

# Richland County

Finance & Personnel Standing Committee

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September 1, 2023

## NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Standing Committee will convene on Tuesday, September 5<sup>th</sup>, 2023 at 5:15 p.m. in the Richland County Board Room of the Courthouse at 181 West Seminary, Richland Center, WI 53581. Please note: Due to staffing, virtual access to this meeting may NOT be available.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/finance-personnel/>

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

## Agenda

1. Call To Order
2. Roll Call
3. Proof Of Notification
4. Approval Of Agenda
5. Approval Of August 2<sup>nd</sup> Minutes
6. Public Comment

### Reports

7. Southwest Wisconsin Regional Planning Commission

### Financial

8. Discussion & Possible Action: 2024 Preliminary Budget
9. Discussion & Possible Action: Initial Resolution Authorizing Not To Exceed \$1,010,000 General Obligation Promissory Notes For Capital Improvement Projects
10. Discussion & Possible Action: Approval Of A Municipal Advisory Agreement With Wisconsin Public Finance Professionals, LLC
11. Discussion & Possible Action: Approval Of A Fee Increase For Marriage Licenses And Waivers
12. Discussion & Possible Action: Review Bids & Possible Approval of Sale of Tax Deed Property - Orion Parcel 020- 4212-4200
13. Discussion & Possible Action: Review Bids & Possible Approval of Sale of Tax Deed Property - Viola Parcel 186- 1833-1470

### Personnel

14. Discussion & Possible Action: Recognition Of Board Members & County Employees
15. Discussion & Possible Action: Approval Of Finance Director Position & Job Description
16. Discussion & Possible Action: Approval Of HR Generalist Position

### Closing

17. Future Agenda Items
18. Adjournment

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

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

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

# Richland County

Finance & Personnel Standing Committee

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August 2, 2023

The Richland County Finance and Personnel Standing Committee convened on Wednesday, August 2, 2023 in person and by WebEx.

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

Not present: Marc Couey & Timothy Gottschall

**Call to Order:** Committee Chair Brewer called the meeting to order at 5:00 p.m.

**Proof of Notification:** Clerk Kalish confirmed the meeting had been properly noticed.

**Agenda Approval:** Moved by Turk second by Carrow to approve agenda. Motion carried and agenda declared approved.

**Approval of July 5<sup>th</sup> Minutes:** Hearing no additions or corrections, Chair Brewer declared the minutes approved as presented.

**Public Comment:** None present for Public Comment.

**Discussion & Possible Action: Approval Of Fund Transfer To The Richland County Fair Fund 68:** Motion by Manning second by Williamson to approve resolution for a temporary appropriation from the General Fund to the Richland County Fair Fund. Motion carried and resolution forwarded to County Board for approval.

**2024 Budget Update:** Administrator Pesch and Consultant Hochkammer provided an update on the status of the 2024 budget. Pesch noted that meetings with Department Heads to review their 2024 budget requests will take place on August 3<sup>rd</sup> – 4<sup>th</sup>.

**Discussion & Possible Action: Interdepartmental Billing:** Discussion on how county departments utilize interdepartmental billing took place. Highway Commissioner Elder, Sheriff Porter, and Directors Rislow and Clements provided examples and scenarios of how and when their departments utilize interdepartmental billing. Luck noted the desire to find overall efficiencies within the county's operations that may impact the interdepartmental billing process and Administrator Pesch noted this could be researched when reviewing the county's overall organizational structure. No further action taken on current process for interdepartmental billing procedures currently utilized by departments.

**Discussion & Possible Action: Approval Of A Public Health Specialist Position:** Motion by Luck second by Williamson to approve resolution creating a Public Health Specialist position in the Department of Health & Human Services. Motion carried and resolution forwarded to County Board for approval.

**Discussion & Possible Action: Approval Of Sheriff's Department Jail/Dispatch Staff Matching Road Patrol Benefit Accrual With The Switch To A 12 Hour Shift:** Motion by Manning second by Turk to approve memorandum of understanding between Richland County and Richland County employees of the jail/dispatch center to match road patrol to reflect 12 hour shifts. Motion carried and the memorandum of understanding forwarded to County Board for approval.

# Richland County

Finance & Personnel Standing Committee

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**Discussion & Possible Action: Approval Of Revised Computer Policy:** Motion by Luck second by Carrow directing Administrator Pesch to prepare resolution adopting the revised computer policy. Motion carried and resolution forwarded to County Board for approval.

**Discussion & Possible Action: Approval Of Resolution Recognizing The Service Of A County Board Supervisor:** Motion by Luck second by Carrow to approve the resolution recognizing the service of Shaun Murphy-Lopez. Motion carried and resolution forwarded to County Board for approval.

**Discussion & Possible Action: Procedure For Employee Reclassifications:** Administrator Pesch reviewed the Policy on Personnel Classification, Compensation and Staff Authorization of Richland County. Pesch noted the discrepancies between the current pay scale and employee classifications. Administrator Pesch requested the committee clarify their expectation of the reclassification process. Hochkammer noted that in many places, reclassifications are only completed during budget time. Motion by Carrow second by Manning to affirm that Administrator Pesch is to oversee and review the reclassification process as outlined by the current policy. Motion and affirmation carried. Brewer noted that the plan has never included pathways of progression for employee advancement along wage scale. Administrator Pesch highlighted the importance of the maintenance of a wage scale once implemented.

**Future Agenda Items:** Brewer: recognition of Board Members and county employees; Carrow: written report on status of radio tower project

**Adjournment:** Motion by Manning second by Williamson to adjourn. Motion carried and meeting adjourned at 5:55 p.m.

Derek S. Kalish  
Richland County Clerk



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Platteville WI 53818  
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September 5, 2023

Richland County Board of Supervisors  
181 W. Seminary St.  
Richland Center, WI 53581

Dear Supervisors,

Thank you for the on-going partnership that exists between Richland County and the Southwestern Wisconsin Regional Planning Commission (SWWRPC). This 53-year relationship began when you created us in 1970, and we continue to partner in delivering value to your residents.

Enclosed with this letter is a summary of benefits and financial return from our work in Richland County during the past five years. We've organized this information around the three unique services we provide:

- **Capacity Building** to help off-set workforce and revenue constraints.
- **Economic Development** services that complement local efforts to create and retain jobs, and generate private investment.
- **Planning** services designed to help communities compete for residents and workers, and make strategic investments.

The SWWRPC Strategic Plan directs us to "*create resilient rural communities.*" We believe the continuation of our partnership will be a crucial asset as you serve the residents of Richland County, now and into the future.

Thank you for our 53-year partnership, and for considering us in your future plans.

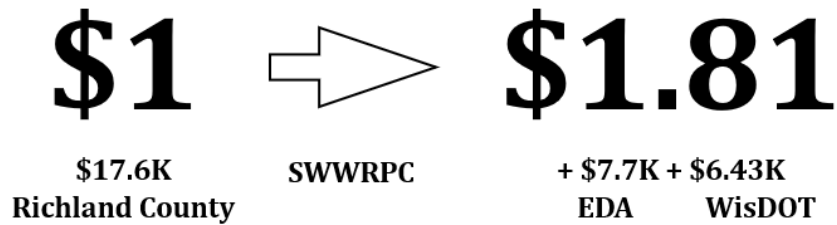
Sincerely,

A handwritten signature in blue ink, appearing to read "Troy Maggied".

Troy Maggied  
Executive Director

## County Benefits and Return on Investment

For every \$1 Richland County provides to SWWRPC, the county receives \$1.81 in annual capacity building, economic development, and other planning services. This figure excludes contractual work and competitive grants.



Richland County’s 2023 investment of \$17,562.58 amounts to \$1.01 per county resident, and enables us to provide \$31,714.74 of planning and economic development services to the county. This is due to our ability to leverage your investment for an additional \$7,739.50 from the U.S. Economic Development Administration (EDA) and \$6,412.66 from the Wisconsin Department of Transportation (WisDOT).

Working with us also results in savings due to billable rates that are lower than those offered by private, for-profit consultants. On average, our services cost \$60-\$80 per hour, compared to \$100-\$180 per hour from private firms performing similar work. This is due to our diverse revenue streams, a lean staffing model, and a non-profit structure which is affordable for small communities lacking funds for private consultants.

# \$9,245,000

**\$8.6M CARES & ARPA + \$645K Operations**

One of the most significant benefits of our partnership, and the one that is most difficult to calculate, is having access to our staff for additional capacity on local projects. This is critical during any period, and during economic hardships it becomes more so. During the COVID pandemic, we secured over \$8.6 million for the region from CARES and ARPA stimulus packages. This funding includes \$1.5 million in new revolving loan funds (RLF) and \$6.36 million to develop 39 acres of new industrial land. We also secured \$645,000 across three years for SWWRPC operations, which dropped county contributions from 27.5% of our total funding in 2020, to 15.7% in 2023. Your investment enables our staff to be present and responsive to these opportunities.

## SWWRPC Scope of Services

### **CAPACITY BUILDING**

- ADRC Transit Plan
- NR-135 Reclamation
- Data & GIS Maps
- Rail Transit
- University Design Projects
- Opioid Needs Assessment
- Technical Training
- County Best Practices
- Emergency Management Survey

### **ECONOMIC DEVELOPMENT**

- EDA Investments
- Main Street Bounceback Program
- Revolving Loan Funds
- Prosperity Southwest Initiatives
- WEDC Funding
- Connect Communities Program

### **SWWRPC**

### **PLANNING**

- Housing Study
- Elected Official On-Boarding
- Strategic Planning
- Transit and Mobility Grants
- Climate Change Preparedness
- Outdoor Recreation Plans
- Data Insights
- Other Regional and State Plans

## Capacity Building Projects

- **ADRC Transit Plan:** SWWRPC uses county and WisDOT funding to write the 5-year Locally Developed Coordinated Transit Plans required for grant funding to support transit vehicle purchases and operating expenses. In 2023, we will provide Richland County over 200 hours valued at \$15,500 in public engagement, data analysis, meeting facilitation, and plan writing services. Due to the creation of previous plans, Richland County ADRC received \$134,207 between 2019 and 2023 for new vehicles. This includes an average of \$81,312 in annual operating revenue only eligible through the creation of these plans.
- **GIS Mapping:** SWWRPC applies county and EDA funds for a variety of GIS maps used by local economic developers, including a regional Constructability Map, Financial Asset Map, and Broadband Asset Map. Over 280 hours of staff time valued at \$18,200 were spent on the creation of these maps during the past three years. We have also used our GIS tools to support private businesses seeking to locate in the county.

- **UW-Platteville Design Support:** SWWRPC staff frequently connect communities with UW Platteville (UWP) Senior Design initiatives that apply student and professor knowledge to local issues. Each project is estimated to provide the equivalent of \$10,000 of professional services. We have engaged or partnered to engage UWP students to analyze housing weatherization potential (2018), study flood impacts and initial solutions in Viola (2019), assess nutrient reduction options in Cazenovia (2021), conduct preliminary design on a new fire station for Yuba (2022), study flood reduction and water quality improvement impacts of re-meandering Fancy Creek in Rockbridge Township (2022), and analyze the long-term historic and projected solvency of municipal finances (2023). These projects resulted in \$60,000 of free technical assistance to the county.
- **Opioid Needs Assessment:** Richland County partnered on a regional Opioid Needs Assessment in 2022, providing \$3,000 for interviews, data analysis, and plan writing. We used your county contributions to cover the cost of interviewing state and national experts, and seek opportunities for coordination. The per-county fee for this work would be approximately \$10,000 if not for the efficiencies of a regional approach.
- **Technical Training:** SWWRPC staff serve as the liaison for regional technical assistance trainings offered by state partners. In 2021 and 2022, we partnered with the Wisconsin Department of Natural Resources (DNR) for sessions on Community Redevelopment Funding, and Managing Flood Damage to Roadways. Together, the coordination, marketing, and managing of this event was valued at \$1,500.
- **Regional Coordination:** Beginning in 2022, we facilitated regional meetings designed to foster cross-county collaboration and best-practice sharing. GIS Coordinator Jaclyn Essandoh facilitated two meetings of the region's GIS staff, continuing a practice we began in 2015. Executive Director Troy Maggied facilitated eight meetings of county broadband staff and three meetings of county board chairs and administrators. Our staff time was paid for by county contributions and equaled 165 hours valued at \$5,500.
- **Emergency Management Survey:** In late 2022, we helped county Emergency Management Directors (EMD) develop a survey for their Integrated Preparedness Planning Workshop. Each county is required to develop and deploy this survey, and we facilitated a regional process to develop the survey, deliver it in an online format, collect responses, and analyze the results. Our additional capacity reduced each county's workload and provides a regional picture of natural hazard risks and vulnerability. This process took approximately 38 hours of staff time valued at \$2,850.

## **Economic Development Projects**

- **EDA Investments:** SWWRPC is recognized as the EDA's Economic Development District (EDD) and serves as the broker for EDA grant funding. Richland County also participates in the five-year Comprehensive Economic Development Strategy required to secure future EDA investments. The historic benefits of this partnership are significant, and include:

- Since 1990, we have secured two Public Works grants for \$1.43 million to fund the development of 132 new industrial acres in Richland Center. These projects created \$6.78 million of property value and annually generate over \$150,000 in property taxes.
  - EDA planning grants fund the administration of our regional RLFs discussed below, annually providing 150 hours of staff time valued at \$11,250.
- **Main Street Bounceback Program:** From 2020-2022, SWWRPC administered the Main Street Bounceback Program which provided 27 businesses with \$10,000 grants to start or expand in three communities across Richland County. Administering this \$270,000 was paid for by the Wisconsin Economic Development Corporation (WEDC), but required hours of up-front set up, scoping, contracting, and administrative preparation which was funded by your county contributions and our EDA funding.
  - **Revolving Loan Funds:** SWWRPC administers a \$1.8 million RLF portfolio. From our three RLFs, \$362,000 has been lent to Richland County businesses, leveraging an additional \$3,375 million in private financing and resulting in the creation or retention of 28 jobs. We use our EDA funding and county contributions to cover the cost of RLF administration, marketing, and application processing. We also conduct follow-up meetings with borrowers to ensure they're successful and identify additional support they may need.
  - **Prosperity Southwest Wisconsin:** SWWRPC staff serve as the administrator for Prosperity Southwest Wisconsin (PSW), the six-county Regional Economic Development Organization. Working county economic developers, we assist with procurement of regional grants and projects that have a multi-county impact. These include the regional housing studies mentioned below, administration of a \$121,000 BEAD Broadband Planning grant, a regional workforce needs mapping project valued at \$50,000, and a Talent Marketing Grant valued at \$60,000. All of these projects were secured by our grant writing efforts.
  - **Entrepreneurship Accelerator:** In 2021, SWWRPC partnered with UWP to create a local entrepreneur accelerator called the IDEA Hub, located in Platteville and serving southwest Wisconsin. This \$1.1 million project is funded in equal parts by the EDA and local partners. We were able to bring \$70,000 of cash match funds from PSW, and provide staffing support for the project.
  - **WEDC Funding:** As a result of our dual role as an EDD and Administrator of PSW, our Executive Director Troy Maggied has been asked to participate in a statewide process to align state and federal funding programs. Our goal is to improve the development and acquisition of EDA and WEDC grants, and to increase communities' access to this funding. This process involves weekly meetings, two statewide events, and two national workshops. It will take approximately 296 hours valued at \$27,232.



- **Connect Communities:** In 2022, SWWRPC partnered with WEDC to serve as a regional Connect Communities administrator which provides free technical assistance to small communities participating in the program. Currently, Boaz and Lone Rock participate in this program and have access to technical assistance, training, funding resources, and networking opportunities to help with community development efforts. Our work is funded by EDA planning grants and your county contributions.
- **Economic Development Staffing:** From 2017-2019, SWWRPC employee Kate Koziol provided economic development services to Richland County when there was no active economic development staff, during which time businesses were opting to by-pass the county for Reedsburg and other neighboring communities. Kate's work demonstrated the need for a full-time economic development staff, and directly resulted in the creation of a new economic development partnership between Richland Center and Richland County to create this position.

## Planning Projects

- **Housing Studies:** In 2018, Richland County Economic Development Corporation provided \$5,000 to participate in a six-county housing study project, which was leveraged to secure an additional \$30,000 from WEDC. The result was a county housing study and housing studies for 11 municipalities. These plans are each valued at \$15,000 of staff time each. They will be updated in 2023.
- **Watershed Planning:** Regional Planning Commissions are eligible for grants that municipalities, private businesses, and non-profits are not. In 2021 we served as the grant administrator and fiscal agent for a \$15,000 project studying stream and wetland restoration on Fancy Creek in Rockbridge Township. The project is designed to assist with flood reduction and water quality improvements, and is funded by a \$10,000 Department of Natural Resources grant, \$2,000 in cash contributions from SWWRPC, and \$3,000 from in-kind donations from the Wisconsin Wetlands Association.
- **Transit Planning Grants:** We have used Richland County contributions as local match for two back-to-back regional transit studies and mobility management grants. The local matches of \$1,326.77 in 2019 and \$1,680.58 in 2020 resulted in grants equal to \$46,100 each year. These grants supported data analysis and asset mapping to identify future locations for volunteer driver recruitment. These grants also provided funding for regional volunteer driver recruitment and training efforts.
- **Grant Opportunity Analysis:** In 2021, SWWRPC spent \$6,800 in labor and mileage funded by EDA and county contributions to assist the Village of Yuba determine eligibility for a CDBG Public Works grant to assist with constructing a new fire station. This work included conducting a survey of the Fire District to evaluate income levels, as well as follow-up door-to-door interviews with residents who did not initially respond to the survey.

- **Flood Recovery and Economic Resiliency Planning:** In November 2019, SWWRPC and Richland County were co-applicants on a 3-year, \$328,972 EDA grant which was matched by \$82,243 in local cash and in-kind matching funds to help the county and municipalities recover from significant 2018 flooding. This scope of work included a variety of planning and economic development elements.
  - **Long-Range Planning:** Long-range planning continues to be one of our core functions, and we provide a diversity of contractual and grant-funded planning services to our communities. The Boaz, Lone Rock, and Richland Center Comprehensive Plans were completed between 2020 and 2022, and focus on helping these communities leverage their greatest assets, including Richland County’s natural beauty, available land for residential growth, quaint downtowns, access to unique recreation opportunities and events, and their strategic location along a state road leading to Madison. Each of these planning projects are valued at \$15,000 to \$25,000 depending on community size, but were able to be funded through this EDA grant. We offer assistance with implementation using a plan-do-study-act continual improvement process to ensure they move forward with proposed initiatives.
  - **County Strategic Planning:** In 2020 and 2021 we lead a strategic planning process to help the county identify opportunities and challenges for the next 3-5 years. The total cost of this process is valued at \$8,000, but cost was able to be funded through the EDA grant at no additional cost to the county.
  - **Community Branding:** During 2021 and 2022, SWWRPC secured EDA funding for branding and logo development in Richland County, Richland Center, and Boaz – a process which included multiple community and partner engagement meetings. This process, with SWWRPC staff time valued at \$5,600 and an additional \$15,000 in consulting time from Kristin Mitchell Designs, was provided and paid for through the 2020 EDA Flood Recovery and Economic Resiliency Grant.
  - **Resiliency planning:** SWWRPC is currently working with Richland County EMD Darin Gudgeon, County Board Supervisor Melissa Luck, and a diverse set of other county stakeholders to identify projects that will help the county withstand and bounce back from natural or economic disasters. This is the first initiative in a region-wide process to support counties and municipalities prepare for the pending impacts of climate change, economic downturns, and other future risks. Few consultants in the region are prepared to work on these issues or have access to funding and relationships to meet these future needs. Our primary areas of focus are economic resiliency, energy security, climate migration, and asset management.
  
- **Recreation Planning:** In 2022, SWWRPC staff assisted the county, Boaz, and Lone Rock develop Outdoor Recreation Plans required for them to be eligible for DNR recreation grants. This project cost each community \$3,000 and was leveraged to bring in an additional \$6,000 of EDA funding for each community, returning \$18,000 to an initial \$9,000 investment.

- **A.D. German Warehouse Feasibility Study:** In 2019, we were asked to study the viability of transitioning portions of the Frank Lloyd Wright-designed A.D. German Warehouse into use by companies in the food and beverage industry. This project was funded by a \$7,500 U.S. Department of Agriculture grant and contributed to a larger opportunity assessment for this historic facility.
- **Data Insights:** One of our primary duties is to collect, analyze, and present findings on data. We do this both proactively and upon request. In the past two years, we have helped Boaz, Cazenovia, Lone Rock, Richland Center, Richland County, Richland Economic Development, and Viola by providing data insights used to address their needs and pursue grant funding. Collectively, these projects have taken over 140 hours valued at \$12,880.
- **Regional and Statewide Support:** In addition to local projects, we are also involved in regional and statewide planning efforts that ultimately benefit Richland County.
  - In 2022, SWWRPC staff facilitated a statewide strategic planning process for the Badger State Sheriffs Association (BSSA) to help them identify ways to effectively train, fund, and support sheriffs throughout Wisconsin. This process was funded by BSSA and valued at \$5,000.
  - Every three years, we develop the Needs Assessment for the Southwest Wisconsin Community Action Program (SWCAP). This year-long process identifies the poverty-related needs and is used to inform SWCAP's mission, investment decisions, grant funding, and overall strategic plan. This data-heavy process is funded by SWCAP for approximately \$8,000.

# 2024 Preliminary Budget Summary

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# 2024 Preliminary Budget Highlights

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- \*Increase in Shared Revenue - \$803,000
- \*Increase in investment income - \$375,000
- \*Excess bonding premium used as one-time offset to debt service expenses - \$321,899
- \*No General Fund balance, Contingency Funds, or ARPA funds used to balance budget
- \*Includes 5% COLA + one step salary increase for staff
- \*Reduction in short-term borrowing for capital improvement projects - \$40,000
- \*Includes 13% increase for health insurance

# 2024 Preliminary Revenues

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2024 Proposed Revenues	
Taxes	\$1,602,000.00
Tax Levy	\$10,826,657.23
Intergovernmental	\$7,755,625.92
Regulation & Compliance	\$94,600.00
Public Charges For Services	\$16,130,413.06
Other General Revenues	\$2,151,370.87
Commerical Revenues	\$454,200.00
Highway	\$3,981,976.60
TOTAL	\$42,996,843.68

# Revenue Type Summary

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**Taxes:** County sales tax, interest of taxes, and MFL/Forest Crop

**Tax Levy:** Funding gap between revenues and expenditures

**Intergovernmental:** State Aid

**Regulation & Compliance:** Fines, forfeitures, and various fees (permits, large group, etc.)

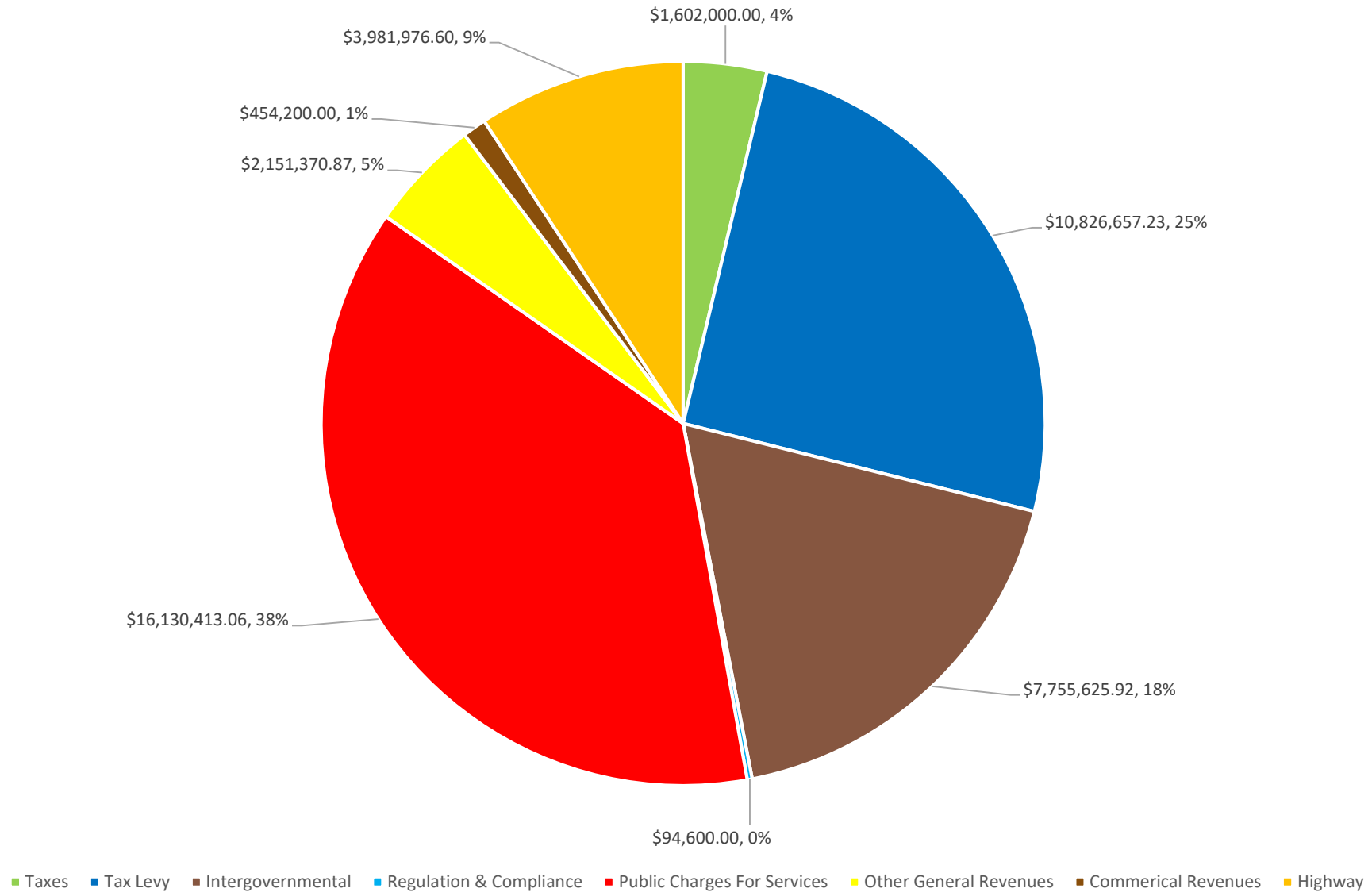
**Public Charges for Services:** Departmental fees charged within county (includes HHS, Pine Valley, Sheriff, etc.)

**Other General Revenues:** Various non-departmental fees

**Commercial Revenues:** Investment income (General Fund, Judgements, and Circuit Court)

**Highway:** GTA, Operational, Town Bridge 50/50 Cost Share, Wheel Tax, State Maint. Agreements

# 2024 Preliminary Revenues





# 2024 Preliminary Expenses

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2024 Proposed Expenses	
General Government	\$3,082,805.09
Public Safety	\$5,431,262.59
Health & Social Services	\$21,275,562.93
Transportation	\$26,461.00
Highways	\$5,645,476.60
Culture	\$422,945.95
Public Areas	\$623,691.88
Special Education	\$194,778.35
Natural Resources	\$544,149.80
County Planning	\$297,274.68
County Development	\$37,500.00
Debt Service	\$3,825,582.36
Capital Projects	\$1,589,352.45
TOTAL	\$42,996,843.68

## Expense Type Summary

**General Government:** General Administration

**Public Safety:** Sheriff – Ambulance – Emergency Govt – Animal Control – LEPC

**Health & Social Services:** Pine Valley – Health & Human Services (all depts.) – Child Support - Veterans

**Transportation:** Airport

**Highway:** Administration – CTHS – Bridge Construction – Town Bridge Cost Share – Equipment – State Maint. Agreement)

**Culture:** Libraries – County Fair

**Public Areas:** Snowmobile trails/areas – County Parks – Ash Creek Community Forest - Symons

**Special Education:** Extension

**Natural Resources:** Land Conservation – Wildlife Damage Mgmt. – Nursery Stock – Recycling – Watershed

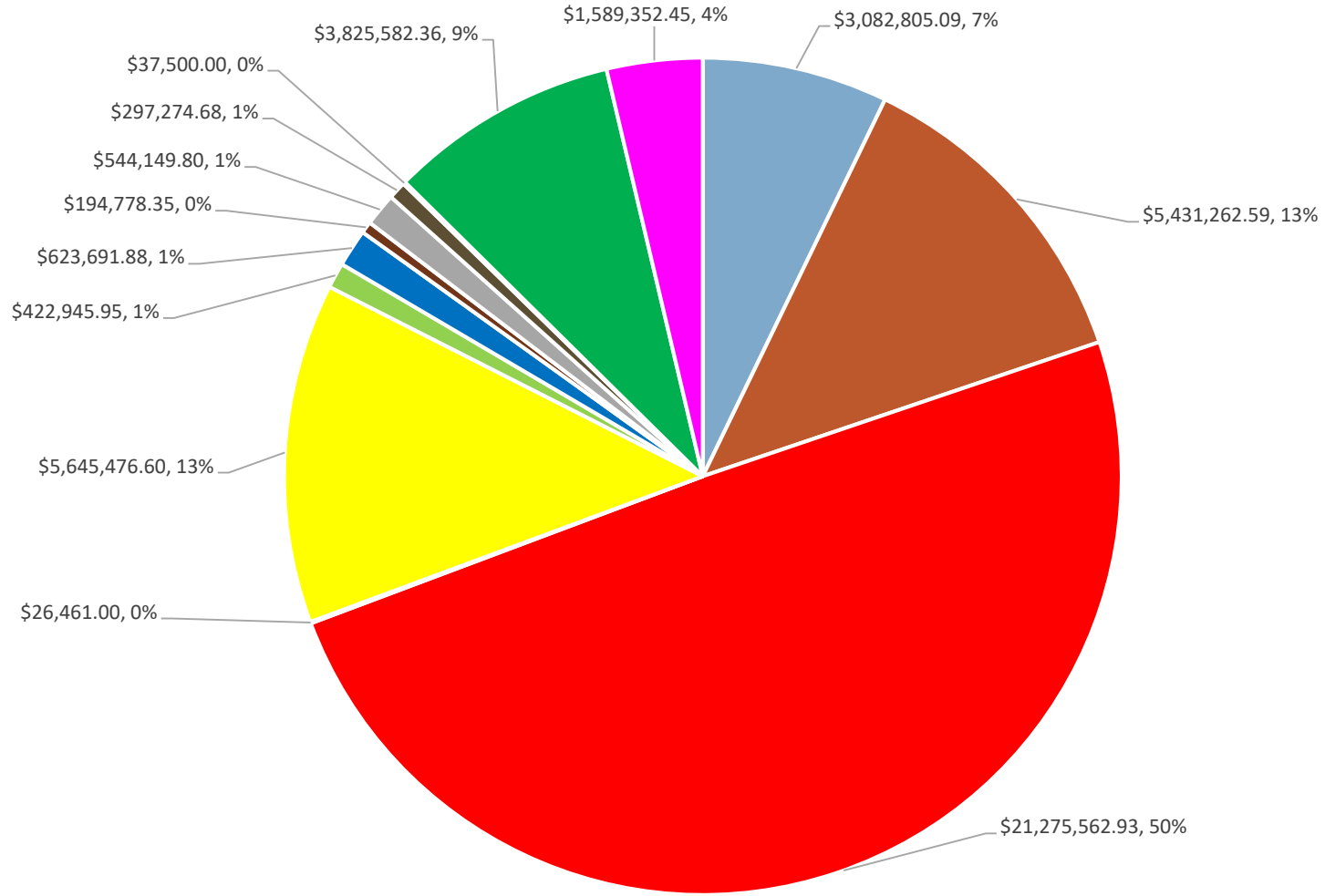
**County Planning:** SWWRPC – Zoning – Failing septic systems

**County Development:** Economic development - NHS

**Debt Service:** Debt service payments

**Capital Projects:** Capital Projects

## 2024 Preliminary Expenses



- General Government
- Public Safety
- Health & Social Services
- Transportation
- Highways
- Culture
- Public Areas
- Special Education
- Natural Resources
- County Planning
- County Development
- Debt Service
- Capital Projects

# 2024 Debt Service Summary

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2023 DEBT SCHEDULE	
	Principal Only AMOUNT
	OUTSTANDING
DEBT ISSUES	12/31/2023
Taxable G.O. Refunding Bonds (Debt Consolidation)	485,000.00
G.O. Refunding Bonds (Debt Consolidation)	1,345,000.00
G.O. Promissory Notes (Capital Improvement Projects)	2,135,000.00
G.O. Pine Valley Construction Bonds (PVCV)	8,495,000.00
G.O. Pine Valley Construction Bonds (PVCV)	7,530,000.00
G.O. Capital Impr. Bonds - Radio Tower (Radio Tower)	8,100,000.00
<b>TOTALS</b>	<b>28,090,000.00</b>

## 2024 Debt Summary (Remaining Principal Only)

General: 3,965,000  
 Pine Valley: 16,025,000  
 Radio Tower: 8,100,000  
 Short-Term Borrowing: 1,010,000

## 2024 Debt Payment Summary (Principal & Interest)

General: 937,515  
 Pine Valley: 1,476,200  
 Radio Tower: 388,842.36  
 Short-Term Borrowing: 1,022,625

2024

Levy By Department  
Preliminary Summary

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## 2024 Levy By Department Preliminary Summary

DEPARTMENT	2023 LEVY	2024 LEVY	PLUS OR MINUS	% OF 2024 LEVY
Animal Control	14,425.00	14,550.00	125.00	0.13
Child Support Program	64,980.34	31,245.21	-33,735.13	0.29
Circuit Court	111,601.36	173,752.03	62,150.67	1.60
Conservation Planner Technician	12,972.53	35,528.98	22,556.45	0.33
Coroner	49,800.00	49,800.00	0.00	0.46
Corporation Counsel	61,000.00	65,000.00	4,000.00	0.60
County Board	49,914.78	44,871.00	-5,043.78	0.41
County Administrator	358,045.12	592,465.94	234,420.82	5.47
County Clerk	187,731.46	187,840.59	109.13	1.73
County Parks	37,644.38	62,803.44	25,159.06	0.58
County Treasurer	173,367.82	168,811.21	-4,556.61	1.56
Courthouse	218,411.88	259,527.85	41,115.97	2.40
Courthouse Repair Outlay	20,000.00	20,000.00	0.00	0.18
Court Mediation	400.00	340.00	-60.00	0.00
Debt Service	3,527,387.50	3,503,594.36	-23,793.14	32.36
District Attorney	195,174.56	217,200.24	22,025.68	2.01
Economic Development	77,057.06	30,000.00	-47,057.06	0.28
Elections	41,290.00	63,369.00	22,079.00	0.59
Emergency Government	44,004.99	51,124.32	7,119.33	0.47
Fairs and Exhibits	15,000.00	34,344.33	19,344.33	0.32

DEPARTMENT	2023 LEVY	2024 LEVY	PLUS OR MINUS	% OF 2024 LEVY
Family Court Commissioner	28,665.78	29,155.35	489.57	0.27
Health and Human Services	956,084.96	882,430.44	-73,654.52	8.15
Highway	1,663,500.00	1,663,500.00	0.00	15.36
Management Information Systems	274,309.64	319,729.01	45,419.37	2.95
Institutional Costs Funds	1,385,000.00	1,385,000.00	0.00	12.79
Land Conservation	138,288.08	124,223.82	-14,064.26	1.15
Local Emergency Planning Committee	5,725.68	5,281.21	-444.47	0.05
Property Lister	119,510.37	112,674.01	-6,836.36	1.04
Register of Deeds	7,287.88	-16,025.11	-23,312.99	-0.15
Register in Probate	187,374.76	210,940.26	23,565.50	1.95
Sheriff's Department	3,573,111.04	4,019,199.00	446,087.96	37.12
911 Outlay	50,000.00	50,000.00	0.00	0.46
Surveyor	3,900.00	3,900.00	0.00	0.50
Symons Recreation Complex	32,295.31	54,492.06	22,196.75	0.50
University Extension	192,492.85	194,778.35	2,285.50	1.80
UW Food Service	-37,032.27	0.00	-37,032.27	0.00
UW-Richland Outlay	40,000.00	80,000.00	40,000.00	0.74
Veterans Service Office	90,615.92	96,983.36	6,367.44	0.90
Videoconferencing	4,000.00	4,000.00	0.00	0.04
Watershed Maintenance	2,000.00	2,174.00	174.00	0.02
Zoning	71,175.74	98,955.85	27,780.11	0.91
General	-3,594,547.50	-4,100,902.88	-506,355.38	-37.88
TOTALS	10,453,967.02	10,826,657.23	298,625.67	100

RESOLUTION NO. \_\_\_\_\_

INITIAL RESOLUTION AUTHORIZING NOT TO EXCEED  
\$1,010,000 GENERAL OBLIGATION PROMISSORY NOTES  
FOR CAPITAL IMPROVEMENT PROJECTS

WHEREAS, Richland County, Wisconsin, (the "County") is in need of an amount not to exceed \$1,010,000 for the public purpose of financing 2024 capital improvement projects, including improvements to County facilities and acquiring equipment, vehicles and technology for County functions;

WHEREAS, it is desirable to authorize the issuance of general obligation promissory notes for such purposes pursuant to Chapter 67 of the Wisconsin Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County borrow an amount not to exceed \$1,010,000 by issuing its general obligation promissory notes for the public purpose of financing 2024 capital improvement projects. There be and there hereby is levied on all the taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on such notes.

Adopted, approved and recorded September 19, 2023.

(SEAL)

By: \_\_\_\_\_  
Derek S. Kalish  
County Clerk

By: \_\_\_\_\_  
Marty Brewer  
Chairperson of the County Board



411 East Wisconsin Avenue  
Suite 2400  
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Milwaukee  
Minneapolis  
Naples  
Phoenix  
San Diego  
Tampa  
Tucson  
Washington, D.C.

August 25, 2023

**VIA EMAIL**

Mr. Derek S. Kalish  
County Clerk  
Richland County  
181 West Seminary Street  
Richland Center, WI 53581

Scope of Engagement Re: Proposed Issuance of \$1,010,000 Richland County (the "County") General Obligation Promissory Notes (the "Securities")

Dear Derek:

We are pleased to be working with you again as the County's bond counsel. Thank you for your confidence in us.

The purpose of this letter is to set forth the role we propose to serve and responsibilities we propose to assume as bond counsel in connection with the issuance of the above-referenced Securities. If you have any questions about this letter or the services we will provide, or if you would like to discuss modifications, please contact me.

**Role of Bond Counsel**

Our bond counsel engagement is a limited, special counsel engagement. Bond counsel is engaged as a recognized independent expert whose primary responsibility is to render an objective legal opinion with respect to the authorization and issuance of municipal obligations. If you desire additional information about the role of bond counsel, we would be happy to provide you with a copy of a brochure prepared by the National Association of Bond Lawyers.

As bond counsel we will: examine applicable law; prepare authorizing and closing documents; consult with the parties to the transaction, including the County's financial advisor or underwriter or placement agent, prior to the issuance of the Securities; review certified proceedings; and undertake such additional duties as we deem necessary to render the bond counsel opinion described below. As bond counsel, we do not advocate the interests of the County or any other party to the transaction. We assume that the parties to the transaction will retain such counsel as they deem necessary and appropriate to represent their interests in this transaction.



Subject to the completion of proceedings to our satisfaction, we will render our opinion that:

- 1) the Securities are valid and binding general obligations of the County;
- 2) all taxable property in the territory of the County is subject to ad valorem taxation without limitation as to rate or amount to pay the Securities; and
- 3) the interest paid on the Securities will be excludable from gross income for federal income tax purposes (subject to certain limitations which may be expressed in the opinion).

The bond counsel opinion will be executed and delivered by us in written form on the date the Securities are exchanged for their purchase price (the "Closing") and will be based on facts and law existing as of its date.

Upon delivery of the opinion, our responsibilities as bond counsel will be concluded with respect to this financing; specifically, but without implied limitation, we do not undertake (unless separately engaged) to provide any post-closing compliance services including any assistance with the County's continuing disclosure commitment, ongoing advice to the County or any other party concerning any actions necessary to assure that interest paid on the Securities will continue to be excluded from gross income for federal income tax purposes, or participating in an Internal Revenue Service, Securities Exchange Commission or other regulatory body survey or investigation regarding or audit of the Securities.

In rendering the opinion, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation.

The services we will provide under this engagement are strictly limited to legal services. We are neither qualified nor engaged to provide financial advice and we will make no representation about the desirability of the proposed plan of finance, the feasibility of the projects financed or refinanced by the Securities, or any related matters.

A form of our opinion and a form of a Continuing Disclosure Certificate (which we may prepare) may be included in the Official Statement or other disclosure document for the Securities. However, as bond counsel, we will not assume or undertake responsibility for the preparation of an Official Statement or other disclosure document with respect to the Securities, nor are we responsible for performing an independent investigation to determine the accuracy, completeness or sufficiency of any such document. If an Official Statement or other disclosure document is prepared and adopted or approved by the County, we will either prepare or review any description therein of: (i) Wisconsin and federal law pertinent to the validity of the Securities and the tax treatment of interest paid thereon and (ii) our opinion.

Diversity of Practice; Consent to Unrelated Engagements

Because of the diversity of practice of our firm, the firm may be asked to represent other clients in matters adverse to the County, for example, in zoning, licensing, land division, real estate, property tax or other matters which are unrelated to our bond counsel work. Ethical requirements require that we obtain the County's consent to such representations. We do not represent you in legal matters regularly, although we may be called upon for special representation occasionally, and our bond counsel work does not usually provide us information that will be disadvantageous to you in other representations. We do not believe that such representations of others would adversely affect our relationship with you, and we have found that local governments generally are agreeable to the type of unrelated representation described above. Your approval of this letter will serve to confirm that the County consents and agrees to our representation of other present or future clients in matters adverse to the County which are not substantially related to the borrowing and finance area or any other area in which we have agreed to serve it. We agree, however, that your prospective consent to conflicting representation contained in this paragraph shall not apply in any instance where, as a result of our representation of the County, we have obtained proprietary or other confidential information, that, if known to the other client, could be used by that client to your material disadvantage. We will not disclose to the other client(s) any confidential information received during the course of our representation of the County. If you have any questions or would like to discuss this consent further, please call us.

We also want to advise you that from time to time we represent underwriters and purchasers of municipal obligations, as well as other bond market participants. In past transactions or matters that are not related to the issuance of the Securities and our role as bond counsel, we may have served as counsel to the financial institution that has or will underwrite, purchase or place the Securities or that is serving as the County's financial advisor. We may also be asked to represent financial institutions and other market participants, including the underwriter, purchaser or placement agent of the Securities or the County's financial advisor, in future transactions or matters that are not related to the issuance of the Securities or our role as bond counsel. By engaging our services under the terms of this letter, the County consents to our firm undertaking representations of this type.

Fees

Based upon: (i) our current understanding of the terms, structure, size and schedule of the financing, (ii) the duties we will undertake pursuant to this letter, (iii) the time we anticipate devoting to the financing, and (iv) the responsibilities we assume, we estimate that our fee will be \$10,500. Such fee and expenses may vary: (i) if the principal amount of Securities actually issued differs significantly from the amount stated above, (ii) if material changes in the structure of the financing occur, or (iii) if unusual or unforeseen circumstances arise which require a significant increase in our time, expenses or responsibility. If at any time we believe that circumstances require an adjustment of our original fee estimate, we will consult with you. It is our understanding that our fee will be paid out of proceeds of the Securities at Closing.

If, for any reason, the financing is not consummated or is completed without the rendition of our opinion as bond counsel, we will expect to be compensated at our normal hourly rates for time actually spent, plus out-of-pocket expenses. Our fee is usually paid either at the Closing out of proceeds of the Securities or pursuant to a statement rendered shortly thereafter. We customarily do not submit any statement until the Closing unless there is a substantial delay in completing the financing.

#### Terms of Engagement

Either the County or Quarles & Brady may terminate the engagement at any time for any reason by written notice, subject on our part to applicable rules of professional conduct. If the County terminates our services, the County is responsible for promptly paying us for all fees, charges, and expenses incurred before the date we receive termination. We reserve the right to withdraw from representing the County if, among other things, the County fails to honor the terms of this engagement letter – including the County's failing to pay our bills, the County's failing to cooperate or follow our advice on a material matter, or our becoming aware of any fact or circumstance that would, in our view, render our continuing representation unlawful or unethical.

Unless previously terminated, our representation will terminate when we send to the County (or its representative) our final bill for services rendered. If the County requests, we will promptly return the County's original papers and property to you, consistent with our need to ensure payment of any outstanding bills. We may retain copies of the documents. We will keep our own files, including attorney work product, pertaining to our representation of the County. For various reasons, including the minimization of unnecessary storage expenses, we may destroy or otherwise dispose of documents and materials a reasonable time after termination of the engagement.

#### County Responsibilities

We will provide legal counsel and assistance to the County in accordance with this letter and will rely upon information and guidance the County and its personnel provide to us. We will keep the County reasonably informed of progress and developments, and respond to the County's inquiries. To enable us to provide the services set forth in this letter, the County will disclose fully and accurately all facts and keep us apprised of all developments relating to this matter. The County agrees to pay our bills for services and expenses in accordance with this engagement letter. The County will also cooperate fully with us and be available to attend meetings, conferences, hearings and other proceedings on reasonable notice, and stay fully informed on all developments relating to this matter.

#### Limited Liability Partnership

Our firm is a limited liability partnership ("LLP"). Because we are an LLP, no partner of the firm has personal liability for any debts or liabilities of the firm except as otherwise required by law, and except that each partner can be personally liable for his or her own malpractice and

Mr. Derek S. Kalish  
August 25, 2023  
Page 5

for the malpractice of persons acting under his or her actual supervision and control. As an LLP we are required by our code of professional conduct to carry at least \$10,000,000 of malpractice insurance; currently, we carry coverage with limits substantially in excess of that amount. Please call me if you have any questions about our status as a limited liability partnership.

Conclusion and Request for Signed Copy

If the foregoing terms of this engagement are acceptable to you, please so indicate by returning a copy of this letter dated and signed by an appropriate officer, retaining the original for your files. If we do not hear from you within thirty (30) days, we will assume that these terms are acceptable to you, but we would prefer to receive a signed copy of this letter from you.

We are looking forward to working with you and the County in this regard.

Very truly yours,

QUARLES & BRADY LLP

*Bridgette Keating / TAB*

Bridgette Keating

BJK:JPL:TAB

#800011.00021

cc: Candace Pesch (via email)  
Jeffrey Even (via email)  
Carol Wirth (via email)  
Brandon Wirth (via email)  
Jacob Lichter (via email)  
Tracy Berrones (via email)

Accepted and Approved:

RICHLAND COUNTY

By: \_\_\_\_\_

Its: \_\_\_\_\_  
Title

Date: \_\_\_\_\_

**Richland County Committee**

**Agenda Item Cover**

**Agenda Item Name: Approval Of A Municipal Advisory Agreement With Wisconsin Public Finance Professionals, LLC.**

<b>Department</b>	County Administrator	<b>Presented By:</b>	Candace Pesch
<b>Date of Meeting:</b>	05 September 2023 (F+P)	<b>Action Needed:</b>	Vote Of Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Rule #14 (j)
<b>Date submitted:</b>	28 August 2023	<b>Referred by:</b>	County Administrator
<b>Action needed by no later than (date)</b>	05 September 2023	<b>Resolution</b>	Prepared (Draft Attached)

**Recommendation and/or action language:** Approval Of A Municipal Advisory Agreement With Wisconsin Public Finance Professionals, LLC.

**Background:**

In order to facilitate the issuance of the \$1,010,000 tax-exempt promissory notes, it is necessary for the County to employ public finance professionals and the Finance and Personnel Standing Committee is recommending that the County Board approve a Municipal Advisory Agreement with Wisconsin Public Finance Professionals, LLC for this purpose.

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**Attachments and References:** Municipal Advisory Agreement and Approval Resolution

**Financial Review:**

(please check one)

<input checked="" type="checkbox"/>	In 2024 proposed budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

---

Administrator, Candace Pesch

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# WISCONSIN

Public Finance Professionals, LLC

155 South Executive Drive, Suite 211 | Brookfield, WI 53005  
414-434-9644 | Fax 414-226-2014 | [wipublicfinance.com](http://wipublicfinance.com)

## **Municipal Advisory Agreement**

### **Richland County, Wisconsin**

## **\$1,010,000 Tax-Exempt General Obligation Promissory Notes 2023**

Wisconsin Public Finance Professionals, LLC (“WFPF”) is a “municipal advisor” as defined by the Securities and Exchange Commission (“SEC”) Final Rule adopted September 18, 2013. WFPF is registered and regulated by the SEC and the Municipal Securities Rulemaking Board (“MSRB”). Richland County, Wisconsin (“County”), hereby retains WFPF to serve as its Municipal Advisor in accordance with the terms and conditions of this Municipal Advisory Agreement (“Agreement”) effective the date of execution (the “Effective Date”). As Municipal Advisor, WFPF will have fiduciary duties, including a duty of care and a duty of loyalty. WFPF is required to act in the County’s best interest without regard to its own financial and other interests.

### **MSRB Rule G-10 and G-42 Notifications, Disclosures of Conflicts of Interest and Other Information**

As a Municipal Advisor registered with the MSRB and the SEC, WFPF is required to provide certain notifications, disclosures and information to the County, in writing, no less than once each calendar year. Included on the last page of the Agreement are notifications and disclosures in accordance with MSRB Rule G-10 regarding a brochure available on the MSRB’s website at [www.msrb.org](http://www.msrb.org) that describes the protections available under MSRB rules and how to file a complaint with an appropriate regulatory authority; and, disclosures in accordance with MSRB Rule G-42 related to conflicts of interest and other information. All municipal advisory services are performed by employees of WFPF. WFPF has no relationships with other firms, or employees of the County, that could present a real or perceived conflict of interest. Carol Ann Wirth is the responsible party for WFPF in its relationship with the County.

### **Scope of Municipal Advisory Services**

WFPF is engaged by the County as its Municipal Advisor to provide services with respect to the issuance of \$1,010,000 Tax-Exempt General Obligation Promissory Notes – 2023, hereinafter referred to as the “Issue,” to fund capital projects.

#### **(a) Services to be Provided:**

1. Evaluate options or alternatives with respect to the proposed new Issue
2. Review financial and other information regarding County and any source of repayment of or security for the Issue
3. Consult with and/or advise County on actual or potential changes in market place practices, market conditions, regulatory requirements or other matters that may have an impact on the County and its financing plans, or related to its outstanding issues
4. Assist County in establishing a plan of finance - establish the structure, timing, terms and other similar matters concerning the Issue
5. Prepare the financing timeline
6. Consult with representatives of County and its agents or consultants with respect to the Issue

7. Attend meetings of County's governing body
8. Advise County on the manner of sale of the Issue
9. For an Issue to be sold at negotiated sale, assist County in the selection of an underwriter; participate in pricing discussions; and, advise County on the acceptability of the underwriter's pricing and offer to purchase.
10. For an Issue to be sold at competitive sale, conduct steps necessary for the pricing and sale of the Issue, including, preparation of the Official Notice of Sale and Bid Form, advertise the sale of the Issue, assist potential bidders with submitting bids, verify bids received, recommend suitability of interest rates based on compliance with Official Notice of Sale and current market conditions.
11. Assist in the gathering of information with respect to financial, statistical and factual information relating to County in connection with and the preparation of the Preliminary and Final Official Statement
12. Obtain CUSIP numbers and distribute an electronic version of the Preliminary and Final Official Statements
13. Advise County with regard to any continuing disclosure undertaking required to be entered into in connection with the Issue
14. Respond to questions from bidders / underwriters
15. Work with bond counsel and other transaction participants to prepare and/or review necessary authorizing documentation of County and other documents necessary to finalize and close the Issue, and to issue an unqualified opinion approving the legality and tax status of the Issue
16. Coordinate closing, delivery of the new Issue and monitor transfer of funds
17. Prepare closing memorandum or transaction summary, together with general guidance for County with respect to the use of the Issue proceeds and the payment of debt service; prepare final amortization schedules.
18. Provide such other usual and customary municipal advisory services as may be requested by County including services related to debt management and preliminary structuring of potential future issues, credit management and continuing disclosure requirements
19. Advise County on potential refinancing opportunities of its outstanding issues

**(b) Limitations on Scope of Municipal Advisory Services.** The Scope of Municipal Advisory Services is subject to the following limitations:

(i) The scope of services is limited solely to the services described herein and is subject to any limitations set forth within the description of the Scope of Municipal Advisory Services.

(ii) Unless otherwise provided in the Scope of Municipal Advisory Services described herein, Municipal Advisor is not responsible for certifying as to the accuracy or completeness of any preliminary or final official statement, other than with respect to any information about Municipal Advisor provided by Municipal Advisor for inclusion in such documents.

(iii) The Scope of Municipal Advisory Services does not include tax, legal, accounting or engineering advice with respect to any Issue or in connection with any opinion or certificate rendered by counsel or any other person at closing; and, does not include review or advice on any feasibility study.

**(c) Amendment to Scope of Municipal Advisory Services**

The Scope of Municipal Advisory Services may be changed only by written amendment or supplement to the Scope of Municipal Advisory Services described herein. The parties agree to amend or supplement the Scope of Municipal Advisory Services described herein promptly to reflect any material changes or additions to the Scope of Municipal Advisory Services.

## **Municipal Advisor's Regulatory Duties When Servicing County**

MSRB Rule G-42 requires that Municipal Advisor make a reasonable inquiry as to the facts that are relevant to County's determination whether to proceed with a course of action with a course of action or that form the basis for and advice provided by Municipal Advisor to County. The rule also requires that Municipal Advisor undertake a reasonable investigation to determine that it is not basing any recommendation on materially inaccurate or incomplete information. Municipal Advisor is also required under the rule to use reasonable diligence to know the essential facts about County and the authority of each person acting on County's behalf. The County agrees to cooperate, and to cause its agents to cooperate, with Municipal Advisor in carrying out these regulatory duties, including providing to Municipal Advisor accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties.

## **Term of this Engagement**

The term of this Agreement begins on the Effective Date and ends, unless earlier terminated as provided below, on December 31, 2024. This Agreement may be terminated with or without cause by either party upon the giving of at least sixty (60) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of termination, the Municipal Advisor shall be paid in full for any services performed to the date of that termination at the normal hourly rates (\$195/hour professional staff, \$95/hour support staff) for time actually spent. WFPF may not assign this Agreement without the County's prior written consent. The laws of the State of Wisconsin shall apply to this Agreement.

## **Compensation - Fees and Expenses**

WFPF's fee for services performed under this Agreement shall be \$10,500. WFPF's fee includes all necessary in-state travel and general out-of-pocket expenses i.e. supplies and copying. WFPF's fee is due and payable upon the closing of the Issue. The County shall pay the fees and expenses determined by each respective financing team participant (i.e. bond counsel and underwriter), and costs associated with the printing and distribution of Official Statements (\$750). If WFPF performs services under this Agreement, and, a financing is not consummated, WFPF shall be compensated at our normal hourly rates (\$195/hour professional staff, \$95/hour support staff) for time actually spent.

## **Limitation of Liability/Insurance**

In the absence of willful misconduct, bad faith, or reckless disregard of obligations or duties hereunder on the part of Municipal Advisor, Municipal Advisor shall have no liability to County for any act or omission in the course of, or connected with, rendering services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of municipal securities, or for any financial or other damages resulting from County's election to act or not to act, as the case may be, contrary to any advice or recommendation provided by Municipal Advisor to the County. No recourse shall be had against Municipal Advisor for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of County arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action, or other proceeding brought or received from the Internal Revenue Service in connection with any Issue or otherwise relating to the tax treatment of any Issue, or in connection with any opinion or certificate rendered by counsel or any other party. Notwithstanding the foregoing, nothing contained in this paragraph or elsewhere in this Agreement shall constitute a waiver by the County of any of its legal rights under applicable U.S. federal securities laws or any other laws whose applicability is not permitted to be contractually waived, nor shall it constitute a waiver or diminution of Municipal Advisor's fiduciary duty to County under Section 15B(c)(1) of the Securities Exchange Act of 1934, as amended, and the rules thereunder.

WFPF shall maintain, throughout the term of this Agreement, professional general liability insurance in the amount of \$1,000,000 per occurrence, having a \$5,000 deductible.



The County acknowledges that the County is responsible for the contents of Preliminary and Final Official Statements prepared for each Issue, and, is subject to, and may be held liable under, federal or state securities laws for misleading or incomplete disclosure.

**Authority**

The undersigned represents and warrants that he has full legal authority to execute this Agreement on behalf of the County. The following individuals have the authority to direct Municipal Advisor's performance of its activities under this Agreement: Marty Brewer, Richland County Board Chairperson, Candace Pesch, Richland County Administrator and Derek Kalish, County Clerk.

WISCONSIN PUBLIC FINANCE  
PROFESSIONALS, LLC

By *Carol Ann Wirth*  
Carol Ann Wirth, President

RICHLAND COUNTY, WISCONSIN

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Wisconsin Public Finance Professionals, LLC

## MSRB Rule G-10 Disclosure - Notifications

- Wisconsin Public Finance Professionals, LLC (“WFPF”) is a Municipal Advisor registered with the Municipal Securities Rulemaking Board (“MSRB”) and the Securities and Exchange Commission (“SEC”).
- The MSRB’s website address is as follows: [www.msrb.org](http://www.msrb.org).
- A brochure is available on the MSRB website that describes protections available under MSRB rules and how to file a complaint with an appropriate regulatory authority.

## MSRB Rule G-42 Disclosure

1. Wisconsin Public Finance Professionals, LLC (“WFPF”) is an MSRB Registered Municipal Advisor that conducts all municipal advisory activities subject to the fiduciary standards of conduct.
2. The Form MA of WFPF along with the most recent Form MA-I for each MSRB associated person is posted in the Edgar Database located on the US Securities and Exchange Commission website ([www.sec.gov/edgar/searchedgar/companysearch.html](http://www.sec.gov/edgar/searchedgar/companysearch.html)) searching under the name “Wisconsin Public Finance Professionals, LLC.” If you require a hard-copy of any of these forms, please send a written request to the Firm’s Chief Compliance Officer’s attention at the address below.
3. To the best of our knowledge and belief, neither WFPF nor any Associated Person has any material undisclosed conflict of interest.
  - A. WFPF has no financial interest in, nor does WFPF receive any undisclosed compensation from, any firm or person that WFPF may use in providing any advice, service, or product to or on behalf of any WFPF client.
  - B. WFPF does not pay MSRB registered solicitors or other MSRB Registered Municipal Advisors directly or indirectly in order to obtain or retain an engagement to perform municipal advisory services for any municipal entity.
  - C. WFPF does not receive any payments from a third party to enlist WFPF’s recommendation of services, municipal securities transactions, or any municipal financial product or service.
  - D. WFPF does not have any undisclosed fee-splitting arrangements with any provider of investments or services to any municipal entity.
  - E. WFPF does not have any conflicts of interest arising from compensation for municipal activities to be performed that are contingent on the size or closing of any transaction for which WFPF is providing advice.
  - F. There is no other actual or potential conflict of interest that could reasonably be anticipated to impair WFPF’s ability to provide advice to any municipal entity in accordance with the standards of fiduciary conduct.
4. WFPF (“the Firm”) nor any of its Associated Person are not currently subject to or have been subject to any legal or disciplinary event that could be material to a client’s evaluation of the Firm or the integrity of its management or Associated Persons.

155 South Executive Drive, Suite 211, Brookfield, WI 53005



# WISCONSIN

Public Finance Professionals, LLC

155 South Executive Drive, Suite 211 | Brookfield, WI 53005  
414-434-9644 | Fax 414-226-2014 | wipublicfinance.com

## Richland County Finance and Personnel Committee

### \$1,010,000 Short-Term General Obligation Promissory Notes Financing for 2024 Capital Projects

September 5, 2023

Presented by: Carol Ann Wirth

#### Levy Limit Challenges for Operating Budget

- Restricts County’s ability to generate revenue to pay expenses inside the operating budget
- Expenses inside the operating budget include: operational expenses and capital projects
- Taxes levied for debt service are calculated as a separate levy outside of levy limits
- Capital projects traditionally included in County’s operating budget could be borrowed for on a “short-term” basis each year by issuing General Obligation Promissory Notes (“Notes”). The County sells the Notes in October, levies a tax for the total principal and interest, and repays the Notes on March 1 the following year. The taxes levied are outside of levy limits and will result in a tax impact.

#### Borrowing for 2024 Budget Capital Projects

Highway		\$ 500,000.00	Plow Truck & Plow Truck Body Build
Sheriff		\$ 226,000.00	New Squads and Spillman Project (DA Office)
Jail		\$ 15,000.00	Jail Shower & Video Visitation Upgrade
Courthouse Maintenance		\$ 34,000.00	3 Heat Exchangers & Parking Lot Repair
County Technology		\$ 106,598.00	Access Points/Workstations/ Video Conferencing
Fair and Recycling		\$ 23,000.00	AC Unit & Grandstand Roof Repair
Parks		\$ 60,000.00	Pine Rive Trail & Parks Toilet Facilities
Clerk of Court/Reg. in Probate		\$ 25,000.00	Courthouse Security

**THE SHORT-TERM NOTE BORROWING CAN NOT PROVIDE FUNDS FOR OPERATING EXPENSES - THE COUNTY MUST CONTINUE TO ADDRESS RISING OPERATIONAL COSTS WITHIN THE OPERATING BUDGET**

**2023 Short-Term General Obligation Note Borrowing Assumptions:**

The County would borrow \$1,010,000 for capital projects for the 2024 budget. The County borrowed \$1,050,000 for 2021 and 2022 budget capital projects.

The \$1,010,000 of borrowed funds will be received November 21, 2023, and the total principal and interest payment will be repaid on March 1, 2024 (approximately 3 1/4 months) which is levied for outside of levy limits.

The estimated issuance expenses to be paid by the County out of the borrowed funds is approximately \$21,750, leaving approximately \$988,250 for capital projects. In addition, the County will invest the borrowed funds and earn investment income which may also be used for capital projects. The Notes will be sold as “bank qualified – tax-exempt” Notes versus the “taxable” Notes sold in prior years. The County will need to comply with Federal arbitrage regulations and spend the funds within 18 months.

Due to the short-term structure, the Notes will not be rated by Moody’s. Moody’s upgraded the County’s rating to A1 in May 2023.

Below is an estimated repayment schedule for the 2023 Notes. The interest rate is an estimate, subject to change until bids are received and the County Board adopts a resolution locking in the final rate.

**Estimated Debt Service Schedule**

**\$1,010,000 General Obligation Promissory Notes 2023 Estimated Debt Service Schedule**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>	<b>Fiscal Total</b>
11/21/2023	-	-	-	-	-
03/01/2024	1,010,000.00	4.500%	12,625.00	1,022,625.00	-
09/01/2024	-	-	-	-	1,022,625.00
<b>Total</b>	<b>\$1,010,000.00</b>	<b>-</b>	<b>\$12,625.00</b>	<b>\$1,022,625.00</b>	<b>-</b>

The estimated tax rate impact for the 2023 short-term Notes debt service is \$0.57 per \$1,000 of 2023 equalized value. (Calculation: \$1,022,625 divided by 2023 Equalized Value - \$1,801,490,900 = \$0.57 per \$1,000 or \$57 on \$100,000 of property value.)

## Richland County's Existing General Obligation Debt Combined with Short-Term Notes

Below is all of the County's existing debt service (County purposes and Pine Valley purposes) combined with the debt service for \$1,050,000 short-term notes issued for budget year 2023 and estimated debt service for \$1,010,000 short-term notes issued for budget year 2024.

Total debt service for 2023 budget - \$3,530,596

Est. debt service for 2024 budget - \$3,503,194

The principal and interest payments are included in the County's annual tax levy/tax rate, which is outside of levy limits.

### ----- TOTAL GENERAL OBLIGATION DEBT SERVICE -----

Year Due	Total Principal	Total Interest	Total Debt Service
2023	\$2,925,000	\$605,596	\$3,530,596
2024	2,880,000	623,194	3,503,194 *
2025	1,920,000	817,787	2,737,787
2026	1,970,000	768,100	2,738,100
2027	2,025,000	715,725	2,740,725
2028	2,080,000	663,013	2,743,013
2029	1,855,000	607,457	2,462,457
2030	1,915,000	545,624	2,460,624
2031	1,965,000	479,663	2,444,663
2032	2,055,000	409,663	2,464,663
2033	2,125,000	335,425	2,460,425
2034	2,195,000	258,687	2,453,687
2035	2,240,000	179,975	2,419,975
2036	2,275,000	102,125	2,377,125
2037	800,000	48,000	848,000
2038	800,000	16,000	816,000
	<u>\$32,025,000</u>	<u>\$7,176,034</u>	<u>\$39,201,034</u>

\*estimate

## Initial Resolution – County Board Authority to Borrow under Wisconsin Statutes

- Resolution Prepared with a Not to Exceed Dollar Amount (\$1,010,000) - Determined by the County
- Purpose language describes what borrowed funds may be used for. Example: financing 2024 capital improvement projects, including improvements to County facilities and acquiring equipment, vehicles and technology for County functions. (Language drafted by Bond Counsel, Quarles & Brady).
- Requires  $\frac{3}{4}$  vote of County Board members elect (16 “yes” votes).
- Does not commit the Board to borrowing, but rather provides “authority” to borrow at a future date.
- “Authority” to borrow is good for five years

## Timeline for 2023 Short-Term Note Borrowing

The timing must coincide with the County’s budget process to determine what operating or capital expenses may be included in the upcoming budget. Below is a preliminary timeline for the borrowing process:

September 5	Finance and Personnel Committee Review/Discussion (Includes Initial Resolution)
September 19	County Board Considers <u>Initial Resolution (requires <math>\frac{3}{4}</math> vote of members elect)</u>
October 12	Official Statement and Notice of Sale Distributed into Municipal Market
October 24	A.M. Underwriter Bids Received and Verified P.M. County Board Adopts <u>Award Resolution</u> (requires majority vote of members present) Locking in Interest Rate and Awards Notes to Successful Bidder
November 21	Closing; Delivery of Funds to County
March 1, 2024	Repayment of Short-Term Note

RESOLUTION NO. \_\_\_\_\_

**INITIAL RESOLUTION AUTHORIZING NOT TO EXCEED  
\$1,010,000 TAXABLE GENERAL OBLIGATION PROMISSORY NOTES  
FOR CAPITAL IMPROVEMENT PROJECTS**

WHEREAS, Richland County, Wisconsin (the "County") is in need of an amount not to exceed \$1,010,000 for the public purpose of financing 2024 capital improvement projects, including improvements to County facilities and acquiring equipment, vehicles and technology for County functions;

WHEREAS, it is desirable to authorize the issuance of general obligation promissory notes for such purpose pursuant to Chapter 67 of the Wisconsin Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County borrow an amount not to exceed \$1,010,000 by issuing its general obligation promissory notes for the public purpose of financing 2024 capital improvement projects. There be and there hereby is levied on all the taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on such notes.

Adopted, approved and recorded September 19, 2023.

(SEAL)

By: \_\_\_\_\_

Derek S. Kalish  
County Clerk

By: \_\_\_\_\_

Marty Brewer  
Chairperson of the County Board

**RESOLUTION NO. 23 - xx**

A Resolution Approving A Municipal Advisory Agreement With Wisconsin Public Finance Professionals, LLC.

WHEREAS the Finance and Personnel Standing Committee and the County Administrator, Candace Pesch, have recommended that the County Board approve the County issuing not to exceed \$1,010,000 tax-exempt general obligation promissory notes for capital improvement projects, and

WHEREAS, in order to facilitate the issuance of these promissory notes, it is necessary for the County to employ public finance professionals and the Finance and Personnel Standing Committee is recommending that the County Board approve a Municipal Advisory Agreement with Wisconsin Public Finance Professionals, LLC for this purpose, and

WHEREAS Rule 14 of the Rules of the Board requires nearly all contracts involving \$10,000 or more to be approved by the County Board and the Finance and Personnel Standing Committee is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Municipal Advisory Agreement with Wisconsin Public Finance Professionals, LLC, a copy of which is on file in the County Clerk’s office and which is accessible on the County’s website, and

BE IT FURTHER RESOLVED that the County Board Chair, Marty Brewer and the County Administrator, Candace Pesch, are hereby authorized to sign the Municipal Advisory Agreement on behalf of the County, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: SEPTEMBER 19, 2023

RESOLUTION OFFERED BY THE FINANCE &  
PERSONNEL STANDING COMMITTEE  
(05 SEPTEMBER 2023)

FOR      AGAINST

MARTY BREWER  
STEVE CARROW  
MARC COUEY  
GARY MANNING  
TIMOTHY GOTTSCHALL  
DAVID TURK  
STEVE WILLIAMSON  
MELISSA LUCK



**Richland County Committee**

**Agenda Item Cover**

**Agenda Item Name: Discussion & Possible Action: Approval Of A Fee Increase For Marriage Licenses And Waivers.**

<b>Department</b>	County Clerk	<b>Presented By:</b>	Derek S. Kalish, County Clerk
<b>Date of Meeting:</b>	05 September 2023 (F+P)	<b>Action Needed:</b>	Vote Of Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Not Applicable
<b>Date submitted:</b>	28 August 2023	<b>Referred by:</b>	County Clerk's Office
<b>Action needed by no later than (date)</b>	24 October 2023	<b>Resolution</b>	Prepared (Draft Attached)

**Recommendation and/or action language:** Approval Of A Fee Increase For Marriage Licenses And Waivers.

**Background:**

Richland County currently charges \$50.00 for each marriage license and \$5.00 for each wavier. Records indicate that these fees have remained the same since 1993 while costs to provide this statutory service (staff time/supplies) have increased over the years. A recent survey of marriage license and wavier fees noted that comparable counties charge an average of \$76.15 for each marriage license and \$15.38 for each wavier. The same survey noted that the average fee state-wide for each marriage license was \$88.06 and \$20.00 for each waiver. In either case, Richland County charges less for fees than the average of comparable counties and the state-wide average. The proposed new fees would increase the fee for marriage licenses from \$50.00 to \$75.00 (\$25.00 increase) and the fee for a waiver from \$5.00 to \$15.00 (\$10.00 increase).

**Attachments and References:** See Draft Resolution

**Financial Review:** The increased fees were included in the proposed 2024 budget. The additional projected revenues of approximately \$2,760 will be used to offset salary costs and assist in the reduction of the overall amount levied for the office of the County Clerk. The proposed increased fees would be effective as of 01 November 2023. No additional expense would be incurred by increasing of marriage license and waiver fees.

(please check one)

<input checked="" type="checkbox"/>	In 2024proposed budget	Fund Number	10.0000.0000.2421	10.4500.0203.4511
			31.4500.0000.4536	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number		
<input type="checkbox"/>	Other funding Source			
<input type="checkbox"/>	No financial impact			



Richland County Clerk, Derek S. Kalish

Administrator, Candace Pesch

**RESOLUTION NO. 23 - XX**

Resolution Approving A Fee Increase For Marriage Licenses And Waivers.

WHEREAS from time to time it is necessary for the County Board to review fees the county charges and adjust accordingly, and

WHEREAS the fees charged for marriage licenses and waivers have remained the same for several years while the costs to provide this statutory service have increased.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the fees for marriage licenses and waivers be adjusted as follows:

\*Marriage License Fee: \$75.00

\*Waiver Fee: \$15.00

BE IT FURTHER RESOLVED that funds received for marriage licenses and waivers will be receipted as follows:

**Marriage License & Waiver**

*\$25.00	10.0000.0000.2421	Marriage Licenses Fees Due State
*\$20.00	31.4500.0000.4536	Marriage Licenses Fees
*\$30.00	10.4500.0203.4511	Marriage Licenses Fees Due County
*\$15.00	10.4500.0217.4511	Marriage License Waiver Fee

BE IT FURTHER RESOLVED that this Resolution shall be effective 01 November 2023.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE &  
PERSONNEL STANDING COMMITTEE  
(05 SEPTEMBER 2023)

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

RESOLUTION \_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

MARTY BREWER  
STEVE CARROW  
MARC COUEY  
GARY MANNING  
TIMOTHY GOTTSCHALL  
DAVID TURK  
STEVE WILLIAMSON  
MELISSA LUCK

DATED: SEPTEMBER 19, 2023

**Richland County Committee  
Agenda Item Cover**

**Agenda Item Name: Review Bids & Possible Approval of Sale of Tax Deed Property - Orion Parcel 020-4212-4200**

<b>Department:</b>	Treasurer's Office	<b>Presented By:</b>	Treasurer
<b>Date of Meeting:</b>	9/5/23	<b>Action Needed:</b>	Approval
<b>Disclosure:</b> <small>Open or Closed</small>	Open	<b>Authority:</b>	Ord. 19-24
<b>Date submitted:</b>	9/5/23	<b>Referred by:</b>	Treasurer

**Recommendation and/or action language:**

Recommend to... Review sealed bids received and approve sale of Tax Deed Parcel 020-4212-4200 in the Town of Orion

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

This parcel in the Town of Orion was taken by Tax Deed on 05/05/2023. The waiting period has ended and is now eligible for the County to sell. The Public Works Standing Committee assigned a minimum bid of \$2,500.00, due to the County Clerk's Office by 9/1/23 at 3:00 PM.

**Attachments and References:**

Property Info Summary	
Aerial Photo	

**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)

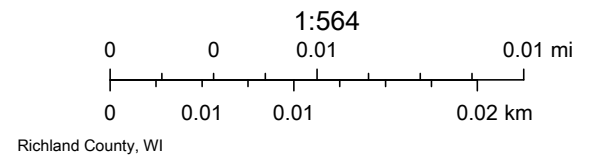


# ArcGIS Web Map



2/9/2023, 10:22:24 AM

- |                          |              |                |               |
|--------------------------|--------------|----------------|---------------|
| Municipalities           | Parcel Lines | Town Roads     | State Highway |
| Sections                 | Roads        | US Hwy         |               |
| Section Quarter Quarters | City Streets | County Highway |               |



## Richland County Committee Agenda Item Cover

**Agenda Item Name: Review Bids & Possible Approval of Sale of Tax Deed Property - Viola Parcel 186-1833-1470**

<b>Department:</b>	Treasurer's Office	<b>Presented By:</b>	Treasurer
<b>Date of Meeting:</b>	9/5/23	<b>Action Needed:</b>	Approval
<b>Disclosure:</b> <small>Open or Closed</small>	Open	<b>Authority:</b>	Ord. 19-24
<b>Date submitted:</b>	9/5/23	<b>Referred by:</b>	Treasurer

**Recommendation and/or action language:**

Recommend to... Review sealed bids and approve sale of Tax Deed Parcel 186-1833-1470 in the Village of Viola

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

This vacant lot in the Village of Viola was taken by Tax Deed on 05/05/2023. The waiting period has ended and is now eligible for the County to sell. The Public Works Standing Committee assigned a minimum bid of \$6,000.00, due to the County Clerk's Office by 9/1/23 at 3:00 PM.

**Attachments and References:**

Property Info Summary	
Aerial Photo	

**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:**

*Jeffrey Even*

Department Head

**Review:**

Administrator, or Elected Office (if applicable)

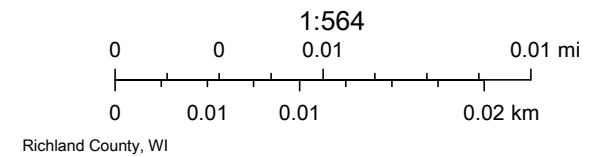


# ArcGIS Web Map



2/9/2023, 10:25:18 AM

- |                          |              |                |               |
|--------------------------|--------------|----------------|---------------|
| Municipalities           | Parcel Lines | Town Roads     | State Highway |
| Sections                 | Roads        | US Hwy         |               |
| Section Quarter Quarters | City Streets | County Highway |               |





**Richland County Finance and Personnel Committee**

**Agenda Item Cover**

**Agenda Item Name: Approval to Create and Hire Finance Director**

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	5 September 2023	<b>Action Needed:</b>	Vote (Accept)
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure H.
<b>Date submitted:</b>	29 August 2023	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	<u>N/A</u>

**Recommendation and/or action language:**

Motion to... approve to create and hire a Finance Director position as presented

**Background:** *Prior to my hire it was discussed and determined that a Finance Director position should be created. The attached Position Description and rating was classified through Carlson Dettmann. This position was rated a Grade Q with a range of \$83,803.20- \$95,222.40.*

**Attachments and References:**

Finance Director Position Description	
Rating Memorandum	

**Financial Review:**

(please check one)

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

*(summary of current and future impacts)*

**Approval:**

**Review:**

*Candace Pesch*

\_\_\_\_\_

\_\_\_\_\_

Department Head

Administrator, or Elected Office (if applicable)



August 9, 2023

**MEMORANDUM**

**TO:** Candace Pesch, County Administrator, Richland County

**FR:** Ashley McCluskey, Compensation Analyst, Carlson Dettmann Consulting

**RE:** Classification Review: Finance Director

The county provided job documentation for a new position titled Finance Director. The position was evaluated, and the recommendations follow below.

**Classification Review:** The Finance Director will serve as the County's chief financial officer and is responsible for financial forecasting, budget development and monitoring, central financial accounting and reporting, administration of the County's debt program and administering a county-wide financial system. A bachelors degree and five years of related experience are minimum qualifications for this role. The position was evaluated using our points-factor job evaluation system, and we recommend this position be placed in **Grade Q**.

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

# Richland County Position Description

**Position Title:** Finance Director

**Exempt from FLSA**

**Department:** Finance

**Reports to:** Administrator

**Pay Grade:**

**Date:**

**Hours per Week:** 40

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## PURPOSE OF POSITION

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties of the Finance Director include but are not limited to serve as the County's chief financial officer; to be responsible for financial forecasting, budget development and monitoring, central financial accounting and reporting, administration of the County's debt program and administering a county-wide financial system; to be a key member of the Department of Administration and to be responsible for analyzing all aspects of county finances, providing advice, recommendations and options to the County Administrator and the County Board; and to provide responsive, courteous and efficient service to County residents and the general public.

**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.**

- Advise and assist the County Administrator and County Board in preparing budget documents and make related budget recommendations. Collaborate with County Administrator, department heads and related staff to review, analyze, and clarify budget document submissions and related budget entries on the financial system. Prepare required budget documents and attend budget hearings. Determine tax levy and county tax rates. Prepare annual budget publication for the public hearing notice to the newspaper.
- Monitor monthly department expenditures collaboratively with County Administrator.
- Review apportionment worksheet prior to submission by the County Clerk.
- Establish, maintain, and direct the countywide accounting functions (including general ledger, accounts receivables, accounts payable, payroll and fixed assets; develop cash management and internal control requirements; develop debt management activities including sale of bonds and record keeping; and bond rating) and reporting systems pursuant to Government Accounting Standards Board (GASB) rules and Generally Accepted Accounting Principles (GAAP) to provide for timely and accurate financial recording and reporting both internally and with outside agencies of County fiscal and payroll transactions, including procedural controls.
- Develop, recommend and implement accounting policies and procedures, reporting and accounting methods for all departments.
- Perform statutory duties of a County Auditor. Examine the book of accounts of any County officer, board, commission, committee, trustee, or other officer or employee entrusted with receipt, custody, or expenditure of money, or by, or on whose certificate any funds appropriated by the County Board are authorized to be expended.
- Provide professional consultation and staff support to the County Board, governing committees, and County Administrator. Provide professional advice. Provide financial, statistical and analytical data.
- Recommend and assist the County Administrator in the development of long-range fiscal

## **Richland County Position Description**

programs and financial management including maintaining the capital improvements plan and sales tax.

- Provide advice to the County Treasurer on the County's investments, including rescheduling options. Monitor and exercise flexibility to adjust to changes in cash flow.
- Assist in ensuring the requisite standards for maintaining the County's national credit rating are met on long-term debt and bond issues organization, budget balancing, tax collection delinquency, stability of tax levy, and maintenance of adequate fund balances.
- Develop and maintain annual and long-term debt management plan that is in accordance with federal, state and county regulations and that provides a consistent source of funds for capital improvements. Prepare required documents and analysis for bond and other long-term debt issuance.
- Oversee the design, selection and implementation of all manual and automated systems for the County's centralized financial systems.
- Track, monitor, and implement state and federal law related to income tax, payroll, arbitrage regulations, single audit requirements, tax rate freeze formulas, etc.
- Prepare and present financial reports to the county board, governing committees, and County Administrator regarding department budgets, operating funds, special grants, fixed assets and related data.
- Advise County Administrator and County Board regarding fiscal impact of County Board resolutions, ordinances, contracts, and staffing or program changes. Give advice regarding budget variations.
- Perform special financial studies as directed.
- Exercise financial audit control over County financial records. Assist outside auditors and consultants and provide pre-audited financial reports. Perform internal audits of County Departments.

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

- Bachelor's degree in accounting, finance, business or closely related field required, Certified Public Accountant (CPA) certification preferred.
- Minimum of five years of financial, administrative and supervisory experience in business, industry or government; experience in county or municipal government preferred. Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired will be considered.
- Competency and demonstrated experience in developing and monitoring large budgets.
- Working knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.
- Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees and county officials.
- Ability to effectively meet and deal with the public.
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.

# Richland County Position Description

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

- Works indoors in the controlled environment of an office setting; lifts, pushes, pulls up to 10 pounds, occasionally up to 80 pounds; moves about county with occasional exposure to adverse environmental and atmospheric conditions.

### 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.

### 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.
- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.

### Physical Requirements

- 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

- Works in an office setting.

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

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Employee's Signature

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Supervisor's Signature

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**Richland County  
Position Description**

Date

Date

**Richland County Finance and Personnel Committee**

**Agenda Item Cover**

**Agenda Item Name:**

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	5 September 2023	<b>Action Needed:</b>	Vote (Accept)
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure H.
<b>Date submitted:</b>	29 August 2023	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	<u>N/A</u>

**Recommendation and/or action language:**

Motion to... approve modification from HR Director to HR Generalist position

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

**Attachments and References:**

HR Director Position Description	
HR Generalist Proposed Position Description	

**Financial Review:**

(please check one)

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

*(summary of current and future impacts)*

**Approval:**

**Review:**

*Candace Pesch*

\_\_\_\_\_

Department Head

\_\_\_\_\_

Administrator, or Elected Office (if applicable)

# Richland County Position Description

**Position Title:** Human Resources Director

**Exempt form FLSA**

**Department:** Administration

**Reports to:** Administrator

**Pay Grade:** P

**Date:** March 7, 2023

**Hours per Week:** 40

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## PURPOSE OF POSITION

The Human Resources Director oversees the County's human resources programs including employee labor relations, compensation, benefits administration, worker's compensation, employee safety and health, personnel policies, regulatory compliance, and union labor relations. This position is also the designated Equal Employment Officer, and Limited English Proficiency Coordinator.

## 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 backup to all payroll functions and acts as the subject matter expert on the County's payroll and employee content management system.
- Plans, directs, and evaluates the County recruitment and retention program and new hire orientation training.
- Directs and oversees the County's labor relations program and contract negotiations, separation program, exit interview process, and employee benefits programs.
- Directs and oversees personnel policy development and distributes to management personnel.
- Develops, coordinates, and conducts training and development programs, such as leadership or employee development, annual training needs and advises department heads on interpretation.
- Directs and manages the operations and employees of the Personnel Department.
- Advises the County Board, Finance & Personnel Standing Committee, County Administrator, Department Heads and Supervisors regarding personnel matters, human resources strategies, and labor and payroll issues.
- Develops, administers, evaluates and oversees all employee benefit & compensation programs.
- Conducts research into human resources programs and activities; identifies and analyzes human resources problems and recommends changes or innovations where desirable
- Prepares formal recommendations for the Finance & Personnel Standing Committee, other committees, and County Board on employee matters.
- Reviews and places advertisements. Provides recommendations regarding applicant screening tools.
- Evaluates and coordinates the County's performance evaluation program.
- Prepares, directs, authorizes, oversees and monitors the annual department budget and other HR related budgets as designated by the Administrator.
- Provides human resources advice, direction, counsel, and support to Department Heads on all personnel matters, such as conflict, grievances and problem resolution, performance, and



## **Richland County Position Description**

personnel issues; provides counsel to supervisory staff on appropriate action and documents issues.

- Direct and oversee the administration of the County's Equal Employment Opportunity, Civil Rights, and other policies and procedures as designated by the Administrator.
- Oversees, monitors, and facilitates the County's Family Medical Leave policy and other leave of absences.
- Controls or delegates control of employee personnel files.
- Administers and manages an equitable employee classification and compensation plan; develops and updates job descriptions and maintains classifications; evaluates requests for reclassification and new positions for proper classification.
- Represents the County in Unemployment hearings.
- Presents both management and employee viewpoints on grievances to the Finance & Personnel Standing Committee as needed.
- Maintains the Affordable Care Act Information.
- Responsible for distributing 1095's to employees and annual submit to the IRS.

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

- Bachelor's degree in public administration, business management, human resources, or related field and extensive experience in human resources, business operations, public administration, or equivalent combination of education and experience.
- Successful administrative management experience in county or municipal government and experience in working with employee benefits administration, employee law compliance and labor relations.
- Valid driver's license in the State of Wisconsin.

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

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

- Ability to establish effective relationships with County Board, Committees and Commissions, department heads and other employees, union representatives and the public.
- 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.
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.

#### **Mathematical Ability**

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

# Richland County Position Description

## Judgment and Situational Reasoning Ability

- Demonstrated competency in leadership and team building.
- Demonstrated effective oral, written and interpersonal communication skills.
- Demonstrated ability to plan, coordinate and lead others in the accomplishment of work.
- Demonstrated initiative for coordination of organizational functions and dedication to administrative teamwork and leadership.

## 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.
- This work requires the occasional exertion of up to 10 pounds of force. 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.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

# Richland County Position Description

**Position Title:** Human Resources Generalist

**Exempt form FLSA**

**Department:** Administration

**Reports to:** Administrator

**Pay Grade:**

**Date:** August 29, 2023

**Hours per Week:** 40

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## PURPOSE OF POSITION

The Human Resources Generalist, under the supervision of the County Administrator, performs a variety of the County's human resources functions including preparing new hire documentation; performing new hire orientation; gathering data and preparing various reports for management; maintains employee files; assists with employee questions and inquiries. Provides support in the areas of compensation, performance management, employee benefits, administration, policy development and implementation, talent acquisition, leave management, investigations, employment law, and training and development. This position is also the designated Equal Employment Officer, and Limited English Proficiency Coordinator.

## 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 backup to all payroll functions.
- Administers the County recruitment process, reviewing employment applications, evaluating qualifications, and monitoring to ensure adherence to personnel policies.
- Facilitates the County's labor relations program, separation program, and exit interview process.
- Assists in personnel policy development and distributes to all County personnel.
- Develops, coordinates, and conducts training and development programs, such as leadership or employee development, annual training needs and advises department heads on interpretation.
- Advises the County Administrator, Department Heads and Supervisors regarding personnel matters, human resources strategies, and labor and payroll issues.
- Provides advice and assistance compliance with laws, rules, and regulations including Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), and other employment laws.
- Oversees all employee benefit & compensation programs.
- Conducts research into human resources programs and activities; identifies and analyzes human resources problems and recommends changes or innovations where desirable
- Prepares formal recommendations to the County Administrator on employee matters.
- Evaluates and coordinates the County's performance evaluation program.
- Provides human resources advice, direction, counsel, and support to Department Heads on all personnel matters, such as conflict, grievances and problem resolution, performance, and

## **Richland County Position Description**

personnel issues; provides counsel to supervisory staff on appropriate action and documents issues.

- Oversee the administration of the County's Equal Employment Opportunity, Civil Rights, and other policies and procedures as designated by the Administrator.
- Oversees, monitors, and facilitates the County's Family Medical Leave policy and other leave of absences.
- Create and maintain employee personnel files.
- Assists with management of an equitable employee classification and compensation plan; develops and edits and maintains job descriptions and classifications;
- Maintains the Affordable Care Act Information.
- Gathers and calculates data and prepares a variety of monthly, quarterly, and annual reports for management; ensures reports are accurate, complete, and prepared on schedule

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

- Bachelor's degree in public administration, business management, human resources, or related field and one-year experience in human resources management or a related field.
- Successful administrative management experience in county or municipal government and experience in working with employee benefits administration, employee law compliance and labor relations.
- Valid driver's license in the State of Wisconsin.

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

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

- Ability to establish effective relationships with County Board, Committees and Commissions, department heads and other employees, union representatives and the public.
- 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.
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# Richland County Position Description

## Judgment and Situational Reasoning Ability

- Demonstrated effective oral, written and interpersonal communication skills.
- Demonstrated ability to establish and maintain effective working relationships.
- Ability to maintain confidentiality.
- Demonstrated initiative for coordination of organizational functions and dedication to administrative teamwork and leadership.

## Physical Requirements

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Employee's Signature

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Supervisor's Signature

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Date

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