

County Clerk's Office

Richland County, Wisconsin

Victor V. Vlasak
County Clerk

Courthouse – P.O. Box 310

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

October 24, 2020

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel will convene at 6:00 p.m., Tuesday, October 27, 2020, in the Banquet Room of The Phoenix Center, located at 100 South Orange Street, Richland Center, Wisconsin

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=mbb2d0eb89b20c930b05f847972d11364>

Tuesday, Oct 27, 2020 6:00 pm | 1 hour | (UTC-05:00) Central Time (US & Canada)

Meeting number: 126 220 9184

Password: Richland

Join by phone

+1-408-418-9388 United States Toll

Access code: 126 220 9184

Agenda:

1. Call to Order
2. Proof of Notification
3. Agenda Approval
4. Resolution Awarding the Sale of \$1,050,000 Taxable General Obligation Promissory Notes
5. Creation of a temporary CDBG Citizen Participation Plan Committee
6. Tri-County Airport Budget Appropriations Agreement
7. Amending Families First Coronavirus Response Act Policies
8. Hazardous pay for healthcare and emergency responders/critical infrastructure employees exempt from Families First Act
9. AED Purchases with capital borrowing funds
10. Creation of a temporary Administrative Transition Committee
11. Adjourn

Sincerely,

Victor V. Vlasak
Richland County Clerk

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

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Resolution Awarding the sale of \$1,050,000 taxable general obligation promissory notes

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	27 October 2020	Action Needed:	Vote, Resolution
Disclosure:	Open Session	Authority:	Committee Structure (F)
Date submitted:	22 October 2020	Referred by:	N/A

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.)*

Recommend resolution Awarding the sale of \$1,050,000 taxable general obligation promissory notes to the Richland County Board.

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

Richland County will be selling promissory notes on 27 October 2020 @ 10:00am, according to authorization granted through previous Board Resolution. Carol Wirth, Richland County Municipal Advisor, will be presenting a finalized Award Resolution with a summary of sale report regarding Richland County's initiative to pursue a short-term loan to finance capital projects and capital improvements. This packet will include: the Notice of sale, Preliminary Official Statement and Debt service and pricing schedule.

The purpose of the short-term loaning used to purchase reoccurring capital improvements would give the county the option to increase debt levy to cover expenses, preserving operating levy to help maintain services.

As previously discussed with the Committee, the following proposed items are included in the proposed capital improvement / capital project plan: County Trunk Road Improvements \$650,000; two squad vehicles \$130,000; Courthouse Window Replacement \$55,000; Emergency Radio/Tower assessment \$45,000; Courthouse heat exchanger replacements \$24,000; and Network Infrastructure Improvements \$20,000. Solidification of the finalized plan and any additional items will be approved through policy presented through Finance and Personnel in November or December. Tied to several of these items, our "new equipment" and "computer maint. & upgrades," "new automobiles" lines etc. were removed from the 2020 budgets and absorbed into a loan funding for capital improvements. This leaves a gap to fill going forward into the 2021 budget.

This loan of \$1,050,000 places an additional \$83 additional taxes on \$100,000 property. Because this is a short-term loan it does not require us to submit for a new bond rating and has limited impact with our current underwriters on our existing bonds.

Attachments and References:

Final Award Resolution (presented night of)	Summary of Sale Report (presented night of)
Bid Form (completed that night)	Draft (Attached)

Richland County Finance and Personnel Committee

Agenda Item Cover

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	New fund number needed
<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)

Source and Application of Funds

Source of Funds

Par Amount of Notes	\$1,050,000
Total Source of Funds	\$1,050,000

Application of Funds

Deposit to Project Construction Fund	\$1,029,150
Underwriter’s Expenses (Est.)	\$3,150
Cost of Issuance Paid by County	<u>\$17,700</u>
Total Application of Funds	\$1,050,000

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 20-_____

RESOLUTION AWARDDING THE SALE OF
\$1,050,000 TAXABLE GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS, on September 15, 2020, the County Board of Supervisors of Richland County, Wisconsin (the "County"), by a vote of at least 3/4 of the members-elect, adopted an initial resolution authorizing the issuance of general obligation promissory notes in an amount not to exceed \$1,050,000 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 (collectively, the "Project") (the above-referenced initial resolution is referred to herein as the "Initial Resolution");

WHEREAS, the County Board of Supervisors hereby finds and determines that the Project is within the County's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the County is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes;

WHEREAS, it has been determined that it is in the best interest of the County to issue such notes on a taxable rather than tax-exempt basis;

WHEREAS, the County has directed Wisconsin Public Finance Professionals, LLC ("WPFPP") to take the steps necessary to sell the County's taxable general obligation promissory notes (the "Notes") to pay the cost of the Project;

WHEREAS, WPFPP, in consultation with the officials of the County, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on October 27, 2020;

WHEREAS, the County Clerk (in consultation with WPFPP) caused notice of the sale of the Notes to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale;

WHEREAS, the County has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the County. WFPF has recommended that the County accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Ratification of the Official Notice of Sale and Offering Materials. The County Board of Supervisors hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale and any other offering materials prepared and circulated by WFPF are hereby ratified and approved in all respects. All actions taken by officers of the County and WFPF in connection with the preparation and distribution of the Official Notice of Sale and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, and the Initial Resolution, the principal sum of ONE MILLION FIFTY THOUSAND DOLLARS (\$1,050,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, is hereby accepted. The Chairperson and County Clerk or other appropriate officers of the County are authorized and directed to execute an acceptance of the Proposal on behalf of the County. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rate set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "Taxable General Obligation Promissory Notes"; shall be issued in the aggregate principal amount of \$1,050,000; shall

be dated November 24, 2020; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rate per annum and mature on March 1, 2021 as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable at maturity. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes are not subject to optional redemption.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the County are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the County a direct annual irrepealable tax in the year 2020 for the payments due in the year 2021 in the amount set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the County shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the County and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the County for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the County

then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the County, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the County may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for Taxable General Obligation Promissory Notes, dated November 24, 2020" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the County at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the County above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the County, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account.

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments

disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the County, unless the County Board of Supervisors directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the County and disbursed solely for the purpose or purposes for which borrowed. In no event shall monies in the Borrowed Money Fund be used to fund operating expenses of the general fund of the County or of any special revenue fund of the County that is supported by property taxes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the County by the manual or facsimile signatures of the Chairperson and County Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the County of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the County has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The County hereby authorizes the officers and agents of the County to enter into,

on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 9. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the County Clerk or the County Treasurer (the "Fiscal Agent").

Section 10. Persons Treated as Owners; Transfer of Notes. The County shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and County Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The County shall cooperate in any such transfer, and the Chairperson and County Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 11. Record Date. The 15th day of the calendar month next preceding the interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the County at the close of business on the Record Date.

Section 12. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York,

New York ("DTC"), the County agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the County Clerk or other authorized representative of the County is authorized and directed to execute and deliver to DTC on behalf of the County to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the County Clerk's office.

Section 13. Official Statement. The County Board of Supervisors hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the County in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate County official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The County Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 14. Undertaking to Provide Continuing Disclosure. The County covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") required by the Rule to provide continuing disclosure of timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the County to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and County Clerk, or other officer of the County charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the County's Undertaking.

Section 15. Record Book. The County Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct

statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 16. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the County are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and County Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and County Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 17. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the County Board of Supervisors or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded October 27, 2020.

VOTE FOR FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

AYES _____ NOES _____

FOR AGAINST

RESOLUTION _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COUNTY CLERK _____

DATED _____

EXHIBIT A

Official Notice of Sale

To be provided by Wisconsin Public Finance Professionals, LLC
and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by Wisconsin Public Finance Professionals, LLC
and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by Wisconsin Public Finance Professionals, LLC
and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by Wisconsin Public Finance Professionals, LLC
and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Wisconsin Public Finance Professionals, LLC
and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT E
(Form of Note)

REGISTERED
NO. R- _____

UNITED STATES OF AMERICA
STATE OF WISCONSIN
RICHLAND COUNTY

TAXABLE GENERAL OBLIGATION PROMISSORY NOTE

DOLLARS
\$ _____

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:

March 1, 2021 November 24, 2020 _____ % _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, Richland County, Wisconsin (the "County"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest is payable at maturity. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the County Clerk or County Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding the interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the County are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$1,050,000, all of which are of like tenor,

except as to denomination, issued by the County pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, 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, as authorized by resolutions adopted on September 15, 2020 and October 27, 2020. Said resolutions are recorded in the official minutes of the County Board of Supervisors for said dates.

This Note is not subject to optional redemption.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the County, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note is transferable only upon the books of the County kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the County appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the County for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes after the Record Date. The Fiscal Agent and County may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, Richland County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and County Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

RICHLAND COUNTY, WISCONSIN

By: _____
Marty Brewer
Chairperson

(SEAL)

By: _____
Victor V. Vlasak
County Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

MUNICIPAL INFORMATION QUESTIONNAIRE

1. Official Name of Government Unit: Richland County
2. Employer I. D. #: 39-6005735
3. Address: Courthouse, 181 West Seminary Street, Richland Center, WI 53581
 Phone Number: (608) 647-2197 Fax Number: (608) 647-6134
 Email Address: clinton.langreck@co.richland.wi.us; vlasakv@co.richland.wi.us
4. Contact Person, Direct Phone Number and Email Address:
Clinton Langreck, County Administrator
Victor V. Vlasak, County Clerk
5. Date/Time/Place of Regular Meetings: Third Tuesday of each month, 10:00 a.m.
(7:30 p.m. May thru September), County Board Room, Courthouse, Richland Center, WI
6. Does Municipality have an official or corporate seal? YES NO
7. Name of Official Newspaper, if any: Richland Observer
 WEEKLY DAILY
8. Administrators and Officers: *(Please complete with official names (including middle initials) as used to sign legal documents.)*

<u>Name</u>	<u>Elected or Appointed?</u>	<u>Date Term of Office Expires</u>
<u>Marty Brewer</u> Chairperson	<u>Elected</u>	<u> </u>
<u>Victor V. Vlasak</u> Clerk	<u>Elected</u>	<u>01/2021</u>
<u>Julie Keller</u> Treasurer	<u>Elected</u>	<u>01/2021</u>
<u>Clinton Langreck</u> County Administrator	<u> </u>	<u> </u>
<u>Benjamin Southwick, Esq.</u> Corporation Counsel Courthouse <u>Richland Center, WI 53581</u> Phone Number: <u>(608) 647-4111</u> Fax Number: <u> N/A</u>		

9. Number of County Board members? 21 *(Please attach current list)*
10. Are there any special resolutions or ordinances in effect (other than Wisconsin's Open Meeting law) regarding meeting notices, quorum requirements, etc.? YES NO
If yes, please provide detail. Richland County Rules of the Board

11. Are there any proceedings now pending with respect to a change in the form of government or the detachment of territory? YES NO
If yes, please provide detail. _____

12. Is there any litigation pending or threatened with respect to the corporate existence, organization, or boundaries of the government unit or the right of title of any officer of the government unit to his or her respective office? YES NO
If yes, please provide detail. _____

13. Are there any resolutions in effect which require any officers other than the chief executive officer and clerk, to execute bonds or notes or other documents evidencing indebtedness? YES NO
If yes, please provide detail. _____

14. Are there any other facts or circumstances which could have an impact on the issuance of the bonds or notes in question (e.g., litigation other than as set forth above, annexations, etc)? *If yes, please discuss.* YES NO

Prepared and submitted by:

Name: _____

Title: _____

Signed on: _____

**CERTIFICATE OF COMPLIANCE WITH
OPEN MEETING LAW PUBLIC NOTICE REQUIREMENTS**

I, _____, _____
(name) (title)

of _____
(official name of municipality)

hereby certify that:

1. **Meeting Date.** On the _____ day of _____, 20__ a
_____ meeting was held commencing
(County Board, Common Council, etc.)
at _____ o'clock ____ .m. at _____
(location)

2. **Posting.** On the _____ day of _____, 20__ at approximately
_____ o'clock ____ .m., I posted or caused to be posted a notice setting forth the time, date, place and subject matter (including specific reference to the borrowing) of said meeting in the following public places (include any posting of the notice on the municipality's website and attach an extra sheet if necessary):

AND/OR

Publication. The _____
(County, City, etc.)
caused a notice setting forth the time, date, place and subject matter (including specific reference to the borrowing) of said meeting to be published on the _____ day of _____, 20__
by the following news medium or media (attach an extra sheet if necessary):

(If notice was published rather than posted, attach copy of published notice).

3. **Notification of Media.** On the _____ day of _____, 20__ at approximately _____ o'clock __.m., I communicated or caused to be communicated, the time, date, place and subject matter (including specific reference to the borrowing) of said meeting to those news media who have filed a written request for such notice, and to the official newspaper of the _____, or, if none exists, to a news medium (County, City, etc.) likely to give notice in the area.

4. **Open Meeting Law Compliance.** Said meeting was a _____ meeting of the (regular, special, adjourned annual, etc.) _____ which was called, noticed, held and (County Board, Common Council, etc.) conducted in open session in compliance with Subchapter V of Chapter 19 of the Wisconsin Statutes and any other applicable local rules and State statutes.

Attest:

Name:
Title:

Name:
Title:

(SEAL)

(Note: Questions regarding this form or open meeting law compliance generally should be directed to local counsel or Quarles & Brady LLP.)



411 East Wisconsin Avenue
Suite 2350
Milwaukee, Wisconsin 53202-4426
414.277.5000
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Attorneys at Law in
Chicago
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Madison
Milwaukee
Minneapolis
Naples
Phoenix
Scottsdale
Tampa
Tucson
Washington, D.C.

October 19, 2020

VIA EMAIL

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

**Re: Richland County
\$1,050,000 Taxable General Obligation Promissory Notes**

Dear Mr. Langreck:

Attached is a draft of the **Award Resolution** to be adopted in connection with the above-referenced financing. We have prepared the Resolution with the information provided to us by Wisconsin Public Finance Professionals, LLC ("WFPF"). Please review the Resolution carefully.

It is our understanding that the Resolution will be considered by the County Board of Supervisors at its meeting on October 27, 2020 after the bid opening earlier that day.

If you have not already done so, please include the title of the Resolution on the agenda for the meeting. Please then post the agenda in at least three public places and provide it to the official newspaper of the County (or if the County has no official newspaper, to a news medium likely to give notice in the area) and to any other requesting media at least twenty-four hours prior to the meeting (see Section 19.84(1)(b), Wisconsin Statutes). **If the meeting will be a virtual meeting, please be sure to include on the agenda and the notices the dial-in number or other information necessary for the public and the media to access and monitor the meeting.** The attached **Certificate of Compliance with Open Meeting Law** must be completed in connection with the meeting at which the Resolution is adopted.

Unless the County Board of Supervisors has adopted special rules regarding the adoption of borrowing resolutions, a vote of at least a majority of a quorum of the County Board of Supervisors is necessary to adopt the Resolution.

Mr. Clinton Langreck

October 19, 2020

Page 2

You will note in reviewing the Resolution that some of the exhibits will be provided to the County on the day of sale. It is our understanding that WFPF will provide this information to you and to us after the bid opening and prior to the meeting on October 27, 2020. We will then email a final copy of the Resolution, including all exhibits, on the day of sale (October 27, 2020) prior to the meeting for the County Board of Supervisors to review and approve.

Following the adoption of the Resolution, we request that you return one executed copy of the Resolution, as well as one executed copy of the Certificate of Compliance with Open Meeting Law to us for our review. All of these originally signed documents will be included in the closing transcript. A copy of the Resolution should be incorporated into the minutes of the October 27, 2020 meeting.

We are also attaching a **Municipal Information Questionnaire**. Please review, correct, if necessary, complete and return this questionnaire to us before the October 27, 2020 meeting.

Please feel free to contact me at (414) 277-5775 or any member of the Quarles & Brady LLP public finance team if you have any questions or comments.

Very truly yours,

QUARLES & BRADY LLP

Brian G. Lanser/AB

Brian G. Lanser

BGL:SMN:adb

Enclosures

#800011.00017

cc: Mr. Victor Vlasak (w/enc. via email)
Ms. Carol Wirth (w/enc. via email)
Mr. Cody Baldus (w/enc. via email)



Aleta Boehm / Legal Secretary

Aleta.Boehm@quarles.com / [LinkedIn](#)

Quarles & Brady LLP

411 East Wisconsin Avenue, Suite 2400 / Milwaukee, WI 53202-4426

Office 414-277-5710 / quarles.com

[VISIT our COVID-19: Guidance for Clients page for the latest updates from Q&B attorneys](#)

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Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Creating A Temporary Citizen Participation Planning Committee Relating To The Community Block Development Block Grant Close Program

Department	Economic Development	Presented By:	Jasen Glasbrenner
Date of Meeting:	27 Oct 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (J)
Date submitted:	22 Oct 2020	Referred by:	

Recommendation and/or action language:

Motion to... recommend Creating a Temporary Citizen Participation Planning Committee Relating To The Community Block Development Block Grant Close Program.

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

The creation of Citizen Participation Plan Committee is intended for oversight of the implementation of the Citizen Participation Plan (adopted by the Board), as well as offering guidance in preparation of the grant application to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program. This will be a temporary committee, members anticipated to be recommended through Committee on Committees in November.

The Economic Development Director will solicit to fill the committee positions and act as secretary for the committee, and ensure that meetings and hearing are scheduled in accordance with the citizen participation plan

Attachments and References:

Drafted Resolution Language below	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Pending needed meetings. Economic Development is anticipating slight excess in 2020 and has availability in 2021.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Resolution Drafted for County Board 27 October 2020.

RESOLUTION NO. 20- _____

A Resolution Creating A Temporary Citizen Participation Planning Committee Relating To The Community Block Development Block Grant Close Program.

WHEREAS the County is engaged in a Community Development Block Grant Close Program for the purpose of getting grants to utilize the approximately \$1.2 million of Community Development Block Grant funds before the January, 2021 deadline for returning these funds to the State, and

WHEREAS one of the requirements for the Community Development Block Grant Close program is that the County create a Temporary Citizen Participation Planning Committee in accordance with the already-adopted Citizen Participation Plan for Community Development Block grants, and

WHEREAS the Finance and Personnel Committee has carefully considered this proposal and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that a Temporary Citizen Participation Planning Committee is hereby created as follows:

- a. 5 members;
- b. members shall be representatives of Richland County demographics, including one low and middle income person, representatives from local government, real estate, banking and labor, whenever possible;
- c. members of the committee shall be solicited by the Economic Development Director, nominated by the Committee on Committees and approved by the County Board;
- d. the committee shall be responsible for implementation of the Citizen Participation Plan as well as offering guidance in preparation of the grant application;
- e. the Economic Development Director shall act as secretary of the Committee and ensure that meetings and hearings are scheduled in accordance with this Citizen Participation Plan, and

BE IT FURTHER RESOLVED that members of the Citizen Participation Planning Committee shall receive standard County mileage and per diems to be paid from the Economic Development account in the 2020 County budget, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication and it shall expire on the later of the end of the Community Development Block Grant Close Project or _____, 20_____, whichever is later.

Richland County Finance and Personnel Committee

Agenda Item Cover

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Tri-County Airport Agreement

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	27 Oct 2020	Action Needed:	
Disclosure:	Open Session	Authority:	Committee Structure (D+E)
Date submitted:	22 Oct 2020	Referred by:	Tri-CTY Airport Commission

Recommendation and/or action language:

Motion to recommend Richland County continues with 25.5 % of ownership, annual operating and capital projects appropriations of the Tri-County Airport beginning on 01 Jan 2021, and make recommendation to the Tri-County Airport Commission to amend Tri-County Airport Operation Ordinance to reflect changes in ownership and apportionments.

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

Under Ordinance 19-16 Richland County has 25.5% owner interest in all Tri-County Airport assets, a 25.5% appropriation to cover annual operating expenses, and an amount designated by the Commission to be set aside in an Airport capital expenditures account. Iowa County has given notice with withdrawing in accordance with section VIII of the ordinance. The Ordinance does not specify how owner interest and appropriations will be divided upon the withdrawal of one of the member counties. Through the 2021 Airport Budget Proposal (solicited by Marc Higgs) it is proposed that Richland County assume 50% of Iowa Counties ownership and obligation (equal a total of 38.25% for Richland County).

Finance and Personnel made proposal to Sauk County of a reduction to 22% ownership and apportionment based on population during the 01 Sep 2020 meeting (see attached letter).

[Email from Sauk County Chair, Timothy McCumber – 7 Oct 2020] “The Sauk County Finance Committee is recommending that Sauk contributes 74.5% for 2021 with an understanding we will negotiate ownership going forward when Brent Miller gets on board. That would leave Richland at the contract rate of 25.5% for 2021.”

Attachments and References:

Letter sent to Sauk County (below)	

Ordinance located at:

<https://www.co.richland.wi.us/pdfs/2019/CountyBoard/minutes/20190820minutes.pdf>

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	In current 2021 proposed budget
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

Richland County Finance and Personnel Committee

Agenda Item Cover

(summary of current and future impacts)

		2020 Contribution:		\$ 20,199.00					
Proposed:		Operating:		Project:		Total:		2021 Difference	W/ No Project:
	Sauk	\$ 40,956.00	61.75%	\$ 25,612.00	61.75%	\$ 66,568.00	61.75%		
38.25% Share	Richland	\$ 25,369.00	38.25%	\$ 15,864.00	38.25%	\$ 41,233.00	38.25%	\$ 21,034.00	\$ 5,170.00
	Total:	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
Current:		Operating		Project		Total			
	Sauk	\$ 49,412.13	74.50%	\$ 30,899.62	74.50%	\$ 80,311.75	74.50%		
25.5% Share	Richland	\$ 16,912.88	25.50%	\$ 10,576.38	25.50%	\$ 27,489.26	25.50%	\$ 7,290.26	\$ (3,286.13)
	Total:	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
	Check!	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
1/3 Option:		Operating		Project		Total			
	Sauk	\$ 44,238.78	66.70%	\$ 27,664.49	66.70%	\$ 71,903.27	66.70%		
33.3% Share	Richland	\$ 22,086.23	33.30%	\$ 13,811.51	33.30%	\$ 35,897.73	33.30%	\$ 15,698.73	\$ 1,887.23
	Total:	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
	Check!	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
Population %		Operating		Project		Total			
	Sauk	\$ 51,733.50	78.00%	\$ 32,351.28	78.00%	\$ 84,084.78	78.00%		
22% Share	Richland	\$ 14,591.50	22.00%	\$ 9,124.72	22.00%	\$ 23,716.22	22.00%	\$ 3,517.22	\$ (5,607.50)
	Total:	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
	Check!	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

Phone: (608) 649-5960 • Fax: (608) 647-6611

E-Mail: clint.langreck@co.richland.wi.us

To: Tri-County Airport Commission; Marc Higgs, Airport Manager, markhiggstea@yahoo.com; and David Bretl, Sauk County Administrator (Interim), dave.bretl@saukcountywi.gov

Subject: Proposal regarding ownership, appropriations, and ordinance entering 2021

8-Sep-20

Dear Associates,

This letter is to serve as notification of recent Richland County Finance and Personnel Committee action. The committee took the following actions at their 01-Sep-20 meeting regarding the Tri-County Airport:

- 1) Motion to propose Richland County assumes 22% of ownership and 22% of annual operating and capital projects appropriations of the Tri-County Airport beginning on 01 Jan 2021, and make recommendations to the Tri-County Airport Commission to amend the proposed 2021 budget and Tri-County Airport Operation Ordinance to reflect this proposal.
- 2) Motion to postpone taxiway improvement project — raising taxiway until 2022 to be considered with runway reconstruction and improvements.

Please watch for official minutes at: <https://www.co.richland.wi.us/financePersonnelMinutes.shtml>

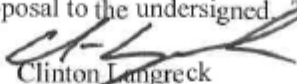
The proposal of 22% ownership is based on Iowa County's withdrawal in 2021, and 22% reflects an apportionment based on the counties' compared populations:

Sauk	64,442 population	78.8%
Richland	17,377 population	21.2%

Projected cost appropriations for 2021 operations at a 22% / 78% split:

	Operating	
Sauk	\$ 51,733.50	78.00%
Richland	\$ 14,591.50	22.00%
Total:	\$ 66,325.00	

Please send all responses regarding this proposal to the undersigned. Thank you and stay safe.


 Clinton Langreck
 Richland County — Administrator

Cc: Marty Brewer; marty.brewer@co.richland.wi.us
 Steve Williamson; steve.williamson@co.richland.wi.us
 Daniel McGuire; daniel.mcguire@co.richland.wi.us
 Victor Vlasak; victor.vlasak@co.richland.wi.us

Richland County Finance and Personnel Committee

Agenda Item Cover

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Amending the Families First Coronavirus Response Act Policies

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	27 Oct 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (E)
Date submitted:	21 Oct 2020	Referred by:	

Recommendation and/or action language:

Motion to accept proposed changes to the Families First Coronavirus Response Act Policies regarding employee eligibility exemption language:

from: “Pine Valley Community Village nurses and all staff”

to: “Pine Valley Community healthcare providers including: Director of Nursing, Registered Nurse Manager, Social Service Supervisor, Social Worker, Registered Nurse Supervisor, Registered Nurse, Licensed Practical Nurse, Medication Aide, Unit Clerk, Certified Nursing Assistant, CBRF Unit Clerk, Activity Aide, Personal Care Worker, Resident Assistant”

effective 11 September 2020.

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

President Trump signed legislation on March 18, 2020 which modifies the requirements of the Family and Medical Leave Act (Emergency Family and Medical Leave Expansion Act), expands access to Unemployment Compensation Insurance Benefits (Emergency Unemployment Insurance Stabilization and Access Act of 2020) and creates paid sick leave (Emergency Paid Sick Leave Act) for employees while the employee or his/her family members are impacted by COVID-19.

When creating this policy, language under the eligible exemptions of healthcare providers and emergency responders was interpreted to include all Pine Valley nurses and staff. The Department of Justice later amended guidance on exempted positions regarding healthcare facilities specifying, “A person is not a health care provider merely because his or her employer provides health care services or because he or she provides a service that affects the provision of health care services. For example, IT professionals, building maintenance staff, human resources personnel, cooks, food services workers, records managers, consultants, and billers are not health care providers, even if they work at a hospital of a similar health care facility.”

As such, it is proposed to change the Policy language, listing exempted positions, for both Paid Sick Leave Act (PLSA) and Emergency Family and Medical Leave Expansion Act (EFMLEA); from “Pine Valley Community Village nurses and all staff” to “Pine Valley Community healthcare providers including: Director of Nursing, Registered Nurse Manager, Social Service Supervisor, Social Worker, Registered Nurse Supervisor, Registered Nurse, Licensed Practical Nurse, Medication Aide, Unit Clerk, Certified Nursing Assistant, CBRF Unit Clerk, Activity Aide, Personal Care Worker, Resident Assistant” effective 11 September 2020” in order to maintain compliance with Department of Labor guidance.

Richland County Finance and Personnel Committee

Agenda Item Cover

Attachments and References:

Proposed Language Changes	https://www.dol.gov/agencies/whd/pandemic/ffcra-questions
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Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Pine Valley
<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)

Utilization and payments to eligible employees will impact service hours, by allowing for PLSA and EFMLEA credited hours of pay versus utilization of accrued benefit times. Budget impacts may be experienced in additional overtime and compensatory expenses resulting from covering employees utilizing this benefit.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO.20- _____

A Resolution Retroactively Approving Richland County’s Compliance With The Families First Coronavirus Response Act.

WHEREAS Congress enacted what is known as Families First Coronavirus Response Act, effective April 2, 2020 and expiring on December 31, 2020, which modifies the requirements of the Family and Medical Leave Act, expands access to unemployment compensation insurance benefits and creates paid sick leave for employees while the employee or his or her family are impacted by Covid-19, and

WHEREAS County Administrator Clinton Langreck has brought this new Federal law to the attention of the Personnel and Finance Committee and the Committee is now presenting this Resolution to the County Board for its consideration.

Richland County Finance and Personnel Committee

Agenda Item Cover

NOW THEREFORE BE IT RESOLVED that Richland County, as an employer, hereby adopts, as of April 2, 2020, the temporary policies contained in the Federal Families First Coronavirus Response Act which modifies the requirements of the Family and Medical Leave Act, expands access to unemployment compensation insurance benefits and creates paid sick leave for eligible employees while the employee or his or her family are impacted by Covid-19, and

BE IT FURTHER RESOLVED that eligible County employees can obtain an online Richland County Families First Coronavirus Response Request form and complete that form and email it or fax it to the County Clerk's office, and

BE IT FURTHER RESOLVED that this Resolution shall be effective as of April 2, 2020 and it shall expire on December 31, 2020.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICIES
(Addendum to Richland COVID-19 & Viral Contagion Plan)
Effective April 2, 2020

President Trump signed legislation on March 18, 2020 which modifies the requirements of the Family and Medical Leave Act (Emergency Family and Medical Leave Expansion Act), expands access to Unemployment Compensation Insurance Benefits (Emergency Unemployment Insurance Stabilization and Access Act of 2020) and creates paid sick leave (Emergency Paid Sick Leave Act) for employees while the employee or his/her family members are impacted by COVID-19. The legislative responses to the COVID-19 pandemic are all within the scope of what is known as the FAMILIES FIRST CORONAVIRUS RESPONSE ACT (the "Act"). The Act will take effect on April 2, 2020, with a sunset date of December 31, 2020.

I. The Emergency Paid Sick Leave Act (PSLA)

Provides a limited term paid sick leave benefit for employees outside of the FMLA or EFMLEA.

- A. Employee eligibility:** All regular full-time and regular part-time employees actively employed by Richland County. *Excludes health care providers and emergency first responders.* (clarification provided at <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions> Questions 56 and 57)

For purpose of this policy the following positions are considered exempt:

- County Administrator
- Public Health nurses and all staff
- Pine Valley Community Village ~~nurses and all staff~~ healthcare providers including: Director of Nursing, Registered Nurse Manager, Social Service Supervisor, Social Worker, Registered Nurse Supervisor, Registered Nurse, Licensed Practical Nurse, Medication Aide, Unit Clerk, Certified Nursing Assistant, CBRF Unit Clerk, Activity Aide, Personal Care Worker, Resident Assistant (changes effective 11 September 2020)
- Law enforcement officers
- Jail personnel
- Emergency medical services personnel and all staff
- Dispatchers
- Highway patrolmen and equipment operators
- Management Information Systems personnel

- B. Qualifications:** The employee must be unable to work or telecommute because:

1. the employee is subject to a Federal, State or local quarantine or isolation order relative to the COVID-19 virus;

2. the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. the employee is experiencing symptoms of the COVID-19 (fever, cough, sore throat, shortness of breath) and is seeking medical diagnosis from an appropriate health provider;
4. the employee is caring for a family member subject to a federal, state or local order related to COVID-19—“family member” is defined according FMLA; Spouse, Children, and Parents
<https://webapps.dol.gov/elaws/whd/fmla/10b1.aspx>;
5. the employee is caring for a son or daughter whose school or place of care is closed or child care provider is unavailable due to COVID-19 precautions; or,
6. the employee is experiencing a substantially similar condition to COVID-19 as has been identified by the Secretary of Health and Human Services.

C. Pay During Leave: The amount of Emergency Paid Sick Leave available to employees is limited:

- Regular full-time employees will be eligible for up to 80 hours over a two-week period of emergency paid sick leave.
- Regular part-time employees will be pro-rated based upon their regular hours of work.
- Employees who work a variable work schedule, the average bi-weekly hours of work over the preceding six-month period will be utilized.

The actual pay to which an employee will be entitled will depend on the reason for the absence.

1. If absent due to reasons identified under 1), 2) or 3) under qualifications above (generally arising from the employee’s quarantine), the employee will be entitled to:
 - a. 100% of his/her regular hourly rate of pay (as long as in excess of minimum wage) for the hours of work missed and
 - b. Subject to the cap of \$511 per day, to a maximum aggregate payment of \$5,110.
2. If absent due to reasons identified under 4), 5) or 6) under qualifications above, the employee will be entitled to:
 - a. 2/3 of the employee’s regular rate of pay or minimum wage, whichever is greater, and
 - b. Subject to the cap of \$200 per day, \$2,000 in the aggregate
 - c. use of available benefit time off can be utilized to make up the approximate 1/3 to make employee whole (to the extent of reasonable calculation by payroll)

D. Benefits During Leave: Benefits will continue as actively working during this leave at normal accrual rates.

E. Procedure for Requesting Leave and Certification:

The Paid Sick Leave Law requires that the employee give notice to the employer of the desire to use the available paid time. Notice must be given to the employer no later than the first workday (or portion of such workday) that the employee receives Emergency Paid Sick Leave.

Please refer to Procedures as set forth in Section II, Emergency Family Medical and Leave Expansion Act.

- F. **Return to Work:** Employees shall return to work in accordance with the Richland County COVID-19 & Viral Contagion Plan.
- G. **Enforcement:** Nothing in this provision shall be construed in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing County policy. An employee is encouraged to consult with their department head regarding any questions or concern.

An employee may not carry over any unused Emergency Paid Sick Leave. Further, upon an employee's separation from employment, any unused Emergency Paid Sick Leave is forfeited.

II. **Emergency Family and Medical Leave Expansion Act (EFMLEA)**

- A. **Employee eligibility:** All regular full-time and regular part-time employees employed by Richland County for at least 30 calendar days. *Excludes health care providers and emergency first responders.* (clarification provided at <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions> Questions 56 and 57)

For purpose of this policy the following positions are considered exempt:

- County Administrator
- Public Health nurses and all staff
- Pine Valley Community Village ~~nurses and all staff~~ healthcare providers including: Director of Nursing, Registered Nurse Manager, Social Service Supervisor, Social Worker, Registered Nurse Supervisor, Registered Nurse, Licensed Practical Nurse, Medication Aide, Unit Clerk, Certified Nursing Assistant, CBRF Unit Clerk, Activity Aide, Personal Care Worker, Resident Assistant (changes effective 11 September 2020)
- Law enforcement officers
- Jail personnel
- Emergency medical services personnel and department staff
- Dispatchers
- Highway patrolmen and equipment operators
- Management Information Systems personnel

- B. **Qualifications:** Employee is unable to work or telecommute to care for a minor child if the child's school or childcare has been closed or is unavailable due to a public health emergency (COVID-19).

- C. **Pay During Leave:** The EFMLEA provides for time away from work for up to 12 weeks. The first ten (10) work days of EFMLEA leave is unpaid, unless the employee has available accrued vacation, personal or sick leave which can be substituted for the otherwise unpaid time. The employee will not be required to substitute pay for the first 10 days of unpaid leave. After the 10th unpaid work day, the employee will be eligible for pay from the County equal to 2/3 of the employee's regular rate of pay for the remainder of the available FMLA leave associated with the qualifying COVID-19 reason, not to exceed a daily cap of \$200 or aggregate cap of \$10,000, per person. Use of available benefit time off can be utilized to make up the approximate 1/3 to make employee whole (to the extent of reasonable calculation by payroll)

For full time employees, the paid leave opportunity will be based on the regular base rate of pay of the employee for the hours the employee would normally work. Part-time employees pay eligibility will be based on their regular hours worked per week – or if variable – the average hours worked in the preceding six months.

An employee may be eligible for regular FMLA leave if they have a COVID-19 diagnosis and they meet the normal requirements of the FMLA. An employee who is not ill but merely quarantined because of coming into contact with COVID-19 would not be eligible for EFMLEA or regular FMLA.

Employer Paid EFMLEA leave is allowed **only** for the reason of closure of the child's school or childcare and need to provide child care due to the public health emergency and not allowed for other FMLA reasons.

It is important to note that while an employee is entitled to 12 weeks of leave under the EFMLEA, the length of the leave is reduced by any FMLA Leave previously taken by the employee – this is not a separate 12-week entitlement. In other words, the Emergency Leave for childcare purposes is automatically reduced by the amount of leave an employee has already taken in the current administrative year, without regard to the reason for the previous leave.

- D. **Benefits During Leave:** Benefits during leave will be applied the same as FMLA Leave
- E. **Employee Status after Leave:** The FMLA's job protected leave requirements and anti-retaliation provisions also apply to EFMLEA scenarios.
- F. **Procedure for Requesting Leave and Certification:** Employees shall complete an Amended FMLA Request form that will be used specifically for the purposes under the FAMILIES FIRST CORONAVIRUS RESPONSE ACT. Forms can be found and printed from the Richland County Information Page, or by asking your department. [<https://co.richland.wi.us/Employees/index.html>]. In compliance with the recommended social distancing, please do not physically go to the courthouse to submit the form to the Clerk's Office.

Understanding that Schools and Day Cares are closed, and health care providers are overwhelmed at this time, the required certification will be waived unless there is cause to believe the employee falsified the request.

- H. **Return to Work:** Employees shall return to work in accordance with the Richland County COVID-19 & Viral Contagion Plan.
- I. **Enforcement:** Nothing in this provision shall be construed to in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing County policy. An employee is encouraged to consult with their Department Head regarding any questions or concern.

III. **Unemployment Compensation Rights**

The Families First Coronavirus Response Act also affords an opportunity to affected employees absent due to the Coronavirus to access Unemployment Compensation Benefits at an earlier point than exists under current law. The Act not only increases funding for Unemployment Compensation Benefits, it also removes the “job search requirement” and allows for benefit entitlement on the first day of the loss of employment, rather than a one week waiting period for benefits. The Wisconsin Legislature still must take action to eliminate the one-week benefit waiting period, which as of the writing of this Client Alert has not occurred.

IV. **Consideration for exempted employees:**

This policy does not impact regular full-time and regular part-time employees’ entitlement to protected leave under the FMLA to care for themselves or a family member.

Employees utilizing FMLA will be required to use their available leave balances for the duration of their illness or to provide care for a family member’s illness (including available compensatory, sick, vacation and floating holiday) in compliance with Federal and State FMLA. Employees exceeding all paid benefit time available will be allowed to enter a negative balance on their sick leave accrual bank until they can safely return to work. Once they have returned, all future paid time off (including compensatory, sick, vacation, and floating holiday) will be recouped at time earned to offset any remaining negative balance.

The county may consider a future process of evaluating and waiving incurred negative sick leave balances that exempt employees incur from COVID-19 related absenteeism.

Departments are encouraged to work with employees in allowing for flexibility of scheduling, utilization of benefit time off in care of dependents impacted by school closures, and allowing for negative balances, to the extent of being able to safely maintain essential services of the department.

V. **Payroll processing and guidance:**

- A. The county will make the 6.2% social security contribution as the county is not qualified for payroll tax credit at the time of this release.
- B. The PLSA / EFMLEA time sheets will be utilized to track compensations for employees utilizing these programs. Departments will include proper project codes for tracking purposes.
- C. Reasonable calculation of utilized benefit time employees may use to make themselves whole will be made through the County Clerk's Office.

VI. **Information resources and references:**

Department of Labor – FFCRA Poster

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

Department of Labor – Question and Answer:

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

CDC guidelines for returning to work:

<https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html>

CDC guidance on critical infrastructure:

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Resolution Granting Hazardous Duty Pay To Employees At Pine Valley Community Village And Other Critical Infrastructure Employees

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	27 Oct 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure C + E
Date submitted:	19 Oct 2020	Referred by:	Administration/ PV Trustees

Recommendation and/or action language:

Motion to recommend resolution to the Richland County Board of Supervisors to...

...issue a one-time hazardous pay to identified Pine Valley employees, and County emergency responders and critical infrastructure employees...

...utilizing acquired federal stimulus revenues, Routes to Recovery Grant Funding, and Department of Transportation Reimbursement...

...in recognition of the hardships endured as a result of COVID-19 pandemic and their exemption to the County's Families First Act Policies.

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

Whereas:

Pine Valley Community Village has been in receipt of multiple Federal Nursing Home Stimulus Fund allocations through part of the federal CARES Act Provider Relief Fund, a stimulus package intended to provide financial relief during the coronavirus (COVID-19) pandemic. This stimulus revenue may be used for wages and compensation including hazardous pay.

Richland County has been allocated \$292,749.00 of grant funding through the State of Wisconsin's "Routes to Recovery Grants," which is a program that provides grant reimbursement for local government's unbudgeted expenditures incurred this year due to the COVID-19 pandemic, that have not already been covered through existing State of Wisconsin virus response efforts. This program included several submission periods with the final submission date for claims on November 15th, 2020.

Richland County has claimed \$193,679.62 in expenditures through October 2020, and Richland County is anticipating an estimated \$63,750.00 in November. This leaves an approximate \$35,319.38 of unallocated grant funding that may be appropriated towards the requested eligible expense of hazardous pay.

The categories of eligible expenditures that may be claimed include, increased workers' compensation costs due to COVID-19, which includes hazardous pay defines as "additional pay for performing hazardous duty or work involving physical hardship" due to COVID-19.

For the purposes of preserving critical county functions the following Richland County Employee Positions were identified as exempt from eligibility to the Richland County Families First Coronavirus Response Act Policies of Emergency Paid Sick Leave Act (PSLA) and Emergency Family and Medical Leave Expansion Act (EFMLEA): Public Health nurses and all staff, Pine Valley Community Village nurses and all staff, Law enforcement officers, Jail personnel/Dispatchers, Emergency medical services personnel and all staff, Dispatchers, Highway patrolmen and equipment operators, Management Information Systems personnel; and

Richland County Finance and Personnel Committee

Agenda Item Cover

For the purposes of meeting the hazardous pay standard, defined as a “physical hardship due to COVID-19”, Richland County recognizes the increased exposure of these employees while performing functions of their services by required, frequent and extended close contact with members of the public, or whom may be directed to quarantine without access to PSLA and EFMLEA to compensate for quarantined time.

Be it resolved:

Pine Valley employees and County critical infrastructure and emergency responders will receive a one-time hazardous payment amounting to \$500.00 for regular fulltime, \$300 for regular part-time and \$150.00 for casual /call-ins; and

Eligible employees are identified as those being initially exempt to the Richland County Families First Coronavirus Response Act Policies include: Pine Valley nurses and all staff; Public Health nurses; Law Enforcement, Jail Personnel/ Dispatcher; Highway patrolmen and equipment operators; Emergency Medical Services / Ambulance Services Personnel and staff; and Management Information Systems. (See attached rosters)

And be it further resolved:

Richland County will authorize a one-time, hazardous pay to Pine Valley Employees effective 11 October 2020, and to County emergency responders and critical infrastructure employees effective 27 Oct 2020, who have worked productive hours during the pandemic.

Highway patrolmen and equipment operators assigned to state roads will be eligible for the hazardous payment as well (7 fulltime) but payment will be submitted to the Department of Transportation for funding.

Pine Valley employees will be eligible for hazardous pay, but will be utilizing funding through the Cares Act Provider Relief stimulus.

The estimated wage impact of this hazardous pay initiative is calculated at \$60,000 for Pine Valley from stimulus revenues and \$31,631.60 for County emergency responders and critical infrastructure employees from Routes to Recovery and \$5,720 for County emergency responders and critical infrastructure employees from DOT; based on current identified employee staffing.

Hazardous payment earnings will be susceptible to withholdings and contributions for Wisconsin Retirement System, Social Security, FICA, etc. as earned income.

These payments will be included on the October 30th 2020 for Pine Valley and Highway and a special payroll for County emergency responders and critical infrastructure employees which will be paid in November 2020.

Attachments and References:

https://doa.wi.gov/Secretary/RRG-ProgramGuidance.pdf	https://www.dol.gov/agencies/whd/pandemic/ffcra-questions#56
https://www.hhs.gov/coronavirus/cares-act-provider-relief-fund/general-information/index.html	Payroll listing (below)

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
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Richland County Finance and Personnel Committee

Agenda Item Cover

	Apportionment needed	Requested Fund Number	
X	Other funding Source	Stimulus, Routes to Recovery and DOT grants and revenues	
	No financial impact		

(summary of current and future impacts)

\$60,000 for Pine Valley from stimulus revenues and

\$31,631.60 for County emergency responders and critical infrastructure employees from Routes to Recovery and

\$5,720 for County emergency responders and critical infrastructure employees from DOT

\$97,351.60 Total Package to be reimbursed through grant, state or through stimulus funds.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

<u>Public Health:</u>	<u>Position:</u>	<u>Payment Status:</u>	<u>Funding:</u>	<u>Payroll:</u>
Kohout, Rose	Full-time	\$ 500.00	R2R	Special
Anderson, Brandie	Full-time	\$ 500.00	R2R	Special
Shaw, Carline	Full-time	\$ 500.00	R2R	Special
<u>EMS / Ambulance:</u>	<u>Position:</u>	<u>Payment Status:</u>	<u>Funding:</u>	<u>Payroll:</u>
Burch, Amber	Full-time	\$ 500.00	R2R	Special
Gudgeon, Darin	Full-time	\$ 500.00	R2R	Special
Layer, Cody	Full-time	\$ 500.00	R2R	Special
Yardley, David	Full-time	\$ 500.00	R2R	Special
Blake, Kisha	Part-time	\$ 300.00	R2R	Special
Clark, Kimberly	Casual	\$ 150.00	R2R	Special
Shireman, Judy	Casual	\$ 150.00	R2R	Special
Winchell, Dean	Casual	\$ 150.00	R2R	Special
Hill, Doug	Casual	\$ 150.00	R2R	Special
Hill, Marilyn	Casual	\$ 150.00	R2R	Special
Johann, Brianna	Casual	\$ 150.00	R2R	Special

Richland County Finance and Personnel Committee

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Scott, Barbara	Casual	F-T through MIS		Special
Marshall, Jason	Casual	F-T through MIS		Special
Crotsenberg, Jerry	Casual	F-T through Sheriff		Special
Dull, Cheryl	Casual	Eligible for PLSA/EFMLEA		Special
Morris, Amber	Casual	Eligible for PLSA/EFMLEA		Special
<u>Sheriff's Office:</u>	<u>Position:</u>	<u>Payment Status:</u>	<u>Funding:</u>	<u>Payroll:</u>
Aaron Wallace	Full-time	\$ 500.00	R2R	Special
Chris Schildgen	Full-time	\$ 500.00	R2R	Special
Clay Porter	Full-time	\$ 500.00	R2R	Special
Cody Jurgensen	Full-time	\$ 500.00	R2R	Special
Dane Kanable	Full-time	\$ 500.00	R2R	Special
Devon McNurlin	Full-time	\$ 500.00	R2R	Special
Elizabeth Reddemann	Full-time	\$ 500.00	R2R	Special
Inv. Toby Johnson	Full-time	\$ 500.00	R2R	Special
Jacob Rupnow	Full-time	\$ 500.00	R2R	Special
Ken Moe	Full-time	\$ 500.00	R2R	Special
Kevin Melby	Full-time	\$ 500.00	R2R	Special
Mike Czys	Full-time	\$ 500.00	R2R	Special
Nicholas Graham	Full-time	\$ 500.00	R2R	Special
Steve Herbers	Full-time	\$ 500.00	R2R	Special
Tim Gratz	Full-time	\$ 500.00	R2R	Special
Tom Halverson	Full-time	\$ 500.00	R2R	Special
Casey Marshall	Full-time	\$ 500.00	R2R	Special
Chuck Giese	Full-time	\$ 500.00	R2R	Special
Haydn Ring	Full-time	\$ 500.00	R2R	Special
Jerry Crotsenberg	Full-time	\$ 500.00	R2R	Special
Jordan Breunig	Full-time	\$ 500.00	R2R	Special
Kaili Klatt	Full-time	\$ 500.00	R2R	Special
Kyla Turner	Full-time	\$ 500.00	R2R	Special
Lane Crotsenberg	Full-time	\$ 500.00	R2R	Special
Nicole McDaniel	Full-time	\$ 500.00	R2R	Special
Renette Collins	Full-time	\$ 500.00	R2R	Special
Savanah Ducharme	Full-time	\$ 500.00	R2R	Special
Steve Sanders	Full-time	\$ 500.00	R2R	Special
Susan Barnes	Full-time	\$ 500.00	R2R	Special

Richland County Finance and Personnel Committee

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Karl Fredriksen	Casual	\$ 150.00	R2R	Special
Kathy Logan	Casual	\$ 150.00	R2R	Special
Christian Cejpek	Casual	\$ 150.00	R2R	Special
Zach Halverson	Casual	\$ 150.00	R2R	Special
Meggie Elliot	Casual	\$ 150.00	R2R	Special
<u>Highway:</u>	<u>Position:</u>	<u>Payment Status:</u>	<u>Funding:</u>	<u>Payroll:</u>
Adelman, Dave	FT County	\$ 500.00	R2R	Special
Clary, Austin	FT County	\$ 500.00	R2R	Special
Ehrhardt, John	FT County	\$ 500.00	R2R	Special
Farrell, John	FT County	\$ 500.00	R2R	Special
Halter, Brian	FT County	\$ 500.00	R2R	Special
McCormick, Brandon	FT County	\$ 500.00	R2R	Special
Ryan, Sam	FT County	\$ 500.00	R2R	Special
Schaub, Bill	FT County	\$ 500.00	R2R	Special
Smith, Roger	FT County	\$ 500.00	R2R	Special
Sprecher, Brady	FT County	\$ 500.00	R2R	Special
Hach, Lonnie	FT State	\$ 500.00	DOT	Special
McCauley, Duane	FT State	\$ 500.00	DOT	Special
Miller, Perry	FT State	\$ 500.00	DOT	Special
Parduhn, Chad	FT State	\$ 500.00	DOT	Special
Sebranek, Tim	FT State	\$ 500.00	DOT	Special
Starr, Ron	FT State	\$ 500.00	DOT	Special
Storms, Jesse	FT State	\$ 500.00	DOT	Special
<u>MIS:</u>	<u>Position:</u>	<u>Payment Status:</u>	<u>Funding:</u>	<u>Payroll:</u>
Couey, John	Full-time	\$ 500.00	R2R	Special
Marshall, Jason	Full-time	\$ 500.00	R2R	Special
Scott, Barbara	Full-time	\$ 500.00	R2R	Special
<u>Pine Valley:</u>	<u>Position:</u>	<u>Payment Status:</u>	<u>Funding:</u>	<u>Payroll:</u>
All eligible employees as managed through Pine Valley	Full-time	\$ 500.00	Stimulus	30-Oct
	Part-time	\$ 300.00	Stimulus	30-Oct
	Casual	\$ 150.00	Stimulus	30-Oct

Richland County Finance and Personnel Committee

Agenda Item Cover

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Approval of AED Purchase with Capital Improvement Fund

Department	Sheriff	Presented By:	Clay Porter
Date of Meeting:	27 Oct 2020	Action Needed:	Vote Resolution
Disclosure:	Open Session	Authority:	Committee Structure (D)
Date submitted:	10/19/2020	Referred by:	LEJC

Recommendation and/or action language:

Motion to approve the purchase of 18 AED units with money from fund 75 capital improvements.

Background: In our 2020 budget we had money allotted for the purchase of 18 AED units. One for the jail and one for every squad in the fleet. I have a bid that was approved by LEJC for the total amount of \$21,055.00 from SOS Technologies. LEJC chose this bid from 3 other bids. This will get us 18 Physio Control Lifepak CR-2 AEDs with an 8 year manufacturer’s warranty, 3 spare pad sets and 2 spare batteries (just in case). Our total amount of money that was set aside for the project was \$25,000.

Attachments and References:

Quote from SOS Technologies.	

Financial Review:

(please check one)

<input checked="" 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)

Approval:

Review:

Clay Porter, Chief Deputy

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)



Purchase Order/ Remit-to Instructions:
 SOS Technologies
 4900 N. Elston Avenue
 Chicago, Illinois 60630-2427
 Fax 773.685.2424
 Customer Service -773.685.8600

**PHYSIO CONTROL CR2 DEFIBRILLATOR
 SALES ORDER WORKSHEET
 Delivery Schedule Subject to Product Availability**

Please fax to: SOS Technologies 773.685.2424
 Please sign and, if necessary, include a Purchase Order

Quote Valid Through December 31, 2020

<i>Customer:</i> RICHLAND COUNTY SHERIFF'S OFFICE <i>Address 1:</i> 181 W. SEMINARY STREET <i>Address 2:</i> <i>City/State/Zip:</i> RICHLAND CENTER, WI 53581	<i>Contact:</i> CLAY PORTER CHIEF DEPUTY <i>Phone:</i> 608.647.2106 <i>e-mail:</i> clay.porter@co.richland.wi.us
7 YEAR AED WARRANTY	<i>Sales Rep:</i> Michael Gallo <i>Phone/Fax:</i> 773-685-8600 <i>e-mail:</i> mgallo@sos4safety.com

Quantity	Item Description	Item	List Price (USD)	Bid Price (USD)	Extended Price (USD)
1	18 Physio Control CR2 Semi-Automatic AED Unit - Includes Combo Adult/Child Pads; Lithium Battery; Carry Handle; USB Cable IP55 Rating for Challenging Environments.	99512-001	\$1,795.00	\$1,125.00	\$20,250.00
3	3 Spare Adult/Child Electrodes - 4 Year Shelf Life	11101-000021	\$145.00	\$125.00	\$375.00
4	2 Spare Long Life Lithium Batteries	11141-000165	\$250.00	\$215.00	\$430.00

All New Physio Control CR2 AED Units Equipped With An 8 Year Manufacturer's Warranty. Quote Valid Through December 31, 2020.

TOTAL:	\$21,055.00 NO TAX
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**

Name/Title: _____	Date: _____
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Returned Goods Policy -

Richland County Committee

Agenda Item Cover

Agenda Item Name: Creation of Temporary Committee For Administrative Transition

Department	Administration	Presented By:	Chair Murphey-Lopez
Date of Meeting:	October 27, 2020	Action Needed:	Vote on a Motion
Disclosure:	Open	Authority:	Committee Structure E
Date submitted:	October 19, 2020	Referred by:	

Recommendation and/or action language:

Motion to recommend to the County Board the formation of a temporary committee to create a plan for transition of staff from other county departments to the County Administrator, including the final office space the Administrator will occupy with his staff and revision of remaining documents (manuals, Rules of the Board, Committee Structure etc) to complete the County’s transition in administration.

Background:

On March 9, 2020 Richland County hired a County Administrator. In order to perform the duties assigned to this position, the Administrator requires staff. It has been the vision of the County Board that instead of hiring new positions, staff will be shifted from other departments and assigned to the Administrator. A temporary committee is needed to evaluate the staffing levels in existing departments and identify what staff can be moved to the Administrator’s office. This committee will need to identify where the Administrator and his staff will have office space. The final duty of the committee will be to identify, and recommend changes for, remaining County documents that need to be updated with the new form of administration.

The committee will consist of 3 County Board Supervisors, as appointed by the County Board through recommendation from the Committee on Committees, and will request input from the County Administrator and Department Heads as needed.

Attachments and References:

Resolution	
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Financial Review:

(please check one)

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

(summary of current and future impacts)

\$30.00 per supervisor/ per meeting; plus potential mileage.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO.20- _____

A Resolution Creating A Temporary County Administrator Transition Committee To Complete The Transition To The Administrator Form Of County Government.

WHEREAS the creation of the County Administrator position has resulted in needs for permanent office space for the County Administrator and his staff and a need for a comprehensive review of the Handbook of Personnel Policies and Work Rules and the departments' addendums, and

WHEREAS County Administrator Clinton Langreck has proposed to the Rules and Resolutions Committee and to the Finance and Personnel Committee that a Temporary County Administrator Transition Committee be created, and

WHEREAS these two Committees have carefully considered this proposal and are now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Temporary County Administrator Transition Committee is hereby created to complete the transition to the County Administrator form of County government, with the composition and duties of the Committee being as follows:

1. 3 Supervisors appointed by the County Board after receiving nominations from the Committee on Committees;
2. The Committee shall: identify the staffing needs of the County Administrator; evaluate staffing levels across all departments in the County to identify what staff, if any, can be moved from other departments to the County Administrator's office; identify what office space the County Administrator and his staff will occupy;
3. The Committee shall present its recommendations to the Finance and Personnel Committee as to staff and office space matters and to the Rules and Resolutions Committee as to the Handbook of Personnel Policies and addendums to conform to the statutory provisions relating to county administrators, and

BE IT FURTHER RESOLVED that a Administrator Transition Account is hereby created and \$500 is appropriated from the Contingency Fund to that Account, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication and shall expire on February 1, 2021.

VOTE FOR FOREGOING RESOLUTION

RESOLUTION OFFERED JOINTLY BY THE FINANCE AND PERSONNEL COMMITTEE AND THE RULES AND RESOLUTIONS COMMITTEE:

AYES _____ NOES _____

FOR AGAINST

RESOLUTION

COUNTY CLERK

DATED

