



May 3, 2023

## NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene on **Wednesday, May 3rd, 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](mailto: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. UW Campus Maintenance Expenditure
8. Park Department moving under Fairgrounds Department
9. East Hall update

### Financial:

10. Clean Sweep Grant Application
11. Future UW Campus Expenses funding source
12. Table purchase for County Board Room
13. 2023 Squad purchase
14. Discretionary use of end of year department budget surplus for the purpose of employee recognition and retention
15. Discussion & Possible Action: Taxable status for Radio Tower Project borrowing & Resolution approving Radio Tower Project
16. Approve Contract for Upgrade of Tax Collection Software

### Personnel:

17. Restructuring of Maintenance Department and Job Postings
18. Reclassification of the Behavioral Health Services Manager
19. Discussion and possible action on progressing 30 year Employees to Step 8
20. Update to the Staff Authorization Table

### Closing:

21. Future agenda items
22. Adjournment

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

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

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

# Richland County

Finance & Personnel Standing Committee

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**April 3<sup>rd</sup>, 2023**

The Richland County Finance and Personnel Standing Committee convened on Monday, April 3<sup>rd</sup> by WebEx.

Committee members logged in included County Board Supervisors Marty Brewer, Steve Carrow, Melissa Luck, Gary Manning, Steve Williamson, Tim Gottschall and Shaun Murphy-Lopez.

Also logged on was David Bretl & Jon Hochkammer from Public Administration Associates (PAA), Supervisor Donald Seep, Kerry Severson and Assistant to the Administrator Cheryl Dull taking minutes.

Not present: Marc Couey and David Turk

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. Moved by Supervisor Gottschall to approve the agenda as posted, 2<sup>nd</sup> by Supervisor Williamson. 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; 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:** Moved by Supervisor Gottschall to move into closed session with all County Board members to remain, 2<sup>nd</sup> by Supervisor Williamson. All voting aye, motion carried.
  - a. **Recruitment Plan and Process –**
5. **Return to Open Session:** Moved by Supervisor Gottschall to come out of closed session, 2<sup>nd</sup> by Supervisor Carrow. All voting aye, motion carried.
6. **Discussion and possible action on items from closed session:** None
7. **Adjournment:** Next meeting to be Tuesday, April 4th @ 5:15 p.m. in the County Board Room. Moved by Supervisor Gottschall to adjourn at 7:04 p.m., seconded by Supervisor Luck. All voting aye, motion carried.

Minutes respectfully submitted by

Cheryl Dull

Richland County Assistant to the Administrator

# Richland County

## Finance & Personnel Standing Committee

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**April 4th, 2023**

The Richland County Finance and Personnel Standing Committee convened on Tuesday, April 4th in person.

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

Also present was Administrator Clinton Langreck, Attorney Michael Windle, several department heads, county employees, Committee Members and general public and Assistant to the Administrator Cheryl Dull taking minutes.

Not present: David Turk

- 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. Moved by Supervisor Manning to approve the agenda as posted, 2<sup>nd</sup> by Supervisor Luck. All voting aye, motion carried.
- 4. Public Comment:** None
- 5. Previous Minutes:** Hearing no objections, Chair Brewer moved to approve the minutes as presented.
- 6. Interview and Selection Process for HR Director:** Administrator Langreck presented the status of the applications and the timeline to interview, etc.
- 7. Shared Revenue Distribution:** Administrator Langreck reviewed the Revenue Share report. He stated a question had previously come up as to why there was a reduction. It was an ambulance transport amount held and paid later to the County.
- 8. Finance Policy Development:** Administer Langreck review the draft policy with the Committee. Discussion followed on the Policy. It will be brought back for approval after a couple more reviews with Department Heads and the Finance Team.
- 9. Operations Transition Plan – Administrator Position:** Administrator Langreck reviewed what the Administrator's Office is doing to get up to speed on the transition with the Interim Administrator Jon Hochkammer. Jon will be here next Wednesday, April 12 to review transition items. He will meet County Board at the April 18<sup>th</sup> meeting and meet Department Heads on the 20<sup>th</sup> at the Department Head meeting.
- 10. Deficiency Appropriations:** Administrator Langreck presented a Resolution to transfer funds to cover deficiencies. The Resolution shows the deficiencies that would be zeroed out. Administrator Langreck stated it was also discovered funds that came in through HHS weren't applied against those deficiencies. Moved by Supervisor Gottschall to recommend a resolution to the county board to make deficiency appropriations for identified non-lapsing funds, 2<sup>nd</sup> by Supervisor Carrow. Supervisors Brewer, Williamson, Manning, Couey, Carrow, Gottschall and Luck all voting aye, Murphy-Lopez opposed, motion carried.
- 11. Response to notification of withdrawal – Economic Development:** Administrator Langreck presented the Notice of Withdrawal that will be effective 4/5/2023 after City Councils meeting this evening. The proposal addressed the steps to be taken with the withdrawal. Jasen Glasbrenner's accrual vacation & sick balances would be transferred to the City with no payout. Administrator Langreck also proposed to amend the County Authorization Table removing the Economic Development Department and Director and amend the Committee Structure removing the Economic Development Board. Administrator Langreck also proposed to keep the allocated money for the City to apply towards the money owed from the City of Richland Center for Symons. The Economic Development Director will continue to wrap up the 4 outstanding projects. Moved by Supervisor Gottschall to accept line items 1 & 2 and append the rest to a later date, 2<sup>nd</sup> by Supervisor Luck. All voting aye, motion carried.
- 12. Tri-county airport payments:** Administrator Langreck presented that Sauk County is requesting an appropriation of \$76,298.00 for 2021, 2022 and 2023. There has been no updated agreement since Iowa county withdrew from the project, so Richland County budgeted 25% which is what was originally agreed upon. Moved by Supervisor Luck to pay the additional \$3,015.00, 2<sup>nd</sup> by Supervisor Couey. All voting aye, motion carried.

# Richland County

Finance & Personnel Standing Committee

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- 13. Highway Funding Appropriation Application:** Administrator Langreck is recommending the approval of the grant applications for 2 highway projects. Commissioner Elder stated these grants came up very quickly. The County Hwy O project has been in the works and this is the last stretch to complete that road. The County Hwy A project requires no match. Along with that, the Administrator filled out 2 Letters of Support for the Hospital project. Moved by Supervisor Luck to grant approval for the Highway Department to apply for grants for County Hwy O and County Hwy A and send to County Board for approval, 2<sup>nd</sup> by Supervisor Couey. All voting aye, motion carried.
- 14. Contract with Lone Rock for Law Enforcement services:** Sheriff Porter presented that he has been in talks with Lone Rock for a while because they have disbanded their Police Department and are looking for Law Enforcement assistance from the County. They will not have to increase personnel. If there is not enough staffing, they will not cover the Village. They will be applying for a COP Grant in the future which will pay for an additional deputy. Moved by Supervisor Williamson to approve the contract, 2<sup>nd</sup> by Manning. All voting aye, motion carried.
- 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:** Moved by Supervisor Manning to move into closed session with all County Board members to remain, 2<sup>nd</sup> by Supervisor Gottschall. All voting aye, motion carried.
- a. **Corporation Counsel, litigation:**
  - b. **Administrator Recruitment Plan and Process:**
- 16. Return to Open Session:** Moved by Supervisor Williamson to come out of closed session, 2<sup>nd</sup> by Supervisor Carrow. All voting aye, motion carried.
- 17. Discussion and possible action on items from closed session:** Moved by Supervisor Manning to go with the amended Job Description as posted today with a salary offer in a range of \$100,000 to \$125,000, 2<sup>nd</sup> by Supervisor Couey. All voting aye, motion carried.
- 18. Adjournment:** Next meeting to be Tuesday, May 2nd @ 5:15 p.m. in the County Board Room. Moved by Supervisor Couey to adjourn at 7:34 p.m., seconded by Supervisor Manning. 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: Restructuring of Parks to Fairgrounds from Land Conservation**

<b>Department:</b>	Fair and Recycling	<b>Presented By:</b>	Carla Doudna
<b>Date of Meeting:</b>	3-May-23	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	27-Apr-23	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	

**Recommendation and/or action language:**

Recommend to... approve the restructuring of the Fair & Recycling Department to Fair, Recycling & Parks Department and sent new job descriptions to Carlson Dettman for review.

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

The County Conservationist can only devote 5% of their time towards Parks and with the Land Conservation Secretary departure by the end of 2023 The Fair, Recycling and Parks has decided to restructure.

**Attachments and References:**


**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*

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Department Head

**Review:**

*Clinton Langreck*

\_\_\_\_\_

Administrator, or Elected Office (if applicable)

**Richland County Committee**

**Agenda Item Cover**

**Agenda Item Name: UW Campus Maintenance Expenditure**

<b>Department:</b>	Administation	<b>Presented By:</b>	Cheryl Dull, Assistant to the Administrator
<b>Date of Meeting:</b>	3-May-23	<b>Action Needed:</b>	Report only
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	17-Apr-23	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	5/3/2023	<b>Resolution</b>	

**Recommendation and/or action language:**

Recommend to... accept report

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

UW Platteville has expended their budget for Repairs for 2023. They have forwarded their last Precision Controls & Services bill to Richland County to expense.

**Attachments and References:**


**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	UW Center Richland Outlay	
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

**Approval:**

*Clinton Langreck*

\_\_\_\_\_

Department Head

**Review:**

*Clinton Langreck*

\_\_\_\_\_

Administrator, or Elected Office (if applicable)



**Richland County Board - Education Committee**  
**County Board Room, Richland County Courthouse, and via Webex**  
**Meeting Minutes**  
**February 13, 2023**

*Committee Members Present: Linda Gentes, Ingrid Glasbrenner, Marc Couey, Chad Cosgrove, and Daniel McGuire; via Webex: Barbara Voyce, Bob Frank, and Shaun Murphy-Lopez*

*Staff and other Board Members Present: Marty Brewer, Michael Compton, Adam Hady, Chelsea Wunnicke, Michael Windle, Clinton Langreck, and Stephanie Dary; via Webex: Kyle Christianson, Mark O'Connell, Ben Conard, Andy Phillips, Jennie Silver, Cheryl Dull, and Barb Wentz*

**Agenda**

1. **Call to Order** – Meeting was called to order by Chair Gentes at 1:15 p.m.
2. **Roll Call of Committee Members** – All eight members present.
3. **Proof of Notification** – Gentes gave proof of notification.
4. **Approve Agenda** – Motion to approve the agenda by McGuire, second by Glasbrenner. Motion carried by voice vote.
5. **Approval of Minutes from January 9, 2023 meeting** – Motion by Couey to approve the Minutes as presented, second by Voyce. Motion carried by voice vote.
6. **Consent agenda - Approve monthly expenditures for Richland County Food Service, Richland County Extension, and UWP-Richland Campus** – Motion by Couey to approve the consent agenda items, second by Cosgrove. Motion carried by voice vote.
7. **Closed Session - Agenda Item – Status of the UW Campus** – Chair may call for a closed session, pursuant to Wis. Stat. 19.85(1)(e) 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, and pursuant of Wis. Stat. 19.85 (1) (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. (Roll call vote if motion is not unanimous.) Enter closed session if a motion is made and passed. Reconvene in open session pursuant to Wis. Stat. 19.85(2). (Roll call if motion is not unanimous.) – Motion to enter closed session by Couey, second by Glasbrenner. Motion carried by unanimous voice vote. Members present in closed session: Michael Windle, Clinton Langreck, Adam Hady, Chelsea Wunnicke, Chad Cosgrove, Marc Couey, Bob Frank, Shaun Murphy-Lopez, Daniel McGuire, Linda Gentes, Barb Voyce, and Ingrid Glasbrenner, Mark O'Connell, Kyle Christianson, Ben Conard, Andy Phillips, and Marty Brewer.
8. **Return to Open Session** - Motion to return to open session by Couey, second by Glasbrenner. Motion carried by voice vote.
9. **Possible action from closed session** - Motion to have a resolution to request the removal of East Hall from the MOA with the University Of Wisconsin System Board Of Regents was made by Couey, second by Frank. Motion Passed 7-1 by roll call vote. Couey, Frank, Murphy-Lopez, Glasbrenner, Gentes, Cosgrove, and Voyce voting yes; with McGuire voting no.
10. **Update on fixing leak on East Hall** - Langreck indicated that conversation with contractor were in progress
11. **Update on Agreement with STR-SEG to conduct a design services of the partial roof replacement at the Wallace Student Center (Coppertop)** – No action
12. **Discussion and possible action on recommending resolution for Wallace Student Center Roof Replacement** - Bids for roof replacement were presented. Motion to accept the base bid from Interstate by Murphy-Lopez, second by McGuire. Motion carried by voice vote.
13. **Food Service update- Stephanie Dary**
  - a. **Status of initiatives in the Roadrunner café** – Dary gave an update on initiatives that include: souparama, take and bake meals.
  - b. **Budget Tracking** – Dary presented the budget tracker.



Precision Controls & Service LLC

1011 US Hwy 14 E  
 Richland Center WI 53581

# Invoice

Date	Invoice #
2/21/2023	420

<b>Bill To</b>
UW Platteville -Richland Campus 630 Roadrunner Gymnasium 1200 Hwy 14 West Richland Center, WI 53581

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Pump in the maintenance/ gym building Replaced the check valve, EPDM connectors, flange adapters and braided expansion fittings.  Price included 2" black piping and fittings. Price also includes busting out concrete. Price does not include repair to concrete. This would have to be completed by others, if needed.	5,850.39	5,850.39
	Replaced the TACO pump assembly. Price includes 2" black piping and fittings. Price also includes busting out concrete. Price does not include repair to concrete. This would have to be completed by others, if needed.	11,350.00	11,350.00
	Replaced fan shaft and bearings	5,888.00	5,888.00
	Credit for Labor (7 hrs less than original estimate)	-721.00	-721.00
-1	Credit for 2" black fittings not used	304.00	-304.00
		<b>Total</b>	\$22,063.39

# COUNTY OF RICHLAND

RICHLAND CENTER, WISCONSIN 53581

NO. 29129  
RICHLAND COUNTY BANK,  
RICHLAND CENTER, WISCONSIN

DATE: 04/12/2023  
CHECK NO.: 29129  
AMOUNT: \$22,063.39  
TWENTY TWO THOUSAND SIXTY THREE AND 39/100 DOLLARS

PAY TO  
THE  
ORDER  
OF

PRECISION CONTROLS & SERVICES  
-LLC  
1011 US HWY 14 E  
RICHLAND CENTER WI 53581

*Derek J. Kalish*  
County Clerk  
*Ally Egan*  
Treasurer  
*Madison Brewer*  
Board Chair

THIS CHECK VOID AFTER 60 DAYS FROM DATE OF ISSUE

⑈029129⑈ ⑆075902609⑆ 000⑈051⑈

FUND & ACCOUNT	P.O.#	INVOICE	DESCRIPTION	AMOUNT
32.5680.0000.5249	420		02/21 INV420	22,063.39
			TOTAL	22,063.39

VENDOR 002709 PRECISION CONTROLS & SERVICES 04/12/2023 Check 29129

COUNTY OF  
RICHLAND

# RICHLAND COUNTY

## Fair, Recycling and Parks Standing Committee Meeting Minutes

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February 22, 2023

**Present:** Kerry Severson, Scott Gald, Sandy Campbell, Carla Doudna, John Collins, Cathy Cooper, Eric Siemandel, Clint Langreck, Tim Gottschall, Danielle Rudersdorf Cindy Chicker

**Absent:** Gary Manning, Gary Deaver

1. **Call to Order:** Chair Severson called the February 22, 2023 meeting to order at 5:06 p.m.
2. **Proof of Notification:** Verification that the meeting had been properly noticed.
3. **Agenda Approval:** Chair Severson requested a motion to approve the amended 24-point agenda, added #15 and #20. Moved by Supervisor Rudersdorf to approve request, second by Supervisor Gottschall. All voting aye, motion carried.
4. **Public Comment:** None.
5. **Previous Meeting Minutes:** Motion by Supervisor Rudersdorf to approve the minutes as presented, second by Collins. All voting aye, motion carried.
6. **Financial Reports:** No comments or concerns.
7. **Discussion Item:** Planning of department structure and positions, what the visions are for functions and the current picture on finances in efforts to best set descriptions and propose any necessary authorization or classification policy changes with Administrator. Chair Severson opened the floor to Administrator Langreck.

Administrator Langreck spoke on the restructure of the department with the transition of the Parks.

- a. What does that look like?
- b. How should it be structured?
- c. What additional revenue is needed?
- d. Work on a business plan.
- e. Compile diagram of Parks with list of duties.
- f. Complete an Org Chart of how the departments are now and how it will be in 2024

Chair Severson opened the floor to questions from Committee. Chicker stated she fears that the work will all be focused on the fairgrounds and the fair. Doudna assured her that the goal with this structure is to continue with two people in the office. A staff member would be solely focused on the fair and then you'll have the director over the parks, recycling and coordination of events on the grounds. Collins agreed and stated that in 2022 Finance and Personnel agreed to the 3 separate financials and the proposal sent by this committee. Supervisor Rudersdorf agreed this is a great way to grow parks. Doudna will move forward with compiling what was requested. Administrator Langreck left the meeting.

# RICHLAND COUNTY

## Fair, Recycling and Parks Standing Committee Meeting Minutes

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### ACTION ITEMS

- 8. Discussion and possible action on Invoices for Muscoda Bridge:** Director Cooper presented the resolution to pay the invoices regarding the grant. Along with that she mentioned that the old bridges were not covered in the cost of the grants so they do need removed at our expense. Siemandel isn't sure but will drive down and take a look and get them removed. Motion by Supervisor Rudersdorf to approve the resolution with spelling corrections, second by Chicker. All voting aye, motion carried.
- 9. Discussion and possible action on 2023-2024 Snowmobile Trail Maintenance Grant:** Director Cooper presented the resolution which is a copy of the previous year. This is presented yearly for approval before going to County Board. Motion by Siemandel to approve the resolution with spelling corrections, second by Chicker. All voting aye, motion carried.
- 10. Discussion and possible action on request for Pine River Trail Bridge #9 and #10 replacement Snowmobile Grant:** Director Cooper presented resolutions for grant regarding Trail Bridges #9 & #10. She is waiting to see the cost; an engineer will need to be consulted given the curvature of the bridge. Siemandel will look in past material to see who did the previous jobs. The grant is due April 15 so it must go to County Board in their March session. Motion by Chicker to approve the resolution for trail bridge #9 with spelling correction be sent to County Board, second by Supervisor Rudersdorf. All voting aye, motion carried. Motion by Siemandel to approve the resolution for trail bridge #10 with spelling correction be sent to County Board, second by Chicker. All voting aye, motion carried.
- 11. Discussion and possible action on East Branch Mill Creek Snowmobile Bridge Replacement Grant:** Director Cooper presented resolution for approval. She is still waiting on the quotes regarding the cost, in the past it was about \$65k. The bridge is located on the Arthur Luttig property between County Highway Z and Tuckaway. Motion by Siemandel to approve the resolution with spelling correction be sent to County Board, second by Supervisor Rudersdorf. All voting aye, motion carried.
- 12. Discussion and possible action on purchase of picnic tables:** Collins reviewed the current needs for new tables at Rockbridge and replacement of those at Viola Park. He also reviewed the need for them at the camping sites going in at Viola. It was requested to move this item to the March meeting to review the financial report and what is available for funding.
- 13. Discussion and possible action on work that Montana Birch would like to do at the Parks for Eagle Scouts:** Director Cooper reviewed the work that Montana would like to do. After some discussion the committee requested that Montana come to the next meeting to review his plans with them and discuss what might be needed.

6:04pm – Supervisor Gottschall left the meeting

# RICHLAND COUNTY

## Fair, Recycling and Parks Standing Committee Meeting Minutes

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**14. Discussion and possible action on Land, Potential crossing over trail near Gotham:**

Director Cooper presented a map showing a location that is being requested to place a driveway over the trail. The Committee opted to have the property owner present his/her plan once property is obtained.

**15. Discussion and possible action on Opening Mowing Bids:** Director Cooper presented the only mowing bid received. Mike Drake submitted a mowing bid for \$9000 for the year with \$590 each mow of the trail and cleaning the bathrooms. Motion by Collins to accept the bid, second by Siemandel. All voting aye, motion carried.

**16. Completed in item #7, no action needed at this time.**

**17. Discussion and possible action on the 2023 Fair.** None

**18. Discussion and possible action on marketing plan for the grounds:** Doudna is still waiting on approval from Administrator Langreck on the new website so plans can move forward on this.

**19. Discussion and possible action on security on the grounds:** Doudna is still waiting on approval from Administrator Langreck.

**20. Discussion and possible action on restarting the Fairest of the Fair program:** Doudna presented the possible interest for someone heading up the program. Understanding it wasn't budgeted for the year but any funds for scholarship(s) would be paid from 2024 and we could add that in. There was discussion on fundraising for help cover some of the cost. Motion by Campbell to approve the restart of the program given the interested party would like to volunteer the time, second by Supervisor Rudersdorf. All voting aye, motion carried.

**21. Administrative Report:** None

**22. Future Agenda Items for February 2023 to include but not be limited to:** Operation of the fairgrounds per Resolution 22-93, purchasing of picnic tables for the Parks Department, marketing plan for grounds and building rental, creation of new grounds rental website, security cameras on the property, update list of new rental costs, have Montana Birch present, Viola well, property off Pine Valley, bridge removal.

**23. Adjournment:** Motion by Chicker to adjourn the meeting, second by Siemandel. All voting aye, motion carried.

Respectfully submitted,

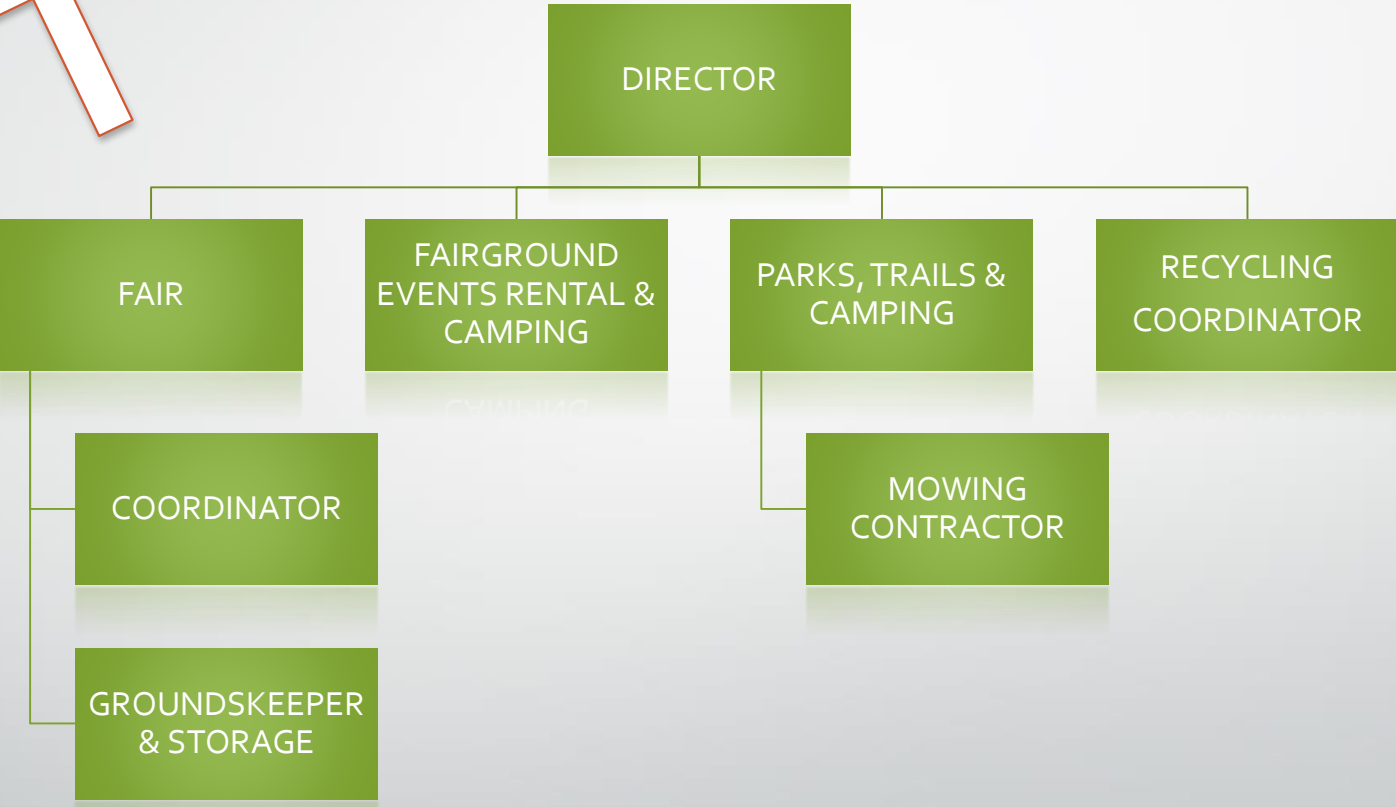
***Carla Doudna***

Carla Doudna, Fair & Recycling Coordinator

# Organization Chart

## FAIR, RECYCLING & PARKS DEPARTMENT

DRAFT





# RICHLAND COUNTY POSITION DESCRIPTION

**Position Title:** Fair Coordinator

**Department:** Fair, Recycling & Parks

**Reports to:** Department Director

**Pay Grade:**

**Date:**

**Hours Per Week:** 1000 hours per year

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## **POSITION SUMMARY**

Plans, organizes, oversees, coordinates and participates in all aspects of hosting the annual Richland County Fair. This position will handle the promotion and marketing of the fair and oversee the fair camping, volunteer schedule and supply requests.

## **Career Features**

The Fair Coordinator is a supervisory position responsible for overseeing the operation and implementation of all things related to the Richland County Fair. The areas of oversight include but are not limited to: supervising the staff and volunteers of the fair, promoting, marketing, scheduling and implementation of the schedule of events. Work with the department Director regarding budgets, contracts, and accounts payable and receivable. Communicate with department Director on facility and grounds capital improvement projects that might be needed; prepare and administer grants related to the operation of the fair and related buildings/needs. Appointment of Fair Coordinator requires compliance with the qualifications of the position and the ability to establish goals for the growth of the event and provide feedback regarding the performance of staff and volunteers.

## **ESSENTIAL FUNCTIONS**

The following duties are not intended to sever as a comprehensive list of duties performed in this classification, only a representative summary of the primary duties and responsibilities. Incumbent may not be required to perform all duties listed and may be required to perform additional, position-specific duties. Other duties may be required or assigned.

- This position has limited hours so ability of flex hours is essential to cover needs that could be outside of the normal work week being Monday-Friday 8a-5p.
- Operate the Richland County Fair in compliance with County, State and Federal laws and policies. Ensure the facility and grounds are presentable, well-maintained and up to codes/standards in order to meet the general needs of users and comply with ADA requirements.
- Coordinate grounds, building and barn set up and clean up.
- Work with department staff, project leaders, 4-H departments, FFA Advisors and youth group organizers regarding any and all fair related needs.
- Handle recruitment of judges, gate staff, superintendents, fair helpers and volunteers in coordination with Human Resources when needed.
- Ensure employees are trained to perform their duties and follow all safety procedures so tasks are performed in an efficient, effective, and safe manner.

- Resolve issues and/or conflicts as they arise.
- Opening and closing office, maintaining department files, vendor database, FairEntry Program, answering phone, greeting customers, creating reports and meeting materials as required and take meeting minutes.
- Understand and work within department budget.
- Complete and submit State reporting required by Department of Agriculture and Trade and Consumer Protection (DATCP).
- Review and submit to Department Director all voucher submissions for payment, and track departmental revenues and expenditures.
- Update fairbook in compliance with the state ATCP 160 rules and regulations that govern county fairs.
- Review, monitor, and accept FairEntry entries. Preparing, printing, and packaging all exhibitor entries for delivery.
- Ensure all judging results and award selection paperwork is accurate and submitted after each department judging.
- Monitor and review all employee hours entered on timesheets.
- Formulate local rules and regulations for exhibitors and the public required by DATCP and State Statutes.
- Prepare, distribute and approve commercial exhibitor space applications.
- Maintain log of sick animals removed from grounds, vet sheets, and testing logs.
- Work with State Health Department, State Veterinarians and Food Inspectors.
- Promote and advertise the fair using social media, press, and radio.
- Arrange adequate police, fire, EMS, first aid station, sanitary facilities.
- Work with Emergency Management Director involving Evacuation Plan for all properties.
- Maintain camping logs and payment during fair.

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- High School diploma or vocational/technical training in office support functions with two years related experience required, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Proficient in Word, Excel and PowerPoint required.
- Strong ability to communicate effectively and professionally both orally and in writing.
- Ability to organize, prioritize, and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, and data entry.
- Current WI driver's license with no prior convictions and unlimited access to reliable transportation.



## **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Language Ability and Interpersonal Communication**

- Ability to comprehend and interpret a variety of documents including financial reports, letters and memos, state and federal rules and regulations and budget sheets.
- Ability to deliver information and explain procedures.
- Ability to communicate effectively in verbal and written form with other departments within the County, the general public, and department staff both in person and in writing.
- Ability to create and maintain excellent customer relations with diverse population of patrons during the fair.
- Strong organization skills, including the ability to manage multiple priorities and frequent interruptions.
- Ability to manage large events, with high stress incidents, while under public scrutiny.
- Excellent public relation skills and ability to maintain good media relations.
- Ability to work around animals typically found in a County Fair environment.

### **Mathematical Ability**

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

### **Judgment and Situational Reasoning**

- Ability to lead others, work independently and work as a team
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Physical Requirements**

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger, and feel. Ability to lift and carry up to 50 pounds.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures, etc.
- Ability to move and guide material using simple tools; haul items in wagon, place signs and stands with hand cart.
- Ability to physically respond to a variety of settings to provide services, including office, barns, pulling track, midways areas and community locations; post office, bank, courthouse, and other related businesses.
- 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.
- Ability to traverse a variety of walking surfaces as needed, including stairs.
- Exposure to the following materials may occur (this list is a sample and is not meant to be exclusive): cleaning/sanitation chemicals, solvents, volatile organic chemicals, environmental pollutants, paints, epoxies, abrasives, etc.

- Safety rule/regulations must be adhered to at all times, including appropriate attire and PPE when necessary.

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.

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Employee's Signature

---

Supervisor's Signature

---

Date

---

Date

**Richland County Committee**

**Agenda Item Cover**

**Agenda Item Name: Clean Sweep Grant Application**

<b>Department:</b>	Fair, Recycling and Parks	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	3-May-23	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	27-Apr-23	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	5/3/2023	<b>Resolution</b>	

**Recommendation and/or action language:**

Recommend to... approve Fair, Recycling and Parks to apply for and accept a Clean Sweep Grant in the amount of \$24,000, requiring a 20% minimum County match and send to County Board for approval with the Administrator having the authority to sign.

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

The Fair, Recycling and Parks is eligible to apply for a Clean Sweep Grant in the amount of or up to \$24,000 from WI DATCP which requires a 20% minimum match by the County. The grant is used to collect hazardous materials that meet the State Clean Sweep program. The deadline to apply is in May with the money awarded in 2024.

**Attachments and References:**


**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*

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

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

**RESOLUTION NO. 23 - XX**

A Resolution Authorizing the Fair, Recycling and Parks Committee To Apply For And Accept A Clean Sweep Grant.

WHEREAS the Fair, Recycling and Parks Standing Committee has been notified that it is eligible to apply for a Clean Sweep Grant from the Wisconsin Department of Agriculture, Trade and Consumer Protection up to \$24,000, with the grant funds to be used to collect Agriculture and Household Hazardous materials that meet the State Clean Sweep program,

WHEREAS Rule 14 of the Rules of the Board requires County Board approval for any department of County government to apply for and accept a grant, and

WHEREAS the grant requires a 20% minimum County match which can be either cash and/or in-kind funding. The Fair, Recycling and Parks Standing Committee will apply in-kind funding, in addition, requesting support from the Richland County Board of Supervisors to approve, if needed, funding from General Fund 10 to cover any overages, and

WHEREAS Fair, Recycling and Parks Standing Committee and the Recycling Coordinator, Carla Doudna, are presenting this Resolution to the County Board for consideration and recommending that the County Board approve such request, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Richland County Recycling Coordinator, Carla Doudna of the Fair, Recycling and Parks Department to apply for and accept an Agricultural and Household Clean sweep Grants from the Wisconsin Department of Agriculture, Trade and Consumer Protection in the amount of or up to \$24,000, and that any overage will be supplemented by the General Fund 10, and

BE IT FURTHER RESOLVED that approval is hereby granted for the funds to be spent in accordance with the terms of the grant and the Recycling Coordinator, Carla Doudna, is authorized to sign on behalf of the County any documents necessary to carry out this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FAIR, RECYCLING, & PARKS STANDING COMMITTEE

AYES            NOES

PENDING -Approved on April, 24, 2023

RESOLUTION \_\_\_\_\_

FOR    AGAINST

DEREK S. KALISH  
COUNTY CLERK

KERRY SEVERSON	X
GARY MANNING	X
TIM GOTTSCHALL	
DANIELLE RUDERSDORF	
SCOTT GALD	
SANDY CAMPBELL	X
GARY DEAVER	X
JOHN COLLINS	X
ERIC SIEMANDEL	X
CINDY CHICKER	X

DATED:

**Richland County Committee**

**Agenda Item Cover**

**Agenda Item Name: Future UW Campus Expenses**

<b>Department:</b>	Administation	<b>Presented By:</b>	Cheryl Dull, Assistant to the Administrator
<b>Date of Meeting:</b>	3-May-23	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	17-Apr-23	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	5/3/2023	<b>Resolution</b>	

**Recommendation and/or action language:**

Recommend to... pay UW Campus Expenses from Fund #??

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

UW Platteville has expended their budget for Repairs for 2023. They have forwarded their last Precision Controls & Services bill to Richland County. A funding sources needs to be designated to pay future expenses from.

**Attachments and References:**


**Financial Review:**

*(please check one)*

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

*(summary of current and future impacts)*

**Approval:**

*Cheryl Dull*

\_\_\_\_\_

Department Head

**Review:**

*Jon Hochkammer*

\_\_\_\_\_

Administrator, or Elected Office (if applicable)

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name: Table Purchase for County Board Room**

<b>Department:</b>	Administration	<b>Presented By:</b>	Assistant to the Administrator
<b>Date of Meeting:</b>	3-May-23	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>		<b>Referred by:</b>	

**Recommendation and/or action language:**

Recommend to... order 13 tables as presented in the amount of \$7,467.00 or \$7,711.50 to be contingent on other quotes that will be presented at a later date that include tables.

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

MIS received a quote from Lifeline Audio Video Technologies of Platteville in the amount of \$55,000.00 for County Board Audio, approved at Public Works on 4/13/2023 and at County Board with Resolution 23-46. The quote did not include tables. Chair Brewer has requested that the Cheryl Dull, Assistant to the Administrator to start the process of ordering tables. Due to the amount of the whole project, approval is being requested to purchase:

18" x 60" tables in the amount of \$7,467.00 (Quote 13aa QTE070879 - WD Quote)

or

24" x 60" tables with built-in electric in the amount of \$7,711.50 (Quote 13ba QUO11411154 - School Outfitters);

Contingent upon no other quote coming in that includes tables.

**Attachments and References:**

Resolution 23-46	Lifeline Audio Video Technologies of Platteville quote
Public Works Minutes 4/13/2023	

**Financial Review:**

*(please check one)*

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	92.5685.0000.5819
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	ARPA Funds	
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

<b>Approval</b>		

**Approval:**

**Review:**

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

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

**Richland County Committee**

**Agenda Item Cover**

For assistance, please contact your furniture expert:

Valid 5/2/2023 To 06/01/2023

Alisa Plummer

alisa@worthingtondirect.com


P: 800-599-6636

**Bill To**

**RICHLAND COUNTY**  
**ACCOUNTS PAYABLE**  
**181 W SEMINARY ST**  
**RICHLAND CENTER, WI 53581-2356**  
**P: (608) 647-2197**

**Ship To**

**RICHLAND COUNTY**  
**CHERYL DULL**  
**181 W SEMINARY ST**  
**RICHLAND CENTER, WI 53581-2356**  
**P: (608) 647-2197**

Stock No.	Vendor No.	Item Description	Price	Qty	Subtotal
	68433 LF1860T	18"X60" RECTANGLE, BILTMORE CHERRY, SILVER FRAME,FLIP-N-GO TRAINING TABLE	\$534.00	13	\$6,942.00
<b>Estimated Lead Time: 7 days - 14 days plus 2-5 days for transit</b>					

Subtotal	\$6,942.00
Shipping	525.00
Tax	0.00
<b>Total</b>	<b>\$7,467.00</b>

**Shipping Information**This order includes:  Liftgate Service  Inside Delivery  Call Before Delivery (608) 647-2197

Delivery appointments can be made by the freight company to schedule approx delivery time. Please contact your rep to remove or add additional services to your quote, or to learn more about them.

Liftgate service is recommended for facilities that do not have a loading dock or personnel/equipment needed to lower large or heavy freight to the ground. Selecting this service will ensure that your shipment is lowered to the ground.

Inside Delivery service means that a single freight driver will assist in bringing your shipment inside the first set of doors to your facility. The driver will not navigate stairs/elevators and may still require assistance with extremely large or heavy items.

Please contact your rep to have these additional services added to your quote, or to learn more about them.

When you are ready to order, please make sure you have made all color selections and verified shipping and billing details. Feel free to discuss any questions you may have with your representative: Alisa Plummer at alisa@worthingtondirect.com

**Thank you for this opportunity to furnish your space!**



**For assistance, please contact your furniture expert:**

**Valid 5/2/2023 To 06/01/2023**

**Alisa Plummer**


**alisa@worthingtondirect.com**

**P: 800-599-6636**

<b>Bill To</b>
<b>RICHLAND COUNTY</b>
<b>ACCOUNTS PAYABLE</b>
<b>181 W SEMINARY ST</b>
<b>RICHLAND CENTER, WI 53581-2356</b>
<b>P: (608) 647-2197</b>

<b>Ship To</b>
<b>RICHLAND COUNTY</b>
<b>CHERYL DULL</b>
<b>181 W SEMINARY ST</b>
<b>RICHLAND CENTER, WI 53581-2356</b>
<b>P: (608) 647-2197</b>

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Stock No.	Vendor No.	Item Description	Price	Qty	Subtotal	
	68433	LF1860T	18"X60" RECTANGLE, BILTMORE CHERRY, SILVER FRAME,FLIP-N-GO TRAINING TABLE	\$534.00	13	\$6,942.00
<b>Estimated Lead Time: 7 days - 14 days plus 2-5 days for transit</b>						

Subtotal	\$6,942.00
Shipping	525.00
Tax	0.00
<b>Total</b>	<b>\$7,467.00</b>

<b>Shipping Information</b>	This order includes: <input checked="" type="checkbox"/> Liftgate Service <input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Call Before Delivery (608) 647-2197
Delivery appointments can be made by the freight company to schedule approx delivery time. Please contact your rep to remove or add additional services to your quote, or to learn more about them.	
Liftgate service is recommended for facilities that do not have a loading dock or personnel/equipment needed to lower large or heavy freight to the ground. Selecting this service will ensure that your shipment is lowered to the ground.	
Inside Delivery service means that a single freight driver will assist in bringing your shipment inside the first set of doors to your facility. The driver will not navigate stairs/elevators and may still require assistance with extremely large or heavy items.	
Please contact your rep to have these additional services added to your quote, or to learn more about them.	

When you are ready to order, please make sure you have made all color selections and verified shipping and billing details. Feel free to discuss any questions you may have with your representative: Alisa Plummer at alisa@worthingtondirect.com

**Thank you for this opportunity to furnish your space!**







Furnishing great places to learn.

For assistance, please contact:

Shawn Donnellon
Phone: 866-619-3445
Fax: 866-619-3446

www.schooloutfitters.com • PO Box 779193 • Chicago IL 60677-9193

shawn.donnellon@schooloutfitters.com

Quote Summary

Quote #: QUO11411154
Valid through: 06/02/2023

Bill to:
Richland County
Cheryl Dull
181 W Seminary St
Richland Center WI 53581-2356 USA
Phone: 1 (608) 647-8821
Fax: N/A
Email: cheryl.dull@co.richland.wi.us

Ship to:
Richland County
Cheryl Dull
181 W Seminary St
Richland Center WI 53581-2356 USA
Phone: 1 (608) 647-8821
Fax: N/A
Email: cheryl.dull@co.richland.wi.us

Table with columns: Item, SKU#, Description, Qty., List, % Off, Price Per Item (including options), Total Price

Item 1: LNT-TSU3035-E-PK-SO Heavy-Duty Flipper Table /w Electric (24" W x 60" L) Qty: 13 List: \$1,139.22 % Off: 52% Price Per Item: \$552.52 Total Price: \$7,182.76



Options:
Table - Cherry (+ \$0.00)

Ships in 24 hours

Estimated Delivery:
4 business days after order confirmation

PLEASE NOTE: BUNDLED ITEMS MAY SHIP SEPARATELY

Shipping & Handling Breakdown

Table with columns: Items Shipping From, Shipping Via, Service(s) Included
SO-SGL Warehouse, FEDEX FREIGHT PRIORITY, Lift Gate

Product SubTotal: \$7,182.76
Shipping & Handling: \$528.44
Sales Tax: 0.00 \*
Grand Total: \$7,711.20

\* Please note: Quoted pricing does not include sales tax; receipt of your tax exempt form is pending. If your form is not received, sales tax must be collected for us to complete your order.

Important Shipping Information

Shipping on specified items includes a lift gate on the truck, but does not include inside delivery. The driver will lower items to the ground only. Customer must bring inside. Inside delivery is available for an additional charge.

Please remember to inspect your order at the time of delivery. Do not throw away any of the original packaging until inspection is completed. Any missing parts or damages must be reported to customer service at 1-866-619-1776 within 5 business days of delivery.

All quotations are for tailgate delivery, F.O.B. factory, unless otherwise noted.

## Sales Representative Comments

Due to the continuous fluctuation with cost of products, increased shortage of raw materials and increased transportation demands, it is important to finalize your ordering needs soon. Please contact us for any assistance needed to proceed with your order.

Thank you! Shawn Donnellon [shawn.donnellon@schooloutfitters.com](mailto:shawn.donnellon@schooloutfitters.com) (T) 866-619-3445 (F) 866-619-3446

Thank you for the opportunity to earn your business.

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**For Assistance:** Shawn Donnellon • Phone: 866-619-3445 • Fax: 866-619-3446 • [shawn.donnellon@schooloutfitters.com](mailto:shawn.donnellon@schooloutfitters.com)

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## Item Details

Learniture

### Heavy-Duty Flipper Table /w Electric (24" W x 60" L)



The Heavy-Duty Flipper Table w/ Electric from Learniture features a sturdy 17-gauge steel frame that supports up to 300 pounds and a modesty panel for your electrical needs. Two power grommets include four electric and four USB ports to keep laptops and devices charged while working. The easy-to-clean, PVC top resists stains and scratches, and flips down for quick and convenient storage. This table comes with swivel casters for easy mobility and glides to keep table level and protect floors.

#### Specifications

Product Weight (Lbs):	70.56
Assembly:	Assembly required
Casters/Glides:	4 leveling glides 4 casters (two locking)
Frame Finish:	Powder coat
Frame Material:	17 gauge steel
Nested Tables Dimensions (2 Tables):	60" W x 28 3/4" D x 42 1/2" H
Overall Height:	39" H (w/ glides) 39 3/8" H (w/ casters)
Overall Length:	60" L
Overall Width:	24" W
Table Material:	PVC
Table Shape:	Rectangle
Testing Certifications:	BIFMA approved; Greenguard Gold certified
Warranty:	10-year limited
Weight Capacity:	300 lbs (evenly distributed)

#### Options

Table Color:	
<input type="checkbox"/>	Black
<input type="checkbox"/>	Cherry
<input type="checkbox"/>	Gray

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (including options)	Total Price
1.	LNT-TSU3035-E-PK-SO	Heavy-Duty Flipper Table /w Electric (24" W x 60" L)	13	\$1,139.22	52%	\$552.52	\$7,182.76
		Options:					
		<input checked="" type="checkbox"/> Table – Cherry (+ \$0.00)					









# Richland County

## Public Works Standing Committee | Meeting Minutes

April 25, 2023

The Richland County Public Works Standing Committee met on Thursday, April 13<sup>th</sup>, 2023, in the Richland County Board Room, at 181 W. Seminary St., Richland Center, WI 53581.

### Roll Call:

	Present	Absent		Present	Absent		Present	Absent
Josh Elder	✓	☐	Daniel McGuire	✓	☐	Marc Couey	✓	☐
Lisa Mueller	✓	☐	Steve Carrow	✓	☐	Julie Fleming	☐	✓
Randy Nelson	✓	☐	Richard McKee	✓	☐	Clinton Langreck	✓	☐
Barb Scott	✓	☐	Gary Manning	☐	✓	Cheryl Dull	✓	☐
Jason Marshall	✓	☐	Chad Cosgrove	✓	☐	Jeffrey Even	✓	☐
John Couey	☐	✓	Steve Williamson	✓	☐	Michael Windle	✓	☐

### 1. Call to Order

Committee Chair Williamson called the meeting to order at 4:00 p.m.

### 2. Proof of Notification

Committee Chair Williamson verified with Commissioner Elder that the meeting had been properly noticed.

### 3. Agenda Approval

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor Couey to approve the agenda.

All voting aye, motion carried.

### 4. Previous Meeting Minutes

Motion: Moved by Supervisor Couey, seconded by Supervisor McKee to approve and accept the previous meeting minutes as presented.

All voting aye, motion carried.

### 5. Public Comment

Discussion: No Public Comment

### 6. Courthouse

#### a. Maintenance Report

- Courthouse:
  - Window Project: All windows are ready to be installed.
  - Door Project: Project is still underway.
  - Key/Security Project: Inventory completed. Discussed the next steps. Vendor presentations.
  - County Board Room: Reviewing vendor walk through for set-up. Waiting for status update.
  - Small Court Room: Still exploring possibilities to improve video conferencing capabilities.
  - Dark Skies Review: Waiting for the results of the completed assessment.
  - Jail: New console, jail door and key fob scanner projects are in progress.
  - DMV Kiosk: Public self-service completed and located on the 1<sup>st</sup> floor.
  - Mailbox: Moving the mailbox to new location on 1<sup>st</sup> floor.
  - Register & Probate Window Speaker: Installation completed.
- East Hall: Discuss future plans.

### 7. Administration | Discussion and Possible Action on:

#### a. Requested Use of Courthouse Grounds by a Public Organization

Discussion: Requesting to use the Courthouse Grounds on Thursday May 4, 2023.

Motion: Moved by Supervisor Couey, seconded by Vice Chair Cosgrove to approve the Public Organization to use the Courthouse Grounds on Thursday May 4, 2023.

All voting aye, motion carried.

# Richland County

## Public Works Standing Committee | Meeting Minutes

### b. Contract Review | Acceptance: East Hall contract/Lease, Maintenance, Cleaning & Security

Discussion: Resolution 23-19 declares the removal of East Hall from the UW. Richland School District has interest in use of the East Hall for the purpose of the Alternative School for grades 8-12. [Charter School] Timeline projected to be ready to open by September for the new school year.

### c. Maintenance Department Job Descriptions

Discussion: Review and re-organize job descriptions for Maintenance Manager and Maintenance Tech. Possibly discuss future contracting out of Maintenance Custodial position. Make sure job descriptions include Government Center, Community Services Building and Campus under Purpose of Position and the wording of "Ability to comfortably lift and carry up to 50lbs." under physical requirements. Job descriptions and wage scales have been sent to Carlson Dettman for review and approval.

Motion: Moved by Supervisor Couey, seconded by Supervisor Carrow to refer the job descriptions for the Maintenance Department to Carlson Dettman.

All voting aye, motion carried.

### d. Order 3 Heating Units

Discussion: Have ordered 3 heating units previously in 2022 and would like to order 3 more of the same to replace 3 out of the 4 units that currently have failed.

Motion: Moved by Supervisor McKee, seconded by Supervisor McGuire to purchase 3 Trane heat pump units from Precision Controls & Service LLC for the cost of \$19,795.

All voting aye, motion carried.

### e. Health and Human Services Wall

Discussion: The Extension Office will need to relocate due to the alternative use of the East Hall building that had been released from the UW Agreement.

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor Couey to authorize the relocation of the Extension Office to the Community Services building. Approval has been given to build or install a barrier wall or doors to provide the Extension Office with their own space.

All voting aye, motion carried.

### f. UW Campus Tree Identification and Trimming

Discussion: Any dead trees that are located on campus currently pose a possible danger not only to those walking on the campus grounds but to the buildings and assets as well. This agenda item will be discussed more in depth at a later designated date.

## 8. Treasury | Discussion and Possible Action on:

### a. Bid Opening Acceptance: Tax Deed Parcel #006-0634-411-Town of Buena Vista

Bid[s]:	TOTAL	BRING TO CODE Details
Logan/Tiffany Olson	\$1,000	Demolition[Green Space] within 2 years   Future beyond unknown
Alvin C. Christianson	\$1,001	Renovate for future rental units.

Motion: Moved by Supervisor Carrow, seconded by Supervisor McKee to accept the bid from Alvin C. Christianson.

#### Roll Call Vote:

	Aye	Nay	
Richard McKee	✓	<input type="checkbox"/>	<b>AYE = 3 votes</b> <b>NAY = 3 votes</b>
Chad Cosgrove	<input type="checkbox"/>	✓	
Daniel McGuire	✓	<input type="checkbox"/>	
Steve Carrow	✓	<input type="checkbox"/>	
Marc Couey	<input type="checkbox"/>	✓	
Steve Williamson	<input type="checkbox"/>	✓	

Discussion: This agenda item is to be postponed until the next regular Public Works Committee Meeting which is to be held on May 11, 2023, at 4:00 p.m.

# Richland County

## Public Works Standing Committee | Meeting Minutes

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### 9. Highway

#### a. Administrative Report

Discussion: Getting mowers ready, preparing County Highway JJ, State Highway 154 starts project.

#### b. Highway Monthly Paid Bills

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor Couey to approve and accept the total of \$426,981.54 for the monthly paid bills for the Highway Department.

All voting aye, motion carried.

### 10. Highway | Discussion and Possible Action on:

#### a. Bid Review | Awarding: Truck Body & Equipment [Includes 2 Additional Sanders]

Bid[s]:	TOTAL	DELIVERY DATE
Monroe Truck Equipment	\$337,059	90-120 after arrival of truck chassis & equipment Equipment estimated 300 days from order
Universal Truck Equipment	\$244,758	220 days or less after arrival of truck chassis & equipment

Motion: Moved by Supervisor Couey, seconded by Vice Chair Cosgrove to award the bid of the Truck Body & Equipment (including 2 additional sanders) to: *Universal Truck Equipment*.

All voting aye, motion carried.

#### b. Office Cleaning Services

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor Carrow to proceed forward with inquiries into new custodial services for Highway.

All voting aye, motion carried.

### 11. Move into Closed Session Pursuant Wisconsin State Statute 19.85(1)(e) Deliberating or Negotiating the Purchase of Public Properties, the Investing of Public Funds, or Conducting of Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session

#### i. Status of UW Campus

Motion: Motion to move into closed session passed by unanimous vote. motion carried.

### 12. Return to Open Session

Motion: Moved by Supervisor Carrow, seconded by Vice Chair Cosgrove to return to open session.

All voting aye, motion carried.

### 13. Possible Action on Items Discussed in Closed Session

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor Couey to prepare the Community Services building to receive the UW Extension staff.

All voting aye, motion carried.

### 14. MIS

#### a. Administrative Report

Discussion: Currently working on a county wide printer contract for bundling and cost savings.

### 15. MIS | Discussion and Possible Action on:

#### a. Contract Review | Acceptance: County Website and Meeting Management

Discussion: Current website is outdated and needs brought current. Both Meeting Management and updated website will have better public interfaces. Received demonstrations and quotes and have come to an agreement with CATALIS.

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor Couey to approve the contract with CATALIS for Website Management and Meeting Management for a total annual cost of \$15,200.

# Richland County

## Public Works Standing Committee | Meeting Minutes

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### b. County Board Room Audio Project

Discussion: Replacing and updating the older system that already exists in the conference room. This replacement and update will alleviate for meetings to be held offsite as well as the demands on the MIS personnel to be present at all meetings.

Motion: Moved by Supervisor Couey, seconded by Supervisor McKee to refer the motion to the County Board Committee to review the approval of an amount not to exceed \$55,000 to upgrade the AV system in the County Board Room with Lifeline Audio Video Technologies of Platteville.

All voting aye, motion carried.

### c. Printing Software AS/400

Discussion: To move forward smoothly with a County wide printer contract, software will need purchased in order to print from printers that don't support AS400.

Motion: Moved by Supervisor Carrow, seconded by Supervisor Carrow to approve the purchase of printing software for the AS/400 at the cost of \$3,116.

All voting aye, motion carried.

### d. Barracuda Renewal

Discussion: Barracuda is used as our security gateway, encrypted email and email archiver and this is a subscription services that needs renewed annually.

Motion: Moved by Supervisor Carrow, seconded by Supervisor Couey to approve the renewal of Barracuda Software from Jcomp Technologies for the total amount of \$22,054.80.

All voting aye, motion carried.

## 16. Discussion and Possible Action on the Boat Landing

Discussion: Item has been struck from meeting/discussion.

## 17. Closing - Future Agenda Items

- Nothing at this time.

**Adjournment** – The next Public Works Committee meeting is set for **Thursday, May 11, 2023 at 4:00 pm.**

Motion: Moved by Supervisor Carrow, seconded by Supervisor Couey to adjourn the meeting at 6:29 p.m.

All voting aye, motion carried.

Minutes respectfully submitted by,



Lisa Mueller

Bookkeeper, Highway Department



41 Means Drive, Ste. A  
Platteville, WI 53818  
(800) 236-4327

**Richland County Administration**  
*Richland Center, WI*

***Audio Video and Control Project for County Boardroom***

Design Concept and Budget Document  
*Revised April 12, 2023*

**Design Overview – Scope of Work**

Lifeline AV's, Dean Goninen was invited by Barb Scott, MIS Director of Richland County to provide a design for an audio DSP (digital signal processing) and control system to replace an existing older system in the county's conference room. More recently, the board has actually been meeting outside of this space and IT staff have been setting up a portable system.

This design would implement newer technology that has allowed A/V companies like Lifeline to provide a comprehensive solution with easy-to-use features, with much less equipment. Barb mentioned in our conversations that she would like a solution that directly controls a web conference meeting in order to make the system as simple and user friendly as possible, so that no IT support would be needed. The solution that Lifeline has found that can handle WebEx meetings, which are currently being held, and TEAMS meetings, which is what the county wants to move to, is offered by CISCO. We have incorporated their touch screen solution into this overall A/V design.

Webex Room is free, a ZOOM Room or TEAMS Room subscription would be required for either of these platform. This provides the meeting functionality and recording capabilities. Should the County choose to livestream the proceedings, a freeware program like OBS would be required as a conduit between the conferencing platform and your online service, such as Facebook or YouTube. Lifeline would set this up and configure the software if needed.

The boardroom utilizes tables that could be moved for other needs in the space. With that and Barb's interest in the STEM type of product, the Lifeline design team is proposing the use of the Shure MXA710 Microflex Linear Array Microphone. There would be two of these microphones mounted on the bottom of the structural beams in the room. No matter where you are standing in the space, your voice will be heard. An option for a Gallery handheld microphone will be offered as well.

The addition of two PTZ type cameras in the space gives the end user the opportunity to show the activities of the room by two different views. Both available on the screen for a remote meeting participant.

An Energy-Star audio amplifier will be used. This device is super quiet and very efficient by utilizing a standby mode when not in use. The amplifier will power four smaller wall mounted speakers in the space.

For the most simple and easy to use system, Lifeline would recommend using the one 70" TV panel on the opposite wall from the projection screen. This gives a view of video for the board chair and others at the front table, plus members of the gallery that may be sitting off to the side. We would mount the TV panel higher on the wall on a tilt mount.

Because of the obstructed view and the logistical challenge to mount a TV behind the board chair, Lifeline would recommend continuing to use the projection screen. There remains a challenge to find the correct height as you are currently experiencing shadows on the screen as the projection is just catching the tops of people's heads. At the same time, if the screen is raised, more of the view is blocked by the cross beam. The only true effective solution to this situation would be to add a TV panel on both the left and right sides of the screen outside the overhead cross beam. If that were to happen, a TV panel could be considered to replace the projector and screen. A replacement projector has been offered for now, unless it's determined to pursue the added TV panel solution.

Lifeline would like further discussion to refine the design concept based on the client's feedback. A budgetary range has been provided to give you an idea of where this concept would land for cost. We feel it's a more cost effective solution than the individual microphone approach.

## Design Proposal – Audio, Video and Control Systems

### QSC Q-SYS Core 8 FLEX

This unit is the DSP and control brains of the audio system, it will provide the equalization, limiting, compression, and other audio processing that is necessary to make your microphones and other audio inputs sound their very best. Plus provide power on/off commands, etc.



### CISCO Touch Panel Controller

Cisco In-Room Controls enable effortless user control for Cisco WebEx Room Series and WebEx Board video conferencing devices. Q-SYS has developed a Q-SYS Control plugin that expand control capabilities of Cisco endpoints, combining Cisco controls with in-room AV controls provided by Q-SYS.

\*Lifeline AV does need to investigate the CISCO touch panel and WebEx integration with Q-SYS further, but right now we are confident that we can make it work.

### Shure MXA Ceiling Microphone System



The MXA710 Linear Array Microphone (4 ft version) represents the next evolution in Shure array microphone technology, designed for high-quality audio capture in premium AV conferencing environments. The sleek, linear form factor of the MXA710 allows for placement virtually anywhere in a meeting space and provides all the processing needed for echo and noise-free conference audio.

[Shure MXA710 Linear Array Microphone Audio Demo \(via YouTube\)](#)



## PTZ Video Camera System for Video Conferencing



### QSC Q-SYS – NC - 12x80 Conference Camera and Video Interface

QSC has developed a high quality motorized PTZ camera that gives you a beautiful HD picture, up to 1080p resolution and simple integration into the Q-SYS ecosystem. The camera offers a built-in video balun for the signal to be distributed digitally to the Q-SYS processor. The 80-degree width of the camera view should be adequate for your application when mounted toward one side of the room to give it the proper angle.

### Furman CN-1800 Power Conditioner/Sequencer



This rack mounted power conditioner offers a higher level of conditioning and spike protection for your A/V equipment. It also acts as a sequencer to power your audio equipment on or off in the proper order to avoid excessive start up power demands and avoid the usual pops and bangs associated with the startup of an audio system.

### Samsung 70" Video Panel

Powerful Crystal UHD delivers a super crisp and clear picture that's 4X more powerful than the resolution of full HD. It's a super reliable business TV with proven quality assurance from Samsung.



## Vivitek WUXGA Laser Projector

Vivitek is known for a high-quality projector that gives you the performance needed for a demanding presentation environment. This unit offers 6,000 lumens (vs the current 3,000 lumens) combined with Laser LED technology. The manufacturer offers a 3-year limited parts and labor warranty.



\*Major system components of this design are being shown. Other components of the system to make it functional would be provided.

## Initially Proposed Equipment and Services for Audio, Video and Control Systems Budget

### Qty Description

---

1	QSC, Core 8 FLEX, Q-SYS DSP and Controller
1	QSC, SL-QSE-8N-P, Q-SYS Core Scripting License
1	QSC, SL-QUD-8N-P, Q-SYS Core Deployment License
1	CISCO, Touch 10, Touch Panel Room Controller
1	QSC, QIO-GP8x8, Logic Control Expansion Device
1	QSC, QIO-RMK, Rack Mount Tray
1	QSC, TSC-70-G3, 7" PoE Touchscreen Controller, for System Control
2	Shure, MXA710-4ft, Linear Array Microphone, 4ft version
1	QSC, SPA2-200, 200-watt Energy-Star Amplifier
4	QSC, AD-S6T, Two-way 6.5" Surface Mount Speaker w/Mount
2	QSC, NC-12x80, PTZ Optical Zoom Network Camera w/Mount
1	Furman, CS1800S, Power Conditioner/Sequencer
1	Key Digital, KD-MLV4x4Pro, 4x4 4K UHD HDMI Seamless Matrix Switcher
2	Key Digital, AOCH98P, Optical HDMI Cable
3	Key Digital, AOCH66P, Optical HDMI Cable
1	Samsung, 3S-BE70TH, 70" LED TV Panel
1	Peerless, ST670, Tilt Wall TV Panel Mount
1	Vivitek, DU4771Z, Laser LED, 6,000 Lumens, Contrast Ratio 20,000:1
1	D-Link, PoE Ethernet Switch
1	Cables/Connectors
1	Professional Programming
1	Professional Installation
1	Mileage

**Budgetary Range: \$55,000.00 - \$60,000.00**

Client provided:

- PC w/Wireless Keyboard and Mouse – *specifications to be provided.*
- Network Connection to Company IP Phone System – client programs extension
- Internet Connection

*Due to the volatility of product costs, the pricing in this design quote is guaranteed for 30 days. All projects must be reviewed for pricing updates after 30 days.*

## Optional Equipment

### Shure SLX Digital Wireless Microphone System

This is a high quality wireless microphone, dependable for every meeting.



Qty	Description
-----	-------------

---

- |   |   |
|---|---|
| 1 | Shure, SLXD24/SM58, Handheld Wireless Microphone System |
| 1 | Shure, UA221, Antenna Combiner                          |
| 1 | Professional Installation                               |

## Optional – Lifeline+ Maintenance Agreement

Lifeline Audio Video Technologies does offer a no worries maintenance contract on this proposed system.

### *What's covered?*

- Bumper to bumper contract.
- Repair or replacement of any equipment in sound/video system
- One cleaning a year
- One training a year

### *What's not covered?*

- Customer's negligence
- Theft, abuse, fire, flood, wind, lightning, unreasonable power line surges, or acts of God or public enemy
- Improper wiring, installation, repair or alteration of Equipment by persons unauthorized by Provider
- Use of any Equipment for other than the ordinary use for which such Equipment was designed or the purpose for which such Equipment was intended
- Failure to provide a suitable operating environment as prescribed by Provider or by an Equipment manufacturer, including, without limitation, with respect to electrical power, air conditioning and humidity control.
- The contract is for one calendar year and can be renewed up to seven years.
- A Lifeline AV Maintenance Agreement would be a separate document secured along with this contract if it's chosen. All equipment included will be documented for future reference.

### **Lifeline + Maintenance Agreement:**

Annual – Paid Monthly -	(6% of final Contract Price)
Annual– Paid Annually -	(5.5% of final Contract Price)
3 Year Prepaid -	(5% of final Contract Price x 3 yrs)

**RESOLUTION NO. 23-46**

A Resolution Approving The Purchase Of An Audio Video System For The County Board Room At A Cost Not To Exceed \$55,000.00.

WHEREAS Barbara Scott the Director of Management Information Systems has advised the Public Works Committee that there is a need to purchase: an audio and video system for the county board room and

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

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the purchase of Audio Video System for the county board room at a cost not to exceed \$55,000.00 and

BE IT FURTHER RESOLVED that funds to carry out this Resolution shall come from Fund 92 and approval is hereby granted for the MIS Director to sign the purchase agreement for these items, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE  
PUBLIC WORKS STANDING COMMITTEE  
(13 APRIL 2023)

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

RESOLUTION \_\_\_\_\_

FOR AGAINST

DEREK S. KALISH  
COUNTY CLERK

STEVE WILLIAMSON	X
STEVE CARROW	X
RICHARD MCKEE	X
GARY MANNING	
CHAD COSGROVE	X
MARC COUEY	X
JULIE FLEMING	
DANIEL MCGUIRE	X

DATED: APRIL 18, 2023

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name: 2023 Squad Purchase**

<b>Department:</b>	Sheriff	<b>Presented By:</b>	Clay Porter
<b>Date of Meeting:</b>	3-May-23	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	27-Apr-23	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	5/3/2023	<b>Resolution</b>	

**Recommendation and/or action language:**

Recommend to... approve the purchase of 2 squad cars totaling \$160,000.00 from Fund 92 and send a Resolution to County Board for approval.

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

The Sheriff's department has been allocated funds from 2023 Fund 92 Short term borrowing to purchase squads.

**Attachments and References:**

Resolution	

**Financial Review:**

*(please check one)*

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	92
<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:**

*Jon Hochkammer*

\_\_\_\_\_

Department Head

**Review:**

*Jon Hochkammer*

\_\_\_\_\_

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 23-XX

A Resolution Approving the Sheriff's Office's Purchase of Two New Vehicles and The Purchase and Installation of Appropriate Equipment for those Vehicles.

WHEREAS Sheriff Clay Porter has recommended to the Finance and Personnel Committee that the Sheriff's Office be authorized to spend no more than \$160,000 to purchase 2 new squad vehicles and to purchase and install appropriate equipment for these vehicles, and

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

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Sheriff's Office to spend no more than \$160,000 for the purchase of 2 new squad vehicles and appropriate equipment and installation for those vehicles.

BE IT FURTHER RESOLVED that, the Sheriff is authorized to spend no more than \$160,000 to make these purchases, and

BE IT FURTHER RESOLVED that authority is hereby granted for the Law Enforcement and Judiciary Committee and the Sheriff to sell two squad cars in a manner deemed appropriate by the Committee and for the net sale proceeds to be deposited in the General Fund in the 2023 County budget, and

BE IT FURTHER RESOLVED these purchases shall be paid from the 2023 Short Term Borrowing Fund (Fund # 92), and BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.



**Richland County Finance and Personnel Standing Committee**

**Agenda Item Cover**

**Agenda Item Name:** Discretionary use of end of year department budget surplus for the purpose of employee recognition and retention.

<b>Department:</b>	HHS & Veterans	<b>Presented By:</b>	HHS & Veterans Standing Committee
<b>Date of Meeting:</b>	May 2, 2023	<b>Action Needed:</b>	Vote to Approve
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	April 14, 2023	<b>Referred by:</b>	HHS & Veterans Standing Committee

**Recommendation and/or action language:** Motion to approve the recommendation, and forward to the County Board for consideration.

**Background:** The County has faced unique hiring and retention challenges over many years in all departments, with some departments (including HHS) being vulnerable to safety concerns for the residents served during times of inadequate staffing.

Additionally, during times of extraordinary staff shortages, departments with budgets comprised of mainly payroll expenses have a high likelihood of ending the year with a budget surplus.

In an exercise of good faith and appreciation for employees working under stressful and short staffing situations, it is purposed to offer a portion of the department budget surplus back to them.

This resolution would propose the following:

- Up to 20% of any department budget surplus at the end of the calendar year (once final figures are available) would be eligible for consideration for this use.
- The use of the funds would be at the discretion of the department's appropriate standing committee, and must be in the form of a one-time "extra" payment to the employee(s).
- Terms of disbursement of these funds would be decided at the discretion of the department's appropriate standing committee (i.e. - minimum tenure of eligible employees, specific amount per employee, etc.)

**Attachments and References:**

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**Financial Review:**

(please check one)

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
	No financial impact		

**Approval:**

**Review:**

\_\_\_\_\_

\_\_\_\_\_

Department Head

Administrator, or Elected Office (if applicable)

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name: Discussion & Possible Action: Taxable or Tax-Exempt Bonding For Radio Tower Project**

<b>Department:</b>	Administration	<b>Presented By:</b>	
<b>Date of Meeting:</b>	3-May-23	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	27-Apr-23	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	5/3/2023	<b>Resolution</b>	

**Recommendation and/or action language:**

Recommend to... take action to determine the utilization of taxable or tax exempt bonding for the radio tower project.

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

Taxable bonding allows the county to collect an unlimited amount of revenues from the rental of towers to other entities. This type of bonding comes at a higher interest rate than tax-exempt. Consideration should be given to whether or not revenues can be realized that exceed the additional cost of interest. At this time, the amount of projected revenues from the rental of towers to outside entities is unknown. Tax-exempt bonding has a lower interest rate and does allow for a limited and clearly defined amount of revenues from rental of the towers to other entities. Any revenues realized throughout the duration of the bond cannot surpass an amount greater than 10% of the PV of the bond. Failure to comply with the is requirement will result in various negative and legal impacts to the county. The estimated amount of interest between taxable and tax-exempt is approximately \$1,103,415.00 depending on market at time of issue.

**Attachments and References:**

Bonding Summary Sheet	

**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**

**\$8,100,000 Tax-Exempt General Obligation Capital Improvement Bonds 2023**

Preliminary 4-24-2023

**\$8,100,000 Tax-Exempt G.O. Capital Improv. Bonds Combined with Existing Debt Service**

Calendar Year	Principal (3/01)	Coupon	Estimated Interest	Total Est. Debt Service	Existing Debt Service	Combined Est. Debt Service
2023	-	-	-	-	3,530,596.00	3,530,596.00
2024	-	-	392,400.00	392,400.00	2,413,715.00	2,806,115.00
2025	-	-	324,000.00	324,000.00	2,416,725.00	2,740,725.00
2026	150,000.00	4.000%	321,000.00	471,000.00	2,269,850.00	2,740,850.00
2027	150,000.00	4.000%	315,000.00	465,000.00	2,278,100.00	2,743,100.00
2028	200,000.00	4.000%	308,000.00	508,000.00	2,236,950.00	2,744,950.00
2029	675,000.00	4.000%	290,500.00	965,500.00	1,497,801.00	2,463,301.00
2030	700,000.00	4.000%	263,000.00	963,000.00	1,497,624.00	2,460,624.00
2031	700,000.00	4.000%	235,000.00	935,000.00	1,509,663.00	2,444,663.00
2032	750,000.00	4.000%	206,000.00	956,000.00	1,508,663.00	2,464,663.00
2033	775,000.00	4.000%	175,500.00	950,500.00	1,509,925.00	2,460,425.00
2034	800,000.00	4.000%	144,000.00	944,000.00	1,509,687.00	2,453,687.00
2035	800,000.00	4.000%	112,000.00	912,000.00	1,507,975.00	2,419,975.00
2036	800,000.00	4.000%	80,000.00	880,000.00	1,497,125.00	2,377,125.00
2037	800,000.00	4.000%	48,000.00	848,000.00	-	848,000.00
2038	800,000.00	4.000%	16,000.00	816,000.00	-	816,000.00
-	<b>\$8,100,000.00</b>	<b>TIC 3.795%</b>	<b>\$3,230,400.00</b>	<b>\$11,330,400.00</b>	<b>\$27,184,399.00</b>	<b>\$38,514,799.00</b>

Less Excess Premium -133,366.75

Net Interest Cost \$3,097,033.25



## Financing the Richland County Radio Tower Project Tax-Exempt versus Taxable Borrowing

Dated: May 3, 2023

Presented by: Carol Ann Wirth, President, Wisconsin Public Finance Professionals, LLC

The Richland County radio tower project is considered a “public purpose project” within the meaning of Federal arbitrage laws. This means all of the public will benefit from the project rather than just a private individual or company. A public purpose project allows the County to fund the project with tax-exempt borrowing, rather than taxable financing.

Tax-exempt interest rates are approximately 1.5% - 2.0% lower than taxable interest rates. However, tax-exempt borrowing does place certain restrictions on the potential revenue the County may realize from private sources during the term of the borrowing, for example, revenue generated from cell tower leases. Taxable borrowing does not have any restrictions.

Tax-exempt and taxable bonds are priced differently in the markets. Below is a comparison of the estimated tax-exempt versus taxable interest costs associated with borrowing \$8.1 million, based on the municipal bond market as of April 24, 2023.

Below is a schedule using tax-exempt interest rates reflecting an estimated net interest cost of \$3,097,033.25.

### **\$8,100,000 Tax-Exempt G.O. Capital Improv. Bonds Combined with Existing Debt Service**

Calendar Year	Principal (3/01)	Coupon	Estimated Interest	Total Est. Debt Service	Existing Debt Service	Combined Est. Debt Service
2023	-	-	-	-	3,530,596.00	3,530,596.00
2024	-	-	392,400.00	392,400.00	2,413,715.00	2,806,115.00
2025	-	-	324,000.00	324,000.00	2,416,725.00	2,740,725.00
2026	150,000.00	4.000%	321,000.00	471,000.00	2,269,850.00	2,740,850.00
2027	150,000.00	4.000%	315,000.00	465,000.00	2,278,100.00	2,743,100.00
2028	200,000.00	4.000%	308,000.00	508,000.00	2,236,950.00	2,744,950.00
2029	675,000.00	4.000%	290,500.00	965,500.00	1,497,801.00	2,463,301.00
2030	700,000.00	4.000%	263,000.00	963,000.00	1,497,624.00	2,460,624.00
2031	700,000.00	4.000%	235,000.00	935,000.00	1,509,663.00	2,444,663.00
2032	750,000.00	4.000%	206,000.00	956,000.00	1,508,663.00	2,464,663.00
2033	775,000.00	4.000%	175,500.00	950,500.00	1,509,925.00	2,460,425.00
2034	800,000.00	4.000%	144,000.00	944,000.00	1,509,687.00	2,453,687.00
2035	800,000.00	4.000%	112,000.00	912,000.00	1,507,975.00	2,419,975.00
2036	800,000.00	4.000%	80,000.00	880,000.00	1,497,125.00	2,377,125.00
2037	800,000.00	4.000%	48,000.00	848,000.00	-	848,000.00
2038	800,000.00	4.000%	16,000.00	816,000.00	-	816,000.00
-	<b>\$8,100,000.00</b>	<b>TIC 3.795%</b>	<b>\$3,230,400.00</b>	<b>\$11,330,400.00</b>	<b>\$27,184,399.00</b>	<b>\$38,514,799.00</b>

Less Excess Premium -133,366.75

Net Interest Cost \$3,097,033.25

Below is a schedule using taxable interest rates reflecting an estimated net interest cost of \$4,200,448.06.

**\$8,100,000 Taxable G.O. Capital Improv. Bonds Combined with Existing Debt Service**

<b>Calendar Year</b>	<b>Principal (3/01)</b>	<b>Coupon</b>	<b>Estimated Interest</b>	<b>Total Est. Debt Service</b>	<b>Existing Debt Service</b>	<b>Combined Est. Debt Service</b>
2023	-	-	-	-	3,530,596.00	3,530,596.00
2024	-	-	521,216.81	521,216.81	2,413,715.00	2,934,931.81
2025	-	-	430,362.50	430,362.50	2,416,725.00	2,847,087.50
2026	150,000.00	6.000%	425,862.50	575,862.50	2,269,850.00	2,845,712.50
2027	150,000.00	6.000%	416,862.50	566,862.50	2,278,100.00	2,844,962.50
2028	200,000.00	6.000%	406,362.50	606,362.50	2,236,950.00	2,843,312.50
2029	675,000.00	6.000%	380,112.50	1,055,112.50	1,497,801.00	2,552,913.50
2030	700,000.00	6.000%	338,862.50	1,038,862.50	1,497,624.00	2,536,486.50
2031	700,000.00	6.000%	296,862.50	996,862.50	1,509,663.00	2,506,525.50
2032	750,000.00	5.100%	256,737.50	1,006,737.50	1,508,663.00	2,515,400.50
2033	775,000.00	4.750%	219,206.25	994,206.25	1,509,925.00	2,504,131.25
2034	800,000.00	4.850%	181,400.00	981,400.00	1,509,687.00	2,491,087.00
2035	800,000.00	4.950%	142,200.00	942,200.00	1,507,975.00	2,450,175.00
2036	800,000.00	5.050%	102,200.00	902,200.00	1,497,125.00	2,399,325.00
2037	800,000.00	5.100%	61,600.00	861,600.00	-	861,600.00
2038	800,000.00	5.150%	20,600.00	820,600.00	-	820,600.00
<b>-</b>	<b>\$8,100,000.00</b>	<b>TIC 5.21%</b>	<b>\$4,200,448.06</b>	<b>\$12,300,448.06</b>	<b>\$27,184,399.00</b>	<b>\$39,484,847.06</b>

The difference between the estimated tax-exempt and taxable interest cost is \$1,103,415. The County should consider the ability of potential revenue opportunities to be realized from private sources over the next fifteen years compared to the additional interest cost, and/or the potential revenue realized to be a general fund revenue source.

The tax-exempt borrowing will require compliance with the Federal arbitrage laws regarding the amount of private revenues received. Failure to comply could result in the IRS declaring the Bonds to be taxable (retroactively), which exposes the County to legal action by investors. Taxable borrowing is a higher interest rate, but does not require compliance with Federal arbitrage laws.

The final decision on tax-exempt versus taxable must be made prior to distributing the offering documents into the marketplace on May 4 to solicit bids from underwriters on May 16. The County Board will act on a resolution locking in the final interest rates that evening.

## Richland County

\$8,100,000 Taxable General Obligation Capital Improvement Bonds 2023

Preliminary 4-24-2023

### Estimated Summary Of Underwriter's Expenses

<b>Maturity</b>	<b>Concession</b>	<b>+</b> <b>Takedown</b>	<b>=</b> <b>Total</b>	<b>Issuance Value</b>
03/01/2026	-	-	-	150,000.00
03/01/2027	-	-	-	150,000.00
03/01/2028	-	-	-	200,000.00
03/01/2029	-	-	-	675,000.00
03/01/2030	-	-	-	700,000.00
03/01/2031	-	-	-	700,000.00
03/01/2032	-	-	-	750,000.00
03/01/2033	-	-	-	775,000.00
03/01/2034	-	-	-	800,000.00
03/01/2035	-	-	-	800,000.00
03/01/2036	-	-	-	800,000.00
03/01/2037	-	-	-	800,000.00
03/01/2038	-	-	-	800,000.00
<b>Total</b>	-	-	-	<b>\$8,100,000.00</b>

### Underwriting & Issuance Expenses

Total Underwriting Risk (1.500%)	\$121,500.00
Total Underwriters Expenses (0.785%)	\$63,600.00
<b>TOTAL UNDERWRITING SPREAD (2.285%)</b>	<b>\$185,100.00</b>

# Richland County Finance and Personnel Committee

## Agenda Item Cover

**Agenda Item Name:** Proposal to Invest County Funds

<b>Department</b>	Treasurer	<b>Presented By:</b>	Treasurer
<b>Date of Meeting:</b>	May 3, 2023	<b>Action Needed:</b>	Vote to Approve
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	June 2, 2022	<b>Referred by:</b>	

### Recommendation and/or action language:

Vote to approve and forward to County Board 5-year contract for upgrade and implementation of general receipting, tax collection, and property assessment software.

### Background:

The County's current general receipting, tax collection, and property assessment software through GCS is scheduled to sunset with support from the provider to expire. This is a mandatory upgrade to the most recent version of the software, originally developed by GCS (LandNav), who is now owned by Catalis, a government software services company. Due to information provided on the sunset date in Summer of 2022, this update was budgeted for the 2023 fiscal year.

This software is necessary for receipting all funds that pass through the Treasurer's Office for general deposits, entering and tracking tax collections, generating the tax bills, and maintaining property ownership & assessment records for the County.

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### Attachments and References:

Catalis Contract – LandNav Software	

### Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	10.5154.0000.5214
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

### Approval:

### Review:

Jeffrey Even \_\_\_\_\_

\_\_\_\_\_

Department Head

Administrator, or Elected Office (if applicable)

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Catalis  
3025 Windward Plaza, Ste 200  
Alpharetta, GA 30005

Quote Ref#: 20220035  
Date: March 10, 2023  
Quote valid until May 31, 2023

## SCHEDULE A – DESCRIPTION OF SOFTWARE

### Authorized Field of Use By Customer:

Full use of software and services to perform the duties required by the local, state, and federal governments where applicable.

### Description of Software:

The software provided to Richland County shall replace the current Treasurer and Property Lister software. Additionally, the LandNav 5 platform adds extensive functionality, online services, and more easily navigated user interfaces. Integrated credit card processing and escrow services are also included as addendums to the master agreement and offer true real time transactions between municipalities and the county when both entities are on the same platform.

### Time Frame:

Software to be implemented on an agreed upon timeline between the County Treasurer and GCS/LandNav Project Manager. Included during the implementation are 3 full days of training. This training can be broken out over multiple days to fit the scheduling needs of the county.

### Billing Schedule:

Annual billing cycle will revert to January after year 1 should original billing fall in any other period.

ITEM	COST	NOTE
Integrated Credit Card Processing	\$0.00	Real time transactions between municipalities and the county when both entities are on the same platform.
Upgrade and Implementation	\$27,692.24	One-time cost.
SaaS Annual Fee Year 1	\$25,557.00	This includes all online services, cash receipting network, treasurers' collections, settlement, property assessment, and, required integrations and support.
SaaS Annual Fee Year 2	\$25,557.00	
SaaS Annual Fee Year 3	\$25,557.00	
SaaS Annual Fee Year 4	\$26,834.85	
SaaS Annual Fee Year 5	\$28,176.60	

*Note: Standard annual escalator of 5% applies to annual fee after 3<sup>rd</sup> year.*



Catalis  
3025 Windward Plaza, Ste 200  
Alpharetta, GA 30005

Quote Ref#: 20220035  
Date: March 10, 2023  
Quote valid until May 31, 2023

### SCHEDULE B – MUNICIPALITY COST OPTIONS

ITEM	COST	NOTE
Municipality Option 1	Base Cost	This will get the Municipalities on the same platform as the County and allow real time integration. Cost is billed to the Municipalities directly.
Year 1	\$500.00	
Year 2	\$500.00	
Year 3	\$500.00	

### COST SCHEDULE

ITEM	COST	DUE
Upgrade and Implementation	\$27,692.24	30 days post go-live
SaaS Annual Fee Year 1	\$25,557.00	January 1 <sup>st</sup> after software go-live (2024)
SaaS Annual Fee Year 2	\$25,557.00	January 1, 2025
SaaS Annual Fee Year 3	\$25,557.00	January 1, 2026
SaaS Annual Fee Year 4	\$26,834.85	January 1, 2027
SaaS Annual Fee Year 5	\$28,176.60	January 1, 2028

*Note: Annual billing cycle will revert to January after year 1 should original billing fall in any other period.*



Catalis  
3025 Windward Plaza, Ste 200  
Alpharetta, GA 30005

Quote Ref#: 20220035  
Date: March 10, 2023  
Quote valid until May 31, 2023

### **SCHEDULE C – PAYMENT SOLUTION**

In consideration for the provision of the development, hosting, application, customer service, and processing fees related to the Payment System, Customers will pay applicable fees (“Convenience Fees”) of 2.95% (or a minimum of \$2.95) per credit card transaction, 1.5% per debit card transaction and a flat fee of \$1.50 per e-check transaction processed via Catalis' Payment System. The provision of Payment Services shall be governed by the Terms and Conditions located at [https://govcontract.wpengine.com/payment\\_processing/](https://govcontract.wpengine.com/payment_processing/) which are hereby incorporated by reference.

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name: Restructuring of Maintenance Department and Job Postings**

<b>Department:</b>	Administration	<b>Presented By:</b>	Cheryl Dull
<b>Date of Meeting:</b>	3-May-23	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	27-Apr-23	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	5/3/2023	<b>Resolution</b>	

**Recommendation and/or action language:**

Recommend to... approve the restructuring of the Maintenance Department and post positions

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

The Financial Planning Decision Worksheet and the Strategic Plan incorporates the creation of a centralized Maintenance Department. With the resignation of the Courthouse Custodian, it was recommended by the Public Works Standing Committee to do a Phase 1, combining the Courthouse and Community Services personnel into a 3 person department with the Maintenance Supervisor transitioning to a Maintenance Department Manager directing and delegating projects and cleaning of both buildings. The Custodian will clean both buildings and the Maintenance Technician completing minor cleaning in both buildings and maintenance in both buildings as designated.

This will require a restructuring of the Staff Authorization Table for both the Courthouse and HHS.

**Attachments and References:**

Job Descriptions	Carlson Dettman review

**Financial Review:**

*(please check one)*

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	HHS Custodian budget balance will be transferred to the Maintenance Budget
<input checked="" 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:**

*Jon Hochkammer*

Department Head

**Review:**

*Jon Hochkammer*

Administrator, or Elected Office (if applicable)



May 1, 2023

**MEMORANDUM**

**TO:** Cheryl Dull, Richland County  
**FR:** Ashley McCluskey, Compensation Analyst

**RE:** Classification Reviews

The county provided job documentation for three positions. The positions have been evaluated, and the recommendations follow below.

Maintenance Manager:

Classification Review: The previous Maintenance Supervisor position is being reclassified into the Maintenance Department Manager role. The position is responsible for planning, supervising, and the performance of maintenance and housekeeping tasks throughout Richland County. The position requires an associate's degree and four years of relevant experience. This position was evaluated using our points-factor job evaluation system, and it is recommended that this position be placed in **Grade K**.

Maintenance Technician:

Classification Review: The County is reclassifying a Custodian position into the Maintenance Technician role. The position will perform a variety of building, grounds and equipment maintenance and repair tasks. The Maintenance Technician requires some level of vocational/technical training and/or at least three years of experience performing facilities maintenance. This position was evaluated using our points-factor job evaluation system, and it is recommended that this position be placed in **Grade G**.

Custodian:

Classification Review: The Custodian is a current position with Richland County; however, the role was previously split between two locations. The position will now be combined into one job that supports multiple locations. The primary function of the custodian is to perform janitorial duties while assuring a continuously usable, clean, and safe building and grounds. This position was evaluated using our points-factor job evaluation system, and it is recommended that the Custodian remain in **Grade E**.

Please feel free to contact me with questions on these reviews.

**Ashley McCluskey**  
ashley.mccluskey@carlsondettmann.com

# Richland County Position Description

**Position Title:** Maintenance Manager

**Exempt from FLSA**

**Department:** Maintenance

**Category:** Full-Time

**Reports to:** County Administrator

**Pay Grade:** K

**Date:**

**Hours per Week:** 40

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## PURPOSE OF POSITION

The Courthouse Maintenance Manager is responsible for the planning, supervising and performing of maintenance and housekeeping tasks at the Richland County Government Center, Community Services Building and Campus. Responsible to ensure continuously usable, clean, safe building and grounds at all times and under all conditions. To meet all goals and standards of the Maintenance Department.

Responsible for any building issues that may occur at any hour of the day or week.

## 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.**

- Responsible for the develop, preparation and monitoring multiple Maintenance building department budgets.
- Responsible for planning of building capital improvements to the Public Works Standing Committee and County Administrator.
- Develops, integrates and directs the current and long-range strategic plans for the Maintenance Department.
- Evaluates, on a continuing basis, the levels of service provided by the Maintenance Department and recommends the establishment and/or modifications of policies, procedures or operating standards.
- Lead the Maintenance Team in providing both a reactive and proactive, multi-skilled maintenance service on all operational equipment and facilities infrastructure.
- Plans and monitors work of the Maintenance Team personnel and contracted services, including prioritizing tasks, assigning/scheduling work, training staff, evaluating work and documenting work done.
- Responsible for the hiring, discipline and discharge of department employees and contracted services.
- Supervises and performs proper maintenance and cleaning of flooring, windows, doors, walls (inside and outside), office furniture and break rooms.
- Supervises and performs painting, snow and ice removal, lawn care, testing of emergency generator, and filling of vending machines.
- Conducting regular inspections of the facilities to detect and resolve problems.
- Responsible for upkeep of U.S. flag including raising and lower of the flag
- Develops and implements preventive/predictive maintenance program and ensure they are at working standards.
- Operates and maintains hot water boilers for heat and HVAC system including exhaust, air handling units and heat pumps. Supervises and performs all repairs to in-house electrical and plumbing issues.
- Develops department's policies and procedures.

# **Richland County Position Description**

- Monitors inventory of repair parts. Orders inventory of products needed for housekeeping. Purchases supplies and repair parts.
- Make regular report to the Public Works Standing Committee of capital improvement project status.
- Attends meetings of the Public Works Standing Committee, Department heads, Courthouse Security Committee, Health and Human Services & Veterans Standing Committee and others as needed.
- Supervises or performs maintenance on building maintenance equipment.
- Manages and maintains the security/safety needs of the building. Cuts new keys for personnel and coordinates for rekeying of locks.
- Maintains and updates the material safety data sheets.
- Manages fire safety, safety, disaster planning for facility.
- Supervises the work of all outside vendors/contractors and the inspections needed to keep the building in compliance with all applicable codes.
- Collaborates with infection control personnel to ensure cleaning and disinfecting meets standards of practice and regulatory requirements.
- Maintain the building to be code complaint with inspections and writing plans of correction.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- An Associate degree with electro-mechanical and HVAC emphasis, 2 years of building maintenance experience, 2 years of supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must know three phase electrical, control systems (mechanical, electrical and pneumatic), plumbing. Should have working knowledge of computers and related software.

## **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Language Ability and Interpersonal Communication**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize descriptive data and information, such as regulations, blueprints, correspondence and general operating manuals.
- Ability to communicate with Oversight committee, County Board members, vendors, contractors, subordinates, inspectors, all other county departments, public and inmates.

### **Mathematical Ability**

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

### **Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

### **Physical Requirements**

## **Richland County Position Description**

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing, data entry and assembling.
- Ability to operate equipment and machinery requiring adjustments. Ability to handle, load and unload, and move and guide material using simple tools.
- Ability to exert mildly physical effort in moderate to heavy work, including lifting carrying, pushing and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch, and crawl. Ability to climb and balance.
- Ability to recognize and identify harmonious or contrasting combinations of, as well as recognize individual characteristics of color, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.
- Must be able to lift 50 pounds

### **Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, close quarters, disease or dust, to work under slightly hazardous and uncomfortable conditions.

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.

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Employee's Signature

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Supervisor's Signature

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Date

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Date



# Richland County Position Description

**Position Title:** Maintenance Technician

**Exempt form FLSA**

**Department:** Maintenance

**Reports to:** Maintenance Manager

**Pay Grade:** G

**Date:**

**Hours per Week:** 40

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## PURPOSE OF POSITION

The primary purpose of this position is to perform a variety of building, grounds and equipment maintenance and repair tasks. The work is performed under the direction of the Maintenance Manager.

## 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.**

- Performs repairs to building and mechanical equipment.
- Conducting regular inspections of the facilities to detect and resolve problems.
- Clean and operate storm water pump system.
- Contact outside vendors for assistance with larger projects as needed.
- Work weekends when necessary and scheduled on call.
- Replace light bulbs, furnace filters, and ceiling tiles. Perform light carpentry, painting, and mechanical repairs as directed.
- Maintain pest control.
- Maintain record of equipment inspections and testing of emergency systems. Maintain Material Safety Data Sheet (MSDS) records.
- Performs ground maintenance including mowing grass, planting and tending flowers, trees and shrubs, remove snow and ice from ramps, steps, sidewalks and parking lot.
- Performs cleaning floors, walls, and fixtures in the Courthouse, Community Services Building, and other buildings as designated using a variety of floor maintenance and other equipment including floor polishers, scrubbers, shampooers, extractors, etc.
- Maintains proper security of the offices and buildings.
- Wash and repair windows, screens and gutters on the outside of the building.
- Clean and maintain the appearance of the exterior landscaping. Prune plants as needed in the spring and fall. Water plants in the summer as needed. Repair or replace landscaping rock and dead plants as needed. Clean and maintain the appearance and safety of the parking lots and sidewalks.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.
- Restock supplies in the janitor closet, break room, and work areas.
- Courier for items between county buildings.
- Create list to order additional supplies.
- Assist with opening/closing the building and perform after hours
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.

## **Richland County Position Description**

- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Paint rooms, hallways and other areas. Prepares and repairs surfaces for painting.
- Move and repair furniture and furnishings as requested.
- Available to raise, lower and maintain the flag and pole if needed.
- Clean windows in the common areas of the buildings. Ensure the vestibule of the Community Services Building is swept and cleaned as needed.
- Restock supplies and fill dispensers as needed.
- Backup to custodian duties.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Must be able to work with minimal supervision, manage own time effectively, maintains control over all current projects/responsibilities.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Three years of previous maintenance experience required.
- High School diploma or equivalent, vocational/technical training, or any combination and experience that provide knowledge, skills and abilities.
- Knowledge of maintenance/cleaning equipment and potentially hazardous chemicals.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

### **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Language Ability and Interpersonal Communication**

- Ability to 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 exert resilient effort in physically demanding work; including stooping and kneeling. Ability to comfortably lift and carry up to 50 lbs.
- Ability to interpret MSDS and how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize advisory data and information such as, technical operating manuals for heating, plumbing, electrical air conditioning systems, blueprints, procedures and guidelines.
- Ability to communicate effectively with supervisor, outside vendors and staff both in person and in writing.

#### **Mathematical Ability**

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

#### **Judgment and Situational Reasoning Ability**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

# Richland County Position Description

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

## Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.
- Must be able to lift 50 pounds.

## Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

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.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

# Richland County Position Description

**Position Title:** Custodian

Exempt form FLSA

**Department:** Maintenance

**Category:** Full-time

**Reports to:** Maintenance Manager

**Pay Grade:** E

**Date:**

**Hours per Week:** 40

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## PURPOSE OF POSITION

To perform janitorial duties at the Courthouse and grounds and Community Services Building. Assure a continuously usable, clean, safe building and grounds at all times and under all conditions. To meet all goals and standards of the Maintenance Department.

## 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.**

- Performs cleaning floors, walls, fixtures of the Courthouse, Community Services Building and other buildings are required using a variety of sanitizing products and other equipment including brooms, mops, brushes, vacuums, etc.
- Sanitize toilets, sinks, and urinals inside and out. Sanitize door knobs, clean mirrors, fill dispensers, and empty garbage/recyclables. Sweep and mop tile floors. Spot clean stall walls and bathroom walls.
- Clean glass doors and sanitize drinking fountains. Sanitize vending machines, door knobs, tables, furniture and light switch plates. Sweep and mop tile floors. Vacuum rugs and empty garbage/recyclables.
- Collects trash and recyclables and appropriately disposes of same.
- Understands and completes maintenance records, forms and MSDS.
- Maintains proper security of the offices and buildings.
- Keeps track of maintenance supplies.
- Remove snow and ice from ramps after hours as needed.
- Wash windows and screens as needed.
- Available to raise, lower and maintain the flag and pole if needed.
- Close the Courthouse building after hours.
- Inspect light bulbs inside and outside of building and report any maintenance needs.
- Report any maintenance needs of the properties to the Maintenance Manager.
- In the absents of the Maintenance Manager, maintain pest control such as bats, mice, bees, etc.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.
- Any other cleaned duties as requested by the Maintenance Manager.

## MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma and knowledge of building HVAC, plumbing and mechanical systems experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

# Richland County Position Description

## PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

### Language Ability and Interpersonal Communication

- Ability to interpret MSDS and how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize advisory data and information including blueprints, procedures and guidelines.
- Ability to communicate effectively with personnel.

### Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

### Judgment and Situational Reasoning Ability

- Ability to interpret MSDS and how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

### Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as assembling.
- Ability to exert mildly heavy physical effort in moderate to heavy work, including lifting, carrying, pushing and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch and crawl. Ability to climb and balance.
- Ability to operate equipment and machinery requiring monitoring multiple conditions and make multiple, complex and rapid adjustments. Ability to repair equipment and machinery using a variety of hand tools.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects, materials and ingredients.
- Must be able to lift 50 pounds.

### 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.

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.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

**Richland County  
Position Description**

## Richland County Finance and Personnel Standing Committee

### Agenda Item Cover

**Agenda Item Name:** Reclassification of the Behavioral Health Services Manager

<b>Department:</b>	Health & Human Services	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	May 2, 2023	<b>Action Needed:</b>	Vote to Approve
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	April 14, 2023	<b>Referred by:</b>	HHS & Veterans Standing Committee

**Recommendation and/or action language:** Recommend a motion "to forward the recommendation onto the County Board to approve the reclassification of the Behavioral Health Services Manager position from a Grade N to a Grade M."

**Background:** The Behavioral Health Services unit is comprised of 9 programs and 20 employees. The manager position has two primary duties. One is to oversee the unit. This includes ensuring compliance with all the programs/grants/funding sources, maintain all licensing, certifications and credentialing with the State and providing direct day to day supervision of staff. The second is to provide clinical supervision of the staff for the various programs. This is a requirement by State Statue to ensure that quality work is being done.

The reclassification removes all clinical supervision from the job description. These services would then be contract out. This will alleviate some of the responsibilities of the position as it is a difficult task for any one person to be able to do efficiently.

Some of the clinical supervision duties are allocated to the CCS Supervisor. This is a position that has been unfilled for over a year and despite being posted, it remains vacant. Due to this, the Behavioral Health Services Manager has been doing these duties. If the Behavioral Health Services Manager position is reclassified, the CCS Supervisor position will not be filled and the budgeted funds for the position will go to cover the contracted services.

**Attachments and References:**

Behavioral Health Services Manager job descriptions	Carlson Dettmann Recommendation
Policy on Personnel Classification, Compensation and Staff Authorization of Richland County	Reclassification Request

**Financial Review:**

(please check one)

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

**Approval:**

**Review:**

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

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

# Richland County Position Description

**Position Title:** Maintenance Technician

**Exempt from FLSA**

**Department:** Maintenance

**Reports to:** Maintenance Manager

**Pay Grade:** G

**Date:**

**Hours per Week:** 40

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## PURPOSE OF POSITION

The primary purpose of this position is to perform a variety of building, grounds and equipment maintenance and repair tasks. The work is performed under the direction of the Maintenance Manager.

## 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.**

- Performs repairs to building and mechanical equipment.
- Conducting regular inspections of the facilities to detect and resolve problems.
- Clean and operate storm water pump system.
- Contact outside vendors for assistance with larger projects as needed.
- Work weekends when necessary and scheduled on call.
- Replace light bulbs, furnace filters, and ceiling tiles. Perform light carpentry, painting, and mechanical repairs as directed.
- Maintain pest control.
- Maintain record of equipment inspections and testing of emergency systems. Maintain Material Safety Data Sheet (MSDS) records.
- Performs ground maintenance including mowing grass, planting and tending flowers, trees and shrubs, remove snow and ice from ramps, steps, sidewalks and parking lot.
- Performs cleaning floors, walls, and fixtures in the Courthouse, Community Services Building, and other buildings as designated using a variety of floor maintenance and other equipment including floor polishers, scrubbers, shampooers, extractors, etc.
- Maintains proper security of the offices and buildings.
- Wash and repair windows, screens and gutters on the outside of the building.
- Clean and maintain the appearance of the exterior landscaping. Prune plants as needed in the spring and fall. Water plants in the summer as needed. Repair or replace landscaping rock and dead plants as needed. Clean and maintain the appearance and safety of the parking lots and sidewalks.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.
- Restock supplies in the janitor closet, break room, and work areas.
- Courier for items between county buildings.
- Create list to order additional supplies.
- Assist with opening/closing the building and perform after hours
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.



## **Richland County Position Description**

- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Paint rooms, hallways and other areas. Prepares and repairs surfaces for painting.
- Move and repair furniture and furnishings as requested.
- Available to raise, lower and maintain the flag and pole if needed.
- Clean windows in the common areas of the buildings. Ensure the vestibule of the Community Services Building is swept and cleaned as needed.
- Restock supplies and fill dispensers as needed.
- Backup to custodian duties.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Must be able to work with minimal supervision, manage own time effectively, maintains control over all current projects/responsibilities.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Three years of previous maintenance experience required.
- High School diploma or equivalent, vocational/technical training, or any combination and experience that provide knowledge, skills and abilities.
- Knowledge of maintenance/cleaning equipment and potentially hazardous chemicals.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

### **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Language Ability and Interpersonal Communication**

- Ability to 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 exert resilient effort in physically demanding work; including stooping and kneeling. Ability to comfortably lift and carry up to 50 lbs.
- Ability to interpret MSDS and how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize advisory data and information such as, technical operating manuals for heating, plumbing, electrical air conditioning systems, blueprints, procedures and guidelines.
- Ability to communicate effectively with supervisor, outside vendors and staff both in person and in writing.

#### **Mathematical Ability**

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

#### **Judgment and Situational Reasoning Ability**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

# Richland County Position Description

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

## Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.
- Must be able to lift 50 pounds.

## Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

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.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

# Richland County Position Description

**Position Title:** Custodian

**Exempt from FLSA**

**Department:** Maintenance

**Category:** Full-time

**Reports to:** Maintenance Manager

**Pay Grade:** E

**Date:**

**Hours per Week:** 40

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## PURPOSE OF POSITION

To perform janitorial duties at the Courthouse and grounds and Community Services Building. Assure a continuously usable, clean, safe building and grounds at all times and under all conditions. To meet all goals and standards of the Maintenance Department.

## 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.**

- Performs cleaning floors, walls, fixtures of the Courthouse, Community Services Building and other buildings are required using a variety of sanitizing products and other equipment including brooms, mops, brushes, vacuums, etc.
- Sanitize toilets, sinks, and urinals inside and out. Sanitize door knobs, clean mirrors, fill dispensers, and empty garbage/recyclables. Sweep and mop tile floors. Spot clean stall walls and bathroom walls.
- Clean glass doors and sanitize drinking fountains. Sanitize vending machines, door knobs, tables, furniture and light switch plates. Sweep and mop tile floors. Vacuum rugs and empty garbage/recyclables.
- Collects trash and recyclables and appropriately disposes of same.
- Understands and completes maintenance records, forms and MSDS.
- Maintains proper security of the offices and buildings.
- Keeps track of maintenance supplies.
- Remove snow and ice from ramps after hours as needed.
- Wash windows and screens as needed.
- Available to raise, lower and maintain the flag and pole if needed.
- Close the Courthouse building after hours.
- Inspect light bulbs inside and outside of building and report any maintenance needs.
- Report any maintenance needs of the properties to the Maintenance Manager.
- In the absents of the Maintenance Manager, maintain pest control such as bats, mice, bees, etc.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.
- Any other cleaned duties as requested by the Maintenance Manager.

## MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma and knowledge of building HVAC, plumbing and mechanical systems experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

# Richland County Position Description

## PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

### Language Ability and Interpersonal Communication

- Ability to interpret MSDS and how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize advisory data and information including blueprints, procedures and guidelines.
- Ability to communicate effectively with personnel.

### Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

### Judgment and Situational Reasoning Ability

- Ability to interpret MSDS and how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

### Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as assembling.
- Ability to exert mildly heavy physical effort in moderate to heavy work, including lifting, carrying, pushing and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch and crawl. Ability to climb and balance.
- Ability to operate equipment and machinery requiring monitoring multiple conditions and make multiple, complex and rapid adjustments. Ability to repair equipment and machinery using a variety of hand tools.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects, materials and ingredients.
- Must be able to lift 50 pounds.

### 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.

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.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

**Richland County  
Position Description**

**Richland County Committee**

**Agenda Item Cover**

**Agenda Item Name: Discussion and possible action on progressing 30 year Employees to Step 8**

<b>Department:</b>	Administration	<b>Presented By:</b>	Cheryl Dull, Assistant to the Admin
<b>Date of Meeting:</b>	3-May-23	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Finance and Personnel
<b>Date submitted:</b>	28-Apr-23	<b>Referred by:</b>	

**Recommendation and/or action language:**

Recommend to... direct Department Heads to include in their 2024 budget advancing all 30 year employees to Step 8

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

The Sheriff's Department had presented to Finance and Personnel Standing Committee in February and March to bring their Administrative Assistant that has been employed for over 30 years to Step 8. In March in was recommended by Administrator Langreck to review this at budget time and Supervisor Luck ask it be brought back for County wide review.

**Attachments and References:**


**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)*

<b>Approval</b>		

**Approval:**

**Review:**

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Department Head

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Administrator, or Elected Office (if applicable)

# Richland County

Finance & Personnel Standing Committee

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**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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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

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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 1<sup>st</sup> 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 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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

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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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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

Below is the statistics and cost of taking 15 year, 20 year and 30 year employees to step 8.

15+ Years	1 Already at 8	Total yearly	<b>\$107,249.87</b>
	30 Up 1 Step		
	0 Up 2 Steps		
	2 Up 3 Steps		
	23 Up 4 Steps		
	<b>56</b> Total		

20+ Years	1 Already at 8	Total yearly	<b>\$65,855.40</b>
	22 Up 1 Step		
	0 Up 2 Steps		
	1 Up 3 Steps		
	14 Up 4 Steps		
	<b>38</b> Total		

**As of Today**

30+ Years	1 Already at 8	Total yearly	<b>\$26,346.45</b>
	10 Up 1 Step		
	0 Up 2 Steps		
	0 Up 3 Steps		
	6 Up 4 Steps		
	<b>17</b> Total		

30+ Years		Total Yearly	<b>\$6,441.24</b>
June-23	1 Up 1 Step	Total Yearly	<b>\$1,788.80</b>
September-23	1 Up 1 Step	Total Yearly	<b>\$652.86</b>
February-24	1 Up 1 Step	Total Yearly	<b>\$580.32</b>
February-24	1 Up 3 Steps	Total Yearly	<b>\$2,766.40</b>
November-24	1 Up 1 Step	Total Yearly	<b>\$652.86</b>

**Richland County Committee**

**Agenda Item Cover**

**Agenda Item Name: Update to the Staff Authorization Table**

<b>Department:</b>	Administration	<b>Presented By:</b>	Jon Hochkammer
<b>Date of Meeting:</b>	3-May-23	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	27-Apr-23	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	Yes

**Recommendation and/or action language:**

Recommend to... approve the changes to the Staff Authorization Table

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

The Restructuring of the Maintenance Department and Reclassification of the Behavioral Health Services Manager will require an update to the Staff Authorization Table.

**Attachments and References:**


**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:**

*Jon Hochkammer*

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Department Head

**Review:**

*Jon Hochkammer*

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Administrator, or Elected Office (if applicable)

## STAFF AUTHORIZATION TABLE

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY				
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5115	Administration		County Administrator		By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Accounting Supervisor	85	J	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Assistant to the Administrator	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
							TOTAL:	3.00				
5245	Ambulance / Emergency Management		Emergency Medical Services / Emergency Management Director		K	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Tech (Admin)	60	E*F	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Tech (Training Officer)	55	E*F	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Technician	35	B*C	Hourly	40	3.00	6.00	0.00	0.00	0.00
			Ambulance Crew Member		\$20/call	Hourly		0.00	0.00	0.00	15.00	0.00
	Contracted		Ambulance Driver		\$15/call	Hourly		0.00	0.00	0.00	1.00	0.00
			All Hazards Planner		Contract			0.00	0.00	0.00	0.00	1.00
							TOTAL:	6.00	6.00	0.00	16.00	1.00
5540	Child Support Office		Child Support Director	90	K	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Financial Specialist & Caseworker	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Child Support/Staff Attorney-Assistant Corporation Counsel		By Res	Exempt	40	0.20	1.00	0.00	0.00	0.00
							TOTAL:	2.20	1.00	0.00	0.00	0.00
5121	Clerk of Court		Clerk of Circuit Court		By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Chief Deputy Clerk of Court	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Deputy Clerk of Court	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Bailiff	30	B	Hourly		0.00	0.00	0.00	8.00	0.00
							TOTAL:	3.00	0.00	0.00	8.00	0.00
State	Circuit Court		Judge		By State	Elected	State	1.00	0.00	0.00	0.00	0.00
			Court Reporter		By State	Hourly	State	1.00	0.00	0.00	0.00	0.00
							TOTAL:	2.00	0.00	0.00	0.00	0.00
5127	Coroner		County Coroner		By Res	Elected	40	1.00	0.00	0.00	0.00	0.00
			Deputy Coroner		By Res	Hourly		0.00	0.00	0.00	5.00	0.00
							TOTAL:	1.00	0.00	0.00	5.00	0.00
5164	Corporation Counsel		Corporation Counsel		By Res	Exempt		0.00	1.00	0.00	0.00	0.00
			Child Support Administrator / Assistant Corporation Counsel		By Res	Appointed		0.00	1.00	0.00	0.00	0.00
							TOTAL:	0.00	2.00	0.00	0.00	0.00
5141	County Clerk		County Clerk		By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Accounts Payable Specialist/ Deputy County Clerk	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
							TOTAL:	2.00	0.00	0.00	0.00	0.00
5194	Courthouse Maintenance		Maintenance Manager	90	K	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Maintenance Technician	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Custodian	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
							TOTAL:	3.00	0.00	0.00	0.00	0.00
5161	District Attorney		District Attorney		By State	Elected		1.00	0.00	0.00	0.00	0.00
			Assistant District Attorney		By State	Appointed	40	0.00	0.80	0.00	0.00	0.00
			Victim/Witness Supervisor	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Victim/Witness Coordinator	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Legal Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
							TOTAL:	4.00	0.80	0.00	0.00	0.00
5614	Fair & Recycling		Fair & Recycling Coordinator	45	D	Hourly	28	0.00	1.00	0.00	0.00	0.00
			Clerical	25	A	Hourly		0.00	0.00	1.00	0.00	0.00
			Fair Groundskeeper	30	B	Hourly		0.00	0.00	1.00	0.00	0.00
			Fair Judge		see note	Hourly		0.00	0.00	48.00	0.00	0.00
			Fair Cashier		\$7.25/hr	Hourly		0.00	0.00	3.00	0.00	0.00
			Fair Misc Worker		\$7.25/hr	Hourly		0.00	0.00	15.00	0.00	0.00
							TOTAL:	0.00	1.00	68.00	0.00	0.00
5124	Family Court		Family Court Commissioner		By Res	Exempt		0.00	1.00	0.00	0.00	0.00
							TOTAL:	0.00	1.00	0.00	0.00	0.00

## STAFF AUTHORIZATION TABLE

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY					
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease	
<b>Health &amp; Human Services</b>													
5501			Director	125	R	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5501			Corporation Counsel		By Res	Exempt		0.00	0.00	0.00	0.00	0.00	
5501	<i>Administration &amp; Building Operations</i>		Conf Administrative Secretary	70	G	Exempt	40	2.00	0.00	0.00	0.00	0.00	
5504			Clerical Assistant II (LONGTERM VACANCY)	50	E	Hourly	40	0.00	0.00	0.00	0.00	0.00	
5504			Secretary	50	E	Hourly	40	2.00	0.00	0.00	0.00	0.00	
5504			Spanish Translators		\$35/hr	Hourly		0.00	0.00	0.00	4.00	0.00	
			Secretary (SWWDB Leased Position)		\$16.57/hr	Hourly	28	0.00	0.00	0.00	0.00	1.00	
			Custodian	50	E	Hourly	40	0.00	0.00	0.00	0.00	0.00	
			Fill-In Custodian (SWWDB Leased Position)		\$20.00/hr	Hourly		0.00	0.00	0.00	0.00	0.00	
5501	<i>Business &amp; Financial Services</i>		Business & Financial Services Manager	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5504			Fiscal Specialist	65	F	Hourly	40	3.00	0.00	0.00	0.00	0.00	
5507	<i>Aging &amp; Disability Resource Center</i>		ADRC Manager	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5507			Information & Assistance Specialist	75	H	Exempt	40	3.00	0.00	0.00	0.00	0.00	
5507			Clerical Assistant II	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5529			Disability Benefit Specialist	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5403			Elderly Benefit Specialist	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5563			Secretary	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5563			Driver/Escort Driver	25	A	Hourly		0.00	4.00	0.00	0.00	0.00	
5563			Clerical Assistant (SWWDB Leased Position)		\$15.00/hr	Hourly	8	0.00	0.00	0.00	0.00	1.00	
5477	<i>Behavioral Health Services</i>		Behavioral Health Services Manager	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5472			CCS Supervisor	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Quality Coordinator (LONGTERM VACANCY)			Exempt	40	0.00	0.00	0.00	0.00	0.00	
5457			CLTS & BT3 Supervisor	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5477			Business Systems Analyst	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5472			Mental Health Case Manager	75	H	Hourly	40	3.00	0.00	0.00	0.00	0.00	
5472			Mental Health Therapist	95	L	Exempt	40	2.00	0.00	0.00	0.00	0.00	
5478			Substance Abuse Counselor	80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5408			Treatment Court Coordinator	80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5532			Adult Protective Services Worker	75	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5532			APS/Crisis Professional	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5459			CLTS & BT3 Case Manager	75	H	Exempt	40	2.00	0.00	0.00	0.00	0.00	
5472			Psychiatric RN	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Psychiatric RN (SWWDB Leased Position)		\$25.58/hr	Exempt	20	0.00	0.00	0.00	0.00	1.00	
			Crisis Case Worker (SWWDB Leased Position)		\$26.69/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00	
			CST Coordinator (SWWDB Leased Position)		\$18.00/hr	Exempt	32	0.00	0.00	0.00	0.00	1.00	
			Service Facilitator (SWWDB Leased Position)		\$21.13/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00	
5502	<i>Child &amp; Youth Services</i>		Child & Youth Services Supervisor	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5502			Child and Youth Services Manager	95	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5502			Child & Youth Services Case Manager	75	I	Exempt	40	5.00	0.00	0.00	0.00	0.00	
5502			Youth Aide Worker	70	G	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Family Preservation Worker (SWWDB Leased Position)		\$17.10/hr	Hourly	28	0.00	0.00	0.00	0.00	1.00	
5503	<i>Economic Support</i>		Economic Support Manager	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5503			Economic Support Lead Worker	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5503			Economic Support Specialist	65	F	Hourly	40	13.00	0.00	0.00	0.00	0.00	
5401	<i>Public Health</i>		Public Health Manager/Local Health Officer	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5401			Public Health Nurse (1-LONGTERM VACANCY)	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5401			Public Health Clinic Nurse	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Health & Wellness Coordinator (LONGTERM VACANCY)	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5580			Nutrition Program Coordinator	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5583			Nutrition Site Worker	25	A	Hourly		0.00	3.00	0.00	0.00	0.00	
5588			Nutrition Driver	25	A	Hourly		0.00	2.00	0.00	0.00	0.00	
			<b>TOTAL:</b>					<b>61.00</b>	<b>9.00</b>	<b>0.00</b>	<b>4.00</b>	<b>7.00</b>	
<b>Highway</b>													
5321			Commissioner	115	P	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Bookkeeper	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Clerk	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Patrol Superintendent	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Patrol Superintendent	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Shop Superintendent	85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Lead Paving Foreman	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Lead Shop Foreman	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Lead Grade Foreman	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Sign Foreman	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Mechanic	70	G	Hourly	40	2.00	0.00	0.00	0.00	0.00	
			Equipment Operator/Patrolman	70	G	Hourly	40	11.00	0.00	0.00	0.00	0.00	
			Equipment Operator/Patrolman	70	G	Hourly	40	7.00	0.00	0.00	0.00	0.00	
			Seasonal	25	A	Hourly		0.00	0.00	2.00	0.00	0.00	
			<b>TOTAL:</b>					<b>30.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Human Resources</b>													
			Human Resources Director	115	P	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Payroll & Benefits Specialist	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			<b>TOTAL:</b>					<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Land Conservation</b>													
5741			County Conservationist	95	L	Exempt	35	1.00	0.00	0.00	0.00	0.00	
			Secretary	50	E	Hourly	35	1.00	0.00	0.00	0.00	0.00	
5750			Conservation Technician	75	H	Hourly	35	2.00	0.00	0.00	0.00	0.00	
			<b>TOTAL:</b>					<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Management Information Systems</b>													
5182			Management Information Systems Director	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			MIS Administrator	95	L	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			MIS Technical Support Specialist	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			MIS Assistant (SWWDB Leased Position)		\$14.00/hr	Exempt	20	0.00	0.00	0.00	0.00	0.50	
			<b>TOTAL:</b>					<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.50</b>	

## STAFF AUTHORIZATION TABLE

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY						
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease		
<b>Pine Valley Community Village</b>														
5434		<i>Administration</i>	Nursing Home Administrator	375	P	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00	
			HR Generalist-RN	345	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00	
			Nursing Admin Assistant	320	E	Hourly	36	1.00	0.00	0.00	0.00	0.00	0.00	
5433			Manager of Informational Services	330	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00	
5432			Administrative Assistant	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00	
			Payroll and Accounts Payable Clerk	325	F	Hourly	36	1.00	0.00	0.00	0.00	0.00	0.00	
			Billing Specialist	325	F	Hourly	36	1.00	0.00	0.00	0.00	0.00	0.00	
5420		<i>Nursing</i>	Director of Nursing	365	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00	
5421			Clinical Reimbursement Coordinator	360	M	Hourly	40	0.00	0.00	0.00	0.00	0.00	0.00	
			RN Manager	355	L	Hourly	40	2.00	0.00	0.00	0.00	0.00	0.00	
			RN Supervisor	350	K	Hourly	40	2.00	0.00	0.00	0.00	0.00	0.00	
			Registered Nurse	345	J	Hourly	38.75	3.00	0.00	0.00	0.00	0.00	0.00	
			Registered Nurse	345	J	Hourly	27	0.00	1.00	0.00	0.00	0.00	0.00	
			Registered Nurse					0.00	0.00	0.00	0.00	0.00	1.00	
			Registered Nurse		By Res	Hourly		0.00	0.00	0.00	11.00	0.00	0.00	
5422			LPN	330	G	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	0.00	
			LPN	330	G	Hourly	27	0.00	1.00	0.00	0.00	0.00	0.00	
			LPN		By Res	Hourly		0.00	0.00	0.00	14.00	0.00	0.00	
			LPN	330				0.00	0.00	0.00	0.00	0.00	1.00	
			Medication Aides		By Res	Hourly		0.00	0.00	0.00	3.00	0.00	0.00	
5423			CNA Nursing Assistant	315	D	Hourly	38.75	26.00	0.00	0.00	0.00	0.00	0.00	
			CNA Nursing Assistant	315	D	Hourly	27	0.00	2.00	0.00	0.00	0.00	0.00	
			CNA Nursing Assistant	315	D	Hourly	23.25	0.00	0.00	0.00	38.00	0.00	0.00	
			CNA Nursing Assistant		By Res	Hourly		0.00	0.00	0.00	0.00	0.00	5.00	
			Unit Clerk	320	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00	0.00	
			Resident Assistant	300	A	Hourly		0.00	0.00	0.00	8.00	0.00	0.00	
		<i>Activities</i>	Activity Director	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00	
5424			Activity Aide	310	C	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00	
			Activity Aide	310	C	Hourly	36	1.00	0.00	0.00	0.00	0.00	0.00	
			Activity Aide	310	C	Hourly	27	0.00	1.00	0.00	0.00	0.00	0.00	
			Activity Aide	310	C	Hourly		0.00	0.00	0.00	1.00	0.00	0.00	
5425		<i>Social Work</i>	Social Services Supervisor	345	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00	
			Social Worker	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00	
5427		<i>Dietary</i>	Food Service Supervisor	330	G	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00	
			Lead Cook	315	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	0.00	
			Cook I	305	B	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	0.00	
			Food Service Worker II	305	B	Hourly	38.75	5.00	0.00	0.00	0.00	0.00	0.00	
			Food Service Worker II	305	B	Hourly	23.25	0.00	1.00	0.00	0.00	0.00	0.00	
			Food Service Worker II	305	B	Hourly		0.00	0.00	0.00	5.00	0.00	0.00	
5428		<i>Maintenance</i>	Maintenance Supervisor	340	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00	
			Maintenance Worker	320	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00	0.00	
5429		<i>CBRF</i>	Unit Clerk	315	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	0.00	
			Personal Care Worker	305	B	Hourly	38.75	3.00	0.00	0.00	0.00	0.00	0.00	
			Personal Care Worker	305	B	Hourly	31	0.00	4.00	0.00	0.00	0.00	0.00	
			Personal Care Worker	305	B	Hourly	27	0.00	0.00	0.00	3.00	0.00	0.00	
			Personal Care Worker	305	B	Hourly	23.25	0.00	2.00	0.00	0.00	0.00	0.00	
5430		<i>Housekeeping</i>	Housekeeper	300	A	Hourly	38.75	5.00	0.00	0.00	0.00	0.00	0.00	
			Housekeeper	300	A	Hourly	27	0.00	1.00	0.00	0.00	0.00	0.00	
			Housekeeper	300	A	Hourly		0.00	0.00	0.00	4.00	0.00	0.00	
5431			Laundry Worker	300	A	Hourly	38.75	0.00	0.00	0.00	0.00	0.00	0.00	
			<b>TOTAL:</b>					<b>69.00</b>	<b>13.00</b>	<b>0.00</b>	<b>87.00</b>	<b>7.00</b>	<b>0.00</b>	
5171	<b>Register of Deeds</b>		Register of Deeds		By Res	Elected		1.00	0.00	0.00	0.00	0.00	0.00	
			Deputy Register of Deeds	65	F	Hourly	35	1.00	0.00	0.00	0.00	0.00	0.00	
			<b>TOTAL:</b>					<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
5120	<b>Register in Probate</b>		Register in Probate/Judicial Assistant/Juvenile Clerk	80	I	Hourly	35	1.00	0.00	0.00	0.00	0.00	0.00	
			Deputy Clerk of Circuit Court / Register in Probate Assistant	70	G	Hourly	35	1.00	0.00	0.00	0.00	0.00	0.00	
			<b>TOTAL:</b>					<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
5210	<b>Sheriff</b>	<i>Administration</i>	Sheriff		By Res	Elected		1.00	0.00	0.00	0.00	0.00	0.00	
			Chief Deputy	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00	
			Road Patrol Lieutenant	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00	
			Office Manager/Conf Secretary	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00	
			Administrative Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00	
5211		<i>Road Patrol</i>	Investigator		CBA	Hourly	6/3	1.00	0.00	0.00	0.00	0.00	0.00	
			Patrol Sergeant		CBA	Hourly	6/3	3.00	0.00	0.00	0.00	0.00	0.00	
			Deputy		CBA	Hourly	6/3	10.00	0.00	0.00	0.00	0.00	0.00	
			Deputy (Reserve)	70	G	Hourly		0.00	0.00	0.00	7.00	0.00	0.00	
			Translator		\$35/hr	Hourly		0.00	0.00	0.00	5.00	0.00	0.00	
5251		<i>Jail/Dispatch</i>	Dispatch/Jailer Sergeant			Hourly	6/3	2.00	0.00	0.00	0.00	0.00	0.00	
			Dispatch/Jailer			Hourly	6/3	12.00	0.00	0.00	0.00	0.00	0.00	
			Dispatch/Jailer (Reserve)			Hourly		0.00	0.00	0.00	4.00	0.00	0.00	
			<b>TOTAL:</b>					<b>33.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	<b>0.00</b>	<b>0.00</b>	
5172	<b>Surveyor</b>		County Surveyor		By Res	Contract		0.00	0.00	0.00	0.00	0.00	0.10	
			<b>TOTAL:</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.10</b>	
5682	<b>Symons Rec Complex</b>		Director	85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00	
			Assistant Director	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00	
			Maintenance	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00	
			Custodian	25	A	Hourly		0.00	0.00	1.00	0.00	0.00	0.00	
			Receptionist	25	A	Hourly		0.00	0.00	11.00	0.00	0.00	0.00	
			Weight Training Instructor	20	aa	Hourly		0.00	0.00	1.00	0.00	0.00	0.00	
			Land Aerobics Instructor	50	E	Hourly		0.00	0.00	10.00	0.00	0.00	0.00	
			Lifeguard Instructor	50	E	Hourly		0.00	0.00	1.00	0.00	0.00	0.00	
			Water Safety Instructor	10	aa	Hourly		0.00	0.00	8.00	0.00	0.00	0.00	
			Racquetball Instructor	20	aa	Hourly		0.00	0.00	0.00	0.00	0.00	0.00	
			Lifeguard	15	ab	Hourly		0.00	0.00	25.00	0.00	0.00	0.00	
			<b>TOTAL:</b>					<b>3.00</b>	<b>0.00</b>	<b>57.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

## STAFF AUTHORIZATION TABLE

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY				
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5156	Treasurer		County Treasurer		By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Deputy Treasurer	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
5154	Property Lister		Property Tax Lister	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
							TOTAL:	3.00	0.00	0.00	0.00	0.00
5670	UW-Extension		Area Director		State	Exempt		0.00	0.00	0.00	0.00	0.20
			Clerical Assistant II	50	E	Hourly	35	1.00	0.00	0.00	0.00	0.00
			Administrative Secretary	50	E	Hourly	28	0.00	1.00	0.00	0.00	0.00
			4-H Coordinator		State	Contracted		0.00	0.00	0.00	0.00	1.00
			Human Development and Relationships		State	Contracted		0.00	0.00	0.00	0.00	0.80
			Agriculture Educator		State	Contracted		0.00	0.00	0.00	0.00	0.50
			FoodWise Coordinator		State	Contracted		0.00	0.00	0.00	0.00	0.27
			FoodWise Educator		State	Contracted		0.00	0.00	0.00	0.00	0.73
							TOTAL:	1.00	1.00	0.00	0.00	3.50
5678	UW Food Service		UW Food Service Supervisor	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
			UW Food Service Assistant	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Cafeteria Worker	30	aa	Hourly		0.00	0.00	0.00	0.00	0.00
			Food Service Workers		\$7.25	Hourly		0.00	0.00	0.00	0.00	0.00
							TOTAL:	2.00	0.00	0.00	0.00	0.00
5550	Veterans Service		Veterans Service Officer	80	I	Exempt	35	1.00	0.00	0.00	0.00	0.00
			Veterans Benefits Specialist	70	G	Hourly	20.5	0.00	1.00	0.00	0.00	0.00
							TOTAL:	1.00	1.00	0.00	0.00	0.00
5183	Zoning & Sanitation		Zoning Administrator	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Land Information		Zoning GIS Tech/Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Assistant Zoning Administrator/Sanitarian	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Zoning Office System Tech	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
							TOTAL:	4.00	0.00	0.00	0.00	0.00

### RICHLAND COUNTY 2021 AUTHORIZED POSITION COUNT

<b>Total Regular Authorized Full-time (FT) Positions</b>	<b>244</b>	<b>36</b>	<b>127</b>	<b>136</b>	<b>19</b>
<b>Total Regular Authorized Part-time (PT) Positions</b>	<b>36</b>				
<b>Total Limited Term Authorized Employee (LTE) Positions</b>	<b>127</b>				
<b>Total Reserve/Call-in Authorized Positions</b>	<b>136</b>				
<b>Total Contracted Authorized Positions</b>	<b>19</b>				
<b>TOTAL RICHLAND COUNTY Authorized Positions</b>	<b>562</b>				