

# RICHLAND COUNTY

Finance & Personnel Standing Committee



November 11, 2022

## NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene on **November 14<sup>th</sup>, 2022 at 5:00 p.m.** in the Richland County Board Room of the Courthouse at 181 West Seminary, Richland Center, WI 53581 and via videoconference and teleconference using the following information:

Via webex with information available at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>

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](mailto:barbara.scott@co.richland.wi.us) (email).

### Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Previous Minutes

### Reports:

5. Report —Updates to the Financial Planning Decision Worksheet

### Personnel:

6. Discussion and possible action on Classification, Compensation and Authorization Policy
7. Discussion and possible action Reclassification for HHS Mental Health Therapist

### Financial:

8. Fund #75 Policy – Discussion and possible action on amendment of policy
9. Discussion and possible action on recalling CDBG Funds from Housing Authority and dissolving of Committee
10. Discussion and possible action on utilization of ARPA funds for comprehensive planning

### Directive Resolutions and Ad Hoc Committee:

11. Discussion and possible action on next meeting
12. Discussion and possible action on response to Resolution 22-96
  - a. Staffing study and proposal on Finance and Human Resources
13. Discussion and possible action regarding other resolutions and committee responses
  - a. Response from Pine Valley
  - b. Response from Symons Natatorium
  - c. Response from Richland Economic Development
  - d. Response from Public Safety
  - e. Response from Veterans
  - f. Response from UW Campus, Food Services & UW Extension
  - g. Response from Land & Zoning
  - h. Response from Administrator, Clerk & Treasurer
  - i. Response from Public Works
  - j. Response from Fair & Recycling
14. Discussion and possible action regarding correspondence with the Referendum Ad Hoc Committee

### Closing:

15. Future agenda items
16. Adjournment

Meeting materials may be found at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>.

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 Standing Committee

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**November 1st, 2022**

The Richland County Finance and Personnel Standing Committee convened on Tuesday, November 1st in person and teleconference.

Committee members present included County Board Supervisors Marty Brewer, Steve Williamson, Steve Carrow, Gary Manning with Melissa Luck by Web Ex.

Also present was Administrator Clinton Langreck, Assistant to the Administrator Cheryl Dull taking minutes, several department heads, county employees and general public. John Couey was present from MIS running the teleconferencing.

Not present: Shaun Murphy-Lopez, David Turk, Timothy Gottschall and Marc Couey

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 5:00 p.m.
2. **Proof of Notification:** Chair Brewer verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, County Board members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Chair Brewer asked for approval of the agenda as presented. Moved by Supervisor Williamson to approve the agenda, 2<sup>nd</sup> by Supervisor Manning. All voting aye, motion carried.
4. **Previous minutes:** Hearing no changes, Chair Brewer declared them approved as presented.
5. **Report — Southwest Wisconsin Regional Planning Commission:** Troy Maggied was present and went over the presentation that was previously sent for the committee to review. He stated SWRPC have been around for over 50 years. He continued on that they help with added capacity, then highlighted all the other things they have contributed to the community. They also help by setting the region up for future investments. Troy feels they are cost effective and for every dollar the County provides to them, they bring in \$1.81. Chair Brewer stated he will make sure Troy can speak to the entire County Board.
6. **Report — Local Assistance and Tribal Consistency Fund (“LATCF”):** Administrator Langreck reported to the committee that the county is ineligible for these funds, although they are continuing to look for a loop hole or a possible oversight. We are on the PILT program but not in the Refuge Revenue Sharing which are both requirements to make us eligible.
7. **Report — Response from members on future meeting dates (to decide at adjournment):** Administrator Langreck presented the polling results for the preferred time but there was concerns with the number one pick being the same day as Rule & Strategic Planning so we ended up with next choice which was today at 5:00 p.m.
8. **Discussion and possible action on response to Resolution 22-96:**
  - a. **Staffing study and proposal on Finance and Human Resources:** Administrator Langreck presented what he has thus far but has not had time to complete his study and prepare the report. He reviewed the talking points from the October meeting and the County comparisons with the modeling of 6 designs that he has concluded to. Supervisor Williamson felt this is exactly what the committee is looking for in comparison. Chair Brewer questions if we can centralize function, example finance and human resources. Administrator Langreck based his comparisons on equivalent revenue and expenditure, owning nursing homes, number of employees, among a few other things. Supervisor Luck felt all that information will be incredibly helpful and the committee needs to consider the amount of time that has been put into these requested studies when they do the Administrators next review.
9. **Discussion and possible action regarding other resolutions and committee responses:**
  - a. **Response from Pine Valley:** Administrator Langreck reviewed Resolution 22-92 directed to Pine Valley and Child Support. Pine Valley sent a response to the Ad Hoc Committee in relations to the Resolution. Pine Valleys response was that they cannot meet the Boards request to generate 50% of the principle and interest payment, they can only meet 23%. Chair Brewer reviewed the reasons Pine Valley cannot meet the request. Supervisor Luck stated Bethel Home in Viroqua recently closed the Nursing Home portion of their facility but kept it open for rehab, CBRF, etc. When that happened, the laws for running a nursing home no longer applied which turned around their financial situation. Chris Glasbrenner asked to speak,

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stating with that they can than only take certain residents. Where would their other patients go? Theresa Deckert added that the skilled nursing care brings in a much higher revenue.

Supervisor Carrow stated the Ad Hoc committee still needs to know what would need to be put on a referendum which was the questions from the Ad Hoc committee. No action can be taken until the committee get the answers that they Ad Hoc Committee had requested.

- b. Response from Symons Natatorium:** Chair Brewer reviewed the options that Director Tracy had checked into which included a non-profit structure and YMCA franchise. *See Symons Natatorium Board Research on Non Profit.* Chair Brewer asked Symons to look into taking over the gymnasium. Although the gymnasium has revenue generating ability, it is not enough to substantiate what would be Symons increased costs.

Supervisor Luck stated the county has invested a lot of capital money into the facility other than the annual \$36,000. She would like to know how much was spent in Capital Funds in the last couple of years. Administrator Langreck will come back with those numbers at the next meeting. Administrator Langreck reviewed the Resolution 22-91 in relation to Symons. There has been no response from the Ad Hoc Committee for information from Symons.

- c. Response from Richland Economic Development:** Administrator Langreck reviewed the Resolution 22-91 in relation to the Richland Economic Development (RED) Board. The Ad Hoc Committee has reviewed the response from the RED Board and came back with some questions. Jason Glasbrenner updated the committee on the recommended models and response that the RED Board sent back. *See RED response to Resolution 22-91.* He reviewed projects that were completed due to the RED office being in existence and had they not been in existence, would not have been completed. Supervisor Carrow asked if the board had communicated with the industry businesses to see if they were interested in taking over. Glasbrenner stated yes they had, but the industry partners had no interest in taking over when the County gets a benefit from what the RED board does. Chair Brewer felt the County still needs a seat on the RED Board no matter what. Supervisor Luck asked in reference to the report the RED board returned, the County already counts net new construction in our budget, are you saying what you are put down is extra? If in fact we can track new businesses that are affected by the RED office, we should consider that revenue generated by RED office. Jason Glasbrenner plans to take the Ad Hoc questions back to the RED Board at their next meeting in November.
- d. Response from Public Safety:** Supervisor Luck requested this be delayed until Friday, November 4<sup>th</sup>. She sent a draft to the committee members today and is asking that the committee to be able to act on it Friday.
- e. Response from Health & Human Services:** Administrator Langreck reviewed the Resolution 22-96. Director Clements is present to review the long range plan reductions. *See HHS Response to Resolution 22-96.* She has taken an in depth look at the staffing level. Asterisk items is what she has asked to go to referendum. She explained the meal program, which is one that is being requested to be part of the referendum. Moved by Supervisor Williamson to accept HHS plan as presented and commends Tricia for coming back with her response as directed, 2<sup>nd</sup> by Supervisor Manning. All voting aye, motion carried.
- f. Response from Veterans:** Administrator Langreck reviewed the response from the Veterans office. The office has requested flag holders and the Veterans Benefit Specialist be sent for referendum. *See VSO Response to Resolution 22-96.* Supervisor Seep stated the HHS & Veterans Committee requested the ETK computer program and flag holders not be cut. Administrator Langreck will bring back the minutes from the last HHS & Veterans meeting to the next Finance & Personnel Committee meeting the for verification.
- g. Response from UW Campus, Food Services & UW Extension:** Administrator Langreck reviewed the response from the Education Committee which concerned recruitment and what they view as the most efficient use of the grounds. *See Education Standing Committee report for Finance and the Referendum Committee.* Chair Brewer stated there are responses from Mike Breininger and Mike Compton on what they felt could be done to save the campus which will go to the Education Committees next meeting. He added there has been some future interest in the campus recently that they are looking at. Discussion followed on providing food service to the Jail and logging of the Smart farm and where the profits from logging went.
- h. Response from Land & Zoning:** Supervisor Luck presented the response from Land and Zoning Committee. The committee feels they can meet the request with nothing going to referendum. They propose

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to reduce the Administrative Assistant to 50% time. With that though, there will be no capacity to do Park work. There has been discussion between the Cathy Cooper and Carla Doudna about the Fair taking the Parks responsibility. They also proposed to increase the maintenance report filing to \$50/filing, which would bring in major revenue. They are hoping for more funds through the Land Information grant and they feel with combining the departments they will find more efficiencies in the future.

Gary Manning left at 6:50. Meeting adjourned at 6:50 p.m. due to no quorum.

i. **Response from Administrator, Clerk & Treasurer:**

j. **Response from Public Works:**

**10 Discussion and possible action regarding correspondence with the Referendum Ad Hoc Committee:**

**11 Discussion and possible action on Classification, Compensation and Authorization Policy:**

**12 Discussion and possible action Reclassification for HHS Mental Health Therapist:**

**13 Discussion and possible action on Handbook changes:** This was taken care of in the handbook change but wasn't added to the resolution.

**14 Fund #75 Policy – Discussion and possible action on amendment of policy:**

**15 Future agenda items:**

**16 Adjournment:** Doodle poll will be send out for next meeting date. Meeting adjourned at 6:50 p.m. due to no quorum.

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

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Financial Decision Planning Worksheet

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	14 November 2022	<b>Action Needed:</b>	None
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure B
<b>Date submitted:</b>	11 November 2022	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to... accept report as presented (or with guidance to amend)

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

The Financial Planning Decision Worksheet has been updated in efforts to attempt to incorporate the many changes in the 2023 budget process. Again, a caution to the committee, the sheet is designed with intentions of projecting estimated forecasts to help the committee decide on future budget priorities and for the committee to help give guidance to departments and the County Board on future potential changes. Updates were made to incorporate the directive resolutions. Items on the worksheet can be changed.

**Attachments and References:**

Updated Financial Planning Decision Worksheet	

**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 type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

**Approval:**

**Review:**

*Clinton Langreck*

\_\_\_\_\_

Department Head

\_\_\_\_\_

Administrator, or Elected Office (if applicable)

2022 Budget Adjustments

2023-2027 Financial Planning Decision Worksheet - DRAFT: (26 October 2022)

**Purpose:**

This document is intended to track projected revenue and expenditure changes to allow for planned adjustments to services, staffing and operations. This document is intended to focus on the Administrator's and Finance and Personnel Committee's conversations in efforts to prioritize services and expenditures, and to help illustrate and depict the many options and variables encountered through the planning process. This document may capture some capital projects proposed for operational level. This document's assumptions are built off a balanced 2022 budget (accounting for use of fund balance and onetime revenues). Impacts that create an additional burden on the tax levy are indicated with a positive number; impacts that reduce burden on the levy are indicated with a negative number. Section #1 is built on the premise of COLA increases.

**SECTION #1: Forecasted Expenditure Assumptions and Commitments (Organizational Expenditures):**

#	Department	Description of proposed action:	Impacts on services:	Financial Impact of Action (+ / -) to levy/					Notes
				2023	2024	2025	2026	2027	
A.1	Pine Valley - Projecting Wage Increases	Proposing: 2023 = Step Increase (2%) + 5% CPI; 2024= Step Increase (2%) + 5% CPI; 2025 = 4% CPI, 2026 = 3% CPI; 2027= 3% CPI	The Counties Strategic Plan includes the goal of reaching our Carlson Market Value by 2025. Guidance from Finance and Personnel included consideration for CPI increases. These together are intended to help keep us competitive in recruitment and retention.	\$ 365,234.15	\$ 390,800.54	\$ 238,946.61	\$ 186,378.36	\$ 191,969.71	Reinstate back up to original proposal
A.2	Pine Valley - Projecting FICA Increases	Increases based on the assumption of a 7.65% Employer Contribution		\$ 27,940.41	\$ 29,896.24	\$ 18,279.42	\$ 14,257.94	\$ 14,685.68	
A.3	Pine Valley - Projecting WRS Increases	Increases based on the assumption of a 6.5% Employer Contribution		\$ 23,740.22	\$ 25,402.03	\$ 15,531.53	\$ 12,114.59	\$ 12,478.03	
A.4	Pine Valley - Projecting Health Increases	Estimates in Changing to ETF Plan on 5% trend on base:	\$ 1,161,418.06	\$ 43,672.54	\$ 45,856.17	\$ 48,148.98	\$ 50,556.42	\$ 53,084.25	Estimates on ETF
A.5	Pine Valley - Projecting Worker's Compensation Premium Increases	Worker's Compensation Projects on the assumption of a 4.5% increase annually		\$ 6,089.44	\$ 6,808.91	\$ 7,490.64	\$ 8,062.55	\$ 8,678.12	
A.6	<b>Totals:</b>			\$ 466,676.76	\$ 498,763.89	\$ 328,397.18	\$ 271,369.87	\$ 280,895.79	
A.7	Revenue and Reimbursement Absorption	Costs can be covered by revenues without impact on operational tax levy	Impacts ability of transfer of operational surplus to general fund use. Accounting for this in Section #2 "Revenues" line "ee".	\$ 466,676.76	\$ 498,763.89	\$ 328,397.18	\$ 271,369.87	\$ 280,895.79	
A.8	<b>Total Levy Impact</b>			\$ -	\$ -	\$ -	\$ -	\$ -	
B.1	Highway - Projecting Wage Increases	Proposing 2023 = 5%; 2024= 5%; 2025 = 4%, 2026 = 3%; 2027= 1.5%	Reverting to CPI estimates (minus steps) from initial proposal based on F+P action to increase back to 5% in 2023.	\$ 85,016.33	\$ 83,409.36	\$ 71,398.41	\$ 56,761.74	\$ 58,464.59	Change to 5%,
B.2	Highway - Projecting FICA Increases	Increases based on the assumption of a 7.65% Employer Contribution		\$ 6,503.75	\$ 6,380.82	\$ 5,461.98	\$ 4,342.27	\$ 4,472.54	
B.3	Highway - Projecting WRS Increases	Increases based on the assumption of a 6.5% Employer Contribution		\$ 5,526.06	\$ 5,421.61	\$ 4,640.90	\$ 3,689.51	\$ 3,800.20	
B.4	Highway - Projecting Health Increases	Estimates in Changing to ETF Plan on 5% trend on base:	\$ 447,559.50	\$ 16,829.48	\$ 17,670.95	\$ 18,554.50	\$ 19,482.23	\$ 20,456.34	
B.5	Highway- Projecting Worker's Comp			\$ 1,860.66	\$ 2,080.50	\$ 2,288.81	\$ 2,463.56	\$ 2,651.65	
B.6	<b>Totals:</b>			\$ 115,736.28	\$ 114,963.23	\$ 102,344.60	\$ 86,739.31	\$ 89,845.31	
B.7	Revenue and Reimbursement Absorption		Can be accounted for by revenues and reimbursements, but then results in reduction in maintenance or offset with borrowing. This equates to about 3 miles of resurface. This extends our life cycle plan of 50 year of full replacement, without maintaining short-term borrowing of at least \$500,000 earmarked for roads.	\$ 115,736.28	\$ 114,963.23	\$ 102,344.60	\$ 86,739.31	\$ 89,845.31	
B.8	<b>Total Levy Impact</b>			\$ -	\$ -	\$ -	\$ -	\$ -	
C.1	General - Projecting Wage Increases	Proposing 2023 = 5%; 2024= 5%; 2025 = 4%, 2026 = 3%; 2027= 1.5%	Reverting to CPI estimates (minus steps) from initial proposal based on F+P action to increase back to 5% in 2023.	\$ 415,267.43	\$ 407,418.09	\$ 348,749.89	\$ 277,256.16	\$ 285,573.84	chnaged to 5%; if you want different numbers than do
C.2	General - Projecting FICA Increases	Increases based on the assumption of a 7.65% Employer Contribution		\$ 31,767.96	\$ 31,167.48	\$ 26,679.37	\$ 21,210.10	\$ 21,846.40	
C.3	General - Projecting WRS Increases	Increases based on the assumption of a 6.5% Employer Contribution		\$ 26,992.38	\$ 26,482.18	\$ 22,668.74	\$ 18,021.65	\$ 18,562.30	
C.4	General - Projecting Health Increases	Estimates in Changing to ETF Plan on 5% trend on base:	\$ 1,802,347.65	\$ 67,773.27	\$ 71,161.93	\$ 74,720.03	\$ 78,456.03	\$ 82,378.83	
C.5	General- Projecting Worker's Comp			\$ 8,965.01	\$ 10,024.23	\$ 11,027.88	\$ 11,869.86	\$ 12,776.13	
C.6	<b>Totals:</b>			\$ 550,766.05	\$ 546,253.92	\$ 483,845.91	\$ 406,813.80	\$ 421,137.50	
C.7	Revenue and Reimbursement Absorption through HHS		Not anticipating any ability to absorb additional expenses.						

2022 Budget Adjustments

C.8	<b>Total Levy Impact</b>	These are the individual year additional amounts, they are not the accumulated amounts to show impacts in relation to 2022 as the baseline budget.	\$	550,766.05	\$	546,253.92	\$	483,845.91	\$	406,813.80	\$	421,137.50
C.9	<b>Total Cumulative Levy Impact</b>	This line is intended to show the cumulative impact of the increases in comparison to the 2022 budget to identify needs in filling compounded gap	\$	550,766.05	\$	1,097,019.97	\$	1,580,865.88	\$	1,987,679.67	\$	2,408,817.18

Consider % wage overestimation on steps, not account for attrition to help buffer underage on health insurance

D.	Dental	County Premium Contributions to the Dental Plan is fixed at a dollar amount	Any increases are covered by employee premium share, we are not projecting increase in participation	\$	-	\$	-	\$	-	\$	-	\$	-
E.1	Liability Insurance	Assumes: 10% increase in overall county expenses and a 4.5% increase in premium rates	Insures coverage of liability to county.	\$	8,176.01	\$	9,398.33	\$	10,803.38	\$	12,418.48	\$	14,275.05
E.2	Property Insurance	Assumptions: 10% premium increase, Includes Symons, Campus, and Fair, Base Rate of 2022 used going forward	Insures coverages of buildings.	\$	6,672.88	\$	7,340.17	\$	8,074.18	\$	8,881.60	\$	9,769.76
E.3	Vehicle and Equipment Ins	Premium rate increase of 10% each year	\$100,000 added to overall value every year to vehicle inventory - Increase with (May double with inventory; variable of switching to Aegis)	\$	3,836.70	\$	4,024.70	\$	4,212.70	\$	4,400.70	\$	4,588.70
E.4	<b>Total Levy Impact</b>	These are the individual year additional amounts, they are not the accumulated amounts to show impacts in relation to 2022 as the baseline budget.		\$	18,685.59	\$	20,763.20	\$	18,877.56	\$	25,700.78	\$	28,633.51
E.5	<b>Total Cumulative Levy Impact</b>	This line is intended to show the cumulative impact of the increases in comparison to the 2022 budget to identify needs in filling compounded gap		\$	18,685.59	\$	39,448.78	\$	58,326.35	\$	84,027.13	\$	112,660.64

SECTION #2: Forecasted (Organizational Revenue) Assumptions and Impacts													
#	Department	Description of proposed action:	Impacts on services:	Financial Impact of Action (+ / -) to levy/									
				2023	2024	2025	2026	2027					
aa	Example - Energy Credits from Solar Field towards operations	Revenue flow from energy credits, this projection is built on the assumption of the farm providing electricity to the grid by 01 Jan 2023.	This inflow of revenues to the county is unrestricted and can be used on discretionary operational expenses.	\$	(116,667.00)	\$	(116,667.00)	\$	(116,667.00)	\$	(116,667.00)	\$	(116,667.00)
bb	TID Ends / Richland-Center	<del>New inflow of property tax. This is a small district closing in the City of Richland Center. The city is working with their financial consultants to determine the end of the incremental contribution to infrastructure.</del>	<del>This TID will lead to a small increase in tax base revenue shared with the City and School District. Anticipating a few thousand-</del>	Arrives in Increased levy limit, line ff	\$	-	\$	-	\$	-	\$	-	Arrived in combination with allowable limit from DOR
cc	Undesignated Fund Balance	Utilization of \$88,285.08 in 2022	With loss of this revenue source, gap is added to future budget years	\$	88,285.08	\$	88,285.08	\$	88,285.08	\$	88,285.08	\$	88,285.08
dd	Contingency Fund Balance	Utilization of \$300,000 in 2022, did not contribute into the fund in 2022	With loss of this revenue source, gap is added to future budget years	\$	300,000.00	\$	300,000.00	\$	300,000.00	\$	300,000.00	\$	300,000.00
ee	Changes in expected revenues from Pine Valley towards general operations	Increase from PV Debt Service Fund (Preliminary is built with \$504,996)	Utilized a surplus in "Debt Service Fund" of \$504,996 in 2022 budget. Anticipating replenishment of only <u>\$300,000 to match historic.</u>	\$	205,000.00	\$	205,000.00	\$	205,000.00	\$	205,000.00	\$	205,000.00
ff	Increase levy limit from net new construction, or allowable min percent	Anticipating a compound impact of continued increase. Initially thought of added 20K, changed to 56K	Estimation from Derek and Jeff	\$	(56,000.00)	\$	(81,000.00)	\$	(106,000.00)	\$	(131,000.00)	\$	(156,000.00)
gg	State Shared Revenue	Increase in state shared revenue	From DOR	\$	(10,884.79)	\$	(15,000.00)	\$	(20,000.00)	\$	(25,000.00)	\$	(30,000.00)
<b>Totals:</b>				\$	409,733.29	\$	380,618.08	\$	350,618.08	\$	320,618.08	\$	290,618.08

SECTION #3: Estimated (Gap) projections for each year from estimated wages and revenue streams:					
	2023	2024	2025	2026	2027
<b>Totals:</b>	\$ 979,184.93	\$ 1,517,086.83	\$ 1,989,810.30	\$ 2,392,324.88	\$ 2,812,095.89

SECTION #4: Proposed Department and Services (Adjustments and Options): - in this section added expenditures = positive // savings or revenues = negative														
#	Department	Description of proposed action:	Impacts on services:	Financial Impact of Action (+ / -) to levy/										
				2023	2024	2025	2026	2027						
1.01	Health & Human Services - Core	Upgrade/Replace Electronic Health Record	To reduce workload for managing paper files and improve efficiencies in case work, billing, and revenue tracking. There will be annual maintenance / support costs once implemented. Partial cost will be able to be recouped in the following year.	\$	-	\$	-	\$	100,000.00	\$	10,000.00	\$	10,000.00	Push implementation out until 2025

2022 Budget Adjustments

1.02	Health & Human Services - Core	Create Custodian Position	Eliminate leased SWWDB position will create a savings and will be a step closer to sharing maintenance staff between the Courthouse and HHS	\$ (6,000.00)	\$ (6,000.00)	\$ (6,000.00)	\$ (6,000.00)	\$ (6,000.00)
1.03	Health & Human Services - Core	Increase to hourly compensatory on-call pay from \$2.00 to \$2.50 (Childhood and Youth Services) = \$11,500 increase	Anticipating to cover this in existing budget and going forward	\$ -	\$ -	\$ -	\$ -	\$ -
1.04	Health & Human Services - Core	Recruitment and Retention Incentives (proposed dollar amount)	Administrator has been given directives to move forward in 2022	\$ -	\$ -	\$ -	\$ -	\$ -
1.05	Health & Human Services	Reclassification of the Master-level. Mental Health Therapist \$166.85 w/ no levy impact	Efforts to help with continued struggles in recruitment and retention	\$ -	\$ -	\$ -	\$ -	\$ -
1.06	Health & Human Services	Reclassification of Mental Health Counselors = (\$2,609.06) w/ no levy impact	Efforts to help with continued struggles in recruitment and retention	\$ -	\$ -	\$ -	\$ -	\$ -
1.07	Health & Human Services	Reclassification of APS Worker = \$2,240.38 with estimated \$1,680.28 levy impact	Efforts to help with continued struggles in recruitment and retention	\$ 1,680.28	\$ 1,797.90	\$ 1,887.79	\$ 1,982.18	\$ 2,061.47
1.08	Health & Human Services	Reclassification of APS/Crisis Worker = \$2,240.38 with estimated \$1,680.28 levy impact	Efforts to help with continued struggles in recruitment and retention: REDUCTION IN 2023	\$ (26,882.00)	\$ (26,882.00)	\$ (26,882.00)	\$ (26,882.00)	\$ (26,882.00)
1.09	Health & Human Services	Reclassification of CYF Case managers = \$22,324.92 levy impact	Efforts to help with continued struggles in recruitment and retention	\$ 22,324.92	\$ 23,887.66	\$ 25,082.05	\$ 26,336.15	\$ 27,389.60
1.10	Health & Human Services	Reclassification of CYF Youth Aide Workers = \$4,816.83	Eliminated reclassification.	\$ -	\$ -	\$ -	\$ -	\$ -
1.10	Health & Human Services	Reclassification of Mental Health Workers:	2 workers	\$ 7,529.00	\$ 7,905.45	\$ 8,221.67	\$ 8,468.32	\$ 8,637.68
1.50	Health & Human Services - Placement Budget	Reduction in the child and adult placement Funds 44 & 54.	These funds are intended to be revolving fund so if placement expensed to not reach or exceed the fund balances in 2022, then the remaining balance can be carried over to the next year with only adding tax levy to return the balance to \$1,485,000. For example in 2021, Placement expenses totaled \$1,214,000. If the allocation to Funds 44 & 54 had been \$1,485,000 then the remaining balance of \$271,000 would carry over to the next year and only \$1,214,000 in tax levy would be needed to top off the funds. What I'm showing in the various cells are estimates but as placements come under control, we should see some carry over.	\$ (100,000.00)	\$ (75,000.00)	\$ (50,000.00)	\$ (25,000.00)	\$ -
1.90	Health & Human Services	Strategic Plan- Directed reduction of 20% Levy Expenditure = Estimated Amount (\$124,669)	Some of the following would cause and agency hardship. Stephanie and I will continue to look at the budget however we are not confident that we could meet this goal. There would need to be a significant decrease in services offered. <ul style="list-style-type: none"> <li>• Not filling APS/Crisis saves tax levy of \$28,430</li> <li>• Decreasing technology budget by \$15,594 (this sets us up for higher costs in the future by not upgrading technology in a timely manner)</li> <li>• Decrease Admin Tax levy by \$7976 by maximizing AMSO in the ADRC</li> <li>• Decrease building maintenance by \$8,000</li> <li>• Decrease Advertising Admin budget by \$2,000</li> </ul> The above is the total amount that we could possibly uncomfortably reduce tax levy in programs. Any further cuts would cause us to have to eliminate programs and cut staff which would then affect our most vulnerable citizens and could cause other expenses to rise, such as high cost placements. Please note that the agency has been working hard over the last three budget cycles to reduce tax levy and we are at a point where we would have to start ending programs which again places more strain on existing programs and would cause costs to increase in other areas, ie placements.					
1.91	Health & Human Services	Directed reduction of \$50,000 Levy	<ul style="list-style-type: none"> <li>• Decrease technology budget by \$15,594 (this sets us up for higher costs in the future by not upgrading technology in a timely manner)</li> <li>• Do not fill vacant APS/Crisis Shared position: savings of \$28,430</li> <li>• Decrease Admin tax levy by \$5976 by maximizing ADRC AMSO</li> </ul>					
1.92	Health & Human Services	Eliminate non-mandated services of Alcohol and Drug Treatment Court = (\$27,103)	This program was added with the 2022 budget.					

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<b>Total projected impact on HHS dept./programs:</b>	\$ (101,347.80)	\$ (74,290.99)	\$ 52,309.51	\$ (11,095.35)	\$ 15,206.75
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2.01	Highway	Reclassification of Shop Foreman to Parts Superintendent	Reclassification to grade "J". Combined with (Elimination of a Parts Clerk). Action taken by F P in June. Anticipating resolution adoption.	\$ 97,686.83	\$ 97,686.83	\$ 97,686.83	\$ 97,686.83	\$ 97,686.83
2.03	Highway	Eliminating Parts Clerk Position	Combined with reclasses of a Shop Foreman	\$ (85,851.62)	\$ (85,851.62)	\$ (85,851.62)	\$ (85,851.62)	\$ (85,851.62)
2.04	Highway	Eliminating Mechanic Position	Reduction of position and operating with one less	\$ (75,426.25)	\$ (75,426.25)	\$ (75,426.25)	\$ (75,426.25)	\$ (75,426.25)
2.02	Highway	Increase office of Office Clerk to 40 hrs weekly	From 35 to assist with parts shop	\$ 9,572.05	\$ 9,572.05	\$ 9,572.05	\$ 9,572.05	\$ 9,572.05
2.06	Highway	Equipment Sale (Surplus Auction Items)	Surplus and underutilized equipment sold on market	\$ (10,000.00)	\$ -	\$ -	\$ -	\$ -
2.07	Highway							

2.90	Highway	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure (\$333,000)	Here I'm going to use the same response as the first question with the bottom line narrative involving road replacement rotation changing. A 20% reduction to levy would equal around \$330,000 less being applied to road replacement. This now equals \$1,261,579.16 being spent annually on road replacement which then equals only 4.3 maybe if you push it 4.4 miles of road being replaced per year. This increases our road replacement rotation to 69 years, allowing roads to sit 49 years past life expectancy.					
2.91	Highway	Directed reduction of (\$50,000) Levy	The highway department will not be able reduce any of its' provided services, man power or equipment replacement because of the simple reason of safety ( making sure roads stay open to safely transport people from point A to point B with proper response time to address areas of concern ) and currently we do not provide any services that are not mandated or that do not produce revenue. Where you will see the biggest impact with a \$50,000 reduction to levy is in the amount of road we are replacing. Currently the county is on a 55 year rotation to replace all roads at a rate of 5.5 miles of roads replaced a year. 1 mile of roads cost the county roughly \$289,378.03 to replace or \$1,591,579.16 spent annually on all 5.5 miles. With a \$50,000 reduction, ultimately would equal only \$1,541,579.16 being spent on road replacement. This equals only replacing 5.3 miles of road per year which extends our rotation cycle out to 57 years. All of what I just stated translates into the main fact that a road is designed to last roughly only 20 years. If we decide to decrease rather than increase levy than in theory would have roads sitting for 37 years past their life expectancy waiting to be replaced.					

<b>Total projected impact on HWY dept/program:</b>	\$ (64,018.99)	\$ (54,018.99)	\$ (54,018.99)	\$ (54,018.99)	\$ (54,018.99)
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3.01	Sheriff's Office	Add a Jail Administrator Position	Addition of a Jail Administrator at anticipated grade of "L" with benefits	\$ 90,007.54	\$ 94,507.92	\$ 99,233.31	\$ 103,202.65	\$ 107,330.75	Need but not recommended under budget constraints
3.02	Sheriff's Office	Reclassification for Clerical	Reclassification of position to grade "F " to "G"	\$ -	\$ -	\$ -	\$ -	\$ -	did not clear consultants
3.03	Sheriff's Office	818 Position for 2024	COP grant progression (75,50,25) This is a grant position with incrementally reduced state funding		\$ 19,300.00	\$ 44,425.00	\$ 69,292.00	\$ 97,956.00	
3.04	Sheriff's Office	Gas expenses increases		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	
3.05	Sheriff's Office	Ammunition increase	Estimating \$500.00 increase per year	\$ 500.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,500.00	
3.06	Sheriff's Office	Increases in training expenses (road and jail)	Maintain accreditation requirements and safety protocols.	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00	\$ 6,500.00	\$ 7,000.00	
3.07	Sheriff's Office	Computer Maintenance	Up keep on sheriff systems	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00	\$ 8,000.00	\$ 10,000.00	
3.08	Sheriff's Office	Internet costs	This covers courthouse (\$3,000) should this be moved to County Tech	\$ 150.00	\$ 300.00	\$ 450.00	\$ 600.00	\$ 750.00	
3.09	Sheriff's Office	SRT Equipment	Estimated expense increase to maintain	\$ 500.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,500.00	
3.10	Sheriff's Office	Drug Task Force Supply and Equipment	Estimated expense increase to maintain	\$ 500.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,500.00	
3.11	Sheriff's Office	Lights increase	Estimated expense increase to maintain	\$ 500.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,500.00	
3.12	Sheriff's Office	Telephone	Estimated expense increase to maintain	\$ 500.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,500.00	
3.13	Sheriff's Office	Heat (add ambulance costs of bay)	Estimated expense increase to maintain	\$ 500.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,500.00	
3.14	Sheriff's Office	Increases Jail supplies	Estimated expense increase to maintain	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,500.00	\$ 3,000.00	
3.15	Sheriff's Office	State Aid - Sanctions	New revenue source from sanctions	\$ (60,000.00)	\$ (60,000.00)	\$ (60,000.00)	\$ (60,000.00)	\$ (60,000.00)	Added Sanctions at a revenue
3.90	Sheriff's Office	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure = \$695,524	Significant staff and equipment reductions to an already down to basics budget						
3.91	Sheriff's Office	Directed reduction of \$50,000 Levy	Summary of recommended service reductions, service fee increase and/or operational adjustments in efforts to best provide services.						
3.92	Sheriff's Office	Reduction of 1 x Day Patrol Deputy during week days. Estimated at \$78,625.00	Reduction of day patrol presence in community during week days. Places strain on management and mutual aid to respond in need and impacts overall response to calls and police presence in the community.	\$ -	\$ -	\$ -	\$ -	\$ -	Amend reflecting action from 27JUL22 meeting. Amended in July 27th meeting to scratch reduction.

<b>Total projected impact on Sheriff dept/program:</b>	\$ (28,850.00)	\$ (3,400.00)	\$ 27,875.00	\$ 58,892.00	\$ 93,706.00
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2022 Budget Adjustments

4.01	Tower / Radio - 911	Maintenance Costs (Increased Tower Rentals, etc.)		\$ -	\$ 100,000.00	\$ 103,000.00	\$ 106,090.00	\$ 109,272.70	Best guess until project engineering is complete This may be added to short-term borrowing plan, but would displace other expenditures
4.02	Tower / Radio - 911	Software Refresh	Refresh of operating system.	\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	
4.04	Tower / Radio - 911	Contracted Support for GIS ESRI support	Initial build for spillman mapping. \$10,000 plus maintenance. Concerns on where funding comes from. Need to talk with MIS and Lynn. TBD	\$ 10,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
4.05	Tower / Radio - 911	Split Dispatch from Jail (= 8 dispatchers)	Wages and benefits with consideration for implementing in 2025. Our jail remains in compliance and functional but we struggle with safety and potential burnout from combining our dispatch and jail staff.			\$ 523,968.00	\$ 550,166.40	\$ 577,674.72	
4.06	Tower / Radio - 911	Central Square	Budgeted in fund balance through 911 outlay Fund #42			\$ 25,000.00			
4.07	Tower / Radio - 912	County Tower Rentals (Revenues)	TBD - December 2022 Decision	\$ -	\$ -	\$ -	\$ -	\$ -	
4.08	Tower / Radio - 911	Generator Maintenance	Consideration for a maintenance agreement for generator upkeep on all sites.	\$ -	\$ -	\$ -	\$ -	\$ -	
4.09	Tower / Radio - 911	Fiber use costs	Additional fees with fiber hookup to green sites (TBD) December 2022 Decision						
<b>Total projected impact on Tower/ Radio dept/program:</b>				\$ 10,000.00	\$ 104,000.00	\$ 332,000.00	\$ 110,090.00	\$ 113,272.70	

5.01	Clerk of Court	Reclassification of position to incorporate a Chief Deputy	Possible reclass up to "H" = increase of \$1.90 hourly X 2080	\$ 3,952.00	\$ 4,149.60	\$ 4,357.08	\$ 4,574.93	\$ 4,803.68	
5.02	Clerk of Court	Juror Pay increase (current \$16/day) to \$30/day	Anticipating possible no increases, merging trends of reduced trials	\$ -	\$ -	\$ -	\$ -	\$ -	
5.03	Clerk of Court	Clear data account (skip tracing)	5% increase - need cost from Stacy	\$ -	\$ -	\$ -	\$ -	\$ -	
5.04	Clerk of Court	Mental Evaluations (on competency) \$1,500 to \$2,000 per	Increase in requests for Evaluations	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00	\$ 8,000.00	\$ 10,000.00	
5.90	Clerk of Court	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure	There is no way the Clerk of Court can reduce its levy by 20 percent unless I create a budgetary fiction and reduce, on paper, the projected amount needed for attorney fees in 2023.						
5.91	Clerk of Court	Directed reduction of \$3,000 Levy Expenditure							
<b>Total projected impact on CoC dept/program:</b>				\$ 5,952.00	\$ 8,149.60	\$ 10,357.08	\$ 12,574.93	\$ 14,803.68	

6.01	County Clerk	Municode - Self-Publishing for codification	Software annual licensing contract. This software allows for continued codification and storage on a web platform for county ordinances.	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	
6.02	County Clerk	Record Digitization & Software	This would allow for continued efforts to make resolutions available and searchable on a web platform.	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
6.03	County Clerk	Begin charging townships for election services (charges by either service or flat fee service agreement)	Displaces expenses / or labor on townships	\$ (7,500.00)	\$ (7,500.00)	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00	
6.90	County Clerk	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure	Reduction in staff hours and accessibility to the public.						
6.91	County Clerk	Directed reduction of \$2,000 Levy Expenditure							
<b>Total projected impact on Clerk dept./program:</b>				\$ 5,000.00	\$ 5,000.00	\$ 17,500.00	\$ 16,000.00	\$ 16,500.00	

7.01	Child Support	Addition of a 0.5 FTE staff support position	Clerical assistant at 20 hours per week // of contract	\$ 5,094.62	\$ 5,349.35	\$ 5,509.83	\$ 5,592.48	\$ 5,872.10	
7.02	Child Support	Estimated increases of \$4,000 in office supply expenses, contracts and equipment needs.	Allows for basic functions and trainings to continue operations.	\$ 4,000.00	\$ 4,120.00	\$ 4,243.60	\$ 4,370.91	\$ 4,502.04	
7.90	Child Support	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure	Department is currently operating thin. Additional reductions would require reduction in staffing hours and responsiveness and quality of service.	\$ -	\$ -	\$ -	\$ -	\$ -	
7.91	Child Support	Directed reduction of \$2,000 Levy Expenditure		\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total projected impact on Child Support dept/program:</b>				\$ 9,094.62	\$ 9,469.35	\$ 9,753.43	\$ 9,963.39	\$ 10,374.14	

8.01	Coroner	None at this time - pending service calls.	Reduction in operations levy would impact necessary service hours and likely result in more strain on the Coroner with less funding available for deputy calls.	\$ -	\$ -	\$ -	\$ -	\$ -	
8.02	Coroner			\$ -	\$ -	\$ -	\$ -	\$ -	
8.90	Coroner	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure	Reduction in hours in deputy support.	\$ -	\$ -	\$ -	\$ -	\$ -	

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	Coroner	Directed reduction of \$2,000 Levy Expenditure	Reduction in hours in deputy support.	\$ -	\$ -	\$ -	\$ -	\$ -
			<b>Total projected impact on Coroner dept/program:</b>	\$ -	\$ -	\$ -	\$ -	\$ -
9.01	Family Court Commissioner	Increase salary to reflect a COLA	Salaries and Fringe have not been increased in several years. \$27,405.19 annual salary increase by an estimated 3 percent annually.	\$ 822.16	\$ 846.82	\$ 897.63	\$ 951.49	\$ 1,008.58
9.02	Family Court Commissioner	Added Association Dues and Travel Expenses		\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
9.03	Family Court Commissioner	Consideration of added expenditures submitted Child Support Reimbursable	Need to further investigate					
9.90	Family Court Commissioner	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure	Reduction in hours to mandated services placing strain and delays on the court system.					
9.91	Family Court Commissioner	Directed reduction of \$1,000 Levy Expenditure	Reduction in hours to mandated services placing strain and delays on the court system.					
			<b>Total projected impact on Family Court dept/program:</b>	\$ 1,022.16	\$ 1,046.82	\$ 1,097.63	\$ 1,151.49	\$ 1,208.58
10.01	District Attorney's Office							
10.90	District Attorney's Office	Reduce Victim Witness Supervisor Position, estimated at \$78,444.61	Impacts on maintaining Marsy's Law Requirements and protection of rights. This position was approved with the 2023 budget.					
10.91	District Attorney's Office	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure	We would be cutting hours from Victim Witness Coordinator leading added concerns with legal compliance, or from legal secretary impacting prosecution.					
10.92	District Attorney's Office	Directed reduction of \$2,000 Levy Expenditure	We would be cutting hours from Victim Witness Coordinator leading added concerns with legal compliance, or from legal secretary impacting prosecution.					
			<b>Total projected impact on DA dept/program:</b>	\$ -	\$ -	\$ -	\$ -	\$ -
11.01	Register in Probate	Increases in Attorney Fees due to increase in cases	Anticipation of costs increasing (10% each year)	\$ 5,150.00	\$ 5,665.00	\$ 6,231.00	\$ 6,884.65	\$ 7,573.12
11.02	Register in Probate							
11.90	Register in Probate	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure (\$37,059.45)	Reduction in staff hours and accessibility to the public.	\$ -	\$ -	\$ -	\$ -	\$ -
11.91	Register in Probate	Directed reduction of \$2,000 Levy Expenditure	Reduction in staff hours and accessibility to the public.	\$ -	\$ -	\$ -	\$ -	\$ -
			<b>Total projected impact on RIP dept/program:</b>	\$ 5,150.00	\$ 5,665.00	\$ 6,231.00	\$ 6,884.65	\$ 7,573.12
12.01	Register of Deeds	None						
12.02	Register of Deeds	Increase in software cost from switching to fidler		\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
12.90	Register of Deeds	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure (\$6,636.94)	Reduction in staff hours and accessibility to the public.	\$ -	\$ -	\$ -	\$ -	\$ -
12.91	Register of Deeds	Directed reduction of \$2,000 Levy Expenditure	Reduction in staff hours and accessibility to the public.	\$ -	\$ -	\$ -	\$ -	\$ -
			<b>Total projected impact on ROD dept/program:</b>	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
13.01	Treasurer's Office	Conversion and increase licensing for Cloud Based Tax Software with LandNav (who bought out GCS). (move from Property Budget)	The existing software will be sun setting in fall of 2023. We may have the ability to stretch conversion fees out over three years.	\$ 23,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
13.90	Treasurer's Office	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure	Reduction in staff hours and accessibility to the public.					
13.91	Treasurer's Office	Directed reduction of \$2,000 Levy Expenditure	Reduction in staff hours and accessibility to the public.					
			<b>Total projected impact on Treasurer's dept/program:</b>	\$ 23,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
14.01	Property Lister	Increase to GCS Software Increases = \$3,046.50	This is an annual fee for software licensing that allows the Property Lister to interface with ROD and Treasurer in data flow from deeds to tax statements. This goes away if moved up to line 13.01	\$ -	\$ -	\$ -	\$ -	\$ -
14.02	Property Lister			\$ -	\$ -	\$ -	\$ -	\$ -
14.90	Property Lister	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure (\$16,997.23)	Reduction in staff hours and accessibility to the public.	\$ -	\$ -	\$ -	\$ -	\$ -

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14.91	Property Lister	Directed reduction of \$1,000 Levy Expenditure	Reduction in staff hours and accessibility to the public.	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total projected impact on Property Lister dept/program:</b>				\$ -	\$ -	\$ -	\$ -	\$ -	
15.01	Land Conservation	Mill Creek Inspections	Hiring an engineer to complete DNR required inspections	\$ -	\$ -	\$ 2,080.00	\$ 1,040.00	\$ -	Vernon has a contract with Davy = \$2,080, 2025=\$1,040; 2026=\$20,80; 2027=\$0 *may depend slightly on fuel and mileage
15.02	Land Conservation	Rent Payment	Reduction in rent payment to move to the courthouse	\$ (11,352.00)	\$ (11,352.00)	\$ (11,352.00)	\$ (11,352.00)	\$ (11,352.00)	
15.03	Land Conservation	Check with added MIS pieces and licensing expenses for phone systems and work stations.	Included in County Tech Budget and planning	\$ -	\$ -	\$ -	\$ -	\$ -	
15.04	Land Conservation								
15.90	Land Conservation	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure Reduction Amount	Increase fees for self-compliance for Farmland Preservation. Currently charge \$15 per self-compliance form. If owner has more than 1, the others are \$5. These are doubled if late. Could make it \$15 per self-compliance form and \$30 for late or increase to \$20 and \$40 if late. Could raise the fee for manure storage permits (change via the ordinance). We don't do a lot of them, maybe 1 per year. Would need to check what other counties are charging. Reduction of staff or staff hours is an option. Currently have a vacancy which is hindering technical work essential for the office. If position is not filled or if it is filled and another position is eliminated, it may reduce tax levy but the state staffing grant from DATCP could be affected. Currently, the amount is based on 100% of the county conservationist hours spent on Land conservation issues (currently 95% of time) up to \$75,000. This position must work a minimum of 95% on LCD issues. Every county is guaranteed \$75,000 and 100% of the first position. Then it is supposed to be up 70% of the second position, but because the state never has enough for the whole 70%, they use a complex formula to come up with the amount for the 2nd position. They are based on the previous years salaries and fringes (ie, Sending in for 2023 grant is passed on salaries and fringes from 2021).	\$ -	\$ -	\$ -	\$ -	\$ -	
15.91	Land Conservation	Directed reduction of \$2,000 Levy Expenditure	Increase fees for self-compliance for Farmland Preservation. Currently charge \$15 per self-compliance form. If owner has more than 1, the others are \$5. These are doubled if late. Could make it \$15 per self-compliance form and \$30 for late or increase to \$20 and \$40 if late. Could raise the fee for manure storage permits. We don't do a lot of them, maybe 1 per year. Would need to check what other counties are charging.	\$ -	\$ -	\$ -	\$ -	\$ -	
15.92	Land Conservation	Support staff reduction when settled with Zoning \$59,675.38	Reduction of FTE between the two departments - Request Cathy and Mike	\$ -	\$ (59,675.38)	\$ (59,675.38)	\$ (59,675.38)	\$ (59,675.38)	Recommendation to reduce position
<b>Total projected impact on Land Con. dept/program:</b>				\$ (11,352.00)	\$ (71,027.38)	\$ (68,947.38)	\$ (69,987.38)	\$ (71,027.38)	
16.01	Zoning	\$30,000 reduction was designated for 2022. The amounts were not transferred into payroll in 2022. This step will be implemented in 2023 meaning the added reduction is removed in the 2023 budget.	<del>Reduced \$30,000 use in Land Information Grant from 2022 re-utilizing this grant becomes questionable in context or meeting grant criteria</del>	\$ -	\$ -	\$ -	\$ -	\$ -	
16.02	Zoning								
16.90	Zoning	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure	Reduction in staff hours and accessibility to the public.						
16.91	Zoning	Directed reduction of \$2,000 Levy Expenditure	Reduction in staff hours and accessibility to the public.						
16.92	Zoning	Support staff reduction when settled with Zoning	Reduction of FTE between the two departments - Request Cathy and Mike. Experienced						
<b>Total projected impact on Zoning dept/program:</b>				\$ -	\$ -	\$ -	\$ -	\$ -	
17.01	Veteran's Services	none							
17.90	Veteran's Services	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure (\$18,914.75)	Reduction in purchasing of Memorial Day Flags and Holders or reduction in service hours.	\$ -	\$ -	\$ -	\$ -	\$ -	
17.91	Veteran's Services	Directed reduction of \$1,000 Levy Expenditure	Reduction in purchasing of Memorial Day Flags and Holders or reduction in service hours.	\$ -	\$ -	\$ -	\$ -	\$ -	

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17.92	Veteran's Services	Leave Veterans Benefits Specialist Position Vacant = (23,868.29)	Reduction in services hours and quality of services. Walk-in services would be very limited with most services having to be done by appointment, and appointments made leaving messages and return calls. Office would have more closures when CVSO is travel for training or home-visits. Alternative placement of services in the HHS building may be on option to support with receiving appointments, scheduling and admin receiving paperwork.	\$ -	\$ -	\$ -	\$ -	\$ -	Recommendation to leave benefits specialist position vacant. Amended 27JUL2022 to scratch reduction.
<b>Total projected impact on Veteran's dept/program:</b>				\$ -	\$ -	\$ -	\$ -	\$ -	
18.01	Courthouse Maintenance	Maintenance on entrance doors, contract for inspections	This is an increase in fees to allow for routine service checks on our entry doors of the courthouse. These inspections help ensure the building is secured after business hours.	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	
18.03	Courthouse Maintenance	Energy Audit							
18.03	Courthouse Maintenance	Air renovation and mold mitigation	This project would include inspection, abatement and cleaning to help ensure air quality of the building.						
18.04	Courthouse Maintenance	Addition of Maintenance Director [Strategic Plan: creation of centralized maintenance]	Combined maintenance services and oversight on county facilities and operations.	\$82,837	\$ 86,150.58	\$ 89,596.61	\$ 93,180.47	\$ 96,907.69	Push back implementation until 2027
18.05	Courthouse Maintenance	Generator Maintenance (contract). No current offer.	Consideration for county-wide generator maintenance and upkeep program (consider with radio/tower project).						
18.90	Courthouse Maintenance	Strategic Plan- Directed reduction of 20% Levy Expenditure	Reduction in staff hours, maintenance contracts, supplies and/or accessibility to the public. Reduction in custodial support hours that may degrade building cleanliness.						
18.91	Courthouse Maintenance	Directed reduction of \$2,000 Levy Expenditure	Reduction in staff hours, maintenance contracts, supplies and/or accessibility to the public.						
<b>Total projected impact on CH Maint. dept/program:</b>				\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 97,157.69	
19.01	MIS	Reclassification of MIS system Administrator Position MIS Administrator	Reclassification of the MIS Administrator Position potentially from a "J" to "K". The MIS Systems Administrator position continues to grow in complexity requiring rapidly developing continued education, experience and responsibility.	\$ 3,931.20	\$ 4,127.76	\$ 4,334.15	\$ 4,507.51	\$ 4,687.81	
19.02	MIS	Sheriff Tech / and Radio Tower Coordinator Position	Anticipation of position at possible "I" rating.	\$ -	\$ 79,750.48	\$ 83,738.00	\$ 87,924.90	\$ 91,441.90	Implement 2024
19.03	MIS	Reclassification of MIS Position - MIS Director	Reclassification of the MIS Administrator Position potentially from a "M" to "N". Expectations and responsibility of the department continues to grow in efforts to meet service support expectations.	\$ -	\$ 3,931.20	\$ 4,127.76	\$ 4,292.87	\$ 4,464.59	Implement in 2024
19.04	MIS	MIS Assistant (Continued Contract at 20hrs)	Currently this position is leased and funded through ARPA through 2022; if keep this position leased	\$18,000	\$ 19,080.00	\$ -	\$ -	\$ -	Maintain position under contract
19.05	MIS	MIS Assistant (Continued as new employee 20hrs)	Currently this position is leased and funded through ARPA through 2022; if keep this position leased	\$0	\$ -	\$ 23,595.60	\$ 25,011.34	\$ 26,512.02	Transition in 2025
19.90	MIS	Strategic Plan- Directed reduction of 20% Levy Expenditure	Reduction in staff hours and potential delays in fixing problems.						
19.91	MIS	Directed reduction of \$3,000 Levy Expenditure	Reduction in staff hours and potential delays in fixing problems.						
<b>Total projected impact on MIS dept/program:</b>				\$ 21,931.20	\$ 106,889.44	\$ 115,795.51	\$ 121,736.62	\$ 127,106.32	
20.01	County Tech	Office 365 Licensing (Subscription)	With this the county will have a stronger platform for sharing server access, collaborative projects, efficiencies, and continuity of support programs including video conferencing	\$ -	\$ -	\$ -	\$ 70,488.00	\$ 71,897.76	Push back implementation to 2026
20.02	County Tech	AS400 Cloud Backup	This service backs up our financial and payroll data in cloud storage - vs. historic practice of tape backup; new expense in	\$ 6,000.00	\$ 6,300.00	\$ 6,615.00	\$ 6,945.75	\$ 7,293.04	
20.03	County Tech	Smarsh - Mobile Device	Achieving Mobile Messages and Filtering; new expense in 2023	\$ 5,000.00	\$ 5,150.00	\$ 5,304.50	\$ 5,463.64	\$ 5,627.54	
20.04	County Tech	Jamf - management of updates and apps	Mobile device management (estimating at 5%, but may also have to factor for adding more devices); new expense in 2023	\$ 3,400.00	\$ 3,570.00	\$ 3,748.50	\$ 3,935.93	\$ 4,132.72	
20.05	County Tech	Telephone Licensing - looking to increase at about 7% each year	Current annual expense = \$7,035.00; increase expense at a projected 7% increase	\$ 492.45	\$ 526.92	\$ 563.81	\$ 603.27	\$ 645.50	
20.06	County Tech	New Website - for the county on a platform - Gov Office (example) estimated a 35,000 implementation and \$15,000 annual	Merge with estimates from Clerk's Budget	\$ -	\$ -	\$ -	\$ 35,000.00	\$ 15,000.00	Push back to 2026
20.07	County Tech	VEEAM - server management software - projected increases	Back up of servers. It images all servers in the event of a loss it allows for data and server recovery.	\$ 250.00	\$ 262.50	\$ 275.63	\$ 289.41	\$ 303.88	
20.08	County Tech	Misc. software expenses - Adobe, genome, WebEx, etc. (currently \$2,000) anticipating 5% increase	Adds administrative ease on managing and editing data.	\$ 2,500.00	\$ 2,625.00	\$ 2,756.25	\$ 2,894.06	\$ 3,038.77	
20.09	County Tech	Antivirus - Sophos, changed to a centralized expense vs. department (\$17,000)	Current three year deal			\$ 18,000.00	\$ 18,720.00	\$ 19,468.80	

2022 Budget Adjustments

20.10	County Tech	Barracuda Web-filter	Filters access to inappropriate content and filters malicious emails.	\$ 5,250.00	\$ 5,512.50	\$ 5,788.13	\$ 6,077.53	\$ 6,381.41	
20.11	County Tech	Barracuda Email Archiver	Maintain compliance with open record requests. (would go away with office 365)	\$ 3,480.00	\$ 3,654.00	\$ 3,836.70	\$ 4,028.54	\$ 4,229.96	
20.12	County Tech	Barracuda Email Encryption	Encrypts email. (would go away with office 365)	\$ 12,000.00	\$ 12,600.00	\$ 13,230.00	\$ 13,891.50	\$ 14,586.08	
20.13	County Tech	Security Training and Testing Program	A program would help mitigate threats and data breaches.	\$ 3,000.00	\$ 3,150.00	\$ 3,307.50	\$ 3,472.88	\$ 3,646.52	
20.14	County Tech	Security Cameras and Video Storage	Protects physical infrastructure and mitigates breaches and liabilities.	\$ 500.00	\$ 525.00	\$ 551.25	\$ 578.81	\$ 607.75	
20.15	County Tech	Secondary Internet Redundancy	This would be a "small band-width" provider to use as a secondary in the event of outage with primary	\$ 1,000.00	\$ 1,050.00	\$ 1,102.50	\$ 1,157.63	\$ 1,215.51	
20.16	County Tech	ipads for citizen members on Standing Committees	Allows our citizen members on standing committees to fully participate with common access. (anticipating 7) Future funding under capital program.	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	
20.90	County Tech	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure	Reduction in equipment purchasing, network maintenance, computer replacement, listening, and necessary software supports. Secondary impacts on service delivery, system security, communications, data management, and internal operations.	\$ -	\$ -	\$ -	\$ -	\$ -	
20.91	County Tech	Directed reduction of \$5,000 Levy Expenditure	Reduction in equipment purchasing, network maintenance, computer replacement, listening, and necessary software supports. Secondary impacts on service delivery, system security, communications, data management, and internal operations.	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total projected impact on County Tech dept/program:</b>				\$ 46,372.45	\$ 44,925.92	\$ 65,079.76	\$ 155,626.89	\$ 139,259.19	
21.01	Administration	Creation of Finance Department <b>[Strategic Plan]</b> Addition of 1FTE Finance Officer	Increases financial control and planning and aligns with goals of strategic planning estimated "O" grade = total package of \$100,842.82	\$ -	\$ -	\$ -	\$ -	\$ 100,842.82	
21.02	Administration	Creation of HR Department <b>[Strategic Plan]</b> Addition of 1FTE HR Coordinator	Increases HR policy development and consistent employment actions estimated "L" grade = total package of \$89,351.11	\$ -	\$ -	\$ -	\$ -	\$ 89,351.11	
21.03	Administration	Creation of HR + Finance Department Combined <b>[Strategic Plan]</b> Addition of 1FTE Finance and HR Coordinator	Increases financial controls and HR practices. Manages admin staff. Estimated "P" Grade. Bridge until possible assessment of 2027.	\$ -	\$ 105,116.60	\$ 110,372.43	\$ 115,891.05	\$ -	
21.04	Administration	Staff training and professional development	Additional funds for staff training to encourage more experiences with WACPD and WGFOA and conferences.	\$ 3,500.00	\$ 3,700.00	\$ 3,900.00	\$ 4,100.00	\$ 4,300.00	
21.04	Administration	Department head training targeted at leadership and management, including lean process training or UW continuing education certifications in public management or human resources <b>[Strategic Plan]</b>	Southwest Tech Leadership = \$825.00; UW Extension Government Leadership Academy = \$1,200. 5xManagement Personnel per year.	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
21.04	Administration	Proposal for a new ERP System <b>[Strategic Plan]</b>	AS400 support is nearing end - new software / transfer	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00	
21.05	Administration	Establish a Lapsing Contingency Fund to absorb unforeseen expenditures at the organizational level	Lapsing Amount to hold for use // Assign a Fund Number. Fund #11 as of 20 Oct 2022 is \$246,432.82. Intended to cover until 2026	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	
21.06	Administration	Utilize remaining Contingency Fund Balance on unforeseen Expenses	Fund #11: Contingency Fund (currently non-lapsing)	Fund Balance	Fund Balance	Fund Balance	\$ -	\$ -	
21.90	Administration	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure	Summary of recommended service reductions, service fee increase and/or operational adjustments in efforts to best provide services.	\$ -	\$ -	\$ -	\$ -	\$ -	
21.91	Administration	Directed reduction of \$5,000 Levy Expenditure	Summary of recommended service reductions, service fee increase and/or operational adjustments in efforts to best provide services.	\$ -	\$ -	\$ -	\$ -	\$ -	
21.92	Administration	Reduction of Administrator and Re-establish a Part-time Administrative Coordinator on the County Clerk	Reduction in \$110,611.35	\$ -	\$ -	\$ -	\$ -	\$ -	
21.93	Administration	Reduction of Assistant to the Administrator	Reduction in \$74,124.46. In Levy expenses with impacts on administration management of projects policy, meeting planning and coordination, etc.	\$ -	\$ -	\$ -	\$ -	\$ -	
21.94	Administration	Reduction of Part-Time Finance Officer		\$ -	\$ -	\$ (16,000.00)	\$ (16,000.00)	\$ (16,000.00)	
<b>Total projected impact on Admin dept/program:</b>				\$ 3,500.00	\$ 108,816.60	\$ 103,272.43	\$ 208,991.05	\$ 583,493.93	
22.01	County Board	Training and Conference	Increased funding to allow for supervisor participation in the WCA COWS in Richland Center		\$ 500.00		\$ 700.00		
22.02	County Board	Training and Conference	Allow for additional training with participation at fall conference and legislative session	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	Change this to \$400.00

2022 Budget Adjustments

22.03	County Board	Annual Salary for Supervisors	Unknown cost - Currently evaluating the new standing committee structure to determine the effectiveness of meetings and future need for meetings. Eventual action to change from a per diem model of supervisor payment to a annual salary may be a future recommendation.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22.04	County Board	Reduction in volume of posting Board minutes in paper	The full publication of the county board resolutions and ordinances will continue to be posted on the County's website. Complete ordinances will remain posted in the paper. Resolutions will be summarized.	\$ (8,400.00)	\$ (8,400.00)	\$ (8,400.00)	\$ (8,400.00)	\$ (8,400.00)	\$ (8,400.00)
22.90	County Board	Strategic Plan- Directed reduction of 20% Levy Expenditure	Summary of recommended service reductions, service fee increase and/or operational adjustments in efforts to best provide services.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22.91	County Board	Strategic Plan- Directed reduction of \$5,000 Levy	Summary of recommended service reductions, service fee increase and/or operational adjustments in efforts to best provide services.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Total projected impact on County Board dept./program:** \$ (8,000.00) \$ (7,500.00) \$ (8,000.00) \$ (7,300.00) \$ (8,000.00)

23.01	Tricounty Airport	Anticipated increase in Operations Costs = Last year's increase % increased out. 2022 annual operation expense of the county = \$27,555.15	Adding operational costs in wages, benefits and routine maintenance expenses. Participation in excepting the FAA grant to build the drainage ditch includes language of required ownership of (Sauk and Richland County). If both owners were to separate from ownership a prorated repayment of acquired funds would be required to the FAA and State DOT. Separation of Richland County with retention of ownership by Sauk may be possible but would require in-depth legal investigation and negotiations with Sauk County.	\$ 8,266.55	\$ 8,679.88	\$ 9,113.87	\$ 9,569.56	\$ 10,048.04	\$ 10,048.04
23.02	Tricounty Airport								
23.03	Tricounty Airport								

23.90	Tricounty Airport	Strategic Plan- Directed reduction of 20% Levy Expenditure	Summary of recommended service reductions and operational adjustments in efforts to best provide services.						
23.91	Tricounty Airport	Strategic Plan- Directed reduction of \$2,500 Levy							
	Tricounty Airport	Separation from Airport = (\$27,555.15)							

**Total projected impact on TRICTYdept/program:** \$ 8,266.55 \$ 8,679.88 \$ 9,113.87 \$ 9,569.56 \$ 10,048.04

24.01	Ambulance Services	Propose to add 2 new part-time positions	positive impact - will improve our ability to provide inter-facility transports	\$ 25,867.68	\$ 26,426.80	\$ 26,953.02	\$ 26,953.02	\$ 26,953.02	\$ 26,953.02
24.02	Ambulance Services	Propose to add 1 new full-time position	positive impact - will improve our ability to provide inter-facility transports	\$ 69,929.27	\$ 70,988.03	\$ 71,984.52	\$ 71,984.52	\$ 71,984.52	\$ 71,984.52
24.03	Ambulance Services	Reduce paid on call salary	Will offset increase in full/part time salary	\$ (28,000.00)	\$ (28,000.00)	\$ (28,000.00)	\$ (38,000.00)	\$ (38,000.00)	\$ (38,000.00)
24.04	Ambulance Services	Cost for utilities in new facility (new expense)	necessary to operate in new facility	\$ 5,635.00	\$ 5,663.17	\$ 5,691.48	\$ 5,719.93	\$ 5,748.52	\$ 5,748.52
24.05	Ambulance Services	put aside money for roof project - REC	roof replacement - cost spread out over 4 years	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
24.06	Ambulance Services	Replace Ambulance Cot - (x2)	improve patient/EMT safety when moving patients. Current cots near end of life.	\$ 27,500.00	\$ 30,250.00				
24.07	Ambulance Services	Increased Revenues	With increased staff - ability to perform increased transfers = gaining revenues (estimating 15 transfers per month at Medicaid rate which is the lowest possible at an estimate 73% of clients)	\$ (162,000.00)	\$ (162,000.00)	\$ (162,000.00)	\$ (162,000.00)	\$ (162,000.00)	\$ (162,000.00)
24.08	Ambulance Services	Annual Capital Outlay Contributions for future capital projects with building, vehicles and equipment.		\$ 41,068.05	\$ 36,672.00	\$ 65,370.98	\$ 75,342.53	\$ 95,313.94	\$ 95,313.94
24.09	Ambulance Services	Annual Capital Outlay Contributions for future capital projects with building, vehicles and equipment.		\$ 41,068.05	\$ 36,672.00	\$ 65,370.98	\$ 75,342.53	\$ 95,313.94	\$ 95,313.94
24.10	Ambulance Services	Expenditure increases: Resulting from increase to a 5% plus step to match Pine Valley's (7%) = \$6,113.99 increase	If unable to recoup with revenues, it will be addressed with fund balance and future potential increases to contract fees.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

24.90	Ambulance Services	Reduction in all operations	Ambulance does not impact County Operation Levy. No anticipated Levy use. Would see reduction in payroll and administrative support hours. These hours would likely be filled with other department demands and an over secondary reduction is not projected.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24.91	Ambulance Services	Reduction in Property Insurance	Anticipating a 90/10 split with Emergency Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24.92	Ambulance Services	Reduction in Liability Insurance	Anticipating a 90/10 split with Emergency Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24.93	Ambulance Services	Strategic Plan- Directed reduction of (\$5000) Levy	There is no consideration for direct levy in financial projection past completed ambulance garage in 2022.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Total projected impact on Ambulance dept/program:** \$ 41,068.05 \$ 36,672.00 \$ 65,370.98 \$ 75,342.53 \$ 95,313.94

2022 Budget Adjustments

25.01	Emergency Management	Increase in contracted planning services (EMPG)	maintains current level of natural disaster preparedness and response	\$ 965.00	\$ 965.00	\$ 1,254.50	\$ 1,254.50	\$ 1,544.00
25.02	Emergency Management	Cost for utilities in new facility (new expense)	necessary to operate in new facility	\$ 1,075.00	\$ 1,080.37	\$ 1,085.77	\$ 1,091.19	\$ 1,096.64
25.03	Emergency Management	Increase in contracted planning services (EPCRA)	maintains current level of HAZMAT preparedness and response	\$ 841.00	\$ 841.00	\$ 1,093.00	\$ 1,093.00	\$ 1,346.00
25.04	Emergency Management	Add or Contract Position .75 FTE	If we had separated EM Director (displace EMPG contract) = Added position \$40,000	\$ -	\$ -	\$ -	\$ -	\$ -
25.05	Emergency Management	Added Work Space and Equipment	Courthouse Space or Sheriff - depend on placement and requirements of a work station, phone, licensing etc.	\$ -	\$ -	\$ -	\$ -	\$ -
25.90	Emergency Management	<b>Strategic Plan- Directed reduction of 20% Levy Expenditure</b>	Summary of recommended service reductions, service fee increase and/or operational adjustments in efforts to best provide services.	\$ -	\$ -	\$ -	\$ -	\$ -
25.91	Emergency Management	<b>Strategic Plan- Directed reduction of (\$5000) Levy</b>	Summary of recommended service reductions, service fee increase and/or operational adjustments in efforts to best provide services.	\$ -	\$ -	\$ -	\$ -	\$ -

**Total projected impact on EM Mgmt dept/program: \$ 2,881.00 \$ 2,886.37 \$ 3,433.27 \$ 3,438.69 \$ 3,986.64**

26.01	Pine Valley Community Village:	<b>Strategic Plan- Directed reduction of 20% Levy Expenditure - to previous amount of \$300,000 = (\$60,000)</b>	Pine Valley revenues currently cover all operation expenses with excess. The 2022 budget utilized \$504,996.00 of operational revenues to supplement general operation expenses an additional 20% of anticipated revenues would begin depletion of stored capital and contingency funds. A 20 % increase of the previous \$300,000 utilization would equate to \$60,000 increase.	\$ -	\$ -	\$ -	\$ -	\$ -
26.02	Pine Valley Community Village:	Contracting all Services to a 3rd party and leasing the facility for a fee	Reduction from estimated \$300,000 (risk) flow to \$150,000 (guaranteed) and reduced need for operations contingency. Recruitment and retention may carry it's own challenges, but those challenges are displaced to the contracted provider.	\$ -	\$ -	\$ -	\$ -	\$ -

26.90	Pine Valley Community Village:	<b>Strategic Plan- Directed reduction of Levy :</b>	Reference Revenue Section #2					
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**Total projected impact on Pine Valley: \$ - \$ - \$ - \$ - \$ -**

27.01	UW Extension Office	Local Cost Share on Contracts, anticipating	3% Increase operation costs	\$ <del>3,338.85</del>	\$ <del>3,439.02</del>	\$ <del>3,542.19</del>	\$ <del>3,648.45</del>	\$ <del>3,757.91</del>
27.02	UW Extension Office							

Recommend freeze all levy increases

27.90	UW Extension Office	<b>Reduction by resolution</b>		\$ -	\$ (37,130.35)	\$ (37,130.35)	\$ (37,130.35)	\$ (37,130.35)
27.91	UW Extension Office	<b>Strategic Plan- Directed reduction of 20% Levy Expenditure (\$37,006.43)</b>	<ul style="list-style-type: none"> <li>Office would be open to the public by appointment only</li> <li>Less overall programming and coalition building done by educators as they will be doing more of the workload of support staff, i.e. data management, promotional material design, newsletter development, program material collating and preparation, reduction in access to support of the County Fair, etc.</li> <li>Complete loss of program such as Get Real</li> <li>Reduction in services such as pressure canning testing, assistance with soil sampling, Private Pesticide Applicator Testing</li> <li>County Committee prep and announcement would need to be shifted.</li> <li>Reduced efficiency in departmental financial management</li> </ul>					
27.92	UW Extension Office	<b>Strategic Plan- Directed reduction of Levy \$5,000 :</b>	Reduction in services and hours					

**Total projected impact on UWEX dept/program: \$ - \$ (37,130.35) \$ (37,130.35) \$ (37,130.35) \$ (37,130.35)**

28.01	Fair & Recycling	2 x LTE Staffing for Fair Week (Clerical A)	Outside Hire @ \$11.93 x 40hours	\$ 1,068.93	\$ <del>1,090.31</del>	\$ <del>1,112.11</del>	\$ <del>1,134.35</del>	\$ <del>1,157.04</del>
28.02	Fair & Recycling	2 x LTE Staffing for Fair Week (Ground B)	Outside Hire @ \$ 12.88 x 40hours	\$ 1,154.05	\$ <del>1,177.13</del>	\$ <del>1,200.67</del>	\$ <del>1,224.68</del>	\$ <del>1,249.18</del>
28.03	Fair & Recycling	8 x LTE Staffing for Fair Week (Resolution commitment from county Board, Committees or Current County Staff	In-house from other departments (reduction in other service hours)	\$ -	\$ -	\$ -	\$ -	\$ -
28.04	Fair & Recycling	Reclassification on Fair and Recycling Coordinator Positions	Estimated reclassification of an anticipated \$2.00 per hour increase.	\$ <del>2,080.00</del>	\$ <del>2,225.60</del>	\$ <del>2,381.39</del>	\$ <del>3,672.09</del>	\$ <del>5,358.13</del>
28.05	Fair & Recycling	Consideration for a Fair, Recycling and Parks Coordinator	Anticipating 40 hours per week. Anticipating job duties and responsibilities on reclassification reaching +\$4.00 per hour; or adding an part-time clerical support position.	\$ <del>12,480.00</del>	\$ <del>13,104.00</del>	\$ <del>13,759.20</del>	\$ <del>14,447.16</del>	\$ <del>15,169.52</del>
28.07	Fair & Recycling	Fair Contracts	Town and Country Porto-Potty Rental	\$ 1,100.00	\$ <del>1,155.00</del>	\$ <del>1,212.75</del>	\$ <del>1,273.39</del>	\$ <del>1,337.06</del>
28.08	Fair & Recycling	Sound Equipment Rental	Increase of rental	\$ 1,000.00	\$ <del>1,000.00</del>	\$ <del>1,000.00</del>	\$ <del>2,000.00</del>	\$ <del>2,000.00</del>

2022 Budget Adjustments

28.09	Fair & Recycling	Purchased Mower vs. Lawn Mower Lease (\$3,000)	Would like to absorb those funds into the maintenance line to cover everything that has been cut over the years. We have to have some funds for raising fuel costs, repair and maintenance items, along with the cleaning/paper products for bathrooms, along with instating annual grandstand inspections (Line 28.10)	\$ (3,000.00)	\$ (3,000.00)	\$ (3,000.00)	\$ (3,000.00)	\$ (3,000.00)	
28.10	Fair & Recycling	Annual Grandstand inspections and increased costs of fuel and maintenance.	Absorption of 28.09 line savings	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
28.11	Fair & Recycling	Increased on facility rental = \$3,000	Concerns on uniformity for profit vs. non-profit vs. free gate events.						
28.12	Fair & Recycling	Increase on storage rental		\$ (3,568.77)	\$ 3,568.77	\$ 3,568.77	\$ 3,568.77	\$ 3,568.77	
28.13	Fair & Recycling	Increase on gate fees	Recommend not considering this time and planning on slight increase from wristband sales						
28.14	Fair & Recycling	Increased events	Investigating addition of Beer Fest	\$ (1,000.00)	\$ 1,500.00				
28.90	Fair & Recycling	Reduce all levy funding for 2022 (\$15,000)	Displace existing revenues will likely have staffing impacts and ability to coordinate events and manage grounds. @ 32 hours for the week (labor day on Monday) <b>Indicates impacts of proposal resolution.</b>		\$ (15,000.00)	\$ (15,000.00)	\$ (15,000.00)	\$ (15,000.00)	Amended
28.91	Fair & Recycling	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure		\$ -	\$ -	\$ -	\$ -	\$ -	

**Total projected impact on Fair and Recycling:** \$ (245.79) \$ (15,000.00) \$ (15,000.00) \$ (15,000.00) \$ (15,000.00)

29.01	Parks Commission	Tax Levy increase	Return Parks budget to 2021 tax levy amount	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	
29.02									
29.90	Parks Commission	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure = (\$6,000)	The only way to reduce 20% would be to reduce or eliminate money paid to the other parks. Would also reduce replacement of park equipment including playground equipment, picnic tables, etc. would need to increase camping fees (per ordinance). May need to decrease maintenance of parks.						
29.91	Parks Commission	<b>Strategic Plan-</b> Directed reduction of Levy \$5,000 :	Reduce money paid to other parks and increase camping fees						
29.92	Parks Commission	Reduce all Levy on Parks Operations ~\$30,000	If this were to happen, all parks including the Pine River trail would be closed. No maintenance so would have to block access to all because of liability of no maintenance. Could try to sell all but the Pine River Trail(railroad has right to take back over at anytime) Rifle range should then be turned over to the sheriffs department and close to the public. Sheriff's department needs a range to maintain firearm requirements. <b>Indicates impacts of proposal resolution - Amended scratch as of 17JUL22 meeting</b>	\$ -	\$ -	\$ -	\$ -	\$ -	Proposed resolution amendment from 27 July 2022

**Total projected impact on Parks dept/program:** \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

2022 Budget Adjustments

30.01	Symons Recreation Complex	Wage, Dental & Health increases per County Board	City covers 50% operational expenses against section #1	\$ (7,000.00)	<del>\$(7,000.00)</del>	<del>\$(7,000.00)</del>	<del>\$(7,000.00)</del>	<del>\$(7,000.00)</del>	
30.01	Symons Recreation Complex	Partnership with Schools and business for programs/events at Symons.	Additional programming with Schools & Businesses - PE days at SRC, Swimming, Fitness programs, lifeguard classes through schools	\$ (3,000.00)	<del>\$(3,000.00)</del>	<del>\$(3,000.00)</del>	<del>\$(3,000.00)</del>	<del>\$(3,000.00)</del>	
30.01	Symons Recreation Complex	Increase membership and class prices	Raising rates too high can also lose memberships as well. So the lower the percentage of Health and wages each year is better for membership retention.	\$ (11,000.00)	<del>\$(11,000.00)</del>	<del>\$(11,000.00)</del>	<del>\$(11,000.00)</del>	<del>\$(11,000.00)</del>	
30.90	Symons Recreation Complex	Reduce all levy funding for 2022 (\$36,141.61)	Displace existing revenues will likely have staffing impacts. Any reductions we do would be matched by the city to equal = \$68,583 impact on Symons. Such action would require communication with the city. = \$(36,141.61) <b>Indicates impacts of proposal resolution.</b>	\$ -	\$ (36,141.61)	\$ (36,141.61)	\$ (36,141.61)	\$ (36,141.61)	Zero levy contribution by 2024
30.91	Symons Recreation Complex	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure	Reduction of support staffing and hours of operation.	\$ -	\$ -	\$ -	\$ -	\$ -	
30.92	Symons Recreation Complex	<b>Strategic Plan-</b> Directed reduction of Levy \$5,000	Reduction of support staffing and hours of operation.	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total projected impact on Symons dept/program:</b>				\$ (21,000.00)	\$ (36,141.61)	\$ (36,141.61)	\$ (36,141.61)	\$ (36,141.61)	
31.01	UW Campus	Restore to 2020 level	Restore budget to \$60,000	<del>\$(20,000.00)</del>	<del>\$(20,000.00)</del>	<del>\$(20,000.00)</del>	<del>\$(20,000.00)</del>	<del>\$(20,000.00)</del>	
31.02	UW Campus	Reduction to UW occupation of Melville, Classroom, Science Building	County UW relationship. Reduction in 2022 maintenance expenses of \$40k to \$30k = \$10k reduction.	\$ -	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	
31.90	UW Campus	Stop maintenance apportionments. Remaining (\$40,000) to reduce all levy funding in 2023.	Discontinuing all funding would be a breach of agreement. We would have to end or amend our agreement with the UW System. This would have significant impact on our existing deferred maintenance issues if we were to continue owning buildings. <b>Indicates impacts of proposal resolution.</b>	\$ -	\$ -	\$ (30,000.00)	\$ (30,000.00)	\$ (30,000.00)	
31.91	UW Campus	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure	Continued deferred maintenance, liability and deterioration of property.	\$ -	\$ -	\$ -	\$ -	\$ -	
31.92	UW Campus	<b>Strategic Plan-</b> Directed reduction of Levy \$5,000	Continued deferred maintenance, liability and deterioration of property.	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total projected impact on UW Campus dept/program:</b>				\$ -	\$ (10,000.00)	\$ (40,000.00)	\$ (40,000.00)	\$ (40,000.00)	
32.01	UW Food Services	Food cost increase	Services will reflect higher prices to cover this increase in	\$52,974.00	\$55,622.00	\$58,403.00	\$61,323.00	\$64,389.00	
32.02	UW Food Services	Increase sales prices to cover expenses		\$ (52,974.00)	\$ (55,622.00)	\$ (58,403.00)	\$ (61,323.00)	\$ (64,389.00)	
32.90	UW Food Services	Reduction of all Levy budgeted amounts: \$5,331.46	Impacts on Nutrition Program Meals; explore option with Pine Valley of other potential vendors. <b>Indicates impacts of proposal resolution.</b>	\$ -	\$ -	\$ -	\$ -	\$ -	Plan with UW occupation and funding transitions. Need to account for future of nutrition program.
32.91	UW Food Services	<b>Strategic Plan-</b> Directed reduction of Levy \$1,000	Reduction of support staffing and hours of operation = loss in revenues.	\$ -	\$ -	\$ -	\$ -	\$ -	
32.92	UW Food Services	<b>Strategic Plan-</b> Directed reduction of 20% Levy Expenditure	Reduction of support staffing and hours of operation = loss in revenues.	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total projected impact on UW Food dept/program:</b>				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
33.01	Economic Development								
33.02	Economic Development	<b>[Strategic Plan]</b> Incentive program to promote new home construction and development	Not determine at this time.						
33.03	Economic Development	<b>[Strategic Plan]</b> Broadband expansion throughout the county	Currently have ARPA fund project to address a section. No other operational funds identified at this time.						
33.90	Economic Development	<b>Response to Resolution 22-94</b>	Reduction in levy by sharing expense with private partnership	\$ -	\$ (37,000.00)	\$ (37,000.00)	\$ (37,000.00)	\$ (37,000.00)	

2022 Budget Adjustments

33.91	Economic Development	Strategic Plan- Directed reduction of Levy by 20%							
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Total projected impact on Economic Dev:			\$	-	\$	(37,000.00)	\$	(37,000.00)	\$	(37,000.00)	\$	(37,000.00)
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34.01	Southwest Regional Planning Commission	Consideration for ending partnership with Southwest Regional Planning	Anticipated (\$17,500) in reduction from discontinuing membership.										
34.02	Library	Increase of \$217,605.50 in 2022 to \$217,954.22 in 2023. Equates to a \$348.72 increase.	Library Levy falls as an exemption to the levy limit statute. It impacts overall tax burden but no operational levy limit. Wis Statute 66.0602(3)E4	\$	-	\$	-	\$	-	\$	-	\$	-

Total projected impact on Southwest Regional Planning Commission:									
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Total Impacts from Department Services (Adjustments and Options)			\$	(46,826.56)	\$	107,441.66	\$	533,701.14	\$	493,338.14	\$	1,041,192.39
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SECTION #5: Health Insurance Planning and Adjustments

#	Department	Description of proposed action:	Impacts on services:	Financial impact of Action (+ / -) to levy/									
				2023	2024	2025	2026	2027					
101.01	Health Insurance	County commitment to annual dollar amount regardless of increase	Need to be mindful of ACA poverty limits on lowest paying positions = penalty										
101.04	Health Insurance	Premium share adjustment	Need to be mindful of ACA poverty limits on lowest paying positions = penalty										
101.05	Health Insurance	HRA adjustment	HRA contribution provided by the county is reduced from \$1000/\$3000F to \$500/\$1500F. The estimated liability in 2023 is \$300,000. Impact to levy expense is estimated at \$150,000 reduced levy risk. Actual impact depends on claims.	\$	(81,893.07)	\$	(81,893.07)	\$	(81,893.07)	\$	(81,893.07)	\$	(81,893.07)
	Health Insurance	Plan Design Adjustment	Change to plan by entering ETF system.		Factured into section 1								
Total Impacts from Health Insurance Planning (Adjustments and Options)				\$	(81,893.07)	\$	(81,893.07)	\$	(81,893.07)	\$	(81,893.07)	\$	(81,893.07)

SECTION#6: Options and Resources for Additional Financial Adjustments:

#	Department	Add-in / Take-out/Amendment:	Impacts:	Financial impact of Action (+ / -) to levy/									
				2023	2024	2025	2026	2027					
201.01	Tax Deed Sales	Incorporate tax deeds sales	Projection: Could incorporate if we also incorporate making whole, liens, and fees associated. The risk on some is seen as balancing possible revenues. By statute we can only recognize a net gain after 5 years of no claim.	\$	-	\$	-	\$	-	\$	-	\$	-
202.01	Sales Tax	Anticipated projections in sales tax compared to 2022	Not recommended at this time	\$	(35,000.00)	\$	(25,000.00)	\$	(25,000.00)	\$	(25,000.00)	\$	(25,000.00)
203.01	Interest Income	Anticipated projections in interest income from LGPI Investment Funds	Not recommended at this time	\$	-	\$	-	\$	-	\$	-	\$	-
204.02	Interest Income	Anticipated projections in interest income from PMA Investment Funds	This would lock some of our funds into short-term investments with return at a couple of percent: from 68K up to 75K	\$	(75,000.00)	\$	(75,000.00)	\$	(75,000.00)	\$	(75,000.00)	\$	(75,000.00)
205.01	Property Tax	Projected property tax revenue increases from value	Reference Section number two as anticipated increased revenues from Net New Construction	\$	-	\$	-	\$	-	\$	-	\$	-
206.01	Wheel Tax	Amendments in projected wheel tax	Currently applying all revenues to highway road resurfacing (chip seal) for road preservation	\$	-	\$	-	\$	-	\$	-	\$	-
207.01	Undesignated Fund Spending	General Fund Balance Applied	Estimated \$268,692 in potential cash (non-asset) in staying over the 25% ratio of budgeted expenditures										
208.01	Accounting for additional fund balance return	Recognition of 2021 unaccounted revenues.	Example: HHS Revenue return, Highway Fund, Pine Valley Fund										

Amended from an estimated \$5,000 to less conservative projection. Each year remains individual and not compounded.



2022 Budget Adjustments

Section #7: Estimated Existing Annual Gaps With Proposed Adjustments					
Totals:	\$9,203.98	-\$832,243.31	-\$1,175,251.75	-\$810,547.57	-\$706,831.16

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name: Classification, Compensation and Authorization Policy**

<b>Department:</b>	Various	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	1-Nov-22	<b>Action Needed:</b>	Review and approve
<b>Disclosure:</b>	Open	<b>Authority:</b>	Finance and Personnel Standing Committee
<b>Date submitted:</b>	1-Nov-22	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	11/1/22	<b>Resolution</b>	

**Recommendation and/or action language:**

Recommend to... approve the changes to the Classification, Compensation and Authorization Policy

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

- Pg. 2 - Update Authority
- Pg. 5 - Section 2 - Update Authority
- Pg. 6 - Section 3 - Add definition.
  - Section 4.B. Update General & Pine Valley pay steps
- Pg. 7 - Update Authority & define Carlson Dettmen Consultings role
- Pg. 8 - Remove departments with no supplemental pay schedule
  - Define Categories of employment
- Pg. 9, 10 & 11 - Define authority
- Pg. 11 & 12 - F. Clarify responsible party for billing of study & procedure
- Pg. 12 - Grammar correction and section reference
- Pg. 13 - Section reference, update authority, clarify timeline & update revision history
- Pg. 17-20 Update Staff Authorization Table
- Pg. 21-23 Update Wage schedule for 2023

**Attachments and References:**

Marked up policy	

**Financial Review:**

*(please check one)*

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

*(summary of current and future impacts)*

**Approval:**

*Clinton Langreck*

**Review:**

*Clinton Langreck*

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

**Richland County Committee**

**Agenda Item Cover**

RICHLAND COUNTY, WI



~~-DRAFT-~~ Policy on  
Personnel Classification,  
Compensation and Staff  
Authorization  
Of Richland County

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Effective: 20 July 2021

Revised: \_\_\_\_\_ 1 November 2022

Policy Cover	
<b>Title:</b> Policy on Personnel Classification, Compensation and Staff Authorization	<b>Effective Date:</b> <del>20 July 2021</del>
	<b>Adoption/Revision Date:</b> <del>20 July 2021</del>
<b>Custodian:</b> County Administrator	<b>Approving Body:</b> Richland County Finance and Personnel <u>Standing</u> Committee

**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); and
- e. Wis. Stat 59.22(2)(c) (Board Powers to establish the number of employees).

**2. Reference:**

- a. Adopting Resolution/Ordinance/Motion: Resolution No: 21-98<sub>1</sub>;
- b. Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions: Resolution 20-93<sub>1</sub>;
- c. Richland County Employee Handbook<sub>1</sub>;
- d. Res 18-10 Adopting a New Pay Plan Wage Scale<sub>1</sub>;
- e. Res 18-61 Wage Scale amendment<sub>1</sub>;
- f. Res 18-97 Wage Grade Increased<sub>1</sub>;
- g. Res 19-89 Amending the County’s pay plan wage schedule<sub>1</sub>;
- h. Res 19-126 Amending Res 19-89<sub>1</sub>;
- i. Ordinance 82-3 Sheriff’s Department Ordinance<sub>1</sub>;
- j. Ordinance 89-7 Sheriff Department Ordinance<sub>1</sub>;

**3. Purpose:**

The Policy on Personnel Classification, Compensation and Authorization:

- a. establishes uniform classification practices throughout the organization;
- b. establishes compensation practices that are competitive with relevant markets;
- c. establishes an authorization table that identifies the allocation of the county workforce; and
- d. delegates authority and defines procedures to committees and administration.

**4. Scope**

- a. Applies to all Richland County Employees with exceptions of elected, seasonal, limited term, union members under a collective bargaining agreement when in conflict with the agreement, or those positions not otherwise captured in the authorization table.

**5. Policy Overview**

- a. Authority of this policy is vested in the Richland County Board of Supervisors with

- specified authorities granted to the Finance and Personnel Committee.
- b. Administrative procedures regarding classification, compensations and the staff authorization are delegated to the County Administrator.

**6. Policy Performance Goals:**

- a. This policy is established to support the following recruitment and retention goals with quantifiable performance indicators:
  - i. At the organizational level, the average tenure for a regular Richland County, employees should not fall below the national average for public employees as reported ~~annually~~ by the Bureau of Labor Statistics.
  - ii. At the department level, no department should experience more than 25% turn over in a year period, with consideration given to unreasonable circumstances involving smaller departments with limited staff.
  - iii. At the position level, no vacant regular full-time or vacant part-time regular position, should go 60 days without finding a candidate that meets minimum qualifications.
- b. This policy is established to support the following authorization goals with quantifiable performance indicators:
  - i. All employee authorization changes requiring amendments to this policy will be implemented in accordance with this policy, or at the authorization of the County Board.

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## **SECTION 1: COMPENSATION PHILOSOPHY:**

The Richland County Board of Supervisors intends to compensate the employees of Richland County through competitive wages that recognizes required (and acquired) knowledge, skills, and abilities; and awards longevity within the county through paid benefit time off. The compensation structure should give incentive for both professional developments in the given position, and the desire to pursue advancements in grade, authority and responsibility within the county. Compensation should reflect relevant markets in which the County can reasonably compete. Compensation should promote a well-qualified and diverse workforce that represents both the experience of longevity and the innovativeness of influx. It is understood that situations may occur where subordinates, or positions of lower grades, may be compensated at higher rates than supervisor(s), or employees at higher grades; however, these situations should be rare. It is also understood that market demands may fluctuate during recruitment efforts and deviations impacting one employee does not set precedent for other employees. Compensation is provided with an understanding that it is the responsibility of Richland County administration and management to: (1) promote a productive work environment and job satisfaction by fostering a motivational culture of autonomy, mastery and purpose; (2) ensure continuity during employee turnover; and (3) demonstrate fiscal responsibility.

## **SECTION 2: COMPENSATION PRINCIPLES**

- A. Support the performance goals of this policy, the Richland County Mission and strategic initiatives;
- B. Compensation will comply with federal code, state statute and county policy; and
- C. Richland County will utilize consistent practice, procedures, policies, and templates with limited exceptions that may arise from operational needs.
- D. Richland County will not discriminate in classification or compensation based on race, color, gender, religion, creed, age, disability, national origin, sexual orientation, or any other basis prohibited by state or federal law.
- E. Compensation should be transparent and visible upon request of the public and needs of auditing.
- F. This policy does not constitute a contract of employment. This policy can be changed for any reason, at any time, and without warning by the County Board or Finance and Personnel Standing Committee ~~or designated authority thereof~~. All employees not specifically covered by a collective bargaining agreement, elected, specified employment agreement or appointed by statute are considered “at-will.”

## **SECTION 3: POLICY DEFINITIONS**

For purposes of this policy the following definitions will apply:

- A. Emergency** — a serious and unexpected situation requiring immediate action to avoid a dangerous or unreasonable liability to the organization.”
- B. Wage Modifier** — any additional pay added to an employee’s hourly rate beyond

step of the wage schedule. Such as weekend or night differential, etc.

**C. Step Increase** — a wage grade step increase is a lateral progression, move or adjustment along the assigned wage grade.

**D. Effective Date** – date of the Adoption/Revision date of this Policy.

## **SECTION 4: WAGE SCHEDULES**

The following section describes the structure, purpose and progression of the Richland County Wage Schedules (Appendix E).

### **A. PAY GRADE:**

1. County positions are assigned to pay grades with County Board approval, through the processes defined in this policy.
2. Reclassification of a position to a different pay grade is described in Section 7 of this policy.
3. Each pay grade has a “step range” approved by the County Board.
4. Individual pay grade ranges may be adjusted by the County Board at any time, and at their discretion. Reasons that may arise to warrant adjustments include (but are not limited to) market changes, operational needs, recruiting and retention trends, or inability to meet the goals, philosophy or principles of this policy.
5. Additional wage modifiers may apply to individuals within the grade based on County Board approval, or approved department work rules.

### **B. SCHEDULE PLACEMENT AND PROGRESSION (Res No. ~~19-89~~ 22- ???)**

#### **General Government:**

- ~~1. Employees with two or more years of employment as of the Effective Date will be placed at step 4 (is currently step 3)~~
- ~~2. Employees whose wages were above step 3 prior to the Effective Date will be placed at the next step that provides an increase; except for those already at the top step~~
- ~~3. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step 2 (is currently step 1)~~

#### **1. New employees will be placed at Step 2.**

- ~~4.~~2. After an employee passes probation, the employee will be placed at step 3 (is currently step 2)
- ~~5.~~3. After two years from the date of hire, the employee will be placed at step 4 (is currently step 3)

#### **Pine Valley:**

- ~~1. Employees with two or more years of employment as of the Effective Date will be placed at step 5 7 (is currently step 45)~~
- ~~2. Employees whose wages were above step 4 6 prior to the Effective Date will be~~

~~placed at the next step that provides an increase; except for those already at the top step~~

- ~~3. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step ~~3~~ 5 (is currently step ~~2~~ 3)~~

1. New employees will be placed at step 5

- ~~4.~~2. After an employee passes probation, the employee will be placed at step ~~4~~ 6 (is currently step ~~3~~ 4)

- ~~5.~~3. After two years from the date of hire, the employee will be placed at step ~~5~~ 7 (is currently step ~~4~~ 5)

**General Provisions:**

1. County department heads, beginning on the Effective Date, may authorize a new hire to start one to two-steps above the new hire step, based on qualifications and experience. The Department must be able to absorb the increased cost in its budget. Such new hires would move up a step upon successful completion of their probationary period – and at other designated intervals, unless they are already at the highest step for that position (step 4 for general government; step ~~7~~ 5 for Pine Valley).
2. County department heads may authorize a one-time placement adjustment (not to exceed step 4 for General Government or step ~~7~~ 5 for Pine Valley) for current employees who the department head deems their experience and value to the department warrants the increase.
3. ~~The Finance and Personnel Standing Committee~~County Administrator is authorized to retain the services of Carlson Dettmann Consulting, LLC, (County's Compensation Plan Consultant) ~~during 2020, to update the county's composition structures (steps) to reflect current market — update to be completed by April 30, 2020.~~
4. ~~“The Finance and Personnel Standing Committee is authorized to have~~recommend the County's compensation structures (steps) updated annually to reflect current market. ~~The Finance and Personnel Standing Committee is also authorized to permit further step progressions beginning in 2021 up to and including the use of all steps in preparations of annual budgets as the oversight Committee and County Administration or deem feasible”~~

**SECTION 5: SUPPLEMENTAL DEPARTMENT WORK RULES**

Federal Regulations, Wisconsin State Statutes and Finance and Personnel Standing Committee approved departmental work rules may allow for pay modifiers and deviation from the Richland County Compensation Policy. Such modifiers and deviations will be presented to the Finance and Personnel Standing Committee by the departments for periodic review.

Departments with supplemental pay schedules and policies include the following appendices:

- a. ~~AA. Ambulance Services / Emergency Management (reserved)~~
- ~~BB. Child Support (reserved)~~
- ~~CC. Circuit Court (reserved)~~
- b. ~~DD. Coroner (reserved)~~
- ~~EE. District Attorney's Office (reserved)~~
- ~~FF. Extension Office (reserved)~~
- c. ~~GG. Fair and Recycling (reserved)~~
- d. ~~HH. Health and Human Services (reserved)~~
- e. ~~H. Highway (reserved)~~
- ~~JJ. Land Conservation (reserved)~~
- ~~KK. MIS (reserved)~~
- f. ~~LL. Pine Valley Community Services~~
- ~~MM. Register of Deeds (reserved)~~
- ~~NN. Register in Probate (reserved)~~
- g. ~~OO. Sheriff's Office (including reference to WPPA Agreement)~~
- h. ~~PP. Symon's Recreation Complex (reserved)~~
- ~~QQ. Treasurer's Office (reserved)~~
- ~~RR. UW Food Services (reserved)~~
- ~~SS. Veteran's Services (reserved)~~
- ~~TT. Zoning and Sanitation (reserved)~~
- ~~UU. Misc. (reserved)~~

## SECTION 6: CLASSIFICATION AND POSITION DESCRIPTIONS

**A. Classification:** A positions classification is defined by the following components:

1. **Position Title** — As defined by state statute and/or the county organizational tables, should align with comparable, standardized titles by the Bureau of Labor Statistics when applicable.
2. **Pay Grade** — Compensation level of a position as found on the Richland County Wage Schedules.
3. **FLSA Status** — Defines position entitlement to salary or time and/or one half premium.
4. **Category** — Defines position as full-time, part-time, casual reserve/~~pool~~, limited term, or seasonal.
  - a. Full-time - a minimum of 30 hours per week.
  - b. Part-time benefited – a minimum of 23.25 hours per week.
  - c. Part-time unbenefited – less than 23.24 hours per week.
  - d. Casual reserve – call-in, not a regular schedule, and only guaranteed work when needed.
  - e. Limited term employment – full time or part time employee contracted to work for a set amount of time.
  - 4.f. Seasonal – temporary employment that recurs around the same time every year.

5. **Capacity** — Indicates if the position's intended capacity of average hours per week.

**B. Position Description Content:** The authority and responsibility to manage and direct employees, assign work duties, and schedule employee hours is a function of management. Position description changes that are necessary to reflect assigned duties and requirements, are delegated to the position's department head with review and approval by the County Administrator, or supervisory committee as appropriate. ~~At the discretion of the County Administrator, modifications of department position descriptions significantly impacting department operations must be approved by the County Board.~~

**C. Department Heads are responsible for:** ~~e~~Ensuring their department's employees have a signed copy of their most recent position description submitted to the employees' individual personnel file. The position description is not to serve as a contract of employment, but as an understanding of general work expectations.

**D. Record Retention:** A master copy of all position descriptions shall be stored with the County Administrator, or designee as assigned.

## SECTION 7: RECLASSIFICATION PROCESS

**A.** A reclassification is a change to any one of the classification components listed above in section 6A.

**B.** Operational needs, essential functions and market demands will change. Positions may require a reclassification of title, wage grade, FLSA status, category or hourly capacity. Reclassifications will be entertained by the County Administrator and the Finance and Personnel Standing Committee on an annual basis in conjunction with the budget process unless an emergency arises or a violation of the policy performance goals is identified. ~~Reclassifications require resolution by the County Board.~~

### **C. Reclassification Procedure:**

1. Department heads will present a completed ~~R~~eclassification ~~R~~equest ~~F~~orm with supporting documents to the County Administrator or supervisory committee (when the department head is an elected official). [Reference Appendix B: "Reclassification Request"].

a. Requests involving the amendment to the pay grade assignment or FLSA classification will be forward to the County's ~~C~~ompensation ~~P~~lan ~~C~~onsultant for review and recommendation. Fees for the reclassification review will be charged to the requesting department.

2. The County Administrator, or supervisory committee (when the department head is an elected official), may take action to recommend the reclassification to the Finance and Personnel Standing Committee.

3. With the recommendation of the Administrator or supervisory committee (when the department head is an elected official), departments will present a completed ~~R~~eclassification ~~R~~equest ~~F~~orm with supporting documents to the Finance and

Personnel Standing Committee.

4. The Finance and Personnel Committee may recommend a resolution to the Richland County Board of Supervisors, or deny the request.
5. Any reclassification changes that are approved will be implemented on the first day of the first full pay period of the new budget year unless otherwise specifically requested by the department and approved by the Finance and Personnel Standing Committee, or County Board.
6. Reclassifications in a pay grade may be warranted by the following criteria:
  - a. Infraction of policy performance goals. Proven recruitment and retention trends indicating a clear need for reclassification.
  - b. The significant addition or deletion of essential job functions, skill requirements, educational requirement, and responsibilities; as added/or deleted from the position description since the last evaluation of the position. An increase/or decrease in volume of previously established functions, or comparable functions, does not warrant a reclassification in wage grade.
  - c. -Clear indication of adverse impact related to department hierarchy and/or inconsistency with the Richland County Compensation Philosophy (Section 1) and/or Pinciples (Section 2).
  - d. A significant operational need, with overwhelming justification given by the department head, and supported by the County Administrator or supervisory committee (when the department head is an elected official).

## **SECTION 8: THE STAFF AUTHORIZATION TABLE**

- A. Operational needs within departments may require the adjustment and reauthorization of staff positions. Creations and deletions will be entertained by the County Administrator and Finance and Personnel Standing Committee on an annual basis in conjunction with budget preparations unless an emergency arises or a violation of policy performance goals is proven.
- B. The Richland County Staff Authorization Table is a consolidated schedule of all authorized position classifications and staffing levels for Richland County Departments. The table represents the maximum allowable staffing positions authorized to the department and does not represent the actual head count or funded positions. [Reference Appendix D]
- C. Total authorized staffing levels for department positions, as found in the Staff Authorization Table, shall be approved by the Richland County Board of Supervisors. Authorized staffing levels will be considered the maximum, with discretion to operate at lower levels controlled by department heads based on needs and available funding. Limited term employment does not need to be authorized by indication on the table.
- D. Exception Pine Valley — The Pine Valley Administrator is granted authority to amend, to exceed or modify the authorized count of healthcare and supporting staff positions to meet needs of census and market changes. Changes will be confirmed by

the County Administrator and all changes will be reported to the [Pine Valley and Child Support Standing Committee](#) and Finance and Personnel [Standing](#) Committee.

- E. Amending the authorization count, or removing an existing position, procedure:
1. The department head ~~should~~ must present their proposal(s) of amending the authorization count, or deletion of a position, to the County Administrator or supervisory committee (when the department head is an elected official). The Administrator or supervisory committee may take action to recommend to the Finance and Personnel [Standing](#) Committee. The Richland County Board of Supervisors may take action to amend the count or delete the position from the Richland County Authorization Table.
  2. ~~The department head must present their proposal(s) of position deletion to the Finance and Personnel committee. The Finance and Personnel committee may recommend a resolution to the Richland County Board of Supervisors.~~
  3. ~~Pending the Finance and Personnel Committees recommendation, the department head must present the proposal(s) of position deletion to the Richland County Board of Supervisors by resolution. The Richland County Board of Supervisors may take action to amend the count or delete the position from the Richland County Authorization Table.~~

**F. Creating a position procedure:**

1. Creation of a new position may be warranted by the following of criteria:
  - a. The proposed position contains new essential job functions, or requirements that are not already consolidated under an existing position title on the Richland County [W](#)wage [S](#)schedules.
  - b. Significant operational changes in a department that are adding new programs and services.
  - c. Requirements driven by [a](#) grant and/or funding needs.
  - d. A significant operational need, with overwhelming justification given by the department head, and supported by the [Administrator, or supervisory committee if an elected official.](#)
2. Department heads will present the request to their supervisory committee [with a copy provided to the County Administrator.](#) A New Position Request Form will be submitted with information and supporting documents that include: 1) a position description, 2) a job description questionnaire provided by the [C](#)eompensation [P](#)lan [C](#)eonsultant, 3) narrative of reasoning, and 4) a statement of financial impact. [Reference Appendix C]- [Fees for the creation study from the Compensation Plan Consultant will be charged to the requesting department.](#)
3. The [Administrator, or supervisory committee when an elected official,](#) may take action to recommend the creation to the County Administrator and Finance and Personnel [Standing](#) [C](#)ommittee.
4. ~~The New Position request will be submitted to the County Administrator. The County Administrator will forward the "New Position Request" to the County's compensation plan consultant for review and opinion. Fees for the creation study~~

~~will be charged to the requesting department.~~

- 5.4. The Department head will present the following to the Finance and Personnel Standing Committee: 1) position description, 2) a job description questionnaire, 3) narrative of reasoning, and 4) a statement of financial impact 5) the supervisory committee recommendation, and 6) the recommendation from the Compensation Plan Consultant.
- 6.5. The Finance and Personnel committee may take action to recommend resolution to the Richland County Board of Supervisors.
6. Pending the Finance and Personnel Committees recommendation, the department head must present the proposal(s) of creation to the Richland County Board of Supervisors. The Richland County Board of Supervisors may take action to create the position and to amend the Richland County Staff Authorization Table and Compensation Table.
- 6.7. A copy of the newly created and approved positions job description must be filed with the County Administrators office upon approval.
- 7.6. Any newly created positions that are approved will be implemented on first day of the first full pay period of the new budget year unless otherwise specifically requested and approved by the Richland County Board of Supervisors.

## **SECTION 9: EMPLOYEE MOVEMENT**

With relation to the Richland County Wage Schedule, employees may transition from one position to another during their tenure with Richland County. Transitions will be defined as a promotion, a lateral transfer or a demotion. The receiving department is required to submit a Payroll Status Change (Appendix A) to the Administrator's Office to initiate.

### **A. PROMOTION**

A promotion is the transition of a County employee into a position of a higher pay grade. It is understood that such a transition can be initiated by the employer or employee.

1. An employee will not have a wage rate reduction resulting in a promotion.
2. When transitioning up to the higher pay grade, the employee will move to the next step that generates an increase, or allowable by policy.
3. An employee promoted into a higher wage grade and assuming a higher wage rate may continue to progress according to Section 4.
4. Changes in an employee's wage rate will be effective on the day the employee assumes the position of promotion. The employee will be eligible for an annual step increase, if available, on the anniversary of that date, pending department head approval, according to Section 4.

### **B. LATERAL TRANSFER**

Lateral Transfer is the transition of a County employee into a position found in their current pay grade.

1. An employee will not have a wage rate reduction resulting in a lateral transfer.

2. An employee transferring into a position of equal wage grade, upon reassignment by the county, will maintain current step and anniversary date ~~may~~ and will continue to progress according to Section 4.
3. ~~The employee will be eligible for an annual step increase, if available, on the anniversary of their established date from the previous position, pending department head approval.~~

**C. DEMOTION**

A demotion is viewed as the transition of a County employee into a position found in a lower pay grade. It is understood that such a transition can be initiated by the employer or employee.

1. An employee is subject to a wage rate reduction.
2. An employee transferring into a position of a lower wage grade may continue to progress according to Section 4.
3. Changes in an employee’s wage rate will be effective on the day the employee assumes the new position. The employee will be eligible for an annual step increase according to Section 4, if available, on the anniversary of that new date, pending department head approval.

**SECTION 10: REVIEW AND MAINTENANCE**

A review of this compensation plan and all job positions will be conducted at a minimum of every five years, at the request of the County Administrator, or at the direction of the Finance and Personnel Standing ~~Committee or Richland County Board~~.

**SECTION 11: REVISION HISTORY**

Revision History	
Adoption/Revision Date	Overview of Adoption/Revision
20/07/2021	Original
<u>04/10/2022</u>	<u>Section 2, 4, 5, 6, 7, 8 &amp; 10 - Change in authority. Section 3 Effective date. Section 4 – Wage adjustment added. Section 5 – Update supplemental pay schedule. Section 6 – Define positions. Section 8 Define procedure. Section 9 – Define transfers.</u>
<u>11/1/2022</u>	<u>Section 2, 4, 5, 7, 8 &amp; 10 – Define authority. Section 3 &amp; 6 – Add definition &amp; description. Section 4. B. – Update pay plan. Section 5 – Modify supplemental pay schedule Section 9 – Update section reference. Section 8 – Procedure Clarification</u>

## APPENDIX A: PAYROLL STATUS CHANGE FORM

EFFECTIVE DATE

EMPLOYEE ID #
BADGE #

EMPLOYEE NAME \_\_\_\_\_

CHANGE(S)	FROM	TO
PER RESOLUTION #	GRADE _____	GRADE _____
	STEP _____	STEP _____
	RANGE _____	RANGE _____
	HOURLY/SALARY RATE _____	HOURLY/SALARY RATE _____
JOB TITLE		
<b>PV ONLY</b> <input type="checkbox"/>	ON-CALL EVERY OTHER WEEKEND PREMIUM RATE	
DEPARTMENT		
WEEKLY HOURS		
SHIFT		
<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME W/BENEFITS _____ HRS PER WEEK _____ % FOR HEALTH INS	
<input type="checkbox"/> CALL- IN	<input type="checkbox"/> PART-TIME/TEMP CASUAL NO BENEFITS	

Account # _____	_____ %	Account # _____	_____ %
Account # _____	_____ %	Account # _____	_____ %
Account # _____	_____ %	Account # _____	_____ %

**IF YOUR FUNDING IS SPLIT, IT MUST TOTAL 100%. OTHERWISE LEAVE BLANK**

### REASON(S) FOR THE CHANGE(S)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> HIRED<br><input type="checkbox"/> APPROVED BY COUNTY BOARD<br><input type="checkbox"/> PROBATION ENDED<br><input type="checkbox"/> PROBATION EXTENDED UNTIL _____<br><input type="checkbox"/> 2 YEAR WAGE INCREASE<br><input type="checkbox"/> SENIORITY INCREASE<br><input type="checkbox"/> PROMOTION<br><input type="checkbox"/> DEMOTION<br><input type="checkbox"/> SUSPENSION | DATE OF APPROVAL<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ | <input type="checkbox"/> REHIRED<br><input type="checkbox"/> TRANSFER<br><input type="checkbox"/> RETIREMENT<br><input type="checkbox"/> RESIGNATION<br><input type="checkbox"/> 2 WEEK NOTICE GIVEN<br><input type="checkbox"/> DISCHARGED<br><input type="checkbox"/> LAYOFF<br><input type="checkbox"/> DEATH |
|--|---|--|

<b>LEAVE OF ABSENCE:</b> <input type="checkbox"/> MEDICAL <input type="checkbox"/> NON MEDICAL
STARTS: _____ ENDS (LAST DAY): _____
<b>FMLA STARTS:</b> _____ ENDS (LAST DAY): _____

COMMENTS:

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## APPENDIX B: RECLASSIFICATION REQUEST

1. Department:	2. Number of employees:	3. Full-time/Part-time
4. Current Position Title:		5. Pay Grade:
6. Proposed Position Title:		7. Proposed Pay Grade:
8. Date materials effectively received by Administrator:		9. Proposed Effective Date:
<b><u>Required Supporting Documentation:</u></b>		
<input type="checkbox"/> Current job description		
<input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements		
<input type="checkbox"/> Narrative of why there are significant addition of duties, educational needs or experience requirements for the position; or why there are significant reductions in duties, education needs or experience requirements for the position.		
<input type="checkbox"/> Supporting documentation (i.e. study data); including consultant review		
<input type="checkbox"/> Total financial impact to implement reclassification: \$_____ Budget year: _____		
<input type="checkbox"/> Plan of how financial impact will be absorbed		
Department Head Signature:		Date:
Administrator/Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:
F+P Committee Action: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:
Compensation Plan Consultant: _____ <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		- Date:

### TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:		Effective Date:
Pay Grade:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other
Job Code:		Union Code:
Workmen's Comp Code:		EEOC Job/Salary Category:
New EEOC Function Number:		
Signature of Administrator:	Date:	Approve // Disapprove
Administrator Comments:		

## APPENDIX C: NEW POSITION REQUEST FORM

1. Proposed Position Title:		2. Department:	
3. Position reports to:		4. Date all materials received by Personnel:	
5. <input type="checkbox"/> Full-time; <input type="checkbox"/> Part-Time: <input type="checkbox"/> Other: LTE/Seasonal/Reserve/Intern		6. Estimated hours per week:	
7. Benefits Eligibility: <input type="checkbox"/> yes <input type="checkbox"/> no	8. Is this position covered by grant or revenue funding: <input type="checkbox"/> yes % _____ <input type="checkbox"/> no	9. Proposed date to fill position:	
<b><u>Required Supporting Documentation:</u></b>			
<input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements <input type="checkbox"/> Proposed pay grade <input type="checkbox"/> Supporting documentation (i.e. job study data); including consultant review <input type="checkbox"/> Total financial impact to implement new position: \$ _____ Budget year: _____ <input type="checkbox"/> Plan of how financial impact will be absorbed <input type="checkbox"/> Proposed change to department's organizational chart			
Department Head Signature:		Date:	
Administrator / Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
F+P Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:	

### TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:		Effective Date:	
Pay Grade:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other	
Job Code:		Union Code:	
Workmen's Comp Code:		EEOC Job/Salary Category:	
New EEOC Function Number:			
Signature of Administrator:	Date:	Approve // Disapprove	
Administrator Comments:			

# APPENDIX D: STAFF AUTHORIZATION TABLE

STAFF AUTHORIZATION TABLE													
DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY					
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease	
5115	<b>Administration</b>		County Administrator		By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Payroll & Benefits Specialist	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Accounting Supervisor	85	J	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Assistant to the Administrator	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
							<b>TOTAL:</b>	<b>4.00</b>					
5245	<b>Ambulance / Emergency Management</b>		Emergency Medical Services / Emergency Management Director			K	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Tech (Admin)	60	E'F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Advanced Emergency Medical Tech (Training Officer)	55	E'F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Advanced Emergency Medical Technician	35	B'C	Hourly	40	3.00	6.00	0.00	0.00	0.00	
			Ambulance Crew Member		\$20/call	Hourly		0.00	0.00	0.00	15.00	0.00	
			Ambulance Driver		\$15/call	Hourly		0.00	0.00	0.00	1.00	0.00	
			Contracted	All Hazards Planner		Contract		0.00	0.00	0.00	0.00	1.00	
							<b>TOTAL:</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>	<b>16.00</b>	<b>1.00</b>	
5540	<b>Child Support Office</b>		Child Support Director	90		K	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Financial Specialist & Caseworker	70		G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Child Support/Staff Attorney-Assistant Corporation Counsel			By Res	Exempt	40	0.20	1.00	0.00	0.00	0.00
										<b>TOTAL:</b>	<b>2.20</b>	<b>1.00</b>	<b>0.00</b>
5121	<b>Clerk of Court</b>		Clerk of Circuit Court		By Res	Elected		1.00	0.00	0.00	0.00	0.00	
			Chief Deputy Clerk of Court	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Deputy Clerk of Court	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Bailiff	30	B	Hourly		0.00	0.00	0.00	8.00	0.00	
							<b>TOTAL:</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	
State	<b>Circuit Court</b>		Judge		By State	Elected	State	1.00	0.00	0.00	0.00	0.00	
			Court Reporter		By State	Hourly	State	1.00	0.00	0.00	0.00	0.00	
							<b>TOTAL:</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
5127	<b>Coroner</b>		County Coroner		By Res	Elected	40	1.00	0.00	0.00	0.00	0.00	
			Deputy Coroner		By Res	Hourly		0.00	0.00	0.00	5.00	0.00	
							<b>TOTAL:</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>	<b>0.00</b>	
5164	<b>Corporation Counsel</b>		Corporation Counsel		By Res	Exempt		0.00	1.00	0.00	0.00	0.00	
			Child Support Administrator / Assistant Corporation Counsel		By Res	Appointed		0.00	1.00	0.00	0.00	0.00	
							<b>TOTAL:</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
5141	<b>County Clerk</b>		County Clerk		By Res	Elected		1.00	0.00	0.00	0.00	0.00	
			Accounts Payable Specialist/Deputy County Clerk	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
							<b>TOTAL:</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
5194	<b>Courthouse Maintenance</b>		Maintenance Supervisor	80		I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Custodian	50		E	Hourly	40	1.00	0.00	0.00	0.00	0.00
							<b>TOTAL:</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
5161	<b>District Attorney</b>		District Attorney		By State	Elected		1.00	0.00	0.00	0.00	0.00	
			Assistant District Attorney		By State	Appointed	40	0.00	0.80	0.00	0.00	0.00	
			Victim/Witness Supervisor	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Victim/Witness Coordinator	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Legal Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
							<b>TOTAL:</b>	<b>4.00</b>	<b>0.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
5762	<b>Economic Development</b>		Economic Development Director		By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00	
										<b>TOTAL:</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>
5614	<b>Fair &amp; Recycling</b>		Fair & Recycling Coordinator	45		D	Hourly	28	0.00	1.00	0.00	0.00	0.00
			Clerical	25		A	Hourly		0.00	0.00	1.00	0.00	0.00
			Fair Groundskeeper	30		B	Hourly		0.00	0.00	1.00	0.00	0.00
			Fair Judge		see note	Hourly		0.00	0.00	48.00	0.00	0.00	
			Fair Cashier		\$7.25/hr	Hourly		0.00	0.00	3.00	0.00	0.00	
			Fair Misc Worker		\$7.25/hr	Hourly		0.00	0.00	15.00	0.00	0.00	
							<b>TOTAL:</b>	<b>0.00</b>	<b>1.00</b>	<b>66.00</b>	<b>0.00</b>	<b>0.00</b>	
5124	<b>Family Court</b>		Family Court Commissioner		By Res	Exempt		0.00	1.00	0.00	0.00	0.00	
										<b>TOTAL:</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>

**STAFF AUTHORIZATION TABLE**

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY					
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease	
<b>Health &amp; Human Services</b>													
5501			Director	125	R	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5501			Corporation Counsel		By Res	Exempt		0.00	0.00	0.00	0.00	0.00	
5501	Administration & Building Operations		Admin & Building Operations Manager	85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5501			Conf Administrative Secretary	70	G	Exempt	40	2.00	0.00	0.00	0.00	0.00	
5504			Clerical Assistant II (LONGTERM VACANCY)	50	E	Hourly	40	0.00	0.00	0.00	0.00	0.00	
5504			Secretary	50	E	Hourly	40	2.00	0.00	0.00	0.00	0.00	
5504			Spanish Translators		\$35/hr	Hourly		0.00	0.00	0.00	4.00	0.00	
5504			Secretary (Swwdb Leased Position)		\$16.57/hr	Hourly	28	0.00	0.00	0.00	0.00	1.00	
			Custodian	50	E	Hourly	40	0.00	0.00	0.00	0.00	0.00	
			Fill-In Custodian (Swwdb Leased Position)		\$20.00/hr	Hourly		0.00	0.00	0.00	0.00	0.00	
5501	Business & Financial Services		Business & Financial Services Manager	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5504			Fiscal Specialist	65	F	Hourly	40	3.00	0.00	0.00	0.00	0.00	
5507	Aging & Disability Resource Center		ADRC Manager	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5507			Information & Assistance Specialist	75	H	Exempt	40	3.00	0.00	0.00	0.00	0.00	
5507			Clerical Assistant II	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5529			Disability Benefit Specialist	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5403			Elderly Benefit Specialist	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5563			Secretary	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5563			Driver/Escort Driver	25	A	Hourly		0.00	4.00	0.00	0.00	0.00	
5563			Clerical Assistant (Swwdb Leased Position)		\$15.00/hr	Hourly	8	0.00	0.00	0.00	0.00	1.00	
5477	Behavioral Health Services		Behavioral Health Services Manager	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5472			CCS Supervisor	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Quality Coordinator (LONGTERM VACANCY)			Exempt	40	0.00	0.00	0.00	0.00	0.00	
5467			CITS & RT3 Supervisor	95	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5477			Business Systems Analyst	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5472			Mental Health Case Manager	75	H	Exempt	40	3.00	0.00	0.00	0.00	0.00	
5472			Mental Health Therapist	95	L	Exempt	40	2.00	0.00	0.00	0.00	0.00	
5478			Substance Abuse Counselor	80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5408			Treatment Court Coordinator	80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5532			Adult Protective Services Worker	75	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5532			APS/Crisis Professional	75	H	Exempt	40	0.00	0.00	0.00	0.00	0.00	
5459			CLTS & BT3 Case Manager	75	H	Exempt	40	2.00	0.00	0.00	0.00	0.00	
5472			Psychiatric RN	90	K	Exempt	40	2.00	0.00	0.00	0.00	0.00	
			Psychiatric RN (Swwdb Leased Position)		\$25.58/hr	Exempt	20	0.00	0.00	0.00	0.00	1.00	
			Crisis Case Worker (Swwdb Leased Position)		\$26.69/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00	
			CST Coordinator (Swwdb Leased Position)		\$18.00/hr	Exempt	32	0.00	0.00	0.00	0.00	1.00	
			Service Facilitator (Swwdb Leased Position)		\$21.13/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00	
5502	Child & Youth Services		Child & Youth Services Supervisor	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5502			Child and Youth Services Manager	95	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5502			Child & Youth Services Case Manager	75	I	Exempt	40	5.00	0.00	0.00	0.00	0.00	
5502			Youth Aide Worker	70	G	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Family Preservation Worker (Swwdb Leased Position)		\$17.10/hr	Hourly	28	0.00	0.00	0.00	0.00	1.00	
5503	Economic Support		Economic Support Manager	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5503			Economic Support Lead Worker	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5503			Economic Support Specialist	65	F	Hourly	40	13.00	0.00	0.00	0.00	0.00	
5401	Public Health		Public Health Manager/Local Health Officer	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5401			Public Health Nurse (1-LONGTERM VACANCY)	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5401			Public Health Clinic Nurse	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Health & Wellness Coordinator (LONGTERM VACANCY)	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5580			Nutrition Program Coordinator	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5583			Nutrition Site Worker	25	A	Hourly		0.00	3.00	0.00	0.00	0.00	
5588			Nutrition Driver	25	A	Hourly		0.00	2.00	0.00	0.00	0.00	
			<b>TOTAL:</b>					<b>62.00</b>	<b>9.00</b>	<b>0.00</b>	<b>4.00</b>	<b>7.00</b>	
<b>Highway</b>													
5321			Commissioner	115	P	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Bookkeeper	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Clerk	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Patrol Superintendent	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Patrol Superintendent	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Shop Superintendent	85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Lead Paving Foreman	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Lead Shop Foreman	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Lead Grade Foreman	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Sign Foreman	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Mechanic	70	G	Hourly	40	2.00	0.00	0.00	0.00	0.00	
			Equipment Operator/Patrolman	70	G	Hourly	40	11.00	0.00	0.00	0.00	0.00	
			Equipment Operator/Patrolman	70	G	Hourly	40	7.00	0.00	0.00	0.00	0.00	
			Seasonal	25	A	Hourly		0.00	0.00	2.00	0.00	0.00	
			<b>TOTAL:</b>					<b>30.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Land Conservation</b>													
5741			County Conservationist	95	L	Exempt	35	1.00	0.00	0.00	0.00	0.00	
			Secretary	50	E	Hourly	35	1.00	0.00	0.00	0.00	0.00	
5750			Conservation Technician	75	H	Hourly	35	2.00	0.00	0.00	0.00	0.00	
			<b>TOTAL:</b>					<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Management Information Systems</b>													
5182			Management Information Systems Director	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			MIS Administrator	95	L	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			MIS Technical Support Specialist	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			MIS Assistant (Swwdb Leased Position)		\$14.00/hr	Exempt	20	0.00	0.00	0.00	0.00	0.50	
			<b>TOTAL:</b>					<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.50</b>	

**STAFF AUTHORIZATION TABLE**

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY				
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
<b>Pine Valley Community Village</b>												
5434	Administration	Nursing Home Administrator	375	P	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Human Resources Director	345	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5433		Nursing Admin Assistant	320	E	Hourly	36	1.00	0.00	0.00	0.00	0.00	
5432		Manager of Informational Services	330	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Administrative Assistant	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Payroll and Accounts Payable Clerk	325	F	Hourly	36	1.00	0.00	0.00	0.00	0.00	
		Billing Specialist	325	F	Hourly	36	1.00	0.00	0.00	0.00	0.00	
5420	Nursing	Director of Nursing	365	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5421			Clinical Reimbursement Coordinator	360	M	Hourly	40	0.00	0.00	0.00	0.00	0.00
		RN Manager	365	L	Hourly	40	2.00	0.00	0.00	0.00	0.00	
		RN Supervisor	350	K	Hourly	40	2.00	0.00	0.00	0.00	0.00	
		Registered Nurse	345	J	Hourly	38.75	3.00	0.00	0.00	0.00	0.00	
		Registered Nurse	345	J	Hourly	27	0.00	1.00	0.00	0.00	0.00	
		Registered Nurse	345	J	Hourly		0.00	0.00	0.00	0.00	1.00	
		Registered Nurse		By Res	Hourly		0.00	0.00	0.00	11.00	0.00	
5422		LPN	330	G	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	
		LPN	330	G	Hourly	27	0.00	1.00	0.00	0.00	0.00	
		LPN		By Res	Hourly		0.00	0.00	0.00	14.00	0.00	
		LPN	330				0.00	0.00	0.00	0.00	1.00	
		Medication Aides		By Res	Hourly		0.00	0.00	0.00	3.00	0.00	
5423		CNA Nursing Assistant	315	D	Hourly	38.75	26.00	0.00	0.00	0.00	0.00	
		CNA Nursing Assistant	315	D	Hourly	27	0.00	2.00	0.00	0.00	0.00	
		CNA Nursing Assistant	315	D	Hourly	23.25	0.00	0.00	0.00	38.00	0.00	
		CNA Nursing Assistant		By Res	Hourly		0.00	0.00	0.00	0.00	5.00	
		Unit Clerk	320	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00	
		Resident Assistant	300	A	Hourly		0.00	0.00	0.00	8.00	0.00	
5424	Activities	Activity Director	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Activity Aide	310	C	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Activity Aide	310	C	Hourly	36	1.00	0.00	0.00	0.00	0.00	
		Activity Aide	310	C	Hourly	27	0.00	1.00	0.00	0.00	0.00	
		Activity Aide	310	C	Hourly		0.00	0.00	0.00	1.00	0.00	
5425	Social Work	Social Services Supervisor	345	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Social Worker	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5427	Dietary	Food Service Supervisor	330	G	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Lead Cook	315	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	
		Cook I	305	B	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	
		Food Service Worker II	305	B	Hourly	38.75	5.00	0.00	0.00	0.00	0.00	
		Food Service Worker II	305	B	Hourly	23.25	0.00	1.00	0.00	0.00	0.00	
		Food Service Worker II	305	B	Hourly		0.00	0.00	0.00	5.00	0.00	
5428	Maintenance	Maintenance Supervisor	340	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Maintenance Worker	320	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00	
5429	CBRF	Unit Clerk	315	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	
		Personal Care Worker	305	B	Hourly	38.75	3.00	0.00	0.00	0.00	0.00	
		Personal Care Worker	305	B	Hourly	31	0.00	4.00	0.00	0.00	0.00	
		Personal Care Worker	305	B	Hourly	27	0.00	0.00	0.00	3.00	0.00	
		Personal Care Worker	305	B	Hourly	23.25	0.00	2.00	0.00	0.00	0.00	
5430	Housekeeping	Housekeeper	300	A	Hourly	38.75	5.00	0.00	0.00	0.00	0.00	
		Housekeeper	300	A	Hourly	27	0.00	1.00	0.00	0.00	0.00	
		Housekeeper	300	A	Hourly		0.00	0.00	0.00	4.00	0.00	
5431		Laundry Worker	300	A	Hourly	38.75	0.00	0.00	0.00	0.00	0.00	
		<b>TOTAL:</b>					<b>69.00</b>	<b>13.00</b>	<b>0.00</b>	<b>87.00</b>	<b>7.00</b>	
5171	Register of Deeds	Register of Deeds		By Res	Elected		1.00	0.00	0.00	0.00	0.00	
		Deputy Register of Deeds	65	F	Hourly	35	1.00	0.00	0.00	0.00	0.00	
		<b>TOTAL:</b>					<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
5120	Register in Probate	Register in Probate/Judicial Assistant/Juvenile Clerk	80	I	Hourly	35	1.00	0.00	0.00	0.00	0.00	
		Deputy Clerk of Circuit Court / Register in Probate Assistant	70	G	Hourly	35	1.00	0.00	0.00	0.00	0.00	
		<b>TOTAL:</b>					<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
5210	Sheriff	Administration Sheriff		By Res	Elected		1.00	0.00	0.00	0.00	0.00	
		Chief Deputy	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Road Patrol Lieutenant	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Office Manager/Conf Secretary	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Administrative Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5211	Road Patrol	Investigator			CBA	Hourly	6/G	1.00	0.00	0.00	0.00	
		Patrol Sergeant			CBA	Hourly	6/G	3.00	0.00	0.00	0.00	
		Deputy			CBA	Hourly	10.00	0.00	0.00	0.00	0.00	
		Deputy (Reserve)	70	G	Hourly		0.00	0.00	0.00	7.00	0.00	
		Translator			\$35/hr	Hourly	0.00	0.00	0.00	5.00	0.00	
5251	Jail/Dispatch	Dispatch/Jailer Sergeant			Hourly	6/G	2.00	0.00	0.00	0.00	0.00	
		Dispatch/Jailer			Hourly	6/G	12.00	0.00	0.00	0.00	0.00	
		Dispatch/Jailer (Reserve)			Hourly		0.00	0.00	0.00	4.00	0.00	
		<b>TOTAL:</b>					<b>33.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	<b>0.00</b>	
5172	Surveyor	County Surveyor		By Res	Contract		0.00	0.00	0.00	0.00	0.10	
		<b>TOTAL:</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.10</b>	
5682	Symons Rec Complex	Director	85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Assistant Director	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Maintenance	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Custodian	25	A	Hourly		0.00	0.00	1.00	0.00	0.00	
		Receptionist	25	A	Hourly		0.00	0.00	11.00	0.00	0.00	
		Weight Training Instructor	20	aa	Hourly		0.00	0.00	1.00	0.00	0.00	
		Land Aerobics Instructor	50	E	Hourly		0.00	0.00	10.00	0.00	0.00	
		Lifeguard Instructor	50	E	Hourly		0.00	0.00	1.00	0.00	0.00	
		Water Safety Instructor	10	aa	Hourly		0.00	0.00	8.00	0.00	0.00	
		Racquetball Instructor	20	aa	Hourly		0.00	0.00	0.00	0.00	0.00	
		Lifeguard	15	ab	Hourly		0.00	0.00	25.00	0.00	0.00	
		<b>TOTAL:</b>					<b>3.00</b>	<b>0.00</b>	<b>57.00</b>	<b>0.00</b>	<b>0.00</b>	
5156	Treasurer	County Treasurer		By Res	Elected		1.00	0.00	0.00	0.00	0.00	
		Deputy Treasurer	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5154	Property Lister	Property Tax Lister	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		<b>TOTAL:</b>					<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

**STAFF AUTHORIZATION TABLE**

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY				
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5670	UW-Extension		Area Director		State	Exempt		0.00	0.00	0.00	0.00	0.20
			Clerical Assistant II	50	E	Hourly	35	1.00	0.00	0.00	0.00	0.00
			Administrative Secretary	50	E	Hourly	28	0.00	1.00	0.00	0.00	0.00
			4-H Coordinator		State	Contracted		0.00	0.00	0.00	0.00	1.00
			Human Development and Relationships		State	Contracted		0.00	0.00	0.00	0.00	0.80
			Agriculture Educator		State	Contracted		0.00	0.00	0.00	0.00	0.50
			FoodWise Coordinator		State	Contracted		0.00	0.00	0.00	0.00	0.27
			FoodWise Educator		State	Contracted		0.00	0.00	0.00	0.00	0.73
							<b>TOTAL:</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.50</b>
5678	UW Food Service		UW Food Service Supervisor	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
			UW Food Service Assistant	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Cafeteria Worker	30	aa	Hourly		0.00	0.00	0.00	0.00	0.00
			Food Service Workers		\$7.25	Hourly		0.00	0.00	0.00	0.00	0.00
							<b>TOTAL:</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5550	Veterans Service		Veterans Service Officer	80	I	Exempt	35	1.00	0.00	0.00	0.00	0.00
			Veterans Benefits Specialist	70	G	Hourly	20.5	0.00	1.00	0.00	0.00	0.00
								<b>TOTAL:</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>
5183	Zoning & Sanitation Land Information		Zoning Administrator	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Zoning GIS Tech/Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Zoning Office System Tech	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
								<b>TOTAL:</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**RICHLAND COUNTY 2021 AUTHORIZED POSITION COUNT**

Total Regular Authorized Full-time (FT) Positions	245
Total Regular Authorized Part-time (PT) Positions	36
Total Limited Term Authorized Employee (LTE) Positions	127
Total Reserve/Call-in Authorized Positions	136
Total Contracted Authorized Positions	19
<b>TOTAL RICHLAND COUNTY Authorized Positions</b>	<b>563</b>

# APPENDIX E: WAGE SCHEDULES

Effective the first pay period of 2023

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Raise
125	R	HHS DIRECTOR	HEALTH & HUMAN SERVICES	42.18	43.14	44.10	45.06	46.01	46.98	47.93	
120	Q			40.29	41.20	42.12	43.04	43.95	44.87	45.78	
115	P	HWY COMMISSIONER	HIGHWAY	38.39	39.26	40.14	41.00	41.88	42.75	43.63	
110	O	INTERIM COMMISSIONER	HIGHWAY	36.50	37.33	38.16	39.00	39.82	40.65	41.48	
105	N	HHS BEHAVIORAL HEALTH SERVICES MGR HHS PUBLIC HEALTH MGR CHIEF DEPUTY SHERIFF	HEALTH & HUMAN SERVICES SHERIFF	34.60	35.39	36.17	36.96	37.75	38.54	39.32	
100	M	MGMNT INFO SYSTM DIRCTR ECONOMIC DEVELOPMENT DIRECTOR HHS COMPREHENSIVE COMMUNITY SERV SPRVSR HHS BUSINESS & FINANCIAL SERVICES MANAGER SHERIFF RD PATROL LIEUT	CH IT DEPT CH ECONOMIC DEVELOPMENT HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES SHERIFF	32.71	33.45	34.19	34.94	35.69	36.42	37.17	
95	L	COUNTY CONSERVATIONIST ZONING ADMINISTRATOR HHS ARDC MANAGER HHS CHILD & YOUTH SRVCS MGR HHS LONG TERM SUPPORT & BIRTH TO 3 SUPERVISOR MGMNT INFO SYSTM ADMINST	CH LAND CONSERVATION CH ZONING HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES CH IT DEPT	30.82	31.52	32.22	32.92	33.62	34.32	35.03	
90	K	CH CHILD SUPPORT DIRECTOR RES EM MED SEVEM MGMNT DIR HHS CHILD AND YOUTH SERVICES SUPERVISOR HHS ECON SUPPORT MANAGER HHS MENTL HLTH THER LIC HWY PATROL SUPERINTENDENT HHS PSYCHIATRIC NURSE HHS PUBLIC HLTH NURSE HHS PUBLIC HLTH CLINIC NURSE	CH CHILD SUPPORT CH AMBULANCE HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES	28.92	29.59	30.24	30.90	31.55	32.21	32.87	
85	J	ACCOUNTING SUPERVISOR HHS ADMINISTRATION & BUILDING OPERATIONS MANAGER HHS MENTL HLTH THER N/L SYMONS DIRECTOR	CH COUNTY ADMINISTRATOR HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES SYMONS	27.04	27.65	28.26	28.88	29.49	30.10	30.72	
80	I	CH MAINTENANCE SUPERVISOR HHS ADULT PROTECTIVE SERVICES WORKER HHS TREATMNT COURT COOR HHS CHILD & YOUTH CASE MGR HHS SUBSTANCE ABUSE COUN HWY LEAD GRADE FOREMAN HWY LEAD PAVING FOREMAN HWY I FAD SHOP FOREMAN HWY SHOP SUPERINTENDENT REG PROBATE/REGISTRAR SHERIFF DISP/JAILR SGT SYMONS INTERIM DIRECTOR VETERAN SERVICE OFFICER VICTIM WITNESS SUPERVISOR	CH MAINTENANCE HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HHS HIGHWAY HIGHWAY HIGHWAY HIGHWAY CH PROBATE SHERIFF SYMONS CH VETERANS SERVICE CH DISTRICT ATTORNEY	25.14	25.70	26.28	26.85	27.42	27.99	28.56	
75	H	CONSERVATION TECHNICIAN HHS BUSINESS SYSTM ANALYST HHS CHILDREN LONG TERM & BIRTH TO 3 CASE MGR HHS DISABLY BEN SPE SW HHS ECON SPRPT LEAD WRK HHS ELDERLY BENF SPCL HHS HEALTH & WELLNESS COOR HHS MENTAL HEALTH CASE MANAGER HHS SW ADULT PROT SRVCS HHS INFORMATION & SYSTEM SPECIALIST HWY BOOKKEEPER HWY PARTS MNGR/SHOP CLK ASSISTANT TO COUNTY ADMINISTRATOR PAYROLL & BENEFITS SPCL MIS TECHNICAL SUPPORT SPECIALIST SHERIFF DISP/JAILER SHERIFF OFFICE MGR/CONF UW FOOD SER SUPERVISOR	CH LAND CONSERVATION HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY HIGHWAY CH COUNTY ADMINISTRATOR CH COUNTY ADMINISTRATOR CH MIS SHERIFF SHERIFF CH UW FOOD SERVICE	23.25	23.77	24.30	24.83	25.36	25.88	26.42	
70	G	DEPUTY CTY CLERK/ACCOUNTS PAYABLE SPECIALIST CLERICAL ASSISTANT II (DEPUTY) CLERK OF COURT DEPUTY FINANCIAL SPECIALIST AND CASEWORKER LEGAL ASSISTANT HHS CONFID ADMIN SCRTRY HHS NUTRITION PROG COOR HHS TEMP CERT SOC WORKR HHS YOUTH AIDE WORKER HWY EQUIP OPER/PATROLMN HWY SEASONAL PATROLMAN HWY MECHANIC HWY SIGN FOREMAN PROPERTY TAX LISTER REGISTER IN PROBATE/PROBATE REGISTRAR/JUVENILE CLERK/JUDICIAL ASST SHERIFF DEPUTY - TEMP CASUAL SHERIFF DISP/JAILER - TEMP CASUAL SYMONS MAINTENANCE VETERANS BENEFIT SPCLST VICTIM WTNS COOR/LEGAL S ZONING GIS TECH/ASSTNT	CH COUNTY CLERK CH CLERK OF COURT CH CLERK OF COURT CH CHILD SUPPORT CH DISTRICT ATTORNEY HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY HIGHWAY HIGHWAY HIGHWAY CH PROPERTY LISTER PROBATE SHERIFF SHERIFF SYMONS CH VETERANS SERVICE CH DISTRICT ATTORNEY CH ZONING	21.35	21.83	22.31	22.81	23.29	23.77	24.26	

Effective the first pay period of 2023

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Raise
65	F	CLERICAL ASSISTANT	CH PROBATE	19.46	19.90	20.35	20.78	21.22	21.67	22.11	
		COUNTY TREASURER DEPUTY	CH TREASURER								
		FISCAL SPECIALIST	HEALTH & HUMAN SERVICES								
		HHS ECONOMIC SUPP SPECL	HEALTH & HUMAN SERVICES								
		HWY CLERK	HIGHWAY								
		REGISTER OF DEEDS DEPUTY	CH REGISTER OF DEEDS								
		ADMINISTRATIVE ASSISTANT	SHERIFF								
		SYMONS ASSISTANT DIRECTR	SYMONS								
		ZONING OFFICE SYS TECH	CH ZONING								
60	*	AMB EMERGENCY MED TECH (ADMIN)	CH AMBULANCE	18.20	18.61	19.03	19.44	19.86	20.30	20.69	
55	*	AME EMERGENCY MED TECH (TRAINING)	CH AMBULANCE	16.22	16.58	16.95	17.33	17.68	18.06	18.43	
50	E	CLERICAL ASSISTANT II	CH CHILD SUPPORT	17.57	17.97	18.36	18.76	19.16	19.56	19.96	
		ADMINISTRATIVE SECRTRY	CH UW EXTENSION								
		ADMINISTRATIVE SECRTRY	HEALTH & HUMAN SERVICES								
		CLERICAL ASSISTANT II	CH UW EXTENSION								
		CLERICAL ASSISTANT II	HEALTH & HUMAN SERVICES								
		CUSTODIAN	CH MAINTENANCE								
		LAND AEROBICS INSTRUCTOR	SYMONS								
		LIFEGUARD INSTRUCTOR	SYMONS								
		SECRETARY	CH LAND CONSERVATION								
		SECRETARY	HEALTH & HUMAN SERVICES								
		UW FOOD SERVICE WORKER	CH UW FOOD SERVICE								
		WATER EXERCISE INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR/TRAINER	SYMONS								
45	D	FAIR & RECYCLING COORDINATOR	FAIR	16.14	16.52	16.87	17.24	17.61	17.98	18.34	
		REAL PROPERTY LISTER ASSISTANT	REAL PROPERTY LISTER								
40	C	PRIVATE LESSONS	SYMONS	14.95	15.29	15.62	15.96	16.31	16.64	16.99	
35	*	AMB EMERGENCY MED TECH	CH AMBULANCE	14.65	14.97	15.31	15.63	15.97	16.30	16.63	
30	B	GROUNDKEEPER	FAIR	13.84	14.15	14.47	14.78	15.10	15.41	15.73	
		BAILIFF	CLERK OF COURT								
		STORAGE COORDINATOR	FAIR								
25	A	CLERICAL TEMPORARY	FAIR	12.81	13.10	13.39	13.68	13.98	14.26	14.55	
		CLERICAL TEMPORARY	SHERIFF								
		CUSTODIAN WEEKEND MAINTENANCE	SYMONS								
		HHS DRIVER/ESCORT DRIVER	HHS								
		HHS NUTRITION DRIVER	HHS								
		HHS NUTRITION SITE WORKER	HHS								
		HIGHWAY SEASONAL	HIGHWAY								
		RECEPTIONIST	SYMONS								
20	aa	CAFETERIA WORKER	UW FOOD SERVICE	11.87	12.14	12.40	12.66	12.94	13.21	13.48	
		CPR INSTRUCTOR	SYMONS								
		FIRST AID INSTRUCTOR	SYMONS								
		RAQUETBALL INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR	SYMONS								
		WEIGHT TRAINING INSTRUCTOR	SYMONS								
15	ab	LIFEGUARD	SYMONS	10.99	11.25	11.48	11.74	11.98	12.23	12.47	
10	ac	DAY CARE AIDE	SYMONS	10.19	10.41	10.63	10.87	11.10	11.32	11.55	
5	ad			9.43	9.63	9.84	10.06	10.27	10.48	10.70	
<b>MINIMUM WAGE = \$7.25</b>											
		BATHROOM CLEANER	FAIR								
		CASHIER	FAIR								
		FOOD SERVICE WORKER	UW FOOD SERVICE								
		GRANDSTAND ORGANIZER	FAIR								
		MISCELLANEOUS WORKER	FAIR								
		TICKET TAKER	FAIR								
<b>SPECIAL NOTES</b>											
		County Board Members	County Board			per County Board meeting					
		Committee Members	County Board			per Committee meeting					
		Translator	HHS, Sheriff			\$35 per hour					
		Coroner salary + call	Coroner			\$ 6,600.00					
		Coroner Deputy	Coroner			per call					
		Ambulance Crew Member - volunteer	Ambulance			per call					
		Ambulance Driver - volunteer	Ambulance			per call					
		Ambulance Backup crew weekdays	Ambulance			per hour					
		Ambulance Primary crew weekends & holidays	Ambulance			per hour	3/9/22				
		County Administrator - DID NOT TAKE HIS INCREASE IN 2022	CH	annual	\$ 96,900.00	\$ 98,850.00	This is what his 2022 wage should have been				
					2023	2024					
		County Clerk - \$1200 2023, \$1200 2024	County Clerk	annual	\$ 82,126.44	\$ 83,326.44					
		County Treasurer - \$1200 2023, \$1200 2024	Treasurer	annual	\$ 66,682.95	\$ 67,882.95					
		Register of Deeds - \$1200 2023, \$1200 2024	Register of Deeds	annual	\$ 66,682.95	\$ 67,882.95					
		Sheriff - 7% 2023 & 2024, 4% 2025, 3% 2026	Sheriff	annual	\$ 84,998.00	\$ 90,947.86					
		Clerk of Court - 7% 2023 & 2024, 4% 2025, 3% 2026	Clerk of Court	annual	\$ 69,258.00	\$ 74,106.06					
		Family Court Commissioner	Family Court Commissioner	annual							
		Child Supprt Administrator/Assistant	D.A/Child Support	annual							



## **APPENDIX Y: PROPOSED CHANGES TO COMPENSATION POLICY**

This form is intended to be used for submission of proposed changes of the Compensation Policy in accordance with Section 1.

<b>Section</b>	<b>Applicable Language</b>	<b>Issue or Concern Noted</b>	<b>Resolution Proposed</b>
Appendix D & E			
-	-	-	-
-	-	-	-

## APPENDIX Z: POLICY REVIEW FORM

This form is intended to be used in compliance with the Richland County Policy Establishment Policy in ensuring that administration is reviewing policy prior to adoption.

### Completed by Policy Custodian

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	

### Completed by Administrator

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

### Completed by Corporation Counsel

Policy Received On	
Policy Reviewed:	
Policy Approved/Denied By	
Policy Forwarded to Administrator	

**Richland County Finance and Personnel Standing Committee Agenda Item**

**Cover**

**Agenda Item Name:** Mental Health Therapist Reclassification

<b>Unit</b>	Health and Human Services Department	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	November 1, 2022	<b>Action Needed:</b>	Vote // Finance and Personnel//County Board
<b>Disclosure:</b>	Open or Closed Session	<b>Authority:</b>	Statute and/or county board rule authorizing action
<b>Date submitted:</b>	November 1, 2022	<b>Referred by:</b>	HHS/Veterans Committee

**Recommendation and/or action language:** Motion to...Approve the reclassification of the Mental Health Therapist from Grade K to Grade L effective 1/1/2023.

**Background:** Richland County Health and Human Services has been struggling to fill the open Mental Health Therapist positions due to the current wage offering for the positions. A market review of the position was requested to be completed by Carlson Dettmann and a recommendation was made to move the position to Grade L.

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**Attachments and References:**

Carlson Dettmann Memorandum dated October 26, 2022	Proposed Richland County Position Description

**Financial Review:**

(please check one)

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

**Approval:**

**Review:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)



October 26, 2022

**MEMORANDUM**

**TO:** Tricia Clements & Cheryl Dull

**FR:** Joshua Cheeseman, Analyst

**RE:** Market Review – Mental Health Therapist

The County has requested that we review the market for the above-mentioned position. In reviewing this position, we have collected and analyzed both public and private sector market data in order to identify the 25<sup>th</sup>, 50<sup>th</sup>, and 75<sup>th</sup> percentiles of the OVERALL market. We maintain a robust public sector database, but it is updated based on current project needs. Therefore it most likely does not include the precise listing of comparable organizations utilized in the County’s prior study. However, with 24 valid public sector matches, we have sufficient data to provide a reliable recommendation.

The results of that analysis are below:

<b>25<sup>th</sup> Percentile</b>	\$31.50 per hour	\$65,520 per year
<b>25<sup>th</sup> / 50<sup>th</sup> Percentile Blend</b>	\$33.00 per hour	\$68,640 per year
<b>50<sup>th</sup> Percentile</b>	\$34.50 per hour	\$71,760 per year
<b>50<sup>th</sup> / 75<sup>th</sup> Percentile Blend</b>	\$36.75 per hour	\$76,440 per year
<b>75<sup>th</sup> Percentile</b>	\$38.75 per hour	\$80,600 per year

Although the 25<sup>th</sup> and 75<sup>th</sup> percentiles typically represent an acceptable approximation of the minimums and maximums to be paid for a job, the County’s pay structure currently “tops out” at the estimated 50<sup>th</sup> percentile (median) of the market. Our recommendation is that an appropriate rate of pay for this classification would be between \$31.50 and \$34.50, and that the “25<sup>th</sup> / 50<sup>th</sup> Percentile Blend” is probably the most appropriate metric to consider given the makeup of the dataset and the County’s demographics. In reviewing the County’s current pay structure, it appears that Grade L is the most logical placement for this job. We are aware of the management-level jobs that are also place in this grade, but the request before us is for this one classification.

# RICHLAND COUNTY POSITION DESCRIPTION

**Position Title:** Mental Health Therapist  
(Licensed)

**Department:** Health and Human Services

**Reports to:** Behavioral Health Services Manager    **Pay Grade:** L

**Date:** January 1, 2023

**Hours Per Week:** 40

---

## PURPOSE OF POSITION

The purpose of this position is to provide clinical services in a community mental health setting within the Behavioral Health Services Unit of Richland County Health & Human Services.

## 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.**

- Maintain a client treatment caseload including: clinical assessment, diagnosis, treatment planning, therapy sessions/contacts, case management/service facilitation activities, psychosocial rehabilitation services, treatment documentation, correspondence, scheduling, court reports, provide adult at risk services, adult protective services and coordination with other staff and client's families.
- Provide emergency assessments and crisis intervention services.
- Participate in 24-hour emergency coverage rotation as directed.
- Serve as designee Coordinator to assigned program(s) when directed.
- Provide clinical supervision/collaboration to agency staff members providing mental health services as assigned.
- Provide leadership and act as a resource to the community in the area of mental health education and prevention.
- Coordinate services with other agency departments and community organizations.
- Facilitate and coordinate program committee meetings as assigned.
- 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 through professional interaction, clinical consultation, public speaking, media presentations, and participation in community advisory groups as requested.
- Comply 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**

- Masters degree in social work or related field with the required number of hours of supervised clinical experience based upon degree type.
- Current State of Wisconsin License required: Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, Licensed Professional Counselor or other equivalent licensure in Wisconsin.
- 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 and to maintain a variety of documents including client service plans and recommendations, program evaluations, client assessments and treatment plans and therapy notes.
- 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 and 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 judgement frequently in 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 judgement 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.

**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 Opportunity 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

# Policy of Richland County

Policy Cover	
<b>Title:</b> Expenditure of remaining Fund#75 and Fund #92 (2021) borrowed funds for capital improvements	<b>Effective Date:</b> 01 November 2022
	<b>Adoption/Revision Date:</b> 01 November 2022
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors (RCBS)
	<b>Sponsoring Committee, Board or Commission:</b> 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 - 48
- 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 ¾ 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 ¾ 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 Short-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 policy. 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 intensions 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.

<b>Revision History</b>		
<b>Adoption/Revision Date</b>	<b>Overview of Adoption/Revision</b>	<b>Adoption/Revision Reference</b>
17 Mar 2022	Original	Resolution 22 - 48

# 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

<b>Fund 75 Tracker</b>	<b>Approved Amt</b>	<b>\$ 2,965,500.00</b>
<b>Capital Improvement Borrowing</b>	<b>Total Spent</b>	<b>\$ 2,543,590.71</b>
<b>Fund 92 Tracker</b>	<b>Approved Amt</b>	<b>1,032,132.00</b>
	<b>Total Spent</b>	<b>1,007,742.00</b>

Fund 75	Currently Spent	Current Balance	Designated to be spent	Balance to Allocate
	\$ 2,543,590.71	\$ 369,948.55		
<b>Fund 75 Interest</b>		10,145.53		
EMS for Building			\$ 239,784.30	
Difference to heat exchangers			\$ 8,391.00	\$ 97,366.38
Sliding Extra			\$ 12,250.00	
Siding from Misc			\$ 5,000.00	
Windows			\$ 42,896.00	
Paint 1st floor			\$ 6,955.00	
Signs			\$ 2,655.00	
UW Campus				
Coppertop boiler work			\$ 11,350.00	
Gym - Air Circulation fan			\$ 5,888.00	
Gym Heating boiler pump leak			\$ 5,850.39	
Gym Broken water pipe in shower			\$ 665.00	
Water fountains			\$ 1,246.61	

Fund 92 (2021)	Currently Spent	Current Balance	Designated to be spent	Balance to Allocate	Alternate spend
	\$ 1,007,742.00	\$ 24,390.00			
Heat Exchangers			\$ 18,000.00		
	\$ 3,551,332.71	\$ 404,484.08	\$ 360,931.30	\$ 43,552.78	
					Door Electric \$500.00
					Ambulance Ceiling \$9,800.00
					911 Grant Match \$ 4,200.00
					Window Contingency \$ 4,289.00
					Could spend \$18,789.00
					<u>\$ 24,763.78</u>

# Policy of Richland County

Appendix B (Expenditure Appropriations for Fund #75 (2020 \$2.9m) and Fund #92 (2021 borrowing))						
Fund 75 Tracker			Approved Amt	\$ 2,965,500.00		
Capital Improvement Borrowing			Total Spend	\$ 2,420,153.26		
Spend by 3/5/2023			Remaining Balance	\$ 545,346.74		
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	\$ 8,976.07	\$ 29,023.93	Well Project	31-Oct-2022	\$ 16,023.93
Courthouse	\$ 60,000.00	\$ 59,311.19	\$ 688.81	*Appropriate to Courthouse Roof	17-Jun-2022	\$ 688.81
Emergency Mgmt	\$ 20,000.00	\$ -	\$ 20,000.00	Appropriate to New Ambulance Garage	9/31/2022	Full Remaining
Fairgrounds	\$ 105,000.00	\$ 102,057.21	\$ 2,942.79	Appropriate for \$4,756.79 Building 10,	31-Oct-2022	Full Remaining
Roof-HHS-UWR	\$ 603,000.00	\$ 590,527.55	\$ 12,472.45			
Highway	\$ 800,000.00	\$ 800,000.00	\$ -			
Sheriff-Vehicles	\$ 234,000.00	\$ 245,867.40	\$ (11,867.40)			
Symons Administrator	\$ 96,000.00	\$ 62,556.45	\$ 33,443.55	\$65,116.50 Roof, \$30,642.50 Plaster pool,	31-Oct-2022	Full Remaining
	\$ 10,000.00	\$ 14,498.15	\$ (4,498.15)			
Misc New Equip	\$ 125,000.00	\$ 99,710.16	\$ 25,289.84	*Appropriate at \$5,000 for Side Paneling on Courthouse, with remainder of Misc New Equipment to courthouse roof		
Child Support	\$ 25,000.00	\$ 6,213.18	\$ 18,786.82	*Appropriate to Courthouse Roof	17-Jun-2022	\$ 18,786.82
Land Conservation				Balance being reappropriated to heat exchangers and courthouse windows	31-Oct-2022	\$ -
	\$ 100,000.00	\$ 2,633.62	\$ 97,366.38			
AED for Squads	\$ 25,000.00	\$ 21,727.45	\$ 3,272.55	*Appropriate for Courthouse Roof	17-Jun-2022	\$ 3,272.55
Ambulance	\$ 600,000.00	\$ 459,963.88	\$ 140,036.12	Appropriate to New Ambulance Garage	9/31/2022	Full Remaining
	\$ 2,965,500.00	\$ 2,608,220.99	\$ 357,279.01			
	<b>Balance per Account Activity</b>	<b>\$ 2,608,220.99</b>		<b>Original Allocated to Roof</b>		
				Appropriate towards roof:		\$ 43,038.02
				Accounting for overages on lines against		\$ (26,044.23)
				<b>Total of #75 Towards Courthouse Roof:</b>		<b>\$ 16,993.79</b>
<b>Misc New Equipment</b>						
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 Equipment	\$ 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)			
Veterans Service	\$ 400.00	\$ -	\$ 400.00			
Zoning	\$ 800.00	\$ 800.00	\$ -			
	\$ 125,000.00	\$ 90,787.44	\$ 34,212.56			
<b>Fund 92 Tracker</b>			Approved Amt	\$ 1,032,132.00		
<b>Short Term Capital Improvement Borrowing 2021</b>			Total Spend	\$1,010,517.00		
			Remaining Balance	\$21,615.00		
Approved Area	Approved Amt	Current Spend	Balance	Appropriation Project:	Completion:	Allocated to Roof Cost/Expenditure on Project:
Administration	\$ 2,132.00	\$ 2,132.00	\$ -	Appropriate to Courthouse Roof	17-Jun-2022	\$ 2,132.00
Courthouse	\$ 159,000.00	\$ 141,000.00	\$ 18,000.00	\$18,000 for 3x Heat exchangers in 2022,	31-Oct-2022	\$ 68,337.21
3 Heat exchangers		\$ 18,000.00				
HHS	\$ 6,000.00	\$ -	\$ 6,000.00	Address heating and cooling needs	31-Oct-2022	Full Remaining
Highway	\$ 650,000.00	\$ 650,000.00	\$ -			
MIS	\$ 20,000.00	\$ 20,000.00	\$ -			
Sheriff	\$ 175,000.00	\$ 177,385.00	\$ (2,385.00)	Appropriate to Courthouse Roof	17-Jun-2022	\$ 9,424.42
UW Campus	\$ 20,000.00	\$ 20,000.00	\$ -	Appropriate to Courthouse Roof	17-Jun-2022	\$ 2,074.01
			\$ 1,010,517.00	<b>Total of #92 (2021) Towards Courthouse Roof:</b>		<b>\$ 81,967.64</b>

Appendix B (Expenditure Appropriations for Fund #75 (2020 \$2.9m) and Fund #92 (2021 borrowing))

Approved Area	Approved Amt	Current Spend	Balance	Appropriation Project:	Completion:	Cost/Expenditure on Project:	Original Roof Allocations
Fund 75 Tracker			Approved Amt	\$ 2,965,500.00			
Fund 75 Interest			Interest	\$ 10,145.53			
Capital Improvement Borrowing			Total Spend	\$ 2,543,590.71			
Spend by 3/5/2023			Remaining Balance	\$ 421,909.29	minus \$51960.74 for Roof	\$ 369,948.55	
Technology	\$ 124,500.00	\$ 134,178.68	\$ (9,678.68)				
Parks	\$ 38,000.00	\$ 15,918.27	\$ 22,081.73	Well Project	31-Oct-2022	\$ 15,773.47	
Viola Well		\$ 13,000.00					
Courthouse	\$ 60,000.00	\$ 59,311.19	\$ (0.00)	*Appropriate to Courthouse Roof	17-Jun-2022	\$ (0.00)	\$688.81
Emergency Mgmt	\$ 20,000.00	\$ -	\$ 20,000.00	Appropriate to New Ambulance Garage	9/31/2022	Full Remaining	
Fairgrounds	\$ 105,000.00	\$ 102,057.21	\$ 2,942.79	Appropriate for \$4,756.79 Building 10,	31-Oct-2022		
Roof-HHS-UWR	\$ 603,000.00	\$ 605,461.55	\$ (2,461.55)				
Highway	\$ 800,000.00	\$ 800,000.00	\$ -				
Sheriff-Vehicles	\$ 234,000.00	\$ 245,867.40	\$ (11,867.40)				
Symons	\$ 96,000.00	\$ 53,520.15	\$ 42,479.85	\$62,556.45 Roof, \$30,642.50 Plaster pool,	31-Oct-2022		
Plaster		\$ 30,642.50				\$ 11,837.35	
Administrator	\$ 10,000.00	\$ 14,498.15	\$ (4,498.15)				
Misc New Equip	\$ 125,000.00	\$ 99,710.16	\$ (3,922.72)	*Appropriate at \$5,000 for Side Paneling on Courthouse, with remainder of Misc New Equipment to courthouse roof			
Courthouse siding		\$ 5,000.00		Appropriate to Courthouse Roof		\$ (8,922.72)	\$29,212.56
Child Support	\$ 25,000.00	\$ 6,213.18	\$ -	*Appropriate to Courthouse Roof	17-Jun-2022	\$ -	\$18,786.82
Land Conservation	\$ 100,000.00	\$ 2,633.62	\$ 97,366.38	Balance being reappropriated to heat exchangers and courthouse windows	31-Oct-2022	\$ 24,074.58	
Difference to heat exchangers		\$ 8,391.00					
Siding Extra		\$ 12,250.00					
Windows Ad		\$ 144.80					
Windows		\$ 42,896.00					
Paint 1st floor		\$ 6,955.00					
Signs		\$ 2,655.00					
			\$ 73,291.80				
AED for Squads	\$ 25,000.00	\$ 21,727.45	\$ -	*Appropriate for Courthouse Roof	17-Jun-2022	\$ -	\$3,272.55
Ambulance	\$ 600,000.00	\$ 382,493.70	\$ 217,506.30	Appropriate to New Ambulance Garage	9/31/2022	Full Remaining	
		\$ 2,965,500.00	\$ 2,543,590.71	\$ 369,948.55			
			\$ 2,543,590.71				\$51,960.74
			\$ 10,145.53			\$ (8,922.72)	
			\$ 380,094.08			\$ (26,044.23)	(\$44,478.98)
				Total of #75 Towards Courthouse Roof:		\$ (34,966.95)	\$7,481.76
<b>Misc New Equipment</b>							
<b>Approved Area</b>	<b>Approved Amt</b>	<b>Current Spend</b>	<b>Balance</b>				
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	\$ 26,351.75	\$ (6,351.75)				
Misc New Equipment	\$ 2,802.00	\$ 13,191.03	\$ (10,389.03)				
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)				
Veterans Service	\$ 400.00	\$ -	\$ 400.00				
Zoning	\$ 800.00	\$ 800.00	\$ -				
	\$ 125,000.00	\$ 99,710.16	\$ 25,289.84				
<b>Fund 92 Tracker</b>			Approved Amt	\$ 1,032,132.00			
<b>Short Term Capital Improvement Borrowing</b>			Total Spend	\$1,007,742.00			
<b>2021</b>			Remaining Balance	\$24,390.00			
<b>Approved Area</b>	<b>Approved Amt</b>	<b>Current Spend</b>	<b>Balance</b>	<b>Appropriation Project:</b>	<b>Completion:</b>	<b>Allocated to Roof Cost/Expenditure on Project:</b>	
Administration	\$ 2,132.00	\$ 2,132.00	\$ -	Appropriate to Courthouse Roof	17-Jun-2022	\$ 2,132.00	
Courthouse	\$ 159,000.00	\$ 141,000.00	\$ 18,000.00	\$18,000 for 3x Heat exchangers in 2022,	31-Oct-2022	\$ 68,337.21	
3 Heat exchangers		\$ 18,000.00					
HHS	\$ 6,000.00	\$ -	\$ 6,000.00	Address heating and cooling needs	31-Oct-2022	Full Remaining	
Highway	\$ 650,000.00	\$ 650,000.00	\$ -				
MIS	\$ 20,000.00	\$ 20,000.00	\$ -				
Sheriff	\$ 175,000.00	\$ 174,610.00	\$ 390.00	Appropriate to Courthouse Roof	17-Jun-2022	\$ 9,424.42	
UW Campus	\$ 20,000.00	\$ 20,000.00	\$ -	Appropriate to Courthouse Roof	17-Jun-2022	\$ 2,074.01	
		\$ 1,007,742.00	\$ 24,390.00	Total of #92 (2021) Towards Courthouse Roof:		\$ 81,967.64	

<b>Fund 75 Tracker</b>	<b>Approved Amt</b>	<b>\$ 2,965,500.00</b>
<b>Capital Improvement Borrowing</b>	<b>Total Spent</b>	<b>\$ 2,543,590.71</b>

<b>Fund 92 Tracker</b>	<b>Approved Amt</b>	<b>1,032,132.00</b>
	<b>Total Spent</b>	<b>1,007,742.00</b>

<b>Fund 75</b>	<b>Currently Spent</b>	<b>Current Balance</b>	<b>Designated to be spent</b>	<b>Balance to Allocate</b>
	\$ 2,543,590.71	\$ 369,948.55		
<b>Fund 75 Interest</b>		10,145.53		
EMS for Building			\$ 239,784.30	
Difference to heat exchangers			\$ 8,391.00	\$ 97,366.38
Siding Extra			\$ 12,250.00	
Siding from Misc			\$ 5,000.00	
Windows			\$ 42,896.00	
Paint 1st floor			\$ 6,955.00	
Signs			\$ 2,655.00	
UW Campus				
Coppertop boiler work			\$ 11,350.00	
Gym - Air Circulation fan			\$ 5,888.00	
Gym Heating boiler pump leak			\$ 5,850.39	
Gym Broken water pipe in shower			\$ 665.00	
Water fountains			\$ 1,246.61	

<b>Fund 92 (2021)</b>	<b>Currently Spent</b>	<b>Current Balance</b>	<b>Designated to be spent</b>	<b>Balance to Allocate</b>	<b>Alternate spend</b>
	\$ 1,007,742.00	\$ 24,390.00			
Heat Exchangers			\$ 18,000.00		
	\$ 3,551,332.71	\$ 404,484.08	\$ 360,931.30	\$ 43,552.78	
					Door Electric \$500.00
					Ambulance Ceiling \$9,800.00
					911 Grant Match \$ 4,200.00
					Window Contingency \$ 4,289.00
					Could spend \$18,789.00
					<u>\$ 24,763.78</u>

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name: Requesting Recall of CDBG Funds and dissolving CDBG Committee**

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	07 November 2022	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure E
<b>Date submitted:</b>	02 November 2022	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to... recommend resolution to the Richland County Board, to request recall of Defunct CDBG Funds from the Richland County Housing Authority and to dissolve of the existing CDBG Committee (via recommendation to Rules and Strategic Planning).

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

The Richland County housing authority has acted as curator of funds of a legacy CDBG program that has concluded, and has acted as secretary of the County CDBG Committee. Both the county and housing authority have sought guidance from state and federal agencies, and it is our understanding these funds purpose and disposition have outlasted the intended program. At this point these funds are considered “de-federalized” and available for use at the County’s discretion. I am requesting these funds be returned to Richland County with intensions to use these funds in continuing County support of Richland Economic Development. I will be requesting that Richland Economic Development prioritize community and workforce housing in Richland County.

Amount recalled:

- \$87,710.15      Account #8559 existing balance (31 Aug 2022)
- \$13,156.52      Retained by the Richland County Housing Authority in recognition of historic administrative fees provided in service of the CDBG program
- \$74,553.63      Total amount to return to Richland County

With this request the county would ask that RCHA to please include any interest in properties which may have been serviced by, or are indebted to, the program. The County will assume any and all responsibility for the administration of these assets and any necessary title and recording work. The County will take ownership of any outstanding loans or grants, including obtaining necessary title reports or negotiations with the homeowners. Please provide the county with all property, loan and mortgage files (or copies of) at the time of the transaction.

**Attachments and References:**

Letter to Richland County Housing Authority	
DRAFT Resolution	

**Financial Review:**

*(please check one)*

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	General Fund for 2023
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

**Richland County Committee**

**Agenda Item Cover**

*(summary of current and future impacts)*

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**Approval:**

**Review:**

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

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# *Richland County Administrator's Office*

**Clinton Langreck, Administrator**

PO Box 310

Richland Center, WI 53581-0310

Office: (608) 647-2197 Phone: (608) 649-5960 FAX: (608) 647-6134

Email: [clinton.langreck@co.richland.wi.us](mailto:clinton.langreck@co.richland.wi.us)

To: Richland County Housing Authority – Sandy Cook Executive Director

Subject: Recall of Defunct CDBG Funds and Dissolving of CDBG Committee

Date: 2 November 2022

Director Cook,

This letter shall serve as notice that the funds designated for the defunct CDBG "BLOCK GRANT PROGRAM" are hereby recalled. Both the county and housing authority have sought guidance from state and federal agencies, and it is our understanding these funds purpose and disposition have outlasted the intended program. At this point these funds are considered "defederalized" and available for use at the County's discretion. I am requesting these funds be returned to Richland County with intentions to use these funds in continuing County support of Richland Economic Development. I will be requesting that Richland Economic Development prioritize community and workforce housing in Richland County.

Amount recalled:

\$87,710.15 Account #8559 existing balance (31 Aug 2022)

-\$13,156.52 Retained by the Richland County Housing Authority in recognition of historic administrative fees provided in service of the CDBG program

\$74,553.63 Total amount to return to Richland County

Instructions for transfer — please release a check from the 8559 account payable to the Richland County Treasurer.

Transfer of properties and mortgages — With this request please include any interest in properties which may have been serviced by, or are indebted to, the program. The County will assume any and all responsibility for the administration of these assets and any necessary title and recording work. The County will take ownership of any outstanding loans or grants, including obtaining necessary title reports or negotiations with the homeowners. Please provide the county with all property, loan and mortgage files (or copies of) at the time of the transaction.



## *Richland County Administrator's Office*

**Clinton Langreck, Administrator**

PO Box 310

Richland Center, WI 53581-0310

Office: (608) 647-2197 Phone: (608) 649-5960 FAX: (608) 647-6134

Email: [clinton.langreck@co.richland.wi.us](mailto:clinton.langreck@co.richland.wi.us)

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I will be working with the Richland County, Rules and Strategic Planning Committee to consider dissolving the CDBG Committee function of the Housing Authority Committee at this time. This function was established through Resolution No. 78-72 and will require both committee and County Board action. If a CDBG Committee is needed for future block grant projects, the county will take action to recreate the body as needs arise.

Thank you for your time and assistance on this project Director Cook.

CC:

Marty Brewer — Board Chair

Bill Moilien – Johnson Block; Audit Supervisor

DRAFT

**RESOLUTION NO. 22 - \_\_**

**Resolution Recalling CDBG Funds and Dissolving CDBG Committee**

WHEREAS, The Richland County housing authority has acted as curator of funds of a legacy Community Development Block Grant (CDBG) program that has concluded, and has acted as secretary of the County CDBG Committee; and

WHEREAS, and it is our understanding these funds purpose and disposition have outlasted the intended program and funds are considered “de-federalized” and available for use at the County’s discretion; and

WHEREAS, the purpose of the CDBG committee will have been exhausted with the return of these funds but may be recreated by the County when in need to meet future CDBG opportunities, and

WHEREAS, the Richland County Rules and Strategic Planning Committee has taken action to recommend dissolving the CDBG committee under the Richland County Housing Authority.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors, that the CDBG funds in the amount of \$74,553.63 are hereby recalled by Richland County with intensions to use these funds in continuing County support of Richland Economic Development; and

BE IT FURTHER RESOLVED that these funds should be returned through the Richland County Treasurer by no later than January 31<sup>st</sup>, 2023, and

BE IT FURTHER RESOLVED that his recall shall include any interest in properties which may have been serviced by, or are indebted to, the program; and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY  
FINANCE AND PERSONNEL STANDING  
COMMITTEE (November 7th, 2022)

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED DECEMBER 13th, 2022

	FOR	AGAINST
Marty Brewer		
Shaun Murphey-Lopez		
David Turk		
Melissa Luck		
Mar Couey		
Steve Carrow		
Gary Manning		
Tim Gottschall		
Steve Williamson		

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Utilization of ARPA funds for comprehensive planning

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	14 November 2022	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	ARPA Funds Policy / Committee Structure “B”
<b>Date submitted:</b>	9 November 2022	<b>Referred by:</b>	Administrator / Rules and Strat.
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to... amend the Richland County ARPA utilization policy to include:

1. Reduce apportionment of “Emergency Medical Svcs Comp Study” = \$25,500.00
2. Add appropriation of Historic Roof Project Change Order = \$8,326.57
3. Add appropriation of County Comprehensive Study = \$17,173.25 up to (\$TBD).
4. Reduce “Historic Roof Project = \$TBD to cover item #3.
5. Amend language to “Operational Revenues for 2023-2025 Budgets” to allow for use of ARPA funds to fill potential gaps into 2025.

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

The Finance and Personnel Committee is charge by the Committee Structure document to, “*B. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board, the Treasurer’s recommendations for investment monies, and financial audits by outside auditors.*” As the body sponsoring the ARPA appropriation policy, the committee has authority to amend appropriations.

The proposed actions are made to accommodate:

1. For a needed change order in expenses to the historic roof project.
2. To redistribute funds from an “Emergency Medical Svcs Comp Study” to appropriate for requested support of a “County-wide, Comprehensive Study.”

~Note: In discussion with the Ambulance Director, it was agreed that repurposing of these funds could better serve the County at large. The department will continue with diligent efforts to respond to the Resolution Directives by building a financial plan with support offered through other resources.

3. Expanding the use of ARPA funds for operational use through 2025.

**Attachments and References:**

Proposed Amendments to the Policy	Change Order Invoice and Application

**Financial Review:**

**Richland County Committee**

**Agenda Item Cover**

(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	ARPA - Appropriations	
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

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**Approval:**

**Review:**

*Clinton Langreck*

\_\_\_\_\_

Department Head

\_\_\_\_\_

Administrator, or Elected Office (if applicable)

Finance + Personnel = ARPA Funds Appropriation



N5544 Commerce Road, Onalaska, WI 54650  
Phone (608) 783-2106  
Fax (608) 783-1900

Date: 5/25/2022

To: Russ Mohns  
Specialty Engineering Group, LLC

From: Derek Kasten  
Interstate Roofing & WTP, Inc.

RE: Richland County Courthouse  
Request for Change Order

I am requesting a change order for two items:

1) Rebuilt rotted wall transitions		
Total Materials	\$ 549.00	
Labor - 15 hours	<u>1,425.00</u>	\$ 1,974.00
2) Flashed shingle tins with Vycor and covered in flat lock panels		
Total Materials	\$ 1,756.00	
Labor - 53 hours	<u>5,035.00</u>	\$ 6,791.00
<b>TOTAL CHANGE ORDER REQUEST</b>		<b>\$ 8,765.00</b>

If you have any questions, please contact me at (608) 783-2106. Thank you.

# Policy of Richland County

Policy Cover	
<b>Title:</b> Expenditure of remaining American Rescue Plan Act Funds	<b>Effective Date:</b> 21 June 2022 <hr/> <b>Adoption/Revision Date:</b> <del>21 June 2022</del> <u>14 November 2022</u>
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors (RCBS) <hr/> <b>Sponsoring Committee, Board or Commission:</b> Finance and Personnel Standing Committee

**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: 22-67
- b. Final Rule – Department of the Treasury 31 CFR Part 35 RIN 1505-AC77  
<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>

**3. Purpose**

- a. To establish utilization of remaining the “Coronavirus Local Fiscal Recovery Fund” (established under the American Rescue Plan Act, and referred to as “ARPA Funds” in this policy) allocated to Richland County.
- 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. The Richland County Finance and Personnel Committee initially adopted appropriations of the ARPA Funds into 10% Public Health Response, 10% Negative Economic Impacts, 10% Premium Pay for Essential Workers, 20% Water Sewer Broadband Infrastructure and 50% for Lost Revenues. This appropriation was based on interim guidance. The later published, Final Rule, gave further leniency in uses for the funds.
- b. This policy is set in place to help manage the remaining appropriations of these relief funds within the limits of the Final Rule Guidance and in the best interest of Richland County.
- c. This policy is intended to compliment Richland County’s Financial Planning, Capital Planning and the 2023 ~~and~~, 2024 and 2025 annual operating budgets.

**6. Policy Performance**

- a. All utilization, appropriations and/or transfers of ARPA Funds shall comply with

# Policy of Richland County

this policy.

- b. Deviations from this policy require sponsoring committee approval unless specified authority is retained by the Richland County Board. Amendments to this policy resides in the sponsoring committee whom may defer to the County Board when deemed appropriate by the sponsoring committee or if decisions are beyond the purpose of this policy.

## Policy Content

### 7. Allocations:

- a. The matrix found in Appendix B of this policy outlines the proposed utilization of remaining funds.
- b. In the event there is anticipated or identified under expenditures in any of the authorized items, remaining funds will be appropriated to Line 5i of Appendix B, “Operational Revenues for 2023-~~2024~~2025 Budgets.”
- c. Funds used for the one-time purchasing equipment or contracted services will be billed against fund #93. Operational expenditures regarding wages and benefits will be laterally transferred to the utilizing departments account lines in amounts established through the annual budgeting processes.
- d. 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 Final Rule of the Department of the Treasury which for the purposes of Richland County prohibits the funds includes the following general restrictions:
  - i. offsetting a reduction in net tax revenue,
  - ii. deposits into pension funds,
  - iii. debt service and replenishing reserves, and
  - iv. settlements and judgments.
- e. Expenditures related to Rule#14 regarding equipment purchase and contract expenditures are approved by adoption of this policy. 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 Standing Committee, additional resolution is not required by the County Board.
- f. 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 intensions of Richland County to expend all ARPA Funds from Fund #93 according to the matrix provided in Appendix B.
- b. Exception to provision (8a) must be approved by the Finance and Personnel

# Policy of Richland County

Standing Committee and will comply with provision 8(d) when necessary.

- c. All ARPA Funds must be obligated by December 31, 2024, and recipients must expend all funds under the award no later than December 31, 2026.
- d. This policy will terminate on the completion of the appropriations and expenditures of all ARPA Funds addressed in this policy.

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
21 June 2021	Original	Resolution 22 - 67
<u>14 November 2022</u>	<u>Reduced appropriations for EMS comp study, add county comprehensive study, added roof change order, extended operational use to 2025</u>	<u>Finance and Personnel Committee action 14 November 2022</u>

# 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

<b>American Rescue Plan Act - Appropriations</b>			
	<b>Approved Area</b>	<b>Previous Appropriations</b>	<b>Policy Amended Appropriations</b>
1	<b>Public Health Response</b>	\$335,099.90	
1a	*PH Consultant-Community Hlth Needs Asses		41,000.00
			-
			<b>\$ 41,000.00</b>
2	<b>Negative Economic Impacts</b>	\$335,099.90	
2a	Childcare/Education Grant		335,098.16
			-
			<b>\$ 335,098.16</b>
3	<b>Premium Pay for Essential Workers</b>	\$335,099.90	
3a	PV Premium Pay Rate		120,000.00
			-
			<b>\$ 120,000.00</b>
4	<b>Water, Sewer, Broadband Infrastructure</b>	\$670,199.80	
4a	UW Extension broadband survey		8,100.00
4b	Tri County Drainage Project		130,000.00
4c	Fiber-to-the-Home Project w/ LaValle Tele		590,000.00
			-
			<b>\$ 728,100.00</b>
5	<b>Public Sector Lost Revenue</b>	\$1,675,499.50	
5a	MIS support staff		17,157.01
5b	Historic Roof Project		272,000.00
5c	Codificaiton/Digitization		25,000.00
5d	JAMF Pro Subscription		4,680.25
5e	Data Policy & Content Filtering		5,092.00
5f	Spillman Geo-Validation Upgrade w/ Mapping		31,326.03
5g	Rubber Roof Repair and Replacement		72,200.00
5h	Emergency Medical Svcs Comp Study		25,500.00
5i	Operational Revenues for 2023-2024 Budgets		1,673,845.55
			<b>\$ 2,126,800.84</b>
	<u>Reduce Emergency Medical svcs Comp Study -\$25,500</u>		
	<u>Add Historic Roof Contingency +\$8,326.75</u>		
	<u>Determine appropriation for County Comprehensive Planning</u>		
			<b>\$ 3,350,999.00</b>

# Richland County

## Referendum Ad Hoc Committee

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**October 10th, 2022**

The Richland County Referendum Ad Hoc Committee convened on Monday, October 10th, 2022, in the County Board Room at the Richland County Courthouse, 181 W Seminary Street, in person and by WebEx.

Committee members present included County Board Steve Carrow, Shaun Murphy-Lopez, Bob Frank, Dave Turk and Kerry Severson by Webex.

Also present was Assistant to the Administrator Cheryl Dull taking minutes, Administrator Clinton Langreck logged on by Web Ex with several department heads, county employees, general public, County Board Members and WRCO logged in by Web Ex. John Couey was present from MIS running the teleconferencing.

Not present: Todd Coppernoll and Erin Unbehaun

1. **Call to Order:** Chair Murphy-Lopez called the meeting to order at 6:31 p.m.
2. **Proof of Notification:** Assistant to the Administrator Dull verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, County Board 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 asked for approval of the agenda. Moved by Supervisor Frank to approve the agenda, second by Supervisor Turk. All voting aye, motion carried.
4. **Public Comments:** None
5. **Approval of Minutes:** Chair Murphy-Lopez asked for any additions or corrections to the minutes for the September 7<sup>th</sup> and September 27<sup>th</sup> meeting. Moved by Carrow to accept the minutes as present, 2<sup>nd</sup> by Frank. Motion carried.
6. **Video scripts:** Supervisor Turk has prepared and presented draft scripts. Discussion followed on the Shared Revenue and Levy Limits script with some possible adjustments suggested. The Committee Identified topics for future videos – Budget 101, What does County Government do?, How does Richland County treat it's employees? Which could be split into 2 separate topics, and Misconceptions. Supervisor Turk will turn the first 2 scripts into videos and bring back to the next meeting for review and then will start working on the ideas that have been shared tonight.
7. **Public education information report:**
  - a. Highway Department: Chair Murphy-Lopez has added education information on page 16 of the presentation. Discussion followed concerning the wheel tax, the highways budget and some ideas were contributed to add to the education information.
  - b. UW-Richland: Chair Murphy-Lopez added in a couple charts concerning enrollment created from information he received as a result of his open records request he made a couple months ago. He also added the percent of state support decrease and information on the list of staff positions are no longer filled on page 16.
  - c. Departmental staffing comparison with other counties:
    - i. Addition of Iowa County: Chair Murphy-Lopez updated the staffing chart on page 20 adding in Iowa County.
    - ii. Health & Human Services Department detail: Chair Murphy-Lopez added in a Health and Human Services staff chart. There have been a lot of questions recently concerning the HHS staffing counts. Extensive discussion followed on staff counts, how they are staffed, how those are funded and if costs are paid to the county for the contracted staff. The staff count in the Classification will be updated after the next HHS & Veterans meeting on Thursday.
  - d. 5-year financial plan expense and revenue categories: New charts have been prepared but not yet added relating to 5-year financial plan. Chair Murphy-Lopez reviewed and explained the charts that are in the report and asked for feedback from the committee.
  - e. Other updates: Pine Valley proposed to cover their wage increases by increasing revenues. The Counties

# Richland County

## Referendum Ad Hoc Committee

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contingency fund will be almost depleted at the end of 2022 to balance the budget. The plan is to start putting money back into the contingency fund in 2027. Chair Murphy-Lopez pointed out a couple discrepancies due to the data for the Property Tax Levy being 2 months old when comparing the dollar amounts to what is in the resolutions.

Moved by Supervisor Carrow to adopt an updated public education information report to use in communicating with the public, committees, boards, agencies, and other bodies and called for discussion, 2<sup>nd</sup> by Supervisor Frank. All voting aye, motion carried.

### 8. Correspondence from committees:

a. Richland Economic Development Board: The Board responses to Resolution was “they would like to stay with the current model”. Moved by Supervisor Frank to accept the 2 bullet points addressed to Richland Economic Development Board and add a 3<sup>rd</sup> bullet; 1) Research from other counties that have private funding for economic development including the amount of time it takes to raise funds and how the governing board is represented by private contributors., 2) Resolution 22-91 directs the RED Board to explore half of its budget coming from private sources, which amounts to approximately \$37,000 per year. We are seeking information about how much of that amount the RED Board would like to have placed on a referendum versus a permanent reduction in the RED budget., 3) Identify the private businesses that are supporting the Economic Development in other Counties., 2<sup>nd</sup> by Supervisor Turk. All voting aye, motion carried.

b. Pine Valley & Child Support Standing Committee: Discussion was held concerning the response from Pine Valley to Administrator Langreck in reference to the Resolution. Moved by Supervisor Murphy-Lopez to request from Pine Valley & Child Support Standing Committee; 1) A copy of Pine Valley's 2023 proposed budget showing how proposed profits are being determined, including their amount and how proposed profits relate to other projected expenses and revenues., 2) Financial projections showing how proposed profits are being determined for the years 2024 – 2027, including their amount and how they relate to other projected expenses and revenues., 3) The current financial plan projects \$300,000 in profits from Pine Valley for each of the years 2023 – 2027. Resolution 22-92 directed Pine Valley to explore the possibility of increasing that amount to approximately \$740,000 per year. We are seeking information about how much of that \$440,000 difference the Pine Valley & Child Support Standing Committee would like to have placed on a referendum versus a permanent reduction in Pine Valley's property tax operating levy amount (i.e., increase to the profits returned to the general fund)., 2<sup>nd</sup> by Supervisor Frank. Moved by Carrow to amend the request to ask the Committee for the rationale for approximately \$1.2M in the Capital Fund, 2<sup>nd</sup> by Frank. All voting aye on the motion to amend, motion carried. All voting aye on the motion to approve the 3 bullet point plus the amended bullet point, motion carried.

c. Public Works Standing Committee: The response to the Ad Hoc Committee was discussed. They questioned why the Courthouse maintenance budget wasn't reduced. Commissioner Elder stated, the public works committee decided to stick with the big departments to take the hit on the budget and leave the Courthouse budget alone as it is a small budget. Moved by Frank to request that the Public Works Committee respond the questions; 1) How proposed reductions to the property tax levy will be made in years 2025, 2026, and 2027, including the types of projects and purchases that will not be funded., 2) The Highway Department is already projecting a \$567,000 decrease to highway reconstruction projects by 2027 to fund increases employee wage and benefits. What is the total budget for highway reconstruction projects in the operating levy, and is it large enough to absorb additional reductions through 2027?, 3) The portion of the Courthouse Maintenance budget that may be included in reductions to the property tax levy., 4) Why MIS prioritized items in the 5-year financial plan over the purchase of new computers. (As detailed in item 08, page 2), 2<sup>nd</sup> by Supervisor Carrow. All voting aye, motion carried.

d. Other committees:

### 9. Responses from the public to

a. Sheriff's Department social media post: Chair Murphy-Lopez presented responses from the public. There were 39 shares and he couldn't see comments from those shares. Director Scott recommended a different format to share educational information so that the comments come back to one spot.

b. Richland Observer article on Veterans Department: Chair Murphy-Lopez shared a newspaper article concerning the Veterans.

# Richland County

## Referendum Ad Hoc Committee

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c. WRCO interview: Supervisor Brewer did a morning show with Mayor Coppernoll. It is archive on WRCO's website if anyone wants to listen to it.

### 10. Report on presentations at:

- a. Richland Center City Council: Supervisor Turk present to the City Council. He shared the results and questions from that presentations. He also received several questions at the meeting concerning the ambulance.
- b. Symons Natatorium Board: Supervisor Frank presented to Symons. He reported the board was very surprised when they learned the Sheriff's department does not get revenue from the citations they write, the school district gets that revenue. Other fees such as court fees and jail fees go to other sources.

11. **Presentation at Richland Center School Board:** School Board President Unbehaun reported the next school board meetings are Oct 17 and Nov 7th and they will make room on the agenda if someone could present at either of those. Supervisor Carrow can do it at 7:00 pm on November 7<sup>th</sup>.

12. **Future agenda items:** None

13. **Adjournment:** Next meeting will be Monday, October 31st @ 6:30 pm in the County Board Room. Moved by Supervisor Carrow to adjourn at 8:18 p.m., seconded by Supervisor Frank. All voting aye, motion carried.

Minutes respectfully submitted by

Cheryl Dull

Richland County Assistant to the Administrator

## RESOLUTION NO. 22 - 90

A Resolution Directing The Joint Ambulance Committee To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

WHEREAS, the Richland County Board Accepted the County Administrator's Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

WHEREAS, the Richland County Board Adopted the County Administrator's Financial and Capital Plan that iterates the Richland County's Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

WHEREAS, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

NOW THEREFORE BE IT RESOLVED, the Joint Ambulance Committee is tasked to work in conjunction with county administration, supporting staff, and community partners to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the Ambulance and

BE IT FURTHER RESOLVED, that the Joint Ambulance Committee is specifically tasked with the following:

### Ambulance Operations

1. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.
2. Zero Levy for Operations and Capital Expenditures — Develop a course of action, if possible, where operations of services, ownership and maintenance of all grounds buildings and equipment remain under Richland County but in which no foreseeable operational levy is required entering into 2024 and beyond. This course of action should include a business plan with expenditure and revenue projections, an autonomous capital management program, for implementation no later than 01 Jan 2026.
3. Utilization of levy exemption — Develop a course of action, if possible, where operations of services, ownership of all grounds buildings and equipment, and administrative services remain under Richland County but in which levy exemption may be utilized to fund additional operational, capital and emergency dispatch expenditures. This course of action should include a business plan with expenditure and revenue projections, an autonomous capital management program, coordination with the Sheriff's Department and the Public Safety Committee regarding dispatch expenses, for implementation no later than 01 Jan 2026.



**RESOLUTION NO. 22 - 91**

A Resolution Notifying The Symons Natatorium And Richland Economic Development Department Of Future Funding Reductions And Directing The Symons Natatorium Board And Richland Economic Development Board To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

WHEREAS, the Richland County Board Accepted the County Administrator’s Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

WHEREAS, the Richland County Board Adopted the County Administrator’s Financial and Capital Plan that iterates the Richland County’s Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

WHEREAS, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

NOW THEREFORE BE IT RESOLVED, by the Richland County Board of Supervisors that the Symons Natatorium and Richland Economic Development have been identified for possible future funding reductions, and

BE IT FURTHER RESOLVED, the Symons Natatorium Board and Richland Economic Development Board are tasked to work in conjunction with county administration, supporting staff, and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the Symons Natatorium and Richland Economic Development Department respectfully; and

BE IT FURTHER RESOLVED, that the Symons Natatorium Board and Richland Economic Development Board are specifically tasked with the following:

**Symons Natatorium Operations**

1. Encouraged to explore the transfer of Symons to a non-profit organization, including research of similar non-profit models, and return to the Finance & Personnel Committee with a report by October 31<sup>st</sup> 2022.

**Economic Development Operations**

2. Encourage the RED board to explore a public private partnership where public sources make up half and private sources make up half of the Economic Development budget; and return to Finance and Personnel Committee with a report by October 31<sup>st</sup> 2022.

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

VOTE ON FOREGOING RESOLUTION  
AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE  
AND PERSONNEL STANDING COMMITTEE  
(10 AUGUST 2022)

**RESOLUTION ADOPTED**

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ	X	
STEVE CARROW	X	
MELISSA LUCK		
DEREK S. KALISH	X	
COUNTY CLERK		
	DAVID TURK	
	STEVE WILLIAMSON	
DATED: AUGUST 16, 2022	MARC COUEY	
	GARY MANNING	X

**RESOLUTION NO. 22 - 92**

A Resolution Directing The Pine Valley And Child Support Standing Committee To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

WHEREAS, the Richland County Board Accepted the County Administrator’s Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

WHEREAS, the Richland County Board Adopted the County Administrator’s Financial and Capital Plan that iterates the Richland County’s Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

WHEREAS, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

NOW THEREFORE BE IT RESOLVED, the Pine Valley and Child Support Standing Committee is tasked to work in conjunction with county administration, supporting staff, and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the Community Village and

BE IT FURTHER RESOLVED, that the Pine Valley and Child Support Standing Committee is specifically tasked with the following:

**Pine Valley and Child Support Operations**

1. Explore the possibility of Pine Valley generating profits that annually equal 50% of their mortgage payments to be used by the county for operations or capital projects, outside of Pine Valley, and return to Finance and Personnel with a report by 10/31/2022

BE IT FURTHER RESOLVED, that the Pine Valley and Child Support Standing Committee Chair, through the powers established of setting agendas, is responsible for completing these specified tasks by no later than the October 31<sup>st</sup>, 2022 Finance and Personnel Standing Committee Meeting; and

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

VOTE ON FOREGOING RESOLUTION  
AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE  
AND PERSONNEL STANDING COMMITTEE  
(10 AUGUST 2022)

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: AUGUST 16, 2022

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ	X	
STEVE CARROW	X	
MELISSA LUCK		
TIMOTHY GOTSCHALL	X	
DAVID TURK		
STEVE WILLIAMSON		
MARC COUEY		
GARY MANNING	X	

**RESOLUTION NO. 22 – 93 (Amended)**

A Resolution Notifying The Fair And Recycling Coordinator And Parks Commission Of Future Funding Reductions And Directing The Richland County Fair, Recycling And Parks Standing Committee To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

WHEREAS, the Richland County Board Accepted the County Administrator’s Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

WHEREAS, the Richland County Board Adopted the County Administrator’s Financial and Capital Plan that iterates the Richland County’s Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

WHEREAS, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

NOW THEREFORE BE IT RESOLVED, by the Richland County Board of Supervisors that the Fair and Recycling Operations and Parks and Trails Operations have been identified for future funding reductions, and

BE IT FURTHER RESOLVED, the Richland County Fair, Recycling and Parks Standing Committee is tasked to work in conjunction with county administration, supporting staff, and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the Fair Grounds Recycling Center and County Parks and Trails; and

BE IT FURTHER RESOLVED, that the Richland County Fair, Recycling and Parks Standing Committee is specifically tasked with the following:

Regarding Fair Operations

1. To explore the transfer of the fair operations to a nonprofit agricultural society including research on peer counties with a non-profit fair model, and return to Finance and Personnel by 11/30/22 with a report

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

VOTE ON FOREGOING RESOLUTION  
AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE  
AND PERSONNEL STANDING COMMITTEE  
(10 AUGUST 2022)

RESOLUTION ADOPTED

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ	X	
STEVE CARROW	X	
MELISSA LUCK		
DEREK S. KALISH	X	
COUNTY CLERK		
DATED: AUGUST 16, 2022		
	X	

*Amended On Board Floor August 16, 2022*

## **RESOLUTION NO. 22 – 94 (Amended)**

A Resolution Notifying The UW Platteville-Richland Leadership, UW Extension Office And Food Services Of Future Funding Reductions And Directing The Richland County Education Standing Committee To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

WHEREAS, the Richland County Board Accepted the County Administrator’s Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

WHEREAS, the Richland County Board Adopted the County Administrator’s Financial and Capital Plan that iterates the Richland County’s Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

WHEREAS, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

NOW THEREFORE BE IT RESOLVED, by the Richland County Board of Supervisors that the University of Wisconsin Extension Office, Food Services and partners in the UW Platteville-Richland have been identified for future funding reductions, and

BE IT FURTHER RESOLVED, the Richland County Education Standing Committee is tasked to work in conjunction with county administration, supporting staff, UW Platteville-Richland and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the UW Extension Office, Food Services and UW Platteville-Richland; and

BE IT FURTHER RESOLVED, that the Education Standing Committee is specifically tasked with the following:

### Regarding the UW Campus

1. Existing Agreement with No Levy — Develop a course of action, if possible, where ownership of all grounds and property is retained by Richland County and services are provided through UW Platteville-Richland, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2025 and beyond.
2. Explore more cost effective and efficient use of land and buildings.
  - a. Explore the return of recruiting and admissions from the UW Platteville Campus to the UW Richland Campus and
  - b. Explore a dollar for dollar match by UW Richland Foundation for capital projects, not to exceed \$100,000 year in exchange for the County committing to continue to allocate a minimum of \$20,000 a year for insurance and \$100,000 for capital maintenance projects.

### Regarding the Food Services

3. Existing Model with No Levy — Develop a course of action, if possible, where services are provided to UW Platteville-Richland, Nutrition Program and community, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2024 and beyond. Consideration must also be given to future maintenance and ownership of the Coppertop Building.

Regarding the UW Extension Office

4. Service Reduction — Develop a course of action, for prioritizing services to operate at a 20% reduction by 2024 (from a 2022-year budget of approximately \$37,000).

BE IT FURTHER RESOLVED that the Education Standing Committee Chair, through the powers established of setting agendas, is responsible for completing these specified tasks by no later than the October 31<sup>st</sup>, 2022 Finance and Personnel Standing Committee Meeting; and

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

VOTE ON FOREGOING RESOLUTION  
 AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE  
 AND PERSONNEL STANDING COMMITTEE  
 (10 AUGUST 2022)

RESOLUTION ADOPTED

DEREK S. KALISH  
 COUNTY CLERK

DATED: AUGUST 16, 2022

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ		X
STEVE CARROW	X	
MELISSA LUCK		
TIMOTHY GOTSCHALL	X	
DAVID TURK		
STEVE WILLIAMSON		
MARC COUEY		
GARY MANNING	X	

*Amended On Board Floor August 16, 2022*



**RESOLUTION NO. 22 – 96 (Amended)**

A Resolution Directing The Various Richland County Standing Committees To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

WHEREAS, the Richland County Board Accepted the County Administrator’s Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

WHEREAS, the Richland County Board Adopted the County Administrator’s Financial and Capital Plan that iterates the Richland County’s Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

WHEREAS, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

NOW THEREFORE BE IT RESOLVED, by the Richland County Board of Supervisors that the various Departments and Services listed below have been identified for service consideration and possible future funding reductions, and

BE IT FURTHER RESOLVED, the various Standing Committees listed below are tasked to work in conjunction with county administration, supporting staff, and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the various Departments and Services listed below; and

BE IT FURTHER RESOLVED, that the Health and Human Services and Veterans Standing Committee is specifically tasked with the following:

Regarding Services Provided through Health and Human Services and Veterans Services

1. Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$320,000 in 2024, \$637,000 in 2025, \$783,000 in 2026, and \$1,004,000 in 2027, including but not limited to lines 1.01 through 1.92 and 17.01 through 17.92 in the 5-year financial plan.

BE IT FURTHER RESOLVED, that the Public Safety Standing Committee is specifically tasked with the following:

Regarding Services Provided through Sheriff’s Office, Clerk of Courts Office, Corner’s Office, District Attorney’s Office, Register in Probates Office and Emergency Management

2. Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$531,000 in 2024, \$1,058,000 in 2025, \$1,301,000 in 2026, and \$1,668,000 in 2027, including but not limited to lines 3.01 through 5.91, 8.01 through 8.90, 10.01 through 11.91, and 24.01 through 25.91 in the 5-year financial plan.

BE IT FURTHER RESOLVED, that the Public Works Standing Committee is specifically tasked with the following:



To: Richland County Referendum Ad Hoc committee

From: Tom Rislow, Administrator, Pine Valley  
On behalf of the Trustees of the Pine Valley/Child Support standing committee

Date: November 10, 2022

Subject: Response to the following information request received from the Ad Hoc committee:

Pine Valley & Child Support Standing Committee

- *A copy of Pine Valley's 2023 proposed budget showing how proposed profits are being determined, including their amount and how proposed profits relate to other projected expenses and revenues.*
- *Financial projections showing how proposed profits are being determined for the years 2024 – 2027, including their amount and how they relate to other projected expenses and revenues.*
- *The current financial plan projects \$300,000 in profits from Pine Valley for each of the years 2023 – 2027. Resolution 22-92 directed Pine Valley to explore the possibility of increasing that amount to approximately \$740,000 per year. We are seeking information about how much of that \$440,000 difference the Pine Valley & Child Support Standing Committee would like to have placed on a referendum versus a permanent reduction in Pine Valley's property tax operating levy amount (i.e., increase to the profits returned to the general fund).*
- *Rationale for the approximate \$1.2 million in Pine Valley's capital fund.*

• **Please find attached**

- 1) Pine Valley's 2023 operations budget as passed by the F & PC
- 2) Pine Valley's financial projections for '24 through '27
- 3) Pine Valley's response to the question regarding the referendum
- 4) Pine Valley's rationale for its capital fund (2 pages)

# Pine Valley's 2023 Budget

**2023  
PROPOSED  
BUDGET**

wages at 7% increase

<b>40000 Revenue</b>	
Medicare Part A	2,102,400
CBRF - Private Pay	737,832
CBRF - Family Care	91,980
Family Care	1,665,072
Private SNF	743,020
Medicaid SNF	4,058,928
Medicare Part B	236,400
Other Revenue	23,700
<b>Total Revenue</b>	<b>9,659,332</b>
<b>60000 OPERATING-EXPENSE</b>	
Activities	169,910
Social Services	142,723
Nursing	3,686,800
Medical Supplies	259,370
Other Purchased Services	536,139
Pharmacy	129,646
Physician Care	17,100
Nursing Administration	85,912
Dietary	716,570
Laundry	107,400
Housekeeping	247,675
Plant & Maintenance	252,342
Utilities	159,252
Sewer Plant	24,000
Accounting	177,025
Medical Records	55,731
Assisted Living	403,250
General & Administration	526,337
Employee Benefits	1,992,745
Insurance	209,172
Depreciation	1,123,587
Governing Board	0
Non-Operating Exp. Tx to Gen. Fund	
Therapy Supplies	10,130
<b>Total OPERATING EXPENSE</b>	<b>11,032,816</b>
<b>Total Income / Loss From Operations</b>	<b>(1,373,484)</b>
Tax Levy	0
S/P Funds (estimate)	600,000
Loss	-773,484
Add back in Depreciation	1,123,587
\$ tx. to Debt Service Fund	-300,000
\$ tx to PV capital fund	-40,000
<b>Net</b>	<b>\$ 10,103 at 7%</b>

← surplus to  
'Debt Service'  
Fund  
for county use.

**Pine Valley financial projections '24 through '27**, based on estimated occupancy; estimated Medicaid and Medicare rates; estimated CPI, and COLA increases, and estimated increases in cost of benefits – most of which has lately become more unpredictable than ever. We would put less faith in the forecast; the further one gets away from 2022.

	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Revenues	\$10,277,000	\$10,774,116	\$11,224,116	\$11,674,116
<u>Expenses</u>	<u>11,627,116</u>	<u>12,050,110</u>	<u>12,376,182</u>	<u>12,723,745</u>
= Loss	(1,350,116)	(1,275,994)	(1,152,068)	(1,049,629)
S/P Funds	<u>527,000</u>	<u>553,000</u>	<u>581,000</u>	<u>610,000</u>
= Loss	(823,116)	(722,994)	(571,068)	(439,629)
Add back				
<u>Depreciation</u>	<u>1,123,500</u>	<u>1,123,600</u>	<u>1,123,000</u>	<u>1,123,000</u>
= Surplus	300,384	400,606	551,932	683,371
To Debt				
Service Fund	250,000	350,000	500,000	630,000
<u>To Capital Fund</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
= Net	10,384	10,606	11,932	13,371

**Regarding the referendum question...**

Many factors influence Pine Valley's annual financial performance, and so the above forecasts could end up being understated or overstated. Should the forecasts be proven in future years to be understated, then Richland County would be the beneficiary of more excess funds being returned to it from Pine Valley. However, should the forecasted numbers be proven in future years to be accurate or overstated, then Richland County would receive far less than the 50% of annual debt payments desired. Could expense reductions make up the difference?

Pine Valley has no positions that could be cut without negatively impacting resident services. Cuts to nursing department staffing would force closure of an entire wing. While the closure of a wing would potentially save \$1,000,000 annually in expenses. The closure of a wing would also cause a reduction of an estimated \$1,300,000 annually in revenues, thereby making Pine Valley's financial health more challenging than it is now.

Pine Valley, if mandated to produce profits each year that would cover 50% of its annual debt payment, would be forced to take from its Capital Fund and/or its operating reserves – in direct opposition to advice from its Financial Auditors. Richland County's taxpayers already bear a considerable burden with having to cover the county's debt payments for Pine Valley's facility. Asking them to bear even more would not be prudent.

Given all of these considerations, the Trustees of the Pine Valley/Child Support standing committee recommend that Pine Valley not be included on the referendum.

**CAPITAL EXPENDITURES FORECAST – Pine Valley Community Village (July '21)**  
**(items highlighted in red color were used in forecasting capital funds balance needs)**

**Year 1 (2022)**

Computer replacements (10)	\$ 8,750
Mechanical patient lift-to-stand(1)	\$ 6,000
Air mattresses (2)	\$ 2,000
Laundry equipment (2)	\$ 2,600
Refrigerator (1)	\$ 2,000
Creation of additional parking In employee lot	<b>\$25,000</b>
Picnic shelter	<b><u>\$30,000</u></b>

**Years 2-5 (2023-2026)**

Mechanical patient lift (1)	\$ 6,000
Mechanical patient lift-to-stand (1)	\$ 6,000
Air Mattresses (6)	\$ 6,000
Refrigerators (4)	\$ 8,000
Patient Scales (2)	\$ 5,000
Storage shed	----
Laundry equipment (8)	\$ 10,400
Computer replacements (40)	\$ 35,000
Floor Scrubber	<b>\$12,000</b>
Pave the alley road	<b><u>\$60,000</u></b>

**Years 6-10 (2027-2031)**

Computer replacements (50)	\$ 43,750
Mechanical patient lift (1)	\$ 6,000
Mechanical patient lift-to-stand (1)	\$ 6,000
Lawn Tractor - trade	<b>\$ 25,000</b>
Air Mattresses (6)	\$ 6,000
Floor Sweeper	\$ 2,700
Carpet Extractor	\$ 3,000
Dishwashers (5)	\$ 30,000
Ice Makers (5)	----
Refrigerators (5)	\$ 10,000
Roof top air handler unit motors	\$ 3,200
Elevator component replacement	<b>\$ 20,000</b>
Heat seal machine/printer	\$ 2,000
Laundry equipment (8)	\$ 10,400
Spa Tub	<b><u>\$ 25,000</u></b>

**Years 11-20 (2032-2041)**

Computer replacements	\$ 87,500
Laundry equipment	\$ 20,800
Refrigerators	\$ 20,000
Truck - trade	<b>\$ 15,000</b>
Lawn Tractor - trade	<b>\$ 25,000</b>
Blanket Warmers	\$ 10,000
Air Mattresses	\$ 12,000
Mechanical patient lifts	\$ 12,000
Mechanical patient lift-to-stands	\$ 12,000
Bladder Scanners	<b>\$ 15,000</b>
Floor Scrubber	<b>\$ 14,000</b>
Carpet Extractor	\$ 4,000
Replace 3 compressors	\$ 8,400
Asphalt Replacement	<b>\$ 80,000</b>
Exterior concrete replacement	<b>\$ 62,000</b>
Grant Vehicle	<b>\$ 12,000</b> (cost share)
Mechanical room air handler	----
Motor replacements	\$ 3,000
Main GEO loop motor replacement	\$ 5,000
Spa Tub	<b><u>\$ 26,000</u></b>

**20+ years (2042 & beyond)**

Roof replacement	<b>\$350,000</b>
Electric Beds	<b>\$160,000</b>
Elevator component replace	<b>\$ 50,000</b>
Main GEO loop motor replacement	<b><u>\$ 5,500</u></b>

**Total (red color only) \$1,006,000**

***Revised total for out to  
20 years, factoring inflation \$1,625,801***

**Less current balance (July '21) (\$ 921,250)  
= Difference \$ 704,551**

**Annual contribution to capital fund for next 20 years in order to fund the 'difference'  
of \$704,551 = \$35,227**

**Capital Fund balance as of 9/30/22 = \$1,169,249**

**This figure includes \$160,000 set aside for Pine Valley's budgeted share of Solar Project cost.**

# Richland County

Public Safety Standing Committee

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To: Finance & Personnel Standing Committee

Date: November 7, 2022

Re: Response to Resolution 22-96

**Overall, the departments reporting to the Public Safety Committee were asked to reduce their budgets or increase revenues for a total of \$1,668,000 by 2027.**

It should be noted that most of the departments that report to the Public Safety Committee have statutory responsibilities and provide services that are not available from the private sector. When counties were originally formed in Wisconsin, the services provided by Public Safety Departments were a core reason for their formation. These departments were not created as a revenue stream for counties. Also of note is that the total reduction of \$1.668 million by 2027 **would result in budgets that are 40% less** than the 2022 allocations for all departments that report to this committee.

**Clerk of Circuit Court- Requested Total Reduction (2024-2027) \$46,864.44**

The Clerk of Circuit Court is able to meet the required levy reduction by the Clerk not using county health insurance (\$22,829) and an increase in collections of unpaid tickets, court settlements, and other fees (\$24,000). The Clerk of Circuit Court office has established a pattern of exceeding budgeted revenue estimates each year for several years so we feel confident they can increase their revenues by the needed amount to meet the levy reduction.

**Total reduction/increase revenues 2024-2027 = \$46,829. No need to add to referendum.**

**Coroner- Requested Total Reduction (2024-2027) \$21,179.77**

The Coroner's office budget consists of staff salary (coroner, call-in deputies) and morgue supplies required to meet the statutory duties related to this office. If we were to cut this budget it would have to be to the Coroner's salary or to call-in deputies, which would inhibit the ability of Richland County to fulfill its statutory duties related to deaths in Richland County. **Total reduction 2024-2027 = \$0. Not recommended for addition to the referendum because Committee feels it is a core service and is operating with a minimal budget. Also, if the referendum were to fail we would not, by state statute, be allowed to cut the services provided by this office.**

**District Attorney- Requested Total Reduction (2024-2027) \$77,946.33**

The District Attorney's office is able to meet the required levy reduction by increase to state staffing funds and increase to bond forfeitures. The state reimburses the County for half the salary/benefits of the victim witness coordinator position and with the reorganization of the District Attorney's office that position will be getting an additional \$10,000 per year in reimbursement (starting in 2023). Also, due to the substantial reorganization of the office, there has been a significant change in the policy regarding filing motions to forfeit cash bonds by repeat offenders. That policy change by the office is likely to generate at least approximately \$10,000 per year by the office for use in the general revenue fund (also starting in 2023). **Total increase to income 2023-2027 = \$100,000**

A new position was approved in this office for 2022. It has taken much of the year to get that position description written and approved. There has also been reorganization of employees in that office which will result in the budget for 2022 being underspent by \$76,000. That amount, when carried forward, will meet the required reduction. In addition, while it is difficult to pin-point the exact numbers at this time, the Richland County general fund will likely see increased victim witness state reimbursement dollars beginning in FY23 due to the office restructuring. As the office moves forward, a more concrete dollar figure will be identified. **Total savings in 2022 = \$76,000. No need to add to referendum.**

# Richland County

## Public Safety Standing Committee

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### **Emergency Government- Requested Total Reduction (2024-2027) \$14,430.59**

The Emergency Management (EM) budget consists of salary for the director at 60% (the other 40% is paid for by Ambulance). Reduction of this position would put Richland County at risk of being unable to appropriately respond to any emergency that may arise and inhibit our ability to apply for and attain FEMA funding. In the past 15 years, Richland County has qualified for FEMA funding in 6 different years, bringing in several million dollars for needed response and repairs. There were at least 2 other years where Richland County met the threshold for damages to qualify for FEMA money but the State as a whole did not so we were not allowed to apply. The EM department was also critical in our response to Covid-19. In addition, there have been countless responses to chemical spills, road hazards, tornadoes, straight-line wind events and many other emergencies. The Director has indicated that he is willing to forego any raises from 2024-2027, which would be a reduction of \$3,508.48. The committee does not recommend this reduction. If we reduce the director position to less than 20 hrs per week we will also lose \$30,509 in federal funding for emergency management staffing. **Total reduction 2024-2027 = \$0. Not recommended for addition to the referendum because Committee feels it is a core service and is operating with a minimal budget. Also, if the referendum were to fail we would not, by state statute, be allowed to cut the services provided by this office.**

### **Family Court Commissioner- Requested Total Reduction (2024-2027) \$12,063.77**

This budget consists of salary for the Commissioner and \$2000 to run the office. If we were to reduce the salary of the commissioner by the required amount her salary would be the same as it was in 1997. The Commissioner is required by statute and reducing the salary to that level would make the position unfillable and the county would not be able to provide the required services of the office. **Total reduction 2024-2027 = \$0. Not recommended for addition to the referendum because Committee feels it is a core service and is operating with a minimal budget. Also, if the referendum were to fail we would not, by state statute, be allowed to cut the services provided by this office.**

### **Local Emergency Planning Committee- Requested Total Reduction (2024-2027) \$2,989.60**

The budget for the LEPC is specifically for expenses related to the Federal requirement of planning for and responding to hazardous materials. LEPC is required under EPCRA which stands for the Emergency Planning and Community Right-to-know Act. This budget consists of contract salary for chemical hazard response and planning, payment to Vernon County for our portion for hazmat response coverage (their Hazmat response team/equipment), computer equipment and other hazmat/emergency response equipment, which are all items required by state and federal regulations. The budget can be reduced by \$210 for attendance to a conference. **Total reduction 2024-2027 = \$210. Not recommended for addition to the referendum because Committee feels it is a core service and is operating with a minimal budget. Also, if the referendum were to fail we would not, by state statute, be allowed to cut the services provided by this office.**

### **Register in Probate- Requested Total Reduction (2024-2027) \$76,572.59**

This budget consists of salary for the Register in Probate and a deputy as well as some office supplies and attorney fees. It should be noted that Jenifer Laue is also the Judicial Assistant and Juvenile Clerk. In addition to normal daily duties, there are statutory requirements of this office that include the scheduling of hearings within a set timeframe. When children are taken out of the home and placed into Temporary Physical Custody by the social workers, there must be a hearing within 48 hours. When someone has an emergency detention (Mental) situation there must be a hearing within 72 hours. In juvenile cases, there are times when a hearing must be scheduled within 24 hours because a juvenile cannot sit in jail as is allowed in adult cases. This means that Ms. Laue or her Deputy must always be available during regular business hours. If the deputy position were eliminated from this office, that would mean that Ms. Laue would never be allowed a day away from the office in which she wasn't on call for emergency hearings. Ms. Laue did not have a deputy when she first accepted the positions of Register in Probate/Judicial Assistant/Juvenile Clerk and the Clerk of Circuit Court was her backup, it was not sustainable. The deputy position was assigned to this office a couple of years ago to address this issue. It was created by eliminating a deputy position from the Clerk of Circuit Court's office. Elimination of the deputy position from this office would reduce the budget by \$55,363 but is not recommended by this committee because the Clerk of Circuit Court's office would no longer be able to serve as a backup given that they reduced their staff to make the Register in Probate office whole. Ms. Laue has indicated that

# Richland County

## Public Safety Standing Committee

the budget can be reduced by the deputy not taking health insurance (\$5009.18), scrutinization of attorney fees (\$2000, estimated) and reduction to conference/continuing education expenses (\$150).

**Total reduction 2024-2027 = \$7,159.18. If the deputy position were to be eliminated the committee would recommend it be placed on the referendum.**

### **Sheriff's Department – Requested Total Reduction (2024-2027) \$1,415,952.90**

The Sheriff's Department (which includes the Richland County Jail and Dispatch) has been tasked with cutting \$450,762 in 2024, \$447,366 in 2025, \$206,281 in 2026 and \$311,544 in 2027.

In 2024, the department has identified some non-staff areas in their budget that could be reduced for a total of \$132,000. The committee is comfortable with most of those cuts with the exception of the \$7,000 cut to training. Deputies are required to have 24 hrs of training annually (12 hrs of that must be in person). The Sheriff's Department is a relatively young department with 10 of 13 total road patrol deputies having been hired since 2018 (with 6 of those hired in 2021). It seems irresponsible for the county to cut funds for training of such a young force so therefore do not recommend reduction to the training budget. The Sheriff has also begun accepting state sanction inmates that will create additional income of \$60,000. The remainder of the requested budget reductions will have to be taken from staff. To meet the balance of budget reductions 3 positions would need to be eliminated in the Sheriff's Department (\$90,576\*/position).

In 2025, the only way to reduce the budget to the requested level would be to eliminate 5 more positions (\$93,752\*/position).

In 2026, the only way to reduce the budget to the requested level would be to eliminate 2 more positions (\$97,046\*/position).

In 2027, the only way to reduce the budget to the requested level would be to eliminate 3 more positions (\$100,463\*/position).

\*In calculating these salary amounts it is with the assumption that family health insurance is included.

**The table below outlines one scenario for staffing reductions. If these cuts were required, the Sheriff would use his discretion to determine which positions would be cut to meet required budget reductions.**

Position	2022	2024	2025	2026	2027
Sheriff	1	1	1	1	1
Chief Deputy	1	1	1	1	1
Lieutenant	1	1	1	1	1
Investigator	1	1	1	1	0
Sergeants-Road Patrol	3	3	3	3	1
Sergeants-Jail/Dispatch	2	2	2	2	2
Road Patrol Deputies	10	7	2	0	0
Jailer/Dispatch Deputies	12	12	12	12	12
Office Manager	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
<b>TOTAL</b>	<b>33</b>	<b>30</b>	<b>25</b>	<b>23</b>	<b>20</b>

# Richland County

## Public Safety Standing Committee

Other data to consider when contemplating a reduction to Sheriff's Department positions:

Comparison at current (2022) Richland County Sheriff's Department staffing levels

	Officers per 1000 residents	Coverage Area (sq mile)
Richland County Sheriff	1.33*	589
National Average	2.8**	
Regional Average (Midwest)	2.2**	
Richland Center	2.1	4.6

\*Calculated based on 2020 census data. Richland Center population removed from total population to calculate Sheriff Deputy/1000 residents.

\*\*Above statistics obtained from <https://ucr.fbi.gov/crime-in-the-u.s/2019/crime-in-the-u.s.-2019/topic-pages/police-employee-data> and <https://ucr.fbi.gov/crime-in-the-u.s/2019/crime-in-the-u.s.-2019/topic-pages/tables/table-70>

In 2010 there was an open deputy position in the Sheriff's department that was not filled due to budget considerations and has been left vacant. Since then overall call volume (calls when deputies needed to respond) are up 20%, OWI cases are up 147%, drug cases are up 260%, emergency detention cases are up 766%, domestic cases remain consistent (have not dropped) and crashes remain consistent (have not dropped). It should be noted that one emergency detention case can take up to 10 hours of a deputy's time and are a statutory requirement to handle. These reports generated from Spillman, the Sheriff's Department records management software.

Starting with the cuts in 2024, the department would be severely limited (to completely unable by 2027) to do more than respond to critical emergencies. Theft, trespassing, burglary, minor assaults, paper service, traffic grant programs, routine patrol, house checks, business checks, ambulance assists, criminal damage to property, disorderly conduct, parades, presence at local events and ballgames and many other non-life threatening issues would not be responded to until all critical emergencies are handled. In addition, the following services would no longer be provided:

1. No Counteract in schools or school visits
2. No bars or business checks
3. No fingerprinting program in schools
4. No K9 demos or school drug sniffs
5. No funeral escorts
6. Withdrawal from Regional Drug Task Force
7. No Special Response Team
8. Court security (statutory duty) would have to be covered by Sheriff working from courtroom

The 2022 staffing levels in the Richland County jail are considered by the State of Wisconsin Jail Inspector to be the minimum allowable without closing one or more blocks in the jail. If even one block were to close, it would mean that some inmates would need to be housed out of county at considerable expense, and that would negate any savings created by eliminating jailer/dispatch positions.

It is the recommendation of the Public Safety Committee that Richland County not cut any deputy or jailer/dispatcher positions from 2024-2027. As indicated by the above data, the Richland County Sheriff's Department is already understaffed at the current staffing levels and therefore this committee cannot recommend these positions be placed on the referendum because if the referendum were to fail we would have to cut those positions.

Respectfully Submitted,



Melissa Luck  
Chair, Public Safety Committee

Department	2022 Levy Budget	% of Levy for Public Safety Departments	2024 cuts/increase revenues	2025	2026	2027	Total Cuts/Increased Revenues by 2027	TOTAL Department Budget from LEVY in 2027	% of 2022 budget
Circuit Court	\$ 114,728.40	2.81%	\$ 14,919.08	\$ 14,806.69	\$ 6,827.37	\$ 10,311.30	\$ 46,864.44	\$ 67,863.96	59.15%
Coroner	\$ 51,850.00	1.27%	\$ 6,742.48	\$ 6,691.69	\$ 3,085.54	\$ 4,660.06	\$ 21,179.77	\$ 30,670.23	59.15%
District Attorney	\$ 190,819.69	4.67%	\$ 24,813.85	\$ 24,626.93	\$ 11,355.49	\$ 17,150.06	\$ 77,946.33	\$ 112,873.36	59.15%
Emergency Government	\$ 35,327.40	0.87%	\$ 4,593.91	\$ 4,559.31	\$ 2,102.30	\$ 3,175.08	\$ 14,430.59	\$ 20,896.81	59.15%
Family Court Commissioner	\$ 29,533.19	0.72%	\$ 3,840.44	\$ 3,811.51	\$ 1,757.49	\$ 2,654.32	\$ 12,063.77	\$ 17,469.42	59.15%
Local Emergency Planning Committee	\$ 7,318.80	0.18%	\$ 951.72	\$ 944.55	\$ 435.53	\$ 657.78	\$ 2,989.60	\$ 4,329.20	59.15%
Register in Probate	\$ 187,456.65	4.59%	\$ 24,376.53	\$ 24,192.90	\$ 11,155.36	\$ 16,847.81	\$ 76,572.59	\$ 110,884.06	59.15%
Sheriff's Department	\$ 3,466,381.00	84.89%	\$ 450,761.99	\$ 447,366.41	\$ 206,280.91	\$ 311,543.59	\$ 1,415,952.90	\$ 2,050,428.10	59.15%
<b>TOTAL ALL DEPARTMENTS</b>	<b>\$ 4,083,415.13</b>	<b>100.00%</b>	<b>\$ 531,000.00</b>	<b>\$ 527,000.00</b>	<b>\$ 243,000.00</b>	<b>\$ 367,000.00</b>	<b>\$ 1,668,000.00</b>		

Resolution Reductions		TOTAL NEW REDUCTIONS PER YEAR	
2024	\$ 531,000.00		\$ 531,000.00
2025	\$ 1,058,000.00	includes keeping \$531k cuts from 2024	\$ 527,000.00
2026	\$ 1,301,000.00	includes prev. 1.058M cuts 24/25	\$ 243,000.00
2027	\$ 1,668,000.00	includes prev.1.3M cuts from 24, 25 & 26	\$ 367,000.00

**TOTAL \$ 1,668,000.00**

**DRAFT**

Department	Proposed Cut or Revenue	Dollar Amount	Year of Reduction	2024		2025		2026		2027		Total Recommended Reduction/Revenues	Resolution Reduction	Difference	
				Committee Recommend	Budget Adjustment	Committee Recommend	Budget Adjustment	Committee Recommend	Budget Adjustment	Committee Recommend	Budget Adjustment				
Circuit Court	Reduction of Health Insurance for Clerk of Court	\$ 22,829.00	2024	yes	\$ (14,919.08)	yes	\$ (7,909.92)	-	-	-	-				
Circuit Court	Increase Revenue	\$ 24,000.00	2025-2027	-	-	yes	\$ 7,000.00	yes	\$ 7,000.00	yes	\$ 10,000.00	\$ 46,829.00	\$ 46,864.44	\$ (35.44)	
Coroner	Reduction in Salaries	\$ 21,179.77	2024-2027	no	\$ (6,742.48)	no	\$ (6,691.69)	no	\$ (3,085.54)	no	\$ (4,660.06)	\$ -	\$ 21,179.77	\$ (21,179.77)	
District Attorney	Increase in state funding victim/witness position	\$ 10,000.00	2023-2027	yes	\$ 10,000.00	yes	\$ 10,000.00	yes	\$ 10,000.00	yes	\$ 10,000.00	\$ 50,000.00			
District Attorney	Increase bond forfeitures	\$ 10,000.00	2023-2027	yes	\$ 10,000.00	yes	\$ 10,000.00	yes	\$ 10,000.00	yes	\$ 10,000.00	\$ 50,000.00			
District Attorney	Carryover unspent funds from 2022	\$ 76,000.00	2024-2027	yes	\$ 24,813.85	yes	\$ 24,626.93	yes	\$ 11,355.49	yes	\$ 15,203.73	\$ 76,000.00	\$ 77,946.33	\$ 98,053.67	
Emergency Government	Reduction in Salaries	\$ 14,430.59	2026	no	\$ -	no	\$ -	no	\$ -	no	\$ -	\$ -	\$ 14,430.59	\$ (14,430.59)	
Family Court Commissioner	Reduction in Salary	\$ 12,063.77	2024-2027	no	\$ (3,849.44)	no	\$ (3,811.51)	no	\$ (1,757.49)	no	\$ (657.78)	\$ -	\$ 12,063.77	\$ (12,063.77)	
Local Emergency Planning Committee	Reduction to Conference	\$ 210.00	2024	yes	\$ (210.00)	no	\$ -	no	\$ -	no	\$ -	\$ 210.00	\$ 2,989.60	\$ (2,779.60)	
Register in Probate	Eliminate Deputy	\$ 55,563.00	2024	no	\$ (55,563.00)		\$ -		\$ -		\$ -				
Register in Probate	Deputy not taking health insurance	\$ 5,009.18	2024	yes	\$ (5,009.18)		\$ -		\$ -		\$ -				
Register in Probate	Monitor Attorney Fees	\$ 2,000.00	2024	yes	\$ (2,000.00)		\$ -		\$ -	\$ -	\$ -				
Register in Probate	Conference/Continuing Education Reduction	\$ 150.00	2024	yes	\$ (150.00)		\$ -		\$ -		\$ -	\$ 7,159.18	\$ 76,572.29	\$ (69,413.11)	
Sheriff's Office	Road Patrol Deputy (3)	\$ 271,728.00	2024	no	\$ (271,728.00)		\$ -		\$ -		\$ -				
Sheriff's Office	Staff training & Professional Development	\$ 7,000.00	2024	no	\$ (7,000.00)										
Sheriff's Office	Reduction in Inmate Meal Costs	\$ 85,000.00	2024	yes	\$ (85,000.00)	\$ 125,000.00	\$ -		\$ -		\$ -				
Sheriff's Office	Reduction in Fuel Costs	\$ 25,000.00	2024	yes	\$ (25,000.00)		\$ -		\$ -		\$ -				
Sheriff's Office	Reduction in DFT/SRT Funds	\$ 2,000.00	2024	yes	\$ (2,000.00)		\$ -		\$ -		\$ -				
Sheriff's Office	Computer maint. & upgrades	\$ 5,000.00	2024	yes	\$ (5,000.00)		\$ -		\$ -		\$ -				
Sheriff's Office	Casual/transport officers	\$ 7,000.00	2024	no if reduce deputies, yes if don't	\$ (7,000.00)		\$ -		\$ -		\$ -				
Sheriff's Office	Ammo	\$ 1,000.00	2024	yes	\$ (1,000.00)		\$ -		\$ -		\$ -				
Sheriff's Office	State Sanctions Revenue	\$ 60,000.00	2024	yes	\$ 60,000.00		\$ -		\$ -		\$ -				
<b>SHERIFF'S OFFICE 2024 SUBTOTALS</b>		\$ 463,728.00			\$ 125,000.00	in cuts+ 60K revenue						\$ 185,000.00	\$ 450,761.99	\$ (265,761.99)	2024
Sheriff's Office	Road Patrol Deputy (5)	\$ 468,760.00	2025	-	-	no	\$(468,760.00)	-	-	-	-				
<b>SHERIFF'S OFFICE 2025 SUBTOTALS</b>		\$ 468,760.00					\$(468,760.00)					\$ -	\$ 447,366.41	\$ (447,366.41)	2025
Sheriff's Office	Road Patrol Deputy (2)	\$ 194,092.00	2026	-	-	-	-	no	\$(194,092.00)						
<b>SHERIFF'S OFFICE 2026 SUBTOTALS</b>		\$ 194,092.00							\$(194,092.00)			\$ -	\$ 206,280.91	\$ (206,280.91)	2026
Sheriff's Office	Road Patrol Deputy (3)	\$ 301,389.00	2027	-	-	-	-	-	-	no	\$(301,389.00)				
<b>SHERIFF'S OFFICE 2027 SUBTOTALS</b>		\$ 301,389.00									\$(301,389.00)	\$ -	\$ 311,543.59	\$ (311,543.59)	2027
												\$ 415,198.18	\$ 1,667,999.69	\$ (1,252,801.51)	total shortfall

**Richland County HS and Veterans Standing Committee**

**Agenda Item: Approve 2024-27 Budget Levy Reductions per Resolution 22-96 Veterans Reduction List and Referendum Recommendations**

**Agenda Item Name:**

<b>Department</b>	Veterans	<b>Presented By:</b>	CVSO Knock
<b>Date of Meeting:</b>	13 October 2022	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Resolution 22-96
<b>Date submitted:</b>	12 October 2022	<b>Referred by:</b>	Referendum Ad Hoc Committee
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	

**Recommendation and/or action language:**

Motion to... to approve listed options for cost savings to meet budgeting requests for the Veterans Service Office due to an unsuccessful Referendum.

**Background:** Richland County Departments have been tasked to create a potential list of budget cuts projecting forward five years. On October 13<sup>th</sup> the HHS & Veterans Standing Committee voted to approve the Veterans Benefits Specialist position through the year 2024 to be placed on the referendum. Initially, potentially cutting computer program ETK, Commission per diem, cemetery flag holders, Commission mileage, and Benefits Specialist were considered for potential budget cuts. The Committee voted to remove the ETK program and the provision of the cemetery flag holders from the list of levy reductions for the Veterans Service Office and presented off the table. The items Commission per Diem and Commissions mileage remain on the list of proposed items to forward to Finance & Personnel.

**Requesting:** *The referendum item requested is to fund the Benefits Specialist position through 2024 pending referendum.*

The following are potential levy reductions:

\*Elimination of Veterans Benefits Specialist office staff

Decrease Commission per Diem

Decrease Commission Mileage

( \* asterisk indicated items will be forwarded to the Referendum Ad Hoc Committee for their consideration )

**Attachments and References:**

<b>see Resolution Response Number 22-96</b>	

**Financial Review:** see Resolution Response Number 22-96

**Richland County HS and Veterans Standing Committee**

**Agenda Item: Approve 2024-27 Budget Levy Reductions per Resolution 22-96 Veterans  
Reduction List and Referendum Recommendations**

(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 type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

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**Approval:**

**Karen Knock**

**Review:**

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Department Head

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Administrator, or Elected Office (if applicable)

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Veterans

Options for Reductions:									2024		2025		2026		2027	
									Directive: \$ 122,000.00		Directive: \$ 243,000.00		Directive: \$ 299,000.00		Directive: \$ 383,000.00	
Department/ Budget/ Account:	Function/ Service/ Position:	Dollar/Cost:	Year of first reduction:	Service Impact:	Workarou nd or alternativ e delivery or service:	Reference 12 AUG 2022 Financial Workboo k	Request considera tion to add to Referend um levy exemptio n	Recommen dation Reduction :	Running Total Column:	Recommen dation Reduction :	Running Total Column:	Recommen dation Reduction :	Running Total Column:	Recommen dation Reduction :	Running Total Column:	
Veterans 10.5551	decreasing Commission per diem by 750.00	\$750.00	2023	There would be no impact	/		No	\$ 750.00	Yes	\$ 750.00	Yes	\$ 750.00	Yes	\$ 750.00		
Veteran 10.5550	Eliminating Benefits Specialist position	\$ 22,738.64	2025	decrease in services, depthhead duties, and outreach	Using 2 part time employee s from HHS	17.92	Yes	\$ 22,738.64	To be cut in 2025 if not on the referendu m	\$ 22,738.64	To be cut in 2025 if not on the referendu m	\$ 22,738.64	To be cut in 2025 if Not on the referendu m	\$ 22,738.64		
Veterans 10.5551	Commissi on Mileage reduction by 200.00	\$ 200.00	2023	There would be no impact	/		No	\$ 200.00	Yes	\$ 200.00	Yes	\$ 200.00	Yes	\$ 200.00		
									\$ 950.00	\$ 23,688.64	\$ 23,688.64	\$ 23,688.64	\$ 23,688.64			

# Richland County

HHS & Veterans Standing Committee

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October 13, 2022

The Richland County Health and Human Services & Veterans Committee convened on Thursday, October 13, 2022, in the County Board room at 181 W. Seminary Street, in person, via videoconference and teleconference.

Committee members present included Kerry Severson, Francis Braithwaite, Lee Van Landuyt, Ingrid Glasbrenner, Tim Gottschall, Donald Seep, Danielle Rudersdorf, and Dr. Jerel Berres.

Department heads, staff, and public present were Roxanne Klubertanz-Gerber, Karen Knock, Trisha Clements, Angie Rizner, Meghan Rohn, Jaymie Bruckner, Stephanie Ronnfeldt, Clint Langreck, Tanya Webster, Bill Anderson, Bud Decot, Mary Decot, Gail Surrem, Georgette White, Jack Bauler, Sandra Kramer, Sheila Melby, Becky Dahl, Larry Engel, Sue Stibbe, Arthur Stibbe, Dave Bee, Mary Freeman, Pam Kolberg, Elaine Grein, and Troy Rinehart. Sharon Pasold, Briana Turk, Teresa Nundahl, Darek Kalish Jessica Tisdale, Tammy Wheelock, Cheryl Dull, and Barbara Scott logged in by WebEx. John Couey was present from MIS running the teleconferencing.

Not Present: Ken Rynes and Cindy Chicker.

## Agenda:

1. **Call to order:** Committee Chair Ingrid Glasbrenner called the meeting to order at 9:31 a.m.
2. **Pledge of Allegiance:** Lee Van Landuyt led the Pledge of Allegiance.
3. **Proof of notification:** Chair Ingrid Glasbrenner verified that the meeting had been properly posted.
4. **Approve Agenda:** Motion by Tim Gottschall, seconded by Francis Braithwaite to approve the agenda and proper posting. Motion Carried.
5. **Approve Previous Meeting Minutes:** Motion by Kerry Severson, seconded by Dr. Jerel Berres to approve the September 29, 2022 Health & Human Services & Veterans Standing Committee minutes. Motion carried.
6. **Public Comment:** Pam Kolberg, Sandra Kramer, Becky Dahl, Larry Engel, Marg Freeman, and Bill Anderson provided public comments regarding Veteran Services Office operations, services offered by the Veterans Services Office, Health and Human Services, the Aging and Disability Resource Center, and the Senior Nutrition Program, as well as impacts the proposed reductions may have on all of these services. Ingrid Glasbrenner read a letter that was submitted by Marilyn Reinhardt, who was unable to attend the meeting.
7. **Review & Discuss HHS Staffing Levels:** Further clarification and review was requested by the Richland County Referendum Ad Hoc Committee regarding staffing levels at Health and Human Services since current staffing levels, positions that are on hold, and the practice for filling county positions were not properly understood or reflected in the County Administrator's tracking sheet.

Tricia Clements explained there are 13 positions within Health and Human Services that have been vacant for more than a year and proposed that these positions not be filled in the future without approval from the Finance & Personnel Committee, as well as the County Administrator. When these positions are removed, the number of full-time County Staff, full-time leased staff and part-time leased staff drops to 69 employees. Tricia Clements requested that the Richland County Ad Hoc Committee adjust these numbers in their public education materials.

A review of the Behavioral Health Unit within Health and Human Services was provided. There are currently 20 positions within the Behavioral Health Unit overseeing 9 different programs including: Birth to 3, Children's Long Term Supports, Coordinated Services Team, Comprehensive Community Services, Outpatient Mental Health, Substance Abuse, Treatment Court, Adult Protective Services, and Crisis Services. Tricia Clements emphasized the importance of considering what programs and services are being provided when comparing staff levels to other counties. An updated tracking spreadsheet was also reviewed, outlining all positions at Health and Human Services. It was clarified that these positions would remain in place within the county

# Richland County

## HHS & Veterans Standing Committee

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structure, however authorization would be needed before they could be filled. Motion by Lee Van Landuyt, seconded by Timothy Gottschall to approve the elimination of the Occupational Therapist and Speech and Language Pathologist county positions, and add the requirement to submit a request to the County Administrator and Finance & Personnel Committee prior to filling the thirteen long-term vacant county positions identified, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Motion by Danielle Rudersdorf seconded by Kerry Severson to forward the updated staffing levels at Health & Human Services to the Richland County Referendum Ad Hoc Committee for public education information materials. Motion carried.

8. **Review & Discuss Possible Relocation of VSO to Community Services Building:** Trisha Clements reviewed services currently being provided to Veterans at Health and Human Services on a regular basis, ways current Health & Human Services staff can assist the Veteran Services Office, and HIPAA practices within the Community Services Building. It was noted that all Health & Human Services employees are HIPAA Compliance trained annually, and other measures could be implemented to maintain a separation between Veterans Records and/or the general public.
9. **Approve 2024-2027 Budget Levy Reductions per Resolution 22-96 Directive:** Ingrid Glasbrenner reviewed the directive given to the Health & Human Services and Veterans Standing Committee. Due to the Committee overseeing two different departments, a spreadsheet was created that outlined the total 2022 levy budget for each department, and the percentage of the total budgeted levy each department is allocated. Calculations were provided for the amount of cuts and/or increased revenues each department would need to make each year up to 2027. These calculations are based on the percentage of levy received by each department.

A number of documents that were reviewed and discussed at the last meeting, outlining the potential reduction lists and referendum recommendations for both the Veteran Services Office and Health & Human Services were reviewed again. Discussion was held regarding finalizing what recommendations should be forwarded on to the Finance and Personnel Committee, as well as items that would be recommended for referendum.

- a. **VSO Levy Reduction List & Referendum Recommendations:** A request made by Karen Knock that the Health & Human Services and Veterans Standing Committee consider placing the elimination of the Veterans Benefits Specialist position on the referendum and be funded through 2027 to allow further monitoring of the Veteran population. It was also requested that the Committee consider leaving the Veteran Services Office in the Courthouse.

The options for reductions in the Veteran Services office were reviewed and discussed in more detail, as well as which options should be recommended for referendum. Additional discussion was held regarding the potential delay of the Veterans Benefit Specialist position and how this impacts the appropriations of reductions each year between Health and Human Services and the Veteran Services Office leading up to 2027. It was highlighted that while delaying the elimination of this position would reduce the reductions planned for 2024, the reductions proposed by Health and Human Services exceeded the directed amount for 2024. Tricia Clements noted that when the list of reductions was proposed by Health & Human Services, it did not take into account any potential reductions from the Veteran Services Office. Donald Seep raised concerns with delaying the elimination of this position, and Kerry Severson asked for clarification regarding the different types of support that could and could not be offered by staff at Health & Human Services.

The elimination of the ETK Computer System utilized by the Veteran Services Office, and the provision of cemetery flag holders were discussed. Donald Seep raised concerns regarding the elimination of the ETK Computer System since it is an essential tool utilized by the office and provides efficiencies.

Motion by Donald Seep, seconded by Lee Van Landuyt approve the Veteran Benefit Specialist position expiring at the end of 2023 pending approval of the referendum. Further discussion was

# Richland County

HHS & Veterans Standing Committee

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held regarding the position, accreditation requirements, and general operations of the Veteran Services Office. Discussion was held regarding delaying the elimination of the Veteran Benefit Specialist position until the end of 2024. A motion was made by Tim Gottschall, seconded by Danielle Rudersdorf to amend the current motion and approve the Veteran Benefit Specialist position expiring at the end of 2024 instead of 2023, pending approval of the referendum. Donald Seep voiced concerns that extending the Veteran Benefit Specialist position until 2024 will undermine the authority of the County Administrator. Tim Gottschall clarified that he is thankful for the recommendation made by Administrator Langreck and is favor of the path forward, however has concerns that one year may not be enough time to implement this change. Administrator Langreck noted that this item is still being recommended for referendum and therefore the decision will ultimately be determined by the people. Kerry Severson, Francis Braithwaite, Lee Van Landuyt, Ingrid Glasbrenner, Tim Gottschall, Danielle Rudersdorf, and Dr. Jerel Berres voted in favor of the motion. Donald Seep opposed the motion. Motion carried.

Further discussion was held regarding removing the elimination of the ETK Computer System and the provision of cemetery flag holders from the list of levy reductions from the Veteran Services Office. Motion by Donald Seep, seconded by Lee Van Landuyt to remove the ETK program and the provision of cemetery flag holders from the list of levy reductions for the Veteran Services Office as presented. A motion was made by Tim Gottschall to amend the motion to remove the provision of the cemetery grave holders, the elimination of the ETK Computer program contract, decreasing the commission per diem by \$750, and decreasing the commission on mileage by \$200 from the list of levy reductions from the Veteran Services Office. Discussion was held regarding the ability to still call an emergency meeting if needed. After clarification Tim Gottschall withdrew his motion to amend. Motion by Lee Van Landuyt, seconded by Tim Gottschall to postpone voting on the motion to remove the ETK program and the provision of cemetery flag holders from the list of levy reductions for the Veteran Services Office as presented until after the Health & Human Services levy reduction list is reviewed and discussed. Motion carried.

- b. HHS Levy Reduction List & Referendum Recommendations:** Trish reviewed the list of reduction items, including the elimination of 5 positions by 2027, and noted the items that should be included on the referendum. Trish explained that due to the elimination of additional ARPA funds, an additional \$20,000 of levy is being requested for 2025 to assist with funding the Senior Nutrition Program. Trisha Clements also discussed moving the Senior Nutrition Program from the Public Health Unit to the Aging and Disability Resource Center.

Trisha Clements explained that when the list of reductions was created, reductions from the Veteran Services Office and the potential for additional revenues were not taken into consideration. Ingrid Glasbrenner questioned if there are any changes that would be suggested based on the motions that have already been made. Trisha Clements noted she would remove the elimination of the Treatment Court position or Community Services Team Coordinator from the list of proposed reductions. Background was given on both the Treatment Court and Community Services Programs, and required matches.

*Donald Seep and Danielle Rudersdorf left the meeting.*

Motion by Tim Gottschall, seconded by Dr. Jerel Berres to accept the list of referendum items as well as the itemized list of levy reductions for Health & Human Services, with the exception of the elimination of Community Services team programming. Motion passed.

## VETERANS SERVICE OFFICE

### Action Items:

- 10. 2022 VSO Budget Summary:** Agenda item not discussed.

# Richland County

HHS & Veterans Standing Committee

Administrative Report:

- 11. **Veterans Services Officer, Karen Knock:** Agenda item not discussed.
- 12. **Monthly Visitor Log Report:** Agenda item not discussed.

## HEALTH & HUMAN SERVICES

Consent Items:

- 13. **HHS Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000):** Agenda item not discussed.
- 14. **2022 HHS Budget Summary & Richland County Placement Report:** Agenda item not discussed.
- 15. **2022 HHS Contract Monitoring Report:** Agenda item not discussed.

Action Items:

- 16. **Approve HHS Contracts, Agreements, and Amendments:**

RICHLAND COUNTY HEALTH AND HUMAN SERVICES		
2022 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (10-13-2022)		
NORTHWEST COUNSELING & GUIDANCE CLINIC	Due to an increased need for crisis intervention services for individuals being served by the Behavioral Health Services Unit. (Menomonie)	<i>Original Contract Amount: \$80,000</i>  To a total amount not to exceed <b>\$90,000</b>

Motion by Kerry Severson, seconded by Tim Gottschall to approve the amended 2022 contracts. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES		
2022 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (10-13-2022)		
FAMILY SERVICES OF NORTHWEST WISCONSIN	To provide residential assessment and follow-up treatment to a child being served by the Child & Youth Services Unit. (Green Bay)	For a total amount not to exceed <b>\$35,000</b>
YOU ARE ENOUGH COUNSELING, LLC	To provide counseling to CCS consumers who are being served by the Behavioral Health Services Unit. (Avoca)	For a total amount not to exceed <b>\$49,500.</b>

Motion by Kerry Severson, seconded by Tim Gottschall to approve the New 2022 contracts. Motion carried.

# Richland County

HHS & Veterans Standing Committee

## RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2023 Revenue Contracts

<i>Provider Name</i>	<i>Provider Description</i>	<b>2022 Budgeted Revenue</b>	<b>2023 Budgeted Revenue</b>
<i>ADRC of Eagle County</i>	<i>Administration of ADRC Services in Richland County</i>	\$402,666	\$424,989
<i>Care Wisconsin First, Inc. / My Choice Family Care, Inc.</i>	<i>Home Delivered Meals, Psychotherapy Services, Substance Abuse Counseling, Transportation, and Loan Closet</i>	\$65,000	\$11,000
<i>Dane County Capital Consortium</i>	<i>Income Maintenance Consolidation</i>	\$ 1,006,182	\$1,113,066
<i>Department of Administration</i>	<i>Wisconsin Home Energy Assistance Program</i>	\$45,793	\$0
<i>Department of Children and Families</i>	<i>State and County Contract</i>	\$659,541	\$701,613
	<i>Administration of Child Care Program</i>	\$42,815	\$40,815
	<i>Community Youth and Family Aides</i>	\$87,094	\$ 90,610
<i>Department of Health Services</i>	<i>State and County Contract (Includes SOR Grant Funding)</i>	\$1,132,819	\$1,126,043
<i>Division of Public Health</i>	<i>Consolidated Contract (Immunization &amp; Maternal Child Health)</i>	\$18,148	\$18,072
	<i>Public Health Emergency Preparedness and Response (Includes ARPA funding for 2023)</i>	\$417,211	\$214,690
<i>Department of Transportation</i>	<i>Specialized Transportation 85.21</i>	\$79,889	\$79,889
<i>Greater Wisconsin Agency on Aging Resources, Inc.</i>	<i>County Contract (Includes ARPA Funding for 2023)</i>	\$210,672	\$313,082
<i>Inclusa</i>	<i>Home Delivered Meals, Psychotherapy Services, Substance Abuse Counseling, Transportation, and Loan Closet</i>	\$130,000	\$99,000
<i>The Richland School District</i>	<i>Crisis Case Worker Counseling Services for the 2022-2023 School Year</i>	\$ 84,000	\$60,000
		<b>\$ 4,381,830</b>	<b>\$ 4,292,869</b>

Motion by Tim Gottschall, seconded by Dr. Jerel Berres to approve the 2023 revenue contracts and forward the recommendation onto the County Board for approval. Motion carried.

# Richland County

HHS & Veterans Standing Committee

## RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2023 HHS Contracts > \$50,000

<b>Provider Name</b>	<b>Provider Description</b>	<b>Location</b>	<b>2022 Contract</b>	<b>2022 Amount Expended *</b>	<b>County Tax Levy Funded</b>	<b>2023 Contract</b>
<b>Children's Hospital of Wisconsin Community Services - Children's Service Society</b>	<i>Child &amp; Youth Services Unit provider of treatment foster care and respite. Behavioral Health Services Unit provider of respite services to children with disabilities.</i>	Milwaukee	\$261,000	\$124,341	Partially	\$261,000
<b>Chileda Institute</b>	<i>Child &amp; Youth Services Unit provider of residential care center services.</i>	La Crosse	\$255,000	\$185,583	Partially	\$255,000
<b>Community Care Resources</b>	<i>Child &amp; Youth Services Unit provider of treatment foster care and respite. Behavioral Health Services Unit provider of respite services to children with disabilities.</i>	Middleton	\$186,000	\$71,387	Partially	\$191,000
<b>Cornerstone Foundation dba Lucky Star 3 Corporation</b>	<i>Behavioral Health Services Unit provider of CBRF and AFH residential care for consumers who due to mental health issues are unable to live independently.</i>	Dodgeville	\$250,000	\$82,176	Partially	\$250,000
<b>Diane's Adult Family Home</b>	<i>Behavioral Health Services Unit provider of AFH residential care for consumers who due to mental health issues are unable to live independently.</i>	Arena	\$125,000	\$46,963	Partially	\$100,000
<b>Driftless Counseling, LLC dba Trailhead Therapy and Mentoring</b>	<i>Behavioral Health Services Unit provider of individual skill development and psychotherapy to Comprehensive Community Services consumers.</i>	Viroqua	\$900,000	\$501,324	No	\$900,000
<b>Evergreen Manor III</b>	<i>Behavioral Health Services Unit provider of CBRF services for consumers who due to mental health issues are unable to live independently.</i>	Juneau	\$75,000	\$0	Partially	\$75,000
<b>Evergreen Manor, Inc.</b>	<i>Behavioral Health Services Unit provider of CBRF services for consumers who due to mental health issues are unable to live independently.</i>	Necedah	\$75,000	\$38,339	Partially	\$75,000
<b>Forward Home For Boys</b>	<i>Child &amp; Youth Services Unit provider of children's group home services.</i>	Richland Center	\$100,000	\$72,596	Partially	\$100,000
<b>Hailey Schneider, APNP</b>	<i>Contracted provider of medication management and individual outpatient services.</i>	La Crosse	\$10,000	\$0	Partially	\$100,000

# Richland County

HHS & Veterans Standing Committee

<b>Provider Name</b>	<b>Provider Description</b>	<b>Location</b>	<b>2022 Contract</b>	<b>2022 Amount Expended *</b>	<b>County Tax Levy Funded</b>	<b>2023 Contract</b>
<b>Memorial Hospital of Boscobel, Inc. dba Gundersen Boscobel Area Hospital and Clinics</b>	<i>Behavioral Health Services Unit provider of occupational and physical therapy services to children being served by the Birth to Three Program.</i>	<i>Boscobel</i>	<i>\$75,000</i>	<i>\$10,510</i>	<i>No</i>	<i>\$75,000</i>
<b>Northwest Counseling &amp; Guidance Clinic</b>	<i>Behavioral Health Services Unit provider of 24/7 crisis intervention telephone services. The services include phone center staffed by trained crisis professionals and a mobile crisis response service locally available to conduct face-to-face assessments and interventions afterhours.</i>	<i>Frederic</i>	<i>\$80,000</i>	<i>\$56,858</i>	<i>Yes</i>	<i>\$80,000</i>
<b>Premier Financial Management Services, LLC</b>	<i>Behavioral Health Services Unit provider of financial management services to children with disabilities.</i>	<i>Milwaukee</i>	<i>Original \$100,000 Amended \$210,000</i>	<i>\$39,114</i>	<i>No</i>	<i>\$100,000</i>
<b>RTP (WI), S.C. dba Array Behavioral Care</b>	<i>Behavioral Health Services Unit provider of telepsychiatry services.</i>	<i>Chicago, IL</i>	<i>\$130,000</i>	<i>\$49,551</i>	<i>Partially</i>	<i>\$130,000</i>
<b>Rural Wisconsin Health Cooperative</b>	<i>Behavioral Health Services Unit provider of speech &amp; language pathology therapy services to children being served by the Birth to Three Program.</i>	<i>Sauk City</i>	<i>\$75,000</i>	<i>\$32,343</i>	<i>No</i>	<i>\$75,000</i>
<b>Shay Rehabilitation &amp; Psychological Services, Inc. dba Kickapoo Counseling</b>	<i>Behavioral Health Services Unit provider of individual skill development and psychotherapy to Comprehensive Community Services consumers.</i>	<i>Westby</i>	<i>Original \$100,000 Amended \$300,000</i>	<i>\$126,912</i>	<i>No</i>	<i>\$300,000</i>
<b>Southwest WI Workforce Development Board</b>	<i>Provides contracted employee services to Richland County Health and Human Services.</i>	<i>Platteville</i>	<i>Original \$49,500 Amended \$230,000 Amended \$525,000</i>	<i>\$249,817</i>	<i>Partially</i>	<i>\$325,000</i>
<b>St. Joseph's Health Services, Inc. dba Gundersen St. Joseph's Hospital and Clinics</b>	<i>Behavioral Health Services Unit provider of occupational and physical therapy services to children being served by the Birth to Three Program.</i>	<i>Hillsboro</i>	<i>\$75,000</i>	<i>\$40,407</i>	<i>No</i>	<i>\$75,000</i>

# Richland County

HHS & Veterans Standing Committee

Provider Name	Provider Description	Location	2022 Contract	2022 Amount Expended *	County Tax Levy Funded	2023 Contract
<b>Tellurian, Inc.</b>	<i>Behavioral Health Services Unit provider of residential treatment services for substance abuse treatment, and detox services for persons taken into protective custody due to incapacitation by alcohol.</i>	Madison	Original \$75,000 Amended \$120,000	\$29,375	Partially	\$115,000
<b>TLC Senior Home Care, LLC</b>	<i>Behavioral Health Services Unit provider of AFH residential care for consumers who due to mental health issues are unable to live independently.</i>	Arena	\$85,000	\$48,953	Partially	\$85,000
<b>Trempealeau County Health Care Center</b>	<i>Behavioral Health Services Unit provider of Institute for Mental Disease (IMD) and AFH residential treatment for consumers who due to mental health issues are unable to live independently.</i>	Whitehall	\$270,000	\$0	Yes	\$270,000
<b>Vista Care Wisconsin</b>	<i>Behavioral Health Services Unit provider of AFH residential care for consumers who due to mental health issues are unable to live independently.</i>	Sheboygan	\$840,000	\$534,340	Partially	\$840,000
<b>Total 2022 Contracts &gt; \$50,000:</b>			<b>\$5,022,000</b>	<b>\$2,330,889</b>		<b>\$4,777,000</b>

Motion by Tim Gottschall, seconded by Francis Braithwaite to approve the 2023 Health & Human Services contracts over \$50,000, and forward the recommendation onto the County Board for approval. Motion carried.

Approval of 2023 contracts < \$50,000, 2023 Agreements < \$10,000, and 2023 Memorandums of Understanding were postponed until the next meeting.

- Discussion returned to agenda item #9 and the pending motion to remove the ETK program and the provision of cemetery flag holders from the list of levy reductions for the Veteran Services Office as presented. Discussion was held regarding the total amount of levy reductions that had already been approved and Stephanie Ronnfeldt reviewed the figures associated with the approved changes. Motion by Kerry Severson, seconded by Tim Gottschall to take the motion to remove the ETK program and the provision of cemetery flag holders from the list of levy reductions for the Veteran Services Office as presented off the table. Motion carried.

Motion by Donald Seep, seconded by Lee Van Landuyt to remove the ETK program and the provision of cemetery flag holders from the list of levy reductions for the Veteran Services Office and approve all other items as presented. Motion carried.

*Tim Gottschall left the meeting.*

- 17. Approve 2023 Vehicle Lease Agreement and Memorandum of Understanding:** Agenda item not discussed.

# Richland County

HHS & Veterans Standing Committee

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- 18. Approve the Application and Acceptance of the 2023 85.21 Specialized Transportation Grant:** Roxanne Klubertanz-Gerber explained that the 85.21 Specialized Transportation Grant is applied for every year through the department of transportation. The grant provides state financial aid for the Transportation program in the Aging and Disability Resource Center, and was approved by the Transportation Coordinating Committee along with the required 20% tax levy match of \$15,978. Motion by Dr. Jerel Berres, seconded by Kerry Severson to approve the application and subsequent acceptance of the 2023 85.21 Specialized Transportation Grant, which includes the required 20% county match in the amount of \$15,978, and forward the recommendation onto the County Board for approval.
- 19. Approve New Nutrition Advisory Council Members and Resignation Recognition:** Agenda item discussed in conjunction with agenda items #20 and #21.
- 20. Approve New Coordinated Services Team (CST) Coordinating Committee Member List:** Agenda item discussed in conjunction with agenda items #19 and #21.
- 21. Approve New Comprehensive Community Services (CCS) Coordination Committee Membership List:** Agenda item discussed in conjunction with agenda items #19 and #20. Motion by Kerry Severson, seconded by Lee Van Landuyt to appoint Georgette White and Virginia Wiedenfeld to the Nutrition Advisory Council, approve the membership list to the Coordinated Services Team (CST) Committee, and approve the membership list to the Comprehensive Community Services (CCS) Coordination Committee, and forward the recommendations on to the County Administrator for review and submission to the County Board for approval. Motion carried.

Administrative Report:

- 22. Director, Tricia Clements:** Agenda item not discussed.

Personnel:

- 23. HHS Personnel Updates:** Agenda item not discussed.

Closing:

- 24. Future Agenda Items:** Agenda items that were not addressed on the current agenda.
- 25. Adjournment:** The next meeting is scheduled for November 10, 2022 at 9:30 a.m. in the Richland County Board room and via WebEx. Motion by Lee Van Landuyt, seconded by Kerry Severson to adjourn the meeting. Motion carried.

Respectfully Submitted,  
Meghan Rohn  
Confidential Administrative Secretary

# Richland County

Land & Zoning Standing Committee

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To: Finance & Personnel Standing Committee

Date: October 31, 2022

Re: Response to Resolution 22-95

The departments that report to the Land & Zoning Standing Committee; which include Zoning, Land Conservation and Register of Deeds, have been asked to 1) Total projected levy operational expense reduction of \$50,000 entering into 2024 and the same sustained reduction beyond; and 2) These adjustments in expenditure must account for projected increases in COLA and Compensation Policy and other employee benefits included with the financial plan.

The following adjustments are proposed to meet the above requirements for item 1):

1. Land Conservation Administrative Assistant position will be reduced to 50% time. The total 2023 cost of this position in the Land Conservation budget with benefits is \$57,725.87. Parks currently pays for 10% of this position. When the position is reduced to 50% time it will not be possible for time to be spent on Parks so the \$6,413.98 in salary currently coming from the Parks budget will not be available. The total cost of this position is \$64,139.84 and 50% is \$32,069.92. **Therefore, the total reduction to the Land Conservation budget is \$25,655.95** (57725.87-32069.93).
2. Increase zoning fees for private septic inspections (required once every 3 years) from \$25 to \$50 which would **increase revenues by approximately \$45,000** annually.

**TOTAL = \$70,655.95**

Item 2a: Land Conservation and Zoning Departments. The estimated total increases to salaries, fringe and health insurance for 2024 to 2027 are \$43,000. \$20,655.95 is covered by the items identified above. The additional \$22,344.05 will be covered by unspent funds for the open GIS position in 2023. The GIS position in the Zoning Department is currently open and has not received any qualified applicants. The Committee is currently evaluating a short-term contract option as well as long-term contract options if a qualified applicant is not found. It is likely that GIS work will be completed by a contract vendor for all of 2023 while we evaluate our options. It is expected that the contract for GIS work will be significantly less than the cost of a full-time position so the underspent budget for that salary in 2023 will more than cover future costs of salary, fringe and health insurance increases.

Item 2b: Register of Deeds Department. The estimated total increases to salaries, fringe and health insurance for 2024-2027 are \$23,000. Currently, fees associated with property transfers are split with the state. The County gets 20% and the State gets 80%. Wisconsin Counties Association, with the approval of the Wisconsin Register of Deeds Association, is currently lobbying for this split to change to 50/50. Given the budget surplus at the State level and conversations with State Legislators, WCA is confident that they will be successful in passing this change. This will produce additional income of approximately \$59,000. That amount will be more than what is needed to cover the costs associated with increases in salaries, fringe and health insurance.

It should also be noted that the Land Conservation and Zoning Departments will be moving into shared space by the end of 2022. The Richland County strategic plan has tasked the Land & Zoning Standing Committee with evaluating the possibility of combining the Land Conservation and Zoning Departments in more than

# Richland County

Land & Zoning Standing Committee

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just shared space. It is possible that in the re-organization of the two departments, further efficiencies can be identified. There is also consideration as to what role the Register of Deeds office may offer in terms of assistance to Land Conservation and Zoning Departments (e.g. answering phones).

The committee is comfortable in making these recommendations without the need for these items to be placed on a referendum.

Sincerely,

A handwritten signature in cursive script, appearing to read "Melissa Luck", with a long horizontal flourish extending to the right.

Melissa Luck  
Chair, Richland County Land & Zoning Standing Committee

Richland County:	Response to Resolution No. 22-26	Committee:	<b>Finance and Personnel Standing Committee</b>
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A Resolution Directing The Various Richland County Standing Committees To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

Be it further resolved, that the Finance and Personnel Standing Committee is specifically tasked with the following:  
Regarding Services Provided through County Administrator, County Clerk, County Treasurer, County Board and ancillary budgets

"Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$122,000 in 2024, \$243,000 in 2025, \$299,000 in 2026, and \$383,000 in 2027, including but not limited to lines 6.01 through 6.91, 13.01 through 14.91, and 21.01 through 22.91 in the 5-year financial plan"

Options for Reductions:								2024		2025		2026		2027	
								Directive: \$ 122,000.00		Directive: \$ 243,000.00		Directive: \$ 299,000.00		Directive: \$ 383,000.00	
Department/ Budget/ Account:	Function /Service/ Position:	Dollar/Cost:	Year of first reduction:	Service Impact:	Workaround or alternative delivery or service:	Reference #2 AUG 2022 Financial Workbook	Request consideration to add to Referendum levy exemption	Recommend Reduction:	Running Total Column:	Recommend Reduction:	Running Total Column:	Recommend Reduction:	Running Total Column:	Recommend Reduction:	Running Total Column:
Administration 10.5115	Creation of HR + Finance Department Combined [Strategic Plan] Addition of 1FTE Finance and HR Coordinator	\$ 105,116.60	Projected Expense (2024)	Reduces ability to meet strategic goals of bridging to a more robust HR and Financial services.	Make future efforts to enhance functions following financial stabilization.	21.02b	Yes	Yes	\$ 105,116.60	Yes	\$ 105,116.60	Yes	\$ 105,116.60	Was a planned reduction for 2027	\$ -
Administration 10.5115	Creation of Finance Department [Strategic Plan] Addition of 1FTE Finance Officer	\$100,842.82	Projected Expense (2027)	Reduces ability to meet strategic goals of more robust Financial services.	Make future efforts to enhance functions following financial stabilization.	21.01	Yes	Yes	\$ -	Yes	\$ -	Yes	\$ -	Yes	\$ 100,842.82
Administration 10.5115	Creation of HR Department [Strategic Plan] Addition of 1FTE HR Coordinator	\$ 89,351.00	Projected Expense (2027)	Reduces ability to meet strategic goals of more robust Financial services.	Make future efforts to enhance functions following financial stabilization.	21.02	Yes	Yes	\$ -	Yes	\$ -	Yes	\$ -	Yes	\$ 89,351.00
Administration 10.5115	Reduction of funds for staff training and professional development	\$ 3,500.00	Current Expense (2024) if not pulled for 2023	Reduces funding for staff training and conference attendance	Continue to reach out through free training opportunities and collaboration with local workgroups	21.03	Yes	Yes	\$ 3,500.00	Yes	\$ 3,500.00	Yes	\$ 3,500.00	Yes	\$ 3,500.00
Administration 10.5115	Administrator	\$ 101,902.05	Current Expense (2024)	Reduces support to for committees and meetings, policy development, day-today policy implementation, budgeting, planning, etc....	Revert to an Administrative Coordinator position assigned to other employee or elected official. Consider a part-time Administrator shared with the City.	21.92	No	No	0	No	0	No	0	No	0
Administration 10.5115	Assistant to the Administrator	\$ 85,258.89	Current Expense (2024)	Reduces support for committees and meetings, reduces policy development and responsiveness to issues.	Reduce expectation on projects and strategic initiatives.	21.93	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
Administration 10.5115	Accounting Supervisor	\$ 95,670.63	Current Expense (2024)	Reduced Accounting Capacity. Our Ability to maintain the General Ledger would be significantly impacted.	Add to a different position. Functions of this position are a full FTE	not on planner	No	No	0	No	0	No	0	No	0
Administration 10.5115	Benefits Specialist	\$ 70,581.87	Current Expense (2024)	Reduced our ability for centralized payroll and benefits management.	Add to a different position. Functions of the position are a full FTE	not on planner	No	No	0	No	0	No	0	No	0
County Clerk 10.5141	Digitization of resolutions	\$10,000	Current Expense (2024)	Reduces contract and software support for expediting accessible electronic storage of resolutions	Possibly use our Municode software to workaround and continue self review and posting	6.02	No	Yes	\$ 10,000.00	Yes	\$ 10,000.00	Yes	\$ 10,000.00	Yes	\$ 10,000.00
County Clerk 10.5142	Part-Time Deputy County Clerk	\$27,000	Current Expense (2024)	Reduces WISVOTE, reduces availability of Clerk to fulfil with Finance Officer Duties	Deputize Accounting Supervisor with reduced accounting	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -

County Treasurer 10.5156	Eliminate Property Lister and merge duties amongst Treasurer, Deputy and GIS	\$ 69,000.00	Current Expense (2024)	Reduces centralized function on property transfers and legal description issues, and interface with property assessors. Reductions in review of tax bills.	Treasurer, Deputy Treasurer and GIS Tech would have to parcel the duties.	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
County Treasurer 10.5156 and others	Borrow for GCS/LandNav Software	\$ 28,000.00	Current Expense (2024)	Displaces operational expenses to debt service / Short-term borrowing.		not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
<b>Other Budgets</b>															
10.5181	Southwest Regional Planning	\$ 17,562.58	Current Expense (2024)	Reduction in regional coordination, planning initiatives, grant procurement and grant administration.	Watch action publicly and respond with internal resources to local needs.	34.01	Yes	No	\$ -	Yes	\$ 17,562.58	Yes	\$ 17,562.58	Yes	\$ 17,562.58
10.5195, 10.5198	Short Term Borrowing for Property, W/C and Liability Insurance (State Statute 67.04(5)(b)1	\$ 461,000.00	Current Expense (2024)	Move expenses from operations to Short-Term Borrowing (Worker's compensation, Liability Insurance, Risk Management Services, Property Insurance by Statute 67.04(5)(b)1 and 611.11(4)(b). W/C=\$327,609; Liability=\$55,000; Property=\$75,248; Commercial Crime=\$3,200. This is a displacement in operational levy, not a "reduction in overall levy on the taxbase."	This circumvents levy limits as allowable by 67.04(5), but will require 3/4 vote from County Board and will increase or displace short-term borrowing against the levy.	not on planner	Yes	Yes	\$ 50,000.00	Yes	\$ 100,000.00	Yes	\$ 160,000.00	Yes	\$ 160,000.00
Fund 29	Video Conferencing Fund	\$ 6,000.00	Current Expense (2024)	Move expense to short-term borrowing when court needs arrive.	Anticipate and plan future court audio visual needs	not on planner	No	No	\$ -	Yes	\$ 6,000.00	Yes	\$ 6,000.00	Yes	\$ 6,000.00
<b>Other Options</b>															
Amin, Clerk and Treasurer	Reduction in Hours to 4/9hour days	\$ 39,724.90	Current Expense (2024)	Reduction to Office Hours to 4/9 hours. This is a 10% reduction in productivity. Challenges in completing payrolls and managing daily finances, impacts on availability to public.	Bolster payroll processing to ensure completion. Inform public of reduced office hours. (Closed on Friday)	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
Amin, Clerk and Treasurer	Reduction in Hours to 4/8 hour days	\$ 79,449.79	Current Expense (2024)	Reduction to Office Hours to 4/9 hours. This is a 20% reduction in productivity. Challenges in completing payrolls and managing daily finances, impacts on availability to public.	Bolster payroll processing to ensure completion. Inform public of reduced office hours. (Closed on Friday)	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
Amin, Clerk and Treasurer	Phased Reduction in hours	\$ -	Current Expense (2024)	Method of phasing in hour reductions to keep employees at annual income with annual reduction in hours. Curb future projected if planning on wage increases.	Bolster payroll processing to ensure completion. Inform public of reduced office hours. (Closed on Friday)	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
								Total:	\$ 168,616.60	Total:	\$ 242,179.18	Total:	\$ 302,179.18	Total:	\$ 387,256.40
Total in options \$ 1,389,961.13								Overage:	\$ 46,616.60	Overage:	\$ (820.82)	Overage:	\$ 3,179.18	Overage:	\$ 4,256.40
Note: Not all options can be exercised at once and many options are not a reduction in current, existing services.								<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>				

**Richland County Public Works**

**Agenda Item Cover**

**Agenda Item Name:** Discussion and Possible Action on Feedback on the Education Information Document from the Ad-Hoc Committee.

<b>Department</b>	MIS/Highway	<b>Presented By:</b>	Barbara Scott/Joshua Elder
<b>Date of Meeting:</b>	09/08/2022	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	09/06/2022	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to ... Approve suggestions for cost savings suggestion to meet budgeting needs for MIS if no increase in tax levy can be made due to unsuccessful referendum.

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

All Richland County Department Heads have been instructed to respond to the Education Information Document from the Ad-Hoc Committee with effective realistic ways that we can cut costs to meet the budgetary constraints as possible directive action for 2024 budget.

While the MIS department is not a mandatory department and Highway is, the services that are provided by both are required for operations of mandatory services. Any business today requires IT support and service to function. The suggestions that are made here are carefully considered. It is with the utmost hesitation that we recommend cutting \$40,000.00 from MIS and \$238,000 from Highway for a combined savings of \$278,000. MIS uses \$40,000 for equipment that furnishes computers for departments within all of Richland County. Highway uses \$238,000 for purchase of asphalt. As this is compounded through 2027 the only way that computers will be replaced is through grants or other funding sources. Highway’s funding potential loss could be replaced through alternatives such as short term borrowing. Slowing replacement of computers and roads will have negative impacts on the county up to including loss of productivity and impact to users of county services.

**Attachments and References:**

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**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	Savings for Tax Levy	
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

**Approval:** *Barbara J Scott*

**Review:** *Clinton Langreck*

\_\_\_\_\_

## Richland County Public Works

### Agenda Item Cover

**Agenda Item Name:** Discussion and Possible Action on Feedback on the Education Information Document from the Ad-Hoc Committee.

<b>Department</b>	Highway	<b>Presented By:</b>	Joshua Elder
<b>Date of Meeting:</b>	10/13/2022	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	09/06/2022	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to ... Approve suggestions for cost savings suggestion to meet budgeting needs for Highway increase in tax levy can be made due to unsuccessful referendum.

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

All Richland County Department Heads have been instructed to respond to the Education Information Document from the Ad-Hoc Committee with effective realistic ways that we can cut costs to meet the budgetary constraints as possible directive action for 2024 budget.

In order to meet the \$238,000 for reduction of the 2024 budget, with a compounding total amount of reduction savings to county projected extending out into 2027 of \$952,000 for the tax levy proposed for Highway, two options were instructed to be considered. Option One is in response of the Referendum Ad Hoc Committee on 10-10-2022. Option 2 specifically for Finance and Personal on 11-1-2022.

**Option One** (Not Recommended by Department Head):

Reduction of three staff, reducing cost of staffing by \$236,518.62 and purchase of asphalt by \$1,481.38 to reach proposed portion of levy cut of \$238,000 in year 2024

Impact of Option One (Again Not recommended by Department Head):

Loss of revenue (Revenue produced by employees): \$164,269.08 per year and totaling \$657,076.32 by year 2027

Increased Overtime Cost (Added overtime to remaining employees): \$13,800 per year and totaling \$55,200 by year 2027

Additional Costs: \$36,000 per year (forced to sub contract labor and equipment) and totaling \$144,000 by year 2027

**Increase of average response time during weather and public safety events**

NOTE: These impact calculations are based off of a three-year average cost and revenue per employee.

**Option Two** (Recommended and accepted by department head and Public Works Committee on 9/8/2022 and again on 10/13/2022)

Reduce purchase of asphalt by \$238,000 (one mile of road) in 2024 and totaling \$952,000 by year 2027 (four miles of road).

Impact of option two:

No impact to revenue

No impact to overtime

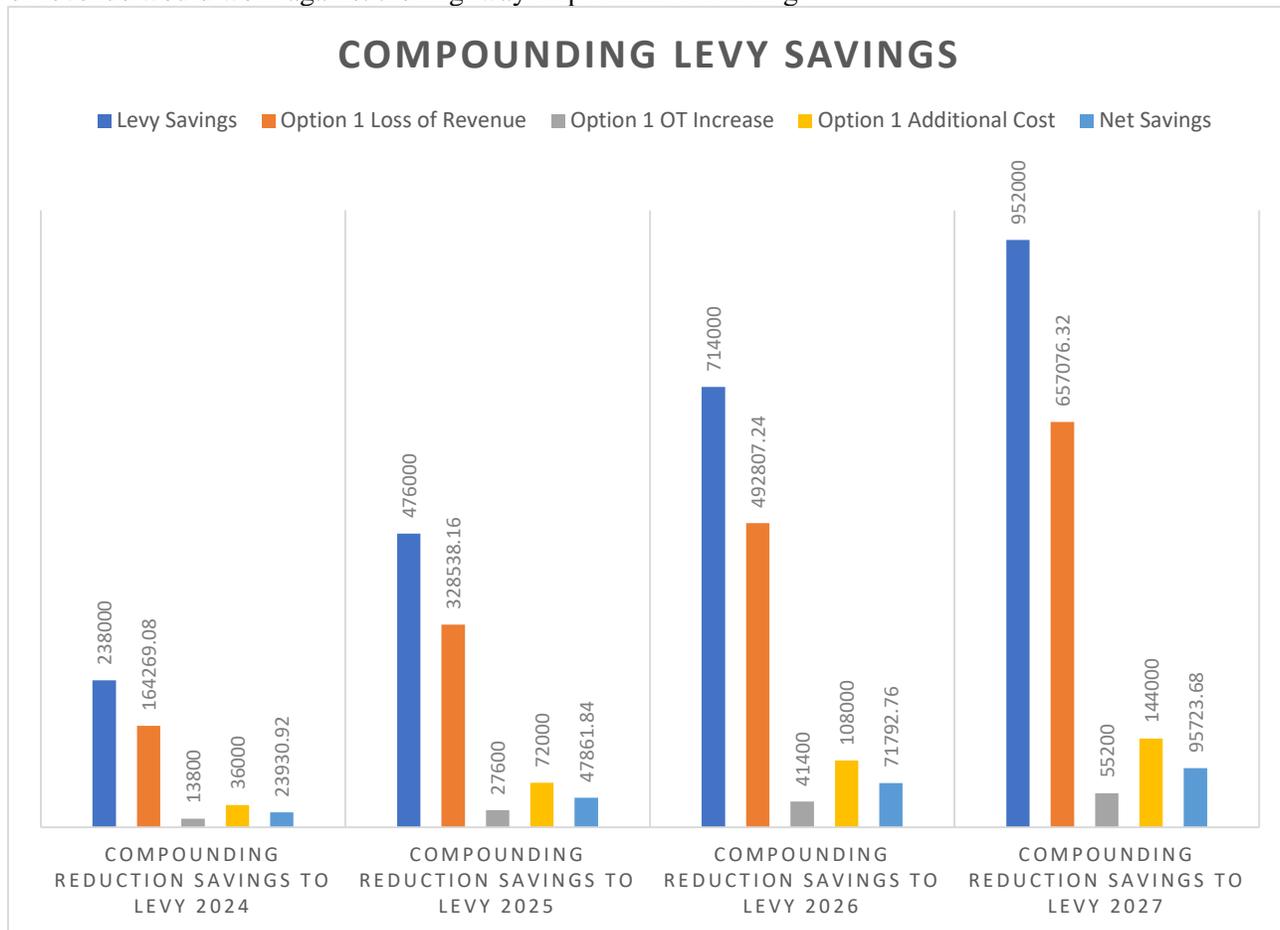
No impact to additional costs

No impact to current response times

## Richland County Public Works

### Agenda Item Cover

NOTE: With increased costs from option one, the reduction to staffing would greatly reduce revenue produced, which in return would show a decrease in the amount of asphalt purchased because of the addition funding loss along with inadequate man power to place materials. Future costs could see impacts totaling greater than option 1 reduction of asphalt given the fact severity of weather events cannot be determined each year. Highway has already reduced staffing by two employees for future budget constraints. Further reduction of staffing will result in decreased moral and most likely an increase in empty positions with no applicants to fill them causing again increased costs. Most importantly the Highway Department’s staffing costs, wage and benefit increases, are absorbed by the revenues employees produce. Employees time is always charged out for in all projects. In summary employee’s wages and benefits are not paid for completely by operating tax levy. Below is a chart showing levy savings and break down of Option 1 costs. Please Pay attention to the Net Savings column. The Net Savings column shows the projected savings only to the Highway Department if the recommendation of Option 2 is ignored and Option 1 was instructed to take place. With Option 1 added expenditures and loss of revenue would work against the Highway Department’s Funding.



This graph shows a couple of different key components that require further explanation. The first column (Dark Blue) shows the proposed reduction to the Highways Department’s portion of the tax levy and the County’s over all savings of tax levy compounding from 2024 thru 2027. This is the impact directly to the County and Highway.

**Richland County Public Works**

**Agenda Item Cover**

The second column (Orange) is specific to the Highway Department and not the County’s tax levy. It shows the estimated loss of revenue for the Highway Department projected in 2024 and compounded thru 2027. This dollar amount has no bearing on the County’s tax levy, but the overall loss of revenue that would affect the overall capability of Highway being able to produce revenues used specifically for the purchase of additional materials and support of highway maintenance.

Third (Grey), estimated increase in overtime costs that would not only effect Highway but a portion of the County’s tax levy distributed to Highway starting in 2024 thru 2027.

Fourth (Yellow), estimated increase in additional cost to Highway and again a portion of the tax levy distributed to Highway. This represents the projected added cost from having to sub contract additional labor and equipment in response to a possible directed reduction to staff starting in 2024 compounding thru 2027.

Fifth (Light Blue), This shows the projected actual savings specifically to Highway starting in 2024 and compounding thru 2027 from the actual reduction to Highway’s portion to tax levy.

**Attachments and References:**

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**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	Savings for Tax Levy	
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

**Approval:**     *Joshua Elder*

**Review:** *Clinton Langreck*

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

## Richland County Public Works

### Agenda Item Cover

**Agenda Item Name:** Discussion and Possible Action on Feedback on the Education Information Document from the Ad-Hoc Committee.

<b>Department</b>	MIS	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	09/08/2022	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	09/06/2022	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to ... Approve suggestions for cost savings suggestion to meet budgeting needs for MIS if no increase in tax levy can be made due to unsuccessful referendum.

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

All Richland County Department Heads have been instructed to respond to the Education Information Document from the Ad-Hoc Committee with effective realistic ways that we can cut costs to meet the budgetary constraints that may be a reality if the referendum fails. This has been accepted by my committee on 9/8/2022 and again on 10/13/2022

While the MIS department is not a mandatory department the services that are provided by it are required for all mandatory services. Any business today requires IT support and service to function. The suggestions that are made here are not made lightly. It is with the utmost hesitation that I recommend cutting \$40,000.00 used for equipment that furnishes computers for departments within all of Richland County.

2024 - \$40,000.00  
2025 - \$40,000.00  
2026 - \$40,000.00  
2027 - \$40,000.00

As this is compounded through 2027 totaling, \$240,000.00, the only way that computers will be replaced is through grants or other funding sources, if possible to find. This will decrease productivity and cause great frustration for employees. Downtime will cause delays in services to the public.

A second Approach that is not recommended by the MIS Director would be to cut the Radio Tech Position. This position will be in charge of managing the radio towers, communications systems, Spillman Cad and our 911 system. These duties would fall back to the network administrator if this position is not filled and that is not recommended as the position of network administrator becomes overwhelmed and will not be effective in completing all tasks as needed. This leads to a system that is not well maintained as well as taking away from the Network Administrators other duties.

The savings for the second NOT recommended would be:

2024 - \$79,750.48  
2025 - \$83,738.00  
2026 - \$87,924.90  
2027 - \$91,441.90

This total would be \$342,855.28.

**Richland County Public Works**

**Agenda Item Cover**

Attached is a list of other items in the budget with reasons they were not considered, by the MIS director, as sensible reductions.

**Attachments and References:**

5 year financial plan items.	
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**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	Savings for Tax Levy	
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

**Approval:**     *Barbara J Scott*

**Review:** *Clinton Langreck*

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

## Richland County Public Works

### Agenda Item Cover

#### 5 Year Financial Plan Items

#### **These are items not recommended as sensible as cuts by Department Head**

1. **Reclassification of MIS Administrator** – We would not want to forego this as this position is not being properly compensated according to Carlson Dettman. Not paying the position appropriately will cause problems with staff retention and recruitment.
2. **Sherriff Tech Position** – This is an additional position to be added. Currently the duties for this position are being handled by various people and not getting done consistently. We are putting in a new 8.5-million-dollar system and will need someone to manage the investment by the county.
3. **Reclassification of MIS Director** - We would not want to forego this as this position is not being properly compensated according to Carlson Dettman. Not paying the position appropriately will cause problems with staff retention and recruitment.
4. **MIS Assistant** – With the added demands on the MIS Departments and continued increase in technology it is not realistic to have the current staffing levels support the needs of the county.
5. **Office 365 Licensing**- This will become necessary from a cybersecurity standpoint. Many insurance companies are currently dropping coverage on those companies who are keeping their Exchange on Premise. Also keeping old versions of software will cause more security risks. Microsoft has moved to a per user/month model so the cost will rise significantly.
6. **AS400 Cloud Backup** – The AS400 contains all of the financial data for the county. Ensuring that we have adequate backups of such data is critical.
7. **Smarsh** - For Cyber liability and open records requirements we need this software to manage our mobile devices. Again insurance companies are requiring some type of device management software for mobile devices to mitigate against attacks.
8. **Jamf** – This software allows us to remotely manage their iPads and iPhones for the county. This allows us to assist the board members in keeping their iPads up to date and working properly. The time saved with this software pays for the cost.
9. **Telephone Licensing** – This is an anticipated increase in cost for licensing. The only way to reduce this line is to advise departments people they have to reduce the number of phones in their departments and take them away from employees.
10. **New Website for the County** – Our current website needs updated and we would like to change to a more aesthetically pleasing platform. To do this we would have to pay more money. If we stay in the platform we currently have it has been said that it is deterring people from coming to our county.
11. **VEEAM** – This software is what our servers run on. Without it we cannot run our servers and would have no data. There is only option is not to have servers and save all data on computers locally without backups – that is not an option.
12. **Misc Software** – This software is what is used by the county for day to day operations. The only option to paying for this software would be to use it illegally or to pirate it which would not be something I can recommend.
13. **Barracuda Web-Filter** – This program protects the county by restricting access to harmful websites. The cybersecurity of the county is dependent on technology like this and cyber insurance companies will require something such as this.
14. **Security Training and Testing Program** - In the past month Richland County users have been hit with several scams and we have found that our users lack training in security. Our cyber

## Richland County Public Works

### Agenda Item Cover

liability insurance will require this training and we will need to budget it to protect our network and our data.

- 15. Security Cameras and Video Storage** – We are required to retain video from sheriff department wearable video as well as squad cars. We also have video from security cameras in many buildings in the county. This creates a significant amount of data. Storing the data on our own servers is considerably cheaper than storing it in the cloud. So we have to purchase the equipment to store it. Security cameras protect the property of the county – we do not have to have them, but they have been used many times.
- 16. Secondary Internet Redundancy** – Almost all of the county’s departments rely on the internet to conduct business on a day to day basis. If we lose internet connection for one day we will lose significant amount of money. This preventative plan will be a backup so that if the internet is down from one provider we can still conduct business and serve our citizens.

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:**

Response from the Fair, Recycling & Parks Standing Committee on Resolution 22-93

<b>Department</b>	Fair, Recycling & Parks	<b>Presented By:</b>	Carla Doudna
<b>Date of Meeting:</b>		<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	November 7, 2022	<b>Referred by:</b>	FRP Standing Committee

**Recommendation and/or action language:**

Motion to ...Approve recommendation by the FRP Standing Committee addressing the direction given to “explore the transfer of the fair operations to a non-profit agricultural society including research on peer counties with a non-profit fair model”.

At this time, the FRP Standing Committee would like to move forward with their recommendations before voting to participate in the referendum. Once the referendum is presented to the Richland County Residents, the committee will meet and vote regarding participation for the FRP Department.

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

There seems to be some confusion on how the fair is financially supported. Just to clarify, Fair Fund 68 receives \$15,000 in tax levy dollars, the other revenue that is received to support this department is generated by the fair, grounds rentals, donations and storage.

Please see the attached information....

**Attachments and References:**

History of Expenditures and Revenues	FRP Recommendation to the F& P as well as CB
Information regarding other Fairgrounds	

**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 type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

**Approval:**

Carla Doudna

**Review:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

# **RICHLAND COUNTY FAIR, RECYCLING AND PARKS STANDING COMMITTEE**

## **PROJECT SCOPE**

November 1, 2022

## **OVERVIEW**

### **1. Our Goals and Mission**

**i** *The Richland County Fair, Recycling and Parks Standing Committee that oversees the Richland County Fair, is committed to producing a successful fair which promotes and advances the interest of agriculture, community development, and provides quality entertainment. We encourage appropriate use of our facilities and strive to explore all avenues in which the fairgrounds can serve the educational and entertainment needs of our community. The Richland County Fair presents an opportunity for all members of our community, as well as neighboring communities, to exhibit their special skills and hard work. The Fair is a celebration of the special qualities of life in Richland and surrounds communities. We are happy to provide the youth of our community an event and venue to showcase their talents through 4-H, FFA, and other means. The fair board is committed to the operation of the fairgrounds facilities for both public and private events, in a reasonable manner which generates economic stimulation and tourism development in Richland County. The fair board, staff, and many volunteers are who make this all happen.*

*The goal of the Richland County Fair, Recycling and Parks Standing Committee is to move forward with the consolidation of those three areas into a recreation and recycling department. By encompassing all of the county grounds, parks, and trails in one central location, would give us the ability to focus on the future needs and plans of our community property. While doing that we can start working with those neighboring communities and counties to link some areas of tourism together.*

### **2. Project Background and Description**

**i** *Richland County is facing some hurdles with balancing the county wide budget in the near future. The creation and adoption of Resolution 22-93 is requesting options for the future of the fairgrounds and the county fair.*

*The task given to our department was to research other fairs and their operating practices. The goal is to find someone interested in forming a non-profit to take over the operations.*

### **3. Project Scope**

**i** *Please see the spreadsheet regarding Fair Revenues and Expenditures regarding Fair Fund 68 from 2015- 2022.*

*Our goal is not to create a profit but to cover our expense and break even at the end of each calendar year without the \$15,000 provided to the fairgrounds for operating expenses. The primary source of income for this department is the Richland County Fair outside of the \$15,000 in tax levy dollars we*

receive. Unlike other departments, this department is solely at the mercy of Mother Nature for every event that is held at the grounds.

1. If the fair is taken over by a non-profit organization all the income created follows. \*See attached information\*
2. The money generated by the fair is the operating revenue for Fair Fund 68. The operation of the grounds wouldn't be supported without that income.

There are a few options regarding the request of Resolution 22-93 in moving the operations of the fair to a non-profit;

- Option 1- Abandoning the fairgrounds and only offering it to the non-profit to run the fair in September, moving the Recycling to another county department.
- Option 2- Offering it to the non-profit to run the fair in September and having the management of the property and all other needs out of the office fully funded by tax levy dollars.
- Option 3-**RECOMMENDED OPTION FROM FRP STANDING COMMITTEE-**
  - Combined parks with fairgrounds and recycling creating one department, a sort of recreation, trails, parks and camping department that would incorporate recycling into the program of "Keeping Richland County Beautiful".
  - Use parks funding along with fairgrounds revenue to manage all the properties while focusing on tourism, development and applying for grants to assist in those areas (currently working with Cory updating the Outdoor Recreation Plan).
  - Continuing the \$15,000 in tax levy money through 2025, allowing us time to move the plan into action, starting in 2024.
  - Continued support with capital expenditure projects funded by the county. Those projects would be supported in full and would include grant money covering a portion or all of the expenditures when able and working with the Meat Animal Sale Committee, Youth Groups and FIC (Fairgrounds Improvement Committee) on building projects, as we currently do. The projects would be prioritized by the Fairgrounds Director and FRP Standing Committee on the importance of need.
  - Continuing the funding for the limited administrative office staff that parks has and changing it to an LTE position or contracted, non-benefit position. Look at moving the current part-time Department Head position to fulltime (currently working those hours), updating that job description to meet the department restructure.
  - Change the camping at the fairgrounds to "Morris Valley Campground" and transition all county parks camping to the online RoverPass booking system.
  - Move forward with #4 Requested Department Changes, as well.
  - Create a non-lapsing fund for funds left over at the end of year for capital expenditure projects

## 4. Requested Department Changes

**i** *Merging the Park, Fairgrounds and Recycling into one department forming a sort of recreation and recycling department.*

The structure would include the following as of 2023 and into 2024;

- Create one County Fund account to cover the fairgrounds and parks as one operating department, working with Clerk Kalish in creating all appropriate revenue and expenditure lines to manage it as needed.
- Transition the current Parks clerical position to this department with the funding support that's in place. The need to create that position in 2023 is critical to move the plan forward to meet the 2024 transition. In addition, a request to formally change the Department Head from 28hrs to fulltime, noting those hours are worked and budgeted for, one person cannot fulfill all the additional duties and the increase of duties as we start marketing the grounds, planning and hosting events.
- Ability to apply for grants that could assist in covering properties under the department.
- Manage and market the department as one, pooling resources and capitalizing on any grants or funding that is available.
- Work with Economic Develop and establish goals with Cory Ritterbusch in updating the Outdoor Recreation Plan for the department.
- Work with Gray Media and Richland Tourism to establish advertising campaign for all the properties.
- Change the name, only in regards to the camping at the fairgrounds to "Morris Valley Campground".

## 5. Deliverables

**i** *Impacted by this transition would be Richland County Departments, Economic Development, Richland Tourism, local and surrounds business. However, the examples listed will be the view point from the FRP Department.*

Some examples of impact;

- Ability to increased tourism numbers, people and dollars.
- Ability to increase the recognition of what the County and this department has to offer via department marketing. We would use the target marketing and social media marketing that Gray Media offers.
- Ability to increase revenue with added venue rentals for the fairgrounds, camping and overall use of county property.

## 6. Affected Parties

**i** *Richland County as a whole would be touched, however, the focus below will be from the view point of the FRP Department. The Parks, Trails and other properties can be easily looped in to these steps.*

- Value Creation- Discovering what people need or want, then creating it.
- Marketing- Attracting attention and building demand for what we've created with the property we have.
- Sales- Turing those interested parties into paying customers of the grounds and bringing in revenue dollars that impact the county as a whole.
- Value Delivery- Giving our customers what we promised and ensuring they are satisfied so they return and promote us to others.
- Finance- Bringing in enough money to keep this department running with and carry over to improve the grounds.

## 7. Specific Exclusions from Scope

**i** *The implementation of this plan would happen in steps starting with our vision of all ways the property can be used and marketing to multiple outlets and target areas of interest. Creating a vision so others can see the potential the property and facilities has to offer. This would also reach outward to the parks and trails we have within the county unless the County Board would choose to have that excluded.*

## 8. Implementation Plan

**i** *The implementation is based off of the recommendation from the FRP Standing Committee in #3 Project Scope- Option 3 and #4 Requested Department Changes. Those recommendations will assist the department in attaining the goal of the County Board that this department would no longer receive \$15,000 in tax levy money that typically assisted us in operation of the property and the fair.*

## 9. Timeline/Schedule

**i** *In order to meet the projected levy operating expense reduction of \$15,000 for the fairgrounds it will be imperative to start moving forward with our plans, as we have, and to continue them as of January 1, 2023 with the transition of the Parks as of January 1, 2024. We have the potential to generate additional revenue in 2023, however, a more conservative goal is 2025.*

*We've started implementing our plans for generating revenue with 3 events in 2023 hosted by the fairgrounds. Following with a partnership to implement a target marketing campaign 2023 with Gray Media. Our next critical step in 2022 is to purchase a domain creating a grounds rental website that isn't cluttered with fair information or other fairgrounds event activity. This is still in the discussion stage but hope to have it finalized and completed before Christmas.*

*This would be an ongoing project from year to year; growing, exploring and expanding.*

*Having a centralized department in 2024 is key so revenue can be created to support its growth and development of the County Fairgrounds, Parks, Trails and other property.*

<b><u>Topic Items</u></b>	<b><u>Richland</u></b>	<b><u>Crawford</u></b>	<b><u>Vernon</u></b>	<b><u>Sauk</u></b>	<b><u>Grant</u></b>
County or Ag Society	County	County	Ag Society	Ag Society	County
Year Established	1950's - prior to that was an Ag Society established in 1857	1859	1856	1855, 2008 transistions from Stock Owned to Ag	
Society 501C3			Still forming, been 12 months	Yes	
Society 501C5			Yes	Initially	
Property owned by	County	County	Ag Society	Ag Society	County
County Funds	\$15k	\$150k	\$5k	\$25k	\$80-\$130K
Property Maintained By	County & Donations	County	Ag Society	Ag Society	County
Fundraise	X			X	X
Fair Profits only			X		
Off Fair Events	X	X		X	X
Winter Storage	X	X	X	X	
Sub Committees outside of Fair Board			X	X	
<b><u>Information as of 2020</u></b>					
Population	17,408	16,155	30,759	64,152	51,570
Median Household Income	\$52,052	\$51,218	\$54,549	\$62,808	\$54,144
Poverty Rate	13.40%	13.80%	15%	8.94%	15.10%
Employed Poplution	8,153	7,229	13,747	34,197	25,940

<u>Monroe</u>	<u>Green</u>	<u>Lacrosse</u>	<u>Green Lake</u>	<u>Sawyer</u>	<u>St. Croix</u>
Ag Society	Ag Society	Ag Society	Ag Society	Ag Society	Incorporated
1976	1850's	1858	1857	1907	1994
Yes	As of 2021 - took two years	Yes- in 1986 LaCrosse County Ag Society almost folded, worked out agreement with the grounds owner, the La Crosse Interstate Fair Association and then in 1989 it took complete control of the	Yes	501C9 or 4	Yes
	Initially				
City	Ag Society	Ag Society	County- on County Highway Property	County with 50 yr lease, County maintains the grounds	City & County
\$2,500	\$10K	\$2,500	Fair	\$30-\$35k	\$60-\$80K
	Ag Society	Ag Society	Ag Society	County	Both but the buildings are owned by the county
X	X	X	X	X	X
X	X	X	X	X	X
	X	X	X		X
46,155	36,790	118,168	18,807	16,477	89,702
\$60,595	\$66,212	\$60,307	\$57,339	\$52,022	\$84,985
9.81%	9.65%	12.20%	10.60%	14.90%	5.18%
22,063	19,951	61,864	8,897	7,428	49,384









Building ID	Building Description	Year Built	Size	Value	Content Value	Winter Storage
1NW	NW Art Hall aka Clean Span Steel Arts Hall	1961	24' x 28'	\$75,628.00		Yes
1NE	NE Art Hall aka Clean Span Steel Arts Hall	1961	24' x 54'			Yes
1N	North Connection Building	1991	50' x 57'	\$177,622.00		Yes
1S	South 4-H Youth Building aka Exhibit Building	1968	40' x 58'	\$93,275.00		Yes
2N	Office/Conference Room & Single Stall Restroom	2000	54' x 73'	\$693,474.00	\$36,400.00	
2S	Public bathrooms/showers					
3	4-H Cattle Barn aka Junior Dairy Barn	1972	78' x 120'	\$236,024.00		Yes
4	Beef & Cattle Show Barn aka Show Barn	1972	116' x 60'	\$181,509.00		Yes
5	Livestock Barn aka Beef & Swine Barn	1988	135' x 104'	\$370,160.00		Yes
6	Milking Parlor & Barn Bathroom/showers	1985	27' x 47'	\$83,191.00		
7	AV Marshall Building aka Rabbit/Poultry Barn	1997	60' x 160'	\$214,281.00		Yes
8	Open Dairy Barn aka Russell Bernstein Barn	1970	60' x 120'	\$211,760.00		Yes
9	American Legion Food Stand		27' x 33'			
10	4-H Junior Dept Building/Office aka Building 10	1960	26' x 42'	\$66,805.00		
11	Kiwanis Food Stand		27' x 53'			
12	Lions Food Stand		26' x 41'			
13	VFW Food Stand aka 4-H Food Stand	1970	24' x 43'	\$55,000.00	\$25,000.00	

14	AV Miller Memorial Building	1959	48' x 62'	\$96,846.00		Yes
15	Conservation Building	1984	27' x 43'	\$81,931.00		
16	Horse Area Building	1990	15' x 17'	\$31,196.00		
17	Badgerland Financial Horse Barnd	2011	48' x 85'	\$101,678.00		Yes
18	Jessica Dull Memorial Building aka The Pit Building	2011	45' x 60'	\$94,536.00		
19	Racetrack Announcers Stand aka Portable Crow's Nest	2021	11' x 15'	\$8,718.00		
20A	West Well House	1981				
20B	East Well House					
21	Round Pen Arena	2016				
21B	Large Arena					
<b>22</b>	<b>Grandstand</b>	<b>2005</b>	<b>51' x 126'</b>			
22A	East Bleachers					
22B	West Bleachers	2005				
23	Pavilion					
24	Pavilion					
	Roads					
	Lightings					
	Track lighting					

<b>FIC Contributions to Richland County Fair 1-1-97 to 9-23-22</b>		
<b>Project</b>	<b>Amount</b>	<b>For</b>
Connection Building	\$ 32,000.00	Construction
AEM Building	\$ 62,883.81	Construction
Exhibit Halls	\$ 17,807.98	Cabinets, Dry Well, paint, etc.
Shelter on CTH AA	\$ 10,507.21	Construction & materials
Tables, Chairs & chair holder	\$ 4,517.08	Tables, chairs, holder
Refrigerators and freezer	\$ 1,568.00	3 Refrigerators, 1 freezer
Rabbit Cages	\$ 650.00	
Poultry Cages	\$ 4,862.92	
Milkhouse Bathrooms	\$ 560.26	BK Construction
Manure Pits & Milkhouse bath	\$ 8,436.00	Cement
Livestock Building	\$ 1,400.00	Cement
Cement pad	\$ 4,400.00	outside by exhibit halls
Screenings	\$ 253.00	Manure pits, AEM bldg.
Horse Arena/Crow's Nest	\$ 7,295.00	Donated to Horse Project
Ceiling Fans	\$ 640.25	For exhibit halls
Signage for sheep barn	\$ 420.00	Russell Bernstein
Signage for fair bldgs.	\$ 1,440.00	signs
Harness Horse Barn	\$ 6,500.00	Garage doors, etc.
150th Anniversary of fair	\$ 2,300.00	Misc. items, road sign
Carletta Heide Sign	\$ 284.60	sign in connection building
Swine Chute	\$ 2,817.93	Cement, construction, screenings
Show Barn Fans	\$ 18,920.00	Ceiling Fans
Melissa Sprecher	\$ 483.19	Show Ring in Show Barn
Sunshade	\$ 541.00	for livestock barn
Paint	\$ 300.00	for livestock barns
Electrical Box	\$ 789.91	for 4-H Foodstand
Doesn't include 1991-1996 except to Connection Bldg.	\$ 192,578.14	
<b>Boaz Park - used to raise funds for fairgrounds</b>		
Park Shelter add. & roof	\$ 3,723.26	
Doors - Concession Stand	\$ 700.00	
Repairs to Concession Stand	\$ 690.00	
Electrical work	\$ 948.14	
	\$ 6,061.40	
<b>Grand Total</b>	<b>\$ 198,639.54</b>	

<p>In 25 years, FIC donated and managed funds for various projects amounting to \$198,639.54. We incorporated in 1991 and started using Quicken software in 1997. I would have to look back on paper records to see what other projects there were and their costs. I know we have donated and managed funds for other projects, such as bleachers, cement work, benches and more.</p>		
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## History of the Richland County Fair 1857 - 1996

The Richland County Agricultural Society was organized on May 15, 1857. A.H. Bush was president and three vice presidents were C.D. Turner, H. Wait, and M. Langdon. The Executive Committee consisted of D.L. Downs, J.S. Scott, and R.C. Fields. The secretary was L.D. Gage. The membership into the society was a cost of \$1.00 per year or \$5.00 for a lifetime membership. The stockholders were to meet at the fair each year to elect officers and transact any other business for the ensuing year.

The first cattle show was held in Thompson's Hall, located on a lot opposite the Union Block (the 200 block of West Court Street) – in Richland Center on September 22 and 23, 1857.

The 1858 Fair was held on October 12-13, but in 1859 the date was moved up to late September. That year a resolution was passed to consult persons with land contiguous to Richland Center so land could be purchased for a permanent location for the fair.

There are no minutes on file recorded after 1858, until the May 30, 1867 meeting.

On September 14, 1861, in a local newspaper (The Zouave) there appears the following:

“The 5th Annual Fair is postponed in consequence of the general dearrangement of business caused by the disturbed country, it being deemed advisable by the friends of the society that no Fair be held this year. Therefore the County Fair is adjourned one year.”

Evidently the fair was dropped throughout the Civil War years, and rescheduled in 1867.

A resolution was made at the June 22, 1867 meeting that the county fair that year was to be held either in Sextonville or Richland Center, to be determined by the amounts raised for and donated to the society. The place raising the most would be entitled to the fair. Evidently, Richland

Center won the donation contest, since the fair was held there on September 24-25, 1867.

The fair was held in the courthouse square, with Main Street serving as a racetrack.

It was decided at the 1869 meeting to acquire a fairground and buildings belonging exclusively to the society.

In August of 1869 an offer was accepted. Public records show that C. Waggoner and wife, Nancy, deeded to the Richland County Agricultural Society a location for \$400. The tract of land was 20 rods by 30 rods in size. This location was on the north side of Haseltine Street in the proximity of what is now the 600 block. It was fenced and temporary buildings erected "at no little expense".

The gate fees at the first fair at the new grounds reached the sum of \$165. Fairs were held on those grounds for 5 years, by which time the society had again outgrown its quarters.

At the 1873 meeting of the society, they resolved to change the fairgrounds location, and a committee was appointed to report on offers. The old grounds were sold for a profit, and on April 12, 1873, approximately 20 acres were purchased from Aaron and Polly Thompson for \$700. This is a portion of the current fairgrounds in Section 9 of Richland Township, along the west side of County Highway "AA".

The 1874 Premium Book announced that year was the 8th Annual Fair. Letters indicate that J.H. Carswell and F.P. Lincoln were aware of the error and an old fair secretary's book confirmed the fact that the 1979 fair was the 117th Annual Fair. The 1874 admission rates were: one person - \$0.25, riding horse - \$0.15, horse and carriage - \$0.25, and two horses and carriage - \$0.35.

In 1875, the society purchased between 5 and 6 acres along the west edge of the fairgrounds from Aaron and Polly Thompson on December 15, 1875 for \$200. The parcel was 30 rods by 30 rods. The original legal description of this parcel is incorrect. The beginning point should be 50 rods west of the NE corner of the NE $\frac{1}{4}$  of the SW $\frac{1}{4}$  of Section 9, this parcel should run along the east-west and north-south 40 line and along the west edge of the original 20 acre parcel of 1873.

In 1877, there was a resolution to procure 2000 feet of lumber to erect

an open shed to shelter vehicles, machines, poultry, etc.

In 1880, J.W. Smith was granted permission to erect an amphitheater in front of the racing course, the society reserving the right to buy it at any time. The amphitheater was to be built strong and substantial and was to be a great accommodation to the people who are compelled to stand for hours for the purpose of seeing the races. A charge not to exceed \$0.10 per seat was allowed.

The Richland Observer speaks of the 1882 fair as a great success, the largest attendance ever assembled on the grounds. At that time, Thursday was the "big day," and there was no Sunday fair.

The 1895 fair featured a bicycle race. It was a one-mile dash, best two of three, for a purse of \$25.

The society purchased approximately 9 acres from F.P. Bowen and J.A. Bowen on May 28, 1904 for \$600. The legal description on this deed is incorrect. It appears that the incorrect description of the 1875 deed carried over into this description. The starting point of this parcel should be commencing 80 rods west and 30 rods south of the NE corner of the NE $\frac{1}{4}$  of the SW $\frac{1}{4}$  of Section 9. This change would locate this parcel between the original 1873 purchase and the north-south 40 line near the Pine River.

In 1905, the fair featured a floral parade and football, with players from Richland Center against a squad from Madison. On May 5, 1905, a deed was given from the Richland County Agricultural Society to the Richland County Agricultural Society, Incorporated for the purpose of obtaining a mortgage of \$3,500. The mortgage holder was W.H. Pier. This parcel was about 80 rods by 70 rods lying west along Highway "AA".

Also on May 5, 1905, Articles of Incorporation were recorded on the index file of the Register of Deeds but no record can be found and it is not recorded with the Secretary of State. The index file also indicates Articles of Incorporation were recorded in 1907, but no record can be found.

The society purchased another 2 $\frac{1}{2}$  acre parcel of land on February 28, 1919, from Georgiana L. James for \$500. This parcel was west of the northwest corner of the fairgrounds, going west to the Pine River and along the east-west 40 line in the NE corner of the NW $\frac{1}{4}$  of the SW $\frac{1}{4}$  of Section 9. It appears that at some point, before the county acquired the fairgrounds in 1956, two acres of this parcel were sold to someone.

A large crew hurried to construct a new grandstand to seat approximately 3,000 persons. This was to be completed in time for the 1921 fair which was scheduled to be held during the second week of September.

In 1922, a parcel of land 50 rods long by 4 rods wide (1.25 acres) was purchased for \$1.00 from Ella Lybrand. It was along the north edge of the fairgrounds to be used to build a new race track. Also a .14 acre parcel of the fairgrounds was exchanged with Perry Moser to form the northeast corner of the racetrack. There was a correction deed filed on this parcel on February 24, 1941.

In the early years, oxen and horse teams were the common mode of travel and they were parked inside the racetrack. Then came the automobiles, and they disrupted the countryside. Horses were frightened, and at one time automobiles were prohibited from entering the fairgrounds for it was feared there might be a mass runaway staged by the horses.

1924 found the fair being held in early August; most activities were rained out. The seventh was a nice day and the first marriage ever at the fair was performed by Judge Lincoln. The parties were Fred Anderson, Highland, and Lorena Borchardt, Loyd. The ceremony was held in front of the grandstand on a platform directly across the track. Mrs. Anderson served as a superintendent of foods and nutrition for a number of years.

Entertainment for the 1927 Fair included the Richland Center High School Band which held concerts each day. The band was five time champion out of seven contests at state tournaments. The band was composed of 50 trained school boys, "only boys." A historical pageant was presented two evenings during the August 1927 Fair. Among the pageant executives were Francis Brewer, Mrs. A.P. Andrews, and Mary Barns. The pageant told a story of the hopes, ambitions, ideals, and endless endeavor for the betterment of a people.

During the 1930s, A.V. Miller, Richland County's first extension agent, started organizing 4-H Clubs for farm youth. As the clubs and membership grew, their influence became more pronounced

Times have changed rapidly. The Richland County Fair has grown from a \$35. paid gate receipt, to many thousands annually.

In 1948, the fair secretary, H.J. Gochenaur, revealed that the fair showed an operational profit of about \$3,500. The profit from that year's operation

made it possible for the fair to wipe out all existing indebtedness and enter the 1949 year in excellent financial condition.

The 1950 era must have had lean years as the fair society, in 1955, approached the Richland County Board with a proposal of deeding and conveying all of its rights, title and interest in and to the premises in Richland Center, known as the Richland County Fair Grounds, to the county.

The Richland County Board resolved that it was willing and would accept a deed of conveyance of all the "Richland County Agricultural Society's" rights, title and interest in and to the premises in Richland County known as the Richland County Fair Grounds, in the event said society ultimately decides to make such conveyance. (November 1955 (65) Resolution). This resolution was signed by the agricultural committee members: Estel Hoffman, Alva E. Miller, George Smart, Cecil Wanless, and Fred Pauls.

In 1956, the Richland County Agricultural Society stockholders voted unanimously to give the fairgrounds to the Richland County Board.

On April 18, 1956, the county's district attorney, Mr. Kennedy, discussed the proposed resolution and new state statutes regarding county owned fairs and their operations.

By Resolution 1955(1) Richland County accepted the fairgrounds in accordance with Section 59.69(1) of the Wisconsin Statutes as a gift.

The Richland County Board granted the "Richland County Agricultural Society" the use of said grounds for the year of 1956 in accordance with the powers, privileges, and conditions incident thereto as provided for in said Section 59.69(1) of the Wisconsin State Statutes.

By Resolution 1956(2), the Richland County Board appropriated \$3,971.89 to the Richland County Agricultural Society in connection with holding its 1956 fair,

"and being understood that this amount so appropriated shall not exceed the amount of the actual cash turned over to the County Treasurer for said Society and the sum of \$1,400, such monies to be expended and accounted for in accordance with Section 59.69(2) of Wisconsin Statutes.

Any unexpended funds to be turned over to the County Treasurer.”

By Resolution 1956(3) the Richland County Board approved having a referendum at the November election as required by Wisconsin Statutes Section 59.69(3) 1955.

Resolution 1956(46) redrafted.

The power to provide for and conduct County Fairs and exhibitions and for such purpose acquire by deed of lease real estate and make improvements thereon; to appropriate funds for the adequate equipment and the proper management and control of such fair or exhibition; to adopt rules and regulations for the management and control of such property and of such fair or exhibition and for the appointment and salaries of persons necessary therefore, as provided in Section 59.69(3) Wisconsin Statutes 1955.

Being that the Richland County Board had no experience in operating a fair, a Fair Committee was to be created and three persons were to be elected. The committee was to investigate and report to the Board at its next regular meeting the manner in which other counties exercise such authority.

It was also stated that said County Fair Committee shall have the management and control of such fairs and exhibitions, and of the appointment and wages of persons necessary therefore, and until further action by the Board. The elected committee was Homer Madsen, Clarence Donner, and Fred Pauls.

By Resolution 1956(57) the county board appropriated \$1,400.00 in the county budget for the 1957 fair, and whatever balance of the \$3,971.89 was left after holding the 1956 fair and funds paid to the county treasurer, be paid into and carried over into the 1957 county fair budget. This policy of carrying over any unexpended money in the county fair account into the following year is still the practice today. Each August the county fair received a sum to be returned to the County Treasurer within 90 days after the fair.

In 1959, a donation was given to build a 48” x 64’ commercial exhibit hall in the memory of A.V. Miller. The Art Hall and 4-H Youth Buildings were built in 1963 for a sum of \$7,500. by Resolution 1963(55).

In 1963, there was an “option to purchase” put on the county fair grounds’ deed dated September 20, 1963, Volume 30, pages 369-400 by Mr. and Mrs. Virgil Hunt for 24.6 acres for \$5,000.

~~Resolution 63-14 The construction of a rest station, was built in the summer of 1963 for the amount of \$675. (pit toilets).~~

The Open Dairy Barn was built in 1964 for a sum of \$7,500. - Resolution 1964(5).

In 1970, the county board appropriated \$9,000 to purchase approximately 20 acres from James T. Barto along the south edge of the existing fair grounds for a parking lot. It appears from existing deeds, dated December 28, 1970, and a correction deed dated February 2, 1974, that there were only approximately 11 acres acquired for \$1.00 and other valuable considerations.

In 1971, Resolution 1971 (39) approval was given for \$20,000 to build a 120’ x 60’ Show Barn with other organizations to share one-half the costs. The records also show that the interior roads were blacktopped in 1971.

Prior to 1972, the fairgrounds had been served by metered electricity in some areas and unmetered in other areas. The county had been charged for the unmetered portion a sum of \$40.00 at rodeo time, and \$125.00 at fair time. The county hired the Richland Center City Utility to do the maintenance work on the secondary wiring on the grounds. On May 16, 1972, the county was notified by the city utility a single primary meter was installed for the entire grounds.

Resolution 1973(13) gave approval for \$24,000 to build a 120’ x 78’ 4-H Dairy Barn and to use revenue sharing funds.

In 1980, a milking parlor with a 1,000 gallon septic tank was donated to the fairgrounds by the Richland County Holstein Association at an estimated cost of \$15,000. There was an updated agreement regarding the use and maintenance of the milking parlor signed by the Fair Committee and the Holstein Association dated April 22, 1987.

The monies derived from the sale of milk accumulated during any event at the fairgrounds is to be used as needed to pay any expenses incurred for repairs, maintenance, upgrading, etc. to the milking parlor building and

its contents (including restrooms and showers), and to the electrical system throughout the building. If a major bill occurs and there aren't funds available in the Holstein Association's account, the fair committee agrees to assume responsibility for any cost not covered by the county's insurance.

In Resolution 1981 (31) dated July 21, 1981, a new west well and well house was donated. The well, costing \$4,387.73 was donated by the Richland County Holstein Association, and the well house was donated by the Richland County Beef Producers at a cost of \$675. In 1983, the showers on the west side of the Milking Parlor were donated. The cost was \$6,000.

The Conservation Building was built in 1984 and donated by the Richland County Conservation Club which has since disbanded. The stream bank was cleaned out and straightened.

On September 24, 1984, the grandstand which was built in 1921, was severely damaged by a storm, and debris from the grandstand damaged the Open Dairy Barn, Art Hall, and electrical wires. The estimated cost to make repairs was \$197,000. The fair committee decided to have a new grandstand built to seat approximately 1,500 people at a cost of \$200,859. The county's insurance paid the \$197,000 toward the new grandstand. The new grandstand is approximately 125' x 62'. This project was approved by Resolution 1984 (108). This grandstand was completed in time for the 1985 fair.

The secretary's office, which had been under the old grandstand, was moved to the south end of the 4-H Cultural Arts Building.

For many years the buildings being used for housing beef, swine and sheep were in poor repair. The livestock organizations formed a committee to obtain bids for a new building with a showring in the center. In 1988 a 136' x 104' Livestock Building was built at a cost of \$37,000. The county paid \$15,000 by County Resolution 88(7), and the balance of \$22,000 was acquired by donations.

In 1988, the Fair Committee negotiated with the Wisconsin State High School Rodeo Committee and agreed to a contract which was acceptable to all parties for the 1989 State High School Rodeo Finals to return to the Richland County Fairgrounds after leaving Richland County in the 1970s. The agreement called for the Rodeo Committee to pay the Fair \$500 rent and actual electrical usage. There was to be an inspection of the grounds,

by both parties before and after the rodeo, with any damages to be paid by the rodeo committee. (Resolution 1989(46)).

In January of 1995, the rent for the rodeo was increased to \$600, with the rodeo being allowed to use the A.V. Miller Building for commercial vendor spaces.

In 1991, the Fair Grounds Improvement Committee asked the County Fair Committee for permission to build a multipurpose building between the Art Hall and the 4-H Youth Building. The proposed building was to be 58' x 53' with sliding doors, cement floor and a stage. The total cost of the building was \$32,000. The fair committee paid \$7,500 by Resolution 91 (93) with the remainder paid by donations.

During the 1992 rodeo, the State Department of Health and Social Services inspected the fairgrounds and observed many campers and tents set up on the grounds for use as temporary dwellings. Any owner of any parcel of land that is used as a campground must obtain a campground license under Wisconsin Statute 140.05(3)(17). Because the fairgrounds are in the floodway, an approval from the DNR was needed. Due to the fact that the fairgrounds had been used as a campground prior to the floodplain ordinance, permission was granted as long as the fairgrounds are never advertised as a campground. If it is advertised, the fair will be given a citation.

A "Flood Warning and Evacuation Procedure" for the fairgrounds was prepared and approved by the county sheriff and the emergency government director.

During 1992, the metal roofs of the Art Hall and Open Dairy Barn were painted at a cost of \$2,822. On September 13 and 14, 1992, the fairgrounds had an estimated "80 Year" flood. The first flood came on Sunday night AFTER the exhibits had been released and another flood came the second night. There was evidence that the water was 18 inches high in the milk house and 4 inches deep on the office floor. The Federal Emergency Management Agency (FEMA) estimated the damages at \$2,923.50. This amount was granted to the fair committee. Most of the damage was loss of screenings from the floors of the livestock buildings. Due to volunteer help, the fair committee was able to complete the repairs for less than the granted amount. Any savings were granted to the fair committee account. The savings was \$1,453.64.

In 1993, the fair committee was given permission to demolish two old

horse barns by Resolution 93 (14). The middle horse barn was demolished and the debris was burned by the Richland Center Fire Department. The old 4-H Horse Barn has not been demolished as of yet.

In 1993, Resolution 93(16) authorizing the annexation by the City of Richland Center was approved by the county board. This annexation included a parcel about 20 rods wide along the western edge of the fairgrounds to connect the city limits with their Industrial Park-North.

During the 1993 fair, the east well pump stopped working. A new pump was installed the next morning at 6:30 A.M. at the cost of \$900.

In 1994, the 4-H Dairy Barn was resided by Templen Agri-Builders, Inc. at a cost of \$10,428 (Resolution 94(21)). The existing siding was badly rusted due to the salt treated lumber used as a fire retardant, as per code, when the building was originally constructed.

In 1995, new cement was poured for the south wash rack, an apron on the west side of the Connection Building, and an apron and sidewalk at a the north end of the Art Hall at a cost of \$3,996.

A new 400 seat bleacher was added to the west end of the grandstand at a cost of \$14,713. in 1996. The Fairgrounds Improvement Committee donated \$5,000. The total cost slightly exceeded \$22,000. The bleachers were elevated to be level with the existing grandstand for easy walking between both structures. These bleachers were erected in time for the Wisconsin High School Rodeo Finals held in mid-June of 1996.

During the summer of 1996, the Richland Electric Cooperative donated its labor and equipment to make some major electrical improvements, replacement of poles, wiring and an additional transformer. The fair committee paid for the materials.

The DNR made a study of the fairgrounds' area floodplain. The DNR established a shallow depth area for approximately the eastern one-half of the fairgrounds. This was to make the obtaining of permits for improvements in that area much easier.

During recent years, many different entertainments have been featured at the Richland County Fair: 4x4 truck pulls, clowns and magic acts, mini-garden tractor pull, demolition derby, horse pulls, harness racing, country western shows, and mud bog races have been some main attractions. The demolition derby has made more money than any other event. Twice the

grandstand was at capacity, and many people had to be turned away. Tip Top Shows, Inc. has been the contracted carnival ride company used by the fair for over 30 years.

I would like to thank two people who helped in the gathering of the information needed for this history.

TWYLA KEPLER for supplying information and statistics from the early fair years.

SUE TRIGGS, Register of Deeds, for her help in finding the original deeds so I could put together the parcels to form the original fair grounds.

Compiled by:

James Lewis  
Richland County Board Member  
Fair Committee Member 1990-96

SOURCES:

Brewer Library - History Room  
History of Richland County Fair by Twyla Kepler  
Richland County Register of Deeds  
Richland County Board Proceedings  
Richland County Fair Committee Records

ATTACHMENTS:

A.	Compilation listing of dates and buildings .....	12
B.	List of Fair Committee Members: 1956-1998 .....	13
C.	A drawing of the fairgrounds and the parcels as they were purchased, and from whom, prior to 1956 .....	15-20
D.	A drawing of the fairgrounds as it was at the time of acquisition in 1956 and the addition of the 1970 purchase .....	21-22

FAIR HISTORY SYNOPSIS

RICHLAND COUNTY BOARD  
FAIR COMMITTEE MEMBERS

- 1857 First Fair in Richland County
- 1956 Fairgrounds given to County for \$1.00

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- 1959 A.V. Miller Building built - gift
- 1963 Resolution #55: Art Hall & 4-H Youth Building built for \$7,500
- 1964 Resolution #5: Cattle Barn (Open Dairy Barn) built for \$7,500
- 1970 Fairgrounds given a parking lot for \$1.00
- 1971 Resolution #39: Show barn built for \$20,000 to share one-half with other organizations
- 1973 Resolution #13: 4-H Barn (4-H Dairy Barn) built for \$24,000 with money to come from revenue sharing
- 1980 Milking Parlor donated with 1000 gallon septic tank
- 1981 Resolution #31: New West Well and Well House with some money coming from donations
- 1983 Showers donated
- 1984 New Conservation Building and Improvement of stream bank gifted
- 1985 Resolution #84-108: New Grandstand built after old grandstand blew down. Insurance paid in full for total of \$200,859.
- 1988 Resolution #7: New Livestock Building built for \$32,000 with \$22,000 from donations and the rest from the county
- 1989 Resolution #46: First year the Wisconsin State High School Rodeo came back to Richland Center
- 1991 Resolution #93: Project Connection Building built for \$32,000 with \$24,500 from donations and the rest from the county
- 1994 Resolution #21: New siding on the 4-H Dairy Barn for \$10,428
- 1995 New cement for Washracks, South end of Dairy Barn, West side of Project Connection Building, and North side of Art Hall for \$3,996
- 1996 Resolution #42: Bleacher Addition built for \$14,713

During the first years of county ownership, the committee was an elected position for one year.

1956 to 1957 H.R. Madsen Clarence Donner Fred Pauls	Two year terms began in 1966	1983 (Appointed) Arland McKittrick
1958 H.R. Madsen Clarence Donner Fred Pauls	1966 to 1968 Clarence Donner Thomas Dray George Smart	1984 to 1986 Ann Greenheck Arland McKittrick Delbert Whiteis
1959 Robert Holtz Clarence Donner Fred Pauls	1968 to 1970 Fred Pauls James Landen Ted Allain, Jr.	1986 to 1988 Arland McKittrick Merlyn Merry Delbert Whiteis
1960 Robert Holtz Clarence Donner Raymond Babb	1970 to 1972 Fred Pauls Don Weeden John Chandler	1988 to 1990 Arland McKittrick Merlyn Merry Delbert Whiteis
1961 Raymond Babb Clarence Donner Fred Pauls	1972 to 1974 Fred Pauls Don Weeden Bernard Stadele	1990 to 1992 Merlyn Merry James Lewis William Duhr
1962 Raymond Babb Clarence Donner Fred Pauls	1974 to 1976 Fred Pauls Don Weeden John Chandler	1992 to 1994 James Lewis William Duhr Owen Ewers
1963 Raymond Babb Clarence Donner Tom Dray	1976 to 1978 Fred Pauls Don Weeden Bernard Stadele	1994 to 1996 James Lewis Owen Ewers Donald Kellogg
1964 Raymond Babb Clarence Donner Tom Dray	1978 to 1980 Bernard Stadele Ken Barry Bernard Coy	1996 to 1998 Owen Ewers Donald Kellogg Kenneth Duncan
1965 Clarence Donner Georgie Wallace George Smart	1980 to 1982 Ken Barry Ann Greenheck Durward Merry (died: April 1983)	