

Richland County Public Safety Standing Committee

Date Posted: October 1, 2025

NOTICE OF MEETING

Please be advised that the Richland County Public Safety Standing Committee will convene on Friday, October 3, 2025, at 8:30 AM in the Richland County Board Room of the Courthouse 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/public-safety-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 September 5, 2025 Meeting
6. Public Comment
7. Reports
 - A. Sheriff – Departmental Activities & Monthly Bills
 - B. Coroner – Departmental Activities
 - C. Circuit Court Judge – Departmental Activities
 - D. Courthouse Security Report
 - E. Clerk Of Court – Departmental Activities
 - F. Register In Probate – Departmental Activities
 - G. District Attorney – Departmental Activities
 - H. Emergency Management – Departmental Activities
 - I. PSAP & NG-911 Grants
 - J. Radio Tower Update
8. Discussion & Possible Action: Amendment To Sheriff's Addendum To Handbook Of Personnel Policy
9. Discussion & Possible Action: Bids For Inmate Meal Service
10. Discussion & Possible Action: Proclamation Recognizing Crash Responder Safety Week
11. Correspondence
12. Future Agenda Items
13. 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 Public Safety Standing Committee.

Derek S. Kalish
County Clerk

Richland County Public Safety Standing Committee

September 5, 2025

The Richland County Public Safety Standing Committee convened on Friday, September 5, 2025, in person and virtually at 8:30 AM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Vice-Chair Severson called the meeting to order at 8:30 AM.

Roll Call: Deputy Clerk Hege conducted roll call. Committee member(s) present: David Turk via WebEx, Chad Cosgrove, Melvin Frank via WebEx, Kerry Severson, and Julie Fleming. Committee member(s) absent: Gary Manning.

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

Approval Of Agenda: Vice-Chair Severson entertained a motion to approve the agenda with item #8 Approval Of Monthly Invoices and item #11 Discussion & Possible Action: Authorize Vehicle Revenue To Be Placed In Fund 170 being moved up to follow #7A and item #9 Discussion & Possible Action: Amendment To Sheriff's Addendum To Handbook Of Personnel Policy would struck from the agenda Motion by Cosgrove, second by Fleming to approve agenda as amended. Motion carried and agenda declared approved as amended.

Approval Of Minutes From August 1, 2025 Meeting: Vice-Chair Severson asked if there were any changes or corrections to the minutes of the August 1, 2025 meeting. Hearing none, Vice-Chair Severson declared the minutes of the August 1, 2025 meeting approved as presented.

Public Comment: Evan Ewing, a Public Health Specialist with the Health and Human Services department introduced Cynthia, a concerned citizen who briefly spoke on recent instances of underage/teen drinking in the community and expressed concerns that alcohol was being served at the Richland County Fair without a fenced off area. Sheriff Porter briefly spoke on training being done for events held at the County Fairgrounds.

Reports:

- A. Sheriff – Departmental Activities:** Sheriff Porter briefly presented the Sheriff's Monthly Report for August 2025, an updated staffing memo, and the squad mileage report and reported that upon the completion of the hiring procedure for another male jailor, the jail would be fully staffed. No discussion.

Approval Of Monthly Invoices: Sheriff Porter presented the monthly invoices to the committee. Brief discussion on the TC Auto Works invoice ensued. Motion by Fleming, second by Cosgrove to approve the invoices as presented. Motion carried and the invoices were approved as presented.

Discussion & Possible Action: Authorize Vehicle Revenue To Be Placed In Fund 170: Sheriff Porter gave a brief explanation of the proposed resolution. Vice-Chair Severson briefly spoke to historic County Board action. Motion by Fleming, seconded by Turk to approve the resolution to authorize vehicle revenue to be placed in fund 170. Motion carried and the resolution to authorize vehicle revenue to be placed in fund 170 was forwarded on to the Executive & Finance Standing Committee.

Richland County Public Safety Standing Committee

- B. Coroner - Departmental Activities:** Sheriff Porter read the report submitted by Richland County Coroner, James Rossing. No discussion
- C. Courthouse Security Report:** Stacy Kleist, Clerk of Court reported that the Courthouse Security Committee had not yet met for the month so there was not anything to report on for Courthouse Security.
- D. Circuit Court Judge - Departmental Activities:** Jennie Marroquin, Deputy Register in Probate, reported that Judge McDougal was away at a conference and preparations for the Justice on Wheels program were underway.
- E. Clerk Of Court - Departmental Activities:** Richland County Clerk of Court, Stacy Kleist gave a brief verbal report that included the news that she had received the funds from the state and it was 27% larger this year, September is Juror Appreciation Month, and that she would be presenting on a panel at the Wisconsin Counties Association meeting later in the fall. Brief discussion on availability of certified interpreters ensued.
- F. Register In Probate - Departmental Activities:** Deputy Register in Probate, Ms. Jennie Marroquin reported that the Register in Probate conference was coming up the following week, she had recently gone to a conference on juvenile cases, and that the Register in Probate Office was currently under budget.
- G. District Attorney - Departmental Activities:** District Attorney, Jennifer Harper reported on a project between her office and the Jail Administrator involving mental health issues with inmates currently in the County Jail, work her office was assisting the Coroner's Office with, and the research being done to potential start the process to have an ESA (Emotional Support Animal) in the District Attorney's Office. Extensive discussion ensued on the roll and oversight of the Treatment Court program.
- H. Emergency Management - Departmental Activities:** Vice-Chair Severson presented an email from John Heinen, Richland County Emergency Management Coordinator.
- I. PSAP & NG-911 Grants:** Supervisor Frank joined via WebEx and gave a brief update from his meetings with the Land Information Committee and that the Land Information Grant process is being restructured by the State.
- J. Radio Tower Project:** County Administrator Clements presented a Tower Project Update for August 2025 to the committee. Brief discussion ensued.

Discussion & Possible Action: Subscriber Support – Tower Project: Administrator Clements presented an email that had been sent out to all area agencies and explained that all radios would need to be reprogrammed. Administrator Clements requested approval from the committee to continue the subscriber support project as planned. Motion by Fleming, seconded by Frank to approve the Administrator to continue with the subscriber support project as planned. Extensive discussion ensued. Motion carried and the Administrator was given the permission to continue with the subscriber support project as planned.

Richland County
Public Safety Standing Committee

Correspondence: None.

Future Agenda Items:

Discussion & Possible Action: Amendment To Sheriff's Addendum To Handbook Of Personnel Policy

Discussion & Possible Action: Coroner Policies

Adjourn: Committee Vice-Chair Severson entertained a motion to adjourn. Motion by Fleming, second by Cosgrove to adjourn. Motion carried and meeting adjourned at 9:30 AM.

Respectfully submitted by,



Myranda H. Hege
Deputy County Clerk

Sq year	Plate	Vin#	January	February	March	April	May	June	July
2018	ADY7972	JGB69005	67,400	68,015	69,025	69,980	70,312	71,418	71,918
2018	AED1287	JGB69004	82,050	82,730	83,322	84,398	84,892	85,606	85,606
2018	7755	JGB93287	66,469	68,071	68,882	70,071	71,066	72,279	73,396
2018	AST2493	JGA84720	92,215	93,752	95,224	96,658	98,110	99,720	100,363
2019	AJM5933	KR808426	58,144	58,970	59,986	60,505	61,768	63,181	63,832
2019	6898	KKC42277	95,183	97,144	98,596	100,466	101,558	103,389	104,614
2019	6958	KKC42276	85,576	86,855	88,165	88,225	89,405	89,901	90,481
2020	5872	LC369759	52,989	54,816	56,773	57,913	59,035	60,406	61,507
2020	8980	LC369757	97,957	100,523	101,896	103,767	105,909	108,324	109,817
2020	9047	LC369758	91,740	93,872	95,264	97,062	98,268	99,575	99,575
2020	F2574	LC369760	110,604	110,604	111,224	114,000	115,509	118,024	120,004
2021	TM8804	MN708092	40,205	41,218	42,255	42,849	43,906	45,609	46,207
2021	5873	MGB61433	63,441	66,429	68,217	70,191	71,110	73,548	75,107
2021	9794	MGB61434	62,705	64,210	64,905	66,201	67,461	68,217	68,861
2022	E5876	NGB48221	50,534	51,377	53,020	54,239	55,428	57,081	58,515
2022	E5619	1FM5K8A B2NGB50 491	58,075	60,740	63,166	65,238	67,451	69,754	71,299
2023	E5875	PC591449	25,886	28,499	30,559	32,596	34,470	36,793	38,525
2023	E7754	PC591539	22,601	23,553	24,495	25,607	27,620	30,161	31,997
2024	AXF7591	RC139717	5,784	5,890	6,758	7,465	7,986	8,610	8,960
2024	F2890	RC139716	4,810	6,828	8,954	10,851	12,189	14,792	16,389
2025	F4081	SC521737							
2025	F4072	SC521736							

Sell Vehicles from Fleet									
2018	5871	JGC17213	156,424	156,424	156,500	156,500	156,500	158,093	159,202
2018	7754	JGC17212	176,684	176,695	176,700	176,700	176,700	176,700	176,700
2019	5874	KH600559	121,787	121,805	122,353	122,553	123,672	123,700	123,725

August	September	October
72,743	73,408	73,800
85,606	85,829	86,566
74,839	76,802	78,390
101,342	102,241	103,652
64,293	65,694	65,914
105,999	107,633	108,202
92,189	93,964	94,338
62,693	63,319	63,461
112,388	113,467	113,669
101,608	103,350	105,083
121,914	123,796	124,770
46,482	47,902	48,781
76,825	78,946	80,259
69,050	70,986	73,342
60,244	62,561	63,813
73,234	74,591	76,227
41,560	43,917	45,639
33,951	36,160	37,882
9,447	10,037	10,374
19,453	22,358	24,115
	224	1,541
	111	1,983

159,254	159,254	159,710
176,725	176,725	
124,541	125,946	

Memo

Date: Friday, October 1st, 2025

To: Public Safety Committee

From: Chief Deputy Aaron Wallace

RE: Personnel Announcements for Public Safety Committee

APPROVED BY SHERIFF AND PUBLIC SAFETY COMMITTEE

Current Sheriff's Office Staff:

Administration- 4 (Sheriff, Chief Deputy, Road Lieutenant, Jail Lieutenant)

Office administration- 2 (Office Manager, Administration assistant/typist)

Road Patrol- 15 (2 Sergeants, 1 Investigator, 12 deputies)

Jail/Dispatch- 14 (2 Sergeants, 12 jailer/dispatchers)

New road deputy Hires:

Dylan Lemke – Start date 05/25/2025 (full time) training.

New Jail/Dispatch Hires:

Connor Schildgen- Start date 03/30/25 (full time) Completed training.

Annabelle Chally – Start date 05/19/2025 (full) Completed training.

Ethan Jones – Start date 05/27/2025 (casual) Completed training for casual position.

Fletcher Harper- Start date 06/16/2025 (casual) Completed training for casual position.

Jordan Jacobus- Start date 07/06/2025 (full time) Completed training.

Matthew Fredrick- Start date 08/04/2025 (full time) Completed training.

Andrew Nitka- Start date 09/17/2025 (full time) Started training.

Tonya Galston- Start date 09/29/2025 (casual) Started training.

Probationary Period (per Handbook/Union contract):

Max Hougan, Connor Schildgen, Annabelle Chally, Dylan Lemke, Jordan Jacobus, Matthew Fredrick and Andrew Nitka.

Resignations/Retirements (per Richland Co Handbook):

Casey Marshall turner in his resignation letter as an employee as of 07/10/2025 and terminated his employment with Richland County.

Vacant Sheriff's Office Positions:

No vacant positions currently.

AUTOPSY CASES

Submitted by Richland County Coroner, Jim Rossing, September 2025

I thought I would share with you some information regarding the autopsy process we follow in our office. Per Wisconsin State Statute, a Coroner, Medical Examiner, or District Attorney can order an autopsy if there is a reasonable suspicion of foul play, an unexplained death and in cases where an inmate dies in custody. Autopsies are always performed in cases where the circumstances surrounding a death are unexplained, unusual, or suspicious. An autopsy would also be requested in any case where a judicial inquest may be necessary. Unexpected deaths in children under the age of 2 are also “automatic autopsies.” In addition, in accident cases, where blunt force trauma is listed as the cause of death, our office needs to be able to identify specific injuries to confirm that the trauma caused the death. These injuries include fractures, internal bleeding, organ damage and brain injuries which are often not visible without the use of imaging and/or autopsy. Imaging is obviously something that our office does not have access to without sending someone to autopsy. At the present time, the Dane County Medical Examiner’s Office does an external exam prior to autopsy that includes radiography/imaging. Unfortunately, they do not offer this as a “stand-alone service.” Our office has inquired about that possibility and will continue talks with their Director on this subject. I assume that the ability to have access to imaging alone, especially in accident cases, would help to cut costs on our end, while still providing the answers we need. There are accident cases where specific injuries to confirm that the trauma caused the death are very evident and no autopsy is ordered. In cases where the injuries are internal, specific injuries are impossible to identify, and therefore an autopsy is ordered.

If an autopsy isn’t performed and the cause of death is questioned, the accuracy of the death certificate is disputed. Legal options are available to challenge the cause of death and when no autopsy is done, it is impossible to prove definitively. Insurance claims can also dispute, for example, accident or suicide, and the family can contest the Manner and/or the Cause of Death filed by our office.

Since I started in 2015, the Richland County Coroner’s Office has handled 1,316 cases. We average 12 autopsies a year but have had as few as 3 and as many as 20. As you are aware, there is no way to predict the types of death cases we will have in any given year.

I am very proud (and thankful) that with those 1,316 cases, our office has not been involved in any litigation or dealt with any suggestions of not “getting it right” when it came to determining the manner and cause of death. There are two of us in the office who are Certifiers. We are responsible for completing and signing the death certificates and it is something we take very seriously.

I hope this information helps everyone to understand how we arrive at the decision to autopsy. Please reach out if you would like to have further discussion on the topic.

Coroner Fees Comparison (Grant, Iowa, Richland, and Vernon Counties)

Coroner Pay (Head Coroner)

Salary – Vernon County \$22,000 Iowa County \$7,000 Richland County \$6,000 Grant County \$0

On-Call Pay (Deputy Coroners)

Vernon County - \$1.25 per hr. Iowa County \$200 per week stipend Grant County \$0

Richland County \$1.50 hr weekday \$3.00 hr weekend

Pay per Call

Vernon County – Head Coroner \$0, it is considered part of her salary – Deputy Coroners \$125 Iowa County \$140

Grant County \$90 Richland County \$120 (includes signing of cremation permit) and \$95 if it's a traditional burial

Fee Paid to Coroner for Signing Cremation Permit

Vernon County \$29 (deputies only) Iowa County \$100 Grant \$65 Richland \$120 (total combined for the call and signing of cremation permit)

Per Call Plus Signing of Cremation Permit totals

Vernon County \$154 (deputies) Iowa County \$240 Grant County \$155 Richland County \$120

Fee Paid to Coroner for Signing Death Certificate

Vernon County \$29 Iowa County \$0 Grant County \$90 Richland County \$0

Mileage

Vernon County – State rate Iowa County – State rate Grant County- provided a vehicle and gas card

Richland County – State rate

Office Hours

Vernon County – office secretary employed 10 hours a month @ \$15 an hour Iowa County -secretary with unlimited hours, paid \$13 an hour (does payroll, pays bills, deposits checks, fulfills records requests, completes info for death certificates...)

Grant County – Coroners are paid \$20 for office hours beyond 2 hours spent on a case

Richland County - \$0 allotted This is an issue that requires some discussion as more complicated cases can require many hours over the course of weeks.

Fees Collected and Paid to the County (Fees Paid by the Funeral Home)

***Increases in these fees are strictly regulated by State Statutes- Any fee increase cannot exceed the annual percentage change in the US Consumer Price Index. The Board may want to consult Corporate Counsel regarding the limitations with enacting a new fee, specifically a fee related to signing of Death Certificates. Other fees should start to be increased yearly at the rate allowed.**

Cremation Permit Signing

Vernon County \$89 Iowa County \$100 Grant County \$140 Richland County \$100

Signing Death Certificate

Vernon County \$29 Iowa County \$0 Grant County \$75 Richland County \$0 This is something the County may want to look into as a source of revenue – Certifiers could then receive a portion for signing. Right now, there is no compensation for signing a Death Certificate. When it is another Deputy Coroner's case, the Certifier's are receiving nothing for their work on the case.

Disinterment Fee

Vernon County \$50 Iowa County \$25 (Coroner signing is also paid \$25) Grant County \$65 (Coroner signing is also paid \$65) Richland County \$200 (A fee to be paid to the Coroner signing needs to be established)

As you can see, the pay and charges vary greatly from County-to County. I hope you find this information useful and that is helps with decisions moving forward. Please reach out if you have any questions.

Coroner's Report

August 28-September 25, 2025 (time of last report to the time now reporting)

- Our office had twelve calls during the time period listed
- Ages of decedents ranged from 61-104 years
- Three of the twelve cases involved individuals on Hospice Care
- All twelve cases were cremations
- Cause of death included: 2 blunt force trauma injuries from UTV accident, 1 cancer-related, 3 heart-related, 2 lung/respiratory related, 1 sepsis, 1 age-related malnutrition, 1 Alzheimer's, and 1 pending cause.
- Our office handled a double-fatality case during this time period, which was the first since I took office in 2015.
- Two of the Hospice cases involved falls that contributed to the death. When this occurs, our office must investigate and include the details of the fall (date, time, place, and details regarding) on the death certificate. The decedent's doctor is allowed to sign the death certificate in hospice cases, except in the case where a fall is contributory to the death.
- There were 3 autopsy cases during this period (2 involved in accident and 1 person who died unexpectedly with no medical history)
- At this time last year, we were at 93 cases. We are at 111 cases for 2025
- I responded to an unusual circumstance on the 11th this month, when I received a call regarding the discovery of a human skull at the Richland Center Cemetery. The skull was unearthed when digging a grave in the old part of the cemetery. A number of agencies came together to arrive at the proper resolution to the situation. These agencies included, the Public Works Department, Richland Center Police Department, Richland County District Attorney, the State Crime Lab, Clary Funeral Home, Dane County Medical Examiner's Office, State Historical Society, State Burial Site Coordinator, and the Coroner's Office

Along with this month's report, I am including a document with general information related to autopsy cases.

As always, please reach out if you have any questions or concerns regarding the Coroner's Office.
Respectfully, Jim Rossing – Richland County Coroner

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
Vilola			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

Public Safety Committee
Agenda Item Cover

Agenda Item Name:

Department:	Sheriff's Office	Presented By:	Sheriff Clay Porter
Date of Meeting:	10/03/2025	Action Needed:	Resolution
Date submitted:	09/26/2025	Referred by:	

Recommendation and/or action language:

Approval is requested of a Resolution to enter into a contract with Elinor/Summit Correctional Services to provide inmate meals for the Richland County Jail.

Background:

Our current contract with Summit Correctional Services for Jail meals expires on January 3, 2026. Bids were solicited and a number of potential providers were contacted directly and we also advertised online with vendor net with over a dozen potential vendors directly notified. We received two bids as of the deadline. Out the mud hauling, LLC and Elinor/Summit Correctional Services were the bidders. Bids were opened by myself Sheriff Clay Porter and Lieutenant Devon Rupnow. It is my recommendation due to significant differences in cost that we contract with Summit Correctional Services for our inmate meal costs.

Attachments and References:

Proposals from Out the Mud Hauling, LLC and Elinor/Summit Correctional Services.

Financial Review:

(please check one)

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

Sheriff Clay Porter

Department Head


Administrator, Tricia Clements

RESOLUTION NO. 25 - XX

Resolution Approving The Sheriff's Office To Enter Into A Contract with ELIOR/Summit Correctional Services To Provide Meal Services To The Richland County Jail.

WHEREAS The Richland County Procurement Ordinance adopted November 19, 2024 provides that any contract entered into by the Richland County Sheriff's Office involving an expenditure more than \$100,000 must be approved by the County Board, and

WHEREAS the Community and Health Services Standing Committee is now presenting the following provider contract for 2025 to the County Board for approval:

With Resting ELIOR/ Summit Correctional Services for the cost of \$1.39 per inmate meal plus a \$134.75 Management Fee per meal period. The total cost of which will certainly exceed \$100,000 annually.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Richland County Sheriff's Office to enter the listed provider contract for 2026; and

BE IT FURTHER RESOLVED that Sheriff Clay Porter, is hereby authorized to sign the above contract on behalf of Richland County in accordance with this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION_____

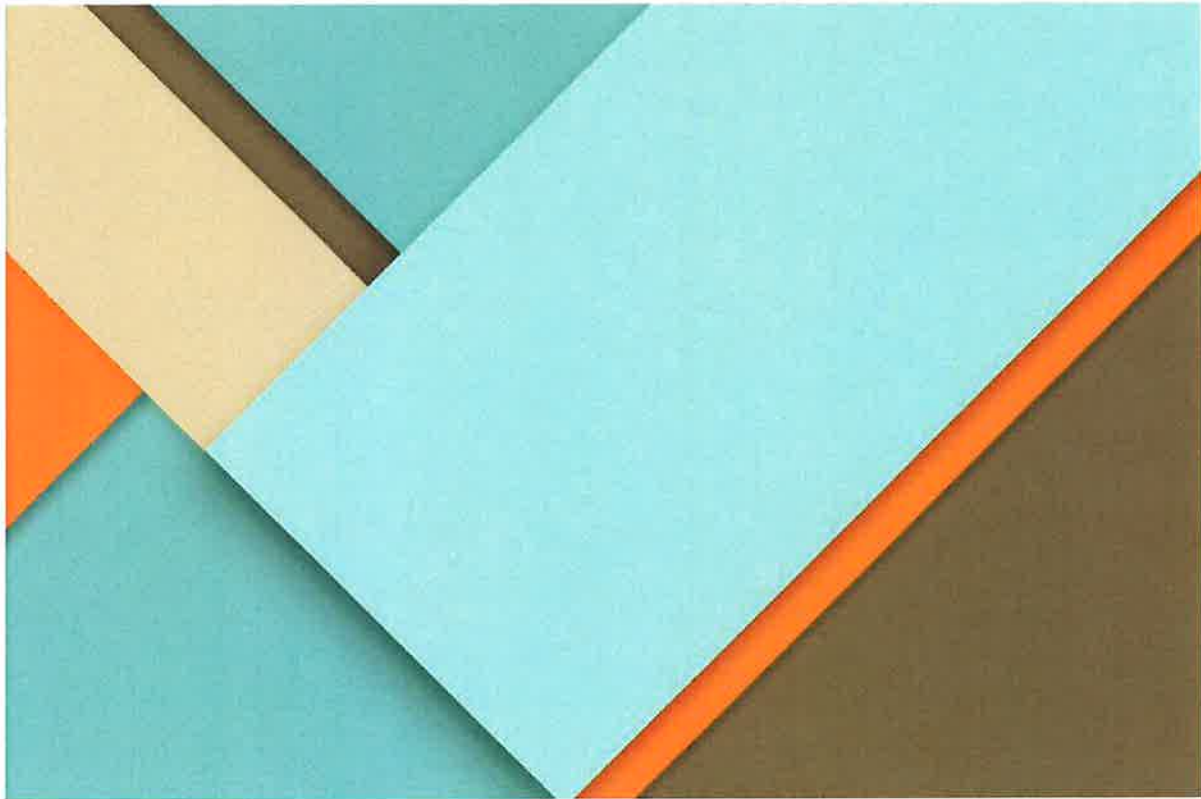
DEREK S. KALISH
COUNTY CLERK

DATED: _____

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

FOR AGAINST

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



Out the Mud Hauling, LLC

08/23/2025

Jory Hawthorne

1433 N. Water St, Suite 400

Milwaukee, WI 53202

tj@outthemudhauling.com

414-213-5736

Out the Mud Hauling, LLC
1433 N. Water St, Suite 400
Milwaukee, Wisconsin 53202

Cage code: 9RYB2

UEI: TBYXVJY49KV7

POC: Jory Hawthorne
Operations Manager
tj@outthemudhauling.com
(414)213-5736

Our company's FAR and DFARS representations and certifications are current and active in SAM.gov under UEI TBYXVJY49KV7 and CAGE Code 9RYB2. The contracting officer may verify them directly in SAM.gov. For convenience, we have also included a copy of our current representations and certifications.

We certify that our proposal remains valid for 30 days from the submission date. Please do not hesitate to contact us with any questions or clarifications. We look forward to the opportunity and appreciate your consideration.

Food Service Proposal

Richland County Jail

Solicitation Number: RCSO-25-1

Submitted by: Out the Mud Hauling, LLC

1433 N. Water St, Suite 400

Milwaukee, WI 53202

(414) 213-5736

Email: tj@outthemudhauling.com

In Partnership with: Family Restaurant

211 N. Main St.

Richland Center, WI 53581

(608) 383-1415

Date of Submission: August 2025

Executive Summary

Out the Mud Hauling, LLC (OTMH), in partnership with Family Restaurant, is pleased to submit this proposal to provide high-quality food service to the Richland County Jail in response to Solicitation RCSO-25-1. This partnership combines OTMH's proven log and contract management expertise with Family Restaurant's capacity for preparing and delivering fresh, nutritious meals daily. Together, we will ensure compliance with Wisconsin DOC 350.11 standards, maintain strict food safety protocols, and deliver reliable, cost-effective service.

Scope of Services

- Daily provision of three meals per inmate (20–30 inmates, average mid-20s).
- Two hot meals and one cold meal per day.
- Accommodation for medical and religious dietary requirements, including kosher and no-pork alternatives.
- Family Restaurant will prepare and deliver meals directly to 181 W Seminary St., Richland Center, WI.
- OTMH will oversee compliance, reporting, and quality control.

Nutritional & Food Safety Compliance

- Compliance with Wisconsin DOC 350.11 requirements.
- Meals reviewed annually by a licensed nutritionist/dietician.
- Secure packaging and safe transportation to maintain quality.
- Delivery staff trained in sanitation and food handling protocols.

Example Pre-Packaged Meal Options

Breakfast

- Scrambled eggs, turkey sausage (no pork), wheat toast, apple slices, milk.
- Cold cereal, granola bar, banana, 2% milk.

Lunch (Hot)

- Baked chicken leg quarter, roasted potatoes, steamed carrots, dinner roll.
- Spaghetti with meat sauce (beef or turkey, no pork), side salad, garlic bread.

Dinner (Hot)

- Beef stew with mixed vegetables, mashed potatoes, dinner roll.
- Grilled chicken breast, rice pilaf, green beans, cornbread.

Kosher/Religious Alternatives

- Substitute turkey or beef sausage for pork.
- Fish or vegetarian entrees provided upon request.
- Kosher-certified meals available for religious observances.

Pricing Proposal

Meal Per-Meal Cost Beverage Option

Breakfast \$9.00 Milk \$1.80

Lunch \$12.40 Juice \$2.40

Dinner \$16.20 Juice \$2.40

Estimated daily total cost (30 inmates, meals with beverages) ranges from \$1,290 to \$1,344.

Pricing reflects the small inmate population, fresh daily preparation, and compliance with dietary accommodations.

Compliance Matrix

Requirement | Proposal Response

DOC 350.11 compliance | Meals reviewed annually by licensed nutritionist/dietician.

Religious/medical diets | Kosher, vegetarian, and no-pork alternatives included.

Food safety & handling | Sanitation-trained staff and secure packaging.

Delivery | Prepared and delivered daily by Family Restaurant.

Oversight | Managed and reported by OTMH.

Past Performance

Family Restaurant (Subcontractor & Delivery)

- Delivered up to 300 catered meals for Rockwell Automation events in Richland Center, WI.

Out the Mud Hauling, LLC (Prime Contractor)

- Extensive experience in managing state and federal contracts.
- Proven track record in compliance oversight and logistics support.

Contract Management Approach

- OTMH will be the primary point of contact with Richland County.
- Family Restaurant responsible for meal preparation and delivery.
- OTMH will manage reporting, quality control, and compliance.
- Monthly invoices with inmate counts.
- Contingency plans for backup meal preparation and delivery staff.
- Staff background checks as required by correctional facility standards.

Conclusion

Out the Mud Hauling, LLC, in partnership with Family Restaurant, is committed to providing Richland County Jail with nutritious, reliable, and compliant inmate meal services in response to Solicitation RCSO-25-1. Our proposal balances quality, compliance, and reliability with accountability and oversight.

Final Proposal Package Structure

Cover Page

- Title: Food Service Proposal – Richland County Jail
- Solicitation Reference: RCSO-25-1

- Submitted by: Out the Mud Hauling, LLC (with address, logo, contact info)
- In partnership with: Family Restaurant
- Date of Submission

Executive Summary (1 page)

- High-level overview of services, prime-sub relationship, and commitment to compliance.
- Why OTMH + Family Restaurant is the best value choice.

Scope of Services (refined)

- Daily meal provision (3/day, 20–30 inmates).
- Hot/cold meal balance.
- Special diets and religious accommodations.

Nutritional & Food Safety Compliance

- Alignment with DOC 350.11 standards.
- Nutritionist review.
- Packaging, delivery, and sanitation protocols.

Menu Examples

- Hot/cold breakfast, lunch, and dinner examples.
- Kosher/no-pork alternatives.

Pricing Proposal

- Per-meal rates (with beverages included as a bundle option).
- Justification statement for higher pricing:

"Due to the relatively small inmate population, meals are prepared fresh and delivered

daily by a local restaurant partner. Costs reflect fresh ingredients, dietary accommodations, and delivery labor. This ensures nutritional quality, safety, and consistency beyond standard mass-prepared institutional meals."

Two presentation formats:

- a) Per-meal breakdown
- b) Daily inclusive rate (simplifies budgeting for the County)

Compliance Matrix

- Side-by-side table showing Richland County requirements (DOC 350.11, delivery, diet accommodations, reporting) vs. your proposal's response.

Past Performance

- Expanded with OTMH's federal/state contract experience + Family Restaurant catering/delivery experience.

Contract Management & Oversight

- Performance reporting (monthly invoices + meal counts).
- Emergency/contingency plan (backup meals, alternate delivery staff).
- Staff vetting (background checks as needed for jail environment).

Conclusion

- Reinforce reliability, accountability, and compliance.

PRICING

PRICING

- Meals will be prepared in Grant County and delivered daily to Richland County Jail.
- Religious meals are Common Fare and priced at regular rates.
- Pre-packaged meals - e.g. Kosher - are available at \$8.00 per meal.
- Pricing includes van lease and delivery charge.

RFP Current Menu:

- \$1.46 per meal
- \$151.00 Management Fee per meal period

Alternative Menu Option:

- \$1.39 per meal
- \$134.75 Management Fee per meal period

Summit has been the contracted provider for Richland County for at least the past six years. The attached current menu pricing structure reflects the pricing we are using today and **includes a 5% increase to the current menu rates**. According to the contract, this will take effect on January 1, and **a CPI adjustment will not be applied for 18 months thereafter**. To address anticipated cost pressures, we have incorporated a **4% wage increase for all Summit staff** who prepare meals for the Richland facility, **effective January 2026**.

We have also included a **second pricing structure featuring an Alternative Menu**; this is available on weekends and holidays only, and consists of a CHC menu. This alternative menu **reduces the county's annual cost by approximately \$20,000**. Our pricing structure consists of a base meal rate for each meal period plus a per-meal price.

CONTRACT CLARIFICATIONS

The Richland County Sheriff's Office (sometimes referred to as the "Client") Solicitation to Bid contains provisions that Summit Food Service, LLC (sometimes referred to as "Company") would like to clarify. This serves as Company's respectful request (but does not demand) that Client consider the following terms for inclusion in the contract.

Term.

This Agreement shall commence on _____, 20__ (the "Commencement Date") or sooner if mutually agreed upon in writing by both Parties. The Agreement will remain in effect through _____, 20__ or until terminated by the Parties as set forth hereunder.

Renewal.

The Agreement shall automatically renew for additional one-year periods, unless either party provides written notice of termination to the other party at least sixty (60) days prior to the expiration date or unless this Agreement is otherwise terminated as set forth herein.

Termination

Company asks that any subsequent contract allows for mutual termination for any reason upon thirty (30) days' written notice and we believe this ensures that both parties can foster a mutually beneficial partnership. Company asks that any right to terminate the contract for default is accompanied by allowing a reasonable time to cure any failures to perform or comply with the terms of the contract in lieu of immediate termination of the contract. We believe this ensures that both parties can foster a mutually beneficial partnership.

Future Pricing

Pricing adjustments shall be made on an annual basis at a rate no less than the greater of **five percent (5%)**, the most recently released U.S. Department of Labor Consumer Price Index, All Urban Consumers, National Average Unadjusted, Food Away from Home, or the changes in the Market Basket of Products. Up to ninety (90) days prior to the anniversary of the Commencement Date, Company shall provide Client notification of the adjustment to the Fee(s). On the anniversary of the Commencement Date, Company's proposed adjustments shall go into effect, unless the Parties have entered into a written agreement with an alternative cost adjustment.

Indemnification

To the extent permissible under local, state and federal law, Company asks that all obligations to hold harmless and that all indemnification rights be mutually and equivalently applied to both parties in only those circumstances where a party (or its employee, agent or subcontractor) engages in negligent acts or omissions, willful misconduct, or otherwise fails to perform obligations under the Agreement.

Change in Conditions

The financial terms set forth in this Agreement, and all other obligations assumed by Company hereunder, are based on conditions in existence on the date Company commences operations including, without limitation, population; labor costs; inmate labor; tariffs; applicable Governmental Rules; food and supply costs; provision of equipment and utilities; state of the Premises; and federal, state and local sales, use and excise taxes (the "Conditions"). Further, Client acknowledges that in connection with the negotiation and execution of this Agreement, Company has relied upon Client's representations regarding existing and future conditions (the "Representations"). In the event of change in the Conditions, inaccuracy of the Representations, or if Client requests any significant change in the Food Services as provided under this Agreement, the financial terms and other obligations assumed by Company shall be renegotiated to reflect a proportionate increase in Company's charges to the Client. Company will provide a thirty (30) day notice of such increased charges. In the case that Client provides inmate labor to assist with duties under the Agreement, Client acknowledges that Client is solely responsible for any pay, compensation, benefits or other remuneration (if any) payable to the inmate. If Company sustains increases in its operational costs (e.g. product or labor costs), Company, with written notification to Client, may increase its prices for items to recover such increased costs.

Invoices/Payment Terms

Client shall pay the full invoice amount within thirty (30) days from the issuance of the invoice. Payment Method shall be electronic via AFT/ACH transfer, or another acceptable electronic method agreed upon between the parties. In the event payment is not made within thirty (30) days of the due date, the invoice will be subject to a finance charge of eighteen percent (18%) per annum or, if less, the maximum amount permitted under applicable law. The right of Company to charge the finance charge shall not be construed as a waiver of Company's normal entitlement to receive timely payment as set forth herein.

Limitation of Liability

Company's entire liability and Client's exclusive remedy for damages arising out of or related to this Agreement or the Food Services shall not exceed the total amount paid by Client to Company for the current term of this Agreement (not to exceed three (3) years). COMPANY SHALL NOT BE LIABLE FOR LOSS OF BUSINESS, BUSINESS INTERRUPTION, CONSEQUENTIAL, INCIDENTAL, SPECIAL OR PUNITIVE DAMAGES, OR FOR LOSS OF REVENUE OR PROFIT IN CONNECTION WITH THE PERFORMANCE OR FAILURE TO PERFORM THIS AGREEMENT, REGARDLESS OF WHETHER SUCH LIABILITY ARISES FROM BREACH OF CONTRACT, TORT, OR ANY OTHER THEORY OF LIABILITY.

Subrogation

Client and Company waive any and all right of recovery from each other for property damage or loss of use thereof, however occurring, which loss is insured under a valid and collectible insurance policy to the extent of any recovery collectible under such insurance. This waiver shall include, but not be limited to, losses covered by policies of fire, extended coverage, boiler explosion and sprinkler leakage. This waiver shall not apply to claims for personal death or injury. Company shall not be liable to the Client, in any way for damage to the Facilities or Premises caused by reason of fire, or other hazard, however caused, or by the reason of an act of God. In any event, Company shall not be held liable for any cause to an extent which would exceed effective coverage and dollar limits prevailing under the policies of insurance described in this Agreement.

Non-Hire

Client acknowledges that Company has invested considerable amounts of time and money in training its Supervisory Employees. Therefore, the Client agrees that during the Supervisory Employee's employment with Company and for a period of twelve (12) months thereafter no Supervisory Employees of Company will be hired by Client, nor any facility affiliated with Client, nor will Client permit employment of Company Supervisory Employees on Client's Premises or the Premises of any facility affiliated with Client. Client agrees that if it violates this provision, Client shall pay to Company and Company shall accept as liquidated damages and not as a penalty, an amount equal to one time the annual salary) of the Supervisory Employee(s) hired by or allowed to work with Client in violation of the terms of this Agreement. Company shall be entitled to pursue all other remedies available under federal, state, or local law. This provision shall survive the termination of this Agreement.

*We look forward to the
opportunity to partner with you!*



OUR PROMISE TO YOU

We know we will be your most trusted partner, and that means delivering on our promises, providing unmatched service, and continually exceeding your expectations. Every member of our team is committed to supporting your program, so if we ever miss the mark, we'll make it right.

Our President, Roshon Cody, is directly accessible to you any time, any day to ensure that YOU are getting the best service possible.

If you need anything, at any time, don't hesitate to call.

WE'LL TAKE CARE OF YOU.

Roshon Cody

President

225.614.6842

THANK YOU!

On behalf of the entire Summit team, thank you for the opportunity to present our proposal for **Food Service at the Richland County Sheriff's Office**. We greatly appreciate the thoughtful consideration your leadership is giving to selecting a trusted partner for such a vital part of daily operations.

Our proposal includes a **scaled per-meal cost structure** with a base fee per meal, guaranteed for one year, with a Consumer Price Index (CPI) adjustment applied annually on the contract anniversary date for an initial term of the contract. This yearly review also provides both parties with the opportunity to assess the menu and implement any adjustments that enhance satisfaction and quality.

Additionally, we are presenting **the same Summit menu** that Richland has been using. This flexible pricing model ensures fairness by aligning costs with actual meal volumes, protecting the County's budget while supporting Summit's ability to deliver consistent, high-quality service.

Our experienced team is dedicated to ensuring that Summit meets and exceeds Richland County's expectations, with a **focus on your unique needs and standards**. We are committed to continuing our robust partnership that provides dependable food service, operational assurance, and lasting value.

If Summit is re-awarded your food service contract, we would welcome the opportunity to meet with County leadership to review the proposal in detail. We are eager to answer questions, listen to your priorities, and ensure that every element of our program aligns with your goals.

We look forward to the opportunity to continue serving the Richland County Jail and contributing to your continued success.

**Public Safety Committee
Agenda Item Cover**

Agenda Item Name: Highway Safety Proclamation

Department:	Sheriff's Office	Presented By:	Sheriff Clay Porter
Date of Meeting:	October 3, 2025	Action Needed:	Vote
Date submitted:	October 1, 2025	Referred by:	

Recommendation and/or action language:

Approve the Highway Safety Proclamation and forward to the full county board for their approval.

Background:

November 17 - 21, 2025 is Crash Responder Safety Week. The primary goal is to raise awareness about the dangers faced by law enforcement officers, firefighters, emergency medical services, tow truck operators and other crash responders. This proclamation outlines the risks that are taken daily and asks all citizens to support this initiative to help keep those who respond to emergencies safe.

Attachments and References:

Highway Safety Proclamation

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

The County Of Richland

PROCLAMATION

Recognizing Crash Responder Safety Week

WHEREAS, every year, hundreds of emergency responders across the United States are injured or killed while responding to traffic incidents on our roadways, and;

WHEREAS, law enforcement officers, firefighters, emergency medical services (EMS), tow truck operators, and other crash responders in Richland County place themselves in harm's way every day to protect the lives and safety of motorists, and;

WHEREAS, these dedicated professionals are the first on the scene of traffic incidents, working quickly and efficiently to provide emergency care, clear roadways, and prevent secondary crashes, and;

WHEREAS, Crash Responder Safety Week, recognized nationally, serves to raise awareness about the dangers faced by these men and women and the importance of slowing down and moving over when approaching an incident scene, as required by law, and;

WHEREAS, Richland County is committed to supporting the safety of all emergency responders and ensuring that the public is educated about their role in protecting those who protect us, and;

WHEREAS, we recognize the outstanding contributions and unwavering commitment of our Richland County Sheriff's Office, local police departments, fire departments, EMS teams, and other traffic incident responders;

NOW, THEREFORE, I, Tricia Clements, County Administrator, do hereby proclaim the week of November 17–21, 2025 as:

“CRASH RESPONDER SAFETY WEEK”

and ask all citizens to support this initiative to help keep those who respond to emergencies safe.

IN WITNESS WHEREOF, I have hereunto
set my hand and caused the seal of Richland County
to be affixed this [day] of [month], 2025.

Tricia Clements

Richland County Administrator