

RICHLAND COUNTY

Rules & Resolutions Committee and Ethics Board

June 29, 2021

NOTICE OF MEETING

Please be advised that the Richland County Rules and Resolutions Committee and Ethics Board will convene at 10:00 a.m., Thursday, July 1st, 2021, via videoconference and teleconference using the following information:

WebEx Videoconference:

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=m6c0d69afe19ff323fb60e1e5a1a8a676>

Meeting number: 182 568 7288, Password: richland

WebEx Teleconference: WebEx teleconference phone number: 408-418-9388, Access code: 182 568 7288 ##

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email), or Rules & Resolutions Committee Chair Shaun Murphy-Lopez at 608-462-3715 (phone/text) or shaun.murphy@co.richland.wi.us (email).

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Previous meeting minutes*
5. Independent Retailer Month*
6. Board rule changes from Administrator Transition Committee*
7. Broadband fiber backbone effort in Richland County*
8. Strategic plan committee*
9. Rule #16b meal rate reimbursements*
10. Videorecording of meetings and availability of meeting materials*
11. Future agenda items
12. Adjournment

*Meeting materials for items marked with an asterisk may be found at <https://www.co.richland.wi.us/ethicsboardminutes.shtml>.

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

RULES AND RESOLUTIONS COMMITTEE

June 3, 2021

The Rules and Resolutions Committee and Ethics Board met on Thursday, June 3, 2021, at 10:00 p.m. virtually and in-person.

Committee members present included: Shaun Murphy-Lopez, Chad Cosgrove, Kerry Severson, Melissa Luck and Donald Seep.

Also present was: Derek S. Kalish, County Clerk and Clinton Langreck, County Administrator, and Julie Dadoun, Interim Corporate Counsel.

Committee Chair Murphy-Lopez called the meeting to order at 10 am.

Clerk Kalish confirmed Proof of Notification.

Motion by Cosgrove, second by Luck for approval of the Agenda. Motion carried.

Motion by Severson, second by Cosgrove for approval of the minutes for the May 6th meeting of the Rules and Resolutions Committee and Ethics Board.

Recognition of the service of Anthony Wheeler – Luck makes motion to amend Resolution 21-53 to include Anthony Wheeler, Cosgrove seconds, motion carried.

Recognition of emergency and health care service workers – Cosgrove makes motion to present proposed resolution recognizing emergency and health care service workers, Severson seconds, discussion continued. Severson makes motion to amend resolution to including the addition of Harvest Guest Home to the list of emergency and health care service workers, Luck seconds, and the motion carried. Motion to present amended resolution to County Board recognizing emergency and health care service workers carried.

LGBTQ pride month – Luck makes motion to present LGBTQ pride month resolution to County Board, Seep seconds, motion carried. Dadoun asked if something more than passing the resolution could be done. Cosgrove noted that the local media outlets often cover items that are discussed at County Board meetings.

Ordinance and resolution records review – A brief tour of where resolutions and ordinance are stored was conducted by Clerk Kalish in the vault located in the County Clerk's office. Clerk Kalish provided brief overview on the current procedure for locating ordinances and resolutions upon request. Luck makes motion instructing Clerk Kalish to solicit bids to digitize ordinances and resolutions to make them electronic, Severson seconds, discussion continued. Luck makes motion to amend motion to instruct Clerk Kalish to investigate options available and needed to digitize resolutions and ordinances and bring forward estimate of cost to be included in the budget process for 2022, Cosgrove seconds, motion carried. Amended motion carried.

Future Agenda Items – Seep noted he would like to have a discussion on the structure and function of County committees. Severson noted he would like to review the Rules of the County Board. Cosgrove noted he would like to see support in the form of a resolution for the Hispanic population within our community. Seep noted he would like to review the payment of per diems. Murphy-Lopez noted he would like to review Rule #18. Luck noted that broadband information would be presented to this committee for the next meeting.

Motion by Cosgrove, second by Luck to adjourn to Thursday, July 1st at 10 am in County Board room with Webex being available. Motion carried. The meeting adjourned at 11:04 a.m.

Derek S. Kalish
Richland County Clerk

Richland County Rules & Resolutions Committee

Agenda Item Cover

Agenda Item Name: Independent Retailer Month

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	7/1/21	Action Needed:	Resolution
Disclosure:	Open Session	Authority:	Committee Structure, Section D
Date submitted:	6/29/21	Referred by:	None

Recommendation and/or action language:

Recommend a motion, to present a resolution to the County Board celebrating Independent Retailer Month.

Background:

July is celebrated as Independent Retailer Month. The following resolution is included for the committee's consideration.

RESOLUTION NO. 21 - _____

A Resolution Celebrating Independent Retailer Month.

WHEREAS July is celebrated as Independent Retailer Month, a shop local event encouraging consumers to shop at independent retailers, and

WHEREAS the strength of the economy of Richland County depends on independent retailers and other small businesses, and

WHEREAS several independent retailers experienced decreased sales during the recent pandemic, including restaurants, taverns, lodging, movie theaters, and hair stylists, and

WHEREAS multiple studies have shown that money spent at independent retailers has an outside impact on local economies, including more spending and jobs, and

WHEREAS small businesses provide sales and property tax revenue to fund local police protection, road maintenance, social safety net programs, and schools, and

WHEREAS the Greater Richland Area Chamber represents independent retailers in Richland County.

NOW THEREFORE BE IT RESOLVED the County Board expresses its appreciation to all independent retailers and small business owners in Richland County, and

BE IT FURTHER RESOLVED the County Board appreciates the contributions of all businesses, no matter their size, and

BE IT FURTHER RESOLVED the County Board encourages residents and visitors to shop at independent retailers in July and throughout the year, and

BE IT FURTHER RESOLVED that the County Clerk is directed to send a copy of this Resolution to the Greater Richland Area Chamber, and

Richland County Rules & Resolutions Committee

Agenda Item Cover

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

Attachments and References:

Financial Review:

(please check one)

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

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

Richland County Rules & Resolutions Committee and Ethics Board

Agenda Item Cover

Agenda Item Name: Review and Make Changes to Rules of the Board document

Department	County Board	Presented By:	Melissa Luck
Date of Meeting:	July 1, 2021	Action Needed:	motion
Disclosure:	Open	Authority:	Committee Structure, C
Date submitted:	June 28, 2021	Referred by:	Administrator Transition Committee

Recommendation and/or action language:

After review of document with changes made by committee, motion to recommend forwarding the Rules of the Board document with suggested changes to the County Board.

Attachments and References:

06A- Rules of the Board document

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY RULES OF THE BOARD

January 19, 2021

Rule 1

The hour of the meeting of the Board shall be 7:00 p.m. The County Clerk shall send the minutes of the previous meeting and the agenda for the next meeting and all resolutions and ordinances to be considered at the next meeting to each Supervisor digitally or, if a Supervisor elects, by U.S. Mail, by not later than Wednesday before the next County Board meeting. Resolutions or Ordinances, or subsequent drafts of Resolutions or Ordinances, which were not timely sent out may be considered by the County Board as long as they are approved by the County Board Chair, unless the County Board adopts a motion objecting to consideration of a specific Resolution and Ordinance.

Regular meetings of the Richland County Board of Supervisors shall be held the third Tuesday of each month, except as follows: the annual meeting shall be held the last Tuesday of October, and the December meeting shall be held on the second Tuesday of the month. Any regularly scheduled meeting of the Board, and any special meeting that may be called, may be adjourned to a specific date and time other than the date and time for the next regularly scheduled meeting in accordance with this Rule, by a motion approved by a majority of the Board before the end of the meeting being adjourned. The County Clerk shall provide all members with written notice of any adjourned meeting in the same manner as is done with regular Board meetings.

Rule 2

At the organization meeting in even numbered years, the Board shall elect a Chair and Vice-Chair by secret ballot. All ballots shall be formal ballots. A majority of votes of the members present shall be necessary to elect. Members shall be seated in order by district number, except that the Chair and Vice-Chair shall sit at the head table, and the Chair may alter the seating arrangement to meet the needs of individual Supervisors. The Chair shall vote on a call of ayes and noes.

In the event of a temporary vacancy in the Vice Chair position, the Board shall elect a temporary Vice Chair by secret ballot. The temporary Vice Chair shall sit in the Vice Chair's seat. During the absence of the Chair and Vice-Chair, a Chair pro-tem shall be selected by motion of the Board.

The Chair and the Vice-Chair shall be automatic members of the Committee on Committees and the Finance and Personnel Committee.

Rule 3

Supervisors shall attend the meetings of the County Board in-person unless, with approval of the Chair granted for cause, by remote means of attendance (meaning, by telephone conference, videoconference or by other means by which all persons participating in the meeting are able to communicate with one another). If the Chair is going to attend by remote means, the Vice Chair shall preside over the meeting. If in-person meetings are not advised or not possible due to an emergency situation, as determined by the County Board Chair and/or the County Administrator,

meetings of the County Board and its committees may be conducted via teleconference, video conference or other such methods, provided that members of the public can access the meeting in accordance with Wisconsin's Open Meetings Law.

Rule 4

The Chair shall take the chair at the appointed time and shall ask the Clerk to call the roll and, if a majority of the members be present, he or she shall call the meeting to order. The invocation and the Pledge of Allegiance will be given. The Clerk will then read the agenda, which shall be approved by the Board by motion. The Chair shall then ask if any member desires the minutes of the previous meeting to be read or if any member desires to amend the minutes of the previous meeting. Such reading or amendment shall be accomplished by passage of an appropriate motion by a majority of the members present. Hearing no such motion, or after any such motion has been voted on, the Chair shall declare the minutes as approved. No business may be conducted until the minutes of the last meeting have been so approved by the Board. Minutes shall be approved on a meeting by meeting basis so that, in monthly meetings of the Board which consist of more than one meeting, minutes of that entire monthly meeting shall not be approved until the next monthly meeting.

Rule 5

Matters may only be on the agenda if the Clerk has been notified of them at least 24 hours before the start of the meeting, unless the Board determines by motion that for good cause such notice is impossible or impractical, but in no event shall such notice be less than 2 hours in advance of consideration of the item. The order of consideration of agenda items shall be at the discretion of the Chair. The Board may only consider resolutions or ordinances which each member has been sent a copy of in accordance with Rule 1: exceptions to this rule may be made as determined by a majority of those present.

Rule 6

The Chair shall preserve order and decorum and decide all questions of order, subject to appeal to the Board. The Chair shall, after receiving the advice of the committee on committees, appoint all committees subject to confirmation by the Board by motion. The following committees shall be elected by a majority of those present by ballot:

Committee on Committees; the Chair and Vice-Chair shall be automatic members;

Highway and Transportation Committee;

Pine Valley Board of Trustees.

The first ballot for any committee seat shall be an informal ballot. Each succeeding ballot shall be a formal ballot and supervisors may only vote in formal ballots for all persons who have received the top three numbers of votes on the informal ballot for that seat.

Melissa Luck 6/2/2021 8:51 PM

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In the event of a prolonged, unexcused absence of a Supervisor or citizen member of a committee, board or commission, the chair of that committee, board or commission shall notify the County Board Chair of the absence. Except as to the Highway Committee and the Board of Trustees of Pine Valley Community Village, the County Board Chair shall have the authority to make a temporary appointment upon the prolonged, unexcused absence of any Supervisor or citizen member of any committee, board or commission, after the approval of such appointments by of the County Board. Such temporary appointments shall cease upon the return of the absent member. Permanent vacancies of a citizen member seat on a committee, board, or commission, except the Board of Trustees of Pine Valley Community Village, the Veterans Service Commission and the Commission on Aging, shall be filled by the County Board after receiving the recommendation of the supervising committee, board or commission which shall have solicited nominations for the vacancy by a two consecutive week notice in The Richland Observer, which notice shall also be posted on the County's website.

No Supervisor or citizen member shall serve without interruption for the equivalent of more than 3 consecutive, 2-year terms on any committee, board or commission. An individual who has served as a citizen member of a committee, board or commission who becomes a Supervisor is eligible to serve as a Supervisor member of the same committee, board or commission for not to exceed 6 years. A supervisor who has served on a committee, board or commission and who ceases being a Supervisor is eligible to be appointed as a citizen member of the same committee, board or commission for not to exceed 6 years.

The first section of this paragraph does not apply to:

- (a) committees elected by ballot and members serving on a related State board of committee;
- (b) citizen members of the Fair and Recycling Committee;
- (c) statutory 3-year terms of members of the Zoning Board of Adjustment;
- (d) service on committees, boards or commissions for a term of less than 3 years in length;
- (e) service by a Supervisor for a partial Supervisory term.

Except for committees elected by ballot and members serving on a related State board or committee, no Supervisor or citizen member shall serve without interruption for the equivalent of more than three consecutive, two year terms on any committee or board, commencing in April, 1976. This limitation shall not apply to the statutory 3-year terms of members of the Zoning Board of Adjustment. Service on all committees, boards and commissions for term of less than 3 years in length shall not be counted for the purposes of this Rule, nor shall service by a Supervisor for a partial Supervisory term be counted.

Rule 7

Supervisors shall turn off their cell phones and all other personal electronic devices during a meeting of the County Board or of any committee or board on which Supervisors serve. Such devices may not be used during any such meeting except with permission of the chair of the meeting. This Rule does not preclude the recording of a meeting by any person.

Rule 8

The County shall make a county e-mail address available to each Supervisor, which each Supervisor may elect to utilize. Those Supervisors electing to use the County-provided e-mail address shall use that address for all County business and for no other purpose.

Rule 9

All questions shall be put in this form: All those in favor say "aye", and those opposed "no". Any member may call for a roll call vote on any question.

Every member present when a question or election is put shall vote on the same, unless for some special cause excused by the Chair.

All roll call votes of the Richland County Board of Supervisors shall be taken into rotation numerically, and each succeeding roll call shall be started with the next succeeding name that completed the last preceding roll call.

Rule 10

When a motion is under discussion, no motion shall be in order except a motion to table until later in the meeting or to table to a definite date or to table indefinitely, which shall not be debatable, or a motion to amend. A motion to adjourn shall be in order and be decided without debate.

Rule 11

When any member wants to speak in debate or lay any matter before the Board, he or she shall raise their hand and, upon being recognized by the Chair, respectfully address himself or herself to "Mr. or Madam Chair," and confine themselves to the question under debate, avoiding personalities.

When two members arise to speak at once, the Chair shall name the member who is first to speak.

Any member may make a motion to limit the floor time of any speaker and such motion shall not be debatable. Also, the floor time of any speaker may be limited by the Chair. The Chair's decision may be overruled by a majority of those Board members present.

Rule 12

When the Board is equally divided on any question before it, the same shall be lost, but in that case any member may move for reconsideration or bring the question anew.

When a vote has been taken on a question or motion, it shall be in order for any member of the majority on that vote to move for reconsideration on the same or succeeding meeting, but not for a member of the minority.

Rule 13

No amendments to a Rule of the Board shall be effective in the meeting in which that Rule is amended.

Rule 14

This Rule applies to all committees and boards which consist of a majority of County Board Supervisors, subject to the exceptions stated below.

This Rule does not apply to the extent that it may conflict with authority granted to any committee or board by the Wisconsin Statutes.

This rule does not take precedence over the following:

- (a) The only matters which the Highway Committee has to come back to the County Board for are:
 - 1. to purchase highway equipment which costs \$50,000.00 or more (Resolution No. 41 Amended) adopted on October 28, 1975);
 - 2. to purchase real estate other than highway right-of-way (Resolution No. 87-47);
 - 3. to construct any building.
- (b) The Health and Human Services Board shall have the authority to enter into contracts which involve the expenditure of not more than \$50,000.00 either at one time or within the course of one year.
- (c) Resolution No. 88-32 (Committee Structure Resolution) and Resolution No. 89-100, which authorizes the Land Conservation Committee to undertake new projects costing up to \$50,000.00. The Land Conservation Committee can enter into cost-sharing contracts with private landowners under the Soil and Water Resource Management Program and pay those contracts involving the expenditure of up to \$50,000.00 per contract a year without County Board approval.
- (d) Resolution No. 89-80 Authorizing the Law Enforcement and Judiciary Committee to appropriate funds from the Jail Assessment Fund without County Board approval.
- (e) The Board of Trustees of Pine Valley Healthcare and Rehabilitation Center shall have authority to enter into contracts, make expenditures and undertake public works projects which involve the expenditure of not more than \$50,000.00 either at one time or within the course of one year.
- (f) No supervisor should promise a present or prospective County employee a wage increase, salary, job, or job security without telling him or her that the promise has to have final approval of the full County Board before it can be carried out.

- (g) No Supervisor should make a financial commitment or promise to any individual, company or organization concerning County property without telling him or her that the commitment has to have final approval of the full County Board before it can be carried out.
- (h) The Fair Committee shall have authority to enter into contracts, make expenditures and undertake public works projects which involve the expenditure of not more than \$7,000.00 either at one time or within the course of one year.
- (i) Retirement Resolutions. The County Board will only consider Resolutions commemorating the retirement of County employees if the employee is fully vested in the Wisconsin Retirement System at the time of retirement.

Any matters covered by this Rule are not deemed to have been approved by the County Board by virtue of the Board having approved an annual County budget which may contain money for those items. Items covered by this Rule must be approved by the County Board by separate Resolution despite the fact of prior approval as part of the budget process.

The following items must be approved by the County Board:

- (a) Contracts. Agreements entered into on behalf of Richland County should be reduced to writing whenever possible. All contracts involving an expenditure of, \$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 \$10,000 a year must be approved by the County Administrator. Department heads may enter into a contract on behalf of Richland County 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.
- (b) Expenditures. If the purchase price of the needed property including computers is \$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 \$10,000, the purchase must be made by the County Administrator after having obtained a minimum of 3 quotations from vendors, if reasonably possible. The County Administrator may not commit Richland County to an expenditure of \$10,000.00 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 \$10,000.00) 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.
- (c) 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.

- Melissa Luck 6/24/2021 1:41 PM
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- Melissa Luck 6/24/2021 1:39 PM
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- Melissa Luck 6/24/2021 2:02 PM
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- Melissa Luck 6/2/2021 9:11 PM
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- Melissa Luck 6/2/2021 9:14 PM
Comment [1]: Do we want this to just go through the County Administrator or do we want committee involvement? I have heard many concerns about how long the process takes when it has to go through committee but not sure where we want to go with this???
- Melissa Luck 6/2/2021 9:15 PM
Comment [2]: In an effort to streamline do we want language that says "if item was budgeted for in the departmental budget, only need approval from County Administrator"?
- Melissa Luck 6/24/2021 2:07 PM
Deleted: No Committee
- Melissa Luck 6/24/2021 2:06 PM
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- Melissa Luck 6/24/2021 2:03 PM
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- Melissa Luck 6/24/2021 2:03 PM
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Also, this statute does not govern highway projects. This statute sets forth the following requirements;

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) 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 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.
- (e) 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:
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.
- (f) 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 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.

Melissa Luck 6/2/2021 9:18 PM

Comment [3]: Again, there is often difficulty with timing of getting approval before a grant submission deadline.

Melissa Luck 6/2/2021 9:16 PM

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Melissa Luck 6/2/2021 9:16 PM

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Melissa Luck 6/24/2021 2:16 PM

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- (g) 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.

Rule 15

Members of the County committees shall be compensated for their attendance at meetings of the County Board and meetings of committees or boards in accordance with the following rules:

- (b) Per diems and mileage for Supervisors shall be paid at the following rate:
 1. \$40.00 for each day's attendance at a meeting of the County Board (effective January 1, 2005).
 2. \$30.00 for attendance at meetings of boards or committees (effective January 1, 2005); payment of per diems for attendance at more than one meeting in a single day is allowed. A per diem shall be paid to a Supervisor to attend a meeting of a board, committee or commission of which he or she is not a member only when such attendance has been directed by either the County Board Chair or by a committee, board or commission of which the Supervisor is a member.
 3. Mileage shall be reimbursed at the same rate set by the State as mileage reimbursement to its employees. In the case of multiple meetings in one day, payment is allowed only for miles actually traveled by the Supervisor to and from his or her residence and the meeting.
 4. In addition to the above, the Chair of the County Board shall be paid additional compensation of \$3,000 per year, to be paid in 12 monthly installments of \$250 (effective May 1, 2020).
 5. Reimbursement is not allowed for alcoholic beverages.
- (b) Supervisors shall be paid mileage and per diem for their attendance at all meetings of the County Board and all meetings of committees or boards, except as otherwise provided in this Rule. All payments to Supervisors shall be done by electronic deposit, effective January 1, 2008.
- (c) No compensation or per diem shall be allowed for committee meetings held one hour before or one hour after a meeting of the County Board, except that compensation and per diems may be paid for regularly scheduled committee meetings held on the day on which the County Board has met or is to meet.
- (d) Reimbursement to Supervisors for registration fees, mileage, per diems, meals and lodging for attendance at multi-day conferences or conventions held outside of the County shall be limited to 2 per calendar year, unless specific approval is granted by the Finance and Personnel Committee. Approval by the Finance and Personnel Committee is also required for at any out-of-State event.

Melissa Luck 6/24/2021 2:28 PM

Comment [4]: Make sure language is clear that needs approval from F&P potentially separate lines budget issues and fund transfers for further clarification

Melissa Luck 6/24/2021 4:40 PM

Comment [5]: Possibly add language that left over funds carried over to same line items for next year.

Rule 16

Supervisors shall follow the following expense reimbursement policy for supervisors while engaged in County business:

- (a) Policy as to reimbursement for overnight lodging:
 - 1. Supervisors shall obtain a governmental rate for the hotel or motel, if available. Actual expenses for the prearranged conference rates shall be reimbursed.
 - 2. Receipts must be submitted in all cases.
 - 3. When a supervisor is accompanied by his or her spouse, the additional expense over that otherwise reimbursed shall be paid by the individual supervisor.

- (b) Policy as to reimbursement for meals:
 - 1. The actual expenses for meals shall be reimbursed in an amount not to exceed \$20.00 in any one day (effective January 1, 2005).
 - 2. 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.
 - 3. Receipts shall be required in all cases.
 - 4. All supervisors' meal reimbursements must be approved by the Audit Committee.

- (c) Reimbursement may be paid for other business related expenses in an amount reasonable under the circumstances, and if approved by the supervisor's appropriate County Board Committee.

- (d) When registration fees for attendance at a duly authorized convention, seminar or meeting include the costs of meals and lodging, no other reimbursement for these items shall be allowed.

- (e) When State or Federal agencies are responsible for the payment of more than 50 percent or all of the supervisor's expenses otherwise reimbursable under these Rules, then State or Federal provisions relating to the reimbursement of such expenses shall prevail to the extent that these Rules are inconsistent with such provisions.

Rule 17

Supervisor's mileage and per diem shall be paid on a monthly basis in the following manner:

- (a) The County Clerk's Office will keep a record of each supervisor's attendance at meetings of the County Board and at meetings of committees and board.

Melissa Luck 6/24/2021 4:40 PM

Comment [6]: Not to do with County Administrator but this has been brought up many times as an outdated amount, hard to even eat fast food 3 times a day for \$20...we could recommend this be looked at as part of this document and the same changes should be made for employee handbook

- (b) The County Clerk shall only pay mileage and per diem for attendance at meetings of the County Board and at meetings of boards or committees after a claim has been filed by the Supervisor on forms provided by the County Clerk. Each Supervisor shall be responsible for submitting mileage and per diem claims to the County Clerk for his or her attendance at such meetings.
- (c) Upon receipt of attendance information by the County Clerk, the Audit Committee shall review and approve the charges which shall then be paid to the Supervisor each month.
- (d) Supervisors are urged to have all per diem and mileage claims for any calendar year submitted to the County Clerk's Office by not later than the last business day of December of the following year.
- (e) The County Clerk shall prepare a list of all per diems and mileage claimed through the last business day of December for County Board attendance and for committee attendance, copies of this list shall be distributed by the County Clerk to each Supervisor by the February meeting of the County Board and a summary of this list shall be published as part of the minutes of each February's County Board meeting.

Rule 18

Each committee composed of a majority of supervisors shall appoint a person who shall take minutes who shall not be a Supervisor. In the event of the absence of the appointed person, the committee chair shall appoint a person to take the minutes for that meeting. The appointed person shall take minutes of all meetings of the committee. The appointed person shall, within 14 days after the meeting, type up the proposed minutes of the meeting and file them with the County Clerk. The minutes shall indicate the supervisors who are in attendance at the meeting and those who were excused. The Chair of boards, commissions or committees shall be a Supervisor when a majority of the members of the board, commission or committee is made up of Supervisors.

Rule 19

Except as otherwise provided in these Rules or in the Wisconsin Statutes, all agenda items requiring action by the Board except appointments shall initially be brought to the consideration of the Board by written resolution or ordinance, except that a majority of the Board may, upon motion, permit an agenda item to be brought to the consideration of the Board by oral motion. Any Supervisor may direct the Corporation Counsel to prepare a proposed resolution or ordinance, but the identity of that Supervisor shall be public information. No resolution or ordinance shall be brought to the consideration of the Board unless it has been signed by a majority of the members of the appropriate committee. Upon signing a proposed resolution or ordinance, members may indicate on the resolution or ordinance their position for or against that proposed resolution or ordinance; in doubtful cases, the Chair shall assign proposed resolutions and ordinances to the appropriate committee.

Rule 20

Melissa Luck 6/2/2021 9:32 PM

Comment [7]: Should we insert language here for current practice? We are not signing at county board meetings, clerk is assuming everyone is in favor unless we tell him otherwise. Not CA related but change could be recommended.

Vacancies on the County Board are created in the following ways:

- (1) removal for cause by a two thirds vote of all Supervisors;
- (2) removal for cause per Wisconsin Statutes, section 17.14 (2) relating to valuation or equalization of real estate for tax assessment purposes;
- (3) by death;
- (4) by moving out of the County; Supervisors who move out of their District but remain a resident of the County, may serve the remainder of their term.
- (5) by submitting a letter of resignation to the Sheriff per Wisconsin Statutes, section 17.01 (7). The Sheriff shall then file the resignation with the County Clerk. The effective date of the resignation shall be stated in the resignation document. Resignations can be effective: immediately; at a future date; or upon the happening of a future event.
- (6) conviction of a felony.

Rule 21

The following procedure shall be utilized when there is a vacancy in a County Board Supervisory District which occurs when there is not less than 5 months remaining in the Supervisor's term:

- (a) Within 30 days of the seat becoming vacant, the County Clerk shall place a standard advertisement (not in the legal section) for 2 consecutive weeks in The Richland Observer and The Shopping News, as follows:
 1. Notifying the public that there is a vacancy in Supervisory District # _____ and setting forth a map which reasonably informs the public of the boundaries of the District.
 2. Stating that persons interested in being appointed as a County Board Supervisor from the vacant District shall submit the following information to the County Clerk in any format, except verbally, by a stated deadline which shall be not less than 30 days from the date of the last publication:
 - i. The applicant's name and address
 - ii. That the applicant is at least 18 years old
 - iii. That the applicant is qualified to vote in the District.
 - iv. A brief statement as to the applicant's qualifications to serve on the County Board.
 3. Stating that the vacancy will be filled from the list of applicants, at the next County Board meeting after the expiration of the application deadline. The

advertisement should state the place, date and time of that County Board meeting.

4. Stating the County Clerk's mailing address, fax number and e-mail address.
- (b) The vacant seat shall be filled in the manner set forth in Rule 5 of the Rules of the Board for the selection of the members of the Committee on Committees and the Highway Committee. Only persons who have timely filed applications in accordance with paragraph 1 shall be eligible for appointment.
 - (c) If no applications have been received, the Board will receive nominations of qualified and willing persons from the floor.
 - (d) The person appointed shall, if present, take the oath of office immediately following the appointment. Otherwise, the person appointed shall take the oath of office at the start of the next County Board meeting. If the person originally elected to the District in which the vacancy exists, remains a resident of Richland County, and is willing to do so, he or she shall continue to serve until his or her replacement takes the oath of office.

Rule 22

A committee, board or commission may adopt a motion requesting another committee, board or commission to attend a future meeting of the requesting body. In such event, each participating committee, board or commission shall prepare an agenda for the joint meeting in the usual manner.

Rule 23

In the event no Rules of the Board have been heretofore established and if there is no legal impediment, Robert's Rules of Order, as amended, shall apply.

Richland County Rules & Resolutions Committee and Ethics Board

Agenda Item Cover

Agenda Item Name: Broadband fiber backbone effort in Richland County

Department	County Board	Presented By:	Melissa Luck
Date of Meeting:	July 1, 2021	Action Needed:	motion
Disclosure:	Open	Authority:	Committee Structure, D
Date submitted:	June 28, 2021	Referred by:	n/a

Recommendation and/or action language:

Motion to recommend a resolution to the County Board supporting the installation of broadband fiber backbone infrastructure in Richland County.

Background:

A representative of Bug Tussel will be in attendance to share information about their efforts to install broadband fiber backbone infrastructure in Richland County.

Attachments and References:

07A – The Road to Digital Equality

07B – Maps and Statistics

07C – Sample Resolution

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

bugtussel
WIRELESS

The
R.O.A.D
to Digital Equality

The Rural Open Access Design to Digital Equality
Bond Project



IMPORTANT: BUG TUSSEL WIRELESS CAN

Who are we?

Bug Tussel Wireless is the largest wholesale provider of wireless rural telecommunication services in the Upper Midwest. We are the catalyst to energize communities, inspire commerce and increase opportunities for personal and professional development.



01

Provide **broadband** quickly

02

Install **fiber infrastructure** for the middle mile

03

Provide **ubiquitous cellular** service

04

Provide support for **economic development** through community education

05

Provide evergreen high-capacity Internet and electronic access at **ever-increasing speeds**

How Can We Provide These Services?

Plan Components

Cellular for all - Now

25 Mbps download for all - Now

Fiber optic middle mile to communities' aggregation points and critical community facilities - Soon

Premise access at speeds of greater than 25 Mbps or up to 100 Gbps or higher - 5 years

Comprehensive Plan

Bug Tussel Wireless will provide a comprehensive broadband plan, prepared upfront, covering 10 years along with design and financing.

Financing Plan

To ensure financial sustainability, Bug Tussel Wireless will finance this project through WPSC Grants, RDOF coordination, and statewide opt-in bond issuance. **This will lead to a net positive budget impact to the county.**

Open Access

Bug Tussel will provide an open network and collaborate with other providers, RDOF winners, critical community institutions and local and state governments.



Specifics on Financing Sources

WPSC Grants

State of Wisconsin WPSC	25% to 50%
Bug Tussel Wireless, LLC	25% to 75%
Community Loan to Bug Tussel Wireless, LLC (Provider receives 50 basis point premium)	25% to 50%

Rural Digital Opportunity Fund

RDOF Winners

Private Equity Firms

Cooperative Partnerships with RDOF

Public Bond Issuances

One county serves as issuer and receives 10 basis points

Each county guarantees the assets in its county for
40 basis points

Each county receives assets in its county as collateral

Other Sources

Senior Bug Tussel Debt

Private Equity

Provider Investments

\$200,000,000 Issuance: \$15,000,000 Guarantee:
Issuing County = \$200,000/yr Guarantor County = \$60,000/yr

The Timeline

Month by Month Timeline

May - June 2021

- ▶ Business Planning
- ▶ County Committees
- ▶ Finalize County Participation

June - August 2021

- ▶ County Board Approvals

September - October 2021

- ▶ TEFRA Hearings
- ▶ Bond Issuance

November - December 2021

- ▶ Community Kickoff

Year to Year Timeline

2021 - 2023

- ▶ Cellular and Fixed Wireless Implementation

2021 - 2025

- ▶ Fiber Optic Middle Mile Implementation

2021 - 2030

- ▶ Last Mile 1 Gbps High-Capacity Fiber to Premise



COMPANY
CONTACT :

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Jason Wied

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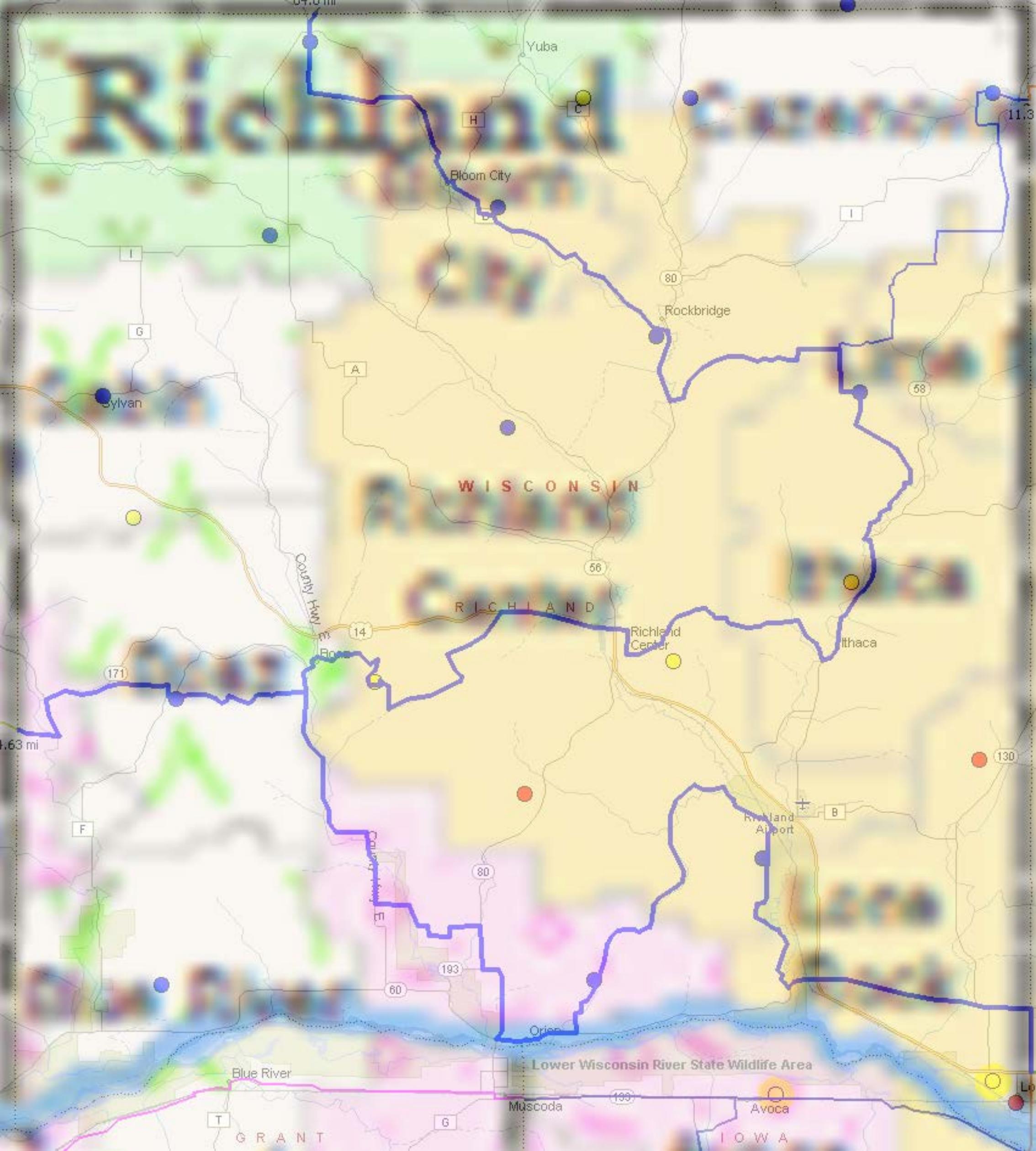
Mitchel Olson

Phone :
(715) 820-2504

Email :
Mitchel.Olson@bugtusselwireless.com

Website :
www.bugtusselwireless.com

Main Office :
417 Pine St, Green Bay, WI 54301



RICHLAND COUNTY

Population	18,021
Square Miles	586.15
Density	30.74

WISCONSIN

(Preliminary -- for management review)

National Carrier Existing Towers	0 towers	\$ -	per tower	\$ -
National Carrier Future Towers	17 towers	\$ -	per tower	\$ -
Existing Broadband Towers	0 towers	\$ -	per tower	\$ -
New Broadband Towers	2 towers	\$ 250,000	per tower	\$ 500,000
TOWER ASSETS	19 towers			\$ 500,000
FIBER ASSETS	103.95 miles	\$ 60,000	per mile	\$ 6,237,000
TRANSPORT ASSETS	14	\$ 30,000	per microwave	\$ 420,000
BROADBAND ASSETS	19	\$ 65,000	per base station	\$ 1,235,000
CUSTOMER PREMISE	1520	\$ 240	per home	\$ 364,800
LESS: 2021 WPSC GRANT				\$ -
LESS: \$100 MM 2021 GRANT				\$ -

TOTAL BUG TUSSEL BOND **\$ 8,756,800**

	Homes	Per home	Cost		
Households	8,868	4,000	35,472,000		
RDOF	-3,160	4,000	(12,640,000)	7,449,356	(5,190,644)
Existing	-1,787	3,800	(6,790,600)		

TO BE FUNDED BY PROVIDERS **3,921** **4,000** **15,684,000** To be funded for Fiber to the Home

30 YEAR 3.35% MONTHLY FINANCE COST \$ (41,052.60)

FIBER REVENUE National Carriers	\$ 16,575.00
Bug Tussel	\$ 1,950.00
RDOF	\$ 15,000.00

UNFUNDED (OVERFUNDED) **\$ (7,527.60)**

BUG TUSSEL Broadband	\$ 62.00	Avg revenue per subscriber, 80/tow	\$ 94,240.00
EST REVENUE Towers (National Carriers)	1,900	Monthly rent, 2% escalator	\$ 32,300.00
Towers (Other)	1,950	Monthly rent, 3% escalator	\$ 33,150.00
Tower OpX	600		\$ (12,000.00)
OpX	45%		\$ (42,408.00)

MARGIN UPON COMPLETE BUILDOUT AND TURNUP **\$ 105,282.00**

YEAR	BALANCE	PAYMENT
2021	\$ 8,756,800.00	\$ 35,027.20
2022	\$ 8,582,939.60	\$ 33,859.63
2023	\$ 8,403,254.88	\$ 32,692.05
2024	\$ 8,217,550.71	\$ 31,524.48
2025	\$ 8,025,625.46	\$ 30,356.91
2026	\$ 7,827,270.71	\$ 29,189.33
2027	\$ 7,622,271.08	\$ 28,021.76
2028	\$ 7,410,403.96	\$ 26,854.19
2029	\$ 7,191,439.30	\$ 25,686.61
2030	\$ 6,965,139.31	\$ 24,519.04
2031	\$ 6,731,258.28	\$ 23,351.47
2032	\$ 6,489,542.23	\$ 22,183.89
2033	\$ 6,239,728.69	\$ 21,016.32
2034	\$ 5,981,546.40	\$ 19,848.75
2035	\$ 5,714,715.01	\$ 18,681.17
2036	\$ 5,438,944.76	\$ 17,513.60
2037	\$ 5,153,936.21	\$ 16,346.03
2038	\$ 4,859,379.87	\$ 15,178.45
2039	\$ 4,554,955.90	\$ 14,010.88
2040	\$ 4,240,333.72	\$ 12,843.31
2041	\$ 3,915,171.70	\$ 11,675.73
2042	\$ 3,579,116.75	\$ 10,508.16
2043	\$ 3,231,803.96	\$ 9,340.59
2044	\$ 2,872,856.19	\$ 8,173.01
2045	\$ 2,501,883.67	\$ 7,005.44
2046	\$ 2,118,483.58	\$ 5,837.87
2047	\$ 1,722,239.58	\$ 4,670.29
2048	\$ 1,312,721.40	\$ 3,502.72
2049	\$ 889,484.37	\$ 2,335.15
2050	\$ 452,068.89	\$ 1,167.57
TOTAL:	\$	542,921.60

Husch Blackwell LLP
DRAFT
FORM OF PARTICIPATING
COUNTY RESOLUTION

RESOLUTION NO. 2021-_____

INITIAL RESOLUTION APPROVING INDUSTRIAL DEVELOPMENT
REVENUE BOND FINANCING FOR BUG TUSSEL WIRELESS, LLC,
APPROVING INTERGOVERNMENT AGREEMENT, AND
APPROVING LIMITED GUARANTY OF [_____] COUNTY

INTRODUCED BY: Administrative/Finance Committee

INTENT & SYNOPSIS: To provide (i) approval of an Initial Resolution of [_____] County to participate with other counties in accordance with an Intergovernmental Agreement pursuant to which Fond du Lac County, Wisconsin will serve as the conduit bond issuer for Taxable Revenue Bond Financing for Bug Tussel Wireless, LLC to finance a project for acquisition, construction and installation of certain telecommunications infrastructure, for the purpose of providing wireless internet and telephone communication services to businesses, governmental units and residents of rural communities where such service is currently unavailable or prohibitively expensive (the "Project"), which includes Project costs located in [_____] County in an amount not to exceed [\$_____] and (ii) approval of a limited guaranty by [_____] County which shall not exceed [\$_____] equal to the amount of improvements for said infrastructure made within [_____] County.

FISCAL NOTE: None.

WHEREAS, Section 66.1103 of the Wisconsin Statutes (the "Act") authorizes municipalities to authorize the issuance and sale of bonds to construct, equip, re-equip, acquire by gift, lease or purchase, install, reconstruct, rebuild, rehabilitate, improve, supplement, replace, maintain, repair, enlarge, extend or remodel industrial projects; and

WHEREAS, Bug Tussel Wireless, LLC, a Wisconsin limited liability company (the "Company"), and/or one or more of its subsidiaries (including, without limitation, Hilbert Communications, LLC and Cloud 1, LLC), whether existing on the date hereof or to be formed and whether owned directly or indirectly by the Company, to finance a project consisting of the acquisition, construction and installation of certain telecommunications infrastructure that includes, among other things (i) acquisition of tower sites by purchase or lease of land and equipping such sites with towers and electronics to provide broadband, high speed cellular, emergency communications and point to point (P2P) data communications; (ii) constructing fiberoptic data transmission facilities (cable and electronics) between towers, key community facilities, businesses and residential aggregation points; (iii) where appropriate, connecting individual premises into the broadband network including the cost of Consumer Premise Equipment (CPE); (iv) payment of capitalized interest; (v) funding of a debt service reserve fund; (vi) payment

of project costs located in [_____] County in an amount not to exceed [\$_____]; and (vii) payment of professional fees (collectively, the "Project"), all of which will be for the purpose of providing wireless internet and telephone communications services to businesses, governmental units and residents of rural communities where such service is currently unavailable or is prohibitively expensive; and

WHEREAS, [_____] County, Wisconsin is a political subdivision of the State within whose boundaries a portion of the Project is located; and

WHEREAS, pursuant to Sections 66.1103 and 66.0301 of the Wisconsin Statutes, individual counties or two or more counties, each a "Participating County", acting pursuant to an Intergovernmental Agreement may serve as the conduit issuer for such financing; and

WHEREAS, (i) the aggregate cost of the Project in [_____] County and the Participating Counties is presently estimated to be not greater than \$300,000,000, (ii) the aggregate amount of the Project proposed to be financed with one or more series of taxable revenue bonds does not exceed **[\$240,000,000]** (the "Bonds") to be issued by Fond du Lac County, Wisconsin (the "Issuing County") acting pursuant to intergovernmental powers, and (iii) the portion of the Project located in [_____] County does not exceed [\$_____]; and

WHEREAS, Section 66.1103(3)(f) of the Wisconsin Statutes provides that a municipality also may finance an industrial project which is located entirely outside the geographic limits of the municipality, but only if the revenue agreement for the project also relates to another project of the same eligible participant, part of which is located within the geographic limits of the municipality; and

WHEREAS, the Project includes necessary infrastructure for essential services by and for [_____] County and local units of government in [_____] County and is in furtherance of the public purposes set forth in the Act; and

WHEREAS, the proposed Project is a multi-jurisdictional project which is located in multiple counties to be identified, and the Company has requested that each of the Participating Counties approve an initial resolution (the "Initial Resolution") providing for the financing of the Project in an aggregate amount not to exceed **[\$240,000,000]**; and

WHEREAS, pursuant to the Intergovernmental Agreement, Fond du Lac County shall be the Issuing County of said revenue Bonds, and it shall be determined at a future date which county or counties shall be Participating Counties; and

WHEREAS, the Company has requested that [_____] County and other Participating Counties who will directly benefit from the Project to each provide a limited guaranty to enhance the collateral position of the Company in an amount equal to the pro rata portion of the Project costs incurred and essential services benefits derived in such Participating County; and

WHEREAS, the limited guaranty by [_____] County shall not exceed [\$_____] (the "Guaranty") which is equal to the amount of Project improvements for said infrastructure made within [_____] County; and

WHEREAS, the Company will have the primary obligation to make all scheduled principal and interest payments when due on the Bonds, and [_____] County's Guaranty will apply only in the event that the Company does not make the required payments due on the Bonds; and

WHEREAS, in return for [_____] County's Guaranty, [_____] County shall receive an annual guaranty fee of [___ basis points] (based upon the amount of its Guaranty) and the Company will pay all costs to [_____] County and all expenses by [_____] County related to the bond issue; and

WHEREAS, as further security for its Guaranty, [_____] County shall receive a first mortgage on all land, buildings, and improvements of the Company located in [_____] County which are financed with proceeds of the Bonds.

NOW, THEREFORE, BE IT RESOLVED by the [_____] County Board of Supervisors as follows:

1. The Intergovernmental Agreement is hereby approved, and [_____] County approves that Fond du Lac County shall be the Issuing County for the Bonds. The County Chairman of [_____] County is authorized to execute and deliver the Intergovernmental Agreement.

2. [_____] County hereby approves that Fond du Lac County, as the Issuing County, acting pursuant to the Intergovernmental Agreement, shall:

(a) Finance the Project in an aggregate amount not to exceed **[\$240,000,000]** which includes Project costs located in [_____] County in an amount not to exceed [\$_____]; and

(b) Acting pursuant to the Intergovernmental Agreement by and among one or more Participating Counties, Fond du Lac County shall issue industrial development revenue bonds in one or more series of taxable bonds in an aggregate amount not to exceed **[\$240,000,000]** in order to finance costs of the Project located in the Participating Counties, pursuant to Section 66.1103(3)(f) of the Wisconsin Statutes.

3. [_____] County approves the Guaranty in an amount not to exceed [\$_____], subject to such conditions and other terms as shall be identified by the Company and the underwriter, and approved by [_____] County.

4. The aforesaid plan of financing contemplates, and is conditioned upon, the following:

(a) The Bonds shall be limited obligations of the Issuing County, acting pursuant to the Intergovernmental Agreement, and are payable solely from revenues provided by the Company and are secured in part by the limited Guaranty of [_____] County;

(b) The Bonds shall never constitute an indebtedness of [_____] County, the Issuing County or the Participating Counties within the meaning of any state constitutional provision or statutory limitation;

(c) The Project shall be subject to property taxation in the same amount and to the same extent as though the Project were not financed with industrial development revenue bonds;

(d) The Company shall find a purchaser for all of the Bonds; and

(e) All out-of-pocket costs, including but not limited to legal fees, incurred by [_____] County in connection with the issuance and sale of the Bonds shall be paid by the Company, whether or not the Issuing County or another Participating County ultimately issues the Bonds; and

(f) [_____] County shall be paid an annual guaranty fee of [_____] basis points (____%) (based upon the amount of [_____] County's Guaranty).

5. The aforesaid plan of financing shall not be legally binding upon [_____] County nor be finally implemented unless and until:

(a) The details and mechanics of the bond financing are authorized and approved by a further resolution of Fond du Lac County, as the Issuing County. Such approval shall be solely within the discretion of the Issuing County, acting pursuant to the Intergovernmental Agreement and approval of the Board of Supervisors of the Issuing County;

(b) Said approval and Guaranty are further conditioned upon terms and conditions of one or more written agreements between [_____] County and the various parties involved, ensuring that all of the proceeds from the sale of the Bonds shall be administered by a duly appointed independent trustee, that the bond proceeds shall be used exclusively for the development of the Project and for no other purpose, and that the project funds shall be paid over to the Company by the trustee only as they become needed for completion of the Project;

(c) The County Clerk of [_____] County shall cause notice of adoption of this Initial Resolution, in the form attached hereto as Exhibit A, to be published once in a newspaper of general circulation in [_____] County, and the electors of [_____] County shall have been given the opportunity to petition for a referendum on the matter of the aforesaid bond issue, all as required by law;

(d) Either no such petition shall be timely filed or such petition shall have been filed and said referendum shall have approved the bond issue;

(e) The county clerks of [_____] County and the Participating Counties shall each have received an employment impact estimate issued under Section 560.034 of the Wisconsin Statutes;

(f) The Bonds shall be limited obligations of the Issuing County, acting pursuant to the Intergovernmental Agreement and are payable solely from revenues provided by the Company and secured in part by a limited guaranty of each Participating County;

(g) All Participating Counties have entered into the Intergovernmental Agreement and identified Fond du Lac County as the Issuing County;

(h) All Participating Counties shall approve their respective guaranties; and

(i) All documents required to consummate the financing have been duly authorized and delivered.

6. Pursuant to the Act, all requirements that the Project be subject to the contracting requirements contained in Section 66.1103 are waived, the Company having represented that it is able to negotiate satisfactory arrangements for completing the Project and that [_____] County's interests are not prejudiced thereby.

7. The County Clerk of [_____] County is directed following adoption of this Initial Resolution (i) to publish notice of such adoption not less than one time in the official newspaper of [_____] County, such notice to be in substantially the form attached hereto as Exhibit A and (ii) to file a copy of this Initial Resolution, together with a statement indicating the date the Notice to Electors was published, with the Wisconsin Economic Development Corporation within twenty (20) days following the date of publication of such notice.

8. This Initial Resolution is an "initial resolution" within the meaning of the Act and official action toward issuance of the Bonds. Furthermore, it is the reasonable expectation of [_____] County that proceeds of the Bonds may be used to reimburse expenditures made on the Project prior to the issuance of the Bonds. The maximum principal amount of debt expected to be issued for the Project on the date hereof is **[\$240,000,000]**.

9. [_____] County Corporation Counsel shall forthwith negotiate and confer with all interested parties, draft, edit, or approve and deliver the contracts or other documents necessary to carry out the provisions of this Initial Resolution; provided, however, that if so required by [_____] County, Corporation Counsel shall present the same to the Board of Supervisors for the Board's final review, ratification, and approval of

all of the specific terms and conditions contained in said documents prior to the issuance of the Bonds on behalf of the Company.

DRAFT

Recommended for adoption this ____ day of _____, 2021.

Adopted _____
Defeated _____ by the [_____] County Board of Supervisors this
Tabled _____ day of _____, 2021.

County Board Chair

County Clerk

I, the undersigned, the duly appointed and qualified Clerk of [_____] County, Wisconsin do hereby certify that the foregoing resolution was duly adopted by the County Board of Supervisors at a meeting of said County held in open session in accordance with the requirements of Subchapter V of Chapter 19 of the Wisconsin Statutes on _____, 2021.

[_____] COUNTY, WISCONSIN

[_____] County Clerk

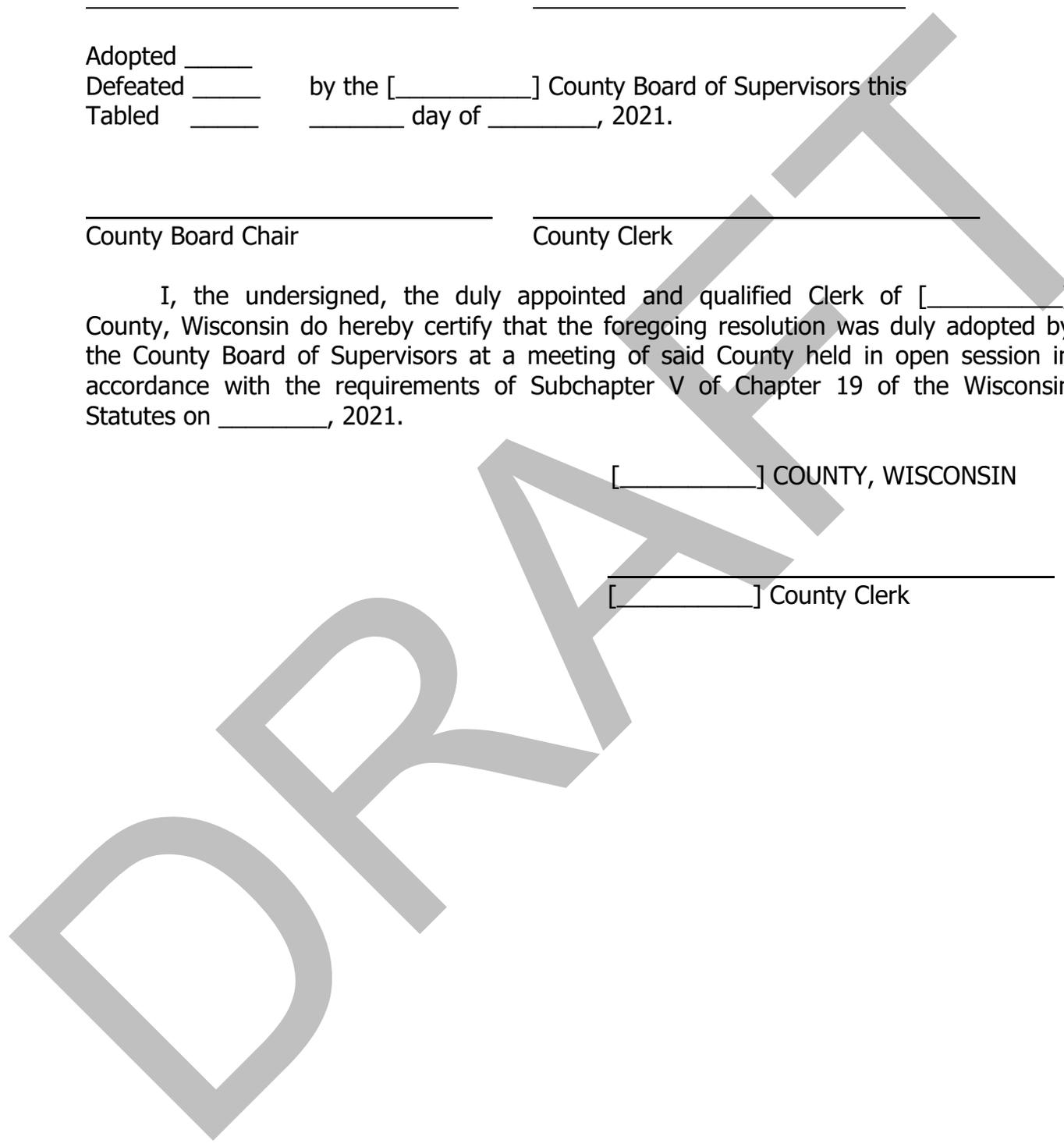


EXHIBIT A

NOTICE TO ELECTORS OF
[] COUNTY, WISCONSIN

TAKE NOTICE that the Board of Supervisors of [] County, Wisconsin (the "[] County"), at a meeting held at [], Wisconsin, on _____, 2021, adopted an initial resolution (the "Initial Resolution") pursuant to Section 66.1103 of the Wisconsin Statutes, as amended, expressing the intention to issue not to exceed **[\$240,000,000]** of industrial development revenue bonds (the "Bonds") on behalf of Bug Tussel Wireless, LLC, a Wisconsin limited liability company (the "Company"), and/or one or more of its subsidiaries (including, without limitation, Hilbert Communications, LLC and Cloud 1, LLC), to finance a project consisting of the acquisition, construction and installation of certain telecommunications infrastructure that includes, among other things (i) acquisition of tower sites by purchase or lease of land and equipping such sites with towers and electronics to provide broadband, high speed cellular, emergency communications and point to point (P2P) data communications; (ii) constructing fiberoptic data transmission facilities (cable and electronics) between towers, key community facilities, businesses and residential aggregation points; (iii) where appropriate, connecting individual premises into the broadband network including the cost of Consumer Premise Equipment (CPE); (iv) payment of capitalized interest; (v) funding of a debt service reserve fund; (vi) payment of project costs located in [] County in an amount not to exceed [\$]; and (vii) payment of professional fees (collectively, the "Project"), all of which will be for the purpose of providing wireless internet and telephone communications services to businesses, governmental units and residents of rural communities. The Company has represented that the net number of full-time equivalent jobs which will be created in [] County is [].

Pursuant to the terms of Section 66.1103 of the Wisconsin Statutes, all requirements that the Project be subject to the contracting requirements contained in Section 66.1103 are waived, the Company having represented that it is able to negotiate satisfactory arrangements for completing the Project and that [] County's interests are not prejudiced thereby.

THE BONDS SHALL NEVER CONSTITUTE AN INDEBTEDNESS OF [] COUNTY, NOR SHALL THE BONDS GIVE RISE TO ANY PECUNIARY LIABILITY OF [] COUNTY, NOR SHALL THE BONDS BE A CHARGE AGAINST THE GENERAL CREDIT OR TAXING POWERS OF [] COUNTY. RATHER, THE BONDS SHALL BE PAYABLE SOLELY FROM THE REVENUES AND OTHER AMOUNTS TO BE DERIVED PURSUANT TO THE REVENUE AGREEMENT RELATING TO SAID PROJECT TO BE ENTERED INTO BETWEEN THE ISSUING COUNTY OR ISSUING COUNTIES AND THE COMPANY.

The Initial Resolution may be inspected in the office of the [_____] County Clerk at [_____], Wisconsin, during business hours.

TAKE FURTHER NOTICE THAT THE ELECTORS OF [_____] COUNTY MAY PETITION FOR A REFERENDUM ON THE QUESTION OF THE BOND ISSUE. Unless within thirty (30) days from the date of the publication of this Notice a petition signed by not less than five percent (5%) of the registered electors of the [_____] County is filed with the County Clerk requesting a referendum on the question of the issuance of the Bonds, the Issuing County will issue the Bonds without submitting the proposition for the electors' approval. If such petition is filed as aforesaid, then the Bonds shall not be issued until approved by a majority of the electors of [_____] County voting thereon at a general or special election.

[_____] County Clerk
[_____] County, Wisconsin

DRAFT

Richland County Administration Transition Committee

Agenda Item Cover

Agenda Item Name: Strategic plan committee

Department	County Board	Presented By:	Melissa Luck
Date of Meeting:	July 1, 2021	Action Needed:	Vote on a Motion
Disclosure:	Open	Authority:	Committee Structure, D
Date submitted:	June 28, 2021	Referred by:	n/a

Recommendation and/or action language:

Motion to recommend to the County Board the creation of a new committee called Strategic Plan and Oversight Committee.

The committee may consist of 5 supervisors and possibly other stakeholders (to be determined). Could potentially have a department head, employee and/or citizen?

Background:

Beginning in January 2021, the County Board participated in 4 strategic planning sessions with SWWRPC and a document was created giving guidance for our strategic plan. Those meetings only sought input from Board Supervisors. A successful plan will need to include input from stakeholders and a committee would give the opportunity for all stakeholders to participate in the development of the plan. After the Strategic Plan is complete it will be important that progress be monitored. The committee should meet several times per year to speak with stakeholders about progress and report back to the County Board.

RESOLUTION NO. 20-

A Resolution Creating A Committee to Develop a Strategic Plan and Monitor Progress Once Developed

WHEREAS the strategic planning process requires careful thought and input from stakeholders to create a strong document, and

WHEREAS the best way to gather input from Committees, Department Heads, Employees, and residents of Richland County is to have stakeholders participate in the planning process, and

WHEREAS the Rules and Resolutions Committee has carefully considered this proposal and is presenting this Resolution to the County Board for its consideration.

Richland County Administration Transition Committee

Agenda Item Cover

NOW THEREFORE BE IT RESOLVED BY THE Richland County Board of Supervisors that the Strategic Plan Development and Oversight Committee is hereby created, with the composition and duties of the Committee being as follows:

1. 5 County Board Supervisors....other members? (dept. head?, employee?, citizen??)

2. The Committee shall gather input from all stakeholders to continue the development of the Strategic Plan and create a final plan for presentation to the County Board by the end of 2021. Once the plan is approved, the committee will meet quarterly?? to monitor progress and report to the County Board.

BE IT FURTHER RESOLVED that members of the Committee shall be paid the standard mileage and per diems for committee meetings, and

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

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Amendments to Policy Regarding Meal Reimbursements

Department	Administration	Presented By:	Administrator
Date of Meeting:	July 1 st 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	June 28 th , 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	N/A, <u>needed</u> , prepared, reviewed

Recommendation and/or action language:

Motion to ... 1) recommend resolution to the County Board to amend the Richland County Rules of the Board #16 (b) policy regarding increase in reimbursement for meals from \$20/day to \$25/day, and language changes (as presented / as amended).

2) Recommend proposed Employee Handbook changes to the Finance and Personnel committee for consideration of increase in reimbursement for meals from \$20/day to \$25/day and language changes (as presented / as amended).

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

Current Languages with Proposed Amendments:

Rule 16 — Supervisors shall follow the following expense reimbursement policy for supervisors while engaged in County business: ... (b) 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. Alcoholic beverage is not a reimbursable expense.

23. 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.

34. ~~Receipts shall be required in all cases.~~ Detailed, itemized receipts shall be required in all cases. (Lodging invoices indicating “room service” charges will not suffice for reimbursement.)

45. 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.

Richland County Employee Handbook (Pg. 26)

2. Meals: Policy as to reimbursement for meals:

- Actual expenses for meals shall be reimbursed in amounts not to exceed ~~\$20.00~~ \$25.00/day.
- Alcoholic beverage is not a reimbursable expense.
- The above limitations shall not include applicable sales tax which shall be reimbursed, and gratuities which shall be reimbursed up to a maximum of 15% of the amount of the bill.
- Detailed, itemized receipts shall be required in all cases. (Lodging invoices indicating “room service” charges will not suffice.)

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

Agenda Item Name: Videorecording of meetings and availability of meeting materials

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	July 1 st 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	June 29 th , 2021	Referred by:	n/a
Action needed by no later than (date)	n/a	Resolution	n/a

Recommendation and/or action language:

This is an item for discussion. The committee may wish to have language developed that amends the County Board rules for consideration at a future meeting.

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

County Board rules do not currently address videorecording of meetings. For many years the City of Richland Center has contracted with Nova Video to record City Council and County Board meetings, the latter of which are linked on the County’s website. Due to the recent pandemic and the use of WebEx for remote meeting options, videorecording of meetings has been undertaken by MIS staff. Several committees, commissions, and boards have video recordings of meetings available on their websites, including:

- Administrator Transition Committee
- Finance & Personnel Committee
- Health & Human Services Board
- Law Enforcement & Judiciary Committee
- Rules and Resolutions Committee & Ethics Board
- Veterans Service Commission

Posted recordings of meetings are required by the County’s COVID-19 Plan for the following:

- Richland County Board
- Finance & Personnel Committee
- Law Enforcement & Judiciary Committee
- Rules and Resolutions Committee & Ethics Board

County Board rules also do not address the website availability of meeting materials. Currently, meeting materials for the following committees, commissions, and boards are available on the County’s website:

- Administrator Transition Committee
- County Board
- Finance & Personnel Committee
- Rules and Resolutions Committee & Ethics Board

Resolutions and ordinances are required to be available digitally to County Board members through Rule #1, but meeting materials are not required to be digitally available for committees, commissions, and other boards. Rule #1 states, “The County Clerk shall send the minutes of the previous meeting and the agenda for the next meeting and all resolutions and ordinances to be considered at the next meeting to each Supervisor digitally or, if a Supervisor elects, by U.S. Mail, by not later than Wednesday before the next County Board meeting.”

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

Currently the following committees, commissions, and boards make meeting materials available on County Board member iPads:

- Administrator Transition Committee
- Child Support Committee
- Finance & Personnel Committee
- Health & Human Services Board
- Law Enforcement & Judiciary Committee
- Property, Building and Grounds Committee
- Rules and Resolutions Committee & Ethics Board

A list of the County’s committees, commissions, and boards has been included in an attachment for reference.

Attachments and References:

Attachment - List of Committees, Commissions, Boards	
------------------------------------------------------	--

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY BOARD COMMITTEE STRUCTURE

(Amended: May 18th, 2021)

AGRICULTURE AND EXTENSION EDUCATION COMMITTEE

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Functions in accordance with section 59.87, Wisconsin Statutes and as follows.
- D. Provide oversight and advice on the hiring of professionally qualified persons to the University Extension Program staff in cooperation with University Extension. Vacancies and additions to the staff shall be filed in the same manner.
 - 1. To make available the necessary facilities and conduct programs in:
 - a. Professional and liberal education.
 - b. Human resources development.
 - c. Economic and environmental development.
 - d. Extension work provided for in an act of Congress and all acts supplementary thereto.
 - e. Any other extension work authorized by local, State or Federal legislation.
 - f. Examine and audit all claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes.

AMERICANS WITH DISABILITY ACT COMPLIANCE COMMITTEE

- 1. 7 members composed as follows:
 - (a) the County Board Chair;
 - (b) the Vice Chair of the County Board;
 - (c) one Supervisor;
 - (d) one disabled individual;
 - (e) a representative from the business or non-profit community;
 - (f) a representative from education;
 - (g) a representative from the medical/health profession.
- 2. The committee shall hear appeals from action taken by the Americans With Disability Coordinator.
- 3. Members shall be appointed by the County Board after it receives nominations from the Committee on Committees.
- 4. Members shall be paid mileage and per diems for their attendance.

AUDIT COMMITTEE

- A. This committee shall consist of three people.

- B. The three members of this committee shall be selected by the Committee on Committees for appointment by the County Board.
- C. This committee shall review and approve all expense vouchers for the County Board of Supervisors and the various departments of the County, except for the Social Services Department, Pine Valley Healthcare and Highway Department for which the Audit Committee shall review the department summary sheets.

CHILD SUPPORT COMMITTEE

- A. Three members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice to the Child Support Agent in the implementation of Public Law 93-647 which sets forth a system for the collection of child support payments from parents who have abandoned their families and do not voluntarily contribute to the support of their children.

CITY LIBRARY BOARD

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

COMMISSION ON AGING AND DISABILITY BOARD

1. This committee shall consist of eleven members as follows:
 - a. At least 51% of the members shall be at least 60 years old;
 - b. At least 2 members representing adults with disabilities;
 - c. At least 1 member representing adults challenged by mental health and/or substance abuse disorders;
 - d. At least 1 member representing disabled youth transitioning into adult services;
 - e. At least 1 member representing service providers;
 - f. At least 2 members shall be County Board Supervisors.
2. 6 of the initial appointments shall be for 2 years and 5 shall be for 1 year. All subsequent appointments shall be for 2 years.
3. Appointments to the Commission shall be made in the usual manner with nominations being made by the Committee on Committees, appointments being made by the County Board Chair subject to approval by the County Board.
4. The Commission on Aging and Disability is the citizen advisory body of the Richland County Aging and Disability Resource Center Unit and Health and Human services Board in matters relating to those citizens over age 60 and those citizens over age 18 and under 60 who are disabled physically, developmentally, and/or challenged by mental health or substance abuse disabilities in Richland County.

5. The Powers and Duties of the Commission on Aging and Disability are:
 - a. Advise the Aging and Disability Resource Center Unit on the development and implementation of the County Aging Plan and ADRC Service Plan.
 - b. Provide financial oversight for the Aging and Disability Resource Center Unit.
 - c. Ensure that the terms of the Aging and Disability Resource Center state/county/Area Agency on Aging contract are fulfilled.
 - d. Collect information on the needs of older adults and adults with disabilities and make recommendations to Aging and Disability Resource Center Unit Staff.
 - e. Monitor progress on implementation of the Aging and Disability Resource Center Unit Plan.
 - f. Serve as an advisory group and approve a Community Options Plan for participation in the program and plan updates as they are made.
 - g. Educate older people and adults with disabilities on issues of importance to them.
 - h. Advocate for the rights of older people to the Area Agency on Aging – District I, Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to older populations.
 - i. Advocate for the rights of adults with disabilities to the Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to adult populations.
 - j. React to and comment on concerns transmitted from the Health and Human Services Board and Aging and Disability Resource Center Unit.
 - k. Assure input from consumers, service providers, and local constituents in the general policies, procedures, practices, and goals of the Aging and Disability Resource Center Unit.
 - l. Study specific problems facing elders and adults with disabilities and make recommendations to the County Board, Health and Human Services Board and Aging and Disability Resource Center Unit.
 - m. Review and advise the Health and Human Services Board and Aging and Disability Resource Center Unit on budgetary and programmatic issues.
 - n. Report to local adult and senior clubs and other adult and senior organizations on information and issues relevant to senior citizens and adults with disabilities.
 - o. Serve on committees as needed.
 - p. Attend regular Commission on Aging and Disability meetings.

COMMITTEE ON COMMITTEES

- A. Seven members.
- B. The chairman and vice-chairman are automatic members of this committee with the five additional members being elected by the Board for a two (2) year term.
- C. The duties of this committee are to recommend for appointment by the County Board, the Supervisors and/or citizen members to staff the committee, boards and commissions are required by Wisconsin Statutes and Board Resolution.

COMPREHENSIVE COMMUNITY SERVICES COORDINATION COMMITTEE

1. Nine members.
2. The Committee shall consist of the following members:

- a. 2 employees of the Richland County Department of Health and Human Services who are responsible for mental health and substance abuse services;
 - b. 1 service provider(s);
 - c. 1 community mental health and substance abuse advocate(s);
 - d. 4 consumers;
 - e. 1 family members and interested citizens.
3. At least one-third of the members of the Committee shall be consumers and no more than one-third of the members may be County employees or providers of mental health or substance abuse services.
 4. The duties of the Committee are:

Review and make recommendations regarding: the initial and any revised Comprehensive Community Services Plan; Comprehensive Community Services quality improvement plan; personnel policies and other policies, practices or information that the Community Services Program and protection of consumer rights.
 5. The Committee shall meet at least quarterly.
 6. Members shall serve 3-year staggered terms after serving a 2-year initial appointment.
 7. All members, except County employees, shall be paid mileage and a per diem for their attendance.

CONTINUOUS

- A. One County Supervisor member.
- B. Represent Richland County on the Long Term Care District Governing Board, which governs the 8-county long term care district which provides care maintenance organization functions to the citizens of the 8-county members of the long term care district.
- C. Richland County could possibly appoint more members of the Long Term Care District Governing Board in that four members of that board must represent target populations served by the care management organization and three members are to serve as at-large representatives who are residents of one of the counties forming the long term care district with medical or business expertise helpful to the care management organization.

CRIMINAL JUSTICE COORDINATING COMMITTEE

- A. Thirteen member consisting of the following:
 - Circuit Court Judge
 - Director of the Department of Health and Human Services
 - District Attorney
 - Sheriff
 - Chief of Police of the City of Richland Center
 - One County Board Supervisor
 - Mayor of the City of Richland Center
 - Public Defender

Probation Agent
Director of Passages
Child Support Administrator
Clerk of Circuit Court
President of the Richland County Ministerial Association

- B. Study the Richland County juvenile and criminal justice system; identify deficiencies and formulate policy, plans and programs for change; communicate and present planning, financial, operational, managerial and programmatic recommendations to the agencies which administer the juvenile and criminal justice system in Richland County; provide coordinated leadership necessary to establish cohesive policies which are based on research, evaluation and monitoring of policy decisions and program implementations for innovative corrections programs for adult and juvenile offenders; review, evaluate and make policy recommendations on vital criminal justice system issues.
- C. All members except the County Board Supervisor member may designate an alternate to attend a meeting or meetings of the Committee;
- D. The term of all members shall be 6 years from January 1, 2017, and
- E. The following members or their designees are entitled to be paid a per diem and mileage for their attendance at meetings of the Committee;

County Board Supervisor;
Mayor of the City of Richland Center;
Director of Passages;
President of the Richland County Ministerial Association.

ECONOMIC DEVELOPMENT

A 3-member Board for Economic Development consisting of the County Board Chair, the Mayor and a representative of Southwest Partners. The duties of the Board are set forth in paragraph 2 of the Agreement.

ECONOMIC DEVELOPMENT – ROTATING ADVISORY BOARD

A non-voting Rotating Advisory Board of Economic Development. The composition and duties of this Board are set forth in paragraphs 1 and 2 of the Economic Development Agreement.

EMERGENCY MANAGEMENT COMMITTEE

- A. Three members.
- B. County Board Chairman and the Vice-Chair shall automatically be members with the remaining members to be selected by the Committee on Committees for appointment by the County Board.
- C. The County Board Chairman shall designate which member of this committee shall serve as chairman of the committee, in accordance with section 166.03(4)(C), Wisconsin Statutes.
- D. Control and make the spending decisions as to State and Federal funds granted to the Local Emergency Planning Committee.
- E. Members of this Committee are also members of the Local Emergency Planning Committee.

FAIR AND RECYCLING COMMITTEE

- A. Seven members, four of whom shall be Supervisors and three of whom shall be citizen members.
- B. Members shall be nominated by the Committee on Committees and approved by the County Board.
- C. Manage and control the operation, maintenance and use of the County Fairgrounds and buildings.
- D. Manage and control the operation of the annual County Fair.
- E. Establish all fees relating to the use of the Fairgrounds, including entrance fees, rental fees, parking fees and all other fees or rental charges relating to the use of the Fairgrounds, for during the time of the County Fair and for all other times. The Fair Committee shall annually report all fees as a committee report to the County Board prior to the County Fair.
- F. Attend to all security matters relating to the Fairgrounds.
- G. Carry out all the duties assigned to counties as set forth in 1989 Wisconsin Act 335.
- H. Deal with all matters, including the development of a budget, relating to the solid waste disposal and recycling needs of the citizens of Richland County.
- I. Provide oversight and advice on all Clean Sweep Programs to be carried out in Richland County.

FINANCE AND PERSONNEL COMMITTEE

- A. Seven members. For the initial term, 3 of the members shall have a term of 1 year, 4 of the members shall have a term of 2 years. The Committee shall decide the length of each appointee's initial term. After the initial term, all terms shall be for 2 years.
- B. Selected by the Committee on Committees for appointment by the County Board except that the County Board Chair and the Vice-Chair shall be automatic members of the Committee.
- C. To supervise all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board. To invest monies, and to have responsibility for financial audits by outside auditors. To provide insurance coverage for all County property and administer all property, liability and worker's compensation policies.
- D. Work with the County Administrator in the preparation of the annual county budget.
- E. The committee shall advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served.
- F. This committee shall handle all matters relating to debt service issues.
- G. This committee shall initially consider all claims made against Richland County, except claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes, and shall make a recommendation to the County Board as to how to dispose of each such claim.
- H. Assist with issues that may arise out of the offices of the County Clerk, County Treasurer and Register of Deeds.
- I. Sell all tax deed property in the manner prescribed by the Wisconsin Statutes and as deemed appropriate by the Committee and without further approval by the County Board.
- J. Administer the Revolving Loan Fund account in accordance with the procedures manual.
- K. Make fund transfers between budget lines within the budgets of individual departments or committees in the annual County budget.
- L. The County Administrator shall recommend to the Committee all proposals of lowering or raising the salary ranges, fixing the salaries, sick leave, vacation periods, holidays, working conditions, insurance for County employees, fringe benefits and leaves of absence shall be referred to the Personnel Committee only after consideration and recommendation by the concerned department

head and committee. The Personnel Committee shall review and analyze such proposals and make such recommendations to the County Board as it determines appropriate.

- M. The County Administrator shall from time to time conduct or cause to be conducted Job Analysis and Evaluations and a study of the table of operations and report to the Committee. If a change in any of the above is recommended, then said recommendation shall be submitted to the County Board for action.
- N. The committee shall, after recommendation by the concerned department head and committee, set working conditions, grant leaves of absence, grant promotions, settle grievances, and establish personnel rules, regulations and policy.
- O. The committee together with such professional assistance as may be provided by the County Board, shall represent the County in collective bargaining and all other situations and procedures covered by section 111.70, Wisconsin Statutes, including the applications and interpretation of all collective bargaining agreements. The County Board shall have authority to approve or reject any and all agreements of any employee bargaining units.
- P. This committee shall review, examine and recommend to the County for approval the amount of bonds of various county officers and employees.
- Q. Supervise the activities, functions, duties and powers of all elected and appointed officials' departments in Richland County.
- R. Maintain a written self-evaluation for approval by the County Board to ensure that the County's delivery of services and programs is in compliance with the Americans with Disabilities Act.
- S. Administer and review the procedure for the filing of complaints under the Americans with Disabilities Act and develop a written self-evaluation for the purpose of bringing the County's hiring and appointment procedures into compliance with the Americans with Disabilities Act.
- T. The Committee shall administer the personnel aspects of Courthouse security.
- U. Authorize all expenditures from the Video-Conferencing Fund.

HEALTH AND HUMAN SERVICES BOARD

- A. 7 members, 4 of whom shall be County Board Supervisors and 3 of whom to be non-Supervisors. At least 1 member shall be an individual who receives or has received human services or shall be a family member of such an individual. Of the 7 members, 1 shall be a physician, 1 shall be a registered nurse; 1 shall be a consumer/family member.
- B. To operate a program for the providing of services to the mentally ill, developmentally disabled and alcohol and other drug dependent citizens of Richland County, in accordance with section 51.42 and 51.437, Wisconsin Statutes.
- C. Perform the duties set forth in Chapter 251, Wisconsin Statutes, and such other duties as may be imposed upon it by the County Board.
- D. Exercise those powers and perform those duties set forth in section 46.22(2), Wisconsin Statutes, and such other duties as may be set forth in County Ordinances or Resolutions.
- E. The Board may enter into contracts on behalf of Richland County which involve the expenditure of not more than \$30,000 either at one time or within the course of one year, without prior County Board approval.
- F. Administer the use and maintenance and security of the Richland County Community Services Building and parking lot.
- G. Supervise and act as the County liaison between State and National Agencies relating to Senior Citizens funding and program activities including the Older Americans Act activities.

HIDDEN VALLEY BOARD

- A. One member.
- B. Appointment must be a member of the County Board.

HIGHWAY & TRANSPORTATION COMMITTEE

- A. Five County Board Members elected by the Board for a one (1) year term.
- B. The duties of the committee shall be to function pursuant to the provisions of section 83.015, Wisconsin Statutes, and be responsible for other duties as may be imposed by the County Board. Some of these duties are to purchase and sell county road machinery, enter into highway contracts in the name of the county, direct the expenditure of the highway maintenance and construction funds, audit highway payrolls and material claims, administer the Town Road highway payrolls and material claims, administer the Town Road Standards Law for compliance with the Minimum Design Standards and to enter into agreements with the State Division of Highways for maintenance of State Trunk Highways in the county. It shall keep in repair and have complete management of the highway buildings and grounds.
- C. Attend to all security matters relating to all buildings and grounds utilized by the County Highway Department.

HOUSING AUTHORITY

- A. Five members all of whom are appointed by the County Board and not more than two of whom shall be County Board Supervisors.
- B. Receive funds and administer programs in Richland County of the U.S. Housing and Urban Development Department (HUD), except HUD's Block Grant program.
- C. Per Resolution No. 78-72, the members of the Housing Authority also constitute the membership of the Community Development Block Grant Committee which administers HUD's Block Grant Program in Richland County.

JOINT AMBULANCE COMMITTEE

- 1. 16 members, consisting of 1 from each of the 10 participating towns, 1 each from the Village of Boaz and the Village of Yuba, 1 from the City Council of the City of Richland Center and the Mayor and 2 County Board Supervisors;
- 2. Provide oversight and advice regarding the operation of the County Ambulance Service.

LAND CONSERVATION COMMITTEE

- A. Six members, one of whom shall be the chairperson of the Farm Service Agency Committee or other Farm Service Agency Committee member designated by the chairperson of the Farm Service Agency Committee.
- A. The remaining five members of the committee shall be selected by the Committee on Committees for appointment by the County Board. Two of the members shall be members of the Agriculture and Extension Education Committee.
- B. Perform the functions required by Chapter 92 of the Wisconsin Statutes as repealed and recreated by Chapter 346, Laws of 1981.

- C. Provide oversight and advice regarding the functions and activities of the Richland County Department of Land Conservation.
 - 1. The Richland County Land Conservation Committee shall submit its long range plan and annual plan to the County Board for review and approval by the County Board.
 - 2. Approval of the annual plan by the County Board shall constitute approval of all proposed Land Conservation committee activities and programs set forth in the annual plan, except as provided in paragraph (e) below.
 - 3. The Chairperson of the Land Conservation Committee, or his or her designated representative, is authorized to sign contracts, memoranda of understanding or other agreements which have been approved by the Land Conservation Committee relating to Land Conservation Committee activities and programs, provided that these documents relate specifically to activities and programs described in the annual plan.
 - 4. The Land Conservation Committee shall ensure that its annual plan contains specific and measurable objectives and procedures.
 - 5. Notwithstanding any annual plan approval, the Land Conservation Committee may not undertake any new projects whose overall costs exceed \$30,000.00 excluding priority watershed projects as designated by the State of Wisconsin, without County Board approval.
 - 6. If, during the course of the year, the Land Conservation Committee desires to undertake any activity or program not identified in the annual plan for the year, the Land Conservation Committee may make a special request for County Board approval of the activity or program, but may not undertake that activity or program without prior County Board approval.
 - 7. Reviewing all applications received by the County Clerk under the Farmland Preservation Tax credit Act (Chapter 91, Wisconsin Statutes) and making recommendations as to each such application to the County Board.
- D. Manage the Ash Creek Community Forest.
- E. Attend to all security matters relating to all land and buildings utilized by the Land Conservation Committee.

LAND INFORMATION COUNCIL

- A. Eight members consisting of the following: The Register of Deeds, The County Treasurer, The Real Property Tax Lister, A County Board Supervisor, The County Surveyor, The Zoning Administrator, A realtor employed in Richland County, and A public safety representative employed in Richland County
- B. Members shall be appointed by the County Board Chair, after receiving the advice of the Committee on Committees, subject to confirmation by the County Board by motion.
- C. All terms shall be for 2 years, coinciding with County Board terms.
- D. The Council shall meet only after direction to do so by the Zoning and Land Information Committee.
- E. Citizen members shall be paid the per diem and mileage paid to Supervisors for attendance at committee meetings. No additional compensation shall be paid to full-time County officers or employees for attendance at meetings of the Council. The County Surveyor shall be compensated in accordance with the Surveyor's contract with the County. The Supervisor member shall be paid the standard per diem and mileage for attendance at committee meetings.
- F. The Council shall review the priorities, needs, policies and expenditures of the Land Information Office and advise the County on matters affecting the Land Information Office.

LAW ENFORCEMENT AND JUDICIARY COMMITTEE

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice for the needs, powers and duties of the Sheriff of Richland County, his deputies and employees, and attend to the supervision of the jail.
- D. To audit all bills for expenditures within the department.
- E. Provide oversight and advice on service and maintenance of all equipment relative to the department.
- F. Present to the Board any suggestions the Committee may have concerning law enforcement and other duties required by the Sheriff's Department.
- G. Provide oversight and advice of all matters pertaining to the operation of the Police Radio System.
- H. Receive, investigate and make recommendations to the County Board as to matters relating to the administration of the court system in Richland County.
- I. This committee shall deal with matters relating to the Richland County Circuit Court, the Law Library, the Family Court Commissioner, the Register in Probate, the Clerk of Circuit Court, the District Attorney, the Corporation Counsel, the Probation and Parole Office and any other matters that may relate to the court system in Richland County.
- J. Make appropriations from the Jail Assessment Fund for construction, remodeling, repair or improvement of the County Jail, without approval from the County Board.
- K. Provide oversight and advice for the operations of the Coroner's Office.
- L. Provide oversight and advice for the security and maintenance and rental of the County's radio towers and the accompanying building and surrounding fenced grounds.
- M. Provide oversight and advice for the operation of the County's 911 emergency telephone response system.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

There are currently 24 members of the LEPC, including the 3 members of the Emergency Management Committee. The composition of this Committee is fluid in that current practice is that anyone who wishes to be a member of the LEPC can be. The Rules and Resolutions Committee is concerned about the size of the LEPC. Furthermore, Federal Law, the Superfund Amendments and Reauthorization Act (SARA), requires LEPCs to have at least one member from each of the following 5 Groups:

- Group 1: Elected state official
Elected local official
- Group 2: Law enforcement
Civil defense
Firefighting
First aid
Health service
Hospital
Transportation
Local environmental organizations
- Group 3: Broadcast media
Print media
- Group 4: Community groups
- Group 5: Owners and operators of facilities subject to the requirements of Sara Title III

LONE ROCK LIBRARY BOARD

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

MISSISSIPPI VALLEY HEALTH SERVICES COMMISSION

1. One member from Richland County who shall be a County Board Supervisor member of the Health and Human Services Board.
2. Serve as the County's representatives on the Board of this non-profit corporation formed by various county governments to own and operate Lakeview Health Care Center, which accommodates nursing home residents who have specialized physical and mental health needs that are complicated by the residents' challenging behaviors.

NEIGHBORHOOD HOUSING SERVICES OF SOUTHWEST WISCONSIN

- A. One member of this Board shall be appointed by the County Board in the usual manner for committee appointments.
- B. This Board establishes the operating policies for the Neighborhood Housing Services of Richland County, Inc., which is a nonprofit organization dedicated to constructing, remodeling and rehabilitating residential housing throughout Richland County.

NUTRITION ADVISORY COUNCIL

- A. 7 members, one of which shall be a County Board Supervisor who is as member of the Health and Human Services Board.
- B. Of the remaining 6 members, 1 member from each meal site, including 1 member who is a representative of a person receiving home delivery meals and 1 member who is a representative from the volunteers who deliver meals. One-half of the members shall consist of Nutrition Program participants. The remaining members shall provide for broad representation from public and private agencies that are knowledgeable and interested in senior dining and home-delivered meals programs.
- C. Make recommendations regarding food preferences of participants in the Senior Nutrition Program, the hours which a meal site is to be open, what furnishings may be helpful in regard to handicapped or disabled persons; what, if any, additional services should be provided at meal sites; conduct yearly site reviews; provide support and assistance to the Nutrition Program; promote the meal sites to the general public.
- D. Advise Senior Nutrition Program staff on all matters relating to the delivery of nutrition and nutrition-supportive services.
- E. Set policy regarding the delivery of Nutrition Program services, representation of participants and development and support of the Senior Nutrition Program.

PARK BOARD/CITY

- A. One Supervisor is, by tradition, appointed to this Board by the Chairman of the County Board, subject to approval by the County Board, and this Supervisor shall be selected from the Supervisor members of the County Parks Commission.

PARKS COMMISSION/COUNTY

- A. Seven members, of which four shall be County Board Supervisors.
- B. Selected by the Committee on Committee for appointment by the County Board.
- C. Term of seven (7) years, expiring in the month of June; County Board Supervisors' terms subject to reelection by the County Board.
- D. President to be County Board Supervisor.
- E. Provide oversight and advice regarding the activities of the County Parks. Operate, maintain and improve the County Park System in accordance with Wisconsin State Statutes 27.02 through 27.06.
- F. To deal with all matters relating to the development, operation and maintenance of the Lone Rock to City of Richland Center railroad corridor as a recreational trail.
- G. Attend to all security matters relating to County Parks.

PINE VALLEY COMMUNITY VILLAGE BOARD OF TRUSTEES

- A. Five members, of which four of whom shall be County Board Supervisors and one shall be a citizen of Richland County who shall be a medical professional (meaning a doctor or a nurse).
- B. All members shall, in accordance with section 46.18(1), Wisconsin Statutes, be chosen by ballot by the County Board.
- C. The duties of the Board are, as set forth in section 46.18, Wisconsin Statutes, to manage Richland County's nursing home, Pine Valley Healthcare and Rehabilitation Center, subject to regulations approved by the County Board, after the County Board has received the recommendations of the Board of Trustees.
- D. Administer the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.
- E. Attend to all security matters relating to building and grounds at Pine Valley Healthcare & Rehabilitation Center.

PROPERTY, BUILDING AND GROUNDS COMMITTEE

- A. Five members, all of whom shall be County Board Supervisors.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice regarding the operation, maintenance and janitor service of all County buildings not specifically assigned by Statutes, or by action of the Board, to other agencies or departments in the County. This Committee shall have no authority regarding the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.
- D. Cause to be prepared a perpetual inventory of the real estate and buildings owned by the County.
- E. Recommend utilization and repair policies of all public lands, buildings, recreation sites, access sites inclusive of all short term public holdings of the County with the exception of the highway buildings and land.

- F. Make an annual inspection of inventories and buildings so they can establish policies related thereto.
- G. Effect the appraisal of real property to be sold by the County.
- H. Develop a facilities plan and a transition plan for approval by the County Board relative to bringing all County owned or operated buildings and facilities into compliance with the Americans with Disabilities Act.
- I. Review and make the final decision on requests by citizens and citizen groups to use major portions of the Courthouse and/or the Courthouse grounds.
- J. Deal with all structural aspects of Courthouse security.
- K. Attend to all security matters relating to the Courthouse building and grounds and the Courthouse parking lot.

RULES AND RESOLUTIONS COMMITTEE AND ETHICS BOARD

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Review and recommend any changes regarding the Rules of the County Board and Committee Structure resolution.
- D. Review and introduce any Resolutions not sponsored by a County committee for action by the County Board.
- E. Deal with the disposal or destruction of County records under Ordinance No. 99-11.
- F. Administer and enforce the Code of Ethics set forth in Ordinance No. 06-28 as that Ordinance has been or may be amended.

SOUTHWEST BADGER RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL INC

1. Two Supervisor member of the Land Conservation Committee, and an alternate who shall also be a Supervisor member of the Land Conservation Committee, shall be appointed by the Chair of the Land Conservation Committee. Only Supervisors who are sitting members of the Land Conservation Committee are eligible to serve on this body.
2. The duties of these Supervisors shall be set forth in the Bylaws for the Southwest Badger Resource Conservation and Development Council, Inc.

SOUTHWEST WISCONSIN COMMUNITY ACTION PROGRAM

Two County Board Supervisor shall be appointed to serve on this Board.

SOUTHWEST WISCONSIN LIBRARY SYSTEM BOARD

Two members, one of whom shall be a County Board Supervisor and one who shall be a citizen member selected by the Committee on Committees for appointment by the County Board.

SOUTHWEST WISCONSIN REGIONAL PLANNING COMMISSION

- A. One member of this commission shall be appointed by the County Board in the usual manner for committee appointment.
- B. This Commission has the powers and duties set forth in section 66.945, Wisconsin Statutes.
- C. Richland County is a member of this Commission by virtue of Resolution No. 12, which was adopted by the County Board on April 16, 1969.

SYMONS NATATORIUM BOARD

- A. Two County Board Supervisors and the Chairman of the County Board, or his or her designee, shall be appointed to this Board.
- B. This Board exists by virtue of an inter-governmental agreement entered into between Richland County and the City of Richland Center, in accordance with section “Wisconsin Statutes, section 66.0301”.
- C. The powers and duties of this Board are set forth in an Agreement which was approved by the County Board by Resolution No. 87-19, which was adopted on March 17, 1987.
- D. Attend to all security matters relating to the Symons Natatorium and the surrounding grounds and the parking lot used by the Natatorium.

TRANSPORTATION CO-ORDINATING COMMITTEE

- A. Eleven members appointed by the County Board under Rule 5 of the Rules of the Board, three of whom shall be County Board Supervisors; members must represent at least the following: The Board of Trustees of Pine Valley Healthcare and Rehabilitation Center; transportation providers’ public, proprietary and non-profit; elderly and disabled citizen advocates, consumer and agency advocates.
- B. Three year terms with one-third of the first appointments to be for a one year term with one-third of the first appointments to be for a two year term and one-third of the first appointments to be for a three year term.
- C. The Committee shall have at least the following duties:
 - 1. Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in service areas.
 - 2. Review passenger transportation plans for service areas.
 - 3. Review and commend on county aid applications under section 85.21, Wisconsin Statutes.
 - 4. Review and commend on capital assistance applications under section 85.22, Wisconsin Statutes.
 - 5. Act as an informational resource for local transportation provider regarding the requirements of the Americans with disabilities act of 1990, 42 USC 12101 et seq.
 - 6. Act on requests by local public bodies to be designated as co-coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the Federal sec. 16 program.
 - 7. Apply for an accept Federal section 16(b) two grants for purchasing specialized vehicles for transporting elderly and/or disabled citizens of the County.
 - 8. Assists the establishment of goals, priorities and objectives for the
 - a. transportation planning process in Richland County.

9. Understands and provides input related to coordinated work efforts in meeting the transportation needs of Richland County.
10. Understands, analyzes and provides input on transportation studies, plans and programming recommendations required under State and Federal law, and as requested by the Southwest Wisconsin Regional Planning Commission.
11. Provides transportation-related information to local governments and other interested organizations and persons to enhance transportation system development, co-ordination and efficiency.
12. Reviews and recommends transportation improvement projects to local governments which support and enhance inter-county and intra-county transportation serving the Richland County area.
13. Reviews and prioritizes transportation service and/or program projects to submit to the Wisconsin Department of Transportation and the Richland County Board.
14. Makes recommendations to the local, State and Federal governmental agencies and the Southwest Wisconsin Regional Planning Commission regarding any necessary actions relating to the continuing transportation planning process.
15. Provides general review, guidance and co-ordination of the transportation planning process in Richland County.

TRI-COUNTY AIRPORT COMMISSION

- A. Seven members, two of whom shall be appointed by the Chairman of the County Board, after receiving the advice of the Committee on Committees and subject to approval of the County Board; four members shall be appointed by the Iowa County Board of Supervisors and the Sauk County Board of Supervisors, all in accordance with section 11.14(2), Wisconsin Statutes. The seventh member, who shall be a regular Airport user at the time of his/her appointment, shall be appointed by the six members. Richland County's member of the Tri-County Airport Commission must at all times be a sitting County Board Supervisor and the term of Richland County's member of the Commission shall end immediately upon those persons ceasing to be County Board Supervisors.
- B. The Commission shall manage and operate the Tri-County Airport in Lone Rock, in accordance with sections 114.11 through 114.141, Wisconsin Statutes and Richland County Ordinance No. 83-3, which was adopted on July 19, 1983.

U.W. PLATTEVILLE-RICHLAND COMMITTEE

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice regarding the operation, maintenance of all county buildings and land covered in the agreement with the University of Wisconsin Center System that the County is responsible for.
- D. Provide oversight and advice regarding the operation and maintenance of the Food Service System.

VETERANS SERVICE COMMISSION

- A. 5 member, at least 3 of whom shall be Supervisors.
- B. The initial term shall be a 1-year term for one new seat and a 2-year term for one new seat. After completion of the initial term, members are appointed for a 3-year term by the County Board Chair per Wisconsin Statutes, section 45.81 (1).
- C. Carry out the duties set forth in Wisconsin Statutes, section 45.81 (3).
- D. Provide oversight and advice regarding the Veterans Service Department, and

VIOLA LIBRARY BOARD

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

ZONING AND LAND INFORMATION COMMITTEE

- A. Five members. For the initial term, 2 of the members shall have a term of 1 year, 3 of the members shall have a term of 2 years. The Committee shall decide the length of each appointee's initial term. All terms shall be for 2 years.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Establish policy and enforce the County Zoning Ordinance in cooperation with the Corporation Counsel.
 - 1. Richland County Zoning Ordinance
 - 2. Richland County Land Division Ordinance
 - 3. Shoreland/Wetland Ordinance
 - 4. Floodplain Ordinance
 - 5. Tri-County Airport Ordinance
 - 6. County Addressing Ordinance
 - 7. Richland County non-metallic Mining Ordinance
- D. Make recommendations to the County Board in all matters relating to exclusive agricultural zoning as provided in Chapter 91, Wisconsin Statutes.
- E. Act as a liaison representative on issues concerning the Lower Wisconsin Riverway Program.
- F. Administer the Richland County Comprehensive Plan.
- G. Provide oversight and advice regarding the activities of the Richland County Land Information office members and acknowledge that any additional budgeted property tax dollars to be spent for land records modernization will require specific approval by the County Board.
- H. Supervise the activities of County Surveyor.