

**Richland County
Executive & Finance Standing Committee**

Date Posted: December 19, 2024

NOTICE OF MEETING

Please be advised that the Richland County Executive & Finance Standing Committee will convene on Monday, December 23, 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 12-06-2024 and 12-10-2024 Meetings
6. Public Comment
7. Reports
 - A. County Administrator
8. Discussion & Possible Action: Resolution Petitioning The Secretary Of Transportation For Airport Improvement Aid
9. Discussion & Possible Action: Approval To Accept Proposal From Public Administration Associates, LLC
10. 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: Appointment Of Interim County Administrator
11. Return To Open Session
12. Possible Action On Items From Closed Session
13. Correspondence
14. Future Agenda Items
15. 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

December 6, 2024

The Richland County Executive & Finance Standing Committee convened on December 6, 2024 in person and virtually at 2:00 PM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Williamson called the meeting to order at 2:00 PM.

Roll Call: Deputy Clerk Hege conducted roll call. Committee members present: Steve Carrow, Gary Manning, Mark Gill, Ingrid Glasbrenner, David Turk, Bob Frank, Steve Williamson. Committee member(s) absent: Marc Couey. Supervisor Couey arrived at 2:02 PM.

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

Approval Of Agenda: Motion by Manning, second by Carrow to approve agenda. Motion carried and agenda was approved.

Approval Of Minutes From The November 12, 2024 Meeting: Committee Chair Williamson asked if there were any corrections to the minutes from the November 12, 2024 meeting. Hearing none, Committee Chair Williamson declared the minutes from the November 12, 2024 meeting approved as published.

Public Comment: None

Couey arrived at 2:02 PM

Reports:

A. Radio Tower Project Update: Mr. Mike Day with True North Consulting Group joined via WebEx and updated the committee on the progress of the 911 radio tower project. Over all progress is being with a completion goal period of June/July 2025. Discussion on difficulties working with US Cellular ensued. Mr. Day presented the financial documents for the radio tower project to the committee. Brief discussion ensued.

B. Veterans Service Office Update: Ms. Karen Knock, Richland County Veteran Service Officer, presented Senior Community Service Employment Program that the County Veteran Service Office will be offering to area veterans. Brief discussion ensued.

Notification Of Public Comment Period For Richland County Comprehensive Plan: Dan Hauck with the Southwestern Wisconsin Regional Planning Commission joined via WebEx and notified the committee of the comprehensive plan consideration period and presented the draft 2024-2034 Richland County Comprehensive Plan. Brief discussion ensued. Supervisor Glasbrenner pointed out to Mr. Hauck that her name was spelled incorrectly in the plan documents.

Discussion & Possible Action: Resolution Establishing A Policy For The Expenditures Of Remaining Funds From American Rescue Plan Act Funds: Larry Erbs, Richland County Director of Finance, gave an explanation of the resolution. Motion by Gill, second by Couey to approve the resolution establishing a policy for the expenditures of remaining funds from American Rescue Plan Act funds. Discussion ensued. Motion carried and the resolution establishing a policy for the expenditures of

Richland County
Executive & Finance Standing Committee

remaining funds from American Rescue Plan Act funds was approved and forwarded on to county board for final approval.

Discussion & Possible Action: Approval Of Letter Of Engagement For 2024 Audit Services From Johnson & Block: County Administrator Pesch gave background on the letter of engagement from Johnson & Block for the annual auditing services for Richland County. Motion by Couey, second by William to approve the letter of engagement for 2024 audit services from Johnson & Block. Motion carried and the letter of engagement for 2024 audit services from Johnson & Block was approved.

Discussion & Possible Action: Approval Of Contract With Vestis: Administrator Pesch gave background on the contract on behalf of Ms. Angela Wall, Pine Valley Community Village Administrator. Motion by Couey, second by Gill to approve contract with Vestis. Discussion ensued. Motion carried and contract with Vestis was approved.

Discussion & Possible Action: County Treasurer Appointment: Administrator Pesch and Attorney Michael Windle, County Corporation Counsel, gave background on the need to appoint a treasurer for Richland County and the process that needed to be followed. Discussion ensued. No action taken.

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: County Administrator Annual Performance Review: Motion by Couey, second by Glasbrenner to enter into Closed Session. Motion to enter into Closed Session was unanimous. Entered into Closed Session at 3:02 PM.

Return To Open Session: Returned to Open Session

Possible Action On Items From Closed Session: No action taken.

Correspondence: Deputy County Clerk Hege shared a memo from County Clerk Kalish to the members of the committee.

Future Agenda Items:

Public Hearing for Richland County Comprehensive Plan – Dan Hauck

Brief discussion on the need to have a special meeting of the Executive and Finance Standing Committee.

Adjourn: Chair Williamson entertained a motion to adjourn to Tuesday, December 10, 2024 at 6:45 PM. Motion by Manning, second by Carrow to adjourn. Motion carried and meeting adjourned at 4:09 p.m.



Myranda H. Hege
Deputy County Clerk

Richland County
Executive & Finance Standing Committee

December 10, 2024

The Richland County Executive & Finance Standing Committee convened on Tuesday, December 10, 2024 in person and virtually at 6:45 PM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Williamson called the meeting to order at 6:45 PM.

Roll Call: Clerk Kalish conducted roll call. Committee members present: Steve Carrow, Gary Manning, Mark Gill, David Turk, Bob Frank, and Steve Williamson. Committee member(s) absent: Ingrid Glasbrenner and Marc Couey.

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

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

Public Comment: None.

Reports - Administrator's Report: Administrator Pesch reviewed proposed wage scale and position placements on the wage scale. Administrator Pesch noted that all part-time and full-time employees were placed on the scale with a 3% COLA increase and that approximately \$56,000 is remaining in funds set aside for any additional adjustments to wage scale.

Discussion & Possible Action – Adoption Of New Richland County Wage Scale: Motion by Manning second by Gill to approve wage scale. Motion carried and wage scale declared adopted.

Correspondence: None.

Future Agenda Items: None.

Adjourn: Motion by Manning second by Carrow to adjourn. Motion carried and meeting adjourned at 6:51 PM.



Derek S. Kalish
County Clerk

Executive & Finance Standing Committee

Agenda Item Cover

Agenda Item Name: Discussion & Possible Action: Resolution Petitioning The Secretary Of Transportation For Airport Improvement Aid

Department	County Board/Clerk	Presented By:	Steve Williamson / Derek S. Kalish
Date of Meeting:	12-23-2024	Action Needed:	Approval of resolution Forward to County Board for approval
Disclosure:		Authority:	
Date submitted:	12-18-2024	Referred by:	Mark Higgins / Steve Williamson
Action needed by no later than (date)	12-23-2024	Resolution	Attached

Recommendation and/or action language: Motion to approve resolution petitioning the Secretary of Transportation for airport improvement aid and forward to County Board for final approval.

Background: Petition for airport improvement aid to remodel and upgrade the airport terminal building. Approximate cost of project is \$500,000 with \$450,000 funded by federal, \$25,000 funded by state and \$25,000 funded by Richland (\$12,500) and Sauk (\$12,500) Counties. 2025 portion of the project will consist of design elements and cost approximately \$150,000 with 95% funded by state/federal government (\$142,500) and the \$7,500 funded by Richland (\$3,000) and Sauk (\$4,500) Counties.

Attachments and References: Resolution Petitioning The Secretary Of Transportation For Airport Improvement Aid

Financial Review: Approximate portion of 2025 fees for Richland County is \$3,000.

(please check one)

<input checked="" type="checkbox"/>	In adopted budget (2025)	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

Department Head

Administrator, Candace Pesch

**RESOLUTION PETITIONING
THE SECRETARY OF TRANSPORTATION
FOR AIRPORT IMPROVEMENT AID
BY**

**County Board of Supervisors
Richland County, Wisconsin**

WHEREAS, the Richland County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the Tri-County Regional Airport, Sauk County, Wisconsin,

"PETITION FOR AIRPORT PROJECT"

WHEREAS, the foregoing proposal for airport improvements has been referred to the city plan commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5), and

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a General Aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: Rehabilitate/upgrade/modify terminal building; Rehabilitate/reconstruct taxiways; Conduct airport master plan and update airport layout plan; Crackfill and sealcoat airport pavements; Acquire Snow Removal Equipment; Fuel System upgrades; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

"DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32 .02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

"AIRPORT OWNER ASSURANCES"

AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a federal grant agreement.

AND BE IT FURTHER RESOLVED THAT THE Tri-County Airport commission chairman and secretary be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.

RESOLUTION INTRODUCED BY:

(TITLE)

(TITLE)

(TITLE)

CERTIFICATION

I, _____, Clerk of Richland County, Wisconsin, do hereby certify that the foregoing is a correct copy of a resolution introduced at a _____ meeting of the _____ on _____, 20____, adopted by a majority vote, and recorded in the minutes of said meeting.

Clerk