

# Richland County Executive & Finance Standing Committee

November 12, 2024

The Richland County Executive & Finance Standing Committee convened on Tuesday, November 12, 2024 in person and virtually at 5:00 PM in the County Boardroom of the Richland County Courthouse.

**Call To Order:** Committee Chair Williamson called the meeting to order at 5:00 PM.

**Roll Call:** Clerk Kalish conducted roll call. Committee members present: Steve Carrow, Gary Manning, Mark Gill, Ingrid Glasbrenner, David Turk, Bob Frank, Steve Williamson, and Marc Couey. Committee member(s) absent: None.

**Verification Of Open Meetings Law Compliance:** County Clerk Kalish confirmed the meeting had been properly noticed.

**Approval Of Agenda:** Motion by Glasbrenner second by Gill to approve agenda. Motion carried and agenda declared approved.

**Approval Of Minutes From The October 28, 2024 Meeting:** Committee Chair Williamson asked if any member desired the minutes of the October 28, 2024 meeting be read or amended. Hearing no motion to read or amend the minutes of the October 28, 2024 meeting, Committee Chair Williamson approved as published.

**Public Comment:** None.

**Reports - County Administrator's Report:** County Administrator Pesch reported the following:

\*human resources updates will be routinely provided to the committee

\*wage study is underway and nearing the next step of the process

\*campus reconfiguration committee will be meeting next week and meeting prep is underway

**Discussion & Possible Action – Agenda Item Placement Process:** County Clerk Kalish and Administrator Pesch reviewed the process and forms utilized in creating agendas. No action taken on this item at the meeting.

**Discussion & Possible Action – Approval Of Richland County Procurement Policy And Fee Schedule:** Administrator Pesch reviewed the proposed Richland County Procurement Policy and Fee Schedule. Administrator Pesch noted that the intent of the policy is to clarify how the county conducts business, incorporate the Rules of the Board into the policy, and that the content of the proposed fee schedule is what needs approved by the committee. Pesch also noted that the fee schedule will be an appendix to the overall policy. Supervisor Carrow stated background information on cooperative purchasing is needed and questioned whether or not the county could join other municipalities in large scale purchases. Supervisor Glasbrenner sought clarification on the approval of purchases and Administrator Pesch stated that in the new policy, items approved in the budget would no longer need committee approval to be paid. Supervisor Glasbrenner asked about the “open market” language and Administrator Pesch provided clarification. Administrator Pesch noted that changes to the fee schedule were discussed at the committee level and were minor. Supervisor Frank asked about the competitive bidding process in regards to smaller purchase and Administrator Pesch provided clarification. Motion by Manning second by Couey to approve the Richland County Procurement Policy and Fee schedule with the approved short-term rental fee listed in policy. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Approval Of Change Order For Edge Consulting:** MIS Director Scott provided brief background on the need for change order. Motion by Couey second by Carrow to approve change order from Edge Consulting in the amount of \$26,200. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Codification Of Revised Richland County Rules Of The Board:** Administrator Pesch provided brief explanation of why it would be beneficial to codify the Rules of the Board into ordinance. Supervisor Glasbrenner questioned how the rules could be changed and Administrator Pesch noted that amendments could be made as needed following the procedure currently used to amend ordinances. Supervisor Severson asked for clarification on the difference between a resolution and an ordinance. Supervisor Carrow asked if other counties have codified their Rules of the Board and Administrator Pesch noted that several counties have. Supervisor Glasbrenner requested more

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background information on the difference between an ordinance and resolution be provided. Motion by Couey second by Glasbrenner to approve the codification of the Rules of the Board with the additional information requested provided. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Approval Of Short-Term Rental Ordinance:** Supervisor Carrow provided brief overview of the short-term rental ordinance. Supervisor Frank questioned the fee and what service and/or benefit those charged are receiving from the county. Supervisor Turk noted the creation of an ordinance has been in the works for a while, complaints regarding the operation of short-term rentals have been received, and that the county currently has no way to address the complaints. Administrator Pesch noted that some short-term rentals are not licensed and the intent of the ordinance was to function as an enforcement mechanism. Committee Chair Williamson noted concerns regarding septic systems and occupancy. Supervisor Manning questioned if there were concerns about the room tax not being charged and Supervisor Frank noted that the rental companies typically charge the required fees. Brief discussion followed regarding occupancy, septic systems, and sanitary permits. Supervisor Frank asked what other counties use for a short-term rental ordinance and Supervisor Carrow stated some are more detailed in areas with a larger amount of tourism. Motion by Turk second by Carrow to approve short-term rental ordinance. Discussion continued. Aaron Halverson addressed the committee and noted concerns with the lack of conditions with a conditional use permit. Motion by Glasbrenner second by Frank to postpone any action on this item. Motion carried with agenda item postponed and no further action taken on this item at the meeting.

**Discussion & Possible Action – Approval Of Richland County Farm Land Lease Agreement:** Administrator Pesch provided brief background on lease, noted this is the second review of the lease agreement by the Executive and Finance Standing Committee, and that the Natural Resources Standing Committee has also reviewed the lease. Motion by Frank second by Couey to approve proposed Richland County farmland lease agreement. Motion carried and lease agreement language declared approved.

**Discussion & Possible Action – Approval To Accept Richland County Campus Foundation Grant:** Area Extension Director Hady provided brief background on grant. Motion by Glasbrenner second by Gill to approve acceptance of grant from the Richland County Campus Foundation. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Approval To Accept Donation From The Richland County Ambulance Association:** Emergency Services Director Jessen provided brief background on proposed donation. Director Jessen noted the donation is to be utilized for personal protective equipment purchases only. Motion by Couey second by Glasbrenner to approve acceptance of the donation from the Richland County Ambulance Association. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Approval Of Contract With The Lou Everett Group For Countywide Training:** Administrator Pesch reviewed the revised training plan that included in-person training at a cost of \$25,650. Motion by Glasbrenner second by Carrow to approve contract with the Lou Everett Group for countywide training. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Set December 2024 Meeting Dates:** Next meeting date set for December 6, 2024 at 2 PM.

Committee Chair Williamson called for a recess at 6:17 PM. Committee Chair Williamson reconvened the meeting at 6:23 PM.

Motion by Carrow second by Manning to convene into Closed Session pursuant to Wis. Stat, Sec 19.85(1)(G): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: informing body of new litigation & OCR Complaint and Wis. Stat, Sec 19.85(1)(C): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: County Administrator annual performance review. Discussion continued. Motion by Glasbrenner second by Manning to permit only members of the Executive & Finance Standing Committee in the Closed Session. Roll Call vote taken – Ayes: Carrow, Manning, Gill, Glasbrenner, Turk, Frank, and Williamson; Nays: Couey. With 7 Ayes and 1 Nay, the motion to permit only members of the Executive & Finance Standing Committee in the Closed Session carries. Motion carried unanimously to convene into Closed Session at 6:25 PM.

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**CLOSED SESSION**

**Return To Open Session:** Committee reconvened into Open Session at 7:50 PM.

**Possible Action On Items From Closed Session:** None.

**Correspondence:** None.

**Future Agenda Items:**

Report: Radio Tower Project Update (Carrow)

**Adjourn:** Motion by Manning second by Frank to adjourn. Motion carried and meeting adjourned at 7:52 PM.



Derek S. Kalish  
County Clerk

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