



June 5, 2023

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene on **Wednesday, June 7th, 2023 at 5:15 p.m.** in the Richland County Board Room of the Courthouse at 181 West Seminary, Richland Center, WI 53581 and via videoconference and teleconference using the following information:

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

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email).

Agenda:

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

Reports:

6. Childcare ARPA funds report
7. Tower Project Update
8. Ambulance Business Plan

Financial:

9. Closed Session: The Chair may entertain a motion to enter Closed Session pursuant to Wis. Stat, Sec 19.85(1)(e) deliberating and 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 – Discussion with the City of Richland Center regarding land purchase.
10. Return to Open Session
11. Discussion & Possible Action on items from Closed Session
12. Discussion & Possible Action: Fairgrounds Water Heater Replacement
13. Discussion & Possible Action: Sale of Tax Deed Property – Parcel 006-0634-4100, Town of Buena Vista
14. Discussion & Possible Action: Write-Off of Sale Checks
15. Discussion & Possible Action: Approve 11-Year Tax Write-Off
16. Discussion & Possible Action: Courthouse Security System
17. Discussion & Possible Action: 2024 Capital Improvements Borrowing
18. Discussion & Possible Action: Allocation of Revenues Received from East Hall Building
19. Discussion & Possible Action: Step Increases for Budget preparation

Personnel:

20. Discussion & Possible Action: Revised Job Description for Office System Technician
21. Discussion & Possible Action: Temporary hiring of an Office Assistant for Zoning
22. Discussion & Possible Action: Request for Fair Coordinator to change from Part-Time to Full-Time
23. Discussion & Possible Action: Maintenance Technician and Custodian
24. Discussion & Possible Action: Staff Authorization Table

Closing:

25. Future agenda items
26. 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

Amendment #9 Added, Deleted #22, Added #20

Richland County

Finance & Personnel Standing Committee

May 3rd, 2023

The Richland County Finance and Personnel Standing Committee convened on Wednesday, May 3rd in person and teleconference.

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

Also present was Interim Administrator Jon Hochkammer, 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, Shaun Murphy-Lopez and Melissa Luck

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 Couey to approve the agenda as posted, 2nd by Supervisor Manning. All voting aye, motion carried. Moving 15 and 18 up.
4. **Public Comment:** None
5. **Previous Minutes:** Hearing no objections, Chair Brewer moved to approve the minutes as presented.
15. **Discussion & Possible Action: Taxable status for Radio Tower Project borrowing & Resolution approving Radio Tower Project:** Carol Wirtz presented information on the borrowing. They went through the steps required by State Law with the interest rate locking in July 16. With that they also have to review the requirements for Federal Law. When the County borrows, it is done as tax exempt. In order to meet the tax exempt rates, the projects have to be to serve the public and will not benefit a private purpose. When a private purpose benefits, it must be reviewed more in depth. When there could be a possibility that revenue can be earned, it cannot meet the low interest rates. Carol Wirth stated as a County, we can make up to \$50,000/yr without a problem. Interim Administrator Hochkammer felt that the County should go with the tax exempt bonding although the revenue should be tracked closely, and should they find they can make revenue, after 9 years they could go with the taxable bonds or pay it off. Moved by Supervisor Manning to take action to go with the tax exempt bonding for the radio tower project, 2nd by Supervisor Carrow. All voting aye, motion carried.
6. **Interview and Selection Process for HR Director:** Interim Administrator Hochkammer presented 2 weeks ago after application review, we had 3 that would be interviewed. The 1st application accepted a different position and was no longer interested. The 2nd person did a great job and they were very interested in her. The 3rd one did not show up, but had emailed Assistant Dull to say the pay wasn't high enough. Interim Administrator Hochkammer did reference checks for the 2nd with rave reviews, but when contacting her to offer the job she stated she felt the distance was too far to drive for the pay and she would decline. He will be contacting the 3rd applicant and offer a higher hourly rate to see if they would be interested in talking.
7. **UW Campus Maintenance Expenditure:** Interim Administrator Hochkammer reviewed that the recent bill from the UW Campus has put them over budget for the year. The concern is that with the payment of this bill, the line item is over by \$7,100.00, the Counties portion being be \$3,550.00 over. Discussion followed on have the bills come to the County directly.

Chair Brewer stated there are approximately 35 trees that will need to be removed from the Campus grounds. Chair Brewer did add that the UW still plans to do virtual class for at least a year there. Discussion followed on maintenance needs and the budget issues that will need to be addressed in the future.
8. **Park Department moving under Fairgrounds Department:** Fair Coordinator Doudna reviewed the transition plan for the budget planning of 2024. Interim Administrator Hochkammer stated that unless that committee has an objection we will continue as presented. Moved by Couey to approve the restructuring as presented, 2nd by Gottschall. All voting aye, motion carried.
9. **East Hall update:** Supervisor Williamson stated that the negotiation team will meet with the school district. The High School already has their committee selected. He reviewed some options that are being considered

Richland County

Finance & Personnel Standing Committee

but the County will need to form a committee to handle negotiations. Interim Administrator Hochkammer stated he did tour East Hall today. They do not have a vacuum and no one to do mowing, so those 2 items need to be addressed immediately. Interim Administrator Hochkammer added, Adam Hady still feels they have to move 2 times so moving to Melvill first wouldn't be any different.

Moved by Brewer to have Interim Administrator Hochkammer, Chair Brewer, Supervisor Williamson and Attorney Windle be on the negotiation team, 2nd by Couey. All voting aye, motion carried.

10. Clean Sweep Grant Application: Fair Coordinator Carla Doudna presented that they would like to start using this grant yearly. One year they went over the grant amount but she felt it was because it is not done regularly and there was more than the average amount of items to be disposed of. Moved by Supervisor Manning to approve Fair, Recycling and Parks to apply for and accept a Clean Sweep Grant in the amount of \$24,000.00, requiring a 20% minimum County match and send to County Board for approval with the Administrator having the authority to sign, 2nd by Supervisor Gottschall. All voting aye, motion carried.

11. Future UW Campus Expenses funding source: Interim Administrator Hochkammer presented due to the overage presented earlier, the County needs to have all invoices come to the Clerk's Office directly. Clerk Kalish stated the County can continue to use fund 32 and at the end of the year take the overage from the general fund as they do with other overages.

Commission Elder addressed the bridges at the Campus. They are on a private drive so the County cannot get funding to replace or fix them. The County would have to foot the whole bill.

12. Table purchase for County Board Room: Assistant to the Administrator presented that the approval for the County Board Room upgrades at Public Works did not include tables, therefore Chair Brewer ask Assistant to the Administrator to find tables. She reviewed the 2 option she would recommend. One is 18" wide by 60" long without electrical and the other is with electrical that only comes in no smaller than 24" wide. Moved by Supervisor Carrow to order 13 -18" tables as presented in the amount of \$7,467.00, to be contingent on other quotes that will be presented by MIS at a later date that may or may not include tables, 2nd by Supervisor Couey. All voting aye, motion carried.

13. 2023 Squad purchase: Chief Deputy Wallace updated the committee that these are purchased out of short term borrowing. They can only buy 2 squads because prices and equipment have increased up in price. Moved by Supervisor Williamson to approve the purchase of 2 squad cars totaling \$160,000.00 from Fund 92 and send a Resolution to County Board for approval, 2nd by Supervisor Manning. All voting aye, motion carried.

14. Discretionary use of end of year department budget surplus for the purpose of employee recognition and retention: Interim Administrator Hochkammer spoke to this item. Doing this for one department pins departments against each other. Although you need to compensate your employees, this wouldn't be equal to all departments as not all departments have money left in their budget at the end of the year to give bonuses and may create padding of budgets to give bonuses. If you have a compensation plan, you need to follow it which hasn't historically been done. Therefore, he recommends against this action item. Supervisor Gottschall stated he was one of the committee members that recommended to move this forward. After hearing the feedback, he does not recommend advancing this. Supervisors Carrow, Couey, Manning and Williamson agree. Moved by Supervisor Couey to not approve the recommendation, nor forward to the County Board for consideration, 2nd by Supervisor Gottschall. All voting aye, motion carried.

17. Reclassification of the Behavioral Health Services Manager: HHS Director Clements presented that the roles required of the Behavioral Health Services Manager have been reduced and some services will be contacted out so they would like to reclassify the position from. Moved by Supervisor Williamson 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, 2nd by Supervisor Couey. All voting aye, motion carried.

15. Approve Contract for Upgrade of Tax Collection Software: Treasurer Even presented that they discussed at budget time that their software was due to sunset and an upgrade would be needed. This request is to contract for new software from the same vendor, which was approved in the budget. Moved by Supervisor Couey to approve the request and forward to County Board the 5-year contract for upgrade and implementation of general receipting, tax collection, and property assessment software, 2nd by Supervisor Manning. All voting aye, motion carried.

16. Restructuring of Maintenance Department and Job Postings: Assistant to the Administrator presented that

Richland County

Finance & Personnel Standing Committee

with the Custodian leaving it was the opportunity to try to meet the strategic plan to start a small scale integration with HHS and the Courthouse. Interim Administrator Hochkammer stated he meet with Director Clements and Maintenance Supervisor Nelson this afternoon concerning the transfer of funds that is presented in the proposal. Discussion followed on the position creation and the effects of what the fund transfer would have on the HHS Department and it was decided a little more discussion needed to be had before doing all the job transfers. With all the changes that are coming up in the County, we will probably be expecting Randy Nelson to do maintenance in other department. Moved by Supervisor Manning approve the County Maintenance Manager job description, 2nd by Supervisor Gottschall. Moved to amend by Supervisor Gottschall for Interim Administrator Hochkammer to appoint Randy Nelson to the County Maintenance Manager position, 2nd by Supervisor Williamson. All voting aye on the motion to amendment, motion carried. All voting aye on the amended motion, motion carried.

- 18. Discussion and possible action on progressing 30 year Employees to Step 8:** Assistant to Administrator Dull presented that this was discussed at several meetings originating with the Sheriff's dept. request to move a 32-year employee to step 8. Supervisor Luck requested at that time for it be brought back at budget time so that Department Heads could be directed to plan it in their budget for 2024 if approved. Discussion followed. Moved by Supervisor Gottschall to deny the advancement of 30 year employees to step 8 due as this is not equitable to all employees, 2nd by Supervisor Couey. All voting aye, motion carried.
- 19. Update to the Staff Authorization Table:** Assistant to the Administrator Dull presented that changes would be made to reflect tonight's approval. Moved by Supervisor Gottschall to approve the changes from tonight's meeting to the Staff Authorization Table for HHS and County Maintenance Manager and send the table to County Board for approval, 2nd by Supervisor Williamson. All voting aye, motion carried.
- 20. Future agenda items:** Supervisor Carrow requests tower project updates; Supervisor Gottschall wants discussion on step increases for budget prep.
- 21. Adjournment:** Next meeting to be Wednesday, June 7th @ 5:15 p.m. in the County Board Room. Moved by Supervisor Manning to adjourn at 7:15 p.m., seconded by Supervisor Couey. All voting aye, motion carried.

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

Bethlehem Lutheran Church
Grant Total \$116,220.00

Date	Amount	Running Total	Use
5/10/2021	10,000.00	\$106,220.00	Badgerland Flooring: Deposit for flooring in Gym and double-classroom and install
5/10/2021	5,000.00	\$101,220.00	Farber Painting Plus: Deposit for interior painting of hallway, gymnasium, double-classroom, and replacing wall tiles
7/2/2021	6,820.00	\$94,400.00	Farber Painting Plus: Final amount for work rendered (listed above)
7/7/2021	9,993.86	\$84,406.14	Badgerland Flooring: Final amount for work rendered (listed above)
7/8/2021	720.00	\$83,686.14	Jeff Hahn Construction: Install of baby changing stations in restrooms
8/6/2021	2,500.00	\$81,186.14	Badgerland Flooring: Deposit for flooring in single classroom (model classroom)
10/20/2021	2,425.65	\$78,760.49	Badgerland Flooring: Final amount for work rendered (model classroom flooring & install)
4/21/2022	22,536.00	\$56,224.49	Air Conditioning Equipment - Parker Davis (check #1357)
4/21/2022	29,617.27	\$26,607.22	Outdoor Pavilion & Shed - Menards (#1341)
4/21/2022	6,703.00	\$19,904.22	Curriculum for pre-school - Creative Solutions (#1356)
4/3/2022	4,212.92	\$15,691.30	Classroom Furniture - Pottery Barn Kids (#1350)
5/4/2022	8,657.00	\$7,034.30	Strang Electric - Downpayment for Electrical Upgrades (#1359)
5/4/2022	3,086.70	\$3,947.60	Dishwasher (#1360)
5/7/2022	4,428.00	-\$480.40	Quality Vinyl Windows - Downpayment for New Windows
		-\$480.40	
		-\$480.40	
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		-\$480.40	

Balance Remaining **-\$480.40**

Discovery Playschool

Grant Total

\$75,000.00

Date	Amount	Running Total	Use
2/4/2022	760.00	\$74,240.00	advertisement for open Director position with Shopping News
3/25/2022	615.03	\$73,624.97	supplies for Director office set up (printer, surge protector, chair mat)
3/28/2022	1,069.76	\$72,555.21	Computer doctors--laptop and office suite
3/29/2022	171.56	\$72,383.65	additional items for office setup (paper etc)
3/30/2022	417.70	\$71,965.95	additional items for office setup (desk etc)
3/31/2022	59.98	\$71,905.97	additional items for office setup (microwave-reimburse Tara)
4/1/2022	63.24	\$71,842.73	additional items for office setup (Walmart-reimburse Tara)
4/5/2022	460.00	\$71,382.73	set of 12 nap-mats from Urban Infant (reimburse Chelsea)
4/11/2022	997.50	\$70,385.23	payroll Tara wks end 4/1 & 4/8
4/11/2022	74.70	\$70,310.53	Fingerprinting and mileage reimbursement for Tara
4/11/2022	100.00	\$70,210.53	Walmart gift card for students daily snacks
4/13/2022	330.38	\$69,880.15	toys replacement (walmart-reimburse Chelsea)
4/14/2022	620.00	\$69,260.15	Town & Country full sized refrigerator
4/14/2022	345.27	\$68,914.88	US Treasury, Q1 payroll taxes
4/20/2022	421.64	\$68,493.24	Discount School Supply (debit card)
4/25/2022	985.82	\$67,507.42	payroll Tara wks end 4/15 & 4/22
4/26/2022	195.78	\$67,311.64	Membership to Care.com marketing platform (debit card)
5/2/2022	50.00	\$67,261.64	Teacher appreciation gifts (2 gift cards from Kwik Trip \$25 each)
5/9/2022	1,056.98	\$66,204.66	payroll Tara wks end 4/29 & 5/6
5/10/2022	52.74	\$66,151.92	malware bytes computer software
5/9/2022	12.50	\$66,139.42	supplies Dollar Tree--debit card
5/17/2022	452.60	\$65,686.82	Amazon--bench-reimburse Chelsea
5/12/2022	1,237.67	\$64,449.15	Wayfair-summer supplies, changing table
5/18/2022	862.21	\$63,586.94	Amazon--summer toys, air filter, potty seat-reimburse Chelsea
5/20/2022	127.50	\$63,459.44	substitute pay to Abbigail Carmody
5/20/2022	53.71	\$63,405.73	Tara reimburse supplies
5/19/2022	300.00	\$63,105.73	transfer to pay-pal for minor supplies (snacks, craft supplies)
5/20/2022	1,056.98	\$62,048.75	payroll Tara wks end 5/3 & 5/20
5/23/2022	904.00	\$61,144.75	AAA State of Play for the 10x10 foot sandbox
5/26/2022	220.22	\$60,924.53	DCF licensing fee for capacity increase
6/6/2022	1,100.57	\$59,823.96	payroll Tara wks end 5/27 & 6/3
6/8/2022	300.00	\$59,523.96	transfer to pay-pal for minor supplies (snacks, craft supplies)
6/10/2022	167.49	\$59,356.47	Personnel concepts--labor law posters (required)
6/17/2022	1,176.54	\$58,179.93	payroll Tara wks end 6/10 & 6/17
7/1/2022	1,214.45	\$56,965.48	payroll Tara wks end 6/24 & 7/1
7/5/2022	308.90	\$56,656.58	Wisconsin state payroll taxes year-to-date (Patriot software debit)
7/5/2022	456.32	\$56,200.26	federal, FICA, and Medicare tax debit 6/24 & 7/1 payroll(employer t
7/13/2022	481.00	\$55,719.26	Shopping News bill for summer ads
7/13/2022	6,179.65	\$49,539.61	ARPA portion of new fenced area (Ryan Fencing LLC)
7/18/2022	2,394.18	\$47,145.43	US Treasury, Q2 payroll taxes
7/18/2022	1,132.88	\$46,012.55	payroll Tara wks end 7/8 & 7/15
7/18/2022	378.99	\$45,633.56	Payroll taxes wks end 7/8 & 7/15-auto deduct from Patriot software
7/21/2022	149.79	\$45,483.77	Wayfair-additional shade sail for outside
7/18/2022	180.00	\$45,303.77	John Weitzel-IT services
7/26/2022	112.50	\$45,191.27	John Weitzel-IT and outdoor services
8/1/2022	1,261.13	\$43,930.14	payroll Tara wks end 7/22 & 7/29
8/1/2022	20.92	\$43,909.22	care.com marketing platform
8/1/2022	76.30	\$43,832.92	Walmart supplies (debit card Tara)
8/1/2022	42.09	\$43,790.83	Patriot payroll software monthly fee

8/1/2022	402.42	\$43,388.41	federal, FICA, and Medicare tax debit 7/22 & 7/29 payroll(employer
8/8/2022	368.51	\$43,019.90	Menards (debit card Tara) sand for sandbox
8/9/2022	149.38	\$42,870.52	John Weitzel (outdoor help and mileage to deliver sand)
8/10/2022	31.06	\$42,839.46	supplies-Walmart
8/15/2022	27.42	\$42,812.04	supplies-Target
8/18/2022	9.23	\$42,802.81	supplies-Dollar Tree
8/18/2022	13.37	\$42,789.44	supplies-Walmart
8/19/2022	52.81	\$42,736.63	supplies-Walmart
8/23/2022	75.16	\$42,661.47	supplies-Walmart
8/29/2022	38.64	\$42,622.83	supplies-Walmart
8/29/2022	41.25	\$42,581.58	supplies-Dollar Tree
8/12/2022	606.00	\$41,975.58	West Bend annual insurance
8/12/2022	1,421.27	\$40,554.31	payroll Tara wks end 8/5 & 8/12
8/15/2022	518.44	\$40,035.87	Payroll taxes wks end 8/5 & 8/12-auto deduct from Patriot software
8/29/2022	1,235.48	\$38,800.39	payroll Tara wks end 8/19 & 8/26
8/29/2022	456.32	\$38,344.07	payroll taxes wks end 8/19 & 8/26-auto deduct from Patriot software
8/30/2022	545.58	\$37,798.49	supplies purchased 8/10-8/30 from Walmart, Dollar Tree, Target
9/6/2022	45.00	\$37,753.49	monthly fee to payroll company
9/9/2022	1,235.48	\$36,518.01	payroll Tara wks end 9/2 & 9/9
9/12/2022	365.30	\$36,152.71	payroll taxes wks end 9/2 & 9/9
9/12/2022	139.75	\$36,012.96	supplies Walmart
9/15/2022	12.94	\$36,000.02	website fee
9/19/2022	26.25	\$35,973.77	supplies Dollar Tree--debit card
9/23/2022	1,286.78	\$34,686.99	payroll Tara wks end 9/16 & 9/23
9/23/2022	460.37	\$34,226.62	payroll taxes wks end 9/16 & 9/23
9/27/2022	296.00	\$33,930.62	Workman's comp insurance balance (Employers Insurance)
9/27/2022	232.00	\$33,698.62	BL Signs for metal sign on fence
9/27/2022	205.02	\$33,493.60	Walmart supplies (debit card Tara)
9/28/2022	36.89	\$33,456.71	Walmart supplies (debit card Tara)
10/3/2022	45.00	\$33,411.71	Patriot payroll software monthly fee
10/5/2022	12.49	\$33,399.22	website fee
10/7/2022	12.50	\$33,386.72	Dollar Tree supplies
10/10/2022	1,384.22	\$32,002.50	payroll Tara wks end 9/30 & 10/7
10/11/2022	7.00	\$31,995.50	Oakwood Fruit Farm supplies
10/11/2022	46.05	\$31,949.45	Dollar Tree supplies
10/11/2022	503.31	\$31,446.14	payroll taxes wks end 9/30 & 10/7
10/12/2022	10.00	\$31,436.14	WI ECE Registry (college transcript)
10/13/2022	10.80	\$31,425.34	Walmart supplies (debit card Tara)
10/14/2022	209.23	\$31,216.11	Menards (debit card Tara) replace window fixtures
10/11/2022	500.00	\$30,716.11	annual rent to Schmitt Woodland Hills
10/20/2022	23.91	\$30,692.20	Walmart supplies (debit card Tara)
10/21/2022	1,256.76	\$29,435.44	payroll Tara wks end 10/14 & 10/21 (subtracted CCC bonus payment)
10/21/2022	60.00	\$29,375.44	mileage reimbursement to Tara
10/24/2022	539.03	\$28,836.41	payroll taxes wks end 10/14 & 10/21
10/27/2022	130.75	\$28,705.66	Walmart supplies (debit card Tara)
11/4/2022	1,193.46	\$27,512.20	payroll Tara wks end 10/28 & 11/4 (subtracted CCC bonus payment)
11/4/2022	541.96	\$26,970.24	payroll taxes wks end 10/28 & 11/4
11/4/2022	277.00	\$26,693.24	Employer's workmans comp insurance
11/4/2022	84.00	\$26,609.24	mileage check Jessica Doudna to get fingerprinting
11/3/2022	45.00	\$26,564.24	Patriot payroll software monthly fee
11/1/2022	68.54	\$26,495.70	Walmart supplies (debit card Tara)
11/7/2022	12.94	\$26,482.76	Homestead website fee
11/9/2022	34.26	\$26,448.50	care.com marketing platform fee
11/9/2022	5.14	\$26,443.36	Kwik trip supplies
11/14/2022	10.27	\$26,433.09	Kwik trip supplies
11/14/2022	122.50	\$26,310.59	Dollar Tree supplies
11/15/2022	89.90	\$26,220.69	Amazon supplies
11/17/2022	20.00	\$26,200.69	background checks DCF for Glen and Erin

11/18/2022	1,204.60	\$24,996.09	payroll Tara wks end 11/11 & 11/18 (subtracted \$150 for CCC bonu:
11/18/2022	408.48	\$24,587.61	payroll Glen wks end 11/11 & 11/18 (subtracted \$75 for CCC bonus
11/18/2022	460.86	\$24,126.75	payroll Jessica wks end 11/11 & 11/18
11/21/2022	570.74	\$23,556.01	payroll taxes wks end 11/11 & 11/18
11/18/2022	181.51	\$23,374.50	Walmart supplies (debit card Tara)
11/18/2022	21.99	\$23,352.51	Walmart supplies (debit card Tara)
11/21/2022	41.52	\$23,310.99	Amazon supplies (debit card Tara)
11/21/2022	428.27	\$22,882.72	Staples color laser printer
11/23/2022	12	\$22,870.72	US Post Office stamps
11/23/2022	73.02	\$22,797.70	Walmart
11/23/2022	306.77	\$22,490.93	Staples toner, printer stand, paper
11/25/2022	23.19	\$22,467.74	Walmart
11/25/2022	26.35	\$22,441.39	Walmart supplies (debit card Tara)
11/25/2022	27.95	\$22,413.44	Schwan (fruit for snack)
11/25/2022	37.96	\$22,375.48	Walmart supplies (debit card Tara)
11/28/2022	29.64	\$22,345.84	Walmart supplies (debit card Tara)
11/28/2022	37.97	\$22,307.87	Heartland Christmas tree for classroom
11/28/2022	39.5	\$22,268.37	Walmart supplies (debit card Tara)
11/29/2022	6.5	\$22,261.87	check order charge
11/30/2022	62.22	\$22,199.65	Michaels supplies (debit card Tara)
12/1/2022	138.38	\$22,061.27	Michaels supplies (debit card Tara)
12/1/2022	18.97	\$22,042.30	peronalization
12/1/2022	23.72	\$22,018.58	Walmart supplies (debit card Tara)
12/1/2022	34.84	\$21,983.74	care.com
12/1/2022	100.21	\$21,883.53	Tractor supply
12/1/2022	394.67	\$21,488.86	Staples toner, envelopes
12/2/2022	1235.48	\$20,253.38	payroll Tara wks end 11/25 & 12/02
12/2/2022	424.38	\$19,829.00	payroll Glen wks end 11/25 & 12/02
12/2/2022	355.49	\$19,473.51	payroll Jessica wks end 11/25 & 12/02
12/2/2022	475.67	\$18,997.84	payroll taxes wks end 11/25 & 12/02
12/5/2022	49	\$18,948.84	Patriot payroll software monthly fee
12/5/2022	38.82	\$18,910.02	Walmart
12/5/2022	1.84	\$18,908.18	Homestead website fee
12/7/2022	120	\$18,788.18	John Weitzel IT services
12/7/2022	13.62	\$18,774.56	Walmart supplies (debit card Tara)
12/16/2022	1612.36	\$17,162.20	payroll Tara wks end 12/9 & 12/16 +\$500 holiday bonus
12/16/2022	2611.82	\$14,550.38	payroll Glen wks end 12/9 & 12/16 +\$3200 retirement bonus
12/16/2022	545.59	\$14,004.79	payroll Jessica wks end 12/9 & 12/16 + \$100 holiday bonus
12/19/2022	1884.62	\$12,120.17	payroll taxes wks end 12/9 & 12/16
12/19/2022	7200	\$4,920.17	2 years Rent at Schmitt
12/30/2022	1249.24	\$3,670.93	payroll Tara wks end 12/23 & 12/30
12/30/2022	279.65	\$3,391.28	payroll Glen wks end 12/23 & 12/30
12/30/2022	355.48	\$3,035.80	payroll Jessica wks end 12/23 & 12/30
12/30/2022	422.58	\$2,613.22	payroll taxes wks end 12/23 & 12/30
12/20/2022	17.83	\$2,595.39	Walmart supplies (debit card Tara)
12/20/2022	22.50	\$2,572.89	Dollar Tree supplies
12/23/2022	100.00	\$2,472.89	check order charge
12/27/2022	242.64	\$2,230.25	Amazon hex climber outside toy
12/30/2022	113.43	\$2,116.82	Thank you ad Richland Observer
12/27/2022	284.84	\$1,831.98	Amazon catepillar tunnel outside toy
12/28/2022	167.50	\$1,664.48	Walmart supplies (debit card Tara)
12/28/2022	297.87	\$1,366.61	Walmart supplies (debit card Tara)
12/28/2022	133.75	\$1,232.86	Dollar Tree supplies
12/29/2022	431.40	\$801.46	Discount School supply light tables & light table toys
12/30/2022	273.60	\$527.86	advertisement in Observer prepay for 2 ads \$136.80 each
12/29/2022	397.20	\$130.66	advertisements Shopping News 2 column (3.375") x 4" color prepay
12/30/2022	182.71	-\$52.05	relicensing fee to DCF state of WI
		-\$52.05	

		-\$52.05	
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Balance Remaining

		-\$52.05	
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Ithaca School District

Grant Total \$100,724.00

Date	Amount	Running Total	Use
2/5/2022	0.00	\$100,724.00	na
3/5/2022	0.00	\$100,724.00	na
4/11/2022	0.00	\$100,724.00	na
5/5/2022	23,980.00	\$76,744.00	Purchase of Portable Classroom to use for Day Care - WI Surplus
5/17/2022	100.00	\$76,644.00	Building permit - Check Voided
6/7/2022	11,800.00	\$64,944.00	Prep and transport to Ithaca Site - D&J Mobile Home Transport
8/11/2022	5,547.00	\$59,397.00	Start-August 3, 2022 services - Beier Engineering
9/1/2022	800.00	\$58,597.00	Structural Engineering Foundation Design - Beier Engineering
9/13/2022	2,255.00	\$56,342.00	August 4 - september 13, 2022 Services - Beier Engineering
10/17/2022	100.00	\$56,242.00	Supporting Families Together Association Membership
10/21/2022	17,500.00	\$38,742.00	Drilling & concrete piers and material removal - Doug Wood Constr.
10/21/2022	386.77	\$38,355.23	Concrete blocks for foundational placement - Walsh's
11/2/2022	5,700.00	\$32,655.23	Set Up and anchor Portable Classroom - D&J Mobile Home Transport
12/5/2022	6.00	\$32,649.23	Gray Countertop with storage - Day Care - WI Surplus
12/5/2022	250.00	\$32,399.23	Remove tarps&battens - Install Roof Hip & Ridges - Residential Roofing
12/12/2022	425.30	\$31,973.93	Rubber wall base and wall base adhesive - Menards
12/13/2022	8,490.00	\$23,483.93	Replace water damaged floor, build outside steps, replace entry door - Kevin O'Halloran
12/19/2022	3,558.24	\$19,925.69	Home Expressions vinyl flooring - Menards
1/3/2023	428.10	\$19,497.59	Rubber Wall Base & Wall Base Adhesive - Menards
1/4/2023	7,300.00	\$12,197.59	ADA compliant ramp with install - Home Safety Innovations LLC.
1/20/2023	1,500.00	\$10,697.59	labor on daycare - Kevin O'Halloran
1/30/2023	8,855.72	\$1,841.87	Lumber, meter socket, breakers, wire, labor, building permits, conduit, fittings and materials - McNurlin Electric
1/30/2023	49.82	\$1,792.05	supplies bought for daycare - Walmart
2/1/2023	283.64	\$1,508.41	painting supplies & paint - Walsh's Ace Hardware
2/15/2023	1,508.41	\$0.00	Construction Material and Labor - interior of Day Care - Kevin O'Halloran

Balance Remaining \$0.00

Amanda Wagoner-Walsh

Grant Total

\$43,154.16

Date	Amount	Running Total	Use
2/2/2022	467.00	\$42,687.16	Business start up and bank fees
2/28/2022	520.83	\$42,166.33	toys
2/28/2022	268.92	\$41,897.41	construction
2/28/2022	178.73	\$41,718.68	kitchen
2/28/2022	2,197.02	\$39,521.66	furniture
2/28/2022	849.80	\$38,671.86	office
2/28/2022	291.70	\$38,380.16	learning
2/28/2022	28.95	\$38,351.21	large motor skills
2/28/2022	-1.54	\$38,352.75	interest
3/5/2022	2,429.90	\$35,922.85	down payment on fence
3/8/2022	422.25	\$35,500.60	bathroom construction supplies
3/31	62.57	\$35,438.03	cleaning supplies
3/31/2022	80.52	\$35,357.51	art supplies
3/31/2022	758.32	\$34,599.19	toys
3/31/2022	153.43	\$34,445.76	office supplies
3/31/2022	181.52	\$34,264.24	misc supplies
3/31/2022	216.08	\$34,048.16	safety (masks, outlet covers, gate for stairway)
3/31/2022	253.19	\$33,794.97	larger motor climbing mats
3/31/2022	18.72	\$33,776.25	kitchen supplies
3/31/2022	1,177.39	\$32,598.86	shelving units
3/31/2022	61.61	\$32,537.25	furniture
3/31/2022	-1.46	\$32,538.71	interest
4/30/2022	180.68	\$32,358.03	toys
04/30/2022	514.44	\$31,843.59	construction
4/30/2022	129.87	\$31,713.72	Kitchen
4/30/2022	54.59	\$31,659.13	art supplies
04/30/2022	151.81	\$31,507.32	baby supplies
4/30/2022	2,114.57	\$29,392.75	learning, cont. ed, outside equipment, off sup, 1st aid, furniture
5/31/2022	11,830.08	\$17,562.67	Mike Marshall interior construction and heating
5/31/2022	52.22	\$17,510.45	construction supplies
5/31/2022	295.89	\$17,214.56	food for snacks, lunches and breakfast
5/31/2022	858.59	\$16,355.97	outside toys
5/31/2022	131.70	\$16,224.27	art and music supplies
5/31/2022	146.70	\$16,077.57	office supplies
5/31/2022	432.00	\$15,645.57	Business insurance
5/31/2022	151.14	\$15,494.43	misc supplies
5/31/2022	-2.17	\$15,496.60	April and May Interest
6/30/2022	272.84	\$15,223.76	furniture, boosters, umbrella for outside
6/30/2022	89.80	\$15,133.96	sandbox toys, puzzles
6/30/2022	230.81	\$14,903.15	June food expenses
6/30/2022	75.51	\$14,827.64	kitchen supplies
6/30/2022	57.80	\$14,769.84	office supplies
6/30/2022	90.00	\$14,679.84	continuing ed. intro to childcare profession..state requirement
7/31/2022	386.88	\$14,292.96	outside expenses jungle gym, house, umbrella stand and hooks
7/31/2022	2,716.60	\$11,576.36	remainder of outside fence cost
7/31/2022	288.97	\$11,287.39	operational and office daycare phone internet and ink
7/31/2022	144.75	\$11,142.64	Toys
7/31/2022	87.78	\$11,054.86	art supplies
7/31/2022	322.63	\$10,732.23	food for snacks, lunches and breakfast
7/31/2022	202.29	\$10,529.94	sensory table and rug
7/31/2022	19.96	\$10,509.98	toaster
8/31/2022	207.02	\$10,302.96	Gross motor mats
8/31/2022	169.22	\$10,133.74	learning and sensory supplies

8/31/2022	373.65	\$9,760.09	food for snacks, lunches and breakfast
8/31/2022	223.92	\$9,536.17	art, small motor supplies
8/31/2022	79.81	\$9,456.36	toys
8/31/2022	125.24	\$9,331.12	office supplies
9/30/2022	71.52	\$9,259.60	food for snacks, lunches and breakfast
9/30/2022	136.99	\$9,122.61	dress up
9/30/2022	179.84	\$8,942.77	STEM learning activities
9/30/2022	15.81	\$8,926.96	outside winter covers
10/24/2022	62.63	\$8,864.33	food for snacks, lunches and breakfast
10/24/2022	39.65	\$8,824.68	mat for under climber
11/30/2022	43.76	\$8,780.92	books, memory game
11/30/2022	88.63	\$8,692.29	food for snacks, lunches and breakfast
11/30/2022	37.95	\$8,654.34	back up cloths for kids state requirement
5/8/2023	10,400.00	-\$1,745.66	Sidewalk
Balance Remaining		-\$1,745.66	

Richland County Committee

Agenda Item Cover

Agenda Item Name: Request to approve purchase and installation of a commercial hot water heater

Department	Fair & Recycling	Presented By:	
Date of Meeting:	May 24, 2023	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:		Referred by:	Carla Doudna
Action needed by no later than (date)	June 7, 2023		

Recommendation and/or action language:

Recommend a motion to approve the purchase and installation of the hot water heater with permission to place the order on June 8.

Background:

Fair, Recycling and Standing Parks Committee notes that the current unit is 23 years old with a few service calls and needs replaced to ensure the scheduled events have what was represented in the contact as amenities provided. They requested that Carla Doudna obtain a minimum of three quotes for the purchase.

This unit is imperative to the operation of the fairgrounds. Given this is a commercial unit and not typically in stock, one may need to be ordered which can 6-8 weeks.

The month of June has 17 of 30 days blocked with the Rodeo, a graduation party, and the Haiti Mission Auction, not including campers.

Attachments and References:

Resolution	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Fund 11 – Contingency Fund	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Carla Doudna

Review:

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 23 - XX

A Resolution Approving The Emergency Purchase And Installation Of A Hot Water Heater At The Richland County Fairgrounds.

WHEREAS there is a need to purchase and install a new hot water heater at the fairgrounds that supports the sinks and showers in the facility that is rented and made available for campers, and

WHEREAS Fair, Recycling and Standing Parks Committee notes that the current unit is 23 years old with a few service calls and needs replaced to ensure the scheduled events have what was represented in the contact as amenities provided and requested that Carla Doudna obtain a minimum of three quotes for the purchase, and

WHEREAS the cost of this unit is being requested from Fund 11 (Contingency Fund), and

WHEREAS the Fair, Recycling and Parks Standing Committee along with the Finance and Personal Committee have reviewed and approved the purchase and resolution be sent to the County Board, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the purchase of the hot water heater and installation at the Fairgrounds, and

BE IT FURTHER RESOLVED that the quote received from Wertz Plumbing and Heating in the amount of \$9,229.00 is accepted and the contract for this project be signed by Carla Doudna, the Fair and Recycling Coordinator on behalf of Richland County, and the cost will be paid out of Fund 11 (Contingency Fund), and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE & PERSONNEL STANDING COMMITTEE

AYES _____ NOES _____

(07 JUNE 2023)

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

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

DATED: JUNE 20, 2023

Reviewed by Fair, Recycling, and Parks Standing Committee on 24 May 2023.

Richland County Public Works

Agenda Item Cover

Agenda Item Name: Discussion & Possible Action: Courthouse Security System

Department	MIS	Presented By:	Barbara Scott
Date of Meeting:	06/07/2023	Action Needed:	Approval
Disclosure:	Open Session	Authority:	
Date submitted:	06/06/2023	Referred by:	Public Safety

Recommendation and/or action language:

Motion to ... Approve Security Upgrades Bid from SGTS in the amount of \$316,215.82

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

As part of the Radio Tower Project Richland County had to make upgrades in their dispatch center. These changes also required an upgrade in our door controls for the jail. At the same time, we were advised by the Jail Inspector that we needed to add cameras in our jail. We requested bids for these projects and received quotes from two of the three interested parties.

The Public Safety Committee reviewed these bids and approved the bid from SGTS in the amount of \$316,215.82. The matter was referred to Finance as it is well under budget and they wanted consideration to use the 36,000.00 to add video conferencing to the small courtroom. As coordinator for this project I feel that we should not be taking funds from this project. We have made a commitment to this project including purchasing equipment for subscribers. If we start to take money away from this project at this early point and are unable to provide subscriber equipment it could be perceived very negatively by those departments.

Attachments and References:

Richland County Security Bid Tab	
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	8.1 Million dollar borrowing	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval: *Barbara J Scott*

Review: *Jon Hochkammer*

Department Head

Administrator, or Elected Office (if applicable)

Richland County Government Center Security Upgrades - Bid Tab Sheet

Bids received by 1:00pm on 5-11-23

Bidder	Bid Amount	Alt Deduct 1	Alt Deduct 2	Alt Deduct 3	Addendums	Bid Bond	Insurance	Qualifications
Systems Technologies	\$353,840.84	\$21,230.71	\$7,007.37	\$12,110.88	X	X	X	X
SGTS	\$316,215.82	\$21,464.93	\$12,705.27	\$17,696.63	X	X	X	X

Richland County Committee Agenda Item Cover

Agenda Item Name: Temporary hiring of an Office Assistant for Zoning

Department:	Zoning	Presented By:	Jon Hochkammer
Date of Meeting:	6/7/23	Action Needed:	Vote
Disclosure: <small>Open or Closed</small>	Open	Authority:	Finance & Personnel Standing Committee
Date submitted:		Referred by:	Land & Zoning Standing Committee

Recommendation and/or action language:

Recommend to... approve the Zoning Department to exceed \$10,000.00 for a 6 month contracted Office Assistant

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

The Zoning Department has been operating with a 1 person staff since 1/9/2023. The Land & Zoning Standing Committee has recommended that the Zoning Office contract with Southwest Workforce Development for temporary office staff to assist with phone calls, walk-ins, scheduling, data entry and other office tasks as needed.

The minimum contract period with Southwest Workforce Development is 6 months. Determined wage would be \$17.57/hr. x 40 hr/week x 6 months = 18,272.80. If Insurance is required the cost added would be \$13,310.78. Plus the 7% Admin fee payable to Southwest Workforce Development at a possible total of \$33,761.13 minimum.

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:

Review:

Department Head

Administrator, or Elected Office (if applicable)

**Richland County Committee
Agenda Item Cover**

Richland County Committee

Agenda Item Cover

Agenda Item Name: Request to approve change of current Fair and Recycling Coordinator from part-time to full-time

Department	Fair & Recycling	Presented By:	Interim Administrator Hochkammer
Date of Meeting:	May 24, 2023	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:		Referred by:	Carla Doudna
Action needed by no later than (date)	June 7, 2023		

Recommendation and/or action language:

Recommend a motion approving the current Fair and Recycling Coordinator be moved from part-time to full-time, passing the resolution to the County Board.

Background: The position was hired at 28hrs per week with the understanding that additional hours would supplement other weeks. During the 2023 budget process the committee did work in 400 additional hours. However, that still doesn't bring us to the 2080 or so hours worked in the current position.

Attachments and References:

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Fund 68 & 57 partially
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Carla Doudna

Review:

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 23 - XX

A Resolution Relating To The Position Of Richland County Fair And Recycling Coordinator.

WHEREAS the Fair, Recycling and Parks Standing Committee presented the proposal to the Finance and Personnel Committee to change Resolution 11-149 for the Fair & Recycling Coordinator to be moved from a part-time position to the working full-time position that is currently staffed, and

WHEREAS the request is for the position to be changed from the current 28 hours per week to 40 hours per week, with at least 12 of those hours used for recycling. The funding source will be broken down as follows: 28 hours charged to Fund 68 and 12 hours charged to Fund 57 at the current Grade of 40, Step 6 at \$17.61 per hour, and

WHEREAS the Fair, Recycling and Parks Standing Committee has approved the request with support from the Finance and Personnel Committee, and

WHEREAS the Finance and Personnel Committee, after having carefully considered this matter, is presenting this Resolution to the County Board for approval,

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Richland County Fair and Recycling Coordinator Position to be changed to a 40 hours per week as stated above,

BE IT FURTHER RESOLVED that this Resolution shall supersede all previous Resolutions pertaining to this position and be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE & PERSONNEL STANDING COMMITTEE

AYES _____ NOES _____

(07 JUNE 2023)

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

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

DATED: JUNE 20, 2023

Richland County Committee

Agenda Item Cover

Agenda Item Name: Resolution Creating A Position In The County Maintenance Department.

Department	County Administrator	Presented By:	Jon Hochkammer
Date of Meeting:	07 June 2023	Action Needed:	Approval of Maintenance Technician position in the County Maintenance Department
Disclosure:	Open Session	Authority:	
Date submitted:	31 May 2023	Referred by:	County Administrator
Action needed by no later than (date)	07 June 2023	Resolution	Yes

Recommendation and/or action language: Approve creation of the Maintenance Technician position in the County Maintenance Department.

Background: This position will serve as a backup and to assist the Maintenance Manager with maintenance related duties in a variety of locations. The creation of this position will result in the elimination of the current Custodian position at Health & Human Services. The position will be split funded between Fund 10 (General Fund) and Fund 56 (Health & Human Services Fund).

Attachments and References: Resolution

Financial Review:

Maintenance Technician salary and fringe at step 3 (assuming full benefits package): \$75,967.25

Custodian salary and fringe (position being eliminated): \$65,826.06

Difference in funding: \$10,141.19 (to be split between Fund 10 and Fund 56)

(please check one)

<input type="checkbox"/>	In 2023 proposed budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Funding split between Fund 10 (County Maintenance budget) and Fund 56 (HHS)	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Interim Administrator, Jon Hochkammer

Interim Administrator, Jon Hochkammer

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

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.

Employee's Signature

Supervisor's Signature

Date

Date

RESOLUTION NO. 23 - xx

A Resolution Creating A Position In The County Maintenance Department.

WHEREAS it is necessary from time to time for the County Board to reclassify positions and change job descriptions in order to better reflect the actual duties of those positions and meet the ever-changing needs of County government, and

WHEREAS County Interim Administrator Jon Hochkammer and the Finance and Personnel Committee have carefully considered this matter and are now presenting this Resolution to the County Board for its consideration.

WHEREAS Carlson-Dettman recommends the following position be placed in the Grade as follows:

County Maintenance Department Maintenance Technician Grade G

WHEREAS the creation of the Maintenance Technician eliminates the current position of Custodian at the Health & Human Services Building, and

WHEREAS the position will be split funded between Fund 10 (General Fund) and Fund 56 (Health & Human Services Fund), and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the above listed position to start at Step 2 in the amount of \$21.35, and following a 6- month probationary period, advance to Step 3 in the amount of \$21.83, and

BE IT FURTHER RESOLVED by the Richland County Board of Supervisors that the job description for the position of Maintenance Technician in the County Maintenance Department, will be on file in the County Administrator’s office, and

BE IT FURTHER RESOLVED that this Resolution shall be effective July 2, 2023.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE
(07 JUNE 2023)

AYES _____ NOES _____

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

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

DATED: JUNE 20, 2023

Richland County Committee

Agenda Item Cover

Agenda Item Name: Resolution Reclassifying A Position In The County Maintenance Department

Department	County Administrator	Presented By:	Jon Hochkammer
Date of Meeting:	07 June 2023	Action Needed:	Approve reclassification of position in County Maintenance Department
Disclosure:	Open Session	Authority:	
Date submitted:	31 May 2023	Referred by:	County Administrator
Action needed by no later than (date)	07 June 2023	Resolution	Yes

Recommendation and/or action language: Approve reclassification of a position in the County Maintenance Department.

Background: The current custodial position performs duties within the courthouse only. The position reclassification would expand job duties to be performed at both the courthouse and Health & Human Services buildings.

Attachments and References: Resolution

Financial Review: Not applicable

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Interim Administrator, Jon Hochkammer

Interim Administrator, Jon Hochkammer

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

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.

Employee's Signature

Supervisor's Signature

Date

Date

**Richland County
Position Description**

RESOLUTION NO. 23 - xx

A Resolution Reclassifying A Position In The County Maintenance Department.

WHEREAS it is necessary from time to time for the County Board to reclassify positions and change job descriptions in order to better reflect the actual duties of those positions and meet the ever-changing needs of County government, and

WHEREAS County Interim Administrator Jon Hochkammer and the Finance and Personnel Standing Committee have carefully considered this matter and are now presenting this Resolution to the County Board for its consideration, and

WHEREAS Carlson-Dettman recommends the following position be placed in the Grade as follows:

County Maintenance Department Custodian Grade E

WHEREAS the position will be split funded between Fund 10 (General Fund) and Fund 56 (Health & Human Services Fund), and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the above listed position to start at Step 2 in the amount of \$17.57, and following a 6- month probationary period, advance to Step 3 in the amount of \$17.97, and

BE IT FURTHER RESOLVED by the Richland County Board of Supervisors that the job description for the position of Custodian in the County Maintenance Department, will be on file in the County Administrator’s office, and

BE IT FURTHER RESOLVED that this Resolution shall be effective July 2, 2023.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE
(07 JUNE 2023)

AYES _____ NOES _____

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

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

DATED: JUNE 20, 2023

Richland County Committee

Agenda Item Cover

Agenda Item Name: Update to the Staff Authorization Table

Department:	Administration	Presented By:	Jon Hochkammer
Date of Meeting:	7-Jun-23	Action Needed:	Approval
Disclosure:		Authority:	
Date submitted:	31-May-23	Referred by:	
Action needed by no later than (date)		Resolution	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 will require an update to the Staff Authorization Table.

Attachments and References:

Resolution	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source		
<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 Making Amendments To The County Classification, Compensation And Staff Authorization Policy.

WHEREAS it is necessary from time to time for amendments to be made to the County’s Classification, Compensation and Staff Authorization Policy, and

WHEREAS the Finance and Personnel Committee has carefully considered several proposed amendments and the Committee is presenting this Resolution to the County Board for its consideration, and

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County Classification, Compensation and Staff Authorization Policy are hereby amended by adopting the attached Richland County Staff Authorization Table, and

BE IT FURTHER RESOLVED that this Resolution shall be effective July 2, 2023.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE

AYES _____ NOES _____

(07 JUNE 2023)

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

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

DATED: JUNE 20, 2023