

**SEPTEMBER SESSION**

September 17, 2019

Chairman Kirkpatrick called the meeting to order. Roll call found all members present except Luck, Peters, Turk, Williamson and Nelson.

Reverend Leland Schmidt, Lead Pastor for Grace Community Church, Richland Center gave the Invocation. County Clerk Vlasak led the Pledge of Allegiance.

County Clerk Vlasak read the agenda for the September session. Motion by Cosgrove, second by McKee that the agenda be approved and that the Wednesday mail-out rule be set aside so that action can be take on the resolution that was not mailed out. Motion carried.

Chairman Kirkpatrick asked if any member desired that the minutes of the August session be read or if any member desired to amend the minutes of the previous session. Hearing no motion to read or amend the minutes of the August session, the Chairman declared the minutes as approved.

Resolution No. 19-95 Authorizing The County Wellness Committee To Conduct Further Activities And Making An Appropriation was read by County Clerk Vlasak. Motion by Sebranek, second by Couey that Resolution No. 19-95 be adopted. Corporation Counsel read a substitute resolution for the resolution which was mailed out. Motion by Seep, second by Gentes to amend the original resolution with the language in the substitute resolution. Motion carried and resolution, as amended, declared adopted.

**RESOLUTION NO. 19 – 95 (Amended)**

A Resolution Authorizing The County Wellness Committee To Conduct Further Activities And Making An Appropriation.

WHEREAS, at its July 16, 2018 session, the County Board adopted Resolution No. 18-86 creating a County Wellness Committee to aid and encourage County employees to engage in healthy lifestyles, and

WHEREAS the Committee is proposing that \$1,000 be appropriated from the General Fund so that it can conduct further activities to promote health lifestyles by County employees and also have the Committee join the Wisconsin Wellness Association, and

WHEREAS the Finance and Personnel Committee has carefully considered this proposal and is now presenting this Resolution to the County Board.

NOW THEREFORE BE IT RESOLVED by the Richland Country Board of Supervisors that \$1,000 is hereby appropriated from the General Fund to the County Wellness Program’s account in the 2019 County budget so that the County Wellness Committee can:

1. Provide health snacks at up to 3 luncheons, called Lunch and Learn, with classes on healthy lifestyles at these lunches to be conducted by the County’s health insurance company to County employees;

2. To conduct challenge events whereby County employees would compete in various health related events, with prizes for the winners;
3. To join the Wisconsin Wellness Association, and

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

**RESOLUTION OFFERED BY THE FINANCE AND  
PERSONNEL COMMITTEE**

|                         | FOR | AGAINST |
|-------------------------|-----|---------|
| Jeanetta Kirkpatrick    | X   |         |
| Linda Gentes            | X   |         |
| Marc Couey              | X   |         |
| Shawn Murphy-Lopez      |     | X       |
| Buford E. Marshall, Jr. | X   |         |
| Larry Sebranek          | X   |         |
| Marty Brewer            | X   |         |

Resolution No. 19-96 Approving A Contract For The Emergency Management Department was read by County Clerk Vlasak. Motion by Severson, second by Brewer that Resolution No. 19-96 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 19 - 96**

A Resolution Approving A Contract For The Emergency Management Department.

WHEREAS Federal and State law require the Emergency Management Department to review, maintain, exercise and implement emergency responses and strategic plans on a annual basis, and

WHEREAS the Emergency Management Committee and the Director of the Emergency Management Department, Darin Gudgeon, have proposed having these requirements satisfied by entering into a contract with John T. Heinen of Richland Center, who specializes in hazardous materials planning, training and response as well as regulatory reporting and compliance, and

WHEREAS Rule 19 of the Rules of the Board requires County Board approval for any contract in excess of \$5,000.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that authority is hereby granted for a 1-year contract with John T. Heinen of Richland Center, trading as JT Heinen Global Consulting, for the purpose of ensuring the Department’s compliance with Federal and State law regarding emergency responses and strategic plans, at a cost of \$18,062.00 for the period from October 1, 2019 to September 30, 2020, and

BE IT FURTHER RESOLVED that funds to pay for this contract are in the Emergency Management's account in the 2019 County budget, and

BE IT FURTHER RESOLVED that the Emergency Management Director, Darin Gudgeon, is hereby authorized to sign on behalf of the County such contract in accordance with this Resolution which is approved by the Emergency Management Committee, and

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

RESOLUTION OFFERED BY THE EMERGENCY MANAGEMENT COMMITTEE

FOR AGAINST

|                      |   |
|----------------------|---|
| Jeanetta Kirkpatrick | X |
| Marty Brewer         | X |
| Kerry Severson       | X |

Resolution No. 19-97 Authorizing The Sale By The Joint Ambulance Committee Of A 1997 Ambulance was read by County Clerk Vlasak. Motion by Huffman, second by Couey that Resolution No. 19-97 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 19 - 97**

A Resolution Authorizing The Sale By The Joint Ambulance Committee Of A 1997 Ambulance.

WHEREAS the Joint Ambulance Committee has concluded that its 1997 ambulance has outlived its usefulness and should be sold, and

WHEREAS Rule 19 of the Rules of the Board requires County Board approval for the sale of any surplus County property having a market value of more than \$500, and

WHEREAS the Joint Ambulance Committee is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Joint Ambulance Committee to sell its 1997 ambulance in the manner and for the price deemed by the Committee to be in the County's best interest, and

BE IT FURTHER RESOLVED that the net proceeds from the sale shall be deposited in the New Ambulance account in the 2019 County budget, and

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

RESOLUTION OFFERED BY THE COUNTY BOARD  
SUPERVISOR MEMBERS OF THE JOINT  
AMBULANCE COMMITTEE

FOR AGAINST

|                |   |
|----------------|---|
| Kerry Severson | X |
| Marc Couey     | X |

Resolution No. 19-98 Authorizing The County Parks Commission To Apply For A Grant To Create A Gravel Parking Lot At County's Kayak Landing Facility was read by County Clerk Vlasak. Motion by Wegner, second by Severson that Resolution No. 19-98 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 19 - 98**

A Resolution Authorizing The County Parks Commission To Apply For A Grant To Create A Gravel Parking Lot At County's Kayak Landing Facility.

WHEREAS at its May 21, 2019 meeting, the County Board adopted Resolution 19-43 authorizing the County Parks Commission to maintain a kayak landing facility at the intersection State Trunk Highway # 80 and County Trunk Highway SR, and

WHEREAS the Parks Commission seeks authority to apply for and accept a grant from the Wisconsin Department of Natural Resources to create a gravel parking lot at the kayak landing facility, and

WHEREAS Rule 19 of the Rules of the Board requires County Board approval for any Department of County government to apply for and accept a grant.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that authority is hereby granted for the Parks Commission to apply for a County Conservation Aid grant from the Wisconsin Department of Natural Resources for the purpose of creating a gravel parking lot at the County's kayak landing facility, and

BE IT FURTHER RESOLVED that the proposed grant is in the amount of \$1,558.00, with a 50% County match and Southwest Partners has agreed to provide the required match, and

BE IT FURTHER RESOLVED that authority is hereby granted for the grant funds to be spent in accordance with the terms of the grant and the County Conservationist, Ms. Cathy Cooper is hereby authorized to sign on behalf of the County any documents necessary to carry out this Resolution, and

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

RESOLUTION OFFERED BY THE COUNTY BOARD  
SUPERVISOR MEMBERS OF THE COUNTY PARKS

COMMISSION

FOR AGAINST

|                |   |
|----------------|---|
| Bradley Wegner | X |
| Gary Manning   | X |
| Kerry Severson | X |

Resolution No. 19-99 Authorizing The Health And Human Services Department To Apply For A State Opioid Response Grant was read by County Clerk Vlasak. Motion by Cosgrove, second by Gentes that Resolution No. 19-99 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 19 - 99**

A Resolution Authorizing The Health And Human Services Department To Apply For A State Opioid Response Grant.

WHEREAS the Health and Human Service Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, are recommending that the Department’s Public Health Unit be authorized to apply for a State Opioid Response grant of \$7,300 or more, and

WHEREAS this grant will allow the Department to act as fiscal agent in partnership with the Richland County Partners for Prevention in order to implement specific strategies aimed at reducing the availability of access to opioids for non-medical purposes and to prevent the consequences of opioid abuse in Richland County, and

WHEREAS Rule 19 of the Rules of the Board requires County Board approval for any Department for County government to apply for and accept a grant.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Health and Human Services Department’s Public Health Unit to apply for and accept a State Opioid Response grant of \$7,300 or more so that the Department can act as fiscal agent with Richland County Partners for Prevention to enhance local coalition-led efforts relating to preventing opioid abuse in Richland County, and

BE IT FURTHER RESOLVED that authority is granted to spend the grant funds in accordance with the terms of the grant and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, is hereby authorized to sign on behalf of the County any documents needed to carry out this Resolution, and

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

RESOLUTION OFFERED BY THE COUNTY BOARD  
SUPERVISOR MEMBERS OF THE HEALTH AND  
HUMAN SERVICES BOARD

FOR AGAINST

|                |   |
|----------------|---|
| Linda Gentes   | X |
| Marty Brewer   | X |
| Kerry Severson | X |
| Jayne Walsh    | X |

Resolution No. 19-100 To Amend Resolution # 18-10 Relating To Adopting A Pay Plan For County Employees was read by County Clerk Vlasak. Motion by Severson, second by Couey that Resolution No. 19-100 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 19 - 100**

A Resolution To Amend Resolution # 18-10 Relating To Adopting A Pay Plan For County Employees.

WHEREAS, at its January, 2018 session, the County Board adopted Resolution # 18-10 relating to adopting a pay plan for County employees, and

WHEREAS the Finance and Personnel Committee has been presented with a proposal to amend Resolution # 18-10 to deal with the situation when an unlicensed or uncertified person has been hired and then, during the course of his or her employment, becomes certified or licensed for the position, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter 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 Resolution # 18-10 is hereby amended by adding the following paragraph under the heading "General Provisions":

"13. After an employee has successfully passed probation and completes the required course work for certification or licensure relating to the employees' position, the employee shall be placed on Step 2 of the appropriate wage grade. If certification or licensure is obtained after December 31, 2019, the employee shall be placed at the next step of the appropriate wage grade that provides for an increase", and

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

**RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE**

FOR AGAINST

|                      |   |
|----------------------|---|
| Jeanetta Kirkpatrick | X |
| Linda Gentes         | X |

|                         |   |
|-------------------------|---|
| Marc Couey              | X |
| Shawn Murphy-Lopez      | X |
| Buford E. Marshall, Jr. | X |
| Larry Sebranek          | X |
| Marty Brewer            | X |

Resolution No. 19-101 Creating Two New Positions And Increasing The Hours Of Numerous Positions And Re-Titling A Position At The Department Of Health And Human Services was read by County Clerk Vlasak. Motion by Sebranek, second by Wegner that Resolution No. 19-101 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 19 - 101**

A Resolution Creating Two New Positions And Increasing The Hours Of Numerous Positions And Re-Titling A Position At The Department Of Health And Human Services.

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, have proposed creating two new positions and increasing the hours of numerous positions at the Department to be effective in 2020, and

WHEREAS the Finance and Personnel Committee has carefully considered this proposal and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that:

1. One position of Comprehensive Community Services Supervisor in the Behavioral Health Service Unit at Grade M in the County’s Wage Scale (starting hourly wage: \$29.10; hourly wage after 6 months/910 hours probation: \$29.76) is created, and

2. One new Child & Family Case Manager position in the Child and Youth Service Unit, at Grade H (starting hourly wage; \$20.68; hourly rate after 6 months/910 hours; \$21.15) is created.

3. The weekly hours worked are increased from 35 to 40 for the following positions:

Youth Aide Worker in the Child and Youth Services Unit,  
a position held by Eric Ives (current hourly wage: \$19.42);

The Clerk Assistant II in the Aging & Disability Resource Center Unit,  
a position held by Karla Scott (current hourly wage: \$15.27);

The Secretary position in the Aging & Disability Resource Center, a position held by  
Linda Batten (current hourly wage: \$16.34);

4. The hours worked per week of the Health & Wellness Coordinator position in the Public Health Unit is increased from 20 to 40; this position is currently held by Betsy Roesler (current hourly wage \$23.03);

5. The hours worked per week of the following positions are increased from 35 to 40:

3 Public Health Nurse positions in the Public Health Unit, (starting hourly rate: \$23.50; hourly rate after 6 months/910 hours: \$24.05);

3 Resource Center Specialist positions in the Aging & Disability Resource Center (to be re-titled Information and Systems Specialist), (starting hourly rate: \$20.21; (current hourly rate after 6 months/910 hours; \$20.68).

6. The hours worked per week of 13 Economic Support Specialist positions in the Economic Support Unit are increased from 37.5 hours to 40 hours. (current hourly rate: \$16.92; (current hourly rate after 6 months/910 hours: \$17.31), and

BE IT FURTHER RESOLVED that current wage rates outlined in this Resolution are based on the wage scale that was adopted by Resolution 18-10. New step increases for these positions will follow Resolution 19-89, and

BE IT FURTHER RESOLVED that this Resolution shall be effective at the start of the first pay period in January, 2020.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

|                         |   |
|-------------------------|---|
| Jeanetta Kirkpatrick    | X |
| Linda Gentes            | X |
| Marc Couey              | X |
| Shawn Murphy-Lopez      | X |
| Buford E. Marshall, Jr. | X |
| Larry Sebranek          | X |
| Donald Seep             | X |

Resolution No. 19-102 Making An Appropriation To Pay The Invoice Of The County’s Personnel Consultant was read by County Clerk Vlasak. Motion by Couey, second by Wegner that Resolution No. 19-102 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 19 - 102**

A Resolution Making An Appropriation To Pay The Invoice Of The County’s Personnel Consultant.

WHEREAS there is a \$1,198.05 invoice from the County’s personnel consultants, Carlson Dettmann Consulting, for a presentation which the firm made to department heads on August 14<sup>th</sup> on the subject of paid time-off, and



WHEREAS the Finance and Personnel Committee is recommending an appropriation from the General Fund to pay this invoice.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the payment of the \$1,198.05 invoice from the County's personnel consultants, Carlson Dettman Consulting, for a presentation which the firm made to department heads on August 14<sup>th</sup> on the subject of paid time-off, and

BE IT FURTHER RESOLVED that \$1,198.05 is hereby appropriated from the General Fund to the Short Term Consulting account in the 2019 County budget to pay this invoice and the County Clerk shall issue a County check in accordance with this Resolution, and

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

RESOLUTION OFFERED BY THE FINANCE AND  
PERSONNEL COMMITTEE

|                         | FOR | AGAINST |
|-------------------------|-----|---------|
| Jeanetta Kirkpatrick    | X   |         |
| Linda Gentes            | X   |         |
| Marc Couey              | X   |         |
| Shawn Murphy-Lopez      |     | X       |
| Buford E. Marshall, Jr. | X   |         |
| Larry Sebranek          | X   |         |
| Donald Seep             | X   |         |

Resolution No. 19-103 To Eliminate Bats In The Courthouse And Making An Appropriation was read by County Clerk Vlasak. Motion by Cosgrove, second by Marshall that Resolution No. 19-103 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 19 - 103**

A Resolution To Eliminate Bats In The Courthouse And Making An Appropriation.

WHEREAS the Courthouse, especially on the second floor of both the old wing and the new wing, has been plagued with bats, which are very disruptive of any activities being conducted there, and

WHEREAS it has been proposed that the County enter into a contract with Terry Foulk of Pardeeville, Wisconsin, trading as Wisconsin Bat Specialist, in order to try to solve this problem, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to enter into a contract with Terry Foulk of Pardeeville, Wisconsin, trading as Wisconsin Bat Specialist, to take steps in 2019 to try to eliminate the bat infestation in both the old wing and the new wing of the Courthouse, and

BE IT FURTHER RESOLVED that \$10,500 is hereby appropriated from the General Fund to the Courthouse Repair Outlay Fund to carry out this Resolution, and

BE IT FURTHER RESOLVED that the County Clerk is hereby authorized to sign on behalf of the County the contract presented by Mr. Foulk, and

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

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

|                         | FOR | AGAINST |
|-------------------------|-----|---------|
| Jeanetta Kirkpatrick    | X   |         |
| Linda Gentes            | X   |         |
| Marc Couey              | X   |         |
| Shawn Murphy-Lopez      |     | X       |
| Buford E. Marshall, Jr. | X   |         |
| Marty Brewer            | X   |         |
| Larry Sebranek          | X   |         |

Resolution No. 19-104 Approving A Ten-Year Contract With The City Of Richland Center For Countywide Economic Development was read by County Clerk Vlasak. Motion by Wegner, second by Walsh that Resolution No. 19-104 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 19 - 104**

A Resolution Approving A Ten-Year Contract With The City Of Richland Center For Countywide Economic Development.

WHEREAS the Finance and Personnel Committee is proposing that the County Board approve a 10-year contract with the City of Richland Center to embark upon a Countywide economic development program, and

WHEREAS the proposed contract calls for the creation of a full-time, 40 hours per week County position, to be funded 60% by the County and 40% by the City, as well as the creation of a Board of Economic Development and an Advisory Board of Economic Development, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to undertake a 10-year Countywide economic program by entering into a contract with the City of Richland Center entitled “Economic Development Agreement”, a copy of which is on file in the County Clerk’s office, and the County Clerk is hereby authorized to sign this Agreement on behalf of the County, and

BE IT FURTHER RESOLVED that approval is hereby granted for creating one new 40-hour County position of Economic Development Director with the annual salary to be between \$60,000 and \$75,000 depending on the qualifications of the successful applicant, with all County fringe benefits and with the County paying 60% of the cost of this position and the City paying 40% and the duties of this position are set forth in paragraph 3 of the Agreement, and

BE IT FURTHER RESOLVED that the Committee Structure Resolution is hereby amended by creating the following Boards:

1. A 3-member Board for Economic Development consisting of the County Board Chair, the Mayor and a representative of Southwest Partners. The duties of the Board t are set forth in paragraph 2 of the Agreement;

2. A non-voting Rotating Advisory Board of Economic Development. The composition and duties of this Board are set forth in paragraphs 1 and 2 of the Economic Development Agreement, and

BE IT FURTHER RESOLVED that this Resolution shall be effective upon the approval by the City of Richland Center of the Agreement.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

|                         | FOR | AGAINST |
|-------------------------|-----|---------|
| Jeanetta Kirkpatrick    | X   |         |
| Linda Gentes            | X   |         |
| Marc Couey              | X   |         |
| Shawn Murphy-Lopez      | X   |         |
| Buford E. Marshall, Jr. | X   |         |
| Larry Sebranek          | X   |         |

Resolution No. 19-105 Approving The Town of Ithaca’s Rezoning Of A Parcel Belonging To Manning Farms, LLC was presented to the Board. Motion by Couey, second by Huffman that Resolution No. 19-105 be adopted. Zoning Administrator Mike Bindl explained the rezoning request. Motion carried and resolution declared adopted.

**RESOLUTION NO. 19 - 105**

A Resolution Approving The Town of Ithaca’s Rezoning Of A Parcel Belonging To Manning Farms, LLC.

WHEREAS the usual way that zoning is accomplished in the unincorporated areas of counties in Wisconsin is for the county to adopt county-wide zoning and for the town boards that wish to do so elect to be covered by that zoning, but there is an alternate, seldom-used method whereby towns, with the permission of the county board, can adopt their own zoning ordinances, and

WHEREAS the Town of Ithaca is one of two towns in Richland County that has elected to have town zoning and Wisconsin Statutes, section 60.62(3) provides that the County Board must not only approve the Town's initial zoning ordinance and zoning maps but the County Board must also approve any rezonings before they become effective, and

WHEREAS representatives of the Town of Ithaca met recently with the Zoning and Land Information Committee and requested that the County Board approve the Town's rezoning of a parcel belonging to Manning Farms, LLC. from the Agricultural District to the Residential District in the Town of Ithaca's Zoning Ordinance and the Zoning Land Information Committee has carefully consider this matter and is now recommending that the County Board approve this rezoning.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors in accordance with Wisconsin Statutes, section 60.62(3), that approval is hereby granted for rezoning the following-described 0.67 acre parcel from the Agricultural District to the Residential District in accordance with the Town of Ithaca's Zoning Ordinance:

Located in part of the SW-SE of Section 30, T10N, R2E, Town of Ithaca, Richland County, Wisconsin, described as follows:

Commencing at the South ¼ corner of said section 30;  
Thence N89°16'44" E along said South line of said SE ¼ 715.98 feet to the point of beginning;  
Thence continuing N 89°16'44" E along said South line 120.000 feet to the Southwest Corner of 1994 Addition to Willow Valley Cemetery;  
Thence N00°38'21"W along the West line thereof 244.46 feet to the Northwest corner of said Cemetery;  
Thence S 89°21'39"W 120.00 feet;  
Thence S 00°38'21" E 244.63 feet to the point of beginning, and

BE IT FURTHER RESOLVED that the Zoning Administrator shall send a copy of this resolution to the Clerk of the Town of Ithaca.

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

RESOLUTION OFFERED BY THE ZONING AND LAND INFORMATION COMMITTEE

FOR AGAINST

James D. Huffman X  
Marc Couey X

Ordinance No. 19-17 Amendment No. 473 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To The Louis and Marvelen Grassman Parcel In The Town Of Willow was presented to the Board. Motion by Wegner, second by Severson that Ordinance No. 19-17 be enacted. Zoning Administrator Bindl explained the rezoning request. Motion carried and ordinance declared enacted.

**ORDINANCE NO. 19 - 17**

Amendment No. 473 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To The Louis and Marvelen Grassman Parcel In The Town Of Willow.

The Richland County Board of Supervisors does hereby ordain as follows:

1. The County Board, having considered the following factors, hereby finds that the following rezoning is in the best interests of the citizens of Richland County:

- (a) Adequate public facilities to serve the development are present or will be provided.
- (b) Provision of these facilities will not be an unreasonable burden to local government.
- (c) The land to be rezoned is suitable for development and development will not cause unreasonable water or air pollution, soil erosion or adverse effects on rare or irreplaceable natural areas.
- (d) Non-farm development will be directed to non-agricultural soils or less productive soils.
- (e) Non-farm development will be directed to areas where it will cause minimum disruption of established farm operations or damage to environmentally sensitive areas.
- (f) Non-farm development will be encouraged to locate so as to leave a maximum amount of farmland in farmable size parcels.
- (g) Non-farm residential development will be directed to existing platted subdivisions and sanitary districts.

2. Richland County Comprehensive Zoning Ordinance No. 5, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

That the official maps designating district boundaries, as adopted by Richland County Ordinance 1985 No. 1 (also known as Amendment No. 1 to the Richland County Comprehensive Zoning Ordinance No. 3), which was adopted on March 19, 1985, are hereby amended as follows:

That the following described 5 acre parcel belonging to Louis and Marvelen Grassman in the Town of Willow is hereby rezoned from the General Agricultural and Forestry District (A-F) to the Agricultural-Residential (A-R) District::

THAT PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER AND THAT PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 34, TOWN 11 NORTH, RANGE 2 EAST, TOWN OF WILLOW, RICHLAND COUNTY, WISCONSIN, BEING MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SECTION 34, T11N, R2E;  
THENCE N 89°36'21" E ON THE SOUTH LINE OF THE SOUTHWEST QUARTER, 1531.60';

THENCE N 00°23'39" W, 507.77' TO A POINT OF THE NORTHERLY RIGHT-OF-WAY OF S.T.H. 154 AND THE POINT OF BEGINNING;  
THENCE N 85°24'13" W, 355.90' TO THE LAST POINT ON SAID NORTHERLY RIGHT-OF-WAY;  
THENCE N 10°17'07" E, 208.55';  
THENCE S88°13'23" E, 419.21';  
THENCE N 86°01'19" E, 354.33' TO A POINT ON THE WEST LINE OF THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER;  
THENCE N 00°35'24" W ON SAID WEST LINE, 586.89' TO THE NORTHWEST CORNER OF SAID EAST HALF;  
THENCE N 89°39'09" E ON THE NORTH LINE OF SAID EAST HALF, 49.50';  
THENCE S 00°36'15" E, 663.08';  
THENCE S 39°23'52" W, 77.17';  
THENCE S 00°33'47" E, 99.26' TO A POINT ON THE NORTHERLY RIGHT-OF-WAY OF S.T.H. 154;  
THENCE S 88°40'54" W, 457.53' TO THE POINT OF BEGINNING.

3. This Ordinance shall be effective on September 17, 2019.

Dated: September 17, 2019  
 Passed: September 17, 2019  
 Published:

ORDINANCE OFFERED BY THE ZONING AND  
 LAND INFORMATION COMMITTEE

|                                                                        |                                               | FOR         | AGAINST     |
|------------------------------------------------------------------------|-----------------------------------------------|-------------|-------------|
| Jeanetta Kirkpatrick, Chairman<br>Richland County Board of Supervisors | James D. Huffman<br>Marc Couey<br>Jayme Walsh | X<br>X<br>X | X<br>X<br>X |
| ATTEST: Victor V. Vlasak<br>Richland County Clerk                      |                                               |             |             |

Ordinance No. 19-18 Amendment No. 474 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To The Beau And Richard Lane Parcel In The Town Of Henrietta was presented to the Board. Motion by Huffman, second by Manning that Ordinance No. 19-18 be enacted. Zoning Administrator Bindl explained the rezoning request. Motion carried and ordinance declared enacted.

**ORDINANCE NO. 19 - 18**

Amendment No. 474 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To The Beau And Richard Lane Parcel In The Town Of Henrietta.

The Richland County Board of Supervisors does hereby ordain as follows:

1. The County Board, having considered the following factors, hereby finds that the following rezoning is in the best interests of the citizens of Richland County:

- (a) Adequate public facilities to serve the development are present or will be provided.
- (b) Provision of these facilities will not be an unreasonable burden to local government.
- (c) The land to be rezoned is suitable for development and development will not cause unreasonable water or air pollution, soil erosion or adverse effects on rare or irreplaceable natural areas.

- (d) Non-farm development will be directed to non-agricultural soils or less productive soils.
- (e) Non-farm development will be directed to areas where it will cause minimum disruption of established farm operations or damage to environmentally sensitive areas.
- (f) Non-farm development will be encouraged to locate so as to leave a maximum amount of farmland in farmable size parcels.
- (g) Non-farm residential development will be directed to existing platted subdivisions and sanitary districts.

2. Richland County Comprehensive Zoning Ordinance No. 5, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

That the official maps designating district boundaries, as adopted by Richland County Ordinance 1985 No. 1 (also known as Amendment No. 1 to the Richland County Comprehensive Zoning Ordinance No. 3), which was adopted on March 19, 1985, are hereby amended as follows:

That the following described a 5.28 acre parcel belonging to Beau and Richard Lane in the Town of Henrietta is hereby rezoned from the General Agricultural and Forestry District (A-F) to the Agricultural-Residential (A-R) District::

Part of the Northeast quarter of the Northeast quarter of Section 26, and part of the Northeast quarter of the Northwest quarter of Section 35, all in Township 12 North, Range 1 East, Town of Henrietta, Richland County, Wisconsin more particularly described as follows:

Commencing at the Northeast corner of said Section 26, said point of beginning; thence S00°07'01"E, 420.00 feet along the east line of the Northeast ¼ of section 26; thence N75°58'00"W, 811.16 feet to a point on the centerline of Soules Creek Drive; thence N47°01'23"E, 348.23 feet along said centerline to a point on the North line of the Northeast ¼ of Section 26; thence S88°28'53"E, 531.50feet along the aforesaid North line, a portion of which being a Southerly line of Lot1 of Richland County Certified Survey Map 799 to the point of beginning.

3. This Ordinance shall be effective on September 17, 2019.

Dated: September 17, 2019  
 Passed: September 17, 2019  
 Published:

ORDINANCE OFFERED BY THE ZONING AND  
 LAND INFORMATION COMMITTEE

Jeanetta Kirkpatrick, Chairman  
 Richland County Board of Supervisors  
  
 ATTEST: Victor V. Vlasak  
 Richland County Clerk

James D. Huffman  
 Marc Couey  
 Jayme Walsh

FOR AGAINST

X  
 X  
 X

Ordinance No. 19 Amendment No. 475 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To The Dean and Rene Scoville Parcel In The Town Of Willow was presented to the Board. Motion by Huffman, second by Couey that Ordinance No. 19-19 be enacted. Zoning Administrator Bindl explained the rezoning request. Motion carried and ordinance declared enacted.

## ORDINANCE NO. 19 - 19

Amendment No. 475 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To The Dean and Rene Scoville Parcel In The Town Of Willow.

The Richland County Board of Supervisors does hereby ordain as follows:

1. The County Board, having considered the following factors, hereby finds that the following rezoning is in the best interests of the citizens of Richland County:

- (a) Adequate public facilities to serve the development are present or will be provided.
- (b) Provision of these facilities will not be an unreasonable burden to local government.
- (c) The land to be rezoned is suitable for development and development will not cause unreasonable water or air pollution, soil erosion or adverse effects on rare or irreplaceable natural areas.
- (d) Non-farm development will be directed to non-agricultural soils or less productive soils.
- (e) Non-farm development will be directed to areas where it will cause minimum disruption of established farm operations or damage to environmentally sensitive areas.
- (f) Non-farm development will be encouraged to locate so as to leave a maximum amount of farmland in farmable size parcels.
- (g) Non-farm residential development will be directed to existing platted subdivisions and sanitary districts.

2. Richland County Comprehensive Zoning Ordinance No. 5, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

That the official maps designating district boundaries, as adopted by Richland County Ordinance 1985 No. 1 (also known as Amendment No. 1 to the Richland County Comprehensive Zoning Ordinance No. 3), which was adopted on March 19, 1985, are hereby amended as follows:

That the following described a 10.22 acre parcel belonging to Dean and Rene Scoville and in the Town of Willow, is hereby rezoned from the General Agricultural and Forestry District (A-F) and to the Agricultural-Residential (A-R) District:

Being located in part of the Northwest Quarter of the Northeast Quarter of Section 7, Township 11 North, Range 2 East, Town of Willow, Richland County, Wisconsin more particularly described as follows

Commencing at the North Quarter Corner of said Section 7;  
Thence North 89° 53' 50" East, along the North line of the Northwest Quarter of the Northeast Quarter, 860.50 feet to the point of beginning of the lands hereinafter described;  
Thence North 89° 53' 50" East, along said North line, 450.06 feet to the Northeast corner of the Northwest Quarter of the Northeast Quarter;  
Thence South 00° 11' 11" East, along the East line of the Northwest Quarter of the Northeast Quarter, 1221.54 feet to a point on the centerline of Snow Valley Road;  
Thence North 59° 44' 09" West, along said centerline, 372.18 feet;  
Thence North 28° 09' 03" East, 109.56 feet;



Thence North 14° 59' 15" East, 95.00 feet;  
Thence North 58° 21' 27" West, 88.69 feet;  
Thence South 80° 59' 35" West, 135.00 feet;  
Thence NORTH, 819.39 feet to the point of beginning.

4. This Ordinance shall be effective on September 17, 2019.

Dated: September 17, 2019  
Passed: September 17, 2019  
Published:

ORDINANCE OFFERED BY THE ZONING AND  
LAND INFORMATION COMMITTEE

Jeanetta Kirkpatrick, Chairman  
Richland County Board of Supervisors

James D. Huffman  
Marc Couey  
Jayme Walsh

FOR AGAINST

X  
X  
X

ATTEST: Victor V. Vlasak  
Richland County Clerk

Ordinance No. 19-20 Amending Richland County Zoning Ordinance No. 5 was read by County Clerk Vlasak. Motion by Huffman, second by Couey that Ordinance No. 19-20 be enacted. Corporation Counsel Southwick stated that enactment of this ordinance would be retroactive and eliminate the requirement that the solar project otherwise would have had to start building activity with twelve months of the issuance of the conditional use permit. Motion carried and Ordinance No. 19-20 declared enacted.

### ORDINANCE NO. 19 - 20

An Ordinance Amending Richland County Zoning Ordinance No. 5.

The Richland County Board of Supervisors does hereby ordain as follows:

1. Richland County Zoning Ordinance No. 5 is hereby amended by repealing the following crossed-out language and adopting the following underlined word in subsection F entitled "Expirations" in section IV entitled "Administration":

~~"Zoning permits Conditional Use Permits for construction, or alteration or removal of structures shall expire six months from their date of issuance if no building activity has begun within such time. If building activity had been commenced, such structure shall be completed within 12 months from the date of issuance of the permit. An extension may be applied for if it is impossible to complete the building within the given time. Permits for land use changes shall expire eighteen months from their date of issuance where no action has been taken to accomplish such changes. Any building activity or change of land use after the expiration date shall be considered a violation of this Ordinance."~~

2. This Ordinance shall be effective immediately upon its passage and publication.

Dated: September 17, 2019

ORDINANCE OFFERED BY THE ZONING AND

Passed: September 17, 2019  
Published:

LAND INFORMATION COMMITTEE

|                                      |                  | FOR | AGAINST |
|--------------------------------------|------------------|-----|---------|
| Jeanetta Kirkpatrick, Chairman       |                  |     |         |
| Richland County Board of Supervisors | James D. Huffman | X   |         |
|                                      | Marc Couey       | X   |         |
| ATTEST: Victor V. Vlasak             | Jayne Walsh      | X   |         |
| Richland County Clerk                |                  |     |         |

Zoning Administrator Bindl reported the receipt of the following rezoning petitions: Judith Coufal to rezone 28.08 acres from Agriculture/Forestry to Agriculture/Residential in the Town of Dayton; William and Wanda Drea to rezone 16 acres from Agriculture/Forestry to Agriculture/Residential in the Town of Westford; Ruth Kaderavek to rezone 5 acres from Agriculture/Forestry to Residential 2 in the Town of Henrietta; and Albert M. Monson to rezone 2.87 acres from Agriculture/Forestry to Residential 2 in the Town of Willow. Chair Kirkpatrick referred the petitions to the Zoning and Land Information Committee for action.

Zoning Administrator Bindl reported that there were no rezoning petitions being recommended for denial by the Zoning and Land Information Committee.

Resolution No. 19-106 Authorizing The Purchase And Installation Of 2 Modems For The Sheriff's Department And Making An Appropriation From The 911 Outlay Fund was read by County Clerk Vlasak. Motion by Sebranek, second by Cosgrove that Resolution No. 19-106 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 19 - 106**

A Resolution Authorizing The Purchase And Installation Of 2 Modems For The Sheriff's Department And Making An Appropriation From The 911 Outlay Fund.

WHEREAS the Sheriff's Department and the Management Information Systems Department have recommended to the Law Enforcement and Judiciary Committee that authority be granted to purchase and install 2 modems for the Sheriff's Department's 911 emergency response system and that the cost be paid from the 911 Outlay Fund, and

WHEREAS all expenditures from the 911 Outlay Fund must be approved by the County Board, and

WHEREAS the Law Enforcement and Judiciary Committee is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Sheriff's Department and the Management Information System's Department to have Frontier Communications of America, Inc. provide and install 2 modems for the Sheriff's Department's 911 emergency response system at a total cost of \$5,067.94, and

BE IT FURTHER RESOLVED that this cost shall be paid from the 911 Outlay Fund, and

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

RESOLUTION OFFERED BY THE LAW  
ENFORCEMENT AND JUDICIARY COMMITTEE

FOR AGAINST

|                    |   |
|--------------------|---|
| Buford E. Marshall | X |
| Larry Sebranek     | X |
| Kerry Severson     | X |

Motion by Seep, second by Marshall to postpone action on the resolution Amending The Rules Of The Board until the October session. Discussion followed. Roll call vote. AYES: Murphy-Lopez, Seep, Couey, Sebranek, Marshall. NOES: Kirkpatrick, Huffman, McKee, Brewer, Manning, Walsh, Wegner, Gentes, Cosgrove, Pulvermacher, Severson. Ayes 5. Noes 11. Total 16. Motion declared defeated.

Resolution No. 19-107 Amending The Rules Of the Board was presented to the Board. Motion by Cosgrove, second by Wegner that Resolution No. 19-107 be adopted. Motion by Kirkpatrick, second by Marshall to amend the resolution by removing new Rule 3 which would allow attendance at meetings by remote means. Discussion followed. Roll call vote on the amendment. AYES: Huffman, McKee, Sebranek, Marshall, Kirkpatrick. NOES: Murphy-Lopez, Seep, Brewer, Manning, Walsh, Wegner, Gentes, Cosgrove, Pulvermacher, Severson, Couey. Ayes 5. Noes 11. Total 16. Motion to amend the resolution declared defeated. Motion carried on the original resolution and resolution declared adopted.

**RESOLUTION NO. 19 - 107**

A Resolution Amending The Rules Of The Board.

WHEREAS one of the duties of the Rules and Resolutions Committee is to review the Rules of the Board at the start of each new term of the County Board, and

WHEREAS the Committee has worked diligently to review each Rule and it is now presenting its proposed amendments to the Rules of the Board to the County Board.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Richland County Rules of the Board are hereby amended by repealing the following crossed-out items and adopting the following underlined items;

**RICHLAND COUNTY RULES OF THE BOARD**  
(Amended October 30, 2018)

Rule 1

The hour of the ~~session~~ meeting of the Board shall be 7:00 p.m. The County Clerk shall send the minutes of the previous ~~session~~ meeting, the agenda for the next session and all resolutions or ordinances to be considered at

the next session to each member by U.S. Mail or, if the Supervisor elects, digitally, by not later than Wednesday before the next County Board ~~session~~ meeting.

Regular ~~sessions~~ meetings of the Richland County Board of Supervisors shall be held the third Tuesday of each month, except as follows: the annual ~~session~~ meeting shall be held the last Tuesday of October, and the December ~~session~~ meeting shall be held on the second Tuesday of the month. Any regularly scheduled ~~session~~ meeting of the Board, and any special ~~session~~ meeting that may be called, may be adjourned to a specific date and time other than the date and time for the next regularly scheduled ~~session~~ meeting in accordance with this Rule, by a motion approved by a majority of the Board before the end of the ~~session~~ meeting being adjourned. The County Clerk shall provide all members with written notice of any adjourned ~~session~~ meeting in the same manner as is done with regular Board ~~sessions~~ meetings.

## Rule 2

At the organization meeting in even numbered years, the Board shall elect a Chair and Vice- Chair by secret ballot. All ballots shall be formal ballots. A majority of votes of the members present shall be necessary to elect. Members shall be seated in order by district number, except that the Chair and Vice-Chair shall sit at the head table, and the Chair may alter the seating arrangement to meet the needs of individual Supervisors. The Chair shall vote on a call of ayes and noes.

In the event of a temporary vacancy in the Vice Chair position, the Board shall elect a temporary Vice Chair by secret ballot. The temporary Vice Chair shall sit in the Vice Chair's seat. During the absence of the Chair and Vice-Chair, a Chair pro-tem shall be selected by motion of the Board.

The Chair and the Vice-Chair shall be automatic members of the Committee on Committees and the Finance and Personnel Committee.

## Rule 3

Supervisors shall attend the meetings of the County Board in-person unless, with approval of the Chair granted for cause, by remote means of attendance (meaning, by telephone conference, videoconference or by other means by which all persons participating in the meeting are able to communicate with one another). If the Chair is going to attend by remote means, the Vice Chair shall preside over the meeting.

## Rule 4

The Chair shall take the chair at the appointed time and shall ask the Clerk to call the roll and, if a majority of the members be present, he or she shall call the meeting to order. The invocation and the Pledge of Allegiance will be given. The Clerk will then read the agenda, which shall be approved by the Board by motion. The Chair shall then ask if any member desires the minutes of the previous ~~session~~ meeting to be read or if any member desires to amend the minutes of the previous ~~session~~ meeting. Such reading or amendment shall be accomplished by passage of an appropriate motion by a majority of the members present. Hearing no such motion, or after any such motion has been voted on, the Chair shall declare the minutes as approved. No business may be conducted until the minutes of the last session have been so approved by the Board. Minutes shall be approved on a ~~session~~ meeting by ~~session~~ meeting basis so that, in monthly sessions of the Board which

consist of more than one meeting, minutes of that entire monthly session shall not be approved until the next ~~monthly-session~~ meeting.

#### Rule 5

Matters may only be on the agenda if the Clerk has been notified of them at least 24 hours before the start of the session, unless the Board determines by motion that for good cause such notice is impossible or impractical, but in no event shall such notice be less than 2 hours in advance of consideration of the item. The order of consideration of agenda items shall be at the discretion of the Chair. The Board may only consider resolutions or ordinances which each member has been sent a copy of in accordance with Rule 1: exceptions to this rule may be made as determined by a majority of those present.

#### Rule 6

The Chair shall preserve order and decorum and decide all questions of order, subject to appeal to the Board. ~~In a committee of the whole, he or she shall call some member to the Chair to preside during the session of the committee.~~ The Chair shall, after receiving the advice of the committee on committees, appoint all committees subject to confirmation by the Board by motion. The following committees shall be elected by a majority of those present by ballot: ~~and the Chair and Vice-Chair shall be automatic members of the Committee on Committees and the Finance and Personnel Committee:~~

Committee on Committees; the Chair and Vice-Chair shall be automatic members;

Highway and Transportation Committee;

Pine Valley Board of Trustees.

The first ballot for any committee seat shall be an informal ballot. Each succeeding ballot shall be a formal ballot and supervisors may only vote in formal ballots for all persons who have received the top three numbers of votes on the informal ballot for that seat.

In the event of a prolonged, unexcused absence of a Supervisor or citizen member of a committee, board or commission, the chair of that committee, board or commission shall notify the County Board Chair of the absence. Except as to the Highway Committee and the Board of Trustees of Pine Valley Community Village, the County Board Chair shall have the authority to make a temporary appointment upon the prolonged, unexcused absence of any Supervisor or citizen member of any committee, board or commission, after the approval of such appointments by of the County Board. Such temporary appointments shall cease upon the return of the absent member. Permanent vacancies of a citizen member seat on a committee, board, or commission, except the Board of Trustees of Pine Valley Community Village, the Veterans Service Commission and the Commission on Aging, shall be filled by the County Board after receiving the recommendation of the supervising committee, board or commission which shall have solicited nominations for the vacancy by a two consecutive week notice in The Richland Observer, which notice shall also be posted on the County's website.

Except for committees elected by ballot and members serving on a related State board or committee, no Supervisor or citizen member shall serve without interruption for the equivalent of more than three consecutive,

two year terms on any committee or board, commencing in April, 1976. This limitation shall not apply to the statutory 3-year terms of members of the Zoning Board of Adjustment. Service on: all committees, boards and commissions for a ~~the Health and Human Services Board~~ term of less than 3 years in length shall not be counted for the purposes of this Rule, nor shall service by a Supervisor for a partial Supervisory term be counted. ~~The Chair shall vote on a call of ayes and noes. During the absence of the Chair and Vice Chair, a Chair pro tem shall be selected by motion of the Board.~~

#### Rule 7

Supervisors shall turn off their cell phones and all other personal electronic devices during a meeting of the County Board or of any committee or board on which Supervisors serve. Such devices may not be used during any such meeting except with permission of the chair of the meeting. This Rule does not preclude the recording of a meeting by any person.

#### Rule 8

The County shall make a county e-mail address available to each Supervisor, which each Supervisor may elect to utilize. Those Supervisors electing to use the County-provided e-mail address shall use that address for all County business and for no other purpose.

#### Rule 9

All questions shall be put in this form: "All those in favor say "aye", and those opposed "no". Any member may call for a roll call vote on any question.

Every member present when a question or election is put shall vote on the same, unless for some special cause excused by the Chair.

All roll call votes of the Richland County Board of Supervisors shall be taken into rotation numerically, and each succeeding roll call shall be started with the next succeeding name that completed the last preceding roll call.

#### Rule10

When a ~~question is~~ motion is ~~under debate~~ under discussion, no motion shall be in order except a motion to ~~postpone table~~ until later in the meeting or to ~~postpone table~~ to a definite date or to table indefinitely, which shall not be debatable, or a motion to amend. A motion to adjourn shall be in order and be decided without debate.

#### Rule 11

When any member wants to speak in debate or lay any matter before the Board, he or she shall raise their hand and, upon being recognized by the Chair, respectfully address himself or herself to "Mr. or Madam Chair," and confine themselves to the question under debate, avoiding personalities.

When two members arise to speak at once, the Chair shall name the member who is first to speak.

Any member may make a motion to limit the floor time of any speaker and such motion shall not be debatable. Also, the floor time of any speaker may be limited by the Chair. The Chair's decision may be overruled by a majority of those Board members present.

Rule 12

When the Board is equally divided on any question before it, the same shall be lost, but in that case any member may move for reconsideration or bring the question anew.

When a vote has been taken on a question or motion, it shall be in order for any member of the majority on that vote to move for reconsideration on the same or succeeding meeting, but not for a member of the minority.

Rule 13

No amendments to a Rule of the Board shall be effective in the ~~session~~ meeting in which that Rule is amended.

~~Rule 14~~

~~All roll call votes of the Richland County Board of Supervisors shall be taken in rotation numerically, and each succeeding roll call shall be started with the next succeeding name that completed the last preceding roll call.~~

Rule 14

Regular sessions of the Richland County Board of Supervisors shall be held the third Tuesday of each month, except as follows: the annual session shall be held the last Tuesday of October, and the December session shall be held on the second Tuesday of that month. Any regularly scheduled session of the Board, and any special session that may be called, may be adjourned to a specific date and time other than the date and time for the next regularly scheduled session in accordance with this Rule, by a motion approved by a majority of the Board before the end of the session being adjourned. The County Clerk shall provide all members with written notice of any adjourned session in the same manner as is done with regular Board sessions.

Rule 15

This Rule applies to all committees and boards which consist of a majority of County Board Supervisors, subject to the exceptions stated below.

This Rule does not apply to the extent that it may conflict with authority granted to any committee or board by the Wisconsin Statutes.

This rule does not take precedence over the following:

- (a) The only matters which the Highway Committee has to come back to the County Board for are:
  1. to purchase highway equipment which costs \$50,000.00 or more (Resolution No. 41 Amended) adopted on October 28, 1975);
  2. to purchase real estate other than highway right-of-way (Resolution No. 87-47);

3. to construct any building.
- (b) The Health and Human Services Board shall have the authority to enter into contracts which involve the expenditure of not more than \$50,000.00 either at one time or within the course of one year.
- (c) Resolution No. 88-32 (Committee Structure Resolution) and Resolution No. 89-100, which authorizes the Land Conservation Committee to undertake new projects costing up to \$50,000.00. The Land Conservation Committee can enter into cost-sharing contracts with private landowners under the Soil and Water Resource Management Program and pay those contracts involving the expenditure of up to \$50,000.00 per contract a year without County Board approval.
- (d) Resolution No. 89-80 Authorizing the Law Enforcement and Judiciary Committee to appropriate funds from the Jail Assessment Fund without County Board approval.
- (e) The Board of Trustees of Pine Valley Healthcare and Rehabilitation Center shall have authority to enter into contracts, make expenditures and undertake public works projects which involve the expenditure of not more than \$50,000.00 either at one time or within the course of one year.
- (f) No supervisor should promise a present or prospective County employee a wage increase, salary, job, or job security without telling him or her that the promise has to have final approval of the full County Board before it can be carried out.
- (g) No Supervisor should make a financial commitment or promise to any individual, company or organization concerning County property without telling him or her that the commitment has to have final approval of the full County Board before it can be carried out.
- (h) The Fair Committee shall have authority to enter into contracts, make expenditures and undertake public works projects which involve the expenditure of not more than \$7,000.00 either at one time or within the course of one year.
- (i) Retirement Resolutions. The County Board will only consider Resolutions commemorating the retirement of County employees if the employee is fully vested in the Wisconsin Retirement System at the time of retirement.

Any matters covered by this Rule are not deemed to have been approved by the County Board by virtue of the Board having approved an annual County budget which may contain money for those items. Items covered by this Rule must be approved by the County Board by separate Resolution despite the fact of prior approval as part of the budget process.

The following items must be approved by the County Board:

- (a) Contracts. Agreements entered into on behalf of Richland County should be reduced to writing whenever possible. All contracts involving an expenditure of over \$5,000.00 a year must be approved by the County Board, except that a one year's extension of an existing contract may be authorized by the appropriate committee. All contracts involving less than \$5,000.00 a year must be



approved by the appropriate committee. Department heads may not enter into any contracts on behalf of Richland County. Copies of all contracts shall be filed with the County Clerk.

- (b) Expenditures. If the purchase price of the needed property including computers is \$1,000 or less, the department head may make the purchase upon obtaining at least one quotation from a vendor. If the purchase price of the needed property including computers is between ~~\$1,000~~ \$2,000 and \$5,000, the purchase must be made by the appropriate committee of the County Board after having obtained a minimum of 3 quotations from vendors, if reasonably possible. No Committee may commit Richland County to an expenditure in excess of \$5,000.00 for the purchase of property, supplies or equipment (in either one unit or in multiple of units if the cost of either exceeds \$5,000.00) or of real estate or for the repair, renovation, remodeling or reconstruction of buildings or other public works, unless that expenditure has been approved by the County Board.
- (c) Public works projects. All matters dealing with the “construction, repair, remodeling or improvement” of any County building or real estate is governed by section 59.52(29), Wisconsin Statutes. This statute covers the construction of a building that will become a County building even though its construction is being financed by private funds. Also, this statute does not govern highway projects. This statute sets forth the following requirements;
1. If the estimated cost of the project is less than \$5,000, there are no restrictions as to how the County Board can award the contract for the work.
  2. If the estimated cost of the project is between \$5,000 and \$20,000, the County Board must advertise for bids for at least one week before the contract for the project is awarded.
  3. If the estimated cost of the project exceeds \$20,000, the project must be awarded to the lowest responsible bidder in the manner set forth in section 66.29, Wisconsin Statutes, which deals with pre-qualification of bidders.
  4. Regardless of the estimated cost of the project, the County Board may, by a 3/4<sup>th</sup> vote, allow the work to be done by the County itself.
  5. None of the above rules apply in the case of the repair or reconstruction of public facilities where the County Board determines by Resolution that the damage or threatened damage creates an emergency in which the public health or welfare of the County is endangered.
- (d) Program initiatives and grants. No department of County Government may undertake a program initiative, or contract with, or apply and accept a grant with, the State of Wisconsin or with the Federal Government or with any other entity, without approval by the county Board.
- (e) Emergencies. ~~When the Department Head of any department or any committee Chair first learns of any~~ An emergency is when a proposed contract, expenditure or program initiative for which County Board approval is necessary ~~under this Resolution, and the item~~ must be submitted by a date which is before the next County Board meeting. In an emergency then the committee Chair of the appropriate committee is authorized to undertake the act on behalf of the County, subject to the following:
1. That it be stated on the document being submitted that the approval being given is subject to review by the County Board at its next monthly meeting.

2. That a Resolution on the matter be presented to the County Board for approval at its next meeting.
- (f) Surplus County Property. The County Clerk's Office shall be advised of the disposition of any surplus County property. Committees are encouraged to liquidate surplus County property in order to conserve storage space and to assure that County property is utilized to its fullest value. The liquidation of surplus County property which the department's supervising committee estimates has a market value of more than ~~\$500~~ \$1,000 for that item must be approved by the County Board. Surplus equipment must be offered by e-mail to other County departments at no cost. If no other County department has use for the surplus equipment, it is then to be liquidated by the supervising committee by the best means possible. The proceeds from all sales of surplus County property shall be deposited in the General Fund.
- (g) Budget Matters. All budget issues and fund transfers must go through the Finance and Personnel Committee and, if necessary, to the County Board.

#### Rule 16

Members of the County committees shall be compensated for their attendance at sessions of the County Board and meetings of committees or boards in accordance with the following rules:

- (a) ~~"Attendance" is defined in this Rule as in-person attendance for meetings held Richland County. Participation by remote means of attendance (meaning, by telephone conference, videoconference or by other means by which all persons participating in the meeting are able to communicate with one another) is allowed for meetings held outside of Richland County.~~
- (b) Per diems and mileage for Supervisors shall be paid at the following rate:
1. \$40.00 for each day's attendance at a meeting of the County Board (effective January 1, 2005).
  2. \$30.00 for attendance at meetings of boards or committees (effective January 1, 2005); payment of per diems for attendance at more than one meeting in a single day is allowed. A per diem shall be paid to a Supervisor to attend a meeting of a board, committee or commission of which he or she is not a member only when such attendance has been directed by either the County Board Chair or by a committee, board or commission of which the Supervisor is a member.
  3. Mileage shall be reimbursed at the same rate set by the State as mileage reimbursement to its employees. In the case of multiple meetings in one day, payment is allowed only for miles actually traveled by the Supervisor to and from his or her residence and the meeting.
  4. In addition to the above, the Chair of the County Board shall be paid additional compensation of ~~\$1,800~~ \$3,000 per year, to be paid ~~as a lump sum payment~~ in 12 monthly installments of \$250 (effective ~~January 1, 2005~~ May 1, 2020).
  5. Reimbursement is not allowed for alcoholic beverages.

- (b) Supervisors shall be paid mileage and per diem for their attendance at all sessions of the County Board and all meetings of committees or boards, except as otherwise provided in this Rule. All payments to Supervisors shall be done by electronic deposit, effective January 1, 2008.
- (c) No compensation or per diem shall be allowed for committee meetings held immediately before, during, or immediately after a session of the County Board, except that compensation and per diem may be paid for regularly scheduled committee meetings held in the afternoon or evening on a day on which the County Board has held a day session or during the day of a day on which the County Board has held an evening session.
- (d) Reimbursement to Supervisors for registration fees, mileage, per diems, meals and lodging for attendance at multi-day conferences or conventions held outside of the County shall be limited to 2 per calendar year, unless specific approval is granted by the County Board Finance and Personnel Committee. Approval by the Finance and Personnel Committee is also required for at any out-of-State event.

#### Rule 17

Supervisors shall follow the following expense reimbursement policy for supervisors while engaged in County business:

- (a) Policy as to reimbursement for overnight lodging:
  1. Supervisors shall obtain a governmental rate for the hotel or motel, if available. Actual expenses for the ~~standard room rate~~ prearranged conference rates shall be reimbursed.
  2. Receipts must be submitted in all cases.
  3. When a supervisor is accompanied by his or her spouse, the additional expense over that otherwise reimbursed shall be paid by the individual supervisor.
- (b) Policy as to reimbursement for meals:
  1. The actual expenses for meals shall be reimbursed in an amount not to exceed \$20.00 in any one day (effective January 1, 2005).
  2. The above limitation shall not include applicable sales taxes which shall be reimbursed, and gratuities shall be reimbursed up to a maximum of 15 percent of the amount of the bill.
  3. Receipts shall be required in all cases.
  4. All supervisors meal reimbursements must be approved by the Audit Committee.
- (c) Reimbursement may be paid for other business related expenses in an amount reasonable under the circumstances, and if approved by the supervisor's appropriate County Board Committee.
- (d) When registration fees for attendance at a duly authorized convention, seminar or meeting include the costs of meals and lodging, no other reimbursement for these items shall be allowed.

- (e) When State or Federal agencies are responsible for the payment of more than 50 percent or all of the supervisor's expenses otherwise reimbursable under these Rules, then State or Federal provisions relating to the reimbursement of such expenses shall prevail to the extent that these Rules are inconsistent with such provisions.

#### Rule 18

Supervisor's mileage and per diem shall be paid on a monthly basis in the following manner:

- (a) The County Clerk's Office will keep a record of each supervisor's attendance at meetings of the County Board and at meetings of committees and board.
- (b) The County Clerk shall only pay mileage and per diem for attendance at sessions of the County Board and at meetings of boards or committees after a claim has been filed by the Supervisor on forms provided by the County Clerk. Each Supervisor shall be responsible for submitting mileage and per diem claims to the County Clerk for his or her attendance at such meetings.
- (c) Upon receipt of attendance information by the County Clerk, the Audit Committee shall review and approve the charges which shall then be paid to the Supervisor each month.
- (d) Supervisors are urged to have all per diem and mileage claims for any calendar year submitted to the County Clerk's Office by not later than the last business day of December of the following year.
- (e) The County Clerk shall prepare a list of all per diems and mileage claimed through the last business day of December for County Board attendance and for committee attendance, ~~itemized by committee for each Supervisor for the preceding year~~; copies of this list shall be distributed by the County Clerk to each Supervisor by the February session of the County Board and a summary of this list shall be published as part of the minutes of each February's County Board session.

#### Rule 19

Each committee composed ~~entirely of a majority of~~ supervisors shall ~~elect or~~ appoint a ~~secretary person~~ who ~~need not~~ shall take minutes who shall not be a Supervisor. In the event of the absence of the ~~elected or appointed secretary~~ appointed person, the committee chair shall appoint a secretary person to take the minutes for that meeting. The ~~secretary~~ appointed person shall take minutes of all meetings of the committee. The ~~secretary~~ appointed person shall, within 14 days after the meeting, type up the proposed minutes of the meeting and file them with the County Clerk. The minutes shall indicate the supervisors who are in attendance at the meeting and those who were excused. The Chair of boards, commissions or committees shall be a Supervisor when a majority of the members of the board, commission or committee is made up of Supervisors.

#### Rule 20

Except as otherwise provided in these Rules or in the Wisconsin Statutes, all agenda items requiring action by the Board except appointments shall initially be brought to the consideration of the Board by written resolution or ordinance, except that a majority of the Board may, upon motion, permit an agenda item to be brought to the consideration of the Board by oral motion. Any Supervisor may direct the Corporation Counsel to prepare a

proposed resolution or ordinance, but the identity of that Supervisor shall be public information. No resolution or ordinance shall be brought to the consideration of the Board unless it has been signed by a majority of the members of the appropriate committee ~~who are present at the board sessions~~. Upon signing a proposed resolution or ordinance, members may indicate on the resolution or ordinance their position for or against that proposed resolution or ordinance; in doubtful cases, the Chair shall assign proposed resolutions and ordinances to the appropriate committee.

~~Rule 21~~

~~The County Board will only consider the following matters at the following sessions of the County Board:~~

- ~~(a) Any Resolution, Ordinance or motion which results in an increase in compensation to any full-time or part-time non-elected County employee, including the County Highway Commissioner, except as related to union contracts or general, annual salary adjustments given to all or nearly all County employees, will be considered by the County Board only at its August or September sessions. Any such Resolution, Ordinance or motion must be recommended to the County Board by the Finance and Personnel Committee.~~
- ~~(b) Any Resolution, Ordinance or motion which creates a new full-time or part-time County position will only be considered by the County Board at its September session.~~
- ~~(c) Exceptions to this Rule may be made only in the case of an emergency, as determined by a 3/4 vote of those Supervisors present.~~

Rule 21

Vacancies on the County Board are created in the following ways:

- (1) removal for cause by a two thirds vote of all Supervisors;
- (2) removal for cause per Wisconsin Statutes, section 17.14 (2) relating to valuation or equalization of real estate for tax assessment purposes;
- (3) by death;
- (4) by moving out of the County; Supervisors who move out of their District but remain a resident of the County, may serve the remainder of their term.
- (5) by submitting a letter of resignation to the Sheriff per Wisconsin Statutes, section 17.01 (7). The Sheriff shall then file the resignation with the County Clerk. The effective date of the resignation shall be stated in the resignation document. Resignations can be effective: immediately; at a future date; or upon the happening of a future event.
- (6) conviction of a felony.

## Rule 22

The following procedure shall be utilized when there is a vacancy in a County Board Supervisory District which occurs when there is not less than 5 months remaining in the Supervisor's term:

- (a) Within 30 days of the seat becoming vacant, the County Clerk shall place a standard advertisement (not in the legal section) for 2 consecutive weeks in The Richland Observer and The Shopping News, as follows:
  1. Notifying the public that there is a vacancy in Supervisory District #\_\_\_\_\_ and setting forth a map which reasonably informs the public of the boundaries of the District.
  2. Stating that persons interested in being appointed as a County Board Supervisor from the vacant District shall submit the following information to the County Clerk in any format, except verbally, by a stated deadline which shall be not less than 30 days from the date of the last publication:
    - i. The applicant's name and address
    - ii. That the applicant is at least 18 years old
    - iii. That the applicant is qualified to vote in the District.
    - iv. A brief statement as to the applicant's qualifications to serve on the County Board.
  3. Stating that the vacancy will be filled from the list of applicants, at the next County Board session after the expiration of the application deadline. The advertisement should state the place, date and time of that County Board session.
  4. Stating the County Clerk's mailing address, fax number and e-mail address.
- (b) The vacant seat shall be filled in the manner set forth in Rule 5 of the Rules of the Board for the selection of the members of the Committee on Committees and the Highway Committee. Only persons who have timely filed applications in accordance with paragraph 1 shall be eligible for appointment.
- (c) If no applications have been received, the Board will receive nominations of qualified and willing persons from the floor.
- (d) The person appointed shall, if present, take the oath of office immediately following the appointment. Otherwise, the person appointed shall take the oath of office at the start of the next County Board session. If the person originally elected to the District in which the vacancy exists, remains a resident of Richland County, and is willing to do so, he or she shall continue to serve until his or her replacement takes the oath of office.

## Rule 23

A committee, board or commission may adopt a motion requesting another committee, board or commission to attend a future meeting of the requesting body. In such event, each participating committee, board or commission shall prepare an agenda for the joint meeting in the usual manner.

## Rule 24

In the event no Rules of the Board have been heretofore established and if there is no legal impediment, Robert’s Rules of Order, as amended, shall apply.

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

RESOLUTION OFFERED BY THE RULES AND RESOLUTIONS COMMITTEE & ETHICS BOARD

FOR AGAINST

|                 |   |
|-----------------|---|
| Chad Cosgrove   | X |
| Donald Seep     | X |
| Ed Pulvermacher | X |
| Jayne Walsh     | X |

Supervisors were provided with information on a gala and fundraiser hosted by the Southwestern Wisconsin Community Action Program, Inc. to be held on Thursday, October 24<sup>th</sup> from 5:30 – 9:00 p.m. at the Deer Valley Lodge, Barneveld. Funds raised from the event will be used for farmer suicide prevention services and programs.

Motion by Wegner, second by Huffman to adjourn to Tuesday, October 29, 2019 at 7:00 p.m. Motion carried.

STATE OF WISCONSIN )  
                                  )SS  
COUNTY OF RICHLAND)

I, Victor V. Vlasak, County Clerk in and for the County of Richland, do hereby certify that the foregoing is a true copy of the proceedings of the County Board of Supervisors of Richland County for the September session held on the 17<sup>th</sup> day of September, 2019.

Victor V. Vlasak  
Richland County Clerk