

*County Clerk's Office*  
*Richland County, Wisconsin*

Derek S. Kalish  
County Clerk

Courthouse – P.O. Box 310  
Richland Center, Wisconsin 53581

phone (608) 647-2197  
fax (608) 647-6134

February 16, 2024

Please be advised that the Richland County Board of Supervisors will convene at 7:00 p.m., Tuesday, February 20, 2024, in the County Board Room of the Richland County Courthouse, located at 181 West Seminary Street, Richland Center, Wisconsin.

Virtual access and documents for the meeting can be found by clicking on this link:

<https://administrator.co.richland.wi.us/minutes/county-board/>

Amended Agenda

1. Roll Call
2. Invocation
3. Pledge Of Allegiance
4. Approve Agenda
5. Approve Minutes Of The February 12<sup>th</sup> Meeting
6. Public Comment
7. Appointments: CCS Coordinating Committee & Transportation Coordinating Committee
8. Reports: Administrator's Report, Neighborhood Housing Services Presentation, Register of Deeds 2023 Annual Report
9. Correspondence
10. Report On Petitions For Zoning Amendments Received Since The Last County Board Session
11. Report On Rezoning Petitions Recommended For Denial By The Zoning And Land Information Committee
12. Resolution Commemorating The Retirement Of Toby Johnson From The Sheriff's Office
13. Resolution Approving The Sheriff's Office's Purchase Of Two New Vehicles And The Purchase And Installation Of Appropriate Equipment For Those Vehicles
14. Resolution Approving Purchase Of Mactek/Higherground Capture 911 Call Recorder
15. Resolution Honoring Long Time Public Servant For 100<sup>th</sup> Birthday
16. Resolution Authorizing The Richland County Ambulance Service To Apply For And Accept A Grant Of Federal Funds
17. Resolution Establishing The Salary For The County Clerk, County Treasurer, And Register Of Deeds For The 2025-2028 Term
18. Resolution Approving The Purchase Of Cabling Within The Courthouse
19. Resolution Approving The Purchase Of Four New Trucks By The Highway Department
20. Resolution Approving Designation Of Highway Commissioner As Signing Authority For Fair, Parks, Recycling, And Snowmobile Alliance Operations
21. Resolution Approving Venture Architects To Complete Facilities Assessment Study For Richland County
22. Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 19.85(1)(E) Deliberating Or Negotiating The Purchasing Of Public Properties, The Investing Of Public Funds, Or Conducting Other Specified Public Business, Whenever Competitive Or Bargaining Reasons Require A Closed Session. – Funding Of Infrastructure Projects Within Richland County
23. Return To Open Session
24. Possible Action On Items From Closed Session
25. Adjourn

FEBRUARY SPECIAL MEETING  
February 12, 2024

Chair Brewer called the meeting to order at 5 PM. Roll call found all members present except Supervisor(s) Seep, Gottschall, Frank, and Severson. Carrow arrived at 5:15 PM and Rynes arrived at 6:37 PM.

County Clerk Kalish led the Pledge of Allegiance.

Motion by McGuire, second by Fleming for approval of the agenda. Motion carried and agenda declared approved.

Chair Brewer asked if any member desired the minutes of the January 16, 2024 meeting be read or amended. Hearing no motion to read or amend the minutes of the January 16, 2024 meeting, Chair Brewer declared the minutes approved as published.

Public Comment: None

Attorneys Andy Phillips and Ben Conard from Attolles Law, S.C. gave presentation regarding the roles and responsibilities in Wisconsin County Government.

Attorney Phillips reviewed the draft version of proposed revised Rules of the Board. Attorney Phillips noted that the current Rules of the Board were mismatched and not in a logical order.

Supervisor Couey leaves meeting at 6:08 PM.

Discussion and review of the draft version of revised Rules of the Board continued.

Chair Brewer calls for recess at 6:17 PM. Meeting reconvened at 6:36 PM.

Discussion and review of the draft version of revised Rules of the Board continued.

Supervisor Rynes arrived at 6:37 PM.

Discussion and review of the draft version of revised Rules of the Board continued. Further review and possible edits to sections 2.05, 2.07, 4.03, 4.05, 4.07, and Rule #10 was requested by those present.

Attorneys Phillips reviewed the Richland County Committee Structure. Attorney Phillips noted that the current committee structure appears disjointed and encouraged a streamlining of the county's overall committee structure. Discussion continued. A further review of the Health and Human Services and Veterans Standing Committee and to whom various subcommittees report to was requested. County Board Supervisors were encouraged to share their thoughts with Administrator Pesch for distribution to Attorney Phillips for incorporation into the finalized version.

Next Special Meeting set for Monday, February 26, 2024 at 5 PM in County Board Room.

Motion by McKee, second by Glasbrenner to adjourn. Motion carried and the meeting adjourned at 7:41 PM.

STATE OF WISCONSIN )  
  )SS  
COUNTY OF RICHLAND)

I, Derek S. Kalish, County Clerk in and for the County of Richland, do hereby certify that the foregoing is a true copy of the proceedings of the County Board of Supervisors of Richland County for the Special Meeting held on the 12<sup>th</sup> day of February, 2024.



Derek S. Kalish  
Richland County Clerk

## Richland County Health and Human Services & Veterans Standing Committee

### AGENDA ITEM SUMMARY

**Agenda Item Name:** Approve New Comprehensive Community Services (CCS) Coordination Committee Membership List

<b>Unit:</b>	Behavioral Health Services	<b>Presented By:</b>	Brandi Christianson
<b>Date of Meeting:</b>	February 8, 2024	<b>Action Needed:</b>	Vote // County Administrator // County Board
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	January 26, 2024	<b>Referred by:</b>	CCS Coordination Committee

**Recommendation and/or action language:** Appoint the following new membership list to the Comprehensive Community Services (CCS) Coordination Committee, and forward the recommendation onto the County Administrator for review and submission to the County Board for approval.

Member's Name	First Appointed	Representing
Brandi Christianson	09/14/2023	HHS – Behavioral Health Services Manager
Mackenzie Fisher	09/14/2023	HHS- Staff
Elizabeth Muth	09/14/2023	HHS-Staff
Dr. Jerel Berres	05/12/2022	HHS & Veterans Standing Committee Member
Nathan McBain	09/14/2023	Consumer
Anna Clarson	09/14/2023	Consumer
Connie Welte	09/14/2023	Consumer
Charlie Hillman	12/09/2021	Consumer
Jessica Brown	02/08/2024	Community Mental Health/Substance Abuse Advocate

**Background:** The CCS Coordination Committee is responsible for reviewing the annual Quality Improvement Plan and the Comprehensive Community Services Plan for Richland County CCS Programming. The Comprehensive Community Services Coordination Committee reviews changes to policies and practices related to CCS Services in Richland County.

In an effort to increase attendance at the committee meetings, Health & Human Services began offering per diems and mileage reimbursement to committee members in early 2022. These meetings are held at least quarterly and are a requirement of the CCS Program. Meeting agendas and minutes are recorded and will be offered to the County Clerk's Office.

**Attachments and References:**

Refer to Resolution #14-32	
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**Financial Review:** A \$30.00 meeting per diem plus mileage would be paid to committee members.

(please check one)

**Richland County Health and Human Services & Veterans Standing Committee**

**AGENDA ITEM SUMMARY**

x	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
	No financial impact		

**Approval:**

**Review:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)



## Richland County Health and Human Services Board

### AGENDA ITEM SUMMARY

**Agenda Item Name:** Approve New Transportation Coordinating Committee Member

<b>Unit:</b>	ADRC	<b>Presented By:</b>	Roxanne Klubertanz-Gerber
<b>Date of Meeting:</b>	February 8, 2022	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	January 19, 2024	<b>Referred by:</b>	Transportation Coordinating Committee (TCC)

**Recommendation and/or action language:** Appoint Jeremy Walsh to the Transportation Coordinating Committee (TCC), replacing Cole Pyfferoen, and forward the recommendation onto the County Administrator for review and submission to the County Board for approval.

**Background:** The Aging & Disability Resource Center coordinates both the Volunteer Driver Escort Program and a Public Transportation Program. The TCC is an advisory committee of the Richland County Transportation Program and is a part of regulating and developing transportation services in Richland County. The committee meets four times per year.

The TCC consists of appointed county board members, community members, one HHS staff member, and service organizations. Terms for this appointment are three years in length with a maximum of two terms/six years, not including partial terms. Jeremy Walsh has been approved by the TCC to fill the currently vacant “Transportation Providers – Proprietary – PVM” position.

**Attachments and References:**

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**Financial Review:** \$30 per meeting and mileage of \$.51/mile.

(please check one)

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

**Approval:**

**Review:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

# Neighborhood Housing Services of Southwest Wisconsin

“We are Neighbors Helping Neighbors  
committed to revitalizing our area communities  
by providing a range of affordable housing  
services!”

Mission Statement

Very 1<sup>st</sup> Rural Affiliate for NWA



# NHS Highlights

- In 1983, local citizens organized to form Neighborhood Housing Services of Richland Center, a nonprofit, community-controlled organization.
- David Harris was the founding Director, with Ray Lawton serving as a key community leader, and Stan Gruszynski from the Neighborhood Reinvestment Corporation assisting the effort.
- In 1983, expansion prompted a name change to Neighborhood Housing Services of Richland County, and the Park Hotel Senior Citizen Apartments renovation was launched.

- The 25th anniversary of NHS (2008) began the board of director's commitment to "going green" and the first in a series of successful concert fundraisers. The Lake Superior Big Top Chautauqua Blue Canvas Orchestra headlined the stage in 2008 for the first time.
- A highlight of this period was winning the 2010 State Fair Housing Award. NHS along with Ho-Chunk Housing and Community Development Agency (HHCDA), received the award for outstanding partnership.
- The President John F. Kennedy Community Building and Organizing Center was officially dedicated in late 2012, just prior to a year of activities celebrating the 30th Anniversary of NHS.



Terry Testolin



# NHS's NeighborWorks® HomeOwnership Center



NHS of Southwest Wisconsin opened its **HomeOwnership Center on May 2, 2003**. This helps unlock home ownership opportunities for Richland County's low- and moderate-income buyers and provide valuable rehabilitation assistance to current homeowners.

NHS of Southwest Wisconsin guides individuals and families through the entire homeownership process – from budget planning for homebuying, down payment and closing cost assistance, to homebuyer education and counseling.

NHS is a HUD approved counseling agency for pre-purchase counseling, foreclosure intervention counseling working on re-establishing certification for HECM (Reverse Mortgage) Counseling.

# HomeOwnership Center services and resources include:

- Homebuyer education seminars
- Individualized pre-purchase counseling
- Home inspection requirement guidelinesnw-hoc-logo
- Affordable first-mortgage resources
- NHS Down Payment and Closing Cost Assistance loans
- Information about how to find a realtor
- How to buy homeowners' insurance
- Rehab assistance with home purchase
- Foreclosure Intervention
- Post-purchase counseling
- Reverse Mortgage counseling – HECM

# New Construction Home Program 1995-2015

With the agency's 53rd new home build sold, this program is making a turn to research and develop potential rental housing. More news on that later!

**Program Mission Statement:** NHS is committed to build quality, affordable, stick built workforce homes that are Wisconsin ENERGY STAR® Home and Green Built certified.

NHS's New Construction Program is rated as a **Best Practice** by NeighborWorks® America.

NHS of Southwest Wisconsin is thought of as one of the best-established developers in Richland County. NHS's first stick-built home was completed in 1995 and the 53rd home has just been completed September 2015. These homes are either built to the standards of Wisconsin ENERGY STAR® Home and Green Built or are certified in those. The homes are typically built with 3 bedrooms, 2 baths, laundry on 1st floor, attached garage and large lot. Making the homes family friendly and visitable.



# 2014 New Home for Sale – SOLD!

SOLD! This charming home is a brand-new build in a quiet established neighborhood on a dead-end street.

The main level features 1,112 square feet of living space, which includes two bedrooms, two bathrooms and an open concept kitchen, dining and living room.

A deck and laundry/mudroom is conveniently located at the rear entrance.

The walk-out lower level provides plenty of space for a future family room or additional bedrooms as your family grows.

This home is Wisconsin Focus on Energy & Green Built Home certified saving the owner future energy costs! Homes built in the Wisconsin Focus on Energy Program are designed, built and performance tested to exceed national standards for quality construction, ventilation capacity, and energy efficiency.

Thank you to Ken Hansen of Hansen Realty, LLC at 608-604-4803. Ward Street, RC

SOLD in 2014!: Sheldon Street , Richland Center AND Clary Lane, Sextonville Properties





- NHS began working with eHome America for online Homebuyer Education in English and Spanish
- Construction transitioned from new construction to resale of rehabbed homes
- NHS continued services during the COVID pandemic



William Reinke

# Homes for Re-Sale 2015-2021

NHSSW is now rehabbing homes in Richland County in their new Acquisition Rehab Resale Home Program.

**Program Mission Statement:** NHSSW is committed to revitalizing homes in Richland County. Using quality renovations to bring challenged homes to decent, safe and sanitary condition. Keeping these homes affordable and using local resources.

The purpose is to improve housing in Richland County by purchasing homes that may need some work and make quality renovations to them. Bringing the homes to a minimum of decent, safe and sanitary with energy efficiency in mind. Then resell to income qualified households.

The income qualified household could also be eligible for a \*\*0%, interest deferred, down payment loan.

Check out our [down payment loan](#) page for more information on how to qualify!

\*\*Program Limits apply

# 158 E 3rd St, Richland Center, WI 53581

Price \$129,000 | MLS # 1869761 | Status Sold

This home is only available for purchase by qualified low-income households at or under 80% area Median income for Richland County.

NICE 3 bedroom, 1 1/2 bath Two Story home with lots of updates and an open layout. Main floor laundry. Lots of recent remodeling and rehab; Brand new kitchen with snack bar seating, gorgeous oak refinished floors, new vinyl flooring, vinyl double hung windows, entry doors, electrical upgrades, newly painted walls. New concrete driveway. New gutters. Chain link back yard fence. 1 Car detached garage.

Down payment assistance available to qualified applicants.









Cathy Lins

- In 2022, Cathy Lins began her work as Executive Director with NHS of SW WI
- In 2023, WHEDA awarded new funds to target and help communities of color in SW WI become homeowners
- In 2024, the Federal Reserve selected NHS' project for SW WI for Reinventing Our Communities – 1 of 11 sites in the country addressing racial equity and rental properties





# Neighborhood Housing Services of Southwest Wisconsin

A NeighborWorks® Organization FY 2018 - FY 2022

Neighborhood Housing Services (NHS) of Southwest Wisconsin are neighbors helping neighbors committed to educating residents in affordable housing services and revitalizing communities. NHS of Southwest Wisconsin builds sustainable partnerships that increase the social capital of their communities.

## Our Impact

# \$64,909,500

Total private, philanthropic,  
and public investment

## 499

Homeowners Created  
and/or Preserved

## 1,593

Customers Counseled  
and/or Educated

## \$846,708

Residential Loans Funded  
by Organization

## 2,217

Total Individuals or Families  
Assisted with Affordable  
Housing and Counseling

## \$1,239,220

Grants from  
NeighborWorks America

## 52:1

Investment per Dollar of  
NeighborWorks America  
Grant Funding



# Neighborhood Housing Services of Southwest Wisconsin

A NeighborWorks® Organization FY 2022

Neighborhood Housing Services (NHS) of Southwest Wisconsin are neighbors helping neighbors committed to educating residents in affordable housing services and revitalizing communities. NHS of Southwest Wisconsin builds sustainable partnerships that increase the social capital of their communities.

## Our Impact

# \$13,707,467

Total private, philanthropic,  
and public investment

## 84

Homeowners Created  
and/or Preserved

## 217

Customers Counseled  
and/or Educated

## 23

Rental Portfolio, Owned  
and/or Managed

## 324

Total Individuals or Families  
Assisted with Affordable  
Housing and Counseling

## \$289,000

Grants from  
NeighborWorks America

## 47:1

Investment per Dollar of  
NeighborWorks America  
Grant Funding

## 5

Total Staff (full-  
time equivalents)

## 45

Jobs Created and/  
or Maintained

# Our Goals

- Continue to maintain the Park Hotel Senior Citizen Apartments as an “exceptional place to call home” and a focal point of downtown Richland Center.
- Offer best-in-the-region Homeownership Center services including counseling, education, and down-payment assistance for homebuyers, and foreclosure and reverse mortgage counseling. Help those who need critical health and safety repairs to their homes through a wise allocation of our homeowner rehab loans.
- Create community leaders through neighborhood-based initiatives and organizational opportunities.
- Seek new partnerships to expand the range of affordable housing services and community building activities available to the residents of Southwest Wisconsin.
- Conduct all our business in a way that honors our commitment to financial responsibility, human empowerment, and environmental stewardship.



REGISTER OF DEEDS

2023

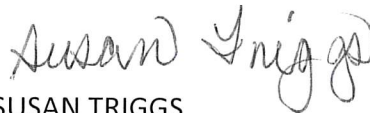
ANNUAL REPORT

TO THE HONORABLE BOARD OF SUPERVISORS OF RICHLAND COUNTY:

I HEREBY SUBMIT TO YOU THE FOLLOWING REPORT OF TRANSACTIONS AND THE FEES  
RECEIVED FOR THE PERIOD BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023.

REAL ESTATE DOCUMENTS RECORDED	2,772
BIRTHS FILED	154
MARRIAGES FILED	93
DEATHS FILED	179
DISCHARGES REGISTERED	0
BUDGED APPROPRIATION	168,287.88
OFFICE EXPENSES	137,411.51
OFFICE RECEIPTS	482,082.90
FEES PAID TO STATE	297,779.32
LAND RECORDS COUNTY FUND	21,952.00
ACTUAL RECEIPTS	162,351.58

RESPECTFULLY SUBMITTED,

A handwritten signature in cursive script that reads "Susan Triggs". The signature is written in dark ink and is positioned above the printed name.

SUSAN TRIGGS

REGISTER OF DEEDS

## REGISTER OF DEEDS

PHOTOWORK	\$ 37,423.00
REAL ESTATE	81,990.00
TRANSFER FEES	328,932.90
CERTIFIED COPIES	33,362.00
SEARCHES	<u>20.00</u>
TOTAL	\$481,727.90

REAL ESTATE DUE PAID	25.00
FEDERAL TAX LIENS DUE PAID	<u>330.00</u>
TOTAL	\$482,082.90

### FEES DUE:

FEDERAL TAX LIENS	0.00
REAL ESTATE	0.00

*TRANSFER FEES TO COUNTY	\$ 69,881.88
TRANSFER FEES TO STATE	263,146.32
CHILDRENS TRUST FUND	3,619.00
LAND RECORDS TO COUNTY	21,952.00
LAND RECORDS TO STATE	19,208.00
STATE VITALS ONLINE FUND	11,806.00

\*Includes \$4,095.30 Collected by State

## RESOLUTION NO. 24 - 7

Resolution Commemorating The Retirement Of Toby Johnson From The Sheriff's Office.

WHEREAS the County wants to commemorate the service of Toby Johnson who was hired on June 22, 2007 and served the last 7.5 years as Investigator before retiring on December 31st, 2023, after over 16 years of dedicated service to Richland County.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the County Board hereby expresses its sincere appreciation for the over 16 years of dedicated service of Toby Johnson and the Board wishes him a long and happy retirement, and

BE IT FURTHER RESOLVED that the County Clerk shall send a copy of this Resolution to Mr. Johnson at his home address, which the County Clerk has on file, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE  
PUBLIC SAFETY STANDING COMMITTEE  
(2 FEBRUARY 2024)

RESOLUTION\_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

MELISSA LUCK	X
KEN RYNES	X
DAVID TURK	X
BARBARA VOYCE	X
BOB FRANK	X
KERRY SEVERSON	X
RICHARD MCKEE	

DATED: FEBRUARY 20, 2024

## RESOLUTION NO. 24 - 8

Resolution Approving The Sheriff's Office's Purchase Of Two New Vehicles And The Purchase And Installation Of Appropriate Equipment For Those Vehicles.

WHEREAS Sheriff Clay Porter has recommended to the Finance and Personnel Committee that the Sheriff's Office be authorized to spend no more than \$160,000 to purchase 2 new squad vehicles and to purchase and install appropriate equipment for these vehicles, and

WHEREAS it is provided in Rule 14 of the Rules of the Board that nearly all purchases in excess of \$10,000 must be approved by the County Board, and WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Sheriff's Office to spend no more than \$160,000 for the purchase of 2 new squad vehicles and appropriate equipment and installation for those vehicles.

BE IT FURTHER RESOLVED that, the Sheriff is authorized to spend no more than \$160,000 to make these purchases, and

BE IT FURTHER RESOLVED that authority is hereby granted for the Public Safety Standing Committee and the Sheriff to sell two squad cars in a manner deemed appropriate by the Committee and for the net sale proceeds to be deposited in the General Fund in the County budget, and

BE IT FURTHER RESOLVED these purchases shall be paid from the 2024 Short Term Borrowing Fund (Fund # 92), and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE FINANCE &  
PERSONNEL STANDING COMMITTEE  
(13 FEBRUARY 2024)

RESOLUTION \_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

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

X  
X  
X  
X  
X  
X  
X

DATED: FEBRUARY 20, 2024

## RESOLUTION NO. 24 - 9

Resolution Approving The Purchase Of MACTEK/ Higherground Capture 911 Call Recorder.

WHEREAS Barbara Scott the Director of Management Information Systems has advised the Public Safety Committee that Richland County is currently upgrading their 911 system to a Mindshare System. Richland County is also in the middle of upgrading the Radio Towers and Radios. These two projects require an upgrade to our call/radio recording software. This software records all radio traffic, 911 and administrative lines for the sheriff's department, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the purchase of Mactek/Higherground Capture 911 Call recorder for cost of \$31,355.00, and

BE IT FURTHER RESOLVED that funds to carry out this Resolution shall come from the 2023 PSAP NG911 Grant, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE  
PUBLIC SAFETY STANDING COMMITTEE  
(20 FEBRUARY 2024)

RESOLUTION \_\_\_\_\_

FOR                  AGAINST

DEREK S. KALISH  
COUNTY CLERK

DATED: FEBRUARY 20, 2024

MELISSA LUCK  
KEN RYNES  
DAVID TURK  
BARBARA VOYCE  
BOB FRANK  
KERRY SEVERSON  
RICHARD MCKEE

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Approval of purchase of Mactek/Higherground Capture911 Call Recorder.

<b>Department</b>	MIS	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	02/20/24	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	02/14/24	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to ... approve the purchase of Mactek/Higherground Capture 911 Call recorder for cost of \$31,355.00. This is a budgeted cost paid for with 2023 PSAP NG911 grant.

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

Richland County is currently upgrading their 911 system to a Mindshare System. Richland County is also in the middle of upgrading the Radio Towers and Radios. These two projects require an upgrade to our call/radio recording software. This software records all radio traffic, 911 and administrative lines for the sheriff's department.

**Attachments and References:**

Quote from Maktek	
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**Financial Review:**

*(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	Covered by 2023 PSAP NG 911 GRANT	
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

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**Approval:**     *Barbara J Scott*

**Review:**

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Department Head

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Administrator, or Elected Office (if applicable)



13533 Glasgow Ln. Apple Valley, MN 55124

*"Bringing Critical Information to Your Enterprise"*

Ph. 952-431-5822 Fax 952-431-4457 email: smacgibbon@mactek-inc.com

**RICHLAND COUNTY PROPOSAL**

**12.21.23**

MACTEK / HIGHERGROUND CAPTURE911™ Call Recorder

**Proposed Expanded Capacity Option:**

**Hardware:**

- 4U Recording / PSAP Chassis
- Windows Server O.S.
- 32 Licensed Channels
  - Up to 16 analog channels
  - Additional 16 channels VoIP/SIP
- 1 16 channel Port Analog PCIe Tap Card configured for up to to accommodate the 16 analog channels

**Software:**

**MACTEK/HIGHERGROUND NG CAPTURE911™ v.9 Public Safety Recording and Incident Reconstruction System:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Record voice and radio including data/time, ANI/ALI, radio ID, alias, and talkgroup ID</li><li>• Filter/Search &amp; Incident Recreation</li><li>• Controls and Tags</li><li>• Automatic Synchronization of multiple voice and radio calls</li><li>• Instant Retrieval</li><li>• Real-time Monitor</li><li>• Redaction</li><li>• Digital Signatures</li></ul> | <ul style="list-style-type: none"><li>• 32 NG CAPTURE911™ Channel Licenses</li><li>• HigherGround CSS Mindshare NextGen911 MetaData API software integration suite</li><li>• HigherGround Motorola Vesta Metadata API software integration suite</li></ul> |
| <ul style="list-style-type: none"><li>• Professional Services, Set up, Testing, Installation, Training, Freight</li></ul>   | <p><i>included</i></p>   |

CAPTURE911™ SYSTEM PRICE

**\$31,355.00**

**Maintenance Agreement:**

**paid thru 8/2028**

**Add On Options:**

- Additional Licenses each \$490.00 ea.

**Terms:**

- *This quote is firm for 60 days*
- *The custom configuration requires payment on order*  
*OR 50% due on order balance on installation.*

**RESOLUTION NO. 24 - 10**

A Resolution Honoring Long Time Public Servant For 100<sup>th</sup> Birthday.

WHEREAS, Mr. Bernie Couey was an early member of the Richland County Ambulance Service, serving for 28 years.

WHEREAS, Mr. Couey was also the Richland County Coroner for 20 years.

WHEREAS, Mr. Couey was born on January 9, 1924 and therefore recently celebrated his 100<sup>th</sup> birthday.

WHEREAS, the Public Safety Committee and Richland County Board want to honor and celebrate this birthday milestone with Mr. Bernie Couey.

NOW THEREFORE BE IT RESOLVED, by the Richland County Board of Supervisors that the County Board hereby expresses its honor and celebration of Mr. Bernie Couey in light of his 100<sup>th</sup> birthday, and

BE IT FURTHER RESOLVED, that the County Clerk shall send a copy of this Resolution to: Mr. Bernie Couey at his residence.

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE  
PUBLIC SAFETY STANDING COMMITTEE  
(2 FEBRUARY 2024)

RESOLUTION _____		FOR	AGAINST
DEREK S. KALISH	MELISSA LUCK	X	
COUNTY CLERK	DAVID TURK	X	
	BOB FRANK	X	
DATED: FEBRUARY 20, 2024	KERRY SEVERSON	X	
	BARBARA VANCE	X	
	KEN RYNES	X	



## RESOLUTION NO. 24 - 11

Resolution Authorizing The Richland County Ambulance Service To Apply For And Accept A Grant Of Federal Funds.

WHEREAS Richland County is in the process of upgrading its communications system and due to cost increases of equipment and infrastructure, the Richland County Ambulance Service has offered to be the sponsor for a regional FEMA Assistance to Firefighters grant to purchase the subscriber equipment needed for the upgrade, and

WHEREAS Rule 14 of the Rules of the Board requires County Board approval for any department of County Government to apply for and accept a grant, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Ambulance Service to apply for and accept a grant of Federal Funds from the Assistance to Firefighters Grant, administered by the Federal Emergency Management Agency (FEMA) which is a grant that, if awarded, would fund 95% of the approved project with a 5% match, and

BE IT FURTHER RESOLVED that the three EMS agencies participating in this grant project will cover their respective grant match amount; and

BE IT FURTHER RESOLVED that the Director of the Ambulance Service or the Interim is hereby authorized to sign on behalf of the County such documents as are necessary to carry out this Resolution, and

BE IT FURTHER RESOLVED that approval is hereby granted for the grant funds to be spent in accordance with the terms of the grant, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE &  
PERSONNEL STANDING COMMITTEE  
(13 FEBRUARY 2024)

RESOLUTION\_\_\_\_\_

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

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

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

DATE: 20 FEBRUARY 2024

**RESOLUTION NO. 24 - 12**

A Resolution Establishing The Salary For The County Clerk, County Treasurer, And Register Of Deeds For The 2025-2028 Term.

WHEREAS Wisconsin law provides that the salaries of elected County officials must be established before the date on which nomination papers can first be filed for these positions, and

WHEREAS Resolution No. 21-57 reduced the salary of the County Clerk to equal the salary of the County Treasurer and the Register of Deeds for the 2025-2028 term, and

WHEREAS all additional duties outlined in the memorandum of understanding between the County Clerk and County Administrator for the 2021-2024 term are no longer the responsibility of the County Clerk effective with the beginning of the 2025 term, and

WHEREAS the Finance and Personnel Standing Committee has carefully considered a proposal to establish the pay for the County Clerk, County Treasurer and Register of Deeds for the 2025-2028 term, with these officials to be elected at the November 2024 election, and

WHEREAS the Finance and Personnel Standing Committee is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the following salaries are established for the County Clerk, County Treasurer and Register of Deeds for the 2025-2028 term as follows:

1. \$76,707.73 for 2025, that being a 13% increase over the 2024 salary of \$67,882.95;
2. \$80,543.12 for 2026, that being a 5% increase over the 2025 salary of \$76,707.73;
3. \$83,764.84 for 2027, that being a 4% increase over the 2026 salary of \$80,543.12;
4. \$86,277.79 for 2028, that being a 3% increase over the 2027 salary of \$83,764.84.

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE FINANCE &  
PERSONNEL STANDING COMMITTEE  
(13 FEBRUARY 2024)

RESOLUTION \_\_\_\_\_

FOR

AGAINST

DEREK S. KALISH  
COUNTY CLERK

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

X  
X  
X  
X  
X  
X  
X

DATED: FEBRUARY 20, 2024

**County Clerk – County Treasurer – Register of Deeds**

**2025 – 2028 Proposed Salary**

2025 - 2028 Term			
County Clerk - County Treasurer - Register of Deeds			
2024 - Base	67,882.95	% Increase	Proposed Salary
2025	8,824.78	13%	76,707.73
2026	3,835.39	5%	80,543.12
2027	3,221.72	4%	83,764.84
2028	2,512.95	3%	86,277.79

*Proposed 2025-2028 term salary schedule includes a 25% wage increase*

**Salary Proposal Considerations**

\*County Clerk salary reduced from 83,326.44 to 67,882.95.

\*15,443.49 reduction per Resolution No. 21-57 adopted 20 April 2021

\*Finance Officer duties removed (only statutory duties remain)

\*Register of Deeds staff will work 40 hours per week instead of 35 effective January 2025.

\*Resolution No. 20-44 established an 8% wage increase (2.5 – 2.5 – 1.5 – 1.5 / 4,373) for the 2021-2024 term for the County Clerk and an 8% wage increase (2.5 – 2.5 – 1.8 – 1.8 / 3,997) for the 2021-2024 term for the County Treasurer & Register of Deeds.

\*Resolution No. 22-20 established a 21% wage increase (7-7-4-3) during the 2023 – 2026 term for the Clerk of Courts, Sheriff, and Coroner.

\*Attention given to comparable market wages (private/public), wage scales for current county positions, impact of error, and employee retention/attraction.

**County Clerk Comparisons**

County	Population	2024	2025	2026	2027	2028
A	15,000	72,586	77,000	78,540	80,111	81,713
B	16,000	77,247	78,978	80,558	82,169	83,812
C	16,000	68,117	72,204	75,814	79,605	83,585
<b>Richland</b>	<b>17,000</b>	<b>67,882</b>	<b>76,707</b>	<b>80,543</b>	<b>83,764</b>	<b>86,277</b>
D	18,000	59,380	67,863	69,220	70,605	72,017
E	19,000	77,222	78,021	79,971	81,970	84,019
F	19,000	68,000	69,360	70,747	72,161	73,604
G	20,000	Unknown	79,165	82,332	85,625	89,050
H	39,000	Unknown	70,296	73,459	75,663	80,271

\*County name NOT listed as only a few term salaries have been finalized at time of comparison.

\*Although all County Clerks are responsible for the same state statutes duties, staffing and completion of non-statutory duties vary greatly between offices.

**County Treasurer Comparisons**

<b>County</b>	<b>Population</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
A	9,000	61,162	68,502	72,612	76,969	81,587
<b>Richland</b>	<b>17,000</b>	<b>67,882</b>	<b>76,707</b>	<b>80,543</b>	<b>83,764</b>	<b>86,277</b>
B	20,000	58,313	68,632	Unknown	Unknown	Unknown
C	20,000	76,120	79,165	82,332	85,625	89,050
D	21,000	74,084	74,084	74,084	75,566	77,077
E	23,000	67,030	77,085	80,168	83,375	86,710
F	45,000	72,442	90,553	94,854	99,359	104,079
G	46,000	81,052	84,294	87,666	Unknown	Unknown

**RESOLUTION NO. 24 - 13**

Resolution Approving The Purchase For Cabling Within The Courthouse.

WHEREAS Barbara Scott the Director of Management Information Systems has advised the Finance Committee that Richland County will be putting in additional cameras and radio equipment into the courthouse and this will require additional wiring. This cost was anticipated and is part of the overall budget for the Radio Tower project, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted cabling within the courthouse for Strang Heating and Electric not to exceed \$10,672.00, and

BE IT FURTHER RESOLVED that funds to carry out this Resolution shall come from the 8.2 million dollars borrowed for the radio tower project, and

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

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE FINANCE & PERSONNEL STANDING COMMITTEE (13 FEBRUARY 2024)	
AYES_____	NOES_____		
RESOLUTION _____		FOR	AGAINST
DEREK S. KALISH		MARTY BREWER	X
COUNTY CLERK		STEVE CARROW	X
DATED: FEBRUARY 20, 2024		MARC COUEY	X
		GARY MANNING	X
		TIMOTHY GOTTSCHALL	X
		DAVID TURK	X
		STEVE WILLIAMSON	X
		MELISSA LUCK	
		JULIE FLEMING	

## RESOLUTION NO. 24 - 14

Resolution Approving The Purchase Of Four New Trucks By The Highway Department.

WHEREAS the Public Works Committee and the County Highway Commissioner, Joshua Elder; have recommended that the Department be authorized to purchase four new tandem-axle plow trucks and plow equipment with the funds already available in the 2024 budget.

WHEREAS Rule 14 of the Board requires County Board approval for any equipment purchase by the Highway Department in excess of \$50,000 and

WHEREAS the Highway Department is seeking approval for the following purchases:

1. Three Western Star tandem-axle trucks with the awarded bid totaling \$480,690 from I State Truck Center for all three trucks
2. One Western Star tri axle truck with the awarded bid totaling \$168,900 from I State Truck Center for one truck

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors approves the purchase of the four new trucks for the Highway Department as described above, and

BE IT FURTHER RESOLVED that funds for these purchases are in the County Highway Department's account in the 2024 County Budget

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: FEBRUARY 20, 2024

RESOLUTION OFFERED BY THE  
PUBLIC WORKS STANDING COMMITTEE  
(14 DECEMBER 2023)

STEVE WILLIAMSON  
STEVE CARROW  
RICHARD MCKEE  
GARY MANNING  
CHAD COSGROVE  
MARC COUEY  
JULIE FLEMING  
DANIEL MCGUIRE

FOR      AGAINST

X  
X  
  
  
X  
X  
X

**RESOLUTION NO. 24 - 15**

Resolution Approving Designation Of The Highway Commissioner As Signing Authority For Fair, Parks, Recycling, And Snowmobile Alliance Operations For Richland County.

WHEREAS signature authority is often required throughout the course of normal business operations for a wide variety of functions, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED that Richland County Board of Supervisors designates responsibility and signing authority for Fair, Parks, Recycling, and Snowmobile Alliance operations to the current County Highway Commissioner Joshua Elder,

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION\_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE &  
PERSONNEL STANDING COMMITTEE  
(13 FEBRUARY 2024)

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

FOR      AGAINST

DEREK S. KALISH	MARTY BREWER	X
COUNTY CLERK	STEVE CARROW	X
	MARC COUEY	X
DATE: 20 FEBRUARY 2024	GARY MANNING	X
	TIMOTHY GOTTSCHALL	X
	DAVID TURK	X
	STEVE WILLIAMSON	X
	MELISSA LUCK	
	JULIE FLEMING	

**RESOLUTION NO. 24 - 16**

Resolution Approving Venture Architects To Complete Facilities Assessment Study For Richland County.

WHEREAS a facilities assessment study is needed to determine the most advantageous use of several county- owned buildings, and

WHEREAS a facilities assessment study will provide information regarding the current structural state of several county-owned buildings to help guide future facility use decisions, and

WHEREAS the Finance and Personnel Standing Committee has carefully considered acceptance of proposal from Venture Architects to complete the facilities assessment study for Richland County, and

WHEREAS the Finance and Personnel Standing Committee is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors accepts the facilities assessment study proposal submitted by Venture Architects at a cost not to exceed \$165,000, and

BE IT FURTHER RESOLOVED the facilities assessment will be funded from Fund 93, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE CAMPUS  
RECONFIGURATION COMMITTEE  
(26 JANUARY 2024)

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

RESOLUTION _____		FOR	AGAINST
DEREK S. KALISH	MARTY BREWER	X	
COUNTY CLERK	INGRID GLASBRENNER	X	
	LINDA GENTES	X	
DATED: FEBRUARY 20, 2024	GARY MANNING	X	
	BOB FRANK	X	
	DAVID TURK	X	
	STEVE WILLIAMSON	X	
	RICHARD MCKEE		
	JULIE FLEMING		





***Venture** Architects*

# Richland County Facility + Space Needs Assessment

01.19.2024

# Agenda

1. Introductions
2. Understanding
3. Energy Modeling
4. Project Parallels
5. 10 Step Path
6. Innovative Approach
7. Why Venture?



1.

# INTRODUCTIONS

Meet the team



# Introductions



**CORY BEYER, AIA**

**Principal-in-Charge**  
Venture Architects



**KYLE KNOP, AIA, CSI, CDT**

**Senior Project Manager**  
Venture Architects



**R.D. RUFFIN, PE**

**Project Manager**  
Ring & DuChateau Engineers

# The Team

***/venture/Architects***



 **HARWOOD**



UNIVERSITY of WISCONSIN  
**UWMILWAUKEE**  


2.

## PROJECT UNDERSTANDING

We have a strong grasp on what you're looking for

# Understanding

This is a **once in a lifetime opportunity** for positive, effective change. We recognize that the outcomes of this project will have a **generational impact** for all the residents of Richland County

- Inventory & assessment
- Identifying facility deficiencies
- Forecasting future requirements
- Determining immediate, short-term, long-term needs
- Assessing action steps
- Prioritizing needs & recommending solutions
- Determining budget & affordability

# Building System Analysis



LIFESPAN AND GENERAL CONDITION



CODE RELATED ISSUES



LIFE SAFETY CONCERNS



ENERGY EFFICIENCY



SYSTEM/EQUIPMENT REDUNDANCY



MAINTENANCE/OPERATION CONCERNS



# Facility Assessment Considerations

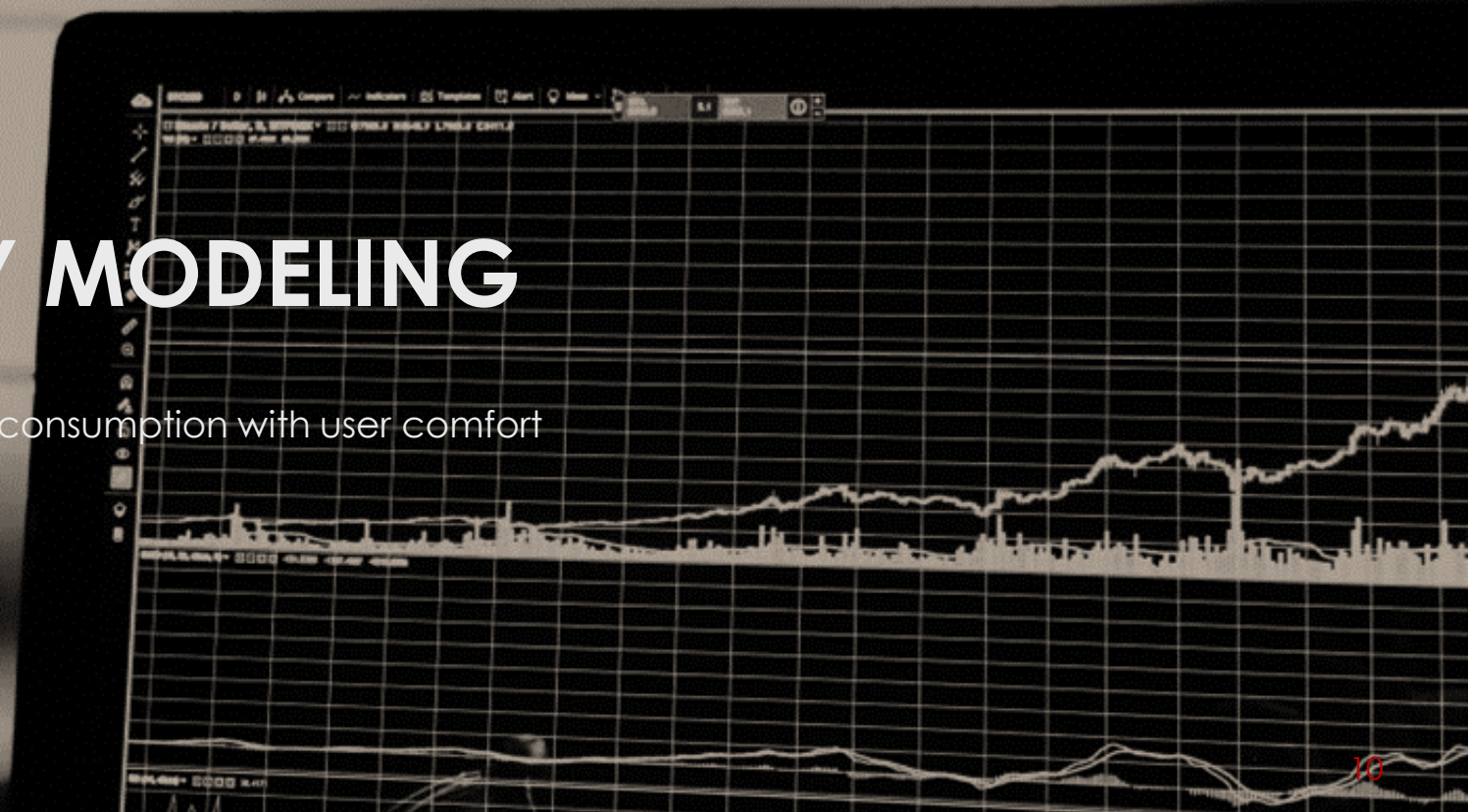
- Building challenges
- Building demands
- Solutions to be considered



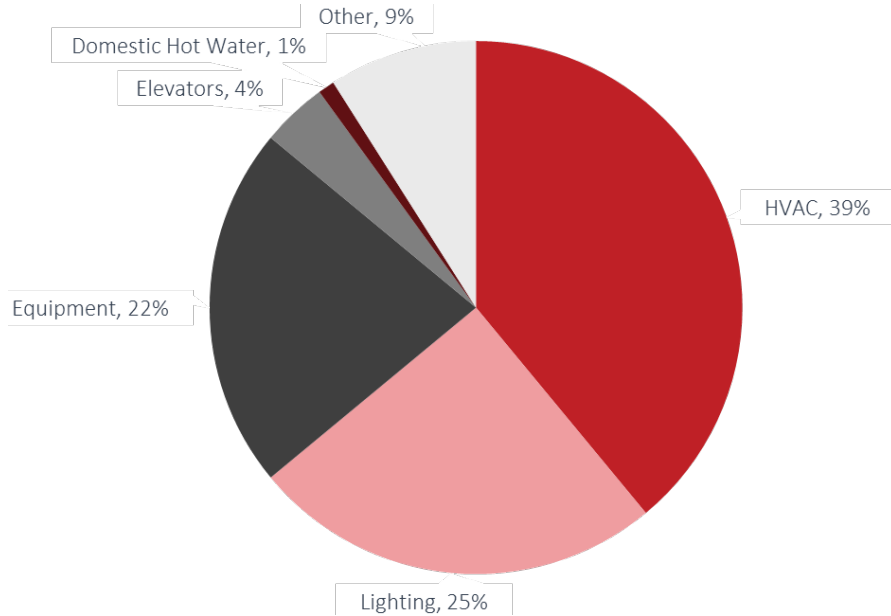
3.

# ENERGY MODELING

Balancing energy consumption with user comfort



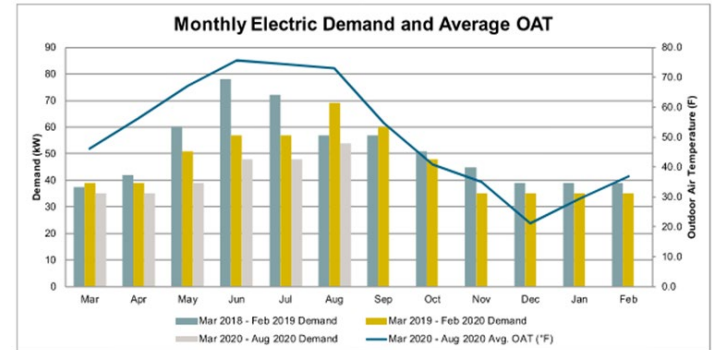
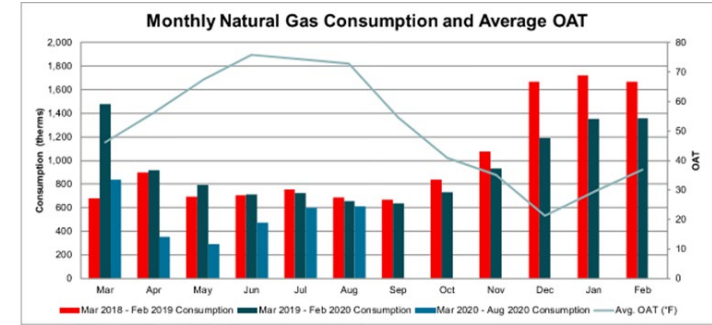
# Typical Energy Consumption In An Office Building





# Expertise for Informed Decisions

- Energy modeling and analysis provides basis for informed decision making
- Balance between reduced energy consumption and maintaining occupant satisfaction and comfort



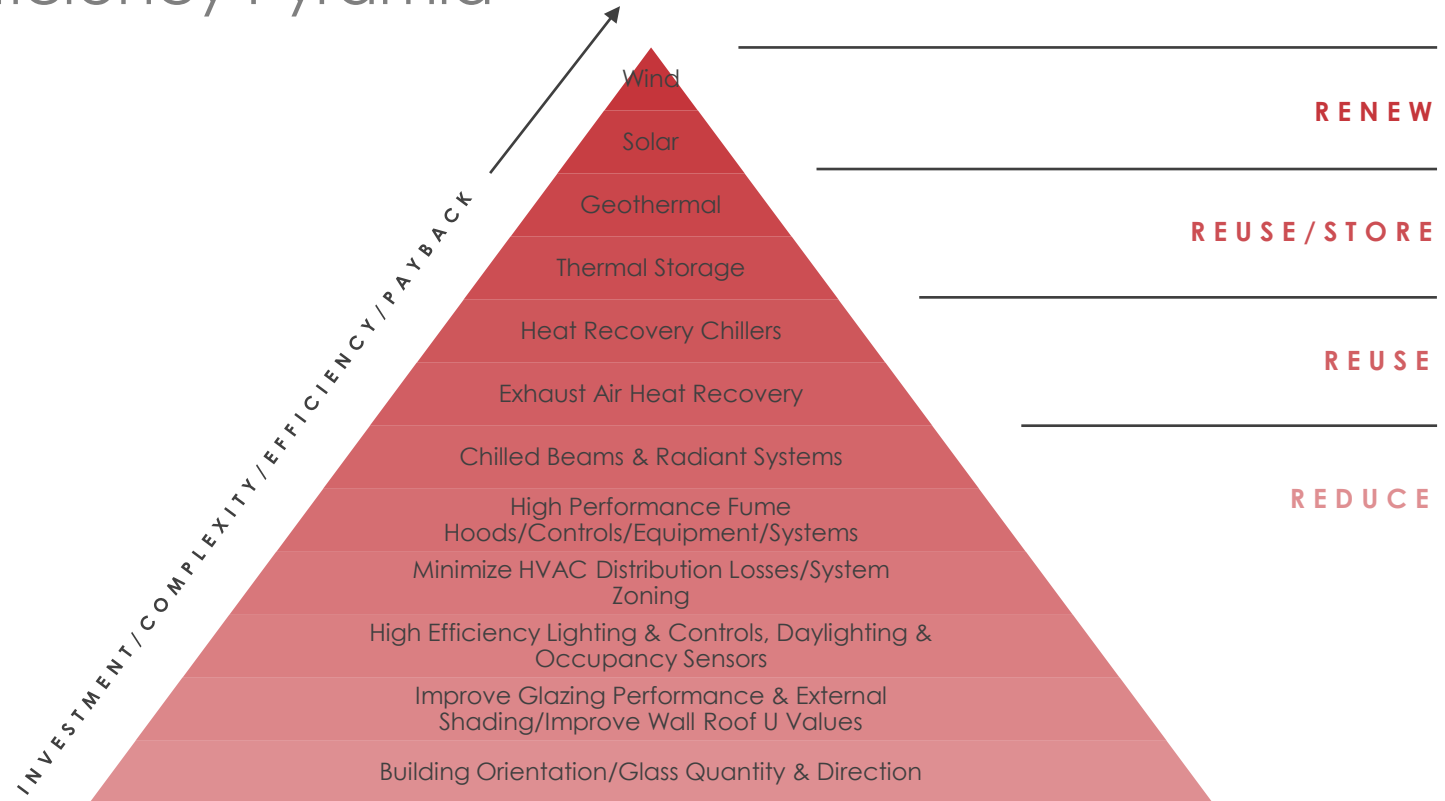
# Existing Conditions



# New Solutions



# Energy Efficiency Pyramid





4.

# PROJECT PARALLELS

Drawing on past experience to enhance your project



# Orchestrating Complex, Concurrent Projects Seamlessly



Venture has a proven history assembling cross-functional teams for project success. For example in Rock County:

- Rock County Facility Masterplan
- Dr. Daniel Hale Williams Resource Center: 139,638 sq. ft. | \$22.3M
- District Attorney's Office: 5,224 sq. ft | \$636,000
- 911 Emergency Communications Center: 32,383 sq. ft | \$8.95M
- Courtroom Remodeling: 1,642 sq. ft. | \$591,689
- Law Enforcement Services and Jail: 214,000 sq. ft. | \$76M

# Rock County

- Redevelopment
- Fiduciary Responsibility

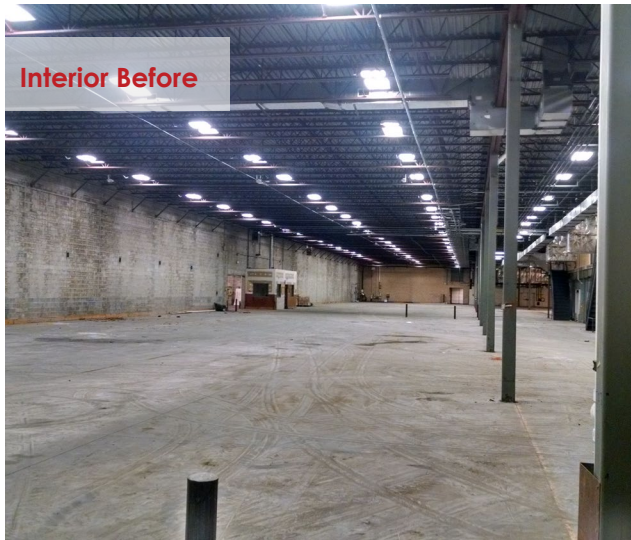
Exterior Before



Exterior After



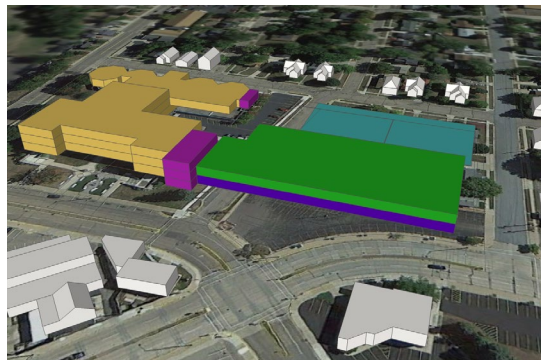
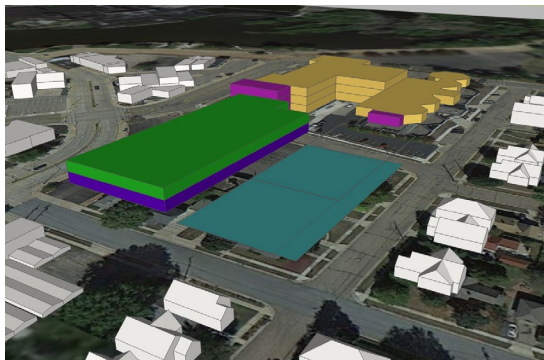
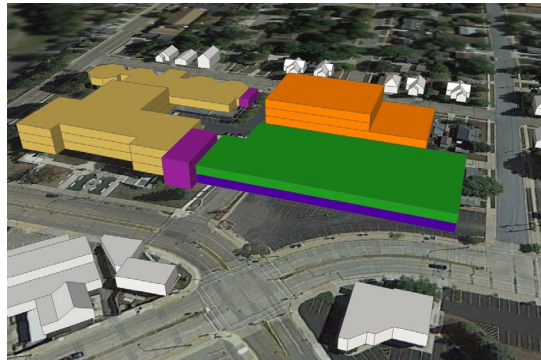
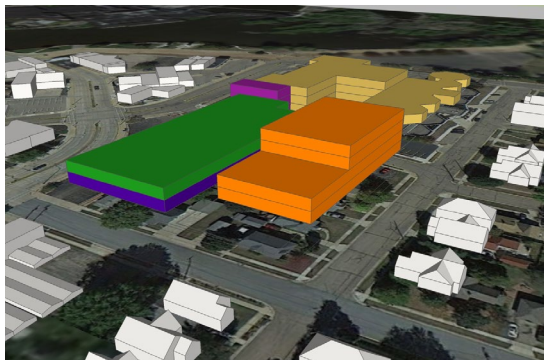
Interior Before



Interior After



# Wood County



- Master planning



# Door County

- Historic Renovation

Exterior Before



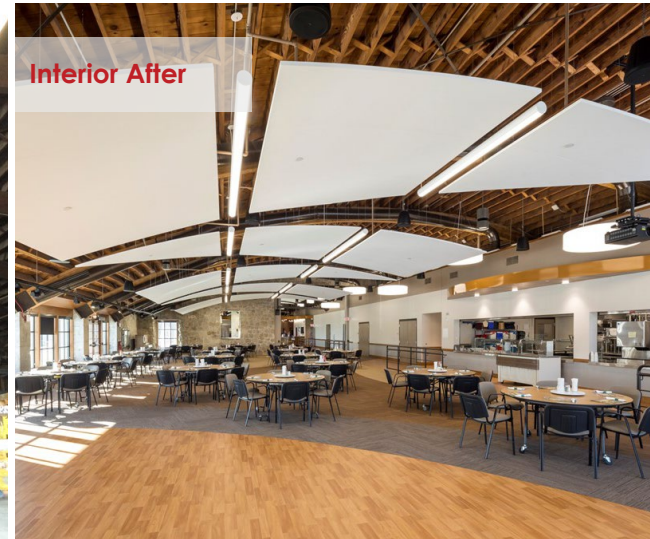
Exterior After



Interior Before



Interior After



5.

## 10 STEP PATH

How our team develops an orderly and executable plan

# 10 Step Path



INVENTORY



INTERVIEW



ENVISION



VALIDATE



PLACE



TEST



FORECAST



BUDGET



CONFIRMATION



TELL



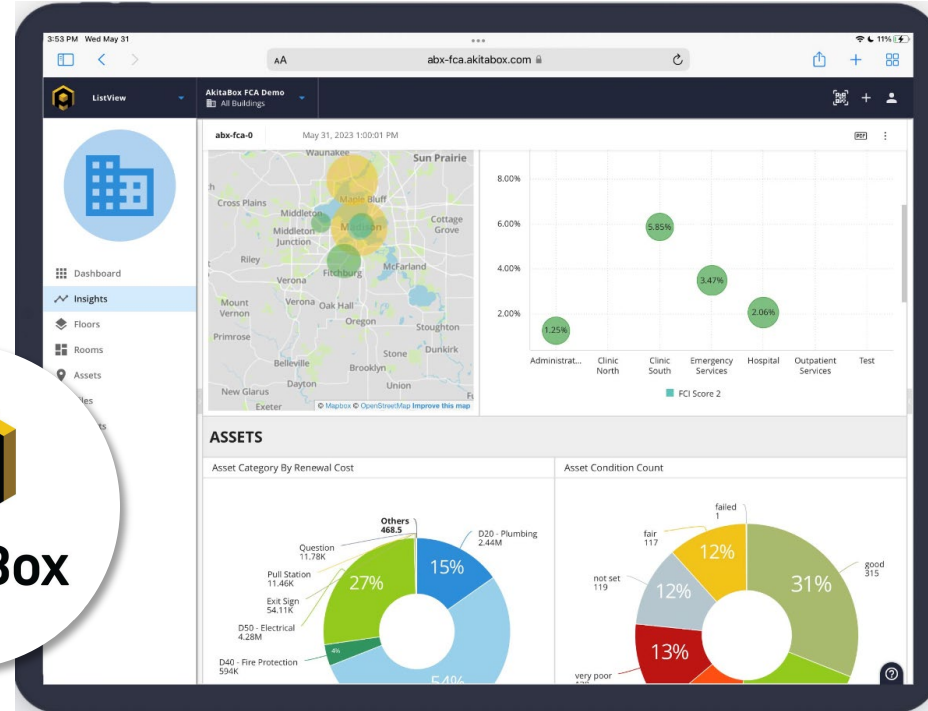
6.

# INNOVATIVE APPROACHES

Leveraging AkitaBox FCA to capture the project in a virtual environment

# AkitaBox FCA Software

- Standardized, virtual environment
- Customized reports
- Possibility for foundational county-wide facility baseline





7.

# WHY VENTURE?

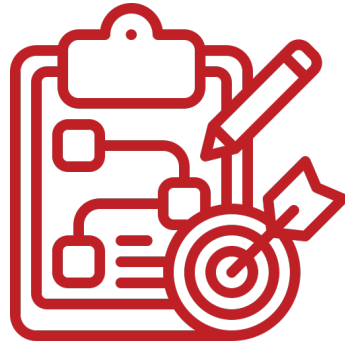
What sets our team apart



## Why Our Team?



Cross-Disciplinary  
Expertise



Extensive Master  
Planning & Assessment  
Experience



Communication with  
Richland County



Wisconsin  
Commitment