



June 30, 2023

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene on **Wednesday, July 5th, 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. 2023 Investment Income YTD

Financial:

7. Discussion & Possible Action: Departments billing each other
8. Discussion & Possible Action: Policy Approval
 - a. Finance Policy
 - b. Bid & Contract Policy
 - c. Purchasing Policy
9. Discussion & Possible Action: 2024 Budget Objectives and Guidance

Personnel:

10. Discussion & Possible Action: Approve the Office System Technician Job Description
11. Discussion & Possible Action: Approve job descriptions for the Fair, Recycling, and Parks Department
12. Discussion & Possible Action: Professional Services Agreement with Jon Hochkammer for Consulting Services
13. Discussion & Possible Action: Professional Services Proposal with Becker Professional Services for Economic Development Strategy and Grant Writing

Closing:

14. Future agenda items
15. 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

June 23rd, 2023

The Richland County Finance and Personnel Standing Committee convened on Friday, June 23rd in person and by WebEx.

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

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: Steve Williamson and Shaun Murphy-Lopez

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 2:30 p.m.
2. **Proof of Notification:** Chair Brewer verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, County Board members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Chair Brewer asked for approval of the agenda. Moved by Supervisor Couey to approve the agenda as posted, 2nd by Supervisor Manning. All voting aye, motion carried.
4. **Public Comment:** None
5. **Previous Minutes:** Hearing no objections, Chair Brewer moved to approve the minutes as presented.
9. **Approve accredited years of service for 2 MIS employees:** Director Scott presented to the Committee the information she had collected concerning 2 MIS employees that were contracted with the County because those positions did not exist until they were hired full-time. She would like her employees be given that same courtesy as new hires are given. Currently she has an employee out to use their vacation otherwise he would lose it. Had he been given the start date back to his contracted date, he would have been able to get it paid out. Tami stated that for the employees that we credit vacation, the start date had to be postdated. Interim Administrator Hochkammer felt that HR is the new Administrators specialty and possibly be postponed for her start to address. Moved by Supervisor Luck to make the employees that were contracted prior to employment, start date retroactive to their contract date. Moved by Luck to amend the motion to use the contracted date as the start date, 2nd by Supervisor Couey. All voting aye, motion carried.
7. **Discussion & possible action: Sheriff's Department transitioning to 12 Hr shifts:** Jeff Spencer, WPPA Representative, presented to the Committee that they have been in talks with the Sheriff about this change. Richland County is the only department in the region that is not on the 12 hour shifts. This would allow the deputies to have every other weekend off. It decrease overtime, sick time and brought down the budget. Sheriff Porter stated he is in favor and their scheduling software would handle the transition. He would like the same benefits used for Jailers/dispatch. Jailers/dispatch would start July 10th. Discussion followed on what the overage would cost and where those funds would come from. Moved by Supervisor Manning to approve the 12-hour work shift with MOU as written, 2nd by Supervisor Luck. All voting aye, motion carried. Attorney Windle asked for a modification in the contract before signing. Supervisor Luck recommended that the Jailer/dispatch request be taken to Public Safety.
8. **Elimination of 2 county positions in UW Food Service and the UW Food Service Department:** Interim Administrator Hochkammer presented to the Committee that he does not recommend that decision be taken today but it should be on the radar. He would like to recommend to the committee to authorized the Administrator to offer to them in writing that their last day would be July 15th with the County unless they find other employment with another department. That would allow them 1 full month of benefits and time to wrap stuff up at the Campus, contact vendors to cancel orders and shut down equipment. Moved by Supervisor Luck to authorize the administrator to given these 2 employees notice of termination effective July 15th, 2nd by Supervisor Manning. All voting aye, motion carried.
6. **Discussion & possible action: CIP Plan:** Interim Administrator Hochkammer presented to the committee that Clerk Kalish and Interim Administrator Hochkammer have been working on this for several weeks. He stated all the department heads are on board with this. Some items were either moved out to other years or removed completely. He strongly recommends that the County work with a HVAC contractor to evaluate the County

Richland County

Finance & Personnel Standing Committee

equipment to make a plan on what can be repaired and what must be replaced. He will recommend a larger package borrowing in the future and discontinue short term borrowing yearly. The recommended borrowing for next year will be \$40,000 less than previous years. He reviewed what they are recommending for 2024 borrowing. He is also recommending the County create a committee to review the future potential of the Campus property. Moved by Supervisor Turk to approve the CIP as presented for 2024, 2nd by Supervisor Luck. All voting aye, motion carried.

- 10. Closed Session: The Chair may entertain a motion to enter Closed Session pursuant to Wis. Stat, Sec 19.85(1)(a) deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body - CHIPS:** Moved by Supervisor Manning to go into closed session at 3:48 p.m., 2nd by Supervisor Luck. Roll call vote requested. All voting aye, motion carried.
- 11. Return to Open Session:** Moved by Supervisor Manning to return to open session at 4:02 p.m., 2nd by Supervisor Luck. All voting aye, motion carried.
- 12. Discussion and possible action on items from closed session:** No action required.
- 13. Future agenda items:** Interim Administrator Hochkammer - Budget time line, packet, objective, and guidance. Luck – Departments billing each other. Carrow – Finance and procurement policy timeline.
- 14. Adjournment:** Next meeting to be Wednesday, July 5th @ 5:15 p.m. in the County Board Room. Moved by Supervisor Manning to adjourn at 4:09 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 Committee Agenda Item Cover

Agenda Item Name: Report: Investment Revenue YTD

Department:	Treasurer's Office	Presented By:	Treasurer
Date of Meeting:	7/5/23	Action Needed:	N/A - Report
Disclosure: <small>Open or Closed</small>	Open	Authority:	N/A - Report
Date submitted:	6/30/23	Referred by:	Treasurer

Recommendation and/or action language:

Recommend to...

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

YTD summary of interest earned on invested funds.

Attachments and References:

Interest Summary	

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:

Jeffrey Even

Department Head

Review:

Administrator, or Elected Office (if applicable)

Itemized Investment Interest Summary

Richland County
2023

	LGIP	WISC CMS	WISC IS	PMA FRI	Total
January	6,506.58	2,234.84	19,590.37	645.00	28,976.79
February	9,234.70	291.22	21,416.20	9,962.36	40,904.48
March	15,873.34	1.24	24,415.13	-	40,289.71
April	18,928.69	0.52	24,527.74	-	43,456.95
May	23,799.40	543.66	26,561.34	24,159.14	75,063.54
June					-
July					-
August					-
September					-
October					-
November					-
December					-
Total	74,342.71	3,071.48	116,510.78	34,766.50	228,691.47

WISC/PMA
154,348.76

Richland County Committee Agenda Item Cover

Agenda Item Name: Policy Approval

Department:	Administrator	Presented By:	Jon Hochkammer
Date of Meeting:	7/5/23	Action Needed:	Vote
Disclosure: <small>Open or Closed</small>	Open	Authority:	
Date submitted:	6/28/23	Referred by:	County Clerk, Administrator & Treasurer

Recommendation and/or action language:

Recommend to... approve the Finance, Bid & Contract and Purchasing Policy and send to County Board for approval.

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

Richland County has not had a Finance, Bid & Contract or Purchasing Policy. It is the County Administrator, County Clerks and County Treasurer intent to have uniform Policies for Departments in the County to follow.

Attachments and References:

Finance Policy	Bid & Contract Policy
Purchasing Policy	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Jeff Even, Derek Kalish, Jon Hochkammer

Department Head

Review:

Jon Hochkammer

Administrator, or Elected Office (if applicable)

**Richland County Committee
Agenda Item Cover**

Created Date

Richland County Financial Policy

Cheryl Dull
ASSISTANT TO THE ADMINISTRATOR

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INTRODUCTION

PURPOSE

The purpose of this manual is to:

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

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

QUESTIONS

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

GOVERNMENTAL ACCOUNTING PRINCIPLES

PURPOSE

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

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

FUND ACCOUNTING

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

TYPES OF FUNDS

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

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

❖ **Governmental Funds**

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

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

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

❖ **Proprietary Funds**

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

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

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

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

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

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

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

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

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

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

ACCOUNTING POLICIES

PURPOSE

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

APPROPRIATION AND REVENUE CONTROL POLICY

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

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

- **Timing of Review.** A comparison of the budget to actual expenditures is conducted both on a monthly basis and at year-end.
- **Method of Performing Review.** Actual accounting expenditures and revenues are compared to the planned budget level to determine problem areas. If actual appropriations are exceeded and/or actual revenues are significantly below budgeted levels, a problem exists and, the department head is required to inform the oversight committee by preparing a written corrective plan to resolve or alleviate the problem.

The written corrective plan should be approved by the oversight committee and forwarded to the Finance & Personnel Standing Committee.

- **Level of Appropriation Control.** Appropriations are controlled in the department’s budgets at the account level; however, oversight and Finance & Personnel Standing Committees shall be informed of deviations as stated above.

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

CAPITAL COSTS

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

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

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

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

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

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

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

DEPRECIATION POLICY

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

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

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

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

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

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

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

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

ASSET CONTROL

The control over assets is the responsibility of management and the oversight committee.

INVENTORY SYSTEMS

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

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

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

CHART OF ACCOUNTS

PURPOSE

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

RICHLAND COUNTY'S ACCOUNT STRUCTURE

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

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

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

ADDING/AMENDING/REMOVING ACCOUNTS

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

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

ACCOUNTING PROCEDURES

I. JOURNAL ENTRIES

PURPOSE

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

PROCEDURES

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

The form should be complete when submitted as follows:

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

TRANSFER OF FUNDS

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

Journal entries must balance (Debits=Credits).

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

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

DEFICIENCIES APPROPRIATIONS

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

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

II. ACCOUNTS RECEIVABLE

PURPOSE

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

PROCEDURES

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

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

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

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

III. ACCOUNTS PAYABLE

PURPOSE

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

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

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

PROCEDURES

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

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

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

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

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

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

NEW VENDOR SETUP

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

MULTIPLE DEPARTMENT BILL PROCESS

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

CASH RECEIPTS

PURPOSE

Section 59.25(3) of the Wisconsin Statutes requires the County Treasurer to receive all moneys from all sources belonging to the County, and all other moneys which by statute or county ordinance are directed paid to the treasurer. A uniform cash receipting procedure minimizes opportunities for error and ensures an accurate accounting of funds received by the County.

DEPARTMENT PROCEDURES

All departments must follow the following procedures:

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

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

The Clerk of Court maintains the Circuit Court's monies in a separate checking account, makes daily deposits to that account, disburses money from that account (bond and other trust account refunds), and reconciles that account according to financial procedures prescribed by the Wisconsin court system.

INVESTMENTS

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

CASH DISBURSEMENTS

I. VOUCHERS

PURPOSE

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

PROCEDURE

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

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

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

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

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

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

II. MILEAGE / MEAL/ PARKING REIMBURSEMENT

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

1. A properly completed Statement of Expenses Incurred form must be submitted to the Payroll and Benefit Specialist.
2. Attach itemized receipts for all meals separately. If an itemized receipt is not included with the voucher, payment will be denied. Employee's attending the same function should pay for their own meal(s) and not combine with another employee so that daily reimbursement can be determined as being met or exceeded.
3. Meal reimbursement amounts are for the employee's meals only.
4. For mileage reimbursement, the trip meter should be used to accurately record miles, or odometer readings must be indicated to accurately calculate mileage.

5. To meet the adequate accounting rules, the mileage needs to include the day, the place, the mileage and the county business purpose.
6. In the event an employee has to pay for parking, a parking receipt must be included with the voucher.
7. Reimbursements will be processed the next payroll cycle after submission.
8. Out of state travel must be approved by the County Administrator prior to the event.

III. SPECIAL CHECKS

PURPOSE

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

PROCEDURES

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

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

IV. PETTY CASH REIMBURSEMENT

PURPOSE

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

PROCEDURES

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

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

PURCHASING

GENERAL

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

There are currently no purchasing thresholds established other than the ones established by 59.52(29) and 66.0131 of the Wisconsin Statutes regarding public works. Purchasing thresholds are established by the annual approved County Budget as administered by the respective Department Heads and as overseen by the respective oversight committee.

PURCHASING RULES AND REGULATIONS

See Bids and Contracts Policy

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

All purchases of data processing equipment, including hardware and software, will be made through the MIS

Department in accordance with the Technology Policy and any applicable County purchasing Policies. This is to ensure the compatibility of the requested equipment and the mainframe computer system.

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

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

It is the responsibility of the department heads to:

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

PAYROLL

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

PAYROLL PROCEDURES

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

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

❖ Health and Human Services

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

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

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

❖ Pine Valley Community Village & Highway

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

❖ **Monthly payrolls**

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

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

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

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

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

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

GENERAL NOTES

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

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

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

Direct deposit shall be credited to accounts on Friday of pay week.

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

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

COUNTY GRANTS

PURPOSE

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

See County Grant Policy.

BUDGET PROCESS

BUDGET

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

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

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

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

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

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

BUDGET PROCEDURES

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

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

INTERNAL CONTROL

PURPOSE

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

PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

CREDIT CARD POLICY

PURPOSE

It has been determined that there are situations when a credit card is beneficial for the county. One situation is for the purpose of reserving a hotel so that a personal credit card does not have to be used. Due to the dollar restrictions that are on meals, there should not be any charging of meals on the credit card with the exception of the Sheriff Dept. for meals for emergency purposes only.

PROCEDURES

See the Purchasing Card Policy.

QUARTERLY REBATES

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

COST ALLOCATIONS

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

EXHIBIT A - CAPITAL ASSET WORKSHEET

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

Asset Identification

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

Location and Other Information

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

Depreciation

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

Notes:

Copy to Accounting Supervisor, Finance Officer & County Clerk

EXHIBIT B - CAPITAL ASSET DISPOSAL

Description _____

Serial or VIN Number _____

Manufacturer _____

Model _____

Model Year _____

Date of Disposal _____

Disposal Type _____

Sold, Trade, Discard

Cash, Junk, Lost Stolen, No longer needed, Obsolete, Safety concerns, etc.

Reason for Disposal _____

Disposed to _____

Traded For _____

Amount of Proceeds **S** _____

Funds Deposited to _____

EXHIBIT C – STATE OF INCURRED EXPENSES

STATEMENT OF INCURRED EXPENSES

RICHLAND COUNTY

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

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

Employee Signature

Date

Supervisor Signature

Date

Richland County, Wisconsin Bid & Contract Policy

Title: Bid & Contract Policy	Effective Date:
	Adoption/Revision Date:
Custodian: Administrator	Approving Body: Richland County Board of Supervisors

1. Authority

- a. Wis. Stat. 59.01, 59.06, 59.52(6), 83.07, 83.08, 59.06(2), 59.52(9), 59.52(29), 66.0901, 66.0903, 59.52(30), 83.035, 83.04, 83.05, 83.16, 66.0301, 66.0303, 75.365, 175.46, 323.40, 19.59, 946.13, and 43 CFR 12.76.
- b. Richland County Boards, Committees, and Commissions Ordinance Section 2(a)(vi).

2. References

- a. Adopting Resolution/Ordinance/Motion.
- b. Other Resolution/Ordinance/Motion: Resolution.
- c. Other Policies: Purchasing Policy and Record Retention Policy.

3. Purpose

- a. To establish a program for the drafting, review, approval, administration, and retention of bids & contracts.

4. Scope

- a. This policy applies to bids and contracts associated with all Richland County purchases or sale of services, real estate, and goods. In the event any policy violates federal or state law or is held invalid by a court of competent jurisdiction, the affected policy shall be deemed to have been severed from this policy to the extent of its invalidity.

5. Policy Overview

- a. This policy is established to ensure that where high value items are concerned there is an established set of guidelines for ensuring that fair and equitable procedures are followed in procuring the best quality item(s) for the dollar spent.
- b. This policy defines a process for appropriate review and approval of contracts.
- c. This policy defines who has authority to approve and execute bids and contracts.
- d. This policy defines who shall administer and retain bids and contracts.
- e. This policy defines bid and contract provisions to carefully review and incorporate into county contracts to minimize county liability.

6. Policy Performance

- a. All Richland County personnel and Richland County departments/offices shall ensure bids and contracts are approved, executed, administered, and retained according to this policy.

7. General

- a. A competitive bid with three vendors is required for purchases of \$25,000.
- b. A contract involves an offer, acceptance, and consideration that is evidenced by a written or verbal agreement between Richland County and another entity or individual.
 - i. Richland County strongly prefers all contracts be put into writing to protect Richland County's interests. Some contracts must be in writing to be valid (i.e. transfer of rights in real property).

Richland County, Wisconsin Bid & Contract Policy

- c. When Richland County decides to enter into a contract, the transaction must be for a public purpose for the benefit of the general public and not for the furtherance of any private purpose or interest.
- d. When Richland County defines the scope of the contract and who the contractual parties will be, Richland County must exercise reasonable business judgment unless the law provides otherwise.
- e. Pursuant to Wis. Stat. 59.12(1), Richland County Board Chairperson has the authority to execute county contracts only as set forth in this policy.

8. Quotes

- a. Contracts less than \$5,000
 - i. The grant applicant performs the following procedures to ensure fiscal responsibility:
 - Obtain quotes from several sources (preferably three vendors) to obtain the best price.
 - Grant applicants should telephone vendors and ask them to submit a written estimate/quote for goods or services.
 - Maintain a file with the names of vendors contacted, the written quotes obtained, and a written explanation of the vendor selected (if not low bidder).
- b. Contracts greater than \$5,000 but less than \$25,000 require the publication of a Class 1 notice. (See section about publishing notices).
 - i. If the estimated cost of any public work is between \$5,000 and \$25,000, the board shall give a Class 1 notice under ch. 985 before it contracts for the work or shall contract with a person qualified as a bidder under s. 66.0901. (See Wis. Stat. § 59.52(29)(a)).
- c. Contracts greater than \$25,000
 - i. All public work, including any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work will exceed \$25,000 shall be let by contract to the lowest responsible bidder. (See Wis. Stat. § 59.52(29)(a)).

9. Bids

- a. Obtain bids through the publication of a Class 2 notice.

10. Write and Publish Notices, If Required

- a. Solicitations should clearly set forth all requirements that the bidder should fulfill in order for the bid to be evaluated by you. As indicated in the Quotes and Bids Sections, the following notices are required:
 - i. Class 1 Notice — Publish a request for price quotes one time in the newspaper designated by the municipality's governing body as the "official newspaper of public record". (See Attachment A for an example of a Class 1 written notice.)
 - ii. Class 2 Notice — Publish a request for bids two times (once per week for two consecutive weeks, the last of which should be at least one week before the bids are to be opened) in the newspaper designated by the municipality's governing body as the "official newspaper of public record". (See Attachment B for an example of a Class 2 written notice.)
- b. Proof of Printing — To document compliance with the procurement guidelines, obtain proof of printing in the form of an Affidavit of Publication from the publisher and store this with the grant records.

11. If sealed bids are used, the following requirements apply

Richland County, Wisconsin Bid & Contract Policy

- a. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
- b. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- c. All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- d. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- e. Any or all bids may be rejected if there is a sound documented reason.

12. Competitive Proposals for Other Contracts Greater than \$150,000

The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost- reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- b. Proposals must be solicited from an adequate number of qualified sources;
- c. The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- e. The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

13. Noncompetitive Proposals

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- d. After solicitation of a number of sources, competition is determined inadequate.

Richland County, Wisconsin Bid & Contract Policy

14. Select Vendor

- a. The recipient should be alert to conflicts of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties, has a financial or other interest in the firm selected for a contract. No employee, officer, or agent should participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved.
- b. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft bid specifications, requirements, statements of work, and invitations for bids and/or requests for proposals should be excluded from competing for such procurements.
- c. For quotes, awards should be made to the vendor whose quote is responsive to the solicitation and is most advantageous to the recipient, considering price, quality and other factors.
- d. For bids, the award should be made to the lowest responsible bidder.

15. Bidding Exceptions

- a. PURCHASES FROM OTHER UNITS OF GOVERNMENT. Richland County may make purchases from another unit of government, including the state or federal government, without bidding. (See s. 66.0131(2), Wis. Stats.)
- b. MUNICIPALITIES MAY PERFORM THE WORK. Richland County can avoid the bidding process by performing the work itself per Rules of the Board 14(1)4. This exception allows County personnel to do the work, but it does not allow the County to serve as a general contractor and negotiate with subcontractors to do the work.
- c. DONATIONS. If part of the labor, materials, and/or cost of a public work project is donated, the project must still comply with bidding requirements, based on total project costs. However, the project does not have to comply with these requirements if all of the project's cost, labor, and materials are donated or the supplies and materials are donated and the County does the installation work itself or contracts with another municipality for the installation work.
- d. CONTRACTS FOR SERVICES; IN GENERAL. Contracts which are for the performance of services requiring scientific knowledge and professional skill are not considered the performance of "public construction" or public work and so need not be competitively bid. The general test to be applied in determining whether the work is considered "services" and is exempt from bidding requirements is whether it is impossible or impractical to draw specifications for the tasks identified in the contract.
- e. CONTRACTS FOR SERVICES; FEDERALLY FUNDED PROJECTS AND CONTRACTS FOR SERVICES. If a project will be funded with federal funds, services are not automatically exempt from competitive bidding requirements. Depending on the dollar amount, compliance with federal bidding procedures may be required under 43 CFR 12.76.
- f. If the contract is estimated to cost less than \$100,000, the Federal "small purchase" procedures (See 43 CFR 12.76(d)(1)) should be used for contracts for services, supplies, or other property. Under this procedure, a municipality must simply obtain an adequate number of quotes from a qualified number of sources. Public noticing is not required.
- g. Procurement Guide for Local Governments Receiving Grants from the Page 10 Wisconsin Dept. of Natural Resources Revised February 2016.
- h. If the project is estimated to cost \$100,001 or more, the "sealed bid" process (See 43 CFR 12.76(d)(2)) or the "competitive proposals" (See 43 CFR 12.76(d)(3)) procedure should be used

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for contracts for services. Under the “sealed bid” process, bids are publicly solicited and the contract is awarded to the lowest responsible bidder. The sealed bid process is the preferred federal method for procuring construction, according to 43 CFR 12.76(d)(2)8. Under the “competitive proposals” procedure, a municipality must public notice the project (for services), and solicit an adequate number of bids. The bidders’ qualifications are evaluated and the most qualified competitor is selected, subject to negotiations of a fair and reasonable prices. The “competitive proposals” procedure, where price is not used as a selection factor, may only be used in the procurement of architectural or engineering services.

16. Contract Development

- a. Department head or designee is responsible to determine, in consultation with County Attorney, when a written contract is required.
 - i. A written contract will be required when, because of the nature of the purchase and agreement provisions as well as the potential risk with such purchase, the contract is necessary to clarify the specific goods or services that will be provided to the county and limitations on liability is necessary for the county.
- b. Department head or designee is responsible to develop and establish specifications associated with goods or services. Such specifications shall meet the operational needs of the county as required by county policy and departmental need.
- c. Department head or designee, in consultation with County Attorney, is responsible to obtain or develop the contract.
- d. County Attorney will determine the standard county contract format. The county’s standard contract is the preferred written contract unless contracts are provided by state or federal agencies for goods or services and include terms that are in the county’s best interests. The county’s standard contracts are available upon request and are subject to change per County Attorney’s discretion.

17. Contract Review

- a. Department head or designee is responsible to ensure contracts are appropriately reviewed per county policy.
 - i. Department head or designee shall complete a preliminary review of contracts taking into consideration contract items and provisions as set forth in Section 13.
- b. Contracts for the following transactions shall be reviewed by County Attorney before the county enters into a written contract:
 - i. Purchase of services or goods of \$100,000 or more for a single transaction.
 - ii. Any purchase, sale, or transfer of any rights or interests in Richland County real property.
 - iii. Any purchase of legal services.
- c. Once a contract is reviewed by County Attorney and the content and form of the contract does not change for subsequent transactions, additional review by County Attorney is not required but strongly recommended.
- d. Department head or designee shall submit the following to the County Attorney via electronic means in an editable format (i.e. .doc, .docx, or .pdf (if available)) for contract review:
 - i. Proposed contract
 - ii. Request for proposal or bid documents
 - iii. Any other relevant documents or information requested by the County Attorney
- e. County Attorney’s review of contracts is limited to the form of the contract in protecting the county’s

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legal interests and minimizing potential liability.

- i. The technical specifications of the goods or services are not within the scope of County Attorney's review.
- f. County Attorney's review shall be completed before a contract is presented to a governing body for review and approval (if required) unless time concerns exist for the transaction.
- g. County Attorney's review will be completed in light of available time and resources.
- h. County Attorney will work with department heads or designee on the contract review and will work with vendor directly upon request.
- i. Once County Attorney's review is complete, the contract, with changes and comments, will be provided to department head or designee for approval.
- j. If a contract is not reviewed by County Attorney, the department head is responsible to ensure Richland County's interests are protected with the transaction as set forth in this policy.

18. Contract Approval

- a. This section does not apply to the purchase of vehicles. Refer to the Richland County Purchasing Policy for guidance for such purchases.
- b. With the exception of transactions involving real property and the purchase of legal services, this section does not apply to purchases within the Highway Department. The Highway Department must follow applicable state or federal laws (i.e. Wis. Stat. 83).
- c. Department head or designee is responsible to ensure contracts are approved and signed per county policy.
 - i. If approval is required by a governing body, department head or designee is responsible to ensure the contract is appropriately addressed by the governing body.
 - ii. Signed contracts are acceptable in an electronic format unless the law requires otherwise. Electronic signatures are also acceptable.
 - iii. Contracts that have been approved by each party on separate copies are acceptable and shall be stored together.
- d. Approval, as set forth in this policy, means approval of the transaction as well as the contract itself, including, but not limited to, scope, term, and amount/means of payment.
- e. Contracts shall be approved and executed as follows unless state or federal law provide otherwise:

Amount of Contract	Approval(s)/Signor
< \$100,000	1. Department head (approval and signor)
\$100,001 or more	1) Department head (approval) 2) Oversight Committee (approval) 3) Board Chairperson or County Clerk (signor)

- i. Transactions for the sale, lease, and conveyance of an easement involving Richland County real property shall be approved by the Oversight Committee and the Board of Supervisors with the County Clerk signing any real property contracts.
- ii. All transactions involving outside legal services shall be approved and signed by County Attorney or Corporation Counsel.
- f. For change orders or amendments to a written contract, the department head or designee shall

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obtain the necessary review/approval and follow the same process as with the initial written contract.

- g. If the department head has to complete an emergency purchase that does not allow for the approval as set forth in this section, the department head shall have such purchase reviewed at the next scheduled meeting of the governing body (if required considering the amount of the contract at issue).
- h. Unless law provides otherwise, all contracts must be signed by the individuals in positions as set forth in this section in order for the county to be bound by the terms of the agreement.

19. Contract Administration

- a. Department head or designee is responsible to administer and monitor vendor's compliance with the terms of the contract.
 - i. Department head or designee shall retain any documentation associated with contract execution and document any issues that may arise.
- b. If department head or designee is concerned the vendor is not providing goods or services per the contract, County Attorney may be contacted for assistance.

20. Contract Retention

- a. All written contracts shall be retained by the department head who is responsible for administration of the contract.
- b. The hardcopies or electronic copies of the contract with associated documentation shall be retained.
- c. All contracts shall be retained for periods as stated in Richland County Record Retention policy.

21. Contract Considerations

- a. The following contract components shall be considered by department heads or designee and County Attorney as part of contract review and approval:

Review Checklist:

Completeness

- Is the contract complete?
- Are all the pages, exhibits, attachments, etc. accounted for, referred to, and attached to the contract?
- Are all the necessary terms contained in the contract?
- If the contract is the result of an award from an RFP or RFB, are all of the required terms set forth in the RFP or RFB also contained in the contract?

Parties

- Make sure the parties are properly identified.
- Are all references to the parties, including references in the first paragraph of the contract, the abbreviations or defined terms referring to the parties, and the signature blocks, complete, accurate and consistent?
- Make sure there is a point of contact for each party (name, mailing address, email, telephone & fax).

Signature Authority

- Make sure the person signing on behalf of Richland County has authority to sign the contract. Signing a contract without appropriate authority could lead to personal liability for performance

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of the contract.

- The contract should state that the person signing on behalf of the other party has authority to sign as its representative.

Subject Matter & Performance

- Does the contract clearly state the goods and/or services to be provided to or by Richland County?
- The subject matter of the agreement, whether it involves the purchase of goods and services, must be clear and unambiguous as to what is expected and specific in its description of who does **what, when, where and how**.
- Any addenda further describing the subject matter of the contract must be labeled properly, identified clearly and consistently throughout, and attached to the contract.
- What is the mechanism for assurance that the products/services are delivered?
- Can the department head adequately monitor under the terms of the contract?

Effective Date

- Does the contract clearly state the beginning or effective date (month, day, year)?

Termination Provisions

- Does the contract clearly state the ending or expiration date (month, day, year)?
- How is the right to terminate the Agreement prior to the ending or expiration date expressed (e.g., at any time, for any reason, etc., or 'in the event of clause)?
- Are the circumstances allowing termination clearly identified?
- Does Richland County have flexibility to terminate the contract in the event it becomes necessary or appropriate?
- If the other party has the right to terminate does the contract require them to provide sufficient advance notice to Richland County?
- Do you want to include a clause providing that the agreement's termination does not affect the rights and obligations of the part that accrued before termination?
 - If yes, make sure that the rights and obligations specified are ones that you want to exist beyond the termination of the contract.
 - If terminated, what is the monetary penalty for Richland County?

Renewal/Extension of Contract

- Do you want the agreement to be renewed or extended automatically?
- If renewal/extension is automatic, does the agreement provide for renewal or extension unless notice of non-renewal/extension is given or some particular non-renewal/extension action is taken by a specific date?
- If renewal/extension is not automatic, it should be accomplished only with the written mutual consent of both parties.

Payment Terms

- Does the contract clearly and accurately state the maximum amount that Richland County will be obligated to pay?
- Does the contract clearly establish the place, time and method of payment?

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Equipment Purchases

- Has the purchasing policy been followed?
- Are we getting what we wanted to purchase?

Services

- What is the scope of work to be done?
- Is it measurable per the contract language?

Limitations & Restrictions

- Are there copyright provisions that limit the Richland County's use of the purchased services/product?
- Are there "ownership of product" issues? For example, in a contract relating to a building project, Richland County would be paying for and getting a design that will remain the property of Richland County and NOT the property of the architects.

Representations and Warranties

- What level of service does other party warrant?
- Are goods new that come with warranties? If so, how long?
- Does the other party warrant that they clearly know Richland County's specifications?
- Does the other party warrant they will comply with the law?

Insurance Issues

- Does the contract require Richland County to carry any kind or amount of insurance?
- Should the other party to the contract carry insurance to protect Richland County's interests?

Assignability Clause

- Does contract provide that the other party cannot assign any rights under the contract to another party without the consent of Richland County?

Governing Law, Venue & Jurisdiction

- If a company wants to do business in Wisconsin, particularly a Wisconsin county, we should expect that company to agree to use the laws of the State of Wisconsin and Wisconsin courts to resolve disagreements.
- If the governing law and venue are a state other than Wisconsin, the County would have to hire outside counsel if there is a dispute.
- The contract should contain language which makes Wisconsin law apply and requiring claims to be brought in Wisconsin with the appropriate venue being Richland County.
- If the other party refuses to agree to this, suggest striking the entire clause.
- If the other party refuses to agree to Wisconsin law, or striking the clause altogether, consult with the County Attorney Office.

Confidentiality

- Is there adequate confidentiality of information provisions if access is allowed to confidential material (i.e. DHS, Health Care Center, employee records)?
- Is a HIPAA Business Associate Agreement required?
 - The availability of information concerning the contract is subject to disclosure under the Wisconsin public records statute.

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- The existence of the agreement itself can never be confidential.
- Any confidentiality provisions should be tailored to reflect this requirement and drafted narrowly to protect any proprietary interests or trade secrets without running afoul of the public records statute.

Independent Contractors

- The contract must be clear that this is an independent contractor relationship with all the magic words. Consult with the County Attorney Office for standard contract language to include.

Breach & Remedies

- Are events that constitute a default/material breach in performance listed?
- If they are, they should be clear and specific and the consequences on the rights and obligations of the parties identified.
- Is there a specific method for providing notice of default/breach?
- Is there an opportunity to cure?
- What are the specifics?
- What time period is allowed for cure?

Hold Harmless & Indemnification Clauses

- Does the contract contain liability limitations or liability shifting mechanisms and what is the impact on the County?

Waiver of Damages

- Does the contract require Richland County to waive damages?
- If so, what type of damages?
- What is the risk in Richland County waiving such damages?

Unacceptable Clauses (These are clauses that are unacceptable and must be stricken from proposed contracts.)

- Requiring Payment of Costs and Attorney Fees to Prevailing Party - Strike any clause which suggests that the prevailing party shall be entitled to recover court costs and attorney's fees in the event of litigation. The laws that apply to the type any lawsuit that may be brought will determine whether a party can recover attorney's fees and costs. If the other party refuses to strike this clause, consult with the County Attorney Office.
- Requiring Binding Arbitration - Strike any clause requiring the parties to use binding arbitration if a dispute arises. Richland County will not agree to binding arbitration. Non-binding arbitration clauses may be permissible. If you have a non-binding arbitration clause or cannot get the other party to agree to strike a binding arbitration clause, consult with the County Attorney Office.
- Hold Harmless and/or Indemnity Clause That Burden Richland County - Strike out any hold harmless or indemnity clause that requires the County to accept liability for the negligence of anyone other than a County official or employee.

Lack of Appropriation

- Richland County should always reserve the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds or for failure of the contractor to comply with terms.

Richland County, Wisconsin Bid & Contract Policy

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
	New Policy	Resolution

PURCHASING POLICY

Title: Purchasing Policy	Effective Date:
	Adoption/Revision Date:
Custodian: Administrator	Approving Body: Richland County Board of Supervisors

SECTION 1: GENERAL

1. Authority

- a. Wis. Stat. 59.01, 59.06, 59.52(6), 83.07, 83.08, 59.06(2), 59.52(9), 59.52(29), 66.0901, 66.0903, 59.52(30), 83.035, 83.04, 83.05, 83.16, 66.0301, 66.0303, 75.365, 175.46, 323.40, 19.59, 946.13, and 43 CFR 12.76.
- b. Richland County Boards, Committees, and Commissions Ordinance Section 2(a)(vi).

2. References

- a. Adopting Resolution/Ordinance/Motion:
- b. Other Resolution/Ordinance/Motion: Resolution.
- c. Other Policies: Bid & Contract and Record Retention Policy.

3. Purpose

The purpose of this policy is to provide for a fair, accountable, and transparent public procurement system in Richland County implemented in compliance with Federal Law, State Statute, and County Board policy, maximizing efficiency with the use of public funds and establishing a consistent public purchasing process that meets high standards of integrity.

4. Scope

This policy applies to all Richland County personnel and all organizations for which Richland County is the fiscal agency except that, if in conflict with a collective bargaining agreement or other contractual obligation, the provisions of that agreement or contract prevail. Further, in the event any policy violates federal or state law or is held invalid by a court of competent jurisdiction, the affected policy shall be deemed to have been severed from this policy to the extent of its invalidity.

5. Responsibilities

The following agencies have the responsibilities assigned them under this policy in addition to those assigned under other policies, State and Federal laws and regulations.

6. Administrator

Except as otherwise provided in this policy, the purchasing policy must be implemented and administered by the County Administrative or his/her designee. In so doing, the Administrative, or designee must:

- Ensure compliance with all written policies, administrative practices and procedures as adopted by the County Board;
- Ensure the maintenance of the fixed asset inventory;
- Periodically review and recommend modifications and changes to purchasing policies, administrative procedures and practices where necessary;
- Ensure departments have adequate funds available to undertake a requested purchase and, if not, modify or cancel the purchase to ensure budget compliance;
- Review and, as needed, amend the quality and quantity of goods or services requested or otherwise make substitutions;
- Maintain oversight over department purchase requests as they relate to need, quality, price, and conformity with County standardization practices.

7. Department Head

It is the responsibility of the department head or designated staff to:

- Determine the form and required contents of all requests for proposal and requests for quotation;
- Report to the Finance Officer any purchasing deviations from line items budgeted;
- Review and, as needed, amend the quality and quantity of goods or services requested or otherwise make substitutions;
- Maintain oversight over their purchase requests as they relate to need, quality, price, and conformity with County standardization practices.

SECTION 2: CONSIDERATIONS IN PURCHASING

1. Energy Consumption

The Richland County Board of Supervisors recognizes the importance of energy conservation in cost control and in environmental protection. Accordingly, in purchasing capital equipment that has an energy use of significance a department must request energy consumption data from all vendors in any request for proposals and may consider potential energy costs in determining the lowest bidder.

2. Local Preferences

The Richland County Board of Supervisors recognizes the importance of County purchases in supporting the local economy, and supports local purchases whenever possible within the constraints of State and Federal law. Departments must take into consideration the monetary value of the availability of local services/goods, transportation costs, and proximity of the vendor in determining purchases that are in the County's best interests.

3. Contracting Authority

Only the County Board Chair can legally bind the County to any total lease or contract valued at or above \$100,000 unless State law requires otherwise. Contracts under \$100,000 shall be reviewed and approved by the supervising committee and, if approved, the County Administrator or designee has the authority to bind the county. Copies of executed agreement shall be stored in a central network folder except for agreements that contain confidential information, which shall be stored by the department head.

SECTION 3: CERTAIN PURCHASES, SPECIAL PROVISIONS

1. Grant Funded Purchases

Unless specifically prohibited by the granting authority, grant funded purchases must be administered through a written contractual agreement between the County and the party providing the service. All purchases made with grant funds must comply with the terms and conditions of the grant and this policy. If the grant requirements conflict with this policy, the Finance Officer and/or the Administrator may suspend those provisions of this policy only for the specific grant and for the duration of that grant. The department head is responsible to comply with purchases covered by grant funds.

Uniform Grant Guidance issued by the Federal Office of Management and Budget (OMB) outlined the following procurement standards for all dollars applied to federal grant programs:

2. Promotional Items

Departments may purchase items of negligible value for educational or promotional purposes to be given to members of the public only at events generally open to the public or educational sessions. Such items must be clearly and permanently marked with the name of the County and the department or agency and funding for these purposes specifically identified in the annual budget.

3. End of Year Purchases

Unless provided by other policy, State and Federal law, grant or other funding contract, all expenditures for capital assets (\$5,000 or more) must be made so that delivery of that asset occurs on or before December 31 in the year in

which the purchase was authorized unless authorized by the Finance Officer.

4. Indefinite Quantity Contracts

Notwithstanding any other provision of this policy, and as permissible under state and federal law, rules and regulations, the Highway Commissioner may enter into a contract to procure materials for construction, maintenance and repair of highways valid for a period not to exceed one year. For purposes of this section, an indefinite quantity contract means an agreement to procure these materials at a set rate per amount, with the total amount to be purchased estimated only. These contracts must competitively bid following the standard procurement procedure appropriate for the estimated dollar cost of materials to be purchased during that year.

5. Prohibited Expenditures

Unless specifically authorized by the County Board of Supervisors, the following expenditures may not be made using County funds:

- Entertainment expenditures such as tickets for admission to public entertainment events, theaters, and similar;
- Alcoholic beverages and tobacco, except in conjunction with a compliance investigation;
- Retirement parties or similar events including awards and gifts unless authorized under an employee recognition policy;
- Charitable contributions made by County employees;
- Common courtesy expenditures such as flowers or cards for all county employees or local officials; and
- Any travel or related expense for employee's spouse, other family members or for any acquaintances.

SECTION 4: STANDARD PROCUREMENT PROCEDURE

1. Determination of Need

A department head, or his/her designee, must initiate the procurement process through a determination of need, that the operation of that department requires the purchase of goods or services from an external vendor. If funds for that purpose have been appropriated in the annual budget, the department head or his/her designee may initiate this process by transmitting a request to the purchasing agent for that department or division. If funds for that purpose have not been appropriated, the procurement process may not be initiated until such time as funds are appropriated.

- The purchasing agent must document at least two formal written bids or proposals, which may include faxed and emailed bids or proposals unless otherwise stated in request for proposals. The prices quoted must represent all costs including delivery and, if applicable, estimated energy usage over the life the equipment. All purchasing documents are to be approved by the supervising committee.
- The department must inform the successful vendor in writing that their bid or quote was accepted.
- On receipt of the invoice the department will complete a voucher and submit to the Accounts Payable Clerk for payment.
- The supervising committee has the authority to determine whether competitive bidding or sealed bidding is appropriate with the exception of purchases that must follow the state statutes.
- Richland County follows Wis. Stats. 59.52(29) and 66 for public works contracts and bidding.
- The Highway Department is excluded from this section and must follow Wisconsin State Statutes.

2. Vehicles

- The department head or his/her designee must forward standard bid forms or quote documentation to be reviewed with the supervising committee for approval, including justification for departmental specification.
- On approval, the department head or his/her designee must issue a request for proposals, allowing two weeks for a response unless another time period is authorized by the supervising committee and send three or more formal written bids or proposals.
- If vendors submit bids for a product or service different from that specified, a determination must be made if the alternate item is an equal substitution. The vendor must provide sufficient product information for the user to

evaluate the alternate item. If not awarding to the low bidder, justification for not accepting the low bid must be approved and documented by the supervising committee.

- The department head or his/her designee must document all responses received within the authorized time period. The prices quoted must represent all costs including delivery and, if applicable, estimated energy usage over the life the equipment. All bids or proposals are reviewed by the supervising committee. The bid or proposal is awarded based on the best interest of Richland County by the supervising committee.
- The department must inform the successful vendor in writing that their bid or quote was accepted.
- On receipt of the invoice the department will complete a voucher and submit to the Accounts Payable Clerk for payment.
- The supervising committee has the authority to determine whether competitive bidding or sealed bidding is appropriate with the exception of purchases that must follow the state statutes.
- Richland County follows Wis. Stats. 59.52(29) and 66 for public works contracts and bidding and must use sealed bids process stated below.
- Highway vehicles are not included in this category.

3. Sole Source Purchases

It is the expectation of the Richland County Board of Supervisors that all purchases will be made under full and open competition except as provided in this section. Justification for other than full and open competition may be:

- **Only One Responsible Source:** The supplies or services required by the department or agency are available from only one responsible source and no other type of supplies or services will satisfy agency requirements. In the determination of only one responsible source, documentation must cite specific reasons for such exemption, such as compatibility with existing equipment, professional services that involve specific knowledge or familiarity with County activities not otherwise available, or that only one supplier exists to provide particular goods or services.
- **Funding Specification:** The source of the funding, e.g. granting agency specifies a single source for goods or services. Documentation requesting sole source purchases must include a copy of those provisions specifying this source.
- **Unusual and Compelling Urgency:** The department or agency's need for the supplies or services is of such an unusual and compelling urgency that the County would be seriously injured unless the agency is permitted to limit the number of sources from which it solicits bids or proposals. The purchase must be approved by the County Administrator.
- **Solicitation from as many potential sources as is practicable under the circumstances is required.** This urgency may also extend to delays in procurement through other vendors that would be unacceptable to the county. This authority will not be approved if it is determined that the urgency is due to a lack of advance planning by the department or agency.

Documentation for an emergency purchase must also include an explanation of the emergency, the financial or operational damage or risk of damage that will or may occur if needs are not satisfied immediately, why the needs were not or could not be anticipated so that goods or services could not have been purchased following standard procedures.

In all justifications made under this section, the requesting purchasing agent must list the reason and process used for selecting the vendor and documentation supporting the cost in the absence of directly comparable market data.

4. Invoices

An invoice must be itemized and the original provided to the Accounts Payable Clerk before any payment may be authorized. An invoice must contain:

- Purchase order number, if used;
- Itemized list of merchandise shipped;
- Prices, terms, date, quantities and all other pertinent information about the purchase; and
- All charges for delivery, freight listed separately from the merchandise.
- Must contain NO sales tax or a request has been made to have a refund of sales tax for credit card purchases.

Payments requests sent to the Accounts Payable Clerk must be accompanied by the original invoice, including any supporting documentation. Exceptions to the original invoice requirement are Pine Valley, Community Services, Social

Services, and Highway which will have the original invoices attached to the vouchers kept or imaged in their department. For these exceptions the department will insure the above is followed. No payment may be made on pro forma invoices without approval from the County Administrator. All invoices must be made out to Richland County.

5. Prepayments

No goods or services may be purchased using prepayments (excluding employee travel expenses), or payment before receipt of goods or services, without the written authorization of the County Administrator.

SECTION 5: OTHER PURCHASING PROCESSES

1. State Contract

If so, determined by the department head, the purchasing agent may use existing contracts bid by the State of Wisconsin and bypass the competitive bidding process outlined in this policy for purchases of less than \$10,000. Purchases greater than \$10,000 require prior approval by the County Board. For purposes of this policy, any purchase made from the State of Wisconsin cooperative purchase contract constitutes compliance with any competitive bidding requirements. Further, the State contract amount may be used as price comparisons for the purpose of the competitive bidding requirements for identical items.

2. Cooperative Purchasing

Departments may participate with a network of other governmental agencies for cooperative purchasing up to \$10,000 which will meet the competitive bidding requirements.

3. Standard Contacts

Notwithstanding other provisions of this policy, if the County has standardized the purchasing of a good or service and has issued standard purchase orders or contracts for these goods or services, such goods or services must be purchased from these vendors.

4. Petty Cash

The Finance Committee must approve any petty cash fund. Any cash fund must be reconciled on a regular basis or at a minimum at yearend. Purchases through the use of petty cash must comply with all other requirements of this policy.

5. Internet Purchasing

Purchasing agents may purchase via the Internet with credit cards in accordance with the County's Credit Card Policy. Purchases via the Internet must comply with all other requirements of this policy.

6. Auctions

Purchasing agents may purchase goods at auction only if the vendor offers protection against purchasing defective or erroneously described merchandise, or prior inspection of merchandise, and that the vendor allows for refunds, if necessary, after a physical inspection of the goods received.

Any such purchase must have prior approval by the County Administrator, and is subject to the sole source documentation requirement as well as all other required documentation. In addition, the request for approval must be accompanied by an explanation of why it is in the county's best interest to purchase the item through an auction.

7. Purchases from County Employees and Officials

Provided all other provisions of this policy requirement are met, any single public official or county employee may enter into contract with or sell to Richland County in which they have a private interest in and that it does not exceed an aggregated amount of \$10,000 per year (see Wisconsin Statutes 946.13). In addition, all such purchases must be made with full disclosure, meaning discussion at a meeting of the finance committee prior to the purchase.

8. Lease Agreements

All lease agreements must follow purchasing policy and, for leases valued at or above \$100,000 annually must be reviewed by the supervising committee.

9. Sales Tax Exemption

As Richland County is exempt from Wisconsin State sales tax; employees must provide sales tax exemption information to any hotels, car rental company and similar when traveling on county business. For the occasional preapproved purchase made by the employee that seeks reimbursement, sales tax will not be reimbursed to the employee by the County. These types of purchases are discouraged. With the exception of meals with clients, out of county meals while

on county business, and program specific activities approved by the Finance Officer.

SECTION 6: MISCELLANEOUS PROVISIONS

1. Certificate of Insurance

A certificate of insurance is required by the County when contracts with a vendor for materials, equipment, construction, remodeling, supplies, or services, that vendor's activities and the goods provided create an inherent liability risk to the County. The contractor must add "County of Richland, its officers, employees, and agents" as an additional insured under the commercial general, automobile and contractor's liability.

Certificates are required for contracted service vendors and require receipt of the certificate and continued renewal of the certificate while the contract exists. Internal audit must periodically sample the service contracts to ensure compliance.

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
	New Policy	Resolution



Richland County Administrator's Office

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30-Jun-23

To: Richland County Departments, Committees and Partners

Subject: **2024 Budget Objectives and Guidance**

Budget Objectives:

The Richland County Administrator and the Finance and Personnel Committee are committed to a countywide 2024 budget that will meet the following objectives:

Levy:

- Meet the operating levy limit as imposed by the State of Wisconsin.

Services:

- Within operating levy limit, protect the effective delivery of essential services.
- Maintain current discretionary services provided directly by the county and/or through partnerships, but with intentions of prioritizing, evaluating and reducing services in preparation of balancing a 2024 budget.
- Utilize American Rescue Plan Act funds in accordance with federal guidance to fill operational gaps in 2024.

Capital Improvements and Capital Outlays:

- Within the operating levy limit, maintain the county's infrastructure to ensure that future boards do not have to react to aging and broken systems causing frequent sharp rises in property tax levy and millage rate.
- Continue annual short-term loan financing of at least \$1,010,000 for a capital improvements and capital outlay program that identifies and prioritizes projects and equipment over \$5,000.
- Borrow \$8.1 million to complete a Radio/Tower Project to improve network communications and coverage in responding to emergencies.

Preservation of Undesignated General Fund:

- Strive to build and maintain an appropriate minimum undesignated general fund balance of 25% of annual general fund operating budget.

Wages and Benefits:

- Meet projected increases and adjustments in health insurance premium costs and fringe benefits.
- Make incremental adjusts in employee wages to progress towards the goal of obtaining market value as determined through 2018 study, Resolution 19 – 89.
- Adjust our wage schedules in response to increased cost of living expenses and recent inflation trends.

Major Budget Challenges and Assumptions:

The following challenges and assumptions are factored into levy apportionments in the 2024 budget:

1. Meet the strategic goal to reach market value on the Carlson Dettmann wages schedules and including annual Cost of Living Adjustments to reflect the Consumer Price Index or Cost of living increase, and anticipate a 13% increase in health insurance premiums. *Final premiums for health insurance will be available at a later date.*
2. With consideration that the 2023 Budget was built of the use of contingency and undesignated fund balance, a surplus of Pine Valley Debt Service Funds, and with consideration of some revenues from increased Net-New-Construction and solar field credits, we have existing gaps to fill in organizational revenues.
3. Expenditure projections for the construction of a radio tower project are included = \$8,100,000.
4. The plan is built off of the use of American Rescue Plan Act funds in 2024 as the last float year to allow for committees to work with staff in exploration of other financial models, funding or ownership to allow for the continuation of services.
5. Years 2025 through 2027 remain unbalanced. A series of proposed resolutions have been presented, and may direct the various committees to work with staff to solve the remaining gaps going forward.

2023 Richland County Budget Summary:

To place context to the current budgeting objectives, the next section provides a brief summary of the 2023 Richland County Budget.

2023 Budget (Expenses)	\$39,047,159.68
2023 Budget (Revenue)	\$28,593,192.66
Tax Levy	\$10,453,967.02
General Fund as of Dec 2021	\$7,041,377
Short-term Borrowing:	\$1,050,000

2023 Budget Included:

- The 2023 budget objectives were met with utilization of fund balance from Pine Valley reserves (\$300,000) and continued use of short-term financing for capital improvements (\$1,050,000).
- The 2023 budget absorbed a 13% increase in health insurance premiums. The increase are the results of our groups' usage and the increased cost of medical care.
- The 2023 budget results in a slight decrease in millage rate for property owners.

Fund Assignments

DRAFT

Fund	Budget Responsibility	Fund	Budget Responsibility
10	Multiple	56	HHS
11	Administrator	57	Fair & Recycling
12	County Clerk	58	Administrator
13	Administrator	59	HHS
14	County Clerk	60	UWR Food Service
15	Sheriff	61	PVCV
16	Ambulance	62	Administrator
17	Sheriff	63	HHS
18	ADRC	64	Land Conservation
19	Sheriff	65	County Parks
20	Extension	66	Land Conservation
21	Clerk of Court	67	Land Conservation
22	Register of Deeds	68	Fair & Recycling
23	Zoning	69	County Parks
24	Register of Deeds	70	DEACTIVATED
25	Sheriff	71	Highway
26	Sheriff	72	Land Conservation
27	NO LONGER USED (PER AUDITORS)	73	Land Conservation
28	County Treasurer	74	Ambulance
29	MIS	75	Administrator
30	Administrator	76	Sheriff
31	Clerk of Court	77	Land Conservation
32	Administrator	78	Land Conservation
33	Fair & Recycling	79	Land Conservation
34	HHS	80	Land Conservation
35	Sheriff	81	County Clerk
36	Symons	82	Administrator
37	Symons	83	Administrator
38	(DEACTIVATED)	84	Veterans Service
39	Administrator	85	Administrator
40	HHS	86	County Treasurer
41	HHS	87	Administrator
42	MIS	88	Administrator
43	Administrator	89	Administrator
44	HHS	90	Administrator
45	(DEACTIVATED)	91	Land Conservation
46	Sheriff	92	Administrator
47	Ambulance	93	Administrator
48	Zoning	94	Administrator
49	Ambulance	95	Administrator
50	Ambulance	96	Administrator
51	Ambulance	97	County Clerk
52	County Parks		
53	HHS		
54	HHS		
55	Administrator		

Timeline of Budget Process:

Phase 1: Preliminary Budget

05 July 2023 Finance and Personnel Committee — approves finalized: 1) budget timeline, 2) budget packet, 3) budget objective, and 4) budget guidance.

06 July 2023 Administrator's Office — distributes copies of the budget timeline, packet documents and budgeting guidance to all departments and County funded organizations. Departments may begin presenting to supervisory committees. Supervisory committees may take action to recommend budget to the Administrator and Finance and Personnel within budget guidance.

13 July 2023 Administrator — Conducts a department head meeting to discuss 2024 budget expectations, guidance, questions and concerns.

27 July 2023 Submit Worksheets — departments submit their completed 2024 proposed budget documents to the County Administrator's Office by 4 PM.

Phase 2: Department Reviews with Administrator

03 Aug 2023 Department Presentations to the County Administrator Day #1.

Tentative Timeline:

Health & Human Services	8:00 am
Economic Development	8:30 am
Ambulance Services / Emergency Management:	8:45 am
Highway	9:00 am
Child Support	9:30 am
Circuit Court	9:45 am
Coroner	10:15 am
Sheriff's Department	10:30 am
Administrator / Ancillary	11:00 am
County Clerk's Office	11:15 am
District Attorney's Office	11:30 am
Pine Valley Community Village	11:45 am
UW Extension Office	12:15 pm

04 Aug 2023 Department Presentations to the County Administrator Day #2

MIS	8:00 am
Family Court Commissioner	8:30 am
Register in Probate	8:45 am
Register of Deeds	9:00 am
Symons Recreation Complex	9:15 am
Treasurer's Office / Property Lister	9:45 am
Veteran's Services	10:00 am

Zoning	10:15 am
Courthouse	10:45 am
UW Campus	11:00 am
Fair & Recycling	11:15 am
Parks	11:30 am
Land Conservation	11:45 am

07 August 2023 AM (Alternate and call-back, as needed).

17 August 2023 PM Administrator provide budget updates to Department Head meeting.

Phase 3: Presentation to Finance and Personnel

06 September 2023 Administrator budget presentation and recommendations to Finance and Personnel.

11-12 September 2023 Administrator and Finance and Personnel meet with departments as needed to clarify any budget questions **(if needed)**.

15 September 2023 Finance and Personnel Recommendation of Resolution.

18 September 2023 Budget Summary Drafted for Newspaper Publication.

Phase 4: Public Hearing and Adoption

02 October 2023 Final Day for Clerk to Submit Budget Summary Publication to News Paper (published in 5 October 2023 Richland Observer).

24 October 2023 Public Hearing and County Board Adoption.

Additional Guidance:

All department heads, or representatives, will be expected to present a budget under the conditions set forth in this guidance document. Departments are expected to bring forward recommendations on best utilization and prioritization under constraints and recommendations; and provide costs regarding any alternate proposals.

Budget Guidance and Instructions:

The following guidance is provided by the County Administrator with approval of the Finance and Personnel Committee. 05 July 2023.

Operations and Salaries Budgeting:

The department heads are instructed to draft preliminary budgets as follows:

Pine Valley Wages — is directed to incorporate a 5% cost of living increase.

General Department Wages — operating under the “General” wage schedule is directed to incorporate a 5% cost of living increase to existing wage steps.

Health and Human Services — Please proceed with budget preparation as depicted in the administrator’s recommendations on the Financial Planning Decision Worksheet.

Highway — Please proceed with budget preparation as depicted in the administrator’s recommendations on the Financial Planning Decision Worksheet.

Sheriff’s Office — Please proceed with budget preparation as depicted in the administrator’s recommendations on the Financial Planning Decision Worksheet.

Clerk of Courts — Please proceed with budget preparation as depicted in the administrator’s recommendations on the Financial Planning Decision Worksheet.

County Clerk — Please proceed with budget preparation as depicted in the administrator’s recommendations on the Financial Planning Decision Worksheet.

Child Support — Please proceed with budget preparation as depicted in the administrator’s recommendations on the Financial Planning Decision Worksheet.

Family Court Commissioner — Please proceed with a 3% salary increase.

Register and Probate — Please proceed with budget preparation as depicted in the administrator’s recommendations on the Financial Planning Decision Worksheet.

Treasurer’s Office — Please proceed with budget preparation as depicted in the administrator’s recommendations on the Financial Planning Decision Worksheet.

Land Conservation — Please proceed with budget preparation as depicted in the administrator’s recommendations on the Financial Planning Decision Worksheet.

Zoning — Please proceed with reduced utilization of Land Information Grant.

Veterans Services — Please proceed with budget preparation as depicted in the administrator's recommendations on the Financial Planning Decision Worksheet.

Courthouse — Please proceed with budget preparation as depicted in the administrator's recommendations on the Financial Planning Decision Worksheet.

MIS — Please proceed with budget preparation as depicted in the administrator's recommendations on the Financial Planning Decision Worksheet.

County Tech — Please proceed with budget preparation as depicted in the administrator's recommendations on the Financial Planning Decision Worksheet.

Administrator — Please proceed with incorporating funds for staff training and professional development.

County Board — Please proceed with incorporating additional funds for training.

Tri County Airport — Please proceed with anticipated operational cost increases as depicted on line 23.01.

Ambulance Services — Please proceed with budget preparation as depicted in the administrator's recommendations on the Financial Planning Decision Worksheet, to arrive at a \$0.00 levy impact.

Emergency Management — Please proceed with budget preparation as depicted in the administrator's recommendations on the Financial Planning Decision Worksheet — Please incorporate the added operational expenses identified in lines 25.01 through 25.03.

Pine Valley Community Village — Please proceed with a financial plan to make \$205,000 available to the county through the Pine Valley Debt Service Fund.

UW Extension — Please proceed with budget preparation as depicted in the administrator's recommendations on the Financial Planning Decision Worksheet.

Fair and Recycling — Please proceed with budget preparation as depicted in the administrator's recommendations on the Financial Planning Decision Worksheet.

Parks — Please proceed with budget preparation as depicted in the administrator's recommendations on the Financial Planning Decision Worksheet.

Symons — Please proceed with 0% increase in operational expenses other than wages and salaries.

UW Campus — Please proceed with 0% increase in operational expenses.

Economic Development — Please proceed with procurement of services for contracted economic development services and grant writing.

The Administrator is expecting preliminary budgets to arrive with adjustments incremental to the 2024 budget as discussed and depicted on the recommendations of the financial planning decision worksheet.

Health Insurance: Preliminary budgets will be prepared with a 13% increase.

FICA — 2024: Preliminary budgets will be prepared with 2024 FICA rates. This may be adjusted during the review phase when numbers are confirmed.

Wisconsin Retirement System - 2024 Rates

WRS Employment Category	Contribution Rate Change (Employer and participant rates combined)
General, Teachers, and Educational Support Personnel; Executive, Elected, and Judges	Increase 0.20%
Protective with Social Security	Increase 1.20%
Protective without Social Security	Increase 1.10%

Capital Improvements / Capital Outlay Budgeting:

All capital assets (\$5,000 or more) will be considered separately from the other expenditures and collectively within the county. Annual short-term loan financing of \$1,010,000 is anticipated in helping the county in engaging in needed capital improvements and capital investments.

Budget Packet:

The 2024 Richland County Budget Packet will include the following items:

1. Budget Work Sheets (as distributed by the Administrator’s Office in excel format) [Exception: Pine Valley and Highway]
2. Department Budget Summary Narrative (as distributed by the Administrator’s Office)

Consideration Factors in Allocations and Continued Services:

- There may be impacts and changes in guidance once the 2022 audit report and closing are completed.

Packet Instructions:

Preliminary Phase:

The preliminary budget will be distributed via excel. Templates should not be altered. The intentions of the preliminary budget phase are to: 1) gauge departments' abilities to provide services within guidance limits, and 2) lay groundwork for adjustments as unknown financial factors (audit close, health insurance, future revenue projections, etc.) materialize.

Departments will complete Budget Worksheets as has been performed in past years. Budget Worksheets will be distributed in Excel format from the Administrator's Office. In addition, the Departments will complete the Department Budget Summary document intended to give a brief overview of department expenditures, revenues, funding sources, impacts on services and recommended restorations, expansions or reductions. The summary document is in Microsoft Word format will be submitted to departments electronically. All packets will be submitted to the County Administrator's Office (Tammy Wheelock, CC: Candace, Pesch, Jon Hochkammer and Derek Kalish) in accordance with the budget timeline.

Review Phase:

Departments will meet with the County Administrator to review budgets. Health insurance proposals will be considered through the process. Loan funding options for capital improvements and capital outlays will be considered. Department services prioritization will be identified and possible reductions and/or increases to services will be considered. Budget adjustments from the review with the Finance and Personnel Committee and Administrator will be submitted to the County Clerk in revised packets in accordance with the budget timeline or as requested by the Administrator.

Hearings and Finalized Budget Phase:

The intentions of the hearing and finalization phase are to present to the County Board members for adoption.

Closing Remarks:

This will be a revised approach from the 2023 Richland County budgeting process. With several major financial factors still unknown, apportionments and plans may adjust several times throughout the process before we arrive at a final resolution to take to the County Board. Our goal through this process is to adhere to the established budget objectives and continue to meet the service needs of the community.

Sincerely,
Jon Hochkammer
Interim County Administrator

Richland County Committee Agenda Item Cover

Agenda Item Name: Approve the Office System Technician Job Description

Department:	Land Conservaton & Zoning	Presented By:	
Date of Meeting:	7/5/23	Action Needed:	Vote
Disclosure: <small>Open or Closed</small>	Open	Authority:	Classification, Compensation and Staff Authorization Policy
Date submitted:	6/27/23	Referred by:	Land & Zoning Committee

Recommendation and/or action language:

Recommend to... approve job description and pay grade and send to County Board for approval.

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

The Zoning Department has been short staffed with 1 person retiring in September 2022 and the other leaving the department in February 2023. The previous job description required the Office System Technician to have a Private Onsite Waterwater Treatment Systems (POWTS) certification, making the job hard to fill as the average person does not and can not acquire the certification. The POWTS has been removed from the Job Description in order to make the job easier to fill and with the impending retirement of the Land Conservation Secretary, the position will require the position to work part time in the Land Conservation Department.

Attachments and References:

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Mike Bindl & Cathy Cooper

Department Head

Review:

Jon Hochkammer

Administrator, or Elected Office (if applicable)

**Richland County Committee
Agenda Item Cover**

Richland County Position Description

Position Title: Office System Technician

Exempt from FLSA

Department: Land Conservation/Zoning

Reports to: County Conservationist/Zoning Administrator

Pay Grade: F

Date:

Hours per Week: 40

PURPOSE OF POSITION

The purpose of this position is to perform clerical duties and database management in the Land Conservation and Zoning Departments.

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 a variety of clerical duties: Including answering telephone, greet visitors, issues reminders for septic system pumping to private system owners; assists the general public in completing applications and permits; maintains files; transcribes letters, memos, legal documents and related material; orders office supplies and materials.
- Process incoming/outgoing mail; assembles new case, client and complaint folders; files correspondence, letters, memos, etc.; answers routine correspondence, questions and schedule appointments.
- Perform and compile data entry for a variety of programs including; Software currently being used in the Zoning Office, Working Lands Initiative (Farmland Preservation), Wildlife Damage, Deer Donation, Soil Erosion Control, water quality projects and practices, Non-Metallic Mines and Spring Tree Sales.
- Issues building permits base on County Zoning Ordinances.
- Maintain knowledge of laws, ordinances and regulations pertinent to the Land Conservation and Zoning Offices.
- Perform accounting functions including; recording expenditures and revenues, prepare vouchers.
- Prepare deposits for payments received in the Land Information and Zoning Departments.
- Compile data and assist in preparing annual budget and reports for Land Information and Zoning Departments.
- Building and maintaining of the Zoning Access database including; Creating reports, creating and manipulating Queries, ensure that the database works properly and make repairs if any issues occur. Ability to guide and instruct end-user on how to navigate database.
- Maintains the State Access Database for Nutrient Plan Tracking, Certificates of Compliance and Self Compliance.
- Prepare and maintain Land Conservation program accounts as directed.
- Attend Land & Zoning Standing Committee and Board of Adjustment meetings as required.
- Prepare public hearing documents and minutes, ordinances and reports.
- Assist public with inquires using ArcView and County on-line maps.
- Experience with SQL code writing: Able to make repairs if any issues occur. Manipulate tables as needed.
- Plan and organize Conservation poster contest and Spring Tree Sales.
- Export Access data to compile and complete County, State and Federal reports.
- Coordinate and maintain the Wisconsin Fund Grant program for failed septic systems.

Richland County Position Description

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Associates degree or any combination of education and experience that provides equivalent knowledge, skills and abilities. General computer skills with knowledge in word processing, database structure, ArcView and Adobe software currently being used in the zoning office.

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 use and understand design data and information such as blue prints, county zoning and septic requirements, soil test results, ordinances and laws, computer software indicative to the zoning office, soil surveys, maps and platbooks.
- Ability to communicate effectively with the general public, contractors, landowners, developers, real estate agents, office personnel, personnel of the Department of Natural Resources, Department of Commerce, Department of Agriculture, Trade and Consumer Protection, Farm Service Agency, Natural Resources Conservation Service, County Register of Deeds, County Treasurer and Real Property Lister, members of the Land & Zoning Standing Committee, County Board and Board of Adjustments members.

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.
- 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.

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

Richland County Position Description

Date

Date

Richland County Committee Agenda Item Cover

Agenda Item Name: Approve job descriptions for the Fair, Recycling, and Parks Department

Department:	Fair, Recycling & Parks	Presented By:	Interim Administrator Jon Hochkammer
Date of Meeting:	6/28/23	Action Needed:	Vote
Disclosure: <small>Open or Closed</small>	Open	Authority:	
Date submitted:	6/29/23	Referred by:	FRP Standing Committee

Recommendation and/or action language:

Recommend to... approve the job description changes to Director of Parks, Trail and Fairgrounds and Project Coordinator with listed pay grade and Resolution for the 2024 budget cycle with implementation as of January 1, 2024, forwarding it to the County Board for approval.

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

In 2021 the discussion started to create one department for the Parks, Trails, Fair and Recycling. Part of that discussion was to centralize those departments so it would be easier to capitalize on the recreational opportunities through the investment and marketing of the county parks, trails, campgrounds and recreational opportunities. This included the creation of a few new websites to market those areas within the county to attract events and tourism. It was determined that a more digital presence was needed to grow those areas within Richland County and that by doing so would create additional revenue streams.

The goals with the Outdoor Recreation Plan were to work on the enhancement and development of current and new amenities that would enhance the parks, trails, campgrounds and fairgrounds experience for patrons. Therefore, streamlining it under one department was ideal so proper oversight and management of all grant applications, marketing, growth and planning weren't crossing over into multiple departments.

Attachments and References:

Director Job Description	Project Coordinator Job Description
Resolution	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Carla Doudna

Department Head

Review:

Administrator, or Elected Office (if applicable)

**Richland County Committee
Agenda Item Cover**

Richland County Position Description

Position Title: Director of Parks, Trails, and Fairgrounds

Exempt from FLSA

Department: Fairgrounds, Recycling and Parks

Reports to: Administrator

Pay Grade: J

Date:

Hours per Week: 40

PURPOSE OF POSITION

Plans, organizes, manages, coordinates, and participates in providing a comprehensive program of recreation, parks, trails, camping, tourism, and leisure activities for the county. Supervise and manage the operations and activities of the Richland County Fairgrounds including but not limited to all staff, Fairground activities, rentals, and community functions. Promotes interest in County Parks, Trails, Tourism, and Fairground facilities; manages the content and vision for county tourism activities in conjunction with Richland Tourism Director, and supervises assigned personnel within the department. Additionally, this position aids the recreational trail programs including, but not limited to the snowmobile, all-terrain vehicles (ATV)/utility terrain vehicles (UTV), ski/bike/snowshoe trails and routes. Administers all grants in relation to the Parks, Trails, Outdoor Recreation Plan and any other that apply to the applicable areas.

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.

- Plans, develops and implements goals and objectives in all areas of parks, trails, events, and recreation services.
- Provide guidance to Committee, staff and public in a variety of aspects of parks, trails, tourism, events, and recreation services.
- Plans and participates in the development of the parks, trails, tourism, and recreation that includes services and capital enhancements.
- Plans, manages and evaluates the work of staff. Develops, implements and monitors work plans to achieve recreation service goals and performance measures. Establishes performance requirements.
- Plans, prepares and monitors multiple department budgets, including variable funding such as those for recreation, projects, and donations.
- Manages and coordinates the day-to-day operations including administration, marketing, public relations, events management, contract administration, tourism initiatives, park and trails facilities maintenance.
- Directs, supervises, and participates in the development, implementation, and administration of the Fair's marketing, yearly events, interim events, and new event plans.
- Actively work with the Fair Coordinator in recruiting, negotiating and administering special funding to include sponsorships and grants for the annual Fair and/or onsite at the Fairground's facilities, tourism activities, and the County Parks and Trails.
- Prepare applications for various grants; administer approved grants; maintain knowledge of current and relevant grant processes, rules, regulations, and associated agencies.
- Work with other Department and Community Leaders and local clubs on ATV/UTV to maintains partnerships with community organizations, clubs, and the media, for bike and snowmobile routes and trails that are established and proposal of new ones
- Maintains financial, statistical, and program-specific data, reports and records.
- Represent the Department's interests on boards and committees; as necessary, represent at meetings with county officials and administrators, community organizations and governmental agencies, citizens and other groups or individuals.

Richland County Position Description

- Administer and manage contracts for services provided by internal and outside agencies.
- Receives, investigates, and resolves participant, volunteer, staff, citizen, community group, or community partner inquiries, concerns, complaints, and problems.
- Researches, identifies and develops marketing and publicity plans and strategies for the County's recreation services. Oversees development and distribution of, writes, and edits media releases, pamphlets, flyers, newsletters and other publicity materials for activities, events, and recreational programs.
- Develop and implement operating procedures for existing and new facilities.
- Hires, supervises, and evaluates the performance of assigned personnel; supervises and coordinates the work activities of volunteers; coordinates and/or provides employee training.
- Monitors staff for compliance with departmental policies, procedures, and standards of service.
- Updates and maintains the Department's personnel files via Human Resources and payroll.
-
- Oversees the bid processes for department recreation services and events.
- Coordinates with staff regarding Fair events, activities, interim event rentals, service requirements, office/grounds maintenance, and plays an integral role to the upgrade and improvements of the fairground's buildings and facility, and County parks and trails.
- Orders and maintains office/event supply inventories; authorizes departmental purchases; processes and authorizes departmental billing, payments, and reimbursements in accordance with policy.
- Participates in a variety of staff, community, tourism, parks, and fair industry meetings, conferences, and seminars.
- Provides 24/7 on-call service in relation to County Parks, Fairgrounds, and/or interim event issues.
- Maintains all camping logs and maps per WI State Statue DHS 178.20
- Work with Emergency Management Director involving Evacuation Plan for properties hosting events, camping and visitors.
- Performs other duties as assigned that support the overall objective of the position.
- Assists with motorized and non-motorized recreational trail inspections.
- Maintain trail maps working with Departments, Community Leaders and local clubs when needed.
- Preparation of grant applications for motorized and non-motorized recreational trail projects including, but not limited to: rehabilitation and relocation, development of new trails, installing/replacing/repairing bridges and culverts.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School diploma with two years related experience required and 3-5 years of supervisory experience, 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.
- Principles of tourism, marketing, and public relations including Social media publication preferred.
- Event and large group management, grants writing and administration preferred.
- Current WI driver's license with no prior convictions or unlimited access to reliable transportation.

Richland County Position Description

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 comprehend and interpret a variety of documents including financial reports, letters and memos, state and federal rules and regulations, grants, and budget sheets.
- Ability to communicate effectively in verbal and written form with other departments within the County, and the general public, both in person and in writing.
- Ability to organize and manage large events, with high stress incidents, while under public scrutiny including all County recreational managed property.

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.
- 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.
- Ability to move around and work on the trails, which may include, but not limited to, climbing, bending, twisting, and walking long distances over uneven, rough terrain.
- Ability to work in extreme weather and in unpleasant conditions including heat, cold, insects, rough terrain, etc.
- Ability to stand for extended periods of time.
- Subject to sitting, standing, walking, reaching and lifting of objects up to 75 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 Position Description

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Project Coordinator

Department: Fair, Recycling & Parks

Reports to: Department Director

Pay Grade:

Date:

Hours Per Week:

POSITION SUMMARY

Coordinates many components of the annual Richland County Fair, assists with year-round marketing of the fairground's organized events, facility rental opportunities and ongoing public partnership opportunities.

Serves as the sponsorship coordinator for the fairgrounds. Assists the Department Director as needed in the coordination and administration of facility rental events, community recycling events, camping within the County Parks and fairgrounds, reports, funding/grant applications, and emergency and capital project plans.

This position is a very public facing position and highly involved in community networking and collaboration. This position is funded with fairground event revenues, and it is essential that the individual in this role helps maintain the fairground's current partnerships and helps creatively open doors to new partnerships/opportunities in the community.

This position is typically performed in an office environment, however, there will be some outside event related setup and teardown labor necessary, resulting in possible exposure to all weather conditions. There are times when work may need done in the evening, weekend and over a holiday in preparation for and during major events.

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 while working with the Department Director.

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.

County Fair Coordination/Planning

- Acts as volunteer program coordinator (recruitment, scheduling).
- Entertainment coordination, including local and regional acts (accepting applications, ideas, contracts, marketing).
- Designs and implement contests and ideas for community engagement and provides marketing concepts to increase awareness and sales to the events.
- Develops and revises official Fairbook. Compiles all guide information and schedules.
- Creates and modifies various logistical documents (layout maps, spreadsheets, diagrams).

- Develops and maintains various logistic and operational signs.
- Assists Department Director with website and social media management.
- Coordinates and contracts with service providers as needed.
- Assists with development of content for print, radio and web ads, and works with third-party advertising contractors for fairground events.
- Develops and maintains no-cost marketing options (free website listings, community partner advertising trades, banner and signage placements) for fairground events.

Marketing

- Assist Parks Director with coordinated marketing efforts with year-round updates of social media content for the fairgrounds, parks, trails and recycling.
- Maintains and utilizes strategic email lists and targeted marketing messages.

Business Liaison/Partnership/Sponsorship Coordination

- Coordinates overall sponsorship programs for department. Works with existing sponsors and provides outreach to potential sponsors to help increase business partnerships and revenue for the fairground.
- Develops and maintains group ticket sales program.
- Attends local networking opportunities to promote department opportunities.
- Performs public presentations to service clubs and other local organizations.
- Develops and maintains a list of public partnership opportunities.
- Gives tours of the fairgrounds facility and or Parks as needed to potential users.

Business Liaison/Partnership/Sponsorship Coordination

Assist Department Director;

- Provides administration and coordination for facility rental use agreements.
- Provides coordination and logistical support for all parts of department.
- Completes funding and grant applications as needed.
- Develops and maintains a comprehensive emergency plan for department operations.

Supervisory:

Primary contact for fairground/event workers and volunteers.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School diploma or vocational/technical training in office support functions.
- Two years related experience required.
- An equivalent combination of education and experience which provides skills, knowledge and abilities to perform the essential functions of the position.
- Proficient in computer applications; Word, Excel, Outlook, Adobe, and PowerPoint, required.
- General business, marketing and accounting principles.
- 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.

LICENSES AND/OR CERTIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Current WI driver's license with no prior convictions and/or 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 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.
- Strong organization skills, including the ability to manage multiple priorities and frequent interruptions.
- 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 multi-task on a daily basis with flexibility on the tasks to be performed on a daily basis.
- 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.

Employee's Signature

Supervisor's Signature

Date

Date

**Professional Services Agreement
(County Government, Administrative and Budget Consulting)**

This Agreement dated this ___ day of July, 2023, by and between Richland County, Wisconsin, a quasi-municipal organization, located at 181 West Seminary Street, Richland Center, WI 53581, (hereinafter referred to as “County”) and Jon Hochkammer, 8040 Dairy Ridge Rd., Verona, Wisconsin, 53593, (hereinafter referred to as “Consultant”).

I. PURPOSE.

County has engaged Consultant and Consultant agrees to provide consulting and training services to County to assist the County in the preparation of the 2024 Richland County Budget and other consultative services to assist in the transition to a new County Administrator, all of which is described in Article II below.

II. SCOPE OF WORK. Consultant shall schedule his work in consultation with the County Board Chairman and/or the County Administrator and the needs of the County, and shall provide to the County professional consulting services on a weekly basis, by being physically present at Richland County for 3 days per week, to perform the following professional consultative services:

- a. Assist in the preparation and presentation of the 2024 Richland County Budget;
- b. Assist in the preparation and presentation of the 2024-2028 Richland County Capital Improvement Plan;
- c. Assist and provide advice and consultation with respect to the ongoing discussions between the UW System and Richland County on the future of the county owned campus property in Richland Center;
- d. Assist in analyzing the future facility needs of the County;
- e. Assist in determining the County’s role in Economic Development efforts;
- f. Assist and consult with the County Board Chairman, County Administrator, County Department Heads and County Board Supervisors relating to general topics of county government;
- g. Advise and consult on issues relating to county government organizational structure and county department functions;
- h. Attending County Board and County Board Committee meetings, as needed;
- i. Other services as requested by County Board Chairman and/or the County Administrator.

III. DATES OF PERFORMANCE.

Term. This Agreement is for the period commencing July 17, 2023 to October 24, 2023, unless terminated by one of the parties in accordance with the termination provision set forth herein.

IV. COMPENSATION AND PAYMENT.

1. County agrees to pay Consultant an all-inclusive rate of \$11,000.00 per month. The final invoice will be prorated based on the number of days worked if Consultant works for a partial month. This rate shall include but not be limited to covering the cost of any and all mileage for travel to and from the County and to and from any County function, meeting, or presentation; lodging, if any; meals; conference or training fees; and other reimbursable expenses of any kind.
2. Payments shall be made as follows: Consultant shall provide the above services to County and shall provide County an itemized invoice for said services. Itemized statements shall indicate the date, the work that was performed, and the amount of hours dedicated to said performance of services.

V. INDEPENDENT CONTRACTOR RELATIONSHIP

1. **Independent Contractor Relationship.** Consultant represents and certifies as follows:
 - That he possesses the qualifications, skills, competence, expertise and knowledge to perform the services required under this Agreement.
 - Has all necessary personnel required to perform the services, and all services will be performed by Consultant or Consultant's personnel under the supervision of the Consultant.
 - Nothing in this Agreement shall establish or be construed to establish an employment relationship between County and Consultant or County and Consultant's employees, if any.
 - Consultant is a separate and independent enterprise, possesses the necessary equipment instrumentalities, materials, and office space necessary to perform the services required by County.
 - Controls the means of performing said services, subject to the scope identified in this Agreement.
 - Neither Consultant nor his employees, if any, are entitled to receive fringe benefits, insurance coverage, or any other benefits flowing from an employer-employee relationship because such relationship does not exist.
 - Consultant and his personnel shall not be entitled to any benefits of the County, including, but not limited to, pension, health, dental, workers' compensation coverage, compensation for paid time off, or other employment-related benefits.
 - He holds himself out to do business with other entities and County has no control over Consultant's hours of work or schedule of work, except as to number of days per week required to be on site.
 - Maintains a separate business with his own office, equipment, materials and facilities.
 - Has a federal employer identification number or other tax identifier; or, has filed or will file business or self-employment income tax returns with the federal internal revenue service based on similar work or service.

- Operates under contracts to perform specific services or work for others for specific amounts of money and controls the means of performing said services.
- Incurs expenses related to the service or work that he performs under contracts.
- Is responsible for the satisfactory completion of the work or services contained in this contract and is liable for failure to complete the work or services.
- Has recurring business liabilities or obligations and business success or failure is dependent on business receipts to expenditures.

VI. GENERAL PROVISIONS.

1. **Amendment.** County may request changes in Scope of Services. Any such changes which are mutually agreed by and between the County and Consultant shall be reduced to writing as an amendment and signed by the Parties and attached hereto. This Agreement and any additional or supplementary documents or documents incorporated herein by a specific reference contain all of the terms and conditions agreed upon by the Parties. No other written or verbal agreements regarding the subject matter of this Agreement shall have any validity or binding effect on the Parties.
2. **Termination.** If for any reason, at any time, County determines that Consultant has failed to timely and properly fulfill the obligations herein, the County shall have the right to terminate this agreement by giving seven (7) days written notice, with such notice specifying the effective date of termination. Upon termination, the County's liability for payment to Consultant shall be limited to the services authorized and satisfactorily performed by Consultant up to the date of termination, provided that Consultant submits properly itemized invoice for said services.
3. **Information and Data.** The Consultant shall, at the conclusion of the Agreement, provide County with any, and all documentation Consultant creates, including, but not limited to, reports, spreadsheets, budgetary analysis, memoranda, correspondence, training tools or other recommendations and notes for future use by the County's personnel.
4. **Assignment.** This Agreement is not assignable, nor may Consultant convey or transfer its interests, rights, or duties in the Agreement without prior written consent of County.
5. **Governing Law.** This Agreement shall be governed and construed and interpreted in accordance with the laws and regulations of the State of Wisconsin venue for any disputes arising from this Agreement shall be the Circuit Court of Richland County, Wisconsin.
6. **Notices.** Any notice, bills, invoices, or reports required by this Agreement may be sent electronically or sent via US Mail, postage prepaid to the addresses noted below:

COUNTY:

Marty Brewer
County Board Chairman
181 West Seminary Street
Richland Center, WI 53581

CONSULTANT:

Jon Hochkammer
8040 Dairy Ridge Rd.
Verona, WI 53593

- 7. **Confidentiality.** To the extent Consultant has access to confidential information, records, or other documentation in the course of providing services for County, Consultant agrees and shall be required to keep confidential any such information, including, but not limited to, any County employee, payroll data, social security numbers, banking information, or any other information deemed confidential by County. Consultant shall refrain from accessing said information and/or removing said confidential information from County premises. Disclosure of any confidential information by Consultant, except as authorized by the County or obligated by State of Wisconsin law, shall be deemed as a breach of this Agreement. This Section shall survive the termination of this Agreement for any reason

RICHLAND COUNTY:

Signature: _____

Print Name: Marty Brewer
Title: Richland County Board Chairman

Date: _____

CONSULTANT:

Signature: _____

Print Name: Jon Hochkammer
Title: Consultant

Date: July , 2023



Community Economic Development

5813 Piping Rock Rd., Madison, WI 53711

Tel: (608) 444-0836

Email: gary@beckerproservices.com

June 26, 2023

Jon Hochkammer, Interim County Administrator
Richland County
181 West Seminary St.
Richland Center, WI 53781

Re: Proposal for Professional Services: Economic Development Strategy and Grant Writing

Dear Mr. Hochkammer,

Thank you for the opportunity to present our qualifications to provide professional services to assist Richland County consider its approach to economic development. We have developed an approach to this assignment which we have outlined with our enclosed qualifications. Additionally, we understand Richland County may also be interested in grant writing services, so we have included that as part of our qualifications.

Becker Professional Services, LLC provides economic development, land use, and project management services to local and regional jurisdictions across Wisconsin. We recently completed the Madison Region Economic Partnership's (MadREP) Sector Strategy for Pandemic Recovery for the six-county Madison region and are currently providing project management services to MadREP to assist them develop their next Comprehensive Economic Development Strategy (CEDS). Our company President, Gary Becker is familiar with Richland County, having previously worked with both the County and Richland Center on various economic development, planning and grant writing projects including reuse of the former Gold Bond Ice Cream Plant, a Redevelopment Plan for the Orange St. Corridor, as well as other projects in other communities in the County such as Lone Rock. Additionally, Richland County is home to a UW campus and Mr. Becker has UW campus planning experience at both UW-Platteville (Innovation Center) and UW-River Falls (master planning for two research farms, dairy and horse).

Our portfolio of professional service experience in southwest Wisconsin is extensive at both the local government and regional level. We have engaged clients and stakeholders on growth and development strategies, financing, and project implementation for more than 35 years. We are a trusted and respected provider of these services.

We know the budget is tight and have given this project some thought and are proposing a phased approach to the question of economic development. First, let's find out how important it is to stakeholders that the County be involved in economic development. If there is little apparent need for

the County to be involved in economic development, then we can terminate that part of our services. If economic development bears further consideration for investment by the County, then a facilitated discussion would determine the next steps.

We are excited to have this opportunity and look forward to potentially working with Richland County again.

Sincerely,

Becker Professional Services

A handwritten signature in black ink that reads "Gary Becker".

Gary Becker, CEcD *Emeritus*
President

A handwritten signature in black ink that reads "Katrina Becker".

Katrina Becker, MDP
Vice-President

Proposal to Provide Professional Services to Richland County

Project Understanding

Richland County is considering what to do about economic development. The County has a County-level economic development program that was supported by the city of Richland Center. Recently, Richland Center decided to invest in its own economic development program. Now, Richland County is faced with either replacing the funding provided by Richland Center to continue the County economic development program at its current level, to cut the County program to what can be supported by the available funding, or to stop providing economic development services and apply the funding to other needs.

Summary of Consultant Experience

- 40 years performing economic development and planning consulting services at the regional and local level, including a wide array of strategy development, project development and financial structuring experience.
- Interacted in one way or another with most of the municipalities, counties, native nations, and economic development organizations within southern Wisconsin. Extensive interactions with regional planning commissions including Southwest Wisconsin Regional Planning Commission (SWRPC) (Client), Capital Area Regional Planning Commission, Bay Lakes Regional Planning Commission (Client), and North Central Regional Planning Commission.
- Successfully executed (on schedule, on budget) dozens of similar assignments.

Proposed Scope of work:

1. Stakeholder Meetings

- a. Becker Professional Services will engage in up to 10 stakeholder meetings, asking questions and facilitating discussions about the need for economic development services in the County. The exact number and nature of the meetings will be determined through discussion between Richland County and Becker Professional Services. The fee quoted in this proposal assumes meetings would either occur on a single day in Richland Center or they would be virtual. A mix of meeting types may require a slight fee adjustment.
- b. Becker Professional Services will summarize the results of the meetings and place the outcomes of the discussions into a regional economic development context and present the information as a report which can be presented to the County Board for consideration.

2. County Board Discussion

- a. Becker Professional Services will present its findings to either a committee or the entire County Board and facilitate a discussion to consider how to approach economic development.

3. Grant Writing

- a. Becker Professional Services will meet with appropriate County staff to learn about funding opportunities the County wishes to pursue for which they may need grant writing support.

Once these initial steps are completed, the County will decide their next steps and whether there is a need for additional services, the scope of which will be better understood at that time.

Project cost

The cost to provide the proposed scope of services described above is \$4,500. In addition, there will be reimbursable mileage and other expenses associated with any in-person meetings. Fees will be invoiced monthly.

Resumes

Gary W Becker, CEcD Emeritus

Experienced leader in the planning, community economic development and real estate industries.

Summary

40 + years' consulting experience assisting municipalities, regions, developers, and community organizations address development issues. Primary areas of specialty are economic development strategy and finance, review of economic and real estate development proposals, and tax incremental finance. Gary served from 2008 until 2020 as the part-time Executive Director of the Local Government Institute of Wisconsin (LGI). LGI is a non-profit non-partisan organization created to conduct research on ways to improve local government's ability to provide services through

intergovernmental cooperation and collaboration.

Gary spent 28 years as a partner with Vierbicher, a 50+ person planning and engineering consulting firm. Gary helped grow the planning practice into one of the top planning groups in Wisconsin. The firm's consulting practice specializes in community, economic and real estate development assisting municipal and private sector clients with a range of services from concept planning to market and impact analysis to public engagement to engineering and construction services.

EDUCATION

University of Wisconsin – Madison

M.S., Urban and Regional Planning (1986)

Generalist with emphasis in Economic Development and Real Estate (Grasskamp)

B.S., Economics and Geography (1983)

- ❖ Certified Economic Developer (CEcD),
- ❖ Certified Economic Development Finance Professional (NDC)

- ❖ Advanced Mixed-Use Real Estate Finance (IEDC)
- ❖ Acquisition/Relocation Seminar (IRWA)
- ❖ Technology-Based Economic Development (UM-Duluth)
- ❖ Brownfield Redevelopment (AWMA)
- ❖ Valuation of Contaminated Properties (IRWA)
- ❖ Full Range Leadership (UW-Management Institute)

Professional Experience

Becker Professional Services LLC, President

Formed LLC to provide better structure for delivering our services for the future. (March 2022 -)

GWB Professional Services, Principal

Economic development & redevelopment planning, tax increment financing, (May 2016 -March 2022)

Local Government Institute of Wisconsin

Executive Director (2008 - 2020)

Vierbicher Associates, Inc., Partner

Planning & Community Development Consultant (1988-2016)

Southwest Wisconsin Community Action Program
Resource Developer (1986-1988)

Citizens Utility Board of Wisconsin

Program Director (1982-1984)

City of Madison, WI Planning Department

Planning Intern - Madison Economic Development Plan (1981/1982)

Professional Affiliations

- ❖ Wisconsin Economic Development Association,
- ❖ Wisconsin Rural Partners
- ❖ International Economic Development Council,
- ❖ American Planning Association

Skills

Strategic Planning • Public Facilitation • Project Management
Development and redevelopment planning • Market & feasibility
analysis • Analysis of development issues • Financing & Tax
Increment Finance strategy • Business planning and
development strategies • Land acquisition and relocation
planning • Business Park planning and development



Katrina L. Becker

Stoughton, Wisconsin | +1 (608)-279-5381 | katrina@beckerproservices.com

KEY QUALIFICATIONS & INTEREST AREAS

Organizational Management, Entrepreneurship, Business Development, Economic Development, Research, Planning

PROFESSIONAL EXPERIENCE

Consultant, Co-founder & Vice President

Madison, WI

Becker Professional Services, LLC

March 2022 – Present

- Economic development and redevelopment planning
- Tax increment financing planning and analysis
- Federal and State grant writing
- Project management, business development and planning
- Executive Director services

Executive Director

Stoughton, WI

Innovation Center Stoughton

January 2023 – Present

- Develop and implement strategic plans, programming, and events that meet the organization's goals and objectives
- Prepare budgets and financial records; ensure compliance with all local, state, and federal regulations
- Create organizational processes and systems for the management of Innovation Center Stoughton
- Serve as spokesperson and contact for the organization at community events

FINNOVATION Fellowship Program Manager

Minneapolis, MN

FINNOVATION Lab

August 2018 – February 2022

- Manage all logistics for \$2.5 million social entrepreneurship program, including coordinating with fellows, curriculum partners, mentors, funders, corporate partners, PR/media, and evaluation partners, among others
- Oversee program budget and invoices/payments to vendors and contractors using QuickBooks
- Supervise 9 Fellows each year
- Co-develop program curriculum around pillars of Leadership Development, Human-Centered Design, Measuring Social Impact, and Business Planning/Development
- Create and update program documents including fellowship handbook, fellowship agreement, expense reports and spreadsheets, curriculum, and assignment trackers
- Strategically manage and create content for communications and marketing of Fellowship Program and FINNOVATION Lab, including e-newsletters, social media, and website
- Plan and execute Fellowship programming and events, including Selection/Pitch Day, Program Kickoff, Mentor Networking, Speaker Panels, etc.

Development and Marketing Associate

Minneapolis, MN

Literacy Matters Foundation

June – August 2018

- Received Professional Fundraiser certification from the State of Minnesota
- Research funding opportunities and write grant proposals
- Plan and execute fundraising events with individual donors

Program Evaluation Consultant

Minneapolis, MN

Cultivate International

February – May 2018

- Assess curriculum of adult community development training program to determine evaluation needs
- Conduct a literature review of relevant evaluation methods, approaches, and case studies
- Design an evaluation plan for the organization to measure educational program outcomes

Consultant

Santo Domingo, Dominican Republic and Minneapolis, MN

Mossier Social Action & Innovation Center

January – May 2018

- Work with a local organization in the Dominican Republic to develop a community-based tourism model
- Co-facilitate focus groups and conduct interviews with MN corporate executives and international NGOs to discuss corporate social responsibility initiatives as they relate to tourism and community development
- Collect and analyze qualitative data from focus groups, surveys, and interviews to inform social enterprise planning

Economic Development Intern

Saint Paul, MN

Minnesota Chamber of Commerce

September 2017 – May 2018

- Conduct economic development research (phone interviews, desk research) and write summary reports on findings
- Assist with scheduling and attend business assistance visits to local businesses through Grow MN! program
- Provide timely entry of business visit interview data into Salesforce database to inform program practices
- Compile and analyze data in Salesforce to inform staff decisions

Consultant

Petén Department, Guatemala

Rainforest Alliance

May – July 2017

- Support the USAID-funded Climate, Nature, and Communities in Guatemala initiative
- Engage local stakeholders and attend community meetings with partner organizations
- Develop an interview guide and conduct interviews with community members
- Create marketing materials for local women-run businesses and rural palm leaf wholesalers
- Collaborate with local business leaders to develop cost-analysis and inventory tracking spreadsheets in Excel
- Submit recommendations to Rainforest Alliance Guatemala for their future work with non-timber forest products

Research Assistant

Saint Paul, MN

University of MN Extension, Community Economics

February 2017 – May 2017

- Review existing literature on business retention and expansion practices for community economic development
- Develop a survey/interview guide of questions related to BR&E practices in Minnesota
- Contact, schedule, and conduct 23 phone interviews with economic development professionals in MN
- Transcribe all interviews and use Dedoose qualitative analysis software to code and analyze the interview data

Development and Office Administrator

Minneapolis, MN

WellShare International

September 2014 – January 2017

- Lead the planning and implementation of two large fundraising events, bringing in revenue of over \$80,000
- Assist in researching, writing, and submitting grant proposals
- Process incoming donations; record and track donor information in Salesforce; analyze donation data
- Manage front desk; answer incoming phone calls, greet and welcome people in office
- Update and maintain website using Wordpress
- Design, write, and send e-newsletters to over 1,600 people using Mailchimp software
- Lead fundraising committee meetings
- Supervise development assistant interns

EDUCATION**Master of Development Practice | May 2018 | Humphrey School of Public Affairs, University of Minnesota**

- Major: Sustainable International and Community Development
- Minor: Program Evaluation; Natural Resource Management

Bachelor of Science in Business | May 2014 | Carlson School of Management, University of Minnesota

- Major: Public/Nonprofit Management and Entrepreneurial Management
- Minor: Sustainability Studies



LinkedIn

Gabriel Wilkins

gabrielwilkins@gmail.com



Portfolio

EDUCATION

The University of Wisconsin – Madison

Master of Science in Urban and Regional Planning

Madison, WI

May 2024

The University of Maryland, Baltimore County (UMBC)

Bachelor of Arts in Geography and Environmental Studies; Philosophy
Certificates in GIScience; Philosophy, Ethics, and Value

Baltimore, MD

May 2021

GPA: 4.0

AWARDS AND HONORS

Member of the Phi Beta Kappa Academic Honor Society (*UMBC Phi Kappa Chapter – 2021*)

Samuel Baum Memorial Prize for Excellence in Philosophy (*UMBC Philosophy – 2021*)

Geography and Environmental Systems Outstanding Senior Award (*UMBC GES – 2021*)

WORK EXPERIENCE

Project Assistant – UW Madison DPLA & Wisconsin Sea Grant *Madison, WI (05/2022 – present)*

- Participate on NSF-funded ICICLE project to integrate GIS data and analyses into smart foodshed and digital agriculture projects.
- Developed a tutorial for using ArcGIS GeoPlanner to plan and forecast the effects of Green Stormwater Infrastructure.
- Presented GeoPlanner for GSI work at Coastal GeoTools 2023, and partnered with a faculty member to incorporate the lesson into a graduate-level course.
- Helped found the Geodesign Collaborative, an interdisciplinary working group focusing on GIS, planning, and design applications, at UW Madison.

Hourly Assistant – UW Madison DPLA & Wisconsin Sea Grant *Madison, WI (09/2021 – 05/2022)*

- Maintained the tabletop Neighborhood Modeling System and synthesized it with various GIS applications including SketchUp, ArcGIS Urban, and ArcGIS City Engine
- Developed ArcGIS StoryMap collection to showcase research findings and planning best practices with regard to coastal hazard planning in Wisconsin.
- Researched and documented available websites, municipal codes, zoning regulations, and GIS data for coastal communities across Wisconsin for use in an interactive web map.

Baker – Bloom Bake Shop *Madison, WI (09/2021 – present)*

- Learn, develop, and prepare a variety of recipes in response to both known and expected consumer demand.
- Cooperate with other team members to successfully and efficiently move products through multiple stages of production.
- Aid with the creation and maintenance of local supply chains.

Student Shift Lead – UW Madison Culinary Services *Madison, WI (08/2021 – 12/2021)*

- Worked as part of a team in high-intensity and fast-paced environment to prepare and maintain dining hall meal service.
- Coordinated between full-time and student staff to efficiently delegate and complete tasks.

Peer Tutor – UMBC Academic Center for Student Athletes *Baltimore, MD (01/2019 – 05/2021)*

- Led one-on-one and group sessions tutoring student athletes in algebra, calculus, geography, and GIS courses.

Enumerator – United States Census Bureau *Prince George's County, MD (08/2020 – 10/2020)*

- Conducted household interviews for the 2020 Census Non-Response Follow-Up operation.
- Used a mobile device to identify, navigate to, and complete census questionnaires.

Research and Field Assistant – Bahama Oriole Project *Baltimore, MD (05/2019 – 08/2019)*

- Designed and maintained app-based map used to navigate field site.
- Assisted other team members with radio tracking, camera trap placement, and point count inventories.
- Gathered and synthesized photogrammetry, remote sensing, and historical weather data to analyze vegetation makeup and fire frequency in Bahamian pine forests.
- Presented research and findings at UMBC's Summer Undergraduate Research Fest (SURF) and Undergraduate Research and Creative Achievement Day (URCAD) events.

Pool Manager – Wildewood Community Association *California, MD (06/2018 – 08/2018)*

- Supervised daily team of 12+ lifeguards and other staff to ensure the safety and enjoyment of hundreds of patrons per day.
- Maintained plant operation, satisfactory pool chemistry, and First-Aid Office for multi-pool complex.
- Worked with other managers and pool director on long-term personnel and facility planning.

Lifeguard – Wildewood Community Association *California, MD (05/2015 – 05/2018)*

- Worked as part of a team to ensure patron safety, maintain clean and safe facilities, and respond to emergencies.

ADDITIONAL EXPERIENCE

Independent Researcher – The School for Field Studies *Kimana, Kenya (11/2019 – 12/2019)*

- Worked with student peers and local translators to conduct household and focus group interviews.
- Synthesized quantitative and qualitative data, presented findings alongside team to community members and other stakeholders.

SKILLS

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Geographic Information Systems (ArcGIS Pro, ArcMap, QGIS) – 5 years ▪ ArcGIS Online (Web Maps, Web Apps, StoryMaps) – 2 years ▪ Remote sensing (GPS, ENVI, image analysis, photogrammetry) – 2 years | <ul style="list-style-type: none"> ▪ Adobe Creative Cloud (Photoshop, Illustrator, InDesign) – 1 year ▪ MS Office (Word, Power Point, Excel) – 9 years ▪ Basic HTML, JavaScript, CSS – 1 year |
| <ul style="list-style-type: none"> ▪ Conducting interviews/surveys – 1 year ▪ Field work and research – 2 years ▪ Data gathering, entry, and analysis – 2 years | <ul style="list-style-type: none"> ▪ Leadership and management – 2 years ▪ Project development and planning – 1 year ▪ Presentation and facilitation – 2 years |

Recent Representative Projects

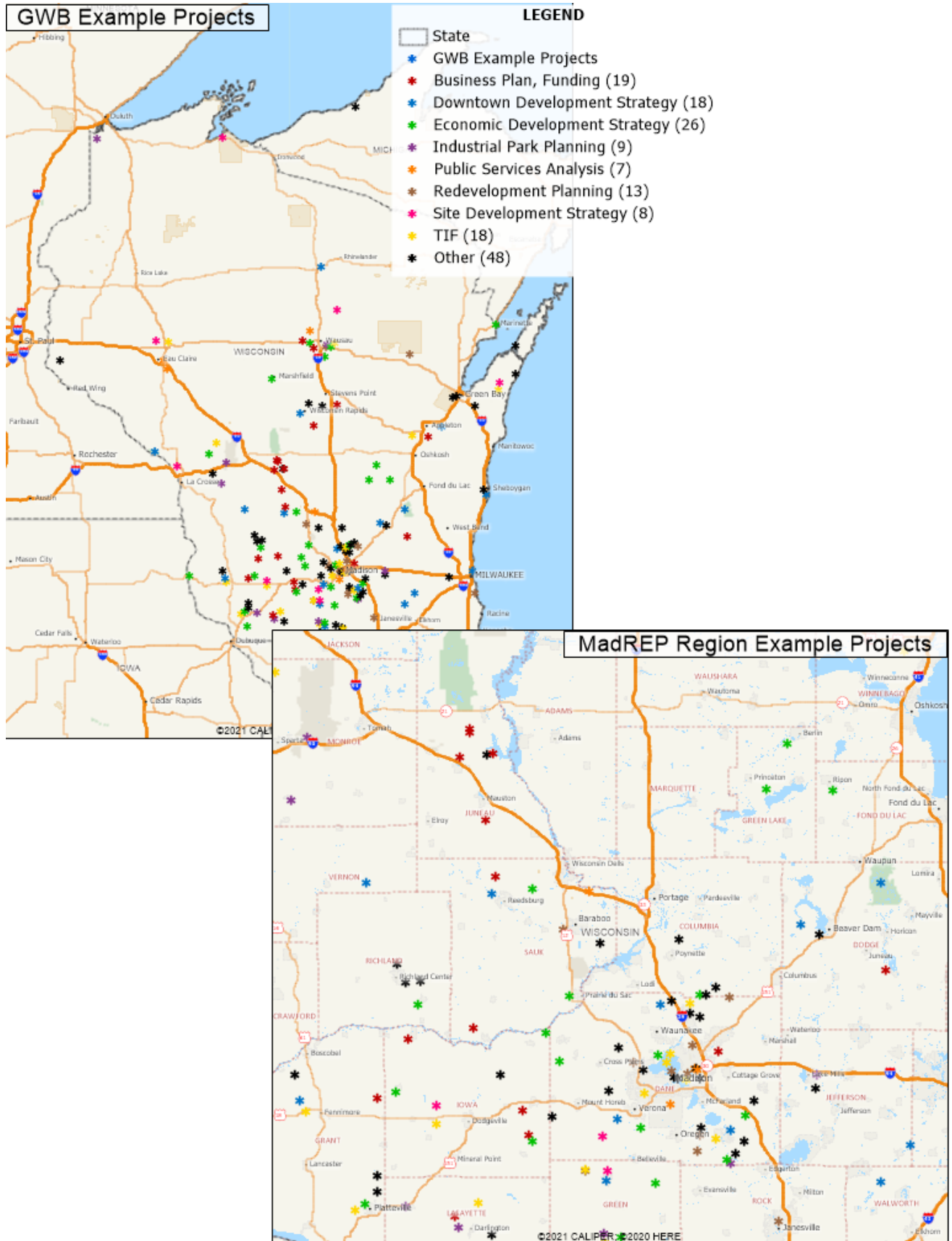
Madison Region Economic Partnership (MadREP) Jason Fields, Executive Director (608)-571-0401 jfields@madisonregion.org	<i>Regional Sector Strategy for Pandemic Recovery</i>	Led a team for an EDA-funded project to develop a sector-based strategy to help the region recover from the Pandemic. Involved extensive stakeholder engagement, analysis that leveraged regional digital assets, and on-time, on-budget delivery meeting all EDA and federal requirements.
University of Wisconsin – Platteville Michael Gay (608)571-0402 michaelg@madisonregion.org	<i>Innovation Center Feasibility Study</i>	Led a project team that included Strang to study the feasibility of a UW-P Innovation Center. This included evaluation of 7 sites, needs assessment, stakeholder interviews, space programming, concept plan & pro formas. This project is currently being implemented
City of Wisconsin Rapids & Incurage Community Foundation Kelly Ryan, Executive Director (715)423-3863 kryan@incouragecf.org	<i>Senior Resource Center Feasibility Study</i>	Led a project team to study the feasibility of converting an abandoned Wal-Mart store attached to a failing downtown mall into a regional senior resource center. This included evaluation of the site & building, needs assessment, stakeholder interviews, space programming, concept plan & pro formas.
UW-River Falls, College of Agriculture, Food and Environmental Sciences	<i>Laboratory Farm Master Plans</i>	Evaluation of two research and teaching

<p>Laura Walsh, Dean’s Office (715)425-3535 Laura.walsh@uwrf.edu</p>		<p>farms at UW-River Falls that led to preparation of a master plan for each. Multi-department/agency stakeholder interviews, needs assessment, space programming, site planning, new facility cost estimates and programming concepts.</p>
<p>City of Stoughton Tim Swadley, Mayor (608) 873-6691 tswadley@ci.stoughton.wi.us</p>	<p><i>Redevelopment Strategy (2007), Economic Development Strategic Plan (2010), Business Retention & Expansion services since 2021,</i> Grant Proposals:</p> <ul style="list-style-type: none"> • <i>WEDC Community Development Investment grant (awarded, 2021)</i> <p>Strategic development guidance since 1989</p>	<p>Stoughton - a continuous client since 1989, has relied on BPS for both strategy development and project management. Currently implementing a redevelopment plan for a contaminated 16-acre downtown riverfront industrial site and a regional innovation center and lifelong learning network.</p>
<p>Village of Maine, Village of Brokaw, Town of Texas Shane Vander Waal, Attorney <u>(715)845-9211</u> <u>vanderwaal@pvslaw.com</u></p>	<p><i>Incorporation and Cooperative Boundary Agreement Strategy & Implementation (2015-2016)</i></p>	<p>The Village of Brokaw was financially insolvent. BPS assisted the two adjoining towns develop and implement a strategy to incorporate the Town of Maine and use a Cooperative Boundary Agreement to attach the Village of Brokaw to the new Village of Maine. Texas will help Maine reduce Brokaw’s debt and</p>

		right-size their water system in exchange for protection from Wausau annexations.
<p>Local Government Institute of Wisconsin Jerry Deschane, League of Wisconsin Municipalities (608)347-1792 jdeschane@lwm-info.org</p>	<p><i>Future of Local Government in Wisconsin (2016)</i> <i>Future Regions Initiative:</i> <i>Energy Independence Planning in Local Government</i></p>	<p>Designed and implemented programs to understand and change the future of local government in Wisconsin with Next Generation Consulting (Rebecca Ryan) and the LGI Board of Directors.</p>
<p>Madison Region Economic Partnership (MadREP) Jason Fields, Executive Director (608)-571-4020 jfields@madisonregion.org</p>	<p><i>Gold Shovel Site Certification Program</i></p>	<p>Certify “shovel-ready” business and industrial parks for the six-county Madison Region Economic Partnership.</p>
<p>City of Monona Community Development Authority Marc Houtaker, Interim City Administrator Tom Stolper, CDA Chair (608)222-2525 Mhoutaker@ci.monona.wi.us</p>	<p><i>Annual TIF and Economic Development Strategy (2006 – current);</i> <i>Implement TIF Strategies</i> <i>Design of and Revisions to Renew Monona Affordable Housing Stock Improvement Program</i> <i>Review TIF Requests</i></p>	<p>Assist the CDA plan and implement their TIF and redevelopment program since 2006. In 2014 prepared a major report to the community describing the City’s strategic use of TIF for economic development and redevelopment. Prepare annual TIF report to lead CDA through discussion of next year’s strategy.</p>
<p>City of Algoma Matt Murphey, City Administrator (920) 487-5203 matt.murphy@algomacity.org</p>	<p><i>Community Development Strategic Plan, Stakeholder Focus Groups</i> <i>Strategic development guidance,</i> <i>TIF Planning & Review,</i></p>	<p>Facilitated strategic discussions with community stakeholders, advised on economic development and redevelopment projects, performed TIF</p>

	<p><i>Redevelopment Planning, staff RDA,</i> Grant Proposals:</p> <ul style="list-style-type: none"> • <i>Community Development Block Grants 2020 (awarded)</i> 	<p>development reviews. Manage planning and redevelopment of a downtown city block.</p> <p>Assist City research, write, and submit two CDBG proposals totaling \$1.7 million, assist with grant management.</p>
<p>Town of Clayton, Winnebago County Kelly Wisnefske, Administrator (920)836-2007 townadministrator@townofclayton.net</p>	<p><i>Project Plan, Tax Increment District #1</i></p>	<p>Plan, recommend and implement a 1,800 acre TID to fund the planning and installation of a \$70 million municipal sewer and water system for an urbanizing Town.</p>
<p>Ashland Area Development Corporation Carver Harries, Executive Director (715)682-8415 carverh@ashlandareadevelopment.org</p>	<p><i>Lake Superior Science Center Feasibility Study, Phase II</i></p>	<p>Research and summarize market trends for science education centers. Perform analysis of real estate development scenarios for a conceptual science center project; perform economic impact analysis of the proposed facility. Prepare a report and make presentation to a joint meeting of the Ashland City Council and their Plan Commission.</p>
<p>Innovation Center Stoughton Mike Connor, Board President (608) 698-9485 boardpres@innovationcenterstoughton.org</p>	<p><i>Executive Director Services</i></p> <p>Grant Proposals:</p> <ul style="list-style-type: none"> • <i>EDA Build to Scale 2021</i> • <i>WEDC Workforce</i> 	<p>Provide Executive Director services for a startup innovation center.</p> <p>Research, write, and submit four grant</p>

	<p><i>Innovation Grant 2021</i></p> <ul style="list-style-type: none">• <i>EDA Build to Scale 2022</i>• <i>WEDC Workforce Innovation Grant 2022</i>	<p>proposals ranging from \$600,000 to \$5,000,000.</p>
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I greatly appreciate the opportunity to submit this proposal. Should you have any questions or require any additional information, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Gary Becker".

Gary Becker, President
Becker Professional Services