

Richland County Executive & Finance Standing Committee

Date Posted: October 9, 2025

NOTICE OF MEETING

Please be advised that the Richland County Executive & Finance Standing Committee will convene on Tuesday, October 14, 2025 at 5:00 PM in the Richland County Boardroom of the Courthouse located at 181 West Seminary Street, Richland Center, WI 53581.

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

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

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

AMENDED AGENDA

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From The September 25, 2025 Meeting
6. Public Comment
7. Reports
 - A. Administrator's Report
 - B. Radio Tower Project Update
8. Discussion & Possible Action: 2026 Proposed Budget
9. Discussion & Possible Action: Resolution Of Condolence To The Family Of Linda Gentes
10. Discussion & Possible Action: Approval Of Amendments To County-Wide Wage Scale
11. Discussion & Possible Action: Resolution Amending The Sheriff's Addendum To The Handbook Of Personnel Policies And Work Rules
12. Discussion & Possible Action: Approval Of An Interim Memorandum Of Agreement For Ambulance Services
13. Discussion & Possible Action: Approval Of EMS Handbook Addendum Changes
14. Discussion & Possible Action: Approval Of A Cardiac Monitor Purchase
15. Discussion & Possible Action: Approval Of Ambulance Services Building Roof Replacement
16. Discussion & Possible Action: Ambulance Services Contract Billing
17. Discussion & Possible Action: Approve Updates To The Richland County Procurement Policy
18. Discussion & Possible Action: Demolition Of Campus Buildings And Associated Costs
19. Discussion & Possible Action: 6-Month Performance Review Process For County Administrator
20. Discussion & Possible Action: Approval Of Timekeeping Policy And Associated Handbook Update
21. Discussion & Possible Action: Procedure For Filling County Board Supervisor Vacancies
22. Correspondence
23. Future Agenda Items
24. 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

September 25, 2025

The Richland County Executive & Finance Standing Committee convened on September 25, 2025 in person and virtually at 5:07 PM in the County Boardroom of the Richland County Courthouse.

Call To Order: Supervisor Turk called the meeting to order at 5:07 PM.

Roll Call: County Clerk Kalish conducted roll call. Committee member(s) present: Steve Carrow, Randy Schoonover, Gary Manning, David Turk, and Melvin “Bob” Frank. Committee member(s) absent: Steve Williamson and Kerry Severson. Marc Couey joined after roll call.

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

Approval Of Agenda: Motion by Manning second by Frank to approve agenda with item #10 removed. Motion carried and amended agenda declared approved.

Approval Of Minutes From The September 9, 2025 Meeting: Supervisor Turk asked if there were any corrections or amendments to the minutes from the September 9, 2025 meeting. Hearing none, Supervisor Turk declared the minutes from the September 9, 2025 meeting approved with date correction noted.

Public Comment: Gordon Palmer addressed the committee regarding agenda item # 7C, noted his history with the Joint Ambulance Committee, expressed concerns with the contract replacing the current MOU, and questioned Richland Township being billed for Pine Valley Community Village ambulance calls.

Reports - County Administrator Update: Administrator Clements provided updates on the following items: Tyler Time & Attendance implementation, open enrollment and additional employee benefits, job descriptions review, and noted those that attended the WCA Conference.

Reports – Radio Tower Project Update: Administrator Clements provided brief update on the status of the radio tower project and shared the steps taken to ensure that emergency responders are prepared for the changeover. Administrator Clements noted that actions taken by the county to fund the reprogramming of the radios. Discussion of project and communication between the various agencies followed.

Reports – Ambulance Services Contract: Administrator Clements and Attorney Windle briefly reviewed proposed contract. Attorney Windle noted that the new contract incorporated elements of the previous MOU but was modeled as a contract. Discussion of the municipal cost responsibility followed. Administrator Clements noted sustainability concerns with the ambulance service and Attorney Windle reminded the committee that the proposed contract is only for one year. No action taken on item.

Discussion & Possible Action – 2026 Preliminary County Budget: Administrator Clements and County Clerk Kalish reviewed the preliminary 2026 County Budget. County Clerk Kalish noted changes made from the preliminary version to proposed version of the 2026 budget. Motion by Frank second by Manning to move Proposed Budget to County Board for approval. Motion carried and item forwarded to County Board for approval.

Richland County
Executive & Finance Standing Committee

Discussion & Possible Action – 6-Month Performance Review Process For County Administrator:

Supervisor Schoonover noted his preference for an informal process given the review period is only for six months. Supervisor Carrow noted a desire for a two-way dialogue and Supervisor Turk noted a desire for inclusion of a self-assessment component. Attorney Windle suggested feedback from a department head and an elected official. Supervisor Frank noted a desire for feedback from more than one department head. Supervisor Turk noted he would work with Attorney Windle to solidify the process and review at the next Executive and Finance Standing Committee meeting.

Discussion & Possible Action – Approval Of Updates To Vacation Section Of The Ambulance Services Addendum: Removed from agenda.

Discussion & Possible Action – Approval Of Training Agreement For Ambulance Services:

Administrator Clements provided background information on training agreement. Motion by Carrow second by Frank to approve training agreement for the Ambulance Service. Motion carried and item forwarded to County Board for approval.

Correspondence: None.

Future Agenda Items:

Discussion & Possible Action: 6-Month Performance Review Process For County Administrator

Discussion & Possible Action: Ambulance Services Contract Billing

Adjourn: Motion by Manning second by Carrow to adjourn. Motion carried and meeting adjourned at 6:05 PM.



Derek S. Kalish
Richland County Clerk

Tower Project Update
September 2025

Progress continues at the Yuba site. The retaining wall is almost complete. The walls of the building will then start the week of September 29. The goal is for the frame of the building to be completed on October 17th. The interior will then be completed by the end of October. The tower is tentatively set to be shipped the week of October 22nd.

As of September 24, the following is the status of all the sites shared by GenComm.

Richland County Tower Status

Site Name	Civils	LMR Rack	Combiners	GPS Antennas	LMR Ants Cable & antenna arrived	Microwave Shipping 10/25	MW Ants	Fiber	Cont Stations
Richland Center USCC			This week		Delivered		Delivered		N/A
Gotham					↕		Delivered	N/A	N/A
Muscoda USCC		Space issue	Next week		Delivered			N/A	N/A
Westport							Delivered		N/A
Yuba	End of Oct				at GenComm			N/A	N/A
Bunker Hill		Space issue	Next week				Delivered	N/A	N/A
Keyesville							Delivered	N/A	N/A
Boaz USCC					Delivered		Delivered		N/A
Vilboa			9/24/2025				Delivered	N/A	N/A
Courthouse		N/A	N/A				Delivered		

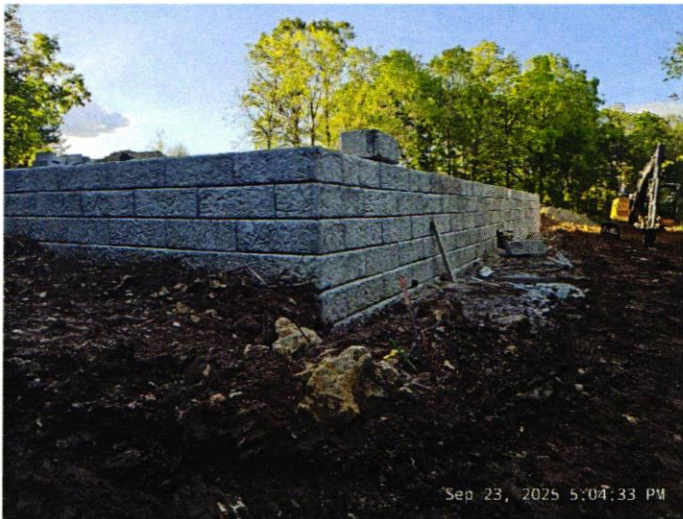
There was a delay in the production of the Microwaves regarding the production of the ODU's for them. This delay has been caused due to the increased demand for radios. They are now in production. The goal is for them to be shipped by October 20, 2025.

We are still needing to finalize the last two frequencies. To do this, we will need permission from Monroe County and Marquette County. Discussions are happening with BayComm, Marquette County, Monroe County, GenComm and Sheriff Porter to try and keep this process moving forward. These last two frequencies are needed for OPS2 channel. Not having these two frequencies will not delay the changeover date.

Gary Pelletier from GenComm shared in an email on September 22, that they will make all efforts to have the system online by the end of the year. Please note, that there will be testing that will need to be done next summer when the foliage is at its peak.

Ongoing communication is happening with Richland County Emergency Responder agencies. Communication started in July with emails being sent on July 11 and July 24. On August 20th another email was sent. A letter and email then went out to all agencies this week giving a deadline of October 15. Additionally, there have been some community meetings discussing what is needed. We are planning to use the funds to reprogram their radios. We are asking agencies to provide a list of their radios and a quote from a vendor for the reprogramming costs. If someone reaches out to you with questions, please have them

call me. It is important that all agencies have what they need to be able to provide services to the community when we are on the new system.



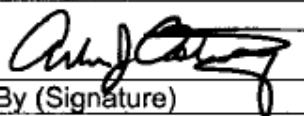
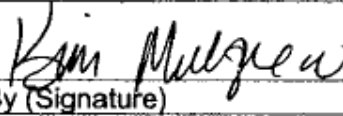
Tower Project Update
September 2025

**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						
Change Order Total:						\$251,701.00
Original Contract Sum:						\$3,118,322.00
Net Change by previous Change Orders:						\$46,475.00
Contract Sum Prior to this Change Order:						\$3,164,797.00
Contract Sum will be increased by this Change Order in the Amount of:						\$251,701.00
The new Contract Sum including this Change Order:						\$3,416,498.00

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:

Line #2 - Breakdown:

Engineering \$1,500.00
 Freight / Blocks \$ 12,000.00
 Blocks Wall \$48,000.00
 Wall Installation \$65,250.00
 Stone/ Additional Materials \$24,500.00
 Footing Materials \$ 15,000.00
 Footing Installation \$ 26,000.00

#1 - Added Tower Pier Depth:

Due to the retaining wall need at this site the original design would have had the tower base sitting above virgin ground and within fill dirt. Keeping this design of 3' piers would have required the tower base to be larger and costs for forming up the base would have exceeded this option. Within discussions with the tower designers/engineers it was determined that the most cost effective route was to extend the foundation piers from 3' to 6' allowing the base to sit mostly in virgin ground. .

This addition is made up of the additional rebar, concrete needs along with some additional labor for the extended form work.

Keyesville foundation
3' piers



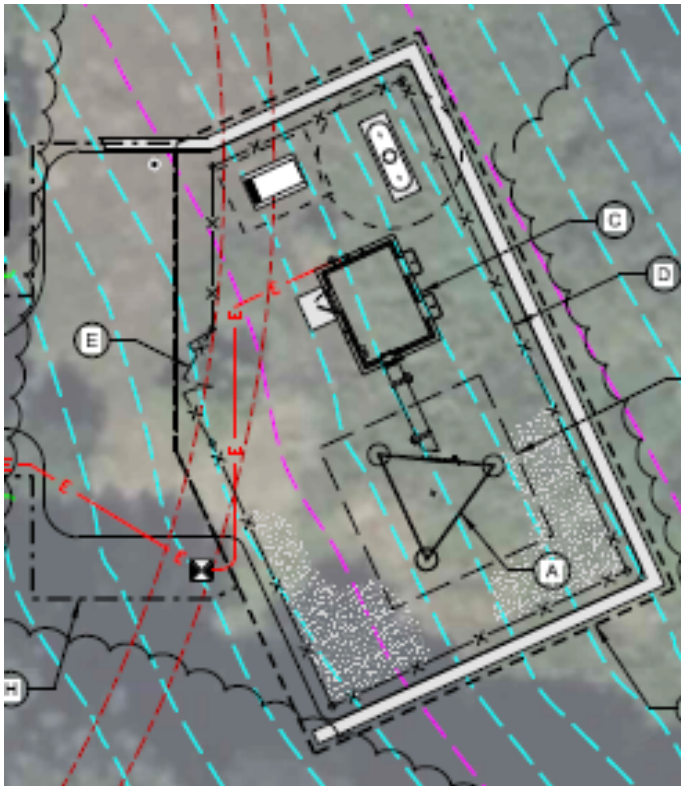
Yuba foundation
6' piers



#2 - Added Retaining Wall:

The landowner provided the County use this field location and not alternate spacing in a crop area on more level terrain. Quarry road is on the peak of the ridge and this side of the road slopes down causing the need for the wall. Design work was discussed and modified to minimize the site footprint.

This addition is made up of the cost of wall materials delivered to the site, the concrete footing materials and development, additional gravel fill needed, and additional labor costs directly needed with the work. The wall provider was chosen from comparison of pricing multiple vendors of these types of systems, including the costs for product delivery. This product is sourced out of Janesville and requires eleven (11) semi truck delivers.



← Wall design identified with white border

Back wall on left side of image



#3 - Added shelter formed footings & walls:

The option of using the previously designed shelter foundation was not possible due to the multiple factors within the new design. First and foremost was the challenge of having it rest if site fill which would have required the site to be compacted to a higher degree. Second was the proximity to the wall and it being backfilled with clean rock which would have needed to be disturbed. Using this design was identified as a more structurally sound and cost effective option.

This addition is made up from the need to first pour the footing, form up the walls and pour, then pour the cap. It also requires the structure to be filled with gravel. Additional material of rebar and concrete as well as the additional labor to complete the three step process.



Richland Center
shelter foundation



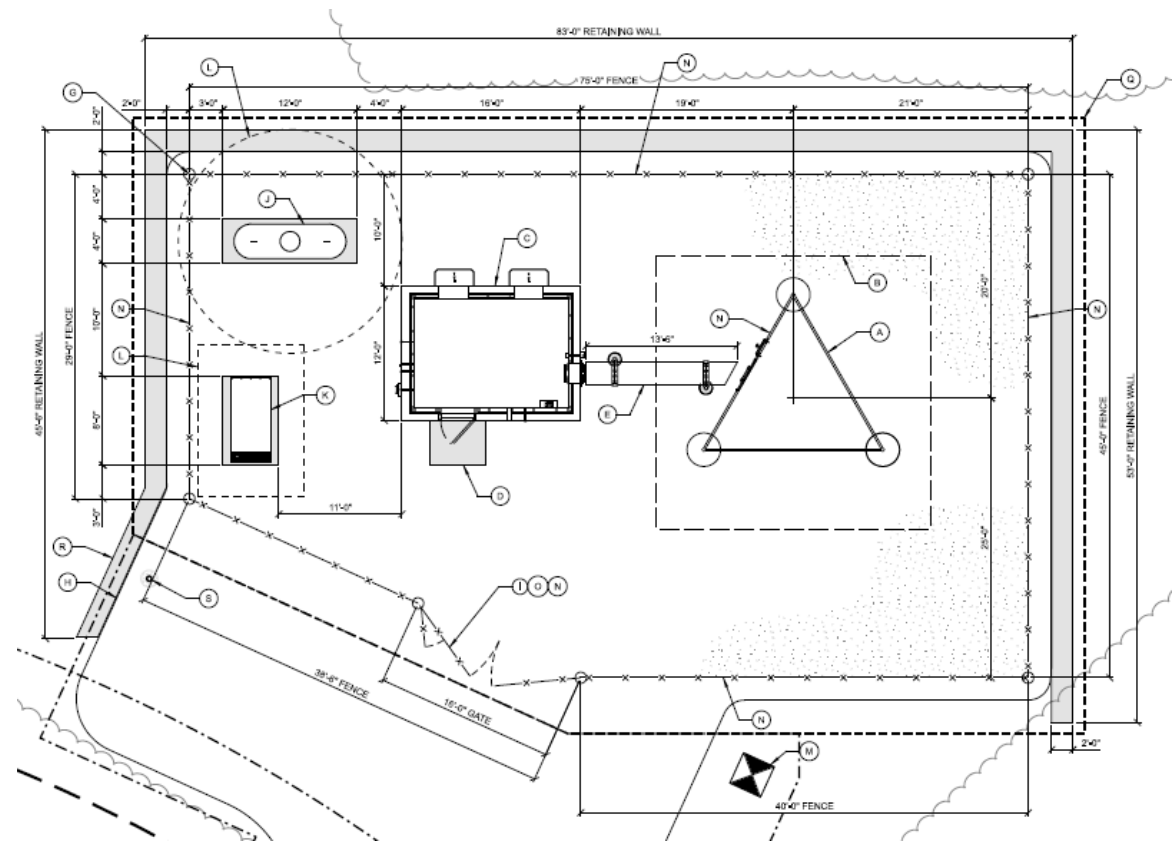
Yuba site shelter
foundation



#5 - Added fence labor and lift rental:

The site design with fencing up against the approximately 8' retaining wall on the back side of the compound requires fencing to be installed using lift support.

This addition is made up of the need for having proper equipment to support that effort and the added installation time to complete the work.



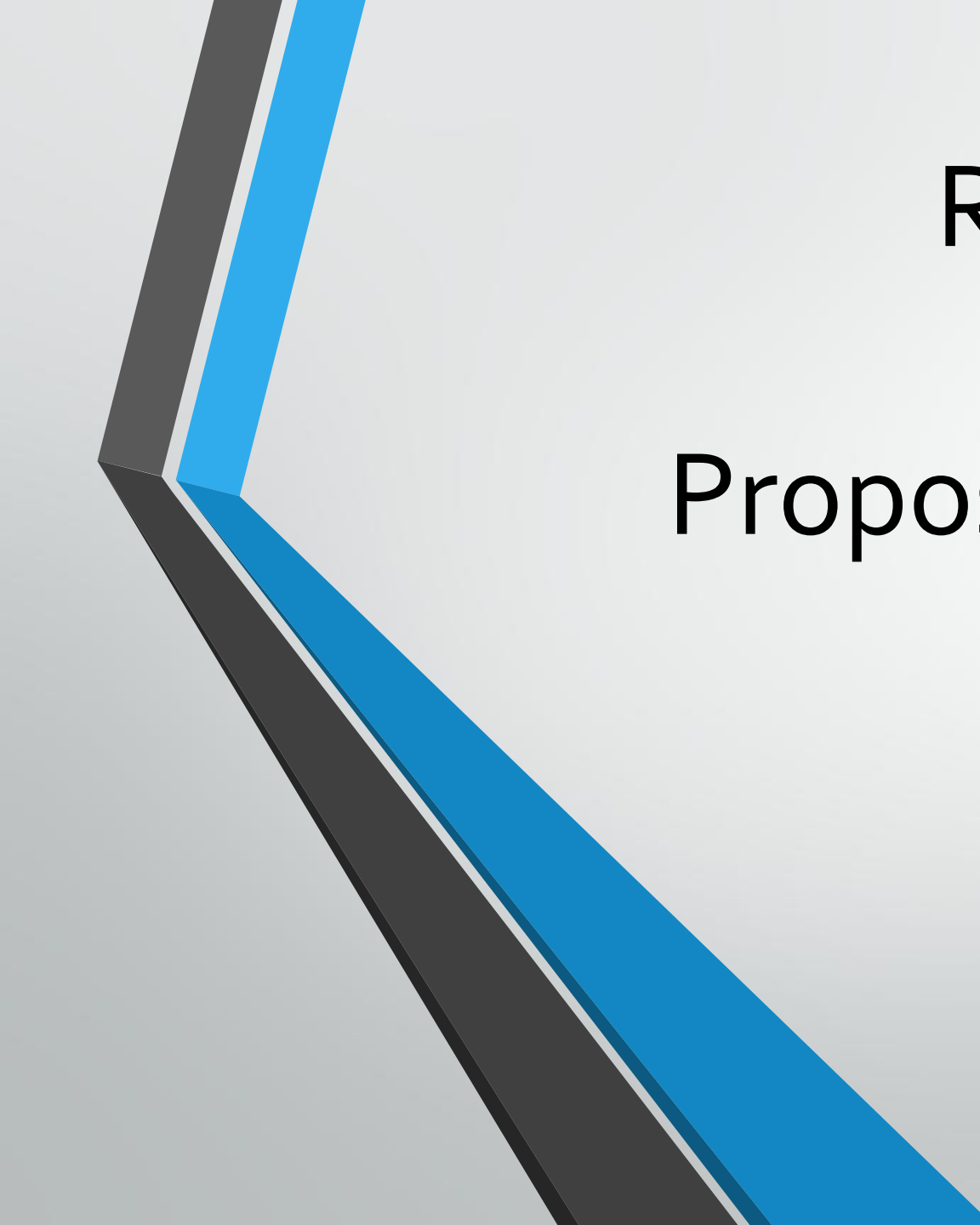
#4 - Added mobilization, motels & per diems

This addition uses contract pricing applied against the overall labor mobilizations needed to completing the added work.

#6 - Added Bonding

Contract bonding was required within the original contract and is included in the contract amount.

This addition accounts for the bond agency adjustment to the original contract due upon audit of the project.



Richland County

Proposed Budget Summary

2026



2026 Proposed Budget Highlights

- 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.

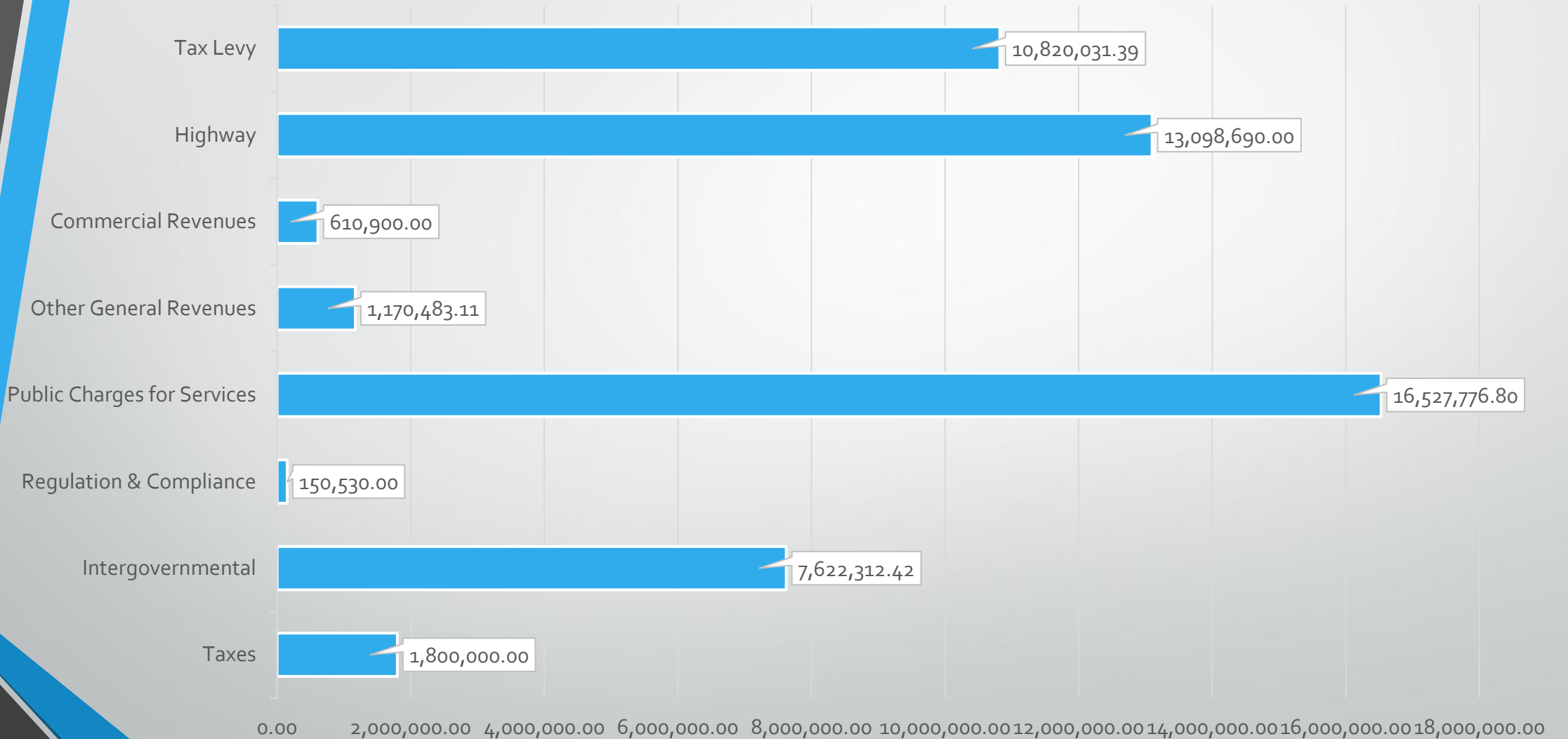
Revenue Type Summary

- 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 Proposed Budget Revenues

2026 Proposed Budgeted Revenues	
Taxes	1,800,000.00
Intergovernmental	7,622,312.42
Regulation & Compliance	150,530.00
Public Charges for Services	16,527,776.80
Other General Revenues	1,170,483.11
Commercial Revenues	610,900.00
Highway	13,098,690.00
Tax Levy	10,820,031.39
TOTAL	51,800,723.72

2026 Proposed Budget Revenue



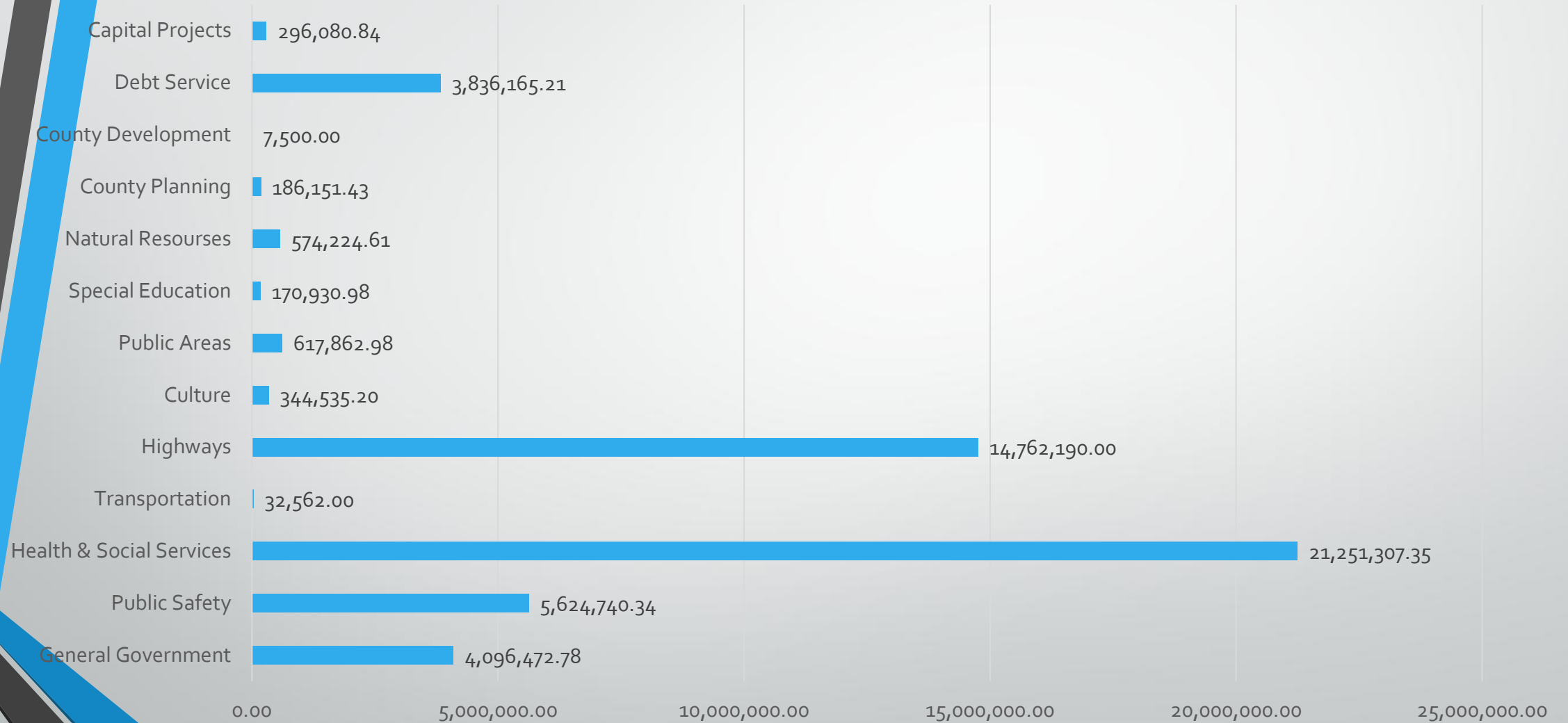
Expense Type Summary

- 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 Proposed Budgeted Expenses

2026 Proposed Budgeted Expenses	
General Government	4,096,472.78
Public Safety	5,624,740.34
Health & Social Services	21,251,307.35
Transportation	32,562.00
Highways	14,762,190.00
Culture	344,535.20
Public Areas	617,862.98
Special Education	170,930.98
Natural Resources	574,224.61
County Planning	186,151.43
County Development	7,500.00
Debt Service	3,836,165.21
Capital Projects	296,080.84
TOTAL	51,800,723.72

2026 Proposed 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

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 Proposed 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	207,943.08	35,086.67
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	-5,524,117.53	-448,907.61
TOTALS	10,341,005.79	10,820,031.39	479,025.60

	A	B	C	D	E	F	G
1	BUDGET SUMMARY - RICHLAND COUNTY						
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							
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	4,096,472.78	0.00
10	Public Safety	5,311,503.71	2,860,825.63	5,141,419.69	5,513,294.43	5,624,740.34	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	14,762,190.00	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	186,151.43	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	3,295,200.00	984,463.61	296,080.84	0.00
22							
23							
24	Total Expenditures	47,683,535.31	25,568,357.90	45,315,844.27	42,572,645.35	51,800,723.72	0.00
25							
26	Less: All Revenues	35,142,301.10	15,288,422.07	32,738,796.96	32,231,639.56	40,980,692.33	0.00
27							
28	Proposed 2025 Tax Levy For 2026 Budget				10,341,005.79	10,820,031.39	0.00
29							
30							
31	County Sales Tax Applied	1,600,000					
32							
33	General Fund Balance as of 12/31/24	12,026,229					
34	Pine Valley Fund Balance as of 12/31/24	2,944,032					
35	Highway Fund Balances as of 12/31/24	3,567,114					
36	Outstanding Debt (Principal) as of 12/31/25	24,300,000					
37							
38	2025 Equalized Value(TID out)	2,132,762,600	Mill Rate	0.00507			
39	2025 Equalized Value(TID in)	2,147,672,600	Mill Rate	0.00504			
40							
41							
42	* 6 months estimated						
43							
44	Version: Final Proposed 1.0						

	A	B	C	D	E	F	G
1	REVENUES FOR OPERATION AND MAINTENANCE						
2							
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED
4		REVENUES	REVENUES	ESTIMATED*	BUDGET	BUDGET	BUDGET
5		2024	TO 6/30/2025	2025	2025	2026	2026
6							
7	TAXES						
8							
9	County Sales Tax	1,325,269.81	788,880.20	1,550,000.00	1,500,000.00	1,600,000.00	
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	TOTAL TAXES	1,532,217.87	944,738.07	1,750,372.08	1,700,000.00	1,800,000.00	0.00
14							
15	INTERGOVERNMENTAL REVENUES						
16							
17	State Share Revenues/Bear Creek Solar	2,153,313.92	0.00	2,196,152.84	2,196,152.84	2,261,096.26	
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	REVENUES FOR OPERATION AND MAINTENANCE						
2							
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED
4		REVENUES	REVENUES	ESTIMATED*	BUDGET	BUDGET	BUDGET
5		2024	TO 6/30/2025	2025	2025	2026	2026
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	TOTAL INTERGOVERNMENTAL REVENUE	6,962,400.50	1,849,691.13	7,268,857.97	7,724,913.29	7,622,312.42	0.00
61							
62	REGULATION AND COMPLIANCE REVENUES						
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	TOTAL REGULATION & COMPLIANCE REV	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	REVENUES FOR OPERATION AND MAINTENANCE						
2							
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED
4		REVENUES	REVENUES	ESTIMATED*	BUDGET	BUDGET	BUDGET
5		2024	TO 6/30/2025	2025	2025	2026	2026
6							
85							
86	PUBLIC CHARGES FOR SERVICES						
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	1,051,582.53	
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	245,981.25	
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	REVENUES FOR OPERATION AND MAINTENANCE						
2							
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED
4		REVENUES	REVENUES	ESTIMATED*	BUDGET	BUDGET	BUDGET
5		2024	TO 6/30/2025	2025	2025	2026	2026
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	TOTAL PUBLIC CHARGES FOR SERVICES	18,237,140.96	9,136,339.71	16,708,369.26	16,121,806.90	16,527,776.80	0.00
151							
152	OTHER GENERAL REVENUES						
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	REVENUES FOR OPERATION AND MAINTENANCE						
2							
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED
4		REVENUES	REVENUES	ESTIMATED*	BUDGET	BUDGET	BUDGET
5		2024	TO 6/30/2025	2025	2025	2026	2026
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	Short-Term Borrowing (Fund 92)	0.00	0.00	601,200.00	601,200.00	0.00	
171	Courthouse Employee Activity Fund 970 Balance Applied	1,882.24	256.62	500.00	0.00	4,000.00	
172	Elections Fund 12 Balance Applied	0.00	0.00	0.00	0.00	10,000.00	
173	SRC Fund 37 Balance Applied	34,068.14	56,900.45	56,900.45	12,450.00	11,500.00	
174	Watershed Maintenance Fund 640 Balance Applied	0.00	0.00	0.00	0.00	2,000.00	
175	Ash Creek Community Forest Fund 790 Balance Applied	5.00	0.00	1,000.00	1,000.00	1,000.00	
176	General Fund Balance Applied	0.00	0.00	0.00	0.00	245,292.86	
177	Pine Valley Surplus Applied	811,000.00	600,000.00	725,000.00	725,000.00	750,000.00	
178							
179	TOTAL OTHER GENERAL REVENUES	1,163,393.55	785,437.14	1,540,071.29	1,505,860.41	1,170,483.11	0.00
180							
181	COMMERCIAL REVENUES						
182							
183	Interest on General Fund Investments	795,902.36	132,365.63	600,000.00	600,000.00	600,000.00	
184	Interest on Investments (Fund 18)	3,003.44	0.00	3,000.00	0.00	0.00	
185	Interest on Investments (Fund 94)	359,078.27	78,103.40	150,000.00	0.00	0.00	
186	Interest on Investments (Fund 99)	5,863.68	1,676.62	32,000.00	0.00	0.00	
187	Interest on Judgements	11,179.63	6,342.35	10,000.00	4,000.00	10,000.00	
188	Bank Interest Earned - Clerk of Court	1554.80	527.11	530.00	500.00	900.00	
189							
190	TOTAL COMMERCIAL REVENUES	1,176,582.18	219,015.11	795,530.00	604,500.00	610,900.00	0.00
191							
192	TOTAL REVENUES	29,268,746.06	13,017,883.13	28,197,719.08	27,786,480.60	27,882,002.33	0.00
193							
194	Version: Final Proposed 1.0						
195							
196							

	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									
7	GENERAL GOVERNMENT								
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	2025 Property Tax Chargeback	0.00	990.54	0.00	0.00	1,690.54			
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	TOTAL GENERAL GOVERNMENT	3,047,074.87	1,959,480.59	3,530,880.24	3,433,912.65	4,096,472.78	0.00		

	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									
49									
50	PUBLIC SAFETY								
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	898,313.78			
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	TOTAL PUBLIC SAFETY	5,311,503.71	2,860,825.63	5,141,419.69	5,513,294.43	5,624,740.34	0.00		
74									
75	HEALTH AND SOCIAL SERVICES								
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	TOTAL 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		
92									
93	TRANSPORTATION (EXCLUDING HIGHWAYS)								
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	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									
98									
99	CULTURE								
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	TOTAL CULTURE	375,768.91	257,375.75	379,761.27	379,761.27	344,535.20	0.00		
106									
107	PUBLIC AREAS								
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	TOTAL PUBLIC AREAS	654,689.85	322,813.17	644,086.27	621,550.81	617,862.98	0.00		
116									
117	SPECIAL EDUCATION								
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	TOTAL SPECIAL EDUCATION	177,594.99	101,904.06	203,929.00	202,720.99	170,930.98	0.00		
123									
124	NATURAL RESOURCES								
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	TOTAL NATURAL RESOURCES	534,346.26	172,843.15	536,756.52	539,805.70	574,224.61	0.00		

	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									
137									
138	COUNTY PLANNING								
139									
140	Southwest WI Regional Planning Commission	17,913.83	18,272.10	18,272.10	18,272.10	18,637.55			
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	TOTAL COUNTY PLANNING	169,217.37	84,706.45	168,272.10	154,604.05	186,151.43	0.00		
145									
146	COUNTY DEVELOPMENT								
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	TOTAL COUNTY DEVELOPMENT	7,500.00	75,232.00	82,732.00	37,500.00	7,500.00	0.00		
153									
154	DEBT SERVICE								
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	TOTAL DEBT SERVICE	3,828,637.92	2,340,818.75	3,351,487.50	3,351,487.50	3,836,165.21	0.00		
173									
174	CAPITAL PROJECTS								
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	Short-Term Borrowing (Fund 92)	0.00	0.00	601,200.00	601,200.00	0.00			
182	Radio Tower Project (Fund 94)	1,768,074.74	2,206,532.36	2,500,000.00	0.00	147,080.84			
183	Capital Planning Fund 45	0.00	0.00	0.00	229,263.61	0.00			

	A	B	C	D	E	F	G
1	HIGHWAY DEPARTMENT						
2							
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED
4				ESTIMATED*	BUDGET	BUDGET	BUDGET
5		2024	TO 6/30/2025	2025	2025	2026	2026
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	512,180.00	
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	TOTAL EXPENDITURES	9,353,005.58	3,599,560.49	7,199,120.98	6,108,658.96	14,762,190.00	0.00
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	0.00	
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	TOTAL REVENUES	5,873,555.04	2,270,538.94	4,541,077.88	4,445,158.96	13,098,690.00	0.00
21	TAX FOR HIGHWAYS				1,663,500.00	1,663,500.00	0.00
22							
23	Version: Final Proposed 1.0						
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							
24								
25	Version: Final Proposed 1.0							

	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	207,943.08	35,086.67
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	-5,524,117.53	-448,907.61
TOTALS	10,341,005.79	10,820,031.39	479,025.60

	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

	898,313.78		
	3,000.00		
	400,000.00		
		245,981.25	
		3,750.00	
		1,051,582.53	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		
1,690.54		
2,320.00		
1,210.00		
	150.00	
	1,000.00	207,943.08

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		0.00	
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			18,637.55		
Citizen Standing Committees	2,532.00			1,168.85		
Neighborhood Housing Services	7,500.00			7,500.00		
Short-Term Borrowing (Fund 92)	601,200.00			0.00		
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			1,600,000.00	
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			2,261,096.26	
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	
Short-Term Borrowing (Fund 92)		601,200.00			0.00	
General Fund Balance Applied		0.00			245,292.86	
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	-5,524,117.53

TOTAL LEVY

42,572,645.35 32,231,639.56 10,341,005.79

51,838,543.72 41,018,512.33 10,820,031.39

Version: FINAL Proposed 1.0

TAX LEVY DISTRIBUTION - 2026 BUDGET		
Fund Number	Fund Name	Tax Levy
100	General	2,813,975.48
120	Elections Fund	59,740.41
190	Sheriff's Dept. Uniform Allowance	22,000.00
250	Special Investigations	2,000.00
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
360	Symons Recreation Complex	53,190.26
420	Computer Outlay	382,146.71
430	Courthouse Repair Outlay	20,000.00
440	HHS Institutional Childrens Costs	630,000.00
500	911 Outlay	74,000.00
540	HHS Institutional Adult Costs	655,000.00
560	Health and Human Services	871,280.95
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
680	Richland County Fair	15,000.01
710	Highway Department	1,663,500.00
720	Conservation Planner Technician	34,029.12
810	Dog License Fees	14,925.00
940	Radio Tower	147,080.84
	TOTAL TAX LEVY	10,820,031.39

Version: FINAL Proposed 1.0

TAX LEVY DISTRIBUTION - 2026 BUDGET			
	Revenues	Expenditures	Tax Levy
Fund 100 - General			
County Sales Tax	1,600,000.00		
Interest on Taxes	100,000.00		
Managed Forest and Forest Crop Taxes	100,000.00		
State Shared Revenues/Bear Creek Solar	2,261,096.26		
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	245,292.86		
Interest On Judgements	10,000.00		
Family Court Commissioner - Coop Agreement	2,040.00		
Total Revenues	6,194,298.66		
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		1,690.54	
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		18,637.55	
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		9,008,274.14	
Tax Levy			2,813,975.48
Fund 120 - Elections Fund			
Fund Balance Applied	10,000.00		
Expenditures		69,740.41	
Tax Levy			59,740.41
Fund 160 - New Ambulance Fund			
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 & 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	1,051,582.53		
Miscellaneous Revenues	3,750.00		
Payments from Municipalities	245,981.25		
Operations		898,313.78	
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			10,820,031.39
Version: FINAL Proposed 1.0			

RESOLUTION NO. 25 – xx

Resolution Adopting The Richland County Budget For The Fiscal Year January 1, 2026 – December 31, 2026
And Establishing A Tax Levy For Said Fiscal Year.

WHEREAS the budget for operations and capital improvements for Richland County Wisconsin for the fiscal year 2026 has been compiled and reviewed; and

WHEREAS the 2026 budget includes revenues from the County sales tax in the estimated amount of \$1,600,000.00; and

WHEREAS the County Board held the required public hearing on the proposed County budget for 2026 on October 20, 2025; and

WHEREAS the County Board has carefully considered the County budget for 2026 and is now ready to adopt the budget.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the 2026 Proposed Budget for Richland County Wisconsin, a copy of which is on file in the offices of the County Clerk and County Administrator, be adopted and that a county tax levy of \$6,735,590, a library tax levy of \$209,465.64, a county bridge aid levy of \$37,820, a chargeback levy of \$990.54 and a county debt levy of \$3,836,165.21.

BE IT FURTHER RESOLVED that the sum of \$10,820,031.39 be used and hereby is levied upon all taxable property in Richland County for County purposes for the year 2026, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(14 OCTOBER 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
KERRY SEVERSON

DATED: OCTOBER 20, 2025

RESOLUTION NO. 25 – xx

Resolution Of Condolence To The Family Of Linda Gentes.

WHEREAS Linda Gentes served Richland County as a County Board Supervisor from April 15, 2014 to April 15, 2024; and

WHEREAS Linda Gentes was a contributing member to various county committees and multiple community organizations; and

WHEREAS the Richland County Board of Supervisors, desires to express its sympathy to the surviving family of Linda Gentes.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that said Board of Supervisors does, as a body, hereby express its sincere sympathy regarding the death of Linda Gentes, to her surviving family; and

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to send a copy of this Resolution to the family of Linda Gentes.

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION_____

DEREK S. KALISH
COUNTY CLERK

DATED: OCTOBER 20, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(14 OCTOBER 2025)

FOR AGAINST

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

Executive and Finance Committee
Agenda Item Cover

Agenda Item Name: Approval of Amendment to County-Wide Wage Scale

Department:	Administration	Presented By:	Tricia Clements
Date of Meeting:	October 14, 2025	Action Needed:	Resolution
Date submitted:	October 7, 2025	Referred by:	Tricia Clements

Recommendation and/or action language:

Approve the 2025 Annual Wage Review recommendations including adding two steps to the wage scale and grade changes for certain positions.

Background:

Part of the Compensation and Classification Study that was done in 2024 was the recommendation that on a yearly basis that one third of the job descriptions be reviewed. DDA and Associates completed the review in the summer of 2025.

The review recommended adding two steps to the general wage scale on the top end and making grade adjustments to certain positions based on a change in job duties or the market analysis supported the grade change.

Attachments and References:

2025 Annual Wage Review Document from DDA

Financial Review:

\$550,139 to support a step increase for all staff and the grade increase for those listed in the document.

(please check one)

☒	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☐	No financial impact		

Department Head


Administrator, Tricia Clements



Wayzata Office
3620 Northome Avenue
Wayzata, MN 55391
Phone: (612)920-3320 x103 | Fax: (612)605-2375
www.daviddrown.com

October 9, 2025

To: Tricia Clements, County Administrator
Richland County Board

RE: 2025 Annual Wage Review

The County Board engaged DDA Human Resources to commence a program of ongoing maintenance support of your Classification and Compensation System. A primary service provided to you under this program is an annual market review of your pay plan. This report provides you with our initial results of this review.

Benchmark Communities and Jobs

The list includes counties in your region which are similar to you in terms of size, service offerings, tax capacity, and/or other organizations with whom you may compete for employees. The following benchmark communities have been approved by the County Board.

Table 1: List of Benchmark Entities

County	Population
Marquette	15,592
Ashland	16,027

Crawford	16,113
Bayfield	16,220
Burnett	16,526
Lafayette	16,611
Washburn	16,623
Richland	17,304
Sawyer	18,074
Green Lake	19,018
Langlade	19,491
Grant	51,940
Sauk	65,760
Vernon	30,710
Iowa	23,710

Job Wage data was collected on a sampling of jobs that you have in common with benchmark jurisdictions. Benchmark roster data and updated contracts were used as the primary data source, supplemented with other data sources, as necessary. Ninety-five separate jobs were found to have sufficient data to allow reasonable comparison. Sufficient data is

equal to five or more data points.

Richland County has a general wage spread (difference between minimum and maximum pay) of 24%, whereas the benchmark average is 35%.

Job Title	Client MIN	Client MAX	Bench MIN	Bench MAX	Bench ACTUAL	Client Min % of Bench Min	Client Max % of Bench Max
CUSTODIAN	\$19.44	\$24.14	\$17.94	\$24.54	\$21.51	108%	98%
SECRETARY	\$19.44	\$24.14	\$20.31	\$29.19	\$23.37	96%	83%
ADMINISTRATIVE SECRTRY	\$21.53	\$26.75	\$20.34	\$27.78	\$21.74	106%	96%
COUNTY TREASURER DEPUTY	\$21.53	\$26.75	\$23.00	\$31.77	\$33.08	94%	84%
CTY CLERK DEPUTY/ACCOUNTS PAYABLE SPECIALIST	\$21.53	\$26.75	\$22.48	\$30.52	\$24.13	96%	88%
HWY PARKS & TRLS MNT TECH	\$21.53	\$26.75	\$24.00	\$32.00	\$25.87	90%	84%
REGISTER OF DEEDS DEPUTY	\$21.53	\$26.75	\$22.40	\$30.40	\$22.81	96%	88%
CLERK OF COURT DEPUTY	\$23.61	\$29.33	\$23.97	\$33.18	\$28.79	98%	88%
HHS ECONOMIC SUPP SPECL	\$23.61	\$29.33	\$21.67	\$28.85	\$23.69	109%	102%
HWY EQUIP OPER/PATROLMN	\$23.61	\$29.33	\$24.13	\$36.53	\$27.71	98%	80%
HWY SIGN FOREMAN	\$23.61	\$29.33	\$23.63	\$32.36	\$30.77	100%	91%
LEGAL SECRETARY	\$23.61	\$29.33	\$22.15	\$29.42	\$25.45	107%	100%
MAINTENANCE TECHNICIAN	\$23.61	\$29.33	\$24.06	\$30.92	\$25.08	98%	95%
REAL PROPERTY LISTER	\$23.61	\$29.33	\$24.45	\$34.89	\$30.71	97%	84%
REGISTER IN PROBATE DEPUTY	\$23.61	\$29.33	\$21.88	\$29.25	\$26.02	108%	100%
VETERANS BENEFIT SPCLST	\$23.61	\$29.33	\$23.00	\$30.81	\$23.59	103%	95%
CONSERVATION TECHNICIAN	\$25.71	\$31.94	\$24.84	\$32.72	\$27.87	104%	98%
HHS ADRC SPECIALIST	\$25.71	\$31.94	\$25.99	\$35.88	\$28.37	99%	89%
HHS DISABILITY BEN SPEC	\$25.71	\$31.94	\$24.11	\$32.25	\$27.17	107%	99%
HHS ELDERLY BENF SPCL	\$25.71	\$31.94	\$23.99	\$34.72	\$27.94	107%	92%

HHS PUBLIC HEALTH SPECIALIST	\$25.71	\$31.94	\$22.78	\$33.14	\$30.59	113%	96%
HHS TREATMNT COURT COOR	\$25.71	\$31.94	\$28.14	\$36.11		91%	88%
HWY MECHANIC	\$25.71	\$31.94	\$24.14	\$32.18	\$28.28	107%	99%
MIS TECHNICAL SPCLST	\$25.71	\$31.94	\$24.84	\$33.15	\$31.04	104%	96%
PAYROLL AND BENEFITS ASSISTANT	\$25.71	\$31.94	\$24.73	\$31.29	\$26.81	104%	102%
SHERIFF JAIL/DISPATCH OFFICER	\$25.71	\$31.94	\$22.79	\$31.30	\$25.59	113%	102%
VICTIM WITNESS COORDINATOR	\$25.71	\$31.94	\$22.99	\$30.80	\$26.18	112%	104%
CLERK OF COURT CHIEF DEPUTY	\$27.80	\$34.54	\$28.05	\$38.46		99%	90%
EMERGENCY MANAGEMENT COORDINATOR	\$27.80	\$34.54	\$30.26	\$38.68	\$22.27	92%	89%
HHS SOCIAL WORKER	\$27.80	\$34.54	\$26.10	\$34.40	\$29.61	107%	100%
HHS SUBSTNCE ABUSE COUN	\$27.80	\$34.54	\$25.34	\$34.92		110%	99%
HWY LEAD GRADE FOREMAN	\$27.80	\$34.54	\$24.94	\$32.70	\$29.72	111%	106%
HWY LEAD PAVING FOREMAN	\$27.80	\$34.54	\$24.94	\$32.70	\$29.72	111%	106%
HWY OFFICE MANAGER	\$27.80	\$34.54	\$27.62	\$35.76	\$33.88	101%	97%
SHERIFF DEPUTY	\$27.80	\$34.54	\$23.15	\$29.86	\$29.18	120%	116%
HHS PUBLIC HLTH NURSE	\$29.90	\$37.15	\$29.54	\$40.80	\$34.47	101%	91%
HR GENERALIST Res	\$29.90	\$37.15	\$26.66	\$36.20	\$31.71	112%	103%
HWY SHOP SUPERINTENDENT	\$29.90	\$37.15	\$35.08	\$50.38	\$36.81	85%	74%
REGISTER IN PROBATE	\$29.90	\$37.15	\$27.72	\$36.55	\$31.37	108%	102%
SHERIFF JAIL SERGEANT	\$29.90	\$37.15	\$25.30	\$32.74	\$30.17	118%	113%
HHS ECONOMIC SUPPORT SUPERVISOR	\$30.95	\$38.46	\$28.24	\$35.83	\$32.06	110%	107%
HHS MENTAL HEALTH THER	\$32.00	\$39.76	\$30.63	\$45.04	\$36.39	104%	88%
HWY PATROL SUPERINTENDENT CNTY	\$32.00	\$39.76	\$34.69	\$43.14	\$37.86	92%	92%
HWY PATROL SUPERINTENDENT STATE	\$32.00	\$39.76	\$35.53	\$43.18	\$37.86	90%	92%
PAYROLL & BENEFITS ADMINISTRATOR	\$32.00	\$39.76	\$27.21	\$38.89		118%	102%
SYMONS DIRECTOR	\$32.00	\$39.76	\$29.00	\$37.33	\$37.84	110%	107%
VETERAN SERVICE OFFICER	\$32.00	\$39.76	\$29.16	\$39.82	\$33.47	110%	100%
CH CHILD SUPPORT DIRECTOR	\$34.09	\$42.35	\$36.43	\$47.40	\$34.89	94%	89%
HHS ARDC MANAGER	\$34.09	\$42.35	\$38.15	\$49.58	\$39.77	89%	85%
HHS CHILD AND YOUTH SERVICES SUPERVISOR	\$34.09	\$42.35	\$31.35	\$43.08	\$39.52	109%	98%

HHS ECON SUPPORT MANAGER	\$34.09	\$42.35	\$33.36	\$45.26	\$42.61	102%	94%
LAND CONSERV & ZONING DIR	\$34.09	\$42.35	\$34.99	\$47.55	\$44.50	97%	89%
SHERIFF INVESTIGATOR	\$34.09	\$42.35	\$30.34	\$34.17	\$36.16	112%	124%
SHERIFF PATROL SERGEANT	\$34.09	\$42.35	\$34.57	\$41.83	\$37.16	99%	101%
EMERGENCY SERVICES DIR	\$36.17	\$44.94	\$31.62	\$43.19	\$36.61	114%	104%
SHERIFF JAIL AND DISPATCH ADMINISTRATOR	\$36.17	\$44.94	\$33.82	\$43.51	\$37.13	107%	103%
SHERIFF RD PATROL LIEUT	\$36.17	\$44.94	\$36.35	\$48.47	\$35.49	100%	93%
HHS BUSINESS & FINANCIAL SERVICES MANAGER	\$38.27	\$47.56	\$32.77	\$45.55	\$39.55	117%	104%
HHS CHILD & YOUTH SRVCS MGR	\$38.27	\$47.56	\$34.94	\$48.73	\$38.47	110%	98%
SHERIFF CHIEF DEPUTY	\$40.38	\$50.16	\$35.68	\$46.93		113%	107%
HUMAN RESOURCES DIRECTOR	\$42.46	\$52.75	\$44.05	\$56.04	\$49.63	96%	94%
PVH ACTIVITY AIDE	\$16.53	\$20.54	\$16.96	\$22.30		97%	92%
PVH ACTIVITY DIRECTOR	\$25.71	\$31.94	\$24.10	\$33.52		107%	95%
PVH BILLING SPECIALIST	\$23.61	\$29.33	\$20.86	\$28.12		113%	104%
PVH BUSINESS & FINANCIAL SERVICE MANAGER	\$34.09	\$42.35	\$36.03	\$52.14		95%	81%
PVH HR GENERALIST	\$27.80	\$34.54	\$26.26	\$37.69		106%	92%
PVH LEAD COOK	\$19.44	\$24.14	\$16.92	\$21.84		115%	111%
PVH LEAD HOUSKEEPER	\$17.87	\$22.21	\$13.77	\$18.64		130%	119%
PVH MAINTENANCE SUPERVISOR	\$32.00	\$39.76	\$28.95	\$41.35		111%	96%
PVH MAINTENANCE WORKER	\$23.61	\$29.33	\$22.72	\$30.14		104%	97%
PVH MANAGER OF INFO SYSTEMS	\$25.71	\$31.94	\$23.72	\$33.47		108%	95%
PVH NURSING ADMIN ASST	\$19.44	\$24.14	\$18.35	\$25.99		106%	93%
PVH PAYROLL & ACCOUNTS PAYABLE CLERK	\$23.61	\$29.33	\$23.19	\$31.34		102%	94%
PVH PERSONAL CARE WORKER	\$17.87	\$22.21	\$17.16	\$21.61		104%	103%
PVH RESIDENT ASSISTANT	\$15.31	\$19.01	\$16.97	\$23.40		90%	81%
PVH RN CHARGE NURSE	\$34.09	\$42.35	\$37.17	\$50.90		92%	83%
PVH RN SUPERVISOR	\$36.17	\$44.94	\$40.67	\$55.52		89%	81%
PVH RN SUPERVISOR CBRF	\$34.09	\$42.35	\$40.67	\$55.52		84%	76%
PVH SOCIAL SERVICE DIRECTOR	\$32.00	\$39.76	\$36.99	\$52.49		87%	76%
PVH SOCIAL WORKER	\$27.80	\$34.54	\$28.16	\$37.27		99%	93%

PVH UNIT CLERK	\$19.44	\$24.14	\$18.07	\$23.87		108%	101%
PVH UNIT CLERK CBRF	\$19.44	\$24.14	\$18.07	\$23.87		108%	101%
PVH UNIT NURSE LPN	\$25.71	\$31.94	\$26.00	\$33.55		99%	95%
PVH UNIT NURSE RN	\$32.00	\$39.76	\$33.52	\$45.03	\$35.17	95%	88%
HWY COMMISSIONER	\$42.46	\$52.75	\$44.29	\$60.11	\$50.42	96%	88%
HHS DIRECTOR	\$46.66	\$57.97	\$46.11	\$63.43	\$54.28	101%	91%
MIS DIRECTOR	\$46.66	\$57.97	\$41.61	\$56.66	\$47.31	112%	102%
FINANCE DIRECTOR	\$49.00	\$60.87	\$44.64	\$61.41	\$46.24	110%	99%
						104%	96%

*Anything in pink denotes deviation below market average by more than 10%.

**Anything in green denotes above market average by more than 10%.

Pine Valley Separate Analysis

Job Title	Client MIN	Client MAX	Bench MIN	Bench MAX	NEW Min % of Bench Min	NEW Max % of Bench Max
PVH ACTIVITY AIDE	\$16.53	\$20.54	\$16.96	\$22.30	97%	97%
PVH ACTIVITY DIRECTOR	\$25.71	\$31.94	\$24.10	\$33.52	107%	100%
PVH BILLING SPECIALIST	\$23.61	\$29.33	\$20.86	\$28.12	113%	110%
PVH BUSINESS & FINANCIAL SERVICE MANAGER	\$34.09	\$42.35	\$32.77	\$52.14	104%	85%
PVH CLINICAL REIMBURSEMENT COORDINATOR	\$38.27	\$47.56	\$32.54	\$47.10	118%	106%
PVH CNA NURSING ASSISTANT	\$21.53	\$26.75	\$18.40	\$25.93	117%	108%
PVH DIETARY AIDE	\$16.53	\$20.54	\$17.86	\$23.04	93%	94%
PVH DIETARY MANAGER	\$25.71	\$31.94	\$27.51	\$32.09	93%	105%
PVH DIRECTOR OF NURSING	\$46.66	\$57.97	\$42.91	\$54.60	109%	111%
PVH HOUSEKEEPER	\$16.53	\$20.54	\$12.40	\$16.74	133%	129%
PVH HR GENERALIST	\$27.80	\$34.54	\$26.26	\$37.69	106%	96%
PVH LEAD COOK	\$19.44	\$24.14	\$16.92	\$21.84	115%	116%

PVH LEAD HOUSKEEPER	\$17.87	\$22.21	\$13.77	\$18.64	130%	125%
PVH MAINTENANCE SUPERVISOR	\$32.00	\$39.76	\$28.95	\$41.35	111%	101%
PVH MAINTENANCE WORKER	\$23.61	\$29.33	\$22.72	\$30.14	104%	102%
PVH MANAGER OF INFO SYSTEMS	\$25.71	\$31.94	\$23.72	\$33.47	108%	100%
PVH NURSING ADMIN ASST	\$19.44	\$24.14	\$18.35	\$25.99	106%	98%
PVH PAYROLL & ACCOUNTS PAYABLE CLERK	\$23.61	\$29.33	\$23.19	\$31.34	102%	98%
PVH PERSONAL CARE WORKER	\$17.87	\$22.21	\$17.16	\$21.61	104%	108%
PVH RESIDENT ASSISTANT	\$15.31	\$19.01	\$16.97	\$23.40	90%	85%
PVH RN CHARGE NURSE	\$34.09	\$42.35	\$37.17	\$50.90	92%	87%
PVH RN SUPERVISOR	\$36.17	\$44.94	\$40.67	\$55.52	89%	85%
PVH RN SUPERVISOR CBRF	\$34.09	\$42.35	\$40.67	\$55.52	84%	80%
PVH SOCIAL SERVICE DIRECTOR	\$32.00	\$39.76	\$36.99	\$52.49	87%	80%
PVH SOCIAL WORKER	\$27.80	\$34.54	\$28.16	\$37.27	99%	97%
PVH UNIT CLERK	\$19.44	\$24.14	\$18.07	\$23.87	108%	106%
PVH UNIT CLERK CBRF	\$19.44	\$24.14	\$18.07	\$23.87	108%	106%
PVH UNIT NURSE LPN	\$25.71	\$31.94	\$26.00	\$33.55	99%	100%
PVH UNIT NURSE RN	\$32.00	\$39.76	\$33.52	\$45.03	95%	93%
					104%	100%

County Separate Analysis

Job Title	Client MIN	Client MAX	Bench MIN	Bench MAX	Bench ACTUAL	Client Min % of Bench Min	Client Max % of Bench Max
ADMINISTRATIVE SECRTY	\$21.53	\$26.75	\$20.34	\$27.78	\$21.74	106%	96%
CH CHILD SUPPORT DIRECTOR	\$34.09	\$42.35	\$36.43	\$47.40	\$34.89	94%	89%
Clerk of Court					\$37.67		
CLERK OF COURT CHIEF DEPUTY	\$27.80	\$34.54	\$28.05	\$38.46		99%	90%
CLERK OF COURT DEPUTY	\$23.61	\$29.33	\$23.97	\$33.18	\$28.79	98%	88%

CONSERVATION TECHNICIAN	\$25.71	\$31.94	\$24.84	\$32.72	\$27.87	104%	98%
County Administrator					\$79.52		
County Clerk					\$40.41		
County Treasurer					\$40.07		
COUNTY TREASURER DEPUTY	\$21.53	\$26.75	\$23.00	\$31.77	\$33.08	94%	84%
CTY CLERK DEPUTY/ACCOUNTS PAYABLE SPECIALIST	\$21.53	\$26.75	\$22.48	\$30.52	\$24.13	96%	88%
CUSTODIAN	\$19.44	\$24.14	\$17.94	\$24.54	\$21.51	108%	98%
EMERGENCY MANAGEMENT COORDINATOR	\$27.80	\$34.54	\$30.26	\$38.68	\$22.27	92%	89%
EMERGENCY SERVICES DIR	\$36.17	\$44.94	\$31.62	\$43.19	\$36.61	114%	104%
FINANCE DIRECTOR	\$49.00	\$60.87	\$44.64	\$61.41	\$46.24	110%	99%
HHS ADRC SPECIALIST	\$25.71	\$31.94	\$25.99	\$35.88	\$28.37	99%	89%
HHS ARDC MANAGER	\$34.09	\$42.35	\$38.15	\$49.58	\$39.77	89%	85%
HHS BUSINESS & FINANCIAL SERVICES MANAGER	\$38.27	\$47.56	\$32.77	\$45.55	\$39.55	117%	104%
HHS CHILD & YOUTH SRVCS MGR	\$38.27	\$47.56	\$34.94	\$48.73	\$38.47	110%	98%
HHS CHILD AND YOUTH SERVICES SUPERVISOR	\$34.09	\$42.35	\$31.35	\$43.08	\$39.52	109%	98%
HHS DIRECTOR	\$46.66	\$57.97	\$46.11	\$63.43	\$54.28	101%	91%
HHS DISABILITY BEN SPEC	\$25.71	\$31.94	\$24.11	\$32.25	\$27.17	107%	99%
HHS ECON SUPPORT MANAGER	\$34.09	\$42.35	\$33.36	\$45.26	\$42.61	102%	94%
HHS ECONOMIC SUPP SPECL	\$23.61	\$29.33	\$21.67	\$28.85	\$23.69	109%	102%
HHS ECONOMIC SUPPORT SUPERVISOR	\$30.95	\$38.46	\$28.24	\$35.83	\$32.06	110%	107%
HHS ELDERLY BENF SPCL	\$25.71	\$31.94	\$23.99	\$34.72	\$27.94	107%	92%
HHS MENTAL HEALTH THER	\$32.00	\$39.76	\$30.63	\$45.04	\$36.39	104%	88%
HHS PUBLIC HEALTH SPECIALIST	\$25.71	\$31.94	\$22.78	\$33.14	\$30.59	113%	96%
HHS PUBLIC HLTH NURSE	\$29.90	\$37.15	\$29.54	\$40.80	\$34.47	101%	91%
HHS SOCIAL WORKER	\$27.80	\$34.54	\$26.10	\$34.40	\$29.61	107%	100%
HHS SUBSTNCE ABUSE COUN	\$27.80	\$34.54	\$25.34	\$34.92		110%	99%
HHS TREATMNT COURT COOR	\$25.71	\$31.94	\$28.14	\$36.11		91%	88%
HR GENERALIST Res	\$29.90	\$37.15	\$26.66	\$36.20	\$31.71	112%	103%
HUMAN RESOURCES DIRECTOR	\$42.46	\$52.75	\$44.05	\$56.04	\$49.63	96%	94%
HWY COMMISSIONER	\$42.46	\$52.75	\$44.29	\$60.11	\$50.42	96%	88%

HWY EQUIP OPER/PATROLMN	\$23.61	\$29.33	\$24.13	\$36.53	\$27.71	98%	80%
HWY LEAD GRADE FOREMAN	\$27.80	\$34.54	\$24.94	\$32.70	\$29.72	111%	106%
HWY LEAD PAVING FOREMAN	\$27.80	\$34.54	\$24.94	\$32.70	\$29.72	111%	106%
HWY MECHANIC	\$25.71	\$31.94	\$24.14	\$32.18	\$28.28	107%	99%
HWY OFFICE MANAGER	\$27.80	\$34.54	\$27.62	\$35.76	\$33.88	101%	97%
HWY PARKS & TRLS MNT TECH	\$21.53	\$26.75	\$24.00	\$32.00	\$25.87	90%	84%
HWY PATROL SUPERINTENDENT CNTY	\$32.00	\$39.76	\$34.69	\$43.14	\$37.86	92%	92%
HWY PATROL SUPERINTENDENT STATE	\$32.00	\$39.76	\$35.53	\$43.18	\$37.86	90%	92%
HWY SHOP SUPERINTENDENT	\$29.90	\$37.15	\$35.08	\$50.38	\$36.81	85%	74%
HWY SIGN FOREMAN	\$23.61	\$29.33	\$23.63	\$32.36	\$30.77	100%	91%
LAND CONSERV & ZONING DIR	\$34.09	\$42.35	\$34.99	\$47.55	\$44.50	97%	89%
LEGAL SECRETARY	\$23.61	\$29.33	\$22.15	\$29.42	\$25.45	107%	100%
MAINTENANCE TECHNICIAN	\$23.61	\$29.33	\$24.06	\$30.92	\$25.08	98%	95%
MIS DIRECTOR	\$46.66	\$57.97	\$41.61	\$56.66	\$47.31	112%	102%
MIS TECHNICAL SPCLST	\$25.71	\$31.94	\$24.84	\$33.15	\$31.04	104%	96%
PAYROLL & BENEFITS ADMINISTRATOR	\$32.00	\$39.76	\$27.21	\$38.89		118%	102%
PAYROLL AND BENEFITS ASSISTANT	\$25.71	\$31.94	\$24.73	\$31.29	\$26.81	104%	102%
REAL PROPERTY LISTER	\$23.61	\$29.33	\$24.45	\$34.89	\$30.71	97%	84%
REGISTER IN PROBATE	\$29.90	\$37.15	\$27.72	\$36.55	\$31.37	108%	102%
REGISTER IN PROBATE DEPUTY	\$23.61	\$29.33	\$21.88	\$29.25	\$26.02	108%	100%
Register of Deeds					\$40.07		
REGISTER OF DEEDS DEPUTY	\$21.53	\$26.75	\$22.40	\$30.40	\$22.81	96%	88%
SECRETARY	\$19.44	\$24.14	\$20.31	\$29.19	\$23.37	96%	83%
Sheriff					\$47.97		
SHERIFF CHIEF DEPUTY	\$40.38	\$50.16	\$35.68	\$46.93		113%	107%
SHERIFF DEPUTY	\$27.80	\$34.54	\$23.15	\$29.86	\$29.18	120%	116%
SHERIFF INVESTIGATOR	\$34.09	\$42.35	\$30.34	\$34.17	\$36.16	112%	124%
SHERIFF JAIL AND DISPATCH ADMINISTRATOR	\$36.17	\$44.94	\$33.82	\$43.51	\$37.13	107%	103%
SHERIFF JAIL SERGEANT	\$29.90	\$37.15	\$25.30	\$32.74	\$30.17	118%	113%
SHERIFF JAIL/DISPATCH OFFICER	\$25.71	\$31.94	\$22.79	\$31.30	\$25.59	113%	102%

SHERIFF PATROL SERGEANT	\$34.09	\$42.35	\$34.57	\$41.83	\$37.16	99%	101%
SHERIFF RD PATROL LIEUT	\$36.17	\$44.94	\$36.35	\$48.47	\$35.49	100%	93%
SYMONS DIRECTOR	\$32.00	\$39.76	\$29.00	\$37.33	\$37.84	110%	107%
VETERAN SERVICE OFFICER	\$32.00	\$39.76	\$29.16	\$39.82	\$33.47	110%	100%
VETERANS BENEFIT SPCLST	\$23.61	\$29.33	\$23.00	\$30.81	\$23.59	103%	95%
VICTIM WITNESS COORDINATOR	\$25.71	\$31.94	\$22.99	\$30.80	\$26.18	112%	104%
						104%	96%

Segment	Richland to benchmark minimum average	Richland to benchmark maximum average
All County	104%	96%
County only (non PV)	104%	96%
Pine Valley only (non county)	104%	100%

As part of the ongoing maintenance, DDA reviews about 1/3 of job descriptions annually. As part of that process, employees and supervisors review their job description and complete a Position Review Form. Dda will re-write all job descriptions. Then new job descriptions are sent to employees and supervisors for a Job Description Appeal. DDA will make all changes to the job descriptions. All jobs are included in the annual market analysis, if a job is deviating from the market, DDA will flag the position for review that year. To be clear even if your position is not up for job description review, we will review the market wages on all positions. If a position is deviating, we will look to address sooner than scheduled.

2025 Jobs Reviewed

Job Description	Current Grade	DDA recommended grade change
Administrative Secretary Extension	10	no
ADRC Manager	16	no
ADRC Specialist	12	no

AEMT	10	no
APS Social Worker	13	no
Chief Deputy of Clerk of Courts	13	no
Child Support Director	16	Yes, move to 17
Clerk of Court	elected	Wages cannot change
County Clerk Deputy of AP Specialist	10	no
County Hwy Superintendent	15	Yes, move to 16
Deputy Clerk of Court	11	Yes, move to 12
Deputy Treasurer	10	Yes, move to 11
Dietary Aide	7	Yes, move to 8
Dietary Manager	12	no
Economic Support Manager	16	no
Elder Benefit Specialist	12	no
Emergency Services Chief	14	no
Emergency Captain	16	no
Emergency Coordinator	13	no
EMT	9	no
HHS Director	22	no
Highway Office Clerk	10	Yes, move to 11

Highway Shop Superintendent	14	yes, move to 15
Highway Sign Foreman	11	yes, move to 12
Land Conservation and Zoning Director	16	yes, move to 17
Legal Aide	11	no
LPN	12	no
Med Techn	9	no
Mental Health Therapist	15	yes, move to 16
Parks and Trails Maintenance Tech	10	no
patrol operator	11	no
patrol sergeant	16	no
PV Business and Financial Services Manager	16	no
PV Social services Director	15	yes, move to 17
PV Social Worker	13	no
Real Property Lister	11	yes, move to 12
Register of deeds deputy	10	no
Resident Assistant	6	yes, move to 8
RN	15	yes, move to 16
RN Charge Nurse	17	yes, move to 18

RN Manager	17	Yes, move to 19
Secretary HHS	9	Yes, move to 10
Social Worker	13	no
State Hwy Superintendent	15	Yes, move to 16

Classification Appeal

Employees and supervisors can review the classification changes and if they believe a job description is missing something or warrants another review based on the job description, they can complete a Job Classification Appeal. This appeal is not to increase wages. Instead it is created to maintain internal equity in Richland County.

2026 Recommendation

Currently the County's pay grid is calibrated at 4% above market average minimum rates and 4% below market average maximum rates. When DDA created the grid in 2024 there was a large deviation from market average, but the Board was committed to paying fair and equitable wages. It is our recommendation to the Board to add two additional steps in 2026. There will be no COLA in 2026 and this recommendation will keep the County competitive in its wages.

On January 1 the pay grid will receive two additional steps and all employees will receive a 2.75% step increase.

See below to see impact on the pay grid in relation to the market with the addition of two steps:

Job Title	Client MIN	Client MAX	Bench MIN	Bench MAX	Client Min % of Bench Min	Client Max % of Bench Max	NEW Min % of Bench Min	NEW Max % of Bench Max
CUSTODIAN	\$19.44	\$24.14	\$17.94	\$24.54	108%	98%	108%	103%
SECRETARY	\$19.44	\$24.14	\$20.31	\$29.19	96%	83%	96%	87%
ADMINISTRATIVE SECRTRY	\$21.53	\$26.75	\$20.34	\$27.78	106%	96%	106%	101%
COUNTY TREASURER DEPUTY	\$21.53	\$26.75	\$23.00	\$31.77	94%	84%	94%	88%
CTY CLERK DEPUTY/ACCOUNTS PAYABLE SPECIALIST	\$21.53	\$26.75	\$22.48	\$30.52	96%	88%	96%	92%
HWY PARKS & TRLS MNT TECH	\$21.53	\$26.75	\$24.00	\$32.00	90%	84%	90%	88%
REGISTER OF DEEDS DEPUTY	\$21.53	\$26.75	\$22.40	\$30.40	96%	88%	96%	92%

CLERK OF COURT DEPUTY	\$23.61	\$29.33	\$23.97	\$33.18	98%	88%	98%	93%
HHS ECONOMIC SUPP SPECL	\$23.61	\$29.33	\$21.67	\$28.85	109%	102%	109%	107%
HWY EQUIP OPER/PATROLMN	\$23.61	\$29.33	\$24.13	\$36.53	98%	80%	98%	84%
HWY SIGN FOREMAN	\$23.61	\$29.33	\$23.63	\$32.36	100%	91%	100%	95%
LEGAL SECRETARY	\$23.61	\$29.33	\$22.15	\$29.42	107%	100%	107%	105%
MAINTENANCE TECHNICIAN	\$23.61	\$29.33	\$24.06	\$30.92	98%	95%	98%	100%
REAL PROPERTY LISTER	\$23.61	\$29.33	\$24.45	\$34.89	97%	84%	97%	88%
REGISTER IN PROBATE DEPUTY	\$23.61	\$29.33	\$21.88	\$29.25	108%	100%	108%	105%
VETERANS BENEFIT SPCLST	\$23.61	\$29.33	\$23.00	\$30.81	103%	95%	103%	100%
CONSERVATION TECHNICIAN	\$25.71	\$31.94	\$24.84	\$32.72	104%	98%	104%	103%
HHS ADRC SPECIALIST	\$25.71	\$31.94	\$25.99	\$35.88	99%	89%	99%	93%
HHS DISABILITY BEN SPEC	\$25.71	\$31.94	\$24.11	\$32.25	107%	99%	107%	104%
HHS ELDERLY BENF SPCL	\$25.71	\$31.94	\$23.99	\$34.72	107%	92%	107%	97%
HHS PUBLIC HEALTH SPECIALIST	\$25.71	\$31.94	\$22.78	\$33.14	113%	96%	113%	101%
HHS TREATMNT COURT COOR	\$25.71	\$31.94	\$28.14	\$36.11	91%	88%	91%	93%
HWY MECHANIC	\$25.71	\$31.94	\$24.14	\$32.18	107%	99%	107%	104%
MIS TECHNICAL SPCLST	\$25.71	\$31.94	\$24.84	\$33.15	104%	96%	104%	101%
PAYROLL AND BENEFITS ASSISTANT	\$25.71	\$31.94	\$24.73	\$31.29	104%	102%	104%	107%
SHERIFF JAIL/DISPATCH OFFICER	\$25.71	\$31.94	\$22.79	\$31.30	113%	102%	113%	107%
VICTIM WITNESS COORDINATOR	\$25.71	\$31.94	\$22.99	\$30.80	112%	104%	112%	109%
CLERK OF COURT CHIEF DEPUTY	\$27.80	\$34.54	\$28.05	\$38.46	99%	90%	99%	94%
EMERGENCY MANAGEMENT COORDINATOR	\$27.80	\$34.54	\$30.26	\$38.68	92%	89%	92%	94%
HHS SOCIAL WORKER	\$27.80	\$34.54	\$26.10	\$34.40	107%	100%	107%	105%
HHS SUBSTNCE ABUSE COUN	\$27.80	\$34.54	\$25.34	\$34.92	110%	99%	110%	104%
HWY LEAD GRADE FOREMAN	\$27.80	\$34.54	\$24.94	\$32.70	111%	106%	111%	111%
HWY LEAD PAVING FOREMAN	\$27.80	\$34.54	\$24.94	\$32.70	111%	106%	111%	111%
HWY OFFICE MANAGER	\$27.80	\$34.54	\$27.62	\$35.76	101%	97%	101%	101%
SHERIFF DEPUTY	\$27.80	\$34.54	\$23.15	\$29.86	120%	116%	120%	121%
HHS PUBLIC HLTH NURSE	\$29.90	\$37.15	\$29.54	\$40.80	101%	91%	101%	96%

HR GENERALIST Res	\$29.90	\$37.15	\$26.66	\$36.20	112%	103%	112%	108%
HWY SHOP SUPERINTENDENT	\$29.90	\$37.15	\$35.08	\$50.38	85%	74%	85%	77%
REGISTER IN PROBATE	\$29.90	\$37.15	\$27.72	\$36.55	108%	102%	108%	107%
SHERIFF JAIL SERGEANT	\$29.90	\$37.15	\$25.30	\$32.74	118%	113%	118%	119%
HHS ECONOMIC SUPPORT SUPERVISOR	\$30.95	\$38.46	\$28.24	\$35.83	110%	107%	110%	113%
HHS MENTAL HEALTH THER	\$32.00	\$39.76	\$30.63	\$45.04	104%	88%	104%	93%
HWY PATROL SUPERINTENDENT CNTY	\$32.00	\$39.76	\$34.69	\$43.14	92%	92%	92%	97%
HWY PATROL SUPERINTENDENT STATE	\$32.00	\$39.76	\$35.53	\$43.18	90%	92%	90%	97%
PAYROLL & BENEFITS ADMINISTRATOR	\$32.00	\$39.76	\$27.21	\$38.89	118%	102%	118%	107%
SYMONS DIRECTOR	\$32.00	\$39.76	\$29.00	\$37.33	110%	107%	110%	112%
VETERAN SERVICE OFFICER	\$32.00	\$39.76	\$29.16	\$39.82	110%	100%	110%	105%
CH CHILD SUPPORT DIRECTOR	\$34.09	\$42.35	\$36.43	\$47.40	94%	89%	94%	94%
HHS ARDC MANAGER	\$34.09	\$42.35	\$38.15	\$49.58	89%	85%	89%	90%
HHS CHILD AND YOUTH SERVICES SUPERVISOR	\$34.09	\$42.35	\$31.35	\$43.08	109%	98%	109%	103%
HHS ECON SUPPORT MANAGER	\$34.09	\$42.35	\$33.36	\$45.26	102%	94%	102%	98%
LAND CONSERV & ZONING DIR	\$34.09	\$42.35	\$34.99	\$47.55	97%	89%	97%	94%
SHERIFF INVESTIGATOR	\$34.09	\$42.35	\$30.34	\$34.17	112%	124%	112%	130%
SHERIFF PATROL SERGEANT	\$34.09	\$42.35	\$34.57	\$41.83	99%	101%	99%	106%
EMERGENCY SERVICES DIR	\$36.17	\$44.94	\$31.62	\$43.19	114%	104%	114%	109%
SHERIFF JAIL AND DISPATCH ADMINISTRATOR	\$36.17	\$44.94	\$33.82	\$43.51	107%	103%	107%	108%
SHERIFF RD PATROL LIEUT	\$36.17	\$44.94	\$36.35	\$48.47	100%	93%	100%	97%
HHS BUSINESS & FINANCIAL SERVICES MANAGER	\$38.27	\$47.56	\$32.77	\$45.55	117%	104%	117%	110%
HHS CHILD & YOUTH SRVCS MGR	\$38.27	\$47.56	\$34.94	\$48.73	110%	98%	110%	102%
SHERIFF CHIEF DEPUTY	\$40.38	\$50.16	\$35.68	\$46.93	113%	107%	113%	112%
HUMAN RESOURCES DIRECTOR	\$42.46	\$52.75	\$44.05	\$56.04	96%	94%	96%	99%

PVH ACTIVITY AIDE	\$16.53	\$20.54	\$16.96	\$22.30	97%	92%	97%	97%
PVH ACTIVITY DIRECTOR	\$25.71	\$31.94	\$24.10	\$33.52	107%	95%	107%	100%
PVH BILLING SPECIALIST	\$23.61	\$29.33	\$20.86	\$28.12	113%	104%	113%	110%
PVH BUSINESS & FINANCIAL SERVICE MANAGER	\$34.09	\$42.35	\$36.03	\$52.14	95%	81%	95%	85%
PVH HR GENERALIST	\$27.80	\$34.54	\$26.26	\$37.69	106%	92%	106%	96%
PVH LEAD COOK	\$19.44	\$24.14	\$16.92	\$21.84	115%	111%	115%	116%
PVH LEAD HOUSKEEPER	\$17.87	\$22.21	\$13.77	\$18.64	130%	119%	130%	125%
PVH MAINTENANCE SUPERVISOR	\$32.00	\$39.76	\$28.95	\$41.35	111%	96%	111%	101%
PVH MAINTENANCE WORKER	\$23.61	\$29.33	\$22.72	\$30.14	104%	97%	104%	102%
PVH MANAGER OF INFO SYSTEMS	\$25.71	\$31.94	\$23.72	\$33.47	108%	95%	108%	100%
PVH NURSING ADMIN ASST	\$19.44	\$24.14	\$18.35	\$25.99	106%	93%	106%	98%
PVH PAYROLL & ACCOUNTS PAYABLE CLERK	\$23.61	\$29.33	\$23.19	\$31.34	102%	94%	102%	98%
PVH PERSONAL CARE WORKER	\$17.87	\$22.21	\$17.16	\$21.61	104%	103%	104%	108%
PVH RESIDENT ASSISTANT	\$15.31	\$19.01	\$16.97	\$23.40	90%	81%	90%	85%
PVH RN CHARGE NURSE	\$34.09	\$42.35	\$37.17	\$50.90	92%	83%	92%	87%
PVH RN SUPERVISOR	\$36.17	\$44.94	\$40.67	\$55.52	89%	81%	89%	85%
PVH RN SUPERVISOR CBRF	\$34.09	\$42.35	\$40.67	\$55.52	84%	76%	84%	80%
PVH SOCIAL SERVICE DIRECTOR	\$32.00	\$39.76	\$36.99	\$52.49	87%	76%	87%	80%
PVH SOCIAL WORKER	\$27.80	\$34.54	\$28.16	\$37.27	99%	93%	99%	97%
PVH UNIT CLERK	\$19.44	\$24.14	\$18.07	\$23.87	108%	101%	108%	106%
PVH UNIT CLERK CBRF	\$19.44	\$24.14	\$18.07	\$23.87	108%	101%	108%	106%
PVH UNIT NURSE LPN	\$25.71	\$31.94	\$26.00	\$33.55	99%	95%	99%	100%
PVH UNIT NURSE RN	\$32.00	\$39.76	\$33.52	\$45.03	95%	88%	95%	93%
HWY COMMISSIONER	\$42.46	\$52.75	\$44.29	\$60.11	96%	88%	96%	92%
HHS DIRECTOR	\$46.66	\$57.97	\$46.11	\$63.43	101%	91%	101%	96%
MIS DIRECTOR	\$46.66	\$57.97	\$41.61	\$56.66	112%	102%	112%	107%
FINANCE DIRECTOR	\$49.00	\$60.87	\$44.64	\$61.41	110%	99%	110%	104%

2025
Analysis

104% 96% 104% 101%

*This does not include classification changes.

**There will not be a COLA in 2026.

***It is predicted that the two additional steps will put the County at about 101% market minimum rates and 98% market maximum rates, due to anticipated COLA adjustments by benchmark counties.

Proposed Grid Impact

Segment	Richland to benchmark minimum average	Richland to benchmark maximum average
All County Current	103%	95%
All County with Proposed Grid	103%	100%
County only (non PV)	104%	96%
County only (non PV with Proposed Grid)	104%	101%
Pine Valley only (non county)	104%	100%
Pine Valley only (non county with proposed grid)	104%	105%

Classification Changes

With the grid changes and classification changes, the proposed 2026 grid will be calibrated at 5% above market average minimum rate and 2% above market average maximum rate.

Job Title	Client MIN	Client MAX	Bench MIN	Bench MAX	New Min	New Max with 2 steps	NEW Min % of Bench Min	NEW Max % of Bench Max
ADMINISTRATIVE SECRTRY	\$21.53	\$26.75	\$20.34	\$27.78	\$21.53	\$28.09	106%	101%
CH CHILD SUPPORT DIRECTOR	\$36.17	\$44.94	\$36.43	\$47.40	\$36.17	\$47.19	99%	100%
CLERK OF COURT CHIEF DEPUTY	\$27.80	\$34.54	\$28.05	\$38.46	\$27.80	\$36.27	99%	94%
CLERK OF COURT DEPUTY	\$25.71	\$31.94	\$23.97	\$33.18	\$25.71	\$33.54	107%	101%
CONSERVATION TECHNICIAN	\$25.71	\$31.94	\$24.84	\$32.72	\$25.71	\$33.54	104%	103%
COUNTY TREASURER DEPUTY	\$23.61	\$29.33	\$23.00	\$31.77	\$23.61	\$30.80	103%	97%

CTY CLERK DEPUTY/ACCOUNTS PAYABLE SPECIALIST	\$21.53	\$26.75	\$22.48	\$30.52	\$21.53	\$28.09	96%	92%
CUSTODIAN	\$19.44	\$24.14	\$17.94	\$24.54	\$19.44	\$25.35	108%	103%
EMERGENCY MANAGEMENT COORDINATOR	\$27.80	\$34.54	\$30.26	\$38.68	\$27.80	\$36.27	92%	94%
EMERGENCY SERVICES DIR	\$36.17	\$44.94	\$31.62	\$43.19	\$36.17	\$47.19	114%	109%
FINANCE DIRECTOR	\$49.00	\$60.87	\$44.64	\$61.41	\$49.00	\$63.91	110%	104%
HHS ADRC SPECIALIST	\$25.71	\$31.94	\$25.99	\$35.88	\$25.71	\$33.54	99%	93%
HHS ARDC MANAGER	\$34.09	\$42.35	\$38.15	\$49.58	\$34.09	\$44.47	89%	90%
HHS BUSINESS & FINANCIAL SERVICES MANAGER	\$38.27	\$47.56	\$32.77	\$45.55	\$38.27	\$49.94	117%	110%
HHS CHILD & YOUTH SRVCS MGR	\$38.27	\$47.56	\$34.94	\$48.73	\$38.27	\$49.94	110%	102%
HHS CHILD AND YOUTH SERVICES SUPERVISOR	\$34.09	\$42.35	\$31.35	\$43.08	\$34.09	\$44.47	109%	103%
HHS DIRECTOR	\$46.66	\$57.97	\$46.11	\$63.43	\$46.66	\$60.87	101%	96%
HHS DISABILITY BEN SPEC	\$25.71	\$31.94	\$24.11	\$32.25	\$25.71	\$33.54	107%	104%
HHS ECON SUPPORT MANAGER	\$34.09	\$42.35	\$33.36	\$45.26	\$34.09	\$44.47	102%	98%
HHS ECONOMIC SUPP SPECL	\$23.61	\$29.33	\$21.67	\$28.85	\$23.61	\$30.80	109%	107%
HHS ECONOMIC SUPPORT SUPERVISOR	\$30.95	\$38.46	\$28.24	\$35.83	\$30.95	\$40.38	110%	113%
HHS ELDERLY BENF SPCL	\$25.71	\$31.94	\$23.99	\$34.72	\$25.71	\$33.54	107%	97%
HHS MENTAL HEALTH THER	\$32.00	\$39.76	\$30.63	\$45.04	\$32.00	\$41.75	104%	93%
HHS PUBLIC HEALTH SPECIALIST	\$25.71	\$31.94	\$22.78	\$33.14	\$25.71	\$33.54	113%	101%
HHS PUBLIC HLTH NURSE	\$29.90	\$37.15	\$29.54	\$40.80	\$29.90	\$39.01	101%	96%
HHS SOCIAL WORKER	\$27.80	\$34.54	\$26.10	\$34.40	\$27.80	\$36.27	107%	105%
HHS SUBSTNCE ABUSE COUN	\$27.80	\$34.54	\$25.34	\$34.92	\$27.80	\$36.27	110%	104%
HHS TREATMNT COURT COOR	\$25.71	\$31.94	\$28.14	\$36.11	\$25.71	\$33.54	91%	93%
HR GENERALIST Res	\$29.90	\$37.15	\$26.66	\$36.20	\$29.90	\$39.01	112%	108%
HUMAN RESOURCES DIRECTOR	\$42.46	\$52.75	\$44.05	\$56.04	\$42.46	\$55.39	96%	99%
HWY COMMISSIONER	\$42.46	\$52.75	\$44.29	\$60.11	\$42.46	\$55.39	96%	92%
HWY EQUIP OPER/PATROLMN	\$23.61	\$29.33	\$24.13	\$36.53	\$23.61	\$30.80	98%	84%
HWY LEAD GRADE FOREMAN	\$27.80	\$34.54	\$24.94	\$32.70	\$27.80	\$36.27	111%	111%
HWY LEAD PAVING FOREMAN	\$27.80	\$34.54	\$24.94	\$32.70	\$27.80	\$36.27	111%	111%

HWY MECHANIC	\$25.71	\$31.94	\$24.14	\$32.18	\$25.71	\$33.54	107%	104%
HWY OFFICE MANAGER	\$27.80	\$34.54	\$27.62	\$35.76	\$27.80	\$36.27	101%	101%
HWY PARKS & TRLS MNT TECH	\$21.53	\$26.75	\$24.00	\$32.00	\$21.53	\$28.09	90%	88%
HWY PATROL SUPERINTENDENT CNTY	\$34.09	\$42.35	\$34.69	\$43.14	\$34.09	\$44.47	98%	103%
HWY PATROL SUPERINTENDENT STATE	\$34.09	\$42.35	\$35.53	\$43.18	\$34.09	\$44.47	96%	103%
HWY SHOP SUPERINTENDENT	\$32.00	\$39.76	\$35.08	\$50.38	\$32.00	\$41.75	91%	83%
HWY SIGN FOREMAN	\$25.71	\$31.94	\$23.63	\$32.36	\$25.71	\$33.54	109%	104%
LAND CONSERV & ZONING DIR	\$36.17	\$44.94	\$34.99	\$47.55	\$36.17	\$47.19	103%	99%
LEGAL SECRETARY	\$23.61	\$29.33	\$22.15	\$29.42	\$23.61	\$30.80	107%	105%
MAINTENANCE TECHNICIAN	\$23.61	\$29.33	\$24.06	\$30.92	\$23.61	\$30.80	98%	100%
MIS DIRECTOR	\$46.66	\$57.97	\$41.61	\$56.66	\$46.66	\$60.87	112%	107%
MIS TECHNICAL SPCLST	\$25.71	\$31.94	\$24.84	\$33.15	\$25.71	\$33.54	104%	101%
PAYROLL & BENEFITS ADMINISTRATOR	\$32.00	\$39.76	\$27.21	\$38.89	\$32.00	\$41.75	118%	107%
PAYROLL AND BENEFITS ASSISTANT	\$25.71	\$31.94	\$24.73	\$31.29	\$25.71	\$33.54	104%	107%
PVH ACTIVITY AIDE	\$16.53	\$20.54	\$16.96	\$22.30	\$16.53	\$21.57	97%	97%
PVH ACTIVITY DIRECTOR	\$25.71	\$31.94	\$24.10	\$33.52	\$25.71	\$33.54	107%	100%
PVH BILLING SPECIALIST	\$23.61	\$29.33	\$20.86	\$28.12	\$23.61	\$30.80	113%	110%
PVH BUSINESS & FINANCIAL SERVICE MANAGER	\$34.09	\$42.35	\$36.03	\$52.14	\$34.09	\$44.47	95%	85%
PVH HR GENERALIST	\$27.80	\$34.54	\$26.26	\$37.69	\$27.80	\$36.27	106%	96%
PVH LEAD COOK	\$19.44	\$24.14	\$16.92	\$21.84	\$19.44	\$25.35	115%	116%
PVH LEAD HOUSKEEPER	\$17.87	\$22.21	\$13.77	\$18.64	\$17.87	\$23.32	130%	125%
PVH MAINTENANCE SUPERVISOR	\$32.00	\$39.76	\$28.95	\$41.35	\$32.00	\$41.75	111%	101%
PVH MAINTENANCE WORKER	\$23.61	\$29.33	\$22.72	\$30.14	\$23.61	\$30.80	104%	102%
PVH MANAGER OF INFO SYSTEMS	\$25.71	\$31.94	\$23.72	\$33.47	\$25.71	\$33.54	108%	100%
PVH NURSING ADMIN ASST	\$19.44	\$24.14	\$18.35	\$25.99	\$19.44	\$25.35	106%	98%
PVH PAYROLL & ACCOUNTS PAYABLE CLERK	\$23.61	\$29.33	\$23.19	\$31.34	\$23.61	\$30.80	102%	98%
PVH PERSONAL CARE WORKER	\$17.87	\$22.21	\$17.16	\$21.61	\$17.87	\$23.32	104%	108%
PVH RESIDENT ASSISTANT	\$17.87	\$22.21	\$16.97	\$23.40	\$17.87	\$23.32	105%	100%
PVH RN CHARGE NURSE	\$36.17	\$44.94	\$37.17	\$50.90	\$36.17	\$47.19	97%	93%

PVH RN SUPERVISOR	\$40.38	\$50.16	\$40.67	\$55.52	\$40.38	\$52.67	99%	95%
PVH RN SUPERVISOR CBRF	\$40.38	\$50.16	\$40.67	\$55.52	\$40.38	\$52.67	99%	95%
PVH SOCIAL SERVICE DIRECTOR	\$36.17	\$44.94	\$36.99	\$52.49	\$36.17	\$47.19	98%	90%
PVH SOCIAL WORKER	\$27.80	\$34.54	\$28.16	\$37.27	\$27.80	\$36.27	99%	97%
PVH UNIT CLERK	\$19.44	\$24.14	\$18.07	\$23.87	\$19.44	\$25.35	108%	106%
PVH UNIT CLERK CBRF	\$19.44	\$24.14	\$18.07	\$23.87	\$19.44	\$25.35	108%	106%
PVH UNIT NURSE LPN	\$25.71	\$31.94	\$26.00	\$33.55	\$25.71	\$33.54	99%	100%
PVH UNIT NURSE RN	\$32.00	\$39.76	\$33.52	\$45.03	\$32.00	\$41.75	95%	93%
REAL PROPERTY LISTER	\$25.71	\$31.94	\$24.45	\$34.89	\$25.71	\$33.54	105%	96%
REGISTER IN PROBATE	\$29.90	\$37.15	\$27.72	\$36.55	\$29.90	\$39.01	108%	107%
REGISTER IN PROBATE DEPUTY	\$23.61	\$29.33	\$21.88	\$29.25	\$23.61	\$30.80	108%	105%
REGISTER OF DEEDS DEPUTY	\$21.53	\$26.75	\$22.40	\$30.40	\$21.53	\$28.09	96%	92%
SECRETARY	\$21.53	\$26.75	\$20.31	\$29.19	\$21.53	\$28.09	106%	96%
SHERIFF CHIEF DEPUTY	\$40.38	\$50.16	\$35.68	\$46.93	\$40.38	\$52.67	113%	112%
SHERIFF DEPUTY	\$27.80	\$34.54	\$23.15	\$29.86	\$27.80	\$36.27	120%	121%
SHERIFF INVESTIGATOR	\$34.09	\$42.35	\$30.34	\$34.17	\$34.09	\$44.47	112%	130%
SHERIFF JAIL AND DISPATCH ADMINISTRATOR	\$36.17	\$44.94	\$33.82	\$43.51	\$36.17	\$47.19	107%	108%
SHERIFF JAIL SERGEANT	\$29.90	\$37.15	\$25.30	\$32.74	\$29.90	\$39.01	118%	119%
SHERIFF JAIL/DISPATCH OFFICER	\$25.71	\$31.94	\$22.79	\$31.30	\$25.71	\$33.54	113%	107%
SHERIFF PATROL SERGEANT	\$34.09	\$42.35	\$34.57	\$41.83	\$34.09	\$44.47	99%	106%
SHERIFF RD PATROL LIEUT	\$36.17	\$44.94	\$36.35	\$48.47	\$36.17	\$47.19	100%	97%
SYMONS DIRECTOR	\$32.00	\$39.76	\$29.00	\$37.33	\$32.00	\$41.75	110%	112%
VETERAN SERVICE OFFICER	\$32.00	\$39.76	\$29.16	\$39.82	\$32.00	\$41.75	110%	105%
VETERANS BENEFIT SPCLST	\$23.61	\$29.33	\$23.00	\$30.81	\$23.61	\$30.80	103%	100%
VICTIM WITNESS COORDINATOR	\$25.71	\$31.94	\$22.99	\$30.80	\$25.71	\$33.54	112%	109%

2025
Analysis
to
Market

105% 102%

** It is predicted that the two additional steps will put the County at about 102% market minimum rates and 99% market maximum rates, due to

anticipated COLA adjustments by benchmark counties.

Costing

Placing everyone into the new proposed grid with classification changes is a total increase in payroll of 3.13% or \$550,139.

Dr. Tessia Melvin, Management Consultant

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RANGE	GRADE	1	2	3	4	5	6	7	8	9	10	11		
5	1	\$ 10.41	\$ 10.70	\$ 10.99	\$ 11.30	\$ 11.61	\$ 11.93	\$ 12.26	\$ 12.59	\$ 12.94	\$ 13.30	\$ 13.66		
10	2	\$ 11.26	\$ 11.57	\$ 11.89	\$ 12.22	\$ 12.55	\$ 12.90	\$ 13.25	\$ 13.62	\$ 13.99	\$ 14.37	\$ 14.77		
15	3	\$ 12.16	\$ 12.49	\$ 12.84	\$ 13.19	\$ 13.55	\$ 13.94	\$ 14.32	\$ 14.71	\$ 15.11	\$ 15.53	\$ 15.95		
20	4	\$ 13.13	\$ 13.49	\$ 13.86	\$ 14.24	\$ 14.64	\$ 15.04	\$ 15.45	\$ 15.88	\$ 16.32	\$ 16.77	\$ 17.23		
25	5	\$ 14.17	\$ 14.56	\$ 14.97	\$ 15.38	\$ 15.80	\$ 16.23	\$ 16.68	\$ 17.14	\$ 17.61	\$ 18.09	\$ 18.59		
30	6	\$ 15.31	\$ 15.73	\$ 16.16	\$ 16.60	\$ 17.06	\$ 17.53	\$ 18.01	\$ 18.51	\$ 19.01	\$ 19.53	\$ 20.07		
35	7	\$ 16.53	\$ 16.98	\$ 17.45	\$ 17.93	\$ 18.43	\$ 18.93	\$ 19.46	\$ 19.99	\$ 20.54	\$ 21.10	\$ 21.69		
40	8	\$ 17.87	\$ 18.36	\$ 18.87	\$ 19.38	\$ 19.92	\$ 20.47	\$ 21.03	\$ 21.61	\$ 22.21	\$ 22.82	\$ 23.45		
45	9	\$ 19.44	\$ 19.97	\$ 20.52	\$ 21.08	\$ 21.66	\$ 22.26	\$ 22.88	\$ 23.50	\$ 24.14	\$ 24.80	\$ 25.49		
50	10	\$ 21.53	\$ 22.11	\$ 22.73	\$ 23.35	\$ 24.00	\$ 24.66	\$ 25.33	\$ 26.03	\$ 26.75	\$ 27.49	\$ 28.24		
55	11	\$ 23.61	\$ 24.26	\$ 24.93	\$ 25.61	\$ 26.32	\$ 27.04	\$ 27.78	\$ 28.54	\$ 29.33	\$ 30.14	\$ 30.97		
60	12	\$ 25.71	\$ 26.42	\$ 27.14	\$ 27.89	\$ 28.65	\$ 29.45	\$ 30.25	\$ 31.09	\$ 31.94	\$ 32.82	\$ 33.72		
65	13	\$ 27.80	\$ 28.56	\$ 29.34	\$ 30.16	\$ 30.98	\$ 31.84	\$ 32.71	\$ 33.61	\$ 34.54	\$ 35.49	\$ 36.47		
126	26	\$ 27.80	\$ 28.56	\$ 29.34	\$ 30.16	\$ 30.98	\$ 31.84	\$ 32.71	\$ 33.61	\$ 34.54	\$ 35.49	\$ 36.47		
70	14	\$ 29.90	\$ 30.72	\$ 31.57	\$ 32.43	\$ 33.33	\$ 34.25	\$ 35.18	\$ 36.15	\$ 37.15	\$ 38.17	\$ 39.22		
75	15	\$ 32.00	\$ 32.88	\$ 33.78	\$ 34.71	\$ 35.67	\$ 36.65	\$ 37.66	\$ 38.70	\$ 39.76	\$ 40.85	\$ 41.98		
80	16	\$ 34.09	\$ 35.03	\$ 36.00	\$ 36.99	\$ 38.00	\$ 39.05	\$ 40.12	\$ 41.22	\$ 42.35	\$ 43.51	\$ 44.71		
85	17	\$ 36.17	\$ 37.17	\$ 38.19	\$ 39.24	\$ 40.32	\$ 41.43	\$ 42.57	\$ 43.73	\$ 44.94	\$ 46.18	\$ 47.45		
90	18	\$ 38.27	\$ 39.33	\$ 40.41	\$ 41.52	\$ 42.66	\$ 43.84	\$ 45.04	\$ 46.28	\$ 47.56	\$ 48.87	\$ 50.21		
95	19	\$ 40.38	\$ 41.49	\$ 42.63	\$ 43.80	\$ 45.00	\$ 46.24	\$ 47.51	\$ 48.82	\$ 50.16	\$ 51.54	\$ 52.96		
100	20	\$ 42.46	\$ 43.62	\$ 44.83	\$ 46.06	\$ 47.32	\$ 48.63	\$ 49.97	\$ 51.34	\$ 52.75	\$ 54.20	\$ 55.69		
105	21	\$ 44.56	\$ 45.78	\$ 47.04	\$ 48.34	\$ 49.67	\$ 51.03	\$ 52.44	\$ 53.88	\$ 55.36	\$ 56.88	\$ 58.45		
110	22	\$ 46.66	\$ 47.95	\$ 49.26	\$ 50.61	\$ 52.00	\$ 53.44	\$ 54.91	\$ 56.41	\$ 57.97	\$ 59.56	\$ 61.20		
115	23	\$ 49.00	\$ 50.34	\$ 51.72	\$ 53.15	\$ 54.61	\$ 56.11	\$ 57.65	\$ 59.24	\$ 60.87	\$ 62.54	\$ 64.26		
120	24	\$ 51.44	\$ 52.86	\$ 54.31	\$ 55.80	\$ 57.34	\$ 58.91	\$ 60.53	\$ 62.20	\$ 63.91	\$ 65.67	\$ 67.47		
125	25	\$ 54.01	\$ 55.50	\$ 57.02	\$ 58.60	\$ 60.20	\$ 61.86	\$ 63.56	\$ 65.31	\$ 67.10	\$ 68.95	\$ 70.84		

Agenda Item Cover

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

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

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)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☐	No financial impact		

Clay J. Porter

Department Head



Administrator, Tricia Clements

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

RESOLUTION OFFERED BY THE PUBIC
SAFETY STANDING COMMITTEE
(03 OCTOBER 2025)

AYES_____ NOES_____

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

BOB FRANK
KERRY SEVERSON
GARY MANNING
CHAD COSGROVE
DAVID TURK
JULIE FLEMING

X

X
X
X

DATED: OCTOBER 20, 2025

Executive and Finance Committee
Agenda Item Cover

Agenda Item Name: Approve an Interim Memorandum for Ambulance Services

Department:	Administration	Presented By:	Tricia Clements
Date of Meeting:	October 14, 2025	Action Needed:	Resolution
Date submitted:	October 8, 2025	Referred by:	Tricia Clements

Recommendation and/or action language:

Approve an interim memorandum to provide ambulance services in place of the current contract through March 31, 2026.

Background:

On October 7, 2025, City Administrator Oliphant requested that the current Memorandum be extended for an additional three months to provide the opportunity to develop and implement a transition plan for Ambulance Services. Administrator Oliphant shared that the city cannot afford the rates set in the current contract and if they remain at that level, they will not be able to continue to utilize the Richland County Ambulance Service. If the city of Richland Center is no longer contributing to the service, the county cannot sustain the service.

An interim memorandum could be put in place to allow for a productive and effective transition for the community. Services would continue to be provided until, at the latest, March 31, 2026. This time will allow for discussions on the creation of a District or negotiations to bring in another entity to provide the service.

Attachments and References:

N/A

Financial Review:

If the city of Richland Center does not contract with the Richland County Ambulance Service, the county will not be able to sustain the service without the addition of county levy.

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☒	No financial impact		

Department Head

Administrator, Tricia Clements

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 must be made in total by March 1, 2026. For those entities whose call volume do not exceed \$2500, they will pay \$625.
3. A Committee shall be established to create a productive and effective transition plan for Ambulance Services in the community. The committee is to focus on next steps and will not be utilized to explore operational changes of the current service. Each entity will provide one committee member to be confirmed by the County Board.
4. This agreement ends March 31, 2026 or upon the establishment of another service in the community, whichever comes first. Richland County EMS will no longer exist on April 1, 2026.
5. As part of the transition, parties will negotiate the distribution of the Service's assets agreeable to all parties. In the event negotiations fail, the County shall retain all assets.
6. This MEMORANDUM AGREEMENT constitutes the entire agreement between the parties. It may only be amended by a written document signed by both parties.
7. 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.]

Richland County Executive and Finance

Agenda Item Cover

Agenda Item Name: Approval of EMS Handbook Addendum Changes

Department	Ambulance	Presented By:	Barbara Scott
Date of Meeting:	10/14/2025	Action Needed:	Approval and forward to County Board
Disclosure:	None	Authority:	
Date submitted:	10/08/2025	Referred by:	Administrator Clements

Recommendation and/or action language:

Motion to approve the updated EMS Handbook Addendum and to forward to Full County Board for Approval.

Background: Richland County Ambulance Handbook Addendum has been in place since adoption in July of 2015. There have been several revisions. The last revision on February 15, 2023, was only approved by the Joint ambulance committee and it involved specific items including changes to vacation days to bring it into alignment with other county departments and employees. As this was never then moved to Finance or County Board, those changes were not implemented. This update reflects the establishment of the county's centralized Human Resources department and removes language that is now managed by that department.

Reviewing the handbook significant amounts of data were removed and/or updated including the following sections:

Code of Conduct – Removed	Vacation Time – Updated	Equipment issued- Removed
Attitude Toward the Job – Removed	Sick Leave – Removed	WI-CAMS - Removed
Conduct Toward Public – Removed	Health Insurance – Removed	Person Vehicle Red Lights - Removed
Chain of Command – Updated	Leaves of Absence – Removed	Computer Use - Removed
Application Process – Updated	Medical Leave – Removed	Forms - Removed
Orientation and Probation – Updated	Paid on Call- updated	
Pay – Removed	Discipline - Updated	
Pay Periods – Removed	Uniforms - Updated	

Attachments and References:

Ambulance Handbook Addendum 2025 rev	
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Financial Review:

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
X	No financial impact		

(summary of current and future impacts)

Approval: Barbara J Scott

Review:

Department Head

Administrator, or Elected Office (if applicable)

Richland County Ambulance Service



Handbook

Richland County Ambulance Service Policy Handbook

Record of Changes

Adopted by County Board as an amendment to the County's Handbook – July 16, 2015

Revised – January 10, 2019

Revised – July 20, 2021

Revised – February 15, 2023

Revised – *Proposed October 20* 2025

Richland County Ambulance Service Policy Handbook

This Handbook was developed to provide operational guidance and rules for the members of the Richland County Ambulance Service. It also serves as an addendum to the Richland County Handbook of Personnel Policies and Work Rules.

Richland County Ambulance Service Policy Handbook

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Richland County Ambulance Service Policy Handbook

Mission Statement

The mission of the Richland County Ambulance Service is to provide efficient, high quality emergency medical care and safe transportation to a medical facility for any resident or visitor of our service area.

We will commit to being a public education resource on issues pertaining to emergency care and preventive medicine.

We will create a safe work environment that encourages continuing education and the achievement of personal goals while continually striving to accomplish our primary mission.

By working together and remaining well organized, committed to quality, active participation and continuous improvement, we can best meet the challenges of the future.

Purpose

- The Richland County Ambulance Service is a duly constituted department of Richland County gaining its operational authority from the Richland County Board.
- Membership of the Richland County Ambulance Service is comprised of full-time, casual call-in, and paid on-call members.
- Richland County Ambulance Service shall not discriminate as to gender, age, race, color, creed, or ability to pay for services rendered.
- The purpose of the Richland County Ambulance Service shall be to provide effective emergency medical services to the contracted municipalities within Richland County. See glossary of terms for specifics of the service area.
- Members of this department shall be paid wages for services based upon their position as established by the Richland County Board.
- Members of the Richland County Ambulance Service must complete training as required by positions. EMS providers will be licensed by the State of Wisconsin and at minimum meet the training requirements outlined in Section 110 of the Wisconsin Administration Code. Drivers at minimum will receive Emergency Vehicle Operations Course (EVOC), Cardiopulmonary Resuscitation (CPR) and First Aid Training.

Licensure

The Service's license to practice pre-hospital medicine is approved by the State of Wisconsin and supervised under the medical direction of the Service Medical Director. The Medical Director approves new members and has the authority to suspend field practice of any Richland County Ambulance Service member. The Medical Director is also responsible for developing and keeping State-approved medical protocols and has direct authority over quality assurance/improvement.

Richland County Ambulance Service Policy Handbook

Members shall keep minimum performance standards regarding acute knowledge of protocols and their applicable scope of practice. Copies of all required certifications including CPR and State license must be on file with Richland County Ambulance Service. Fulfillment of all continuing education requirements are the responsibility of the individual.

Proof of approved continuing education must be submitted to the Director or designee prior to license renewal. Failure to maintain certifications and licensure may result in license revocation and/or disciplinary action with the potential of loss of employment. Monthly training is provided to staff via online and in-person to allow squad members a method to stay proficient with their skills. Richland County Ambulance Service also utilizes computer-based learning as a method of providing continuing education to licensed members. Each member is required at minimum to complete a refresher course every three years and any assigned monthly training activities.

Chain of Command

Operational Chain of Command

1. Oversight Authorities

- **Medical Director**
Establishes and maintains treatment and transport protocols that guide medical operations.
- **County Administrator** Oversees County administrative policies and ensures the organization's compliance with local government requirements.

2. Service Director

The Service Director is the primary operational leader, receiving guidance from both the Medical Director and County Administrator. Responsible for overall direction, decision making, and ensuring policies and protocols are followed.

3. Support Roles Reporting to the Service Director

- **Administrative Secretary**
Manages administrative tasks including working in cooperation with the billing company, correspondence, record keeping, and general organizational support.
- **Training Officer**
Oversees staff training, continuing education, and ensures compliance with training standards and protocols.
- **Captain**

The captain serves as an intermediate supervisory position between the Service Director and

Richland County Ambulance Service Policy Handbook

Staff. Major responsibilities include:

- Translating director level strategy, policy, and protocol into actionable tasks for staff.
- Managing day-to-day operations and serving as first point of contact for staff questions or issues.
- Supervising staff performance, coordinating work assignments, and ensuring conformity with policies, protocols, and county policy.

5. Staff

All operational staff report through this chain, under the captain for daily managerial and operational direction.

Advisory Roles:

- State of Wisconsin EMS Bureau Chief
- State Medical Director

Operational Hours

- A. The office hours of the Richland County Ambulance Service are 8:00am to 5:00pm, Monday through Friday, except holidays as set forth by the Richland County Board.
- B. Emergency Medical Service hours are 24 hours a day, 7 days a week to include holidays.
- C. Crew operational periods are as follows: 24-hour operational shifts run from 8am to 8am the following day.

Application Process

Applications for any open position for the Richland County Ambulance Service is to be completed and returned to the HR office. Upon a position offer from the Human Resource Office .will perform a healthcare provider background check through the Department of Justice (DOJ) along with license verification through the Wisconsin EMS Office.

Orientation and Probation

Orientation:

Unlicensed New Members:

Richland County Ambulance Service Policy Handbook

Unlicensed New Members: Probation period for paid on-call members is 6 months and begins after they have completed the ride-along program and the background check process is complete. The orientation program will consist of the probation member being assigned to a senior member and together they will look at the State and local EMS operations and programs and other essential topics as deemed appropriate by the Service Director. During the probation period, the unlicensed probationary member will be given additional tools and training in preparation for the EMT class. However, the member will not provide any care to the patient during this period due to lack of licensure.

Successful completion of the probationary period should include the probationary member completing field training, obtain CPR for Health Care certification, and at minimum being signed up for an EMT 1 Course.

Licensed New Members:

A new member with a current Wisconsin EMS provider license begins with a 6-month probationary period. Upon the completion of the Local Credential Agreement the licensed member will ride as a third licensed member for a minimum of two shifts. The new member is to review and understand local medical protocols as well as operational guidelines.

EMT Requirements

- A. Applicant must be 18 years of age and meet the minimum requirements to be licensed as an EMT in the State of Wisconsin.
- B. Possess a valid Wisconsin driver's license. Must have an acceptable driving record without a SR-22 filing. Individuals with a probationary driver's license and/or SR-22 filing requirement with the Wisconsin Department of Transportation are not allowed to drive the ambulance at any time. The Director has the ability to approve or deny driving privileges to any member.
- C. Proof of immunizations against communicable diseases or a signed waiver.
- D. Successful completion of State-approved BLS Healthcare Provider CPR course.
- E. Demonstrate that the individual can meet the mental and physical criteria necessary to be able to safely and properly perform all tasks and functions described in the "Roles and Responsibilities of the EMT" section.
- F. Maintain their license by fulfilling all continuing education requirements.

Roles and Responsibilities

The following are expectations of all members:

- A. Always maintain a professional appearance and manner.
- B. Wear appropriate clothing and shoes when responding to all calls. OPEN TOED shoes are strictly forbidden.
- C. Turnout coats (NFPA Standard 1999 and 1951) as well as vests (ANSI/DOT Class 3) are required at all transportation related incidents and industrial scenes. Multiple ANSI Vests are located in each rig. Turnout coats are located in the ambulance bay.

Richland County Ambulance Service Policy Handbook

- D. Drive with due regard at all times.
- E. Locate and safely drive to the scene.
- F. Size up the scene and situation.
- G. Utilize all appropriate PPE provided by Richland County.
- H. Ensure your own safety and the safety of fellow members, the patient, and others at the scene.
- I. Rapidly assess the patient's gross neurological, respiratory and circulatory status, including a thorough and accurate patient assessment.
- J. Provide appropriate care and interventions as outlined in the medical protocols and within the scope of practice appropriate to license level.
- K. Communicate effectively with the patient, advising them of any procedures that will be performed.
- L. Properly interact and communicate with fire, rescue, and law enforcement responders at the scene.
- M. During mass casualty incidents, identify and triage patients based on the START or JumpSTART methodology and utilizing the SMART tagging system.
- N. Give necessary patient care report to the receiving hospital emergency department.
- O. All run reports will be completed in WARDS within 24 hours of completion of the call for service.
- P. Safeguard the patient's rights in compliance with HIPAA regulations.
- Q. Refuel ambulance.
- R. Restock and wash the ambulance once the run is complete to prepare for the next call.
- S. A pager must be carried while on call and a reasonable level of radio proficiency is expected.

Health Examinations

The County will pay any health examinations/vaccinations required as a condition of employment.

Duty

Staff is responsible for responding to all ambulance calls during their scheduled hours. Failure to respond to calls may result in disciplinary action. The online EMS Manager schedule is the official record of who is on duty for any given time. It is the sole responsibility of the individual member to ensure the online schedule is correct.

Upon receiving the initial page, a member of the crew will acknowledge the page via portable radio. Other than the Director, members should refrain from self-dispatching to the scene unless they have been in direct contact with the crew and additional staff are deemed beneficial for scene safety and patient care.

If a member needs to come off the schedule due to illness or family emergency, they are to make direct contact with the Ambulance Office during normal business hours or the Director after hours.

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Direct contact means by phone, not via text, email, instant messenger, or any other messaging tool. This is to ensure that the need for a schedule change is received, the reason for the open shift is understood, and the opening can fill as soon as possible.

Patient Confidentiality

It is imperative to maintain the confidentiality of patient information received during the course of patient care. Richland County Ambulance Service prohibits the release of any patient information to service members that were not on the call as well as anyone outside the organization unless required for purposes of treatment, payment, or healthcare operations in accordance with [Federal Code](#). Personal Health Information (PHI) includes but is not limited to patient name, address, and/or information that could identify the patient. Acceptable uses of PHI within the organization include but are not limited to exchange of patient information needed for the treatment of the patient, billing, internal audits, quality assurance activities, and other essential healthcare operations. All members and ride-alongs of Richland County Ambulance Service must have on file a signed Policy on Confidentiality and Dissemination of Patient Information and a Staff Member Verification form.

Ambulance Reports

All patient care reports must be accurately completed in a timeframe consistent with the [State Administrative Code 110.34](#).

DHS 110.34

(7) If the emergency medical services provider is an ambulance service provider, submit a written report to the receiving healthcare facility upon delivering a patient and a complete patient care report within 24 hours of patient delivery. A written report may be a complete patient care report or other documentation approved by the department and accepted by the receiving hospital. A non-transporting emergency medical service provider or emergency medical responder service provider shall provide a written or electronic report to the ambulance service provider at the time of the patient care transfer.

(8) If the emergency medical service provider is an ambulance service provider or non-transporting emergency medical service provider, submit patient care report data electronically to the department through Wisconsin Ambulance Run Data System (WARDS) using direct web-based input to WARDS or uploading patient care report data to WARDS within 7 days of the patient transport. If the emergency medical service provider is an emergency medical responder service provider, submit a patient care report to WARDS only if advanced skills are used in caring for the patient.

Full-time/casual staff must ensure that all reports assigned to them are completed prior to going off duty.

- **Holiday Pay**

Richland County Ambulance Service Policy Handbook

Due to EMS being a 24/7, 365 day a year operation, full-time and casual members may be scheduled on a holiday based on their rotation. When scheduled on a holiday, the full-time or casual member shall receive eight hours of holiday pay to be paid at one and a half times their normal rate for an eight-hour period in addition to their scheduled hours. Holiday pay shall not be considered worked for the purpose of computing overtime and will therefore not be paid at the overtime rate. If the full-time member is not scheduled for the holiday, he or she will receive eight hours of pay at their normal hourly rate. Casual members will not receive holiday pay unless they were scheduled on a holiday.

County-approved holidays are listed in the “**Richland County Handbook of Personnel Policies and Work Rules**”.

- **Vacation Time (Full-time Only)**

Vacation – Vacation benefits, for staff working the 24-hour rotation shifts (2 days a week) are accrued at the following rates. Maximum accumulation for each year of service is indicated in the full-time column. Vacation time will be paid out as straight and shall not be considered worked for the purpose of computing overtime and will therefore not be paid at the overtime rate. For all other full-time positions and additional information regarding vacation benefits, see the “**Richland County Handbook of Personnel Policies and Work Rules**”

<u>Years</u>	<u>Full-time</u>	<u>24-hour rotation position)</u>
Date of Hire	2 days	(hours equivalent to 40)
6 Mo	2 days	
1 Yr	4 days	
5 Yrs	6 days	
10 Yrs	8 days	
15 Yrs	10 days	

- **Bereavement**

In the event that a death in the immediate family of a member requires his/her absence from work, the staff may be absent for the visitation and funeral without loss of pay for the regular workdays for which he/she was scheduled to work. One additional day may be taken in preparation for the funeral services as long as that additional day is a scheduled day. Immediate family shall be defined as: spouse, parent, child, stepchild, sibling, mother/father in-law, brother/sister in-law, son/daughter in-law, grandparent of member or spouse, grandchild of member or spouse, stepparent, registered domestic partner. A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Staff Trust Funds.

In the case of the death of a member's or spouse's aunt, uncle, niece or nephew, the member will be given paid funeral leave of one (1) day for the funeral only, provided the day of the funeral is the member's scheduled workday and he/she attends the funeral.

Richland County Ambulance Service Policy Handbook

Notice and reason for intended absence due to death in the family is to be given promptly to the Service Director.

Scheduling

Shift schedules are done both in advance and at the leisure of the squad member. The final posted schedule can be found online at <https://secure3.aladtec.com/richland/>. This is the official schedule and should be referred to when determining what hours, you are working and is the official record of who is on duty for any given day or period. It is the sole responsibility of the individual member to ensure the online schedule is accurate and the duty to respond is met.

Scheduling for the full-time/casual members will be done by the Service Director or his or her designee. Full-time/Casual members will not be allowed to approve or alter their schedule in any way without expressed permission of the Service Director.

Paid-on-Call

ALL paid-on-call providers are expected to sign up for a minimum of 48 hours of call. If a member consistently does not provide 48 hours of call, they will be subject to discipline up to termination.

Signing Up for Call

The primary crew **must** be filled first before members sign up for the backup crew. AEMTs must sign up on the primary crew in the EMT slot if the slot is open during their available hours. **(See also Call Coverage Policy)**

Trading Shifts

EMS Manager is the official record and thus it must accurately reflect who is on primary and backup. If a member is scheduled for a time they can no longer cover, it is their responsibility to find another member to cover their slot. One way to accomplish this is by trading shifts.

Paid-on-call members – Trades are only allowed with other paid-on-call members. Paid-on-call members may also choose to simply give up their shift to another licensed member. AEMTs looking for coverage while scheduled in the AEMT slot must trade or give up their shift to another AEMT or higher. When scheduled in the EMT or higher slot, they may trade or give up their shift to either an EMT or AEMT. Trades are not allowed between paid-on-call staff and full-time/casual staff.

Full-time/Casual – Trades are allowed between full-time/casual members as long as the following conditions are met: the trade happens in the same pay week and its hour-for-hour. Trades are to be accomplished and approved through EMS Manager. Trades are not allowed between paid-on-call staff and full-time/casual staff.

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Discipline

Grounds for Termination or Suspension:

- A. Incompetent job performance.
- B. Breach of confidentiality.
- C. Consuming alcohol while in uniform.
- D. Drinking or drug abuse on the job or being under the influence of alcohol or drugs while on the job.
- E. Insubordination.
- F. Convicted of job-related criminal offense(s). Members convicted of a federal and/or criminal law under HFS 12.11(1) (Permanent Bar Crimes) will be terminated from employment. If convicted of a federal and/or state law under HFS 12.11(2) (Rehabilitation Review Eligible Crime), the member must demonstrate rehabilitation as outlined under HFS 12.11(2).
- G. Failure to comply with the 48-hour call policy.
- H. Reckless driving of County vehicles.
- I. Abusive treatment of a patient whether verbal, mental or physical.
- J. Failure to comply with Medical Control Protocols and guidelines.
- K. Operating at a skill level greater than the Scope of Practice granted them at their license level.
- L. Breach of Duty.

Uniforms

Ambulance crews are expected to be in Richland County Ambulance Service approved attire whenever they are on duty, unless otherwise discussed with the Service Director.

The following are examples of approved attire: any clothing provided by the Service or the association; blue jeans without holes, dirt, and stains; casual business attire; appropriately fitting clothing that does not expose midriff, cleavage, or undergarments; t-shirt and polo shirts without offensive logos and advertisements; closed-toe closed-heel shoes with appropriate slip-resistant soles. Members are expected to use good, professional judgment.

All members will be provided with a RCEMS t-shirt and RCEMS sweatshirt at the time of hire. The Service will provide uniform allowance to Full time service members.(See **Uniform Allowance Policy**)

Personal Protective Equipment

Members of the Richland County Ambulance Service must wear the appropriate personal protective equipment (PPE) based on the universal precautions standards and the incident. All PPE will be made available either on the ambulance, such as gloves, goggles, masks, gowns, hardhat and vests, or can in the station, such as turnout gear. Failure to use the appropriate PPE when following universal precaution standards may result in injury or illness to the responding member. Injury and illness not only affect the Service but can also be very detrimental to the member and/or

Richland County Ambulance Service Policy Handbook

the member's family. When a member fails to use the appropriate PPE, he or she is assuming liability and could face disciplinary action.

Members are fitted for N95 masks for their protection. All staff must ensure that their facial hair does not interfere with a properly fitted mask.

Bloodborne Pathogen Exposure

In the event a member of the squad has an exposure to any bodily fluid of a patient, he or she should immediately contact the Service Director and follow the steps documented in the ***Exposure Control plan***. An exposure document packet is located in each rig, the Richland Hospital, Richland County Public Health, and the Service Director's office.

The ***Exposure Control Plan*** is located in the Service Director's office and is reviewed and updated every year. Annual training is conducted to ensure each member understands what to do in the event of an exposure.

Building Amenities

- **Parking-** There are five (5) available parking spaces in the parking lot on the west end of Seventh Street for on-duty Ambulance/Emergency Management personnel. Parking is also available along the building on Jefferson Street. Please note: The City of Richland Center enforces Alternate Side Parking as well as Snow Removal Emergencies during winter months. It is the responsibility of the vehicle owner/operator to ensure all parking regulations are observed.
- **Security** - All members will be provided with a fob providing access to the Emergency Services Building as part of their orientation with the Service. It is the responsibility of the individual member to maintain possession of their fob once issued and inform appropriate personnel if their fob is damaged or missing. Upon leaving the Service, a member must immediately return their assigned fob.
- **Chores** - All on-duty staff on the premises are expected to complete the following daily chores:

Richland County Ambulance Service Policy Handbook

Richland County Ambulance Service - Daily Station Chore Schedule						
Daily Chores: Clean off kitchen table, kitchen counter, wash dishes and empty garbage as needed						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Prepare garbage/recycle bins for Monday morning pick up	Vacuum/sweep/mop (entry ways, dorms, hallways)	Vacuum and clean dayroom and report writing room	Wash linens/sheets, mattress pads, towels and mop heads	Vacuum/sweep/mop (entry ways, dorms, hallways)	Sweep and wash/rinse garage floor	Empty refrigerators, clean/wipe down shelves in fridge; clean all kitchen appliances
	Clean/stock Bathrooms, Clean entry way windows	Dust Station, Sweep/mop kitchen	Sweep/clean basement, Vacuum hallways, Clean copier	Clean/stock Bathrooms, Clean entry way windows	Vacuum Day room and report writing room floors	Sweep/mop kitchen, Clean report writing room
Note: Admin staff are responsible for cleaning their offices, cleaning north bathroom, vacuuming hallway in front of offices and cleaning the conference room/EOC						

- **Snow Removal** - Per City Ordinance, all snow must be removed from sidewalks within 12 hours from end of snowfall. All on-duty staff on the premises will assist in the removal of snow and ensure adequate salt has been applied to the sidewalk surfaces. For overnight snowfalls, all personnel at the station at 7:30am are expected to begin snow removal efforts until it is completed.

The parking lot, apron, and alley ways will be cleared of snow and adequately salted by contracted services. Whenever available, it is expected staff will remove vehicles from the parking lot upon becoming aware the plow is onsite to ensure all snow is able to be removed and reduce risk of ice.

- **Sleeping Quarters** - Sleeping quarters are available to on-duty staff. Squad members utilizing the beds are expected to bring their own linens, pillows, blankets, etc. When the shift is over, members are expected to strip the bed of linens, remove any garbage, and make the room ready for the next person to use. If an in-room alarm clock is used, the member should make sure it is turned off so it doesn't re-alarm the following day.
- **Other Amenities** - The kitchen is available for all on-duty staff to use. It is expected that everyone will clean up after themselves. A stovetop oven, refrigerator, microwave, and coffee maker as well as other appliances are available for squad member use. All food placed in the refrigerator or other storage area should be labeled; it may be used by other members or thrown out if not properly identified.

A shower is available onsite. Personal hygiene items will not be provided. Each member shall provide their own towel and personal hygiene items. Members should rinse the shower and clean the drain after use.

Visitor Policy

Family members and friends are welcome to visit the station while staff members are on duty.

Richland County Ambulance Service Policy Handbook

However, there should be no visitation between the hours of 9:00pm and 6:00am. Children under the age of 10 must be under supervision provided by someone other than the staff member on call. Tours of the building for the general public must be coordinated with the Richland County Ambulance Office.

Non-Emergency Use of Equipment

Whenever a member is intending to use any equipment owned by the Richland County Ambulance Service, the member must first obtain permission from the Service Director. Service equipment includes but is not limited to CPR manikins, training AEDs, and other training devices, as well as the ambulances for demonstration. Situations where Service equipment may be used outside of an ambulance call may include school presentations, in-service with other public safety departments, public relation events, and other approved training events or duties assigned by the Service Director. It is expected that the ambulance and/or equipment will be used in a professional manner and that any personal use will be avoided while on duty. At no time can County-owned equipment be used for personal profit or gain.

Accessibility and Communication

Email is a form of communication that is heavily relied upon. Therefore, each member is required to have an email account. Free email accounts are available via services such as Yahoo or Google. Upcoming training, requests for open shift coverage, and general work events are relayed through email. Members are required to notify the Service Director of any email or telephone changes promptly in order to stay informed.

Informational notes may also be placed on the EMS Manager scheduling site. Squad members are encouraged to check this site often for scheduling changes and informational listings.

[<https://secure3.aladtec.com/richland/>]

Impairment

Members shall not consume intoxicants, illegally controlled substances or over-the-counter medications that impair the ability to drive or treat patients while on-duty. While off-duty, members shall not wear their uniform while consuming intoxicants or illegal substances. If a member reports for work with impairment or is involved in an accident, they may be required to submit to a chemical test of his/her breath, blood or urine at the request of the Service Director.

All Richland County Ambulance Service members and ride-alongs are hereby advised that the use, possession, concealment, transportation, promotion or sale of controlled substances and alcohol is strictly prohibited on-duty, on all County properties, and in all County vehicles. Prohibited illegal drugs and substances include:

1. Drugs not legally obtainable,
2. Drugs that are legally obtainable, but which have been obtained illegally including all drug paraphernalia, **AND**

Richland County Ambulance Service Policy Handbook

3. All alcoholic beverages.

All Richland County Ambulance Service members are prohibited from being under the influence of or consuming alcohol or controlled substances while on-duty and may not be on-duty or perform safety-sensitive functions if the squad member cannot prove absolute sobriety. Additionally, members required to take a post-accident alcohol test may not use any alcohol until the test is completed.

We encourage members to seek assistance for treatment of problems they may be having that pertain to chemical dependency and/or alcohol abuse.

Vehicle Accidents

Whenever a vehicle assigned to the Richland County Ambulance Service without a patient on board is involved in an accident/collision, the following procedures shall be followed:

- A. The local law enforcement is to be notified by radio or cellular telephone of the incident advising that the ambulance has been involved in an accident, is now out of service and are requesting an officer to report to the accident scene.
- B. If the crew was responding to a call, they must request dispatch to page out the next available crew to respond the call.
- C. The staff on the ambulance shall determine if any injuries have occurred and take appropriate actions.
- D. As soon as possible, notification shall be made to the Service Director that the emergency vehicle has been involved in an accident/collision. The Service Director shall report the incident to the County Clerk in order to file a report with the proper insurance carrier.
- E. The vehicle shall not be moved until law enforcement has had an opportunity to view the scene and complete an investigation.
- F. A personal injury accident insurance form is to be filled out by any injured EMS member. The form can be found in the Richland County Clerk's office.

Whenever a vehicle assigned to the Richland County Ambulance Service is involved in an accident/collision with a patient on board, the following procedures shall be followed:

- A. EMS personnel will do a scene size-up to include their partner(s) and the patient on board and perform triage duties as necessary. Regardless of the situation, the initial patient in transport **cannot** be abandoned; a licensed EMT must remain with that patient at all times, barring significant injuries to EMS personnel.
- B. If no injuries are incurred, personnel will advise the other party(s) involved that law enforcement has been called and proceed to the hospital with the patient.
- C. If there are injuries incurred, EMTs are expected to perform triage duties and notify dispatch requesting law enforcement and additional EMS response to the scene.

Richland County Ambulance Service Policy Handbook

- D. Once law enforcement and additional EMS resources are on scene, personnel will transfer the information gathered to the responding units and proceed to the hospital with the initial patient.
- E. As soon as possible, notification shall be made to the Service Director that the emergency vehicle has been involved in an accident/collision. The Service Director shall report the incident to the County Clerk in order to file a report with the proper insurance carrier.

Ride-Alongs with the Richland County Ambulance Service

In order to promote a better understanding of the operations of the Richland County Ambulance Service, the Service has established a ride-along program. While this program is intended to create educational understanding, the safety of our passengers and members must be maintained.

The following procedures are established for the ride-along program:

- A. All riders shall be pre-approved for a ride-along by the Service Director.
- B. There is a restriction of one ride-along participant per shift.
- C. The Service Director shall take into consideration criminal record, reasons for the ride-along request, safety of persons participating, and any other concerns that may arise.
- D. Each rider may be given a tour of the ambulance garage and ambulances. An EMT should remain with the observer at all times.
- E. Any person who is not a member of the Richland County Ambulance Service and would like to be an observer with the ride-along program shall complete the “**Release of Ride-along Program Liability**” form and return it to the Service Director prior to participating.
- F. Any individual between the ages of 17 and 18 will be allowed to ride along with the ambulance between the hours of 8:00am and 8:00pm. Additionally, a **Parent/Guardian Notification Letter** must be read, signed, and returned to the Service Director prior to the ride taking place. Individuals under the age of 17 years are not allowed to participate in this program.
- G. EMTs who participate in the program may discontinue the ride **for cause**. If a ride-along has been discontinued for cause, non-voluntarily, the Service Director shall be made aware of the situation. If a ride-along is terminated for cause, a report outlining the reason may be required by the Service Director.
- H. The Richland County Ambulance Service does not allow ride-along participants under this program to become intentionally involved in dangerous and/or sensitive calls. If there is uncertainty of the situation, the rider should remain in the ambulance or at the ambulance garage until the uncertainty is resolved.
- I. The Richland County Ambulance Service does not allow ride-along participants under this program to operate any departmental vehicles or any other equipment under the EMT’s control.

Family Members of Patients as Riders

Richland County Ambulance Service Policy Handbook

All EMS calls should be regarded as true emergencies, with patient care being the single most important factor and priority.

Family members riding to the hospital in the rear of the ambulance is discouraged because they tend to place the medical staff in a position of splitting attention between the patient and family member. These distractions of assuring family members of the patient's condition, injuries and treatment given can present a significant problem to the EMS caregiver. Attentiveness toward the patient's chief complaint, injuries, vital signs, stabilization and psychological support can be critically compromised by these distractions.

It is recognized, however, that occasionally there will be exceptional cases in which the EMS crew may decide that it is necessary to have a family member accompany the patient in the back of the ambulance. Examples of such cases would be when the patient is a minor or the family member is translating for the patient. In such cases, the following guidelines should be used:

- A. Requests by family members of the patient to accompany the patient to the hospital are left to the discretion of the crew.
- B. Only one (1) family member is allowed to ride.
- C. The family member must ride in the driver's compartment of the ambulance unless the patient is a minor and the parent/legal guardian has a calming effect on the child or translation services are needed and the family member/legal guardian is calm and able to interpret for the patient.
- D. The emotional state of the family member should be such that it will **not** interfere with the treatment of the patient.

Service Animals

Richland County Ambulance Service is committed to providing individuals with disabilities full and equal access to services and treatment. Service animals are permitted in the ambulance provided the service animal does not pose a direct threat or fundamentally alter operations, policies, practices, or procedures.

In determining whether an animal qualifies as a service animal, members may only ask whether the animal is required due to a disability and what specific work or tasks the animal has been trained to perform. Members will not inquire about the nature or extent of the person's disability or require documentation of the animal's certification or training.

A service animal is a dog or miniature horse that is individually trained to do work or perform tasks for a disabled Person. Dogs that solely provide companionship, comfort, and emotional support are not service animals under the ADA.

Richland County Ambulance Service Policy Handbook

Cell Phone and Camera Use

Personal cell phone use is discouraged anytime during the call, except when using the personal cell phone for navigation or in the case that the County-provided cell phone is not operable. Cell phones are provided in each rig for use in relaying patient information. Use of a personal cell phone for business other than the call is only permitted when returning to the station. At no time should the driver of the ambulance be using the cell phone and operating the ambulance at the same time. At the end of the call, as part of restocking the rig, the cell phone must be checked to ensure it is charged or recharging.

Photographs related to a patient, patient's condition, or cause of the illness or injury are strictly prohibited.

RESOLUTION NO. 25 - xx

Resolution To Approve EMS Handbook Addendum Changes.

WHEREAS EMS has its own handbook that has been in place since 2015 and updated several times,
and

WHEREAS currently there have been significant changes to county structure and rules so that all
employees are treated equally and uniformly, and

WHEREAS the handbook has now been updated to reflect current policy and are requesting this to be
backdated to the 1st of July 2025, and

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

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors the updated
EMS Handbook Addendum, and

BE IT FURTHER RESOLVED that this Resolution shall be effective July 1, 2025, upon passage and
publication.

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION_____

DEREK S. KALISH
COUNTY CLERK

DATED: OCTOBER 20, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(14 OCTOBER 2025)

FOR AGAINST

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

Richland County Executive and Finance

Agenda Item Cover

Agenda Item Name: Approval of Cardiac Monitor Purchase

Department	Ambulance	Presented By:	Barbara Scott
Date of Meeting:	10/14/2025	Action Needed:	Approval and forward to County Board
Disclosure:	None	Authority:	
Date submitted:	10/08/2025	Referred by:	Administrator Clements

Recommendation and/or action language:

Motion to approve the purchase of a New LIFEPAK 35 Cardiac Monitor from Stryker.

Background: Richland County Ambulance currently uses LIFEPAK 15 Cardiac monitors. These monitors are going to go end of life

Attachments and References:

Ambulance Handbook Addendum 2025 rev	
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Financial Review:

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☒	No financial impact		

(summary of current and future impacts)

Approval: Barbara J Scott

Review:

Department Head



Administrator, or Elected Office (if applicable)



LP35 Monitor Quote

Quote Number: 11182703

Remit to:

Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1

Prepared For: RICHLAND COUNTY AMB SVC
Attn:

Rep: Alex Yde
Email: alex.yde@stryker.com
Phone Number:

Quote Date: 09/18/2025

Expiration Date: 12/17/2025

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	RICHLAND COUNTY AMB SVC	Name:	RICHLAND COUNTY AMB SVC	Name:	RICHLAND COUNTY AMB SVC
Account #:	20103631	Account #:	20103631	Account #:	20103631
Address:	1027 N JEFFERSON ST	Address:	1027 N JEFFERSON ST	Address:	1027 North Jefferson Street
	RICHLAND CENTER		RICHLAND CENTER		Richland Center
	Wisconsin 53581-1440		Wisconsin 53581-1440		Wisconsin 53581

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	70335-000043	LP35,EN-US,MAS-SPO2,MED-CO2,SUN-NIBP,12L,WIFI/CELL/LN/CPRIN,STD,BT	1	\$43,746.00	\$43,746.00
2.0	11140-000102	LIFEPAK FLEX Battery Charger	1	\$1,800.00	\$1,800.00
3.0	11140-000131	AC Power Cord (North America, hospital grade)	1	\$64.80	\$64.80
4.0	11335-000001	LIFEPAK FLEX Lithium-Ion Battery	1	\$600.00	\$600.00
5.0	11996-000456	RD SET DCI Reusable Sensor, Adult	1	\$250.80	\$250.80
6.0	11171-000063	RD SET Disposable Sensor, Neonatal (20/box)	1	\$367.20	\$367.20
7.0	11160-000013	Reusable Cuff, Pediatric, 13-20 cm	1	\$21.00	\$21.00
8.0	11160-000019	Reusable Cuff, X-Large, Adult, 35-44 cm	1	\$41.40	\$41.40
9.0	11335-000005	LIFEPAK Printer Kit	1	\$1,800.00	\$1,800.00
10.0	11260-000073	Shoulder Strap	1	\$45.00	\$45.00
11.0	11335-000008	LIFEPAK 35 Storage Bag Kit	1	\$360.00	\$360.00
12.0	11330-000026	LP35 Docking Station	1	\$1,920.00	\$1,920.00
13.0	11111-000041	LIFEPAK 3-wire extended precordial ECG cable	1	\$72.00	\$72.00
14.0	11111-000036	LIFEPAK 4-Wire ECG Cable, 1.52 m (5 ft), AHA	1	\$305.40	\$305.40
15.0	11111-000037	LIFEPAK 6-wire expandable precordial ECG cable, AHA	1	\$186.00	\$186.00
Equipment Total:					\$51,579.60



LP35 Monitor Quote

Quote Number: 11182703

Remit to:

Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1

Prepared For: RICHLAND COUNTY AMB SVC

Attn:

Rep:

Alex Yde

Email:

alex.yde@stryker.com

Phone Number:

Quote Date: 09/18/2025

Expiration Date: 12/17/2025

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-LP15H-LP35	TRADE IN LP15 V4 HIGH FOR LP35	1	-\$8,000.00	-\$8,000.00

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Shipping and Handling:	\$783.38
Grand Total:	\$44,362.98

Prices: In effect for 30 days

Terms: Net 30 Days

Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.

RESOLUTION NO. 25 - xx

Resolution To Approve The Purchase Of Cardiac Monitor From Styker.

WHEREAS EMS currently utilize LIFEPAK 15 monitors which are 4 years old and considered End of Life at 8 years old, and

WHEREAS Richland County Ambulance has unused Funding Assistant Program money from 2024 and 2025 that must be used on specific items, and

WHEREAS purchase of a new cardiac monitor is covered under these funds, and

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

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors approves the purchase of one LIFEPAK 35 cardiac monitor, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(14 OCTOBER 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
KERRY SEVERSON

DATED: OCTOBER 20, 2025

Richland County Executive and Finance

Agenda Item Cover

Agenda Item Name: Approval of Ambulance Services Building Roof Replacement

Department	Ambulance	Presented By:	Barbara Scott
Date of Meeting:	10/14/2025	Action Needed:	Approval and forward to County Board
Disclosure:	None	Authority:	
Date submitted:	10/08/2025	Referred by:	Administrator Clements

Recommendation and/or action language:

Motion to approve the roof replacement to the ambulance services building by Feiner Construction at a cost not to exceed \$50,000.00.

Background: The building's current roof is leaking, resulting in damage that could potentially lead to structural issues if not addressed promptly. Temporary repairs were made in November and December of 2024; however, these patches have not resolved the underlying problem.

In April 2024, a resolution was introduced to replace the roof, but no further action was taken. Since then, we solicited proposals for the roof replacement and received only one response, which did not meet the original specifications. That proposal is attached for review.

Attachments and References:

Feiner Construction Quote	
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Financial Review:

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☒	Other funding Source	To be Determined	
☐	No financial impact		

(summary of current and future impacts)

Approval: Barbara J Scott

Review:

Department Head

Administrator, or Elected Office (if applicable)

ESTIMATE

Feiner Construction
127 S Wood St,
PO BOX 337
Spring Green, WI 53588
(608) 588-3801

Sales Representative
Carson Feiner
(608) 574-9555
carson@feinerconstruction.com



Emergency Services Facility
Job #1677 - Emergency Services Facility
1027 N Jefferson Street
Richland Center, WI 53581

Estimate #	1652
Date	9/16/2025

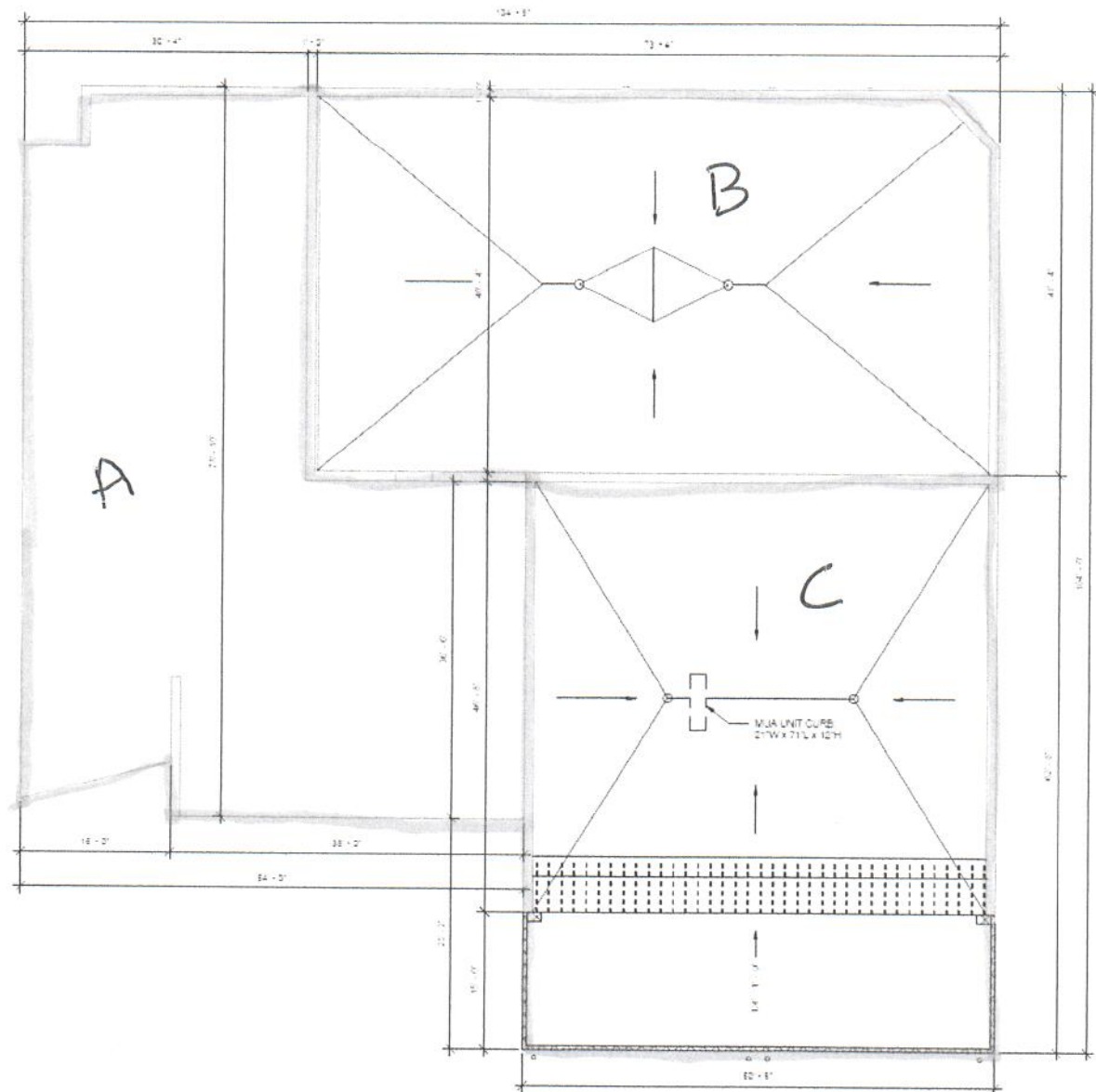
Item	Description	Amount
Full Fabric Coatings	Conklin Full Fabric system on Rubber Roofing Pressure wash entire roof for proper sealing of Conklin products using Wac II Spray Prime Time primer which helps prepare rough, weathered, and irregular substrate for Conklin coatings. 5" wide Spunflex is embedded into base coat, over all seams and penetrations 3' or 6' Fabric is embedded into another layer of base coat then applied in overlapping sheets over the entire roof to form a seamless roof, monolithic surface. Apply Puma XL Top Coat in White Provides a tack-free & dirt-resistant finish. Coatings meets the ENERGY STAR requirements for reflectivity and energy efficiency. Conklin Coatings have proven itself with 45 years of trouble-free service This system carries a UL Class A fire classification 20 year material warranty by Conklin. Up to 15 year Workmanship warranty with Feiner Roof Care Plan. Based on the Thermal Scan done in September 2025 the roof material below the EPDM is dry. Spring 2026 a new Thermal scan would need to be done. Any wet material would need to be replaced only. Permit should not be needed for a coating system.	\$0.00
Section A		\$11,757.00
Section B		\$17,808.00
Section C		\$18,118.00

Sub Total	\$47,683.00
Total	\$47,683.00

SPECIAL INSTRUCTIONS

Payment Terms: 50% of the contract price including upgrades due at signing. The remaining balance to be paid in full upon substantial completion. Cash or Check to Feiner Construction, LLC. Proposal price and scope expires after thirty (30) days from Proposal Date and can be withdrawn without notice.

ROOF PLAN





127 S Wood Street PO BOX 337 | Spring Green, WI 53588 | Office 608.588.3801 | Cell 608.574.9555

Feiner Construction LLC Roof Care Program for Warranted Roofs

A roof is just like any other building component that is subject to regularly scheduled maintenance (HVAC, elevators, fire suppression, etc.). After your new roof has been installed it needs to be properly maintained. Factors like extreme weather, rooftop traffic and pollution can affect the condition of your roof. A routine preventative maintenance program provides a comprehensive solution based on your individual needs. The Feiner Construction Care Program extends your labor warranty to match the length of your material warranty.

Feiner Construction will provide the following services at **NO COST** annually for the first two years following the completion of your project. After the second year, your roof will be automatically enrolled in the Feiner Construction Roof Care Program unless you opt to cancel during the first quarter of the year. A fee of \$175.00 per year will apply starting in the third year. **Customer Initials:** _____

20 year material warranty provided by Conklin

15 year labor warranty provided by Feiner Construction under the Care Program

Services Received:

- Removing debris from the roof, including valley areas and around flashings
- Clearing all drains, scuppers, and downspouts
- Inspecting the condition of the roofing material
- Repairing any small, noticeable potential roof leaks
- Checking the roof system for proper adhesion, including fasteners
- Inspecting the roof for blisters, cracks, seam separation and delamination
- Inspecting parapet wall flashing, curbs, crickets, coping, pitch pans, and supports
- Checking roof penetrations from plumbing, AC systems, and vents
- Inspecting roof accessories, including satellite dishes, antennas, solar heaters, etc.
- Checking for positive drainage, low spots or ponding areas

What is NOT included in the warranty?

- Normal wear and tear
- Damage from neglect or lack of maintenance
- Severe weather or acts of God

- Improper usage
 - Structural issues (settling, shifting or foundational issues)
 - Pest damage
 - Cosmetic damage (discoloration, fading, or minor damage that doesn't affect the roof's functionality)
 - DIY repairs or modifications (unauthorized repairs or modifications)
 - **Please contact Feiner Construction if outside service work is being completed on roof.*
- Schedule an inspection as to **NOT VOID** your Feiner Construction Care Program warranty.**

RESOLUTION NO. 25 - xx

Resolution Approving Ambulance Services Building Roof Replacement.

WHEREAS the roof at the ambulance building is currently leaking despite repairs in November and December of 2024, and

WHEREAS a request for proposal was advertised and one bid was received, and

WHEREAS the Joint Ambulance Committee has reviewed this proposal and approved for it to be sent to the Executive and Finance Standing Committee, and

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

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors approves the replacement of the roof of the Ambulance Services Building by Feiner Construction for an amount not to exceed \$50,000.00, and

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

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION_____

DEREK S. KALISH
COUNTY CLERK

DATED: OCTOBER 20, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(14 OCTOBER 2025)

FOR AGAINST

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

**Executive and Finance Committee
Agenda Item Cover**

Agenda Item Name: Ambulance Services Contract Billing

Department:	EMS	Presented By:	Tricia Clements
Date of Meeting:	October 14, 2025	Action Needed:	Vote
Date submitted:	October 7, 2025	Referred by:	Marc Couey

Recommendation and/or action language:

Discussion and possible action on ownership of ambulance calls to county facilities.

Background:

At the September 25, 2025 Executive and Finance Committee Meeting, there was a discussion held on how calls to Pine Valley were allocated. It was requested to have a discussion at this meeting to talk about the issue more. Per an email received from Darin Gudgeon on September 29, 2025, former Ambulance Director, no municipality was billed for any calls to Pine Valley, the county jail, and any other county owned property.

2021, 2022, 2023, and 2024 call data shows that there were an average of 68.75 calls per year to Pine Valley and 22 calls per year to other county entities. This is a total of 90.75 calls per year for a total of \$20,418.75. At this time, we have a service that is barely sustaining. Based on the budget set for 2026, we do not have the ability to absorb these additional costs.

If the county is to continue providing an ambulance service, steps are going to need to be put in place to meet the goal of having a sustainable service or the county will need to commit to adding levy to ensure it can continue to function.

Attachments and References:

Financial Review:

Additional cost of \$20,418.75 to the county if the county absorbs all calls to county facilities.

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☐	No financial impact		

Department Head


Administrator, Tricia Clements

Executive and Finance Committee
Agenda Item Cover

Agenda Item Name: Approve Updates to the Richland County Procurement Policy

Department:	All	Presented By:	Lieanna Pick
Date of Meeting:	10/14/2025	Action Needed:	Resolution
Date submitted:		Referred by:	

Recommendation and/or action language:

Approve the amended Richland County Procurement Policy for all departments and forward to full county board for approval.

Background:

Revised previous procurement policy to be more user friendly through updated formatting. We kept a lot of the original verbiage and references to the state statutes in regards to procurement policies. Changed approval levels for department heads and the county administrator for items in the approved annual budget or CIP.

Added provision for corporate counsel to review all contracts prior to signing by the department head and/or county administrator. County board approval is only needed for contract purchases not in the approved annual budget and/or greater than \$250,000 and for all joint resolutions.

Attachments and References:

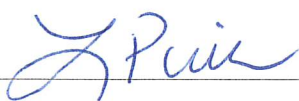
Richland County Procurement Policy Draft; Richland County Procurement Policy 11/2024

Financial Review:

No impact

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☐	No financial impact		



Department Head



Administrator, Tricia Clements

RICHLAND COUNTY
PROCUREMENT POLICY

DRAFT

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I. GENERAL PROVISIONS

A. Title

Procurement, purchasing, and transfer of excess county property ordinance for Richland County, Wisconsin.

B. Statutory Authority

This chapter is adopted pursuant to the authority of the Richland County Board of Supervisors under Wis. Stat. §§ 59.51, 59.52(29), and 66.0901.

C. Purpose

The intent of this procurement ordinance ("Procurement Ordinance") is to provide a framework to the Richland County officials and employees (the "County") to efficiently and effectively operate within applicable state and federal statutory requirements related to the County's activities and processes of purchasing, contracting, and grant procedures.

It is the County's objective to conduct purchasing of goods and services in the most professional, ethical, legal, economical, and efficient manner possible, as well as to enhance the public confidence in the integrity and transparency of the County's practices in contract and grant procedures.

This Procurement Ordinance applies to all procurement procedures for all departments and offices of the County, unless otherwise stated herein or in an ordinance or resolution duly adopted by the Richland County Board of Supervisors. All applicable federal and state laws and regulations ("Applicable Procurement Laws") relating to public purchasing and contracting supersede this Procurement Ordinance.

D. Exceptions.

Notwithstanding anything in this Procurement Ordinance to the contrary, this Procurement Ordinance does not apply to highway contracts which the county highway committee or the county highway commissioner is authorized by law to let or make.

II. DEFINITIONS

Board – refers to the Richland County Board of Supervisors.

Contract - means collectively, Equipment Contracts, Public Contracts, and Professional Services Contracts.

Equipment Contract - means an agreement entered into by the County for purchase of supplies or materials that are not earmarked for inclusion in a project of public work, or equipment or the rental thereof.

Grant Agreement - means a written contract between two parties, through which the grantor gives a sum of money to the grantee on the condition that the grantee uses the money for specific purposes of the grant, often to benefit a third party that is not a party to the grant agreement.

Joint Powers Agreement - means, to the extent authorized under Wis. Stat. § 66.0301, a written contract between a municipality (as such term is defined in Wis. Stat. § 66.0301(1)(a)) and one or more

other municipalities, to jointly exercise any power common to them; or an agreement between one or more municipalities where one municipality performs a service or activity on behalf of another municipality.

Professional Service Contract - means a contract for services that are intellectual in character, including, without limitation, management information systems, information technology, architectural, engineering, medical, auditing, legal, real estate, consulting, analysis, evaluation, planning, programming, or recommendation, and results in the production of a report or the completion of a task. Professional service contracts do not include the provision of supplies or materials.

Public Contract - means an agreement for the construction, execution, repair, remodeling or improvement of public work or building or for the furnishing of supplies or material of any kind, proposals for which are required to be advertised by law.

CIP – means Capital Improvement Plan

III. CONFLICT OF INTEREST

No employee, officer, or agent of the County may use his/her public position or office to obtain financial gain or anything of substantial value for the private benefit of him/herself or his/her immediate family, or for an organization with which he/she is associated.

No employee, officer, or agent of the County may participate in the selection, award or administration of a contract if he/she has a real or apparent conflict of interest.

Conflict(s) of interest arise when the employee, officer, agent, or any member of his/her immediate family, partner, or an organization which employs or is about to employ any of the parties indicated herein, have a financial or a tangible personal benefit from an organization considered for a contract.

The officers, employees, and agents of Richland County may neither solicit nor accept gratuities, favors, or anything of monetary value from any contractors, subcontractors or any potential contractors or subcontractors.

For purposes of this Section, the term "immediate family" means (a) an individual's spouse and (b) an individual's relative by marriage, lineal descent or adoption who receives either directly or indirectly, more than 50% of his/her support from the individual or from whom the individual receives, directly or indirectly, more than 50% of his/her support.

IV. AUTHORITY LEVELS

A. Approval by Department Heads or authorized designee

1. Department Heads or their authorized designee may sign and approve the following when funds are in the County Budget or Capital Improvement Plan (CIP)

- Equipment Contracts less than \$50,000
- Public Contracts less than \$50,000
- Amendments and/or Change Orders for equipment contracts less than \$10,000, Public Contracts less than \$50,000 or less than 10% of the total contract amount whichever is greater
- Professional Service Contracts for less than \$50,000 incl. MIS hardware & software

2. **If NO Funds are in the County Budget or CIP** for the above contracts, amendments or changes then the **County Administrator** must sign and approve

B. Approval by County Administrator or designee

1. County Administrator or their authorized designee may sign and approve the following **when funds are in the County Budget or Capital Improvement Plan (CIP)**
 - Equipment Contracts between \$50,000 and \$250,000
 - Public Contracts between \$50,000 and \$250,000
 - Professional Service Contracts between \$50,000 and \$250,000
 - Professional Service Contracts for computer hardware or software maintenance under \$250,000
 - Amendments and/or Change Orders for Equipment Contracts greater than \$10,000
 - Amendments and/or Change Orders for Public Contracts greater than \$50,000 or 10% of the total contract amount whichever is greater; Additional payment and performance bonds should also be considered if previously required
 - For new grants which the County must make specific applications and will not be used to increase the number of County employees (whether full-time or limited term employees), sufficient information should be provided and discussed with the County Administrator prior to accepting a grant
 - For grants that require a county match or result in additional employees, acceptance of the grant requires approval by the Board. Copies of new grant agreements should also be sent to the County administrator
2. **If NO Funds are in the County Budget or CIP** for the above contracts, amendments or changes then the **County Board** is required to sign and approve

C. County Board Action Required

1. **County Board approvals are required for the following**
 - Equipment Contracts, Public Contracts, and Professional Services Contracts greater than \$250,000
 - Contracts between \$50,000 and \$250,000 **when funds are NOT in the County budget or Capital Improvement Plan (CIP)**
 - All new Joint Powers Agreement are required to be approved by the Board

V. COMPETITIVE BIDDING PROCESS

All County procurement and contracting for Equipment and Public Contracts shall be competitively bid for in accordance with this Section V; provided, however, that to the extent of a conflict between this Section V and the Wisconsin Statutes, particularly Wis. Stat. §§ 59.52(29) and 66.0901, the Wisconsin Statutes shall control. Professional Service Contracts are not required to be competitively bid. **Contracts shall be awarded to the lowest guaranteed maximum bid.**

A. Competitive requirements based on dollar amount of contract for Equipment Contracts

All Equipment Contracts shall be let pursuant to this Section; provided, however, that the requirements of this Section may be waived by the County Administrator if the County Administrator, in his/her sole discretion, finds and determines that the requirements of this Section are not practical or otherwise in the best interest of the County.

1. Equipment Contracts less than \$25,000

An Equipment Contract for which the estimated cost does not exceed \$25,000 shall be made either:

- Upon quotation, provided that:
 - a. The county shall have solicited at least two quotations; and
 - b. Such quotations shall be kept on file for a period of at least 1 year, OR in the open market

2. Equipment Contracts between \$25,000 and \$175,000

An Equipment Contract between \$25,000 and \$175,000, shall be made either upon:

- Sealed competitive bids pursuant to Wis. Stat. § 66.0901(1)(c); OR Quotation, provided that:
 - a. The County solicited two or more quotations for the purchase or sale;
 - b. The Equipment Contract shall be let to the lowest guaranteed maximum bid;
 - c. All quotations obtained shall be kept on file for a period of at least one year by the department head.

3. Equipment Contracts greater than \$175,000

An Equipment Contract for which the estimated costs are greater than \$175,000 shall be made upon sealed competitive bids. Bids shall be solicited by giving a class 2 notice under Wis. Stat. ch. 985. Alternatively, the County may elect to post the notice in accordance with Wis. Stat. § 985.02(2).

B. Competitive requirements based on dollar amount of contract for Public Contracts

1. Public Contracts less than \$5,000

A Public Contract for which the estimated cost is less than \$5,000, shall be made either:

- Upon quotation, provided that:
 - a. The county shall have solicited at least two quotations; and
 - b. Such quotations shall be kept on file for a period of at least 1 year, OR in the open market

The requirements of this Subsection may be waived by the County Administrator if the County Administrator, in his/her sole discretion, finds and determines that the requirements of this Subsection are not practical or otherwise in the best interest of the County.

2. Public Contracts between \$5,000 and \$25,000

For any Public Contract for which the estimated cost is between \$5,000 and \$25,000, the Board shall either:

- Give a class 1 notice under Wis. Stat. ch. 985 before the County contracts for the work or shall contract with a person qualified as a bidder under Wis. Stat. § 66.0901
- For purposes of the foregoing, the Board hereby delegates its authority to the County Administrator and the Department Heads to the extent of their authority under Section IV of this Procurement Ordinance.

3. Public Contracts greater than \$25,000

A Public Contract with estimated costs greater than \$25,000 shall be let and entered into pursuant to Wis. Stat. § 66.0901, except that the Board may by a three-fourths vote of all the members entitled to a seat provide that any class of public work or any part thereof may be done directly by the County without submitting the same for bids.

C. Exceptions to Competitive Purchases

1. Cooperative Purchasing

The County may also participate in cooperative purchasing arrangements pursuant to Wis. Stat. §§ 16.73 and 66.0301. For an Equipment Contract estimated to exceed \$25,000, the County must consider the availability, price and quality of supplies, materials, or equipment available through the Wisconsin Department of Administration's cooperative purchasing venture before purchasing through another source.

If the County does not utilize the state's cooperative purchasing venture, it may contract for the purchase of supplies, materials, or equipment without regard to the competitive bidding requirements of this Section if the purchase is through a national municipal association's purchasing alliance or cooperative created by a Joint Powers Agreement that purchases items from more than one source on the basis of competitive bids or competitive quotations.

2. Professional Services Contracts

An agreement of a professional nature creates a different relationship than normally exists in a buyer-seller transaction. The purchasing protocol needs to take into consideration qualifications, competency, character, availability and mutual trust. For these reasons, such Professional Service Contracts may use a non-competitive procurement process when selecting providers.

3. Emergency Purchases

o Declared Emergencies by the Governor

Pursuant to Wis. Stat. § 323.15(4), the County's head of emergency management may, on behalf of the County, contract with any person to provide equipment and services on a cost basis to be used to respond to a disaster, or the imminent threat of a disaster during a state of emergency declared by the governor.

o Damage or Threatened Damage to Public Facilities

The provisions of Section V of this Procurement Ordinance are not mandatory for the repair or reconstruction of public facilities when damage or threatened damage thereto creates an emergency, as determined by resolution of the Board, in which the public health or welfare of the County is endangered. Whenever the Board by majority vote at a regular or special meeting determines that an emergency no longer exists, this Subsection no longer applies.

- Authority of the County Administrator
Notwithstanding any provision of this Procurement Ordinance to the contrary, the County Administrator, upon finding that an emergency procurement is necessary, may authorize an emergency procurement from the most practicable source, as determined by the County Administrator; provided, however, that nothing in this Section authorizes the County Administrator to waive the competitive bid requirements of Section V.B. of this Procurement Ordinance unless specifically authorized thereunder. The County Administrator shall report any emergency procurement to the Board as soon as practical.

VI. CONTRACT PROVISION

A. General

1. All contracts shall be approved as to content, form, substance, and execution by the office of the corporate counsel or such other counsel as may be retained by the county for such purpose, prior to signing.
2. All contractual agreements (new contracts and renewal contracts) must be read and understood to be certain that the obligations and expectations of each party are clearly identified in the agreement
3. Contracts approved by the Board should have one signature line for either the department head and/or the county administrator to sign
4. The County will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders
5. Contracts must conform to all Applicable Procurement Laws. If there is a discrepancy between this Procurement Ordinance and any Applicable Procurement Laws, the Applicable Procurement Laws governs

B. Managing Risks

The obligations and expectations of each party, including insurance coverage, must be clearly identified in the agreements with vendors/suppliers.

Unless specifically waived by the Administrator, Contracts shall include the following insurance requirements:

1. Insurance Type and Limits Information regarding the type of coverage a vendor/provider carries are required for all agreements except for select Letters of Agreement.
 - At a minimum, insurance coverage should reflect an occurrence limit of tort liability damage caps of \$1,500,000 per occurrence
 - The aggregate limit should be two times the occurrence limit of \$3,000,000. If insurance increments are difficult to reach, the contractor may have the option of meeting the required limits by purchasing a combination of primary and excess limits (umbrella coverage)
2. Certificate of Insurance
 - Current insurance certificates are required throughout the term of the contract. It is the responsibility of the respective department staff to ensure receipt of the current insurance certificate according to the bid/proposal requirements. This should be requested at an early stage in the contract process to avoid delays
 - The contractor must provide a minimum of 30 days advance notice to Richland

County for any substantial change to, or cancellation of any insurance policies listed on the Certificate

3. Indemnification

- The agreements shall have a clause which sets out the liability of the Contractor for its acts and when appropriate, contracts should contain an indemnification provision holding Richland County harmless and indemnifying the County for any loss it may have to pay due to activities of those performing the contract

4. Other

- The contractor's insurance should be primary, not excess, to any coverage of Richland County. The contractor's insurance carrier must be acceptable to Richland County
- Coverage must be in force for the complete term of the contract
- The contractor is responsible for any deductible or self-insurance retention contained within their insurance program
- The County should be listed as an additional insured on the contractor's policy (except under workers' compensation or professional liability policies)

C. **Bonds**

Bond requirements provide additional security for projects

1. **Payment Bond** is a bond which assures payments, as required by law, to all people supplying labor or material (subcontractors) for the completion of work under the contract. It is required for Public Contracts for which the estimated cost is greater than \$175,000.
2. **Performance Bond** is a bond executed after the contract award by a successful bidder to protect the County from loss due to the bidder's inability to complete the contract as agreed. It is required for Public Contracts for which the estimated cost is greater than \$175,000
3. **Bond Value.** The performance and payment bonds shall equal to or be greater than the contract price. If the value of the contract increases after bonds are provided, supplemental bonds must be provided.
4. **Bid Bonds** are required on all bid projects that are subject to the competitive purchasing process for which the estimated cost is greater than \$175,000.
Bid Bonds shall equal 5% of the contract's bid amount.

D. **Termination**

Every County Contract shall contain the following termination provisions to the extent practical:

1. **Mutual Convenience.** When both parties agree that they will no longer be subject to the terms of the agreement.
2. **Non-appropriation.** This termination occurs when governmental funding sources do not appropriate funds for future payment obligations.
3. **For Cause.** When one party is in breach or default.

E. Document Retention

The department head is responsible for making sure copies of the contract are sent to the County Administrator, along with the newspaper affidavit, all invoices and any other required information. The information will be kept by the county administrator's office for 10 years after the contract is completed.

VII. TRANSFER OF SURPLUS PROPERTY

A. Transfer of Surplus Property

Subject to the provisions of this Article VII, the County Clerk is hereby directed to lease, sell or convey, or contract to sell or convey, any county property (not donated or to be held for a special purpose) with an estimated value of less than \$500 on the terms approved by the County Administrator.

B. Sale of Personal Property

A sale of personal property with a value estimated to be \$15,000 or greater may be made only after the County Clerk advertises for bids by giving a class 1 notice under Wis. Stat. ch. 985 or by posting the notice in accordance with Wis. Stat. § 985.02(2).

C. Sale of Real Estate

Subject to the requirements of Wis. Stat. ch. 75, the County shall advertise for bids or proposals any sale, lease, or conveyance of real estate owned by the County. The County Clerk shall advertise for bids by giving a class 3 notice under Wis. Stat. ch. 985 or by posting the notice in accordance with Wis. Stat. § 985.02(2), except for a lease of a residence acquired by the County as part of an approved capital improvement project, any sale, lease or conveyance that has not first been advertised as required is invalid.

The notice must state the time and place of considering the proposals and contain a legal description of any real estate and a brief description of any personal property. Leases that are less than \$15,000 in any one year may be negotiated and are not subject to the competitive bid procedures of this section. All proposals estimated to be more than \$15,000 will be considered at the time set for the bid opening, and the bid most favorable to the County will be accepted. However, the County board may, in the interest of the County, reject any or all proposals.

D. Exchange of Real Property

A County may exchange parcels of real property of substantially similar or equal value without advertising for bids.

When acquiring real property for purposes other than County highway right of ways, the County may exchange similar valued parcels and the estimated values for these parcels must be determined by a private appraisal performed by a licensed Wisconsin real estate appraiser. In addition, before giving final approval to an exchange of land the County board shall hold a public hearing on the exchange. The County Clerk shall give a Class 3 notice under Wis. Stat. ch. 985 that contains a description of the lands affected.

RESOLUTION NO. 25 - XX

Resolution Approving Updates To The Richland County Procurement Policy.

WHEREAS the previous version of the Richland County Procurement Policy lacked clarity and was not optimized for user accessibility, and

WHEREAS documents should be periodically reviewed to ensure they remain effective and relevant, and

WHEREAS revisions to the policy include updates to document formatting, monetary approval levels, and contract review requirements, and

WHEREAS the Executive and Finance Standing Committee has carefully reviewed this item and is now presenting this resolution to County Board for consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that updates to the Richland County Procurement Policy are approved as presented.

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

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED: OCTOBER 20, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(14 OCTOBER 2025)

FOR AGAINST

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

DRAFT

RICHLAND COUNTY
PROCUREMENT ORDINANCE

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I. GENERAL PROVISIONS

A. Title.

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B. Statutory Authority.

This chapter is adopted pursuant to the authority of the Richland County Board of Supervisors under Wis. Stat. §§ 59.51, 59.52(29), and 66.0901.

C. Purpose.

The intent of this procurement ordinance (this "Procurement Ordinance") is to provide a framework to the Richland County (the "County") officials and employees to efficiently and effectively operate within applicable state and federal statutory requirements related to the County's activities and processes of purchasing, contracting, and grant procedures.

It is the County's objective to conduct purchasing of goods and services in the most professional, ethical, legal, economical, and efficient manner possible, and to enhance the public confidence in the integrity and transparency of the County's practices in contract and grant procedures.

This Procurement Ordinance applies to all procurement procedures for all departments and offices of the County, unless otherwise stated herein or in an ordinance or resolution duly adopted by the Richland County Board of Supervisors. All applicable federal and state laws and regulations ("Applicable Procurement Laws") relating to public purchasing and contracting supersede this Procurement Ordinance .

D. Exceptions.

Notwithstanding anything in this Procurement Ordinance to the contrary, this Procurement Ordinance does not apply to highway contracts which the county highway committee or the county highway commissioner is authorized by law to let or make.

II. DEFINITIONS

In this chapter:

"Board" shall mean the Richland County Board of Supervisors.

"Contract" shall mean, collectively, Equipment Contracts, Public Contracts, and Professional Services Contracts.

"Equipment Contract" means an agreement entered into by the County for purchase of supplies or materials that are not earmarked for inclusion in a project of public work, or equipment or the rental thereof.

"Grant Agreement" means a written contract between two parties, through which the grantor gives a sum of money to the grantee on the condition that the grantee uses the money for specific purposes of the grant, often to benefit a third party that is not a party to the grant agreement.

"Joint Powers Agreement" means, to the extent authorized under Wis. Stat. § 66.0301, a written contract between a municipality (as such term is defined in Wis. Stat. § 66.0301(1)(a)) and one or more other municipalities, to jointly exercise any power common to them; or an agreement between one or more municipalities where one municipality performs a service or activity on behalf of another municipality.

"Professional Service Contract" means a contract for services that are intellectual in character, including, without limitation, management information systems, information technology, architectural, engineering, medical, auditing, legal, real estate, consulting, analysis, evaluation, planning, programming, or recommendation, and results in the production of a report or the completion of a task. Professional service contracts do not include the provision of supplies or materials.

"Public Contract" means a contract for the construction, execution, repair, remodeling or improvement of a public work or building or for the furnishing of supplies or material of any kind, proposals for which are required to be advertised for by law.

III. CONFLICT OF INTEREST

No employee, officer, or agent of the County may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

No employee, officer, or agent of the County may participate in the selection, award or administration of a contract if he or she has a real or apparent conflict of interest. Such conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a contract.

The officers, employees, and agents of Richland County may neither solicit nor accept gratuities, favors, or anything of monetary value from any contractors or subcontractors or any potential contractors or subcontractors.

For purposes of this Section, the term "immediate family" means (a) an individual's spouse; and (b) an individual's relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than one-half of his or her support from the individual or from whom the individual receives, directly or indirectly, more than one-half of his or her support.

IV. AUTHORITY LEVELS

A. Approval by Department Heads or designees.

1. Equipment Contracts for which the estimated cost is less than \$25,000 may be approved and signed by the Department Head (or the Department Head's designee) when funds for the Equipment Contract are included within the County budget or Capital Improvement Program (CIP). When funds are not included in the County budget or Capital Improvement Program, such Equipment Contract requires approval by the County Administrator.

2. Public Contracts for which the estimated cost is less than \$50,000 may be approved and signed by the Department Head (or the Department Head's designee) when funds for the Public Contract are included within the County budget or Capital Improvement Program. When funds are not included in the County budget or Capital Improvement Program, such Public Contract requires approval by the County Administrator.
3. Amendments and/or Change Orders for Equipment Contracts for which the estimated cost is less than \$10,000, or for Public Contracts for which the estimated cost is less than \$50,000, or less than 10% of the total contract amount, whichever is greater, may be approved and signed by the Department Head (or the Department Head's designee).
4. Professional Service Contracts for which the estimated cost is less than \$ 25,000 may be approved and signed by the Department Head (or the Department Head's designee) when funds for the contract are included within the County budget. When funds are not included in the County budget or Capital Improvement Program, such Professional Service Contract requires approval by the County Administrator.

B. Approval by County Administrator or designee

1. Equipment Contracts for which the estimated cost is between \$25,000 and \$100,000 may be approved and signed by the County Administrator (or the County Administrator's designee) when the funds for the Equipment contract are included within the County budget or Capital Improvement Program. When funds are not included in the County budget or Capital Improvement Program, such Equipment Contract requires approval by the Board.
2. Public Contracts for which the estimated cost is between \$50,000 and \$100,000 may be approved and signed by the County Administrator (or the County Administrator's designee) when the funds for the Public Contract are included within the County budget or Capital Improvement Program. When funds are not included in the County budget or Capital Improvement Program, such Public Contract requires approval by the Board.
3. Professional Service Contracts for which the estimated cost is between \$25,000 and \$100,000 may be approved and signed by the County Administrator (or the County Administrator's designee) when funds for the Professional Service Contract are included within the County budget. When funds are not included in the County budget, such Professional Services Contract requires approval by the Board
4. Professional Service Contracts for the maintenance of computer hardware or software may be approved and signed by the County Administrator, regardless of the value of the contract, when funds for the contract are included in the budget.
5. For new grants which the County must make specific application and will not be used to increase the number of County employees (whether full time employees or limited term employees), sufficient information should be provided and discussed with the County Administrator prior to accepting a grant. For grants greater than \$100,000, or resulting in

additional employees, acceptance of the grant requires approval by the Board. Copies of new grant agreements should also be sent to the Department of Finance.

6. Amendments or Change Orders for Equipment Contracts for which the estimated cost is equal to or greater than \$10,000, or for Public Contracts for which the estimated cost is equal to or greater than \$50,000, or 10% of the total contract amount, whichever is greater, may be approved by the County Administrator. Additional payment and performance bonds should also be considered if previously required.

C. County Board Action

Except as otherwise explicitly provided herein, Equipment Contracts, Public Contracts, and Professional Services Contracts for which the estimated cost is greater than \$100,000 may only be approved by the Board.

Contracts for which the estimated costs is greater than \$50,000, but less than \$100,000, and for which funds are not included within the County budget or Capital Improvement Program require approval of the Board.

All new Joint Powers Agreement are required to be approved by the Board.

V. COMPETITIVE BIDDING PROCESS

All County procurement and contracting for Equipment Contracts and Public Contracts shall be competitively bid in accordance with this Section V; provided, however, that to the extent of a conflict between this Section V and the Wisconsin Statutes, particularly Wis. Stat. §§ 59.52(29) and 66.0901, the Wisconsin Statutes shall control. Professional Service Contracts are not required to be competitively bid.

A. Competitive requirements based on dollar amount of contract for Equipment Contracts

All Equipment Contracts shall be let pursuant to this Section; provided, however, that the requirements of this Section may be waived by the County Administrator if the County Administrator, in his or her sole discretion, finds and determines that the requirements of this Section are not practical or otherwise in the best interest of the County.

1. Equipment Contracts in value of up to \$25,000

An Equipment Contract for which the estimated cost does not exceed \$25,000 shall be made either:

- (i) Upon quotation; provided that:
 - a. The county shall have received at least two quotations; and
 - b. Such quotations shall be kept on file for a period of at least 1 year,
- or
- (ii) In the open market

2. Equipment Contracts between \$25,000 and \$175,000

An Equipment Contract for which the estimated cost is between \$25,000 and \$175,000, shall be made either upon:

- (i) Sealed competitive bids pursuant to Wis. Stat. § 66.0901(1)(c); or

- (ii) Quotation, provided that:
 - a. The County shall have received two or more quotations for the purchase or sale;
 - b. The Equipment Contract shall be let to the lowest responsible bidder; and
 - c. All quotations obtained shall be kept on file for a period of at least one year.

3. Equipment Contracts greater than \$175,000.

An Equipment Contract for which the estimated cost is in excess of \$175,000 shall be made upon sealed competitive bids. Bids shall be solicited by giving a class 2 notice under Wis. Stat. ch. 985. Alternatively, the County may elect to post the notice in accordance with Wis. Stat. § 985.02(2).

B. Competitive requirements based on dollar amount of contract for Public Contracts

1. Public Contracts in value of less than \$5,000.

A Public Contract for which the estimated cost is less than \$5,000, shall be made either:

- (i) Upon quotation; provided that:
 - a. The county shall have received at least two quotations; and
 - b. Such quotations shall be kept on file for a period of at least 1 year,
- or
- (ii) In the open market.

The requirements of this Subsection may be waived by the County Administrator if the County Administrator, in his or her sole discretion, finds and determines that the requirements of this Subsection are not practical or otherwise in the best interest of the County.

2. Public Contracts in value between \$5,000 and \$25,000.

For any Public Contract for which the estimated cost is between \$5,000 and \$25,000, the Board shall either (i) give a class 1 notice under Wis. Stat. ch. 985 before the County contracts for the work or (ii) shall contract with a person qualified as a bidder under Wis. Stat. § 66.0901 (2). For purposes of the foregoing, the Board hereby delegates its authority to the County Administrator and the Department Heads to the extent of their authority under Section IV of this Procurement Ordinance.

3. Public Contracts in value in excess of \$25,000.

A Public Contract for which the estimated cost exceeds \$25,000 shall be let and entered into pursuant to Wis. Stat. § 66.0901, except that the Board may by a three-fourths vote of all the members entitled to a seat provide that any class of public work or any part thereof may be done directly by the County without submitting the same for bids.

C. Exceptions to Competitive Purchases

1. Cooperative Purchasing

The County may also participate in cooperative purchasing arrangements pursuant to Wis. Stat. §§ 16.73 and 66.0301. For an Equipment Contract estimated to exceed \$25,000, the County must consider the availability, price and quality of supplies, materials, or equipment available through the

Wisconsin Department of Administration's cooperative purchasing venture before purchasing through another source.

If the County does not utilize the state's cooperative purchasing venture, it may contract for the purchase of supplies, materials, or equipment without regard to the competitive bidding requirements of this Section if the purchase is through a national municipal association's purchasing alliance or cooperative created by a Joint Powers Agreement that purchases items from more than one source on the basis of competitive bids or competitive quotations.

2. Professional Services Contracts

An agreement of a professional nature creates a different relationship than normally exists in a buyer-seller transaction. The purchasing protocol needs to take into consideration qualifications, competency, character, availability and mutual trust. For these reasons, such Professional Service Contracts may use a non-competitive procurement process when selecting providers.

3. Emergency Purchases

A. Declared Emergencies by the Governor.

Pursuant to Wis. Stat. § 323.15(4), the County's head of emergency management may, on behalf of the County, contract with any person to provide equipment and services on a cost basis to be used to respond to a disaster, or the imminent threat of a disaster during a state of emergency declared by the governor.

B. Damage or Threatened Damage to Public Facilities.

The provisions of Section V of this Procurement Ordinance are not mandatory for the repair or reconstruction of public facilities when damage or threatened damage thereto creates an emergency, as determined by resolution of the Board, in which the public health or welfare of the County is endangered. Whenever the Board by majority vote at a regular or special meeting determines that an emergency no longer exists, this Subsection no longer applies.

D. Authority of the County Administrator.

Notwithstanding any provision of this Procurement Ordinance to the contrary, the County Administrator, upon finding that an emergency procurement is necessary, may authorize an emergency procurement from the most practicable source, as determined by the County Administrator; provided, however, that nothing in this Section authorizes the County Administrator to waive the competitive bid requirements of Section V.B. of this Procurement Ordinance unless specifically authorized thereunder. The County Administrator shall report any emergency procurement to the Board as soon as practical.

VI. CONTRACT PROVISION

A. General

All contractual agreements (new contracts and contracts at renewal times) must be read and understood to be certain that the obligations and expectations of each party are clearly identified in the agreement.

Contracts approved by the Board should have two signature lines for: Chair of Board, County Administrator or applicable Department Head.

The County will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

Contracts must conform to all Applicable Procurement Laws. If there is a discrepancy between this Procurement Ordinance and any Applicable Procurement Laws, the Applicable Procurement Laws govern.

All contracts for which the estimated cost exceeds \$5,000 shall be approved as to content, form, substance, and execution by the office of the corporation counsel or such other counsel as may be retained by the county for such purpose.

B. Managing Risks

The obligations and expectations of each party, including insurance coverage must be clearly identified in the agreements with vendors/suppliers.

Unless specifically waived by the Administrator, Contracts shall include the following insurance requirements:

- (i) Insurance Type and Limits. Information regarding the type of coverage a vendor/provider carries is required for all agreements except for select Letters of Agreement. At a minimum, insurance coverage should reflect an occurrence limit of tort liability damage caps of \$1,500,000 per occurrence. The aggregate limit should be two times the occurrence limit of \$3,000,000. If insurance increments are difficult to reach, the contractor may have the option of meeting the required limits by purchasing a combination of primary and excess limits (umbrella coverage).
- (ii) Certificate of Insurance. Current insurance certificates are required throughout the term of the contract. It is the responsibility of the respective department staff to ensure the receipt of the current insurance certificate according to the bid/proposal requirements. This should be requested at an early stage in the contract process to avoid delays. The contractor must provide a minimum of 30 days advance notice to the Richland County of any substantial change to or cancellation of any insurance policies listed on the Certificate.
- (iii) Indemnification. The agreements shall have a clause which sets out the liability of the Contractor for its acts and when appropriate, contracts should contain an indemnification provision holding Richland County harmless and indemnifying the County for any loss it may have to pay due to activities of those performing the contract.
- (iv) Other. The contractor's insurance should be primary, not excess, to any coverage of Richland County. The contractor's insurance carrier must be acceptable to Richland County. Coverage must be in force for the complete term of the contract. The contractor is responsible for any deductible or self-insurance retention contained within their insurance program. The County should be listed as an additional insured on the contractor's policy (except under worker's compensation or professional liability policies).

C. Bonds

Bond requirements provide additional security for projects

- (i) Payment Bond is a bond which assures payments, as required by law, to all persons supplying

labor or material (subcontractors) for the completion of work under the contract. It is required for Public Contracts for which the estimated cost is greater than \$175,000

- (ii) Performance Bond is a bond executed subsequent to award by a successful bidder to protect the County from loss due to the bidder's inability to complete the contract as agreed. It is required for Public Contracts for which the estimated cost is greater than \$175,000
- (iii) Bond Value. The performance and payment bonds shall equal to or be greater than the contract price. If the value of the contract increases after bonds are provided, supplemental bonds must be provided.
- (iv) Bid Bonds are required on all bid projects that are subject to the competitive purchasing process for which the estimated cost is greater than \$175,000.
Bid Bonds shall equal 5% of the contract's bid amount.

D. Termination

Every County Contract shall contain the following termination provisions to the extent practical:

- (i) Mutual Convenience. When both parties agree that they will no longer be subject to the terms of the agreement
- (ii) Non-appropriation. This termination occurs when governmental funding sources do not appropriate funds for future payment obligations
- (iii) For Cause. When one party is in breach or default

E. Document Retention

The department authorizing a Contract is responsible for making sure copies of the newspaper affidavit, all invoices and any other required information is kept in the department for 10 years after the Contract is completed.

VII. TRANSFER OF SURPLUS PROPERTY.

A. Transfer of Surplus Property

Subject to the provisions of this Article VII, the County Clerk is hereby directed to lease, sell or convey, or contract to sell or convey, any county property (not donated or to be held for a special purpose) [with an estimated value of less than \$500 on the terms approved by the County Administrator.

B. Sale of Personal Property

A sale of personal property with a value estimated to be \$15,000 or greater may be made only after the County Clerk advertises for bids by giving a class 1 notice under Wis. Stat. ch. 985 or by posting the notice in accordance with Wis. Stat. § 985.02(2).

C. Sale of Real Estate

Subject to the requirements of Wis. Stat. ch. 75, the County shall advertise for bids or proposals any sale, lease, or conveyance of real estate owned by the County. The County Clerk shall advertise for bids by giving a class 3 notice under Wis. Stat. ch. 985 or by posting the notice in accordance with Wis. Stat. § 985.02(2).. With the exception of a lease of a residence acquired by the County as part of an approved capital improvement project, any sale, lease or conveyance that has not first been advertised as

required is invalid.

The notice must state the time and place of considering the proposals, and contain a legal description of any real estate and a brief description of any personal property. Leases that are less than \$15,000 in any one year may be negotiated and are not subject to the competitive bid procedures of this section. All proposals estimated to be more than \$15,000 will be considered at the time set for the bid opening, and the bid most favorable to the County will be accepted. However, the County board may, in the interest of the County, reject any or all proposals.

D. Exchange of Real Property

A County may exchange parcels of real property of substantially similar or equal value without advertising for bids.

When acquiring real property for purposes other than County highway right-of-ways, the County may exchange similarly valued parcels and the estimated values for these parcels must be determined by a private appraisal performed by a licensed Wisconsin real estate appraiser. In addition, before giving final approval to an exchange of land the County board shall hold a public hearing on the exchange. The County Clerk shall give a Class 3 notice under Wis. Stat. ch. 985 that contains a description of the lands affected.

RESOLUTION NO. 24 - 88

A Resolution Authorizing Approval Of The Richland County Procurement Policy And Fee Schedule.

WHEREAS the Board of Supervisors of Richland County is tasked with the responsible management of taxpayer dollars and ensuring expenditures adhere to statutory guidelines and best practices

WHEREAS the County Board, County Administrator and Finance Director have determined that the County requires a Procurement Policy and Fee Schedule.

WHEREAS this policy will ensure responsible financial practices are consistent across all County departments and will follow appropriate statutory guidance and financial best practices;

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the county adopts the Richland County Procurement Policy and Fee Schedule.

BE IT FURTHER RESOLVED that this Resolution is effective upon its passage and publication

VOTE ON FOREGOING RESOLUTION

AYES_____NOES_____

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE

(12 NOVEMBER 2024)

RESOLUTION _____		FOR	AGAINST
DEREK S. KALISH	STEVE CARROW	X	
COUNTY CLERK	STEVE WILLIAMSON	X	
	GARY MANNING	X	
DATED: NOVEMBER 19, 2024	MARK GILL	X	
	INGRID GLASBRENNER	X	
	DAVID TURK	X	
	BOB FRANK	X	
	MARC COUEY	X	

Executive and Finance Committee

Agenda Item Cover

Agenda Item Name: Demolition of Buildings and Associated Costs

Department:	Administration	Presented By:	Tricia Clements
Date of Meeting:	October 14, 2025	Action Needed:	Vote and resolution
Date submitted:	October 7, 2025	Referred by:	Tricia Clements

Recommendation and/or action language:

Approve the demolition of up to three campus buildings; Library, Classroom and possibly the Science Building.

Background:

Through the Venture study, it was found that the Library and Classroom buildings would cost more to remodel and bring up to code than it would to build new buildings. Additionally, SEH has recommended that the Science Building also be demolished as it lacks distinctive features and is not worth salvaging. They concur that all three buildings will not be useful to future investors that may have interest in the property.

Attachments and References: Venture Study

Financial Review: Cost for Demolition of two buildings would be \$220,000. A quote for the third was not obtained but one could assume it would be an additional \$110,000.

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
X	Other funding Source	UW Grant funds	
☐	No financial impact		

Department Head


Administrator, Tricia Clements

Executive and Finance Committee

Agenda Item Cover

Agenda Item Name: Approval of Timekeeping Policy and Associated Handbook Update

Department:	Administration	Presented By:	Tricia Clements
Date of Meeting:	October 14, 2025	Action Needed:	Resolution
Date submitted:	October 7, 2025	Referred by:	Tricia Clements

Recommendation and/or action language:

Approve the Timekeeping Policy and update the Time Reporting section of the Handbook of Personnel Policies and Work Rules of Richland County.

Background:

With the implementation of Time and Attendance through Tyler, we are adding a Time Keeping policy and updating the Handbook to clearly outline expectations for employees.

Attachments and References:

Draft Timekeeping policy. Handbook update recommendations.

Financial Review:

N/A

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☐	No financial impact		

Department Head

Administrator, Tricia Clements

13. Time Reporting

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the County to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is all the time spent on the job performing assigned duties. Hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work, except in exceptional circumstances, must always be approved before it is performed and paid at the appropriate legal rate.

~~All time cards are to be turned in at the end of each pay period, or if paid monthly, by the end of the month.~~
All employees are to clock in and out via the department approved time keeping system and clock in and out for all meal periods. Tampering, altering, or falsifying timecards or recording time on another employee's timecard may result in disciplinary action, up to and including discharge.

Hourly employees should report to work no more than seven (7) minutes prior to their scheduled starting time and stay no more than seven (7) minutes after their scheduled stop time without express, prior authorization from their supervisor. This does not give permission to employees to arrive 7 minutes late or leave 7 minutes early.

It is the employee's responsibility to complete and sign off their own timecard to certify the accuracy of all time recorded. The supervisor will review and then sign off the timecard before submitting it for payroll processing. In addition, if corrections or modifications are made to the timecard, both the employee and the supervisor must verify the accuracy of the changes by initialing the time card.

Richland County Timekeeping Policy

Purpose:

The purpose of this policy is to ensure accurate recording of employee work hours in compliance with federal, state, and local labor laws. Proper timekeeping helps maintain fairness, support payroll accuracy, and uphold organizational accountability.

Scope:

This policy applies to all employees, including full-time, part-time, and temporary staff.

Policy:

1. Recording Work Hours

- All employees, excluding elected officials, are required to accurately record their work hours each day, including start and end times, meal breaks, and any approved overtime.
- Time must be recorded using the department's designated timekeeping system (e.g. Tyler Technologies, Kronos, PACE or Time Logic)
- Time is to be recorded in 15 minutes increments.
- Employees are not to clock in more than 7 minutes before their start time or clock out more than 7 minutes after their end time.

2. Accuracy and Integrity

- Employees must record only their own time and are prohibited from recording time for others.
- Falsifying, altering, or misrepresenting time records is a serious violation and may result in disciplinary action, up to and including termination.
- Supervisors are responsible for reviewing and approving time records for accuracy each pay period.

3. Overtime

- Non-exempt employees may not work overtime without prior authorization from their supervisor.
- Employees will be paid for all hours worked but if overtime is not approved, there may be disciplinary action taken.
- All approved overtime will be compensated in accordance with applicable wage and hour laws.

4. Meal and Rest Breaks

- Employees must take meal and rest breaks as required by law or county policy.
- Meal periods must be recorded accurately and may not be used to shorten the workday without approval.

5. Time Corrections

- If an employee forgets to record time or makes an error, they must notify their supervisor immediately for correction.
- Supervisors must create all timekeeping adjustments.
- Employees are responsible for accurate time recording and may be subject to disciplinary action for repeated time corrections.

6. Compliance

- The county complies with all applicable wage and hour laws.
- Failure to follow this policy may result in disciplinary action, up to and including termination.

7. Responsibility:

- a. Employee
 - When possible, all time off requests are to be made in advance to the supervisor.
 - Employees are responsible for managing their time and not working over 40 hours in a week unless they have prior approval.
 - Employees are responsible for ensuring that their time reflected on their time tracking is accurate and reviewing their time on an ongoing basis.
- b. Supervisor/Department Head
 - Supervisor is responsible for educating their workers on the time keeping system and ensuring that employees are utilizing it appropriately.
 - Ensuring that the time keeping policy is administered fairly and uniformly for all employees and respond to requests for employees for time off in a timely manner.
 - Verify that the number of hours worked and leave taken by each employee totals the required number of hours per week and is accurate.

Policy Notes

Approved with Resolution No.