

## **JANUARY MEETING**

January 7, 2025

Chair Turk called the meeting to order at 7:00 PM.

Roll Call: Roll call found the following members present: Supervisor(s) Steve Carrow, Mary Miller, Sandra Kramer, Richard McKee, Alayne Hendricks, Gary Manning, Mark Gill, Ingrid Glasbrenner, Craig Woodhouse, David Turk, Chad Cosgrove, Bob Frank, Kerry Severson, Steve Williamson, Marc Couey, and Robert Brookens. Members absent: Marty Brewer, Larry Engel, Michelle Harwick, and Daniel McGuire. Julie Fleming arrived at 7:01 PM.

A moment of silence was observed in place of an Invocation.

County Clerk Kalish led the Pledge of Allegiance.

County Clerk Kalish confirmed the meeting had been properly noticed.

Motion by Manning second by Frank to approve agenda. Motion carried the agenda declared approved.

None present for Public Comment.

Chair Turk provided brief background on the upcoming County Administrator recruitment and stated that the appointment of an Interim County Administrator and Interim Deputy County Administrator would ensure the continuity of operations and vital functions within the county. Motion by Manning second by Cosgrove to appoint Derek S. Kalish, the current County Clerk, as Interim County Administrator. It was noted that Kalish would assume the role of Interim County Administrator in addition to his current role as County Clerk. Motion carried and Derek S. Kalish appointed Interim County Administrator effective January 9, 2025. Motion by Frank second by Fleming to appoint Josh Elder, the current Highway Commissioner, as the Interim Deputy County Administrator. It was noted that Elder would assume the role of Deputy Interim County Administrator in addition to his current role as County Highway Commissioner. Motion carried and Josh Elder appointed Deputy Interim County Administrator effective January 9, 2025.

Administrator Pesch reported that the wage study is in its final stages, the Sheriff's union contract was ratified 1/6/2025, and that she has prepared a transition document to share with the individual(s) taking her place.

Resolution No. 25-1 petitioning the Secretary of Transportation for airport improvement aid was presented by County Clerk Kalish and Supervisor Williamson. Motion by Gill second by Williamson that Resolution No. 25-1 be adopted. Motion carried and Resolution No. 25-1 declared adopted.

Resolution No. 25-1

**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:

Mark Gill - 1<sup>st</sup>  
County Board Supervisor (TITLE)  
Steve Williamson - 2<sup>nd</sup>  
County Board Supervisor (TITLE)  
\_\_\_\_\_  
(TITLE)

CERTIFICATION

I, Derek S. Kalish, Clerk of Richland County, Wisconsin, do hereby certify that the foregoing is a correct copy of a resolution introduced at a County Board meeting of the Richland on January 7, 2025, adopted by a majority vote, and recorded in the minutes of said meeting. County Board

[Signature]  
Clerk

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Resolution No. 25-2 approving acceptance of proposal from Public Administration Associates, LLC for County Administrator Recruitment Services was ready by County Clerk Kalish. Motion by Glasbrenner second by Couey that Resolution No. 25-2 be adopted. Motion carried with Hendricks opposed and Resolution No. 25-2 declared adopted.

**RESOLUTION NO. 25 - 2**

Resolution Approving Acceptance Of Proposal From Public Administration Associates, LLC For County Administrator Recruitment Services.

WHEREAS, the current Richland County Administrator, Candace Pesch, has given notice of resignation effective on January 8<sup>th</sup> 2024; and

WHEREAS, Richland County is organized under Wisconsin Statutes, section 59.18 with an appointed County Administrator position; and

WHEREAS, the Executive & Finance Standing Committee has diligently discussed the vacancy and recruitment process, and is recommending Richland County contract for County Administrator recruitment services.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby given to enter into a contract with Public Administration Associates LLC (PAA), in an amount not to exceed of \$22,750.00 for services provided in recruiting to fill the County Administrator vacancy; and

BE IT FURTHER RESOLVED that funding for the project shall be paid from Contingency Fund #11; and

BE IT FURTHER RESOLVED that the Richland County Clerk or Richland County Board Chair shall have authority to sign all necessary documents in executing the intensions of this resolution; and

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

VOTE ON FOREGOING RESOLUTION	RESOLUTION OFFERED BY THE EXECUTIVE & FINANCE STANDING COMMITTEE (23 DECEMBER 2024)
AYES_____ NOES_____	

RESOLUTION ADOPTED	FOR	AGAINST
DEREK S. KALISH COUNTY CLERK		
DATED: JANUARY 7, 2025		
	STEVE CARROW	
	STEVE WILLIAMSON	X
	GARY MANNING	X
	MARK GILL	X
	INGRID GLASBRENNER	
	DAVID TURK	X
	BOB FRANK	X
	MARC COUEY	X
	CRAIG WOODHOUSE	

Resolution No. 25-3 approving creation and filling of Payroll & Benefits Assistant Position was read by County Clerk Kalish. Motion by McKee second by Manning that Resolution No. 25-3 be adopted. Motion carried with Hendricks opposed and Resolution No. 25-3 declared adopted.

**RESOLUTION NO. 25 - 3**

Resolution Approving Creation And Filling Of Payroll & Benefits Assistant Position.

WHEREAS Richland County employs over 450 staff with 7 different payrolls, and

WHEREAS currently there are various departmental staff that assist in preparation of timecards and payroll reporting, and

WHEREAS there is only 1 staff in Administration that processes the payroll and benefits changes, billings, retirement tracking, FMLA tracking, COBRA, etc. resulting in the need for unsustainable amounts of overtime for one individual, and

WHEREAS it is recommended that the board approves the creation and filling of a Payroll Assistant position

WHEREAS this position description was created by DDA and has been rated an H Grade with a range of \$53,476.80 to \$66,435.20 per year to be funded with \$11,000 in overtime savings and from currently budgeted monies in the FT Corporation Counsel line.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors board that the creation and hiring of a Payroll Assistant position is approved;

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon passage.

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: JANUARY 7, 2025

Resolution No. 25-4 approving the modification/reclassification of the Payroll & Benefits Specialist Position was read by County Clerk Kalish. Motion by Manning second by McKee that Resolution No. 25-4 be adopted. Motion carried and Resolution No. 25-4 declared adopted.

#### **RESOLUTION NO. 25 - 4**

Resolution Approving The Modification/Reclassification Of The Payroll & Benefits Specialist Position.

WHEREAS Richland County employs over 450 staff with 7 different payrolls, and

WHEREAS there is limited staff in Administration to manage payroll and benefits functions county-wide, and

WHEREAS an increased level of oversight is needed to manage the administration of payroll and benefits processes for a variety of reasons, and

WHEREAS it is recommended that the County Board approves the reclassification of the Payroll & Benefits Specialist position to the Payroll & Benefits Administrator position, and

WHEREAS this position description was reviewed by DDA and has been rated a K Grade with a range of \$66,560.00 to \$82,700.80 per year.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is given to the reclassify/modify the current Payroll and Benefits Specialist position to the Payroll & Benefits Administrator position.

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon passage.

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: JANUARY 7, 2025

No correspondences were reported.

Supervisor Glasbrenner stated she would like a report on how the new wage scale will be managed within the county.

Motion by Manning second by Glasbrenner to adjourn. Motion carried and meeting adjourned at 7:53 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 meeting held on the 7<sup>th</sup> day of January, 2025.



Derek S. Kalish  
Richland County Clerk