

RICHLAND COUNTY

Finance & Personnel Standing Committee



May 2, 2022

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene at 1:00 p.m., **Tuesday, May 3rd, 2022** in the Richland County Board Room 181 W. Seminary Street and via videoconference and teleconference using the following information:

WebEx Videoconference:

<https://richlandcounty.my.webex.com/richlandcounty/my/j.php?MTID=m293d326a73bb0b231dadd0556bf3f44e>

Meeting number: 2555 317 8779

Password: Richland

WebEx Teleconference: WebEx teleconference phone number: 650-479-3208, Access code: 2555 317 8779

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 Finance & Personnel 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. Public Comment

Consent Items:

6. Property Tax Deed Sale — parcel #276-2100-0420 to the City pursuant of Wis Stat. 75.69(2).
7. Approval of annual extension of GCS software for Property Lister
8. Administrators Office Expenditure Report (Quarterly Review)
9. Clerk's Office Expenditure Report (Quarterly Review)
10. Treasurer's Office Expenditure Report (Quarterly Review)
11. County Board Expenditure Report (Quarterly Review)

Consent items are procedurally necessary and routine in nature. The committee may take action to approve consent items in one motion. Any committee member may object to a consent vote and request individual items or all items removed from a consent vote.

Action Items:

12. Initial Resolution Authorizing Not to Exceed \$8,500,000 General Obligation Bonds for Radio and Tower Project and Other Capital Improvement Projects
13. Utilization policy for remaining Fund #75 and Fund #92
 - a. Petition from Symons Natatorium Board
 - b. Petition from Fair, Recycling and Park
14. Discussion and possible action on utilization of ARPA Funds for Ambulance Service Study
15. Approve Bonuses and Recognition of Personnel Who Made Significant Contributions to the Public Health Emergency Response to the Community during the COVID-19 Pandemic
16. Approve the Use of 2021 Health & Human Services Remaining Funds
17. Approve to Eliminate the Early Intervention Special Educator Position and Replace it with a Children's Long-Term Support & Birth to 3 Case Manager Position
18. Municipal Advisory Agreement with Wisconsin Public Finance Professionals

Administrative Reports:

19. Financial Planning
20. Capital Improvement Program
21. Status on Purchasing Cards
22. Discussion and possible action on report items

Closing:

23. Future agenda items
24. Adjournment

Meeting materials may be found at <https://www.co.richland.wi.us/financePersonnelMinutes.shtml>.

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Finance and Personnel Standing Committee.

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

Richland County

Finance & Personnel Committee

April 5th, 2022

The Richland County Finance and Personnel Committee convened on Tuesday, April 5th, 2022, in the County Board room at 181 W. Seminary Street, in person, via videoconference and teleconference.

Committee members present included County Board Supervisors Shaun Murphy-Lopez, Melissa Luck, Linda Gentes, David Turk, Marc Couey & Marty Brewer with Don Seep by Web Ex.

Department heads, staff and public present were Administrator Clinton Langreck, Randy Nelson, Carla Doudna, Jeff Even, Clay Porter, Tom Rislow and Cheryl Dull taking minutes with Barbara Scott, Melanie Walters, Mike Bindl, Josh Elder, Tammy Wheelock, Derek Kalish, Therese Deckert, Sue Curtis, Meghan Rohn, Darin Gudgeon, Aaron Wallace, Tracy Thorsen, Amber Muckler, and WRCO all logged in by WebEx. John Couey was present from MIS running the teleconferencing.

Not present:

1. **Call to Order:** Committee Chair Murphy-Lopez called the meeting to order at 1:00 p.m.
2. **Proof of Notification:** Chair Murphy-Lopez verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Chair Murphy-Lopez stated there is a request to move #19 to #5, with that change he asked for approval of the agenda. Moved by Supervisor Brewer to approve the agenda with that change, second by Supervisor Luck. All voting aye, motion carried.
4. **Previous Meeting Minutes:** Chair Murphy-Lopez stated a correction needs to be made to the March 18th minute. They should be corrected to say Supervisor Couey moved to postpone the minute approval to the next meeting, 2nd by Murphy-Lopez. Moved by Supervisor Luck to approve the minutes of the March 1st & 18th meeting with that change, seconded by Supervisor Turk. All voting aye, motion carried.
19. **Resolution for unplanned use of Fund # 75 for a skid steer purchase — Fair:** Administrator Langreck presented the Fair & Recycling department is requesting to approve reallocation up to \$35,000 from Fund 75 for purchase of Skid Steer to share between the Fairgrounds and Building and Grounds Committee. Randy Nelson stated most new skid steers are 5" too wide for the areas they need it to fit in, limiting where they can get into. Supervisor Luck questioned what the original \$35,000 ear marked for. Carla Doudna explained it was earmarked for light and electrical work at the Fairgrounds. Most of that work has been completed and the remainder of the work to be completed will need additional funds so they decided to move that work back to a later date and use that money for a skid steer instead. Carla explained, they currently lease from Simpsons at \$1,000 from the fairgrounds budget yearly and \$1,200 from the courthouse budget. If they get a new skid steer, Randy will do the upkeep out of his budget. Supervisor Luck asked about purchasing the skid steer they have. Randy stated the current skid steer needs a lot of repairs and that the current concern is the lease price may not remain the same after the recent discussion over the lawn mower. Randy stated he has talked to dealers about leasing. One was \$5,000/yr. and another was \$10,000/ yr. Discussion followed about leasing and total costs over several years. The committee would like more information concerning leases. Chair Murphy-Lopez felt that in the future, if departments aren't using the fund 75 money they were originally allocated for a project, maybe those funds should be brought back to be considered for reallocation for other projects. Moved by Supervisor Luck to postpone the skid steer purchase for more information, second by Supervisor Brewer. All voting aye, motion carried.

Consent items are procedurally necessary and routine in nature. The committee may take action to approve consent items 5-8 in one motion if desired or any committee member may object to a consent vote and request individual items or all items removed from a consent vote.

Chair Murphy-Lopez reviewed 5-8 items separately.

5. **11-year write-off on unpaid taxes — Treasurer:** Treasurer Even is requesting a vote to approve cancelling of tax certificates that remain unpaid for 11 years. Those include: 26 002-2721-2100 41.18 Gander, Stacy; 69 006-0634-5300 2.12 Owner Unknown; 168 006-4041-0009 4.00 Owner Unknown; 169 006-4621-0000 4.00 Owner Unknown; 408 022-0934-2100 6.15 Owner Unknown; 499 028-1633-2100 2.57 Sylvan Creamery Co.; 550 030-2811-1100 612.21 Nash, Ronald; 571 032-2220-0810 96.05 Koechley,

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Robert; 572 032-2220-0830 47.00 Koechley, Robert; 573 032-2220-0880 28.61 Koechley, Robert; 706 276-2100-0420 4,630.80 Crook, Timothy.

6. **Write-off stale checks — Treasurer:** The Treasurer is requesting to approve cancelling of stale checks that have been outstanding for more than one year as of January 1, 2022, i.e.: checks dated January 1, 2020 – December 31, 2020.

Moved by Supervisor Couey to approve items 5 & 6, seconded by Supervisor Luck. All voting aye, motion carried.

7. **Resolution for planned use of Fund #92 for Sheriff's Dept new car purchase — Sheriff:** Supervisor Brewer questioned if this was a planned expense? Sheriff Porter stated yes it was a planned expense. Moved by Supervisor Brewer to approve the spending of up to \$127,000.00 to purchase and equip new sheriff's vehicles, second by Supervisor Gentes. All voting aye, motion carried.
8. **Resolution for planned use of Fund #75 for Fairgrounds electrical and lighting — Fair:** Supervisor Seep questioned how this was related to the skid steer discussed earlier? Carla explained that when this part of the project is complete, there will be the \$35,000 left over. That portion would be used for the skid steer purchase. Moved by Supervisor Luck to approve allocation of funds from Fund 75 for continued upgrades and repairs for electrical and lights on the fairgrounds in the amount of \$14,585.79. If the Fairgrounds is awarded the \$4000 Compeer Grant, those funds will be used towards that balance only needing to use \$10,585.79 from the Fund 75 account, second by Supervisor Couey. All voting aye, motion carried.

Clint reviewed that the Administrator Section, # 9-18 in this case, is designed in an efforts to maximize use of committee meeting time, empower administration and provide desired oversight and transparency on County business, this Finance and Personnel Agenda has been composed to stream line actions and prioritize focus by presenting items three major sections: 1) consent items – seen as routine, procedurally necessary, and aligning with previous decisions and policy, 2) Administrative Reports – seen as a notification of actions that administration is taking, information that administration is taking, and future solutions that administration is developing for committee consideration, and 3) action items – items that need committee focus, discussion and decision.

9. **Review 2022 employee benefits package and employee questionnaire:** Administrative Assistant Cheryl Dull reviewed the Power Point where she compiled the responses received as a result of the employee survey. Afterwards, Chair Murphy-Lopez ask for comments from the committee. Supervisor Gentes – thinks we need to take a look at the insurance. Supervisor Couey – finds it very disturbing hearing the management concerns. He feels we need to consider exit interviews. Supervisor Brewer – He feels we got a lot of positive results. Supervisor Luck – no comment. Supervisor Seep – There is a lot to cover and it warrants further discussions. But felt it was an excellent survey. Supervisor Turk – be cautious of how you interpret the slides. Chair Murphy-Lopez – found it interesting.
10. **Review comparison data on conversion to Employee Trust Fund Health Insurance Program:** Administrator Langreck presented the proposal with Quartz vs. ETF and the spreadsheet of insurance costs. Tami Hendrickson reviewed Wallace, Cooper and Elliott premiums. The State plan we had prior was the P12 plan. She stated Richland County regularly overuses insurance, meaning they have paid out more than they have received in premiums. She reviewed costs of medical need for the last couple years vs. premiums paid in.

With the state plan you get a choice of insurance plans, dean being cheaper most of the time. If the employee wants to use anything different than Dean, the employee pays the difference. Administrator Langreck added there is a surcharge to buy back into the state plan. He has contacted the state to find out what that surcharge would be. Administrator Langreck also reviewed the list of what needs to be considered to enroll back into the state program. Tami added she felt Wallace, Cooper, and Elliot has provided a great amount of support that isn't offered by the State. Chair Murphy-Lopez requested comments from the Committee. Supervisor Luck – questioned the surcharge and would that eventually even out? Answer: We traditionally over use so it may not even out. Supervisor Seep – Sounds like a significant burden on administration. Tami stated the surcharge would be at least 3 years. We will have to do manual entry for everyone's enrollment if we go with the state program. Supervisor Turk – Any change will be an increase in cost. Maybe we should consider the county paying \$2,000 instead of \$1,000. Chair Murphy-Lopez – No

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comments. Supervisor Gentes – She questioned Doctor changes if we switch. Supervisor Brewer – The larger your group the better your premium. If we are grouped with Richland Center as a whole, he sees no benefit. Wallace, Cooper and Elliott have been very helpful. In talking to other counties, they had a stop gap insurance which limited their insurance increase. Why don't we have that? Sheriff Clay Porter – He stated there is no guarantee there will be a surcharge. He added the Sheriff department did their own survey. No shock, insurance was highest concern or dissatisfaction.

11. **Debt service and impacts with consideration of Radio and Tower Project:** Administrator Langreck updated the committee that the LEJC is approaching their decision point on a radio/tower project. The committee is anticipating to bring a recommendation on vendor and project design concept to the county board within the next few months. The five concept proposals on the table range from costs of \$5.03 million to \$10.97 million in construction and equipment, with a likely proposal for funding coming at a \$7.5 million to \$13 million range. In support of this initiative the Finance and Personnel Standing Committee will be asked to fund the project through bonding. Richland County will have to adopt the resolution by a 3/4th majority vote in order to undertake that borrowing and raise the debt service levy on Richland County properties. Administration will be working with MIS and Sheriff's office to ensure that future impacts associated with operational costs are included into the 5-year financial planning matrix.
12. **Status on Financial Planning:** Administrator Langreck is scheduling department meetings by Thursday to review proposed plans in the 5-year financial planning process. The preliminary plan is intended to be presented to the Finance and Personnel Committee in May.
13. **Status on Capital Planning:** Same as above in #12.
14. **Status on Purchasing Cards:** Administrator Langreck updated the committee that cards are here, locked in the vault until we can get training set up. A DRAFT copy of the policy is attached in the folder as Item 12 Purchasing Card Policy. Admin training is scheduled for Friday, April 8th. The Policy will be reviewed with departments at the April 14th department head meeting. The Policy will be brought back for consideration by the Finance and Personnel Committee at its next meeting.
15. **Administrative Guidance on mandatory password updates on county server and AS400:** Administrator Langreck is anticipating giving guidance to departments on requiring a minimum of biannual password changes on all county computers, systems, servers and the AS400 system. This item will be discussed in the next department head meeting and anticipating issuing guidance shortly thereafter.
16. **Report on Supreme Court Decision on Brown County vs. Brown County Tax Payers:** Administrator Langreck presented that the Brown County Taxpayers Association (the "BCTA") had challenged the County's imposition of the sales tax and use of the tax proceeds to fund capital projects as a violation of Wis. Stat. § 77.70, which provides a sales and use tax "may be imposed only for the purpose of directly reducing the property tax levy." According to the BCTA, Brown County's use of the sales tax proceeds to fund capital projects did not "directly" reduce the property tax levy according to the statute's requirement. Brown County argued the statute should be interpreted to provide flexibility to counties in the use of sales tax proceeds such that using, for example, a "pay as you go" method of funding projects, thereby saving over \$47 million in interest costs by avoiding borrowing, is a valid use of the sales tax proceeds. In a 5-2 decision, the Supreme Court agreed with Brown County and upheld the tax, together with the County's use of the proceeds.
17. **Status on Tax Deed Property (Status):** Administrator Langreck presented on Thursday, April 7th Administration will be recommending to the Richland County Property Committee to pursue economic development in collaboration with the City of Richland Center by offering the sale of Tax Deed property parcel #276-2100-0420 to the City for \$1 pursuant of Wis Stat. 75.69(2). The City of Richland Center has budgeted funds for the razing of this property which has been abandoned for years and presents a significant safety hazard to the public due to severe deterioration of the structure. Once razed the City and Economic Development will work towards redevelopment of the property that can potentially result a significant increase in the parcel improvement value and help provide the community with needed housing, as well as increased property tax value.

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Finance & Personnel Committee

- 18. Discussion and possible action on report items:** Supervisor Brewer – Has concerns of our indebtedness but, we do need the tower. He still hopes owners of towers in the county will allow us to use their towers. Supervisor Luck – All proposals include using existing towers. The questions are, is there room on the towers. She would like supervisors to attend the LEJC meetings as a lot of that stuff has been covered. Supervisor Seep – Hoping there may be external funds to help with the tower project. Supervisor Turk – This is a prime example of we waited too long and have now backed ourselves into a corner. Chair Murphy-Lopez – He has watching meeting to get caught up. Is the increase in property tax going to be reasonable? Maybe there are other funding sources we can look into. Supervisor Gentes – Maybe we could implement a sales tax with a sunset to help pay for the tower project. Concerning the Capital plan, committee structures should review them. Concerning emails, she thought they were supposed to be changing to .gov email, which hasn't happened yet. She feels the County attorney can do tax deeds faster than previously completed. Administrator Langreck stated there is petitions at the state level to allow counties more sales tax money for funding. Reference to capital projects, he is still working with dept. heads. Reference to Cyber security, he will defer to MIS to response to that. Jeff Even reviewed what is happening with tax deeds and the process. It is up to the attorney to pursue those and the previous Corp Council had very little interest in doing so. 1st step is a Title search. Several Title searches have recently come in but they are low priority with the title companies. Right now, there are several abandoned properties and the owners do not want to be found. Regardless, we still have to follow state statute, including certified letters to the owner. If owners can't be found, letters are returned. With that they get moved to the back burner. If owners can't be found, newspaper publication must be posted and we have to wait the required time frame to run out so that the attorney can take the property. Jeff started several of those processes after taking over as the treasurer, which mean the time frames will be coming up for those so we can proceed with the next step. Supervisor Couey – We can't continue pushing off repairs/maintenance. He feels we will be moving forward in the last few years.
- 20. Priorities and Goals for the Administrator — Committee Chair:** Chair Murphy-Lopez reviewed the goals and employment agreement. Recommended changes were reviewed in closed session and are now being brought forward to review. Moved by Supervisor Seep to approve the priorities and goals for the Administrator for his 3rd year, seconded by Supervisor Brewer. All voting aye, motion carried.
- 21. Future agenda items:** None are set due to committee changes.
- 22. Adjournment:** Next meeting will be indefinite due to board restructure. Chair Murphy-Lopez asked for the floor to speak to the committee. He thanked Supervisor Couey for his 'to the point style'. Supervisor Couey is the ying to Supervisor Seeps yang. He thanked Supervisor Turk for his well formulated opinions. He commended Supervisor Gentes for her good questions so we have to explain ourselves for everyone to understand. He commended Supervisor Luck for her courage. He thanked Supervisor Brewer for allowing him to be chair the committee. He commended Administrator Langreck for handling criticism with grace. He thanked MIS, they are very helpful and do an amazing job. He thanked Dept. heads for sitting through meetings and bringing items to the committee for attention. Supervisor Turk thanked Chair Murphy-Lopez for delving into items in detail and leading. Moved by Supervisor Murphy-Lopez to adjourn at 2:44 pm, seconded by Supervisor Luck. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Richland County Assistant to the Administrator

Richland County Committee

Agenda Item Cover

Agenda Item Name: Sell of parcel # 276-2100-0420; Richland Center

Department	Administration	Presented By:	Clinton Langreck Jasen Glasbrenner
Date of Meeting:	03 May, 2022	Action Needed:	Vote
Disclosure:	Open	Authority:	Committee Structure E, G
Date submitted:	02 May, 2022	Referred by:	

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

- 1) Motion to sell the sale of Tax Deed property parcel #276-2100-0420 to the City for \$1 pursuant of Wis Stat. 75.69(2).
- 2) Motion to ... advise Corporation Counsel to clear title through court petition.
- 3) Motion to advise economic development to pursue best options available through the city to raze parcel for redevelopment and return to tax roll.

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

- Parcel # **276-2100-0420** in Richland Center is a severely blighted and delinquent tax deed property located in the City at 291 N Jefferson St. Please reference attached documents.



Richland County Committee

Agenda Item Cover



- The City of Richland Center has budgeted funds for the razing of this property which has been abandoned for years and presents a significant safety hazard to the public due to severe deterioration of the structure. Once razed the City and Economic Development will work towards redevelopment of the property that can potentially result a significant increase in the parcel improvement value and help provide the community with needed housing, as well as increased property tax value.
- The City has passed a resolution expressing their commitment to economic development and requesting to purchase the property for \$1.
- This requested action is similar to the action that was taken on 460 W. 1st St. where the County sold the lot for \$1 to the City and the City paid for the razing of the structure. The City and Economic Development are currently working towards preparing that lot for resale for the development of a new single family home or a duplex.

Attachments and References:

2019 Real Estate Tax Summary	Parcel Map: ID of (1684-82)

Richland County Committee

Agenda Item Cover

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
x	Apportionment needed	Requested Fund Number	“Tax Deed Expense Account”
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Jasen Glasbrenner

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Richland County Web Portal - Tax Balance Report

Property: 276-2100-0420

Search powered by



Report/Print engine
List & Label © Version 19:
Copyright combit® GmbH
1991-2013

Tax Year	Prop Type	Parcel Number	Municipality	Property Address	Billing Address
2021	Real Estate	276-2100-0420	276 - CITY OF RICHLAND CENTER	291 N JEFFERSON ST	
Tax Year Legend: = owes prior year taxes = not assessed = not taxed Delinquent Current					

Payment Information

Payoff Date: Thursday, March 31, 2022

Total Due: \$ 34222.00

Payment total will change unless payment is received by Treasurer's Office on or before payoff date.
Total Amount Due Based on Data Received as of Thursday, March 24, 2022.

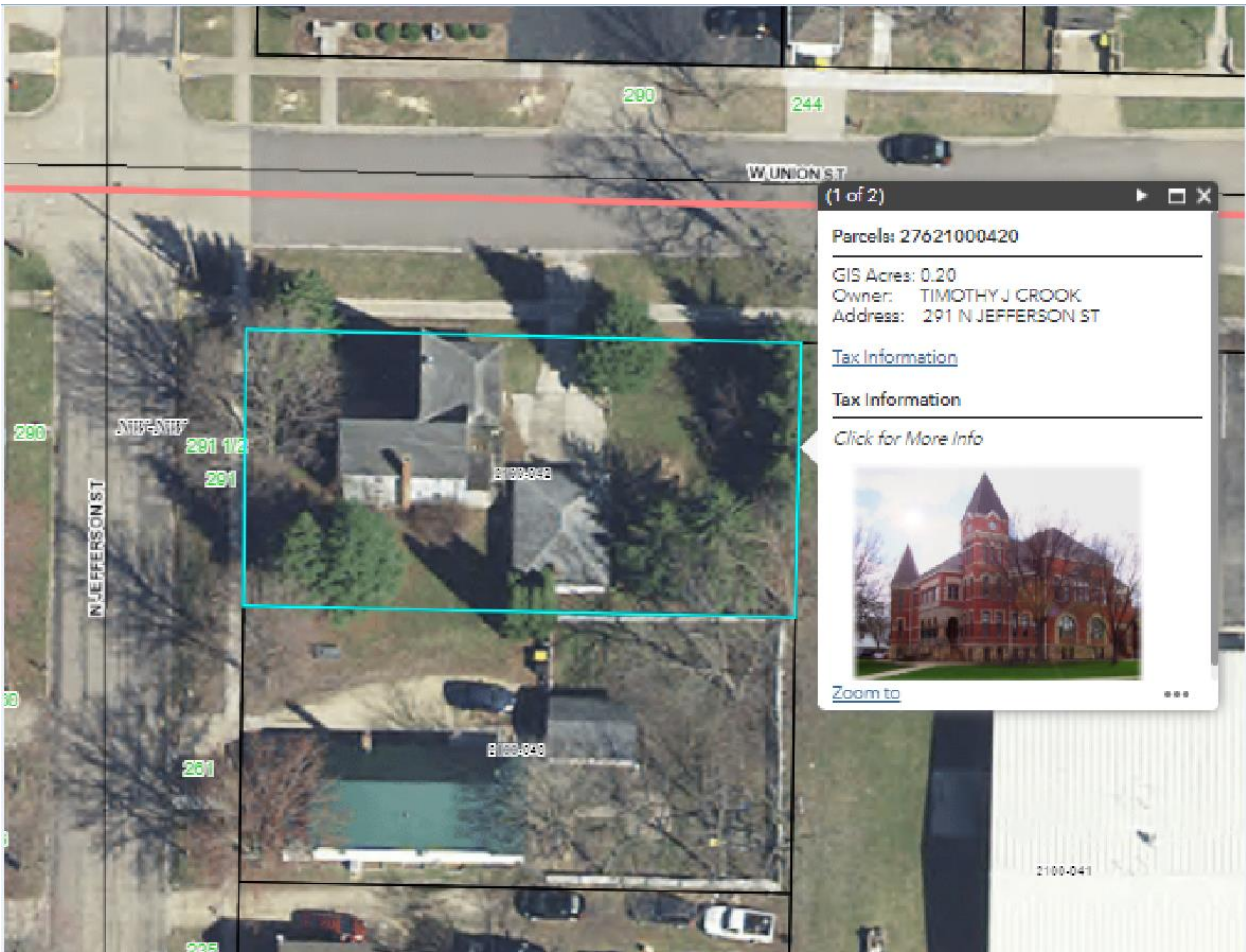
Tax Balance Summary

Tax Year	Certificate Number	General Property Tax Due	Specials	Woodland	Interest Charge	Penalty Charge	Other Charges	Amount Due
2009	706	1953.85	676.95	0.00	3840.97	0.00	0.00	6471.77
2010	712	1829.01	0.00	0.00	2450.87	0.00	0.00	4279.88
2011	678	1718.18	0.00	0.00	2096.18	0.00	0.00	3814.36
2012	629	1000.19	0.00	0.00	1100.21	0.00	0.00	2100.40
2013	620	943.32	211.99	0.00	1132.20	0.00	0.00	2287.51
2014	515	1031.66	81.69	0.00	957.48	0.00	0.00	2070.83
2015	530	1022.97	53.90	0.00	796.89	0.00	0.00	1873.76
2016	519	977.99	76.30	0.00	653.66	0.00	0.00	1707.95
2017	449	1000.48	57.64	0.00	529.06	0.00	0.00	1587.18
2018	498	1025.62	0.00	0.00	389.74	0.00	0.00	1415.36
2019	418	1053.07	2180.00	0.00	840.60	0.00	0.00	4073.67
2020	411	1119.28	0.00	0.00	156.70	0.00	0.00	1275.98
2021	0	1238.58	0.00	0.00	24.77	0.00	0.00	1263.35

Interest/Penalty Date 03/24/2022

Richland County Committee

Agenda Item Cover



Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Approval of Annual Extension of GCS Software for Property Lister

Department	Treasurer	Presented By:	Treasurer
Date of Meeting:	May 3, 2022	Action Needed:	Vote to Approve
Disclosure:	Open Session	Authority:	
Date submitted:	April 28, 2022	Referred by:	

Recommendation and/or action language:

Vote to approve payment of Invoice #219707 for the annually budgeted software programs that support tax collections and property assessment.

Background:

This is an annually reoccurring software update that supports the tax collections and property assessment programs. This is a partially budgeted expense although, the invoice came in at \$676.00 over the budgeted amount due to an increase in service fees.

Attachments and References:

Attached: Invoice	


Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input checked="" type="checkbox"/>	Apportionment needed	Requested Fund Number	\$676.00
<input type="checkbox"/>	No financial impact		

Approval:

Review:



Department Head

Administrator, or Elected Office (if applicable)



GCS Software, Inc.
920 W City Hwy 16, Suite C,
West Salem WI 54669
United States

Invoice

#INV219707

PO#

Invoice Date 1/12/2022

Bill To

Attn: Julie Keller
COUNTY OF RICHLAND
181 W Seminary Street
Richland Center WI 53581
United States

TOTAL

\$16,033.50

Due Date: 2/11/2022

Terms

Net 30

Due Date

2/11/2022

Item	Amount
LandNav-MUNICIPAL PROPERTY TAX COLLECTION (1 PC)	\$378.00
Automatic Import and Posting of Property Tax Payments from GCS Municipal Collections [01/01/2022-12/31/2022] Contract Name: Richland County Treasurer Annual Support [Recurring Service]	
LandNav-PROPERTY ASSESSMENT	\$5,775.00
Property Assessment/Tax Calculation & Billing - Real & Personal Property [01/01/2022-12/31/2022] Contract Name: Richland County Treasurer Annual Support [Recurring Service]	
LandNav-TREASURER'S COLLECTIONS	\$5,250.00
Treasurer's Collections - Real & Personal Property [01/01/2022-12/31/2022] Contract Name: Richland County Treasurer Annual Support [Recurring Service]	
LandNav-TREASURER'S SETTLEMENT	\$0.00
Treasurer's Settlement with Revenue Disbursements [01/01/2022-12/31/2022] Contract Name: Richland County Treasurer Annual Support [Recurring Service]	
LandNav-VALUATION EXCHANGE PROCESS	\$682.50
Valuation Exchange Process - Export & Import [01/01/2022-12/31/2022] Contract Name: Richland County Treasurer Annual Support [Recurring Service]	
LandNav-WEB PORTAL (HOSTED) (bad)	\$1,837.50
Web Portal for Land Records Information - (Complete Hosting Service) [01/01/2022-12/31/2022] Contract Name: Richland County Treasurer Annual Support [Recurring Service]	
LandNav-CASH RECEIPTING NETWORK	\$1,155.00
Cash Receipting (Network) [01/01/2022-12/31/2022] Contract Name: Richland County Treasurer Annual Support [Recurring Service]	
LandNav-IMPORT APPRAISAL DATA	\$955.50
Appraisal Data Import Process [01/01/2022-12/31/2022] Contract Name: Richland County Treasurer Annual Support [Recurring Service]	



INV219707



GCS Software, Inc
920 W City Hwy 16, Suite C,
West Salem WI 54669
United States

Invoice

#INV219707

PO#

Invoice Date 1/12/2022

Please make checks payable to GCS Software,
Inc & remit payment to:

Government Brands Shared Services
Attn: GCS Software, Inc Accounts Receivable
P.O. Box 25477
Tampa, FL 33622

For questions, please contact
billing@governmentbrands.com

(678)322-1882

Subtotal	\$16,033.50
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Tax	\$0.00
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Total	\$16,033.50
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INV219707

Richland County Committee

Agenda Item Cover

Agenda Item Name: 8-11 Quarterly Review of Office Expenditures

Department	Administration	Presented By:	Administrator
Date of Meeting:	3 May 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	29 April 2022	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

[Recommending action through consent agenda. If supervisors have concerns or questions regarding any of the reports, I would recommend the supervisor request item pulled from consent items and considered as a separate item for discussion]

[Consent action / or individual] Motion to... accept and file expenditure report(s).

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

Authorities and Responsibilities of Committee as established through the Structure Document:
“C. Monitors the actual vs. proposed annual budget in funds managed by the Administrator, County Board, Clerk, and Treasurer Departments on a minimum quarterly basis.”

Review notes from Administrator:

10-5115 COUNTY ADMINISTRATOR – Overages explanations:

5113 Overtime; paid out in March

5150 Section 125 Plan; payment out to employee plan, account for in this line in future budgets

5312 Books and Forms; ordered more W-2 forms, account for in this line in future budgets, transitioning from Clerk’s Budget

5813 Web enrollment and payroll services; contract fees with AS400 budget, transitioned over from Clerk’s Budget, account for in this line in future budgets.

Anticipate operating within overall 2022 department budget. We will continue assessment, identify and line-assign items resulting in the transition of HR and Finance services from County Clerk’s budget.

10-5141 COUNTY CLERK – Overages explanations:

5990 Bills-no-line-detail; late fees on credit card purchase payments

Anticipate operating within overall 2022 department budget.

10-5156 TREASURER – Overages explanations:

None to report

10-5111 COUNTY BOARD – Overages explanations:

Richland County Committee

Agenda Item Cover

5324 Dues & Subscription; additional annual dues and association fees for WCA and NCA, increase in fees was underestimated in budget

5326 Advertising; Richland Observer; voucher for minutes and agenda was put against this line, may make journal entry to move to historic line

Anticipate operating within overall 2022 department budget. Anticipating reductions in meeting per diems to cover increases expenses from desired training.

~No significant other concerns with budget performances.

Attachments and References:

08 Administrators Expenditures	10 Treasurers Expenditures
09 Clerks Expenditures	11 County Board Expenditures

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
10	GENERAL FUND						
5115	COUNTY ADMINISTRATOR						
0000	PROJECT						
5111	SALARIES - REGULAR	241,626.40	0.00	18,938.64	75,394.56	166,231.84	31 ---
5113	SALARIES - OVERTIME	0.00	0.00	0.00	49.82	49.82-	9999 -----!!!!
5115	TEMPORARY - CASUAL	0.00	0.00	0.00	0.00	0.00	0
5149	RETIREE SK LV/HE INS CONVERS	0.00	0.00	0.00	0.00	0.00	0
5150	SECTION 125 PLAN-CO SHARE	0.00	0.00	12.60	50.40	50.40-	9999 -----!!!!
5151	FICA - COUNTY SHARE	18,484.41	0.00	1,399.33	5,573.59	12,910.82	30 ---
5152	RETIREMENT - COUNTY SHARE	15,705.71	0.00	1,231.02	4,903.92	10,801.79	31 ---
5153	DENTAL INSURANCE-CO SHARE	52.39	0.00	104.78	419.12	366.73-	800 -----!!!!
5154	HEALTH INSURANCE - COUNTY SH	47,690.43	0.00	3,974.18	15,896.72	31,793.71	33 ---
5155	LIFE INSURANCE - COUNTY SHAR	41.66	0.00	6.07	24.28	17.38	58 -----
5161	HEALTH INS REIMBURSEMENT DED	3,000.00	0.00	0.00	0.00	3,000.00	0
5212	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00	0
5214	COMPUTER PROGRAM SUPPORT	0.00	0.00	0.00	0.00	0.00	0
5224	FAX MACHINE	0.00	0.00	0.00	0.00	0.00	0
5225	TELEPHONE	600.00	0.00	41.11	123.33	476.67	20 --
5248	SERVICES ON MACHINES	0.00	0.00	0.00	0.00	0.00	0
5311	POSTAGE & BOX RENTAL	100.00	0.00	0.00	47.70	52.30	47 ----
5312	BOOKS AND FORMS	0.00	0.00	0.00	72.26	72.26-	9999 -----!!!!
5315	COPY PAPER AND EXPENSE	2,050.00	0.00	93.28	524.75	1,525.25	25 --
5319	OFFICE SUPPLIES	100.00	0.00	0.00	5.96	94.04	5
5324	DUES & SUBSCRIPTIONS	300.00	0.00	0.00	0.00	300.00	0
5326	ADVERTISING	1,000.00	0.00	0.00	0.00	1,000.00	0
5334	REGISTRATION	585.00	0.00	0.00	175.00	410.00	29 --
5335	MEALS	200.00	0.00	0.00	0.00	200.00	0
5336	LODGING	651.00	0.00	0.00	0.00	651.00	0
5339	MILEAGE	588.00	0.00	0.00	0.00	588.00	0
5813	WEB ENABLED PAYROLL SERVICES	0.00	0.00	250.00	1,275.00	1,275.00-	9999 -----!!!!
5815	COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	0
5819	NEW EQUIPMENT-UNDER 5000	0.00	0.00	0.00	0.00	0.00	0
5906	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0
5970	CONTRACT SERVICES	5,000.00	0.00	0.00	0.00	5,000.00	0
5998	DEFICIENCY APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0
5999	BILLS-NO-LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	PROJECT	337,775.00	0.00	26,051.01	104,536.41	233,238.59	30 ---
TOTAL:	COUNTY ADMINISTRATOR	337,775.00	0.00	26,051.01	104,536.41	233,238.59	30 ---
TOTAL:	GENERAL FUND	337,775.00	0.00	26,051.01	104,536.41	233,238.59	30 ---

Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2022 THROUGH APR 30, 2022

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
-----		-----	-----	-----	-----	-----	---	
10	GENERAL FUND							
5141	COUNTY CLERK							
0000	PROJECT							
5111	SALARIES - REGULAR	122,214.46	0.00	9,477.92	36,285.28	85,929.18	29 --	
5113	SALARIES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0	
5115	TEMPORARY - CASUAL	0.00	0.00	0.00	0.00	0.00	0	
5149	RETIREE SK LV/HE INS CONVERS	0.00	0.00	0.00	0.00	0.00	0	
5150	SECTION 125 PLAN-CO SHARE	100.00	0.00	9.20	27.60	72.40	27 --	
5151	FICA - COUNTY SHARE	9,349.40	0.00	713.08	2,731.53	6,617.87	29 --	
5152	RETIREMENT - COUNTY SHARE	7,943.94	0.00	616.08	2,358.60	5,585.34	29 --	
5153	DENTAL INSURANCE-CO SHARE	1,068.06	0.00	54.93	219.72	848.34	20 --	
5154	HEALTH INSURANCE - COUNTY SH	19,851.74	0.00	665.58	2,662.32	17,189.42	13 -	
5155	LIFE INSURANCE - COUNTY SHAR	6.72	0.00	0.52	1.56	5.16	23 --	
5161	HEALTH INS REIMBURSEMENT DED	2,000.00	0.00	0.00	0.00	2,000.00	0	
5214	COMPUTER PROGRAM SUPPORT	16,500.00	0.00	0.00	1,403.17	15,096.83	8	
5224	FAX MACHINE	261.12	0.00	24.29	96.83	164.29	37 ---	
5225	TELEPHONE	600.00	0.00	0.21	0.45	599.55	0	
5248	SERVICES ON MACHINES	0.00	0.00	0.00	0.00	0.00	0	
5311	POSTAGE & BOX RENTAL	1,590.00	0.00	3.00-	1,435.78	154.22	90 -----	
5312	BOOKS AND FORMS	550.00	0.00	0.00	0.00	550.00	0	
5315	COPY PAPER AND EXPENSE	765.00	0.00	93.28	575.21	189.79	75 -----	
5318	CHECKS	0.00	0.00	0.00	0.00	0.00	0	
5319	OFFICE SUPPLIES	1,500.00	0.00	0.00	380.73	1,119.27	25 --	
5324	DUES & SUBSCRIPTIONS	150.00	0.00	0.00	125.00	25.00	83 -----	
5326	ADVERTISING	150.00	0.00	0.00	0.00	150.00	0	
5334	REGISTRATION	205.00	0.00	0.00	0.00	205.00	0	
5335	MEALS	50.00	0.00	0.00	0.00	50.00	0	
5336	LODGING	300.00	0.00	0.00	0.00	300.00	0	
5339	MILEAGE	300.00	0.00	0.00	0.00	300.00	0	
5813	WEB ENABLED PAYROLL SERVICES	0.00	0.00	0.00	0.00	0.00	0	
5815	COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	0	
5819	NEW EQUIPMENT-UNDER 5000	0.00	0.00	0.00	0.00	0.00	0	
5906	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0	
5998	DEFICIENCY APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0	
5999	BILLS-NO-LINE DETAIL	0.00	0.00	0.00	151.21	151.21-	9999 -----!!!!	
TOTAL:	PROJECT	185,455.44	0.00	11,652.09	48,454.99	137,000.45	26 --	
TOTAL:	COUNTY CLERK	185,455.44	0.00	11,652.09	48,454.99	137,000.45	26 --	
TOTAL:	GENERAL FUND	185,455.44	0.00	11,652.09	48,454.99	137,000.45	26 --	

Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2022 THROUGH APR 30, 2022

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND						
5156 TREASURER						
0000 PROJECT						
5111 SALARIES - REGULAR	106,646.15	0.00	8,203.56	32,814.24	73,831.91	30 ---
5112 SALARIES - PART-TIME	0.00	0.00	0.00	0.00	0.00	0
5113 SALARIES - OVERTIME	296.85	0.00	0.00	0.00	296.85	0
5150 SECTION 125 PLAN-CO SHARE	100.00	0.00	13.40	53.60	46.40	53 -----
5151 FICA - COUNTY SHARE	8,181.14	0.00	616.23	2,464.92	5,716.22	30 ---
5152 RETIREMENT - COUNTY SHARE	6,951.29	0.00	533.24	2,132.96	4,818.33	30 ---
5153 DENTAL INSURANCE-CO SHARE	1,068.06	0.00	89.01	356.04	712.02	33 ---
5154 HEALTH INSURANCE - COUNTY SH	27,838.69	0.00	2,319.88	9,279.52	18,559.17	33 ---
5155 LIFE INSURANCE - COUNTY SHAR	134.40	0.00	4.02	16.08	118.32	11 -
5161 HEALTH INS REIMBURSEMENT DED	3,000.00	0.00	1,000.00	1,000.00	2,000.00	33 ---
5225 TELEPHONE	600.00	0.00	0.14	0.46	599.54	0
5248 SERVICES ON MACHINES	0.00	0.00	0.00	0.00	0.00	0
5260 TAX SEARCH FEES	0.00	0.00	0.00	0.00	0.00	0
5311 POSTAGE AND ENVELOPES	3,650.00	0.00	0.00	594.63	3,055.37	16 -
5312 BOOKS AND FORMS	100.00	0.00	0.00	0.00	100.00	0
5315 COPY PAPER AND EXPENSE	1,000.00	0.00	0.00	226.00	774.00	22 --
5319 OFFICE SUPPLIES	1,100.00	0.00	0.00	0.00	1,100.00	0
5326 ADVERTISING TAX NOTICES	1,550.00	0.00	0.00	567.32	982.68	36 ---
5329 DUES AND SUBSCRIPTIONS	100.00	0.00	0.00	100.00	0.00	100 -----
5334 REGISTRATION	250.00	0.00	125.00	125.00	125.00	50 -----
5335 MEALS	25.00	0.00	0.00	0.00	25.00	0
5336 LODGING	164.00	0.00	0.00	0.00	164.00	0
5339 MILEAGE	500.00	0.00	0.00	0.00	500.00	0
5819 NEW EQUIPMENT	700.00	0.00	0.00	0.00	700.00	0
5906 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0
5999 DEFICIENCY APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	163,955.58	0.00	12,904.48	49,730.77	114,224.81	30 ---
TOTAL: TREASURER	163,955.58	0.00	12,904.48	49,730.77	114,224.81	30 ---
TOTAL: GENERAL FUND	163,955.58	0.00	12,904.48	49,730.77	114,224.81	30 ---

Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2022 THROUGH APR 30, 2022

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
10	GENERAL FUND						
5111	COUNTY BOARD						
0000	PROJECT						
5111	CB CHAIR SALARY	3,000.00	0.00	250.00	750.00	2,250.00	25 --
5141	PER DIEM	27,000.00	0.00	1,960.00	5,120.00	21,880.00	18 -
5146	PER DIEM - STAND COMMITTEE	0.00	0.00	0.00	0.00	0.00	0
5151	FICA - COUNTY SHARE	2,300.00	0.00	169.04	448.99	1,851.01	19 -
5152	RETIREMENT - COUNTY SHARE	0.00	0.00	0.00	0.00	0.00	0
5212	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00	0
5311	POSTAGE	500.00	0.00	0.00	100.04	399.96	20 --
5312	BOOKS AND FORMS	500.00	0.00	0.00	0.00	500.00	0
5313	PRINTING	10,000.00	0.00	0.00	528.22	9,471.78	5
5315	COPY PAPER AND EXPENSE	0.00	0.00	0.00	0.00	0.00	0
5319	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
5324	DUES & SUBSCRIPTIONS	4,356.00	0.00	0.00	4,806.00	450.00-	110 -----!
5326	ADVERTISING	0.00	0.00	1,117.43	1,772.52	1,772.52-	9999 -----!!!!
5334	REGISTRATION	1,000.00	0.00	0.00	0.00	1,000.00	0
5335	MEALS	0.00	0.00	0.00	0.00	0.00	0
5336	LODGING	200.00	0.00	0.00	0.00	200.00	0
5339	MILEAGE	7,000.00	0.00	312.12	815.49	6,184.51	11 -
5819	NEW EQUIPMENT-UNDER 5000	0.00	0.00	0.00	0.00	0.00	0
5998	DEFICIENCY APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0
5999	BILLS-NO-LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	PROJECT	55,856.00	0.00	3,808.59	14,341.26	41,514.74	25 --
TOTAL:	COUNTY BOARD	55,856.00	0.00	3,808.59	14,341.26	41,514.74	25 --
TOTAL:	GENERAL FUND	55,856.00	0.00	3,808.59	14,341.26	41,514.74	25 --

Richland County Committee

Agenda Item Cover

Agenda Item Name: Initial Resolution Authorizing Not to Exceed \$8,500,000 General Obligation Bonds for Radio and Tower Project and Other Capital Improvement Projects

Department	Administration	Presented By:	Administrator
Date of Meeting:	May 3 rd , 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure F
Date submitted:	April 29 th , 2022	Referred by:	Public Safety (April 8th 2022)
Action needed by no later than (date)	N/A	Resolution	Needed

Recommendation and/or action language:

1. Motion to.... recommend resolution at the May 17th 2022 Richland County Board meeting for the authorization of borrowing not to exceed \$8,500,000 in General Obligation Bonds for the improvement of the Emergency Radio Tower System and Capital Projects.

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

The Richland County LEJC Committee, in conjunction with True North Consulting and Administration Support, has reached a decision point on the desired financing of the emergency radio/tower system improvements. In their April 8th meeting the committee took action to recommend the Finance and Personnel Committee consider funding of a \$8,500,000 improvement project through the sale of General Obligation Bonds. This borrowing amount was arrived at in evaluation of five different proposals from two different vendors, many months of consideration points and debate, and with the understanding that the nature of the project leaves many future decision points ahead.

To better understand the concerns and future decisions please reference:

-Meeting videos at: <https://sheriff.co.richland.wi.us/agendas-minutes/videos/>

-Recent released Q+A document which can be found on pages 57-61 in the County Board Packet found at:

<https://co.richland.wi.us/pdfs/2022/CountyBoard/attachments/04%20April/April%2019/countyBoardPacket-20220419.pdf>

Public Safety Committee (composed of previous LEJC members) will taking action in their May 13th 2022 meeting to possibly recommend resolution to the county board in ranking the two vendors in preference for engaging in contract negotiations. In other words, the resolution will recommend we engage with a selected first-choice vendor to see if a suitable contract can be reached, if not with the first-choice, then we would pursue the second-choice vendor.

Carol Wirth, Richland County Municipal Advisor, has provided a report regarding the bond loan financing. Please find the attached report.

Richland County Committee

Agenda Item Cover

Recommendation — I am recommending that general obligation bonds be sold to finance this project. This funding method allows the county to improve a radio system that has exceeded its lifespan, and supports lifesaving services. I view these services as a very basic necessary and priority service of the county.

The Authority Resolution requires a 3/4 vote of seated County Board Members elected. Sixteen “Aye” votes will be required to authorize the borrowing regardless of the number of supervisors present at the May 17th County Board.

Attachments and References:

12a Report – Financing 2022 Capital Projects	
12b Initial Authorization Resolution	

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	Sale of General Obligation Bonds	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Borrowing of \$8.4 million which will go against the County’s Debt Service Tax Levy. Please reference the attached report to understand the proposed options of debt structure and levy impacts.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)



WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC
155 SOUTH EXECUTIVE DRIVE, SUITE 211
BROOKFIELD, WI 53005
414-434-9644
FAX: 414-226-2014

Richland County Finance and Personnel Committee

Financing 2022 Capital Projects

May 3, 2022

Presented by: Carol Ann Wirth

Radio and Tower Project Assumptions:

- \$8.5 million estimated project costs
- Borrowed funds received in October 2022
- Project completion anticipated by April 2024
- Debt repayment over 15 years (2023 – 2037)
- Interest rate estimates based on April 2022 Wisconsin sales*
- County's current Moody's bond rating – A3

Schedule 1 – Includes \$8.5 million General Obligation Bonds estimated 15-year repayment combined with County's existing debt service. The 2021 short-term G.O. Notes are included in the 2022 existing debt service. No estimated 2022 short-term G.O. Notes are included in the 2023 existing debt service. The combined estimated debt service column represents the impact on the tax levy before and after the issuance of \$8.5 million of General Obligation Bonds for the Radio and Tower project. Also stated is the estimated tax rate impact using the County's 2021 equalized valuation of \$1,336,382,500.

Schedule 2 – Includes \$8.5 million General Obligation Bonds estimated 15-year repayment combined with County's existing debt service. The 2021 short-term G.O. Notes are included in the 2022 existing debt service. \$1,050,000 2022 estimated short-term G.O. Notes are included in the 2023 existing debt service. The combined estimated debt service column represents the impact on the tax levy before and after the issuance of both the \$8.5 million of General Obligation Bonds for the Radio and Tower project and the \$1,050,000 short-term G.O. Notes. Also stated is the estimated tax rate impact using the County's 2021 equalized valuation of \$1,336,382,500.

**Interest rates reflect market of April 2022 and are not guaranteed. Final interest rates are locked in upon adoption of an Award Resolution by the County Board.*

Schedule 1 – Existing County Debt Service and \$8.5 Million G.O. Bonds in 2022

\$8,500,000 G.O. Bonds (15-Yr) Est. Debt Service Combined with County's Existing Debt Service

Calendar Year	Principal (3/01)	Rate	Estimated Interest	Total G.O. Bonds Est. Debt Service	All County Existing D/S	Combined Est. Debt Service
2022	-	-	-	-	3,593,193.00	3,593,193.00
2023	-	-	279,528.18	279,528.18	2,465,437.00	2,744,965.18
2024	-	-	315,455.00	315,455.00	2,413,715.00	2,729,170.00
2025	-	-	315,455.00	315,455.00	2,416,725.00	2,732,180.00
2026	150,000.00	4.000%	312,455.00	462,455.00	2,269,850.00	2,732,305.00
2027	150,000.00	4.000%	306,455.00	456,455.00	2,278,100.00	2,734,555.00
2028	200,000.00	4.000%	299,455.00	499,455.00	2,236,950.00	2,736,405.00
2029	775,000.00	4.000%	279,955.00	1,054,955.00	1,497,801.00	2,552,756.00
2030	805,000.00	4.000%	248,355.00	1,053,355.00	1,497,624.00	2,550,979.00
2031	830,000.00	4.000%	215,655.00	1,045,655.00	1,509,663.00	2,555,318.00
2032	860,000.00	4.000%	181,855.00	1,041,855.00	1,508,663.00	2,550,518.00
2033	895,000.00	3.400%	149,440.00	1,044,440.00	1,509,925.00	2,554,365.00
2034	930,000.00	3.500%	117,950.00	1,047,950.00	1,509,687.00	2,557,637.00
2035	960,000.00	3.500%	84,875.00	1,044,875.00	1,507,975.00	2,552,850.00
2036	970,000.00	3.500%	51,100.00	1,021,100.00	1,497,125.00	2,518,225.00
2037	975,000.00	3.500%	17,062.50	992,062.50	-	992,062.50
-	\$8,500,000.00	TIC 3.63%	\$3,175,050.68	\$11,675,050.68	\$29,712,433.00	\$41,387,483.68

Note: Calendar year 2022 existing debt service includes short-term notes issued in October 2021.

Comparison Tax Levy Impact – Schedule 1

Budget year 2022 combined actual debt service including 2021 short-term Notes - \$3,593,193

Budget year 2023 combined est. debt service including \$8,500,000 G.O. Bonds
and not including 2022 short-term notes - \$2,744,965*

Est. Tax Levy Decline - (\$ 848,228)

Est. Tax Rate Impact Based on 2021 E.V. - **Decrease of \$0.63 per \$1,000
\$63 per \$100,000 property value**

*Estimated debt service remains at this approximate level for six years and declines thereafter unless annual short-term note borrowing is undertaken.

Schedule 2 – Existing County Debt Service, \$8.5 Million G.O. Bonds and \$1,050,000 Short-Term G.O. Notes in 2022

\$8,500,000 G.O. Bonds (15-Yr) Est. Debt Service Combined with County's Existing Debt Service

Calendar Year	Principal (3/01)	Rate	Estimated Interest	Total G.O. Bonds Est. Debt Service	All County Existing D/S	Combined Est. Debt Service
2022	-	-	-	-	3,593,193.00	3,593,193.00
2023	-	-	279,528.18	279,528.18	3,525,463.04	3,804,991.22
2024	-	-	315,455.00	315,455.00	2,413,715.00	2,729,170.00
2025	-	-	315,455.00	315,455.00	2,416,725.00	2,732,180.00
2026	150,000.00	4.000%	312,455.00	462,455.00	2,269,850.00	2,732,305.00
2027	150,000.00	4.000%	306,455.00	456,455.00	2,278,100.00	2,734,555.00
2028	200,000.00	4.000%	299,455.00	499,455.00	2,236,950.00	2,736,405.00
2029	775,000.00	4.000%	279,955.00	1,054,955.00	1,497,801.00	2,552,756.00
2030	805,000.00	4.000%	248,355.00	1,053,355.00	1,497,624.00	2,550,979.00
2031	830,000.00	4.000%	215,655.00	1,045,655.00	1,509,663.00	2,555,318.00
2032	860,000.00	4.000%	181,855.00	1,041,855.00	1,508,663.00	2,550,518.00
2033	895,000.00	3.400%	149,440.00	1,044,440.00	1,509,925.00	2,554,365.00
2034	930,000.00	3.500%	117,950.00	1,047,950.00	1,509,687.00	2,557,637.00
2035	960,000.00	3.500%	84,875.00	1,044,875.00	1,507,975.00	2,552,850.00
2036	970,000.00	3.500%	51,100.00	1,021,100.00	1,497,125.00	2,518,225.00
2037	975,000.00	3.500%	17,062.50	992,062.50	-	992,062.50
-	\$8,500,000.00	TIC 3.63%	\$3,175,050.68	\$11,675,050.68	\$30,772,459.04	\$42,447,509.72

Note: Calendar year 2022 existing debt service includes short-term notes issued in October 2021.

And Calendar year 2023 existing debt service includes estimated short-term notes issued in October 2022.

Comparison Tax Levy Impact – Schedule 2

Budget year 2022 combined actual debt service including 2021 short-term Notes - \$3,593,193

Budget year 2023 combined est. debt service including \$8,500,000 G.O. Bonds
and including \$1,050,000 est. 2022 short-term notes - \$3,804,991*

Est. Tax Levy Increase - \$ 211,798

Est. Tax Rate Impact Based on 2021 E.V. - **Increase of \$0.16 per \$1,000**
\$16 per \$100,000 property value

*Estimated debt service in 2024 and thereafter declines by approximately \$1,075,000, which could either accommodate annual short-term note borrowing, or result in a tax levy decrease.

2022 Short-Term G.O. Note Borrowing Schedule Assumptions

Below is the estimated repayment schedule for a \$1,050,000 short-term G.O. Note in 2022. This information was included in Schedule 2 Existing Debt Service column for 2023 calendar year.

\$1,050,000 Taxable G.O. Notes 2022 (Short Term) Est. Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
10/26/2022	-	-	-	-	-
03/01/2023	1,050,000.00	2.750%	10,026.04	1,060,026.04	-
09/01/2023	-	-	-	-	1,060,026.04
Total	\$1,050,000.00	-	\$10,026.04	\$1,060,026.04	-

Initial Resolution – County Board Authority to Borrow under Wisconsin Statutes

- ✓ Not to Exceed Dollar Amount - \$8,500,000
- ✓ Purpose of Borrowing: financing capital improvement projects, consisting of the radio and tower project, facility maintenance and improvements and equipment acquisition. (Language drafted by Bond Counsel, Quarles & Brady).
- ✓ Requires $\frac{3}{4}$ vote of County Board members elect (16 “yes” votes).
- ✓ Does not commit the Board to borrowing, but rather provides “authority” to borrow at a later date.
- ✓ “Authority” is good for five years – County may issue some, or all, of the \$8.5 million within five years, either as one financing, or, in phases.

Timeline for 2022 G.O. Bonds Borrowing

May 17	County Board Action on Initial Resolution
July/August	Prepare to Enter the Municipal Bond Market – Prepare Official Statement; Prepare Legal Documents, Apply for Moody's Rating.
August 30-31	Moody's Rating Call
September 13 A.M.	Underwriter Bids Received and Verified
September 13 P.M.	Special County Board Meeting – Adoption of Final Award Resolution Locking in Final Interest Rates and Tax Levy (Requires Majority Vote of County Board Members Present to Pass)
October 12	Closing; Delivery of Funds to County – Deposit to Project Account

RESOLUTION NO. _____

INITIAL RESOLUTION AUTHORIZING NOT TO EXCEED
\$8,500,000 GENERAL OBLIGATION BONDS FOR
RADIO AND TOWER PROJECT AND OTHER CAPITAL IMPROVEMENT PROJECTS

WHEREAS, Richland County, Wisconsin (the "County") is in need of an amount not to exceed \$8,500,000 for the public purpose of financing capital improvement projects, consisting of the radio and tower project, facility maintenance and improvements and equipment acquisition; and

WHEREAS, it is desirable to authorize the issuance of general obligation bonds for such purpose pursuant to Chapter 67 of the Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County borrow an amount not to exceed \$8,500,000 by issuing its general obligation bonds for the public purpose of financing capital improvement projects, consisting of the radio and tower project, facility maintenance and improvements and equipment acquisition. There be and there hereby is levied on all the taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on such bonds.

Adopted, approved and recorded May 17, 2022.

(SEAL)

By: _____

Derek S. Kalish
County Clerk

By: _____

Marty Brewer
Chairperson of the County Board

RESOLUTION NO. ____

INITIAL RESOLUTION AUTHORIZING NOT TO EXCEED
\$8,500,000 GENERAL OBLIGATION BONDS FOR
RADIO AND TOWER PROJECT AND OTHER CAPITAL IMPROVEMENT PROJECTS

WHEREAS, Richland County, Wisconsin (the "County") is in need of an amount not to exceed \$8,500,000 for the public purpose of financing capital improvement projects, consisting of the radio and tower project, facility maintenance and improvements and equipment acquisition; and

WHEREAS, it is desirable to authorize the issuance of general obligation bonds for such purpose pursuant to Chapter 67 of the Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County borrow an amount not to exceed \$8,500,000 by issuing its general obligation bonds for the public purpose of financing capital improvement projects, consisting of the radio and tower project, facility maintenance and improvements and equipment acquisition. There be and there hereby is levied on all the taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on such bonds.

Adopted, approved and recorded May 17, 2022.

(SEAL)

By: _____
Derek S. Kalish
County Clerk

By: _____
Marty Brewer
Chairperson of the County Board

Policy of Richland County

Policy Cover	
Title: Expenditure of remaining Fund#75 and Fund #92 (2021) borrowed funds for capital improvements	Effective Date: 17 May 2022
	Adoption/Revision Date: 17 May 2022
Custodian: Administrator	Approving Body: Richland County Board of Supervisors (RCBS)
	Sponsoring Committee, Board or Commission: Finance and Personnel

1. Authority

- a. Wis. Stat. 59.02 (Powers, how exercised; quorum);
- b. Wis. Stat. 59.03 9 (Home rule),
- c. Wis. Stat. 59.51 (Board Powers);
- d. Wis. Stat. 59.18 (County Administrator)

2. References

- a. Adopting Resolution: 22 -
- b. Amendment Resolution: *none*
- c. 2020 Authorization and Award Resolutions: 20-2 and 20-20
- d. 2020 Authorization and Award Resolutions: 20-99 and 20-110
- e. Richland County Board Committee Structure
- f. Richland County Board Rules

3. Purpose

- a. To establish utilization of remaining funds from the 2020 \$2.9m notes borrowing and 2021 short-term note financing funds.
- b. To establish authority and discretion in expending these funds.

4. Scope

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

5. Policy Overview

- a. On January 21, 2020, the County Board adopted by $\frac{3}{4}$ vote, and Initial Resolution Authorizing Not to Exceed \$2,970,000 General Obligation Promissory Notes for Capital Improvement Projects.
- b. A resolution awarding the sale of \$2,970,000 General Obligation Promissory Notes was adopted on 18 February, 2020.
- c. On September 15, 2020, the County Board adopted, by $\frac{3}{4}$ vote, an Initial Resolution Authorizing Not to Exceed \$1,050,000 Taxable General Obligation Promissory Notes for Capital Improvement Projects (the "Initial Resolution").
- d. A resolution awarding the sale of \$1,050,000 Taxable General Obligation Promissory Notes was adopted by the County Board on October 27, 2020 (the "Award Resolution").

Policy of Richland County

- e. This policy is set in place to help manage the remaining appropriations of these borrowed capital funds within the limits of the legal resolution language, intensions of the borrowing and in the best interest of Richland County.
- f. This policy will supersede the “Short-Term Capital Borrowing Program” policy established by Resolution #21-38. (This policy will be replaced in the future by a finance policy).

6. Policy Performance

- a. All utilization, appropriations and/or transfers of the \$2.9m and short term capital borrowed fund shall comply with this policy.
- b. Deviations from this policy require County Board approval where specified authority is not granted to the sponsoring committee or administration. Interpretation of this policy resides in the sponsoring committee whom may defer to the County Board when deemed appropriate by the sponsoring committee.

Policy Content

7. Allocations:

- a. The matrix found in Appendix B of this policy outlines the proposed utilization of remaining funds.
- b. Authority is given to the Finance and Personnel to adjust items and appropriations as seen fit or as recommended by administration and staff, and to allow for administrative contingencies. All expenditures must be in compliance with the resolution language defining the purpose of the borrowings:
 - i. 2020 \$2.9 Million Borrowing, Authorization Resolution Language 20-2 — Proceeds of the Notes will be used for the public purpose of financing capital improvement projects, including:
 - 1. County building projects,
 - 2. park projects,
 - 3. highway improvements,
 - 4. dam repair,
 - 5. and acquisition of municipal vehicles and equipment
 - ii. 2021 Shor-Term Financing, Authorization Resolution Language 20-99 — Proceeds of the Notes will be used for the public purpose of financing capital improvement projects, including:
 - 1. highway improvements,
 - 2. vehicles and fleet management,
 - 3. technology capital improvements,

Policy of Richland County

4. facility maintenance and improvements,
 5. radio and tower project engineering and project design.
- c. Expenditures related to Rule#14 regarding equipment purchase and contract expenditures are approved by adoption of this policies. As long as the expenditure is used on the desired purpose by resolution and within the apportioned amount authorized by the policy, or amended by the Finance and Personnel Committee, additional resolution is not required by the County Board.
- d. Expenditures qualifying a “public works projects” as defined through County Board Rule #14 and Wisconsin State Statute 59.52(29) will return for resolution by the County Board to ensure compliance.

8. Utilization Period:

- a. It is the intentions of Richland County to expend all funds from Fund #75 (\$2.9m borrowing) and funds from the 2021 Short-term financing according to the matrix provided in Appendix B.
- b. Exception to provision (8a) must be approved by the Finance and Personnel Committee.
- c. All funds from the \$2.9m borrowing must legally be utilized by no later than 05 March 2023.
- d. This policy will terminate on the completion of the appropriations and expenditures of fund addressed in this policy.

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
17 Mar 2021	Original	Resolution 22 -

Policy of Richland County

Policy Attachments

Attachment A

Policy Review Form

Completed by Policy Custodian

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

Completed by County Administrator

Policy Received On	
Policy Reviewed /Denied On w/ Reason	
Policy Reviewed/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

Completed by Corporation Counsel

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

Policy of Richland County

Appendix B (Expenditure Appropriations for Fund #75 (2020 \$2.9m) and Fund #92 (2021 borrowing))						
Fund 75 Tracker		Approved Amt	2965500			
Capital Improvement Borrowing		Total Spend	2420153.26			
Spend by 3/5/2023		Remaining Balance	545346.74			
Approved Area	Approved Amt	Current Spend:	Balance	Appropriation Project:	Completion:	Cost/Expenditure on Project:
Technology	\$ 124,500.00	\$ 134,178.68	\$ (9,678.68)			
Parks	\$ 38,000.00	\$ -	\$ 38,000.00	Well Project	31-Oct-22	Full Remaining
Courthouse	\$ 60,000.00	\$ 59,311.19	\$ 688.81	*Appropriate to Courthouse Roof	17-Jun-22	\$ 688.81
Emergency Mgmt	\$ 20,000.00	\$ -	\$ 20,000.00	Appropriate to New Ambulance Garage	9/31/2022	Full Remaining
Fairgrounds	\$ 105,000.00	\$ 36,599.77	\$ 68,400.23	Appropriate for \$4,756.79 Building 10, \$4990 & \$10,585.79 lights, \$13067.65 lawn mower, \$35,000 skid steer	31-Oct-22	Full Remaining
Roof-HHS-UWR	\$ 603,000.00	\$ 621,434.75	\$ (18,434.75)			
Highway	\$ 800,000.00	\$ 800,000.00	\$ -			
Sheriff-Vehicles	\$ 234,000.00	\$ 245,867.40	\$ (11,867.40)			
Symons	\$ 96,000.00	\$ -	\$ 96,000.00	\$65,116.50 Roof, \$30,642.50 Plaster pool, \$214 contingency	31-Oct-22	Full Remaining
Administrator	\$ 10,000.00	\$ 14,498.15	\$ (4,498.15)			
Misc New Equip	\$ 125,000.00	\$ 90,787.44	\$ 34,212.56	*Appropriate ate \$5,000 for Side Paneling on Courthouse, with remainder of Misc New Equipment to courthouse roof		\$ 29,212.56
Child Support	\$ 25,000.00	\$ 6,213.18	\$ 18,786.82	*Appropriate to Courthouse Roof	17-Jun-22	\$ 18,786.82
Land Conservation	\$ 100,000.00	\$ 2,633.62	\$ 97,366.38	Supplemental Dam Projects	31-Oct-22	Full Remaining
AED for Squads	\$ 25,000.00	\$ 21,727.45	\$ 3,272.55	*Appropriate for Courthouse Roof	17-Jun-22	\$ 3,272.55
Ambulance	\$ 600,000.00	\$ 386,901.63	\$ 213,098.37	Appropriate to New Ambulance Garage	9/31/2022	Full Remaining
	\$ 2,965,500.00	\$ 2,420,153.26	\$ 545,346.74			
Balance per Account Activity		\$ 2,420,153.26				
				Appropriate towards roof:		\$ 51,960.74
				Accounting for overages on lines against appropriations towards the roof:		\$ (44,478.98)
				Total of #75 Towards Courthouse Roof:		\$ 7,481.76
Misc New Equip						
Approved Area	Approved Amt	Current Spend	Balance			
Circuit Court	\$ 1,000.00	\$ -	\$ 1,000.00			
Coroner	\$ 500.00	\$ -	\$ 500.00			
Courthouse (Side Paneling)	\$ 5,000.00	\$ -	\$ 5,000.00			
District Attorney	\$ 2,000.00	\$ -	\$ 2,000.00			
Emergency Gov't	\$ 1,100.00	\$ -	\$ 1,100.00			
Extension	\$ 1,000.00	\$ -	\$ 1,000.00			
Fairgrounds	\$ 500.00	\$ -	\$ 500.00			
Jail	\$ 4,000.00	\$ 259.20	\$ 3,740.80			
LEPC	\$ 1,178.00	\$ -	\$ 1,178.00			
MIS	\$ 20,000.00	\$ 30,620.06	\$ (10,620.06)			
Misc New Equip	\$ 2,802.00	\$ -	\$ 2,802.00			
MIS-Comp Software	\$ 2,000.00	\$ 6,353.05	\$ (4,353.05)			
MIS-Comp/Maint/Upgrades	\$ 7,500.00	\$ 687.59	\$ 6,812.41			
MIS-Comp/Printer/Network	\$ 10,000.00	\$ 803.00	\$ 9,197.00			
Police Radio	\$ 8,000.00	\$ 5,409.18	\$ 2,590.82			
Property Lister	\$ 300.00	\$ 150.00	\$ 150.00			
Register of Deeds	\$ 220.00	\$ 220.00	\$ -			
Sheriff	\$ 25,000.00	\$ 24,401.20	\$ 598.80			
Sheriff-Computer	\$ 30,000.00	\$ 19,150.00	\$ 10,850.00			
Sheriff-Crime Scene Equip	\$ 1,000.00	\$ 538.56	\$ 461.44			
Treasurer	\$ 700.00	\$ 1,395.60	\$ (695.60)			
Veteran Service	\$ 400.00	\$ -	\$ 400.00			
Zoning	\$ 800.00	\$ 800.00	\$ -			
	\$ 125,000.00	\$ 90,787.44	\$ 34,212.56			
Fund 92 Tracker		Approved Amt	1,032,132.00			
Short Term Capital Improvement Borrowing		Total Spend	915,674.36			
2021		Remaining Balance	116,457.64			
Approved Area	Approved Amt	Current Spend	Balance	Appropriation Project:	Completion:	Cost/Expenditure on Project:
Administration	2,132.00	-	2,132.00	Appropriate to Courthouse Roof	17-Jun-22	\$ 2,132.00
Courthouse	159,000.00	72,662.79	86,337.21	\$18,000 for 3x Heat exchangers in 2022, remainder to courthouse roof	31-Oct-22	\$ 68,337.21
HHS	6,000.00	-	6,000.00	Address heating and cooling needs	31-Oct-22	Full Remaining
Highway	650,000.00	650,000.00	-			
MIS	20,000.00	20,000.00	-			
Sheriff	175,000.00	155,085.58	19,914.42	Appropriate to Courthouse Roof	17-Jun-22	\$ 19,914.42
UW Campus	20,000.00	17,925.99	2,074.01	Appropriate to Courthouse Roof	17-Jun-22	\$ 2,074.01
				Total of #92 (2021) Towards Courthouse Roof:		\$ 92,457.64

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: *Symons Pool Resurfacing Project*

Department	Symons Rec. Complex	Presented By:	Tracy Gobin
Date of Meeting:		Action Needed:	Resolution
Disclosure:	Open	Authority:	Committee Structure E +O
Date submitted:	25 April 2022	Referred by:	Symons Natatorium Board

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

Symons Natatorium board made a motion to recommend to the Richland County Finance and Personnel committee to accept the bid for pool resurfacing from Badger Swimpools for \$61,285, including the add in of In-Fill the light niches removed by others.

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

Symons Recreation Complex will be open 35 years this June. The pool still has the original plaster; the plaster is at a point that it needs to be replaced. If not replaced the pool will start to leak. The lowest bid was from Badger Swimming Pools for \$60,800 with add in options of \$820 or \$485. The Symons Natatorium Board choose to have Mark Thomas, Maintenance Supervisor remove the light niches that are no longer in working order and Badger Swimpools to in-fill the light niches. The City of Richland Center has approved paying their half of the project at \$30,642.50 on Tuesday April 19th 2022.

Attachments and References:

Minutes from January 10, 2022 Natatorium board meeting	
Bid Document from Badger Swimpools	

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	Fund 75 \$30,642.50 (City of Richland Center \$30,642.50)	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Fund 75 was designated for the Symons re-plastering of the swimming pool and locker room remodel. Since the plastering of the pool came in higher than originally planned at \$50,000.00 the locker remodel project has been put on as a future capital improvement project. The plastering of the swimming pool is essential to operation.

Action results in some reduction s in expenditures:

Approval:

Tracy Gobin

Review:

Department Head

Administrator, or Elected Office (if applicable)

Symons Recreation Complex Natatorium Board Minutes January 10, 2022

The Natatorium Board met in person and virtually via Zoom on January 10, 2022 at 7:00 pm. The following people were in attendance: Chad Cosgrove, Michael Compton, Melony Walters, Tim Gottschall, Marty Brewer, Todd Coppernoll and Susan Fruit. Tracy Gobin was also present.

1. Call to Order- Gottschall called the meeting to order at 7:04pm.
2. Proof of Notification- Proof of Notification was met, per Gobin.
3. Approve Agenda- *Marty Brewer made a motion to approve the agenda. Chad Cosgrove seconded. The motion carried.*
4. Approve Minutes – *Chad Cosgrove made a motion to approve the minutes from the December 13th, 2021 meeting. Todd Coppernoll seconded. The motion carried.*
5. Approve Bills for January – Invoices were presented in the amount of \$1,970.04. *Chad Cosgrove made a motion to pay the monthly bills. Marty Brewer seconded the motion. The motion carried.*
6. Budget Overview - Gobin stated revenue was down from November but there was a big increase in COVID numbers. Some attendance numbers are down slightly from November, however with the holidays and the flooring being sealed in the Racquetball Courts and Land Aerobic rooms for a few days that would account for the decrease. There are still some outstanding invoices for 2021, but it looks like Symons Recreation Complex is on target to make budget.
7. American Rescue Plan – Gobin stated that last month it was stated that there were funds available for the American Rescue Plan and to proceed with seeing if there was funding for the impop for keeping the facility sanitize. Symons Recreation Complex has duct work that hasn't been professional cleaned before and was wondering if this was something that could be paid for with the American Rescue Plan. Gobin discussed the four air handler units and how upgrading them would be more efficient but also easier to know how much fresh air is coming into the facility. Looking to see if the American Rescue Plan funding could be used for these capital improvement projects. *Marty Brewer made a motion to pursue using American Rescue funding for cleaning air ducts and replacing the air handler units at Symons Recreation Complex with Administrator Langreck. Chad Cosgrove seconded. The motion carried.*
8. HVAC System – Gobin stated that she would discuss the American Rescue Plan with Administrator Langreck to see how the American Rescue Plan could fund this upgrade.
9. Pool Re-Plastering – August 2022 – Gobin presented the two bids for the re-plastering of the swimming pool. The low bid was Badger Swimming Pools for \$61,285.00. *Marty Brewer made a motion to proceed with the bid from Badger Swimming pools, using the option of in-fill the light niches removed by Mark Thomas, Maintenance Supervisor for \$61,285.00. Chad Cosgrove seconded. The motion carried.*
10. Director's report – Gobin stated the pool usage seems to be up for family swim times, it is really great to see more people. Swimming lessons and racquetball league are starting this month. Next month there is the Symons Triathlon challenge and corn hole/bag toss league. Looking at offering things that we haven't offered before.
11. Future Agenda Items - No items
12. Schedule Next Meeting- February 14, 2022 in person in at the UWP-Richland campus and virtually via Zoom, this date has been tentatively scheduled for February 7, 2022.
13. Adjourn—*Marty Brewer made a motion to adjourn at 7:34pm. Todd Cosgrove seconded. The motion carried.*



July 14, 2021

Symons Recreation Center
Ms. Tracy Gobin
1250 Hwy 14
Richland Center, WI 53581

Re: Pool resurfacing proposal for the lap pool at the Symons Recreation Center, Richland Center, WI.

Dear Tracy:

We are pleased to provide a proposal for resurfacing the indoor lap pool at the Symons Recreation Center located in Richland Center, WI. We do not include any allowance for architectural or engineering work (not required) and/or for any state/local approvals for work (if required). All work will be completed according to Wisconsin building and swimming pool codes.

We propose to furnish all materials, labor, and equipment necessary to complete the following work:

- Chip and grind as necessary at waterline tile and fittings.
- Clean the surface and prep for plaster
- Apply exposed aggregate pool finish
- Wash the plaster and prepare to fill

Total: \$ 60,800

Alternates:

- Remove six (6) light niches and in-fill. Add: \$ 820
- In-Fill the light niches removed by others. Add: \$ 485

Note: This proposal does not include: sales tax, structural repair, concrete work, tile work, mechanical work, start-up or draining/filling.

All standard general requirements and administration is included in the costs above. This proposal is valid for 30 days from the above date. Please call our office at 608-643-6440 with any questions or if you wish to proceed. We look forward to working with you and thank you very much.

Sincerely yours,
BADGER SWIMPOOLS, INC.
Robert E. Jelinek, P.E.
bjelinek@badgerswimpools.com

Richland County Committee

Agenda Item Cover

Agenda Item Name: Reallocation of money from Fund 75 for Purchase of Skid Steer

Department	Fair & Recycling	Presented By:	Administrator
Date of Meeting:	May 3, 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	04/27/2022	Referred by:	Carla Doudna
Action needed by no later than (date)			

Recommendation and/or action language:

Motion to approve reallocation up to \$36,000 from Fund 75 for purchase of Skid Steer to share between the Fairgrounds and Building and Grounds Committee and move forward with requesting bids.

Background: As requested, information was collected regarding the long term lease options. See material attached.

Financial Review:

x	In adopted budget	Fund Number	75
	Apportionment needed	Requested Fund Number	
	Other funding Source		
x	No financial impact		

Approval:

Review:

Carla Doudna

Department Head

Administrator, or Elected Office (if applicable)

Reference Number:

608-643-3321

New Used	Make	Model	Description	Serial Number	Selling Price
NEW	KUBOTA	SSV65PHC	SSL ISO AC CAB/HYD O		40,100.00

Sales Price Total	40,100.00
Sales Tax	
Sales Order Total	40,100.00

1 st Yr. Used	Make	Model	Serial Number	Gross Allowance	Amount Owing	Net Trade-in
						0 . 00
						0 . 00
						0 . 00
					Total Net Trade-in	0 . 00

	OPTION 1	OPTION 2	OPTION 3	OPTION 4
Finance Product	FPPO - LEASE	FPPO - LEASE		
A.P.R.				
Term (in months)	36	60		
Payment Frequency	MONTHLY	MONTHLY		
Est. Contract Date	04/13/2022	04/13/2022		
Est. Interest Start Date	04/13/2022	04/13/2022		
Est. Payment Start Date	05/13/2022	05/13/2022		
Skip from	NON-CONSECUTIVE	NON-CONSECUTIVE		
Skip to				
Sales Price Total	40,100.00	40,100.00		
Cash Down				
Rental Credit				
Net Trade-in				
Total Down Payment	0.00	0.00		
Physical Damage				
Credit Life				
Prepaid Maintenance				
Extended Warranty		2,200.00		
Official Fees	10.00	10.00		
Taxes				
Other Charges				
Document Fee	100.00	100.00		
Residual	22,504.12	18,446.00		
Total Additional Charges	110.00	2,310.00		
Amount Financed	43,014.20	46,584.74		
Standard Payment	691.71	603.63		
Finance Charge				
Total of Payments				

THIS FORM IS NOT TO BE USED FOR CONSUMER USE (PERSONAL, FAMILY OR HOUSEHOLD PURPOSES)
ALL FINANCING IS SUBJECT TO CREDIT APPROVAL BY KCC.

Reference Number:

P.O. BOX 100

608-643-3321

SALES QUOTE

New Used	Make	Model	Description	Serial Number	Selling Price
NEW	KUBOTA	SSV65PHC	SSL ISO AC CAB/HYD Q		40,100.00

Sales Price Total	40,100.00
Sales Tax	
Sales Order Total	40,100.00

TRADE-IN EQUIPMENT

1 st Yr. Used	Make	Model	Serial Number	Gross Allowance	Amount Owing	Net Trade-in
						0 . 00
						0 . 00
						0 . 00
					Total Net Trade-in	0 . 00

PAYMENT OPTIONS

	OPTION 1	OPTION 2	OPTION 3	OPTION 4
Finance Product	FULL PAYOUT - LEASE	FULL PAYOUT - LEASE		
A.P.R.				
Term (in months)	36	60		
Payment Frequency	MONTHLY	MONTHLY		
Est. Contract Date	04/13/2022	04/13/2022		
Est. Interest Start Date	04/13/2022	04/13/2022		
Est. Payment Start Date	05/13/2022	05/13/2022		
Skip from	NON-CONSECUTIVE	NON-CONSECUTIVE		
Skip to				
Sales Price Total	40,100.00	40,100.00		
Cash Down				
Rental Credit				
Net Trade-in				
Total Down Payment	0.00	0.00		
Physical Damage				
Credit Life				
Prepaid Maintenance				
Extended Warranty	950.00	950.00		
Official Fees	10.00	10.00		
Taxes				
Other Charges				
Document Fee	100.00	100.00		
Residual	101.00	101.00		
Total Additional Charges	1,060.00	1,060.00		
Amount Financed	43,629.53	43,629.53		
Standard Payment	1,295.90	820.35		
Finance Charge				
Total of Payments				

THIS FORM IS NOT TO BE USED FOR CONSUMER USE (PERSONAL, FAMILY OR HOUSEHOLD PURPOSES)
ALL FINANCING IS SUBJECT TO CREDIT APPROVAL BY KCC.

SKID STEER

NEW - GEHL MODEL R135 SKID STEER LOADER

46.6 HP - YANMAR 4 CYD. DIESEL ENGINE

T- BAR HAND CONTROLS

AUXILARY HYDRAULICS

** FULL CAB ENCLOSURE - HEAT/ DEFROST, RADIO, AIR SUSPENSION SEAT,
REAR VIEW MIRROR, SWING OUT FRONT DOOR W/
WINDSHIELD WIPER,

REAR BACK UP ALARM

POWER-A-TACH - HYDRAULIC QUICK ATTACH - BUCKETS

REAR COUNTERWEIGHT - 1,500 LBS. LIFT CAPACITY

SWITCHABLE SELF LEVELING BOOMS - ON/OFF

10.00 x 16.5 - 10 PLY - HEAVY DUTY FLOTATION TIRES

61" DIRT/ CONSTRUCTION BUCKET

PALLET FORK SET - 48" FORKS

PRICING

CASH TERMS BASIS - UPON DELIVERY

TOTAL CASH PRICE > NEW - GEHL R135 COMPLETE >>>> \$36,350.00

LEASE OPTIONS

LEASE W/ MANITOU FINANCE >>> 36 MO. @ 4.29% >> MONTHLY PAYMENT >
\$1,082.92,

60 MO. @ 4.39% >> MONTHLY PAYMENT > \$678.95,

** PURCHASE OPTION AT THE END OF BOTH LEASE OPTIONS >>>> \$1.00

WARRANTY

TWO YEAR / 2000 HOURS - COMPLETE MACHINE

** OPTIONIAL EXTENDED WARRANTY AVAILABLE UP TO 5 YEARS

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: ARP funds for EMS study

Department	Ambulance	Presented By:	Darin Gudgeon
Date of Meeting:	3 May 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (B)
Date submitted:	29 April 2022	Referred by:	Joint Ambulance Committee

Recommendation and/or action language:

Motion to approve a resolution for the County Board to allocate ARP Funds for the purpose of hiring a consultant to study the delivery of emergency medical services in the County

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

The Joint Ambulance Committee (JAC) and Administrator Langreck are requesting ARP funding to procure the services of an EMS consultant to review how emergency medical services are currently being delivered by the County. An RFP was sent out to 4 consultant firms; only 1 replied back. The study will provide invaluable information to the Joint Ambulance Committee, surrounding ambulance services, the County Administrator and County Board and will aid in future planning and decisions about the delivery of pre-hospital care in Richland County.

Attachments and References:

14a Proposal from the consultant	
----------------------------------	--

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	ARP funds #93
X	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

\$25,000 expenditure

(summary of current and future impacts)

Approval:

Darin Gudgeon

Department Head

Review:

Administrator, or Elected Office (if applicable)

Comprehensive County-wide Study To Provide Emergency Medical Services



In Richland County

Prepared by:



STRATEGIC
MANAGEMENT
& CONSULTING

E9082 Oak Hill Road
Wisconsin Dells, WI 53965
(608) 963-2380



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STRATEGIC
MANAGEMENT
& CONSULTING

April 18, 2022

Darin Gudgeon, Service Director
Richland County Ambulance Service
181 W. Seminary Street / P.O. Box 251
Richland Center, WI 53581

Re: RFP – Comprehensive County-wide Study Providing Emergency Medical Services (EMS)
in Richland County

Dear Mr. Gudgeon,

Thank you for the opportunity to offer you a proposal to provide a detailed Comprehensive County-wide Study of the options that are available to Richland County in providing Emergency Medical Services, to assure a viable and sustainable EMS Service in your Community.

The goal is to provide the best possible EMS delivery model to the greatest percentage of the population. Specifics of the processes to be used will be outlined in this Proposal.

Collectively, the Consultants for this Project have over 75 years in professional EMS & Fire experience, which provides you with the most qualified source to walk you through the entire process. Our Reviews / Recommendations are based completely on facts and industry standards, and we strive to provide a comprehensive Final Report that can actually be implemented.

With the Consultants selected for this Study, there is literally no area of EMS that has not been touched. Our involvement as providers, educators, EMS Directors, EMS & Fire Chiefs, State Officials, and most important—Leaders in EMS & Fire—eminently qualifies our Company for this important project.

We look forward to working with you as we identify and determine the short- and long-term goals and needs for the citizens and visitors of Richland County.

Respectfully submitted,

Dana Sechler, President
Strategic Management & Consulting, LLC



Response to Request for Proposal (RFP)

Strategic Management & Consulting, LLC is excited to provide the following proposal to conduct a Comprehensive Study to develop and evaluate options for Emergency Medical Services within Richland County.

Strategic Management & Consulting, LLC is a Wisconsin-based Company that was co-founded by two EMS & Fire professionals that had been asked to fill a need in EMS Leadership training that had been lacking. Since then, the Company has steadily grown and continues to teach numerous EMS Leadership classes each year—in addition to providing Studies and Reviews of various EMS & Fire entities across the State of Wisconsin. Four of the Studies that have been previously performed are listed in the Reference Section of this Proposal.

The Mission of Strategic Management & Consulting LLC is to provide unique and out-of-the box ideas and solutions to issues affecting EMS & Fire Services in today's complex environment.

General Understanding – This proposal is designed to provide a Comprehensive Overview, based on the following Components / Topics:

- Analysis of current operations and service delivery
- Governance, service agreements, and contracts
- Staffing methodology, including current and future needs
- Salaries & wages
- Fiscal analysis and implications
- Planning for growth

The following pages will summarize the proposal in detail, with the understanding that the analysis and evaluation will produce ideas and suggestions that will achieve the following benefits:

- Efficiency
- Effectiveness
- Cost control and containment
- Identification of the right-sized EMS entity to meet community need(s)
- Coordination and use of regional resources with elimination of artificial boundaries and duplication of resources



Specific Understanding – It is our understanding that this Comprehensive Study will explore alternative EMS models and will provide a final document that will assist County officials in choosing the best model for EMS to be delivered in Richland County. The expertise of our Company staff will guide the Recommendations regarding the options for a County-wide or District Ambulance Service.

We understand that though some short-term solutions have been enacted for Staffing purposes, that there are some long-term solutions that need to be assessed comprehensively to ensure Sustainability for a timely response in the event of an emergency for the ill and injured, as well as to provide confidence in the continuation of reliable EMS for area residents and visitors.

We understand that volunteerism is dwindling in some areas and is strong in other areas. The goal of the County is to solidify a sustainable solution for the future that will identify necessary resources based on current call volumes, response times, workforce utilization, and fiscal feasibility—in order to meet the needs of the community for generations to come.

Project Management – The Principal Consultant (Dana Sechler) will be considered as the Project Manager for this Comprehensive Study. His contact information is as follows:

Dana Sechler
E9082 Oak Hill Road
Wisconsin Dells, WI 53965

(608) 963-2380 (cell)

dsechlerstrategic@gmail.com or danasechler@hotmail.com

Detailed Work Plan & Scope of Work

Strategic Management & Consulting, LLC will perform the following evaluations in conjunction with this Comprehensive Study:

- Comprehensive overview of how ambulance services are currently being provided and financed in Richland County including assessment of full cost
 - This will be based in part on the referenced document: Sustainable Rural EMS: Navigating Change An Introduction and Guide
- The reliability and sustainability of the current EMS system
- The three (3) different types of Models of a County-wide ambulance service
 - Those Models will be compared to the option of forming an Ambulance District



- The feasibility, benefits and drawbacks of the listed options will be included
 - Sample Budgets for the various Models and options will be provided
- Inter-facility Transports will be evaluated for benefits and drawbacks
- Upgrade to the Paramedic level will be evaluated for benefits and drawbacks

The information gathered for this Comprehensive Study will include, but not be limited to, the following:

- Performing a review of background information including:
 - Community population and demographics
 - Residential, commercial, industrial, and municipal features of the County
 - Policies and agreements that may determine staffing levels and practices
 - Municipal ordinances related to EMS delivery
 - Mutual aid agreements
 - Coordinated Medical Direction
 - Additional Resources
 - Standard Operating Guidelines (SOG's) / Protocols
 - By-laws
 - Prior studies
 - Current staffing
 - Road map of the County
 - Review of long-range plans
 - Review of training schedule
 - Review of budget and capital equipment
 - Review of succession planning
 - Review of vehicle fleets, replacement plans, and future needs assessment
- Obtain input (via in-person interviews, group meetings, virtual conferencing, or surveys) may be obtained from the following:
 - Elected/appointed officials from the County / Joint Ambulance Committee
 - County Administrator
 - Richland County Ambulance Service Director
 - Medical Director
 - General Public
 - Dispatch / communications staff
 - Other selected elected officials from the various municipalities in the County
 - Selected Members/Officers of the following Services:
 - Richland County EMS



- Blue River EMS
- Cazenovia EMS
- LaFarge EMS
- Lone Rock EMS
- Muscoda EMS
- Viola EMS
- Boaz EMR's / Ithaca EMR's / Yuba EMR's

While performing the Comprehensive Study, there may be other areas not listed above that will be identified, in which follow-up will be needed to evaluate the item(s) as they relate to the overall purpose of the Study.

Citizen Engagement

Strategic Management & Consulting, LLC proposes the following options to consider, to involve citizens in participating on commenting on any of the items mentioned in the Detailed Work Plan.

1. Host a meeting to listen to, and document the comments of the citizens, which can be compiled into the Final Report.
2. Develop an online survey (such as Survey Monkey) to be hosted on your website, in which specific questions are asked, and the responses can be compiled in the Final Report.

Analysis and Recommendations

Strategic Management & Consulting, LLC will determine current system challenges, and future trends for public safety industry standards related to EMS operational requirements. During the development of all recommendations, we will consider many factors and industry standards as determined by the following:

- National Highway Safety Traffic Administration (NHSTA)
- Center for Public Safety Excellence (CPSE)
- Journal of American Medical Association (JAMA)
- Commission on Accreditation of Ambulance Services (CAAS)
- American Ambulance Association (AAA)
- Office of the Inspector General (OIG)
- Occupational Safety and Health Administration (OSHA)
- State of Wisconsin Statutes 256 and Administrative Code (DHS 110)
- Wisconsin Ambulance Inspection Administrative Rule (Trans 309)
- Wisconsin Department of Safety and Professional Services (SPS 330 & 332)

The Final Report of the Study will detail many of the findings from the initial Analysis. As well, Recommendations will be given with the intent to improve effectiveness and efficiencies in the delivery of EMS.

There may be Recommendations on any or all of the following:

- The current capabilities, strengths, weaknesses, coverage gaps, and workforce shortfalls
- System reliability (including the ability or inability to respond to current and future requests for service)
- Response times
- Coverage areas
- Staffing (Full-time, part-time, paid-on-call, and/or volunteer)
- Staffing Levels (Paramedic, AEMT, EMT, EMR)
- Pay and Benefits
- Governance/Management
- Budgets
- Vehicle and Equipment Needs (Replacement plans and future needs assessment)
- Other areas identified in the Analysis

Deliverables and Timeline

The Final Report will include a number of Recommendations in which the Community Leaders should be able to do the following:

- Determine a best practice method / model to deliver cost effective and efficient Emergency Medical Services to the citizens and visitors in Richland County.
- Compare the value in dollars of donated labor (volunteers) vs. the full and total cost of providing EMS in the County, and the gap between current financial resources and what will be needed for long-term sustainability.
- Establish the development of short term (3 – 5 years) and long-term (5 – 10 years) needs and goals for the proposed EMS Model.
- Understand vehicle and equipment needs for EMS over the course of the next 20 years.

Upon execution of a contractual agreement, an initial kick-off meeting will be scheduled as soon as practical with Strategic Management & Consulting, LLC to set meeting & interview dates, obtain contact information from the Stakeholder groups, and to identify any additional goals, etc. We recognize that the Tentative start date is listed as April 25, 2022, however, due to scheduling, we would request a Start Date to begin in the second half of the month of May (as agreed upon by the contracted parties). We do not anticipate the delay in the Start Date affecting the delivery of the Final Report on or before the beginning of October, 2022. The proposed Timeline for our Analysis / Comprehensive Study and presentation of the Final Report can be found in “Appendix A”, at the end of this proposal.

Professional Summaries

The following EMS Professionals will be working together on this Feasibility Study.

Dana Sechler, President & Co-Founder, Principal Consultant



Mr. Sechler has been actively involved in Emergency Medical Services (EMS) and the Fire Service for over 31 years in various capacities. He participated in both EMS and Fire departments that were volunteer, paid-on-call, combination, resident program, and career Services.

In his full-time career in EMS & Fire Services, Mr. Sechler gained valuable experience working at a number of different types and models of Services, including Fire-, Hospital-, and County-based EMS, a Third party Service, a Municipal Service, and a District Service. Mr. Sechler also founded and co-owned a Private ambulance service. His experience as an EMS provider, Officer, Supervisor, Manager, and Administrator stems across Wisconsin, Iowa, and Illinois, allowing him to learn many different ways to provide and manage Fire & EMS in a variety of different settings.

Mr. Sechler has held a number of EMS & Fire credentials including:

- EMT, Intermediate, Paramedic, Critical Care Paramedic
- Firefighter I & II, Driver/Operator/Pumper, Fire Officer I
- Instructor certifications for EMS, Fire, and AHA, including BLS, ACLS, and PALS.

Mr. Sechler has held Administrative positions as a Fire Chief, an EMS Director, a Billing Services Manager, and a Wisconsin State EMS Office official—as the ALS / Paramedic Program Coordinator at Wisconsin DHS.

Mr. Sechler has also worked at several Colleges / Training Centers, in various capacities including EMS & Fire Instructor, Adjunct Faculty, Educator, and Administrator for initial and continuing education classes—for all the levels of EMS (including EMT, Intermediate, and Paramedic) as well as a number of Fire and Rescue classes. In the educational setting, Mr. Sechler was a contributing author on several different curriculum that were adopted at the State level, for use in training EMS providers, including:

- Wisconsin Community EMS (CEMS) Curriculum
- EMT-Paramedic to Paramedic Specialist Bridge Curriculum
- Wisconsin Critical Care Transport Paramedic Curriculum
- EMS Leadership and Operations Management Curriculum

Over the last several years, Mr. Sechler has become quite active in the Legislative process—advocating for Fire & EMS with elected officials—both at the State and Federal level.

Dana is a respected resource in the Public Service community and is often asked to speak on a number of current and critical issues at local, State, and Regional conferences for Fire & EMS. He has been a valued member on various Fire & EMS projects, Committees, Boards, and Associations at the local, State, and National levels, including:

- American Ambulance Association

- National Association of EMT's

- National Association of EMS Physicians WI Chapter Board member

- Past-President of the Professional Ambulance Association of Wisconsin

- Wisconsin EMS Advisory Board, Systems Development sub-committee member

- Wisconsin Legislative Council Study Committee member on Volunteer Firefighter and Emergency Medical Technician shortages

Jesse Coulson, Associate Consultant



Jesse Coulson has over 20 years experience in EMS & Fire, 14 of which have been as a Tactical Medic on the Dubuque Fire Department. He is a Lieutenant that supervises a company that cross-staffs three apparatus including a ladder truck, an ALS ambulance, and a County-wide Hazardous Materials unit. He has also been a Field Training Officer, Shift Training Coordinator, and a Live Fire Instructor.

While serving on the Fire Department, Mr. Coulson has instructed several hundred hours of training, and coordinated numerous other training events. He has researched, developed, and instructed cutting-edge programs for multiple agencies, including a fire safety program that reached over 1,800 elementary students in the first year. Mr. Coulson has presented his research and trainings at numerous local and regional Fire and EMS conferences. He also completed an intercultural development course and was invited to join the Intercultural Competency Facilitators Team for the City of Dubuque. The City of Dubuque Fire Department has recently received Accredited Agency status by the Commission on Fire Accreditation International. Fewer than 300 fire departments in the world are accredited.

For the past six years, Mr. Coulson has also been the EMS Program Developer at NICC, in which he develops, implements, schedules, collaborates, and manages all EMS responder education for the College students at the EMR, EMT, and AEMT levels. In this position, he is currently working on a project to collaborate with the local school districts to provide an EMT program to eligible high school students. NICC is also an accredited program.



Mr. Coulson has the following EMS & Fire Credentials:

- Firefighter I & II
- Fire Inspector I
- Fire Service Instructor
- Fire Officer I
- Haz-Mat Technician
- EMS & Fire Instructor
- National Registered Paramedic
- NFA – Youth Firesetter Intervention Specialist I & II – Safety Officer
- Highway Emergency Response Specialist & Tank Car Specialist
- Emotional Intelligence Practitioner
- Intracultural Competence Facilitator
- Blue Card Incident Command

Nick Siemens, Associate Consultant



Nick Siemens started his career as a volunteer firefighter with the Bettendorf Fire Rescue. He then took a full-time position with Cheyenne Fire Rescue, where he spent 19 of his 22 years in Fire / EMS. He held the ranks of firefighter, paramedic, engineer, and company officer, before being promoted to the rank of Division Chief of Training.

Duties associated with the Division Chief position included planning and coordinating an annual training program for the firefighters; planning and coordinating the new-hire recruit academy; supervising and coordinating the activities of other instructors; developing a comprehensive training program for use by single or multiple organizations; conducting an organization needs analysis; developing training goals and implementation strategies; preparing a training budget; planning and coordinating a training program for the department Standard Operating Procedures, and developing and administering assessment center testing for promotional exams.

Mr. Siemens has the following EMS & Fire Credentials:

- Master of Science - Disaster Preparedness and Executive Fire Department Leadership
- Bachelor of Science - Public Safety and Emergency Management
- Associate of Applied Science - Emergency Medical Services - Paramedic
- Fire Officer I and II
- Fire Instructor I and II
- Fire Inspector I
- HazMat Ops



Blue Card Incident Commander Program

National Fire Academy (NFA)

Managing Officer Program

Incident Safety Officer Applications of Community Risk Reduction

Leadership Strategies for Company Success

Training Program Management

Fire Service Course Design

Mr. Siemens was also the Program Director for the Laramie County Community College Fire Science Program, and he was the past chair of the Laramie County Training Officers group. His duties included:

Supervising all Fire Science Instructors and Adjuncts at the College

Preparing and delivering lectures to diverse students

Planning and coordinating a 12 to 16-week student firefighter recruit academy

Maintaining student records, grades, and training information (FERPA)

Hosting classes for regional, career, and volunteer fire departments

Writing grant proposals to obtain funding for needed equipment

To sum up, Mr. Sechler, Mr. Siemens, and Mr. Coulson have a wide variety of experience in almost every possible aspect of Emergency Medical Services (EMS) which can be drawn upon for the best well-rounded results in this Comprehensive Study. In addition, since the Principal Consultant for this Comprehensive Study was previously the ALS / Paramedic Program Coordinator for the State DHS EMS Office, he continues to maintain a very good working relationship with the staff at the EMS Office, which allows for a direct line of communication to be able to determine the best Recommendations for the delivery of EMS—as balanced by current Rules, Regulations, and Statutes. In addition, the other co-founder of Strategic Management & Consulting, LLC was the Wisconsin EMS Bureau Chief in years past and has recently rejoined the EMS Office staff. Though he is not listed in the Professional Summaries, his expertise is still available on an as needed basis.



References

Strategic Management & Consulting, LLC was awarded the contract for the review and analysis of the Dodge County EMS delivery system. The project was completed on January 31, 2020. This project reviewed a number of aspects of EMS Delivery across the entire County.

Contact: Dodge County

Amy Nehls, Emergency Management Director
210 W Center St.
Juneau, WI 53039

Strategic Management & Consulting LLC conducted a full review of the current “State of EMS” in Green Lake County. The project was completed on November 30, 2020. The purpose of the review was to determine current capabilities, staffing issues, and future response plans provided by two (2) existing agencies. In addition, the core question of the Study was to determine the feasibility of the County of Green Lake providing the EMS services in the future by the creation of a full-time County EMS System.

Contact: Green Lake County

Catherine Schmit, County Administrator
571 County Road A
Green Lake, WI 54941

During 2021, Strategic Management & Consulting LLC conducted a comprehensive review of the Hartford Fire Department. The project covered all aspects of the department. Points of emphasis were the future need for a second fire station, as well as personnel needs for now and the future. In addition, the Study concentrated on response capability concerns with the significant rise in EMS call volume having a negative impact on the ability of the fire side of the department to able to respond in a timely manner. All areas were addressed with various options, and recommendations or concepts for future consideration.

Contact: Hartford Fire Department

Paul Stephans, Chief
111 W Wisconsin St.
Hartford, WI 53027



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Strategic Management & Consulting, LLC conducted an operational review of the Beaver Dam Fire Department. The project was completed on February 29, 2020. This review researched adequate number of personnel, future station location(s), explored cooperative ventures with training agencies, regional response partners, department efficiencies, etc.

Contact: Beaver Dam Fire Department

Alan Mannel, Fire Chief

205 S. Lincoln Ave.

Beaver Dam, WI 53916



Cost Quotation

The Cost Quotation for this Comprehensive Study to be performed—to include the Entire Scope of items listed within this proposal—as well as Labor, Materials, Meeting costs, etc., is:

\$25,500.00

This is the entire fee that will be Charged associated with this Comprehensive Study. If there are any unanticipated costs or expenses, they will be absorbed by Strategic Management & Consulting.

The Payment Schedule for the above Quote will be as follows:

- \$5,000.00 payment due within 10 days of signing the contract
- \$4,500.00 per month payments (4 months = \$18,000.00)
- \$2,500.00 upon delivery of the Final Report

Option for Consideration

After the completion of the Comprehensive Study, Strategic Management & Consulting, LLC can provide an EMS Operations Management & Leadership Course for up to 30 participants of your choosing. This class will be based on the current EMS Operations Management & Leadership Course that is being taught by Strategic Management & Consulting, LLC through the Wisconsin Office of Rural Health, but it will be tailored to the Findings & Recommendations that will be included in the submitted Final Report.

The price quote for the EMS Operations Management & Leadership Course is:

\$7,000 for the Course to be held over several Zoom sessions, or

\$9,000.00 for the Course to be held in person, over a two-day time period

If you decide to host the EMS Operations Management & Leadership Class, an invoice for the full amount would be submitted after the completion of the Course (either via Zoom, or in person).



Appendix A

Proposed Timeline

	Date	Task / Activity
<input type="checkbox"/>	April 18, 2022	Due date for submittal of the Response to the RFP
<input type="checkbox"/>	2 nd half of May, 2022	Start Date / Kick-off meeting
<input type="checkbox"/>	June, 2022	Collect Data from current EMS Services Conduct Stakeholder Interviews / Community Engagement
<input type="checkbox"/>	July, 2022	Perform Comprehensive Review and begin DRAFT Report Present Preliminary Findings to County Liaison Continue Additional Analysis of Findings
<input type="checkbox"/>	August, 2022	Revise Study Report for Review by County Liaison
<input type="checkbox"/>	September, 2022	Finish Study Report for Final Review
<input type="checkbox"/>	September 30, 2022	Comprehensive Study Completed and Submitted
<input type="checkbox"/>	October, 2022	Presentation of Final Report to Stakeholders

Richland County Finance & Personnel Standing Committee

AGENDA ITEM SUMMARY

Agenda Item Name: Approve Bonuses and Recognition of Personnel Who Made Significant Contributions to the Public Health Emergency Response to the Community during the COVID-19 Pandemic.

Department:	Health & Human Services	Presented By:	Tracy Thorsen, Director
Date of Meeting:	May 3, 2022	Action Needed:	Vote//Resolution
Disclosure:	Open Session	Authority:	
Date submitted:	April 27, 2022	Referred by:	HHS Board

Recommendation and/or action language: Motion to... Approve expenditure of \$44,500 utilizing the Division of Public Health COVID-19 funding allocation to provide bonuses and commendation plaques for the recognition of 33 personnel who made significant contributions to the public health emergency response to the community during the COVID-19 Pandemic, as well as to formally recognize the contributions of these individuals in a County Board Resolution, and forward the recommendation onto the County Board for approval.

Background: On March 17, 2020 a COVID-19 Public Health Emergency Disaster Proclamation was issued by Clinton Langreck, County Administrator. Over the last two years, numerous Richland County personnel put their daily work responsibilities on hold to be reassigned in order to participate in the response to the unprecedented public health emergency providing testing services, disease investigations, vaccine clinics, and other support activities for the community. Some duties required staff to don full personal protective equipment to protect against the risk of contracting the virus while working at testing events and vaccine clinics. Many worked in outdoor inclement weather conditions at the testing sites. Others regularly worked extra hours during evenings and weekends providing disease investigations or performing other needed support activities to assist with the response. Several also participated in the EOC meetings and regularly advised and provided information to community members and organizations to help them keep safe. Thirty-three Richland County personnel have been identified who made these significant contributions during the pandemic.

Now that the pandemic appears to be winding down with significantly fewer daily cases, the Department of Health Services (DHS) is conducting their “COVID-19: Thank You-Moving Forward Together” campaign to recognize and thank our Public Health Heroes. **With Richland County’s Emergency Operations Center now stepping down the Incident Command, now is the opportunity for the County to recognize our Local Public Health Heroes who helped our citizens get through this difficult time.**

Health and Human Services proposes to utilize the Division of Public Health COVID-19 funding allocation (as approved by DHS) to provide bonus payments to recognize the thirty-three Richland County personnel who made significant contributions in the public health emergency response to the community. The amounts of the bonus awards would be based on level of involvement over the two-year period as shown in the Proposed Bonus Structure attachment. It is additionally proposed that these individuals be formally recognized by County Board Resolution and presented a plaque commending their contributions.

Attachments and References:

DHS-DPH Public Health Emergency Consolidated Contract 47745-2 (\$473,000 Total Allocation)	Proposed Bonus Structure Document
---	--------------------------------------

Financial Review: The total amount of bonus awards would be \$43,000 and commendation plaques would be \$1,500; totaling \$44,500. Existing funding is available. The DHS-DPH Public Health Emergency Consolidated Contract allows utilizing allocation funds for workforce needs and to enhance our state’s capacity to respond to COVID-19 now and into the future. Richland County received permission from

Richland County Finance & Personnel Standing Committee

AGENDA ITEM SUMMARY


DHS to use funds for this purpose. A number of surrounding counties are also utilizing these funds to support similar personnel recognition efforts for this unprecedented public health response.

(please check one)

X	In adopted budget	Fund Number	Public Health COVID-19 Fund
	Apportionment needed	Requested Fund Number	
	No financial impact		

Approval:

Review:



Department Head

Administrator, or Elected Office (if applicable)

PROPOSED BONUS STRUCTURE

CATEGORY	DESCRIPTION	BONUS AMOUNT
TIER 1:	<i>More than 500 hours above and beyond regular work time providing COVID emergency / public health response activities to the community</i>	\$ 2,000.00
TIER 2:	<i>Between than 100 to 500 hours above and beyond regular work time providing COVID emergency / public health response activities to the community</i>	\$ 1,000.00
TIER 3:	<i>Between than 50 to 100 hours above and beyond regular work time providing COVID emergency / public health response activities to the community</i>	\$ 500.00

FIRST NAME	LAST NAME	DEPT/UNIT	PUBLIC HEALTH WORK	TIER	BONUS AMOUNT
Brandie	Anderson	HHS-PH	COVID Community Testing COVID Community Vaccine Clinics Disease Investigation Pubic Information and Infrastructure Support	1	\$ 2,000.00
Amber	Burch	RIC-AMB	COVID Community Testing COVID Community Vaccine Clinics Pubic Information and Infrastructure Support	1	\$ 2,000.00
John	Couey	RICH-MIS	Pubic Information and Infrastructure Support	1	\$ 2,000.00
Becky	Dahl	HHS-PH	COVID Community Vaccine Clinics Disease Investigation	1	\$ 2,000.00
Darin	Gudgeon	RIC-AMB	COVID Community Testing COVID Community Vaccine Clinics Pubic Information and Infrastructure Support	1	\$ 2,000.00
John	Heinen	RIC-AMB	Pubic Information and Infrastructure Support	1	\$ 2,000.00
Rose	Kohout	HHS-PH	COVID Community Testing COVID Community Vaccine Clinics Disease Investigation Pubic Information and Infrastructure Support	1	\$ 2,000.00
Teresa	Landes	HHS-PH	COVID Community Testing COVID Community Vaccine Clinics	1	\$ 2,000.00
Jason	Marshall	RICH-MIS	Pubic Information and Infrastructure Support	1	\$ 2,000.00
Amber	Morris	HHS-ESS	COVID Community Testing COVID Community Vaccine Clinics Disease Investigation	1	\$ 2,000.00
Teri	Richards	HHS-PH	COVID Community Testing COVID Community Vaccine Clinics Disease Investigation	1	\$ 2,000.00
Angie	Rizner	HHS-ADMIN/BUS	COVID Community Vaccine Clinics Pubic Information and Infrastructure Support	1	\$ 2,000.00
Barb	Scott	RICH-MIS	Pubic Information and Infrastructure Support	1	\$ 2,000.00

FIRST NAME	LAST NAME	DEPT/UNIT	PUBLIC HEALTH WORK	TIER	BONUS AMOUNT
Carlene	Shaw	HHS-PH	COVID Community Testing COVID Community Vaccine Clinics Disease Investigation Pubic Information and Infrastructure Support	1	\$ 2,000.00
Jaymie	Bruckner	HHS-ADMIN/BUS	COVID Community Testing COVID Community Vaccine Clinics Pubic Information and Infrastructure Support	2	\$ 1,000.00
Toni	Cabrera	HHS-ESS	COVID Community Testing COVID Community Vaccine Clinics	2	\$ 1,000.00
Deb	Dittmer	HHS-ADMIN/BUS	COVID Community Vaccine Clinics Disease Investigation	2	\$ 1,000.00
Nichole	Gaudette	HHS-ADRC	Disease Investigation	2	\$ 1,000.00
Jaide	Johnson	HHS-PH	Disease Investigation	2	\$ 1,000.00
Veronica	Olson	RICH-PROBATE (former HHS)	COVID Community Vaccine Clinics Disease Investigation Pubic Information and Infrastructure Support	2	\$ 1,000.00
Sarah	Orr	RIC-AMB	COVID Community Vaccine Clinics	2	\$ 1,000.00
Meghan	Rohn	HHS-ADMIN/BUS	COVID Community Testing COVID Community Vaccine Clinics Pubic Information and Infrastructure Support	2	\$ 1,000.00
Cassie	Sanders	HHS-ADRC	COVID Community Testing	2	\$ 1,000.00
Tanya	Webster	HHS-PH	Disease Investigation	2	\$ 1,000.00
Tammy	Wheelock	RICH-ADMIN (former HHS)	COVID Community Testing COVID Community Vaccine Clinics	2	\$ 1,000.00
Kisha	Blake	RIC-AMB	COVID Community Testing COVID Community Vaccine Clinics	3	\$ 500.00
Nicole	Chitwood	HHS-ADMIN/BUS	COVID Community Vaccine Clinics	3	\$ 500.00
Kathy	Dobbs	HHS-ADMIN/BUS	COVID Community Testing COVID Community Vaccine Clinics	3	\$ 500.00
Bradi	Donahoe	HHS-CYS	Disease Investigation	3	\$ 500.00
Kelly	Mormann	HHS-ESS	COVID Community Vaccine Clinics	3	\$ 500.00
Stephanie	Ronnfeldt	HHS-ADMIN/BUS	Pubic Information and Infrastructure Support	3	\$ 500.00
Savanah	Tydrich	HHS-ESS	COVID Community Testing COVID Community Vaccine Clinics	3	\$ 500.00
David	Yardley	RIC-AMB	COVID Community Testing	3	\$ 500.00
					\$ 43,000.00

This list includes personnel who made significant contributions in the public health emergency response to the community during the COVID-19 Public Health Emergency from 3/17/2020-3/17/2022.

RESOLUTION NO. 22-_____

A Resolution Approving Bonuses and Recognition of Personnel Who Made Significant Contributions to the Public Health Emergency Response to the Community during the COVID-19 Pandemic.

WHEREAS over the last two years since the COVID-19 Public Health Emergency Disaster Proclamation was issued by the Richland County Administrator, Clinton Langreck, on March 17, 2020, several Richland County personnel put their daily work responsibilities on hold to be reassigned in order to participate in the response to the unprecedented public health emergency providing community testing services, disease investigations, community vaccine clinics, and other vital support activities in response to the pandemic; and

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, have recommended to officially recognize and thank our “Public Health Heroes;” and

WHEREAS County Administrator Clinton Langreck has recommended that the County Board approve awarding a one-time bonus pay and formal recognition by County Board Resolution and commemorative plaque to each of the thirty-three personnel who provided this critical response effort; and

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

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted to pay a one-time bonus to thirty-three Richland County employees and contracted/leased personnel as follows:

\$2,000.00 to those who provided more than 500 response hours (Tier 1),
\$1,000.00 to those who provided 100-500 response hours (Tier 2), and
\$500.00 to those who provided 10-100 response hours (Tier 3), with this payment to be made to employees of the following departments whose positions are listed on attached Exhibit A:

Health & Human Services (HHS-Unit)
Emergency Management/Ambulance Service (RIC-AMB)
Management Information Systems (RIC-MIS)
Probate (RIC-PROBATE)
County Administration (RIC-ADMIN); and

BE IT FURTHER RESOLVED that the total of up to \$44,500 [\$43,000 in bonuses and \$1,500 in commemorative plaques] shall be paid from the funding under the Department of Health Services Division of Public Health Emergency Consolidated Contract, and

BE IT FURTHER RESOLVED that County Administrator Clinton Langreck is hereby authorized to sign on behalf of the County any documents necessary to carry out this Resolution; and

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

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION _____

COUNTY CLERK

DATED _____

RESOLUTION OFFERED BY THE COUNTY
SUPERVISOR MEMBERS OF THE HEALTH
AND HUMAN SERVICES BOARD

FOR AGAINST

DRAFT

Richland County Finance & Personnel Standing Committee

AGENDA ITEM SUMMARY

Agenda Item Name: Approve the Use of 2021 Health & Human Services Remaining Funds

Department:	Health & Human	Presented By:	Tracy Thorsen, Director
Date of Meeting:	May 3, 2022	Action Needed:	Vote//Resolution
Disclosure:	Open Session	Authority:	
Date submitted:	April 27, 2022	Referred by:	HHS Board

Recommendation and/or action language: Motion to... Approve the use of remaining funds from the 2021 HHS Budget totaling \$147,347 specifically to address retention and recruitment efforts in the department by providing both retention bonuses to existing staff as well as a sign-on or incentive bonuses in order to recruit for vacant positions, and forward the recommendation onto the County Board for approval.

Background: At the April 14, 2022 Health and Human Services Board Meeting, the Board affirmed that remaining funds from the 2021 Health and Human Services Core Budget come from sources that are intended to be utilized to fund human services programs, services, and operations; and therefore should be applied to address the Health and Human Service staffing crisis. With that, the Health and Human Services Board recommended that barring an action by the County Board in 2022 to establish a wage placement progression plan and to address the high employee cost of health insurance, that rather than returning all the remaining funds from the 2021 HHS Core Budget to the County's General Fund, a portion of the funds should be used instead to address retention and recruitment efforts in the department.

Health and Human Services has experienced a major staffing crisis throughout 2021 and continuing into 2022. In 2021 the "Great Resignation" impacted Health and Human Services with the loss of eighteen (18) staff. Losses occurred in every unit except Public Health. Two (2) additional resignations occurred in the first months of 2022. Now Health and Human Services is struggling to recruit for the several vacant positions. Eight (8) positions remain unfilled as of April 27, 2021. These positions are in critical areas including two (2) in the area of child protective services, three (5) in mental health/crisis services, and one (1) agency director.

Being unable to fill these critical positions places significant stress on the remaining staff who must take on the additional workload. Long term stress such as this will predictably lead to burnout and may potentially put the agency at risk of losing more staff or putting those remaining staff at risk of being susceptible to errors in judgement in such critical emergency services as child and adult protection and mental health crisis.

Attachments and References:

Final 2021 Budget Report Presented at the March 10, 2022 HHS Board Meeting
Final 2021 Placement Report Presented at the March 10, 2022 HHS Board Meeting

Financial Review: Health and Human Services is projecting that there will be approximately \$656,877 remaining in the 2021 Core Budget after all core expenses have been paid. Remaining funds are normally required to be returned to the County's General Fund once the auditors have closed out the year. A significant amount (\$434,347) comes from unanticipated revenue sources intended for funding human services programs, services, and operations. The table below shows a breakdown of these funds.

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

Richland County Finance & Personnel Standing Committee

AGENDA ITEM SUMMARY

Sources of 2021 Remaining Funds in HHS Core Budget		Amount
1.	Budget Savings <i>(decreased expenses due to vacancies & increased revenues)</i>	\$ 222,530
2.	Economic Support 2020 Revenue <i>(Remained In 2021 Budget Year)</i>	\$ 123,000
3.	WIMCR Reconciliation	\$ 164,000
4.	Enhanced Medicaid Funds	\$ 29,017
5.	Random Moment Survey Surplus Funds	\$ 22,281
6.	ARPA Rural Provider Relief funds	\$ 96,049
TOTAL		\$ 656,877

Health and Human Services is projecting a 2021 yearend deficit in placements (Funds 44 and 54) of approximately \$204,504.

2021 Yearend Projected Balances	Amount
HHS Core Budget Funds 53, 56, & 59	\$ 656,877
Child Placement Fund 44	\$ (105,047)
Adult Placement Fund 54	\$ (99,457)
TOTAL REMAINING 2021 FUNDS	\$ 452,373

After this deficit is covered by the remaining funds from the Core Budget, Health and Human Services projects a \$452,373 surplus. The request is to utilize funding sources #4 (\$29,017), #5 (\$22,281) and #6 (\$96,049) as noted above which total \$147,347 since these revenue sources are specific to HHS staffing. That would leave a surplus balance of \$305,026 which would be returned to the County's General Fund.

(please check one)

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

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 22-_____

A Resolution Approving the Use of 2021 Health & Human Services Remaining Funds.

WHEREAS the 2021 Health and Human Services Core Budget is projected to close the year with and estimated \$452,373 in remaining funds after the placement expenses have been fully covered; and

Sources of 2021 Remaining Funds in HHS Core Budget	Amount
1. Budget Savings <i>(decreased expenses due to vacancies & increased revenues)</i>	\$ 222,530
2. Economic Support 2020 Revenue <i>(Remained In 2021 Budget Year)</i>	\$ 123,000
3. WIMCR Reconciliation	\$ 164,000
4. Enhanced Medicaid Funds	\$ 29,017
5. Random Moment Survey Surplus Funds	\$ 22,281
6. ARPA Rural Provider Relief funds	\$ 96,049
TOTAL	\$ 656,877
2021 Yearend Projected Deficits in Placement Funds 44 & 54	\$ -204,504
TOTAL	\$ 452,373

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, have maintained that remaining funds from the 2021 Health and Human Services Core Budget come from sources that are intended to be utilized to fund human services programs, services, and operations; and

WHEREAS Health and Human Services has experienced a major staffing crisis throughout 2021 and continuing into 2022; and

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, have recommended that \$147,347 of these remaining funds from the 2021 Health and Human Services Budget be set aside specifically to address retention and recruitment efforts in the department by providing both retention bonuses to existing staff as well as a sign-on or incentive bonuses in order to recruit for vacant positions; and

WHEREAS County Administrator Clinton Langreck and the Finance & Personnel Standing Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted to utilize \$147,347 of the remaining funds from the 2021 Health and Human Services Budget to provide a retention and recruitment incentive program which shall include both retention bonuses to existing staff as well as a sign-on or incentive bonuses in order to recruit for vacant positions; and

BE IT FURTHER RESOLVED that in order to be eligible for a retention bonus, employees must be on the county payroll as of 05/17/2022 (having not previously submitted a letter of resignation) and the retention bonuses shall be paid on the pay date to be determined by the County Administrator; and

BE IT FURTHER RESOLVED that the HHS Director shall have the discretion to determine, adjust and

terminate recruitment bonuses in order to keep within the approved dollar amount with notification given to the County Administrator and Finance & Personnel Standing Committee; and

BE IT FURTHER RESOLVED that County Administrator Clinton Langreck is hereby authorized to sign on behalf of the County any documents necessary to carry out this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION _____

COUNTY CLERK

DATED _____

RESOLUTION OFFERED BY THE COUNTY
SUPERVISOR MEMBERS OF THE HEALTH
AND HUMAN SERVICES BOARD

FOR AGAINST

Richland County Finance & Personnel Standing Committee

AGENDA ITEM SUMMARY

Agenda Item Name: Approve to Eliminate the Early Intervention Special Educator Position and Replace it with a Children's Long-Term Support & Birth to 3 Case Manager Position

Department:	Health & Human Services	Presented By:	Tracy Thorsen, Director
Date of Meeting:	May 3, 2022	Action Needed:	Vote // Resolution
Disclosure:	Open Session	Authority:	
Date submitted:	April 27, 2022	Referred by:	HHS Board

Recommendation and/or action language: Motion to... Approve the elimination of the Early Intervention Special Educator position, with the position to be replaced by a Children's Long-Term Support & Birth to 3 Case Manager position, and forward the recommendation onto the County Board for approval.

Background: The Early Intervention Special Educator position has been vacant for over three years and has not been filled by a qualified staff, with an Early Childhood Special Educator degree, in over ten years. Through consultation with the Department of Health Services (DHS) Birth to 3 (BT3) and Children's Long-Term Support (CLTS) Program staff, it is recommended that the county consider contracting options to fulfill the need for a Birth to 3 Educator position.

To accommodate the increase in Birth to 3 and Children's Long-Term Support caseload sizes, it would best serve programmatic needs to eliminate the Early Intervention Special Educator position and to replace the position with a Children's Long-Term Support & Birth to 3 Case Manager position.

The current Early Intervention Special Educator position is a non-billable position and is listed as full-time at 35-hours per week. The Children's Long-Term Support & Birth to 3 Case Manager position would be a 40-hour per week position, and would be fully funded through CLTS Case Management/Waiver Funding, Children's Community Options Program Case Management Funding, Birth to 3 Medicaid Case Management Funding, and Comprehensive Community Services Service Facilitation funding. Both the Early Intervention Special Educator position (requested to be eliminated) and the Children's Long-Term Support & Birth to 3 Case Manager position are at Grade H on the existing county pay scale. The creation of another Children's Long-Term Support & Birth to 3 Case Manager position would allow for two positions with this title and job duties to be in the Behavioral Health Unit.

Attachments and References:

<i>Children's Long-Term Support & Birth to 3 Case Manager Position Description</i>	<i>Early Intervention Special Educator Position Description</i>
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Richland County Finance & Personnel Standing Committee

AGENDA ITEM SUMMARY

Financial Review: There is no increase to county tax levy. The expense the

	2022 Budgeted Expenses	Projected New Expenses
Total 2022 current salary expenses (minus misc. expenses)	\$163,045.97	\$163,045.97
Total salary expenses of new position (full year)		\$82,726.23
Total Miscellaneous Expenses	\$109,360.00	\$109,360.00
TOTAL YEARLY EXPENSE	\$272,405.97	\$355,132.20

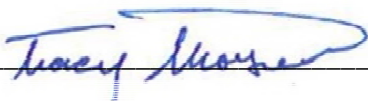
	2022 Budgeted Revenue	Projected New Revenue
Birth to 3	\$84,794.40	\$102,124.62
Children's Long-Term Support and Children's Community Options Programming Case Management	\$67,051.92	\$113,905.83
Comprehensive Community Services	\$31,927.89	\$50,469.99
Tax Levy	\$53,621.00	\$53,621.00
BCA	\$35,010.76	\$35,010.76
TOTAL YEARLY REVENUE	\$272,405.97	\$355,132.20

(please check one)

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

Approval:

Review:


 Department Head

 Administrator, or Elected Office (if applicable)

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Early Intervention Special Educator **Department:** Health & Human Services

Reports to: Children's Long-Term Support & Birth to 3 Supervisor **Pay Grade:** H

Date: September 1, 2019

Hours Per Week: 35

PURPOSE OF POSITION

The position is responsible for providing care management services to children with seen and unseen disabilities. The purpose of the position is to identify child and family outcomes, assess needs, identify and authorize appropriate services, monitor on-going services, connect children and families to other community services, in order to maintain children in the community with their family. This position works under Richland County Health and Human Services Behavioral Health Services Unit.

The Early Intervention Special Educator, as a member of the Integrated Family Services Plan (IFSP) Team, actively participates in relationship based early intervention through the use of evidence-based, natural learning practices to enhance the development of infants and toddlers with developmental delays and disabilities; and to enhance the capacity of families and other care providers to provide ongoing learning opportunities for these children throughout daily activities and routines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Programming

- Evaluation and assessment of children to identify delays in social, emotional, cognitive communication/ language and other areas of development in line with the Wisconsin Birth to Three eligibility criteria;
- Write evaluation/ assessment reports
- Participation in Individual Family Service Plan meetings, IEPs, and transition planning meetings with parents, schools and other professionals;
- Development and implementation of activities, techniques and strategies for children, parents and other care providers utilizing evidence based, natural learning practices;
- Provide other supports and information on community resources as needed;
- Provide service coordination for children if role is blended with Children's Long-Term Support & Birth to 3 Supervisor;

Communication with Parents

- Schedule home, community and joint visits;
- Provide appropriate information of typical development;
- Inform parents of available community resources related to child's development;
- Gather information through effective parent interviewing;
- Plan and arrange for services as needed. Develop a good understanding of the local service providers and their systems of delivery. Collaborate with providers to arrange coordinated client services;
- Complete annual program plans as required for BTT program;
- Provide strategies for home/day care programming using a coaching style of interaction;

Communication with Other Professionals

- Participate in joint home visits with other providers as determined by IFSP;
- Request consultations as needed and provided consultation to other staff upon request;
- Report observations and progress in case notes;
- Work cooperatively with other service providers, physicians, school districts, and community agencies to provide coordinated services to families on caseload;
- Attend clinic visits, visit child care settings, and visit school programs as requested;
- Participate in staff meetings, team meetings and trainings, and be present for in-service trainings as requested;
- Participate as a team member in child find and outreach activities as requested;

Office Responsibilities

- Maintain current, accurate and appropriate documentation of activities with children on caseload;
- Submit timesheet and mileage according to agency policy;
- Submit billing as required;
- Respond to e-mails and phone calls;

Other Responsibilities

- Complete other duties as assigned by the Children's Long-Term Support & Birth to 3 Supervisor and the Behavioral Health Services Manager;
- Follow State, Federal, and Health and Human Services policies, regulations, and protocols;
- Responsible for proper documentation according to policies and procedures;
- Follows Universal Precautions and all other OSHA required Programs and Procedures;
- Other duties as assigned by the County Board, Health and Human Services Board, and state rules and regulations;
- Arrange work schedule as necessary or directed to meet the program and consumer service needs;
- Represents Richland County Health and Human Services to the community at large and maintains good community public relations.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.

- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree in Education from an accredited school.
- Licensure under Ch 115, Wisconsin Statutes' and Chapter (808 or 809).
- Intervention/ teaching experiences with infants and toddlers.
- Broad knowledge of general development in infants and toddlers including children with and without developmental delays with expertise in the areas of social, emotional, behavior management and cognition.
- An understanding of the importance of providing a range of services for young children with disabilities and their families.
- Working knowledge of computers, computer programs, typing and data entry.
- Current WI Driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare a variety of documents including client records, social histories, performance evaluations, diagnostic reports, letters, court reports, and financial applications.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgment frequently on anything from non-routine to occasionally highly unstable situations, including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Know when to consult with Children's Services Manager during the intake and ongoing case management process.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger, and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/ or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunities Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Replace eliminated
position with a 2nd
position using this title.

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Children's Long-Term Support & Birth to 3 Case Manager **Department:** Health & Human Services

Reports to: Children's Long-Term Support & Birth to 3 Supervisor **Pay Grade:** Social Worker (Professional) & H

Date: September 1, 2019

Hours Per Week: 40

PURPOSE OF POSITION

The position is responsible for providing care management services to children with seen and unseen disabilities. The purpose of the position is to identify child and family outcomes, assess needs, identify and authorize appropriate services, monitor on-going services, connect children and families to other community services, in order to maintain children in the community with their family. This position works within Richland County Health and Human Behavioral Health Services Unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Programming Responsibilities

- Provide care management to children receiving services in the Children's Long-Term Support (CLTS). Comprehensive Community Services (CCS) and Birth to 3 Programs, funding services to include; assessing the child and family needs, listening to families and developing an outcome based service plan, providing ongoing monitoring of needs and services for effectiveness, connecting children and families community resources as appropriate.
- Provide information to families and coordinate referrals to these programs when appropriate.
- Plan and arrange for services as needed. Develop a good understanding of the local service providers and their systems of delivery. Collaborate with providers to arrange coordinated client services.
- Complete annual program plans as required.
- Responsible to provide care management to children in transition from the school system into the adult services program(s).
- Provide information to families with enrolled children regarding other agency services and coordinate referrals to these programs as appropriate.
- Coordinating the performance evaluations and assessments as described in ss. HFS 90.08 and 90.09.

- Facilitating and participating in development, review and evaluation of the IFSP.
- Ensure parent and child rights and procedural safeguards are met.
- Review and maintain case files at a minimum of every six months, assuring all information is in the child's main file.
- Facilitate the completion of necessary paperwork in a timely manner to close out main files when a child transfers out of services.
- Informing parents of the availability of advocacy services/ resources.

Other Responsibilities

- Participate in 24-hour emergency coverage rotation as directed.
- Provide information to families with children receiving services regarding other agency services and coordinate referrals to these programs as appropriate.
- Participate in staff meetings, team meetings and trainings, and be present for in-service trainings as requested.
- Represents Richland County Health and Human Services to the community at large and maintains good community public relations.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree in Social Work or human service related field with State of Wisconsin Social Work certification or ability to obtain social work certification within two years of hire date.
- One year of experience working with persons with developmental disabilities required, two years preferred.
- Prior experience in child protective services or juvenile justice or related field preferred.
- Completion of all child welfare pre-service and core training requirements as specified by Wisconsin DHFS standards.
- Working knowledge of computers, computer programs, typing and data entry.
- Current WI Driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare a variety of documents including client records, social histories, performance evaluations, diagnostic reports, letters, court reports, and financial applications.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgment frequently on anything from non-routine to occasionally highly unstable situations, including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Know when to consult with Children's Services Manager during the intake and ongoing case management process.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger, and feel. Ability to lift and carry.

- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/ or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunities Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

RESOLUTION NO. 22-_____

A Resolution Approving to Eliminate the Early Intervention Special Educator Position and Replace it with a Children's Long-Term Support & Birth to 3 Case Manager Position.

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, has recommended to eliminate the Early Intervention Special Educator position and replace the position with a Children's Long-Term Support & Birth to 3 Case Manager position to accommodate the increase in Birth to 3 and Children's Long-Term Support caseload sizes, and

WHEREAS the Children's Long-Term Support & Birth to 3 Case Manager position is a billable position and would be fully funded through CLTS Case Management/Waiver Funding, Children's Community Options Program Case Management Funding, Birth to 3 Medicaid Case Management Funding, and Comprehensive Community Services Service Facilitation funding. The Early Intervention Special Educator position is a non-billable position, has not been filled by a qualified staff for over three years, and was not included in the 2022 budget; and

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

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted to eliminate the Early Intervention Special Educator position and replace it/create an additional Children's Long-Term Support & Birth to 3 Case Manager position (Grade H on the existing county pay scale).

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE COUNTY
SUPERVISOR MEMBERS OF THE HEALTH
AND HUMAN SERVICES BOARD

AYES _____ NOES _____

RESOLUTION _____

FOR AGAINST

COUNTY CLERK _____

DATED _____

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

Richland County Committee

Agenda Item Cover

Agenda Item Name: Municipal Advisory Agreement with Wisconsin Public Finance Professionals

Department	Administration	Presented By:	Administrator
Date of Meeting:	03 May 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure E
Date submitted:	02 May 2022	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

1. Motion to ... recommend resolution to the Richland County Board to enter into an agreement with Wisconsin Public Finance Professionals in the amount of \$26,500 to provided necessary loan services.

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

This contract secures Wisconsin Public Finance Professionals, Carol Wirth, to coordinate all necessary actions with the \$8,500,000 borrowing.

Attachments and References:

18a Municipal Advisory Agreement - WPPF	

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	Will be paid for from borrowing.	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

\$26,500.00 will come from borrowing and will appear in the interest section of the schedule.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)



WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC
155 SOUTH EXECUTIVE DRIVE, SUITE 211
BROOKFIELD, WI 53005
414-434-9644
FAX: 414-226-2014

Municipal Advisory Agreement

Richland County, Wisconsin

\$8,500,000 General Obligation Capital Improvement Bonds 2022

Wisconsin Public Finance Professionals, LLC ("WPFP") is a "municipal advisor" as defined by the Securities and Exchange Commission ("SEC") Final Rule adopted September 18, 2013. WPFP is registered and regulated by the SEC and the Municipal Securities Rulemaking Board ("MSRB"). Richland County, Wisconsin ("County"), hereby retains WPFP to serve as its Municipal Advisor in accordance with the terms and conditions of this Municipal Advisory Agreement ("Agreement") effective the date of execution (the "Effective Date"). As Municipal Advisor, WPFP will have fiduciary duties, including a duty of care and a duty of loyalty. WPFP is required to act in the County's best interest without regard to its own financial and other interests.

MSRB Rule G-10 and G-42 Notifications, Disclosures of Conflicts of Interest and Other Information

As a Municipal Advisor registered with the MSRB and the SEC, WPFP is required to provide certain notifications, disclosures and information to the County, in writing, no less than once each calendar year. Included on the last page of the Agreement are notifications and disclosures in accordance with MSRB Rule G-10 regarding a brochure available on the MSRB's website at www.msrb.org that describes the protections available under MSRB rules and how to file a complaint with an appropriate regulatory authority; and, disclosures in accordance with MSRB Rule G-42 related to conflicts of interest and other information. All municipal advisory services are performed by employees of WPFP. WPFP has no relationships with other firms, or employees of the County, that could present a real or perceived conflict of interest. Carol Ann Wirth is the responsible party for WPFP in its relationship with the County.

Scope of Municipal Advisory Services

WPFP is engaged by the County as its Municipal Advisor to provide services with respect to the issuance of \$8,500,000 General Obligation Capital Improvement Bonds – 2022, hereinafter referred to as the "Issue," to fund the radio and tower project, facility maintenance and improvements and equipment acquisition.

(a) Services to be Provided:

1. Evaluate options or alternatives with respect to the proposed new Issue
2. Review financial and other information regarding County, the proposed Issue and any source of repayment of or security for the Issue
3. Consult with and/or advise County on actual or potential changes in market place practices, market conditions, regulatory requirements or other matters that may have an impact on the County and its financing plans, or related to its outstanding issues
4. Assist County with establishing a plan of finance
5. Establish the structure, timing, terms and other similar matters concerning the Issue
6. Prepare the financing timeline
7. Consult with representatives of County and its agents or consultants with respect to the Issue

8. Attend meetings of County's governing body, as requested
9. Advise County on the manner of sale of the Issue
10. Gathering financial, statistical and factual information relating to the County and the purpose of the Issue for the preparation of the Preliminary and Final Official Statement
11. For an Issue to be sold at negotiated sale, assist County in the selection of an underwriter through an RFP process; participate in pricing discussions, advise County on the acceptability of the underwriter's pricing and offer to purchase, distribute an electronic version of the Preliminary and Final Official Statement to the selected underwriter
12. For an Issue to be sold at competitive sale, prepare and distribute the Official Notice of Sale and Bid Form, place Issue on bidding calendars and electronic bidding platforms, assisting with collecting and verifying bids submitted by underwriters, obtain CUSIP numbers, distribute an electronic version of the Preliminary Official Statement to prospective bidders and the Final Official Statement to the winning bidder.
13. Advise County with regard to any continuing disclosure undertaking required to be entered into in connection with the Issue
14. Respond to questions from bidders, underwriters or potential investors
15. Prepare information for and participate in presentation to rating agency
16. Work with bond counsel and other transaction participants to prepare and/or review necessary authorizing documentation of County and other documents necessary to finalize and close the Issue, and to issue an unqualified opinion approving the legality and tax status of the Issue
17. Coordinate closing, delivery of the Issue and transfer of funds
18. Prepare closing memorandum or transaction summary, together with general guidance for County with respect to the use of the Issue proceeds and the payment of debt service; prepare final amortization schedules.
19. Provide such other usual and customary municipal advisory services as may be requested by County including services related to debt management and preliminary structuring of potential future issues, credit management and continuing disclosure requirements
20. Advise County on potential refinancing opportunities of its outstanding issues

(b) Limitations on Scope of Municipal Advisory Services. The Scope of Municipal Advisory Services is subject to the following limitations:

(i) The scope of services is limited solely to the services described herein and is subject to any limitations set forth within the description of the Scope of Municipal Advisory Services.

(ii) Unless otherwise provided in the Scope of Municipal Advisory Services described herein, Municipal Advisor is not responsible for certifying as to the accuracy or completeness of any preliminary or final official statement, other than with respect to any information about Municipal Advisor provided by Municipal Advisor for inclusion in such documents.

(iii) The Scope of Municipal Advisory Services does not include tax, legal, accounting or engineering advice with respect to any Issue or in connection with any opinion or certificate rendered by counsel or any other person at closing; and, does not include review or advice on any feasibility study.

(c) Amendment to Scope of Municipal Advisory Services

The Scope of Municipal Advisory Services may be changed only by written amendment or supplement to the Scope of Municipal Advisory Services described herein. The parties agree to amend or supplement the Scope of Municipal Advisory Services described herein promptly to reflect any material changes or additions to the Scope of Municipal Advisory Services.

Municipal Advisor's Regulatory Duties When Servicing County

MSRB Rule G-42 requires that Municipal Advisor make a reasonable inquiry as to the facts that are relevant to County's determination whether to proceed with a course of action with a course of action or that form the basis for and advice provided by Municipal Advisor to County. The rule also requires that Municipal Advisor undertake a reasonable investigation to determine that it is not basing any recommendation on materially inaccurate or incomplete information. Municipal Advisor is also required under the rule to use reasonable diligence to know the essential facts about County and the authority of each person acting on County's behalf. The County agrees to cooperate, and to cause its agents to cooperate, with Municipal Advisor in carrying out these regulatory duties, including providing to Municipal Advisor accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties.

Term of this Engagement

The term of this Agreement begins on the Effective Date and ends, unless earlier terminated as provided below, on December 31, 2023. This Agreement may be terminated with or without cause by either party upon the giving of at least sixty (60) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of termination, the Municipal Advisor shall be paid in full for any services performed to the date of that termination at the normal hourly rates (\$185/hour professional staff, \$95/hour support staff) for time actually spent. WPFP may not assign this Agreement without the County's prior written consent. The laws of the State of Wisconsin shall apply to this Agreement.

Compensation - Fees and Expenses

WPFP's fee for services performed under this Agreement shall be \$26,500. WPFP's fee includes all necessary in-state travel and general out-of-pocket expenses i.e. supplies and copying. WPFP's fee is due and payable upon the closing of the Issue. The County shall pay the fees and expenses determined by each respective financing team participant (i.e. bond counsel, rating agency and underwriter), and costs associated with the printing and distribution of Official Statements (\$1,000). If WPFP performs services under this Agreement, and, a financing is not consummated, WPFP shall be compensated at our normal hourly rates (\$185/hour professional staff, \$95/hour support staff) for time actually spent.

Limitation of Liability/Insurance

In the absence of willful misconduct, bad faith, or reckless disregard of obligations or duties hereunder on the part of Municipal Advisor, Municipal Advisor shall have no liability to County for any act or omission in the course of, or connected with, rendering services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of municipal securities, or for any financial or other damages resulting from County's election to act or not to act, as the case may be, contrary to any advice or recommendation provided by Municipal Advisor to the County. No recourse shall be had against Municipal Advisor for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of County arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action, or other proceeding brought or received from the Internal Revenue Service in connection with any Issue or otherwise relating to the tax treatment of any Issue, or in connection with any opinion or certificate rendered by counsel or any other party. Notwithstanding the foregoing, nothing contained in this paragraph or elsewhere in this Agreement shall constitute a waiver by the County of any of its legal rights under applicable U.S. federal securities laws or any other laws whose applicability is not permitted to be contractually waived, nor shall it constitute a waiver or diminution of Municipal Advisor's fiduciary duty to County under Section 15B(c)(1) of the Securities Exchange Act of 1934, as amended, and the rules thereunder.

WPFP shall maintain, throughout the term of this Agreement, professional general liability insurance in the amount of \$1,000,000 per occurrence, having a \$5,000 deductible.

The County acknowledges that the County is responsible for the contents of Preliminary and Final Official Statements prepared for each Issue, and, is subject to, and may be held liable under, federal or state securities laws for misleading or incomplete disclosure.

Authority

The undersigned represents and warrants that he has full legal authority to execute this Agreement on behalf of the County. The following individuals have the authority to direct Municipal Advisor's performance of its activities under this Agreement: Marty Brewer, Richland County Board Chairperson, and, Clinton Langreck, Richland County Administrator.

WISCONSIN PUBLIC FINANCE
PROFESSIONALS, LLC

By 
Carol Ann Wirth, President

RICHLAND COUNTY, WISCONSIN

By: _____

Title: _____

Date: _____

Wisconsin Public Finance Professionals, LLC

MSRB Rule G-10 Disclosure - Notifications

- Wisconsin Public Finance Professionals, LLC (“WPFP”) is a Municipal Advisor registered with the Municipal Securities Rulemaking Board (“MSRB”) and the Securities and Exchange Commission (“SEC”).
- The MSRB’s website address is as follows: www.msrb.org.
- A brochure is available on the MSRB website that describes protections available under MSRB rules and how to file a complaint with an appropriate regulatory authority.

MSRB Rule G-42 Disclosure

1. Wisconsin Public Finance Professionals, LLC (“WPFP”) is an MSRB Registered Municipal Advisor that conducts all municipal advisory activities subject to the fiduciary standards of conduct.
2. The Form MA of WPFP along with the most recent Form MA-I for each MSRB associated person is posted in the Edgar Database located on the US Securities and Exchange Commission website (www.sec.gov/edgar/searchedgar/companysearch.html) searching under the name “Wisconsin Public Finance Professionals, LLC.” If you require a hard-copy of any of these forms, please send a written request to the Firm’s Chief Compliance Officer’s attention at the address below.
3. To the best of our knowledge and belief, neither WPFP nor any Associated Person has any material undisclosed conflict of interest.
 - A. WPFP has no financial interest in, nor does WPFP receive any undisclosed compensation from, any firm or person that WPFP may use in providing any advice, service, or product to or on behalf of any WPFP client.
 - B. WPFP does not pay MSRB registered solicitors or other MSRB Registered Municipal Advisors directly or indirectly in order to obtain or retain an engagement to perform municipal advisory services for any municipal entity.
 - C. WPFP does not receive any payments from a third party to enlist WPFP’s recommendation of services, municipal securities transactions, or any municipal financial product or service.
 - D. WPFP does not have any undisclosed fee-splitting arrangements with any provider of investments or services to any municipal entity.
 - E. WPFP does not have any conflicts of interest arising from compensation for municipal activities to be performed that are contingent on the size or closing of any transaction for which WPFP is providing advice.
 - F. There is no other actual or potential conflict of interest that could reasonably be anticipated to impair WPFP’s ability to provide advice to any municipal entity in accordance with the standards of fiduciary conduct.
4. WPFP (“the Firm”) nor any of its Associated Person are not currently subject to or have been subject to any legal or disciplinary event that could be material to a client’s evaluation of the Firm or the integrity of its management or Associated Persons.

155 South Executive Drive, Suite 211, Brookfield, WI 53005

Richland County Committee

Agenda Item Cover

Agenda Item Name: Administrative Reports: (Items 19 through 21)

Department	Administration	Presented By:	Administrator
Date of Meeting:	03 May 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure H
Date submitted:	02 May 2022	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to... [guidance may be given germane items reported by Administration]

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

In efforts to maximize use of committee meeting time, empower administration and provide desired oversight and transparency on County business, this Finance and Personnel Agenda has been composed to stream line actions and prioritize focus by presenting items three major sections: 1) consent items – seen as routine, procedurally necessary, and aligning with previous decisions and policy, 2) Administrative Reports – seen as a notification of actions that administration is taking, information that administration is taking, and future solutions that administration is developing for committee consideration, and 3) action items – items that need committee focus, discussion and decision.

These administrative reports cover a variety of administrative actions, information seeking and solution development. The reports are intended to provide transparency to the committee and allow the committee to offer guidance, by motion, on topics covered.

Attachments and References:

See Reports Below	

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)

Service cards offer a small return on rebate.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

19. Status on Financial Planning—

The Administrator has met with a majority of department meetings to review proposed plans in the 5-year financial planning process. With efforts focused on reorganization, the preliminary plan is now intended to be presented to the Finance and Personnel Committee in June. A revised check-list / time-line of important financial considerations and decisions is attached below. Several revisions have been made to the schedule including:

- a. Reduction to one meeting per month
- b. Utilizing “Public Hearings” to present information to the public with an invitation given to all supervisors to participate
- c. Pushing of most decisions to the right (initial schedule was designed with room to flex)

Financial planning and 2023 budget discussions will dominate most of the meetings in up through November.

As anticipated, most departments are reporting expected increases in existing service costs and new operational needs to maintain or enhance service-standards. It is the administrator’s intentions to present a 5-year projection with all desired budget adjustments in June. My proposal on adjusting the projection and prioritizing operational expenditures will be delivered in a public hearing in June and I will be asking the Committee for a vote in July.

20. Status on Capital Planning —

The Administrator has met with a majority of departments to review proposed capital improvement needs and desires for the next five years, and identifying major projects in the next 10 years. This plan will be delivered with the financial plan in June. Like the operations planning, needs and desires are outpacing our capacity with short-term borrowing and existing operations levy. The plan with all requested projects will be presented in June. I will deliver a proposal for prioritization in public hearing in June and I will be asking the Committee for a vote in July.

21. Status Purchasing Cards —

Purchasing cards have been distributed. Training has been conducted. Purchases are being made. The Finance Officer, Accounting Supervisor and Assistant have been fielding questions and concerns and a bolstered set of guidance and procedure will be distributed in the near future.

— No action needed at this time. Intentions that this policy will grow into future intended finance policy.

22. Discussion and possible action on report items—

The committee may provide guidance or ask for additional information, by actions, that are germane to the reported items.

Richland County Committee

Agenda Item Cover

Richland County Fiscal Plan and Capital Budgeting Process										Dates of Meetings										Edition: 05-Mar-2022						
		Finance and Personnel	Department Head Meeting	Finance and Personnel	Finance and Personnel	Department Head Meeting	Finance and Personnel	Finance and Personnel	Department Head Meeting	Finance and Personnel	Finance and Personnel	Department Head Meeting	Finance and Personnel	Department Head Meeting	Public Hearing on Finance Plan	Finance and Personnel	Department Head Meeting	Finance and Personnel	Department Head Meeting	Public Hearing Department Budgets	Finance and Personnel	Department Head Meeting	Finance and Personnel	Budget Approval, if needed	Finance and Personnel	Department Head Meeting
Item:	Purpose:	Feb 1st	Feb 10th	Feb 18th	Mar 1st	Mar 10th	Mar 18th	April 5th	April 14th	April 22nd	May 3rd	May 12th	June 7th	June 9th	June 17th	July 5th	July 14th	Aug 2nd	Aug 11th	Aug 19th	Sep 6th	Sep 8th	Sep 16th	Oct 4th	Oct 13th	
2022 Financial Planning Schedule (For 2023 Budget and Beyond)																										
Approve an Operation Order, Timeline, and Deliverables for the Long-term Budgeting Process:																										
Approve an Operations Order Format	Define the objectives, process and expectations on deliverables	V																								
Approval of Planning Time-Line (This Document)	Amendments to be approved as needed				V																					
Approve an Operations Order	Define the objectives, process and expectations on deliverables														X											
Financial Planning Development:		February			March			April			May		June		July		August		September		October					
Approve on Decision Worksheet Format	Approval and Review	V																								
Released Worksheet and Guidance to Departments			L			R																				
"First Review" w/ Departments												V														
Administrator and F+P Review													V													
Department Hearings																										
Administrator Recommendations to F+P	Public Hearing														V											
Action by F+P to recommend a resolution																R										
Capital Maintenance Program:		February			March			April			May		June		July		August		September		October					
Approve on Capital Improvement Format		V																								
Released Workbook and Guidance to Departments			L																							
"First Review" w/ Departments												V														
Administrator and F+P Review													V													
Department Hearings																										
Administrator Recommendations to F+P	Public Hearing														V											
Action by F+P to recommend a resolution																R										
Debt Service Management and 2023 Plan:		February			March			April			May		June		July		August		September		October					
Bonding Decision on Tower Project	Discussion on Borrowing										V															
	Decision Authorization Resolution										R															
	Bond Call / Rating Assessment - Admin																									
	Award Resolution / Sale of bonds																					V				
Short-Term Borrowing	Decision on Amount												V													
	Authorization Resolution														R											
	Preparation of Official Statement -Admin																									
	Award Resolution / Sale of notes																									

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

Agenda Item Cover

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