

To: Richland County Departments and Partners

Subject: 2022 Capital Improvements and Projects Planning — Guidance

2-Feb-21

Richland County Department Heads and Partner Representatives,

In our ongoing efforts to track and plan our capital improvements and capital projects, I am asking that all Richland County departments and partners (that receive funding through Richland County) please submit your plans and requests for capital improvements and capital projects.

The goals of this project include:

- Maintaining the county's infrastructure to ensure that future boards do not have to react to aging and broken systems causing frequent sharp rises in property tax levy and rate; and
- Continuing our annual short-term loan financing for a capital improvements and capital outlay program that identifies and prioritizes projects and equipment (defined as costing over \$5,000 and a lifespan in excess of 3 years); and
- Keeping a recorded plan of proposed and authorized improvements and projects to help identify needs, balance solutions and shape future borrowing capacity; and
- Monitoring our investment into county infrastructure.

Departments are asked to review, amend and submit proposals on the attached Capital Improvement and Capital Projects planning spreadsheet. Please indicate your changes in by highlighting in yellow and include a note or narrative explanation. The attached copy includes items that were brought to the Administrator's attention. I am hoping to make a proposal to the Finance and Personnel Committee for adoption in March. This will be an adoption of a plan and not a guarantee of project undertaking. Undertaking requires components of approving a budget, possible lending resolution and purchasing under County Board Rules. This is a plan that is susceptible to change as needs and opportunities shift.

Timeline:

02 February 2021	Approval of request for improvement and project proposals
10 February 2021	Have requests submitted to the County Administrator
11 February 2021	Discussion and review at the monthly Department Head Meeting
24 February 2021	Have refined requests with vendor/ contractor estimates
09 March 2021	Proposal to Finance and Personnel; Discussion with Departments
?? March 2021	Finalization and possible special Finance and Personnel meeting as appropriate; adopt a tentative plan for 2022 budgeting coordination

RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

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

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

Please have your responses back to me no later than February 10th. Supporting information and, as appropriate, summarized narratives depicting the project, history/ context, problems driving needs, solutions/options, anticipated costs (quotes from vendors and contractors preferred), funding solutions, general timeline, risk of delay, etc. would also be most helpful in weighing the merits of each project. In context of our short-term capital borrowing, I am anticipating the County to have access to \$1,050,000 in borrowing in 2022 without further raising the millage rate. Currently we have roughly \$1,422,500 in requests for 2022 putting us roughly \$372,500 over. Please review and assess needs and help me understand which projects could potentially be delayed until 2023, but what risks are associated with the delays. Likewise, if we have significant risk in not taking action on items slotted for later years or on the “undesignated list” please bring these concerns to my attention. Please also factor a contingency for unforeseen expenses in project cost estimates.

Thank you for your support and participation in this process. Please let me know if you have any questions.

Clinton Langreck
Richland County — Administrator

Cc: