLES COMMUNITY BANK	12/10/2025	PETTY CASH FOR PROPERTY TAX COLLECTIONS	\$ 200.00		12/10/2025		
<i>TOTAL</i>	<i>PEOPLES COMMUNITY BANK</i>			\$ 200.00			
PINE RIVER SPORTS ASSOCIATION	12/12/2025	Police: Annual Dues and Range Fees	\$ 100.00		12/19/2025		
<i>TOTAL</i>	<i>PINE RIVER SPORTS ASSOCIATION</i>			\$ 100.00			
PITNEY BOWES, INC	11/24/2025	Postage Machine Refill	\$ 2.57		12/8/2025		
PITNEY BOWES, INC	11/24/2025	Postage Machine Refill	\$ 216.19		12/8/2025		
PITNEY BOWES, INC	11/24/2025	Postage Machine Refill	\$ 12.85		12/8/2025		
PITNEY BOWES, INC	11/24/2025	Postage Machine Refill	\$ 91.34		12/8/2025		
PITNEY BOWES, INC	11/24/2025	Postage Machine Refill	\$ 116.87		12/8/2025		
PITNEY BOWES, INC	11/24/2025	Postage Machine Refill	\$ 27.57		12/8/2025		
PITNEY BOWES, INC	11/24/2025	Postage Machine Refill	\$ 1.20		12/8/2025		
PITNEY BOWES, INC	11/24/2025	Postage Machine Refill	\$ 33.66		12/8/2025		
<i>TOTAL</i>	<i>PITNEY BOWES, INC</i>			\$ 502.25			
PREMIER CO-OP	11/30/2025	PW/Streets: Fuel	\$ 2,210.25		12/19/2025		
PREMIER CO-OP	11/30/2025	PW/B&G: Fuel	\$ 537.14		12/19/2025		
<i>TOTAL</i>	<i>PREMIER CO-OP</i>			\$ 2,747.39			
RHYME BUSINESS PRODUCTS-DALLAS	12/1/2025	Dept: Copier Lease	\$ 202.94		12/8/2025		



## City of Richland Center - Finance Committee Council Payment Approval Report - November 4, 2025

## Invoices Approved by Dept Head Entered into System between 10/8/2025 - 11/04/2025

Item 3.

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
RHYME BUSINESS PRODUCTS-DALLAS	11/4/2025	City Admin/Clerks Office: Copier Lease #018-1709590-000	\$ 445.07		12/8/2025		
RHYME BUSINESS PRODUCTS-DALLAS	12/4/2025	City Admin/Clerks Office: Copier Lease #018-1709590-000	\$ 489.58		12/8/2025		
RHYME BUSINESS PRODUCTS-PORTAGE	11/23/2025	Tourism: Copier Lease	\$ 40.00		12/8/2025		
<b>TOTAL</b>	<b>RHYME BUSINESS PRODUCTS-DALLAS</b>			\$ 1,177.59			
RICHLAND CENTER POLICE PROFESSIONAL	12/8/2025	UNION DUES POLICE UNION DUES Pay Period: 11/28/2025	\$ 242.50		12/19/2025		
RICHLAND CENTER POLICE PROFESSIONAL	12/18/2025	UNION DUES POLICE UNION DUES Pay Period: 12/12/2025	\$ 242.50		12/19/2025		
<b>TOTAL</b>	<b>RICHLAND CENTER POLICE PROFESSIONAL</b>			\$ 485.00			
<b>TOTAL</b>	<b>RICHLAND CENTER UTILITIE</b>			\$ 12,925.91			
RICHLAND COUNTY AMBULANCE	12/11/2025	Admin/City Office: November service fee	\$ 9,590.00		12/19/2025		
RICHLAND COUNTY AMBULANCE	12/11/2025	Admin/City Office: December service fee	\$ 9,600.00		12/19/2025		
<b>TOTAL</b>	<b>RICHLAND COUNTY AMBULANCE</b>			\$ 19,190.00			
RICHLAND COUNTY CLERK	12/10/2025	Admin: Dog Licenses - 2025 Final Settlement to County - Get 2026 Tags	\$ 325.75		12/10/2025		
<b>TOTAL</b>	<b>RICHLAND COUNTY CLERK</b>			\$ 325.75			
RICHLAND ELECTRIC CO-OP	12/2/2025	ACCT #667401-FLOODWARNING	\$ 46.19		12/10/2025		
<b>TOTAL</b>	<b>RICHLAND ELECTRIC CO-OP</b>			\$ 46.19			
RICHLAND HOSPITAL, INC	12/17/2025	Police: labs	\$ 48.00		12/19/2025		
<b>TOTAL</b>	<b>RICHLAND HOSPITAL, INC</b>			\$ 48.00			
RICHLAND OBSERVER	11/30/2025	Admin: Council Minutes 10/7/2025 Published 11/20/2025	\$ 340.03		12/19/2025		
RICHLAND OBSERVER	11/30/2025	Admin: 2026 Budget Publication 11/6/2025	\$ 675.00		12/19/2025		
RICHLAND OBSERVER	11/30/2025	Admn: Ordinance #2025-10 Published 11/13/2025	\$ 53.50		12/19/2025		
RICHLAND OBSERVER	11/30/2025	Admin: Ordinance #2025-09, Published 11/13/2025	\$ 46.00		12/19/2025		
RICHLAND OBSERVER	11/30/2025	Admin: Spring Election Notice Published 11/20/2025	\$ 135.00		12/19/2025		
RICHLAND OBSERVER	11/30/2025	Bldng & Zoning: Public Construction - House Demo Published 11/27/2025	\$ 60.00		12/19/2025		
<b>TOTAL</b>	<b>RICHLAND OBSERVER</b>			\$ 1,309.53			
RITCHIE IMPLEMENT, INC	12/22/2025	PW/B&G: BLDG-PROP/EQUIP MAINT-REPAIR	\$ 230.31		12/23/2025		
RITCHIE IMPLEMENT, INC	12/23/2025	PW/B&G: Toolcat Pins for Attachments - BLDG-PROP/EQUIP MAINT-REPAIR	\$ 11.52		12/30/2025		
<b>TOTAL</b>	<b>RITCHIE IMPLEMENT, INC</b>			\$ 241.83			
SCHILLING SUPPLY COMPANY	12/9/2025	PW/B&G: Cleaner, Paper Towel, Toilet Paper - BLDG-PROP/SUPPLIES	\$ 594.55		12/23/2025		
SCHILLING SUPPLY COMPANY	12/23/2025	PW/B&G: 3 CS Clorox ScreenPlus Sanitizing - BLDG-PROP/SUPPLIES	\$ 122.17		12/23/2025		
SCHILLING SUPPLY COMPANY	12/23/2025	PW/B&G: 3 CS Clorox ScreenPlus Sanitizing - BLDG-PROP/SUPPLIES	\$ 118.04		12/23/2025		
SCHILLING SUPPLY COMPANY	12/23/2025	PW/B&G: 3 CS Clorox ScreenPlus Sanitizing - BLDG-PROP/SUPPLIES	\$ 118.04		12/23/2025		
SCHILLING SUPPLY COMPANY	12/23/2025	PW/B&G: 3 CS Clorox ScreenPlus Sanitizing - BLDG-PROP/SUPPLIES	\$ 118.04		12/23/2025		
SCHILLING SUPPLY COMPANY	12/23/2025	PW/B&G: 3 CS Clorox ScreenPlus Sanitizing - BLDG-PROP/SUPPLIES	\$ 118.04		12/23/2025		
SCHILLING SUPPLY COMPANY	12/23/2025	PW/Street: Oil Dry, Centerpull Wipers, Car Wash, Ice Melt - GARAGE/SUPPLIES	\$ 149.65		12/23/2025		
SCHILLING SUPPLY COMPANY	12/23/2025	PW/B&G: 3 CS Clorox ScreenPlus Sanitizing - BLDG-PROP/SUPPLIES	\$ 118.04		12/30/2025		
<b>TOTAL</b>	<b>SCHILLING SUPPLY COMPANY</b>			\$ 1,456.57			
SECURIAN FINANCIAL GROUP, INC	12/4/2025	Payroll: Life Insurance Premiums - January 2026	\$ 752.53		12/10/2025		
SECURIAN FINANCIAL GROUP, INC	12/4/2025	Payroll: Life Insurance Premiums - January 2026	\$ 433.37		12/10/2025		
SECURIAN FINANCIAL GROUP, INC	12/4/2025	Payroll: Life Insurance Premiums - January 2026	\$ 369.40		12/10/2025		
<b>TOTAL</b>	<b>SECURIAN FINANCIAL GROUP, INC</b>			\$ 1,555.30			
SIMPSON'S TRACTOR, INC	11/25/2025	PW: Ground Roller Borrowed Relube, Bolts, Etc.	\$ 286.18		12/19/2025		
SIMPSON'S TRACTOR, INC	12/4/2025	PW: Mis Oring O-Ring	\$ 4.00		12/19/2025		

**City of Richland Center - Finance Committee Council Payment Approval Report - November 4, 2025**

**Invoices Approved by Dept Head Entered into System between 10/8/2025 - 11/04/2025**

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Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
SIMPSON'S TRACTOR, INC	11/24/2025	PW: Truck #61 Salter	\$ 40.08		12/19/2025		
<b>TOTAL</b>	<b>SIMPSON'S TRACTOR, INC</b>			\$ 330.26			
SUMMIT FIRE PROTECTION	12/2/2025	Admin: Fire Extinguisher Annual Inspection	\$ 53.54		12/19/2025		
<b>TOTAL</b>	<b>SUMMIT FIRE PROTECTION</b>			\$ 53.54			
Sunbelt Rentals, Inc.	12/5/2025	PW/B&G: Lift Rental - BLDG-PROP/EQUIPMENT LEASE	\$ 1,391.78		12/23/2025		
<b>TOTAL</b>	<b>Sunbelt Rentals, Inc.</b>			\$ 1,391.78			
TC AUTOWORKS LLC	12/9/2025	Police: 2025 Dodge Durango Oil Change	\$ 56.92		12/19/2025		
<b>TOTAL</b>	<b>TC AUTOWORKS LLC</b>			\$ 56.92			
U S CELLULAR	12/10/2025	PW/Streets: 304-608-7179 Flood Warning Signals	\$ 40.81		12/23/2025		
<b>TOTAL</b>	<b>U S CELLULAR</b>			\$ 40.81			
Universal Truck Equipment	12/12/2025	PW/Street: Plow Parts - SNOW RMVL/EQUIPMENT REPAIR	\$ 1,062.30		12/23/2025		
<b>TOTAL</b>	<b>Universal Truck Equipment</b>			\$ 1,062.30			
US BANK	10/10/2025	Office: Fox IT PDF Editable Software - Misty License	\$ 137.14		11/7/2025		
US BANK	10/14/2025	Office: Fox IT PDF Editable Software - Misty License (Sales Tx to be refunded)	\$ (7.15)		12/9/2025		
US BANK	10/10/2025	Office: Fox IT PDF Editable Software - Jeanie License (Sales Tx to be refunded)	\$ 8.80		11/7/2025		
US BANK	10/10/2025	Office: Fox IT PDF Editable Software - Jeanie License (Sales Tx to be refunded)	\$ (8.80)				
US BANK	11/10/2025	Police: Keyboard & Mouse	\$ 21.48		12/9/2025		
US BANK	11/17/2025	Police: Batteries	\$ 53.61		12/9/2025		
US BANK	10/10/2025	Police: Go Daddy Email Address Annual Fees - Emma Blume	\$ 95.88		11/7/2025		
US BANK	12/1/2025	PW: Hydraulic Valve	\$ 168.50				
US BANK	12/17/2025	Admin: Holiday Party - City & Utility	\$ 320.40				
US BANK	12/17/2025	CC/SC: Wall Clock	\$ 18.12				
US BANK	12/2/2025	PW/B&G: Fuel - BLDG-PROP/GASOLINE	\$ 63.00				
US BANK	12/5/2025	PW/B&G: Ratchet Tie-Downs - BLDG-PROP/SUPPLIES	\$ 89.90				
US BANK	12/12/2025	PW/B&G: Fuel (Ford Cruiser) - BLDG-PROP/GASOLINE	\$ 36.07				
US BANK	12/8/2025	PW/Street: SaltDogg Variable Speed Spreader Controller - ROADWAYS/TRUCK REPAIR	\$ 649.00				
US BANK	12/19/2025	PW/Street: Radios - GARAGE/RADIO	\$ 977.55				
US BANK	12/26/2025	PW/Street: Antifreeze, Wi-Fi Extender - GARAGE/TOOLS	\$ 164.54				
<b>TOTAL</b>	<b>US BANK</b>			\$ 2,788.04			
VERIZON WIRELESS	11/22/2025	Police: CELLS/MOBILE COMPUTERS	\$ 592.96		12/8/2025		
<b>TOTAL</b>	<b>VERIZON WIRELESS</b>			\$ 592.96			
VISA	9/21/2025	Tourism: Hotel Stay for Governor's Conference (Duplicate)	\$ 506.02		12/1/2025		
VISA	9/21/2025	Tourism: Hotel Stay for Governor's Conference (Duplicate)	\$ (506.02)				
VISA	9/21/2025	Tourism: Hotel Booking Fee - Governor's Conference (Duplicate)	\$ 17.99		12/1/2025		
VISA	9/21/2025	Tourism: Hotel Booking Fee - Governor's Conference (Duplicate)	\$ (17.99)				
VISA	9/1/2025	Tourism: Lands End - Possible Duplicate Under Review	\$ 58.40		12/1/2025		
VISA	9/1/2025	Tourism: Lands End - Possible Duplicate Under Review	\$ (58.40)				
VISA	11/10/2025	Tourism: Copy Paper - 2 Reams	\$ 12.17				
<b>TOTAL</b>	<b>VISA</b>			\$ 12.17			
WALSH'S ACE HARDWARE	12/15/2025	PW/B&G: Bathroom Sink Repair - CC Building /Prop Maint Repair	\$ 166.31		12/23/2025		
WALSH'S ACE HARDWARE	11/3/2025	PW/B&G: Concrete, Water Softener - BLDG-PROP/SUPPLIES	\$ 59.54		12/23/2025		
WALSH'S ACE HARDWARE	11/4/2025	PW/B&G: Misc Fasteners - BLDG-PROP/SUPPLIES	\$ 2.43		12/23/2025		

## City of Richland Center - Finance Committee Council Payment Approval Report - November 4, 2025

Item 3.

## Invoices Approved by Dept Head Entered into System between 10/8/2025 - 11/04/2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
WALSH'S ACE HARDWARE	11/7/2025	PW/B&G: Digital Tire Guage - BLDG-PROP/SUPPLIES	\$ 17.99		12/23/2025		
WALSH'S ACE HARDWARE	11/18/2025	PW/B&G: Dust Mask - BLDG-PROP/SUPPLIES	\$ 3.66		12/23/2025		
WALSH'S ACE HARDWARE	11/21/2025	PW/B&G: PVC Pipe - BLDG-PROP/SUPPLIES	\$ 3.44		12/23/2025		
WALSH'S ACE HARDWARE	11/26/2025	PW/Street: Grab Hooks, Tarp - GARAGE/TOOLS	\$ 116.48		12/23/2025		
WALSH'S ACE HARDWARE	11/26/2025	PW/Street: Ratchets - GARAGE/TOOLS	\$ 143.59		12/23/2025		
WALSH'S ACE HARDWARE	12/10/2025	PW/B&G: Fuse Kit - BLDG-PROP/SUPPLIES	\$ 6.30		12/23/2025		
WALSH'S ACE HARDWARE	12/22/2025	PW/Street: Grease Gun - GARAGE/SUPPLIES	\$ 13.36		12/23/2025		
WALSH'S ACE HARDWARE	12/23/2025	PW/B&G: Grease Gun, Tape Measure, Coupler Assembly - BLDG-PROP/SUPPLIES	\$ 363.82		12/30/2025		
<b>TOTAL</b>	<b>WALSH'S ACE HARDWARE</b>			\$ 896.92			
WE ENERGIES	12/9/2025	Tourism: heat	\$ 172.75		12/19/2025		
WE ENERGIES	12/9/2025	BLDG POOL HEAT	\$ 28.90		12/19/2025		
WE ENERGIES	12/9/2025	PW/Parks: concessions bldg heat	\$ 11.22		12/19/2025		
WE ENERGIES	12/9/2025	PW/CC/SC: COMMUNIT/SENIOR CENTER HEAT	\$ 583.14		12/19/2025		
WE ENERGIES	12/9/2025	ADMIN/CITY OFFICE: MUNICIPAL BLDG HEAT	\$ 390.17		12/19/2025		
WE ENERGIES	12/9/2025	PW/CEMETERY: CEMETERY GARAGE HEAT	\$ 99.00		12/19/2025		
WE ENERGIES	12/9/2025	PW/B&G: KROUSKOP PARK WARMING HOUSE HEAT	\$ 159.77		12/19/2025		
WE ENERGIES	12/10/2025	PW/Parks: PARKS GARAGE HEAT	\$ 304.75		12/19/2025		
<b>TOTAL</b>	<b>WE ENERGIES</b>			\$ 1,749.70			
WI Deferred Compensation	12/8/2025	DEFERRED COMP DEFERRED COMP AFTER TAX % Pay Period: 11/28/2025	\$ 97.94		12/9/2025		
WI Deferred Compensation	12/8/2025	DEFERRED COMP DEFERRED COMPENSATION Pay Period: 11/28/2025	\$ 395.00		12/9/2025		
WI Deferred Compensation	12/8/2025	DEFERRED COMP DEFERRED COMP AFTER TAX Pay Period: 11/28/2025	\$ 201.00		12/9/2025		
WI Deferred Compensation	12/18/2025	DEFERRED COMP DEFERRED COMPENSATION Pay Period: 12/12/2025	\$ 395.00		12/19/2025		
WI Deferred Compensation	12/18/2025	DEFERRED COMP DEFERRED COMP AFTER TAX Pay Period: 12/12/2025	\$ 201.00		12/19/2025		
WI Deferred Compensation	12/18/2025	DEFERRED COMP DEFERRED COMP AFTER TAX % Pay Period: 12/12/2025	\$ 92.24		12/19/2025		
<b>TOTAL</b>	<b>WI Deferred Compensation</b>			\$ 1,382.18			
WI Dept of EE Trust Funds	12/8/2025	WRS WRS Additional Pay Period: 11/28/2025	\$ 70.00				
WI Dept of EE Trust Funds	12/8/2025	WRS WRS RETIREMENT Pay Period: 11/28/2025	\$ 2,786.54				
WI Dept of EE Trust Funds	12/8/2025	WRS WRS RETIREMENT Pay Period: 11/28/2025	\$ 2,876.81				
WI Dept of EE Trust Funds	12/8/2025	WRS PROTECTIVE W/ SS Employee Pay Period: 11/28/2025	\$ 2,962.96				
WI Dept of EE Trust Funds	12/8/2025	WRS PROTECTIVE W/ SS Employee Pay Period: 11/28/2025	\$ 6,399.14				
WI Dept of EE Trust Funds	12/10/2025	Payroll: Health & Basic Dental Insurance - January 2026	\$ 39,069.46		12/19/2025		
WI Dept of EE Trust Funds	12/10/2025	Payroll: Health & Basic Dental Insurance - January 2026	\$ 67,826.06		12/19/2025		
WI Dept of EE Trust Funds	12/10/2025	Payroll: Health & Basic Dental Insurance - January 2026	\$ 3,609.04		12/19/2025		
WI Dept of EE Trust Funds	12/10/2025	Payroll: WRS - Utility Portion & Rounding_11-2025	\$ 14,953.06		12/30/2025		
WI Dept of EE Trust Funds	12/10/2025	Payroll: WRS - Utility Portion & Rounding_11-2025	\$ 0.08		12/30/2025		
WI Dept of EE Trust Funds	12/18/2025	WRS WRS RETIREMENT Pay Period: 12/12/2025	\$ 3,044.88				
WI Dept of EE Trust Funds	12/18/2025	WRS WRS RETIREMENT Pay Period: 12/12/2025	\$ 3,044.88				
WI Dept of EE Trust Funds	12/18/2025	WRS PROTECTIVE W/ SS Employee Pay Period: 12/12/2025	\$ 3,230.21				
WI Dept of EE Trust Funds	12/18/2025	WRS PROTECTIVE W/ SS Employee Pay Period: 12/12/2025	\$ 6,976.32				

City of Richland Center - Finance Committee Council Payment Approval Report - November 4, 2025

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Invoices Approved by Dept Head Entered into System between 10/8/2025 - 11/04/2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
WI Dept of EE Trust Funds	12/18/2025	WRS WRS Additional Pay Period: 12/12/2025	\$ 70.00				
TOTAL	WI Dept of EE Trust Funds			\$ 156,919.44			
WI DEPT OF JUSTICE-CRIME	11/18/2025	Police: Background Checks	\$ 7.00		12/10/2025		
TOTAL	WI DEPT OF JUSTICE-CRIME			\$ 7.00			
WI DEPT OF REVENUE	12/8/2025	SWT TAXES STATE WITHHOLDING TAX Pay Period: 11/28/2025	\$ 3,520.58		12/30/2025		
WI DEPT OF REVENUE	12/18/2025	SWT TAXES STATE WITHHOLDING TAX Pay Period: 12/12/2025	\$ 3,729.82		12/30/2025		
TOTAL	WI DEPT OF REVENUE			\$ 7,250.40			
WI DEPT OF REVENUE-AV FUEL	12/11/2025	Aviation Fuel Tax - November 2025	\$ 6.60		12/19/2025		
TOTAL	WI DEPT OF REVENUE-AV FUEL			\$ 6.60			
WI DEPT OF TRANS-FINANCIAL OPERATIONS	12/1/2025	PW/Streets: Cap Outlay Project	\$ 621.13		12/10/2025		
WI DEPT OF TRANS-FINANCIAL OPERATIONS	12/1/2025	PW/Streets: Cap Outlay Project 39516400373	\$ 0.14		12/10/2025		
TOTAL	WI DEPT OF TRANS-FINANCIAL OPERATIONS			\$ 621.27			
WICONNECT WIRELESS LLC	12/1/2025	Airport Internet Service 3Mb/s Download	\$ 59.99		12/8/2025		
TOTAL	WICONNECT WIRELESS LLC			\$ 59.99			
WIL-KIL PEST CONTROL	11/29/2025	PW/Refuse: pest control landfill	\$ 67.38		12/19/2025		
WIL-KIL PEST CONTROL	11/29/2025	PW/CC/SC: pest control community center	\$ 81.56		12/19/2025		
WIL-KIL PEST CONTROL	11/29/2025	PW/Admin: Municipal Building Pest Control	\$ 67.38		12/19/2025		
TOTAL	WIL-KIL PEST CONTROL			\$ 216.32			
WOODWARD COMMUNITY MEDIA	11/30/2025	Police: PEAT Bookmarks	\$ 24.86		12/10/2025		
TOTAL	WOODWARD COMMUNITY MEDIA			\$ 24.86			
WORKSITE SOLUTIONS	12/8/2025	COMBINED INSURANCE Pay Period: 11/28/2025	\$ 23.35		12/23/2025		
WORKSITE SOLUTIONS	12/18/2025	COMBINED INSURANCE Pay Period: 12/12/2025	\$ 23.35		12/23/2025		
TOTAL	WORKSITE SOLUTIONS			\$ 46.70			
WPRA	11/1/2025	Community Center: 2026 membership fee	\$ 150.00		12/19/2025		
TOTAL	WPRA			\$ 150.00			

TOTAL BILLS PRESENTED FOR APPROVAL:

	<b>\$ 344,007.15</b>
Tourism Fund	\$ 2,260.30
General Fund	\$ 341,746.85

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Filed in the office of the City Clerk/Treasurer

				+		-	
<b>CITY OF RICHLAND CENTER - TREASURER'S REPORT</b>							
11/30/2025							
			Transfers In/(Out) Between Accounts				
FUNDS	Int Rate	BEH/MO BAL	RECEIPTS	DISBURSEMENTS	END/MO BAL		
City General Unassigned:	3.48%	\$ 225,200.02	\$ 331,833.37	\$ 400,000.00	\$ 705,125.07	\$ 251,908.32	
State Investments #1 Unassigned	4.02%	\$ 3,367,441.45	\$ 1,405,652.87	\$ (400,000.00)		\$ 4,373,094.32	
Property Tax Account (partial unassigned)	3.37%	\$ 661.98	\$ 1.87			\$ 663.85	
#2 Landfill long term care (for landfill issues)	4.02%	\$ 666,575.63	\$ 2,204.76			\$ 668,780.39	
#3 TIF-Panorama Estates (TIF 6)	4.02%	\$ 282,656.92	\$ 934.91			\$ 283,591.83	
#6 TIF 2-5 (only #4)	4.02%	\$ 153,848.82	\$ 508.87			\$ 154,357.69	
RLF Business Savings	0.50%	\$ 177,043.96	\$ 67.90			\$ 177,111.86	
RLF Business Checking	0%	\$ 1,669.45				\$ 1,669.45	
<b>RESTRICTED FUNDS: (by outside entity)</b>							
CDBG Housing RLF	3.48%	\$ 177,414.16	\$ 498.90			\$ 177,913.06	
Landfill Long Term Care CD to 2045	2.48%	\$ 320,243.09				\$ 320,243.09	
Landfill Long Term Care CD to 2045	2.48%	\$ 308,732.96				\$ 308,732.96	
Library Checking	3.48%	\$ 324,687.47	\$ 2,469.73		\$ 29,217.60	\$ 297,939.60	
Room Tax	3.52%	\$ 33,934.16	\$ 2,305.84		\$ 28,745.41	\$ 7,494.59	
Greater Richland Tourism	3.52%	\$ 27,072.36	\$ 32,792.36		\$ 15,471.86	\$ 44,392.86	
Redevelopment Authority	3.37%	\$ 74,884.01	\$ 210.58			\$ 75,094.59	
#5 Renew RC Loan Program-Affordable Housing	4.39%	\$ 867,643.86	\$ 2,869.81			\$ 870,513.67	
Renew RC Loan Program-Checking	3.48%	\$ 80,091.59	\$ 225.22			\$ 80,316.81	
<b>COMMITTED: (by resolution of the Council)</b>							
#4 Projects committed	4.02%	\$ 2,646,675.04	\$ 8,753.84		\$ 146.94	\$ 2,655,281.94	
<b>ASSIGNED: (for specific use, not assigned)</b>							
Cemetery CDs	2.34% & 3.37%	\$ 5,037.84	\$ 2.40			\$ 5,040.24	
Centennial Committee	3.48%	\$ 2,946.84	\$ 8.29			\$ 2,955.13	
Canine Fund	0%	\$ 47,909.29	\$ 739.00		\$ 548.49	\$ 48,099.80	
Park/Rec/Comm Center	3.37%	\$ 12,261.40	\$ 34.48			\$ 12,295.88	
LGIP # 08 - Aquatic Center	4.22%	\$ 240,606.95	\$ 795.83			\$ 241,402.78	
<b>Total Interest Earned in Current Month</b>			\$ 31,428.65	\$ -			
<b>LOANS</b>							
		Total Debt 4/30/2025	2025 Principle	Loan Term End	11/30/2025 Balance		
Loans:							
Richland County Bank (2%)		\$ -	\$ -	Paid off 2024	\$ -		
WPPI (no interest)		\$ 9,696.86	\$ 5,059.44	10/28/2027	\$ 9,275.24		
State Trust Fund Loan - Panorama Est TIF 6 (3.5%)		\$ -	\$ -	Paid off 2021	\$ -		
Bonding - Panorama Estates TIF 6 (1.8%)		\$ 600,000.00	\$ 52,075.00	4/1/2037	\$ 600,000.00	As of 10/1/2025	
CFB Haseltine 389,390/Westside Dr 362,610 (2.73%)		\$ 352,000.00	\$ 67,117.10	4/1/2028	\$ 352,000.00	As of 10/1/2025	
Aquatic Center Bonding (20 Years)		\$ 3,145,000.00	\$ 301,600.00	8/1/2038	\$ 3,145,000.00	As of 8/1/2025	
		\$ 4,106,696.86	\$ 425,851.54		\$ 4,106,275.24		
Debt Capacity - WI Department of Revenue - 2024					\$ 20,792,625.00		
			% of Total Debt Capacity used		20%		
			65% Recommended Maximum		\$ 13,515,206.25		
			Amt Avail to Reach 65%		\$ 9,408,931.01		

CITY OF RICHLAND CENTER  
BALANCE SHEET  
NOVEMBER 30, 2025

Item 4.

CITY GENERAL FUND

ASSETS

10-11001-000	CASH ON HAND-CITY OFFICE	100.00
10-11002-000	FUND CASH - CITY GENERAL CHECK	239,229.48
10-11010-000	STATE POOL #1 - GENERAL	4,373,094.32
10-11030-000	STATE POOL #3 - PANORAMA EST	283,591.83
10-11040-000	STATE POOL #4 - PROJECTS	2,655,281.94
10-11050-000	STATE POOL #5 - AFFORDABLE HOU	870,513.67
10-11060-000	STATE POOL #6 - TID 2-5	154,357.69
10-11100-000	TAX COLLECTION	663.85
10-11110-000	CDBG ACCOUNT	177,913.06
10-11200-000	RLF SAVINGS	177,111.86
10-11300-000	RLF CHECKING	1,669.45
10-11400-000	RENEW RC ACCOUNT	80,316.81
10-11900-000	CASH ON HAND - AQUATIC CENTER	37.89
10-12100-000	DELINQUENT PERSONAL PROPERTY T	45,300.26
10-14100-000	A/R - OTHER A/R	119,972.63
10-14500-000	A/R - GENERAL RECEIPTS	25,455.86
10-14600-000	DUE FROM DEVELOPERS/PANORAMA	278,571.75
10-14950-000	EST UNCOLLECTIBLE RECEIVABLES	( 67,069.90)
10-15000-000	CDBG FUND - ECON DEVELOPMENT	143,308.62
10-15200-000	LOAN RECEIVABLE - RERP	2,386.44
10-15325-000	RLF RECEIVABLE - KIDS STUFF #1	67,069.90
10-15370-000	RLF RECEIVABLE - BRICKHOUSE	6.10
10-15999-000	EST UNCOLLECTIBLE-LOANS	( 12,895.00)
10-16100-000	ACCTS REC - ELECTRIC UTILITY	106,878.00
10-16110-000	ACCTS REC - WATER UTILITY	123,096.00
10-16120-000	ACCTS REC - SEWER UTILITY	256.00
10-16300-000	CDBG RECEIVABLE	317,155.55
10-16350-000	RENEW RC LOAN RECEIVABLE	75,138.25
10-17100-000	PREPAID INSURANCE	19,406.96
10-18000-000	STATE POOL #2 - LANDFILL L/T	668,780.39
10-18100-000	PARKS/REC/CC ACCOUNT	12,295.88
10-18115-000	AQUATIC CENTER FUND	241,402.78
10-18130-000	RDA FUND	75,094.59
10-18140-000	ROOM TAX ACCOUNT	2,605.00
10-18150-000	CC/SC GRANT	4.00
10-18160-000	CENTENNIAL COMMITTEE ACCT/CD	2,955.13
10-18700-000	CHILD SAFETY FUNDS - RC POLICE	137.35
10-18750-000	POLICE CANINE FUND	48,099.80
10-18800-000	CEMETERY PERPETUAL CARE ACCT	4,185.58
10-18850-000	BOWEN CEMETERY	854.66
10-18900-000	LANDFILL ESCROW	628,976.05
TOTAL ASSETS		11,943,310.48

LIABILITIES AND EQUITY

CITY OF RICHLAND CENTER  
BALANCE SHEET  
NOVEMBER 30, 2025

Item 4.

CITY GENERAL FUND

LIABILITIES

10-21000-000	VOUCHERS PAYABLE-CITY GENERAL	146,963.36	
10-21100-000	ACCOUNTS PAYABLE-OTHER A/R	( 31.00)	
10-22110-000	W/H TAXES-FEDERAL	( 7,644.86)	
10-22120-000	W/H TAXES-STATE	( 3,520.58)	
10-22130-000	W/H TAXES-FICA/MSS	( 14,173.48)	
10-22200-000	EMPLOYEE SHARE-RETIREMENT	( 15,095.32)	
10-22210-000	EMPLOYEE SHARE-HEALTH INS	( 97,461.70)	
10-22230-000	EMPLOYEE SHARE-LIFE INS	1,502.34	
10-22240-000	EMPLOYEE SHARE-AFLAC	( .06)	
10-22250-000	EMPLOYEE SHARE-COMBINED INS	2,714.32	
10-22260-000	EMPLOYEE SHARE-DENTAL INS	( 46.71)	
10-22270-000	EMPLOYEE SHARE-VISION INS	795.94	
10-22310-000	PYRL DED-WI DEF COMP	( 693.94)	
10-22330-000	PYRL DED- SECTION 125/MED/DEP	7,769.48	
10-22410-000	POLICE DEPT UNION DUES	( 242.50)	
10-23300-000	ACCOUNTS DUE - LEASE/RENT DEP	750.00	
10-25000-000	DUE TO OTHER GOVERNMENT	106.18	
10-25100-000	SALES TAX	21.13	
10-26000-000	DEFERRED REVENUE (PANORAMA)	320,940.50	
10-26006-000	UNAPPLIED AR	12,499.40	
10-26140-000	POSTPONED ARPA AID	287,229.43	
TOTAL LIABILITIES			642,381.93

FUND EQUITY

10-31100-000	RESERVED FB-ADVANCE TIF DIST	1,381,265.72	
10-31110-000	RESERVED FB-SPECIAL PURPOSE	624,662.23	
10-32100-000	RESERVED SPECIAL FB-CDBG	602,432.42	
10-32110-000	RESERVED SPECIAL FB-RERP	2,386.44	
10-32120-000	RESERVED SPECIAL FB-RLF	608,090.70	
10-33100-000	DESIGNATED FB - CEMETERY	3,855.80	
10-33105-000	DESIGNATED FB - RECYCLING	29,257.04	
10-33110-000	DESIGNATED FB - COMM CENTER	24,701.68	
10-33120-000	DESIGNATED FB - POOL	5,000.00	
10-33125-000	DESIGNATED FB - DATA PROC	24,139.73	
10-33130-000	DESIGNATED FB - HISTORIC PRES	10,647.50	
10-33200-000	DESIGNATED FB - BLDGS/PROP	38,421.00	
10-33300-000	DESIGNATED FB - FUTURE PROJECT	410,922.00	
10-34100-000	DESIGNATED SPECIAL FB - CDBG	62,041.04	
10-34110-000	DESIGNATED SPECIAL FB - RLF	195,631.56	
10-35100-000	UNDESIGNATED SPECIAL FB - TIF	( 1,603,911.39)	
10-36000-000	GENERAL FUND BALANCE	8,058,869.92	
REVENUE OVER EXPENDITURES - YTD		822,515.16	
BALANCE - CURRENT DATE			822,515.16
TOTAL FUND EQUITY			11,300,928.55
TOTAL LIABILITIES AND EQUITY			11,943,310.48

CITY OF RICHLAND CENTER  
BALANCE SHEET  
NOVEMBER 30, 2025

Item 4.

GREATER RICHLAND TOURISM

ASSETS

15-11002-000	CASH ALLOCATED TO OTHER FUNDS	44,392.86	
	TOTAL ASSETS		44,392.86

LIABILITIES AND EQUITY

LIABILITIES

15-21000-000	TOURISM VOUCHERS PAYABLE	6,426.98	
	TOTAL LIABILITIES		6,426.98

FUND EQUITY

15-31000-000	TOURISM RETAINED EARNINGS	40,123.26	
15-36000-000	TOURISM FUND BALANCE	( 20,079.27)	
	REVENUE OVER EXPENDITURES - YTD	17,921.89	
	BALANCE - CURRENT DATE	17,921.89	
	TOTAL FUND EQUITY		37,965.88
	TOTAL LIABILITIES AND EQUITY		44,392.86



CITY OF RICHLAND CENTER  
BALANCE SHEET  
NOVEMBER 30, 2025

Item 4.

LIBRARY FUND

ASSETS

20-11002-000	FUND CASH	304,221.57	
	TOTAL ASSETS		304,221.57

LIABILITIES AND EQUITY

LIABILITIES

20-21000-000	LIBRARY VOUCHERS PAYABLE	4,580.48	
20-22110-000	LIBRARY FEDERAL W/H TAXES	( 291.81)	
20-22120-000	LIBRARY STATE W/H TAXES	( 218.54)	
20-22130-000	LIBRARY FICA/MSS W/H TAXES	( 1,190.50)	
20-22200-000	LIB EMPLOYEE SHARE-RETIREMENT	( 761.72)	
20-22210-000	LIB EMPLOYEE SHARE-HEALTH INS	10,799.64	
20-22230-000	LIB EMPLOYEE SHARE-LIFE INS	( 65.35)	
20-22260-000	EMPLOYEE SHARE-DENTAL INS	( 78.90)	
20-22270-000	EMPLOYEE SHARE-VISION INS	92.05	
20-22320-000	LIB PYRL DEDUCTION-125 PLAN/M	( 245.62)	
20-22330-000	LIB PYRL DEDUCTION-125 PLAN/D	272.73	
	TOTAL LIABILITIES		12,892.46

FUND EQUITY

20-31000-000	LIBRARY RETAINED EARNINGS	210,655.92	
	REVENUE OVER EXPENDITURES - YTD	80,673.19	
	BALANCE - CURRENT DATE	80,673.19	
	TOTAL FUND EQUITY		291,329.11
	TOTAL LIABILITIES AND EQUITY		304,221.57

	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%		2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 11/30/2025	2025 Budget Less Actual	9 % S/B 75.00%
<b>Administration Office</b>									
<b>Revenues</b>									
<i>Total Regulation - Licenses &amp; Permits:</i>	59,466.00	67,916.60	(8,450.60)	114.21%		45,178.00	35,289.94	9,888.06	78.11%
<i>Total Public Charges for Services</i>	-	-	0.00	#DIV/0!		-	23.00	(23.00)	#DIV/0!
<i>Total Interest, Dividend, and Misc. Revenues</i>	229,900.00	544,282.63	(314,382.63)	236.75%		248,600.00	408,464.72	(159,864.72)	164.31%
<b>Administration Office Revenue Total</b>	<b>289,366.00</b>	<b>612,199.23</b>	<b>(322,833.23)</b>	<b>211.57%</b>		<b>293,778.00</b>	<b>443,777.66</b>	<b>(149,999.66)</b>	<b>151.06%</b>
<b>Expenses</b>									
<i>Total City Admin / Clerk / City Treasurer / Office</i>	436,322.00	363,450.87	72,871.13	83.30%		506,355.00	450,663.41	55,691.59	89.00%
<i>Total Elections</i>	20,500.00	12,626.66	7,873.34	61.59%		14,000.00	5,923.45	8,076.55	42.31%
<i>Total Municipal Building</i>	105,500.00	103,516.81	1,983.19	98.12%		20,000.00	14,171.17	5,828.83	70.86%
<b>Administration Office Expense Total</b>	<b>562,322.00</b>	<b>479,594.34</b>	<b>82,727.66</b>	<b>85.29%</b>		<b>540,355.00</b>	<b>470,758.03</b>	<b>69,596.97</b>	<b>87.12%</b>
<b>Net Total Administration Office</b>	<b>(272,956.00)</b>	<b>132,604.89</b>	<b>(405,560.89)</b>	<b>-48.58%</b>		<b>(246,577.00)</b>	<b>(26,980.37)</b>	<b>(219,596.63)</b>	<b>10.94%</b>
<b>Elected / Appointed Officials</b>									
<b>Revenues</b>									
<b>Expenses</b>	83,265.00	80,700.17	2,564.83	96.92%		89,825.00	67,064.60	22,760.40	74.66%
<b>Net Total Elected / Appointed Officials</b>	<b>(83,265.00)</b>	<b>(80,700.17)</b>	<b>(2,564.83)</b>	<b>96.92%</b>		<b>(89,825.00)</b>	<b>(67,064.60)</b>	<b>(22,760.40)</b>	<b>74.66%</b>
<b>Assessor</b>									
<b>Revenues</b>									
<b>Expenses</b>	174,800.00	26,376.36	148,423.64	15.09%		18,700.00	30,212.11	(11,512.11)	161.56%
<b>Net Total Assessor</b>	<b>(174,800.00)</b>	<b>(26,376.36)</b>	<b>(148,423.64)</b>	<b>15.09%</b>		<b>(18,700.00)</b>	<b>(30,212.11)</b>	<b>11,512.11</b>	<b>161.56%</b>
<b>Airport</b>									
<b>Revenues</b>	35,044.00	41,568.27	(6,524.27)	118.62%		39,044.00	43,738.28	(4,694.28)	112.02%
<b>Expenses</b>	39,500.00	34,803.01	4,696.99	88.11%		55,075.00	21,946.06	33,128.94	39.85%
<b>Net Total Airport</b>	<b>(4,456.00)</b>	<b>6,765.26</b>	<b>(11,221.26)</b>	<b>-151.82%</b>		<b>(16,031.00)</b>	<b>21,792.22</b>	<b>(37,823.22)</b>	<b>-135.94%</b>

	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%		2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 11/30/2025	2025 Budget Less Actual	9 % S/B 75.00%
<b>Public Works - Buildings &amp; Grounds &amp; Streets</b>									
<b>Revenues</b>									
<i>Total Buildings &amp; Grounds</i>	2,000.00	1,302.77	697.23	65.14%		800.00	-	800.00	0.00%
<i>Total Streets</i>	431,528.00	443,339.20	(11,811.20)	102.74%		429,084.00	460,727.97	(31,643.97)	107.37%
<b><i>Buildings &amp; Grounds RevenueTotal</i></b>	<b>433,528.00</b>	<b>444,641.97</b>	<b>(11,113.97)</b>	<b>102.56%</b>		<b>429,884.00</b>	<b>460,727.97</b>	<b>(30,843.97)</b>	<b>107.17%</b>
<b>Expenses</b>									
<i>Total Buildings &amp; Grounds</i>	351,525.00	312,581.04	38,943.96	88.92%		447,500.00	330,979.47	116,520.53	73.96%
<i>Total Streets</i>	892,050.00	739,012.22	153,037.78	82.84%		837,431.00	705,537.92	131,893.08	84.25%
<b><i>Buildings &amp; Grounds Expense Total</i></b>	<b>1,243,575.00</b>	<b>1,051,593.26</b>	<b>191,981.74</b>	<b>84.56%</b>		<b>1,284,931.00</b>	<b>1,036,517.39</b>	<b>248,413.61</b>	<b>80.67%</b>
<b>Net Total Public Works (B&amp;G &amp; Streets)</b>	<b>(810,047.00)</b>	<b>(606,951.29)</b>	<b>(203,095.71)</b>	<b>74.93%</b>		<b>(855,047.00)</b>	<b>(575,789.42)</b>	<b>(279,257.58)</b>	<b>67.34%</b>
<b>Building &amp; Zoning</b>									
<b>Revenues</b>	4,850.00	7,961.55	(3,111.55)	164.16%		8,050.00	18,493.89	(10,443.89)	229.74%
<b>Expenses</b>	101,230.00	91,069.39	10,160.61	89.96%		104,000.00	84,708.73	19,291.27	81.45%
<b>Net Total Building &amp; Zoning</b>	<b>(96,380.00)</b>	<b>(83,107.84)</b>	<b>(13,272.16)</b>	<b>86.23%</b>		<b>(95,950.00)</b>	<b>(66,214.84)</b>	<b>(29,735.16)</b>	<b>69.01%</b>
<b>Cemetery</b>									
<b>Revenues</b>	30,810.00	37,560.00	(6,750.00)	121.91%		32,810.00	40,880.00	(8,070.00)	124.60%
<b>Expenses</b>	7,250.00	5,375.28	1,874.72	74.14%		10,050.00	2,405.69	7,644.31	23.94%
<b>Net Total Cemetery</b>	<b>23,560.00</b>	<b>32,184.72</b>	<b>(8,624.72)</b>	<b>136.61%</b>		<b>22,760.00</b>	<b>38,474.31</b>	<b>(15,714.31)</b>	<b>169.04%</b>
<b>Economic Development</b>									
<b>Revenues</b>	-	-	0.00			-	204,814.02	0.00	#DIV/0!
<b>Expenses</b>	179,465.00	208,610.81	(29,145.81)	116.24%		80,770.00	282,349.32	(201,579.32)	349.57%
<b>Net Total Economic Development</b>	<b>(179,465.00)</b>	<b>(208,610.81)</b>	<b>29,145.81</b>	<b>116.24%</b>		<b>(80,770.00)</b>	<b>(77,535.30)</b>	<b>201,579.32</b>	<b>96.00%</b>

	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%		2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 11/30/2025	2025 Budget Less Actual	9 % S/B 75.00%
<b>Public Safety</b>									
<b>Revenues</b>									
<i>Total Police Department</i>	115,578.00	128,717.86	(13,139.86)	111.37%		121,041.00	109,554.67	11,486.33	90.51%
<i>Total Fire &amp; EMS</i>	-	17,836.43	(17,836.43)	#DIV/0!		18,000.00	-	18,000.00	0.00%
<i>Total Health &amp; Human Services</i>				#DIV/0!					#DIV/0!
<b>Public Safety Revenue Total</b>	<b>115,578.00</b>	<b>146,554.29</b>	<b>(30,976.29)</b>	<b>126.80%</b>		<b>139,041.00</b>	<b>109,554.67</b>	<b>29,486.33</b>	<b>78.79%</b>
<b>Expenses</b>									
<i>Total Police Department</i>	1,653,194.00	1,645,433.69	7,760.31	99.53%		1,665,179.00	1,457,761.17	207,417.83	87.54%
<i>Total Fire &amp; EMS</i>	278,600.00	280,688.54	(2,088.54)	100.75%		268,685.00	263,178.30	5,506.70	97.95%
<i>Total Health &amp; Human Services</i>	600.00	4,448.56	(3,848.56)	741.43%		2,000.00	5,838.51	(3,838.51)	291.93%
<b>Public Safety Expense Total</b>	<b>1,932,394.00</b>	<b>1,930,570.79</b>	<b>1,823.21</b>	<b>99.91%</b>		<b>1,935,864.00</b>	<b>1,726,777.98</b>	<b>209,086.02</b>	<b>89.20%</b>
<b>Net Total Public Safety</b>	<b>(1,816,816.00)</b>	<b>(1,784,016.50)</b>	<b>(32,799.50)</b>	<b>98.19%</b>		<b>(1,796,823.00)</b>	<b>(1,617,223.31)</b>	<b>(179,599.69)</b>	<b>90.00%</b>

### Culture - Aquatic, CC/SC, Parks, Recreation

<b>Revenues</b>									
<i>Total Aquatic Center</i>	165,000.00	190,232.39	(25,232.39)	115.29%		167,000.00	170,430.50	(3,430.50)	102.05%
<i>Total Symons Center</i>									
<i>Total Community / Senior Center</i>	26,400.00	43,521.63	(17,121.63)	164.85%		32,500.00	35,971.29	(3,471.29)	110.68%
<i>Total Recreation</i>	14,200.00	19,583.71	(5,383.71)	137.91%		14,300.00	21,143.01	(6,843.01)	147.85%
<i>Total Parks</i>	19,500.00	30,280.22	(10,780.22)	155.28%		25,500.00	26,101.03	(601.03)	102.36%
<b>Parks &amp; Recreation Revenue Total</b>	<b>225,100.00</b>	<b>283,617.95</b>	<b>(58,517.95)</b>	<b>126.00%</b>		<b>239,300.00</b>	<b>253,645.83</b>	<b>(14,345.83)</b>	<b>105.99%</b>
<b>Expenses</b>									
<i>Total Aquatic Center</i>	250,225.00	230,787.47	19,437.53	92.23%		224,510.00	184,887.46	39,622.54	82.35%
<i>Total Symons Center</i>	100,000.00	54,492.06	45,507.94	54.49%		55,000.00	53,960.41	1,039.59	98.11%
<i>Total Community / Senior Center</i>	260,000.00	251,596.17	8,403.83	96.77%		266,766.00	233,916.62	32,849.38	87.69%
<i>Total Recreation</i>	44,500.00	32,594.47	11,905.53	73.25%		47,250.00	36,320.78	10,929.22	76.87%
<i>Total Parks</i>	60,000.00	63,443.49	(3,443.49)	105.74%		60,500.00	62,696.28	(2,196.28)	103.63%
<b>Parks &amp; Recreation Expense Total:</b>	<b>714,725.00</b>	<b>632,913.66</b>	<b>81,811.34</b>	<b>88.55%</b>		<b>654,026.00</b>	<b>571,781.55</b>	<b>82,244.45</b>	<b>87.42%</b>
<b>Net Total Culture</b>	<b>(489,625.00)</b>	<b>(349,295.71)</b>	<b>(140,329.29)</b>	<b>71.34%</b>		<b>(414,726.00)</b>	<b>(318,135.72)</b>	<b>(96,590.28)</b>	<b>76.71%</b>

	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%		2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 11/30/2025	2025 Budget Less Actual	9 % S/B 75.00%
<b>Refuse</b>									
Revenues									
<i>Total Garbage &amp; Recycling</i>	279,000.00	291,448.80	(12,448.80)	104.46%		287,000.00	297,029.94	(10,029.94)	103.49%
<i>Total Landfill</i>	59,000.00	63,729.28	(4,729.28)	108.02%		69,000.00	77,999.95	(8,999.95)	113.04%
<b><i>Refuse Revenue Total</i></b>	<b>338,000.00</b>	<b>355,178.08</b>	<b>(17,178.08)</b>	<b>105.08%</b>		<b>356,000.00</b>	<b>375,029.89</b>	<b>(19,029.89)</b>	<b>105.35%</b>
Expenses									
<i>Total Garbage &amp; Recycling</i>	256,500.00	169,884.58	86,615.42	66.23%		282,000.00	262,102.59	19,897.41	92.94%
<i>Total Landfill</i>	74,420.00	96,888.18	(22,468.18)	130.19%		85,770.00	66,398.07	19,371.93	77.41%
<b><i>Refuse Expense Total</i></b>	<b>330,920.00</b>	<b>266,772.76</b>	<b>64,147.24</b>	<b>80.62%</b>		<b>367,770.00</b>	<b>328,500.66</b>	<b>39,269.34</b>	<b>89.32%</b>
<b>Net Total Refuse</b>	<b>7,080.00</b>	<b>88,405.32</b>	<b>(81,325.32)</b>	<b>1248.66%</b>		<b>(11,770.00)</b>	<b>46,529.23</b>	<b>(58,299.23)</b>	<b>-395.32%</b>
<b>Fire Calls</b>									
Revenues	22,000.00	25,998.00				25,000.00	16,094.00	8,906.00	64.38%
Expenses	25,000.00	30,088.00	(5,088.00)	120.35%		20,000.00	14,394.00	5,606.00	71.97%
<b>Net Total Fire Calls</b>	<b>(3,000.00)</b>	<b>(4,090.00)</b>	<b>5,088.00</b>	<b>136.33%</b>		<b>5,000.00</b>	<b>1,700.00</b>	<b>3,300.00</b>	<b>34.00%</b>
<b>Taxi</b>									
Revenues	119,000.00	290,053.69				375,000.00	109,702.50	265,297.50	29.25%
Expenses	160,000.00	339,965.62	(179,965.62)	212.48%		375,000.00	256,102.73	118,897.27	68.29%
<b>Net Total Streets</b>	<b>(41,000.00)</b>	<b>(49,911.93)</b>	<b>179,965.62</b>	<b>121.74%</b>		<b>1.00</b>	<b>(146,400.23)</b>	<b>146,400.23</b>	<b>#####</b>
<b>Room Tax / Tourism (City Portion Only - 30% Revenue, 50% Wages &amp; Benefits GRT Director &amp; 100% RR Depot Building)</b>									
Revenues	54,060.00	102,850.10	(48,790.10)	190.25%		122,375.00	29,915.60	92,459.40	24.45%
Expenses	159,707.00	817,165.86	(657,458.86)	511.67%		150,843.00	44,620.61	106,222.39	29.58%
<b>Net Room Tax /Tourism</b>	<b>(105,647.00)</b>	<b>(714,315.76)</b>	<b>608,668.76</b>	<b>676.13%</b>		<b>(28,468.00)</b>	<b>(14,705.01)</b>	<b>(13,762.99)</b>	<b>51.65%</b>

	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%		2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 11/30/2025	2025 Budget Less Actual	9 % S/B 75.00%
<b>All Other - Not listed within a Specific Department</b>									
<b>Revenues</b>									
Total Tax Levy	2,375,000.00	2,375,000.13	(0.13)	100.00%		2,332,552.00	2,332,552.00	0.00	100.00%
Total Other Taxes (PILOT, Mobile Homes, Etc)	642,853.00	637,178.27	5,674.73	99.12%		544,000.00	443,309.90	100,690.10	81.49%
Total Intergvmnt'I - State & Fed Aid + Grants + Utility Reimb	41,248.00	136,646.75	(95,398.75)	331.28%				0.00	#DIV/0!
Total Franchise Fees			0.00	#DIV/0!				0.00	#DIV/0!
Total Interest Income			0.00	#DIV/0!				0.00	#DIV/0!
Total Miscellaneous Revenues	1,778,688.00	1,633,361.67	145,326.33	91.83%		1,990,753.00	2,061,332.54	(70,579.54)	103.55%
<b>All Other Revenue Total</b>	<b>4,837,789.00</b>	<b>4,782,186.82</b>	<b>55,602.18</b>	<b>98.85%</b>		<b>4,867,305.00</b>	<b>4,837,194.44</b>	<b>30,110.56</b>	<b>99.38%</b>
<b>Expenses</b>									
Total Insurance	205,600.00	123,781.49	81,818.51	60.21%		293,700.00	233,875.96	59,824.04	79.63%
Total Audit & Legal	146,000.00	117,051.94	28,948.06	80.17%		152,500.00	132,535.30	19,964.70	86.91%
Total Data Processing	40,000.00	54,183.09	(14,183.09)	135.46%		54,300.00	38,711.43	15,588.57	71.29%
Total Celebrations	-	-	0.00	#DIV/0!		-	-	0.00	#DIV/0!
Total Debt Service	531,175.00	421,100.00	110,075.00	79.28%		416,384.00	369,321.25	47,062.75	88.70%
Total Unallocated Contingency	125,000.00	7,242.42	117,757.58	5.79%		42,670.00	71,022.70	(28,352.70)	166.45%
<b>All Other Expense Total</b>	<b>1,047,775.00</b>	<b>723,358.94</b>	<b>324,416.06</b>	<b>69.04%</b>		<b>959,554.00</b>	<b>845,466.64</b>	<b>114,087.36</b>	<b>88.11%</b>
<b>Net Total All Other</b>	<b>3,790,014.00</b>	<b>4,058,827.88</b>	<b>(268,813.88)</b>	<b>107.09%</b>		<b>3,907,751.00</b>	<b>3,991,727.80</b>	<b>(83,976.80)</b>	<b>102.15%</b>
<b>Capital Outlay</b>									
<b>Revenues</b>									
ARPA Funds	30,000.00	70,320.50	(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	96,559.73	3,043,440.27	3.08%
Other Miscellaneous	1,910,000.00	(676.86)	1,910,676.86	-0.04%		5,000.00	3,889.84	1,110.16	77.80%
Transfers In	-	-	0.00	#DIV/0!		-	-	0.00	#DIV/0!
<b>Capital Outlay Revenue Total</b>	<b>6,091,590.00</b>	<b>69,643.64</b>	<b>6,021,946.36</b>	<b>1.14%</b>		<b>3,268,000.00</b>	<b>100,449.57</b>	<b>3,167,550.43</b>	<b>3.07%</b>
<b>Expenses</b>									
<b>Capital Outlay Expense Total</b>	<b>3,480,000.00</b>	<b>758,966.30</b>	<b>2,721,033.70</b>	<b>21.81%</b>		<b>3,781,250.00</b>	<b>141,991.16</b>	<b>3,639,258.84</b>	<b>3.76%</b>
<b>Net Capitial Outlay</b>	<b>2,611,590.00</b>	<b>(689,322.66)</b>	<b>3,300,912.66</b>	<b>-26.39%</b>		<b>(513,250.00)</b>	<b>(41,541.59)</b>	<b>(471,708.41)</b>	<b>8.09%</b>

	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%	2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 11/30/2025	2025 Budget Less Actual	9 % S/B 75.00%
Revenues	\$ 12,596,715.00	\$ 7,200,013.59	\$ 5,571,753.10	57.16%	\$ 10,195,587.00	\$ 7,044,018.32	\$ 3,356,382.70	69.09%
Expenditures	\$ 10,241,928.00	\$ 7,477,924.55	\$ 2,764,003.45	73.01%	\$ 10,428,013.00	\$ 5,925,597.26	\$ 4,502,415.74	56.82%
Library Transfer Out	\$ 290,000.00	\$ 290,000.00	\$ -	100.00%	\$ 306,969.00	\$ 306,969.00	\$ -	100.00%
			\$ -					
<b>Net Revenue Less Expenditure</b>	<b>\$ 2,064,787.00</b>	<b>\$ (567,910.96)</b>	<b>\$ 2,807,749.65</b>		<b>\$ (539,395.00)</b>	<b>\$ 811,452.06</b>	<b>\$ (1,146,033.04)</b>	
Ferguson Land Purchase (Contingency Funds)		\$ 646,468.29						
<b>Actual Net / Revenue Over Expense</b>		<b>\$ 78,557.33</b>			\$ 6,646,763.00			
	\$ -	\$ -			\$ -	\$ -		
	\$ -	\$ -			\$ -	\$ -		

### Greater Richland Tourism

<b>Revenues</b>								
Total City Room Tax Dollars	-	58,362.31	(58,362.31)	#DIV/0!	60,000.00	64,429.32	(4,429.32)	107.38%
Total Other Muni Room Tax Dollars	-	103,629.88	(103,629.88)	#DIV/0!	45,000.00	49,489.67	(4,489.67)	109.98%
Total MISCELLANEOUS REVENUES:	-	1,381.39	(1,381.39)	#DIV/0!	600.00	927.97	(327.97)	154.66%
<b>GRT Revenue Total:</b>	-	163,373.58	(163,373.58)	#DIV/0!	105,600.00	114,846.96	(9,246.96)	108.76%
<b>Expenses - Greater Richland Tourism</b>	-	106,952.40	(106,952.40)	#DIV/0!	99,257.05	96,925.07	2,331.98	97.65%
<b>Net Total Greater Richland Tourism</b>	-	56,421.18	(56,421.18)	#DIV/0!	6,342.95	17,921.89	(11,578.94)	282.55%

### Library

<b>Revenues</b>								
Total Levy Funds from City	290,000.00	290,000.00	0.00	100.00%	306,969.00	306,969.00	0.00	100.00%
Total County Funds	134,591.00	134,594.78	(3.78)	100.00%	143,836.00	136,386.10	7,449.90	94.82%
Total MISCELLANEOUS REVENUES:	13,200.00	21,662.58	(8,462.58)	164.11%	16,000.00	23,927.61	(7,927.61)	149.55%
<b>Library Revenue Total:</b>	437,791.00	446,257.36	(8,466.36)	101.93%	466,805.00	467,282.71	(477.71)	100.10%
<b>Expenses - Library</b>	437,791.00	413,388.35	24,402.65	94.43%	466,805.00	386,609.52	80,195.48	82.82%
<b>Net Total Library</b>	-	32,869.01	(32,869.01)	#DIV/0!	-	80,673.19	(80,673.19)	#DIV/0!



# CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 5.

**Agenda Item:** 178 S. Central Avenue (Vintage Interiors LLC) Hazardous Sidewalk Replacement

**Requested & Presented by:** Jasen Glasbrenner, Director of Public Works

**Meeting Date:** Finance Committee and Common Council on 01-06-2026

**Committee Review:** Public Works Committee on 12-17-2025 – The matter was discussed for informational purposes, with the understanding that it would be brought directly to the Common Council for action.

**Background:** The sidewalk in front of 178 S. Central Avenue was determined to be unsafe due to deteriorated concrete and compromised subgrade support associated with an underlying coal tunnel, creating a substantial public safety concern.

**Due Diligence Summary:** Beginning in July 2025, City staff made repeated good-faith efforts to work with the property owner regarding the sidewalk through phone calls, emails, a site inspection, communicating ordinance requirements, and requesting verification from a professional engineer and/or a remediation plan.

A formal Notice of Ordinance Violation was issued via certified mail on October 22, 2025 requiring prompt replacement of the sidewalk under the design consultation of a Wisconsin-licensed professional engineer. The City granted an extension to allow additional time for the owner to submit a comprehensive remediation proposal; however, no proposal or engineering verification was received.

Staff have consulted with legal counsel and professional engineers regarding the condition and the City's authority to proceed. After preliminary review of site images, consulting engineers concurred that the sidewalk presents a substantial public safety hazard and that full removal, subgrade remediation, and replacement are likely to be the most appropriate and economical path forward. As a result, staff have initiated the next steps necessary to address the hazard and protect public safety.

**Department Recommendation:** Authorize City staff to proceed with removal and replacement of the hazardous sidewalk in accordance with WI §66.0907 and City Ordinance Chapter 620.05.

**Financial Impact:** Project costs are anticipated to exceed \$25,000, triggering Wisconsin public construction bidding requirements. The expense will initially be borne by the City, with full cost recovery pursued through direct billing to the property owner or special assessment if unpaid.

**Funding Source:** Unbudgeted Expense – Unallocated Contingency (10-59100-390)

## Requested Action:

**FINANCE:** Motion to recommend to the Common Council authorizing staff to proceed with hazardous sidewalk replacement, issue required legal notices, solicit bids under Wisconsin public construction law, and recover all associated costs from the property owner.

**COUNCIL:** Motion to approve authorizing staff to proceed with hazardous sidewalk replacement, issue required legal notices, solicit bids under Wisconsin public construction law, and recover all associated costs from the property owner.

## Attachment(s):

- 178 S. Central Ave Hazardous Sidewalk Replacement Photos
- 178 S. Central Ave Notice of Violation 10-22-2025
- Chapter 620.05 – Required Maintenance Of Existing Sidewalks; WI SS 66.0907 – Sidewalks



# 178 S. CENTRAL AVENUE (VINTAGE INTERIORS LLC) HAZARDOUS SIDEWALK REPLACEMENT

Item 5.





## NOTICE OF ORDINANCE VIOLATION

LANDOWNER	DATE
Vintage Interiors LLC	October 22, 2025
PARCEL NUMBER	SITE ADDRESS
276-2100-1150	178 S Central Ave
VIOLATION	

Landowner Failure to Maintain Sidewalk in Safe Condition

CITY ORDINANCE(S)
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City of Richland Center Zoning Ordinance, *Chapter 620, Section 620.05 (1) b.* – “Any area of the sidewalk where a portion of the concrete is missing or where a portion of the concrete has become loosened, so it is no longer a solid portion of the sidewalk.”

ACTION NECESSARY TO CORRECT VIOLATION
---------------------------------------

The property owner is hereby required to promptly replace the sidewalk in a professional manner. Due to the sidewalk being suspended over a hollow subgrade area, the City requires that the replacement be completed under the design consultation of a Wisconsin-licensed professional engineer to ensure compliance with all applicable state and local building codes and standards.

YOU ARE ORDERED TO CORRECT THE AFOREMENTIONED VIOLATIONS BY
---

Within 20 days of service of this notice.

Failure to comply with this deadline may result in the City causing such work to be done at the expense of the property owner.

SIGNATURE: Jasen Glasbrenner NAME: Jasen Glasbrenner TITLE: Public Works Director DATE: 10/22/2025

CITY OF RICHLAND CENTER PUBLIC WORKS DEPARTMENT  
450 S Main St, Richland Center, WI 53581  
Phone: (608) 647-3466  
zoning@richlandcenterwi.gov



## CHAPTER 620

### REGULATING INSTALLATION AND MAINTENANCE OF SIDEWALKS AND DRIVEWAY OPENINGS ONTO PUBLIC STREETS AND STANDARDIZING SPECIFICATIONS FOR CONCRETE SIDEWALKS, DRIVEWAY OPENINGS AND CURB AND GUTTER

#### 620.05 REQUIRED MAINTENANCE OF EXISTING SIDEWALKS

**(1) Duty of Landowners to Maintain Sidewalks.** After a sidewalk which fronts on or abuts a public street or highway has been installed, it shall thereafter be the duty of the owner and of all succeeding owners of the property abutting to the front of or to the side of such sidewalk to maintain the sidewalk in such condition as to make it safe for pedestrian traffic. The following conditions are deemed to be conclusive evidence that a sidewalk is unsafe for pedestrian traffic:

- a. Any variation in elevation between one section of the sidewalk and an abutting section which exceeds 3/4 of an inch.
- b. Any area of the sidewalk where a portion of the concrete is missing or where a portion of the concrete has become loosened so it is no longer a solid portion of the sidewalk.

No person shall remove an existing sidewalk or any portion thereof (except preparatory to the replacement thereof immediately thereafter, as part of such replacement operation) unless prior to such removal the Common Council has, by ordinance or resolution, approved the removal without replacement of such sidewalk.

**(2) Repair or Replacement of Defective Sidewalks.** Pursuant to sec. 66.0907, Wisconsin Statutes, the Common Council may order at any time any property owner to repair or remove and replace any sidewalk which is unsafe, defective or insufficient with a sidewalk meeting the standards set forth herein. If the property owner shall fail to so repair or remove and replace such sidewalk within twenty (20) day after service of the notice provided in sec. 66.0907, Wisconsin Statutes, the Common Council shall have the Public Works Department or a contractor repair or reconstruct such sidewalk and the City Clerk shall enter the total cost thereof upon the tax roll as a special tax against said lot or parcel of land. If a life-threatening situation exists which is caused by a sidewalk in need of repair, the Public Works Committee shall direct the property owner to make repairs within seven (7) days. If the property owner shall fail to repair such sidewalk within the required period, the Public Works Committee shall have the Public Works Department or a contractor make the necessary repairs and the City Clerk shall enter the total cost thereof on the tax roll as a special tax against said parcel.

### **(3) Actions of the City Upon Landowner's Failure to Maintain Sidewalks.**

**(a) Authority of the City to Order Sidewalk Replacement or Repairs.** The Public Works Superintendent may order any sidewalk which is found to be unsafe, defective or insufficient, to be repaired or removed and replaced with a sidewalk in conformity with the foregoing standards.

**(b) Notice.** A copy of the notice directing such repair or removal and replacement shall be served upon the owner or an agent of the owner of each lot or parcel of land in front of which such work is required.

**(c) Service of Notice.** Service of the notice may be made by any of the following methods:

1. Personal delivery upon the owner or the owner's agent if the owner is not a natural person.
2. Mailing by certified or registered mail to the property owner at the address shown in the most recent real estate tax records of the Richland County Treasurer for the owner of the property.

3. Publication in the official city newspaper as a class 1 notice under chapter 985 Wisconsin Statutes, together with mailing by 1<sup>st</sup> class mail if the name and mailing address of the owner can be readily ascertained. If such information cannot be readily ascertained, the mailing shall be to the name and mailing address of the owner at the address shown in the most recent real estate tax records of the Richland County Treasurer for the owner of the property.

**(d) Rights of City upon Failure of Owner to Make Required Repairs.** If the owner neglects for a period of twenty (20) days after such service of notice to lay, remove, replace or repair the sidewalk, or such longer period of time set forth in the notice as determined by the Public Works Committee of the Common Council, the City may cause such work to be done at the expense of the property owner. All work for construction of sidewalks shall be let by contract to the lowest responsible bidder, except as provided in sec. 62.15(1), Wis. Stats. **[Note: per 62.15(1) if total cost exceeds \$25,000 requires bids; if \$5,000 or more but less than \$25,000 requires publishing notice of proposed construction]**

**(e) Minor Repairs.** If the cost of repairs of any sidewalk in front of or to the side of any lot or parcel of land does not exceed the sum of \$100.00, the Public Works Committee may immediately repair such sidewalk without notice or may contract to have the work performed without the need to secure bids therefor, and may then charge the cost thereof to the owner of such lot or parcel of land as herein provided.

**(f) Expense.** The Public Works Superintendent shall keep an accurate account of the expenses of laying, removing and repairing sidewalks in front of each lot or parcel of land, whether the work is done by a contractor or by the public works department, and report the expenses to the City Clerk, who shall annually prepare a statement of the expenses so incurred in front of or to the side of each lot or parcel of land. The amount charged to each lot or parcel of land shall be entered by the City Clerk in the tax roll as a special tax against said lot or parcel of land, and the same shall be collected in all respects like other taxes upon real estate.

**(g) Payment of Expense of Repairs in Installment Payments.** Any expense so incurred which exceeds one thousand dollars (\$1,000.00) may be paid in up to ten (10) annual installments, if permitted by the Public Works Committee of the Common Council, which shall be determined on a case by case basis, and upon such determination, the City Clerk shall prepare the expense statement to reflect the instalment payment schedule. If annual installments for such expense are authorized, the City Clerk shall charge the amount to each lot or parcel of land and enter it on the tax roll as a special tax against such lot or parcel each year until all installments have been entered, and the amount shall be collected in all respects like other taxes upon real estate.

## **620.06 EXTENSIONS OF TIME TO MAKE REQUIRED SIDEWALK REPAIRS**

**(1) Requests for Extension.** A property owner may, for good cause, request an extension of time to make needed repairs to or installation of their sidewalk after they have received a notice from the City to make such repairs or installation.

## **66.0907 Sidewalks.**

- (1) Part of street; obstructions.** Streets shall provide a right-of-way for vehicular traffic and, where the council requires, a sidewalk on either or both sides of the street. The sidewalk shall be for the use of persons on foot, and no person may encumber the sidewalk with boxes or other material. The sidewalk shall be kept clear for the use of persons on foot.
- (2) Grade.** If the grades of sidewalks are not specially fixed by ordinance, the sidewalks shall be laid to the established grade of the street.
- (3) Construction and repair.**
  - (a) Authority of council.** The council may by ordinance or resolution determine where sidewalks shall be constructed and establish the width, determine the material and prescribe the method of construction of standard sidewalks. The standard may be different for different streets. The council may order by ordinance or resolution sidewalks to be laid as provided in this subsection.
  - (b) Board of public works.** The board of public works may order any sidewalk which is unsafe, defective or insufficient to be repaired or removed and replaced with a sidewalk in accordance with the standard fixed by the council.
  - (c) Notice.** A copy of the ordinance, resolution or order directing the laying, removal, replacement or repair of sidewalks shall be served upon the owner, or an agent, of each lot or parcel of land in front of which the work is ordered. The board of public works, or either the street commissioner or the city engineer if so requested by the council, may serve the notice. Service of the notice may be made by any of the following methods:
    - 1. Personal delivery.**
    - 2. Certified or registered mail.**
    - 3. Publication in the official newspaper as a class 1 notice, under ch. 985, together with mailing by 1st class mail if the name and mailing address of the owner or an agent can be readily ascertained.**
  - (d) Default of owner.** If the owner neglects for a period of 20 days after service of notice under par. (c) to lay, remove, replace or repair the sidewalk the city may cause the work to be done at the expense of the owner. All work for the construction of sidewalks shall be let by contract to the lowest responsible bidder except as provided in s. 62.15 (1).
  - (e) Minor repairs.** If the cost of repairs of any sidewalk in front of any lot or parcel of land does not exceed the sum of \$100, the board of public works, street commissioner or city engineer, if so required by the council, may immediately repair the sidewalk, without notice,

and charge the cost of the repair to the owner of the lot or parcel of land, as provided in this section.

- (f) **Expense.** The board of public works shall keep an accurate account of the expenses of laying, removing and repairing sidewalks in front of each lot or parcel of land, whether the work is done by contract or otherwise, and report the expenses to the comptroller. The comptroller shall annually prepare a statement of the expense incurred in front of each lot or parcel of land and report the amount to the city clerk.

The amount charged to each lot or parcel of land shall be entered by the clerk in the tax roll as a special tax against the lot or parcel of land and collected like other taxes upon real estate.

The council by resolution or ordinance may provide that the expense incurred may be paid in up to 10 annual installments and the comptroller shall prepare the expense statement to reflect the installment payment schedule. If annual installments for sidewalk expenses are authorized, the city clerk shall charge the amount to each lot or parcel of land and enter it on the tax roll as a special tax against the lot or parcel each year until all installments have been entered, and the amount shall be collected like other taxes upon real estate.

The council may provide that the street commissioner or city engineer perform the duties imposed by this section on the board of public works.

- (5) **Snow and ice.** The board of public works shall keep the sidewalks of the city clear of snow and ice in all cases where the owners or occupants of abutting lots fail to do so, and the expense of clearing in front of any lot or parcel of land shall be included in the statement to the comptroller required by sub. (3) (f), in the comptroller's statement to the city clerk and in the special tax to be levied. The city may also impose a fine or penalty for neglecting to keep sidewalks clear of snow and ice.
- (6) **Repair at city expense.** The council may provide that sidewalks shall be kept in repair by and at the expense of the city or may direct that a certain proportion of the cost of construction, reconstruction or repair be paid by the city and the balance by abutting property owners.
- (7) **Rules.** The council may by ordinance implement the provisions of this section, regulate the use of the sidewalks of the city and prevent their obstruction.
- (10) **Application of section; definitions.** The provisions of this section do not apply to 1st class cities but apply to towns and villages, and when applied to towns and villages:
- (a) **"Board of public works"** means the committee or officer designated to handle street or sidewalk matters.

**(b) "City" means town or village.**

**(c) "Comptroller" means clerk.**

**(d) "Council" means town board or village board.**

**History: 1975 c. 172, 356, 421, 422; 1979 c. 32; 1983 a. 189, 532; 1991 a. 316; 1993 a. 490; 1999 a. 150 s. 542; Stats. 1999 s. 66.0907.**

**A city cannot delegate its primary responsibility to maintain its sidewalks, nor delegate or limit its primary liability by ordinance. *Kobelinski v. Milwaukee & Suburban Transport Corp.* 56 Wis.2d 504, 202 N.W.2d 415 (1972).**

**The defendant property owners' failure to remove snow and ice from sidewalks in violation of a municipal ordinance did not constitute negligence per se. *Hagerty v. Village of Bruce*, 82 Wis.2d 208, 262 N.W.2d 102 (1978).**

**A city, exercising its police power, can impose a special tax on properties for the cost of installing a sidewalk on an adjacent city right-of-way without showing that the properties would be benefited. *Stehling v. City of Beaver Dam*, 114 Wis.2d 197, 336 N.W.2d 401 (Ct.App. 1983).**