

RICHLAND COUNTY

Finance & Personnel Committee

April 4, 2022

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene at 1:00 p.m., **Tuesday, April 5th, 2022** in the Richland County Board Room 181 W. Seminary Street and via videoconference and teleconference using the following information:

WebEx Videoconference:

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=m0ca957e840f8b591b474f15fcb1d93df>

Meeting number: **2553 958 4495**, Password: **richland**

WebEx Teleconference: WebEx teleconference phone number: 650-479-3208, Access code: **2553 958 4495**

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

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval*
4. Previous meeting minutes*

Consent Items:

5. 11-year write-off on unpaid taxes — Treasurer
6. Write-off stale checks — Treasurer
7. Resolution for planned use of Fund #92 for Sheriff's Dept new car purchase — Sheriff
8. Resolution for planned use of Fund #75 for Fairgrounds electrical and lighting — Fair

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

Administrative Reports:

9. Review 2022 employee benefits package and employee questionnaire
10. Review comparison data on conversion to Employee Trust Fund Health Insurance Program
11. Debt service and impacts with consideration of Radio and Tower Project
12. Status on Financial Planning
13. Status on Capital Planning
14. Status on Purchasing Cards
15. Administrative Guidance on mandatory password updates on county server and AS400
16. Report on Supreme Court Decision on Brown County vs. Brown County Tax Payers

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17. Status on Tax Deed Property (Status)
18. Discussion and possible action on report items.

Action Items:

19. Resolution for unplanned use of Fund # 75 for a skid steer purchase — Fair

Personnel:

20. Priorities and Goals for the Administrator — Committee Chair

Closing:

21. Future agenda items
22. Adjournment

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

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

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

Richland County

Finance & Personnel Committee

March 1st, 2022

The Richland County Finance and Personnel Committee convened on Tuesday, March 1st, 2022, in the County Board room at 181 W. Seminary Street and via videoconference and teleconference.

Committee members present included County Board Supervisors Linda Gentes, Marc Couey, David Turk & Marty Brewer.

Department heads, staff and public present were Clinton Langreck, Tammy Wheelock, Jeff Even, Stacy Kleist, representatives from La Valle Telephone Coop and Cheryl Dull taking minutes. Aaron Wallace, Jaymie Bruckner, Roxanne Klubertanz, Derek Kalish, Carla Doudna, Darin Gudgeon, Josh Elder, Register In Probate Assistant, Meghan Rohn, Melony Walter, Tom Rislow, Stephanie Ronnfeldt, Jen Laue, Steve Carrow, Ingrid Glasbrenner, Tami Hendrickson, Sue Triggs, WRCO all logged in by WebEx and Barb Scott present from MIS running the teleconferencing.

Not present:

1. **Call to Order:** Committee Vice-Chair Couey called the meeting to order at 1:01 p.m.
2. **Proof of Notification:** Committee Vice Chair Couey verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Vice Chair Couey stated some adjustments would be made to the agenda. Number 9 would be moved up after 4, numbers 5 & 6 would be scratched. Moved by Supervisor Brewer to approve the agenda with those changes, second by Supervisor Turk. All voting aye, motion carried.
4. **Previous Meeting Minutes:** Moved by Supervisor Gentes to approve the minutes of the February 1st & 18th meeting as presented, seconded by Supervisor Turk. All voting aye, motion carried.
9. **ARPA Funds — Request for Local Match on Broadband Grant – La Valle Telephone Coop:** Administrator Langreck reviewed the recommendation to present a resolution to the County Board to partner with La Valle Telephone, in entering into an agreement to partially fund the proposed fiber-to-the-home broadband project in Rockbridge, Willow, Richland Center and Ithaca Townships in the amount of \$590,000 and utilizing funds from the American Rescue Plan Act. This will consist of 120 miles of buried fiber. The request is for 10% of the total cost from the County totaling \$590,000.00. Discussion followed concerning all the new towers going up around Richland County and why we can't use space off those towers. Barb stated those companies charge rent for spots on their towers and it would be a reoccurring expense to the County every year. Brewer stated he would like Bug Tussel, as a good corporate citizen, to approach the County to assist with the tower communication needs. Moved by Supervisor Brewer to approve the request of funds and send to County Board for approval, second by Supervisor Gentes. All voting aye, motion carried.
7. **Financial Planning Timeline:** Clint presented the time line he has by design. Moved by Supervisor Turk to approve the planning timeline, seconded by Supervisor Brewer. All voting aye, motion carried.
8. **Fund #75 appropriation for Fair Purchase:** Administrator Langreck presented the proposal for allocation of funds from Fund 75 to continue the lighting project at the fairgrounds with work being done by the City Utilities. Carla Doudna inquired if there were any questions. Marc asked if the power lines burial had been completed? Carla informed the committee it had been completed. Moved by Supervisor Turk to approve the light fixture replacement estimated at \$4,990.00, second by Supervisor Brewer. All voting aye, motion carried.
10. **ARPA Funds — Solicit scoping proposal for comprehensive Ambulance Service Study:** Administrator Langreck presented the proposal to approve a resolution for the County Board to allocate ARP Funds for the purpose of hiring a consultant to study the delivery of emergency medical services in the County. Darin Gudgeon reviewed the document that he prepared for the study and the history of EMS through the years up until now, presenting a map of the coverage areas in the county. Brewer stated that if all services that serve the County are not in agreement with the study then it is not well served and useless. After discussion it was discovered that the surrounding services have not been contacted to see if they are on board with a study. Administrator Langreck explained that that is what they felt a consultant would do.

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Jeff Even, representing Cazenovia EMS, asked to speak, he felt that postponing this another month will not serve any purpose but he does feel all neighboring EMS should be involved in the forefront. Darin will immediately start working on a meeting with each and every service director to work as partners in this study. Moved by Supervisor Couey to approve a resolution with the addition that Darin will reach out to all surrounding Service Directors to advise them of what this involves, second by Supervisor Brewer. All voting aye, motion carried.

11. Financial Reports:

- a. **Treasurer's reports - Cash Balances:** Treasurer Even presented his report. He explained the running average will be lower in January as he moved some money out to savings because of the insurance balance maximum was exceeded. The report reflects that the overall balance has increased over 5 years.
- b. **Fund #75 Capital Borrowing:** Vice Chair Couey questioned if there are any concerns that money will not be spent in time. Administrator Langreck stated Land Conservation and Fairgrounds both have money left which they are both working on spending and Symons roof is almost done. Administrator Langreck added the remainder will be called on in the next month to see if it needs to be reallocated.
- c. **Fund #92 Short-term Capital Borrowing:** 2021 borrowing. Administrator Langreck will do a last call shortly and the remaining will be reallocated to the roof project or other projects that meet the criteria. Discussion followed on the effects of borrowing done yearly.
- d. **Fund #93 APRA Funds:** Administrator Langreck presented adjustments that may be made to the different splits
- e. **Childcare and education grant monitoring:** Funds have been distributed. Reports have been distributed to the committee members for review. Spending deadline is December 31st.
- f. **Budget Performance Summary:** Administrator Langreck presented the budget balances. Supervisor Turk questioned the Property and Liability Insurance negative balance for the County Clerk. Administrator Langreck explained that this hasn't been allocated out to departments yet. Supervisor Gentes would like to have a printed copy of this report available when the revised committee structure comes out in April

12. Barracuda Essentials Security Edition, Web security Gateway and Message Archiver software:

Administrator Langreck presented the proposal to purchase Barracuda Essentials Security Edition, Web security Gateway and Message Archiver software from JComp Technologies out of Fund # 11. It is a yearly renewal for departments. This will be moved to a centralized expense under fund # 42 County Tech in 2023. Moved by Supervisor Brewer to approve the purchase, seconded by Supervisor Turk. All voting aye, motion carried

13. Establish salaries for elected officials' terms: Sheriff, Clerk of Court, Coroner:

Administrator Langreck presented the recommendation for the 2023, 2024, 2025, and 2026 salaries for the Sheriff, Clerk of Court, and Coroner be presented by resolution to the County Board. Research from other counties has been provided to the committee members.

Sheriff – For 2023, a 7% increase over the 2022 salary of \$79,437.38; For 2024, a 7% increase over the 2023 salary; For 2025, a 4% increase over 2024 salary; For 2026, a 3% increase over the 2025 salary

Clerk of Court – For 2023, a 7% increase over the 2022 salary of \$64,727.10; For 2024, a 7% increase over the 2023 salary; For 2025, a 4% increase over 2024 salary; For 2026, a 3% increase over the 2025 salary

Coroner – The Coroner shall be paid a salary of \$550.00 per month, in addition to per call, which shall be: \$95 for a call, \$25 for cremation only and \$120 for a call plus cremation

Moved by Supervisor Turk to approve the salaries as proposed and send to County Board for approval, second by Supervisor Brewer. All voting aye, motion carried.

14. Contracting Fair Judges, Fair and Recycling:

Administrator Langreck asked Carla Doudna to explain this proposal. Carla stated currently they are being paid as county employees. She had contacted the Department of Workforce Development. They deemed them like other counties, as independent

Richland County

Finance & Personnel Committee

contractors. Being independent contractors would allow the checks to be issued prior to the fair and then be paid immediately after instead of the current way of getting a check 6 weeks later. Moved by Supervisor Brewer to approve the judges to be hired as independent contractors, second by Supervisor Gentes. Administrator Langreck reviewed some concerns on liability insurance if they are injured at the fair and also concerns if they sign up for unemployment after the fair. It was felt this wouldn't be handled any different than if someone else was injured at the fair and the \$100.00 they make in pay would have very little effect if any on Unemployment Compensation. All voting aye, motion carried.

15. Administrator's Report:

- a. **UW Extension Rural Economic Development:** Discussion was had on protective placements and a work group is being formed, more to follow.
Chippewa and Kewanee counties will be bringing educational information in the next couple months concerning Ground Water Initiative.
Boston Mutual will be approaching counties again about employee benefit packages.
Johnson Controls did a presentation concerning safety, security, air quality, design on HVAC projects.
Round table discussion on wheel tax and EMS exemptions. There was discussion on research of emergency medical services and how it affects our levy limit ceiling to displace EMS operation expenses.
Concerns with underfunding or not funding state mandated services.
Discussion about allowing local governments in being able impose more sales tax. Concerns is the out of area owners not contributing to our sales tax with purchase.
Electric car concerns with not getting the gas tax for roads. May be changes in legis. concerning how to make up those funds.
Discussion and concerns of walking quorum understanding with new supervisors.
- b. **Shared Revenue Update:** Nothing currently
- c. **Legislators Listening Session – Boaz:**
- d. **WCA Training:** There is a training scheduled for May 16th in Richland County.
- e. **Retention Report (Comparison to BLS, compare with Comp policy language):** More coming later.
Moved by Supervisor Brewer to accept the Administrator's report, 2nd by Supervisor Gentes.
Supervisor Brewer would like to see a schedule for the WCA fall session. All voting aye, motion carried.

16. **Future Agenda Items:** Supervisor Brewer - None; Supervisor Gentes - None; Supervisor Turk - None; Supervisor Couey – None.

17. **Adjournment:** Next meeting will be March 18th at 1:00 pm. Moved by Supervisor Brewer to adjourn at 2:35 pm, seconded by Supervisor Turk. All voting aye, motion carried.

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

FINANCE AND PERSONNEL COMMITTEE

MARCH 18, 2022

The Richland County Finance and Personnel Committee convened at 1:00 p.m., Friday, March 18th, 2022, in the County Board room at 181 W. Seminary Street.

Committee members present included County Board Supervisors Shaun Murphy-Lopez, Linda Gentes, Marty Brewer, Marc Couey, and David Turk. Absent: Don Seep, Melissa Luck.

County Administrator Clinton Langreck was also present.

1. **Call to Order:** Committee Chair Murphy-Lopez called the meeting to order at 1:02 p.m.
2. **Proof of Notification:** Committee Chair Murphy-Lopez verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO, County department heads, a copy was posted on the Courthouse Bulletin Board and a copy was emailed to The Richland Observer and the Valley Sentinel.
3. **Agenda Approval:** Moved by Supervisor Brewer to approve the agenda, second by Supervisor Couey. All voting aye, motion carried.
4. **Previous Meeting Minutes:** Moved by Couey to approve of the minutes of the March 1st 2022, seconded by Supervisor Gentes. All voting aye, motion carried.
5. **Closed Session** — Enter into Closed Session Pursuant of Wisconsin State Statute 19.85(1)(c) “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility — County Administrator Performance Evaluation

Moved by Turk, to move into closed session pursuant of closed session under 19.85(1)(b) and 19.85(1)(c), Second by Brewer. All voting aye, motion carried. Present for closed session under (c): Murphy-Lopez, Brewer, Gentes, Turk, Couey, and Langreck.
6. **Return to open session:** Moved by Turk, to return to open session, seconded by Supervisor Couey. All Ayes. Motion Carried.
7. **Any actions from closed session that may not be taken in closed session:** Motion by Turk to compile goals for the next year in written form and bring to the next Finance & Personnel Committee meeting for review and approval. 2nd by Gentes. All ayes, Motion carried.
8. **Future agenda items:** None
9. **Adjournment:** Next meeting will be Tuesday April 5th at 1:00 pm. Moved by Supervisor Gentes to adjourn at 3:05p.m., seconded by Supervisor Couey. All voting aye, motion carried.

Minutes respectfully submitted by
Shaun Murphy-Lopez
Finance & Personnel Committee Chair

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: 11-year tax write-off on unpaid taxes

Department	Treasurer	Presented By:	Treasurer
Date of Meeting:	April 5, 2022	Action Needed:	Vote to Approve
Disclosure:	Open Session	Authority:	Statute 75.20
Date submitted:	April 4, 2022	Referred by:	

Recommendation and/or action language:

Vote to approve cancelling of tax certificates that remain unpaid for 11 years.

Background:

Wisconsin Statute 75.20 requires the County Treasurer to cancel any tax certificate that remains unpaid for 11 years. When taxes go unpaid, the County issues a tax certificate; which is a lien on the real estate. For those that go unpaid for 11 years, the County Treasurer is required to cancel these certificates. This is a process that we have done every year. The tax certificates that we are cancelling are for tax year 2009 as shown on attached list. In most cases these are contaminated properties that remain on the books, as Richland County historically does not take tax deed to contaminated properties. “The Owner Unknown” parcels are no longer parcels after 2009. There is one parcel on the list currently in the tax deed process.

Attachments and References:

Attached: Parcel List	

Financial Review:

(please check one)

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

Approval:

Review:

Jeffrey Even _____

Department Head

Administrator, or Elected Office (if applicable)

April 4, 2022

RE: **Statute 75.20** – Tax certificates shall be void after 11 years following December 31 of the year in which certificates were dated.

The following tax certificates for Tax Year 2009 apply to the above statute and are to be written off:

Certificate Number	Parcel Number	Tax Amount	Property Owner
26	002-2721-2100	41.18	Gander, Stacy
69	006-0634-5300	2.12	Owner Unknown
168	006-4041-0009	4.00	Owner Unknown
169	006-4621-0000	4.00	Owner Unknown
408	022-0934-2100	6.15	Owner Unknown
499	028-1633-2100	2.57	Sylvan Creamery Co.
550	030-2811-1100	612.21	Nash, Ronald
571	032-2220-0810	96.05	Koehler, Robert
572	032-2220-0830	47.00	Koehler, Robert
573	032-2220-0880	28.61	Koehler, Robert
706	276-2100-0420	4,630.80	Crook, Timothy
	Total	\$3,474.69	

Jeffrey Even
Treasurer | County of Richland

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Write-off stale checks

Department	Treasurer	Presented By:	Treasurer
Date of Meeting:	April 5, 2022	Action Needed:	Vote to Approve
Disclosure:	Open Session	Authority:	
Date submitted:	April 4, 2022	Referred by:	

Recommendation and/or action language:

Vote to approve cancelling of stale checks that have been outstanding for more than one year as of January 1, 2022, i.e.: checks dated January 1, 2020 – December 31, 2020.

Background:

On an annual basis, the County cancels checks that have been outstanding for more than one year; which are now checks cut in Calendar Year 2020, in the total amount of \$57.75.

Attachments and References:

Attached: Check List	

Financial Review:

(please check one)

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

Approval:

Review:

Jeffrey Even _____

Department Head

Administrator, or Elected Office (if applicable)

April 4, 2022

The following are checks that were issued in Calendar Year 2020, and remain outstanding at the Richland County Bank as of the date of submission.

Check Number	Date	Payee	Department	Amount
12209	04/08/2020	Layer, Wendy	County Fair	1.00
14190	08/21/2020	Powell, Rebecca	County Fair	41.00
15053	11/03/2020	Lettman, Garrett	Treas. - Tax Refund	3.67
15967	12/30/2020	Matos, Ericka	Treas. – Tax Refund	12.08
			Total	\$57.75

Jeffrey Even
Treasurer | County of Richland

RESOLUTION NO. 22-XX A Resolution Approving the Sheriff's Department's Purchase of Two New Vehicles and The Purchase and Installation of Appropriate Equipment for those Vehicles.

WHEREAS the Law Enforcement and Judiciary Committee and Sheriff Clay Porter have recommended to the Finance and Personnel Committee that the Sheriff's Department be authorized to spend no more than \$127,000 to purchase 2 new squad vehicles and to purchase and install appropriate equipment for these vehicles, and

WHEREAS it is provided in Rule 14 of the Rules of the Board that nearly all purchases in excess of \$10,000 must be approved by the County Board, and WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Sheriff's Department to spend no more than \$127,000 for the purchase of 2 new squad vehicles and appropriate equipment and installation for those vehicles.

BE IT FURTHER RESOLVED that, the Sheriff is authorized to spend no more than \$127,000 to make these purchases, and

BE IT FURTHER RESOLVED that authority is hereby granted for the Law Enforcement and Judiciary Committee and the Sheriff to sell two Ford Interceptor Utility squad cars in a manner deemed appropriate by the Committee and for the net sale proceeds to be deposited in the General Fund in the 2022 County budget, and

BE IT FURTHER RESOLVED these purchases shall be paid from the 2022 Short Term Borrowing Fund (Fund # ??), and BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: 2022 Capital Improvement New Sheriff’s Car Outlay

Department	Sheriff	Presented By:	Clay Porter
Date of Meeting:	05 April 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (D)
Date submitted:	21 March 2022	Referred by:	LEJC

Recommendation and/or action language:

Motion to approve expenses of up to \$127,000.00 to purchase and equip new sheriff’s vehicles.

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

The Richland County Sheriff’s Department was approved \$127,000.00 in the 2022 capital borrowing fund for sheriff’s new vehicle outlay. I would like a motion to approve the spending of up to \$127,000.00 to purchase and equip new sheriff’s vehicles. This was the way I was approved to complete the project in years past and it worked well.

Attachments and References:

Draft Resolution	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Capital./Short Term Borrowing 2022
<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:

Clay Porter

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Wallace Electric LLC
1070 W. Kinder St.
Richland Center, WI 53581 US
608-604-6479
sdwallace89@hotmail.com

ADDRESS

Richland County Fair Grounds
23630 Cty Hwy AA
Richland Center, WI 53581

Estimate 1410

DATE 03/23/2022

EXPIRATION DATE 04/29/2022

P.O. NUMBER

Stadium lights

DATE	ACTIVITY	DESCRIPTION	QTY
	Services	RAB X17PA450T/PCT	8
	misc	Miscellaneous / Hardware	1
	Services	Labor	7

Thanks for considering our company

TOTAL

\$7,042.00

Accepted By

Accepted Date

Wallace Electric LLC
 1070 W. Kinder St.
 Richland Center, WI 53581 US
 608-604-6479
 sdwallace89@hotmail.com

ADDRESS

Richland County Fair Grounds
 Wi
 Richland Center, WI 53581

SHIP TO

Richland County Fair Grounds
 Wi
 Richland Center, WI 53581

Estimate 1415

DATE 03/30/2022

EXPIRATION DATE 04/30/2022

P.O. NUMBER

Connection Building

DATE	ACTIVITY	DESCRIPTION	QTY
		EXHIBAT AREA, Outlets, Service, Inspect Fans and Repair	
	cord	Cord Reel	2
	3/4" Emt conduit	3/4" Emt conduit	300
	3/4 conn	3/4" Fittings	1
	4 Square Metal Box	4 Square Box	10
	4 Square Metal Raised Cover 1 DUP	Decora / Duplex Raised Metal Cover	10
	GFCI TR Outlet	Gfci Outlet	6
	ivory Duplex outlet	Duplex Outlet	10
	100 Amp Service	100 Amp Service in Building Update to Code	1
	20 Amp CH Breaker	20 Amp C.H. Breaker	14
	fan control	Inspect and repair Ceiling Fans	7
	12 AWG Thnn wire	12 AWG THHN Wire	400
	Miscellaneous	Miscellaneous	1
	labor	Labor	16
		FOODS AREA, Six Outlets and inspect existing Electrical	
	4 Square Metal Box	4 Square Metal box	6
	4 Square Metal Raised Cover 1 DUP	Decora / Duplex Raised Cover	6
	3/4" Emt conduit	3/4" Emt conduit	60
	3/4 ta	3/4" Emt Fittings	1
	GFCI TR Outlet	Gfci Outlet	6
	ivory Duplex outlet	Duplex Outlet	6
	12 AWG Thnn wire	12 AWG THHN Wire	60
	Miscellaneous	Miscellaneous	1
	labor	Labor	5

DATE	ACTIVITY	DESCRIPTION	QTY
		DIORAMA BUILDING, Six Outlets and Inspect Existing Electrical	
	4 Square Metal Box	4 Square Netal Box	6
	4 Square Metal Raised Cover 1 DUP	Decora / Duplex Raised Metal Cover	6
	3/4" Emt conduit	3/4" Emt conduit	1
	3/4 ta	3/4" Emt Fittings	1
	GFCI TR Outlet	Gfci Outlet	6
	Duplex TR Outlet	Duplex Outlet	1
	12 AWG Thnn wire	12 AWG THHN Wire	60
	Miscellaneous	Miscellaneous	1
	labor	Labor	5
		Walkway Between Food and Diorama Building	
	led lights	LED Lights	1

Thanks for considering our company

SUBTOTAL 7,543.79

TAX 0.00

TOTAL \$7,543.79

Accepted By

Accepted Date

Richland County Committee

Agenda Item Cover

Agenda Item Name: Allocation of Fund 75 for Fairgrounds Grandstand Lights

Department	Fair & Recycling	Presented By:	Administrator
Date of Meeting:	April 8, 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	03/30/2022	Referred by:	Carla Doudna
Action needed by no later than (date)			

Recommendation and/or action language:

Motion to approve allocation of funds from Fund 75 for continued upgrades and repairs for electrical and lights on the fairgrounds in the amount of \$14,585.79. If the Fairgrounds is awarded the \$4000 Compeer Grant those funds will be used towards that balance only needing to use \$10,585.79 from the Fund 75 account.

-
- Estimate of \$7,042 from Wallace Electric for 8 grandstand lights with hardware and installation
 - Estimate of \$7,543.79 from Wallace Electric for electrical upgrades, additional fixtures and breakers in the Connection Building
 - Wallace Electric will provide all lift and other equipment needed for the work
-

Background:

Attachments and References:

Financial Review:

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	75
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Carla Doudna

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Administrative Reports: (Items 9 through 18)

Department	Administration	Presented By:	Administrator
Date of Meeting:	05 April 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure H
Date submitted:	04 January 2022	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

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

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

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

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

Attachments and References:

See Reports Below	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

9. Review of 2022 employee benefits package and employee questionnaire—

Please reference attached report.

— No action needed at this time. Future recommendation will come from Administration.

10. Review comparison data on conversion to Employee Trust Fund Health Insurance Program—

Please reference attached report.

— No action needed at this time. Future recommendation will come from Administration.

11. Debt Service and impacts with consideration of Radio and Tower Project —

The Richland County Law Enforcement and Judicial Committee is approaching their decision point on a radio/tower project. Proposals have been received and the committee is working with our consultant (True North Consulting Group) on evaluating the five proposals received from two vendors. The committee is anticipating to bring a recommendation on vendor and project design concept to the county board within the next few months. The five concept proposals on the table range from costs of \$5.03 million to \$10.97 million in construction and equipment, with a likely proposal for funding coming at a \$7.5 million to \$13 million range. Administration will continue to stress consideration for ongoing operational costs that will fall on operational levy.

In support of this initiative the Finance and Personnel Standing Committee will be asked to fund the project through bonding. This will require future action by the Finance and Personnel Committee to recommend an authorization resolution to the Richland County Board to allow future borrowing through bonding up to a “do not exceed \$_____” amount. Richland County will have to adopt the resolution by a 3/4th majority vote in order to undertake that borrowing and raise the debt service levy on Richland County properties.

To understand how this impacts our current debt service:

Richland County’s Debt Outstanding after \$2,955,000 payments made on 3-01-22 is \$21,865,000
Richland County’s Debt Limit Based on 2021 E.V. (5%) - \$67,404,910 equates to a Percentage of Debt Limit Used as 32.44%.

In considering how this bonding will impact our debt services, these two examples help provided reference:

If Richland County were to increase our Debt Outstanding by \$7.5 mill = \$29,365,000; than our Percentage of Debt Limit Used would increase to 43.56% of our legal limit.

If Richland County were to increase our Debt Outstanding by \$10 mill = \$31,865,000; than our Percentage of Debt Limit Used would increase to 47.27% of our legal limit.

Richland County Committee

Agenda Item Cover

Understanding how these potential increases will impact our millage rate and property tax statements depends on additional decisions on debt structure and future use of short-term loan financing.

In addition, Administration will be working with MIS and Sheriff's office to ensure that future impacts associated with operational costs are included into the 5-year financial planning matrix.

- No action needed at this time. The next LEJC committee meeting is scheduled for Friday 8 April at 8:30am.

12. Status on Financial Planning—

The Administrator is scheduling department meetings to review proposed plans in the 5- year financial planning process. The preliminary plan is intended to be presented to the Finance and Personnel Committee in May. A revised timeline of committee actions will be developed post reorganization.

13. Status on Capital Planning —

The Administrator is scheduling department meetings to review proposed plans in the capital planning process. The preliminary plan is intended to be presented to the Finance and Personnel Committee in May. A revised timeline of committee actions will be developed post reorganization.

14. Status Purchasing Cards —

A DRAFT copy of the policy is attached in the folder as Item 12 Purchasing Card Policy. Administration has received the purchasing cards and is scheduling training. Policy will be reviewed with departments at the April 14th department head meeting. Policy will be brought back for consideration by the Finance and Personnel Committee at its next meeting.

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

15. Administrative Guidance on mandatory password updates on county server and AS400 —

As the Administrator I am anticipating giving guidance to departments on requiring a minimum of biannual password changes on all county computers, systems, servers and the AS400 system. Item will be discussed in the next department head meeting and anticipating issuing guidance shortly thereafter.

- No action needed at this time. Future computer use policy changes are intended.

16. Report on Supreme Court Decision on Brown County vs. Brown County Tax Payers —

Richland County Committee

Agenda Item Cover

(From Wisconsin Counties Association)

March 4, 2022, the Wisconsin Supreme Court issued a decision in *Brown County v. Brown County Taxpayers Assn*, 2022 WI 13, upholding Brown County's imposition of the county option sales tax and use of the sales tax proceeds.

As you may recall, the Brown County Taxpayers Association (the "BCTA") had challenged the County's imposition of the sales tax and use of the tax proceeds to fund capital projects as a violation of Wis. Stat. § 77.70, which provides a sales and use tax "may be imposed only for the purpose of directly reducing the property tax levy."

According to the BCTA, Brown County's use of the sales tax proceeds to fund capital projects did not "directly" reduce the property tax levy according to the statute's requirement. Brown County argued the statute should be interpreted to provide flexibility to counties in the use of sales tax proceeds such that using, for example, a "pay as you go" method of funding projects, thereby saving over \$47 million in interest costs by avoiding borrowing, is a valid use of the sales tax proceeds.

In a 5-2 decision, the Supreme Court agreed with Brown County and upheld the tax, together with the County's use of the proceeds.

Specifically, the Court concluded:

"In sum, we conclude that Brown County's sales and use tax ordinance is consistent with Wis. Stat. § 77.70. Section 77.70 does not require a dollar-for-dollar offset to the property tax levy. Instead, it authorizes counties to impose a sales and use tax for the specific purpose of directly reducing the property tax levy, while leaving the means to accomplish that purpose up to the county. Because the County's ordinance does in fact directly reduce the property tax levy by funding projects that would otherwise have been paid for through additional debt obligations, we determine that the ordinance is permissible." ¶ 55.

The decision represents the culmination of a four-year litigation process. It also represents a tremendous victory for Brown County and, for that matter, all Wisconsin counties. Recognizing the importance of the case, the association provided amicus curiae briefing support to Brown County in the circuit court, Court of Appeals, and Supreme Court.

17. Status on Tax Deed Property—

On Thursday, April 7th Administration will be recommending to the Richland County Property Committee to Pursue economic development in collaboration with the City of Richland Center by offering the sale of Tax Deed property parcel #276-2100-0420 to the City for \$1 pursuant of Wis Stat. 75.69(2).

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

Richland County Committee

Agenda Item Cover

The City of Richland Center has budgeted funds for the razing of this property which has been abandoned for years and presents a significant safety hazard to the public due to severe deterioration of the structure. Once razed the City and Economic Development will work towards redevelopment of the property that can potentially result a significant increase in the parcel improvement value and help provide the community with needed housing, as well as increased property tax value.

The City has passed a resolution expressing their commitment to economic development and requesting to purchase the property for \$1.

This requested action is similar to the action that was taken on 460 W. 1st St. where the County sold the lot for \$1 to the City and the City paid for the razing of the structure. The City and Economic Development are currently working towards preparing that lot for resale for the development of a new single family home or a duplex.



- No action needed at this time. The next Property Committee meeting is scheduled for Thursday 7 April at 3:00pm. This item will return for action to sell.

18. Discussion and possible action on report items—

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

Employee Survey 2022

114 Employees returned surveys making the return rate 32.3%.

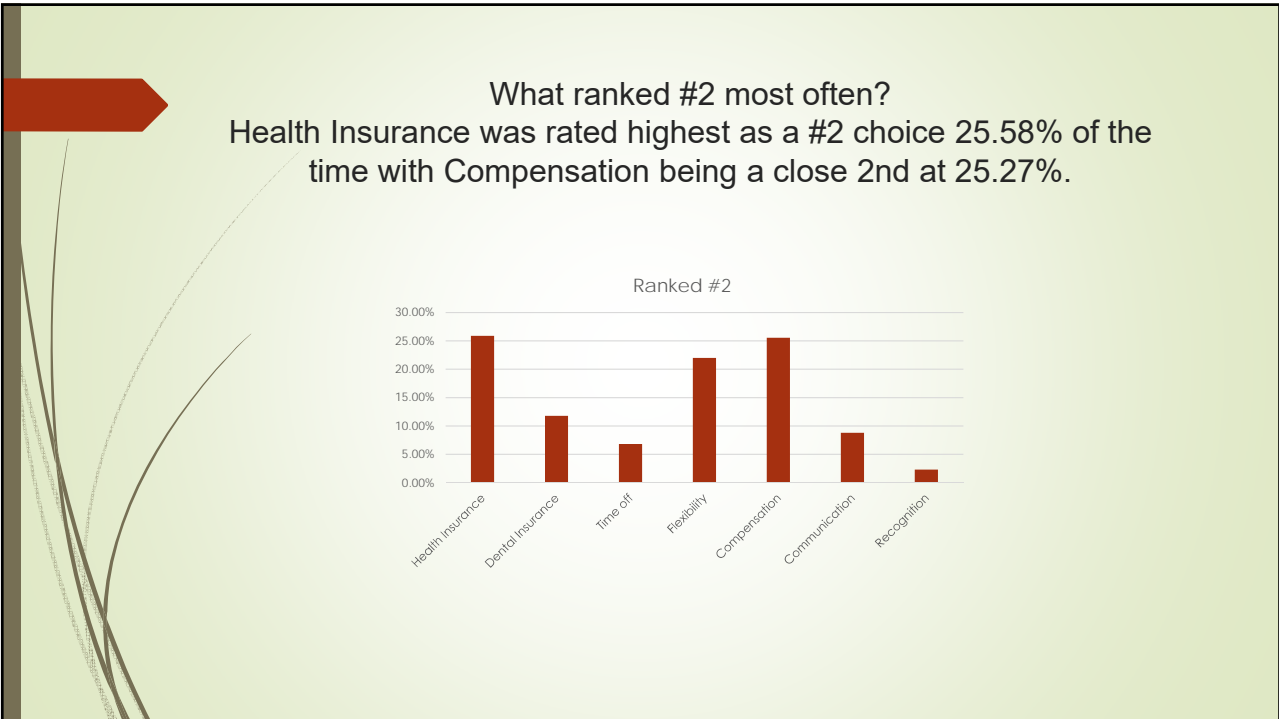
20% - 30% is considered average.

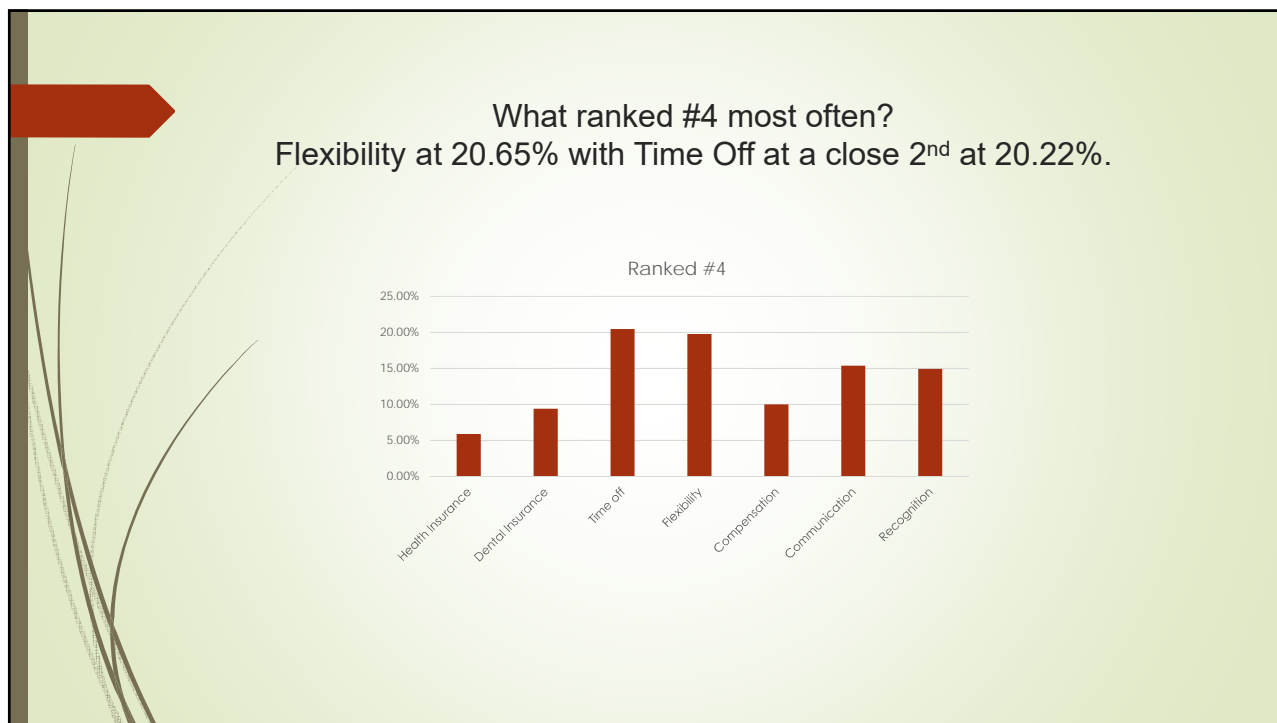
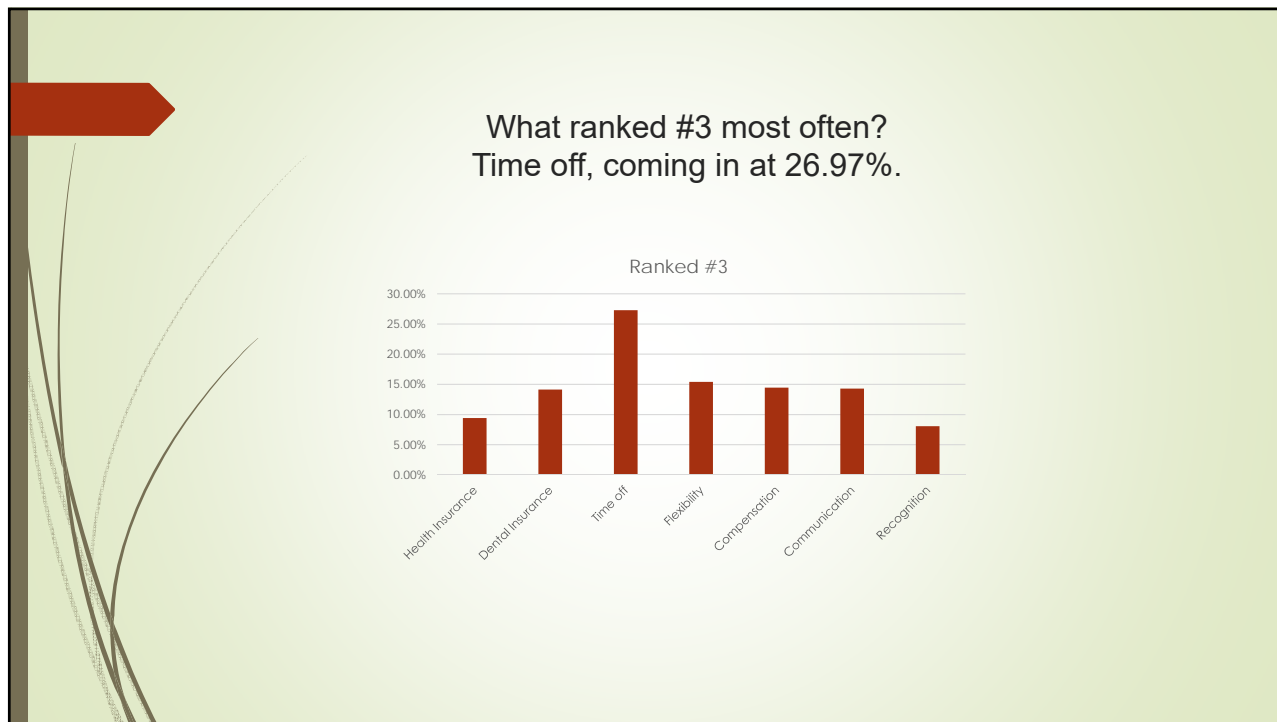
50 % considers excellent.

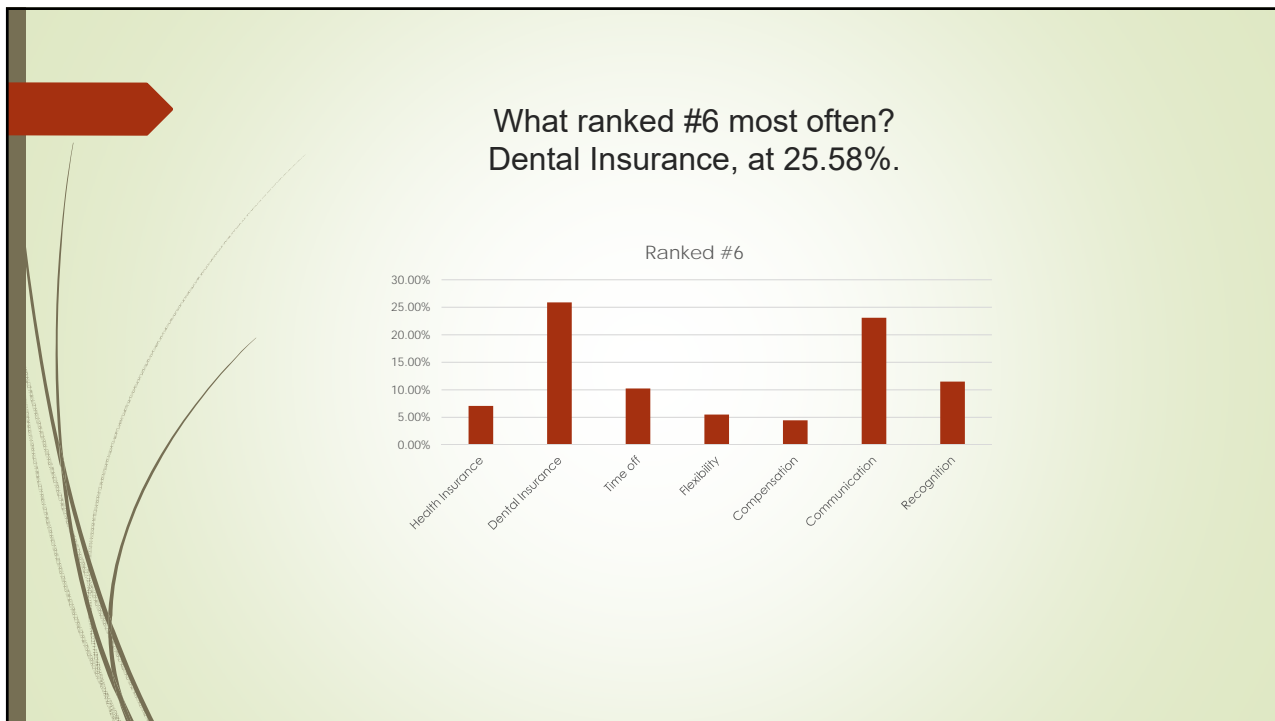
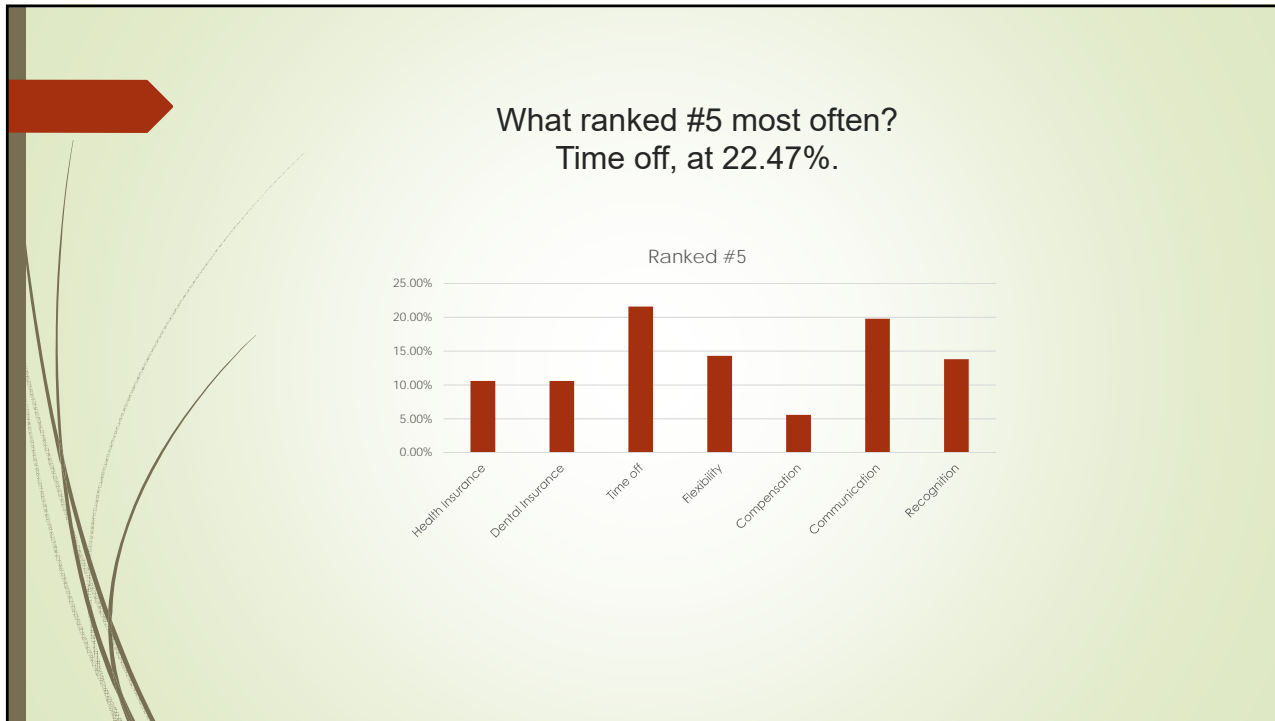
We are above average!

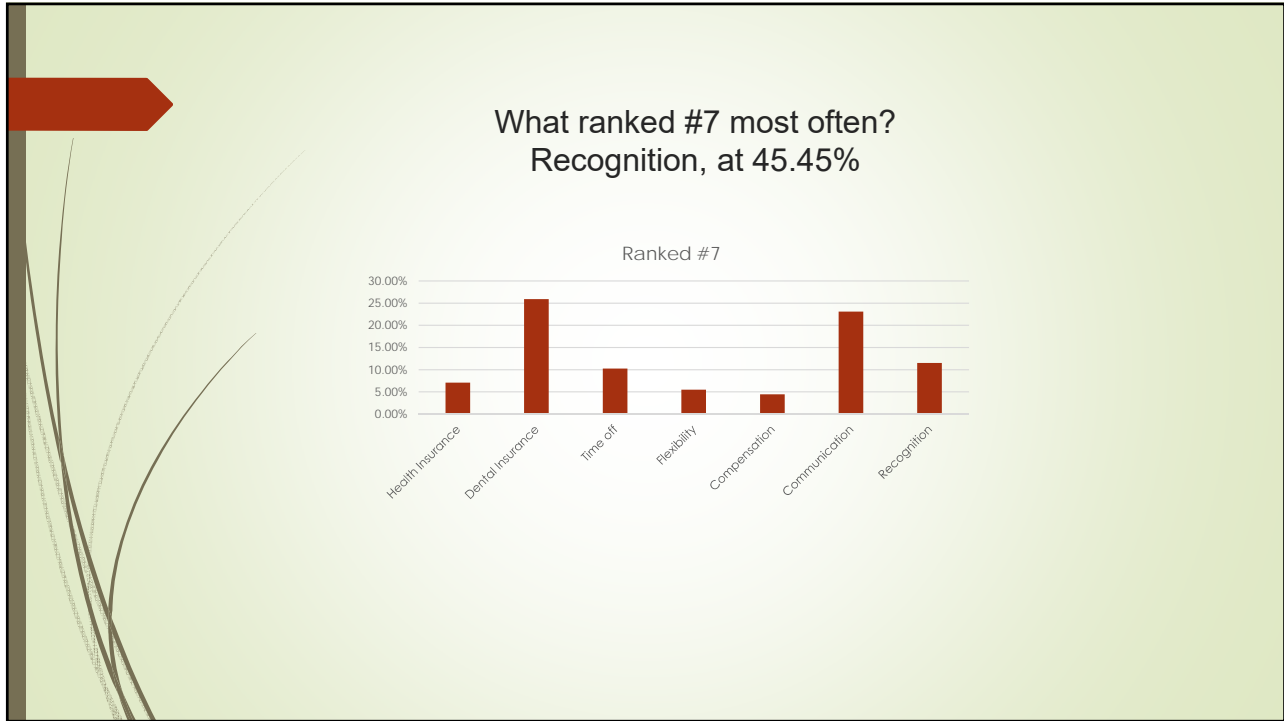
Responses

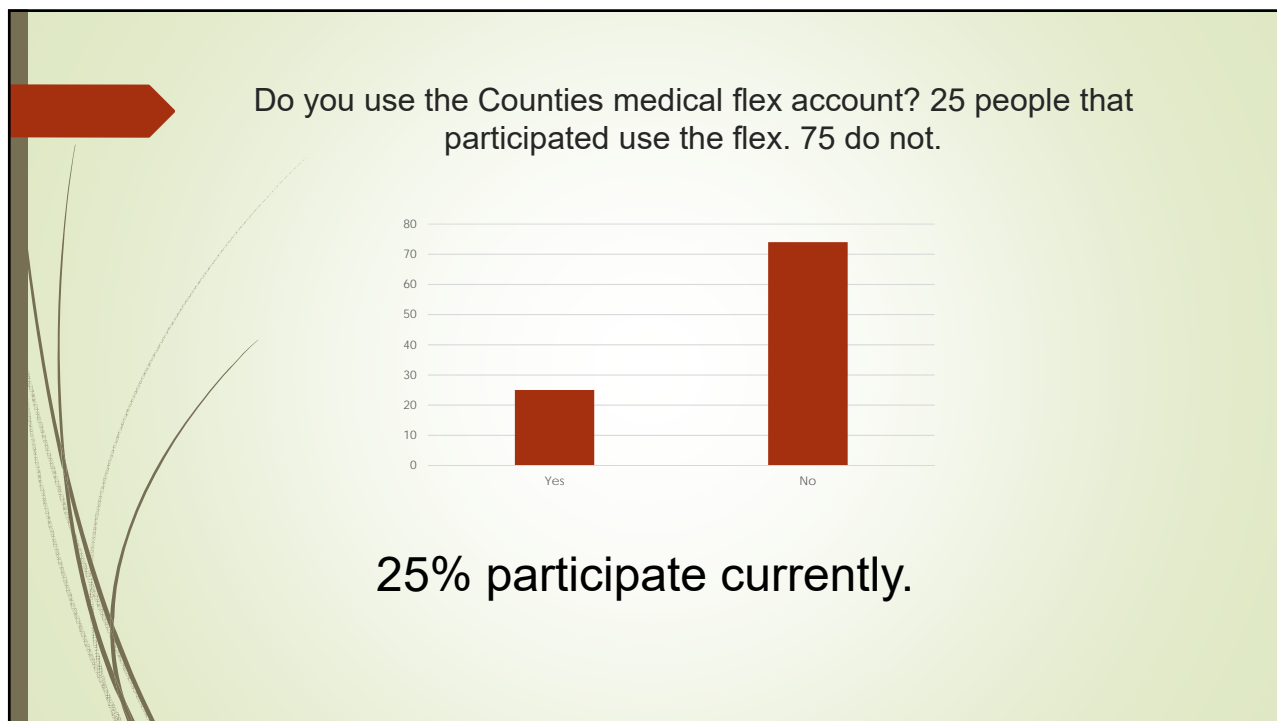
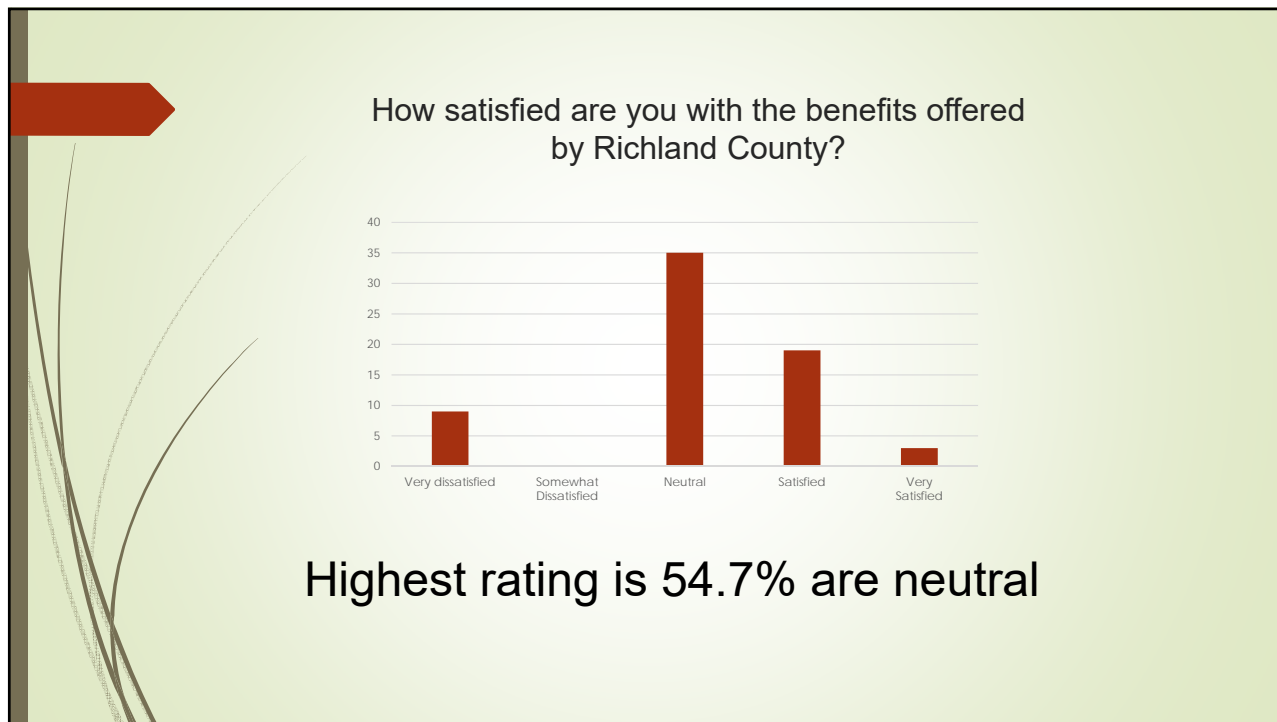
- ▶ There are 352 Active employees.
- ▶ 155 Surveys were sent out to employees with email addresses.
- ▶ 155 were returned which is 32.3%.
- ▶ There was a lot of good feedback. Hopefully you were able to review them.
- ▶ To many to mention, but yet need attention.

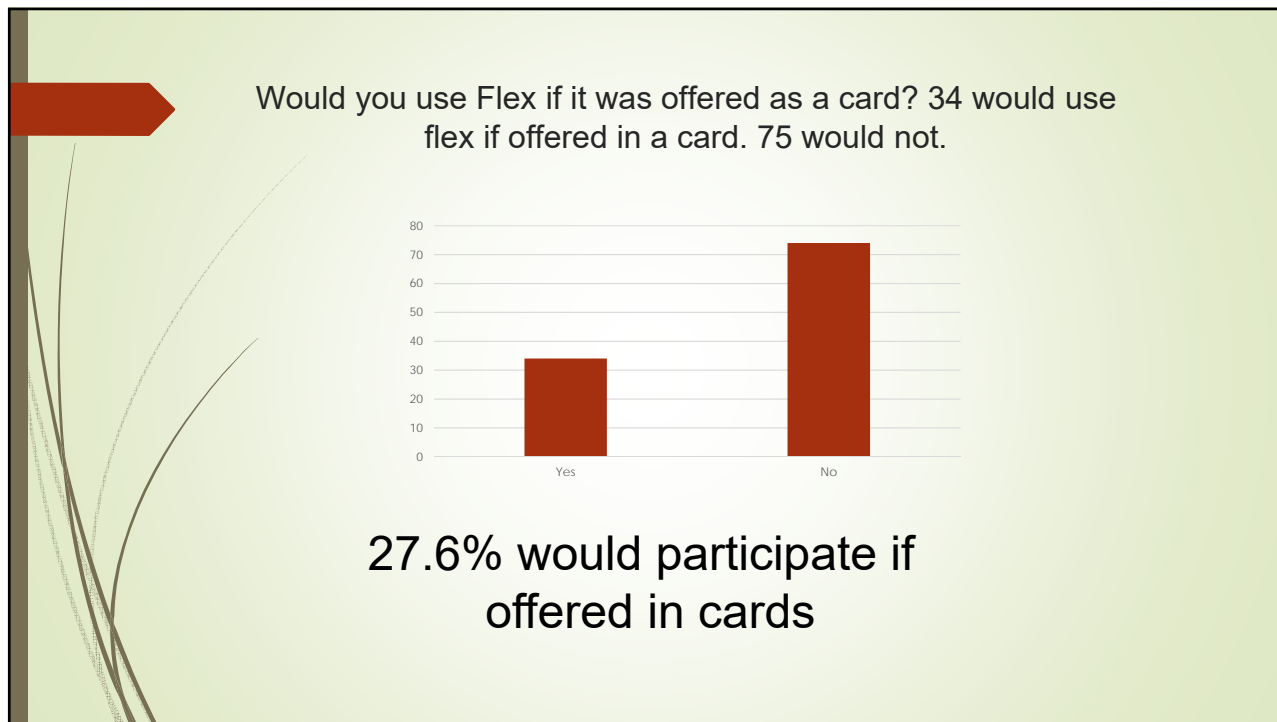


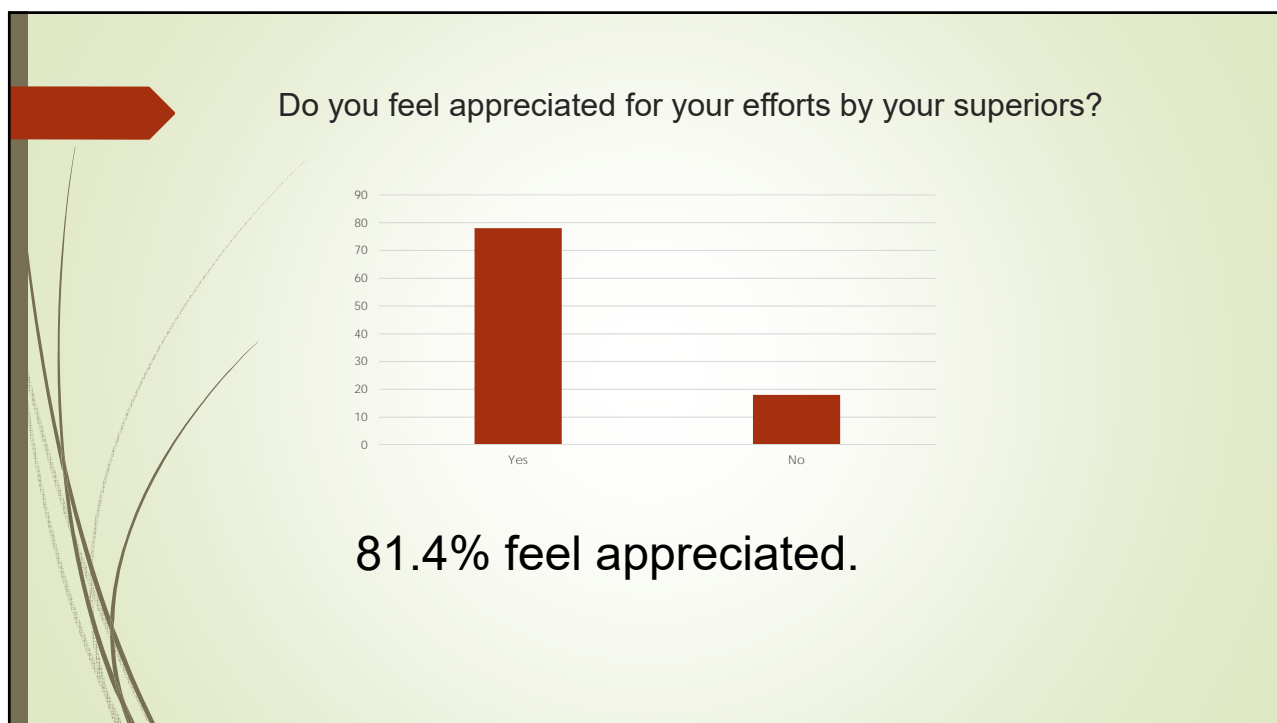


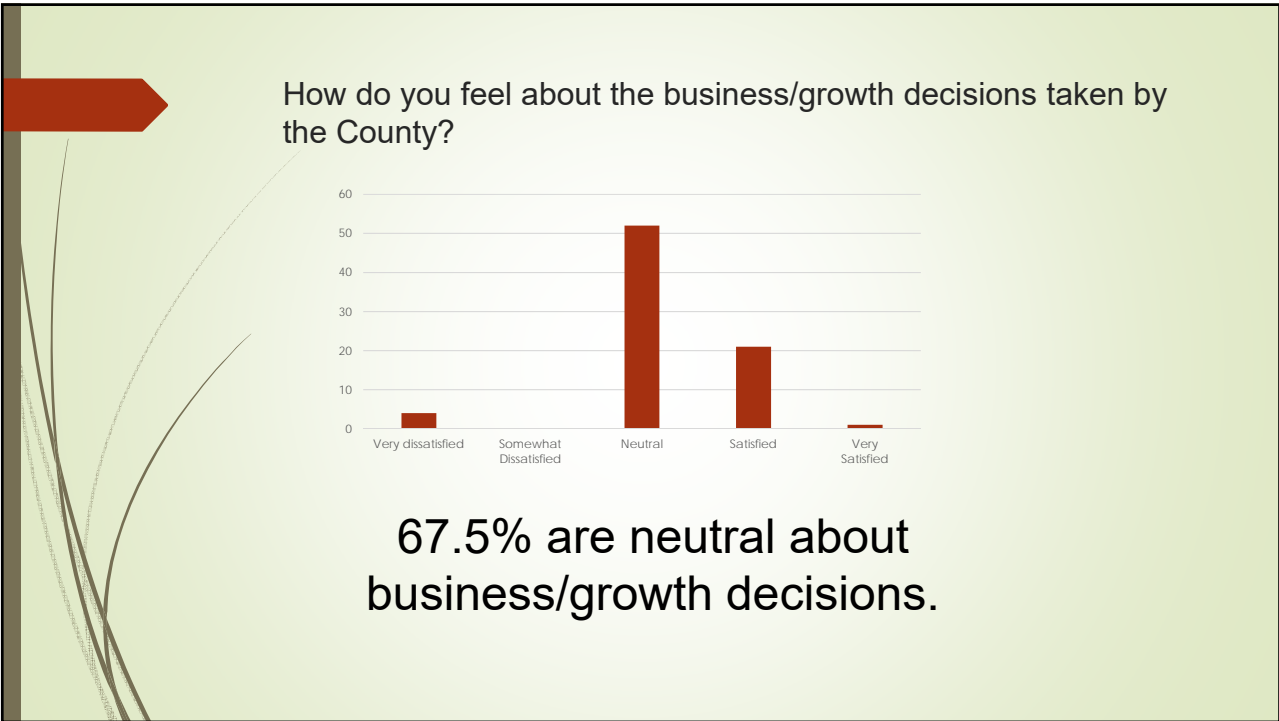












1. What do you consider the biggest value of employment at Richland County?

- There were 85 comments
- 13 - Community and helping community
- 14 - Close to home
- 15 - Flexibility
- 12 - Retirement or WRS
- Other things – People, wages
- Several comments were that insurance was the biggest value but is “not anymore”. But also several saying they are thankful for insurance.

4. Concerning compensation – What would you like to see changed?

- There was 75 comments
- 64 – Wages and pay need to continue to increase each year.
- Salary needs to be competitive with neighboring Counties.
- Wages that keep up with inflation.
- 23 – Including State Insurance and lower deductible
- Other things mentioned – “Step increases”; “Cost of living raises”; “Longevity compensation”.
- Step increases given at evaluations.
- Hours of work per week and probation hours the same throughout the county.

6. Concerning benefits – What changes would you like to see?

- ▶ There were 84 comments sent
 - 100 – Need to improve Health Insurance and lower deductible
 - 19 – Go back to State Insurance
 - 17 – More Vacation and a pay increase for longevity
 - More competitive wages.
 - Vision Insurance.
 - Would like Flex Cards.
 - Would like to see an Employee Assistance Program
 - Sick payout if we reach maximum or a bonus if we don't use it.

14. What areas do you think need improvement or benefits that should be added?

- ▶ 71 responses were given
 - 24 - Insurance or State Insurance
 - 30 – Better Wages/pay. Longevity pay.
 - Others – Better Training,
 - Centralized Human Resources mentioned several times and centralized Maintenance Department.
 - Better monitoring of manager to make sure they are doing their job.
 - Time clock with interface mentioned several times, because people could abuse the honor system.
 - There are too many "errors" with employees manually figuring their hours that are not caught.

14. Continued

- Team building, both departmental and intradepartmental.
- Reverse what the county pays towards insurance deductible, County pay the first \$1000.00 then employees pay.
- Allow for payout of vacation and sick time if not used.
- More vacation for longevity employees.
- Treat all departments the same because all departments have turn over.
- Better communication mentioned several times.
- PV-Daytime CNA's deserve more pay.
- Remove added vacation days in the first 1.5 years, encourages missing days.

14. Continued

- Clint is doing an excellent job.
- Review of "Call-ins" and "Temp Casual", how many hours they work and what they get for pay.
- PV-Several comments about Call-ins, the fact that they get paid more and because of their age can't do as much as the full time employees.
- Unpleasant interactions with clerical staff is a fairly common occurrence which have not been dealt with.
- This survey is a start to change.
- Frustration with Management, including directors. Management not being held accountable for their actions. Management not dealing with ongoing issues.

15. List any or all improvements you would like to see:

- There was 68 comments
- 19 - Staff - Over staffed, under staffed, value staff or staff challenges
- 15 – Benefits need reviewed
- 13 – Better Insurance and State Insurance mentioned.
- 22 - Wage & Pay.
- Other – Manager/management, Health Insurance/plan.
- Computer programs are outdated, slow and/or fail to load properly.
- Find grant writers for the County.
- Updated filing systems. Files are too hard to find.
- People not being held accountable and management not following up.

15. Continued:

- Communication is improving since Clint & Derek have taken over.
- Pine Valley is doing a great job with the residents.
- County Board Supervisors need to visit the departments to know what they do.
- Combine all the handbooks in one so all employees are treated the same.
- Monthly group employee benefits updates.
- Centralized Human Resources and Maintenance.
- HHS-Inconsistency in staff expectations. Stop making exceptions.
- Management needs to follow through when discrepancies/issues are reported.
- When people leave because of Management, it needs to be addressed.

16. Do you see yourself still employed with Richland County in 5 years?

- There was 98 comments
- 41 times the answer was yes
- 35 times the answer was no
- 7 Hope to

2022	SINGLE PREMIUM	SINGLE EMP SHARE	SINGLE CTY SHARE	FAMILY PREMIUM	FAMILY EMP SHARE	FAMILY CTY SHARE	SINGLE DEDUCTIBLE	FAMILY DEDUCTIBLE	SINGLE OOP	FAMILY OOP	COINSURANCE	CO PAYS	SINGLE RX	FAMILY RX
WCE QUARTZ	\$756.34	\$90.76	\$665.58	\$1,879.89	\$225.59	\$1,654.30	\$3,000.00	\$6,000.00	\$3,000.00	\$6,000.00	0%	NO	\$2,000.00	\$4,000.00
P12 DEAN	\$836.24	\$100.35	\$735.89	\$2,055.28	\$246.63	\$1,808.65	\$-	\$-	\$8,700.00	\$17,400.00	0%	YES	\$8,700.00	\$17,400.00
P12 QUARTZ	\$1,072.42	\$336.53	\$735.89	\$2,645.74	\$837.09	\$1,808.65	\$-	\$-	\$8,700.00	\$17,400.00	0%	YES	\$8,700.00	\$17,400.00
P14 DEAN	\$781.04	\$93.72	\$687.32	\$1,917.28	\$230.07	\$1,687.21	\$500.00	\$1,000.00	\$8,700.00	\$17,400.00	YES	YES	\$8,700.00	\$17,400.00
P14 QUARTZ	\$998.32	\$311.00	\$687.32	\$2,460.48	\$773.27	\$1,687.21	\$500.00	\$1,000.00	\$8,700.00	\$17,400.00	YES	YES	\$8,700.00	\$17,400.00
P16 DEAN	\$794.84	\$95.38	\$699.46	\$1,951.78	\$234.21	\$1,717.57	\$250.00	\$500.00	\$1,250.00	\$2,500.00	100% THEN 10%	YES	\$8,700.00	\$17,400.00
P16 QUARTZ	\$1,016.84	\$317.38	\$699.46	\$2,506.78	\$789.21	\$1,717.57	\$250.00	\$500.00	\$1,250.00	\$2,500.00	100% THEN 10%	YES	\$8,700.00	\$17,400.00
P17 DEAN	\$681.82	\$81.82	\$600.00	\$1,669.24	\$200.31	\$1,468.93	\$1,500.00	\$3,000.00	\$2,500.00	\$5,000.00	100% THEN 10%	YES	\$1,500.00	\$3,000.00
P17 QUARTZ	\$873.12	\$273.12	\$600.00	\$2,147.48	\$678.55	\$1,468.93	\$1,500.00	\$3,000.00	\$2,500.00	\$5,000.00	100% THEN 10%	YES	\$1,500.00	\$3,000.00

The County is currently paying \$1000 of the single deductible and \$2000 of the family deductible through a Health Reimbursement Account (HRA)

ACA GUIDELINES:

Full-time is considered 30 hours a week for affordable health insurance - we have full-time at 35 hours - not ACA compliant
8 days a pay period for Pine Valley would = 31 hours a week and should be considered full-time - not part-time

Measurement period is one year from October 1 - September 30 - used to determine ACA eligibility

Stability period is one year from January - December

Affordability Calculation = 9.61%

Our lowest paid full-time employee earns \$12.71 p/hr

$$\$12.71 \times 130 \text{ hrs p/mo} = \$1652.30 \text{ earnings} \times 9.61\% = \$158.79$$

Federal Poverty Level Calculation = \$103.15 per month - this is what we do.

$$\$12,880 \times 9.61\% = \$1237.77 / 12 = \$103.15 \text{ per month}$$

Penalties

Penalty A (Sledgehammer/Offer) = \$2750

Penalty B (Affordable) = \$4120

Side notes:

We have 254 full and part-time employees

We currently have 61 employees on single health insurance and 136 employees on family health insurance with 57 employees not taking the health insurance

If we were to move back to the State plan, any call-in employee enrolled in WRS, would be eligible for health insurance.

That would mean another 39 employee's would be eligible for health insurance.

Under current insurance rates, call-in's, providing they are not ACA eligible, would pay 75% of the premium

If a call-in is insured by their spouse and their spouse's insurances states that if you have insurance eligible to you, the call-in employee would be required to take this health insurance and pay 75% of the premium or \$567.26 for single \$1409.92 for family.

With Wallace Cooper and Elliott - they have been putting together all of the legal documents that the County is required to send out.

The State will have the main notices in their annual It's Your Choice booklet. The remaining legal documents we would have to do on our own such as COBRA.

Wallace Cooper and Elliott will consult with their legal team on insurance issues or compliance issues that come up.

With the State plan they will direct us to our attorney. When we were with the State Plan we did not have an attorney to advise me so it was left up to me to deal with. I am not an attorney.

30 hours a week X 52 weeks = 1560 hours

35 hours a week X 52 weeks = 1820 hours

How would a change in full-time hours to meet ACA guidelines affect WRS calculations?

PURCHASING CARD POLICY

PURPOSE

It has been determined that there are some situations when a credit card is beneficial for Richland County. Situations that a credit card may have to be used are to purchase materials or service with costs less than \$_____ including shipping and handling.

- promptly paying suppliers
- reducing overall processing costs
- decentralizing purchasing responsibility
- Providing easy access to obtaining supplies and services
- unanticipated expenses
- unplanned travel needed

Due to the dollar restrictions that are on meals, there ***should not be any charging of meals*** on the credit card with the exception of the Sheriff Dept. for meals for emergency purposes only. **The total credit card limit for the county is currently at \$_____ with review by the Finance and Personnel Committee at various times to make sure it is meeting the needs of the county.**

PROCEDURES

All cards are the property of Richland County and each card will be issued in the name of the authorized cardholder. Before issuing a credit card the person must read and sign a credit card agreement/policy and supply appropriate personal information on the application (Exhibit A).

- Employees must abide by the terms of the agreement/policy.
- **Richland County has a total limit of \$_____ that is not to be exceeded by the collective purchases of the individual cardholders.**
- Each department head will be authorized one card.
- Other authorized users will need approval from the Administrator.
- The Sheriff will have the designated employees, authorized by the Administrator, that will be authorized to have credit cards to be used for unanticipated expenses.
- There are to be no personal amounts charged to the credit card, only county related purchases.
- Meals ***shall not*** be paid for with the credit card with the exception for the Sheriff's Dept. for emergency use.
- Cash transactions will not be authorized with this credit card.
- Itemized receipts must be turned in to substantiate the cost on the credit card transaction with the monthly bill or upon request, so that it may be matched up with the billing.
- Full payment of the credit card needs to be made timely each month in order not to incur interest charges.
- **Credit Card usage is intended for unanticipated expenses and not for ordinary everyday purchases.**
- All charges will be audited by the Accounting Supervisor or his/her designee when payment is submitted.
- Finance and Personnel Committee and the supervising committee have the right to review all credit card transactions.

APPENDIX A

General Policy Guidelines

Section 1

Cardholder Definitions:

The Department head is the "Cardholder". Financial Transaction Cards are issued at the discretion of the Richland County Administrator to the Richland County Department Heads and Sheriff's Department for uses specified in Section 2. Additional persons may be added if further need for the cards is deemed necessary by the County Administrator.

Ownership and Cancellation of the Financial Transaction Card:

The Financial Transaction Card remains the property of the issuing financial institution. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The issuing financial institution or the County may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the Financial Transaction Card upon request to the Financial Transaction Card Administrator or any authorized agent of issuing financial institution. Use of the Financial Transaction Card or account after notice of its cancellation may be fraudulent and may cause the County to take legal action.

Spending Limits:

The Financial Transaction Card Account has pre-set spending limits, which may not be exceeded under any circumstances. The financial Transaction Card may be used whenever and wherever possible for charging materials and selected services costing less than \$_____ (including shipping and handling). NO PERSONAL EXPENSES ARE TO BE CHARGED TO the Financial Transaction Card.

Financial Transaction CARD Abuse:

Abuse of the Financial Transaction Card will result in revocation of the Card and appropriate disciplinary action, which may include termination. Policy violations include, but are not limited to:

- Purchasing items for personal use
- Exceeding bank credit line limit
- Utilizing the Financial Transaction Card for purchases of \$_____ or more unless authorized by the County Administrator.
- Using the Financial Transaction Card for entertainment purposes
- Failure to return the Financial Transaction Card when reassigned, terminated, or upon request
- Failure to submit proper documentation to Accounts Payable

Usage:

Approved usage is for conducting official county business such as authorized purchases and fees. Personnel issued the Card will submit all receipts associated with the Card use along with the appropriate expense report to their supervisor/department head for approval and audit purposes.

Receipts:

It is the Department Head or authorized users' responsibility to obtain detailed transaction receipts from the merchant or supplier each time the Financial Transaction Card is used. Each month, the Cardholder **must print off an activity statement** from the issuing financial institution and said statement shall be provided to the Accounts Payable Clerk for preparation to be audited by the Audit Committee.

Individual transaction receipts are to be attached to this monthly activity report and submitted to the authorized user's department head/supervisor for review and approval.

Disputed Items:

It is the Financial Transaction CARD Cardholder's responsibility to follow-up on any erroneous charges, returns, or adjustments and to ensure proper credit is given on subsequent statements.

Protecting the Financial Transaction-Card:

The Financial Transaction Card is valuable property, which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation/Safekeeping:

Sign the Financial Transaction Card immediately upon receipt. When the expiration date has passed and/or after you have received a new Financial Transaction Card, return the expired card to the Administrator Office for disposal. Make sure the Financial Transaction Card is returned to you after each charge and verify that the returned Card has your name on it.

Lost/Stolen Financial Transaction Cards:

If the Financial Transaction Card is lost or stolen, contact the Financial Card's 24-hour toll free number at **1-(800)-344-5696**. The Cardholder is also required to contact their immediate department head/supervisor. The Cardholder shall also submit a written report detailing the circumstances involving how the Card was lost / stolen. The recipients of any county card shall sign an acknowledgement of this policy.

Section 2

Sheriff's Department Additional Policy Guidelines General:

Financial Transaction Cards may be issued to named individuals and their usage is subject to the General County Policy except for the exceptions listed below. Financial Transaction Cards are issued at the discretion of Richland County Sheriff's Department to Richland County Sheriff's Department employees, at the Administrator's approval, in permanently allocated positions. Said cards shall all be on the same one account.

Usage:

Approved usage is for conducting official county business such as emergency meals (as authorized by the Sheriff or his/her designee), fuel, Hotel/ Motel or other authorized purchases. Personnel issuing the Card will submit all receipts associated with the Card use along with the appropriate expense report to their supervisor for approval and audit purposes.

Receipts:

It is the Financial Transaction Card Cardholder's responsibility to obtain detailed transaction receipts from the merchant or supplier each time the Financial Transaction Card is used. Each month, the Sheriff's Department/Cardholder must download an activity statement from the issuing financial institution. Individual transaction receipts are to be attached to this monthly activity report and submitted to the Cardholder's department head/supervisor for review and approval. Following department head/supervisor approval, the activity report, and receipts must be forwarded thorough the Law Enforcement Committee to the Accounts Payable Clerk, to prepare for additional audit.

The recipients of any county card shall sign an acknowledgement of this policy.

Acknowledgement:

The undersigned Financial Transaction Card Cardholder applicant and Department Head request that a Financial Transaction Card be issued to the applicant. This applicant has read the above agreement and guidelines and agrees to be bound by their terms and conditions.

Financial Transaction Cardholder Applicant

Date

Department Head/Supervisor if different than above

Date

Administrator

Date

Financial Transaction CARD Cardholder Applicant and Department Head / Designee

- Complete Application
- Retain one copy each of Agreement/Application
- One copy will be placed in the Financial file

Richland County Committee

Agenda Item Cover

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

Department	Fair & Recycling	Presented By:	Administrator
Date of Meeting:	April 8, 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	03/30/2022	Referred by:	Carla Doudna
Action needed by no later than (date)			

Recommendation and/or action language:

Motion to approve reallocation up to \$35,000 from Fund 75 for purchase of Skid Steer to share between the Fairgrounds and Building and Grounds Committee.

Background: At this time the Fairgrounds uses the Unit April to November with Building and Grounds Dept. using it December to March, that varies on snow fall. There are some concerns with equipment issues and that a replacement unit would be bigger than the areas that need to be accessed and worked within. Randy Nelson and Buford Marshall met with several Dealers and they confirmed that the newer units for 2023 would be a bit bigger, hindering the work both departments use it for.

The proposal would be that both departments share the purchased Unit including maintenance and repairs.

The numbers listed below will give an idea of the cost between new and used. Please note the numbers are a range until the full specs of the unit are listed for the Bidding process and the Municipal Discount would be applied.

- Business 1
 - New Kubota \$44k-\$45k
 - Used Kubota \$34,500, Unit would have 150hrs with 1yr bumper to bumper warranty-available in September
- Business 2
 - New Gehl \$37k
- Business 3
 - Used Gehl \$29,950 with 2400hrs on it
 - New Unit \$35k-\$40k

Financial Review:

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

Approval:

Review:

Carla Doudna

Department Head

Administrator, or Elected Office (if applicable)

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

Agenda Item Name: Administrator Goals

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	April 5, 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure E , Administrator Employment Agreement
Date submitted:	April 4, 2022	Referred by:	n/a
Action needed by no later than (date)	n/a	Resolution	None needed

Recommendation and/or action language:

Motion to recommend adopting the Administrator’s goals for the 3rd year of his employment with Richland County

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

Per the employment agreement between Richland County and Administrator Langreck, goals each year are to be defined in writing. At the last Finance & Personnel Committee meeting action was taken to compile goals for the 3rd year of his employment in written form and bring them to the next meeting.

Goals are shown in the attachment. Tracked changes include:

- Changes recommended by the committee in closed session, and agreed upon by both parties: 1) Richland County, through the Finance & Personnel Committee; 2) Administrator Langreck
- Formatting changes in the goals column (punctuation, consistent bulleted lettering, action words, removal of first-person language)

Attachments and References:

Attachment A: Administrator Goals

Financial Review:

(please check one)

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

Approval:

Review:

Job Description	Major Accomplishments (March 2021 – February 2022)	Major Goals (March 2022 – February 2023)
1. Meeting Attendance & County Board Relations.		
A. Attends all meetings of the County Board, except when excused by the County Board Chair or the County Board, and advises and recommends courses of action to the Board as it pertains to matters of County interest.	In this rating period I met the following: A) attended all (12/12) County Board Meetings offering advice when asked or when explanation is warranted, B) assisted the Clerk with helping consolidating and reviewing items (a majority of this load is carried by the Clerk) and also changed our resolution preparation and legal review process following the replacement of corporation counsel, C) Gave oral reports on significant events and meetings at County Board Meetings, D) – often handled directly through department heads and staff; yet to have a firm footing on all existing resolutions and ordinances E) Routinely attended: Rules and Resolutions, Finance and Personnel, Property Buildings and Grounds, Strategic Planning, UW Campus, Tri-County Airport Commission, Veterans Service Commission, others as requested by the chair F) Typically communicating with Finance and Personnel and directly to staff on changes and requirements	A) Continue attendance at all <u>County Board</u> meetings. B) <u>W</u> ork with Clerk Kalish and the County Board Chair on revising our county board resolutions and minutes into a more manageable and summarized display. C) <u>D</u> evelop and release <u>quarterly</u> written reports that track projects, administrative actions, decisions, and significant meetings D) <u>S</u> upport Clerk Kalish in digitizing and codifying the code of ordinance. E) <u>S</u> chedule appropriately to ensure an appearance at every committee meeting. F) <u>I</u> nclude these changes and requirements to the intended routine <u>quarterly</u> report.
B. Supports the County Board by assisting with the preparation of the agendas, minutes of the meeting, and all resolutions and ordinances to be presented to the Board.		
C. Provides the Board with data regarding County programs and activities, and makes regular reports to the Board.		
D. Sees that all orders, ordinances, resolutions, and regulations adopted by the County Board are faithfully executed.		
E. Attends and participates in committee meetings as deemed necessary or requested by committee chairs.		
F. Monitors, reviews and keeps the County Board fully informed of any federal and state administrative, legislative and judicial developments which may affect or impact the County. Solicits the Board's position, drafts responses, recommends amendments, and supports said legislation. May represent the County at state legislative meetings or hearings, or engage in lobbying efforts, on behalf of the county.		
2. Administrative Duties.		
A. Appoints and supervises all Department Heads of the County, except those elected by the people. Supervises, coordinates, and directs all administrative and management functions of the County's departments and agencies under direct jurisdiction or fiscal control of the County Board, including requiring the periodic submission of organizational charts and departmental activity reports and conducting regular meetings with department heads. Oversees the day-to-day operations of all County government functions ensuring effectiveness and efficiency.	A) Appointed/ Hired a Highway commissioner, and child support director this rating period; reorganized the HR and Finance functions from the Clerk's control to the Administrator through the Administrative Transition Committee; subsequently helped manage transition of a new County Clerk and appointed the new Clerk as a part-time finance officer; helped manage the transition of a new County Treasurer; conducted monthly department head meetings; B) reviewed and provided guidance on weekly payroll issues and decisions, employment policy matters, budget and expenditure related decisions; minimal formal department head performance appraisal, C) Oversaw revision of the Employee Handbook, addendums and the Administrative Manual (strategic goal). D) Worked with the county board chair and supervisory committees to bring appointments to the County Board through the Committee on Committees. E)	A) <u>C</u> omplete annual evaluations on all appointed department heads <u>by June 30th</u> . B) <u>E</u> xpl <u>o</u> re the merger of Land Conservation and Zoning Departments to help promote efficiencies and effective services (anticipating Nov 2022); <u>s</u> tand-up HR and Finance groups to help trouble shoots issues and promote communication and continuity; <u>g</u> et more involved in department operations and an understanding or the mechanics and requirements. C) <u>D</u> evelop Finance and Purchasing Policy in the next rating period (include general ledger definitions, budgeting responsibility, bidding process, purchasing cards, etc.). D) <u>T</u> ake on more appointments as established by statute.
B. Responsible for the overall direction, coordination, and evaluation of the County Administrator's Office. Carries out supervisory responsibilities in accordance with the County's policies and other applicable laws. Responsibilities include		

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<p>interviewing, hiring, and training Department Heads (who are not elected by the people); planning, assigning, and directing work; appraising performance; rewarding and disciplining Department Heads (who are not elected by the people); addressing complaints and resolving problems. Reviews all recommendations for disciplinary suspensions and discharge of all employees.</p>	<p>facilitated Union Negotiations for our WPPA 2022-2024 collective bargaining agreement.</p>	<p>E) <u>W</u>ork with union on possible adjustment to established compensations in light of unforeseen inflation and potential changes in paid time off; <u>t</u>he next negotiations will not be until 2023; <u>c</u>onsider adding John Anderson into the mix more with labor issues.</p>
<p>C. Researches and recommends the establishment and modification of County policies, and interprets and advises Department Heads concerning board policies, directives and expectations. Ensures the policies and programs adopted by the County Board are effectively carried out.</p>	<p>F) I will be withholding a fill on the Veterans Benefits Specialist Position. G) currently planning a long-term financial plan and capital improvement plan. H) Current projects are communicated by frequent reports, current priority is focused on Orientation program for supervisors, Capital Improvement program, long-term financial plan, a control plan, service card /purchasing card program, administrator the ARPA Early Childhood Grant, and implementing a 2023 payroll withholding, *Emergency Radio/Tower Bonding project</p>	<p>F) <u>N</u>ot refilling one of the Clerical Positions of Land Con or Zoning after their merger; <u>a</u>dditional positions will likely be placed in a “no rehire” as we build the financial plan.</p>
<p>D. Appoints the members of all Boards and Commissions, subject to the confirmation of the County Board. Coordinates and actively participates in the selection and appointment process for the committees of the County Board.</p>		<p>G) <u>D</u>eliver recommendations on a financial plan and capital improvement plan as critical assessment of non-mandated functions according to criteria established through the anticipated strategic plan.</p>
<p>E. Acts as a resource for all union negotiations, and actively participates in the development of the County’s negotiation strategy.</p>		<p>H) <u>C</u>urrent arising projects in priority = transition of Ambulance out of the building.</p>
<p>F. In coordination with the oversight committees and department heads reviews and determines whether vacant positions should be filled.</p>		
<p>G. Directs the preparation of all reports, studies, and research as the Board may require concerning operations of the County; prepares plans and programs for the Board’s consideration in anticipation of future needs.</p>		
<p>H. Reviews and signs all contracts for goods and services after review by the Corporation Counsel and department head. Approves all intergovernmental contracts and rental or lease contracts on behalf of the County.</p>		
<p>I. Manages a wide variety of major projects and coordinates the roles of staff in the process.</p>		
<p>3. Strategic Planning & Organizational Improvement.</p>		
<p>A. Makes recommendations, assists the County Board in establishing, and advances the organizational mission, vision, values and identified County goals.</p>	<p>A) Recommended a Mission and Vision Statement through the Strategic Planning Committee which was initially adopted, but after a very short-while was not desired and has significantly complicated the process of adopting a Mission and Vision Statement (less learned for next time) , have facilitated and partook in all strategic planning meetings B) Working with strategic planning committee</p>	<p>A) <u>F</u>acilitate<u>e</u> and partake<u>e</u> in strategic planning committee reviews as well as <u>i</u>nitiate<u>e</u> the work plan and recommending amendments as it progresses.</p>
<p>B. Develops, integrates, and directs the current and long-range strategic plans for all County activities. Uses resources within the</p>		<p>B) Continue working with strategic planning committee in completing and refining goals and objectives.</p>

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County to accomplish organizational goals and objectives and assists in the formulation of those goals and objectives to assure they support the County's mission, vision and values.	in establishing goals and objectives. C) Implemented new procedure for accessing corporation counsel and developing Resolutions and Ordinances for County Board, Changes in County Board rules have put more authority and responsibility on the Administrator with blessing off on expenditures and contracts under \$10,000, D) currently assisting with the ambulance/ emergency management transition, merger of the Land Conservation and Zoning Offices.	C) Continue transitioning the administration-committee/board role from an "ask permission" meetings to, "establish policy, take action, report to committees and allow them the opportunity to change course if dissatisfied" to build the "policy-setter" role,
C. Evaluates, on a continuing basis, the levels of service provided by County Departments and recommends the establishment and/or modification of policies, procedures, or operating standards. Recommends reorganization, improvement, or development of new functions, or abandonment of old functions, to the County Board.		
D. Takes the initiative to propose to the County Board such actions as will contribute to the efficiency, productivity, and overall improvement of County operations.		
4. Budget Preparation and Execution.		
A. Responsible for the preparation and submission of the annual budget and capital improvement program to the County Board.	A) Successful in developing an accepted and adopted 2022 budget, however this budget was based on the use of existing fund balance and will put the county in a more challenging situation for 2021, currently developing a capital improvement program, B) refined the budgeting process with F+P committee with reporting on timelines, guidance language, priorities, and provided financial options to deviate from the Administrator's recommendation, attended all F+P meetings, C) attempts to monitor and control expenditures through authorities under chapter 14 of the county board rules, monitoring expenditure reports and efforts to manage available funds to meet unforeseen expenditure needs, there is room for continued refinement and improvement on this function	A) Work on a 2023 budget with extended financial planning that reaches a balanced revenue/expenditure projection, look to incorporate a capital improvement program into the long-term planning and financial management, B) Continue refinement of the budget process and incorporate more long-range projections to shape annual decisions, create one budget "book/pdf" so all information is in one location
B. Establishes, with the Finance and Personnel Committee procedures, format, and priorities desired in the preparation of the budget. Conducts and schedules budget hearings and meetings on budget requests with the Finance and Personnel Committee. Attends budget meetings and makes recommendations on said budgets.		C) Development, adopt and implement a finance policy to help ensure budget control and monitoring budget performance,
C. Executes the adopted budget, ensuring that all expenditures of County funds are made in strict compliance; reviews all departmental and agency requests or adjustments transfers of budgeted funds with the Finance and Personnel Committee, and the board as necessary		
5. Financial Reports and Planning. In cooperation with the Finance and Personnel Committee		
A. Makes regular reports to the Board, keeping the Board fully advised as to the financial condition of the County and its future financial needs. Recommends such matters to them for their consideration as deemed necessary or advisable for administration and coordination of County functions.	A) makes reports at meetings, but often are oral. Most reports are to the Finance and Personnel Committee, however I did deliver a "Condition of the County" report in conjunction with the 2022 budget, as per Wis Stat. 59.18(5), my relationship remains more tied to Finance and Personnel Committee (as a representative body of most policy and financial items) then directly to the County Board, B) responsible for these, but examination on a daily basis is delegated to staff, C) I do not invest time dedicated specifically to searching out grants, I do relay information provided through WCA or other organizational meetings/information sources as appropriate, D) executed a "note" borrowing for capital improvements of \$1,050,000 through our Municipal Advisor	A) Connect the Board to already available resources B) Gain more examination and oversight through refined reports, policy and continued assistance from the accounting supervisor as the continue their professional development,
B. Directs the examination of all accounts, records and operations of the County, which receive moneys from the County Board.		C) Research grant tracking with fellow administrators of WCA, and have others follow up with writing grants
C. Maintains and provides affected departments with current information on availability of funds and procedures to apply for		D) Preparing for a G.O. Bonding for the Radio/Tower project and potential additional short-term "note" borrowing through our Municipal Advisor

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federal and state grant programs and assists in application for and procurement of such grants.		
D. Develops bonding projects for the County and makes subsequent recommendations for the County Board.		
6. Human Resources		
A. Administers the County's Handbook of Personnel Policies and Work Rules	A) oversaw revisions to the handbook, addendums, and admin manual, B) mostly delegated through staff, C) yes, last termination issued was 01 March 2022, I have been involved with multiple terminations this period including those at the Highway and Sheriff's Departments, D) this remains very decentralized and delegated out to departments,	A) C ontinue to review,
B. Administers the County's employee fringe benefits programs		B) D evelop increased PTO, evaluat <u>e</u> health insurance provider,
C. Reviews all recommendations for disciplinary suspensions or discharges		C) C ontinue reviewing recommendations
D. Develops hiring policies and monitors hiring practices and decisions to ensure that consistent and sound personnel policies are followed.		D) D evelop hiring and termination procedure,
7. Property Management.		
A. Monitors the care and custody of all buildings, grounds and property of the County, and ensures that an accurate inventory of said property is maintained.	A) more heavily involved in monitoring the monitoring the courthouse and UW campus buildings; monitoring is delegated for: Symons, Fair, HHS, Pine Valley, Airport, highway, new ambulance garage and parks, B) working with consultant on closing out the multi-roof project: HHS, Symons and several campus buildings, and have planned the re-roofing of the historic courthouse in the summer of 2022 a full "plan" has not been delivered, C) participated in the new ambulance/emergency management building planning and review of plans	A) D evelop and implement anticipated <u>changes</u> ,
B. Directs the preparation of plans for the management of County properties and for the construction and alteration of physical facilities needed to render County services properly, said plans to be submitted to the Board, recommending the priority of projects.		B) D evelop full capital improvement program plan,
C. Coordinates, with the appropriate committee, the preparation of architectural plans for County buildings and their construction, and allocates space to County departments and agencies.		C) W ork with multiple departments on the renovation of existing ambulance/emergency management spaces after they move into their new building, <u>propose</u> a new space plan for the court house to the Property Committee <u>D) Investigate potential use of East Hall</u>
8. Community & Intergovernmental Relations.		
A. Initiates contact with other state and local governmental agencies, to recognize policy shifts, resolve developing conflicts, identify opportunities for cooperation, explore and evaluate potential operational efficiencies and cost savings.	A) I attend WCA weekly leadership meetings (virtual), and I coordinate for regional administrator meetings on a quarterly basis (Sauk, Vernon and Iowa), I have weekly conversations with either the City Administrator or Mayor, B) serve on the RED board partnered with the City, D) handled multiple county complaints, timely may always be called to question <u>E</u> , Yes, I feel I did this to the best of my ability in this rating period.	A) <u>A</u> ttend a "Northern County" administrator group on Monday mornings prior to WCA meetings, <u>hold</u> monthly meetings between the City Mayor and Administrator and County Administrator and Chair, <u>W</u> ork with Sheboygan County on exploring the "medical services" exemption to the tax levy,
B. Invites other local units of government to cooperate with the County through the establishment of task forces, conference committees, and other similar arrangements.		B) <u>A</u> pproach the City of Spring Green and Lone Rock with notification of the <u>C</u> ounty's intentions to eventually relinquish ownership <u>of the Airport</u> (this date will likely be out a ways with the new federal grant money arriving for the ditch)
C. Handles the public relations affairs of the County and the County Board. Serves as the chief administrative spokesperson for		

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<p>the County, which role is to be coordinated with the County Board Chair, who acts as the chief elected spokesperson.</p>		<p><u>C) Work with the Board Chair to have minimum quarterly appearances on the WRCO Morning Show and/or in other media</u></p>
<p>D. Maintains good community relations, including ensuring timely investigation and response to citizen complaints and inquiries.</p>		
<p>E. Maintains positive, professional, and business-like working relationships with the community and other units of government.</p>		
<p><i>It is unlikely an employee will perform all the duties listed, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive. No provision of this position description is intended to vest any duty, or grant any authority which is vested by law in any other County Officer, Commission, Committee, or Board.</i></p>	<p>Please reference the F+P folder to reference progress on strategic goals and priority initiatives</p>	