

**Richland County  
Executive & Finance Standing Committee**

Date Posted: March 7, 2025

**NOTICE OF MEETING**

Please be advised that the Richland County Executive & Finance Standing Committee will convene on Thursday, March 13, 2025 at 5:00 PM in the Richland County Board Room of the Courthouse located at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/executive-and-finance-committee/>

If you have any trouble accessing the meeting, please contact MIS Support at 608-649-4371 (phone) or [mis@co.richland.wi.us](mailto:mis@co.richland.wi.us) (email).

**AGENDA**

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From The February 24 & March 12, 2025 Meetings
6. Public Comment
7. Reports
  - A. Strategic Plan Update
  - B. County Website Update
8. Discussion & Possible Action: Resolution Accepting Donations To The Symons Recreation Complex
9. Discussion & Possible Action: Approval Of Short-Term Rental Ordinance
10. Discussion & Possible Action: Revisions To Ethics Ordinance 23-6
11. Correspondence
12. Future Agenda Items
13. Adjourn

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Executive & Finance Standing Committee.

Derek S. Kalish  
County Clerk

# Richland County Executive & Finance Standing Committee

February 24, 2025

The Richland County Executive & Finance Standing Committee convened on February 24, 2025 in person and virtually at 4:05 PM in the County Boardroom of the Richland County Courthouse.

**Call To Order:** Committee Chair Williamson called the meeting to order at 4:05 PM.

**Roll Call:** County Clerk Kalish conducted roll call. Committee members present: Steve Carrow, Gary Manning, Mark Gill, Ingrid Glasbrenner, Craig Woodhouse, David Turk, Steve Williamson, and Marc Couey. Committee member(s) absent: Bob Frank

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

**Approval Of Agenda:** Motion by Manning, second by Carrow to approve agenda with item #7 removed. Motion carried and amended agenda declared approved.

**Approval Of Minutes From February 11, 2025 Meeting:** Committee Chair Williamson asked if there were any corrections or amendments to the minutes from the February 11, 2025 meeting. Hearing none, Committee Chair Williamson declared the minutes from the February 11, 2025 meeting approved as published.

**Public Comment:** None

**Discussion & Possible Action - Approval Of Emergency Management Coordinator Job Description And Approval To Fill Position:** Item removed from agenda. No discussion or action taken on item.

Jon Hochkammer of Public Administration Associates provided a brief of overview of the selection process for County Administrator candidates.

**Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 19.85(1)(C): Considering Employment, Promotion, Compensation Or Performance Evaluation Data Of Any Public Employee Over Which The Governmental Body Has Jurisdiction Or Exercises Responsibility: Selection Of Final County Administrator Candidates:** Motion by Glasbrenner second by Carrow to convene into Closed Session pursuant to Wis. State, Sec 19.85(1)(C). Motion carried unanimously and committee convened into Closed Session at 4: 09 PM.

**CLOSED SESSION**

**Return To Open Session:** Committee reconvened into Open Session at 6: 14 PM.

**Possible Action On Items From Closed Session:** None.

Richland County  
Executive & Finance Standing Committee

**Correspondence:** None.

**Future Agenda Items:**

Report: County Website Update

Discussion & Possible Action: Update/approval of ethics ordinance and/or policy

**Adjourn:** Motion by Manning, second by Carrow to adjourn. Motion carried and meeting adjourned at 6:17 PM.



Derek S. Kalish  
County Clerk

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Richland County  
Executive & Finance Standing Committee

March 12, 2025

The Richland County Executive & Finance Standing Committee convened on March 12, 2025 in person and virtually at 8:01 AM in the County Boardroom of the Richland County Courthouse.

**Call To Order:** Committee Chair Williamson called the meeting to order at 8:01 AM.

**Roll Call:** County Clerk Kalish conducted roll call. Committee members present: Steve Carrow, Ingrid Glasbrenner, Craig Woodhouse, David Turk, Bob Frank, Steve Williamson, and Marc Couey. Committee member(s) absent: Mark Gill and Gary Manning

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

**Approval Of Agenda:** Motion by Couey, second by Carrow to approve agenda. Motion carried and agenda declared approved.

**Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 19.85(1)(C): Considering Employment, Promotion, Compensation Or Performance Evaluation Data Of Any Public Employee Over Which The Governmental Body Has Jurisdiction Or Exercises Responsibility: County Administrator Interviews** Motion by Carrow second by Couey to convene into Closed Session pursuant to Wis. State, Sec 19.85(1)(C). Motion carried unanimously and committee convened into Closed Session at 8:03 AM.

**CLOSED SESSION**

**Return To Open Session**

**Possible Action On Items From Closed Session:** No action taken on this item.

**Adjourn:** Motion by Frank second by Couey to adjourn. Motion carried and meeting adjourned at 1:56PM.



Derek S. Kalish  
County Clerk

**Executive & Finance Standing Committee**

**Agenda Item Cover**

**Agenda Item Name: Discussion and Possible Action: Resolution To Accept Donations to the Symons Recreation Complex**

<b>Department</b>	Symons Recreation Complex	<b>Presented By:</b>	Mike Hardy, Symons Director
<b>Date of Meeting:</b>	2/24/2025	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	2/24/2025	<b>Referred by:</b>	Symons Natatorium Board
<b>Action needed by no later than (date)</b>	2/24/2025	<b>Resolution</b>	Attached

**Recommendation and/or action language:** Motion to approve resolution to accept donations to the Symons Recreation Complex from the Symons Recreation Complex Foundation

**Background:** The Symons Recreation Complex Foundation has offered to donate the following items to the County for use at Symons Recreation Complex: Two Treadmills (\$10,605); Two Recumbent Steppers (\$10,140); and several dumbbell hand weights (\$800). Total donation amount is \$21,545. Total 2025 donations pledged by SRCF amount to at least \$50,000 in equipment replacement. This donation is just under 50% of expected 2025 donations.

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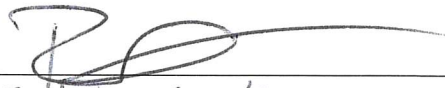
**Attachments and References:** Resolution Accepting Donations to Symons Recreation Complex

**Financial Review:**

(please check one)

<input type="checkbox"/>	In adopted budget (2025)	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Symons Recreation Complex Foundation donation	
<input type="checkbox"/>	No financial impact		

Mike Hardy  
Department Head

  
Zulker County  
Administrator, Derek S. Kalish

**RESOLUTION NO. 25 - XX**

Resolution Accepting Donations To Symons Recreation Complex.

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

WHEREAS the Natatorium Board has reviewed February, 2025 donation offers to the Symons Recreation Complex by the SRC Foundation, and

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

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

- 1) Two (2) Vision Treadmills.....\$10,605**
- 2) Two (20) Recumbent Steppers.....\$10,140**
- 3) Dumbbell Hand Weights.....\$800**
- Total donation amount.....\$21,545, and**

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

VOTE ON FOREGOING RESOLUTION

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

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

RESOLUTION \_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

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

DATED: MARCH 18, 2025

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

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Discussion and possible action on Short-term rental ordinance

<b>Department</b>	Land conservation & zoning	<b>Presented By:</b>	Cathy Cooper
<b>Date of Meeting:</b>	03/03/2025	<b>Action Needed:</b>	Approve ordinance
<b>Disclosure:</b>		<b>Authority:</b>	County Board rules
<b>Date submitted:</b>	02/24/2025	<b>Referred by:</b>	Natural Resources Committee
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	

**Recommendation and/or action language:**

**Background:**

This is an ordinance the covers short-term rentals. Approval is needed to send on to the executive committee

**Attachments and References:**

**Financial Review:**

(please check one)

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

\_\_\_\_\_ *Cathy Cooper* \_\_\_\_\_

Department Head

\_\_\_\_\_ Administrator \_\_\_\_\_





## Ordinance **XXX**. Short-Term Rentals

### **§ XXX-1. Purposes.**

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

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

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

### **§ XXX-2. Definitions.**

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

#### **DWELLING UNIT**

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

#### **ENTITY**

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

#### **NATURAL RESOURCE STANDING COMMITTEE**

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

#### **LICENSE**

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

#### **1 YEAR LICENSE**

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

#### **HOTELS AND MOTELS**

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

#### **OCCUPANT**

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

## PERSON

An individual, group of individuals, or an entity.

## PROPERTY MANAGER

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

## PROPERTY OWNER

The owner of a short-term rental.

## RENEWAL LICENSE

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

## SHORT-TERM RENTAL

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

## TOURIST ROOMING HOUSE

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

## ZONING DEPARTMENT

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

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

- A. No person may maintain, manage or operate a short-term rental more than 10 nights each license year without a short-term rental license. Every short-term rental shall be operated by a property owner or property manager.
- B. Each short-term rental property owner is required to have the following licenses:
  1. A state of Wisconsin tourist rooming house license. Information can be found at [https://datcp.wi.gov/Pages/Programs\\_Services/TouristRoomingHouses.aspx](https://datcp.wi.gov/Pages/Programs_Services/TouristRoomingHouses.aspx)
  2. A license from Richland County issued pursuant to this ordinance.
- C. Each short-term rental shall comply with all of the following:
  1. The number of occupants in any dwelling unit shall not exceed the limits set forth in Wis. Admin. Code § ATCP 72.14 for hotels, motels, and tourist rooming houses.
  2. No recreational vehicles (RVs), campers, tents or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees. Exceptions can be made if septic is appropriately sized to handle additional guests or

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

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

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

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

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



- A. All applications for a short-term rental license shall be filed with the Zoning Department on forms provided by the Department. Applications must be filed by the property owner or the property manager. No license shall be issued unless the completed application form is accompanied by payment of the required application fee, which fee shall be nonrefundable.
- B. Each application shall include the following information and documentation for each short-term rental unit in order to demonstrate compliance with all requirements of this chapter, including, but not limited to, § XXX-8:
1. The name of the property owner, with contact information including mailing address and a telephone number at which the property owner is available. If the property owner is also acting as the property manager, then the application shall include mailing address, physical address (if different from mailing address) and a telephone number at which the property owner shall respond to inquiries within a reasonable length of time. Including a brief description of the unit and maximum occupancy allowed.
  2. A copy of a most recent completed State Lodging Establishment Inspection form.
  3. A copy of the state of Wisconsin tourist rooming house license issued under Wis. Stats. § 97.605; or proof that such state license has been applied for, in which event a provisional short-term rental license may be issued under this chapter for a period of 90 days but shall be conditioned upon the Zoning Department's receipt of a copy of such state license from the applicant within said ninety day period, and if a copy of such state license is not received by the Zoning Department within said period, then such provisional license shall expire and be void at and after the end of said ninety day period.
  4. Designation of a property manager, unless the property owner is acting as the property manager, with contact information, including mailing address, physical address (if different from mailing address) and a telephone number at which the property manager shall respond to inquiries within a reasonable length of time, and an affirmative statement that the property manager is authorized to act as agent and as the local contact person for the property owner with respect to operation of the short-term rental, including taking remedial action and promptly responding to any violation of this chapter or the County Ordinance relating to the licensed premises, and receiving service of notice of violation of this chapter's provisions.
  5. Written certification by the property owner that the short-term rental meets the requirements of this chapter and applicable state and county laws, ordinances and regulations.
- C. Unless earlier revoked, each license period shall run from July 1 of one year to June 30 of the next year. The application fee shall be paid upon filing of the application. Any application that does not include all of the information and supporting documentation required by this chapter shall not be considered as complete. When the Zoning Department determines that an application is complete and meets the requirements of this chapter, the Zoning Department shall approve the application and issue a short-term rental license (or, if applicable, a provisional short-term rental license) to the applicant. If the Department determines that the application is incomplete or does not meet the requirements of this chapter, the Department shall deny the application and inform the applicant, in writing, of the reason(s) why the application was denied and what action is needed to obtain approval of the application. The Zoning Department may be lenient in allowing applicants to fix issues within 14 days when an application is deemed incomplete or information was missing, without applicant needing to re-apply and pay an additional application fee.
- D. If the short-term rental property has outstanding fees, taxes, special charges or forfeitures owed to

Richland County this may be a factor in whether or not the application will be approved. The Zoning Department may refuse to issue or renew a short-term rental license for any property or owner-applicant that has violated this Chapter any time within a period of twelve (12) months prior to the date of the permit application or if the property has had three (3) or more calls for law enforcement services leading to formal written violation or arrest in a twelve (12) month period. Law enforcement calls from potentially unreasonable neighbors which do not lead to formal written violation or arrest cannot and will not be used to deny renewal applications.

1. No short-term rental license (or, if applicable, a provisional short-term rental license) shall be issued if the applicant or short-term rental property is found to be subject to one of the grounds for revocation as provided in § XXX-8C.
- E. A short-term rental license is nontransferable and shall expire upon a transfer of legal control of the tourist rooming house property. The holder of any permit or license shall promptly notify the Zoning Department in writing of any transfer of the legal control of any property covered by the permit. A transfer of property to an entity or trustee shall not be considered a transfer of legal control as long as the owner(s) continue to have majority control of the entity or are trustees of the trust with control of the property; however, such new form of ownership shall be identified on any permit renewal application after such transfer. No refunds will be issued.

#### **§ XXX-6. Annual Renewal.**

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



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

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

**§ XXX-7. Display of permit.**

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

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

- A. The Zoning Department’s decision to deny an initial short-term rental license or to deny renewal of a short-term rental license shall specify the reason(s) for such denial, in writing. Prior to the time for the renewal of license, the Zoning Department shall notify the licensee in writing the County’s intension not to renew the license and notify the licensee of his or her right to an appeal hearing as provided in § XXX-8B.
- B. The Zoning Department’s decision to deny an initial license or to deny renewal of a license may be appealed to the Natural Resource Standing Committee by filing a written appeal with the Department within 21 calendar days (excluding legal holidays) after the date of mailing of the written notice of the Zoning Department’s decision denying such license or renewal license. The Natural Resource Standing Committee shall conduct a due process hearing and issue a written decision on the appeal within 30 calendar days of the County’s receipt of the written appeal, or the license shall be deemed granted. If the appellant appears at the hearing he or she may produce and cross-examine witnesses, present relevant evidence, and be represented by counsel of his or her choosing, at his or her expense. If the Natural Resource Standing Committee finds the Zoning Department’s reason(s) for his or her decision sufficient, the decision shall be affirmed. If the Committee finds the Zoning Department’s reason(s) for his or her decision insufficient, the decision shall be reversed, and the license shall be granted and issued. If the appellant does not appear at the hearing and the Committee finds the Zoning Department’s reason(s) for his or her decision sufficient, the decision shall be affirmed. The Committee’s written decision on the appeal must specify the reason(s) for its determination. The Zoning Department shall give written notice of the Committee’s decision to the applicant or licensee. A license may be revoked by the Natural Resource Standing Committee during the term of a license year and following a due process hearing for one or more of the following reasons:
  - a. Failure by the licensee to make payment of delinquent fees, taxes, special charges, forfeitures or other debt owed to the County on the licensed property.
  - b. Failure to maintain all required local, county and state licensing requirements.
  - c. Any violation of local, county or state laws or regulations which, based upon their number, frequency and/or severity, and their relation to the short-term rental property, its owner(s), tenant(s), occupant(s) or visitor(s), substantially harm or adversely impact predominantly residential uses and nature of the surrounding neighborhood.
- C. Revocation. Any resident of or owner of property within Richland County may file a sworn written complain with the Zoning Department alleging one or more of the reasons set forth in § XXX-8B (1-3) as grounds for revocation of a short-rental license issued under this chapter. Upon the filing of the complaint, the Natural Resource Standing Committee shall notify the licensee of the complaint by certified mail, return receipt requested and provide the licensee with a copy of the complaint. The notice shall direct the

licensee to appear before the Committee on a day, time and place included in the notice, not less than 10 days and not more than 45 days from the date of the notice, and show cause why his or her license should not be revoked. The hearing shall be conducted as provided in § XXX-8B. If a license is revoked, the Zoning Department shall give notice of revocation to the licensee by certified mail, return receipt requested. No part of the fee paid for any license so revoked may be refunded.

- D. Judicial review. The action of the Natural Resource Standing Committee in granting or renewing, refusing to grant or renew, or revoking a license under this chapter may be appealed to the full Richland County Board. Final appeal can be reviewed by the Richland County Circuit Court upon appeal by the applicant, licensee, or a resident of or owner of property within the County. Such appeal shall be filed within 90 days of the date of mailing by the Zoning Department of the notice of the Natural Resource Standing Committee's action granting or renewing, refusing to grant or renew, or revoking a license. The procedure on review shall be the same as in civil actions commenced in the circuit court pursuant to Wis. Stats. Chs. 801 to 807.

#### **§ XXX-9. Penalties.**

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

#### **§ XXX-10. Fees.**

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

#### **§ XXX-11. Severability.**

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





## RICHLAND COUNTY ETHICS CODE ORDINANCE

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

X.01 Title.

- (a) Title:  
This ordinance shall be cited as the Richland County Ethics Code.

X.02 Authority

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

X.03 Ethics Board.

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

- commissions under Wis. Stat. § 885.01.
- i. Within ten work-days of the conclusion of the hearing, the Board shall file its written findings and recommendations signed by the Ethics Board Chairperson and Secretary, together with findings of fact and conclusions of law, concerning the propriety of the conduct of the public official. In order for the Board to find and substantiate a violation of the Ethics Code by a Respondent, it must be supported by a two-thirds (2/3) supermajority vote of those Board members present and voting. If the Board determines that no violation of the Code of Ethics has occurred, it shall dismiss the complaint.
  - ii. No recommendation of the Board becomes effective until 20 work-days after it is issued, or while an application for rehearing or rehearing before the Board is pending, or the Board has announced its final determination on rehearing.
- (e) *Enforcement and penalties.* If the Ethics Board finds that clear, satisfactory, and convincing evidence exists for believing the allegations of the complaint, the Ethics Board may make recommendations or take action as indicated in Sections XX.22, XX.24, and XX.26. The Ethics Board shall also refer all findings and recommendations to the County Board, and in the case of a County employee, to the County Administrator.

#### X.04 Definitions

- (a) General
  - (1) The word "shall" is mandatory; the word "may/should" is permissive.
  - (2) The words "used" or "occupied" also mean intended, designed or arranged to be used or occupied.
  - (3) The word "person" includes any individual, firm, association, joint stock association, organization, partnership, limited, trust, body politic, governmental agency, company, corporation and includes any trustee, receiver, assignee, or other representative thereof.
- (b) Definitions
  - (1) Administrative Agency - any board, commission, committee, task force, or other entity which is listed in the Richland County Rules of the Board.
  - (2) Anything of value - any money or property, favor, service, payment, advance, forbearance, loan or promise of future employment, but does not include compensation and expenses paid by the county, fees and expenses which are permitted and reported under county policy, political contributions which are reported under §11, hospitality extended for a purpose unrelated to county business by a person other than an organization or anything having a value of less than \$20 per occurrence or \$50 in total during a calendar year.
  - (3) Board - the Richland County Ethics Board created by Section XX.02 of the Richland County Code of Ordinances.
  - (4) Business - any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages in profit-making or nonprofit activities.

- (5) Citizen or citizen member refers to a person appointed to any position by the County Board, who is neither an elected county office holder nor a county employee.
- (6) County employee shall refer to any person holding a full- or part-time position with Richland County, other than a county official.
- (7) County official - any person holding a county elected office.
- (8) Department - any department of county government having its own budget.
- (9) Elected Official - any person who holds an elected position and whose salary is funded in full or in part by Richland County.
- (10) Organization - any legal entity other than an individual or body politic.
- (11) Public official - a person who is a "County employee," "County official," or "Elected Official."
- (12) Respondent - a person against whom has been filed a complaint alleging a violation of this chapter.
- (13) Substantial financial interest<sup>1</sup> - any interest required to be placed on a disclosure statement by XX.19 of this ordinance.

#### X.05 Application of Chapter

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

#### X.06 Administration

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

#### X.07 Certain County Transactions Prohibited.

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

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

X.08 Declaration of Policy.

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

X.09 Standard of Conduct; Use of public position to obtain private benefit prohibited.

- (a) No county official, county employee or citizen member may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

- X.10 Standard of Conduct; Solicitation or acceptance of anything of value.
- (a) No county official, county employee or citizen member may solicit or accept from any person directly or indirectly, anything of value if it could reasonably be expected to influence official actions or judgement, or could reasonably be considered as a reward for any official action or inaction on the part of the county official, county employee or citizen member.
- X.11 Standard of Conduct; Conflict of interest prohibited.
- (a) No county official, county employee or citizen member may:
    - (1) Take any official action substantially affecting a matter in which the official, a member of his or her immediate family or an organization with which the official is associated has a substantial financial interest.
    - (2) Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.
  - (b) Paragraph (a) does not prohibit a county official from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a county official from taking official action with respect to any proposal to modify a county or municipal ordinance.
- X.12 Mileage Reimbursement Eligibility
- (a) A county board supervisor is eligible for reimbursement, at the current mileage reimbursement rate as established by the Internal Revenue Service, of only that mileage actually traveled in attending those meetings for which she or he is eligible for reimbursement.
- X.13 Standard of Conduct; Use or disclosure of information gained in course of official activities.
- (a) No county official or employee may intentionally use or disclose information gained in the course of or by reason of her or his official position or activities in any way that could result in the receipt of anything of value for herself or himself, for a member of her or his immediate family, or for any other person or legal entity if the information has not been communicated to the public or is not a public record.
- X.14 Impermissible use of Public Office.
- (a) No county official or county employee shall use or attempt to use his or her public office or employment to influence or gain unlawful benefits, advantages or privileges personally or for others.

X.15 Standard of Conduct; Representation for compensation by county official before county entities.

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

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

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

- (d) Nothing in this section shall be construed to prohibit a citizen member from representing herself or himself before any county entity, including the one of which he or she is a member.

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

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

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

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

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

- (a) Notwithstanding any other provision of this chapter, county officials may receive and retain from a political committee under §11, transportation, lodging, meals, food, beverages, or reimbursement therefor, or payment or reimbursement of costs permitted and reported in accordance with §11.



X.20 Standard of Conduct; Disclosure by county officials.

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

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

- (a) No county official may disclose any information discussed, debated or acted upon in a closed session of the Richland County Board or its standing committees.

X.22 Complaints.

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

X.23 Procedure before the Board.

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



- (9) If a person against whom the board decides to seek imposition of a forfeiture fails to pay the amount specified by the board within 30 days of the date of the notice, the corporation counsel shall initiate an action for the collection of the forfeiture in the circuit court for the County of Richland.

X.24 Closed Session.

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

X.25 Advisory Opinions.

- (a) Any person subject to the provisions of this ordinance, either personally or on behalf of an organization or governmental body, may at any time request of the board an advisory opinion regarding the propriety of any matter to which the person is or may become a part. Any appointing officer, with the consent of a prospective appointee, may request of the ethics board an advisory opinion regarding the propriety of any matter to which the prospective appointee is or may become a party. The Ethics Board shall review a request for an advisory opinion and may advise the person making the request. Advisory opinions and request therefor shall be in writing. Except as provided in sub. (3), neither the corporation counsel nor a member or agent of the Ethics Board may make public the identity of an individual requesting an advisory opinion or of individuals or organizations mentioned in the opinion. The Board shall annually publish a synopsis of any advisory opinions it has issued, after first reviewing such material with the corporation counsel to ensure that all individual identifying material has been deleted.
- (b) It is prima facie evidence of intent to comply with the Richland County Ethics Code or any amendment of the same when a person refers a matter to the Ethics Board and abides by the advisory opinion, if the material facts are as stated in the opinion request.
- (c) The Ethics Board may make an advisory opinion public with the consent of the individual requesting the opinion or the organization or governmental body on whose behalf it is requesting and may make public a summary of an advisory opinion issued under this section after making sufficient alterations in the summary to prevent disclosing the identities of individuals involved in the opinion. A person who makes or purports to make public the substance of or any portion of an advisory opinion requested by or on behalf of the person waives the confidentiality of the request for an advisory opinion and of any records obtained or prepared by the Ethics Board or corporation counsel in connection with the request for an advisory opinion.
- (d) The Board is expressly authorized to issue advisory opinions interpreting those provisions of chapter 19 of the Wisconsin Statutes which are expressly incorporated in this ordinance.

X.26 Open Records.

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

X.27 Sanctions.

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

X.28 Severability.

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

*John M Meyers*

By: John M. Meyers, Chairman  
Richland County Board of Supervisors

**ATTEST:**

*Kristy K. Spurley*

Kristy K. **Spurley**, Clerk

Published: / t... Zo. lo J.3



## ORDINANCE 23 - 6

An Ordinance Creating A Code Of Ethics And Repealing Ordinances No. 06-28, 07-7, 10-8.

The Richland County Board of Supervisors does ordain as follows:

### 1. **Repeal of Prior Ordinances**

Ordinance Nos. 06-28, 07-7, and 10-8 concerning the establishment of a code of ethics are repealed.

### 2. **Authority**

This ordinance is established pursuant to Wis. Stat. § 19.59(1m)-(8).

### 3. **Purpose of Code of Ethics**

The purpose of the code of ethics is as follows:

- a. The proper operation of representative government requires that county officials (*defined in section 3*) be independent, impartial, and responsible to the people; that government decisions and policies be made through the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established an Ethics Code for all Richland County officials. The purpose of this code is to assist county officials in avoiding conflicts between their personal interest and their public responsibilities in order to improve standards of public service and promote and strengthen the faith and confidence of the people of Richland County in their county public officials and to provide for disclosure by county officials of substantial financial interests in matters affecting the county. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interests of Richland County.
- b. The County Board hereby reaffirms that each county official occupies a position of public trust that requires adherence to a high standard of conduct. Any effort to realize substantial personal gain through official conduct is a violation of that trust. This code of ethics does not prevent any county public official from accepting other employment or following any pursuit which in no way interferes with the full and faithful discharge of their duties to this county. The County Board further recognizes that in a representative democracy, the representatives are drawn from society and, therefore, cannot and should not be without all personal and economic interest in the decisions and policies of government; that citizens who serve as county officials retain their rights as citizens to interests of a personal or economic nature; that standards of ethical conduct for county officials need to distinguish between those minor and inconsequential conflicts that are unavoidable in a free society, and those conflicts which are substantial and material; and that county officials may need to engage in employment, professional or business activities, or maintain investments, in order to support themselves or their families and to maintain a continuity of professional, business or investment activity, and are free to do so as long as those activities do not conflict with the specific provisions of this code.

### 4. **Positions Covered**

This ordinance shall apply to all County officials, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions, department heads, and other County employees.

## 5. The Ethics Board

The Ethics Board shall carry out this ordinance, and shall be a committee of the County Board which has been assigned the duties of the Ethics Board.

## 6. General Provisions

The following are subjects covered by the Ethics Code:

### a. Closed Sessions

No County official may disclose any information discussed, debated or acted upon in a closed session of the County Board or its bodies (i.e., committees, boards, commissions).

### b. Contracts

An official may not enter into a contract with the County or form a contract or contracts with Richland County involving the receipts or disbursements of more than \$15,000 in any year. Additionally, an official may be subject to this ordinance if they hold 10% or greater interest in an organization which enters into a contract/s with the County.

### c. Financial Interest

A financial interest is any interest which yields, directly or indirectly, a monetary or other material benefit to a County official or a member of their immediate family, or to an organization with which an official is associated. An organization is defined as *any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust or other legal entity other than an individual or body politic.* A County official who has a financial interest in a matter pending before a body shall disclose the nature of the interest and may not discuss the matter unless invited by the body. A County official may not vote on a matter in which they have a financial interest.

### d. Gifts

A gift or thing of value is any money or property, favor, service, payment, advance forbearance, loan or promise of future employment, but does not include such things as compensation and expenses paid by the State or County, fees, honorariums and expenses, unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this code.

A County official shall not accept, from any person or organization directly or indirectly, a gift or anything of value without full payment, if it could reasonably be expected to influence their vote, governmental actions or judgments or is provided to such official because of their position or office and could reasonably be considered as a reward for any governmental action or inaction.

### e. Nepotism

Refer to the Employee Handbook. The provisions of nepotism in the Employee Handbook shall apply to County Board members with respect to supervision of the County Administrator.

### f. Privileged Information

Privileged information is any written or oral material related to County government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders, ordinances, resolution or custom as privileged.

An official shall not knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. An official shall not use privileged information to advance their personal financial interest or that of their immediate family. An official's immediate family is their spouse, children, stepchildren, parents, stepparents, or other legal relation who contributes more than one-half of the support of the official or receives that level of support from the official.

g. Public Property

An official shall not use County-owned property unless authorized by their supervisor.

h. Social Media

Refer to Social Media Policy.

**7. Advisory Opinions**

The Ethics Board shall issue advisory opinions with the assistance of the Corporation Counsel. Any individual may apply in writing to the Ethics Board for an advisory opinion and shall be guided by any opinion rendered. The applicant shall present their interpretation of the facts at issue before the advisory opinion is rendered. All requests for opinion and opinions rendered shall be in writing. Records of the Ethics Board's opinions, opinion requests and investigations of violations shall be closed to public inspection, as required by Ch. 19, Wis. Stats. However, such records may be made public with the consent of the applicant.

**8. Complaint Procedure**

- a. The Corporation Counsel or County Clerk shall accept from any individual a verified written complaint which states the name of the official alleged to have committed a violation of this Code and sets forth the material facts involved in the allegation. The Corporation Counsel or County Clerk shall forward a copy of the complaint to the accused official and the Ethics Board within ten days of its receipt. If no action on the verified complaint is taken by the Ethics Board within 60 days, the complaint shall be dismissed.
- b. Complaints shall include:
  - i. The name of the alleged offender
  - ii. The approximate date of the alleged offense, if applicable
  - iii. The nature of the alleged offense
  - iv. Any supporting facts known to the complaining party
  - v. The date on which the complaint is being submitted
- c. Following the receipt of a verified complaint, the Ethics Board may make preliminary investigations with respect to alleged violation of the Ethics Code. A preliminary investigation shall not be initiated unless the accused official is notified in writing. The notice shall state the exact nature and purpose of the investigation, the individual's specific action or activities to be investigated, and a statement of such person's due process rights. If the Ethics Board finds probable cause to believe the allegations contained in the complaint, the complaint shall be referred to a fact-finding hearing.

- d. The Ethics Board may investigate any complaint properly filed. no action will be taken against the subject of such an investigation if the complaint was filed more than one year after the alleged violation of the Ethics Code."
- e. The Ethics Board may hold, and an individual against whom a complaint has been made and where the complaint has been referred to the Ethics Board may request, a hearing before the Ethics Board. The Ethics Board shall keep a record of the hearing and have the power to compel the attendance of witnesses and to issue subpoenas as granted to other boards and commissions under Wis. Stat. § 885.01. The Ethics Board may also administer oaths.

Within 10 business days of the conclusion of the hearing, the Ethics Board shall file its written findings and recommendations signed by all participating Board members, together with findings of fact and conclusions of law, concerning the propriety of the conduct of the official. If the Ethics Board determines that no violation of the Code of Ethics has occurred, it shall dismiss the complaint, and if requested to do so by the accused, issue a public statement.

No recommendation of the Ethics Board becomes effective until 20 business days after it is issued, while an application for rehearing or rehearing before the Board is pending, or after the Board has announced its final determination on rehearing. Appeals may be requested to the full County Board.

**9. Enforcement**

Violation of any provisions of this code should raise conscientious questions for the official concerned as to whether voluntary resignation or other action is indicated to promote the best interests of Richland County. If the Ethics Board finds that clear, satisfactory and convincing evidence exists for believing the allegations of the complaint, Ethics Board shall refer its findings and recommendation to the County Board. The Ethics Board may recommend that:

- a. The County Board order the individual to conform his or her conduct to the Ethics Code or recommend that they be censured, suspended, removed from office, or be issued a private or public reprimand. In the case of an employee the Board may also recommend denial of merit increase, suspension without pay, discharge, or other appropriate disciplinary action.
- b. If Wis. Stat. § 19.59 (1) has been violated, the Ethics Board may also refer the matter to the District Attorney to commence enforcement.

DATED: MARCH 21, 2023  
 PASSED: MARCH 21, 2023  
 PUBLISHED: MARCH 30, 2023

ORDINANCE OFFERED BY THE RULES &  
 STRATEGIC PLANNING STANDING COMMITTEE  
 (03 JANUARY 2023)

		FOR	AGAINST
MARTY BREWER, CHAIR	MARTY BREWER	X	
RICHLAND COUNTY BOARD OF SUPERVISORS	SHAUN MURPHY-LOPEZ	X	
	CHAD COSGROVE	X	
	DANIELLE RUDERSDORF	X	
ATTEST:	INGRID GLASBRENNER	X	
	LINDA GENTES	X	
	DONALD SEEP	X	
	BOB FRANK	X	
DEREK S. KALISH	JULIE FLEMING	X	
RICHLAND COUNTY CLERK			



**RESOLUTION NO. 24 - 70**

Resolution Declaring The Executive And Finance Committee As The Interim Ethics Board Under Ordinance 23-6 Until Further Action By Board Before March 17, 2025 Or Whichever Is Earlier.

WHEREAS in March of 2023, the Richland County Board of Supervisors adopted a new ethics ordinance (Ord. #23-6), which created a body known as the Ethics Board, and

WHEREAS in March of 2024, the Board adopted news Rules, which included an updated Committee Structure Appendix, which did not identify which body would serve as the Ethics Board, and

WHEREAS the Executive and Finance Committee has been determined to be the most appropriate body to serve as the Ethics Board,

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Executive and Finance Committee shall serve as the Interim Ethics Board under Ordinance #23-6 until further action by Board before March 17, 2025 or whichever is earlier, and

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

VOTE ON FOREGOING RESOLUTION

AYES\_\_\_\_\_

NOES\_\_\_\_\_

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

RESOLUTION ADOPTED

FOR

AGAINST

DEREK S. KALISH  
COUNTY CLERK

STEVE CARROW  
STEVE WILLIAMSON  
GARY MANNING  
MARK GILL  
INGRID GLASBRENNER  
DAVID TURK  
BOB FRANK

X  
X  
X  
X  
X  
X

DATED: SEPTEMBER 17, 2024