



## OFFICIAL PUBLIC NOTICE

### MEETING OF THE FINANCE COMMITTEE

TUESDAY, DECEMBER 02, 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](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** *Motion to waive the reading and approve the minutes of the last meeting.*

- [1.](#) Meeting Minutes from 11/4/2025

#### **PAYMENT OF BILLS**

- [2.](#) Bills for Approval

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

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

#### **ECONOMIC DEVELOPMENT DIRECTOR'S REPORT**

#### **DISCUSSION AND ACTION ITEMS**

- [4.](#) Audit Engagement for 2025
- [5.](#) Reallocation of HUD Grant Funds
- [6.](#) Award Public Works Heater Replacement
- [7.](#) 2026 Richland County EMS Contract
- [8.](#) BID AWARD: Razing and Site Restoration, 695 N Chestnut St

**SET NEXT MEETING DATE** - January 6, 2026

#### **ADJOURNMENT**

Posted this 26th day of November, 2025 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, NOVEMBER 4, 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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**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, Director of Public Works Jasen Glasbrenner, Municipal Services Specialist Darcy Perkins, Alderpersons: Rachel Schultz, Douglas Martyniuk, Ron Fruit, and Mayor Todd Coppernoll.

**APPROVAL OF MINUTES:** *Motion by Tepley, second by Walters to waive the reading of October 7, 2025, meeting minutes and approve as presented; motion carried 3-0.*

### PAYMENT OF BILLS

*Motion by Walters, seconded by Tepley to approve bills as presented on November 4, 2025, in the amount of \$505,477.46, of which \$1,532.79 are paid from the Greater Richland Tourism fund with the remainder paid from the City General Fund. Upon roll call vote, all members voted aye; motion carried 3-0.*

### TREASURER'S REPORT

Financial Officer Misty Molzof presented the Treasurer's Report for September, noting a beginning balance of \$10.5 million, an ending balance of \$10.2 million, and \$33,856 in interest earned across all accounts; department revenue and expenditure by department for September were included with meeting materials, no irregularities were reported.

### ECONOMIC DEVELOPMENT DIRECTOR'S REPORT

Glasbrenner reported on the status of active grants, specifically mentioning HUD, CDI, and two Innovation Planning grants. He also provided updates on developments currently in various stages, including Panorama, Stori Field, and Cobblestone.

### DISCUSSION AND ACTION ITEMS

**Use of City Land for Storm Water Management for the Lamont Subdivision:** Glasbrenner reported that the developer of the Lamont Subdivision has requested the use of approximately 2.7 acres of City-owned land on the northwest corner of Tax Parcel #276-1711-2000 to accommodate additional stormwater management needs. This parcel is currently unimproved, unmaintained, and not used for recreational purposes.

*Motion by Cairns, seconded by Walters to recommend to Council the authorization of the potential use of City-owned land located in the northwestern portion of North Park—an area currently unmaintained and not used for recreational purposes—for stormwater management facilities serving the proposed adjacent Lamont Subdivision, subject to the following conditions: Engineering Necessity: Subdivision engineering shall demonstrate that use of the City parcel is reasonably necessary to achieve proper stormwater management for the subdivision and to ensure compliance with all applicable City, State, and DNR requirements. Broader area stormwater management benefits shall also be considered. Environmental Suitability: The proposed site shall be evaluated and determined by City-approved engineers to be environmentally suitable for stormwater management purposes. Staff Oversight: The City Administrator and Public Works Director are authorized to review and direct the proposed use of the land. Final approval for such use shall be executed by the Common Council through the subdivision plating process. Upon roll call vote, motion passed unanimously 3-0.*

**Resolution Adopting Updated Airport Lease and Rental Fees:** Perkins reported that the City manages eleven (11) private hangar lot lease agreements and six (6) city-owned hangar rental agreements at the airport. Current rates do not reflect market rate and have not been updated in several years. With many agreements up for renewal, staff recommend updating the fees at this time. Recommendations were developed using comparative data, inflationary trends, and guidance from the Wisconsin Bureau of Aeronautics. The Public Works Committee approved the recommendation on 10/16/2025, and, if approved by Finance, it will proceed to the Council on 11/4/2025.

*Motion by Cairns, seconded by Walters to recommend Council adopt Resolution #2025-12, implementing updated airport lease and rental fees, and authorizing the City Attorney to prepare updated lease and rental agreements using a standardized lease form. Upon roll call vote, motion passed unanimously 3-0.*

**Array/US Cellular Land Lease Agreement:** Oliphant reported that negotiations with Array (formerly US Cellular) have resulted in proposed ground lease payments of \$1,200 per month, or \$14,400 annually, on a 5-year agreement with five additional 5-year automatic renewals (up to 25 years), with annual rent increases tied to CPI. The tower is critical to county public safety communications, making a mutually agreeable lease essential.

*Motion by Cairns, seconded by Tepley, to recommend Council approve the Array/US Cellular Land Lease Agreement as presented. Upon roll call vote, motion passed unanimously 3-0.*

**SET NEXT MEETING DATE** - Regular Meeting on December 2, 2025.

**ADJOURNMENT** *Motion by Cairns, seconded by Walters to adjourn. Motion carried. The meeting adjourned at approximately 6:24 p.m.*

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

## City of Richland Center - Finance Committee Council Payment Approval Report - December 2, 2025

Item 2.

## Invoices Approved by Dept Head Entered into System between 11/05/2025 - 12/01/2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
ABT SWAYNE LAW LLC	11/25/2025	Legal: City Administrator / General	\$ 2,946.30				
ABT SWAYNE LAW LLC	11/25/2025	Legal: Common Council Legal Services	\$ 1,410.00				
ABT SWAYNE LAW LLC	11/25/2025	Legal: Economic Development - Developer Agreements	\$ 900.00				
ABT SWAYNE LAW LLC	11/25/2025	Legal: Ordinance / Traffic Legal Services	\$ 971.00				
<b>TOTAL</b>	<b>ABT SWAYNE LAW LLC</b>			\$ 6,227.30			
<b>TOTAL</b>	<b>AFLAC</b>			\$ 465.48		Payroll Related - EE W/Holding	
ALL AMERICAN DO IT CENTER	10/27/2025	PW/Streets: Scissor Lift	\$ 236.00		11/13/2025	Public Works	11/20/2025
ALL AMERICAN DO IT CENTER	11/5/2025	PW/Streets: Police Entrance Patch	\$ 37.47			Public Works	11/20/2025
ALL AMERICAN DO IT CENTER	10/28/2025	PW/Streets: Police Patch Supplies	\$ 68.97		11/21/2025	Public Works	11/20/2025
ALL AMERICAN DO IT CENTER	11/21/2025	PW/B&G: City Hall Ceiling Tiles	\$ 189.98				
<b>TOTAL</b>	<b>ALL AMERICAN DO IT CENTER</b>			\$ 532.42			
ALLIANT ENERGY/WPL	11/3/2025	PW/Airport: Terminal Building Utilities	\$ 125.69		11/13/2025	Public Works	11/20/2025
ALLIANT ENERGY/WPL	11/11/2025	Alliant Energy - St Hwy 80 Shelter Electricity - 112 KWH	\$ 19.89		11/21/2025	Public Works	11/20/2025
ALLIANT ENERGY/WPL	11/10/2025	Airport: Cty Hwy B Hanger	\$ 33.30		11/21/2025	Public Works	11/20/2025
ALLIANT ENERGY/WPL	11/10/2025	Airport: Cty Hwy B Runway Lt	\$ 210.92		11/21/2025	Public Works	11/20/2025
ALLIANT ENERGY/WPL	11/13/2025	PW/Streets: Street Lts 14-Walmart	\$ 17.33				
<b>TOTAL</b>	<b>ALLIANT ENERGY/WPL</b>			\$ 407.13			
<b>TOTAL</b>	<b>American Heritage Life Insurance Company</b>			\$ 167.12		Payroll Related - EE W/Holding	
AMAZON CAPITAL SERVICES	9/22/2025	Police: Enforcement / Investigation Supplies	\$ 82.39		11/13/2025		
AMAZON CAPITAL SERVICES	11/17/2025	Admin/City Office: Paper	\$ 46.99				
AMAZON CAPITAL SERVICES	11/17/2025	Admin/City Office: Paper (Certificate)	\$ 10.99				
AMAZON CAPITAL SERVICES	11/17/2025	Econ Development: Laptop Docking Station	\$ 190.97				
AMAZON CAPITAL SERVICES	11/19/2025	PW/Streets: OSHA Danger Sign	\$ 19.98			Public Works	11/20/2025
AMAZON CAPITAL SERVICES	11/14/2025	Police: Haning File Folders, Staples, and Desk Calendar	\$ 78.56				
AMAZON CAPITAL SERVICES	11/29/2025	PW/Streets: OSHA Danger Sign - Returned	\$ (19.98)				
<b>TOTAL</b>	<b>AMAZON CAPITAL SERVICES</b>			\$ 409.90			
<b>TOTAL</b>	<b>ASSURITY LIFE INSURANCE COMPANY</b>			\$ 86.31		Payroll Related - EE W/Holding	
ASCAP, American Society of Composers	11/20/2025	Admin: Annual License Fee	\$ 455.54				
<b>TOTAL</b>	<b>ASCAP, American Society of Composers</b>			\$ 455.54			
AUTO VALUE PARTS STORES	11/10/2025	PW/Streets: LED Warning Light	\$ 49.99			Public Works	11/20/2025
AUTO VALUE PARTS STORES	11/12/2025	PW/Streets: Vapor Canister Purge	\$ 51.99			Public Works	11/20/2025
AUTO VALUE PARTS STORES	11/14/2025	PW/Streets: GL Prime Green	\$ 64.74			Public Works	11/20/2025
AUTO VALUE PARTS STORES	11/14/2025	PW/Streets: 2017 Ford F-450 Engine Coolant/Gasket	\$ 16.48			Public Works	11/20/2025
AUTO VALUE PARTS STORES	11/17/2025	PW/Streets: GL Command Red	\$ 35.98			Public Works	11/20/2025
AUTO VALUE PARTS STORES	11/20/2025	PW/Streets: Truck #55 Relay Repair	\$ 17.48				
AUTO VALUE PARTS STORES	11/20/2025	PW/Streets: Truck #55 Belt Repair	\$ 73.99				
AUTO VALUE PARTS STORES	11/24/2025	PW/Streets: Truck #55 Belt Repair	\$ 19.00				
<b>TOTAL</b>	<b>AUTO VALUE PARTS STORES</b>			\$ 329.65			
AUTO ZONE	7/16/2025	Police: Squad Car Duralast Flex Overpaid	\$ (37.48)				
<b>TOTAL</b>	<b>AUTO ZONE</b>			\$ (37.48)			
		PW/Streets: Monthly Cylinder PW/Streets: Monthly Cylinder PW/Streets:					
BADGER WELDING SUPPLY, INC	10/31/2025	Monthly cylinder Rental Rentals	\$ 38.75		11/21/2025	Public Works	11/20/2025
<b>TOTAL</b>	<b>BADGER WELDING SUPPLY, INC</b>			\$ 38.75			
BFI Waste Services	10/31/2025	PW/Refuse: Garbage & Recycling Services / Transfer Station	\$ 889.92		11/21/2025	Public Works	11/20/2025
BFI Waste Services	10/31/2025	PW/Refuse: Garbage Services	\$ 16,808.60		11/21/2025	Public Works	11/20/2025

## City of Richland Center - Finance Committee Council Payment Approval Report - December 2, 2025

Item 2.

## Invoices Approved by Dept Head Entered into System between 11/05/2025 - 12/01/2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
BFI Waste Services	10/31/2025	PW/Refuse: Recycling Services	\$ 5,706.85		11/21/2025	Public Works	11/20/2025
BFI Waste Services	10/31/2025	PW/Refuse: Landfill Roll Offs & Tonnage (32.93)	\$ 3,609.34		11/21/2025	Public Works	11/20/2025
BFI Waste Services	11/15/2025	PW/Refuse: Landfill Roll Offs & Tonnage (20.25)	\$ 1,678.82				
<b>TOTAL</b>	<b>BFI Waste Services</b>			\$ 28,693.53			
BINDL TIRE & AUTO, LTD	11/6/2025	PW/B&G: Tool Cat Tire Repair	\$ 28.50		11/21/2025	Public Works	11/20/2025
BINDL TIRE & AUTO, LTD	11/6/2025	PW/B&G: New Holland Tractor Tube	\$ 26.00		11/21/2025	Public Works	11/20/2025
<b>TOTAL</b>	<b>BINDL TIRE &amp; AUTO, LTD</b>			\$ 54.50			
BOARDMAN & CLARK LLP	11/21/2025	LEGAL: EMS Contract Review & Correspondance	\$ 3,650.00				
<b>TOTAL</b>	<b>BOARDMAN &amp; CLARK LLP</b>			\$ 3,650.00			
CAPITAL ONE	9/24/2025	CC/SC: WSRC Supplies	\$ (43.24)		11/13/2025		
CAPITAL ONE	11/10/2025	Police: Keyboard and Mouse	\$ 21.48				
CAPITAL ONE	11/17/2025	Police: Batteries	\$ 53.61				
CAPITAL ONE	11/20/2025	Police: Shop with a Cop Gift Card	\$ 300.00				
<b>TOTAL</b>	<b>CAPITAL ONE</b>			\$ 331.85			
CITY UTILITIES	11/5/2025	PW/Street Patch - Hillside Drive - Billed out through AR	\$ 5,940.00				
CITY UTILITIES	11/5/2025	Aquatic: 1 Poly Tube"	\$ 8.19			Park Board	11/24/2025
<b>TOTAL</b>	<b>CITY UTILITIES</b>			\$ 5,948.19			
COMPUTER DOCTORS LLC	11/12/2025	Ashley laptop work	\$ 75.00				
COMPUTER DOCTORS LLC	10/10/2025	Cisco Duo Security - 1 year edition (ex 10/2026)	\$ 72.00		11/21/2025		
COMPUTER DOCTORS LLC	10/10/2025	Veeam 1 yr license (exp 10/2026)	\$ 446.00		11/21/2025		
COMPUTER DOCTORS LLC	10/10/2025	Printer driver issues - municipal bldg	\$ 75.00		11/21/2025		
COMPUTER DOCTORS LLC	11/10/2025	Police: Cisco Duo Security 1-Year - Jared Wilson VPN	\$ 36.00				
<b>TOTAL</b>	<b>COMPUTER DOCTORS LLC</b>			\$ 704.00			
COMMUNITY FIRST BANK	10/1/2025	Debt Payment: 2018 CFB Loan - Interest Payment	\$ 4,926.13		10/1/2025		
<b>TOTAL</b>	<b>COMMUNITY FIRST BANK</b>			\$ 4,926.13			
ELLIOTT, JUDY	10/30/2025	Police: Richland Area Rescue - 7/31, 8/4, 8/24, 8/16, 8/25, 9/12	\$ 360.00		11/21/2025		
<b>TOTAL</b>	<b>ELLIOTT, JUDY</b>			\$ 360.00			
FERRELLGAS	10/24/2025	PW/Streets: Propane	\$ 40.00		11/21/2025	Public Works	11/20/2025
<b>TOTAL</b>	<b>FERRELLGAS</b>			\$ 40.00			
FRONTIER	11/1/2025	Police: Voice Grade Channel Termination	\$ 10.70		11/13/2025		
FRONTIER	3/1/2025	Police: Voice Grade Channel Termination	\$ 10.70		11/13/2025		
FRONTIER	11/9/2025	Airport (608-647-4237)	\$ 124.52			Public Works	11/20/2025
FRONTIER	11/8/2025	Frontier - Landfill Phone Line	\$ 112.78		11/21/2025	Public Works	11/20/2025
FRONTIER	11/9/2025	Airport (608-383-0969)	\$ 124.52			Public Works	11/20/2025
<b>TOTAL</b>	<b>FRONTIER</b>			\$ 383.22			
GENUINE TELECOM	11/1/2025	PW/Streets: phone	\$ 36.13		11/13/2025	Public Works	11/20/2025
GENUINE TELECOM	11/1/2025	PW/CC/SC: internet	\$ 316.65		11/13/2025		
GENUINE TELECOM	11/1/2025	Admin/City Office: fax	\$ 41.38		11/13/2025		
GENUINE TELECOM	11/1/2025	Admin/City office: line 1	\$ 13.89		11/13/2025		
GENUINE TELECOM	11/1/2025	Admin/City Office: line 2	\$ 36.88		11/13/2025		
GENUINE TELECOM	11/1/2025	Admin/City Office: mayor phone	\$ 35.38		11/13/2025		
GENUINE TELECOM	11/1/2025	Admin/City Office: assessor phone	\$ 35.38		11/13/2025		
GENUINE TELECOM	11/1/2025	Toruism: phone	\$ 35.38		11/13/2025		
GENUINE TELECOM	11/1/2025	Admin/City Office: data	\$ 140.00		11/13/2025		
GENUINE TELECOM	11/1/2025	Police: Telephone & Fax	\$ 149.02		11/13/2025		

**City of Richland Center - Finance Committee Council Payment Approval Report - December 2, 2025**

**Invoices Approved by Dept Head Entered into System between 11/05/2025 - 12/01/2025**

Item 2.

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
<i>TOTAL</i>	<i>GENUINE TELECOM</i>			\$ 840.09			
<i>TOTAL</i>	<i>HEALTH COMPASS INC</i>			\$ 150.00		Payroll Related - EE W/Holding	
<i>TOTAL</i>	<i>INTERNAL REVENUE SERVICE</i>			\$ 37,645.34		Payroll Related - EE W/Holding	
Johnson Tractor Inc.	11/13/2025	PW/B&G: Chute, Disc - Misc Shop Supplies	\$ 400.43			Public Works	11/20/2025
<i>TOTAL</i>	<i>Johnson Tractor Inc.</i>			\$ 400.43			
KIESLER POLICE SUPPLY	11/12/2025	Police: SRT Training Rounds	\$ 480.41				
<i>TOTAL</i>	<i>KIESLER POLICE SUPPLY</i>			\$ 480.41			
IWMTV	5/31/2025	GREATER RICHLAND TOURISM STREAMING TV ADVERTISING	\$ 1,249.97				
IWMTV	5/31/2025	GREATER RICHLAND TOURISM STREAMING TV ADVERTISING	\$ 2,499.98				
IWMTV	10/31/2025	GREATER RICHLAND TOURISM STREAMING TV ADVERTISING	\$ 2,499.98				
<i>TOTAL</i>	<i>IWMTV</i>			\$ 6,249.93			
KLINGAMAN HEATING & COOL	10/30/2025	PW/B&G: Furnace Checks and Filters	\$ 1,550.00		11/13/2025	Public Works	11/20/2025
KLINGAMAN HEATING & COOL	10/30/2025	PW/B&G: Furnace Checks and Filters	\$ 167.40		11/13/2025	Public Works	11/20/2025
<i>TOTAL</i>	<i>KLINGAMAN HEATING &amp; COOL</i>			\$ 1,717.40			
KOELSCH, BEN	11/14/2025	Elected: Sponsor of Government Mtgs on You Tube (3 Council, 3 County, 1 School)	\$ 1,933.75				
<i>TOTAL</i>	<i>KOELSCH, BEN</i>			\$ 1,933.75			
LAMAR COMPANIES	11/24/2025	Admin/City office: Hwy 14 digital sign	\$ 500.00				
<i>TOTAL</i>	<i>LAMAR COMPANIES</i>			\$ 500.00			
LEAGUE OF WI MUNICIPALIT	11/17/2025	Admin: Annual League of WI Membership Dues - 2026	\$ 1,971.20				
<i>TOTAL</i>	<i>LEAGUE OF WI MUNICIPALIT</i>			\$ 1,971.20			
Liberty Vote USA Inc	11/5/2025	Admin: Elections: Annual License	\$ 498.30				
<i>TOTAL</i>	<i>Liberty Vote USA Inc</i>			\$ 498.30			
METCO, INC	11/25/2025	PW/Airport: Monthly Inspection - Nov 2025	\$ 100.00				
<i>TOTAL</i>	<i>METCO, INC</i>			\$ 100.00			
Milwaukee Magazine	10/30/2025	Tourism: Marketing - Travel Section	\$ 900.00		11/13/2025		
<i>TOTAL</i>	<i>Milwaukee Magazine</i>			\$ 900.00			
NAPA AUTO PARTS	11/5/2025	PW/B&G: Grapple Bucket Hesc Replacement	\$ 188.86			Public Works	11/20/2025
NAPA AUTO PARTS	11/10/2025	PW/Streets: Battery	\$ 384.79			Public Works	11/20/2025
<i>TOTAL</i>	<i>NAPA AUTO PARTS</i>			\$ 573.65			
NATURE'S WAY PORTABLE UNITS	11/30/2025	PW/B&G: Landfill Porta - 10/30 - 11/27/2025	\$ 168.00				
NATURE'S WAY PORTABLE UNITS	11/30/2025	PW/B&G: Park Portas - 10/30 - 12/01/2025	\$ 635.00				
<i>TOTAL</i>	<i>NATURE'S WAY PORTABLE UNITS</i>			\$ 803.00			
NORTH WOODS	11/10/2025	PW/Streets: Break Away Lubricant	\$ 293.96			Public Works	11/20/2025
<i>TOTAL</i>	<i>NORTH WOODS</i>			\$ 293.96			
PITNEY BOWES GLOBAL	11/10/2025	Admin: Postage Meter Lease (9/30/2025 - 12/29/2025_	\$ 192.30				
<i>TOTAL</i>	<i>PITNEY BOWES GLOBAL</i>			\$ 192.30			
PREMIER CO-OP	10/31/2025	PW/Streets: Fuel	\$ 2,845.51		11/21/2025	Public Works	11/20/2025
PREMIER CO-OP	10/31/2025	PW/B&G: Fuel	\$ 1,113.50		11/21/2025	Public Works	11/20/2025
<i>TOTAL</i>	<i>PREMIER CO-OP</i>			\$ 3,959.01			
RANDY OLSON TRUCKING LLC	10/31/2025	PW/Streets: Move Equipment - Loader from Sun Prairie	\$ 402.50		11/21/2025	Public Works	11/20/2025
<i>TOTAL</i>	<i>RANDY OLSON TRUCKING LLC</i>			\$ 402.50			
<i>TOTAL</i>	<i>RICHLAND CENTER POLICE PROFESSIONAL</i>			\$ 485.00		Payroll Related - EE W/Holding	
RICHLAND COUNTY AMBULANCE	11/10/2025	Admin/City Office: monthly service fee for Oct services	\$ 9,590.00				

## City of Richland Center - Finance Committee Council Payment Approval Report - December 2, 2025

Item 2.

## Invoices Approved by Dept Head Entered into System between 11/05/2025 - 12/01/2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
<b>TOTAL</b>	<b>RICHLAND COUNTY AMBULANCE</b>			\$ 9,590.00			
RICHLAND ELECTRIC CO-OP	11/2/2025	PW/Parks: RC Flood Control	\$ 47.35		11/13/2025		
<b>TOTAL</b>	<b>RICHLAND ELECTRIC CO-OP</b>			\$ 47.35			
<b>TOTAL</b>	<b>RICHLAND CENTER UTILITIE</b>			\$ 14,187.01			
RICHLAND HOSPITAL, INC	10/21/2025	Police: lab work for investigation	\$ 710.00		11/21/2025		
<b>TOTAL</b>	<b>RICHLAND HOSPITAL, INC</b>			\$ 710.00			
RICHLAND OBSERVER	10/31/2025	Publications: 9/2/2025 Meeting Minutes (10/16/2025)	\$ 337.20		11/21/2025		
RICHLAND OBSERVER	10/31/2025	Publications: Zoning (10/16/2025)	\$ 108.75		11/21/2025		
RICHLAND OBSERVER	10/31/2025	Publications: Zoning Maple Grove (10/16/2025)	\$ 108.75		11/21/2025		
RICHLAND OBSERVER	10/31/2025	Publications: Ordinance #2025-08 (10/16/2025)	\$ 53.50		11/21/2025		
RICHLAND OBSERVER	10/31/2025	Publications: Zoning (10/23/2025)	\$ 123.75		11/21/2025		
RICHLAND OBSERVER	10/31/2025	Publications: Zoning Maple Grove (10/23/2025)	\$ 123.75		11/21/2025		
RICHLAND OBSERVER	10/31/2025	Publications: Street Garage Heater Replacement Bid (10/30/2025)	\$ 52.50		11/21/2025	Public Works	11/20/2025
<b>RICHLAND OBSERVER</b>	<b>9/30/2025</b>	<b>Tourism: Retail Display - A Color Fest (9/25/2025_</b>	<b>\$ 820.00</b>		<b>11/13/2025</b>		
<b>TOTAL</b>	<b>RICHLAND OBSERVER</b>			\$ 1,728.20			
RODRIGUEZ, JOEL M	11/12/2025	Police: Interpreter Services	\$ 56.25		11/21/2025		
<b>TOTAL</b>	<b>RODRIGUEZ, JOEL M</b>			\$ 56.25			
Savannah Moore	11/4/2025	PW/Parks: refund	\$ 135.00		11/13/2025	Park Board	11/24/2025
<b>TOTAL</b>	<b>Savannah Moore</b>			\$ 135.00			
SCHILLING SUPPLY COMPANY	11/5/2025	PW/B&G: Paper & Cleaning Products for Restrooms/Breakrooms	\$ 39.00		11/21/2025	Public Works	11/20/2025
SCHILLING SUPPLY COMPANY	11/5/2025	PW/B&G: Paper & Cleaning Products for Restrooms/Breakrooms	\$ 39.00		11/21/2025	Public Works	11/20/2025
SCHILLING SUPPLY COMPANY	11/5/2025	PW/B&G: Paper & Cleaning Products for Restrooms/Breakrooms	\$ 39.00		11/21/2025	Public Works	11/20/2025
SCHILLING SUPPLY COMPANY	11/5/2025	PW/B&G: Paper & Cleaning Products for Restrooms/Breakrooms	\$ 39.00		11/21/2025	Public Works	11/20/2025
SCHILLING SUPPLY COMPANY	11/5/2025	PW/B&G: Paper & Cleaning Products for Restrooms/Breakrooms	\$ 39.00		11/21/2025	Public Works	11/20/2025
SCHILLING SUPPLY COMPANY	11/5/2025	PW/B&G: Paper & Cleaning Products for Restrooms/Breakrooms	\$ 39.00		11/21/2025	Public Works	11/20/2025
SCHILLING SUPPLY COMPANY	11/5/2025	PW/B&G: Paper & Cleaning Products for Restrooms/Breakrooms	\$ 39.00		11/21/2025	Public Works	11/20/2025
SCHILLING SUPPLY COMPANY	11/5/2025	PW/B&G: Paper & Cleaning Products for Restrooms/Breakrooms	\$ 39.00		11/21/2025	Public Works	11/20/2025
SCHILLING SUPPLY COMPANY	11/11/2025	PW/B&G: Paper & Cleaning Products for Restrooms/Breakrooms	\$ 856.21		11/21/2025	Public Works	11/20/2025
<b>TOTAL</b>	<b>SCHILLING SUPPLY COMPANY</b>			\$ 1,168.21			
<b>TOTAL</b>	<b>SECURIAN FINANCIAL GROUP, INC</b>			\$ 1,579.88		Payroll Related - EE W/Holding	
TC AUTOWORKS LLC	11/4/2025	Police: 2022 Ram Brakes Replace	\$ 693.27				
<b>TOTAL</b>	<b>TC AUTOWORKS LLC</b>			\$ 693.27			
TEPLEY, KARIN	11/5/2025	Historic Preservation-Thompson Memorial - From Design Funds - Pool #04	\$ 107.38		11/13/2025		
TEPLEY, KARIN	11/5/2025	Historic Preservation-Thompson Memorial - From Design Funds - Pool #04	\$ 39.56		11/13/2025		
<b>TOTAL</b>	<b>TEPLEY, KARIN</b>			\$ 146.94			
US BANK	11/3/2025	Econ Development: Supplies	\$ 50.00				
US BANK	11/20/2025	Admin Personnel: JKoch Farewell Party	\$ 18.35				
US BANK	11/20/2025	Admin Personnel: JKoch Farewell Party	\$ 144.50				
US BANK	11/19/2025	CC/SC: Supplies	\$ 144.75			Park Board	11/24/2025
<b>TOTAL</b>	<b>US BANK</b>			\$ 357.60			
U S CELLULAR	11/10/2025	PW/Streets: 304-608-7179 Flood Warning Signals	\$ 40.81				
<b>TOTAL</b>	<b>U S CELLULAR</b>			\$ 40.81			
VERIZON WIRELESS	10/21/2025	POLICE: Cell Phones	\$ 592.96		11/13/2025		
<b>TOTAL</b>	<b>VERIZON WIRELESS</b>			\$ 592.96			

## City of Richland Center - Finance Committee Council Payment Approval Report - December 2, 2025

Item 2.

## Invoices Approved by Dept Head Entered into System between 11/05/2025 - 12/01/2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
VIERBICHER ASSOCIATES, INC	11/11/2025	PW: Annual Dike Inspection	\$ 1,764.00				
<b>TOTAL</b>	<b>VIERBICHER ASSOCIATES, INC</b>			<b>\$ 1,764.00</b>			
VISA	10/31/2025	Tourism: Visa Finance Charges	\$ 12.27				
VISA	10/28/2025	Tourism: Meta Ads - Advertising	\$ 63.99				
VISA	9/28/2025	Tourism: OTC Brands - Glow Sticks	\$ 216.69				
VISA	10/28/2025	Tourism: Canoeecopia Hotel Room	\$ 328.62				
VISA	12/1/2025	Tourism: Visa Finance Charges	\$ 10.24				
<b>TOTAL</b>	<b>VISA</b>			<b>\$ 631.81</b>			
W C M A	11/13/2025	Admin: WCMA Membership Dues	\$ 172.50		11/13/2025		
<b>TOTAL</b>	<b>W C M A</b>			<b>\$ 172.50</b>			
WAL-MART	11/13/2025	Admin: License Overpayment-Class A Beer & Liquor	\$ 450.00		11/21/2025		
<b>TOTAL</b>	<b>WAL-MART</b>			<b>\$ 450.00</b>			
WALSH'S ACE HARDWARE	5/24/2025	PW/B&G: Tube Round Brass	\$ 19.50		11/13/2025	Public Works	11/20/2025
WALSH'S ACE HARDWARE	10/16/2025	PW?B&G: Batteries	\$ 10.06		11/21/2025	Public Works	11/20/2025
WALSH'S ACE HARDWARE	10/22/2025	PW/Streets: tamper Steel Handle	\$ 39.99		11/21/2025	Public Works	11/20/2025
WALSH'S ACE HARDWARE	10/29/2025	PW/B&G: Hex Bushing, Galv, Misc	\$ 2.60		11/21/2025	Public Works	11/20/2025
WALSH'S ACE HARDWARE	11/5/2025	PW/Streets: Leaf Vac Parts	\$ 21.94		11/21/2025	Public Works	11/20/2025
WALSH'S ACE HARDWARE	11/7/2025	PW/B&G: Chain Saw Oil	\$ 52.48		11/21/2025	Public Works	11/20/2025
WALSH'S ACE HARDWARE	11/7/2025	PW/B&G: Tire Gauge and Inflator Gun	\$ 6.30		11/21/2025	Public Works	11/20/2025
WALSH'S ACE HARDWARE	11/10/2025	PW/B&G: Adapter Downspout	\$ 7.28		11/21/2025	Public Works	11/20/2025
WALSH'S ACE HARDWARE	11/12/2025	PW/B&G: Lever Blw Gun, Tape, Plugs - Shop Supplies	\$ 29.54		11/21/2025	Public Works	11/20/2025
WALSH'S ACE HARDWARE	11/21/2025	Police: Cable Ties	\$ 6.68				
WALSH'S ACE HARDWARE	11/20/2025	PW/B&G: Concrete for Trailhead Signs	\$ 19.98				
WALSH'S ACE HARDWARE	11/20/2025	PW/B&G: City Hall Outside Lighting	\$ 8.99				
WALSH'S ACE HARDWARE	11/19/2025	PW/B&G: Shop Lights	\$ 119.97				
<b>TOTAL</b>	<b>WALSH'S ACE HARDWARE</b>			<b>\$ 345.31</b>			
WE ENERGIES	11/5/2025	Tourism: heat	\$ 37.61				
WE ENERGIES	11/5/2025	PW/CC/SC: COMMUNIT/SENIOR CENTER HEAT	\$ 93.10				
WE ENERGIES	11/5/2025	ADMIN/CITY OFFICE: MUNICIPAL BLDG HEAT	\$ 76.43				
WE ENERGIES	11/5/2025	PW/Streets: STREETS SHOP HEAT	\$ 45.16			Public Works	11/20/2025
WE ENERGIES	11/5/2025	PW/Parks: concessions bldg heat	\$ 9.24				
WE ENERGIES	11/5/2025	PW/Parks:pool heat	\$ 23.80				
WE ENERGIES	11/5/2025	PW/B&G: KROUSKOP PARK WARMING HOUSE HEAT	\$ 42.13			Public Works	11/20/2025
WE ENERGIES	11/6/2025	PW/CEMETERY: CEMETERY GARAGE HEAT	\$ 9.24			Public Works	11/20/2025
WE ENERGIES	11/5/2025	PW/Parks: PARKS GARAGE HEAT	\$ 33.52			Public Works	11/20/2025
<b>TOTAL</b>	<b>WE ENERGIES</b>			<b>\$ 370.23</b>			
WEX BANK	11/30/2025	POLICE: Vehicle Fuel	\$ 1,384.40				
<b>TOTAL</b>	<b>WEX BANK</b>			<b>\$ 1,384.40</b>			
<b>TOTAL</b>	<b>WI Deferred Compensation</b>			<b>\$ 1,363.62</b>		<b>Payroll Related - EE W/Holding</b>	
WI Dept of EE Trust Funds	11/5/2025	WRS WRS Additional Pay Period: 10/31/2025	\$ 70.00				
WI Dept of EE Trust Funds	11/5/2025	WRS WRS RETIREMENT Pay Period: 10/31/2025	\$ 2,876.61				
WI Dept of EE Trust Funds	11/5/2025	WRS WRS RETIREMENT Pay Period: 10/31/2025	\$ 2,876.61				
WI Dept of EE Trust Funds	11/5/2025	WRS PROTECTIVE W/ SS Employee Pay Period: 10/31/2025	\$ 2,470.16				
WI Dept of EE Trust Funds	11/5/2025	WRS PROTECTIVE W/ SS Employee Pay Period: 10/31/2025	\$ 5,334.81				
WI Dept of EE Trust Funds	11/13/2025	Health Insurance: December 2025 - Utility Portion	\$ 34,957.34		11/20/2025		



City of Richland Center - Finance Committee Council Payment Approval Report - December 2, 2025

Item 2.

Invoices Approved by Dept Head Entered into System between 11/05/2025 - 12/01/2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
WI Dept of EE Trust Funds	11/13/2025	Health Insurance: December 2025 - City EE Portion	\$ 4,980.27		11/20/2025		
WI Dept of EE Trust Funds	11/13/2025	Health Insurance: December 2025 - City ER Share	\$ 51,092.03		11/20/2025		
WI Dept of EE Trust Funds	11/13/2025	Health Insurance: December 2025 - City Annuitants	\$ 2,981.18		11/20/2025		
WI Dept of EE Trust Funds	11/13/2025	WRS: Utility Portion 10-2025	\$ 14,876.70		11/28/2025		
WI Dept of EE Trust Funds	11/13/2025	WRS: Rounding 10-2025	\$ 0.03		11/28/2025		
WI Dept of EE Trust Funds	11/19/2025	WRS WRS Additional Pay Period: 11/14/2025	\$ 70.00				
WI Dept of EE Trust Funds	11/19/2025	WRS WRS RETIREMENT Pay Period: 11/14/2025	\$ 2,840.72				
WI Dept of EE Trust Funds	11/19/2025	WRS WRS RETIREMENT Pay Period: 11/14/2025	\$ 2,840.72				
WI Dept of EE Trust Funds	11/19/2025	WRS PROTECTIVE W/ SS Employee Pay Period: 11/14/2025	\$ 2,776.73				
WI Dept of EE Trust Funds	11/19/2025	WRS PROTECTIVE W/ SS Employee Pay Period: 11/14/2025	\$ 5,996.98				
TOTAL	WI Dept of EE Trust Funds			\$ 137,040.89		Payroll Related - EE W/Holding	
WI DEPT OF JUSTICE-CRIME	11/18/2025	Police: Background Checks	\$ 7.00				
WI DEPT OF JUSTICE-CRIME	11/18/2025	Police: Background Checks	\$ 7.00				
TOTAL	WI DEPT OF JUSTICE-CRIME			\$ 14.00			
TOTAL	WI DEPT OF REVENUE			\$ 6,447.72		Payroll Related - EE W/Holding	
WI DEPT OF REVENUE-AV FUEL	11/13/2025	Aviation Fuel Tax	\$ 17.40		11/20/2025	Public Works	11/20/2025
TOTAL	WI DEPT OF REVENUE-AV FUEL			\$ 17.40			
WIL-KIL PEST CONTROL	10/31/2025	PW/Refuse: pest control landfill	\$ 67.38		11/21/2025	Public Works	11/20/2025
WIL-KIL PEST CONTROL	10/31/2025	PW/CC/SC: pest control Meyer Shelter	\$ 67.38		11/21/2025		
WIL-KIL PEST CONTROL	10/31/2025	PW/CC/SC: pest control community center	\$ 81.56		11/21/2025		
WIL-KIL PEST CONTROL	10/31/2025	PW/Admin: Municipal Building Pest Control	\$ 67.38		11/21/2025	Public Works	11/20/2025
TOTAL	WIL-KIL PEST CONTROL			\$ 283.70			
TOTAL	WORKSITE SOLUTIONS			\$ 46.70		Payroll Related - EE W/Holding	
WPPI ENERGY	11/1/2025	LED Street Light Loan Payment 0% Int	\$ 421.62		11/28/2025		
WPPI ENERGY	11/30/2025	LED Street Light Loan Payment 0% Int	\$ 421.62				
TOTAL	WPPI ENERGY			\$ 843.24			
WPRA	11/1/2025	PW/CC SC: Membership Fees	\$ 150.00			Park Board	11/24/2025
TOTAL	WPRA			\$ 150.00			

TOTAL BILLS PRESENTED FOR APPROVAL:

**\$ 296,628.81**  
**Tourism Fund \$ 8,674.73**  
**General Fund \$ 287,954.08**

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:

# CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 3.

**Agenda Item:** City Treasurer's Report

**Committee Review:** N/A

**Meeting Date:** Finance & Council – December 2, 2025

**Presented by:** Misty Molzof, Treasurer

## Recommended Action Items:

1. Approve Payment of Bills in the amount of \$296,628.81, of which \$8,674.73 are Greater Richland Tourism Bills.

Items included:

1. Treasurer's Report for period ending October 31, 2025 – "Cash Balances" Report
  - a. Beginning Balance - \$10,264,180.23
  - b. Total receipts in October - \$417,546.24: includes **total interest earned of \$29,754.82**
  - c. Total Disbursements in October - \$907,586.90
  - d. Ending Balance - \$10,044,934.25
2. Balance Sheet for period ending October 31, 2025 (4 pages)
  - a. City Funds
  - b. Greater Richland Tourism Fund
  - c. Library Fund
3. Revenue and Expenditures, Actual Versus Budget by Department for period ending October 31, 2025 (5 pages)
  - a. Each area should be about 83%, since we are 10 months into the year. I really do not see anything out of the ordinary at this time of the year. If you have any questions, or would like to get more detail, please reach out and I will be happy to go over it with you sometime.
4. Tax Bills: All of the documents required have been submitted to the County and they are working on getting everything put together and printing them. I anticipate they will go out in the mail close to December 15, 2025.
5. What else have we been doing:
  - a. Certifying names on the petition and the amended petition filed.
  - b. Completing course work as required by Wisconsin Elections Commission to recertify my access to the Election System
  - c. Payroll & Reporting
    - i. Reconciling End of Year
    - ii. Getting Ready to work on W-2', 1099', and Annual Reports
  - d. Accounting
    - i. Reconcile End of Year Accounts Payable
    - ii. Reconcile End of Year Accounts Receivable
    - iii. Reconciling Year-To-Date Budget Numbers
    - iv. Getting ready to close the year and move into 2026 and everything that entails.

					+			-	
	CITY OF RICHLAND CENTER - TREASURER'S REPORT								
	10/31/2025								
						Transfers In/(Out) Between Accounts			
Bank	FUNDS	Int Rate	BEH/MO BAL	RECEIPTS		DISBURSEMENTS		END/MO BAL	
PCB	City General Unassigned:	3.48%	\$ 84,531.45	\$ 239,322.61	\$ 500,000.00	\$ 598,959.04		\$ 224,895.02	
LGIP	State Investments #1 Unassigned	4.36%	\$ 3,745,686.85	\$ 121,754.60	\$ (500,000.00)			\$ 3,367,441.45	
PCB	Property Tax Account (partial unassigned)	3.48%	\$ 660.03	\$ 1.95				\$ 661.98	
LGIP	#2 Landfill long term care (for landfill issues)	4.36%	\$ 664,197.18	\$ 2,378.45				\$ 666,575.63	
LGIP	#3 TIF-Panorama Estates (TIF 6)	4.36%	\$ 281,648.35	\$ 1,008.57				\$ 282,656.92	
LGIP	#6 TIF 2-5 (only #4)	4.36%	\$ 153,299.86	\$ 548.96				\$ 153,848.82	
CFB	RLF Business Savings	0.50%	\$ 176,963.96	\$ 80.00				\$ 177,043.96	
CFB	RLF Business Checking	0%	\$ 1,669.45					\$ 1,669.45	
	RESTRICTED FUNDS: (by outside entity)								
PCB	CDBG Housing RLF	3.48%	\$ 167,911.02	\$ 9,503.14				\$ 177,414.16	
Richlan	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	
PCB	Library Checking	3.48%	\$ 358,818.71	\$ 1,255.13		\$ 35,386.37		\$ 324,687.47	
PCB	Room Tax	3.52%	\$ 8,905.24	\$ 25,028.92				\$ 33,934.16	
PCB	Greater Richland Tourism	3.52%	\$ 25,956.24	\$ 2,761.68		\$ 1,645.56		\$ 27,072.36	
PCB	Redevelopment Authority	3.48%	\$ 74,663.33	\$ 220.68				\$ 74,884.01	
LGIP	#5 Renew RC Loan Program-Affordable Hous	4.39%	\$ 864,547.96	\$ 3,095.90				\$ 867,643.86	
PCB	Renew RC Loan Program-Checking	3.48%	\$ 79,855.57	\$ 236.02				\$ 80,091.59	
	COMMITTED: (by resolution of the Council)								
LGIP	#4 Projects committed	4.36%	\$ 2,637,231.26	\$ 9,443.78				\$ 2,646,675.04	
	ASSIGNED: (for specific use, not assigned)								
PCB	Cemetery CDs	2.34% & 3.48%	\$ 5,035.33	\$ 2.51				\$ 5,037.84	
PCB	Centennial Committee	3.48%	\$ 2,938.16	\$ 8.68				\$ 2,946.84	
Royal	Canine Fund	0%	\$ 48,710.54			\$ 801.25		\$ 47,909.29	
PCB	Park/Rec/Comm Center	3.48%	\$ 12,225.27	\$ 36.13				\$ 12,261.40	
Richlan	Aquatic Center	0.25%	\$ 239,748.42	\$ 858.53				\$ 240,606.95	
	Total Interest Earned in Current Month				\$ 29,754.82	\$ -			
	LOANS							10/31/2025	
			Total Debt 4/30/2025	2025 Principle	Loan Term End		Balance		
	Loans:								
	Richland County Bank (2%)		\$ -	\$ -	Paid off 2024	\$ -			
	WPPI (no interest)		\$ 10,118.48	\$ 5,059.44	10/28/2027	\$ 9,696.86			
	State Trust Fund Loan - Panorama Est TIF 6 (3.5%)		\$ -	\$ -	Paid off 2021	\$ -			
Ehlers	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	CFB Haseltine 389,390/Westside Dr 362,610 (2.73%)		\$ 250,000.00	\$ 67,117.10	4/1/2028	\$ 250,000.00		As of 10/1/2025	
Ehlers	Aquatic Center Bonding (20 Years)		\$ 3,145,000.00	\$ 301,600.00	8/1/2038	\$ 3,145,000.00		As of 8/1/2025	
			\$ 4,005,118.48	\$ 425,851.54		\$ 4,004,696.86			
	Debt Capacity - WI Department of Revenue - 2024						\$ 20,792,625.00		
				% of Total Debt Capacity used			19%		
				65% Recommended Maximum		\$ 13,515,206.25			
				Amt Avail to Reach 65%		\$ 9,510,509.39			
			\$ 10,264,180.23					\$ 10,044,934.25	
								\$ 219,245.98	

	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 10/31/2025	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	27,099.29	18,078.71	59.98%
<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	378,024.44	(129,424.44)	152.06%
<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>405,146.73</b>	<b>(111,368.73)</b>	<b>137.91%</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	416,537.85	89,817.15	82.26%
<i>Total Elections</i>	20,500.00	12,626.66	7,873.34	61.59%		14,000.00	5,425.15	8,574.85	38.75%
<i>Total Municipal Building</i>	105,500.00	103,516.81	1,983.19	98.12%		20,000.00	13,041.57	6,958.43	65.21%
<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>435,004.57</b>	<b>105,350.43</b>	<b>80.50%</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>(29,857.84)</b>	<b>(216,719.16)</b>	<b>12.11%</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	58,818.27	31,006.73	65.48%
<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>(58,818.27)</b>	<b>(31,006.73)</b>	<b>65.48%</b>
<b>Assessor</b>									
<b>Revenues</b>									
<b>Expenses</b>	174,800.00	26,376.36	148,423.64	15.09%		18,700.00	30,176.73	(11,476.73)	161.37%
<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>(30,176.73)</b>	<b>11,476.73</b>	<b>161.37%</b>
<b>Airport</b>									
<b>Revenues</b>	35,044.00	41,568.27	(6,524.27)	118.62%		39,044.00	42,168.09	(3,124.09)	108.00%
<b>Expenses</b>	39,500.00	34,803.01	4,696.99	88.11%		55,075.00	21,124.07	33,950.93	38.36%
<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>21,044.02</b>	<b>(37,075.02)</b>	<b>-131.27%</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 10/31/2025	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	460,707.95	(31,623.95)	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>460,707.95</b>	<b>(30,823.95)</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	305,219.04	142,280.96	68.21%
<i>Total Streets</i>	892,050.00	739,012.22	153,037.78	82.84%		837,431.00	654,250.13	183,180.87	78.13%
<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>959,469.17</b>	<b>325,461.83</b>	<b>74.67%</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>(498,761.22)</b>	<b>(356,285.78)</b>	<b>58.33%</b>
<b>Building &amp; Zoning</b>									
<b>Revenues</b>	4,850.00	7,961.55	(3,111.55)	164.16%		8,050.00	16,728.59	(8,678.59)	207.81%
<b>Expenses</b>	101,230.00	91,069.39	10,160.61	89.96%		104,000.00	80,394.78	23,605.22	77.30%
<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>(63,666.19)</b>	<b>(32,283.81)</b>	<b>66.35%</b>
<b>Cemetery</b>									
<b>Revenues</b>	30,810.00	37,560.00	(6,750.00)	121.91%		32,810.00	38,580.00	(5,770.00)	117.59%
<b>Expenses</b>	7,250.00	5,375.28	1,874.72	74.14%		10,050.00	2,203.54	7,846.46	21.93%
<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>36,376.46</b>	<b>(13,616.46)</b>	<b>159.83%</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	276,836.25	(196,066.25)	342.75%
<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>(72,022.23)</b>	<b>196,066.25</b>	<b>89.17%</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 10/31/2025	2025 Budget Less Actual	9 % S/B 75.00%
<b>Public Safety</b>									
<b>Revenues</b>									
Total Police Department	115,578.00	128,717.86	(13,139.86)	111.37%		121,041.00	104,396.54	16,644.46	86.25%
Total Fire & EMS	-	17,836.43	(17,836.43)	#DIV/0!		18,000.00	-	18,000.00	0.00%
Total Health & Human Services				#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>104,396.54</b>	<b>34,644.46</b>	<b>75.08%</b>
<b>Expenses</b>									
Total Police Department	1,653,194.00	1,645,433.69	7,760.31	99.53%		1,665,179.00	1,326,368.26	338,810.74	79.65%
Total Fire & EMS	278,600.00	280,688.54	(2,088.54)	100.75%		268,685.00	253,588.30	15,096.70	94.38%
Total Health & Human Services	600.00	4,448.56	(3,848.56)	741.43%		2,000.00	4,868.73	(2,868.73)	243.44%
<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>1,584,825.29</b>	<b>351,038.71</b>	<b>81.87%</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>(1,480,428.75)</b>	<b>(316,394.25)</b>	<b>82.39%</b>
<b>Culture - Aquatic, CC/SC, Parks, Recreation</b>									
<b>Revenues</b>									
Total Aquatic Center	165,000.00	190,232.39	(25,232.39)	115.29%		167,000.00	170,430.50	(3,430.50)	102.05%
Total Symons Center									
Total Community / Senior Center	26,400.00	43,521.63	(17,121.63)	164.85%		32,500.00	31,890.04	609.96	98.12%
Total Recreation	14,200.00	19,583.71	(5,383.71)	137.91%		14,300.00	20,963.01	(6,663.01)	146.59%
Total Parks	19,500.00	30,280.22	(10,780.22)	155.28%		25,500.00	25,914.02	(414.02)	101.62%
<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>249,197.57</b>	<b>(9,897.57)</b>	<b>104.14%</b>
<b>Expenses</b>									
Total Aquatic Center	250,225.00	230,787.47	19,437.53	92.23%		224,510.00	183,891.33	40,618.67	81.91%
Total Symons Center	100,000.00	54,492.06	45,507.94	54.49%		55,000.00	53,960.41	1,039.59	98.11%
Total Community / Senior Center	260,000.00	251,596.17	8,403.83	96.77%		266,766.00	215,278.79	51,487.21	80.70%
Total Recreation	44,500.00	32,594.47	11,905.53	73.25%		47,250.00	36,173.89	11,076.11	76.56%
Total Parks	60,000.00	63,443.49	(3,443.49)	105.74%		60,500.00	60,358.07	141.93	99.77%
<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>549,662.49</b>	<b>104,363.51</b>	<b>84.04%</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>(300,464.92)</b>	<b>(114,261.08)</b>	<b>72.45%</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 10/31/2025	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	244,317.11	42,682.89	85.13%
<i>Total Landfill</i>	59,000.00	63,729.28	(4,729.28)	108.02%		69,000.00	73,129.95	(4,129.95)	105.99%
<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>317,447.06</b>	<b>38,552.94</b>	<b>89.17%</b>
Expenses									
<i>Total Garbage &amp; Recycling</i>	256,500.00	169,884.58	86,615.42	66.23%		282,000.00	238,697.22	43,302.78	84.64%
<i>Total Landfill</i>	74,420.00	96,888.18	(22,468.18)	130.19%		85,770.00	60,647.87	25,122.13	70.71%
<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>299,345.09</b>	<b>68,424.91</b>	<b>81.39%</b>
Net Total Refuse	7,080.00	88,405.32	(81,325.32)	1248.66%		(11,770.00)	18,101.97	(29,871.97)	-153.80%
<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%
Net Total Fire Calls	(3,000.00)	(4,090.00)	5,088.00	136.33%		5,000.00	1,700.00	3,300.00	34.00%
<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%
Net Total Streets	(41,000.00)	(49,911.93)	179,965.62	121.74%		1.00	(146,400.23)	146,400.23	#####
<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	27,644.08	94,730.92	22.59%
Expenses	159,707.00	817,165.86	(657,458.86)	511.67%		150,843.00	38,965.93	111,877.07	25.83%
Net Room Tax /Tourism	(105,647.00)	(714,315.76)	608,668.76	676.13%		(28,468.00)	(11,321.85)	(17,146.15)	39.77%



	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 10/31/2025	2025 Budget Less Actual	9 % S/B 75.00%
All Other - Not listed within a Specific Department									
Revenues									
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'l - 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	550,703.05	1,440,049.95	27.66%
All Other Revenue Total	4,837,789.00	4,782,186.82	55,602.18	98.85%		4,867,305.00	3,326,564.95	1,540,740.05	68.35%
Expenses									
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	122,658.00	29,842.00	80.43%
Total Data Processing	40,000.00	54,183.09	(14,183.09)	135.46%		54,300.00	37,773.44	16,526.56	69.56%
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	368,478.01	47,905.99	88.49%
Total Unallocated Contingency	125,000.00	7,242.42	117,757.58	5.79%		42,670.00	70,875.76	(28,205.76)	166.10%
All Other Expense Total	1,047,775.00	723,358.94	324,416.06	69.04%		959,554.00	833,661.17	125,892.83	86.88%
Net Total All Other	3,790,014.00	4,058,827.88	(268,813.88)	107.09%		3,907,751.00	2,492,903.78	1,414,847.22	63.79%
Capital Outlay									
Revenues									
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	3,483.47	1,516.53	69.67%
Transfers In	-	-	0.00	#DIV/0!		-	-	0.00	#DIV/0!
Capital Outlay Revenue Total	6,091,590.00	69,643.64	6,021,946.36	1.14%		3,268,000.00	100,043.20	3,167,956.80	3.06%
Expenses									
Capital Outlay Expense Total	3,480,000.00	758,966.30	2,721,033.70	21.81%		3,781,250.00	141,991.16	3,639,258.84	3.76%
Net Captial Outlay	2,611,590.00	(689,322.66)	3,300,912.66	-26.39%		(513,250.00)	(41,947.96)	(471,302.04)	8.17%



	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 10/31/2025	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	\$ 5,419,235.28	\$ 4,981,165.74	53.15%
Expenditures	\$ 10,241,928.00	\$ 7,477,924.55	\$ 2,764,003.45	73.01%	\$ 10,428,013.00	\$ 5,582,975.24	\$ 4,845,037.76	53.54%
Library Transfer Out	\$ 290,000.00	\$ 290,000.00	\$ -	100.00%	\$ 306,969.00	\$ 306,969.00	\$ -	100.00%
			\$ -					
Net Revenue Less Expenditure	<u>\$ 2,064,787.00</u>	<u>\$ (567,910.96)</u>	<u>\$ 2,807,749.65</u>		<u>\$ (539,395.00)</u>	<u>\$ (470,708.96)</u>	<u>\$ 136,127.98</u>	
Ferguson Land Purchase (Contingency Funds)		\$ 646,468.29						
Actual Net / Revenue Over Expense		<u>\$ 78,557.33</u>			\$ 6,646,763.00			
	\$ -	\$ -			\$ -	\$ -		
	\$ -	\$ -			\$ -	\$ -		

**Greater Richland Tourism**

Revenues								
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	36,910.27	8,089.73	82.02%
Total MISCELLANEOUS REVENUES:	-	1,381.39	(1,381.39)	#DIV/0!	600.00	815.51	(215.51)	135.92%
GRT Revenue Total:	-	163,373.58	(163,373.58)	#DIV/0!	105,600.00	102,155.10	3,444.90	96.74%
Expenses - Greater Richland Tourism	-	106,952.40	(106,952.40)	#DIV/0!	99,257.05	88,241.57	11,015.48	88.90%
Net Total Greater Richland Tourism	-	56,421.18	(56,421.18)	#DIV/0!	6,342.95	13,913.53	(7,570.58)	219.35%

**Library**

Revenues								
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	21,457.88	(5,457.88)	134.11%
Library Revenue Total:	437,791.00	446,257.36	(8,466.36)	101.93%	466,805.00	464,812.98	1,992.02	99.57%
Expenses - Library	437,791.00	413,388.35	24,402.65	94.43%	466,805.00	357,407.41	109,397.59	76.56%
Net Total Library	-	32,869.01	(32,869.01)	#DIV/0!	-	107,405.57	(107,405.57)	#DIV/0!

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

Item 4.

**Agenda Item:** Audit Engagement for 2025

**Meeting Date:** Finance and Council on 12/2/2025

**Requested by:** Ashley Oliphant, City Administrator

**Background:** On an annual basis, the City of Richland Center undergoes a financial audit. Johnson Block & Company (JBC) has historically provided this service. To secure JBC's services for the fiscal year ending December 31, 2025, a formal engagement letter has been provided to the Common Council for consideration.

JBC will audit the financial statements of the governmental activities, each major fund, and the remaining fund information. The letter confirms that JBC will rely on the audit report of other auditors (Baker Tilly US, LLP who audit City Utilities) for the opinion on the business-type activities (electric, water, and sewer funds). In addition to the financial statement audit, the engagement includes nonattest services:

1. Preparation of the annual Financial Report Form to the Wisconsin Department of Revenue (DOR).
2. Compilation of the TID Annual Report(s).
3. Preparation of financial statements, maintenance of the capital asset schedule, and maintaining lease information.

Audit fieldwork has tentatively been scheduled for May 18<sup>th</sup> through May 20<sup>th</sup>.

**Recommendation:** Approve the Audit Engagement Letter with Johnson Block & Company, Inc. as presented, to ensure the timely start of the 2025 fiscal year audit and compliance with statutory requirements.

**Financial Impact:** Base Audit Fee of \$23,600. Additional Accounting Services (estimated): 24-42 hours at regular hourly rates, amounting to \$4,000-\$8,000. The average total cost of this service over the last six years has been \$27,311.

**Funding Source:** 2026 Budget - Auditing Fees – Acct # 10-51360-390

**Requested Action:**

**FINANCE:** Motion to recommend to the Council the approval of the Audit Engagement Letter with Johnson Block & Company, Inc. for the fiscal year ended December 31, 2025.

**COUNCIL:** Motion to approve the Audit Engagement Letter with Johnson Block & Company, Inc. for the fiscal year ended December 31, 2025, and authorize the City Administrator to sign the document.

**Attachment(s):** Audit Engagement Letter

November 17, 2025

The City Council  
City of Richland Center  
450 South Main Street  
Richland Center, Wisconsin 53581

The following represents our understanding of the services we will provide the City of Richland Center.

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Richland Center, as of December 31, 2025, and for the year then ended and the related notes, which collectively comprise the City of Richland Center's basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. We understand that the financial statements of the electric, water and sewer funds will be audited by other auditors and we intend on relying on the report of the other auditors for the opinion of the business-type activities.

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS), will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America, as promulgated by the Governmental Accounting Standards Board (GASB) require that certain required supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Budgetary Comparison Schedule
- 2) Wisconsin Retirement System Schedules
- 3) Local Retiree Life Insurance Fund Schedules
- 4) Management's Discussion and Analysis (if prepared)

City of Richland Center  
Page 2

Supplementary information other than RSI will accompany the City of Richland Center's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole.

- 1) Combining Fund Financial Statements
- 2) Individual Fund Financial Statements

The supplementary information referred to above will be presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information, which is the responsibility of management, will be subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. Our auditor's report will provide an opinion on the supplementary information in relation to the basic financial statements as a whole.

### **Auditor Responsibilities**

We will conduct our audit in accordance with GAAS. As part of an audit of financial statements in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

City of Richland Center  
Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Richland Center's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements of noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

### **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the City of Richland Center's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Management Responsibilities**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements including the disclosures such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit;
  - iii. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence;
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by us;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;

City of Richland Center  
Page 4

- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on the financials,
- j. For the accuracy and completeness of all information provided,
- k. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
- l. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

***Nonattest Services***

With respect to any nonattest services we perform, at the end of the year, we agree to perform the following:

- Preparation of financial statements
- Maintenance of capital asset schedule
- Maintaining lease information, if requested or applicable

We will not assume management responsibilities on behalf of the City of Richland Center. However, we will provide advice and recommendations to assist management of the City of Richland Center in performing its responsibilities.

The City of Richland Center's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitor the system of internal control.

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Page 5

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

### **Reporting**

We will issue a written report upon completion of our audit of the City of Richland Center financial statements. We will make reference to Baker Tilly US, LLP's audit of the electric, water, and sewer enterprise funds, which present the amounts shown as the business-type activities, in our report on your financial statements. Our report will be addressed to the City Council of the City of Richland Center. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.



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### **Provisions of Engagement Administration, Timing and Fees**

We will maintain various physical, electronic, policy, and procedural safeguards to guard your information and personal data. We may communicate with you and /or store data through email, facsimile, third-party vendor secured portals or cloud environments, or other electronic means. If a more secure medium of communication is desired, we will provide you with various electronic alternatives. Electronic data that is confidential may be transmitted and/or stored using these methods and you authorize us to do so. Notwithstanding the security measures and safeguards employed by us and/or our third-party vendors, you accept that we have no control over the unauthorized interception or breach of communications and/or data. All confidential, proprietary, and personally identifiable information should be transmitted through secure means which we have available. We may communicate with you or your other representatives through unencrypted email and you authorize us to do so. Emails can be intercepted and read, disclosed, or otherwise used or shared with an unintended third party, or may not be delivered to each of the parties or persons to whom they were originally directed. As such we cannot guarantee emails will be read only by the intended recipient(s). In the event of a data breach, each of us agrees to notify each other in the most expedient time possible and without unreasonable delay. We specifically disclaim and waive any liability or responsibility whatsoever for the unauthorized interception and/or disclosure of confidential or proprietary information transmitted in connection with the performance of this engagement, except to the extent determined as a result from our gross negligence or willful misconduct.

Many banks have engaged a third party to electronically process cash or debt audit confirmation requests, and certain of those banks have mandated the use of this service. Further, such third-party confirmation requests processors also provide for the electronic (and manual) processing of other confirmation types (e.g. legal, accounts receivable, and accounts payable). To the extent applicable, the City of Richland Center hereby authorizes Johnson Block & Company, Inc. to participate in such confirmation processes, including through the third party's website (e.g. by entering the City of Richland Center bank account information to initiate the process and then accessing the bank's confirmation response), and agrees that Johnson Block & Company, Inc. shall have no liability in connection therewith.

Kevin Krynski, CPA is the engagement partner for the audit services specified in this letter. The engagement partner's responsibilities include supervising Johnson Block & Company, Inc.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.



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Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Based on our preliminary estimates, the total fees and expenses should approximate the following:

Audit Fee      \$ 23,600

Additional accounting services to comply with Governmental Accounting Standard No. 34 annual reporting, preparing draft financial statements, and compliance with changes in auditing standards will also be billed at our regular hourly rates. We estimate that approximately 24-42 hours of additional time will be billed under this provision of our agreement.

Assistance related to GASB 68 will also be billed at our regular hourly rates.

This letter was prepared under the assumption that a single audit performed in accordance with the Uniform Guidance will not be required. If we are requested or required by governmental agencies to audit additional funds or programs not included in our proposal, our time performing these services would be billed at our standard hourly rates. The amount of time spent on a single audit is dependent on the type of major programs to be tested.

Our invoices for these fees will be rendered as work progresses and are payable upon presentation. In accordance with firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. Third-party confirmation providers for certain financial institutions may invoice us for responding to confirmation requests and we will pass those costs through to you.

The attached Addendums A and B, which are an integral part of this engagement letter, relate to our preparation of the Department of Revenue and TID annual reports.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

City of Richland Center  
Page 8

At the conclusion of our audit engagement, we will communicate to the City Council the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Johnson Block and Company, Inc. and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Johnson Block and Company Inc.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

#### **Changes in Accounting and Audit Standards**

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in this letter increases due to such changes, our fee may need to be adjusted.

City of Richland Center  
Page 9

## **Unanticipated Services**

We do not anticipate encountering the need to perform additional services beyond those described in this letter. However, below are listings of services considered to be outside the scope of our engagement. If any such service needs to be completed before the audit can proceed in an efficient manner, we will determine whether we can provide the service and maintain our independence. If appropriate, we will notify you and provide a fair and reasonable price for providing the service. We will bill you for the service at periodic dates after the additional service has been performed.

### Bookkeeping services

Bookkeeping services are not audit services. Bookkeeping services include but are not limited to the following activities:

- Preparation of a trial balance
- Account or bank statement reconciliations
- Capital asset accounting (e.g., calculating depreciation, identify capital assets for additions and deletions), unless previously agreed to as part of services to be provided
- Significant additional time spent calculating accruals
- Processing immaterial adjustments through the financial statements requested by management
- Adjusting the financial statements for new activities and new disclosures

### Additional work resulting from unanticipated changes in your organization or accounting records

If your organization undergoes significant changes in key personnel, accounting systems, and/or internal control, we are required to update our audit documentation and audit plan. The following are examples of situations that will require additional audit work:

- Deterioration in the quality of the entity's accounting records during the current-year engagement in comparison to the prior-year engagement
- Significant new accounting issues, significant changes in your volume of business or new or unusual transactions
- Changes in audit scope or requirements resulting from changes in your activities
- Erroneous or incomplete accounting records
- Implementation or adoption of new or existing accounting, reporting, regulatory, or tax requirements and any applicable financial statement disclosures

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Please sign and return this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

*Johnson Block & Company, Inc.*

Johnson Block & Company, Inc.

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the City of Richland Center by:

Management Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

City of Richland Center  
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## ADDENDUM A

We will perform the following services:

We will compile, from information you provide, the annual Financial Report Form to the Wisconsin Department of Revenue, for the year ended December 31, 2025. Upon completion of the compilation of the annual Financial Report Form, we will provide the City of Richland Center with our accountant's compilation report. If, for any reason caused by or relating to affairs or management of the City of Richland Center, we are unable to complete the compilation or if we determine in our professional judgement the circumstances necessitate, we may withdraw and decline to submit the annual Financial Report Forms to you as a result of this engagement.

### Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

### Management's Responsibilities

The City of Richland Center's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements, (iii) preventing and detecting fraud, (iv) identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that the City of Richland Center complies with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making the City of Richland Center personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.

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## ADDENDUM B

We will perform the following services:

We will compile, from information you provide the TID Annual Report(s) in accordance with requirements of the Wisconsin State Statutes for the year ended December 31, 2025. Upon completion of the compilation of the TID Annual Report(s), we will provide the City with our accountant's compilation report. If, for any reason caused by or relating to affairs or management of the City, we are unable to complete the compilation of if we determine in our professional judgement the circumstances necessitate, we may withdraw and decline to submit the TID Annual Report(s) to you as a result of this engagement.

### Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

### Management's Responsibilities

The City's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements, (iii) preventing and detecting fraud, (iv) identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that the City complies with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making City personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

**Agenda Item:** HUD CPF Grant Project

**Requested & Presented by:** Econ Development Director Glasbrenner; Administrator Oliphant

**Meeting Date:** Finance Committee & Common Council - 12-02-2025

**Background:** In 2024, the City was awarded a U.S. Department of Housing and Urban Development (HUD) Community Project Funding Grant in the amount of \$2.5 million to support municipal infrastructure expansion.

- The grant was originally submitted to extend utility and roadway infrastructure on and around the future hospital site. Due to an extended project start timeline, we needed to reallocate the funds.
- Several potential reallocation projects were discussed, including Hive Drive improvements in collaboration with the High School, the Jefferson Street Redevelopment Area, and the Lamont Housing Subdivision.
- In a July Special Session, the Council approved allocating additional funding for housing infrastructure toward the Lamont project.
- Due to unforeseen delays with the Lamont Housing Subdivision, we are requesting your approval to shift our subdivision efforts to explore a collaboration with the County on developing a portion of the Old Campus site—a concept that was originally considered in 2021.
- Mayor Coppernoll and Director Glasbrenner reintroduced this concept to the County Campus Reconfiguration Committee at its November 19th meeting, where it was well received, though no official votes or decisions were made.
- A cost estimate prepared by Vierbicher Engineering indicates that the supporting infrastructure required for the Campus Subdivision would be approximately \$2.1 million.
- The Campus Reconfiguration Committee has indicated that they would like this item discussed further at their Dec. 17<sup>th</sup> meeting.
- Concept maps attached

**Department Recommendation:** Authorize City Administration and Economic Development to continue to work on the concept of a housing subdivision in collaboration with the County.

**Financial Impact:**

**Funding Source:** HUD CPF Grant B-24-CP-WI-2332

**Requested Action:**

**FINANCE:** Motion to recommend to Common Council to approve of the City Administration and Economic Development Departments collaborating with the County to explore a potential housing subdivision on a portion of the Old Campus site, and to incorporate the HUD Community Project Funding (CPF) Grant into the planning and funding strategy for this project.

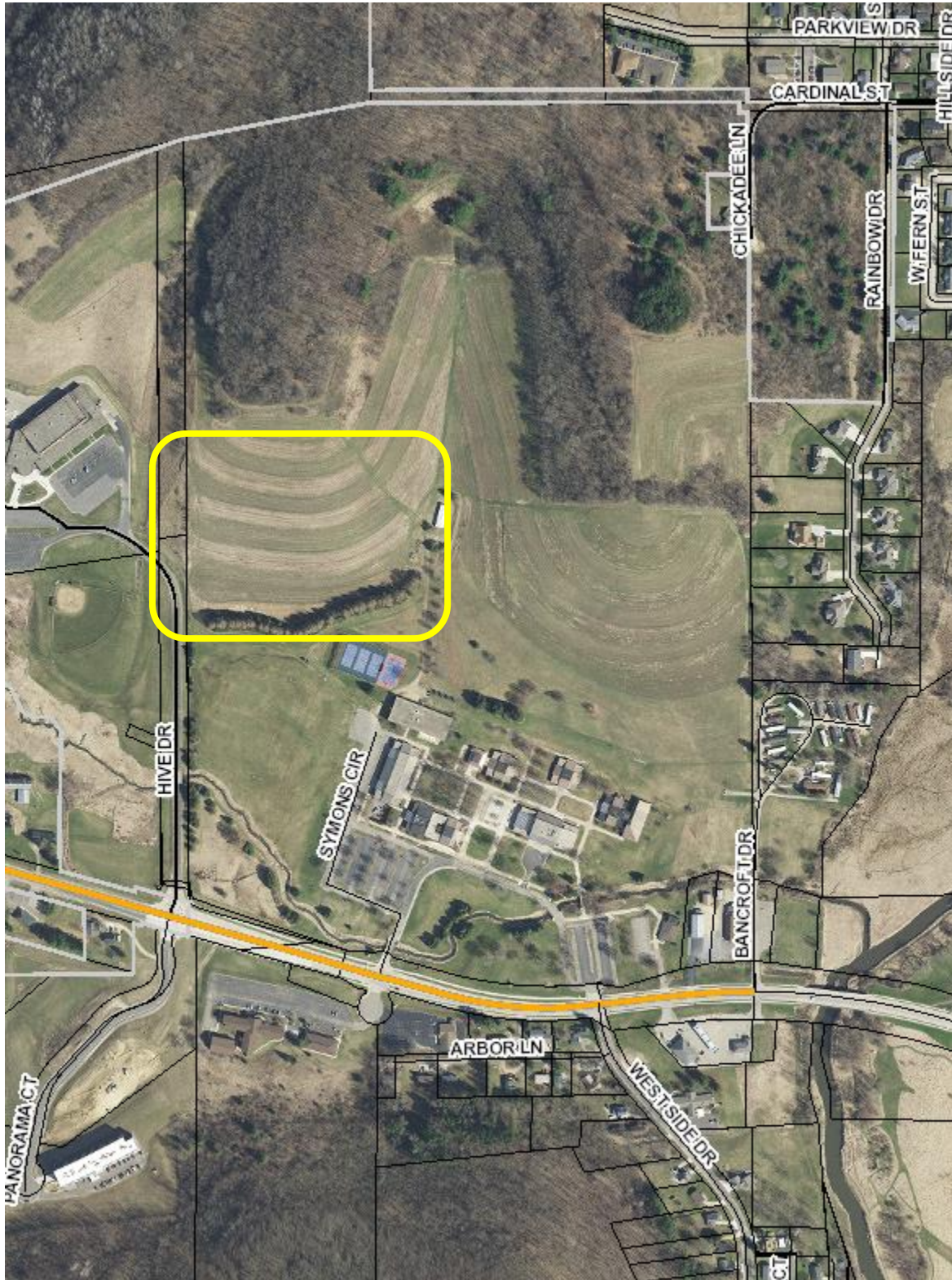
**COUNCIL:** Motion to approve of the City Administration and Economic Development Departments collaborating with the County to explore a potential housing subdivision on a portion of the Old Campus site, and to incorporate the HUD Community Project Funding (CPF) Grant into the planning and funding strategy for this project.

**Attachment(s):**

Conceptual Subdivision Map

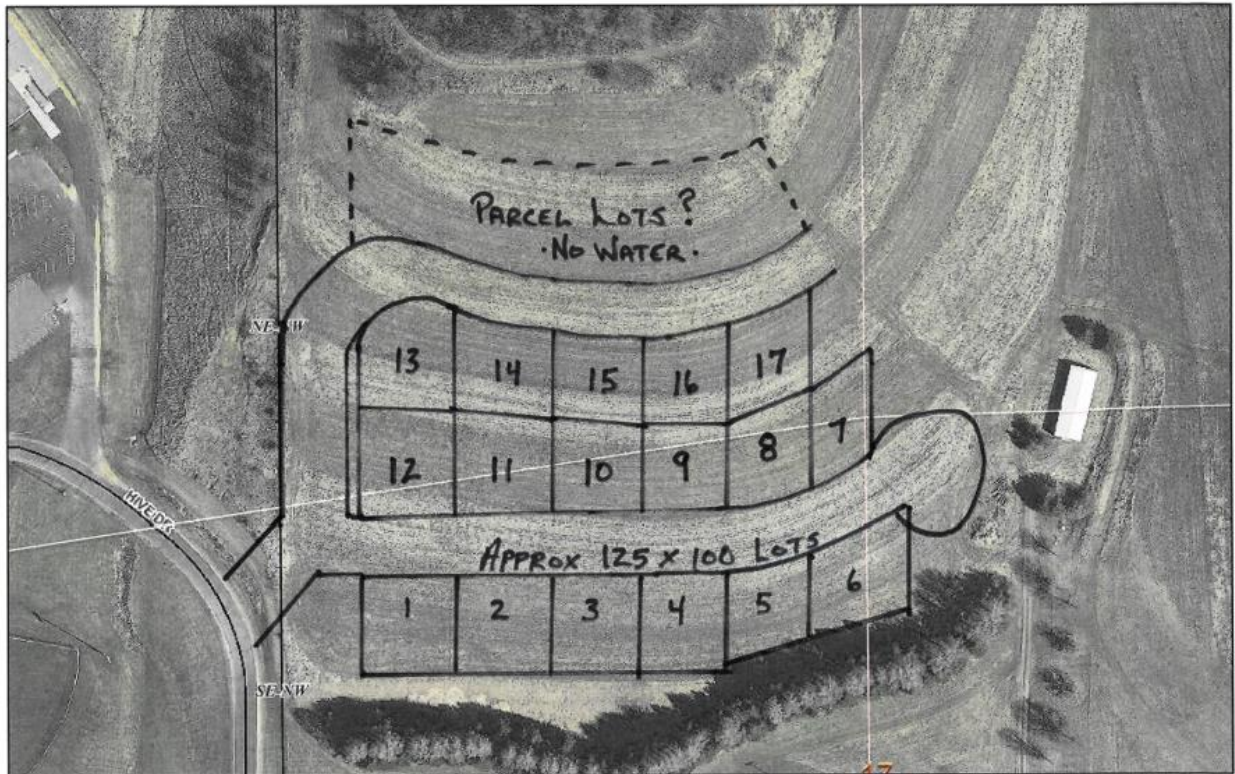
Vierbicher Estimate of Development Costs





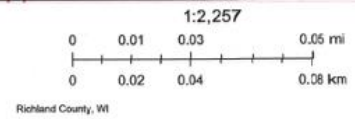


# ArcGIS Web Map



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- |                          |              |                |               |
|--------------------------|--------------|----------------|---------------|
| Municipalities           | Parcel Lines | Town Roads     | State Highway |
| Sections                 | Roads        | US Hwy         |               |
| Section Quarter Quarters | City Streets | County Highway |               |



ArcGIS Web AppBuilder  
Richland County, WI

Opinion of Probable Cost  
11/26/2025  
Housing Project on Old UW Campus

City of Richland Center

Bid Item Ref. No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Item Total
<b>Street &amp; Site work</b>					
1	Mobilization	LS	1	\$ 65,000.00	\$ 65,000.00
2	Site Clearing & Grubbing	LS	1	\$ 2,000.00	\$ 2,000.00
3	Temporary Traffic Control	LS	1	\$ 1,500.00	\$ 1,500.00
4	Remove Existing Asphalt	SY	30	\$ 5.00	\$ 150.00
5	Common Excavation (Estimated 20,000 CY +/-)	LS	1	\$ 120,000.00	\$ 120,000.00
6	Strip, Salvage, & Re-Spread Topsoil (Estimated 15,000 CY +/-)(1ft deep)	LS	1	\$ 75,000.00	\$ 75,000.00
7	Excavation Below Subgrade (EBS) (Excavation Only)	CY	200	\$ 15.00	\$ 3,000.00
8	Base Aggregate Dense - 1 1/4"	TON	2700	\$ 17.00	\$ 45,900.00
9	Base Aggregate Dense - 3" (Includes Base for EBS)	TON	5500	\$ 17.00	\$ 93,500.00
10	Finish Grading In Prep. Of Stone Base	LF	1900	\$ 13.00	\$ 24,700.00
11	Sawcut Asphalt	LF	60	\$ 5.00	\$ 300.00
12	HMA Pavement - Upper Layer 1.75"	TON	675	\$ 120.00	\$ 81,000.00
13	HMA Pavement - Lower Layer 1.75"	TON	675	\$ 120.00	\$ 81,000.00
14	Asphaltic Tack Coat	SY	6700	\$ 0.60	\$ 4,020.00
15	Street Sign - Stop Sign (R1-1) and Street Name Assembly	EA	1	\$ 750.00	\$ 750.00
16	Restoration W/ Seed, Mulch, & Fertilizer	SY	38000	\$ 1.00	\$ 38,000.00
17	Inlet Protection - Type D	EA	12	\$ 200.00	\$ 2,400.00
18	Clear Stone Tracking Pad	TON	50	\$ 25.00	\$ 1,250.00
19	Silt Fence	LF	800	\$ 3.50	\$ 2,800.00
20	Concrete Sidewalk - 4"	SF	18500	\$ 5.80	\$ 107,300.00
21	Detectable Warning Fields	EA	12	\$ 375.00	\$ 4,500.00
22	Concrete Curb & Gutter - 30"	LF	3700	\$ 22.00	\$ 81,400.00
<b>Subtotal - Street &amp; Site work</b>					\$ 835,470.00
<b>Contingency (10%)</b>					\$ 83,547.00
<b>Professional Services (12%)</b>					\$ 110,282.04
<b>Total -</b>					\$ 1,029,299.04

Bid Item Ref. No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Item Total
<b>Sanitary Sewer</b>					
23	Sanitary Sewer - 8" PVC	LF	2700	\$ 80.00	\$ 216,000.00
24	Sanitary Sewer - Connect to Existing	EA	1	\$ 1,500.00	\$ 1,500.00
25	Sanitary Sewer Televising	LF	2000	\$ 3.00	\$ 6,000.00
26	Sanitary Sewer - 48" Dia. Manhole	EA	8	\$ 6,000.00	\$ 48,000.00
27	Sanitary Sewer Service Lateral - 4" PVC	LF	600	\$ 60.00	\$ 36,000.00
28	Sanitary Sewer- 4" Wye Only	EA	17	\$ 400.00	\$ 6,800.00
29	Select Granular Backfill (Trucked-In)	CY	3000	\$ 15.00	\$ 45,000.00
<b>Subtotal - Sanitary Sewer</b>					\$ 359,300.00
<b>Contingency (10%)</b>					\$ 35,930.00
<b>Professional Services (12%)</b>					\$ 47,427.60
<b>Total -</b>					\$ 442,657.60

Bid Item Ref. No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Item Total
<b>Water Distribution</b>					
30	Water main - 6" C-900	LF	100	\$ 80.00	\$ 8,000.00
31	Water main - 8" C-900	LF	1900	\$ 90.00	\$ 171,000.00
32	Water Main - Connect to Existing	EA	1	\$ 2,300.00	\$ 2,300.00
33	Gate Valves - 6"	EA	5	\$ 2,350.00	\$ 11,750.00
34	Gate Valves - 8"	EA	7	\$ 3,000.00	\$ 21,000.00
35	Styrofoam Insulation	EA	4	\$ 125.00	\$ 500.00
36	Water Service Lateral - 1" HDPE	LF	600	\$ 50.00	\$ 30,000.00
37	Water Service - Corporation, Curb Stop, Union, and Box	EA	17	\$ 550.00	\$ 9,350.00
38	Hydrant - New w/ Marker Flag	EA	5	\$ 6,600.00	\$ 33,000.00
39	Select Granular Backfill (Trucked-In)	CY	2350	\$ 15.00	\$ 35,250.00
<b>Subtotal - Water Distribution</b>					\$ 322,150.00
<b>Contingency (10%)</b>					\$ 32,215.00
<b>Professional Services (12%)</b>					\$ 42,523.80
<b>Total -</b>					\$ 396,888.80

Bid Item Ref. No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Item Total
<b>Storm Sewer &amp; Storm Water Management</b>					
40	Storm Sewer - 12" RCP	LF	140	\$ 70.00	\$ 9,800.00
41	Storm Sewer - 15" RCP	LF	900	\$ 75.00	\$ 67,500.00
42	Storm Sewer - 18" RCP	LF	380	\$ 80.00	\$ 30,400.00
43	Storm Sewer - 24" RCP	LF	150	\$ 90.00	\$ 13,500.00
44	18" RCP Apron Endwall W/out Pipe Gate	EA	1	\$ 1,700.00	\$ 1,700.00
45	24" RCP Apron Endwall W/out Pipe Gate	LF	1	\$ 2,500.00	\$ 2,500.00
46	Storm Sewer Manhole - 48"	EA	2	\$ 4,250.00	\$ 8,500.00
47	Storm Sewer Curb Inlet - 2' x 3' Precast Box W/ Frame & Grate	EA	10	\$ 2,800.00	\$ 28,000.00
48	Stormwater Pond Outlet Structure	LS	1	\$ 10,000.00	\$ 10,000.00
49	Stormwater Management Pond	LS	1	\$ 40,000.00	\$ 40,000.00
<b>Subtotal - Storm Sewer &amp; Storm Water Mgmt</b>					\$ 202,100.00
<b>Contingency (10%)</b>					\$ 20,210.00
<b>Professional Services (12%)</b>					\$ 26,677.20
<b>Total -</b>					\$ 248,987.20
<b>Total - Housing Project</b>					\$ 1,719,020.00
<b>Contingency (10%)</b>					\$ 171,902.00
<b>Professional Services (12%)</b>					\$ 226,910.64
<b>Total -Housing Project</b>					\$ 2,117,832.64
<b>Cost Per Unit</b>					\$ 124,578.39

This Engineer's Opinion of Probable Cost is made on the basis of our experience and qualifications. It represents our best judgment as experienced and qualified design professionals based on our information available at the time the cost opinion is made. It should be recognized that Vierbicher Associates, Inc. does not have control over the cost of materials or services furnished by others, over market conditions, or contractors methods of determining their prices. Accordingly, Vierbicher Associates, Inc. cannot and does not guarantee that bids or actual costs will not vary from this opinion.

R:\Richland Center, City of\250923 - HUD Grant Administration\Admin and Marketing\2025-11-26 Housing Project on Old UW Campus OPC.xlsx\OPC

# CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 6.

**Agenda Item:** Award Public Works Heater Replacement

**Requested & Presented by:** Darcy Perkins, Municipal Services Specialist

**Meeting Date:** Finance Committee and Common Council on 12-02-2025

**Committee Review:** Public Works Committee on 11-20-2025 – Motion by Schultz to recommend that the Finance Committee award the Public Works Heater Replacement project to Jelinek Plumbing & Heating at a cost of approximately \$5,550.00. Seconded by Walters. Motion carried unanimously by voice vote.

**Background:** The City issued a Request for Bids for replacement of the heater system at the Public Works Streets Garage. Staff contacted five local vendors directly and received one quote in response. The project is necessary to maintain safe and adequate heating for year-round operations at the facility.

Vendor	Cost
Jelinek Plumbing & Heating	\$5,550.00

**Department Recommendation:** Staff recommends award of the Public Works Heater Replacement project to the sole respondent, as outlined in the attached quote.

**Financial Impact:** Expenditure of approximately \$5,550.00.

**Funding Source:** The total cost of the heater replacement will be split between the following accounts: BLDG-PROP/BLDG REPAIR – 10-51850-460 & GARAGE/BUILDING REPAIR – 10-54100-460.

## Requested Action:

**FINANCE:** Motion to recommend that the Common Council award the Public Works Heater Replacement project to Jelinek Plumbing & Heating at a cost of approximately \$5,550.00.

**COUNCIL:** Motion to award the Public Works Heater Replacement project to Jelinek Plumbing & Heating at a cost of approximately \$5,550.00.

## Attachment(s):

- 2025 Public Works Department Heater Replacement Bid Request
- Jelinek Heater Bid Proposal\_11.13.25

*For Publication in the Richland Observer on 10/28.*

## **Request for Bids – Public Works Department Heater Replacement**

The City of Richland Center Public Works Department is requesting quotes for the replacement of one (1) tube heater at the Street Division facility located at 141 W. Robb Drive, Richland Center, WI.

The project includes:

- Remove existing nonfunctional tube heater
- Supply and install new Schwank or equivalent 155,000 BTU tube heater
- Include all necessary materials, connections, wiring, and venting
- Provide and operate lift or other required access equipment
- Complete installation in accordance with all applicable codes and standards

Contractors are encouraged to inspect the existing conditions before quoting. Access can be arranged by contacting Jason Koch at (608) 604-0563.

All other questions regarding this request should be directed to Darcy Perkins at 608-647-3466 Ext. 202 or [darcy.perkins@richlandcenterwi.gov](mailto:darcy.perkins@richlandcenterwi.gov).

**Bid Proposals must be submitted no later than 4:30 pm on October 31<sup>st</sup> and should be submitted electronically to [darcy.perkins@richlandcenterwi.gov](mailto:darcy.perkins@richlandcenterwi.gov). All proposals should be clearly labeled “2025 Public Works Department Heater Replacement.”**

The Finance Committee anticipates reviewing the bids on November 4<sup>th</sup> with final consideration by the Common Council thereafter. Work should commence promptly following City approval and be completed within two (2) weeks of award.

*The City of Richland Center reserves the right to reject any and all bids. All bids are subject to City Council approval. The City of Richland Center is an equal opportunity employer.*



105 Bowen Circle  
Richland Center, WI 53581  
(608) 649-7916  
jelinekph@gmail.com

Received via email  
11/13/25 8:34  
Item 6.  
TP JLG

November 12, 2025

Richland Center Street Department

**Bid Proposal: Install New Tube Heater**

- Schwank Tube Heater 155,000 BTU
- Lift
- Wire
- Gas
- Vent
- Labor

**Total.....\$5,550.00**

**Acceptance of Proposal:** The above price(s), specifications and conditions are satisfactory and are hereby accepted. Due to current market conditions, the above price is good for 30 days. After 30 days, Jelinek Plumbing & Heating reserves the right to re-bid this proposal. By signing below, you are authorizing Jelinek Plumbing & Heating to do the work as specified. Payment will be made as arranged by Jelinek Plumbing and Heating.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_



# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

Item 7.

**Agenda Item:** 2026 Richland County EMS Contract

**Meeting Date:** Finance and Council on 12/2/2025

**Requested by:** Ashley Oliphant, City Administrator

**Background:** On 11/10/2025, the Council authorized the City Administrator to negotiate an EMS contract addressing the formation of a joint EMS district and the disposition of assets. The negotiated contract was to be presented to the Council for consideration at a future meeting.

Since this meeting, Attorney Hagen has been in communication with the County's attorney negotiating a revised contract. The County Attorney has provided feedback on the recommended changes. Negotiations have narrowed down to key issues:

1. **Effective Date & Joint District:** The City has requested the contract be backdated to allow for a levy limit adjustment affecting the 2026 budget. The County has reservations about backdating to 2025 but is willing to include the necessary language required by the Department of Revenue (DOR) to be considered a joint district thus allowing the City to utilize the levy adjustment. Awaiting more clarification from DOR before this matter can be finalized.
2. **Asset Commitment:** The County has expressed a willingness to include language that commits the assets to EMS services within the County beyond 2026, which fulfills the City's objective.
3. **Call Run Data:** An analysis of the 2021-2024 call run data was conducted to determine the Total Validated Calls average (used to determine municipal contributions). After adjusting for insufficient data, incorrect attributions to municipalities, county facilities, and calls with "N/A" Incident Numbers, a large discrepancy was identified. Clarification from the County was requested.

Summary of 2021-2024 Call Run Data					
	2021	2022	2023	2024	4 YR Avg
Total Calls	685	695	708	728	704
Total Validated Calls	674	688	588	725	668.75

**Recommendation:** Authorize the City Administrator to execute the final contract with the County regarding EMS services prior to January 1, 2026, subject to the following conditions being satisfied in the final version:

- Inclusion of provisions addressing joint district formation ensuring future levy adjustment eligibility.
- Commitment of EMS assets to County-wide service beyond the contract term.
- Utilization of agreed upon, accurate four-year call average in the financial calculations.

**Financial Impact:** The total 2026 using a four-year call average is expected to be \$150,468.75 to \$158,400.00.

**Funding Source:** 2026 Budget – Ambulance/Contracted Services – Acct # 10-52600-560

**Requested Action:**

**FINANCE:** Motion to recommend to the Common Council the authorization of the City Administrator to execute the final contract with Richland County regarding Emergency Medical Services (EMS).

**COUNCIL:** Motion to authorize the City Administrator to execute the final contract with Richland County for Emergency Medical Services (EMS) prior to January 1, 2026. This authorization is contingent upon the final contract incorporating the following conditions: the inclusion of provisions addressing joint district formation to ensure the City's future levy adjustment eligibility; a clear commitment of all relevant EMS assets to continuous service beyond the current contract term; and the utilization of the agreed-upon, accurate four-year call average in the final financial calculations and terms of the agreement

**Attachment(s):** None

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

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Item 8.

**Agenda Item:** BID AWARD: Razing and Site Restoration, 695 N Chestnut St

**Meeting Date:** Finance and Council on 12/2/2025

**Requested by:** Ashley Oliphant, City Administrator

**Background:** Earlier this year, a Raze Order was issued by the Zoning Administrator for the building located at 695 N. Chestnut Street. The owner was ordered to raze the building within 90 days and failed to do so. After completing the notice requirements, the City may now raze the building and recover the associated costs through special assessments. An [invitation to bid](#) was posted and the required Class I Notice, as required for public construction projects, was published.

Due to a change in the publication schedule of the newspaper (holiday), the notice period was met as of today, allowing the Common Council to proceed with the award consideration tonight. However, the official Invitation to Bid set the submission deadline for all bids as December 4, 2025, at 4:00 PM. As a result of this timing discrepancy, not all anticipated bids have been received as of this meeting date.

The City Administrator requests authorization from the Common Council to allow the award to proceed following the December 4, 2025 deadline. The request is for authorization to award the contract to the lowest qualified bidder meeting all specifications, as soon as practicable after the final bid opening and subsequent evaluation. This will prevent unnecessary delays to the project timeline, which currently requires commencement within 15 days of the contract award.

**Financial Impact:** More than \$5,000 and less than \$25,000.

**Funding Source:** Pool 4 – Major Building Repairs (\$60,000 available balance)

**Requested Action:**

**FINANCE:** Motion to recommend to the Common Council to authorize the City Administrator to award the contract to the lowest qualified bidder meeting all specifications after the December 4, 2025 bid submission deadline.

**COUNCIL:** Motion to authorize the City Administrator to award Bid No. RAZE-2025-01 for the Razing of Structure and Site Restoration at 695 N. Chestnut Street to the lowest qualified bidder meeting all specifications, following the December 4, 2025 submission deadline.

**Attachment(s):** None



## INVITATION TO BID

### FOR RAZING OF STRUCTURE AT 695 N. CHESTNUT STREET, RICHLAND CENTER, WI

**Project Title:** Razing of Structure and Site Restoration at 695 N. Chestnut Street, Richland Center, WI 53581

**Bid Number:** RAZE-2025-01

**Date of Issue:** November 19, 2025

**Bid Due Date and Time:** December 4, 2025, at 4:00 PM

**Contact for Inquiries:**

City Administrator  
Municipal Building  
450 S. Main Street  
Richland Center, WI 53581  
Phone: (608) 647-3466  
Email: [ashley.oliphant@richlandcenterwi.gov](mailto:ashley.oliphant@richlandcenterwi.gov)



## 1. INTRODUCTION AND PROJECT DESCRIPTION

The City of Richland Center (the "City"), hereby invites sealed bids from qualified contractors for the razing and removal of the existing single-family residential structure located at 695 N. Chestnut Street, Richland Center, WI 53581 (the "Project Site"). The structure is a 708 square foot, 2-bedroom, 1-bathroom single-family home built in 1910.

This Project constitutes a public construction contract under Wis. Stat. §66.0901 and §62.15, with an estimated cost of more than \$5,000 but less than \$25,000. The contract will be awarded to the lowest responsible bidder, as determined by the City in its sole discretion, considering factors such as price, bidder qualifications, experience, financial responsibility, and compliance with all requirements. The City reserves the right to reject any or all bids, to waive irregularities, and to readvertise for bids if deemed in public interest. No bidder may withdraw their bid for at least 60 days after the bid opening.

Questions regarding the Project must be submitted in writing to the City Administrator no later than November 26, 2025; addenda will be issued if necessary and posted on the City's website.

Plans, specifications, and any other relevant documents (collectively, the "Contract Documents") are available for inspection and may be obtained at the City Clerk's Office or downloaded from the City's website at <https://www.richlandcenterwi.gov/rfps>. Bidders are solely responsible for verifying the completeness of the documents obtained.

## 2. SCOPE OF WORK

The successful bidder (the "Contractor") shall furnish all labor, materials, equipment, tools, transportation, utilities, and supervision necessary to perform the work in a good and workmanlike manner, in strict accordance with the Contract Documents, applicable laws, and industry standards. The scope includes, but is not limited to:

### 2.1 Razing

- Complete razing of the existing structure, including all above-grade and below-grade components (e.g., walls, roof, floors, foundations, footings, basement).
- No blasting or explosives shall be used; mechanical demolition methods only.
- Removal of all appurtenances, including but not limited to doors, windows, siding, plumbing, electrical fixtures, HVAC systems, and any attached structures (e.g., porches, stairways/steps).
- Contractor shall inspect for and properly abate any hazardous materials, including but not limited to asbestos-containing materials (ACM), lead-based paint, or universal wastes (e.g., mercury switches, fluorescent bulbs). If ACM is present, the Contractor must be certified by the Wisconsin Department of Health Services (DHS) under Wis. Admin. Code DHS 159 or subcontract with a certified firm. Notification to the Wisconsin Department of Natural Resources (DNR) is required at least 10 business days prior to starting demolition per Wis. Admin. Code NR 447.07.
- Compliance with federal regulations (e.g., 40 C.F.R. Part 61 NESHAP for asbestos) and Wisconsin statutes (e.g., Wis. Stat. Ch. 254 for lead).

## **2.2 Debris Removal and Disposal**

- Removal and legal disposal of all debris, rubble, and waste materials at a licensed facility.
- Separation and recycling of materials where feasible (e.g., metals, concrete) to minimize landfill use.
- No burning of debris on site.

## **2.3 Site Restoration**

- Backfilling of any basement or excavation areas with clean, compacted fill material meeting City specifications (e.g., suitable for structural support for future development).
- Removal of any private sidewalks, driveways, curbs, or utilities (e.g., capping sanitary sewer and water laterals).
- Grading the site to match adjacent elevations, ensuring positive drainage away from neighboring properties.
- Seeding and mulching the restored area per City standards.
- Installation of temporary erosion control measures (e.g., silt fences) during work, with final removal upon completion.
- Restoration of any disturbed public sidewalks, curbs, or gutters per City standards if impacted.

## **2.4 Permits and Utilities**

- Obtain all necessary permits, including raze permit from the City Zoning Administrator and any DNR approvals for environmental concerns.
- Coordinate disconnection and removal of utilities (electric, gas, water, sewer) with providers.
- Protect existing utilities and adjacent properties; repair any damage at Contractor's expense.

## **2.5 Timeline and Performance**

- Commence work within 15 days of contract award and complete within 15 days thereafter, subject to extensions for weather or unforeseen conditions.
- Work shall be performed during the hours of 7:00 A.M. to 6:00 P.M., Monday-Friday) unless otherwise approved.
- The City will provide access to the Project Site but makes no representations regarding site conditions. Bidders are responsible for conducting their own investigations, including soil tests if needed.

### **3. INSTRUCTIONS TO BIDDERS**

#### **3.1 Bid Submission**

- When submitted, Bids must be marked "Bid for Razing at 695 N. Chestnut Street – Bid No. RAZE-2025-01 and delivered to the City Clerk's Office or emailed to [Ashley.oliphant@richlandcenterwi.gov](mailto:Ashley.oliphant@richlandcenterwi.gov) by the due date and time. Late bids will not be accepted.
- Bids shall be firm for 60 days from the opening date.

#### **3.2 Bidder Qualifications**

- Bidders must have the ability to obtain necessary permits for the work and possess the capability to perform demolition/razing projects in compliance with all applicable rules and regulations.
- The City may request references or evidence of past performance for similar projects, submitted at least 5 days prior to the bid due date, at the City's discretion.
- Subcontractors must be listed in the bid; no substitutions without City approval.

#### **3.3 Examination of Site and Documents**

- Bidders are expected to examine the Project Site, relevant documents, and local conditions. Submission of a bid constitutes acknowledgment of no claim for extra compensation due to misunderstandings or site conditions.

#### **3.4 Modifications and Withdrawals**

- Bids may be modified by written addendum prior to the due date. Oral modifications are invalid.
- Bids may be withdrawn prior to the due date upon written request.

#### **3.5 Award and Execution**

- The City will evaluate bids and award the contract upon formal approval from the Common Council, as soon as practicable.
- The successful bidder must execute the contract within 10 days of award and provide evidence of compliance with Section 4.1.

### **4. GENERAL CONDITIONS**

#### **4.1 Insurance**

- Contractor shall maintain comprehensive general liability insurance (minimum \$1,000,000 per occurrence and \$2,000,000 aggregate, covering bodily injury, property damage and personal injury) and naming the City as additional insured. Certificates must be provided prior to starting work.

#### **4.2 Payments and Retainage**

- **Payment Schedule:** Given the expected completion within 15 days of commencement, the Contractor shall submit a single invoice for payment upon project completion, certified by the City's representative as meeting all contract requirements, including razing, debris removal, site restoration, and compliance with Wisconsin DNR erosion control guidelines.

#### **4.3 Changes and Disputes**

- Changes in work must be approved in writing.
- Disputes resolved by the City Administrator; appeals to the Common Council. Contractor waives claims not presented in writing within 10 days of occurrence.

#### **4.4 Safety and Environmental**

- Contractor responsible for site safety, traffic control, and protection of adjacent properties, per Wis. Stat. § 62.15(11).
- Comply with OSHA, EPA, DNR, and DHS regulations.
- Indemnification: Contractor shall indemnify and hold harmless the City from all claims arising from the work.

#### **4.6 Termination**

- City may terminate for cause (e.g., default) with 5 days' notice; Contractor compensated for work completed.
- Force majeure events excuse delays.

### **5. BIDDER ACKNOWLEDGEMENT**

Submission of a bid acknowledges that the Bidder has carefully examined the site, the Documents, and is fully familiar with all local conditions and applicable laws and regulations that may affect the cost or performance of the work. The Bidder confirms that the proposed pricing is inclusive of all costs.

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**THIS INVITATION TO BID IS ISSUED ON NOVEMBER 19, 2025.**

For any questions or clarification regarding the scope of work or bidding requirements, please contact the individual below:

Ashley Oliphant, City Administrator at (608) 647-3466 or [Ashley.oliphant@richlandcenterwi.gov](mailto:Ashley.oliphant@richlandcenterwi.gov)

**SUBMIT BIDS NO LATER THAN DECEMBER 4, 2025, AT 4:00 PM.**

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