

**Richland County
Executive & Finance Standing Committee**

Date Posted: October 21, 2024

NOTICE OF MEETING

Please be advised that the Richland County Executive & Finance Standing Committee will convene on Monday, October 28, 2024 at 5 PM in the Richland County Board Room of the Courthouse located 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 (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 The October 8, 2024 Meeting
6. Public Comment
7. Reports
 - A. Dr. Tessia Melvin: Wage Study Update
 - B. County Administrator's Report: Human Resources & Short-Term Borrowing Updates
8. Discussion & Possible Action: Revisions To The Richland County Rules Of The Board
9. Discussion & Possible Action: Approval Of Contract With The Lou Everett Group For Countywide Training
10. Discussion & Possible Action: Acceptance Of Donations To Symons Recreation Complex From The Symons Foundation
11. Discussion & Possible Action: Approval Of Switch & License Purchases For Pine Valley Community Village
12. Correspondence
13. Future Agenda Items
14. 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 Executive & Finance Standing Committee

October 8, 2024

The Richland County Executive & Finance Standing Committee convened on Tuesday, October 8, 2024 in person and virtually at 5:02 PM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Williamson called the meeting to order at 5:02 PM.

Roll Call: Clerk Kalish conducted roll call. Committee members present: Manning, Gill, Glasbrenner, Turk, Williamson, and Couey. Carrow arrived at 5:07 PM. Committee member(s) absent: Frank.

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

Approval Of Agenda: Chair Williamson requested the agenda order be modified to address agenda item #16 with agenda item #7B. Motion by Manning second by Couey to approve agenda as amended. Motion carried and amended agenda declared approved.

Approval Of Minutes From September 10, 2024 Meeting: Committee Chair Williamson asked if any member desired the minutes of the September 10, 2024 meeting be read or amended. Hearing no motion to read or amend the minutes of the September 10, 2024 meeting, Committee Chair Williamson approved as published.

Public Comment: Supervisor Alayne Hendricks asked if she would be allowed to be present for the Closed Session items for this meeting and Committee Chair Williamson responded by saying no. County Board Chair Turk noted that the rules of the governing body address exclusions from Closed Session and Committee Chair Williamson also referenced section 4.05 of the Richland County Board Rules.

Reports – Veterans Service Office Quarterly Report: County Veteran Services Officer Knock provided brief overview of quarterly report and noted that the office would be closed on the week of October 14th due to staff attendance at the fall conference.

Reports – Administrator's Report – Human Resources Update: Administrator Pesch reviewed the reorganization of office spaces on the third floor and noted the new locations of the mailing machine and mailboxes. Administrator Pesch reported an email was sent to Department Heads per direction of the Campus Reconfiguration Committee regarding items at the campus, the HR Generalist has been relocated to the Pine Valley Community Village facility, and Angela Wall will continue as Interim Pine Valley Community Village Administrator. Administrator Pesch also noted that the HR Generalist will continue to assist with countywide recruitment, data tracking, and assisting Interim Pine Valley Administrator Wall at Pine Valley Community Village.

Discussion & Possible Action – Increasing 35 Hour/Week Schedules To 40/Hour Week Schedules For Various County Departments: Administrator Pesch provided brief background on the 35 hours/week schedules for various departments and noted a staggered approach would be utilized to transition 35 hours/week schedules to 40 hours/week. Administrator Pesch proposed the 35 hours/week positions in Land Conservation and the Register of Deeds offices be increased to 40 hours/week in the 2025 budget with a budgetary impact of approximately \$33,000. Administrator Pesch also noted that 35 hours/week position in the Register of Probate office and Veterans Service office would be reviewed for

Richland County Executive & Finance Standing Committee

the 2026 budget and that the current staffing levels for Extension were adequate for their operational purposes.

Reports – Administrator’s Report – 2025 Budget Review: Administrator Pesch reviewed the 2025 preliminary budget and noted updates since the last Executive & Finance Standing Committee meeting. Administrator Pesch also reported that the prohibitive language has been removed from the UW Redevelopment Grant. Supervisor Couey asked what caused the variance from 2024 to 2025 in the Zoning Department’s levy and Finance Director Erbs stated there was a reduction in staffing costs and an increase in grant revenues. Administrator Pesch provided brief review of the Zoning Department’s budgets for 2024 and 2025. Supervisor Couey questioned the difference in general revenues and Finance Director Erbs provided explanation. Supervisor Carrow asked if GIS services would continue to be contracted or completed by a county staff member and Administrator Pesch replied noting that costs for GIS work are grant funded and will review once the wage study has been completed. Supervisor Couey asked if institutional placement costs are staying flat and Supervisor Glasbrenner briefly reviewed current institutional placement costs. County Clerk Kalish reviewed 2025 budget adoption resolution. Motion by Gill second by Carrow to approve resolution adopting the Richland County Budget for 2025. Motion carried and resolution forwarded to County Board for approval.

Discussion & Possible Action – Ordinance Adopting And Enacting A New Code Of Ordinances For Richland County: County Clerk Kalish and Corporation Counsel Windle provided brief background and overview of the codification of the county’s ordinances. Motion by Carrow second by Glasbrenner to approve ordinance adopting and enacting a new Code of Ordinances for Richland County. Motion carried and ordinance forwarded to County Board for approval.

Discussion & Possible Action – Approval Of Public Comment Form: County Clerk Kalish reviewed proposed Public Comment form and gave reasons why use of form is advantageous. Supervisor Gill asked why a form may be needed and County Clerk Kalish replied by stating that the use of a form would assist in the overall handling and streamlining of the process to receive public comment at meetings. Supervisor Glasbrenner noted there are times when there is a large volume of public comment with no set standard on how to address/handle it. Discussion followed regarding the use and parameters of a public comment form. Corporation Counsel Windle noted that use of the form does not have to be required and that there are procedural advantages with using a public comment form. Supervisor Gill proposed the use of a sign-in sheet. Discussion regarding the format of a public comment form followed. Consensus was reached for County Clerk Kalish and Corporation Counsel Windle to work with one another to revise the form, incorporate ideas suggested at the meeting, and review at the November meeting. No further action taken on this item at the meeting.

Discussion & Possible Action – Resolution Approving The Purchase And Implementation Of Microsoft Office 365: MIS Director Scott reviewed resolution and provided brief background on the purchase and implementation of Microsoft Office 365. Supervisor Carrow asked if the program would interface with County Board Supervisors’ iPads and/or laptops and MIS Director Scott noted that the program would interface. Motion by Turk second by Manning to approve resolution approving the purchase and implementation of Microsoft Office 365. Motion carried and resolution forwarded to County Board for approval.

Discussion & Possible Action – Purchase Of Laptops For County Board Supervisors: MIS Director Scott reviewed resolution and provided background. MIS Director Scott noted Supervisors would be able

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to do more on laptops with the Microsoft Office 365 and that security must be considered. County Board Chair Turk questioned whether the use of both iPads and laptops would present problems for the MIS Department and MIS Director Scott replied by stating they have a solution to handle a mixture of devices and have found a way to mirror the way the documents appear on iPads and laptops. Supervisor Glasbrenner asked if the way files appear on laptops will appear differently than they do on iPads and MIS Director Scott replied by stating that opening the entire server to allow for a different display presents challenges. Supervisor Carrow noted the difficulty he experiences when searching for documents in the iPad. MIS Director Scott noted that the new website may address some of Carrow's concerns and noted that file organization is personalized to the user. Discussion regarding the file structure and organization on laptops and iPads followed. MIS Director Scott suggested the use of laptops for a trial period for those interested. Consensus was reached for MIS Director Scott to provide laptops to those interested for a trial period. No further action taken on this item at the meeting.

Discussion & Possible Action – Termination Of EMS Medical Billing Contract: Emergency Services Director Jessen provided brief background on the current ambulance service billing provider and billing history. Director Jessen stated that a large decrease in reimbursements as a result of calls not being billed was noticed. Director Jessen also noted that the credentialing period to enter into contract with a new biller will take time and that several weeks will be spent reviewing billing history by new biller. Supervisor Gill asked if missed calls could be reimbursed and Director Jessen stated that reimbursement may be possible. Supervisor Gill also asked if there was recourse for current biller's actions and Director Jessen stated he believes a breach of contract has occurred and noted that the contract with current biller is almost up. Supervisor Carrow stated he would like to review new agreement (if new biller is chosen) for recourse and Corporation Counsel stated he would work with Director Jessen on following up with any lost revenues. Motion by Gill second by Manning to approve a 60-day notice of non-renewal with EMSMC prior to 11/19/2024. Motion carried and item forwarded to County Board for approval.

Discussion & Possible Action – Adoption Of EMS Billing And Software Contract: Emergency Services Director Jessen reviewed contract highlights and features from Unified Solutions for ambulance billing services. Corporation Counsel Windle noted that Unified Solutions ties themselves to the standard of reasonable collection efforts set by CSM. Supervisor Manning asked if Director Jessen had consulted with other counties and Director Jessen noted that he heard only positive remarks about the service provided by Unified Solutions. Discussion regarding credentialing process and timeline followed. Corporation Counsel noted that Administrator Pesch has the authority to sign contract as it has no budgetary impact and signage of contract does not require County Board approval. Administrator Pesch stated she approved contract and moving forward with Unified Solutions. Motion by Gill second by Glasbrenner to approve contract with Unified Solutions for ambulance billing services. Motion carried and contract declared approved.

Discussion & Possible Action – Performance Review Process For County Administrator: County Board Chair Turk provided brief background on performance review process for previous County Administrator. Supervisor Glasbrenner stated she felt the process used for the last County Administrator performance review went well. County Board Chair Turk noted the same process used last time will be used for Administrator Pesch's performance review. Supervisor Couey stated he would like the review form to be shorter to get more input and that both business and personnel perspectives should be considered when completing the review. No further action taken on this item at the meeting.

Richland County Executive & Finance Standing Committee

Discussion & Possible Action – Approval Of Richland County Farm Lease Agreement:

Administrator Pesch and County Clerk Kalish provided known background on lease agreement land at the campus. Corporation Counsel briefly reviewed proposed agreement. Supervisor Couey questioned why the proposed lease did not mirror the lease that is utilized for the land rented by Pine Valley Community Village. Supervisor Carrow stated he would like lease to be reviewed by the Land Conservation Department. Supervisors Glasbrenner and Carrow both stated they felt that the lease for the rented land by Pine Valley and the proposed lease should be forwarded to the Natural Resources Standing Committee for further. Consensus was reached for the both leases to be forwarded to the Natural Resources Standing Committee for further review. No further action taken on this item at the meeting.

Discussion & Possible Action – Development Of A Code Of Conduct: Corporation Counsel reviewed the various components of a Code of Conduct and referenced the County of Langlade's Code of Conduct citing sections 1 – 6. Corporation Counsel Windle noted that a Code of Conduct allows for the County Board to decide that certain conduct is or may be contrary to community values. Supervisor Carrow questioned the enforcement of a Code of Conduct and Corporation Counsel reviewed enforcement opportunities. Discussion followed regarding the enforcement of a code and Corporation Counsel Windle noted that enforcement is reflective of how the County Board wishes to police itself. Corporation Counsel Windle also noted that the governing body could make the Code of Conduct part of the Rules of the Board. Discussion followed regarding the inclusion of the Code of Conduct in the Rules of the Board. Supervisor Glasbrenner stated she felt that more discussion was needed on this topic and Supervisor Couey noted that the discussion should be conducted with the entire County Board. No further action taken at this meeting.

Discussion & Possible Action – Meeting Frequency Of Executive & Finance Standing Committee:

Motion by Glasbrenner second by Couey to approve the Executive & Finance Standing Committee to meet on the 2nd Tuesday at 5 PM (regularly scheduled meeting) and 4th Monday (if necessary) at 5 PM going forward. Motion carried and amended meeting scheduled declared approved.

Committee Chair Williamson called for a recess at 7:14 PM. Committee Chair Williamson reconvened the meeting at 7:21 PM.

Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To 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: Ancillary County Clerk Duties & Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 19.85(1)(F): Considering Financial, Medical, Social Or Personal Histories Or Disciplinary Data Of Specific Persons, Preliminary Consideration Of Specific Personnel Problems Or The Investigation Of Charges Against Specific Persons Except Where Par. (B) Applies Which, If Discussed In Public, Would Be Likely To Have A Substantial Adverse Effect Upon The Reputation Of Any Person Referred To In Such Histories Or Data, Or Involved In Such Problems Or Investigations: Allegations Regarding Improper Conduct Of County Personnel: Motion by Couey second by Carrow to convene into Closed Session pursuant to 19.85 (1)(C) and 19.85 (1)(F). Motion to convene into Closed Session carried. Committee Chair Williamson asked if anyone present should be excluded and stated that Supervisor Hendricks was to be removed from the Closed Session. Supervisor Hendricks stated that she did not need to be removed and that the issue could be taken up with the District Attorney. Discussion

Richland County Executive & Finance Standing Committee

between those present regarding exclusions to Closed Session meetings and the use of personal electronic devices at a meeting followed. County Board Chair Turk noted that the committee voted to convene into Closed Session, but the committee could not enter into Closed Session with an unauthorized person in the room. County Board Chair Turk asked Corporation Counsel Windle the appropriate actions to take to proceed. Corporation Counsel Windle stated that members of the committee and those authorized to remain in Closed Session could physically move elsewhere, the Sheriff could be contacted to remove the unauthorized party, or the motion to enter into Closed Session could be tabled to a later date or postponed to a later date. Supervisor Carrow stated he was unaware of the urgency and content of the Closed Sessions. Supervisor Glasbrenner noted that the committee would be having a second meeting. Supervisor Carrow noted that not addressing the issue does not solve the problem. Supervisor Glasbrenner asked Supervisor Hendricks if having discussions with the District Attorney is how she would like to proceed. Supervisor Hendricks stated she didn't understand why she was being excluded from Closed Session if everyone is to be working together. Supervisor Manning asked Supervisor Hendricks what she thinks she will gain from attending the Closed Session. Supervisor Hendricks answered by stating to be informed about what's going on so she could serve the county. County Chair Turk reiterated the fact that a vote was made to go into Closed Session and the committee was trying to determine what route to be taken to go into Closed Session and the committee would no longer debate the reasons for exclusions as the decision has already been made. Supervisor Manning suggested the Sheriff be contacted. Committee Chair Williamson agreed and contacted Sheriff's Department for removal assistance.

Motion by Manning second by Gill to recess. Committee entered into recess at 7:28 PM. Committee Chair Williamson reconvened the meeting at 7:37 PM.

Motion by Manning second by Carrow to postpone Closed Session motion on table until next meeting. Motion carried.

Correspondence: None.

Future Agenda Items: Discussion & Possible Action: Clarification on procedure for items to be placed on agendas.

Adjourn: Motion by Manning second by Couey to adjourn. Motion carried and meeting adjourned at 7:39 PM.



Derek S. Kalish
County Clerk

Richland County
Short Term Borrowing Analysis
Oct-24

	Loan Amount	Interest Rate	Loan Fees	Maturity
Richland County Bank	601,200	5.50%	500	3/15/2025
Royal Bank	601,200	5.45%	0	3/15/2025
Community First Bank	601,200	4.49%	0	3/15/2025

Larry Erbs

From: Larry Erbs
Sent: Wednesday, September 18, 2024 11:02 AM
To: 'Dan Ravenscroft'; 'Todd Polk'; 'rcbpresident@mail-richlandcountybank.com'
Cc: 'rcbloanofficer@mail-richlandcountybank.com'
Subject: Richland County Short Term Borrowing Proposal Request
Attachments: Richland County 2021 Audited Financial Statements.pdf; Richland County Financial Audit Report for Year Ended 12.31.22.pdf

RICHLAND COUNTY, Wisconsin

\$601,200.00 General Obligation Promissory Note

Rate Proposals must be received not later than 12:00 p.m. CT, Friday, October 18th 2025

Good morning

In connection with the above referenced issue, please see below

Par Amount: \$601,200.00

Award Date: October 22, 2025

Maturity Structure: \$601,200.00 Due March 15, 2025

Interest Due: Interest will be paid at maturity. Interest on the Note will be computed on the basis of a 30-day month and a 360-day year.

Security: The note is being issued pursuant to Section 67.12(12) of the Wisconsin Statutes and Richland County Resolution 24-63. The Note will be a general obligation of the County for which its full faith and credit and taxing powers are pledged which taxes may, under current law, be levied without limitation as to rate or amount.

Purpose: The proceeds from the sale of the Note will be used for public purposes, including paying for MIS and Highway Equipment.

Bank Qualification: The Note shall be designated as a "qualified tax-exempt obligation".

Attached is the County's Audited Financial Statements for 2021 and 2022, our 2023 audit should be completed within 4 weeks.

Please submit your rate for this transaction by **12:00 p.m. CT, Friday, October 18th 2025**

Let me know if you have any questions or we need to discuss further

Larry

Larry W Erbs CPA
Richland County Director of Finance

195 W Court St
PO Box 677
Richland Center, WI 53581-0677



Phone 608 647-6306
Fax (608) 647-3149
www.richlandcountybank.com

October 18, 2024

Richland County Director of Finance
Attn: Larry Erbs
181 W Seminary Street
Richland Center, WI 53581

Dear Larry:

The Richland County Bank bid will consist of up to \$601,200 in loan funds with no penalty for any pre-payment at any time. It will be written for a due date on March 15, 2025 with interest and principal due at that time. Interest will be computed on a 30 day month and 360 day year basis. The interest rate for the loan will be at 5.50% over the term with no interim rate changes to be of concern. The loan fee to complete the necessary paperwork will be \$500.

Thank you for the opportunity to assist with your project. If any further questions, please feel free to reach out to me at the contact information provided above.

Jarrett Andrew McDonald
Executive Vice President
NMLSR ID 723271
P.O. Box 677
195 West Court Street
Richland Center, WI 53581



Your Community Partner

202 Main Street • PO
Elroy, WI
p: 608.462.8401 • f: 608.462.8402
www.royalbank-usa.com

On Call: 888.912.2222

October 10, 2024

Larry W Erbs, Director of Finance
RICHLAND COUNTY
181 W Seminary Street,
Richland Center, Wisconsin 53581

Re: Richland County Short Term Borrowing

Dear Larry,

Royal Bank ("Bank") is pleased to consider your request to provide short term financing for Richland County ("County") to be used for public purposes, including paying for MIS and Highway Equipment. At this time, the Bank proposes to provide the County with a financing package as follows:

<u>Amount:</u>	\$601,200
<u>Term:</u>	Maturing on March 15, 2025
<u>Interest Rate:</u>	A fixed-rate of 5.45% Bank Qualified Tax Exempt. This rate assumes the County and legal counsel will designate the financing as tax-exempt (bank qualified) under existing federal tax regulations.
<u>Fee:</u>	There will be no closing costs.
<u>Payments:</u>	No required interim payments.
<u>Prepayments:</u>	The Financing under the proposed terms may be prepaid prior to the stated maturity date with no penalty.

Royal Bank is a full-service bank, and we truly appreciate the opportunity to work with Richland County. It is our desire to assist the County in every way possible.

If I can provide any additional information, please do not hesitate to contact me directly at (608) 462-8401.

Very Truly Yours,

ROYAL BANK

By: Daniel J. Ravenscroft
President & CEO



LOAN TERM SHEET
10/10/2024

Borrower: Richland County

Loan Purpose: Public Purposes including Paying for MIS and Highway Equipment

Loan Amount: \$601,200.00

Interest Rate: Initial Rate is to be fixed at inception at **4.49%** for the full term of the borrowing period.

Rate Adjustment: Interest rate is to be fixed for this short-term borrowing.

Term: From inception until March 15th 2025

Amortization: N/A Note is to be a single pay note

Payment: All interest and principal will be due at maturity on March 15th, 2025.

Security
Description: This note will be a general obligation of the County.

This note shall be designated as a qualified tax-exempt obligation.

The term and rate offered in this term sheet shall not extend beyond 30 days of the offering. Please provide your determination on acceptance of terms prior to the designated time.

Financing

Information Required:

- The County of Richland, will provide meeting minutes authorizing the borrowing, including the proper titles and names of the authorized signers for the County.
- The County of Richland, will provide 3 years of audited financial year end statements or other such financial information as requested.

Note: This term sheet is for discussion purposes only and does not constitute a binding commitment to provide financing on the above referenced transaction. A commitment may be issued upon client acceptance of term sheet and proper bank approval and documentation.

RICHLAND COUNTY RULES OF THE BOARD

March 12, 2024

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Commented [AP1]: Update once final revisions are made.

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SECTION 1: PURPOSE AND DEFINITIONS

1.01 Purpose

The Richland County Board of Supervisors (referred to as the “County Board” or “Board”) recognizes and understands the importance of county government, and the programs and services it provides, to the citizens of Richland County. The County Board further recognizes County citizens’ rightful expectation that the financial resources provided the County through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the County Board hereby adopts the following County Board Rules (referred to as “Board Rules” or “Rules”) in order to promote orderly and efficient rules of governance for the County Board and all county-related governmental bodies.

1.02 Interpretation

These Board Rules are not intended to, and shall not, supersede any requirements or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Board Rules, the Wisconsin Statutes shall take precedence.

SECTION 2 COUNTY BOARD ORGANIZATION

2.01 County Board Meetings

The two-year period of time between the organizational meetings in Section 2.01(A) hereof shall constitute a session of the County Board, and any business pending and upon which the board has not acted prior to the close of a session can no longer be acted upon without being reintroduced.

(A) The Organizational Meeting. On the third Tuesday in April in even-number years, after each Spring general election at which County Board Members are elected for full terms, the County Board will meet and shall:

1. Organize and transact general business;
2. Elect a member Chair to perform the duties set forth in Wis. Stat. § 59.12(1);
3. Elect a member Vice Chair to perform the duties set forth in Wis. Stat. § 59.12(2); and
4. Elect the five (5) at-large members of the Committee on Committees.

The County Clerk shall serve as Chair pro tempore of the Organizational Meeting until such time as the County Board elects the Board Chair. Persons nominated for Board Chair and board Vice Chair are allowed 10 minutes to speak and answer

questions. Voting shall take place by written secret ballot and the County Clerk and Corporation Counsel shall serve as ballot clerks. A majority of votes of the Board Members present shall be necessary to elect the Board Chair and board Vice Chair.

(B) The Annual Meeting. On the last Tuesday of October, the County Board will convene for an annual meeting for the purpose of transacting general business. The Annual Meeting may be adjourned from time to time as allowed under the Wisconsin Statutes.

(C) Regular Meetings. The County Board shall meet for the purpose of transacting general business at 7:00 p.m. on the third Tuesday of each month except for the month of December, during which month the County Board shall meet on the second Tuesday of the month.

(D) Special Meetings. Special meetings of the County Board may be called in accordance with Wis. Stat. § 59.11(2) or at the call of the Chair. If a meeting is called pursuant to Wis. Stat. § 59.11(2), the written request delivered to the County Clerk shall conform to Wis. Stat. § 59.11(2)(a) and contain the proposed agenda for the meeting.

2.02 County Board Meeting Agenda Responsibilities

(A) The Board Chair, in consultation with the County Clerk and the County Administrator, is responsible for the contents of the agenda for any County Board meeting except for a special meeting called pursuant to Wis. Stat. § 59.11(2)(a).

(B) Any member of the board desiring an item to be placed on the agenda for a board meeting shall either:

1. Request that the Board Chair place the item on the agenda and the Board Chair may grant or refuse the request; or
2. Make a motion during the Future Agenda Items portion of the agenda at a County Board meeting to have an item placed on the agenda for the next meeting and, if such motion is adopted, the item shall be placed on the agenda for the next meeting.

(C) The County Clerk, in consultation with the Board Chair, is responsible for providing notice of every meeting of the County Board by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(D) The County Clerk shall distribute the agenda and meeting packet to all County Board Members, the County Administrator and the Corporation Counsel, in addition to any other interested persons identified by the Board Chair, by 1:00 p.m. on the Friday immediately preceding a regular County Board meeting. For special meetings, the agenda and meeting packet shall be delivered at least 48 hours in advance of the meeting except in the event of an emergency, in which case the

agenda and meeting packet shall be delivered as soon as practicable. Any Committee or Board Member responsible for submitting materials (resolutions, ordinances, ordinance amendments, reports, etc.) for inclusion in the meeting packet shall provide the materials to the County Clerk no later than 5:00 p.m. on the Thursday preceding the week of the regular meeting. The agenda and meeting packets shall be delivered in electronic format to the recipient's county email address unless a recipient requests a hard copy of the materials. The requirements of this Section 2.02(D) may be waived, in whole or in part, by the Board Chair in his or her discretion.

2.03 County Email Addresses

The county shall provide every Board Member with a county email address. All Board Members shall utilize the county email address for county business and shall not conduct county business on any other email address.

2.04 Committees of the County Board and Other Boards and Commissions – Creation and Existence

(A) Standing Committees. The County Board has established the standing committees (referred to as “Standing Committees”) as designated on Appendix A to these Board Rules. Standing Committees are regular committees of the County Board, shall have the authority, power, duties and responsibilities, and shall operate according to the procedures set forth in Appendix A.

(B) Ad Hoc Committees. The County Board may form ad hoc committees (referred to as “Ad Hoc Committees”) from time to time by resolution or action of the County Board. Any resolution or action creating an ad hoc committee shall specify the name of the committee, the committee's purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee's reporting relationship. Appendix A will be updated by May 1 in even-numbered years to reflect current Ad Hoc Committees and particulars surrounding each particular Ad Hoc Committee's operations. In these Board Rules, Ad Hoc Committees and Standing Committees are together referred to as “Committees.”

(C) Other Boards and Commissions. The County may be associated with certain Other Boards and Commissions (referred to as “Other Boards and Commissions.”) Appendix A will be updated from time to time to reflect current Other Boards and Commissions and particulars surrounding operations.

(D) Pursuant to Section 3.01 of these Rules, the Board Chair may serve as a member, with full rights and privileges, of any Committee if there is not otherwise a quorum present at any Committee meeting.

2.05 Committee and Other Boards and Commissions Appointments and Removals

(A) The Board hereby establishes the Committee on Committees, which shall convene within one (1) week following each Organizational Meeting for purposes of nominating members to Standing Committees. The Committee on Committees shall be comprised of seven (7) members consisting of the Board Chair, Board Vice Chair and five (5) at-large Board Members elected by the County Board at the Organizational Meeting. Such election shall occur by ballot with the 5 members receiving the most votes on the ballot being elected. The Board Chair shall serve as chair of the Committee on Committees. The Committee on Committees shall nominate persons to serve on each Standing Committee in writing at the first Board meeting following the Organizational Meeting. The Board shall either confirm or reject any nomination for each Standing Committee and in the event of rejection, the Board shall appoint the member to the Standing Committee relating to such rejection. In making nominations, the Committee on Committees shall consider the interest forms submitted by Board Members and Board Member tenure and previous service on Standing Committees.

(B) At the first meeting of each Standing Committee following the Organizational Meeting, the Standing Committee shall elect a Chair and Vice Chair of each Standing Committee, which designations are subject to County Board confirmation.

(C) The Board Chair may recommend the removal of any member of any Committee at any time for any reason to the County Board and the County Board may make such removal. The Board Chair may recommend the removal of the designation as Chair or Vice Chair of any Committee at any time for any reason and the County Board may make such removal.

2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities

(A) The Committee Chair shall serve as the Chair of a Committee meeting and, in consultation with the County Clerk and Board Chair, is responsible for the preparation of all Committee meeting agendas.

(B) The County Clerk, in consultation with the Committee Chair, is responsible for providing notice of every meeting of the Committee by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(C) A Committee or Other Board and Commission may request another Committee or Other Board and Commission to attend a future meeting of the requesting body. In such event, each Committee and Other Board and Commission shall prepare an agenda for the joint meeting in the usual manner.

(D) In the first meeting of a Committee following the Organizational Meeting, the Committee shall adopt dates and times for regular Committee meetings and shall

make every attempt to schedule such meetings prior to the regular County Board meetings and with due regard to the meeting dates and times of other Committees.

2.07 County Board Member Compensation

(A) County Board Meetings. Board Members shall receive \$40/day for each day's attendance at a County Board meeting.

(B) Committee Meetings. Board Members shall receive \$30/meeting for attending a Committee meeting. Board Members are entitled to receive compensation for attending more than one meeting in a day.

(C) Other Meetings. Board Members shall receive \$30/meeting for attending a meeting of a body that is not a Committee only with the Board Chair's prior approval. Board Members who are not members of the Committee may receive compensation as provided in this Section 2.07 for attending a meeting only when attendance at the meeting is directed or approved by the Board Chair.

(D) Board Chair Compensation. In addition to the compensation set forth in this Section 2.07, the Board Chair shall receive an additional \$250/month. If the Board Chair is unable or unwilling to perform the duties of Board Chair for a period of four weeks or longer, the Board Chair shall not be paid the additional compensation herein and the compensation shall be paid to the Vice Chair for the months during which the Vice Chair is performing the duties of the Board Chair.

(E) Expense Reimbursement. Board Members shall be reimbursed for expenses in the amounts, and according to the regulations and procedures, established by the Finance & Personnel Committee from time to time. Board Members shall be entitled to reimbursement of only actual mileage traveled for attendance at any meeting for which compensation is paid and only if the Board Member utilizes his or her personal vehicle for the travel.

(F) No compensation shall be paid for attendance at any meeting held one hour or less before or one hour or less after a County Board meeting.

(G) Board Members shall complete and sign any forms required to verify attendance and expenses as established by the Executive and Finance Committee from time to time. Such forms are required to be submitted not more than two (2) days following the end of the month in which the expenses were incurred or attendance is claimed.

2.08 Meeting Minutes

(A) County Board Meetings. The County Clerk is responsible for the preparation of minutes for all meetings of the County Board. The County Clerk may use a personal recording device to record any open session portion of a meeting for purposes of verifying the accuracy of the proceedings. The County Clerk shall

destroy any recording not sooner than 90 days after approval of the minutes of the meeting at which the recording is taken. The County Clerk shall not record any closed session of a County Board meeting. A draft form of the minutes of meetings shall be included in the meeting packet distributed prior to County Board meetings as specified in Section 2.02(D).

(B) Committee, Other Board and Commission Meetings. The County Clerk shall confer with the Chair of any Committee to appoint a person to take and record the minutes of any meeting of the Committee. Any person so appointed shall not be a County Board Member. All draft minutes shall be filed with the County Clerk's office no later than 14 days after the meeting to which the draft minutes apply and shall be in a format approved by the County Clerk.

2.09 County Board Meeting Seating Arrangements

Except as provided herein, County Board Members shall be seated in order by district number. The Chair, Vice Chair, County Administrator, County Clerk and Corporation Counsel shall sit at the designated head of the room in the order established by the Chair. There shall be a designated area for members of the public and members of the press. The Chair may alter the seating arrangements to meet the needs of individual Board Members or members of the public.

2.10 Board Member Interest Forms

(A) Within 7 days after County Board Members are elected in the Spring general election, the County Clerk shall distribute a welcome letter to all persons elected to the County Board. The contents of the welcome letter shall include information concerning the schedule for the Organizational Meeting and related matters, the Board Rules and the Board Member Biography form.

(B) Board Members interested in nomination for the position of Board Chair and Vice Chair are encouraged to indicate their interest in the positions on the County Board Chair/Vice Chair candidate answers form. In addition, such Board Members are encouraged to answer two additional questions (beyond the minimum questions on the Board Member Biography form):

- If you are elected, are there things you will try to change or do differently as County Board Chair/Vice Chair?
- How would you describe the style you will use in working with your fellow Board Members, County Committees, County Administrator and other staff?

All Board Members shall also complete Committee/Board/Commission Preference form and Board Member Biography form. The County Clerk will distribute these forms to all County Board Members-elect in advance of the Organizational Meeting.

2.11 Board Relationship with Administrator, ~~and~~ Department Heads ~~and~~ Employees

The County Board serves as the legislative body in County government. As such, the County Board's role is to enact policy. To implement ~~the~~ policy the County Board establishes, the County Board shall appoint a person as the County Administrator according to Wis. Stat. § 59.18(1). The County Administrator shall perform all duties and have such authority as specified in Wis. Stat. § 59.18, the County Administrator Position Description, these Board Rules and as otherwise may be authorized and directed by the County Board from time to time. Department Heads are responsible, and shall report, to the County Administrator. County Board Members desiring information or a report from a Department Head or other County ~~staff-employees~~ shall request such information or report either in the context of a County Board or Committee meeting or from the County Administrator. Individual County Board Members shall not provide direction to the County Administrator, a Department Head or any County employee unless expressly authorized by these Board Rules or official action of the County Board or a Committee, Other Board or Commission.

2.12 Vacancies in Office of County Board Member

(A) Vacancies – How Caused. Vacancies in the office of Richland County Board Supervisor shall be determined according to Wis. Stat. § 17.03.

(B) Vacancies – How Filled. The following procedure shall be utilized when there is a vacancy in the office of Richland County Board Supervisor unless the County Board orders a special election to fill the vacancy according to Section 2.12(C):

1. Within 30 days of the seat becoming vacant, the County Clerk shall place a standard advertisement (not in the legal section) for 2 consecutive weeks in *The Richland Observer* and *The Shopping News*, containing:
 - a. A notification that there is a vacancy in Supervisory District # [•].
 - b. A map which reasonably informs the public of the boundaries of the District.
 - c. That interested persons shall submit the following information to the County Clerk, in written form, by a stated deadline which shall be not less than 30 days from the date of the last publication:
 - The applicant's name and address;
 - That the applicant is at least 18 years' old;
 - That the applicant is qualified to vote in the District in which there is a vacancy; and
 - A brief statement as to the applicant's qualifications to serve on the County Board.
 - d. A statement that the vacancy will be filled from the list of applicants, at the County Board meeting first following the expiration of the application deadline. The advertisement

should state the place, date and time of that County Board meeting.

- e. The County Clerk's mailing address, fax number and e-mail address.

2. At the County Board meeting first following the date of the application deadline, the County Board will invite applicants to provide a presentation as to why they wish to serve on the County Board. At the end of the presentation(s), the Board will either (a) proceed to deliberate and vote on the applicants; or (b) direct the County Clerk to readvertise the vacancy according to the procedure in Section 2.12(B)(1). The successor appointed according to this process shall serve for the unexpired portion of the term of the vacant office.

(C) Vacancies – Special Election. If a vacancy occurs before June 1 in the year preceding expiration of the term of office, the Board may order a special election to fill the vacancy. If the Board orders a special election during the period beginning on June 1 and ending on November 30 of any year, the special election shall be held concurrently with the succeeding spring election. If the Board orders a special election during the period beginning on December 1 and ending on May 31 of the succeeding year, the special election shall be held on the Tuesday after the first Monday in November following the date of the order. A person so elected shall serve for the residue of the unexpired term.

2.13 Official Statements by Board Members

No Board Member other than the Board Chair is authorized to make any official statement or comment on behalf of the County Board. If a Board Member makes a statement or comment, the Board Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Board Member and not the views of the County Board.

2.14 Board Member Rules of Conduct

(A) Each Board Member shall:

1. Uphold the Oath of Office and faithfully and impartially discharge the duties of a Board Member to the best of their ability;
2. Act in the best interests of Richland County government at all times;
3. Refrain from conduct which a reasonable person would deem unethical, offensive or otherwise contrary to community values;
4. Be responsive to the needs of the community;
5. Represent the interest of constituents by attending and participating in meetings, adequately prepare for meetings and observe the rules of decorum and these Board Rules at meetings; and

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6. Conduct Richland County government business in a manner consistent with law and refrain from discussions surrounding Richland County business outside the appropriate meetings and channels of communication.

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(B) Board Member Conduct at Meetings. In addition to the rules of decorum in RONR, Board Members shall, at all meetings of the County Board or a Committee, conduct themselves and dress in a professional and respectful manner. Board Member comments should be directed to the County Board Chair or Committee Chair and not to any individual Board Member, County employee or member of the public. All comments must be respectful, courteous, appropriate and germane to the topic under discussion. Any inappropriate conduct will be recognized and addressed by the County Board Chair or Committee Chair. The County Board Chair at a County Board meeting or the Committee Chair at a Committee meeting shall have the power to direct a Board Member's removal from a meeting.

(C) Board Member Conduct Outside Meetings. In addition to the provisions of Section 2.14(A), Board Members shall adhere to the following.

1. Board Members shall at all times exhibit professional and courteous behavior when interacting with the County Administrator and County employees. Under no circumstance shall it be acceptable for a Board Member to berate, belittle or shout at the County Administrator or a County employee whether in a meeting or outside a meeting.

2. Board Members shall refrain from requesting that a County employee perform a task or function without first obtaining the appropriate authorization. Matters relating to official County business should be addressed through the Administrator or the appropriate Committee, Other Board or Commission.

(D) As elected representatives, Board members receive complaints from constituents, including County employees and the general public. Board members shall refer complaints and/or concerns regarding the management and operation of County government to the appropriate step within the chain of command (Department Head and/or County Administrator). Outside of the chain of command, Board members shall refrain from reviewing or discussing the merits of such complaints or concerns until the matter has been submitted to the chain of command and reported by that authority to the Board or Committee.

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SECTION 3 COUNTY BOARD OFFICERS

3.01 County Board Chair

(A) The Board Chair shall perform all duties of the chairperson as specified in Wis. Stat. § 59.12(1) and perform such other duties as specified in these Board Rules. In addition, the Chair shall perform such other duties as the County Board may authorize from time to time. In presiding over meetings of the County Board, the Chair shall decide all questions of order or procedure, subject to appeal to the Board, and at all times preserve order and decorum. The Board Chair may serve as a member, with full rights and privileges, of any Committee if there is otherwise not a quorum at any Committee meeting.

(B) The Board Chair shall serve as the spokesperson for the County Board and is authorized to comment to the public or press on any matter of County business provided any such comments are consistent with the County Board's policies or expressed positions.

(C) The Board Chair shall be a member of the Committee on Committees and the Executive and Finance Committee. The Board Chair shall be the Chair of the Committee on Committees and Vice Chair of the Executive and Finance Committee.

(D) In the event of a vacancy in the position of Board Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 1.01(A).

3.02 County Board Vice Chair

(A) The Vice Chair shall perform all duties of the Board Chair in the absence or disability of the Chair and perform such other duties as specified in these Board Rules. In addition, the Vice Chair shall perform such other duties as the County Board may authorize from time to time.

(B) The Vice Chair shall be a member of the Committee on Committees and the Executive and Finance Committee. The Vice Chair shall be the Chair of the Executive and Finance Committee.

(C) In the event of a vacancy in the position of Vice Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 1.01(A).

3.03 Chairs and Vice Chairs of Committees.

The chair of a Committee shall preside at Committee meetings and otherwise serve as the spokesperson on behalf of the Committee in County Board meetings. The Committee vice chair shall assume the responsibilities of the Committee chair in the chair's absence.

SECTION 4 RULES OF PROCEDURE

4.01 Parliamentary Authority

The latest edition of *Robert's Rules of Order, Newly Revised* ("RONR") shall govern the proceedings at all meetings of the County Board and the Committees. The Corporation Counsel shall serve as parliamentarian for all meetings of the County Board and shall consult with the Board Chair on all questions of parliamentary procedure.

4.02 Committee of the Whole

The County Board may convene as the committee of the whole at the call of the Board Chair provided the public is provided notice of any such meeting in accordance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

4.03 Remote Attendance at Meetings

(A) Remote Attendance at Meetings. Board Members shall make every attempt to attend County Board and Committee meetings in-person. A Board Member authorized under these Board Rules to attend a meeting by remote communication (telephonic or videoconference technology) shall be considered present for a meeting with full rights to participate and vote. A Board Member may attend no more than six (6) regularly-scheduled County Board meetings by remote communication in the twelve (12) months beginning April 1 of each year and ending March 31 the following year without the approval of the Board Chair, in his or her sole discretion. There is no limitation on the number of Committee meetings that a Board Member may attend by remote communication. Any Board Member attending a Board or Committee meeting remotely shall keep the camera on for the entirety of their attendance if attending by video and shall be excused from any closed session part of a meeting unless granted permission to remain in the meeting by the Board Chair or Committee Chair. No person may serve as Chair of a County Board meeting if the person is attending the meeting by remote communication unless the entire meeting is held by remote communication as provided in Section 4.03(B). In the physical absence of the Chair and Vice Chair, the County Board shall appoint a Board Member to serve as Chair pro tempore of the meeting. The Executive and Finance Committee may, from time to time, establish policies governing the conduct of meetings where persons attend remotely and Board Members shall abide by any such policies.

(B) Fully Remote Meetings. If in-person meetings are not advised or not possible due to an emergency situation, as declared by the appropriate authority under Wis. Stat. Chap. 323 or otherwise determined by the Board Chair, meetings of the County Board and Committees may be conducted via teleconference, video conference or other such methods, provided that members of the public can access the meeting in accordance with Wisconsin's Open Meetings Law.

4.04 Order of Business

(A) County Board Meetings.

The order of business for all meetings of the County Board shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. County Clerk Verification of Open Meetings Law Compliance
5. Approve Agenda

6. Approve Minutes of Previous Meeting(s)
7. Public Comment
8. Special Orders of Business
9. Public Hearings
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Reports
 - a. Administrator's Report
13. Closed Session (if any)
14. Correspondence
15. Future Agenda Items
16. Adjourn

The order of business may be changed by the Chair or by majority vote of the Board. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(B) Committee Meetings.

The order of business for all meetings of Committees shall be as follows:

1. Call to Order
2. Roll Call
3. Verification of Open Meetings Law Compliance
4. Approve Agenda
5. Approve Minutes from Previous Meeting(s)
6. Public Comment
7. Public Hearing
8. Reports
9. Contract Approvals
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Closed Session (if any)
13. Correspondence
14. Future Agenda Items
15. Adjourn

The order of business may be changed by the Chair or by majority vote of the committee or other board and commission. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(C) Approval of Minutes. There is no requirement that minutes of a previous meeting be read unless requested by a majority of the County Board or Committee.

4.05 Personal Electronic Devices

(A) County Board Members. All County Board Members shall silence their mobile phones and all other personal electronic devices during a meeting of the County Board and of any Committee on which the Board Member serves. Such devices may not be used during any such meeting except in the event of an emergency or with permission of the Chair of the meeting. This Section 4.05(A) does not preclude the recording of open session portions of any meeting by any person.

(B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other person electronic devices during a meeting of the County Board and of any Committee. This Section 4.05(B) does not preclude the recording of open session portions of any meeting by any person.

4.06 Recognition, Debate and Voting at County Board Meetings

(A) Recognition. A Board Member must be recognized by the Board Chair prior to speaking and shall do so by rising or raising a hand. The Board Chair is responsible for determining recognition.

(B) Debate. Each Board Member shall be entitled to speak twice for a total of not to exceed 10 minutes on any matter pending before the Board and open for discussion. Any member may move to limit or extend the floor time of any speaker and such motion shall not be debatable. Discussion and comments should be directed to the Board Chair and not to any individual Board Member, county staff or member of the public. All Board Member comments shall be germane to the business currently pending before the Board.

(C) Voting. Unless roll call or secret ballot voting is required by the Wisconsin Statutes or these Board Rules, when a question is put to the County Board, the Board Chair shall conduct a voice vote by asking for those in favor and those opposed. When conducting roll call votes, the County Clerk shall call the roll in numeric order according to supervisory district and each succeeding roll call vote at the same meeting shall start with the next succeeding name that completed the last preceding roll call vote.

(D) Abstention. All County Board Members are expected to represent their constituents and fully participate in meetings of the County Board, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Board Member may abstain from participating in discussion, voting or both. When a Board Member abstains, the Board Chair shall provide the Board Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the County Clerk shall record the reason in the meeting minutes.

(E) This Section 4.06 does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Board Rules, Committee meeting procedure shall be governed by RONR 49:21, *Procedure in Small Boards*.

4.07 Public Decorum and Comment

(A) Rules of Decorum. All attendees at County Board and Committee meetings are

expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, signs, banners or displays that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.

(B) Rules for Public Comment. The following rules apply to all periods of public comment at County Board and Committee meetings:

1. Any person who wishes to address the County Board during the “Public Comment” portion of the agenda must provide their name and address prior to beginning comment.
2. A commenter may not speak longer than three (3) minutes and may only speak once per meeting.
3. All comments must be germane to an item on the meeting agenda.
4. Comments should be directed to the Board as a whole and not addressed to individual Board Members.
5. A commenter should refrain from asking questions of the Board or any individual Board Member.
6. Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
7. The Chair reserves the right to terminate an individual’s public comments if these rules are violated. As well, the Chair has the authority to rule speakers out of order and may call a short recess in disorderly situations.

(C) Public Participation at Meetings. Unless specifically requested by the Chair of a meeting, members of the public are not allowed to participate in any meeting. No Board Member or member of a Committee may cede time during discussion of a pending question to a member of the public. This Section 4.07(C) shall not be construed to prohibit County staff from providing information and reports to the County Board or a Committee consistent with the meeting agenda or practice of the County Board or Committee.

4.08 Reconsideration

Any County Board Member on the prevailing side of any question determined by the County Board may make a motion to reconsider the question at the same or next succeeding meeting. When the County Board is equally divided on any question before it, the question shall be considered lost, but in that case any County Board Member present at the meeting where the question was considered may move for reconsideration at the same or next

succeeding meeting.

4.09 Resolutions – Form and Introduction

(A) Form of Resolutions. A Board Member may request the assistance of Corporation Counsel in drafting any proposed Resolution provided, however, the identity of the Board Member shall not be confidential. Resolutions shall be in form approved by the County Clerk and Corporation Counsel. In addition to any other form requirements, all proposed Resolutions shall include the following:

1. A space for a fiscal note. The County Administrator or designee is responsible for reviewing the financial impact of any proposed Resolution and providing any comments relating to such financial impact.
2. A space for a legal note. The Corporation Counsel or designee is responsible for reviewing whether the proposed Resolution is within the scope of the County's authority and otherwise providing any comments relating to the legal impact of the proposed Resolution.
3. A space indicating the identity of the Committee(s) that considered the proposed Resolution, the date of the Committee(s) meeting at which such consideration occurred, the official action of the Committee(s) on the proposed Resolution and the votes of the Committee(s) members relative to the proposed Resolution.

(B) Introduction of Resolutions. A Resolution may be proposed by an individual Board Member or by a Committee.

1. Resolutions Proposed by an Individual Board Member. If a Resolution is proposed by an individual Board Member, prior to any action by the Board on the proposed Resolution, the Board Chair shall refer the proposed Resolution to the appropriate Committee. The County Board may, from time to time, request a report from the Board Chair as to referral of proposed Resolutions. The Committee(s) to which a proposed Resolution is referred shall file the official action on any proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting. The requirements of this Section 4.09(B)1 may be waived, in whole or in part, by the Board Chair in his or her discretion.
2. Resolutions Proposed by a Committee. A Committee may propose a Resolution. Any Committee that recommends County Board adoption of a Resolution proposed by the Committee shall file the official action on the proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting.

(C) The County Board will consider a Resolution commemorating the retirement of a County employee only if the employee is fully vested in the Wisconsin Retirement System at the time of retirement.

4.10 Exclusion from Closed Session at Committee, Other Board or Commission Meetings.

A Board Member that is not a member of a Committee, Other Board or Commission may be excluded from a closed session portion of a Committee, Other Board or Commission meeting upon majority vote of the Committee, Other Board or Commission.

4.10 Suspension of and Amendment to Rules

(A) Suspension of Rules. Any rule in these Rules may be suspended by 2/3 vote provided any such suspension does not cause a violation of the Wisconsin Statutes.

(B) Amendment to Rules. The County Board may amend these Rules by 2/3 vote of the members-elect provided any proposed amendment is provided in writing to all Board Members in the meeting packet distributed by the County Clerk under Rule 2.02(D).

SECTION 5 ENFORCEMENT

5.01 Procedure for Enforcement

(A) If the Board Rules are violated during a meeting of a Board, Committee, Other Board or Commission, the Board Chair or other presiding officer of the meeting shall have all powers under the Board Rules to immediately bring a Board Member's conduct into conformity with the Board Rules. If appropriate, the Board Chair or other presiding officer of the meeting may report a violation of the Board Rules to law enforcement for purposes of taking appropriate action, which may include (without limitation) removal of the offending Board Member from a meeting and/or issuing a citation for disorderly conduct. In addition, the Board Chair or other presiding officer of the meeting shall refer the matter to the Executive and Finance Committee to determine what, if any, further sanction is warranted. The Board Member who is alleged to have violated the Board Rules shall be provided an opportunity to address the Executive and Finance Committee prior to disposition. The Executive and Finance Committee shall make a report to the County Board as soon as practicable and provide a recommendation as to the appropriate sanction, if any. The County Board shall make the final determination on the appropriate sanction, if any.

(B) The Board may, in its discretion, impose one or more of the following sanctions:

1. Private reprimand;
2. Censure without a formal Resolution of the County Board;
3. Censure with a formal Resolution of the County Board;
4. Removal from position of Committee Chair;

5. Removal from Committee; and

6. Referral to Executive and Finance Committee to determine if cause exists to remove the Board Member from office.

If the Board refers the matter to the Executive and Finance Committee to determine if cause (defined as inefficiency, neglect of duty, official misconduct or malfeasance in office) exists to remove the Board Member from office, the Executive and Finance Committee is authorized to appoint agents to (a) conduct any further and other investigation as may be necessary; (b) prepare verified charges seeking the Board Member's removal from office; and (c) prosecute the Board Member's removal from office. Any such proceedings shall comply with Wis. Stats. Chap. 17.

(C) In addition to the enforcement procedures established in this Section 5.01, and without limiting any of those provisions, the Board Chair or the Executive and Finance Committee may refer any violation of the Board Rules to the Ethics Board by filing the referral with the Corporation Counsel or County Clerk and such referral shall be considered a verified complaint under Ordinance 23-6(8).

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RICHLAND COUNTY RULES OF THE BOARD

March 12, 2024

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SECTION 1: PURPOSE AND DEFINITIONS

1.01 Purpose

The Richland County Board of Supervisors (referred to as the “County Board” or “Board”) recognizes and understands the importance of county government, and the programs and services it provides, to the citizens of Richland County. The County Board further recognizes County citizens’ rightful expectation that the financial resources provided the County through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the County Board hereby adopts the following County Board Rules (referred to as “Board Rules” or “Rules”) in order to promote orderly and efficient rules of governance for the County Board and all county-related governmental bodies.

1.02 Interpretation

These Board Rules are not intended to, and shall not, supersede any requirements or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Board Rules, the Wisconsin Statutes shall take precedence.

SECTION 2 COUNTY BOARD ORGANIZATION

2.01 County Board Meetings

The two-year period of time between the organizational meetings in Section 2.01(A) hereof shall constitute a session of the County Board, and any business pending and upon which the board has not acted prior to the close of a session can no longer be acted upon without being reintroduced.

(A) The Organizational Meeting. On the third Tuesday in April in even-number years, after each Spring general election at which County Board Members are elected for full terms, the County Board will meet and shall:

1. Organize and transact general business;
2. Elect a member Chair to perform the duties set forth in Wis. Stat. § 59.12(1);
3. Elect a member Vice Chair to perform the duties set forth in Wis. Stat. § 59.12(2); and
4. Elect the five (5) at-large members of the Committee on Committees.

The County Clerk shall serve as Chair pro tempore of the Organizational Meeting until such time as the County Board elects the Board Chair. Persons nominated for Board Chair and board Vice Chair are allowed 10 minutes to speak and answer

questions. Voting shall take place by written secret ballot and the County Clerk and Corporation Counsel shall serve as ballot clerks. A majority of votes of the Board Members present shall be necessary to elect the Board Chair and board Vice Chair.

(B) The Annual Meeting. On the last Tuesday of October, the County Board will convene for an annual meeting for the purpose of transacting general business. The Annual Meeting may be adjourned from time to time as allowed under the Wisconsin Statutes.

(C) Regular Meetings. The County Board shall meet for the purpose of transacting general business at 7:00 p.m. on the third Tuesday of each month except for the month of December, during which month the County Board shall meet on the second Tuesday of the month.

(D) Special Meetings. Special meetings of the County Board may be called in accordance with Wis. Stat. § 59.11(2) or at the call of the Chair. If a meeting is called pursuant to Wis. Stat. § 59.11(2), the written request delivered to the County Clerk shall conform to Wis. Stat. § 59.11(2)(a) and contain the proposed agenda for the meeting.

2.02 County Board Meeting Agenda Responsibilities

(A) The Board Chair, in consultation with the County Clerk and the County Administrator, is responsible for the contents of the agenda for any County Board meeting except for a special meeting called pursuant to Wis. Stat. § 59.11(2)(a).

(B) Any member of the board desiring an item to be placed on the agenda for a board meeting shall either:

1. Request that the Board Chair place the item on the agenda and the Board Chair may grant or refuse the request; or
2. Make a motion during the Future Agenda Items portion of the agenda at a County Board meeting to have an item placed on the agenda for the next meeting and, if such motion is adopted, the item shall be placed on the agenda for the next meeting.

(C) The County Clerk, in consultation with the Board Chair, is responsible for providing notice of every meeting of the County Board by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(D) The County Clerk shall distribute the agenda and meeting packet to all County Board Members, the County Administrator and the Corporation Counsel, in addition to any other interested persons identified by the Board Chair, by 1:00 p.m. on the Friday immediately preceding a regular County Board meeting. For special meetings, the agenda and meeting packet shall be delivered at least 48 hours in advance of the meeting except in the event of an emergency, in which case the

agenda and meeting packet shall be delivered as soon as practicable. Any Committee or Board Member responsible for submitting materials (resolutions, ordinances, ordinance amendments, reports, etc.) for inclusion in the meeting packet shall provide the materials to the County Clerk no later than 5:00 p.m. on the Thursday preceding the week of the regular meeting. The agenda and meeting packets shall be delivered in electronic format to the recipient's county email address unless a recipient requests a hard copy of the materials. The requirements of this Section 2.02(D) may be waived, in whole or in part, by the Board Chair in his or her discretion.

2.03 County Email Addresses

The county shall provide every Board Member with a county email address. All Board Members shall utilize the county email address for county business and shall not conduct county business on any other email address.

2.04 Committees of the County Board and Other Boards and Commissions – Creation and Existence

(A) Standing Committees. The County Board has established the standing committees (referred to as “Standing Committees”) as designated on Appendix A to these Board Rules. Standing Committees are regular committees of the County Board, shall have the authority, power, duties and responsibilities, and shall operate according to the procedures set forth in Appendix A.

(B) Ad Hoc Committees. The County Board may form ad hoc committees (referred to as “Ad Hoc Committees”) from time to time by resolution or action of the County Board. Any resolution or action creating an ad hoc committee shall specify the name of the committee, the committee's purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee's reporting relationship. Appendix A will be updated by May 1 in even-numbered years to reflect current Ad Hoc Committees and particulars surrounding each particular Ad Hoc Committee's operations. In these Board Rules, Ad Hoc Committees and Standing Committees are together referred to as “Committees.”

(C) Other Boards and Commissions. The County may be associated with certain Other Boards and Commissions (referred to as “Other Boards and Commissions.”) Appendix A will be updated from time to time to reflect current Other Boards and Commissions and particulars surrounding operations.

(D) Pursuant to Section 3.01 of these Rules, the Board Chair may serve as a member, with full rights and privileges, of any Committee if there is not otherwise a quorum present at any Committee meeting.

2.05 Committee and Other Boards and Commissions Appointments and Removals

(A) The Board hereby establishes the Committee on Committees, which shall convene within one (1) week following each Organizational Meeting for purposes of nominating members to Standing Committees. The Committee on Committees shall be comprised of seven (7) members consisting of the Board Chair, Board Vice Chair and five (5) at-large Board Members elected by the County Board at the Organizational Meeting. Such election shall occur by ballot with the 5 members receiving the most votes on the ballot being elected. The Board Chair shall serve as chair of the Committee on Committees. The Committee on Committees shall nominate persons to serve on each Standing Committee in writing at the first Board meeting following the Organizational Meeting. The Board shall either confirm or reject any nomination for each Standing Committee and in the event of rejection, the Board shall appoint the member to the Standing Committee relating to such rejection. In making nominations, the Committee on Committees shall consider the interest forms submitted by Board Members and Board Member tenure and previous service on Standing Committees.

(B) At the first meeting of each Standing Committee following the Organizational Meeting, the Standing Committee shall elect a Chair and Vice Chair of each Standing Committee, which designations are subject to County Board confirmation.

(C) The Board Chair may recommend the removal of any member of any Committee at any time for any reason to the County Board and the County Board may make such removal. The Board Chair may recommend the removal of the designation as Chair or Vice Chair of any Committee at any time for any reason and the County Board may make such removal.

2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities

(A) The Committee Chair shall serve as the Chair of a Committee meeting and, in consultation with the County Clerk and Board Chair, is responsible for the preparation of all Committee meeting agendas.

(B) The County Clerk, in consultation with the Committee Chair, is responsible for providing notice of every meeting of the Committee by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(C) A Committee or Other Board and Commission may request another Committee or Other Board and Commission to attend a future meeting of the requesting body. In such event, each Committee and Other Board and Commission shall prepare an agenda for the joint meeting in the usual manner.

(D) In the first meeting of a Committee following the Organizational Meeting, the Committee shall adopt dates and times for regular Committee meetings and shall

make every attempt to schedule such meetings prior to the regular County Board meetings and with due regard to the meeting dates and times of other Committees.

2.07 County Board Member Compensation

(A) County Board Meetings. Board Members shall receive \$40/day for each day's attendance at a County Board meeting.

(B) Committee Meetings. Board Members shall receive \$30/meeting for attending a Committee meeting. Board Members are entitled to receive compensation for attending more than one meeting in a day.

(C) Other Meetings. Board Members shall receive \$30/meeting for attending a meeting of a body that is not a Committee only with the Board Chair's prior approval. Board Members who are not members of the Committee may receive compensation as provided in this Section 2.07 for attending a meeting only when attendance at the meeting is directed or approved by the Board Chair.

(D) Board Chair Compensation. In addition to the compensation set forth in this Section 2.07, the Board Chair shall receive an additional \$250/month. If the Board Chair is unable or unwilling to perform the duties of Board Chair for a period of four weeks or longer, the Board Chair shall not be paid the additional compensation herein and the compensation shall be paid to the Vice Chair for the months during which the Vice Chair is performing the duties of the Board Chair.

(E) Expense Reimbursement. Board Members shall be reimbursed for expenses in the amounts, and according to the regulations and procedures, established by the Finance & Personnel Committee from time to time. Board Members shall be entitled to reimbursement of only actual mileage traveled for attendance at any meeting for which compensation is paid and only if the Board Member utilizes his or her personal vehicle for the travel.

(F) No compensation shall be paid for attendance at any meeting held one hour or less before or one hour or less after a County Board meeting.

(G) Board Members shall complete and sign any forms required to verify attendance and expenses as established by the Executive and Finance Committee from time to time. Such forms are required to be submitted not more than two (2) days following the end of the month in which the expenses were incurred or attendance is claimed.

2.08 Meeting Minutes

(A) County Board Meetings. The County Clerk is responsible for the preparation of minutes for all meetings of the County Board. The County Clerk may use a personal recording device to record any open session portion of a meeting for purposes of verifying the accuracy of the proceedings. The County Clerk shall

destroy any recording not sooner than 90 days after approval of the minutes of the meeting at which the recording is taken. The County Clerk shall not record any closed session of a County Board meeting. A draft form of the minutes of meetings shall be included in the meeting packet distributed prior to County Board meetings as specified in Section 2.02(D).

(B) Committee, Other Board and Commission Meetings. The County Clerk shall confer with the Chair of any Committee to appoint a person to take and record the minutes of any meeting of the Committee. Any person so appointed shall not be a County Board Member. All draft minutes shall be filed with the County Clerk's office no later than 14 days after the meeting to which the draft minutes apply and shall be in a format approved by the County Clerk.

2.09 County Board Meeting Seating Arrangements

Except as provided herein, County Board Members shall be seated in order by district number. The Chair, Vice Chair, County Administrator, County Clerk and Corporation Counsel shall sit at the designated head of the room in the order established by the Chair. There shall be a designated area for members of the public and members of the press. The Chair may alter the seating arrangements to meet the needs of individual Board Members or members of the public.

2.10 Board Member Interest Forms

(A) Within 7 days after County Board Members are elected in the Spring general election, the County Clerk shall distribute a welcome letter to all persons elected to the County Board. The contents of the welcome letter shall include information concerning the schedule for the Organizational Meeting and related matters, the Board Rules and the Board Member Biography form.

(B) Board Members interested in nomination for the position of Board Chair and Vice Chair are encouraged to indicate their interest in the positions on the County Board Chair/Vice Chair candidate answers form. In addition, such Board Members are encouraged to answer two additional questions (beyond the minimum questions on the Board Member Biography form):

- If you are elected, are there things you will try to change or do differently as County Board Chair/Vice Chair?
- How would you describe the style you will use in working with your fellow Board Members, County Committees, County Administrator and other staff?

All Board Members shall also complete Committee/Board/Commission Preference form and Board Member Biography form. The County Clerk will distribute these forms to all County Board Members-elect in advance of the Organizational Meeting.

2.11 Board Relationship with Administrator and Department Heads

The County Board serves as the legislative body in County government. As such, the County Board's role is to enact policy. To implement the policy the County Board establishes, the County Board shall appoint a person as the County Administrator according to Wis. Stat. § 59.18(1). The County Administrator shall perform all duties and have such authority as specified in Wis. Stat. § 59.18, the County Administrator Position Description, these Board Rules and as otherwise may be authorized and directed by the County Board from time to time. Department Heads are responsible, and shall report, to the County Administrator. County Board Members desiring information or a report from a Department Head or other County staff shall request such information or report either in the context of a County Board or Committee meeting or from the County Administrator.

2.12 Vacancies in Office of County Board Member

(A) Vacancies – How Caused. Vacancies in the office of Richland County Board Supervisor shall be determined according to Wis. Stat. § 17.03.

(B) Vacancies – How Filled. The following procedure shall be utilized when there is a vacancy in the office of Richland County Board Supervisor unless the County Board orders a special election to fill the vacancy according to Section 2.12(C):

1. Within 30 days of the seat becoming vacant, the County Clerk shall place a standard advertisement (not in the legal section) for 2 consecutive weeks in *The Richland Observer* and *The Shopping News*, containing:

- a. A notification that there is a vacancy in Supervisory District # [•].
- b. A map which reasonably informs the public of the boundaries of the District.
- c. That interested persons shall submit the following information to the County Clerk, in written form, by a stated deadline which shall be not less than 30 days from the date of the last publication:
 - The applicant's name and address;
 - That the applicant is at least 18 years' old;
 - That the applicant is qualified to vote in the District in which there is a vacancy; and
 - A brief statement as to the applicant's qualifications to serve on the County Board.
- d. A statement that the vacancy will be filled from the list of applicants, at the County Board meeting first following the expiration of the application deadline. The advertisement should state the place, date and time of that County Board meeting.
- e. The County Clerk's mailing address, fax number and e-mail address.

2. At the County Board meeting first following the date of the application deadline, the County Board will invite applicants to provide a presentation as to why they wish to serve on the County Board. At the end of the presentation(s), the Board will either (a) proceed to deliberate and vote on the applicants; or (b) direct the County Clerk to readvertise the vacancy according to the procedure in Section 2.12(B)(1). The successor appointed according to this process shall serve for the unexpired portion of the term of the vacant office.

(C) Vacancies – Special Election. If a vacancy occurs before June 1 in the year preceding expiration of the term of office, the Board may order a special election to fill the vacancy. If the Board orders a special election during the period beginning on June 1 and ending on November 30 of any year, the special election shall be held concurrently with the succeeding spring election. If the Board orders a special election during the period beginning on December 1 and ending on May 31 of the succeeding year, the special election shall be held on the Tuesday after the first Monday in November following the date of the order. A person so elected shall serve for the residue of the unexpired term.

2.13 Official Statements by Board Members

No Board Member other than the Board Chair is authorized to make any official statement or comment on behalf of the County Board. If a Board Member makes a statement or comment, the Board Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Board Member and not the views of the County Board.

SECTION 3 COUNTY BOARD OFFICERS

3.01 County Board Chair

(A) The Board Chair shall perform all duties of the chairperson as specified in Wis. Stat. § 59.12(1) and perform such other duties as specified in these Board Rules. In addition, the Chair shall perform such other duties as the County Board may authorize from time to time. In presiding over meetings of the County Board, the Chair shall decide all questions of order or procedure, subject to appeal to the Board, and at all times preserve order and decorum. The Board Chair may serve as a member, with full rights and privileges, of any Committee if there is otherwise not a quorum at any Committee meeting.

(B) The Board Chair shall serve as the spokesperson for the County Board and is authorized to comment to the public or press on any matter of County business provided any such comments are consistent with the County Board's policies or expressed positions.

(C) The Board Chair shall be a member of the Committee on Committees and the Executive and Finance Committee. The Board Chair shall be the Chair of the Committee on Committees and Vice Chair of the Executive and Finance Committee.

(D) In the event of a vacancy in the position of Board Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 1.01(A).

3.02 County Board Vice Chair

(A) The Vice Chair shall perform all duties of the Board Chair in the absence or disability of the Chair and perform such other duties as specified in these Board Rules. In addition, the Vice Chair shall perform such other duties as the County Board may authorize from time to time.

(B) The Vice Chair shall be a member of the Committee on Committees and the Executive and Finance Committee. The Vice Chair shall be the Chair of the Executive and Finance Committee.

(C) In the event of a vacancy in the position of Vice Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 1.01(A).

3.03 Chairs and Vice Chairs of Committees.

The chair of a Committee shall preside at Committee meetings and otherwise serve as the spokesperson on behalf of the Committee in County Board meetings. The Committee vice chair shall assume the responsibilities of the Committee chair in the chair's absence.

SECTION 4 RULES OF PROCEDURE

4.01 Parliamentary Authority

The latest edition of *Robert's Rules of Order, Newly Revised* ("RONR") shall govern the proceedings at all meetings of the County Board and the Committees. The Corporation Counsel shall serve as parliamentarian for all meetings of the County Board and shall consult with the Board Chair on all questions of parliamentary procedure.

4.02 Committee of the Whole

The County Board may convene as the committee of the whole at the call of the Board Chair provided the public is provided notice of any such meeting in accordance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

4.03 Remote Attendance at Meetings

(A) Remote Attendance at Meetings. Board Members shall make every attempt to attend County Board and Committee meetings in-person. A Board Member authorized under these Board Rules to attend a meeting by remote communication (telephonic or videoconference technology) shall be considered present for a meeting with full rights to participate and vote. A Board Member may attend no more than six (6) regularly-scheduled County Board meetings by remote communication in the twelve (12) months

beginning April 1 of each year and ending March 31 the following year without the approval of the Board Chair, in his or her sole discretion. There is no limitation on the number of Committee meetings that a Board Member may attend by remote communication. Any Board Member attending a Board or Committee meeting remotely shall keep the camera on for the entirety of their attendance if attending by video and shall be excused from any closed session part of a meeting unless granted permission to remain in the meeting by the Board Chair or Committee Chair. No person may serve as Chair of a County Board meeting if the person is attending the meeting by remote communication unless the entire meeting is held by remote communication as provided in Section 4.03(B). In the physical absence of the Chair and Vice Chair, the County Board shall appoint a Board Member to serve as Chair pro tempore of the meeting. The Executive and Finance Committee may, from time to time, establish policies governing the conduct of meetings where persons attend remotely and Board Members shall abide by any such policies.

(B) Fully Remote Meetings. If in-person meetings are not advised or not possible due to an emergency situation, as declared by the appropriate authority under Wis. Stat. Chap. 323 or otherwise determined by the Board Chair, meetings of the County Board and Committees may be conducted via teleconference, video conference or other such methods, provided that members of the public can access the meeting in accordance with Wisconsin's Open Meetings Law.

4.04 Order of Business

(A) County Board Meetings.

The order of business for all meetings of the County Board shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. County Clerk Verification of Open Meetings Law Compliance
5. Approve Agenda
6. Approve Minutes of Previous Meeting(s)
7. Public Comment
8. Special Orders of Business
9. Public Hearings
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Reports
 - a. Administrator's Report
13. Closed Session (if any)
14. Correspondence
15. Future Agenda Items
16. Adjourn

The order of business may be changed by the Chair or by majority vote of the Board. When preparing the agenda for the meeting, where no business is contemplated on

an item on this order of business, the item can be omitted.

(B) Committee Meetings.

The order of business for all meetings of Committees shall be as follows:

1. Call to Order
2. Roll Call
3. Verification of Open Meetings Law Compliance
4. Approve Agenda
5. Approve Minutes from Previous Meeting(s)
6. Public Comment
7. Public Hearing
8. Reports
9. Contract Approvals
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Closed Session (if any)
13. Correspondence
14. Future Agenda Items
15. Adjourn

The order of business may be changed by the Chair or by majority vote of the committee or other board and commission. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(C) Approval of Minutes. There is no requirement that minutes of a previous meeting be read unless requested by a majority of the County Board or Committee.

4.05 Personal Electronic Devices

(A) County Board Members. All County Board Members shall silence their mobile phones and all other personal electronic devices during a meeting of the County Board and of any Committee on which the Board Member serves. Such devices may not be used during any such meeting except in the event of an emergency or with permission of the Chair of the meeting. This Section 4.05(A) does not preclude the recording of open session portions of any meeting by any person.

(B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other person electronic devices during a meeting of the County Board and of any Committee. This Section 4.05(B) does not preclude the recording of open session portions of any meeting by any person.

4.06 Recognition, Debate and Voting at County Board Meetings

(A) Recognition. A Board Member must be recognized by the Board Chair prior to speaking and shall do so by rising or raising a hand. The Board Chair is responsible for

determining recognition.

(B) Debate. Each Board Member shall be entitled to speak twice for a total of not to exceed 10 minutes on any matter pending before the Board and open for discussion. Any member may move to limit or extend the floor time of any speaker and such motion shall not be debatable. Discussion and comments should be directed to the Board Chair and not to any individual Board Member, county staff or member of the public. All Board Member comments shall be germane to the business currently pending before the Board.

(C) Voting. Unless roll call or secret ballot voting is required by the Wisconsin Statutes or these Board Rules, when a question is put to the County Board, the Board Chair shall conduct a voice vote by asking for those in favor and those opposed. When conducting roll call votes, the County Clerk shall call the roll in numeric order according to supervisory district and each succeeding roll call vote at the same meeting shall start with the next succeeding name that completed the last preceding roll call vote.

(D) Abstention. All County Board Members are expected to represent their constituents and fully participate in meetings of the County Board, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Board Member may abstain from participating in discussion, voting or both. When a Board Member abstains, the Board Chair shall provide the Board Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the County Clerk shall record the reason in the meeting minutes.

(E) This Section 4.06 does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Board Rules, Committee meeting procedure shall be governed by RONR 49:21, *Procedure in Small Boards*.

4.07 Public Decorum and Comment

(A) Rules of Decorum. All attendees at County Board and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, signs, banners or displays that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.

(B) Rules for Public Comment. The following rules apply to all periods of public comment at County Board and Committee meetings:

1. Any person who wishes to address the County Board during the “Public Comment” portion of the agenda must provide their name and address prior to beginning comment.

2. A commenter may not speak longer than three (3) minutes and may only speak once per meeting.

3. All comments must be germane to an item on the meeting agenda.

4. Comments should be directed to the Board as a whole and not addressed to individual Board Members.

5. A commenter should refrain from asking questions of the Board or any individual Board Member.

6. Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.

7. The Chair reserves the right to terminate an individual's public comments if these rules are violated. As well, the Chair has the authority to rule speakers out of order and may call a short recess in disorderly situations.

(C) Public Participation at Meetings. Unless specifically requested by the Chair of a meeting, members of the public are not allowed to participate in any meeting. No Board Member or member of a Committee may cede time during discussion of a pending question to a member of the public. This Section 4.07(C) shall not be construed to prohibit County staff from providing information and reports to the County Board or a Committee consistent with the meeting agenda or practice of the County Board or Committee.

4.08 Reconsideration

Any County Board Member on the prevailing side of any question determined by the County Board may make a motion to reconsider the question at the same or next succeeding meeting. When the County Board is equally divided on any question before it, the question shall be considered lost, but in that case any County Board Member present at the meeting where the question was considered may move for reconsideration at the same or next succeeding meeting.

4.09 Resolutions – Form and Introduction

(A) Form of Resolutions. A Board Member may request the assistance of Corporation Counsel in drafting any proposed Resolution provided, however, the identity of the Board Member shall not be confidential. Resolutions shall be in form approved by the County Clerk and Corporation Counsel. In addition to any other form requirements, all proposed Resolutions shall include the following:

1. A space for a fiscal note. The County Administrator or designee is responsible for reviewing the financial impact of any proposed Resolution and providing any comments relating to such financial impact.

2. A space for a legal note. The Corporation Counsel or designee is responsible for reviewing whether the proposed Resolution is within the scope of

the County's authority and otherwise providing any comments relating to the legal impact of the proposed Resolution.

3. A space indicating the identity of the Committee(s) that considered the proposed Resolution, the date of the Committee(s) meeting at which such consideration occurred, the official action of the Committee(s) on the proposed Resolution and the votes of the Committee(s) members relative to the proposed Resolution.

(B) Introduction of Resolutions. A Resolution may be proposed by an individual Board Member or by a Committee.

1. Resolutions Proposed by an Individual Board Member. If a Resolution is proposed by an individual Board Member, prior to any action by the Board on the proposed Resolution, the Board Chair shall refer the proposed Resolution to the appropriate Committee. The County Board may, from time to time, request a report from the Board Chair as to referral of proposed Resolutions. The Committee(s) to which a proposed Resolution is referred shall file the official action on any proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting. The requirements of this Section 4.09(B)1 may be waived, in whole or in part, by the Board Chair in his or her discretion.

2. Resolutions Proposed by a Committee. A Committee may propose a Resolution. Any Committee that recommends County Board adoption of a Resolution proposed by the Committee shall file the official action on the proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting.

(C) The County Board will consider a Resolution commemorating the retirement of a County employee only if the employee is fully vested in the Wisconsin Retirement System at the time of retirement.

4.10 Suspension of and Amendment to Rules

(A) Suspension of Rules. Any rule in these Rules may be suspended by 2/3 vote provided any such suspension does not cause a violation of the Wisconsin Statutes.

(B) Amendment to Rules. The County Board may amend these Rules by 2/3 vote of the members-elect provided any proposed amendment is provided in writing to all Board Members in the meeting packet distributed by the County Clerk under Rule 2.02(D).

Richland County Committee

Agenda Item Cover

Agenda Item Name: County Wide Team Training

Department	Administration	Presented By:	Candace Pesch
Date of Meeting:	10-28-24	Action Needed:	Approval
Disclosure:		Authority:	
Date submitted:	10-21-2024	Referred by:	
Action needed by no later than (date)		Resolution	Yes

Recommendation and/or action language: Resolution to Approve Contracting with Lou Everett Group to provide County Wide training for a period of 1 year with a total cost of \$23,000.

Background:

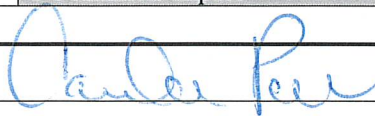
Richland County has historically not conducted county wide training. This training would provide quarterly training sessions to the County Board and employees to promote a positive work culture, employee engagement, build employee pride and resilience and future planning.

Attachments and References: Lou Everett Training Proposal

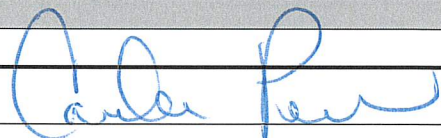
Financial Review: ARPA dollars will be utilized to fund this training

(please check one)

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



Department Head



Administrator, Candace Pesch

the
Lou Everett Group
BUSINESS AND LEADERSHIP COACHES
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Training and Development Proposal for Richland County, Wisconsin

Objective:

To build a unified, resilient, and positive workplace culture across all departments within the county organization, enhancing teamwork, accountability, and employee satisfaction while mitigating the effects of toxicity and misinformation.

Program Structure:

- **Quarterly Training Sessions**
- **Accountability Mechanisms**
- **Team Building**
- **Ongoing Feedback and Support**

Overview:

Richland County is poised for growth and success, but to realize its full potential, the organization must address critical challenges related to current culture in both the workplace and within the Board of Directors. This program aims to address these issues, break down any remaining silos (including within Board culture), and foster a collaborative environment. It focuses on empowering employees, creating a positive identity for the county, and addressing the challenges posed by internal and external negativity.

Quarterly Training Sessions

1. Q1: Building a Unified Team (*Board members only*)

- **Focus:** Understanding the "We Are One" philosophy.
- **Activities:**
 - **Workshops on Team Dynamics:** Interactive sessions to foster understanding and collaboration across departments.
 - **Vision and Mission Alignment:** Department heads work together to create a unified vision and goals.
- **Outcome:** Establish a clear mission statement that emphasizes collective responsibility.

2. Q2: Overcoming Toxicity and Misinformation (*Board & department leaders*)

- **Focus:** Addressing the impacts of negativity and fostering resilience.
- **Activities:**
 - **Conflict Resolution Training:** Equip employees with skills to handle conflict and misinformation effectively.
 - **Crisis Communication Workshops:** Training on how to communicate positively about the county internally and externally.
- **Outcome:** Empower employees to manage toxic behaviors and promote a positive narrative.

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3. Q3: Building Employee Pride and Resilience (*Department leaders/Selected board members*)

- **Focus:** Celebrating achievements and building a culture of appreciation.
- **Activities:**
 - **Recognition Programs:** Introduce peer-to-peer recognition initiatives to highlight individual and team contributions.
 - **Resilience Building Workshops:** Techniques for personal and professional resilience.
- **Outcome:** Employees feel valued and proud of their work, fostering a sense of belonging.

4. Q4: Feedback and Future Planning (*leaders & Board members*)

- **Focus:** Evaluating progress and setting future goals.
 - **Activities:**
 - **Feedback Forums:** Open discussions for leaders and board members to share thoughts on program effectiveness.
 - **Strategic Planning for Next Steps/Next Year:** Collaborative session to identify areas for improvement and new goals.
 - **Outcome:** Continuous improvement based on employee feedback, reinforcing the “We Are One” philosophy.
-

Accountability Mechanisms

1. **Monthly Check-ins:**
 - Leaders to hold monthly meetings to discuss progress towards goals, celebrate successes, and address any ongoing challenges.
2. **Employee Feedback Surveys:**
 - Conduct quarterly anonymous surveys to assess employee sentiment and engagement, with follow-up actions based on results.
3. **Recognition of Accountability Champions:**
 - Designate individuals within teams to champion the initiative, ensuring that accountability is fostered at all levels.
4. **Public/Internal Reporting:**
 - Share progress and success stories internally and publicly (social media) to improve community perception and highlight positive changes.

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Team Building Activity Ideas (*We will assist you in developing ideas and coach through implementation.*)

- **County-wide Team Days:** Organize quarterly team-building events that include all departments. Activities could include:
 - Outdoor retreats focusing on teamwork and collaboration.
 - Workshops on effective communication and trust-building exercises.
 - **Social Responsibility Initiatives:** Engage employees in community service projects to reinforce the mission of public service and pride in their roles.
-

Ongoing Feedback and Support

- **Open-Door Policy:** Encourage open communication between employees and leadership to discuss concerns and suggestions.
 - **Support Groups:** Establish peer support groups for employees to share experiences and coping strategies for dealing with toxicity and change.
 - **Leadership Development Programs:** Train leaders to foster a positive culture and to be equipped to handle conflict and support their teams effectively.
-

Conclusion

The “We Are One” initiative is designed to build a resilient, collaborative, and positive culture within the county organization. By focusing on quarterly training, accountability, and team-building activities, this program aims to empower board members and employees, foster unity, and reshape the public narrative surrounding the county. Change is challenging, but with a structured approach and commitment to improvement, the organization can move forward positively.

Your Investment

1. Quarterly Training Sessions

- 4 Sessions
- Virtual
- 1.5-2 hours each session
- Any materials will be provided (digital)
- **Total for Training Sessions:** \$12000

2. Accountability

- Monthly Check-ins (1 hour each)
- Assist in feedback surveys, recognition, and reporting
- Unlimited 10-minute emails, calls, or texts
- **Total for Accountability:** \$6000

the
Lou Everett Group
BUSINESS AND LEADERSHIP COACHES
Transforming Today's Leaders!

3. Additional Support and Resources

- Ongoing Feedback and Support (consulting)
- Up to 15 hours in 12 months
- **Total for Consulting: \$5000**

Total Investment Cost: \$23,000

**All training and consulting is virtual/remote. However, onsite support can be arranged at additional costs as needed.*

**Topics and subtopics subject to change or revised based upon progress and needs as program moves along.*

Richland County Board

Agenda Item Cover

Agenda Item Name: Symons Recreation Complex Donations

Department	Symons Recreation Complex	Presented By:	Mike Hardy, Director
Date of Meeting:	10/28/2024	Action Needed:	Approval
Disclosure:		Authority:	
Date submitted:	10/21/2024	Referred by:	Mike Hardy, Director
Action needed by no later than (date)		Resolution	

Recommendation and/or action language: Accept donations from the Symons Recreation Complex Foundation

Background: The SRC Foundation has offered to donate funds for the improvement of operations at the Symons Recreation Complex as follows:

- Refurbishing the Hwy 14 sign. Existing sign has faded paint and needs new panels. Quote received of \$4,600 was offered to be covered by the Foundation from received donations.
- Professional Deep Cleaning at SRC. With staffing shortages throughout 2023 and the first part of 2024, several areas of the facility have developed a need for a "deep cleaning" which would require overtime from existing limited staff to address. The Foundation offered to pay for contracting with local professional cleaner to provide a \$1,850 one-time cleaning.
- Purchase of 4 Inflatable Water Rafts for the Swimming Pool. In order to increase revenues and expand use of the SRC, staff recommended increasing private party rentals and special events with the attraction of inflatable water rafts in use by many other pools which serve as destination attractions. SRC Foundation wishes to see more innovative programming like this to attract new revenues and offered to pay the full \$5,547.95 cost to purchase the rafts, which will only be available for special events or party rentals if requested by renter and not in conflict with regular member uses of the pool.
- Purchase of an A7xi Ascent Elliptical Trainer. Several of SRC's cardio machines are older and rusted and in need of replacement. Initially, 2 elliptical trainers have been identified by staff as needing to be replaced asap. SRC Foundation agreed to replace the two smaller units with this larger unit and pay the full \$3,000 cost which includes disposal of the 2 old ellipticals.
- Purchase of 2 Swim Suit Water Extractors to replace 2 older units. Each locker room has an automatic water extractor used by swimmer to dry out suits after swimming. Both units are very old and have been requested for replacement as high priority by members. The Foundation agrees as the swimming pool is the anchor of SRC and drives most membership revenues, and offered to pay up to \$5,000 to purchase 2 replacement units.

Attachments and References:

Financial Review:

(please check one)

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

Department Head

Administrator, Candace Pesch

RESOLUTION NO. 24 - XX

Resolution Accepting Donations To The Symons Recreation Complex.

WHEREAS the Symons Natatorium Board has reviewed and approved the acceptance of several donations from the Symons Foundation, and

WHEREAS the Symons Foundation is a steadfast and important community partner assisting Symons Recreation Center to become a more sustainable, inclusive and fiscally efficient facility, and

WHEREAS the Symons Foundation is offering to donate the following:

- refurbishing the Hwy 14 sign at Symons valued at \$4,600
- professional deep cleaning of Symons (one time) valued at \$1,850
- purchase of 4 inflatable water rafts for the swimming pool valued at \$5,547.95
- purchase of an A7xi Ascent Elliptical Trainer to replace older elliptical valued at \$3,000
- purchase of 2 swim suit water extractors to replace 2 older units valued at \$5,000

WHEREAS these funds will all be paid out of Symons Foundation Monies generated from donations, no County tax dollars will be utilized.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval to accept the above donations from the Symons Foundation is granted.

BE IT FURTHER RESOLVED that this resolution is effective upon passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(28 OCTOBER 2024)

AYES _____ NOES _____

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

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

DATED: OCTOBER 29, 2024

Approved by Symon's Natatorium Board on September 9, 2024

BL Signs LLC
19330 Cribben Hill Rd.
Richland Center, WI 53581
Phone: 608-647-0149

blsignage@gmail.com

8/16/2024

**Symons Recreation Complex
1250 Symons Circle (1250 US Hwy 14 West)
Richland Center, WI 53581**

Sign Proposal

RE: Main Sign Update

Sand and repaint sign cabinet on site, replace old white polycarbonate with new, and manufacture and install (2) new vinyl logos.

Total: \$4,600.00 + tax

BL Signs requires 50% deposit with signed proposal and signed drawing in order to proceed. Proposal is good for 30 days. Permit, permit acquisition fee and taxes are not included. A 3% processing fee will be charged if paying by credit card. This bid is subject to further clarification between the parties and does not constitute an offer to perform the aforementioned services.

Approved By: _____ Date: _____

B-L Signs _____ Date: _____

First, we would like to introduce ourselves, our cleaning service has been a family business for three years, we clean your business as if it were our own, with the care, seriousness and safety that our clients like very much.

Recommendations PB Clean UP LLC.

To Start out - Deep Cleaning all areas one time **\$1,850.00**

A single deep cleaning application to revive the site and leave it ready for regularly scheduled cleanings.

Atrium
Pool Area (Deck a round)
GYM (2 areas)
Lockers + Restrooms areas.
Court (Fronton sports)
WC Women 2 areas
WC Men's 2 areas.

Deep Cleaning only in these areas **\$ 1,280.00**

GYM (2 Areas)
Lockers + Restrooms areas.
WC Women 2 areas
WC Men's 2 areas.

Some of our clients

Subway Richland Center.
Los Amigos 2 Mexican Food.
Glass Nickel Pizza
Round Barn Lodge - Spring Green
Germania Hotel – Spring Green
Clients in general houses, apartments and Airbnb cabins.

I would like to mention that we have **insurance, guarantees, operating licenses**, and we work with quality products that are 100% environmentally friendly from the Walmart, Menards, and COSTCO chains.

Our service hours are from **Monday to Saturday**, and we adapt to your most convenient hours.

Please provide us with your comments after reviewing our service proposal.

William Padilla
PB Clean UP LLC
608 475 1858

Connelly Skis, LLC Aquaglide
1345 NW Wall Street, Ste 100
Bend, OR 97703
USA



Telephone 855-502-2782
Fax
Giro
Tax registration number

Ship to:
SYMONS REC CENTER
1250 Symons Circle
Richland Center, WI 53581
USA

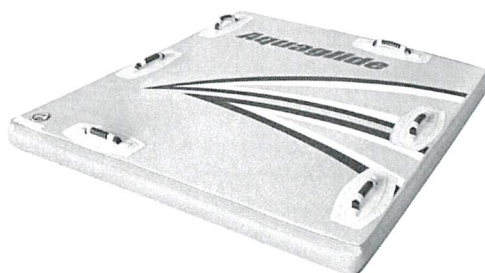
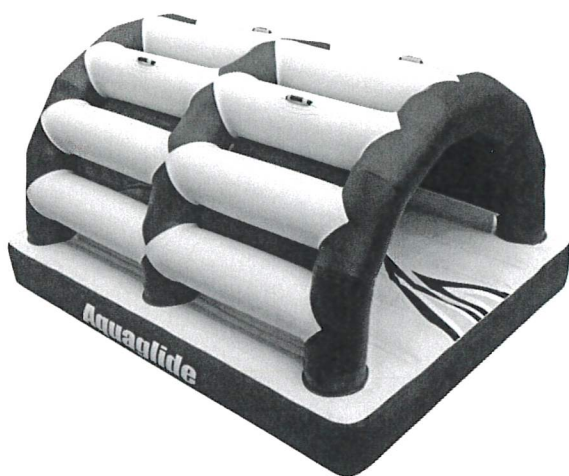
Quotation

Page 1 of 1
Number CAG-000327-5
Date 9/18/2024
Requisition
Your ref.
Our ref. 000889
Quotation deadline 10/18/2024
Payment Due Upon Receipt

Item number	Description	Ship date	Quantity	Unit	Sales price	Discount	Discount percent	Amount
585213101	AQUAPARK PUMP 110V 7.3 PSI - US	9/18/2024	1.00	EA	369.99	0.00	10.00%	332.99
585219103	SUBWAY 10	9/18/2024	1.00	EA	2,999.99	0.00	15.00%	2,549.99
585221132	HALF DECK 7.5	9/18/2024	1.00	EA	649.99	0.00	10.00%	584.99
585219668	FOXTROT 20	9/18/2024	1.00	EA	1,599.99	0.00	15.00%	1,359.99
585219114	SWIMSTEP 5X5	9/18/2024	1.00	EA	799.99	0.00	10.00%	719.99

Sales subtotal							
Currency	amount	Total discount	Charges	Net amount	Sales tax	Round-off	Total
USD	5,547.95	0.00	0.00	5,547.95	0.00	0.00	5,547.95

Aquaglide inflatable swim rafts





Local Sales Local Service World-Class Support

Created Date 09/30/2024
Estimates are valid for thirty (30) days.

Quote Number 00001001
Quote Name 2024 budgeting

Summit Information

Prepared By Blake Nikolai
Email bnikolai@summitcf.com
Phone (608) 512-7594

Company Address 6376 Copps Ave
Madison, WI 53716-3761
United States

Customer Information

Bill To Name Symons Recreation Complex
Billing Address 1250 Symons Circle
Richland Center, WI 53581

Ship To Name Symons Recreation Complex
Shipping Address

Important Information

Standard Payment Terms: 50% at order, balance due at delivery. Exceptions, if applicable will be noted below.

Please provide tax exempt certificates if applicable.

Delivery requires site survey.

Commercial treadmills require NEMA 5-20R outlet with dedicated 20 amp circuit.

Product	Line Item Description	Sales Price	Quantity	Total Price
Prod2	Matrix A7xi Ascent Trainer	\$2,495.00	1.00	\$2,495.00
Delivery	Delivery & Assembly: Includes Extractions and disposals of 2 units	\$500.00	1.00	\$500.00

Totals

Subtotal \$2,995.00
Tax \$0.00
Grand Total \$2,995.00

Standard Terms & Conditions

1. There may be a 1.5% monthly service charge on **overdue accounts**. The buyer is also responsible for any collection and/or legal fees involved in collecting past due accounts.
3. There is a **3% processing fee** for any purchases made via **credit card**.
5. A **restocking fee of 15%** will be applied on merchandise ordered but not accepted. Delivery, Set-Up and Freight charges will not be refunded.
7. **Storage Fees** may be assessed for any deliveries delayed within five days prior to the scheduled delivery date. Summit Commercial Fitness will try to accommodate the requested reschedule date.
2. If customer requires a **certificate of insurance** that includes a waiver of subrogation or if the additional insured is to be on a primary non-contributory basis the customer agrees to assume the additional cost.
4. **Equipment leasing** is available with approved credit. Please contact your sales manager for more information.
6. A **Preventative Maintenance Agreement** is available for all equipment. Please contact us for further information and an itemized estimate.
8. Customer is responsible for anchoring any equipment or product that require **floor or wall anchoring/mounting**.

Proposal Approval

Print Name: _____

Title: _____

Signature: _____

Date: _____

Johnson Fitness & Wellness



Octane X11
Elliptical (6
available)
\$2,499/ea. +
delivery &
disposal
(\$670)

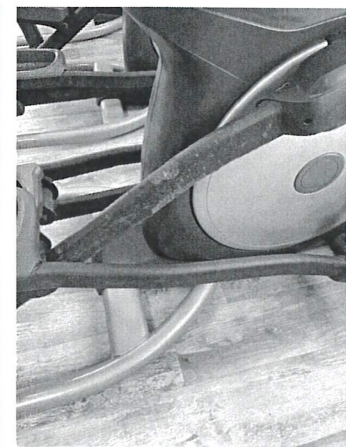


Existing Treadmills to be removed (2)

Summit Commercial Fitness



A7xi Ascent
Trainer (3
available)
\$2,495/ea. +
delivery &
disposal
(\$500)





Suitmate 115V Swimsuit Water Extractor



\$2,500.00

- Helps protect facilities from water damage
- Increases patron satisfaction
- Operates without heat
- Easy installation

Product Description

Suitmate swimsuit water Extractor. A system that efficiently removes 95 percent of water from a wet swimsuit in just 8 seconds. Moisture-proof electrical junction box and wall mount bracket are provided. Water for disposal should be directed to floor drain or piped to waste water system.

Richland County Committee

Agenda Item Cover

Agenda Item Name: License and Switches

Department	Pine Valley	Presented By:	Angie Wall
Date of Meeting:	10/21/2024	Action Needed:	Approval
Disclosure:		Authority:	
Date submitted:	10/21/2024	Referred by:	Angie Wall
Action needed by no later than (date)		Resolution	

Recommendation and/or action language: Approval for Jcomp Technologies for switches and license for Pine Valley

Background: This is for new switches for internet usage at Pine Valley

Attachments and References:

Financial Review:

(please check one)

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

Department Head

Candace Pesch

Administrator, Candace Pesch



Richland Co. - Pine Valley
August 28, 2024

Prepared By:
Robert C. Carns MCSE, CCNA, CCDA, MCNE, CCA

Current Promo Until 10/25/2024

Qty.	Description		Price
5	Cisco 9200L - 48port 10/100/100; 4 SFP+ PoE	\$	16,834.25
5	3 Year Cisco DNA Essentials License	\$	4,373.50
5	1 Year SMARTnet 24x7x4	\$	4,890.00
2	Cisco 9200L - Stacking Kit	\$	1,925.62

Total

\$ 28,023.37