

# 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: December 5, 2025

Please be advised that the Richland County Board of Supervisors will convene at 6:00 p.m., Tuesday, December 9, 2025, in the County Boardroom 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 November 18, 2025 Meeting
8. Public Comment
9. Ordinance Relating To Parcel 022-3623-1300
10. Ordinance Relating To Parcel 006-2011-1000
11. Resolution Approving The Town Of Ithaca's Rezoning Of A Portion Of Parcel 016-0733-2000 And 016-0733-1000
12. Report On Petitions For Zoning Amendments Received Since The Last County Board Session
13. Report On Rezoning Petitions Recommended For Denial By The Natural Resources Standing Committee
14. Reports
  - A. County Administrator Report
  - B. County Board Chair Report
  - C. Legislative Update
15. Resolution Authorizing The Emergency Management Department To Apply For And Accept The Wisconsin State Computer And Hazardous Materials (Hazmat) Response Equipment Grant (CHREG)
16. Resolution Approving New Starting Wage For Licensed Practical Nurses
17. Resolution Approving The Removal Of Veterans Day As A Holiday For Pine Valley
18. Resolution Approving Provider Contracts For 2026 For The Health And Human Services Department
19. Resolution Approving The Purchase Of Air Conditioning Units For The Courthouse Building
20. Resolution Approving A Contract For Corporation Counsel Services
21. Resolution Approving Amendments To The Richland County Fee Schedule\*
22. Resolution Approving A Social Media Policy
23. Resolution Approving The Creation Of An Ad Hoc County Facilities Planning Committee
24. Appointments To Various Boards, Committees, And Commissions
25. Correspondence
26. Future Agenda Items
27. Adjourn

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Tricia Clements, County Administrator at 181 W. Seminary St., Richland Center, WI 53581 or call 608-647-2197.

\*Amended to fix typo in original agenda language

## NOVEMBER MEETING

November 18, 2025

**Call To Order:** Chair Turk called the meeting to order at 6:00 PM.

**Roll Call:** Roll call found the following members present: Supervisor(s) Steve Carrow, Mary Miller, Randy Schoonover, Sandra Kramer, Richard McKee, Larry Engel, Alayne Hendricks, Gary Manning, Tiffany Thompson, Rod Perry, David Turk, Melvin “Bob” Frank, Kerry Severson, Steve Williamson, Marc Couey, Julie Fleming, and Daniel McGuire. Supervisor(s) absent: Chad Cosgrove.

**Invocation:** Jan Starr gave the invocation.

**Pledge Of Allegiance:** County Clerk Kalish led the Pledge of Allegiance.

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

**Approve Agenda:** Motion by Manning second by Kramer to approve the agenda. Motion carried and agenda declared approved.

**Approve Minutes Of The October 20, 2025 Meeting:** Chair Turk asked if there were any amendments or changes to the minutes of the October 20, 2025 meeting. Hearing no amendments, Chair Turk declared the minutes of the October 20, 2025 meeting approved.

**Public Comment:** None.

**Appointments To Various Boards, Committees, And Commissions:** Administrator Clements presented proposed committee appointments as follows:

Supervisor Perry to the Community & Health Services Standing Committee

Supervisor Hendricks to the Library Planning Committee

Supervisor Thompson to the Public Safety Standing Committee and Pine Valley Committee

Mark Storms to the Board of Adjustments as a citizen member.

Motion by Kramer second Fleming to approve the committee appointments as presented. Motion carried and appointments declared approved.

**Ordinance Relating To Parcel 030-3224-4000:** Ordinance No. 25-23 Amendment No. 631 to the Richland County Code of Ordinances Chapter 119 relating to parcel 030-3224-4000 was read by County Clerk Kalish. Motion by McKee second by Perry that Ordinance 25-23 be adopted. Motion carried and Ordinance No. 25-23 declared adopted.

### ORDINANCE NO. 25 - 23

Amendment No. 631 To Richland County Code of Ordinance Chapter 119- Zoning Relating To Parcel 030-3224-4000.

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 8.04-acre parcel in the Town of Westford is hereby rezoned from Illegal Non-conforming to the Ag/Residential (A/R)) District:

Beginning at the Northwest corner of the Southeast Quarter (SE ¼) of Section Twelve (12), Township Nine (9) North, Range One (1) West, Richland County, Wisconsin;

That part of the East One-half (E ½) of the Northwest Quarter (NW ¼) of Section Thirty-two (32), Township Twelve (12) North, Range Two (2) East, Richland County, Wisconsin, lying South of the centerline of Richland County Trunk Highway "I" and South and West of the centerline of Maxwell Hill Road.

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

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

ORDINANCE OFFERED BY THE NATURAL  
 RESOURCES STANDING COMMITTEE  
 (3 NOVEMBER 2025)

		FOR	AGAINST
DAVID TURK, CHAIR	STEVE CARROW	X	
RICHLAND COUNTY BOARD OF SUPERVISORS	JULIE FLEMING	X	
	ROD PERRY	X	
	RICHARD MCKEE	X	
	ALAYNE HENDRICKS	X	
	RANDY SCHOONOVER	X	
DEREK KALISH			
RICHLAND COUNTY CLERK			

**Ordinance Relating To Parcel 018-2532-2000:** Ordinance No. 25-24 Amendment No. 632 to the Richland County Code of Ordinances Chapter 119 relating to parcel 018-2532-2000 was read by County Clerk Kalish. Motion by Manning second by Carrow that Ordinance 25-24 be adopted. Motion carried and Ordinance No. 25-24 declared adopted.

## ORDINANCE NO. 25 - 24

Amendment No. 632 To Richland County Code of Ordinance Chapter 119- Zoning Relating To Parcel 018-2532-2000.

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 14.0-acre parcel in the Town of Marshall is hereby rezoned from Legal Non-conforming to the Ag/Residential (A/R) District:

### PARCEL I:

That part of the West Half (W ½) of the West Half (W ½) of the Southwest Quarter (SW ¼) of Section 25, lying North of the centerline of a roadway described as follows:

Commencing at the Northwest Corner of the Southwest Quarter of Section 25, Township 11 North, Range 1 West, Richland County, Wisconsin, thence S 4° 41' E, 1668.32 feet along the West Line of said Southwest Quarter, thence East 54.16 feet to a point in the centerline of a town road and the point of beginning.

Thence N 34° 43' 30" W, 44.5 feet along the centerline of said roadway;  
Thence N 4° 18' 40" W, 50 feet along said centerline;  
Thence N 2° 03' 20" W, 125 feet along said centerline;  
Thence N 10° 40' 20" W, 200 feet along said centerline;  
Thence N 0° 07' 40" E, 55 feet along said centerline;  
Thence N 28° 59' 20" E, 362 feet along said centerline;  
Thence N 57° 41' 40" E, 80 feet along said centerline;  
Thence N 86° 33' 20" E, 60 feet along said centerline;  
Thence S 83° 06' 40" E, 317 feet along said centerline;

PARCEL II:

Non-exclusive easement for the benefit of Parcel I created by a Warranty Deed from Donald A. Anderson, Donald L. Robertson and Henry C. Harkensee Jr. to Richard C. Neumann and Janice W. Neumann, husband and wife dated February 6, 1977 and recorded February 18, 1977 in at 3:45 p.m. in Volume 141 of Deeds on pages 481-482 as Document No. 162306 for the purpose of ingress and egress over an existing roadway the centerline of which is described as follows:

Commencing at the Northwest Corner of the Southwest Quarter of Section 25, Town 11 North, Range 1 West, Richland County, Wisconsin, thence S 4° 41' E, 1668.32 feet along the West Line of said Southwest Quarter, thence East 54.18 feet to a point in the centerline of a town road and the point of beginning.

Thence N 34° 43' 30" W, 44.5 feet along the centerline of said roadway;  
Thence N 4° 18' 40" W, 50 feet along said centerline;  
Thence N 2° 03' 20" W, 125 feet along said centerline;  
Thence N 10° 40' 20" W, 200 feet along said centerline;  
Thence N 0° 07' 40" E, 55 feet along said centerline;  
Thence N 28° 59' 20" E, 362 feet along said centerline;  
Thence N 57° 41' 40" E, 80 feet along said centerline;  
Thence N 86° 33' 20" E, 60 feet along said centerline;  
Thence S 83° 06' 40" E, 317 feet along said centerline;

The above-described centerline being located partly in the Northwest Quarter of the Southwest Quarter and partly in the Southwest Quarter of the Southwest Quarter, all in Section 25, Town 11 North, Range 1 West, Richland County, Wisconsin.

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

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

ORDINANCE OFFERED BY THE NATURAL  
RESOURCES STANDING COMMITTEE  
(3 NOVEMBER 2025)

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

**Ordinance Relating To Parcel 030-2742-1000:** Ordinance No. 25-25 Amendment No. 633 to the Richland County Code of Ordinances Chapter 119 relating to parcel 030-2742-1000 was read by County Clerk Kalish. Motion by Carrow second by Schoonover that Ordinance 25-25 be adopted. Motion carried and Ordinance No. 25-25 declared adopted.

## ORDINANCE NO. 25 – 25

Amendment No. 633 To Richland County Code of Ordinance Chapter 119- Zoning Relating To Parcel 030-2742-1000.

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 4.0-acre parcel in the Town of Westford is hereby rezoned from Illegal Non-conforming to the Ag/Residential (AR) District.

That part of the Northwest Quarter (NW ¼) of the Southeast Quarter (SE ¼) of Section Twenty-seven (27), Township Twelve (12) North, Range Two (2) East, Richland County, Wisconsin, lying East of the centerline of County Trunk Highway “NN”.

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

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

ORDINANCE OFFERED BY THE NATURAL  
RESOURCES STANDING COMMITTEE  
(3 NOVEMBER 2025)

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

**Report On Petitions For Zoning Amendments Received Since The Last County Board Session:**  
None reported.

**Report On Zoning Petitions Recommended For Denial By The Natural Resources Standing Committee:** None reported.

**Reports – 2024 Audit Presentation – Johnson & Block CPAs:** Johnson & Block CPAs Audit Supervisor Bill Moilien gave the 2024 audit presentation.

**Reports – County Administrator Update:** Administrator Clements noted the County Administrator’s Report was in the meeting packet for review. No questions posed to County Administrator from members of County Board present at meeting.

**Reports – Legislative Update:** None.

**Resolution Approving The Natural Resources Standing Committee Applying For And Accepting A Lake Monitoring And Protection Grant From The Wisconsin Department Of Natural Resources:** Resolution No. 25-103 approving the Natural Resources Standing Committee applying for and accepting a Lake Monitoring and Protection Grant from the Wisconsin Department of Natural Resources was read by County Clerk Kalish. Motion by Manning second by McKee to approve Resolution No. 25-103. Motion carried and Resolution No. 25-103 declared adopted.

**RESOLUTION NO. 25 - 103**

Resolution Approving The Natural Resources Standing Committee Applying For And Accepting A Lake Monitoring And Protection Grant From The Wisconsin Department Of Natural Resources.

WHEREAS the Natural Resources Standing Committee and the Director Land Conservation and Zoning Director, Ms. Cathy Cooper, have recommended that the Committee be granted authority to apply for a Lake Monitoring and Protection Grant from the Wisconsin Department of Natural Resources to pay for staff time and supplies relating to aquatic invasive species projects in the County; and

WHEREAS the Wisconsin Department of Natural Resource requires the county submits a resolution with the grant application every 3 years.

WHEREAS the applicant attests to the validity and veracity of the statements and representations contained in the grant application;

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Natural Resources Standing Committee to apply for a Lake Monitoring and Protection Grant from the Wisconsin Department of Natural Resources in the amount of up to \$7000.00 to pay for staff time and supplies for aquatic invasive species projects in the County, and

BE IT FURTHER RESOLVED that the Richland County Land Conservation and Zoning Department will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorize and empowers the following employees to submit the following documents to the Wisconsin Department of Natural Resources for the financial assistance that may be available:

Task

Title of Authorized Representative

Sign and submit a grant application	Land Conservation Director
Enter into a grant agreement with the DNR	Land Conservation Director
Submit quarterly and/or final reports to the DNR	Land Conservation Director
to satisfy the grant agreement, as appropriate	
Submit reimbursement request(s) to the DNR	Land Conservation Director
no later than the date specified in the grant agreement	

BE IT FURTHER RESOLVED that there is no County match required for this grant and approval is hereby granted for the grant funds to be spent in accordance with the terms of the grant and the Land Conservation and Zoning Director, Ms. Cathy Cooper, is hereby authorized to sign on behalf of the County any documents needed to carry out this Resolution, and

BE IT FURTHER RESOLVED that this resolution will cover grant years 2026-2028, and

BE IT FURTHER RESOLVED that the applicant will comply with all local, state and federal rules, regulations and ordinances relating to the project and the cost-share agreement, 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 NOVEMBER 2025)

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

RESOLUTION ADOPTED		FOR	AGAINST
DEREK S. KALISH	STEVE CARROW	X	
COUNTY CLERK	JULIE FLEMING	X	
	RICHARD MCKEE	X	
DATED: NOVEMBER 18, 2025	ROD PERRY	X	
	ALAYNE HENDRICKS	X	
	RANDY SCHOONOVER	X	

**Resolution Awarding Opioid Settlement Fund Grants To Applicants Providing For The Prevention, Treatment, And/Or Recovery Of Opioid Drug Use:** Resolution No. 25-104 awarding Opioid Settlement Fund Grants to applicants providing for the prevention, treatment, and/or recovery of opioid drug use was read by County Clerk Kalish. Treatment Court Coordinator Savanah Huber provided background on grant applications. Motion by Schoonover second by McKee to approve Resolution No. 25-104. Motion carried and Resolution No. 25-104 declared adopted.

#### RESOLUTION NO. 25 - 104

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

WHEREAS Richland County non-profit organizations and those that serve Richland County Residents may submit applications for Opioid Settlement Fund Grants twice a year to be reviewed by the Opioid



Settlement Committee, with recommendations to be presented to the Community and Health Services Committee and full County Board for approval, and

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

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

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

**Richland County Treatment Court** in the amount of \$5,000 for prevention efforts, treatment and recovery efforts and to connect people to resources and expanding resources; and

**Richland County Treatment Court** in the amount of \$17,000 for attendance at the 2026 National All Rise Conference in order to gain knowledge from other rural communities on best practices to better support the individuals served; and

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

VOTE ON FOREGOING RESOLUTION

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

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

RESOLUTION ADOPTED		FOR	AGAINST
DEREK S. KALISH	MARY MILLER	X	
COUNTY CLERK	SANDRA KRAMER	X	
	LARRY ENGEL		
DATED: NOVEMBER 18, 2025	ALAYNE HENDRICKS	X	
	DANIEL MCGUIRE	X	

**Resolution Amending The Collective Bargaining Agreement With The Deputy Sheriffs Association:** Resolution No. 25-105 amending the Collective Bargaining Agreement with the Deputy Sheriffs Association was read by County Clerk Kalish. Motion by Manning second by Schoonover to approve Resolution No. 25-105. Motion carried and Resolution No. 25-105 declared adopted.

**RESOLUTION NO. 25 – 105**

Resolution Amending The Collective Bargaining Agreement With The Deputy Sheriffs Association.

WHEREAS there is a Collective Bargaining Agreement between the County and the Richland County Deputy Sheriff’s Association covering 2025-2027, and

WHEREAS both parties to this Agreement have proposed an amendment to the sections of the contract detailed in the Memorandum of Understanding, and

WHEREAS the Executive and Finance Standing Committee has carefully considered this proposed amendment 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 the County enters into an Memorandum of Understanding with the Richland County Deputy Sheriff’s Association/WPPA amending parts of the collective bargaining agreement to add the paid holidays of Day After Thanksgiving and Good Friday, and

BE IT FURTHER RESOLVED that Sick leave will be earned in the following manner: Employees working 8-hour shifts shall earn 4 hours per pay period for 24 out of the 26 pay periods yearly. Employees working 12-hour shifts shall earn 6 hours per pay period for 24 out of the 26 pay periods.

BE IT FURTHER RESOLVED that the County Board Chair and the County Administrator are hereby authorized to sign a Memorandum of Understanding in accordance with this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE PUBLIC  
SAFETY STANDING COMMITTEE  
(07 NOVEMBER 2025)

RESOLUTION ADOPTED		FOR	AGAINST
DEREK S. KALISH COUNTY CLERK	BOB FRANK	X	
	KERRY SEVERSON	X	
DATED: NOVEMBER 18, 2025	GARY MANNING		
	CHAD COSGROVE	X	
	DAVID TURK		
	JULIE FLEMING	X	

*Approved at Executive & Finance Standing Committee on November 11, 2025*

**Resolution Approving The Approval Of Changes To The Rural Functional Classification System In Richland County:** Resolution No. 25-106 approving the approval of changes to the Rural Functional Classification System in Richland County was read by County Clerk Kalish. Motion by Couey second by Carrow to approve Resolution No. 25-106. Motion carried and Resolution No. 25-106 declared adopted.

**RESOLUTION NO. 25 – 106**

Resolution Approving The Approval Of Changes To The Rural Functional Classification System In Richland County.

WHEREAS functional classification is the method by which roads and streets are categorized based on the levels of mobility and access they provide; and

WHEREAS functional classification categories are separate for Urban and Rural areas; and

WHEREAS geographic areas not within a designated Urban Area (UA) as designated as Rural; and

WHEREAS rural areas, for the purposes of functional classification, are defined by county; and

WHEREAS functional classification of a road or street has a bearing on federal transportation funding eligibility, and

WHEREAS FHWA and WisDOT have developed guidance for functional classification of roads and streets; and

WHEREAS WisDOT periodically reviews and updates to the functional classification system of roads and streets throughout the state; and

WHEREAS these recommended functional classification changes were developed through joint review by County officials and WisDOT planning staff; and

WHEREAS these recommended changes have been reviewed by the Richland County Public Works Committee; and

WHEREAS documents showing the recommended FC changes are attached; and

WHEREAS the Wisconsin Department of Transportation will, after local approval of the recommended FC changes, approve the changes and submit them to FHWA for final approval; and

WHEREAS the approved final FC map will be made available to Richland County after FHWA final approval; and

WHEREAS the new functional classifications will supersede the existing functional classifications in Richland County.

NOW THEREFORE BE IT RESOLVED that Richland County hereby approves all recommended functional classifications.

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

VOTE ON FOREGOING RESOLUTION

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

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

RESOLUTION ADOPTED

FOR          AGAINST

DEREK S. KALISH  
COUNTY CLERK

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

DATED: NOVEMBER 18, 2025

**Resolution Approving 2026 Job Descriptions:** Resolution No. 25-107 approving 2026 job descriptions was read by County Clerk Kalish. Motion by Schoonover second by Fleming to approve Resolution No. 25-107. Discussion continued. Motion by Kramer second by McKee to modify the Emergency Management Director job description by removing the Fire Chief Officer Certification requirement. Motion to amend job

description carried. Motion to approve Resolution No. 25-107 carried and Resolution No. 25-107 declared adopted.

**RESOLUTION NO. 25 - 107**

Resolution Approving 2026 Job Descriptions.

WHEREAS the 2026 budgeting process created new positions; and

WHEREAS the new job descriptions created are as follows:

- Emergency Management Director
- Administrative Secretary
- Human Resources Director
- Radio Tower Technician
- CYS Lead Worker
- Coordinated Services Lead Worker

WHEREAS the Executive and Finance Standing Committee has carefully reviewed this item and is now presenting this resolution to County Board for consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the job descriptions listed above are approved as presented.

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

VOTE ON FOREGOING RESOLUTION  
AYES\_\_\_\_\_ NOES\_\_\_\_\_

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(11 NOVEMBER 2025)

RESOLUTION ADOPTED		FOR	AGAINST
DEREK S. KALISH	STEVE CARROW	X	
COUNTY CLERK	MARC COUEY	X	
	GARY MANNING	X	
DATED: NOVEMBER 18, 2025	DAVID TURK	X	
	BOB FRANK	X	
	STEVE WILLIAMSON	X	
	RANDY SCHOONOVER	X	
	KERRY SEVERSON	X	
	SANDRA KRAMER	X	

**Resolution Approving Budget Amendments For 2026:** Resolution No. 25-108 approving budget amendments for 2026 was read by County Clerk Kalish. Motion by Perry second by Severson to approve Resolution No. 25-108. Motion carried and Resolution No. 25-108 declared adopted.

**RESOLUTION NO. 25 - 108**

Resolution Approving Budget Amendments For 2026.

WHEREAS revisions to the County Budget are needed from time to time; and

WHEREAS amendments of an additional \$5,000 from the County Parks budget and \$15,000 from the Pine Valley Community Village made and approved at the October 20, 2025, County Board meeting; and

WHEREAS the proposed 2026 budget amendments are as follows:

Fund 510: Payments From Municipalities: \$245,981.25 to \$230,512.50 (-15,468.75)

Fund 510: Miscellaneous Revenues: \$3,750 to \$24,225 (+20,475)

Fund 510: Uncollectable Ambulance Bills: \$400,000 to 405,006.25 (+5,006.25)

Fund Balance Transfer From Fund 650 To Fund 510: \$5,006.25

Expense Allocation In Fund 610 To Fund 510: \$15,468.75

WHEREAS the Executive and Finance Standing Committee has carefully reviewed this item and is now presenting this resolution to County Board for consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that amendments to the 2026 Richland County Budget are approved as presented.

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

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_

NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(11 NOVEMBER 2025)

RESOLUTION ADOPTED

FOR

AGAINST

DEREK S. KALISH  
COUNTY CLERK

STEVE CARROW

X

MARC COUEY

X

GARY MANNING

X

DATED: NOVEMBER 18, 2025

DAVID TURK

X

BOB FRANK

X

STEVE WILLIAMSON

X

RANDY SCHOONOVER

X

KERRY SEVERSON

X

SANDRA KRAMER

X

**Resolution Approving Budget Amendments For 2026:** Resolution No. 25-109 providing informed consent for continuing representation by Abt Swayne Law, LLC was read by County Clerk Kalish. Motion by Manning second by Schoonover to approve Resolution No. 25-109. Motion carried with Hendricks opposed and Resolution No. 25-109 declared adopted.

## RESOLUTION 25 - 109

Resolution Providing Informed Consent For Continuing Representation By Abt Swayne Law, LLC.

WHEREAS Corporation Counsel Michael S. Windle has provided notice of a determination of a concurrent conflict of interest between Richland County and various municipalities due to the dispute over the provision of emergency medical services; and,

WHEREAS pursuant to Supreme Court Rule 20:1.7 such a conflict requires that an attorney discontinue their representation of one or more parties involved in the conflict; and,

WHEREAS the same rule does allow for a waiver of such conflicts with the informed consent of the client(s), and the Board of Supervisors is the appropriate body to grant such a waiver; and,

WHEREAS the Board wishes Attorney Windle to continue his representation of the County in matters other than emergency medical services,

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the proposed waiver, attached hereto and incorporated herein by reference, is granted; and,

BE IT FURTHER RESOLVED that Abt Swayne Law, LLC and Attorney Windle shall continue their representation of the County per the current contract except for matters related to the provision of emergency medical services; and,

BE IT FURTHER RESOLVED that County Administrator Tricia Clements is hereby authorized to sign the waiver on behalf of the County; and,

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(11 NOVEMBER 2025)

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

RESOLUTION ADOPTED

FOR AGAINST

DEREK S. KALISH  
COUNTY CLERK

STEVE CARROW

X

MARC COUEY

X

GARY MANNING

X

DATED: NOVEMBER 18, 2025

DAVID TURK

X

BOB FRANK

X

STEVE WILLIAMSON

X

RANDY SCHOONOVER

X

KERRY SEVERSON

X

SANDRA KRAMER

X

**Resolution Approving Amendments To The Richland County Fee Schedule:** Resolution No. 25-110 approving amendments to the Richland County Fee Schedule was read by County Clerk Kalish. Motion by Kramer second by McKee to approve Resolution No. 25-110. Motion carried and Resolution No. 25-110 declared adopted.

#### **RESOLUTION NO. 25 - 110**

Resolution Approving Amendments To The Richland County Fee Schedule.

WHEREAS revisions to the Richland County Fee Schedule are needed from time to time; and

WHEREAS Richland County will comply with and use the Wisconsin Public Records Law Compliance Guide when considering fees that are charged; and



I, Derek S. Kalish, County Clerk in and for the County of Richland, do hereby certify that the foregoing is a true copy of the proceedings of the County Board of Supervisors of Richland County for the meeting held on the 18<sup>th</sup> day of November 2025.

Derek S. Kalish  
Richland County Clerk

DRAFT



ORDINANCE NO. 25 - 26

Amendment No. 634 To Richland County Code Of Ordinance Chapter 119 - Zoning Relating To A Portion Of Parcel 022-3623-1300.

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 0.67 acre parcel in the Town of Richland is hereby rezoned from Agricultural/Forestry (AF) to the Residential (R1) District:

A Parcel of land being in the Southeast ¼ of the Northeast ¼ of Section 35 and the Southwest ¼ of the Northwest ¼ of Section 36, Town 10 North, Range 1 East, Town of Richland, Richland County, Wisconsin.  
More particularly described as follows:

Commencing at a found Richland County cast iron monument, being the Northwest corner of Section 36, Town 10 North, Range 1 East. Thence 00° 41’ 04” West on the West Line of the Northwest ¼ of said Section 36 for a distance of 1405.68 feet to a ¾” diameter rebar, Being the Northwest Corner of the Southwest ¼ of the Northwest ¼ of said Section 36; Thence S 87 ° 06’ 45” East on the North Line of the Southwest ¼ of the Northwest ¼ of said Section 36 for a distance of 22.65 feet to a ¾” diameter rebar; Thence S 09 ° 26’ 56” West for a distance of 49.47 feet to a ¾” diameter rebar, being the point of beginning;

Thence S 88° 35’ 21” W for a distance of 26.68 feet to a ¾” diameter rebar;  
Thence S 41° 23’ 45” E for a distance of 199.01 feet to a ¾” diameter rebar;  
Thence S 21° 26’ 16” W for a distance of 135.59 feet to a ¾” diameter rebar Being on the Northeasterly Right of Way Line of U.S.H ‘14’;  
Thence N 44° 29’ 53” W on said Northeasterly Highway Right of Way Line for a distance of 266.74 feet to a ¾” diameter rebar;  
Thence N 68° 45’ 00” E for a distance if 73.35 feet along to a ¾” diameter rebar;  
Thence N 09° 26’ 57” E for a distance of 60.13 feet to the point of beginning.

The above describe Parcel contains a total of 0.67 acres or 29,227.6 Square Feet, more or less, of land.

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

DATED: DECEMBER 9, 2025	ORDINANCE OFFERED BY THE NATURAL	
PASSED: DECEMBER 9, 2025	RESOURCE STANDING COMMITTEE	
PUBLISHED: DECEMBER 18, 2025	(24 NOVEMBER 2025)	
	FOR	AGAINST
DAVID TURK, CHAIR	STEVE CARROW	X
RICHLAND COUNTY BOARD OF SUPERVISORS	JULIE FLEMING	X
	ROD PERRY	X
	RICHARD MCKEE	X
	ALAYNE HENDRICKS	X
	RANDY SCHOONOVER	X
DEREK KALISH		
RICHLAND COUNTY CLERK		

## ORDINANCE NO. 25 - 27

Amendment No. 635 To Richland County Code Of Ordinance Chapter 119- Zoning Relating To Rezone A Portion Of Parcel 006-2011-1000.

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 8.00-acre parcel in the Town of Buena Vista is hereby rezoned from Agricultural/Forestry (AF) to the Ag/Residential (AR) District:

Lot 1 of Richland County Certified Survey Map Number 57 recorded November 1, 1989 in Volume 1 of Certified Survey Maps on Pages 181 and 182 as Document Number 197626, excepting therefrom Lot 1 of Richland County Certified Survey Map Number 1032 recorded September 20, 2016 in Volume 9 of Certified Survey Maps on Pages 177 and 178 as Document Number 313455, being located in the Northeast Quarter of the Northeast Quarter of Section 20, Town 9 North, Range 2 East, Town of Buena Vista, Richland County, Wisconsin.

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

DATED: DECEMBER 9, 2025  
PASSED: DECEMBER 9, 2025  
PUBLISHED: DECEMBER 18, 2025

ORDINANCE OFFERED BY THE NATURAL  
RESOURCE STANDING COMMITTEE  
(24 NOVEMBER 2025)

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

RESOLUTION NO. 25 - 111

Resolution Approving The Town Of Ithaca’s Rezoning Of A Portion of Parcel 016-0733-2000 And 016-0733-1000.

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

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

WHEREAS representatives of the Town of Ithaca met recently with the Zoning and Land Information Committee and requested that the County Board approve the Town’s rezoning of a portion of parcel 016-0733-1000 and 016-0733-2000 from the Agriculture-Residential District to the Residential AZ District in the Town of Ithaca’s Zoning Ordinance and the Zoning Land Information Committee has carefully consider this matter and is now recommending that the County Board approve this rezoning.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors in accordance with Wisconsin Statutes, section 60.62(3), that approval is hereby granted for rezoning the following-described 2.44-acre parcel from the Agricultural-Residential District to the Residential AZ Zoning District in accordance with the Town of Ithaca’s Zoning Ordinance:

A part of the Northeast Quarter (NE ¼) of the Northeast Quarter (NE ¼) of Section 14, Town ten (10) North, Range two (2) East, Town of Ithaca, Richland County, Wisconsin.

Commencing at the Southwest Corner of Section 7, T10N, R2E;  
Thence N 88°33'53” E, On the South Line of the Southwest Quarter 244.95 feet;  
Thence N 01°23'07” W, 444.61 feet to a Point on the Centerline of County Highway A and the Point of Beginning;  
Thence N 18°40'01"E, 179.73 feet;  
Thence S 71°19'59” E, 570.00 feet;  
Thence S 18°40'01” W, 193.58 feet to a point on the Centerline of County Highway N;  
Thence N 69°56'30" W, on the Centerline of County Highway N, 570.17 feet to the Point of Beginning.

Parcel contains 2.44 Acres (106,393 SQ. Ft.), More or Less and is Subject to Any and All Easement and Rights-of-way of Record and/or Usage.

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

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

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE NATURAL RESOURCES STANDING COMMITTEE (24 NOVEMBER 2025)	
AYES_____	NOES_____		
RESOLUTION_____		FOR	AGAINST
DEREK S. KALISH	STEVEN CARROW	X	
COUNTY CLERK	JULIE FLEMING	X	
	RICHARD MCKEE	X	
DATED: DECEMBER 9, 2025	ROD PERRY	X	
	ALAYNE HENDRICKS	X	
	RANDY SCHOONOVER	X	

Innovative Public Advisors continue their study of Symons. I will be meeting with them on December 11. A group from there and the county went and toured a few other facilities around the state.

We continue to collect signed contracts from the municipalities. We are waiting on the last three contracts and hope to have them all by the end of the week. We are starting discussions with the municipalities later this month to talk about how best to provide this service in the future.

The Campus grant has been submitted. The grant is approved pending underwriting. Once it has been approved, Campus Reconfiguration will start to prioritize projects.

## **Richland County Radio Project Monthly Summary – December 2025**

- **General Understanding:**

- **General** – Civil work at the final site (Yuba) is coming to completion with the stacking of the site tower. This site's completion will allow the site to be brought online with the rest of the system. The other major support is in finishing up antenna and line work at this site and the Richland Center location. As well two other sites need microwave dishes installed, and all sites aligned for operation performance. These outdoor items create the challenge in the project for getting to completion as they can be affected by weather circumstances. Current projections are still residing at bringing the system alive by December 15<sup>th</sup> and conducting operational testing.

- **Civil Vendor Updates:**

- **General** – Upon completion of the final site and punch list work of any and all needs, the final contract billing will be generated in December and the contract closed out by EOY.
- **Sites -**
  - **Yuba** – Work continues with major tasks remaining are installing the ice bridge, fencing, & restoration. This site has reached a point that civil work no longer impacts the system implementation timeline.

- **Radio Vendor Updates:**

- **General** – System equipment installation at most sites has reached a state of completion including the microwave systems delayed from the providing vendor. As microwave antenna equipment installs are completed at the last few locations, each towers links will be aligned (pathed) allowing site to site communications. Upon completion of this pathing process, the paths will undergo an automated test process, and each site can then be brought into the overall system operation. Individual site setup being complete focuses work on system optimization and site to site coordination with the main site as remaining work by the radio vendor. Outdoor

work is the key risk factor in reaching the December 15<sup>th</sup> goal, but we are still tracking to that timeline.

▪ **Radio Channels = RISO / RIPAGE / RIFR/EMS / RIHWY / RIOPS1 / RIOPS2**

▪ **Subscriber Equipment Update:**

- **General** – Richland County understandings of subscriber equipment are being used to ensure agencies have supporting vendors ready for a migration process. Finalization of County support to agency processes has been provided to each responding agency, and some agreements have been secured. Migration to the new system should be able to take place in an agency-by-agency process supported by old and new systems. All will begin after system verification and the Sheriff's department will support a 30-day burn process of the new system. Current plans anticipate the use of new channels linked to existing channels to minimize challenges.

▪ **Budget Understandings:**

- **General** – The County is emphasizing vendor billing maintains the project progress and is working to wrap up as milestones in the 2025 calendar year.

▪ **Budget Understandings:**

○ <b>Contract Budget =</b>	<b>\$7,873,244.80</b>
○ <b>Current Agreements =</b>	<b>\$7,587.809.09</b>
○ <b>Contingency Estimations =</b>	<b>\$285,435.71</b>
○ <b>Spent to date =</b>	<b>\$5,934,266.90</b>

## RESOLUTION NO. 25 - 112

Resolution Authorizing The Emergency Management Department To Apply For And Accept The Wisconsin State Computer And Hazardous Materials (Hazmat) Response Equipment Grant (CHREG).

WHEREAS the Emergency Management Department has been notified that it is eligible to apply for a grant of State funds from Wisconsin Emergency Management (WEM), as administered by the Wisconsin Emergency Management Department, for the purpose of providing funding for hazardous materials response equipment in order to maintain or increase capability for emergency response to hazardous substance releases within Richland County; and

WHEREAS the Public Safety and Executive & Finance Committees have reviewed the grant and are now presenting this Resolution to the County Board for its consideration; and

WHEREAS Vernon County will acquire the equipment and Richland County will reimburse them and be reimbursed by WEM. The \$2,500 annual contract (paid from Fund 490) with the Four-County Hazmat Team satisfies the 20% match required for the grant.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Emergency Management Department to apply for and accept the Wisconsin State Computer and Hazardous Materials (Hazmat) Response Equipment Grant (CHREG), with this grant being an equipment grant through WEM's HazMat Team Equipment Grant Program, and with the grant to cover \$6,339.01 of the cost of safety helmets and radio batteries for the Four-County HazMat Team in Vernon County, and with Richland County covering \$1,584.75, which is the 20% local share County match.

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

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  
(24 NOVEMBER 2025)

RESOLUTION _____	FOR	AGAINST
DEREK S. KALISH	X	
COUNTY CLERK	X	
	X	
DATED: DECEMBER 9, 2025	X	
	X	
	X	
	X	
	X	

*Approved by Public Safety Standing Committee on December 5, 2025*

## RESOLUTION NO. 25 - 113

Resolution Approving New Starting Wage For Licensed Practical Nurses.

WHEREAS Licensed Practical Nurses (LPNs) are essential members of the healthcare team, providing skilled nursing care, medication administration, and critical support to residents and the interdisciplinary care team; and

WHEREAS it is the policy of Pine Valley Community Village to maintain competitive and equitable wages in order to attract and retain qualified nursing staff; and

WHEREAS a review of current wage scales and market comparisons has identified the need to adjust LPN wages to ensure fair compensation and continued recruitment and retention of skilled nursing personnel; and

WHEREAS administration has recommended an adjustment to align all current and future LPN wage rates to Step 13 on the approved wage schedule.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval for the wage rate for Licensed Practical Nurses employed by Pine Valley Community Village shall be adjusted to Step 13 of the current pay scale, in accordance with organizational policy and budgetary approval; and

BE IT FURTHER RESOLVED that effective January 01, 2026 this adjustment is made in recognition of the valuable service, commitment, and contributions of the LPN team to resident care and organizational success.

VOTE ON FOREGOING RESOLUTION

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

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

RESOLUTION \_\_\_\_\_

FOR

AGAINST

DEREK S. KALISH  
COUNTY CLERK

SANDRA KRAMER  
LARRY ENGEL

X

X

MARY MILLER

X

DATED: DECEMBER 9, 2025

ALAYNE HENDRICKS

X

ROD PERRY

X

DANIEL MCGUIRE

**RESOLUTION NO. 25 - 114**

Resolution Approving The Removal Of Veterans Day As A Holiday For Pine Valley.

WHEREAS Pine Valley Community Village conducts routine reviews of its paid holiday schedule to ensure alignment with operational needs, fiscal responsibility, and consistency with local governing bodies; and

WHEREAS the current number of paid holidays exceeds the number recognized by the County, resulting in an imbalance between organizational policy and county standards; and

WHEREAS maintaining a greater number of paid holidays than the County creates challenges in scheduling, staffing, and budget management; and

WHEREAS Veterans Day was given to Pine Valley in the County's recognized paid holidays and therefore contributes to the overall numbers of paid holidays, which exceeds the allowed number of holiday recognized; and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that Veterans Day shall be removed from the list of paid holidays effective January 1, 2026; and

BE IT FURTHER RESOLVED that the Employee Handbook and all related policies will be updated to reflect the revised holiday schedule aligned with County-recognized holidays.

VOTE ON FOREGOING RESOLUTION

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

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

RESOLUTION \_\_\_\_\_

FOR                  AGAINST

DEREK S. KALISH  
COUNTY CLERK

SANDRA KRAMER  
LARRY ENGEL  
MARY MILLER  
ALAYNE HENDRICKS  
ROD PERRY  
DANIEL MCGUIRE

X  
X  
X  
X  
X

DATED: DECEMBER 9, 2025



## RESOLUTION NO. 25 - 115

Resolution Approving Provider Contracts For 2026 For The Health And Human Services Department.

WHEREAS The Richland County Procurement Ordinance amended and approved by the County Board on October 16, 2025 provides that any contract entered into by the Department of Health and Human Services involving an expenditure more than \$250,000 must be approved by the County Board, and

WHEREAS the Community and Health Services Standing Committee is now presenting the following provider contracts for 2026 to the County Board for approval:

With Forward Home for Boys of Richland Center for \$250,000 to provide child placing agency services & group home services to consumers being served by the Child & Youth Services Unit; and

With Driftless Counseling, LLC dba Trailhead Therapy and Mentoring of Viroqua for \$1,500,000 to provide Comprehensive Community Services to clients being served by the Behavioral Health Services Unit; and

With Roots Residential AFH, LLC of Racine for \$750,000 to provide Adult Family Home and Comprehensive Community Services to consumers being served by the Behavioral Health Services Unit; and

With Resting Residential, LLC of Madison for \$260,000 to provide Adult Family Home Services to consumers being served by the Behavioral Health Services Unit; and

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Community and Health Services Standing Committee to enter into the listed provider contracts for 2026.

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

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

VOTE ON FOREGOING RESOLUTION

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

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

RESOLUTION \_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

SANDRA KRAMER  
LARRY ENGEL  
MARY MILLER  
ALAYNE HENDRICKS  
ROD PERRY  
DANIEL MCGUIRE

X  
X  
X  
X  
X  
X

DATED: DECEMBER 9, 2025

**RESOLUTION NO. 25 - 116**

Resolution Approving The Purchase Of Air Conditioning Units For The Courthouse Building.

WHEREAS the air conditioning units at the Courthouse building need repair; and

WHEREAS a request for proposal was advertised and two bids were received; and

WHEREAS the Public Works Standing Committee is now presenting this resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors approves the bid received from Thermodynamics in the amount of \$172,500; and

BE IT FURTHER RESOLVED that the cost the air conditioning units will be paid out of Fund 920; and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE PUBLIC  
WORKS STANDING COMMITTEE  
(04 DECEMBER 2025)

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

RESOLUTION \_\_\_\_\_

FOR                  AGAINST

DEREK S. KALISH  
COUNTY CLERK

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

X  
X  
X  
X  
X  
X  
X

DATED: DECEMBER 9, 2025

# Bidder's Proposal

COMPANY NAME

Thermo Dynamics

E-MAIL ADDRESS

kevinb@tdhvac.com

ADDRESS

112 N. Lexington Street  
Spring Green, WI 53588

WEBSITE

www.tdhvac.com

A/C system completely installed and old equipment removed at THE RICHLAND COUNTY  
COURTHOUSE, 181 WEST SEMINARY STREET, RICHLAND CENTER, WI

\$ 172,500.00

COMPLETION DATE

April 30th 2020

Signature of bidder/Authorized representative

11-11-25

Date

Printed name of person signing above

Kevin Bauer

Title

Project Manager

Telephone Number

[608] 588-7079

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made when project is substantially completed. If separate bids are indicated, acknowledge acceptance by initialing those prices which you hereby accept.

Date of Acceptance

Signature of Authorized Bidder

Signature of Authorized Highway Representative

OFFICE: [608] 475-1487

EMAIL: randy.nelson@co.richland.wi.us

PO Box 25  
112 N. Lexington  
Spring Green, WI 53588  
Phone 608-588-7079



## PROPOSAL AND ACCEPTANCE

HVAC Contractor Registration: 963019

PROPOSAL SUBMITTED TO Richland County Maintenance Dept.	PHONE	DATE 11/11/2025
ATTN: Randy Nelson	JOB NAME West System Chillers	EMAIL ADDRESS
STREET	JOB LOCATION	
CITY, STATE AND ZIP CODE		

Provide and install new chiller systems to replace existing. System designed and installed to provide redundancy for major cooling equipment. General scope of work to include the following:

- Pump down, disconnect and remove existing heat exchangers and condensing units.
- Rig and set new chillers outdoors and plate/frame heat exchanger in mechanical room.
- Piping new chillers in parallel configuration to new plate/frame heat exchanger.
- Piping load side main supply to and from heat exchanger to point of connection on existing 4" main.
- Pressure test and charge chiller loop with 30% glycol solution.
- Fill and flush load side of heat exchanger.
- Insulate all new piping and provide weather proof jacket on insulation at outdoors.
- Insulate plate/frame heat exchanger.
- Provide "hand" start switch for chiller operation.
- Startup, test and commission chillers.

### Equipment Package:

- 2 – Carrier model 30RC0305010D200 30 HP package chiller with integral pump, hydronic trim package, phase loss monitor, disconnect, 1-year parts and labor warranty, 5-year compressor warranty, factory startup, 28.75 tons each, 2-stage cooling each, 208/230 volt, 3-phase power. System will provide total of four stages of cooling.
- 1 – Thermaline Type T-20 stainless steel heat exchanger with serviceable plates.....**Total Bid: \$172,500.00**

### Alternate Bids:

- Add to total for **duplex** pump setup on both 30-ton chillers.....**Add: \$3,600.00**
- Add for *Axion* (or equal) glycol management feeder for chiller loop side of system.....**Add: \$1,800.00**

### Notes:

- Bid price does not include engineered drawings for project, additional if required.
- Concrete pads for new chillers to be provided by owner and is not included in bid.
- All power wiring for new chillers to be provided by others and is not included in bid.
- Existing load pumps to remain.

As required by the Wisconsin Construction Lien Law, Thermo/Dynamics hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned Thermo/Dynamics, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and would give a copy of each notice received to his mortgage lender, if any. Thermo/Dynamics agrees to cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Thermo/Dynamics  
Authorized Signature \_\_\_\_\_

Thermo/Dynamics reserves the right to withdraw a proposal that is not signed by both parties within 15 days of date of this proposal.

**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. We accept VISA and Mastercard, a 3.5% charge will be added if using a credit card to pay.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PO Box 25  
112 N. Lexington  
Spring Green, WI 53588  
Phone 608-588-7079



## PROPOSAL AND ACCEPTANCE

HVAC Contractor Registration: 963019

PROPOSAL SUBMITTED TO Richland County Maintenance Dept.	PHONE	DATE 11/11/2025
ATTN: Randy Nelson	JOB NAME West System Chillers	EMAIL ADDRESS
STREET	JOB LOCATION	
CITY, STATE AND ZIP CODE		

### Terms:

- Terms are subject to periodic draws, occurring weekly or monthly.
- 100% due upon completion of work.
- Work will be scheduled upon a signed copy of proposal.
- Please initial next to any options requested.
- 3.5% credit card processing fee
- Proposal valid for 60 days

As required by the Wisconsin Construction Lien Law, Thermo/Dynamics hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned Thermo/Dynamics, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and would give a copy of each notice received to his mortgage lender, if any. Thermo/Dynamics agrees to cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Thermo/Dynamics  
Authorized Signature \_\_\_\_\_

Thermo/Dynamics reserves the right to withdraw a proposal that is not signed by both parties within 15 days of date of this proposal.

**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. We accept VISA and Mastercard, a 3.5% charge will be added if using a credit card to pay.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## RESOLUTION NO. 25 - 117

Resolution Approving Contract With Russell Law Offices, S.C. For Corporation Counsel Services.

WHEREAS, Wisconsin State Statue 59.42(1)(b) states, “In any county with a county executive or county administrator, the county executive or county administrator shall have the authority to appoint and supervise the corporation counsel if the board authorizes the establishment of the office of corporation counsel”; and

WHEREAS, Wisconsin State Statue 59.42(1)(b) also states, “Such appointment shall be subject to confirmation by the board...”; and

WHEREAS, the County Administrator recommends that Richland County contract with Russell Law Offices, S.C. for Corporation Counsel Services for Richland County; and

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors approves the Richland County Administrator to enter into a contract with Russell Law Offices, S.C. to perform Corporation Counsel services on behalf of Richland County, and

BE IT FURTHER RESOLVED that this Resolutions shall be effective January 1, 2026, through December 31, 2028.

VOTE ON FOREGOING RESOLUTION

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

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

RESOLUTION _____	FOR	AGAINST
DEREK S. KALISH		X
COUNTY CLERK	X	
		X
DATED: DECEMBER 9, 2025	X	
	X	
	X	
	X	
	X	



## Russell Law Offices, SC

Attorney Nathan Russell  
202 North Main Street  
Dodgeville, WI 53533  
Phone: 608.448.3680

Respond to the Sender Directly: [nrussell@russelllawwi.com](mailto:nrussell@russelllawwi.com)

November 7, 2025

Tricia Clements, County Administrator  
Richland County  
181 W Seminary Street  
Richland Center, WI 53581

Re: Richland County Legal Services Proposal

Dear Administrator Clements & Members of the Richland County Board of Supervisors:

I hope this letter finds you well. As Owner and Managing Partner of Russell Law Offices, SC, I am pleased to submit our proposal to serve as legal counsel for Richland County. I, Attorney Nathan Russell, would serve as the initial main contact for the County, supported by our team of skilled professionals, ensuring comprehensive legal representation for Richland County. Over time, Attorney Bethany Everts, who will be graduating from law school in May and starting with us in September, will transition to being the primary attorney assigned to work with the County as she is going to be handling our soon to be opening office in Richland Center.

Since our establishment in 2009, Russell Law Offices, SC ("RLO") has grown into a network of small law firms serving communities throughout Southern Wisconsin and Northwest Illinois. With eleven current locations and plans to expand into Richland (Spring of 2026 or sooner), Crawford (2027) and Rock County (2026), our firm combines the personalized service of local practitioners with the breadth of resources found in larger firms. The firm's focus is to represent clients in underserved communities, and our near-term growth trajectory includes adding 3-5 new offices annually for the foreseeable future. Our footprint is based in smaller communities that do not have the depth of legal representation that larger communities have.

Our team of fourteen attorneys, anticipated to grow to over twenty by the end of 2026, has dedicated the past 17 years to serving clients across Wisconsin. We have considerable experience in municipal law, as demonstrated by our role as Corporation Counsel for Lafayette County for more than a decade, as well as our representation of over fifteen townships, five villages and cities, and multiple emergency and fire districts. Our attorneys' experience spans governance, zoning, real estate transactions, administrative representation, union contract negotiations, intergovernmental agreements, and civil litigation. Notably, we have litigated open meetings law violations and federal cases on behalf of our





## **Russell Law Offices, SC**

Attorney Nathan Russell  
202 North Main Street  
Dodgeville, WI 53533  
Phone: 608.448.3680

---

municipal clients. Our municipal law attorneys have more than 45 years of combined municipal law representation.

If selected, your primary legal team would include Attorney Sam Goaley, Attorney McKenna Becker, Attorney Laine Carver, and myself. Attorney Goaley brings experience in municipal governance, contract drafting & negotiations, and litigation. He will be heavily involved in the governance aspect of our representation and would be a regular attendee at Board and Committee meetings until Attorney Everts is onboarded. Attorney Carver brings extensive municipal experience to the team. He will provide guidance in the areas of zoning and prosecution matters. He has significant courtroom experience with trials before the court and to juries. Attorney Becker's background is in family law and guardianship. She will provide assistance on with Chapter, 51, 54, and 55 actions as well as the backup services needed for child support. Municipal law has been a large focus of my practice since 2009, and I have experience dealing with a wide array of municipal issues, including intergovernmental agreements, contractual matters and open meeting laws. I will serve as the primary contact initially for the County until Attorney Everts is established in Richland Center. Our firm's structure ensures access to a broad network of experienced attorneys as needed, including attorneys who have extensive experience in civil litigation and would assist with large or complex cases.

We would expect most questions/inquiries to be addressed daily. There certainly will be projects that require more time, and a specific timeline will be given for those projects. Based on our current client experience, most municipal questions are fully answered within 48 hours.

Our experience aligns with the areas outlined in your RFP:

- RLO attorneys have drafted and amended numerous ordinances and prosecuted a wide variety of zoning violations.
- Our attorneys regularly attend monthly and bi-weekly meetings of our municipal clients either in person or virtually depending on the needs of the client.
- Currently, we prosecute numerous cases a month for clients and actively handle civil litigation on behalf of our clients.
- We have experience working with insurance claims and coordination with various insurance carriers.
- While we are not directly responsible for child support, Chapter 51, 54, and 55 cases for our current clients, our firm does regularly provide backup services for one client thus we have experience in just about any matter than can come up.
- The firm also has experience with real estate transactions of all kinds.





## Russell Law Offices, SC

Attorney Nathan Russell  
202 North Main Street  
Dodgeville, WI 53533  
Phone: 608.448.3680

Based on our current review, we have identified one potential conflict as our firm does currently represent the Town of Buena Vista. Additionally, we currently have attorneys on staff who provide criminal defense services. We may have a handful of Richland County cases that we would ask for any conflict to be waived so that they can be finished after our representation would commence with the County. After those cases, if any, were closed we would no longer take defense cases in Richland County. A list of a few of our current and/or past municipal clients for reference is attached to this document. A complete list is not available as we are not allowed to disclose clients without their approval.

RLO has malpractice insurance with coverage up to \$3,000,000 which would apply to Richland County after you became our client.

We are excited about the opportunity to serve Richland County as legal counsel and to support your continued growth and success. Should you desire to speak with us, have any questions, or require additional information about this proposal, our services, or our qualifications, please do not hesitate to contact us.

Thank you for your time and consideration.

Sincerely,

Attorney Nathan Russell  
Russell Law Offices, SC

Enclosure



## **Russell Law Offices, SC**

Attorney Nathan Russell  
202 North Main Street  
Dodgeville, WI 53533  
Phone: 608.448.3680

By partnering with Russell Law Offices, SC, Richland County will have access to an experienced, versatile legal team capable of addressing your legal needs comprehensively. Additional details about our services and attorneys can be found at [russelllawwi.com](http://russelllawwi.com).

## **Compensation and Fee Structure**

### **Legal Services**

Hourly Rate: \$225 per hour for legal services billed in six-minute increments, a discounted rate from our standard fee. This rate would be set for the duration of the three-year contract. This rate applies to all attorneys within the firm regardless of seniority. Our firm is aware that this rate would represent a significant increase over the current rate that you are paying but we truly believe that the service and timeliness of our firm can't be replicated by other area firms. I believe that even at our higher rate this contract has the potential to reduce the overall cost of legal services for the County while increasing responsiveness due to our experience and network of attorneys.

Travel Time: There will be no billing for traveling within Richland County to County sites. Any required travel to non-County owned sites will be billed for actual mileage and time. Travel for those limited cases would be billed from the attorney's residence or our closest office, whichever is most cost-effective for the County. It is anticipated, although not guaranteed, that Russell Law Offices will be opening an office in Richland Center no later than August 1, 2026.

Other Expenses: Charges for copies (\$0.15/page), postage, and authorized professional services will be billed as incurred. No costs for internal copies or telephone usage will be charged. An annual research search charge of \$65 will be billed each month. Normally, this fee is \$100 per item researched.

### **Flat Fees for Real Estate Services**

Deeds: \$200 (includes transfer return)

Easements: \$300

Offers to Purchase: \$350

For larger volumes or specific projects, we are happy to discuss customized pricing.

Paralegal Rates: \$125 per hour, billed in six-minute increments.

Billing Transparency: Detailed, itemized invoices with the ability to allocate costs to specific County departments if requested will be issued monthly to line up with audit committee requirements.



## **Russell Law Offices, SC**

Attorney Nathan Russell  
202 North Main Street  
Dodgeville, WI 53533  
Phone: 608.448.3680

---

### Reference Contact Information

County of Lafayette  
Jack Sauer, Chairman – 608-574-2520

City of Shullsburg – Lafayette County  
Janelle Schumacher, Clerk – 608-965-4424

Town of Decatur – Green County  
Allen Schneider, Chairperson – 608-201-3906

Town of Buena Vista – Richland County  
Floyd Bartow, Jr., Chairman – 608-215-2268

Village of Rockdale – Dane County  
Alicia Hynes, President – 608-225-8687



## Russell Law Offices, SC

Attorney Nathan Russell  
202 North Main Street  
Dodgeville, WI 53533  
Phone: 608.448.3680

### Sample Client References

This is only a sample of our current and past municipal clients. We are only allowed to provide information upon the approval of clients. Specific contact information can be provided for current clients who have approved its release upon request.

#### County Government

County of Lafayette – Corporation Counsel

County of Green – Human Services Special Counsel

#### City and Villages

City of Whitewater – Jefferson & Walworth Counties – No longer using our services because they took everything (attorney and legal assistant) in house.

City of Shullsburg – Lafayette County

Village of Footville – Rock County

Village of Rockdale – Dane County

#### Townships

Town of Benton – Lafayette County

Town of Buena Vista – Richland County

Town of Decatur – Green County

Town of Darlington – Lafayette County

Town of Fayette – Lafayette County

Town of Hebron – Jefferson County

Town of Mineral Point – Iowa County – No longer using our services due to changes in board.

Town of Shullsburg – Lafayette County

Town of Willow Springs – Lafayette County

Town of Wiotia – Lafayette County

#### Miscellaneous Governmental Entities

Cuba City EMS

Darlington Fire District

Lafayette County EMS

Lafayette County Housing Authority

Rock Koshkonong Lake District

Rural Medical Ambulance Service – No longer using our services as they ceased existence and were absorbed by Lafayette County.

Shullsburg Fire District

## RESOLUTION NO. 25 – 118

Resolution Approving Amendments To The Richland County Fee Schedule.

WHEREAS revisions to the Richland County Fee Schedule are needed from time to time; and

WHEREAS the Executive and Finance Standing Committee has carefully reviewed this item and is now presenting this resolution to County Board for consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that amendments to the Richland County Fee Schedule are approved as presented.

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

VOTE ON FOREGOING RESOLUTION

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

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

RESOLUTION \_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

STEVE CARROW	X
MARC COUEY	X
GARY MANNING	X
DAVID TURK	X
BOB FRANK	
STEVE WILLIAMSON	X
RANDY SCHOONOVER	X
KERRY SEVERSON	X
SANDRA KRAMER	X

DATED: DECEMBER 9, 2025

Appendix A

# **Richland County Summary Fee Schedule**

# ***Index***

Health and Human Services	1
Public Health	2
Guardianship and Protective Placement	2
Ambulance	2
Land Conservation	2
Zoning	3-5
Highway	5
Sheriff	5
Fairgrounds	5-6
Clerk of Court	6
County Clerk	6
Child Support	6
Treasurer	6
Real Property Lister	6
Register of Deeds	7
Register in Probate	8
Symons	8-9
Pine Valley	10



<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES FEE SCHEDULE</b>	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
<b>ADRC - NUTRITION</b>		
Congregate Meal – Private contribution over 60 (Suggested Donations per Meal)	\$6.00	
Individuals Under 60 With Waiver – Per Meal	\$12.60	
Home Delivered Meals – Private Contribution over 60 (Suggested Donations per Meal)	\$6.00	
<b>ADRC - TRANSPORTATION</b>		
<b>DRIVER ESCORT: PRIVATE PAY / DISABLED / OVER 60</b>		
Under 100 miles	\$20.00	
100 - 140 miles	\$25.00	
141 – 170 miles	\$30.00	
171 – 200 miles	\$40.00	
201+ (up to 200 miles, then Federal IRS Rate Per Mile applies)	\$40.00	
<b>BUS ROUTES PRIVATE PAY</b>		
One Way	\$3.00	
Round Trip	\$5.00	
<b>WHEELCHAIR TRANSPORT – PRIVATE PAY</b>		
Driver Fee	\$14.00	
Mileage – per Mile	\$0.75	
Coordination Fee	\$12.00	
<b>BEHAVIOR HEALTH SERVICES</b>		
ADDA Assessment - Hourly	\$200.00	\$225.00
ADDA Assessment – No Show Fee	\$100.00	\$110.00
ADDA Counseling Group – Hourly	\$55.00	\$65.00
ADDA Individual Counseling – Hourly	\$160.00	\$170.00
Birth to Three Parental Pay Limits	Varies	N/A
Choices	\$180.00	N/A
CLTS Parental Pay Limits	Varies	N/A
Crisis Services - Hourly	\$120.00	N/A
Domestic Violence Assessment	\$400.00	\$500.00
Domestic Violence No Show Assessment	\$100.00	\$150.00
Domestic Violence Group – Per Group	\$40.00	\$50.00
Domestic Violence No Show Group	\$20.00	\$30.00
IDP Assessment	\$350.00	N/A
IDP No Show Fee	\$150.00	N/A
IDP Amendment	\$100.00	N/A
Mental Health Assessment - Hourly	\$250.00	\$300.00
Mental Health No Show Assessment	\$150.00	\$160.00
M.H. Tech/Rehabilitation Worker – Hourly	\$75.00	N/A
Mental Health Individual Counseling – Hourly	\$200.00	\$210.00
Mental Health Therapy Group – Hourly	\$60.00	\$70.00
Out of State IDP	\$470.00	N/A
Psychiatric Evaluation – Hourly	\$350.00	\$400.00
Psychiatric Nurse Practitioner Evaluation – Hourly	\$250.00	\$300.00
Psychiatric Nurse Practitioner Medication Management – Hourly	\$150.00	\$200.00
Psychologist – Hourly	\$250.00	\$300.00
R.N./BSW – Hourly	\$125.00	N/A
Underage Drinking Assessment	\$200.00	\$225.00



<b>PUBLIC HEALTH SERVICES</b>	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
Adult Hepatitis B	\$65.00	
TB Skin Test	\$25.00	
Copy of TB Results	\$10.00	
Flu Vaccines Regular	\$45.00	
Flu Vaccines High Dose	\$65.00	
<b>CHILD AND YOUTH SERVICES</b>		
Out of Home Placement	Varies	
Secure Detention	Varies	
Stepparent Adoption – Home Study	\$350.00	
*Ability to Pay Applications Available		
*Medical Assistance Co-Payments – See MA Schedule		
*Priority of Services Will Go Richland County Residents First		
<b>FEES FOR GUARDIANSHIP AND PROTECTIVE PLACEMENT</b>	<b>FEES</b>	
Uncontested, (no adversary counsel appointed) guardianship and/or protective placement/services cases, including chapter 51/54 conversions	\$300.00	
If Adversary counsel is appointed	\$225.00	
If an Evidentiary hearing is held	\$525.00	
For contested annual Watts reviews, if evidentiary hearing is ordered	\$300.00	
In Cases where county is not the petitioner, for the services of the adult protective services worker to do an assessment of the ward and a placement study and recommendation for placement	\$175.00	
For successor guardian of person and estate	\$250.00	
<b>AMBULANCE FEES</b>	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
No Transport – lift assist w/o treatment	\$150.00	
No Transport – W/ assist and treatment	\$350.00	
BLS Base Rate	\$1000.00	\$1500.00
ALS Base Rate	\$1500.00	\$1800.00
ALS II	\$1800.00	\$2000.00
Mileage	\$27.00	
Standby Time (for the first two hours)	\$250.00	
*Cost for Each Additional Hour of standby time	+\$100.00	
<b>LAND CONSERVATION FEES</b>	<b>FEES</b>	
<b>Farmland Preservation Program</b>		
Compliance Letter – Each	\$20.00	
Late Fee – Form requested after Jan 15 <sup>th</sup> – Each	\$40.00	
<b>Livestock Siting License</b>	\$1000.00	
<b>Manure Storage Fees</b>		
<250,000 Gallons	\$250.00	
250,000 – 5,000,000 Gallons	\$500.00	
>5,000,000 Gallons	\$750.00	
Closure of Facility	\$100.00	
After the Fact	\$300.00	
Late Nutrient Management Plan – per month	\$50.00	

<b>ZONING FEES</b>	<b>FEES</b>	<b>TYPE OF PERMIT</b>
Single Family Residence		
< 2,000 Sq. Ft. Total	\$225.00	Land Use
> 2,000 Sq. Ft. Total	\$325.00	Land Use
Multi-Family Residence		
< 2,000 Sq. Ft. Total	\$225.00	Land Use
> 2,000 Sq. Ft. Total	\$325.00	Land Use
Resident Addition		
If Cost is less than \$2000 & the addition is less than 50% of original sq footage	\$75.00	Land Use
If addition is greater than 49% over the original sq footage	\$150.00	Land Use
Resident Garage, Attached	\$100.00	Land Use
Resident Garage, Detached	\$100.00	Land Use
Residence Shed	\$100.00	Land Use
Porch/Deck	\$75.00	Land Use
Ag Storage	\$125.00	Land Use
Ag Storage > 999 Sq. Ft.	\$150.00	Land Use
Animal Storage > 999 Sq. Ft.	\$150.00	Land Use
Floodplain or Shoreline/Wetland	\$125.00	Land Use
Floodplain or Shoreline/Wetland (If Onsite Inspection Necessary)	\$175.00	Land Use
<b>Signs</b>	\$65.00	Land Use
Commercial	\$525.00	Land Use
Industrial	\$525.00	Land Use
Late Fee	\$500.00 + original Fee	Land Use
Renewals	\$5.00	Land Use
County Address Signs	\$100.00	City Address Signs
Second Visit (If Driveway Isn't Marked)	\$50.00	Zoning
Special Use Permit	\$500.00	Zoning
Conditional Use Permit	\$500.00	Zoning
Application for a rezone and conditional use permit on the same application	\$800.00	Zoning
Variance or Special Exception Permit from BOA	\$500.00	Zoning
Permit for Mobil Tower Siting Collocation 1	\$3000.00	Zoning
Permit for Mobil Tower Siting Collocation 2	\$500.00	Sanitary
Sanitary Permits	\$550.00	Sanitary
Sanitary Permits Maintenance Agreement (Recording Fee)	\$30.00	Sanitary
Rezone no-land division of existing parcels	\$125.00	Zoning
Permit for Mobil Tower Class 2 Collocation	\$500.00	Zoning
Reconnect	\$300.00	Sanitary
Change of Plumber	\$125.00	Sanitary
Revision within current soil test location	\$300.00	Sanitary
Digital Data Requests (GIS files, etc)	\$50.00	Other
Maintenance Report Filing Fee – within 90 days	\$25.00	Sanitary
Maintenance Report Filing Fee – after 90 days	\$50.00	Sanitary
Renewals	\$125.00	Sanitary
Transfers	\$125.00	Sanitary
Ordinance Copies	\$0.25 per page	Ordinance
Soil Testing Filing Fee	\$125.00	Other
Minor Subdivision Review/Certified Survey Map	\$300.00 + \$20.00 per lot	Land Division
Preliminary Plats – Sewered & Unsewered	\$350.00 + \$20.00 per lot	Land Division

Final State Plat	\$350.00 +\$20.00 per lot	Land Division
Final County Plat	\$350.00 +\$20.00 per lot	Land Division
Preliminary Condominium Plat	\$350.00 +\$20.00 per lot	Land Division
Final Condominium Plat	\$350.00 +\$20.00 per lot	Land Division
Copies	\$0.25 per page	Miscellaneous
Shipping and Handling	\$5.00 plus postage	Other
Scanned Copies	\$1.00 per sheet	Other
Copies of Photographs	\$0.50 per sheet	Other
Short Term Rental Obtaining License / License Renewal	\$25.00	Other
<b>NON-METALLIC MINING FEES</b>	<b>FEES</b>	
<b>DNR Fees Collected by County, Mine size in Unclaimed Acres, Rounded to nearest whole acre – Annual Fee</b>		
1 to 5 Acres (does not include Mines < 1 acre)	\$35.00	
6 to 10 Acres	\$70.00	
11 to 15 Acres	\$105.00	
16 to 25 Acres	\$140.00	
26 to 50 Acres	\$160.00	
51 Acres or Larger	\$175.00	
Inactive Mine	\$15.00	
<b>County Fees</b>		
Annual Fees per acre	\$120.00 per acre	
Plan Review flat rate	\$900.00	
Modification of Plan flat rate	\$500.00	
Expedited Fee flat rate	\$500.00	
Inactive Mine	\$75.00	
<b>DIGITAL DATA &amp; CUSTOM MAP FEE SCHEDULE</b>	<b>FEES</b>	
<b>Paper Map</b>		
3.5 x 2		
8.5 x 11	\$2.80	
8.5 x 14	\$3.60	
11 x 17	\$5.65	
17 x 22	\$11.25	
22 x 34	\$22.50	
28 x 40	\$33.60	
34 x 44	\$45.00	
Custom	\$0.03/Sq. inch	
<b>Scan Price</b>		
3.5 x 2		
8.5 x 11	\$0.25	
8.5 x 14	\$0.25	
11 x 17	\$3.00	
17 x 22	\$4.50	
22 x 34	\$6.00	
28 x 40	\$7.50	
34 x 44	\$9.00	
Custom	\$0.02/Sq. inch	

<b>Laminating Price</b>	<b>FEES</b>	
3.5 x 2	\$1.00	
8.5 x 11	\$1.25	
8.5 x 14	\$1.75	
11 x 17	\$5.00	
17 x 22	\$6.00	
22 x 34	\$7.00	
28 x 40	\$12.00	
34 x 44	\$16.00	
Custom	\$0.10/Sq. inch	
<b>HIGHWAY DEPARTMENT FEES</b>	<b>FEES</b>	
Driveway Permits	\$150.00	
<b>SHERIFF'S DEPARTMENT FEES</b>	<b>FEES</b>	
All open records requests, plus per hour fee after initial hour	\$25.00	
Documents – Digital	\$0.60 per page	
Documents – Printed	\$1.00 per page	
Video Request	\$5.00 per video	
Radio Traffic/Phone Conversations	\$25.00	
CDs / DVDs with requested information	\$10.00 per disc	
Civil Process Fee – per person or entity	\$100.00	
*Additional person at same address	\$25.00	
Sheriff Sale	\$150.00	
Huber Charges (incl. room, meals, sales tax and laundry)	\$25.00 per day \$175.00 per week	
Electronic Monitoring	\$30.00 per day \$210.00 per week	
Escorts/Security cost per hour/per deputy	\$75.00	
*Cost per mile/per squad	\$1.00	
*Admin Fee to setup	\$50.00	
<b>FAIRGROUNDS FEES</b>	<b>FEES</b>	
<b>Fair Exhibitor Fees</b>		
Junior Entry	\$6.00	
Open Entry	\$10.00	
<b>Gate Fees – (Included the grandstand)</b>		
Adult (Ages 13-61) Daily	\$10.00	
Adult (Ages 13-61) Season	\$20.00	
Seniors, Military & First Responders – Daily (Sat & Sun Only)	\$5.00	
Seniors, Military & First Responders – Season	\$20.00	
Children (Ages 6-12) Daily	\$5.00	
Children (Ages 6-12) Season	\$10.00	
Children 5 and under	Free	
<b>Vendor Fees – Includes Electricity</b>		
Service Clubs (Flat Rate plus appliance fee)	\$300.00 + \$20.00 per appliance	
AV Miller Building	\$100.00	
AV Miller Building – Unmanned display tables	\$200.00	

<b>Outside Food Vendor</b>		
Up to 10 Feet	\$250.00	
Up to 20 Feet	\$425.00	
Up to 30 Feet	\$575.00	
<b>Camping Rates</b>		
<b>Fairgrounds Camping (Shower and Bath Facilities on site)</b>		
Tent	\$15.00 per day	
RV/Camper	\$25.00 per day	
Fair & Affiliated Youth Groups	\$15.00 per day	
<b>Pier Park and Viola</b>		
Tent	\$20.00 per day	
RV/Camper	\$25.00 per day	
<b>CLERK OF COURTS FEES</b>	<b>FEES</b>	
Copies	\$1.25 per page	
Certified Copies per document	\$5.00	
Payment Plan Setup	\$15.00	
Mailing Summons/Complaints	\$2.00	
Judgement Docketing	\$5.00	
Transmittal of Copies (faxes or email)	\$5.00	
Motion to Reopen (small claims, traffic, non-criminal ordinance judgements)	\$50.00	
Motion to Change – Child Support	\$30.00	
Motion to Change – Custody or Placement	\$50.00	
<b>COUNTY CLERK FEES</b>	<b>FEES</b>	
Marriage License	\$75.00	
Marriage License Waiveer	\$15.00	
Plat Books	\$40.00	
Copies of County Director	\$15.00	
Maps	\$2.00	
Faxes	\$0.25 per page	
Copies	\$0.25 per page	
<b>CHILD SUPPORT FEES</b>	<b>FEES</b>	
Genetic Testing	\$69.00	
Copies	\$0.25 per page	
<b>TREASURER'S FEES</b>	<b>FEES</b>	
Copies	\$1.00 per page	
Bulk Data File	\$75.00	
Misc. Tax Files	\$15.00	
Tax Search (with Tax ID #)	\$0.50 per parcel	
Tax Search (without Tax ID #)	\$1.00 per parcel	
Payment History Research	\$15.00 per hour plus copy fee	
<b>REAL PROPERTY LISTER FEES</b>		
Copies	\$1.00 per page	
Bulk Data File	\$75.00	
GIS MAP (b/w) 8.5x11	\$3.00 per page	
GIS Map (color) 8.5x11	\$5.00 per page	

REGISTER OF DEEDS FEES	FEES	
<b>Recording Documents</b>		
Deeds, Mortgages, Land Contracts, Satisfactions and Misc. Documents	\$30.00 each	
HT-110 & TOD-110	\$30.00 each	
<b>Document Copies or Certified Copies</b>		
Copies of Recorded Documents	\$2.00 first page + \$1.00 ea add'l pg	
*Certified Copies Additional Charge (Per Page)	\$1.00	
<b>Plat Fees</b>		
Filing Fees – subdivision, cemetery and condominium	\$50.00	
Dept. of Transportation Plats (TPP) with one page being on plat	\$25.00	
Plat Copies	\$7.00 first page + \$6.00 ea add'l pg	
<b>Vital Records</b>		
Birth, Death, Divorce and Marriage + \$3.00 for each copy purchased at the same time	\$20.00 first copy	
Mail Service Fee #10 Envelope	\$2.00	
Mail Service Fee 6 x 9 Envelope	\$4.00	
Credit Card Service Fee	\$6.99	
Expedited Service Fee	\$20.00	
<b>Tapestry Online Land Records Fees</b>		
Online Vital Records Service Fee	\$10.00	
Tapestry ERecording Fee	\$4.00	
Tapestry Seach Fee	\$8.75	
Tapestry Print Fee	\$2.00 first page \$1.00 ea add'l pg	
Tapestry Print Results Fee	\$9.95	
<b>Laredo Subscriber Fees</b>		
Plan in Minutes		
A: 0-100 minutes	\$55/month + \$0.30/min overage	
B: 101-250 minutes	\$105/month + \$0.30/min overage	
C: 251-500 minutes	\$155/month + \$0.25/min overage	
D: 501-1000 minutes	\$205/month + \$0.20/min overage	
E: 1001-2000 minutes	\$305/month + \$0.15/min overage	
F: Unlimited minutes	\$555/month + \$0.00/min overage	
Print Document Fee	\$0.50 per page	
Print Search Results Fee	\$0.50 per page	
Monarch Subscriber Service for direct images without indexing	\$480/month	

<b>REGISTER IN PROBATE</b>	<b>FEES</b>	
Copies	\$1.00 per page	
Certified Copies	\$3.00 per doc + \$1.00 per page	
Wills for Safe Keeping	\$10.00	
<b>Probate Filing Fee</b>		
Estates valued at \$10,000.00 or less	\$20.00	
Estates valued at more than \$10,000.00	0.2% of inventory assets	
Claim against Estate	\$3.00	
Research Fee on Wills or Probate	\$4.00	
<b>Inventory Fee for Guardianships</b>		
When assets are \$50,000 or less	\$20.00	
When assets are over \$50,000	0.2% of inventory assets	
<b>SYMONS RECREATION COMPLEX</b>	<b>FEES</b>	
<b>Memberships</b>		
Student Memberships		
Pay as you go	\$47/Month	
Autopay	\$37/Month	
Pay in Full	\$360/Annual	
Individual Memberships		
Pay as you go	\$57/Month	
Autopay	\$46/Month	
Pay in Full	\$475/Annual	
Single Parent		
Pay as you go	\$62/Month	
Autopay	\$51/Month	
Pay in Full	\$531/Annual	
Family (includes Children living at same address up to age 24)		
Pay as you go	\$70/Month	
Autopay	\$60/Month	
Pay in Full	\$620/Annual	
Senior (60+)		
Pay as you go	\$47/Month	
Autopay	\$37/Month	
Pay in Full	\$360/Annual	
Senior Couple (60+)		
Pay as you go	\$56/Month	
Autopay	\$46/Month	
Pay in Full	\$456/Annual	
<b>Visitor Rates</b>		
Pool Pass ages 3+	\$6/Day	
Facility Pass	\$12/Day	
Fitness Class (non-member)	\$12/Day	
5 Punch Pool Pass	\$25 each	
5 Punch Fitness Class Pass	\$50 each	
5 Punch Facility Pass	\$50 each	
Personal Training Session	\$30 each	
10 Personal Training Session	\$250 each	





<b>PINE VALLEY COMMUNITY VILLAGE</b>		
<b>Skilled Nursing</b>		
Private Room Rate	\$350/day	
Respite Rate	\$350/day	
<b>Assisted Living</b>		
Basic	\$4876/month	
Enhanced	\$5376/month	
Advanced	\$5976/month	
Respite (14-day limit)	\$190/day	

[Richland County will comply with and use the Wisconsin Public Records Law Compliance Guide when considering fees that are charged for open records request.](#)

#### Revisions Log

Resolution 25-118: Fee Schedule Update includes resolution(s) 24-88, 25-27, 25-62, 25-80.

## RESOLUTION NO. 25 - 119

Resolution Approving A Social Media Policy.

WHEREAS the adoption of a Social Media Policy is advantageous for a variety of reasons; and

WHEREAS an approved Social Media Policy provides clear and consistent messaging, safeguards the county's reputation, builds public trust and transparency, and protects the county and reduces legal risks; and

WHEREAS the Executive & Finance Standing Committee has carefully reviewed the Social Media Policy 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 the Social Media Policy is approved.

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

VOTE ON FOREGOING RESOLUTION

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

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

RESOLUTION \_\_\_\_\_

FOR                  AGAINST

DEREK S. KALISH  
COUNTY CLERK

STEVE CARROW	X
MARC COUEY	X
GARY MANNING	X
DAVID TURK	X
BOB FRANK	
STEVE WILLIAMSON	X
RANDY SCHOONOVER	X
KERRY SEVERSON	X
SANDRA KRAMER	X

DATED: DECEMBER 9, 2025

<p style="text-align: center;"><b>Richland County</b> <b>SOCIAL MEDIA POLICY</b></p>	
<b>Date of Approval:</b> 12/09/2025	<b>Date Policy is Effective:</b> 12/10/2025
<b>Responsible Person:</b> MIS Director	<b>Author:</b> Barbara Scott
<b>Reference:</b>	<b>Approved By:</b> Richland County Board

### **Purpose**

"Social Media" is a broad term that encompasses a continually expanding ecosystem of platforms that allow people to connect, share information and create content with others online. While the platforms are quite similar, they are unique in terms of how data is stored and the nature of the communications.

It is impossible to create a comprehensive policy that addresses all possible issues on all available platforms given that the law(s) on this topic are still developing. It is also not possible to provide unequivocal black and white rules where the standard often is "reasonableness."

The following policy attempts to describe practices that Richland County prohibits, as well as providing a list of best practices that do not have black and white rules. For example, this policy provides guidance regarding the use of social media on behalf of the County, as well as guidance regarding employees' personal use of social media when that personal communication relates to Richland County government.

This policy covers all county employees, elected officials, employees contracted to do work for Richland County and County Board Members.

### **Policy**

#### **Guidelines for Department Heads Regarding the Administration of Social Media Sites**

Each Department Head is responsible for authorization and administration of Departmental social media sites. Given that social media can provide a lot of information across multiple outlets to broad audiences, if a Department Head decides that social media is an appropriate way to communicate; then the Department Head may implement a more Department-specific policy and procedure. The following is a list of minimum requirements:

1. Official County accounts should be "Verified Accounts." In general, social media platforms have a no-cost process by which government representatives can submit certain information to the provider to verify a user's identity. Verified accounts are desirable because it gives some assurance to the public that the information on the social media account that they are viewing/following comes from the government official that they believe they are interacting with.
2. Given that all social media sites can be hacked and/or may sell data to third-parties, Richland County employees and elected officials should never disclose private or sensitive personal information about themselves, others, or the County on any website, social media platform, or via email. It is also wise to remember that one does not really

know with whom they are communicating over social media. Any ID and persona can be spoofed.

3. MIS Department shall be made an administrator on all official county social media accounts.
4. Richland County MIS uses SMARSH to archive and maintain records of Richland County's social media activity for seven (7) years. Any requests for these open records should go to MIS.
5. Page(s) shall state that the opinions expressed by visitors to the page(s) do not reflect the opinions of Richland County Government.
6. Page(s) shall clearly indicate that posted comments will be monitored by Richland County Staff and they reserve the right to remove obscenities, off topic comments, personal attacks, or any other inappropriate postings upon consultation with corporation counsel.
7. Page(s) shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.
8. Page(s) shall abide by copyright, trademark, and service mark restrictions.

#### **Guidelines for Employees Regarding Social Media Use**

1. No employee may use a County social media site or account to engage in private business activities or personal commentary. Employees may not use their County position, County branding or County-owned devices to engage in political advocacy.
2. Content shall not include statements about the guilt or innocence of any alleged maltreater, nor the details of any alleged victim, comments concerning clients, or other pending investigations or complaints.
3. Social media blurs many of the traditional boundaries between internal and external communications. Richland County employees should ensure that they do not disclose Richland County confidential or proprietary information on social media (or elsewhere).
  - a. Employees in covered components are discouraged from communicating with clients/patients through any social media platform or instant messaging forum (Facebook, Instagram, Snapchat, TikTok, WhatsApp, Twitter, Wink, etc.).
  - b. Social media platforms are not approved for receipt or transmission of Protected Health Information (PHI) or Personally Identifiable Information (PII). Employees should instruct clients not to send PHI/PII over social media.
  - c. If a workforce member receives any PHI/PII of others via any social media platform, they should transfer a copy of the message or photos into the client/patient file and delete the message from their device. Workforce members should also notify the client/patient that further transmission of any PHI should be done utilizing one of the other methods of communication.
4. Employees are not to use county devices to access social media unless under the direction of their immediate supervisor or while performing county business. Employees' online activities during work time are covered by the Richland County Computer Policy.

#### **Potential Work-Related Uses of Social Media:**

1. Social media is a valuable investigative tool when seeking evidence or information about (for example, but not limited to):
  - Reports and investigations.
  - Violations of protective supervision conditions.
  - Violations of programmatic eligibility requirements (financial programs).
  - Family Find activities.
  - Photo or evidence of abuse/neglect/delinquency/fraud.
2. Social media can be used for community outreach and engagement by:
  - Providing prevention tips.
  - Offering online reporting opportunities.
  - Soliciting tips about open investigations.
3. Social media can be used to make time-sensitive notifications related to:
  - Disasters or weather emergencies.
  - Public Health Announcements.
  - Missing or endangered persons.
  - Agency sponsored events.
  - Employment and/or volunteer opportunities.

#### **Guidelines for Richland County employees' personal use of social media**

Employees may not make social media posts on behalf of Richland County unless specifically authorized. If you identify yourself as a Richland County employee, then you must make it clear that what you post is representative of your personal views and opinions and not necessarily the views and opinions of Richland County. Richland County employees should not use their official County e-mail address in conjunction with a personal social media site, nor may they use the Richland County Department logos. Employees shall not use Richland County devices to access social media sites for personal use.

County employees may not:

1. Present themselves as speaking on behalf of Richland County unless authorized in writing.
2. Use County logos, seals, branding, or official email addresses in personal social media.
3. Share confidential, sensitive, or proprietary County information.
4. Make posts that violate law, County policy, or ethical standards.
5. Use any social media platform(s) to engage in discussions about co-workers, clients, or internal department operations.

## **Compliance**

Violations of this policy may result in disciplinary action, up to and including termination, in accordance with the Employee Handbook and the Richland County Network and Computer Use Policy.

## **History**

## **Annual Review Dates**

**I have read the Richland County Social Media Policy rules and guidelines.**

Name: (please print) \_\_\_\_\_

Department: \_\_\_\_\_

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

Employees are asked to sign this statement and separate it from the Richland County  
Computer Policy.

Department Heads/Supervisors will collect the signed statements and they will be  
placed in the respective personnel files.

## RESOLUTION NO. 25 - 120

Resolution Approving Creation Of An Ad Hoc County Facilities Planning Committee.

WHEREAS a recommendation was made to create an ad hoc County Facilities Planning Committee;  
and

WHEREAS the goal of the County Facilities Planning Committee is to develop a comprehensive 20 year long-range plan for all county facilities; and

WHEREAS the ad hoc County Facilities Planning Committee will complete the following tasks:

- \*Complete a review of all county facilities
- \*Create and review a list structural, space, security, and infrastructure needs
- \*Prioritize future capital improvement projects

WHEREAS the committee will consist of:

- \*County Board Chair
- \*The Chair of each standing committee
- \*1 At-Large Member appointed by the Committee on Committees

WHEREAS the Executive & Finance Standing Committee and Committee on Committees have carefully reviewed the creation of the ad hoc County Facilities Planning Committee, committee duties, and committee composition; and

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors does hereby approve the creation of an ad hoc County Facilities Planning Committee and its corresponding duties and committee composition.

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 NOVEMBER 2025)

RESOLUTION \_\_\_\_\_

FOR                  AGAINST

DEREK S. KALISH  
COUNTY CLERK

STEVE CARROW	X
MARC COUEY	X
GARY MANNING	X
DAVID TURK	X
BOB FRANK	
STEVE WILLIAMSON	X
RANDY SCHOONOVER	X
KERRY SEVERSON	X
SANDRA KRAMER	X

DATED: DECEMBER 9, 2025

*Approved by Committee on Committees on December 9, 2025*



## AGENDA ITEM SUMMARY

**Agenda Item Name:** Approve New Aging/ADRC Advisory Committee member

<b>Unit:</b>	ADRC	<b>Presented By:</b>	Roxanne Klubertanz-Gerber
<b>Date of Meeting:</b>	12/3/2025	<b>Action Needed:</b>	
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	12/4/2025	<b>Referred by:</b>	Aging/ADRC Advisory Committee

**Recommendation and/or action language:** Appoint Jay Mueller to the Aging/ADRC Advisory committee to the member representing Member over 60. Jay was approved at the December 3, 2025 Aging/ADRC Advisory committee meeting. Please forward the recommendation onto the County Administrator for review and submission to the Committee on Committees and County Board for approval.

**Background:** The Aging/ADRC Advisory Committee is an advisory board of the Richland County Aging and Disability Resource Center representing citizens over the age of 60 and those 19-59 who are disabled physically, developmentally, and/or challenged by mental health or substance abuse disabilities in Richland County.

The committee consists of appointed county board members and community members. The committee further advocates for the rights of aging and disabled adults to all levels of government and any other pertinent groups, educates older people and disabled adults on issues of importance to them, and advises the ADRC regarding the creation of the County Aging Plan and monitors the progress of the implementation of the County Aging Plan.

Terms for this appointment are two years in length with a maximum of three terms/six years, not including partial terms.

**Attachments and References:**

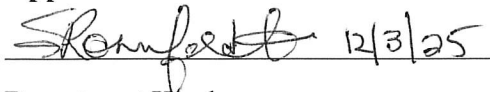
--	--

**Financial Review:** \$30/member plus mileage.

(please check one)

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

**Approval:**

 12/3/25

Department Head

**Review:**



Administrator, or Elected Office (if applicable)



# Abt Swayne Law

SOUTHWEST WISCONSIN

December 9, 2025

Richland County Board of Supervisors  
181 West Seminary Street  
Richland Center, WI 53581  
*Via email to the Clerk*

RE: Thank You

Dear Supervisors:

I am making some assumptions in writing this prior to Board action, but I believed this to be the best way to avoid a procedural hang-up and didn't feel public comment was the right time for this statement. Writing for the firm, but especially on my own behalf, I want to thank the Board, the Administrator, and the people of Richland County for allowing us the opportunity to represent you these last few years. This time has been filled with challenges and opportunities both, and I believe the County has made and will continue to address both.

I hope to make the transition to a new corporation counsel smoother than my own, and as I don't have any plans to leave the area I will remain a resource to Russell Law as they assume this responsibility. I am spending my lame duck period wrapping up outstanding projects and preparing the transfer of records, in addition to preparing a memo containing things I wish I'd been told when first retained. As a citizen of the County, I believe the Board is absolutely making the right choice and that Russell Law will be able to accomplish a number of things I simply could not.

Thank you again for this opportunity. Even in its end, it has opened up new possibilities for my continued service to the County that I may not otherwise have considered. Please do not hesitate to let me know if there is anything further I can do for the County in the future.

Sincerely,

/s/

Michael S. Windle  
Attorney at Law