



April 3, 2023

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene on **April 4th, 2023 at 5:15 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 (email).

Agenda:

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

Reports:

6. Interview and Selection Process for HR Director
7. Shared Revenue Distribution
8. Finance Policy Development
9. Operations Transition Plan – Administrator Position

Financial:

10. Deficiency Appropriations
11. Response to notification of withdrawal – Economic Development
12. Tri-county airport payments
13. Highway Funding Appropriation Application

Personnel:

14. Contract with Lone Rock for Law Enforcement services.
15. 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, and (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved *and* 19.85(1)(c) & (e) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility or conducting other specified public business; and deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:
 - a. Corporation Counsel, litigation
 - b. Administrator Recruitment Plan and Process
16. Return to Open Session
17. Discussion and possible action on items from closed session

Closing:

18. Future agenda items
19. 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

March 7th, 2023

The Richland County Finance and Personnel Standing Committee convened on Tuesday, March 7th in person and teleconference.

Committee members present included County Board Supervisors Marty Brewer, Steve Williamson, Shaun Murphy-Lopez, Marc Couey, Gary Manning and Tim Gottschall with Melissa Luck and David Turk by WebEx.

Also present was Administrator Clinton Langreck, Assistant to the Administrator Cheryl Dull taking minutes, several County Board members, department heads, county employees and general public. Barb Scott was present from MIS running the teleconferencing.

Not present: Steve Carrow

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 5:15 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 Manning to approve the agenda removing #10, 2nd by Supervisor Couey. All voting aye, motion carried.
4. **Public Comment:** Lacy Sebranek asked to speak about health insurance. Employees were given 19 insurances to choose from. She spent 7 hours calling insurances to pick an insurance for her family, settling with GHC who confirmed with her that Richland Hospital was covered. She then received a letter saying her provider was out of network. She scheduled appointments for her and her family, upon arrival she found out her appointment was cancelled because she didn't have local coverage. This shouldn't fall on the employees to find out where the insurances are accepted. She has since received information from GHC that they have now reached a contractual agreement with Richland Hospital.
5. **Previous minutes:** Hearing no changes, Chair Brewer declared them approved as published.
6. **Wisconsin Counties Association – Spring Conference:** Administrator Langreck presented a summary sheet concerning the Conference. An interesting item was Uniquely Wisconsin which several Administrators spoke in favor of. The center piece of the conference was changes to shared revenue, which on the second day Speaker Vos did speak against. Future actions from Attorney Phillips where, there may need to be amendments made to the Uniformity of Taxation language. Moved by Supervisor Couey to accept the report, 2nd by Supervisor Gottschall. All voting aye, motion carried.
7. **Employer Recruitment Practices Seminar:** Administrator Langreck attended a recruitment seminar. He reviewed what was covered at the seminar including statistics for the working population of Baby Boomers, Generation X, Millennials and Generation Z. The center piece was understanding the workforce is changing. He brought back a book "Winning the War for Talent" which he encourages everyone to borrow to read. Moved by Supervisor Williamson to accept report as presented, 2nd by Supervisor Gottschall. All voting aye, motion carried.
8. **Employee Retention Statistics:** Administrator Langreck presented the reports showing statistics which highlights new hires and terminations. The report shows 5 years of gross pay, bonus calculations and demographics. Tami Hendrickson briefed the committee on why there was elevated terminations. Termed employee and longevity statistic graphs are shared, along with a chart showing current employment compared to national statistics.

Supervisor Turk left the meeting.
9. **Report on Health Insurance Transition:** Administrator Langreck stated that last week the office was contacted about insurance concerns. He felt this was probably the same person we heard from earlier in the meeting. Tami Hendrickson advised the committee that there has been a lot of growing pains with the insurance switch. Every time we think we get things worked out something else comes up. Getting information out to the employees is a struggle because we have no effective way to communicate with them. The only way we currently have is through the department heads which doesn't always flow well. Only 2 of the offered insurances were considered affordable to the employee and are accepted at the Richland Hospital. Also, the County has

Richland County

Finance & Personnel Standing Committee

not received enough insurance booklets from providers to give to employees. Notice for next year is, employees will be responsible to do their own enrollment and COBRA paperwork therefore the County should consider putting in computer terminals so employees can be assisted with enrollment. HRA through EBC is now handled by the employees to get their HRA funds used and it is yet to be determined how that will play out. Employees that have Dean didn't get their health insurance cards by January 1st and replacement cards had to be requested by everyone. Prescription costs are varying by pharmacy. The State does not provide any legal assistance to her which Wallace, Cooper and Elliott had always provided.

Future items to consider, a computer classroom style setup to sign up for insurance for 2025 as the enrollments are in October of 2024. Hopefully the HRA will be worked out by then or the County may need to consider something different. We are hoping our 2nd year will make for smoother enrollment.

Chair Brewer stated our intent was to make things better but it doesn't sound like we have accomplished that.

10. Discussion and possible action on deficiency appropriations resolution: Removed.

11. Discussion and possible action on Employee Longevity and Retire report and recognition: Administrator Langreck stated this is part of our strategic plan. He presented prepared resolutions for retirement and longevity. Complications with implementing this is where to cut off or draw the line. Chair Brewer felt it is long overdue, is needed and necessary. Moved by Supervisor Gottschall to approve the resolutions and present to County Board, 2nd by Supervisor Manning. All voting aye, motion carried.

12. Discussion and possible action on Human Resources Director job description: Administrator Langreck presented the items that are in the folder for support of the Human Resource Director position. Carlson Dettman recommended Grade Q but Administrator Langreck is recommending a Grade P. If it cannot be filled at Grade P he will bring it back to upgrade to a Grade Q. He is looking for a fund transfer from the reduction of the HHS Administration and Building Operations Manager position to help fund the position. Cost is estimated to be \$116,857.67 per year with benefits. There is also a proposed change to the Operation Chart when this is implemented. There are 4 phases planned to the implementation of the position. Discussion followed concerning when a new ERP system is to be implemented, rationalization for the Grade being a P vs. a Q. Discussion also followed on the small HR pockets in other departments and how to fund this position and an Assistant for the HR Director.

Moved by Supervisor Couey to approve the request to approve Human Resources Director job description and approve creating the Human Resources Department, send to County Board for approval with the resolution saying Grade P and publish the ad for employment, 2nd by Supervisor Williamson.

Motion by Supervisor Murphy-Lopez to amend the motion to do a fund transfer from HHS of \$57,893.25 to Administration for what will be the newly created HR position, 2nd by Brewer. Voice vote carried with all voting aye.

Roll call vote requested for the motion with amendments. Supervisors Brewer, Williamson, Couey, Manning, Gottschall and Luck voting aye, Supervisor Murphy-Lopez voting no.

13. Discussion and possible action on Health & Human Services staff changes: Director Clements presented that they are requesting changes to the Staff Authorization table. They are changing the Psychiatric nurse from 2 to 1 position and add APS Crisis Worker as 1. This would be a savings of approximately \$5,000 - \$6,000 per year. Moved by Supervisor Manning to approve the Staff Authorization Table change for HHS, 2nd by Supervisor Williamson. All voting aye, motion carried.

14. Discussion and possible action on Authorization Table Update: Administrator Langreck presented with all the position changes discussed prior, this would update the whole table with adding a Human Resource department and moving the Benefits/Payroll Specialist to the HR Department and striking the HHS Admin and Building Operations Manager. Moved by Supervisor Couey to approve the Staff Authorization Table for the Human Resources position and creation of the Human Resource Department and striking the HHS Admin and Building Operations Manager and send to county board, 2nd by Supervisor Gottschall. Supervisors Brewer, Williamson, Couey, Manning, Gottschall and Luck voting aye. SML voting no. Motion carried.

15. Discussion and possible action on progression of wage schedule for Sheriff's Administrative Assistant to Step 8: Sheriff Porter presented that this is a follow up from last meeting. Susan Curtis has started her 32 year of employment and she is still a step 4, they are requesting to move her up to a step 8. They have worked with Carlson Dettman but have not succeeded with getting something that meets their request. Assistant Dull

Richland County

Finance & Personnel Standing Committee

presented the spreadsheet showing the cost of bringing 15, 20 and 30 year employees up to step 8. Discussion followed concerning the cost of bringing everyone to step 8 and how it fits into the 5-year financial plan. Discussion followed on a compromise to the step 8.

Moved by Supervisor Brewer to approve the step 8 for Administrative Assistant in Sheriff's Department, 2nd by Supervisor Williamson. Supervisor Gottschall felt moving all 30 year employees to step 8 would be more acceptable and with that he would be in favor. Supervisor Luck would like to see this addressed County wide and brought back for discussion.

Moved to amend by Manning to approve a step 6 for the Administrative Assistant, 2nd by Couey. Voice vote for amendment, Supervisor Murphy-Lopez, Luck, Gottschall, Couey voted no; Williamson, Manning and Brewer voted aye. Amendment fails.

Moved to amend by Couey to move all 30+ year employees to step 8, 2nd by Gottschall with discussion. Supervisor Murphy-Lopez has concerns of where the funds will come from for the HR director and the 30+ year move to step 8. Discussion followed on what happens to the people that reach 30 years next year. Luck asked for Administrator Langreck opinion. Langreck recommends against it unless it is being looked at during the budget process, not to take away from Sheriff's Administrative Assistant position. Couey and Gottschall voting aye; Williamson, Murphy-Lopez, Manning, Luck and Brewer voting no. Amendment fails.

Roll call requested for original motion. Chair Brewer voting aye; Supervisor Murphy-Lopez, Couey, Manning, Gottschall, Luck and Williamson voting no. Motion fails.

Supervisor Murphy-Lopez left the meeting.

- 16. 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 – regarding Sheriff's Office personnel:** Moved by Supervisor Manning to move into closed session with all county Board members to remain, 2nd by Supervisor Couey. All voting aye, motion carried with Aaron Wallace designated to remain in the closed session.
- 17. Return to Open Session:** Moved by Supervisor Manning to come out of closed session, 2nd by Supervisor Couey. All voting aye, motion carried.
- 18. Discussion and possible action on items from closed session:** Moved by Supervisor Couey to hire Devon Rupnow in a jailer/dispatcher position with 3-weeks vacation upon start, 2nd by Supervisor Manning. All voting aye, motion carried.
- 19. Future agenda items:** Couey - Discussion moving 30 year employees to step 8 and costing of such. Manning Free membership at Symons for employees that was discussed several years ago. Luck - Merit raises for outstanding employees.
- 20. Adjournment:** Next meeting to be Tuesday, April 4th @ 5:15 p.m. in the County Board Room. Moved by Supervisor Manning to adjourn at 7:41 p.m., seconded by Supervisor Couey. All voting aye, motion carried.

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

Richland County

Finance & Personnel Standing Committee

March 21st, 2023

The Richland County Finance and Personnel Standing Committee convened on Tuesday, March 21st in person.

Committee members present included County Board Supervisors Marty Brewer, Steve Carrow, Melissa Luck, Marc Couey, Gary Manning, and Tim Gottschall.

Also present was Administrator Clinton Langreck, Attorney Michael Windle, Supervisor Kerry Severson and Ingrid Glasbrenner with Assistant to the Administrator Cheryl Dull taking minutes.

Not present: David Turk, Steve Williamson, and Shaun Murphy-Lopez

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 5:30 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. Moved by Supervisor Manning to approve the agenda as posted, 2nd by Supervisor Couey. All voting aye, motion carried.
4. **Closed Session pursuant of Wisconsin State Statute 19.85(1)(c) & (e) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:** Moved by Supervisor Carrow to move into closed session with all county Board members to remain, 2nd by Supervisor Luck. All voting aye, motion carried.
 - a. County Administrator Transition Plan –
5. **Return to Open Session:** Moved by Supervisor Manning to come out of closed session, 2nd by Supervisor Gottschall. All voting aye, motion carried.
6. **Discussion and possible action on items from closed session:** Moved by Supervisor Couey to appoint Clerk Kalish as interim Administrator, pursue recruitment and post the position as presented, 2nd by Manning. Moved to amend by Supervisor Luck to exclude the advertising by the County, 2nd by Carrow. All voting aye, motion carried on amendment.

Discussion followed on timelines and procedure. Motion by Supervisor Couey to withdraw his previous motion and moved to contact the consulting firm to discuss the procedure, 2nd by Manning. All voting aye, motion carried.
7. **Adjournment:** Next meeting to be Tuesday, March 28th @ 6:00 p.m. in the County Board Room. Moved by Supervisor Manning to adjourn at 6:34 p.m., seconded by Supervisor Carrow. All voting aye, motion carried.

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

Richland County

Finance & Personnel Standing Committee

March 28th, 2023

The Richland County Finance and Personnel Standing Committee convened on Tuesday, March 28th in person.

Committee members present included County Board Supervisors Marty Brewer, Steve Carrow, Melissa Luck, Marc Couey, Gary Manning, David Turk, Steve Williamson, Tim Gottschall and Shaun Murphy-Lopez.

Also present was Administrator Clinton Langreck, Attorney Michael Windle, Supervisor Seep, David Bretl & Jon Hochkammer (on-line) from Public Administration Associates (PAA) and Assistant to the Administrator Cheryl Dull taking minutes.

Not present: None

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 6:00 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. Moved by Supervisor Couey to approve the agenda as posted, 2nd by Supervisor Turk. All voting aye, motion carried.
4. **Closed Session pursuant of Wisconsin State Statute 19.85(1)(c) & (e) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:** Moved by Supervisor Manning to move into closed session with all County Board members to remain, 2nd by Supervisor Couey. All voting aye, motion carried.
 - a. County Administrator Transition Plan –
5. **Return to Open Session:** Moved by Supervisor Turk to come out of closed session, 2nd by Supervisor Couey. All voting aye, motion carried.
6. **Discussion and possible action on items from closed session:** A Resolution was presented to the Committee for entering into a contract with PAA for an interim Administrator & services for Recruitment. Moved by Luck to use ARPA funds instead of contingency funds, 2nd by Carrow with discussion. Supervisor Couey moved to amend the Resolution to say up to \$18,200.00, 2nd by Luck. All voting aye on amendment, motion carried. All voting aye on original motion. Motion carried. The emergency procedure provision will be used to expedite the business needed.

Moved to recall the motion to question by Supervisor Murphy-Lopez, 2nd by Carrow. All voting aye, motion carried. Moved by Supervisor Murphy-Lopez to amend the Resolution to add, "BE IT FURTHER RESOLVED that, in accordance with section (n) of Rule 14 of the Rules of the Board, an emergency exists, as determined by a unanimous vote of those Supervisors present, so that this Resolution can be considered by the County Board at its April monthly meeting;" , 2nd by Carrow. All voting aye to amend, motion carried.

Chair Brewer called Mr. Bretl to confirm that a Resolution will be passed to use PAA as the consultants and interim services.

Discussion followed on the Selection Committee.

7. **Adjournment:** Next meeting to be Monday, April 3rd @ 5:15 p.m. by Zoom. Moved by Supervisor Manning to adjourn at 7:40 p.m., seconded by Supervisor Couey. All voting aye, motion carried.

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

Richland County Committee

Agenda Item Cover

Agenda Item Name: Interview and Section Process for the HR Director

Department:	Human Resources	Presented By:	Assistant to the Administrator - Cheryl Dull
Date of Meeting:	4-Apr-23	Action Needed:	Report only
Disclosure:		Authority:	Finance & Personnel/Administrator
Date submitted:	31-Mar-23	Referred by:	
Action needed by no later than (date)	None	Resolution	23-22

Recommendation and/or action language:

Recommend to... report only

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

Ad for the Human Resources Director was posted in the Shopping News and Richland Observer the weeks of March 27th and April 3rd, on the Counties website, Indeed and the Wisconsin Counties Association page.

Application are to be submitted by Monday, April 10th at 3:00 p.m. (or until filled) to Cheryl Dull.

Cheryl Dull will review the applications via an Application Review process that has been established. Applicants must meet at least 4 major criterias to be interviewed.

Cheryl Dull will be schedule interviews the week of April 17th to be performed by a team consisting of Jon Hochkammer, Ingrid Glasbrenner, Tom Rislow, Tricia Clements and Derek Kalish. Selection will be made by the Interview Team.

Reference checks will be completed by Friday, April 21st, with an offer and negotiations scheduled for Monday, April 24th.

An anticipated start date will be Monday, May 8th or after.

Letters of disconfirmation will be sent out the week of April 24th by Cheryl Dull.

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 type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Clinton Langreck

Review:

Clinton Langreck

Richland County Committee

Agenda Item Cover

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Shared Revenue Distribution

Department	Administration	Presented By:	Administrator
Date of Meeting:	04 April 2023	Action Needed:	None (Report)
Disclosure:	Open Session	Authority:	Structure H.
Date submitted:	30 March 2023	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u>

Recommendation and/or action language:

Motion to... (none needed)

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

The November 2022 Distribution – Notice of shared revenues contained a \$42,061.80 adjustment (or reduction) in line 18 “Medical transport deduction.” The question was posed in a recent meeting on why this adjustment/deduction is there. After investigation it was discovered that this adjustment/deduction was a withholding from having to account for the release of a supplemental payment from Medicaid that was previously released to Health and Human Services in compliance with Wisconsin State Statute 49.45 (51) Medical care transportation services.

(a) By November 1 annually, the department shall provide to the department of revenue information concerning the estimated amounts of supplements payable from the appropriation accounts under s. 20.435 (4) (b) and (gm) to specific local governmental units for the provision of transportation for medical care, as specified under s. 49.46 (2) (b) 3., during the fiscal year. Beginning November 1, 2004, the information that the department provides under this paragraph shall include any adjustments necessary to reflect actual claims submitted by service providers in the previous fiscal year.

(b) On the date that is the 3rd Monday in November, the department shall annually pay to specific local governmental units the estimated net amounts specified in par. (a).

The \$42,061.80 of supplemental Medicaid is accounted as an adjustment in context of the two shared revenue disbursements, because it arrives on a separate check in compliance with Wisconsin State Statute 49.45 (51).

Attachments and References:

Check Receipt, Check and Shared Revenue Notice	

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:

Review:

Richland County Committee

Agenda Item Cover

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

STATE OF WISCONSIN
DEPARTMENT OF HEALTH SERVICES
FINANCIAL SERVICES
313 BLETTNER BLVD
MADISON, WI 53784-0001



1 01 01 000066 NNNNNN

220-WIRA 22/320 000066
COUNTY OF RICHLAND
2715 W. FRANK STREET
EAU CLAIRE, WI 54703-2593

NPI/Provider Number: 1568465490
Check Amount: **\$42,061.80
Check Number: 014712715
Date: 11/16/2022

WICK

5064136

STATE OF WISCONSIN
DEPARTMENT OF HEALTH SERVICES
FINANCIAL SERVICES
313 BLETTNER BLVD
MADISON, WI 53784-0001

220-WIRA 22/320 000066

COUNTY OF RICHLAND
2715 W. FRANK STREET
EAU CLAIRE, WI 54703-2593

NPI/Provider Number: 1568465490

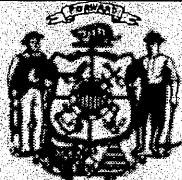
Check Amount: **\$42,061.80

Check Number: 014712715

Date: 11/16/2022

1 01 000066 NNNNNN

THE BACK OF THIS CHECK CONTAINS A SECURITY MARK - DO NOT ACCEPT WITHOUT HOLDING AT AN ANGLE TO VERIFY SECURITY MARK



ForwardHealth
Wisconsin serving you

Department of Health Services
ForwardHealth
313 Blettner Blvd
Madison, WI 53784

079-1160/0759

CHECK DATE	CHECK NUMBER
11/16/2022	014712715

CHECK AMOUNT
**\$42,061.80

THE AMOUNT OF **42,061 DOLLARS AND 80 CENTS

VOID AFTER 180 DAYS

PAY COUNTY OF RICHLAND
TO THE ORDER OF

Kathy K. Blumenfeld

Secretary of Administration

Sarah Jodkowski

State Treasurer

U.S. BANK WAUSAU, N.A.
WAUSAU, WISCONSIN

⑈014712715⑈ ⑆075911603⑆ 520002560⑈

Security Features Included Details on back



Tony Evers
Governor



State of Wisconsin
Department of Health Services

DIVISION OF MEDICAID SERVICES

1 WEST WILSON STREET
PO BOX 309
MADISON WI 53701-0309

Karen E. Timberlake
Secretary

Telephone: 608-266-8922
Fax: 608-266-1096
TTY: 711

52999
DEREK KALISH
COUNTY OF RICHLAND
PO BOX 310
RICHLAND CENTER WI 53581-0310

November 21, 2022

Dear Municipality:

Per Wisconsin State Statute 49.45 (51)(a)(b), we are enclosing a supplemental payment for medical care transportation services anticipated to be provided to Medicaid-eligible recipients between July 1, 2021 and June 30, 2022.

The payment is for ambulance services where a comparable Medicare procedure code exists. The Wisconsin Department of Health Services uses the total number of member trips to determine the payment rate for this supplemental payment.

Refer to the Wisconsin Department of Revenue November 2022 shared revenue payment letter for information on a related shared revenue payment adjustment.

Should you have questions concerning this payment, please contact Wisconsin Medicaid Financial Services at (608) 421-6290.

Wanted to call # → it says its uncollected

Sincerely,

Financial Services

Enclosures





State of Wisconsin • DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE • BUREAU OF LOCAL GOVERNMENT SERVICES • 2135 RIMROCK RD MADISON, WI 53713

Mailing Address:
PO Box 8971 #6-97
Madison WI 53708-8971
Fax: (608) 264-6887
lgs@wisconsin.gov

November 9, 2022

DEREK KALISH
COUNTY OF RICHLAND
PO BOX 310
RICHLAND CENTER WI 53581-0310

Notice of Shared Revenue – November 2022 Distribution

Notice Information

The Wisconsin Department of Revenue (DOR) will distribute the following shared revenue amounts to your local government on November 21, 2022. Under state law, this distribution includes county and municipal aid, utility aid and expenditure restraint program aid (sec. 79.02, Wis. Stats.).

District	COUNTY OF RICHLAND	County	RICHLAND	Co-muni code	52-999
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Payment Summary

Review the back of this notice for a detailed explanation of your payment.

November 2022 Distribution	
1. County and municipal aid	\$954,469.18
2. Utility aid	\$41,693.18
3. Expenditure restraint program aid	\$0.00
4. Total November 21, 2022 Payment (sum of Lines 1-3)	\$996,162.36

Contact Information

If you have questions, contact us at (608) 266-8618 or lgs@wisconsin.gov.

Payment Detail

Review the detail of your November 21, 2022 payment below.

November 2022 Distribution		
2022 Revised Estimate (issued September, 2022)		
1. County and municipal aid		\$1,172,389.39
2. Utility aid		\$48,703.56
3. Expenditure restraint program aid		\$0.00
4. Total Revised Estimate (sum of Lines 1-3)		\$1,221,092.95
July 2022 Payment		
5. County and municipal aid (15 percent of Line 1)		\$175,858.41
6. Utility aid (15 percent of Line 2)		\$7,010.38
7. Expenditure restraint program aid (100 percent of Line 3)		\$0.00
8. Total July 2022 Payment (sum of Lines 5-7)		\$182,868.79
November 2022 Payment Before Adjustments		
9. County and municipal aid (Line 1 less Line 5)		\$996,530.98
10. Utility aid (Line 2 less Line 6)		\$41,693.18
11. Expenditure restraint program aid (Line 3 less Line 7)		\$0.00
12. Total November 2022 Payment Before Adjustments (sum of Lines 9-11)		\$1,038,224.16
Adjustments	Total	Applied
13. Manufacturing assessment fee	\$0.00	\$0.00
14. Mass transit grant reduction	\$0.00	\$0.00
15. Tax Increment District annual report late filing fee	\$0.00	\$0.00
16. County child welfare reduction	\$0.00	\$0.00
17. Levy limit penalty (includes 2021 and prior years)	\$0.00	\$0.00
18. Medical transport deduction	\$42,061.80	\$42,061.80
19. Basketball stadium reduction	\$0.00	\$0.00
20. Total Adjustments (sum of Lines 13-19)	\$42,061.80	\$42,061.80
2021 Recast Corrections		
21. County and municipal aid correction		\$0.00
22. Utility aid correction		\$0.00
23. Expenditure restraint program aid correction		\$0.00
24. Total 2021 Recast Correction		\$0.00
Final November 2022 Payment		
25. County and municipal aid (sum of Lines 9 and 21 less applied adjustments)		\$954,469.18
26. Utility aid (sum of Lines 10 and 22 less applied adjustments)		\$41,693.18
27. Expenditure restraint program aid (sum of Lines 11 and 23 less applied adjustments)		\$0.00
28. Total November 21, 2022 Payment – this is the total amount listed on Line 4 on the front of the notice (sum of Lines 25-27)		\$996,162.36
29. Remaining adjustments – this amount is deducted from future shared revenue payments (total adjustments less total applied adjustments)		\$0.00

Richland County Committee

Agenda Item Cover

Agenda Item Name: Finance Policy Development

Department	Administration	Presented By:	Administrator
Date of Meeting:	04 April 2023	Action Needed:	None (Accept)
Disclosure:	Open Session	Authority:	Structure C.
Date submitted:	30 March 2023	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u>

Recommendation and/or action language:

Motion to... (no action needed)

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

In efforts of improving our financial practices and fostering consistency across the organization, a Financial Policy has been Drafted and circulated for financial staff and department head feedback. A brief walk-through on the DRAFT policy is intended in this meeting to share some of the key elements, and provide the committee an opportunity for discussion and feedback as we begin to finalize a draft for possible resolution. (Please see attached DRAFT document)

Attachments and References:

DRAFT Financial Policy	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Created Date

Richland County Financial Policy

Cheryl Dull
ASSISTANT TO THE ADMINISTRATOR

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INTRODUCTION

PURPOSE

The purpose of this manual is to:

- Provide Richland County with a tool to improve the financial management and integrity of County programs and services.
- Standardize fiscal procedures and practices where appropriate.
- Provide minimum fiscal management requirements.
- Serve as a training guide to employees.

The manual is intended to serve as a basic guide to proper financial and accounting procedures. Any departmental policies are expected to implement proper fiscal management consistent with this document.

QUESTIONS

Questions will arise regarding materials that appear in this manual. If the questions cannot be answered within the manual itself, the questions should be brought to the attention of the County Administrator or Finance Officer.

GOVERNMENTAL ACCOUNTING PRINCIPLES

PURPOSE

The purpose of this section is to introduce the user to basic accounting concepts and principles as they relate to governmental accounting in general and to Richland County in particular. With the assistance of the auditors, the County shall adhere to any and all applicable GASB regulations. Statute indicates resources which a municipality is permitted to receive and expressly and/or implicitly states the purposes for which those resources may be used.

Richland County is independently audited each year and as such, is required to follow generally accepted accounting principles, which are discussed briefly in this section. For a more detailed discussion of generally accepted accounting principles, refer to the publication Financial Statements with Independent Auditor's Report, which can be obtained from the Finance Officer.

FUND ACCOUNTING

Richland County utilizes fund accounting. Each fund operates independently under normal "double entry" accounting rules.

TYPES OF FUNDS

The following is a description of each major category of funds or account groups used in Richland County.

Governmental Funds					Proprietary Funds		Fiduciary Funds			
General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Permanent Funds	Enterprise Funds	Internal Service Funds	Private-Purpose Trust Funds	Pension (& Other Employee Benefits) Trust Funds	Investment Trust Funds	Agency Funds

❖ **Governmental Funds**

- **General Fund.** The General operating fund of the County. It is used to account for all financial resources except those required to be accounted for in another fund.
- **Special Revenue Fund.** The Special Revenue Funds are used to account for the proceeds of specific

revenue sources that are legally restricted to expenditures for specified purposes. When grants require a separate fund, a special revenue fund should be established for each grant.

- **Debt Service Fund.** The Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.
- **Capital Projects Fund.** Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds or special revenue funds). Capital projects funds are to be established when projects are financed wholly or in part with borrowed money, intergovernmental revenues, private donations or when they are legally mandated.

❖ **Proprietary Funds**

Enterprise Funds. The Enterprise Funds are (a) financed and operated in a manner similar to private business enterprises where the intent of the County is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the County has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriated for capital maintenance, public policy, management control, accountability, or other purposes.

Internal Service Funds. The Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments of the County, or to other governmental entities on a cost reimbursement basis.

❖ **Fiduciary Fund Types (Not currently used)**

Fiduciary Fund Types are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, and other governmental units. These include:

Trust and Agency Funds. Trust funds include expendable trust funds, nonexpendable trust funds and pension trust funds.

Agency Funds. They are custodial in nature and agency fund assets always equal agency fund liabilities.

Pension (and other employee benefit) Trust Fund. To account for resources that are required to be held in trust for the members and beneficiaries of defined benefit pension plans, defined contribution plans, other post-employment benefit plans, or other employee benefit plans.

Investment Trust Funds. To account for the external portion of investment pools and individual investment accounts that are held in a trust that meets the following criteria: the assets are (a) administered through a trust in which the government itself is not a beneficiary, (b) dedicated to providing benefits to recipients in accordance with the benefit terms, and (c) legally protected from the creditors of the government.

❖ **Fixed Assets and Long-term Liabilities Account Groups**

- **Fixed assets.** Fixed assets which are not accounted for in proprietary fund operations or in trust funds are accounted for in the general fixed asset account group.
- **Long-term Liabilities.** Long-term liabilities of Richland County are not recorded in the general ledger and are only reported in the notes section of the annual audit report.

ACCOUNTING POLICIES

PURPOSE

The purpose of this section is to outline and explain the various accounting policies utilized by Richland County. These policies define the methods of presenting financial information in the County.

APPROPRIATION AND REVENUE CONTROL POLICY

Department Heads and designated account/fund managers are responsible for their respective department's expenditures and revenues in comparison to budget. Oversight Committees are responsible for monitoring for compliance. Expenditures beyond department (or fund) allocation are unauthorized without appropriation adjustments by transferring journal entry or balancing budget amendment.

Budget reviews are used to control appropriations. They are also used to monitor that revenues of the County are realized in a timely manner in accordance with budget expectations.

- **Timing of Review.** A comparison of the budget to actual expenditures is conducted both on a monthly basis and at year-end.
- **Method of Performing Review.** Actual accounting expenditures and revenues are compared to the planned budget level to determine problem areas. If actual appropriations are exceeded and/or actual revenues are significantly below budgeted levels, a problem exists and, the department head is required to inform the supervising committee by preparing a written corrective plan to resolve or alleviate the problem.
The written corrective plan should be approved by the supervising committee and forwarded to the Finance & Personnel Standing Committee.
- **Level of Appropriation Control.** Appropriations are controlled in the department’s budgets at the account level; however, Supervising and Finance & Personnel Standing Committees shall be informed of deviations as stated above.

The Department head shall be responsible for monitoring departmental expenditures and revenues with budget expectations on a monthly basis. All financial and budget concerns should be brought to the attention of the Finance & Personnel Standing Committee on a timely basis.

CAPITAL COSTS

Capital costs are expenses for fixed assets such as land, land improvements, building and equipment. The county capitalization thresholds, to comply with GASB Statement #34, are as follows:

	<u>Tracking and Inventory</u>	<u>Capitalize and Depreciate</u>
Land	\$1	Capitalize only
Land Improvements	\$1	\$5,000
Building	\$1	\$5,000
Building Improvements	\$1	\$5,000
Construction in Progress	\$1	Capitalize only
Machinery and Equipment	\$1,000	\$5,000
Vehicle	\$1	\$5,000
Infrastructure	\$50,000	\$5,000

Fixed assets are required to be reported on a government’s balance sheet. Fixed assets for Governmental Activities Funds are only depreciated for GASB purposes using above guidelines.

Fixed assets for Business Enterprise Funds (Pine Valley Community Village and Highway) are depreciated under the GAAP (Generally Accepted Accounting Principles) as applied to government units and will not have the dollar restrictions as listed above.

These fixed asset costs are expensed annually by depreciation expense over the useful life of the asset using the straight-line method for GASB purposes. Fixed assets with short useful lives and small monetary value are reported as an “expense” in the period in which they are acquired.

For additional information, refer to the following manuals. The below listed manuals are available for reference from the Highway Department and Health and Human Services offices.

- Highway Department – “Uniform Cost Accounting System for Wisconsin County Highway Departments”
- Department of Health & Human Services and Pine Valley Community Village – “Financial Management Manual” by Wisconsin Department of Health and Family Services

DEPRECIATION POLICY

Explanation. In accordance with generally accepted accounting principles, depreciation of fixed assets is required

in the proprietary funds of government and must be shown on the operating statements of these funds. Depreciation is also used in examining or determining the full cost of a project or program. It is also a necessary cost of business when establishing user rates for services.

Definition. Depreciation represents the expiration in the service life of fixed assets attributable to wear and tear, deterioration, and obsolescence. It represents the portion of the cost of a fixed asset, which is charged as an expense during a particular period or fiscal year.

Method of Depreciation. Richland County utilizes the straight-line method of depreciating fixed assets. This method takes the cost of the fixed asset, less salvage value, and prorates it over the useful service life of the asset. Through this process, the entire cost of the asset is ultimately charged off as an expense. This is tracked by an adjusting journal entry made by the auditors.

Service Lives of Assets. The County's fixed asset system can accommodate any service life selected for an asset. A service life can be different from a similar asset if you have a basis for such determination.

Budgeting for Depreciation. Depreciation is entered as an expense and offset as an abatement in the same budget. This recognizes the non-cash nature of this expense.

Only capital expenditures are part of the net budget of the County.

Even though depreciation is not recognized in the net budget, it should be recorded in the operating accounts with an offset to accumulated depreciation in the general ledger.

INTERNAL CONTROL

The control over assets is the responsibility of management and the Supervising Committee.

INVENTORY SYSTEMS

All asset inventory systems are to be updated annually for any additions or removals. Asset inventory records are to be kept in the Office of Finance.

When a new asset is placed in service a "Capital Asset Worksheet" (Exhibit A) should be filled out. When an asset is disposed of a "Capital Asset Disposal" (Exhibit B) should be filled out. Both forms will be piloted starting in the year 2024 and filed with the County Clerk.

All fixed assets should be properly labeled or tagged as property of Richland County.

CHART OF ACCOUNTS

PURPOSE

The chart of accounts is a systematically arranged list of accounts applicable to an accounting system, giving account names and numbers. Richland County's accounting system consists of three ledgers (general, revenue, and expenditure). The length of the account number varies by ledger. The account numbers for accounting and their specific use is explained below.

RICHLAND COUNTY'S ACCOUNT STRUCTURE

FUND	DEPARTMENT	PROJECT	SERVICE (EXPENSE/REVENUE)
XX	XXXX	XXXX	XXXX

Every funding string has four basic elements. Example: 10.4200.0000.4206 or 10.5141.0000.5319. Fund: 10; Department: 4200 (Intergovernmental grants or revenues) or 5141 (County Clerk); Project: 0000 (used when needed to further classify); Revenue: 4206 (State Shared Revenues) or 5319 (Supplies).

Revenues begin with a 4, ex. 4200-4900, expenses begin with a 5, ex. 5110-5929.

ADDING/AMENDING/REMOVING ACCOUNTS

To remove or amend any lines in the chart of accounts, requests should be submitted to the Accounting Supervisor for review and approval.

The Finance Director and Accounting Supervisor shall oversee the process of creating accounting numbers or funds within the county's general ledger. To establish a new account/fund number, a written request shall be submitted to the Finance Director and Accounting Supervisor stating the reason the new account number is needed, the desired name of the new account, and to what fund it shall be placed in. Once reviewed and approved by the Finance Director, the Accounting Supervisor will create the account/fund number within the county's general ledger. Account/fund numbers will be modeled after the current accounting structure and all governmental and GAAP standards. Preference is given to the creation of lapsing funds. The creation of new non-lapsing funds may require additional documentation before establishment of the fund is approved by the Finance Director.

ACCOUNTING PROCEDURES

I. JOURNAL ENTRIES

PURPOSE

Journal entries are to be used to record accruals, prepaid items, correcting entries, reversing entries and charges between county departments.

PROCEDURES

All journal entries must be submitted to the Accounting Supervisor for review and approval. If approved, the Accounting Supervisor will enter the journal entry into the financial system.

The form should be complete when submitted as follows:

1. Date
2. Account Number – Debits or Credits
3. Amount – Debit or Credit
4. Purpose, Description and Explanation
5. Authorized and Signed by – Department Head or Designee

TRANSFER OF FUNDS

Internal fund transfers are permitted within the same department. Transfers between unrelated departments go through the County Administrator, who will report to the Finance & Personnel Committee and, if necessary, to the County Board.

Journal entries must balance (Debits=Credits).

No journal entries to cash accounts (#1110) unless canceling a check or receipt and to adjust for transfers between funds to balance cash in the appropriate funds. See example below:

<u>DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>DEBIT</u>	<u>CREDIT</u>
Cash – General Fund	10.0000.0000.1110	\$ 1,000	
Revenue Account	10.4###.####.####		\$ 1,000
Expenditure Account Cash – Hwy Fund	71.5###.####.####	\$ 1,000	
Cash – Hwy Fund	71.0000.0000.1110		\$1,000

DEFICIENCIES APPROPRIATIONS

A deficiency occurs when an account or fund is overspent. A deficiency appropriation is a transfer from the General Fund's (Fund 10) fund balance to the overspent account or fund. Preliminary deficiency appropriations shall be reviewed by Accounting Supervisor and County Administrator by the close of business on January 31st. A second review shall be conducted by the close of business on the last day in February. For accounts or funds that are overspent, the County Administrator, with assistance from the Accounting Supervisor, shall obtain a written

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statement from the individual(s) responsible for budget oversight that explains the reason for the deficit. The explanations and a listing of deficient accounts or funds shall be shared with the Finance & Personnel Standing Committee for review during the regularly scheduled meeting in March. The Finance & Personnel Committee shall decide which accounts or funds a deficiency appropriation shall be made for and forward their recommendations via resolution to the County Board for approval at the regularly scheduled County Board meeting in March. Once approved by County Board, the Accounting Supervisor shall make the journal entries for the appropriations as approved. Deficiency appropriations shall be posted to the fiscal year in which the deficiency occurred. Preference is given to post deficiency appropriation journal entries no later than April and/or before financial reports are given to the auditors for the completion of the county's annual audit.

II. ACCOUNTS RECEIVABLE

PURPOSE

Accounts receivable is used to record revenues in the period in which they are earned. In most cases within the county these accounts are used only at year-end. Other accounts receivable includes billings to patients or clients and billings to the state for work done on a monthly basis.

PROCEDURES

At year-end, each department must determine the revenues that have been earned in the current year but will not be received until the following year.

The financial computer system will automatically handle accounts receivable if flagged properly – @FY@. The deadline for items to be included in accounts receivable is the last working day in February.

Any amounts that have not been receipted with a @FY@ by the last working day of February that would need to be properly recorded for the prior year may need to have a journal entry recorded.

It is the responsibility of each department to reconcile their accounts receivable accounts and provide information or journal entries as needed to the Accounting Supervisor.

Any voucher presented for payment 90 days or older requires a written letter of explanation from the Department Head as to why the submission has exceeded the 90-day threshold.

III. ACCOUNTS PAYABLE

PURPOSE

This account includes liabilities on open account owing to private persons, firms, or corporations for goods and services received by a municipality.

Accounts payable must be recorded at the close of the year to report expenditures/expenses in the year they are incurred. For interim reporting purposes accounts payable should be recorded monthly.

The balance in this account should be supported by a detail accounts payable ledger or by a list of vouchers.

PROCEDURES

Bills are paid in accordance with rule #14 in the Rules of the Board. All expenditures approved by County Board must be accompanied by an applicable Resolution(s) and documentation.

It is the responsibility of each department to reconcile their accounts payable accounts and provide information or journal entries as needed to the Accounting Supervisor.

At year-end each department must determine the expenses incurred in the current year that will not be paid until the following year.

The financial computer system will automatically handle accounts payable if the voucher is flagged properly – @FY@ in the description field. For items to be included in accounts payable they must be submitted to the Accounting Supervisor in a timely manner for processing by the last voucher day of February.

Any amounts that have not had a voucher paid with a @FY@ by the last voucher day of February that needs to be properly recorded for the prior year may need to have a journal entry recorded. Contact the Accounting Supervisor in this situation.

NEW VENDOR SETUP

To set up a new vendor, a copy of the most current and completed IRS form W-9 "Request for Taxpayer Identification Number and Certification" must be received by the Accounts Payable Specialist. Payment to the vendor will not occur until the W-9 has been received and entered into the financial system. The department requesting a new vendor be added is responsible for collecting this form from the vendor and forwarding it on to the Accounts Payable Specialist. A W-9 is used to verify the address of the business, the vendor's taxation status/1099 eligibility, and contains the information needed to set them up as a vendor in the financial system. The Accounts Payable Specialist shall track all vendors to ensure vendors are built into the system correctly and that duplicate vendor numbers are not used. Vendor numbers are assigned in ascending numerical order. The Federal Employer Identification Number must be notated on the appropriate line of the "Primary Information" screen in the vendor profile. If the business's tax status code is N-01, it must be flagged as such on the "additional information" screen of the vendor profile. If the remit address is different from the mailing address, the "payment address" section of the vendor profile must be completed with this information. A vendor number will be given to the department making the request after the information has been added to the tracker, vendor master list, and the financial system.

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MULTIPLE DEPARTMENT BILL PROCESS

Multi-department bills are recorded on a voucher form within the Accounts Payable-Deputy County Clerk documents. The voucher is filled out following the information listed on the bill. Department Heads shall inform the Accounts Payable Specialist of any changes in the billing status of multi-department bills. Once the bill had been paid, a scanned copy of the voucher and paid bill must be emailed to the Department Head and/or Billing Clerk of each department with charges on the voucher/bill. Changing in funding codes must be approved by the applicable department. If one department buys a supply for another department with their county issued credit card, the correct departmental funding code must be supplied to the Accounts Payable Specialist by the specific department.

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CASH RECEIPTS

PURPOSE

Departments housed in the courthouse shall remit monies directly to the County Treasurer no less than weekly.

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DEPARTMENT PROCEDURES

All departments must follow the following procedures:

1. All receipts by departments shall be recorded by issuing a numbered receipt.
2. Payments should not be made from cash receipts. All bills should be paid by check.
3. Do not cash any checks received. Deposits made to the County Treasurer must be in the exact form (i.e., cash and checks) as the department received them.
4. All checks shall be endorsed by the department, and submitted to the County Treasurer as stated above.
5. Prepare an adding machine tape of the check receipts. Make a subtotal after the checks, and then list the amount of cash and a total of the deposit. Indicate on the deposit the general ledger account distribution. The amount of the deposit must be equal to the total of receipts issued by the department.
6. Deliver to the County Treasurer's Office and obtain a receipt.
7. The monthly cutoff for deposits with the County Treasurer is 2:00 p.m. on the last working day of the month. Deposits made after this deadline will be credited to the following month.

Deposits must be made weekly regardless of the amount collected. Out of courthouse departments shall remit monies to the County Treasurer at least twice monthly.

INVESTMENTS

Richland County cash is invested by the Richland County Treasurer in accordance with the County adopted Investment Policy.

CASH DISBURSEMENTS

I. VOUCHERS

PURPOSE

Section 59.52(12) of the Wisconsin Statutes requires the County Board to examine and settle all accounts of the County and all claims, demands or causes of action against the County and issue county orders therefore. Richland County follows Wis. Stats. 59.52(12) and 66.0135 when disbursing funds for the settlement of accounts and claims against the county.

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PROCEDURE

The following procedures must be followed for Richland County to comply with the prompt payment law.

1. All orders for goods or services shall be by invoice or contract.
2. All invoices must be date stamped upon receipt. This procedure will allow us to properly track invoices to ensure timely payment.
3. Departments must submit a completed voucher, with respective invoices attached and allowable discounts taken, to the Accounts Payable Clerk for payment within 2 working days of receipt. Vouchers are paid every Tuesday and Thursday. Vouchers submitted to the Accounts Payable Clerk by Friday at 4:30 p.m. will be prepared for payment the next Tuesday. Recurring general and administrative operating expenses will be paid immediately with most other type bills being sent to audit for approval on the 3rd Monday.
4. Exceptions to the above, the Highway Dept., Health & Human Services, and Pine Valley Community Village. Those vouchers are processed as needed when received.

For all purchases from vendors who do not have an authorized account, the issued purchase cards should be used or contact the Finance Officer.

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Any voucher received by the Accounts Payable Clerk that does not have supporting documentation, original invoice, and department head or designee signature, will not be paid. Exceptions are Health & Human Services, Pine Valley Community Village and the Highway Dept., who submit either vouchers or voucher schedules authorized by department head or designee with no supporting documents per county board resolutions. The above listed departments shall be brought into the system as submitted to the Accounts Payable Clerk.

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If a department fails to submit an invoice for payment in a timely manner to process for payment by the due date, the department head must contact the Finance Officer to process the payment of any interest due or late charges. All interest and late fees will be charged to the department and reported to supervising committee and Finance & Personnel Standing Committees.

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The Finance & Personnel Standing Committee at any regular meeting may request to see supporting documentation of any department.

II. MILEAGE / MEAL / PARKING REIMBURSEMENT

All requests for mileage / meal / parking reimbursement must be made as follows:

1. A properly completed Statement of Expenses Incurred form must be submitted to the Payroll and Benefit Specialist. (See Exhibit E)
2. Attach itemized receipts for all meals separately. If an itemized receipt is not included with the voucher, payment will be denied. Employee's attending the same function should pay for their own meal(s) and not combine with another employee so that daily reimbursement can be determined as being met or exceeded.
3. Meal reimbursement amounts are for the employee's meals only.
4. For mileage reimbursement, the trip meter should be used to accurately record miles, or odometer readings must be indicated to accurately calculate mileage.
5. To meet the adequate accounting rules, the mileage needs to include the day, the place, the mileage and the county business purpose.
6. In the event an employee has to pay for parking, a parking receipt must be included with the voucher.

- 7. Reimbursements will be processed the next payroll cycle after submission.
- 8. Out of state travel must be approved by the County Administrator prior to the event.

III. SPECIAL CHECKS

PURPOSE

Special checks cannot be used to pay mileage or meal vouchers if they missed the regular payroll period cut off. Special checks are only for extraordinary or unusual expenditures that arise and payment needs to be made immediately.

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PROCEDURES

When it is determined that a special check is needed, the below listed procedures must be followed.

- 1. Contact the Finance Officer for authorization to process a special check.
- 2. Prepare a Statement of Expenses Incurred and attach respective invoices.
- 3. Submit the voucher to the Payroll and Benefit Specialist for payment.

IV. PETTY CASH REIMBURSEMENT

PURPOSE

The petty cash fund provides a means of making change for a cash payment and for minor items of expense when it is not practical to pay these items using the voucher disbursement. However, whenever possible, payment for invoices should be processed through the voucher disbursement process. Petty cash is not to be used to reimburse employees for expenses. At no time should money from cash receipts be used as petty cash.

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PROCEDURES

Prepare a voucher and attach respective receipts. List on the voucher the account numbers to be charged and the amounts. The total on the voucher must equal the attached receipts.

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Receive department head approval and submit voucher to the Accounts Payable Specialist for reimbursement.

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PURCHASING

GENERAL

Richland County uses a centralized purchasing for most office supplies at a reduced rate from the County Clerk. A list of centralized purchase items can be obtained from the County Clerk. The Clerk may be able to purchase other items not listed at a reduced rate, so contact should be made with the Clerk prior to purchasing. Larger items that are not on the centralized list are purchased by the departments on their own following the County guidelines.

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There are currently no purchasing thresholds established other than the ones established by 59.52 (29) and 66.091 of the Wisconsin Statutes regarding public works. Purchasing thresholds are established by the annual approved County Budget as administered by the respective Department Heads and as overseen by the respective oversight committee.

PURCHASING RULES AND REGULATIONS

See Bids and Contracts Policy

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The Assistant to the Administrator shall solicit bids for discounted office supplies with an office supply vendor. In lieu of soliciting a bid, the state contracted vendors may be used.

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All purchases of data processing equipment, including hardware and software, will be made through the Finance Officer or the MIS Department in accordance with the Technology Policy. This is to ensure the compatibility of the requested equipment and the mainframe computer system.

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All office equipment purchases in the annual budget will be coordinated through the County Administrator or their designee in an attempt to gain savings and consistency through quantity purchasing.

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At times it may become necessary to make an emergency purchase. An emergency purchase shall be deemed to exist when an essential product or service is required or when unforeseen circumstances arise, including delays by contractor, delays in transportation, unanticipated volume of work and disasters. If an emergency purchase is required, the department head shall notify the County Administrator and Supervising Committee Chairperson. A written explanation of the circumstances will then be given to the supervising committee at the next meeting.

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It is the responsibility of the department heads to:

- Ensure that there are funds budgeted to pay for purchases
- Report to the supervising committee any purchasing deviations from line items budgeted
- Document the receipt of all merchandise or services purchased with such documentation evidenced by the department head or designee signature on the invoice submitted for payment
- Properly record purchases made under the proper line item account code.
- Properly signed vouchers with invoices attached must be submitted to the Accounts Payable Specialist for payment.
- Tax Exempt - Departments must request a Wisconsin Sales and Use Tax Exemption Certificate from the County Clerk or Deputy County Clerk. The department must supply the full name and mailing address for the company that they are purchasing from. The document will be filled out and signed by the County Clerk or Deputy County Clerk and will be returned to the department putting in the request. This document must be filed with the company named on the form.

PAYROLL

The County is divided into nine payrolls. Six of the payrolls have a 2-week pay period with Pine Valley Community Village and Highway being paid one week. General County Government, Health & Human Services, Sheriff, and Symon's being paid the opposite week. County Board/Committee members, Coroner and paid on call Ambulance personnel are paid once a month. The Fair is paid once a year in the month following the fair.

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PAYROLL PROCEDURES

In the case of an absence, each employee shall complete and sign an individual timesheet and submit the timesheet to the department head/supervisor. Department heads or designee of the Department Head will review the timesheet for compliance with personnel policy prior to approving and signing the timesheet. Electronic signatures are acceptable on timesheets.

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Due to holidays, payroll submission and distribution times may need to be modified. The Payroll and Benefits Specialist will notify the affected departments with instructions on submission time deadlines. In the event a holiday falls on the pay day, the pay day will be moved to the business day prior.

❖ Health and Human Services

Timesheets, Pager Call-out hours and reimbursements must be turned in to their Supervisor by 9 a.m. on the Monday after the pay period ends for review and signature. The Supervisor must submit the approved timesheet to the Department Head or Designee by noon of the same day. Absence sheets and all payroll related worksheets are to be alphabetized by department and turned into the Payroll and Benefit Specialist no later than the noon on Wednesday of the same week.

❖ General County (Bailiffs, Courthouse, Ambulance, Fair, MIS, UW Extension & UW Food)

Time/absence and reimbursement sheets for the general county payroll must be reviewed, signed and alphabetized by Department Heads. Department Heads must submit the approved time/absence sheet to the Payroll and Benefits Specialist by noon on Monday after the pay period has ended.

❖ Pine Valley Community Village & Highway

Payroll for the Pine Valley Community Village employees should be electronically submitted to the Payroll and Benefits Specialist by 3:30 pm on Monday after the pay period has ended. Payroll for the Highway Department should be electronically submitted to the Payroll and Benefits Specialist by 1:30 p.m. on Monday after the pay period ends. If an issue arises and this is not possible, the Payroll and Benefits Specialist should be contacted and a time frame worked so that payroll may be completed in a timely manner. A completed cover sheet, with the total hours

and earnings for payroll should accompany the submission.

❖ **Monthly payrolls**

County Board and Committee Member per diem slips are to be turned in to the County Clerk by the last business day of each month for each member that attended a meeting(s) that month.

Coroner timesheets are to be filled out and turned in to the Coroner by noon the first day of the month for review, approval and signature.

Ambulance timesheets are to be filled out and turned in to the Ambulance Director by noon the first day of the month for review, approval and signature.

The Payrolls paid once a month are to have their timesheets turned in to the Payroll and Benefits Specialist no later than the first third business day of the month for the preceding month.

Fair timesheets are to be turned in to the Fair Coordinator once they have completed working at the fair. Timesheets must be reviewed, approved, signed and submitted to the Payroll and Benefits Specialist by the end of the month that the Fair occurred in.

Monthly payrolls are paid the Friday before the third Monday of each month.

GENERAL NOTES

The Payroll and Benefits Specialist or designee will contact the departments regarding corrections or problems.

All Payrolls shall be completed and ready for transmittal to the financial institution by 11:00 a.m. on the Wednesday preceding payday.

Direct deposit stubs will be uploaded to the ESS site to be visible on the payroll pay date.

Direct deposit shall be credited to accounts by 9:00 a.m. on Friday of pay week.

If a paycheck is to be picked up by someone other than the employee, there must be written documentation submitted to the Payroll and Benefits Specialist which shall include a statement signed and dated by the employee naming the person to pick up the check and date(s) for pickup noted. The person picking up the employees pay check must provide proof of identification before the pay check can be released.

For any discrepancies in department financial reports containing payroll budget line items, contact the Payroll and Benefits Specialist.

COUNTY GRANTS

PURPOSE

The purpose of a Grant policy is to ensure the County's funds are appropriately spent in the most cost effective manner and that the purchase has been approved by the required administrative hierarchy.

See County Grant Policy.

BUDGET PROCESS

BUDGET

The budget is a legal document establishing the upper limit on spending as well as the amount of projected revenue to be realized in a given year. Richland County adopts a budget at the fund and department level.

The budget is the primary tool of local government for monitoring financial resources. Contained in the budget are decisions regarding its operation. When the budget is adopted, it represents the financial plan for operating the government in the coming year.

The major difference between a government and a business budget is the governmental budget is adopted by a majority of the County Board and, therefore, budgetary control is essential.

The adopted budget sets both revenue and appropriation levels along with the amount of taxes that are to be levied in the County and apportioned to its municipalities.

Supervising committees and the Finance & Personnel Standing Committee review budgets before forwarding the recommended budget to the County Board of Supervisors. While the County Administrator retains responsibility for the submission of the annual budget to the board under Wis Stat. 59.18(5) the Finance and Personnel Standing Committee shall recommend the budget to be submitted.

The Richland County Budget will comply with regulations found in Wis Stat. 65.90.

BUDGET PROCEDURES

The annual budget procedure shall be directed by the County Administrator. The order of events and time-lines may deviate based on the needs of the organization in any given year, but should include these elements:

- Condition of the County Report – From the County Administrator
- Strategic Plan Reference
- Review and update the 5-Year Financial Plan – Led by the Administrator
- Review and update of the Capital Improvement Plan– Led by the Administrator
- Short-term Note Borrowing Plan
- Negotiations with Collective Bargaining Units – in years of CBA renewals
- Development and Distribution of the Appropriations Request Guidance Letter, Worksheets and Supporting Forms
- Department Submitted Worksheet and Supporting Forms
- Administrator Review
- Budget presentation by the Administrator to the Finance and Personnel Committee
- Budget recommendation from the Finance and Personnel Committee
- Public Notification – by the County Clerk
- Budget Hearing – before the County Board
- Resolution to Adopt the Annual Budget
- Submission and Publication

INTERNAL CONTROL

PURPOSE

A plan of organization under which employees' duties are so arranged, recorded and procedures so designed as to make it possible to exercise effective accounting control over asset, liabilities, revenues and expenditures. Typically, the work of employees is subdivided so that no single employee performs a complete cycle of operations. Moreover, under such a system, the procedures to be followed are documented and require proper authorizations by designated officials for all actions to be taken.

PROCEDURES

Each department shall develop an organizational chart clearly defining lines of authority and responsibility.

To the extent possible, all financial and accounting responsibilities must be segregated so that no one individual has complete authority over an entire transaction.

Official accounting reports must be prepared or checked by persons other than those responsible for operations for which the report is prepared.

Each department shall review monthly financial reports to monitor revenues and expenditures in comparison to adopted budget.

Each department shall reconcile monthly revenues and expenditures to the financial reports provided by the Accounting Supervisor, any discrepancies found should be brought to the attention of the Accounting Supervisor.

The County Treasurer shall reconcile bank accounts monthly. A copy of the reconciliation shall be forwarded to the Accounting Supervisor at the end of each quarter and at year-end. Reconciliation between the Treasurer and the Accounting Supervisor shall incur by the close of the business day on the first Tuesday of the following month.

Each departments oversight committee shall monitor revenue and expenditures in comparison to budget.

The County Administrator and Finance Officer will audit vouchers monthly and review department's revenues and expenditures on a monthly basis – all concerns will be brought to the attention of the department head, supervising committee chairperson and Finance & Personnel Standing Committee.

The Accounting Supervisor will provide a quarterly report to the Finance & Personnel Standing Committee that compares actual vs. budget spending amounts.

All financial record requests will be provided for in accordance with the General Records Retention Schedule adopted by the County Board.

The duties of internal auditor for Richland County is conferred to the Finance Officer, pursuant to Wisconsin Statute 59.47(2).

CREDIT CARD POLICY

PURPOSE

It has been determined that there are situations when a credit card is beneficial for the county. One situation is for the purpose of reserving a hotel so that a personal credit card does not have to be used. 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.

PROCEDURES

See the Purchasing Card Policy.

QUARTERLY REBATES

US Bank releases a lump sum rebate payment on a quarterly basis to Richland County based on credit card usage. The Accounting Supervisor will download a usage report from the US Bank website and apply approximately 2% of said rebate to the "Credit Card Rebate" chart of account line of the appropriate fund.

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COST ALLOCATIONS

Indirect costs are costs for supportive activities which are necessary to maintain the direct effort involved in providing services. The County will participate in indirect costs if the agency has a cost allocation plan and indirect costs are an approved part of the contract. There is no general rule for classifying costs as either direct or indirect. A cost may be direct with respect to a specific service or organization, but indirect with respect to another. Once classified, each item of cost shall be treated consistently either as a direct or indirect cost. The overall objective of the allocation process is to distribute the indirect costs of the agency to its various services or cost categories in reasonable proportion with the benefits provided to these services or cost categories. Departments are responsible for developing cost allocations plans (with contracted consultant support when authorized and budgeted) in compliance with state/agency/grant/federal regulations, utilizing consistent departmental rates for specified services.

EXHIBIT A - CAPITAL ASSET WORKSHEET

Department _____
Tag _____ Referenced name _____
Description _____
Class _____ Land, Buildings, Equipment, etc.
Type _____ Capital Assets, Small Tools, etc.

Asset Identification

Serial/VIN Number _____
Manufacturer/Make _____
Model _____
Model Year _____
Color _____
License Number _____
Vehicle ID _____
Funding # _____ 100, 230, 280, 330, 500, 700 etc.

Location and Other Information

Site _____
Size _____
Other Description _____
Acquisition Type _____ Purchase, Gift, Trade, etc.,.
Acquisition Date _____
Quantity _____
Vendor Name _____
Cost \$ _____
Insurance Impact _____

Depreciation

Start Date _____ First of the month
Estimated life _____
Depreciation Method _____
Salvage Value \$ _____

Notes:

Copy to Accounting Supervisor, Finance Officer & County Clerk

EXHIBIT B - CAPITAL ASSET DISPOSAL

Description	_____	
Serial or VIN Number	_____	
Manufacturer	_____	
Model	_____	
Model Year	_____	
Date of Disposal	_____	
Disposal Type	_____	Sold, Trade, Discard
Reason for Disposal	_____	Cash, Junk, Lost Stolen, No longer needed, Obsolete, Safety concerns, etc.
Disposed to	_____	
Traded For	_____	
Amount of Proceeds	\$ _____	
Funds Deposited to	_____	

DRAFT

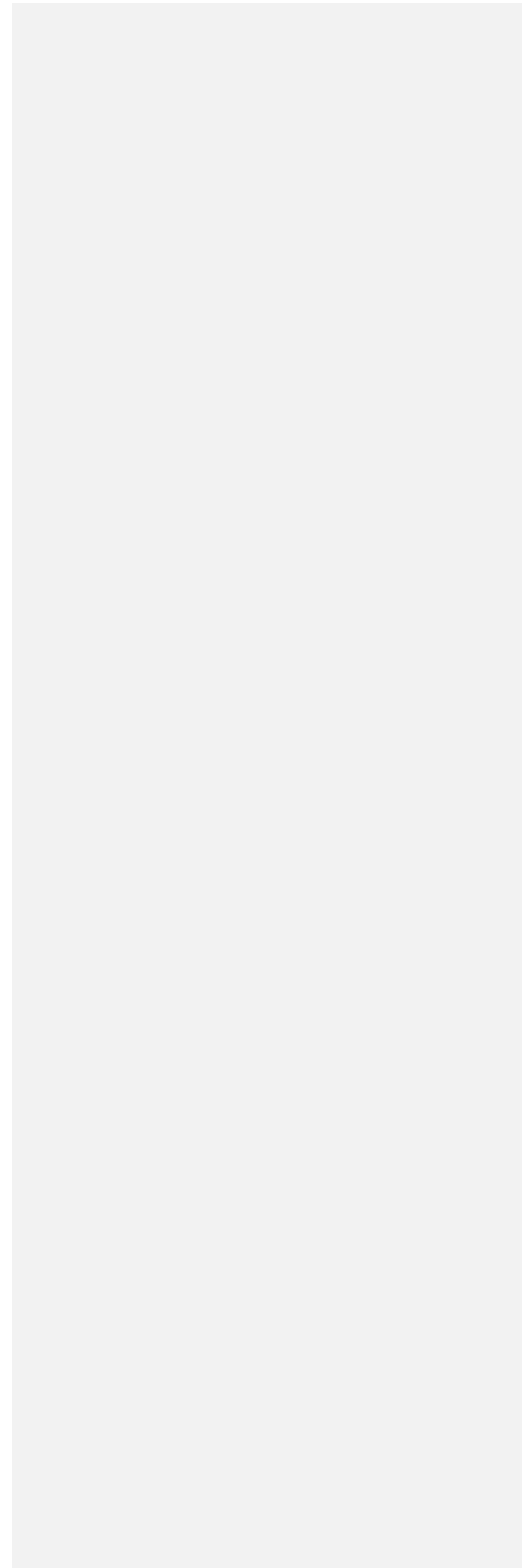


EXHIBIT C – STATE OF INCURRED EXPENSES

STATEMENT OF INCURRED EXPENSES

RICHLAND COUNTY

DATE	STARTING MILES	ENDING MILES	TOTAL # OF MILES	#5339 MILEAGE TOTAL (RATE = .51¢)	#5335 MEALS TOTAL (\$25 P/DAY PLUS TIP IF APPLICABLE)	#5340 PARKING TOTAL	#5334 REGISTRATION TOTAL	TOTAL EXPENSE FOR THE DAY	FUND & DEPT # TO CODE EXPENSE TO	NATURE OF COUNTY BUSINESS
			0	\$ -				\$ -		
			0	\$ -				\$ -		
			0	\$ -				\$ -		
			0	\$ -				\$ -		
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			0	\$ -				\$ -		
			0	\$ -				\$ -		
			0	\$ -	\$ -	\$ -	\$ -	\$ -		

Attach Itemized receipts. Turn in the Expense Voucher with the next payroll cycle after incurring the expense.

Employee Signature

Date

Supervisor Signature

Date

Richland County Committee

Agenda Item Cover

Agenda Item Name: Operations Transition Plan – Administrator Position

Department	Administration	Presented By:	Administrator
Date of Meeting:	04 April 23	Action Needed:	None needed
Disclosure:	Open Session	Authority:	Structure C.
Date submitted:	31 March 23	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u>

Recommendation and/or action language:

Motion to... (none needed)

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

The Administrator’s Office has begun communications with incoming Interim Administrator Jon Hochkammer, of Public Administration Associates llc. in preparation for operational transition. The following elements are under development:

1. Project Tracking List
2. Orientation Day
3. Computer Access
4. Scheduling and timelines of onsite day

A project tracking list has been developed and is under continued refinement. This list is intended to help mitigate loss of sight, or traction, on the many projects that are currently underway or outstanding. Jon is anticipating to be onsite on April 12th for an orientation day with Chair Brewer and Administration. Administrator Langreck has begun working with MIS to set up necessary accounts and profiles in anticipation of Jon’s arrival. Assistant Dull has begun communications with Jon to schedule onsite days to best maximize committee attendance and key dates. Jon is anticipating an introduction with County Board Members at the April 18th County Board Meeting, and with Department Heads at their April 20th 2023 department head meeting.

Attachments and References:

None	

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

Agenda Item Name: Deficiency Appropriations

Department	Administration	Presented By:	Administrator
Date of Meeting:	04 April 2023	Action Needed:	Vote (Accept)
Disclosure:	Open Session	Authority:	Structure B. K
Date submitted:	31 March 2023	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u>

Recommendation and/or action language:

Motion to... recommend resolution to the county board to make deficiency appropriations for identified non-lapsing funds.

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

The funds listed in the attached resolution are identified as having overages at the close of 2022. A deficiency appropriation would transfer undesignated funds from fund 10 (General Fund) to cover deficiencies and set the “buckets” back at a \$0 cash balance beginning in 2023. If apportionments are not made, a negative cash balances will be carried forward into the 2023 books.

Attachments and References:

Proposed Resolution Relating to Making a Deficiency Appropriation in Various Accounts	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input checked="" type="checkbox"/>	Apportionment needed	Requested Fund Number	General Fund 10 undesignated for 2022
<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)

RESOLUTION NO. 23 - xx

A Resolution Relating To Making A Deficiency Appropriation In Various Accounts.

WHEREAS the appropriations in certain accounts for the year 2022 are insufficient and certain transfers should be made as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that it is necessary to make a deficiency appropriation in the following deficient accounts:

<u>ACCOUNT TITLE</u>	<u>AMOUNT</u>
Elections	24,790.39
Sheriff's Dept. Uniform Allowance	3,152.09
Symons Recreation Complex Fund	40,312.86
Campus Food Service Fund	53,496.95
Richland County Fair Fund	6,286.19
Dog License Fund	4,236.47
Institutional Children's Cost	192,113.31
 Total Deficiencies	

BE IT FURTHER RESOLVED that the sum of \$324,388.26 is hereby appropriated from the General Fund to the above-listed accounts in the 2022 County budget to cover the deficiencies listed in these accounts, and

BE IT FURTHER RESOLVED that any balances remaining in the above-listed Fund 10 accounts after this transfer and after the 2022 audit has been completed shall be returned to the General Fund, and

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

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION _____
AGAINST

DEREK S. KALISH
COUNTY CLERK

DATED: APRIL 18, 2023

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE
(04 APRIL 2023)

FOR

MARTY BREWER
SHAUN MURPHY-LOPEZ
MARC COUEY
GARY MANNING
TIMOTHY GOTTSCHALL
DAVID TURK
STEVE WILLIAMSON
MELISSA LUCK
STEVE CARROW

Richland County Committee

Agenda Item Cover

Agenda Item Name: Response to notification of Withdrawal – Economic Development

Department	Administration	Presented By:	Administrator
Date of Meeting:	04 April 2023	Action Needed:	Vote (Accept)
Disclosure:	Open Session	Authority:	Structure B
Date submitted:	31 Mar 2023	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u>

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

It is anticipated the Richland Center City Council may take action on April 4th, 2023 to issue a “Notice of Withdrawal” which would terminate the Richland Economic Development effective 5 April 2023. With this anticipated action, I have spoken with the Richland Center Administrator, Ashley Oliphant, on possible proposal items to be considered in the transition.

A draft proposal from Administrator Oliphant is attached, with intensions that it may be adopted by the City Council and the County Board. [Please reference attachment A.] This proposal addresses Equipment, Vacation, Sick Leave, IT-Network, Completion of County Projects, and Next Steps.

Considerations of Next Steps — The following items are proposed:

1. Request equipment to be transferred at no cost — Administration and MIS Leadership agree with this request based on the equipment approaching the halfway mark of its serviceability life. The two landline phones will be returned to redistribute and we will preserve the programed numbers in the county’s account.
2. Provide letter stating employee is being relinquished — The Administrator can provide this with support from staff on transitioning accrued balances and closing out profiles in the payroll system and other employee benefits.
3. Determine 2023 Financial Contribution. (The City) is requesting the County assume full responsibility for all expenses incurred between 1/1/23 and 4/4/23. — The Administrator agrees with this request, in context of fulfilling the 2023 budgetary initiative that the county’s 2023 appropriation for economic development was procured from the transfer of defunct housing authority CDBG funds, and intended to prioritize housing development. Assuming responsibility for all expenditures through April 4th 2023 amount to approximately \$33,134.54 (25.5%).

Total 2023 Budget Expenditure Amount is \$128,428.44

Total 2023 Budget (revenue) Amount from the City Contribution is \$51,371.38

~If the County is not interested in the financial settlement approach as proposed; a prorated share amount may look like the following:

April 4th is the 94th day of the year.

94 of 365 = 25.8%:

\$51,371.38 x 25.8% = \$13,229.89 = estimated city contribution to date of agreement termination

Richland County Committee

Agenda Item Cover

~If there is some other approach the committee would like to explore and cost, requests can be made of staff to explore and support.

Additional Considerations for the Committee to Consider:

4. Amending the Authorization table – The County Authorization Table includes an Economic Development Department and Director. It may be appropriate for the Committee to take action to amend the policy once all decisions have been made on how the county will move forward.
5. Future Contributions — The Richland County 5-year Financial Plan calls for \$64,840.43 in contributions in budget years 2024-2027. It may be appropriate for the Committee to take action to reallocate these funds on the plan and in future budgets. The Administrator is biased towards putting these funds towards centralized HR and Finance functions, however discussions were also had on the ad hoc committee of the county's continued participation/ financial support of economic development. There are many opportunities to appropriate these funds and this is a topic for future discussion and action.
6. Settling with the City — Pending the decision, and agreement with the City Council, on settling with the 2023 Economic Development Budget, both parties will have to also settle on accounts with the Symon's Center deficiencies:

City apportion of 2020 and 2021 deficiencies = \$47,611.41

City apportion of 0222 deficiencies = \$20,156.43

Payment received from the City for 2023 apportionment = \$51,371.38 (received 3/14/23)

Recommendation and/or action language:

I would recommend the Committee consider each element: Equipment, Vacation, Sick Leave, IT-Network, Completion of County Projects, and NEXT STEPS. And take action to approve, or to recommend amendments to return to the City Council for consideration.

Motion to...accept the _____ (of the) plan /or/ ...propose changes to _____ and return to the City for consideration.

Attachments and References:

Economic Development Agreement	ED Budget Revenues
ED Budget Expenditures	Proposed Transition Plan

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)

Richland County Committee

Agenda Item Cover

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

TRANSITION PLAN FOR THE ECONOMIC DEVELOPMENT DIRECTOR

Position: Economic Development Director **Employee:** Jasen Glasbrenner **Date of Hire:** 04/01/2020
Last Day of County Employment: 04/04/2023 **First Day of City Employment:** 04/05/2023

EQUIPMENT – Purchased jointly with the City at a 60/40 split.

Type	Qty	Return to County	Notes
Laptop	2	No	County has 6YR replacement cycle, at halfway point.
Printer	1	No	
Monitor	2	No	
Keyboard	1	No	
Mouse	1	No	
Landline	2	YES	Will be returned within 15 business days post transition.
Switches	Misc	No	
Cell Phone	1	No	Transfer to City plan, keep current number.

REQUEST: Transfer ownership of equipment to the City at no cost with the exception of two landlines.

VACATION

YTD Balance	40 hours	Carry over from 2022
Accrual on 4/1/23	80 hours	County provides 80 hours vacation; City provides 120 hours
Balance at Transition	80 hours	Planned vacation from 3/23-3/29

REQUEST: County to void balance.

City to provide 120 hours vacation time per Policy 207 (revised 11/1/22).

SICK LEAVE

Current Balance: 276 hours Accrual rate of one day (8 hours) per month

REQUEST: County to void balance.

City to honor the leave balance upon transition. Policy 208 (revised 11/1/22) allows accumulation of 1,088 hours.

IT – Network Transition

- County G & H drives will be copied and provided to the City upon transition.
- County email will be forwarded to city email for 30 days.
- City email to be established by 4/4/2023 – jasen.glasbrenner@richlandcenterwi.gov
- A full network transition will be executed the week of April 10th (accommodating MIS schedule)

COUNTY PROJECTS

Open County Projects– Director to finish open projects post transition

1. Childcare 2. CDBG 3. EPA 4. USEDA

NEXT STEPS

City	County
<input checked="" type="checkbox"/> Plan approved by Personnel Committee on 3/20/23	<input type="checkbox"/> Request equipment to be transferred at no cost
<input checked="" type="checkbox"/> Provide approved plan to Cooperative Relations Team	<input type="checkbox"/> Provide letter stating employment is being relinquished
<input type="checkbox"/> Provide “new hire” paperwork – Request Submitted to BP	<input type="checkbox"/> Determine 2023 Financial Contribution. Requesting the County assume full responsibility for all expenses incurred between 1/1/23 and 4/4/23.
<input type="checkbox"/> Establish city email address – Request Submitted to JM	
<input type="checkbox"/> Submit final Notice of Withdrawal after 4/4 Council mtg	

Personnel & Insurance Committee Review

Date: 3/20/23

Action: After reviewing the transition plan, the Committee unanimously passed the following motion:

“Motion to approve transitioning the employer of record from Richland County to the City of Richland Center and waiving a formal hiring process for the position of Economic Development Director, effective 4/5/2023.”

Collaborative Relations Team, County Board & RED Board Representatives Joint Review

Date: 3/23/23

Recommendation:

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH JAN 31, 2023

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND						
5762 ECONOMIC DEVELOPMENT						
0000 PROJECT						
5111 SALARIES - REGULAR	69,812.80	0.00	5,470.40	5,470.40	64,342.40	7
5113 SALARIES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0
5115 TEMPORARY - CASUAL	0.00	0.00	0.00	0.00	0.00	0
5141 PER DIEM	0.00	0.00	0.00	0.00	0.00	0
5149 RETIREE SK LV/HE INS CONVERS	0.00	0.00	0.00	0.00	0.00	0
5150 SECTION 125 PLAN-CO SHARE	0.00	0.00	4.20	4.20	4.20	9999 -----!!!!
5151 FICA - COUNTY SHARE	5,440.31	0.00	395.05	395.05	5,045.26	7
5152 RETIREMENT - COUNTY SHARE	4,835.83	0.00	371.98	371.98	4,463.85	7
5153 DENTAL INSURANCE-CO SHARE	628.62	0.00	52.39	52.39	576.23	8
5154 HEALTH INSURANCE - COUNTY SH	21,737.04	0.00	1,861.52	1,861.52	19,875.52	8
5155 LIFE INSURANCE - COUNTY SHAR	0.00	0.00	0.00	0.00	0.00	0
5161 HEALTH INS REIMBURSEMENT DED	1,000.00	0.00	0.00	0.00	1,000.00	0
5214 COMPUTER PROGRAM SUPPORT	0.00	0.00	0.00	0.00	0.00	0
5224 FAX MACHINE	0.00	0.00	0.00	0.00	0.00	0
5225 TELEPHONE	600.00	0.00	0.00	0.00	600.00	0
5248 SERVICES ON MACHINES	0.00	0.00	0.00	0.00	0.00	0
5311 POSTAGE & BOX RENTAL	500.00	0.00	0.00	0.00	500.00	0
5312 BOOKS AND FORMS	0.00	0.00	0.00	0.00	0.00	0
5315 COPY PAPER AND EXPENSE	0.00	0.00	0.00	0.00	0.00	0
5319 OFFICE SUPPLIES	1,500.00	0.00	0.00	0.00	1,500.00	0
5324 DUES & SUBSCRIPTIONS	500.00	0.00	0.00	0.00	500.00	0
5326 ADVERTISING	500.00	0.00	0.00	0.00	500.00	0
5334 REGISTRATION	500.00	0.00	0.00	0.00	500.00	0
5335 MEALS	500.00	0.00	0.00	0.00	500.00	0
5336 LODGING	800.00	0.00	0.00	0.00	800.00	0
5339 MILEAGE	1,500.00	0.00	0.00	0.00	1,500.00	0
5815 COMPUTER SOFTWARE	750.00	0.00	0.00	0.00	750.00	0
5819 NEW EQUIPMENT-UNDER 5000	1,000.00	0.00	0.00	0.00	1,000.00	0
5906 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0
5970 CONTRACT SUPPORT	16,323.84	0.00	0.00	0.00	16,323.84	0
5999 BILLS-NO LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	128,428.44	0.00	8,155.54	8,155.54	120,272.90	6
TOTAL: ECONOMIC DEVELOPMENT	128,428.44	0.00	8,155.54	8,155.54	120,272.90	6
TOTAL: GENERAL FUND	128,428.44	0.00	8,155.54	8,155.54	120,272.90	6

Revenue Guideline with Detail
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH MAR 31, 2023

		ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	Project.....		FIL	
10	GENERAL FUND								
4900	OTHER FINANCIAL SOURCES								
0000	PROJECT								
4912	CITY OF RC-ECON DEVELOPMENT	51,371.38	51,371.38	51,371.38	51,371.38	0.00	100	-----	
R-031423-109	CITY OF RICHLAND CENTER	040204		51,371.38	2023 CITY SHARE				A
	TOTAL: PROJECT	51,371.38	51,371.38	51,371.38	51,371.38	0.00	100	-----	
	TOTAL: OTHER FINANCIAL SOURCES	51,371.38	51,371.38	51,371.38	51,371.38	0.00	100	-----	
	TOTAL: GENERAL FUND	51,371.38	51,371.38	51,371.38	51,371.38	0.00	100	-----	

Richland County Committee

Agenda Item Cover

Agenda Item Name: Tri-County Airport Payment

Department	Administration	Presented By:	Administrator
Date of Meeting:	04 April 2023	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Board Rules and Structure B,G, and K
Date submitted:	31 Mar 2023	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u>

Recommendation and/or action language:

Motion to... (Pending Discussion) either pay or contest.

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

Sauk County is requesting appropriation of \$76,298.00 for the County’s support of the County Airport project. This request is to cover Richland County apportionment for 2021, 2022 and 2023. Payments for 2021 and 2022 were not requested due in part to the withdrawal of Iowa County from the Airport agreement and the continued challenges in ensuring the FAA recognizes the changes in ownership prior to establishing a replacing owners’/ operations agreement/ordinance.

Richland County 2022 and 2023 amounts match our budgeted:

- \$20,199.00 for 2021
- \$27,555.15 for 2022
- \$26,190.00 for 2023

Richland County through the Finance and Personnel Committee took action on October 27th 2020 to continue at a 25.5% rate for the 2022 budget, under contribution amounts in the exiting Ordinance 19-16. The increase to 35% operational / 30% capital was made by verbal agreement of Chairs and Administrators and affirmed through the 2022 and 2023 budget process. An updated agreement remains in development.

The clarity and expectations of 2021 remains in question, as I have no response back from Sauk County fully agreeing to the contribution amount in the 3 party agreement. The decision is needed to pay or contest. At the present the county would be \$3,015.00 shorter than expected in 2021, but \$661.00 ahead in 2023 and currently \$12,528.00 ahead in capital projects based on our ARPA apportionment for the drainage ditch.

Attachments and References:

Sauk Count Request for appropriations	

Financial Review:

(please check one)

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
X	Other funding Source	Tri County Airport Fund (10.5362.0000) for 2023 and contingent (Fund #11) to cover previous years	

Richland County Committee

Agenda Item Cover

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

(summary of current and future impacts)

\$72, 298

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)



Sauk County Accounting Department

Lynn M. Horkan
 Finance Director
 505 Broadway, Baraboo, WI 53913

Phone: 608-355-3236
 Fax: 608-355-3522
 Email: lynn.horkan@saukcountywi.gov

March 14, 2023

Richland County Treasurer (#6560)
 PO Box 348
 Richland Center, WI 53581

RE: Tri-County Airport Appropriation for 2021, 2022, 2023.

Please remit the 2021, 2022 and 20230 budgeted operations appropriation of **\$76,298.00** for your county's support of the Tri-County Airport.

The Capital projects are still in progress, Sauk County will carryforward the unspent allocated capital project dollars into 2023. The capital amounts will be invoice when projects are complete.

	Budget 2021		Budget 2022		Budget 2023		Total
Operations		\$ 66,327.00	%	\$ 78,729.00	%	\$ 72,939.00	\$ 217,995.00
Sauk Co	65.0%	\$ 43,113.00	65.0%	\$ 51,174.00	65.0%	\$ 47,410.00	\$ 141,697.00
Richland Co	35.0%	\$ 23,214.00	35.0%	\$ 27,555.00	35.0%	\$ 25,529.00	\$ 76,298.00
Total Operations	100.0%	\$ 66,327.00	100.0%	\$ 78,729.00	100.0%	\$ 72,939.00	\$ 217,995.00
Capital**							Total
Ditch Project		\$ -		\$ 198,228.00		\$ -	\$ 198,228.00
Runway Rehab		\$ -		\$ 193,346.00		\$ -	\$ 193,346.00
Total Capital		\$ -		\$ 391,574.00		\$ -	\$ 391,574.00
Sauk Co	70.0%	\$ -	70.0%	\$ 274,102.00	70.0%	\$ -	\$ 274,102.00
Richland Co	30.0%	\$ -	30.0%	\$ 117,472.00	30.0%	\$ -	\$ 117,472.00
Total Capital **	100.0%	\$ -	100.0%	\$ 391,574.00	100.0%	\$ -	\$ 391,574.00

** Amounts will be invoiced when projects are complete.

Please remit payment to:

Tri-County Airport
 C/O Sauk County Accounting Department
 505 Broadway
 Baraboo, WI 53913

Any questions can be directed to Lynn Horkan., Sauk County Finance Director, 608-355-3236 or lynn.horkan@saukcountywi.gov

Sincerely,

Lynn M. Horkan
 Finance Director

FINANCE AND PERSONNEL COMMITTEE

October 27, 2020

The Finance and Personnel Committee met on Tuesday, October 27, 2020, at 6:00 p.m., in the Banquet Room of the Phoenix Center, 100 South Orange Street, Richland Center, Wisconsin.

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


Others present included: Victor Vlasak, County Clerk; elected officials, department heads and employees.

Committee Chair Murphy-Lopez called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO and County department heads, a copy was posted on the Courthouse Bulletin Board and a copy was faxed to The Richland Observer.

Motion by Luck, second by Couey for approval of the agenda. Motion carried.

Temporary Citizen Participation Planning Committee - One of the requirements for the Community Development Block Grant Close program is that the County create a Temporary Citizen Participation Planning Committee in accordance with the already-adopted Citizen Participation Plan for Community Development Block grants. Motion by Brewer, second by Couey to present a resolution to the County Board for approval to create the committee. Motion carried.

 **Tri-County Airport Budget Appropriations Agreement** – Iowa County has given notice of withdrawal from participation in the Tri-County Airport operation effective January 1, 2021. Motion by Couey, second by Luck that Richland County's funding of airport operations continue at 25.5%. Motion carried.

Families First Coronavirus Response Act Policies Amendment – March 18th legislation was passed with modifies the requirements of the Family and Medical Leave Act, expands access to Unemployment Compensation Insurance Benefits and creates paid sick leave for employees while the employee or his/her family members are impacted by COVID-19. Motion by Gentes, second by Turk to present a resolution to the County Board to state that Richland County, as an employer, hereby adopts, as of April 2, 2020, the temporary policies contained in the Federal Families First Coronavirus Response Act which modifies the requirements of the Family and Medical Leave Act, expands access to unemployment compensation insurance benefits and creates paid sick leave for eligible employees while the employee or his or her family are impacted by Covid-19. Motion carried.

Hazardous Pay for Healthcare and Emergency Responders/Critical Infrastructure Employees exempt from Families First Act – The issuance of a one-time hazardous pay payment of \$500.00 for full-time employees, \$300.00 for part-time employees, and \$150.00 for casual employees was discussed. Funding would come from the Federal COVID-19 CARES Act Relief Stimulus Fund. Motion by Couey, second by Luck to present a resolution to the County Board for approval of the one-time hazardous pay payment. Motion carried.

Expenditure Budget Comparison

	ACTUAL DOLLARS				BUDGETS		DIFFERENCE	PCT
	12-31-2018	12-31-2019	12-31-2020	06-30-2021	REVISED BUDGET 2021 Request			
GENERAL FUND								
TRI-COUNTY AIRPORT								
PROJECT								
BILLS - NO LINE DETAIL	14,569.00	16,422.00	15,452.00	0.00	20,199.00	20,199.00	0.00	0.0
TOTAL	14,569.00	16,422.00	15,452.00	0.00	20,199.00	20,199.00	0.00	0.0
TOTAL	14,569.00	16,422.00	15,452.00	0.00	20,199.00	20,199.00	0.00	0.0
GENERAL FUND								
TOTAL	14,569.00	16,422.00	15,452.00	0.00	20,199.00	20,199.00	0.00	0.0

FINANCE AND PERSONNEL COMMITTEE

August 03, 2021

The Richland County Finance and Personnel Committee convened at 1:00 p.m., Tuesday, August 3rd, 2021, in the County Boardroom at 181 W. Seminary Street and via videoconference and teleconference.

Committee members present included County Board Supervisors Shaun Murphy-Lopez(absent), Marty Brewer, Marc Couey, Linda Gentes, Melissa Luck, Don Seep(joined late), and David Turk(absent).

1. **Call to Order:** Supervisor Couey called the meeting to order.
2. **Proof of Notification:** Supervisor Couey verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO and 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:** Motion by Gentes, second by Brewer for approval of the Agenda. All Ayes. Motion carried.
4. **Previous Meeting Minutes:** Motion by Luck, second by Brewer approval of the minutes for the July 16th 2021 & July 20th meeting of the Finance and Personnel Committee. All Ayes. Motion carried.
5. **Discussion and possible action on Tri-County Airport ownership appropriations*:** Motion by Brewer, second by Couey to propose to the Sauk County Finance Committee, an agreement for Richland County to assume the following ownership apportionments: 35% ownership and apportionment of annual operating costs, and 30% ownership and apportionment of annual capital improvement costs, effective on 01 Jan 2022, and entering into the new airport owner agreement. All Ayes, motion carried.
6. **Administrator Report on 2022 Budget Process: A) Department Presentation Process and Packet Format Review, B) Budget Proposal Tracking Matrix, C) Capital Improvement/Capital Projects Report, D) Status on Short-term Borrowing Process, E) Timeline of remaining budget process *:** Motion by Gentes, second by Brewer to accept and file the report as presented. All Ayes, motion carried.
7. **Discussion and possible action regarding the 2022 Budget Process*:** No action taken.
8. **Discussion and possible action on the Clerk and Administrator Office Budgets for 2022 *:** Informational report, No Action taken.
9. **Child Support use of Fund #75 fund for Computer Purchases *:** Motion by Gentes, second by Brewer to re-appropriate up to \$8,000 of funds from Fund #75 Child Support wall improvement project to the purchase of 2 new computers and supporting equipment for the Child Support Department. All Ayes, motion carried.



Expenditure Budget Comparison

	ACTUAL DOLLARS				BUDGETS		DIFFERENCE	PCT
	12-31-2019	12-31-2020	12-31-2021	06-30-2022 REVISED BUDGET	2022 Request			
GENERAL FUND								
TRI-COUNTY AIRPORT								
PROJECT								
10.5362.0000.5999								
BILLS - NO LINE DETAIL	16,422.00	15,452.00	0.00	0.00	27,555.15	27,555.15	0.00	0.0
TOTAL	16,422.00	15,452.00	0.00	0.00	27,555.15	27,555.15	0.00	0.0
TOTAL	16,422.00	15,452.00	0.00	0.00	27,555.15	27,555.15	0.00	0.0
GENERAL FUND								
TOTAL	16,422.00	15,452.00	0.00	0.00	27,555.15	27,555.15	0.00	0.0

Richland County Committee

Agenda Item Cover

Agenda Item Name: Highway Funding Appropriation Application

Department:	Highway	Presented By:	Administrator
Date of Meeting:	4-Apr-23	Action Needed:	Approval
Disclosure:		Authority:	14(m)
Date submitted:	3-Apr-23	Referred by:	
Action needed by no later than (date)	4/4/2023	Resolution	

Recommendation and/or action language:

Recommend to... approval for the Highway Department to apply for grants for County Hwy O and County Hwy A.

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

Senator Marklein recommended to the County Hwy Department to apply for Highway Grant funds.

Per 14(m) of County Board Rules: (m) Program initiatives and grants. No department of County Government may undertake a program initiative, or contract with, or apply and accept a grant unless approved by the County Administrator. If the grant requires matching funds, in-kind match, or adding personnel it will require approval by the County Board before submission.

Following rule 14(m) and due to a 2 day deadline constraints, the Administrator gave approval to apply for the grants.

County Hwy O has been a long running project. We are now entering Phase 2 of the Construction project and this presents an opportunity to apply for grant funds to pay for repairs. County Hwy O funds require matching funds. County Hwy A project would be 100% funded.

Attachments and References:

Project Funding Applications	

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	Local County Dollars	
<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)

RESOLUTION NO. 23 - _____

A Resolution Relating To The County's Contribution To The Matching Cost Of Congressionally Directed Spending.

WHEREAS Rule 14(m), Program initiatives and grants. No department of County Government may undertake a program initiative, or contract with, or apply and accept a grant unless approved by the County Administrator. If the grant requires matching funds, in-kind match, or adding personnel it will require approval by the County Board before submission, and

WHEREAS the Highway Commissioner on behalf of Public Works Committee has requested Congressionally Directed Spending for CTH O and CTH A.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County shall apply for Congressionally Directed Spending for:

Road Name	Total Cost	Amount of County Cost
CTH O	\$4,703,220.00	\$940,644.00
CTH A	\$5,216,000.00	\$0
TOTALS	\$9,919,220.00	\$940,644.00

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



FY24 Appropriations **Request Form** **Community Project Funding**

Thank you for contacting our office regarding the fiscal year (FY) 2024 Appropriations process. Please find below the preliminary FY24 Community Projects Funding (CPF) request form. If your organization has multiple requests, please fill out this form for EACH appropriations request.

Deadline: March 15, 2023, at 5:00pm.

**** Please note that submission of a proposal to this office does not guarantee inclusion in FY24 Appropriations Bills and all information provided is subject to public disclosure. ****

*****The Office of Congressman Derrick Van Orden reserves the right to request any supplemental information or documentation related to any Community Project Funding Proposal*****

Instructions:

- **Individuals / Organizations must respond to all applicable questions on this form.**
- All requests must be submitted via email.
 - Please submit this form(s) as an attachment(s) via email.
 - Use one form for each individual request.
 - Please attach any corresponding supporting documents.
 - Please submit completed .doc/Word forms to: Claire.Osborn@mail.house.gov and Brett.Wakeman@mail.house.gov.
 - **Please format the subject line of your e-mail as follows: FY2024 Appropriations Request – Organization Name (Example: FY2024 Appropriations Request – Acme Corporation.).**

Request Short Title: CTH O Reconstruction (Phase 2 Construction), Cardinal Crest Road to Circle View Drive, Richland County

Section 1 – Organization / Company Information:

Organization Name: Richland County Highway Department
Street Address: 120 Bowen Circle
City: Richland Center
State: WI
Zip Code: 53581
Phone Number: (608) 604-7624
Type of Entity: Local Government
Other (if applicable): N/A



FY24 Appropriations Request Form Community Project Funding

Section 2 – Contact Information:

**** A person within your organization who our Staff may contact regarding this request ****

Name: Josh Elder
Street Address: 120 Bowen Circle
City: Richland Center
State: WI
Zip: 53581
Cell Phone Number: (608) 604-8946
Email Address: josh.elder@co.richland.wi.us

Project Portfolio: All Community Project Funding requests must include a complete project proposal and portfolio including the planned budget, development, scale, and implementation. Please include any and all additional information regarding this request along with this interest form (i.e proposals, budgets, plans, etc.).

Community Support: Community engagement and support is crucial in determining which projects will be selected for Community Project Funding. Projects with demonstrated community support will be primarily considered. Representative Van Orden will present to the Appropriations Committee evidence of community support that are compelling factors in his decision to submit the request. Evidence of community support are listed below, but are not limited to:

- **Letters of Support** from elected community leaders including Mayors, County Board Members, State Legislators, and City Council Members.
- **Local Press Articles** highlighting the need for the requested Community Project Funding, in addition to newspaper editorial boards.
- Community projects listed on **State Intended Use Plans**, community and local government **Development Plans**, and publicly available planning documents.
- **Resolutions** passed by municipal councils, boards, and county fiscal courts.

For-Profit entities are excluded from FY24 Community Project Funding requests due to U.S. House Appropriations Committee guidance.

A **Cap on Overall Funding** will be implemented by the U.S. House Appropriations Committee on Community Project Funding. This cap will limit allocations to no more than 0.5% percent of discretionary spending, a recommendation of the bipartisan House Select Committee on the Modernization of Congress.

Representative Van Orden can request funding for up to 15 Community Projects. There is no guarantee that any request will be funded.

One-Year Funding: Each project request must be for FY24 funds only and cannot include a request for multiyear funding.

Matching Requirements: Several Federal programs eligible for Community Project Funding requests require a State or local match for projects either by statute or according to longstanding policy.



FY24 Appropriations **Request Form** **Community Project Funding**

- **NOTE:** This does not mean that matching funds must be in-hand prior to requesting a project, but that local officials must have a plan to meet such requirements in order for such a project to be viable.

All Requests will be Posted Online: For transparency, Representative Van Orden will post Community Project Funding requests on <https://vanorden.house.gov> at the time the request is made to the Appropriations Committee. The information posted must include:

- the **proposed recipient**
- the **address of the recipient**
- the **amount of the request**
- and an **explanation of the request**, including purpose, and a justification for why it is an appropriate use of taxpayer funds.

Representative Van Orden will provide a link to the webpage containing this information when they enter the request into the Members' Request database system. The Appropriations Committee will use that link in its "one-stop" online database.

Financial Disclosure Statement: Pursuant to House rule XXIII, clause 17, for each Community Project Funding request, Representative Van Orden is required to send the Chair and Ranking Member a letter stating that he or a family member does not have a financial interest in the proposed project. The Committee will not consider a requested project without this certification.

Section 4- Request Information:

1. **Date of request:** 3/15/2023
2. **Total Cost of Project:** \$5,225,800
3. **Project Funding Request:** \$4,703,220
4. **Please Identify the Request's Subcommittee AND Eligible Account you are applying for:**
 - **Subcommittee:** Transportation, and Housing and Urban Development, and Related Agencies
 - **Account:** CDBG – Economic Development Initiatives

NOTE: Each request is identified first by the Subcommittee of jurisdiction within U.S. House Appropriations Committee and account listed on pages 6-8 of this application.

You may find the subcommittee and account guidance on the House Appropriations Committee website: N/A

5. **Have you fully read the guidance for the account you are requesting funding from?**

Yes



FY24 Appropriations Request Form Community Project Funding

6. **Have you read the entirety of the Dear Colleague for the account you are requesting funding from? (Available: <https://appropriations.house.gov/fiscal-year-2024-member-request-guidance>)**

Yes

7. **Have you read the entirety of the Community Project Request Guidance for the account you requesting funding from? (Available: <https://appropriations.house.gov/fiscal-year-2024-member-request-guidance>)**

Yes

8. **Please provide a short title to your request (max 50 characters):**

CTH O Reconstruction (Phase 2 Construction), Cardinal Crest Road to Circle View Drive, Richland County

9. **Please provide the proposed recipient's website address:**

<https://highway.co.richland.wi.us/>

10. **Please describe the impact to Wisconsin's 3rd Congressional District and the State of Wisconsin. Please be specific and indicate what organizations within the District are supporting/will be supported.**

This project would help support safety improvements and economic development of the region.

11. **Clearly state the purpose of the Community Funding Request in one sentence (max 50 words):**

The purpose of the County Highway O (CTH O) project is to complete design and construction of this 19-year project to help improve safety, pavement deficiencies, system linkage, and modal relationships.

12. **Problem/Issue statement (max 200 words):**

1. Steep 2:1 sideslopes presenting safety and maintenance concerns.
2. Obstructions within clear zone presenting unsafe conditions for errant vehicles.
3. Horizontal and vertical alignments creating undesirable stopping sight distance.
4. Intersection configurations providing poor visibility.
5. Six crashes from 2017-2021 giving a crash rate of 261.79 crashes per HMVMT (100 Million Vehicle Miles Traveled) which is nearly three times higher than the statewide average of 90.08 crashes per HMVMT.
6. One KAB (Fatality, Suspected Serious, or Minor Injury) crash from 2017-2021 giving a KAB crash rate of 43.63 crashes per HMVMT which is higher than the statewide average of 20.54



FY24 Appropriations **Request Form** **Community Project Funding**

crashes per HMVMT.

7. Existing pavement is severely distressed showing extensive longitudinal and transverse cracking, rutting and differential settlement.
8. Traffic increased from an Average Annual Daily Traffic (AADT) of 420 (1979) to an AADT of 930 (2011), warranting roadway design standard improvements.
9. CTH O is a Richland County Bike Route, however, accommodations are not provided. The 14.3-mile Pine River Recreation Trail intersects with CTH O.

These issues cannot be resolved without funding assistance. Richland County has an approximate yearly operating budget of \$3.25 million. This project is estimated at \$5.22 million if built in the year 2024.

13. Please describe any previous federal funding for this project including total amount, year(s), and from which agency or program(s):

CTH O Reconstruction (Phase 1, 2 and 3 Design), CTH OO to USH 14, Richland County, \$376,188 2004 STP-Rural Program, Wisconsin Department of Transportation

CTH O Reconstruction (Phase 1 Construction), CTH OO to Cardinal Crest Road, Richland County, \$1,052,000, FFY 2020-2025 STP-Rural Program, Wisconsin Department of Transportation

CTH O Reconstruction (Phase 3 Construction), Circle View Drive to USH 14, Richland County, \$1,147,080, FFY 2023-2026 Bipartisan Infrastructure Law (BIL) STP-Rural Program, Wisconsin Department of Transportation

14. Appropriations proposal description (max 500 words):

The CTH O project is 2.9-miles from CTH OO to USH 14 and serves as a major collector. CTH O is a two-lane rural highway with one 11-foot lane in each direction and 1-foot to 6-foot variable width gravel shoulders. The existing pavement was last resurfaced in the 1970's and is deteriorating rapidly. CTH O carries a mix of local, regional, agricultural, and tourism traffic. CTH O has a crash rate higher than the statewide average.

CTH O (Phase 1, 2, and 3) design began in 2004. Richland County received a 10-year extension from the Federal Highway Administration (FHWA) in 2014. The Section 106 Memorandum of Agreement, Environmental Report, Design Study Report, and real estate plat were completed in 2017. Real estate acquisitions have begun. Project plans are approximately 60% or more complete. CTH O Phase 1 and 3 have received STP-Rural funding for construction. Final design and construction for all three phases cannot commence until funding has been secured for Phase 2.

This CTH O (Phase 2) project will provide a connection between CTH O (Phase 1 and 3), providing a long-term solution for safety, pavement deficiencies, system linkages, and modal relationships by completing the following:



FY24 Appropriations **Request Form** **Community Project Funding**

1. Complete the 19-year design project and construct all three CTH O phases.
2. Replace and extend all culverts to improve existing drainage features.
3. Widen existing CTH O corridor from the existing 24-foot width to 36-foot width to improve safety and functional needs.
4. Flatten side slopes to improve safety and highway maintenance.
5. Remove or shield obstructions within the clear zone to improve safety.
6. Pave 3-foot shoulders to accommodate bicyclists and the multimodal system linkage.
7. Horizontal and vertical alignment improvements from 35 mph to 55 mph design speed to meet current design standards and provide better visibility of large, slow-moving agricultural equipment.
8. Intersections will be upgraded to meet current design standards to address safety and visibility. The CTH O/CTH TB intersection will have the additions of a right turn lane and by-pass lane.
9. Install new pavement structure to provide uniform and stable base foundation and pave new hot mix asphalt free from distresses.
10. Place new aggregate shoulders to aid in improved drainage and provide additional width for agricultural traffic.
11. Place new pavement marking to delineate traffic lanes.
12. Place new permanent signing to improve sign visibility by providing reflective compliance.

15. Can the proposed recipient obligate all of the requested funds by no later than 12 months after the enactment of the FY24 Appropriations Bill?

Yes

16. If the Appropriations Committee cannot provide the full amount requested, can a smaller amount be spent within 12 months of enactment of the FY24 Appropriations Bill?

Yes

17. Does the proposed recipient have the required non-federal cost-share on-hand? Please provide any relevant background including the legislative language outlining cost-sharing requirements, amount of non-federal funds on hand, etc.

Yes, Richland County does have the cost share on hand.

18. Please list the other Members (House or Senate) you are submitting your request to:

N/A

19. Has the project previously been included in a President's Budget Request? If so, please provide the fiscal year(s) and amount requested?



FY24 Appropriations Request Form Community Project Funding

No

20. What other organizations might be in favor of this request?

Josh Elder, Richland County Highway Department
Clinton Langreck, Richland County Administrator's Office
Jasen Glasbrenner, Richland Economic Development
Howard Marklein, State Senator 17th Senate District
Tony Kurtz, State Representative, 50th Assembly District
Wisconsin Department of Natural Resources
Wisconsin Department of Transportation
Federal Highway Administration
United States Army Corps of Engineers

21. What other organizations might be opposed to this request?

None



FY24 Appropriations **Request Form** **Community Project Funding**

Fiscal Year 2024 Community Project Funding-Eligible Accounts

Please see below for the Subcommittee and Accounts eligible for Community Project Funding Requests. Please review the subcommittee Dear Colleague and Guidance provided on the House Appropriations Committee website **BEFORE** submitting a request. You can access that information here: <https://appropriations.house.gov/fiscal-year-2024-member-request-guidance>

Agriculture, Rural Development, Food and Drug Administration, and Related Agencies

- **Department of Agriculture–Farm Production and Conservation Programs**
 - Natural Resources Conservation Service (Conservation Operations)
- **Department of Agriculture–Research, Education, and Economics**
 - Agricultural Research Service (Buildings and Facilities)
- **Department of Agriculture–Rural Development**
 - Rural Housing Service (Community Facilities)
 - Rural Utilities Service (ReConnect Program)
 - Rural Utilities Service (Distance Learning and Telemedicine Grants)
 - Rural Utilities Service (Rural Water and Waste Disposal Grants)

Commerce, Justice, Science, and Related Agencies

- **Department of Commerce**
 - NIST—Scientific and Technical Research
 - NOAA—Coastal Zone Management
- **Department of Justice**
 - COPS Technology and Equipment
 - Byrne Justice
- **National Aeronautics and Space Administration**
 - Safety, Security, and Mission Services

Energy and Water Development

- **Army Corps of Engineers (Civil Works)**
 - Investigations
 - Construction
 - Mississippi River and Tributaries
 - Operation and Maintenance
- **Department of the Interior/Bureau of Reclamation**
 - Water and Related Resources

Homeland Security

- **Federal Emergency Management Agency**
 - Federal Assistance—Emergency Ops. Centers
 - Federal Assistance—Pre-Disaster Mitigation

Interior, Environment, and Related Agencies

- **Environmental Protection Agency**
 - STAG—Clean Water State Revolving Fund
 - STAG—Drinking Water State Revolving Fund



FY24 Appropriations Request Form Community Project Funding

Military Construction, Veterans Affairs, and Related Agencies

- **Army**
- **Army National Guard**
- **Army Reserve**
- **Navy & Marine Corps**
- **Navy Reserve**
- **Air Force and Space Force**
- **Air National Guard**
- **Air Force Reserve**
- **DoD, Defense-Wide**

Transportation, and Housing and Urban Development, and Related Agencies

- **Department of Housing and Urban Development**
 - CDBG – Economic Development Initiatives
- **Department of Transportation**
 - Airport Improvement Program
 - Highway Infrastructure Projects
 - Transit Infrastructure Projects
 - Consolidated Rail Infrastructure and Safety Improvements
 - Port Infrastructure Development Program

****Keep in mind project funding will depend on available resources, and larger requests may have to be reduced. Projects will only receive funding for purposes authorized by Congress, as further explained in the guidance.**



FY2024 Congressionally Directed Spending Request (Richland County Highway A (CTH A))

Name & Contact Info

Nate Day
Work: 6086206185
nday@sehinc.com

Mailing Address

6808 Odana Road, Suite 200
Madison WI 53719

Permanent Address

6808 Odana Road, Suite 200
Madison WI 53719

** indicates a required field.*

Section 1. Recipient Contact Information

Please provide contact information for the **project recipient**

1. Recipient Primary Contact First Name: *

Josh

2. Recipient Primary Contact Last Name: *

Elder

3. Recipient Primary Contact Title: *

Highway Commissioner

4. Recipient Primary Contact Phone: *

608.604.7624

5. Recipient Primary Contact Email: *

josh.elder@co.richland.wi.us

6. Recipient Primary Contact Mailing Address Line 1: *

P.O Box addresses will not be accepted.

Please enter the physical mailing address of the recipient primary contact.

120 Bowen Circle

7. Recipient Primary Contact Mailing Address Line 2:

No answer.

8. Recipient Primary Contact Mailing Address City: *

Richland Center

9. Recipient Primary Contact Mailing Address State: *

WI

10. Recipient Primary Contact Mailing Address Zip Code: *

53581

Section 2. Project Information

1. Project Name: *

CTH A (CTH Z to STH 56), Richland County

2. Project Recipient Name: *

Richland County Highway Department

3. Project Recipient IRS Employer Identification Number (EIN): *

39-6005735

4. Project City or County in Wisconsin: *

Richland County

5. Project Website (if available):

No answer.

6. Congressionally Directed Spending Request Amount: *

Please enter as a dollar amount. No decimals, commas or other symbols.

5216000

7. Congressionally Directed Spending Request Minimum Amount: *

Due to the spending constraints of the federal budget, Congress may not be able to fully fund every request.

As such, please also provide a minimum dollar amount that would be useful for your project.

Please enter as a dollar amount. No decimals, commas or other symbols.

4694400

8. Total Cost of the Project: *

Please enter as a dollar amount. No decimals, commas or other symbols.

5216000

9. Relevant Appropriations Subcommittee: *

Transportation & HUD

10. Relevant Agency/Account (if known): *

Senators may make requests for congressionally direct spending items in a limited number of eligible accounts, as determined by the Senate Appropriations Committee.

Unknown

11. Priority Ranking of Project (if multiple proposals are being submitted): *

If only one proposal is being submitted, please enter the number 1. No decimals, commas or other symbols.

1

12. Was This Request Submitted to Another Member of the Wisconsin Delegation? *

No

12.1 Which Delegation Member?

No answer.

13. Is the Recipient Organization a For-Profit Entity? *

NOTE: For-Profits are NOT eligible for Congressionally Directed Spending.

No

Section 3. Project Details

1. Description of Project: *

Use up to 250 words to describe the project and its purpose.

The County Highway A (CTH A) project is 8.6-miles from CTH Z to State Highway 56 (STH 56) and serves as a rural minor collector. CTH A is a two-lane rural highway with one 11-foot lane in each direction and 2-foot gravel shoulders. The Average Annual Daily Traffic (2022) is 290 vehicles with heavy truck traffic accounting for 22% percent of the traffic. CTH A carries a mix of local, regional, agricultural and tourism traffic. The existing pavement structure has a total variable thickness between 7 to 20 inches of asphalt over base aggregate and is deteriorating rapidly. CTH A also has a crash rate higher than the statewide average.

The purpose of the proposed project is to improve safety and address the deteriorated roadway pavement to increase the quality of travel and provide an efficient transportation system.

The proposed project consists of Richland County replacing deteriorated culverts and widening the existing CTH A corridor from the existing 26-foot width to 30-foot width, in preparation for the pavement replacement project. The existing pavement would then be pulverized, relayed, and paved with new hot mix asphalt. CTH A will have one 12-foot lane in each direction and 3-foot gravel shoulders. The road would maintain the same horizontal alignment. Superelevation's on the horizontal curves would be restored. New permanent signing and pavement markings would also be included.

This project satisfies the purpose by providing a cost-effective, long-term solution for safety and pavement improvements, while minimizing environmental impacts and overall roadway lifecycle cost.

2. Problem/Issue Statement: *

Use up to 200 words to describe the problem or issue to be addressed through this request. Be as detailed as possible, and explain why the problem or issue cannot be addressed without congressionally directed spending.

1. Culverts are deteriorating and nearing the end of their service life.
2. This 8.6-miles of CTH A had eight crashes from 2017-2021 giving it a crash rate of 171.76 crashes per HMVMT (100 Million Vehicle Miles Traveled) which is significantly higher than the statewide average for rural two-lane highways of 90.08 crashes per HMVMT.
3. There were four KAB (Fatality, Suspected Serious, or Minor Injury) crashes from 2017-2021 giving it a KAB crash rate of 87.88 crashes per HMVMT which is four times higher than the statewide average of 20.54 crashes per HMVMT.
4. The existing pavement shows signs of deterioration and failure including longitudinal and traverse cracking. The PASER (Pavement Surface Evaluation and Rating) scale is a 1-10 rating system for road pavement condition that uses visual inspection to evaluate pavement surface conditions. A rating of 0 indicates pavement failure. The pavement was assessed in 2022 with a PASER rating of 4-Fair. The existing pavement exhibits deficiencies beyond what typical annual maintenance can address. These issues cannot be resolved without funding assistance. Richland County has an approximate yearly operating budget of \$3.25 million. This project is estimated at \$5.21 million if built in the year 2025.

3. Project Goals and Results: *

Use up to 200 words to describe measurable goals and expected results.

1. Replace and extend all culverts to improve and maintain existing drainage features.
2. Widen existing CTH A corridor from the existing 26-foot width to 30-foot width in preparation for the pavement replacement project.
3. Pulverize and relay existing asphalt pavement between 6 to 14 inches deep to capture all poor asphalt layers. Grade pulverized layer to new 30-foot roadway width. This will provide a more uniform and stable base foundation, restore cross slope for improved drainage, and correct superelevations at horizontal curves for improved side friction and driver comfort.
4. Pave new hot mix asphalt to provide a new driving surface free from distresses allowing water and deicing chemicals to enter the pavement and accelerate the deterioration of the roadway corridor. New asphalt will meet a 120,000lbs load design to accommodate high percentage of truck traffic and agricultural equipment.
5. Place new aggregate shoulders to aid in improved drainage and provide additional width for agricultural traffic.
6. Place new pavement marking to delineate traffic lanes.
7. Place new permanent signing to improve sign visibility by providing reflective compliance and safety mitigation strategies by providing curve ahead sign and advisory speed signs.

4. Economic/Community Impact: *

Use up to 200 words to describe the economic and/or community impact of this effort. Economic impact may be expressed in terms of the total number of jobs created or maintained directly or indirectly, or investment stimulated. Other requests may yield community benefits other than jobs. For these, please provide detailed descriptions of community impact.

Two large farms along CTH A provide the following attributes to Richland County's economy.

Durst Larse Farms (2,000 acres, family owned)

- o Produces 60,000 pounds of milk daily (\$4,320,000 worth of usable commodity/year)
- o Produces 60,000 bushels of corn/year (\$360,000 worth of usable commodity/year)
- o Produces and Ships Hay (\$35,000 worth/year)
- o Employs 15 full time positions (\$20/hour)
- o Average farm equipment weight using road (66,500 pounds)

Fruit Farms (550 acres, family owned)

- o Produces 23,000 pounds of milk daily (\$1,656,000 worth of usable commodity/year)
- o Produces and ships 200 calves and 80 full grown cows/year (market value varies)
- o Employs 6 full time positions and 2 part-time positions (\$20/hour)
- o Average farm equipment weight using road (20,000 pounds)

These two farms combined average \$6,371,000 worth of commodities annually. The commodities go to a local dairy plant, Foremost Farms, in Richland Center. Foremost Farms employs 134 staff (all local employees) and primarily produces mozzarella cheese. This cheese is primarily bought by Nestle and used in pizzas such as Tombstone and Digiorno. This connects Richland County's employee's efforts to a national level.

The deteriorated roadway causes additional travel time delays and additional vehicle maintenance costs, adding more burden to local producers.

5. List Entities or Organizations Partnering in or Supporting the Project: *

NOTE: You will have the opportunity to upload letters of support and other supplementary documents after completing this section.

Richland County Highway Department

Richland County Administrator's Office

Tony Kurtz, State Representative, 50th Assembly District

Wisconsin Department of Natural Resources

6. Please Describe Any Past Federal Funding Support for this Project: *

None

7. Please Describe Any Non-Federal Funding that Supports this Request: *

None

8. Will Additional Federal Funding Be Required? When and How Will the Project Become Self-Sustaining? *

No additional federal funding will be required for this project. Richland County will provide required annual maintenance on the improved roadway.

9. I Certify that the Project can Meet all Federal Program Requirements, Including Cost Share or Matching Requirements. *

Yes

Contracted Services Agreement

THIS AGREEMENT, made and entered into on the dates indicated after the signature of the parties by and between RICHLAND COUNTY, a municipal corporation (hereinafter referred to as "COUNTY"), and the VILLAGE of LONE ROCK, municipal corporation located within the geographic boundaries of Richland County (hereinafter referred to as "VILLAGE").

This AGREEMENT constitutes and contains the entire agreement of the parties, and supersedes any and all other contracts, agreements or understandings between the parties, whether oral or written.

I. SCOPE OF SERVICES

- A. One deputy sheriff, in a county-assigned vehicle, will be assigned to patrol duty in the VILLAGE. A patrol sergeant, from the Sheriff's Office, will be responsible for the coordination of duties for the deputy sheriff. The sergeant will work with the Village's designated liaison regarding scheduling of coverage in the VILLAGE.
- B. In addition to those patrol services typically provided to all Richland County municipalities, the COUNTY shall provide up to one thousand and forty (1040) hours of patrol services annually per deputy sheriff assigned under Section I. A of this AGREEMENT. Patrol services shall include the following:
 1. During patrol hours, the assigned deputy sheriff will provide continuous patrol in the VILLAGE. The assigned deputy sheriff, unless otherwise occupied, will be first responder to all dispatched events in the VILLAGE. The assigned deputy sheriff will leave the boundaries of the VILLAGE only in those situations that would require mutual aid assistance by the COUNTY or serve a legitimate law enforcement need of the VILLAGE.
 2. The Sheriff shall have supervisory control over the personnel providing services under this AGREEMENT. The Sheriff shall retain final authority to make decisions as to the manner in which the services under this AGREEMENT shall be rendered.
 3. To insure continuity, the Sheriff will assign deputy sheriffs to the VILLAGE on an annual basis, whenever possible. The Sheriff will consider requests by the VILLAGE for changes in assignment but retains final authority in those assignments.
 4. The Deputy sheriff assigned to the VILLAGE shall be properly trained and supervised. Such training shall include an orientation session to provide the deputy sheriff with specific knowledge of the VILLAGE. The Deputy Sheriff assigned to the VILLAGE shall have a minimum of three (3) months of patrol experience with the Sheriff's Office prior to being assigned to the VILLAGE, when possible.
 5. The COUNTY shall provide a necessary deputy sheriff as relief and/or replacement during the absence or after termination of a deputy sheriff regularly assigned to the VILLAGE, in accordance with all the terms and

conditions of this AGREEMENT. If the COUNTY is unable to provide a necessary deputy, the COUNTY shall notify the VILLAGE of this at the earliest reasonable opportunity, along with a projected duration for the inability to provide the deputy, and the payment made by the VILLAGE shall be adjusted per the terms below.

- C. Under this AGREEMENT, the COUNTY and the Sheriff are considered to be independent contractors with the right to control the details of the work performed.

II. RECORDKEEPING

- A. The Sheriff's Office shall require that all time spent by the deputy, under the terms of this AGREEMENT, be documented.
- B. The COUNTY shall provide the VILLAGE with the following reports on a monthly basis:
 - a) Incident report
 - b) Citations issued report
 - c) Accident activity report
 - d) Adult arrest report
 - e) Juvenile arrest report
 - f) Such reports as may be reasonably requested by the VILLAGE

III. FORFEITURES

- A. The assigned deputy sheriff will be responsible for the enforcement of the VILLAGE ordinances. The VILLAGE Attorney will handle the prosecution of the VILLAGE ordinance violations. It is further agreed that all forfeitures collected from citations issued by the assigned deputy sheriff shall be paid to the VILLAGE, unless otherwise mandated by State law.
- B. It is agreed, that whenever possible, all arrests made in the VILLAGE by the deputy sheriff contracted for and assigned to the VILLAGE shall be made under Village Ordinance.

IV. VEHICLES and EQUIPMENT

- A. All vehicles and other equipment shall remain the property of the COUNTY. Whenever possible, vehicles furnished by the COUNTY, under this AGREEMENT, shall carry identification markings of the Sheriff's Office.

V. TERM

- A. The TERM of the AGREEMENT shall be January 1, 2023, through December 31, 2023, regardless of the dates of the signatures set forth below.
- B. The VILLAGE, except as described in Section VI.B. of this AGREEMENT, may terminate this AGREEMENT only by providing written notice to the COUNTY no later than July 1st of the year preceding termination. If the VILLAGE decides to continue the AGREEMENT beyond December 31, 2023, it shall be on such terms and conditions as mutually agreeable between the VILLAGE and the COUNTY.

VI. TERMINATION

- A. Any violation by the VILLAGE of any portion of this AGREEMENT shall constitute a breach of the AGREEMENT by the VILLAGE. In the event of such breach, the COUNTY shall have the option of declaring this AGREEMENT terminated. If this AGREEMENT is declared terminated by the COUNTY, the VILLAGE shall pay the COUNTY for such police services rendered through the date of termination, prorated on the basis of the monthly charge set forth in this AGREEMENT, within 45 days of receipt of invoice from the COUNTY.
- B. Any violation by the COUNTY of any portion of this AGREEMENT shall constitute a breach of the AGREEMENT by the COUNTY. In the event of such breach, the VILLAGE shall have the option of declaring this AGREEMENT terminated. If the AGREEMENT is declared terminated by the VILLAGE pursuant to this paragraph, the VILLAGE shall not be liable for any charges for police services rendered after receipt of written notice of termination by the COUNTY, with payment for services rendered prior to receipt of that notice to be prorated on the basis of the monthly charge set forth in this AGREEMENT.
- C. Should the VILLAGE terminate the AGREEMENT under the terms of Section VI. B., the COUNTY shall make every effort to reassign contracted personnel within enforcement functions. In the event the COUNTY is unable to reassign the contracted personnel and is required to lay off COUNTY enforcement personnel, the VILLAGE shall not be responsible to pay the COUNTY the costs of unemployment for the COUNTY.
- D. Should the COUNTY terminate the AGREEMENT prior to its maturity the COUNTY agrees to continue to provide patrol coverage, under the current terms of the AGREEMENT, for a period not to exceed 12 months, unless mutually agreed upon by both the COUNTY and the VILLAGE. This subsection will allow the VILLAGE sufficient time to arrange for other police protection coverage as determined by the VILLAGE.

VII. PAYMENT

- A. The VILLAGE shall pay the COUNTY the sum of \$48,880 annually or \$4,073.33 each month (\$47.00 per hour times 1040 hours annually) for the 2023 contract year. These rates will remain the same until December 31, 2023. There shall be a pro-rata reduction of these charges per hour that the COUNTY cannot provide a deputy as described above. If the VILLAGE has already made payment, the COUNTY shall either reimburse the VILLAGE or apply the adjustment as a credit to future services, at the VILLAGE's discretion.
- B. In addition to this monthly charge, the VILLAGE shall reimburse the COUNTY for the actual costs for the assigned deputy sheriff serving there under overtime hours directly arising from VILLAGE patrol functions, including overtime spent in court in connection with the prosecution of all matters originated under the terms of this AGREEMENT.
- C. It is further agreed that the COUNTY shall invoice the VILLAGE on a monthly basis for all hours of service provided. The VILLAGE agrees to pay, within 45 days of receipt of

invoiced services, for all services rendered by the COUNTY under this AGREEMENT.

VIII. MISCELLANEOUS

- A. The VILLAGE Boards may, if it so desires, submit a monthly or other periodic request, thirty (30) days in advance, whenever possible, detailing specific events that should be addressed under the terms of this AGREEMENT, and those needs likewise will be addressed under the terms of this AGREEMENT.
- B. The VILLAGE will designate a liaison to provide the Sheriff or his/her designee with any information as to concentration of patrol efforts, special assignments, etc., which the VILLAGE desires. The liaisons will deal directly with the Sheriff or his/her designee, both of whom shall be knowledgeable of community affairs and attend VILLAGE Board and committee meetings as necessary.
- C. The VILLAGE agrees to provide bathroom facilities, photocopy machine, telephone, heavy-duty document shredder, fax system, for use by assigned deputy sheriff.
- D. The VILLAGE agrees to forward all monies received from the school district, businesses, and others, which are designated for the D.A.R.E. program, or any other community policing program, to the COUNTY.
- E. The VILLAGE agrees to incorporate the annual twenty-four hours of state mandated training within the yearly patrol hours.

IX. INDEMNIFICATION

- A. The VILLAGE will defend, hold harmless and indemnify the COUNTY and the Sheriff, the officers and employees of each, for any claim brought against them or any of them founded in or growing out of the negligence or improper act of the VILLAGE or conduct of any official, agent, or employee of the VILLAGE.
- B. The COUNTY will defend, hold harmless and indemnify the VILLAGE, its officers and employees, for any claim brought against them or any of them founded in growing out of the negligence or improper act of the Sheriff and the assigned deputy sheriff.
- C. It is expressly understood that the VILLAGE will not defend, hold harmless or indemnify the COUNTY and the Sheriff relative to alleged negligence or improper conduct, or both, of the Sheriff or the assigned deputy sheriffs.

X. ASSIGNMENT

Neither of the parties hereto shall assign any interest in this AGREEMENT without the expressed written consent of the other party which consent may be withdrawn at their sole discretion.

XI. COOPERATION

The parties hereto shall commence, carry on and complete their respective obligations under this AGREEMENT with all deliberate speed and in a sound, economical and efficient manner, in accordance with this AGREEMENT and all applicable laws. In providing services under this AGREEMENT each party agrees to cooperate with the various departments, agencies, employees and officers of the other party.

XII. SOLE AGREEMENT

This AGREEMENT is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this AGREEMENT shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of any party hereto. The entire AGREEMENT of the parties is contained herein and this AGREEMENT supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof.

XIII. AMENDMENT

The parties expressly agree that this AGREEMENT shall not be amended in any fashion except in writing, executed by both parties.

XIV. NON-APPROPRIATION of FUNDS, SUSPENSION of SERVICES

If during the term of this AGREEMENT, the governing body of either the COUNTY or the VILLAGES shall fail to appropriate sufficient funds to carry out that party's obligations under this AGREEMENT, the services provided under this AGREEMENT shall be suspended upon a 30 day written notice to the other party. This section shall not relieve the VILLAGES of its responsibility to pay for services furnished to the VILLAGES prior to the effective date of suspension. Services provided under this AGREEMENT shall be reinstated immediately upon notice by either party that funds therefore have been appropriated.

IN WITNESS WHEREOF, the parties hereto, either directly or by the respective authorized agents, have caused the AGREEMENT to be executed, as of the dates indicated below.

VILLAGE OF LONE ROCK

By Its Village Board

President

Village Clerk

RICHLAND COUNTY

By Its County Board of Supervisors

Chairperson

County Clerk

Sheriff

Dated: _____

RESOLUTION NO. 23- _____

A Resolution Approving the Richland County Sheriff's Office to Enter into A Contract with the Village of Lone Rock for law enforcement services.

WHEREAS Richland County Sheriff Clay Porter has been working with the Village of Lone Rock on a contract to provide law enforcement services and ordinance enforcement.

WHEREAS the Finance and Personnel Standing Committee has reviewed the proposed contract with the Village of Lone Rock and are recommending entering into the contract.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Sheriff's Office to enter into a contract with the Village of Lone Rock to provide law enforcement services.

BE IT FURTHER RESOLVED that County Board Chair Marty Brewer is hereby authorized to sign on behalf of the County a contract in accordance with this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE
FINANCE AND PERSONNEL STANDING

COMMITTEE

AYES _____ NOES _____

RESOLUTION ADOPTED

DEREK S. KALISH
COUNTY CLERK

FOR AGAINST

DATED:



Public Administration Associates, LLC

To: Chair Marty Brewer

C: Clinton Langreck

From: Dave Bretl

Date April 4, 2023

Re: Revised Administrator position description

Attached please find a “redlined” copy of the revised position description as well as a clean copy. Changes shown in red were to the original position description proposed by Administrator Langreck and previously shared with the Committee. Those changes in blue are recommendations of the Committee made on April 3.

Please reach out with any questions or concerns.

David Bretl
414-350-3328
bretld.paa@gmail.com

1155 W. South Street
Whitewater, WI 53190

Richland County Position Description

Position Title: County Administrator

Exempt form FLSA

Department: Administration

Category: Full-time

Reports to: County Board (Finance and Personnel)

Pay By Agreement

Grade:

Date: 21 Mar 2023

Hours per Week: 40+ (Salaried)

PURPOSE OF POSITION

The purpose of this position is to perform all duties in compliance with Wisconsin State Statute 59.18 to include acting as the chief administrative officer of the county, as by statute and assigned.

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 and assigned. No provision of this position description is intended to vest any duty or grant any authority to the County Administrator which is vested by law in any other County Officer, Commission, Committee or Board. The County Board in its discretion may modify this position description at any time provided such modifications are not contrary to State law.

1. Meeting Attendance & County Board Relations.

- 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.
- 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.
- Provides the Board with data regarding County programs and activities, and makes regular reports to the Board.
- Sees that all orders, ordinances, resolutions, and regulations adopted by the County Board are faithfully executed.
- Attends and participates in committee meetings as deemed necessary or requested by committee chairs.
- 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.

- 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

Richland County Position Description

conducting regular meetings with department heads. Oversees the day-to-day operations of all County government functions ensuring effectiveness and efficiency.

- 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 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, discharging Department Heads who were not elected by the people and who were appointed by a County Administrator. Reviews all recommendations for disciplinary suspensions and discharge of all employees.
- 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.
- Appoints the members of all Boards and Commissions, with the exception of Supervisors to standing committees of the County Board, 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.
- Acts as a resource for all union negotiations, and actively participates in the development of the County's negotiation strategy.
- In coordination with the oversight committees and department heads reviews and determines whether vacant positions should be filled.
- 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.
- 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.
- Manages a wide variety of major projects and coordinates the roles of staff in the process.

3. Strategic Planning & Organizational Improvement.

- Makes recommendations, assists the County Board in establishing, and advances the organizational mission, vision, values and identified County goals.
- Develops, integrates, and directs the current and long-range strategic plans for all County activities. Uses resources within the 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.
- 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.
- 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.

Richland County Position Description

- Responsible for the preparation and submission of the annual budget and capital improvement program (CIP) to the County Board in a format specified by the Board.
- 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.
- 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*

- 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.
- Directs the examination of all accounts, records and operations of the County, which receive moneys from the County Board.
- Maintains and provides affected departments with current information on availability of funds and procedures to apply for federal and state grant programs and assists in application for and procurement of such grants.
- Develops bonding projects for the County and makes subsequent recommendations for the County Board.

6. Human Resources

A. Reviews all recommendations for disciplinary suspensions or discharges

7. Property Management.

- 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.
- 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.
- Coordinates, with the appropriate committee, the preparation of architectural plans for County buildings and their construction, and allocates space to County departments and agencies.

8. Community & Intergovernmental Relations.

- 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.
- Invites other local units of government to cooperate with the County through the establishment of task forces, conference committees, and other similar arrangements.

Richland County Position Description

- Handles the public relations affairs of the County and the County Board. Serves as the chief administrative spokesperson for the County, which role is to be coordinated with the County Board Chair, who acts as the chief elected spokesperson.
- Maintains good community relations, including ensuring timely investigation and response to citizen complaints and inquiries.
- Maintains positive, professional, and business-like working relationships with the community and other units of government. *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.*

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

- Bachelor's degree in public administration, business administration finance or related field is required with a Master's degree preferred. A combination of education or experience may be substituted for the specific degree major. ICMA Credentialed Manager certification is a plus.
- Significant experience in the administration of a complex organization required. A thorough knowledge of local government is preferred. A minimum of two-years of upper-level management experience is essential.
- Working knowledge of computers, computer programs, typing and data entry.
- Unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to prepare and to maintain a variety of documents including reports, analysis, and recommendations.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.
- 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

- Ability to classify, compute, tabulate, and categorize data.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.

Richland County Position Description

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to exert moderate effort in sedentary to light work, including ability to lift and carry up to 15 pounds at times.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to sit/stand at a desk for prolonged periods and to work on a computer.

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

**Richland County
Position Description**

Position Title: County Administrator **Exempt form FLSA**

Department: Administration **Category:** Full-time

Reports to: County Board (Finance and Personnel) **Pay** **By Agreement**

Date: 21 Mar 2023 **Grade:**
Hours per Week: 40+ (Salaried)

PURPOSE OF POSITION

The purpose of this position is to perform all duties in compliance with Wisconsin State Statute 59.18 to include acting as the chief administrative officer of the county, as by statute and assigned.

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 and assigned. No provision of this position description is intended to vest any duty or grant any authority to the County Administrator which is vested by law in any other County Officer, Commission, Committee or Board. The County Board in its discretion may modify this position description at any time provided such modifications are not contrary to State law.

Richland County Administrator duties

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.
- ~~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

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Richland County Position Description

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.

- ~~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 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- discharging Department Heads who were not elected by the people and who were appointed by a County Administrator. Reviews all recommendations for disciplinary suspensions and discharge of all employees.
- ~~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.
- ~~D~~-Appoints the members of all Boards and Commissions, with the exception of Supervisors to standing committees of the County Board, 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.
- ~~E~~-Acts as a resource for all union negotiations, and actively participates in the development of the County's negotiation strategy.
- ~~F~~-In coordination with the oversight committees and department heads reviews and determines whether vacant positions should be filled.
- ~~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.
- ~~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.
- ~~I~~-Manages a wide variety of major projects and coordinates the roles of staff in the process.

3. Strategic Planning & Organizational Improvement.

- ~~A~~-Makes recommendations, assists the County Board in establishing, and advances the organizational mission, vision, values and identified County goals.
- ~~B~~-Develops, integrates, and directs the current and long-range strategic plans for all County activities. Uses resources within the 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.
- ~~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.

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Richland County Position Description

- ~~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.

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4. Budget Preparation and Execution.

- ~~A~~-Responsible for the preparation and submission of the annual budget and capital improvement program (CIP) to the County Board ~~in a format specified by the Board.~~
- ~~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~~-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

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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.
- ~~B~~-Directs the examination of all accounts, records and operations of the County, which receive moneys from the County Board.
- ~~C~~-Maintains and provides affected departments with current information on availability of funds and procedures to apply for 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.

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6. Human Resources

~~A. Administers the County's Handbook of Personnel Policies and Work Rules~~

~~B. Administers the County's employee fringe benefits programs~~

~~A.C. Reviews all recommendations for disciplinary suspensions or discharges~~

~~D. Develops hiring policies and monitors hiring practices and decisions to ensure that consistent and sound personnel policies are followed.~~

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.
- ~~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.
- ~~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.

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Richland County
Position Description

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.
- ~~B-~~Invites other local units of government to cooperate with the County through the establishment of task forces, conference committees, and other similar arrangements.
- ~~C-~~Handles the public relations affairs of the County and the County Board. Serves as the chief administrative spokesperson for the County, which role is to be coordinated with the County Board Chair, who acts as the chief elected spokesperson.
- ~~D-~~Maintains good community relations, including ensuring timely investigation and response to citizen complaints and inquiries.
- ~~E-~~Maintains positive, professional, and business-like working relationships with the community and other units of government. *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.*

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MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

- ~~Bachelor's degree in public administration, business administration finance or related field is required with a Master's or master's degree in related field is preferred. A combination of education or experience may be substituted for the specific degree major. ICMA Credentialed Manager certification is a plus. with knowledge, skills, and abilities which include a thorough knowledge of local government.~~
- ~~Five years of significant experience in the administration of a complex organization required. A thorough knowledge of local government is preferred. A minimum of two-years of upper-level management experience is essential, an administrative and supervisory capacity desired.~~
- Working knowledge of computers, computer programs, typing and data entry.
- ~~Current WI Driver's license and Unlimited access to reliable transportation.~~

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PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to prepare and to maintain a variety of documents including reports, analysis, and recommendations.

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Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

Richland County
Position Description

- 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

- Ability to classify, compute, tabulate, and categorize data.
- 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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

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, and pushing/pulling up to 15 pounds at times.
- Ability to handle, finger and feel. Ability to lift and carry up to 15 pounds at times.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to sit/stand at a desk for prolonged periods and to work on a computer.
- 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.

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Employee's Signature

Supervisor's Signature

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Richland County
Position Description

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