

**Richland County  
Executive & Finance Standing Committee**

Date Posted: September 3, 2025

**NOTICE OF MEETING**

Please be advised that the Richland County Executive & Finance Standing Committee will convene on Tuesday, September 9, 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 August 25, 2025 Meeting
6. Public Comment
7. Reports
  - A. Administrator's Report
  - B. Radio Tower Project Update
8. Discussion & Possible Action: 2026 Preliminary Budget
9. Discussion & Possible Action: Initial Resolution Authorizing Not To Exceed \$1,085,000 General Obligation Promissory Notes For Capital Improvement Projects
10. Discussion & Possible Action: Approval Of Scope Of Engagement With Quarles & Brady LLP For Issuance Of \$1,085,000 General Obligation Promissory Notes
11. Discussion & Possible Action: Resolution Making Changes In How Ambulance Service Is Provided By The County
12. Discussion & Possible Action: Approval Of Symons Intergovernmental Agreement
13. Discussion & Possible Action: Approval Of Updates To The Pine Valley Addendum
14. Discussion & Possible Action: Approval Of New Private Pay Rates For Pine Valley
15. Discussion & Possible Action: Approval Of Amendments To The Sheriff's Addendum To The Handbook Of Personnel Policies And Work Rules
16. Discussion & Possible Action: Resolution Authorizing The Revenue From The Sale Of Sheriff Vehicles To Be Placed In Fund 170 - New Sheriff's Car Fund
17. Discussion & Possible Action: Approval For The Transfer Of Funds From Fund 980 To Fund 320
18. Discussion & Possible Action: Approval Of Change Order For The Radio Tower Project
19. Discussion & Possible Action: Approval Of Pregnant Workers Fairness Act Policy
20. Discussion & Possible Action: Designation Of County Clerk To Serve As Backup County Administrator As Needed
21. Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 19.85(E): Deliberating Or Negotiating The Purchasing Of Public Properties, The Investing Of Public Funds, Or Conducting Other Specified Public Business, Whenever Competitive Or Bargaining Reasons Require A Closed Session: Potential Future Uses Of Campus Buildings
22. Return To Open Session
23. Possible Action On Items From Closed Session
24. Set Future Meeting Date
25. Correspondence
26. Future Agenda Items
27. 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

August 25, 2025

The Richland County Executive & Finance Standing Committee convened on August 25, 2025 in person and virtually at 5:00 PM in the County Boardroom of the Richland County Courthouse.

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

**Roll Call:** County Clerk Kalish conducted roll call. Committee member(s) present: Steve Carrow, Randy Schoonover, Gary Manning, David Turk, Melvin “Bob” Frank (virtually), Steve Williamson, and Marc Couey. Committee member(s) absent: None.

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

**Approval Of Agenda:** Motion by Manning second by Schoonover to approve agenda. Motion carried and agenda declared approved.

**Approval Of Minutes From The August 12, 2025 Meeting:** Committee Chair Williamson asked if there were any corrections or amendments to the minutes from the August 12, 2025 meeting. Hearing none, Committee Chair Williamson declared the minutes from the August 12, 2025 meeting approved as published.

**Public Comment:** None.

**Reports - County Administrator Update:** None.

**Reports – Radio Tower Project Update:** None.

**Reports – Veterans Service Office Quarterly Report:** Veterans Service Officer Karen Knock briefly reviewed the quarterly report.

**Reports – Pine Valley Reservoir Update:** Pine Valley Community Village Administrator Paulus briefly reviewed the water reservoir report and noted that small repairs to the concrete at an approximate cost of \$4,700 will need to be made.

**Discussion & Possible Action – 2026 Preliminary County Budget:** Administrator Clements and County Clerk Kalish reviewed the preliminary 2026 County Budget. Supervisor Carrow requested additional budget reports for review. No action taken on this item.

**Discussion & Possible Action: Approval Of A Municipal Advisory Agreement With Wisconsin Public Finance Professionals, LLC:** County Clerk Kalish provided brief background on agenda item. Motion by Couey second by Williamson to approve Municipal Advisory Agreement with Wisconsin Public Finance Professionals, LLC. Motion carried and item forwarded to full County Board for approval.

Richland County  
Executive & Finance Standing Committee

**Discussion & Possible Action – Approval Of Changes To The Holiday Section Of The Handbook Of Personnel Policies And Work Rules Of Richland County:** Administrator Clements provided a brief background on the subject and provided the additional staffing information requested at the previous meeting. Motion by Turk second by Schoonover to approve changes to the holiday section 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 – Approval Of Updates To The Pine Valley Addendum:** Administrator Paulus and Administrator Clements provided brief background on agenda item proposed addendum changes. Consensus was reached to review again at the September 9, 2025, meeting. No action taken on this item.

**Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 19.85(E): Deliberating Or Negotiating The Purchasing Of Public Properties, The Investing Of Public Funds, Or Conducting Other Specified Public Business, Whenever Competitive Or Bargaining Reasons Require A Closed Session - Potential Future Uses Of Campus Buildings:** Motion by Carrow second by Schoonover to enter into Closed Session pursuant to Wis. Stat, Sec 19.85(E). Motion carried unanimously and committee convened into Closed Session at 5:43 PM.

**Closed Session**

**Return To Open Session:** Committee reconvened into Open Session at 6:20 PM.

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

**Correspondence:** None.

**Future Agenda Items:**

Discussion & Possible Action: 2026 Preliminary Budget

Discussion & Possible Action: Approval Of Updates To The Pine Valley Addendum

Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 19.85(E): Deliberating Or Negotiating The Purchasing Of Public Properties, The Investing Of Public Funds, Or Conducting Other Specified Public Business, Whenever Competitive Or Bargaining Reasons Require A Closed Session: Potential Future Uses Of Campus Buildings

**Adjourn:** Motion by Manning second by Couey to adjourn. Motion carried and meeting adjourned at 6:21 PM.



Derek S. Kalish  
Richland County Clerk

Tower Project Update  
August 2025

Civil work continues at the Yuba site. The footing for the retaining wall has been put in place and they will start to build the retaining wall by August 29th. All the civil work has been completed at the other sites.

General Communications is continuing to work on securing the last two frequencies. They are working with Marquette County and Monroe County to get the permissions. Once these last two frequencies are secured, the FCC license will be requested. The license will be approved 7 – 10 days after submitting.

The Combiners were shipped on August 27, 2025 and should arrive mid-September. The rest of the radio equipment has been purchased and is at the sites, space permitting.

Antenna work at the towers will start the first week of September. They will start at the Gotham site.

The Microwave equipment is currently being manufactured. It is expected to be shipped the middle of September.

Collaboration is happening with emergency service providers that support Richland County residents to ensure they are prepared for the changeover. The county is prepared to fund the programming costs of their radios, so they are compatible with the new system.



# Preliminary Budget Summary

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2026

# 2026 Preliminary Budget Highlights

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- Advancement of one step on wage scale for all full-time employees.
- Addition of Radio Tower Technician & Radio Tower operations funding.
- Restructuring of Administration, Symons, Emergency Services, and HHS staff.
- Focus on maintaining and enhancing cyber security.



# Revenue Type Summary

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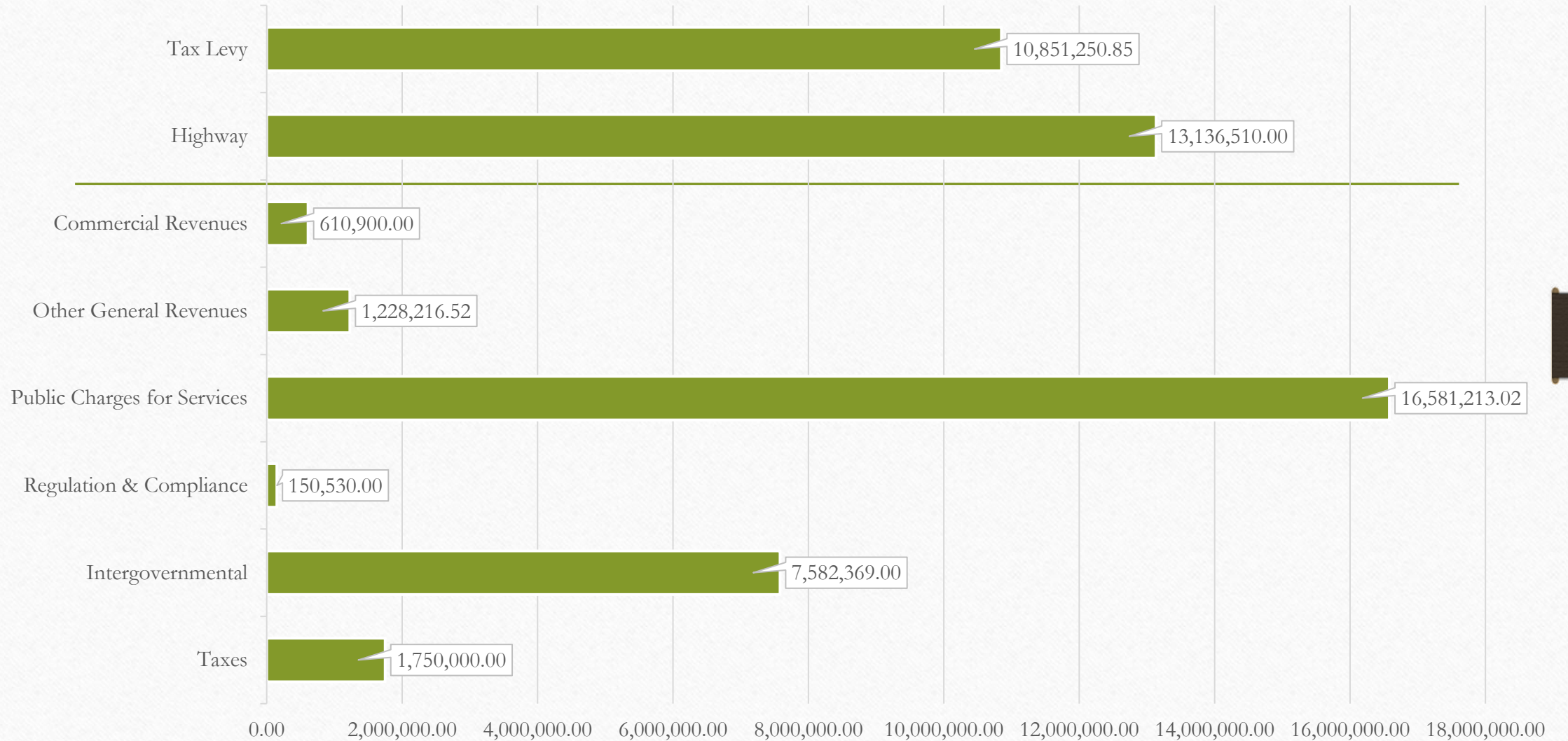
- Taxes: County Sales tax, interest on taxes, and MFL/Forest Crop
- Intergovernmental: State Aid
- Regulation & Compliance: Fines, forfeitures, and various fees (permits, large group, etc.)
- Public Charges for Services: Departmental fees charged within county (includes HHS, Pine Valley, Sheriff, etc.)
- Other General Revenues: Various non-department fees, Pine Valley rebated funds, and Short-Term Borrowing
- Commercial Revenues: Investment income
- Highway: GTA, Operational, Town Bridge 50/50 Cost Share, Wheel Tax, State Maintenance Agreements
- Tax Levy: Funding gap between revenues and expenses

# 2026 Preliminary Budget Revenues

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2026 Preliminary Budgeted Revenues	
Taxes	1,750,000.00
Intergovernmental	7,582,369.00
Regulation & Compliance	150,530.00
Public Charges for Services	16,581,213.02
Other General Revenues	1,228,216.52
Commercial Revenues	610,900.00
Highway	13,136,510.00
Tax Levy	10,851,250.85
TOTAL	51,890,989.39

## 2026 Preliminary Budget Revenue





# Expense Type Summary

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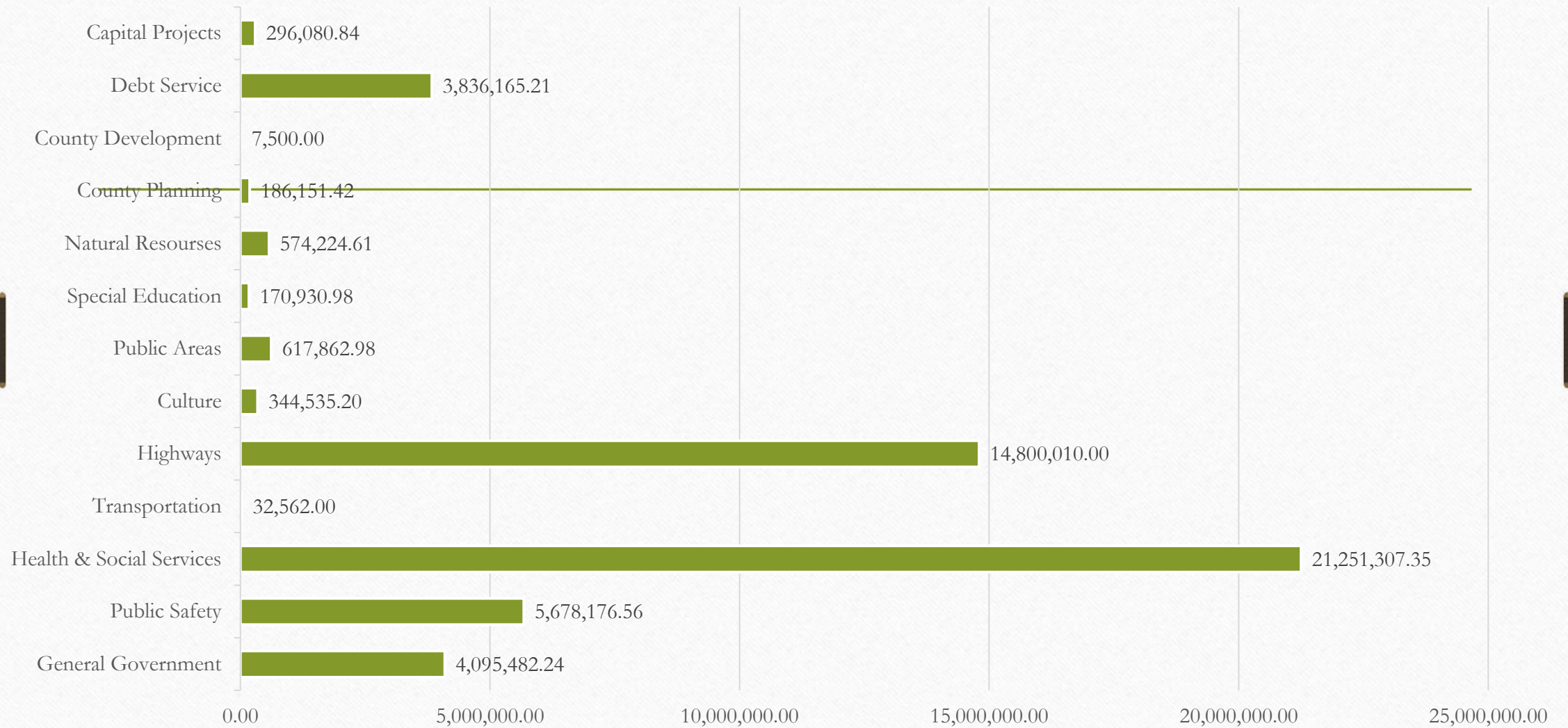
- General Government: General Administration
- Public Safety: Sheriff-Ambulance - Emergency Government - Animal Control - LEPC
- Health & Social Services: Pine Valley – Health & Human Services(all dept.) – Child Support – Veterans
- Transportation: Airport
- Highway: Administration – CTHS – Bridge Construction – Town Bridge Cost Share – Equipment – State Main Agreement
- Culture: Libraries – County Fair
- Public Areas: Snowmobile trails/areas – county parks – Ash Creek Community Forest – Symons
- Special Education: Extension
- Natural Resources: Land Conservation – Wildlife Damage Mgmt. – Nursery Stock – Recycling – Watershed
- County Planning: SWWRPC – Zoning – Failing Septic Systems
- County Development: Economic Development – NHS
- Debt Service: Debt Service Payments
- Capital Projects: Capital Projects

# 2026 Preliminary Budgeted Expenses

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2026 Preliminary Budgeted Expenses	
General Government	4,095,482.24
Public Safety	5,678,176.56
Health & Social Services	21,251,307.35
Transportation	32,562.00
Highways	14,800,010.00
Culture	344,535.20
Public Areas	617,862.98
Special Education	170,930.98
Natural Resources	574,224.61
County Planning	186,151.42
County Development	7,500.00
Debt Service	3,836,165.21
Capital Projects	296,080.84
TOTAL	51,890,989.39

## 2026 Preliminary Budget Expenses





# 2025 Debt Service Summary

## 2025 DEBT SCHEDULE

DEBT ISSUES	BALANCE 12-31-25
G.O. Refunding Bonds (Debt Consolidation)	690,000    Matures 3-1-27
G.O. Promissory Notes (Capital Improvement Projects)	1,545,000    Matures 3-1-28
G.O. Pine Valley Construction Bonds (PVCV)	7,320,000    Matures 3-1-35
G.O. Pine Valley Construction Bonds (PVCV)	6,645,000    Matures 9-1-36
G.O. Capital Improvement Bonds – Radio Tower	8,100,000    Matures 9-1-38
TOTAL	24,300,000

2026 Debt Payments Summary  
(Principal & Interest)

General – 782,500  
Pine Valley – 1,487,350  
Radio Tower – 468,250  
Short –Term borrowing – 1,098,065.21

TOTAL – 3,836,165.21

# 2026 Top 5 Departments By Gross Levy

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Sheriff's Department

4,064,342.56

Debt Service

3,836,165.21

Highway

1,663,500.00

Institutional Costs

1,285,000.00

Health & Human Services

1,045,670.88

# 2026 Preliminary Gross Levy

	2025 LEVY	2026 LEVY	PLUS OR MINUS
Department			
Ambulance Service	0.00	0.00	0.00
New Ambulance (Fund 16)	0.00	0.00	0.00
Ambulance Equipment & Outlay (Fund 47)	0.00	0.00	0.00
Animal Control-Dog License Fees	14,275.00	14,925.00	650.00
Capital Planning	229,263.61	0.00	-229,263.61
Child Support Program	76,768.59	68,743.61	-8,024.98
Circuit Court	214,047.30	202,793.00	-11,254.30
Conservation Planner Technician	27,877.54	34,029.12	6,151.58
Coroner	52,285.00	57,740.00	5,455.00
Corporation Counsel	163,111.00	152,740.62	-10,370.38
County Board	45,931.00	41,646.00	-4,285.00
County Administrator	579,037.12	725,169.02	146,131.90
County Clerk	181,651.23	176,538.76	-5,112.47
County Parks	54,875.00	38,507.47	-16,367.53
County Technology Fund	161,150.00	382,146.71	220,996.71
County Treasurer	172,856.41	206,952.54	34,096.13
Courthouse	273,244.40	325,083.44	51,839.04
Courthouse Repair Outlay	20,000.00	20,000.00	0.00
Court Mediation	200.00	400.00	200.00
Debt Service	3,351,487.50	3,836,165.21	484,677.71
District Attorney	236,108.35	234,089.61	-2,018.74
Economic Development	30,000.00	0.00	-30,000.00
Elections	48,164.00	59,740.41	11,576.41
Emergency Government	44,959.43	27,601.00	-17,358.43
Fairs and Exhibits	18,104.98	15,000.01	-3,104.97
Family Court Commissioner	29,205.35	28,505.35	-700.00

	2025 LEVY	2026 LEVY	PLUS OR MINUS
Health and Human Services	994,498.46	1,045,670.88	51,172.42
Highway	1,663,500.00	1,663,500.00	0.00
Management Information Systems	331,701.36	449,149.33	117,447.97
Institutional Costs Funds	1,385,000.00	1,285,000.00	-100,000.00
Land Conservation	139,705.79	142,573.19	2,867.40
Local Emergency Planning Committee	-4,440.00	0.00	4,440.00
Pine Valley	0.00	0.00	0.00
Property Lister	114,005.92	120,513.74	6,507.82
Radio Tower	0.00	147,080.84	147,080.84
Register of Deeds	2,296.59	77,809.82	75,513.23
Register in Probate	214,320.02	224,055.25	9,735.23
Sheriff's Department	4,063,999.00	4,064,342.56	343.56
911 Outlay	50,000.00	74,000.00	24,000.00
Soil Conservation Cost Sharing	4,000.00	0.00	-4,000.00
Surveyor	4,650.00	4,650.00	0.00
Symons Recreation Complex	53,960.40	53,190.26	-770.14
University Extension	202,720.99	170,930.98	-31,790.01
UW-Richland Outlay	80,000.00	50,000.00	-30,000.00
Veterans Service Office	100,412.42	115,060.77	14,648.35
Videoconferencing	4,000.00	5,000.00	1,000.00
Watershed Maintenance	0.00	2,500.00	2,500.00
Zoning	-12,718.05	-386.12	12,331.93
General	-5,075,209.92	-5,491,907.53	-416,697.61
TOTALS	10,341,005.79	10,851,250.85	510,245.06

	2025 LEVY	2026 LEVY	PLUS OR MINUS
Department			
Ambulance Service	0.00	0.00	0.00
New Ambulance (Fund 16)	0.00	0.00	0.00
Ambulance Equipment & Outlay (Fund 47)	0.00	0.00	0.00
Animal Control-Dog License Fees	14,275.00	14,925.00	650.00
Capital Planning	229,263.61	0.00	-229,263.61
Child Support Program	76,768.59	68,743.61	-8,024.98
Circuit Court	214,047.30	202,793.00	-11,254.30
Conservation Planner Technician	27,877.54	34,029.12	6,151.58
Coroner	52,285.00	57,740.00	5,455.00
Corporation Counsel	163,111.00	152,740.62	-10,370.38
County Board	45,931.00	41,646.00	-4,285.00
County Administrator	579,037.12	725,169.02	146,131.90
County Clerk	181,651.23	176,538.76	-5,112.47
County Parks	54,875.00	38,507.47	-16,367.53
County Technology Fund	161,150.00	382,146.71	220,996.71
County Treasurer	172,856.41	206,952.54	34,096.13
Courthouse	273,244.40	325,083.44	51,839.04
Courthouse Repair Outlay	20,000.00	20,000.00	0.00
Court Mediation	200.00	400.00	200.00
Debt Service	3,351,487.50	3,836,165.21	484,677.71
District Attorney	236,108.35	234,089.61	-2,018.74
Economic Development	30,000.00	0.00	-30,000.00
Elections	48,164.00	59,740.41	11,576.41
Emergency Government	44,959.43	27,601.00	-17,358.43
Fairs and Exhibits	18,104.98	15,000.01	-3,104.97
Family Court Commissioner	29,205.35	28,505.35	-700.00
Health and Human Services	994,498.46	1,045,670.88	51,172.42
Highway	1,663,500.00	1,663,500.00	0.00
Management Information Systems	331,701.36	449,149.33	117,447.97
Institutional Costs Funds	1,385,000.00	1,285,000.00	-100,000.00
Land Conservation	139,705.79	142,573.19	2,867.40
Local Emergency Planning Committee	-4,440.00	0.00	4,440.00
Pine Valley	0.00	0.00	0.00
Property Lister	114,005.92	120,513.74	6,507.82
Radio Tower	0.00	147,080.84	147,080.84
Register of Deeds	2,296.59	77,809.82	75,513.23
Register in Probate	214,320.02	224,055.25	9,735.23
Sheriff's Department	4,063,999.00	4,064,342.56	343.56
911 Outlay	50,000.00	74,000.00	24,000.00
Soil Conservation Cost Sharing	4,000.00	0.00	-4,000.00
Surveyor	4,650.00	4,650.00	0.00
Symons Recreation Complex	53,960.40	53,190.26	-770.14
University Extension	202,720.99	170,930.98	-31,790.01
UW-Richland Outlay	80,000.00	50,000.00	-30,000.00
Veterans Service Office	100,412.42	115,060.77	14,648.35
Videoconferencing	4,000.00	5,000.00	1,000.00
Watershed Maintenance	0.00	2,500.00	2,500.00
Zoning	-12,718.05	-386.12	12,331.93
General	-5,075,209.92	-5,491,907.53	-416,697.61
TOTALS	10,341,005.79	10,851,250.85	510,245.06



	BUDGET FOR 2025		
DEPARTMENT	BUDGETED EXPENSES	BUDGETED REVENUES	LEVY

Ambulance Service	761,966.05		
Ambulance Maintenance - Municipalities	3,000.00		
Uncollectable Ambulance Bills	400,000.00		
Payments from Municipalities		156,466.05	
Miscellaneous Revenues		8,500.00	
Ambulance Fees		1,000,000.00	0.00
Emergency Management	69,959.43		
Emergency Management Grant		25,000.00	44,959.43
Local Emergency Planning Committee	11,809.00		
State Aid-Local Emergency Planning Comm.		8,249.00	
State Aid-Haz Mat Grant		8,000.00	-4,440.00
Ambulance Equipment & Training Outlay	25,000.00		
State Aid-Ambulance Equipment & Training		25,000.00	0.00
New Ambulance Fund (Fund 16)	0.00	0.00	0.00

	BUDGET FOR 2026		
	BUDGETED EXPENSES	BUDGETED REVENUES	LEVY

	951,750.00		
	3,000.00		
	400,000.00		
		326,000.00	
		3,750.00	
		1,025,000.00	0.00
	53,788.00		
		26,187.00	27,601.00
	14,371.00		
		8,371.00	
		6,000.00	0.00
	10,000.00		
		10,000.00	0.00
	0.00	0.00	0.00

Child Support Program	212,976.76		
Child Support -- Sheriffs Fees		500.00	
Child Support -- Court Costs		0.00	
Child Support - Genetic Tests		250.00	
State Aid-Child Support Agency		135,458.17	
State Aid-Child Support MSL		0.00	76,768.59

	229,800.61		
		500.00	
		0.00	
		250.00	
		160,307.00	
		0.00	68,743.61

Circuit Court	461,755.30		
State Aid-Circuit Court Support Payment		52,275.00	
State Aid-GAL Fees		26,313.00	
County Ordinance Forfeitures		38,500.00	
State Fines & Forfeitures 348		14,000.00	
GAL - Clerk of Court		25,000.00	
GAL - Register In Probate		15,000.00	
Ignition Interlock Device		1,100.00	
Bond Forfeitures		5,000.00	
US Afforney E-File Fees		20.00	
Circuit Court Fees and Costs		30,000.00	
Medical Fees Recovered		0.00	
Adversary Counsel Reimbursement		30,000.00	
ST Fines & Forfeitures		0.00	
State Fines & Forfeitures 341-47, 49		0.00	

	466,748.00		
		52,275.00	
		26,000.00	
		38,500.00	
		150.00	
		20,000.00	
		20,000.00	
		1,100.00	
		10,000.00	
		0.00	
		0.00	
		750.00	
		30,000.00	
		500.00	
		14,000.00	

	BUDGET FOR 2025				BUDGET FOR 2026		
DEPARTMENT	BUDGETED EXPENSES	BUDGETED REVENUES	LEVY		BUDGETED EXPENSES	BUDGETED REVENUES	LEVY
State Fines & Other Forfeitures		0.00				0.00	
Civil/Crim Action Fees		0.00				15,000.00	
Lien Fees & Other Services		0.00				4,000.00	
Clerk of Court Child Support Fee		0.00				200.00	
Clerk of Court Copy Fees		0.00				3,200.00	
Administrative Fees		0.00				1,000.00	
Jury Demand Fee		500.00				1,000.00	
Service Fees		0.00				0.00	
Jury Costs Recovered		0.00				0.00	
Dare/Crime Prevention		0.00				0.00	
Payment Plan Fee		0.00				1,000.00	
Probate Fees		0.00				7,000.00	
Interpreter Fee-County		0.00				0.00	
Juvenile Legal Fees Reimbursement		300.00				60.00	
Muni Forfeiture Fee		0.00				2,000.00	
Interpreter Fees Reimbursement		4,000.00				4,000.00	
Witness Fees - County		0.00				0.00	
Restituion Fee 10%		0.00				500.00	
Restitution Admin Fee 5%		200.00				200.00	
Occupational DL Fee St/CO		0.00				0.00	
Occupational Drivers License Fee		0.00				20.00	
Comm Srvcs Work Offset Fee		0.00				0.00	
Clerk of Court Coop Agreement Reimburse		1,000.00				600.00	
Interest on Judgements		4,000.00				10,000.00	
Bank Interest Earned		500.00	214,047.30			900.00	202,793.00
Court Mediation Service	5,000.00				5,000.00		
Court Mediation Fees		3,000.00				3,000.00	
Mediation/Marriage License Fees		1,800.00	200.00			1,600.00	400.00
Videoconferencing	4,000.00		4,000.00		5,000.00		5,000.00
Register in Probate	220,620.02				230,055.25		
Register in Probate Fees		6,300.00	214,320.02			6,000.00	224,055.25
Coroner	63,285.00				69,740.00		
Coroner Fees		11,000.00	52,285.00			12,000.00	57,740.00
Corporation Counsel	163,111.00		163,111.00		152,740.62		152,740.62
County Board	45,931.00		45,931.00		41,646.00		41,646.00

	BUDGET FOR 2025		
DEPARTMENT	BUDGETED EXPENSES	BUDGETED REVENUES	LEVY
County Administrator	579,037.12		579,037.12

County Clerk - Core Budget	190,089.98		
County Clerk - Wisvote Fees		5,500.00	
County Clerk's Fees- Core Fees		2,938.75	
			181,651.23

Elections	48,164.00		48,164.00
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County Treasurer	172,731.41		
Tax Delinquent Parcels	0.00		
Cancelled Tax Certificates	0.00		
Property Tax Chargeback	0.00		
Tax Deed Property	0.00		
Checking Account Fees	1,200.00		
County Owned Real Estate			
Treasurers Fees		75.00	
Treasurer-Ag Use Value Penalty		1,000.00	172,856.41

Courthouse	273,244.40		273,244.40
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Courthouse Repair Outlay	20,000.00		20,000.00
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BUDGET FOR 2026		
BUDGETED EXPENSES	BUDGETED REVENUES	LEVY
725,169.02		725,169.02

179,132.51		
	0.00	
	2,593.75	
		176,538.76

69,740.41	10,000.00	59,740.41
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197,794.59		
5,200.00		
877.95		
700.00		
2,320.00		
1,210.00		
	150.00	
	1,000.00	206,952.54

325,083.44		325,083.44
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20,000.00		20,000.00
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	BUDGET FOR 2025		
DEPARTMENT	BUDGETED EXPENSES	BUDGETED REVENUES	LEVY

Principal - 2020 Capital Projects Bond	300,000.00		
Principal - Prior Service Refunding Bonds	245,000.00		
Principal - Capital Projects GO Refund	330,000.00		
Principal - Pine Valley Bonds - 8/10/15	600,000.00		
Principal - Pine Valley Notes - 3/15/16	445,000.00		
Principal - Short Term Borrowing	601,200.00		
Principal - Radio Tower Project	0.00		
Interest - 2020 Capital Projects Bond	33,900.00		
Interest - Prior Service Refunding Bonds	2,450.00		
Interest - Capital Projects Refunding Bond	25,650.00		
Interest - Pine Valley Bonds 8/10/15	253,800.00		
Interest - Pine Valley Notes 3/15/16	180,925.00		
Interest - Radio Tower Project	321,062.50		
Interest - Short Term Borrowing	12,500.00		
Reporting Requirements	0.00		
Debt Service Fund Surplus Applied		0.00	3,351,487.50

District Attorney	256,108.35		
State Aid-Victim Witness Program		20,000.00	236,108.35

Economic Development	30,000.00		
			30,000.00

	BUDGET FOR 2026		
	BUDGETED EXPENSES	BUDGETED REVENUES	LEVY

400,000.00		
0.00		
340,000.00		
625,000.00		
455,000.00		
1,085,000.00		
150,000.00		
26,900.00		
0.00		
15,600.00		
235,425.00		
171,925.00		
318,250.00		
13,065.21		
0.00		
	0.00	3,836,165.21

264,089.61		
	30,000.00	234,089.61

0.00		
		0.00



	BUDGET FOR 2025		
DEPARTMENT	BUDGETED EXPENSES	BUDGETED REVENUES	LEVY

Fairs and Exhibits	144,244.98		
State Aid-Fairs and Exhibits		6,800.00	
Fairs and Exhibits Revenues		119,340.00	18,104.98
Fairgrounds Donations	7,500.00		
Fairgrounds Donations		7,500.00	0.00
Solid Waste and Recycling Program	98,700.00		
State Aid-Solid Waste and Recycling		98,700.00	0.00

Family Court Commissioner	30,355.35	1,150.00	29,205.35
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Health and Human Services	7,717,713.76		
Health and Human Services Revenues		3,134,773.10	
State Aid-Health and Human Services		3,750,036.27	832,904.39
Health Department Grants	35,466.00		
State Aid-Health Department Grants		35,466.00	
Health Department Revenues		0.00	0.00
CAU - Elderly Services (SCSP)	671,303.26		
State Aid-Elderly Services/Transport (SCSP)		348,180.19	
CAU - Revenues		161,529.00	161,594.07
Resource Center	447,704.18		
State Aid-Resource Center		447,704.18	0.00

Highway Administration	375,000.00		
County Trunk Highway System	3,614,713.96		
Towns, Cities, & Villages	0.00		
Equipment (Machinery)	777,495.00		
State Maintenance Agreement (State Highways)	1,197,400.00		
Bridge Construction - County	100,000.00		
Town Bridge 50/50 Cost Share	44,050.00		
State Aid-County Trunk Highway System (GTA)		605,335.32	
Operational Revenues		2,248,373.64	
Town Bridge 50/50 Cost Share		44,050.00	
Towns, Cities, & Villages		0.00	
Wheel Tax		350,000.00	
State Maintenance Agreement (State Highways)		1,197,400.00	
			1,663,500.00

Management Information Systems	331,701.36		331,701.36
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BUDGET FOR 2026		
BUDGETED EXPENSES	BUDGETED REVENUES	LEVY

127,569.56		
	6,800.00	
	105,769.55	15,000.01
7,500.00		
	7,500.00	0.00
98,700.00		
	98,700.00	0.00

30,545.35	2,040.00	28,505.35
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8,296,336.45		
	3,863,663.96	
	3,561,391.54	871,280.95
35,778.16		
	35,778.16	
	0.00	0.00
674,639.53		
	316,468.67	
	183,780.93	174,389.93
459,049.00		
	459,049.00	0.00

620,000.00		
10,112,190.00		
550,000.00		
2,280,000.00		
1,200,000.00		
0.00		
37,820.00		
	646,340.00	
	10,402,350.00	
	37,820.00	
	550,000.00	
	300,000.00	
	1,200,000.00	
		1,663,500.00

449,149.33		449,149.33
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	BUDGET FOR 2025		
DEPARTMENT	BUDGETED EXPENSES	BUDGETED REVENUES	LEVY

Adult Institutional Costs Fund	705,000.00		
Child Institutional Costs Fund	680,000.00		1,385,000.00

Land Conservation	150,231.16		
State Aid-Land Conservation		8,775.37	
Farmland Preservation Certificate		4,500.00	
State Aid-Lake Monitoring/Protection		1,500.00	
State Aid-Wildlife Damage Administration		250.00	
Compliance Certificate Fee		0.00	139,705.79
Watershed Maintenance	2,000.00	2,000.00	0.00
Conservation Planner Technician	137,974.54		
State Aid-Conservation Planner Technician		110,097.00	27,877.54
Wildlife Damage Management Fund	14,000.00		
State Aid-Wildlife Damage Management		14,000.00	0.00
Soil Conservation Cost Sharing	41,000.00		
State Aid-Soil Conservation Cost Sharing		37,000.00	4,000.00
Ash Creek Community Forest	1,000.00		
Ash Creek Community Forest		1,000.00	0.00
Nursery Stock	900.00		
Land Conservation - Nursery Stock		900.00	0.00
Snowmobile Trails and Areas	42,025.00		
State Aid-Snowmobile Trails		42,025.00	0.00
County Parks	56,375.00		
County Parks Revenues		1,500.00	54,875.00

Pine Valley	10,626,385.00		
Pine Valley Community Village Revenues		10,626,385.00	0.00

Property Lister	114,005.92		114,005.92
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Register of Deeds	162,296.59		
Register of Deeds Fees		100,000.00	
Real Estate Transfer Fees		60,000.00	2,296.59

BUDGET FOR 2026		
BUDGETED EXPENSES	BUDGETED REVENUES	LEVY

655,000.00		
630,000.00		1,285,000.00

158,098.49		
	8,775.30	
	5,000.00	
	1,500.00	
	250.00	
	0.00	142,573.19
4,500.00	2,000.00	2,500.00
144,126.12		
	110,097.00	34,029.12
14,000.00		
	14,000.00	0.00
37,000.00		
	37,000.00	0.00
1,000.00		
	1,000.00	0.00
1,800.00		
	1,800.00	0.00
42,025.00		
	42,025.00	0.00
38,507.47		
	0.00	38,507.47

10,143,954.83		
	10,143,954.83	0.00

120,513.74		120,513.74
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236,809.82		
	97,000.00	
	62,000.00	77,809.82

	BUDGET FOR 2025		
DEPARTMENT	BUDGETED EXPENSES	BUDGETED REVENUES	LEVY
Sheriff's Administration	686,414.00		
Sheriff's Department	1,865,346.00		
Police Radio	77,300.00		
County Jail	1,569,939.00		
Sheriff's Department Uniform Allowances	22,000.00		
Special Investigations	2,000.00		
NG911 GIS Grant	0.00		
PSAP Grant	0.00		
Traffic Stop Data Grant	0.00		
ICAC Reimbursement	0.00		
State Aid-Probation and Parole Housing		10,000.00	
Traffic Stop Data Grant		0.00	
Prisoner Aid In Lieu Of Social Security		3,200.00	
Sheriff's Escort Fees		0.00	
State Aid - Summer Traffic Grant		0.00	
State Aid-Police Training		6,000.00	
State Aid - Sanctions		15,000.00	
ICAC Reimbursement		0.00	
State Aid-DNA Testing		800.00	
Federal Aid-Bullet Proof Vests		800.00	
Sheriff Law Enforcement Services - Lone Rock		52,000.00	
Sheriffs Civil Process Fees		15,000.00	
Electronic Monitoring Program Fees		30,000.00	
Board of Prisoners (County)		0.00	
Board of Prisoners (Huber)		9,700.00	
Sheriff's Telephone Revenues		15,000.00	
Sheriff's Copies Revenue		1,500.00	4,063,999.00
911 Outlay	50,000.00		50,000.00
Animal Control	18,475.00		
Dog License Fees		4,200.00	14,275.00

Surveyor	4,650.00		4,650.00
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Symons Recreation Complex (Fund 36)	509,700.81		
Symons -Swimming Pool Projects (Fund 37)	12,450.00		
Symons Recreation Complex Fees (Fund 36)		401,780.00	
Symons -Swimming Pool Projects (Fund 37)		12,450.00	
Pool Operations - City Share		53,960.41	53,960.40

	BUDGET FOR 2026		
DEPARTMENT	BUDGETED EXPENSES	BUDGETED REVENUES	LEVY
Sheriff's Administration	642,182.07		
Sheriff's Department	1,967,028.14		
Police Radio	33,000.00		
County Jail	1,560,632.35		
Sheriff's Department Uniform Allowances	22,000.00		
Special Investigations	2,000.00		
NG911 GIS Grant	0.00		
PSAP Grant	0.00		
Traffic Stop Data Grant	0.00		
ICAC Reimbursement	0.00		
State Aid-Probation and Parole Housing		10,000.00	
Traffic Stop Data Grant		0.00	
Prisoner Aid In Lieu Of Social Security		3,200.00	
Sheriff's Escort Fees		0.00	
State Aid - Summer Traffic Grant		0.00	
State Aid-Police Training		6,000.00	
State Aid - Sanctions		15,000.00	
ICAC Reimbursement		0.00	
State Aid-DNA Testing		800.00	
Federal Aid-Bullet Proof Vests		800.00	
Sheriff Law Enforcement Services - Lone Rock		54,000.00	
Sheriffs Civil Process Fees		15,000.00	
Electronic Monitoring Program Fees		30,000.00	
Board of Prisoners (County)		0.00	
Board of Prisoners (Huber)		9,700.00	
Sheriff's Telephone Revenues		15,000.00	
Sheriff's Copies Revenue		3,000.00	4,064,342.56
911 Outlay	74,000.00		74,000.00
Animal Control	18,425.00		
Dog License Fees		3,500.00	14,925.00

Surveyor	4,650.00		4,650.00
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Symons Recreation Complex (Fund 36)	524,830.51		
Symons -Swimming Pool Projects (Fund 37)	11,500.00		
Symons Recreation Complex Fees (Fund 36)		418,450.00	
Symons -Swimming Pool Projects (Fund 37)		11,500.00	
Pool Operations - City Share		53,190.25	53,190.26

	BUDGET FOR 2025		
DEPARTMENT	BUDGETED EXPENSES	BUDGETED REVENUES	LEVY
University Extension & Agents	202,720.99		
Extension Office Revenues			202,720.99

UW-Richland Outlay	80,000.00		80,000.00
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Veterans Service Office	88,325.22		
Veterans Service Grant	9,906.20		
Soldiers and Sailors Fund	5,869.00		
Care of Veterans Graves	8,000.00		
State Aid-Veterans Service		11,688.00	100,412.42

Zoning	136,331.95		
Sanitary Permit Fees		25,000.00	
Land Use Permits		24,500.00	
Farmland Preservation		4,500.00	
Zoning State Grant		0.00	
Manure Storage Permit Fee		0.00	
Zoning Permits		20,000.00	
Soil Testing Fees		6,250.00	
Sanitary Maintenance Filing Fee		43,000.00	
Land Division Fees		2,500.00	
Non-Metallic Mining Fees		20,000.00	
Mapping and Data Base Fees		300.00	
County Address Signs		3,000.00	-12,718.05
Failing Septic Systems	0.00		
State Aid - Failing Septic Systems		0.00	0.00
Land Records (Fund 48)	20,000.00		
Land Records Fees		20,000.00	0.00
Land Records Information Grant (Fund 23)	75,000.00		
State Aid-Land Information Grant		75,000.00	0.00

Capital Planning	229,263.61		229,263.61
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County Technology Fund	161,150.00	0.00	161,150.00
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Radio Tower (Fund 94)	0.00	0.00	0.00
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Courthouse Employee Fund (Fund 970)	0.00	0.00	0.00
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BUDGET FOR 2026		
BUDGETED EXPENSES	BUDGETED REVENUES	LEVY
170,930.98		
		170,930.98

50,000.00		50,000.00
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101,206.82		
11,672.95		
5,769.00		
8,100.00		
	11,688.00	115,060.77

167,513.88		
	28,000.00	
	33,000.00	
	0.00	
	12,500.00	
	0.00	
	20,000.00	
	7,000.00	
	43,000.00	
	4,000.00	
	16,500.00	
	400.00	
	3,500.00	-386.12
0.00		
	0.00	0.00
20,000.00		
	20,000.00	0.00
96,000.00		
	96,000.00	0.00

0.00		0.00
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382,146.71		382,146.71
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147,080.84	0.00	147,080.84
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4,000.00	4,000.00	0.00
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	BUDGET FOR 2025			BUDGET FOR 2026		
DEPARTMENT	BUDGETED EXPENSES	BUDGETED REVENUES	LEVY	BUDGETED EXPENSES	BUDGETED REVENUES	LEVY
Independent Auditing	35,700.00			37,485.00		
Special Acct - Indirect Cost Study (Maximus)	4,100.00			4,100.00		
Internet/Bandwidth Access	3,038.88			3,038.88		
Property and Liability Insurance	63,924.97			51,215.00		
Workers Compensation Insurance	20,000.00			15,000.00		
Public Official Bond	4,500.00			0.00		
PCORE-Health Insurance	580.00			650.00		
Fire Suppression (State Special Charges)	0.00			0.00		
Employee Assistance Program	0.00			9,000.00		
Charitable & Penal (State Special Charges)	85.95			0.00		
Tri-County Airport	36,236.00			32,562.00		
Automated Mailing Machine	3,600.00			3,562.16		
Data Processing	6,500.00			0.00		
Libraries	228,016.29			209,465.64		
SW WI Regional Planning Commission	18,272.10			18,637.54		
Citizen Standing Committees	2,532.00			1,168.85		
Neighborhood Housing Services	7,500.00			7,500.00		
Richland County Judge	5,000.00			5,000.00		
Co Trunk Hwy - Vehcile Fire	0.00			200.00		
County Sales Tax		1,500,000.00			1,550,000.00	
Interest on Taxes		100,000.00			100,000.00	
Managed Forest and Forest Crop Taxes		100,000.00			100,000.00	
State Shared Revenues		2,196,152.84			2,221,152.84	
State Aid-Exempted Business Computers		12,922.57			12,922.57	
State Aid-Personal Property		114,020.70			114,020.70	
Payment in Lieu of Taxes-DNR		43,000.00			45,760.22	
MFL Resource Aid Payment-DNR		27,350.00			27,410.00	
Indirect Administration Cost Study Revenues		45,000.00			0.00	
County Farmland Leases		1,800.00			4,800.00	
General Revenues		250.00			100.00	
Other Miscellaneous Revenues		49,300.00			61,300.00	
General Fund Balance Applied		0.00			303,026.27	
Pine Valley Fund Surplus Applied		725,000.00			750,000.00	
Interest on General Fund Investments		600,000.00	-5,075,209.92		600,000.00	-5,491,907.53

TOTAL LEVY

41,971,445.35 31,634,939.56 10,341,005.79

51,890,989.39 41,039,738.54 10,851,250.85

Version: Preliminary 2.5

TAX LEVY DISTRIBUTION - 2026 BUDGET		
Fund Number	Fund Name	Tax Levy
100	General	2,845,194.94
120	Elections Fund	59,740.41
160	New Ambulance Fund	0.00
190	Sheriff's Dept. Uniform Allowance	22,000.00
230	Land Records Grant	0.00
250	Special Investigations	2,000.00
260	Sheriff's Grant Disbursement	0.00
280	Tax Delinquent Parcels	5,200.00
290	Videoconferencing	5,000.00
300	Debt Service	2,348,815.21
310	Court Mediation	400.00
320	UW-Richland Outlay	50,000.00
330	Fairground Donations	0.00
340	Health Department Grants	0.00
360	Symons Recreation Complex	53,190.26
370	Symons Swimming Pool Projects	0.00
420	Computer Outlay	382,146.71
430	Courthouse Repair Outlay	20,000.00
440	HHS Institutional Childrens Costs	630,000.00
470	Ambulance Equipment & Outlay	0.00
480	Land Records	0.00
490	Local Emergency Planning Committee	0.00
500	911 Outlay	74,000.00
510	Ambulance	0.00
530	Resource Center	0.00
540	HHS Institutional Adult Costs	655,000.00
560	Health and Human Services	871,280.95
570	Solid Waste & Recycling	0.00
610	Pine Valley Community Village	737,350.00
630	County Aging Unit	174,389.93
640	Watershed Maintenance	2,500.00
650	County Parks	38,507.47
660	Soil Conservation	0.00
680	Richland County Fair	15,000.01
690	Snowmobile Trails	0.00
710	Highway Department	1,663,500.00
720	Conservation Planner Technician	34,029.12
780	Nursery Stock	0.00
790	Ash Creek Community Forest	0.00
800	Wildlife Damagement Fund	0.00
810	Dog License Fees	14,925.00
940	Radio Tower	147,080.84
970	Courthouse Employee Fund	0.00
	<b>TOTAL TAX LEVY</b>	<b>10,851,250.85</b>

Debit: Fund.0000.0000.1110 - Cash

Credit: Fund.4100.0000.4111 - General Property Taxes

Fund 10

Debit 10.0000.0000.1220 - Uncollected

Credit 10.4100.0000.4111 - Gen Property Tax

Credit 10.0000.0000.1110 - Cash

Version: Preliminary 2.5

TAX LEVY DISTRIBUTION - 2026 BUDGET			
	Revenues	Expenditures	Tax Levy
Fund 100 - General			
County Sales Tax	1,550,000.00		
Interest on Taxes	100,000.00		
Managed Forest and Forest Crop Taxes	100,000.00		
State Shared Revenues/Bear Creek Solar	2,221,152.84		
State Aid - Exempted Business Computers	12,922.57		
State Aid - Personal Property	114,020.70		
State Aid - Circuit Court Support Payment	52,275.00		
State Aid - Circuit Court Coop Agreement Reimb.	600.00		
State Aid - GAL Fees	26,000.00		
State Aid - Victim Witness Program	30,000.00		
State Aid - Interpreter Reimbursement	4,000.00		
State Aid - Probation and Parole Housing	10,000.00		
Prisoner Aid In Lieu Of Social Security	3,200.00		
State Aid - Police Training	6,000.00		
State Aid - DNA Testing	800.00		
State Aid - Bullet Proof Vests	800.00		
State Aid - Summer Traffic Grant	0.00		
State Aid - Emergency Management	26,187.00		
State Aid - Child Support Agency	160,307.00		
State Aid - Child Support MSL	0.00		
State Aid - Veterans Service	11,688.00		
State Aid - Failing Septic	0.00		
State Aid - Land Conservation	8,775.30		
State Aid - Land Conservation - Lake Monitoring	1,500.00		
State Aid - Wildlife Damage Admin	250.00		
DNR Payment In Lieu Of Taxes	45,760.22		
State Aid - Sanctions	15,000.00		
ICAC Reimbursement - Sheriff's Department	0.00		
DNR - MFL Resource Aid Payment	27,410.00		
County Ordinance Forfeitures	38,500.00		
GAL - Clerk of Court	20,000.00		
GAL - Register in Probate	20,000.00		
ST Fines & Forfeitures	500.00		
State Fines & Forfeitures 341-47, 49	14,000.00		
State Fines & Forfeitures 348	150.00		
State Fines & Other Forfeitures	0.00		
Civil/Crime Fees	15,000.00		
Clerk of Court Child Support Fee	200.00		
Clerk of Court Copy Fees	3,200.00		
Payment Plan Fee - Clerk of Court	1,000.00		
Jury Demand Fee	1,000.00		
Muni Forfeiture Fee	2,000.00		
Administrative Fees - Clerk of Court	1,000.00		
Ignition Interlock Device	1,100.00		
Lien Fees & Other Services	4,000.00		
Probate Fees - Clerk of Court	7,000.00		
Medical Fees Recovered	750.00		
Restitution Fee 10%	500.00		
Restitution Admin Fee 5%	200.00		
Witness Fee-County	0.00		
Comm Srvcs Work Offset Fee	0.00		
Compliance Certificate Fee	0.00		
Bond Forfeitures	10,000.00		
Adversary Counsel Reimbursement	30,000.00		
Jury Costs Recovered	0.00		
Dare/Crime Prevention	0.00		
Interpreter Fee-County	0.00		
Juvenile Legal Fees Reimbursement	60.00		

TAX LEVY DISTRIBUTION - 2026 BUDGET			
	Revenues	Expenditures	Tax Levy
Occupational Drivers License Fee	20.00		
Occupational DL Fee St/Co	0.00		
US Attorney E-File Fees	0.00		
Coroner Fees	12,000.00		
Service Fees - Clerk of Court	0.00		
Register In Probate Fees	6,000.00		
County Clerk - Core Fees	2,593.75		
Treasurer's Fees	150.00		
Treasurer - Ag Use Value Penalty	1,000.00		
Register of Deeds Fees	97,000.00		
Real Estate Transfer Fees	62,000.00		
Sheriff's Civil Process Fees	15,000.00		
Sheriff Escort Fees	0.00		
Sheriff Law Enforcement Services - Lone Rock	54,000.00		
Electronic Monitoring Program Fees	30,000.00		
Jail Assessment Fees	0.00		
Board Of Prisoners - Huber	9,700.00		
Board Of Prisoners - County	0.00		
Child Support - Sheriff's Fees	500.00		
Child Support - Court Costs	0.00		
Child Support - Genetic Tests	250.00		
Land Use Permits	33,000.00		
Farmland Preservation Certificates	5,000.00		
Manure Storage Permit Fees	0.00		
Zoning Permits	20,000.00		
Zoning-State Grant	12,500.00		
Sanitary Permit Fees	28,000.00		
Soil Testing Fees	7,000.00		
Sanitary Maintenance Filing Fee	43,000.00		
Land Division Fees	4,000.00		
Non-Metallic Mining Fees	16,500.00		
Mapping & Data Base Fees	400.00		
County Address Signs	3,500.00		
Sheriff's Telephone Revenues	15,000.00		
Sheriff's Copies Revenue	3,000.00		
Indirect Cost Study Revenues	0.00		
County Farmland Leases	4,800.00		
General Revenues	100.00		
Other Miscellaneous Revenues	61,300.00		
Interest On General Fund Investments	600,000.00		
Bank Earned Interest - Clerk of Court	900.00		
General Fund Balance Applied	303,026.27		
Interest On Judgements	10,000.00		
Family Court Commissioner - Coop Agreement	2,040.00		
Total Revenues	6,162,088.65		
County Board		41,646.00	
Citizen Standing Committees		1,168.85	
County Administrator		725,169.02	
Register in Probate		230,055.25	
Circuit Court		466,748.00	
Richland County Judge		5,000.00	
Family Court Commissioner		30,545.35	
Coroner		69,740.00	
County Clerk		179,132.51	
Data Processing		0.00	
Automated Mail Machine		3,562.16	
Property Lister		120,513.74	
County Treasurer		197,794.59	
Tax Deed Property		2,320.00	



TAX LEVY DISTRIBUTION - 2026 BUDGET			
	Revenues	Expenditures	Tax Levy
Cancelled Tax Certificates		877.95	
Property Tax Chargeback		700.00	
Checking Account Fees		1,210.00	
Independent Auditing		37,485.00	
Special Accounting-Indirect Cost Study (Maximus)		4,100.00	
District Attorney		264,089.61	
Corporation Counsel		152,740.62	
Register of Deeds		236,809.82	
Surveyor		4,650.00	
Courthouse		325,083.44	
Internet / Bandwidth Access		3,038.88	
Management Information Systems		449,149.33	
Property and Liability Insurance		51,215.00	
Workers Compensation Insurance		15,000.00	
Public Official Bonds		0.00	
PCORF Health Insurance		650.00	
Sheriff's Administration		642,182.07	
Sheriff's Department		1,967,028.14	
Police Radio		33,000.00	
County Jail		1,560,632.35	
Jail Assessment Fees		0.00	
NG911 GIS Grant		0.00	
PSAP Grant		0.00	
ICAC Reimbursement - Sheriff's Department		0.00	
Emergency Management		53,788.00	
State Special Charges-Charitable & Penal		0.00	
Child Support Program		229,800.61	
Veterans Service Office		101,206.82	
Veterans Service Grant		11,672.95	
Soldiers and Sailors Fund		5,769.00	
Care of Veterans Graves		8,100.00	
Tri-County Airport		32,562.00	
Libraries		209,465.64	
University Extension		170,930.98	
Land Conservation		158,098.49	
Failing Septic Systems		0.00	
SW WI Regional Planning Commission		18,637.54	
Zoning		167,513.88	
Employee Assistance Program		9,000.00	
Economic Development		0.00	
Neighborhood Housing Services		7,500.00	
Co Trunk Hwy - Vehile Fire		200.00	
Total Expenditures		9,007,283.59	
Tax Levy			2,845,194.94
<u>Fund 120 - Elections Fund</u>			
Fund Balance Applied	10,000.00		
Expenditures		69,740.41	
Tax Levy			59,740.41
<u>Fund 160 - New Ambulance Fund</u>			
Revenues - State Aid	0.00		
Expenditures		0.00	
			0.00

TAX LEVY DISTRIBUTION - 2026 BUDGET			
	Revenues	Expenditures	Tax Levy
<u>Fund 190 - Sheriff's Dept. Uniform Allowance</u>			
Expenditures		22,000.00	
Tax Levy			22,000.00
<u>Fund 230 - Land Records Information Grant</u>			
Revenues - State Aid	96,000.00		
Expenditures		96,000.00	
Tax Levy			0.00
<u>Fund 250 - Special Investigations</u>			
Expenditures		2,000.00	
Tax Levy			2,000.00
<u>Fund 260 - Sheriff Grant Disbursement</u>			
Revenues	0.00		
Expenditures		0.00	
Tax Levy			0.00
<u>Fund 280 - Tax Delinquent Parcels</u>			
Expenditures		5,200.00	
Tax Levy			5,200.00
<u>Fund 290 - Videoconferencing Fund</u>			
Expenditures		5,000.00	
Tax Levy			5,000.00
<u>Fund 300 - Debt Service</u>			
Principal - 2020 Capital Projects Bonds		400,000.00	
Principal - Prior Service Refunding Bonds		0.00	
Principal - Capital Projects GO Refund		340,000.00	
Principal - Short Term Borrowing		1,085,000.00	
Principal - Radio Tower Project		150,000.00	
Interest - 2020 Capital Projects Bonds		26,900.00	
Interest - Prior Service Refunding		0.00	
Interest - Capital Projects GO Refunding		15,600.00	
Interest - Short Term Borrowing		13,065.21	
Interest - Radio Tower Project		318,250.00	
Debt Reporting Requirement		0.00	
Tax Levy			2,348,815.21
<u>Fund 310 - Mediation Services</u>			
Revenues - Court Mediation Fees	3,000.00		
Revenues - Marriage License Fees	1,600.00		
Expenditures		5,000.00	
Tax Levy			400.00
<u>Fund 320 - UW-Richland Outlay</u>			
Expenditures		50,000.00	
Tax Levy			50,000.00

TAX LEVY DISTRIBUTION - 2026 BUDGET			
	Revenues	Expenditures	Tax Levy
<u>Fund 330 - Fairgrounds Donations</u>			
Revenues	7,500.00		
Expenditures		7,500.00	
Tax Levy			0.00
<u>Fund 340 - Health Department Grants</u>			
Revenues-State Aid	35,778.16		
Revenues	0.00		
Expenditures		35,778.16	
Tax Levy			0.00
<u>Fund 360 - Symons Recreation Complex</u>			
Revenues - Public Charges	418,450.00		
Revenues - City Of Richland Center	53,190.25		
Expenditures		524,830.51	
Tax Levy			53,190.26
<u>Fund 370 - Symons Swimming Pool Projects</u>			
Fund Balance Applied	11,500.00		
Expenditures		11,500.00	
			0.00
<u>Fund 420 - County Technology Fund</u>			
Expenditures		382,146.71	
Tax Levy			382,146.71
<u>Fund 430 - Courthouse Repair Outlay</u>			
Expenditures		20,000.00	
Tax Levy			20,000.00
<u>Fund 440 - Institutional Childrens Costs</u>			
Expenditures		630,000.00	
Tax Levy			630,000.00
<u>Fund 470 - Ambulance Equipment &amp; Training</u>			
Revenues	10,000.00		
Expenditures		10,000.00	0.00
<u>Fund 480 - Land Records</u>			
Revenues	20,000.00		
Expenditures		20,000.00	
			0.00
<u>Fund 490 - Local Emergency Planning</u>			
Revenues - State Aid - Hazard Mitigation	0.00		
Revenues - State Aid - EPCRA Emerg. Plan	8,371.00		
Revenues - State Aid - EPCRA Comp. & Hazmat	6,000.00		
Expenditures		14,371.00	
Tax Levy			0.00

TAX LEVY DISTRIBUTION - 2026 BUDGET			
	Revenues	Expenditures	Tax Levy
<u>Fund 500 - 9-1-1 Outlay</u>			
Expenditures		74,000.00	
Tax Levy			74,000.00
<u>Fund 510 - County Ambulance Service</u>			
Fees	1,025,000.00		
Miscellaneous Revenues	3,750.00		
Payments from Municipalities	326,000.00		
Operations		951,750.00	
Uncollectible Ambulance Bills		400,000.00	
Ambulance Maintenance - Municipalities		3,000.00	
Tax Levy			0.00
<u>Fund 530 - Resource Center</u>			
Revenues - State Aid	459,049.00		
Expenditures		459,049.00	
Tax Levy			0.00
<u>Fund 540 - Institutional Adult Costs</u>			
Expenditures		655,000.00	
Tax Levy			655,000.00
<u>Fund 560 - Health and Human Services</u>			
Revenues - State Aid	3,561,391.54		
Revenues - Public Charges	3,863,663.96		
Expenditures		8,296,336.45	
Tax Levy			871,280.95
<u>Fund 570 - Solid Waste and Recycling</u>			
Revenues - State Aid	98,700.00		
Expenditures		98,700.00	
Tax Levy			0.00
<u>Fund 610 - Pine Valley Community Village</u>			
Revenues	10,143,954.83		
Surplus Applied	750,000.00		
Operational Expenses		10,143,954.83	
Principal - Pine Valley Bonds - 8/10/15		625,000.00	
Principal - Pine Valley Notes - 3/15/16		455,000.00	
Interest - Pine Valley Bonds 8/10/15		235,425.00	
Interest - Pine Valley Notes 3/15/16		171,925.00	
Tax Levy			737,350.00
<u>Fund 630 - County Aging Unit</u>			
State Aid-Transp/TitleIIB/SCSP	316,468.67		
CAU - Elderly Revenues	183,780.93		
Expenditures		674,639.53	
Tax Levy			174,389.93

TAX LEVY DISTRIBUTION - 2026 BUDGET			
	Revenues	Expenditures	Tax Levy
<u>Fund 640 - Watershed Maintenance</u>			
Revenues	0.00		
Fund Balance Applied	2,000.00		
Expenditures		4,500.00	
Tax Levy			2,500.00
<u>Fund 650 - County Parks</u>			
Revenues	0.00		
Expenditures		38,507.47	
Tax Levy			38,507.47
<u>Fund 660 - Soil Conservation Cost Sharing</u>			
Revenues - State Aid	37,000.00		
Expenditures		37,000.00	
Tax Levy			0.00
<u>Fund 680 - Richland County Fair</u>			
Revenues - Public Charges & State Aid	112,569.55		
Expenditures		127,569.56	
Tax Levy			15,000.01
<u>Fund 690 - Snowmobile Trails</u>			
Revenues - State Aid	42,025.00		
Expenditures		42,025.00	
Tax Levy			0.00
<u>Fund 710 - Highway Department</u>			
State Aid - County Trunk Highway System (GTA)	646,340.00		
Operational Revenues	10,402,350.00		
Towns, Villages, & Cities	550,000.00		
Town Bridge 50/50 Cost Share	37,820.00		
Wheel Tax	300,000.00		
State Maintenance Agreement	1,200,000.00		
Administration		620,000.00	
County Trunk Highway System		10,112,190.00	
Town Bridge 50/50 Cost Share		37,820.00	
Towns, Villages, & Cities		550,000.00	
Equipment (Machinery)		2,280,000.00	
State Maintenance Agreement		1,200,000.00	
Tax Levy			1,663,500.00
<u>Fund 720 - Conservation Planner Technician</u>			
Revenues - State Aid	110,097.00		
Expenditures		144,126.12	
Tax Levy			34,029.12
<u>Fund 780 - Nursery Stock</u>			
Revenues	1,800.00		
Expenditures		1,800.00	
Tax Levy			0.00

TAX LEVY DISTRIBUTION - 2026 BUDGET			
	Revenues	Expenditures	Tax Levy
<u>Fund 790 - Ash Creek Community Forest</u>			
Fund Balance Applied	1,000.00		
Expenditures		1,000.00	
Tax Levy			0.00
<u>Fund 800 - Wildlife Damage Management</u>			
Revenues - State Aid	14,000.00		
Expenditures		14,000.00	
Tax Levy			0.00
<u>Fund 810 - Dog License Fees</u>			
Revenues	3,500.00		
Expenditures		18,425.00	
Tax Levy			14,925.00
<u>Fund 940 - Radio Tower</u>			
Expenditures		147,080.84	
Tax Levy			147,080.84
<u>Fund 970 - Courthouse Employee Fund</u>			
Fund Balance Applied	4,000.00		
Expenditures		4,000.00	
			0.00
TOTAL LEVY			10,851,250.85
Version: Preliminary 2.5			

	A	B	C	D	E	F	G	H	I	J	K
1	<b>BUDGET SUMMARY - RICHLAND COUNTY</b>										
2											
3		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL &amp;</b>	<b>CURRENT</b>	<b>RECOMMENDED</b>	<b>ADOPTED</b>				
4		<b>EXPENSES</b>	<b>EXPENSES</b>	<b>ESTIMATED*</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>				
5		<b>2024</b>	<b>TO 6/30/2025</b>	<b>2025</b>	<b>2025</b>	<b>2026</b>	<b>2026</b>				
6											
7	Expenditures for Operation and Maintenance										
8											
9	General Government	3,047,074.87	1,959,480.59	3,530,880.24	3,433,912.65	4,095,482.24	0.00				
10	Public Safety	5,311,503.71	2,860,825.63	5,141,419.69	5,513,294.43	5,678,176.56	0.00				
11	Health and Social Services	22,212,720.05	11,400,115.62	20,745,962.70	21,208,649.38	21,251,307.35	0.00				
12	Transportation	26,461.00	36,236.00	36,236.00	36,236.00	32,562.00	0.00				
13	Highways	9,353,005.58	3,599,560.49	7,199,120.98	6,108,658.96	14,800,010.00	0.00				
14	Culture	375,768.91	257,375.75	379,761.27	379,761.27	344,535.20	0.00				
15	Public Areas	654,689.85	322,813.17	644,086.27	621,550.81	617,862.98	0.00				
16	Special Education	177,594.99	101,904.06	203,929.00	202,720.99	170,930.98	0.00				
17	Natural Resources	534,346.26	172,843.15	536,756.52	539,805.70	574,224.61	0.00				
18	County Planning	169,217.37	84,706.45	168,272.10	154,604.05	186,151.42	0.00				
19	County Development	7,500.00	75,232.00	82,732.00	37,500.00	7,500.00	0.00				
20	Debt Service	3,828,637.92	2,340,818.75	3,351,487.50	3,351,487.50	3,836,165.21	0.00				
21	Capital Projects	1,985,014.80	2,356,446.24	2,694,000.00	383,263.61	296,080.84	0.00				
22											
23											
24	Total Expenditures	47,683,535.31	25,568,357.90	44,714,644.27	41,971,445.35	51,890,989.39	0.00				
25											
26	Less: All Revenues	35,142,301.10	15,288,422.07	32,137,596.96	31,630,439.56	41,039,738.54	0.00				
27											
28	Proposed 2025 Tax Levy For 2026 Budget				10,341,005.79	10,851,250.85	0.00				
29											
30											
31	County Sales Tax Applied	1,550,000									
32											
33	General Fund Balance as of 12/31/24										
34	Pine Valley Fund Balance as of 12/31/24										
35	Highway Fund Balances as of 12/31/24										
36	Outstanding Debt (Principal) as of 12/31/25	24,300,000									
37											
38	2025 Equalized Value(TID out)		Mill Rate	#DIV/0!		10,851,250.85	Funding Gap (Rev - Exp)				
39	2025 Equalized Value(TID in)		Mill Rate	#DIV/0!		-37,820.00	Bridge Aid (negative #)				
40						0.00	State Special Charges (negative #)				
41						-209,465.64	Libraries (negative #)				
42	* 6 months estimated					-3,836,165.21	Debt Service				
43						6,767,800.00	Proposed Levy				
44						6,767,800.00	Allowable Levy (positive #)				
45						0.00	Difference (S/B 0)				
46											
47	Version: Preliminary 2.5										
48											
49											
50											
51											
52											

	A	B	C	D	E	F	G
1	<b>REVENUES FOR OPERATION AND MAINTENANCE</b>						
2							
3		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL &amp;</b>	<b>CURRENT</b>	<b>RECOMMENDED</b>	<b>ADOPTED</b>
4		<b>REVENUES</b>	<b>REVENUES</b>	<b>ESTIMATED*</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
5		<b>2024</b>	<b>TO 6/30/2025</b>	<b>2025</b>	<b>2025</b>	<b>2026</b>	<b>2026</b>
6							
7	<b>TAXES</b>						
8							
9	County Sales Tax	1,325,269.81	788,880.20	1,550,000.00	1,500,000.00	1,550,000.00	
10	Interest on Taxes	103,585.85	55,485.79	100,000.00	100,000.00	100,000.00	
11	Managed Forest and Forest Crop Taxes	103,362.21	100,372.08	100,372.08	100,000.00	100,000.00	
12							
13	<b>TOTAL TAXES</b>	<b>1,532,217.87</b>	<b>944,738.07</b>	<b>1,750,372.08</b>	<b>1,700,000.00</b>	<b>1,750,000.00</b>	<b>0.00</b>
14							
15	<b>INTERGOVERNMENTAL REVENUES</b>						
16							
17	State Share Revenues/Bear Creek Solar	2,153,313.92	0.00	2,196,152.84	2,196,152.84	2,221,152.84	
18	State Aid-Exempted Business Computers	12,922.57	0.00	12,922.57	12,922.57	12,922.57	
19	State Aid-Personal Property	25,110.68	114,020.70	114,020.70	114,020.70	114,020.70	
20	State Aid-Circuit Court Support Payment	52,275.00	29,251.00	52,275.00	52,275.00	52,275.00	
21	State Aid - Clerk of Court Coop Agree, Reimb.	1,574.04	283.48	1,000.00	1,000.00	600.00	
22	State Aid - Interpreter Reimbursement	3,113.00	0.00	4,000.00	4,000.00	4,000.00	
23	State Aid-GAL Fees	24,847.00	0.00	26,000.00	26,313.00	26,000.00	
24	State Aid-Victim Witness Program	15,995.35	15,928.00	20,000.00	20,000.00	30,000.00	
25	State Aid-Probation and Parole Housing	14,760.00	0.00	10,000.00	10,000.00	10,000.00	
26	Prisoner Aid In Lieu Of Social Security	2,000.00	0.00	3,200.00	3,200.00	3,200.00	
27	State Aid-Police Training	11,311.00	3,355.28	6,000.00	6,000.00	6,000.00	
28	State Aid-Summer Traffic Grant	11,170.02	0.00	0.00	0.00	0.00	
29	State Aid-Traffic Stop Data Grant	0.00	15,000.00	15,000.00	0.00	0.00	
30	State Aid-DNA Testing	630.00	800.00	800.00	800.00	800.00	
31	Federal Aid-Bullet Proof Vests	0.00	800.00	800.00	800.00	800.00	
32	State Aid-Ambulance Equipment & Training (Fund 47)	34,997.39	42,330.76	42,330.76	25,000.00	10,000.00	
33	State Aid-Emergency Management	28,654.64	26,456.55	26,456.55	25,000.00	26,187.00	
34	State Aid-LEPC - EPCRA Emergency Planning	0.00	8,370.90	8,370.90	8,249.00	8,371.00	
35	State Aid-LEPC - EPRCRA Computer & Hazmat	9,016.58	6,308.67	6,308.67	8,000.00	6,000.00	
36	State Aid-Health and Human Services	3,170,419.09	1,082,763.54	3,265,452.44	3,750,036.27	3,561,391.54	
37	State Aid-Resource Center (Fund 53)	415,060.37	137,627.82	447,704.18	447,704.18	459,049.00	
38	State Aid-Health Department Grants (Fund 34)	42,368.00	5,150.00	35,466.00	35,466.00	35,778.16	
39	State Aid-Child Support Agency	161,006.63	53,339.37	135,458.17	135,458.17	160,307.00	
40	State Aid-Child Support MSL	0.00	0.00	0.00	0.00	0.00	
41	State Aid - Sanctions	14,065.00	7,200.00	15,000.00	15,000.00	15,000.00	
42	State Aid-Veterans Service	11,688.00	11,688.00	11,688.00	11,688.00	11,688.00	
43	St Aid-CAU Elderly Svcs(Transp/TitleIIIB/SCSP)	117,975.00	136,393.81	348,180.19	348,180.19	316,468.67	
44	State Aid-Fairs and Exhibits	6,802.24	3,693.13	3,693.13	6,800.00	6,800.00	
45	State Aid-Snowmobile Trails	137,170.21	0.00	42,025.00	42,025.00	42,025.00	



	A	B	C	D	E	F	G
1	<b>REVENUES FOR OPERATION AND MAINTENANCE</b>						
2							
3		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL &amp;</b>	<b>CURRENT</b>	<b>RECOMMENDED</b>	<b>ADOPTED</b>
4		<b>REVENUES</b>	<b>REVENUES</b>	<b>ESTIMATED*</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
5		<b>2024</b>	<b>TO 6/30/2025</b>	<b>2025</b>	<b>2025</b>	<b>2026</b>	<b>2026</b>
6							
46	State Aid-Land Conservation	8,775.37	0.00	8,775.37	8,775.37	8,775.30	
47	State Aid-Land Conservation-Lake Monitoring	0.00	2,603.23	1,500.00	1,500.00	1,500.00	
48	State Aid-Wildlife Damage Admin-Land Cons	250.00	0.00	250.00	250.00	250.00	
49	State Aid-Conservation Planner Technician	110,097.63	0.00	110,097.00	110,097.00	110,097.00	
50	State Aid-Wildlife Damage Management	14,087.34	0.00	14,000.00	14,000.00	14,000.00	
51	State Aid-Soil Conservation Cost Sharing	48,489.74	0.00	37,000.00	37,000.00	37,000.00	
52	State Aid-Failing Septic Systems	14,000.00	0.00	0.00	0.00	0.00	
53	State Aid-Land Information Grant	102,052.82	4,965.65	75,000.00	75,000.00	96,000.00	
54	State Aid-Solid Waste and Recycling	114,784.11	98,741.71	98,741.71	98,700.00	98,700.00	
55	State Aid - Fam Crt Comm Coop Agri	2,238.59	1,019.33	2,238.59	1,150.00	2,040.00	
56	Payment in Lieu of Taxes-DNR	40,707.77	41,600.20	41,600.20	43,000.00	45,760.22	
57	Watershed Maintenance Revenues	0.00	0.00	2,000.00	2,000.00	0.00	
58	MFL Resource Aid Payment-DNR	28,671.40	0.00	27,350.00	27,350.00	27,410.00	
59							
60	<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	6,962,400.50	1,849,691.13	7,268,857.97	7,724,913.29	7,582,369.00	0.00
61							
62	<b>REGULATION AND COMPLIANCE REVENUES</b>						
63	County Ordinance Fines	52,159.54	16,825.72	38,500.00	38,500.00	38,500.00	
64	State Fines and Forfeitures 348	17,943.32	7,636.78	14,000.00	14,000.00	150.00	
65	State Fines and Forfeitures 341-47,49	0.00	0.00	0.00	0.00	14,000.00	
66	GAL - Clerk of Court	22,055.71	6,497.38	20,000.00	25,000.00	20,000.00	
67	GAL - Register in Probate	39,582.19	11,957.79	15,000.00	15,000.00	20,000.00	
68	Adversary Counsel Reimbursement	44,200.76	24,181.81	30,000.00	30,000.00	30,000.00	
69	Ignition Interlock Device	1,699.14	568.09	1,100.00	1,100.00	1,100.00	
70	Bond Forfeitures	16,382.90	14,101.00	15,000.00	5,000.00	10,000.00	
71	Services Fees - Clerk of Court	0.00	0.00	0.00	0.00	0.00	
72	Jury Demand Fee	2,747.44	858.48	858.48	500.00	1,000.00	
73	ST Fines & Forfeitures	0.00	0.00	0.00	0.00	500.00	
74	State Fines & Other Forfeitures	0.00	0.00	0.00	0.00	0.00	
75	Civil/Crim Action Fees	0.00	0.00	0.00	0.00	15,000.00	
76	Clerk of Court Child Support Fee	0.00	0.00	0.00	0.00	200.00	
77	Occupational DL Fee	0.00	0.00	0.00	0.00	20.00	
78	Occuational DL Fee St/CO	0.00	0.00	0.00	0.00	0.00	
79	Juvenile Legal Fees Reimbursement	0.00	34.92	60.00	300.00	60.00	
80	Witness Fees - County	0.00	0.00	0.00	0.00	0.00	
81	Wisconsin Fund Application Fee	175.00	0.00	0.00	0.00	0.00	
82	Compliance Certificate Fee	65.00	0.00	0.00	0.00	0.00	
83							
84	<b>TOTAL REGULATION &amp; COMPLIANCE REV</b>	197,011.00	82,661.97	134,518.48	129,400.00	150,530.00	0.00

	A	B	C	D	E	F	G
1	<b>REVENUES FOR OPERATION AND MAINTENANCE</b>						
2							
3		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL &amp;</b>	<b>CURRENT</b>	<b>RECOMMENDED</b>	<b>ADOPTED</b>
4		<b>REVENUES</b>	<b>REVENUES</b>	<b>ESTIMATED*</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
5		<b>2024</b>	<b>TO 6/30/2025</b>	<b>2025</b>	<b>2025</b>	<b>2026</b>	<b>2026</b>
6							
85							
86	<b>PUBLIC CHARGES FOR SERVICES</b>						
87							
88	Circuit Court Fees and Costs	33,863.49	13,212.70	13,212.70	30,000.00	0.00	
89	Restituion Admin Fee 5%	446.89	0.00	446.89	200.00	200.00	
90	Coroner Fees	9,500.00	6,700.00	12,000.00	11,000.00	12,000.00	
91	Register in Probate Fees	8,822.26	3,308.10	6,300.00	6,300.00	6,000.00	
92	Court Mediation Fees	3,524.37	1,758.96	3,000.00	3,000.00	3,000.00	
93	Clerk of Court Copy Fees	0.00	0.00	0.00	0.00	3,200.00	
94	Lien Fees & Other Services	0.00	0.00	0.00	0.00	4,000.00	
95	Payment Plan Fee	0.00	0.00	0.00	0.00	1,000.00	
96	Muni Forfeiture Fee	0.00	0.00	0.00	0.00	2,000.00	
97	Administrative Fees - Clerk of Court	0.00	0.00	0.00	0.00	1,000.00	
98	Probate Fees - Clerk of Court	0.00	0.00	0.00	0.00	7,000.00	
99	Restitution Fee 10%	0.00	0.00	0.00	0.00	500.00	
100	Comm Srvcs Work Offset Fee	0.00	0.00	0.00	0.00	0.00	
101	Medical Fees Recovered	0.00	0.00	0.00	0.00	750.00	
102	Interpreter Fee - County	0.00	0.00	0.00	0.00	0.00	
103	Jury Costs Recovered	0.00	0.00	0.00	0.00	0.00	
104	Mediation/Marriage License Fees	2,040.00	620.00	1,600.00	1,800.00	1,600.00	
105	Dare/Crime Prevention	0.00	0.00	0.00	0.00	0.00	
106	County Clerk - Core Fees	3,386.77	2,938.75	3,000.00	2,938.75	2,593.75	
107	County Clerk- Wisvote Fees	5,500.00	5,500.00	5,500.00	5,500.00	0.00	
108	Treasurers Fees	149.55	147.08	150.00	75.00	150.00	
109	Treasurer-Ag Use Value Penalty	4,054.66	1,731.89	1,731.89	1,000.00	1,000.00	
110	Register of Deeds Fees	84,623.22	36,139.47	100,000.00	100,000.00	97,000.00	
111	Real Estate Transfer Fees	75,173.88	35,967.84	60,000.00	60,000.00	62,000.00	
112	Sheriffs Law Enforcement Services - Lone Rock	44,212.50	13,520.00	52,000.00	52,000.00	54,000.00	
113	Sheriff Escort Fees	2,810.84	0.00	0.00	0.00	0.00	
114	Sheriffs Civil Process Fees	15,555.00	5,200.00	15,000.00	15,000.00	15,000.00	
115	Electronic Monitoring Program Fees	49,943.61	20,765.40	30,000.00	30,000.00	30,000.00	
116	Board of Prisoners (Huber)	8,894.89	3,864.10	9,700.00	9,700.00	9,700.00	
117	Board of Prisoners (County)	2,604.49	1,609.08	1,609.08	0.00	0.00	
118	Dog License Fees	3,062.95	2,810.05	3,500.00	4,200.00	3,500.00	
119	Ambulance Fees	825,964.99	512,465.04	1,024,000.00	1,000,000.00	1,025,000.00	
120	Ambulance Miscellaneous Revenues	4,973.36	950.37	1,000.00	8,500.00	3,750.00	
121	Ambulance Payments from Municipalities	142,205.00	74,060.00	156,466.05	156,466.05	326,000.00	
122	Pine Valley Community Village Revenues	10,631,625.58	6,163,339.46	10,626,385.00	10,626,385.00	10,143,954.83	
123	Health and Human Services Revenues	5,067,889.34	1,771,266.80	3,671,292.93	3,134,773.10	3,863,663.96	

	A	B	C	D	E	F	G
1	<b>REVENUES FOR OPERATION AND MAINTENANCE</b>						
2							
3		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL &amp;</b>	<b>CURRENT</b>	<b>RECOMMENDED</b>	<b>ADOPTED</b>
4		<b>REVENUES</b>	<b>REVENUES</b>	<b>ESTIMATED*</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
5		<b>2024</b>	<b>TO 6/30/2025</b>	<b>2025</b>	<b>2025</b>	<b>2026</b>	<b>2026</b>
6							
124	Child Support - Sheriffs Fees	204.93	235.64	500.00	500.00	500.00	
125	Child Support - Genetic Tests	808.36	320.26	500.00	250.00	250.00	
126	County Aging Unit Revenues	162,611.73	58,291.12	161,529.00	161,529.00	183,780.93	
127	County Parks Revenues	17,910.21	376.20	1,500.00	1,500.00	0.00	
128	Fairs and Exhibits Revenues	100,325.78	13,949.03	119,340.00	119,340.00	105,769.55	
129	Children Institutional Revenues (Fund 440)	33,108.69	11,638.09	11,638.09	0.00	0.00	
130	Adult Institutional Revenues (Fund 540)	228,532.46	23,244.03	23,244.03	0.00	0.00	
131	Symons Recreation Complex Fees	447,040.87	248,362.21	429,950.00	401,780.00	418,450.00	
132	Extension Program Account Revenues	11,926.93	2,923.60	2,923.60	0.00	0.00	
133	Land Records Fees	21,184.00	9,264.00	20,000.00	20,000.00	20,000.00	
134	Land Use Permits	39,083.48	10,770.00	21,000.00	24,500.00	33,000.00	
135	Zoning Permits	17,475.00	9,725.00	20,000.00	20,000.00	20,000.00	
136	Zoning State Grant	0.00	0.00	0.00	0.00	12,500.00	
137	Soil Testing Fees	8,125.00	2,750.00	6,250.00	6,250.00	7,000.00	
138	Sanitary Maintenance Filing Fee	49,585.00	13,800.00	27,000.00	43,000.00	43,000.00	
139	Land Division Fees	4,085.00	2,580.00	3,500.00	2,500.00	4,000.00	
140	Non-Metallic Mining Fees	3,495.00	20,057.00	22,000.00	20,000.00	16,500.00	
141	Manure Storage Permit Fees	1,000.00	0.00	0.00	0.00	0.00	
142	Mapping & Database Fees	372.50	386.60	400.00	300.00	400.00	
143	County Address Signs	4,875.00	1,750.00	3,000.00	3,000.00	3,500.00	
144	Sanitary Permit Fees	29,300.00	14,675.00	25,000.00	25,000.00	28,000.00	
145	Farmland Preservation Certificates	5,063.08	6,950.00	6,950.00	4,500.00	5,000.00	
146	HHS Office Space Rent (Fund 10)	4,250.00	4,250.00	4,250.00	9,000.00	0.00	
147	US Attorney E-File Fees	55.00	0.00	0.00	20.00	0.00	
148	R/E Tax Overpayments	15,895.30	2,166.84	0.00	0.00	0.00	
149							
150	<b>TOTAL PUBLIC CHARGES FOR SERVICES</b>	<b>18,237,140.96</b>	<b>9,136,339.71</b>	<b>16,708,369.26</b>	<b>16,121,806.90</b>	<b>16,581,213.02</b>	<b>0.00</b>
151							
152	<b>OTHER GENERAL REVENUES</b>						
153							
154	Sheriff's Telephone Revenues	17,193.63	3,269.45	15,000.00	15,000.00	15,000.00	
155	Sheriff's Copies Revenue	475.60	1,586.78	2,750.00	1,500.00	3,000.00	
156	Canine Unit Revenues	9,121.00	12,006.00	12,006.00	0.00	0.00	
157	Jail Assessment Fees	12,644.06	4,678.62	4,678.62	0.00	0.00	
158	Land Conservation - Nursery Stock	2,579.18	1,870.25	1,870.25	900.00	1,800.00	
159	Pool Operations - City Share	54,492.06	53,960.41	53,960.41	53,960.41	53,190.25	
160	Indirect Administration Cost Study Revenues	0.00	0.00	0.00	45,000.00	0.00	
161	County Farmland Leases	1,800.00	0.00	1,800.00	1,800.00	4,800.00	
162	General Revenues	33.00	39.00	100.00	250.00	100.00	

	A	B	C	D	E	F	G
1	<b>REVENUES FOR OPERATION AND MAINTENANCE</b>						
2							
3		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL &amp;</b>	<b>CURRENT</b>	<b>RECOMMENDED</b>	<b>ADOPTED</b>
4		<b>REVENUES</b>	<b>REVENUES</b>	<b>ESTIMATED*</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
5		<b>2024</b>	<b>TO 6/30/2025</b>	<b>2025</b>	<b>2025</b>	<b>2026</b>	<b>2026</b>
6							
163	Other Miscellaneous Revenues	138,496.83	49,300.00	55,000.00	40,300.00	61,300.00	
164	ICAC Reimbursement - Sheriff's Department	1,659.70	100.00	100.00	0.00	0.00	
165	WECD - CDI Grant Miscel. Revenues (Fund 96)	75,232.00	0.00	0.00	0.00	0.00	
166	Fairgrounds Donations (Fund 33)	1,456.75	1,094.50	7,500.00	7,500.00	7,500.00	
167	New Ambulance Fund (Fund 16 Fund Balance)	0.00	0.00	0.00	0.00	0.00	
168	Revolving Loan Fund Interest	1,039.04	369.50	700.00	0.00	0.00	
169	Family Support CCOP (Fund 400)	215.32	5.56	5.56	0.00	0.00	
170	Courthouse Employee Activity Fund 970 Balance Applied	1,882.24	256.62	500.00	0.00	4,000.00	
171	Elections Fund 12 Balance Applied	0.00	0.00	0.00	0.00	10,000.00	
172	SRC Fund 37 Balance Applied	34,068.14	56,900.45	56,900.45	12,450.00	11,500.00	
173	Watershed Maintenance Fund 640 Balance Applied	0.00	0.00	0.00	0.00	2,000.00	
174	Ash Creek Community Forest Fund 790 Balance Applied	5.00	0.00	1,000.00	1,000.00	1,000.00	
175	General Fund Balance Applied	0.00	0.00	0.00	0.00	303,026.27	
176	Pine Valley Surplus Applied	811,000.00	600,000.00	725,000.00	725,000.00	750,000.00	
177							
178	<b>TOTAL OTHER GENERAL REVENUES</b>	<b>1,163,393.55</b>	<b>785,437.14</b>	<b>938,871.29</b>	<b>904,660.41</b>	<b>1,228,216.52</b>	<b>0.00</b>
179							
180	<b>COMMERCIAL REVENUES</b>						
181							
182	Interest on General Fund Investments	795,902.36	132,365.63	600,000.00	600,000.00	600,000.00	
183	Interest on Investments (Fund 18)	3,003.44	0.00	3,000.00	0.00	0.00	
184	Interest on Investments (Fund 94)	359,078.27	78,103.40	150,000.00	0.00	0.00	
185	Interest on Investments (Fund 99)	5,863.68	1,676.62	32,000.00	0.00	0.00	
186	Interest on Judgements	11,179.63	6,342.35	10,000.00	4,000.00	10,000.00	
187	Bank Interest Earned - Clerk of Court	1554.80	527.11	530.00	500.00	900.00	
188							
189	<b>TOTAL COMMERCIAL REVENUES</b>	<b>1,176,582.18</b>	<b>219,015.11</b>	<b>795,530.00</b>	<b>604,500.00</b>	<b>610,900.00</b>	<b>0.00</b>
190							
191	<b>TOTAL REVENUES</b>	<b>29,268,746.06</b>	<b>13,017,883.13</b>	<b>27,596,519.08</b>	<b>27,185,280.60</b>	<b>27,903,228.54</b>	<b>0.00</b>
192							
193							
194							
195							

	A	B	C	D	E	F	G	H	I
1	<b>EXPENDITURES FOR OPERATION AND MAINTENANCE</b>								
2									
3		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL &amp;</b>	<b>CURRENT</b>	<b>RECOMMENDED</b>	<b>ADOPTED</b>		
4		<b>EXPENSES</b>	<b>EXPENSES</b>	<b>ESTIMATED*</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>		
5		<b>2024</b>	<b>to 6/30/2025</b>	<b>2025</b>	<b>2025</b>	<b>2026</b>	<b>2026</b>		
6									
7	<b>GENERAL GOVERNMENT</b>								
8	County Board	50,101.53	18,441.68	40,000.00	45,931.00	41,646.00			
9	Citizen Standing Committees	704.80	338.07	800.00	2,532.00	1,168.85			
10	County Administrator	528,214.30	343,871.11	687,742.00	579,037.12	725,169.02			
11	Circuit Court	358,230.82	171,402.28	461,755.00	461,755.30	466,748.00			
12	Register in Probate	186,334.86	87,437.52	174,875.00	220,620.02	230,055.25			
13	Richland County Judge	0.00	0.00	5,000.00	5,000.00	5,000.00			
14	Court Mediation Service	2,313.00	2,280.00	5,000.00	5,000.00	5,000.00			
15	Family Court Commissioner	29,235.52	14,363.71	30,000.00	30,355.35	30,545.35			
16	Coroner	59,905.97	31,146.07	62,000.00	63,285.00	69,740.00			
17	County Clerk	189,548.86	91,072.78	183,057.54	190,089.98	179,132.51			
18	Elections	65,551.54	28,197.61	29,500.00	48,164.00	69,740.41			
19	Data Processing	0.00	350.00	700.00	6,500.00	0.00			
20	County Trunk Highway Vehicle Fire	0.00	0.00	0.00	0.00	200.00			
21	Automated Mail Machine	5,594.11	7,524.94	10,000.00	3,600.00	3,562.16			
22	County Technology Fund	85,515.09	109,319.68	161,150.00	161,150.00	382,146.71			
23	Cancelled Tax Certificates	243.48	239.05	239.05	0.00	877.95			
24	Property Lister	84,929.69	67,792.27	114,005.92	114,005.92	120,513.74			
25	Tax Deed Property	309.23	0.00	768.92	0.00	2,320.00			
26	Property Tax Chargeback	0.00	990.54	0.00	0.00	700.00			
27	Tax Delinquent Parcels	3,000.00	0.00	0.00	0.00	5,200.00			
28	County Treasurer	151,063.49	92,517.64	185,035.00	172,731.41	197,794.59			
29	Real Estate Tax Overpayments	12,694.59	2,102.31	2,102.31	0.00	0.00			
30	Checking Account Fees	1,200.00	600.00	1,200.00	1,200.00	1,210.00			
31	Independent Auditing	62,329.00	35,700.00	35,700.00	35,700.00	37,485.00			
32	Special Accounting - Indirect Cost Study (Maximus)	4,100.00	0.00	4,100.00	4,100.00	4,100.00			
33	District Attorney	235,430.57	125,814.28	250,000.00	256,108.35	264,089.61			
34	Corporation Counsel	126,107.73	62,787.14	125,574.00	163,111.00	152,740.62			
35	Register of Deeds	146,401.06	101,053.39	162,296.59	162,296.59	236,809.82			
36	Surveyor	4,690.00	1,354.19	4,650.00	4,650.00	4,650.00			
37	Courthouse	255,388.86	132,858.98	273,244.40	273,244.40	325,083.44			
38	Internet/Bandwidth Access	2,854.53	1,522.02	3,038.88	3,038.88	3,038.88			
39	Management Information Systems	314,786.21	218,449.17	436,898.00	331,701.36	449,149.33			
40	Property and Liability Insurance	44,708.86	196,459.39	63,924.97	63,924.97	51,215.00			
41	Employee Assistance Program	0.00	0.00	0.00	0.00	9,000.00			
42	Workers Compensation Insurance	22,610.00	10,026.00	10,026.00	20,000.00	15,000.00			
43	PCORF - Health Insurance	0.00	0.00	617.66	580.00	650.00			
44	Contingency Fund	10,299.00	0.00	0.00	0.00	0.00			
45	Courthouse Employee Activity	2,678.17	89.77	2,500.00	0.00	4,000.00			
46	Public Official Bonds	0.00	3,379.00	3,379.00	4,500.00	0.00			
47									
48	<b>TOTAL GENERAL GOVERNMENT</b>	<b>3,047,074.87</b>	<b>1,959,480.59</b>	<b>3,530,880.24</b>	<b>3,433,912.65</b>	<b>4,095,482.24</b>	<b>0.00</b>		

	A	B	C	D	E	F	G	H	I
1	<b>EXPENDITURES FOR OPERATION AND MAINTENANCE</b>								
2									
3		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL &amp;</b>	<b>CURRENT</b>	<b>RECOMMENDED</b>	<b>ADOPTED</b>		
4		<b>EXPENSES</b>	<b>EXPENSES</b>	<b>ESTIMATED*</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>		
5		<b>2024</b>	<b>to 6/30/2025</b>	<b>2025</b>	<b>2025</b>	<b>2026</b>	<b>2026</b>		
6									
49									
50	<b>PUBLIC SAFETY</b>								
51	Sheriff's Administration	628,588.46	312,101.78	624,203.00	686,414.00	642,182.07			
52	Sheriff's Department	1,734,708.91	923,701.99	1,847,404.00	1,865,346.00	1,967,028.14			
53	Police Radio	43,486.45	28,889.54	60,000.00	77,300.00	33,000.00			
54	County Jail	1,456,327.12	744,903.55	1,489,807.00	1,569,939.00	1,560,632.35			
55	Canine Unit	28,417.25	10,122.93	10,122.93	0.00	0.00			
56	Jail Assessment Fees Fund	-3,476.99	0.00	0.00	0.00	0.00			
57	Sheriff's Department Uniform Allowances	22,086.98	11,884.25	22,000.00	22,000.00	22,000.00			
58	Special Investigations	0.00	0.00	0.00	2,000.00	2,000.00			
59	Animal Control	18,395.06	9,172.50	18,475.00	18,475.00	18,425.00			
60	Ambulance Service-Fund 51	710,993.95	583,518.68	761,966.05	761,966.05	951,750.00			
61	Uncollectable Ambulance Bills-Fund 51	185,227.02	34,922.22	70,000.00	400,000.00	400,000.00			
62	Ambulance Maintenance - Municipalities-Fund 51	2,000.00	0.00	3,000.00	3,000.00	3,000.00			
63	Emergency Management	88,630.03	48,452.74	69,959.43	69,959.43	53,788.00			
64	Fire Suppression (State Special Charges)	0.00	0.00	0.00	0.00	0.00			
65	Charitable and Penal (State Special Charges)	261.65	85.95	85.95	85.95	0.00			
66	NG911 Grant	93,402.54	55,385.30	55,385.30	0.00	0.00			
67	PSAP Grant	284,098.13	66,940.20	66,940.20	0.00	0.00			
68	ICAC Reimbursement - Sheriff's Department	0.00	0.00	-482.17	0.00	0.00			
69	Traffic Stop Data Grant #11-21 (Fund 26)	0.00	0.00	0.00	0.00	0.00			
70	Local Emergency Planning Committee	18,043.96	0.00	11,809.00	11,809.00	14,371.00			
71	Ambulance Equipment & Training Outlay (Fund 47)	313.19	30,744.00	30,744.00	25,000.00	10,000.00			
72									
73	<b>TOTAL PUBLIC SAFETY</b>	<b>5,311,503.71</b>	<b>2,860,825.63</b>	<b>5,141,419.69</b>	<b>5,513,294.43</b>	<b>5,678,176.56</b>	<b>0.00</b>		
74									
75	<b>HEALTH AND SOCIAL SERVICES</b>								
76	Pine Valley Community Village	11,695,760.74	6,456,317.00	10,626,385.00	10,626,385.00	10,143,954.83			
77	Resource Center (Fund 53)	419,816.70	210,513.49	447,704.18	447,704.18	459,049.00			
78	Health and Human Services	8,161,453.22	3,822,016.33	7,751,919.24	7,717,713.76	8,296,336.45			
79	Health & Human Svcs Institutional Adult Costs	727,472.47	143,246.76	284,000.00	705,000.00	655,000.00			
80	Health & Human Svcs Institutional Childrens	637,886.52	316,141.64	632,282.00	680,000.00	630,000.00			
81	Health Department Grants (Fund 34)	29,455.85	16,595.70	35,466.00	35,466.00	35,778.16			
82	Car Replacement Fund (Fund 180)	145.70	1,650.00	1,650.00	0.00	0.00			
83	Child Support Program	158,724.37	93,767.78	187,535.56	212,976.76	229,800.61			
84	Veterans Service Office	84,219.73	41,213.71	82,400.00	88,325.22	101,206.82			
85	Veterans Service Grant	9,343.61	9,894.88	9,894.88	9,906.20	11,672.95			
86	Soldiers and Sailors Fund	1,139.97	1,497.83	5,869.00	5,869.00	5,769.00			
87	Care of Veterans Graves	7,855.00	8,000.00	8,000.00	8,000.00	8,100.00			
88	CAU - Elderly Services(Transp/TitleIIB/SCSP)	279,446.17	277,706.92	671,303.26	671,303.26	674,639.53			
89	Opioid Settlement (Fund 99)	0.00	1,553.58	1,553.58	0.00	0.00			
90									
91	<b>TOTAL HEALTH AND SOCIAL SERVICES</b>	<b>22,212,720.05</b>	<b>11,400,115.62</b>	<b>20,745,962.70</b>	<b>21,208,649.38</b>	<b>21,251,307.35</b>	<b>0.00</b>		
92									
93	<b>TRANSPORTATION (EXCLUDING HIGHWAYS)</b>								
94									
95	Tri-County Airport	26,461.00	36,236.00	36,236.00	36,236.00	32,562.00			

	A	B	C	D	E	F	G	H	I
1	EXPENDITURES FOR OPERATION AND MAINTENANCE								
2									
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED		
4		EXPENSES	EXPENSES	ESTIMATED*	BUDGET	BUDGET	BUDGET		
5		2024	to 6/30/2025	2025	2025	2026	2026		
6									
96									
97	TOTAL TRANSPORTATION (EXCLUDING HWY)	26,461.00	36,236.00	36,236.00	36,236.00	32,562.00	0.00		

	A	B	C	D	E	F	G	H	I
1	<b>EXPENDITURES FOR OPERATION AND MAINTENANCE</b>								
2									
3		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL &amp;</b>	<b>CURRENT</b>	<b>RECOMMENDED</b>	<b>ADOPTED</b>		
4		<b>EXPENSES</b>	<b>EXPENSES</b>	<b>ESTIMATED*</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>		
5		<b>2024</b>	<b>to 6/30/2025</b>	<b>2025</b>	<b>2025</b>	<b>2026</b>	<b>2026</b>		
6									
98									
99	<b>CULTURE</b>								
100									
101	Libraries	210,103.23	228,016.29	228,016.29	228,016.29	209,465.64			
102	Fairs and Exhibits	164,765.80	29,359.46	144,244.98	144,244.98	127,569.56			
103	Fairgrounds Donations	899.88	0.00	7,500.00	7,500.00	7,500.00			
104									
105	<b>TOTAL CULTURE</b>	<b>375,768.91</b>	<b>257,375.75</b>	<b>379,761.27</b>	<b>379,761.27</b>	<b>344,535.20</b>	<b>0.00</b>		
106									
107	<b>PUBLIC AREAS</b>								
108									
109	Snowmobile Trails and Areas	136,130.67	389.92	42,025.00	42,025.00	42,025.00			
110	County Parks	46,726.39	28,769.12	56,375.00	56,375.00	38,507.47			
111	Ash Creek Community Forest	18.98	0.00	1,000.00	1,000.00	1,000.00			
112	Symons Recreation Complex Operations (Fund 36)	435,150.75	251,032.86	502,065.00	509,700.81	524,830.51			
113	Symons Recreation Complex Projects (Fund 37)	36,663.06	42,621.27	42,621.27	12,450.00	11,500.00			
114									
115	<b>TOTAL PUBLIC AREAS</b>	<b>654,689.85</b>	<b>322,813.17</b>	<b>644,086.27</b>	<b>621,550.81</b>	<b>617,862.98</b>	<b>0.00</b>		
116									
117	<b>SPECIAL EDUCATION</b>								
118									
119	University Extension & Agents	170,884.15	100,696.05	202,720.99	202,720.99	170,930.98			
120	Extension Program Account	6,710.84	1,208.01	1,208.01	0.00	0.00			
121									
122	<b>TOTAL SPECIAL EDUCATION</b>	<b>177,594.99</b>	<b>101,904.06</b>	<b>203,929.00</b>	<b>202,720.99</b>	<b>170,930.98</b>	<b>0.00</b>		
123									
124	<b>NATURAL RESOURCES</b>								
125									
126	Land Conservation	142,772.45	72,204.10	144,408.00	150,231.16	158,098.49			
127	Conservation Planner Technician	134,251.54	70,071.51	140,143.02	137,974.54	144,126.12			
128	Wildlife Damage Management Fund	13,660.74	0.00	14,000.00	14,000.00	14,000.00			
129	Soil Conservation Cost Sharing	48,498.69	9,303.29	41,000.00	41,000.00	37,000.00			
130	Nursery Stock	3,317.41	1,505.50	1,505.50	900.00	1,800.00			
131	Watershed Maintenance	2,000.00	0.00	2,000.00	2,000.00	4,500.00			
132	Solid Waste and Recycling Program	109,650.94	-1,167.28	98,700.00	98,700.00	98,700.00			
133	Land Records Fund	2,585.00	2,200.00	20,000.00	20,000.00	20,000.00			
134	Land Information Grant	77,609.49	18,726.03	75,000.00	75,000.00	96,000.00			
135									
136	<b>TOTAL NATURAL RESOURCES</b>	<b>534,346.26</b>	<b>172,843.15</b>	<b>536,756.52</b>	<b>539,805.70</b>	<b>574,224.61</b>	<b>0.00</b>		



	A	B	C	D	E	F	G	H	I
1	<b>EXPENDITURES FOR OPERATION AND MAINTENANCE</b>								
2									
3		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL &amp;</b>	<b>CURRENT</b>	<b>RECOMMENDED</b>	<b>ADOPTED</b>		
4		<b>EXPENSES</b>	<b>EXPENSES</b>	<b>ESTIMATED*</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>		
5		<b>2024</b>	<b>to 6/30/2025</b>	<b>2025</b>	<b>2025</b>	<b>2026</b>	<b>2026</b>		
6									
137									
138	<b>COUNTY PLANNING</b>								
139									
140	Southwest WI Regional Planning Commission	17,913.83	18,272.10	18,272.10	18,272.10	18,637.54			
141	Zoning	137,303.54	66,434.35	150,000.00	136,331.95	167,513.88			
142	Failing Septic Systems	14,000.00	0.00	0.00	0.00	0.00			
143									
144	<b>TOTAL COUNTY PLANNING</b>	<b>169,217.37</b>	<b>84,706.45</b>	<b>168,272.10</b>	<b>154,604.05</b>	<b>186,151.42</b>	<b>0.00</b>		
145									
146	<b>COUNTY DEVELOPMENT</b>								
147									
148	Economic Development	0.00	0.00	0.00	30,000.00	0.00			
149	WEDC - CDI Grant (Fund 96)	0.00	75,232.00	75,232.00	0.00	0.00			
150	Neighborhood Housing Services	7,500.00	0.00	7,500.00	7,500.00	7,500.00			
151									
152	<b>TOTAL COUNTY DEVELOPMENT</b>	<b>7,500.00</b>	<b>75,232.00</b>	<b>82,732.00</b>	<b>37,500.00</b>	<b>7,500.00</b>	<b>0.00</b>		
153									
154	<b>DEBT SERVICE</b>								
155									
156	Principal-2020 Capital Projects Bond 3/5/20	290,000.00	300,000.00	300,000.00	300,000.00	400,000.00			
157	Principal-Prior Service Refunding Bonds	240,000.00	245,000.00	245,000.00	245,000.00	0.00			
158	Principal-Capital Projects GO Refund 1/08/20	325,000.00	330,000.00	330,000.00	330,000.00	340,000.00			
159	Principal-Pine Valley Bonds 8/10/15	575,000.00	600,000.00	600,000.00	600,000.00	625,000.00			
160	Principal-Pine Valley Notes 3/15/16	440,000.00	445,000.00	445,000.00	445,000.00	455,000.00			
161	Principal-Short Term Borrowing	1,010,000.00	0.00	601,200.00	601,200.00	1,085,000.00			
162	Principal-Radio Tower Project	0.00	0.00	0.00	0.00	150,000.00			
163	Interest-2020 Capital Projects Bond 3/5/20	39,800.00	18,450.00	33,900.00	33,900.00	26,900.00			
164	Interest-Prior Service Refunding	7,240.00	2,450.00	2,450.00	2,450.00	0.00			
165	Interest-Capital Projects G.O.Refunding Bonds 1/08/20	35,475.00	15,300.00	25,650.00	25,650.00	15,600.00			
166	Interest-Pine Valley Bonds 8/10/15	271,425.00	131,400.00	253,800.00	253,800.00	235,425.00			
167	Interest-Pine Valley Notes 3/15/16	189,775.00	92,687.50	180,925.00	180,925.00	171,925.00			
168	Interest-Short Term Borrowing	15,430.56	0.00	12,500.00	12,500.00	13,065.21			
169	Interest - Radio Tower Project	388,842.36	160,531.25	321,062.50	321,062.50	318,250.00			
170	Debt Service Bills-Reporting Requirements	650.00	0.00	0.00	0.00	0.00			
171									
172	<b>TOTAL DEBT SERVICE</b>	<b>3,828,637.92</b>	<b>2,340,818.75</b>	<b>3,351,487.50</b>	<b>3,351,487.50</b>	<b>3,836,165.21</b>	<b>0.00</b>		
173									
174	<b>CAPITAL PROJECTS</b>								
175									
176	New Ambulance Fund (Fund 16)	44,615.35	0.00	0.00	0.00	0.00			
177	911 Outlay	37,823.58	35,526.31	50,000.00	50,000.00	74,000.00			
178	Videoconferencing	2,576.00	96.00	4,000.00	4,000.00	5,000.00			
179	Courthouse Repair Outlay	23,351.47	2,237.28	20,000.00	20,000.00	20,000.00			
180	UW-Richland Outlay	108,573.66	112,054.29	120,000.00	80,000.00	50,000.00			
181	Radio Tower Project (Fund 94)	1,768,074.74	2,206,532.36	2,500,000.00	0.00	147,080.84			
182	Capital Planning Fund 45	0.00	0.00	0.00	229,263.61	0.00			
183									

	A	B	C	D	E	F	G	H	I
1	<b>EXPENDITURES FOR OPERATION AND MAINTENANCE</b>								
2									
3		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL &amp;</b>	<b>CURRENT</b>	<b>RECOMMENDED</b>	<b>ADOPTED</b>		
4		<b>EXPENSES</b>	<b>EXPENSES</b>	<b>ESTIMATED*</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>		
5		<b>2024</b>	<b>to 6/30/2025</b>	<b>2025</b>	<b>2025</b>	<b>2026</b>	<b>2026</b>		
6									
184	<b>TOTAL CAPITAL PROJECTS</b>	1,985,014.80	2,356,446.24	2,694,000.00	383,263.61	296,080.84	0.00		
185									
186	<b>TOTAL EXPENSES</b>	38,330,529.73	21,968,797.41	37,515,523.29	35,862,786.39	37,090,979.39	0.00		
187									
188									
189									
190									
191									
192									

	A	B	C	D	E	F	G
1	<b>HIGHWAY DEPARTMENT</b>						
2							
3		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL &amp;</b>	<b>CURRENT</b>	<b>RECOMMENDED</b>	<b>ADOPTED</b>
4				<b>ESTIMATED*</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
5		<b>2024</b>	<b>TO 6/30/2025</b>	<b>2025</b>	<b>2025</b>	<b>2026</b>	<b>2026</b>
6	Administration	618,965.68	286,021.56	572,043.12	375,000.00	620,000.00	
7	County Trunk Highway System	3,998,869.68	1,004,352.43	2,008,704.86	3,614,713.96	10,112,190.00	
8	Bridge Construction - County	181,651.17	435,683.14	871,366.28	100,000.00	0.00	
9	Towns, Cities, & Villages	551,018.38	161,253.29	322,506.58	0.00	550,000.00	
10	Town Bridge 50/50 Cost Share	15,388.04	27,414.75	54,829.50	44,050.00	37,820.00	
11	Equipment (Machinery)	2,716,047.25	1,087,681.89	2,175,363.78	777,495.00	2,280,000.00	
12	State Maintenance Agreement (State Highways)	1,271,065.38	597,153.43	1,194,306.86	1,197,400.00	1,200,000.00	
13	<b>TOTAL EXPENDITURES</b>	<b>9,353,005.58</b>	<b>3,599,560.49</b>	<b>7,199,120.98</b>	<b>6,108,658.96</b>	<b>14,800,010.00</b>	<b>0.00</b>
14	State Aid-County Trunk Highway System (GTA)	605,335.33	161,585.28	323,170.56	605,335.32	646,340.00	
15	Operational Revenues	3,017,257.40	1,160,587.86	2,321,175.72	2,248,373.64	10,402,350.00	
16	Towns, Cities, & Villages	561,356.28	139,942.09	279,884.18	0.00	550,000.00	
17	Town Bridge 50/50 Cost Share	15,388.04	27,414.75	54,829.50	44,050.00	37,820.00	
18	Wheel Tax	321,696.00	128,805.46	257,610.92	350,000.00	300,000.00	
19	State Maintenance Agreement (State Highways)	1,352,521.99	652,203.50	1,304,407.00	1,197,400.00	1,200,000.00	
20	<b>TOTAL REVENUES</b>	<b>5,873,555.04</b>	<b>2,270,538.94</b>	<b>4,541,077.88</b>	<b>4,445,158.96</b>	<b>13,136,510.00</b>	<b>0.00</b>
21	<b>TAX FOR HIGHWAYS</b>				<b>1,663,500.00</b>	<b>1,663,500.00</b>	<b>0.00</b>
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

	A	B	C	D	E	F	G	H
1	2025 DEBT SCHEDULE							
2					<i>Principal Only</i>		<i>Principal Only</i>	
3			DATE OF		AMOUNT	PRINCIPAL	AMOUNT	
4		DATE OF	FINAL	RATE OF	OUTSTANDING	RETIRED	OUTSTANDING	
5	DEBT ISSUES	ISSUE	MATURITY	INTEREST	1/1/2025	2025	12/31/2025	
6								
7	Short-Term Borrowing	12/19/24	09/01/25	4.49%	601,200.00	601,200.00	0.00	
8								
9	G.O. Refunding Bonds	01/08/20	03/01/27	2.57%	1,020,000.00	330,000.00	690,000.00	
10								
11	G.O. Promissory Notes	03/05/20	03/01/28	2.13%	1,845,000.00	300,000.00	1,545,000.00	
12								
13	G.O. Pine Valley Construction Bonds	08/10/15	03/01/35	3.73%	7,920,000.00	600,000.00	7,320,000.00	
14								
15	G.O. Pine Valley Construction Bonds	03/15/16	09/01/36	2.64%	7,090,000.00	445,000.00	6,645,000.00	
16								
17	G.O. Capital Impr. Bonds - Radio Tower	06/15/23	09/01/38	3.92%	8,100,000.00	0.00	8,100,000.00	
18								
19	TOTALS				26,576,200.00	2,276,200.00	24,300,000.00	
20								
21	NOTES							
22	Principal Only (no interest recorded here)							
23	Rates of interest are averaged over life of loan as amount changes every year							

## RESOLUTION NO. 25 - 54

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
Sheriff	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 ADOPTED

FOR                  AGAINST

DEREK S. KALISH  
COUNTY CLERK

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

X  
X  
X  
X  
X  
X  
X  
X  
X

DATED: JULY 15, 2025



# WISCONSIN

Public Finance Professionals, LLC

155 South Executive Drive, Suite 211 | Brookfield, WI 53005  
414-434-9644 | Fax 414-226-2014 | [wipublicfinance.com](http://wipublicfinance.com)

## Richland County Executive and Finance Committee

### **\$1,085,000 Short-Term General Obligation Promissory Notes Financing for 2026 Capital Improvement Projects**

**September 9, 2025**

**Presented by: Carol Ann Wirth**

#### **Levy Limits and Capital Projects**

Levy limits restrict the County's ability to generate additional revenue to pay expenses inside the operating budget to a "net new construction" amount determined by WI Dept. of Revenue.

Richland County's 2025 net new construction in dollars is \$5,278,300, or 0.27% as a percent.

Expenses within the operating budget = operational expenses and capital projects.

Capital projects may be removed from the operating budget and provided for with a short-term (approximately 3-month) borrowing (general obligation debt) that is not subject to levy limits.

#### **2026 Budget Capital Projects Approved by County Board for Short-Term Borrowing**

Clerk of Court/Register in Probate		\$ 25,000.00	Technology for Courtroom
County MIS		\$ 80,000.00	Server Refresh
Highway		\$ 500,000.00	Equipment
Sheriff		\$ 209,000.00	Squad Cars
Symons Center		<u>\$ 250,000.00</u>	HVAC System Replacement
TOTAL		<u>\$1,064,000.00</u>	

Expenses of Issuance\*                      \$ 22,750.00

Total 2025 G.O. Notes                      \$1,085,000.00

\*Expenses associated with the issuance of the Notes include \$11,500 for Municipal Advisor (Wisconsin Public Finance Professionals, LLC), \$750 for Preliminary and Final Official Statements; \$10,500 for Bond Counsel (Quarles & Brady) for a total of \$22,750, and would be paid out of the borrowed funds. Underwriting expenses are determined when bids are received and reflected in the interest rate bid.

## **Borrowing for 2026 Capital Projects**

### **Step 1 – County Board Authority – the Initial Resolution**

The Wisconsin Statutes requires adoption of an “Initial Resolution” to provide the County Board with “authority” to borrow money at a later date.

The Initial Resolution does not commit the County Board to do a borrowing, but rather provides the authority.

Initial Resolution contains: 1. “not to exceed” dollar amount - \$1,085,000; and 2. language describing what the borrowed funds can be used for: “paying the cost of 2026 capital improvement projects.”

The borrowed funds cannot be used for operating expenses.

The adoption of the Initial Resolution requires a  $\frac{3}{4}$  vote of County Board members elect (16 “yes” votes).

### **Step 2 – Short Term Borrowing – General Obligation Promissory Notes**

The County sells \$1,085,000 General Obligation Promissory Notes in the municipal bond market. The Notes are issued as tax-exempt, bank-qualified obligations. Federal arbitrage regulations allow the County to spend the borrowed funds within three years, during which time the funds may be invested at unrestricted yield.

The Notes are short-term (approximately 3 months) due to be paid off on March 1, 2026.

#### Month of September

Begin preparing to enter the bond market – Official Statement and Official Notice of Sale prepared and distributed into the municipal bond market; legal documents prepared.

#### Sale Date – October 20

The sale is advertised on various bidding platforms in the bond market instructing underwriters when and how to submit a bid on the Notes. Our firm will provide assistance to any underwriter or bank that would like to submit a bid.

The County Board takes action on an “Award Resolution” locking in the final interest rate and awarding the Notes to the winning bidder. The Award Resolution requires a majority vote of the County Board members present at that meeting.

The adoption of the 2026 budget would include a tax levy for the total amount of principal and interest due on the Notes. This portion of the tax levy is calculated outside of levy limits.

November 19, 2025

All funds are received by the County for deposit in the project account and may be invested at unrestricted yield until needed to pay project costs.

March 1, 2026

The principal and interest on the Notes is repaid in full (approximately 3 months).

### **Estimated Debt Service Schedule**

*The interest rate shown below is an estimate, reflective of current markets and is not guaranteed. The actual interest rate is locked in when bids are received and the County Board takes action on an award resolution.*

### **\$1,085,000 General Obligation Promissory Notes 2025 Est. Debt Service Schedule**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>	<b>Fiscal Total</b>
11/19/2025	-	-	-	-	-
03/01/2026	1,085,000.00	4.250%	13,065.21	1,098,065.21	1,098,065.21
<b>Total</b>	<b>\$1,085,000.00</b>	<b>-</b>	<b>\$13,065.21</b>	<b>\$1,098,065.21</b>	<b>-</b>

### **\$1,085,000 G.O. Promissory Notes 2025 Preliminary Pricing Summary**

<b>Maturity</b>	<b>Type of Bond</b>	<b>Coupon</b>	<b>Yield</b>	<b>Maturity Value</b>	<b>Price</b>	<b>Dollar Price</b>
03/01/2026	Serial Coupon	4.250%	3.000%	1,085,000.00	100.343%	1,088,721.55
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$1,085,000.00</b>	<b>-</b>	<b>\$1,088,721.55</b>

Par Amount of Notes	\$1,085,000.00
Reoffering Premium or (Discount)	3,721.55
Gross Production	\$1,088,721.55
Total Underwriter's Discount (0.300%)	\$(3,255.00)
Total Purchase Price	\$1,085,466.55
True Interest Cost (TIC)	4.1146374%

The estimated tax rate impact for the 2025 short-term Notes debt service is \$0.51 per \$1,000 of 2025 equalized value. (Calculation: \$1,098,065.21 divided by 2025 Equalized Value - \$2,132,762,600 = \$0.51 per \$1,000 or \$51 on \$100,000 of property value.)



INITIAL RESOLUTION AUTHORIZING NOT TO EXCEED  
\$1,085,000 GENERAL OBLIGATION PROMISSORY NOTES  
FOR CAPITAL IMPROVEMENT PROJECTS

BE IT RESOLVED by the County Board of Supervisors of Richland County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation promissory notes in an amount not to exceed \$1,085,000 for the public purpose of paying the cost of 2026 capital improvement projects.

WHEREAS, it is desirable to authorize the issuance of general obligation promissory notes for such purposes pursuant to Chapter 67 of the Wisconsin Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County borrow an amount not to exceed \$1,085,000 by issuing its general obligation promissory notes for the public purpose of financing 2026 capital improvement projects. There be and there hereby is levied on all the taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on such notes.

Adopted, approved and recorded September 16, 2025.

(SEAL)

By: \_\_\_\_\_  
Derek S. Kalish  
County Clerk

By: \_\_\_\_\_  
David Turk  
Chairperson of the County Board

**RESOLUTION NO. 25-XX**

**INITIAL RESOLUTION AUTHORIZING NOT TO EXCEED  
\$1,085,000 GENERAL OBLIGATION PROMISSORY NOTES  
FOR CAPITAL IMPROVEMENT PROJECTS**

BE IT RESOLVED by the County Board of Supervisors of Richland County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation promissory notes in an amount not to exceed \$1,085,000 for the public purpose of paying the cost of 2026 capital improvement projects.

WHEREAS, it is desirable to authorize the issuance of general obligation promissory notes for such purposes pursuant to Chapter 67 of the Wisconsin Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County borrow an amount not to exceed \$1,085,000 by issuing its general obligation promissory notes for the public purpose of financing 2026 capital improvement projects. There be and there hereby is levied on all the taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on such notes.

Adopted, approved and recorded September 16, 2025.

(SEAL)

By: \_\_\_\_\_  
Derek S. Kalish  
County Clerk

By: \_\_\_\_\_  
David Turk  
Chairperson of the County Board



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Milwaukee, Wisconsin 53202-4428  
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Milwaukee  
Minneapolis  
Naples  
Phoenix  
St. Louis  
San Diego  
Tampa  
Tucson  
Washington, D.C.

August 18, 2025

**VIA EMAIL**

Derek S. Kalish  
County Clerk  
Richland County  
Courthouse  
181 West Seminary Street  
Richland Center, WI 53581

**Scope of Engagement Re: Proposed Issuance of \$1,085,000 Richland County (the "County") General Obligation Promissory Notes (the "Securities")**

Dear Derek:

We are pleased to be working with you again as the County's bond counsel. Thank you for your confidence in us.

The purpose of this letter is to set forth the role we propose to serve and responsibilities we propose to assume as bond counsel in connection with the issuance of the above-referenced Securities. If you have any questions about this letter or the services we will provide, or if you would like to discuss modifications, please contact me.

**Role of Bond Counsel**

Our bond counsel engagement is a limited, special counsel engagement. Bond counsel is engaged as a recognized independent expert whose primary responsibility is to render an objective legal opinion with respect to the authorization and issuance of municipal obligations. If you desire additional information about the role of bond counsel, we would be happy to provide you with a copy of a brochure prepared by the National Association of Bond Lawyers.

As bond counsel we will: examine applicable law; prepare authorizing and closing documents; consult with the parties to the transaction, including the County's financial advisor or underwriter or placement agent, prior to the issuance of the Securities; review certified proceedings; and undertake such additional duties as we deem necessary to render the bond counsel opinion described below. As bond counsel, we do not advocate the interests of the County or any other party to the transaction. We assume that the parties to the transaction will retain such counsel as they deem necessary and appropriate to represent their interests in this transaction.

Subject to the completion of proceedings to our satisfaction, we will render our opinion that:

- 1) the Securities are valid and binding general obligations of the County;
- 2) all taxable property in the territory of the County is subject to ad valorem taxation without limitation as to rate or amount to pay the Securities; and
- 3) the interest paid on the Securities will be excludable from gross income for federal income tax purposes (subject to certain limitations which may be expressed in the opinion).

The bond counsel opinion will be executed and delivered by us in written form on the date the Securities are exchanged for their purchase price (the "Closing") and will be based on facts and law existing as of its date.

Upon delivery of the opinion, our responsibilities as bond counsel will be concluded with respect to this financing; specifically, but without implied limitation, we do not undertake (unless separately engaged) to provide any post-closing compliance services including any assistance with the County's continuing disclosure commitment, ongoing advice to the County or any other party concerning any actions necessary to assure that interest paid on the Securities will continue to be excluded from gross income for federal income tax purposes, or participating in an Internal Revenue Service, Securities Exchange Commission or other regulatory body survey or investigation regarding or audit of the Securities.

In rendering the opinion, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation.

The services we will provide under this engagement are strictly limited to legal services. We are neither qualified nor engaged to provide financial advice and we will make no representation about the desirability of the proposed plan of finance, the feasibility of the projects financed or refinanced by the Securities, or any related matters.

A form of our opinion and a form of a Continuing Disclosure Certificate (which we may prepare) may be included in the Official Statement or other disclosure document for the Securities. However, as bond counsel, we will not assume or undertake responsibility for the preparation of an Official Statement or other disclosure document with respect to the Securities, nor are we responsible for performing an independent investigation to determine the accuracy, completeness or sufficiency of any such document. If an Official Statement or other disclosure document is prepared and adopted or approved by the County, we will either prepare or review any description therein of: (i) Wisconsin and federal law pertinent to the validity of the Securities and the tax treatment of interest paid thereon and (ii) our opinion.

#### Diversity of Practice; Consent to Unrelated Engagements

Because of the diversity of practice of our firm, the firm may be asked to represent other clients in matters adverse to the County, for example, in zoning, licensing, land division, real estate, property tax or other matters which are unrelated to our bond counsel work. Ethical requirements require that we obtain the County's consent to such representations. We do not represent you in legal matters regularly, although we may be called upon for special representation occasionally, and our bond counsel work does not usually provide us information that will be disadvantageous to you in other representations. We do not believe that such representations of others would adversely affect our relationship with you, and we have found that local governments generally are agreeable to the type of unrelated representation described above. Your approval of this letter will serve to confirm that the County consents and agrees to our representation of other present or future clients in matters adverse to the County which are not substantially related to the borrowing and finance area or any other area in which we have agreed to serve it. We agree, however, that your prospective consent to conflicting representation contained in this paragraph shall not apply in any instance where, as a result of our representation of the County, we have obtained proprietary or other confidential information, that, if known to the other client, could be used by that client to your material disadvantage. We will not disclose to the other client(s) any confidential information received during the course of our representation of the County. If you have any questions or would like to discuss this consent further, please call us.

We also want to advise you that from time to time we represent underwriters and purchasers of municipal obligations, as well as other bond market participants. In past transactions or matters that are not related to the issuance of the Securities and our role as bond counsel, we may have served as counsel to the financial institution that has or will underwrite, purchase or place the Securities or that is serving as the County's financial advisor. We may also be asked to represent financial institutions and other market participants, including the underwriter, purchaser or placement agent of the Securities or the County's financial advisor, in future transactions or matters that are not related to the issuance of the Securities or our role as bond counsel. By engaging our services under the terms of this letter, the County consents to our firm undertaking representations of this type.

#### Fees

Based upon: (i) our current understanding of the terms, structure, size and schedule of the financing, (ii) the duties we will undertake pursuant to this letter, (iii) the time we anticipate devoting to the financing, and (iv) the responsibilities we assume, we estimate that our fee will be \$10,500. Such fee and expenses may vary: (i) if the principal amount of Securities actually issued differs significantly from the amount stated above, (ii) if material changes in the structure of the financing occur, or (iii) if unusual or unforeseen circumstances arise which require a significant increase in our time, expenses or responsibility. If at any time we believe that circumstances require an adjustment of our original fee estimate, we will consult with you. It is our understanding that our fee will be paid out of proceeds of the Securities at Closing.

If, for any reason, the financing is not consummated or is completed without the rendition of our opinion as bond counsel, we will expect to be compensated at our normal hourly rates for time actually spent, plus out-of-pocket expenses. Our fee is usually paid either at the Closing out of proceeds of the Securities or pursuant to a statement rendered shortly thereafter. We customarily do not submit any statement until the Closing unless there is a substantial delay in completing the financing.

#### Terms of Engagement

Either the County or Quarles & Brady may terminate the engagement at any time for any reason by written notice, subject on our part to applicable rules of professional conduct. If the County terminates our services, the County is responsible for promptly paying us for all fees, charges, and expenses incurred before the date we receive termination. We reserve the right to withdraw from representing the County if, among other things, the County fails to honor the terms of this engagement letter – including the County's failing to pay our bills, the County's failing to cooperate or follow our advice on a material matter, or our becoming aware of any fact or circumstance that would, in our view, render our continuing representation unlawful or unethical.

Unless previously terminated, our representation will terminate when we send to the County (or its representative) our final bill for services rendered. If the County requests, we will promptly return the County's original papers and property to you, consistent with our need to ensure payment of any outstanding bills. We may retain copies of the documents. We will keep our own files, including attorney work product, pertaining to our representation of the County. For various reasons, including the minimization of unnecessary storage expenses, we may destroy or otherwise dispose of documents and materials a reasonable time after termination of the engagement.

#### County Responsibilities

We will provide legal counsel and assistance to the County in accordance with this letter and will rely upon information and guidance the County and its personnel provide to us. We will keep the County reasonably informed of progress and developments, and respond to the County's inquiries. To enable us to provide the services set forth in this letter, the County will disclose fully and accurately all facts and keep us apprised of all developments relating to this matter. The County agrees to pay our bills for services and expenses in accordance with this engagement letter. The County will also cooperate fully with us and be available to attend meetings, conferences, hearings and other proceedings on reasonable notice, and stay fully informed on all developments relating to this matter.

Limited Liability Partnership

Our firm is a limited liability partnership ("LLP"). Because we are an LLP, no partner of the firm has personal liability for any debts or liabilities of the firm except as otherwise required by law, and except that each partner can be personally liable for his or her own malpractice and for the malpractice of persons acting under his or her actual supervision and control. As an LLP we are required by our code of professional conduct to carry at least \$10,000,000 of malpractice insurance; currently, we carry coverage with limits substantially in excess of that amount. Please call me if you have any questions about our status as a limited liability partnership.


Conclusion and Request for Signed Copy

If the foregoing terms of this engagement are acceptable to you, please so indicate by returning a copy of this letter dated and signed by an appropriate officer, retaining the original for your files. If we do not hear from you within thirty (30) days, we will assume that these terms are acceptable to you, but we would prefer to receive a signed copy of this letter from you.

We are looking forward to working with you and the County in this regard.

Very truly yours,

QUARLES & BRADY LLP

  
Bridgette Keating

BJK:JPL:DLL

#800011.00023

cc: Tricia Clements (via email)  
Ashley Mott (via email)  
Carol Wirth (via email)  
Jacob P. Lichter (via email)  
Dawn Leifer (via email)

Accepted and Approved:

RICHLAND COUNTY

By: \_\_\_\_\_

Its: \_\_\_\_\_  
Title

Date: \_\_\_\_\_

## Executive and Finance Committee

### Agenda Item Cover

**Agenda Item Name:** Memorandum Agreement – Ambulance Services

<b>Department:</b>	Administration/Emergency Services Department	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	September 9, 2025	<b>Action Needed:</b>	Vote and Resolution
<b>Date submitted:</b>	August 29, 2025	<b>Referred by:</b>	Tricia Clements

**Recommendation and/or action language:** Approve the 2026 Memorandum Agreement between Richland County and various municipalities to provide Ambulance service and rescind Resolution 14-149.

**Background:** The current Memorandum is set to expire at the end of 2025. A new Memorandum will be offered to Municipalities to provide ambulance services to their residents. One proposed update will be on the structure of the Joint Ambulance Committee making it an advisory only committee. Additionally, the rates will be based on the previous 4 years call volume and will be based on \$225 per call, with a minimum amount of \$2500 per municipality.

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**Attachments and References:** Draft Memorandum Agreement


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

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Department Head

  
Administrator, Tricia Clements

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## **EXHIBIT A**

### **MEMORANDUM AGREEMENT**

This MEMORANDUM AGREEMENT is between Richland County, a quasi-municipal corporation of the State of Wisconsin (THE COUNTY) and the [Enter entity] which parties agree as follows:

1. THE COUNTY will provide 911 Advanced Emergency Medical Technician level ambulance services to [Enter entity].
2. [Enter entity] shall pay THE COUNTY [enter amount], which is based upon \$225.00 per call for an average of [enter average number of calls] calls per year over the past four years (2021, 2022, 2023, and 2024) in which person or persons picked up by the ambulance were located within [enter entity]. Payment can be made in total by March 15 of the contract year or in 12 monthly installment payments. The final payment is due by December 31. Any entity entering into the agreement, must pay at a minimum, \$2500. If their call volume is over this amount, they will pay based on their number of calls.
3. An Advisory Committee shall be established composed of:
  - a. 1 representative of each Municipality entering into the MEMORANDUM AGREEMENT,
  - b. 2 representatives chosen by the Common Council of Richland Center, and
  - c. 2 County Board Supervisors.
4. The Advisory Committee shall report to the Public Safety Committee. The committee will provide advice regarding development, operation and maintenance of the Richland County Ambulance Service. The Advisory Committee shall hold quarterly meetings, with special meetings scheduled as needed.
5. This MEMORANDUM AGREEMENT constitutes the entire agreement between the parties. It may only be amended by a written document signed by both parties.
6. Execution of this MEMORANDUM AGREEMENT shall be by Motion or Resolution adopted by [enter entity] in a session held in compliance with the Open Meetings Law. The Motion or Resolution shall approve the MEMORANDUM AGREEMENT and shall designate the official who is authorized to sign this MEMORANDUM AGREEMENT on behalf of [enter entity.]

## Call Data 2021-2024

Akan		Calls
	2021	11
	2022	11
	2023	22
	2024	14
Total		58
Average		<b>14.5</b>

Henrietta		Calls
	2021	12
	2022	32
	2023	16
	2024	15
Total		75
Average		<b>18.75</b>

Richland Center		Calls
	2021	815
	2022	826
	2023	819
	2024	793
Total		3253
Average		<b>813.25</b>

Boaz		Calls
	2021	16
	2022	15
	2023	7
	2024	7
Total		45
Average		<b>11.25</b>

Ithaca		Calls
	2021	33
	2022	14
	2023	19
	2024	20
Total		86
Average		<b>21.5</b>

Rockbridge		Calls
	2021	22
	2022	19
	2023	25
	2024	29
Total		95
Average		<b>23.75</b>

Buena Vista		Calls
	2021	2
	2022	0
	2023	1
	2024	0
Total		3
Average		<b>0.75</b>

Marshall		Calls
	2021	9
	2022	8
	2023	9
	2024	7
Total		33
Average		<b>8.25</b>

Willow		Calls
	2021	11
	2022	6
	2023	6
	2024	7
Total		30
Average		<b>7.5</b>

Dayton		Calls
	2021	38
	2022	28
	2023	45
	2024	22
Total		133
Average		<b>33.25</b>

Orion		Calls
	2021	7
	2022	14
	2023	10
	2024	8
Total		39
Average		<b>9.75</b>

Yuba		Calls
	2021	2
	2022	3
	2023	2
	2024	3
Total		10
Average		<b>2.5</b>

Eagle		Calls
	2021	5
	2022	2
	2023	5
	2024	5
Total		17
Average		<b>4.25</b>

Town of Richland		Calls
	2021	148
	2022	130
	2023	108
	2024	110
Total		496
Average		<b>124</b>

## RESOLUTION NO. 25 - xx

Resolution Making Changes In How Ambulance Service Is Provided By The County.

WHEREAS Richland County currently provides ambulance services to 10 towns, 2 villages and the City of Richland Center; and,

WHEREAS Resolution 14 – 149, which established the current structure of oversight and administration of the Ambulance Service, including the creation of a Joint Ambulance Committee (“JAC”), was always intended to be a temporary measure and was passed prior to the County’s adoption of the Administrator form of government; and,

WHEREAS the adoption of the Administrator form of government has delegated many of the responsibilities formerly held by the JAC to the Administrator, rendering the JAC in its current form obsolete; and,

WHEREAS the County remains committed to continuing to provide ambulance services for the foreseeable future,

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the updated Memorandum of Agreement (attached hereto as Exhibit A and incorporated herein by reference) shall be adopted by the County as the guiding document for the provision of ambulance services; and,

BE IT FURTHER RESOLVED that Resolution 14 – 149 is repealed in its entirety; and,

BE IT FURTHER RESOLVED that the Richland County Ambulance Service shall be considered a department of the County, subject to the same policies and authorities as any other department except as otherwise provided for by law or the Board; 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: SEPTEMBER 16, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(09 SEPTEMBER 2025)

FOR                  AGAINST

STEVE CARROW  
MARC COUEY  
GARY MANNING  
DAVID TURK  
BOB FRANK  
STEVE WILLIAMSON  
RANDY SCHOONOVER

## 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>	9/9/2025	<b>Action Needed:</b>	Resolution
<b>Date submitted:</b>	August 29,2025	<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

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 agrees to pay COUNTY 50% of all actual costs incurred for the operation of Symons, including all budgeted items and additional expenditures formally agreed to by both parties. 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 their designee;
  - 4.2 The Mayor of the City of Richland Center, or their 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. All expenditures must be clearly and expressly authorized in the annual budget as described above. No unbudgeted expenditures may be made without the express, prior consent of both the COUNTY and the CITY. In the event of an emergency requiring immediate action to prevent, mitigate, or otherwise address an imminent threat to public health, safety, or property, expenditures may be made provided that the Symons Director receives approval from both the County Administrator and City Administrator. Failure to obtain said approval may result in Symons exclusively bearing the cost of such expenditure through the reallocation of already-budgeted funds.

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 2 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.) This Memorandum Agreement shall terminate on January 1, 2027, with both parties being released from any and all obligations towards the operation of Symons. Any contribution made by the CITY or COUNTY after that date shall be considered a donation as described in Paragraph 6. Should the parties agree that an extension of this Memorandum Agreement is desirable, they should begin the process of reviewing the agreement and proposing amendments no later than July 1, 2026.

8.) 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 employees 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

**Pine Valley Committee  
Agenda Item Cover**

**Agenda Item Name:** Pine Valley Addendum

<b>Department:</b>	Pine Valley	<b>Presented By:</b>	Brittany Paulus
<b>Date of Meeting:</b>	August 25, 2025	<b>Action Needed:</b>	Vote
<b>Date submitted:</b>	August 21, 2025	<b>Referred by:</b>	County Administrator

**Recommendation and/or action language:**

Request that the changes to Pine Valley's addendum be reviewed and approved.

**Background:**

Pine Valley's addendum was due for a review and some changes were needed to work with county handbook and federal and state regulations.

**Attachments and References:**

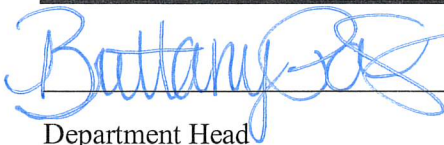
Pine Valleys corrected Addendum, noted you will see all changes.

**Financial Review:**

None

(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

  
\_\_\_\_\_  
Administrator, Tricia Clements

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## **PINE VALLEY ADDENDUMS AND ADDITIONS TO RICHLAND COUNTY PERSONNEL POLICIES**

Updated as ~~01/01/2024~~ **9/16/2025**



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**RICHLAND COUNTY  
PINE VALLEY COMMUNITY VILLAGE  
ADDENDUM TO PERSONNEL POLICIES  
SUBJECT TO APPROVAL BY PINE VALLEY BOARD OF TRUSTEES**

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to employees of Pine Valley Community Village. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

**1. Definitions**

Refer to County Handbook

**2. Extent of the Handbook**

~~The Finance and Personnel~~ **Executive and Finance Committee** shall have jurisdiction over all personnel matters relating to County Employees which are dealt with in this Handbook except as it pertains to Pine Valley Community Village staff for those items listed in Addendum. Hiring, firing and disciplinary actions will be made at the department head level. Prior to discharge or suspension, consultation/notice to the labor attorney or county administrator may be made. Reclassification or changes in salary levels will be determined by the **Executive and Finance Committee** and County Board.

**3. Management Rights:**

Refer to County Handbook

**4. Equal Opportunity Policy:**

Refer to County Handbook

**5. Terms and Conditions of Employment**

**a. Office Hours:**

• **Normal work hours:**

Shall be 8:00 A.M. to 4:30 P.M. Monday through Friday for Department Heads and Administrative Personnel. The normal work hours for Licensed Nursing Personnel shall be 6:00 A.M. to ~~2:15 P.M.~~ **2:30 P.M.**, 2:00 P.M. to ~~4:15~~ **10:30 P.M.**, 10:00 P.M. to ~~6:15~~ **6:30 A.M.** The Pine Valley Administrator/Department Head shall have the right to change work hours based on facility needs and with reasonable notice to affected employees. Some departments may flex hours to better meet Resident/Family needs.

• **Work Day:**

The normal workday shall consist of one (1) consecutive eight ~~and one-quarter~~ **and one half** (8:~~15~~~~30~~) hour shift including a twenty (20) minute rest period scheduled by supervisor, and a one-half (1/2) hour unpaid meal period. Employees working on a shift other than eight ~~and one-quarter~~ **and one half** (8:~~15~~~~30~~) hours shall receive meal and break periods pursuant to the current practice.

The paid time per shift shall be 8.00 hours for the following positions:

Director of Nursing  
Clinical Reimbursement Coordinator/RN Manager  
PV Business & Financial Service Manager  
Social Services Supervisor

Social Worker  
Human Resources Director  
Registered Nurse Manager  
Registered Nurse Supervisor  
Assisted Living Nurse Supervisor  
Manager of Information Systems  
Nursing Administrative Assistant  
Food Services Supervisor  
Activity Aide  
Payroll & Accounts Payable Clerk  
Billing Specialist

- **Work Week:**

The normal work week for full-time employees shall consist of at least nine (9) work days in a fourteen (14) calendar day period. **Management work week consists of Monday through Friday at 10 days per pay period.**

- **Schedules:**

Schedules of work shall be posted one (1) month in advance. The shift schedule system will be maintained, except that upon the determination by the Pine Valley Administrator that a change in the schedules and hours of work is necessary. The Pine Valley Administrator shall have the prerogative to initiate modifications in schedules and hours of work upon 2 weeks' notice to the employees.

- The Pine Valley Administrator is authorized to temporarily reduce the number of work hours of a consenting full-time employee if it is in the best interest of the Department.

**b. Call Back Pay:**

Maintenance called to work outside and not consecutive with their assigned shift will be given a minimum of two (2) hours of straight time pay, or pay at the applicable rate for time worked, whichever is greater. Refer to Handbook of Personnel Policies.

**c. Pay Period:**

All employees shall be paid every other Friday by direct deposit. If a payday falls on a holiday, the payday will be the day prior to the holiday. Employees will register with the Richland County payroll system (ESS) to retrieve their paycheck information.

**d. Time Paid**

Employment Categories: A workday is defined as the equivalent of one (1) ~~7<sup>3</sup>/<sub>4</sub>~~ 8 hour shift. All paid time shall be considered time worked for the purpose of computing overtime.

- **Full-time:**

Employees working at least 9 days or **72** hours in a 14-day pay period in a designated full-time position.

- **Part-time:**

Employees working at least six (6) days or **48** hours in a 14-day pay period in a designated part-time position. **Benefits for part-time employees will be half of what a full-time employee receives.**

- **Call-in:**

Employees who have **five or less** scheduled shifts or **less than 40** hours in a 14-day pay period in a designated call-in position. **On call must be scheduled for a minimum of 2 days per month. If you are unable to fulfill the call-in requirements, you must get approval from your direct supervisor and human resources.**

- **Wages:**

Pay will be on an hourly basis. Any hours absent from work and not covered by a benefit day will not be paid and a report forwarded to the Pine Valley Administrator, indicating such, **which could result in disciplinary action**

A person who posts to a new classification will be paid her/his existing rate or the hire rate of the new job, whichever is higher, for ~~ninety (90) calendar days~~ **2 weeks**, after which he/he will be paid as if she/he had been assigned to the new classification on the day she/he was hired.

- **Shift Differential:**

Registered Nurses, Licensed Practical Nurses, Nursing Assistants, CAN's except those employees whose positions are listed in ~~section F-8 under the heading "Compensatory Time"~~, who receive hourly "premium pay" whose shifts begin at or after 2:00 p.m. receive a premium of \$1.50 per hour added to their base rate, and those whose shifts begin at or after 10:00 p.m. receive a premium of \$3.00 per hour premium, added to their base rate. Maintenance Workers whose shift begins at or after 2:00 p.m. receive a premium of \$1.50 hour.

- **Weekend Differential:**

All Employees, except those employees whose positions are listed under the heading "Compensatory Time", will receive hourly premium pay, whose shifts begin on or after 10:00 p.m. Friday nights and whose shift extends to or until 10:00 p.m. Sunday will receive \$1.50 per hour premium in addition to regular rate of pay.

- **Weekend Work Commitment**

**Weekend staffing is essential to meeting resident care needs. Employees who are scheduled to work weekends are expected to fulfill their assigned shifts.**

- **Call-Ins:** If an employee calls in for a scheduled weekend shift, the facility reserves the right to require the employee to work an alternate weekend shift as make-up.
- **Facility Discretion:** The determination of when the make-up weekend will occur is at the facility's discretion, based on staffing needs.
- **Attendance Standards:** Excessive weekend call-ins may result in corrective action under the facility's Attendance Policy.

- **Weekend on call pay:**

The person holding the full-time positions of Clinical Reimbursement Coordinator/RN Manager, Director of Nursing, Nurse Manager and Nurse Supervisor are required to be on call approximately one weekend a month and the on-call pay is \$25.00 per 8-hour shift, for regular weekends, and \$35.00 per 8-hour shift for a weekend that falls on a holiday.

- **Nurse Manager Weekend On-Call Policy**

**To ensure appropriate coverage and leadership support, Nurse Managers are assigned weekend on-call responsibilities.**

- **Call-Ins:** If a Nurse Manager is scheduled for weekend on-call duty and calls in or is unable to fulfill this responsibility, they will be required to take an alternate weekend on-call assignment.
- **Facility Discretion:** The rescheduled on-call weekend will be assigned at the discretion of the facility, based on operational needs.
- **Accountability:** Repeated failure to fulfill assigned on-call weekends may result in corrective action in accordance with the facility's Attendance and Performance policies.

This policy ensures continuity of leadership coverage and fairness among the Nurse Manager team.

- **Charge nurse pay:**

Charge Nurses shall be paid at \$2.00/hour above their current rate of pay, except that on-call nurses serving as Charge Nurses are not eligible to receive this pay differential because they are already receiving a higher rate of pay.

- **Premium Pay:**

Premium Pay for Certified Nursing Assistants, Licensed Practical Nurses and Registered Nurses is only applicable to weekend obligated staff members and will be as follows:

CNA- \$3.00 more per hour above step 6

LPN- \$4.00 more per hour above step 6

RN- \$5.00 more per hour above step 6

**e. Accident and Injuries:**

All incidents and accidents involving employees or visitors will be reported immediately to a supervisor and an incident report completed and routed to the various depts. All employees are covered by Worker's Compensation Insurance.

Employees who are injured while on the job should report their injury to a nurse on duty immediately following the accident. Should the employee find it necessary to see a Health Care Provider, a "Request to Doctor" form must be hand carried by the employee to the provider at the time of the appointment. The employee should report to their supervisor if a Health Care Provider has been seen and return the "Physician Report on Injured Employee" form to ~~Business Office~~ **Human Resources**. Late incident reports or failure to follow facility safety policies may result in disciplinary action.

**~~f. Health Examinations:~~**

~~Each new employee shall be required to have a physician, licensed to practice medicine in the State of Wisconsin, certify that the individual is free of communicable disease and is physically able to perform the job with or without accommodation.~~

A two-step Mantoux skin test will be given at Pine Valley ~~Mantoux was given if the results are negative.~~ Every employee will receive a Tuberculosis Screening Questionnaire annually. Employees who have had a positive skin test will be required to complete an employee health Tuberculosis Screening Questionnaire annually. If the employee does not have any symptoms of the disease, they are not required to have a chest x-ray.

Failure to obtain the tuberculin test during the month that it is due will mean suspension from work until the employer receives verification that the employee has had a test.



#### **g. Breaks:**

Employees working a full 7-3/4- 8-hour shift will be entitled to one paid 20-minute break per day. Employees working less than a 6 hour shift a day but at least 4 hours will receive a 10-minute paid break. Employees who work 6 or more hours will be scheduled for a 30-minute unpaid lunch break.

#### **h. Lactation Accommodation:**

During their shift, to comply with state and federal laws regarding lactation breaks, it is the policy of this nursing facility to accommodate nursing mothers' who desire to express breast milk. This will apply to willing mothers for children up to one year of age. Flexibility in scheduling this employees' breaks to accommodate the usual feeding times of the child will be considered. Pumping usually takes 15-20 minutes and may be needed 2-3 times during an 8-hours shift. If the activity will exceed the paid break times allowed by the facility, unpaid time may be used to complete the process. (Staff would need to punch out and punch back in when completed).

- **Procedure:**

- 1) Employee will inform their supervisor if they wish to express breast milk during their work hours.
- 2) A private place close to the employee's work unit will be mutually agreed upon for the activity to take place. Ways to ensure privacy during the activity will be mutually agreed upon by the employee and supervisor. (What the sign will say to limit other staff entry, provide a room with a lock on the door, if possible, window covering, etc.)
- 3) The selected room should have a table, chair, electricity and if possible, running water and close access to a refrigerator.
- 4) Jokes or harassment based on this activity will not be tolerated.
- 5) If the employee is not satisfied with the lactation arrangements, they should speak with their supervisor or to Human Resources.

#### **i. Leave of Absence:**

The Pine Valley Administrator has authority to grant employees leave of absence without pay for up to six months when justified. Leave of absence may be extended for an additional six months if authorized by the County Administrator. Each request will be considered on its own merit with weight given to the employee's work record and the needs of the facility. Refer to County Handbook Leave of Absence.

Temporary employees who may have been hired to fill the temporary vacancy caused by an employee leave and later are considered for full-time employment will have the time spent in the temporary capacity counted as satisfying the probationary period or any part thereof, providing the services rendered by the temporary employee warrants consideration for full-time employment.

Employees returning to work from a leave of absence that was medically related or from an absence related to a work-related injury or illness, must obtain a physician's statement indicating the employee is substantially available for work. Employees do not generate vacation, sick leave or any other benefit during non-paid leaves of absence.

Employees who are off work for a job-related injury must obtain a physician's statement indicating the employee is substantially unavailable for work. They shall be required to continue to bring these statements to their supervisor until they return to work.

Employees will be able to work under a light duty status in the event of a work-related injury. You must provide a doctor's note indicating the restrictions you are under to accommodate your needs.

Employees must exhaust all paid benefit time prior to starting unpaid leave.

**~~j. Flexible Work Schedule:~~**

~~A flexible work schedule may be arranged by mutual agreement between employee and department head.~~ See County Handbook

**k. Length of Service:**

Pine Valley recognizes length of service based on date of hire. In considering schedules, layoffs, transfers, promotions and filling vacancies, the facility will make the decision based on what is best for the facility. Length of service will be one item considered but may not be the determining factor. Selection of applicants to fill job vacancies or new positions shall be determined by the employee's skill, ability and experience. Length of service shall, upon completion of the probationary period, begin with the original date of hire.

**l. Performance Evaluations:**

All staff shall be evaluated 3 months after hire. Prior to completing their probationary period, staff must accrue 468 hours of actual work or be employed for 3 months to pass probation, whichever is greater. This will allow for review by the Pine Valley Administrator and Department Head for successful completion of probation, need to extend probation, or need to terminate employment. Staff will then be evaluated 12 months from the probationary evaluation, and ongoing on an annual basis. Evaluations forms used will be based off of Pine Valley's template and are specific to the employee's job description. The Pine Valley Administrator will be evaluated by the ~~Pine Valley Sub Committee~~ County Administrator. Pine Valley Department Heads will be evaluated by the Pine Valley Administrator. Department Heads will evaluate their staff. ~~R.N. Managers will evaluate licensed staff. Licensed staff will evaluate nursing assistants.~~ The Performance Appraisal is a tool to clarify work standards, view level of performance, evaluate job knowledge, attendance, punctuality, quality and quantity of work, adaptability, judgment and interpersonal relationships. The purpose of the evaluation is to acknowledge strengths and identify weaknesses which need to be corrected. The worker's overall performance should be improved as a result of the evaluation.

**m. Personnel File:**

Inquiries regarding employees should be directed to Human Resources or the Department Head. The facility will not disclose confidential information about any employees unless written permission is granted and then information will only be disclosed on the "need to know" basis. Employees seeking to establish credit and using the facility as a reference should inform their prospective creditor that any request of information must be submitted in writing or request will be denied. Personnel records are confidential and will not be made available to any other employee or outsider. The Pine Valley Administrator, as legal custodian of the records, will insure that only those in need of official information in conjunction with employment will have limited access to information.

**n. Time Clock and Badges:**

Employees ID Badge is used for access into the facility and is used to punch the time clock. The ID Badge is also used for access to various areas of the building based on the employee's job title. It is the employee's responsibility to keep this badge secure and employee must notify their

supervisor or the payroll clerk immediately if their badge is misplaced or lost or if occurs during non-business hours call Richland County MIS Director at ~~608-649-5922~~ (608) 649-4371. If for any reason the employee must have his/her time validated, the immediate Supervisor, Department Head or Pine Valley Administrator must approve the entry. Personnel will not clock in more than seven minutes prior to their scheduled period of work or over seven minutes after completion of work unless approved by the Pine Valley Administrator, Department Head or their designated representative.

Cr 1/1/12; Res 12-1; Eff 7/17/12, Res. 12-87, Performance Eval modified; Eff. 1/15/13, Res. 13-15, Differential modified; Eff. 1/21/14, Res. 14-22, Part-Time reworded, Lactation added; Eff. 3/17/15, Res. 15-41, Perf Eval. Modified; Eff. 4/18/17, Res. 17-41, modified 1. c., 3., 4., 5., 7., 11., & 13., Eff. 5/16/17, Res. 17-49, Differential Pay; Eff 8/21/18, Res. 18-104, Differential Pay; Eff 10/30/18, Res. 18-152, Pay period; Eff. 12/10/19, Res. 151, A. 2., 3., 5., 6., 10., 14., 15., B. 7., 9., 11., 16., Days in Bank, C. 2., D. 25.; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 5.a, revise positions, d. edit differential, f. & i. revised;

## **Compensation and Fringe Benefits for Full and Part-time Employees**

Call-in employees do not receive fringe benefits, except as noted.

### **1. Health Insurance:**

Refer to County Handbook

The employer shall provide health insurance coverage for employees who are on Worker's Compensation for a period of one year, or medical leave of absence for a period of six (6) months. Request for leaves of absence must be in writing and directed to the Pine Valley Administrator. The Pine Valley Administrator may extend an employee's leave of absence an additional 6 months. No employee will be granted a leave of absence in excess of one year. Employees must exhaust all benefit time prior to starting unpaid leave. The employee shall pay its normal premium contribution. The insurance may be continued by an employee on an authorized extended or non-qualifying leave of absence if permitted by the insurer, with the employee paying the total premium. The employee would contact the County Administrator's office to find out the premium due date, and then submit the premium to the County Administrator's office.

### **2. Dental Insurance:**

Refer to County Handbook

### **3. Retirement Plan**

Refer to County Handbook

### **4. Life Insurance**

Refer to County Handbook

### **5. Section 125 Flex**

Refer to County Handbook

### **6. Holidays:**

Paid holidays for ~~regular~~ **Full Time and Part Time** employees, including probationary employees are as follows: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve (only for shifts beginning at or after 2:00pm), Christmas Day and New Year's Eve (only for shifts beginning at or after 2:00pm). Full-time employees receive 3 personal holidays and part-time employees receive one day & half personal holidays. Staff must satisfactorily complete the probationary period to be eligible for personal days.

- a. To qualify for holiday, pay, employees must work all regularly scheduled work time for one scheduled workday immediately preceding the holiday and one scheduled workday immediately following the holiday, unless on an excused absence or vacation.

- b. For full-time and part-time employees who are required to work holidays will be scheduled on a rotating basis to share the responsibility equitably. No employee should consistently work the same major holidays unless voluntarily agreed.
- c. Employees may trade holiday shifts with prior written approval from the supervisor.
- d. Regular full-time employees will be paid straight time for holidays not worked. If they work on the holiday, they receive time and one half (1 ½) in addition to their ~~straight time~~ **Holiday Pay**.
- e. Regular part-time employees will be paid half-time for holidays not worked. If they work on the holiday, they receive time and one half in addition to their ~~straight time~~ **Holiday Pay**.
- f. Hours Worked on a Holiday: If the majority of an employee's hours worked fall on a holiday, then the employee's entire shift shall be considered as paid time for computation of holiday pay. Holiday pay for night staff shall be the night shift before the holiday.
- g. Call-in employees will receive time and one half in addition to their ~~straight time~~ **Holiday Pay** for all hours worked on a holiday.
- h. A personal holiday cannot be taken on the day that any other paid holiday is observed and to receive pay the employee must be off the day that they request as their personal holiday.
- i. The Employer will give a written response to a request within thirty (30) days of the submission of the request. If a personal day is approved and the employee is later called in to work on that day, the personal day will be treated as if it were a fixed holiday.
- j. Personal holidays need to be used in the calendar year or they are forfeited.
- k. Holidays Falling on Weekends or employees off day: Employees who do not usually work weekends, will receive compensation time, equivalent to straight time, and may use the holiday up to 30 days after the holiday.
- l. Employees may observe special religious holidays by submitting their request through their immediate department head. ~~Time off may be granted on a non-pay status~~ **Personal holiday or Vacation shall be used**, providing the time scheduled will permit such an absence. Requests should be made at least three (3) weeks prior to the anticipated holiday.
- m. Holidays Falling During Vacation or Sick Leave: If any of the above listed holidays falls during time taken as paid vacation or paid sick leave, such holiday shall not be charged against accumulated vacation or sick leave.
- n. Employees on lay-off do not receive holiday pay.

## **7. Bereavement:**

Refer to County Handbook/Policy.

## **8. Compensatory Time:**

Pine Valley offers compensatory time for employees in the positions listed below. Compensatory time may be accrued up to a maximum of 40 hours. Once this plateau has been reached, further compensation time will not accrue unless the balance falls below 40 hours, except with the approval of the Pine Valley Administrator. Compensatory time is accumulated only with the Department Head's prior approval in each instance. Any eligible time over an accumulated 40

hours per year of compensatory time must be paid out. Compensatory time not taken by separation date will be paid.

Compensatory time is accumulated at the rate of one ~~and one-half~~ hour of compensatory time for time worked over 8 hours per day or 80 hours per pay period for the following positions, and **in order for the list below to receive compensation time, you must be working the floor to accommodate a call in, staffing shortage, or with approval from the administrator.**

Director of Nursing

Clinical Reimbursement Coordinator/RN Manager

Nursing Supervisor

Assisted Living Nurse Supervisor

Nursing Administrator Assistant

Nurse Managers

~~Director of Activities~~

Social Workers

Food Service Supervisor

Assistant Food Service Supervisor

Maintenance Supervisor

~~PV Business & Financial Service Manager~~

Human Resource Director

~~Medical Records Supervisor/Manager of Information Systems~~

Clerical Assistants

~~Billing Specialist~~

~~Accounts Payable & Payroll Clerk~~

Pine Valley Administrator is not eligible to receive compensatory time and is exempt from the provisions of Fair Labor Standards Act.

**The following position will now fall under flexible time verse compensatory time:**

**Pine Valley Administrator**

**Director of Activities**

**Medical Records/Manager of Information Systems**

**Billing Specialist**

**Accounts Payable & Payroll Clerk**

**Flexible Time-** You will accrual at normal hour rate, and when you have worked over your time, you will need to take time off to accommodate the additional time work within 1 week.

## **9. Overtime:**

Employees eligible for overtime pay will be paid at a rate of time and one half for all hours worked

over 8 hours per day or 80 hours in a pay period Overtime must be approved in advance by the employee's supervisor and an overtime slip completed.

#### **10. Sick Leave:**

~~The purpose of sick leave is to protect the employee from financial hardship due to prolonged illness or accident. All regular full-time employees shall be entitled to sick leave with full pay based on the basis of one (1) working day for each complete month of service. Part-time employees shall receive one-half working day for each complete month of service. Sick leave is to be used by County employees when the employee or a member of his or her family is disabled by sickness or, in case of the employee, is sufficiently disabled by sickness to be unable to attend to their county employment. Sick leave may also be used by the employee to attend medical appointments for themselves or for their immediate family (spouse or children) if eligible for family medical Leave. Sick leave cannot be used in less than one half (1/2) hour increments. Inappropriate use of sick leave may result in disciplinary action up to and including termination. (See County Handbook/Policy)~~

#### **11. Accrued Sick Leave:**

Refer to County Handbook

~~Sick leave earned in other Richland County employment will carry over into this unit. Employees absent from work for a period of three days or more may be required to visit a physician and obtain at that time a certificate from a physician licensed to practice medicine in the State of Wisconsin that they are physically able to fully perform all of their assigned duties before they will be permitted to work again. The Pine Valley Administrator reserves the right to demand a physician's certificate after one day of absence if the employee has a record of frequent absences due to illness.~~

#### **12. Days in Bank:**

Refer to County Handbook

~~When and if an employee maintains at least 24 sick days for a 12-month calendar year, that employee may also be paid for half of the sick leave not used, but accrued during that 12-month calendar year. The maximum number of days paid at the end of a 12-month period will not exceed six. Sick leave payment for those employees eligible and desiring to be paid will be made during the month of January each year for the previous 12 months ending December 31.~~

~~Part time earn ½ day per complete month of service.~~

~~Authorization may be given to use up to three (3) days of earned sick leave for each immediate family illness. Use of over three (3) days of earned sick leave for immediate family illness must be approved by the Pine Valley Administrator.~~

~~"Immediate Family" shall constitute spouse, children, sister or brother of employee and mother or father of the employee and mother or father of the spouse. Eligibility is determined by the number of days the employee has accumulated in the bank and the circumstance.~~

~~Pregnancy—maternity/paternity leave: Absence from work by a County employee for pregnancy—maternity/paternity leave is considered sick leave. To the extent that the employee exhausts their sick leave eligibility, leave of absence shall be granted in accordance with the Handbook of Personnel Policies. Unused Sick Time: Refer to County Handbook/Policy.~~

#### **13. Workers Compensation:**

In the event an employee suffers an injury or illness in the course of performing his/her duties,



the employee may use accumulated sick leave to make up the difference between what the employee receives from Worker's Compensation payments and his/her 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.

**Pine Valley will accommodate light duty restrictions in the event of injury occurring during work.**

#### **14. Voluntary Sick Leave Donation: See County Handbook**

~~An employee may contribute up to three (3) days of sick leave to another county employee. The employee donating sick leave must contribute full days (partial days are not allowed). The donated days will be paid at the rate of the employee receiving the donated days. The employee receiving donated days must exhaust all sick leave prior to receiving donated days. Donated days cannot be banked, or calculated as part of employee payout. The employee donating sick leave will have the hours deducted from his or her sick leave balance. Such donations will not affect the donating employee's eligibility to receive annual sick payout provided the employee meets the criteria outlined in the first paragraph of the subsection entitled "Days in Bank".~~

#### **15. Unused Sick Time:**

See County Handbook/Policy.

#### **16. Vacation:**

See County Handbook/Policy

~~Shall be accrued based upon years of service and may be used after the employee has successfully completed the first six months of employment. Staff must satisfactorily complete the probationary period to be eligible for vacation days. Vacation benefits are accrued at the following rates. Maximum accumulation for each year of service is indicated in the full-time column.~~

<del>Years</del>	<del>Full-time</del>	<del>Part-time</del>	<del>OR (whichever is greater)</del>
<del>6 mo</del>	<del>5 days</del>	<del>2.5 days</del>	<del>1 day/403 hrs compensated</del>
<del>1 Yr.</del>	<del>5 days</del>	<del>2.5 days</del>	<del>1 day/403 hrs. compensated</del>
<del>2 Yrs.</del>	<del>10 days</del>	<del>5.0 days</del>	<del>1 day/201.5 hrs. compensated</del>
<del>6 Yrs.</del>	<del>15 days</del>	<del>7.5 days</del>	<del>1 day/134 hrs. compensated</del>
<del>12 Yrs.</del>	<del>20 days</del>	<del>10.0 days</del>	<del>1 day/101 hrs. compensated</del>
<del>23 Yrs.</del>	<del>25 days</del>	<del>12.5 days</del>	<del>1 day/81 hrs. compensated</del>

~~Vacation requests for two days or more shall be submitted thirty (30) days in advance. Vacation requests shall be dated and presented in writing on appropriate forms or online through our payroll software (Kronos) and approved by department head or supervisor. Vacation shall be scheduled on a first come, first serve basis. If a conflict arises between two (2) or more employees concerning dates, the employee whose request was made first will be favored.~~

~~All vacation time shall be taken in no less than one two (2) hour increments and must be used within 18 months following the employee's anniversary date. Employees that have reached the 15-year service mark will receive payout of up to one (1) week that is not used by the 18 months. The County Administrator is authorized to extend this deadline if the employee has been unable to take their accrued vacations within 18 months due to unforeseen circumstances. Vacation time not taken in accordance with this paragraph is forfeited. Employees or beneficiary, upon retirement, early retirement, death or termination of employment, will be paid for vacation~~



~~previously earned and not received for the current year on a pro-rated basis.~~

**17. Resignation/Retirement Notice:**

See Handbook of Personnel Policies

**18. Family and Medical Leave:**

Pine Valley will administer Family Medical Leave in accordance with the County Policy.

**19. Symons Complex Employee Privileges:**

See Handbook of Personnel Policies.

**20. Military Leave:**

Pine Valley will administer Military Leave in accordance with the County Policy.

Cr. 1/1/12, Res. 12-1, Family and Medical and Military Leave modified; Eff. 3/17/15, Res. 15-41, Sick leave & Vacation modified and 6. d., h., i., 8., 10., 11.; Eff. 7/18/17, Res. 17-69, Holidays; Eff 3/20/18, Res 18-35 Sick Donation; Eff 5/15/18, Res 18-55, Compensatory Time; Eff 5/15/18, Res 18-56, Sick Time, Days in Bank; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 8. Positions, 10. revised;

## **Rules of Conduct**

**1. Department Heads' Responsibility:**

Refer to Handbook of Personnel Policies.

**2. Grounds for Termination or Suspension:**

- a. Theft of property belonging to Pine Valley Community Village, or a resident, visitor or another employee.
- b. Alcohol or drug use on the job or being under the influence of alcohol or drugs while on the job.
- c. Possession of a dangerous weapon on nursing facility premises.
- d. Disclosing confidential Protected Health Information (PHI) to unauthorized persons or to any employee who does not have a "need to know" based on what is required to do their job. Breach of confidentiality.
- e. Willful damage to facility property.
- f. Insubordination.
- g. Disorderly or immoral conduct in or around the facility.
- h. Falsification of employment applications.
- i. Conviction for the violation of a criminal law.
- j. Falsification of nursing facility records.
- k. Conduct endangering the welfare of a resident or another employee, or facility property.
- l. Influencing or inducing a resident to make a gift or bequest to an employee, to the facility or solicit gratuities.
- m. Violation of the Residents Bill of Rights.
- n. Smoking on facility grounds, includes use of e-cigarettes.
- o. Failure to obtain permission from the Supervisor to leave job or premises during working hours.

- p. Punching or swiping another employee's timecard or badge or requesting another employee to punch or swipe your timecard.
- q. Un-excused Absence.
- r. Failure to follow safety practices or policies or personnel handbook.
- s. Sleeping on duty or unavailable/engaged while on duty.
- t. Unauthorized posting or removal of bulletin board items.
- u. Unauthorized distribution of literature.
- v. Unauthorized solicitation in or around the nursing facility premises.
- w. Organization of activities for any group or groups on the nursing facility time and premises without permission of the Pine Valley Administrator.
- x. Wearing of unauthorized buttons or badges, wearing printed t-shirts with offensive & inappropriate message.
- y. Failure to report an accident or injury.
- z. Excessive absenteeism/tardiness - six (6) or more occurrences of illness in the past 12 months for full-time employees and five (5) or more occurrences of illness for part-time employees, except for unusual circumstances, shall be considered excessive.
- aa. Refusing to report for a physical, laboratory test or x-rays when requested by the Pine Valley Administrator of the Nursing Facility.
- bb. Unsatisfactory work performance as based upon the employee performance evaluation.
- cc. Failure to follow supervisor's directions.
- dd. Repeated failure to be at the workstation ready to work at the starting time.
- ee. Criticism of a fellow employee of the facility in front of a member of the public or another employee of the facility while on duty.
- ff. Stopping work before time specified or overstaying rest or lunch periods.
- gg. Failure to follow facility parking restrictions.
- hh. Use of facility telephone for personal calls without permission of supervisor. Failure to report personal long-distance calls & failure to reimburse the facility for toll calls.

~~Violation of the County's Code of Ethics Resolution, which states as follows:~~

Violation of the above rules may result in discipline up to and including discharge at the discretion of the Pine Valley Administrator, depending upon the severity of the infraction. When an employee's conduct is considered to be cause for disciplinary action his/her supervisor will inform him/her verbally or in writing.

### **3. No Department Head or County employee shall:**

- a. Use or attempted use of his/her position to secure any preferential or unlawful rights or advantages for himself/herself or others.
- b. Having a financial or other personal interest which is in conflict with the proper discharge of his/her duties.
- c. Disclosing or using confidential information concerning Richland County to promote a private financial interest.

- d. Accepting any substantial gift, in any form, from a person who has business dealings with Richland County.
- e. ~~Elimination of job due to reorganization or lack of work.~~
- f. ~~Elimination of job that has sunset per County Board Resolution.~~
- g. ~~Violation of the above rules may result in discipline up to and including discharge at the discretion of the Pine Valley Administrator, depending upon the severity of the infraction.~~
- h. ~~When an employee's conduct is considered to be cause for disciplinary action his/her Supervisor will inform him/her verbally or in writing.~~
- i. ~~The employee will sign the notice and receive a copy. One copy will be retained by the employee and another will be placed in the employee's personnel file.~~

#### 4. Sexual Harassment Policy:

Refer to Handbook of Personnel Policies. Sexual harassment of any kind will not be tolerated. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for assuring that the workplace is free from sexual harassment at all times.

#### 5. Violence in the Workplace:

Refer to Handbook of Personnel Policies and Facility Policy.

#### 6. Grievances:

##### Definition of a Grievance

A grievance is a formal concern or complaint raised by a staff member regarding:

- Workplace policies or practices
- Working conditions
- Interpersonal conflicts
- Harassment, discrimination, or retaliation
- Perceived unfair treatment
- Any violation of facility policy, law, or ethical standards

##### Step 1 – Informal Resolution (Optional)

- Employees are encouraged to address concerns directly with the person(s) involved when possible.
- Supervisors should be approached to help mediate informal resolutions.

##### Step 2 – Formal Written Grievance

- If the issue cannot be resolved informally, the employee should complete a **Staff Grievance Form** and submit it to their immediate supervisor or the Human Resources (HR) department.
- If the grievance involves the immediate supervisor, the form should be submitted directly to HR or the Administrator.

##### Step 3 – Submission Timeline

- Grievances should be submitted within **10 business days** of the incident or awareness of the issue.

##### Investigation Process

- The Supervisor, HR, or Administrator will acknowledge receipt of the grievance within **3 business days**.
- An impartial investigation will be conducted, which may include:
  - Interviews with the complainant, witnesses, and involved parties
  - Review of relevant documents or records

- Investigations should be completed within **15 business days**, unless circumstances require more time (in which case the employee will be informed).

#### **Resolution**

- Findings and decisions will be documented in writing.
- The resolution will be communicated to the employee in person (when possible) and followed by a written summary.
- Corrective actions, if any, will be implemented promptly.

#### **Confidentiality**

- All grievance matters will be handled as confidentially as possible.
- Information will be shared only with those directly involved in the investigation and resolution process.

#### **Protection from Retaliation**

- No employee will be retaliated against for filing a grievance in good faith.
- Retaliation should be reported immediately and will be investigated as a separate offense.

#### **Appeal Process**

- If the employee disagrees with the resolution, they may submit a written appeal to the Administrator within **5 business days** of receiving the decision.
- The Administrator's decision will be final.

#### **Recordkeeping**

- HR will maintain grievance records in a secure file for **at least 3 years** in compliance with applicable laws.

Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 3. e. struck, f.-j. relettered,

## **Procedures for Hiring, Disciplinary Action, Suspensions, Dismissal and Layoff:**

### **1. Hiring: See County Handbook**

- ~~The Human Resource Director shall advertise a vacant position as appropriate and interview prospective candidates.~~
- ~~Reference checks are completed as provided by the candidate.~~
- ~~Any prospective employee requiring a license or certificate to perform their duties shall show evidence of such before beginning work and when the license is renewed. A copy is placed in the personnel file.~~
- ~~No one under the age of 18 years of age will be employed without a work permit.~~
- ~~Each position has a corresponding written job description of the duties for that position. Each employee receives, signs and dates a copy of their job description and the copy is maintained in the personnel file.~~
- ~~Each new employee will be required to have had a thorough orientation to their position and shall be required to complete and sign an orientation checklist indicating that they received and understand this information.~~
- ~~A minimum of 468 hours worked in no less than the first three months of employment, shall constitute a probationary period for all employees, if their services has been completed in a satisfactory manner per the written evaluation. Evaluations are completed by the employee's supervisor at 3 months and 6 months and annually thereafter. No inference is to arise from the terms probation or probationary period, that any employee has, upon the successful conclusion of that employee's probation period, any job security~~

~~than is otherwise expressly set forth in these Personnel Policies.~~

- ~~h. The Department Head in whose Department the vacancy exists, shall interview those applicants who appear from their written applications to be qualified for the job.~~
- ~~i. Skills testing may be required for some positions specific to job requirements.~~
- ~~j. Applicants will complete Pine Valley's application which is available at the reception desk or online at: [www.co.richland.wi.us](http://www.co.richland.wi.us)~~

## **2. Temporary Vacancies:**

Temporary vacancies when filled by current staff will be paid at the pass probation job rate for the position filled. If limited term employees are hired they shall be paid and hired according to County Handbook of Personnel Policies.

## **3. Probation Period:**

The purpose of the probation period is merely to require that the job performance of all employees who are new to a county position is reviewed within a fixed period from the employee's start of work in any position. The purpose of this initial review is to determine:

- a. If the employee is to continue in the position in regular status, or
- b. If the employee's employment in the position is to be terminated. No inference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

Probationary employees may be disciplined and terminated without recourse. Employees are probationary for three (3) months or 468 hours of actual work, whichever is greater. If still employed after such probationary period, their length of service shall date from the first day of hire. Successful completion of the probationary period will be determined by the department head with the Pine Valley Administrator's approval.

Any employee's probationary period can be extended up to a maximum of an additional six months. This decision will be made by the Pine Valley Administrator.

Employees whose probationary periods are extended are not eligible to receive their post-probation salary increases until the end of their probationary period, as extended. Employees whose probation has been extended shall be notified in writing prior to the end of their probationary period. Prompt notification shall be given to the County Administrator's office regarding the status of the probationary employee.

Probationary employees may be terminated at any time at the discretion of the Employer. Discharges during the probationary period shall not be subject to the grievance procedure.

## **4. Reclassification**

Refer to Handbook of Personnel Policies

## **5. Dismissal or Suspension: See County Handbook**

~~If it is necessary to dismiss or suspend an employee, a notice in advance will be given as follows:~~

- ~~a. The Department Head shall discuss all problems relating to the employee's job performance with the employee. In all cases in which continuation of the unsatisfactory performance could lead to suspension and/or termination, the Department Head shall give the affected County employee written notice, if possible, of the nature of the problem~~

~~relative to the County employee's job performance.~~

- ~~b. All employee concerns shall be presented to the employee's Department Head. Concerns shall be presented in writing within five (5) scheduled work days of the alleged concern and shall be acted upon by the Department Head within five (5) working days. Employees who are dissatisfied with the Department Head's written response may then present their concern in writing to the Pine Valley Administrator who shall have five (5) working days from receipt of concern to act upon the concern.~~
- ~~c. Employees who are dissatisfied with the Pine Valley Administrator's written response shall have two weeks from the date of receipt of the Pine Valley Administrator's response to appeal to Pine Valley Community Village's Board of Trustees, by filing a written statement of the concern and the Board will act on it at their next meeting with notice to the concern. Concerns by employees against their Department Head shall be presented in writing by the employee, directly to the Pine Valley Administrator and then the process would proceed as outlined above.~~

## **6. Termination/Layoff/Reduction of Hours due to Lack of Work:**

Whenever it becomes necessary either due to low census, need for economy, reorganization of work or change in need for staff or hours, employees may experience a reduction in hours, loss of position or change in position. Employees may be laid off, terminated or have hours reduced or their position changed according to the needs of the facility. The nursing home reserves the right to terminate any employee for unsatisfactory service, without notice, at any time during the three month (468 hours) probationary period. Employees separated for violations will receive pay to the time of dismissal only, **you will not receive any unused accumulated vacation time.**

**In the event that you are laid off, Pine Valley may do the following:**

- a. Pay you your normal pay for up to 30 days**
- b. Pay out your vacation you accumulated at point of lay off**
- c. Pay out your comp balance up to 40 hours**
- d. If you are flex time you will not be paid out that balance**

## **7. Non-disciplinary Termination/Layoff**

Refer to Handbook of Personnel Policies.

## **8. Complaints Procedures**

Refer to Handbook of Personnel Policies.

Cr. 1/1/12, Res. 12-1, 3. Reworded, 5. a., b. & c. Modified; Eff. 3/17/15, Res. 15-41, Hiring modified; Eff. 9/19/17, Res. 17-89, Probation; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 3. reworded;

## **Reimbursement**

### **1. Lodging:**

Refer to Handbook of Personnel Policies.

### **2. Meals**

Refer to Handbook of Personnel Policies.

**a. Mileage**

Refer to Handbook of Personnel Policies.

**b. Other Expenses**

Refer to Handbook of Personnel Policies.

**c. Registration Fees**

Refer to Handbook of Personnel Policies.

**d. Expense Vouchers**

Refer to Handbook of Personnel Policies.

~~Employees who attend conferences or seminars out of the County for professional or employment-related training for certification and who leave County employment within 1 year after the training must reimburse the County for all expenses incurred by the County relative to that conference or seminar, excluding salary or wages. The County will deduct the amount due under this paragraph from any compensation owed to the employee after the County has received the employee's notice of separation or retirement.~~

Cr 1/1/12, Res. 12-1; Eff. 1/16/18, Res. 18-2, added 7.;

**Miscellaneous Personnel Provisions:**

**1. Change of Address or Status:**

Refer to Handbook of Personnel Policies.

**2. Official County Bulletin Board:**

Refer to Handbook of Personnel Policies.

**3. Employee Bulletin Board:**

Refer to Handbook of Personnel Policies.

**4. Equipment:**

Refer to Handbook of Personnel Policies.

**5. Telephone Policies:**

Employees will refrain from using the telephone for personal matters except for an emergency. Long distance calls for other than official business of the facility will not be permitted.

**6. Notification of Absence:**

Employees are expected to notify their immediate supervisor or designee, when unable to report to work for any reason. Having relatives call for the employee is unacceptable. The employee should give as much advance notice as possible for any absence. A minimum of ~~one~~ **two** hours is required according to our Absenteeism Policy.

**7. Two No Call No Shows = Voluntary Termination Policy**

**Purpose**

To ensure consistent attendance and accountability in maintaining safe and effective care for residents, this policy defines the conditions under which failure to report or communicate absences is treated as voluntary resignation.



## Policy Statement

Employees who fail to report for their scheduled shift and do not notify their supervisor **for two occurrences within a rolling 12-month period** will be considered to have voluntarily resigned from their position.

## Definitions

- **No Call No Show:** Failure to report for a scheduled shift **and** failure to notify the designated supervisor or scheduler prior to the start of the shift.

## Reporting Absences

1. Employees must call the facility and speak with a nurse to call in.
2. Notification must occur at least 2 hours prior to the start of your shift.
3. Leaving a voicemail or text message does not count unless confirmation is received.

## Consequences

- **First Occurrence:** Documented as “No Call No Show.” Verbal or written warning issued.
- **Second Occurrence (within 12 months):** Employee will be deemed to have voluntarily resigned effective the last date worked.
- **Two Consecutive No Call No Shows:** Immediate voluntary resignation (job abandonment).

## Exceptions

- Medical emergencies or situations outside the employee’s control may be reviewed with documentation.
- FMLA or other protected leave laws will be honored per federal and state regulations.

## 8. Weather Conditions:

If employees are unable to report to work due to weather conditions, they should notify their supervisor. If weather conditions improve, employees should call in to see if they should report to work. Days missed due to weather conditions will be taken as vacation, personal day, sick day, ~~or without pay if a paid benefit day is unavailable.~~ **If you do not have any time off benefits, you will need to make up hours to ensure that you worked the required hours for your status and benefits.**

## 9. Jury Duty:

Employees shall be excused with full pay for jury duty. Any compensation for such duty shall be paid to the county. Employees not selected as jurors for a case shall report promptly back to their workstation.

## 10. Ambulance or Fire Department Volunteers:

Refer to Handbook of Personnel Policies.

### **11. Break Room:**

Refer to Handbook of Personnel Policies.

### **12. Credit Union/Deferred Compensation:**

~~refer to Handbook of Personnel Policies.~~

### **13. Use of Computers, Software & Internet:**

Employees are required to adhere to Pine Valley's Policies **as well as the county policy** on the use of the facility computers and software and the use of the internet, as defined in the Facility Policy and Procedure book.

### **14. Picture Identification Badge:**

All staff shall be issued a picture identification badge by the Centralized ~~IT~~ **MIS** Department. Time Badges are required for all employees, except the Pine Valley Administrator. Employee will use their time badge to swipe in at the start of their shift and out at the end of the shift. Employees will not swipe in earlier than seven minutes prior or out more than seven minutes after their shift ends. Employees will swipe out and in for lunch if they leave the facility.

### **15. Training Opportunities/In-service Education:**

Employees are required to attend in-service programs at the request of the Pine Valley Administrator or their department head. It is the employee's responsibility to record each in-service on their index card in the in-service file box. Certified Nursing Assistants are required to have 12 hours of in-service education annually. **Staff are required to attend meetings at the facility as these will not be recorded, additionally, you will be required to review Relias to ensure compliance of continued education.** ~~An employee who is unable to attend a required in-service has 30 days to view the video tape. All in-services are videotaped except the fire in-service.~~ Employees are required to attend the fire in-service, and all other in-services required by the department head or administration.

### **16. Gifts or Gratuities**

~~refer to Handbook of Personnel Policies.~~ Employees are not allowed to accept gifts or gratitude due to state and federal regulations.

### **17. County Workspaces and Personal Property**

Refer to Handbook of Personnel Policies.

### **18. Parking:**

Employees are to park in the lower-level parking lot.

### **19. Service Awards:**

Employees who have given five or more years of service to Pine Valley Community Village will be recognized. They are given recognition in five-year intervals beginning with the fifth year of employment.

### **20. Suggestion box:**

This box is located in the employee breakroom for employees to place ideas or suggestions. Please sign so we can discuss idea/suggestions with the appropriate person.

### **21. Professional Ethics:**

- a. All information concerning the condition or wellbeing of a resident is considered

confidential and shall not be disclosed by an employee. Requests for information shall be referred to the Pine Valley Administrator, Director of Nursing, Social Worker, or licensed nursing staff.

- b. Information regarding the residents' diagnosis and treatment will be made known to employees on a "need to know" basis only. Employees will not be permitted to review resident medical charts or doctor's orders unless they have a specific need to have chart information in their daily care of the resident. Disclosure of such information by an employee may be grounds for immediate dismissal and perhaps legal action as well (*refer to HIPAA policies*).
- c. No one shall abuse any residents. This includes the willful infliction of injury, unreasonable confinement, intimidation, or punishment resulting in physical harm, pain or mental anguish. This also includes failure to provide goods and services necessary to avoid physical harm, mental anguish, or mental illness and deliberate misplacement, exploitation, or wrongful temporary or permanent use of a resident's belongings or money without the resident's consent. Anyone found guilty of such action will be subjecting themselves to immediate dismissal and could be fined or imprisoned.

## **22. Mail:**

All mail will be delivered to the Receptionist Office. Employees should have their personal mail addressed to their residence. Incoming and outgoing mail belonging to the residents shall not in any way be tampered with except on written notification of the resident or guardian.

## **23.Resignation:**

Resignations must be submitted in writing two weeks prior to the last day of work for all employees apart from Department Heads and Licensed Personnel who shall be required to give thirty days' notice.

## **24.Smoking Regulations:**

Employees are not permitted to smoke on the grounds. Employees who smoke must punch out and leave the premises to do so.

## **25.Fire & Disaster Plan:**

Plans are located near each fire alarm box. Employees are oriented to the fire and disaster plans upon hire and this information is reviewed annually at an in-service. Drills are conducted on a regular schedule to ensure that employees are familiar with these plans.

## **26.Security:**

Building security is the responsibility of the maintenance department or the nurse in charge in the absence of the maintenance personnel. All exit doors are locked from 9:00 P.M. each evening until 7:00 A.M. the following morning. Entry can be made by staff with the use of their photo ID badge.

## **27.Lost and Found:**

The nursing facility cannot be responsible for personal articles lost, stolen or damaged on the premises. Lost and Found items are kept at the switchboard.

Cr. 1/1/12, Res. 12-1; Eff. 3/17/15, Res. 15-41, Weather conditions modified; Eff. 4/18/17, Res. 17-41, change Dept name change, revised 25.; Eff. 12/14/21, Res. 21-106, reformatted, change authority title;

This is to certify that I have received my personal copy of Pine Valley Community Village Employee Manual and Resident Bill of Rights and have read and understand the policies, practices, rules and regulations contained therein.

I understand the above is a condition of my employment.

Name

Date

## RESOLUTION NO. 25 - XX

Resolution Approving Changes To The Pine Valley Community Village Addendum.

WHEREAS Pine Valley Community Village, maintains policies, procedures, and agreements with its staff to ensure compliance with applicable laws, regulations, and professional standards, and

WHEREAS Administration has determined that revisions and/or addendums to staff policies are necessary to address current operational needs, regulatory requirements, and workforce best practices, and

WHEREAS the proposed staff addendum changes include, but are not limited to:

- Updates to employee handbook policies;
- Revisions to attendance, scheduling, or call-in procedures;
- Adjustments to benefit and leave provisions;
- Clarifications of expectations, rights, and responsibilities of staff; and

NOW THEREFORE BE IT RESOLVED by the Richland County Board Supervisors that approval is granted that the Addendum hereby approves and adopts the staff addendum changes as presented, effective September 16, 2025,

BE IT FURTHER RESOLVED that the Administrator and/or Human Resources designee is authorized to implement, distribute, and communicate the approved addendum(s) to all affected staff members, and to secure acknowledgment of receipt as required.

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION\_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: SEPTEMBER 16, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(09 SEPTEMBER 2025)

FOR      AGAINST

STEVE CARROW  
MARC COUEY  
GARY MANNING  
DAVID TURK  
BOB FRANK  
STEVE WILLIAMSON  
RANDY SCHOONOVER

**Executive and Finance Committee  
Agenda Item Cover**

**Agenda Item Name:** Pine Valley New Private Rates 2026

<b>Department:</b>	Pine Valley	<b>Presented By:</b>	Brittany Paulus
<b>Date of Meeting:</b>		<b>Action Needed:</b>	Vote
<b>Date submitted:</b>		<b>Referred by:</b>	Pine Valley Sub Committee

**Recommendation and/or action language:**

Request for approval to move to county board

**Background:**

Pine Valley Community Village reviews its private pay and service rates annually to ensure alignment with operational costs, state/federal reimbursement levels, and market comparisons.

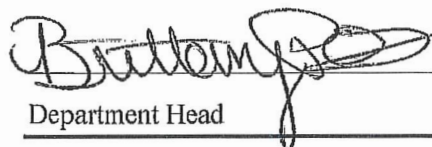
**Attachments and References:**


Rates form

**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

  
\_\_\_\_\_  
Administrator, Tricia Clements

**RESOLUTION NO. 25 - XX**

Resolution Approving New Private Pay Rates For Pine Valley Community Village.

WHEREAS Pine Valley Community Village is committed to providing high-quality nursing and supportive care to its residents, and

WHEREAS The costs of staffing, benefits, food service, medical supplies, utilities, insurance, and facility maintenance have significantly increased due to inflation and regulatory requirements, and

WHEREAS Government reimbursement rates (Medicare and Medicaid) often do not fully cover the cost of care, requiring private pay rates to reflect true operating expenses, and

WHEREAS To maintain financial stability, retain qualified staff, invest in safety and quality improvements, and ensure continued access to care, an adjustment to private pay rates is necessary.

NOW THEREFORE BE IT RESOLVED by the Richland County Board Supervisors that approval is granted for the proposed new rates to Pine Valley Community Village, private pay daily and/or monthly room and board rates shall be increased by \$96 per month in the Assisted living and \$10 per day in the Nursing Home Facility, as outlined in the attached rate schedule.

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION\_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: SEPTEMBER 16, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(09 SEPTEMBER 2025)

FOR            AGAINST

STEVE CARROW  
MARC COUEY  
GARY MANNING  
DAVID TURK  
BOB FRANK  
STEVE WILLIAMSON  
RANDY SCHOONOVER



## Agenda Item Cover

**Agenda Item Name:** Amendment to Sheriff's Addendum to Handbook of Personnel Policy

<b>Department:</b>	Sheriff's Office	<b>Presented By:</b>	Clay Porter
<b>Date of Meeting:</b>	09/05/2025	<b>Action Needed:</b>	Resolution
<b>Date submitted:</b>	08/29/2025	<b>Referred by:</b>	

**Recommendation and/or action language:**

Approve a resolution to add additional paid holidays in the Sheriff's addendum starting in 2026.

**Background:**

We are looking to amend the Sheriff's Addendum to the Employee Handbook to reflect the two added paid holidays. These holidays are the Day after Thanksgiving and Good Friday. This will follow in line with the rest of the county employees and will cover all non-union sheriff's office employees.

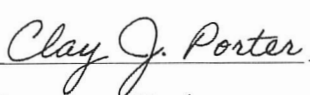

**Attachments and References:**

**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	Administrator, Tricia Clements

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## RESOLUTION NO. 25 - XX

Resolution Amending The Sheriff's Addendum To The Handbook Of Personnel Policies And Work Rules.

WHEREAS there is a Sheriff's Addendum to the Richland County Employee Handbook, and

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

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted to amend the Sheriffs Addendum to The Handbook of Personnel Policies and Work Rules by adding the day after Thanksgiving and Good Friday as paid holidays.

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: SEPTEMBER 16, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(09 SEPTEMBER 2025)

FOR      AGAINST

STEVE CARROW  
MARC COUEY  
GARY MANNING  
DAVID TURK  
BOB FRANK  
STEVE WILLIAMSON  
RANDY SCHOONOVER

*Presented to Public Safety Standing Committee on September 5, 2025*

## Executive & Finance Standing Committee

### Agenda Item Cover

**Agenda Item Name:** Resolution Authorizing The Revenue From The Sale Of Sheriff Vehicles To Be Placed In Fund 170 - New Sheriff's Car Fund

<b>Department</b>	County Administrator	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	9/9/2025	<b>Action Needed:</b>	Motion to approve resolution authorizing the revenue from the sale of Sheriff vehicles to be placed in Fund 170 - New Sheriff's Car Fund
<b>Date submitted:</b>	9/3/2025	<b>Referred by:</b>	County Administrator
<b>Action needed by no later than (date)</b>	9/9/2025	<b>Resolution</b>	Draft Version Attached

**Recommendation and/or action language:** Motion to approve revenue from the sale of Sheriff Vehicles to be placed in Fund 170 - New Sheriff's Car Fund.

**Background:** The Sheriff's Office rotates their vehicles to ensure they have safe vehicles to use. The value of vehicles continues to rise while the revenue from the sale of old vehicles can be used to offset the costs of new vehicles.

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**Attachments and References:** Draft Resolution

**Financial Review:** N/A

(please check one)

<input type="checkbox"/>	In proposed 2026 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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Department Head

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Tricia Clements, County Administrator

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**RESOLUTION NO. 25 - XX**

Resolution Authorizing The Revenue From The Sale Of Sheriff Vehicles To Be Placed In Fund 170 - New Sheriff's Car Fund.

WHEREAS the Sheriff's office rotates their vehicles to ensure they have safe vehicles to use, and

WHEREAS the value of vehicles continues to go up, and

WHEREAS the revenue from vehicles can offset the cost of new vehicles, and

WHEREAS the Public Safety and Executive and Finance Committees have reviewed the proposal and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for all revenue from the sale of Sheriff vehicles be placed in fund 170.

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(09 SEPTEMBER 2025)

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

RESOLUTION\_\_\_\_\_

FOR          AGAINST

DEREK S. KALISH  
COUNTY CLERK

STEVE CARROW  
MARC COUEY  
GARY MANNING  
DAVID TURK  
BOB FRANK  
STEVE WILLIAMSON  
RANDY SCHOONOVER

DATED: SEPTEMBER 16, 2025

Executive & Finance Standing Committee

Agenda Item Cover

Agenda Item Name: Approval For The Transfer Of Funds From Fund 980 To Fund 320.

Department	County Administrator / County Clerk	Presented By:	Tricia Clements/Derek Kalish
Date of Meeting:	9/9/2025	Action Needed:	Motion to approve transfer of funds from Fund 980 to 320
Date submitted:	9/3/2025	Referred by:	County Administrator/County Clerk
Action needed by no later than (date)	9/9/2025	Resolution	Draft Version Attached

**Recommendation and/or action language:** Motion to approve a funds transfer in the amount of ~~\$279,000~~ from Fund 980 to Fund 320.

277,556.70

**Background:** Once sold, the proceeds from East Hall were deposited into Fund 980 and set aside for payment of expenses associated with the reconfiguration of the campus property. Fund 320 currently has a deficit balance of approximately \$69,500 with expenses continually being incurred. The funds transferred into Fund 320 will be used to eliminate the current deficit, the relocation of UW-Extension from Melvill Hall, and pay for the ongoing general operating expenses of the campus buildings.

**Attachments and References:** Draft Resolution

**Financial Review:** N/A

(please check one)

<input type="checkbox"/>	In proposed 2026 budget	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 Transfer Of Funds From Fund 980 to 320.

WHEREAS the proceeds from the sale of East Hall were deposited into Fund 980 and set aside for payment of expenses associated with the reconfiguration of the campus property, and

WHEREAS Fund 320 currently has a deficit of approximately \$69,500, and

WHEREAS the monies transferred into Fund 320 will be used to eliminate the current deficit, the relocation of UW-Extension from Melvill Hall, and pay for the ongoing general operating expenses of the campus buildings, and

WHEREAS the Executive & Finance Standing Committee has carefully reviewed the funds transfer and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors approves the transfer of funds in the amount of \$277,556.70 from Fund 980 to Fund 320.

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION\_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: SEPTEMBER 16, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(09 SEPTEMBER 2025)

FOR                  AGAINST

STEVE CARROW  
MARC COUEY  
GARY MANNING  
DAVID TURK  
BOB FRANK  
STEVE WILLIAMSON  
RANDY SCHOONOVER

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

**Agenda Item Name:** Approve Change Order - Tower Project

<b>Department:</b>	Administration	<b>Presented By:</b>	Tricia Clements/Mike Day
<b>Date of Meeting:</b>	September 9, 2025	<b>Action Needed:</b>	Resolution
<b>Date submitted:</b>	September 2, 2025	<b>Referred by:</b>	Tricia Clements

**Recommendation and/or action language:**

Approve the Change Order for the Tower Project and send the resolution to the full county board for their approval.

**Background:**

The Yuba Tower site location changed from what was originally planned. Due to this, there are added expenses to complete the civil work on the site.

**Attachments and References:**

Change Order #02

**Financial Review:**

This adds an additional \$251,701 to the contract.


(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	Contingency funds	
<input type="checkbox"/>	No financial impact		

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Department Head

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Administrator, Tricia Clements

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**Change Order #02  
Tower Site Construction  
Richland County, WI**

**Change Order Summary:**

Item #	Site	Description	Quantity	Unit	Unit Price	Total Cost
1	Yuba Frank	Added Tower Pier Depth	1	LS	\$5,620.00	\$5,620.00
2	Yuba Frank	Added Retaining Wall	1	LS	\$192,250.00	\$192,250.00
3	Yuba Frank	Added shelter formed footings & walls	1	LS	\$20,150.00	\$20,150.00
4	Yuba Frank	Added mobs, motels & per diems	1	LS	\$15,875.00	\$15,875.00
5	Yuba Frank	Added fence labor & lift rental	1	LS	\$8,900.00	\$8,900.00
6	Yuba Frank	Added Bonding	1	LS	\$10,406.00	\$10,406.00
7	Yuba Frank	Remove Driveway Culvert	1	LS	-\$1,500.00	-\$1,500.00
8						
9						
10						
<b>Change Order Total:</b>						<b>\$251,701.00</b>
Original Contract Sum:						<b>\$3,118,322.00</b>
Net Change by previous Change Orders:						<b>\$46,475.00</b>
Contract Sum Prior to this Change Order:						<b>\$3,164,797.00</b>
Contract Sum will be increased by this Change Order in the Amount of:						<b>\$251,701.00</b>
The new Contract Sum including this Change Order:						<b>\$3,416,498.00</b>

**Signatures:**

Architect:	Contractor:	Owner:
Edge Consulting Engineers, Inc. 624 Water Street Prairie du Sac, WI 53578	Finish Excavating, Inc. 7382 North Main St. East Dubuque, IL 61025	Richland County 181 W. Seminary St. Richland Center, WI 53581
		
By (Signature)	By (Signature)	By (Signature)
Arlen Ostreng	Kim Mulgrew	
(Typed/Printed name)	(Typed/Printed name)	(Typed/Printed name)
Date: 8/19/2025	Date: 8/20/2025	Date:

**RESOLUTION NO. 25 - XX**

Resolution Approving A Change Order For The Radio Tower Project.

WHEREAS the Yuba tower site changed from where it was originally planned to be built, and

WHEREAS added expenses to complete the civil work on site have been incurred as a result, and

WHEREAS a change order in the amount of \$251,701 is being presented for payment,

WHEREAS the Executive & Finance Standing Committee has carefully reviewed the change order and is presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors approves the payment of change order #02 in the amount of \$251,701 from Fund 94.

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(09 SEPTEMBER 2025)

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

RESOLUTION\_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

STEVE CARROW  
MARC COUEY  
GARY MANNING  
DAVID TURK  
BOB FRANK  
STEVE WILLIAMSON  
RANDY SCHOONOVER

DATED: SEPTEMBER 16, 2025

**Executive and Finance Committee  
Agenda Item Cover**

**Agenda Item Name:** Approve Richland County Pregnant Workers Fairness Act Policy

<b>Department:</b>	Administration	<b>Presented By:</b>	Tricia Clemenets
<b>Date of Meeting:</b>	September 9, 2025	<b>Action Needed:</b>	Resolution
<b>Date submitted:</b>	September 2, 2025	<b>Referred by:</b>	Tricia Clements

**Recommendation and/or action language:**

Approve the Richland County Pregnant Workers Fairness Policy and send the resolution to the full county board for approval.

**Background:**

In June of 2023, the federal Pregnant Workers Fairness Act (PWFA) was enacted into law. The PWFA, provides reasonable accommodations to employees or applicants with known limitations related to pregnancy, child birth or related medical conditions. Richland County is looking to approve the draft policy, which summarizes the Act and outlines how employees request reasonable accommodations.

**Attachments and References:**

Draft Richland County Pregnant Workers Fairness Policy

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

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Department Head

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Administrator, Tricia Clements

# **RICHLAND COUNTY PREGNANT WORKERS FAIRNESS ACT**

## Table of Contents:

Introduction .....	2
Definitions .....	2
Requesting Accommodation .....	2
Types of Accommodations .....	3
Undue Hardship .....	3
Nondiscrimination .....	3
Compliance .....	3

## Appendices:

Pregnancy Accommodation Request Form

Personal Certification Form for Intermittent Leave

PWFA Health Care Provider Certification Form

# **RICHLAND COUNTY PREGNANT WORKERS FAIRNESS ACT**

## **Introduction:**

As required by the federal Pregnant Workers Fairness Act (PWFA), Richland County will provide reasonable accommodations to employees or applicants with known limitations (physical or mental) related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions, unless the accommodation will cause undue hardship to the County's operations.

## **Definitions**

The following definitions are for the purposes of this policy:

**Pregnancy** – Includes pregnancy, childbirth, or a related condition, including but not limited to, lactation, lactation-related conditions such as mastitis, infertility, gestational diabetes, pregnancy-induced hypertension, hyperemesis, preeclampsia, depression, miscarriage, and recovery from childbirth.

**Qualified Employee/Applicant** – An employee or applicant who, with or without reasonable accommodation, can perform the essential functions of the employment position. An employee or applicant shall also be considered qualified if: a) any inability to perform an essential function is for a temporary period; b) the essential function could be performed in the near future; and c) the inability to perform the essential function can be reasonably accommodated.

**Reasonable Accommodation** – Any change or adjustment to a job or work environment that permits a qualified applicant or employee with temporary limitations to participate in the job application process, or to enjoy the benefits and privileges of employment. Under the PWFA, an employee may be excused from performing their essential functions for a temporary period.

**Undue Hardship** – Any action requiring significant difficulty or expense when considering factors such as: the nature and cost of the accommodation; the overall financial resources of the employer; the overall size of the business of the employer with respect to the number of employees, and the number, type, and location of its facilities; and the effect on expenses and resources, or the impact otherwise of such accommodation upon the operation of the employer.

## **Requesting Accommodation**

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition. An applicant shall make the request to their immediate supervisor who will confer with the HR Generalist. The employee or applicant is encouraged, though not required, to complete and submit a signed, Pregnancy Accommodation Request Form to their supervisor. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed, and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be asked to submit a statement from a health care provider substantiating the need for the accommodation; PWFA Health Care Provider Certification Form should be used to accomplish this.

Upon receipt of a request for accommodation, the supervisor will initiate an interactive process with the employee to (1) discuss the request and (2) determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship. Appropriate accommodations will be addressed on a case-by-case basis taking into consideration the unique circumstances of each situation.

# **RICHLAND COUNTY PREGNANT WORKERS FAIRNESS ACT**

Supervisor shall provide a copy of the accommodation request with the final disposition to the HR Generalist.

## **Types of Accommodations**

The PWFA provides workplace protections but applies only to accommodations. While the reasonableness of each accommodation request will be individually assessed, possible accommodations include, but are not limited to:

- Additional, longer, or more flexible breaks to drink water, eat, rest, or use the restroom
- Changing food or drink policies to allow for a water bottle or food
- Changing equipment, devices, or workstations, such as providing a stool to sit on, or a way to do work while standing
- Changing a uniform or dress code or providing safety equipment that fits
- Changing a work schedule, such as having shorter hours, part-time work, or a later start time
- Telework
- Temporary reassignment
- Temporary suspension of one or more essential functions of a job
- Leave for health care appointments
- Light duty or help with lifting or other manual labor
- Leave to recover from childbirth or other medical conditions related to pregnancy or childbirth

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, Richland County will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

## **Undue Hardship**

An accommodation may be denied if it causes significant difficulty or expense to the company. Your supervisor in collaboration with HR Generalist will evaluate each request considering the nature of the accommodation, the needs of the business, and the resources available.

## **Nondiscrimination**

Richland County prohibits discrimination against qualified individuals with known limitations related to pregnancy, childbirth or related conditions regarding application procedures, hiring, advancement, discharge, compensation, training and other terms, conditions and privilege of employment. Any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy is prohibited.

# **RICHLAND COUNTY PREGNANT WORKERS FAIRNESS ACT**

## **Compliance**

Richland County complies with Title VII of the Civil Rights Act of 1964 which prohibits employment discrimination based on sex, pregnancy, or other protected categories; the Americans with Disabilities Act (ADA) and Wisconsin Fair Employment Act (WFEA) which prohibits employment discrimination based on disability, the federal and Wisconsin Family and Medical Leave Acts which provides unpaid leave for certain workers for pregnancy and to bond with a new child, the PUMP Act which provides nursing mothers a time and private place to pump at work, and all other federal and state laws related to pregnancy, childbirth, and related medical conditions.

DRAFT



## Executive & Finance Standing Committee

### Agenda Item Cover

**Agenda Item Name:** Designation Of County Clerk To Serve As Backup County Administrator As Needed.

<b>Department</b>	County Administrator	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	9/9/2025	<b>Action Needed:</b>	Motion to approve designation of County Clerk as backup County Administrator as needed.
<b>Date submitted:</b>	9/3/2025	<b>Referred by:</b>	County Administrator
<b>Action needed by no later than (date)</b>	9/9/2025	<b>Resolution</b>	Draft Version Attached

**Recommendation and/or action language:** Motion to approve designation of County Clerk as backup County Administrator as needed.

**Background:** Given there are times in which the County Administrator is unable to perform their duties during the normal business hours of county operations, the designation of a backup County Administrator to serve in the absence of the County Administrator ensures the continuity of vital county operations. The County Administrator and County Clerk will collaborate to determine what tasks need to be addressed while the County Administrator is out of the office.

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**Attachments and References:** Draft Resolution

**Financial Review:** N/A

(please check one)

<input type="checkbox"/>	In proposed 2026 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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Department Head

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Tricia Clements, County Administrator

## RESOLUTION NO. 25 - XX

Resolution Designating The County Clerk To Serve As Backup County Administrator As Needed.

WHEREAS there are times in which the County Administrator is unable to perform their duties during the normal business hours of county operations, and

WHEREAS the designation of a backup County Administrator to serve in the absence of the County Administrator ensures the continuity of vital county operations, and

WHEREAS the County Administrator and County Clerk will, when possible, collaborate to determine what tasks need to be completed in the absence of the County Administrator, and

WHEREAS the Executive & Finance Standing Committee has carefully considered the designation of the County Clerk to serve as the backup County Administrator as needed and is 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 designation of the County Clerk to serve as the backup County Administrator as needed.

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  
(09 SEPTEMBER 2025)

RESOLUTION\_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

STEVE CARROW  
MARC COUEY  
GARY MANNING  
DAVID TURK  
BOB FRANK  
STEVE WILLIAMSON  
RANDY SCHOONOVER

DATED: SEPTEMBER 16, 2025