

RESOLUTION NO. 21 - _____

A Resolution Amending Rules 14 and 16 Of The Rules Of The Board.

WHEREAS the Administrator Transition Committee made recommendation to the Rules and Resolutions Committee to consider the proposed amendments to paragraph 14 regarding administrative authorities on contracts, expenditures, grants, surplus property, and budget matters, and

WHEREAS the proposed amendments align with the administrative visionary principles of the Richland County Policy on Authority of Management, Role of Members and Chairs of Committees, Boards and Commissions, established through Resolution 20-93, and

WHEREAS, the County Administrator has proposed amendments to Rule 16 of the Rules of the Board regarding a daily increase reimbursement amounts from \$20.00 to \$25.00 and reimbursement criteria, and

WHEREAS, the proposed amendments to Rule 16 regarding meal reimbursements align with proposed changes to the Richland County Handbook impacting employee meal reimbursements.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that Rules 14 and 16 of the Rules of the Board are hereby amended by repealing the following crossed-out words and adopting the following underlined words:

Rule 14:

The following items must be approved by the County Board:

(a)(j) Contracts. Agreements entered into on behalf of Richland County should be reduced to writing whenever possible. All contracts involving an expenditure of ~~over \$5,000.00~~10,000 or more a year must be approved by the County Board, except that a one year's extension of an existing contract may be authorized by the appropriate committee. All contracts involving less than ~~\$5,000.00~~10,000 a year must be approved by the County Administrator~~appropriate committee~~. Department heads may ~~not~~ enter into any contract on behalf of Richland County subject to with ~~County Administrator approval~~. Department heads will report all contracts to the appropriate committee. Copies of all contracts shall be filed with the County Clerk.

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(b)(k) Expenditures. If the purchase price of the needed property including computers is ~~\$2,000~~2,000 or less, the department head may make the purchase upon obtaining at least one quotation from a vendor. If the purchase price of the needed property including computers exceeds \$2,000 and does not exceed \$105,000, the purchase must be made by the County Administrator ~~appropriate committee of the County Board~~ after having obtained a minimum of 3 quotations from vendors, if reasonably possible. ~~No Committee~~The County Administrator may not commit Richland County to an expenditure ~~in excess of \$105,000.00 or more~~ for the purchase of property, supplies or equipment (in either one unit or in multiple of units if the cost of either exceeds \$105,000.00) or of real estate or for the repair, renovation, remodeling or reconstruction of buildings or other public works, unless that expenditure has been approved by the appropriate committee and County Board.

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(c)(l) Public works projects. All matters dealing with the "construction, repair, remodeling or improvement" of any County building or real estate is governed by section 59.52(29), Wisconsin Statutes. This statute covers the construction of a building that will become a County building even though its construction is being financed by private funds. Also, this statute does not govern highway projects. This statute sets forth the following requirements;

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1. If the estimated cost of the project is less than \$5,000, there are no restrictions as to how the County Board can award the contract for the work.
2. If the estimated cost of the project is between \$5,000 and \$20,000, the County Board must advertise for bids for at least one week before the contract for the project is awarded.
3. If the estimated cost of the project exceeds \$20,000, the project must be awarded to the lowest responsible bidder in the manner set forth in section 66.29, Wisconsin Statutes, which deals with pre-qualification of bidders.
4. Regardless of the estimated cost of the project, the County Board may, by a 3/4th vote, allow the work to be done by the County itself.
5. None of the above rules apply in the case of the repair or reconstruction of public facilities where the County Board determines by Resolution that the damage or threatened damage creates an emergency in which the public health or welfare of the County is endangered.

(d)(m) Program initiatives and grants. No department of County Government may undertake a program initiative, or contract with, or apply and accept a grant ~~with, the State of Wisconsin or with the Federal Government or with any other entity, without approval by unless approved the~~ County Administrator. ~~If the grant requires matching funds, in-kind match, or adding personnel it will require approval by the County Board before submission.~~Board.

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(e)(n) Emergencies. An emergency is when a proposed contract, expenditure or program initiative for which County Board approval is necessary must be submitted by a date which is before the next County Board meeting. In an emergency then the committee Chair of the appropriate committee is authorized to undertake the act on behalf of the County, subject to the following:

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1. That it be stated on the document being submitted that the approval being given is subject to review by the County Board at its next monthly meeting.
2. That a Resolution on the matter be presented to the County Board for approval at its next meeting.

(o) Surplus County Property. The County Clerk's Office shall be advised of the disposition of any surplus County property. Committees are encouraged to liquidate surplus County property in order to conserve storage space and to assure that County property is utilized to its fullest value. The liquidation of surplus County property which the department's supervising committee estimates has a market value of more than \$1,000 for that item must be approved by the County Board. Surplus equipment must be offered by e-mail to other County departments at no cost. If no other County department has use for the surplus equipment, it is then to be liquidated by the ~~supervising committee~~department with approval of the County Administrator by the best means possible. The proceeds from all sales of surplus County property shall be deposited in the General Fund.

(p) Budget Matters. All budget issues and fund transfers must go through the County Administrator who will report to the Finance and Personnel Committee and, if necessary, to the County Board.

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Rule 16:

(a) Policy as to reimbursement for meals:

1. The actual expenses for meals shall be reimbursed in an amount not to exceed ~~\$20.00~~\$25.00 in any one day (effective January 1, ~~2005~~2022).
- ~~2.~~2. Alcoholic beverage is not a reimbursable expense.
- ~~3.~~3. The above limitation shall not include applicable sales taxes which shall be reimbursed, and gratuities shall be reimbursed up to a maximum of 15 percent of the amount of the bill.
- ~~4.~~4. Receipts shall be required in all cases. Detailed, itemized receipts shall be required in all cases. Lodging invoices indicating room "service charges" charges will not suffice for reimbursement.
- ~~5.~~5. Reimbursement of meals is only warranted when traveling out of the county on county business. All supervisors' meal reimbursements must be approved by the ~~Audit Committee~~County Clerk.

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE
RULES AND RESOLUTIONS COMMITTEE

AYES _____ NOES _____

RESOLUTION

DEREK S. KALISH
COUNTY CLERK

DATED: JULY 20, 2021

SHAUN MURPHY-LOPEZ
CHAD COSGROVE
KERRY SEVERSON
MELISSA LUCK
DONALD SEEP

FOR AGAINST

X

X

X