

Richland County Executive & Finance Standing Committee

Date Posted: July 2, 2025

NOTICE OF MEETING

Please be advised that the Richland County Executive & Finance Standing Committee will convene on Tuesday, July 8, 2025 at 5:00 PM in the Richland County Boardroom 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 (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 June 23, 2025 Meeting
6. Public Comment
7. Reports
 - A. Administrator's Report
8. Discussion & Possible Action: Approval Of Changes To The Sick Leave, Vacation, And Wage Scale Sections Of The Handbook Of Personnel Policies And Work Rules Of Richland County
9. Discussion & Possible Action: Approval Of Changes To The Holiday Sections Of The Handbook Of Personnel Policies And Work Rules Of Richland County
10. Discussion & Possible Action: Resolution Approving The 2026 Capital Improvement Plan
11. Discussion & Possible Action: Employee Assistance Program
12. Discussion & Possible Action: Resolution Approving A New Water Supply Source For Pine Valley Community Village
13. Discussion & Possible Action: Corporation Counsel Structure For 2026
14. Discussion & Possible Action: Approval Of Ordinance Entitled Payment With Coins Or Tainted Currency
15. Discussion & Possible Action: Approval Of Ordinance Entitled Underpayments And Overpayments
16. Discussion & Possible Action: Approval Of Ordinance Entitled Dishonored Checks
17. Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 19.85(F): Considering Financial, Medical, Social Or Personal Histories Or Disciplinary Data Of Specific Persons, Preliminary Consideration Of Specific Personnel Problems Or The Investigation Of Charges Against Specific Persons Except Where Par. (B) Applies Which, If Discussed In Public, Would Be Likely To Have A Substantial Adverse Effect Upon The Reputation Of Any Person Referred To In Such Histories Or Data, Or Involved In Such Problems Or Investigations AND 19.85(C): Considering Employment, Promotion, Compensation Or Performance Evaluation Data Of Any Public Employee Over Which The Governmental Body Has Jurisdiction Or Exercises Responsibility: Initial Review Of Grievances Against County Employee
18. Return To Open Session
19. Possible Action On Items From Closed Session
20. Correspondence
21. Future Agenda Items
22. 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

June 23, 2025

The Richland County Executive & Finance Standing Committee convened on June 23, 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, Craig Woodhouse, David Turk, and Steve Williamson, and Marc Couey. Committee member(s) absent: Ingrid Glasbrenner and Melvin “Bob” Frank.

Committee Chair Williamson requested that the minutes show that quorum was attained with 7 out of the 9 committee members being present.

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

Supervisor Glasbrenner joined the meeting in person at 5:02 PM.

Approval Of Agenda: Committee Chair Williamson amended the agenda to move items 11, 12, and 13 up on the agenda to follow item 7B. Motion by Manning to approve the agenda as amended, second by Woodhouse to approve agenda as amended. Motion carried and agenda was approved as amended and items 11, 12, and 13 were moved up on the agenda to follow item 7B.

Approval Of Minutes From The June 10, 2025 Meeting: Committee Chair Williamson asked if there were any corrections or amendments to the minutes from the June 10, 2025 meeting. Hearing none, Committee Chair Williamson declared the minutes from the June 10, 2025, meeting approved as presented.

Public Comment: Rafael De Lamour, an employee in the Richland County Emergency Services department, introduced himself to the committee and briefly spoke on behalf of himself and several other members of the Richland County Emergency Services department regarding events that took place Friday, June 20, 2025. Mr. De Lamour expressed the feeling that the staff had lost a source of advocacy with the County Board, requested the committee that any decision in regards to leadership of the EMS department that the EMS staff be consulted, and requested that committee be aware of the of the lack of respect and appreciation that the EMS staff was feeling and expressed his desire that the committee would take that into consideration. Committee Chair Williamson thanked the members of the Emergency Services department who were present for their service.

The Honorable Jennifer Harper, Richland County District Attorney, spoke to agenda item 13 “Discussion & Possible Action: Corporation Counsel Structure For 2026”. District Attorney Harper spoke on how changes to the Corporation Counsel structure could affect the District Attorney’s Office due to the Assistant Corporation Counsel also serving as Richland County Assistant District Attorney. District Attorney Harper expressed concerns on the difficulty in recruiting and retaining qualified attorneys to serve as the Assistant District Attorney. Committee Chair Williamson stated that the committee would take District Attorney Harper’s concerns into consideration as part of the discussion.

Richland County Executive & Finance Standing Committee

Reports:

A. Administrator's Report: County Administrator, Tricia Clements briefly stated that she had nothing to report at this time and would make her report to the full county board.

B. Radio Tower Update: County Administrator, Tricia Clements, presented a timeline from GenComm for the completion of the radio tower project and spoke on her upcoming meeting with Mike Day, the project manager. Brief discussion ensued.

Discussion & Possible Action: Approval Of Pharmacy Services For Pine Valley Community Village: Pine Valley Community Village Administrator, Brittany Paulus, explained the need to contract pharmacy services for Pine Valley Community Village and presented five different Pharmacy options and expressed her preference for HealthDirect Institutional Pharmacy Services Inc. Extensive discussion ensued on the pros and cons of the various options in general and the differences between Guardian Pharmacy of Madison, LLC and HealthDirect Institutional Pharmacy Services Inc in particular. Consensus was gained from the committee to have Administrator Paulus to submit a summary of the contracts and the recommendation of the medical director of Pine Valley Community Village along with the contract. Motion by Turk, second by Gill to approve the contract with HealthDirect Institutional Pharmacy Services and to move it onto the full county for final approval. Motion carried and the contract with HealthDirect Institutional Pharmacy Services Inc was approved and moved onto to the full county board for final approval.

Discussion & Possible Action: Next Steps On Water Study For Pine Valley Community Village: Bart Nies with Delta 3 introduced himself to the committee and presented the work he had done so far on behalf of Pine Valley Community Village and their aging water reservoir system. Mr. Nies presented a revised document outlining 5 different options. Extensive discussion ensued. Committee Chair Williamson called on Supervisor Severson for his input and Supervisor Severson expressed that there was a potential for growth in that section if there were city utilities available. Director Paulus expressed her concerns regarding the testing required to ensure the residents of Pine Valley Community Village were not exposed to the bacteria that causes Legionnaires disease. Extensive discussion on the costs of testing and other ongoing maintenance of the various options continued. Supervisor Couey expressed his preference of the water supply being part of the city vs an independent reservoir system. Supervisor Glasbrenner questioned how other similar facilities that were part of city water systems deal with water testing. Extensive discussion ensued. Supervisor Turk suggested that the County Administrator meet with the City of Richland Center Administrator to discuss the project. Discussion on other potential costs associated with being part of the city utilities continued. Consensus was gained from the committee to add this item to the July 8th agenda. No action was taken.

Discussion & Possible Action: Corporation Counsel Structure For 2026: Administrator Clements gave a brief background of the item and presented several pros and cons of having an inhouse corporation counsel. District Attorney, Jennifer Harper briefly spoke to the current structure of the District Attorney's Office and the potential hinderances of an inhouse Corporation Counsel. Extensive discussion ensued on the rates of an internal Corporation Counsel vs and external Corporation Counsel. Supervisor Glasbrenner requested the total number of service hours needed for Corporation Counsel. Consensus was gained from the committee to add this item to the July 8th agenda. No action was taken.

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

Richland County
Executive & Finance Standing Committee

Data Of Any Public Employee Over Which The Governmental Body Has Jurisdiction Or Exercises Responsibility: Review Of Situation In Ambulance Services Department: Committee Chair entertained a motion to enter into Closed Session. Motion by Manning, second by Carrow to enter into Closed Session. Motion carried unanimously at 6:16 PM.

Return To Open Session: Returned to Open Session at 6:54 PM.

Possible Action On Items From Closed Session: Committee Chair Williamson entertained a motion to appoint Richland County Administrator, Tricia Clements, the Acting Director of the Emergency Services Department until such time as a contracted provider can be secured. Motion by Turk, second by Couey. Motion to appoint Richland County Administrator, Tricia Clements, as the interim head of the Emergency Services Department carried unanimously.

Correspondence: None.

Future Agenda Items:

Discussion & Possible Action: Capital Improvement Plan

Discussion & Possible Action: Next Steps On Water Study For Pine Valley Community Village

Discussion & Possible Action: Corporation Counsel Structure For 2026

Adjourn: Committee Chair Williamson entertained a motion to adjourn. Motion by Manning, second by Gill to adjourn. Motion carried and meeting adjourned at 6:56 p.m.

Respectfully submitted by,



Myranda H. Hege
Deputy County Clerk

Sick Leave:

Sick leave is defined as an employee's absence from duty because of illness, bodily injury, diagnostic treatment, dental procedures, optician's services, exposure to contagious disease, attendance upon members of the immediate family whose illness requires the care of such employee. In the event there is evidence that an employee is claiming sick leave for the purpose other than defined, the employer may require that such employee verify the validity of his/her claim.

Sick leave is to be used by County employees when the employee or a member of their immediate family is disabled by sickness ~~or, in case of the employee, is sufficiently disabled by sickness to be unable to attend their county employment.~~ Sick leave may also be used in increments no less than one quarter (1/4) hour by the employee to attend medical appointments for themselves or for their immediate family (spouse or children). For care of a parent or parent-in-law, FMLA forms will need to be completed. All sick leaves must be reported biweekly to the County Administrator's Office. Elected officials are not eligible to receive sick leave.

~~Sick leave accrues at the rate of one day per month on the staff person's anniversary date for full-time employees.~~ Each month, half of the allocated sick leave is accrued on the first payroll and the remainder on the second payroll for full time employees. If there are more than two payrolls in a month, the employee will not accrue any sick leave on more than two payrolls in a month. Regular, part-time employees working at least 17 and 1/2 hours per week or 70 hours per month shall accrue sick leave at a rate of one-half of the sick leave generated by full-time employees in their department. Up to 126 (1008 hours) days of sick leave may be accrued. For all employees hired after January 1, 2018, accrued sick leave is lost when employment ceases, including to when the individual is appointed to, or elected by the voters, to a full-time County position. In the case where an employee transfers to a position that does not qualify for benefits, sick time will be lost.

~~Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.~~

Sick leave shall accumulate for not more than one-hundred twenty-six (126) days.

A doctor's statement and/or completion of Family Medical Leave forms are may be required when more than three (3) consecutive days of sick leave are taken for the same reason. Richland County reserves the right to require a doctor's certificate in any case where sick leave has been or is proposed to be taken.

In the event an employee suffers an injury or illness in the course of performing their duties, the employee may use accumulated sick leave to make up the difference between what the employee receives from Worker's Compensation payments and their regular pay. The employee using sick leave under this section will be charged only for the portion of a full day's sick leave needed to supplement Worker's Compensation to equal the employee's full day's pay. An employee cannot collect more compensation than they would have been paid had he/she been working.

The following 2 paragraphs apply only to employees who were hired by Richland County prior to January 1, 2018. (This benefit is not available to employees hired after December 31, 2017.):

~~All accrued sick leave is lost when employment ceases, including when the individual is appointed to, or elected by the voters, to a full-time elected County position; exceptions are death, retirement or early retirement.~~

~~Any unused sick leave accumulated by the employee to a maximum of sixty (60) days at the time of death or retirement shall be paid to the employee in a lump sum upon death or retirement.~~ A maximum of sixty (60) unused, accumulated sick leave days shall be paid to the employee in a lump sum, at the time of

retirement or death provided that upon retirement the employee is eligible for retirement benefits under the Wisconsin Retirement Fund. In lieu of payment each such employee shall be offered the option of converting 90% of his/her eligible accumulated sick leave (up to 126 days) to payment toward health insurance premiums. The employee election provided in this paragraph shall be in writing and shall be submitted to the County Administrator. The employee may not change their election once it has been submitted.

Except as otherwise authorized in special circumstances, a Department Head shall leave a position vacant for such period of time as is necessary to recoup the cost of providing the benefit described in the preceding paragraph.

~~The following paragraph applies to employees who were hired by Richland County after December 31, 2017:~~

~~All accrued sick leave is lost when employment ceases, including when the individual is appointed to, or elected by the voters, to a full-time elected County position. Accrued but unused sick leave is not paid to employees when employment ceases.~~

~~In the case where an employee transfers to a position that does not qualify for benefits, sick time will be lost.~~

Vacation:

For full-time employees, vacation shall be accrued based upon years of service and may be used as time is accrued ~~after the employee has successfully completed the first six (6) months of employment~~. Upon hire, each full-time employee shall be given 1 week of vacation. The employee then accrues additional time each payroll based on the following schedule. Accruals are based on 24 pay periods per year. ~~Vacation shall be accrued at the following rate effective 1/1/2023:~~

Date of Hire	1 Week of Vacation
Upon hire to 6 months	3.4 hours per payroll
Start of 6th month to 1 year	6.7 hours per payroll
Start of year 1 through year 3	3.4 hours per payroll
Start of year 4 through year 8	5 hours per payroll
Start of year 9 through year 13	6.7 hours per payroll
Start of year 14	8.4 hours per payroll
6 Months of Service	1 Week of Vacation
1 Year of Service	2 Weeks of Vacation
5 Years of Service	3 Weeks of Vacation
10 Years of Service	4 Weeks of Vacation
15 Years of Service	5 Weeks of Vacation

Starting 1/1/2027, employees may carry over all vacation hours accrued during the year, in addition to an extra 40 hours of vacation previously accrued. However, employees are encouraged to use their vacation time regularly throughout the year to support work-life balance. Any hours above and beyond the maximum carry over will be removed from their bank. ~~Months~~ The Administrator is authorized to extend this deadline if the employee has been unable to take their accrued vacation ~~within 18 months~~ due to unforeseen circumstances.

~~Current employees will experience these new accruals upon their next anniversary date. There will be no retro-active issue of vacation days based on the new schedule.~~

~~Vacation must be used within Eighteen (18) month following the employee's anniversary date. Employees that have reached the 15-year service mark may receive payout of up to one (1) week if not used by the end of the year. that is not used by 18~~

While vacations may be taken at any time, County employees are required to notify their Department Head of their expected vacation dates as soon as they are known to the employee. All Department Heads shall have the authority to deny a County employee's proposed dates of vacation only if the proposed dates will disrupt the operation of that Department. If duplicate requested dates arise, the employee whose request was made first will be favored. Vacation days may be used singly or all at once. Regular part-time employees who work at least half-time accrue vacation on a pro-rated basis based on number of hours worked. All vacation time must be reported biweekly to the County Administrator's Office.

~~All vacation time shall be taken in no less than one half (1/2) hour increments, unless otherwise agreed.~~

~~Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.~~

Employees who terminate their employment with proper notification or who are laid off will be paid for vacation accrued. ~~previously earned and not received for the current year up to the date of termination on a pro-rated basis.~~ (Resignation/Retirement Section). Employees who have not passed probation, will not receive a payout of vacation. **Employees who have been terminated will not be eligible to receive vacation payout unless there is a negotiated settlement in place approved by the Administrator.**

Upon retirement, early retirement, separation from employment or death, an employee or beneficiary shall receive payment for unused vacation benefits and this payment will be paid in one lump sum. Unused compensatory time and vacation or sick leave benefits cannot be used to extend out the date of retirement, early retirement or separation.

In the case where an employee transfers to a position that does not qualify for benefits, vacation time will be paid out.

Note: Elected officials are not eligible to receive vacation. ~~Pine Valley — See Addendum for vacation schedule.~~

Wage Scale

In 2024, Richland County engaged with DDA Human Resources, Inc. to create a new wage scale that aligned with market wages. Attachment A is the wage scale that was presented to the county and approved by County Board (Resolution No. 24-101.) An annual review of the wage scale shall be conducted to ensure the scale is aligned with market wages and shall be presented to the county board for their approval. Annually, each full-time employee shall move up one step on the wage scale, effective January 1. This will be reflected in first paycheck received in the new year.

RESOLUTION NO. 25 - xx

Resolution Approving Changes To The Sick Leave, Vacation, And Wage Scale Sections Of The Handbook Of Personnel Policies And Work Rules Of Richland County.

WHEREAS updates have occurred to the way in which sick leave and vacation time are administered, and

WHEREAS consistency is desired in the way in which sick leave and vacation benefits are administered through all county departments, and

WHEREAS the Executive and Finance Standing Committee has carefully reviewed and considered the proposed changes to the Handbook of Personnel Policies and Work Rules of Richland County, and

WHEREAS the Executive and Finance Standing Committee is now presenting this Resolution to the County Board for its consideration, and

WHEREAS the proposed changes repeal and replace previous handbook and addendum language for Pine Valley Community Village, and

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors approves the proposed changes to the sick leave, leave, and wage scale sections of the Handbook of Personnel Policies and Work Rules of Richland County, and

BE IT FURTHER RESOLVED that this Resolution shall be effective April 21, 2025 for all departments excluding Pine Valley which will have an effective date of September 1, 2025.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED: JULY 15, 2025

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

FOR AGAINST

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

Executive and Finance Committee
Agenda Item Cover

Agenda Item Name: Approval of Handbook Updates

Department:	Administration	Presented By:	Tricia Clements
Date of Meeting:	July 8, 2025	Action Needed:	Vote
Date submitted:	June 27, 2025	Referred by:	Tricia Clements

Recommendation and/or action language:

Approve the changes to the Sick Leave and Vacation section, and add the Wage Scale narrative to the Handbook of Personnel Policies and Work Rules of Richland County.

Background:

The Handbook of Personnel Policies and Work Rules of Richland County was last updated in 2022. There have been changes in practice and updates that have not been incorporated into the handbook. The goal for 2025 is to update the entire handbook, but do it in pieces to ensure it is done correctly and in a time manageable way.

These updates are to the sick, vacation and wage scale section. Sick leave is distributed to the employee twice a month, half at each time. The updates reflect this change. The other changes are to clean up the language. The document tracks the changes. The vacation updates focus on the distribution of vacation to the employee. Previously the employee was granted vacation leave in a lump sum upon hire and at specific anniversary dates. The proposed change is to provide a lump sum at hire only. After that, the employee will accrue on a bi-monthly basis.

A section was added to reflect employee movement on the wage scale.

Attachments and References:

Handbook - Vacation and Sick Leave section updates. Addition of Wage Scale section.

Financial Review:

There will be a minimal to no impact to the budget as at different stages in an employees career, their accrued vacation leave will increase from what was in place. The impact will be minimal and was done to allow for simple rounding.

(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		

Tricia Clements Digitally signed by Tricia Clements
Date: 2025.07.01 16:49:15 -05'00'

Department Head

Administrator, Tricia Clements

Executive and Finance Committee
Agenda Item Cover

Agenda Item Name: Approve updates to the Holiday Schedule for 2026

Department:	Administration	Presented By:	Tricia Clements
Date of Meeting:	July 8, 2025	Action Needed:	Resolution
Date submitted:	June 27, 2025	Referred by:	Tricia Clements

Recommendation and/or action language:

Approve changes to the Holiday section of the Handbook of Personnel Policies and Work Rules of Richland County.

Background:

One goal of Administration is to update the employee handbook to ensure consistent implementation across all county departments. In reviewing the Handbook and the Union Contract for the Sheriff's Office, it was found that the number of holiday's employees earn is different. The 2025 - 2027 Union Contract increased their observed holiday's to 10, matching all other Department's except Pine Valley. Certain shift at Pine Valley are awarded two additional holiday's. It is set up that for shifts that start after 2 pm on the last day before Christmas and New Year's Day they are awarded an additional holiday day(s).

In budget preparation for 2026, the plan is to incorporate a step increase for all full time employees. Due to not adding a COLA, added two additional holidays for all employees would be a low to no cost benefit that can be provided. It is the request to provide 12 paid holiday's to all employees.

Attachments and References:

Paid Holiday section from the Handbook.

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		

Department Head

Tricia Clements

Digitally signed by Tricia
Clements
Date: 2025.07.01 16:52:31 -05'00'

Administrator, Tricia Clements

Paid Holidays:

The following paid holidays are observed effective 1/1/2023 1/1/2026:

Holidays	Pine Valley	Emergency Medical Services	General Employees	Sheriff's Union	Sheriff's
New Year Day	X	X	X		X
Martin Luther King, Jr. Day		X	X	X	X
Good Friday		X	X		X
Easter	X	X			
Memorial Day	X	X	X	X	X
Independence Day	X	X	X	X	X
Labor Day	X	X	X	X	X
Veterans' Day	X	X	X	X	X
Thanksgiving	X	X	X	X	X
Day After Thanksgiving			X		X
Last Day Before Christmas	X Only for shifts beginning at or after 2 pm	X	X	X	X
Christmas Day	X	X	X	X	X
New Year's Eve Day	X Only for shifts beginning at or after 2 pm			X	
Floating Holiday		X	X		
3 Personal Days	X				
Birthday				X	X
Total	12	10-12	10-12	9-10	9-10

- ~~Regular, part-time employees who work 35 hours or more per pay period or more are paid one-half day of holiday for each day of holiday. Regular, part-time, employees who work less than 35 hours per week will receive their holiday on a pro-rated basis.~~
- ~~Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.~~
- In the event a holiday falls on a Saturday, it shall be observed on the previous Friday. In the event a holiday falls on a Sunday, it shall be observed on the following Monday. In the event Christmas

falls on a Monday, the Christmas Eve holiday shall be observed on the previous Friday. In the event Christmas falls on a Saturday, the Christmas holiday shall be observed on the following Monday.

- d. It is understood that no veteran will be denied Veteran's Day as his or her floating holiday as long as the floating holiday has not been used.
- e. Employees will be paid at their straight time hourly rate as holiday pay for these holidays. An employee called to work on a holiday shall be paid one and one half (1½) times the straight time hourly rate, plus receiving his/her holiday pay.
- f. To qualify for holiday pay, employees must work all regularly scheduled work time for one scheduled work day immediately preceding the holiday and one scheduled work day immediately following the holiday, unless on an excused paid absence or vacation.
- g. Floating Holiday: Upon successful completion of probationary period, one floating holiday is accrued on the first pay period of every year and must be used within that calendar year. It must be taken as one full day off only and may not be broken into hourly increments. It is not paid out upon termination of employment.
- ~~h. If the holiday comes during the employee's vacation, he/she shall be granted an additional day off with pay at the beginning or end of his/her vacation period, or by mutual agreement at some other time.~~

RESOLUTION NO. 25 - xx

Resolution Approving Changes To The Holiday Section Of The Handbook Of Personnel Policies And Work Rules Of Richland County.

WHEREAS a goal of Administration is to update the employee handbook to ensure consistent implementation across all county departments, and

WHEREAS in reviewing the handbook and the Union Contracts for the Sheriff's Office, it was found that the number of holidays employees earn is different, and

WHEREAS two additional holidays will be provided to employees in place of a COLA increase, and

WHEREAS the addition of two holidays would be a low to no cost benefit that can be provided, and

WHEREAS the Executive and Finance Standing Committee has carefully reviewed and considered the proposed changes to the Handbook of Personnel Policies and Work Rules of Richland County, and

WHEREAS the Executive and Finance Standing Committee is now presenting this Resolution to the County Board for its consideration, and

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors approves the proposed changes to the holiday section of the Handbook of Personnel Policies and Work Rules of Richland County, and

BE IT FURTHER RESOLVED that this Resolution shall be effective January 1, 2026.

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION_____

DEREK S. KALISH
COUNTY CLERK

DATED: JULY 15, 2025

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

FOR AGAINST

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

2026 Capital Improvement Plan

Richland County	
2026 CIP Department List	
DEPARTMENT	Short-Term Borrowing 2026
COC & RIP	25,000
County MIS	80,000
Highway	500,000
Sheriff	209,000
Symons Center	250,000
TOTALS	1,064,000

Proposed 2026 Capital Improvement Plan Projects:

- *Technology in small courtroom
- *County-wide server refresh
- *Highway equipment purchases
- *New squad cars and department software
- *HVAC replacement for Symons Recreation Complex

RESOLUTION NO. 25 - xx

Resolution Approving The 2026 Capital Improvement Plan.

WHEREAS the current practice of short-term borrowing has been utilized to complete various capital improvement projects within the county, and

WHEREAS the amount of proposed short-term borrowing for 2026 capital improvement projects is \$1,064,000 (excluding fees) allocated in the following manner:

COC & RIP	25,000
County MIS	80,000
Highway	500,000
Sherrif	209,000
Symons Center	250,000
TOTALS	1,064,000

WHEREAS the Executive and Finance Standing Committee has carefully reviewed the proposed 2026 Capital Improvement Plan, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the 2026 Capital Improvement Plan is approved as presented, and

BE IT FURTHER RESOLVED that Administrator Clements is directed to initiate the required procedure(s) to utilize short-term borrowing, and

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

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

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

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

DATED: JULY 15, 2025

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

Executive and Finance Committee
Agenda Item Cover

Agenda Item Name: Approval to impliment an Employee Assistance Program

Department:	Administration	Presented By:	Tricia Clements
Date of Meeting:	July 8, 2025	Action Needed:	Resolution
Date submitted:	June 27, 2025	Referred by:	Tricia Clements

Recommendation and/or action language:

Approve engaging with ERC Counselors & Consultants to provide an Employee Assistance Program to Richland County full time and part time employees.

Background:

An Employee Assistance Program (EAP) is a work-based intervention program designed to help employees resolve personal problems that may affect their work performance. EAP's offer confidential support, counseling, and referrals to address a wide range of issues, including mental health, substance abuse, financial difficulties and more.

Richland County has never had an EAP. Due to the nature of the work that many county employees engage in (law enforcement, EMS, social workers, end of life care) this would bring a great benefit to all employees. Additionally, receiving timely mental health services is difficult in this area. The EAP guarantees timely connection between the employee and a provider.

This support will ensure that our employees have access to services that will support their mental well being and allow them to be available to do their job in the more effective and efficient way possible.

Attachments and References:

ERC proposal

Financial Review:

Total cost would be \$2.58 per person per month. The county has approximately 285 employees that would be covered. If we started on August 1, the total cost for 2025 would approximately be \$3,676.

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Fund 93 - ARPA	
<input type="checkbox"/>	No financial impact		

Tricia Clements

Digitally signed by Tricia
Clements
Date: 2025.06.18 10:16:17 -05'00'

Department Head

Administrator, Tricia Clements



ERC

COUNSELORS & CONSULTANTS

Employee Assistance Program Proposal

Presented by:

Logan Ripley, Business Development Manager

June 16th, 2025



COUNTY
Richland
Discover it here! —

A Quality Employee Assistance Program for Organizations Who Truly Care About Their Employees

We help lift the mental health burdens that hold employees and their families back from their full potential. Because the most successful companies have employees who bring their whole selves to work.

About ERC: Counselors & Consultants:

At ERC: Counselors & Consultants, we share a passion for helping people with their mental health—it's core to our services and our uniting mission. Since its inception in 1992, ERC has partnered with organizations throughout Wisconsin and the Midwest to enhance the mental health of employees, improve business performance, and strengthen communities.

ERC: Counselors & Consultants is Wisconsin's premier mental health benefit.



Because a trusted partner means peace of mind, knowing your employees are taken care of and you have a resource to rely on

Leaders Hotline

Telephonic support line for company leaders and human resources to consult with our Customer Care Team on handling difficult employee issues (e.g., performance concerns related to mental health issues). Unlimited access to the Leaders Hotline included.

Supervisory Referral Program

A program for leaders and human resources to formally refer employees to the EAP as a means of addressing personal and mental health issues that negatively impact workplace performance and productivity.

Dedicated Account Manager

A dedicated account manager to engage your organization and partner strategically to leverage your participation in the EAP benefit.

EAP Promotional Materials

Printed and digital promotional materials (e.g., one-panel brochure, wallet cards, magnets, posters, and flyers) available for employers to communicate the benefit to employees. Monthly newsletters, *The EAP Connection* and *Frontline Supervisor*, to distribute as a resource for employees and reminder of the EAP.

Utilization Reporting and Program Development

Annual strategic development meeting focused on driving EAP awareness, access, and utilization.

EAP as a Management Tool (EMT) Training

A training program for leaders and human resources to learn about the EAP, the referral process (including formal supervisory referrals), and best practices for promoting the EAP to employees.



Because breaking down barriers to care means more employees get the help they need, when they need it

Quick Access

Initial counseling appointment normally offered within days of a first call.

Face-to-face and Virtual Counseling

Emphasis on face-to-face counseling with telephonic and video options (depending on location / availability) to meet the needs of diversely located employees.

Real-Time Customer Care Team

One number for employees to call to access the Employee Assistance Program, and it's answered by a trained Customer Care Team member.

Employee Assistance Program (EAP) Orientation Training

A training program for employees that explains the EAP benefit, why employees use it, what services are available, and how to access it. Training offered by on-demand video.

In-the-Moment Mental Health Support Line

Our 24/7/365 in-the-moment support line for employees and their families to access telephonic mental health support with master's-level counselors. Follow-on care provided after the initial call when needed. Unlimited in-the-moment support calls included.



Because knowledgeable counselors with enough sessions are key to resolving issues and helping employees reach their full potential

Skilled Counselors

Our direct ERC counselors are trained in short-term EAP models, have a master's degree in the mental health field, and receive more than 100 hours of continuing education annually.

Robust Session Models

Enough counseling sessions per issue provided through the EAP.

Proprietary Nationwide Network

Counseling services accessible throughout the continental United States with our proprietary network of more than 1,000 contracted counselors held to our high standards of care.

Case Management Services / Bridge Care Services

Personal, telephonic, and written communications with clients, referral agents, and community resources to ensure coordination of care and seamless transitions.

The Employee Assistance Program covers all employees (full-time and part-time), their spouses, their dependents, and their immediate household members.

Employee Assistance Program Investment

8 Sessions per Issue

\$2.58 PEPM

Ancillary Services (Available for an additional fee):

Critical Incident Response

Guidance and resources for leadership and employees to address and process tragic workplace incidents (e.g., death of a coworker, violence at work, etc.). Support is customized to the employer and can include leadership consultations, group debriefs, one-on-one on-site counseling, and/or resource materials.

Online Work-Life Resource

Proprietary online wellness portal for employees which includes webinars, on-demand videos, articles, and more on topics such as mental health, legal, and financial, as well as an employee discount program. The online work-life resource can be added to the agreement at an additional cost.

Other ancillary service pricing is available upon request.

RESOLUTION NO. 25 - XX

Resolution Approving Implementation Of An Employee Assistance Program.

WHEREAS an Employee Assistance Program (EAP) is a work-based intervention program designed to help employees resolve personal problems that may affect their work performance, and

WHEREAS Richland County has never had an EAP, and

WHEREAS due to the nature of the work that many county employees engage in (law enforcement, EMS, social workers, end of life care) this would bring a great benefit to all employees, and

WHEREAS this support will ensure that Richland County employees have access to services that will support their mental well-being and allow them to be available to do their job in the more effective and efficient way possible, and

WHEREAS the proposed implementation date is August 1, 2025 and

WHEREAS costs for the 2025 will be paid from Fund 93 and future years will be paid from Fund 10, and

WHEREAS the Executive and Finance Standing Committee carefully reviewed the recommendation, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted to implement the Employee Assistance Program effective August 1, 2025, and

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

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION_____

DEREK S. KALISH
COUNTY CLERK

DATED: JULY 15, 2025

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

FOR AGAINST

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

RESOLUTION NO. 25 - XX

Resolution Approving A New Water Supply Source For Pine Valley Community Village.

WHEREAS the current reservoir does not meet code and the needs of the building, and

WHEREAS Delta 3 performed a water study and provided 5 options for Pine Valley to remedy the reservoir problem and will be able to start construction in 3 years, and

WHEREAS the Executive and Finance Standing Committee has carefully reviewed the current bids, and

WHEREAS Pine Valley Community Village will apply for grants and utilize existing funding to pay for the project, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for Pine Valley Community Village to begin the initial phases for option 5 as presented by Delta 3, and

BE IT FURTHER RESOLVED the resolution be effective upon passage.

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION_____

DEREK S. KALISH
COUNTY CLERK

DATED: JULY 15, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &
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MARC COUEY

Approved by Pine Valley Committee on June 16, 2025

Table 1 – Current Monthly Average Water Usage

Month	Water Usage (Gallons/Day)
Apr ('24)	10,880
May ('24)	9,410
Jun ('24)	9,400
Jul ('24)	9,690
Aug ('24)	9,540
Sep ('24)	9,600
Oct ('24)	9,730
Nov ('24)	9,630
Dec ('24)	9,570
Jan ('25)	9,500
Feb ('25)	9,650
Mar ('25)	9,700
Average	9,690

Reservoir Sizing for Minimum Fire Flow:

Normal Water Usage: 9,690 gallons/day

Minimum Fire Flow: 500 gpm x 60 min x 2 hours = 60,000 gallons

Required Storage: 9,690 + 60,000 = **69,690 gallons → 70,000 gallons**

Table 2 – 20 Year Economic Evaluation Summary – Water System Alternatives
Annual Interest set at 2.20%

Water System Options	Capital Cost	Annual O&M	Total Annual Worth	Total Present Worth
Option #1 – * 12" Water Main Connection to Richland Center Water System	\$822,500	\$10,729	\$62,006	\$994,591
Option #2 – * 8" Water Main Connection to Richland Center Water System	\$736,000	\$10,729	\$56,614	\$908,091
Option #3 – ** Repair Existing Reservoir***	\$3,395	\$10,436	\$10,647	\$170,785
Option #4 – ** New 70,000 Gallon Capacity Short Elevated Storage Tank and Connecting Water Main	\$1,695,000	\$14,436	\$120,108	\$1,926,551
Option #5 – ** New 70,000 Gallon Capacity Concrete Above-Ground Reservoir and Connecting Water Main	\$820,000	\$7,936	\$59,057	\$947,290

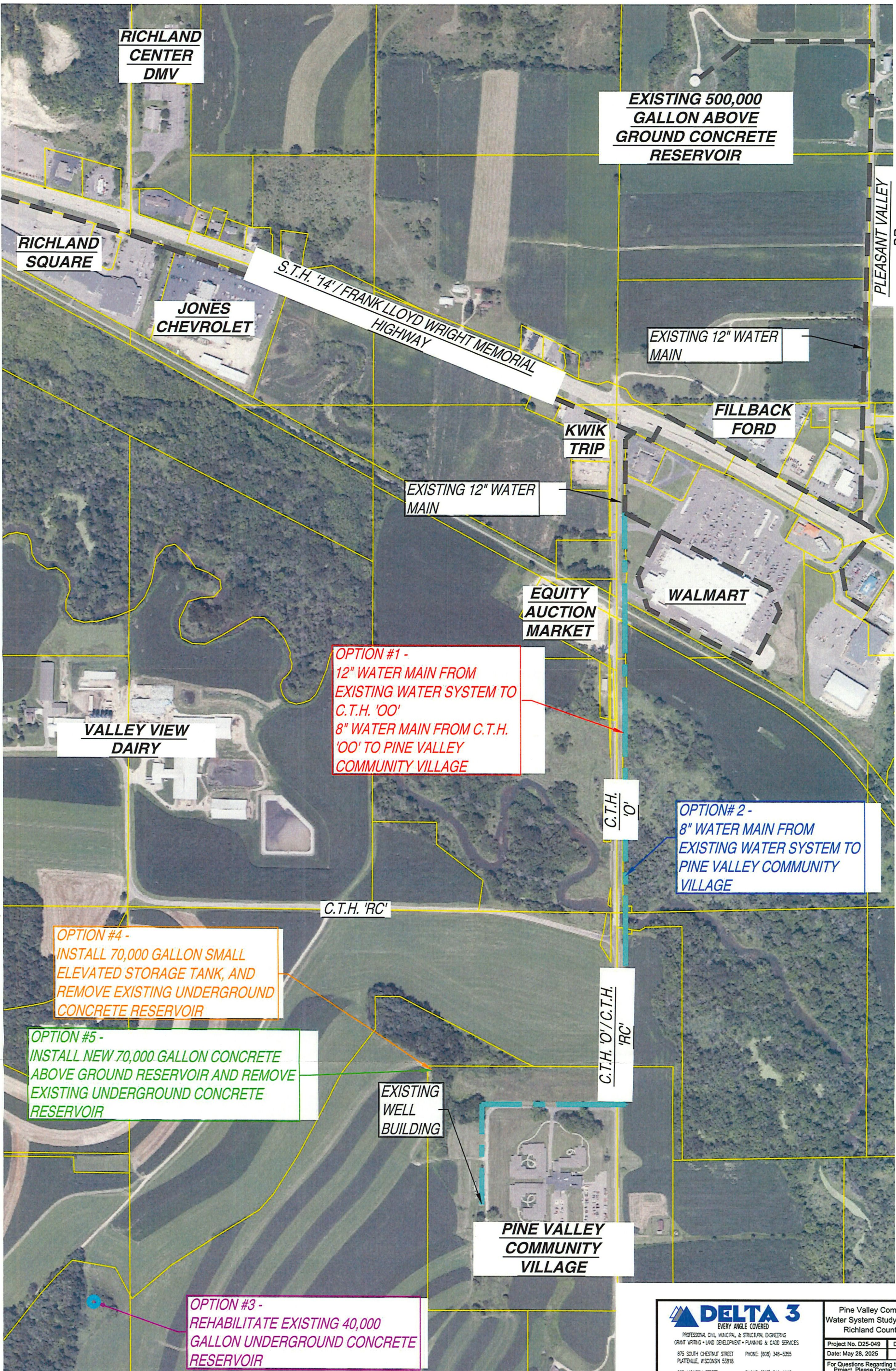
* - Annual O&M includes annual water billing based on current water usage and fire protection.

** - Annual O&M includes chemical, electrical, repair costs, reservoir inspection costs (once every 5 years), and well pulling costs (Approximately every 10 years). Additionally, Option #4 includes painting costs (approximately every 20 years).

*** - Add – Replacement of existing 8" water main (4,350') and Electrical System Upgrade = \$735,000

Table 3 – Water System Alternatives’ Advantages and Disadvantages

Option	Advantages	Disadvantages
Option #1 – 12” Water Main Connection to Richland Center Water System.	<ul style="list-style-type: none"> - Option welcomed by City of Richland Center. - Significantly reduced O&M activities for PVCV staff. - Increases maintenance staff safety. - Provides adequate fire flow and system pressure. - Removes need for reservoir inspections and well pulling. - Provides adequate fire protection capacity. 	<ul style="list-style-type: none"> - Requires regular payment for water consumption to the City of Richland Center.
Option #2 – 8” Water Main Connection to Richland Center Water System.	<ul style="list-style-type: none"> - Option welcomed by City of Richland Center. - Significantly reduced O&M activities for PVCV staff. - Increases maintenance staff safety. - Provides adequate fire flow and system pressure. - Removes need for reservoir inspections and well pulling. - Provides adequate fire protection capacity. 	<ul style="list-style-type: none"> - Requires regular payment for water consumption to the City of Richland Center.
Option #3 – Repair Existing Reservoir.	<ul style="list-style-type: none"> - Allows the continued utilization of all existing system components. 	<ul style="list-style-type: none"> - Community will likely be required to replace reservoir within 20 years due to the age of the reservoir. - System does not have sufficient fire protection capacity. - Requires reservoir inspection every 5 years. - Requires the system’s well be pulled approximately every 10 years. - Continued O&M activities.
Option #4 – New 70,000 Gallon Capacity Shoort Elevated Storage Tank.	<ul style="list-style-type: none"> - Provides adequate fire protection capacity. 	<ul style="list-style-type: none"> - Requires painting approximately every 20 years. - Requires reservoir inspection approximately every 5 years. - Requires the system’s well be pulled approximately every 10 years. - Additional O&M activities.
Option #5 – New 70,000 Gallon Capacity Concrete Above-Ground Reservoir.	<ul style="list-style-type: none"> - Provides adequate fire protection capacity. 	<ul style="list-style-type: none"> - Requires reservoir inspection approximately every 5 years. - Requires the system’s well be pulled approximately every 10 years. - Continued O&M activities.



DELTA 3
EVERY ANGLE COVERED
PROFESSIONAL CIVIL, MUNICIPAL & STRUCTURAL ENGINEERING
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875 SOUTH CHESTNUT STREET PHONE: (608) 348-5355
PLATEVILLE, WISCONSIN 53916
858 JACKSON STREET PHONE: (563) 542-8005
DUBUQUE, IOWA 52001

Pine Valley Community Village
Water System Study Alternatives' Map
Richland County, Wisconsin

Project No. D25-049	Drawn By: C. Billington
Date: May 28, 2025	Scale: 1" = 500'

For Questions Regarding this
Project, Please Contact:
Mr. Bart P. Nies, P.E.
Delta 3 Engineering, Inc.
Telephone: 608-348-5355

Exhibit #1

RE: Change of water supply

From DSPS SB Plbg Tech <DSPSSBPlbgTech@wisconsin.gov>

Date Wed 6/25/2025 7:18 AM

To Brittany Paulus <brittany.paulus@co.richland.wi.us>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Brittany,

Thank you for contacting the Department of Safety and Professional Services (DSPS) regarding your concern.

Plan review would be required.

Table 382.20–1
Submittals To The Department Or Agent

Municipality

Type of Plumbing Installation

1. New installations, additions and alterations to drain systems, vent systems, water service systems, and water distribution systems involving 16 or more plumbing fixtures to be installed in connection with public buildings.^{a,b}
 2. Grease interceptors to be installed for public buildings.
 3. Garage catch basins, carwash interceptors and oil interceptors to be installed for public buildings and facilities.
 4. Sanitary dump stations.
 5. Piping designed to serve as private water mains.
 6. Water supply systems and drain systems to be installed for manufactured home communities and campgrounds.^c
 7. Piping designed to serve as private interceptor main sewers greater than 4 inches in diameter when sized for gravity flow.
 8. Chemical waste systems regardless of the number of plumbing fixtures.^c
 9. Stormwater systems, not including infiltration plumbing systems, serving a public building or facility where the drainage area is one acre or more.^d
 10. Mixed wastewater holding device.
- a. For the purposes of plan review submittal, water heaters, floor drains, storm inlets, roof drains, multi-purpose piping (MPP) fire sprinklers and hose bibbs are to be included in the count. For a phased project such as a mall or office complex fixture count includes all proposed fixtures connected to a common building sanitary sewer, a common water service and all storm sewers serving the building.
- b. For the purpose of plan submittal, public buildings do not include zero– lot–line row houses where each living unit is served by an individual water service and an individual building sewer.
- c. Only agent municipalities which are cities of the first class may review these types of installations.
- d. Plan review involving 16 or more plumbing fixtures also applies.

If you have any additional questions and/or concerns, please reply to this email.

The information and response presented above is a general code answer based on the question submitted. This response should not be construed as a formal code interpretation, nor does it supersede any items contained in a previously issued plan review letter. If this response does not answer your general question or raises follow up questions please reply to this email addressed to DSPS SB Plumbing Tech DspsSbPlbgTech@wi.gov.

Tech E-Mail Boxes

The technical e-mail service is intended to provide a general code answer, or direct you to an appropriate code section, based on the question submitted. Responses should not be construed as formal code interpretations, nor do they supersede any items contained in previously issued correspondence from the department.

Technical e-mailbox staff does not answer questions about projects where code officials are already involved. Please send your questions directly to the inspector or to the plan reviewer assigned to the project.

For General Plumbing Code Related Questions send email to: DspsSbPlbgTech@wi.gov or Phone 608-267-9421.

For Plumbing Products Related Questions send email to: DspsSbProductTech@wi.gov

For Public Swimming Pool Related Questions send email to: DspsSbPoolTech@wi.gov

The Department offers an e-mail subscription service that provides electronic notification of news and/or notices that may be of interest to you. To sign up for this service, [click here](#).

To view approved plumbing product listings, search under the "Plumbing Products" tab using this link:
<https://esla.wi.gov/verifylicense>

To initiate an application for Plumbing Product approval, use this link: <https://esla.wi.gov/portalcommunitylogin>



From: Brittany Paulus <brittany.paulus@co.richland.wi.us>

Sent: Tuesday, June 24, 2025 1:03 PM

To: DSPS SB Plbg Tech <DSPSSBPlbgTech@wisconsin.gov>

Subject: Change of water supply

CAUTION: This email originated from outside the organization.

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Good Afternoon,

I am reaching out because we are currently entertaining the idea of hooking up to the city water supply. We are a nursing home with a well and a reservoir at this time supplying the water to our building and sprinkler system. I was hoping to get information as to what we will need to do plumbing wise to ensure we are within the regulation and codes for a transition.

Thank you for your time!

Brittany Paulus

Licensed Nursing Home Administrator

Pine Valley Community Village

25951 Circle View Ln

Richland Center, WI 53581

(608) 647-2138

Pine Valley Community Village Nursing Home - Q on Potential Change of Water Supply

From Kismohr, Steven J - DHS <steven.kismohr@dhs.wisconsin.gov>

Date Tue 6/24/2025 11:31 AM

To Brittany Paulus <brittany.paulus@co.richland.wi.us>

Cc Kitchell, Holly J - DHS <holly.kitchell@dhs.wisconsin.gov>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Brittney,

Good question on the retirement of the existing water storage tank / private well and potential change to connect to the municipal supply / waste system for Pine Valley Community Village Nursing Home.

DHS OPRI will be interested about the sprinkler system water supply change and how that will change. The facility will need to submit for plan review from your sprinkler contractor on the water supply, pressure changes, and if any modification to the sprinkler system will be made. In addition, we will be interested if a fire watch will be required during the transition.

Secondly, DHS / OPRI does not regulate or review the plumbing aspects of health care facilities, any questions or inquiries on that topic should go to the Dept of Safety and Professional Services (DSPS), and specifically their "Plumbing" plan review section. In the transition, the facility may also need to speak with the "POWTS" group (Private On-Site Wastewater Treatment System). I believe you may want to start at plumbing as that will likely have the largest impact to the facility. Here's the generic website for DSPS Plumbing - <https://dsps.wi.gov/Pages/Programs/Plumbing/Default.aspx>

Since I don't see a specific topic on their website, as this is not an everyday subject matter, you may want to inquire through the Tech Mailbox for your initial questions on the Plumbing code - DSPSSBPIbgTech@Wisconsin.gov. I am sure DSPS plumbing will need to be involved in a plan review process, as well as WI DNR.

I would suggest your Plumbing Designer / Engineer would be a good route to make these inquiries to DSPS as there will be plenty of technical questions. Your sprinkler designer is who would submit plan review to us at DHS OPRI.

Thank you,
Steve

Steve Kismohr, AIA, LEED AP BD+C, WELL AP, CFI-1

Architect-Advanced

Office of Plan Review and Inspection

Division of Quality Assurance (DQA)

1 West Wilson, Madison, WI 53701-2969

Mobile: 608.225.2054



Wisconsin
Department of Health Services

For additional information regarding OPRI

<https://www.dhs.wisconsin.gov/regulations/plan-review/index.htm>

* * * * *

NOTICE: This email and any attachments may contain confidential information. Use and further disclosure of the information by the recipient must be consistent with applicable laws, regulations and agreements. If you received this email in error, please notify the sender; delete the email; and do not use, disclose or store the information it contains.



Scheduling Plumbing Plan Review and Checklist for General Plumbing Plan Review

Summary Sheet

Section 1. GENERAL PLAN REVIEW APPLICATION INFORMATION

Electronic plumbing plan reviews shall be submitted online at: <https://esla.wi.gov/PortalCommunityLogin>. Paper plan submittals are no longer accepted by the Department. A complete set of plans and full payment are required at the time of application submittal.

A tutorial aid for the application can be accessed at: <https://dsps.wi.gov/Documents/HowToSubmitforaPlumbingPlanReview.pdf>

1. **Building or Project Name:** _____

2. **DIS Application #:** _____

3. **Type of Project:** Check all that are applicable.

- | | |
|---|---|
| <input type="checkbox"/> New | <input type="checkbox"/> Revision to a previously approved plan review |
| <input type="checkbox"/> Addition/Alteration | <input type="checkbox"/> Extension to a previously approved plan review |
| <input type="checkbox"/> Permission to start (Fill out Section 3) | |

4. **Health Care and Health Care Related Facilities:** Check all that are applicable to the type of building submitted. If not applicable, then proceed to Item No. 5.

- | | |
|---|--|
| <input type="checkbox"/> Health care facility [SPS 381.01(116)] | <input type="checkbox"/> Health care related facility [SPS 381.01(117m)] |
|---|--|

See the [Plumbing Plan Review Recap & Inspection Checklist for Health Care Facilities and Health Care Related Facilities](#) for more information required for these types of occupancies. Note: the checklist provided above is used by the Department and delegated municipalities conducting plan review and inspection for these types of occupancies.

5. **Types of Installation Components (Equipment Types):** Check all that are applicable.

Link to eSLA equipment definitions can be found by visiting: [eSLA Plumbing Equipment Definitions](#)

- | | | |
|---|--|---|
| <input type="checkbox"/> Building Drain & Vent, Sanitary* | <input type="checkbox"/> IAPMO Water Demand Calculator** | <input type="checkbox"/> Regulated Contaminant Water Treatment – Other |
| <input type="checkbox"/> Building Drain & Vent, Storm* | <input type="checkbox"/> Interior Containment Tank | <input type="checkbox"/> Regulated Contaminant Water Treatment – Radium |
| <input type="checkbox"/> Building Sewer, Sanitary* | <input type="checkbox"/> Interior Cross Connection Control Assembly, Health Care | <input type="checkbox"/> Sanitary Dump Station |
| <input type="checkbox"/> Building Sewer, Storm* | <input type="checkbox"/> Interior Grease Interceptor | <input type="checkbox"/> Siphonic Roof Drain Engineered System |
| <input type="checkbox"/> Campground/Recreational Vehicle Park Drainage System, Sanitary | <input type="checkbox"/> Interior Mixed Wastewater Treatment Device | <input type="checkbox"/> Sovent Engineered System |
| <input type="checkbox"/> Campground/Recreational Vehicle Park Drainage System, Storm | <input type="checkbox"/> Interior Non-Potable Water System | <input type="checkbox"/> Storm Detention System |
| <input type="checkbox"/> Campground/Recreational Vehicle Park Water Supply System | <input type="checkbox"/> Interior Oil Interceptor | <input type="checkbox"/> Storm Subsurface Infiltration Plumbing |
| <input type="checkbox"/> Car Wash Interceptor | <input type="checkbox"/> Interior Potable Water Tank | <input type="checkbox"/> Water Distribution System* |
| <input type="checkbox"/> Chemical Waste System | <input type="checkbox"/> Interior Wastewater Treatment Device | <input type="checkbox"/> Water Reuse - Blackwater |
| <input type="checkbox"/> Controlled Roof Drain Engineered System | <input type="checkbox"/> Manufactured Home Community Water Supply System | <input type="checkbox"/> Water Reuse - Clearwater |
| <input type="checkbox"/> Drainage System, Storm | <input type="checkbox"/> Multipurpose Piping System | <input type="checkbox"/> Water Reuse – Graywater |
| <input type="checkbox"/> Exterior Containment Tank | <input type="checkbox"/> Private Interceptor Main Sewer, Sanitary* | <input type="checkbox"/> Water Reuse – Stormwater |
| <input type="checkbox"/> Exterior Cross Connection Control Assembly, Health Care | <input type="checkbox"/> Private Interceptor Main Sewer, Storm* | <input type="checkbox"/> Water Service* |
| <input type="checkbox"/> Exterior Grease Interceptor | <input type="checkbox"/> Private Water Main* | <input type="checkbox"/> Water Treatment – .5 Chlorine |
| <input type="checkbox"/> Exterior Mixed Wastewater Treatment Device | <input type="checkbox"/> Provent Engineered System | <input type="checkbox"/> Water Treatment – Chloramine |
| <input type="checkbox"/> Exterior Non-Potable Water System | <input type="checkbox"/> Pure Water System | <input type="checkbox"/> Water Treatment – Chlorine Dioxide |
| <input type="checkbox"/> Exterior Oil Interceptor | <input type="checkbox"/> Regulated Contaminant Water Treatment – Arsenic | <input type="checkbox"/> Water Treatment – Silver/Copper |
| <input type="checkbox"/> Exterior Potable Water Tank | <input type="checkbox"/> Regulated Contaminant Water Treatment – Bacteria | <input type="checkbox"/> Water Treatment – Thermal |
| <input type="checkbox"/> Exterior Wastewater Treatment Device, Storm | <input type="checkbox"/> Regulated Contaminant Water Treatment – Nitrate | <input type="checkbox"/> Water Treatment – Ultrafiltration |
| <input type="checkbox"/> Garage Catch Basin | | <input type="checkbox"/> Water Treatment – Ultrafiltration |
| | | <input type="checkbox"/> Water Treatment – Ultraviolet System |
| | | <input type="checkbox"/> Alternate Vacuum Waste System |

* Permission to Start is acceptable for this plumbing equipment. See Section 3 for more information.

** See Section 4 for more information.

*** Note *** Interior Cross Connection Control Assembly, Non-Health Care and Exterior Cross Connection Control Assembly, Non-Health Care Devices and Assemblies are no longer included in plumbing plan review submittals. These Devices and Assemblies are required to be registered and tested and submitted to the Department per [SPS 382.22\(8\)](#).

Section 2. PLUMBING PLAN SUBMITTAL DOCUMENTS

Plumbing plan submittal documents have two categories. Subsection 1 is the plumbing plan requirements. Subsection 2 is all other documents to be submitted in the application. Check all that are applicable.

1. PLUMBING PLAN REQUIREMENTS: Check all that are applicable.

- ☐ Plan Index
- ☐ Site-Specific Plan
 - Plan must show the locations, sizes, and slopes of all sanitary sewers, storm sewers (including the roof drain system), and water service piping within the property lines.
 - GPM flow rates and maximum capacity are labeled next to each pipe size and slope. Include all pipe sizes and discharge rates.
 - Site grade run off plans and contour lines showing what is drained to the plumbing system
 - Geotechnical reports must not be included in the Site-Specific Plan.
- ☐ Floor Plan
 - Plan must include complete plumbing floor plans for each floor, must show all sizes and locations of horizontal drains, water distribution lines, fixtures, and equipment to be installed.
 - Remodeling or additions shall include existing loads.
 - See additional requirements on the [Water Reuse Checklist](#), if applicable.
- ☐ Isometric Diagrams
 - 30°/60° isometric diagrams of the drain, vent, water distribution, and interior storm systems.
 - Indicate water supply, drainage fixture units, and storm area drainage with gpm loads with each change in pipe diameter.
- ☐ Roof Plan
 - Include elevations of parapets walls, sizes of scuppers and/or secondary overflow drain systems per IBC 1611.3.
- ☐ General Requirements for All Plans
 - All plans must be properly signed per [SPS 382.20\(4\)\(c\)](#).
 - Fixtures, appliances, or equipment may need product approval.
 - Cut sheets, shop drawings or specifications of plumbing fixtures
 - Provide product approval letters for each health care appliance - <https://esla.wi.gov/publiclookup>
 - List fixture and appliance manufacturers and model numbers.
 - Complete sizing calculations for all grease interceptors.
 - Identify specific materials for installations as listed in SPS 384
 - Plumbing specifications and other pertinent documents (can be submitted under Subsection 2)
- ☐ Stormwater and Clearwater Plumbing Systems Specific Requirements per SPS 382.36
 - Calculations showing all systems upstream of detention are designed, at a minimum to pass the 10-year, 24-hour storm event.
 - Calculations conforming to the requirements of SPS 382.36(5) included showing all plumbing systems downstream of detention features are designed to pass the design discharge flow from detention and all additional flows.
 - Volume calculations for the 2-year, 24-hour storm and the 100-year, 24-hour storm included showing not damage to property.
 - An Operation and Maintenance Plan is included that contains all the required information outlined in SPS 382.36(13).
 - Calculations showing 72-hour drain down time for dry detention systems for the design storm event per SPS 382.36(6)(g)1.
 - Calculations showing maximum 6-inch stormwater depth for the design storm event on paved surfaces per SPS 382.36(6)(g)2.
 - Calculations showing surface ponding will drain within 24 hours after the design storm event per SPS 382.36(6)(g)3.
- ☐ Stormwater and Clearwater Subsurface Infiltration Plumbing Systems Requirements per SPS 382.365
 - A site and soil evaluation must be included in accordance with the requirements in SPS 385.40(3)(a) and 385.30 (1)(c).
 - Soil Evaluation - Storm (SBD-10793) form signed by the CST/PSS have been completed for all proposed subsurface infiltration areas and are included with a signed site map. Form available at: <https://dsps.wi.gov/Documents/Programs/Plumbing/SBD10793.pdf>
 - Soil profile evaluations used to determine soil application rates shall be conducted using soil pits per SPS 385.20(2)(c)1.
 - Soil profile evaluations used to determine or identify soil horizon depths, soil color, soil texture, redoximorphic feature colors or depth to groundwater or bedrock shall be conducted using either soil pits or soil borings per SPS 385.20(2)(c)2.
 - Soil pits elevations reported on form SBD-10793 correspond with the elevations shown on the "Site Specific Plan."
 - Calculations demonstrating groundwater mounding will not impact system performance when the width of the system exceeds 15 feet.
 - Calculations showing subsurface drainage system will drain down within 72 hours after a storm event and surface ponding will drain down within 24 hours after a storm event.
 - Details with section views of infiltration systems included showing elevations of all critical components.
 - Documentation showing the influent quality complies with the requirements in Table 382.70-1 for subsurface infiltration and irrigation.
 - Laboratory test results or other documentation included that demonstrates that stormwater collected on-site for use in an on-site plumbing system meets or will be treated to the minimum requirements listed in Table 382.70-1 for its intended use.

2. ADDITIONAL SUBMITTAL REQUIREMENTS: Check all that are applicable.

- ☐ Complete water calculations per SPS 382.40(7). Indicate the plan page number(s) water calculations are located:
- ☐ Submit water calculations separately if not located on the plans. Links below for instructions and form.
<https://dsps.wi.gov/Documents/Programs/Plumbing/SBD6479Instructions.pdf>
<https://dsps.wi.gov/Documents/Programs/Plumbing/SBD6479.pdf>

Section 3. OPTIONAL SERVICE-PERMISSION TO START

Alternate Approval at: https://dsps.my.salesforce.com/sfc/p/#0000000Laz5/a/8y000002Ct0n/aMCIO5babl0ysuhGm0P3mRktlza4RB5xZjV_qYlj6N0

As specified within the Alternate Approval, a submittal of a complete set of plans is required to utilize the permission to start.

Scope of installations are limited to below grade only and a maximum of 18-inches above floor.

Plumbing equipment requested to the right must also be checked in Section 1.

As the building owner, I request to begin plumbing installations prior to plan review approval I agree to make any changes required after plans have been reviewed, and to remove or replace any non-code complying construction and make revisions to plans on any changes. I will not permit any installation to exceed 18 inches above the unexcavated floor.

Request is for the following specific plumbing equipment installations:

- ☐ Building Sewer, Sanitary;
- ☐ Private Interceptor Main Sewer, Sanitary;
- ☐ Private Interceptor Main Sewer, Storm;
- ☐ Building Sewer, Storm;
- ☐ Water Service;
- ☐ Private Water Main;
- ☐ Building Drain & Vent, Sanitary;
- ☐ Building Drain & Vent, Storm;
- ☐ Water Distribution System

Building Owner's Signature

Date

Section 4. OPTIONAL SIZING OF WATER SUPPLY PIPING USING THE IAPMO WATER DEMAND CALCULATOR (WDC)

Alternate Approval at:

https://dsps.my.salesforce.com/sfc/p/#t0000000Laz5/a/8y000004t1kG/h62oQtBGGrkNbyAB2wU1XneBnVcRwHSmw0_TTTASPGY

As the applicant, I am requesting to use the *IAPMO Water Demand Calculator v. 2.2* for sizing the water supply piping in accordance with SPS 382.40(7) outlined in the alternate approval. I understand this alternate standard provides a method for estimating the demand load for the building water supply and principal branches for one- and two-family dwellings as specified in s. SPS 320.02(1)(a), (ce), (cm), or (cs) Wis. Adm. Code and nonpublic multiple dwellings, as defined by s. SPS 381.01(155) and (162) Wis. Adm. Code, with water conserving plumbing fixtures, fixture fittings and appliances.

The applicant acknowledges the following items:

1. Review and include a copy of the DSPS approval PP-031603529-PTOAA letter with the IAPMO WDC submittal.
2. Provide verbiage for a sign or posting with permanent tagging at the building control valve and water heater control valve to identify the specific IAPMO Water Demand Calculator Sizing system.
3. Provide IAPMO WDC calculations for each piece of distribution piping using the IAPMO WDC sizing method.
4. All piping sized using the IAPMO WDC alternative shall display bold, underlined and italicized GPM loads on the isometric plan sheets.
5. WSFU's shall not be combined with WDC GPM's (mains or vertical risers); therefore, provide actual fixture GPMs loads for each non WDC fixture, if adding to the WDC method distribution system. Separate water distribution piping systems may use Wis Code SPS 382.40(7) WSFU's provided they are connected upstream of the beginning of any IAPMO WDC system method sizing piping.
6. Water distribution piping $\frac{1}{2}$ " or $\frac{3}{4}$ " in diameter serving plumbing fixtures shall not have a load greater than those assessed per pressure available for uniform loss ("A" value) in Tables SPS 382.40 4-11 Wis. Adm. Code and tables for ASTM D1785 and ASTM F441 in the appendix.
7. All fixtures and replacement fixtures shall be at or below the designed fixture flow rates and shall be Energy Star rated for the IAPMO Water Demand Calculator Sizing system. Provide fixture cut sheets with low flow & energy star certification with the IAPMO submittal.
8. Water supply piping shall be sized and installed in strict accordance with IAPMO Water Demand Calculator v. 2.2, Chapters 381-386 Wis. Adm. Code and the alternate approval.

Applicant's Signature

Date

Section 5. ATTESTATION

Applicant acknowledges that the submittal is complete and accurate.

Applicant acknowledges that any additional application or submittal information requested must be received by the Department within five (5) business days or the plan is subject to denial. Applicant further acknowledges that any additional plan review information requested must be received by the Department within fifteen (15) business days or the plan is subject to denial.

Include this form with the plan review application separately from the plan documents.

Applicant's Signature

Date



Plumbing Plan Review Recap & Inspection Checklist For Health Care Facilities and Health Care Related Facilities

Section 1. GENERAL INFORMATION

- A. Building or Project Name: _____
- B. DIS or PL Application #: _____
- C. Type of Project: Check all that are applicable.
- ☐ New ☐ Addition/Alteration to Health Care Facility^a ☐ Addition/Alteration to Health Care Related Facility^b

a. SPS 381.01(116)(116) "Health care facility" means a hospital, nursing home, community-based residential facility, or ambulatory surgery center.

b. SPS 381.01(117m)(117m) "Health care related facility" means an assisted living, residential care apartment complex, memory care, infirmary, inpatient mental health center, inpatient hospice, adult day care center, renal dialysis center, facility for the developmentally disabled, institute for mental disease, urgent care center, medical clinic or office, dental clinic or office, residential care center for children and youth, or school of medicine, surgery, or dentistry.

Section 2. HEALTH CARE

- A. Occupancy Type: Check all that are applicable.

- ☐ Hospital ☐ Community Based Residential Facility (CBRF)
☐ Nursing home ☐ Ambulatory Surgery

To include SPS 382.50 requirements including but not limited to:

- B. ☐ YES ☐ NO Building division required. Building division included: ☐ YES ☐ NO
- C. ☐ YES ☐ NO Spouts and actions (5" air-gap, laminar flow).
- D. ☐ YES ☐ NO Two water services (check valve manholes per NR 811.68 if interconnected).
- E. ☐ YES ☐ NO Control valves for patient rooms.
- F. ☐ YES ☐ NO Hot Water Distribution System Recirculation. (3 feet max. when using Thermal Disinfection.)
- G. ☐ YES ☐ NO Maximum Water Temperature.

Water provided to patient showers, therapeutic equipment and all types of baths shall be installed with **pressure balanced and thermostatically controlled** control valves which automatically regulate the temperature of the water supply to the fixture fitting outlet within a temperature range of 110F to 115F.

- H. ☐ YES ☐ NO A water distribution system may not be designed, installed, and maintained so that the maximum temperature to fixture fitting outlets accessible to patients exceeds 115F. (minimum temperature of 110F or greater)

- I. ☐ YES ☐ NO Hot Water Disinfection (Per SPS 382.50(3)(b)6.)
CPVC use when using hot water disinfection per SPS 384.30(4).
a. Derating of CPVC material by .50 by 140F per manufacturer or use of HP high temp CPVC.
b. Velocity reduced to 5f/s or less.
c. Sizing of hot water piping based velocity per SPS Appendix Graph A-382-40(7)-8 Derating Calculations required for plan review.
d. Thermal expansion requirements per manufacturer
e. (flow through expansion tank required per SPS 382.50(3)(b)14.)

- J. ☐ YES ☐ NO Product approval for injection type disinfection systems.
- K. ☐ YES ☐ NO 140F minimum stored hot water for CBRF's per DHS 83.
- L. ☐ YES ☐ NO Water distribution system may not be designed, installed, and maintained so that the maximum temperature to fixture fitting outlets exceeds 180F. (Failsafe)
- M. ☐ YES ☐ NO Plan review of testable devices with the ASSE numbers 1020, 1013, 1047, or 1056 is required for all such devices in health care and related facilities.
- N. ☐ YES ☐ NO Alternate approval for health care products being installed with project (health care appliance, re: sterilizers, scope washers, etc). Product approval included or meeting standard:
Product approval included or meeting standard: ☐ YES ☐ NO
- O. ☐ YES ☐ NO Wastewater temperature control
- P. ☐ YES ☐ NO CCC for sterilizers, autoclaves, dishwasher water supply, wastewater temperature control, etc.
- Q. ☐ YES ☐ NO Facilities with a population exceeding 250 occupants shall have a water management plan. The management plan shall include all of the following:

- a. An emergency water contingency plan program on the loss or contamination of the water supply.
- b. A pathogen control plan.
- c. The emergency and routine disinfection procedures.
- d. The identity of the individual responsible for the water quality.
- e. The provisions for the periodic flushing of the water supply system.
- f. Balancing valve report for the hot water distribution system.

Section 3. HEALTH CARE RELATED FACILITY**A.** Occupancy Type: *Check all that are applicable.*

- | | |
|--|---|
| <input type="checkbox"/> Assisted living | <input type="checkbox"/> Residential care apartment complex (RCAC) |
| <input type="checkbox"/> Memory care | <input type="checkbox"/> Infirmary |
| <input type="checkbox"/> Inpatient mental health center | <input type="checkbox"/> Inpatient hospice |
| <input type="checkbox"/> Adult day care center | <input type="checkbox"/> Renal dialysis center |
| <input type="checkbox"/> Facility for the developmentally disabled | <input type="checkbox"/> Institute for mental disease |
| <input type="checkbox"/> Urgent care center | <input type="checkbox"/> Medical clinic or office |
| <input type="checkbox"/> Dental clinic or office | <input type="checkbox"/> Residential care center for children and youth |
| <input type="checkbox"/> School of medicine, surgery, or dentistry | |

To include SPS 382.50 requirements including but not limited to:

- B.** ☐ YES ☐ NO Spouts and actions (5" air-gap).
C. ☐ YES ☐ NO Backflow protection to equipment (dental chair, etc.)
D. ☐ YES ☐ NO Adult day care center ONLY: maximum water temperature to fixture fitting outlets accessible to participants exceeds 115°F.

Section 4. DIALYSIS, PURE WATER

- A.** ☐ YES ☐ NO RPZ (optional) upstream of treatment equipment.
B. ☐ YES ☐ NO Independent water heater.
C. ☐ YES ☐ NO Thermostatic mixer.
D. ☐ YES ☐ NO Water softener.
E. ☐ YES ☐ NO Activated Carbon filter.
F. ☐ YES ☐ NO Deionized water tanks.
G. ☐ YES ☐ NO Multimedia filter.
H. ☐ YES ☐ NO Reverse osmosis unit.
Product approval included or meeting standard: ☐ YES ☐ NO
I. ☐ YES ☐ NO Equipment air-gaps.
J. ☐ YES ☐ NO Storage tank. Materials 384.
K. ☐ YES ☐ NO Storage tank vent.
L. ☐ YES ☐ NO Duplex pump (Loop re-pressurization pumps).
M. ☐ YES ☐ NO Activated carbon finishing filter.
Product approval included or meeting standard: ☐ YES ☐ NO
N. ☐ YES ☐ NO UV disinfection.
Product approval included or meeting standard: ☐ YES ☐ NO
O. ☐ YES ☐ NO RO loop material. Meets Table 384.30-11 or alternate product approval (Polypropylene).
P. ☐ YES ☐ NO Dialysis box with air-gap fitting. (2 air gap fittings if no central loop – RO & Machine.)
Q. ☐ YES ☐ NO Dialysis appliance product approval included.
Additional CCC needed: ☐ YES ☐ NO
R. ☐ YES ☐ NO Dialysis. Additional CCC at each Concentrate auto mixer, Bio Carb auto mixer and Renatron.
S. ☐ YES ☐ NO Stainless steel CCC material for RO/DI water.
T. ☐ YES ☐ NO Federal Registration remark.

Section 5. DECONTAMINATION TANK

- A. Location: ☐ Interior ☐ Exterior
- B. ☐ YES ☐ NO Setbacks to water sources.
- C. ☐ YES ☐ NO Proper independent vent.
- D. ☐ YES ☐ NO Equipped with an alarm.
- E. ☐ YES ☐ NO Sampling provision.
- F. ☐ YES ☐ NO Discharge pipe.
- G. ☐ YES ☐ NO Pump:
- H. 1) Terminate with a service port/quick disconnect: ☐ YES ☐ NO
- I. 2) Terminate two (2) feet above grade: ☐ YES ☐ NO
- J. 3) Proper signage: ☐ YES ☐ NO
- K. 4) Discharge pie min 3" pressure 2": ☐ YES ☐ NO
- L. 5) Activated with keyed switch: ☐ YES ☐ NO

SPS 382.34(15)(e):

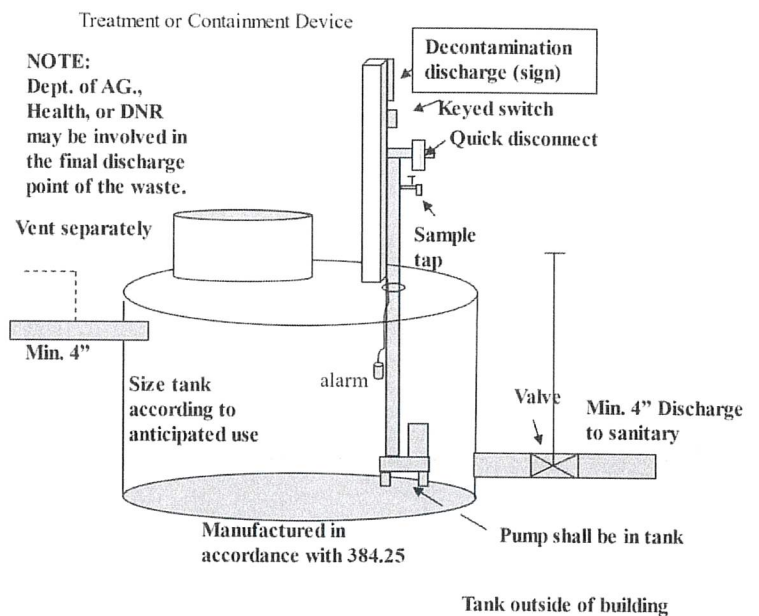
1. A discharge line serving a containment tank for servicing purposes shall comply with all of the following:

- A pipe serving as the discharge line shall be of an acceptable type in accordance with ch. SPS 384.
- A discharge line shall terminate with a service port consisting of a quick disconnect fitting with a removable plug.
- The service port of a discharge line shall terminate at least 2 feet above final grade.
- The service port of a discharge line shall be identified as such with a permanent sign with lettering at least 1/2 inch in height.
- The service port of a discharge line shall be secured to a permanent support that is capable of withstanding the loads and forces placed on the port.
- A discharge line shall be at least 3 inches in diameter.

Note: The requirements in s. SPS 382.34 (15) (e) 1. apply to all discharge lines whether gravity or pump discharge. See ch. SPS 382 Appendix for further information.

2. Where a lift station is employed for servicing a containment tank, the pump discharge line shall conform with subd. 1., except as provided in subd. 2. a. and b.

- A discharge line from the lift station shall be at least 2 inches in diameter.
- The lift station pump shall be activated by means of a keyed-switch at the service port.





Checklist for Fire Suppression and Fire Alarm Plan Review

Summary Sheet

Section 1. Electronic plan reviews can be submitted online at: <https://esla.wi.gov/PortalCommunityLogin>. Paper plan submittals are no longer accepted by the Department.

This form shall be included in the "Additional Supporting Documentation" attachment of the online application.

Project name and/or DIS-xxx #: _____

Check all that are applicable: Plan Type: ☐ New ☐ Addition/Alteration ☐ Alteration
☐ Revision to Previously Approved plan where approved construction has not
been completed – Previous ID # (CB-xxx, DIS-xxx, etc.): _____
☐ Extension to an approved plan ☐ Follow-up of a denial within 8 months

Complete set of plans and full payment are required at time of application submittal.

Requesting plan review for: (Check all that are applicable)

☐ Fire Suppression Review ☐ Fire Alarm / Detection Review ☐ Underground Private Fire Service Main Review

Section 2. PLAN SUBMITTAL REQUIREMENTS.

PLAN SUBMITTAL SHALL INCLUDE THE FOLLOWING IN ACCORDANCE WITH CODE SECTION SPS 361.31.

A complete set of fire suppression or fire alarm plans and supporting documents. Incomplete submittals will be rejected. **Please check the boxes below to ensure your plan submittal is complete.** Plans shall be legible and to scale. Plans are required to be submitted in accordance with the submitter instructions requirements. For more information, refer to the [Fire Suppression](#) or the [Fire Alarm](#) plan submittal guidelines.

FIRE SUPPRESSION PLANS

N/A

1. ☐ ☐ Required Supervising Professional signature if entire building exceeds 50,000 cubic feet of volume. This signature is required for Stand-Alone Plan Submittals with no previous related building transaction ID. Please follow the link to this document to be signed: [Third Party Signature Page](#). Have a properly credentialed individual sign as the Supervising Professional and include this signature page with your submittal.
2. ☐ ☐ Properly signed/sealed Title Sheet with a plan sheet Index.
3. ☐ ☐ Complete fire suppression plans.
4. ☐ ☐ Hydraulic calculations. Include if applicable.
5. ☐ ☐ Material product data sheets.
☐ ☐ High-piled combustible storage [SPS 362.0202(1)] or High-hazard Group H occupancies [IBC 307], detailed information shall be provided to clearly depict the parameters used for establishing the design criteria. Our agency offers a worksheet here: [Fire Suppression Storage & High Hazard Worksheet](#) to assist in preparing your submittal. Include if applicable.

FIRE ALARM / DETECTION PLANS

N/A

1. ☐ ☐ Required Supervising Professional signature if entire building exceeds 50,000 cubic feet of volume. This signature is required for Stand-Alone Plan Submittals with no previous related building transaction ID. Please follow the link to this document to be signed: [Third Party Signature Page](#). Have a properly credentialed individual sign as the Supervising Professional and include this signature page with your submittal.
2. ☐ ☐ Properly signed/sealed Title Sheet with a plan sheet Index.
3. ☐ ☐ Complete fire alarm plans.
4. ☐ ☐ Battery calculations.
5. ☐ ☐ Voltage-drop calculations for each notification appliance circuit.
6. ☐ ☐ Material product data sheets.
☐ ☐ A detailed, project-specific 'Sequence of Operation' Narrative or Matrix which clearly identifies all functions of the fire alarm system, including the transmission of alarm, supervisory and trouble signals to an approved supervising station. Include the communication method of signals sent from the fire alarm system to the supervising station.

UNDERGROUND PRIVATE FIRE SERVICE MAIN PLANS

N/A

1. ☐ ☐ Required Supervising Professional signature if entire building exceeds 50,000 cubic feet of volume. This signature is required for Stand-Alone Plan Submittals with no previous related building transaction ID. Please follow the link to this document to be signed: [Third Party Signature Page](#). Have a properly credentialed individual sign as the Supervising Professional and include this signature page with your submittal.
2. ☐ ☐ Properly signed/sealed Title Sheet with a plan sheet Index.
3. ☐ ☐ Complete underground fire service main plans.
4. ☐ ☐ Thrust block calculations. Include if applicable.
☐ ☐ Material product data sheets.

Section 3. Applicant's Signature.

By signing below, the applicant acknowledges that the submittal is complete, and that any missing submittal information requested shall be received by the Department within 5 business days of the request. If not received by the deadline, the plan is subject to denial and a \$60.00 fee.

Applicant's Signature

Date



State of Wisconsin
DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES
PLAN REVIEW FOR FIRE SUPPRESSION SYSTEMS

Fire Suppression Plans Required to be Submitted:

In accordance with Wis. Admin. Code § SPS 361.30, the State of Wisconsin has adopted the component review of all Fire Protection Systems for buildings that require plan submittal effective January 1, 2012. Exceptions to required review will only be as follows:

- Projects involving the alteration or addition of 20 or fewer sprinklers to an existing fire sprinkler system do not need to be submitted.
- Kitchen hood fire suppression systems not supplied by the building's automatic fire suppression system. Basic information on kitchen hood fire suppression systems shall be noted with the kitchen hood submittal.
- Standalone fire suppression systems used solely for the protection of industrial equipment (e.g., printing presses and spray booths) and not supplied by the building's automatic fire suppression system.
- Hospitals, Nursing Homes, CBRF and Hospice buildings (reviewed by DHS).

Note: Dedicated underground mains supplying only automatic fire sprinkler systems are required to be reviewed by DSPS. This type of review should be scheduled, and fees based upon, a miscellaneous review.

Please note that the trigger date for fire protection system plan review is based on the date of the original building plan submittal. The submittal of a stand-alone fire suppression system installation or alteration will be based on the permit date.

There are two options for submission of fire suppression plans for review:

Option 1: Submit plans and additional documentation to DSPS: eSLA Portal Community Login

Option 2: Submit plans and additional documentation to a Delegated Agent Municipality. Municipalities With Delegated Plan Review Authority

Some municipalities are delegated agents of the department to perform plan review and inspection of fire detection and suppression system per Wisconsin State Stat. § 101.12(3). Fire suppression and fire alarm plans may be submitted to these delegated agents. An exception is that DSPS retains jurisdiction for plan review and inspection for all state-owned buildings, as well as projects for which the owner chooses to submit plans to DSPS. Contact the municipality for more information on submission of fire suppression and fire alarm plans.

Note for City of Milwaukee – Fire suppression plans for buildings or structures (other than State-owned) constructed within the limits of Milwaukee **shall** be submitted to the City of Milwaukee for review, in lieu of submitting to DSPS.

What to Submit

The following shall be in PDF format, as applicable.

- A completed online plan review application via eSLA: eSLA Portal Community Login
- Within the application, identify the Transaction ID No. related to the parent building plan review approval (CB-xxx, DIS-xxx, etc.).
- Required Supervising Professional signature if entire building exceeds 50,000 **cubic** feet of volume. This signature is required for stand-alone plan submittals with no previous related building transaction ID. Please use the following link for signatures: Third Party Signature Page Have a properly credentialed individual sign as the Supervising Professional and include this signature page with your submittal.
 - *The original supervising professional's signature for the building project is applicable to fire suppression submittals and a separate signature is not required. Stand-alone fire suppression system submittals require a*

supervising professional signature. A supervising professional is required to be credentialed as a Wisconsin registered Architect, Professional Engineer or Designer of Engineering Systems (Fire Protection).

- Complete properly signed/sealed fire suppression plan set.
 - Submit additional documentation. Combine the following into one file for submittal in eSLA:
 - Hydraulic calculations (include if applicable).
 - Applicable material data sheets.
 - *It is only necessary to include data sheets for those materials which include specific criteria relative to its listing (e.g. sprinklers, backflow assemblies, pumps, etc.).*
 - When protecting high-piled combustible storage [SPS 362.0202(1)] or high-hazard Group H occupancies [IBC 307], detailed information shall be provided to clearly depict the parameters used for establishing the design criteria. Our agency offers the following worksheet to assist in preparing your submittal: [Fire Suppression Storage & High Hazard Worksheet](#)
 - A completed Checklist Summary Sheet for Fire Suppression / Underground Main plan review. [Fire Suppression / Underground Plan Review Checklist Summary Sheet](#)
 - **Instructions for online plan submittal via eSLA can be found here:** [How to Submit a Fire Suppression Plan Review Application](#)
-

Signing / Sealing Plans:

- There are two options for taking responsibility for the working plans:
 1. The fire protection system working plans shall be signed and dated by the contractor responsible for the design and installation of the system. The Wisconsin license number of the automatic fire sprinkler contractor shall be included with their signature.
 2. A Wisconsin registered Architect, Professional Engineer, or Designer of Engineering Systems (Fire Protection) may assume responsibility for the design of the fire protection working plans. Where this option is selected, the plans shall be signed, dated, and sealed by the design professional.
 - Each sheet shall be individually signed / sealed. If more than one sheet is bound together in a PDF plan set, the registrant may sign/seal and date only the title or index sheet if the signed sheet identifies clearly all other sheets comprising the bound PDF plan set.
 - **Electronic Signature/Seal:** Designers shall provide an electronic version of their Wisconsin Professional Architect/Engineer/Designer original signature and seal or original signature/date, with the contractor license number, applied to the PDF plan documents prior to upload. If an electronic signature is used, attestation shall be included indicating this signature is an electronic signature. Plans shall not be uploaded as certified.
-

Plan Review Fees:

- Fees shall be determined in accordance with [Table 302.31-1](#) or [Table 302.31-2](#) found in Chapter SPS 302 of the Wisconsin Administrative Code.
 - Reduced plan review fees ([Table 302.31-2](#)) may be utilized for projects in municipalities that perform inspections as an agent of the Division of Industry Services.
 - Delegated Municipalities that perform inspections can be found here: [Delegated Municipalities List with Inspection Authority](#)
 - Reduced fees ([Table 302.31-2](#)) do **not** apply to State-owned buildings.
 - In addition to the plan review fee, a plan entry fee of \$100 shall be included with each submittal.
 - Per [SPS 302.10](#), plan review fees shall be **doubled** for projects where the installation, erection or construction was initiated without the required DSPS approval.
 - Payment of plan review fee shall be completed at the time of application submittal. Plans will not be accepted for review until fees are paid in full.
-

General Notes:

- Plans submitted to DSPS shall be submitted in PDF format.
- Consider scheduling a plan review consultation prior to the full plan review submittal. This consultation appointment provides a meeting with a DSPS plan reviewer to discuss the submittal process, code questions, etc.
- Plans submitted for review shall be construction documents. Plans submitted marked as "Preliminary" or "Not for Construction" will not be reviewed.
- Fire suppression submittals for new construction, building additions or building alterations cannot be reviewed prior to building plan approval.
- Plans submitted to DSPS shall be of sufficient clarity, character, and detail to show how the proposed design will conform to code. (e.g. site plan, building sections, ceiling configurations, etc.) Construction plans shall comply with NFPA 13 (2013), Section 23.1.
- One (1) set of plans bearing the DSPS stamp of conditional approval shall be kept at the building site and be open to inspection by DSPS or its authorized representative.

Resources:

eSLA customer information and resources: [eSLA Customer Information](#)

Fire Protection FAQs: [Fire Protection FAQ List](#)

Commercial Buildings Fire Suppression FAQs: [Commercial Bldg Fire Alarm FAQ List](#)

State Inspector Contact Information: [Inspector District Map](#)

Delegated Agent Municipalities: [Plan Review Authority](#)

Delegated Agent Municipalities: [Inspection Authority](#)

For fire protection technical questions, please send email to: DSPSSBFireprotech@wisconsin.gov

For eSLA support questions, please send email to: eSLAsupport@wisconsin.gov

NFPA Standards*:

- **NFPA 1**, *Fire Code*, 2012 edition
- **NFPA 11**, *Low-, Medium- and High-Expansion Foam*, 2010 edition
- **NFPA 12**, *Carbon Dioxide Extinguishing Systems*, 2011 edition
- **NFPA 13**, *Installation of Sprinkler Systems*, 2013 edition
- **NFPA 13D**, *Installation of Sprinkler Systems in One- and Two-family Dwellings and Manufactured Homes*, 2013 edition
- **NFPA 13R**, *Installation of Sprinkler Systems in Low Rise Residential Occupancies*, 2013 edition
- **NFPA 14**, *Installation of Standpipe and Hose Systems*, 2013 edition
- **NFPA 16**, *Installation of Foam-Water Sprinkler and Foam-Water Spray Systems*, 2015 edition
- **NFPA 17**, *Dry Chemical Extinguishing Systems*, 2013 edition
- **NFPA 17A**, *Wet Chemical Extinguishing Systems*, 2013 edition
- **NFPA 20**, *Installation of Stationary Pumps for Fire Protection*, 2013 edition
- **NFPA 22**, *Water Tanks for Private Fire Protection*, 2013 edition
- **NFPA 24**, *Installation of Private Fire Mains and Their Appurtenances*, 2013 edition
- **NFPA 25**, *Inspection, Testing and Maintenance of Water-Based Fire Protection Systems*, 2011 edition
- **NFPA 30**, *Flammable and Combustible Liquids Code*, 2012 edition
- **NFPA 30B**, *Code for the Manufacture and Storage of Aerosol Products*, 2011 edition

- **NFPA 45**, *Fire Protection for Laboratories Using Chemicals*, 2015 edition
- **NFPA 70**, *National Electrical Code®*, 2017 edition
- **NFPA 72**, *National Fire Alarm and Signaling Code®*, 2013 edition
- **NFPA 409**, *Aircraft Hangars*, 2011 edition
- **NFPA 2001**, *Clean Agent Fire Extinguishing Systems*, 2015 edition

** This is not a comprehensive list of all State-adopted NFPA standards. For a complete listing of the most current standards, refer to the 2015 International Building Code®, Chapter 35 – Referenced Standards and the Wisconsin Administrative Code.*

1. Water Connection & System Development Fees

- Many utilities charge based on meter size:
 - 1" meter: **\$4K–\$8K**
 - 2" meter: **\$13K–\$25K** or more
- Additional system development or impact fees may range from **\$500–\$2,500+** per unit or meter

6" or 8" meter

2. Permits, Inspections & Administration

- **Permits & inspections:** \$650–\$2,600
- **Plan review or administrative fees:** e.g., \$554 + \$0.55/ft for mainline

3. Trenching & Excavation

- Excavation costs typically **\$75–\$225/ft**:
 - A 50–100 ft run → **\$4K–\$20K**
- Longer or complex runs (e.g., under pavement) can run **\$15K–\$40K+** (see commercial settings) .

4. Meter Installation & Plumbing

- **Meter installation:** \$650–\$2,600
- **On-site plumbing** from meter to facility adds: \$3K–\$7K+ (per anecdotal case) .

Typical Cost Summary

Cost Component	Estimated Range
Meter & Connection Fee	\$4K – \$25K+
Impact/System Development Fee	\$500 – \$3K+

Typical Use of a Small Addition:

- Medication or treatment alcove
 - Utility or oxygen storage
 - Secure equipment room
 - Environmental services closet
 - Staff charting or break nook
-

Estimated Cost Breakdown

Component	Estimated Range
Construction (core shell)	\$250 – \$400 per sq ft
Mechanical, Electrical, Plumbing (MEP)	\$5,000 – \$15,000
Site work & tie-in to existing structure	\$3,000 – \$10,000
Permits & architectural drawings	\$3,000 – \$8,000
Fire protection/sprinklers (if needed)	\$2,000 – \$5,000

Total Estimated Cost (120 sq ft):

- Basic addition (minimal MEP): \$30,000 – \$45,000
 - Standard with HVAC and electrical: \$45,000 – \$65,000
 - Fully integrated with plumbing, fire systems, finishes: \$65,000 – \$85,000+
-

Key Considerations

1. Regulatory Compliance

- Must follow NFPA 101 Life Safety Code, state health department regulations, and ADA accessibility rules.
- Likely requires architectural review and approval by your state Department of Health Services (DHS).

2. Fire Barrier Penetration

- If connecting to a resident-use area or near a fire-rated corridor, wall/fireproofing upgrades may be needed.

3. Utility Tie-ins

- Adding HVAC zones, extending sprinklers, or routing plumbing can greatly increase costs.

4. Construction Type

- Stick-built additions have higher up-front costs than modular units, but better long-term integration.
- Modular prefab options can reduce disruption and labor costs (ask if modulars are allowed under your state code).

Suggested Next Steps

- Conduct a site assessment with your facility engineer or architect.
- Get preliminary drawings for local zoning and DHS submittals.
- Request 3 estimates from contractors experienced in healthcare additions.

What Can 720 sq ft Add?

Some common use cases:

- Multipurpose staff room or nurse station
- Therapy or exam room suite
- Storage, clean utility, or med prep area
- Resident lounge or activities alcove
- Break room with restroom

Estimated Cost Breakdown (Healthcare-Grade)

Category	Estimated Cost per Sq Ft	Total Estimate
Core structure & finishes	\$250 – \$400	\$180,000 – \$288,000
MEP (HVAC, electrical, plumbing)	Included in above or +\$40K+	\$30,000 – \$60,000
Sprinklers/fire alarm integration	\$5 – \$15/sq ft	\$3,600 – \$10,800
Architectural, permits, code review	~10–15% of construction cost	\$18,000 – \$40,000
Site work (demo, trenching, grading)	\$10,000 – \$25,000+	

✓ Typical Range for 720 sq ft SNF Addition:

◆ **Total: \$250,000 – \$400,000**

(Sometimes more depending on site complexity, plumbing, or fire barriers)

● Regulatory Considerations

For skilled nursing, this type of addition likely requires:

- **State DHS approval** (e.g., Wisconsin DHS 132.81 for construction projects)
- **Life Safety Code (NFPA 101)** compliance
- **ADA Accessibility**
- Plan review and permits by local building department and fire marshal

📋 Action Checklist

1. **Hire a healthcare-experienced architect or engineer**
2. **Request pre-review from your state DHS for healthcare construction**
3. **Determine utility tie-ins** (HVAC, plumbing, fire systems)
4. **Apply for local permits and zoning review**
5. **Get 2–3 bids from contractors with SNF experience**

What Is Legionnaires' Disease?

- A **severe form of pneumonia** caused by inhaling water droplets contaminated with *Legionella* bacteria.
 - Typically spread through:
 - Showers, faucets, whirlpools
 - Cooling towers, decorative fountains
 - Ice machines, humidifiers
 - **NOT spread person to person**
-

Why Skilled Nursing Facilities Are High-Risk

- Residents are often:
 - Over 65
 - Immunocompromised
 - Have chronic lung disease
 - Facilities have:
 - Complex water systems (hot water tanks, long pipe runs, dead legs)
 - Infrequently used outlets (guest bathrooms, storage sinks)
 - Potential for warm water stagnation
 - Construction causing legionella's to break off from pipes and move through the water
-

CMS and CDC Response

CMS QSO-17-30 (Mandatory Guidance)

CMS requires all healthcare facilities, including SNFs, to:

- **Maintain a Water Management Program (WMP)** that **reduces the risk of Legionella**
- Base program on **ASHRAE 188 and CDC Toolkit**

- Implement controls: flushing protocols, temp monitoring, and disinfection checks
- Conduct **risk assessments and response planning**

Failure to comply can result in **survey citations** (F-tags), particularly **F880 (Infection Prevention)**

Symptoms of Legionnaires' in Residents

- Cough, shortness of breath, high fever, muscle aches
 - May present as **rapid onset pneumonia**
 - Confirmed via **urine antigen test or sputum culture**
-

Notable Outbreaks in SNFs

- **Multiple outbreaks across the U.S.** have resulted in hospitalization and death.
 - In one Illinois SNF outbreak, **6 of 53 residents died**.
 - In 2021, a Pennsylvania SNF was cited after **3 confirmed Legionella cases**, with CMS threatening funding revocation.
-

Required Preventive Measures

1. Water Management Plan (WMP) – required by CMS

Should include:

- Mapping water system
- Control measures: temp checks, residual disinfectant monitoring, flushing schedules
- Regular testing for Legionella (based on risk or outbreak)






2. Routine Monitoring

- Water temps (hot $\geq 124^{\circ}\text{F}$, cold $\leq 68^{\circ}\text{F}$)
- Disinfectant levels (chlorine, monochloramine)
- Periodic Legionella testing (esp. after plumbing changes or low-use periods)

3. Staff Education & Reporting

- Train staff on recognizing symptoms
 - Have a process for **reporting suspected respiratory illness clusters**
-

Summary of SNF Responsibilities

Requirement	Required?
Water management plan (ASHRAE 188)	 Yes
Testing for Legionella (routine)	 If risk is high or outbreak occurs
Staff training on signs/symptoms	 Yes
Resident/family notification if outbreak	 Required by public health
Corrective action if Legionella is found	 Yes

1. Water System Testing (Environmental Testing)

Type of Test	Typical Cost (Per Sample)	Notes
Culture (gold standard)	\$150 – \$300	10–14 days turnaround; detects viable bacteria
PCR (rapid DNA detection)	\$100 – \$250	Faster, but doesn't confirm live bacteria
Dipslide / Field test kits	\$40 – \$75	Preliminary, non-regulatory
Lab panel (3–5 locations)	\$500 – \$1,500+	Multi-sample facility-level screening
Full facility risk-based test	\$1,000 – \$3,000+	Often includes engineering assessment

Typical Sampling Points:

- Water heaters
- Distal outlets (furthest shower/faucet)
- Ice machines
- Unused or low-flow plumbing ends

Skilled nursing facilities often test **3–5 points**, costing **\$600–\$1,200** per round.

2. Clinical Testing (For Residents)

Test Type	Typical Cost	Notes
Urinary Antigen Test (UAT)	\$60 – \$150	Most common, rapid results
Legionella Culture (Sputum)	\$75 – \$200	Confirms infection type and strain
PCR on respiratory sample	\$100 – \$250	Detects Legionella DNA in the lungs

Clinical tests are **usually billed through insurance** or covered by Medicare/Medicaid for residents showing symptoms.

 **Cost-Saving Options**

- Use **bulk water testing plans** (e.g., \$1,200/year for quarterly testing)
- Partner with an **environmental services vendor** specializing in healthcare
- Use **CDC-certified labs** that offer bundled pricing for ASHRAE 188-compliant testing

 **Final Cost Summary**

Situation	Estimated Cost Range
Single water sample	\$150 – \$300
3–5 water points (annual)	\$600 – \$1,500
Full facility + assessment	\$2,000 – \$5,000+
Resident diagnostic test (UAT)	\$60 – \$150 (often reimbursed)

Executive and Finance Committee
Agenda Item Cover

Agenda Item Name: Discussion on Corporation Counsel Structure for 2026

Department:	Administration	Presented By:	Tricia Clements
Date of Meeting:	June 23, 2026	Action Needed:	No Action Needed
Date submitted:	June 13, 2025	Referred by:	Tricia Clements

Recommendation and/or action language:

Have a discussion to weigh the pros and cons of continuing to contract Corporation Counsel services or look to have a full time employed Corporation Counsel.

Background:

Richland County has been contracting corporation counsel services for years. In 2024, there was some discussion about transitioning to hiring a full time corporation counsel and no longer contracting the service. The decision was made at that time to continue with contracting. Our current contract is up in September and we need to explore if we should bid for future contracted services or bring the position in house as a full time employee.

On average we utilize Abt Swayne Law 56.5 hours per month and Assistant Corporation Counsel Amy Forehand 60 hours per month (contacted to do 8 hours per week.) Monthly there are 172 work hours per month. We are currently utilizing 67% of the hours each month.

In addition we have utilized the services of Attorney Jon Anderson for Labor Law questions.

Attachments and References:

Abt Swayne Law data.

Financial Review:

Richland County has on averaged paid Abe Sawyne Law \$88,000 each month for their services and \$25,333 for Assistant Corporation Counsel services for a total of \$113,333. A full time employee would cost approximately \$150,000 per year.

(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: 2025.06.13 08:03:57 -05'00'

Department Head

Administrator, Tricia Clements

Abe Swayne Law
Contract Hours
December 2023 - Present

Month/Year	Hours - Attorney	Hours - Clerical	Total Cost
Dec-23	17.8	6.2	\$2,815
Jan-24 and Feb-24	33.8	6.1	\$4,684
Mar-24	88.8	1.5	\$11,212
Apr-24	91	1.7	\$11,552
May-24	36.9	2.4	\$4,792
Jun-24	62.4	1.6	\$7,920
Jul-24	40.8	2.8	\$5,310
Aug-24	59.4	1.3	\$7,523
Sep-24	55	0.8	\$6,935
Oct-24	46.5	1.4	\$5,918
Nov-24	22.4	1.6	\$2,833
Dec-24	34.5	2.5	\$4,589
Jan-25	78.9	1.7	\$10,771
Feb-25	66.2	2.3	\$10,114
Mar-25	63.2	0.9	\$9,552
Apr-25	70.2	2.9	\$10,762

Executive and Finance Committee
Agenda Item Cover

Agenda Item Name: PAYMENT WITH COINS OR TAINTED CURRENCY

Department:	Treasurer	Presented By:	Ashley Mtot
Date of Meeting:	7/8/2025	Action Needed:	Ordinance
Date submitted:	7/1/2025	Referred by:	

Recommendation and/or action language:

Approval of Ordinance entitled, PAYMENT WITH COINS OR TAINTED CURRENCY

Background:

Both coin and currency is accepted as a payment option to the County. The treasurer's office does not have a coin counter and change is manually counted by hand. Coin acceptance is feasibly under \$1.00. This ordinance would be for those instances where money that is brought in over this limit and collection poses a monotonous task to the staff. This remove the obligation of accepting or collection of payment with which has been soiled, contaminated, tainted or polluted with any human or animal bodily secretions, or any other substance that may pose a risk to public safety or human health.

Attachments and References:

Proposed Ordinance

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		

Ashley Mott

Department Head

Tricia Clements

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Date: 2025.07.02 12:37:17 -05'00'

Administrator, Tricia Clements

ORDINANCE NO. 25 - XX

PAYMENT WITH COINS OR TAINTED CURRENCY.

(1) County employees or officers shall not be required to accept more than one (1) dollar in coins as payment of a fee or other financial obligation owed to the county.

(2) County employees or officers shall not be required to accept as payment of a fee or other obligation owed to or collected by the county any currency or coin which has been soiled, contaminated, tainted or polluted with any human or animal bodily secretions, or any other substance that may pose a risk to public safety or human health.

DATED: JULY 15, 2025
PASSED: JULY 15, 2025
PUBLISHED: JULY 24, 2025

ORDINANCE OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(08 JULY 2025)

FOR AGAINST

DAVID TURK, CHAIR
RICHLAND COUNTY BOARD OF SUPERVISORS

DEREK KALISH
RICHLAND COUNTY CLERK

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

Executive and Finance Committee
Agenda Item Cover

Agenda Item Name: UNDERPAYMENTS AND OVERPAYMENTS

Department:	Treasurer	Presented By:	Ashley Mtot
Date of Meeting:	7/8/2025	Action Needed:	Ordinance
Date submitted:	7/3/2025	Referred by:	

Recommendation and/or action language:

Approval of Ordinance entitled, UNDERPAYMENTS AND OVERPAYMENTS

Background:

This ordinance is enacted pursuant to the authority granted by Section 59.54(24) of the Wisconsin Statutes, as amended from time to time. It is the intent that this ordinance will promote the efficient collection of money owed to the County, or handling minor overpayments, thereby promoting the public welfare by eliminating wasteful expenditures of time and tax dollars incurred as the result of a minor overpayment.

Attachments and References:

Proposed Ordinance

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		

Ashley Mott

Department Head

Tricia Clements

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Administrator, Tricia Clements

ORDINANCE NO. 25 - XX

UNDERPAYMENTS AND OVERPAYMENTS.

The purpose of this Ordinance shall be to establish a procedure for dealing with underpayments and overpayments per §59.54 (24)(b), Wis. Stats. Overpayment of Real Property Tax. Unless otherwise provided by law, the County may retain overpayments of real property tax when the overpayment is five dollars (\$5.00) or less, unless such refund is specifically requested in writing within sixty (60) days of the date of the original payment of the charge. The said overpayment of five dollars (\$5.00) or less shall be retained by the County Treasurer and remitted to the general fund. Underpayments of Real Property Tax. Unless otherwise provided by law, if a person makes a payment for real property tax which constitutes an underpayment of not more than 1.00 dollar (\$1.00) on the First Installment, the remainder will be added to Second Installment. If full amount is not paid by the end of the collection cycle, underpayments of not more than one dollar (\$1.00) may be waived when the administrative cost of collection would exceed the amount of underpayment.

DATED: JULY 15, 2025
PASSED: JULY 15, 2025
PUBLISHED: JULY 24, 2025

ORDINANCE OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(08 JULY 2025)

FOR AGAINST

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MARC COUEY

Executive and Finance Committee
Agenda Item Cover

Agenda Item Name: DISHONORED CHECKS

Department:	Treasurer	Presented By:	Ashley Mtot
Date of Meeting:	7/8/2025	Action Needed:	Ordinance
Date submitted:	7/1/2025	Referred by:	

Recommendation and/or action language:

Approval of Ordinance entitled, DISHONORED CHECKS

Background:

It is the intent that this ordinance is to help Richland County recover the administrative costs associated with handling transactions that cannot be covered due to insufficient funds, such as returning declined check. This ordinance would also give departments the ability to charge a fee to individuals or refuse payment by check by those that have a history of insufficient funds. It also would give departments the ability to apply future payments to the fee first and then to the remaining balance.

Attachments and References:

Proposed Ordinance

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		

Ashley Mott

Department Head

Tricia Clements

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Administrator, Tricia Clements

ORDINANCE NO. 25 - XX

DISHONORED CHECKS.

County departments accepting checks are hereby authorized to charge a fee of twenty-five dollars (\$25.00) for all checks returned due to insufficient funds or where a stop payment order has been issued. Departments are authorized to refuse to accept a check from any person who has an outstanding obligation to pay the fee assessed by this section. Departments may also apply any future payments from any person owing a fee to the fee first and then to the obligation intended to be paid; however, the person making the payment shall be notified that a balance remains due the County because of the application of the payment to the fee.

DATED: JULY 15, 2025
PASSED: JULY 15, 2025
PUBLISHED: JULY 24, 2025

ORDINANCE OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(08 JULY 2025)

FOR AGAINST

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