

Richland County Executive & Finance Standing Committee

August 12, 2025

The Richland County Executive & Finance Standing Committee convened on August 12, 2025 in person and virtually at 5:00 PM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Williamson called the meeting to order at 5:00 PM.

Roll Call: County Clerk Kalish conducted roll call. Committee member(s) present: Steve Carrow, Randy Schoonover, Gary Manning, Mark Gill, David Turk, and Steve Williamson. Committee member(s) absent: Marc Couey and Ingrid Glasbrenner. Melvin “Bob” Frank arrived at 5:05 PM.

Verification Of Open Meetings Law Compliance: County Clerk Kalish confirmed the meeting had been properly noticed.

Approval Of Agenda: Motion by Manning second by Schoonover to approve agenda with item #13 removed. Motion carried and amended agenda declared approved.

Approval Of Minutes From The July 8, 2025 Meeting: Committee Chair Williamson asked if there were any corrections or amendments to the minutes from the July 8, 2025 meeting. Hearing none, Committee Chair Williamson declared the minutes from the July 8, 2025 meeting approved as published.

Public Comment: Shirley Welte expressed concerns over the draft resolution language for agenda item #10.

Reports - County Administrator Update: Administrator Clements noted the following:

- A Finance Director was hired and started on August 11, 2025
- The 2026-2028 CIP plan has been uploaded into the Administration document folder
- Payrolls for Sheriff, Symons, Courthouse, and HHS have been merged
- Thanked Ambulance Services staff for their work with Emergency Services

Reports – Radio Tower Project Update: Administrator Clements provided brief status updates for various radio tower projects and noted that the anticipated switch over date is December 15, 2025.

Reports – Pine Valley Reservoir Update: Nothing reported as report was not ready.

Discussion & Possible Action – 2026 Preliminary County Budget: Administrator Clements reviewed the progress of the 2026 budget and noted that the preliminary budget will be presented at the August 25th meeting.

Discussion & Possible Action – Approval To Issue Request For Proposals For Emergency Services Building Roof: Interim EMS Director Scott provided a brief overview of the need for approval to request proposals to repair the leaking roof of the Emergency Services building. Motion by Frank second by Turk to approve the issue of requests for proposals to repair the Emergency Services building roof. Motion carried.

Discussion & Possible Action – Approval Of Changes To The Holiday Section Of The Handbook Of Personnel Policies And Work Rules Of Richland County: Administrator Clements provided a brief

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background on the subject and noted the goal of updating the employee handbook for consistency across departments. Motion by Gill second by Williamson to approve changes to the holiday section of the Handbook of Personnel Policies and Work Rules of Richland County. Discussion continued regarding the additional pay for times, days, and holidays worked and the number of employees the changes would impact. Motion by Schoonover second by Manning to postpone approval of changes to the holiday section of the Handbook of Personnel Policies and Work Rules of Richland County. Motion carried and further discussion postponed until the August 25, 2025 Executive and Finance Standing Committee meeting.

Discussion & Possible Action – Approval Of Changes To The Reimbursements Section Of The Handbook Of Personnel Policies And Work Rules Of Richland County: Administrator Clements reviewed the proposed changes to the reimbursements section of the Handbook of Personnel Policies and Work Rules of Richland County. Motion by Carrow second by Frank to approve the changes to the reimbursements section of the Handbook of Personnel Policies and Work Rules of Richland County. Motion carried item forwarded to full County Board for approval.

Discussion & Possible Action – Approval To Accept Donations To Symons Recreation Complex: Symons Director Hardy provided brief background on proposed donations. Motion by Carrow second by Schoonover to accept donations to the Symons Recreation Complex. Motion carried and item forwarded to full County Board for approval.

Discussion & Possible Action - Approval To Accept Intergovernmental Agreement For The Operations Of The Symons Recreation Complex: Item removed from the agenda.

Discussion & Possible Action – Richland County Mission Statement: County Board Chair Turk provided brief background on the events that led to the creation of a mission statement for Richland County. Administrator Clements noted that two versions were created and that there was a preference for the shorter of the two. Motion by Frank second by Manning to adopt the following as the mission statement for Richland County: “Richland County is dedicated to fostering a thriving, inclusive community through transparent, accountable, and fiscally responsible services. We aim to promote growth, well-being, and prosperity while respecting our rural roots and empowering all residents to succeed.” Motion carried and item forwarded to full County Board for approval.

Discussion & Possible Action – Emergency Services Department Staffing Request: Interim EMS Director Scott reviewed need for additional staff in the Emergency Services Department. Motion by Schoonover second by Gill to approve addition of one full-time EMT position. Motion carried and item forwarded to full County Board for approval.

Discussion & Possible Action – Approval To Create And Fill The Ambulance Service Director Position: Administrator Clements provided brief background regarding the needed separation of Emergency Management and Ambulance Service responsibilities into two different positions. Motion by Turk second by Schoonover to approve the creation and filling of the Ambulance Service Director position. Motion carried and item forwarded to full County Board for approval.

Discussion & Possible Action – Creation Of An Ad Hoc County Facilities Committee: Administrator Clements noted the need for the long-range planning for the current/future use of county facilities. Committee Chair Williamson noted that the Campus Reconfiguration Committee does not have the bandwidth to address the current/future use of county facilities in addition to the campus reconfiguration

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matters. Motion by Carrow second by Williamson to approve the creation of an ad hoc County Facilities Committee. Discussion continued. Supervisor Carrow asked if the current Public Works Standing Committee could absorb the long-range planning of the current/future use of county facilities tasks. Motion by Carrow second by Williamson to amend the original motion to designate the current/future planning of county facilities to the Public Works Standing Committee. Amendment carried. Amended motion to designate the current/future planning of county facilities to the Public Works Standing Committee carried and item forwarded to full County Board for approval.

Discussion & Possible Action – Approval Of Fee Increase For Minor Subdivision Review/Certified Survey Map: Land Conservation and Zoning Director Cooper provided brief overview of proposed fee increase. Motion by Carrow second by Turk to approve fee increase for minor subdivision review/certified survey maps. Motion carried and item forwarded to full County Board for approval.

Correspondence: None.

Future Agenda Items:

Reports: Pine Valley Water Reservoir Update

Discussion & Possible Action: 2026 Preliminary Budget

Discussion & Possible Action: Approval Of Changes To The Holiday Section Of The Handbook Of Personnel Policies And Work Rules Of Richland County

Adjourn: Motion by Manning second by Carrow to adjourn. Motion carried and meeting adjourned at 6:02 p.m.



Derek S. Kalish
Richland County Clerk