

County Clerk's Office Richland County, Wisconsin

Derek S. Kalish
County Clerk

Richland County Courthouse
181 W Seminary Street
Richland Center, Wisconsin 53581

Phone (608) 647-2197
derek.kalish@co.richland.wi.us

Dated Posted: January 2, 2025

Please be advised that the Richland County Board of Supervisors will convene at 7:00 p.m., Tuesday, January 7, 2025, in the County Board Room on the third floor of the Richland County Courthouse, located at 181 W Seminary Street, Richland Center, Wisconsin 53581.

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. Call To Order
2. Roll Call
3. Invocation
4. Pledge Of Allegiance
5. County Clerk Verification Of Open Meeting Laws Compliance
6. Approve Agenda
7. Public Comment
8. Appointments
 - A. Interim County Administrator
 - B. Interim Deputy County Administrator
9. Reports
 - A. County Administrator
10. Resolution Petitioning The Secretary Of Transportation For Airport Improvement Aid
11. Resolution Approving Acceptance Of Proposal From Public Administration Associates, LLC For County Administrator Recruitment Services
12. Resolution Approving Creation And Filling Of Payroll And Benefits Assistant Position
13. Resolution Approving The Modification/Reclassification Of The Payroll & Benefits Specialist Position
14. Correspondence
15. Future Agenda Items
16. Adjourn

AGREEMENT TO PROVIDE INTERIM COUNTY ADMINISTRATOR SERVICES

This Services Agreement is entered into as of this ____ day of ____, 2025 by and between RICHLAND COUNTY, WISCONSIN (“County”), and DEREK KALISH, COUNTY CLERK, (“Kalish”):

Whereas, County needs an interim County Administrator; and

Whereas, Kalish has the ability to serve as a qualified interim County Administrator;

Therefore, the parties agree as follows:

- 1. Services.** At County’s request, Kalish will serve as interim County Administrator to County.
- 2. Term.** This Service Agreement shall commence on January 9, 2025 and terminate upon the appointment of a permanent Administrator, through action of the Board to terminate Kalish’s appointment, or through mutual agreement of the parties.
- 3. Payment.** During his service as interim County Administrator, Kalish shall be paid a monthly salary of \$11,146, otherwise subject to the County’s usually payroll practices. Such salary will be prorated for any partial monthly service.
- 4. Services.** Kalish will schedule his work in consultation with the County Board Chairperson and the needs of the County, but parties acknowledge that Kalish’s primary role is that of County Clerk, and agree that at no time will Kalish be required to perform duties that conflict with his Clerk duties and that Clerk duties shall take precedence.
 - A.** Kalish will prioritize duties necessary for the day-to-day operation of the County, but the parties agree that the following projects are of vital importance and should also receive priority: the implementation of the new wage scale, implementation of the Tyler system, completion of the radio tower project, and tasks related to the care and utilization of the former UW Campus.
 - B.** Kalish shall attend such Board and committee meetings as are necessary to fulfill the above obligation, but the parties acknowledge that his attendance at every such meeting will not be possible.
 - C.** Parties acknowledge and understand that the combined duties above shall preclude work on any other project by Kalish except at his sole discretion.
- 5. Cooperation & Conduct.** County and its representatives will act and communicate at all times in a professional manner, will provide its full cooperation to Kalish,

including specifically adherence to Rule 2.11 of the Richland County Board Rules.

6. Entire Agreement. This contract contains the entire agreement between the parties, and supersedes all prior discussions and negotiations between them. This contract may only be amended by a written contract signed by both parties.

Dated this _____ day of _____, 2025.

RICHLAND COUNTY

Derek Kalish

By_____
David Turk
Richland County Board Chair

**AGREEMENT TO PROVIDE INTERIM DEPUTY COUNTY ADMINISTRATOR
SERVICES**

This Services Agreement is entered into as of this ____ day of _____, 2025 by and between RICHLAND COUNTY, WISCONSIN (“County”), and JOSH ELDER, COUNTY HIGHWAY COMMISSIONER, (“Elder”):

Whereas, County needs an interim Deputy County Administrator; and

Whereas, Elder has the ability to serve as a qualified interim Deputy County Administrator;

Therefore, the parties agree as follows:

- 1. Services.** At County’s request, Elder will serve as interim Deputy County Administrator to County.
- 2. Term.** This Service Agreement shall commence on January 9, 2025 and terminate upon the appointment of a permanent Administrator, through action of the Board to terminate Elder’s appointment, or through mutual agreement of the parties.
- 3. Payment.** During his service as interim Deputy County Administrator, Elder shall be paid his normal monthly salary, unless otherwise mutually agreed to by the parties.
- 4. Services.** Elder will schedule his work in consultation with the County Board Chairperson, County Administrator, and the needs of the County, but parties acknowledge that Elder’s primary role is that of County Highway Commissioner, and agree that at no time will Elder be required to perform duties that conflict with his Commissioner duties and that his Commissioner duties shall take precedence.
 - A.** Elder will prioritize duties delegated to him by the County Administrator, the duties of the County Administrator in the event of the Administrator’s inability to perform such duties, and otherwise necessary for the day-to-day operation of the County, but the parties agree that the following projects are of vital importance and should also receive priority: the implementation of the new wage scale, implementation of the Tyler system, completion of the radio tower project, and tasks related to the care and utilization of the former UW Campus.
 - B.** Elder shall attend such Board and committee meetings as are necessary to fulfill the above obligations, but the parties acknowledge that his attendance at every such meeting will not be possible.
 - C.** Parties acknowledge and understand that the combined duties above shall preclude work on any other project by Elder except at his sole discretion.

5. Cooperation & Conduct. County and its representatives will act and communicate at all times in a professional manner, and will provide its full cooperation to Elder, including specifically adherence to Rule 2.11 of the Richland County Board Rules.

6. Entire Agreement. This contract contains the entire agreement between the parties, and supersedes all prior discussions and negotiations between them. This contract may only be amended by a written contract signed by both parties.

Dated this ____ day of _____, 2025.

RICHLAND COUNTY

Josh Elder

By _____
David Turk
Richland County Board Chair

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.

1

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.

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.

Tri-County Airport commission chairman
and secretary

_____ (TITLE)

_____ (TITLE)

_____ (TITLE)

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.

W:\Airports\Tri-County \Petition\11-24LNRresres.docx

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 8th 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 intentions 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_____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

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

X
X
X
X
X
X
X

DATED: JANUARY 7, 2025



Recruitment Services for County
Administrator Recruitment
Richland County, Wisconsin

Submitted: December 20, 2024

By: David A. Bretl

Public Administration Associates, LLC



Public Administration Associates, LLC



Public Administration Associates, LLC

December 20, 2024

David Turk
Richland County Board Chair

Dear Chair Turk

Thank you for the opportunity to submit our proposal for your upcoming County Administrator search. Public Administration Associates, LLC (PAA) has been serving local governments since 1998. We have a team of local government experts that can bring value to your county at this time of transition. If selected, Jon Hochkammer, Scott Mittelstadt and I will be working on this project. Jon joined our firm after serving county, state and municipal governments for more than forty years. My last assignment in local government was as County Administrator and Corporation Counsel for Walworth County, a position I held for nearly twenty years. Scott retired after a lengthy career in law enforcement, most recently as the Dodge County Chief Deputy. Scott is trained in the assessment of emotional intelligence, a key predictor of success in leaders. We have included in this proposal an option for the County to conduct emotional intelligence assessments on up to four finalists. We are excited to offer this service to you. It is one of several options that you can choose from to customize your approach to this recruitment.

PAA specializes in public sector executive recruitment and interim management. During the past four years, we have successfully recruited Administrators in Sauk, Ashland, Waushara, Sawyer, Dodge, Green Lake, Richland, Trempealeau, Oconto, and Grant counties, as well as the Administrative Coordinator in Washburn County. We are currently recruiting for the next Chippewa County Administrator. In addition to our work with counties, PAA recruits for numerous municipalities each year. We are in contact with a significant number of qualified candidates in both Wisconsin and the Midwest. We would challenge any recruiting firm to match our experience in Wisconsin County government.

Attachment 1 contains information about our firm and the consultants who would be working on your project. Attachment 2 sets forth our proposal and methodology. Attachment 3 provides a summary of potential milestone dates and pricing options. Attachment 4 is a draft of our services agreement. I have included one set of the position profiles that we used in our Chippewa County and Richland County recruitments with our submission. We would be happy to share additional recruitment documents with you when we are retained by the County.

David Bretl
414-350-3328
bretld.paa@gmail.com

1155 W. South Street
Whitewater, WI 53190

Our pricing typically compares favorably to our competitors. We pride ourselves on "what you see is what you get pricing." We do offer several options in our proposal to reduce the cost of the recruitment. With a few exceptions, our service agreement sets forth the total cost of the project. You will not be billed separately for expenses such as advertising, consultant travel and lodging. If we are unsuccessful in our initial recruitment, we will continue to recruit until we are. In that case, Richland County will only be responsible for actual recruitment costs (advertising, background checks and assessments). We waive our professional fees on subsequent searches.

We will honor our 2024 pricing in this proposal. In addition to the optional discounts outlined above, we are offering an additional discount of \$1,000 from our standard price. While we are proposing a process that is similar to the last one we conducted for you, we do have a head start on some of the documents needed in the recruitment. We are passing that savings along to you.

Thank you for your consideration. We agree to hold this pricing for 45 days. Please reach out to me at (414) 350-3328 with any questions about this proposal.

Sincerely,



David A. Bretl
Vice President
Public Administration Associates, LLC



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2. QUALIFICATIONS

Public Administration Associates, LLC, "PAA" is recognized among the most trusted and effective local government consultants in Wisconsin and the Midwest. All of our consultants are highly skilled former and current public sector practitioners, each of whom has served many years in top-level leadership roles in town, village, city and county governments. We achieve excellent results through an unparalleled commitment to public service, high standards and the efficient use of client time and resources.



Since 1998 PAA has conducted over 350 executive searches. A significant amount of our work repeat business from satisfied clients who have trusted our firm over the past three decades.

PAA was founded in 1998 by partners William (Bill) Frueh, Denise Frueh and Dr. Stephen (Steve) Hintz. Bill and Denise had served in local government for many years while Steve was a professor for over thirty years in the MPA program at the University of Wisconsin-Oshkosh. A core principle of the start-up company then was to improve communities through professional municipal management by providing quality and affordable consulting services to local government. Service was a priority over profit. Although our company has grown over the years, our commitment to returning value to the profession that we served remains our top priority.

Today, PAA is comprised of seventeen associate consultants in addition to the shareholder owners Kevin Brunner, Chris Swartz and Dave Bretl. We are based in Whitewater, Wisconsin, however, our consultants live throughout the State of Wisconsin. PAA is a comprehensive consulting firm.

SINCE 1998

COMPREHENSIVE GOVERNMENT CONSULTING SERVICES



EXECUTIVE RECRUITMENT

Assisting municipalities in the recruitment and selection of management personnel including managers, administrators and department/division heads.



INTERIM MANAGEMENT SERVICES

Providing skilled and experienced administrators on a full-time or part-time basis for a limited period of time.



ORGANIZATION & MANAGEMENT STUDIES

Analyzing municipal organizations, operations, and management structure and procedures using best practice standards. Specializing in organizational assessments, public works, and public safety.



CLASSIFICATION & COMPENSATION STUDIES

Analyzing and developing classification and compensation plans using internal and external equity standards.



ECONOMIC DEVELOPMENT SERVICES

Assisting communities in the establishment and implementation of economic development projects and programs, including downtown revitalization initiatives, redevelopment and tax incremental financing, business improvement district plans, brownfields initiatives, and business and industrial park planning and development.



STRATEGIC PLANNING & IMPLEMENTATION

Performing community needs assessments, preparation of plans, strategies for implementation of community plans, site planning/development review assistance, and assisting communities in development of boundary agreements and cooperative plans.

REFERENCES

We are proud of the relationships that we have created over the years. Feel free to contact any of the following references who can attest to the quality of service that we provide.

JOHN AASEN

County Board Chair

Trempealeau County, WI
(715) 538-2311 Ext. 200

DAVID TURK

County Board Chair

Richland County, WI
608-649-1310

DAVID FROHLING

County Board Chair

Dodge County, WI
920-988-9641

MICHAEL BABLICK

Mayor

City of Park Falls, WI
715-762-2436 Ext. 229

DR. BILL DUNCAN

Village President

Village of Williams Bay, WI
262-245-2700

JOHN SCHUEPBACH

Former President

Village of Marshall, WI
608-655-4017 *(office)*

MARTY BECKER

Former Mayor

City of Port Washington, WI
262-707-1464 *(cell)*

RICH O'CONNOR

Mayor

City of Hudson, WI
715-386-4765 (Ext. 120) *(cell)*

RYAN SCHROEDER

Mayor

City of Delavan, WI
262-728-5585 ext. 11 *(office)*

MASON BECKER

City Council President

City of Fort Atkinson, WI
920-723-4924 *(cell)*

JOE OSTERMAN

Chair

Town of Lisbon, WI
262-246-6100 (Ext. 1200) *(office)*

JOHN SWISHER

President

Village of Johnson Creek, WI
414-659-6105 *(cell)*

DAVID BENFORADO

Village President

Village of Shorewood Hills, WI
608-535-2960

THOMAS PAVLIC

Mayor

City of Cudahy, WI
414-769-2222 *(office)*

MICHAEL THOM

Former Mayor

City of Columbus, WI
920-623-5900 *(cell)*

JEANNE CARPENTER

Former Village President

Village of Oregon, WI
608-358-7837 *(cell)*

HARLEY REABE

Former County Board Chair

Green Lake County, WI
920-294-0824 *(cell)*

DR. LANNY TIBALDO

Chair

Town of Lawrence, WI
920-619-6257 *(cell)*

ROGER TRUTTMAN**President**

Village of New Glarus, WI

608-212-6785 (cell)**GERALD DEWOLFE****President,**

Village of Ellsworth, WI

715-821-1097 (cell)**MARK MCANDREWS****Former Chair**

Town of Buchanan, WI

920-734-8599 (office)**DAVID VARNAM****Mayor**

City of Lancaster, WI

608-723-4109 (cell)**STEVE GENISOT****Mayor**

City of Marinette, WI

906-399-8854 (cell)**TIM MCCUMBER****County Board Chair**

Sauk County, WI

608-963-6581 (cell)**JIM WEISS****Chair**

Town of Linn, WI

262-245-2700 (cell)**THEODORE GRANT****Mayor**

City of Ripon, WI

920-896-6900 (office)**MARK MILLIREN****Mayor**

City of Durand, WI

715-672-8770 (office)**DALE YURS****President**

Village of Belleville, WI

608-577-9502 (cell)**TOM HARTZ****Former Mayor**

City of Lake Geneva, WI

262-374-9127 (cell)**LAURA NELSON****Former President**

Village of Suamico, WI

920-246-8212 (cell)UNPARALLELED LOCAL
GOVERNMENT EXPERIENCE

PAA CLIENTS

The number beside the municipality name is the number of times PAA has assisted the municipality. State of Wisconsin unless otherwise noted. View the interactive map on our [website](#) for the work that we have performed for these communities.

CITIES

Abbotsford (2)	Horicon (2)	Niagara	Washburn (2)
Adams (2)	Hudson	Oak Park Heights, MN	Waukesha
Algoma	Independence, Iowa	Oconto (2)	Waupaca
Antigo (3)	Chippewa (4)	Omro	Waupun
Ashland (2)	Kewaunee	Park Falls	Wautoma
Baraboo (2)	Lake Geneva (2)	Pine Island, MN	Wauwatosa (2)
Berlin (2)	Lancaster (4)	Platteville (5)	Weyauwega (3)
Brillion	Marinette (2)	Prairie du Chien (2)	Whitewater (3)
Chilton (2)	Marquette, Iowa	Princeton (2)	
Chippewa Falls (2)	Marshfield (2)	Port Washington	
Clintonville (2)	Mauston (3)	Racine	
Columbus (3)	Menominee, Michigan	Reedsburg (2)	
Crystal River Florida	Mequon	Rhineland	
Delavan (2)	Menasha	Rice Lake	
DePere (3)	Merrill	Richland Center	
Durand (3)	Middleton	Ripon	
Eagle River	Milton	Shawano (4)	
El Paso, Illinois	Mineral Point Minonk,	South Haven, MI	
Elroy (3)	Illinois (3) Monona (3)	St. Croix Falls	
Evansville (3)	Monroe (2)	St. Francis	
Fond du Lac	New Lisbon	Sturgeon Bay (5)	
Fort Atkinson (2)	New London (3)	Thorp	
Fox Lake (3)		Tomah (2)	
Geneseo, Illinois		Verona (3)	
Hartford			
Hillsboro (3)			

OVER 325
MUNICIPAL ADMINISTRATOR
SEARCHES SINCE 1998

VILLAGES

Ashwaubenon	Elm Grove	Maple Bluff	Spring Green
Bayside (3)	Ephraim	McFarland (2)	Suamico (3)
Bellevue	Fox Point (2)	Merton	Stanley
Belleville	Germantown	New Glarus (4)	Sussex
Bonduel	Grafton (2)	North Fond du Lac (3)	Thiensville (2)
Brown Deer	Greendale (2)	Oregon (2)	Turtle Lake
Clinton (2)	Greenville	Osceola (4)	Twin Lakes (2)
Colfax	Hales Corners	Paddock Lake (2)	Union Grove (2)
Cross Plains (2)	Hammond	Palmyra	Waterford
Darien	Hartland (3)	Pardeeville	Wauwaukee
Denmark(2)	Howard (3)	Port Edwards	W. Milwaukee (3)
DeForest	Johnson Creek (3)	Poynette	Williams Bay (2)
East Troy	Kewaskum	Prairie du Sac	Wind Point (4)
Edgar	Little Chute (5)	Pulaski	Winneconne (4)
Egg Harbor (2)	Lodi (3)	Rothschild	Whitefish Bay (2)
Elkhart Lake	Marshall (3)	Sherwood	Wrightstown (3)
		Slinger (2)	
		Somerset	

TOWNS

Algoma (4)	Fox Crossing (Menasha) (4)	Ledgeview	Richfield (2)
Beloit	Gibraltar (2)	Linn	Sevastopol
Buchanan (5)	Grand Chute (4)	Lisbon	Shorewood Hills
Cedarburg (2)	Greenville (2)	Oconto	Weston
Clayton	La Pointe (2)	Osceola	
Empire	Lawrence (2)	Rib Mountain	

COUNTIES

Ashland	Iowa	Richland	Vernon
Chippewa (3)	Kewaunee	Sauk	Wabasha, MN (2)
Dodge (2)	Monroe	Price	Waushara
Door	Oconto (2)	Sawyer	Washburn
Grant	Pepin	Shawano	
Green Lake	Polk (3)	Trempealeau	

YOUR PROJECT TEAM

If selected, three consultants would work on your recruitment. Biographical information follows.

JON HOCHKAMMER

Associate

Jon Hochkammer has over forty years of public sector experience in Wisconsin. He retired from his twenty-one-year employment with the Wisconsin Counties



Association. While employed with the WCA, Jon served as Director of Insurance Operations, Legislative Director and Outreach Manager. He was elected Wisconsin State Senate Sergeant-at-Arms in 1994 and held that position for eight years during which he also served as President of the National Association of Legislative Services and Security Association. Jon gained extensive first-hand experience working at the local, state and federal level through these employment opportunities.

Jon has twenty-nine years of local elected experience. He was elected to the Manitowoc County Board of Supervisors in 1984. He served for eight years including serving as its board chairperson/administrative coordinator. He was elected to the Verona City Council in 1997 including serving as Mayor from 2006 - 2018. Jon was President of the Dane County Cities and Villages Association from 2007 - 2018. Jon is a member of the Leadership Wisconsin Board of Directors. He is President of the Friends of the Dane County Bookmobile Board and chairs the Dane County Area Agency on Aging Access Committee. Prior service with Dane County includes the following boards: Area Agency on Aging Board (Chair), Specialized Transportation Commission, Human Services Board, and Library Board (Chair). Additionally, he was Fitch-Rona EMS Commission Treasurer, Verona Fire District President, Newton Fire Department President and 1st Assistant Chief, and on the Madison Family Medicine Residency Board.

DAVID BRETL

Vice President/Shareholder

David Bretl has as served governments in Wisconsin for twenty-nine years. He retired in 2020 from his position as County Administrator and Corporation

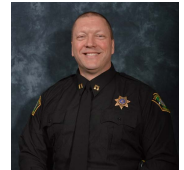


Counsel, a combined position he held since 2003. He began working as a consultant for PAA in 2018 and joined shareholder in 2020. During his eighteen years at Walworth County, Dave was involved in the two board downsizings, the replacement of most of the County's facilities and the consolidation of six departments. Dave helped organize and moderated the county's Intergovernmental Cooperation Council (a collaborative effort among municipal, county and town governments (Walworth County Economic Development Alliance, Inc.). In 2005 he helped organize a county-wide private/public economic

SCOTT MITTELSTADT

Associate

Scott Mittelstadt is the owner and founder of Cultural Reconstruction, LLC, a consulting firm which specializes in law enforcement studies and training.



Scott retired from law enforcement after more than 28 years of service in both a municipality and county. Scott has 21 years in formal leadership positions and finished his career with five years as Chief Deputy of the Dodge County Sheriff's Office.

Scott spent over 22 years working for the Sheboygan Police Department from 1994-2017. During that time, he held various positions acquiring broad experience in most areas of policing. He supervised patrol, field training officers, K-9 officers, street crimes unit, school resource officers and detectives.

Scott has training and experience in community-oriented policing and problem-oriented policing. He has been involved in the development and implementation of a variety of successful problem-oriented policing projects. He also assisted in transitioning the agency to a neighborhood focused, community-oriented policing strategy.

Scott earned a master's degree from UW-Oshkosh in Public Administration in 2013. He attended the Administrative Officers Course in 2012 at the Southern Police Institute, University of Louisville, Kentucky. He also graduated from the Executive Development Institute, Fox Valley Technical College in 2008.

For over 10 years Scott has been a certified instructor for Leadership in Police Organizations, a three-week behavioral science approach to leadership developed by the International Association of Chiefs of Police. Scott has helped train hundreds of Wisconsin law enforcement professionals in leadership, including topics such as human bias, fair and impartial policing, police legitimacy, and procedural justice.

Scott continues to be involved in this training and others through his business, Cultural Reconstruction LLC. He recently became an instructor for the Southern Police Institute for Organizational Leadership and Problem Solving as well as Performance Management-Budget to Operations.

development initiative, WCEDA (Walworth County Economic Development Alliance, Inc.).

Dave earned a Master's Degree in Public Administration and a Law Degree from the University of Wisconsin-Madison.

3. METHODOLOGY

PAA proposes to conduct this recruitment for a cost of \$22,750. Options, explained below can reduce this to \$20,050. Our proposed methodology for the recruitment is as follows:

1. Kickoff meeting with selection committee and appropriate staff

What we do: This meeting ensures that there is a "meeting of minds" in terms of the overall methodology of the recruitment including the schedule and key milestones. It also helps PAA prepare documents for the recruitment. During this meeting, we explore the characteristics you seek in the next County Administrator. We will review with you the relevant ordinances and job description, prepare revisions, if needed, and seek your input into the position profile, which will be a key document in our recruitment process. We will discuss your salary expectations for the position as well as key terms of an employment contract if you choose to have one.

Options: It is possible to conduct this meeting via Zoom if the County has had success with virtual meetings and Board members are comfortable with this approach. If you want to hold this meeting virtually, PAA will deduct \$400 from the \$22,750 contract amount.

Timing: We have included dates in this proposal to give you a sense of the timing of the recruitment. Actual dates are determined by the County and are subject to consultant availability. We strongly recommend that you begin this recruitment after the start of the new year. In our experience the weeks before and after the Christmas holiday are "dead time" in terms of recruitment. Strictly for illustration we will assume a contract with PAA is approved this year and our "kick-off" meeting is held on January 3. You may delay or speed up the start date of our engagement as necessary based on availability of County personnel and your recruitment goals.

2. Approval of recruitment documents and plan/advertising

What we do: With the benefit of the information we receive at our first meeting, PAA will return to Richland Center. The purpose of this meeting is to obtain your final approval of the recruitment schedule, position description, position profile and advertising plan. We will discuss with you and learn your preferences as to what separates an ideal or highly qualified candidate from one which simply meets the minimum qualifications for the position. This will be important to help PAA and the County focus attention on the most viable candidates. We would like to lock in dates for the rest of the recruitment at this meeting. This will reduce the chances of a candidate not being able to attend the final assessment. This would be an in-person meeting unless you choose virtual (See below).

Timing: If the kick-off meeting is held on January 3, this second meeting (approval of recruiting documents) could be held as early as January 21. We can start placing ads that day.

Options: It is possible to conduct this meeting via Zoom. If you want to hold this meeting via Zoom, PAA will deduct \$400 from the \$22,750 contract amount.

3. Application period is open

What we do: During the application period, PAA will be encouraging candidates to apply and responding to applicant inquiries. We will conduct recorded Zoom interviews with candidates who we deem most qualified for the position and conduct reference reports on those candidates which will be shared with the Selection Committee.

Timing: If the position is posted on January 22, we recommend that the recruitment period be open until February 24.

4, Candidate Report

What we do: PAA will furnish the Selection Committee with a confidential candidate report that will provide a summary of all applicants for the position classified as "Well-qualified," "Qualified" and "Not Qualified." We will conduct recorded Zoom interviews candidates that meet the minimum requirements for the position which will be shared with you. Our report will also identify our recommendation of finalists for the position and rationale for selection. If you prefer a virtual candidate presentation we can coordinate that with the candidates, as well.

Timing: If the recruitment closes on February 24 we can furnish this report to the County by March 3.

5. Selection of finalists.

What we do: PAA will meet with the Selection Committee in closed session to discuss the candidate report described above. This is the opportunity for the Selection Committee to review PAA's recommendations of the candidates and select finalists. PAA will seek input into final interview questions and discuss the parameters of reimbursement of candidate travel and lodging expenses (if any are to be provided). Details of the final candidate assessment will be discussed and approved. PAA will work with the Committee to formulate interview questions.

Timing: If the recruitment closes on February 24, we can conduct the finalist selection meeting as early as March 6.

6. Assessment.

What we do: Finalists will be invited to Richland Center to participate in an assessment. PAA facilitates this process and works with the Selection Committee. PAA will facilitate up to a 1 1/2 day assessment center at the option of the County.

Options: Each client approaches the assessment differently. We would suggest, at a minimum, a tour of County facilities, a meeting with the Selection Committee and a meeting with the County's management team, a writing exercise and meet and greet. PAA works with the County to develop interview questions and exercises. At the County's option PAA will conduct an emotional intelligence assessment with up to five final candidates. If you don't want the emotional intelligence assessment we will deduct \$1,900 from the recruitment.

Timing: Assuming finalists are selected on March 6, the assessment could take place as early as March 13/14.

7.Contract negotiation.

What we do:Normally, PAA receives instructions from the client and negotiates an employment agreement for review and approval by the Board. We will work with your County Attorney or outside employment attorney. PAA does not provide legal services so review of the contract by the County's attorney is essential. If this position does not work under a contract we can present your employment offer to the candidate.

Timing: Assuming a finalist is selected on March 15, it should be possible to complete a contract assuming "a meeting of the minds" by March 17.

8.Confirmation

Assuming a contract is successfully negotiated the Board could meet as early as the week of March 17 to confirm the candidate as the next Administrator. PAA would not attend that meeting in person but would be available via Zoom if requested by the County. Confirmation is typically contingent upon a background check that is acceptable to the County as well as physical or psychological exams that the County might require and/or drug testing. PAA conducts reference, credit, educational and criminal background checks. Additional checks and testing beyond that (if desired by the County) is the responsibility of the County.

9.Start date of new Administrator

An employed candidate will typically require a minimum of thirty-days notice to leave his or her employer in a professional manner. The County Board's meeting schedule, as well as time it takes the candidate to complete any drug screen or additional background checks you might require, will start that clock running. A candidate is not likely to resign his or her employment until a contract is approved and all contingencies have been resolved. Many clients are surprised by the time it takes to get a new Administrator on board.

A consultant can tell you what you want to hear, but a minimum of 60-70 days are baked into the process in a normal recruitment (advertising, background check and candidate notice). Using our methodology, we are able to achieve your start date (assuming you are successful in your initial search) but we get to that point in a slightly different way. We would be happy to discuss a different timetable, but we believe the one we outlined gives you the best chance of success. Given the importance of this decision to the County, finding the right fit for a long-term relationship with your next Administrator needs to be the primary goal.

3. SUMMARY OF PROPOSED SCHEDULE AND COST OPTIONS

SUMMARY OF PROPOSED RECRUITMENT SCHEDULE

Dates are shown for illustration purposes and are dependent upon approval of a contract with PAA as well as County scheduling preferences and consultant availability. The following schedule shows a kick-off meeting taking place on January 3.

Date	Activity
January 3	Kick-off meeting
January 21	Approval of recruitment documents
January 22	Recruitment opens
February 24	Recruitment closes
March 3	Selection of Finalist Report provided to County
March 6	Selection of finalists
March 13/14	Assessment center and finalist selection
March 14-16	Contract negotiations
Week of March 17	Confirmation by County Board
Mid-April to Early-May, 2025	The likely start date for the new Administrator

SUMMARY OF PROPOSED COSTS

PAA will conduct this recruitment for \$22,750 to \$20,050 depending upon options selected by the County.

Normal cost of recruitment	\$23,750
Discount	\$ 1,000
Cost of full recruitment for Richland County	\$22,750
Virtual kick-off meeting (Deduct \$400 if this meeting is virtual)	(\$400)
Virtual approval of documents meeting (Deduct \$400 if this meeting is virtual)	(\$400)
No emotional intelligence assessments Deduct \$1,900 if the County chooses not to conduct emotional intelligence evaluations	(\$1,900)
Cost of recruitment with all deductions selected	\$20,050

Services Agreement for County Administrator Recruitment

This Agreement is entered into as of this ____ day of _____, 2024 by and between Public Administration Associates, LLC, (“PAA”) and Richland County, Wisconsin, (“County”).

Whereas, County needs assistance with professional recruitment of a County Administrator;
and

Whereas, PAA has expertise in professional recruitment;

Therefore, the parties agree as follows:

1. **Services.** At County’s request, PAA will provide those services listed in PAA’s proposal dated December 20, 2024 (“Proposal”), which proposal is incorporated herein. Services provided by PAA will depend upon which options set forth on Attachment 3 of the Proposal are selected by the County (“Options”). If the County does not notify PAA to the contrary, PAA will perform all of the work set forth on said Attachment 3; that is PAA will assume no Options have been selected.

2. **Term.** PAA anticipates that this recruitment will take approximately fourteen weeks to complete, depending upon the availability of the County to conduct key meetings.

3. **Payment.** For these services, County will pay PAA \$22,750 less price reductions attributable to Options selected by the County as set forth in the Proposal. (“Recruitment Cost”). Payment shall be made as follows.

A. One-third of Recruitment Cost upon execution of this Agreement;

B. One-third of Recruitment Cost upon receipt by the County of the Finalists Report; and

C. One-third Recruitment Cost upon confirmation of the County Administrator by the County Board.

D. If County terminates this contract prior to the conclusion of services by PAA, County will immediately pay PAA for the next one-third of the Recruitment Cost. For example, if County has paid PAA one-third upon execution of this contract and terminates the contract prior to receipt of the Finalists Report, then the County will immediately pay PAA another one-third of the Recruitment Cost.

E. PAA may terminate this agreement at any time if County has not made payment within 45 days of invoicing.

F. Included in the Recruitment Cost are all fees for PAA’s professional services, the cost of advertising as well as consultant mileage, meals and lodging and postage. The following expenses are not included in the above-stated price and are the responsibility of the County: Candidate travel and lodging if authorized by the County, final candidate physical or psychological exam or drug testing if required by the County, candidate background check (if additional checks beyond PAA's checks are desired). County is responsible for all room rental

charges (if any off-site venues are needed) as well as the cost of refreshments (if any are to be provided) for any portion of the assessment activities. Advertising costs beyond those included in PAA's advertising plan are the responsibility of the County. PAA will provide all documents electronically. If hard-copies of documents are requested PAA will charge twenty-five cents per page. PAA has included four in-person meetings in the cost of our proposal with the option for the County to conduct two of those remotely. We have found that this is sufficient for nearly all of our clients. If additional, in-person meetings are desired by the County, due to additional County-requested activities or deliberations, those meetings will be billed to the County in the following manner: Mileage plus \$50 per hour for travel time and \$135 per hour for meeting time.

4. Professional Conduct. PAA will provide the services to County in a professional and business-like manner and will act in accordance with all Federal, State, and local laws, regulations, rules and ordinances. PAA will at all times endeavor to uphold and preserve the reputation of County.

5. Cooperation, Conduct and County Responsibilities. Similarly, County and its representatives will act and communicate at all times in a professional manner and will provide its full cooperation to PAA in PAA's search on behalf of County. County agrees to assist PAA in distribution of electronic documents to County Board members and staff, furnish PAA with photographs (if available) and documents to assist in the preparation of recruitment materials and coordinate meeting/testing rooms. County is responsible for properly noticing all meetings. PAA does not provide legal services. PAA will comply with all Federal, State, and local laws, regulations, rules and ordinances, including anti-discrimination laws, regulations, rules and ordinances.

6. Liability Insurance. PAA carries professional liability insurance with limits of \$1,000,000 per occurrence/\$1,000,000 aggregate.

7. Hold Harmless & Indemnity. To the extent permitted by law, County agrees to hold harmless, indemnify and defend PAA from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or County for County's negligent or intentional conduct resulting in damages to a candidate or third party. Similarly, PAA agrees to hold harmless, indemnify, and defend County from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or County for PAA's negligent or intentional conduct resulting in damages to a candidate or third party.

8. PAA Guarantees: If the initial search is not successful or the selected candidate either resigns or is terminated for cause during his or her first twelve months of employment, PAA will conduct an additional search to fill the Richland County Administrator position. In either case, PAA will waive its consulting fee. County will be responsible for advertising costs, consultant lodging the actual cost of background checks and emotional intelligence assessments (if desired by County) and mileage for the subsequent search.

9. Authorized Signatory. The person signing this contract on behalf of County warrants and represents that she/he/they have the authority to do so.

10. **No Assignment.** Neither party may assign this contract without the written consent of the other party.

11. **Entire Agreement.** This contract contains the entire agreement between the parties, and supersedes all prior discussions and negotiations between them. This contract may only be amended by a written contract signed by both parties.

12. **Disclosure of Attorney.** PAA discloses to County that one of PAA's members, Dave Bretl, is an attorney; however, PAA will not provide County with legal advice. County must seek legal advice from its own counsel.

13. **Governing Law.** This agreement is governed by the laws of the State of Wisconsin.

Dated this ____ day of _____, 2024.

PUBLIC ADMINISTRATION ASSOCIATES, LLC

By _____
DAVID A BRETL, Vice President

RICHLAND COUNTY

By _____

Examples of Position profiles prepared for other clients

Copies of position profiles that we have prepared for other clients are attached.



COUNTY ADMINISTRATOR RECRUITMENT

RICHLAND COUNTY, WISCONSIN

POSITION PROFILE



Public Administration Associates

This recruitment is facilitated by Public Administration Associates, LLC

THE COMMUNITY

Quality of Life

Located in Southwest Wisconsin, Richland County offers the best of both worlds; a small-town quality of life within a ninety-minute drive of both Madison and La Crosse. Richland County's many peaceful communities, offer a variety of housing options, quality schools, growing businesses and job opportunities. Richland County boasts year-round recreational activities including canoeing, kayaking and fishing. Thousands of acres of parks and public land are available for hiking, biking, cross country skiing and hunting with trails for snowmobiling and ATV's. The County's total land area of 589 square miles is organized into 16 towns, five villages and one city. The County seat is the City of Richland Center (population 5,041). Learn more about Richland County by visiting its [website](#).

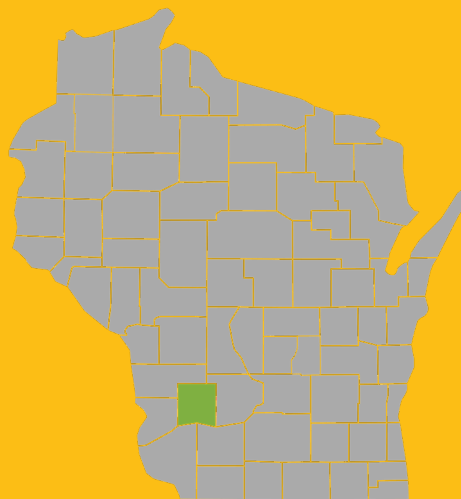
The top five most populous jurisdictions are:

- Richland Center 5,043
- Town of Buena Vista . . . 1,818
- Town of Richland 1,177
- Village of Lone Rock 830
- Town of Dayton 744

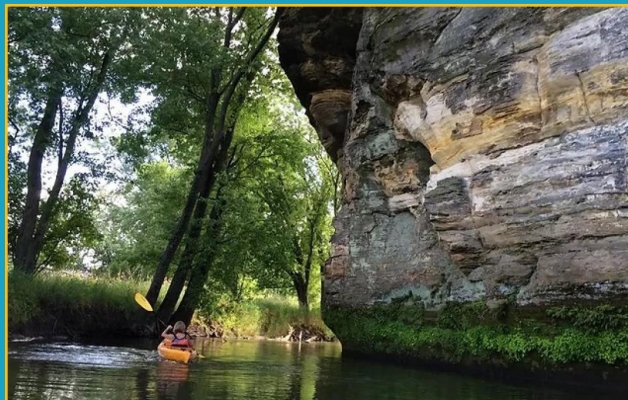
There are activities to suit all interests in Richland County. Local retail orchards and the Richland Area Farmers Market offer locally grown produce. Many small museums, such as the Akey School Museum near Twin Bluffs offer a glimpse into the County's past.



Richland County residents enjoy the charm of small town living within a 90-minute drive of the metropolitan areas of Madison and La Crosse. The Starlight 14, in Richland Center, is one of just 11 remaining outdoor theaters in Wisconsin.



Created from the Wisconsin Territory in 1842, Richland County was organized in 1850. It was named for the high quality of its soil. The County has a total area of 589 square miles.



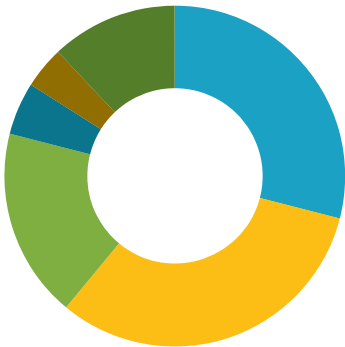
Hundreds of miles of rivers and streams, including the Wisconsin and Pine Rivers make Richland County a paradise for canoeists and kayakers.

Outdoor activities are not limited to the summer months. An extensive trail system offers opportunities for snowmobilers and skiers to enjoy the winter beauty of Richland County. (Both photos courtesy of Richland Tourism).



THE ECONOMY

Richland County enjoys a diverse economy featuring a strong manufacturing base. Major employment sectors are shown on the following chart.



Richland County Employment

Education and Health Services	28.6%
Manufacturing	32.2%
Trade, Transportation and Utilities	18.5%
Construction	4.5%
Public Administration	4.0%
All Other Sectors	12.2%

Agricultural products comprise an important part of the County’s economy. According to a study by UW-Extension, agriculture accounts for over 3,200 jobs and \$1B in economic activity.



The county’s strong manufacturing base is on full display in Richland Center. Pictured above is Rockwell Automation’s production facility on Highway 14. Seats Incorporated operates a manufacturing facility in Richland Center (pictured below.) The company is one of the most diverse seating manufacturers in the country, producing products used in a wide variety of vehicles including semi-tractors, earth moving equipment and military vehicles.



EDUCATION

Richland County is served by four different quality public school districts including Richland, Weston, Ithaca and Kickapoo. The County is also served by the Southwest Wisconsin Technical College System. In 2022 Southwest Tech was named as one of ten finalists for the Aspen Prize for community college excellence, the nation’s signature recognition of community colleges that are achieving high, improving and equitable outcomes for students.



Richland Center High School serves nearly 400 students in grades 9-12. Offering advanced placement classes in eleven different subjects as well as a wide variety of extra-curricular activities, the School placed in the top 30 percent for overall test scores in the State in 2022. The 600 seat Performing Arts Center is pictured above. Kickapoo High School located in Viola, Wisconsin (located below) serves students in the northwestern portion of the County. Viola is one of two villages that is located in Richland County as well as a neighboring county (Vernon). The other is Cazenovia (Sauk County).



For many years the University of Wisconsin offered classes at a campus in Richland Center (UW-Platteville Richland). In Wisconsin, two-year campuses are a unique partnership between county and state government. The University system provides faculty and administrative support and nominal rent while the County owns the campus and shares maintenance costs. The University recently announced that effective July 1, 2023 it will cease in-person degree-bearing instructional activities at the campus.



RICHLAND COUNTY GOVERNMENT

Richland County government provides a diverse range of services in areas including public safety, health and human services, land use and highway maintenance, among many others. A \$23M annual (2023 expense) budget along with a \$9M enterprise fund support approximately 279 full-time and part-time positions. Another 127 limited-term employees are authorized. Richland County is governed by a twenty-one-member, nonpartisan Board of Supervisors, elected from districts every two years. The County Board Chair is elected by the Board. The Administrator reports to the Finance & Personnel Committee but is accountable to the full Board. In addition to County Board Supervisors, other officials elected directly by voters include the County Clerk, Treasurer, Sheriff, Clerk of Circuit Court, Register of Deeds, Coroner, Circuit Court Judge and District Attorney. The County Board is organized into numerous standing committees to provide policy oversight of the departments. Much of the work for the County Board is conducted by these committees.



It took the County four previous attempts to build a courthouse, but the fifth one was a charm. (Pictured at the top of the page). Constructed from 1889 to 1890 the Richland County Courthouse is an architectural gem. It was refurbished in 1937 and again in 1953, when its cupola, clock tower and steep gables were replaced by an electronic clock. A Government Center was added to the west side of the courthouse in 1982. Today, the building houses a single branch of the circuit court, the County Board, as well as numerous departments of County government including the Sheriff's Office and jail.

Although hard to upstage the Courthouse in terms of architectural significance, Frank Lloyd Wright, who was born in Richland Center, did just that in 1917 with his design of the A.D. German Warehouse, pictured above. The warehouse, which still stands today just a few blocks away from the Courthouse, draws visitors from around the world. Designed in Mayan Revival Style, the warehouse has been on the National Register of Historic Places since 1974.



FINANCES

Like all Wisconsin Counties, Richland County relies heavily on property taxes to fund operations. Charges for services are also a key revenue source that support the annual budget. Since 1989 the County has collected a 1/2 cent sales tax on many purchases. (The amount of sales tax that a county may impose is fixed by state law). Wisconsin counties administer many state programs; as a result, state grants and reimbursements comprise a major source of revenue. State funding is not spread equally among the departments, however. Health and human service programs receive the “lion’s share” of state funding, while other programs, such as the Sheriff’s Office rely much more heavily on the property tax levy. Major categories of expenses are shown below.

RICHLAND COUNTY GOVERNMENTAL FUND

EXPENSES/EXPENDITURES CATEGORIES

BUDGET YEAR 2023



Expenses/Expenditures Cat.	Percent
General Government	10.9%
Public Safety	19.2%
Health and Human Services	41%
Debt Service	13.9%
All Other	15%

One challenge facing all Wisconsin counties is a state-imposed tax levy cap. A county’s ability to increase the tax levy is limited to the value of new construction (“net new construction”) that took place during the previous year. Operating expenses often rise at a faster rate than net new construction. For example, in 2022, net new construction accounted for .94 percent of the growth of equalized value in the County. To proactively address this challenge, it will be important for the next Administrator to have strong financial and planning skills as well as the ability to “think outside of the box” in terms of funding operations. Financial skills, including accounting, budgeting and capital improvement planning were identified by County stakeholders as being key to the success of the next Administrator.



The Sheriff is considered the chief law enforcement officer of the County and is directly elected by the voters. The statutory responsibilities of the Sheriff are broad and include; appointing deputies, directing law enforcement services, deputy discipline, taking charge of the jail, attending to the Circuit Court, serving and executing writs and legal process, enforcing the law, executing warrants and transporting prisoners. In Richland County, the Sheriff also oversees the County Emergency Communications Center, which dispatches police, fire and emergency responders throughout the entire county and for agencies in surrounding counties that have service areas extending into Richland County.

MAJOR SERVICES AND PROGRAMS

Richland County provides a wide range of services from assisting veterans to overseeing elections. The following are some major services provided by the County, but by no means a complete list. For a complete overview of the names and functions of the County's departments, visit its [website](#).

Public Safety

The County provides law enforcement and emergency services through the Sheriff's Office as well as the Offices of the District Attorney, Coroner and Emergency Management Department.

Health and Human Services

The County provides health and human services in a wide variety of areas including public health, aging, mental health, developmental disabilities, alcohol and other drug abuse, economic support, child abuse and neglect, child support enforcement and long-term care.

Highways

The Highway Department is responsible for year-round maintenance of an extensive system of State and County highways.

Pine Valley Community Village

Located just south of Richland Center, Pine Valley Community Village provides a variety of services including a skilled nursing center and assisted living facility.

Zoning, Sanitation and Conservation

The County Land Conservation Department oversees land and water conservation programs. The mission of the Zoning Department is to regulate land uses within the County through the enforcement of comprehensive zoning, shoreland, subdivision and flood plain ordinances.



The Richland County Highway Department operates out of its facility located near Richland Center (shown above). Under the County Administrator system of organization, the Highway Commissioner is appointed by the County Administrator rather than elected by the Board as is the case in counties organized with Administrative Coordinators. Wisconsin has a unique system whereby counties maintain, not only county roads, but State Highways, as well, under a reimbursement program.

THE POSITION

POSITION SUMMARY

The County Administrator is the chief administrative officer of the County under section **59.18** of the Wisconsin statutes, appointed by and accountable to the County Board. The County Administrator is responsible for performing all statutory responsibilities as well as duties assigned by the County Board. Major statutory duties of the position include appointing and supervising the heads of all departments of the county except those elected by the people or where the statutes provide that the appointment shall be made by elected officers. Duties also include “recommending such matters to the board for its consideration as the county administrator deems expedient” and submitting the annual budget to the Board.

COMPENSATION

The salary for the position is \$100,000 to \$125,000 plus excellent benefits.

ESSENTIAL FUNCTIONS

SOME ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE:

- Attends all meetings of the County Board, except when excused and advises and recommends courses of action to the Board as it pertains to matters of County interest. Supports the County Board by assisting with the preparation of the agendas, minutes of the meeting, and all resolutions and ordinances to be presented to the Board.
 - Interviews, hires and trains Department Heads (who are not elected by the people); plans, assigns, and directs their work; appraises performance; disciplines Department Heads (who are not elected by the people); addresses complaints and resolves problems.
 - Researches and recommends the establishment and modification of County policies, and interprets and advises Department Heads concerning board policies, directives and expectations. Ensures the policies and programs adopted by the County Board are effectively carried out.
 - Makes recommendations and assists the County Board in establishing and advancing the organizational mission, vision, values and identified County goals. Develops, integrates, and directs the current and long-range strategic plans for all County activities.
 - Prepares and submits the annual budget and capital improvement program (CIP) to the County Board in a format specified by the Board. Establishes, with the Finance and Personnel Committee, procedures, format and priorities desired in the preparation of the budget.
 - Initiates contact with other state and local governmental agencies to recognize policy shifts, resolve developing conflicts, identify opportunities for cooperation and explore and evaluate potential operational efficiencies and cost savings.
- These are representative duties of the position. The full position description is available to candidates upon request. Candidates are directed to section 59.18 of the Wisconsin Statutes for additional information.*

Under Wisconsin law, the administration of County government is to be provided in one of three ways:

- Elected County Executive
- Appointed County Administrator
- Appointed Administrative Coordinator.

The difference between the Administrator and Administrative Coordinator is that the former position has many of its responsibilities and authority established by state law. Richland County created the position of County Administrator in 2019. Its first Administrator recently took a new position as the Platteville City Manager. Jon Hochkammer from Public Administration Associates is currently serving as the interim Administrator but will not be seeking the position on a permanent basis.



Assisting the County Board in navigating the future of the UW-Richland campus in light of the University's decision to end in-person instruction was identified by stakeholders as a high priority for the next County Administrator.

THE IDEAL CANDIDATE

The ideal candidate for the Richland County Administrator position will be an innovator; an approachable leader with a proven track record of building high-quality teams. The County seeks a collaborative problem-solver with exceptional listening and communication skills. Flexibility to react to changing conditions and the ability to cultivate productive relationships with staff, citizens, county board supervisors and other units of government will be critical to success.

SKILLS & EXPERIENCE

A strong finance background including a sound knowledge of budget development and capital improvement planning is essential. The successful candidate will possess exceptional strategic planning skills and be well-versed in principles of human resources management.

QUALIFICATIONS

Requires a Bachelor's Degree in public or business administration or finance or a related field, with a Master's Degree preferred. A combination of education or experience may be substituted for the specific degree major. Significant experience in the administration of a complex organization with a minimum of two years in upper-level management required. ICMA Credentialed Manager certification is a plus as is a thorough knowledge of local government. Private sector and military candidates who have led comparably-sized, complex organizations are encouraged to apply.



Richland County is part of Wisconsin's "driftless region." Bypassed by glaciers during the last ice age, the County's geography is characterized by steep hills, forested ridges and breathtaking rock formations such as the one pictured above.

(The photo above as well as the cover photo are courtesy of the Southwestern Regional Planning Commission).

HOW TO APPLY

Email cover letter, résumé, three professional references and salary history as a single PDF to Dave Bretl, Public Administration Associates, LLC at nhill.paa@gmail.com. Include Richland County, WI Administrator Search in the subject line. Questions regarding the position should be directed to Mr. Bretl at (414) 350-3328. The deadline for applications is May 22, 2023.

Confidentiality must be requested by applicant and cannot be provided for finalists.



CHIPPEWA COUNTY
Est. 1848



WISCONSIN

COUNTY ADMINISTRATOR RECRUITMENT CHIPPEWA COUNTY, WISCONSIN

POSITION PROFILE



Public Administration Associates

This recruitment is facilitated by Public Administration Associates, LLC

THE COMMUNITY

Quality of Life

Located in scenic west central Wisconsin, Chippewa County offers the best of both worlds: a small-town quality of life within minutes of Eau Claire, Wisconsin, and a ninety-minute drive to Minneapolis. Chippewa County’s many peaceful communities offer a variety of housing options, quality schools, growing businesses and job opportunities. Chippewa County boasts year-round recreational activities, including canoeing, kayaking and fishing on its many rivers and streams. Thousands of acres of parks and public land are available for hiking, biking, cross-country skiing, and hunting, with trails for snowmobiling and ATVs. The County’s total land area of 1,041 square miles is organized into five cities, four villages and 23 towns. The County seat is Chippewa Falls (population 14,985). Learn more about Chippewa County by visiting its [website](#).

TOP FIVE MOST POPULOUS JURISDICTIONS

City of Chippewa Falls.....	14,985
Village of Lake Hallie.....	7,429
Town of Lafayette.....	6,553
City of Stanley.....	3,772
City of Bloomer.....	3,724

There are activities to suit all interests in Chippewa County. Local retail orchards and farmers markets offer locally grown produce. Museums, such as the Bloomer Historical Society Museum recount the region’s rich history. Local festivals include the renowned Hoofbeat Country Music Fest, the largest three-day music and camping event in the U.S.



Cultural and recreational activities abound in Chippewa County. The Chippewa Area History Center (*shown above*) features exhibits on a variety of subjects, including lumbering, agriculture, and the area’s early inhabitants.



Created when the Territorial Legislature of Wisconsin divided Crawford County in 1845, Chippewa County was organized in 1853. Its name derives from its earliest inhabitants, the Chippewa people, also known as the Ojibwe. The County has a total area of 1,041 square miles, including 33 square miles of water.



Miles of rivers and streams, including the Chippewa and its tributaries, make Chippewa County a paradise for canoeists and kayakers. The County boasts 449 lakes. Prominent area lakes include Wissota (6,024 acres) and Long Lake (1,089 acres). The Chippewa Flowage, is Wisconsin’s largest wilderness lake, home to many fish species, including walleye, northern pike, and smallmouth bass. Outdoor activities are not limited to the summer months. An extensive trail system offers opportunities for snowmobilers, skiers, and dog sled enthusiasts to enjoy the winter beauty of Chippewa County.



THE ECONOMY

Chippewa County enjoys a diverse economy featuring a strong manufacturing base, as shown in the following chart.



CHIPPEWA COUNTY EMPLOYMENT

Trade, Transportation and Utilities	23.9%
Manufacturing	21.2%
Education & Health Services	19.7%
Leisure & Hospitality	8.5%
Public Administration	7.2%
All Other Sectors.	19.5%

Agricultural products comprise an important part of the County's economy. According to a study by UW-Extension, agriculture accounts for over 4,000 jobs and \$750M in total economic activity.

EDUCATION

Eight quality school districts serve the county, providing students a variety of educational options. County residents are also served by the Chippewa Valley Technical College System. The system is based in Eau Claire and serves eleven area counties from four campuses, including its Chippewa Falls campus. In 2021, Chippewa Valley Tech was one of only 150 two-year institutions eligible to compete for the Aspen Prize for community college excellence. Four four-year universities including the University of Wisconsin-Eau Claire, UW-Stout, UW-River Falls and Lakeland University are within an hour's drive of the County.



Chippewa Falls High School, or "Chi Hi" as it is known to locals, has an enrollment of approximately 1,400 students. It is ranked in the top 5 among Eau Claire area high schools according to [U.S. News & World Report](#).



Several iconic companies were founded in Chippewa County, including Cray, Inc. and the Jacob Leinenkugel Brewing Company.

Originally founded as Cray Research, Inc. by Seymour Cray in 1972, the company built some of the world's fastest supercomputers. Hewlett Packard Enterprises now owns the Chippewa Falls facility and continues to manufacture computer parts there.

Leinenkugel's was founded in Chippewa Falls in 1867. The company's "Leinie Lodge" (left), is a popular event venue and tourist destination.



CHIPPEWA COUNTY GOVERNMENT

Chippewa County government provides a diverse range of services in areas including public safety, health and human services, land use, and highway maintenance, among many others. A \$124M total annual (2025 expense) budget supports approximately 425 full-time, equivalent employees. Chippewa County is governed by a twenty-one-member, nonpartisan Board of Supervisors, elected from districts every two years. The County Board Chair is elected by the Board. The County Administrator is appointed by the Board and reports to the Executive Committee. The County Board is organized into seven major standing committees and 17 “statutory” committees that provide policy oversight of County programs. “Ad hoc” committees are formed from time to time to work on specific projects. These committees conduct much of the work of the County Board.

Chippewa County’s officers and employees are organized into 18 different departments. Elected officials manage six of these departments, including the County Clerk, Clerk of Circuit Court, Coroner, Sheriff, Register of Deeds, and Treasurer. The District Attorney is an elected position. The D.A. and his or her assistant attorneys are state employees; however, administrative support is the county’s responsibility. The Register in Probate Office is under the direction of the judges.

Wisconsin counties have historically been governed by large boards. State law permits a county as populous as Chippewa to have as many as 39 Supervisors. In 2010, following the trend of a number of Wisconsin counties, voters passed a referendum downsizing the Board from 29 to 15 Supervisors, effective in 2012. In 2022 the Board was expanded to its current 21-member size.



FINANCES

Like all Wisconsin Counties, Chippewa County relies heavily on property taxes to fund operations. Charges for services are also a key revenue source that support the annual budget. Since 1991, the County has collected a 1/2 cent sales tax on many purchases (*The amount of sales tax that a county may impose is fixed by State law*). Wisconsin counties administer many state programs; as a result, state grants and reimbursements comprise a major source of revenue. State funding is not spread equally among the departments, however. Health and human service programs receive the “lion’s share” of state funding, while other programs, such as the Sheriff’s Office rely much more heavily on the property tax levy. Major categories of expenses are shown below.

CHIPPEWA COUNTY GOVERNMENTAL FUND EXPENSES/EXPENDITURES CATEGORIES BUDGET YEAR 2025



Expense/Expenditure Cat.	Percent
Health and Human Services	36%
General Government	33%
Transportation	17%
Public Safety	10%
All Other	4%

One challenge facing all Wisconsin counties is a state-imposed tax levy cap. A county’s ability to increase the tax levy is limited to the value of new construction (“*net new construction*”) that occurred during the previous year. Operating expenses often rise at a faster rate than net new construction. For example, in 2024, net new construction accounted for 2.34 percent of the growth of equalized value in the County.

To proactively address this challenge, it will be important for the next Administrator to have strong financial and planning skills as well as the ability to “think outside of the box” in terms of funding operations. Financial skills, including accounting, budgeting, and capital improvement planning, were identified by County stakeholders as being key to the success of the next Administrator.



Lake Wissota State Park is northeast of Chippewa Falls and offers secluded campsites, hiking, biking, and horseback riding trails, picnic and playground areas, and a swimming beach on a 6,300-acre man-made lake.

MAJOR SERVICES AND PROGRAMS

Chippewa County provides a wide range of services, from assisting veterans to overseeing elections. The following are some major services provided by the County, but they are by no means a complete list. For a complete overview of the names and functions of the County's departments, visit its [website](#).

Public Safety

The County provides law enforcement and emergency services through the Sheriff's Office, the District Attorney's office, the Coroner's office, and Emergency Management Services.

Human Services

With its mission of "strengthening our community through partnerships and services to promote dignity, increase resilience, and provide hope," the Department provides resources for basic human and family needs such as food, fuel, shelter, and medical services. The Department achieves this through a wide variety of programs in areas including aging, mental health, developmental disabilities, alcohol and other drug abuse, economic support, child abuse, and neglect.

Courts

Chippewa County's three circuit court judges are elected by County voters to six-year terms and paid by the State. Support of Court operations, however, is the responsibility of County, led by the elected Clerk of Circuit Court and his staff.

Highway Department

The Highway Department is responsible for year-round maintenance of an extensive system of State and County highways.

Administration

The County Administrator leads the Department of Administration, which consists of the following divisions: Corporation Counsel, Criminal Justice Services, Finance, Information Technology, Facilities & Parks, and Human Resources.

Planning & Zoning

The Planning and Zoning Department administers and enforces the County's land use ordinances as well as applicable provisions of Wisconsin law covering general zoning, shoreland zoning, floodplain zoning and land division.

Public Health

The mission of the County's Health Department is to protect, promote, and preserve the health of the Chippewa County community. Its many roles include investigating and diagnosing community health problems and hazards, providing education, and providing emergency preparedness.

Land Conservation and Forest Management

The County Land Conservation and Forest Management Department provides services that allow County landowners, residents, and cooperating municipalities to conserve and manage natural resources. In addition to managing stormwater and non-metallic mining, the Department is responsible for managing the production, use, and conservation of the Chippewa County Forest.



Wisconsin has implemented a unique partnership with its counties seen in only one other state (Minnesota). Under the arrangement, counties are responsible for maintaining not only county trunk highways but also state roads under a reimbursement system. The Chippewa County Highway Department maintains the fourth largest combined County Trunk and State Trunk system in Wisconsin. In addition to being responsible for maintaining 1,663 lane miles of state and county highways, the Department maintains 1,333 land miles of local roads under contracts with other units of government. Highway Department personnel are pictured (left).

THE POSITION

POSITION SUMMARY

The County Administrator is the chief administrative officer of the County under section 59.18 of the Wisconsin statutes, appointed by and accountable to the County Board. The County Administrator is responsible for performing all statutory responsibilities as well as duties assigned by the County Board. Major statutory duties of the position include appointing and supervising the heads of all departments of the county except those elected by the people or where the statutes provide that the appointment shall be made by elected officers. Duties also include “recommending such matters to the board for its consideration as the county administrator deems expedient” and submitting the annual budget to the Board.

COMPENSATION

The salary for the position is **\$150,000 to \$170,000** plus excellent benefits.

Under Wisconsin law, the administration of county government is to be provided in one of three ways:

- Elected County Executive
- Appointed County Administrator
- Appointed Administrative Coordinator.

The difference between the Administrator and the Administrative Coordinator is that the former position has additional responsibilities and authority established by state law. The statutory charge of the County Administrator is set forth in section 59.18 of the Wisconsin statutes. In Wisconsin counties that operate under a County Administrator system, oversight committees take on a policy-making role while the County Administrator is responsible for day-to-day operations.

The incumbent County Administrator is retiring after serving seven years in the position.

ESSENTIAL FUNCTIONS

THE FOLLOWING DUTIES ARE NORMAL FOR THE POSITION:

- Fulfills the duties of the County Administrator as set forth in Wisconsin state statutes.
- Oversees daily operations of county government under the general supervision of the Board of Supervisors, including the direction, supervision, and administration of the county departments, agencies, and offices.
- Ensures that every County ordinance and state or federal law is observed, enforced and administered within the county if the ordinance or law is subject to enforcement by the County Administrator or any other person supervised by the County Administrator.
- Interprets and executes policies of the Board of Supervisors and promulgate rules and regulations as necessary to implement those policies. Advises department heads concerning said policies, directives and expectations.
- In consultation with the county board chair, prepares the agenda for County Board and executive committee.
- Investigates the use of funds appropriated by the Board of Supervisors and used by any person or group and reports the findings to the Board.
- Attends all meetings of the County Board and committees unless excused.
- Provides professional consultation and staff support to assist the County Board in making informed decisions regarding key policy matters. Presents policy alternatives and recommendations to the Board of Supervisors for deliberation/action.
- Reviews all agendas for meetings of the Board of Supervisors and all agendas for committee, board, or commission meetings; evaluates departmental and other requests to determine if such requests should be submitted to the board and makes recommendations to the board on agenda items as warranted.

These are representative duties of the position. The full position description is available to candidates upon request. Candidates are directed to section 59.18 of the Wisconsin Statutes for additional information.

THE IDEAL CANDIDATE

The ideal candidate for the Chippewa County Administrator position will be an approachable leader with a proven track record of building high-quality teams and maintaining an excellent workplace culture. The County seeks a collaborative problem-solver, with exceptional listening and communication skills. The ability to cultivate productive relationships with staff, citizens, county board supervisors, and other units of government will be critical to success.

SKILLS & EXPERIENCE

A strong finance background, including a sound knowledge of budget development and capital improvement planning, is essential. The successful candidate will possess exceptional strategic planning and project management skills. Immediate priorities include employee recruitment and retention and maintaining excellent services in light of statutory budget caps.

QUALIFICATIONS

Requires a Bachelor's degree in public or business administration, finance, or a related field. Significant experience in the administration of a complex organization with a minimum of four years in upper-level management is required, as well as a thorough knowledge of local government. A combination of education and experience may be substituted for a specific degree major. Preferred credentials are a Master's degree in a related field. Private sector and military candidates who have led comparably sized, complex organizations are encouraged to apply.



Economic development is a priority for the County. The County Administrator must work collaboratively with the Chippewa County Economic Development Corporation, the County Board's Economic Development Committee, and others to develop a long-term plan for future development and/or future business parks. Groundbreaking ceremonies at the Lake Hallie Business Park (above).



The 33,000-acre Chippewa County Forest (above) is a working forest that serves multiple purposes. In addition to providing a wide range of recreational opportunities, the forest is managed by the County for the sustainable production of forest products.

HOW TO APPLY

Email cover letter, résumé, three professional references and salary history as a single PDF to Jon Hochkammer, Public Administration Associates, LLC at jonhochkammer@gmail.com. Include Chippewa County, WI Administrator Search in the subject line. Questions regarding the position should be directed to Mr. Hochkammer at (608) 225-3024. The deadline for applications is January 27, 2025.

Confidentiality must be requested by applicant and cannot be provided for finalists.

Richland County Administrator Recruitment Plan

Date	Milestone	Remarks
January 14	County Executive and Finance Committee Meeting: <ul style="list-style-type: none"> Recruitment plan approved/meeting dates and times established Position Description discussed and approved if revised Position Announcement approved Position Profile approved Single or multiple day assessment discussed Preliminary discussion of employment contract. 	<p>This meeting will be conducted virtually.</p> <p>This meeting could take 1 to 1-and-a-half hours.</p>
January 15 The day after recruitment documents are approved.	Ads are placed; recruitment is open	
February 17	Recruitment closes	
February 23	Candidate Report provided to the County for distribution to the County Executive and Finance Committee	
February 24	County Executive and Finance Committee Meeting. <ul style="list-style-type: none"> Selection of final candidates; Final assessment details are approved 	This meeting will take approximately 2-3 hours in closed session. This meeting will be “in person.”
Week of March 10 Meet-and-Greet will be conducted from XXXX to XXXX on March XX. County Administrator Interviews and	County Executive and Finance Committee Meeting. Final Assessment is conducted. Selection Committee deliberates and directs negotiations.	The county facility tours and writing exercise will be conducted by county staff and PAA on XX afternoon. The Meet-and-Greet will be held in the evening of March XX. Committee members should plan on a 6-to-8-

Department Head Meetings with candidates will begin at 8:00 am. on March XXXX.		hour meeting on XXXX. You will be interviewing candidates, deliberating on a preferred candidate and providing negotiating parameters. This meeting is “in person.”
March 18 As early as March 18, assuming the final assessment takes place on March XXXX and a contract can be negotiated.	Regular County Board Meeting. Board approves contract and confirms candidate subject to background check/drug test/physical.	You may wish to consider a special board meeting to help expedite the process.
Week of March 24	Candidate completes background requirements provides notice to employer	This will depend upon tests required by County and speed of background check. 30 to 45 days’ notice by the candidate to present employer is typical.
Early to mid-May	Estimated start date of new Administrator	Candidates typically don’t resign previous employment until County is satisfied with background/testing/exams

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 _____

DEREK S. KALISH
COUNTY CLERK

DATED: JANUARY 7, 2025

Richland County

Position Description

Position Title: Payroll & Benefits Assistant

Department: County Administrator

Reports to: County Administrator

Pay Grade: H

Date: 09/16/2024

Hours per week: 40

Purpose of Position

Responsible to perform accurate and timely accounting, administrative and customer service duties with the primary emphasis supporting payroll and benefits administration for Richland County.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist in the preparation and calculation of payroll data for various County payrolls in compliance with county policies, union contracts and statutory requirements.
- On-board new employees and perform orientation including: Collecting and reviewing documents and forms; explaining the health, dental and life insurances, retirement, Flex Section 125 plan, and loss of time benefits; instructing on the County Handbook and various County, State, and Federal policies.
- Code and enter employee payroll changes including hires, terminations, wage rates, deductions, child support orders, garnishments, benefits and direct deposit accounts.
- Submit new hires or any employee not paid within a 60 day time frame to the Wisconsin New Hire Reporting Center as required by State Law.
- Verify new hires social security numbers with the Social Security Business Services Online system.
- Compute and enter wage and fringe benefits data for health, dental, and life insurance, retirement, Flex Section 125 plan, loss of time and union dues.
- Maintain benefit files, process benefit billings and ensure billing accuracy.
- Generate reports and remit deductions and withholdings to vendors and taxing authorities.
- Monitor Wisconsin Retirement eligibility for temporary part-time and call-in employees.
- Calculate and process amounts due to State and Federal agencies for payroll withholdings; i.e. state and federal taxes, garnishments, and retirement contributions.
- Reconciles and distributes W2's.
- Process Unemployment compensation billings and eligibility forms.
- Assists with the labor statistics employment reports.
- Assists with the Federal wage tax, Multiple Worksite and Unemployment reports.
- Assist with the annual payroll reports for auditors including workman's comp.
- Submit EFTPS payments for payroll tax withholdings.

- Monitor payroll payables for employee benefits.
- File W2 wage reports. Supervise preparation of W2's and prepare magnetic media data for reporting to State and Federal agencies.
- Assist with election functions.
- Participate in trainings and meetings.
- Perform other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and Associate Degree in accounting, human resources or similar field and two years' experience in payroll processing; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge and Abilities

- Knowledge of state and federal regulations regarding wages, hours and payroll.
- Knowledge of accounting, bookkeeping and payroll processing.
- Experience and skill with computer data entry.
- Ability to prepare reports and records.
- Ability to understand and interpret information such as employment wage withholding handbooks and guides, County Handbook, Union Contracts, correspondence, and computer software operating manuals.
- Knowledge of Microsoft Office Suite software and AS 400 environment.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull.

Working Conditions

- Work is performed in an office setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Special Requirement

As a post-offer pre-employment condition, a criminal background check conducted by the State Department of Justice (DOJ) including FBI fingerprinting must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check and fingerprinting will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date

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 _____

DEREK S. KALISH
COUNTY CLERK

DATED: JANUARY 7, 2025

Richland County

Position Description

Position Title: Payroll & Benefits Administrator

Department: County Administrator

Reports to: County Administrator

Pay Grade: K

Date: 09/16/2024

Hours per week: 40

Purpose of Position

The Payroll and Benefits Administrator is responsible for providing leadership and direction for the daily administration of Richland County's compensation and benefits programs. This includes providing supervision to the Payroll Assistant as well as serve as departmental liaison and performing a variety of professional services related to the administration, development, and maintenance of the County's benefit programs. Responsibilities include researching, analyzing and recommending new benefit products and/or program revisions and ensuring the efficient delivery and implementation of benefit plans that enable the County to attract, retain and motivate high-caliber individuals. The incumbent will have contact with the general public as well as city officials, contract vendors, employees and interested individuals seeking interpretation of organizational policies, labor laws, procedures and program activities.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Foster a collaborative leadership style that encourages teamwork, promotes staff initiative, and provides professional growth opportunities for all departmental employees.
- Oversee the orientation processes for new employees.
- Ensure the employee benefits program is properly and efficiently executed in accordance with policy and contractual agreements.
- Maintain benefit documents (summary plan descriptions), records and reference materials, and updates and changes.
- Serve as a subject-matter expert regarding eligibility, coverage options, and costs to management and employees.
- Interpret plan documents and procedures.
- Develop and execute benefit employee communication plans to ensure employees are well informed of their benefits and options.
- Maintain current knowledge of trends and federal/state mandated changes in public-sector benefit programs and ensures compliance.
- Support the Finance Department in the negotiation and development of contracts with third-party plan administrators, vendors, and consultants for services, products, premiums, and plan design. Serve as a contact for third-party plan administrators and vendors.

- Support the HR Team, payroll liaisons, supervisors and employees relative to payroll administration, interpretation of payroll-related provisions, regulations (FMLA, FLSA, ADA), and general payroll calculation questions. Make system corrections when necessary.
- Provide input relative to benefit-related policies and procedures, including revisions of benefit-related handbook language.
- Provide oversight and guidance on the County's leave administration and disability accommodation processes.
- Maintain awareness of payroll processing methods, State and Federal laws/changes, benefit updates and enhancements. Recommend changes as appropriate.
- Provide oversight of the County's workers' compensation processes and procedures. Monitors trends and makes recommendations for cost-containment strategies.
- May provide input to prepare the annual departmental operational budget as requested by the Administrator.
- Develop and author organizational policies as requested by the Administrator.
- Administer payroll and necessary reports. Prepares, calculates, verifies, and enters payroll data for various County payrolls in compliance with county policies, union contracts and statutory requirements.
- On-board new employees and perform orientation including: Collecting and reviewing documents and forms; explaining the health, dental and life insurances, retirement, Flex Section 125 plan, and loss of time benefits; instructing on the County Handbook and various County, State, and Federal policies.
- Maintain all County personnel files.
- Maintain and balance employee vacation, sick and comp times per County policies and/or union contracts.
- Calculate and process amounts due to State and Federal agencies for payroll withholdings; i.e. state and federal taxes, garnishments, and retirement contributions.
- Reconciles and distributes W2's.
- Complete salary and benefit surveys.
- Administer open enrollment each year for benefit plans. Enter new applications into each of the plans computer systems and monitor billings to ensure correct enrollments.
- Administer Consolidated Omnibus Budget Reconciliation Act (COBRA) and maintain records on employees that elect participation.
- Administer Family Medical Leave (FMLA) and maintain records.
- Submit EFTPS payments for payroll tax withholdings.
- Monitor payroll payables for employee benefits.
- File W2 wage reports. Supervise preparation of W2's and prepare magnetic media data for reporting to State and Federal agencies.
- Reconcile Wisconsin Retirement system reporting and prepare data for reporting to State of Wisconsin.
- Assist with election functions.
- Participate in trainings and meetings.
- Perform other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and Bachelor's Degree in accounting, human resources or similar field and four years' experience in payroll processing; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge and Abilities

- Knowledge of state and federal regulations regarding wages, hours and payroll.
- Knowledge of accounting, bookkeeping and payroll processing.
- Experience and skill with computer data entry.
- Ability to prepare reports and records.
- Ability to understand and interpret information such as employment wage withholding handbooks and guides, County Handbook, Union Contracts, correspondence, and computer software operating manuals.
- Knowledge of Microsoft Office Suite software and AS 400 environment.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to use considerable analytical ability to select, evaluate and interpret data, guidelines, policies and procedures.
- Ability to manage employees and provide work direction.
- Ability to understand and interpret instructions, policies and procedures.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull.

Working Conditions

- Work is performed in an office setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.

- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Special Requirement

As a post-offer pre-employment condition, a criminal background check conducted by the State Department of Justice (DOJ) including FBI fingerprinting must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check and fingerprinting will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date