

## **FEBRUARY MEETING**

February 16, 2021

The County Board met virtually on Tuesday, February 16, 2021 at 7:00 p.m.

Chair Brewer called the meeting to order. Roll call found all members present except Melissa Luck and Peg Kaul.

County Clerk Vlasak led the Pledge of Allegiance.

County Clerk Vlasak read the agenda. Motion by Cosgrove, second by Manning for approval of the agenda. Motion carried.

Ordinance No. 21-2 Amendment No. 513 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To George Riggin In The Town Of Richwood was presented to the Board. Motion by Williamson, second by Couey that Ordinance No. 21-2 be enacted. Zoning Administrator Mike Bindl explained the rezoning request. Motion carried and ordinance declared adopted.

### **ORDINANCE NO. 21 - 2**

Amendment No. 513 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 RICHHOOD, 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 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: February 16, 2021  
Passed: February 16, 2021  
Published: February 25, 2021

ORDINANCE OFFERED BY THE ZONING AND  
LAND INFORMATION COMMITTEE

Marty Brewer, Chair  
Richland County Board of Supervisors

Marc Couey  
Steve Williamson  
Chad Cosgrove  
Linda Gentes  
Ingrid Glasbrenner

FOR AGAINST

X  
X  
X  
X  
X

ATTEST:  
Victor V. Vlasak  
Richland County Clerk

Ordinance No. 21-3 Amendment No. 514 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Chris Stelpflug In The Town Of Richwood was presented to the Board. Motion by Gentes, second by Glasbrenner that Ordinance No. 21-3 be enacted. Zoning Administrator Mike Bindl explained the rezoning request. Motion carried and ordinance declared enacted.

**ORDINANCE NO. 21 - 3**

Amendment No. 514 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: February 16, 2021  
Passed: February 16, 2021  
Published: February 25, 2021

ORDINANCE OFFERED BY THE ZONING AND  
LAND INFORMATION COMMITTEE

Marty Brewer, Chair  
Richland County Board of Supervisors

Marc Couey  
Steve Williamson  
Chad Cosgrove  
Linda Gentes  
Ingrid Glasbrenner

FOR AGAINST

ATTEST:  
Victor V. Vlasak  
Richland County Clerk

X  
X  
X  
X  
X

Zoning Administrator Mike Bindl reported the receipt of the following rezoning petitions: Weadge Farms LLC to rezone 6 acres from Agriculture Forestry to Agricultural Residential in Section 28 of the Town of Richwood; Greg Greenheck to rezone 2.49 acres from Agricultural Forestry to Residential-2 in Section 35 of the Town of Buena Vista; Robert Klang to rezone 2.02 acres from Agricultural Forestry to Residential-2 in

Section 11 of the Town of Westford; and Jason Gerner to rezone 26.09 acres from Agricultural Forestry to Agricultural Residential in Section 31 of the Town of Marshall. Board Chair Brewer referred the petitions to the Zoning and Land Information Committee for action.

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

Resolution No. 21-18 Celebrating Black History Month was read by County Clerk Vlasak. Motion by Van Landuyt, second by Frank that Resolution No. 21-18 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 18**

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.

**RESOLUTION OFFERED BY THE RULES AND RESOLUTIONS COMMITTEE AND ETHICS BOARD**

FOR AGAINST

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

Resolution No. 21-19 Recognizing The Retirement Of An Employee Of The Child Support Agency was read by County Clerk Vlasak. Motion by Williamson, second by Turk that Resolution No. 21-19 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 19**

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  
Muscoda, WI 53573

**RESOLUTION OFFERED BY THE CHILD SUPPORT COMMITTEE**

FOR AGAINST

Linda Gentes	X
Daniel McGuire	X
David Turk	X

Resolution No. 21-20 Authorizing The County Highway Commissioner To Hire Seasonal Patrolmen was read by County Clerk Vlasak. Motion by Manning, second by McGuire that Resolution No. 21-20 be adopted. Highway Commissioner Roger Petrick answered questions. Motion by Murphy-Lopez, second by Glasbrenner to amend the resolution by adding “BE IT FURTHER RESOLVED that the creation of the position is considered temporary and that it may be extended by the County Board based upon an annual report by the Highway Commissioner. Motion carried on the amendment. Motion carried and resolution, as amended, declared adopted.

**RESOLUTION NO. 21 – 20 (Amended)**

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 the creation of the position is considered temporary and that it may be extended by the County Board based upon an annual report by the Highway Commissioner, 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

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

Resolution No. 21-21 Approving The Payment Of Two Invoices For The Register Of Deeds Office was read by County Clerk Vlasak. Motion by Frank, second by Van Landuyt that Resolution No. 21-21 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 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.

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. 21-22 Approving Payment Of An Invoice For The Third Year Of The Sheriff's Department's Taser Program was read by County Clerk Vlasak. Motion by Frank, second by Couey that Resolution No. 21-22 be adopted. Chief Deputy Sheriff Clay Porter explained that this is the third year of a five year program. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 22**

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.

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. 21-23 Approving A Contract With An Engineering Firm Relating To Repairing The County's Emergency Radio And Tower Infrastructure was read by County Clerk Vlasak. Motion by Seep, second by Frank that Resolution No. 21-23 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 23**

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.

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. 21-24 Approving A Contract With A Madison Engineering Firm To Provide Professional Services Regarding Repairing The Roof On The Original Courthouse was read by County Clerk Vlasak. Motion by Williamson, second by Van Landuyt that Resolution No. 21-24 be adopted. County Administrator Clinton Langreck answered questions. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 24**

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.

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. 21-25 Authorizing The Management Information Systems Department To Enter Into An Annual Contract For Encrypted Emails was read by County Clerk Vlasak. Motion by Gentes, second by Couey that Resolution No. 21-25 be adopted. MIS Director Barb Scott answered questions. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 25**

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.

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. 21-26 Amending Resolution No. 20-117 Relating To Approving Provider Contracts For 2021 For The Health And Human Services Department was read by County Clerk Vlasak. Motion by Nelson, second by Williamson that Resolution No. 21-26 be adopted. Health and Human Services Director Tracy Thorsen answered questions. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 26**

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.

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. 21-27 Approving Two Transfers Of Funds In The Health And Human Services Department was read by County Clerk Vlasak. Motion by Murphy-Lopez, second by Gottschall that Resolution No. 21-27 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 27**

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.

**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. 21-28 Amending The Health And Human Services Departments’ Addendum To The Handbook Of Personnel Policies And Work Rules was read by County Clerk Vlasak. Motion by Seep, second by Glasbrenner that Resolution No. 21-28 be adopted. Health and Human Services Director Tracy Thorsen answered questions regarding the ability to waive the certification requirement. Roll call vote. AYES: Glasbrenner, Gentes, Turk, Frank, Severson, Murphy-Lopez, Van Landuyt, Seep, McKee, Brewer. NOES: Manning, Gottschall, Cosgrove, Williamson, Couey, McGuire, Carrow. Ayes 10. Noes 7. Total 17. Motion carried and resolution declared adopted.

**RESOLUTION NO.21 - 28**

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.

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. 21-29 Creating One Child And Youth Services Supervisor Position In The Department of Health And Human Services was read by County Clerk Vlasak. Motion by Severson, second by Manning that Resolution No. 21-29 be adopted. Health and Human Services Director Tracy Thorsen answered questions

and explained reasons for the creation of the position. Roll call vote. AYES: Gottschall, Glasbrenner, Gentes, Turk, Cosgrove, Frank, Severson, Williamson, McGuire, Carrow, Murphy-Lopez, Van Landuyt, Seep, McKee, Brewer. NOES: Couey. Ayes 16. Noes 1. Total 17. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 29**

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.

**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. 21-30 Creating One Adult Protective Services/Crisis Professional Position In The Department Of Health And Human Services was read by County Clerk Vlasak. Motion by Van Landuyt, second by Turk that Resolution No. 21-30 be adopted. Health and Human Services Director Tracy Thorsen

explained that the position is funded by tax levy dollars and Medicaid funding. Motion by Murphy-Lopez, second by Couey to amend the resolution to state “that the creation of the position is temporary, and may be extended by the County Board, based upon a forthcoming annual report by the Director of Health and Human Services”. Roll call vote on the amendment. AYES: Glasbrenner, Frank, Couey, Murphy-Lopez, Manning, Gottschall. NOES: Gentes, Turk, Cosgrove, Severson, Williamson, McGuire, Carrow, Van Landuyt, Seep, McKee, Brewer. AYES 6. Noes 11. Total 17. Motion to adopt the amendment to the resolution declared defeated. Discussion continued on the original resolution. Roll call vote. AYES: Gentes, Turk, Cosgrove, Frank, Severson, Williamson, McGuire, Van Landuyt, Seep, McKee, Brewer, Glasbrenner. NOES: Couey, Carrow, Murphy-Lopez, Manning, Gottschall. Ayes 12. Noes 5. Total 17. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 30**

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.

**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. 21-31 Relating To Cancelling Stale County Checks was read by County Clerk Vlasak. Motion by Manning, second by Gentes that Resolution No. 21-31 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 31**

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 WANER/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.

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. 21-32 Relating To Cancelling Stale Tax Certificates For The Tax Year 2008 And Making An Appropriation was read by County Clerk Vlasak. Motion by Van Landuyt, second by Manning that Resolution No. 21-32 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 32**

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.

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. 21-33 Relating To The County Obtaining A Tax Deed To Certain Tax Delinquent Real Estate In The Town Of Akan was presented to the Board. Motion by Cosgrove, second by McGuire that Resolution No. 21-33 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 33**

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.

RESOLUTION OFFERED BY THE PROPERTY,  
 BUILDING AND GROUNDS COMMITTEE

FOR AGAINST

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

Resolution No. 21-34 Relating To The County Obtaining A Tax Deed To Certain Tax Delinquent Real Estate In The Town Of Henrietta was presented to the Board. Motion by McGuire, second by Williamson that Resolution No. 21-34 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 34**

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.

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. 21-35 Approving Engagement Letters With The County's Labor Attorney And With The County's Auditor was read by County Clerk Vlasak. Motion by Couey, second by Manning that Resolution No. 21-35 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 35**

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.

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. 21-36 Making Amendments To Resolution # 15-98 Relating To Establishing A Policy Regarding A Minimum Balance In The General Fund was read by County Clerk Vlasak. Motion by Seep, second by Couey that Resolution No. 21-36 be adopted. County Administrator Clinton Langreck explained the reason for the amendments. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 36**

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.

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

Resolution No. 21-37 Restructuring The Child Support Agency was read by County Clerk Vlasak. Motion by Gentes, second by Van Landuyt that Resolution No. 21-37 be adopted. County Administrator Clinton Langreck explained the restructuring. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 37**

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.

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

Resolution No. 21-38 Establishing Policies For The Utilization Of Funds From The Short Term Capital Borrowing Fund was read by County Clerk Vlasak. Motion by Turk, second by Brewer that Resolution No. 21-38 be adopted. Motion carried and resolution declared adopted.

### **RESOLUTION NO. 21 - 38**

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.

### **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

Resolution No. 21-39 Establishing A Procedure For County Employees To Express Management Concerns was presented to the Board. Motion by Severson, second by Glasbrenner that Resolution No. 21-39 be adopted. Motion carried and resolution declared adopted.



## RESOLUTION NO. 20 - 39

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 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.

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	

Resolution No. 21-40 Approving A Transition Plan And Directives To Transfer Human Resources And Financial Functions From The County Clerk's Office To The County Administrator was read by County Clerk Vlasak. Motion by Van Landuyt, second by Glasbrenner that Resolution No. 21-40 be adopted. County Administrator Clinton Langreck reviewed the 7-page Transition Plan and Directives. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 40**

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.

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

Ordinance No. 21-4 Amending Ordinance No 20-26 Relating To Designating The County Clerk As The Administrative Coordinator Of The County was read by County Clerk Vlasak. Motion by Couey, second by Williamson that Ordinance No. 21-4 be enacted. Motion carried and ordinance declared enacted.

**ORDINANCE NO. 21- 4**

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: February 16, 2021  
Passed: February 16, 2021  
Published: February 25, 2021

ORDINANCE OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Marty Brewer, Chair  
Richland County Board of Supervisors

Shaun Murphy-Lopez	X
Marc Couey	X
Marty Brewer	X
Linda Gentes	X
Melissa Luck	X

ATTEST:  
Victor V. Vlasak  
Richland County Clerk

Donald Seep

X

David Turk

X

Motion by Manning, second by Couey to adjourn to Tuesday, March 16, 2021 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 February meeting held on the 16th day of February, 2021.

Victor V. Vlasak  
Richland County Clerk