

# 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 17, 2025

Please be advised that the Richland County Board of Supervisors will convene at 7:00 p.m., Tuesday, January 21, 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/>

### 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. Approve Minutes Of The December 10, 2024 And January 7, 2025 Meetings
8. Public Comment
9. Resolution Of Condolence To The Family Of Marty Brewer
10. Appointments To Various Boards, Committees, And Commissions
  - A. CCS Coordination Committee
11. Election Of Committee on Committees Member
12. Ordinance Adopting The Comprehensive Plan 2024 – 2034 For Richland County, Wisconsin
13. Ordinance Relating To A Parcel Belonging To Royce Dieter In The Town Of Dayton
14. Report On Petitions For Zoning Amendments Received Since The Last County Board Session
15. Report On Rezoning Petitions Recommended For Denial By The Natural Resources Standing Committee
16. Reports
  - A. County Administrator Update
  - B. 2023 Financial Audit Presentation By Johnson & Block
17. Resolution Approving A New Collective Bargaining Agreement With The Richland County Deputy Sheriff Association, WPPA (The Union)
18. Resolution Approving Provider Contracts For 2025 For The Health And Human Services Department
19. Resolution Awarding Opioid Settlement Fund Grants To Applicant Providing For The Prevention, Treatment, And/Or Recovery Of Opioid Drug Use
20. Resolution Approving Two New Job Descriptions For The Health And Human Services Department
21. Resolution Recognizing The Retirement Of An Employee Of The Health And Human Services Department
22. Resolution Approving The Contract For A Water Reservoir Study With Delta 3 For Pine Valley Community Village
23. Resolution Approving Fund Transfers For The Symons Recreation Complex In The 2024 County Budget
24. Resolution Approving Donations To Symons Recreation Complex
25. Resolution Approving The 2025 Educator Contract And MOU Between Richland County And UW- Madison Division Of Extension
26. Resolution Of Formal Endorsement To La Valle Telephone Cooperative Inc. To Assist In Obtaining The Wisconsin Public Service Commission's Broadband Equity, Access, & Development (BEAD) Program
27. Resolution Of Formal Endorsement To Richland-Grant Telephone Cooperative Inc. To Assist In Obtaining The Wisconsin Public Service Commission's Broadband Equity, Access, & Development (BEAD) Program
28. Correspondence
29. Future Agenda Items
30. Adjourn

## DECEMBER MEETING

December 10, 2024

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

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

Pastor Diana Lucas of Ash Creek United Methodist Church gave the Invocation.

County Clerk Kalish led the Pledge of Allegiance.

County Clerk Kalish confirmed the meeting had been properly noticed.

Motion by Brewer second by Cosgrove to approve agenda. Motion carried and the agenda declared approved.

Chair Turk asked if any member desired the minutes of the November 19, 2024 meeting be read or amended. Hearing no motion to read or amend the minutes, Chair Turk declared the minutes of the November 19, 2024 meeting approved as published.

No one present for Public Comment.

Chair Turk presented the following committee appointments for approval:

Local Emergency Planning Committee: Larry Engel

Symons Natatorium Board: Larry Engel

Prosperity Southwest: Larry Engel

Southwestern Wisconsin Regional Planning Commission: Mark Gill

Campus Reconfiguration Committee: Gary Manning

Veterans Service Commission: Sandra Kramer

Public Works Standing Committee: Kerry Severson

Executive & Finance Standing Committee: Craig Woodhouse

Motion by Manning second by Fleming to approve appointments as presented. Motion carried appointments declared approved.

Motion by Cosgrove second by Fleming to approve appointment of Vicky McCauley to the Nutrition Advisory Council effective 11-01-2024. Motion carried and appointment declared approved.

Corporation Counsel Windle stated that Jeffrey Even submitted documentation stating his declination of office for County Treasurer for the upcoming 2025 term and provided background on the County Board's ability to appoint a replacement. Motion by Gill second by Manning to appoint Ashely Mott as the County Treasurer for the upcoming term beginning January 6, 2025. Motion carried and Mott declared County Treasurer for the upcoming term beginning January 6, 2025.

Ordinance No. 24-31 Amendment No. 613 to the Richland County Comprehensive Zoning Ordinance No. 5 relating to a parcel belonging to Eugene W. Hagenston, Jr. and Ila L. Hagenston in the Town of Dayton was read by County Clerk Kalish. Motion by Williamson second by Brewer that Ordinance No. 24-31 be adopted. Motion carried and Ordinance No. 24-31 declared adopted.

## **ORDINANCE NO. 24 - 31**

Amendment No. 613 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Eugene W. Hagenston, Jr. and Ila L. Hagenston In The Town of Dayton.

The Richland County Board of Supervisors does hereby ordain as follows:

1. The County Board, having considered the following factors, hereby finds that the following rezoning is in the best interests of the citizens of Richland County:

- (a) Adequate public facilities to serve the development are present or will be provided.
- (b) Provision of these facilities will not be an unreasonable burden to local government.
- (c) The land to be rezoned is suitable for development and development will not cause unreasonable water or air pollution, soil erosion or adverse effects on rare or irreplaceable natural areas.
- (d) Non-farm development will be directed to non-agricultural soils or less productive soils.
- (e) Non-farm development will be directed to areas where it will cause minimum disruption of established farm operations or damage to environmentally sensitive areas.
- (f) Non-farm development will be encouraged to locate so as to leave a maximum amount of farmland in farmable size parcels.
- (g) Non-farm residential development will be directed to existing platted subdivisions and sanitary districts.

2. Richland County Comprehensive Zoning Ordinance No. 5, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

That the official maps designating district boundaries, as adopted by Richland County Ordinance 1985 No. 1 (also known as Amendment No. 1 to the Richland County Comprehensive Zoning Ordinance No. 3), which was adopted on March 19, 1985, are hereby amended as follows:

That the following described 21.05 acre parcel belonging to Eugene W. Hagenston, Jr. and Ila L. Hagenston in the Town of Dayton is hereby rezoned from Agricultural/Forestry (AF) to the Agricultural/Residential (AR) District:

That portion of the North half (n ½) of the Southwest Quarter (SW ¼) of Section Twenty-nine (29), Township Ten (10) North, Range One (1) West, Richland County, Wisconsin, lying Easterly of the centerline of Jackson Drive.

Excepting Therefrom:

All that part of the Northwest Quarter (NW ¼) of the Southwest (SW ¼) and that part of the Northeast Quarter (NE ¼) of the Southwest Quarter (NE ¼) of the Southwest Quarter (SW ¼) of Section Twenty-nine (29), Township Ten (10) North, Range One (1) West, Township of Dayton, Richland County, Wisconsin, bounded and described as follows:

Commencing at the South Quarter 1/4 corner of said Section Twenty-nine (29);

Thence N 01° 15' 52" E, 1328.36' along the East line of the Southwest Quarter (SW ¼) of Section Twenty-nine (29) to an iron pipe, the pint of beginning;

thence S 88° 47' 32" W, 1811.94 along the South line of the Northeast Quarter (NE ¼) of the Southwest Quarter (SW ¼) and the South one of the Northwest Quarter (NW ¼) of the Southwest Quarter (SW ¼) to a point in the centerline of Jackson Drive;  
 thence N 11° 54' 15" W, 364.09' along said centerline;  
 thence leaving said centerline, N 72° 09' 49" E, 1078.62' to an iron pipe;  
 thence N 20° 21' 14" W, 94.35' to an iron pipe;  
 thence N 73° 07' 38" E, 701.20' to an iron pipe;  
 thence N 20° 42' 04" W, 404.53' to an iron pipe situated on the North line of the Southwest Quarter (SW ¼) of said Section Twenty-nine (29);  
 thence N 88° 39' 49" E, 394.07' along said North line to a monument at the Center Quarter (C ¼) of said Section Twenty-nine (29);  
 thence S 01° 15' 52" W, 1328.36' along the East line of the Northeast Quarter (NE ¼) of the Northwest Quarter (NW ¼) to the point of beginning.

#### Also Excepting Therefrom

All that part of the Northeast Quarter (NE ¼) of the Southwest Quarter (SW ¼) and that part of the Northwest Quarter (NW ¼) of the Southwest (SW ¼) of Section Twenty-nine (29), Township Ten (Ten) North, Range One (1) West, Town of Dayton, Richland County, Wisconsin, bounded and described as follows:

Commencing at the West Quarter (W ¼) corner of said Section Twenty-nine (9);  
 thence N 88° 44' 27" E, 593.58' along the North line of the Southwest Quarter (SW ¼) of said Section Twenty-nine (29) to a railroad spike situated on the center of Jackson Drive, the point of beginning;  
 thence N 88° 44' 27" E, 1567.14' along the North line of the Southwest Quarter (SW ¼) of Section Twenty-nine (29), to an iron pipe;  
 thence S 73° 48' 30" W, 1493.28' to the centerline of Jackson Drive;  
 thence N 20° 02' 59" W, 123.62' along said centerline;  
 thence N 20° 41' 16" W, 118.82' along said centerline;  
 thence N 18° 50' 00" W, 71.82' along said centerline;  
 thence N 16° 11' 37" W, 90.27' along said centerline to the point of beginning.

3. This Ordinance shall be effective on Passage and Publication.

DATED: DECEMBER 10, 2024  
 PASSED: DECEMBER 10, 2024  
 PUBLISHED: DECEMBER 19, 2024

ORDINANCE OFFERED BY THE NATURAL  
 RESOURCE STANDING COMMITTEE  
 (25 NOVEMBER 2024)

		FOR	AGAINST
DAVID TURK, CHAIR	STEVE CARROW	X	
RICHLAND COUNTY BOARD OF SUPERVISORS	JULIE FLEMING		
	MARK GILL	X	
	RICHARD MCGEE	X	
	ROBERT BROOKENS	X	
	CRAIG WOODHOUSE	X	
DEREK KALISH	ALAYNE HENDRICKS	X	
RICHLAND COUNTY CLERK			

Ordinance No. 24-32 Amendment No. 614 to the Richland County Comprehensive Zoning Ordinance No. 5 relating to a parcel belonging to Wild Hills Real Estate, LLC in the Town of Orion was read by County Clerk Kalish. Motion by Gill second by Brookens that Ordinance No. 24-32 be adopted. Motion carried and Ordinance No. 24-32 declared adopted.



## ORDINANCE NO. 24 - 32

Amendment No. 614 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Wild Hills Real Estate, LLC In The Town of Orion.

The Richland County Board of Supervisors does hereby ordain as follows:

1. The County Board, having considered the following factors, hereby finds that the following rezoning is in the best interests of the citizens of Richland County:

- (a) Adequate public facilities to serve the development are present or will be provided.
- (b) Provision of these facilities will not be an unreasonable burden to local government.
- (c) The land to be rezoned is suitable for development and development will not cause unreasonable water or air pollution, soil erosion or adverse effects on rare or irreplaceable natural areas.
- (d) Non-farm development will be directed to non-agricultural soils or less productive soils.
- (e) Non-farm development will be directed to areas where it will cause minimum disruption of established farm operations or damage to environmentally sensitive areas.
- (f) Non-farm development will be encouraged to locate so as to leave a maximum amount of farmland in farmable size parcels.
- (g) Non-farm residential development will be directed to existing platted subdivisions and sanitary districts.

2. Richland County Comprehensive Zoning Ordinance No. 5, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

That the official maps designating district boundaries, as adopted by Richland County Ordinance 1985 No. 1 (also known as Amendment No. 1 to the Richland County Comprehensive Zoning Ordinance No. 3), which was adopted on March 19, 1985, are hereby amended as follows:

That the following described 83.08 acre parcels belonging to Wild Hills Real Estate, LLC in the Town of Orion is hereby rezoned from Agricultural/Forestry (AF) and Agricultural/Residential (AR) to the Commercial (C) District:

### Parcel 1:

All that part of the Southwest Quarter (SW  $\frac{1}{4}$ ) of the Southwest Quarter (SW  $\frac{1}{4}$ ) of Section Seventeen (7), that part of the Northwest Quarter (NW  $\frac{1}{4}$ ) of the Northwest Quarter (NW  $\frac{1}{4}$ ) and all of the Southwest Quarter (SW  $\frac{1}{4}$ ) of the Northwest Quarter (NW  $\frac{1}{4}$ ) of Section Twenty (20), Township Nine (9) North, Range one (1) East, Town of Orion, Richland County, Wisconsin bounded and describe as follows:

Commencing at the Northwest Corner of said Section Twenty (20);

thence S  $00^{\circ} 25' 03''$  E, along the West line of the Northwest quarter (NW  $\frac{1}{4}$ ), 372.50' to an iron pipe, the Point of Beginning;

thence continuing S  $00^{\circ} 25' 03''$  E, along the West line of the Northwest quarter (NW  $\frac{1}{4}$ ), 2301.00' to the West  $\frac{1}{4}$  corner of Section Twenty (2), a Richland County Cast Iron Monument;

thence S  $88^{\circ} 18' 25''$  E, along the South line of the Northwest quarter (NW  $\frac{1}{4}$ ), 1328.88' to an iron pipe at the SE corner of the Southwest quarter Northwest quarter (SW  $\frac{1}{4}$ -NW  $\frac{1}{4}$ ) Section Twenty (20);

thence N  $00^{\circ} 15' 59''$  W, along the East line of the West one-half (W  $\frac{1}{2}$ ) Northwest quarter (NW  $\frac{1}{4}$ ) Section Twenty (20), 2460.04' to an iron pipe;

thence S  $88^{\circ} 31' 33''$  W, 208.94' to an iron pipe;

thence N  $00^{\circ} 15' 59''$  W, 208.53' to an iron pipe on the North line of the Northwest quarter (NW  $\frac{1}{4}$ );

thence N 88° 31' 33" E, along the North line of the Northwest quarter (NW ¼) 208.94' to an iron pipe at the SE Corner of the SW/SW Section Seventeen (17);  
 thence N 00° 15' 59" W along the East line of the SW ¼ of the SW ¼ SE ¼ Section Seventeen (17), 446.64' to the centerline of Richland County Trunk Highway "O";  
 thence S 64° 05' 01" W, 461.56' along said centerline;  
 thence S 65° 29' 50" W, 13.98' along said centerline;  
 thence leaving said centerlines S 33° 15' 53" E, 41.31' to an iron pipe;  
 thence S 56° 44' 07" W, 365.16' to an iron pipe;  
 thence S 78° 10' 58" W, 198.03' to an iron pipe;  
 thence S 18° 08' 21" E, 184.89' to an iron pipe;  
 thence S 41° 01' 16" W, 104.04' to an iron pipe;  
 thence S 81° 13' 38" W, 152.34' to an iron pipe;  
 thence S 56° 59' 07" W, 145.48' to an iron pipe;  
 thence S 84° 27' 31" W, 143.73' to the Point of Beginning;

Parcel 2:

A non-exclusive perpetual easement for the ingress and egress for the benefit of Parcel 1, being Thirty-three (33) feet in width, as created by Land Contract dated May 11, 1992 and recorded on May 12, 1992 in Volume 227 of Records on page 486-489 as Document No. 204943, the centerline of which is described as follows:  
 Commencing at the Northwest Corner of Section Twenty (20), Town Nine (9) North, Range One (1) East;  
 thence North, 310.19';  
 thence East, 853.21' to a point on the centerline of Richland County Trunk Highway "O" and the Point of Beginning of an Easement;  
 thence S 39° 36' 52" W, 84.16';  
 thence S 56° 46' 19" W, 204.56';  
 thence S 70° 21' 05" W, 157.63';  
 thence S 81° 49' 22" W, 47.11';  
 thence S 08° 10' 38" E, 18.00 feet to the termination of said Easement;

Parcel 3:

One (1) acre in the Northeast (NE) corner of the Northwest Quarter (NW ¼) of the Northwest quarter (NW 1.4) of Section number Twenty (20), Township Nine (9) North, Range One (1) East, Richland County, Wisconsin.

3. This Ordinance shall be effective on Passage and Publication.

DATED: DECEMBER 10, 2024  
 PASSED: DECEMBER 10, 2024  
 PUBLISHED: DECEMBER 19, 2024

ORDINANCE OFFERED BY THE NATURAL  
 RESOURCE STANDING COMMITTEE  
 (25 NOVEMBER 2024)

		FOR	AGAINST
DAVID TURK, CHAIR	STEVE CARROW	X	
RICHLAND COUNTY BOARD OF SUPERVISORS	JULIE FLEMING		
	MARK GILL	X	
	RICHARD MCGEE	X	
	ROBERT BROOKENS	X	
	CRAIG WOODHOUSE	X	
DEREK KALISH	ALAYNE HENDRICKS	X	
RICHLAND COUNTY CLERK			

Resolution No. 24-94 approving the Town of Ithaca's rezoning of a parcel belonging to Benjamin and Arianne Leskos was read by County Clerk Kalish. Motion by Severson second by Fleming that Resolution No. 24-94 be adopted. Motion carried and Resolution No. 24-94 declared adopted.

### **RESOLUTION NO. 24 - 94**

Resolution Approving The Town Of Ithaca's Rezoning Of A Parcel Belonging To Benjamin and Arianne Leskos.

WHEREAS the usual way that zoning is accomplished in the unincorporated areas of counties in Wisconsin is for the county to adopt county-wide zoning and for the town boards that wish to do so elect to be covered by that zoning, but there is an alternate, seldom-used method whereby towns, with the permission of the county board, can adopt their own zoning ordinances, and

WHEREAS the Town of Ithaca is one of two towns in Richland County that has elected to have town zoning and Wisconsin Statutes, section 60.62(3) provides that the County Board must not only approve the Town's initial zoning ordinance and zoning maps but the County Board must also approve any rezonings before they become effective, and

WHEREAS representatives of the Town of Ithaca met recently with the Natural Resource Committee and requested that the County Board approve the Town's rezoning of a parcel belonging to Benjamin and Arianne Leckos from the Farmland Preservation (FP) District to the Residential (A2) Zoning District in the Town of Ithaca's Zoning Ordinance and the Natural Resource Committee has carefully considered this matter and is now recommending that the County Board approve this rezoning.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors in accordance with Wisconsin Statutes, section 60.62(3), that approval is hereby granted for rezoning the following-described parcel from the Farmland Preservation (FP) District to the Residential (A2) in accordance with the Town of Ithaca's Zoning Ordinance:

A part of the NE ¼ of the NW ¼ and part of the NW ¼ of The NE ¼ of Section 7, T10N, R2E, Town of Ithaca, Richland County, Wisconsin, to wit:

Commencing at the N quarter corner of said Section 7;  
thence S 00° 31' 27" W, along the W line of said NE ¼, 662.72';  
thence S 89° 01' 38" W, 58.13' TO THE POINT OF BEGINNING of the lands hereinafter described;  
thence N 89° 01' 38" E, 306.32';  
thence S 00° 28' 57" W, 264.85';  
thence N 89° 55' 22" W, 305.55';  
thence N 23° 39' 04" W, 136.01';  
thence N 22° 36' 25" E, 145.85' TO THE POINT OF BEGINNING.

BE IT FURTHER RESOLVED that the Zoning Administrator shall send a copy of this resolution to the known Clerk of the Town of Ithaca.

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE NATURAL  
RESOURCE STANDING COMMITTEE  
(25 NOVEMBER 2024)

RESOLUTION ADOPTED

FOR

AGAINST

DEREK S. KALISH  
COUNTY CLERK

STEVE CARROW

X

JULIE FLEMING

MARK GILL

X

DATED: DECEMBER 10, 2024

RICHARD MCGEE

X

ROBERT BROOKENS

X

CRAIG WOODHOUSE

X

ALAYNE HENDRICKS

X

Resolution No. 24-95 approving the Town of Ithaca's rezoning of a parcel belonging to the Richland County Highway Department was read by County Clerk Kalish. Motion by Williamson second by Gill that Resolution No. 24-95 be adopted. Motion carried and Resolution No. 24-95 declared adopted.

**RESOLUTION NO. 24 - 95**

Resolution Approving The Town Of Ithaca's Rezoning Of A Parcel Belonging To Richland County Highway Department.

WHEREAS the usual way that zoning is accomplished in the unincorporated areas of counties in Wisconsin is for the county to adopt county-wide zoning and for the town boards that wish to do so elect to be covered by that zoning, but there is an alternate, seldom-used method whereby towns, with the permission of the county board, can adopt their own zoning ordinances, and

WHEREAS the Town of Ithaca is one of two towns in Richland County that has elected to have town zoning and Wisconsin Statutes, section 60.62(3) provides that the County Board must not only approve the Town's initial zoning ordinance and zoning maps but the County Board must also approve any rezonings before they become effective, and

WHEREAS representatives of the Town of Ithaca met recently with the Natural Resource Committee and requested that the County Board approve the Town's rezoning of a parcel belonging to Richland County Highway Department from the Agricultural Residential Zoning (AR) District to the Residential (A2) Zoning District in the Town of Ithaca's Zoning Ordinance and the Natural Resource Committee has carefully considered this matter and is now recommending that the County Board approve this rezoning.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors in accordance with Wisconsin Statutes, section 60.62(3), that approval is hereby granted for rezoning the following-described parcel from the Agriculture Residential (AR) District to the Residential (A2) District in accordance with the Town of Ithaca's Zoning Ordinance:

A part of the NE ¼ of the SW ¼ and part of the NW ¼ of The SE ¼ of Section 14, T10N, R2E, Town of Ithaca, Richland County, Wisconsin, to wit:

Commencing at the S quarter corner of Section 14, T10N R2E;  
thence N 00° 25' 48" W, on the W line of SE ¼ of section 14, 1702.40' to the Northwesterly corner of lot 1 of certified survey map number 785 and the point of beginning;

thence N 60° 45' 55" W, 137.23' to a point on the Southerly right-of-way of County Highway N;  
 thence S 71° 41' 17" E on said right-of-way, 37.64';  
 thence S 82° 41' 49" E, 281.42';  
 thence N 84° 52' 21" E, 262.64' to a pint on the Westerly right-of-way of Keyesville Ridge Road and the last point on the Southerly right-of-way of County Highway N;  
 thence S 31° 30' 00" E, on the Westerly right-of-way of Keyesville Ridge Road, 283.01';  
 thence S 33° 17' 42" E, 62.82' a point on the Northerly line of lot 1 of Certified Survey Map number 785 and the last point on the Westerly right-of-way of Keyesville Ridge Road;  
 thence N 69° 11' 32" W on said Northernly line of lot 1 of Certified Survey Map Number 785, 353.23';  
 thence N 60° 48' 55" W on another Northernly line of lot 1 of Certified Survey Map number 785, 353.73' to the point of beginning.  
 Parcel contains 2.00 acres (87,017 sq.ft.)

BE IT FURTHER RESOLVED that the Zoning Administrator shall send a copy of this resolution to the known Clerk of the Town of Ithaca.

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

#### VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE NATURAL  
 RESOURCE STANDING COMMITTEE  
 (25 NOVEMBER 2024)

RESOLUTION ADOPTED		FOR	AGAINST
DEREK S. KALISH	STEVE CARROW	X	
COUNTY CLERK	JULIE FLEMING		
	MARK GILL	X	
DATED: DECEMBER 10, 2024	RICHARD MCGEE	X	
	ROBERT BROOKENS	X	
	CRAIG WOODHOUSE	X	
	ALAYNE HENDRICKS	X	

County Conservationist Cooper noted there was one, possibly two, petitions for zoning amendments received since the last County Board session.

County Conservationist Cooper stated there were no rezoning petitions recommended for denial by the Natural Resources Standing Committee.

Administrator Pesch reported the following items during her Administrator's Report:

- \*Tyler implementation is underway
- \*Collective bargaining with Sheriff's Union in progress
- \*Her resignation as County Administrator will be effective January 8, 2025

Chair Turk and Administrator Pesch provided brief overview of action taken on the campus buildings. Chair Turk noted that services have been shut off for the Classroom and Library buildings and that heat will be maintained at a level to avoid the freezing of pipes. Administrator Pesch noted she is working with Richland School District on an MOU for use of the gym and that the county's insurance company was consulted with regarding the potential arrangement. Administrator Pesch also noted that the locker rooms, weight room, and

garage will all be locked and that the bathrooms will remain open for use. Chair Turk provided brief background on winterization efforts performed on the campus buildings.

Resolution No. 24-101 approving the new Richland County wage scale and placement was read by County Clerk Kalish. Motion by Williamson second by Frank that Resolution No. 24-101 be adopted. Administrator Pesch noted that all part-time and full-time employees have been placed on the scale, there is now only one scale for the entire county, a 3% COLA was included in the placement on scale, and that all steps are evenly spaced at 2.75%. Discussions regarding placement on scale followed. Motion carried and Resolution No. 24-101 declared adopted.

**RESOLUTION NO. 24 - 101**

A Resolution Approving The New Richland County Wage Scale And Placement.

WHEREAS Richland County values its Board of Supervisors approved conducting a Compensation and Classification study conducted by David Drown Associates, and

WHEREAS all position descriptions have been re-written and a new wage scale has been developed, and

WHEREAS Richland County Board of Supervisors through the budget process set aside monies in the amount of \$804,064.98 and

WHEREAS DDA has recommended a 3% COLA and placement on the new grid to the step that gives all Part-time and Full-time employees an increase for a total cost of \$744,084,

WHEREAS the funds for these increases shall not exceed the monies budgeted of \$804,064.98,

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval of the new Richland County Wage Scale is granted

BE IT FURTHER RESOLVED that this resolution is effective upon the first payroll of 2025.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(10 DECEMBER 2024)

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

RESOLUTION ADOPTED	FOR	AGAINST
DEREK S. KALISH	STEVE CARROW	X
COUNTY CLERK	STEVE WILLIAMSON	X
	GARY MANNING	X
DATED: DECEMBER 10, 2024	MARK GILL	X
	INGRID GLASBRENNER	
	DAVID TURK	X
	BOB FRANK	X
	MARC COUEY	

Ordinance No. 24-33 amending the Richland County Sheriff’s Office Ordinance No. 89-7 relating to department staffing and hiring practices was read by County Clerk Kalish. Motion by Manning second by

Cosgrove that Ordinance No. 24-33 be adopted. Discussion continued. Motion by Williamson second by Cosgrove to include additional language proposed by Corporation Counsel Windle. Motion to include additional language carried. Motion to approve amended Ordinance No. 24-33 carried and amended Ordinance No. 24-33 declared adopted.

### **RICHLAND COUNTY SHERIFF'S OFFICE ORDINANCE NO. 24 - 33**

The County Board of Supervisors of Richland County, Wisconsin, do ordain as follows:

#### **(1) CREATION AND DUTIES OF THE PUBLIC SAFETY COMMITTEE: DUTIES OF SHERIFF POSITIONS IN THE OFFICE.**

(a) There is created a Public Safety Committee to consist of seven members of the Richland County Board appointed to this Committee in the manner of appointment of Supervisors to committees which is set forth in Richland County Board's RULES OF THE BOARD. Vacancies on the Public Safety Committee shall be filled in the same manner as any other vacancy on a standing committee of the Richland County Board.

#### **(b) DUTIES OF THE PUBLIC SAFETY COMMITTEE.**

The duties of the Public Safety Committee shall be:

1. To prepare or approve and publish rules and regulations relating to the Richland County Sheriff's Office, hereinafter referred to as the RCSO, in the manner set forth in this Ordinance;
2. To observe the Public Safety Program of the Richland County Board, and to make recommendations to the Sheriff and to the Richland County Board for its implementation and improvement;
3. To hold monthly meetings to conduct the business of the Sheriff's Office, and to review bills of the RCSO;
4. To review the budget of the RCSO;
5. To refer, from time to time as deemed necessary by the Public Safety Committee, or as otherwise required by law, matters pertaining to the RCSO to the County Board;
6. To perform such other acts as are specifically allocated to the Public Safety Committee elsewhere in the Ordinance.

(c) DUTIES OF THE SHERIFF. The duties of the Richland County Sheriff shall be set forth in Wisconsin Statutes. In addition to the statutory duties, the Sheriff's duties shall include the general management of the RCSO and the maintenance of law enforcement services to the citizens of Richland County, as well as any other duty assigned elsewhere in this Ordinance.

(d) TYPES OF POSITIONS IN THE RICHLAND COUNTY SHERIFF'S OFFICE. The positions in the RCSO, excluding the Sheriff shall be as follows:

1. Chief Deputy Sheriff, a management position, the holder of this position must be deputized by the Sheriff.
2. Road Patrol Lieutenant, a management position; the holder of this position must be deputized by the Sheriff.
3. Jail/Dispatch Administrator, a management position; the holder of this position must be deputized by the Sheriff.
4. Investigator, the holder of this position must be deputized by the sheriff.
5. Road Patrol Deputy Sheriff; the holder of this position must be deputized by the Sheriff.

6. Dispatcher-Jailer; the holder of this position may be deputized by the Sheriff.
7. RCSO Office Manager/Confidential Administrative Assistant; the holder of this position must be deputized by the Sheriff.
8. RCSO Clerk/Typist; the holder of this position may be deputized by the Sheriff.
9. The above positions are classified as follows:
  - a. Full-time.
  - b. Part-time, being those part-time employees who work a regular part-time basis.
  - c. Casual and temporary, being those persons who are called in to work in the Department on an irregular and unscheduled basis, as the Department's needs demand.

(e) Pursuant to Wis. Stat. sec. 59.26(8)(a), the BOS shall fix the number of positions by ordinance as needed from time to time.

- |   |  |    |
|---|--|----|
| 1.  | Full-time Chief Deputy   | 1  |
| 2.  | Full-time Road Patrol Lieutenant   | 1  |
| 3.  | Full-time Jail/Dispatch Lieutenant   | 1  |
| (Administrator)                               |  |    |
| 4.  | Full-time Road Patrol Deputy   | 14 |
| Sheriff                                       |  |    |
| 5.  | Full-time Investigator   | 1  |
| 6.  | Full-time Dispatcher-Male  | 6  |
| Section Jailer                                |  |    |
| 7.  | Full-time Dispatcher-Female  | 6  |
| Section Jailer                                |  |    |
| 8.  | Full-time Dispatcher-Either Male   | 2  |
| or Female Jailer                              |  |    |
| 9.  | Full-time Office   | 1  |
| Manager/Confidential Administrative Assistant |  |    |
| 10.   | Full-time Administrative   | 1  |
| Assistant                                     |  |    |
| 11.   | Casual and temporary employees may be called in by the Sheriff, Chief Deputy or Lieutenant to work, as the RCSO's needs demand and in accordance with the appropriate collective bargaining agreement. Clerical and administrative office staff may be called in for casual or "call in status". |    |

TOTAL NUMBER OF FULL-TIME POSITIONS	34
TOTAL NUMBER OF PART-TIME POSITIONS	0

(f) SALARIES. The Richland County Board of Supervisors shall fix the salaries to be paid to the Sheriff and to the holders of all of the above positions by Resolution as needed from time to time.

## **(2) CONDUCT OF DEPARTMENT EMPLOYEES IN REGARD TO POLITICAL ACTIVITY.**

(a) No employee of RCSO shall engage in any form of political activity calculated to favor or improve the chances of any political party or of any person seeking or attempting to seek political office, while on duty.



(b) Any employee of RCSO may seek any partisan or non-partisan office which he or she is legally able to hold without being required to take a leave of absence from the RCSO.

### **(3) PROVISION FOR CHIEF DEPUTY AND POWERS AND DUTIES OF CHIEF DEPUTY.**

(a) There is continued the position of Chief Deputy Sheriff within the Richland County Sheriff's Office. The Chief Deputy Sheriff, hereinafter, referred to as Chief Deputy, shall be selected and appointed in the manner set out hereinafter.

(b) SELECTION OF CHIEF DEPUTY. The Sheriff of Richland County shall, within thirty (30) days after taking office as Sheriff, select a person to be Chief Deputy Sheriff, who shall serve in that position at the pleasure of the Sheriff.

(c) QUALIFICATIONS FOR THE OFFICE OF CHIEF DEPUTY. Any person who is a Patrol Deputy Sheriff, Investigator, Road Patrol Lieutenant, Dispatcher-Jailer or Jail Administrator Lieutenant in the RCSO at the time of his or her appointment as Chief Deputy may be selected as Chief Deputy, provided that such person shall at the time of his or her appointment as Chief Deputy be certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85, Wisconsin Statutes, and is on active duty with the RCSO at the time of his or her appointment. Alternatively, the Sheriff may appoint any person who is not on active duty with the RCSO at the time of his or her appointment, provided that such person shall be at the time of his or her appointment certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85, Wisconsin Statutes, or such person possessed such training and experience as a law enforcement officer that he or she can become so certified forthwith, without the necessity of completing a training course leading to such certification, and shall forthwith upon appointment become a resident of Richland County.

1. Upon the appointment of an employee on active duty with the RCSO as Chief Deputy, said employee shall be considered on leave of absence from his or her prior duties and shall not be responsible for any duty of his or her prior position except as incorporated in the office of the Chief Deputy or as otherwise directed by the Sheriff.
2. Upon the appointment of a new Chief Deputy, the incumbent Chief Deputy shall be returned to his or her former position with the RCSO, if such person was an employee of the RCSO at the time of his or her appointment as Chief Deputy, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.
3. Restoration to the former position within the RCSO of a Chief Deputy who was a former employee of the RCSO shall be with tenure time for the time spent in the position as Chief Deputy.
4. Nothing contained herein shall limit the right of a former Chief Deputy who was an employee of the RCSO on active duty with the RCSO at the time of his or her appointment as Chief Deputy, to advancements in rank upon his or her return to his or her former position with the RCSO.

(d) DUTIES OF CHIEF DEPUTY. The Chief Deputy shall be the highest-ranking officer of the RCSO under the Sheriff, and shall be the head administrative officer of the RCSO under the Sheriff. Chief Deputy is a management position, and it shall be the duty of the Chief Deputy to provide such management services in the RCSO as are expected of the head administrative officer, subject only to the limitations placed upon a Chief Deputy by the Sheriff under whom he or she serves. The Chief Deputy shall assume any duties related to the management and day to day operations of the RCSO specified by the Sheriff, whether orally or in writing, which duties shall continue for the period of time established by the Sheriff. Chief Deputy shall delegate responsibility to other employees of the RCSO, as warranted by the nature of the responsibilities and tasks so

delegated and the ability of the employee to carry out said tasks. The Chief Deputy shall assume the management of the RCSO during periods of time when the Sheriff is outside the boundaries of Richland County or is on a leave of absence. It is intended that all general policies of the RCSO and its operation shall come from the Sheriff, but that the Chief Deputy, with the authority herein delegated and as limited by the Sheriff, shall furnish the necessary leadership and administration skills so as to free the Sheriff and to assist the Sheriff in providing efficient operation of the RCSO and delivery of law enforcement services to the citizens of Richland County.

(e) Because of the nature of the Chief Deputy's position and duties in implementing the directions and philosophies of the Sheriff, the Sheriff may at any time, without demonstrating cause, remove a Chief Deputy from that office. In the event that there is a removal of a Chief Deputy from office, and said Chief Deputy was an employee on active duty with the RCSO at the time of his or her appointment as Chief Deputy, said person shall resume his or her former position with the RCSO as hereinbefore set forth. In the event that the Chief Deputy was not an employee of the RCSO on active duty at the time of his or her appointment, service as Chief Deputy shall not in any way be construed to grant such person any rights to continued employment with the RCSO, unless such person shall be thereafter hired pursuant to the provisions of paragraph (2) of this Ordinance.

#### **(4) PROVISIONS AND DUTIES OF THE DEPUTY SHERIFF ROAD PATROL LIEUTENANT.**

(a) There is created the position of Deputy Sheriff Road Patrol Lieutenant within the Richland County Sheriff's Office. The holder of this position must be deputized by the Sheriff. The Deputy Sheriff Road Patrol Lieutenant, herein after referred to as Road Patrol Lieutenant, shall be a "Third in Command" management position in the Richland County Sheriff's Office with administrative duties as well as all other Deputy Sheriff duties.

#### **(b) SELECTION OF ROAD PATROL LIEUTENANT**

When a vacancy occurs in the position of Road Patrol Lieutenant and the Public Safety Committee determines that the vacancy shall be filled, applicants who meet the following requirements set forth in this Ordinance shall be certified and the Road Patrol Lieutenant vacancy shall be filled in the following manner:

1. The vacancy detailing the duties and job description for the position of Road patrol Lieutenant shall be posted within the Richland County Sheriff's Office for ten (10) working days. Officers within the RCSO who meet the requirements set forth in paragraph (5)(c), as appropriate, shall sign the job posting vacancy and submit a resume to the Sheriff. The Sheriff or the Public Safety Committee shall screen out applicants whose written resume or experience does not meet minimum qualifications in paragraph (5)(c).
2. If no officer within the Richland County Sheriff's Office signs the job posting or meets the requirements detailed in paragraph (5)(c) or is not promoted at the end of the selection process, the position may be filled by individuals outside the RCSO provided they meet the qualifications detailed in paragraph (5)(c). If this position is to be filled by qualified applicants outside the RCSO, those applicants shall be screened in a similar manner as other new employees to the RCSO detailed in Section (2)(c) of this ordinance. Applicants must also successfully pass a psychological examination and a physical examination. In addition, they shall also follow the same process of selection detailed in (5)(b)(3) and (4).
3. The Public Safety Committee shall designate that either a "project" oriented competitive exam, an essay type competitive examination or a question/answer type examination shall be given by the Sheriff to all applicants whose written resume and experience meets the minimum qualifications in paragraph (5)(c). The exam shall be scored by or at the direction of supervisory Law Enforcement Personnel from other

Sheriff's or Police Departments or by the direction of the Public Safety Committee. The scorers of the exam shall not know the names of the candidates submitting their exams. The exams shall be scored and ranked. The minimum number of scorers shall be three (3) and the maximum number of scorers shall be five (5). The Sheriff shall designate scorers from the various law enforcement departments. A score of 70% or more shall be considered a passing grade. A failing grade being that the scorer feels that the applicant does not meet the minimum standards for a Road patrol Lieutenant position. All passing scores are to be then compiled and the top five (5) passing scores shall be invited for an oral interview detailed in (5)(b).

4. The Richland County Public Safety Committee and the Chief Deputy, (if not an applicant) shall then review applicant's resume and examination scores and interview no more than the top five (5) candidates from (5)(b)(3). The Public Safety Committee and the Chief Deputy combined shall then certify to the Sheriff the names of three (3) candidates who, in the opinion of the Public Safety Committee and Chief Deputy, are the most qualified to fill the position. The Sheriff may then fill the position from one of the candidates certified.

(c) **QUALIFICATIONS FOR THE POSITION OF ROAD PATROL LIEUTENANT.** Any person who is a Chief Deputy Sheriff, who is on leave of absence from his prior duties in the RCSO, Jail Administrator Lieutenant, a Road Patrol Deputy Sheriff, Investigator, or Dispatcher-Jailer in the Richland County Sheriff's Office with at least five (5) years' experience in the RCSO, is eligible to sign a job posting for Road Patrol Lieutenant provided that such person is at the time of his or her signing certified by the State of Wisconsin as a law enforcement officer in accordance with Sec. 165.85, Wisconsin Statute and is on active duty with the RCSO at the time of his or her signing the job posting. Candidates from outside the RCSO, should the need arise to fill the position from outside the department, per paragraph (5)(b)(2) shall also be required to have at least five (5) years of law enforcement experience and be certified by the State of Wisconsin as a law enforcement officer in accordance with Section 165.85 Wisconsin Statutes. Upon promotion of an employee on active duty with the Richland County Sheriff's Office as Road Patrol Lieutenant, said employee shall be considered on leave of absence from his or her prior duties and shall not be responsible for any duty of his or her prior position except as incorporated in the position of Road Patrol Lieutenant or as otherwise directed by the Sheriff or Chief Deputy. The employee shall serve a three (3) month probationary period.

1. Upon the resignation of, the vacancy of, or the elimination of the Road Patrol Lieutenant position, by the Richland County Board of Supervisors, the incumbent Road Patrol Lieutenant shall be returned to his or her former position within the RCSO, if such person was an employee of the RCSO at the time of his or her promotion to Road Patrol Lieutenant, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.
2. Restoration to the former position within the RCSO of a Road Patrol Lieutenant shall be with tenure time for the time spent in the position as Road Patrol Lieutenant.
3. Nothing contained herein shall limit the right of a former Road Patrol Lieutenant who returns to their former position from advancements in rank upon their return to their former position within the RCSO.

(d) **DUTIES OF ROAD PATROL LIEUTENANT.** The Road Patrol Lieutenant shall be the highest-ranking officer of the RCSO under the Sheriff and Chief Deputy. The Road Patrol Lieutenant shall assist the Sheriff and the Chief Deputy in managing the road patrol and investigative activities of the RCSO. The Road Patrol Lieutenant position is a combined Management and Deputy Sheriff position. It shall be the duty of the Road Patrol Lieutenant to provide such management and deputy sheriff services in the RCSO as are expected, subject only to the limitations placed upon the Road Patrol Lieutenant by the Sheriff, Chief Deputy or Public Safety Committee. The Road Patrol Lieutenant shall also assume any duties related to being a deputy Sheriff and a

manager of the day to day operations of the RCSO specified by the Sheriff or Chief Deputy, whether orally or in writing, which duties shall continue for the period of time established by the Sheriff or Chief Deputy. The Road Patrol Lieutenant shall delegate responsibility to other employees of the RCSO as warranted by the nature of the responsibilities and tasks so delegated and monitor and evaluate the ability of the employees to carry out said tasks. The Road Patrol Lieutenant shall assume management of the Road Patrol responsibilities during periods of time when the Sheriff and Chief Deputy are outside the boundaries of Richland County or are on a leave of absence. It is intended that all general policies of the RCSO and its operation shall come from the Sheriff, but the Road Patrol Lieutenant, with the authority herein delegated and as limited by the Sheriff, shall furnish the necessary leadership and administrative skills to assist the Sheriff or Chief Deputy in carrying out the responsibilities they have in administering the Richland County Sheriff's Office's law enforcement services to the citizens of Richland County.

Other duties are designated in the Road Patrol Lieutenant's job description. The Road Patrol Lieutenant shall assist the Sheriff and the Chief Deputy in evaluating personnel, maintaining discipline within the RCSO, and assisting with scheduling needs including authorizing overtime and changing or modifying existing work schedules or grievances.

(e) A ROAD PATROL LIEUTENANT may only be demoted or removed from the department for just cause as determined by Richland County's Personnel Policies applying to non-union employees and in the manner prescribed in those policies and as outlined in statute. In the event of a resignation or demotion of a Road Patrol Lieutenant or the elimination of said position and said Road Patrol Lieutenant was an employee on active duty with the RCSO at the time of his or her promotion as Road Patrol Lieutenant, said person shall resume his or her former position within the RCSO as herein set forth in this ordinance. In the event that the Road Patrol Lieutenant was not an employee of the Department on active duty at the time of his or her hiring, the Road Patrol Lieutenant shall not in any way be construed to grant such person any rights to continued employment with the RCSO unless such person shall be thereafter newly hired pursuant to the provisions of paragraph (2) of this Ordinance.

#### **(5) PROVISIONS AND DUTIES OF THE DEPUTY SHERIFF JAIL ADMINISTRATOR LIEUTENANT LIEUTENANT.**

(a) There is created the position of Deputy Sheriff Jail Administrator Lieutenant within the Richland County Sheriff's Office. The holder of this position must be deputized by the Sheriff. The Deputy Sheriff Jail Administrator Lieutenant, herein after referred to as Jail Administrator Lieutenant, shall be a "Fourth in Command" management position with direct oversight of jail/dispatch operations in the Richland County Sheriff's Office with administrative duties as well as all other Deputy Sheriff duties.

#### **(b) SELECTION OF JAIL ADMINISTRATOR LIEUTENANT**

When a vacancy occurs in the position of Jail Administrator Lieutenant and the Public Safety Committee determines that the vacancy shall be filled, applicants who meet the following requirements set forth in this Ordinance shall be certified and the Jail Administrator Lieutenant vacancy shall be filled in the following manner:

1. The vacancy detailing the duties and job description for the position of Jail Administrator Lieutenant shall be posted within the Richland County Sheriff's Office for ten (10) working days. Officers within the RCSO who meet the requirements set forth in paragraph (6)(c), as appropriate, shall sign the job posting vacancy and submit a resume to the Sheriff. The Sheriff or the Public Safety Committee shall screen out applicants whose written resume or experience does not meet minimum qualifications in paragraph (6)(c).
2. If no officer within the Richland County Sheriff's Office signs the job posting or meets the requirements

detailed in paragraph (6)(c) or is not promoted at the end of the selection process, the position may be filled by individuals outside the RCSO provided they meet the qualifications detailed in paragraph (6)(c). If this position is to be filled by qualified applicants outside the RCSO, those applicants shall be screened in a similar manner as other new employees to the RCSO detailed in Section (2)(c) of this ordinance. Applicants must also successfully pass a psychological examination and a physical examination. In addition, they shall also follow the same process of selection detailed in (6)(b)(3) and (4).

3. The Public Safety Committee shall designate that either a "project" oriented competitive exam, an essay type competitive examination or a question/answer type examination shall be given by the Sheriff to all applicants whose written resume and experience meets the minimum qualifications in paragraph (6)(c). The exam shall be scored by or at the direction of supervisory Law Enforcement Personnel from other Sheriff's or Police Departments or by the direction of the Public Safety Committee. The scorers of the exam shall not know the names of the candidates submitting their exams. The exams shall be scored and ranked. The minimum number of scorers shall be three (3) and the maximum number of scorers shall be five (5). The Sheriff shall designate scorers from the various law enforcement departments. A score of 70% or more shall be considered a passing grade. A failing grade being that the scorer feels that the applicant does not meet the minimum standards for a Road patrol Lieutenant position. All passing scores are to be then compiled and the top five (5) passing scores shall be invited for an oral interview detailed in (6)(b).
4. The Richland County Public Safety Committee and the Chief Deputy, (if not an applicant) shall then review applicant's resume and examination scores and interview no more than the top five (5) candidates from (6)(b)(3). The Public Safety Committee and the Chief Deputy combined shall then certify to the Sheriff the names of three (3) candidates who, in the opinion of the Public Safety Committee and Chief Deputy, are the most qualified to fill the position. The Sheriff may then fill the position from one of the candidates certified.

(c) QUALIFICATIONS FOR THE POSITION OF JAIL ADMINISTRATOR LIEUTENANT. Any person who is a Chief Deputy Sheriff, who is on leave of absence from his prior duties in the RCSO, a Road Patrol Lieutenant, a Road Patrol Deputy Sheriff, Investigator, or Dispatcher-Jailer in the Richland County Sheriff's Office with at least five (5) years' experience in the RCSO, is eligible to sign a job posting for Jail Administrator Lieutenant provided that such person is at the time of his or her signing certified by the State of Wisconsin as a law enforcement officer in accordance with Sec. 165.85, Wisconsin Statute and is on active duty with the RCSO at the time of his or her signing the job posting. Candidates from outside the RCSO, should the need arise to fill the position from outside the RCSO, per paragraph (6) (b)(2) shall also be required to have at least five (5) years of law enforcement experience and be certified by the State of Wisconsin as a law enforcement officer in accordance with Section 165.85 Wisconsin Statutes.

Upon promotion of an employee on active duty with the Richland County Sheriff's Office as Jail Administrator Lieutenant, said employee shall be considered on leave of absence from his or her prior duties and shall not be responsible for any duty of his or her prior position except as incorporated in the position of Jail Administrator Lieutenant or as otherwise directed by the Sheriff or Chief Deputy. The employee shall serve a three (3) month probationary period.

1. Upon the resignation of, the vacancy of or the elimination of the Jail Administrator Lieutenant position, by the Richland County Board of Supervisors, the incumbent Jail Administrator Lieutenant shall be returned to his or her former position within the RCSO, if such person was an employee of the RCSO at the time of his or her promotion to Jail Administrator Lieutenant, whether under this Ordinance or any

former Richland County Sheriff's Office Ordinance.

2. Restoration to the former position within the RCSO of a Jail Administrator Lieutenant shall be with tenure time for the time spent in the position as Jail Administrator Lieutenant.
3. Nothing contained herein shall limit the right of a former Jail Administrator Lieutenant who returns to their former position from advancements in rank upon their return to their former position within the RCSO.

(d) DUTIES OF JAIL ADMINISTRATOR LIEUTENANT. The Jail Administrator Lieutenant shall be the highest-ranking officer of the RCSO in the Jail/Dispatch Division but under the Sheriff, Chief Deputy and Road Patrol Lieutenant. The Jail Administrator Lieutenant shall assist the Sheriff and the Chief Deputy in managing the jail and dispatch operations. The Jail Administrator Lieutenant position is a combined Management and Deputy Sheriff position. It shall be the duty of the Jail Administrator Lieutenant to provide such management and deputy sheriff services in the Office as are expected, subject only to the limitations placed upon the Jail Administrator Lieutenant by the Sheriff, Chief Deputy or Public Safety Committee. The Jail Administrator Lieutenant shall also assume any duties related to being a deputy Sheriff and a manager of the day-to-day operations specified by the Sheriff or Chief Deputy, whether orally or in writing, which duties shall continue for the period of time established by the Sheriff or Chief Deputy. The Jail Administrator Lieutenant shall delegate responsibility to other employees of the RCSO as warranted by the nature of the responsibilities and tasks so delegated and monitor and evaluate the ability of the employees to carry out said tasks. The Jail Administrator Lieutenant shall assume management of the operations during periods of time when the Sheriff and Chief Deputy are outside the boundaries of Richland County or are on a leave of absence. It is intended that all general policies of the RCSO and its operation shall come from the Sheriff, but the Jail Administrator Lieutenant, with the authority herein delegated and as limited by the Sheriff, shall furnish the necessary leadership and administrative skills to assist the Sheriff or Chief Deputy in carrying out the responsibilities they have in administering the Richland County Sheriff's Office's law enforcement services to the citizens of Richland County.

Other duties are designated in the Jail Administrator Lieutenant's job description. The Jail Administrator Lieutenant shall assist the Sheriff and the Chief Deputy in evaluating personnel, maintaining discipline within the RCSO, and assisting with scheduling needs including authorizing overtime and changing or modifying existing work schedules or grievances.

(e) A JAIL ADMINISTRATOR LIEUTENANT may only be demoted or removed from the RCSO for just cause as determined by Richland County's Personnel Policies applying to non-union employees and in the manner prescribed in those policies and as outlined in statute. In the event of a resignation or demotion of a Jail Administrator Lieutenant or the elimination of said position and said Jail Administrator Lieutenant was an employee on active duty with the RCSO at the time of his or her promotion as Jail Administrator Lieutenant, said person shall resume his or her former position within the RCSO as herein set forth in this ordinance. In the event that the Jail Administrator Lieutenant was not an employee of the RCSO on active duty at the time of his or her hiring, the Jail Administrator Lieutenant shall not in any way be construed to grant such person any rights to continued employment with the RCSO unless such person shall be thereafter newly hired pursuant to the provisions of paragraph (2) of this Ordinance.

#### **(6) POWERS OF THE SHERIFF TO MAKE WORK RULES.**

(a) There is hereby delegated to the Sheriff of Richland County the power to make work rules and to establish departmental policies and procedures to any or all the positions within the RCSO. Work Rules may be established in accordance with the procedure hereinafter set forth and subject to the approval of the Public Safety Committee as hereinafter set forth:

1. The Sheriff may prepare Work Rules which the Sheriff believes necessary and advisable for the efficient operation of the RCSO and provision of law enforcement services to Richland County.
2. The work rule proposed by the Sheriff shall be posted on a bulletin board within the office of the RCSO in such a location as to be readily observed by the employees. In addition, a copy of such proposed work rules shall be circulated to every employee of the RCSO and the Public Safety Committee Chair.
3. The Public Safety Committee shall have 45 days in which to disapprove, in whole or in part, any proposed work rule. The Committee may, in its sole discretion, conduct a formal or informal hearing or hearings upon said proposed work rule, or any portion thereof, but the Committee need not give notice of said hearings except as required by the "Wisconsin Open Meeting Law."
4. If the proposed work rule is not disapproved by the Public Safety Committee within 45 days after the posting, circulation and submission to the members of the Public Safety Committee of the proposed work rules, said work rule shall be deemed to be in full force and effect retroactive to the date of said circulation, posting and submission to the Public Safety Committee,
5. All work rules in effect at the time a Sheriff assumes office shall remain in full force and effect until and unless the said Sheriff shall modify or repeal the existing rule or rules, in whole or in part. Modification or repeal of any work rule, or part thereof, shall be accomplished by means of the identical procedure hereinabove set forth for the creation of new work rules.
6. Upon the effective date of any work rule, all employees of the RCSO shall conduct themselves in accordance with such rules and regulations.

**(7) LEAVE OF ABSENCE FOR MILITARY SERVICE.** All employees of the RCSO who enter the armed forces of the United States shall be considered on leave of absence for the period during which said employee is on active duty with said armed forces, and such employees shall retain all seniority rights and rank accumulated at the time of his or her induction into the armed forces, provided said employee receives an Honorable Discharge upon completion of military service and is physically and mentally capable of performing the duties of his or her employment upon discharge and returns to work within 60 days of the date of discharge.

**(8) CARRYOVER OF ACCUMULATED SICK LEAVE UPON BECOMING SHERIFF.** In the event that any employee of the RCSO shall take office as Sheriff, whether by election or by appointment, such employee shall retain all sick leave which he or she had accumulated as of the date of taking office as Sheriff provided such employee shall leave the office of Sheriff and return to his or her full-time employment within twenty-five (25) months of the date of originally taking office as Sheriff. In the event that such employee does not so leave the office of Sheriff and return to full-time employment within such twenty-five (25) months, then all such accumulated sick leave shall be lost and forfeited permanently by such employee, without compensation therefor.

**(9) EFFECT OF LABOR CONTRACT.** In the event that the Richland County Board shall, during the period of time that this Ordinance is in effect, enter into a labor contract with a recognized union representing the employees of the RCSO, then the provisions of such contract wherein conflict with the provisions of this Ordinance, shall supersede this Ordinance and such provisions of this Ordinance so superseded shall be of no force and effect during the continuance of such contract, or renewals or extensions thereof.

**(10) SEVERABILITY.** The provisions of this Ordinance are hereby declared severable. All provisions or sections which may hereinafter be declared to be illegal or unconstitutional shall be declared void, and the remaining portions of this Ordinance not so declared to be illegal or unconstitutional shall be and remain in full force and effect.

**(11) WORDS AND PHRASES.** In this Ordinance, “RCSO” and the words "Sheriff's Office" shall mean the Richland County Sheriff's Office. In this Ordinance the word "Committee" and the words "Public Safety Committee” shall mean the Public Safety Committee of the Richland County Board of Supervisors.

**(12) REPEAL OF PREVIOUS ORDINANCES.** All previous Richland County Sheriff’s Office ordinances that are contrary to this ordinance are hereby repealed.

**(13) HUBER CHARGES FOR BOARD AND ROOM WHILE AN INMATE OF THE RICHLAND COUNTY JAIL.** Every prisoner who is granted Huber privileges and who is gainfully employed or who receives unemployment compensation or employment training benefits shall, in accordance with section 56.08(4), Wisconsin Statutes, as amended, be charged for his or her maintenance and board while in the jail in accordance with Richland County Fee Schedule Policy. All charges shall be payable in a lump-sum payment for each week and such payment shall be made in advance by the prisoner; any refund due for unused days shall be refunded to the prisoner;

**(14) CHARGE FOR HOUSING OF PRISONERS IN THE RICHLAND COUNTY JAIL.** When either the Federal Government, State Government or other counties have excess prisoners whom they desire the Richland County Jail to house on their behalf, a daily fee per day shall be charged for the care and maintenance of one prisoner, in addition to any costs incurred by the Richland County Jail for medical treatment, hospitalization, or medication required on behalf of said prisoner, while said prisoner is being housed by Richland County. See Richland County Fee Schedule Policy for rates.

**(15) EFFECTIVE DATE.** This ordinance shall be in full force and effect upon its passage and publication.

DATED: DECEMBER 10, 2024  
PASSED: DECEMBER 10, 2024  
PUBLISHED: DECEMBER 19, 2024

ORDINANCE OFFERED BY THE PUBLIC  
SAFETY STANDING COMMITTEE  
(01 NOVEMBER 2024)

	FOR	AGAINST
DAVID TURK, CHAIR	X	
RICHLAND COUNTY	X	
BOARD OF SUPERVISORS	X	
	X	
	X	

DEREK KALISH  
RICHLAND COUNTY CLERK

Resolution No. 24-96 approving Richland County applying for and accepting a Wisconsin Land Information Program Grant for 2025 was read by County Clerk Kalish. Motion by Gill second by Carrow that Resolution No. 24-96 be adopted. Motion carried and Resolution No. 24-96 declared adopted.

**RESOLUTION NO. 24 - 96**



Resolution Approving Richland County Applying For And Accepting A Wisconsin Land Information Program Grant For 2025.

WHEREAS each year the Wisconsin Land Information Program offers grants to counties to update and improve access to land information, and

WHEREAS the County Land Information Officers and Land Information Council have reviewed the status of the land information available and the current Land Information Plan to put together the 2025 grant, and

WHEREAS the Natural Resources Committee has approved the grant, and

WHEREAS \$1,000.00 of the grant is for training, \$20,000.00 is for the strategic initiative of maintaining parcel mapping and \$78,368.00 is for various projects listed in the County's Land Information plan;

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval the County applying for and accepting the 2025 Wisconsin Land Information Program grant in the amount up to \$99,368.00, with no County match required for the grant, for the grant funds to be spent in accordance with the terms of the grant and the County Conservationist, Ms. Cathy Cooper is hereby authorized to sign on behalf of the County any documents needed to carry out this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE NATURAL  
RESOURCE STANDING COMMITTEE  
(25 NOVEMBER 2024)

RESOLUTION ADOPTED		FOR	AGAINST
DEREK S. KALISH	STEVE CARROW	X	
COUNTY CLERK	JULIE FLEMING		
	MARK GILL	X	
DATED: DECEMBER 10, 2024	RICHARD MCKEE	X	
	ROBERT BROOKENS	X	
	CRAIG WOODHOUSE	X	
	ALAYNE HENDRICKS	X	

Resolution No. 24-97 approving an amendment to a 2024 provider contract for the Health and Human Services Department was read by County Clerk Kalish. Motion by Kramer second by Brewer that Resolution No. 24-97 be adopted. Motion carried and Resolution No. 24-97 declared adopted.

RESOLUTION NO. 24 - 97

Resolution Approving An Amendment to a 2024 Provider Contract For The Health And Human Services Department.

WHEREAS The Richland County Procurement Ordinance adopted November 19, 2024 provides that any contract entered into by the Department of Health and Human Services involving an expenditure more than \$100,000 either at one time or within the course of one year must be approved by the County Board, and

WHEREAS the Community and Health Services Committee has carefully considered this matter and is now presenting this resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the following amendments to the following contract:

With **Mazo Catering** of Mazomanie, WI, with the original contract being for \$140,000, amended to \$155,000 due to an increase in the meals served through the Senior Nutrition Program by Richland County Health and Human Services; and

BE IT FURTHER RESOLVED that the Director of the Health and Human Services Department, Ms. Tricia Clements, is hereby authorized to sign the above contracts on behalf of Richland County in accordance with this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE COUNTY BOARD  
MEMBERS OF THE COMMUNITY & HEALTH  
SERVICES STANDING COMMITTEE  
(05 DECEMBER 2024)

RESOLUTION ADOPTED

FOR AGAINST

DEREK S. KALISH  
COUNTY CLERK

MARY MILLER  
MARTY BREWER  
SANDRA KRAMER  
INGRID GLASBRENNER  
MICHELLE HARWICK  
DANIEL MCGUIRE

X  
X  
X  
X  
X

DATED: DECEMBER 10, 2024

Resolution No. 24-98 approving provider contracts for 2025 for the Health and Human Services Department was read by County Clerk Kalish. Motion by Kramer second by Harwick that Resolution No. 24-98 be adopted. Motion carried and Resolution No. 24-98 declared adopted.

### RESOLUTION NO. 24 - 98

Resolution Approving Provider Contracts For 2025 For The Health And Human Services Department.

WHEREAS The Richland County Procurement Ordinance adopted November 19, 2024 provides that any contract entered into by the Department of Health and Human Services involving an expenditure more than \$100,000 must be approved by the County Board, and

WHEREAS the Community and Health Services Standing Committee is now presenting the following provider contracts for 2025 which total \$5,485,000 to the County Board for approval.

Provider	Provider Description	County Tax Levy Funded	2025 Contract Amount
----------	----------------------	---------------------------	-------------------------

<b>Arneson Counseling</b>	<i>Behavioral Health Services unit provider of services to Comprehensive Community Services clients.</i>	No	\$100,000
<b>Children's Service Society of Wisconsin (Children's Wisconsin)</b>	<i>Child &amp; Youth Services Unit provider of treatment foster care and respite.</i>	Yes	\$175,000
<b>Community Care Resources</b>	<i>Child &amp; Youth Services Unit provider of treatment foster care and respite.</i>	Yes	\$200,000
<b>Driftless Counseling LLC. dba Trailhead Therapy and Mentoring</b>	<i>Behavioral Health Services unit provider of services to Comprehensive Community Services clients.</i>	No	\$1,500,000
<b>Forward Home For Boys</b>	<i>Provider of treatment foster care and respite services for the Child &amp; Youth Services Unit.</i>	Yes	\$300,000
<b>Hailey Schneider</b>	<i>Behavioral Health Services Unit Provider of medication management and individual outpatient services.</i>	No	\$100,000
<b>Lucky Star 3 Corporation, dba Cornerstone Foundation</b>	<i>Behavioral Health Services unit provider of Day services and CBRF services to Comprehensive Community Services clients.</i>	No	\$260,000
<b>Mazo Catering</b>	<i>Provides meals for the senior nutrition program through the ADRC.</i>	Partially	\$160,000
<b>Northwest Counseling &amp; Guidance Clinic</b>	<i>Behavioral Health Services Provider of Crisis Intervention Services.</i>	Partially	\$105,000
<b>Red Maple Consulting Services, LLC</b>	<i>Behavioral Health Services unit provider of services to Comprehensive Community Services clients.</i>	No	\$150,000
<b>Roots Residential AFH, LLC</b>	<i>Behavioral Health Services Unit provider of Adult Family Home Services for Comprehensive Community Services clients.</i>	No	\$325,000
<b>RTP (WI) S.C. dba Array Behavioral Care</b>	<i>Behavioral Health Services unit provider of medication management and individual outpatient services.</i>	No	\$140,000
<b>Southwest Workforce Development Board</b>	<i>Provides contracted employee services to Richland County Health &amp; Human Services</i>	Partially	\$200,000
<b>Tellurian, Inc.</b>	<i>Behavioral Health Services unit provider of medically monitored detoxification services and crisis.</i>	Yes	\$115,000
<b>Tiffany K. Olson, LLC</b>	<i>Behavioral Health Services unit provider of services to Comprehensive Community Services clients.</i>	No	\$275,000
<b>Tracey Benton, LLC</b>	<i>Behavioral Health Services unit provider of services to Comprehensive Community Services clients.</i>	No	\$285,000
<b>Trempealeau County Health Care Center</b>	<i>Behavioral Health Services Unit provider for Institute for Mental Disease (IMD), Adult Family Home, and Community Base Residential Facility services.</i>	Yes	\$280,000
<b>Vista Care Wisconsin</b>	<i>Behavioral Health Services Unit Provider for Adult Family Home services for Comprehensive Community Services clients.</i>	No	\$815,000

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Community and Health Services Standing Committee to enter into the following provider contracts for 2025;

BE IT FURTHER RESOLVED that the Director of Health and Human Services Department, Ms. Tricia

Clements, is hereby authorized to sign the above contracts on behalf of Richland County in accordance with this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE COUNTY BOARD  
MEMBERS OF THE COMMUNITY & HEALTH  
SERVICES STANDING COMMITTEE  
(05 DECEMBER 2024)

RESOLUTION ADOPTED

FOR AGAINST

DEREK S. KALISH  
COUNTY CLERK

MARY MILLER	
MARTY BREWER	
SANDRA KRAMER	X
INGRID GLASBRENNER	X
MICHELLE HARWICK	X
DANIEL MCGUIRE	X

DATED: DECEMBER 10, 2024

Resolution No. 24-99 awarding Opioid Settlement Fund Grants to applicants providing for the prevention, treatment, and/or recovery of opioid drug use was read by County Clerk Kalish. Motion by Brookens second by Manning that Resolution No. 24-99 be adopted. Discussion continued. Supervisor Brewer noted his concerns and explained his reasons for voting against approval of resolution. HHS Director Clements provided brief background of funding request. Supervisor Kramer agreed with Supervisor Brewer. Supervisor Harwick noted concerns about the amount and use of funding, questioned if training was available locally and the content of training, and questioned whom would be completing work in staff's absence. Supervisor Engel questioned the most compelling reason for the training to be attended and Supervisor Harwick suggested that one individual attend the training and report back to the group as a whole. Brief discussion followed. Roll Call vote taken to approve resolution produced the following - Ayes: McKee, Engel, Hendricks, Woodhouse, and Brookens; Nays: Carrow, Brewer, Kramer, Manning, Gill, Harwick, Turk, Cosgrove, Frank, Severson, Williamson, and Fleming. With 12 Nays and 5 Ayes, the motion is defeated and Resolution No. 24-99 is not adopted.

### RESOLUTION NO. 24 - 99

A Resolution Awarding Opioid Settlement Fund Grants To Applicants Providing For The Prevention, Treatment, And/Or Recovery Of Opioid Drug Use.

WHEREAS Richland County non-profit organizations and those that serve Richland County Residents may submit applications for Opioid Settlement Fund Grants twice a year to be reviewed by the Opioid Settlement Committee, with recommendations to be presented to the Community and Health Services Committee and full County Board for approval, and

WHEREAS awards will generally be between \$1,000 and \$25,000 and projects can be renewed annually if funding allows and reporting requirements have been met, and

WHEREAS two applications meeting the grant requirements have been reviewed by the Opioid Settlement Committee and Community Health Services Committee and are being presented to the County Board for approval.

NOW THEREFORE. BE IT RESOLVED by the Richland County Board of Supervisors that the Richland County Department of Health and Human Services is hereby authorized to award Opioid Settlement Fund Grants to the following:

**Richland County Treatment Court** in the amount of \$15,000 for members of the Treatment Court Team to attend the All Rise25 Conference; and

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

VOTE ON FOREGOING RESOLUTION

AYES\_\_\_\_\_NOES\_\_\_\_\_

RESOLUTION OFFERED BY THE COUNTY BOARD  
MEMBERS OF THE COMMUNITY & HEALTH  
SERVICES STANDING COMMITTEE  
(05 DECEMBER 2024)

RESOLUTION NOT ADOPTED	FOR	AGAINST
DEREK S. KALISH		
COUNTY CLERK		
DATED: DECEMBER 10, 2024		
MARY MILLER		
MARTY BREWER		X
SANDRA KRAMER		X
INGRID GLASBRENNER	X	
MICHELLE HARWICK		X
DANIEL MCGUIRE		

Resolution No. 24-100 establishing a policy for the expenditure of remaining funds from American Rescue Plan Act funds was read by County Clerk Kalish. Motion by Gill second by Carrow that Resolution No. 24-100 be adopted. Motion carried and Resolution No. 24-100 declared adopted.

**RESOLUTION NO. 24 - 100**

A Resolution Establishing A Policy For The Expenditure Of Remaining Funds From American Rescue Plan Act Funds.

WHEREAS, The Richland County Finance and Personnel Committee initially adopted appropriations of the ARPA Funds into 10% Public Health Response, 10% Negative Economic Impacts, 10% Premium Pay for Essential Workers, 20% Water Sewer Broadband Infrastructure and 50% for Lost Revenues; and

WHEREAS the Finance and Personnel Standing Committee and County Administrator Candace Pesch propose that the Richland County Board to adopt a Policy on Expenditure of Remaining America Rescue Plan Act. That all remaining balance shall be obligated to the County Highway O road construction project to extent of the county’s obligation of \$800,000.00.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors the “Coronavirus Local Fiscal Recovery Fund” (established under the American Rescue Plan Act, and referred to as “ARPA Funds” Policy is hereby adopted, and

BE IT FURTHER RESOLVED that a copy of the policy shall be made available in the Richland County Administrator's Office and on the Richland County website; and

BE IT FURTHER RESOLVED that expenditures regarding equipment purchase and contract expenditures are approved by adoption of this policy. As long as the expenditure is used on the desired purpose by resolution and within the apportioned amount authorized by the policy, or amended by the Finance and Personnel Committee, additional resolution is not required by the County Board; and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(06 DECEMBER 2024)

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: DECEMBER 10, 2024

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

No correspondences were reported. County Clerk Kalish reminded all County Board Supervisors present of deadline to submit 2024 per diem payment requests. Finance Director Erbs and Administrator Pesch were recognized for their contributions to the county while in their positions.

Future agenda items: Committee on Committee appointment.

Motion by Manning second by Fleming to adjourn. Motion carried and meeting adjourned at 8:06 PM.

STATE OF WISCONSIN )  
 )SS  
COUNTY OF RICHLAND)

I, Derek S. Kalish, County Clerk in and for the County of Richland, do hereby certify that the foregoing is a true copy of the proceedings of the County Board of Supervisors of Richland County for the meeting held on the 10<sup>th</sup> day of December, 2024.



Derek S. Kalish  
Richland County Clerk

*Note: Published minutes are unapproved until approved at next regularly scheduled County Board meeting.  
Resolutions and meeting packet materials can be found by accessing the following link:  
<https://administrator.co.richland.wi.us/minutes/county-board/>*

DRAFT

## **JANUARY MEETING**

January 7, 2025

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

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

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

County Clerk Kalish led the Pledge of Allegiance.

County Clerk Kalish confirmed the meeting had been properly noticed.

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

None present for Public Comment.

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

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

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



Resolution No. 25-1

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

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

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

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

**"PETITION FOR AIRPORT PROJECT"**

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

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

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

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

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

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

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

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

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

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32.02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

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

"AIRPORT OWNER ASSURANCES"

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

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

RESOLUTION INTRODUCED BY:

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

CERTIFICATION

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

[Signature]  
Clerk

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

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

RESOLUTION NO. 25 - 2

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

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

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

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

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

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

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

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

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE EXECUTIVE & FINANCE STANDING COMMITTEE	
AYES_____ NOES_____		(23 DECEMBER 2024)	
RESOLUTION ADOPTED		FOR	AGAINST
DEREK S. KALISH			
COUNTY CLERK			
DATED: JANUARY 7, 2025			
		STEVE CARROW	
		STEVE WILLIAMSON	X
		GARY MANNING	X
		MARK GILL	X
		INGRID GLASBRENNER	
		DAVID TURK	X
		BOB FRANK	X
		MARC COUEY	X
		CRAIG WOODHOUSE	

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

**RESOLUTION NO. 25 - 3**

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

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

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

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

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

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

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

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: JANUARY 7, 2025

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

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

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

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

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

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

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

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

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

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: JANUARY 7, 2025

No correspondences were reported.

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

Motion by Manning second by Glasbrenner to adjourn. Motion carried and meeting adjourned at 7:53 PM.

STATE OF WISCONSIN )  
  )SS  
COUNTY OF RICHLAND)

I, Derek S. Kalish, County Clerk in and for the County of Richland, do hereby certify that the foregoing is a true copy of the proceedings of the County Board of Supervisors of Richland County for the meeting held on the 7<sup>th</sup> day of January, 2025.



Derek S. Kalish  
Richland County Clerk

## **RESOLUTION NO. 25 - 5**

Resolution Of Condolence To The Family Of Marty Brewer.

WHEREAS Marty Brewer served Richland County as a County Board Supervisor from April 15, 2014 through April 19, 2020, County Board Chair from April 20, 2020 through April 16, 2024, and County Board Supervisor from April 16, 2024 until his death on January 16, 2025, and

WHEREAS the Richland County Board of Supervisors, desires to express its sympathy to the surviving family of Marty Brewer.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that said Board of Supervisors does, as a body, hereby express its sincere sympathy regarding the death of Marty Brewer, to his surviving family, and

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to send a copy of this Resolution to the family of Marty Brewer.

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JANUARY 21, 2025

## Richland County Committee Agenda Item Cover

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

<b>Department:</b>	HHS	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	January 21, 2025	<b>Action Needed:</b>	Vote
<b>Disclosure:</b> <small>Open or Closed</small>	Open	<b>Authority:</b>	County Board Rule
<b>Date submitted:</b>	January 9, 2025	<b>Referred by:</b>	Tricia Clements, Director

**Recommendation and/or action language:**

Recommend to... the full county board the appointment the following members to the CCS Coordination Committee:

Dawn Greeno  
William Rezin  
Isabela Candelaria  
Jennifer Ward  
Kevin Schmidt

The above will be replacing:

Anna Carlson  
Nathan McBain  
Jessica Brown  
William Miles  
Connie Welte

**Background:**

The CCS Coordination Committee is responsible for reviewing the annual Quality Improvement Plan and the Comprehensive Community Services Plan for Richland County CCS programming. The Coordination Committee reviews changes to policies and practices related to CCS services in Richland County. These meetings are held quarterly and are a requirement of DHS 36, the administrative code that oversees the CCS program.

**Attachments and References:**


**Financial Review:**

(please check one)

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

A \$30.00 meeting per diem plus mileage would be paid to committee members.

---

**Approval:**

**Review:**

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

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

**Richland County Committee  
Agenda Item Cover**



**ORDINANCE NO. 25 - 1**

**AN ORDINANCE ADOPTING THE COMPREHENSIVE PLAN 2024-2034 FOR RICHLAND COUNTY, WISCONSIN**

THE COUNTY BOARD OF RICHLAND COUNTY, WISCONSIN, DO ORDAIN AS FOLLOWS:

SECTION 1. Pursuant to Section(s) 62.23 of the Wisconsin Statutes, Richland County is authorized to prepare and adopt a comprehensive plan as defined in Sections 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes.

SECTION 2. The County Board, by the enactment of an ordinance, formally adopted the document titled City of Darlington Comprehensive Plan as the city's comprehensive plan on January 18<sup>th</sup>, 2005.

SECTION 3. The Executive Committee, acting as the Planning Commission, by a majority vote of the entire Committee at a meeting held on January 14<sup>th</sup>, 2025, recommended to the County Board the adoption of the Richland County Comprehensive Plan 2024-2034 as an update to the County's comprehensive plan as required under Wis. Stat sec. 66.1001(2)(i).

SECTION 4. The County published a Class 1 public notice and held a public hearing regarding the Comprehensive Plan update.

SECTION 5. The County Board of Richland County, Wisconsin hereby adopts the proposed Richland County Comprehensive Plan 2024-2034.

SECTION 6. The County Clerk is directed to send a copy of this ordinance and the plan updates and amendments to the parties listed in Section 66.1001(4)(b) of the Wisconsin Statutes.

SECTION 7. This Ordinance shall take effect upon passage by a majority vote of the full membership of the County Board and publication as required by law.

Adopted and approved this 21<sup>st</sup> day of January, 2025.

---

Derek S. Kalish, Interim County Administrator

Attest:

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Myranda H. Hege, Deputy County Clerk

Date Adopted: January 21, 2025  
Date Recorded: January 22, 2025  
Date Published: January 30, 2025  
Effective Date: January 30, 2025



# **RICHLAND COUNTY COMPREHENSIVE PLAN 2024-2034**



# Acknowledgments

## Richland County Board

- David Turk Board Chair, District 13
- Steve Williamson Vice Chair, District 17
- Steve Carrow District 1
- Mary Miller District 2
- Marty Brewer District 3
- Sandra M. Kramer District 4
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- Alayne Hendricks District 7
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- Mark Gill District 9
- Ingrid Glasbrenner District 10
- Michelle Harwick District 11
- Craig Woodhouse District 12
- Chad M. Cosgrove District 14
- Melvin Frank District 15
- Kerry Severson District 16
- Marc Couey District 18
- Julie Fleming District 19
- Robert Brookens District 20
- Daniel J. McGuire District 21

## Executive and Finance Committee

- Steve Carrow District 1
- Gary Manning District 8
- Mark Gill District 9
- Ingrid Glasbrenner District 10
- David Turk District 13
- Melvin Frank District 15
- Steve Williamson District 17
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# Introduction

Richland County, Wisconsin, nestled in the scenic Driftless Area, offers a unique blend of natural beauty, cultural heritage, and a deep agricultural tradition. The county, named for its rich and fertile lands, has long been a destination for farmers and settlers drawn to its abundant resources and ideal farming conditions. With its meandering valleys, vibrant rivers, and forested bluffs, Richland County is a place where nature and community intertwine. It is home to a close-knit, resilient population that values its rural roots while embracing the diverse opportunities for outdoor recreation, farming, and small-town living.

This comprehensive plan aims to chart a course for the county's development over the next decade, ensuring that Richland County remains a thriving and resilient community for both current and future generations. Developed through robust engagement with local government officials at the town, village, city, and county levels, this plan reflects a collaborative approach to shaping Richland County's future. In addition to input from local leaders, the plan draws upon existing studies and strategies that have been developed in recent years, covering key areas such as transportation, agriculture, hazard mitigation, outdoor recreation, and environmental sustainability. These plans have laid the groundwork for a more integrated and forward-looking approach to county-wide planning.

The Richland County Comprehensive Plan places a strong emphasis on intergovernmental cooperation, land use, and economic development, recognizing that many of the county's most pressing challenges and opportunities require coordinated efforts across municipalities. The planning process has resulted in strategies and action steps organized around these areas, providing a roadmap for aligning the county's land use policies, economic priorities, and growth strategies in a way that benefits all residents. By addressing these core issues, the plan aims to promote sustainable growth and create a vibrant community for years to come.



# Core Values

Richland County's practices must be tethered to its principles in order to have a coherent strategy moving forward. Core values serve as the foundation for decision-making, as they hold decision-makers accountable for their choices. The County Board provided the following core values during the strategic planning process:

## Integrity

Engage in county work with honesty and transparency in all proceedings. Meet commitments. Value the multitude of experiences on the board and the diversity of opinions this brings to decision-making.

## Public Service

Serve the county professionally and with competence. Be efficient and objective in decision-making. Focus on doing work that is relevant to both current and future generations of county residents.

## Accountability

Assume ownership of decisions. Be diligent and follow through on projects. Be responsive to the needs of county residents as a whole, while recognizing the intrinsic value of every person.

## Open-minded

Govern in a collaborative manner, unbiased by personal interest. Listen to the needs of residents, while being aware of future demands on county services.

# Richland County Vision

Richland County will be a leader for resilient rural counties and a place where people love life, enjoy work, and are empowered to raise thriving families.

*The Richland County Comprehensive Plan's values and vision are informed by the Richland County Strategic Plan, which was adopted in 2021.*

# Resilience

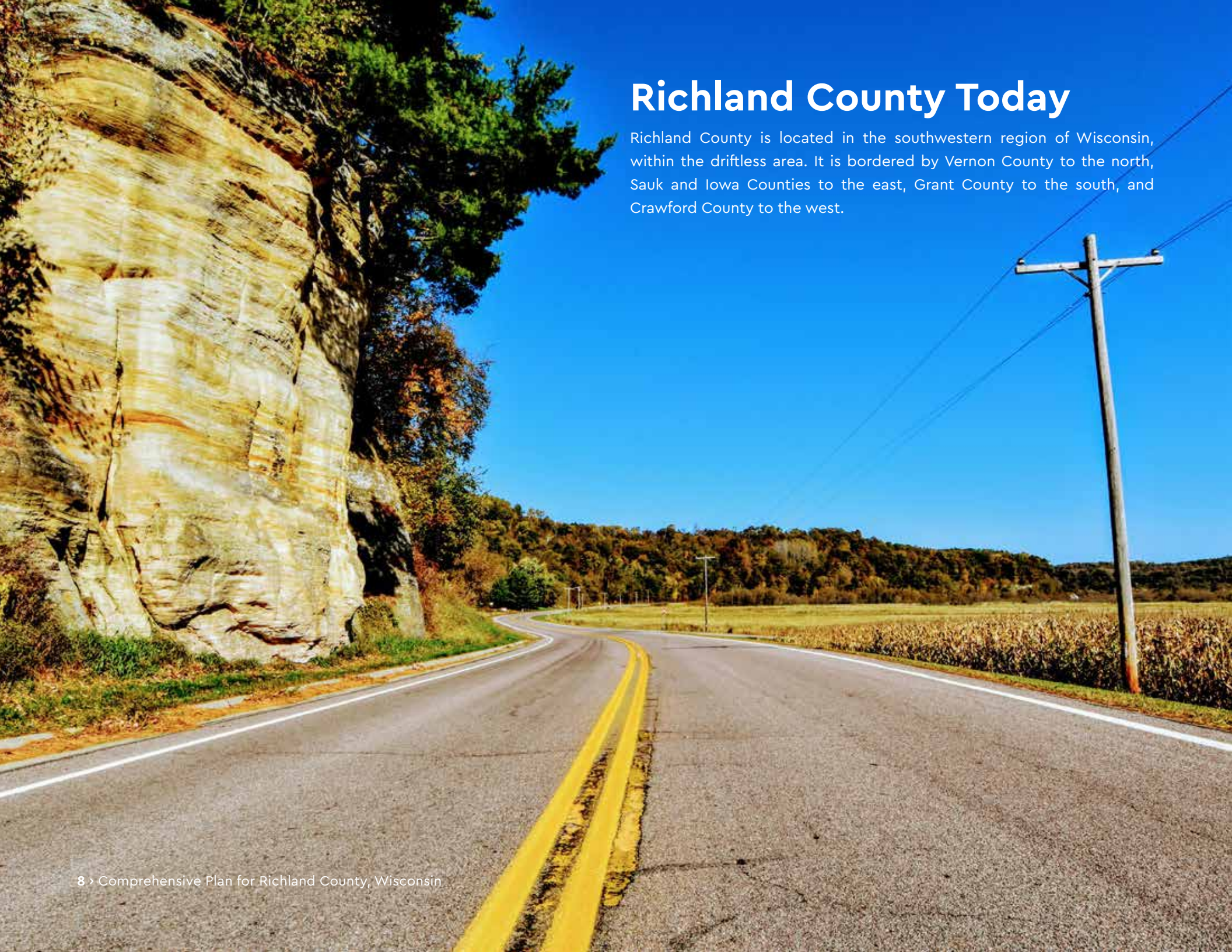
Resilience is the ability to "bounce forward" from disasters and shocks. Flooding, political polarization, and cyber-attacks are just a few of the many challenges faced by local residents, organizations, businesses, and governments. Resilience is about proactive work to weather difficulty and recover stronger.

In Richland County, a coalition of local leaders began meeting in March of 2023 to dedicate efforts toward resilience. Rather than focusing only on putting out immediate issues, this group, called the Richland Resilience Group, has met on a quarterly basis for the past two years to look ahead at the challenges to come, and what may be done to build resilience. In 2024, this group completed four proactive projects in the county: a river gauge implementation plan, groundwater vulnerability research, resilient land use research, and outreach to non-group members.

Richland County's efforts to build resilience are key to growing and sustaining healthy communities. This comprehensive plan is another example of resilience work in the county. Through proactive action to increase intergovernmental coordination, responsibly steward natural resources, and identify opportunities for future development, Richland County can improve the lives of today's residents and future generations.

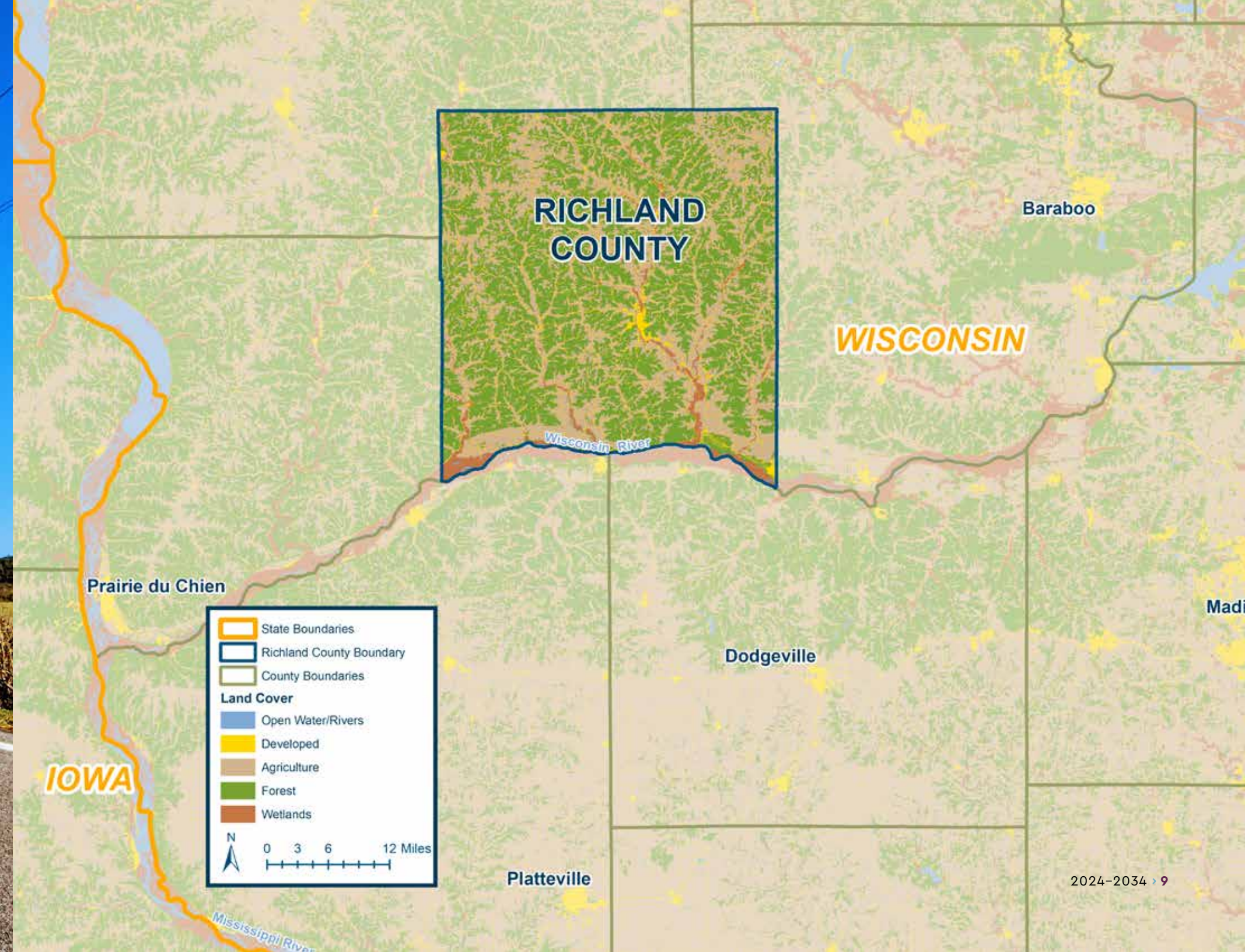






## Richland County Today

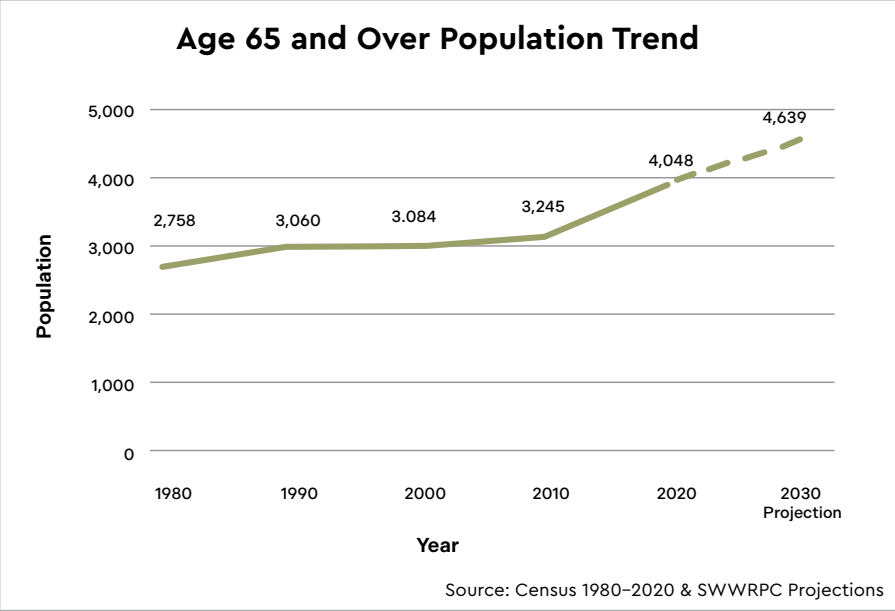
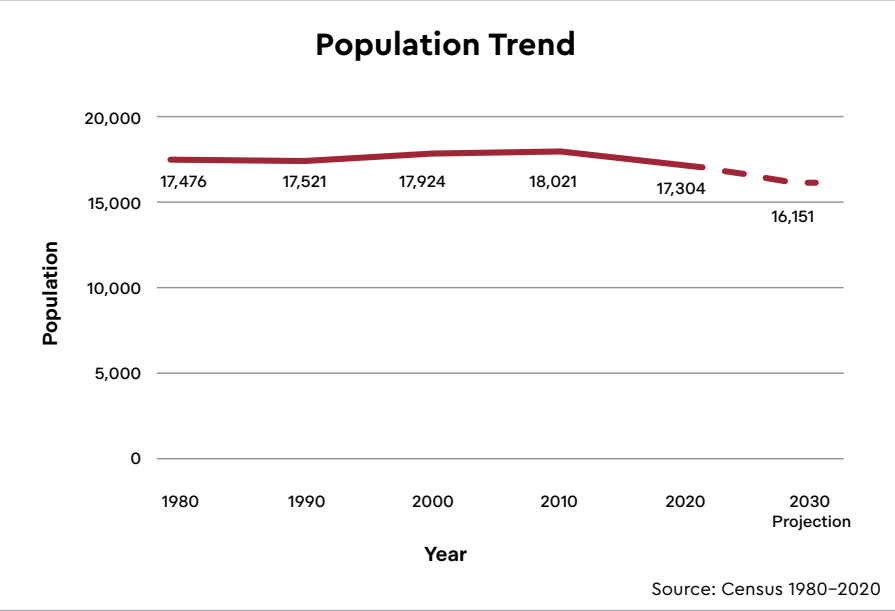
Richland County is located in the southwestern region of Wisconsin, within the driftless area. It is bordered by Vernon County to the north, Sauk and Iowa Counties to the east, Grant County to the south, and Crawford County to the west.



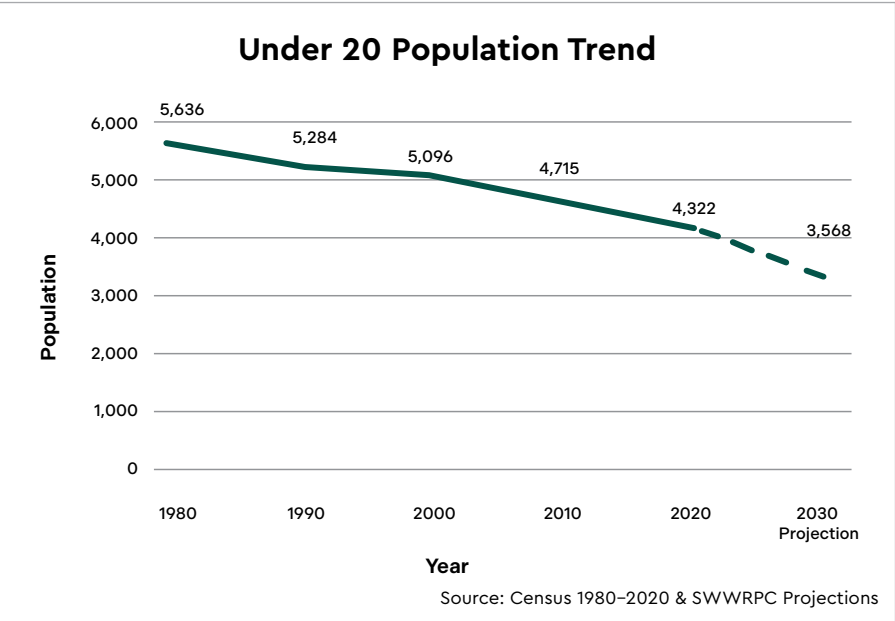
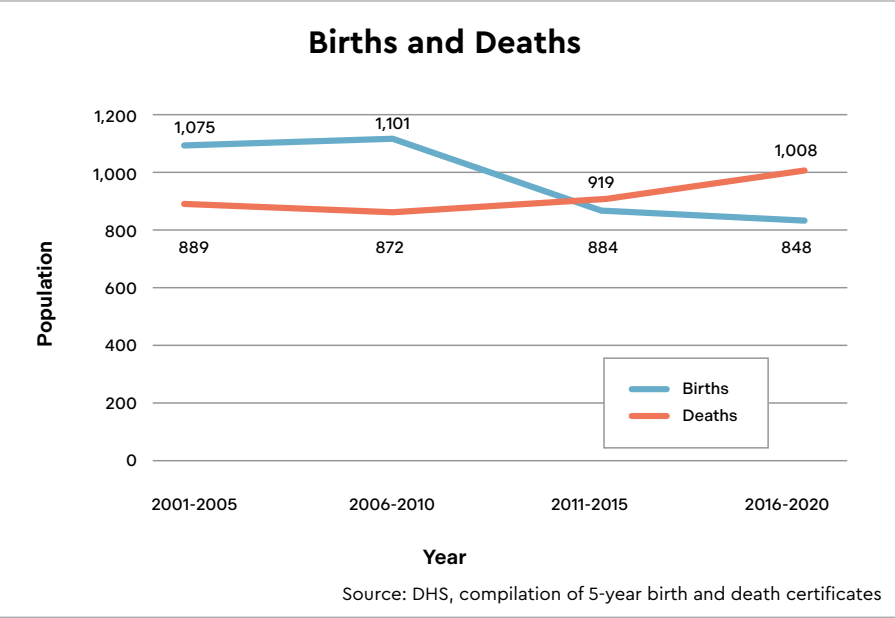
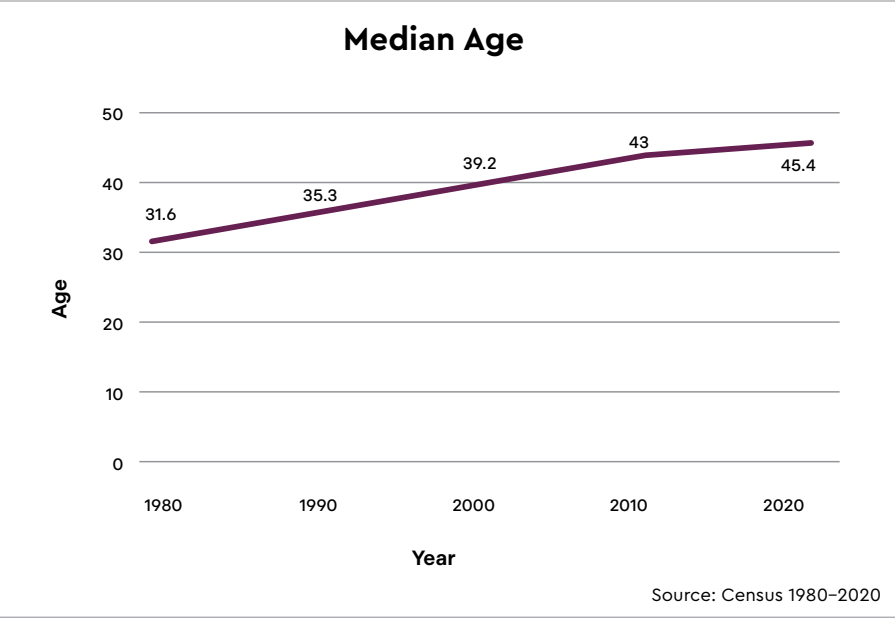


# Demographics

Over the past few decades, Richland County has faced significant demographic changes, including a stagnant population from 1980 to 2010 followed by a noticeable decline between 2010 and 2020. Projections suggest this trend will continue, with an even steeper decline expected by 2030. This population shift is accompanied by an aging demographic, as the median age in the county has risen substantially over the past 40 years, primarily due to the growing proportion of residents aged 65 and older. This aging trend is expected to continue, with the senior population projected to increase significantly in the coming years.



**Southwestern Wisconsin Comprehensive Economic Development Strategy (CEDS)** priority 2.1: Support workers of all ages by offering opportunities for mentorship and encore careers.

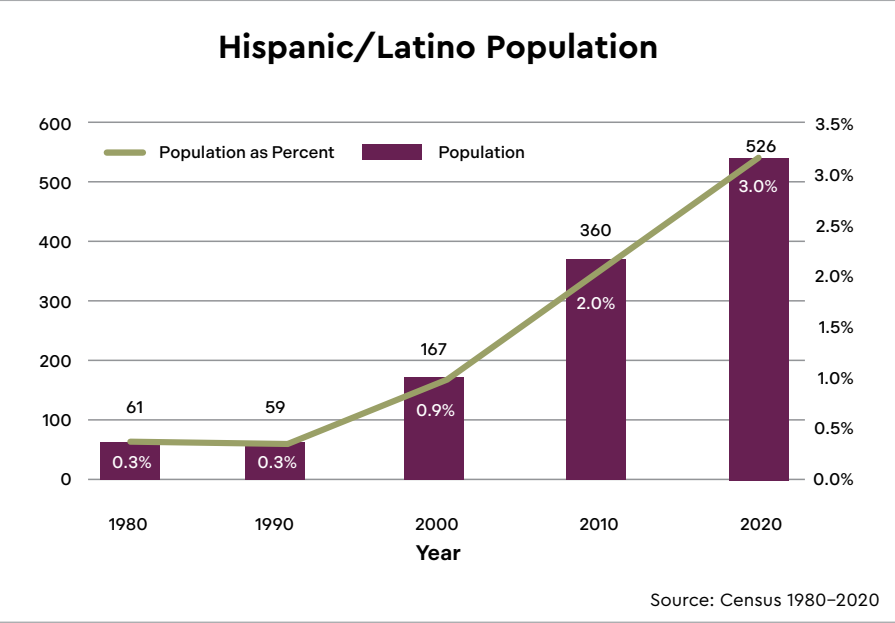


Additionally, Richland County has experienced a decline in its youth population. The number of residents under the age of 20 has dropped by nearly a quarter since 1980, and this decline is anticipated to continue. This reduction in the youth population has had a direct impact on the county's school districts, which have collectively seen a sharp decrease in enrollment. The loss of students has put additional strain on local school systems, which are already grappling with limited resources and staffing challenges.

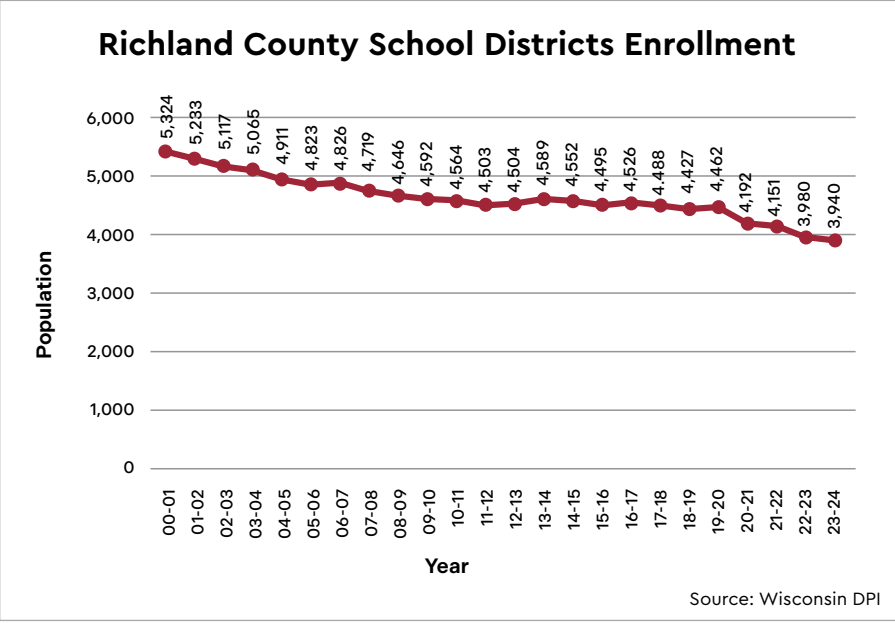
The **Richland Center Comprehensive Plan** identifies the need to appeal to young adults and suggests encouraging those residents to have a greater say in local government decision making, public projects, and community organizations ('Community Resources').

While the county's overall population shrinks, one notable demographic shift is the growth of the Hispanic/Latino community, which now represents a small but increasing portion of the population. As the overall population continues to decline, the Hispanic/Latino community is expected to make up an increasingly significant share of Richland County's residents.

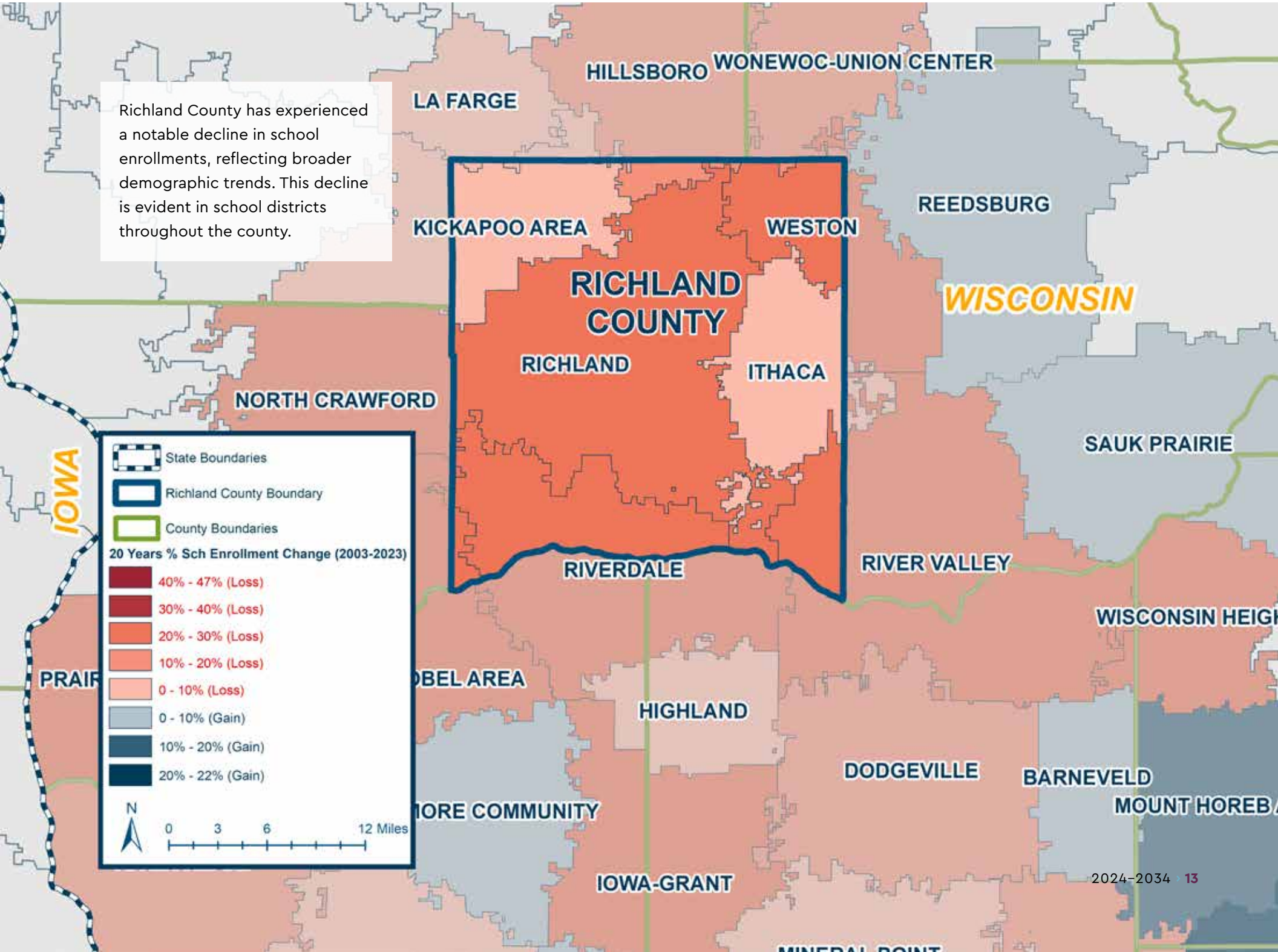
These demographic shifts create both challenges and opportunities for the county. With a shrinking population and an aging community, local governments and service providers must consider more innovative approaches to maintaining services and meeting the evolving needs of residents. Intergovernmental cooperation will be crucial in addressing these challenges. By collaborating across municipalities, Richland County's towns, villages, and school districts can share resources, streamline services, and coordinate efforts to better serve the community, especially in areas like education, healthcare, and senior services. In an era of demographic decline and limited resources, these partnerships will be key to ensuring that the county remains resilient and capable of adapting to future challenges.



**CEDS** priority 4.3: Address barriers for immigrant and non-English-speaking residents.



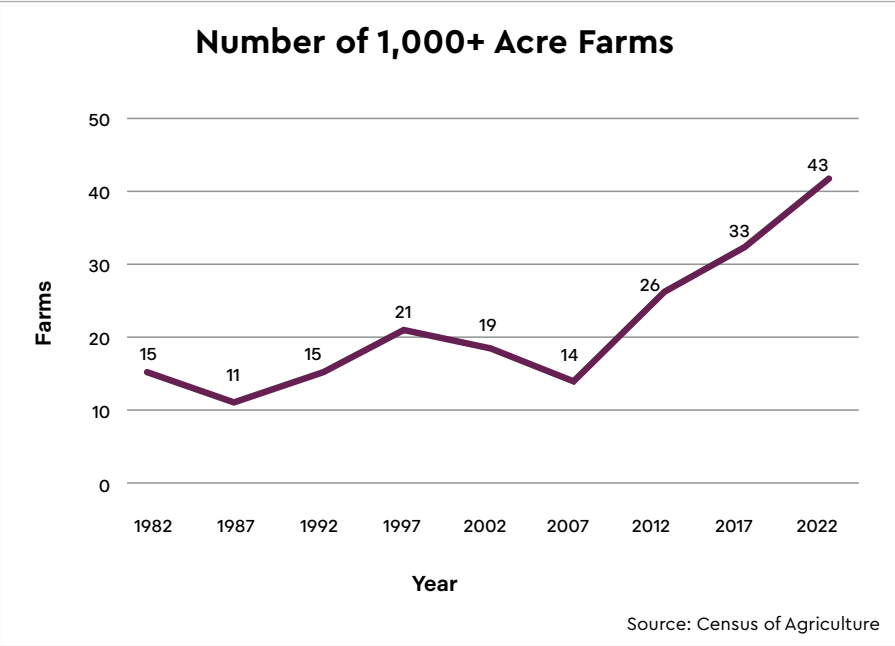
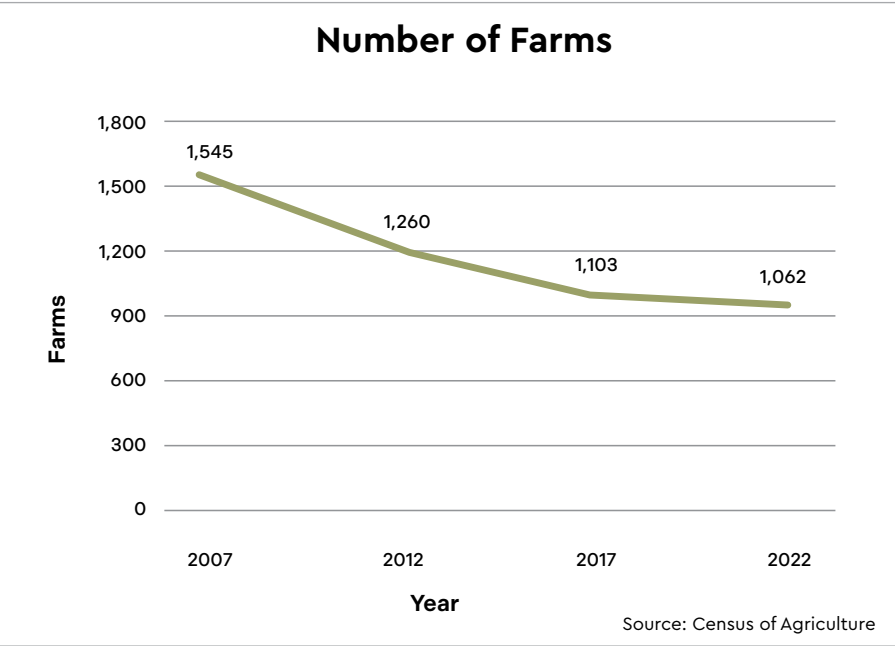
Districts Included are: Richland, Ithaca, Kickapoo, Weston, Riverdale, and River Valley. Since the 2000–2001 school year, these districts have collectively seen a 25.9% decline in enrollment.



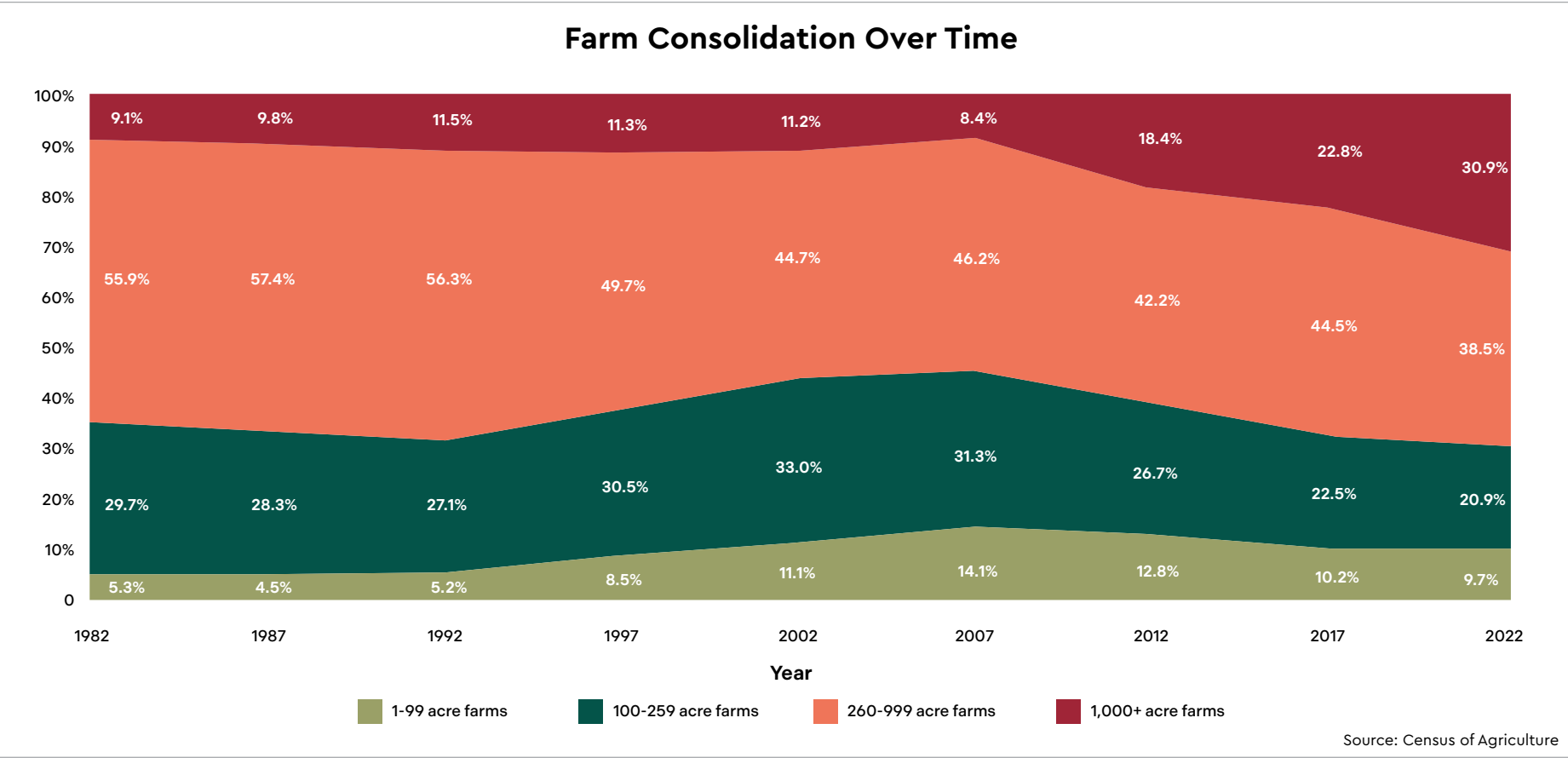


# Agriculture

In addition to demographic shifts, Richland County has also seen significant changes in its agricultural landscape. Since 2007, the county has lost roughly a third of its farms, mirroring a broader trend across rural Wisconsin. Over the past 40 years, the structure of farming in the county has shifted dramatically. The number of large farms (over 1,000 acres) has nearly tripled, while mid-sized farms (those between 100 and 1,000 acres) have steadily declined. In contrast, the number of small farms (under 100 acres) has increased, now accounting for nearly 10% of all farms in the county.



These changes reflect broader economic pressures on the agricultural sector, including consolidation and the rising costs of farming. Larger farms have become more prominent, often due to economies of scale, while smaller operations have struggled to remain viable. The decline of mid-sized farms, which traditionally provided a diverse mix of crops and livestock, may also impact the county's rural character and the sustainability of its agricultural economy. As the landscape shifts, these trends present challenges for land use and zoning, as local communities may need to adjust to the growing presence of large agricultural operations and the conversion of farmland to other uses.

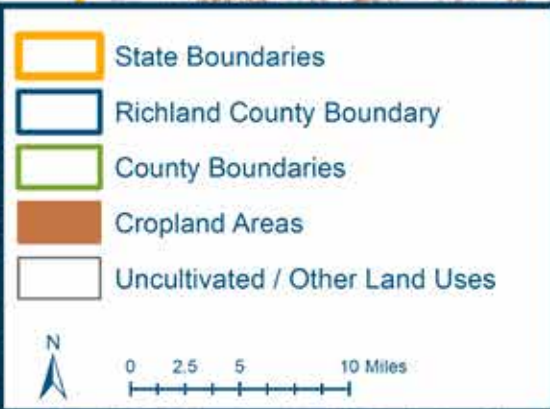


While the loss of farms raises concerns about the future of agriculture in Richland County, it also highlights the need for careful land use planning to balance the growing demand for residential and commercial development with the need to preserve the county's agricultural heritage. Maintaining a sustainable agricultural base while accommodating growth will require thoughtful land management strategies, as the county's agricultural landscape continues to evolve in response to market forces and demographic changes.



Despite ample fertile soil, cropland distribution in Richland County is limited to valleys and relatively flat areas, including near the Wisconsin River in the southern portion of the county.

Richland County benefits from an abundance of groundwater. In order to help protect this resource, the **Richland County Land and Water Resource Management Plan** outlined a goal of preventing the overapplication of nutrients by educating landowners and producers on proper nutrient and manure management.

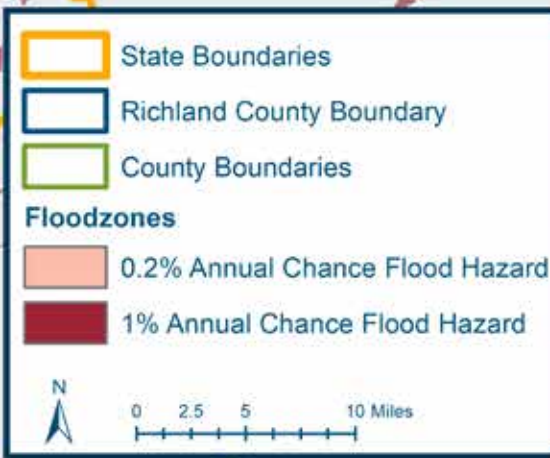


## Natural Landscape and Topography

Richland County's geography includes multiple floodplains, particularly due to its location in the Driftless Area, where steep valleys and winding rivers make it prone to flooding.

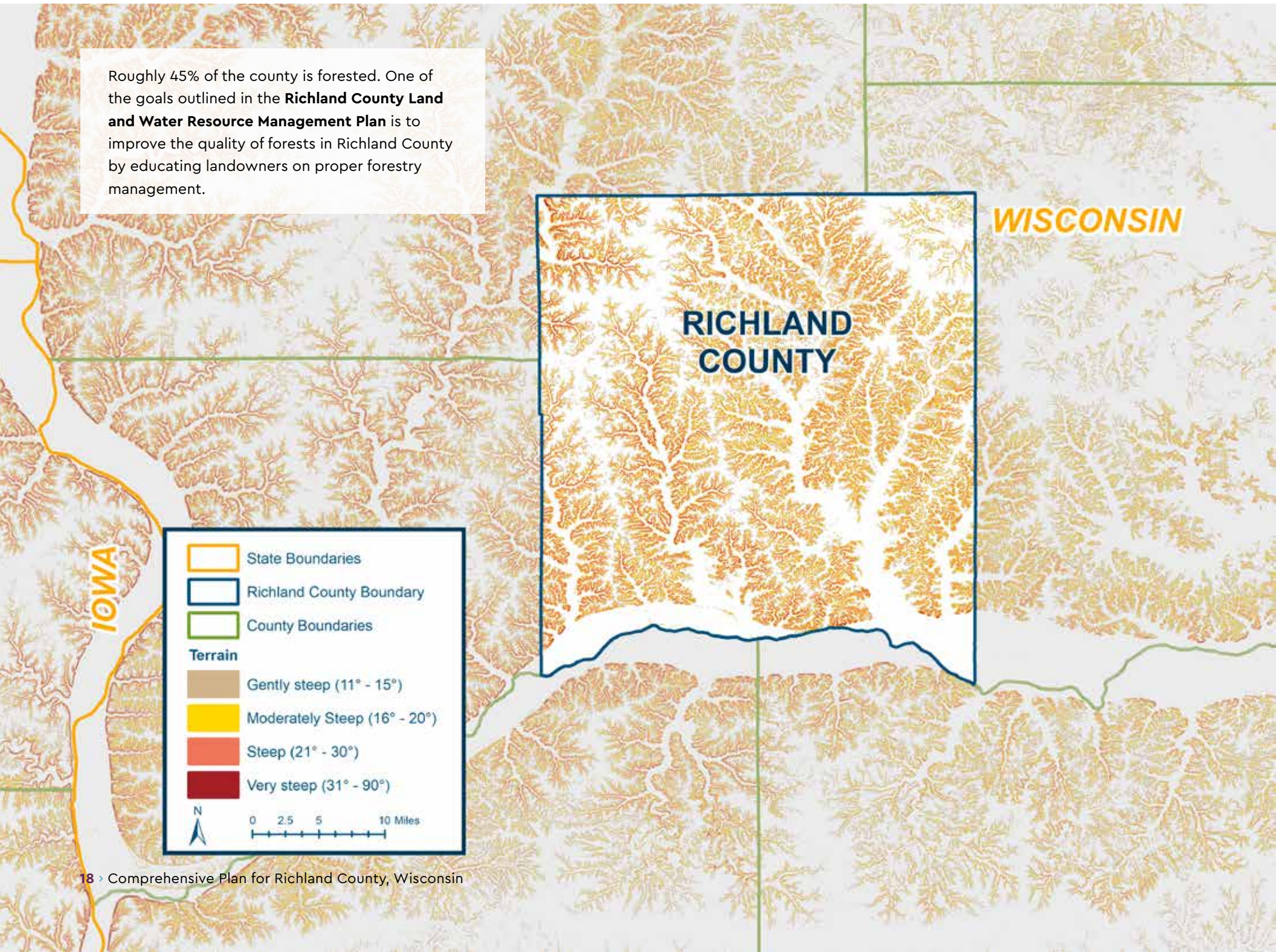
**Richland County Hazard Mitigation Plan** goal 4: To encourage all communities in Richland County to participate in the National Flood Insurance Program (NFIP) so that all county residents have access to affordable flood insurance coverage.

Richland County features a varied topography characterized by rolling hills, valleys, and riverine landscapes. The county is known for its rugged terrain and lack of glacial deposits.



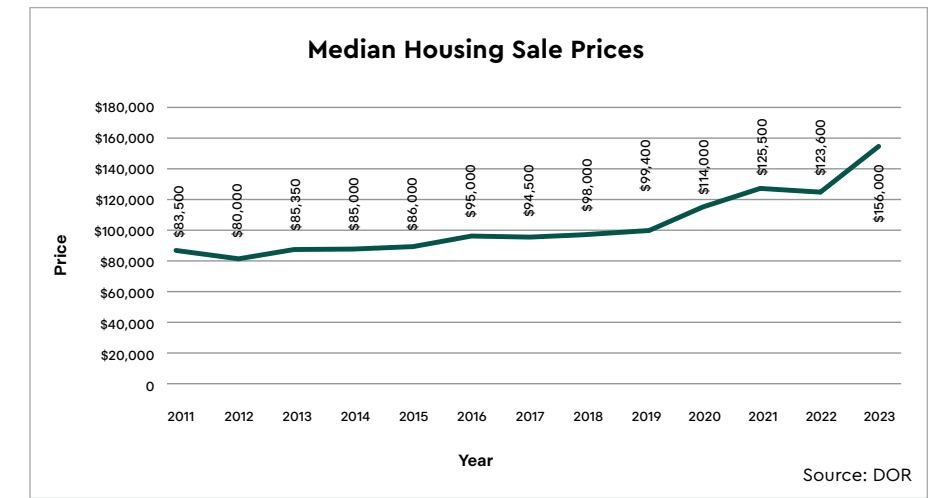


Roughly 45% of the county is forested. One of the goals outlined in the **Richland County Land and Water Resource Management Plan** is to improve the quality of forests in Richland County by educating landowners on proper forestry management.

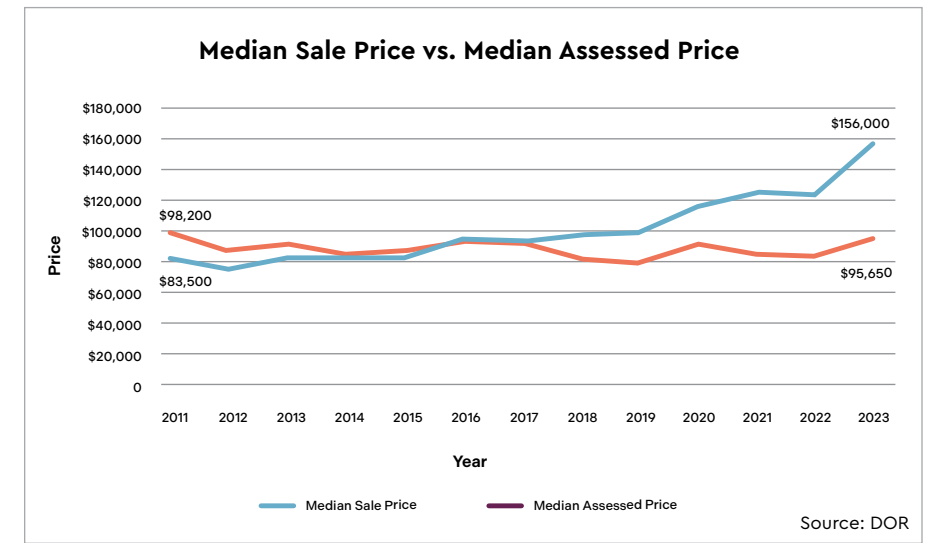


## Housing

In recent years, Richland County has seen a sharp increase in housing prices, particularly starting in the early 2020s. The median housing sale price, which had been relatively stable through most of the 2010s, began to significantly outpace the median assessed price starting in 2017. By 2023, the median sale price exceeded the median assessed price by over \$60,000, signaling a growing gap between what homes are worth on the market versus their assessed values. This sharp rise in home prices has occurred alongside slower growth in household incomes, creating an affordability gap for many potential homebuyers in the county.



The **Richland County Housing Study** found that housing that is affordable to first-time homebuyers is generally older, and therefore tends to have significant maintenance issues. Approximately 25% – 35% of realtors' clients are first time homebuyers.



The **Southwest Community Action Program (SWCAP) Community Needs Assessment** found that as of 2020, only 2.61% of the existing housing stock had been constructed since 2010, the lowest in the region (3.6%), as well as Wisconsin (4.52%) and the US (6.21%).



The **Richland County Housing Study** recommends supporting equitable wealth-building opportunities for residents.

Examples include:

- Allow accessory dwelling units (ADUs) by right in cities and villages. Explore ADUs by right at a county level.
- Streamline permitting and promote installation of residential solar.
- Prioritize equity in zoning policy.

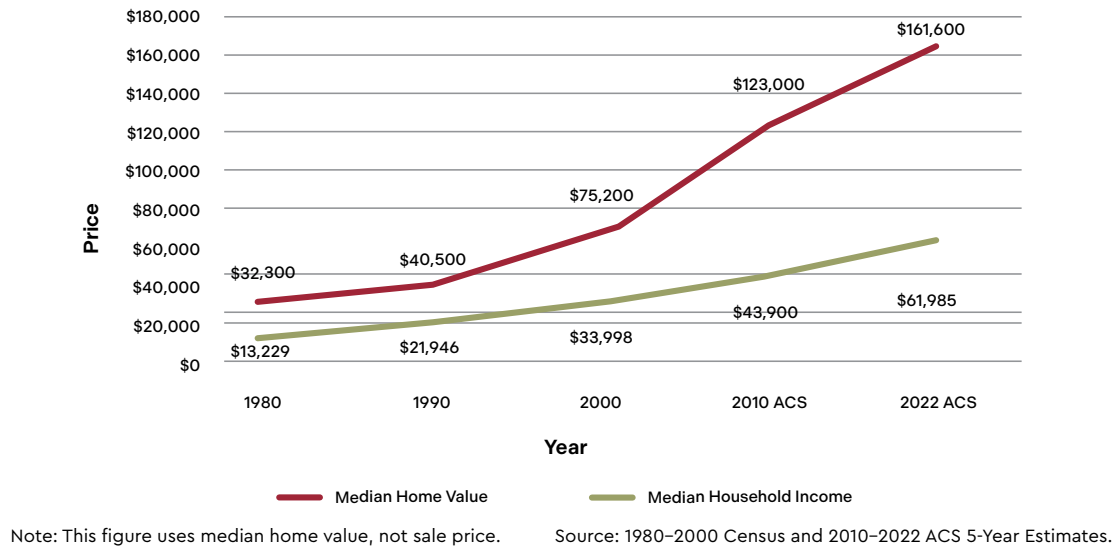
The increase in home prices has been compounded by a high rate of “invalid sales” — transactions between related parties or distressed sales that often do not reflect true market conditions. These sales have made up a significant portion of total sales since 2011, which points to challenges for newcomers and first-time buyers trying to enter the housing market. These properties, often not listed publicly, can complicate the home-buying process, further straining the market for those looking for affordable housing options.

The **Richland County Housing Study** recommends Increasing affordable housing options for new and existing residents.

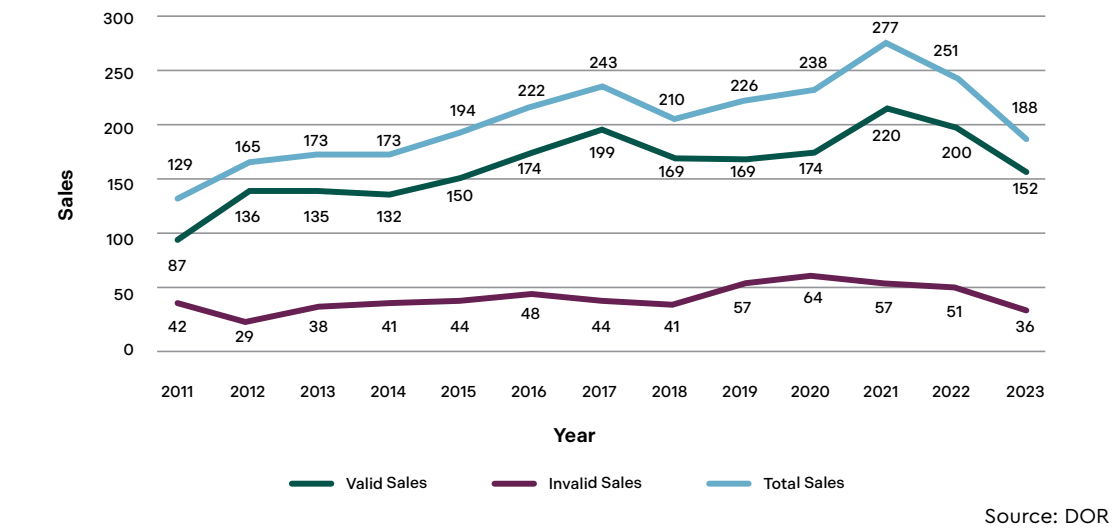
Examples include:

- Continue to support a zoning ordinance with only two or three residential districts.
- Develop and promote existing local funding for down payment assistance grants, low-interest maintenance loans, etc.

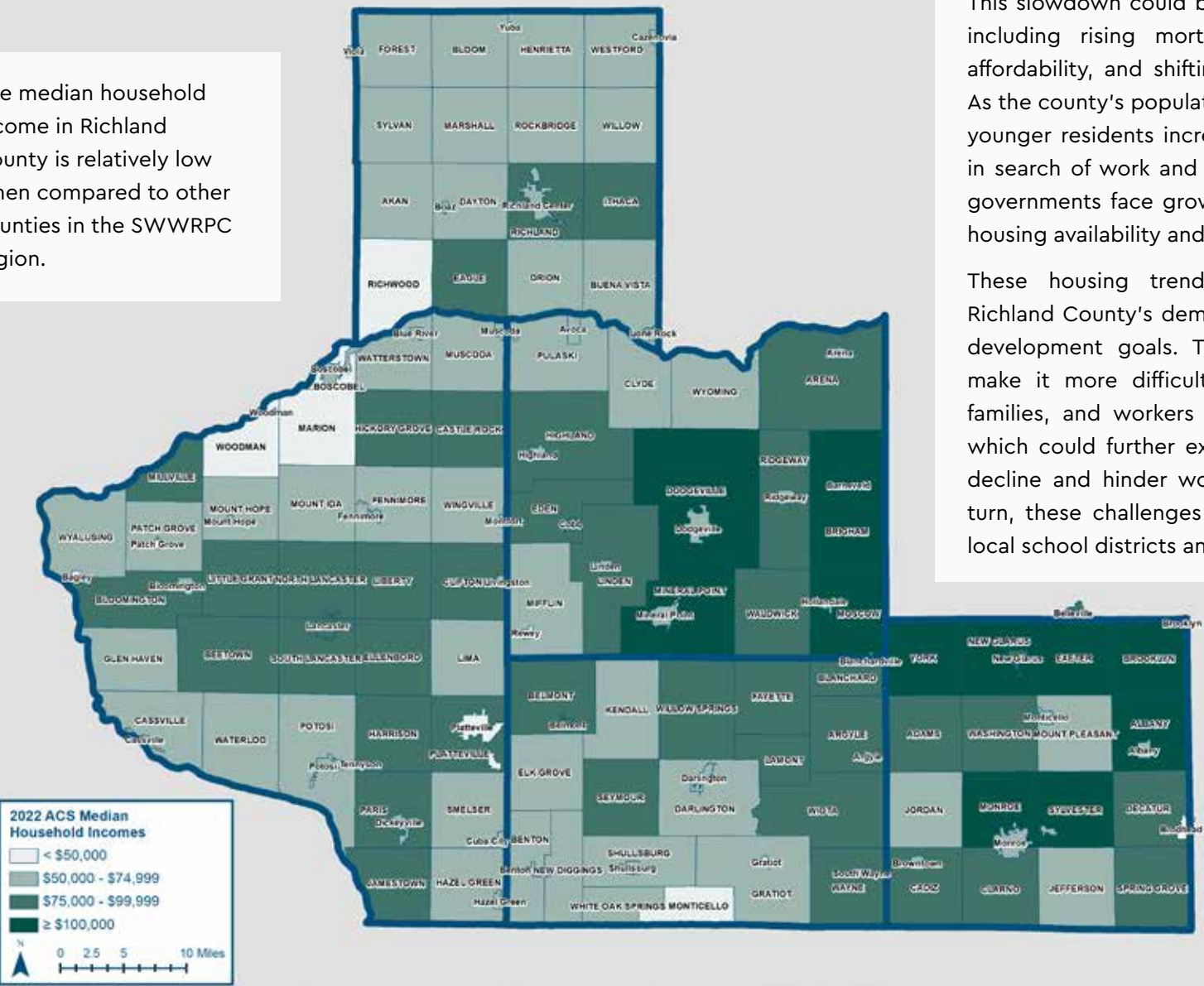
### Home Values and Household Income



### Valid vs. Invalid Sales



The median household income in Richland County is relatively low when compared to other counties in the SSWRPC region.

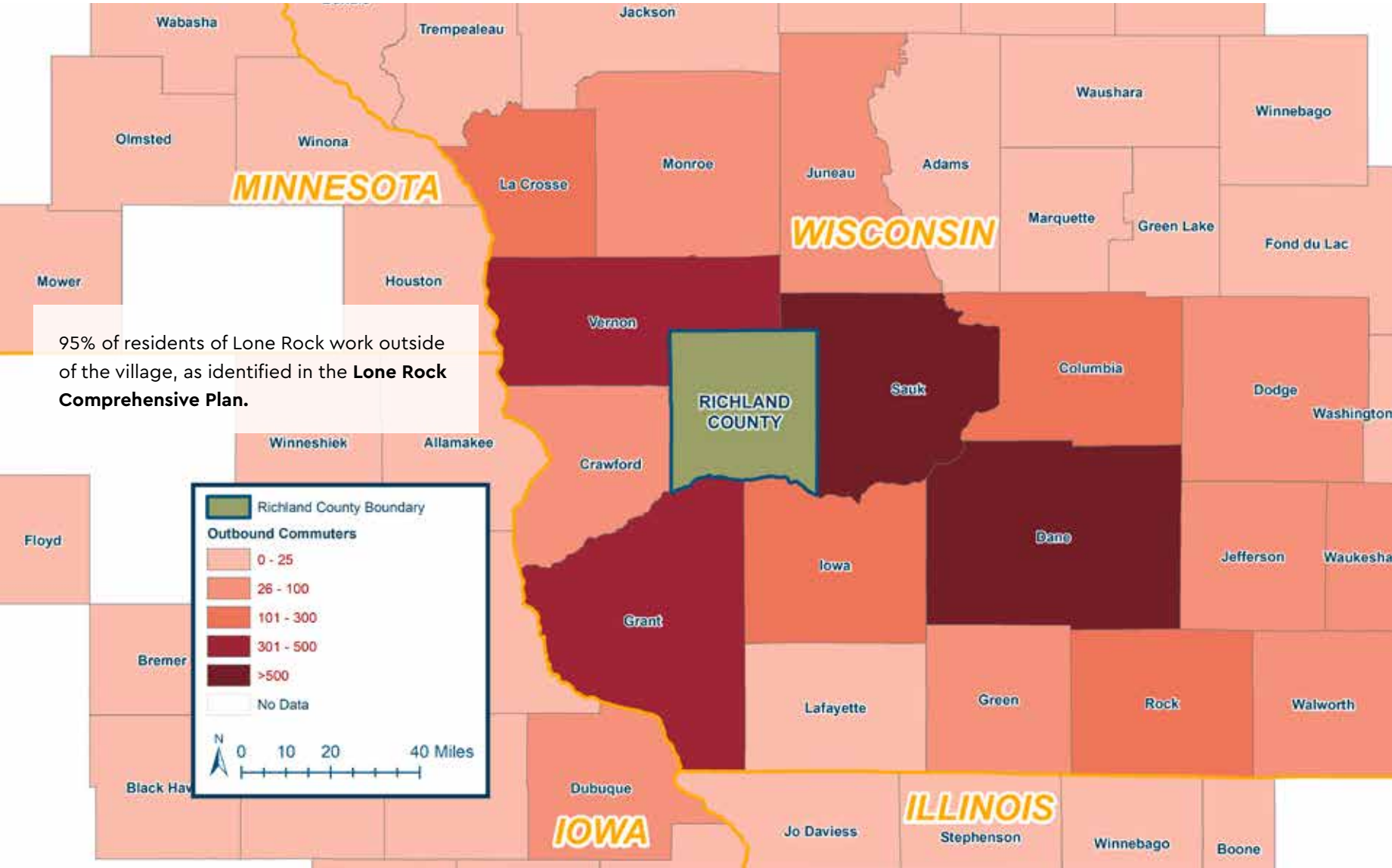


Additionally, after reaching a 10-year high in 2021, the number of total home sales has declined over the past two years, reflecting broader market shifts and growing uncertainty. This slowdown could be tied to several factors, including rising mortgage rates, decreasing affordability, and shifting economic conditions. As the county's population continues to age and younger residents increasingly move elsewhere in search of work and affordable housing, local governments face growing pressure to address housing availability and affordability.

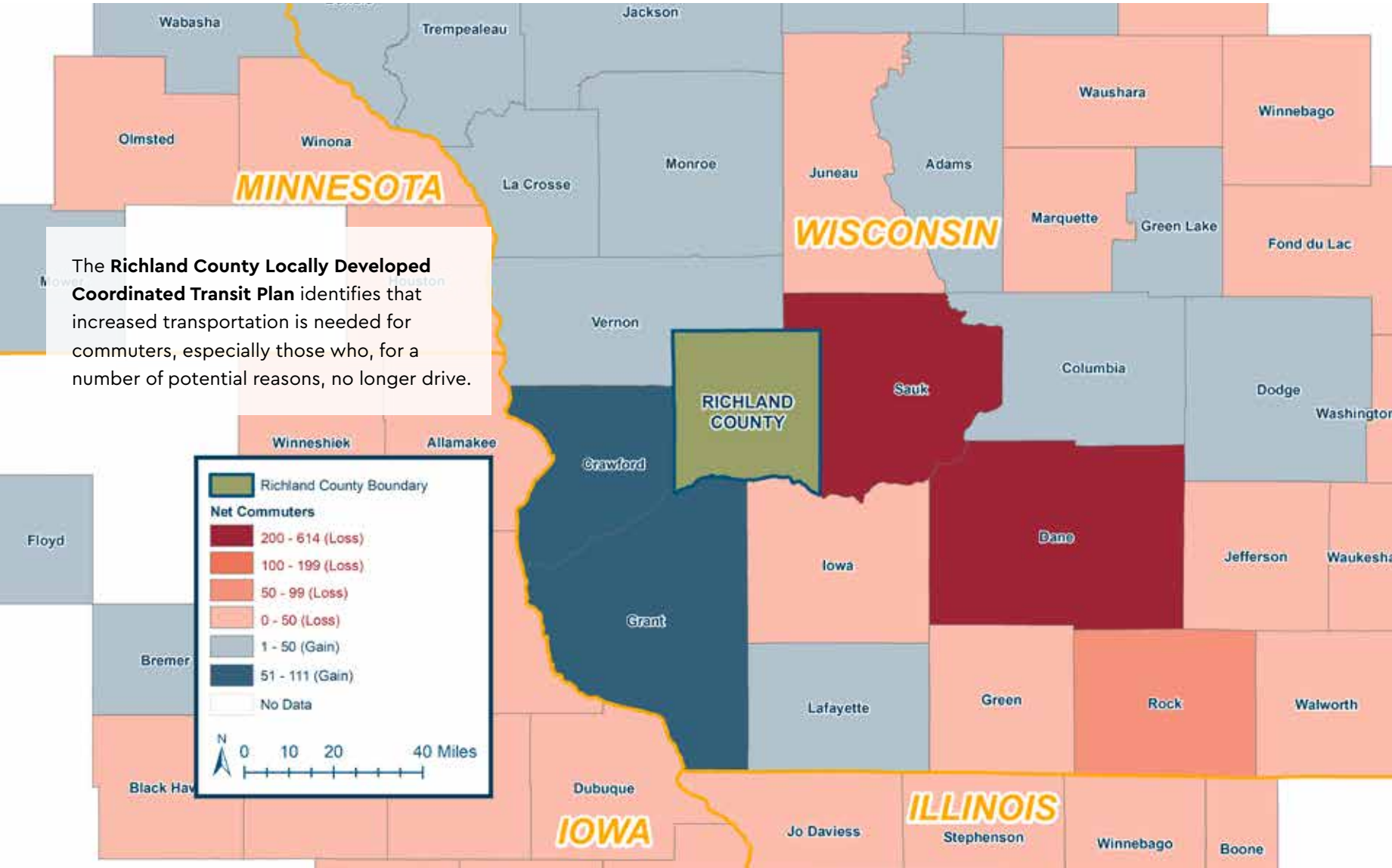
These housing trends are closely tied to Richland County's demographics and economic development goals. The rising housing costs make it more difficult for younger residents, families, and workers to settle in the county, which could further exacerbate the population decline and hinder workforce development. In turn, these challenges put additional strain on local school districts and community services.

# Transportation

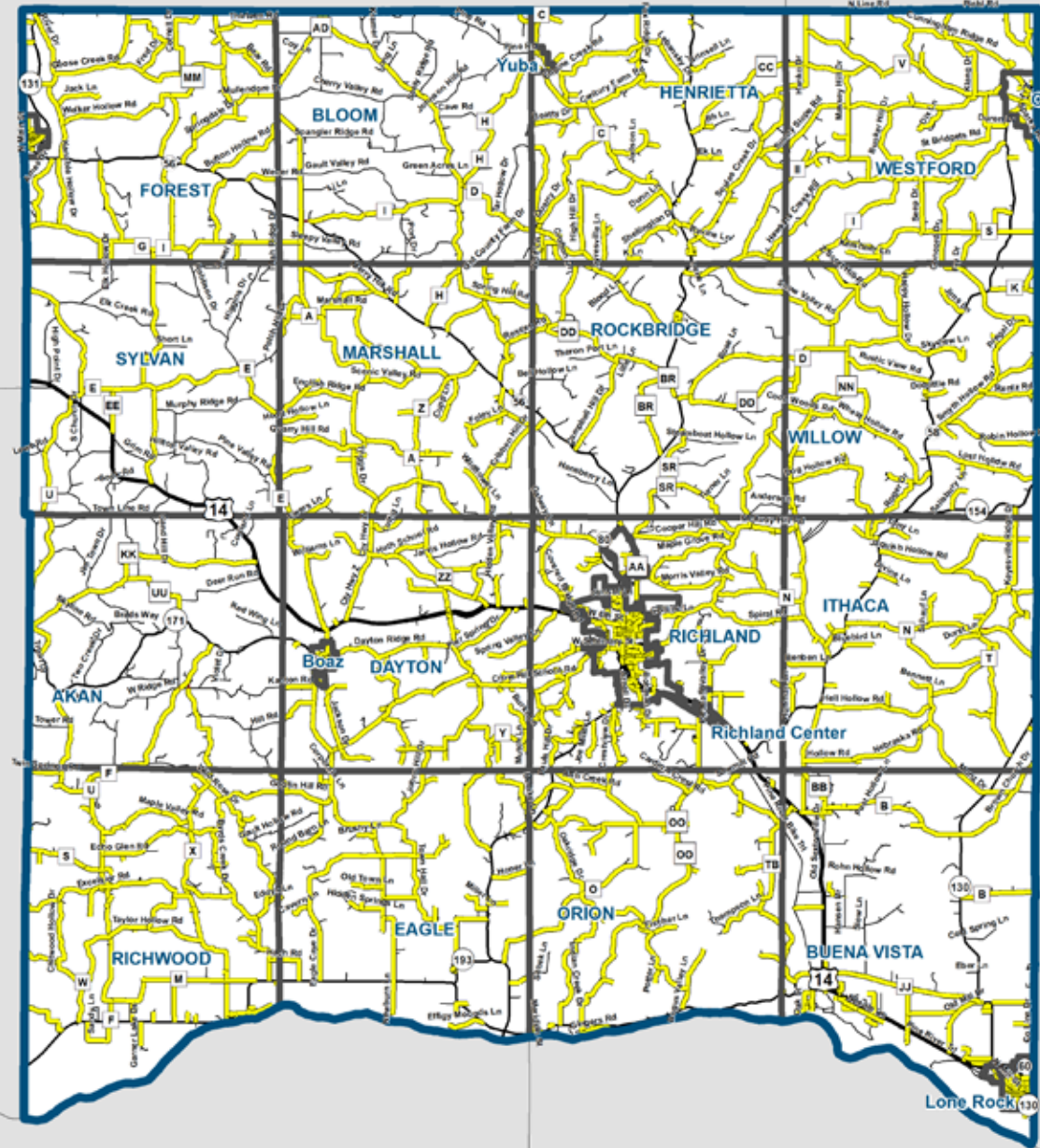
Sauk County receives more outbound commuters from Richland County than any surrounding counties. Other notable receiving counties include Dane, Grant, Iowa, and Vernon Counties.



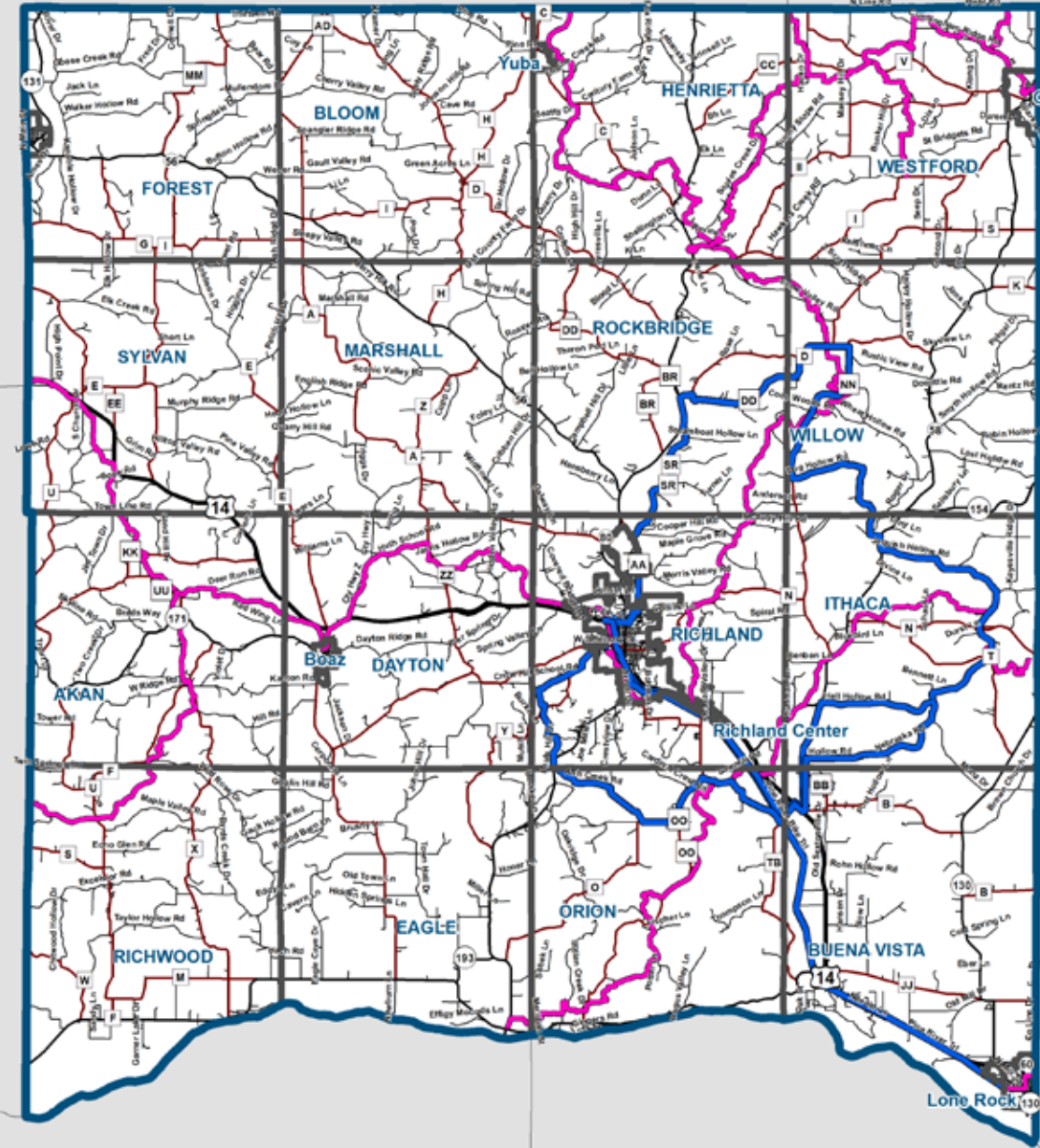
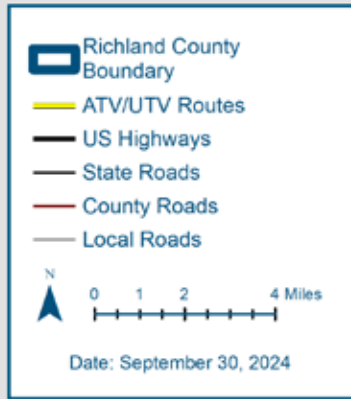
Richland County experiences a significant net loss of commuters to Dane County, followed by Sauk County. Conversely, it attracts a greater net influx of commuters from Crawford County and Grant County than any other county.







Richland County features many ATV/UTV-allowed roads, with each township offering access to these roads.



Richland County provides 134 miles of snowmobile trails and 75 miles of primary bike trails identified by the county.

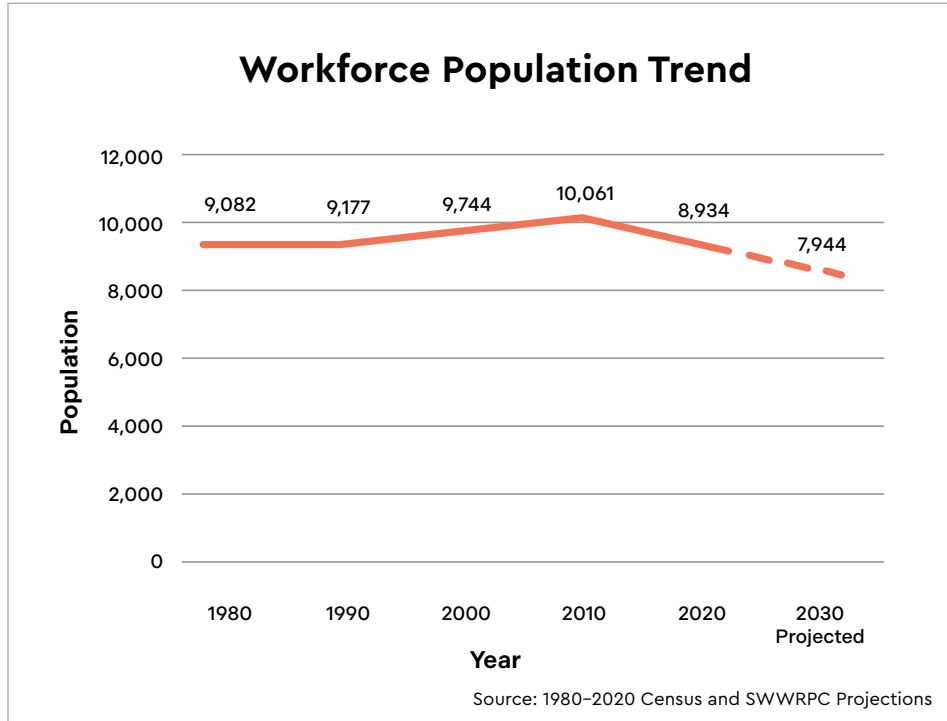






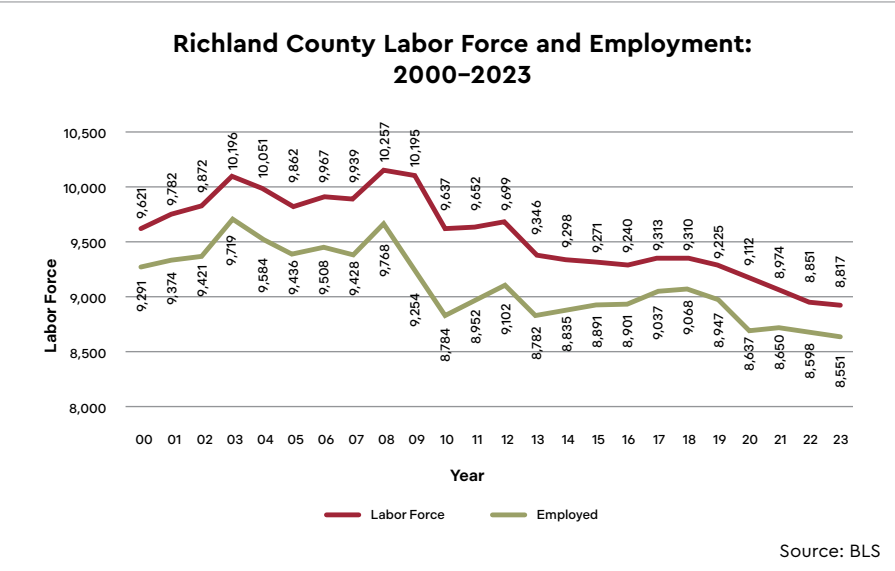
# Economic Development

Richland County has experienced notable shifts in its workforce demographics over the past several decades. From 1980 to 2010, the workforce population steadily grew, reflecting both population growth and economic expansion. However, since the 2010s, the workforce has begun to decline, and projections show that this trend will continue through 2030. This decline is driven by several factors, including an aging population, outmigration of younger residents seeking employment opportunities elsewhere, and changing local economic conditions.





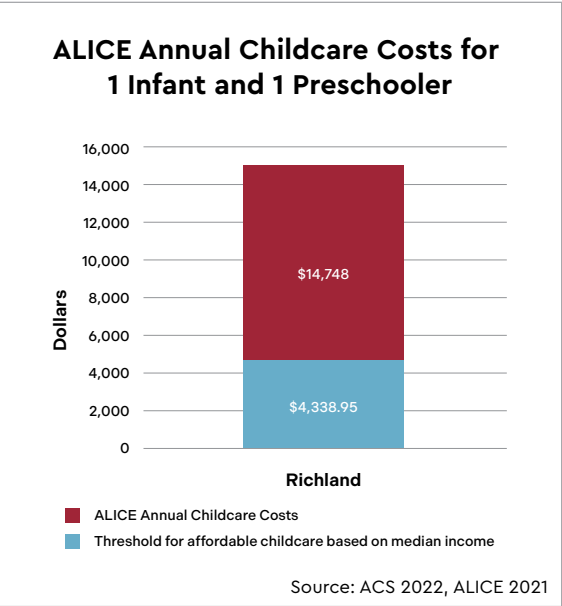
The prime working-age population (ages 20–64) has been particularly impacted. Although the workforce and employed populations peaked just before the 2008 recession, both have steadily declined since, mirroring national and regional trends in rural areas. As the county's median age rises and fewer young people remain to enter the workforce, the challenge of maintaining a robust, local workforce grows more pressing. The shrinking workforce is especially concerning for key industries that depend on a steady supply of workers, such as agriculture and manufacturing.



Agriculture remains one of Richland County's foundational industries, though the workforce in this sector faces its own unique challenges. The county has seen growth in sectors such as healthcare and agriculture, forestry, fishing, and hunting over the past decade. However, agriculture's labor needs are evolving, with fewer workers entering the field due to a combination of factors, including economic pressures, the consolidation of farms, and an aging farming population. These shifts in agriculture and the wider economy are reshaping the workforce landscape, as fewer young people are choosing to enter farming or stay in rural areas.

The decline in the workforce also has ripple effects on housing, as fewer working-age individuals in the county could result in reduced demand for housing and lower home values, particularly in rural areas. At the same time, rising housing costs are becoming a barrier for families looking to settle in the county, especially as wages in sectors like manufacturing and agriculture fail to keep pace with the increasing cost of living. The affordability of housing, combined with the challenges of accessing affordable childcare, further compounds these issues. For many families, the high cost of childcare often leads to one parent leaving the workforce, reducing overall household income and further diminishing the labor pool.

The **SWCAP Community Needs Assessment** identifies the decrease across the county, region, state, and country in the number of childcare workers. The median hourly wage in Richland County for childcare workers was \$9.84 in 2022, lower than the averages in both Wisconsin (\$10.90) and the US (\$11.64)



**CEDS** priority 1.2: Increase the quantity, affordability, and quality of childcare options in the region.

Richland County Industries				
Industry	2013 Jobs	2023 Jobs	2013 – 2023 Change	2013 – 2023 % Change
Manufacturing	1,580	1,416	-165	-10%
Government	1,071	1,044	-28	-3%
Health Care and Social Assistance	881	1,021	140	16%
Retail Trade	901	858	-43	-5%
Agriculture, Forestry, Fishing and Hunting	364	424	60	16%
Construction	339	364	25	7%
Accommodation and Food Services	329	347	17	5%
Other Services (except Public Administration)	242	215	-27	-11%
Wholesale Trade	194	203	10	5%
Finance and Insurance	155	166	11	7%
Transportation and Warehousing	133	154	21	16%
Administrative and Support and Waste Management and Remediation Services	265	118	-147	-55%
Professional, Scientific, and Technical Services	78	113	35	45%
Arts, Entertainment, and Recreation	40	72	32	79%
Information	75	55	-20	-27%
Real Estate and Rental and Leasing	45	44	-1	-3%
Educational Services	39	41	3	7%
Utilities	14	20	7	48%
Mining, Quarrying, and Oil and Gas Extraction	<10	<10	Insufficient Data	Insufficient Data
Management of Companies and Enterprises	56	0	-56	-100%
Unclassified Industry	<10	0	Insufficient Data	Insufficient Data

Source: Lightcast



The Richland Center industrial park is currently the only industrial park in the county that has available space for development, presenting a valuable opportunity for economic growth and job creation in the county. By promoting this space, the county could attract a variety of new businesses, including manufacturing, logistics, technology, and service-based industries.



Bringing new companies to the industrial park would not only create direct employment opportunities but also generate a positive ripple effect on the local economy, supporting existing businesses and increasing demand for services such as retail, hospitality, and housing. The influx of businesses will also enhance the county's tax base, providing additional revenue to improve infrastructure, public services, and community amenities.

Richland County currently has a budget of \$30,000 for economic development. This enables the county to serve in a supportive role in its response to future development. The county is supportive of further economic development activities but currently has no clearly defined role. Richland County can encourage economic development in the following actions:

<p><b>Local Business Grants</b></p> <p>Set aside funds for small business grants to support local entrepreneurs. A grant program can encourage innovation and job creation with a streamlined application process.</p> <ul style="list-style-type: none"><li>• The <b>Richland County Economic Development Considerations</b> report recommends funding an economic development project grant program.</li></ul>	<p><b>Downtown Improvement Grant:</b></p> <p>Create a small grant to improve downtown business storefronts, enhancing the area's appeal and encouraging foot traffic.</p> <ul style="list-style-type: none"><li>• The <b>Boaz Comprehensive Plan</b> identifies a goal to work with Richland County Economic Development, SWWRPC, and owners of vacant businesses to identify and market opportunities to fill vacant spaces.</li></ul>
<p><b>Richland County Tourism Marketing Campaign</b></p> <p>Allocate funds for a digital marketing campaign to promote Richland County's attractions. This could include social media ads, a dedicated website, and promotional materials for local events.</p> <ul style="list-style-type: none"><li>• The <b>Richland Center Comprehensive Plan</b> emphasizes outdoor recreation marketing (Economic Development strategy 2).</li></ul>	<p><b>Community Events</b></p> <p>Plan and host community events or festivals to celebrate local culture and businesses. Funds could be used for permits, promotions, and small vendor fees.</p>
<p><b>Workforce Development Workshops</b></p> <p>Organize a series of free or low-cost workshops in collaboration with local vocational schools to provide skill development in high-demand areas. This could involve bringing in guest speakers or trainers.</p>	<p><b>Partnerships with Local Organizations</b></p> <p>Establish partnerships with local schools or nonprofits for joint projects focused on economic development, leveraging resources, and expertise.</p>

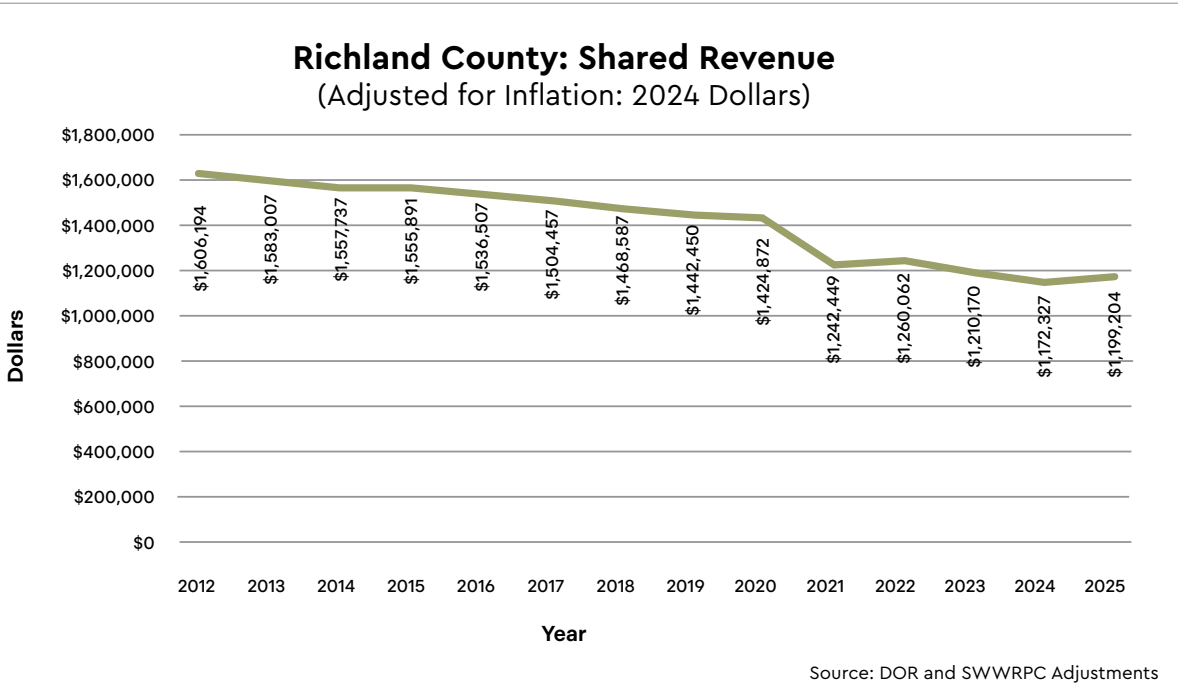
# Intergovernmental Cooperation

Intergovernmental cooperation is increasingly essential for Richland County, as local governments face a series of economic challenges that threaten their ability to provide vital services to residents. Constraints such as levy limits, an aging and declining population, lack of development have created financial challenges for local governments. Additionally, the cost of goods and services outpacing shared revenue from state sources, which has historically helped municipalities fund essential programs and infrastructure. With local funds dwindling, local governments are finding it increasingly difficult to meet the needs of their communities while balancing budgets.

Exacerbating this issue is the rising cost of goods and services, which affects everything from road maintenance to public safety. As expenses continue to climb, municipalities are confronted with the stark reality that traditional funding sources are no longer sufficient to cover their increasing operational costs. This situation creates an urgent need for innovative solutions that can help local governments stretch their limited resources further.

Considering these challenges, sharing services between units of local government presents a viable path forward. All units of government in the county offer similar services to similar populations. By collaborating on services such as emergency response, procurement of goods and services, and administrative functions, local governments can achieve significant cost savings while maintaining or even enhancing service delivery to their residents. Intergovernmental agreements can lead to more efficient use of resources, allowing communities to pool their strengths and address shared challenges collectively. This cooperative approach not only fosters a spirit of unity among local governments but also builds resilience in the face of economic uncertainties The focus of local governments should be on quality service delivery, not who delivers the service.

Embracing intergovernmental cooperation may be the best, if not the only, way for Richland County to navigate the complex landscape of local governance today. By working together, municipalities can innovate and adapt to changing circumstances, ensuring that they continue to serve their residents effectively while maximizing the value of every taxpayer dollar. This collaborative mindset will be crucial in securing a sustainable and prosperous future for all communities within Richland County.



During the planning process, intergovernmental cooperation was a driving force during the engagement process with local government representatives. Officials from all local government units across the county were invited to participate in roundtable discussions and shared their insights on potential shared services and opportunities for collaboration. The outcomes of these discussions have been summarized to highlight important themes and future projects.

## Richland County/Richland Center Meetings

The intergovernmental meetings between Richland County and the City of Richland Center focused on a collaborative approach toward future development and community enhancement. Through these discussions, Richland County and the City of Richland Center have established a shared vision and agreed on key projects aimed at addressing community needs and fostering sustainable growth, while also documenting areas of existing cooperation. The initiatives resulting from this cooperation are outlined under the intergovernmental cooperation strategies and actions, where project descriptions and timelines are provided. This partnership underscores a commitment to efficient resource sharing, coordinated planning, and a united effort to meet the evolving needs of Richland County and Richland Center's residents.

The **Richland Center Comprehensive Plan** identifies the need to strengthen the relationships with the county and neighboring communities ('Leadership, Cooperation, and Volunteers' strategy 3).

### Areas of Existing Cooperation Between Richland County and Richland Center

- Tourism:** The City of Richland Center Tourism Director serves in a "Greater Richland Area" capacity. Through coordination with city-wide needs, the surrounding communities throughout the county benefit from visitors to Richland County; in turn affecting the county as a whole. Currently, the city funds the majority of this position, supported by township room taxes.
- Symons Center:** The funds to construct the Symons Center were donated to the county by a local community member. Following the donation, Richland County was responsible for operations and the city cost-shares this responsibility 50/50.
- ADRC:** The Richland County ADRC office is located within Richland Center and provides transportation options to seniors throughout the county.
- Emergency Management:** The Richland County Emergency Management Director works with the City of Richland Center Emergency Government Coordinator in order to have a unified approach to emergency management.
- Procurement:** The City of Richland Center and Richland County procure items such as road salt and cut blades jointly in an effort to save money and create efficiencies.
- Ambulance:** The Richland County Ambulance Service provides services to the City of Richland Center, as well as all or part of ten townships and two villages in the county.
- **Richland County Hazard Mitigation Plan** goal 3: Promote countywide planning that avoids transferring the risk from one community to an adjacent community.
- External Communication:** Richland County and Richland Center are working with SWWRPC to improve communication with the public.

## Towns and Villages Meetings

During separate intergovernmental meetings, town and village officials shared feedback on the potential for shared services and resource-sharing initiatives. Their discussions focused on the possibilities for collaboration across various municipal functions.

### Towns Input

Shared Services Groups	Benefits	Barriers	First Steps
Clerk, Treasurer, Elections, Patrol Services	<ul style="list-style-type: none"><li>• Larger volunteer pool for elections</li><li>• Larger pool for township roles</li></ul>	<ul style="list-style-type: none"><li>• Workload exceeds paid duties</li><li>• Compliance with state regulations</li></ul>	<ul style="list-style-type: none"><li>• Open conversations between neighboring municipalities</li><li>• Discuss opportunities to establish full-time positions</li></ul>
IT Software, Equipment, Buildings, Procurement and Purchasing	<ul style="list-style-type: none"><li>• Joint purchasing can create efficiencies between townships</li></ul>	<ul style="list-style-type: none"><li>• Security risks and cost concerns</li></ul>	<ul style="list-style-type: none"><li>• Engage with municipalities already sharing IT, equipment, etc. discuss cost-saving measures</li></ul>
Assessor, Engineering, Zoning Enforcement, Tourism	<ul style="list-style-type: none"><li>• Potential for additional room tax revenue</li><li>• Cost reduction via shared enforcement of zoning</li></ul>	<ul style="list-style-type: none"><li>• Current lack of capacity</li><li>• Lack of training</li><li>• Concern over fair share of labor</li></ul>	<ul style="list-style-type: none"><li>• Engage with other townships about room tax implementation</li><li>• Develop coordinated enforcement strategies</li></ul>

### Villages Input

Shared Services Groups	Benefits	Barriers	First Steps
Clerk, Treasurer, Elections, Public Works	<ul style="list-style-type: none"><li>• Opportunities for cost savings and efficiency</li></ul>	<ul style="list-style-type: none"><li>• Workload exceeds paid duties</li><li>• Compliance with state regulations</li></ul>	<ul style="list-style-type: none"><li>• Open conversations between municipalities</li><li>• Mentoring from municipalities who are confident in their services</li><li>• Develop mutual aid agreements</li></ul>
IT Software, Equipment, Buildings, Procurement and Purchasing	<ul style="list-style-type: none"><li>• Joint purchasing can create efficiencies between townships</li></ul>	<ul style="list-style-type: none"><li>• Security risks and cost concerns</li></ul>	<ul style="list-style-type: none"><li>• Engage with municipalities already sharing IT, equipment, etc. discuss cost-saving measures</li></ul>
Assessor, Engineering, Zoning Enforcement, Tourism	<ul style="list-style-type: none"><li>• Information sharing leads to alignment of strategy</li></ul>	<ul style="list-style-type: none"><li>• Disagreement on costs</li><li>• Concerns around fairness of time spent in each municipality</li></ul>	<ul style="list-style-type: none"><li>• Understand the goals of each municipality</li><li>• Connect with other municipalities to discuss shared interest</li></ul>

### Summary of Insights from Towns and Villages

The feedback from town and village officials highlights a strong interest in sharing resources across various municipal services to improve cost efficiency and service delivery. The services identified for potential collaboration include clerks, treasurers, elections, public works, IT software, equipment, procurement, assessor services, zoning enforcement, and patrol services. The motivation behind this interest lies in the reduction of overhead costs, operational efficiencies that take advantage of transferable skills, and enhanced service delivery, especially for smaller towns that face resource constraints.



Benefits of Shared Services

The primary **benefits** discussed by local government officials include:

COST REDUCTIONS

By pooling resources, adjacent municipalities can reduce operational costs, particularly for high-expense items like IT software, public works equipment, and contracted services such as assessor and patrol services. Bulk purchasing and shared procurement agreements are seen as vital strategies for reducing these expenses.

INCREASED EFFICIENCY

Municipalities may reduce redundancies and streamline operations by sharing services. For example, consolidating building inspection and zoning enforcement efforts can help towns avoid the need to hire additional personnel and improve response times. Cross-training employees, such as clerks and treasurers, would also enable towns and villages to maintain continuous service, even during employee absences or transitions.

IMPROVED SERVICE DELIVERY

Sharing personnel, such as town patrol services and election workers, would provide access to a larger pool of trained professionals. This collaboration can also lead to improved coverage and expertise, resulting in better service for residents and less workforce competition.

50% of survey respondents during community input for the **Lone Rock Comprehensive Plan** stated that local government response and accountability was the top concern for their community.

Barriers to Resource Sharing

While the benefits are clear, several **barriers** to implementing shared services were noted:

CAPACITY CONSTRAINTS

Richland County's municipalities face limited staffing, making it difficult to engage in the additional coordination required for initial implementation of shared services. There is also concern that existing staff are already overwhelmed, and adding responsibilities could affect service quality.

LOGISTICAL CHALLENGES

Sharing equipment, facilities, and staff introduces logistical issues related to scheduling, transportation, and joint responsibilities. For example, towns and villages may struggle to determine how to share equipment fairly or how to manage shared building facilities effectively.

RESISTANCE TO CHANGE

There is some hesitation among local officials and residents to embrace new models of service delivery. Concerns about losing control over local services, compliance with state regulations, and the potential complexities of shared management structures may slow down efforts to collaborate.

LOCAL CONTROL

Municipalities may prioritize maintaining local control over services, fearing that shared service agreements could lead to a loss of autonomy in decision-making. Local leaders may be concerned that shared management structures or intergovernmental agreements could dilute their ability to

respond quickly to community needs or make decisions that best reflect the unique priorities of their municipality.

LACK OF TRUST

A lack of trust between neighboring municipalities can hinder collaboration. Without established relationships or a history of working together, local governments may be reluctant to share resources or responsibilities, fearing that one party may not fulfill its obligations or may prioritize its own interests over others. Building mutual trust through transparent communication and successful pilot projects can help mitigate this barrier.

Proposed First Steps

To overcome these barriers and begin the process of sharing services, several **first steps** were identified:

INITIATE COMMUNICATION

Local government officials agreed that open dialogue with adjacent municipalities is essential. Initial discussions would allow towns to assess mutual needs, explore shared interests, and build trust. Regular meetings or forums could provide opportunities to align goals and overcome resistance to change.

The **Richland County Outdoor Recreation Plan** set an objective to coordinate the county's recreation program with the programs of other levels of government and with private enterprise in order to achieve maximum public benefit.

EXPLORE COLLABORATIVE ARRANGEMENTS

Once communication is established, adjacent municipalities could begin exploring specific collaborative arrangements. These might include developing shared service agreements for clerks, treasurers, and town patrol services. Additionally, towns and villages could consider joint purchasing agreements for equipment, IT software, and public works services to achieve immediate cost savings.

COST/BENEFIT ANALYSIS

To ensure that collaboration is economically viable, municipalities should conduct a detailed cost/benefit analysis for each proposed shared service or joint initiative. This analysis would assess the financial savings, efficiency gains, and potential challenges associated with each arrangement. By comparing the costs of maintaining separate services versus sharing resources, municipalities can make informed decisions about which services are most suitable for collaboration. Additionally, the analysis should evaluate long-term sustainability and the impact on service quality to ensure that shared services do not compromise the needs of the community. The results of this analysis could guide future decisions and serve as a foundation for drafting formal agreements.

Conclusion

The interest in resource sharing across Richland County municipalities demonstrates a commitment to improving both efficiency and quality of service while addressing growing financial constraints. By taking the initial steps of engaging in open communication, exploring collaborative opportunities, and potentially involving residents through public meetings, towns and villages can move toward practical, shared solutions. However, addressing barriers such as capacity, logistics, and local resistance will be crucial for long-term success.

Intergovernmental Cooperation Strategies and Actions

Strategy 1: Foster inter-governmental collaboration between towns and villages
Action 1: Facilitate the creation of shared service agreements between adjacent municipalities, with a review of these agreements annually.
Action 2: Schedule and conduct a series of meetings with town and village officials to identify services that can be shared or consolidated between municipalities.
Action 3: Organize an annual county-wide meeting that encourages direct engagement between neighboring towns and villages to discuss shared resources and joint initiatives.
Strategy 2: Advance project development and resource collaboration
Action 4: Conduct a formal review of the progress of all joint projects with Richland Center annually, with a report summarizing outcomes and next steps.
Action 5: Submit joint grant applications with local municipalities to fund community development projects.
Action 6: Facilitate joint bidding on capital improvement projects with neighboring municipalities.
Action 7: Host an annual county-wide tourism forum with local municipalities in order to increase regional tourism revenue.
Strategy 3: Strengthen communication among local governments
Action 8: Establish regular intergovernmental meetings to discuss collaborative initiatives and share best practices.
Action 9: Create a centralized communication platform for local officials to exchange information and resources.
Action 10: Develop a joint training program for municipal staff to enhance skills in shared services and project management.
Action 11: Promote awareness of successful collaborations through newsletters or community events.

Richland County – Richland Center Project Implementation

Project	Description and Need	First Step	Timeline
Joint accounting software and staff	Combine software and staff to streamline accounting efficiencies	Richland County finance director can conduct monthly audits for the City of Richland Center	2025
Hire joint employee with Spanish language skills	A joint position with Spanish language skills to better communicate with the increasing Hispanic population	Assess the need and workload that this new position would be responsible for	2025
Cultural competency training for staff	Training that educates staff on cultural competency, primarily Hispanic culture due to the increasing Hispanic population in Richland County	Work with SWWRPC to develop a survey for employees, followed by a cultural competency presentation/training	2025
AI training for staff • CEDS priority 5.1: Embrace artificial intelligence (AI) and robotics.	Educate staff on artificial intelligence and its benefits when used safely, as it is becoming increasingly present	Meet with SWWRPC and invite department heads and other interested parties to a training	2025
Joint IT services	Combine IT services for streamlined support and potential cost savings	Identify joint workload related to IT	2026
Joint GIS services	Combine GIS software and staff to create efficiencies in mapping and save costs	Identify joint workload related to mapping	2026
Align CIP projects • The Boaz Comprehensive Plan has set a goal to meet annually with Dayton township and neighboring municipalities to coordinate and bid capital improvement projects to seek out lower rates.	Align CIP projects in order to move toward joint procurement and engineering bids	Connect with the townships and highway commission to assess feasibility	2026
Joint staff insurance	Unified insurance for county and city staff to ensure comparable benefits	Meeting between Richland County, Richland Center, and school districts to compare plans and assess need	2026
Joint procurement of goods and services	Bid on CIP projects and goods together to create efficiencies in engineering costs	CIP projects must be aligned first	2027





# Land Use

Richland County is characterized by a diverse landscape that blends agriculture, forestry, and recreational spaces. The county's land use reflects its rural heritage, with rich farmland, intermixed with forests and natural areas. The Driftless Area influences the county, creating opportunities for outdoor activities like hiking, fishing, and hunting. Across the county, there is limited land for new development, as well as limited land for farming.

Under Wisconsin state law, counties are required to update their future land use maps as a key component of the comprehensive planning process. This requirement, outlined in §66.1001 of the Wisconsin statutes, ensures that land use planning is consistent with local and regional development goals, and helps guide the growth and development of communities in an organized and sustainable manner.

Richland County identified the importance of developing a future land use map that provides a clear vision for growth and development while aligning with the county's goals. The future land use map proposes land use districts such as residential, commercial, agricultural, and recreational. In addition to identifying changes in land use, the future land use map acts as a strategic tool to guide zoning decisions, infrastructure investments, and resource management. By visualizing desired land use patterns, the county can promote sustainable development, protect natural resources, enhance economic opportunities, and improve the overall quality of life for residents.

Each town in the county was invited to provide input on their future land use maps either through a survey or at the future land use map open house. Twelve towns in the county are under county zoning, and thus their input informed the updated future land use maps. For the towns under county zoning that did not participate in either opportunity to provide feedback, current zoning was used to inform the future land use map. The towns that maintain local zoning or are not zoned were also invited to provide input.



Land Use Actions

<b>Action 1:</b> Support the creation of joint boundary agreement between the City of Richland Center and the Town of Richland, ensuring transparency through public meetings and providing updates throughout the process.
<b>Action 2:</b> Review the zoning code annually to ensure fairness of administration.
<b>Action 3:</b> Complete a comprehensive update of the public GIS application, including the addition of all recent zoning changes and data layers.
<b>Action 4:</b> Revise internal GIS data management processes and update all key data layers to improve service efficiency for county residents.
<b>Action 5:</b> Update the farmland preservation plan, incorporating new agricultural trends and climate resilience strategies to support local farmers and preserve farmland.
<b>Action 6:</b> Develop and implement climate resilience strategies, focusing on floodplain management and tree canopy expansion, with measurable goals.
<b>Action 7:</b> Identify and prioritize brownfield sites for redevelopment, with an annual review of progress.
<b>Action 8:</b> Complete a groundwater quality study, assessing water quality conditions in the county and provide a comprehensive report with recommendations for improvement.
<b>Action 9:</b> Conduct a needs assessment to identify key areas for improving access to parks, trails, and recreational facilities, followed by the development of an action plan for enhancing these resources for county residents.

The **Richland County Outdoor Recreation Plan** set the goal to provide quality parks and recreational facilities to meet the needs of county residents.

Richland Resilience Recommendations

The Resilient Land Use Workgroup recommends the following actions based on their 2024 project outcomes:

1. Update and Fairly Administer the Zoning Code.

- Richland County's Zoning Department has dealt with staff turnover and prior inconsistency in zoning code administration. With new leadership in the Zoning Department, the opportunity for fair and active administration is critical. The following actions are recommended:
- Address existing noncompliant parcels.
  - Update the zoning code.
  - Ensure fair enforcement going forward.

2. Implement the 2022 Richland County Land and Water Resource Management Plan.

- A renewed effort is needed, with emphasis on the following points:
- "Encourage producers to use **cover crops** after harvest and **reduce tillage** frequency or intensity." page 43
  - "Implement the NR 151 performance standards of farming all cropland to tolerable soil loss rates and having a NRCS 590 **nutrient management plan** on priority farms/cropland; collaborate with DNR, as necessary" page 44
  - "Assist landowners and producers in converting marginal crop fields to **rotational grazing**" page 44
  - "Conduct a follow up **drinking water well study**" page 46
  - "Update **manure storage ordinance**" page 48

3. Activate Townships.

- Townships need to work together to access resources and education for effective stewardship of land. This may include:
- Resource sharing at the Richland County Towns Association, including about Agricultural Enterprise Areas, nature-based mitigation, and farmer-led watershed groups.
  - The Zoning and Land Conservation Department should establish relationships and provide education around zoning enforcement with county-zoned townships. Within townships, turnover and lack of expertise in zoning cause issues in consistency and compliance for regulating local land use.

4. Grow County-Wide Resilient Land Use Initiatives.

- Combining the Richland Resilience Group's advocacy with Richland County departments' leadership, the following practices should be implemented:
- Zoning and Land Conservation Department:
    - Restore entrenched streams to their floodplains.
    - Promote the installation of conservation practices that prevent water runoff, including vegetative buffer strips and tree planting.
    - Incorporate natural flood mitigation strategies into new and existing infrastructure projects.



- Create "9 Key Element Plans" for all "impaired" watersheds.
  - Adopt a "cluster" development ordinance regulating the subdivision of land for residential purposes.
- Individual Municipalities:
- Create and update wellhead protection ordinances.
  - Incorporate resilient infrastructure practices listed in 4.d.ii-viii below.
  - Consider adopting Farmland Preservation Zoning for agricultural areas and/or Agricultural Enterprise Areas after consultation with producers.

➤ County Board of Supervisors:

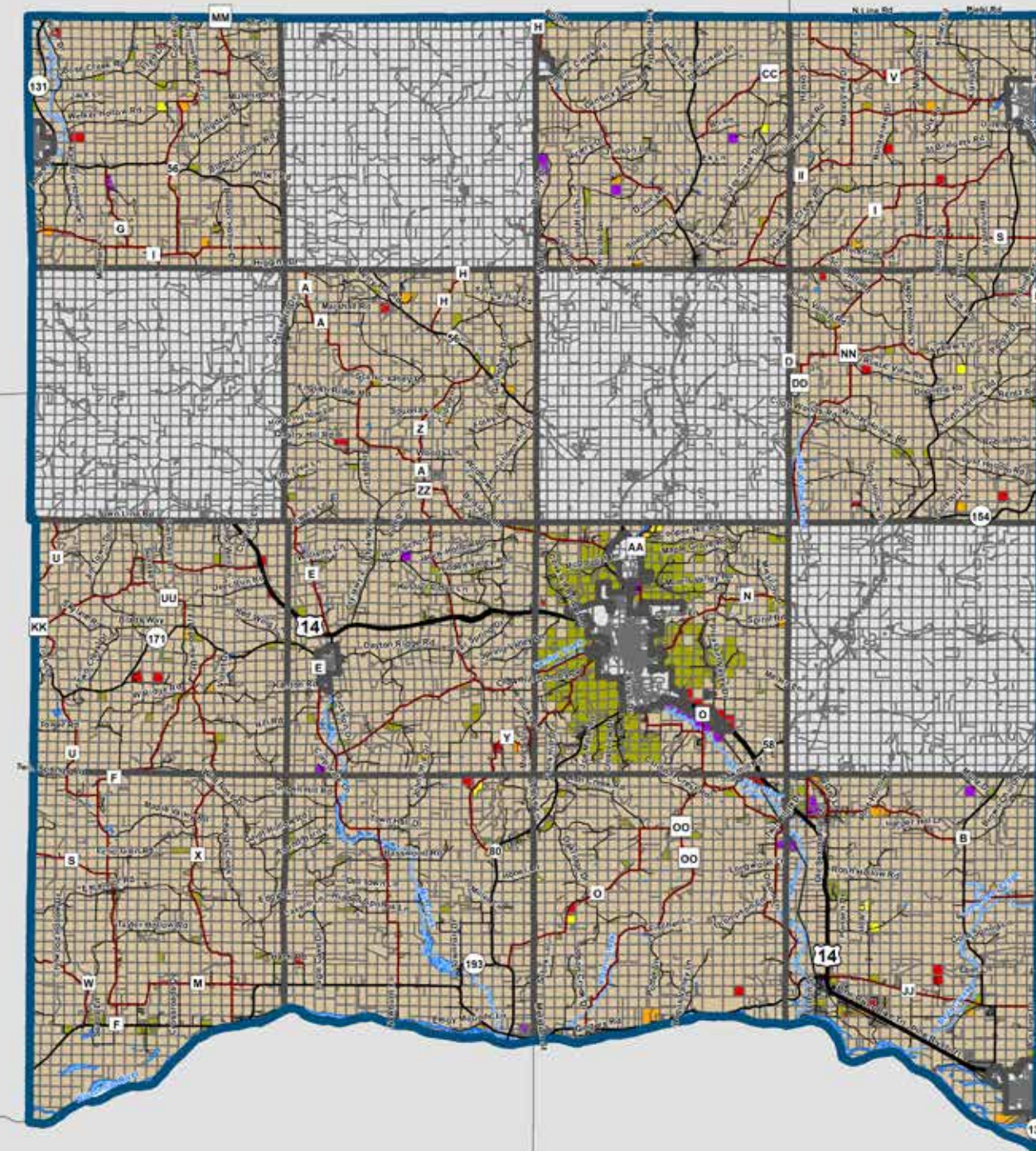
- Undertake proactive planning for climate change impacts including increased rainfall, drought, storms, and severe heat events.
- Encourage continued exploration of land use vulnerabilities and opportunities, recognizing that "we don't know what we don't know."
- Consider the creation and implementation of an ordinance regulating the use and installation of outdoor lighting to prevent/mitigate the harmful effects of light pollution.
- Explore opportunities to collaborate with other private and public entities to fund programs that promote climate resiliency.

➤ Highway Department

- Establish a plan for bicycle paths and lanes on county and local roads which connect places of residence, work, education, and leisure activities.
- Design and construct infrastructure anticipating impacts of climate change.
- Design and construct infrastructure to connect waterways, streams, wetlands, and wildlife corridors.
- Design and construct infrastructure to reduce the amount and velocity of storm water runoff.
- Design and construct infrastructure to capture sediment and contaminants from runoff prior to discharge.
- Implement policies and practices that minimize the use of salt and other chemical treatments of highways.
- Implement policies and practices to control the growth and spread of non-native plant species along highway right-of-ways.
- Continue highway maintenance practices to remove vegetation in highway right-of-ways to improve safety and ease of maintenance, particularly after severe weather events.
- Utilize native plant species for cover crops in highway projects.

## 5. Empower Farmers to lead resilient land use practices in Richland County.

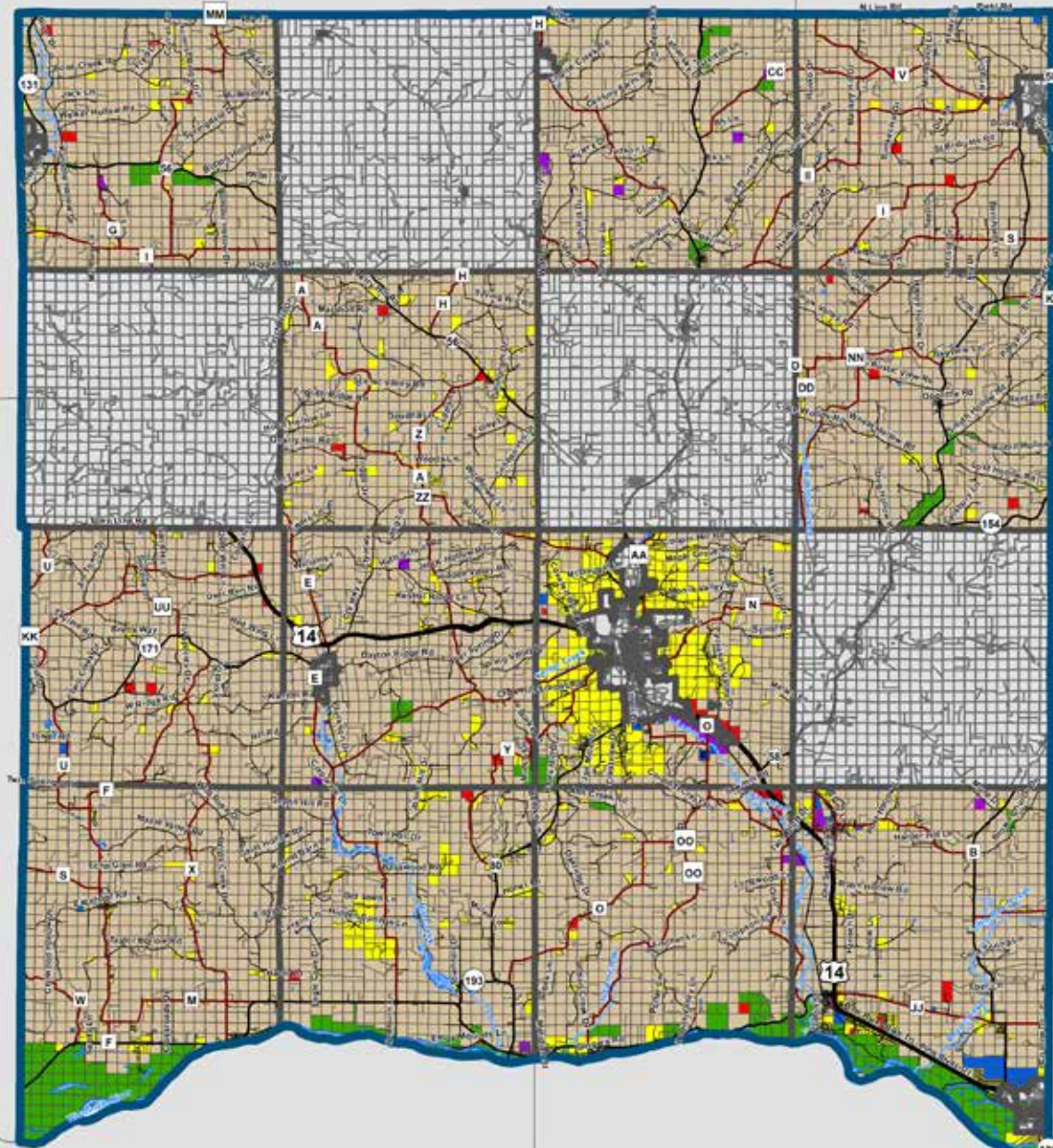
- Provide education and opportunities for farmer-led watershed groups.
- Ensure compliance with nutrient management plans
- Offer educational opportunities for practices and cost-effectiveness of regenerative practices such as cover crops and no tilling.
- Promote the use of farming practices which reduce the amount and velocity of runoff, and promote soil health and water quality, such as retention areas and buffer strips that utilize native vegetation to remove sediment and contaminants prior to discharge or absorption.
- Pursue private and public funding for programs that pay producers to adopt resilient land use practices.



Richland County existing land use is predominantly agricultural, however there are pockets of the county designated for recreation and development.







The future land use map for the county was informed by feedback from town officials. Notable changes from existing land use are increased residential land use near Richland Center and commercial corridors identified near major highways. Some more remote parts of the county may have limited opportunities for development.

# Implementation

This plan recommends Richland County utilize the Plan, Do, Study, Act (PDSA) Cycle for implementation. Through the adoption of this plan, the county has made the first step in this cycle. The Comprehensive Plan is not passive and does not represent a satisfied goal, rather it is a starting point for the county to implement their desired goals. The PDSA cycle requires this plan to be reviewed regularly and, at times, updated when determined vital to the best interests of the county.



### Plan

This document is the culmination of the work completed through the comprehensive planning process. It included engagement with local governments, review of relevant data and past planning work, and addressing future land use maps. The Richland County Executive Committee will monitor progress. This process should take place again no later than 2034.

### Do

This phase includes plan roll-out and executing objectives. Key aspects include:

- **Identifying responsible parties** – They may be county staff, county board members, or asking community associations to step into a role that uniquely fits their mission.
- **Identifying required resources and partners** – county-wide initiatives – Implement county-wide initiatives such as updating the human resources personnel manual, improving the payroll system, developing onboarding programs for staff and county board, and improving the budget process.
- **Documentation** – Develop or finalize the targets and metrics the team will use to measure progress towards continual improvement and plan implementation. This includes both the analysis of existing data and collection of new data.

### Study

The county should monitor the plan through quarterly meetings and record progress. The committee or group to monitor progress should be identified to ensure there is continued momentum, and connect with county staff, committees, and the county board. The team should be interdisciplinary and include board members, county staff, business owners, and residents with varied interests in the community, all of whom have a passion for this work.

They should also identify and define barriers to implementation in order to inform future planning. Common barriers to plan implementation include:

- Legacy rules or procedures, sunk cost or anchoring biases
- Lack of staff time to work on initiatives
- Choices or trade-offs are not made. Trying to do everything
- Reward and recognition programs incentivize the wrong things
- The county doesn't support an initiative, or is in conflict with it
- Leadership does not “walk the walk”

### Act

This phase of the process sets the stage for continual improvement across the subsequent 10-year period. As the county sees progress, documents successes, or meets with barriers on any given initiative, it should:

- **Adopt** practices that work and are successful. Formalize them as part of the county's culture.
- **Adapt** practices that need improvement. This requires documenting causes of success and failure during implementation.
- **Abandon** practices that aren't successful or that don't contribute to creating the vision. Document the reason for abandonment so the county can learn and avoid similar issues in the future.

### Board of Supervisors Role

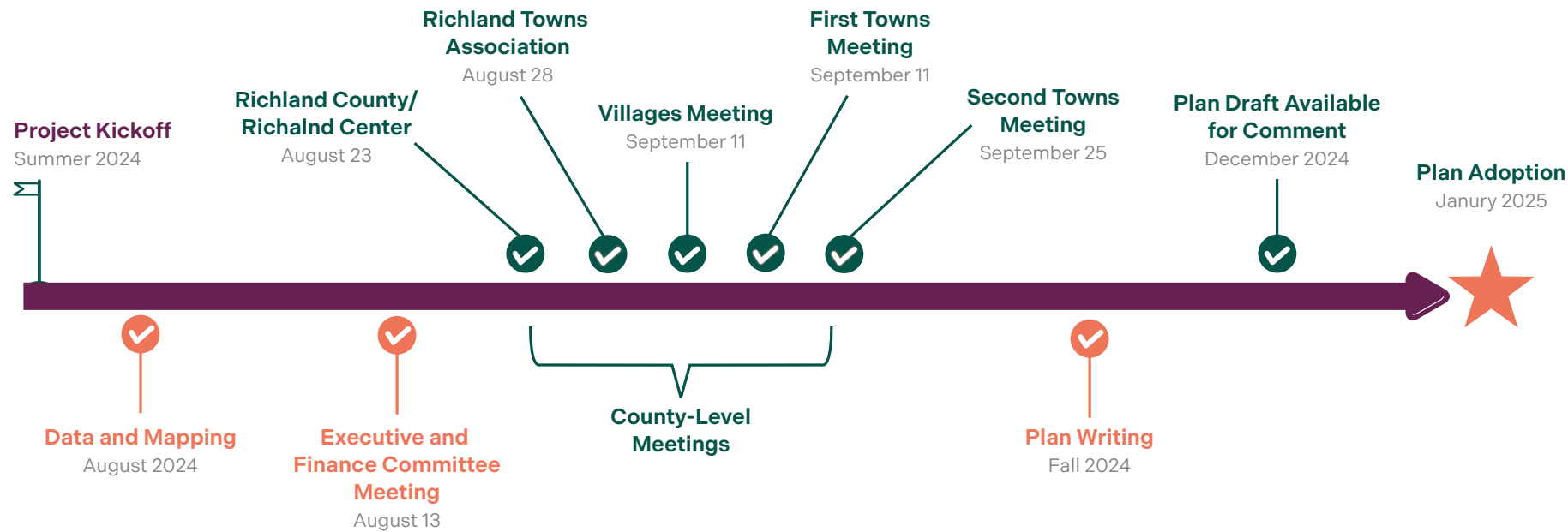
The Richland County board of supervisors plays a crucial role in implementing the comprehensive plan, which serves as a roadmap for the county's growth and development. It is essential for community members to actively engage in this process to ensure the plan's successful execution. Collaboration and participation from residents will foster a shared vision, enabling the community to address current challenges and seize opportunities. Together, local elected officials and the community can enhance the quality of life for future generations, ensuring that Richland County remains a desirable place to live, work, and play.

# Planning Process

## Planning Elements

Wis. Statute §66.1001 outlines nine elements required to be included in a community’s comprehensive plan. This plan addresses those nine elements in the five chapters – Richland County Today, Economic Development, Intergovernmental Cooperation, Land Use, and Implementation. Recently updated plans in Richland County were summarized and embedded within the county comprehensive plan. Goals, actions, and recommendations associated with each chapter’s planning elements have been provided as part of the planning process.

## Planning Timeline



## Summary of Recent Plans

Recent plans were reviewed and integrated into this plan to avoid duplicating efforts and to ensure that previous work was effectively incorporated. The following plans were reviewed as part of the planning process:

- Richland County Outdoor Recreation Plan (2019)
- Village of Lone Rock Comprehensive Plan (2021)
- Richland County Strategic Plan (2021)
- City of Richland Center Comprehensive Plan (2022)
- Richland County Hazard Mitigation Plan (2022)
- Richland County Land and Water Resource Management Plan (2022)
- Village of Boaz Comprehensive Plan (2023)
- SWCAP Community Needs Assessment (2022)
- Richland County Economic Development Considerations (2023)
- Richland County Housing Study (2024)
- Southwestern Wisconsin Comprehensive Economic Development Strategy (2024)
- Richland County Locally Developed Coordinated Transit Plan (2024)



Common Themes Throughout Recent Plans

Across the various plans that have been updated in the last 5 years in Richland County, there are a number of common themes. The aging and declining population is frequently referenced, as well as the lack of affordable housing stock. The great access to outdoor recreation and natural beauty is a strength recognized in the recent plans. There is a call to action to address future needs of the county, and young people are viewed as a solution for many of these needs. Volunteerism and involvement in the community is highlighted across the plans, as well as the need for small business support and expanded capacity for economic development. Importantly, these plans identify the need for strong relationships among local units of government in order to provide maximum benefit to the public- a common theme of the engagement with local government officials during the county's comprehensive planning process.



Engagement with Local Government

Public engagement from other recent planning projects in the county was synthesized to inform this plan, drawing on valuable insights and feedback gathered from a wide range of partners. These past efforts provided a solid foundation for understanding community needs and priorities, ensuring that the new plan is responsive to the voices of those who live and work in Richland County.

In order to augment public engagement from previous plans, Richland County sought to actively engage with local units of government, including the City of Richland Center, villages, and towns. Recognizing the importance of collaboration, the county aimed to foster a cooperative spirit among these entities to create a unified vision for future land use and development.

To facilitate this engagement, a series of focus meetings were organized with local government representatives. These meetings served as a platform for discussing intergovernmental cooperation, economic development, and land use, allowing participants to share their perspectives, identify common goals, and explore strategies for working together effectively. By prioritizing these discussions, Richland County aimed to build strong relationships between municipalities, encourage collaborative decision-making, and ensure that the comprehensive plan reflects a collective vision that benefits the entire region.



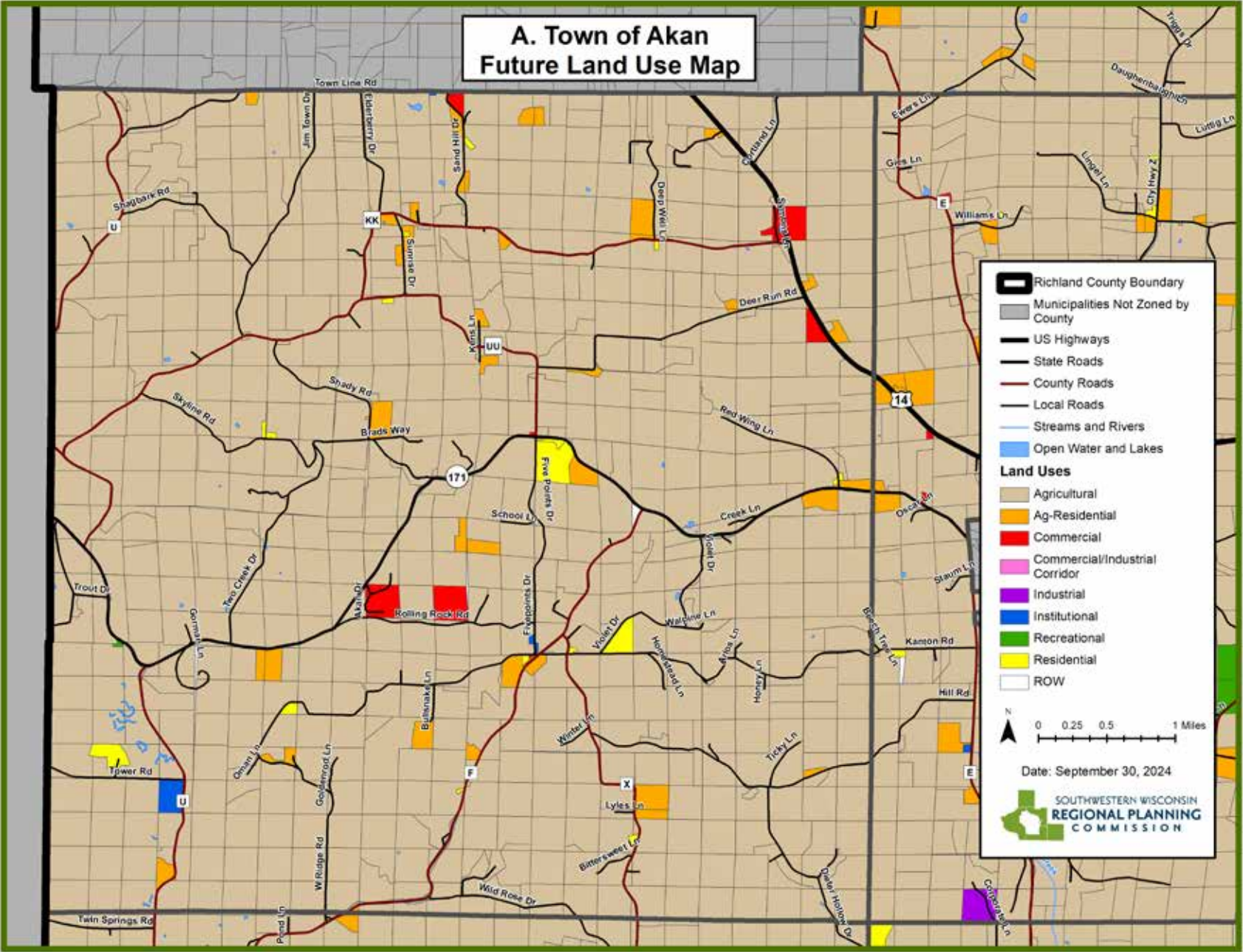




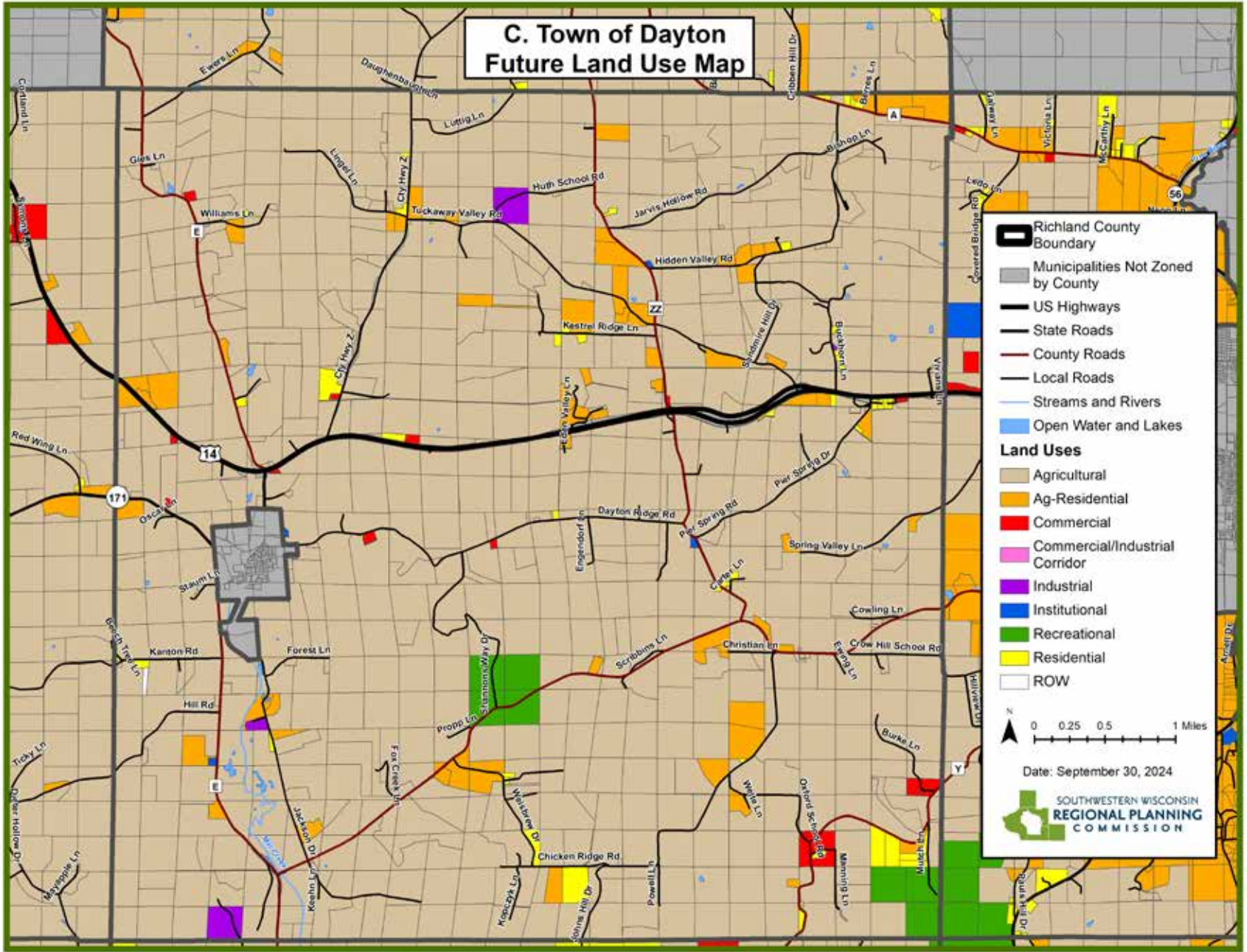
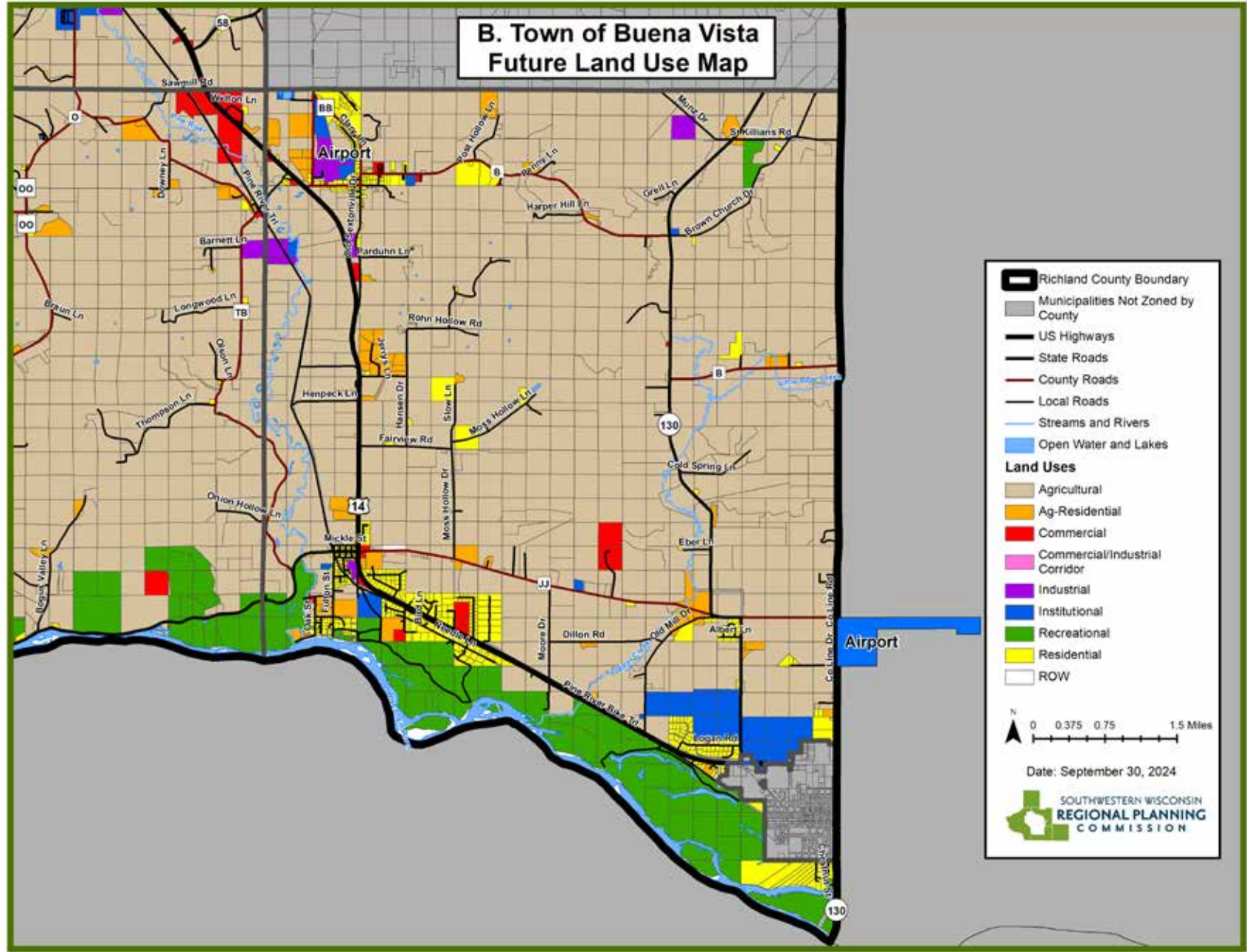
# Appendix

## Maps

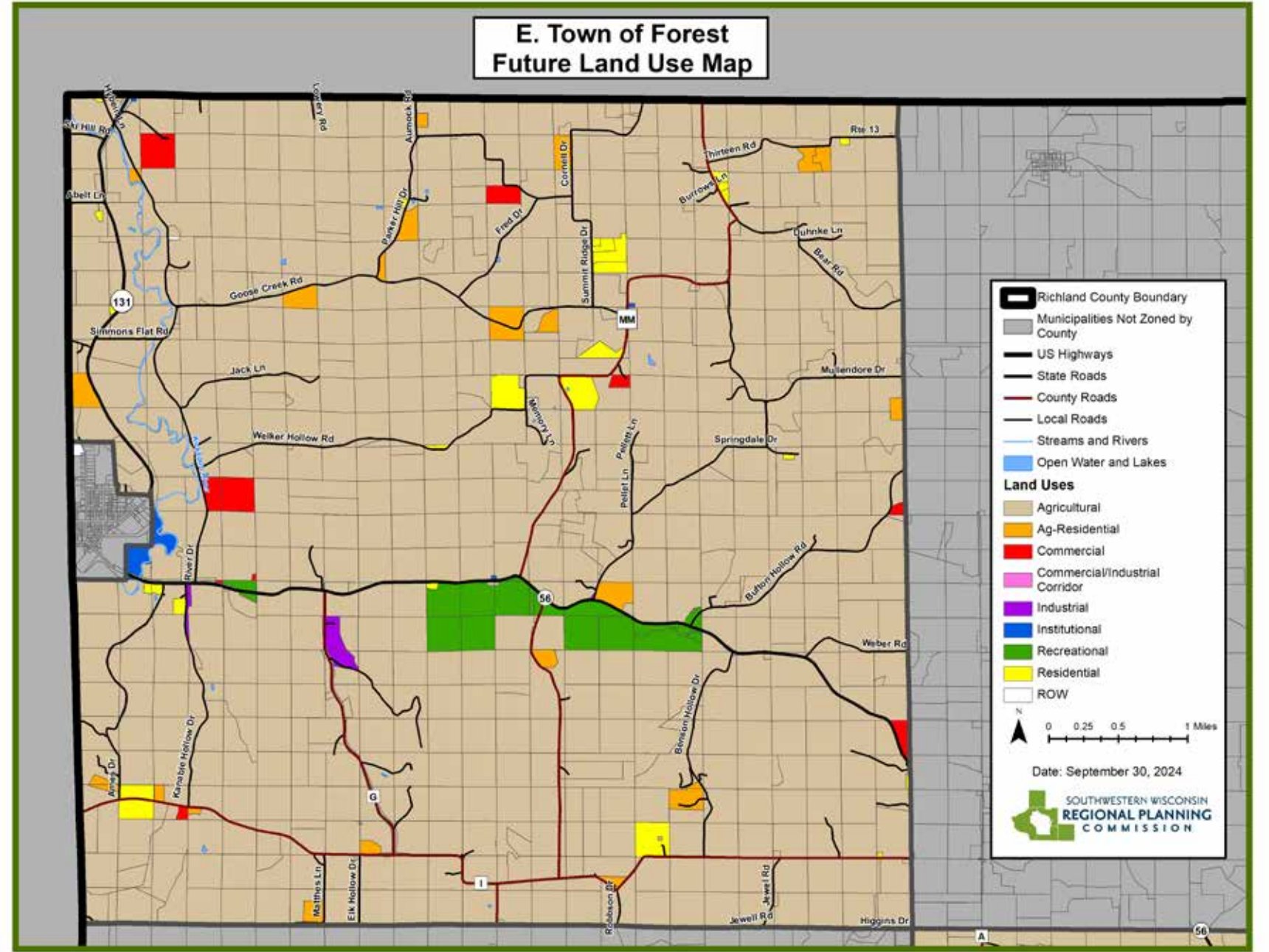
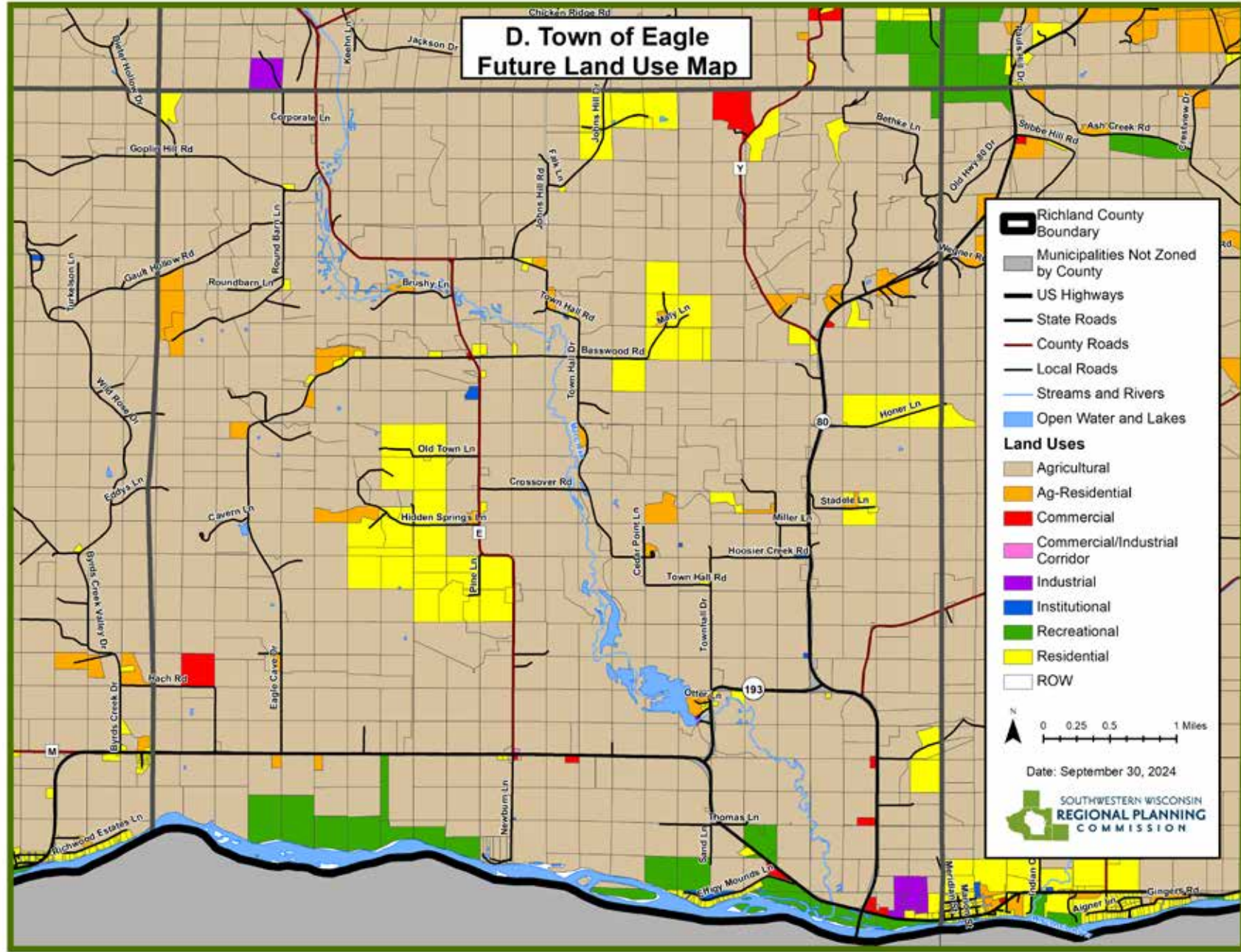
- A. Town of Akan Future Land Use Map
- B. Town of Buena Vista Future Land Use Map
- C. Town of Dayton Future Land Use Map
- D. Town of Eagle Future Land Use Map
- E. Town of Forest Future Land Use Map
- F. Town of Henrietta Future Land Use Map
- G. Town of Marshall Future Land Use Map
- H. Town of Orion Future Land Use Map
- I. Town of Richland Future Land Use Map
- J. Town of Richwood Future Land Use Map
- K. Town of Westford Future Land Use Map
- L. Town of Willow Future Land Use Map



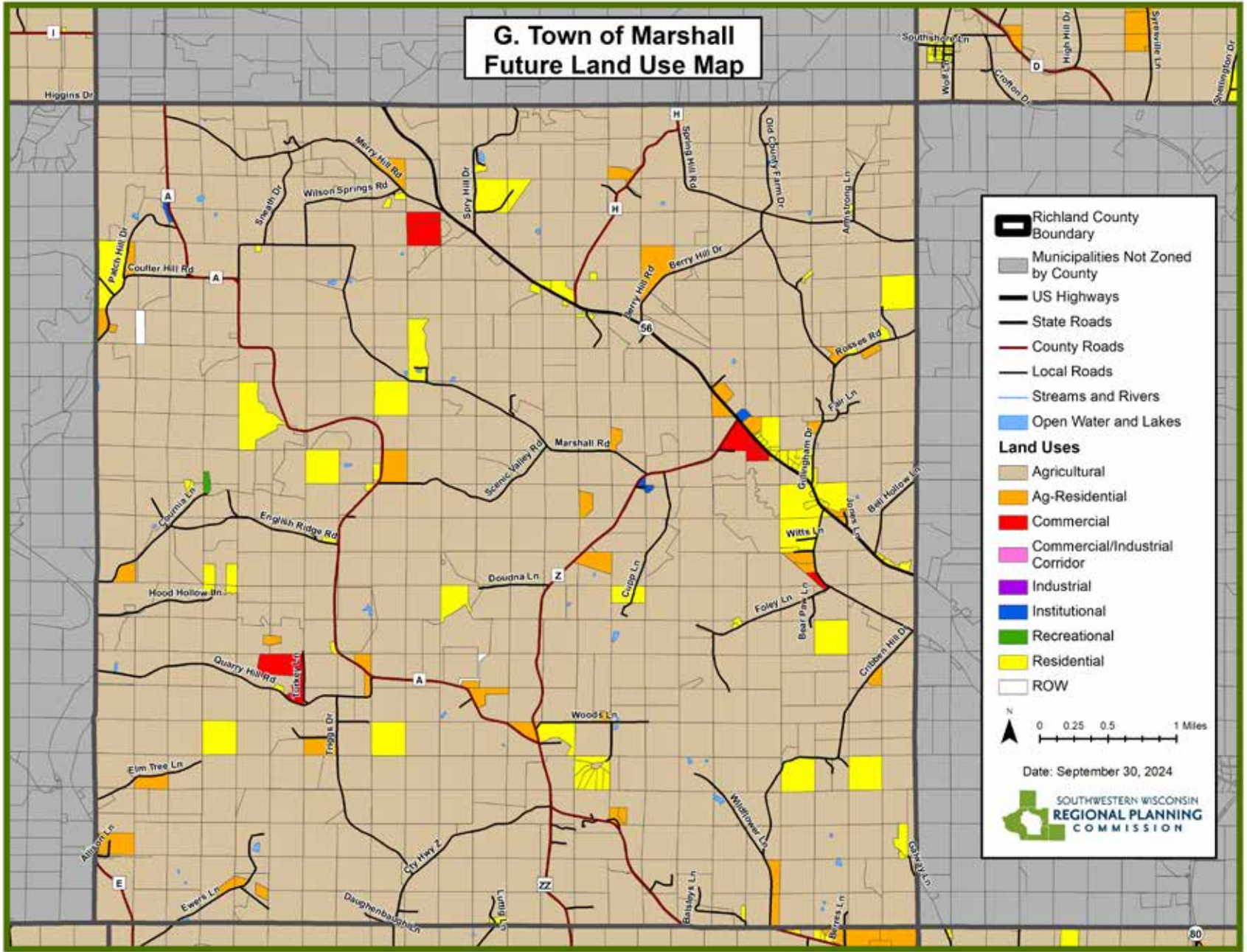
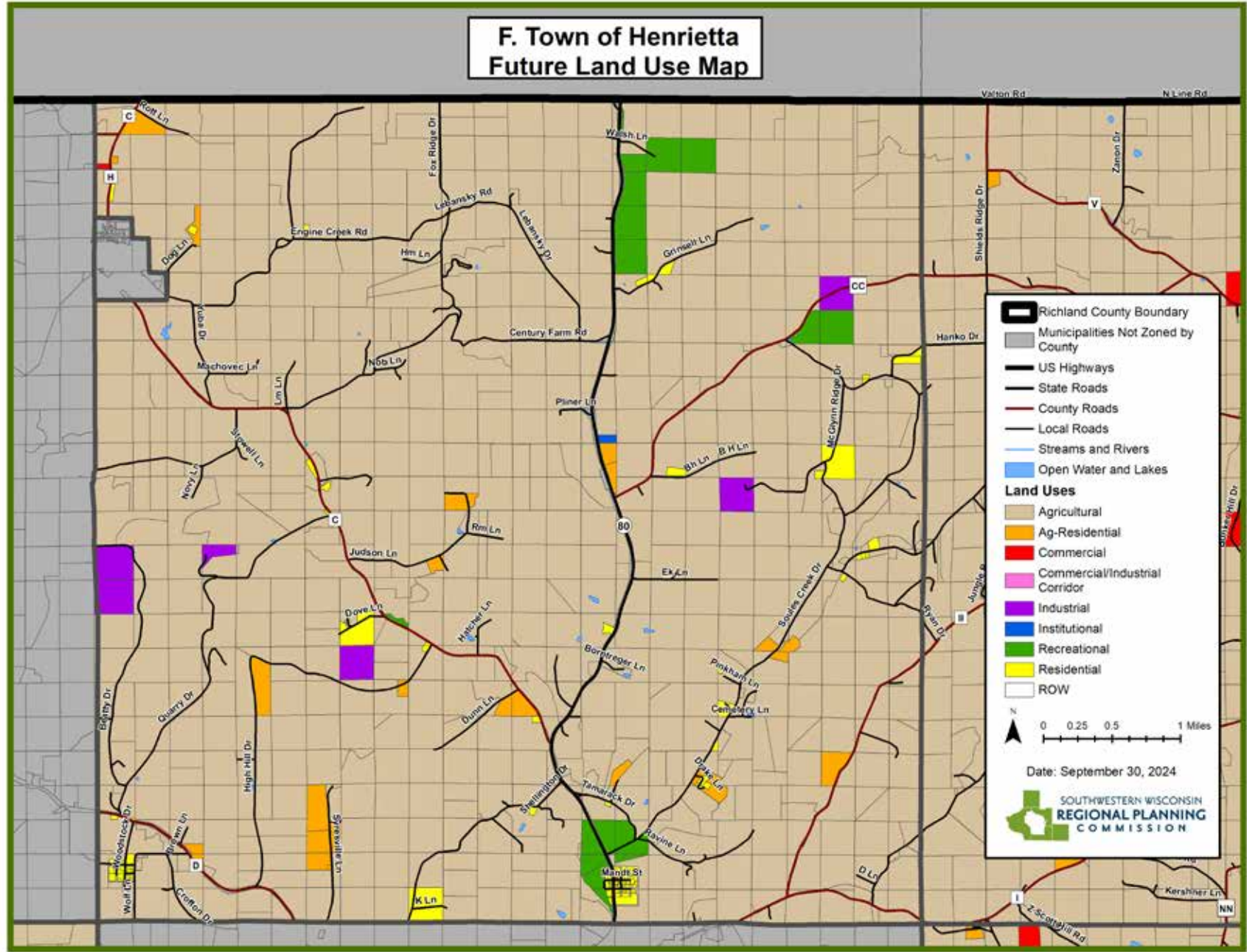




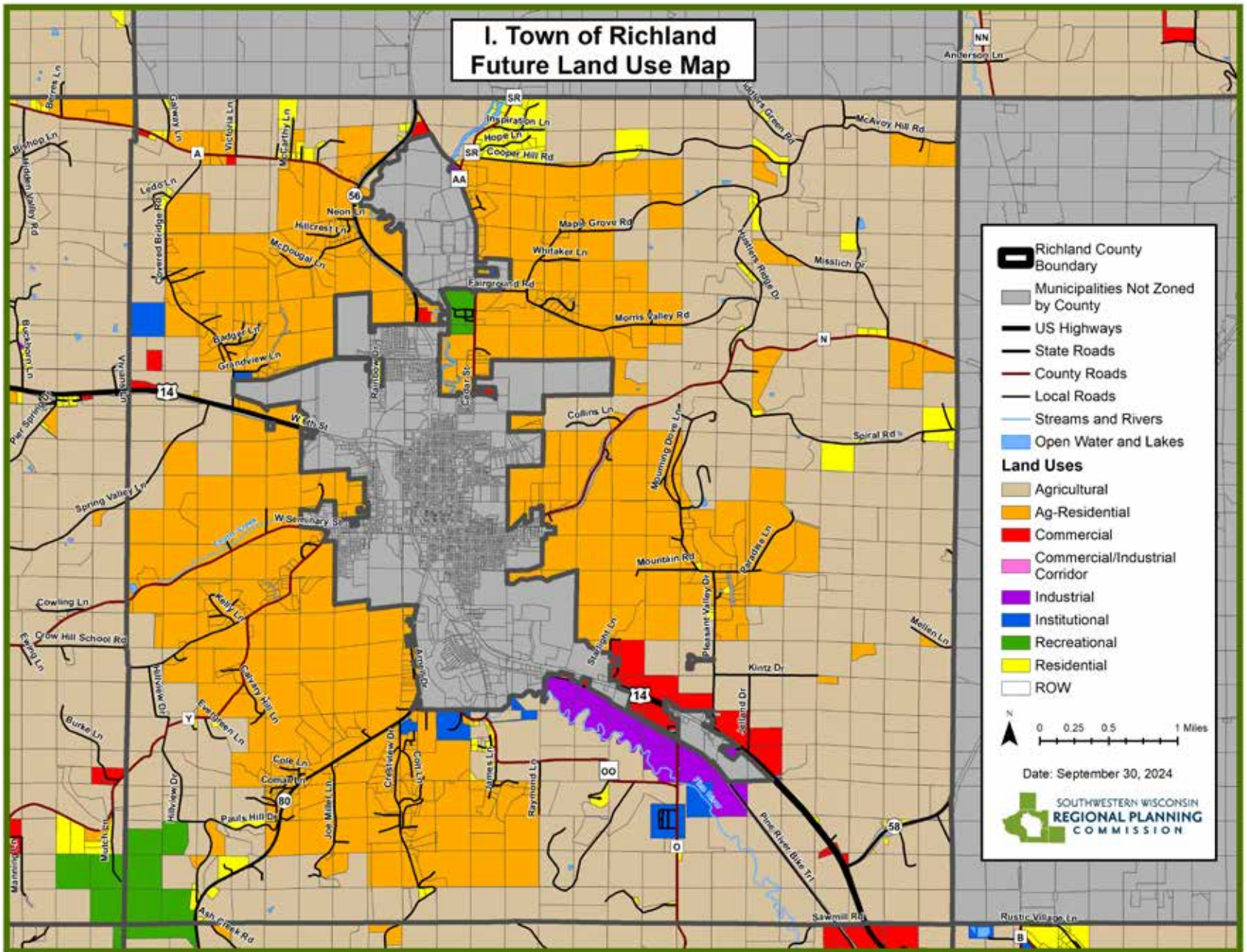
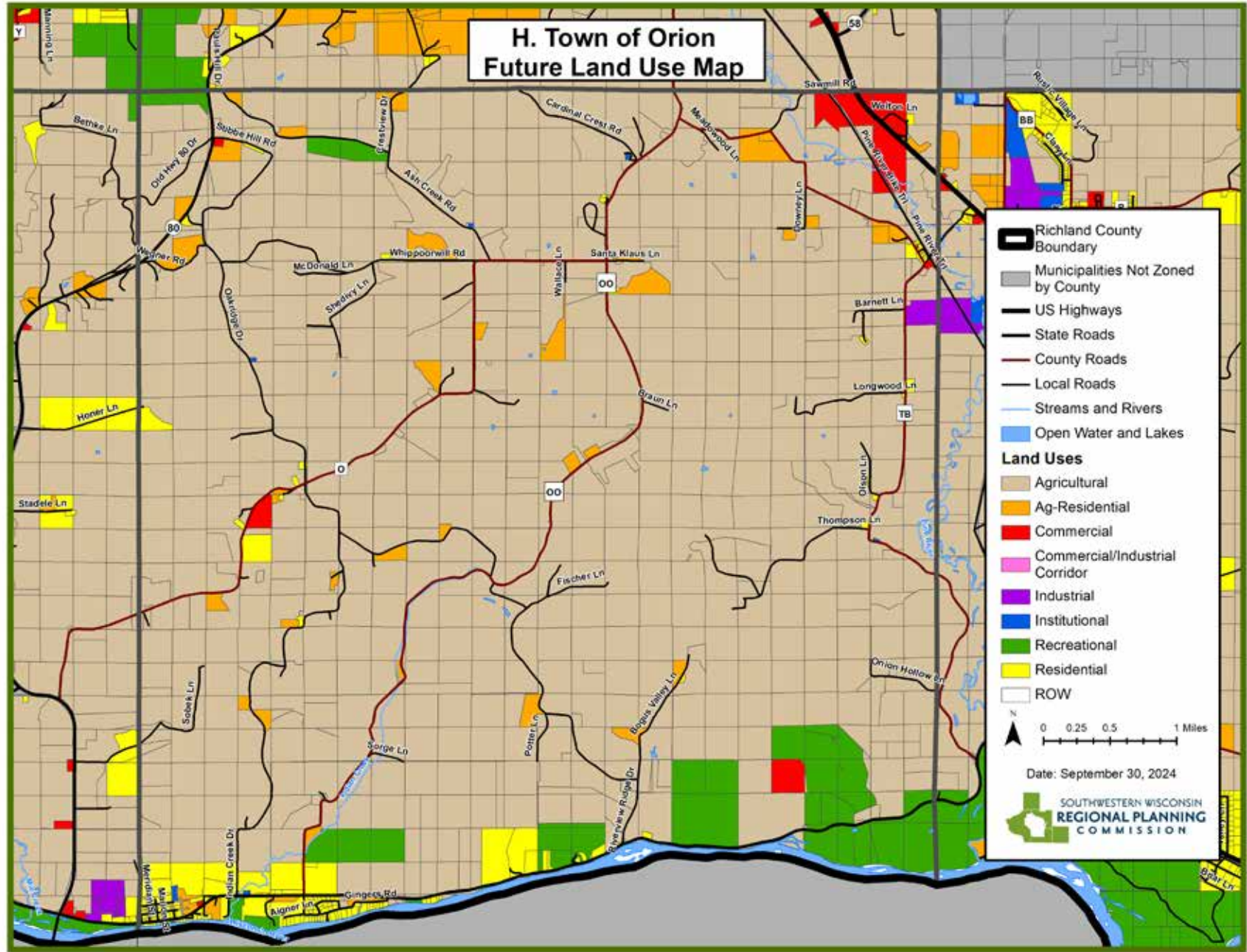




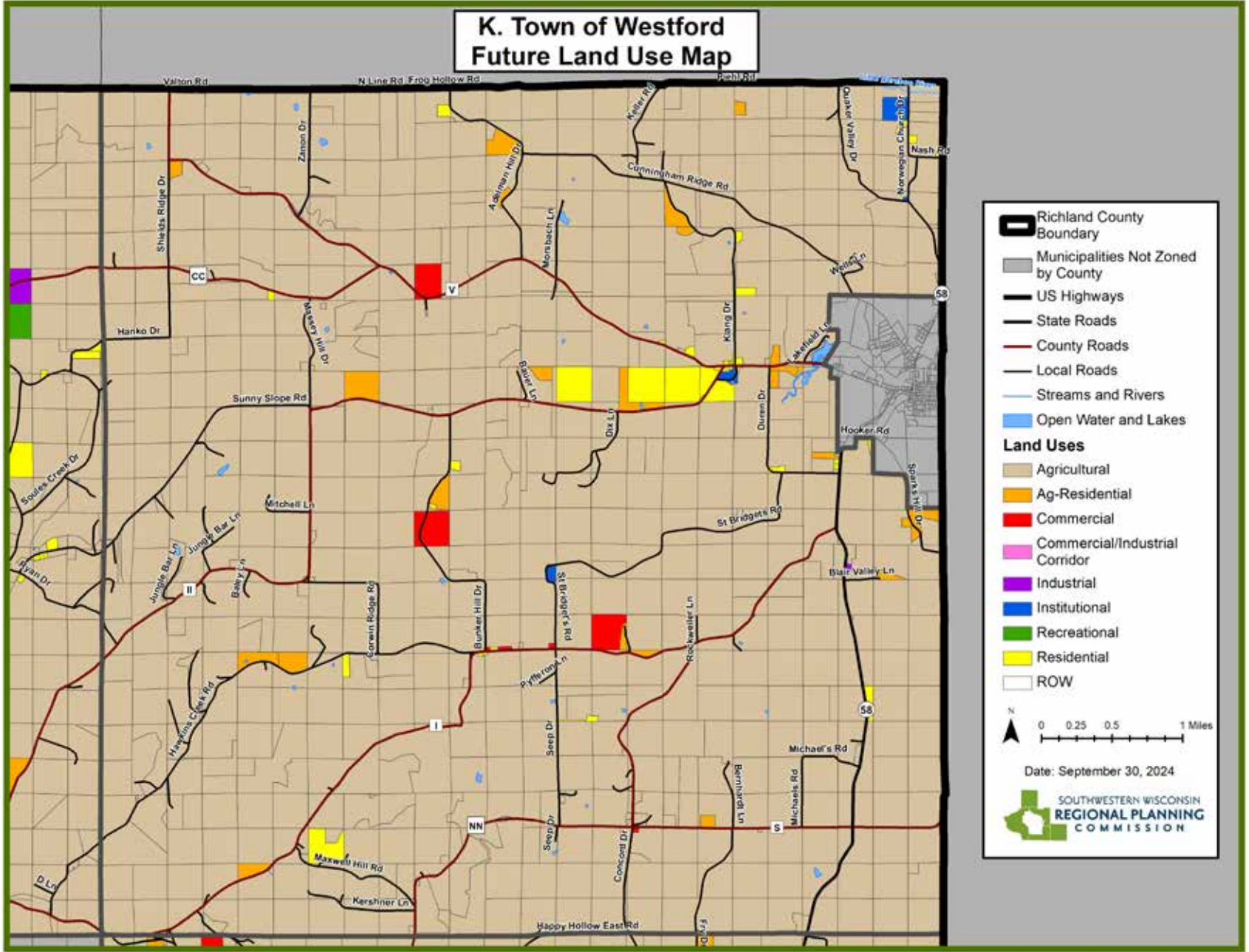
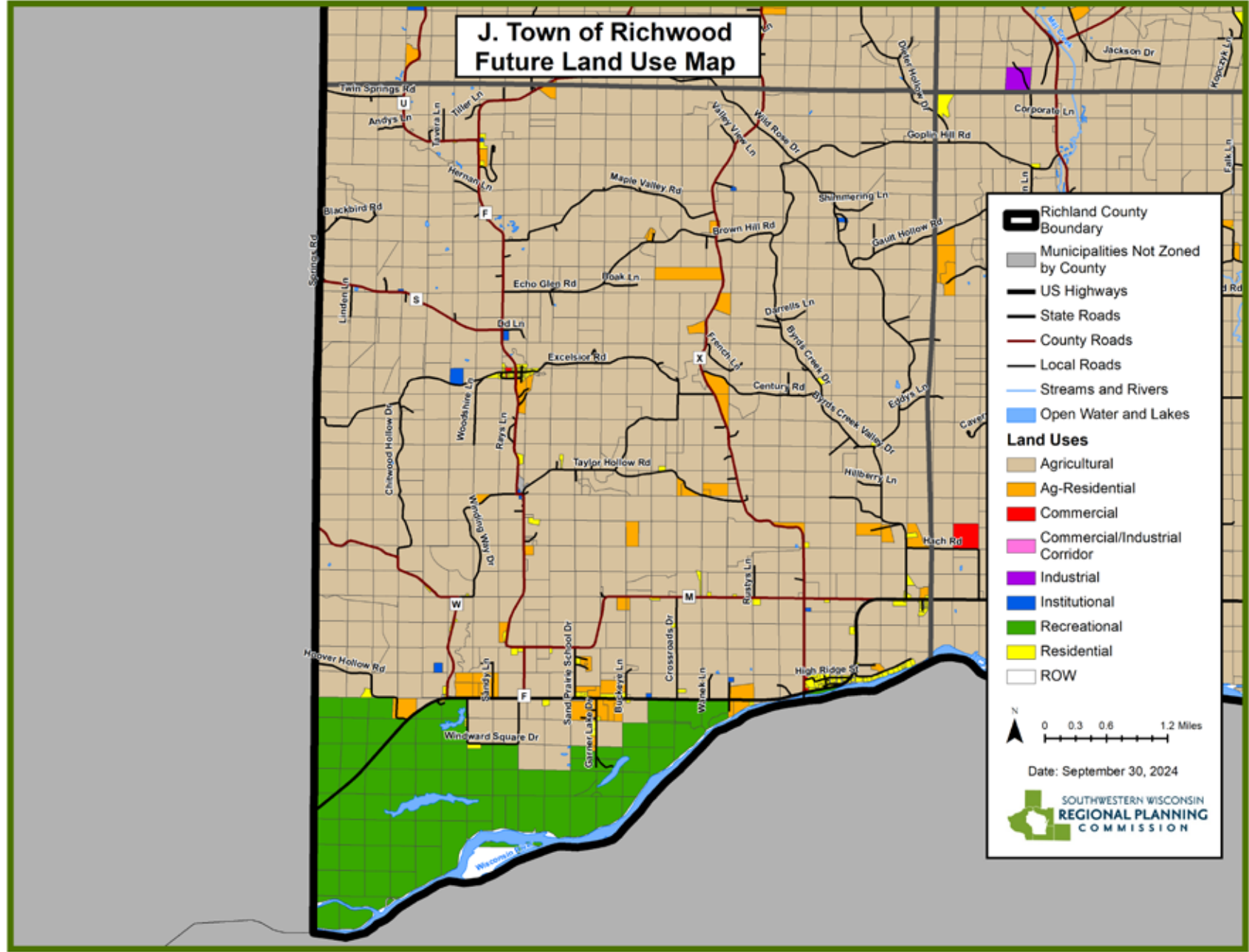




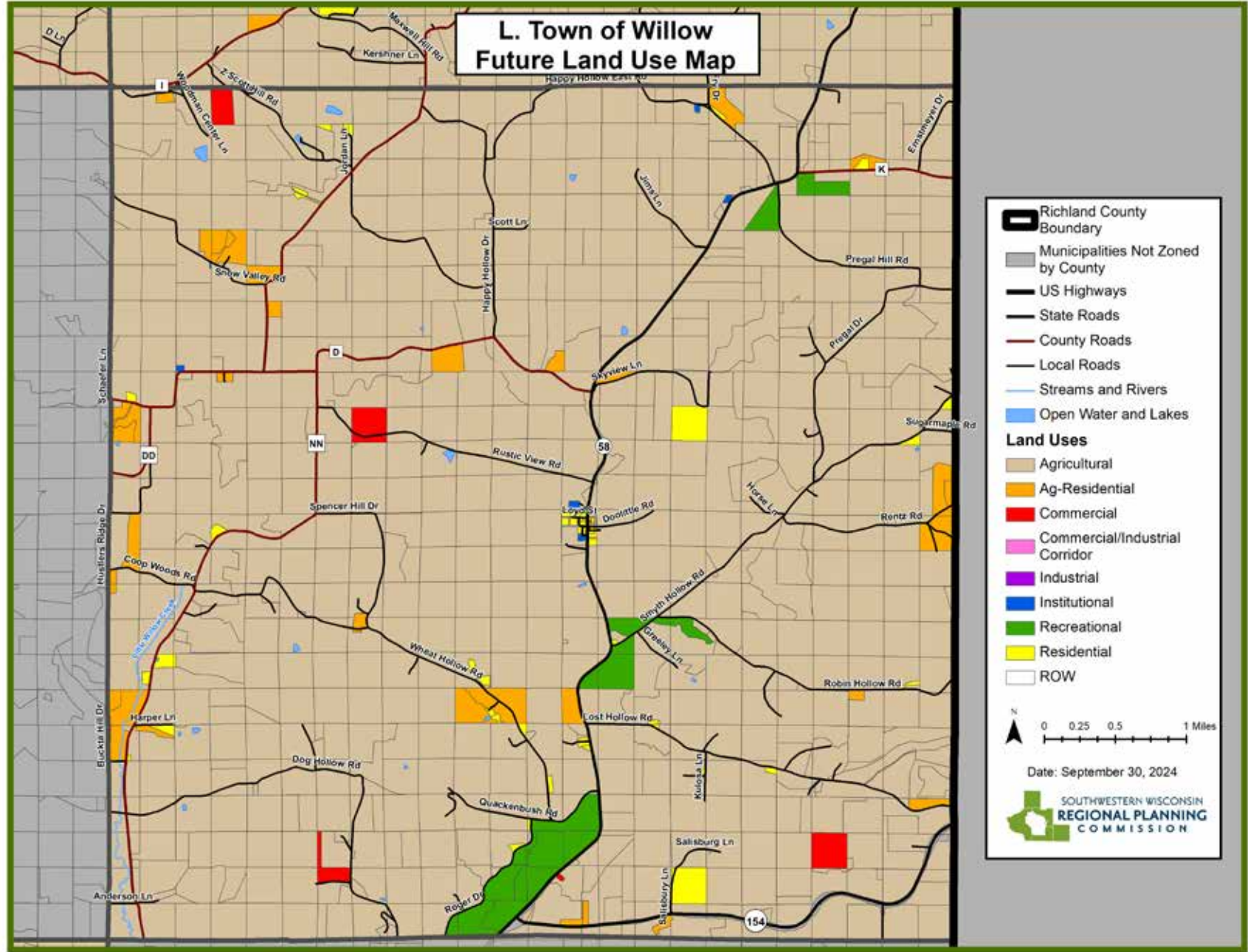












Hold for resolution and ordinance





SOUTHWESTERN WISCONSIN  
**REGIONAL PLANNING**  
COMMISSION

P.O. Box 262 • Platteville WI 53818  
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[www.swwrpc.org](http://www.swwrpc.org)



## ORDINANCE NO. 25 - 2

Amendment No. 615 To The Richland County Zoning Ordinance Relating To A Parcel Belonging To Royce Dieter In The Town Of Dayton.

The Richland County Board of Supervisors does hereby ordain as follows:

1. The County Board, having considered the following factors, hereby finds that the following rezoning is in the best interests of the citizens of Richland County:

- (a) Adequate public facilities to serve the development are present or will be provided.
- (b) Provision of these facilities will not be an unreasonable burden to local government.
- (c) The land to be rezoned is suitable for development and development will not cause unreasonable water or air pollution, soil erosion or adverse effects on rare or irreplaceable natural areas.
- (d) Non-farm development will be directed to non-agricultural soils or less productive soils.
- (e) Non-farm development will be directed to areas where it will cause minimum disruption of established farm operations or damage to environmentally sensitive areas.
- (f) Non-farm development will be encouraged to locate so as to leave a maximum amount of farmland in farmable size parcels.
- (g) Non-farm residential development will be directed to existing platted subdivisions and sanitary districts.

2. Richland County Comprehensive Zoning Ordinance No. 5, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

That the official maps designating district boundaries, as adopted by Richland County Ordinance 1985 No. 1 (also known as Amendment No. 1 to the Richland County Comprehensive Zoning Ordinance No. 3), which was adopted on March 19, 1985, are hereby amended as follows:

That the following described 27.66-acre parcel belonging to Royce Dieter in the Town of Dayton is hereby rezoned from Agricultural/Forestry (AF) to the Agricultural/Residential (AR) District:

That North Four Hundred (400) feet of the East half (E ½) of the Northeast Quarter (NE 1.4) of the Southwest Quarter (SW ¼), Section Eighteen (18) Township Ten (10) North, Range One (1) West, Town of Dayton, Richland County, Wisconsin.

3. This Ordinance shall be effective on Passage and Publication.

DATED: JANUARY 21, 2025  
PASSED: JANUARY 21, 2025  
PUBLISHED: JANUARY 30, 2025

ORDINANCE OFFERED BY THE NATURAL  
RESOURCE STANDING COMMITTEE  
(6 JANUARY 2025)

		FOR	AGAINST
DAVID TURK, CHAIR	STEVE CARROW	X	
RICHLAND COUNTY BOARD OF SUPERVISORS	JULIE FLEMING	X	
	MARK GILL	X	
	RICHARD MCGEE	X	
	ROBERT BROOKENS		
	CRAIG WOODHOUSE	X	
DEREK KALISH	ALAYNE HENDRICKS	X	
RICHLAND COUNTY CLERK			



**TO: RICHLAND COUNTY BOARD MEMBERS AND EMPLOYEES**

**FROM: DR. TESSIA MELVIN, DDA MANAGEMENT CONSULTANT**

**DATE: JANUARY 20, 2025**

**SUBJECT: ONGOING MAINTENANCE UPDATE**

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Thank everyone for their patience and time during the 2024 Classification and Compensation Study. I know it did not go as expected and we had a few hiccups during the process. I wanted to provide and update on the project, what 2025 will look like and hopefully provide some guidance on this project.

## **2024 Work**

In 2024 the following was completed:

1. PAQs were sent with original job descriptions to employees and supervisors.
2. Job descriptions were written by DDA and sent back to employees and supervisors.
3. Job Description Appeals were completed by employees and supervisors that had changes on their job descriptions. It appears that the new and updated job descriptions were not resent to employees and supervisors. I apologize for this and did not know this occurred. Your HR Generalist will send out all updated job descriptions and employees and supervisors can report any changes by noon on January 31.
4. Market Analysis was completed.
5. DDA Classified all jobs based on the updated job descriptions.
6. Job Classification Appeals were discussed with Former County Administrator, Department Heads and Dr. Melvin.
7. Board approved new 2025 pay grid and implementation.

## **2025 Work**

As a result of the updated job descriptions not being sent to employees and supervisors, your HR Generalist will send back. All employees have until noon on January 31 to report any changes to the job description. Dr. Melvin will complete, and new job descriptions will be resent. If everything looks good, do nothing.

## Ongoing Maintenance Timeline

Process	Begin Process
DDA will randomly select jobs to be reviewed in 2025, 2026 and 2027.	This will be sent out to employees first part of March
Job descriptions to be reviewed by employees	Typically, 2 weeks  A Position Review form will be sent with updated job description. This form is a one pager.
Job descriptions to be reviewed by supervisors	One Week
Jobs to be reviewed by HR	Two Weeks and then sent to DDA
DDA to complete market analysis on all positions	Completed by end of April
Consultant to update job descriptions, if needed.  Review job classifications	Completed by May
Job description and classification review process by employees and supervisors	Month of May
Cost Implementation for 2026 <ul style="list-style-type: none"><li>• Any new positions</li><li>• Any updated job classifications</li><li>• COLA costs</li><li>• Step increase costs</li></ul>	Month of May

## Commonly Asked Questions regarding Ongoing Maintenance

### How are jobs selected?

DDA will randomly select jobs to be annually reviewed.

### What jobs are included in annual market analysis?

All jobs are included in the annual market analysis, if a job is deviating from the market, DDA will flag the position for review that year. To be clear even if your position is not up



for job description review, we will review the market wages on all positions. If a position is deviating, we will look to address sooner than scheduled.

**How will we maintain our pay grid?**

DDA will review market analysis annually and include a proposed COLA increase to the grid. In an ongoing maintenance, it is designed to provide the employees and the grid an annual COLA. Employees will then receive a step if warranted.

# RICHLAND COUNTY



Audit Presentation  
To the County Board  
For Richland County, Wisconsin

For the Year Ended  
December 31, 2023

January 21, 2025

*Prepared by:  
Johnson Block & Company, Inc.  
Certified Public Accountants*



# RICHLAND COUNTY

## 2023 AUDIT OVERVIEW

- We have completed our audit of Richland County for the year ended December 31, 2023, and have issued an unmodified opinion on the financial statements of the County. Our report and the audited financial statements are presented in a bound document.
- The scope of our audit included all funds and activities of the County.
- An audit exit conference was also held with the Trustees of the Pine Valley Community Village.
- A separate audit communications document designed for the County Board has also been submitted.
- We prepared a regulatory report for 2023 that was filed with the Wisconsin Department of Revenue. We also prepared separately issued financial statements for Pine Valley Community Village.

# RICHLAND COUNTY

## 2023 FINANCIAL HIGHLIGHTS

- ❑ The County's 2023 governmental funds total fund balance increased by \$9,833,641. The General Fund increased by \$1,549,993.
- ❑ The General Fund's total fund balance was \$9,863,585 at December 31, 2023. This represents approximately 6 months of expenditures.
- ❑ Tax certificates at December 31, 2023 totaled \$579,502 compared to \$479,054 in 2022.
- ❑ County-wide sales tax revenue totaled \$1,604,401 in 2023 compared to \$1,526,039 in 2022.
- ❑ The County complied with state-imposed tax levy limits.
- ❑ \$8,100,000 of long-term debt was issued during 2023. The County made scheduled debt payments of principal and interest.
- ❑ Pine Valley Community Village recorded operating revenues of \$10,368,667. Pine Valley experienced an operating loss of \$968,982 in 2023. This loss was offset by a County property tax levy of \$1,178,364 and \$103,135 of supplemental payments.



# RICHLAND COUNTY

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS

	Major Funds				2023	2022
	General	American Rescue Plan	Capital Projects	Nonmajor Funds	Totals	Totals
<b>Revenues:</b>						
General property taxes	\$ 5,508,655	\$ -	\$ 557,941	\$ 873,128	\$ 6,939,724	\$ 6,993,688
Other taxes	1,873,910	-	-	-	1,873,910	1,806,140
Intergovernmental	7,078,579	551,664	-	-	7,630,243	8,492,549
Licenses and permits	137,760	-	-	3,924	141,684	124,758
Penalties and forfeitures	222,645	-	-	-	222,645	145,330
Public charges for services	4,173,229	-	-	-	4,173,229	4,482,197
Interest on investments	707,323	87,238	262,430	1,373	1,058,364	249,154
Miscellaneous general revenues	476,286	-	150,354	23,589	650,229	354,743
<b>Total revenues</b>	<b>20,178,387</b>	<b>638,902</b>	<b>970,725</b>	<b>902,014</b>	<b>22,690,028</b>	<b>22,648,559</b>
<b>Expenditures:</b>						
Current:						
General government	2,829,888	-	-	-	2,829,888	2,590,616
Public safety	4,794,465	-	-	18,436	4,812,901	4,567,502
Health and social services	9,291,773	-	-	-	9,291,773	8,997,941
Transportation	76,298	-	-	-	76,298	-
Culture and recreation	1,119,900	-	-	-	1,119,900	1,216,355
Conservation and development	895,108	-	-	68,057	963,165	1,897,497
Capital outlay	125,918	27,576	1,195,435	4,268	1,353,197	2,130,563
Debt service:						
Principal retirement	-	-	-	740,000	740,000	800,000
Interest and fiscal charges	-	-	170,713	83,312	254,025	98,759
<b>Total expenditures</b>	<b>19,133,350</b>	<b>27,576</b>	<b>1,366,148</b>	<b>914,073</b>	<b>21,441,147</b>	<b>22,299,233</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>1,045,037</b>	<b>611,326</b>	<b>(395,423)</b>	<b>(12,059)</b>	<b>1,248,881</b>	<b>349,326</b>
<b>Other financing sources (uses):</b>						
Transfer from other funds	524,088	-	-	19,132	543,220	7,236
Transfer to other funds	(19,132)	(524,088)	-	-	(543,220)	(7,236)
Proceeds from long-term debt	-	-	8,100,000	-	8,100,000	-
Premium on long-term debt	-	-	-	484,760	484,760	-
<b>Total other financing sources (uses)</b>	<b>504,956</b>	<b>(524,088)</b>	<b>8,100,000</b>	<b>503,892</b>	<b>8,584,760</b>	<b>-</b>
<b>Net change in fund balances</b>	<b>1,549,993</b>	<b>87,238</b>	<b>7,704,577</b>	<b>491,833</b>	<b>9,833,641</b>	<b>349,326</b>
<b>Fund balances, January 1</b>	<b>8,313,592</b>	<b>40,887</b>	<b>133,083</b>	<b>116,304</b>	<b>8,603,866</b>	<b>8,254,540</b>
<b>Fund balances, December 31</b>	<b>\$ 9,863,585</b>	<b>\$ 128,125</b>	<b>\$ 7,837,660</b>	<b>\$ 608,137</b>	<b>\$ 18,437,507</b>	<b>\$ 8,603,866</b>

# RICHLAND COUNTY

## BUDGETARY COMPARISON SCHEDULE – GENERAL FUND

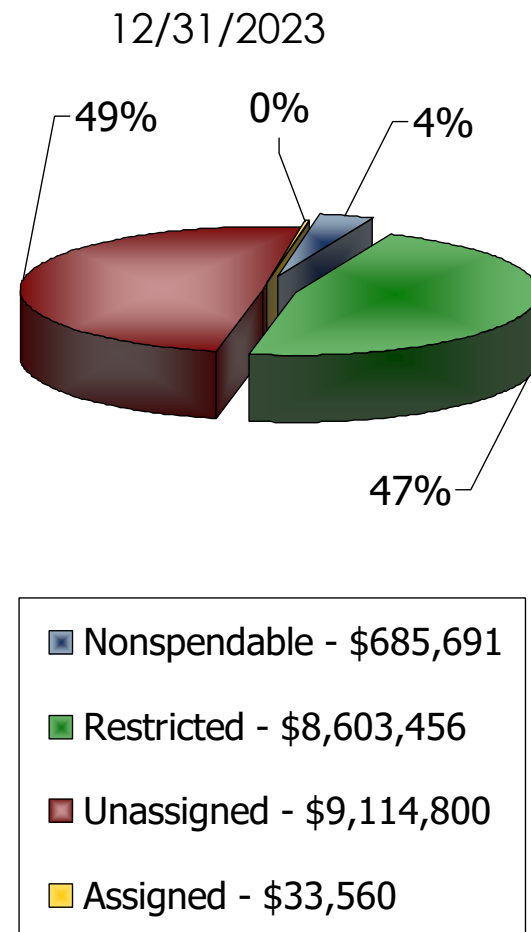
	Budgeted Amounts		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
<b>Revenues:</b>				
General property taxes	\$ 5,508,655	\$ 5,508,655	\$ 5,508,655	\$ -
Other taxes	1,598,000	1,598,000	1,873,910	275,910
Intergovernmental	6,782,989	6,782,989	7,078,579	295,590
Licenses and permits	106,680	106,680	137,760	31,080
Penalties and forfeitures	99,718	99,718	222,645	122,927
Public charges for services	5,345,413	5,345,413	4,173,229	(1,172,184)
Interest on investments	75,080	75,080	707,323	632,243
Miscellaneous general revenues	819,785	819,785	476,286	(343,499)
<b>Total revenues</b>	<b>20,336,320</b>	<b>20,336,320</b>	<b>20,178,387</b>	<b>(157,933)</b>
<b>Expenditures:</b>				
Current:				
General government	2,620,130	2,620,130	2,829,888	(209,758)
Public safety	4,864,996	4,864,996	4,794,465	70,531
Health and social services	10,372,522	10,372,522	9,291,773	1,080,749
Transportation	26,190	26,190	76,298	(50,108)
Culture and recreation	1,331,981	1,331,981	1,119,900	212,081
Conservation and development	1,072,014	1,072,014	895,108	176,906
Capital outlay	46,322	46,322	125,918	(79,596)
<b>Total expenditures</b>	<b>20,334,155</b>	<b>20,334,155</b>	<b>19,133,350</b>	<b>1,200,805</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>2,165</b>	<b>2,165</b>	<b>1,045,037</b>	<b>1,042,872</b>
<b>Other financing sources (uses):</b>				
Transfer from other funds	524,088	524,088	524,088	-
Transfer to other funds	-	-	(19,132)	(19,132)
<b>Total other financing sources (uses)</b>	<b>524,088</b>	<b>524,088</b>	<b>504,956</b>	<b>(19,132)</b>
<b>Net change in fund balance</b>	<b>526,253</b>	<b>526,253</b>	<b>1,549,993</b>	<b>1,023,740</b>
<b>Fund balance, January 1</b>	<b>8,313,592</b>	<b>8,313,592</b>	<b>8,313,592</b>	<b>-</b>
<b>Fund balance, December 31</b>	<b>\$ 8,839,845</b>	<b>\$ 8,839,845</b>	<b>\$ 9,863,585</b>	<b>\$ 1,023,740</b>

\*Source: 12/31/2023  
financial statements.

# RICHLAND COUNTY

## GOVERNMENTAL FUND BALANCES

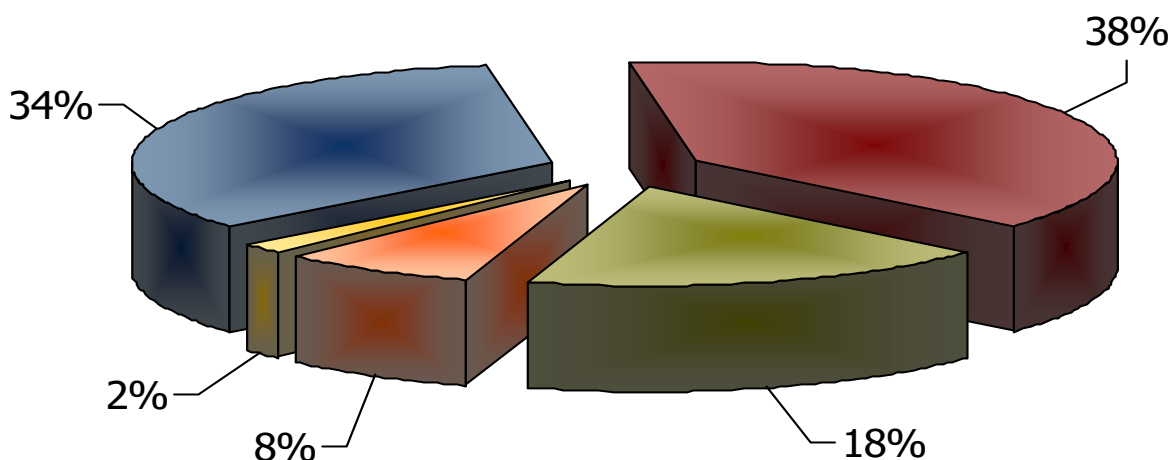
	2023	2022
<b>Nonspendable</b>		
Major Fund:		
General Fund:		
Tax certificates and deeds	\$ 580,990	\$ 509,627
Materials and supplies inventories	1,824	3,243
Prepaid expenses	102,877	133,122
<b>Total nonspendable</b>	<b>685,691</b>	<b>645,992</b>
<b>Restricted</b>		
Major Funds:		
Debt Service Fund	-	43,146
General Fund deferred housing loans	63,094	-
American Rescue Plan Fund	128,125	-
Capital Projects Fund	7,837,660	-
Nonmajor Funds:		
Capital Projects Fund	-	133,083
Community Development Block Grant	-	137,648
Wisconsin Development Fund Grant	4,901	3,528
Debt Service Fund	523,297	-
County Fairgrounds Donations	46,379	41,558
American Rescue Plan Fund	-	40,887
<b>Total restricted</b>	<b>8,603,456</b>	<b>399,850</b>
<b>Assigned</b>		
Nonmajor Funds:		
Swimming Pool Projects	28,595	22,531
U.W. Campus Fund	-	576
U.W. Symons Building	4,965	4,965
<b>Total assigned</b>	<b>33,560</b>	<b>28,072</b>
<b>Unassigned</b>		
Major Fund:		
General Fund	9,114,800	7,529,952
<b>Total unassigned</b>	<b>9,114,800</b>	<b>7,529,952</b>
<b>Total governmental fund balances</b>	<b>\$ 18,437,507</b>	<b>\$ 8,603,866</b>





# RICHLAND COUNTY

## GOVERNMENTAL FUNDS – 2023 REVENUES



■ Intergovernmental	- \$7,630,243
■ Taxes	- \$8,813,634
■ Public Charges for Services	- \$4,173,229
■ Miscellaneous & Interest Income	- \$1,708,593
■ Licenses & Permits, Penalties & Forfeitures	- \$364,329

### OBSERVATIONS AND COMMENTS:

- Property taxes are settled with taxing districts in February and August.
- The most significant intergovernmental revenues are:

Shared Taxes	\$ 1,134,088 - Payable in July & November
Health & Human Services	\$ 1,727,777 - Payable monthly based on contract
- Public charges for services include fees for general government, ambulance fees, UW meal service, sheriff department fees, nutrition programing, swimming pool revenues and other community programs.

# RICHLAND COUNTY

## PROPERTY TAXES



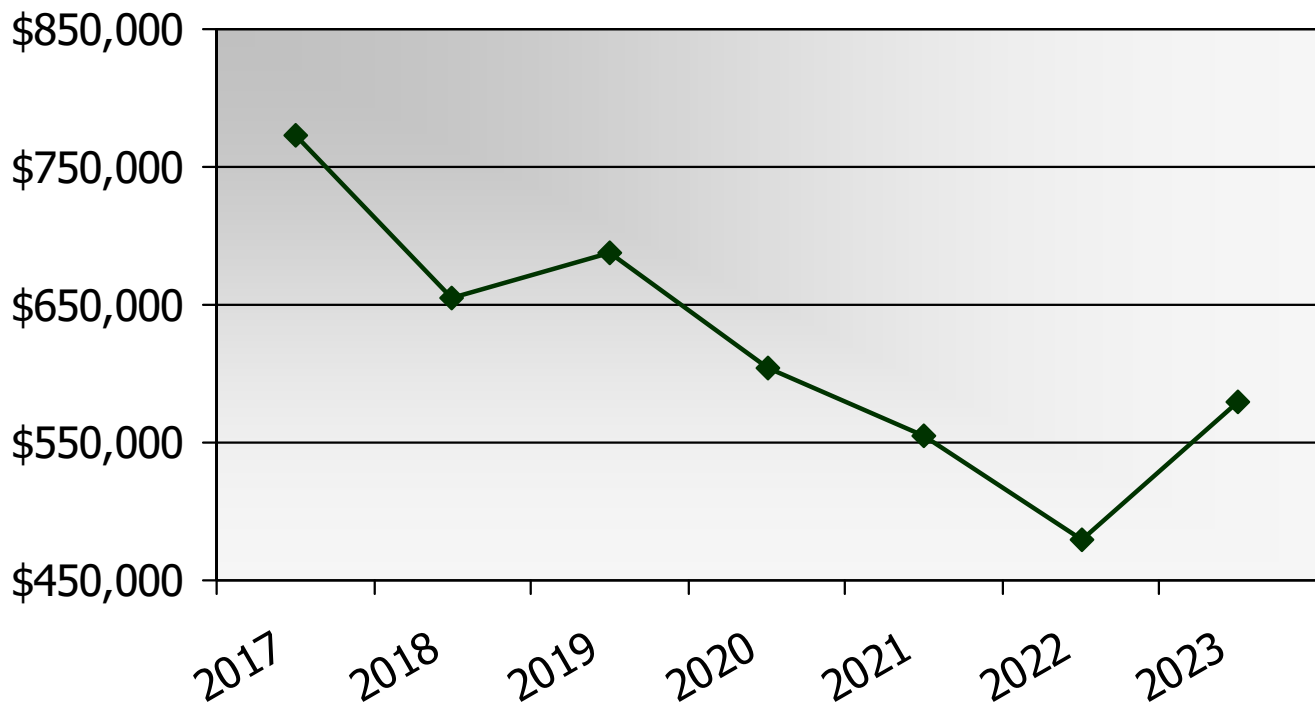
2018	\$	8,746,695
2019	\$	8,853,958
2020	\$	10,493,887
2021	\$	10,447,277
2022	\$	10,453,967
2023	\$	10,486,132

### OBSERVATIONS AND COMMENTS:

- Local property taxes have increased approximately 20% over the six year period. Increase was related to long-term debt required payments.

# RICHLAND COUNTY

## TAXES RECEIVABLE BALANCES



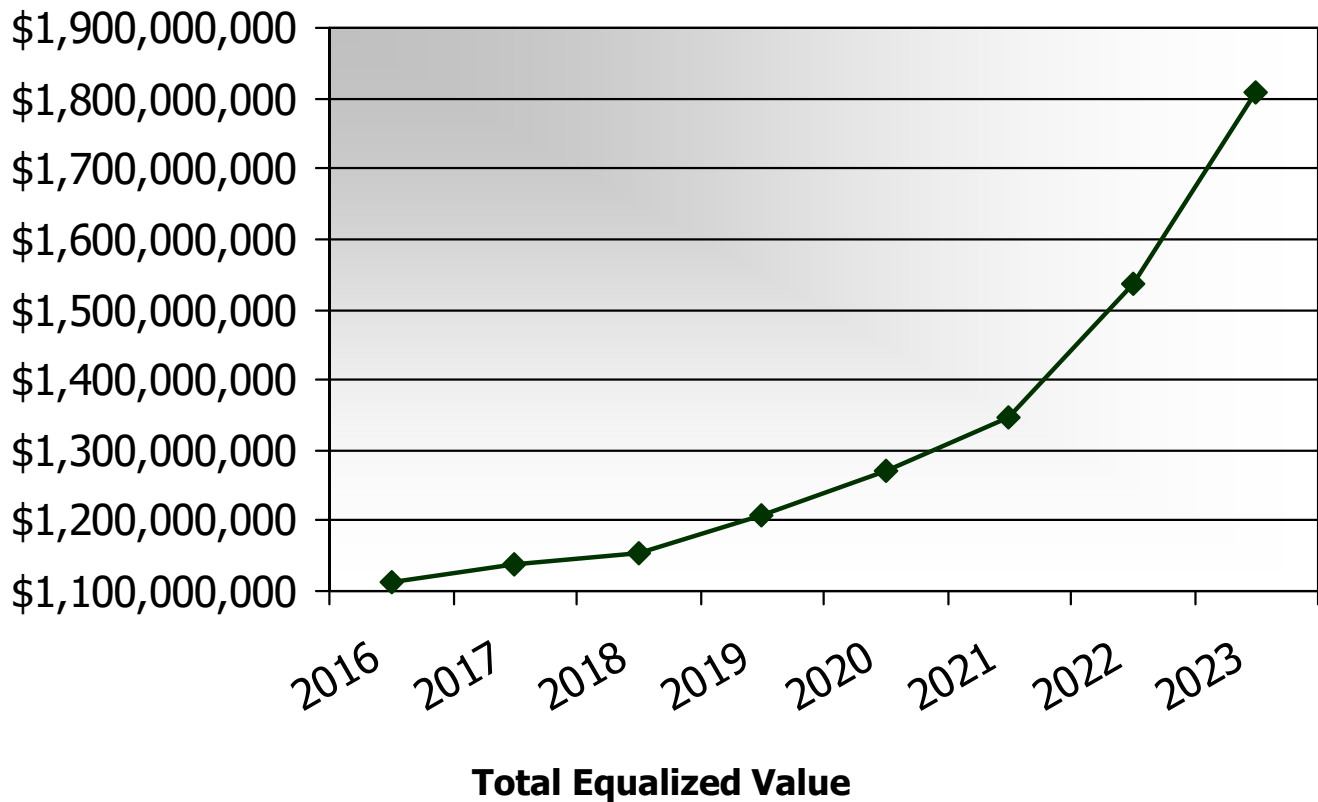
The following are the taxes receivable balances  
that consist of tax certificates  
held at year end.

2017	\$ 773,074
2018	\$ 655,478
2019	\$ 687,567
2020	\$ 604,248
2021	\$ 554,561
2022	\$ 479,054
2023	\$ 579,502



# RICHLAND COUNTY

## TREND IN EQUALIZED VALUE OF PROPERTY



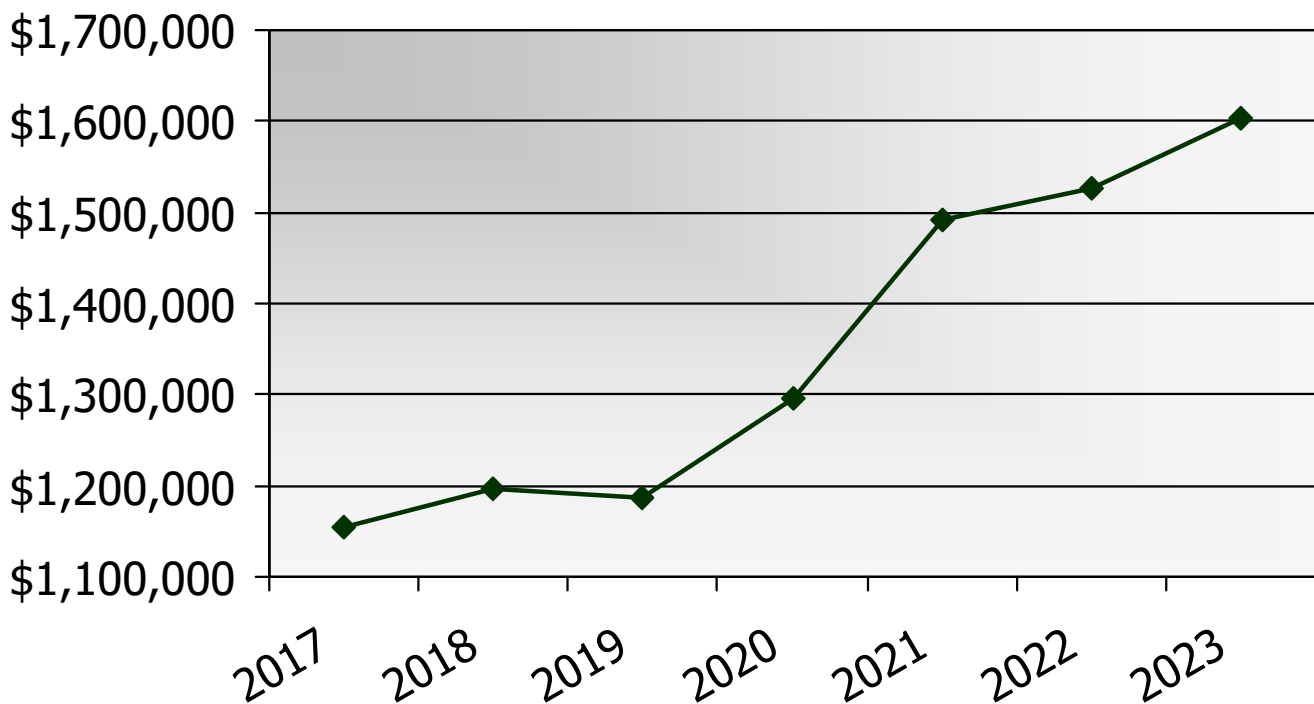
Total Equalized Value	
2016	\$ 1,113,581,100
2017	\$ 1,136,481,200
2018	\$ 1,154,170,600
2019	\$ 1,209,046,400
2020	\$ 1,270,705,200
2021	\$ 1,348,098,200
2022	\$ 1,535,795,100
2023	\$ 1,808,843,600

### OBSERVATIONS AND COMMENTS:

- The County's valuation over this eight-year period has increased by approximately 62%. Surrounding counties have experienced similar growth in the past eight years.

# RICHLAND COUNTY

## TREND IN SALES TAX REVENUE



**Trend in Sales Tax Revenue**

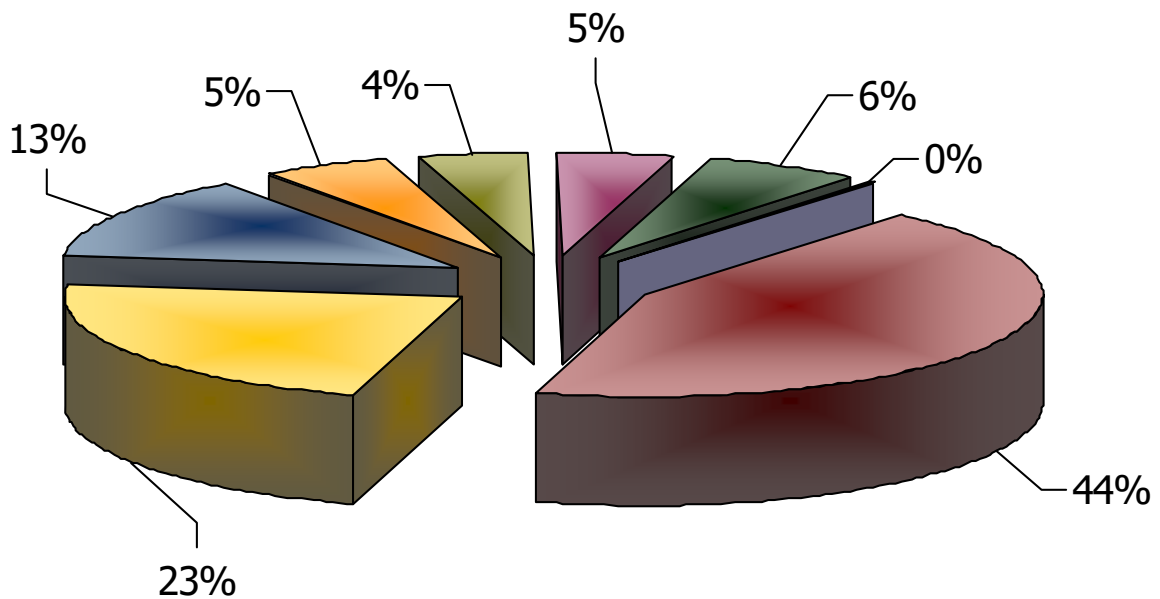
2017	\$ 1,155,054
2018	\$ 1,195,943
2019	\$ 1,185,990
2020	\$ 1,296,159
2021	\$ 1,491,899
2022	\$ 1,526,039
2023	\$ 1,604,401

### OBSERVATIONS AND COMMENTS:

- Like other Wisconsin counties, Richland County has used the ½% sales tax to limit property tax increases.

# RICHLAND COUNTY

## GOVERNMENTAL FUNDS – 2023 EXPENDITURES



Health & Social Services	- \$9,291,773
Public Safety	- \$4,812,901
General Government	- \$2,829,888
Culture & Recreation	- \$1,119,900
Conservation & Development	- \$963,165
Debt Service	- \$994,025
Capital Outlay	- \$1,353,197
Transportation	- \$76,298

### OBSERVATIONS AND COMMENTS:

- In 2023 and 2022, Health and Social Services and Public Safety expenditures were approximately 67% and 60% of total governmental expenditures, respectively.



# RICHLAND COUNTY

## STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION – PROPRIETARY FUNDS

	Enterprise Fund Pine Valley Community Village	Internal Service Fund Highway
<b>Operating revenues:</b>		
Intergovernmental	\$ -	\$ 1,136,084
Charges for services	10,329,821	1,922,399
Other operating revenues	38,846	-
<b>Total operating revenues</b>	<b>10,368,667</b>	<b>3,058,483</b>
<b>Operating expenses:</b>		
Operation and maintenance	9,283,628	6,100,737
Administration	927,478	405,844
Depreciation	1,126,543	379,558
<b>Total operating expenses</b>	<b>11,337,649</b>	<b>6,886,139</b>
<b>Operating income (loss)</b>	<b>(968,982)</b>	<b>(3,827,656)</b>
<b>Nonoperating revenues (expenses):</b>		
Donations	137,620	-
Grant revenue	21,875	-
Supplemental payments	103,135	-
Amortization of bond premium	20,562	-
Loss on disposal of asset	(6,247)	-
Interest expense	(478,276)	(18,246)
General property taxes	1,178,364	2,335,169
Miscellaneous nonoperating revenues	-	1,176
<b>Total nonoperating revenues (expenses)</b>	<b>977,033</b>	<b>2,318,099</b>
<b>Change in net position</b>	<b>8,051</b>	<b>(1,509,557)</b>
<b>Net position, January 1</b>	<b>3,794,874</b>	<b>5,464,271</b>
<b>Net position, December 31</b>	<b>\$ 3,802,925</b>	<b>\$ 3,954,714</b>

# RICHLAND COUNTY

## CHANGES IN LONG-TERM OBLIGATIONS

The following is a summary of long-term debt obligations:

	Balance 1/1/2023	Increases	Decreases	Balance 12/31/2023	Amounts Due Within One Year
<b>Governmental Activities</b>					
Bonds and notes payable:					
Bonds and note	\$ 4,850,000	\$ 8,100,000	\$ 885,000	\$ 12,065,000	\$ 855,000
Bond premium	132,675	484,760	59,557	557,878	-
Subtotal	<u>4,982,675</u>	<u>8,584,760</u>	<u>944,557</u>	<u>12,622,878</u>	<u>855,000</u>
Other liabilities:					
Leases	157,283	297,465	118,269	336,479	80,577
Vested compensated absences	576,302	7,101	-	583,403	-
Subtotal	<u>733,585</u>	<u>304,566</u>	<u>118,269</u>	<u>919,882</u>	<u>80,577</u>
Total governmental activities long-term liabilities	<u>\$ 5,716,260</u>	<u>\$ 8,889,326</u>	<u>\$ 1,062,826</u>	<u>\$ 13,542,760</u>	<u>\$ 935,577</u>
<b>Business-Type Activities</b>					
Bonds and notes payable:					
Bonds	\$ 17,015,000	\$ -	\$ 990,000	\$ 16,025,000	\$ 1,015,000
Bond premium	272,919	-	20,562	252,357	-
Subtotal	<u>17,287,919</u>	<u>-</u>	<u>1,010,562</u>	<u>16,277,357</u>	<u>1,015,000</u>
Other liabilities:					
Vested compensated absences	512,225	20,367	-	532,592	259,142
Subtotal	<u>512,225</u>	<u>20,367</u>	<u>-</u>	<u>532,592</u>	<u>259,142</u>
Total business-type activities long-term liabilities	<u>\$ 17,800,144</u>	<u>\$ 20,367</u>	<u>\$ 1,010,562</u>	<u>\$ 16,809,949</u>	<u>\$ 1,274,142</u>

## OBSERVATIONS AND COMMENTS:

➤ As of December 31, 2023, general obligation debt limitation totals \$90,442,180; debt subject to limitation totals \$28,090,000. The County has approximately 69% of its debt capacity remaining.

## RESOLUTION NO. 25 - 6

Resolution Approving A New Collective Bargaining Agreement With The Richland County Deputy Sheriff Association, WPPA (The Union).

WHEREAS the current collective bargaining agreement between Richland County and the Union representing the sworn employees of the Sheriff's Department expired on December 31, 2024, and

WHEREAS the members of the Union have ratified a Collective Bargaining Agreement for 2025 - 2027, and

WHEREAS the Executive & Finance Standing Committee recommends that the Richland County Board of Supervisors approve the 2025 - 2027 agreement.

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors hereby approves the three-year Collective Bargaining Agreement between the County and the Union and authorizes the County Administrator to sign said agreement on behalf of the County.

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(14 JANUARY 2024)

RESOLUTION\_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

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

DATED: JANUARY 21, 2025



AGREEMENT

between

RICHLAND COUNTY, WISCONSIN

and

RICHLAND COUNTY DEPUTY SHERIFF'S ASSOCIATION  
WISCONSIN PROFESSIONAL POLICE ASSOCIATION  
LEER DIVISION

2025-2027

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## ARTICLE I - AGREEMENT

1.01 This agreement is made and entered into this first day of January, 2025, at Richland Center, Wisconsin, pursuant to the provisions of Section 111.77, Wisconsin Statutes, by and between Richland County, Wisconsin, hereinafter referred to as the "Employer," and Richland County Deputy Sheriff's Association, WPPA, LEER, on behalf of the Richland County Sheriff Department Employees hereinafter referred to as the "Union."

## ARTICLE II - INTENT AND PURPOSE

2.01 It is the intent and purpose of the parties hereto that this agreement establishes negotiated terms for wages, hours, and conditions of employment for employees in the bargaining unit.

## ARTICLE III - UNION RECOGNITION, BARGAINING UNIT AND DUES

3.01 Recognition: Richland County recognizes Richland County Deputy Sheriff's Association, WPPA, LEER, as the exclusive bargaining representative for the public safety employees of the Richland County Sheriff Department, referenced in Schedule A, but excluding confidential employees, the sheriff, chief deputy sheriff, and lieutenants of Richland County, with respect to wages, hours, and working conditions.

### 3.02 Dues Deduction:

- (a) The Employer agrees to deduct monthly dues in the amount certified by the WPPA/LEER from the pay of employees who individually sign a dues deduction authorization form supplied by the WPPA/LEER. This deduction shall include any Local Association dues which the employee has authorized to be deducted in conjunction with the WPPA/LEER dues (the "combined dues"). Employees who enter the Union on the 1<sup>st</sup> through the 15<sup>th</sup> day of the month will have dues deducted from their first month's pay. Employees who enter the Union after the 15<sup>th</sup> will have dues deducted beginning on the first day of the next month following date of hire.
- (b) It shall be WPPA/LEER's responsibility to obtain dues authorization forms from new employees and provide them to employer no less than 30 days prior to the date in which dues deductions are to commence.
- (c) The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the WPPA/LEER or Local Association if applicable, in one lump sum not later than the end of the month in which the deduction is made.
- (d) Authorization of dues deduction by a voluntary member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association.
- (e) The Association as the exclusive representative of all the employees in the bargaining unit, will represent all such employees fairly and equally. No employee shall be required to join the Association, but membership in the Association shall be made available to all employees who apply, consistent with

the union constitution and bylaws. No employee shall be denied Association membership because of race, creed, color, or sex.

3.03 Hold Harmless: The WPPA/LEER does hereby indemnify and shall hold the County of Richland harmless against any and all claims, demands, suits or other forms of liability, including court costs that shall arise out of or by reason of action taken or not taken by the County, which action or non-action is in compliance with the provisions of this article/section.

#### ARTICLE IV - MANAGEMENT RIGHTS

4.01 The Employer shall have the sole and exclusive right to determine the number of employees to be employed, the duties of each of these employees, the nature, hours and place of their work, and all other matters pertaining to the management and operation of Richland County and Richland County Sheriff Department, including the hiring and promotion of employees. The Employer shall have the right to demote, suspend, discharge or otherwise discipline employees for just cause.

The Employer has the exclusive right to assign and direct employees, to schedule work and to pass upon the efficiency and capabilities of the employees, and the Employer may establish and enforce reasonable work rules and regulations. Further to the extent that rights and prerogatives of the Employer are not explicitly granted to the Union or employees, such rights are retained by the Employer. However, the provisions of this article shall not be used for the use of undermining the Union or discriminating against any of its members.

#### ARTICLE V - GRIEVANCE PROCEDURE

5.01 Definition of Grievance: For the purpose of this agreement, the term "grievance" means any dispute between the Employer and an employee within the unit, or the Employer and the Union relating to the interpretation, application, breach or violation of the terms of this agreement and any matters related to safety and work rules relating to the interpretation, application, breach or violation of the terms of this agreement. No grievance shall be discussed during working hours without prior notice to the Richland County sheriff.

5.02 Steps in Procedure: Grievances shall be processed in the following manner (time limits set forth shall be exclusive of Saturdays, Sundays and holidays):

Step One: The employee and/or Union committee chairperson shall present any grievance in writing to the sheriff of Richland County or his/her designee within forty (40) days from the date the grievant first had knowledge of the occurrence of the event causing the grievance. The sheriff shall attempt to a mutually satisfactory adjustment and shall give a written answer to the grievant or the union committee chairperson within ten (10) days after the grievance was presented to him/her. If the sheriff does not submit a written answer, the grievance shall be deemed denied.

Step Two: The grievance shall be considered settled in Step One unless within ten (10) days from the date of denial in Step One, the grievance is presented in writing to the Richland County Administrator. The Richland County Administrator or its representative will meet with the employee, his/her representative and representatives of the Employer as the Richland County Administrator may elect and attempt to resolve the grievance. Such meeting will be held with the Richland County Administrator not later than 30 days of receipt of the written grievance. The Richland County Administrator or its representative, shall submit a written answer to the employee or his/her

representative within ten (10) days following the meeting. If the Richland County Administrator or its representative does not submit a written answer, the grievance shall be deemed denied. If the Committee denies the grievance, it shall be automatically forwarded to the Executive and Finance Standing Committee in Step 3.

Step Three: The Executive and Finance Standing Committee will meet with the employee, his/her representative and representatives of the Employer as the Executive and Finance Standing Committee may elect and attempt to resolve the grievance. Such meeting will be held by the Committee at its next regularly scheduled meeting, but not later than 45 days of receipt of the written grievance. The Executive and Finance Standing Committee shall submit a written answer to the employee or his/her representative within ten (10) days following the meeting. If the Executive and Finance Standing Committee or its representative does not submit a written answer, the grievance shall be deemed denied.

Step Four: If the employee's grievance is not settled at the third step, either party may take the matter to arbitration as hereinafter provided.

#### 5.03 Arbitration:

(a) The grievance shall be considered settled in Step Three above unless within ten (10) days after the last response is received or due, the dissatisfied party (either party) shall request in writing to the other that the dispute be submitted to arbitration.

(b) The parties shall attempt to mutually agree on the selection of the arbitrator to decide the dispute. If no agreement is reached within ten (10) days after notification of intent to arbitrate, either party may request the Wisconsin Employment Relations Commission to provide a panel of arbitrators from its staff from which the parties shall alternately strike until a single name remains.

(c) Time Limits: Time limits set forth above may be extended by mutual agreement in writing.

(d) Arbitration shall be limited to a determination of whether the Employer or the Union has violated the terms of the Agreement. The arbitrator shall not have authority to decide any dispute other than whether the Agreement has been violated, and he/she shall not add to, detract from or modify in any way, the terms of this Agreement.

(e) Costs: Both parties shall share equally the cost of the arbitrator. In the event the parties agree to a transcript of the proceedings, the parties shall each pay one-half of the cost of same.

5.04 The president, vice-president or steward of the Union or their designees shall meet with the sheriff from time to time to discuss Union/management problems, with a view toward the mutual settlement of problems without recourse to the grievance procedure.

## ARTICLE VI - SENIORITY

6.01 Definition: Seniority is defined as an employee's total length of continuous, full-time uninterrupted service within the bargaining unit except that for the purpose of calculating fringe benefits, an employee's seniority will be the employee's total length of continuous uninterrupted service with the Employer. Any break in such service shall result in the loss of bargaining unit seniority except if the chief deputy is appointed from within the bargaining unit, that employee will retain the employee's



accumulated seniority to the date of such appointment but will not accumulate additional seniority while serving as chief deputy. It will be the policy of the Employer to recognize seniority in case of layoff and recall as herein provided.

6.02 In the assignment of shifts and in job transfers, seniority shall prevail.

6.03 Vacancies: All vacancies shall be posted on the bulletin board. Such notice shall be posted for at least five (5) work days and shall state the job requirements and qualifications and rate of pay for the job. An employee desiring to fill such vacancy shall sign the posted notice within the five (5) day time period. If such vacancy constitutes a shift change or job transfer, it shall be awarded pursuant to Section 6.02. If such vacancy constitutes a job promotion, the successful applicant shall be chosen according to the following criteria:

1) A written test will be given to all applicants that is consistent with the job and is job related. The written test will be scored on a zero to forty point scale.

2) A written recommendation by the Employer shall be scored on a zero to twenty point scale. Such recommendation shall measure prior job performance.

3) Seniority shall be worth a maximum of forty points with the most senior applicant receiving the maximum, the next senior applicant to receive 35 points, and therein in a like manner.

The employee receiving the most total points shall be awarded the position and shall serve a twelve (12) month probationary period in the position to which they are promoted. If the employee does not complete the probationary period satisfactorily, he/she shall return to his/her former position with all rights unimpaired. However, they shall not be subject to discharge without the right of grievance. If the successful applicant does not satisfactorily complete said probation period, the employee with the next highest score shall serve therein in like manner.

6.04 Layoffs: In laying off employees because of a reduction in forces, the employees with the least seniority shall be laid off first, providing that those remaining are qualified to carry on the Employer's usual operation. In reemploying, those employees with the greatest length of service shall be called back first provided they are qualified to perform the required work. Employees laid off under this section shall retain all seniority while laid off for one year, provided that they respond to any call back made during that time.

6.05 Probation: All newly hired employees shall not be released from probation until twelve (12) months following their FTO period and Academy (if Academy is applicable). During said probationary period employees shall not obtain any seniority rights and shall be subject to dismissal without cause or prior notice or recourse to the grievance procedure. If still employed after such probationary period, their seniority shall date from the first day of hire. New employees shall receive insurance benefits as soon as permitted by the insurance carrier. A probationary employee receives holidays and sick time during the probationary period.

6.06 Upon completion of said probationary period, employees shall be granted seniority rights from the date of original hire. A seniority roster shall be available on a bulletin board designated by Employer and kept up to date by the Employer.

6.08 .

6.09 Promotions: When an employee is promoted to a position in a higher classification, the employee shall be placed in the new classification that provides the employee with a pay raise. . Any change in a position classification must be approved by the Employer.

## ARTICLE VII - HOLIDAYS

7.01 Each regular full-time employee shall be granted the following holidays with pay: Martin Luther King, Jr. Day, Memorial Day, July 4th, Labor Day, Veterans' Day, Thanksgiving Day, the day before Christmas, Christmas Day, New Year's Eve Day (December 31<sup>st</sup>), and the employee's birthday. Holidays for employees who are not working shall be at straight time. The computation of the hourly rate of pay for holiday pay shall be as provided in the Memorandum of Understanding attached to this Agreement.

Any employee required to work on a holiday, the employee will be paid two and one-half times for the hours worked.. Anyone working outside their regular/normal hours on a holiday (called in early, extend beyond their shift or work extra time – whether ordered or voluntary) will be paid on the same basis as the regular holiday pay (two and one-half times) ) for these extra hours. If a holiday falls on an employee's scheduled day off, the employee will receive straight time pay for their normal workday for the holiday. straight time pay. To receive holiday pay, the employee must work the hours scheduled for the week during which the holiday falls, unless on paid sick leave or other leave with pay or excused for proper reasons beyond the employee's control. Holidays will be observed on the actual day of the holiday, except that those employees regularly scheduled to work Monday through Friday shall observe holidays pursuant to state policy.

## ARTICLE VIII - VACATIONS

8.01 Each regular full-time employee shall earn vacation on the following schedule:

Employed Time	Vacation Accrued	Total Hours	Accrual Per Hour (p/h)
Date of Hire	1 week	60 hours	N/A
6 months	1 week	60 hours	0.055 p/h
Year 1-4	2 weeks	120 hours	0.055 p/h
Year 5-9	3 weeks	180 hours	0.082 p/h
Year 10-14	4 weeks	240 hours	0.11 p/h
Year 15 on	5 weeks	300 hours	0.137 p/h

The number of employees on vacation within a given classification at any given period shall be determined by the sheriff. On November 1 of each calendar year there shall be posted a vacation schedule for the following calendar year. All employees shall sign the posting by November 30, selecting their vacation on the basis of seniority. If employees do not sign the vacation posting schedule by

November 30 of any year, remaining vacations shall be scheduled on a first come, first serve basis. Requests will be addressed within eighteen (18) days by the Sheriff or his/her designee. Changes in vacation schedule may be made with fourteen (14) calendar days advance notice to the sheriff and with mutual agreement of the sheriff, provided no other employee's vacation schedule is affected. Vacation pay shall be based upon a normal work week, and shall be taken in unit periods of not less than one (1) week, except upon approval of the sheriff. All efforts will be made to schedule vacations for the employees covered by this agreement so that such employees receive a normal work week off for each week of vacation. Employees who work less than 80% of scheduled hours during the year preceding vacation, shall receive prorated vacations based upon time worked. Vacation must be used within 18 months following the employee's anniversary date. The Administrator is authorized to extend this deadline if the employee has been unable to take their accrued vacation within 18 months due to unforeseen circumstances. Vacation time not taken in accordance with this paragraph is forfeited. After Year 15, an employee may request to receive one (1) week of accrued vacation paid to them.

8.02 Employees who terminate their employment or who are laid off due to lack of work will be paid for vacation previously earned and not received for the current year up to and including the date of termination on a prorated basis. Employees who have not passed probation, will not receive a payout of vacation.

#### ARTICLE IX - SICK LEAVE

9.01 Rate of Accumulation: Each permanent full-time employee shall be entitled to sick leave with full pay. Sick leave will be earned on an hourly basis at the rate of 0.067 per hour. .

Sick leave shall be accumulated for not more than one hundred twenty six (126) days and a doctor's certificate verifying the illness may be required by the Employer. Any unused sick leave accumulated by the employee to a maximum of sixty (60) days at the time of death or retirement shall be paid to the employee upon death or retirement, provided that upon retirement, the employee is eligible for retirement benefits under the Wisconsin Retirement Fund. In lieu of payment each such employee shall be offered the option of converting 90% of his/her eligible accumulated sick leave (up to 126 days) to payment towards health insurance premiums.

9.02 Eligibility: In order for an employee to be eligible for sick leave, the employee shall report his/her sick leave as defined in 9.05 prior to the start of his/her shift, unless circumstances prevent him/her from doing so.

9.03 Medical Leave of Absence: A medical leave of absence may be granted by the Employer at its discretion to an employee without loss of seniority for reasons of illness and recuperation therefrom, and for any other reasons deemed proper, except that if an employee exhausts his/her sick leave accumulation, he/she will be granted leave not to exceed twelve (12) months; except that the Employer may grant an extension under appropriate circumstances. Seniority shall accumulate during medical leave. The Employer may request periodic updates and may approve any such leave in 90 day intervals.

9.04 When an employee is scheduled to work on a holiday and the employee is absent due to illness under this article, the employee shall receive, in addition to eight and one-half (8½) hours of holiday pay, one day's sick leave at the employee's regular straight time hourly rate computed pursuant to Section 14.07. The total pay to an employee under this section shall be eight and one-half (8½) hours of



straight time pay in addition to his/her regular salary for a total of seventeen (17) hours straight time pay for the day. A day of sick leave will be deducted from the employee's accumulated sick leave.

9.05 Definition of Sick Leave: Sick leave is defined as: an employee's absence from duty because of illness, bodily injury, diagnostic treatment, dental procedures, opticians' services, exposure to a contagious disease, attendance upon members of the immediate family whose illness requires the care of such employees. In the event there is evidence that an employee is claiming sick leave for the purpose other than is defined, the employer may require that such employee verify the validity of his/her claim. Immediate family is defined as parent, child or spouse, including step and in-law in kind.

9.06 Occurrences: The parties agreed to the deletion of this Section in negotiation of the current collective bargaining agreement. The deletion of this Section means employees will no longer earn compensation time off under the Occurrences language but shall carry forward accrued but unused compensatory time earned under the Occurrences language in the prior labor contract.

9.08 Nothing in this article shall be understood to limit the sheriff's department management in its control of sick leave abuse.

## ARTICLE X - INSURANCE

10.01 Health Insurance: The County shall provide a health insurance plan for employees. The County shall have the right to make unilateral changes to the health insurance plan and plan design, provided, however, that any such changes shall be made on a county-wide basis, and further provided that the employee share of the premium for the employee in this bargaining unit shall not exceed 12%.

Health insurance shall be prorated for part-time employees according to the following schedule:

<u>Hours Worked</u>	<u>Proration Percentage</u>
34 plus	88% (eff. 1/1/20 87%; eff. 7/1/20 86%)*
25 to 33.99	78% (eff. 1/1/20 77%; eff. 7/1/20 76%) *
17.5 to 24.99	68% (eff. 1/1/20 67%; eff. 7/1/20 66%)*

(\*changes to be implemented on same day as pay adjustments)

10.02 Dental Insurance: The Employer agrees to provide dental insurance to all bargaining unit employees. The Employer shall share the monthly premium for the dental insurance plan not to exceed \$52.39 family and \$18.31 single contributions for all employees. Beginning in 2014, the Employer shall have the right to change or eliminate dental insurance provided all County employees are treated the same.

10.03 Health Insurance While on Worker's Compensation: The Employer shall provide hospital and surgical insurance coverage for employees who are on Worker's Compensation or medical leave of absence for a period of twelve (12) months. The Employer shall pay its normal premium contribution.

The insurance may be continued by an employee on authorized leave of absence if permitted by the insurer, by the employee's payment of the total premium due for the employee at least two (2) weeks in advance of due date.

10.04 Worker's Compensation Supplement: In the event an employee suffers an injury or illness in the course of performing his/her duties, the employee may use accumulated benefit time to make up the difference between what the employee receives from Worker's Compensation payments and his/her regular pay.

10.05 Retirement Health Insurance: Any employee who retires with at least ten years of continuous service to the Richland County Sheriff's Department immediately prior to retirement and who is eligible for retirement under the Wisconsin Retirement System shall be eligible to participate in the Richland County group health insurance program from the time of retirement until the employee becomes eligible for Medicare provided the employee pays the cost of such participation directly to the County and in advance of the due date established by the County. Failure to pay the premium cost when due shall be cause for the County to discontinue the employee from this option. (This language is only effective under the conditions of the County returning to the Wisconsin State ETF Health Insurance coverage.)

10.06 Sec. 125 Plan: The Employer agrees to maintain a Section 125 Plan for the term of the Agreement.

#### ARTICLE XI - LIFE INSURANCE

11.01 Each employee is eligible to receive life insurance coverage, Wisconsin Group Life Insurance for Municipal Employees. The Employer and the employees shall pay their respective premium contributions pursuant to the plan.

#### ARTICLE XII - WISCONSIN RETIREMENT FUND

12.01 The employer shall pay the employer share and the employees shall pay the full employee share.

#### ARTICLE XIII - STRIKE OR LOCKOUT

13.01 During the term of this agreement, the parties agree that they shall not engage in, support, instigate, or authorize any strike by the Union, its agents or employees covered by the agreement, or lockout by the Employer. The parties recognize Wisconsin Statute Section 111.70 (4)(l), expressly prohibiting strikes by public employees. In the event any employee who is a member of the unit shall violate this section and shall not immediately return to work when directed by the Employer, such employee or employees may be summarily dismissed and such dismissal shall not be subject to the grievance procedure. Such action shall, in addition, not bar the Employer from any further action.

#### ARTICLE XIV - HOURS OF WORK, WAGES AND CLASSIFICATION

14.01 Wage Schedule: Schedule A, Classification and Wages, attached hereto and made a part hereof, shall be in effect for the term of this agreement.

14.02 Work Schedules: Schedules of work shall be prepared in advance and posted by the sheriff or his/her representative. The schedule schedule for those sworn employees assigned to Patrol

classifications will consist of a 12-hour shift rotation of 2-on/2-off, 3-on/2-off, 2-on/3-off with an alternate 3-day weekend off.

Shifts will operate from 4:00 a.m. to 4:00 p.m. and 4:00 p.m. to 4:00 a.m.

Shift assignments will be awarded based on department seniority.

Swing shift hours will be 6 a.m. -6 p.m. and 6 p.m.-6 a.m.

Employees bid for shift hours; however, management reserves the right to assign employees to stacks that fall within the hours bid. Employees will be allowed to use department seniority when another shift is vacated and reposted.

Compensation consists of 12-hours of regular pay for each 12-hour shift worked. Any hours worked in excess of 12-hours will be at the overtime rate. Employees may still take overtime pay or convert overtime to compensatory time off.

Employees working the 4:00 p.m.-4:00 a.m. shift and both of the swing shifts shall earn \$60.00 per month in shift differential pay.

A vacation work week will be defined as 5 (12-hour) days.

Holidays are defined and paid as described in Article VII of the CBA.

One working day of sick leave equals twelve (12) hours.

Excluding exigent circumstances, deputies shall be off work for a minimum of eight (8) continuous hours in each 24-hour period

Except for part-time, start times for each officer on a shift shall be consistent from day to day, except by mutual agreement or in the case of a special assignment or a bona-fide emergency.

Shift assignment shall be subject to change upon one (1) week's notice, except in the case of bona-fide emergency. Upon determination by the sheriff that a change in the schedules and hours of work is necessary and after consultation with the employees and Union regarding said change, the sheriff shall have the prerogative to initiate modifications in schedules and the hours of work upon (30) days' notice to the employees and the Union as represented by the local union president. Shift assignments may be changed on less than one (1) week's notice if mutually agreed to by the sheriff and affected employees.

**14.03 Overtime:** Overtime opportunities which must be assigned to unit employees under and as limited by Section 14.10 will be split between full-time employees on the preceding and following shifts according to seniority. If said employees are unavailable or unwilling to work, then said work shall be offered to other full-time employees according to seniority. If said employees are also unavailable or unwilling to work, then the County may offer same to regular part-time employees on the same basis as was offered to full-time employees, subject to the provisions of Section 14.10. Overtime for the employees covered by this agreement shall be paid at the rate of one and one half the employee's straight time hourly rate. All compensable time shall count as time worked for computation of overtime. The sheriff must authorize all overtime, except in his/her absence, overtime shall be authorized by the chief



deputy. Overtime will be paid for in the check following the pay period in which the overtime was earned.

Compensatory Time: An employee shall have the option to receive his/her overtime in the form of pay at time and one-half or compensatory time off at time and one-half. The employee may accumulate a maximum of sixty (60) hours compensatory time off.

Overtime beyond the accumulated compensatory time off shall automatically be paid in cash. An employee must give at least two weeks' notice to the Employer when the employee wishes to schedule his/her compensatory time off. Requests will be addressed within eighteen (18) days by the Sheriff or his/her designee. If the employee wishes to schedule his/her compensatory time with less than two weeks' notice, it must be by mutual agreement between the employee and the Employer. Compensatory time off must be taken in a block of at least one (1) hour. Compensatory time must be taken by the last pay period of the calendar year in which it was generated, or it will be paid out in the last pay period of the year.

14.04 Emergency Duty: Employees required by the sheriff to participate in emergency or riot duty outside of their normally scheduled work week shall receive overtime and will be paid overtime in accordance with Section 14.03 and at a rate not lower than the rate provided in this agreement.

14.05 Temporary Assignments: Temporary assignments on a shift other than the employee's regular shift shall not exceed one (1) week except in cases of relief for leaves of absence, including vacations and bona-fide emergencies.

14.06 Call-In Pay: Any employee called in to work at a time other than his/her regular schedule of hours, except where such hours are consecutively prior to or subsequent to the employee's regular schedule of hours, shall receive a minimum of two (2) hours pay at time and one-half of his regular rate of pay. Scheduled court appearances, unless canceled at least six (6) hours before the scheduled time, shall be paid for at a minimum of two (2) hours at time and one-half.

14.07 Order Ins: When staffing levels for the patrol and security division are below the number deemed necessary for any reason, including but not limited to: staffing shortages, immediate emergency shortages, special events, etc. and the needs are not met voluntarily, these division call in list will be utilized for order-in. Employees will be provided access to view the updated order-in list and dispatch will assist in making calls for overtime/order-in, any modifications to the lists will be made by supervisors. All employees are responsible for notifying their supervisor about credit for overtime worked.

Road Patrol - Order-in procedures will follow as:

- a. Each rotation will be an exclusive order-in list, (rotation A and rotation B)
- b. Order-ins for deputies will be rotating based on reverse seniority in their designation rotations.
- c. Deputies are subject to order-ins on their regular days off.
- d. Deputies can fulfill their "turn" in the order-in rotation by volunteering or being ordered to work a minimum of 2 hours in patrol function. This does not include volunteering for special details.
- e. Credit for volunteering does not accumulate and only serves to move the employee to the bottom of the ordering rotation.

- f. Deputies will get two "Passes" per calendar year.
- g. Phone calls will be made to each phone listed under employee's information and if no answer a message will be left.
- h. If the Sheriff's Office doesn't hear back within 30 minutes of original call, your pass will be utilized if you still have one available.
- i. If employees are unable to fulfill their required over time shift, they may be subject to disciplinary action.

14.08 Casual/Temporary Employees: The Employer and the Union agree that work normally performed by regular employees shall not be performed by casual or temporary employees, except as provided in this section.

The parties agree that there are circumstances where the use of regular part-time, casual or temporary employees is essential to provide for coverage of regular full-time and regular part-time employees in their absence, as well as to meet unusual demands on the department which cannot be handled by the regular employees alone.

14.09 Casual/Temporary Employees - Training and Rates of Pay: Employees designated as casual or temporary who are to assume the duties of regular employees shall receive sufficient training to carry out the necessary duties of the positions they are to assume so as not to jeopardize the safety of regular employees. Utilization of casual or temporary employees applies to all positions in the department.

14.10 Effective Date of Wage Rate Changes: When an employee's rate of pay is changed under any provision of the labor agreement and such a change falls in the first half of the pay period, the employee's new rate will commence the start of the pay period; if the rate change falls in the second half of the pay period, the employee's new rate will commence the start of the following pay period. This provision shall not apply to the negotiated general wage increase.

14.11 Pay Day: Employees shall be paid every other Friday by direct deposit. If the Friday payday is a holiday, paychecks will be deposited on the day prior to the holiday.

## ARTICLE XV - LONGEVITY

15.01 1) Upon completion of three (3) years of service with the Employer, the employee shall be granted a longevity bonus of four hundred dollars (\$400.00);

2) Upon completion of five (5) years of service with the Employer, the employee shall be granted a longevity bonus of four hundred fifty dollars (\$450.00);

3) Upon completion of seven (7) years of service with the Employer, the employee shall be granted a longevity bonus of five hundred dollars (\$500.00);

4) Upon completion of ten (10) years of service with the Employer, the employee shall be granted a longevity bonus of five hundred fifty dollars (\$550.00);

5) Upon completion of fifteen (15) years of service with the Employer, the employee shall be granted a longevity bonus of six hundred dollars (\$600.00).

15.02 Longevity bonuses shall be annual and will be paid in the first payroll period of December of each year. Eligibility for the longevity bonus shall be based on the employee's anniversary date of hire. If an employee retires or resigns during the year and would be eligible for a bonus, the employee will receive a prorated eligibility bonus upon separation by retirement or resignation on good terms.

#### ARTICLE XVI - UNIFORM ALLOWANCE

16.01 The Employer shall maintain a voucher system for the purpose of uniform and equipment purchase and maintenance for each member of the bargaining unit. The Employer shall allocate \$700 to an account for each bargaining unit member. The Employer shall allocate an additional \$100 for members of the bargaining unit who are K-9, Drug Unit and Special Response Team (SRT) members. (Members shall only be able to claim membership in one of the above specialties for pay.) Funds in the account can only be used for the purchase of approved items. Funds not used in one calendar year may be carried forward into the next calendar year, but the amount in any employee's account may not exceed \$1,800 per employee. This system shall be a reimbursement system except in cases where the Employer has established an account with a supplier.

16.02 New employees shall receive a clothing allowance of \$1,000 upon hire to purchase approved clothing items. If an employee severs his/her employment in less than one (1) year, he/she shall return all clothing and equipment purchased with said allowance.

#### ARTICLE XVII - UNION ACTIVITY

17.01 Bulletin Board: The County will allow the Union the use of a bulletin board for the purpose of posting notices and union activities.

17.02 No Loss of Pay: The Employer agrees that reasonable time spent during regular scheduled working hours in the investigation and presentation of grievances, or in the conduct of negotiations and proceedings concerning collective bargaining shall not be deducted from the pay of delegated employee representatives of the union.

#### ARTICLE XVIII - MISCELLANEOUS

18.01 Military Leave of Absence: Military leaves of absence shall be granted in accordance with the requirements of applicable state and federal law.

18.02 Lawsuits: Pursuant to Wisconsin Statutes, whenever any employee is proceeded against in his/her official capacity, or as an individual because of acts committed while carrying out his/her duties as an officer or employee, the County shall pay all attorneys' fees, costs of defending the action and any judgment which may accrue against the employee.

18.03 Personal Leaves: Upon written application, an employee may be granted a personal leave without pay for up to thirty (30) calendar days at the Employer's discretion based on the nature of the request in each instance. Leave requests may be approved by the Department Head or the County Administrator. Extensions may be granted at the option of the Employer. Longer leave periods shall be granted to an employee to run for public office, to fill appointment to public office, or to serve in an elected or appointed union position. No employee shall be allowed leave to seek other employment,



except as stated in this section. There shall be no loss of seniority for leave under this section up to a period of three (3) months.

18.04 (omitted)

18.05 Ammunition: Each officer required to meet state certification shall receive one hundred (100) rounds of wadcutters each month. One box (50 rounds) of service ammunition shall be given to each deputy on January 1 of each year. The replaced service ammunition shall be used to provide for one (1) month's allocation of wadcutters.

18.06 Notice of Discipline: Notice of all discipline shall be in writing and a copy shall be provided the employee at the time the action is taken. Written notice of oral discipline shall be given to the employee as soon as possible after the action is taken.

18.07 Retirement: When an employee retires, any monies owed the employee shall be paid as soon as possible and in the same year provided the employee has given at least fourteen (14) calendar days advance notice of retirement. Employees wishing to retire at the end of a year and wishing any payout monies to be paid within that same year, need to retire during or no later than the second to last pay period of the year.

18.08 Expense Reimbursement: The County will not reimburse for lodging expenses in excess of the rate approved by the State of Wisconsin (standard rate) unless approved or authorized in advance.

18.09 Health Club Membership: Members who join the Richland County Symon Center will be reimbursed the cost of a single monthly membership for each month that the member presents (1) a receipt showing membership payment for that month and (2) a printout obtained from the facility showing that the member attended the Center a minimum of seven (7) times a month. These monthly receipts and printout reports for the prior twelve-month period must be submitted to the County by October 15 for reimbursement annually in November. Members may purchase a family membership but will only be reimbursed for the cost of a single membership if they meet the participation requirement.

18.10 Random Drug Testing: The Association, on its own behalf and on behalf of the bargaining unit employees, and WPPA Members of the Richland County Sheriff's Department, consent to participation and adherence to the Richland County Sheriff's Office, Random Drug Testing Policy 1007

#### ARTICLE XIX - BEREAVEMENT LEAVE

19.01 In the event that a death in the immediate family of a regular full-time employee requires his/her absence from work, the employee may be absent three (3) days without loss of pay for the regular workdays for which he/she would have worked but for his/her absence. Immediate family shall include spouse, parent, child, sibling, grandchild and grandparent including step and in-law in-kind.

19.02 Notice and reason for intended absence due to death in the immediate family is to be given promptly to the Employer.

19.03 In the case of an employee's or spouse's aunt, uncle, niece, and nephew, the employee will be given paid funeral leave of one (1) day of the funeral only, provided the day of the funeral is the employee's scheduled workday and he/she attends the funeral. Funeral pay will not be given for employees on layoff, vacation, or any kind of leave of absence.

## ARTICLE XX - LEGAL AGREEMENT

20.01 This agreement represents the entire agreement of the parties and shall supersede all previous agreements, written or oral. All subjects of collective bargaining are incorporated in this agreement.

20.02 Should any part of the agreement, or any provision contained herein, be declared invalid by operation of law, such invalidation of such part or provision shall not invalidate the remaining provisions hereof, which shall remain in full force and effect.

20.03 The terms and conditions of this agreement supersede any county or department resolutions, ordinances, or rules and regulations which may be in conflict with this agreement.

## ARTICLE XXI - DURATION

21.01 The terms and conditions of this agreement shall be in full force and effect from January 1, 2025, to and including December 31, 2027. This agreement shall be automatically renewed from year to year thereafter, unless either party hereto on or before sixty (60) days prior to December 31, 2027 gives notice to the other party in writing of a desire to change, alter or amend any provision of this agreement, or to terminate the entire agreement. Upon termination of this agreement, all obligations under this agreement are automatically canceled, except that the provisions of the grievance procedure shall continue in effect for such period of time as is necessary to complete the processing of any grievances presented prior to the termination of the agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals by their duly authorized representatives, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

FOR THE COUNTY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR THE ASSOCIATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR THE WPPA/LEER:

\_\_\_\_\_

## SCHEDULE A

1. **Wages, Rates and Classifications:** The following shall constitute the classification of jobs and minimum and maximum monthly rates thereof in effect as of the dates noted. Adjustments to wages shall be made at the beginning of a payroll period that includes the date(s) noted.

January 1, 2025*	Placement on Scale
October 1, 2025	Advancement on one (1) step on scale
January 1, 2026*	2.25 % plus one step on scale.
January 1, 2027*	2.25 % plus one step on scale.

\*Note: The negotiated wage adjustments are effective on the first day of the pay period that includes the effective date.





## 2025 SCHEDULE A

### 2025 Wage Scale

	Steps	1	2	3	4	5	6	7	8	9
Grade										
13		27.80	28.56	29.34	30.16	30.98	31.84	32.71	33.61	34.54
16		34.09	35.03	36.00	36.99	38.00	39.05	40.12	41.22	42.35

Grade 13 includes Road Patrol Deputies

Grade 16 includes Patrol Sergeant and Investigator

## 2026 SCHEDULE A

### 2026 Wage Scale (increase each step by 2.25% plus step on January 1)\*\*

	Steps	1	2	3	4	5	6	7	8	9
Grade										
13		28.43	29.20	30.00	30.84	31.68	32.56	33.45	34.37	35.32
16		34.86	35.82	36.81	37.82	38.86	39.93	41.02	42.15	43.30

Grade 13 includes Road Patrol Deputies

Grade 16 includes Patrol Sergeant and Investigator

## 2027 SCHEDULE A

### 2027 Wage Scale (increase each step by 2.25% plus step on January 1)\*\*

	Steps	1	2	3	4	5	6	7	8	9
Grade										
13		29.07	29.86	30.68	31.53	32.39	33.29	34.20	35.14	36.11
16		35.64	36.63	37.64	38.67	39.73	40.83	41.94	43.10	44.27

Grade 13 includes Road Patrol Deputies

Grade 16 includes Patrol Sergeant and Investigator

\*\* 2026 and 2027 schedules are built on a minimum 2.25% increase. These schedules are subject to a “me too” provision and will be adjusted upward to match the general adjustment for County Employees if said adjustment exceeds 2.25%.

## RESOLUTION NO. 25 - 7

Resolution Approving Provider Contracts For 2025 For The Health And Human Services Department.

WHEREAS the Richland County Procurement Ordinance adopted November 19, 2024 provides that any contract entered into by the Department of Health and Human Services involving an expenditure more than \$100,000 must be approved by the County Board, and

WHEREAS the Community and Health Services Standing Committee is now presenting the following provider contracts for 2025 to the County Board for approval:

With **Diane's AFH** of Arena for \$135,000 to provide Adult Family Home services for Comprehensive Community Services consumers being served by the Behavioral Health Services Unit and

With **Hailey Schneider** of La Crosse for \$140,000 to provide medication management and individual outpatient services for consumers being served by the Behavioral Health Services Unit and

With **You Are Enough Counseling, LLC.** of Avoca for \$125,000 to provide psychotherapy, recovery planning, individual skills development, wellness management and AODA services to Comprehensive Community Services consumers being served by the Behavioral Health Services Unit and

With **Driftless Counseling LLC of Viroqua** for \$1,500,000 to provide psychotherapy, recovery planning, individual skills development, wellness management and AODA services to Comprehensive Community Services consumers being served by the Behavioral Health Services Unit.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Community and Health Services Standing Committee to enter into the listed provider contracts for 2025;

BE IT FURTHER RESOLVED that the Director of Health and Human Services Department, Ms. Tricia Clements, is hereby authorized to sign the above contracts on behalf of Richland County in accordance with this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE COUNTY BOARD  
MEMBERS OF THE COMMUNITY & HEALTH  
SERVICES STANDING COMMITTEE  
(09 JANUARY 2025)

RESOLUTION\_\_\_\_\_

FOR

AGAINST

DEREK S. KALISH  
COUNTY CLERK

MARY MILLER

X

MARTY BREWER

SANDRA KRAMER

X

DATED: JANUARY 21, 2025

INGRID GLASBRENNER

X

MICHELLE HARWICK

DANIEL MCGUIRE

DAVID TURK

X



## RESOLUTION NO. 25 - 8

Resolution Awarding Opioid Settlement Fund Grants To Applicant Providing For The Prevention, Treatment, And/Or Recovery Of Opioid Drug Use.

WHEREAS Richland County non-profit organizations and those that serve Richland County Residents may submit applications for Opioid Settlement Fund Grants twice a year to be reviewed by the Opioid Settlement Committee, with recommendations to be presented to the Community and Health Services Committee and full County Board for approval, and

WHEREAS Richland County Departments may request funds throughout the year, and

WHEREAS awards will generally be between \$1,000 and \$25,000 and projects can be renewed annually if funding allows and reporting requirements have been met, and

WHEREAS an application meeting the grant requirements have been reviewed by the Community Health Services Committee and is being presented to the County Board for approval.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Richland County Department of Health and Human Services is hereby authorized to award Opioid Settlement Fund Grants to the following:

Richland County Sheriff's Office in the amount of \$6,000 for prevention efforts, treatment and recovery efforts and to establish a D.A.R.E program; and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE COUNTY BOARD  
MEMBERS OF THE COMMUNITY & HEALTH  
SERVICES STANDING COMMITTEE  
(09 JANUARY 2025)

RESOLUTION\_\_\_\_\_

FOR

AGAINST

DEREK S. KALISH  
COUNTY CLERK

MARY MILLER

X

MARTY BREWER

SANDRA KRAMER

X

DATED: JANUARY 21, 2025

INGRID GLASBRENNER

X

MICHELLE HARWICK

DANIEL MCGUIRE

DAVID TURK

X

# RICHLAND COUNTY

Opioid Steering Committee Funding Request From

RICHLAND COUNTY

DEC 05 2024

HEALTH & HUMAN SERVICE  
RICHLAND CENTER, WI



## APPLICATION

ORGANIZATION NAME: \_\_\_\_\_ RICHLAND COUNTY SHERIFF'S OFFICE \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ 181 W. SEMINARY ST. \_\_\_\_\_

CITY: \_\_\_\_\_ RICHLAND CENTER \_\_\_\_\_

STATE: \_\_\_\_\_ WI \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ 53581 \_\_\_\_\_

CONTACT PERSON (first and last name): \_\_\_\_\_ MIKE CZYS \_\_\_\_\_ TITLE: \_\_\_\_\_ LIEUTENANT \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ 608-475-4000 \_\_\_\_\_

EMAIL: \_\_\_\_\_ MIKE.CZYS@CO.RICHLAND.WI.US \_\_\_\_\_

GRANT PROJECT TITLE: \_\_\_\_\_ D.A.R.E PROGRAM \_\_\_\_\_

GRANT AMOUNT REQUEST: \_\_\_\_\_ \$6,000 \_\_\_\_\_

TOTAL COST OF PROJECT/INITIATIVE: \_\_\_\_\_ \$6,000 \_\_\_\_\_

### TYPE OF ORGANIZATION:

☐

Non-Profit

☐

County Agency

☒

County Department

☐

School District

☐

City/Village/Township

☐

State/Federal Agency

☐

Other: \_\_\_\_\_

Project Start( date): \_\_\_\_\_ 2025 \_\_\_\_\_

Time to Complete Project:

☒

1 year

☐

2 years

☐

3 years

### How does this project meet the grant requirements:

☒

Prevention Efforts

☐

Treatment and Recovery Efforts

☐

Address Provider Shortage

☐

Connecting People To Resources And Expanding Resources

### Organizations Background Information, including any mission statement and purpose:

#### Mission:

Through collaborative efforts and partnerships, the Richland County Sheriff's Office guards the life, property, and constitutional rights of all and pursues justice with compassion and respect for all our citizens to ensure a safe and secure community.

### APPLICATION CERTIFICATION

I certify that I am authorized by my organization to apply for and implement this grant. I confirm the information in the application is complete and accurate. I understand that the information provided may be subject to further verification by Richland County and I will provide the information required to verify this data as requested. If this grant is received, I agree to the guidelines outlined in the application packet.

Signature of Applicant

*Mike Czyns*

Date:

12/5/24

**I. Project Need:** Identify the problem or need to be addressed.

The problem to be addressed is educating area youth about the harmful effects of drug (opioid)/alcohol use and violence. The current drug awareness program (Counter Act) is ending so we must transition to a different program. Our Office hopes that by continuing this education, through a different program, we can prevent children using drugs (opioids) and alcohol at an early age and avoid violence in schools and homes.

The NEED for us is to fund the training and materials necessary to switch to a new program, which is around \$6000.

**II. Project Goals and/or desired Outcomes:** Please use SMART goals when listing your goals.

**Specific:** The goal is to educate the students at Ithaca Schools about the harmful effects of drugs (opioid), alcohol, and violence through the use of the D.A.R.E Program. Lt. Czys or another deputy will be trained and given the skills to present this information.

**Measureable:** While it may be difficult to measure progress after the program, it can be monitored by number of students who successfully complete the course.

**Achievable:** This goal is realistic and attainable because we currently have a program that is well received, successful, and appreciated. We would continue with the current program, but have no choice since we will not be able to purchase the materials necessary once it is ended. D.A.R.E is a nationally recognized program and once the instructor is trained, we have no doubt that the program will be successful.

**Relevant:** The purpose is to educate and prevent the harmful use of drugs, alcohol, and violence in our youth. This program is designed to do exactly that. It fits our community since it is a universally recognized program and has been historically successful.

**Time-Bound:** This goal has a realistic timeline because the D.A.R.E training is offered a couple times per year so we will be able to send someone to be trained, and in the meantime we can order and receive the necessary materials to run the class.

III. **Project Timeline:** Provide a detailed timeline including planning, development, and implementation. Grantees have up to three years to complete the project.

The Project timeline would be to start the D.A.R.E Program in the spring of 2026 at Ithaca Schools. The Instructor would be selected and trained (2 weeks) in 2025 or early 2026, and the necessary equipment/materials would be purchased to be ready for classroom instruction.

IV. **Is this a New or ongoing project?** Explain:

The D.A.R.E Program is a new project, but we currently use Counter Act as the drug prevention/education program. Counter Act is ending in 2024 and we are no longer able to purchase the necessary teaching materials moving forward. The D.A.R.E. Program is nationally recognized and very well respected throughout the country as an invaluable tool to teach our youth about the harmful effects of drugs/alcohol/ and violence.



**V. Budget Narrative**-Identify other Principal Sources of Support: (Describe the financial plan for current and future support of the proposed project. What is the rationale for the amount requested? If other funding is necessary to complete the project budget, where will it come from How will you sustain the project in the future?)

The budget plan for this project is to use the money that is requested to purchase the initial training (including meals and lodging) for our deputy/instructor. The money will also be used to purchase the initial start-up materials and equipment to teach the class (workbooks, posters, etc.) After the initial start-up costs and training are paid for, the only recurring cost that we are aware of will be the cost of the student workbooks, which currently Ithaca Schools pay for (Counter Act) and would continue to do.

VI. Detailed Project Budget: Use the budget template included with this application (or one of your own) to outline expenses and any additional revenue for your project. Please refer to the grant guidelines for ineligible expenses

Please list any additional funding sources that may be involved in the completion of this project.	
	Total
(Examples may be earned, donated, other grants, levy etc.	
TOTAL PROJECT REVENUE	\$ 0.00

Richland County Opioid Steering Committee  
Funding Request- Project Budget

Organization Name: Richland County Sheriff's Office

Total Grant Request: \$6,000.00

EXPENSES				
Budget Item Description	Budget Category (construction, supplies, equipment, marketing, other)	Quantity	Cost per Item	Total
Two Week Class	Training	1	\$1250	\$ 1250.00
Hotel Room for 10 nights	Lodging	10	\$100	\$ 1000.00
Food 10 days	Food	10	\$25	\$ 250.00
Work Booklets	Supplies	100	\$1.65	\$ 165.00
Name Cards/ Posters/ Certificates/ Shirts/ Etc.	Supplies	100	Varies	\$ 400.00
Officer Compensation for 2 week Training	Other	40	\$36.69 per hour	\$ 2935.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
TOTAL EXPENSES				\$ 6000.00

## RESOLUTION NO. 25 - 9

Resolution Approving Two New Job Descriptions For The Health And Human Services Department.

WHEREAS Richland County Health and Human Services has created two new positions in their budget, and

WHEREAS one position is in the Behavioral Health Unit and is for a Recovery Services Coordinator and would be tasked with providing services to those seeking recovery services for AODA issues, and

WHEREAS there is grant funding available that would fund the position and would only continue if grant funding is sustained, and

WHEREAS the Economic Support Unit of Health and Human Services has 12 Economic Support Specialists, and

WHEREAS there is a need for additional supervision of the unit beyond what the manager is able to do, and

WHEREAS with the elimination of a worker, the creation of the Economic Support Supervisor would fund the position and provide an additional level of support and supervision to the workers without the need for additional levy, and

WHEREAS the Community and Health Services Committee has reviewed this resolution, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the job descriptions for an Economic Support Supervisor and a Recovery Services Coordinator be approved.

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE COUNTY BOARD  
MEMBERS OF THE COMMUNITY & HEALTH  
SERVICES STANDING COMMITTEE  
(09 JANUARY 2025)

RESOLUTION\_\_\_\_\_

FOR

AGAINST

DEREK S. KALISH  
COUNTY CLERK

MARY MILLER	X
MARTY BREWER	
SANDRA KRAMER	X
INGRID GLASBRENNER	X
MICHELLE HARWICK	
DANIEL MCGUIRE	
DAVID TURK	X

DATED: JANUARY 21, 2025

# Richland County

## Position Description

**Position Title:** Economic Support Supervisor

**Department:** Health and Human Services

**Reports to:** Economic Support Manager

**Pay Grade:**

**Date:** 10/31/2024

**Hours per week:** 40

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### Purpose of Position

Responsible to handle the day-to-day, one-on-one supervision and monitoring of staff to ensure timeliness and proper policies and procedures are being followed. This position will also assist the Economic Support Manager by completing scorecards to be used for evaluations of staff. This position will concentrate on knowing program policies and procedures and assuring staff know program policies and procedures.

### 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.

- Maintains program compliance by monitoring worker application of policies and procedures. This includes prepare scorecards, running reports, QCing cases and listening to and evaluating calls. Follows up with staff by meeting to provide correction, guidance, and praise based on worker productivity.
- Leader in the agency. Attends agency meetings with management. Helps develop and implement agency policies and procedures. Attends and participates in Community and Health Services Committee meetings. Prepares Annual Report. Presents self professionally in the community and as a representative of RCHHS.
- Assists workers with casework. Answers questions and helps utilize computer system effectively and efficiently. Monitors State Quality Control for the unit to ensure appropriate action has been taken. Assists with State reports and reviews for corrective actions.
- Primary Quest vault card and Child Support Good Cause Coordinator. Responsible for reporting to the State.
- Trains new workers. Responsible for NWT of all general programs.
- Attends Consortium Supervisor meetings. Maintains continuous communication with manages and supervisors of the Consortium. Helps create policies and procedures for the Consortium.
- Supervises and monitors cases of unit staff. Adjusts caseloads and assists with complex issues. Monitors mainframe alerts.
- Manages personnel by reviewing and approving time-off. Assists with hiring, firing, and discipline of employees. Helps staff maintain professionalism with others, including difficult clients.
- Researches and prepares for hearing. Summarizes exhibits to be provided.



- Assists with facilitating and preparing for staff meetings.
- Assess activities for safety including client safety, staff safety, personal safety, etc.
- Participate in committees, trainings, and meetings.
- Maintains current knowledge of program requirements and best practices and participates in continuing education opportunities
- Represent Richland County Health and Human Services to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups.
- Perform other duties as assigned or apparent.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma or GED, or relevant field with three years relevant experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid Driver's License required. Must maintain and obtain necessary training for DHS staff.

### **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 applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Knowledge of program policies, procedures, and ability to assure staff to know current policies and procedures.
- Ability to read, interpret, and apply regulations, laws, and policies.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Experience and skill with computer data entry.
- Knowledge of Microsoft Office software.
- Ability to prepare reports and records.
- Ability to administer rules and procedures under management guidance.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources including interpretation of guidelines, policies, and procedures.

#### **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, community settings, and client residences. 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 as well as angry, hostile, or confused persons and offensive language.
- 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.

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Employee's Signature

---

Supervisor's Signature

---

Date

---

Date

# Richland County

## Position Description

**Position Title:** Recovery Services Coordinator

**Department:** Health and Human Services/Behavioral Health Unit

**Reports to:** Behavioral Health Manager

**Pay Grade:**

**Date:** 10/04/2024

**Hours per week:** 40

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### Purpose of Position

Provide support and coordinate services to address clients' unique needs related to substance use for Richland County Health and Human Services Behavioral Health Unit. Facilitates building the gap between substance use and substance use services.

### 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.

- Collaborates with the Treatment Court and County Jail to assist individuals involved in the criminal justice system as a result of their substance abuse.
- Meets with jail inmates to provide education on substance abuse services available in Richland County.
- Facilitates Treatment Court Groups, participates as a team member on the Treatment Court Team, and assists the Treatment Court Coordinator with activities and tasks.
- Monitors and oversees the jail Medication Assisted Treatment Grant and the Residential Treatment Room and Board grant. Prepares and submits grant reports.
- Prepares and performs Treatment Court referrals, substance abuse counseling, mental health counseling and Comprehensive Community Services referrals.
- Obtains Peer Support Specialist Certification to provide support and assistance to those with mental health and substance use disorders, assist clients with accessing resources, work with clients to accomplish their treatment goals, and collaborate with other team members.
- Maintains accurate and current documentation of client interactions and progress.
- Transports clients to meetings and events.
- Coordinates Prime for Life Groups.
- Ensures compliance with federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act.
- Maintains current knowledge of program requirements and best practices and participates in continuing education opportunities.
- Participates in committees, trainings and meetings.
- Performs other duties as assigned or apparent.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma or equivalent and two years formal education/training in a related field and one year relevant experience; or any combination of education, training and experience that provides equivalent knowledge, skills, and abilities. Ability to obtain Peer Support Specialist Certification within one year of hire. Valid Driver's License required.

## **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 applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Knowledge of substance use and abuse and mental health counseling techniques and best practices.
- Ability to read, interpret, and apply regulations, laws and policies.
- Knowledge of Microsoft Office software.
- Ability to prepare reports and records.
- Ability to handle a wide variety of assignments under moderate supervision.

### **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, court, jail, and community settings. 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 as well as angry or confused persons and offensive language.

### **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.

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Employee's Signature

---

Supervisor's Signature

---

Date

---

Date

## RESOLUTION NO. 25 - 10

A Resolution Recognizing The Retirement Of An Employee Of The Health And Human Services Department.

WHEREAS, Ms. Kathy Dobbs was hired on August 25, 1978 and has held numerous positions in various Richland County departments since then, and

WHEREAS the Richland County Board wants to express its sincere appreciation to Ms. Kathy Dobbs for over 37 years of dedicated service to Richland County, and

NOW THEREFORE BE IT RESOLVED, by the Richland County Board of Supervisors that the County Board hereby expresses its sincere appreciation to Ms. Kathy Dobbs for 37 years of dedicated service to Richland County, and

BE IT FURTHER RESOLVED that the County Board wishes Ms. Kathy Dobbs a long and happy retirement, and

BE IT FURTHER RESOLVED, that the County Clerk shall send a copy of this Resolution to: Ms. Kathy Dobbs at her residence.

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE COUNTY BOARD  
MEMBERS OF THE COMMUNITY & HEALTH  
SERVICES STANDING COMMITTEE  
(09 JANUARY 2025)

RESOLUTION\_\_\_\_\_

FOR

AGAINST

DEREK S. KALISH  
COUNTY CLERK

MARY MILLER

X

MARTY BREWER

SANDRA KRAMER

X

INGRID GLASBRENNER

X

MICHELLE HARWICK

DANIEL MCGUIRE

DAVID TURK

X

DATED: JANUARY 21, 2025

**RESOLUTION NO. 25 - 11**

Resolution Approving The Contract For A Water Reservoir Study With Delta 3 For Pine Valley Community Village.

WHEREAS The DNR is requiring Pine Valley Community Village to repair the water reservoir, as there is rebar showing inside the tank, conduit needs repaired and isolation values needs to be replaced, and

WHEREAS the cost for this Water Reservoir study is \$15,500.00 and it is in 2 phases will be paid from Fund 61.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for Pine Valley Community Village to enter a contract with Delta 3 for \$15,500.00 for the Water Reservoir Study.

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

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE EXECUTIVE & FINANCE STANDING COMMITTEE (14 JANUARY 2024)	
AYES_____	NOES_____		
RESOLUTION_____		FOR	AGAINST
DEREK S. KALISH COUNTY CLERK		STEVE CARROW	X
		STEVE WILLIAMSON	X
DATED: JANUARY 21, 2025		GARY MANNING	
		MARK GILL	X
		INGRID GLASBRENNER	X
		DAVID TURK	X
		BOB FRANK	X
		MARC COUEY	X
		CRAIG WOODHOUSE	X



▶ Platteville, Wisconsin  
▶ Dubuque, Iowa

P 608.348.5355  
P 563.542.9005

E mail@delta3eng.biz  
W www.delta3eng.biz

## ***ENGINEERING SERVICES PROPOSAL***

**Owner: Richland County**  
**Address: 181 W. Seminary St., Suite 309**  
**Richland Center, WI 53581**

**Effective Date: November 27, 2024**

**Project Name: Water Reservoir Study – Pine Valley Community Village**

This Agreement is made between Delta 3 Engineering, Inc. ("Delta 3") and Richland County ("Owner") for engineering services on the above-referenced project (the "Project").

1. **Intellectual Property.** In accepting and utilizing any drawings, specifications, reports and data in any form, including print and/or electronic media generated and provided by Delta 3, Owner agrees that all such print and/or electronic files are instruments of service of Delta 3, who shall be deemed the author, and shall retain all common law, statutory law, and other rights to such materials, including ownership of copyright, except as provided herein.

Under no circumstances shall delivery of any drawings, specifications, reports or data for use by Owner be deemed a sale by Delta 3, and Delta 3 makes no warranties, either express or implied, of merchantability and fitness for any **purpose other than for this Project**. The drawings, reports and specifications prepared under this Agreement shall become the property of the Owner upon completion of the services and payment in full of all fees and costs due to Delta 3 upon completion of the Project or termination of this Agreement, whichever be the case. Owner shall not reuse or make or permit any derivative works to be made from the drawings, reports and specifications without the prior written authorization of Delta 3 or as otherwise required by law. Owner agrees to waive any claim against Delta 3 arising from any unauthorized transfer, reuse or preparation of derivative works from drawings, reports and specifications and to indemnify and hold harmless Delta 3 for any such unauthorized transfer, reuse, or preparation of derivative works from the drawings, reports and specifications.

2. **Project Description.** The Project will generally include two (2) Phases for a Water System Storage Reservoir Study. **Phase I** will include concept planning and study of the current and future trends and needs of the water storage system of the **Pine Valley Community Village**. Preliminary layout, Exhibit Maps, and associated estimated opinion of probable costs for several alternatives will be prepared for the Water System Storage needs of the **Pine Valley Community Village**. **Phase II** will include a complete Engineering Report prepared as per Wisconsin Department of Natural Resources requirements; based on the water system analysis; and include complete analysis of the alternatives, associated estimated opinion of probable costs, and recommendations for Water System Storage needs of the **Pine Valley Community Village**. The concept planning, preliminary layout and design, and Engineering Report for the Water Reservoir Study is planned to be completed in 2025.

3. **Scope of Services.** Delta 3 Engineering will provide the Professional Engineering Services necessary for the completion of the Water Reservoir Study – Pine Valley Community Village Project to occur at the Pine Valley Community Village in the City of Richland Center, Richland County, WI. The complete Scope of Services which Delta 3 Engineering will provide to the Owner is identified in **Attachment #1 – Professional/Technical Services and Fees**.

A large, stylized blue graphic of the letter 'M' or a mountain peak, composed of several overlapping geometric shapes, located in the bottom right corner of the page.

**EVERY ANGLE COVERED**



**4. Services Not Covered By This Agreement.** Revisions due to changes in the scope, budget, or quality of the Project; services that Delta 3 could not reasonably anticipate, and therefore did not include in the engineering fees or scope of services in Attachment #1. Delta 3 will inform the Owner, in writing, when any extra services are necessary. The Owner will give Delta 3 prompt written notice if it does want Delta 3 to perform the extra services. Delta 3 will be paid additional fees for these extra services at rates consistent with other services provided for the Project.

**5. Opinions of Cost.** Opinions of Probable Construction Cost are to be made on the basis of Delta 3's experience and qualifications and represent Delta 3's best judgement as an experienced and qualified professional generally familiar with the construction industry. However, because Delta 3 has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Delta 3 cannot, and does not, guarantee that proposals, bids, or actual construction costs will not vary from Opinions of Probable Construction Cost prepared by Delta 3.

**6. Means and Methods.** Delta 3 shall not at any time supervise, direct, control, or have authority over or be responsible for the means, methods, techniques, sequence, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto for security or safety at the Site, nor for any failure of a contractor to comply with Laws and Regulations applicable to such contractor's furnishing and performing of its work.

**7. Professional/Technical Services Fee.** The engineering fees and associated costs for the Project will be \$ 15,500.00. (Please see Attachment #1.)

**8. Project Schedule.** Delta 3 will work cooperatively with the Owner to complete its engineering services within the Owner's projected schedule.

**9. Payment.** Delta 3 will send monthly invoices to the Owner. The Owner agrees to pay fees as invoiced within 30 days and agrees to pay an additional 1.5% fee on any outstanding balance due past 30 days.

**10. Entire Agreement.** This Agreement supersedes any and all agreements previously made between Delta 3 and the Owner relating to the Project and there are no understandings or agreements other than those incorporated in this Agreement.

**11. Changes to This Agreement.** This Agreement may only be modified by written mutual consent of both the Owner and Delta 3.

**12. Termination.** Either party may terminate this Agreement with written notice. In the event of termination, suspension, or abandonment of the Project, Delta 3 shall be compensated (at contracted hourly rates) for all engineering services performed and associated costs incurred up to that time.

**13. Indemnification.** Owner agrees to indemnify, defend, and hold harmless Delta 3 and its officers, directors, members, partners, agent, employees, and Consultants from and against all causes of action, claims, demands, suits, liability or expense by reason of loss or damage to any property or bodily injury to any person, including death, as a direct or indirect result of the Project. Owner's indemnification and defense obligations under this paragraph shall not apply if Delta 3 is adjudicated, by a court of competent jurisdiction, negligent or reckless in performing the Professional Engineering Services for the Project.

**14. Waiver of Consequential Damages.** To the fullest extent permitted by law, Owner and Delta 3 waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for, or entitlement to, special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

**15. Limitation of Liability.** The Owner agrees to limit Delta 3's total liability to the Owner, Consultants, Contractors, and Subcontractors on the Project, due to Delta 3's professional negligent acts, errors, omissions, strict liability, breach of contract, or breach of warranty and for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this Agreement from any cause or causes, such that the total aggregate liability of Delta 3 to anyone shall not exceed the total fee for services rendered under this Agreement.

**16. Dispute Resolution—Arbitration.** All disagreements and disputes between Owner and Delta 3, of every kind, if not resolved by negotiations, shall be resolved by arbitration under the then current rules of the American Arbitration Association. A single arbitrator engaged in the practice of law shall conduct the arbitration. The arbitrator's decision and award shall be final and binding. Owner and Delta 3 shall share equally the costs of the arbitration and each shall pay their respective attorneys' fees and expenses associated with any arbitration. Judgment upon the award may be entered in any Wisconsin state or federal court having jurisdiction.

**17. Governing Law.** This Agreement shall be governed by, and construed and interpreted in accordance with, the internal law of the State of Wisconsin.

**18. Publicity.** Owner agrees that Delta 3 may state publicly, in advertising or otherwise, that Owner is a client of Delta 3.

Services authorized by:

**OWNER**

Printed Name: Angela Wall

Title: Pine Valley Community Village Administrator

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DELTA 3 ENGINEERING, INC.**

Printed Name: Bart Nies, P.E.

Title: President/Principal

Signature:  \_\_\_\_\_

Date: 12/23/2024

## Attachment #1

### Professional / Technical Services and Fees Water Reservoir Study – Pine Valley Community Village

*Owner: Richland County  
Richland Center, Wisconsin*

- 1) Phase I – Concept Planning Options** = \$ 6,500.00
- Meet with the Maintenance Supervisor and Water Operator for a Project scope meeting and to obtain prior plans, maps, and applicable documents. *(one each)*
  - Review the County's current Wisconsin Drinking Water System Permit for the current Water System.
  - Determine applicable funding agencies/programs.
  - Provide Water System data collection and analysis.
  - Meet with the Maintenance Supervisor and Water Operator for specific system and process deficiencies within the existing Water System and for future system design needs. *(one each)*
  - Provide and evaluate three (3) Project Alternatives for upgrade/replacement of the existing water storage facility for conformance of the County's Drinking Water System Permit and for future water demand projections.
  - Provide preliminary design and calculations for each of the Project Alternatives.
  - Provide computer-aided drafting services for Exhibit maps and other corresponding maps for each of the proposed Draft Project Alternatives.
  - Prepare estimated Preliminary Opinion of Probable Costs for each of the Draft Project Alternatives.
  - Meet with the Maintenance Supervisor, Water Operator, and County Administration staff for review and approval of the Draft Project Alternatives. *(one each)*
- 2) Phase II – Water System/Water Reservoir Engineering Report** = \$ 9,000.00
- Provide full evaluation of the three (3) Project Alternatives for upgrade/replacement of the existing facilities for conformance of the County's Wisconsin Drinking Water System Permit and for future water demand projections.
  - Prepare an Engineering Report in accordance with the Wisconsin Department of Natural Resources (DNR) Code outlining the existing facilities' needs and evaluating a minimum of three (3) Alternatives for upgrade/replacement

- of the existing water storage facility.
- Provide preliminary design, layout, and calculations for each of the Project Alternatives.
  - Provide computer-aided drafting services for Exhibit maps and other corresponding maps for each of the Alternatives in the Engineering Report.
  - Prepare estimate of quantities and estimated Preliminary Opinion of Probable Costs for each of the alternatives in the Engineering Report.
  - Prepare a Present-Worth Cost Analysis for each of the Alternatives in the Facility Plan Report.
  - Provide estimated impact on Water System User Rates.
  - Meet with the Maintenance Supervisor, Water Operator, and County Administration staff for review and approval of the Engineering Report. *(one each)*
  - Meet with the County Board for review and approval of the Engineering Report. *(one each)*
  - Submit the Engineering Report and applicable DNR forms to the Wisconsin DNR for review and approval.
- 

**TOTAL = \$ 15,500.00**

\* All submittal fees, if any, are the responsibility of the Owner.



**RESOLUTION NO. 25 - 12**

Resolution Approving Fund Transfers For The Symons Recreation Complex In The 2024 County Budget.

WHEREAS Symons Recreation Complex receives regular donations to provide free and discounted swim lessons and pool passes which are deposited into the SRC Fund 37 donation account, and

WHEREAS the Natatorium Board has reviewed the report of free and discounted lessons and passes provided in 2024 and has recommended transfer of these funds from the Fund 37 donation account to the Fund 36 operating budget account, and

WHEREAS the recommendation has been reviewed by the County Executive and Finance Committee, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the following fund transfers from the Symons Projects Fund (Donations-Fund 37) to the Symons Operating Budget (Fund 36) are hereby approved:

- 1) 154 Free Pool Passes – Brewer Library & RC Parks and Rec. (x\$5 each) .....\$770
- 2) 61 Free Pool Passes - GRACE, Pumpkinfest and Tiny Farm events (x\$5 each) ....\$305
- 3) 13 Discounted Swim Lesson Fees – Every Child’s A Swimmer (x\$25 each) .....\$325
- Total.....\$1,400, and

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

VOTE ON FOREGOING RESOLUTION

AYES\_\_\_\_\_NOES\_\_\_\_\_

RESOLUTION OFFERED BY THE EXECUTIVE & FINANCE STANDING COMMITTEE  
(14 JANUARY 2025)

RESOLUTION_____	FOR	AGAINST
DEREK S. KALISH	STEVE CARROW	X
COUNTY CLERK	STEVE WILLIAMSON	X
	GARY MANNING	
DATED: JANUARY 21, 2025	MARK GILL	X
	INGRID GLASBRENNER	X
	DAVID TURK	X
	BOB FRANK	X
	MARC COUEY	X
	CRAIG WOODHOUSE	X

RESOLUTION NO. 25 - 13

Resolution Approving Donations To Symons Recreation Complex.

WHEREAS Symons Recreation Complex receives regular donations from members and the Symons Recreation Complex Foundation to make facility improvements and equipment purchases, and

WHEREAS the Natatorium Board has reviewed December, 2024 donation offers to the Symons Recreation Complex by the SRC Foundation, and

WHEREAS the recommendation has been reviewed by the County Executive and Finance Committee, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the following donations from the Symons Recreation Complex Foundation to the Symons Recreation Complex are hereby accepted:

- 1) Two (2) 3-tier kettlebell racks.....\$700.00
  - 2) Twenty (20) pool noodles.....\$59.99
  - 3) Six (6) tables and twenty-four (24) chairs for the pool atrium.....\$8,634.00
  - 4) Lifeguard certification for seven (7) new lifeguards.....\$322.00
  - 5) Cordless backpack vacuum, batteries and attachments.....\$797.93
  - 6) Two (2) shower seats.....\$502.00
- Total donation amount.....\$11,015.92, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(14 JANUARY 2025)

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

DATED: JANUARY 21, 2025

Approved by Symons Natatorium Board on December 9, 2024

**RESOLUTION NO. 25 - 14**

Resolution Approving The 2025 Educator Contract And MOU Between Richland County And UW- Madison Division Of Extension.

WHEREAS, Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines including Agriculture, Natural Resources, Community Development, Youth, Human Development & Relationships, and Health;

WHEREAS, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Extension staff delivering programming to them;

WHEREAS, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

WHEREAS, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions; and

WHEREAS, this MOU outlines the partnership between Counties and Extension and supersedes the Division of Extension-County Partnership Guidance document dated August 2021; and,

WHEREAS, Extension and Counties have had a century-long partnership benefiting the people of Wisconsin by extending the boundaries of the University of Wisconsin throughout the state to provide an array of educational programming and services to the people of Wisconsin where they live and work, bringing the research, knowledge and resources of the University of Wisconsin to the local community; and,

WHEREAS, Counties and Extension have contributed significant funding over the century-long relationship by co-funding Extension staff, providing local offices and support, and leveraging millions of state Extension and federal dollars annually to serve the people of Wisconsin; and,

WHEREAS, Section 59.56(3), Wis. Stats., generally provides the framework but has not evolved with the changing relationship; and,

WHEREAS, with over 100+ years of evolving partnership between Extension and Counties, there is a benefit of defining the roles and responsibilities of the partnership so the Parties can

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the 2025 Educator Contract **and** MOU Between Richland County And UW- Madison Division of Extension be approved.

BE IT FURTHER RESOLVED the resolution shall be effective retroactively to January 1, 2025 upon passage.

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE EXECUTIVE & FINANCE STANDING COMMITTEE (14 JANUARY 2025)	
AYES_____	NOES_____		
RESOLUTION_____		FOR	AGAINST
DEREK S. KALISH	STEVE CARROW	X	
COUNTY CLERK	STEVE WILLIAMSON	X	
	GARY MANNING		
DATED: JANUARY 21, 2025	MARK GILL	X	
	INGRID GLASBRENNER	X	
	DAVID TURK	X	
	BOB FRANK	X	
	MARC COUEY	X	
	CRAIG WOODHOUSE	X	

**Contract Between Richland County  
and  
Board of Regents of the University of Wisconsin System**

This contract is by and between **Richland** County, State of Wisconsin (**County**), and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Madison, Division of Extension (**Extension**) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

**Whereas**, Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines including Agriculture, Natural Resources, Community Development, Youth, Human Development & Relationships, and Health;

**Whereas**, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Extension staff delivering programming to them;

**Whereas**, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

**Whereas**, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions as defined below; and

**Whereas**, the parties need to define their respective rights and responsibilities;

**Now therefore**, the parties agree as follows:

**1. Term, Amendment & Termination.**

- a. The term of this contract is one (1) year. The term shall run from January 1, 2025 through December 31, 2025, unless amended or terminated as set forth below.
- b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
- c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees under Section 3.1.a. through the notice period. In addition, if the contract is cancelled before the end of the term, the discount identified in Section 3.1.a. shall be prorated (i.e. the discount amounts to roughly \$834 per month).

**2. Extension Responsibilities.** Extension agrees to:



- a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
- b. Invoice the County semi-annually, in May and November for amounts due under this agreement.

### 3. County Responsibilities

3.1 In consideration of the programs that Extension provides to County under this contract, the County agrees to:

- a. Pay to Extension the County share of up to \$99,560 for the period of January 1, 2025 through December 31, 2025 as allocated below.

Co-Funded Positions	Fee	FTE	Total
4-H Program Educator	\$47,634	1.0	\$47,634
Human Development & Relationships Educator	\$47,634	0.8	\$38,107
Regional Agriculture Educators	\$47,634	0.5	\$23,817
First Educator Discount			(\$10,000)
<b>Final Total</b>			<b>\$ 99,560</b>

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment (such as computers, printer, and phones), office supplies and educational programming materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.
- 3.2 Consider and assess opportunities to provide office space with desks and chairs; access to IT support and internet connectivity; and basic operational resources in a manner similar to other Extension colleagues in the office, for FoodWise nutrition education programming to County SNAP/FoodShare eligible residents. Technology for FoodWise positions will be coordinated through the County.
- 3.3 Consider and assess opportunities to provide office space with a desk and chair for fully state funded Extension employees who serve in a regional or statewide capacity. These regional and statewide educators will be provided state-purchased technology and IT support. The opportunity for these positions to access the internet through the

county may also be discussed.

**4. Delegation of Financial Budget Authority.** The parties hereby acknowledge that Extension will employ an Area Extension Director (AED), whose responsibilities may include certain budget-related functions as set forth in the Delegation of Financial Budget Authority Form (DFBA Form) attached hereto as **Exhibit A**. County may authorize the AED to carry out such functions on its behalf, but only to the extent specified in the DFBA Form, which must be signed by an authorized representative of County in order to be effective. The County may rescind such authorization at any time by providing written notice to Extension. In the event that the parties execute a new agreement governing the subject matter of this agreement such that the term of this agreement and the term of the new agreement run consecutively, the parties agree that the delegations set forth in a duly signed DFBA Form shall remain in effect upon execution of the new agreement unless the County rescinds such authorization by providing written notice to Extension.

**5. General Conditions** This contract is established under the following conditions:

a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.

b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.1.a. of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

c. **Billing.** For the period January 1, 2025 through December 31, 2025, Extension shall

bill the County for the total amount under Section 3.1.a. of this contract. The County will be billed for the first half of the total contract by May 31st and the second half of the total contract by November 30<sup>th</sup>. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.

- d. **Cybersecurity Provisions.** Each party shall be responsible for the response to, remediation of, and any resulting notification requirements related to cybersecurity breaches of their own information technology systems or those of any third parties hired on their behalf. This responsibility includes the financial costs of any breaches, e.g., forensics, remediation, notifications, etc. The County and Extension shall determine their individual need for cyber liability insurance coverage. Any breaches that could impact Extension data classified as moderate or high risk must be reported to Extension staff, via the Area Extension Director, and the University of Wisconsin - Madison Cybersecurity Operation Center (CSOC) Help Desk, 608-264-4357 following the risk-based timelines outline in the UWSA System Policy 1033 and associated Incident Response Plan. Following a reported breach event, the County will provide a primary staff contact and periodic response updates to Extension and the CSOC until event closure. Any breaches that could impact County data will be reported to the County immediately upon learning of the breach. The County shall provide the Area Director with the expressed point person or position for which to report a breach.
- e. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program. To the extent that an Extension employee is allowed to use a County vehicle, the responsibility for insuring that vehicle lies with the County.

- f. **Nondiscrimination/Affirmative Action.** The County and Extension will comply with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

By: \_\_\_\_\_  
**County Representative**

Date:

By: \_\_\_\_\_  
**County Representative**


Date:

By: \_\_\_\_\_  
**County Representative**

Date:

By: \_\_\_\_\_  
**County Representative**

Date:

By:  \_\_\_\_\_ Date: 11-11-2024  
Date:  
**Area Extension Director**  
**UW-Madison, Division of Extension**

By: \_\_\_\_\_  
**County Representative**

By: \_\_\_\_\_ Date:  
**Director of Financial Services**  
**UW-Madison, Division of Extension**

By: \_\_\_\_\_ Date:  
**On Behalf of Board of Regents of**  
**The University of Wisconsin System**



## MEMORANDUM OF UNDERSTANDING

Between UW-Madison Division of Extension and  
\_\_\_\_\_ County

This **Memorandum of Understanding** (MOU) is made by and between UW-Madison Division of Extension (hereafter “Extension”) and \_\_\_\_\_ County (hereafter “County”), and collectively “the Parties.”

**Whereas**, this MOU outlines the partnership between Counties and Extension and supersedes the Division of Extension-County Partnership Guidance document dated August 2021; and,

**Whereas**, Extension and Counties have had a century-long partnership benefiting the people of Wisconsin by extending the boundaries of the University of Wisconsin throughout the state to provide an array of educational programming and services to the people of Wisconsin where they live and work, bringing the research, knowledge and resources of the University of Wisconsin to the local community; and,

**Whereas**, Counties and Extension have contributed significant funding over the century-long relationship by co-funding Extension staff, providing local offices and support, and leveraging millions of state Extension and federal dollars annually to serve the people of Wisconsin; and,

**Whereas**, Section 59.56(3), Wis. Stats., generally provides the framework but has not evolved with the changing relationship; and,

**Whereas**, with over 100+ years of evolving partnership between Extension and Counties, there is a benefit of defining the roles and responsibilities of the partnership so the Parties can collaboratively meet the needs of the residents and communities within County; and,

**Whereas**, the Parties desire to enter into this Memorandum of Understanding (hereafter “MOU”) to set forth their respective obligations, understandings, roles and responsibilities.

**NOW, THEREFORE, IT IS THE MUTUAL UNDERSTANDING OF THE PARTIES AS FOLLOWS:**

### **I. General Understandings/Mutual Responsibilities**

- A. Purpose and Scope of MOU. The purpose of this MOU is to be a companion document to the Contract to clearly define the relationship of Parties hereto and, to outline the processes, responsibilities, and lines of authority and communication between Extension and the County.

- B. Authority. According to Wis. Stats. Section 59.56(3), county boards “...may establish and maintain an education program in cooperation with the University of Wisconsin...” with function areas “under the direction and supervision of the county committee on agriculture and extension education”.
- C. Scope and Description of Services Provided. The Parties recognize that Extension may offer a variety of educational services and programming through its Educators in the following general categories:
1. Agriculture
  2. Natural Resources
  3. Community Development
  4. Positive Youth Development
  5. Human Development & Relationships
  6. Health & Well Being
- The Parties further recognize that each County is unique, requiring differing educational services in the categories herein, as established jointly between County and Extension.

## II. UW-Madison Division of Extension Responsibilities

- A. Extension Purpose. As a statewide engagement arm of UW-Madison, the Division of Extension extends university knowledge to \_\_\_\_\_ County, leveraging local resources and leading research to provide an array of educational programming and services to the people of Wisconsin within the County.
1. Professional development. Professional development expenses, including training, attending and presenting at state or national conferences, or receiving awards will be the responsibility of Extension, except when the County desires the attendance of the employee and funding is not available from Extension.
  2. Extension Employee Leave of Absence. The County will not be billed by Extension for educator fees during the period in which a position is vacant. When an employee is going to be temporarily on leave from a position for an extended period of time (in excess of 30 days), Extension and the County will jointly develop, mutually agree on and implement a plan for how coverage will be provided to meet established County priorities to ensure ongoing program needs are met.
- B. Role of Area Extension Director (AED) in County Partnership Management.
1. Extension fully invests in Area Extension Directors (AED), whose role is to oversee a region comprising one to five counties, as administrative and leadership positions responsible for Extension-County partnership management, Extension staff development, and financial management of Extension resources.
  2. The AED maintains working relationships and communications with county partners and officials, including sharing updates and activities to partners and stakeholders. The AED will initiate and facilitate an Annual Listening Session and Needs Assessment with the County Committee of Jurisdiction (COJ) and other county personnel, which should be concluded on or before July 1 of each year. The AED will ensure that the

outcomes of the annual needs assessment, including the established County priorities, will be documented, reviewed and approved by the county COJ. The AED will ensure that established County priorities are incorporated in the Educators' work plans, as consistent with the mission of Extension and the needs of the County, for implementation. This will not preclude Extension from gathering information on needs from other county stakeholders as well that could potentially be incorporated into the Educators' work plan.

3. The AED is responsible for overseeing Extension Educators, staff employed by Extension and supporting educator engagement with Extension volunteers.
4. The AED will lead hiring processes for vacant Extension employee positions and will involve county-designated representative(s) as outlined herein (See Article IV. C.) in the hiring process. The AED supervises Extension Educators and staff who direct Extension volunteers, including addressing Extension volunteer behavior concerns, providing coaching or dismissal of the volunteer, as appropriate.
5. Supervision of Extension Employees. Individuals employed by Extension are State of Wisconsin employees and are subject to applicable State and University of Wisconsin (UW) personnel rules, policies and procedures. Supervision will be provided by an Extension employee. Performance reviews of Extension staff will be conducted by Extension managers per UW HR policies and procedures, after obtaining feedback and input from County officials familiar with the work.
6. The AED monitors and manages risk and liability situations that might arise in regard to Extension services and programming.

C. Role of Extension Educators.

1. Educators provide educational services and programs as outlined in the Educators' annual plan of work. The annual plan of work shall, at a minimum, incorporate the County priorities identified through the Annual Listening Session and Needs Assessment as consistent with the mission of Extension and the needs of the County, for implementation. This will not preclude the Educator from gathering information on needs from other county stakeholders as well that could potentially be incorporated into their work plan.
2. Educators shall communicate local needs to their programmatic Institutes and collectively identify opportunities to address statewide needs, typically on a local level.
3. Reporting requirements. Educators shall report to the COJ on a regular basis, as determined by the AED and COJ who shall jointly establish a schedule of regular communication. Such communication may be provided either verbally or in writing as agreed by the Parties.

- D. County Policy, Rules and Procedures. Extension staff, partially or fully funded by County and located in a local Extension office, will be users of county-based technology, facilities, buildings, grounds, equipment and supplies and may have access to county-based services. Extension staff shall abide by all county policies and procedures relating

to the use of county technology, facilities, buildings and grounds, equipment and supplies and other county-based resources. Extension volunteers and fully funded Extension staff may, at the sole discretion of the County, be provided with similar access, but in all cases must comply with County policies, rules and procedures.

### **III. County Responsibilities**

- A. County Extension Oversight Committee (Committee of Jurisdiction or COJ).  
\_\_\_\_\_ County shall identify a committee to serve as the County's policy and decision-making body regarding the Extension partnership. The COJ's duties may include, but are not limited, to the following:
1. Actively and continuously engage in identifying priorities for educational programming and services to be offered by local Extension Educators.
  2. Provide general oversight and guidance to the Extension office to ensure that established priorities and needs are addressed. County will designate a representative to oversee and supervise county employees within the Extension office and seek input and feedback from AED on work performance.
  3. Meet monthly or as determined by the Committee Chair.
  4. Provide regular input and feedback to the AED regarding Extension programming and services provided within the County.
  5. Provide budgetary oversight for the Extension office.
  6. Jointly with Extension, develop the annual county Extension office budget aligned with addressing established county priorities.
- B. County Facilities and Program Support. County shall provide office space, meeting space, telephone, computer, network connections for email and other communications, and general office supplies to support the Educators identified in the Contract. Funding levels for facilities and supplies shall be established annually as a part of the County budget process.
- C. Administrative Support. County, in consultation with Extension and as mutually agreed between the Parties, shall provide administrative support to assist Educators in carrying out county-identified priorities. County staff working within the Extension office may be reassigned from time to time by the County to support other county departments or programs, at the sole discretion of the County.
- D. Supervision of County Employees. Individuals employed by the County are county employees and are subject to applicable county personnel rules, policies and procedures. Supervision will be provided by a county-designated representative. Performance reviews of County staff will be conducted by County managers per County Human Resources (HR) policies and procedures, after receiving feedback and input, if



any, from applicable local Extension staff and the Area Extension Director. Performance and disciplinary matters of County staff will be handled by County HR utilizing established county policies and procedures.

#### **IV. Joint Responsibilities**

- A. County-Specific Educational Needs and Priorities. Identifying county-specific educational needs and priorities shall be the joint responsibility of Extension, the COJ and other county-identified county officials.
  - 1. Annual Listening Session and Needs Assessment. The AED shall facilitate an Annual Listening Session and Needs Assessment with the COJ and other county-identified officials to establish County and local needs and priorities to be included in each local Educator's annual plan of work.
  - 2. The outcome of the Annual Listening Session and Needs Assessment shall be documented by the AED and implemented by the Educator as outlined in Article II. B. and Article II. C. of this MOU.
- B. Key Performance Indicators. Educators shall develop key performance indicators to measure the outcomes of the programming designed to address the established County priorities and other local priorities. Key performance indicators measuring established County-priorities shall be developed and reported to the COJ. Each Educator's annual plan of work shall include timely and measurable outcomes to determine if county priorities are being addressed.
- C. Hiring Local Educators. Hiring and Managing Vacancies. When an Educator position becomes vacant, Extension, the County COJ, other County personnel, and other county stakeholders as mutually agreed upon, shall meet to evaluate and assess the following: is the position still needed, might another position better meet the County's priorities, and can the County and Extension continue to financially support the position.
  - 1. If the Parties determine not to refill the position, the Contract amount will be adjusted accordingly.
  - 2. If the Parties determine to refill the position, Extension will lead the hiring process to fill the Educator position. The AED or designated Extension representative shall seek input and engagement from the County throughout the hiring process including the development of the job description, development of the recruitment timeline, selection of candidates to interview, conducting interviews and selection of the finalists and final candidate. County shall identify a single point of contact to represent County through the hiring process. Extension shall meet and confer with the County prior to making an offer to the final candidate.
- D. Shared Educator Positions. Counties may agree to share specialized positions within a program area across two or more counties. The Contract shall be amended and prorated accordingly to reflect the funding agreement established by Counties sharing the position.
- E. Budgetary Issues.

1. According to County budget policies and procedures, County and Extension shall jointly develop the Extension Office annual departmental budget in compliance with the county's budgeting parameters, fiscal policies and procedures.
2. The Extension Office budget shall be managed in accordance with County fiscal policies and procedures with oversight by County Designee and as authorized by the associated Delegation of Financial Budget Authority to AED, if any.
3. In accordance with County fiscal policies and procedures, revenues generated by Extension programming and services may be closed to the County's General Fund at year end and shall not be carried forward.

## V. **Miscellaneous Provisions**

- A. **Term; Termination.** This MOU shall be a companion to and have the same term and termination provisions as the Contract.
- B. **Annual Review; Amendments.** This MOU shall be reviewed at least annually by Extension and the County.
- C. **Contacts for Official Communications and Notices.** The Parties hereto agree that it is important to each designate a single point of contact for official communications and notices. Notices and Official Communications shall be sent via regular U.S. Mail or email to the following:  

For _____ County: Address Email cc: County Clerk address email	For Extension: Address Email
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- D. **No Waiver.** Nothing in this MOU shall constitute or be construed to constitute a waiver of either party's immunities, notice of claim procedures and liability limitations set forth in Chapter 893 of the Wisconsin Statutes or any other protections afforded either party by law.
- E. **Duly Authorized Signatories.** The individuals executing this MOU are duly authorized to enter into this MOU and bind their respective entities to the representations, understandings, roles and responsibilities set forth herein.
- F. **MOU Companion to Contract.** This MOU shall be executed contemporaneously with the Contract and shall be effective for the same term as the Contract. Termination of the Contract shall simultaneously terminate this MOU.

**IN WITNESS WHEREOF**, the parties hereby execute this MOU, with an effective date and term consistent with the Contract referred to herein.

\_\_\_\_\_ County

University of Wisconsin-Madison  
Division of Extension

By: \_\_\_\_\_

By: \_\_\_\_\_

County Representative

Board of Regents Representative

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **RESOLUTION NO. 25 - 15**

Resolution Of Formal Endorsement To La Valle Telephone Cooperative Inc. To Assist In Obtaining The  
Wisconsin Public Service Commission's  
Broadband Equity, Access, & Development (BEAD) Program

TO THE RICHLAND COUNTY BOARD OF SUPERVISORS:

WHEREAS, it is the Richland County Board of Supervisors' understanding that La Valle Telephone Cooperative, Inc., is requesting the County's support for the Wisconsin Public Service Commission's Internet for All: Broadband Equity, Access, and Deployment (BEAD) program for broadband infrastructure for the underserved and unserved households and businesses within Richland County; and

WHEREAS, La Valle Telephone Cooperative has represented to the Richland County Board of Supervisors that La Valle Telephone Cooperative is headquartered in La Valle WI Sauk County and was founded on cooperative principles and values, and proposes to support technology needs by expanding broadband capability to reach unserved and underserved residents and businesses within Richland County where such service is currently unavailable or prohibitively expensive; and

WHEREAS, La Valle Telephone Cooperative Inc., has represented to the Richland County Board of Supervisors that La Valle Telephone Cooperative Inc., has been operating for over 68 years, that it has made significant capital contributions in updates to its existing network and fiber broadband expansion within surrounding counties to provide state of the art telecommunications and broadband infrastructure access that is affordable for unserved and underserved communities; and

WHEREAS, the Richland County Board of Supervisors has not investigated or confirmed the representations made by La Valle Telephone, but acknowledges that La Valle Telephone has delivered in previous transactions with Richland County in bringing enhanced connectivity and broadband services to the area; and

WHEREAS, it is the Richland County Board of Supervisors' understanding La Valle Telephone is seeking a formal endorsement to assist in the BEAD program deeming La Valle Telephone Cooperative as a Richland County collaborator in broadband construction and infrastructure; and

WHEREAS, it is the Richland County Board of Supervisors' understanding the PSC BEAD grant requests a Letter of Endorsement to support La Valle Telephone Cooperative Inc. application's to provide broadband infrastructure access to the Richland County in areas deemed unserved and underserved by the PSC's Broadband Map; and

WHEREAS, it is the Richland County Board of Supervisors' understanding fiber broadband connectivity and reliability is critical infrastructure for the health, safety, and quality of life for community residents, including access to telemedicine, expansive economic development and growth, and provides distance learning education opportunities for all; and

WHEREAS, this resolution was approved by the Executive Committee on January 14, 2025 on a vote of Steve Carrow, Steve Williamson, Mark Gill, Ingrid Glasbrenner, David Turk, Bob Frank, Marc Couey, and Craig Woodhouse voting in favor and 0 members voting against.



NOW, THEREFORE, BE IT RESOLVED, that the Richland County Board of Supervisors does, by the passage of this Resolution, endorse La Valle Telephone Cooperative Inc., as a BEAD program applicant and Richland County broadband provider and supports the construction of unserved and underserved communities in Richland County highlighted within the Wisconsin Public Service Commission Broadband Map as part of the BEAD program, as administered by the Wisconsin Public Service Commission.

BE IT FURTHER RESOLVED that publication of this resolution may occur through posting in accordance with Section 985.02 of the Wisconsin Statutes.

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(14 JANUARY 2025)

RESOLUTION _____		FOR	AGAINST
DEREK S. KALISH	STEVE CARROW	X	
COUNTY CLERK	STEVE WILLIAMSON	X	
	GARY MANNING		
DATED: JANUARY 21, 2025	MARK GILL	X	
	INGRID GLASBRENNER	X	
	DAVID TURK	X	
	BOB FRANK	X	
	MARC COUEY	X	
	CRAIG WOODHOUSE	X	

## **RESOLUTION NO. 25 - 16**

Resolution Of Formal Endorsement To Richland-Grant Telephone Cooperative Inc. To Assist In Obtaining  
The Wisconsin Public Service Commission's  
Broadband Equity, Access, & Development (BEAD) Program

TO THE RICHLAND COUNTY BOARD OF SUPERVISORS:

WHEREAS, it is the Richland County Board of Supervisors' understanding that Richland-Grant Telephone Cooperative, Inc., is requesting the County's support for the Wisconsin Public Service Commission's Internet for All: Broadband Equity, Access, and Deployment (BEAD) program for broadband infrastructure for the underserved and unserved households and businesses within Richland County; and

WHEREAS, Richland-Grant Telephone Cooperative has represented to the Richland County Board of Supervisors that Richland-Grant Telephone Cooperative is headquartered in Blue River WI Grant County and was founded on cooperative principles and values, and proposes to support technology needs by expanding broadband capability to reach unserved and underserved residents and businesses within Richland County where such service is currently unavailable or prohibitively expensive; and

WHEREAS, Richland-Grant Telephone Cooperative Inc., has represented to the Richland County Board of Supervisors that Richland-Grant Telephone Cooperative Inc., has been operating for over 68 years, that it has made significant capital contributions in updates to its existing network and fiber broadband expansion within surrounding counties to provide state of the art telecommunications and broadband infrastructure access that is affordable for unserved and underserved communities; and

WHEREAS, the Richland County Board of Supervisors has not investigated or confirmed the representations made by Richland-Grant Telephone, but acknowledges that Richland-Grant Telephone has delivered in previous transactions with Richland County in bringing enhanced connectivity and broadband services to the area; and

WHEREAS, it is the Richland County Board of Supervisors' understanding Richland-Grant Telephone is seeking a formal endorsement to assist in the BEAD program deeming Richland-Grant Telephone Cooperative as a Richland County collaborator in broadband construction and infrastructure; and

WHEREAS, it is the Richland County Board of Supervisors' understanding the PSC BEAD grant requests a Letter of Endorsement to support Richland-Grant Telephone Cooperative Inc. application's to provide broadband infrastructure access to the Richland County in areas deemed unserved and underserved by the PSC's Broadband Map; and

WHEREAS, it is the Richland County Board of Supervisors' understanding fiber broadband connectivity and reliability is critical infrastructure for the health, safety, and quality of life for community residents, including access to telemedicine, expansive economic development and growth, and provides distance learning education opportunities for all; and

WHEREAS, this resolution was approved by the Executive Committee on January 14, 2025 on a vote of Steve Carrow, Steve Williamson, Mark Gill, Ingrid Glasbrenner, David Turk, Bob Frank, Marc Couey, and Craig Woodhouse voting in favor and 0 members voting against.

NOW, THEREFORE, BE IT RESOLVED, that the Richland County Board of Supervisors does, by the passage of this Resolution, endorse Richland-Grant Telephone Cooperative Inc., as a BEAD program applicant and Richland County broadband provider and supports the construction of unserved and underserved communities in Richland County highlighted within the Wisconsin Public Service Commission Broadband Map as part of the BEAD program, as administered by the Wisconsin Public Service Commission.

BE IT FURTHER RESOLVED that publication of this resolution may occur through posting in accordance with Section 985.02 of the Wisconsin Statutes.

VOTE ON FOREGOING RESOLUTION

AYES\_\_\_\_\_

NOES\_\_\_\_\_

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(14 JANUARY 2025)

RESOLUTION\_\_\_\_\_

FOR

AGAINST

DEREK S. KALISH  
COUNTY CLERK

STEVE CARROW  
STEVE WILLIAMSON  
GARY MANNING

X  
X

DATED: JANUARY 21, 2025

MARK GILL  
INGRID GLASBRENNER  
DAVID TURK  
BOB FRANK  
MARC COUEY  
CRAIG WOODHOUSE

X  
X  
X  
X  
X  
X