

County Clerk's Office

Richland County, Wisconsin

Victor V. Vlasak
County Clerk

Courthouse – P.O. Box 310

(608) 647-2197
(fax) (608) 647-6134

November 2, 2020

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel will convene at 1:00 p.m., Tuesday, November 3rd, 2020, via teleconferencing at the webex.com link found below:

<https://richlandcounty.my.webex.com/webappng/sites/richlandcounty.my/meeting/download/b7c682c04163414d90ecab72793670c3?siteurl=richlandcounty.my&MTID=m3591033cf096ddc4aaa8bb6612d6bc81>

Tuesday, Nov 3rd, 2020 1:00 pm Central Time (US & Canada)

Meeting number: 126 674 3056

Password: Richland

Join by phone

+1-408-418-9388 United States Toll

Access code: 126 674 3056##

Agenda:

1. Call to Order
2. Proof of Notification
3. Agenda Approval
4. 2019 Audit Review
5. Transfer 2019 Health and Human Services Fund 56 yearend carryover in the amount of \$555,951.63 to Fund #54
6. Roofing projects utilizing capital borrowing
7. Short-Term Capital Borrowing Program Policy
8. Emergency radio/tower project utilizing short-term borrowing
9. Services from Jewell and Associate regarding assessment and specification design
10. Increasing Emergency Management Director Hours from 35 to 40 hours
11. Contract Worker for Emergency Management through South West Workforce Development- over \$5,000.00
12. Department Head Appointments
13. Amendments to Highway Addendum
14. Strategic Planning – discussion and possible action
15. Highway – Emergency Absence for Medical Leave
16. Adjourn

Richland County Clerk

CC: Committee Members, Richland Observer, WRCO, Bulletin Board and Our Files

Richland County Committee

Agenda Item Cover

Agenda Item Name: 2019 Audit Report

Department	Administration	Presented By:	Johnson Block (Auditors)
Date of Meeting:	03 November 2020	Action Needed:	None
Disclosure:	Open Session	Authority:	Committee Structure (C)
Date submitted:	28 Oct 2020	Referred by:	

Recommendation and/or action language:

Motion to receive and file the presentation and forward to the County Board for review.

Background: *(preferred one page or less with focus on options and decision points)*

Our representatives from Johnson Block will be presenting on the results of our 2019 Audit.

Attachments and References:

2019 Financial Statements with Independent Auditor's Report as prepared through Johnson Block;	Summary Report
--	----------------

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY



Audit Presentation
To the Finance Committee
For Richland County, Wisconsin

For the Year Ended
December 31, 2019

November 3, 2020

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

RICHLAND COUNTY

2019 AUDIT OVERVIEW

- We have completed our audit of Richland County for the year ended December 31, 2019, and have issued an unmodified opinion on the financial statements of the County. Our report and the audited financial statements are presented in a bound document.
- The scope of our audit included all funds and activities of the County.
- An audit exit conference was also held with Pine Valley Community Village Trustees.
- A separate audit communications document designed for the County Board has also been submitted.
- We prepared a regulatory report for 2019 that was filed with the Wisconsin Department of Revenue. We also prepared separately issued financial statements for Pine Valley Community Village.

RICHLAND COUNTY

2019 FINANCIAL HIGHLIGHTS

- ❑ The County's 2019 governmental funds total fund balance increased by \$2,839,770. The General Fund increased by \$1,053,414.
- ❑ The General Fund's total fund balance was \$4,785,283 at December 31, 2019. This represents approximately 3.5 months of expenditures.
- ❑ Tax certificates at December 31, 2019 totaled \$687,567 compared to \$655,478 in 2018.
- ❑ County-wide sales tax revenue totaled \$1,185,990 in 2019 compared to \$1,195,943 in 2018.
- ❑ The County complied with state imposed tax levy limits.
- ❑ \$200,000 of long-term debt was issued during 2019. The County made scheduled debt payments of principal and interest.
- ❑ Pine Valley Community Village recorded operating revenues of \$8,128,569. Pine Valley experienced an operating loss of \$1,327,786 in 2019. This loss was offset by a County property tax levy of \$1,356,918 and \$765,250 of supplemental payments.

RICHLAND COUNTY

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

	Major Funds			2019 Totals	2018 Totals
	General	Debt Service	Nonmajor Funds		
Revenues:					
General property taxes	\$ 4,773,769	\$ 557,018	\$ 75,677	\$ 5,406,464	\$ 5,025,374
Other taxes	1,404,447	-	-	1,404,447	1,449,410
Intergovernmental	6,072,529	-	-	6,072,529	5,465,740
Licenses and permits	146,542	-	4,285	150,827	122,105
Penalties and forfeitures	127,002	-	-	127,002	135,242
Public charges for services	4,127,378	-	-	4,127,378	3,594,075
Interest on investments	194,393	14	77,185	271,592	148,253
Miscellaneous general revenues	259,161	-	25,079	284,240	396,891
Total revenues	17,105,221	557,032	182,226	17,844,479	16,337,090
Expenditures:					
Current:					
General government	1,948,492	-	-	1,948,492	1,887,776
Public safety	4,101,867	-	14,640	4,116,507	3,987,006
Health and social services	7,614,221	-	-	7,614,221	6,483,917
Transportation	16,422	-	-	16,422	14,569
Culture and recreation	1,249,951	-	-	1,249,951	1,296,248
Conservation and development	1,062,901	-	54,456	1,117,357	1,402,240
Capital outlay	555,429	-	859,992	1,415,421	272,597
Debt service:					
Principal retirement	-	417,330	-	417,330	335,000
Interest and fiscal charges	-	138,608	-	138,608	138,086
Total expenditures	16,549,283	555,938	929,088	18,034,309	15,817,439
Excess (deficiency) of revenues over expenditures	555,938	1,094	(746,862)	(189,830)	519,651
Other financing sources (uses):					
Transfer from other funds	297,476	-	2,524	300,000	36,568
Proceeds from long-term debt	200,000	-	-	200,000	-
Transfer to other funds	-	-	-	-	(36,568)
Insurance recoveries	-	-	2,529,600	2,529,600	-
Total other financing sources (uses)	497,476	-	2,532,124	3,029,600	-
Net change in fund balance	1,053,414	1,094	1,785,262	2,839,770	519,651
Fund balance, January 1	3,928,702	126,598	1,531,890	5,587,190	5,067,539
Prior period adjustment	(196,833)	-	-	(196,833)	-
Fund balance, January 1, restated	3,731,869	126,598	1,531,890	5,390,357	5,067,539
Fund balance, December 31	\$ 4,785,283	\$ 127,692	\$ 3,317,152	\$ 8,230,127	\$ 5,587,190

*Source: 12/31/2019
financial statements.

RICHLAND COUNTY

BUDGETARY COMPARISON SCHEDULE – GENERAL FUND

	Budgeted Amounts		Actual	Variance with
	Original	Final		Final Budget
				Favorable (Unfavorable)
Revenues:				
General property taxes	\$ 4,773,769	\$ 4,773,769	\$ 4,773,769	\$ -
Other taxes	1,370,000	1,370,000	1,404,447	34,447
Intergovernmental	5,341,227	5,341,227	6,072,529	731,302
Licenses and permits	114,630	114,630	146,542	31,912
Penalties and forfeitures	94,130	94,130	127,002	32,872
Public charges for services	2,144,237	2,144,237	4,127,378	1,983,141
Interest on investments	68,120	68,120	194,393	126,273
Miscellaneous general revenues	856,041	856,041	259,161	(596,880)
Total revenues	<u>14,762,154</u>	<u>14,762,154</u>	<u>17,105,221</u>	<u>2,343,067</u>
Expenditures:				
Current:				
General government	1,904,689	1,904,689	1,948,492	(43,803)
Public safety	3,893,181	3,893,181	4,101,867	(208,686)
Health and social services	6,681,080	6,681,080	7,614,221	(933,141)
Transportation	16,422	16,422	16,422	-
Culture and recreation	1,282,485	1,282,485	1,249,951	32,534
Conservation and development	865,429	865,429	1,062,901	(197,472)
Capital outlay	115,053	115,053	555,429	(440,376)
Total expenditures	<u>14,758,339</u>	<u>14,758,339</u>	<u>16,549,283</u>	<u>(1,790,944)</u>
Excess (deficiency) of revenues over expenditures	<u>3,815</u>	<u>3,815</u>	<u>555,938</u>	<u>552,123</u>
Other financing sources (uses):				
Transfer from other funds	-	-	297,476	297,476
Transfer to other funds	(3,815)	(3,815)	-	3,815
Proceeds from long-term debt	-	-	200,000	200,000
Total other financing sources (uses)	<u>(3,815)</u>	<u>(3,815)</u>	<u>497,476</u>	<u>501,291</u>
Net change in fund balance	<u>-</u>	<u>-</u>	<u>1,053,414</u>	<u>1,053,414</u>
Fund balance, January 1	3,928,702	3,928,702	3,928,702	-
Prior period adjustment	-	-	(196,833)	196,833
Fund balance, January 1, restated	<u>3,928,702</u>	<u>3,928,702</u>	<u>3,731,869</u>	<u>196,833</u>
Fund balance, December 31	<u>\$ 3,928,702</u>	<u>\$ 3,928,702</u>	<u>\$ 4,785,283</u>	<u>\$ 1,250,247</u>

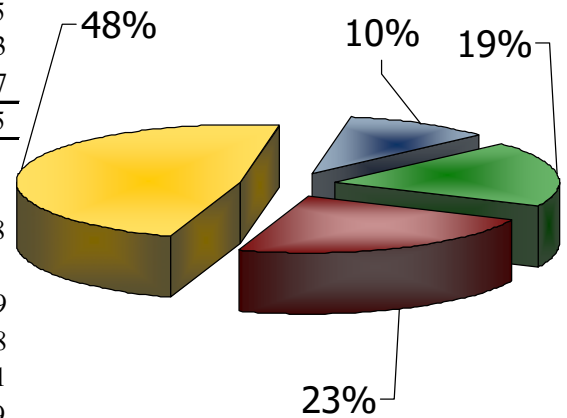
*Source: 12/31/2019
financial statements.

RICHLAND COUNTY

GOVERNMENTAL FUND BALANCES

	2019	2018
Nonspendable		
Major Fund:		
General Fund:		
Tax certificates and deeds	\$ 745,495	\$ 656,965
Materials and supplies inventories	3,746	3,523
Prepaid expenses	108,964	113,337
Total nonspendable	858,205	773,825
Restricted		
Major Fund:		
Debt service	127,692	126,598
Nonmajor Funds:		
Community Development Block Grant	151,804	166,229
Wisconsin Development Fund Grant	1,225,826	1,197,678
Dog license	-	31
County Fairgrounds donations	43,160	38,279
Total restricted	1,548,482	1,528,815
Assigned		
Nonmajor Funds:		
Swimming Pool Projects	25,378	26,743
U.W. Campus Fund	4,527	13,774
U.W. Symons Building	28,365	31,671
Capital Projects Fund	1,838,092	57,485
Total assigned	1,896,362	129,673
Unassigned		
Major Fund:		
General Fund	3,927,078	3,154,877
Total unassigned	3,927,078	3,154,877
Total governmental fund balance	\$ 8,230,127	\$ 5,587,190

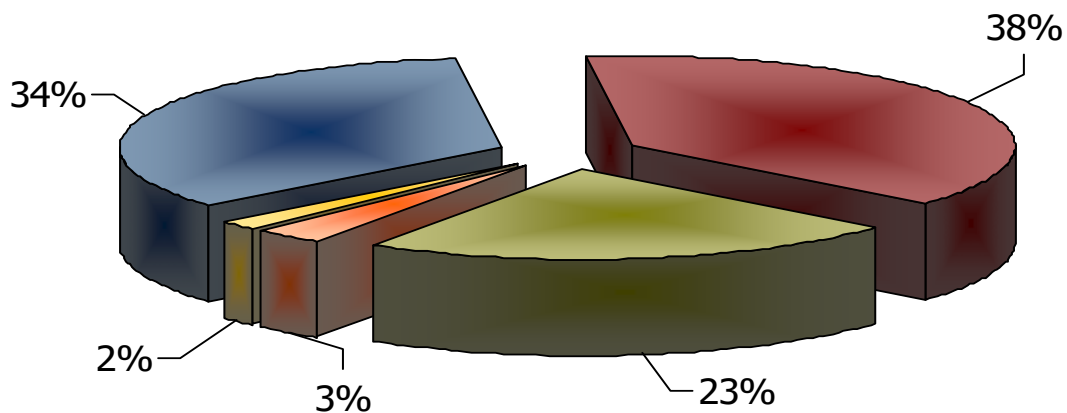
12/31/2019



■	Nonspendable - \$858,205
■	Restricted - \$1,548,482
■	Assigned - \$1,896,362
■	Unassigned - \$3,927,078

RICHLAND COUNTY

GOVERNMENTAL FUNDS – 2019 REVENUES



■ Intergovernmental	- \$6,072,529
■ Taxes	- \$6,810,911
■ Public Charges for Services	- \$4,127,378
■ Miscellaneous & Interest Income	- \$555,832
■ Licenses & Permits, Penalties & Forfeitures	- \$277,829

OBSERVATIONS AND COMMENTS:

- Property taxes are settled with taxing districts in February and August.
- Intergovernmental revenues are the largest single revenue source. The most significant intergovernmental revenues are:

Shared Taxes	\$ 1,134,723 - Payable in July & November
Health & Human Services	\$ 1,995,049 - Payable monthly based on contract
- Public charges for services include fees for general government, ambulance fees, UW meal service, nutrition program, swimming pool revenues and other community programs.

SOURCE: 12/31/2019 FINANCIAL STATEMENTS

RICHLAND COUNTY

PROPERTY TAXES



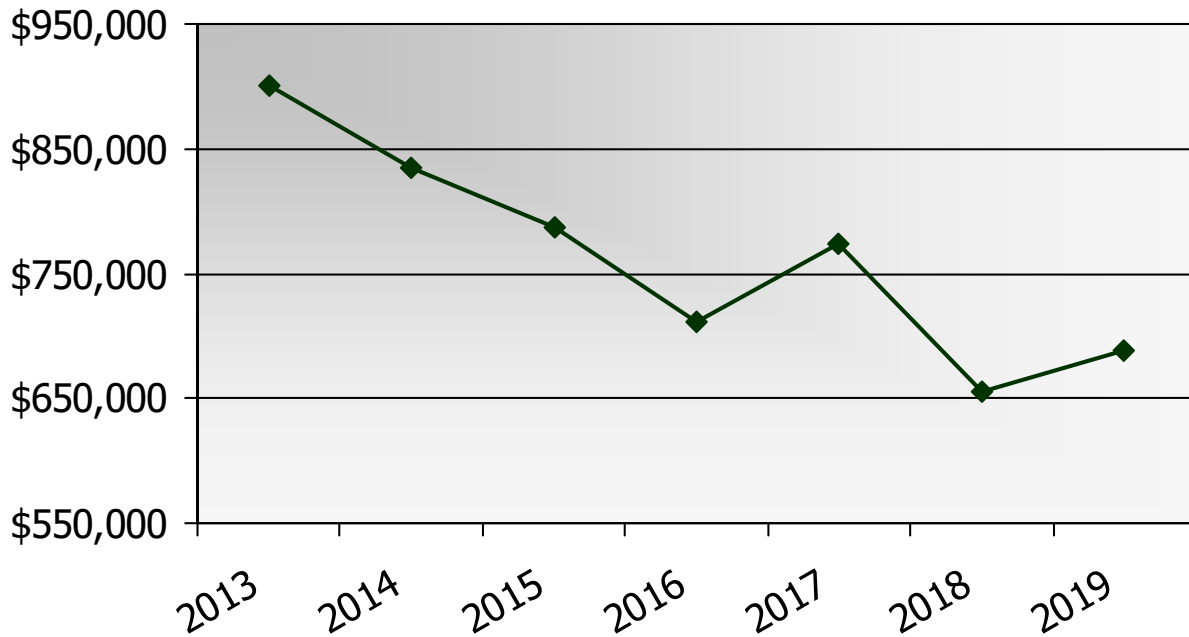
2014	\$ 6,691,961
2015	\$ 6,787,135
2016	\$ 6,882,990
2017	\$ 8,337,005
2018	\$ 8,746,695
2019	\$ 8,874,572

OBSERVATIONS AND COMMENTS:

- Local property taxes have increased approximately 33% over the six year period. Increases are related to long-term debt required payments.

RICHLAND COUNTY

TAXES RECEIVABLE BALANCES

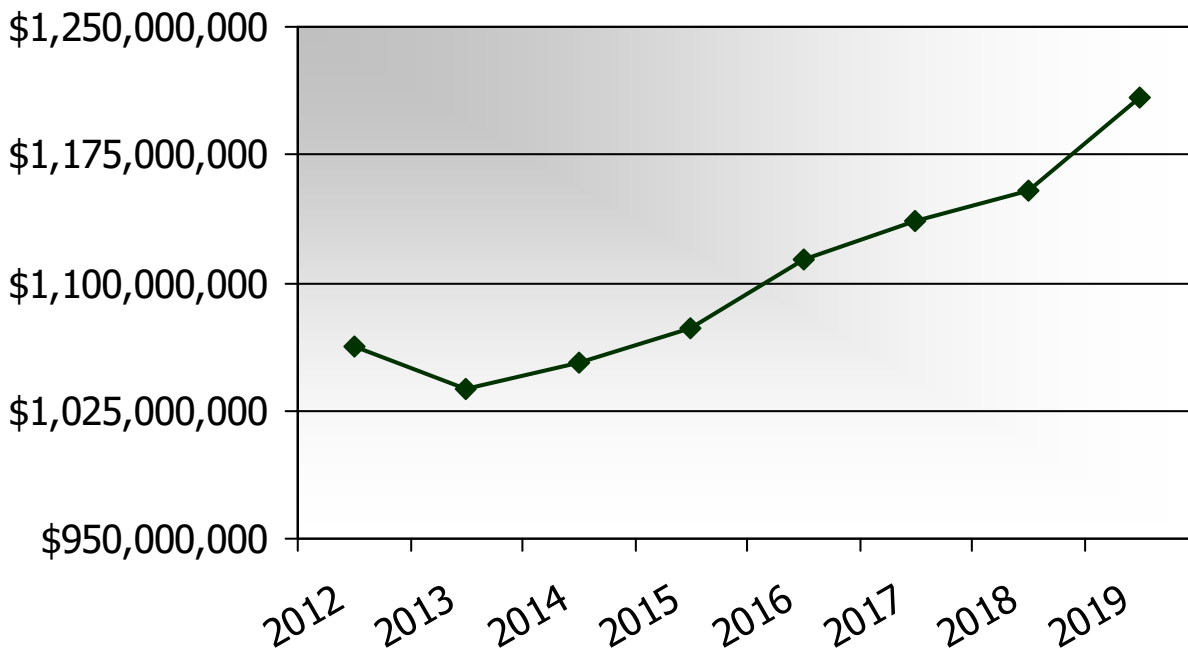


The following are the taxes receivable balances that consist of tax certificates held at year end.

2013	\$ 900,458
2014	\$ 835,508
2015	\$ 786,392
2016	\$ 711,167
2017	\$ 773,074
2018	\$ 655,478
2019	\$ 687,567

RICHLAND COUNTY

TREND IN EQUALIZED VALUE OF PROPERTY



Total Equalized Value

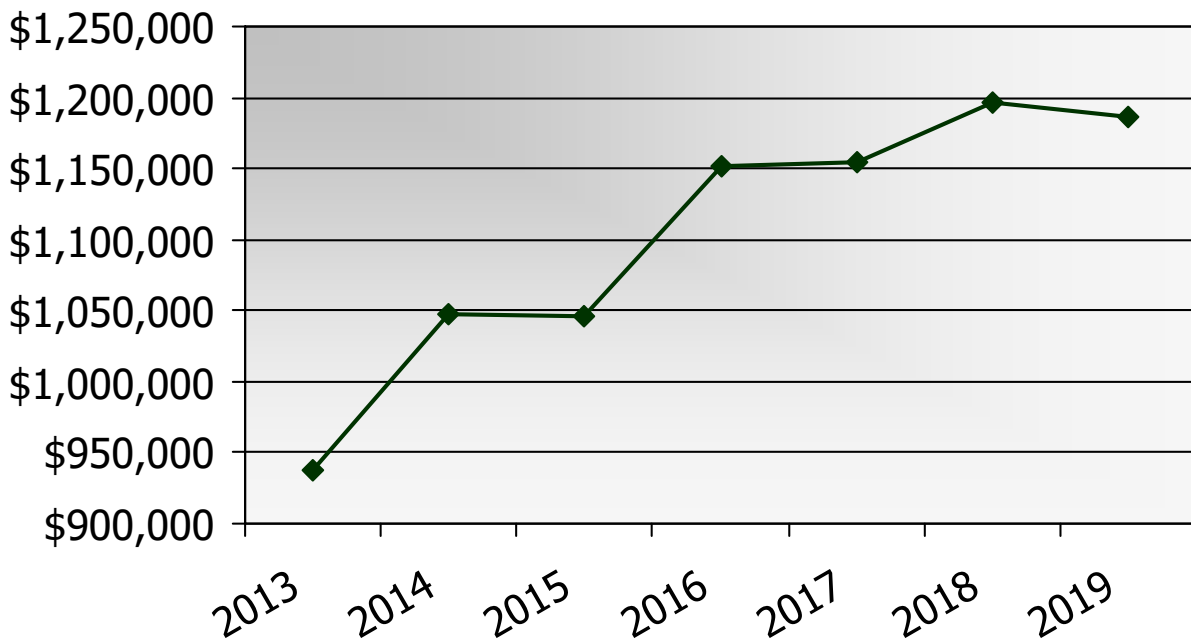
2012	\$ 1,062,333,500
2013	\$ 1,037,181,300
2014	\$ 1,053,069,500
2015	\$ 1,072,880,400
2016	\$ 1,113,581,100
2017	\$ 1,136,481,200
2018	\$ 1,154,170,600
2019	\$ 1,209,046,400

OBSERVATIONS AND COMMENTS:

- The County's valuation over this eight year period has rebounded since receding. The valuation over this eight year period has increased by approximately 13.8%. Surrounding counties have experienced similar decline and growth in the past eight years.

RICHLAND COUNTY

TREND IN SALES TAX REVENUE



Trend in Sales Tax Revenue

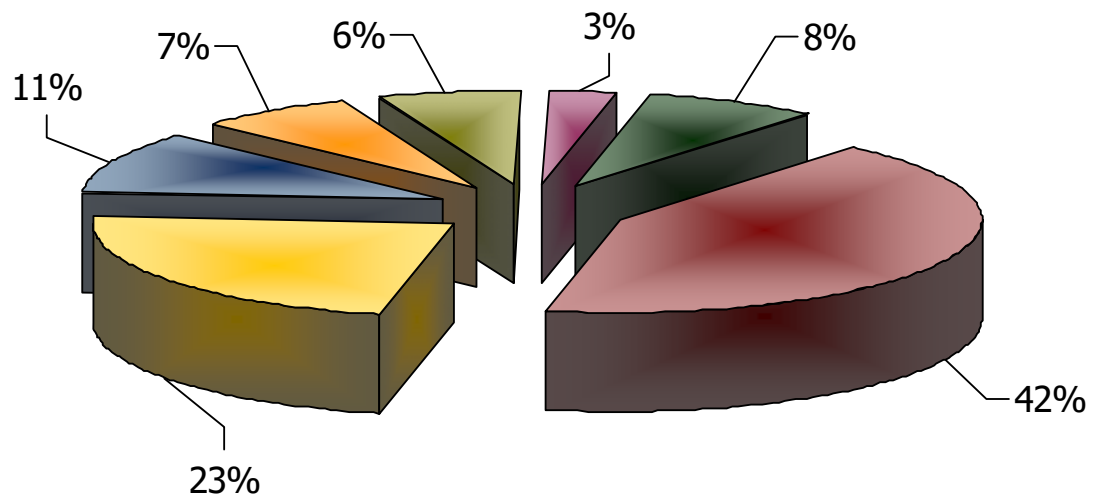
2013	\$ 937,788
2014	\$ 1,048,008
2015	\$ 1,046,125
2016	\$ 1,151,402
2017	\$ 1,155,054
2018	\$ 1,195,943
2019	\$ 1,185,990

OBSERVATIONS AND COMMENTS:

- Like other Wisconsin counties, Richland County has used the ½% sales tax to limit property tax increases.

RICHLAND COUNTY

GOVERNMENTAL FUNDS – 2019 EXPENDITURES



■ Health & Social Services	- \$7,614,221
■ Public Safety	- \$4,116,507
■ General Government	- \$1,948,492
■ Culture & Recreation, Transportation	- \$1,266,373
■ Conservation & Development	- \$1,117,357
■ Debt Service	- \$555,938
■ Capital Outlay	- \$1,415,421

OBSERVATIONS AND COMMENTS:

- In 2019 and 2018, Health and Social Services and Public Safety expenditures were approximately 65% and 66% of total governmental expenditures, respectively.

SOURCE: 12/31/2019 FINANCIAL STATEMENTS

RICHLAND COUNTY

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION – PROPRIETARY FUNDS

	Enterprise Fund	Internal Service Fund
	Pine Valley Community Village	Highway
Operating revenues:		
Intergovernmental	\$ -	\$ 599,939
Charges for services	8,116,141	2,113,161
Other operating revenues	12,428	-
Total operating revenues	8,128,569	2,713,100
Operating expenses:		
Operation and maintenance	7,524,946	3,727,004
Administration	814,822	226,462
Depreciation	1,116,587	303,179
Total operating expenses	9,456,355	4,256,645
Operating income (loss)	(1,327,786)	(1,543,545)
Nonoperating revenues (expenses):		
Donations	20,773	-
Supplemental payments	765,250	-
Amortization of bond premium	20,562	-
Interest expense	(574,099)	(41,582)
General property taxes	1,356,918	1,983,312
Miscellaneous nonoperating revenues	-	999
Total nonoperating revenues (expenses)	1,589,404	1,942,729
Net income (loss) before transfer and special item	261,618	399,184
Other financing sources (uses):		
Transfer to County	(300,000)	-
Special item - loss on disposal of capital asset	(12,240)	-
Change in net position	(50,622)	399,184
Net position, January 1	1,694,311	3,906,089
Prior period adjustment	-	6,527
Net position, January 1, restated	1,694,311	3,912,616
Net position, December 31	\$ 1,643,689	\$ 4,311,800

*Source: 12/31/2019 financial statements.

RICHLAND COUNTY

CHANGES IN LONG-TERM OBLIGATIONS

The following is a summary of long-term debt obligations:

	Balance 1/1/2019	Increases	Decreases	Balance 12/31/2019	Amounts Due Within One Year
Governmental Activities					
Bonds and notes payable:					
Direct borrowings and placements	\$ 1,572,771	\$ 200,000	\$ 175,627	\$ 1,597,144	\$ 253,069
Bonds	3,155,000	-	345,000	2,810,000	360,000
Subtotal	<u>4,727,771</u>	<u>200,000</u>	<u>520,627</u>	<u>4,407,144</u>	<u>613,069</u>
Other liabilities:					
Vested compensated absences	633,413	-	102,551	530,862	-
Subtotal	<u>633,413</u>	<u>-</u>	<u>102,551</u>	<u>530,862</u>	<u>-</u>
Total governmental activities long-term liabilities	<u>\$ 5,361,184</u>	<u>\$ 200,000</u>	<u>\$ 623,178</u>	<u>\$ 4,938,006</u>	<u>\$ 613,069</u>
Business-Type Activities					
Bonds and notes payable:					
Bonds and note	\$ 20,725,000	\$ -	\$ 885,000	\$ 19,840,000	\$ 920,000
Bond premium	355,167	-	20,562	334,605	-
Subtotal	<u>21,080,167</u>	<u>-</u>	<u>905,562</u>	<u>20,174,605</u>	<u>920,000</u>
Other liabilities:					
Vested compensated absences	445,920	10,243	12,761	443,402	222,603
Total other liabilities	<u>445,920</u>	<u>10,243</u>	<u>12,761</u>	<u>443,402</u>	<u>222,603</u>
Total business-type activities long-term liabilities	<u>\$ 21,526,087</u>	<u>\$ 10,243</u>	<u>\$ 918,323</u>	<u>\$ 20,618,007</u>	<u>\$ 1,142,603</u>

OBSERVATIONS AND COMMENTS:

➤ As of December 31, 2019, general obligation debt limitation totals \$60,452,320; debt subject to limitation totals \$24,247,144. The County has approximately 60% of its debt capacity remaining.

Richland County Health and Human Services Board

Agenda Item Cover

Agenda Item Name: Approve Transfer of 2019 Fund 56 Carryover Funds to 2020 Fund 54

Unit	Administration	Presented By:	Angie Rizner
Date of Meeting:	October 8, 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Rule 14 of the Richland County Rules of the Board*
Date submitted:	September 29, 2020	Referred by:	Tracy Thorsen

* Rule 14 of the Richland County Rules of the Board states, "The following items must be approved by the County Board:
(g) Budget Matters. All budget issues and fund transfers must go through the Finance and Personnel Committee and, if necessary, to the County Board.

Recommendation and/or action language: Approve recommendation to the Finance and Personnel Committee to transfer the 2019 Health and Human Services Fund 56 yearend carryover in the amount of \$551,951.63 to the 2020 Adult Placement Fund 54. As part of the routine close-out of the year, these funds were transferred to Fund 10 (General Fund) by the auditors; therefore, the transfer would be made from the General Fund 10 to the Adult Placement Fund 54.

Background: There were funds remaining in the Health and Human Services accounts at the end of 2019 after all Health and Human expenses were paid and the deficit in the 2019 placement funds were addressed. Carrie Leonard, CPA from Johnson Block reported that remaining funds in the amount of \$551,951.63 were returned to the County General Fund as is the routine practice.

Historically remaining yearend funds from the Health and Human Services Fund 56 have been transferred to one or both Funds 44 and 54 in order to address anticipated shortfalls in the Placement Funds. In 2020, expenses applied to Fund 54 are projected to exceed the fund balance.

Attachments and References:


Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

Approval:

Review:



Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Roofing Projects Utilizing Capitol Borrowing Fund (#75)

Department	Administration	Presented By:	Russell Mohns
Date of Meeting:	3 November	Action Needed:	Vote / Inform / Res. / Ord.
Disclosure:	Open Session	Authority:	Committee Structure C,D,E,K
Date submitted:	28 October 2020	Referred by:	

Recommendation and/or action language:

- 1). Motion to... make recommendation to the County Board to...
 - A. accept the bid proposal from: Maly Roofing Company Inc.
 - B. to perform roof replacement and related work to the Community Services Building and Symons Recreation Complex (considered the base projects), and...
 - C. (possible)to perform roof replacements on the following UW Campus facilities: 1) Miller Memorial Library, 2) Melvin Hall, 3) East Hall, and 4) Science Hall,
- 2). Motion to appropriate \$40,116.50 funds from Line#6 of the Capital Improvement Borrowing intended for HHS and UW campus to help cover costs of the Symons roof replacement.
- 3). Motion to allow use of fund #75 for roof project expenses.

Background: *(preferred one page or less with focus on options and decision points)*

Russell Mohns of Specialty Engineering Group, LLC will be presenting on the results of the Request for Proposals regarding roof replacements as planned through the 2.9million capital borrowing (Fund #75).

Russell will provide recommendations to the committee on the assessed priorities based on roof conditions and discussion with UW Campus leadership. Because this project utilizes capital borrowed funds/and involves multiple facilities under multiple departments the recommendations are coming through the Finance and Personnel Committee.

Attachments and References:

14944 Richland Co Bid Recommendation Letter	Project Bid Forms
Copy of 2019 Borrowing Allocation	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Fund #75, Capital Borrowing / City Share of Symons
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Richland County Committee

Agenda Item Cover

Project Funds Available and Appropriated:			
2019 Capital Borrowing:			
Line #6 — Roof Replacement / repairs – HHS Bld. UWP Campus	\$634,000		\$ 634,000.00
Reappropriate \$40,116.50 from Lin #6 to Symons Line #9			\$ (40,116.50)
Line #9 — Symons — plaster, rubber roof, tile drain			
\$25,000 was initially allocated to the roof as county's 50% share			\$ 25,000.00
Reappropriate \$40,116.50 from Lin #6 to Symons Line #9			\$ 40,116.50
Total Cost of Symons Roof	\$	130,233.00	
City's share of Symon's roof	\$	65,116.50	\$ 65,116.50
Total Available Funds for Project:			\$ 724,116.50
Total Project Cost:			\$ 670,210.00
Recommended Contingency :			\$ 40,000.00
Total Appropriation:			\$ 710,210.00

Please Reference Line #6 and Line #9 from the “Proposed Capital Improvement Borrowing” document below.

Funding allocations are proposed from two line items of the proposed 2019 capital borrowing and the City’s 50% share on the Symons Center.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Richland County 2020 Budget

Proposed Capital improvement Borrowing

\$124,500	Technology-County Board I Pads, computers/servers replacement, video conferencing
\$38,000	Parks-13,000 well/25,000 gravel for bike trail
\$60,000	Courthouse -cleaning equipment/windows/carpet
\$20,000	Emergency Man.- shed for command post
\$105,000	Fair- electrical/lighting for grandstands
\$634,000	Roof Replacements/repairs-HHS Bld. UWP Campus
\$800,000	Highway- new asphalt 6.5 miles
\$234,000	Vehicles- Sheriff's cars/trucks/van
\$65,000	Symons—plaster, rubber roof, tile drains
\$10,000	Construction of office for administrator
\$125,000	misc. equipment-from various budgets
\$25,000	Security window-for child support office
\$100,000	Dam repair-Land Conservation
\$25,000	AED's for squad cars
<u>\$600,000</u>	Ambulance Garage

\$2,965,500 TOTAL

Richland County Committee

Agenda Item Cover



SPECIALTY ENGINEERING GROUP LLC
122 E. OLIN AVENUE, SUITE 190
MADISON, WI 53713
F 262.253.4701
www.str-seg.com

October 29, 2020

e-mail, no hard copy to follo

Mr. Clinton Langreck
County Administrator
Richland County
181 W. Seminary Street
Richland Center, WI 53581

Re: Bid Recommendation Letter
Richland Co. Multi - Building Roof Replacement Project
SEG Project No. 14944

Dear Clint:

Richland Co. electronically received bids for the above referenced project on September 29, 2020. The project consisted of a single Base Bid and four (4) Alternates. No Addendum were issued on the Project.

The Base Bid was for the roof replacement and related work on the Community Services Building and the Symons Recreation Complex.

Alternate No. 1 was for roof replacement and related work on UW Platteville Richland Campus Miller Memorial Library.

Alternate No. 2 was for roof replacement and related work on UW Platteville Richland Campus Melvill Hall.

Alternate No. 3 was for roof replacement and related work on UW Platteville Richland Campus East Hall.

Alternate No. 4 was for roof replacement and related work on UW Platteville Richland Campus Science Hall.

Six (6) Contractors requested and were provided with Project Manuals for the above referenced project. Four (4) Contractors elected to submit bids for the Project. A Bid Tabulation Sheet is attached for your reference.

Bids for the Base Bid ranged from a high of \$559,845.00 to a low of \$342,666. The low bid, in the amount of \$342,666.00 was received by Maly Roofing Company Inc. of Madison, WI. Total for the four (4) Alternate Bids was \$277,899.00. A combination of the Base Bid and the 4 Alternates amounts to \$620,565.00.

Contractors were requested to provide a price break-out for accounting purposes of the two (2) buildings in the Base Bid. Maly Roofing provided a break-out of \$212,433.00 for the Community Services Building and \$130,233.00 for Symons Recreation Center.



SEG has reviewed the bids and discussed the bids and project with Maly Roofing Company Inc.. They stated that if offered a contract they would execute the Contract and complete the project within the specified timeframe. It is recommended that you accept the bid from Maly Roofing Company Inc. for the Base Bid and the four (4) Alternates and offer them a contract for the work in the amount of \$620,565.00.

Total estimated project cost:	
Base Bid	\$ 342,666.00
Alternate No.'s 1 - 4	\$ 277,899.00
<u>A/E Fees (8% of accepted bids)</u>	<u>\$ 49,645.00</u>
Total estimated project cost	\$ 670,210.00

It is recommended that in addition to above costs the Board approve a \$40,000.00 contingency to cover the costs to correct unforeseen deteriorated conditions. These conditions are typically deteriorated structural components due to extended moisture infiltration and would not be attributable to the hail damage and would not be reimbursed by the Insurance provider. Full discovery of these conditions only occurs after the roof covering has been removed. The pre-approval of the funds with a accounting of expenditure after the project is so that work may continue without additional expense incurred due to work stoppage and application of temporary covers until funds are approved.

Upon the Boards acceptance of the Bid from Maly Roofing Company Inc for the Base Bid and the four (4) Alternate Bids, Specialty Engineering Group, LLC on behalf of Richland Co. will prepare an AIA contract between Richland County and Maly Roofing Company Inc.

If you have any comments, questions or concerns regarding the information contained in this letter please feel free to contact me.

Sincerely,
Specialty Engineering Group LLC

Russell P. Mohns

Russell P. Mohns, P.E.
Principal / Project Engineer

Attachments: Bid Tabulation Sheet
Maly Roofing Company Bid Form

ECC w/ Attachments: John Hoenick, SEG
SEG File

BID TABULATION SHEET

Bid Opening Date - September 29, 2020 - 2:00 PM

Richland County

Richland County Multi-Building Roof Replacement

SEG Project No. 14944

	Custofoam Corp	Interstate Roofing	Maly Roofing	Nieman Roofing		
Base Bid - Roofing Replacement and Related Work on Community Services Building and Symons Recreation Complex	\$434,912.00	\$389,000.00	\$342,666.00	\$559,845.00		
Alternative No. 1: Roofing Replacement and related work on UW Richland Miller Memorial Library	\$114,907.00	\$79,500.00	\$77,433.00	\$103,500.00		
Alternative No. 2: Roofing Replacement and related work on UW Richland Melvill Hall	\$108,191.00	\$84,200.00	\$91,833.00	\$117,200.00		
Alternative No. 3: Roofing Replacement and related work on UW Richland East Hall	\$20,811.00	\$12,650.00	\$13,233.00	\$28,250.00		
Alternative No. 4: Roofing Replacement and related work on UW Richland Science Hall	\$145,398.00	\$120,450.00	\$95,400.00	\$132,400.00		
Changes to the Work						
% overhead and profit on work	99.9	15%	15%	20%		
% on the cost of work done by Subcontractor	<1%	10%	7%	10%		
Hourly rate (\$/HR)	\$90.00	\$85.00	\$68.00	\$90.00		
% mark-up on material	20%	15%	15%	10%		
Document 00 43 27 - Separate Prices Breakout Form - Yes / No	No	Yes	Yes	Yes		

**DOCUMENT 00 41 00
BID FORM**

THE PROJECT AND THE PARTIES

1.01 TO:

- A. Richland County
- B. Attn: Victor Vlasak, County Clerk
 - 1. E-mail: victor.vlasak@co.richland.wi.us.

1.02 FOR:

- A. Multi-Building - Roof Replacement
- B. SEG Project No. 14944

1.03 DATE: 9-29-20 (BIDDER TO ENTER DATE)

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

- A. Bidder's Full Name: MALY ROOFING COMPANY, INC.
 - 1. Address: 4202 ROBERTSON ROAD
 - 2. City, State, Zip: MADISON, WI 53714
 - 3. Phone: 608-249-7663
 - 4. E-mail Address: ferryt@malyroofing.com

1.05 OFFERS

- A. **BASE BID (Community Services Building and Symons Recreation Complex):** Having examined the Place of Work and matters referred to in the Instructions to Bidders and the Contract Documents prepared by STR-SEG for the above-mentioned Project, we, the undersigned, hereby offer to enter into a Contract to perform Work for the Sum of:
- B. THREE HUNDRED FORTY TWO THOUSAND,
SIX HUNDRED SIXTY SIX \$^{NO}/100 dollars
(\$342,666.00) in lawful money of the United States of America.

1.06 ACCEPTANCE

- A. This offer shall be open to acceptance and are irrevocable for 60-days from Bid closing date.
- B. If this Bid is accepted by Owner within the time period stated above, we will:
 - 1. Execute the Agreement within 7-days of receipt acceptance of this Bid.

1.07 CONTRACT TIME

- A. If this Bid is accepted, we will substantially complete Work no later than June 2, 2020.

1.08 CHANGES TO THE WORK

- A. When Owner and Consultant establish that the method of valuation for Changes in Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
 - 1. 15 percent overhead and profit on the net cost of our own Work;
 - 2. 7 percent on the cost of work done by any Subcontractor.

- B. When Consultant establishes that the method of valuation of changes in Work will be an hourly fee in accordance with General Conditions, our hourly fee will be:
 - 1. 68. \$ per man-hour.
 - 2. 15. percent mark-up on materials.

1.09 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 - 1. Addendum # _____ Dated _____.
 - 2. Addendum # _____ Dated _____.
- NONE**

1.10 BID FORM SUPPLEMENTS

- A. The following Supplements are attached to this Bid Form and are considered an integral part of this Bid Form:
 - 1. Document 00 43 23 - "Alternates": Indicate cost adjustments to the Base Bid.
 - 2. Document 00 43 27 - "Separate Prices Break-Out Form".

1.11 BID FORM SIGNATURE(S)

- A. The Corporate Seal of:

- B. Maly Roofing Company, Inc.
- C. (Bidder - print the full name of your firm)
- D. was hereunto affixed in the presence of:

- E. Jamela C. Kerner, President
- F. (Authorized signing officer, Title) (Seal)

- G. _____
- H. (Authorized signing officer, Title)

1.12 IF BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF DOCUMENT

**DOCUMENT 00 43 23
ALTERNATES FORM**

PARTICULARS

1.01 The following is the list of Alternatives referenced in the bid submitted by:

1.02 MALY ROOFING COMPANY, INC (BIDDER)

1.03 TO: Richland County (OWNER)

1.04 DATED 9-29-20 and which is an integral part of Bid Form.

ALTERNATIVES

2.01 The following amounts shall be added to, or deducted from, Bid Amount. Refer to Section 01 23 00 - "Alternates": Schedule of Alternates.

2.02 ALTERNATIVE No.1: Roof Replacement and related Work at UW-Platteville Richland: Miller Memorial Library.

[ADD] [~~DEDUCT~~]
(BIDDER TO CIRCLE ONE) \$ 77,433.00

SEVENTY SEVEN THOUSAND, FOUR HUNDRED THIRTY dollars
(written) THREE #⁰⁰/100

2.03 ALTERNATIVE No.2: Roof Replacement and related Work at UW-Platteville Richland: Melvill Hall.

[ADD] [~~DEDUCT~~]
(BIDDER TO CIRCLE ONE) \$ 91,833.00

NINETY ONE THOUSAND, EIGHT HUNDRED THIRTY dollars
(written) THREE #⁰⁰/100

2.04 ALTERNATIVE No.3: Roof Replacement and related Work at UW-Platteville Richland: East Hall.

[ADD] [~~DEDUCT~~]
(BIDDER TO CIRCLE ONE) \$ 13,233.00

THIRTEEN THOUSAND, TWO HUNDRED THIRTY dollars
(written) THREE #⁰⁰/100

2.05 ALTERNATIVE No.4: Roof Replacement and related Work at UW-Platteville Richland: Science Hall.

[ADD] [~~DEDUCT~~]
(BIDDER TO CIRCLE ONE) \$ 95,400.00

NINETY FIVE THOUSAND, FOUR HUNDRED #⁰⁰/100 dollars
(written)

ACCEPTANCE OF OWNER

3.01 The numerical order of listing these Alternates may, but does not necessarily, imply their priority. Owner may decide to accept any one, or more, or none of the items listed.

END OF FORM

**DOCUMENT 00 43 27
SEPARATE PRICES BREAK-OUT FORM**

PARTICULARS

1.01 THE FOLLOWING IS THE LIST OF SEPARATE PRICES REFERENCED IN BID SUBMITTED BY:

1.02 MALY ROOFING COMPANY, INC. (BIDDER)

1.03 TO: Richland County (OWNER)

1.04 DATED 9-29-20 AND WHICH IS AN INTEGRAL PART OF BID FORM.

ITEM DESCRIPTIONS.

2.01 ITEM No.1:

A. Description: Roof Replacement and related Work at Community Services Building – Value:

\$ 212,433.00

2.02 ITEM No.2:

A. Description: Roof Replacement and related Work at Symons Recreation Center – Value:

\$ 130,233.00

END OF DOCUMENT

THE PROJECT AND THE PARTIES

1.01 TO:

- A. Richland County
- B. Attn: Victor Vlasak., County Clerk
 - 1. E-mail: victor.vlasak@co.richland.wi.us.

1.02 FOR:

- A. Multi-Building - Roof Replacement
- B. SEG Project No. 14944

1.03 DATE: 9/29/2020 (BIDDER TO ENTER DATE)

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

- A. Bidder's Full Name: Interstate Roofing & Waterproofing, Inc.
 - 1. Address: N5544 Commerce Road
 - 2. City, State, Zip: Onalaska, WI 54650
 - 3. Phone: 608 783-2106
 - 4. E-mail Address: derek@interstate-roofing.com

1.05 OFFERS

- A. **BASE BID (Community Services Building and Symons Recreation Complex):** Having examined the Place of Work and matters referred to in the Instructions to Bidders and the Contract Documents prepared by STR-SEG for the above-mentioned Project, we, the undersigned, hereby offer to enter into a Contract to perform Work for the Sum of:
- B. Three hundred eighty nine thousand and no/100-----
----- dollars
(\$ 389,000.00), in lawful money of the United States of America.

1.06 ACCEPTANCE

- A. This offer shall be open to acceptance and are irrevocable for 60-days from Bid closing date.
- B. If this Bid is accepted by Owner within the time period stated above, we will:
 - 1. Execute the Agreement within 7-days of receipt acceptance of this Bid.

1.07 CONTRACT TIME

- A. If this Bid is accepted, we will substantially complete Work no later than June 2, 2020.

1.08 CHANGES TO THE WORK

- A. When Owner and Consultant establish that the method of valuation for Changes in Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
 - 1. 15 percent overhead and profit on the net cost of our own Work;
 - 2. 10 percent on the cost of work done by any Subcontractor.

- B. When Consultant establishes that the method of valuation of changes in Work will be an hourly fee in accordance with General Conditions, our hourly fee will be:
 - 1. 85.00 \$ per man-hour.
 - 2. 15 percent mark-up on materials.

1.09 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 - 1. Addendum # _____ Dated _____.
 - 2. Addendum # _____ Dated _____.

1.10 BID FORM SUPPLEMENTS

- A. The following Supplements are attached to this Bid Form and are considered an integral part of this Bid Form:
 - 1. Document 00 43 23 - "Alternates": Indicate cost adjustments to the Base Bid.
 - 2. Document 00 43 27 - "Separate Prices Break-Out Form".

1.11 BID FORM SIGNATURE(S)

A. The Corporate Seal of:

B. Interstate Roofing & Waterproofing, Inc.

C. (Bidder - print the full name of your firm)

D. was hereunto affixed in the presence of:

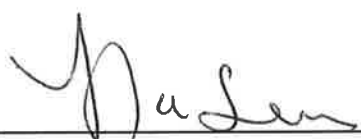
E. 

Derek Kasten, President

F. (Authorized signing officer, Title)

(Seal)



G. 

Nancy Swanson, Corporate Secretary

H. (Authorized signing officer, Title)

1.12 IF BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF DOCUMENT

**DOCUMENT 00 43 23
ALTERNATES FORM**

PARTICULARS

1.01 The following is the list of Alternatives referenced in the bid submitted by:

1.02 Interstate Roofing & Waterproofing, Inc. (BIDDER)

1.03 TO: Richland County (OWNER)

1.04 DATED 9/29/2020 and which is an integral part of Bid Form.

ALTERNATIVES

2.01 The following amounts shall be added to, or deducted from, Bid Amount. Refer to Section 01 23 00 - "Alternates": Schedule of Alternates.

2.02 ALTERNATIVE No.1: Roof Replacement and related Work at UW-Platteville Richland: Miller Memorial Library.

[ADD] [DEDUCT] \$ 79,500.00
(BIDDER TO CIRCLE ONE)

Seventy nine thousand five hundred and no/100-----dollars
(written)

2.03 ALTERNATIVE No.2: Roof Replacement and related Work at UW-Platteville Richland: Melvill Hall.

[ADD] [DEDUCT] \$ 84,200.00
(BIDDER TO CIRCLE ONE)

Eighty four thousand two hundred and no/100-----dollars
(written)

2.04 ALTERNATIVE No.3: Roof Replacement and related Work at UW-Platteville Richland: East Hall.

[ADD] [DEDUCT] \$ 12,650.00
(BIDDER TO CIRCLE ONE)

Twelve thousand six hundred fifty and no/100-----dollars
(written)

2.05 ALTERNATIVE No.4: Roof Replacement and related Work at UW-Platteville Richland: Science Hall.

[ADD] [DEDUCT] \$ 120,450.00
(BIDDER TO CIRCLE ONE)

One hundred twenty thousand four hundred fifty and no/100-----dollars
(written)

ACCEPTANCE OF OWNER

3.01 The numerical order of listing these Alternates may, but does not necessarily, imply their priority. Owner may decide to accept any one, or more, or none of the items listed.

END OF FORM

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**DOCUMENT 00 43 27
SEPARATE PRICES BREAK-OUT FORM**

PARTICULARS

1.01 THE FOLLOWING IS THE LIST OF SEPARATE PRICES REFERENCED IN BID SUBMITTED BY:

1.02 Interstate Roofing & Waterproofing, Inc. (BIDDER)

1.03 TO: Richland County (OWNER)

1.04 DATED 9/29/2020 AND WHICH IS AN INTEGRAL PART OF BID FORM.

ITEM DESCRIPTIONS.

2.01 ITEM No.1:

A. Description: Roof Replacement and related Work at Community Services Building – Value:

\$ 222,000.00

2.02 ITEM No.2:

A. Description: Roof Replacement and related Work at Symons Recreation Center – Value:

\$ 167,000.00

END OF DOCUMENT

**DOCUMENT 00 41 00
BID FORM**

THE PROJECT AND THE PARTIES

1.01 TO:

- A. Richland County
- B. Attn: Victor Vlasak, County Clerk
 - 1. E-mail: victor.vlasak@co.richland.wi.us.

1.02 FOR:

- A. Multi-Building - Roof Replacement
- B. SEG Project No. 14944

1.03 DATE: 09-28-20 (BIDDER TO ENTER DATE)

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

- A. Bidder's Full Name: Custofoam Corporation
 - 1. Address: N4929 State Rd 58
 - 2. City, State, Zip: Mauston, WI 53948
 - 3. Phone: 608-847-7447
 - 4. E-mail Address: jhartje@custofoam.com

1.05 OFFERS

- A. **BASE BID (Community Services Building and Symons Recreation Complex):** Having examined the Place of Work and matters referred to in the Instructions to Bidders and the Contract Documents prepared by STR-SEG for the above-mentioned Project, we, the undersigned, hereby offer to enter into a Contract to perform Work for the Sum of:
- B. Four hundred thirty four thousand nine hundred twelve
and $\frac{00}{100}$ dollars
(\$434,912.⁰⁰), in lawful money of the United States of America.

1.06 ACCEPTANCE

- A. This offer shall be open to acceptance and are irrevocable for 60-days from Bid closing date.
- B. If this Bid is accepted by Owner within the time period stated above, we will:
 - 1. Execute the Agreement within 7-days of receipt acceptance of this Bid.

1.07 CONTRACT TIME

- A. If this Bid is accepted, we will substantially complete Work no later than June 2, ²⁰²¹~~2020~~.



CORPORATE RESOLUTION

Adopted at Board of Directors meeting of March 21st, 2019, be it resolved that
Date

Adam Buchmeier
Name of Person Signing Contract

the Secretary/Treasurer, of the Corporation, be and is hereby authorized and empowered to
Name of Office

execute contracts on behalf of the Corporation, and that this resolution shall continue in force and effect until
modified or rescinded by subsequent action of the Stockholders or of the Board of Directors of the Corporation.

Witnessed By:

[Signature]

[Signature]
Signature

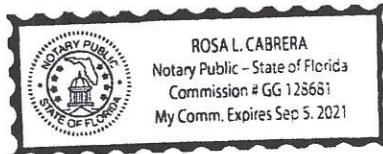
CEO/OWNER
Name of Office

CUSTOMER ROOFING SOLUTIONS
Name of Corporation

Subscribed to and sworn before me

This 21 day of March, 2019
Rosa Cabrera
Notary Public

My commission expires sep 5, 2021



1.08 CHANGES TO THE WORK

- A. When Owner and Consultant establish that the method of valuation for Changes in Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
 - 1. 99.9 percent overhead and profit on the net cost of our own Work;
 - 2. 21% percent on the cost of work done by any Subcontractor.

- B. When Consultant establishes that the method of valuation of changes in Work will be an hourly fee in accordance with General Conditions, our hourly fee will be:
 - 1. \$90.00 \$ per man-hour.
 - 2. 20% percent mark-up on materials.

1.09 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 - 1. Addendum # _____ Dated _____.
 - 2. Addendum # _____ Dated _____.

1.10 BID FORM SUPPLEMENTS

- A. The following Supplements are attached to this Bid Form and are considered an integral part of this Bid Form:
 - 1. Document 00 43 23 - "Alternates": Indicate cost adjustments to the Base Bid.
 - 2. Document 00 43 27 - "Separate Prices Break-Out Form".

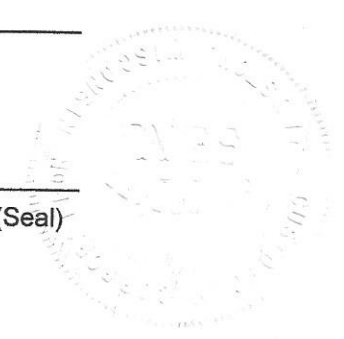
1.11 BID FORM SIGNATURE(S)

- A. The Corporate Seal of:

- B. Custofam Corporation
- C. (Bidder - print the full name of your firm)
- D. was hereunto affixed in the presence of:

- E. [Signature]
- F. (Authorized signing officer, Title) Adam Buchmeier - COO / Secretary (Seal)

- G. _____
- H. (Authorized signing officer, Title)



1.12 IF BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF DOCUMENT

**DOCUMENT 00 43 23
ALTERNATES FORM**

PARTICULARS

1.01 The following is the list of Alternates referenced in the bid submitted by:

1.02 Custofoam Corporation (BIDDER)

1.03 TO: Richland County (OWNER)

1.04 DATED 09-28-2020 and which is an integral part of Bid Form.

ALTERNATIVES

2.01 The following amounts shall be added to, or deducted from, Bid Amount. Refer to Section 01 23 00 - "Alternates": Schedule of Alternates.

2.02 ALTERNATIVE No.1: Roof Replacement and related Work at UW-Platteville Richland: Miller Memorial Library.

[ADD] [DEDUCT] \$ 114,907.⁰⁰
(BIDDER TO CIRCLE ONE)

one hundred fourteen thousand nine hundred seven and ⁰⁰/₁₀₀ dollars
(written)

2.03 ALTERNATIVE No.2: Roof Replacement and related Work at UW-Platteville Richland: Melvill Hall.

[ADD] [DEDUCT] \$ 108,191.⁰⁰
(BIDDER TO CIRCLE ONE)

one hundred eight thousand one hundred ninety one and ⁰⁰/₁₀₀ dollars
(written)

2.04 ALTERNATIVE No.3: Roof Replacement and related Work at UW-Platteville Richland: East Hall.

[ADD] [DEDUCT] \$ 20,811.⁰⁰
(BIDDER TO CIRCLE ONE)

twenty thousand eight hundred eleven and ⁰⁰/₁₀₀ dollars
(written)

2.05 ALTERNATIVE No.4: Roof Replacement and related Work at UW-Platteville Richland: Science Hall.

[ADD] [DEDUCT] \$ 145,398.⁰⁰
(BIDDER TO CIRCLE ONE)

one hundred forty five thousand three hundred ninety eight and ⁰⁰/₁₀₀ dollars
(written)

ACCEPTANCE OF OWNER

3.01 The numerical order of listing these Alternates may, but does not necessarily, imply their priority. Owner may decide to accept any one, or more, or none of the items listed.

END OF FORM

Richland County Committee

Agenda Item Cover

Agenda Item Name: Short Term Capital Borrowing Program Policy

Department	Administration	Presented By:	Administrator
Date of Meeting:	03 Nov 2020	Action Needed:	Vote / Resolution
Disclosure:	Open Session	Authority:	Committee Structure C,D,E,F
Date submitted:	30 October 2020	Referred by:	

Recommendation and/or action language:

(Action may be taken or postponed until December pending discussion)

Motion to... recommend adoption of the Short Term Capital Borrowing Program Policy with proposed capital improvement / capital projects (as presented / with amendments), and present to the County Board for resolution.

Background: *(preferred one page or less with focus on options and decision points)*

On September 15, 2020, the County Board adopted, by ¾ vote, an Initial Resolution Authorizing Not to Exceed \$1,050,000 Taxable General Obligation Promissory Notes for Capital Improvement Projects (the “Initial Resolution”). A resolution awarding the sale of \$1,050,000 Taxable General Obligation Promissory Notes was adopted by the County Board on October 27, 2020 (the “Award Resolution”).

By executing this sale Richland County has \$1,032,132.00 of borrowed funds that may be applied to Capital Improvement Projects. This policy is set in place to help manage the appropriations of these borrowed capital funds within the limits of the legal resolution language, intensions of the borrowing and in the best interest of Richland County.

Attachments and References:

Short Term Capital Borrowing Program Policy	2021 Capital Improvement / Capital Project List
---	---

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Short Term Capital Borrowing Fund # ____
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Please see Project List attached.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Policy of Richland County

Policy Cover	
Title: Short Term Capital Borrowing Program	Effective Date: 17 Nov 2020
	Adoption/Revision Date: 17 November 2020
Custodian: Administrator	Approving Body: Richland County Board of Supervisors (RCBS)
	Sponsoring Committee, Board or Commission: Finance and Personnel

1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18
- b. Wis. Stat. 67

2. References

- a. Adopting Resolution: 21- _____
- b. Authorization and Award Resolutions: 20-99 and 20-110
- c. Richland County Board Committee Structure
- d. Richland County Board Rules

3. Purpose

- a. To establish what capital investment and capital projects the 2021 short term borrowing will be appropriated towards.
- b. To establish procedural guidance in utilizing these funds.

4. Scope

- a. Applies to Richland County employees, management, members of committees, boards and commissions and chairs of committee, boards and commissions.
 - i. Extends to partner organizations utilizing appropriated funds

5. Policy Overview

- a. On September 15, 2020, the County Board adopted, by $\frac{3}{4}$ vote, an Initial Resolution Authorizing Not to Exceed \$1,050,000 Taxable General Obligation Promissory Notes for Capital Improvement Projects (the "Initial Resolution").
- b. A resolution awarding the sale of \$1,050,000 Taxable General Obligation Promissory Notes was adopted by the County Board on October 27, 2020 (the "Award Resolution").
- c. By executing this sale Richland County has \$1,032,132.00 of borrowed funds that may be applied to Capital Improvement Projects.
- d. This policy is set in place to help manage the appropriations of these borrowed capital funds within the limits of the legal resolution language, intentions of the borrowing and in the best interest of Richland County.

Policy of Richland County

6. Policy Performance

- a. All utilization, appropriations and/or transfers of short term capital borrowed fund shall comply with this policy.
- b. Deviations from this policy require County Board approval where specified authority is not granted to the sponsoring committee or administration. Interpretation of this policy resides in the sponsoring committee whom may defer to the County Board when deemed appropriate by the sponsoring committee.

Policy Content

7. Receipt and Management:

- a. Transactions of funds received through the short term capital borrowing shall be handled through the Richland County Treasures Office.
- b. Short term capital borrowing funds will be accounted for in the general ledger under the fund designation number of _____

8. Allocations:

- a. The list of approved capital improvement and capital projects for the 2021 short term borrowing are listed in Appendix B
- b. The sponsoring committee is authorized to amend the project list, transfer funds and reappropriate funds within the limits of the legal resolution language, intensions of the borrowing and in the best interest of Richland County.
- c. All amendments to the project list must be in compliance with the resolution language defining the purpose of the borrowing (as below):
 - i. Resolution Language — Proceeds of the Notes will be used for the public purpose of financing capital improvement projects, including:
 1. highway improvements,
 2. vehicles and fleet management,
 3. technology capital improvements,
 4. facility maintenance and improvements,
 5. radio and tower project engineering and project design.
- d. All utilization of borrowed capital funds for projects shall be approved by the sponsoring committee and in accordance of Richland County Board Rule #14 and applicable State Statutes.

9. Utilization Period:

- a. It is the intensions of Richland County to expend all short term borrowed funds from the account the no later than August 1st
- b. All remaining funds on August 2nd, in which payment bills and vouchers have not been submitted, shall be reappropriate to highway trunk improvements.

Policy of Richland County

c. Exception to this provision must be approved by the sponsoring committee.

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
17 Nov 2020	Original	Resolution 20-

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Policy of Richland County

Policy Attachments

Attachment A

Policy Review Form

Completed by Policy Custodian

Policy Title	Short Term Capital Borrowing Program
Overview of Adoption/Revision	
Policy Submitted By	County Administrator — Clinton Langreck
Policy Submitted To	Corporation Counsel — Benjamin Southwick
Anticipated Date of Policy Final Approval	03 Nov 2020 Finance and Personnel; 17 Nov 2020 County Board
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	Richland County Board Rules; and Richland County Board Committee Structure

Completed by County Administrator

Policy Received On	N/A
Policy Reviewed /Denied On w/ Reason	Approved
Policy Reviewed/Denied By	Reviewed by Clinton Langreck
Policy Storage Location	Official copy will be stored on the county website at: Word document stored at Clinton.langreck(H:) > Policy > Short Term Borrowing Policy
Policy Forwarded to Corporation Counsel	30 OCT 2020

Completed by Corporation Counsel

Policy Received On	
Policy Reviewed /Denied On w/Reason	
Policy Reviewed/Denied By	
Policy Forwarded to Custodian	

Policy of Richland County

2021 Capital Improvement / Capital Project List (Appendix B)					
<u>Purpose Language:</u>					
Proceeds of the Notes will be used for the public purpose of financing capital improvement projects, including highway improvements, vehicles and fleet management, technology capital improvements, facility maintenance and improvements, radio and tower project engineering and project design.					
2021 Projects & Equipment					
			Total Available:	\$ 1,032,132	Deposit of Project Construction Fund
<u>Line:</u>	<u>Department:</u>	<u>Project or Improvement:</u>	<u>Allocation:</u>	<u>Notes on intensions of use:</u>	<u>Reappropriation:</u>
1	Courthouse	Old courthouse / window replacement and facility improvements	\$ 75,000	2019 capital borrowing allocated to carpet and improvements	\$ -
2	Courthouse	Replacement of Heat Exchangers (estimating 3 units)	\$ 24,000	\$20K reduction in "Courthouse Repair" operations budget	\$ -
3	Courthouse	Large Courtroom Improvement Project	\$ 30,000	Carpentry to install DARS and Teleconferencing Upgrades	\$ -
4	Courthouse	Old Courthouse Roof Repair	\$ 30,000	Needed to patch current leaks	\$ -
5	MIS	Network Infrastructure Improvement	\$ 20,000	Reduced "New equipment over \$5,000" in operating budget	\$ -
6	HHS	Heating /Cooling Unit Replacement	\$ 6,000	Reduction in operations budget	\$ -
7	Sheriff	2 Patrol Vehicles (est. 2 units with configuration)	\$ 130,000	\$0 allocation for "new vehicles" in 2021 operating budget.	\$ -
8	Sheriff	Tower/Radio (Assessment and Specification Design)	\$ 45,000	Funds for an assessment on current system and spec design	\$ -
9	UW Campus	Humidifier replacements in Library, HVAC controls in Wallace and Melville, facility improvements	\$ 20,000	\$20K reduction in operations budget	\$ -
10	Highway	County Trunk Road Improvements	\$ 650,000	\$150,000 reduction in operations budget	\$ -
11	Administration	Contingent	\$ 2,132	Line to hold contingent funds for purpose allocation	\$ -
Subtotal			\$ 1,032,132		\$ -

Richland County Committee

Agenda Item Cover

Agenda Item Name: Emergency Radio/Tower Project Utilizing Short Term Borrowing

Department	Administration	Presented By:	Administrator
Date of Meeting:	03 November 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (D, E,F)
Date submitted:	30 October 2020	Referred by:	LEJC

Recommendation and/or action language:

Motion to... approve the Request from Proposal, intended to obtain bids for an Emergency Radio / Tower consultant, with future anticipation of utilizing appropriations from the short term capital borrowing program when and if accepting a future bid.

Background: *(preferred one page or less with focus on options and decision points)*

Richland County, local area emergency response partners, and county partners that utilize the network are experiencing frequent and increasing failures in the system and frustrations with dead spots in coverage. This effort will be to find a consultant that can help the county and stake holders assess the current state of our emergency radio system, understand the County’s desires, and draft a specification design to solicit for bids for solutions in remedying the current shortfalls, and preserving the current system until such time it can be replaced or upgraded.

Attachments and References:

Draft – RFP Communications System Study and Upgrade	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	Proposed for short term capital borrowing
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

1 **REQUEST FOR PROPOSAL**

2
3
4 **Richland County, Wisconsin**

5
6
7 **Communications System Study and Upgrade**

8
9 November 06, 2020

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12 Point of Contact:

Clinton Langreck
Richland County Administrator
221 West Seminary
Richland Center, WI. 53581
608-549-5960

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20 Proposal Due Date:

Five sealed paper copies as well as one electronic copy on flash drive of the proposal must be received and date/time stamped no later than 2:00 PM Central Daylight Time, on December 09th, 2020. Faxed copies will not be accepted. Proposals or amendments received after the deadline will not be accepted. Opening of RFP's will be conducted by a review group and brought forward with recommendation to the Richland Law Enforcement and Judiciary Committee on December 11th, 2020 at the Richland County Courthouse, 181 W. Seminary Richland Center, WI. 53581, meeting may be via video conferencing.

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31 Proposal Submission:

Proposals must be submitted to the Clinton Langreck, Richland County Administrator, 221 West Seminary Richland Center, WI 53581 and must be labeled "Communications System Study"

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Request for Proposal Index

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Signature Page		Page 12

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Part One 1.0

Definitions

1.0 DEFINITIONS

1.1 For the purpose of this Request for Proposals (RFP) the bidder will be referred to as “bidder” and Richland County will be referred to as “County”.

Part Two 2.0

Introduction

2.0 BACKGROUND INFORMATION

2.1 Richland County is one of seventy-two units of county government in the State of Wisconsin and pursuant to the authority of Chapter 59 of the Wisconsin Statutes is a municipal corporation. Richland County, with 589 square miles of surface area. The County has 3.1 square miles of surface water and four major waterways (Kickapoo, Little Baraboo, Pine, Wisconsin) and many smaller streams. Our fire departments are all-volunteer fire departments. Our FIRE/ EMS are divided as follows: twelve Ambulance Services, eight Fire Departments. Six of those services are located outside the county. This agencies have a mutual aid agreement with all members of the association. This includes all equipment and manpower. Richland County is a geographically large, mostly rural county in Central Wisconsin and is divided by the 2nd and 3rd U.S. Congressional Districts. The County encompasses all or parts of 46 civil divisions consisting of 16 towns, five villages and one city. Portions of three villages also lie within adjacent counties. Approximately 18,021 people live in Richland County according to the U.S. Census Bureau's 2010 estimations. Richland Center is the County seat with a 2010 population of 5,184. The County's population growth has been relatively flat for the last 20 years. Our critical infrastructure countywide includes: State Highways 14, 56, 80, 58, 130, 193 and 171 carry commercial and hazmat traffic daily. One Rail line travels East-West along the southern border of the county. We have a couple of small county owned dams and a county owned earthen structures. Richland County operations include, but are not limited to, Richland County Sheriff's Department for law enforcement, Health and Human Services agency, Circuit Court system, Highway Department as well as other government related functions. PSAP upgrade in 2019 to NG911 CPE Standards.

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GENERAL INFORMATION

112 2.2 This document constitutes a request for competitive, sealed proposals from qualified bidders to
113 provide a complete study of the Richland County tower system, radio and data communications
114 systems, 4) as well as all other related systems and associated equipment (including dispatch
115 console). This document is not a contract. The successful bidder will negotiate a contract with
116 Richland County. The material terms of which shall not deviate from the RFP.

117 2.3 The successful bidder will be required to provide written recommendation(s) to correct,
118 improve, or eliminate any deficiencies or problems identified in order to provide an efficient,
119 cost effective and reliable communications system and infrastructure for system users both
120 current and future. Complete description of responsibilities will be detailed in Scope of Work
121 section of this document.

122 2.4 Users of this system include but are not limited to, Richland County Sheriff's Department,
123 Richland County Highway Department, Management Information Systems Department, Richland
124 County Emergency Management, DNR Forestry and Fire Control as well as local units of
125 government to include Fire and Emergency Medical services and local law enforcement agencies
126 throughout Richland County and several from surrounding counties with service areas within
127 Richland County.

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129 SCHEDULE OF EVENTS

130	2.5	EVENT	DATE	TIME
131		RFP Released/Published	November 06, 2020	5:00PM
132		Pre-Bid conference	November 20, 2020	10:00AM
133		Proposals Due/Opened	December 09, 2020	3:30PM
134		Review Proposals/Select Finalist(s)	December 11, 2021	
135		Interview Finalist(s)	January 08, 2021	10:00AM
136		Contract Award	January 19, 2021	
137		Consultant / Stakeholders Meetings	Three meetings (beginning, middle, end of project)	
138		Preliminary Progress report/Meet	March 12, 2021	
139		Final report & Meeting	June 11, 2021	

140 Changes to scheduled events other than due date for proposals may be made by Richland
141 County with minimum of 48 hours notice to participants. These changes may become necessary
142 based on availability of participants and will be avoided to the extent possible based on
143 circumstances.

144 The Pre-Bid conference will be held in a video conferencing format. To participate, please find
145 the video conferencing web link from the bottom of the Richland County home page @
146 <https://co.richland.wi.us/>

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Part Three 3.0

149

General Overview of Systems and Equipment in use

150 The following provides an overview of the systems and equipment in use by the major County
151 Departments

152 3.1 Richland County Emergency Services Providers utilize a five (5) communications tower site
153 system and two repeater/communication sites. Usage of this system includes law enforcement,
154 fire, and emergency medical services providers.

155 3.2 The Sheriff's Office, Emergency Management, Highway Department, and other County
156 departments as well as local law enforcement, fire and emergency medical services utilize
157 various mobile radios, portable radios and radio pagers as well as mobile data computers to
158 serve their communications needs.

159 3.3 Documentation including detailed listings of equipment, sites and systems will be provided to
160 the successful bidder. Maps of current communications equipment prepared by the Richland
161 County Land Information Office and Geographic Information Systems (GIS) Coordinator will also
162 be provided to the successful bidder.

163 3.4 The Richland County Sheriff's Office maintains an E911 Communications Center which is the
164 Public Safety Answering Point (PSAP) for Richland County. This center provides twenty-four
165 hour dispatching for 4 law enforcement agencies, 8 Fire departments, 8 EMS organizations and
166 notifications/pages to agencies from surrounding counties with service areas within Richland
167 County (including coroner, EMRs, highway, and emergency management). The radio
168 communications system runs on conventional VHF High Bank components. The last significant
169 maintenance initiative to tower systems occurred over 12 years ago. Each organization using the
170 system is responsible for the purchase of their own mobile, portable and paging radio
171 equipment.

172 3.5 The Richland County Highway Department operates on High Band for their radio
173 communications needs and utilizes portions of the County tower network.

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Part Four 4.0

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Scope of Work

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Towers and Related Equipment

179 4.1 Review all existing tower sites and provide a radio signal strength study. Study must include
180 diagrams, maps and comparison chart(s) along with computer propagation model showing the
181 results of the study of existing tower sites.

182 4.2 Provide written recommendations with supporting documents such as maps and charts for
183 tower numbers, spacing and location to provide most advantageous coverage for all of Richland
184 County and for users of the system to carry radio, voice and possibly data throughout Richland
185 County. Identify existing public or privately owned towers which can be used in solution(s)
186 where possible.

187 4.3 Provide written recommendations for replacement, repair, maintenance and any other
188 identified needs.

189 4.4 Provide load studies encompassing all equipment additions/changes being recommended as
190 part of this study to include tower sites which are identified.

191 4.5 Provide a written report of recommendations including a minimum of 20 year maintenance and
192 replacement schedule.

193 4.6 Public meetings with partners

194

Radio System and related equipment

196 4.6 Review and evaluate the life expectancy and effectiveness of the existing radio systems in use
197 currently by the County. Submit written report of findings and recommendations.

198 4.7 Make written recommendations as to changes, improvements, upgrades and/or replacements
199 of equipment based on present and future technology. P25 is to be included as well as any other
200 known anticipated technologies. The recommendations should include items which are capable
201 of adapting to future changes short of unknown or undiscovered technology at the time
202 recommendations are made in order to achieve an expandable, effective and efficient system
203 for use by Richland County.

- 204 4.8 Recommended changes, upgrades, additions must maintain compatibility with equipment
 205 currently in use by agencies using the system (law enforcement, fire, ems) the
 206 recommendations of this study should not cause any users to require replacement of most or all
 207 of their equipment currently in use.
- 208 4.9 Recommended changes must provide equal or greater capabilities in equipment when
 209 compared to current system.
- 210 4.10 Recommended systems must have a minimum life expectancy of twenty (20) years and shall not
 211 be manufacturer specific.
- 212 4.11 Wherever possible, recommendations should include equipment/components which are non-
 213 proprietary to allow Richland County the greatest flexibility in future purchases.
- 214 4.12 Develop and submit a single page outline of the process the bidder will follow to complete the
 215 project. The outline must include a final report/completion date of June 11th, 2021. It is the
 216 intent of Richland County to complete this study as soon as possible; however, adjustments may
 217 be necessary and may be authorized by the Richland County Law Enforcement and Judiciary
 218 Committee.
- 219 4.13 Upon completion of the study provide assistance to Richland County in preparing a schedule of
 220 purchases, replacements, and upgrades that are recommended in the study. This would include
 221 budgeting and prioritize recommendations in descending order.
- 222 4.14 Prepare and present a formal presentation of recommendations and results of the study to the
 223 Richland Law Enforcement and Judiciary Committee and full Richland County Board of
 224 Supervisors upon completion of the study. This would include detailed line item budget
 225 estimates for proposed solution(s)

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Part Five (5.0)

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Evaluation Information

229 5.1 After review of proposal and determination that it satisfies the mandatory requirements of the
 230 Request for Proposal, Richland County will compare those received and assess based on certain
 231 criteria. Those criteria will include:

- 232 Degree to which bid meets specifications of this RFP
- 233 Proposed approach to completion of project
- 234 Experience in performing similar projects
- 235 References from other customers
- 236 Total cost quoted
- 237

238 5.2 Bidder shall provide a history of their background and experience in providing studies of similar
239 size and scope to the one requested in this RFP. On a separate page at least three (3) references
240 shall be listed where bidder has completed similar study(ies) that Richland County can contact in
241 regards to work performed.

242 5.3 In the event that only one proposal is received in response to this Request for Proposal Richland
243 County reserves the right to negotiate the terms and conditions to include but not limited to
244 price. Richland County reserves the right to require supporting documentation related to cost,
245 pricing and other conditions to determine reasonableness of the proposal.

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247 **Part Six (6.0)**

248 **Standard Terms and Conditions**

249 6.1 Specifications: The specifications and requirements in this request are the minimum acceptable
250 by Richland County. Richland County shall be the sole judge of proposals and satisfaction of
251 specifications.

252 6.2 Award shall be made by Richland County to the bidder who most effectively meets the
253 specifications required and who presents the proposal deemed to be in the best interest of
254 Richland County. This does not obligate Richland County to award the bid to the lowest bidder.
255 Richland County reserves the right to accept any or refuse/reject any or all proposals. Richland
256 County reserves the right to waive defects, modify irregularities, informalities or inconsistencies
257 in any proposal received.

258 6.3 It is the policy of Richland County to pay vendors for services or products within 30 days after
259 delivery of goods/services based on acceptance of goods/services and submission by vendor of
260 proper invoice for payment.

261 6.4 Richland County is exempt from payment of all Federal, State and local taxes on purchases.
262 Richland County may be required to pay taxes on purchases in other states based on the laws of
263 that state.

264 6.5 Failure of the vendor to adhere to delivery schedules as specified or promptly replace rejected
265 materials shall render the vendor liable for all costs in excess of the contract price if alternate
266 procurement is necessary. These excess costs shall include administrative costs.

267 6.6 This RFP may result in a contract with the successful bidder. No binding agreement shall be final
268 until ratified by action of the Richland County Board of Supervisors. These basic terms and
269 conditions shall apply to any contract awarded as a result of this request. Any special
270 requirements referenced in this document shall apply. Conditions of any contract or order will
271 not be binding unless expressly agreed to in writing by the parties entering into the agreement.

- 272 6.7 This RFP shall be interpreted in accordance with the laws of the State of Wisconsin and the
273 Richland County Circuit Court shall have exclusive jurisdiction for any litigation between the
274 parties arising out of the performance of any contract which results from this submission as well
275 as this RFP itself.
- 276 6.8 No right or duty of the vendor either in whole or in part may be assigned or delegated by the
277 vendor without the prior written consent of Richland County.
- 278 6.9 If vendor intends to use subcontractors, this must be explained clearly in the proposal. The
279 primary vendor will be responsible for contract performance regardless of whether or not
280 subcontractors are used.
- 281 6.10 All materials, equipment, and supplies provided to Richland County must fully comply with all
282 safety requirements as set for by Wisconsin Administrative Code, Wisconsin Department of
283 Commerce, and all applicable OSHA Standards. If any item is a hazardous chemical as defined
284 under 29 CFR 1910, 1200 a copy of the Material Safety Data Sheet for each product/item must
285 be provided with the shipping container and with the invoice(s).
- 286 6.11 Unless specifically stated by the bidder/vendor equipment purchased as a result of this request
287 shall be warranted against defects by the bidder/vendor for a minimum of ninety (90) days from
288 the date of acceptance by Richland County. The equipment manufacturer's minimum standard
289 warranty shall apply as a minimum and shall be honored by the vendor.
- 290 6.12 Richland County reserves the right to cancel any contract in whole or in part without penalty
291 due to non-appropriation of funds, or for failure of the vendor to comply with the terms,
292 conditions, and specifications of this RFP or resulting contract.
- 293 6.13 Requirements for open records/public records shall be followed as outlined in Wisconsin Statute
294 where applicable. Information and documentation used to form conclusions and
295 recommendations must be disclosed to Richland County upon request. Discussion with legal
296 counsel will be conducted as outlined in applicable Wisconsin Statute to protect the best
297 interest of Richland County.
- 298 6.14 If a public official (s. 19.42 Wis. Stats.), a member of the public official's immediate family, or
299 any organization in which a public official or a member of the public official's immediate family
300 owns or controls a ten percent (10%) interest is a party to this agreement, and if this agreement
301 involves payment of more than three thousand dollars (\$3,000.00) within a twelve (12) month
302 period, this contract is voidable by Richland County unless appropriate disclosure is made
303 according to s.19.45(6) Wis. Stats. before signing of the contract.
- 304
- 305 6.15 The bidder will maintain at its own expense and show proof of insurance to include, but not
306 limited to, worker's compensation coverage for any of their employees working as part of this

307 contract along with general and employer liability coverage. The bidder will also be required to
308 verify and show proof that any/all subcontractors if used have same required insurance
309 coverage as part of their work with this project and proposal.

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Part Seven (7.0)

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Pricing Page

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7.1 The vendor shall, as part of a future contract, agree that Richland County shall not be subject to any price increases from the time the RFP is accepted by Richland County during the term of any subsequent contract. Richland County shall be entitled to receive services at a lower price if a reduction in process occurs during the same period.

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7.2 At a minimum, the portions of the price sheet including Hourly rate for service, estimated total hours of service to complete project, and total cost must be completed. An hourly rate for additional work outside the scope of Work in this RFP must also be provided. Additional space for more detailed description of costs is included.

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7.3 The vendor agrees to provide the services and/or an item at the price quoted, pursuant to the requirements of this document.

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Pricing Sheet	Price for item/service listed
Hourly rate for work within scope of proposal	
Estimated hours required to complete work within scope of proposal	
Administrative cost (documents, reports, printing for above work)	
Hourly rate for work outside of scope of proposal	
Other costs related to project	
Total Cost to Complete Study and Scope of Work as proposed	

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Signature Page

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329 Bidder

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Authorized Agent for Bidder

Title

Date

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Printed Name

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Richland County

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Authorized Agent for County

Title

Date

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Printed Name

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Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Invoice for services provided by Jewell and Associates

Department	Ambulance	Presented By:	Darin Gudgeon
Date of Meeting:	3 Nov 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (D)
Date submitted:	28 Oct 2020	Referred by:	Joint Ambulance Committee

Recommendation and/or action language:

Motion to pay an invoice to Jewell and Associates

Background: *(preferred one page or less with focus on options and decision points)*

The Joint Ambulance Committee (JAC) has been actively working towards securing a new facility for EMS operations and Emergency Management office space. In July of 2020 the JAC hired Jewells and Associates to perform a comparative study of 2 different locations to determine if either one would be suitable for EMS and Emergency Management. The cost for this professional service was \$1,600 and it was a budgeted expense in Fund 51 of the ambulance service under line item “contracted services”. This invoice has been paid.

There is a citizen donor who has offered to build a 75’x120’ building shell and donate to the ambulance service. As this committee knows there was \$600,000 placed into fund 75 for a new ambulance facility and the JAC is now reviewing proposals for architect and engineering services for the potential new facility.

The invoice in question is for professional services/new building – schematic design for the purpose of developing an RFP for architect and engineering services in relationship to a new facility. It is a separate project than the one listed above and it is also a budgeted item within the ambulance service’s fund 51 under “contracted services”. The invoice total is \$4,000 and the JAC is respectfully requesting that the invoice be paid using budgeted funds from fund 51 of the ambulance service.

Estimates on the project: \$4,000.00

Attachments and References:

Invoices for services provided	
--------------------------------	--

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	51
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Richland County Finance and Personnel Committee

Agenda Item Cover

Approval:

Review:

Darin Gudgeon _____

Department Head

Administrator, or Elected Office (if applicable)

Invoice



July 6, 2020
Project No: RA7010
Invoice No: 11117

Richland County Ambulance Service
181 W. Seminary Street
Richland Center, WI 53581

Comparative Site Study

Professional Services from May 30, 2020 to June 26, 2020

Fee

Total Fee	1,600.00			
Percent Complete	100.00	Total Earned	1,600.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	1,600.00	
		Total Fee		1,600.00
		Total this Invoice		\$1,600.00

Authorized By: Paul Kardatzke
Paul Kardatzke

Fund 51
Dept Contracted Services
Acct# 5245
Line# 5970
Received By _____

Invoice



September 8, 2020
Project No: RA7020
Invoice No: 11304

Richland County Ambulance Service
c/o Darin Gudgeon
181 W Seminary Street
Richland Center, WI 53581

New Building - Schematic Design

Professional Services from August 1, 2020 to August 28, 2020

Fee

Total Fee	4,000.00		
Percent Complete	100.00	Total Earned	4,000.00
		Previous Fee Billing	0.00
		Current Fee Billing	4,000.00
		Total Fee	4,000.00
		Total this Invoice	\$4,000.00

Authorized By: Paul Kardatzke
Paul Kardatzke

Fund 51
Dept _____
Acct# 5245
Line# 5970
Received By _____

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Increase Emergency Management hours from 35 to 40 per work week.

Department	Ambulance & Emergency Management	Presented By:	Darin Gudgeon
Date of Meeting:	3 Nov 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (D)
Date submitted:	28 Oct 2020	Referred by:	Emergency Management Committee

Recommendation and/or action language:

Motion to increase the hours of the Emergency Management Director position from 35 to 40 beginning the first pay period of 2021

Background: *(preferred one page or less with focus on options and decision points)*

The Emergency Management Director position is one of the few remaining full-time County positions still at a 35 hour work week. During the 2021 budget process the budget that was presented and approved included the cost of increasing the director’s position from 35 hours a week to 40 hours a week with NO increase in the hourly rate. Even with the increase the emergency management & ambulance budget saw a reduction in payroll expenses. Initial salary and fringe for the director was \$75,121.20, with the increase in hours and the reduction of insurance cost due to dropping to a single plan the adopted budget for salary and fringe for the director (to include the increase to 40 hours) \$71,649.63. (Note that these figures to do not reflect the most current insurance rate as that information, to the best of my memory, has not been provided to me.

Estimates on the project: payroll cost savings of approximately \$3,471.57

Attachments and References:

Adopted Budget	
----------------	--

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	10 and 51
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Darin Gudgeon

Department Head

Review:

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Contract Worker for Emergency Management through South West Workforce Development- over \$5,000.00

Department	Emergency Management	Presented By:	Darin Gudgeon
Date of Meeting:	3 Nov 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (D)
Date submitted:	28 Oct 2020	Referred by:	Emergency Management Committee

Recommendation and/or action language:

Motion to approve a contract with Southwest Wisconsin Workforce Development Board, Inc. for the temporary position with in emergency management

Background: *(preferred one page or less with focus on options and decision points)*

The COVID-19 pandemic created a significant increase in the work load and response coordination responsibilities of the emergency management office. I spoke with the County Administer to get approval to bring on 1 person temporarily to aid in handling the increased workload. A person was hired, but the cost has now exceeded \$5,000 and due to the dollar and amount and the need to have a contract with SWWDB I am respectfully requesting a motion to approve the contract.

Routes to Recovery Grant (RRG) has already paid \$6,277.51 of the approximate \$15,203.13 cost. The remaining cost is accounted for in the remaining RRG submittal and if there is a shortage FEMA will cover 87.5% of the remaining balance due. The temporary position will end 10/30/2020.

Estimates on the project: Approximate cost \$15,203.13

Attachments and References:

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Financial Review:

(please check one)

	In adopted budget	Fund Number	10
	Apportionment needed	Requested Fund Number	
X	Other funding Source	Routes to Recovery Grant and FEMA declaration funds	
	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Darin Gudgeon

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee - Agenda Item Cover

Agenda Item Name: Appointment of Department Heads

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	3 November 2020	Action Needed:	Resolution
Disclosure:	Open Session	Authority:	Committee Structure (E)
Date submitted:	27 October 2020	Referred by:	

Recommendation and/or action language:

Motion to... recommend the Richland County Board of supervisors: 1) confirms the following County Administrator’s appointees to department heads positions (below) and 2) recognize the statutory authorities regarding appoint, supervise and removal during transition (below):

<u>Department Head Position:</u>	<u>Appointee:</u>
Corporation Counsel	Benjamin Southwick
Health and Human Services Director	Tracy Thorsen
Zoning Administrator	Mike Bindl
Veterans Service Officer	Karen Knock
Highway Commissioner	Roger Petrick
Emergency Medical Service Director/ Emergency Services Director	Darin Gudgeon
Child Support Administrator	Amy Forehand
County Conservationist	Cathy Cooper
MIS Director	Barbara Scott
UW Food Services Supervisor	Angie Arneson
Fair and Recycling Coordinator	Carla Dounda
Courthouse Maintenance	Randy Nelson
Pine Valley Community Village Administrator	Tom Rislow

<u>Department Head Position:</u>	<u>Appoint:</u>	<u>Supervise:</u>	<u>Remove:</u>
Corporation Counsel	59.42(1)(b)	59.42(1)(b)	59.42(1)(b)
Health and Human Services Director	46.23(6m) and 59.18(2)(b)(b)	46.23(6m) and 59.18(2)(b)(b)	59.18(2)(b)(b) and 17.10(6)(6)
Zoning Administrator	59.69(10)(b)2	59.69(10)(b)2	59.69(10)(b)2
Veterans Service Officer	45.80(1)(c) and 59.18(2)(b)(b)	45.80(1)(c) and 59.18(2)(b)(b)	17.10(2) and 59.18(2)(b)(b)
Highway Commissioner	83.01(1)(c) and 59.18(2)(b)(b)	83.01(1)(c) and 59.18(2)(b)(b)	59.18(2)(b)(b), 17.10(2), + 83.01(2)
Pine Valley Community Village Administrator	46.19(1) and 59.18.(2)(b)(b)	46.19(2) and 59.18.(2)(b)(b)	46.19(1) and 59.18.(2)(b)(b)
Emergency Medical Service Director/ Emergency Services Director Child Support Administrator County Conservationist MIS Director UW Food Services Fair and Recycling Coordinator Courthouse Maintenance Supervisor	59.18(2)(b)(b)	59.18(2)(b)(b)	59.18(2)(b)(b)

Richland County Committee - Agenda Item Cover

Background: *(preferred one page or less with focus on options and decision points)*

Whereas:

Richland County is continuing to transition to an administrator model of government, and state statute 59.18 provides the basis for this action to affirm existing appointments, giving an Administrator the power to “. . . supervise the heads of all departments of the county except those elected by the people . . .” Furthermore, the statute says, “the county administrator shall also . . . supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board.”

These appointments help solidify the relationship between the County Administrator and the identified department heads and helps set context to a performance evaluation program and defines the relationships in the event that corrective action or removal is necessary.

Position with statutory languages other than 59.18, defining actions will be recognized, and when questions arise on authority for such actions I (as the County Administrator) intend to communicate with the Board and sub-bodies on appropriate action with guidance from corporation counsel.

For some of these department head positions, future appointees that are filling vacancies post- arrival of an administrator will be subject exclusive to chapter 59.

Attachments and References:

Ref: Department Head Statute Matrix	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

No foreseeable impacts.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Department Head Matrix - regarding entry, supervision and involuntary separation

		<u>Entry:</u>		<u>Supervision:</u>		<u>Involuntary separation:</u>	
		Ref:	Authority	Ref:	Authority	Ref:	Authority
Elect	Clerk of Court	Article VI	Election	19.01 Oath of Office	Obligation to discharge duties to the electorate and work together with fellow elected officers with respect to their duties	17.09(2)	by the judge or a majority of judges of the circuit court for the clerk's county, for cause.
Elect	County Clerk	Article VI	Election	19.01 Oath of Office	Obligation to discharge duties to the electorate and work together with fellow elected officers with respect to their duties	17.09(1)	by the county board, for cause, by a vote of two-thirds of all the supervisors entitled to seats on such board.
Elect	County Treasurer	Article VI	Election	19.01 Oath of Office	Obligation to discharge duties to the electorate and work together with fellow elected officers with respect to their duties	17.09(1)	by the county board, for cause, by a vote of two-thirds of all the supervisors entitled to seats on such board.
Elect	Coroner	Article VI	Election	19.01 Oath of Office	Obligation to discharge duties to the electorate and work together with fellow elected officers with respect to their duties	17.09(5)	by the governor, for cause.
Elect	Register of Deeds	Article VI	Election	19.01 Oath of Office	Obligation to discharge duties to the electorate and work together with fellow elected officers with respect to their duties	17.09(5)	by the governor, for cause.
Elect	Sheriff	Article VI	Election	19.01 Oath of Office	Obligation to discharge duties to the electorate and work together with fellow elected officers with respect to their duties	17.09(5)	by the governor, for cause.
Appoint	Administrator	59.19	The county administrator shall be appointed by majority vote of the board	Agreement	Evaluated by Finance and Personnel - serves the County Board	59.18(8)	The board may remove the county administrator at any time that the county administrator's conduct of the county administration becomes unsatisfactory, and engage a successor.
Appoint	Corporation Counsel	59.42(1)(a).	...the board may employ a corporation counsel,			59.42(1)(a).	The corporation counsel appointed under this paragraph may be terminated at any time by a majority vote of all the members of the board.
		59.42(1)(b).	In any county with a county executive or county administrator, the county executive or county administrator shall have the authority to appoint...	59.42(1)(b)	In any county with a county executive or county administrator, <u>the county executive or county administrator shall have the authority to appoint and supervise the corporation counsel if the board authorizes the establishment of the office of corporation counsel.</u>	59.42(1)(b).	2 (8) or ch. 63. The corporation counsel may be removed by the county executive or county administrator with the concurrence of the board unless the corporation counsel is appointed under such an examination procedure.
		46.23(5)(f)	[County Human Services Board] ...Shall appoint a county human services director on the basis of recognized and demonstrated interest in and knowledge of human services problems, with due regard to training, experience, executive and administrative ability and general qualification and fitness for the performance of the duties of the county human services director. The appointment is subject to the personnel policies and procedures established by each county board of supervisors which participated in the appointment of the county human services board.			17.10(6)(6)	All other appointive county officers may be removed at pleasure by the officer or body that appointed them. Removals by a body, other than the county board, consisting of 3 or more members may be made by an affirmative vote of two-thirds of all the members thereof.

<p>Appoint Health and Human Services Director</p>	<p>46.23(6m) In any county with a county executive or county administrator in which the county board of supervisors has established a single-county department of human services, <u>the county executive or county administrator shall appoint a county human services director on the basis of recognized and demonstrated interest in and knowledge of human services problems, with due regard to training, experience, executive and administrative ability and general qualification and fitness for the performance of the duties of the director. The appointment is subject to confirmation by the county board of supervisors</u> unless the county board of supervisors, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.</p> <p>59.18(2)(b)(b) (Administrator) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. ... Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.</p>	<p>46.23(6m) subject only to the supervision of the county executive or county administrator,</p> <p>59.18(2)(b)(b) (Administrator) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. ... Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.</p>	<p>59.18(2)(b)(b) Any department head appointed by a county administrator under this paragraph may be removed at the pleasure of the county administrator unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.</p>
	<p>83.01(1)(a) the county board shall elect a county highway commissioner.</p>		<p>17.10(2) Appointed by county board. County officers appointed by the county board may be removed at pleasure by the county board. All removals may be made by an affirmative vote of two-thirds of the supervisors entitled to seats on the county board. Removal of personnel supported by federal funds shall comply with federal law applicable to those personnel.</p>

<p>Elect/ Appoint</p> <p>Highway Commissioner</p>	<p>83.01(1)(c) in any county with a county executive or a county administrator, the county executive or <u>county administrator shall appoint and supervise the county highway commissioner</u>. The appointment is subject to confirmation by the county board unless the county board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.</p> <p>59.18(2)(b)(b) (Administrator) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. ... Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.</p>	<p>83.01(1)(c) Notwithstanding s. 83.01 (7) (a) and (b), <u>the highway commissioner is subject only to the supervision of the county executive or county administrator</u>. (a) Except as provided under s. 83.015 (2) (b), the county highway commissioner shall have charge, under the direction of the county highway committee, of the construction of highways built with county aid and of the maintenance of all highways maintained by the county.</p> <p>83.01(7)(b)(b) Except as provided under s. 83.015 (2) (b), the county highway commissioner shall <u>perform all duties required by the county board and by the county highway committee and shall do or cause to be done all necessary engineering and make all necessary examinations for the establishment, construction, improvement and maintenance of highways</u>. The county highway commissioner shall establish such grades and make such surveys and maps or cause the same to be made as the commissioner considers proper, and examine the highways and report as to the condition of roads, bridges and culverts, and make estimates of the cost of the improvement thereof, and of the cost of any relocation when required to do so or when the commissioner considers the same reasonably necessary.</p> <p>59.18(2)(b)(b) (Administrator) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. ... Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.</p>	<p>83.01(2) (2) Term.</p> <p>(a) Unless the county board establishes a different term of service by ordinance, the county highway commissioner shall serve for a term of 2 years, except as provided in par. (b).</p> <p>(b) Unless the county board establishes a different term of service under par. (a), upon his or her first election or appointment the county highway commissioner shall serve until the first Monday in January of the 2nd year succeeding the year of the election or appointment.</p> <p>59.18(2)(b)(b) Any department head appointed by a county administrator under this paragraph may be removed at the pleasure of the county administrator unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.</p>
	<p>46.19(1) The [Board of] trustees shall appoint a superintendent of each institution...</p>	<p>46.19(2) The trustees shall prescribe the duties of the superintendent.</p>	<p>46.19(1) and may remove the superintendent for cause, as defined in s. 17.001, on due notice in writing and hearing of the charges against the superintendent.</p>

<p>Appoint</p> <p>Pine Valley Community Village Center Administrator</p>	<p>59.18(2)(b)(b)</p> <p>(Administrator) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the <u>county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission</u>, by the chairperson of the county board or by the county board. ... Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.</p>	<p>59.18(2)(b)(b)</p> <p>(Administrator) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the <u>county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission</u>, by the chairperson of the county board or by the county board. ... Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.</p>	<p>59.18(2)(b)(b)</p> <p>Any department head appointed by a county administrator under this paragraph may be removed at the pleasure of the county administrator unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.</p>
<p>Elect/ Appoint</p> <p>Veterans Service Officer</p>	<p>45.80(1)(a)</p> <p>Except as provided under par. (b), the county board shall elect a county veterans service officer who shall be a Wisconsin resident who served on active duty under honorable conditions in the U.S. armed forces or in forces incorporated as part of the U.S. armed forces and who meets at least one of the conditions listed in s. 45.01 (12) (a) to (d) and at least one of the conditions listed in s. 45.02 (2).</p> <p>45.80(1)(c)</p> <p>In counties with a county executive or county administrator, the county executive or county administrator shall appoint and supervise a county veterans service officer who shall have the qualifications prescribed under par. (a). The appointment is subject to confirmation by the county board unless the county board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.</p> <p>59.18(2)(b)(b)</p> <p>(Administrator) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. ... Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.</p>	<p>45.80(1)(c)</p> <p>In counties with a county executive or county administrator, the county executive or county administrator shall appoint and supervise a county veterans service officer...</p> <p>59.18(2)(b)(b)</p> <p>(Administrator) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. ... Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.</p>	<p>17.10(2)</p> <p>Appointed by county board. County officers appointed by the county board may be removed at pleasure by the county board. All removals may be made by an affirmative vote of two-thirds of the supervisors entitled to seats on the county board. Removal of personnel supported by federal funds shall comply with federal law applicable to those personnel.</p> <p>59.18(2)(b)(b)</p> <p>Any department head appointed by a county administrator under this paragraph may be removed at the pleasure of the county administrator unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.</p>

Appoint	Zoning Administrator	59.69(10)(b)1	1. Except as provided under subd. 2., the board shall designate an officer to administer the zoning ordinance, who may be the secretary of the zoning agency, a building inspector appointed under s. 59.698 or other appropriate person.	59.69(10)(b)2	2. Notwithstanding subd. 1. and s. 59.698, in a county with a county zoning agency and a county executive or county administrator, the county executive or county administrator shall appoint and supervise the head of the county zoning agency and the county building inspector, in separate or combined positions. The appointment is subject to confirmation by the board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63. The board, by resolution or ordinance, may provide that, notwithstanding s. 17.10 (6),	59.69(10)(b)2	the head of the county zoning agency and the county building inspector, whether serving in a separate or combined position, if appointed under this subdivision, may not be removed from his or her position except for cause.
		59.69(10)(b)2	2. Notwithstanding subd. 1. and s. 59.698, in a county with a county zoning agency and a county executive or county administrator, the county executive or <u>county administrator shall appoint</u> and supervise the head of the county zoning agency and the county building inspector, in separate or combined positions. <u>The appointment is subject to confirmation by the board</u> unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63. The board, by resolution or ordinance, may provide that, notwithstanding s. 17.10 (6),	59.69(10)(b)2	2. Notwithstanding subd. 1. and s. 59.698, in a county with a county zoning agency and a county executive or <u>county administrator, the county executive or county administrator shall appoint and supervise the head of the county zoning agency and the county building inspector,</u> in separate or combined positions. The appointment is subject to confirmation by the board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63. The board, by resolution or ordinance, may provide that, notwithstanding s. 17.10 (6),	59.69(10)(b)2	the head of the county zoning agency and the county building inspector, whether serving in a separate or combined position, if appointed under this subdivision, may not be removed from his or her position except for cause.
Appoint	Emergency Medical Service Director/ Emergency Services	59.18(2)(b)(b)	(Administrator) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. ... Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.	59.18(2)(b)(b)	(Administrator) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the <u>county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board.</u> ... Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.	59.18(2)(b)(b)	Any department head appointed by a county administrator under this paragraph may be removed at the pleasure of the county administrator unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.
Appoint	Child Support Administrator						
Appoint	County Conservator						
Appoint	MIS Director						
Appoint	UW Food Services						
Appoint	Fair and Recycling Coordinator						
Appoint	Courthouse Maintenance						
		59.56(3)(c)1	The <u>committee</u> on agriculture and extension education shall appoint professionally qualified persons to the university extension program staff in cooperation with the university extension. Vacancies and additions to the staff shall be filled in the same manner	59.56(3)(c)2	Persons so employed under cooperative agreements and approved by the board of regents shall be considered employees of both the county and the University of Wisconsin.		

Appoint	UW Extension Area Director	59.18(2)(b)(b)	(Administrator) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. ... Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.	59.18(2)(b)(b)	(Administrator) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. ... Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.	59.18(2)(b)(b)	Any department head appointed by a county administrator under this paragraph may be removed at the pleasure of the county administrator unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.
Hire by Partnership	Economic Development Director	City/Cty Agreement Resolution No. 19-157	The Board [EDD] will oversee the hiring of the EDD and recommend to the County the person it prefers to hold that position.	City/Cty Agreement Resolution No. 19-157	2(d) The Board [EDD] shall have such power with respect to personnel as outlined in Section 3. In the event there is any personnel issues, they will be directed to the County Administrator and if warranted, forwarded to the Richland County Finance and Personnel Committee for possible action. ...The Board shall complete annual evaluations of the EDD based upon annual goals and objectives it establishes for the EDD.	City/Cty Agreement Resolution No. 19-157	Section 3: The County shall have the authority to discipline or terminate the EDD on its own initiative or upon the recommendation of the Board and/or the City.
Hire by Partnership	Symons Recreation Complex Director	City/Cty Agreement Resolution No. 87-19	The Board [Symons] shall, in the manner set forth in this mamorandum Agreement, hire a full-time or part-time Director of the facility	City/Cty Agreement Resolution No. 87-19	Board [Symons]: the Director shall serve at the pleasure of the Board and all acitons of said Director shall be subject to approval, rescission, or amendment by the Board and by County Board and the City Council	City/Cty Agreement Resolution No. 87-19	Board [Symons]: the Director shall serve at the pleasure of the Board and all acitons of said Director shall be subject to approval, rescission, or amendment by the Board and by County Board and the City Council
Appoint	Register in Probate	851.71(1)	(1) In each county, the judges of the county shall appoint and may remove a register in probate. Appointments and removals may be made only with the approval of the chief judge.	851.72(6)	..Perform any other administrative duties as the judge directs.	851.71(1)	(1) In each county, the judges of the county shall appoint and may remove a register in probate. Appointments and removals may be made only with the approval of the chief judge.

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Amendments to Highway Addendum

Department	Highway	Presented By:	Roger Petrick
Date of Meeting:	03 Nov 2020	Action Needed:	Update Highway Addendum
Disclosure:	Open	Authority:	Handbook
Date submitted:	10/13/2020	Referred by:	Highway

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Motion to recommend updates to Highway Addendum to reflect current staff, remove old language referring to a four-wheel drive snow plow and changing sick leave and vacation language to follow Handbook of Personnel Policies.

Background: *(preferred one page or less with focus on options and decision points)*

At the October 7th meeting of the Highway Commission, the Commission and I discussed old language and for the Department to follow Handbook of Personnel Policies for sick leave and vacation. All members were present and voted in favor in the changes.

Changes:

F.9.a. Superintendent to Superintendents.

F.11.a and 13.a remove just use county policy.

J.10. change wording in first sentence last part to, safety will best be served by assigning employees to specific jobs as needed. And removing third sentence, Two persons shall always be assigned to the four-wheel drive snowplow.

Attachments and References:

Highway Minutes	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Richland County Finance and Personnel Committee

Agenda Item Cover

 Roger Petrick _____

Department Head

Administrator, or Elected Office (if applicable)

9. **Flexible Work Schedule.** Refer to Handbook of Personnel Policies.
10. **Seniority or Length of Hire.** Refer to Handbook of Personnel Policies.
11. **Performance Evaluations.** The Highway Commissioner shall conduct performance evaluations of the staff members on a biennial basis.
12. **Personnel Files.** Refer to Handbook of Personnel Policies.
13. **Time Cards (Time Keeping).** Refer to Handbook of Personnel Policies.
14. **Timesheets**
 - a. The employee is personally responsible for recording his/her time on a daily basis on a daily timesheet.
 - b. The employee is responsible for recording the correct distribution of time by Project Numbers, Activity Codes, or other identifiers for a particular assignment.
 - c. Any corrections to timesheets must be legible and initialed by employee.

F. COMPENSATION AND FRINGE BENEFITS –

1. **Salaries.** Refer to Handbook of Personnel Policies.
2. **Health Insurance.** Refer to Handbook of Personnel Policies.
3. **Dental Insurance.** Refer to Handbook of Personnel Policies.
4. **Retirement Plan.** Refer to Handbook of Personnel Policies.
5. **Life Insurance.** Refer to Handbook of Personnel Policies.
6. **Section 125 Flex.** Refer to Handbook of Personnel Policies.
7. **Holidays.** Refer to Handbook of Personnel Policies.
8. **Bereavement.** Refer to Handbook of Personnel Policies.
9. **Compensatory time.** Refer to Handbook of Personnel Policies.
 - a. Winter months from approximately November 15 through April 1, the Patrol Superintendent, Highway Commissioner, and Parts Clerk will alternate weekends for emergency Snow Removal Operations.
 - b. Compensatory time is accumulated only with Department Head's prior approval in each instance. Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for each overtime hour worked. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or whether to treat it as overtime.
 - c. Compensatory time may be accumulated up to a maximum of 24 hours per calendar year and it shall then in all instances be taken before December 1 of the calendar year in which it was generated or it will be paid for. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 24 hours per year of compensatory

time must be paid out. Notice of all accumulated compensatory time shall be reported to the County Clerk's Office.

- d. Accumulating or earning compensatory time can only be done in either one-half or whole hour increments. If an employee wishes to convert overtime to compensatory time, the employee must do so by indicating on the daily time sheet. Asking to change from overtime to compensatory time or compensatory time to overtime at a later date will not be allowed.
- e. Compensatory time may be used in increments of 1/4-hour. No employee shall plan the use of compensatory time if it adversely affects the work day crew. Compensatory time shall not be used in conjunction or as an extension to any paid breaks.
- f. Compensatory time is to be charged to the Project Number the employee was working on at the time the compensatory time was earned.

10. Overtime. Refer to Handbook of Personnel Policies.

- a. All work performed on Saturdays, Sundays, holidays, and vacation shall be paid at the rate of one and one-half times the straight time hourly rate.
- b. Employees shall be compensated at the rate of one and one-half the normal rate of pay for all hours worked outside of the normal scheduled hours of 7:00 a.m. – 12:00 p.m., 12:30 p.m. – 3:30 p.m. during eight (8) hours work days or the normal scheduled hours of 6:30 a.m. - 4:30 p.m. during ten (10) hour work days.
- c. An employee reporting to work in case of an emergency shall be guaranteed two (2) hours work. Compensation shall be at the overtime rate.
- d. Overtime is to be charged to the Project Number the employee was working on at the time the overtime was earned.

11. Sick Leave. Refer to Handbook of Personnel Policies.

- a. Sick leave may be used in increments of at least one (1) hour.

Remove nothing in Co. Policy concerning hr. increments

12. Voluntary Sick Leave Donation. Refer to Handbook of Personnel Policies.

13. Vacation. Refer to Handbook of Personnel Policies.

- a. Vacation may be used in increments of no less than one (1) hour.

Remove Co. Policy 1/2 hr.

15. Family and Medical Leave. Refer to Handbook of Personnel Policies.

16. Symons Employee Membership. Refer to Handbook of Personnel Policies.

17. Military Leave. Refer to Handbook of Personnel Policies.

G. RULES OF CONDUCT – Refer to Handbook of Personnel Policies.

1. Department Head Responsibility. Refer to Handbook of Personnel Policies.

2. Grounds for Termination or Suspension. Refer to Handbook of Personnel Policies.

H. HARRASSMENT – Refer to Handbook of Personnel Policies.

I. VIOLENCE IN THE WORKPLACE - Refer to Handbook of Personnel Policies.

J. PROCEDURES FOR HIRING, PROMOTIONS, DEMOTIONS, TERMINATIONS, SUSPENSIONS, DISCIPLINARY ACTIONS, AND DISMISSAL –

1. Hiring. Refer to Handbook of Personnel Policies.

a. Skills testing. Required, varies by position.

2. Temporary Vacancies. Refer to Handbook of Personnel Policies.

3. Probationary Period. Refer to Handbook of Personnel Policies.

a. New employees shall be on a probationary status for a period of six (6) months. New employees shall receive sick leave and vacation benefits from his/her first day of hire and will receive insurance benefits as soon as permitted by the insurance carrier.

b. New hires shall start at ² Step 1 of the County's new wage plan and, after successfully completing probation, go to ³ Step 2 in the plan. Any further step increases shall be determined by the County Board.

4. Reclassification. Refer to Handbook of Personnel Policies.

← This has already been changed

5. Dismissal or Suspension. Refer to Handbook of Personnel Policies.

6. Non-Disciplinary Termination/Layoff. Refer to Handbook of Personnel Policies.

7. Concerns. Refer to Handbook of Personnel Policies.

8. Policy on Nepotism. Refer to Handbook of Personnel Policies.

9. Job Promotions and/or Transfers.

a. A qualified employee desiring such transfer or promotion may, when offered, submit a letter of intent and shall be subject to interview and skills evaluation or testing. The successful applicant will be chosen by the Commissioner based on ability, skill set, and overall qualifications to best fit the position.

b. An employee selected for promotion or transfer to a new job classification within this department shall be subject to the County Policy regarding probation.

c. The following positions shall be exempt from interdepartmental transfers or promotion: Patrol Superintendent, Bookkeeper, Parts Manager/Shop Clerk, Mechanic, Assistant Foreman/Mechanic, Lead Shop Foreman/Mechanic, Office Clerk, Lead Paving Foreman and Lead Grade Foreman. Existing Highway Department employees may apply in accordance with the Richland County Policy regarding hiring.

10. Emergency Assignments. The Employer recognizes that there are occasions when due to severe or hazardous weather conditions, safety will best be served by assigning ~~two~~ employees to specific jobs ^{as} ~~needs~~ ^{needed}. Determination of these conditions shall be at the discretion of the Highway Commissioner. **Two persons shall always be assigned to the four-wheel drive snowplow.** A mechanic will be on duty during snowplowing operations when feasible.

REMOVE

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Strategic Challenges and Goals

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	O3 Nov 2020	Action Needed:	Motion on guidance or accept
Disclosure:	Open Session	Authority:	Committee Structure E
Date submitted:	30 Oct 2020	Referred by:	

Recommendation and/or action language:

Motion to accept report.

*Anticipating possible motions to “advise” and provide guidance.

Background: *(preferred one page or less with focus on options and decision points)*

Under authorities and responsibilities established through the County’s Committee Structure document the Finance and Personnel Committee is charged with:

E. The committee shall advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served.

And with regards to Resolution No. 21-107 A Resolution approving the County Administrative Strategic Plan and Administrative Priorities, the Administrator intends to make routine reports to the Finance and Personnel Committee regarding the status and progress of meeting the goals.

It is anticipated the committee may take action to advise the Administrator by motion and defer to the County Board to confirm the intentions of the full body when needed.

Attachments and References:

Tracker (30 Oct 2020)	
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

No direct expenses, but may significantly influence project and funding decisions.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Strategic Plan Tracking and Reporting: 2020-2021			
<u>Items:</u>	<u>Actions:</u>	<u>Status:</u>	
<u>Challenges for the County Administrator (18 month goals for administrator):</u>		29-Sep-20	30-Oct-20
1. Develop a long-term strategic plan	Meeting with SW Regional planning 28 Sep 2020 Utilization of Wi Statutue 75.69(2) for strategic land development Ordinance / Policy Change to Follow Received EAD Grant for Development Resiliancy Bagan Marketing and Tourism Focus Team Meetings	Preliminary	Developing
2. Transition finance and HR from County Clerk's Office to the Administrator's Office	Preliminary Discussion with Clerk 16 Sep 2020 Administrator moved office to Courthouse 23 Oct 2020	Preliminary	Developing
3. Make resolutions and ordinances available and organized on the internet	HTML Richland CTY Website search tool -by MIS	Preliminary	
4. Develop more uniform HR policy and procedures		No Actions	
5. Implement a uniform performance review program	Legal Research Defining relationships of Dept. Heads Probation Review Administrator Probation Review Economic Development Dir Looking to confirmation of appointed deaprtment heads 3 Nov 20	Preliminary	Developing
6. Develop plan and funding for more broadband	Meeting with SW Regional planning 28 Sep 2020 Scheduling meeting with John Bertz	Preliminary	
7. Develop finance and purchasing policy (increase admin authority on purchasing)	Investigating other counties	Preliminary	
8. Develop new county board member orientation program	Discussion and drafts	Preliminary	
9. Full review of county employee handbook, addendums and administrative manual	Reviews in adjusting to Administrator Model	Preliminary	
10. Partner with Southwest Regional Planning in developing a county strategic plan	Meeting with SW Regional planning 28 Sep 2020 Plan on moving forward with EAD Grant Study Received EAD Grant for Development Resiliancy Bagan Marketing Focus Team Meetings	Developing	
11. Develop policy and procedure to address complaints and investigations (Proposed by Administrator)	Discussion and draft with several supervisors	Preliminary	
12. Develop compensation and classification plan (Proposed by Administrator)		No Actions	

Richland County Committee

Agenda Item Cover

Agenda Item Name: Emergency Radio/Tower Project utilizing Short Term Borrowing

Department	Highway	Presented By:	Commissioner
Date of Meeting:	03 Nov 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	RC Employee Handbook pg10
Date submitted:	30 Oct 2020	Referred by:	

Recommendation and/or action language:

Motion to... approve requested for a leave of absence for Brain J Halter — Highway Department from 20 October 2020 through 30 October 2020.

Background: (preferred one page or less with focus on options and decision points)

Richland County Employee Handbook: 8. Leave of Absence: Leaves of absence without pay for up to six months may be granted by the Department Head subject to the approval of the Finance and Personnel Committee. Requests for leaves of absence shall be in writing and directed to the employee’s Department Head. The Finance and Personnel Committee, after receiving the recommendation of the Department Head, may extend a County employee’s leave of absence for up to an additional six months, no County employees may be granted a leave of absence in excess of one year in duration. All leaves of absence shall be reported to the County Clerk’s Office within one week of its occurrence. All requests will be considered on their merits. County employees receiving leaves of absence for medical reasons must exhaust their sick leave before starting the leave of absence. The County will pay its normal health insurance premium contribution for those employees who are on Worker’s compensation for a period of up to one year and for those employees who are on a medical leave of absence for a period of up to six months. County employees do not generate vacation and sick leave during unpaid of absence. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their health insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium at least two weeks in advance of the due date.

Attachments and References:

Employee Requests	Physician Request

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

October 20, 2020

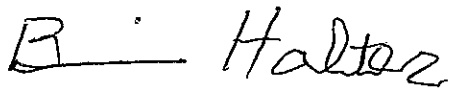
Roger,

I am requesting an emergency absence of medical leave for an injury that I sustained on Sunday evening, October 18th. I received medical treatment for my injury at the conclusion of work yesterday, Monday, October 19th. It was discovered that I have severe bruising of my chest cavity and sternum. I am requesting leave for Tuesday, October 20 - Thursday, October 23, 2020.

Please let me know if there are any questions or if further detailed information is needed.

Regards,

Brian J Halter

A handwritten signature in black ink that reads "B. Halter". The signature is written in a cursive style with a horizontal line under the first letter "B".

October 26, 2020

Roger,

I am requesting emergency medical leave for the following dates: Monday, October 26- Thursday, October 30, 2020.

Please let me know if there are any questions or if further detailed information is needed.

Regards,

A handwritten signature in black ink that reads "B - Halter". The letter "B" is underlined.

Brian J Halter

Halter, Brian J/202924/No Portal/M dob 01-01-1976 (44 Years) vd 10-26-2020

Richland Hospital Clinic
301 E 2nd St
RICHLAND CENTER, WI 53581-1914
Phone: (608)647-6161 Fax: (608)647-3178

EXCUSE FOR WORK

Patient Name: Brian J Halter
DOB: January 01, 1976
Was evaluated on: October 26, 2020
At: Richland Hospital Clinic

To whom it may concern:

Please excuse Brian from work October 26, 2020-November 2, 2020. He will follow up on November 2, 2020. Thank you.

Electronically Signed by:David J May MD

