

**Richland County  
Executive & Finance Standing Committee**

May 7, 2024

**NOTICE OF MEETING**

Please be advised that the Richland County Executive & Finance Standing Committee will convene on Tuesday, May 14, 2024 at 5 PM in the Richland County Board Room of the Courthouse at 181 West Seminary Street, Richland Center, WI 53581.

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

<https://administrator.co.richland.wi.us/minutes/executive-and-finance-committee/>

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. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From April 2, 2024
6. Public Comment
7. Reports
  - A. Administrator's Report
  - B. Surplus Items At Pine Valley Update
8. Resolution Relating To Cancelling Stale County Checks
9. Resolution Relating To Cancelling Stale Tax Certificates For The Tax Year 2011 And Making An Appropriation
10. Resolution Approving Purchase of Finance, Payroll, And Human Resources Software From Tyler Technologies
11. Discussion & Possible Action: Rental Of Office Space In Community Services Building
  - A. ADRC
  - B. Richland County Community Foundation
12. Discussion & Possible Action: Relocation Of Extension Office
  - A. Updates Needed To Fair Office
  - B. Timeline
13. Discussion & Possible Action: Grounds Maintenance At UW Campus
  - A. Lawn Care
  - B. General Maintenance
14. Discussion & Possible Action: Set Future Meeting Date(s) And Time(s)
15. Correspondence
16. Future Agenda Items
17. Adjourn

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 Executive & Finance Standing Committee.

Derek S. Kalish  
County Clerk

# Richland County

Finance & Personnel Standing Committee

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**April 2, 2024**

The Richland County Finance and Personnel Standing Committee convened on Tuesday, April 2, 2024 in person and virtually at 5:15 PM in the County Boardroom of the Richland County Courthouse.

**Call To Order:** Committee Chair Brewer called the meeting to order at 5:15 PM.

**Roll Call:** Clerk Kalish conducted roll call. Committee members present: Steve Carrow, Marty Brewer, Gary Manning, David Turk, Steve Williamson, and Marc Couey. Committee members absent: Melissa Luck, Timothy Gottschall, and Julie Fleming.

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

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

**Approval Of March 5<sup>th</sup> & March 19<sup>th</sup> Minutes:** Hearing no additions or corrections from those present, Committee Chair Brewer declared the March 5<sup>th</sup> and March 19<sup>th</sup> minutes approved as presented.

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

**Report: Update On Radio Tower Project:** MIS Director Scott provided a brief update on the radio tower project's status and budget.

**Discussion & Possible Action - Resolution Allowing For Request For Proposals For Replacement Of Existing Roof Of The Emergency Services Facility:** Interim Director Burch reviewed the resolution allowing for request of proposals for replacement of existing roof of the Emergency Services facility. Motion by Couey second by Williamson to approve resolution allowing for request for proposals for replacement of existing roof of the Emergency Services Facility. Motion carried and resolution forwarded to full County Board for approval.

**Discussion & Possible Action - Discussion & Possible Action: Resolution Amending Resolution No. 24-3 Relating To The Purchase Of A Used Ambulance To Replace The Service's Oldest Ambulance:** Interim Director Burch reviewed the resolution amending Resolution No. 24-3 relating to the purchase of a used ambulance to replace the service's oldest ambulance. Motion by Couey second by Manning to approve resolution amending Resolution No. 24-3 relating to the purchase of a used ambulance to replace the service's oldest ambulance. Motion carried and resolution forwarded to full County Board for approval.

**Discussion & Possible Action - Resolution Approving Payment Of Change Orders For The Richland County Ambulance Service:** Interim Director Burch provided brief overview of discussion between Richland County and Joe Daniels Construction regarding payment of outstanding change orders. Motion by Couey second by Williamson to approve payment of change order for the Richland County Ambulance Service. Motion carried and resolution forwarded to full County Board for approval.

# Richland County

Finance & Personnel Standing Committee

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**Discussion & Possible Action – Citizen Payment For Per Diems:** Administrator Pesch and Clerk Kalish reviewed the payment of per diems as outlined in the set of new County Board Rules adopted March 12, 2024 with an effective date of April 16, 2024. Administrator Pesch and Clerk Kalish will draft document to outline per diem payment procedures and bring back to applicable oversight committee for review and approval.

**Future Agenda Items:** Citizen per diem payments

**Adjournment:** Motion by Manning second by Couey to adjourn. Motion carried and meeting adjourned at 5:54 PM.



Derek S. Kalish  
Richland County Clerk

Richland County Committee

Agenda Item Cover

Agenda Item Name: Stale Check Write-off

<b>Department</b>	Treasurer	<b>Presented By:</b>	Jeffrey Even, Treasurer
<b>Date of Meeting:</b>	May 14, 2024	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	May 3, 2024	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	

**Recommendation and/or action language:**

Vote to approve cancelling of stale checks that have been outstanding for more than one year as of January 1, 2024, i.e.: checks dated January 1, 2022 – December 31, 2022.

**Background:**

On an annual basis, the County cancels checks that have been outstanding for more than one year; which are now checks cut in Calendar Year 2022, in the total amount of \$621.16. These checks are apportioned back into the General Fund.

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**Attachments and References:**

**Financial Review:**

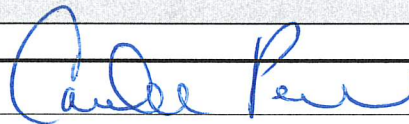
(please check one)

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

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*Jeffrey Even*

Department Head



Administrator, Candace Pesch

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**RESOLUTION NO. 24 - XX**

Resolution Relating To Cancelling Stale County Checks.

WHEREAS it appears in the report of the County Treasurer that the following checks have been outstanding against the County for more than one year and County Board approval is required before these checks can be taken off the books of the County.

NOW THEREFORE BE IT FURTHER RESOLVED by the Richland County Board of Supervisors that the following County checks drawn on Richland County Bank are hereby cancelled:

Check Number	Check Amount	Check Number	Check Amount
22146	4.63	26053	11.50
22173	14.84	26065	2.50
22176	14.58	26066	36.50
22656	5.17	26067	30.75
23022	4.99	26068	1.75
23473	3.70	26145	4.00
23538	2.03	26154	7.50
24674	15.00	26155	2.75
25392	114.03	26156	5.00
25843	26.20	26169	9.00
25847	56.48	26182	2.00
25918	2.00	26204	1.00
25921	1.50	26205	4.50
25931	2.00	26206	3.50
25950	4.00	26207	3.50
25972	5.00	26216	7.00
25993	1.25	26269	110.00
25994	6.00	27244	10.01
26000	2.00	27470	25.00
26005	3.75	27474	50.00
26023	4.25		
<b>Grand Total</b>		<b>\$621.16</b>	

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(14 MAY 2024)

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

RESOLUTION \_\_\_\_\_

FOR                      AGAINST

DEREK S. KALISH  
COUNTY CLERK

STEVE CARROW  
KEN RYNES  
GARY MANNING  
MARK GILL  
INGRID GLASBRENNER  
DAVID TURK  
BOB FRANK  
STEVE WILLIAMSON  
MARC COUEY

DATED: MAY 21, 2024

**Richland County Committee**

**Agenda Item Cover**

**Agenda Item Name:** 11-Year Tax Write-off

<b>Department</b>	Treasurer	<b>Presented By:</b>	Jeffrey Even, Treasurer
<b>Date of Meeting:</b>	May 14, 2024	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Statute 75.20
<b>Date submitted:</b>	May 3, 2024	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	

**Recommendation and/or action language:**

Vote to approve cancelling of tax certificates that remain unpaid for 11 years.

**Background:**

Wisconsin Statute 75.20 requires the County Treasurer to cancel any tax certificate that remains unpaid for 11 years. When taxes go unpaid, the County issues a tax certificate; which is a lien on the real estate. For those that go unpaid for 11 years, the County Treasurer is required to cancel these certificates. This is a process that we have done every year. The tax certificates that we are cancelling are for tax year 2011 as shown on attached list. In most cases these are contaminated properties that remain on the books, as Richland County historically does not take tax deed to contaminated properties. There is one parcel on the list currently in the tax deed process.

**Attachments and References:**

See attached parcel list

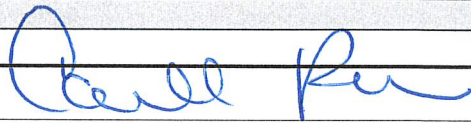
**Financial Review:**

(please check one)

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

Jeffrey Even

Department Head



Administrator, Candace Pesch

**RESOLUTION NO. 24 - XX**

A Resolution Relating To Cancelling Stale Tax Certificates For The Tax Year 2011 And Making An Appropriation.

WHEREAS when real estate taxes on a parcel go unpaid, the County issues a tax certificate which is a lien on the real estate and, if a tax certificate remains unpaid for 11 years, Wisconsin Statutes, section 75.20 requires the County Treasurer to cancel that tax certificate, and

WHEREAS there are 7 tax certificates which County Treasurer Jeffrey Even is now required to cancel and the Finance and Personnel Committee is now presenting this Resolution to the County Board for an appropriation to reflect the lost revenues resulting from these cancelled tax certificates in the 2024 County budget.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for cancelling the following tax certificates for Tax year 2010.

<b>Certificate Number</b>	<b>Parcel Number</b>	<b>Tax Amount</b>	<b>Property Owner</b>
24	002-2721-2100	34.66	Gander, Stacy
392	022-0932-2100	7.00	Owner Unknown
416	022-2231-1100	3.52	Mayland Acres Inc
500	028-1633-2100	2.08	Sylvan Creamery Co.
540	032-2220-0810	117.32	Koehler, Robert
541	032-2220-0830	49.05	Koehler, Robert
542	032-2220-0880	29.85	Koehler, Robert
<b>Total</b>		<b>\$243.48</b>	

BE IT FURTHER RESOLVED that \$243.48 is hereby appropriated from the General Fund to the Cancelled Tax Certificates account in the 2024 County budget, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE & PERSONNEL STANDING COMMITTEE  
(14 MAY 2024)

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

RESOLUTION \_\_\_\_\_

FOR            AGAINST

DEREK S. KALISH  
COUNTY CLERK

STEVE CARROW  
KEN RYNES  
GARY MANNING  
MARK GILL  
INGRID GLASBRENNER  
DAVID TURK  
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STEVE WILLIAMSON  
MARC COUEY

DATED: MAY 21, 2024