

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: April 11, 2025

Please be advised that the Richland County Board of Supervisors will convene at 7:00 p.m., Tuesday, April 15, 2025, in the County Board Room on the third floor of the Richland County Courthouse, located at 181 W Seminary Street, Richland Center, Wisconsin 53581.

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

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

Amended Agenda

1. Call To Order
2. Roll Call
3. Invocation
4. Pledge Of Allegiance
5. County Clerk Verification Of Open Meeting Laws Compliance
6. Approve Agenda
7. Approve Minutes Of The March 18, 2025 Meeting
8. Public Comment
9. Election Of Committee On Committees Member
10. Appointments To Various Boards, Committees, And Commissions
11. Report On Petitions For Zoning Amendments Received Since The Last County Board Session
12. Report On Rezoning Petitions Recommended For Denial By The Natural Resources Standing Committee
13. Reports
 - A. County Administrator Update
 - B. Campus Reconfiguration Committee Update
14. Resolution Recognizing The Retirement Of An Employee Of The Management Information Systems Department
15. Resolution Making A Deficiency Appropriation In Various Accounts
16. Resolution Amending The Register Of Deeds Fee Schedule
17. Resolution Approving The Purchase Of One New Truck By The Highway Department
18. Resolution Establishing The Procedure For Wis. Stat. § 74.69 Determinations
19. Resolution Approving Richland County Contracting With Ayres Associates, Inc For Geospatial Services
20. Correspondence
21. Future Agenda Items
22. Adjourn

MARCH MEETING

March 18, 2025

Call To Order: 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, Larry Engel, Alayne Hendricks, Mark Gill, Ingrid Glasbrenner, Michelle Harwick, Craige Woodhouse, David Turk, Melvin “Bob” Frank, Steve Williamson, and Marc Couey. Supervisor(s) absent: Gary Manning, Chad Cosgrove, Kerry Severson, Robert Brookens, and Daniel McGuire.

Invocation: Pastor Michelle Elfers of St. John’s Lutheran Church, gave the invocation.

Pledge of Allegiance: Deputy County Clerk Hege led the Pledge of Allegiance.

County Clerk Verification Of Open Meeting Laws Compliance: Deputy County Clerk Hege confirmed the meeting had been properly noticed.

Approve Agenda: Chair Turk struck item #13 Discussion & Possible Action: Approval Of MOU Between Richland School District And Richland County For Use Of Gym At UW Campus from the agenda. Motion by Gill, second by Couey to approve the agenda as amended. Motion carried and the agenda was approved as amended.

Approve Minutes Of The February 18, 2025 Meeting: Chair Turk asked there were any amendments or changes to the minutes of the February 18, 2025 meeting. Hearing none, Chair Turk declared the minutes of the February 18, 2025 meeting approved as published.

Public Comment: Shirley Welte of Dayton Township briefly thanked the members of the board for their work. Craig Woodhouse shared a brief update on Neighborhood Housing Service of Southwest Wisconsin including the hiring of a new NHS Director, Frederick Heater and that the program will have a new house construction project.

Closed Session: Chair Turk entertained a motion to enter in to Closed Session pursuant to Wis. Stat, Sec 19.85(1)(C): Considering Employment, Promotion, Compensation Or Performance Evaluation Data Of Any Public Employee Over Which The Governmental Body Has Jurisdiction Or Exercises Responsibility: Review Of County Administrator Recommendation From Executive & Finance Standing Committee. Motion by McKee, second by Williamson to enter into closed session. Motion carried unanimously and entered into Closed Session at 7:06 P.M.

Open Session reconvened at 7:35 P.M.

Motion by Gill, second by Kramer to appoint Tricia Clements to the role of Richland County Administrator, effective April 21st, 2025. Motion carried and Tricia Clements was appointed to the role of Richland County Administrator, effective April 21st, 2025. Chair Turk briefly thank Ms. Clements for her work with the Health and Human Services Department and congratulated her on her new role.

Appointments To Various Boards, Committees, And Commissions:

Interim County Administrator Kalish presented a list of proposed appointments. The list being as follows:

Larry Engel to the Aging Unit Advisory Committee
Larry Engel to the Criminal Justice Coordinating Committee
Joan Kepler to the Southwest Wisconsin Library System Board
Julie Fleming to the Tri-County Airport Commission
Steve Williamson and Dan Hillberry to the Lower Wisconsin State Riverway Board

Motion by Kramer, second by Couey to confirm all appointments as listed. Motion carried and all appointments made as listed. Brief discussion on the vacancy in Supervisory District 3 ensued with the deadline for letters of interest to be filed with the County Clerk on March 28th at 4 PM.

A. Pine Valley Community Village Administrator: Interim County Administrator Kalish presented the recommendation to appoint Brittany Paulus to the role of Administrator for the Pine Valley Community Village. Motion by Kramer, second by Hendricks to appoint Brittany Paulus to the role of Administrator for the Pine Valley Community Village. Motion carried and Brittany Paulus to the role of Administrator for the Pine Valley Community Village.

Ordinance No. 25-4 Amendment No. 617 to Richland County code of ordinance chapter 119- Zoning relating to a parcel belonging to Steven W. and Micki L. Beutler in the Town of Henrietta was read by Deputy Clerk Hege. Motion by McKee, second by Williamson that Ordinance No. 25-4 be adopted. Motion carried and Ordinance No. 25-4 was adopted.

ORDINANCE NO. 25 - 4

Amendment No. 617 To Richland County Code of Ordinance Chapter 119- Zoning Relating To A Parcel Belonging To Steven W. and Micki L. Beutler In The Town of Henrietta.

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 Code of Ordinance Chapter 119- Zoning, 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 6.66-acre parcel belonging to Steven W. and Micki L. Beutler in the Town of Henrietta is hereby rezoned from Legal Non-conforming (NC) to the Agricultural/Residential (AR) District:

All that part of the Northeast Quarter (NE ¼) of the Northeast Quarter (NE ¼) of section 26, T. 12 N., R. 1 E., Township of Henrietta, Richland County, Wisconsin, bounded and described as follows:

Commencing at the Northeast Corner of said Section 26; Thence N 88° 29' 36" W (previously described as S 89° 59' 24" W), 580.57' along the North Line of the Northeast Quarter (NE ¼) of said Section 26 to an iron pipe situated on the South Line of the Certified Survey Map Number 312 and the Northerly Right-of-Way of Soules Creek Road, the point of beginning;
Thence S 88° 29' 36" E, 51.89' (previously described as 51.93') to a railroad spike on the centerline of Soules Creek Road, and said point being the P.C. of a curve to the left;
Thence 174.70' along said centerline and the arc of said curve, radius of 2140.12', the center of which lies to the Southeast, chord bearing S 48° 33' 36" W, 174.65" to the P.T. of said curve;
Thence S 46° 13' 19" W, 248.08' along said centerline to the P.C. of a curve to the right;
Thence 363.50' along said centerline and the arc of said curve, radius of 1005.89', the center of which lies to the Northwest, chord bearing S 56° 34' 28" W, 361.52' to a point of reverse curvature;
Thence 250.48' along said centerline and the arc of said curve, radius of 873.25', the center of which lies to the Southeast, chord bearing S 58° 42' 35" W, 249.62' to a point on the West Line of the of the Northeast Quarter (NE ¼) of the Northeast Quarter (NE ¼);
Thence leaving said centerline N 00° 12' 43" W, 637.78' along said West Line to an iron pipe located at the Northwest Corner of the Northeast Quarter (NE ¼) of the Northeast Quarter (NE ¼), said point being the Southwest Corner of Certified Survey Map Number 312;
Thence S 88° 29' 36" E (previously described as N 89° 59' 24" E), 775.84' along said along said North line of the Northeast Quarter (NE ¼) of said Section 26 and the South Line of Certified Survey Map Number 312 to the Point of Beginning;

That the above described parcel, inclusive of a conveyance for Soules Creek Road, contains 290,080 square feet of 6.659 acres; exclusive of said conveyance, parcel contains 255,867 square feet of 5.873 acres.

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

DATED: MARCH 18, 2025 PASSED: MARCH 18, 2025 PUBLISHED: MARCH 27, 2025		ORDINANCE OFFERED BY THE NATURAL RESOURCE STANDING COMMITTEE (03 MARCH 2025)	
		FOR	AGAINST
DAVID TURK, CHAIR RICHLAND COUNTY BOARD OF SUPERVISORS	STEVE CARROW	X	
	JULIE FLEMING	X	
	MARK GILL	X	
	RICHARD MCKEE	X	

ROBERT BROOKENS
CRAIG WOODHOUSE
ALAYNE HENDRICKS

DEREK KALISH
RICHLAND COUNTY CLERK

County Conservationist, Cathy Cooper reported that she had not heard of any zoning amendments received since the last county board session and reported that she had not heard of any rezoning petitions recommended for denial by the Natural Resources Standing Committee.

Reports:

A: County Administrator Update: Interim County Administrator Kalish reported on various topics, including: the notice of the vacancy in Supervisory District 3 had been appropriately posted and that April 15th was the due date for any letters of interest to be filed with the County Clerk, a reminder of the upcoming training day with The Lou Everett Group for County Board Supervisors and Department Heads on March 27th, a reminder to the supervisors that the online per diem form was available, and recommended that any supervisor still having issues with their iPads should reach out to the MIS department. Brief discussion on laptops ensued. Interim Administrator Kalish reported on various staffing changes including, Tricia Clements' appointment to the role of County Administrator, Brittany Paulus' was appointment to the role of Administrator at the Pine Valley Community Village, that the candidate who had accepted the County Finance Director position had turned down the offer and the position was reposted with a close date of March 21st, 2025, and that an offer for the role of County Zoning Administrator had been made and accepted. Interim Administrator Kalish also reported that the progress continued on the radio tower project and the Tyler Tech, financial software, rollout continued going well with the general ledger and accounts payable portion being nearly complete and the payroll portion being rolled out in the next several weeks. Interim Administrator Kalish thanked Tammy Newberry, Accounting Supervisor, Myranda Hege, Deputy County Clerk/Accounts Payable Specialist, Stephanie Ronnfeldt, Business & Financial Services Manager, and all the Fiscal Specialist staff at HHS for their hard work as part of the GL/AP implementation and thanked Tami Hendrickson, Payroll and Benefits Administrator, Michele Brown, Payroll and Benefits Assistant, and Justin Siemens Human Resources Generalist, for their work on the payroll portion. Interim Administrator Kalish reported that the final appeals for the wage study project were due on March 6, 2025 and thanked all county staff for their hard work on the project. Interim Administrator Kalish briefly reported on the space needs discussions from the February Campus Reconfiguration Committee meeting and recent meetings with Representative Tony Kurtz on campus related issues. Interim Administrator Kalish reported that the Register of Deeds, Real Property Lister, County Conservationist, County Clerk, and County Corporation Counsel are working together to ensure that the county can comply with Act 235 which goes into effect on April 1, 2025. Interim Administrator Kalish reported that he and Deputy Interim Administrator Elder had met with a representative from WI County Mutual to discuss comprehensive finance and HR policies and also reported that the Spring Election was happening on April 1st, 2025. Brief discussion ensued.

D: Campus Reconfiguration Committee Updates: Chair Turk reported on the discussions held at the most recent Campus Reconfiguration Committee meeting, including: the leak in the band room on the campus property that caused some damage to the ceiling had been repaired, redistribution within the county of office desks and chairs left behind at the campus, and the options presented to deal with the specialized items left behind in the campus buildings, and planned talks between the county corporation counsel and a representative from the Universities of Wisconsin System. Deputy Interim Administrator Elder reported that work on the west bridge project would be started in the early part of April 2025 and that emergency vehicles would still be able to access the campus property. Discussion ensued on the 2 million grant application process and theater items left behind at the campus.

Resolution No. 25-20 approving the 2026 Farmland Preservation Planning Grant was read by Deputy County Clerk Hege. Motion by McKee, second by Carrow that Resolution No. 25-20 be adopted. County Conservationist Cooper gave a brief explanation of the resolution. Motion carried and the resolution was declared adopted.

RESOLUTION NO. 25 - 20

Resolution To Approve 2026 Farmland Preservation Plan Grant Application.

WHEREAS the Richland County is required to update the county Farmland Preservation Plan by December 31, 2026;

WHEREAS the Wisconsin Department of Agriculture, Trade, and Consumer Protection offers planning grants for 50% of the cost of writing the plan;

WHEREAS Richland County Land Conservation and Zoning Department has looked into the potential cost of writing the plan for a total \$22,500.00;

WHEREAS the Natural Resources Standing Committee has reviewed the grant application;

WHEREAS THE 50% match would be budgeted in the 2026 budget and in-kind;

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval to apply for the Farmland Preservation Plan Grant for up to \$22,500.00;

BE IT FURTHER RESOLVED this resolution will become effective upon passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE NATURAL
RESOURCES STANDING COMMITTEE
(3 MARCH 2025)

AYES

NOES

RESOLUTION ADOPTED

FOR

AGAINST

DEREK S. KALISH
COUNTY CLERK

STEVE CARROW

X

JULIE FLEMING

X

MARK GILL

X

ROBERT BROOKENS

ALAYNE HENDRICKS

RICHARD MCKEE

X

CRAIG WOODHOUSE

DATED: MARCH 18, 2025

Resolution No. 25-21 authorizing the Land Conservation Department to apply for a Joint Allocation Grant from The Wisconsin Department Of Agriculture, Trade and Consumer Protection and the Wisconsin Department of Natural Resources was read by Deputy County Clerk Hege. Motion by Couey, second by Kramer that Resolution No. 25-21 be adopted. County Conservationist Cooper gave a brief explanation of the resolution. Motion carried and the resolution was declared adopted.

RESOLUTION NO. 25 - 21

Resolution Authorizing The Land Conservation Department To Apply For A Joint Allocation Grant From The Wisconsin Department Of Agriculture, Trade And Consumer Protection And The Wisconsin Department Of Natural Resources.

WHEREAS the Land Conservation Department is eligible to apply for a 2026 Joint Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) and the Wisconsin Department of Natural Resources (DNR) grant in an amount not to exceed \$229,680.00, and

WHEREAS Rules of the Board requires County Board Approval for any department of County government to apply for and accept a grant, and

WHEREAS, the Land and Zoning Standing Committee has carefully considered this proposal 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 Land Conservation Department to apply for and accept a 2026 Joint Allocation grant from the Wisconsin DATCP and Wisconsin DNR in an amount not to exceed \$229,680.00 and,

BE IT FURTHER RESOLVED that the grant and the required match is itemized as follows:

- 1. Not to exceed \$134,680.00 for staffing, with no County match for the first position; a minimum 30% County match for the second position; and a minimum 50% county match for the remaining 2 positions;
- 2. Not to exceed \$75,000.00 in cost-share for construction practices, with no required County match;
- 3. Not to exceed \$20,000.00 for nutrient management plan cost-sharing with no required County match, and

BE IT FURTHER RESOLVED that the Chair of the Land and Zoning Standing Committee is hereby authorized to sign on behalf of the County any documents necessary 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		RESOLUTION OFFERED BY THE NATURAL RESOURCES STANDING COMMITTEE (3 MARCH 2025)	
AYES	NOES		
RESOLUTION ADOPTED		FOR	AGAINST
DEREK S. KALISH COUNTY CLERK		STEVE CARROW	X
		JULIE FLEMING	X
		MARK GILL	X
		ROBERT BROOKENS	
		ALAYNE HENDRICKS	
DATED: MARCH 18, 2025		RICHARD MCKEE	X
		CRAIG WOODHOUSE	

Ordinance No. 25-5 pertaining to short-term rentals was read by Deputy County Clerk Hege. Motion by Gill, second by Couey to approve the ordinance. Supervisor Carrow gave brief background on the ordinance. Motion carried and the ordinance was declared adopted.

Ordinance 25-5

Ordinance Pertaining To Short-Term Rentals.

§ XXX-1. Purposes.

The purposes of this ordinance are to ensure that the quality of short-term rentals operating within the County is adequate for protecting public health, safety and general welfare by establishing:

- a. minimum standards of space for human occupancy and parking
- b. adequate level of maintenance
- c. the responsibilities of owners and property managers operating or managing these rental properties for tourists or transient occupants

In addition, it is the intent of this ordinance to determine the responsibility of owners/property managers to expeditiously and personally respond to, stop, mitigate, or prevent the reoccurrence of unreasonable activities on, or conditions, uses or misuses of, these rental properties which adversely impact or substantially annoy, disturb, threaten, harm, offend or interfere with the residential uses, nature or values of other properties in the neighborhoods in which these rental properties operate.

§ XXX-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

DWELLING UNIT

One or more rooms designed, occupied, used, or intended to be occupied or used, as separate living quarters, with a food preparation area and sleeping and sanitary facilities provided within such room(s).

ENTITY

A corporation, investment company, limited partnership, limited-liability partnership, limited- liability company, cooperative association, unincorporated cooperative association, common law trust, or any other group or organization licensed to do business in this state.

NATURAL RESOURCE STANDING COMMITTEE

Committee of the Richland County Board of Supervisors with oversight of the Zoning Department and responsible for due process for appeals. Also referred to as Committee.

LICENSE

The short-term rental license issued under § XXX-4 will be valid for 1 year.

1 YEAR LICENSE

License Duration. Each permit shall expire on June 30, except that licenses initially issued during the period beginning April 1 and ending on June 30 shall expire on June 30 one (1) year later.

HOTELS AND MOTELS

An establishment with 5 or more short-term rental units (e.g., rooms, cottages, cabins) offered for compensation at one location (i.e., 5 or more units across all directly adjacent parcels under the same ownership is considered a hotel or motel). Hotels and motels are excluded from this ordinance.

OCCUPANT

Any person, over one year of age, living, sleeping, cooking or eating in, or having actual possession of, a dwelling unit.

PERSON

An individual, group of individuals, or an entity.

PROPERTY MANAGER

Any person who is not the property owner and is authorized by the property owner, expressly or impliedly, to act as agent and as the local contact person on behalf of the property owner for one or more short-term rental, and to take remedial action and promptly respond to any violation of this chapter.

PROPERTY OWNER

The owner of a short-term rental.

RENEWAL LICENSE

Any license issued under this Ordinance after the initial 1-year license has expired.

SHORT-TERM RENTAL

The rental of a tourist rooming house for a period of twenty-nine (29) consecutive days or less.

TOURIST ROOMING HOUSE

All lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients. It does not include private boarding or rooming houses not accommodating tourists or transients, or bed and breakfast establishments regulated under Ch. ATCP 73, Wis. Admin. Code.

ZONING DEPARTMENT

Richland County Zoning Department employee or designee that is responsible for issuing licenses and renewals

§ XXX-3. Operation of short-term rentals. Each short-term rental shall comply with this chapter's requirements and any other applicable state, county or local laws, codes, rules or regulations. Each short-term rental shall comply with the following standards:

- A. No person may maintain, manage or operate a short-term rental more than 10 nights each license year without a short-term rental license. Every short-term rental shall be operated by a property owner or property manager.
- B. Each short-term rental property owner is required to have the following licenses:
 1. A state of Wisconsin tourist rooming house license. Information can be found at

2. A license from Richland County issued pursuant to this ordinance.

C. Each short-term rental shall comply with all of the following:

1. The number of occupants in any dwelling unit shall not exceed the limits set forth in Wis. Admin. Code § ATCP 72.14 for hotels, motels, and tourist rooming houses.
2. No recreational vehicles (RVs), campers, tents or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees. Exceptions can be made if septic is appropriately sized to handle additional guests or

other precautions are taken to ensure septic can handle additional guests such as on-site porta- pots, requiring RV's to dump at public dump sites, etc.

3. If the property owner resides within 60 miles of the short-term rental property, a local property manager is not required to be designated. The property owner shall ensure their contact information is provided to guests and updated with the Zoning Department. The property owner must notify the Zoning Department within three business days of any change in the property owner's contact information and submit the revised contact information to the Zoning Department within the same time period. Property owners must also provide guests with emergency contact information (e.g., 911, local police, fire, nearest hospital).
4. Unless the property owner resides within 60 miles of the short-term rental property, a local property manager must be designated for contact purposes and his or her name must be included in the application filed with the Zoning Department. The local property manager must reside within 60 miles of the short-term rental property and shall ensure their contact information is provided to guests and updated with the Zoning Department. The property owner must notify the Zoning Department within three business days of any change in the property manager's contact information for the short-term rental and submit the revised contact information to the Zoning Department within the same time period. Property owners or their property manager must also provide guests with emergency contact information (e.g., 911, local police, fire, nearest hospital).
5. Must have designated parking that abides by all laws.
6. Applicant is required to display county license number on any advertising or online reservation system.

§ xxx-4. Short-term rental license. A license is required for each rental location. Under a Richland County short-term rental license, an operator may rent as many as four units (e.g., rooms, cottages, cabins) at one location, which is in line with state licensing requirements. You are a motel or hotel if you rent 5 or more

units at one location.

- A. The Zoning Department shall issue a short-term rental license if an applicant demonstrates compliance with the provisions of Richland County Ordinance XXX. A short-term rental license is issued for one year and may be renewed annually as provided in § XXX-6. The license shall contain the following information:
1. The name of the property owner, with contact information including mailing address and a telephone number at which the property owner is available. If the property owner is also acting as the property manager, then the requirements of Section 3 Subsection C (3) shall apply to the property owner.
 2. The name of the property manager, with contact information, including mailing address, physical address (if different from mailing address) and a telephone number at which the property manager shall respond to inquiries within a reasonable length of time.
 3. Description of the property and maximum occupancy allowed.
 4. The license term.
 5. The state of Wisconsin tourist rooming house license number.

§ XXX-5. Short-term rental license procedure.

- A. All applications for a short-term rental license shall be filed with the Zoning Department on forms provided by the Department. Applications must be filed by the property owner or the property manager. No license shall be issued unless the completed application form is accompanied by payment of the required application fee, which fee shall be nonrefundable.
- B. Each application shall include the following information and documentation for each short-term rental unit in order to demonstrate compliance with all requirements of this chapter, including, but not limited to, § XXX-8:
1. The name of the property owner, with contact information including mailing address and a telephone number at which the property owner is available. If the property owner is also acting as the property manager, then the application shall include mailing address, physical address (if different from mailing address) and a telephone number at which the property owner shall respond to inquiries within a reasonable length of time. Including a brief description of the unit and maximum occupancy allowed.
 2. A copy of a most recent completed State Lodging Establishment Inspection form.
 3. A copy of the state of Wisconsin tourist rooming house license issued under Wis. Stats. § 97.605; or proof that such state license has been applied for, in which event a provisional short-term rental license may be issued under this chapter for a period of 90 days but shall be conditioned upon the

Zoning Department's receipt of a copy of such state license from the applicant within said ninety day period, and if a copy of such state license is not received by the Zoning Department within said period, then such provisional license shall expire and be void at and after the end of said ninety day period.

4. Designation of a property manager, unless the property owner is acting as the property manager, with contact information, including mailing address, physical address (if different from mailing address) and a telephone number at which the property manager shall respond to inquiries within a reasonable length of time, and an affirmative statement that the property manager is authorized to act as agent and as the local contact person for the property owner with respect to operation of the short-term rental, including taking remedial action and promptly responding to any violation of this chapter or the County Ordinance relating to the licensed premises, and receiving service of notice of violation of this chapter's provisions.
 5. Written certification by the property owner that the short-term rental meets the requirements of this chapter and applicable state and county laws, ordinances and regulations.
- C. Unless earlier revoked, each license period shall run from July 1 of one year to June 30 of the next year. The application fee shall be paid upon filing of the application. Any application that does not include all of the information and supporting documentation required by this chapter shall not be considered as complete. When the Zoning Department determines that an application is complete and meets the requirements of this chapter, the Zoning Department shall approve the application and issue a short-term rental license (or, if applicable, a provisional short-term rental license) to the applicant. If the Department determines that the application is incomplete or does not meet the requirements of this chapter, the Department shall deny the application and inform the applicant, in writing, of the reason(s) why the application was denied and what action is needed to obtain approval of the application. The Zoning Department may be lenient in allowing applicants to fix issues within 14 days when an application is deemed incomplete or information was missing, without applicant needing to re-apply and pay an additional application fee.
- D. If the short-term rental property has outstanding fees, taxes, special charges or forfeitures owed to Richland County this may be a factor in whether or not the application will be approved. The Zoning Department may refuse to issue or renew a short-term rental license for any property or owner-applicant that has violated this Chapter any time within a period of twelve (12) months prior to the date of the permit application or if the property has had three (3) or more calls for law enforcement services leading to formal written violation or arrest in a twelve (12) month period. Law enforcement calls from potentially unreasonable neighbors which do not lead to formal written violation or arrest cannot and will not be used to deny renewal applications.
1. No short-term rental license (or, if applicable, a provisional short-term rental license) shall be issued if the applicant or short-term rental property is found to be subject to one of the grounds for revocation as provided in § XXX-8C.
- E. A short-term rental license is nontransferable and shall expire upon a transfer of legal control of the

tourist rooming house property. The holder of any permit or license shall promptly notify the Zoning Department in writing of any transfer of the legal control of any property covered by the permit. A transfer of property to an entity or trustee shall not be considered a transfer of legal control as long as the owner(s) continue to have majority control of the entity or are trustees of the trust with control of the property; however, such new form of ownership shall be identified on any permit renewal application after such transfer. No refunds will be issued.

§ XXX-6. Annual Renewal.

- A. Each application for renewal of a short-term rental license shall include updated information for the documentation on file with the Zoning Department, and payment of the renewal fee. A renewal application must be filed with, and a nonrefundable renewal fee must be paid to, the Zoning Department at least 90 days prior to the license expiration date to allow the Department adequate time to review the application. The Department shall determine whether the information provided in the renewal application is complete and meets the requirements of this chapter. The Department may also request reports from the Building Inspector, the Sheriff's Department and other law enforcement agencies regarding any enforcement actions taken with respect to the short-term rental properties and operations, and their owners, tenants, occupants or visitors.
- B. The Department shall review the renewal application and may approve or deny the application after taking into consideration the number, frequency and/or severity of law violations relating to the short-term rental property and operations, and its owner(s), tenant(s), occupant(s) or visitor(s), and whether such violations substantially harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood. If after such consideration the Department determines not to renew the license, the Department shall notify the applicant in writing of the reason(s) for such decision, and the applicant's right

to appeal the decision to the Richland County Natural Resource Standing Committee as provided in § XXX- 8.

- C. No license shall be renewed if the short-term rental property is under an order issued by the Building Inspector or a local health officer, or his or her designee, to bring the premises into compliance with state, county or local laws, codes, rules or regulations.

§ XXX-7. Display of permit.

Each license shall be displayed on the inside of the main entrance door of each short-term rental.

§ XXX-8. Appeal of licensing decisions; license revocation; appeal procedure; judicial review.

- A. The Zoning Department's decision to deny an initial short-term rental license or to deny renewal of a short-term rental license shall specify the reason(s) for such denial, in writing. Prior to the time for the renewal of license, the Zoning Department shall notify the licensee in writing the County's intention not to renew the license and notify the licensee of his or her right to an appeal hearing as provided in § XXX-8B.
- B. The Zoning Department's decision to deny an initial license or to deny renewal of a license may be appealed to the Natural Resource Standing Committee by filing a written appeal with the Department within 21 calendar days (excluding legal holidays) after the date of mailing of the written notice of the Zoning Department's decision denying such license or renewal license. The Natural Resource Standing Committee shall conduct a due process hearing and issue a written decision on the appeal within 30 calendar days of the County's receipt of the written appeal, or the license shall be deemed granted. If the appellant appears at the hearing he or she may produce and cross-examine witnesses, present relevant evidence, and be represented by counsel of his or her choosing, at his or her expense. If the Natural Resource Standing Committee finds the Zoning Department's reason(s) for his or her decision sufficient, the decision shall be affirmed. If the Committee finds the Zoning Department's reason(s) for his or her decision insufficient, the decision shall be reversed, and the license shall be granted and issued. If the appellant does not appear at the hearing and the Committee finds the Zoning Department's reason(s) for his or her decision sufficient, the decision shall be affirmed. The Committee's written decision on the appeal must specify the reason(s) for its determination. The Zoning Department shall give written notice of the Committee's decision to the applicant or licensee. A license may be revoked by the Natural Resource Standing Committee during the term of a license year and following a due process hearing for one or more of the following reasons:
 - a. Failure by the licensee to make payment of delinquent fees, taxes, special charges, forfeitures or other debt owed to the County on the licensed property.
 - b. Failure to maintain all required local, county and state licensing requirements.
 - c. Any violation of local, county or state laws or regulations which, based upon their number, frequency and/or severity, and their relation to the short-term rental property, its owner(s), tenant(s), occupant(s) or visitor(s), substantially harm or adversely impact predominantly

residential uses and nature of the surrounding neighborhood.

- C. **Revocation.** Any resident of or owner of property within Richland County may file a sworn written complaint with the Zoning Department alleging one or more of the reasons set forth in § XXX-8B (1-3) as grounds for revocation of a short-rental license issued under this chapter. Upon the filing of the complaint, the Natural Resource Standing Committee shall notify the licensee of the complaint by certified mail, return receipt requested and provide the licensee with a copy of the complaint. The notice shall direct the licensee to appear before the Committee on a day, time and place included in the notice, not less than 10 days and not more than 45 days from the date of the notice, and show cause why his or her license should not be revoked. The hearing shall be conducted as provided in § XXX-8B. If a license is revoked, the Zoning Department shall give notice of revocation to the licensee by certified mail, return receipt requested. No part of the fee paid for any license so revoked may be refunded.
- D. **Judicial review.** The action of the Natural Resource Standing Committee in granting or renewing, refusing to grant or renew, or revoking a license under this chapter may be appealed to the full Richland County Board. Final appeal can be reviewed by the Richland County Circuit Court upon appeal by the applicant, licensee, or a resident of or owner of property within the County. Such appeal shall be filed within 90 days of the date of mailing by the Zoning Department of the notice of the Natural Resource Standing Committee's action granting or renewing, refusing to grant or renew, or revoking a license. The procedure on review shall be the same as in civil actions commenced in the circuit court pursuant to Wis. Stats. Chs. 801 to 807.

§ XXX-9. Penalties.

- A. Any short-term rental license holder who violates any provision of this chapter shall be subject to revocation of their short-term rental license per § XXX-8. Any person who knowingly and willfully operates a tourist rooming house without a valid short-term rental license described in this ordinance shall be subject upon conviction thereof to a forfeiture of not less than \$250 nor more than \$750 for each offense, together with the costs of prosecution, and in the event of default of payment of such forfeiture and costs, after multiple written notices of amounts due have been sent and ignored over the course of not less than 90 days, shall be imprisoned in the Richland County Jail until such forfeiture and costs are paid, except that the amount owed is reduced at the rate of \$25 for each day of imprisonment and the maximum period of imprisonment is 30 days. Failure to comply with an order of correction issued under this ordinance shall constitute a violation of this ordinance and each day of continued violation shall constitute a separate offense.
- B. The penalties set forth in this section shall be addition to all other remedies of injunction, abatement or costs, whether existing under this chapter or otherwise.

§ XXX-10. Fees.

Any person applying for an initial short-term rental license or renewing a license pursuant to this chapter shall be subject to the fees as established by resolution of the Richland County Board and shall be posted in the County's

Fee Schedule.

§ XXX-11. Severability.

Should any portion of this chapter be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any other provisions of this chapter.

DATED: MARCH 18, 2025
PASSED: MARCH 18, 2025
PUBLISHED: MARCH 27, 2025

ORDINANCE OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(13 MARCH 2025)

		FOR	AGAINST
DAVID TURK, CHAIR	STEVE CARROW	X	
RICHLAND COUNTY BOARD OF SUPERVISORS	GARY MANNING		
	MARK GILL		
	INGRID GLASBRENNER		
	DAVID TURK	X	
	CRAIG WOODHOUSE	X	
DEREK KALISH	BOB FRANK	X	
RICHLAND COUNTY CLERK	STEVE WILLIAMSON	X	
	MARC COUEY	X	

Resolution No. 25-22 requesting no Federal or State Cuts To Medicaid was read by Deputy County Clerk Hege. Motion by McKee, second by Engel that Resolution No. 25-22 be adopted. Health and Human Service Director, Tricia Clements gave a brief explanation of the resolution and stated that 28% of Richland County residents received some level of Medicaid assistance. Brief discussion ensued. Motion carried and the resolution was declared adopted. Chair Turk requested that the resolution be sent to all State and Federal Legislators representing Richland County.

RESOLUTION NO. 25 - 22

Resolution Requesting No Federal Or State Cuts To Medicaid.

WHEREAS 28% of Richland County's residents use a Medicaid program to get their health care and other important supports; and

WHEREAS many of our county's jobs are created through small business, hospitals, therapists, mental health professionals, school-based medical services and other professionals that bill Medicaid; and

WHEREAS Wisconsin (or Richland County's) Aging & Disability Resource Center (ADRC) funding includes 50% of federal Medicaid matching funds to provide older adults and people with physical or developmental/ intellectual disabilities the resources needed to live with dignity and security, and achieve maximum independence and quality of life; and,

WHEREAS Medicaid is the main funding source in our county for mental health care; and

WHEREAS Medicaid funds almost all long-term care, including Wisconsin's institution diversion programs—Family Care, IRIS, CLTS—that keep kids, people with disabilities, and older adults out of expensive Medicaid-funded nursing homes and institutions; and

WHEREAS Wisconsin's population is aging and more seniors will require care and services in the future; and

WHEREAS Medicaid is the only place older adults and people with disabilities can get the long-term supports and health care they need; and

WHEREAS Medicaid serves a diverse population of our county's residents including veterans, older adults with dementia, foster kids, people with mental illness, unpaid caregivers who have had to leave the workforce to provide care, and low wage paid caregivers; and

WHEREAS, Medicaid improves the health, wellbeing, and productivity of thousands of residents in the areas of preventive services, prenatal care, opioid and other drug treatment, behavior health, crisis intervention, lead poisoning, treatment of chronic disease, dental health, and support for the elderly and people with disabilities thus providing for a healthier population and more productive workforce.

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors do hereby request no federal or state cuts to Medicaid.

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
(06 MARCH 2025)

RESOLUTION ADOPTED

FOR

AGAINST

DEREK S. KALISH
COUNTY CLERK

MARY MILLER
DANIEL MCGUIRE

DATED: MARCH 18, 2025

SANDRA KRAMER	X
INGRID GLASBRENNER	X
MICHELLE HARWICK	X

Resolution No. 25-23 accepting donations to Symons Recreation Complex was read by Deputy County Clerk Hege. Motion by Couey, second by Frank that Resolution No. 25-23 be adopted. Symons Recreation Complex Director, Mike Hardy gave a brief explanation of the resolution. Brief discussion ensued. Motion carried and the resolution was declared adopted.

RESOLUTION NO. 25 - 23

Resolution Accepting 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 February, 2025 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) Vision Treadmills.....\$10,605
- 2) Two (2) Recumbent Steppers.....\$10,140
- 3) Dumbbell Hand Weights.....\$800

Total donation amount.....\$21,545, 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
(13 MARCH 2025)

RESOLUTION ADOPTED

DEREK S. KALISH
COUNTY CLERK

DATED: MARCH 18, 2025

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

FOR AGAINST

X
X

X
X
X
X

Approved at Symon's Natatorium Board on February 10, 2025

Ordinance No. 25-6 creating new code of ethics and repealing Ordinance No. 23-6 was read by Deputy County Clerk Hege. Motion by Couey, second by Frank to approve the ordinance. County Corporation Counsel Windle briefly spoke. Motion carried and the ordinance was declared adopted.

ORDINANCE 25 - 6

An Ordinance Creating New Code Of Ethics And Repealing Ordinance No. 23-6.

RICHLAND COUNTY ETHICS CODE ORDINANCE

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

X.01 Title.

(a) Title:

This ordinance shall be cited as the Richland County Ethics Code.

X.02 Authority

(a) Statutory Authorization

(1) This ordinance is enacted under the Authority of Wisconsin State Statute 19.59.

X.03

Repeal of Existing Ordinance:

Richland County Ordinance No. 23-6 is hereby repealed in its entirety.

X.04 Ethics Board.

- (a) There is hereby created an Ethics Board to consist of five members and one alternate, at least one of whom shall be an attorney licensed to practice law in the State of Wisconsin or shall have demonstrated experience or training in the requirements of due process as applied in judicial or quasi-judicial proceedings. These individuals shall be from the Richland County community, appointed by the Committee on Committees, with the approval of the County Board. The members of the Ethics Board shall be residents of Richland County and shall not be County Public Officials, county employees, or receive the majority of their income from the county during the time of appointment. The Ethics Board members shall serve staggered three-year terms expiring on the third Tuesday in April of the third year following their appointment except as otherwise provided in the implementation of this ordinance. The Board shall elect a Chairperson, Vice Chairperson, and Secretary from among its members. The County Administrator shall provide administrative support and assistance to the Board. The Corporation Counsel shall provide legal advice and assistance to the Board. The Board shall be entitled to mileage and per diem payments for meetings and hearings of the Board on the same basis as provided other Richland County Boards, Committees or Commissions.
- (b) *Powers and duties.* The Ethics Board shall be responsible for investigating an ethics complaint, and conducting a fact-finding hearing as described in Section XX.23 below, in any case where the Ethics Board receives a written complaint or allegation of an ethics violation pursuant to Section XX.22 below.
- (c) *Burden of proof* The burden of proving a violation alleged in the complaint shall be on the Ethics Board. The Respondent may be called as a witness but may not be required or compelled to testify. Violations shall be proved by evidence that is clear, satisfactory, and convincing.
- (d) *Hearing.* The Ethics Board may hold, and an individual against whom a complaint has been made and where the complaint has been referred to the Ethics Board may request, a hearing before the Board using the procedures described in Section XX.22 below. The Board shall keep a record of the hearing. The Board shall have the power to compel the attendance of witnesses and to issue subpoenas as granted to other boards and commissions under Wis. Stat. § 885.01.
 - i. Within ten work-days of the conclusion of the hearing, the Board shall file its written findings and recommendations signed by the Ethics Board Chairperson and Secretary, together with findings of fact and conclusions of law, concerning the propriety of the conduct of the public official. In order for the Board to find and substantiate a violation of the Ethics Code by a Respondent, it must be supported by a two-thirds (2/3) supermajority vote of those Board members

present and voting. If the Board determines that no violation of the Code of Ethics has occurred, it shall dismiss the complaint.

- ii. No recommendation of the Board becomes effective until 20 work-days after it is issued, or while an application for rehearing or rehearing before the Board is pending, or the Board has announced its final determination on rehearing.
- (e) *Enforcement and penalties.* If the Ethics Board finds that clear, satisfactory, and convincing evidence exists for believing the allegations of the complaint, the Ethics Board may make recommendations or take action as indicated in Sections XX.22, XX.24, and XX.26. The Ethics Board shall also refer all findings and recommendations to the County Board.

X.05 Definitions

(a) General

- (1) The word "shall" is mandatory; the word "may/should" is permissive.
- (2) The words "used" or "occupied" also mean intended, designed or arranged to be used or occupied.
- (3) The word "person" includes any individual, firm, association, joint stock association, organization, partnership, limited, trust, body politic, governmental agency, company, corporation and includes any trustee, receiver, assignee, or other representative thereof.

(b) Definitions

- (1) Administrative Agency - any board, commission, committee, task force, or other entity which is listed in the Richland County Rules of the Board.
- (2) Anything of value - any money or property, favor, service, payment, advance, forbearance, loan or promise of future employment, but does not include compensation and expenses paid by the county, fees and expenses which are permitted and reported under county policy, political contributions which are reported under §11, hospitality extended for a purpose unrelated to county business by a person other than an organization or anything having a value of less than \$20 per occurrence or \$50 in total during a calendar year.
- (3) Board - the Richland County Ethics Board created by Section XX.02 of this Ordinance.
- (4) Business - any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages in profit-making or nonprofit activities.
- (5) Citizen or citizen member refers to a person appointed to any position by the County Board, who is neither an elected county office holder nor a county employee.
- (6) County employee shall refer to any person holding a full- or part-time position with Richland County, other than a county official.
- (7) County official - any person holding a county elected office.
- (8) Department - any department of county government having its own budget.
- (9) Elected Official - any person who holds an elected position and whose salary is funded in full or in part by Richland County.
- (10) Organization - any legal entity other than an individual or body politic.
- (11) Public official - a person who is a "County official," "Citizen or citizen member," or "Elected Official."
- (12) Respondent - a person against whom has been filed a complaint alleging a violation of this chapter.
- (13) Substantial financial interest¹ - any interest required to be placed on a disclosure

statement by XX.19 of this ordinance.

X.06 Application of Chapter

- (a) This ordinance shall apply to all Public officials.

X.07 Administration

- (a) The Richland County Ethics Board shall be the administrative body with respect to the enforcement of the provisions of this ordinance. The board may call upon the Richland County Administrative Offices for staff assistance as the need arises. The Corporation Counsel shall provide such legal assistance as the board requires.

X.08 Certain County Transactions Prohibited.

- (a) The county shall not have or seek to have a business or financial relationship with a county official which would potentially place the official in violation of § 946.13 or any provision of this chapter.
- (b) It shall be the duty of the department head overseeing negotiations and requests for bids or proposals or other proposed transactions to assure compliance with this section.

¹ "Substantial financial interest" is not currently defined in the Wisconsin Statutes or Wisconsin Administrative Code. However, Wis. Stat. § 19.44 requires certain state public officials to disclose "substantial income" from certain sources for the purposes of financial disclosure requirements. Wis. Stat. § 19.44 provides several categories of "substantial income" that must be reported, and these categories and reporting thresholds can be viewed as examples of "substantial financial interest" for the purposes of this ordinance.

X.09 Declaration of Policy.

- (a) The proper operation of representative government requires that county officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all County of Richland officials. The purpose of this code is to assist county officials in avoiding conflicts between their personal interest and their public responsibilities in order to improve standards of public service and promote and strengthen the faith and confidence of the people of Richland County in their county public officials and to provide for disclosure by county officials of substantial financial interest in matters affecting the county. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interests of the County of Richland.
- (b) The county board hereby reaffirms that each county official occupies a position of public trust that requires adherence to a high standard of conduct. Any effort to realize substantial personal gain through official conduct is a violation of that trust. This code of ethics does not prevent any county public official from accepting other employment or following any pursuit which in no way interferes with the full and faithful discharge of his or her duties to this county. The county board further recognizes that in a representative democracy, the representatives are drawn from society and, therefore, cannot and should not be without all personal and economic interest in the decisions and policies of government; that citizens who serve as county officials retain their rights as citizens to interests of a personal or economic nature; that standards of ethical conduct for county officials need to distinguish between those minor and inconsequential conflicts that are unavoidable in a free society, and those conflicts which are substantial and material; and that county officials may need to engage in employment, professional or business activities, other than official duties, in order to support themselves or their families and to maintain a continuity of professional or business activity, or may need to maintain investments which activities or investments do not conflict with the specific provisions of this code.

X.10 Standard of Conduct; Use of public position to obtain private benefit prohibited.

X.10 No county official or citizen member may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Standard of Conduct; Solicitation or acceptance of anything of value.

- (a) No county official or citizen member may solicit or accept from any person directly or indirectly, anything of value if it could reasonably be expected to influence official actions or judgement, or could reasonably be considered as a reward for any official action or inaction on the part of the county official or citizen member.

X.11 Standard of Conduct; Conflict of interest prohibited.

- (a) No county official or citizen member may:
 - (1) Take any official action substantially affecting a matter in which the official, a member of his or her immediate family or an organization with which the official is associated has a substantial financial interest.
 - (2) Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official

is associated.

- (b) Paragraph (a) does not prohibit a county official from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a county official from taking official action with respect to any proposal to modify a county or municipal ordinance.

X.12 Mileage Reimbursement Eligibility

- (a) A county board supervisor is eligible for reimbursement, at the current mileage reimbursement rate as established by the Internal Revenue Service, of only that mileage actually traveled in attending those meetings for which she or he is eligible for reimbursement.

X.13 Standard of Conduct; Use or disclosure of information gained in course of official activities.

- (a) No public official may intentionally use or disclose information gained in the course of or by reason of her or his official position or activities in any way that could result in the receipt of anything of value for herself or himself, for a member of her or his immediate family, or for any other person or legal entity if the information has not been communicated to the public or is not a public record.

X.14 Impermissible use of Public Office.

X.15 No public official shall use or attempt to use his or her public office or position to influence or gain unlawful benefits, advantages or privileges personally or for others. Standard of Conduct; Representation for compensation by county official before county entities.

- (a) No county official shall appear on behalf of private interests for compensation, before any county entity nor represent private interests in any action or proceedings against the county.
 - (1) This subsection shall not apply:
 - i. In a contested case which involves a part other than the county with interests adverse to those represented by the public official; or
 - ii. At an open hearing before a body other than the county board or a committee of the county board, at which a stenographic or tape record is maintained; or
 - iii. In a matter that involves only ministerial action by the department; or
 - iv. To representation by an elected official acting in his or her official capacity.
 - (2) This section may not be construed to limit in any fashion whatsoever an elected official's business or professional partner's or associate's right to practice or appear before a county entity, provided, however, the elected official does not participate in any vote or in the decision-making process.
 - (3) Nothing in this section shall be construed to prohibit an elected official from representing herself or himself before any county entity, including the one of which he or she is a member.

X.16 Standard of Conduct; Representation by citizen members before county entities.

- (a) No citizen member shall appear on behalf of private interest with or without compensation before any entity for or with which the person works nor appear on behalf of private interests with or without compensation in any action or proceeding against the county.
- (b) This section shall not be construed to prohibit a citizen member from dealing directly with staff of the agency on behalf of private interests, for compensation or otherwise, provided that if the representation is for compensation, that fact is contemporaneously disclosed, in writing, to the affected county department or agency.

- (c) This section shall not be construed to limit in any fashion whatsoever a citizen member's business or professional partner's or associate's right to practice or appear before the administrative agency. Nothing in this section shall be construed to prohibit a citizen member from representing herself or himself before any county entity, including the one of which he or she is a member.

X.17 Standard of Conduct; Receipt and retention of anything of value unrelated to official duties.

- (a) County officials and citizen members may receive and retain anything of value if the activity or occasion on or for which it is given is unrelated from his or her use of the county's time, information, facilities, equipment, services or supplies not generally available to all residents of the county and he or she can show by clear and convincing evidence that the payment or reimbursement was unrelated to and did not arise from the recipient's holding or having held her or his position and was paid for a purpose unrelated to a matter being considered by or affecting the county. Such persons may accept and retain from persons or entities other than the county the cost of reimbursement or actual and reasonable expenses related to speaking engagements whether or not the same arise from their county roles or positions.

X.18 Standard of Conduct; Receipt and retention of anything of value for the benefit of the county.

- (a) County officials and citizen members may accept and retain anything of value which consists of transportation, lodging, meals, food or beverage, or reimbursement therefore, if the official or citizen member can show by clear and convincing evidence that the same was incurred or received primarily for the benefit of the county and not primarily for his or her private benefit or that of any other person. It is prima facie evidence that the acceptance of anything of value consisting of enumerated items or services is primarily for the benefit of the county:
 - (1) when received by an official or citizen member in connection with a speech or other presentation being given by the county official or citizen member;
 - (2) when received by an official or citizen member attending a government- related function where the same or similar items or services are provided free of direct charge to all attendees; or
 - (3) when received by an official or citizen member in a situation where the county would have to assume the costs of the item or service if not otherwise provided.

X.19 Standard of Conduct; Receipts from political committees.

X.20 Notwithstanding any other provision of this chapter, county officials may receive and retain from a political committee under §11, transportation, lodging, meals, food, beverages, or reimbursement therefor, or payment or reimbursement of costs permitted and reported in accordance with §11. Standard of Conduct; Disclosure by county officials.

- (a) A county official who has a substantial financial interest in a matter pending before the body of which he or she is a member shall disclose the nature of the interest. The disclosure shall be made on the record before the body, or if there is no formal record, in writing to the body.

X.21 Standard of Conduct; Disclosure by county officials of matters pertaining to a closed session prohibited.

- (a) No county official may disclose any information discussed, debated or acted upon in a closed

session of the Richland County Board or its standing committees.

X.22 Complaints.

- (a) All complaints regarding violations of this ordinance shall be made in writing and submitted to the county clerk who shall deliver them to the chairperson of the Ethics Board.

X.23 Procedure before the Board.

- (a) Upon receipt of a complaint, the board shall:
 - (1) Cause notice to be given to the respondent. Such a notice shall contain a specification of the charges against the respondent as well as the notice that the respondent may file a written statement of his or her position with the board.
 - (2) Schedule and hold hearings on the complaint.
 - (3) Hear the respondent's position and the testimony of witnesses, if any.
 - (4) Permit the respondent and the complainant to call such witnesses as either desires and to cross-examine the witnesses of the other.
 - (5) Consider the evidence presented and make findings thereon.
 - (6) By its chairperson or his or her designee, make rulings on motions and objections made by any party in such a manner as to assure due process protection to the parties.
 - (7) Based upon the evidence presented to it, determine whether or not to seek imposition of a forfeiture pursuant to the penalty provisions of this ordinance. If a forfeiture is deemed advisable, the board may direct the corporation counsel to start an action in the name of the county against the violator.
 - (8) When deciding to see the imposition of a forfeiture, the board shall at the time of notifying the corporation counsel, serve notice by mail upon the respondent to the effect that a forfeiture will be sought against the respondent, specifying the amount and that court action may be avoided if the amount specified is paid within 30 days of the date of the notice.
 - (9) If a person against whom the board decides to seek imposition of a forfeiture fails to pay the amount specified by the board within 30 days of the date of the notice, the corporation counsel shall initiate an action for the collection of the forfeiture in the circuit court for the County of Richland.

X.24 Closed Session.

- (a) Pursuant to §19.85(1)(a) and (f), the board shall conduct its hearings in closed session unless the person complained of requests open hearings.

X.25 Advisory Opinions.

- (a) Any person subject to the provisions of this ordinance, either personally or on behalf of an organization or governmental body, may at any time request of the board an advisory opinion regarding the propriety of any matter to which the person is or may become a part. Any appointing officer, with the consent of a prospective appointee, may request of the ethics board an advisory opinion regarding the propriety of any matter to which the prospective appointee is or may become a party. The Ethics Board shall review a request for an advisory opinion and may advise the person making the request. Advisory opinions and request therefor shall be in writing. Except as provided in sub. (3), neither the corporation counsel nor a member or agent of the Ethics Board may make public the identity of an individual requesting an advisory opinion or of individuals or organizations mentioned in the opinion. The Board shall annually publish a synopsis of any advisory opinions it has issued, after first reviewing such material with the corporation counsel to ensure that all individual

identifying material has been deleted.

- (b) It is prima facie evidence of intent to comply with the Richland County Ethics Code or any amendment of the same when a person refers a matter to the Ethics Board and abides by the advisory opinion, if the material facts are as stated in the opinion request.
- (c) The Ethics Board may make an advisory opinion public with the consent of the individual requesting the opinion or the organization or governmental body on whose behalf it is requesting and may make public a summary of an advisory opinion issued under this section after making sufficient alterations in the summary to prevent disclosing the identities of individuals involved in the opinion. A person who makes or purports to make public the substance of or any portion of an advisory opinion requested by or on behalf of the person waives the confidentiality of the request for an advisory opinion and of any records obtained or prepared by the Ethics Board or corporation counsel in connection with the request for an advisory opinion.
- (d) The Board is expressly authorized to issue advisory opinions interpreting those provisions of chapter 19 of the Wisconsin Statutes which are expressly incorporated in this ordinance.

X.26 Open Records.

- (a) All records of the board shall be open to public inspection at any time except that the names of individuals and identifying matter which clearly discloses the identity of any individual shall be kept confidential, and copies of such records shall be altered to remove any such identifying information.

X.27 Sanctions.

- (a) Violation of any provision of this code should raise conscientious questions for the official concerned as to whether voluntary resignation or other action is indicated to promote the best interests of the County of Richland. If the Ethics Board determines that an official has violated any provision of this code, the board may, as part of its report to the County Board, make any of the following recommendations:
 - a. In the case of an official who is an elected County Board Supervisor, that the County Board consider sanctioning, reprimanding, censuring or expelling the person;
 - b. In the case of a citizen member, the County Board or other appointing authority consider removing the person from the administrative agency;
- (b) In addition to the sanctions available under sub. (1), any official violating the provisions of this section shall be subject to a non-reimbursable forfeiture of not more than one hundred dollars (\$100).

X.28 Severability.

- (a) The provisions of this chapter are severable. If any provision of this chapter is held to be invalid or unconstitutional or if the application of any provision of this chapter to any person or circumstance is held to be invalid or unconstitutional, such holding shall not affect the other provisions or applications of this chapter which can be given effect without the invalid or unconstitutional provisions or applications. It is hereby declared to be the intent of the County Board that this chapter would have been adopted had any invalid or unconstitutional provisions or applications not be included herein.

DATED: MARCH 18, 2025
PASSED: MARCH 18, 2025
PUBLISHED: MARCH 27, 2025

ORDINANCE OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(13 MARCH 2025)

FOR AGAINST

DAVID TURK, CHAIR	STEVE CARROW	X
RICHLAND COUNTY BOARD OF SUPERVISORS	GARY MANNING	
	MARK GILL	
	INGRID GLASBRENNER	
	DAVID TURK	X
	CRAIG WOODHOUSE	X
DEREK KALISH	BOB FRANK	X
RICHLAND COUNTY CLERK	STEVE WILLIAMSON	X
	MARC COUEY	X

Resolution No. 25-24 approving oversight of county tennis courts, soccer field, and walking trails was read by Deputy County Clerk Hege. Chair Turk gave a brief explanation of the ordinance. Motion by Couey, second by Frank that Resolution No. 25-24 be adopted. Brief discussion ensued. Motion carried and the resolution was declared adopted.

RESOLUTION NO. 25 - 24

Resolution Approving Oversight Of County Tennis Courts, Soccer Field, And Walking Trails.

WHEREAS Symons Recreation Complex provides Richland County with spaces and programs for physical activity, social interaction, and promotes the overall well-being of the community, and

WHEREAS the outdoor spaces consisting of the county’s tennis courts, soccer field, and walking trails are in close proximity to Symon’s Recreation Complex, and

WHEREAS use of the county’s tennis courts, soccer field, and walking trails enhance the overall user experience of Symon’s Recreation Complex and provide additional opportunities for outdoor fitness-related activities, and

WHEREAS the recommendation has been reviewed by the Campus Reconfiguration Committee, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the oversight and associated responsibilities of the county’s tennis courts, soccer field, and walking trails are assigned to the Director of the Symons Recreation Complex, and

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

VOTE ON FOREGOING RESOLUTION	RESOLUTION OFFERED BY THE CAMPUS RECONFIGURATION COMMITTEE
AYES_____ NOES_____	(18 MARCH 2025)

RESOLUTION ADOPTED	FOR	AGAINST
DEREK S. KALISH	STEVE CARROW	X
COUNTY CLERK	GARY MANNING	X
	INGRID GLASBRENNER	X
DATED: MARCH 18, 2025	DAVID TURK	X
	BOB FRANK	X
	STEVE WILLIAMSON	X

Correspondence: None.

Future agenda items: Discussion & Possible Action: Delinquent Tax Payment

Adjourn: Motion by Fleming, second by Kramer to adjourn. Motion carried and the meeting adjourned at 8:33 PM.

STATE OF WISCONSIN)
)SS
COUNTY OF RICHLAND)

I, Myranda H. Hege, Deputy 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 18th day of March, 2025.



Myranda H. Hege
Richland County Deputy Clerk

RESOLUTION NO. 25 - 25

Resolution Recognizing The Retirement Of An Employee Of The Management Information Systems Department.

WHEREAS, Barbara Scott was hired on July 27, 1998 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 Barbara Scott for over 26 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 Barbara Scott for 26 years of dedicated service to Richland County, and

BE IT FURTHER RESOLVED that the County Board wishes Barbara Scott a long and happy retirement, and

BE IT FURTHER RESOLVED, that the County Clerk shall send a copy of this Resolution to Barbara Scott at her residence.

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE EXECUTIVE & FINANCE STANDING COMMITTEE (08 APRIL 2025)	
AYES_____	NOES_____		
RESOLUTION_____		FOR	AGAINST
DEREK S. KALISH	STEVE CARROW	X	
COUNTY CLERK	STEVE WILLIAMSON	X	
	GARY MANNING	X	
DATED: APRIL 15, 2025	MARK GILL	X	
	INGRID GLASBRENNER	X	
	DAVID TURK	X	
	BOB FRANK	X	
	MARC COUEY		
	CRAIG WOODHOUSE	X	

RESOLUTION NO. 25 - 26

Resolution Making A Deficiency Appropriation In Various Accounts.

WHEREAS the appropriations in certain accounts for the year 2024 are insufficient and certain transfers should be made as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that it is necessary to make a deficiency appropriation in the following deficient accounts:

<u>ACCOUNT TITLE</u>	<u>AMOUNT</u>
UW-Richland Outlay	12,709.77
Richland Co Fair	15,780.09
Dog Licenses	782.11

BE IT FURTHER RESOLVED that the sum of \$29,271.97 is hereby appropriated from the General Fund to the above-listed accounts in the 2024 County budget to cover the deficiencies listed in these accounts, 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 (24 MARCH 2025)	
AYES_____	NOES_____		
RESOLUTION_____		FOR	AGAINST
DEREK S. KALISH	STEVE CARROW	X	
COUNTY CLERK	STEVE WILLIAMSON	X	
	GARY MANNING	X	
DATED: APRIL 15, 2025	MARK GILL		
	INGRID GLASBRENNER	X	
	DAVID TURK	X	
	BOB FRANK		
	MARC COUEY	X	
	CRAIG WOODHOUSE		

RESOLUTION NO. 25 - 27

Resolution Amending The Register Of Deeds Fee Schedule.

WHEREAS the Richland County Register of Deeds office has experienced increased costs for services and has modernized the office by adding electronic recording services through our current software vendor, and wishes to add credit card services, as requested by the people served by said office. Added services hereby require additions to the fee schedule for the Register of Deeds office. These additional service fees will cover costs and facilitate said modernization and will be paid by the persons taking advantage of said services, and

WHEREAS the proposed fee schedule additions are as follows:

Mail Service Fee #10 Envelope - \$2.00
Mail Service Fee 6x9 Envelope - \$4.00
Credit Card Service Fee - \$3.00
Expedited Service Fee - \$20.00
ERecording Fee - \$4.00
Tapestry Print Fee - \$2.00 first page \$1.00 second page (increase to raise to Statutory Fees)

WHEREAS, the Executive & Finance Standing Committee has carefully considered this proposal and is now presenting this resolution to the County Board for its consideration, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby given for the amendments to the Register of Deeds fees schedule as noted above, and

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

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(24 MARCH 2025)

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

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

X
X
X

X
X

X

DATED: APRIL 15, 2025

Proposed Fee Schedule Changes

Mail Service Fee #10 Envelope \$2.00

Mail Service Fee 6x9 Envelope \$4.00

Credit Card Service Fee \$3.00

Expedited Service Fee \$20.00

ERecording Fee \$4.00

Tapestry Print Fee \$2.00 first page \$1.00 second page (Increase to raise to Statutory Fees)

RESOLUTION NO. 25 - 28

Resolution Approving The Purchase Of One New Truck By The Highway Department.

WHEREAS the Public Works Committee and the County Highway Commissioner, Joshua Elder; have recommended that the Department be authorized to purchase one new tandem-axle plow truck with the funds already available in the 2025 budget, and

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

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

One Western Star tandem-axle trucks with the awarded bid totaling \$161,825 from Truck Country

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval to purchase one Western Star tandem-axle truck as noted above is hereby granted, and

BE IT FURTHER RESOLVED that funds for this purchase are in the County Highway Department's account in the 2025 County Budget, and

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

VOTE ON FOREGOING RESOLUTION
AYES _____ NOES _____

RESOLUTION OFFERED BY THE PUBLIC
WORKS STANDING COMMITTEE
(13 MARCH 2025)

RESOLUTION _____

FOR

AGAINST

DEREK S. KALISH
COUNTY CLERK

DATED: APRIL 15, 2025

STEVE WILLIAMSON	X
DANIEL MCGUIRE	
MARC COUEY	X
CHAD COSGROVE	X
GARY MANNING	X
STEVE CARROW	X
KERRY SEVERSON	

RESOLUTION NO. 25 - 29

A Resolution Establishing The Procedure For Wis. Stat. § 74.69 Determinations.

WHEREAS Wis. Stat. § 74.69 allows persons required to pay interest or a penalty for a late tax payment to request a finding from the County Board that the untimely payment was due to a delay or administrative error on the part of the U.S. Postal Service; and,

WHEREAS statute also allows the County Board to delegate the authority to make this determination to any committee or official of the County; and,

WHEREAS the Executive and Finance Committee has determined that its assumption of this responsibility balances the interests of expeditious resolution and representative participation,

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the authority to make a determination on Wis. Stat. § 74.69 appeals shall be delegated to the Executive and Finance Committee; and,

BE IT FURTHER RESOLVED that the procedure for making such a determination shall satisfy the appellant's due process rights; and,

BE IT FURTHER RESOLVED that this resolution shall be in full force and effect from and after its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(08 APRIL 2025)

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

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

DATED: APRIL 15, 2025

RESOLUTION NO. 25 - 30

Resolution Approving Richland County Contracting With Ayres Associates, Inc For Geospatial Services.

WHEREAS Richland County completed a LiDAR (Light Detection and Ranging) project in 2021, and

WHEREAS it was recommended by Ayres Associates, Inc at that time to complete enhancements to make the project more usable, and

WHEREAS the Land Information Council has discussed this project with Ayres, and

WHEREAS Ayres Associates, Inc has been selected by WROC (Wisconsin Regional Orthoimagery Consortium) to complete these projects, and

WHEREAS \$33,613.00 will be paid from the 2024 Land Information grant, \$38,710.00 from the 2025 Land Information grant and the remaining \$43,127.00 and \$2,900.00 for 2nd year hosting fee to be paid from Fund 48;

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to contract with Ayres Associates, Inc for Geospatial Services and that the County Administrator 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.

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(08 APRIL 2025)

RESOLUTION_____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

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

DATED: APRIL 15, 2025

Approved by the Natural Resources Standing Committee on March 3, 2025

AGREEMENT FOR PROFESSIONAL SERVICES

FOR

GEOSPATIAL SERVICES

THIS AGREEMENT is made by and between Richland County, Wisconsin, (OWNER) and Ayres Associates Inc, 5201 East Terrace Drive, Suite 200, Madison, Wisconsin, 53718 (CONSULTANT).

WHEREAS, the OWNER intends to retain the CONSULTANT to provide geospatial services within the project areas delineated in Attachment A.

NOW, THEREFORE, the OWNER and CONSULTANT agree to the performance of professional services by CONSULTANT and payment for those services by OWNER as set forth below:

ARTICLE 1 – SCOPE OF SERVICES

1.1 BASIC SERVICES

After written authorization to proceed, CONSULTANT shall:

- 1.1.1 Perform topographic mapping services and deliver enhancements and derivative datasets using the lidar base data collected by USGS (referred to as 'original data' in this agreement) in spring 2021.

CONSULTANT is not responsible for the vertical accuracy, point cloud classification accuracy, or completeness of the original data. CONSULTANT will not collect new lidar data or perform additional ground control to assess or improve accuracy of the original data. See Attachment A for a map of the project area. Services include:

- 1.1.1.1 Reference all lidar deliverables to Wisconsin County Reference System (WISCRS) – Richland County; North American Datum 1983 (2011); vertically geo-referenced to the North American Vertical Datum 1988 (Geoid 18), with vertical and horizontal units in US Survey Feet.
- 1.1.1.2 Prepare project-wide 1-foot contours from the original data and breaklines.
 - a) Create contours from largest blocks of bare earth points that is achievable within the limitations of the lidar processing software.
 - b) Add index depression and intermediate depression contour types to the contour attributes.
 - c) Run topology tests for contour type and contour location across the entire contour dataset.
- 1.1.1.3 Add building and high vegetation classifications to the original data.
 - a) Use automated routines to classify vegetation points that exist 10 feet or greater above the ground. The high vegetation points will be placed in Class 5 of the classified point cloud.
 - b) Use automated routines to classify building points that exist 10 feet or greater above the ground. The building points will be placed in Class 6 of the classified point cloud.

- 1.1.1.4 Generate a bare earth Digital Elevation Model (DEM) from classified bare

earth points (Class 2) and improved breaklines, if available. Water bodies and streams will be hydro-flattened within the DEM. The cell size will be 2.0 feet. The delivery format will be tiles, 32-bit floating grid.

- 1.1.1.5 Generate a Digital Surface Model (DSM)
 - a) Use first return Lidar points to create a countywide DSM.
 - b) Delivery format will be tiles, 32-bit floating grid.
- 1.1.1.6 Generate bare-earth point datasets from calibrated point cloud.
 - a) Export bare earth points to .txt or .las file format.
- 1.1.1.7 Prepare Lidar intensity images using first return values within the original data. The intensity images will be delivered as 8-bit, 256 color gray scale, GeoTIFF format images.
- 1.1.1.8 Extract Culverts
 - a) Locate culverts throughout the project area using leaf-off orthoimagery and lidar.
 - b) Collect culvert locations and lowest point elevations using classified point cloud.
 - c) Create culvert breaklines that extend through each culvert.
 - d) Export shapefile with 3D polyline culvert features.
- 1.1.1.9 Generate hydro-enforced DEM
 - a) Use culvert breaklines with one-meter buffer to classify lidar points as breakline proximity.
 - b) Hydro-enforce the DEM using the culvert breaklines and re-classified points in proximity to the culvert.
 - c) Produce countywide DEM that represents cuts in the surface model where culverts exist.
- 1.1.1.10 Generate a closed depression dataset
 - a) Use automated hydrologic routines to model maximum capacity of low areas
 - b) Generate automated potential closed depression raster layer for areas greater than 0.1 acre
 - c) Minimal manual editing will be performed to depression layer
 - d) Generate polygon boundary for individual surface depressions
- 1.1.1.11 Generate flow accumulation and catchment datasets from lidar
 - a) Use automated hydrologic routines to model flow paths and catchments outside of hydrologic breaklines.
 - b) Generate automated accumulated flow paths with acreage attributes for contribution areas greater than 0.1 acres.
 - c) Generate automated catchments based on watershed intervals of 6 acres, 20 acres, and 40 acres.
 - d) Perform minimal manual editing to flow accumulation and catchment layers.
- 1.1.1.12 Generate a percent slope raster
 - a) Use automated routines to model slope ranges
 - b) Classify ranges of 6%-12%, 12%-20%, and areas with greater than 20% slopes
 - c) Minimal manual editing will be performed to slope dataset

d) Deliver data in a raster format

1.1.1.13 Generate limited Agricultural Conservation Planning Framework (ACPF) outputs utilizing existing county, state, and USDA data. These ACPF outputs will be processed by HUC12 watershed but limited to the OWNER's county boundary. See Attachment A for a map of the project area.

- a) Use automated routines and core databases developed by the USDA to produce ACPF geodatabases including watershed features, indices, and inventory of proposed placements of conservation practices.
- b) Generate automated output files including stream power index, runoff risk index, and potential locations for WASCOB siting, grass waterway siting, conservation buffer strip siting, and bioreactor siting.
- c) The extent of stream delineation areas will be based on existing state level perennial stream data.

1.1.1.14 Tile the lidar deliverable products to a tile index across the project area. A tile schematic will be delivered in geodatabase format.

1.1.1.15 Prepare lidar deliverable products to full extent of the project area.

1.1.1.16 Deliver the final products on external USB hard drive.

1.1.1.17 Lidar Project Deliverables include:

- a) Hydro flattening breaklines, polylineZ, geodatabase format.
- b) 1-ft contours, countywide .gdb and tiled .shp format.
- c) Classified Point Cloud, LAS v1.4 format.
- d) Bare Earth DEM, GeoTIFF format.
- e) First return DSM, GeoTIFF format.
- f) Bare earth point dataset, .txt or .las format.
- g) Intensity Imagery, GeoTIFF format
- h) Culvert dataset, .shp format
- i) Hydro-enforced DEM, GeoTIFF format
- j) Depression Mapping, .shp format
- k) Flow Accumulation, .shp format
- l) Percent Slope Raster, GeoTIFF format
- m) ACPF outputs, .gdb format
 - i. Stream power index
 - ii. Runoff risk index
 - iii. Potential WASCOB siting
 - iv. Potential grass waterway siting
 - v. Potential buffer strip siting
 - vi. Potential bioreactor siting

1.1.2 Create a customized web application to optimize, host, and store Lidar and aerial imagery derived layers in ArcGIS Online®. CONSULTANT will provide OWNER with a web link to the application, referred to as Ayres Lidar Online. The application will run in current versions of common web browsers.

1.1.2.1 Optimize spring 2020 aerial imagery and spring 2021 lidar datasets into formats compatible in ArcGIS Online. CONSULTANT will create the following layers from existing Lidar and imagery:

- a) Slope shade bare earth surface model

- b) Hillshade bare earth surface model
- c) Colorized high vegetation point cloud

1.1.2.2 Store and host data layers and the web application using the CONSULTANT's ArcGIS Online account. CONSULTANT is not responsible for changes to current ArcGIS Online functionality or tools.

1.1.2.3 Create and host the following layers in the web application:

- a) Slope shade bare earth layer
- b) Hillshade bare earth layer
- c) Elevation surface layer from lidar DEM
- d) Ground lidar point cloud layer
- e) High vegetation lidar point cloud colorized with spring 2020 imagery
- f) Building lidar point cloud layer (includes bridge decks)
- g) 1-foot topographic contour layer
- h) Culvert lines
- i) Spring 2020 orthoimagery layer
- j) Tax parcels (provided by OWNER)
- k) Hydro-breaklines
- l) Depression layer
- m) Flow accumulation layer
- n) Catchment layer
- o) Percent slope layer
- p) ACPF outputs

1.1.2.4 The following additional publicly available layers will be included in the web application:

- a) Base map streets layer
- b) County boundaries
- c) Municipal boundaries

1.1.3 Provide on-site lidar training services after delivery of project data.

1.1.3.1 Send staff to OWNER's office location for one day of training.

1.1.3.2 Train attendees on use of OWNER's lidar deliverables using commercially available software packages

1.1.4 CONSULTANT may render to the OWNER advice, consultation, and expertise with respect to the development, use, and technical application of the deliverables provided under this project.

ARTICLE 2 – CHANGES IN THE SCOPE OF SERVICES

2.1 Services Requiring Changes in the Scope of Services

The OWNER or the CONSULTANT may, from time to time, request changes in the scope of services to be performed hereunder. Such changes, while not anticipated, may include an increase or decrease in the amount of CONSULTANT'S compensation. Any such changes must be mutually agreed by and between OWNER and CONSULTANT and shall be incorporated in written amendments to this agreement. Such changes may include:

2.1.1 Services to investigate existing conditions or facilities or to verify the accuracy of

information furnished by OWNER.

- 2.1.2 Services resulting from significant changes in the general scope, extent or character of the Project.
- 2.1.3 Furnishing services of independent professional associates and consultants for other than Basic Services.
- 2.1.4 Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project.
- 2.1.5 Additional services in connection with the Project, including services, which are to be furnished by OWNER and services not otherwise, provided for in this Agreement.

ARTICLE 3 - OWNER'S RESPONSIBILITIES

OWNER shall do the following in a timely manner so as not to delay the services of CONSULTANT:

- 3.1 Place at CONSULTANT's disposal all reasonably available pertinent information, upon which the CONSULTANT can rely. This includes, but is not limited to, project boundaries in georeferenced vector format, original lidar data, original lidar project reports and metadata, and original lidar ground control information.
- 3.2 Arrange for access to and make all provisions for CONSULTANT to enter upon public and private property as required for CONSULTANT to perform services under this Agreement.
- 3.3 Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
- 3.4 Give prompt written notice to CONSULTANT whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT's services.

ARTICLE 4 - PERIODS OF SERVICE

- 4.1 The provisions of this Article 4 and the compensation for CONSULTANT's services have been agreed to in anticipation of the orderly and continuous progress of the Project. If completion dates are exceeded through no fault of CONSULTANT, compensation provided herein shall be subject to equitable adjustment.
- 4.2 The services called for in Article 1 will be completed and submitted according to the following schedule:
 - a) Countywide lidar enhancements and derivatives: delivered eight months after execution of this Agreement.
 - b) The OWNER has 30 days after delivery of the countywide enhancements and derivatives to review the data and provide the CONSULTANT with written comments. If needed, the CONSULTANT shall make final delivery within 30 days of OWNER's review.

- c) Ayres Lidar Online services (Articles 1.1.2.1 - 1.1.2.4) will be completed and delivered 3 months after final delivery of countywide enhancements and derivatives.
 - d) Ayres Lidar Online services (Articles 1.1.2.1 - 1.1.2.4) will be maintained for 12 months from delivery.
 - e) Ayres Lidar Online services (Articles 1.1.2.1 - 1.1.2.4) can be renewed for an additional 12 months via contract amendment prior to the conclusion of the previous contract period.
- 4.3 The expiration date of this Agreement is December 31, 2030.
- 4.4 CONSULTANT's services under this Agreement shall be considered complete when submissions have been accepted by the OWNER.
- 4.5 If OWNER has requested significant modifications or changes in the general scope, extent or character of the Project, as memorialized in a written change order executed by the Parties, the time of performance of CONSULTANT's services shall be adjusted equitably.
- 4.6 If CONSULTANT's services for the Project are delayed or suspended in whole or in part by OWNER for more than three months for reasons beyond CONSULTANT's control, CONSULTANT shall on written demand to OWNER (but without termination of this Agreement) be reimbursed for all charges and services rendered through the date of suspension, however such reimbursement shall not exceed the amount set forth in 5.1.1 and shall take into the consideration the costs and compensation to complete the Project.

ARTICLE 5 - PAYMENTS

5.1 Compensation for Services

- 5.1.1 OWNER shall compensate CONSULTANT for services provided on a lump sum basis.

5.1.1.1 Total fees for lidar enhancements, derivatives, and training: \$115,450.00.

5.2 Times of Payments

- 5.2.1 CONSULTANT shall submit monthly invoices for Basic and Additional Services rendered. OWNER shall make prompt monthly payments in response to CONSULTANT's invoices.

5.3 Other Provisions Concerning Payments

- 5.3.1 If OWNER fails to make any payment due CONSULTANT for services and expenses within sixty days after receipt of Consultant's invoice, the amounts due CONSULTANT will be subject to equitable adjustment but in no event shall it be increased by more than a rate of 1-1/2% per month (18% A.P.R.) from said sixtieth day, and in addition, CONSULTANT may, after giving seven days' written notice to OWNER, suspend services under this Agreement until CONSULTANT has been paid in full all amounts due for services and expenses. If for some reason there is a dispute concerning an invoice and the dispute extends beyond one month, the owner will not be assessed a 1.5% penalty to that invoice.

- 5.3.2 In the event of termination by OWNER for reasons other than CONSULTANT'S breach of this agreement, CONSULTANT will be reimbursed for all charges and services rendered, however, in no event shall such reimbursement exceed the compensation set forth in 5.1.1.
- 5.3.3 Records pertinent to CONSULTANT's compensation will be kept in accordance with generally accepted accounting practices.
- 5.3.4 Factors determining compensation payable to CONSULTANT will be adjusted periodically and equitably to reflect changes in various elements that comprise such factors. Any changes must be mutually agreed by and between the OWNER and the CONSULTANT and shall be incorporated in written amendments to this agreement.

ARTICLE 6 - GENERAL CONSIDERATIONS

6.1 Reuse of Documents

Any reuse of the services and documents provided under this agreement for purposes not intended, will be at the OWNER'S sole risk.

6.2 Controlling Law

This Agreement is to be governed by the law of the State of Wisconsin.

6.3 Termination

The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by either party to perform in accordance with the terms hereof through no fault of the terminating party.

6.4 Indemnification

The CONSULTANT hereby agrees to indemnify the OWNER for all claims arising solely from negligent acts, errors or omissions of the CONSULTANT in the performance of professional services under this agreement.

6.5 Data ownership Assignment

The CONSULTANT assigns ownership of the data to the OWNER and its project participants for all deliverable products produced under this contract. The CONSULTANT agrees that the deliverable products and documents shall not be made available to nor used to prepare additional products for any individual or organization at any time without prior written approval by the OWNER.

ARTICLE 7 - EXHIBITS AND SCHEDULES

- 7.1 The following Exhibits are attached to and made a part of this Agreement.

- 7.1.1 Attachment A – Project Area Map of Richland County (consists of 1 page).

Attachment A Map of Project Area

