

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Celebrating Black History Month.

WHEREAS the County Board wants to join in the celebration of February as Black History Month which has been commemorated nationally since the 1970s when President Gerald Ford urged Americans to seize the opportunity to honor the too-often neglected accomplishments of black Americans in every endeavor throughout America’s history, and

WHEREAS people of African descent have called Richland County home since the 1860s, including early residents Benjamin Butts and Miller Bowler, and the Richland County History Room educates visitors about the history of Richland County, including African Americans, and

WHEREAS the Rules and Resolutions Committee is urging the County Board to adopt this Resolution.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the County Board hereby celebrates February as Black History Month, and

BE IT FURTHER RESOLVED that the County Board encourages residents and visitors to learn about and embrace the historical contributions of African Americans, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE RULES AND RESOLUTIONS COMMITTEE AND ETHICS BOARD

FOR AGAINST

Shaun Murphy-Lopez	X
Cad Cosgrove	X
Melissa Luck	X
Donald Seep	X
Kerry Severson	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Recognizing The Retirement Of An Employee Of The Child Support Agency.

WHEREAS Ms. Nancy Tisdale was hired on June 16, 1988 and she retired as a Clerical Assistant II in the Child Support Agency on December 31, 2020, and

WHEREAS the County Board wants to express its sincere appreciation to Ms. Nancy Tisdale for her over 32 ½ years of dedicated service to Richland County.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the County Board hereby expresses its sincere appreciation to Ms. Nancy Tisdale for her over 32 ½ years of dedicated service including 22 ½ years in the Extension Office and the last 10 years in the Child Support Agency, and

BE IT FURTHER RESOLVED that the County Board wishes Ms. Tisdale a long and happy retirement, and

BE IT FURTHER RESOLVED that the County Clerk shall send a copy of this Resolution to:

Ms. Nancy Tisdale  
P.O. Box 543  
Muscodia, WI 53573

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE CHILD  
SUPPORT COMMITTEE

FOR AGAINST

Linda Gentes	X
Daniel McGuire	X
David Turk	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Authorizing The County Highway Commissioner To Hire Seasonal Patrolmen.

WHEREAS the County Highway Committee and the County Highway Commissioner, Roger Petrick, have recommended to the Finance and Personnel Committee that the Commissioner be authorized to hire seasonal patrolmen in the event of staff shortages in the Highway Department due to unforeseen circumstances and this proposal will allow for reduced overtime and for quicker response time in snow events, 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 the County Highway Commissioner is hereby authorized to recruit and hire seasonal patrolmen in the event of staff shortages due to unforeseen circumstances, and

BE IT FURTHER RESOLVED that seasonal patrolman shall be paid at Grade G in the County's Pay Plan, with the Commissioner being authorized to pay each hire at Step 1 (hourly rate: \$18.56), at Step 2 (hourly rate: \$18.99) or at Step 3 (hourly rate: \$19.42) in the Commissioner's discretion and based upon the abilities and the experience of the recruit, and

BE IT FURTHER RESOLVED that the County Highway Commissioner is responsible for seeing that no seasonal patrolman works enough hours to qualify for fringe benefits, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Approving The Payment Of Two Invoices For The Register Of Deeds Office.

WHEREAS Register of Deeds Sue Triggs has recommended to the Finance and Personnel Committee that approval be granted for the payment of two invoices related to maintenance of her office's computer system, and

WHEREAS Rule 14 of the Rules of the Board requires County Board approval for nearly all expenditures of \$5,000 or more, 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 paying the following two invoices for maintenance services for the Register of Deeds's computer system:

1. ImageTek, Inc. in the amount of \$2,613.65, with \$2,010.50 to be paid from the Register of Deeds budget and \$603.15 to be paid from the Land Records budget;
2. Land Nav/GCS in the amount of \$6,040, with \$4,290.00 to be paid from the Register of Deeds budget and \$1,750.00 to be paid from the Land Records budget, and

BE IT FURTHER RESOLVED that the County Clerk is directed to issue County checks 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 \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Approving Payment Of An Invoice For The Third Year Of The Sheriff's Department's Taser Program.

WHEREAS the Law Enforcement and Judiciary Committee and Sheriff Jim Bindl have recommended to the Finance and Personnel Committee that approval be given for payment of an invoice covering the third year of the Department's taser program, and

WHEREAS it is provided in Rule 14 of the Rules of the Board that nearly all expenditures of \$5,000 or more must be approved by the County Board, and

WHEREAS the Finance and Personnel Committee has carefully considered the 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 payment of the invoice of Axon Enterprises, Inc. of Tucson, Arizona for \$5,627.00 which is the third year payment for the Sheriff's Departments' taser program, and

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to issue a County check from the 2020 Capital Improvement Fund (Fund # 75) 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 \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO. 20 - \_\_\_\_\_**

A Resolution Approving A Contract With An Engineering Firm Relating To Repairing The County's Emergency Radio And Tower Infrastructure.

WHEREAS the County's emergency and radio tower infrastructure is aging and significant improvements need to be done to it to improve the County's communication with patrol, emergency response and firefighting units in order to ensure public safety at all times, and

WHEREAS bids have been solicited from engineering firms to do a Phase 1 evaluation estimate and the Law Enforcement and Judiciary Committee has recommended engagement of the bidder which the Committee believes is in the County's best interest, 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 contract proposed by Tru North Consulting Group, Inc. of Stillwater, Minnesota to undergo a Phase 1 evaluation estimate relating to the County's emergency radio and tower infrastructure at a cost of \$24,500, and

BE IT FURTHER RESOLVED that funds to carry out this Resolution shall come from the Short Term Capital Borrowing Fund (Fund #92) and approval is hereby granted for the County Administrator to sign on behalf of the County the contract proposed by Tru North Consulting Group, Inc. for this work, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Approving A Contract With A Madison Engineering Firm To Provide Professional Services Regarding Repairing The Roof On The Original Courthouse.

WHEREAS the roof on the original Courthouse leaks in six areas and damages are occurring to ceilings and walls and a professional damage assessment and a plan needs to be developed to make necessary repairs and/or replacement of parts of the roof, and

WHEREAS the Property, Building and Grounds Committee has received a proposal from the Madison engineering firm of Specialty Engineering Group, LLC. to do this work and this firm is recommended because it has done previous work for the County, 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 contract proposed by the Madison Engineering Firm of Specialty Engineering Group, LLC to do a damage assessment and repair and/or replace parts of the roof on the original Courthouse with the firm's fees to be as follows:

- (a) For repair of the concrete tile roof, 10% of the lowest responsible bid received;
- (b) For the replacement of the concrete tile roof 8% of the lowest responsible bid received, and

BE IT FURTHER RESOLVED that funds to carry out this Resolution shall come from the Short-Term Borrowing Fund (Fund # 92) and the County Administrator is hereby authorized to sign on behalf of the County the contract proposed by the firm for this work, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Authorizing The Management Information Systems Department To Enter Into An Annual Contract For Encrypted Emails.

WHEREAS the Director of the Management Information Systems Department, Ms. Barb Scott, has recommended to the Finance and Personnel Committee that she be authorized to enter into a contract for the purpose of enabling all County employee-users of the Internet to send encrypted emails, with the proposed program also acting as a junk mail filter and providing an enhanced security level to protect the County and its data, 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 approval is hereby granted for the Management Information Systems Department to purchase a Barracuda Essential Security Edition license for 290 County employee-users, from JComp Technologies of Baraboo at a cost of \$7,864.80, which represents a cost of \$27.12 per year per user, a considerable reduction from the County's current cost of \$100 per year per user, and

BE IT FURTHER RESOLVED that the cost of this license is provided for in the Management Information Systems Department's account in the 2021 County budget, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X



**RESOLUTION NO. 21 - \_\_\_\_\_**

Resolution Amending Resolution No. 20-117 Relating To Approving Provider Contracts For 2021 For The Health And Human Services Department.

WHEREAS there is a need to amend Resolution No. 20-117 relating to approving provider contracts for 2021 for the Health and Human Services Department because the name of one of the contracting entities has changed, and

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, have carefully considered this matter and are now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that Resolution No. 20-117 is hereby amended by changing "RTP(WI), S.C." to "Array Behavioral Care", with this contract being to provide telepsychiatry services to the Behavioral Health Services Unit in the amount of \$130,000 for 2021, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

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

FOR AGAINST

Kerry Severson	X
Ingrid Glasbrenner	X
Van Nelson	X
Brad Wegner	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Approving Two Transfers Of Funds In The Health And Human Services Department.

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, have recommended to the Finance and Personnel Committee that two transfers of funds be approved, 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 the following two transfer of funds in the Health and Human Services Department are hereby approved:

1. Transfer \$10,000 from the Transportation Program Fund (Fund # 63) to the Health and Human Services Fund (Fund # 56) for administration costs;
2. Transfer \$199.90 from the Children’s Community Options Program (CCOP) Risk Reserve Fund (Fund # 40) to the Health and Human Services Fund (Fund # 56) for the purchase of a Zoom Business Account license, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO.21 - \_\_\_\_\_**

A Resolution Amending The Health And Human Services Departments' Addendum To The Handbook Of Personnel Policies And Work Rules.

WHEREAS several departments of County government, due to their unique circumstances, have addendums to the Handbook of Personnel Policies and the Health and Human Services Department is such a department, and it is necessary from time to time to amend a department's addendum in order to meet the needs of that department, and

WHEREAS there is a need for an amendment to the Department's Addendum in order to authorize the Director to waive professional certification/license requirements for a position in order to be able to hire an otherwise-qualified individual to fill a difficult-to-recruit position, and

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, have recommended to the Finance and Personnel Committee that the Department's Addendum be amended.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that section 1 d under the heading "Hiring and Employment Considerations" of the Department of Health and Human Services's Addendum to the Handbook of Personnel Policies and Work Rules is hereby amended by adding the following underlined language:

1, Hiring for Long-Term Vacancies (90 days or longer):

d. Employees hired for a Social Worker or AODA Counselor Opposition who have not yet received certification shall be paid at the Social Worker (Temporary Certification) starting rate, and agree to obtain temporary certification by the end of his/her probationary period. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. The Director may waive the Social Worker certification requirement of an otherwise qualified candidate if it does not conflict with any other program requirements and is in the best interest of the Department and the services to be provided. When the certification requirement is waived, the employee may not advance to the pay grade for the certified Social Worker level positions. and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Creating One Child And Youth Services Supervisor Position In The Department of Health And Human Services.

WHEREAS the Wisconsin Department of Children and Families requires that a Supervisor conduct screening decisions for child abuse and neglect reports taken by Child Protection workers and there is a need for the Department to have a Child and Youth Services Supervisor position, and

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, have recommended the creation of a Supervisor position to the Finance and Personnel Committee, 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 one Child and Youth Services Supervisor position is hereby created in the Department of Health and Human Services and one Child and Youth Services Case Manager position is eliminated, and

BE IT FURTHER RESOLVED that the one Case Manager in the Child and Youth Services Unit who holds the required experience and credentials to fill this Supervisor position, Ms. Kayla Williams, is hereby appointed to the new position at Grade K, Step 2 (\$25.73 per hour) in the County's Pay Plan, and

BE IT FURTHER RESOLVED that the job description for this new position, which is on file in the County Clerk's office and which is also accessible on the County's website, is hereby approved, and

BE IT FURTHER RESOLVED that this Resolution shall be effective at the start of the first pay period after its adoption.

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Creating One Adult Protective Services/Crisis Professional Position In The Department Of Health And Human Services.

WHEREAS there is a need for an additional staff person in the Behavioral Health Services Unit of the Department of Health and Human Services due to an increased need for crisis services over the previous 4 years and also due to frequent case overlap in the program areas, and

WHEREAS this new position was approved in the Department’s 2021 budget and the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, have recommended the creation of this new position to the Finance and Personnel Committee, 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 approval is hereby granted for creating one new Adult Protective Services/Crisis Professional position in the Behavioral Health Unit of the Department of Health and Human Services, with this position to be at Grade H in the County’s Wage Plan (hourly probationary rate: \$20.68; hourly after-probation rate: \$21.15), and

Be it further resolved that the job description for this position which is on file in the County Clerk’s office and which is accessible on the County’s website is hereby approved, and

BE IT FURTHER RESOLVED that the title of this new position is hereby added to the “DEFINITIONS” section of the Handbook of Personnel Policies and the title is also added to the Richland County Wage Plan, and

Be it further resolved that this Resolution shall be effective at the start of the first pay period after January 1, 2021.

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Relating To Cancelling Stale County Checks.

WHEREAS it appears in the report of the County Treasurer that the following checks have been outstanding against the County for more than one year and County Board approval is required before these checks can be taken off the books of the County.

NOW THEREFORE BE IT FURTHER RESOLVED by the Richland County Board of Supervisors that the following County checks drawn on Richland County Bank are hereby cancelled:

CHECK NUMBER	DATE	PAYEE/DEPT	CHECK AMOUNT
7239	7/31/2019	CASEY DRISCOLL/CLERK OF CT	\$17.53
8295	9/19/2019	NICOLE HANDFELT/FAIR	\$21.00
8324	9/19/2019	EMILY KNOBLE/FAIR	\$1.75
8327	9/19/2019	BRANSON LOEFFELHOLZ/FAIR	\$1.50
8375	9/19/2019	COURTNEY SCHUNA/FAIR	\$1.50
8380	9/19/2019	LACY SEBRANEK/FAIR	\$1.25
8381	9/19/2019	TIM SEBRANEK/FAIR	\$1.50
8477	9/24/2019	BRADY EICK/FAIR	\$3.75
8478	9/24/2019	OLIVIA EICK/FAIR	\$4.00
8504	9/24/2019	JOHN HONER/FAIR	\$4.00
8542	9/24/2019	ABBEY KNOBLE/FAIR	\$2.75
8543	9/24/2019	DAKOTA KNOBLE/FAIR	\$5.00
8557	9/24/2019	KASSIDY MANCILLA/FAIR	\$3.25
8610	9/24/2019	AVERY SCHLESNER/FAIR	\$2.25
8620	9/24/2019	LOGAN SEBRANEK/FAIR	\$14.50
8621	9/24/2019	MACKENZIE SEBRANEK/FAIR	\$22.25
8622	9/24/2019	TYLER SEBRANEK/FAIR	\$16.75
8666	9/24/2019	TAYTE YOUNG/FAIR	\$1.75
8673	9/25/2019	KASSIDY MANCILLA/FAIR	\$3.75
8675	9/25/2019	TAYTE YOUNG/FAIR	\$4.00
8721	10/3/2019	JEREMY WANEK/TREAS.REFUND	<u>\$1.98</u>
TOTAL			\$136.01

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Relating To Cancelling Stale Tax Certificates For The Tax Year 2008 And Making An Appropriation.

WHEREAS when real estate taxes on a parcel go unpaid, the County issues a tax certificate which is a lien on the real estate and, if a tax certificate remains unpaid for 11 years, Wisconsin Statutes, section 75.20 requires the County Treasurer to cancel that tax certificate, and

WHEREAS there are 12 tax certificates which County Treasurer Julie Keller is now required to cancel and the Finance and Personnel Committee is now presenting this Resolution to the County Board for an appropriation to reflect the lost revenues resulting from these cancelled tax certificates in the 2020 County budget.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for cancelling the following tax certificates for Tax year 2008.

<u>CERTIFICATE NUMBER</u>	<u>PARCEL NUMBER</u>	<u>TAX AMOUNT</u>
34	002-2721-2100	\$ 61.23
73	006-0634-5300	2.00
179	006-4041-0009	3.59
180	006-4621-0000	3.59
380	020-0613-4100	4.71
429	022-0934-2100	60.11
528	028-1633-2100	2.39
578	030-2811-1100	615.57
596	032-2220-0810	92.38
597	032-2220-0830	38.44
598	032-2220-0880	27.51
724	276-2100-0420	1,919.79

Total.....\$2,831.31, and

BE IT FURTHER RESOLVED that \$2,831.31 is hereby appropriated from the General Fund to the Cancelled Tax Certificates account in the 2021 County budget, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND  
PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Relating To The County Obtaining A Tax Deed To Certain Tax Delinquent Real Estate In The Town Of Akan.

WHEREAS the County is the owner and holder of tax certificates relating to certain tax-delinquent real estate in the Town of Akan, and

WHEREAS the County is at this time authorized by the Wisconsin Statutes to take a tax deed to this tax delinquent real estate and to thereby become the owner of the real estate, subject to the statutory right of redemption of the former owner, and

WHEREAS the Property, Building and Grounds Committee has carefully considered this matter and is now recommending that the County Board authorize the taking of title by the County to this tax delinquent parcel of real estate.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to execute and issue a tax deed in favor of Richland County to the following-described parcel of real estate in the Town of Akan which is known as Tax Parcel # 002-1534-2100 as to which the County owns and holds the following unredeemed tax certificates for the following tax years:

<u>Year of Tax</u>	<u>Certificate No.</u>	<u>Amount of tax (without interest)</u>
2013	13	\$12.94
2014	11	\$12.86
2015	8	\$12.79
2016	5	\$13.05
2017	5	\$13.66
2018	5	\$13.18
2019	3	\$13.25
Total.....		\$91.73

The legal description relating to this parcel is as follows:

The following-described real estate is situated in Richland County, State of Wisconsin:

Commencing at a point in the West line of the Road running North and South through the center of Section Fifteen (15) Twenty-nine (29) rods And nineteen (19) links North of the Quarter Post in the South line of said Section Fifteen (15),  
Thence West fifty (50) feet,  
Thence North Forty (40) feet,  
Thence East Fifty (50) feet,  
Thence South Forty (40) feet to the place of beginning, the same being conveyed as a site for a Town House in the said Town of Akan, all in the Northeast Quarter (NE1/4) of the Southwest Quarter (SW1/4) of Section Fifteen (15), Township Ten (10) North, Range Two (2) West, Richland County, Wisconsin.

ALSO:

Commencing at a point in the West line of the Highway running North and South through the Center of Section Fifteen (15) Twenty-nine (29) rods and Nineteen (19) links North from the Quarter Post in the South line of said Section Fifteen (15).  
Thence South Four (4) rods,  
Thence West Four (4) rods,  
Thence North Ten (10) rods and Seven (7) feet,



Thence East Four (4) rods,  
Thence South Four (4) rods,  
The same being conveyed as a lot for town around the Town House and  
Being in the Northeast Quarter (NE ¼) of the Southwest Quarter (SW1/4)  
of Section Fifteen (15), Township Ten (10) North, Range Two (2) West,  
Richland County, Wisconsin

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE PROPERTY,  
BUILDING AND GROUNDS COMMITTEE

FOR AGAINST

Richard McKee	X
Chad Cosgrove	X
Steve Carrow	X
Daniel McGuire	X
Steve Williamson	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Relating To The County Obtaining A Tax Deed To Certain Tax Delinquent Real Estate In The Town Of Henrietta.

WHEREAS the County is the owner and holder of tax certificates relating to certain tax-delinquent real estate in the Town of Henrietta, and

WHEREAS the County is at this time authorized by the Wisconsin Statutes to take a tax deed to this tax delinquent real estate and to thereby become the owner of the real estate, subject to the statutory right of redemption of the former owner, and

WHEREAS the Property, Building and Grounds Committee has carefully considered this matter and is now recommending that the County Board authorize the taking of title by the County to this tax delinquent parcel of real estate.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to execute and issue a tax deed in favor of Richland County to the following-described parcel of real estate in the Town of Henrietta which is known as Tax Parcel # 014-3440-1009 as to which the County owns and holds the following unredeemed tax certificates for the following tax years:

<u>Year of Tax</u>	<u>Certificate No.</u>	<u>Amount of tax (without interest)</u>
2008	314	\$12.68
2009	291	\$13.91
2010	312	\$13.15
2011	288	\$13.00
2012	242	\$13.46
2013	242	\$13.66
2014	206	\$11.67
2015	233	\$11.28
2016	209	\$12.21
2017	178	\$13.74
2018	167	\$14.10
2019	157	<u>\$13.61</u>
Total		\$156.47

The legal description relating to this parcel is as follows:

The following-described real estate is situated in Richland County, State of Wisconsin:

The North Half (N1/2) of Lots Nine (9) and Ten (10) in Block Ten (10), in the Village of Hub City, EXCEPTING THEREFROM the South Four (4) feet of the said North Half (N1/2) of Lots Nine (9) and Ten (10) in Block Ten (10).

All of said lands being located in Section Thirty-four (34), Town Twelve (12) North, Range One (1) East, Richland County, Wisconsin.

Subject to easement of Richland Cooperative Electric Association which is recorded at Volume 1, Easements p.587, Richland County Register of Deeds.

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE PROPERTY,  
BUILDING AND GROUNDS COMMITTEE

FOR AGAINST

Richard McKee	X
Chad Cosgrove	X
Steve Carrow	X
Daniel McGuire	X
Steve Williamson	X

**RESOLUTION NO.21 \_\_\_\_\_**

A Resolution Approving Engagement Letters With The County’s Labor Attorney And With The County’s Auditor.

WHEREAS, for many many years, the County has engaged Attorney Jon Anderson’s law firm annually for labor law advice and an accounting firm from Viroqua to audit the County’s finances annually, and

WHEREAS County Administrator Clinton Langreck has proposed to the Finance and Personnel Committee that the annual contract for 2021 proposed by Attorney Anderson’s law firm, and the contract proposed by the auditing firm to provide auditing and accounting services for 2020 be approved, 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 contract proposed by the Madison law firm Husch Blackwell to provide labor law advice to the County for 2021 and approval is also granted for the contract proposed by Johnson Block and Company, Inc. of Viroqua to provide accounting and auditing services for the County for 2020, and

BE IT FURTHER RESOLVED that these contracts are on file in the County Clerk’s office and are accessible on the County’s website, and

BE IT FURTHER RESOLVED that the County Administrator is hereby authorized to sign these contracts on behalf of the County, and

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

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_NOES \_\_\_\_\_

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

Resolution Making Amendments To Resolution # 15-98 Relating To Establishing A Policy Regarding A Minimum Balance In The General Fund.

WHEREAS County Administrator Clinton Langreck has proposed to the Finance and Personnel Committee that Resolution # 15-98 relating to establishing a policy regarding a minimum balance in the General Fund be amended for clarification purposes, and

WHEREAS the Finance and Personnel Committee has carefully considered Mr. Langreck’s 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 Resolution # 15-98 is hereby amended by repealing the following crossed-out words and adopting the following underlined words:

“WHEREAS the County’s auditor, Johnson Block and Company, Inc. has recommended that the County Board formalize this policy by adopting a Resolution requiring the County to maintain a balance in the General Fund of at least 25% of the total ~~budgeted~~ General Fund operating expenditures for the year”;

“NOW, THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that it is the policy of Richland County that at all times the balance in the General Fund shall be at least 25% of the total General Fund operating expenditures set forth in the County’s budget for the year”;

BE IT FURTHER RESOLVED that the Finance and Personnel Committee is committed to maintain the minimum balance in the General Fund through budget preparations and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Restructuring The Child Support Agency.

WHEREAS the Child Support Committee has proposed a restructuring of the Child Support Agency and the Committee has received advice and consultation from the County’s personnel consulting firm, Carlson Dettmann of Madison, and

WHEREAS the Committee has presented its restructuring proposal to the Finance and Personnel Committee which is now presenting a Resolution containing these proposed personnel changes in the Child Support Agency to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the following personnel changes in the Child Support Agency are hereby approved, for the purpose of restructuring that Agency:

1. The staffing level of the Agency is reduced from 3.2 positions to 2.2 positions. with one position remaining classified as “dedicated”, which supports a higher reimbursement rate from the State;
2. The title of the Lead Caseworker position is changed to Child Support Director and the pay for that position is changed from Grade H in the County’s Pay Plan (starting hourly rate at Step 2: \$20.68) to Grade K (starting hourly rate at Step 2: \$25.73) and Ms. Amy Hoffman is hereby appointed to the Child Support Director position at Step 4 of Grade K in the County’s Pay Plan (hourly rate \$26.90), and

BE IT FURTHER RESOLVED that the title of the “Assistant Corporation Counsel-Child Support Administrator” position is hereby changed to “Child Support/Staff Attorney-Assistant Corporation Counsel”,

BE IT FURTHER RESOLVED that the Handbook of Personnel Policies and Work Rules and the Pay Plan are hereby amended in accordance with this Resolution and the job descriptions will be amended in accordance with this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective on March 1, 2021.

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Establishing Policies For The Utilization Of Funds From The Short Term Capital Borrowing Fund.

WHEREAS, at its November 17, 2020 meeting, the County Board adopted Resolution # 20-151 setting forth details as to the amount, department and project or improvement for which the \$1,032,132.00 derived from the County's issuance of taxable general obligation promissory notes was to be utilized, and

WHEREAS the Finance and Personnel Committee and County Administrator Clinton Langreck propose that a statement of the policies underlying Resolution # 20-151 be adopted and the 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 the Short Term Capital Borrowing Program Policy, a copy of which is attached to the Resolution and which is also filed with the County Clerk's Office and made available on the Richland County Website, is hereby adopted, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO. 20 - \_\_\_\_\_**

A Resolution Establishing A Procedure For County Employees To Express Management Concerns.

WHEREAS County Administrator Clinton Langreck has proposed that a procedure, be established for County employees to express concerns about management, and

WHEREAS Mr. Langreck's proposal has been carefully reviewed by the Finance and Personnel Committee which 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 the following procedure for County employees to express concerns about management is hereby approved:

**PROCEDURE FOR COUNTY EMPLOYEES TO EXPRESS MANAGEMENT CONCERNS**

**8. Employee concerns about management**

**Filing Formal Complaint or Concern**

- a. Richland County staff members shall practice effective communication in addressing complaint or concern through the established chain of command when problems arise.
- b. For purposes of this policy, the chain of command begins with an employee's immediate manager, the person responsible for giving the employee daily direction and reviewing the employee's performance.
- c. When problems cannot be remedied through informal discussion between parties and notification through the chain-of-command, staff may file a formal written complaint/concern regarding the following items:
  - i. Working conditions,
  - ii Policies,
  - iii. Procedures,
  - iv. Problems with co-workers, and
  - v. Management decisions
- d. This policy is intended to allow staff to submit a form, written complaint/concern without the fear of prejudice or retaliation for reporting their complaint/concern. Retaliation against an employee for utilizing this process is prohibited and may result in disciplinary action up to and including termination.
- e. The filing of a formal complaint/concern does not shield an employee from corrective or disciplinary actions resulting from the employee's violations of policy or performance standards.

**Procedure for Filing a Formal Complaint/Concern:**

**Step One - - Submitting a Written Complaint/Concern:**

- f. Employees filing a formal complaint/concern shall submit their complaint or concern to their immediate manager in a timely fashion (within days of incident or having become aware). In small departments without multiple layers of management, this may be the department head.
- g. The formal complaint/concern shall be submitted in writing (email from a county account or an identified personal account is acceptable). No specific format is required; however, the concern/

complaint must include:

- i) complainant's name and contact information,
  - ii) nature of complaint/concern,
  - iii) date(s) of incident or having become aware, and
  - iv) recommendation(s) on how the complaint/concern can be remedied.
- h. Department heads submitting a formal complaint/concern will submit to the County Administrator whom will investigate and proceed to presenting to the Finance and Personnel Committee as described in step four of the procedure for filing a formal complaint and concern.

### **Step Two – Actions and Responses from Management**

- i. Managers should promptly investigate and address complaint/concern with the employee, and parties involved; and make good-faith efforts to remedy the complaint/concern with consideration for county policy, operational needs, and scope of authority.
- j. Managers shall ensure that a copy of the concern/complaint is submitted to the complainant's personnel file.
- k. Managers will communicate directly with the complainant regarding the complaint/concern and will issue a formal written response within 10 days addressing the actions taken to remedy the complaint/concern, or why action is not being taken.
- l. Management will ensure<sup>4</sup> that all responses are submitted to the complainant's personnel file.
- m. If the complainant is not satisfied with the formal response, the employee may request (in writing) for their written complaint/concern to be forwarded to the next higher level of management, within 10 days of receiving the formal response. Higher levels of management will be presented with the formal complaint/concern, and the responses from lower management.
- n. The process shall repeat at management levels until reaching the department head level. In departments with one level of management the department head will ensure management actions of step two and three are fulfilled.

### **Step Three – Actions and Responses from Department Heads**

- o. Department heads will promptly review, investigate and address complaint/concern with the employee and make good-faith efforts to remedy the complaint or concern with consideration for county policy, operational needs and scope of authority.
- p. At the direction of the department head, the remedy to the complaint/concern, may be recommended to the appropriate committee, commission, board, or official having the authority to grant the remedy. The County Administrator will be notified of such recommendations and may be involved as necessary regarding county policy and operations.
- q. The Department Head shall issue the final response to the employee regarding the complaint/concern and addressing actions taken to remedy the complaint/concern, or why action is not being taken.
- r. management, and supplemental documents are submitted to the complainant's file.

### **Step Four – Appealing the Finance and Personnel Committee**

- s. If the complainant is not satisfied with the final response from their department, the complainant may submit a written appeal to the county administrator, within 10 days of receiving the final response.



- t. The County Administrator will coordinate with the Chair of the Finance and Personnel Committee to have the complaint/concern scheduled for their next available meeting. The complaint/concern may be handled in closed session when appropriate by Wisconsin Statute 19.85.
- u. The County Administrator will review the complaint/concern, responses of management and shall present to the committee: 1) an opinion on whether policy was followed, 2) an opinion on management's effort to remedy in good-faith, and 3) a recommendation for committee action.
- v. The Finance and Personnel may take actions or make recommendations to other committee, board, commissions, elected officials or administration. Such actions or recommendations will be final.

### **Reporting Mismanagement**

- w. Richland County Management is obligated to follow all federal, state, county and department regulations, statutes, ordinances, resolutions, rules and ethical standards to ensure the responsible and effective administration of the people and resources of Richland County.
- x. Employees, staff and elected officials shall report mismanagement when observing elected officials, administration, department heads, or management engaging in the following acts:
  - i. violation of any state or federal law, rule or regulations;
  - ii. violation of any county ordinance, resolution, rule or policy;
  - iii. actions taken beyond management's legitimate authority or contrary to committee/board;
  - iv. guidance or policy;
  - v. substantial waste of public funds or a danger to public health and safety;
  - vi. a pattern of incompetent management actions which are wrongful, negligent or arbitrary and capricious;
  - vii. and which adversely affect the efficient accomplishment for a department function; or
  - viii. failure to resolve acts of mismanagement at subordinate levels.
- y. "Mismanagement" does not mean the mere failure to act in accordance with a particular opinion regarding management techniques.
- aa. This policy is intended to allow all employees, staff and elected officials to report mismanagement without fear or prejudice of retaliation. Retaliation against an employee, staff or elected official for utilizing this process is prohibited and may result in disciplinary action up to and including termination.
- bb. Filing a report of mismanagement does not shield an employee from corrective or disciplinary actions resulting from the employee's violations of policy or performance standards.

### **Procedure for Reporting Mismanagement**

#### **cc. Step One – Submitting a Written Report of Mismanagement**

- i. Reports of mismanagement shall be submitted to the County Administrator, Corporation Counsel, or County Board Chair (within days of incident or having become aware).
- ii. In the event the report of mismanagement involves one (or multiple) of the above administrative positions the County Clerk and County Board Vice Chair may also be approached when submitting a written report of mismanagement.

- iii. The report of mismanagement shall be submitted in writing (email from a county account or an identified personal account is acceptable).
- iv. No specific format is required; however, the report should include:
  - i) the reporting party's name and contact information;
  - ii) description and summary of mismanagement;
  - iii) date(s) of incident or having become aware; and
  - iv) other parties that may be aware of this mismanagement).

**Step Two – Actions and Responses from Administration.**

- dd. The Administration shall review the report and collaborate to promptly investigate the claim of mismanagement.
- ee. The appropriate committees, boards and commissions, and/or law enforcement shall be involved as appropriate.
- ff. Administration shall communicate directly with the reporting party regarding and will issue a formal written response addressing actions taken to remedy the management, or why action is not being taken, within 10 days of receiving the report.
- gg. The report and response documentation shall be submitted to the report party's personnel file, and

BE IT FURTHER RESOLVED that subsection 7 entitled "Concerns" under the heading "Hiring and Employment Considerations" is hereby repealed, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Approving A Transition Plan And Directives To Transfer Human Resources And Financial Functions From The County Clerk's Office To The County Administrator.

WHEREAS the County Board established a Temporary Administrator Transition Committee for the purpose of establishing the details of the County's transition to the County Administrator form of government and the Committee has been working hard on this assignment and has forwarded a Transition Plan and Directives to the Finance and Personnel Committee, and

WHEREAS the Finance and Personnel Committee has carefully reviewed this proposed Transition Plan and Directives 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 the 7-page Transition Plan and Directives which was developed by the Temporary Administrator Transition Committee, a copy of which is attached to this Resolution, is hereby approved, and

BE IT FURTHER RESOLVED that the purpose of the Transition Plan and Directives is to accomplish the transfer of human resources and financial functions from the County Clerk's office to the County Administrator's office, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X
Donald Seep	X
David Turk	X

## Transition Plan and Directives — HR and Financial Functions to the County Administrator

### Outcome Statement:

Be it therefore resolved that Richland County Administrator's Office, and Richland County's Clerk Office, with help of supporting offices, departments and organizations will transfer the Human Resources (HR) and Financial Functions from the Clerk's Office to the Administrator's Office, NLT \_\_\_\_\_ 2021, in accordance with this Transition Plan and Directives, in efforts to support the County's strategic goal and vision of changing to an Administrator form of County Government.

### Intentions of the Board:

**County Board's Intention Statement** — With adoption of this plan, it is the intentions of the Richland County Board to have the organizational functions of the County Financials and HR currently managed by the Richland County Clerk transferred to the management of the County Administrator. The end state of this transition will be a system that reflects daily oversight and management of Financial and Human Resources (HR) performed by the County Administrator, with established access for the County Clerk to ensure all statutory duties can be fulfilled in the keeping of accurate records, necessary authorizes payment, apportion of taxes, etc. It is the County Board's intentions to adjust personnel assignments, work areas, equipment, authorizations, etc. to carry out this transition. It is the intentions of the County Board that the following principles are prioritized in the execution of this transition:

- Minimize disruption to financial and HR operations;
- Retain all employees assigned to these functions, and utilize their knowledge;
- Transfer functions, personnel, work area etc. in a responsible manner;
- Monitor progress by committee; and
- Report problems accompanied with recommended solutions.

The board passed resolutions for an administrator model and has tasked financial and HR functions via job description: **Follow-on Action:** Resolution language that adopts this plan.

### Initiatives of Committee and Board Actions to Guide the Transition:

This section is intended to help define Committee/ Board initiatives in guiding the project, proposing changes by resolution and monitoring the implementation of the changes:

1. **Investigation and Planning Initiative; Administrative Transition Committee** —By Resolution No. 20 -126 The Administrator Transition Committee was formed and tasked to:
  - a. identify the staffing needs of the County Administrator;
  - b. evaluate staffing levels across all departments in the County to identify what staff, if any, can be moved from other departments to the County Administrator's office;
  - c. identify what office space the County Administrator and his staff will occupy;
  - a. present its recommendations to the Finance and Personnel Committee as to staff and office space matters and to the Rules and Resolutions Committee as to the Handbook of Personnel Policies and addendums to conform to the statutory provisions relating to county administrators

## **Transition Plan and Directives — HR and Financial Functions to the County Administrator**

In efforts to gather needed information and make recommendations the Administrative Transition Committee will conduct public meetings to discuss transition items and may reach out to elected officials, employees and consultants as needed.

\*Meetings held in December 2020 and January 2021 uncovered the need to: 1) extend the existence of the committee to June, 2) add additional members to the committee (from 3 to 5), and 3) prepare a detailed and comprehensive plan to the Finance and Personnel Committee and Rules and Resolutions for consideration. — This “Transition Plan and Directives,” is intended to fulfill Initiative #1.

This initiative will be complete when all recommendations have been made by the Administrator Transition Committee to the standing the committees, but this initiative may be revisited as needs arise, or as requested by Finance and Personnel and Rules and Resolutions.

### **2. Recommendations and Resolutions; Finance and Personnel and Rules and Resolutions —**

**Finance and Personnel Committee** — By the Richland County Committee Structure Resolution the Finance and Personnel Committee is tasked with, *“(E) The committee shall advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served.”*

**Rules and Resolutions Committee** — By the Richland County Committee Structure Resolution the Rules and Resolutions Committee is task with, *“(E) study the operation and organization of all County Departments, and prepare a report or reports for the County Board with recommendations for County operation and organization.”*

These committees will consider recommendations made and will offer a proposed plans and recommendations to the County Board for resolution.

This initiative will be complete when all recommendation resolutions and plans are advanced and adopted by the County Board, but this initiative may be revisited as needs arise.

### **3. Transition and Monitoring Phase; Finance and Personnel** — By the Richland County Committee Structure Resolution the Finance and Personnel Committee is tasked with, *“(E) The committee shall advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served.”*

The Finance and Personnel Committee will monitor the transition efforts through monthly reports delivered from the Administrator and County Clerk. Advice will be given as needed and actions can be taken by the committee to redirect efforts or modify this plan, within the intentions of the County Board.

**Transition Plan and Directives — HR and Financial Functions to the County Administrator**

This initiative will be complete when all identified functions, personnel, work space, equipment, etc. are successfully transitioned.

**4. Completion and Reporting; Finance and Personnel, and Rules and Resolution — (Reference tasks indicated in initiative 2, above)**

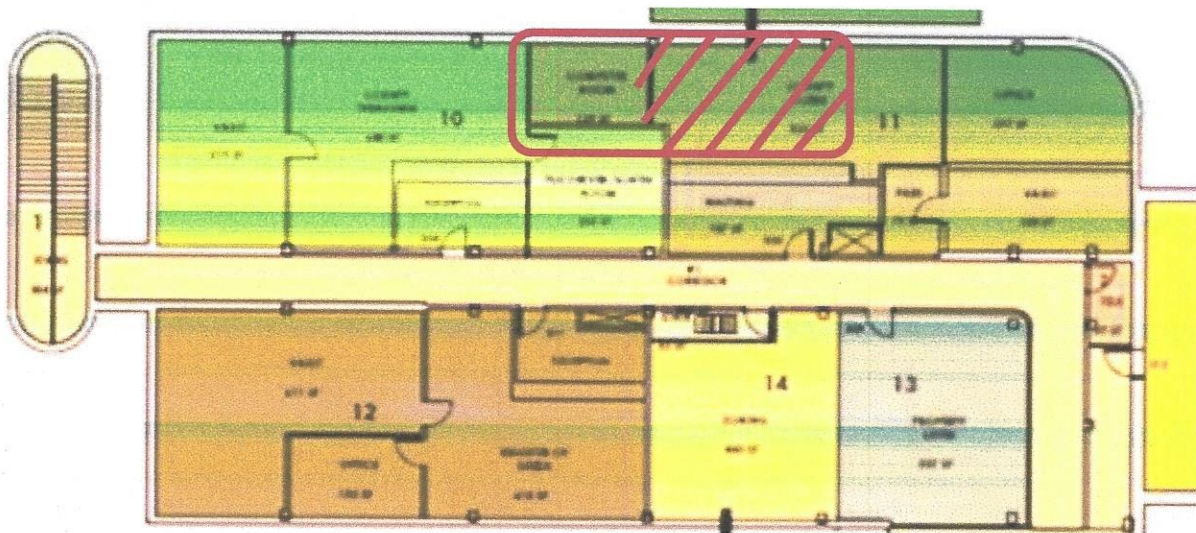
The Finance and Personnel Committee will notify the Rules and Resolutions Committee when the transition has been complete. The Rules and Resolutions Committee may request information from committee and staff as appropriate to fulfill role of studying and reporting to the County Board on this operational and organizational change along with any recommendations it sees fit.

This initiative will be complete when all identified functions, personnel, work space, equipment, etc. are successfully transitioned and a final report is presented to the counting board from Rules and Resolution.

**Objective and Directives:**

**Objective: Office Space for the County Administrator Staff**

In efforts to meet the principles described in the Board’s intentions statement, this plan directs the County Clerk Computer Room to be reassigned to the County Administrator as office space. The County Clerk work floor will be reassigned as joint space to accommodate both the Clerk and Administrator’s staff. It is intended that this arrangement will keep both offices adjacent to the County Treasurer; and this allows for mutual aid in supporting functions, training and collaboration.



~Diagram of 3<sup>rd</sup> Floor, indicating reassigned office space and shared floor space:

Office Space: Sub-tasks to move into Computer Room

Sub-Task:	Purpose	Party(ies)	NLT Date
-----------	---------	------------	----------

**Transition Plan and Directives — HR and Financial Functions to the County Administrator**

Recommendation Transition Committee	Recommendation to reassign computer room and share floor for staff	Adm Trans. Committee	16-Dec-2020
Recommendation Finance and Personnel	{same} — 05 Jan 2021 to Property	F+P	05 Jan 2021
Recommendation Property	{same} — 07 Jan 2021 to Board	Property	07 Jan 2021
Board Resolution	Res No. 21-13	Board	19 Jan 2021
Subtask: AS400 alternate storage	Administrator works with MIS, and Clerk to identify alternative storage of AS400 system	Admin	03 May 2021
Subtask: AS400 access or alternate backup	Administrator works with contracted vendor and MIS to implement a cloud/VEEAMS backup to county cold site at Pine Valley	Admin	05 April 2021
Make space available	Relocate Clerk records, supplies and equipment	Clerk	03 May 2021
Move Computer/phone equipment	MIS configures Office, moves computer / phone equipment	MIS	03 May 2021
Administrator occupies Computer Room	County Administrator has dedicated office space to perform functions.	Admin	03 May 2021

The county board passed Res No. 21-13 to assign the Computer Room to the Administrator: **Follow-on Action:** Adoption of this plan directs the joint use of the open work floor may be appropriate.

**Objective: Reestablishment of County Employee Positions**

Reestablishment of county Employees Positions: Subtask (Recruit Accounting Supervisor)

Sub-Task:	Purpose	Party(ies)	NLT Date
Posting	Posting in compliance with handbook	Admin	10 Feb
Interviews	Administrator will assemble an advisory panel	Admin w/ Panel	19 Feb
Start Date	Anticipated Start Date	Admin	18 Mar

## Transition Plan and Directives — HR and Financial Functions to the County Administrator

### **Objective: Additional Directives Regarding Continuity and Transition of Functions:**

In efforts to meet the principles described in the Board's intentions statement relating to the "transfer functions, personnel, work area etc. in a responsible manner," the following directives are intended to help ensure continuity of operations remains and that authority and responsibility of these functions transitions with minimal disruptions:

Directive to the County Clerk — The County Clerk will continue with involvement in the County Financials, HR, and Insurances in the role of teaching, coaching, and advising the County Administrator. The County Clerk will report to the Finance and Personnel Committee regarding the status of transitioning the functions.

Directive to the Administrator — The County Administrator will work with the County Clerk on ensuring appropriate access remains in place for the Clerk to gather necessary reports and information needed. The Administrator will report give to the Finance and Personnel Committee regarding the status of ensuring access, and any system changes.

Directive to the County Clerk — The County Clerk will maintain role in supporting data entry into the financial system until the arrival of a new Accounting Supervisor.

Directive to the Administrator — the County Administrator will work with the County Clerk to provide staffing support for the elections processes.

Directive to the Administrator — the County Administrator will work with the County Clerk in identifying budgetary impacts and bring forward amended office budgets reflecting changes in personnel and functions

Directive to the Administrator — The County Administrator will work with the County Clerk on ensuring that supporting agencies are made aware of these changes and that all necessary changes are made regarding signature authorities: Johnson Block (Auditing), Cooper Wallace Elliot (Health Insurance Broker), WRS (Retirement Plan), ACS / Avenue Insight (Financial and Payroll System), Employee Benefits Corp (Flex and HRA), Quartz (Health Insurance), Delta Dental (Dental Insurance), Wisconsin Access, E-Grants and SAM.gov, ESS Portal, Management of purchased revolving loan, EFTP Website (tax payments), Norton (Anti-virus), Differed Comp, Tax Exempt, etc.

Directive to the County Clerk — The County Clerk will retain current ancillary office functions not covered in this plan, and will work with the Administrator to transition these functions as appropriate.



## Transition Plan and Directives — HR and Financial Functions to the County Administrator

### Resources/References:

#### **Authority of the County Board to amend position assignments within the County:**

Wis. Statute 59.22(2)(c)(1)(b) *“Except as provided in subd. 2. and par. (d), the board may do any of the following: ... (b) Establish the number of employees in any department or office including deputies to elective officers.”*

Richland County Employee Handbook: MANAGEMENT RIGHTS The management of Richland County and the direction of the working forces shall be vested exclusively in the Employer. Such management and direction shall encompass all rights inherent in the authority of the Employer, including, but not limited to the right to hire, recall, transfer, promote, demote, discharge or otherwise discipline and to layoff employees. Further, the Employer shall have exclusive prerogatives with respect to assignments of work, including temporary assignment, scheduling of hours including overtime, to create new, or to change or modify operational methods of control, and to pass upon the efficiency and capabilities of the employees.

#### **Mandate of Deputy County Clerk:**

(1) Deputies; salaries; vacancies.

59.23(1)(a)(a) Every clerk shall appoint in writing one or more deputies and file the appointment in the clerk's office. The deputy or deputies shall aid in the performance of the duties of the clerk under the clerk's direction, and in case of the absence or disability of the clerk or of a vacancy in the clerk's office, unless another is appointed therefor as provided in par. (c), shall perform all of the duties of the clerk during the absence or until the vacancy is filled. The board may, at its annual meeting or at any special meeting, provide a salary for the deputy or deputies.

(b) In each county the clerk may also appoint the number of assistants that the board authorizes and prescribes, and the assistants shall receive salaries that the board provides and fixes.

#### **County Clerk Statutorily Duties:**

<https://docs.legis.wisconsin.gov/statutes/statutes/59/iv/23>

#### **Strategic Plan:**

As part of Resolution No. 20 – 107 Approving The County Administrator's Strategic Plan And Administrative Priorities, Goal # 2 of the plan states, "Transition finance and HR from County Clerk's Office to the Administrator's Office." (Adopted on 15 Sep 2020)

#### **Counsel:**

Richland County Corporation Counsel, Attorney Benjamin Southwick

WCA Corporation Counsel, Attorney Andrew Phillips

## Transition Plan and Directives — HR and Financial Functions to the County Administrator

### **Oversight and Communication:**

The adopted plan will be overseen by the Finance and Personnel Committee, with the authority to administer this plan established through our to our structure (E) “advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served,” and (H) “Assist with issues that may arise out of the offices of the County Clerk, County Treasurer and Register of Deeds.”

Issues that are not resolvable by staff will be brought to the Finance and Personnel Committee who may take action within their authority, request recommendation from the Administrator Transition Committee, or defer to the County Board.

The Finance and Personnel Committee will receive monthly reports regarding the transition and will give frequent reports to the County Bard on progress and upon project completion.

**ORDINANCE NO. 21 - \_\_\_\_\_**

Amendment No. \_\_\_\_\_ To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To George Riggin In The Town Of Richwood.

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 2.43 acre parcel belonging to George Riggin in the Town of Richwood is hereby rezoned from the Agricultural and Residential District (A-R) to Single Family Residential (R-2) District:

PART OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32, TOWN 9 NORTH, RANGE 2 WEST, TOWN OF RICHWOOD, RICHLAND COUNTY, WISCONSIN, BEING MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST QUARTER CORNER OF SECTION 32, T9N, R2W;  
THENCE N 00°42'19" W ON THE EAST LINE OF THE NORTHEAST QUARTER, 295.49';  
THENCE S 89°17'41" W, 926.80' TO A POINT ON THE CENTERLINE OF COUNTY HIGHWAY F AND THE POINT OF BEGINNING;  
THENCE S 83°43'10" W, 135.87'; THENCE N 09°24'13" W, 339.77';  
THENCE N 12°46'49"E, 138.10'; THENCE N 44°27'39" E, 118.57';  
THENCE S 89°22'32" E, 144.80' TO A POINT ON THE CENTERLINE OF COUNTY HIGHWAY F;  
THENCE S 06°38'27" W ON SAID SAID CENTERLINE, 199.48';  
THENCE S 07°29'56" W, 342.86' TO THE POINT OF BEGINNING.

3. This Ordinance shall be effective on February 16, 2021.

Dated: \_\_\_\_\_  
Passed: \_\_\_\_\_  
Published: \_\_\_\_\_

ORDINANCE OFFERED BY THE ZONING AND  
LAND INFORMATION COMMITTEE

\_\_\_\_\_  
Marty Brewer, Chair  
Richland County Board of Supervisors

Marc Couey	X
Steve Williamson	X
Chad Cosgrove	X
Linda Gentes	X
Ingrid Glasbrenner	X

ATTEST:

\_\_\_\_\_  
Victor V. Vlasak  
Richland County Clerk

FOR AGAINST

ORDINANCE NO. 21 - \_\_\_\_\_

Amendment No. \_\_\_\_\_ To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Chris Stelpflug In The Town Of Richwood.

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 5.2 acre parcel belonging to Chris Stelpflug and in the Town of Richwood is hereby rezoned from the General Agricultural and Forestry District (A-F) to the Agriculture and Residential (A-R) District:

Part of the Northeast quarter of the Southwest quarter and part of the Northwest quarter of the Southeast quarter of Section 36, Township 9 North, Range 2 West, Town of Richwood, Richland County, Wisconsin more particularly described as follows:

Commencing at the West quarter corner of said Section 36;  
 Thence North 89°50'16" East, along the North line of the Southwest quarter, 2117.66 feet;  
 Thence South 00°09'44" East, 770.67 feet to a point on the Northerly right-of-way for Willards Lane and the point of beginning of the land hereinafter described;  
 Thence North 60°56'24" East, 175.22 feet;  
 Thence South 84°49'25" East, 374.50 feet;  
 Thence South 17°24'25" East, 100.12 feet;  
 Thence South 66°50'02" East, 73.38 feet;  
 Thence South 36°07'20" East, 133.69 feet;  
 Thence South 10°30'02" East, 97.03 feet to a point on the Northerly right-of-way for Richwood Estates lane;  
 Thence South 68°07'06" West, along said right-of-way, 306.39 feet;  
 Thence North 40°30'10" West, 152.60 feet;  
 Thence North 81°55'58" West, 341.61 feet;  
 Thence North 00°24'35" East, 226.70 feet to the point of beginning.

3. This Ordinance shall be effective on February 16, 2021.

Dated: \_\_\_\_\_  
 Passed: \_\_\_\_\_  
 Published: \_\_\_\_\_

ORDINANCE OFFERED BY THE ZONING AND LAND INFORMATION COMMITTEE

FOR AGAINST

\_\_\_\_\_  
Marty Brewer, Chair  
Richland County Board of Supervisors

Marc Couey	X
Steve Williamson	X
Chad Cosgrove	X
Linda Gentes	X
Ingrid Glasbrenner	X

ATTEST:

\_\_\_\_\_  
Victor V. Vlasak  
Richland County Clerk

ORDINANCE NO. 21- \_\_\_\_\_

An Ordinance Amending Ordinance No 20-26 Relating To Designating The County Clerk As The Administrative Coordinator Of The County.

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

1. Ordinance No. 20-26 relating to designating the County Clerk as the Administrative Coordinator of the County is hereby amended by repealing Section 3 (b) in which the following is stated:

The County Clerk shall exercise the following duties:....

“3. (b) assist the County Administrator in the preparation of the annual budget. Monitor implementation of the adopted budget to assure that all expenditures of County funds are made in compliance with the allocations of the budget.”

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

Dated: \_\_\_\_\_  
Passed: \_\_\_\_\_  
Published: \_\_\_\_\_

ORDINANCE OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

\_\_\_\_\_  
Marty Brewer, Chair  
Richland County Board of Supervisors

Marc Couey	X
Steve Williamson	X
Chad Cosgrove	X
Linda Gentes	X
Ingrid Glasbrenner	X

ATTEST:

\_\_\_\_\_  
Victor V. Vlasak  
Richland County Clerk

To: Richland County Board, Chair Marty Brewer

Subject: County Administrator’s Monthly Report — Feb 2021

16-Feb-21

## COVID-19 Response:

Emergency Operations Center —briefings are held every Tuesday. We continue to exchange information with community regarding:

**Community Statistics:** There has been decrease in local in COVID-19 positive tests: as seen through our community testing statistics.

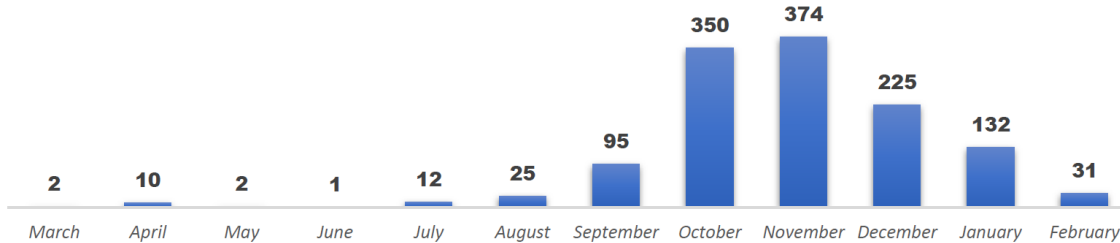
### Richland County COVID-19 Statistics

The charts below represent the COVID-19 cases among Richland County residents reported as of February 15, 2021.

Time Period	Total Individuals	Positive Cases	Positive Case Percentage	CURRENT Active COVID Cases	TOTAL Recovered / Released from Isolation	TOTAL Related Deaths	OVERALL TOTAL COVID CASES	TOTAL Ever Hospitalized
Last 14 days	(88)*	31	-35.2%	60	+ 1,188	+ 13	= 1,261	75

\*negative number of Total Individuals tested is a result of adjustments to Richland County numbers by the Department of Health Services

### POSITIVE CASES BY MONTH



~Data provided through HHS Director Tracy Thorsen as of February 15th, 2021.



**COVID-19 Community Testing:** The Richland County Emergency Medical Services and Public Health will continue Monday testing at the Richland County Fairgrounds until March 1<sup>st</sup>. The WI National Guard will continue Thursday testing at the Richland County Fairgrounds until March 4<sup>th</sup>. Cold weather has impacted several testing days where operations were called off. Testing participation has been decreasing, but a community need remains.

To learn more: <https://covid.co.richland.wi.us/free-community-testing/>

## COVID-19 Vaccine Information:

The Vaccination process has begun. For the most accurate and up-to-date information please visit: <https://covid.co.richland.wi.us/vaccine-information/>

Who is eligible for the COVID-19 vaccine?	
Current eligible populations	Next eligible populations
<ul style="list-style-type: none"><li>• Frontline health care personnel</li><li>• Residents in skilled nursing and long-term care facilities</li><li>• Fire and police personnel, Correctional staff</li><li>• Adults aged 65 and over</li></ul>	<p>Starting around March 1:</p> <ul style="list-style-type: none"><li>• Education and child care</li><li>• Individuals enrolle in Medicaid long-term care programs</li><li>• Some public-facing essential workers</li><li>• Non-frontline essential health care personnel</li><li>• Staff and residents in congregate living facilities</li></ul>



## Masking Advisory:

Discussions regarding a mask advisory have taken place involving the Richland County Board Chair, Marty Brewer; County Health Officer, Rose Kohout; Health and Human Resources Director, Tracy Thorsen; Emergency Management Director, Darin Gudgeon; and Administrator, Clint Langreck. With Governor Ever’s new emergency order in place and county COVID-19 numbers declining, we will not be issuing a formal advisory at this time but will continue promoting and educating on safety protocols (including masking), testing resources and vaccination protocol.

## Policy Development in 2021: Progress

Temporary COVID-19 Leave	Adopted Jan 2021
Short-Term Borrowing	Anticipated for Feb 2021
Complaints and Mismanagement	Anticipated for Feb 2021
Authorization Table	Development with F+P
Compensation Classification and Authorization Policy	Anticipated for Apr 2021
Purchasing Policy	Under development
Tax Deed Property	Under development

## Strategic Planning:

Resolution No. 21-107 approved the County Administrative Strategic Plan and Administrative Priorities. The Administrator reports to the Finance and Personnel Committee regarding the status and progress of these goals.

# RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

Phone: (608) 649-5960 • Fax: (608) 647-6611

E-Mail: [clint.langreck@co.richland.wi.us](mailto:clint.langreck@co.richland.wi.us)

Strategic Plan Tracking and Reporting: 2020-2021						
Items:	Actions:	Status:				
Challenges for the County		29-Sep-20	30-Oct-20	25-Nov-20	29-Dec-21	16-Feb-21
<b>Administrator (18 month goals)</b>		Preliminary	Developing	Developing	Developing	Actions Taken
<b>1. Develop a long-term</b>						
	Meeting with SW Regional planning 28 Sep 2020					
	Utilization of WI Statute 75.69(2) for strategic land development Ordinance / Policy Change to Follow					
	Received EAD Grant for Development Resiliency					
	Bagan Marketing and Tourism Focus Team Meetings					
	Scheduled dates for planning session					
	SW Regional Planning is leading Board through strategic planning					
<b>2. Transition finance and HR from County Clerk's Office to the Administrator's Office</b>		Preliminary	Developing	Developing	Developing	Actions Taken
	Preliminary Discussion with Clerk 16 Sep 2020					
	Administrator moved office to Courthouse 23 Oct 2020					
	Administrative Transition Team has begun meeting: Nov 6th					
	Administrative Transition recommendation to F+P Dec 16th					
	Transferred the Accounting Supervisor + Payroll and Benefits Specialist Positions					
<b>3. Make resolutions and ordinances available and organized on the internet</b>		Preliminary	Preliminary	Preliminary	Preliminary	Preliminary
	HTML Richland CTY Website search tool -by MIS					
<b>4. Develop more uniform HR policy and procedures</b>		No Actions	No Actions	No Actions	No Actions	No Actions
<b>5. Implement a uniform performance review program</b>		Preliminary	Developing	Developing	Developing	Developing
	Legal Research Defining relationships of Dept. Heads					
	Probation Review Administrator					
	Probation Review Economic Development Dir					
	Looking to confirmation of appointed department heads in Nov					
	Department Heads Confirmed on 17 Nov 2020					
	Schedule for Department Head Reviews has been made					
<b>6. Develop plan and funding for more broadband</b>		Preliminary	Preliminary	Preliminary	Preliminary	Preliminary
	Meeting with SW Regional planning 28 Sep 2020					
	Scheduling meeting with John Bertz					
<b>7. Develop finance and purchasing policy (increase admin authority on</b>		Preliminary	Preliminary	Preliminary	Preliminary	Preliminary
	Investigating other counties					
	Amendment to Rule #14 expanding authority					
<b>8. Develop new county board member orientation</b>		Preliminary	Preliminary	Preliminary	Preliminary	Preliminary
	Discussion and drafts					
<b>9. Full review of county employee handbook, addendums and</b>		Preliminary	Preliminary	Preliminary	Preliminary	Preliminary
	Reviews in adjusting to Administrator Model					
<b>10. Partner with Southwest Regional Planning in developing a county strategic plan</b>		Developing	Developing	Developing	Actions Taken	Actions Taken
	Meeting with SW Regional planning 28 Sep 2020					
	Plan on moving forward with EAD Grant Study					
	Received EAD Grant for Development Resiliency					
	Bagan Marketing Focus Team Meetings					
	Released Survey					
	Entered an Agreement // Planning is underway					
<b>11. Develop policy and procedure to address complaints and investigations</b>		Preliminary	Preliminary	Actions Taken	Actions Taken	!Complete!?
	Discussion and draft with several supervisors					
	Department Review: Taking to County Board in January					
<b>12. Develop compensation and classification plan (Proposed by Administrator)</b>		Preliminary	Preliminary	Preliminary	Preliminary	Developing
	Policy draft for discussion 05 Jan 2021					



# RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

Phone: (608) 649-5960 • Fax: (608) 647-6611

E-Mail: [clint.langreck@co.richland.wi.us](mailto:clint.langreck@co.richland.wi.us)

## 2022 Budget Planning with Finance and Personnel - Timeline:

<b>Richland County 2022 Budget Development Process</b>	
The following time-line is set to guide a process and discussion.	
<del>Adopt plan and timeline the 2022 budget process:</del>	<del>1-Dec-20</del>
<del>Initiatives and timeline</del>	
<del>Affirm commitments to prior resolutions:</del>	<del>5-Jan-21</del>
<del>Amend and Affirm Res 15-98 General Fund Balance</del>	<del>16-Feb-21</del>
<del>Discussion and guidance on Res 19-89 Compensation Plan</del>	
<b>Capital Improvements and Projects:</b>	Feb and Mar 2021
<del>Develop forecast plan</del>	<del>2-Feb-21</del>
Adopt a plan (Special Meeting in March to Discuss)	
<u>IT projects and funding</u>	
<b>Review and affirm partnerships:</b>	2-Mar-21
<b><u>Goals and Planning for Union Negotiations</u></b>	2-Mar-21
Closed Session on Goals for 2021- CBA	
<b><u>Review Fund Assignments:</u></b>	2-Mar-21
Placement Fund - 2022 Plan	
<b>Staffing and Spacing</b>	April thru June 2021
Review Functions	
Determine needs and possible adjustments	
<b>Collective Bargaining</b>	May through July 2021
<b>Health insurance and benefits</b>	6-Jul-21
Review current package	
Explore options	
<b>Operating budget</b>	August – September 2021
Preliminary Guidance	
Review by Line item w/ Administrator and F+P Committee	
Presentation to Supervisory Committees	
Finalization by F+P Committee	
Posting	
Hearings and adoption	26-Oct-21

## Current Administrative Projects/Support:

List of current major projects the Administrator is assisting/tracking development:

- Tri-County Airport Project/Drainage Ditch and 2022 Improvements
- Strategic Planning through SW Regional Planning
- 2022 Budget Process:
  - Capital Improvement/Project Planning
  - Union Negotiations
- Emergency Response Radio/Tower Assessment
- ~~Courtroom Improvements (Complete in March)~~
- Courthouse Roof Repair
- Multiple Roof Repair Project
- County Grass Cutting Assessment
- ~~Cazenovia Demolition (Complete in Feb)~~
- Land Conservation Relocation
- New Ambulance Garage
- Kayak Landing Project
- Administrator Transition

## Wisconsin Counties Association (WCA):

Governor Evers will be introducing the 2021-2023 State Budget on February 16, 2021. WCA intends to review the budget and release a summary report on county impacts. Information can be found at: <https://www.wicounties.org/legislative/state-budget/>. WCA unveils their new Legislative Bills Tracking System in partnership with the Wheeler report. Information found at: <https://www.wicounties.org/legislative/legislative-bills/> A local area business was recognized in February's Wisconsin Counties Magazine Issue. Lonesome Stone Milling of Lone Rock appeared in the "Know Your Wisconsin" article, page 45. <https://indd.adobe.com/view/a6f4f7ab-5e4f-4787-9333-970a13555b2c>

## Current County Board, Committee and Commission Meetings Tracker:

(Please see attachment below.) This Schedule is only a tracker and is not policy, meetings may deviate based on needs of the bodies or discretion of the chairs. Please always reference agendas. Please report discrepancies or changes to me and I will do my best to update and redistribute the tracker with future monthly reports.

Clinton Langreck  
Richland County — Administrator

# RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

Phone: (608) 649-5960 • Fax: (608) 647-6611

E-Mail: [clint.langreck@co.richland.wi.us](mailto:clint.langreck@co.richland.wi.us)

**This Schedule is only a tracker and is not policy, meetings may deviate based on needs of the bodies or discretion of the chairs. Please always reference agendas. (Last update - 22 Jan 2021)**

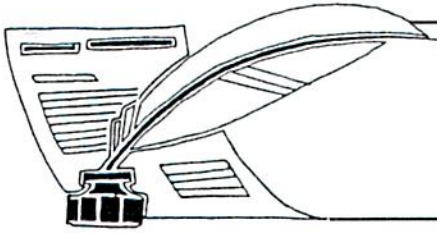
**RICHLAND COUNTY  
MONTHLY MEETING SCHEDULE FOR COMMITTEES, COMMISSIONS AND BOARDS**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>WK 1</b>			Ag and Extension Edu - 1PM		
	Zoning and Land Info-3PM County Parks-5:30PM	Finance and Personnel - 1PM	Transportation Cord (Qrt) - 3PM Highway and Transportation - 5:30PM	Rules and Resolutions - 1PM Board of Adjustments - 1PM Property, Buildings, Grounds - 3PM	
<b>WK 2</b>	UW Platt.-Richland-1:15PM Land Conservation - 4PM Symons Natatorium - 7PM	City Park Board - 5PM <i>County Board -December</i>	<b>COUNTY BOARD MAIL-OUT</b> (Wednesday before Board Meeting) Comm on Aging and Dis - 1PM Hidden Valleys Board - 11AM Fair and Recycling - 5PM	Health+Human Services - 10:30AM	Law Enforcement Judiciary 8:30AM
<b>WK 3</b>	Auditing Committee - 9AM RED Economic Dev - 1PM City Library Board - 5PM Pine Valley - 6PM	<b>County Board - 7PM</b> <i>(except: October is last Tuesday, and no meeting in November and December is 2nd Tuesday)</i>	SW WI Library System - 5PM Joint Ambulance - 7PM <i>(Quarterly Feb, May, Aug and Nov)</i>	Veterans Service Commission- 10am Tri-County Airport - 11AM	
<b>WK 4/5</b>	OFF WEEK	<i>County Board -October</i> OFF WEEK	OFF WEEK	OFF WEEK	OFF WEEK

**COMMITTEES, COMMISSIONS AND BOARDS THAT MEET AS NEEDED**

Americans with Disability Act Compliance Committee	Joint Ambulance Subcommittee
Child Support Committee	Mississippi Valley Health Services Commission
City/County Ad Hoc Committee	Neighborhood Housing Services of Southwest Wisconsin
Committee on Committees	Nutrition Advisory Council
Community Development Block Grant Housing Regional Board	Richland County Housing Authority
Community Development Block Grant Revolving Loan Regional Board	Southwest Wisconsin Community Action Program
Courthouse Security Committee	Viola Library Board
Criminal Justice Coordinating Committee	
CST Coordinating Committee	
Emergency Management Committee	

**ALL MEETING TIMES AND DATES ARE SUBJECT TO CHANGE**



# SUSAN TRIGGS

*Richland County Register of Deeds*

Post Office Box 337  
Richland Center, Wisconsin 53581  
Telephone: 608-647-3011

## REGISTER OF DEEDS

2020

### ANNUAL REPORT

TO THE HONORABLE BOARD OF SUPERVISORS OF RICHLAND COUNTY:

I HEREBY SUBMIT TO YOU THE FOLLOWING REPORT OF TRANSACTIONS AND THE FEES RECEIVED FOR THE PERIOD BEGINNING JANUARY 1, 2020 AND ENDING DECEMBER 31, 2020.

REAL ESTATE DOCUMENTS RECORDED .....	3,887
BIRTHS FILED .....	157
MARRIAGES FILED .....	87
DEATHS FILED .....	180
DISCHARGES REGISTERED .....	2
BUDGET APPROPRIATION .....	143,241.30
OFFICE EXPENSES .....	140,102.16
OFFICE RECEIPTS .....	460,459.30
FEES PAID TO STATE .....	263,807.44
LAND RECORDS COUNTY FUND .....	30,840.00
ACTUAL RECEIPTS .....	165,811.86

RESPECTFULLY SUBMITTED,

A handwritten signature in cursive script that reads "Susan Triggs".

SUSAN TRIGGS  
REGISTER OF DEEDS

REGISTER OF DEEDS

PHOTOWORK	\$ 31,774.00
REAL ESTATE	112,280.00
TRANSFER FEES	270,924.30
CERTIFIED COPIES	38,921.00
SEARCHES	<u>80.00</u>
TOTAL	\$453,979.30
REAL ESTATE DUE PAID	6,060.00
FEDERAL TAX LIENS DUE PAID	<u>420.00</u>
TOTAL	\$460,459.30
FEES DUE:	
FEDERAL TAX LIENS	0.00
REAL ESTATE	0.00
*TRANSFER FEES TO COUNTY	\$ 54,295.04
TRANSFER FEES TO STATE	216,739.44
CHILDRENS TRUST FUND	4,725.00
LAND RECORDS TO COUNTY	30,840.00
LAND RECORDS TO STATE	26,985.00
STATE VITALS ONLINE FUND	15,358.00

\*Includes \$110.18 Collected by State