

**Richland County  
Executive & Finance Standing Committee**

Date Posted: August 5, 2025

**NOTICE OF MEETING**

Please be advised that the Richland County Executive & Finance Standing Committee will convene on Tuesday, August 12, 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](mailto:mis@co.richland.wi.us) (email).

**AGENDA**

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From The July 8, 2025 Meeting
6. Public Comment
7. Reports
  - A. Administrator's Report
  - B. Radio Tower Project Update
  - C. Pine Valley Water Reservoir Update
8. Discussion & Possible Action: 2026 Preliminary County Budget
9. Discussion & Possible Action: Approval To Issue Request For Proposals For Emergency Services Building Roof
10. Discussion & Possible Action: Approval Of Changes To The Holiday Section Of The Handbook Of Personnel Policies And Work Rules Of Richland County
11. Discussion & Possible Action: Approval Of Changes To The Reimbursements Section Of The Handbook Of Personnel Policies And Work Rules Of Richland County
12. Discussion & Possible Action: Approval To Accept Donations To Symons Recreation Complex
13. Discussion & Possible Action: Approval To Accept Intergovernmental Agreement For The Operations Of The Symons Recreation Complex
14. Discussion & Possible Action: Richland County Mission Statement
15. Discussion & Possible Action: Emergency Services Department Staffing Request
16. Discussion & Possible Action: Approval To Create And Fill The Ambulance Service Director Position
17. Discussion & Possible Action: Creation Of An Ad Hoc County Facilities Committee
18. Discussion & Possible Action: Approval Of Fee Increase For Minor Subdivision Review/Certified Survey Map
19. Correspondence
20. Future Agenda Items
21. Adjourn

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

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

July 8, 2025

The Richland County Executive & Finance Standing Committee convened on July 8, 2025 in person and virtually at 5:00 PM in the County Boardroom of the Richland County Courthouse.

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

**Roll Call:** County Clerk Kalish conducted roll call. Committee member(s) present: Steve Carrow, Gary Manning, Mark Gill, David Turk, Craig Woodhouse, Steve Williamson, and Marc Couey. Committee member(s) absent: Ingrid Glasbrenner. Melvin “Bob” Frank joined the meeting at 5:10 PM.

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

**Approval Of Agenda:** Motion by Manning second by Gill to approve agenda with item #9 removed and item #12 to be addressed after item #6. Motion carried and amended agenda declared approved.

**Approval Of Minutes From The June 23, 2025 Meeting:** Committee Chair Williamson asked if there were any corrections or amendments to the minutes from the June 23, 2025 meeting. Hearing none, Committee Chair Williamson declared the minutes from the June 23, 2025 meeting approved as published.

**Public Comment:** None

**Discussion & Possible Action - Resolution Approving A New Water Supply Source For Pine Valley Community Village:** Bart Nies from Delta 3 reviewed information, data, and options relating to the water study and reservoir. Discussion followed regarding various aspects of the Pine Valley’s water sources and management operations. Scott Gald (City Utilities Utility Manager) and Steve Krueger (City Utilities Water Superintendent) Brittany Paulus (Pine Valley Community Village Administrator), and Chad Williamson (Pine Valley Maintenance) provided input on subject. Motion by Couey second by Carrow to complete a new inspection of the water reservoir. Motion carried.

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

- a brief review of July 2025 personnel updates
- 2026 budget development is underway

**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:** Administrator Clements reviewed the proposed changes to the sick leave, vacation, and wage scale sections of the Handbook of Personnel Policies and Work Rules of Richland County. Motion by Couey second by Manning to approve proposed changes to the sick leave, vacation, and wage scale sections of the Handbook of Personnel Policies and Work Rules of Richland County. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action - Resolution Approving The 2026 Capital Improvement Plan:** Administrator Clements and County Clerk Kalish reviewed the proposed 2026 Capital Improvement Plan. Motion by Gill second by Couey to approve the 2026 Capital Improvement Plan. Motion carried and item forwarded to full County Board for approval.

## Richland County Executive & Finance Standing Committee

**Discussion & Possible Action - Resolution Approving Implementation Of An Employee Assistance Program:** Administrator Clements reviewed the EAP proposal received from ERC. Motion by Couey second by Manning to accept the proposal for EAP services provided by ERC. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Corporation Counsel Structure For 2026:** Administrator Clements provided brief background on the provision of Corporation Counsel services in Richland County and proposed alternative ways for those services to be provided to the county. Discussion followed regarding the utilization of Corporation Counsel services within the county. Motion by Couey second by Williamson to approve an RFP for Corporation Counsel services. Motion carried.

**Discussion & Possible Action - Approval Of Ordinance Entitled Payment With Coins Or Tainted Currency:** County Treasurer Mott provided brief background on ordinance. Motion by Couey second by Carrow to approve ordinance entitled Payment with Coins or Tainted Money. Motion carried and ordinance forwarded to full County Board for approval.

**Discussion & Possible Action - Approval Of Ordinance Entitled Underpayments And Overpayments:** County Treasurer Mott provided brief background on ordinance. Motion by Woodhouse second by Turk to approve ordinance entitled Underpayment and Overpayments. Motion carried and ordinance forwarded to full County Board for approval.

**Discussion & Possible Action – Dishonored Checks:** County Treasurer Mott provided brief background on ordinance. Motion by Couey second by Manning to approve ordinance entitled Dishonored Checks. Motion carried and ordinance forwarded to full County Board for approval.

**Discussion & Possible Action - Approval Of Delegation Of Authority Pursuant To Wisconsin State Statutes 48.09:** Corporation Counsel Windle provided brief background on resolution relating to Wisconsin State Statutes 48.09. Motion by Turk second by Carrow to approve resolution approving the delegation of authority pursuant to Wisconsin State Statutes 48.09. Motion carried and item forwarded to full County Board for approval.

**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:** Motion by Manning second by Gill to convene into Closed Session. Motion carried unanimously and the committee convened into Closed Session at 6:09 PM.

**CLOSED SESSION**

Richland County  
Executive & Finance Standing Committee

**Return To Open Session:** Committee reconvened into Open Session at 7:09 PM.

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

**Correspondence:** None.

**Future Agenda Items:** None.

**Adjourn:** Motion by Manning second by Carrow to adjourn. Motion carried and meeting adjourned at 7:10 p.m.

A handwritten signature in black ink, appearing to read "Derek S. Kalish", with a long horizontal flourish extending to the right.

Derek S. Kalish  
Richland County Clerk

## Joint Ambulance Committee

### Agenda Item Cover

**Agenda Item Name:** Building Roof Request for Proposal

<b>Department:</b>	Emergency Services Department	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	July 28, 2025	<b>Action Needed:</b>	None
<b>Date submitted:</b>	July 17, 2025	<b>Referred by:</b>	

**Recommendation and/or action language:** To forward a recommendation to Executive and Finance to create and advertise proposals for a new roof for the EMS building.

**Background:** The current roof on the building is leaking. We are sustaining damage to the building that could lead to structural instability if not addressed. The roof was patched twice in November and December of 2024. In April of 2024 there was resolution presented to replace the roof, but there was no follow through on that resolution.

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**Attachments and References:** Bid Tab sheet from last RFP, Previous RFP, Resolution from April of 2024

**Financial Review:** No cost to obtain RFP if we use the same specifications from the last RFP

(please check one)

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

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*Barbara Scott*

*Tricia Clements*

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Department Head

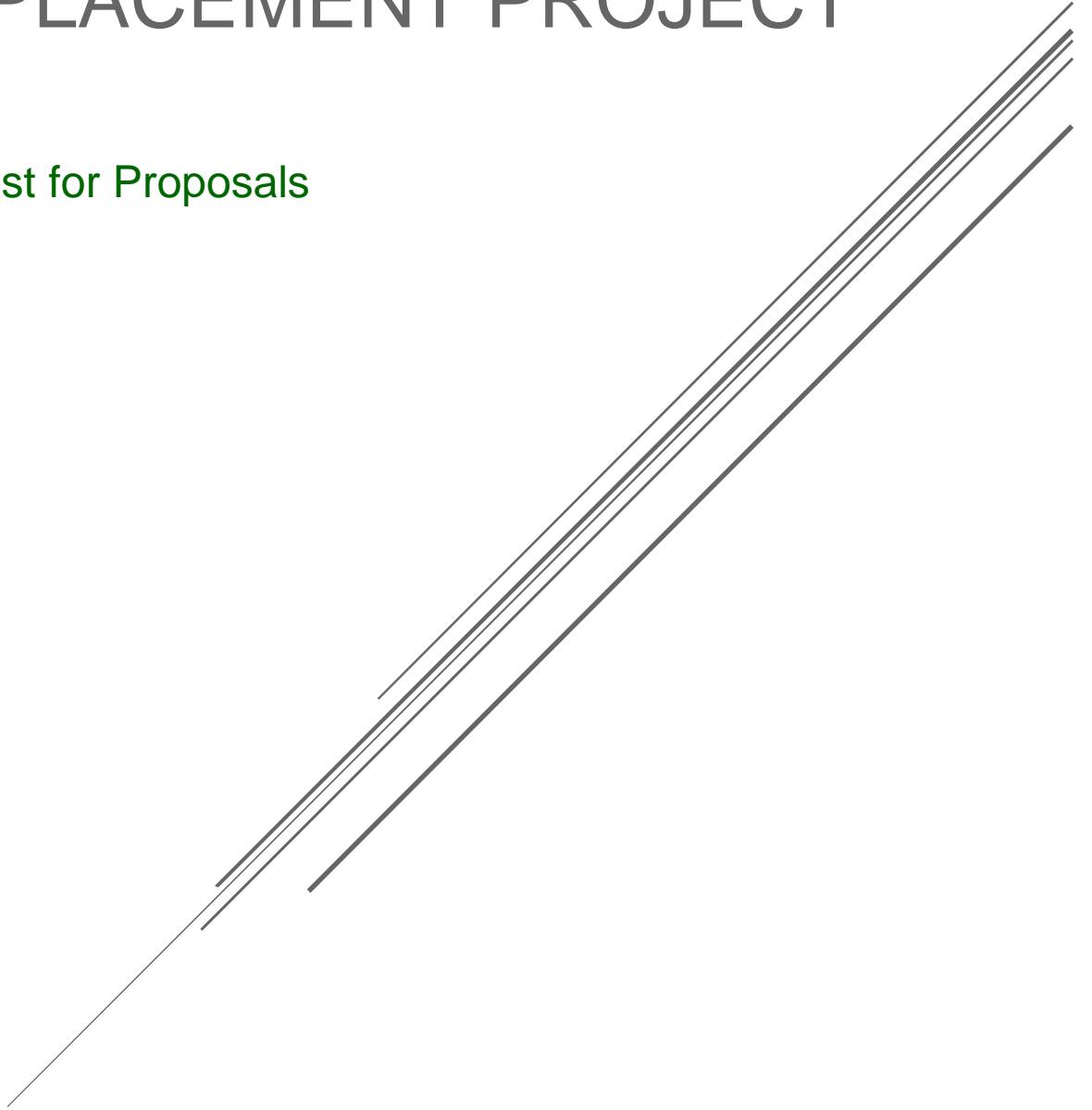
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Administrator, Tricia Clements

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# EMERGENCY SERVICES FACILITY ROOF REPLACEMENT PROJECT

Request for Proposals



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**Request for Proposal for the  
Replacement of Emergency Services Facility Roof**

Proposals are to be submitted by 5pm on June 6, 2024.

PROJECT COMPLETION Summer/Fall 2024

For information regarding this Request for Proposal  
contact either:

Amber Burch  
at (608) 647-6474 or  
amber.burch@co.richland.wi.us

-OR-

Candace Pesch  
at (608) 649-3001 or  
candace.pesch@co.richland.wi.us

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## **Request for Proposals**

### **Richland County Emergency Services Facility**

#### **INTRODUCTION AND BACKGROUND**

The Joint Ambulance Committee for Richland County, WI, requests proposals in connection with the replacement and potential angulation of 20+ year old roof.

The building consists of three roofed sections, of which this project applies primarily to two. The third section contains new roof, installed as part of the garage addition project in 2022.

#### **CLARIFICATION OF SPECIFICATIONS**

All requests for additional background or technical information will be directed to the Richland County Ambulance Office, Amber Burch, Interim Director.

#### **ADDITIONAL CONSIDERATIONS**

Once the contract is awarded, the selected contractor should expect to meet with representatives of the County including the Joint Ambulance Committee and Ambulance Service staff. Preliminary in-person meetings and conference calls can be used at the discretion of all parties involved to ensure all critical parameters of this project are properly detailed at the outset. Any questions or concerns not already addressed in this RFP can be raised in those meetings.

#### **INCURRING COSTS**

The County of Richland is not liable for any cost incurred by proposers in responding to this Request for Proposal.

#### **RESPONSE SUBMISSION**

The sealed proposal package must be delivered to:

Amber Burch  
Richland County Ambulance Service  
1027 N Jefferson St  
Richland Center, WI 53581  
Ph#: (608) 647-6474

All responses must be received by the Office no later than by 5pm on June 6, 2024. The Proposer should submit two (2) copies of each proposal and any attachments. Proposers must allow sufficient time for mail delivery of their proposals by the date specified.



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## **CONTRACTING AGENCY**

The Richland County Clerk's office is the authorized contracting agency for the County of Richland. All negotiations will be handled by the Richland County Joint Ambulance Committee, being duly authorized by the Richland County Board of Supervisors.

## **CONTENTS OF PROPOSAL**

- Evaluation and selection of the successful proposal will be based on the information submitted in the proposals, references, and on-site visits, if any.
- Expected costs associated with the proposed work.
- Proposers are required to submit copies of proof of auto, liability, and worker's compensation insurance.
- Proposers may be asked to provide proof of licensure.

## **PROJECT SCOPE**

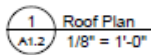
The services required include:

- Removal of existing metal flashing and EPDM roof membrane.
- Installation of insulation to ensure an appropriate grade to allow for drainage.
- Installation of new 60 mil EPDM roofing membrane ensuring a watertight seal and replacement of metal flashings.
- Clean up and removal of leftover material and debris.
- New roof to have at least 20 year warranty.

Proposals shall be itemized based upon this list, with compensation stated for each item. Other expenses for services not itemized but expected to be incurred shall also be identified and estimated in the proposal.

## **SELECTION PROCESS - AWARD EVALUATION CRITERIA**

The following Richland County Government Committees will evaluate all written proposals, submitted in response to this request for proposal: Joint Ambulance Committee, Executive & Finance Committee, and the Richland County Board of Supervisors, which will make the final decision on the selection. The selection will be based upon a determination of which proposal best meets the needs and interests of Richland County and may not necessarily be the lowest-cost proposal.



## 2024 EMS Roof Bids

Contractor Name	Bid
Harris Exteriors	\$75,000.00
Schwickert's Tecta	\$229,300.00
Nieman Central Wisconsin Roofing	\$83,650.00
Molina Dynasty	\$194,156.00
Long Life Roofing Company	\$109,428.00
Custofoam Roofing Solutions	\$129,690.00
Arrow Design Services LLC	\$197,500.00

**RESOLUTION NO. 24 - \_\_\_\_**

A Resolution Allowing for Request for Proposals For Replacement Of Existing Roof Of The Emergency Services Facility.

WHEREAS the building located at 1027 N Jefferson St has been purchased to house the County's emergency services programs; and

WHEREAS, the appraisal of the building from January 2020 indicated the roof was approximately 20 years old; and

WHEREAS, the Joint Ambulance Committee had indicated in the Business Plan to replace the western and northern sections of roof in 2026; and

WHEREAS, the Joint Ambulance Committee had intended to do minor repairs and found the replacement costs to be more economically feasible at this time; and

WHEREAS the Joint Ambulance Committee and Public Works Committee have carefully considered this matter and are now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for a request for proposals to be sought for a public works project consisting of replacing the existing roof for the western and northern roof sections of the emergency services facility; and

BE IT FURTHER RESOLVED that the funds to pay for these services shall come from Ambulance Funds (Funds 51 and 16); and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY JOINT  
AMBULANCE COMMITTEE

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

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: APRIL \_\_, 2024

**RESOLUTION NO. 25 - xx**

Resolution To Advertise Requesting Proposals For A New Roof For The EMS Building.

WHEREAS the building at 1027 N Jefferson St otherwise known as the Ambulance Garage had known roofing repairs needed when purchased and now is in dire need of repair, and

Whereas In April of 2024 a resolution was prepared and presented to finance, and

WHEREAS the roof was repaired twice already in November and December of 2024, and

WHEREAS the Joint Ambulance Committee has considered this item and is now asking for Executive and Finance to consider this need, 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 advertising for proposals for a new roof for the EMS Building, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION\_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: AUGUST 19, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(12 AUGUST 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:** Approve updates to the Holiday Schedule for 2026

<b>Department:</b>	Administration	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	August 12, 2025	<b>Action Needed:</b>	Resolution
<b>Date submitted:</b>	June 27, 2025	<b>Referred by:</b>	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		

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Department Head

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Administrator, Tricia Clements

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## 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 12

- ~~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: AUGUST 19, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(12 AUGUST 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:** Approve Handbook Changes to the Reimbursement Section

<b>Department:</b>	Administration	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	August 12, 2025	<b>Action Needed:</b>	Resolution
<b>Date submitted:</b>	July 24, 2025	<b>Referred by:</b>	Tricia Clements

**Recommendation and/or action language:**

Approve a draft resolution with updates to the reimbursement section of the Handbook and send to full county board for approval.

**Background:**

Administration continues to prioritize updating the Handbook as the last update was in 2022. The next section to review is the Reimbursement Section. The main changes are:

- Allowing flexibility in the reimbursement rate for lodging.
- Increase meal reimbursement to mirror the State reimbursement rate.
- Increase mileage reimbursement to mirror the IRS rate.
- Process expense vouchers through Accounts Payable and not through Payroll.
- Require the use of a standard expense form.

**Attachments and References:**

Draft Handbook updates to the Reimbursements section.

**Financial Review:**

There will be increased costs to the Department's due to the increased reimbursement costs.


(please check one)

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

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Department Head

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Administrator, Tricia Clements

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All efforts should be made to use the assigned department purchase card in accordance with the Purchasing Card Policy. All reimbursements requests should be submitted for bi-weekly payroll **monthly**. **Prior year expenses will not be paid after February 28, of the following year.** ~~in the year the expenses were incurred.~~

## Lodging:

Policy as to reimbursement for overnight lodging:

- a. **Overnight lodging may be needed to attend a conference, seminar, training, etc. When a Department Head determines the need for lodging, the following factors will be taken into consideration; distance needed to travel, number of individuals attending, mileage reimbursement cost, start and end times, and potential overtime costs.**
- b. Actual expenses for the standard room should not exceed the governmental rate. Department heads have the authority to approve lodging expenses for employee attendance at training and seminars if the standard room rate is the same as or does not exceed the government rate.
- c. Approval by the ~~Department Head~~ **County Administrator** is required where lodging expenses for employee attendance at training and seminars will exceed the governmental rate **by more than 15%.**
- d. All registration fees are to be paid in advance so as to take advantage of any available discounts. The department purchase card should be used whenever possible.
- e. All lodging reservations are to be made in advance and the proper paperwork be in place. County tax exempt certificates must be submitted when making reservations so as to eliminate sales and room tax charges on lodging.
- f. Sheriff's Department prisoner transports are exempt from the requirement to comply with the governmental rate for lodging.
- g. Employee attendance at training and seminars where lodging expenses are involved which are more than the governmental rate and where the County Administrator will not approve the costs exceeding the governmental rate may be attended by the employee if the employee agrees to pay the lodging costs which exceed the governmental rate.
- h. Receipts must be submitted in all cases with proof of payment.
- i. When more than one employee is in attendance, sharing rooms when appropriate is encouraged.
- j. When an ~~officer or~~ employee is accompanied by his or her spouse, the additional expense over that otherwise reimbursed shall be paid by the individual employee.
- k. ~~All reimbursements requests should be submitted for bi-weekly payroll in the year the expenses were incurred.~~

## Meals:

Policy as to reimbursement for meals:

- a. **Actual expenses for meals shall be reimbursed in amounts not to exceed the following per meal amounts:**

**Breakfast - \$10.00**

**Lunch - \$12.00**

**Dinner - \$23.00**

~~\$25.00/day. If a convenience fee is charged for use of a debit/credit card, it will be reimbursed on top of the \$25.00/day costs.~~

- b. Alcoholic beverage is not a reimbursable expense.
- c. The above limitations shall not include applicable sales tax which shall be reimbursed, and gratuities which shall be reimbursed up to a maximum of 15% of the amount of the bill.
- d. Detailed, itemized receipts shall be required in all cases. (Lodging invoices indicating "room service" charges will not suffice.)
- e. Reimbursement of meals is only warranted when traveling out of the county, on county business. All employee meal reimbursements must be approved by the Department Head.

## Mileage:

Policy as to reimbursement for mileage:

- a. Mileage for county related business will be reimbursed at the ~~State rate~~ **IRS rate** in effect when the miles were driven.
- b. Reimbursement for mileage will be based on miles driven by the most direct route between the county office building the employee works in and the destination.
- c. For trips that start or end at an employee's home, the mileage reimbursed will be the less of the actual miles driven between the home and the destination or the mileage between the county office building and their location.
- d. In situation where there is a question on the number of miles reported, Google Maps will determine the number of miles being reimbursed.
- e. Employees will not be reimbursed for personal stops made off the direct path.
- f. Employees are not to be reimbursed to travel to and from work.

## Parking:

Parking charges for county related business must be submitted for reimbursement with receipts.

## Registration Fees:

When registration fees for attendance at a duly authorized convention, seminar or meeting include the costs of meals and/or lodging, no other reimbursement shall be allowed.

## Expense Vouchers:

Expense vouchers must be submitted to the County Clerk's Office within 90 days from the time that the expense is incurred. ~~except that the Audit team may grant an extension when that committee deems it appropriate.~~ Approved expenses shall be paid to the employee once a month upon receipt of the expense voucher. Employees are expected to use the standard expense reimbursement form.

~~Approved expenses shall be paid at the first payday after approval, by direct deposit to the employee's account in the same manner as salaries are paid. Approved expenses for reimbursement through payroll shall include only lodging, meals, mileage, parking and registration fees.~~

Cr. 1/17/12, Res. 12-1; Eff. 9/18/21, Res. 12-103, 6. amended; Eff. 1/21/14, Res. 14-18, changes to 3. and 7.; Eff. 8/18/15, Res. 15-106, 2. modified; Eff. 7/20/21, Res. 21-100, 2. Modified; Eff. 12/14/21, Res. 21-160, change authority, 1.g. reworded; Eff. 10/25/22, Res. 22-114, 1.a. & k. added, a.-i. relettered, b., d., & e. reworded, 2.a. Convenience fee added, 4. Retitled & reworded, 6. Reworded;

**RESOLUTION NO. 25 - xx**

Resolution Approving Changes To The Reimbursements 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 the proposed include flexibility in the reimbursement rate for lodging, increase meal reimbursement to mirror the State reimbursement rate, increase mileage reimbursement to mirror the IRS rate, the processing of expense vouchers through Accounts Payable versus payroll, and require the use of a standard expense form, and

WHEREAS the Executive and Finance Standing Committee has carefully reviewed and considered the proposed changes to the reimbursements section of 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 reimbursements 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: AUGUST 19, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(12 AUGUST 2025)

FOR                  AGAINST

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

## Symons Natatorium Board

### Agenda Item Cover

<b>Agenda Item Name:</b>	Resolution Accepting Donations to Symons Recreation Complex		
<b>Date of Meeting:</b>	08/12/2025	<b>Presented By:</b>	Mike Hardy, SRC Director

**Background:** At the August 11, 2025 meeting, the Natatorium Board recommended approval of donation offers from the Symons Recreation Complex Foundation. The SRCF works closely with SRC staff and members to identify equipment and facility upgrades needed to maintain the facility as a top recreation and health/fitness destination for southwest Wisconsin. Promoting donations rather than tax subsidy dollars allows the facility to be less reliant on tax levies and more sustainable while continuing to address the needs of the facility.

August donation offers total a value of \$7,210. To date, 2025 SRCF donations to SRC has totaled over \$50,000. This current offer includes a new treadmill to replace an older unit which recently expired, miscellaneous weight room equipment including stretching and weightlifting bars, weights and equipment to replace older equipment and meet member requests and 3 portable indoor pickleball nets for use in the campus gym to offer pickleball instruction, leagues and tournaments.

These donations do not require any current or future expense of the County budget, and by replacing older (and in the case of the treadmill – broken) equipment, these donations allow for the accommodation of more members as well as a better image for Symons. Additionally, the donation of 3 pickleball net systems allows Symons to expand programming to the campus gym while available to meet the needs and demands of the community for more pickleball space over the winter months, while raising more revenues for Symons and the County.

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#### Attachments and References:

#### Financial Review:

	In adopted budget (2025)	Fund Number	
	Apportionment needed	Requested Fund Number	
	Other funding Source		
x	No financial impact	The receipt of these donations improves the facility without affecting budget	

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*Mike Hardy*

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Department Head

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**RESOLUTION NO. 25 - XX**

Resolution Accepting Donations To Symons Recreation Complex.

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

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

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

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

- 1) 1 Matrix Treadmill (new).....\$5,700**
- 2) Miscellaneous Weight Room Equipment (new).....\$1,000**
- 3) 3 Portable Pickleball Net Systems (new).....\$510**
- Total donation amount.....\$7,210, and**

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION\_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: AUGUST 19, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(12 AUGUST 2025)

FOR            AGAINST

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

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

**Agenda Item Name:** Approval of the Symons Intergovernmental Agreement

<b>Department:</b>	Symons	<b>Presented By:</b>	Tricia Clements/Mike Hardy
<b>Date of Meeting:</b>	8/12/2025	<b>Action Needed:</b>	Resolution
<b>Date submitted:</b>	7/16/2025	<b>Referred by:</b>	Mike Hardy/Tricia Clements

**Recommendation and/or action language:**

Approve the updates to the Intergovernmental Agreement for the operations of The Symons Recreation Complex.

**Background:**

Richland Center and Richland County have co-operated the Symons Recreation Complex with the same agreement in place since Symons was developed. Upon request of the Symons Natatorium Board, the agreement was updated. We are now looking to get the updated agreement approved.

**Attachments and References:**

Current Draft Intergovernmental Agreement for the Operations of the Symons Recreation Complex.

**Financial Review:**

N/A

(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		

  
Department Head

Tricia Clements  
Digitally signed by Tricia Clements  
Date: 2025.07.16 14:05:44 -05'00'  
Administrator, Tricia Clements



**INTERGOVERNMENTAL AGREEMENT FOR THE  
OPERATION OF THE SYMONS RECREATION COMPLEX**

NOW COMES Richland County, a municipal corporation of the State of Wisconsin, by its duly-elected Board of Supervisors (herein after "COUNTY") and the City of Richland Center, a municipal corporation of the State of Wisconsin (hereinafter "CITY") and agree to the following intergovernmental, cooperative Memorandum Agreement in accordance with section 66.30, Wisconsin Statutes, as follows:

- 1.) That the subject of this Memorandum Agreement is that natatorium/swimming and recreational facility, and the associated real property, known as the Symons Recreation Complex ("Symons");
- 2.) That CITY shall pay COUNTY an amount equal to 50% of all costs incurred, of any nature whatsoever, due to the operation of Symons. Payments under this paragraph shall be made by CITY to COUNTY no less than semi-annually, with the first one-half calendar year's payment to be made not later than August 1<sup>st</sup> of the year and the second half calendar year's payment to be made not later than February 1<sup>st</sup> of the following year.
- 3.) There is hereby created a joint COUNTY / CITY governing board for the purpose of overseeing the facility in accordance with this Memorandum Agreement, known as the Symons Recreation Complex Board, the composition, powers and duties of which are determined solely by this Memorandum Agreement ( hereinafter "the Board") ;
- 4.) The Board shall consist of 9 members, as follows:
  - 4.1 The Chairperson of the Richland County Board of Supervisors, or designee;
  - 4.2 The Mayor of the City of Richland Center, or designee;
  - 4.3 Two County Board Supervisors, appointed by the Richland County Board;
  - 4.4 Two Alderpersons of the City Council, appointed by the City Council;
  - 4.5 One member of the Board of the Symons Foundation, appointed by the Foundation Board;
  - 4.6 Two members-at-large, each of whom shall be a resident of Richland County and a member of Symons; one shall be appointed by the CITY and one shall be appointed by the COUNTY, each according to that body's usual practices;
  - 4.7 All terms of Board members shall be for three (3) years. Board members appointed by an elected body shall only be eligible to serve on the Board so long as they remain members of their respective appointing bodies;

4.8 The Board shall only conduct business if a quorum is present and, furthermore, only if a representative from the CITY (meaning a member of the City Council, the Mayor, or the Mayor's designee) is present and a member from the COUNTY (meaning a member of the County Board or the Chairperson of the County Board, or the Chairperson's designee) is present;

5.) The Board shall have the following powers, duties and obligations, and none other:

- 5.1 Scope of Authority. The Board shall have advisory responsibility concerning the maintenance and operation of the facility and the manner and method of operation of the facility, and may issue written rules and regulations governing the operation and use of the facility, except as noted herein; all policies concerning public use of the facility shall be issued in writing by the Board and shall be prominently posted in a public place in the facility and a current copy of all such rules and regulations shall at all times be filed with the County Clerk and the City Clerk; these rules and regulations governing the operation of the facility may at any time be amended, rescinded, modified or repealed by joint action of both the County Board and the City Council;
- 5.2 Budget. The Board shall annually submit a proposed budget to the County Board and to the City Council for the operation of the facility; said budget shall be submitted under the same deadline as CITY and COUNTY departments; said budget must be approved by both the County Board and the City Council before it is effective. Failure by the CITY or COUNTY to act on a proposed budget shall be considered an approval. The Board shall work with the City and/or County Administrator (or equivalent office) in the development of said budget;
- 5.3 Spending Authority. Symons shall not make any expenditure which has not been expressly and clearly budgeted for in excess of \$1,000.00 for a one-time cost, or a cumulative cost of \$5,000.00 in one year, without express prior approval of such expenditure by the County Board and the City Council, except in the case of an emergency, as determined by the Board;
- 5.4 Personnel. The Board shall have advisory responsibility for Symons personnel and review authority of personnel actions as is necessary for proper oversight. All Symons employees shall, for personnel, compensation and fringe benefit purposes be County employees, subject to the same rules and regulations as other non-unionized County employees and subject to County job classification and salary provisions for non-unionized County employees and subject to the County's Handbook of Personnel policies; all personnel and financial records of employees of the Board shall be maintained by COUNTY;
- 5.5 Suits. The Board does not have the authority to sue or be sued; COUNTY shall be liable for all such actions of the Board and the facility; COUNTY shall carry appropriate insurance to cover this risk, the cost of which shall be a cost item which is subject to Paragraph 3 herein;

5.6 Director. The Symons Director shall be considered a Department Head of the COUNTY, subject to hiring and/or appointment as dictated by the COUNTY. COUNTY shall solicit the input and advice of the Board in making such an appointment. The Director shall have the responsibility for the day-to-day operations and the use of the facility, in accordance with the policy, rules, and regulations of the Board;

6.) That the Board shall receive all the income earned by the facility and may receive gifts relating to the facility and all such receipts shall be used to offset the costs described in Paragraph 3 herein; unless the donor of a gift specifies otherwise. The Board may accept donations unless doing so would create an additional expense or obligation which would be borne by the CITY and/or COUNTY. Such donations shall require approval by both the CITY and COUNTY pursuant to their respective policies on donations;

7.) That this Memorandum Agreement constitutes the sole agreement between COUNTY and CITY and the Board created herein shall have no powers except those which can be clearly inferred from this Memorandum Agreement.

*[SIGNATURE PAGE TO FOLLOW]*

COUNTY/CITY SWIMMING POOL AGREEMENT

NOW COMES Richland County, a municipal corporation of the State of Wisconsin, by its duly-elected Board of Supervisors, c/o County Clerk, Courthouse, Richland Center, WI 53581 (hereinafter "COUNTY") and the City of Richland Center, a municipal corporation of the State of Wisconsin, c/o City Clerk, City Auditorium, Richland Center, WI 53581 (hereinafter "CITY") and agree to the following intergovernmental, cooperative Memorandum Agreement in accordance with section 66.30, Wisconsin Statutes, as follows:

1. That the subject of this Memorandum Agreement is that natatorium/swimming and recreational facility which COUNTY is in the process of building on the campus of the University of Wisconsin Center-Richland and which facility is slated to be open sometime in 1987 (hereinafter "the facility");

2. That CITY shall pay to COUNTY each year an amount equal to 25% of the total cost of floating a bond issue, including but not limited to bond issue costs, interest costs and annual paying agent's charge, relative to the bond issue which COUNTY floated in 1986 in order to pay for the construction of the facility;

3. That CITY shall pay to COUNTY an amount equal to 50% of all costs of any nature whatsoever, except those costs described in paragraph 2 herein, incurred relative to the facility, with this payment to be effective on the day that the facility is opened to public use; payments under this paragraph shall be made by CITY to COUNTY no less often than semi-annually, with the first one-half calendar year's payment to be made not later



than August 1st of the year and the second half calendar year's payment to be made not later than February 1st of the following year;

4. There is hereby created a joint COUNTY/CITY governing board for the purpose of administering the facility in accordance with this Memorandum Agreement, with said Board to be called The Joint Swimming Pool Board, the composition and powers and duties of which are determined solely by this Memorandum Agreement (hereinafter "the Board");

5. The Board shall consist of 9 members, as follows:

One member of the County Board of Supervisors, whose initial term shall be 3 years;

One member of the County Board of Supervisors, whose initial term shall be 1 year;

One member of the City Council, whose initial term shall be 3 years;

One member of the City Council, whose initial term shall be 1 year;

One member who is either an officer or on the Board of Directors of the Richland County Campus Foundation, Limited, whose initial term shall be 3 years;

One administrative staff employee of the University of Wisconsin System, whose job is located at the U.W. Center-Richland, whose initial term shall be 2 years;

One member-at-large, who shall be a resident of Richland County, whose initial term shall be 1 year;

The Chairperson of the Richland County Board of Supervisors;

The Mayor of the City.

6. All terms of Board members after the above-described initial term shall be 3 year terms; the County Board, City Council, Richland County Campus Foundation, Ltd. shall select their respective representatives on the Board; that the U.W. Center-Richland campus representative shall be the last member of the Board to



be appointed. That representative shall be appointed by the Dean of the campus, subject to confirmation by the other 8 members of the Board. In the event of a tie vote on the motion for confirmation, the motion shall fail; the City and the County shall decide by a single coin toss as to which body shall first select the member-at-large; after the expiration of the initial term of the member-at-large, the body losing the coin toss shall select the first 3 year term for the member-at-large and, thereafter, selection of said member shall alternate between the CITY and COUNTY; members of the Board who cease to be members of the bodies which they represent on the Board shall simultaneously cease to be members of the Board; members of the Board who cease to be County Board Chairperson or Mayor shall simultaneously cease to be members of the Board; the Board shall select its own Chairperson; persons shall not serve more than 2 consecutive 3-year terms on the Board; the Mayor and the County Board Chairperson can designate persons to attend meetings of the Board if they are unable to attend and such designee shall have the same authority at Board meetings as the officer who designated them to attend would have if present at the meeting; the Board shall only conduct business if a quorum is present and, furthermore, only if a representative from the City (meaning a member of the City Council, the Mayor or the Mayor's designee) is present and a member from the County (meaning a member of the County Board of Supervisors, the Chairperson of the County Board or the Chairperson's designee) is present;

7. The Board shall have the following powers and duties and none other:



(a) Budget. The Board shall annually submit a proposed budget to the County Board and to the City Council for the operation of the facility; said budget shall be submitted under the same deadline as CITY and COUNTY departments; said budget must be approved by both the County Board and the City Council before it is effective;

(b) Spending Authority. The Board shall not make any expenditure which has not been expressly and clearly budgeted for in excess of \$1,000.00 for a one-time cost, or a cumulative cost of \$5,000.00 in one year, without express approval of such expenditure by the County Board and the City Council, except in the case of an emergency, as determined by the Board; the Board shall not make any building additions, modifications or improvements or equipment purchases in excess of \$5,000.00 without the express approval of both the County Board and the City Council;

(c) Personnel. The Board shall only hire full-time or part-time employees for positions which have been expressly created and approved by the County Board and the City Council; the expenses of consultants and contractors shall be governed by paragraph 6b herein; the actual hiring of persons to fill duly-approved positions shall be undertaken solely by the Board; all employees of the Board shall, for personnel, compensation and fringe benefit purposes, be County employees, subject to the same rules and regulations as other non-unionized County employees and subject to County job classification and salary provisions for non-unionized County employees and subject to the County's Handbook of Personnel Policies; all personnel and financial records of employess of the Board shall be maintained by COUNTY;



(d) Suits. The Board does not have the authority to sue or be sued; COUNTY shall be liable for the actions of the Board and for the operation of the facility; COUNTY shall carry appropriate insurance to cover this risk, the cost of which shall be a cost item which is subject to paragraph 3 herein; the Board shall not bring any suit without the express approval of the County Board and the City Council;

(e) Rules and Regulations. The Board shall have sole and exclusive authority concerning the maintenance and operation of the facility and the manner and method of operation of the facility, including the issuance of written rules and regulations governing the operation of the facility, except as noted herein; all policies concerning public use of the facility shall be issued in writing by the Board and shall be prominently posted in a public place in the facility and a current copy of all such rules and regulations shall at all times be filed with the County Clerk and the City Clerk; these rules and regulations governing the operation of the facility may at any time be amended, rescinded, modified or repealed by joint action of both the County Board and the City Council;

(f) Director. The Board shall, in the manner set forth in this Memorandum Agreement, hire a full-time or part-time Director of the facility, which person shall have the responsibility for the day-to-day operations of the facility and for the scheduling of events at the facility and the exclusive use of the facility, in accordance with the rules and regulations of the Board; the Director shall serve at the pleasure of the Board and all actions of said Director shall be subject to approval, rescission,



or amendment by the Board and by the County Board and the City Council, as set forth herein;

8. That the Board shall receive all the income earned by the facility and may receive gifts relating to the facility and all such receipts shall be used to offset the costs described in paragraph 3 herein, unless the donor of a gift specifies otherwise;

9. That this Memorandum Agreement constitutes the sole agreement between COUNTY and CITY and the Board created herein shall have no powers except those which are expressly conferred or which can be clearly inferred from this Memorandum Agreement.

BY COUNTY:

Merlyn Merry 4-2-87  
Merlyn Merry, County Board Chair- date signed  
man; signature authorized by County  
Board Resolution #87-19. adopt-  
ed on March 17, 1987.

BY CITY:

Raymond Lawton 4-3-87  
Raymond Lawton, City Clerk; signa- date signed  
ture authorized by City Council  
Resolution # MOTION, adopted  
on MAR. 3, 1987.

Approved:

Darlo Wentz 4-3-87  
Hon. Darlo Wentz, Mayor date signed  
City of Richland Center

## RESOLUTION NO. 25 - xx

Resolution Approving The Intergovernmental Agreement For The Operation Of The Symons Recreation Complex.

WHEREAS changes have occurred relating to the operations and governance of the Symons Recreation Complex, and

WHEREAS these changes require updates to the agreement between the City and County in regard to the operations and governance of the Symons Recreation Complex, and

WHEREAS the Executive and Finance Standing Committee has carefully reviewed and considered the intergovernmental agreement for the operations of the Symons Recreation Complex, 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 intergovernmental agreement for the operations of the Symons Recreation Complex, and

BE IT FURTHER RESOLVED that passage of this resolution repeals and replaces the current City-County Agreement relating to the governance of the Symons Natatorium, and

BE IT FURTHER RESOLVED that this resolution shall be effective upon passage and publication of both the Richland County Board and the Richland Center City Council.

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(12 AUGUST 2025)

RESOLUTION \_\_\_\_\_

FOR                  AGAINST

DEREK S. KALISH  
COUNTY CLERK

DATED: AUGUST 19, 2025

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

*Approved by the Symons Natatorium Board on July 14, 2025*

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

**Agenda Item Name:** Richland County Mission Statement

<b>Department:</b>	County Board/Administrati	<b>Presented By:</b>	Dave Turk
<b>Date of Meeting:</b>	August 12, 2025	<b>Action Needed:</b>	
<b>Date submitted:</b>	August 1, 2025	<b>Referred by:</b>	Dave Turk

**Recommendation and/or action language:**

Discuss the mission statement that was created between Board Members and Department Heads at the first Lou Everett training.

**Background:**

On March 27th, Department Heads and County Board members gathered together for the first Lou Everett Group Training. The objective of the training(s) is to build a unified, resilient and positive workplace culture across the county. The first session focused on creating a mission statement for Richland County. Here are the two final options that were created:

Richland County is committed to fostering a vibrant and inclusive community by providing transparent, accountable, and compassionate services. We aim to meet the needs of all residents through fiscally responsible actions that promote growth, prosperity, and well-being. By coordinating efforts across our rural hills, valleys, and small towns, we empower individuals and communities to thrive with respect, integrity, and enthusiasm, ensuring a future of success for all.

Or

Richland County is dedicated to fostering a thriving, inclusive community through transparent, accountable, and fiscally responsible services. We aim to promote growth, well-being, and prosperity while respecting our rural roots and empowering all residents to succeed.

**Attachments and References:**

**Financial Review:**

(please check one)

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

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Department Head

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Administrator, Tricia Clements



## Joint Ambulance Committee

### Agenda Item Cover

**Agenda Item Name:** Staff Change Recommendation to Executive committee

<b>Department:</b>	Emergency Services Department	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	July 28, 2025	<b>Action Needed:</b>	None
<b>Date submitted:</b>	July 17, 2025	<b>Referred by:</b>	

**Recommendation and/or action language:** Recommend to increase full-time staff by 2 with decrease in Temp-Casual staffing.

**Background:** The current staffing model presents significant challenges and is not serving the county efficiently, particularly due to excessive overtime costs. As it stands, we are projected to incur over **\$110,000 in overtime expenses in 2025** alone.

To address this issue, we propose the following changes:

1. **Add one full-time EMT** position to reduce the reliance on overtime staffing.
2. **Convert the current contracted Office position into a County staff role**, promoting consistency, accountability, and internal equity.

These adjustments will not only enhance operational efficiency but also provide a more **cost-effective and equitable solution** for the County in the long term. By proactively managing staffing levels, we can significantly reduce overtime costs and better serve the community.

**Attachments and References:** Staffing Change Recommendation worksheet

**Financial Review:** Covered in 2026 Budget

(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		

*Barbara Scott*

*Tricia Clements*

Department Head

Administrator, Tricia Clements

Name	2024 Budgeted	2024 Actual Spent	% Of Budget Used	2025 Budget	2025 To 6/30	2025 Projection
Salaries - Regular	\$ 231,772.38	\$ 215,931.58	93%	\$ 222,073.28	\$ 132,049.44	\$ 264,098.88
Salaries - Part-time	\$ -	\$ 3,338.40	33384%	\$ -	\$ 9,817.68	\$ 19,635.36
Salaries - Overtime	\$ 46,693.98	\$ 7,181.77	15%	\$ 49,035.24	\$ 55,657.38	\$ 111,314.76
Temporary Casual	\$ 91,022.88	\$ 106,546.82	117%	\$ 86,455.20	\$ 58,000.86	\$ 116,001.72
Ambulance Crew Pay	\$ 62,500.00	\$ 20,132.94	32%	\$ 65,625.00	\$ 16,159.50	\$ 32,319.00
Per Diem	\$ 5,040.00	\$ 1,740.00	35%	\$ 5,040.00	\$ 270.00	\$ 540.00
Retiree SK LV/ He Ins Coverage	\$ -	\$ -	0%	\$ -	\$ -	\$ -
Section 125 Plan Coshar	\$ 340.00	\$ 253.42	75%	\$ 340.00	\$ 156.90	\$ 313.80
FICA- County Share	\$ 31,881.47	\$ 31,048.36	97%	\$ 32,759.48	\$ 19,800.95	\$ 39,601.90
Retirement - County Share	\$ 17,814.99	\$ 22,743.67	128%	\$ 18,842.05	\$ 15,936.74	\$ 31,873.48
Dental Insurance - County Share	\$ 2,105.58	\$ 116.52	6%	\$ 2,193.65	\$ 775.29	\$ 1,550.58
Health Insurance - County Share	\$ 90,082.49	\$ 60,322.13	67%	\$ 82,749.07	\$ 38,284.21	\$ 76,568.42
Life Insurance County Share	\$ 42.74	\$ 56.91	133%	\$ 28.08	\$ 21.98	\$ 43.96
Totals	\$ 579,296.51	\$ 469,412.52	81%	\$ 565,141.05	\$ 346,930.93	\$ 693,861.86

Salaries - Regular	\$ 374,508.16
Salaries - Part-time	\$ 13,796.64
Salaries - Overtime	\$ 79,417.53
Temporary Casual	\$ 41,389.92
Ambulance Crew Pay	\$ 15,000.00
Per Diem	\$ 2,000.00
Retiree SK LV/ He Ins Coverage	\$ -
Section 125 Plan Coshar	\$ 540.00
FICA- County Share	\$ 32,871.65
Retirement - County Share	\$ 30,938.02
Health Insurance - County Share	\$ 130,189.44
Dental Insurance - County Share	\$ 4,101.30
Life Insurance County Share	\$ 50.00
Totals	\$ 724,802.66

**RESOLUTION NO. 25 - xx**

Resolution Approving Addition Of One Full-Time EMT Position.

WHEREAS EMS runs on a three-crew model and are required to run with a minimum of two people on a crew per Wisconsin Chapter DHS 110, and

Whereas currently there are 5 staff members and overtime is excessive, and

WHEREAS adding an additional full-time position will increase operational efficiency and be a more cost-effective solution, and

WHEREAS the Joint Ambulance Committee has considered this item and is now asking for Executive and Finance to consider this need, 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 addition of one full-time EMT position, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: AUGUST 19, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(12 AUGUST 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 to Create an Ambulance Service Director Position

<b>Department:</b>	Emergency Services	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	August 12, 2025	<b>Action Needed:</b>	Resolution
<b>Date submitted:</b>	July 31, 2025	<b>Referred by:</b>	Tricia Clements

**Recommendation and/or action language:**

Approve the creation of the Ambulance Service Director job description and send the resolution to the full county board for final approval.

**Background:**

Since 2014, Emergency Management and the Ambulance Service was overseen by the same Department Head. We are requesting that the two positions be separated. This will lead to an increase in the budget for Ambulance for this position but a decrease in the amount dedicated to Emergency Management. The current budget can support the creation of this position and the proposed 2026 budget also supports this position.

The purpose for separating the two positions is to have each responsibility be given the attention it needs. If there was an emergency in the county, there may be a conflict in which agency would take priority in the moment. The Ambulance Service Director has many responsibilities and to ensure long term sustainability, the person in this role needs to have the time to focus on grant writing, budgeting, long range planning, and program compliance and oversight.

**Attachments and References:**

Ambulance Service Director job description

**Financial Review:**

(please check one)

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

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Department Head

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Administrator, Tricia Clements

# Richland County

## Position Description

**Position Title:** Ambulance Director

**Department:** Emergency Services

**Reports to:** County Administrator

**Pay Grade:** 17

**Date:** 06/29/2025

**Hours per week:** 40

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### Purpose of Position

Responsible to manage the operations and staff and to develop and implement comprehensive emergency services for Richland County in accordance with local, state, and federal laws, rules, regulations and plans.

### Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Establishes, maintains and directs Emergency Services functions ensuring compliance with local, state and federal requirements.
- Maintains knowledge of current laws and regulations. Ensures that current ordinances and resolutions support the legal basis for the programs, including Federal and State mandates.
- Prepares, recommends, and monitors annual budgets and capital improvement plans for the Departments.
- Develops, implements and monitors policies, practices and plans for the Departments.
- Ensures all local, state, and federal reports are processed in an accurate and timely manner.
- Oversees appropriate preparation and maintenance of documents and records.
- Functions as Facility Manager for Emergency Services Building.
- EMS DUTIES:
  - Ensures Service License and operational plan are maintained and submitted to the State and that EMS staff maintain necessary certifications.
  - Manages staff to ensure compliance with work rules and procedures.
  - Advises the County administrator on matters regarding EMS.
  - Functions as liaison between Service and Medical Director, Joint Ambulance Committee, and County Board.
  - Manages EMS Staff ensuring daily operational tasks are completed.
  - Ensures ambulance coverage as required per statute. Provides coverage when needed.
  - Meets frequently with hospital emergency room staff.
  - Responds to ambulance calls and provides patient care.
  - Completes monthly staff schedule.
  - Ensures the positions of Training Officer, QA/QI Designee, WARDS Designee, Infection Control Officer are filled and reported to the State.



- Updates medical protocols in coordination with Medical Director and Training Officer.
- Establishes and maintains quality assurance/improvement program.
- Coordinates staff training and recruitment including CPR training and ensures Service is utilizing industry best practices and meets state inspection standards.
- Supervises Medicare and Medical Assistance reporting and third-party billing and other office activities.
- Ensures OSHA 1910 regulations are met.
- Creates and maintains infectious disease plan.
- Functions in a command staff role during a multi-casualty incident.
- Assists Richland Center Hospital with policies in EMS.
- Creates, maintains and distributes policies and Standard Operating Procedures (SOPs) approved by the medical director.
- Assists fire departments, law enforcement and first responders in purchasing and maintenance of medical equipment and supplies for emergency response.
- Oversees acquisition and maintenance of department equipment, vehicles and supplies.
- Prepares a variety of reports, data, analysis and recommendations.
- Manages staff: Makes hiring, discipline and discharge decisions. Assigns and schedules work activities, trains, mentors, monitors and evaluates work. Performs succession planning.
- Attends and participates in meetings and seminars related to the Departments.
- Attends training as required to stay current in changes with EMS.
- Responsible for EMS for 24/7 on-call as necessary.
- Performs other duties as assigned or apparent.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

NEMT or Paramedic with three years relevant experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities for this position. Current AEMT License, ICS 100,200,300,700, 800 and CPR Certification. Valid Driver's license. Management preferred.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communications**

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

#### **Skills, Knowledge and Abilities**

- Knowledgeable in all areas of pre-hospital emergency care, emergency medical protocols and policies, and federal, state and local laws and regulations regarding pre-hospital emergency care and billing.
- Working knowledge of Wisconsin Administrative Codes and Wisconsin State Statutes related to EMS and Emergency Management.
- Knowledge of ICS training level 100, 200 & 300 and NIMS IS-700 & IS-800.

- Knowledge of Microsoft Word, Excel, Access and Outlook software.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to set policies and goals for the department with top management guidance.
- Ability to perform widely varied work involving complex and significant variables requiring analytical ability and inductive thinking.

### **Physical Requirements**

- Ability to exert moderate physical effort in sedentary to light work, involving standing, walking, stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull up to 100 pounds.
- Ability to bend, lift and secure patients.

### **Working Conditions**

- Work is performed in indoors and outdoors settings as well as emergency vehicle.
- Ability to work under potentially hazardous and uncomfortable conditions in environmental factors including but not limited to temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, close quarters, disease and/or dust.
- This position may be occasionally exposed to mental effort and stress as well as angry, intoxicated or confused persons.
- This position frequently performs work under high attention to detail and deadlines.

### **Special Requirement**

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

Executive & Finance Standing Committee

17

Agenda Item Cover

**Agenda Item Name:** Discussion & Possible Action: Creation Of An Ad Hoc County Facilities Committee

<b>Department</b>	County Administrator / County Board Chair	<b>Presented By:</b>	Tricia Clements / Dave Turk
<b>Date of Meeting:</b>	08/12/2025	<b>Action Needed:</b>	Approve Creation Of Ad Hoc County Facilities Committee
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	08-01-2025	<b>Referred by:</b>	Campus Reconfiguration Committee
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	

**Recommendation and/or action language:** Motion to approve creation of an ad hoc County Facilities Committee.

**Background:** As current reconfiguration discussions of the campus property continue, discussions regarding the utilization of the county buildings should also be considered at the same time. As such, the formation of a separate ad hoc County Facilities Committee is being recommended. The primary focus of the Campus Reconfiguration Committee will remain as the redevelopment of the campus property. The primary focus of the ad hoc County Facilities Committee will be to review and determine the future utilization of county buildings. The proposed ad hoc County Facilities Committee is as follows:

\*County Board Chair

\*County Board Vicechair

\*1 Member from each Standing Committee

**Attachments and References:** Resolution Approving The Creation Of An Ad Hoc County Facilities Committee

**Financial Review:** Not Applicable

(please check one)

<input type="checkbox"/>	In adopted budget (2025)	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
X	No financial impact		

Department Head

  
Tricia Clements, County Administrator

**RESOLUTION NO. 25 - xx**

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

WHEREAS discussions of the reconfiguration of the campus property continue, discussions regarding the utilization of county buildings should also be discussed at the same time, and

WHEREAS the formation of a separate ad hoc County Facilities Committee is being recommended, and

WHEREAS the primary focus of the ad hoc County Facilities Committee will be to review and determine the future utilization of county buildings, and

WHEREAS members of the ad hoc County Facilities Committee will include the County Board Chair, County Board Vice-Chair, and one member from each of the Standing Committees, and

WHEREAS the Executive and Finance Standing Committee has carefully reviewed and considered the creation of an ad hoc County Facilities Committee, 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 creation of an ad hoc County Facilities Committee, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(12 AUGUST 2025)

RESOLUTION \_\_\_\_\_

FOR                  AGAINST

DEREK S. KALISH  
COUNTY CLERK

DATED: AUGUST 19, 2025

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

## Natural Resources Standing Committee

### Agenda Item Cover

**Agenda Item Name:** Increase fee for Minor Subdivision Review/Certified Survey Map

<b>Department</b>	Land and Zoning	<b>Presented By:</b>	Cathy Cooper
<b>Date of Meeting:</b>	08/04/2025	<b>Action Needed:</b>	Adopt Fee increase
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	08/04/2025	<b>Referred by:</b>	Natural Resources Committee
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	

**Recommendation and/or action language:**

Increase the fee for Minor Subdivision Review/Certified Survey Map immediately from \$100 plus \$20.00 per lot to \$300 plus \$20.00 per lot.

**Background:**

The Wisconsin Department of Administration Plat Review has been reviewing certified surveys (CSM) for Richland County. The surveyors have been submitting the surveys to the state and charging the clients the extra \$100 for the state to review. The state will no longer review the CSM's. The Zoning office has been in contact with the County Surveyor about potential cost for him to review. It will cost an additional \$200.00. The Land Conservation & Zoning Department is looking at changing the fee immediately to \$300.00 plus \$20.00 per lot.

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**Attachments and References:**

**Financial Review:**


(please check one)

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

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Cathy Cooper

Department Head

  
Administrator

## RESOLUTION NO. 25 - XX

Resolution Approving Richland County Increasing The Fee For Minor Subdivision Review/Certified Survey Map.

WHEREAS Richland County requires parcels of 10 acres or less to have a Certified Survey completed, and

WHEREAS the County Land Conservation and Zoning Department is to review the Certified Surveys and

WHEREAS because the Land Conservation and Zoning Department staff does not have the expertise in reviewing these surveys, and

WHEREAS the certified surveys have been submitted in the past to the state Plat Review section, and

WHEREAS the state Plat Review section is no longer going to be able to review Certified Surveys from now on, and

WHEREAS the Land Conservation and Zoning Department has contacted the County Surveyor, Todd Rummler who will review the Certified Surveys for a fee of \$200 per survey, and

WHEREAS the Natural Resources Committee has reviewed and requested a change to the fee schedule for Minor Subdivision Review/Certified Survey map to \$300 plus \$20 per lot.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval to change the fee schedule for Minor Subdivision Review/Certified Survey map to \$300 plus \$20 per lot.

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION\_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: AUGUST 19, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(12 AUGUST 2025)

FOR                  AGAINST

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

*Approved by Natural Resources Standing Committee on August 4, 2025*