

**Richland County  
Executive & Finance Standing Committee**

Date Posted: June 9, 2025

**NOTICE OF MEETING**

Please be advised that the Richland County Executive & Finance Standing Committee will convene on Tuesday, June 10, 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).

**AMENDED 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 May 13, 2025 Meeting(s)
6. Public Comment
7. Reports
  - A. Administrator's Report
8. Discussion & Possible Action: Approval Of Public Comment Form
9. Discussion & Possible Action: Approval Of Countywide Vehicle Use Policy
10. Discussion & Possible Action: Resolution Approving An Intradepartmental Partnership Of MIS, Land Information, And The Sheriff's Department Applying For And Accepting A NG911 GIS Grant From Wisconsin Department Of Military Affairs For 2026
11. Discussion & Possible Action: Resolution Approving An Intradepartmental Partnership Of MIS, And The Sheriff's Department Applying For And Accepting A PSAP Grant From Wisconsin Department Of Military Affairs For 2026
12. Correspondence
13. Future Agenda Items
14. 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

# Joint Meeting of the Richland County Executive & Finance Standing Committee & the Joint Ambulance Committee

May 13, 2025

The Richland County Executive & Finance Standing Committee and the Joint Ambulance Committee convened on May 13, 2025, in person and virtually at 6:30 PM in the County Boardroom of the Richland County Courthouse.

**Call To Order:** Executive & Finance Committee Chair Williamson called both the meetings to order at 6:30 PM.

**Roll Call:** Deputy Clerk Hege conducted roll call. Executive & Finance Standing Committee member(s) present: Gary Manning, Mark Gill, Ingrid Glasbrenner, David Turk, Steve Williamson, and Marc Couey. Committee member(s) absent: Steve Carrow, Craig Woodhouse, and Melvin “Bob” Frank.

Joint Ambulance Committee member(s) present: Kerry Severson, Shirley Welte, Brian McGraw, Daniel Timm, Glen Niemeyer, Don Stanke, Gordon Palmer, and Doug Duhr. Joint Ambulance Committee member(s) absent: Julie Fleming, Todd Coppernoll, Tom McCarthy, Mary Rognholt, Jerome Durst, Tim Willis, Jean Nicks, and Terrance Jindrick.

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

**Approval Of Agenda:** Motion by Manning, second by Gill to approve the agenda. Motion by Stanke, second by Welte to approve the agenda. Motion carried with Palmer in opposition and the agenda was approved.

**Public Comment:** None.

Executive & Finance Standing Committee Chair Williamson requested each committee member to introduce themselves and what municipality they represent.

Executive & Finance Standing Committee: Gary Manning – Richland County Board District 8, Mark Gill – Richland County Board District 9, Ingrid Glasbrenner – Richland County Board District 10, David Turk – Richland County Board Chair/District 13, Steve Williamson – Richland County Board Vice Chair/District 17, Marc Couey – Richland County Board District 18.

Joint Ambulance Committee: Kerry Severson – Richland County Board District 16, Shirley Welte – Dayton Township, Brian McGraw - Committee Chair/Eagle Township, Daniel Timm – Henrietta Township, Glen Niemeyer – Ithaca Township, Don Stanke – Orion Township, Gordon Palmer – Richland Township, and Doug Duhr – Rockbridge Township.

**Discussion & Possible Action: Future Administration Of The Richland County Ambulance Service:** County Board Chair Turk giving a brief history of the creation of the Joint Ambulance Committee in via resolution in 2014 and restructuring of Richland County to an administrative form of government since that time. County Board Chair Turk emphasized the importance of the Ambulance Service and the desire to have a sustainable and viable service to the citizens of Richland County. County Board Turk stated that the intent of Richland County was to pursue repealing the resolution from 2014 by the end of 2025 and replacing it with a new resolution that will have an updated structure to how the ambulance service is

## Joint Meeting of the Richland County Executive & Finance Standing Committee & the Joint Ambulance Committee

governed. County Board Chair Turk reiterated that the overall goal of Richland County was to ensure that the ambulance service was available to serve the citizens of Richland County. County Administrator Clements stated the next steps would be to decide to which one of the five county standing committees the ambulance service would report. Administrator Clements stated that it would most likely be the Public Safety Standing Committee since that is the committee that Emergency Management already reports to and referenced the need to update appendix A of the committee structure document. Administrator Clements stated that there was not a desire to eliminate the Joint Ambulance Committee, but that it would be an advisory committee and reference other county departments that have advisory committees. Supervisor Turk emphasized the importance of the Joint Ambulance Committee as being the voice for the communities served by the ambulance service. Administrator Clements stated that the county board is ultimately responsible for the financial oversight of the county and state that the ambulance service needs to be reporting to a committee that can provide that level of oversight.

Committee Chair Williamson called for comments from the Executive and Finance Committee first and then for comments from the Joint Ambulance Committee. There were no comments from any member of the Executive and Finance Committee.

Mr. McGraw, Chair of the Joint Ambulance Committee spoke to the history of the Joint Ambulance Committee and how it was created during a time when there was concern that the ambulance service was going to be able to answer calls. Mr. McGraw stated the opinion that the Joint Ambulance Committee has done an excellent job of maintaining the ambulance service and getting the service to the point to where it makes sense to him that Richland County would take the service back and run it as a normal department of the county. Mr. McGraw emphasized the accomplishments of the Joint Ambulance Committee including acquiring a separate facility for the ambulance service and stabilizing the workforce regarding recruiting and retaining of staff for the ambulance service. Mr. McGraw stated his opinion that the ambulance service should go back to the county and run like a regular county department and stated that he thought having the Joint Ambulance Committee as an advisory committee was a good idea. Mr. McGraw asked the members of the Joint Ambulance Committee for their thoughts. Mr. Palmer vehemently expressed his concerns about the activities of the last several months and referenced a memorandum of agreement between the Joint Ambulance Committee and Richland County. Mr. Palmer expressed his feelings that the Joint Ambulance Committee has had no oversight of the ambulance service in the last several months specifically regarding the hiring of staff and the Ambulance Director in particular. County Board Chair refuted Mr. Palmer's statement and state that the Chair and Vice Chair of the Joint Ambulance Committee were involved with the hiring of the current Ambulance Director. Extensive discussion ensued referencing the memorandum of understanding between the Joint Ambulance Committee and Richland County and the specific verbiage regarding the administration of the ambulance service. County Corporation Council Windle gave a brief explanation of the changes made by the appointment of a County Administrator. Extensive discussion ensued. Mr. Palmer expressed his concerns on the budget and expenditures for the Ambulance Service. Extensive back and forth discussion on the revenues and expenditures ensued with input from members of the Executive and Finance Committee and the Joint Ambulance Committee.

Committee Chair Williamson called for any final comments from those in attendance. Mr. Palmer questioned how the ambulance service was going to be administered for the remainder of 2025. County Board Chair Turk reminded those in attendance of the responsibilities of the County Administrator. Extensive discussion on what specific duties the Joint Ambulance Committee was responsible for ensued. Mr. Palmer made a motion to abolish the Joint Ambulance Committee. Corporation Council Windle

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& the Joint Ambulance Committee

reminded Mr. Palmer that that motion was not on the agenda. Brief discussion ensued.

**Adjourn:** Committee Chair Williamson entertained a motion to adjourn. Motion by Manning, second by Carrow to adjourn. Motion carried and the Executive and Finance Committee was adjourned at 7:19 p.m. Joint Ambulance Committee Chair McGraw entertained a motion to adjourn. Motion by Stanke, second by Welte to adjourn. Motion carried and the Joint Ambulance Committee adjourned at 7:19 p.m.

Respectfully submitted by,



Myranda H. Hege  
Deputy County Clerk

# Richland County

## Executive & Finance Standing Committee

May 13, 2025

The Richland County Executive & Finance Standing Committee convened on May 13, 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:** Deputy Clerk Hege conducted roll call. Committee member(s) present: Steve Carrow, Gary Manning, Mark Gill, Ingrid Glasbrenner, David Turk, Steve Williamson, and Marc Couey. Committee member(s) absent: Craig Woodhouse and Melvin “Bob” Frank.

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

**Approval Of Agenda:** Motion by Manning, second by Gill to approve agenda. Motion carried and agenda was approved.

**Approval Of Minutes From The May 1, 2025 Meeting:** Committee Chair Williamson asked if there were any corrections or amendments to the minutes from the May 1, 2025 meeting. Hearing none, Committee Chair Williamson declared the minutes from the May 1, 2025 meeting approved as published.

**Public Comment:** None

### **Reports:**

**A. MIS Department Technology Update:** MIS Director Jason Marshall joined via WebEx and presented the Helpdesk Ticket Totals By Year report to the committee and asked the committee if they had any questions for his department. Carrow asked if it was possible to get a break down of the types of helpdesk tickets being placed. Gill expressed frustrations with the county issued iPad. Director Marshall stated that his staff is working on a FAQ document for the iPads. Extensive discussion on the viability of having supervisors issued laptops instead of iPads ensued. Various supervisors expressed their individual experiences with using the iPads and discussion ensued.

**B. County Administrator Report:** County Administrator, Tricia Clements, presented a staffing memo for the period of March 1, 2025 through April 30, 2025 for the County of Richland to the committee. Williamson questioned the number of open positions. Couey requested documentation showing the turn over rate of employees. Extensive discussion ensued. Administrator Clements reported that 6 applications for the vacant Finance Director position had come in earlier in the day. Discussion ensued.

**Discussion & Possible Action: MOU With Richland School District For Campus Gym Use:** Administrator Clements presented the proposed MOU to the committee and briefly spoke on the work done to create it. Motion by Turk, second by Carrow to approve the MOU With Richland School District For Campus Gym Use as presented. Extensive discussion ensued with various supervisors expressing their opinions and several supervisors expressed their desire for the use of the campus gym to be coordinated by the staff of the Symon’s Recreational Complex. County Corporation Counsel, Attorney Windle, spoke on the terms of the MOU in regards to the ability for termination of the MOU. Discussion ensued. Motion carried with Gill and Couey being in opposition and the MOU was moved on to county board for final approval.

## Richland County Executive & Finance Standing Committee

**Discussion & Possible Action: Approval Of Proposal From Venture Architects For Additional County Facility Assessments:** Administrator Clements presented the proposal from Venture Architects to the committee. Motion by Carrow, second by Williamson to approve the proposal as presented. Extensive discussion on the expenses portion of the proposal ensued. Discussion on the age of the Pine Valley Community Village building ensued. Motion carried unanimously and the proposal was moved on to county board for final approval.

**Discussion & Possible Action: Provision Of Resources/Support For The County Administrator:** Administrator Clements gave a brief background on the need for support for the County Administrator and the requests for support from former administrators. Motion by Couey, second by Glasbrenner to approve the provision of resources/support for the County Administrator. Discussion on the implications to the wage study and funding sourcing ensued. Motion carried unanimously and the provision of resources/support for the County Administrator proposal was approved and moved on to county board for final approval.

**Discussion & Possible Action: Approval Of Updates To The Sheriff's Department Addendum:** Sheriff Porter spoke briefly on the updates to the Sheriff's Department addendum to the county employee handbook. Motion by Manning, second by Couey to approve updates to the Sheriff's Department addendum. Brief discussion ensued. Motion carried unanimously and the approval of updates to the Sheriff's Department addendum was approved and moved on to county board for final approval.

**Discussion & Possible Action: Resolution Approving A Wage Differential For Bilingual Staff:** Administrator Clements presented the proposed resolution to the committee and provided information on the costs of and need for translation services. Motion by Glasbrenner, second by Gill to approve the resolution approving a wage differential for bilingual staff. Brief discussion ensued. Motion carried unanimously and the resolution approving a wage differential for bilingual staff was forwarded on to county board for final approval.

**Discussion & Possible Action: Resolution Accepting Spring 2025 Grants For Symons Recreation Complex Programming:** Symons Recreation Complex Director, Mike Hardy presented the proposed resolution to the committee and spoke briefly on the grants. Motion by Carrow, second by Manning to approved the resolution accepting Spring 2025 grants for Symons Recreation Complex programing as presented. Brief discussion ensued. Motion carried unanimously and the resolution accepting spring grants for Symons Recreation Complex programming was moved on to county board for final approval.

**Correspondence:** None.

**Future Agenda Items:** None.

**Adjourn:** Committee Chair Williamson entertained a motion to adjourn to May 13, 2025 at 6:30 PM. Motion by Manning, second by Carrow to adjourn. Motion carried and meeting adjourned at 5:57 p.m.

Respectfully submitted by,

Richland County  
Executive & Finance Standing Committee

A handwritten signature in black ink, reading "Myranda H. Hege". The signature is written in a cursive, flowing style.

Myranda H. Hege  
Deputy County Clerk

DRAFT

## 2025 County Administrator Goal

### June

- Initiate CIP process
- Approve vacation and sick sections of Handbook
- Vehicle Use policy
- Research EAP
- Expand Tyler use by departments entering AP
- FLSA completion and roll out implementation
- 2026 budget preparation
- Fair Emergency Response plan
- Create a committee structure questionnaire
- Research flat rate vs. per meeting rate for board members

### July

- Start the 2026 budget process
- Solicit bids for corporation counsel services
- Implement a maintenance ticket system
- Roll out performance review expectations
- Present a plan for oversight for Ambulance
- Review salary section of handbook with Department Heads
- Build in wage increases for parttime/on-call employees
- Civil Rights Plan
- Approve a formula to bill Ambulance services to municipalities
- Pine Valley Addendum updates

### August

- Highway Addendum updates
- Plan a fire drill for the Courthouse
- Start discussions on bail monitoring program

- Plan health insurance rollout
- Salary Schedule approved at board
- Appendix A updates
- Appointment of all open board roles
- Continue Handbook Updates
- Department Budget Meetings
- Finance Policy
- Update procurement policy

### September

- HHS Addendum
- Create a systems access policy
- Create a use of corporation counsel policy
- Resolution for Bonding for CIP
- Present draft budget to Board
- JAC process – By-laws
- MOU's with municipalities - Ambulance

### October

- Administrator Performance Evaluation
- Start working on performance evaluations for Department Heads
- Finalize the budget
- Sale of Bonds Resolution

### November

- Open records request policy
- Present final budget – November 4
- Finalize Handbook
- Social Media Policy
- Ambulance Addendum updates

### December

- Wrap up any tasks not completed
- Review and plan short term borrowing fund balances
- Set goals for 2026





## Richland County Human Resources

Justin Siemens, HR Generalist  
181 W Seminary St 3<sup>rd</sup> Floor PO Box 310  
Richland Center, WI 53581-0310  
Phone 608-649-3002 | Fax 608-649-9089  
[Justin.Siemens@co.richland.wi.us](mailto:Justin.Siemens@co.richland.wi.us)

### MEMO

#### May 2025 Personnel Update

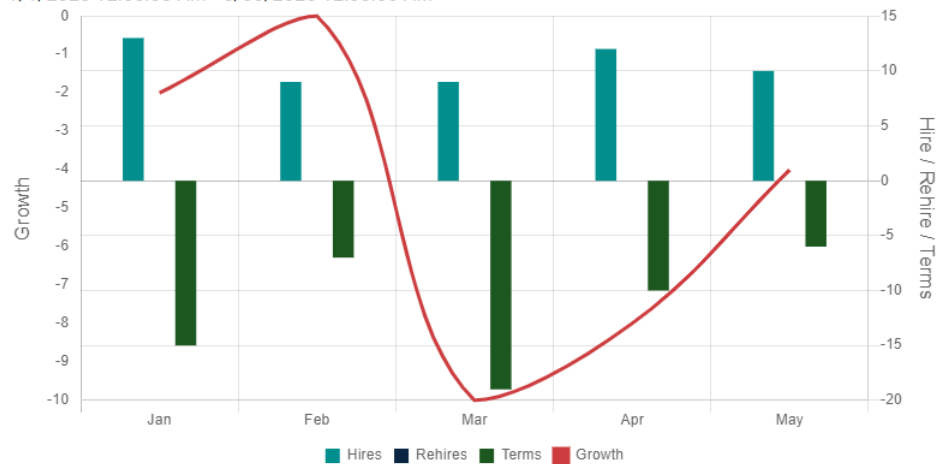
Over the past month Richland County hired 4 full-time, 0 part-time, and 8 temp-casual employees during this time-period; however, 7 resigned, and 2 were terminated. During this period of time 1 employee was promoted to a new position. Currently, there are 20 positions posted on the county's website; however, 4 of those postings are for continuous recruitment/eligibility lists. The data below highlights how each business unit is operating within Richland County. The total amount of employees is as follows: 251 Full-time, 18 Part-Time, and 220 Temp Casual.

<u>Department</u>	<u>Position</u>	<u>Full-time</u>	<u>Part-time</u>	<u>Temp-Casual</u>	<u>Date Posted</u>
Child Support	Clerical Assistant	0	0	1	5/23/2025
EMS	AEMT	0	0	1	5/21/2025
HHS	Behavioral Health Comp Spec	1	0	0	5/29/2025
HHS	Mental Health Therapist	1	0	0	2/17/2025
HHS	Business & Finance Mgr	1	0	0	5/8/2025
Administration	Finance Director	1	0	0	3/6/2025
HWY	Mechanic	1	0	0	3/26/2025
Symons	Maintenance Supervisor	1	0	0	5/22/2025
Treasurer	Deputy Treasurer	1	0	0	5/27/2025
		7	0	2	
PV	Housekeeping	1	1	0	
PV	FSW II	0	0	0	
PV	RA	0	0	0	
PV	Nursing Assistant	1	2	0	
PV	Med Tech	0	0	0	
PV	LPN	0	0	0	
PV	RN	3	0	0	
PV	PCW	0	0	0	
		5	3	0	

<u>New Hires</u>	Full-time	Part-time	Temp Casual
Courthouse	0	0	1
EMS	0	0	0
HHS	1	0	0
Highway	0	0	0
Pine Valley	2	0	2
Sheriff	0	0	1
Symons	0	0	5
	3	0	9
<u>Termed</u>	Retired	Resigned	Discharged
Courthouse	0	1	0
EMS	0	0	0
HHS	0	3	0
Highway	0	0	0
Pine Valley	0	3	1
Sheriff	0	0	0
Symons	0	0	1
	0	7	2
<u>Promoted</u>	Full-time	Part-time	Temp Casual
Courthouse	0	0	0
EMS	0	0	0
HHS	1	0	0
Highway	0	0	0
Pine Valley	0	0	0
Sheriff	0	0	0
Symons	0	0	0

### Employee Turnover

1/1/2025 12:00:00 AM - 5/30/2025 12:00:00 AM



**Executive and Finance Committee**  
**Agenda Item Cover**

**Agenda Item Name:** Approval Of Public Comment Form

<b>Department:</b>	County Clerk	<b>Presented By:</b>	Derek S. Kalish
<b>Date of Meeting:</b>	June 10, 2025	<b>Action Needed:</b>	Vote
<b>Date submitted:</b>	June 4, 2025	<b>Referred by:</b>	Derek S. Kalish

**Recommendation and/or action language:**

Motion to approve Public Comment Form for immediate use.

**Background:**

In efforts to streamline the process of receiving public comment(s), the attached form has been created. Use of the form will solidify a process and set a standard for handling public comments, especially in times when there is a large volume of public comment. While a prescribed form is not mandatory, there numerous procedural advantages to having a standard form and procedure in place.

**Attachments and References:**

Public Comment Form V1.0 & V2.0

**Financial Review:**


Not applicable as there is no financial impact.

(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		

*Derek S. Kalish*

Department Head

  
Administrator, Tricia Clements

# COUNTY BOARD PUBLIC COMMENT FORM



## Public Comment Form

Members of the public are invited to participate in Richland County open meetings and may be offered the opportunity to express their comments, concerns and opinions in accordance with open meetings laws, County regulations and proceedings determined by the presiding officer. Requests for public comment will be considered carefully. Actions and/or considerations proposed by the commenting member of the public cannot be taken at the meeting at which they are heard unless, unless such actions and / or considerations are regarding an item appearing on the posted agenda.

The public is welcomed to attend Richland County Committee, Board or Commission meetings, but may take part in the discussion only when the presiding officer invites public comment. Each speaker should receive recognition from the presiding officer, give their name and address, and present comments within time frame allowed by the presiding officer of the meeting. Per County Board Rule 4.07(B), the following rules apply to all periods of public comment at County Board and Committee meetings:

- 1 . Any person who wishes to address the County Board during the “Public Comment” portion of the agenda must provide their name and address prior to beginning comment.
- 2 . A commentor may not speak longer than three (3) minutes and may only speak once per meeting.
- 3 . All comments must be germane to an item on the meeting agenda.
- 4 . Comments should be directed to the Board as a whole and not addressed to individual Board Members.
- 5 . A commenter should refrain from asking questions of the Board or any individual Board Member.
- 6 . Comments should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
- 7 . The Chair reserves the right to terminate an individual’s public comments if these rules are violated. As well, the Chair has the authority to rule speakers out of order and may call a short recess in disorderly situations.

For your convenience, you may fill out the bottom of this page prior to the meeting and present it to the presiding officer. Completing this form will help the presiding officer manage the meeting and identify your desire to comment. Please print when completing this form.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of organization I represent (if applicable): \_\_\_\_\_

Item(s) I wish to comment on (Agenda #): \_\_\_\_\_

Please complete and submit this form to the presiding officer before the meeting begins.

# Public Comment Form

Members of the public are invited to participate in Richland County open meetings and may be offered the opportunity to express their comments, concerns and opinions in accordance with open meetings laws, County regulations and proceedings determined by the presiding officer. Requests for public comment will be considered carefully. Actions and/or considerations proposed by the commenting member of the public cannot be taken at the meeting at which they are heard unless, unless such actions and / or considerations are regarding an item appearing on the posted agenda.

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For your convenience, you may enter your information below prior to the meeting. Completing this form will help the presiding officer manage the meeting and identify your desire to comment.

Please print when completing this form.

[illegible]

**Public Works Committee**  
**Agenda Item Cover**

**Agenda Item Name:** Approve a Countywide Vehicle Use Policy

<b>Department:</b>	Administration	<b>Presented By:</b>	Tricia Clements/Josh Elder
<b>Date of Meeting:</b>	June 12, 2025	<b>Action Needed:</b>	Vote
<b>Date submitted:</b>	June 2, 2025	<b>Referred by:</b>	Tricia Clements/Josh Elder

**Recommendation and/or action language:**

Review the draft Vehicle Use Policy and send to Executive and Finance for their approval.

**Background:**

Richland County has many departments that utilize county vehicles. There is not a centralized policy that guides the appropriate use of vehicles. A draft policy has been created to guide the use of county owned vehicles.

**Attachments and References:**

Draft Vehicle Use Policy

**Financial Review:**

There will be no financial impact to approve the policy.

(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		

Tricia Clements  
Digitally signed by Tricia Clements  
Date: 2025.06.02 13:08:39 -05'00'

Department Head

Administrator, Tricia Clements

## Richland County Vehicle Use Policy

### Purpose:

To provide guidelines to Richland County employees on the safe operation and use of all county vehicles operated by authorized individuals. It is the intent of this policy to ensure that County vehicles are safe, and that operators adhere to all local, state, and federal laws.

### Policy:

Richland County provides vehicles for department related business and may assign a vehicle based on determination of operational efficiency, economic impact to the department, requirements for job duties and other considerations. Any violations of this policy may result in the employee being unable to use the vehicle and they may face disciplinary action. The final decision will be made by the Department Head or County Administrator.

### Scope:

This policy applies to all regular full-time, part-time, and temporary employees of Richland County and all owned, non-owned, rented or leased vehicles. Sheriff Office employees are required to follow Policy 703, Vehicle Use, in their LE Manual.

The term vehicle encompasses car, bus, truck, construction equipment, and heavy construction equipment.

### Use of Vehicles:

1. Each employee required or authorized to drive a County vehicle shall submit to the Department Head, upon hire or at the required time, a valid Wisconsin driver's license for the type of vehicle to be driven.
2. The validity of the employee's license will be checked through the Wisconsin Department of Transportation.
3. Each employee must notify their immediate supervisor when their license is expired, suspended or revoked and/or is unable to obtain an occupational permit from the State of Wisconsin Department of Transportation and shall not operate a county owned vehicle until their ability to drive a vehicle is restored.
4. Employees are required to submit proof of insurance to their Department Head prior to utilizing a county vehicle.



#### Purpose of Use:

1. The primary use of Richland County owned vehicles shall be for official business.
2. County vehicles may be assigned to specific positions (employee) at the discretion of the department head and their standing committee.
  - a. Vehicles may be assigned for on-duty and/or take-home use.
  - b. Employees are allowed to make stops or minimally deviate from their normal commuting route to attend to personal business.
  - c. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.
  - d. If an employee resides more than 60 miles from the Richland County limits, they will not have the ability to use the vehicle to drive to and from work.
3. Circumstance may arise where a county vehicle must be used by an employee to commute to and from home. This may only be limited in nature and upon approval of the Department Head. This may only occur when it is fulfilling the needs of the Department.
4. Transportation of family members and members of the general public is allowed at the discretion of the Department Head and final confirmation of the County Administrator as long as the situation follows section 2, sub part b, under Purpose of Use.

#### Employee Responsibilities:

1. Employees are expected to comply with all State, Federal and Local laws when utilizing a county vehicle.
2. There is to be no smoking or vaping in the vehicle.
3. Driving while intoxicated, fatigued or on medication that affects your driving ability is prohibited.
4. If while using the vehicle, the employee is ticketed for a traffic violation, they will be expected to pay for the ticket and shall report it to their immediate supervisor.
5. Use of a handheld phone is not permitted while driving the county vehicle.
6. If the employee is in an accident while driving the county vehicle, they shall report the accident to law enforcement and then to their Department Head. Full cooperation by the employee with the law enforcement investigation is expected.

7. County vehicles are never to be used to tow personal equipment unless directly related to work activities.
8. Pets are not allowed in county vehicles.
9. Employees are expected to remove all garbage from the vehicle at the end of their shift.

DRAFT

**Public Safety Committee  
Agenda Item Cover**

**Agenda Item Name:** Resolution to apply for and accept a NG911 GIS grant for 2026

<b>Department:</b>	Sheriff	<b>Presented By:</b>	C. Porter/J. Couey
<b>Date of Meeting:</b>	6/6/25	<b>Action Needed:</b>	Resolution
<b>Date submitted:</b>	5/20/25	<b>Referred by:</b>	Public Safety Standing Committee

**Recommendation and/or action language:**

Discussion and possible action on applying for and accepting a NG911 GIS Grant from the Wisconsin Department of Military Affairs for 2026.

**Background:**

The Richland County Sheriff's Office, in partnership with MIS department, may be eligible to receive the NG911/GIS Grant to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG9-1-1) implementation. This grant would fund up to a max of \$750,000 and require a minimum local match of 10%.

**Attachments and References:**

Draft resolution

**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 type="checkbox"/>	No financial impact		

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Department Head

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Administrator, Tricia Clements

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**RESOLUTION NO. 25 – XX**

Resolution Approving An Intradepartmental Partnership Of MIS, Land Information, And The Sheriff's Department Applying For And Accepting A NG911 GIS Grant From Wisconsin Department Of Military Affairs For 2026.

WHEREAS John Couey the Assistant Director of Management Information Systems has advised the Public Safety Committee that we may be eligible to receive the NG911/GIS Grant to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG9-1-1) implementation, and

WHEREAS Rule 19 of the Rules of the Board requires County Board approval for any department of County government to apply for and accept a grant, and

WHEREAS the Public Safety Standing Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for MIS to apply for and accept an NG911 GIS Grant from Wisconsin Department of Military Affairs to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG9-1-1) implementation, and

BE IT FURTHER RESOLVED that the grant would fund up to the maximum allowable reward and requires a minimum local match of 10%, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(10 JUNE 2025)

RESOLUTION \_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

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

DATED: JUNE 17, 2025

*Approved by the Public Safety Standing Committee on June 6, 2025.*

**Public Safety Committee**  
**Agenda Item Cover**

**Agenda Item Name:** Resolution to apply for and accept a PSAP grant for 2026

<b>Department:</b>	Sheriff	<b>Presented By:</b>	C. Porter/J. Couey
<b>Date of Meeting:</b>	6/6/25	<b>Action Needed:</b>	Resolution
<b>Date submitted:</b>	5/20/25	<b>Referred by:</b>	Public Safety Standing Committee

**Recommendation and/or action language:**

Discussion and possible action on applying for and accepting a PSAP Grant from the Wisconsin Department of Military Affairs for 2026.

**Background:**

The Richland County Sheriff's Office, in partnership with MIS department may be eligible to receive the PSAP Grant to provide additional funding for the equipment upgrades and advanced training necessary for Next Generations 9-1-1 implementation. This grant would fund up to a max of \$750,000 and require a minimum local match of 10%.

**Attachments and References:**

Draft resolution

**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 type="checkbox"/>	No financial impact		

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Department Head

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Administrator, Tricia Clements

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**RESOLUTION NO. 25 – XX**

Resolution Approving An Intradepartmental Partnership Of MIS, And The Sheriff's Department Applying For And Accepting A PSAP Grant From Wisconsin Department Of Military Affairs For 2026.

WHEREAS Clay Porter the Richland County Sheriff and John Couey the Assistant Director of Management Information Systems has advised the Public Safety Committee that we may be eligible to receive the PSAP Grant to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG9-1-1) implementation, and

WHEREAS Rule 19 of the Rules of the Board requires County Board approval for any department of County government to apply for and accept a grant, and

WHEREAS the Public Safety Standing Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for MIS to apply for and accept a PSAP Grant from Wisconsin Department of Military Affairs to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9- 1-1 (NG9-1-1) implementation, and

BE IT FURTHER RESOLVED that the grant would fund up to \$750,000 and requires a minimum local match of 10%, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(10 JUNE 2025)

RESOLUTION \_\_\_\_\_

FOR          AGAINST

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 17, 2025

STEVE CARROW  
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MARC COUEY  
CRAIG WOODHOUSE

*Approved by the Public Safety Standing Committee on June 6, 2025.*