RICHLAND COUNTY

Rules & Resolutions Committee and Ethics Board

August 3, 2021

NOTICE OF MEETING

Please be advised that the Richland County Rules and Resolutions Committee and Ethics Board will convene at 10:00 a.m., Thursday, August 5th, 2021 in the County Board Room at 181 W. Seminary Street and via videoconference and teleconference using the following information:

WebEx Videoconference:
https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=m2fb1d1739a5c2fadda2a5b1baaacfaac
Meeting number: 182 987 9873, Password: richland

WebEx Teleconference: WebEx teleconference phone number: 408-418-9388, Access code: 182 987 9873 ##

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email), or Rules & Resolutions Committee Chair Shaun Murphy-Lopez at 608-462-3715 (phone/text) or shaun.murphy@co.richland.wi.us (email).

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Previous meeting minutes*
5. Amending Rule #17 – mileage and per diems*
6. Bids for online ordinances/resolutions*
7. Amended redistricting timetable, creation of redistricting committee*
8. Videorecording of meetings and availability of meeting materials*
9. Future agenda items
10. Adjournment

*Meeting materials for items marked with an asterisk may be found at https://www.co.richland.wi.us/ethicsboardminutes.shtml.

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

RULES AND RESOLUTIONS COMMITTEE
July 1, 2021

The Rules and Resolutions Committee and Ethics Board met on Thursday, July 1, 2021, virtually at 10:15 a.m.

Committee members present included: Shaun Murphy-Lopez, Kerry Severson and Donald Seep. Cosgrove and Luck were absent.

Also present was: Derek S. Kalish, County Clerk, Clinton Langreck, County Administrator, and Attorney Windle.

Committee Chair Murphy-Lopez called the meeting to order at 10 am.

Motion by Severson, second by Seep for approval of the Agenda. Motion carried.

Motion by Severson, second by Seep for approval of the minutes for the June 3rd meeting of the Rules and Resolutions Committee and Ethics Board.

Independent Retailer Month – Murphy-Lopez reviewed proposed resolution recognizing independent retailer month. Seep makes motion, seconded by Murphy-Lopez, to present a resolution to County Board celebrating Independent Retailer Month. Motion carried.

Board rule changes from Administrator Transition Committee – Rules & Resolutions Committee reviewed proposed changed to Rules of Board suggested by Administrator Transition Committee. The Rules & Resolutions Committee suggested the following changes:

Rule 14(A) Contracts: Strike the word "with" and replace with "subject to" in the sentence beginning with "Department heads" to read as follows: "Department heads may enter into a contract on behalf of Richland County subject to County Administrator approval."

Rule 14(D) Program Initiatives & Grants: Remove "the State of Wisconsin or with the Federal Government or with any other entity" and replace "without approval by" with "unless approved" in the sentence beginning with "No" to read as follows: "No department of the County Government may undertake a program initiative, or contract with, or apply and accept a grant unless approved by the County Administrator".

Renumber items as follows:

14(A) Contracts becomes 14(J)
14(B) Expenditures becomes 14(K)
14(C) Public Works Projects becomes 14(L)
14(D) Programs Initiatives & Grants becomes 14(M)
14(E) Emergencies becomes 14(N)
14(F) Surplus County Property becomes 14(O)

14(G) Budget Matters becomes 14(P)

Murphy-Lopez makes motion, seconded by Severson, to amend Rules of the Board with suggested changes noted above. Motion carried.

Seep makes motion, seconded by Murphy-Lopez, to present suggested amended Rules of the Board to County Board for approval. Motion carried.

Broadband fiber backbone effort in Richland County – Bug Tussel representative Mitchel Olson shared information regarding their efforts to install broadband fiber backbone infrastructure in Richland County. Murphy-Lopez makes motion, seconded by Seep to postpone bringing item forward to County Board. Motion carried with Severson abstaining.

Strategic Plan Committee – Severson makes motion, seconded by Murphy-Lopez, to recommend to the County Board the creation of a new committee called Strategic Plan and Oversight Committee. Motion carried.

Rule #16b meal rate reimbursements – Murphy-Lopez makes motion, seconded by Severson, to recommend a resolution to the County Board to amend the Richland County Rules of the Board 16(B) policy regarding increase in reimbursement for meals from $20/day to $25/day and to motion to recommend proposed Employee Handbook changes to the Finance & Personnel Committee for consideration of increase in reimbursement for meals from $20/day to $25/day. Motion carried.

Video recording of meetings and availability of meeting materials – Murphy-Lopez reviewed the recording status of various county meetings. Murphy-Lopez makes motion, seconded by Severson, to develop County Board Rules at a future meeting in tandem with IT and Admin staff regarding videoconferencing processes. Motion carried.

Future Agenda Items – None noted at this meeting.

Adjournment – Motion by Severson, second by Seep to adjourn to August 5th, 2021 at 10 a.m. in County Board Room in person and with videoconferencing capabilities available. Motion carried and the meeting adjourned at 12:36 p.m.

Derek S. Kalish
Richland County Clerk

Richland County Committee

Agenda Item Cover

Agenda Item Name: Amending Rule #17 – mileage and per diems

Department	County Clerk's Office	**Presented By:**	Derek S. Kalish, County Clerk
Date of Meeting:	August 5, 2021 (Rules)	**Action Needed:**	Approval Or Vote
Disclosure:	Open Session	**Authority:**	Committee Structure, C
Date submitted:	August 3, 2021	**Referred by:**	County Clerk's Office
Action needed by no later than (date)	N/A	**Resolution**	Prepared (Draft Attached)

Recommendation and/or action language:

Motion to amend Rule #17 as follows (amended language in red):

(B): The County Clerk shall only pay mileage and per diem for attendance at meetings of the County Board and at meetings of boards or committees after a claim has been filed by the Supervisor on the ~~forms~~ claims reimbursement form provided by the County Clerk. Submission of the claims reimbursement form in an electronic format is preferred. Each Supervisor shall be responsible for submitting mileage and per diem claims on the claims reimbursement form to the County Clerk for his or her attendance at such meetings no later than the last day of the month in which the claims were incurred. Claims submitted after this date will not be paid until the next payroll cycle.

(D): Mileage and per diem reimbursement claims incurred in December must be submitted by Supervisors ~~Supervisors are urged to have all per diem and mileage claims for any calendar year~~ submitted to the County Clerk's Office ~~by not later than the last business day of December of the following year.~~ no later than the end of the third week of December to ensure that all claims are paid in the calendar year in which they occurred and to allow ample time for end-of-year payroll processing.

~~(E): The County Clerk shall prepare a list of all per diems and mileage claimed through the last business day of December for County Board attendance and for committee attendance, copies of this list shall be distributed by the County Clerk to each Supervisor by the February meeting of the County Board and a summary of this list shall be published as part of the minutes of each February's County Board meeting.~~
Strike this completely. I do not believe this is a statutory requirement for us to do as the rule states. Like any other public record, this information can be provided when/if requested.

Background: *(preferred one page or less with focus on options and decision points)*

The proposed changes are suggested in an effort to streamline the processing and reimbursement of Supervisor per diem and mileage claims. Historically, reimbursement requests were submitted to the County Clerk's Office on half sheets of paper for every meeting attended. An electronic claims reimbursement form (see Attachment B) has been created allowing for Supervisors to submit their claims requests on one form instead of several in an electronic format. Although not preferable, this form can also be completed by hand if necessary. The electronic format creates efficiencies for the overall processing of the payroll by having all per diem and mileage information in one location, in an easier format to view when entering information into the payroll system, and conserves storage space needed to house documents once processed. The proposed changes explicitly state submission deadlines to follow

to ensure that the processing of payroll can be executed as efficiently as possible in addition to what happens if the deadline submission times are not met.

Attachments and References:

Attachment A – Draft Resolution
Attachment B – Claim Form

Financial Review:

Not applicable as there is no financial impact from proposed rule amendments.

(please check one)

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

(summary of current and future impacts)

_____ _____

Richland County Clerk, Derek S. Kalish Administrator, Clinton Langreck

RESOLUTION NO. 21 - XX

A Resolution Amending Rule 17 Of The Rules Of The Board

WHEREAS the proposed amendments align with the County Clerk's vision and efforts to streamline interoffice processes and functions within the Office of the County Clerk, and

WHEREAS, the proposed amendments to Rule 17 regarding payments to County Board Supervisors for per diems and mileage have been made by the County Clerk's office to create efficiencies and expedite the administrative and payroll processes for the reimbursement of said payments, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that Rule 17 of the Rules of the Board is hereby amended by repealing the following crossed-out words and adopting the following underlined words:

(B): The County Clerk shall only pay mileage and per diem for attendance at meetings of the County Board and at meetings of boards or committees after a claim has been filed by the Supervisor on the ~~forms~~ claims reimbursement form provided by the County Clerk. Submission of the claims reimbursement form in an electronic format is preferred. Each Supervisor shall be responsible for submitting mileage and per diem claims on the claims reimbursement form to the County Clerk for his or her attendance at such meetings no later than the last day of the month in which the claims were incurred. Claims submitted after this date will not be paid until the next payroll cycle.

(D): Mileage and per diem reimbursement claims incurred in December must be submitted by Supervisors ~~Supervisors are urged to have all per diem and mileage claims for any calendar year~~ submitted to the County Clerk's Office ~~by not later than the last business day of December of the following year.~~ no later than the end of the third week of December to ensure that all claims are paid in the calendar year in which they occurred and to allow ample time for end-of-year payroll processing.

~~(E): The County Clerk shall prepare a list of all per diems and mileage claimed through the last business day of December for County Board attendance and for committee attendance, copies of this list shall be distributed by the County Clerk to each Supervisor by the February meeting of the County Board and a summary of this list shall be published as part of the minutes of each February's County Board meeting.~~

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

VOTE ON FOREGOING RESOLUTION

AYES _____NOES _____

RESOLUTION ADOPTED

DEREK S. KALISH
COUNTY CLERK

DATED: AUGUST 17, 2021

RESOLUTION OFFERED BY THE
RULES AND RESOLUTIONS COMMITTEE

	FOR	AGAINST
SHAUN MURPHY-LOPEZ		
CHAD COSGROVE		
KERRY SEVERSON		
MELISSA LUCK		
DONALD SEEP		

Claims Reimbursement Form

Form must be submitted to the County Clerk's Office no later than the last day of the month in which the claims were incurred. Claims submitted after this date will not be paid until the next payroll cycle. ***For the month of December, claims must submitted to the County Clerk's Office by the end of the third week.***

Name Derek Kalish **Month** _____ **Year** _____

Meeting Date	Committee Meeting Name	Per Diem Amount	Number of Miles	Meals	Parking
	TOTALS	$0.00	0.00	$0.00	$0.00

Total Per Diems	$0.00
Total Mileage (.51)	$0.00
Total Meals	$0.00
Total Parking	$0.00
Total Pay	**$0.00**

NOTES

To decline reimbursement for the month or amounts listed above, check the box → ☐

	Signature

	Date

Claim Submission Date

Month	Year	Committee Name	Fee
		County Board Meeting	$40.00
January	2021	Administrative Transition Committee	$30.00
February	2022	Agriculture & Extension Education Committee	$30.00
March	2023	ADA Compliance Committee	$30.00
April	2024	Audit Committee	$30.00
May	2025	Citizen Particpation Planning Committee	$30.00
June	2026	Child Support Committee	$30.00
July	2027	City/County Ad Hoc Committee	$30.00
August	2028	City Library Board	$30.00
September	2029	City Parks Board	$30.00
October	2030	Commission On Aging & Disability Board	$30.00
November	2031	Committee On Committees	$30.00
December	2032	CDBG Housing Regional Board	$30.00
		Coordinated Services Team Coordinating Committee	$30.00
		County Parks Commission	$30.00
		Courthouse Security Committee	$30.00
		Criminal Justice Coordinating Committee	$30.00
		Emergency Management Committee	$30.00
		Fair & Recycling Committee	$30.00
		Finance & Personnel Committee	$30.00
		Health & Human Services Board	$30.00
		Hidden Valleys Board	$30.00
		Highway & Transportation Committee	$30.00
		Joint Ambulance Committee	$30.00
		Joint Ambulance Subcommittee	$30.00
		Land Conservation Committee	$30.00
		Land Information Council	$30.00
		Law Enforcement & Judiciary Committee	$30.00
		Mississippi Valley Health Services Commission	$30.00
		Neighborhood Housing Services of Wisconsin	$30.00
		Nutrition Advisory Council	$30.00
		Pine Valley Healthcare & Rehabilitation Board	$30.00
		Property, Building, and Grounds Committee	$30.00
		Richland County Housing Authority & CDBG Committee	$30.00
		Rules & Resolutions Committee & Ethics Board	$30.00
		Southwest Wisconsin Community Action Program	$30.00
		Southwest Wisconsin Library System Board	$30.00
		Southwest Wisconsin Regional Planning Commission	$30.00
		Symon's Natatorium Board	$30.00
		Transportation Coordinating Committee	$30.00
		Tri-County Airport Board Of Appeals	$30.00
		Tri-County Airport Commission	$30.00
		UW Platteville-Richland Committee	$30.00
		Veteran's Service Commission	$30.00
		Viola Library Board	$30.00
		Zoning Board Of Adjustments	$30.00
		Zoning & Land Information Committee	$30.00

Strategic Planning	$30.00
Other	
County Board Chair Pay	$250.00

Codification/Digitization Overview

At the June 3, 2021 meeting of the Rules & Resolutions Committee, the County Clerk was assigned to investigate options available and needed to digitize resolutions and ordinances and bring forward estimate of cost to be included in the budget process for 2022. Research into this task resulted in cost proposal being acquired from three different vendors: Municode, General Code, and Gordon Flesch. The **ESTIMATED** financial impact is as follows:

Municode			
Base		$16,750.00	codification, split between two budget years
Option (Annual): Self Publish		$2,200.00	can upload documents manually (no $ per page amount)
Option (Annual):MuniPro		$295.00	
2022 cost	$10,870.00		project time is 10-12 months
2023 cost	$10,870.00		
2024 cost	$2,495.00		
2025 cost	$2,495.00		
2026 cost	$2,495.00		

General Code			
Base		$11,995.00	codification, split between 2022-2023
Option: Supplement		$2,500.00	36.00 per one side of paper (36/yr with 4 pages each)
Ongoing:		$1,195.00	annual maintenance
2022 cost	$9,692.50		project time is 10-12 months
2023 cost	$9,692.50		
2024 cost	$3,695.00		
2025 cost	$3,695.00		
2026 cost	$3,695.00		

Gordon Flesch			
Base		$11,880.00	annually, 5 yr contract, NO codification-->only digitization
			bulk of cost is laserfiche software with some staff time
2022 cost	$11,880.00		include digitization of ALL county resolutions, ordinance, and
2023 cost	$11,880.00		minutes from 1st board meeting to current
2024 cost	$11,880.00		can update this ourselves going forward
2025 cost	$11,880.00		project time is probably less than 12 months
2026 cost	$11,880.00		

Things to consider:

*These costs are estimates—could be more or could be less. Cost based on # of pages and average # of ordinances, resolutions, and board minutes.

*Municode and General Code include only ordinances—no resolutions or board minutes. Gordon Flesch includes ordinances, resolutions, and board minutes.

*Municode and General Code include a full codification of ordinances while Gordon Flesch does not. This is the big difference between the two. Codification entails a full legal review of ordinances by legal staff and comparison to current state statutes with end product being a fully

reviewed and updated code of ordinances. Services from Gordon Flesch do not include a codification, but rather a complete upload and searchable digitization of ALL ordinances, resolutions, and county board minutes (beginning with the first meeting in 1851).

*We are making up for decades of time without any digitization of documents being completed, so this will take time and will require funding.

*Examples

Municode: Sauk County:
https://library.municode.com/wi/sauk_county/codes/code_of_ordinances

General Code: City of Reedsburg: https://ecode360.com/RE3793

Gordon Flesch: Example not available at the time this document was created

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municode

CONNECTING YOU & YOUR COMMUNITY

CODIFICATION, SUPPLEMENTATION AND ONLINE CODE HOSTING SERVICES

Richland County, Wisconsin

June 23, 2021- Valid for 90 days

James Bonneville
Legal Sales Director
Office: 800-262-2633 ext. 7009
Direct: 651-262-6262
Email JBonneville@municode.com
PO Box 2235 Tallahassee, FL 32316

LETTER OF INTEREST

municode
P.O. Box 2235 Tallahassee, FL 32316
municode.com • 800.262.2633

June 23, 2021

Mr. Jasen Glasbrenner
Economic Development Director
Richland County, WI
P.O. Box 427
Richland Center, WI 53581 via email: jasen.glasbrenner@co.richland.wi.us

Mr. Glasbrenner:

Thank you for your interest in Municode's codification services. The goal of the codification process is to create a well-organized and professionally edited Code of Ordinances that is free of internal conflicts and inconsistencies; free of errors in spelling and grammar; formatted in a manner that allows for continued growth and expansion; in conformity with the laws of the State of Wisconsin and readily accessible to staff and citizens alike. Our staff includes 11 in-house professional codification attorneys who have completed hundreds of codification and recodification projects nationwide.

With over 70 years of experience, Municode is the oldest and most trusted codifier in the nation. We currently provide codification services to over 4,000 municipalities throughout the United States and host over 3,700 municipal codes online via our code hosting platform, MunicodeNEXT. Whether it's through the legal codification or recodification process, full-service or self-service supplementation options, online legislative search tools, meeting management and agenda software or custom government website design, we have the experience, resources and expertise to provide our local government clients with innovative products, superior technology and excellent customer service. We invite you to visit our corporate website at municode.com to explore our full suite of government services.

Municode provides Code publishing services to 163 municipalities in Wiscosin including many near Richland County.

In addition to codification services, we provide a "circle of governance" that offers website design, meetings management and document archival tools in one seamless experience. Customers who trust Municode with their online codes, meetings software, and municipal website enjoy a unified search engine and integration of the Meetings, Web, and Code Hosting platforms. From the Meetings platform, agendas and minutes can automatically be uploaded to the website and ordinances can be sent to Municode for codification with permanent links created within the code for the ordinances and the specific meeting from which the legislation was adopted, via our OrdBank service.

Please contact Legal Sales Director James Bonneville (JBonneville@municode.com, 651-262-6262) if you have any questions regarding this proposal!

Sincerely,

Bob Geiger
Vice President of Sales
Phone: 850-692-7132
bgeiger@municode.com

EXECUTIVE SUMMARY

Codification, Supplementation and Online Code Hosting Services

Logic: Organize your legislation into a logical and comprehensive Code of Ordinances. Engage our full-time attorneys to examine your current body of legislation for legal sufficiency and consistency. Create a Code of Ordinances that is clear, concise and accessible for your staff and citizens. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: ***MunicodeNEXT.***

★ **Codification**.....**$16,750**[1]

Timeline.....**10-12 months**

The codification base cost of $16,750 is based on an 814-page, single column 10-point code.

A full-time, Municode attorney will legally review the ordinances, not just a code editor. We will research all legislation against the State Constitution, State Law, and the Charter, and ordinances will be compared to Code content to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. We will also provide State Law references within the code and hyperlinks to internal references within the code. We will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Our team will edit the text of your code to reflect proper grammar and stylistic consistency; create a subject matter index (if elected); create all tables (contents, State Law reference, prior code comparison, and ordinance disposition); and insert graphics into the printed and electronic versions of the code. A draft code will be provided to you for final review prior to printing and shipment.

★ **Supplement Service** (single column per page rate).....**$19**
Municode does not charge an extra fee for posting supplements online or printing your supplement pages. All of these services are already included in your supplement per page rate.

★ **Online hosting = MunicodeNEXT!** ..... ***3 months at no charge, then*** **$450**[2]
The online code is only $450 for our standard service. If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for only $1,195 annually with the ***first 3 months at no charge!***

[1] Please see page 3 for additional pricing details.
[2] Please see page 5 for additional features and pricing available on our MunicodeNEXT platform.

CODIFICATION QUOTATION SHEET

Codification base cost, including Zoning **$16,750**[3]

- ★ 814 single column 10-point font pages
- ★ Receipt, review and organization of materials
- ★ Legal analysis & research by a full-time, Municode attorney
  - ★ Preparation of legal memorandum by a Municode attorney
- ★ Teleconference with attorney[4]
- ★ Implementation of approved legal findings
  - ★ Updating State Law references
  - ★ Editorial preparation, proofreading and formatting
  - ★ Indexing
- ★ Tables[5], Graphics[6] & tabular matter[7]
- ★ Final proofreading and corrections
- ★ Quality control review and printing
  - ★ 3 copies, to include 3-post stamped binders and tabs
- ★ Sample adopting ordinance prepared by a Municode attorney

Project is based on the font size & pages below – please only select one:

Font Size Single Column: ❑ 10-point (814) ❑ 11-point (920) ❑ 12-Point (1,018)

Binder Selection:

Binder Color: ❑ Semi-Bright Black ❑ Dark Blue ❑ Green ❑ Burgundy

Ink Stamping Color:

❑ Gold ❑ Silver

Optional Services

❑ Gender Neutralization of Code	**$814**
❑ Archival OrdBank[8], per ordinance	**$10**

Items not included in base cost

★ Pages **over** 814 10-point, single column pages per page (or equivalent)	**$20**
★ Freight	**Actual**
★ State sales tax	**If applicable**
★ Post your code on MunicodeNEXT	**See selections on page 5**

Payments for codification project - *Your project can be budgeted over two fiscal years*

★ Execution of Agreement	**$5,860**
★ Submission of the Legal Memorandum	**$4,190**
★ Submission of Draft Code	**$4,190**
★ Delivery	**Balance**

[3] Quote was based without reviewing the material, additional fees may apply if material exceeds base quote. Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee. Proofs not returned within 45 days may be subject to a Proof update fee, if applicable.

[4] For the initial 3-hour session, then $150 per hour thereafter. On-site conference available upon request. Will include attorney time, travel, lodging, and per diem.

[5] The following tables are included in the base cost: supplement history table, code comparative table, State Law reference table and ordinance history table. An additional hourly charge applies for creation, modification, addition or updating of any table or schedule other than those enumerated in this footnote. This includes Traffic and Fee tables or schedules.

[6] Includes printing all copies.

[7] Tabular matter is defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

[8] Add historical ordinances to your online OrdBank repository going back as far in time as you would like. Archival ordinances will be stored in annual folders alongside the Code, with each ordinance hyperlinked to the Code's history notes. Enrollment in the OrdBank service (see page 5) is required to use this service.

SUPPLEMENTATION QUOTATION SHEET

Supplement Service Base Page Rate[9]

Page Format	Base Page Rate
Single Column	$19 per page

Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index (if elected)
- ★ Schedule as selected by you[10]
- ★ Updating electronic versions[11] and online code
- ★ Printing 3 copies

Base page rate above excludes:

★ Freight	**Actual**
★ State sales tax	**If applicable**
★ Images, Graphics[12] & tabular[13] matter, each	**$10**
★ MyMunicode or online code	**Selections on page 5**

Electronic media options for Code of Ordinances (sent via download) [14]

❑ Folio Bound Views	**$295 initially then $100 per update**
❑ WORD (DOCX)	**$150 initially then $75 per update**
❑ Adobe PDF of the code	**$150 initially then $75 per update**
❑ Adobe PDF of each supplement	**$150 initially then $75 per update**

Invoices for Supplements and Additional Services will be submitted upon shipment of project(s).

[9] All prices quoted in this section may be increased annually in accordance with the Consumer Price Index (CPI) for All Urban Consumers.
[10] Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.
[11] We do not charge a per page rate for updating the internet; however, a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.
[12] Includes printing of all copies.
[13] Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.
[14] "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.

ONLINE CODE HOSTING QUOTATION SHEET (MunicodeNEXT)

Online features can be purchased on an a la carte basis, or through our budget-friendly, feature-rich MyMunicode bundle for the best value. Please visit our online library of nearly 4,000 codes on MunicodeNEXT here. **Please check the appropriate box (es) to indicate your selection:**

STANDARD ONLINE CODE HOSTING

❑ **Online Code = *MunicodeNEXT,*** annually — ***First 3 months of service at no charge!*** **$450**

Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc. Post public notes, external links or documents within the contents of your online Code to keep your citizens informed of current issues pertinent to specific sections of your Code.

OPTIONAL SERVICES

❑ **CodeBank** annually — **$150**
Permanent online collection of previous versions of the code.

❑ **CodeBank Compare + eNotify**[15] annually — **$250**
Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.

❑ **OrdBank** annually (or per ordinance) — **$385**
Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. This service applies to amendatory (included) ordinances only. **($35)**

❑ **OrdBank + OrdLink** annually (or per ordinance) — **$535**
Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended. **($60)**

❑ **MuniPRO** Service annually *(sample Ordinance Service)* — **$295**
Search nearly 4,000 codes/ordinances in our online library. Attach notes to codes and drafts of new legislation.

❑ **Custom Banner** one-time fee — **$250**
Customize MunicodeNEXT to match the look of your website.

❑ **MuniDocs**[16] annually, upgraded self-loading capabilities — **$350**[17]
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

My Municode - Value Pricing!

❑ **MyMunicode** annually. ***First 3 months of service at no charge!*** **$1,195**[18]
Includes MunicodeNEXT (Online Code), OrdBank, CodeBank, CodeBank Compare + eNotify, MuniPRO, and Custom Banner

❑ **Add OrdLink to the MyMunicode** bundle for only **$150** annually!

RECOMMENDED ADDITIONAL SERVICES *(See Additional Services)*

❑ **MunicodeMEETINGS**, annually **($3,800 if bundled with other Municode services)** — **$4,000**
Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

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[15] Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

[16] Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

[17] Includes up to 25GB data storage. Quote for additional document storage is available upon request.

[18] Total value if each item were to be purchased a la carte would be approximately $1,530 per year with participation in our OrdBank service.

COMPANY PROFILE

History, Mission, and Team

With over 70 years of experience, Municode's mission is to strengthen democracy by connecting public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, the legal codification process, and our robust suite of online legislative search tools.

Municode partners with more than 4,000 government agencies across all fifty states. Municode is a privately-owned financially sound corporation. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees. Our clients can establish a long-term partnership with our experienced and stable workforce.

Municode is home to over 160 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. We have regional offices located in Oregon and Utah. Other office locations include Arizona, California, Georgia, Kentucky, Minnesota, New Hampshire, North Carolina, South Carolina, Texas, Virginia, and Washington.

Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio

SCOPE OF SERVICES

Codification & Publication Summary

During the codification process, the attorney assigned to your project will organize and examine all ordinances and code related material in order to produce a Code of Ordinances that it is free from conflicts and inconsistencies and conforms to the laws of the State of Wisconsin. Your Municode attorney will be available to consult with you and your staff at any time during the codification process. This personal dialogue ensures that your code will accurately reflect the intent of your ordinances and the unique needs of your community. The complete process is outlined below.

Ordinances. All legislation of a general and permanent nature, passed in final form by you, as set forth in this proposal, will be included in the code. All material that we receive will be acknowledged via e-mail, in order to establish a record of included ordinances. Legislation not of a general and permanent nature will be omitted from the code unless otherwise instructed by you. Notations can be added in the code to reference legislation adopted by reference, if elected.

Attorney Analysis and Review of Material. Your Municode attorney, along with his/her team of legal editors, proofreaders and indexers will be assigned to this project. Our legal team will research all legislation submitted by you to ensure conformity with state statutes and to determine if there are any inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a Table of Contents indicating the recommended structure.

Page Format Options. We will work with you to determine the desired formatting and style of the new code, and will review page composition format options, such as font type, font size, page layout, and graphics appearance and placement with you. We will help you choose a format that produces a professional document that is easily researched.

References. We will provide State Law References within the code. Editorial notes will be provided as appropriate. Internal cross references within the code will be hyperlinked in the online version.

Legal Memorandum. We will provide you with a user-friendly Legal Memorandum containing all of our analyses and recommendations. This memorandum will reflect our attorney's Legal Review and will provide you with recommendations to remove conflicts and inconsistencies; conform to State Law, when appropriate; and ensure compliance with your charter (if applicable). This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible.

Conference. Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person or via telephone or webinar, to review the Legal Memorandum and our recommendations. All interested personnel may be included, but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision-making authority for resolution of issues brought up at the conference or noted in the Legal Memorandum.

Editing and Proofreading. Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code, unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.

Index, Graphics and Tables. Our team will create a hierarchical, subject matter Index (if elected) and all tables (contents, State Law Reference, prior code comparison and ordinance disposition) for your code as necessitated by the materials provided. We will insert the graphics you have provided into the printed and electronic versions of the code.

Post Conference Code Draft. After editing and proofreading, a post-conference Code Draft incorporating solutions captured in the Legal Memorandum and agreed upon at the legal conference will be delivered to you for final review prior to printing and shipping. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement. After the code draft is provided additional material can be added to the project for an additional charge.

Adopting Ordinance. Our attorney will provide an adopting ordinance upon completion of the codification.

Printing and Binding. We will print your new code on high quality acid-free paper, with an SFI (Sustainable Forest Initiative) certification. These copies will be housed in heavy duty, 3-post leatherette binders (with 4 color choices), name-stamped on the front and spine of each binder. Divider tabs for each major section of the code and index (if elected) will also be provided.

The time frame for completion of the codification project is within **10 to 12 months**, excepting any delays occasioned by your submission of the material or return of the draft Code. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the Code is adopted and published. To ensure a successful project completion, it's important that a conference is held to discuss the findings of the Legal Memorandum within 30 days of its receipt, and that the subsequent Code Draft we provide be returned within 45 days with any revisions noted. If the Code draft is not returned within 45 days, additional update fees may apply.

Your participation in the Scope of Services for Codification & Publication of the code is anticipated to be as follows:

Codification and Publication

- ★ Provide all ordinances and code material, preferably in WORD format;
- ★ Provide images, graphics and tabular matter, preferably in original format;
- ★ Be available to answer any questions from the Municode Attorney conducting the project;
- ★ Attend the conference to discuss the findings of the Legal Memorandum;
- ★ Work with the Municode Attorney to resolve the findings of the Legal Memorandum;
- ★ Work with Municode to determine the desired formatting and style of the new code;
- ★ Return the draft code to Municode with any revisions noted;
- ★ Adopt the newly codified code.

Supplementation Services

Municode's full-service supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. Supplements can be provided on the schedule of your choice. In addition to printed supplements, we can deliver the updates in Word, PDF and/or Folio formats.

We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide you with "always up to date" **electronic update services within 10 to 15 days** at the same per page rate quoted for printed supplements. With printed supplementation, the online code is updated within **3 days** after shipping the supplement, and there is no additional fee for this service.

A recent analysis of our printed supplement Services indicated an editorial error rate of less than .1%, which is made possible by our attention to detail, ongoing communication with our clients, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to Municode during the preparation, printing and maintenance of the code will be corrected at no cost. The printed supplement process is outlined below:

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service (advance legislation service) is selected, the legislation will be posted online within 48 hours in PDF format as "Adopted Legislation not yet Codified".

2. Editorial Review – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated and whether the Table of Contents in the front of the code and at the Chapter/Title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. No substantive changes to your legislation will be made by our editorial team, however minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal and/or proofreading team find discrepancies in your ordinances, we will communicate with you to ensure that the ordinances are correct and consistent with the existing code.

3. Indexing – If an Index is elected, your supplement will now be sent to our indexing team, where all new legislation is indexed and cross-referenced in all appropriate locations.
4. Proofreading – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy and layout and to confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again line by line to ensure that the improvements made by the editorial team were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.

5. Posting the supplement online (MunicodeNEXT) – After your supplement has been completed, your online code will be updated within 3 days and any electronic products requested will be provided. You will receive notification that the website has been updated via email. If our CodeBank Compare + eNotify service is selected, citizens will be notified each time the online code is updated. When your code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.
6. Printing and Shipping – We will print, cut, 3 hole-punch, insert divider tabs and ship your supplement to you quarterly unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet:* With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement.

Online Code Hosting Services (MunicodeNEXT)

Our code hosting platform, MunicodeNEXT (https://library.municode.com) was created and is continuously enhanced and improved by our in-house team of Internet Technology professionals. MunicodeNEXT includes Standard and Premium features (see ***Attachment A***), all of which are designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. Our newest free online feature, *Public Notes*, will enable you to add external links within the contents of your online Code (such as links to Zoning maps, Fee Schedules, Council Meetings, the Clerk's office, etc.) or to post public notes or documents in the online Code to inform your citizens about current issues pertinent to specific sections of your Code.

MunicodeNEXT is extremely user-friendly and requires no special training or login information. A variety of video tutorials are offered, and we can host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new Code goes "live" online. Our MuniDocs feature enables you to upload related documents online alongside the Code in fully searchable format. Electronic viewing statistics are available upon request on the schedule of your choice. Our MuniPro feature provides the ability to search over 3,700 online Codes in our library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

Our powerful search engine allows users to enter simple or advanced searches and supports Boolean operators, stemming, wildcards, proximity searches, and a global synonym list. Users can easily search the code using keywords or phrases, and can print, download and/or email any portion of your code. Search terms can be applied to the entire code or narrowed to search only within specific chapters or sections. Our recent website upgrade allows users to sort results by relevance or book order! Our collapsible Table of Contents, continuous next-hit feature and internal and external hyperlinking and cross-referencing features

simplify and enhance the navigation of your online code, allowing your staff and citizens the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

With MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via ***Google Translate***, which is included at no additional charge.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. With delivery also available in Word, PDF and Folio format, the Code can be viewed and researched offline.

The User Interface and all HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the MunicodeNEXT platform, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our MunicodeNEXT platform, it will remain compliant while stored in our system. For each PDF document that is uploaded to our platform, we OCR scanned PDFs; set document title, primary language, and other PDF metadata fields; and automatically create a base level of tags to be used by screen readers.

Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a RESTful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later. We host MunicodeNEXT in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95% uptime. SSL encryption is used by default to secure access to the site and the entire platform is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

MunicodeNEXT Premium Feature Summary

- ★ **CodeBank** will enable you to have instant access to past versions of your code after each supplementation.
- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online code and compare it to any other version of the code each time the code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material).
- ★ **eNotify** allows users to enroll to receive an email notification each time your online code is updated. A "modified," "removed" or "added" badge is shown within the online table of contents to alert users of recently amended sections of your code.
- ★ **OrdBank** will create one click access to every amendatory ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders.
- ★ **OrdLink** will create highlights within your online code to help users identify what amendatory ordinances have been recently adopted and what code sections have been amended.
- ★ **MuniPRO** allows you to search over 3,700 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.
- ★ **MuniDocs** will enable you to upload a wide variety of documents to browse and search alongside the code, simply by dragging and dropping the document into the upload dialog box on the administrator dashboard. You can choose from a wide list of predefined document types, including minutes, agendas, resolutions and more, all of which are immediately converted to PDF and indexed for search, organized in nested folders – allowing the public to browse and search them immediately.

ADDITIONAL SERVICES AVAILABLE FOR PURCHASE

Municode offers a wide variety of services, all of which have been designed primarily to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

Website Design and Hosting Services

Let our team of web analysts and developers create or redesign a website for your municipality that provides your staff and citizens with a stunningly beautiful website that is simple for staff to use, easy for citizens to access, responsive, interactive, dynamic, and extremely efficient! Using the popular Drupal, open-source framework, we will work with you to understand your history, anticipate your future, define your priorities and achieve the long-term goals of your community.

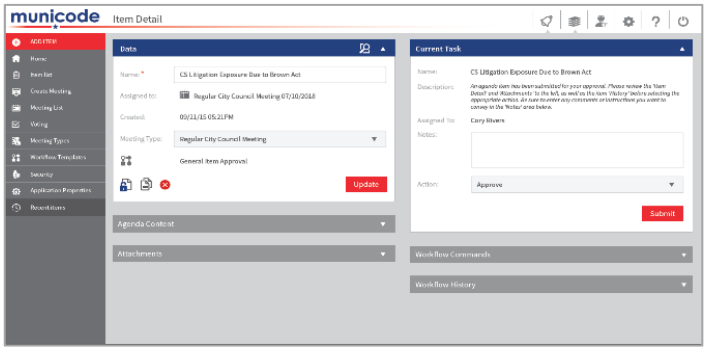
When Municode designs your completely mobile friendly website, our goal is to improve your image and your community profile, increase the self-service capacity of your residents, and empower your staff to create, edit and maintain website content as simply and efficiently as possible. The result will be an unparalleled municipal website solution at a very compelling price.

- ❑ **Request MunicodeWEB Demo/Proposal**

Meeting and Agenda Management

Municode provides a cloud-based agenda meeting management system that enables our clients to save time and money by streamlining and automating the agenda process. With zero set-up requirements, minimal budget impact, built in automatic upgrades and internal and external IT support issues managed directly by Municode's expert team of web analysts and system developers, your staff will spend significantly less time on agenda management, while still maintaining total administrative control of your agenda packets.

Municode provides the highest level of government transparency to your citizens. We will show you how to live stream your meeting videos at no cost and can provide archived video and audio linking capabilities that will allow your constituents to access the exact point in the meeting video where a specific piece of business is discussed. You can take roll call and record votes live in the meeting – and legislators can also vote directly from their Mac, PC, iPad, or Android device!



Other benefits include agenda process visibility, easy agenda updates, approval workflow, live Council voting & roll call, Email notifications, a Unified Document Search and automated approval routing. When you are ready to publish your Agenda, our "single click publishing" will provide you with automatic agenda and packet creations.

- ❑ **Request MunicodeMEETINGS Demo/Proposal (*see pricing page 5*)**

Payment Solutions - Point and Pay

Our preferred payment solutions partner, Point & Pay (https://www.pointandpay.com/) makes paying bills easier! Everything they do is backed by their best-in-class user interfaces, insightful features and high-quality service and support. Point and Pay can assist in processing City/County taxes, utility bills, permits & licensing, and more. With a focus on mobile interfaces, they enable your customers to conveniently pay bills whenever and wherever they want!

- ❑ **Request Point and Pay Demo/Proposal**

MCCi Services:

Laserfiche Enterprise Content Management Software and Services

MCCi understands the challenges organizations face every day with paper-based processes. We provide innovative solutions that transform these challenges into smart practices that improve efficiency, productivity and organizational structure. Recognized as one of the nation's top 20 Most Promising Government Technology Solution Providers, we are also the largest Laserfiche provider in the world. MCCi is passionate about helping organizations run their office more efficiently – saving time, money and resources! With 900 clients nationwide, MCCi is the largest provider of Laserfiche solutions in the world.

Digital Imaging Services

Through MCCi, Municode can help with your digital imaging services needs include scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi provides the most powerful index retrieval search engine available.

Open Records Request Software

JustFOIA is an affordable, easy to use, completely web-based hosted service that was created specifically to help you manage and track public records requests. Since JustFOIA is completely web-based, you are able to login anywhere that has an internet connection. You simply type in your customized web address and enter your credentials, safely and securely. Your service is available 24/7, every single day of the year.

JustFOIA helps agencies receive, track and report on open records requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche Enterprise Content Management.

- ❑ **Request MCCi Demo/Proposal**

Internet-based Document Editing and Presentation System

enCodePlus is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, **encode**Plus assists in the creation of land development and zoning ordinances that are fully customizable, easy to navigate and rich with features including GIS interactive mapping, a "Land Use Look Up" tool, hyperlinking to outside resources, historical archiving and in-line graphics.

From its humble beginnings as a stand-alone Windows PC program, **enCode**Plus has matured to meet the needs of an innovative and exacting group of land use code writers and their client communities. To learn more about how **enCode**Plus can be an economic driver for your municipality and positively impact the transparency and navigability of your zoning or land development ordinance, please visit this link: http://www.encodeplus.com/

- ❑ **Request enCodePlus™ Demo/Proposal**

SIGNATURE PAGE

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and Richland County, Wisconsin.

Term of Agreement. This Agreement shall begin upon execution of this Agreement and continue for a period of three (3) years. Thereafter, the supplement service shall be automatically renewed from year to year provided that either party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: _____

Title: Bob Geiger, Vice President of Sales

Date: June 23, 2021

Accepted by:

RICHLAND COUNTY, WISCONSIN

Signature: _____

Printed Name: _____

Title: _____

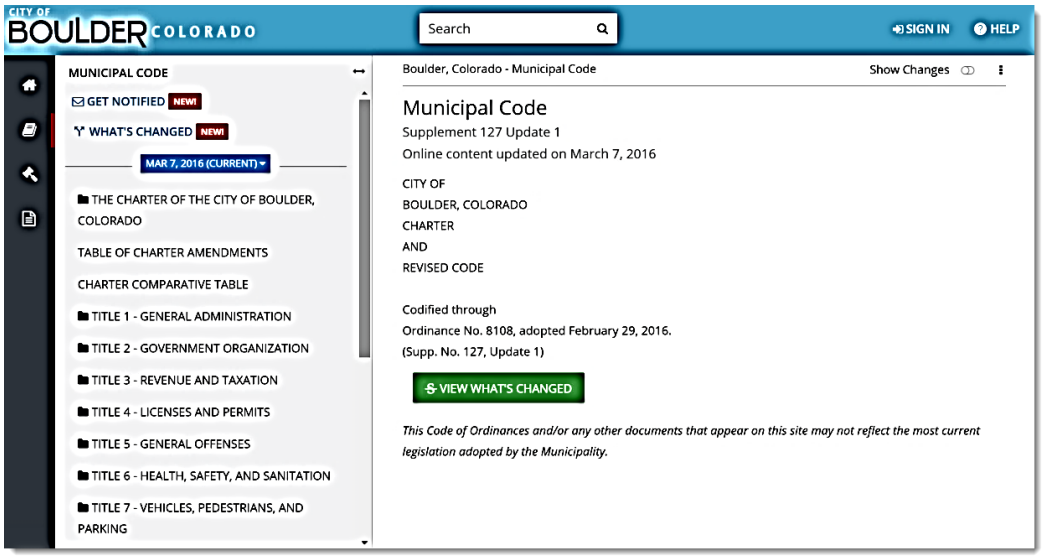
Date: _____

ATTACHMENT A

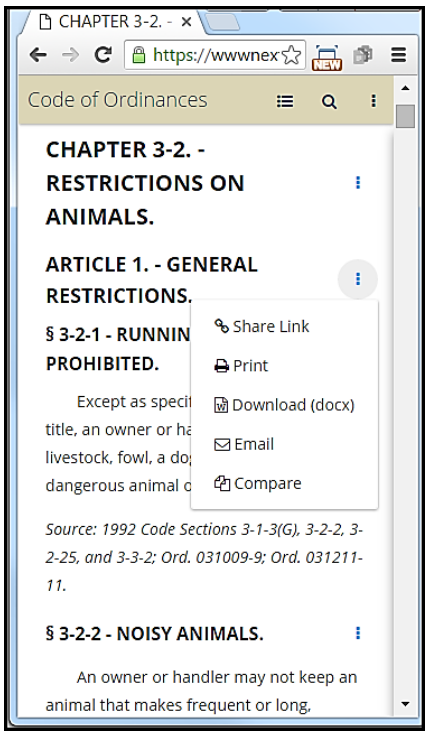
MunicodeNEXT Standard & Premium Features

Standard Features of MunicodeNEXT

Responsive Design – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.



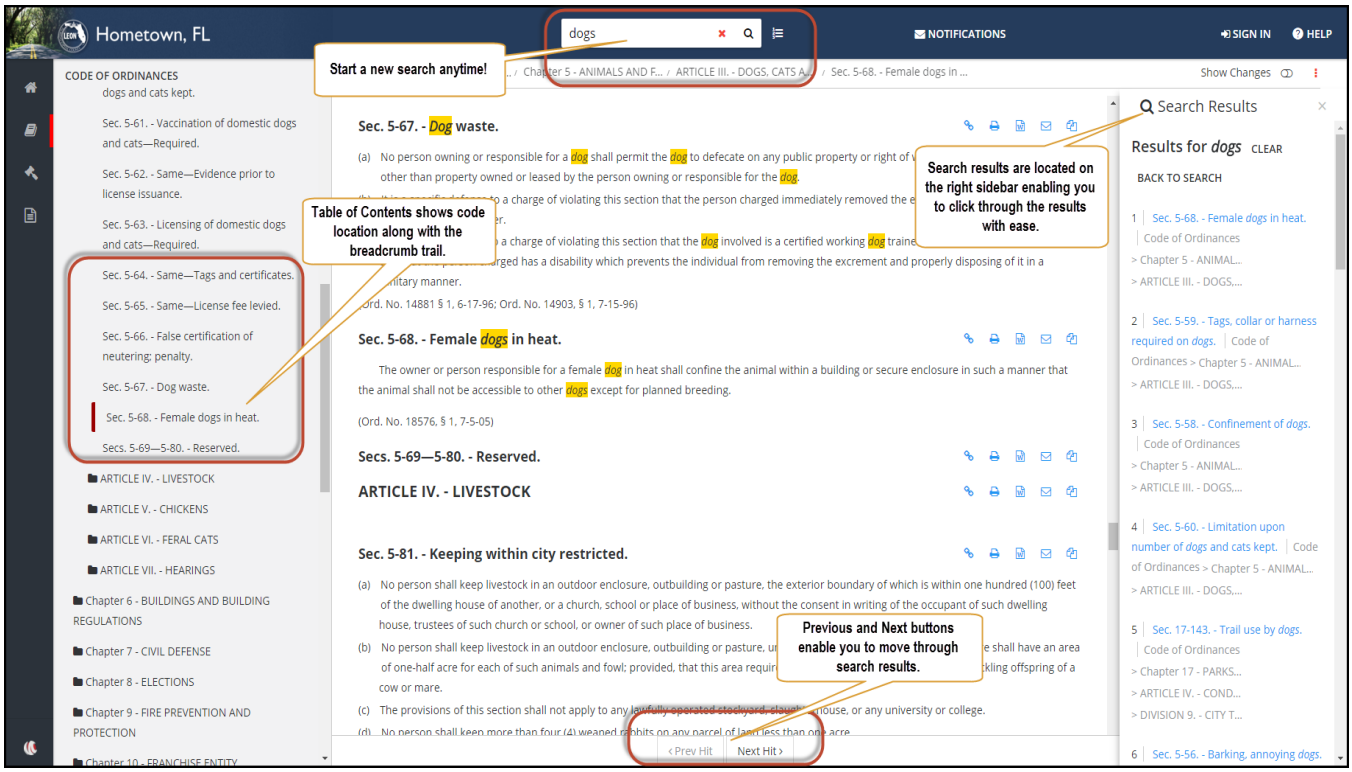
Mobile and Tablet friendly – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



Standard Features of MunicodeNEXT

Print/Save/Email – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

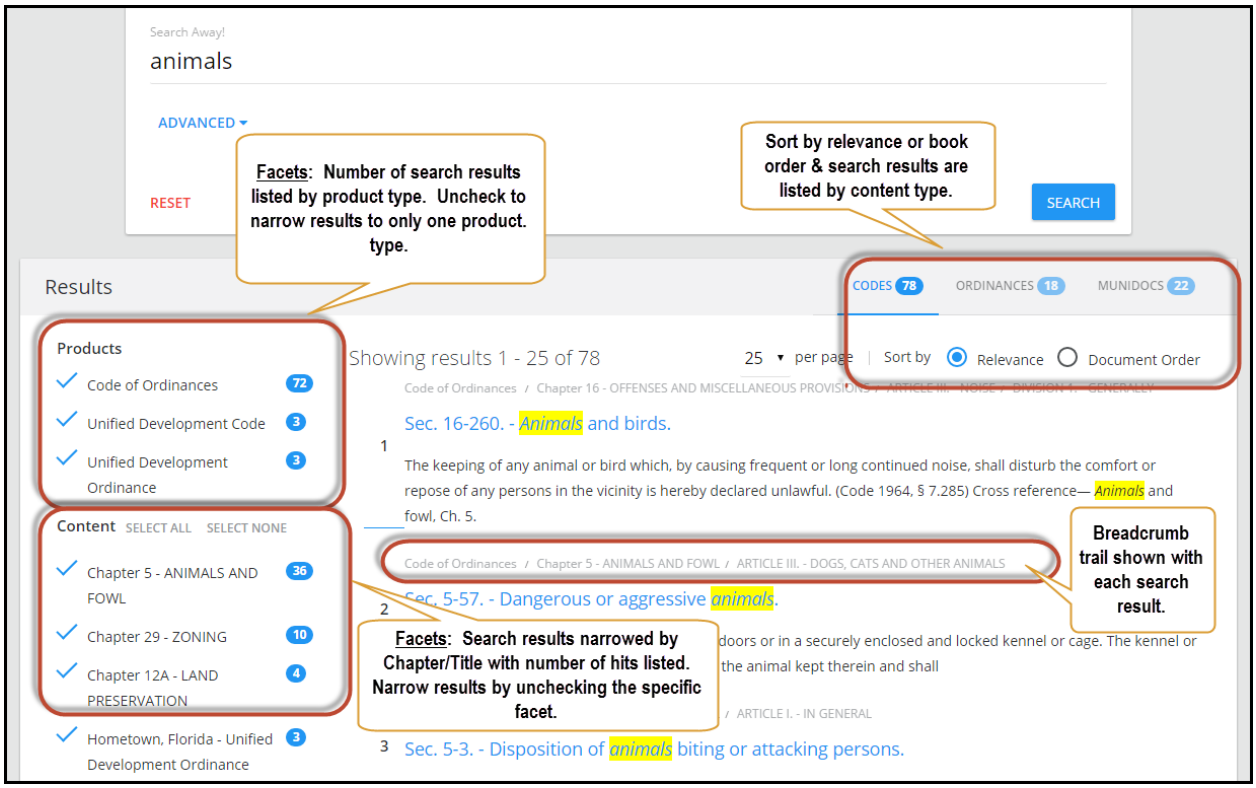
Searching – Municode leverages a powerful open source search platform that also power sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking "back" to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



Municode Search Components:

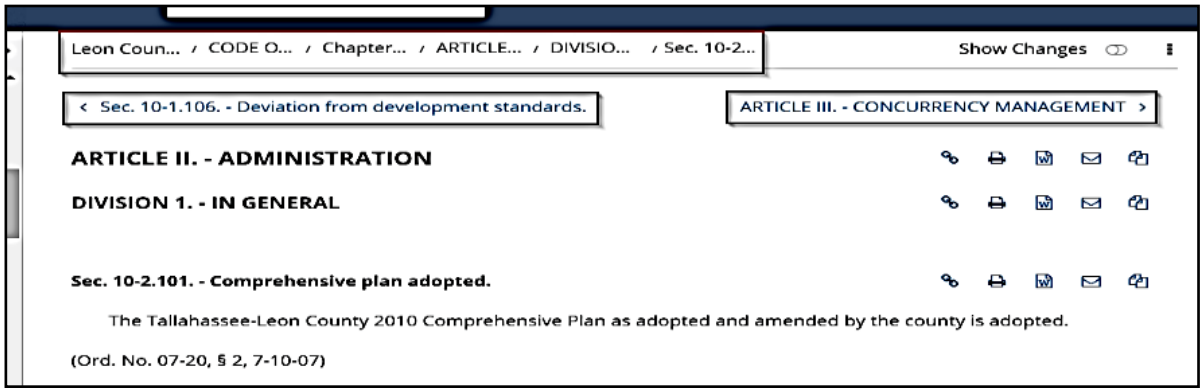
- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With our OrdBank service, ordinances posted pre and post-codification are full-text searchable.
- ★ **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the Code, ordinances, and MuniDocs simultaneously. Search results are labeled for easy identification.
- ★ **Narrow Searching** – Your users could search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- ★ **Stored Searching** – MunicodeNEXT allows all search result listings to be bookmarked under your browser's bookmark tabs. Users need only conduct a search and press Ctrl+D to add the search result listing to your browser's tabs.

Standard Features of MunicodeNEXT



Search enhancements provided with our latest website upgrade include (see screenshot above):

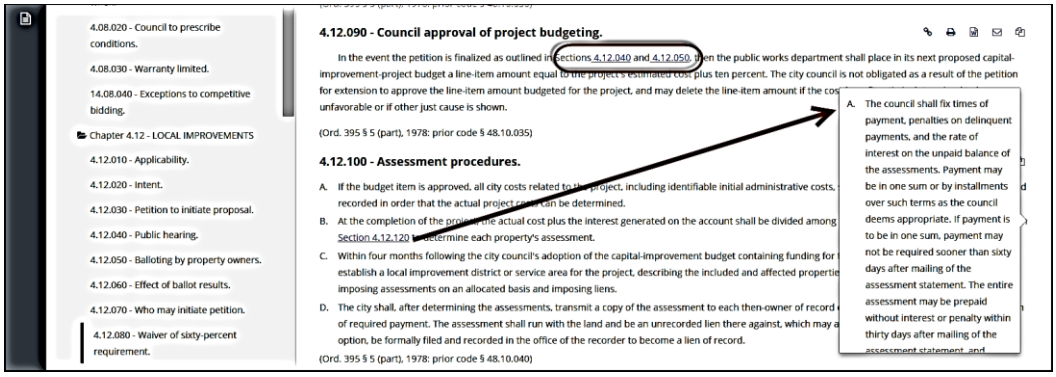
Browsing – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.



- ★ **Internal Cross-Reference Linking** – Cross-references within your Code are linked to their respective destination Article, Chapter or Section.
- ★ **Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your Code. Easily view your maps, graphs and charts by simply enlarging the item.
- ★ **Mouseover (cluetips)** – Navigate to your Code and any linked cross-reference will quickly display in the pop-up preview window.
- ★ **Google Translate** – includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

Standard Features of MunicodeNEXT

(Cross-reference linking and mouseover shown below)



Translation – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

Social Media Sharing – You and your users are able to share Code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

Static Linking – Copy links of any section, chapter or title to share via email or social media.

Scrolling Tables and Charts – Headers stay fixed while you scroll through the table/chart.

GIS – We can provide a permalink to any Code section and assist staff to create a link from your GIS system to relevant Code sections.

In-line Images & PDFs – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements.

Public Notes
One of our newest additions to MunicodeNEXT is the ability to post public notes or documents within the online Code to inform your citizens about current issues pertinent to any specific section of your Code.

Website Accessibility – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.1.

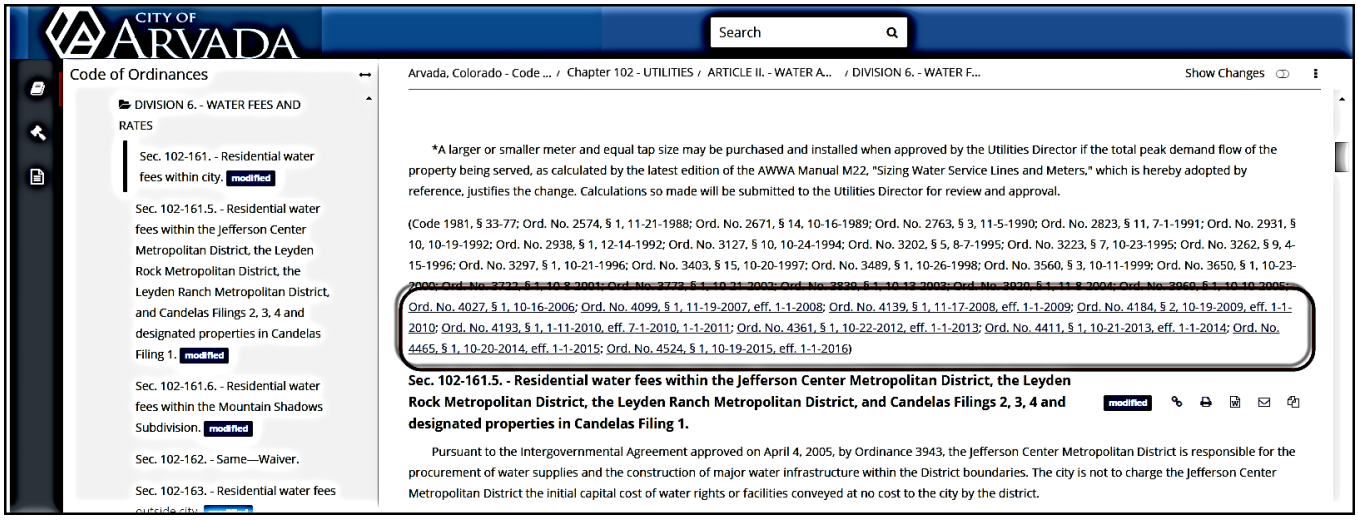
Support – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

Premium Features of MunicodeNEXT

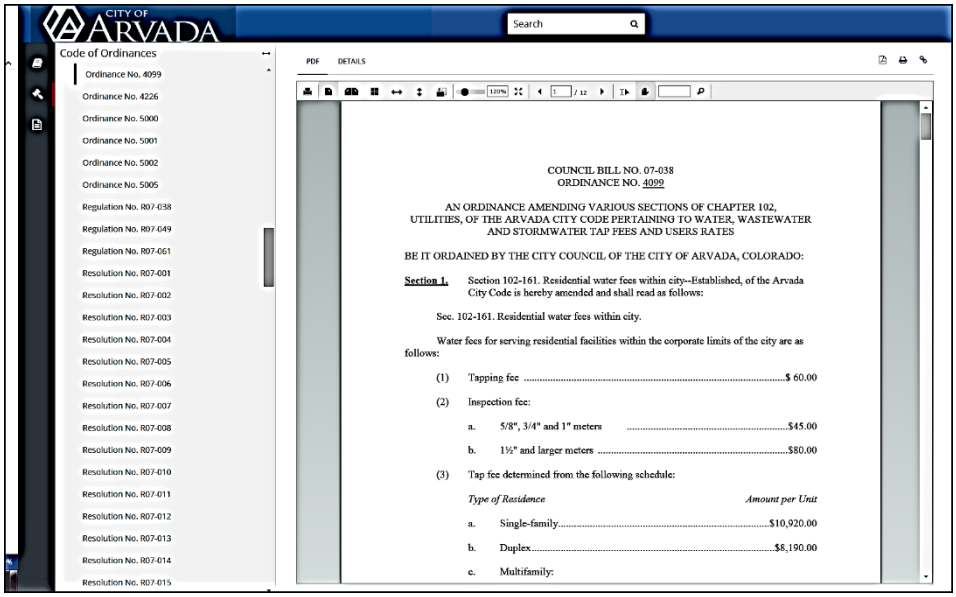
Custom Banner. We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

OrdBank. With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the “OrdBank” tab.

Hyperlinked ordinance in text)

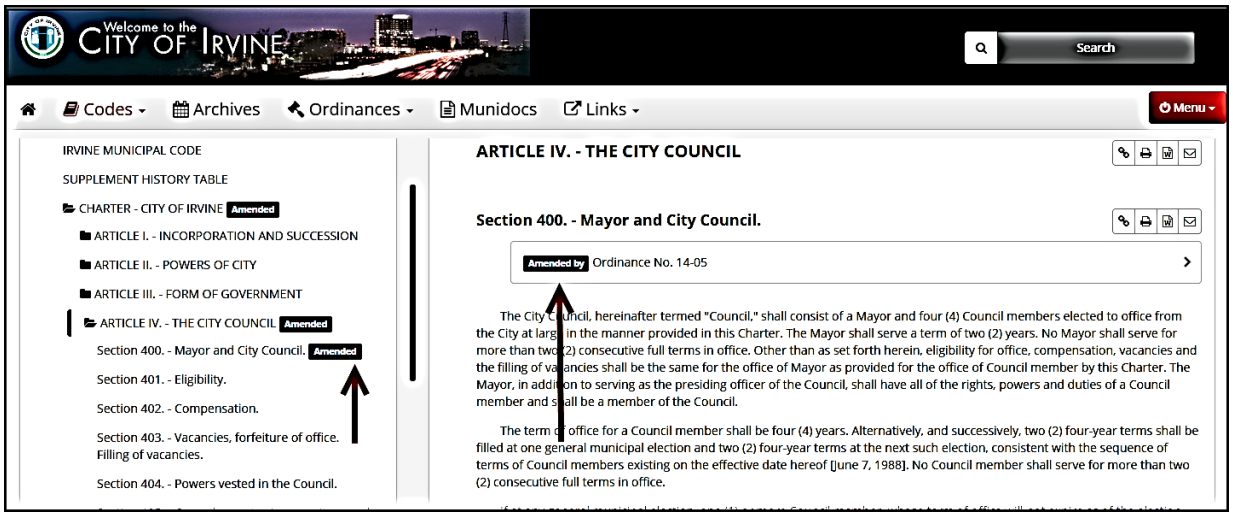


(One-Click access to the original ordinance in the OrdBank Repository)



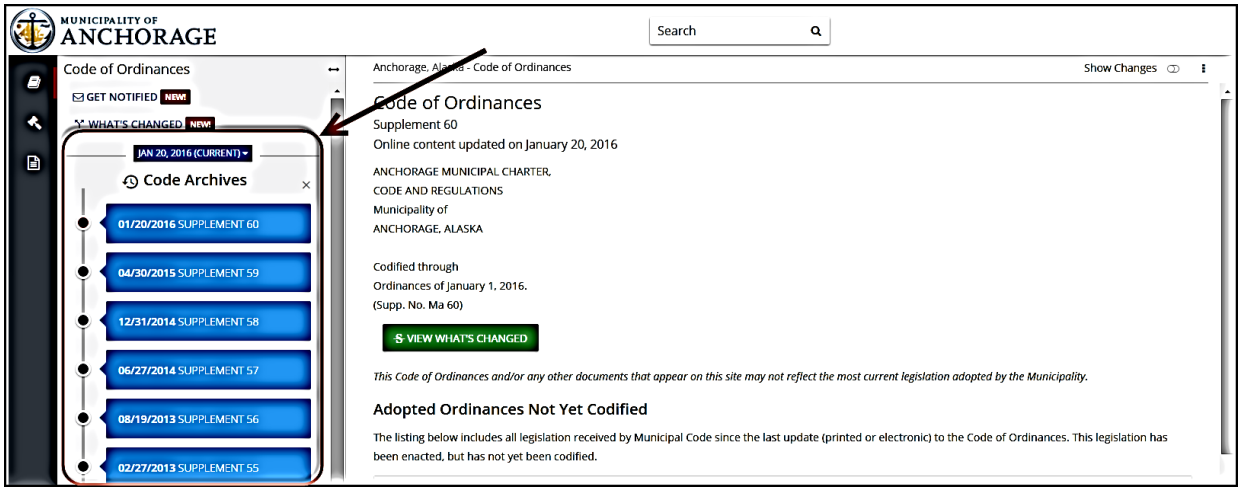
Premium Features of MunicodeNEXT

OrdLink + OrdBank. Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your Code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.



CodeBank. Our CodeBank feature provides an online archival platform for previous supplements of your Code. Empower your staff and citizens to access every previous version of your Code with one click.

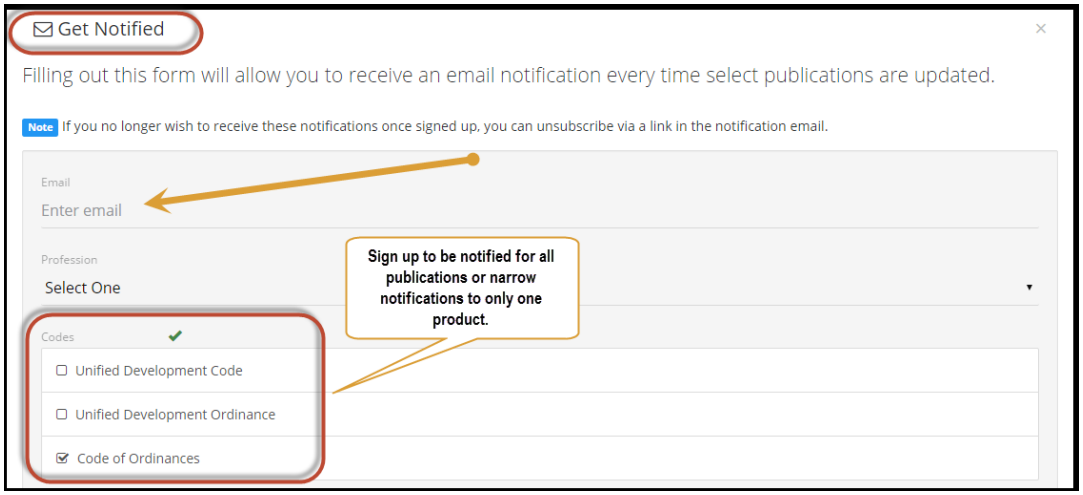
(CodeBank Tab)



CodeBank Compare. Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online Code and compare it to any other version of your online Code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. Users will be notified of the changes in the table of contents and within the text of the Code via “modified,” “new” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your Code that were implemented during the most recent update. **eNotify**. Our eNotify service allows users to enroll online and receive email notifications each time your online Code is updated.

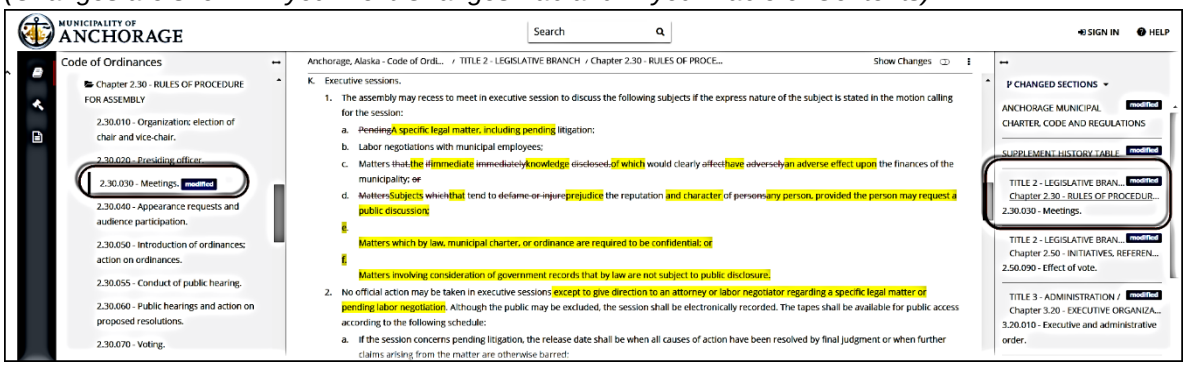
Premium Features of MunicodeNEXT

This will empower your staff and citizens to receive instant notifications every time your online Code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

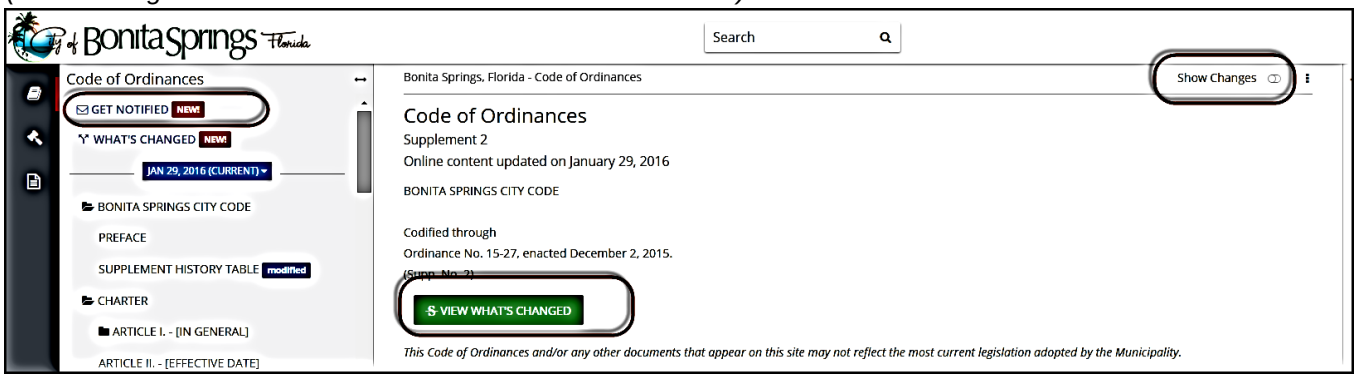


Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the Code stored in CodeBank.

(Changes are shown in your Text Changes Tab and in your Table of Contents)

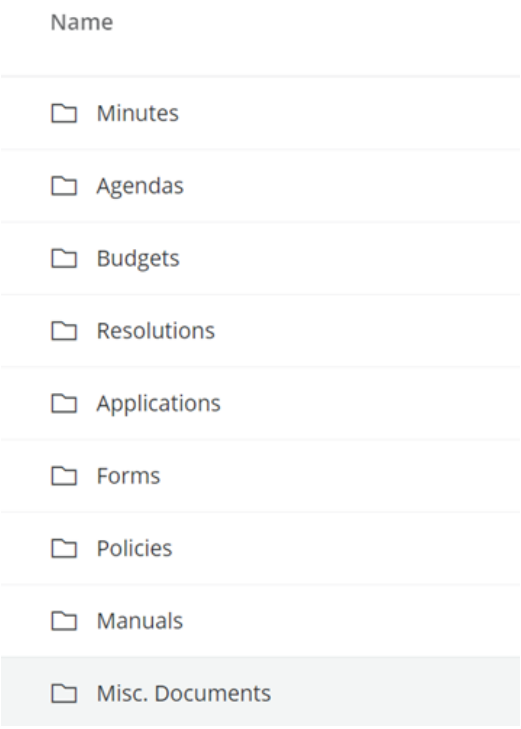


(Show changes button and a custom banner are shown below)

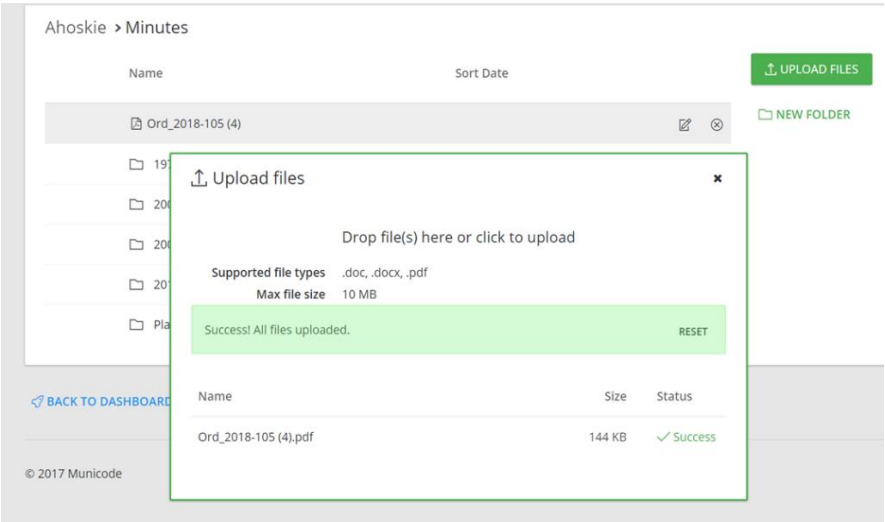


Premium Features of MunicodeNEXT

MuniDocs. MuniDocs Upload allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users login, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users are able to pick from a list of predefined document types



Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.



Premium Features of MunicodeNEXT

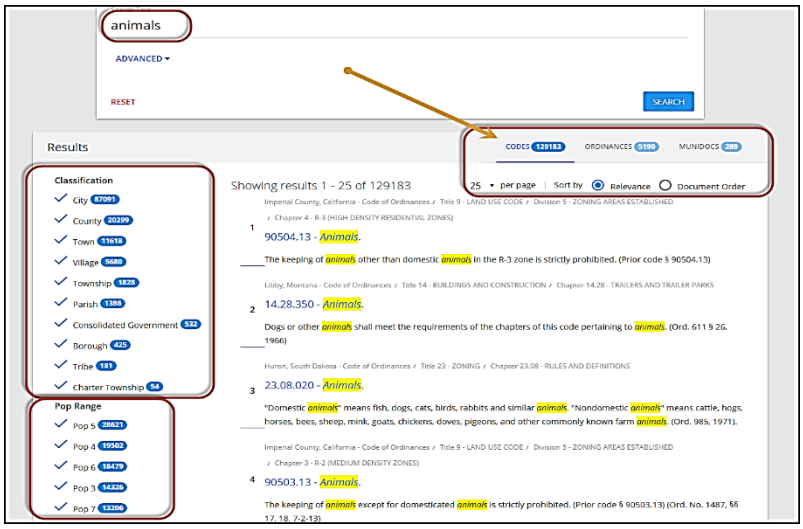
MuniPRO. MuniPRO Searching allows you to search the over 3,700 Codes we host (the entire country, a single state or individually selected Codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ★ **Multiple Code Search.** Search all Codes within one state, multiple Codes within one state, or search all Codes in the entire US hosted by Municode. Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.

- ★ **MuniPRO Saved Searches.** Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.

- ★ **MuniPRO Notes**. Create a note and attach it to any section in any publication. Note icons are present when viewing the section, alerting the user to a previously written note. A global listing of notes can be accessed and managed from the MuniPRO Dashboard.

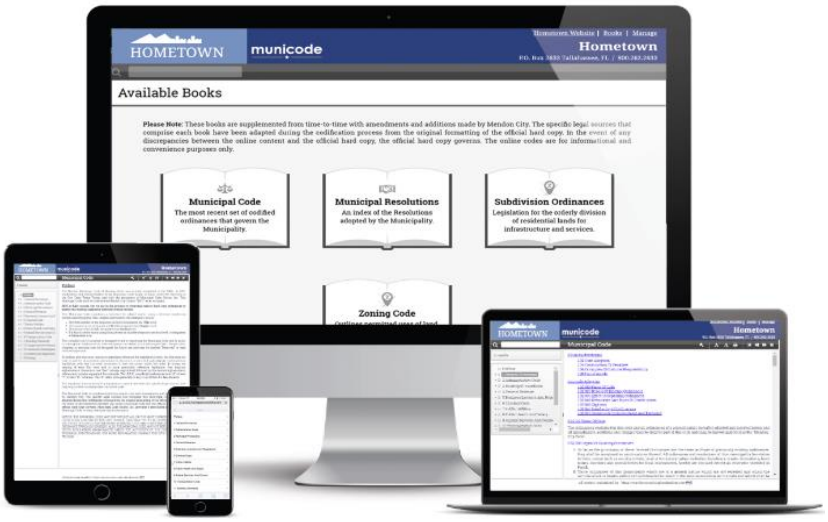
- ★ **MuniPRO Drafts**. Begin a new ordinance draft to keep track of pending legislation. Drafts icons are present when viewing the section, alerting the user to a previously created draft. A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.



SELF-PUBLISHING SOFTWARE
FOLLOWING CODIFICATION SERVICES
Richland County, Wisconsin

June 23, 2021

(Quote Valid for 90 Days)



municode

CONNECTING YOU & YOUR COMMUNITY

James Bonneville
Legal Sales Director
Office: 800-262-2633 ext. 7009
Direct: 651-262-6262
Email JBonneville@municode.com
PO Box 2235 Tallahassee, FL 32316

*This proposal will serve as **Exhibit A** to the attached Self-Publishing Software Agreement (see pages 6-8)*

LETTER OF INTEREST

June 23, 2021

Mr. Jasen Glasbrenner
Economic Development Director
Richland County, WI
P.O. Box 427
Richland Center, WI 53581 via email: jasen.glasbrenner@co.richland.wi.us

Mr. Glasbrenner:

Thank you for your interest in utilizing our Self-Publishing Software service to update and publish your new Code in-house! This service is an ideal solution for clients who prefer to maintain control of the updating of their Code of Ordinances (and additional publications) independently in-house for a fixed annual cost. This proposal outlines the costs and scope of services associated with converting your newly adopted Code to Municode's Self-Publishing Software database following the completion of the codification project.

Municode has been connecting our local government clients with their citizens since 1951! Whether through the legal codification process, our full-service or self-service code updating options, our robust suite of online legislative search tools, meeting management and agenda software or custom government website design, we have the experience, resources and expertise to provide our clients with innovative products, superior technology and excellent customer service. We encourage you to visit our corporate website to explore our full suite of local government services: https://www.municode.com/

After your Code material is converted to Municode's database, authorized users can log in to the online Code, draft proposed changes directly within the contents of the Code, automatically generate ordinances and resolutions, and then publish the amended Code on the web. To view an online Code that is maintained and published by Municode via our Self-Publishing Software option, please visit the Alpine City, Utah Code: https://alpine.municipalcodeonline.com/

To purchase this software, please indicate any additional services you are interested in on pages 2 and return the attached signed Agreement to us for processing Please contact Legal Sales Director James Bonneville (JBonneville@municode.com, 651-262-6262) if you have any questions regarding this proposal!

Sincerely,

Bob Geiger
Vice President of Sales
Office: 800-262-2633 ext. 7132
Phone: 850-692-7132
bgeiger@municode.com

PRICE QUOTATION SHEET

SOFTWARE LICENSE, Code of Ordinances (annually) — $2,200[1]

The creation of the custom service/instance provides access to:

- ★ Automatic Ordinance/Resolution Drafting Tool
- ★ Automatic Code Updates & Legislative History Tool
- ★ PDF Ordinance/Resolution Storage[2] & Automatic PDF Generation for backup/printing
- ★ Three Remote Training Sessions (1-2 hours each)
- ★ Activation of any additional publication, as quoted below

DATABASE CONVERSION & SOFTWARE SETUP — No Charge[3]

Following legal services, the conversion of your new Code to the online Self-Publishing platform empowers you with the ability to focus on present/future changes. Includes up to 1,500 pages of Code material, additional pages will be converted at 50¢ per page. If Code material is less than 1,500 pages, the remaining page count balance may be applied toward the conversion of any *a*dditional publication *during the first 3 months of the Agreement term*. The new Code will be posted online within 6 to 8 weeks of your return of the draft Code proofs and after the Code's formal adoption.

CODE UPDATE SERVICES (per ordinance/resolution page) — $18

During the initial Code conversion, additional material such as ordinances, resolutions, or policies can be added into any *coded* publication upon request. Please note that adding additional material to the new Code will extend the timeframe for online publication. After the Code is published online, Code Update services can be provided as quoted below.

ADDITIONAL PUBLICATIONS (each, annually) — $295[4]

Can include Minutes, Policies & Procedures, Handbooks, Manuals, Standards, Plans and more!

ADDITIONAL SERVICES AVAILABLE

- ❑ **MunicodeMEETINGS**, annually *($2,400 if bundled with other Municode services)* — **$2,600**
  Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.
- ❑ **MuniDocs**[5] annually, upgraded self-loading capabilities — **$350**[6]
  Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!
- ❑ **MuniPRO** Service annually — **$295**[7]
  Search over 3,700 codes in the Municode full-service codification library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.
  - ★ Conversion, per additional publication (if added after the first 3 months) — **$1,000**
  - ★ Code Update Services, *after* initial Code conversion, per hour — **$150**[8]
  - ★ Consultation Services and/or Additional Training, per hour — **$150**[9]
  - ★ Onsite Training — **Quote available upon request**

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[1] Includes 5 user licenses. Invoiced annually upon anniversary date of initial online publication. Following the initial Agreement term, costs may increase by a percentage equal to the annual percentage increase in the Consumer Price Index (CPI) for All Urban Consumers.

[2] Data limitations may apply.

[3] Provided material is submitted in an editable, electronic format. Conversion cost, licensing cost and any additional applicable costs are payable upon completion of data conversion. Material must be received within 30 days of Agreement effective date. Complex or form-based graphics may be subject to an additional cost upon review of material. We will contact you should this occur. If converting to Self-Publishing Software at a later date, there will be a $1,000 cost to reconvert the Code from our full-service database to the Self-Publishing Software database.

[4] Invoiced upon date of initial online additional publication, and annually thereafter upon anniversary date of initial additional publication.

[5] Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

[6] Includes up to 25 GB storage. Quote for additional storage is available upon request.

[7] MuniPro searches will not include results from self-published Codes, but will include results from the over 3,600 online Codes in our full-service codification database

[8] Excludes legal services. Should legal services be desired, please contact us for a price quote.

[9] Excludes legal services. Can include graphic design/digital imaging services, meeting attendance or special projects.

SCOPE OF SERVICES

Our Self-Publishing Software was created specifically for municipalities who prefer to publish and maintain their Code (and other selected publications) online and “in-house”, using your staff in lieu of Municode’s team of Legal Editors and Legal Proofreaders to edit and update the Code.

Self-Publishing Software puts the maintenance of the Code directly into our client’s hands and is equipped with all the tools and technology needed to ensure the successful self-maintenance of your Code and other publications.

We Convert Your New Code, You Publish

The self-publishing process begins with converting your new Code of Ordinances into Municode’s Self-Publishing software platform. If desired, our experienced editorial staff is available to provide assistance to bring the Code current for online publication, or to assist in updating the online Code at any future point in time, as indicated on the ***Price Quotation Sheet***. While some municipalities may prefer the complete independence our online framework offers, we are always available to assist upon request.

After the Code is converted to the Municode software platform, we will provide the necessary training to enable authorized users to update the online Code of Ordinances. This process occurs through our proprietary code-to-document proposal method (which generates automatic digital ordinances/resolutions), or by converting a passed document into the online platform.

Your Changes = Instant Ordinances

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators. All proposals made to the Code are automatically numbered and redlined, enabling your Council to clearly see what material has changed, and how those changes will impact your code. Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current.

Sign, Seal & Update by Email Approval

After the automatically generated document is passed by your Council, an email is generated to request the approval and authorization of your presiding Officer(s) and Attester(s). Upon their authorization, your online code can be instantly updated, and the documents may also be digitally signed and sealed.

In addition to self-publishing your Code of Ordinances, other books or publications can be published and updated within our Self-Publishing platform, such as Minutes, Policies & Procedures, Fee Schedules and more.

SELF-PUBLISHING SOFTWARE FEATURES

Complete Edit, Legislative History

Transparency is your and our primary objective. All changes made to your code within the system are fully and automatically documented and recoverable. The Self-Publishing Software service automatically records your legislative history for your citizens to see the evolution of your code supported by the actual ordinances which adopted, amended, or repealed your section of the code.

Ordinance Design & Review

While some cities and towns may prefer the complete independence our online framework offers, other communities may request assistance from our full-service codification staff. Our experienced staff is available to provide your community with codification services which can include ordinance review, design, and support. Whether you need assistance using the software tools, or in reviewing or designing ordinances, we have a dedicated staff available to help with all your codification needs.

Email Notification of Updates

How often do staff or citizens ask you the last time the code was updated? Give everyone the ability to sign up for email notifications! Users will receive an email containing a link which directs them to what has changed.

Ordinance/Resolution Drafting Tool

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators.

Ordinance / Resolution Creator with Digital Signature & Seal

Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current + updated!

Search & Browse Features

- ★ Cross-reference linking
- ★ Citations in context of legislation
- ★ Shareable link to any title, chapter, article, division, or section
- ★ Search by keyword, and within specific areas of the code

PDF Ordinance/Resolution Storage

Tired of searching for original ordinances? Our Self-Publishing Software allows you to store, search. Data limitations may apply.

Desktop, Mobile Friendly

All our tools use widely accepted web standards and are cross-browser compliant. Your codes are instantly available online as well as on any mobile device the second you choose to make them available. We support all modern mobile browsers and make our best effort to comply with WCAG 2.1 Level AA checkpoints for accessibility.

Branding, Theming

Each client can choose the colors, logos, and fonts that represent their unique identity. No more one-size-fits-all that other codifiers force you into. We will also support your custom domain for the location of your publication. We also include an array of analytics that will show you how your citizens use your publications, including commonly accessed resources.

Host Additional Searchable Publications

Some clients use our Self-Publishing Software to provide additional resources to the public. The software platform is designed to publish online any regulation or policy that your community implements. Whether it's your municipal code, personnel policies and procedures, public work standards and technical specification, compilation of resolutions or executive orders, minutes, or other regulations; each of these books can be published through our online framework.

Online Training and Customer Service

Municode provides support and training to clients to ensure familiarity with all aspects of the software. Municipal staff who receive our custom training and self-publish their own material develop themselves professionally and learn new skills.

Prudent, Cost Effective

Update as little as or much as you need. With SPS, there are no updating limitations or additional expenses. Most municipalities can save up to 70% with Self-Publishing Software! Our annual rates are fixed, not variable. This means your codification expense won't exceed the budget.

Reliable, Cloud Based

Using one of the biggest cloud-based infrastructures in the world, we can pass on our uptime guarantee of 99.9%! Customers can easily upload supporting documentation and images such the original legislation, ordinances, zoning maps, documents, etc.

Print-friendly

Download online code as a PDF File, enabling print or backup

MUNICODE SELF-PUBLISHING SOFTWARE AGREEMENT

Richland County, Wisconsin

THIS LETTER OF ENGAGEMENT ("Agreement") is entered between Richland County, Wisconsin ("CLIENT") and Municipal Code Corporation, DBA "Municode" ("CONSULTANT"). For the purpose of this Agreement, "USER" is defined as an employee, consultant, third-party contractor or agent to whom "CLIENT" has granted access to use the services provided under this Agreement. Municode's proposal of June 23, 2021 will serve as **Exhibit A** to this Agreement.

The parties agree as follows:

Term. This Agreement commences on the date it is executed and shall continue until full performance by both parties or until earlier terminated by one party under the terms of this Agreement. The initial term of this Agreement is for a period of (3) three years. This Agreement shall automatically renew on an annual basis, unless either party gives the other notice of non-renewal within thirty (30) days of the scheduled renewal period.

Compensation. It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in **Exhibit A**. Payment will be made to CONSULTANT within thirty (30) days of the receipt of the invoice for services rendered, unless otherwise indicated in **Exhibit A**, with the one-time database conversion fee (if applicable), the first recurring annual Software License fee, and any other applicable fees set forth in Exhibit A due within thirty (30) days of completion of data conversion to Municode's database. Thereafter CONSULTANT shall invoice the CLIENT annually for the Software License Fee based upon the anniversary date of the initial online publication, and the anniversary date(s) of any additional publications added during the existing Agreement term.

1. **Consumer Price Index**. Following the initial Agreement term, CONSULTANT may increase fees by a percentage equal to the then applicable annual percentage increase in the Consumer Price Index (CPI) for All Urban Consumers.
2. **Scope of Services**. CONSULTANT's services under this Agreement shall consist of services as detailed in **Exhibit A.** The Scope of Services may be amended or modified upon the mutual written agreement of the parties during the term of the Agreement.
3. **Use of Services.**
    a. CONSULTANT Responsibilities. CONSULTANT shall: (i) provide to CLIENT initial software training and ongoing standard telephone and internet support for the purchased software services at no additional charge and shall (ii) use commercially reasonable efforts to make the purchased software services available 24 hours a day, 7 days a week, except for: (a) planned downtime (of which we shall give notice via the purchased software services or email and which CONSULTANT shall schedule to the extent practicable during the weekend hours from 9:00 p.m. Eastern time Friday to 6:00 a.m. Eastern time Monday), or (b) any unavailability caused by circumstances beyond CONSULTANT'S reasonable control, including without limitation, acts of God, acts of government, flood, fire, earthquakes, civil unrest, acts of terror, strikes or other labor problems (other than those involving CONSULTANT'S employees), failure or downtime in Third-Party or Internet service provider failures or delays, and (iii) provide the purchased services only in accordance with applicable laws and government regulations.
    b. CLIENT Responsibilities. CLIENT shall (i) be responsible for USER'S compliance with this Agreement, (ii) be solely responsible for the accuracy, quality, integrity and legality of CLIENT Data and of the means by which CLIENT acquired said Data, (iii) use commercially reasonable efforts to prevent unauthorized access to or use of the services and notify CONSULTANT promptly of any such unauthorized access or

use, and (iv) use the services only in accordance with all applicable laws and government regulations. CLIENT shall not (a) make the services available to anyone other than USERS, (b) sell, resell, rent or lease the services, or (c) use the services to store or transmit infringing, libelous, or otherwise unlawful or tortious material.

4. **Integration**. This Agreement, along with the description of services to be performed attached as **Exhibit A**, and the additional products and services described therein contain the entire Agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions.

5. **Warranty**. CONSULTANT warrants that (i) any services provided hereunder will be performed in a professional and workmanlike manner and (ii) the functionality of the services will not be materially decreased during the term. CONSULTANT's entire liability and exclusive remedy under this warranty will be, at the sole option of CONSULTANT and subject to applicable law, to provide restored service(s) which conforms to these warranties within 7 days or to terminate the service(s) and provide a pro-rated refund of any prepaid fees (for the period from the date of the breach through to the end of the term).

6. **Liability**. CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of this Agreement and further limited to a maximum amount equal to the consulting fees received by CONSULTANT from CLIENT under this Agreement. CONSULTANT shall not be responsible for the legality of any material initially or subsequently published.

7. **Termination**. This Agreement shall terminate upon the CLIENT's providing CONSULTANT with thirty (30) days' advance written notice. In the event the Agreement is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid hosting and support fees (for the period from the date of the termination through to the end of the term).

8. **Independent Contractor**. CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by CONSULTANT to perform services under the terms of this Agreement shall be, and always remain , employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

9. **Ownership of Product**.

   a. Reservation of Rights. Subject to the limited rights expressly granted hereunder, CONSULTANT reserves all rights, title and interest in and to the services, including all related intellectual property rights. No rights are granted to CLIENT hereunder other than as expressly set forth herein.

   b. Ownership of CLIENT Data. As between CONSULTANT and CLIENT, CLIENT exclusively owns all rights, title and interest in and all CLIENT Data.

   c. Suggestions. We shall have a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use or incorporate into the services any suggestions, enhancement requests, recommendations or other feedback provided by CLIENT, including USERS, relating to the operation of the services.

10. **Cooperative Purchasing**. CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

11. **Right to Purchase**. This Agreement enables CLIENT to purchase any additional services found in **Exhibit A** as an addendum hereto.

12. **Assignment**. Neither party may assign or subcontract its rights or obligations under this Agreement without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this Agreement in its entirety, without consent of

the other party, in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all its assets.

13. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of Florida without resort to any jurisdiction's conflicts of law, rules or doctrines.

14. **Service of Notices.** All required notices shall be deemed to have been validly given if delivered in person or by first class mail or email to the following addresses:

To CLIENT:
Richland County, Wisconsin
ATTN: Mr. Jasen Glasbrenner, Economic Development Director
Richland County, WI
P.O. Box 427
Richland Center, WI 53581
jasen.glasbrenner@co.richland.wi.us

To CONSULTANT:
Municipal Code Corporation
ATTN: Steffanie Rasmussen, Vice President of Client Services
PO Box 2235
Tallahassee, FL 32316
info@municode.com

Either party may change the addresses set forth above for purposes of notices under this Agreement by providing notice to the other party in the manner set forth above.

SUBMITTED BY:

CONSULTANT Signature: _____
Name and Title: Bob Geiger, Vice President of Sales

ACCEPTED BY:

CLIENT Signature: _____

Name and Title: _____ (please print)

DATED: _____

GENERAL CODE

Proposal for Codification Services

PREPARED FOR:

Richland County, Wisconsin

PREPARED BY:

MARCIA CLIFFORD, ESQ.

CODIFICATION ACCOUNT MANAGER

mclifford@generalcode.com

800.836.8834

DATE:

July 26, 2021

(Valid for six months)

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- Ongoing Code Maintenance 23

Executive Summary

A thorough review of your request has given us a better understanding of your unique needs and helped us determine ways that we can partner with you to make Richland County's Code a more useful and effective resource for your community. The executive summary below serves as an overview for building a collaborative codification solution that can help the County achieve its goals.

Situation Analysis

Richland County has not yet codified its legislation. As a result, your community may not be able to easily find the County's laws, and your legislation may contain inconsistencies, errors and outdated information that could potentially affect enforceability and alignment with relevant state statutes.

It is our understanding that the County would like to codify its legislation, including a comprehensive review, to include all legislation of a general and permanent nature to Ordinance No. 21-17. This process would ensure that legislation is up-to-date and is in line with state statutes and the current needs of your constituents, in addition to making the overall Code consistent in organization, format, style, and content.

The County would also like to provide access to the Code and make it easier for constituents and staff to find information by implementing a fully searchable online version of its Code, housed on our unparalleled *eCode360* platform.

Our Solution

Our comprehensive codification solution for Richland includes:

- **Create a Code**
  General Code will provide the County with a Code that is clear and easy for your community to access and use.
- **An Editorial and Legal Analysis**
  This process will identify conflicts, redundancies and inconsistencies in the Code and enable you to incorporate the necessary revisions to ensure that your Code is enforceable and fully complies with state statutes.
- **An online Code housed on our innovative *eCode360* platform**
  Created for a variety of users, *eCode360* makes the complete current text of your Code available online in a format that is easy for your community to use and is fully searchable.
- **1 custom printed Code book, with an option for additional printed volumes**
  We will provide you with 1 fully customized print copy of your new Code, with an option for additional copies as requested.

Solution Benefits

A comprehensive codification solution from General Code will:

1. Deliver a Code that is always accessible to the public and up-to-date
2. Help you keep Richland County's Code enforceable
3. Improve transparency with constituents
4. Save Richland County's staff time and resources by empowering constituents to find Code information independently

Who Benefits?

1. **Constituents**—Citizens will be able to find and use laws in a comprehensive, up-to-date and understandable format
2. **Staff**—All staff members will be able to gather the information they need to answer questions from both citizens and other municipal officials
3. **Planners/Developers**—Your new Code will provide a clear view of existing regulations and make it easier to determine the impact of proposed changes and amendments on development and growth initiatives
4. **Attorneys**—Legal staff can draft and amend legislation more efficiently by using *eCode360* to research similar laws that other communities have passed

Richland County's Investment

The price of General Code's recommended solution will be $11,995.

A detailed breakdown of the investment and available options can be found in the Investment Details and Options section on page 10.

The American Rescue Plan

On March 11th, President Biden signed into law the American Rescue Plan Act of 2021. This $1.9 trillion stimulus package is a huge opportunity for municipalities as the Plan includes $360 billion in direct financial relief for state and local governments, including $65 billion for America's cities, villages and towns, as well as $65 billion for counties. While the new law outlines the allocation process and authorized use of funds, the U.S. Department of the Treasury is charged with issuing related regulations, guidance and allocation amounts.

The U.S. Department of Homeland Security (DHS) has determined code enforcement is essential to the U.S. response to the coronavirus pandemic. Federal funding available under the recently enacted American Rescue Plan can be used by governments to continue their essential operations and by addressing their digital (virtual) needs for remote work. **According to the U.S. Treasury, this funding can be used for municipal and building code department hardware and software investments.** The investments that establish digital (virtual) capabilities, including the deployment of technology that enables online access to codes, will help mitigate the challenges ahead for vital governmental services. When considering how to use available American Rescue Plan funds keep in mind:

- Federal funding to maintain operations and develop digital (virtual) capabilities is essential
- The lack of digital (virtual) capabilities risks the safety and efficacy of departments' work
- Code officials are essential to health and safety during the pandemic
- Inadequate operations and digital (virtual) capabilities slow construction essential to response and recovery

For more information regarding General Code's Coronavirus advocacy resources use the following links:

General information

https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds

https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf

FAQ

https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf

https://www.naco.org/resources/featured/naco-recovery-fund-faqs

Allocations

https://www.naco.org/resources/featured/state-and-local-coronavirus-fiscal-recovery-funds#table
https://www.nlc.org/resource/local-allocations-in-the-american-rescue-plan/

General Code, America's Next-Generation Codifier

When local governments and constituents work well together, shared ideas and diverse talents can be focused where they need to be – on the community's common interests and vision for the future. At General Code, we focus on simplifying the ways that local governments and their constituents find, access, and share information by innovating forward-thinking technologies and processes. By intelligently connecting vital code information in a digital environment, communities can work better together to more effectively overcome challenges and create opportunities for growth. From online municipal codes to interactive zoning maps, it is our goal to empower everyone in our client communities to rise, transform, and thrive.

We would be proud to partner with your community, too.

Our Experience

For over 55 years, General Code has worked with more than 3,200 communities to build, maintain, and publish Codes that are clear, accessible, and easy-to-use. We have assembled a staff of highly trained project managers, editorial assistants, attorneys, legal editors, production staff, account managers, training specialists, service representatives, and software engineers that have unique expertise in codification. With backgrounds in municipal law and local government and an average of 15 years of hands-on experience working with municipalities, every segment of our team is uniquely qualified to partner with your community.

A Member of the ICC Family of Solutions

With a worldwide membership of 64,000, International Code Council (ICC) is the global leader in developing model codes and standards used in the design, build, and compliance process to construct safe, sustainable, affordable, and resilient structures and communities. Most U.S. communities and many global markets choose the International Codes.

General Code's partnership with ICC strategically aligns our companies' like-minded missions, values and long-standing commitment to building strong partnerships with local governments. It also gives General Code even greater capacity to build on our portfolio of municipality-focused solutions by tapping into the expanded resources and global reach of ICC.

Our Technical Focus

Technology has changed your community's expectations about accessing and interacting with complex Code information. Therefore, we handle Code information differently. With General Code, your Code is more than just static text; using our proprietary publishing system, we store your Code as dynamic data, making it easy to update and present in multiple ways that meet your staff's and community's needs. Using the data from your Code as a basis, General Code provides an ever-expanding suite of seamless solutions that save time and simplify how you serve your community.

Our Process

General Code's process workflow is highly collaborative, allowing you to engage with a Code consultant at every key stage of the codification process. We guide you through each phase of the process to keep you informed and help the project stay on track. Our Code consultants are invested in working with local governments and strive to ensure that your Code improves transparency within your community while accurately reflecting your laws.

The General Code Recommended Solution and Process

Below is an outline of the process for completing your codification project.

Project Launch

General Code will consult with Richland County's designated contact person to review the project generally and to clarify any initial questions for both General Code and the County. To begin the project, the County shall provide the source materials for the new Code. For more detail, see the source materials listed on page 10.

Organizational Analysis

We will prepare an Organizational Analysis of your legislation for the County to review, which will include a proposed Table of Contents of the Code and a listing of legislation reviewed, along with questions about any missing material and adoption dates as well as any other questions pertaining to the completeness of materials being reviewed. The County will review the Organizational Analysis and make whatever changes it feels are necessary. An editor will incorporate the feedback received into the project and move forward to prepare the Manuscript and the Editorial and Legal Analysis.

Editorial and Legal Analysis with Manuscript

We will prepare a Manuscript using the materials provided by the County. The Manuscript organizes your legislation into a logical system of chapters arranged alphabetically by subject matter. At this step we will incorporate amendments into the Manuscript, noting repealed or superseded material. The resulting Manuscript will show exactly the legislation that is currently in effect.

To accompany your Manuscript, we will prepare an Editorial and Legal Analysis for your review. Your project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be presented in a progressive format with option sets to guide the user in the decision-making process. County officials, including the County Attorney, will have the final decision-making authority for the resolution of any and all issues.

The Editorial and Legal Analysis will include the following:

- Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- Identification of duplications, conflicts and inconsistencies with Wisconsin statutes
- Any practical recommendations to make your legislation more enforceable
- Suggestions regarding fines, fees and penalties
- Suggestions on ways to modernize your legislation

Your Responsibilities

The County will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed necessary. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the County officials and the County Attorney.

A review period is set by the performance schedule. We stress the importance of staying within the allotted time period to avoid disruptions in the production process and delays in the delivery of the Code. Our staff attorney, Marcia Clifford, is available to meet with the County to discuss the Editorial and Legal Analysis at no charge, upon request by the County.

Code Review

Code Review is a searchable online repository that houses your Code Manuscript and Editorial and Legal Analysis during the review stages of the codification process. When the Manuscript and Editorial and Legal Analysis are ready for review, General Code will activate your *Code Review* site and provide your review committee with a link to a secure online version of your in-process Code and the supporting documents, which could include the Code Project Contract, Organizational Analysis, Code Adoption Information, and Disposition List. *Code Review* allows users to reference and search relevant Code sections online as you answer questions and work through conflicts, duplications and inconsistencies within your Code. As the project continues, additional secure drafts will be available on your *Code Review* site, making the review process easy and clear. Upon completion of the project, your *Code Review* site will be replaced by your *eCode360* site and will house the adopted version of your Code, which will be made available to the public. The posting of *Code Review* is considered the first posting of *eCode360*.

Final Editing of the Manuscript and Submission of the Draft

Once the Editorial and Legal Analysis is returned, an editor will begin the final editing process. During this time, we will:

- Edit the text to incorporate any revisions and additions previously approved in the Editorial and Legal Analysis phase
- Update the Table of Contents listing all chapters and articles included in the Code, as applicable
- Include cross-references and Editor's Notes, as required, and add historical notations indicating the source and date of adoption of each enactment
- Proofread all copy to correct typographical and spelling errors

Using *Code Review,* General Code will submit a Draft of the Code for final review by the County. With the submission of the Draft, the editorial work on your project will be completed; therefore, if the County requires any additional changes, further charges will apply.

Prepare Final Deliverables

Upon approval to proceed with the publication of your Code, we will prepare the following final deliverables:

- **A Comprehensive Index**
  We will provide you with an index that is designed to let you quickly and easily locate information in the Code.

- **A Disposition List**
  Your Code will include a Disposition List that sets forth—in chronological order—the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project. It will also indicate whether those items are included in or omitted from the Code.

- **Code Adoption Legislation**
  We will prepare adoption legislation for the proposed Code and give it to the County Attorney for review and enactment by the governing body. The Code should be adopted as soon as possible to formally enact the many revisions authorized by the County and establish the Code as the permanent enforceable system of law in the County. If the Code adoption legislation is enacted and returned to us within 90 days of submission, we will include this material in the Code free of charge. Once the Code is adopted, it can be amended directly to change, add or delete material.

Publish a Secure Online Code with eCode360

Once the final deliverables have been prepared, General Code will make your *eCode360* site available to the public. *eCode360* is a secure, reliable online platform created specifically to house codified laws and municipal documents. Built with a variety of user needs in mind, *eCode360* will provide Richland County's staff, citizens and businesses with unparalleled flexibility to quickly access and search your Code on a variety of desktop and mobile devices.

eCode360 Benefits:

A centralized solution—laws, regulations and related documents are integrated into a dynamic, centralized resource

Simple to use—*eCode360* is easy and intuitive and offers powerful time-saving features

Always up-to-date—We will update your *eCode360* site with each supplement to your Code.

A trusted, "go-to" resource—Empower staff to answer questions with clarity and confidence

Always evolving—We consistently release innovative functionality based on communities' needs

eCode360 Service Level included in this Project: **Premium**

	Standard *eCode360*	Premium *eCode360*
Annual Maintenance Fee	$995	$1,195
New Laws	x	x
Easy and Flexible Searching	x	x
Dynamic Table of Contents	x	x
Email or Share Links	x	x
Printing	x	x
Bookmarking Searches	x	x
Archive View	x	x
"Sticky" Table Headers	x	x
Administrative Tools	x	x
Translate	x	x
eCode360 Search App	x	x
Linked New Laws	x	x
Public and Private Notes	x	x
Sample Legislation (Multicode Search)	x	x
Download to Word	x	x
Download to PDF		x
New Laws Indicator		x
Advanced Search		x
Customizable Titles		x
eAlert		x
Public Documents Module		x

For more information about *eCode360* and the service levels we offer, see page 17.

Publish a Custom Printed Code

General Code will publish 1 printed copy of your Code in a high-quality, custom-imprinted post binder. The Code pages will be designed in an 8 ½-by-11-inch page size, using 11-point Times New Roman font in a single-column format on 100% recycled paper.

General Code lets you customize the look of your final printed Code binder, including the color of your binder (blue, dark red, green, brown, black or gray) and the color of the silk-screen lettering on the binder cover (white, silver or gold). We can also emboss the County's Seal on the front and spine for added impact at no additional charge. Each copy of the Code will include a set of 15 tab dividers for individual customization and will also be serial-numbered for easy identification.

Provide Ongoing Code Maintenance

The codification process is not truly over when your new Code is delivered. Your community will change and grow, and ultimately, your Code will evolve with it. In order to maintain your Code as an accurate and reliable resource, it is important that the County keeps the Code up-to-date after initial publication. General Code's supplementation services are designed to make the process easy, fast and accurate.

For more information about General Code's Supplementation Services, see page 23.

Project Materials

Source Materials

Richland County provided General Code with the following documents:

- Images of ordinance lists, documenting ordinances from Ordinance No. 83-3 through Ordinance No. 21-17

Richland County will provide General Code with the following documents, which will be used as the source materials for the recodification project:

- Uncodified legislation adopted to Ordinance No. 21-17

Project Scope

This proposal and the scope of this project consider only the legislation submitted for review as listed above. The processing, review, and inclusion of any materials not submitted are outside the project scope as proposed and therefore may be subject to additional charges. We request that Richland set up a process to routinely send any new legislation upon adoption. This additional legislation will be included in the Code up to the point where the editorial work has been completed and will be subject to an additional charge at the end of the project.

Special Considerations

General Code has identified the following specific special considerations that will be addressed by our staff as the project progresses:

- Please note that not all ordinances were not available for review. The proposed scope of work and price is based on an estimate of up to 549 pages (based on the overall average size of previously published County Codes in Wisconsin) and in part on information supplied by the County as ordinance lists. If upon further detailed review the total quantity of legislation is found to be larger than our estimate, then additional charges shall apply at the rate of $20 per page over 549 pages, and the price will be adjusted accordingly. Please also note that the County is responsible for providing copies of the ordinances that will make up the project materials.

Investment Details and Options

Codification Project Price $11,995

Services included with the codification project:

- Creation of a New Code, with Project Scope Including Legislation to Ordinance No. 21-17
- Editorial Work
- *Code Review* Launch
- Proofreading
- Shipping

Initial deliverables included with the codification project:

- Organizational Analysis
- *Code Review*
- Editorial and Legal Analysis
- Manuscript
- Draft

Final deliverables included with the codification project:

- Premium *eCode360*
- *eCode360* Search App
- Publication of 1 Code Volume in a Standard Imprinted Post Binder
- Comprehensive Index
- Disposition List
- Customizable Tabs
- Code Adoption Legislation

Administrative Fees $0

General Code does not charge administrative fees; you will only pay for products and services you actually use.

Optional Components

Estimated Price to Implement Gender-Neutral Language in Code $549

A General Code Editor will assess your goals and work with you to develop a strategy to make your Code language gender neutral and more inclusive. Typical solutions include direct pronoun replacement. Solutions that are more complex, such as an analysis of gendered terms in your Code or the re-writing of Code text to eliminate the use of pronouns, may be deemed outside of the scope of this project. An estimate for any additional charges will be provided upon request.

The following is available to you at an additional charge:

$(200) Substitute Standard *eCode360* instead of Premium *eCode360*
Annual Maintenance: $995

Please note: Code books in addition to the 1 Code book included in the Codification Project Price may be ordered through the publication date of your Code. Pricing is available upon request.

Ongoing Services

Premium *eCode360* Annual Maintenance $1,195

The maintenance fee is an annual recurring flat fee that begins one year from the initial posting of *eCode360*. Therefore, we recommend that the County budget for this service each year. The fee covers annual licensing, web hosting, posting of new legislation between regular Code supplements and the PubDocs Module. Please note that this does not include the cost for codifying new legislation.

Future Supplementation Services

General Code will provide supplementation services at a rate of $18.00 per page for a period of three years from date of publication.

Tables Graphics and Charts $10.00 per change

Thereafter, fees may be increased annually consistent with the Producer Price Index for Publishing Industries, published by the U.S. Dept. of Labor.

Performance and Payment Schedule

Deliverable	Delivery Date	Payment Milestone
New Code Project Launch	Within 30 days of contract signing	20% of total project price due
Submission of the Organizational Analysis	Within 80 days of contract signing and receipt of the materials; the County has 30 days for review	20% of total project price due
Submission of the Editorial and Legal Analysis with Manuscript	Within 180 days of receipt of the responses to the Organizational Analysis; the County has 100 days for review	30% of total project price due
Submission of Draft	Within 145 days of receipt of responses to the Editorial and Legal Analysis; the County has 45 days to review	20% of total project price due
Delivery of the Code	Within 40 days of approval to proceed with the publication of the Code	Balance of total project price due

Performance schedule reflects only business days excluding legal holidays.

Authorization and Agreement

Richland County, Codification, July 26, 2021

Codification Project Price $11,995

Optional Components

___ Substitute Standard *eCode360* instead of Premium *eCode360* $(200)
Annual Maintenance: $995

___ Estimated Cost to Implement Gender-Neutral Language in Code $549

Total Investment

Including all of the options selected above, the total project price will be: $ .....

Richland County, Wisconsin, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at http://www.generalcode.com/terms-and-conditions-documents/.

Richland County, Wisconsin

By: _____ Witnessed by:_____

Title: _____ Title: _____

Date:_____ Date: _____

GENERAL CODE, LLC

By: _____ Witnessed by:_____

Title: _____ Title: _____

Date:_____ Date: _____

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to General Code to administer the codification project, complete the form above, including authorized signatures. A signed copy of this agreement will be mailed back to Richland for its records.

Scan and email the completed form to contracts@generalcode.com. You may also fax the completed form to General Code at (585) 328-8189 or return it by mail to General Code, 781 Elmgrove Road, Rochester, NY 14624.

Wisconsin Communities We Serve

For more than a half century, we have had the pleasure of forming long-term, collaborative working relationships with municipalities of all types and sizes across the country. Below are some of the 169 municipalities in Wisconsin that have trusted General Code to codify their laws:

Adams County
Adams County
Town of Rome

Barron County
City of Rice Lake

Brown County
Town of Lawrence
Town of Ledgeview
Town of Pittsfield
Village of Allouez
Village of Bellevue
Village of Denmark
Village of Hobart
Village of Wrightstown

Burnett County
Village of Grantsburg
Village of Siren
Village of Webster

Crawford County
Village of Soldiers Grove

Dunn County
Village of Colfax

Jackson County
Village of Hixton

Juneau County
City of New Lisbon

La Crosse County
Village of Holmen

Marathon County
Town of Cleveland
Town of McMillan
Village of Athens
Village of Kronenwetter
Village of Rothschild
Village of Spencer
Village of Stratford

Marinette County
Town of Goodman
City of Montello
Village of Neshkoro
Village of Westfield

Menominee County
Menominee Indian Tribe of WI

Monroe County
Village of Wilton

Oconto County
City of Gillett
City of Oconto Falls

Oneida County
Oneida County
Town of Lake Tomahawk
Town of Woodruff

Outagamie County
Town of Buchanan
Town of Grand Chute
Town of Greenville
Village of Kimberly

Pierce County
City of Prescott
Pierce County

Polk County
City of Amery
Village of Balsam Lake
Village of Clayton
Village of Dresser
Village of Luck
Village of Osceola

Price County
City of Park Falls
City of Phillips
Price County
Village of Prentice

Richland County
Village of Lone Rock

Rock County
Town of Fulton
Town of Milton
Village of Footville
Village of Orfordville

Sauk County
City of Reedsburg
Village of Sauk City

Shawano County
City of Shawano
Town of Washington
Village of Gresham
Village of Tigerton
City of Marion

St. Croix County
City of Glenwood City
City of Hudson
Town of Hudson
Town of St. Joseph
Village of Baldwin
Village of Woodville

Trempealeau County
City of Arcadia
Village of Trempealeau

Vilas County
Town of Arbor Vitae
Town of Boulder Junction
Town of Manitowish Waters
Town of Phelps

Waupaca County
City of Manawa
City of Weyauwega
Village of Fremont
Village of Coloma
Village of Wild Rose

Wood County
City of Nekoosa

Municipal Contacts

The following municipalities have completed similar projects with General Code. Please feel free to contact anyone on the list.

City of Reedsburg, Wisconsin
Jacob Crosetto, Clerk-Treasurer
(608) 768-3346
jcrosetto@ci.reedsburg.wi.us
eCode360: http://www.ecode360.com/RE3793

Washington County, Wisconsin
Brad Stern, County Attorney
brad.stern@co.washington.wi.us
eCode360: http://www.ecode360.com/WA3863

Adams County, Wisconsin
Diane Heider, Corporation Counsel
(608) 339-4267
diane.heider@co.adams.wi.us
eCode360: http://www.ecode360.com/AD3603

Village of Sauk City, Wisconsin
Heidi Koch, Village Administrator
(608) 643-3932
Heidi@saukcity.net
eCode360: http://www.ecode360.com/SA2167

Village of Barneveld, Wisconsin
Michelle Walker, Clerk-Treasurer
(608) 924-6861
barneveld@mhtc.net
eCode360: http://www.ecode360.com/BA3856

eCode360 Platform

Our *eCode360* platform is designed specifically to house codified laws and municipal information. *eCode360*'s intuitive design, responsive navigation, and robust search functionality drive performance and user satisfaction.

Simple for Everyone

eCode360 offers a user experience that's simple and intuitive. Our easy-to-use, uncluttered interface allows users to access, search and share Code sections with incredible speed and precision on desktop and mobile devices. It provides the power to communicate information to everyone in your municipality like never before.

24/7/365 Access and Security

General Code supports your community through technologies that transform your users' experience and empower your community to access, navigate and share your Code in exciting new ways. Our *eCode360* platform was designed by our own in-house team of software engineers, experts who understand the importance and value of simplifying how you access and use your Code, generating an impressive 71,000 users a day while boasting an incredible uptime average of 99.9%. *eCode360* is available 24/7, 365 days a year.

eCode360 is hosted on Amazon Web Services (AWS)'s EC2, which has an uptime guarantee of 99.99%. Our servers are backed up using IT industry best practices, taking advantage of multiple redundancies and regions within AWS. In addition to a robust disaster recovery plan, we have taken steps to avoid disaster by building *eCode360* from the ground up to be secure and scalable. The system is designed and engineered to minimize the possibility of intrusion and uses multiple leading-edge technologies to harden and secure the service.

eCode360 is our proprietary platform, and does not require any Folio installation or licenses.

Maintenance and Updates

eCode360 is maintenance- free for our users. General Code employs a team of software developers, web application developers and system administrators who maintain and update the platform to give you an intuitive and seamless experience with your Code. Our most recent enhancements can be found at https://www.generalcode.com/happyecode/.

Free Introductory eCode Webinar for Municipal Staff

Our introductory eCode webinar lets you work online with an experienced Training Specialist who can demonstrate *eCode360*'s powerful tools and offer step-by-step guidance to help you use the Code. A great resource for municipal employees who want to help their constituents!

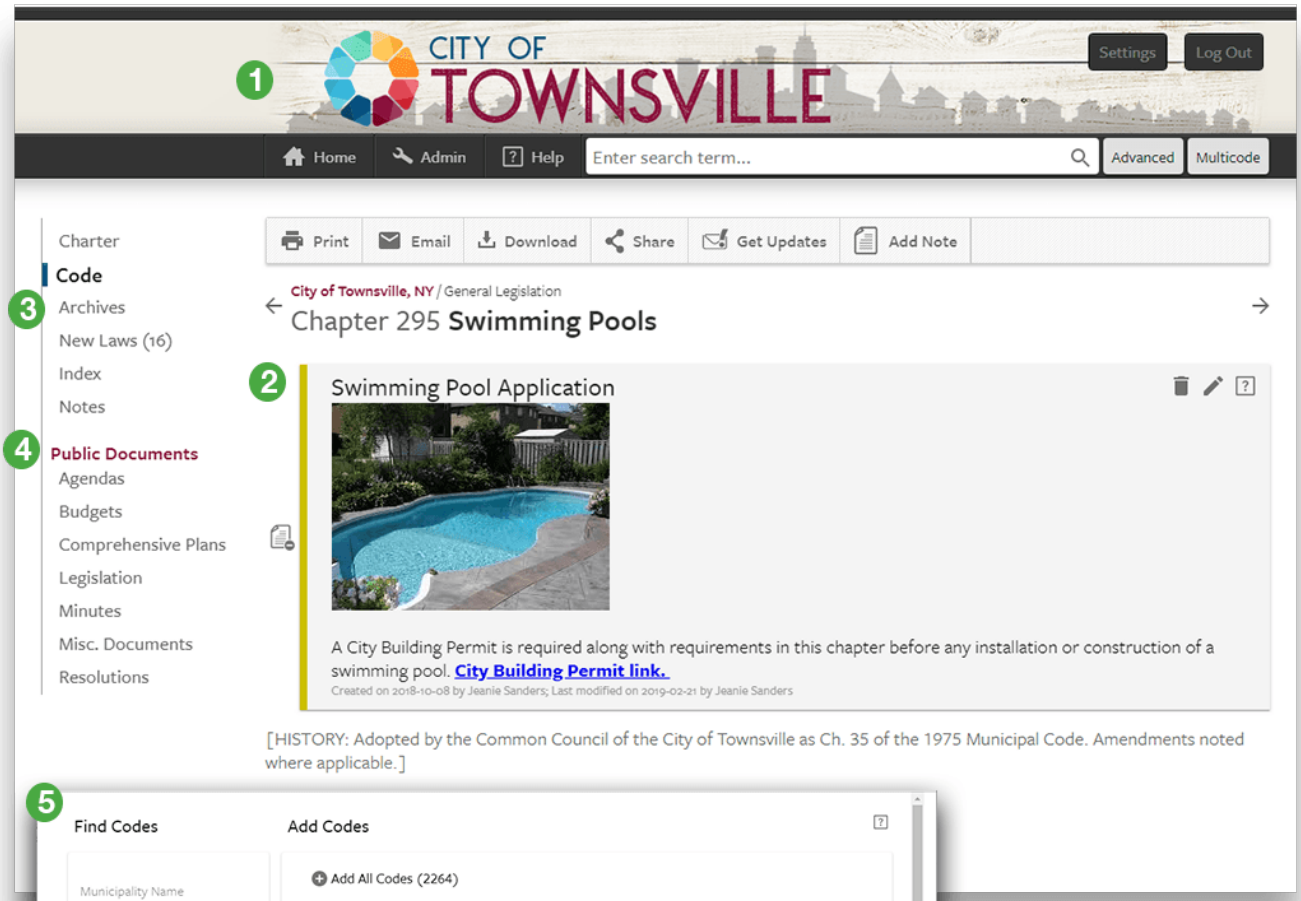
"Multi-purpose" your Code Content—and better serve your community.

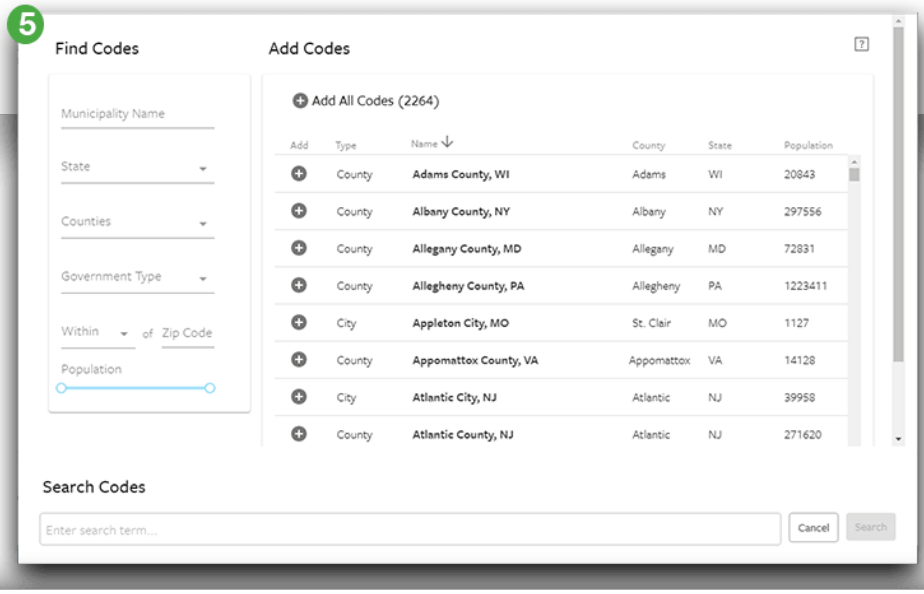
Give departments and individuals within your municipality the ability to view and use the specific Code information they need—when they need it. With *eCode360* Content Export, we export your Code's content to an Excel or CSV file. From there, the file can be imported into systems other departments are already using where information from your Code can be quickly viewed and used. This saves others—especially staff who serve the public in the field—the time and effort of searching the entire Code manually to find the particular section they need. For more information about our Content Export services, please contact us at sales@generalcode.com.

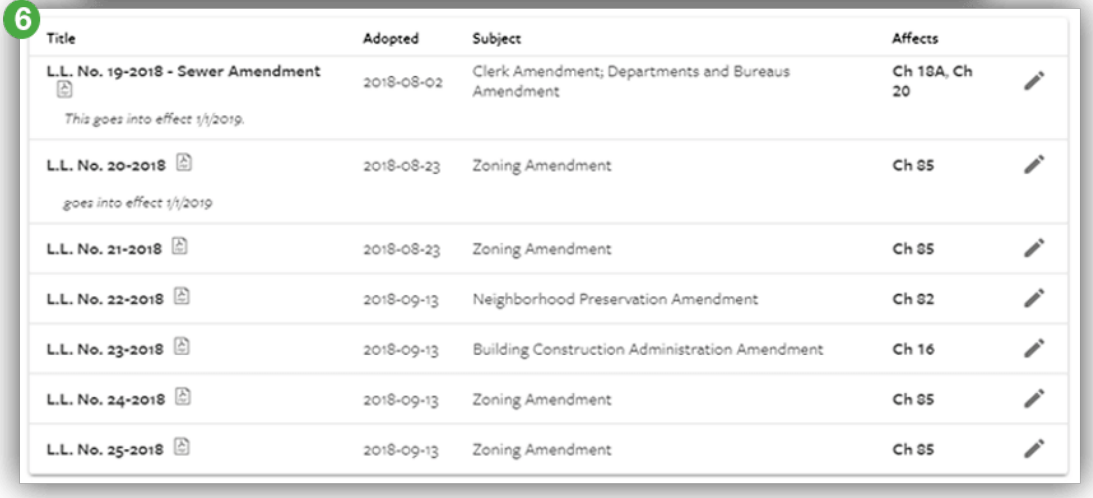
eCode360 Service Levels

Standard *eCode360* includes the following features:	
New Laws	Between regular Code supplements, General Code will temporarily post PDF copies of new legislation to your online Code
Custom Settings for Admin Users	Control the look of your *eCode360* by selecting custom colors and accents, and uploading a custom banner or photo
Easy and Flexible Searching	Search by key words, phrases, section numbers and more
Electronic Index	A comprehensive list of key words and phrases to speed searching
Dynamic Table of Contents	Users can find the information they need and see their current location with a table of contents that moves as users browse
Email or Share Links	Email a link to a specific Code section or share via social media
Printing	Print with user-friendly functionality and a variety of user options
Bookmarking Searches	Save "favorites" to quickly return to sections of the Code
Archive View	View a permanent archive of your Code, updated with each supplement
"Sticky" Table Headers	Table headers remain stationary as you scroll
Translate	Users can view your Code in more than 100 additional languages
***eCode360* Search App**	Use your mobile device to search your Code
Linked New Laws	As new legislation is posted, we will add links from the New Laws section of *eCode360* to the affected Code chapters or articles
Public and Private Notes	Create personalized links and annotations within the Code
Multicode Search	Search across multiple Codes by municipality, geographic region, government type or population to find sample legislation or other Code content for zoning use, legal cases or historical research
Download to Word	Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
Premium *eCode360* includes all of the above Standard features plus:	
Download to PDF	Public users can directly download Code text to a PDF document
New Laws Indicator	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
Advanced Search	Search across the Code, Public Documents, New Laws and Notes using an intuitive query tool and filtering system to quickly pinpoint the most relevant information
Customizable Titles	Administrative users can add customized titles and comments to your legislation in New Laws
eAlert	Public users can sign up to receive notifications of changes in the Code
PubDocs Module	Post non-Code documents along with your online Code

Sample eCode360 Screens







1. Custom Banner
2. Public and Private Notes
3. View Archived Codes
4. Public Documents Portal
5. Multicode
6. New Laws

Additional Online Services

MapLink™ powered by ZoningHub™

MapLink is a *Visual Zoning* service that makes it easier for business and property owners, planners, developers, and constituents to find the information they need in your community's Zoning ordinance by presenting Zoning Code data from *eCode360* in an interactive online map. *MapLink* users can click on a map to view details about permitted uses and answer questions such as, "Where can I open my business?" and "What can I do with my property?" With just a few clicks, users interested in economic development can view dimensional requirements, allowable uses, and zoning districts, zoom to an individual parcel to examine its requirements, or search for properties based on land use. By making it easier for users to find the information they need for their development projects, they are more likely to open their businesses in the County, which can help grow your community.

MapLink uses your municipality's existing GIS map information and seamlessly presents data from *eCode360*, so your interactive map clearly and accurately displays your essential Zoning elements. When a Code supplement including a Zoning change is completed and posted to *eCode360*, your Code data is simultaneously updated in *MapLink*, ensuring that users are always working with the most accurate requirements.

eCode360® Enhanced Graphics™

eCode360 Enhanced Graphics can help drive economic development in your community by presenting an online Zoning Code that is clear, easy to understand and always up-to-date. *Enhanced Graphics* offers zoning specific features like integrated tables that allow users to view tables in context, multi-column layout options to accommodate natural image placement, searchable image captions, color coding to create easier navigation, and high-quality graphics. Every community is unique, so we also offer custom solutions tailored to suit your community's specific needs.

Custom Local Building Code

Until now, no single publication has included both ICC I-Code building regulations and local amendments in an integrated form. Our CLBC solution will create a single central repository for your adopted Building Code regulations that is intuitive, searchable, and linked to your municipal Code. This solution will eliminate the need to separately manage state adopted I-Codes and your local amendments, and make your Building Code regulations available from anywhere at any time, even if the County only has one set of printed books.

For more information on our additional online services please contact us at sales@generalcode.com

Formatting & Style

General Code takes pride in offering high-quality printed Code services. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to municipal partnerships.

Organization

The Code will be organized and divided into parts to accommodate different types of legislation. Typically Part I is made up of legislation of an administrative nature, namely, that dealing with the County's departments, officers and employees; Part II is made up of the legislation that regulates the general public. Within each part, the various pieces of legislation will be organized into chapters, which will be arranged alphabetically by subject matter. For example, all legislation pertaining to the regulation of streets and sidewalks may be found in Part II, in the chapter entitled "Streets and Sidewalks." Wherever there are two or more pieces of legislation dealing with the same subject, they will be combined into a single chapter. In such chapters, the use of article designations will preserve the identity of the individual pieces of legislation. The County will have the opportunity to review and approve the organization of the Code.

Table of Contents

The Table of Contents lists the various chapters included in the Code and can be used to help locate desired provisions. Space will be reserved for later insertion of new material in its proper alphabetical sequence. Such space is accommodated in the body of the Code by breaks in the chapter numbering and in the page-numbering sequence between chapters.

Pagination

Each chapter forms an autonomous unit in the page-numbering system. The first page number in each chapter is the number of that chapter followed by a colon and the numeral "1." For example, Chapter 6 begins on page 6:1, Chapter 53 on page 53:1, etc. If a page were to be added between pages 53:2 and 53:3, it would be numbered 53:2.1. This system makes it possible to add or to change pages in any chapter without affecting pages in other chapters and to insert new chapters without affecting the existing organization.

Scheme

The scheme is the list of section titles that appears at the beginning of each chapter and precedes the text. These titles are written so that, taken together, they may be considered as a summary of the content of the chapter. Taken separately, each describes the content of a particular section. For ease of reference, section titles are repeated as section headings in the text.

Section Numbering

In a chapter-related section-numbering system, each section of every item of legislation is assigned a number that indicates both the number of the chapter in which the legislation is located and the location of the section within that chapter. For example, the first section of Chapter 6 is § 6-1, while the fourth section of Chapter 53 is § 53-4. New sections can also be added between existing sections by using a decimal system. For example, if two sections are to be added between §§ 53-4 and 53-5, they will be numbered as §§ 53-4.1 and 53-4.2.

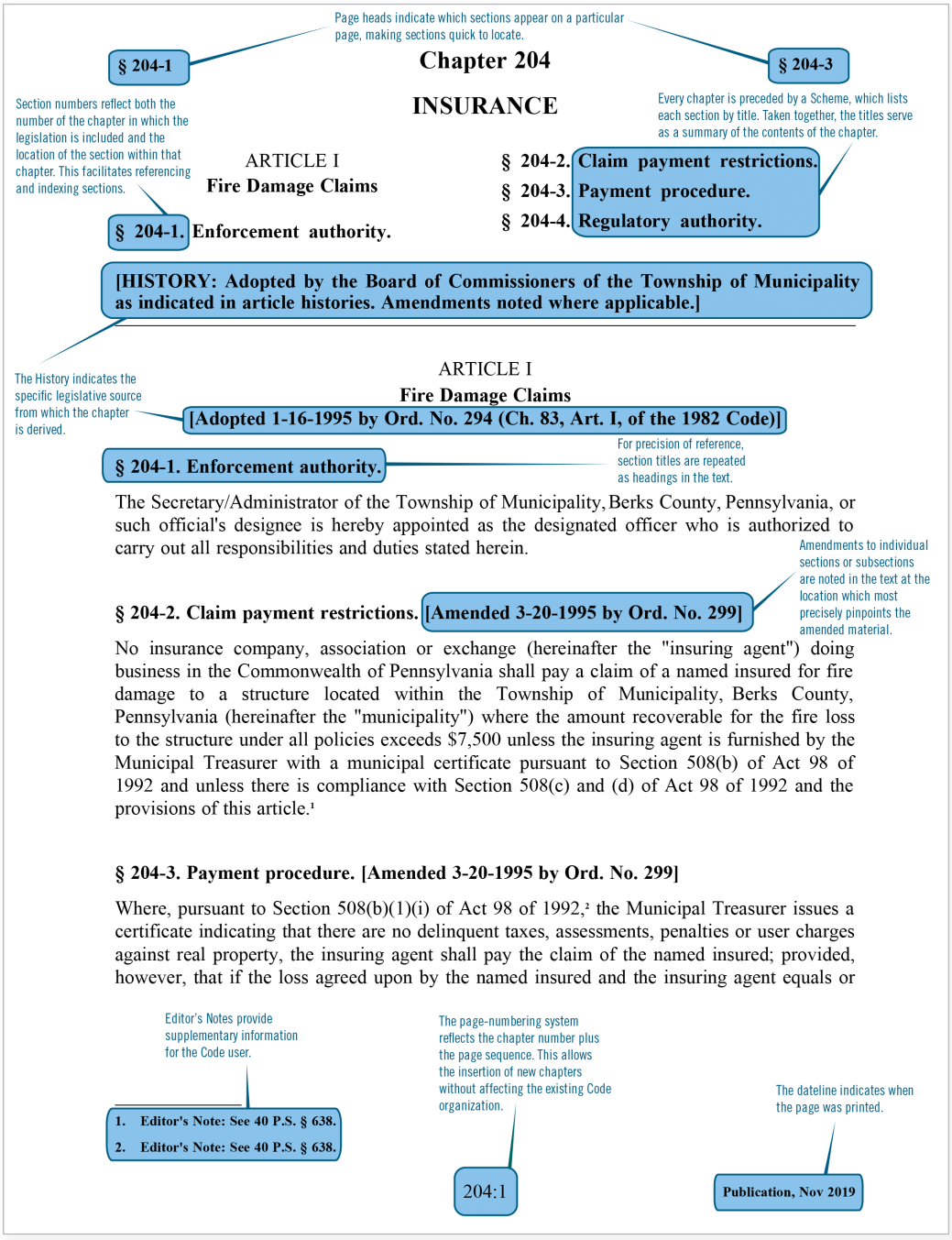
Legislative Histories

The legislative history for each chapter is located immediately following the scheme for that chapter. The history indicates the specific legislative source from which the chapter was derived, including the enactment number and the date of adoption. In the case of chapters containing parts or articles derived from more than one item of legislation, the source of each part or article is indicated in the text, under its title. Amendments to individual sections or subsections are indicated by boldfaced histories directly in the text.

Editor's Notes

Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

Printed Code Sample Page



Ongoing Code Maintenance

Your Code is always evolving and is an investment you need to protect.

Because your Code will evolve and grow with your community, the codification process is not truly over when your new Code is delivered. In order to maintain your community's trust and reliance on your Code, General Code offers supplementation services that will help to keep your Code reliable, accurate and up-to-date. Our supplementation services are designed to make the process easy, fast and accurate. In addition, General Code provides a free sample legislation service to municipalities we serve as well as regular legislative alerts to inform local governments of the latest trends in legislation that may affect their communities.

Rapid Delivery

Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.

Materials

After the enactment of new legislation, the County can forward a copy to us by whatever method is most convenient.

Online copies of the legislation can be sent via email to ezsupp@generalcode.com. Upon receipt, we will send you an email confirming that we have received your legislation. Should an alternative method of transmission be required for transferring large files, please contact us and we will provide the necessary information.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the County. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

Posting of New Laws

Between regular Code supplements, General Code will temporarily post PDF copies within 1 to 2 business days of receipt of new legislation to your online Code, to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that new legislation.

Schedule

Code supplements will be provided on a schedule designed to meet the needs of Richland. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the County. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements if the County prefers.

Editorial Work on Your Supplement

The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. For each supplement we provide project management, recordkeeping, processing, professional review of new legislation, and consult throughout the project. Our goal is to make the information easily accessible without altering in any way the meaning of what was originally adopted. The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. As part of our process for new legislation, we will:

- Acknowledge receipt of all materials
- Verify adoption of all legislation, including date of action by governing body
- Review legislation and distinguish between Code and non-Code material
- Update record of legislation received and its disposition (Disposition List)
- Request any missing legislation/missing pages
- Determine proper placement of legislation within Code
- Impose or utilize the adopted flexible section numbering system that allows for later changes
- Create/modify chapter, article and/or section titles
- Add historical annotations
- Add any necessary cross references
- Include editorial notes to sections that require additional explanation
- Correct any misspellings so that searchability in eCode360 is not compromised
- Impose a distinctive style for definitions, to aid Code user in quickly finding the meaning of a particular term
- Maintain legislative integrity by following the original tables and graphics and, where necessary, improving the presentation so that the information contained therein is easily accessible
- Impose standard internal section organizational hierarchy consistent with the rest of the Code
- Impose standard style conventions consistent with the rest of the Code, i.e., number citation, capitalization, nonsubstantive grammar and punctuation, internal and statutory reference citation
- Confirm accuracy of internal references; correct as necessary and appropriate
- Confirm accuracy of statutory references; correct as necessary and appropriate
- Read and review for missing wording; internal conflicts
- Update ancillary Code pieces, such as the Table of Contents and chapter schemes, when necessary
- Update Code Index
- Create an Instruction Page so that Code holders can properly update the Code
- Notify client of any issues and concerns noted and work together to determine appropriate resolution

Printed Supplements

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include an updated Table of Contents, Disposition List, Index, text pages, and Instruction Page.

Electronic Updates

Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will be incorporated into the Code, and a fully searchable, complete Code will be delivered online.

Delivery

Printed supplements to the Code will be delivered in bulk to Richland, unless it chooses to utilize General Code's Distribution Services. The website will be updated in one to two business days.

A Member of the ICC Family of Solutions

781 Elmgrove Road | Rochester, NY 14624 | 800.836.8834 | generalcode.com

GFC Laserfiche Proposal for Richland County

The County wishes to make its Proceedings records available for online access to the public. This will require the digitization and indexing of the current folio books, and the configuration of a document management system to manage these records and new, ongoing ones.

Gordon Flesch proposes a cost-effective solution for the County that will make it easy for residents to search for records and access them according to permissions set by the county, and for staff to add new documents and search for documents themselves. As part of our proposal we will:

1. Scan, digitize, index and store records from the existing folio books.
2. Implement a Laserfiche document management system for the storage, document management, and search of county records. This system will reside on the Laserfiche Cloud and will store all county documents.
3. Design and implement an online portal for the public to search for documents and data in them.
4. Train county staff in how to input and index new ongoing records.
5. Support for the system via the Gordon Flesch Technology Service Center in Madison, WI.

The Gordon Flesch Solution

Laserfiche Cloud Services and Licenses

- (5) Full User licenses (minimum)
- Online Portal license, for public access to documents- we are quoting the Base version, which allows for 1,000 views/month.
- Hardware/software is hosted and managed on Amazon Web Services; backup services are included.
- 500GB of cloud storage included (100GB per Full User).

Gordon Flesch Professional Services

- The scanning, digitization and indexing of existing Proceedings paper records.

Proceeding Records Scanning Services- (26) bound books; estimated to be 640 pages per book, for an estimated total of 16,640 pages front and back	**Quantity**
Prep – remove from post bind and target each book only	5
Scanning – 300 DPI, B&W, duplex; large 11x17	16,640
Paging – locate each meeting date for indexing	16,640
Indexing by: Meeting Date	2,052
Quality Control – image by image review and rescans	1
Flash Drive	1
Re-prep – remove targets and put materials back into post binds	6

- The design and configuration of a document management system that will automate filing, provide storage and management for records, and enable access and search for staff and the public.
- Training of county staff in using the system
- Help Desk Support- Silver Plan.

Solution Costs

The cost for this solution is $990 per month on a 60-month term. No upfront costs.

County and Local Government Laserfiche Use Cases

A document management system provides significant benefits in the filing, management and searching for documents and data. Beyond those, however, Laserfiche Forms, Workflow and Integrations enable local governments to automate business processes throughout their operations. The following is sample of how local governments configured Laserfiche forms and workflow tools to streamline operations, to provide better service at a lower cost to taxpayers.

Cabarrus County, NC – Created on online application for Emergency Rental Assistance (ERAP) applications, with a workflow that routed applications to right staff for management and approval. Result was faster approval and disbursements, with an audit track.
Mercer County, WA – Automated the processing of AP invoices, using Capture profiles to read key data off invoices, route for approvals and file automatically. The ability to quickly find invoices, and related documents such as purchase orders and shipping documents was a true service benefit.
North County Transit District, CA – Used Laserfiche forms and workflows to streamline HR processes, such as time off requests and onboarding of employees. Reduced admin staff work, and delivered services faster.
Fulton County, IN – provide an onsite kiosk (soon to add online) for residents to submit property tax deduction forms, which are then routed for approvals and tracked by the software.
Ross County, OH – The prosecutor's office uses Laserfiche to make case documents available to staff while in court, with appropriate permissions and enabling immediate access to information while in court, using advanced terms search.
Cowlitz County, WA – uses Laserfiche to manage the property value appeals process. One unique feature they use is to limit one appeal per calendar year per property- the software checks the database before performing the work.

Other general examples of department process automation opportunities

Public Works – submission and processing of building, water, sewerage and other permits. Using Laserfiche forms gets staff more complete information from submitters, more quickly; and it ensures adherence to process. Data input to the forms can be pushed to other systems to reduce manual data entry and errors.
Records Management – providing faster response to public records requests that require staff processing.
Building Codes and Inspections – staff in the field can have immediate access to county documents, and can submit information and photos from mobile devices, to either have filed correctly or initiate processes. The result is immediate action, less paperwork back in the office and more information to service constituents faster.
Meeting Agenda Management – the assembly, approval and deployment of Board meeting agendas can be managed by Laserfiche to ensure timely delivery, with less work, and an audit trail recording all actions. Enables easier input by all parties and increases satisfaction with the process.

Below is useful link on how to get buy-in when asking staff to move to an automated process:
10 Ways to Get Buy-In for Agenda Management Automation (laserfiche.com)

Richland County Rules and Resolutions Committee & Ethics Board

Agenda Item Cover

Agenda Item Name: Amended Redistricting Timetable, Creation of Redistricting Committee

Department	County Board	**Presented By:**	Shaun Murphy-Lopez
Date of Meeting:	8/5/21	**Action Needed:**	Resolution
Disclosure:	Open Session	**Authority:**	Committee Structure, Section D
Date submitted:	8/4/21	**Referred by:**	None

Recommendation and/or action language:

1. Recommend a motion, to present a resolution to the County Board to amend Resolution No. 21-17, adjusting the redistricting timetable.
2. Recommend a motion, to present a resolution to the County Board creating a Redistricting Committee, with direction to retain the County Board's current size of 21 supervisory districts.

Background:

In January 2021, the County Board adopted Resolution No. 21-17 to establish a timetable for drawing supervisory district boundaries after the 2020 census data was released. Soon after that resolution was adopted, the U.S. Census Bureau announced it would be delaying release of data due to the COVID-19 pandemic. The Wisconsin Counties Association (WCA) held a series of virtual meetings, with the outcome that a change in state law would be proposed, delaying redistricting for two years. The Wisconsin Legislature passed Assembly Bill 369 to accomplish this proposal, but the bill was vetoed by Governor Evers on July 9, 2021. These developments require Richland County to carry out the process of redistricting before County Board supervisor candidates begin circulating nomination papers in December 2021 for the upcoming February and April 2022 elections.

On July 19, 2021, the WCA hosted a meeting where a preliminary redistricting timeline was presented (see Attachment A). These dates are suggestions based on the WCA's understanding of the anticipated release date for the Census data and how the process for redistricting operates under current statute:

- August 23: Counties begin drafting tentative plan; publish/post notice of hearing
- September 15: Counties contemporaneously hold public hearing, adopt tentative plan, and transmit plan to municipalities
- October 18: Municipalities transmit ward plan back to counties; counties publish/post notice of hearing
- November 3 – 10: Counties contemporaneously hold public hearing and adopt final plan
- November 23: County and municipal clerks publish Type A notice

The timetable established in Resolution No. 21-17 followed an earlier timeline recommended by the Wisconsin Counties Association in a handbook for the 2021 redistricting cycle (see Attachment B). The timeline was as follows:

Step #	Months	Action
1	February – March	Determine the Board size and appoint a redistricting committee
2	March	Establish guidelines for redistricting
3	April – May	Develop a tentative plan

4	June – July	Create municipal wards
5	August – September	Finalize and adopt the redistricting plan

Due to the compressed timeline, it is recommended that Resolution 21-17 be amended to include the new dates suggested by the WCA, and that a separate resolution be adopted establishing a Redistricting Committee. Both proposed resolutions are included in this document.

At the February meeting of the Rules & Resolutions Committee, members reviewed a report on County Board size in peer counties (see Attachment C). The committee also reviewed the effect of reducing the size of the County Board on the number of people represented by each Supervisor, as well the number of committees/boards/commissions on which each Supervisor may serve. The committee made a motion to develop a survey for the County Board on this topic. But at the March meeting, the development of a survey was postponed indefinitely because of the potential 2-year delay in redistricting.

If the general consensus of the Rules & Resolutions Committee is that a reduction in the size of the County Board does not have significant advantages, it is recommended that the resolution establishing a Redistricting Committee provide direction that the size of the Richland County Board remain at 21 for the purposes of redistricting for the 2022 – 2031 decade.

A Resolution Amending Resolution 21-17 which Established a Timetable for Drawing Supervisory District Boundaries

WHEREAS at its January 19, 2021 meeting the County Board adopted Resolution No. 21-17 establishing a timetable for drawing supervisory district boundaries after the 2020 census, and

WHEREAS the U.S. Census Bureau delayed the release of population data until August 2021 due to the COVID-19 pandemic, and

WHEREAS Governor Evers has vetoed a legislative bill to delay redistricting for two years, and

WHEREAS the Wisconsin Counties Association has updated its suggestions for a timetable to draw supervisory district boundaries.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the timetable in Resolution 21-17 be amended as follows:

Step 1	~~February – March~~ August 2021	Determine the size of the County Board and appoint a redistricting committee
Step 2	~~March~~ August 2021	Establish guidelines for redistricting
Step 3	~~April – May~~ August – September 2021	Develop a tentative plan
Step 4	~~June – July~~ September – October 2021	Create municipal wards
Step 5	~~August – September~~ October – November 2021	Finalize and adopt redistricting plan

, and

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

A Resolution Creating a Redistricting Committee

WHEREAS Wisconsin State Statute 59.10 requires that county governments redistrict following the federal decennial census, and

WHEREAS the Wisconsin Counties Association has published guidance on redistricting for the 2021 cycle, and

WHEREAS this guidance recommends the appointment of a redistricting committee tasked with the responsibility of drawing district lines, and

WHEREAS this guidance also recommends including one or more representatives of municipalities, as well as citizens, on the committee, and

WHEREAS the actual drafting of redistricting plans will be done by county staff, based on guidelines established by the committee.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Redistricting Committee is hereby created, with the composition of the Committee being as follows:

1. One citizen of the county
2. Three County Board supervisors (one of whom shall serve as chair)
3. Three municipal clerks, one each from a city, village, and township, and

BE IT FURTHER RESOLVED the one citizen member and three County Board supervisors shall be appointed by the County Board, and

BE IT FURTHER RESOLVED the three municipal clerks shall be appointed by the County Clerk, and

BE IT FURTHER RESOLVED that this committee shall follow the timetable and steps established in Resolution No. 21-17 and amended in Resolution No. 21-xx, and

BE IT FURTHER RESOLVED that this committee retain 21 County Board supervisory districts, and

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

Attachments and References:

Attachment A: WCA Proposed Redistricting Timeline
Attachment B: WI Counties Association County Decennial Redistricting Handbook
Attachment C: County Board Size

Richland County Rules and Resolutions Committee & Ethics Board

Agenda Item Cover

Financial Review:
(please check one)

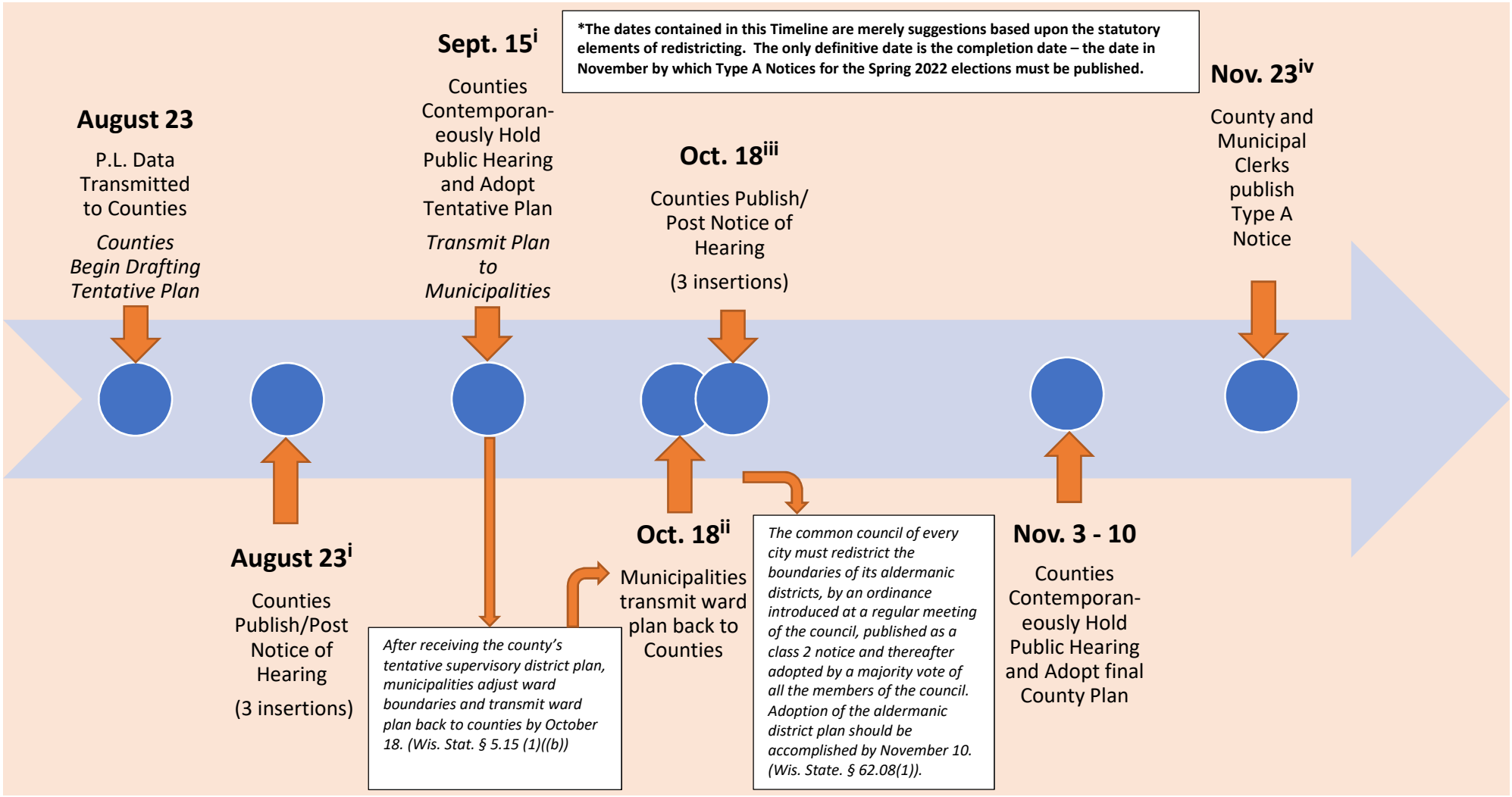
X	In adopted budget	Fund Number	County Board
	Apportionment needed	Requested Fund Number	
	Other funding Source		
	No financial impact		

Approval: **Review:**

_____ _____

Department Head Administrator, or Elected Office (if applicable)

2021 COUNTY AND MUNICIPAL REDISTRICTING TIMELINE*



i Wis. Stat. § 59.10(3)(b)1. (NOTE: Publication/posting requirements are being discussed with LRB. Review publication/posting requirements and alternatives under ss. 985.02 and 985.05 with corporation counsel.)

ii Wis. Stat. § 5.15(1)(b).

iii Wis. Stat. § 59.10(3)(b)2. (NOTE: Publication/posting requirements are being discussed with LRB. Review publication/posting requirements and alternatives under ss. 985.02 and 985.05 with corporation counsel.)

iv Wis. Stat. § 10.06(2)(a). Some counties may publish earlier depending upon publication frequency. (NOTE: Elections commission must deliver Type A Notice regarding state offices to county clerk pursuant to Wis. Stat. § 10.06(1)(a))

COUNTY DECENNIAL REDISTRICTING HANDBOOK

2021 Redistricting Cycle

Wisconsin Counties Association
22 East Mifflin Street, Suite 900 • Madison, Wisconsin 53703
1.866.404.2700 • *www.wicounties.org*

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INTRODUCTION

The processes associated with reapportionment and redistricting are mandated by federal and state law. "Reapportionment" refers to the allocation of political seats among governmental units and traditionally refers to the allocation of congressional seats among the fifty states. "Redistricting" refers to the establishment of boundaries for political units such as state legislative and county districts.

Under Wisconsin statute 59.10, county governments in Wisconsin are required to redistrict following the federal decennial census ("decennial redistricting"). Section 59.10 also allows for redistricting one additional time in the period between decennial redistricting. Redistricting in this interim period will be referenced as "mid-term redistricting" throughout this handbook.

In order to meet the requirement of decennial redistricting and to understand the mechanics of mid-term redistricting, county officials need to have knowledge of the relevant legal, technical and procedural aspects of redistricting. This handbook provides a general overview of redistricting to assist county officials in this process.

The first chapter sets forth the statutory procedures for county redistricting in Wisconsin and includes a discussion of the creation of municipal wards within county districts as well as the rules governing mid-term redistricting. The second chapter discusses the creation of wards by municipalities and the interrelationship between ward creation and the county redistricting plan. The third chapter addresses legal issues surrounding redistricting with a particular emphasis on equal population and minority representation. The fourth chapter provides timelines and guidelines for counties in meeting the redistricting requirements. The final chapter provides a summary of the law as it relates to mid-term redistricting.

NOTE: This handbook is intended to be a general guide to understanding the county redistricting process and the statutes and legal principles that govern it. Before starting the redistricting process, county officials should review applicable state laws. The handbook is not intended as, and shall not constitute, legal advice. The Wisconsin Counties Association suggests that you seek guidance from the county corporation counsel regarding any legal questions you may have.

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CHAPTER 1: PROCEDURE FOR DECENNIAL REDISTRICTING

REAPPORTIONMENT & REDISTRICTING

The United States Constitution requires a national census every ten years ("decennial census") and that the results of the census be used to reapportion representatives in Congress among the states according to population. The census and reapportion requirements are found in Article I, Section 2, Clause 3 of the Constitution, which states:

> *Representatives and direct Taxes shall be apportioned among the several States which may be included within this Union, according to their respective Numbers…The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct. The Number of Representatives shall not exceed one for every thirty Thousand, but each State shall have at Least one Representative…*

After reapportionment, each state must perform redistricting. Redistricting is the process of redrawing the lines of districts from which public officials are elected. Decennial redistricting takes place after each decennial census. As explained in more detail on page 21, redistricting may also occur after the decennial census ("mid-term redistricting") if the county board has decided to decrease the number of supervisors. The purpose of reapportionment and redistricting is to preserve the one person-one vote fairness principle.

BASIC PROCEDURE FOR DECENNIAL REDISTRICTING UNDER WIS. STAT. § 59.10(3)

Under Wis. Stat. § 59.10(3), counties begin the decennial redistricting process with a "clean slate." All existing district and ward lines are erased, and a county is able to draw new lines based on the results of the decennial census to reflect any population shifts. However, as indicated in the discussion below and in the legal issues section later, a county's ability to redistrict is governed by traditional concepts of redistricting, which include compactness, contiguity, and substantial equivalence of population.

The legislature has adopted a three-step procedure for the creation of county board districts following publication of the results of the decennial federal census. The procedure is set forth in Wis. Stat. § 59.10(3) and applies to all Wisconsin counties with the exception of Milwaukee County and Menominee County.

STEP 1: Adoption of a Tentative County Supervisory District Plan.

Under Wis. Stat. § 59.10(3)(b)1, each county board is required to do the following as part of the creation and adoption of a tentative county supervisory district plan. This must be completed within 60 days after the results of the federal census (including the publication of maps showing the location and numbering of census blocks[1]) become available from the federal government or are published by a state agency, but no later than July 1, 2021:

[1] Census blocks are uniquely numbered geographic areas used by the Census Bureau for basic demographic information, with boundaries determined by physical features or political borders. They are the smallest level of geography in which basic demographic information is available, including total population by age, sex, and race. They serve as the building blocks for all geographic areas in which the Census Bureau compiles data. They vary widely in population and physical size. Every physical location in the country is part of a census block. Census Bureau website, https://www.census.gov/newsroom/blogs/random-samplings/2011/07/what-are-census-blocks.html (accessed June 5, 2019).

(a) propose a tentative county supervisory district plan establishing the number of supervisory districts proposed by the board and tentative boundaries for each district;
(b) hold a public hearing on the proposed plan; and
(c) adopt a tentative plan.

Rules for Drawing Lines and Substantially Equal Population

Each proposed supervisory district is required to consist of whole wards or municipalities. The tentative plan must divide the county into a number of districts equal to the number of supervisors (no multi-member districts), and all districts must be *substantially equal* in population. Territory within each district must be contiguous, and whenever possible, a county must place whole contiguous[2] municipalities or contiguous parts of the same municipality (wards) within the same district.[3] If the board seeks to divide a municipality, the board is required to provide a written statement to the affected municipality with the tentative plan that specifies the approximate location of the territory from which a ward is to be created and the approximate population of the ward. Additionally, census blocks may not be divided unless the block is bisected by a municipal boundary or unless a division is required to enable creation of supervisory districts that are substantially equal in population.

Intergovernmental Cooperation

Counties are required by Wis. Stat. § 59.10(3)(b)1 to work with municipalities in connection with the creation of the tentative plan. The statute requires a county board to "solicit suggestions from municipalities concerning the development of an appropriate plan."

Finalization and Distribution

The tentative plan may be amended after the public hearing and prior to its finalization and adoption. Once adopted, the board is required to transmit the tentative plan to each municipal governing body in the county.

ANTICIPATED TIMELINE FOR STEP 1: April 2021 through May 2021

STEP 2: Creation of Wards/Adjustment of Ward Lines by Municipalities

Upon receipt of the tentative plan and written statement regarding the creation of a ward, if any, from a county, a municipality has 60 days to create wards or adjust its ward lines in accordance with the tentative county supervisory redistricting plan. A municipality is required to:

(a) make a good faith effort to accommodate the tentative plan for the county or counties in which it is located; and

(b) to divide itself into wards in a way that permits the creation of supervisory districts that conform to the population requirements of the tentative plan.

The municipal clerk is required to forward a copy of the ward plan to the county within five (5) days after the municipality has enacted or adopted an ordinance or resolution creating wards in accordance with the tentative supervisory redistricting plan.

ANTICIPATED TIMELINE FOR STEP 2: June 2021 through July 2021

[2] "Contiguous," for county supervisory district purposes, includes territory connected by corners.

[3] There are two recognized exceptions to the contiguity requirement. In the case that one or more wards located within a city or village is wholly surrounded by another city or water or both, the wards may be combined with noncontiguous wards. Wards consisting of island territory (which is defined as territory surrounded by water, or noncontiguous territory which is separated by the territory of another municipality or water, or both, from the major part of the municipality to which it belongs), may be combined with noncontiguous wards of the same municipality.

STEP 3: Adoption of a Final County Supervisory District Plan

Public Hearing, Adoption, Numbering of Wards

A county board is required to hold a public hearing and to adopt a final supervisory district plan within 60 days after every municipality in the county adjusts its wards. The final plan must assign numbers to each district.

Contiguity Requirement

Territory within each supervisory district created by the plan must be contiguous, except that one or more wards located within a city or village which is wholly surrounded by another city or water, or both, may be combined with one or more noncontiguous wards. In addition, one or more wards consisting of island territory as defined in Wis. Stat. § 5.15(2)(f)3 may be combined with one or more noncontiguous wards within the same municipality, to form a supervisory district.

Submission to Secretary of State by County Board Chair

The county board chair is required to file a certified copy of the final supervisory districting plan with the Secretary of State. Once the plan is enacted and filed with the Secretary of State, including any authorized amendment that is also enacted and filed, the plan remains in effect until it is superseded by a subsequent plan enacted under Wis. Stat. § 59.10 and a certified copy of that plan is filed with the Secretary of State.

ANTICIPATED TIMELINE FOR STEP 3: August 2021 through September 2021

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CHAPTER 2: CREATION OF WARDS

The second step of the decennial county supervisory redistricting process involves the creation of wards and/or adjustment of ward lines in accordance with the tentative county supervisory district plan. This process is instrumental to the ability of counties to implement and, ultimately, finalize county supervisory redistricting plans. The following is a summary and explanation of the process for creating wards, as well as the enforcement mechanisms available to counties to require the creation of wards if municipalities do not meet their statutory obligations.

WHAT ARE WARDS?

A "ward" means a town, village, or city subdivision created to facilitate election administration and establish election districts (aldermanic, supervisory, legislative, and congressional) that are substantially equal in population.

RULES GOVERNING THE CREATION OF WARDS

General Rules

With the exceptions outlined below, every city, village, and town in Wisconsin is required, through its common council or village or town board, to be divided into wards. The boundaries of and number assigned to each ward are intended to be as permanent as possible. Where possible and practicable, each ward is to consist of whole census blocks. Wards are to be kept compact and observe the community of interest of existing neighborhoods and other settlements. Wards are confined to a single municipality and may only be in one county supervisory board district.

Wards do not have to be equal in population. They are, however, subject to the population limits as set forth in Wis. Stat. §5.15(2)(b) which are included below:

- In any city in which the population is at least 150,000, each ward must contain not less than 1,000 nor more than 4,000 inhabitants.
- In any city in which the population is at least 39,000 but less than 150,000, each ward must contain not less than 800 nor more than 3,200 inhabitants.
- In any city, village, or town in which the population is at least 10,000 but less than 39,000, each ward must contain not less than 600 nor more than 2,100 inhabitants.
- In any city, village, or town in which the population is less than 10,000, each ward must contain not less than 300 nor more than 1,000 inhabitants.

The division of a municipality into wards is made by the common council, village board, or town board. Municipal wards are to be created by ordinance or resolution of the municipal governing body. The ordinance or resolution must number all wards in the municipality with unique whole numbers in consecutive order, designate the polling place for each ward, and describe the boundaries of each ward.[4]

Once established, the boundaries of each ward are required to remain unchanged until:

- A further decennial federal census of population indicates that the population of a ward is above or below the applicable population range; or
- The ward boundaries are required to be changed to permit creation of supervisory or aldermanic districts of substantially equal population or to enhance the participation of

[4] A list of all U.S. Census Bureau block numbers assigned to each ward, any partial blocks assigned to wards and a map with revised ward boundaries must be appended to the ordinance or resolution. The ordinance or resolution and the appended lists and maps must be filed with the county clerk of each county in which the municipality is located within five days after passage.

members of a racial or language minority group in the political process and their ability to elect representatives of their choice.

If the population of a ward increases above the maximum of its permitted population range or if the population of a ward must be decreased for one of the reasons immediately above, the ward must be divided into two or more wards in compliance with Wis. Stat. § 5.15(2)(b). If the population of a ward decreases below the minimum of its population range or if the population of a ward must be increased for one of the reasons immediately above, the ward must, if possible, be combined with an adjoining ward, or the underpopulated ward and one adjoining ward must be combined and together subdivided into two or more wards.

Notwithstanding the general rule regarding the creation of wards, no city electing its common council at large in which the total population is less than 1,000, and no village or town in which the total population is less than 1,000, is required to be divided into wards. However, any such city, village, or town may divide itself into wards if the creation of wards facilitates the administration of elections. Likewise, no village or town located in a county having only one town (Menominee County) is required to be divided into wards.

Creation of Wards Consistent with the Population Requirements of the Tentative County Supervisory District Plan

Every municipality is required to make a good faith effort to accommodate the tentative plan submitted by the county or counties in which it is located. If a municipality is unable to accommodate the tentative plan, the municipality is nonetheless required to divide itself into wards in a way that creates municipal districts that are in accordance with the population requirements of the tentative plan.

Furthermore, if the legislature, in the process of redistricting legislative or congressional districts,[5] establishes a district boundary within a municipality that does not coincide with the boundary of a ward established under the municipality's ordinance or resolution, the municipal governing body must, no later than April 10 of the 2nd year following the year of the federal decennial census on which the act is based, amend the ordinance or resolution to the extent required to effect the act. The amended ordinance or resolution must designate the polling place for any ward that is created to affect the legislative act. However, counties or cities are not compelled to alter or redraw supervisory or aldermanic districts.

Aldermanic Districts

Aldermanic Districts are built using the same wards as county supervisory districts. Aldermanic districts have to be substantially equal in population. When a municipality creates its ward plan, it therefore not only has to accommodate the tentative plan for supervisory districts, but also has to allow for the creation of equal aldermanic districts.

COUNTY ENFORCEMENT OF MUNICIPAL DIVISION REQUIREMENTS

If a municipality does not divide itself into wards as required by statute, the county in which the municipality is located, or any elector of the municipality may petition the circuit court in which the municipality is located and submit a proposed ward division plan for the municipality. The plan must be submitted to the circuit court within 14 days following the expiration of the 60-day period in which the municipality has to adjust its wards following its receipt of a tentative supervisory district plan from a county following the decennial census.

If the circuit court finds that the existing division of the municipality does not comply with statutory requirements for redistricting, the circuit court will review the plan submitted by the petitioner and, after reasonable notice to the municipality, may adopt the plan or any other plan that complies with statutory requirements. The plan adopted by the circuit court is temporary and remains in effect until the municipality enacts or adopts a ward plan that complies with statutory requirements.

[5] Pursuant to article IV, section 3, of the constitution.

CHAPTER 3: LEGAL ISSUES IN REDISTRICTING

ONE PERSON, ONE VOTE IN COUNTY ELECTIONS

The "one person, one vote" requirement arises under the equal protection clause of the United States Constitution and requires that members of a local elected body be drawn from districts of *substantially equal* population.[6] Exact equality of population is not required.

PRINCIPLES OF ONE PERSON, ONE VOTE

Measuring Population Equality

"Substantially equal in population" is measured utilizing the following statistical methods:

1. *Ideal District Size*. Population equality is determined by calculating a district's deviation from ideal district size. Ideal district size is determined by dividing the total population by the number of seats involved. Deviation is determined by calculating the extent to which an actual district is larger (has a "+" deviation) or smaller (has a "-" deviation) than the ideal district size. For example, the 2000 census reveals that ABC County has a total of 100,000 people with 10 supervisors, one for each district. The ideal population for each district is calculated as follows:

   100,000 / 10 = 10,000 people per district

2. *Calculating Relative Deviation from Ideal District Size.* Relative deviation is used to determine whether the 10% deviation rule (discussed below) has been achieved. Relative deviation is calculated by dividing the population deviation from the ideal population by the ideal population and is expressed in terms of a percentage. For example, if there is a 500-person deviation from the ideal population of 10,000 people, the relative deviation is calculated as follows:

   500 (amount over ideal population) / 10,000 (ideal population) = .05 or 5%

3. *Overall Range.* Once the relative deviation is calculated for each individual district, the overall deviation range is determined. This statistic is calculated by determining the difference between districts with highest and lowest relative deviation. For example, if the highest and lowest deviations are +5% and –4% respectively, the overall range is 9%. Overall range is most commonly used in evaluating whether a district plan meets the one-person one, vote equal population standard.

Acceptable Deviation

1. *The 10% Rule.* The general rule that courts have applied in evaluating the constitutionality of redistricting is that districts should have a total population deviation of no more than 10% between the most populated district and the least populated district. Deviations below 10% in overall range are generally presumed to be constitutional. Deviations above 10% in overall range are presumed to be unconstitutional.

   Courts have made exceptions to the 10% rule where a local government can demonstrate that legitimate reasons exist for the deviation. As such, the 10% rule is not hard and fast and must be considered in the particular facts and circumstances facing a local government in redistricting.

[6] States may rely on total population (not only registered or eligible voters) to satisfy the one person, one vote requirement when drawing districts. See *Evenwel v. Abbot*, 136 S.Ct. 1120 (2016).

However, a redistricting plan with a deviation of 16.5% is unconstitutional because it substantially deviates from the 10% range that is presumed to be constitutional.[7]

2. *Justifying Deviations Greater Than 10%.* A county can justify a deviation greater than 10% based on traditional redistricting concepts. These concepts include drawing districts that are compact and contiguous (all parts connected and touching), keeping political subdivisions intact, protecting incumbents, preserving the core of existing districts, and complying with the Voting Rights Act.

   In addressing acceptable deviations involving local government redistricting, the United States Supreme Court in *Abate v. Mundt*, 403 U.S., 182, 185 (1971) recognized that slightly greater deviations may be acceptable in the case of local governments due to their often-smaller size and specific circumstances:

   > *The facts that local legislative bodies frequently have fewer representatives than do their state and national counterparts and that some local legislative districts may have a much smaller population than do congressional and state legislative districts, lend support to the argument that slightly greater percentage deviations may be tolerable for local government apportionment schemes. Of course, this Court has never suggested that certain geographic areas or political interests are entitled to disproportionate representation. Rather, our statements have reflected the view that the particular circumstances and needs of a local community as a whole may sometimes justify departures from strict equality.*

In summary, the key for local officials to satisfy the one person, one vote standard is to develop supervisory district plans that keep the overall range below 10%. When district plans exceed this threshold, local officials should be prepared to justify the overall deviation by showing that the districts were created based on legitimate, consistently applied and nondiscriminatory redistricting policies.

MINORITY POPULATIONS AND CONSIDERATIONS OF RACE IN REDISTRICTING

Dilution and Methods of Dilution

Vote dilution, as opposed to vote denial, refers to the use of redistricting plans and other voting practices that unlawfully minimize or cancel out the voting strength of racial and other minorities. Three techniques frequently used to dilute minority voting strength are "fracturing," "stacking," and "packing." Fracturing refers to fragmenting concentrations of minority population and dispersing them among other districts to ensure that all districts are majority white. Stacking refers to combining concentrations of minority population with greater concentrations of white population, again to ensure that districts are majority white. Packing refers to concentrating as many minorities as possible in as few districts as possible to minimize the number of majority-minority districts.

Section 2 of the Voting Rights Act: Prevention of Unlawful Voting Practices

1. *General Purpose.* Section 2 of the Voting Rights Act is designed to prevent dilution of voting strength of racial and other minorities through redistricting. Section 2 provides that a voting practice, such as redistricting, is unlawful if it "results" in discrimination, i.e., if, based on the totality of circumstances, it provides minorities with "less opportunity than other members of the electorate to participate in the political process and to elect representatives of their choice." A court must look to the "totality of circumstances" in determining whether a voting rights violation of Section 2 has occurred. Factors to be considered include, but are not limited to, bloc voting, a history of discrimination, depressed levels of minority employment, income disparity, and a lack of minorities elected to office.

[7] *Connor v. Finch*, 431 U.S. 407, 416-418 (1977).

Section 2 does not create a right of proportional representation for minorities, i.e. a right to have members of a protected class elected in numbers equal to their proportion in the population. The ultimate question to be answered under a Section 2 challenge is whether the minority has been denied an equal opportunity to participate and elect candidates of his or her choice.

2. *Scope.* Section 2 of the Voting Rights Act can apply to any jurisdiction in any state. It enables a person filing suit to prove a violation of Section 2 if, as a result of the challenged practice or structure, plaintiffs did not have an equal opportunity to participate in the political process and to elect representatives of their choice.

   When it was first enacted, the Voting Rights Act prohibited discrimination based on "race or color." In 1975, Congress extended the protection of the act to language minorities, defined as American Indians, Asian-Americans, Alaskan Natives, and persons of Spanish heritage. Consequently, under Section 2, a governing body may not create districts that result in the denial or abridgment of any U.S. citizen's right to vote on account of race, color, or status as a member of a language minority group.

3. *Establishing a Section 2 Violation.* In *Thornburg v. Gingles*, 478 U.S. 30, 44 (1986), the United States Supreme Court developed a three-part test that a minority group must meet in order to establish a vote dilution claim under Section 2 of the Voting Rights Act. The test requires that a minority group prove that (1) it is sufficiently large and geographically compact to constitute a majority in a single-member district; (2) it is politically cohesive; and (3) in the absence of special circumstances, bloc voting by the white majority usually defeats the minority's preferred candidate. Stated another way, if these three conditions are present, the presumption is that a minority district must be established.

   In creating a majority-minority district, the percentage of minorities required to provide minority voters with a fair chance to elect their candidate must be considered. In making this determination, information about differences between the majority and minority population regarding voter registration, past voter participation, and, especially, voting age population needs to be examined. The goal is to create a district with an effective voting majority of minority voters. There is no fixed percentage of minority population that translates into an effective voting majority in all cases. Rather, that percentage depends on the totality of circumstances. The percentage of minority voters assigned to a district must be based on empirical evidence rather than an arbitrarily applied formula. Also, those responsible for redistricting must follow the traditional redistricting principles of compactness, contiguity, and respect for political subdivisions. Lacking empirical evidence or focusing solely on creating a majority-minority district can result in a racial gerrymander– a district that is drawn solely or predominantly on account of race.

   In order to satisfy the first factor, the minority must make up 50% plus 1 of the voting age population (VAP) in a district on the theory that only those of voting age have the potential to elect candidates of their choice within the meaning of Section 2. The Supreme Court affirmed this view in *Bartlett v. Strickland*, 129 S.Ct. 1231 (2009) by holding that: "Only when a geographically compact group of minority voters could form a majority in a single-member district has the first *Gingles* requirement been met."

   With respect to the compactness element of the first factor, the Supreme Court has ruled that a district complies with Section 2 if it "is *reasonably* compact and regular, taking into account traditional redistricting principles such as maintaining communities of interest and traditional boundaries." Most courts have applied an "eyeball" test to determine compactness, i.e., if a district looks reasonably compact and is similar in shape to other districts drawn by the jurisdiction it is deemed compact within the meaning of Section 2 and the first *Gingles* factor.

In order to satisfy the cohesion factor, the Supreme Court held in *Gingles* that political cohesion can be shown by evidence "that a significant number of minority group members usually vote for the same candidates." Elsewhere in the opinion, the Court said that racial bloc voting and political cohesion could be established "where there is 'a consistent relationship between [the] race of the voter and the way in which the voter votes.'" Most courts have applied a common-sense rule that if a majority of minority voters vote for the same candidates a majority of the time, the minority is politically cohesive.

The third *Gingles* factor (whether white bloc voting is "legally significant") is satisfied if the majority votes sufficiently as a bloc to enable it "usually" to defeat the minority's preferred candidate. The fact that some minority candidates may have been elected does not foreclose a Section 2 claim. Instead, where a challenged scheme generally works to dilute the minority vote, it cannot be defended on the ground that it sporadically benefits minority voters.

***Shaw v. Reno*: Restricting Considerations of Race**

The United States Supreme Court has placed strict limits on the manner in which race may be considered in redistricting. In *Shaw v. Reno*, 509 U.S. 630 (1993), the Court found that where racial considerations predominate in the redistricting process to the subordination of traditional non-race-based factors, the redistricting will be subject to a strict scrutiny test. The state or local government must demonstrate that race-based factors were used in furtherance of a compelling state interest, such as compliance with the Voting Rights Act and where the local government applied race-based factors in a "narrowly tailored" manner to achieve this interest.

Decisions following *Shaw* have established the following principles in redistricting: (1) race may considered as a factor along with other traditional factors; (2) race may not be considered as the predominant factor in redistricting to the detriment of traditional redistricting principles; (3) bizarrely shaped districts are not unconstitutional *per se* but may be evidence that race was the predominant consideration in redistricting; (4) if race is the predominant consideration in redistricting, it may be constitutional if it is "narrowly tailored" to address a compelling government interest, i.e., the redistricting will use race no more than as necessary to address the compelling government interest. In 2015, the U.S. Supreme Court reaffirmed these principles, and held that voters may present statewide evidence of discrimination to prove that an individual district was drawn in a racially discriminatory manner.[8] This means that voters may present evidence that a statewide discriminatory redistricting policy was applied to the specific district being challenged in court.

In light of *Shaw* and the cases that followed it, local governments should be careful to adopt and apply redistricting criteria that fairly consider race as well as traditional redistricting factors. These criteria should include:

- Using identifiable boundaries;
- Using whole voting precincts, where possible and feasible;
- Maintaining communities of interest;
- Basing the new plan on existing precincts;
- Adopting precincts of approximately equal size;
- Drawing precincts that are compact and contiguous;
- Keeping existing representatives in their precincts; and
- When considering race, narrowly tailoring to comply with the Voting Rights Act.

While the Supreme Court, in *Shaw v. Reno*, has limited the use of race in redistricting, it recognizes that race should not be excluded altogether. It remains impermissible for counties and other governmental entities to use redistricting to unlawfully minimize or cancel out minority voting interests. Rather, race should

[8] *Alabama Legislative Black Caucus v. Alabama*, 135 S. Ct. 1257 (2015).

have equal standing with traditional districting principles when legislators or other government officials develop district plans.

GERRYMANDERING

Gerrymandering is the process where the majority party draws an election district map with district boundary lines that give itself an unfair and undeserved numerical vote advantage during each election. This numerical advantage is obtained by maximizing the number of districts with a majority of voters from the majority party. Here, majority party refers to the party with a majority of seats in the state legislature, which usually but not always corresponds to the party that received the majority of total votes in the previous election. Exceptions are possible due to gerrymanders.

A gerrymandered redistricting map concentrates minority party voters into the fewest possible number of election districts (packing), distributes minority party voters among many districts so their vote will not influence the election outcome in any one district (vote dilution), and/or divides incumbent minority party legislator districts and constituents up among multiple new districts with a majority of majority party voters (fracturing). In some gerrymander cases, multiple minority party incumbents are forced to run against each other in the same district. Bizarre election district boundaries are drawn to connect distant disjointed areas with thin strips of land running through unpopulated areas such as industrial parks and cemeteries, down highways and railroad tracks, and through bodies of water such as rivers, lakes, and the ocean.

While racially gerrymandered districts and districts that violate the "one person, one vote" principle are unconstitutional, the Supreme Court held that partisan gerrymandering claims are not justiciable.[9] This means that opponents of districts gerrymandered for partisan purposes may not challenge them in court. Wisconsin's county board supervisors are elected in nonpartisan elections, so partisanship should not be an issue in drawing county board supervisor districts. However, critics of potential redistricting plans may refer to gerrymandering because the litigation has been controversial.

DETERMINATION OF COUNTY BOARD SIZE IN DECENNIAL REDISTRICTING

Related to the issue of equal representation is the issue of county board size. Wisconsin counties may increase or decrease the size of their boards during redistricting following the decennial census. Once a board determines its size, district lines can then be drawn in accordance with traditional redistricting principles, substantial equal population requirements, and minority and race considerations. Redistricting is the best time for county leaders to evaluate the size of their county boards since the number of seats in an electoral body are a key component in determining what each seat will look like.

The maximum number of county board supervisors any county may have is governed by statute. The classification plan establishing the maximum number of supervisors is detailed in Wis. Stat. § 59.10(3) as follows:

a. Counties having a population of less than 750,000 but at least 100,000: 47 supervisors.

b. Counties having a population of less than 100,000 but at least 50,000: 39 supervisors.

c. Counties having a population of less than 50,000 but at least 25,000: 31 supervisors.

d. Counties having a population of less than 25,000 and containing more than one town: 21 supervisors.

If the population of any county is within 2% of the minimum population for the next most populous grouping, the county board, in establishing supervisory districts may employ the maximum number for districts set for the next most populous group.

[9] *Rucho v. Common Cause*, 139 S. Ct. 2484 (2019).

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CHAPTER 4: GUIDELINES TO DECENNIAL REDISTRICTING

Redistricting is a complex process. The following guidelines will assist counties in moving forward with redistricting and in meeting their statutory obligation under Wis. Stat. § 59.10(3). Included are general time frames within which each step in the process should be completed.

STEP ONE: Determine the Board Size and Appoint a Redistricting Committee
February 2021 and March 2021

As part of the redistricting process, county boards need to determine the number of districts that will be incorporated in the redistricting plan that, by definition, will determine the size of the board (county boards are single member districts). If the board size is to remain the same, no action should be taken. If the board size is going to increase or decrease, the county board should adopt a resolution establishing the new number of districts and board size.

County boards must then decide who will be responsible for overseeing the process of drawing district lines. The whole board can work in this capacity, but it is more efficient to select a redistricting committee that is tasked with the responsibility of drawing district lines. There are no restrictions on who may serve on a redistricting committee. A committee may, therefore, include county board members, representatives of affected municipalities, and citizens. Considering the integral role that municipalities play in the redistricting process and the obligation of counties to solicit suggestions from municipalities in the development of the plan, it is beneficial to have one or more representatives from municipalities on the committee.

The redistricting committee is not responsible for actually drafting the redistricting plans. The actual drafting will be done by county staff or a qualified consultant retained by the county to draw the district lines. The redistricting committee is responsible for establishing the guidelines that will govern the redistricting process and reviewing and making alterations to draft plans prepared by the consultant or staff.

STEP TWO: Establish Guidelines for Redistricting
March 2021

The redistricting committee is responsible for establishing the principles that will guide the redistricting process. The primary focus of the consultant will be on establishing a redistricting plan that focuses on substantial equal, contiguous, and compact districts. The redistricting committee should determine the extent to which other traditional concepts of redistricting will be reflected in the plan including preservation of political subdivisions, communities of interest and cores of prior districts, protection of incumbent interests, and consideration of minority interests, when appropriate. Additional considerations include municipal ward size restrictions, development of aldermanic districts, and other municipal redistricting concerns. The redistricting committee will need to guide the consultant in the development of plans to ensure that the guidelines chosen by the redistricting committee will be reflected in the plan.

STEP THREE: Develop a Tentative Plan
April 2021 through May 2021

Following receipt of census information, counties need to proceed forward with the preparation of a tentative plan. As indicated above, counties have 60 days under statute to complete this process from receipt of the census information.

Suggested Timeline

The following is a general timeline to assist in moving forward with the process:

1. Test the 2011 county plan. Using the 2020 census data, test the existing county plan. It may be possible to use the existing county plan as the basis for the tentative plan.

2. Draft plan options (about two weeks).

3. Review and revise plan (about two weeks).

4. Select a tentative plan.

5. Solicit municipal input (for split municipalities).

6. Hold a public hearing (early May).

7. Adopt tentative plan (May county board meeting).

Tips for Developing a Tentative Plan

1. When developing the tentative county plan, try to create districts that use whole contiguous municipalities and whole contiguous parts of municipalities. To be contiguous, the municipalities and/or parts of municipalities must have a common boundary or corner.

2. In the event that municipalities need to be divided, try first to divide those municipalities that are required to otherwise divide themselves under law, i.e., those with populations over 1,000. Only divide smaller municipalities when it is absolutely necessary in order to create supervisory districts that comply with the principle of one person, one vote.

3. Whenever it becomes necessary to divide a municipality, the county must submit a request to the municipality in writing, stating the size of the required ward and location for contiguity purposes. The county plan should not impose ward lines. It should inform the municipality of the types of wards it needs for county supervisory district purposes. The county should work with the municipality to create wards that meet both the county and municipal needs.

4. Special efforts must be made when working with cities that elect the members of the common council from districts. In these cases, the wards must serve both the county supervisory district purposes and the aldermanic district purposes. Careful work and negotiation with municipalities is advisable in this process.

5. The ultimate goal of any county redistricting plan should be 0% deviation from the norm; however, only districts which are *substantially equal* in population are required. With advances in mapping and redistricting software and technology, deviations below 10% (and potentially significantly lower considering the circumstances) should be readily achievable.

6. Amend the plan following the public hearing to address any issues that warrant consideration.

STEP FOUR: Create Municipal Wards
June 2021 through July 2021

As indicated above, every municipality in a county is required to make a good faith effort to accommodate the tentative plan submitted by the county or counties in which it is located. If a municipality is unable to accommodate the tentative plan, the municipality must still divide itself into wards in a way that creates county supervisory districts that are in accordance with the population requirements of the tentative plan.

STEP FIVE: Finalize and Adopt the Redistricting Plan
August 2021 through September 2021

The following is a timeline for completing the redistricting process following receipt of ward plans from municipalities:

1. Adjust the tentative plan to accommodate ward plan changes.

2. Hold a public hearing (August county board meeting).

3. Enact a final plan (September county board meeting).

STEP SIX: Effectiveness of the New Plan and Application to Elections

Any decennial redistricting plan takes effect on November 15, 2021 (following its enactment by the county board). The plan first applies to the election of supervisors at the next spring election following the effective date that immediately precedes the expiration of the terms of office of supervisors in the county.

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CHAPTER 5: MID-TERM REDISTRICTING

Section 59.10(3)(cm) governs mid-term redistricting, i.e., changes made during the decade following the decennial redistricting. Importantly, the only action that may be taken mid-term is a reduction in board size and corresponding redrawing of district lines to reflect the reduced board size. There are also circumstances involving municipal boundary adjustments when a board may, or may be required to, adjust districts to reflect such things as annexation or incompatibility of wards with legislative or congressional districts. However, the board may not increase or reduce the number of districts in such cases. The traditional concepts of redistricting and legal concerns outlined in this handbook apply in creating mid-term districts.

REDUCTION IN BOARD SIZE

Procedure for Mid-Term Redistricting to Reduce Board Size: Initiation by the Board

1. *Timing and Procedure.* Under Wis. Stat. § 59.10(3)(cm), a county board may, any time after the enactment of the decennial supervisory district plan, decrease the number of supervisors. Following the adoption of a resolution to reduce the size of the board, the board is required to redistrict, readjust, and change the boundaries of supervisory districts, so that (1) the number of districts equals the number of supervisors; (2) the districts are substantially equal in population according to the most recent countywide federal census; (3) the districts are in as compact a form as possible; and (4) the districts consist of contiguous municipalities or contiguous whole wards in existence at the time at which the redistricting plan is adopted. In the redistricting plan, the board must adhere to statutory requirements with regard to contiguity and must, to the extent possible, place whole contiguous municipalities or contiguous parts of the same municipality within the same district. In mid-term redistricting, the original numbers of the districts in their geographic outlines, to the extent possible, must be retained. Mid-term redistricting may be done once in between decennial redistricting.

2. *A Board May Not Mid-Term Redistrict if a Petition for Redistricting or Referendum for Mid-Term Redistricting is Pending.* A county board may not enact a mid-term redistricting plan during the review of a petition or referendum to decrease the size of the county board. However, if the electors of the county reject a change in the number of supervisory districts by referendum, the board may proceed with mid-term redistricting as outlined above.

Petition and Referendum to Reduce Board Size Mid-Term

1. *Timing.* The electors of a county may, by petition and referendum, decrease the number of supervisors at any time after the first election is held following enactment of a decennial supervisory district plan. This means that the electors cannot initiate action to revise the board's decennial supervisory district plan until after the April 2022 elections, i.e., "the first election held following enactment of the supervisory district plan."

2. *Procedure*

   - Initial Petition A petition for a change in the number of supervisors may be filed with the county clerk. Prior to circulating a petition to decrease the number of supervisors in any county, the petitioner must register with the county clerk, giving the petitioner's name and address and indicating the petitioner's intent to file such a petition. No signature on a petition is valid unless the signature is obtained within the 60-day period following registration. The petition must specify the proposed number of supervisors to be elected.

- Alternate Petition Within 14 days after the last day for filing an original petition, any other petitioner may file an alternative petition with the county clerk proposing a different number of supervisors to be elected. If the petition is valid, the alternative proposed in the petition must be submitted for approval at the same referendum. An alternative petition is subject to the same registration and signature requirements as an original petition.

- Petition Requirements Each petition must conform with the requirements of Wis. Stat. § 8.40 and must contain a number of signatures of electors of the county equal to at least 25% of the total votes cast in the county for the office of supervisor at the most recent spring election preceding the date of filing. The county clerk is responsible for determining the sufficiency of a petition.

- Referendum Once the county clerk determines that one or more petitions are sufficient, the county clerk must call a referendum concurrently with the next spring or general election in the county that is held not earlier than 70 days after the determination is made. If the referendum is approved by a majority of the electors voting on the referendum, the board must enact an ordinance prescribing revised boundaries for the supervisory districts in the county in accordance with the referendum. The districts created by the board are subject to the same requirements that apply to decennial redistricting. The county clerk must file a certified copy of any redistricting plan enacted under this subdivision with the Secretary of State.

Limitation on Mid-Term Redistricting to Reduce Board Size: Only Once a Decade
Under Wis. Stat. § 59.10(cm)(3), if the number of supervisors in a county is decreased by the board or by petition, no further action may be taken by the board or by petition until after enactment of the next decennial supervisory district plan by the board.

Mid-term Changes Due to Municipal Boundary Adjustments: No Changes in the Number of Supervisory Districts
After the enactment of a decennial supervisory plan, the board may amend the plan to reflect a municipal incorporation, annexation, detachment, or consolidation. The number of supervisory districts in the county may not be changed by any action under this paragraph.

On the other hand, a board must amend the county supervisory district plan to reflect any renumbering of the wards specified in the plan when a municipality enacts or adopts a revised division ordinance or resolution pursuant to Wis. Stat. § 5.15(4)(a)[10]. Such amendment must be made within 60 days after the enactment or adoption of the revised division ordinance.

In both of these scenarios, the districts under the amended plan must be substantially equal in population according to the most recent countywide federal census, as compact a form as possible, and consist of contiguous municipalities or contiguous whole wards in existence at the time at which the redistricting plan is adopted. The original numbers of the districts in their geographic outlines must be retained to the extent possible. An amended plan becomes effective on the first November 15 following its enactment.

[10] Section 5.15(4)(a), Wis. Stats., provides, in relevant part that:

> If the legislature, in an act redistricting legislative districts under article IV, section 3, of the constitution, or in redistricting congressional districts, establishes a district boundary within a municipality that does not coincide with the boundary of a ward established under the ordinance or resolution of the municipality, the municipal governing body shall, no later than April 10 of the 2nd year following the year of the federal decennial census on which the act is based, amend the ordinance or resolution to the extent required to effect the act. The amended ordinance or resolution shall designate the polling place for any ward that is created to effect the legislative act. Nothing in this paragraph shall be construed to compel a county or city to alter or redraw supervisory or aldermanic districts.

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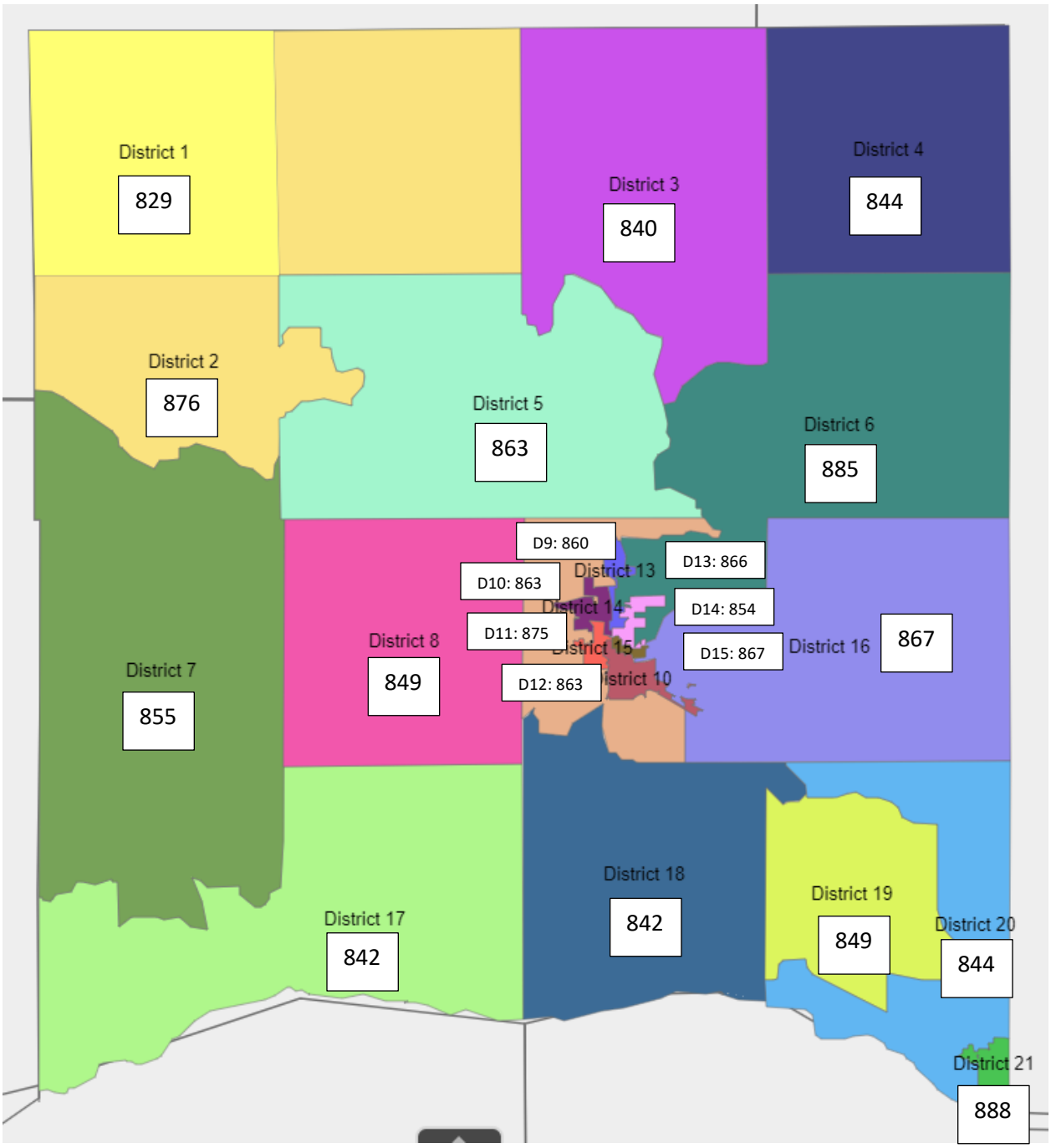
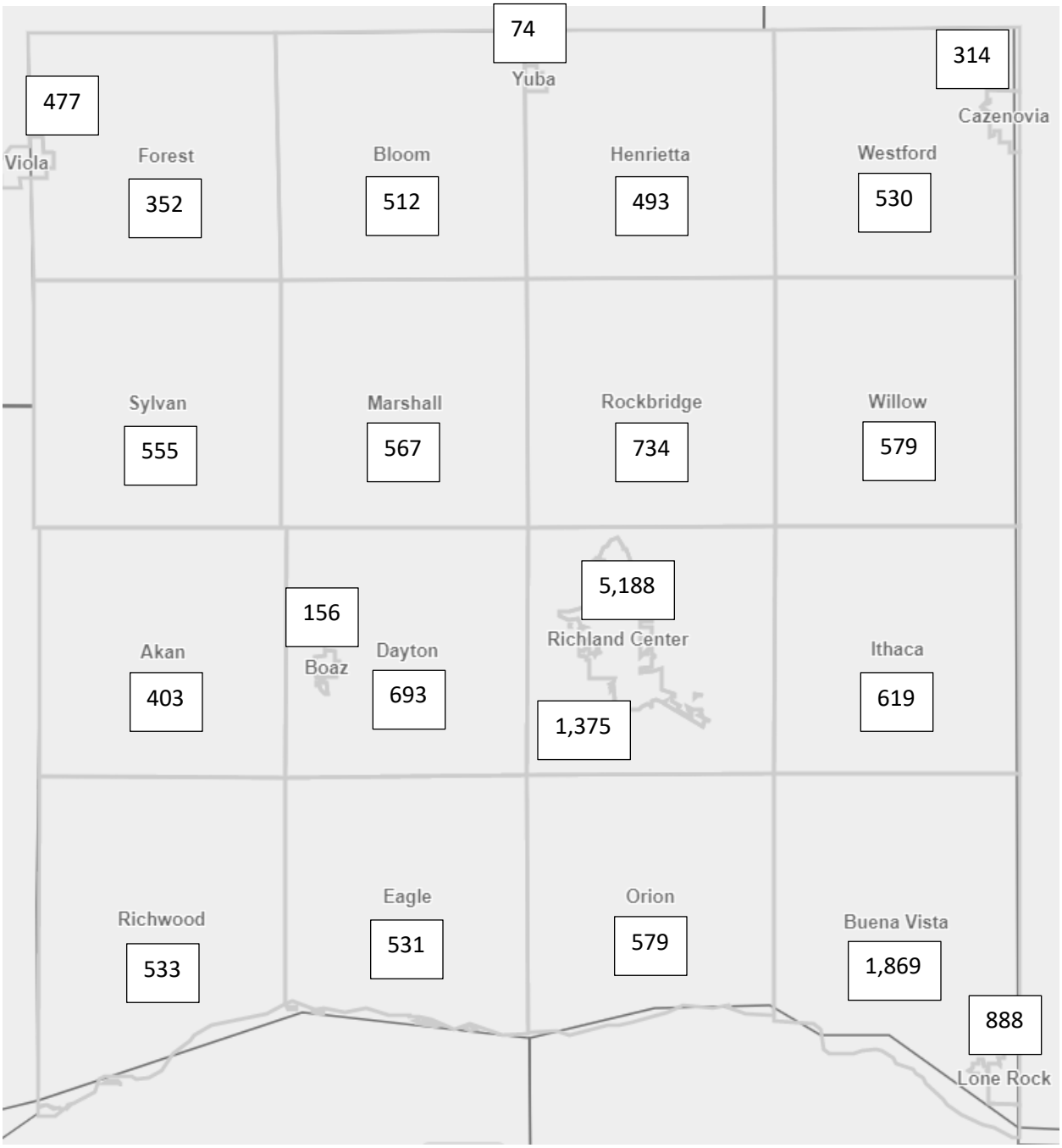
Wisconsin Counties Association
22 East Mifflin Street, Suite 900 ♦ Madison, Wisconsin 53703
1.866.404.2700 ♦ *www.wicounties.org*

Richland County Board Size

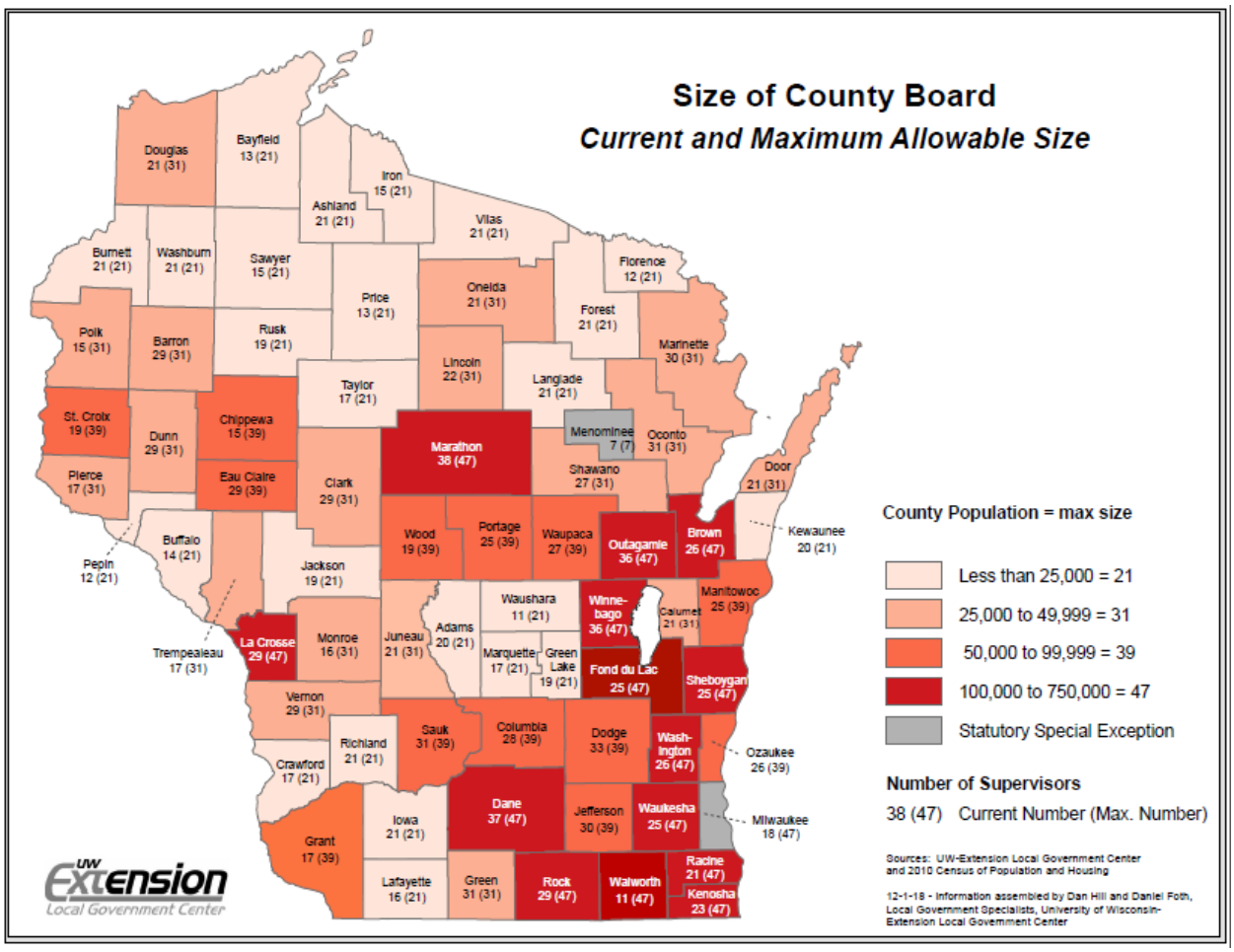
Richland County supervisory districts are divided so that roughly the same number of people are represented by each seat. In the 2010 Census, the population of Richland County was 18,021. Dividing the total population by 21 seats, each seat represents an average of 858 people (18,021/21). The actual number of people in each district ranges from 829 to 888, or a deviation of 6.9% (58/855 = 6.9%). It is generally accepted that a deviation of 10% allows for equal representation, meaning the range after the 2010 census could have been up to 86 people (858*10%).



Because the population in almost none of Richland County's municipalities fall between the acceptable range, they are combined and/or split to create districts closer to the average (the Village of Lone Rock was the only exception).

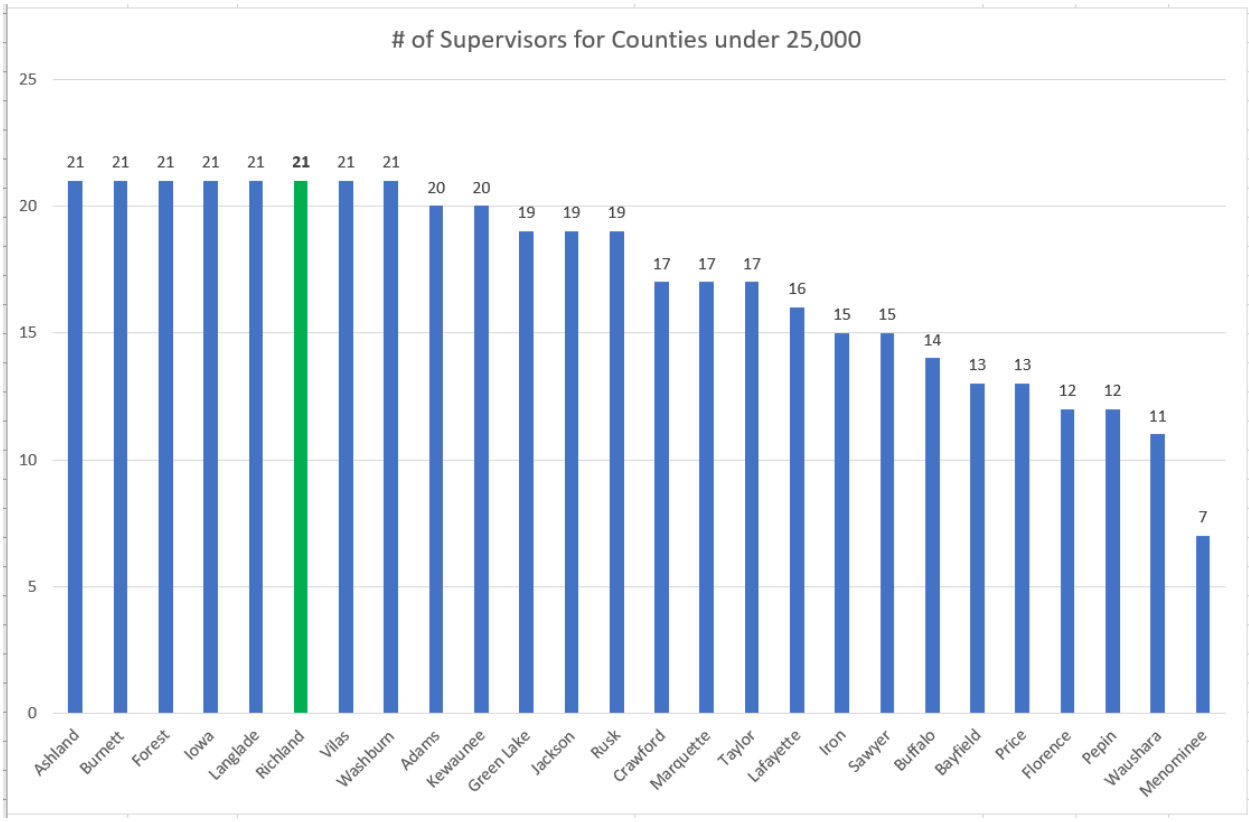


In order to redraw supervisory district lines later in 2021, the County Board needs to determine the number of seats desired for the following decade (2022 to 2031). The map on the following page shows the size of County Boards across Wisconsin, by current number and maximum allowed. Since Richland County has a population of less than 25,000, the maximum number of County Board seats allowed is 21.


Size of County Board
Current and Maximum Allowable Size
Douglas 21 (31)
Bayfield 13 (21)
Iron 15 (21)
Ashland 21 (21)
Vilas 21 (21)
Florence 12 (21)
Burnett 21 (21)
Washburn 21 (21)
Sawyer 15 (21)
Price 13 (21)
Oneida 21 (31)
Forest 21 (21)
Marinette 30 (31)
Polk 15 (31)
Barron 29 (31)
Rusk 19 (21)
Lincoln 22 (31)
Langlade 21 (21)
Taylor 17 (21)
St. Croix 19 (39)
Dunn 29 (31)
Chippewa 15 (39)
Marathon 38 (47)
Menominee 7 (7)
Oconto 31 (31)
Pierce 17 (31)
Eau Claire 29 (39)
Clark 29 (31)
Shawano 27 (31)
Door 21 (31)
Pepin 12 (21)
Buffalo 14 (21)
Jackson 19 (21)
Wood 19 (39)
Portage 25 (39)
Waupaca 27 (39)
Outagamie 36 (47)
Brown 26 (47)
Kewaunee 20 (21)
Waushara 11 (21)
Winne-bago 36 (47)
Calumet 21 (31)
Manitowoc 25 (39)
Trempealeau 17 (31)
La Crosse 29 (47)
Monroe 16 (31)
Juneau 21 (31)
Adams 20 (21)
Marquette 17 (21)
Green Lake 19 (21)
Fond du Lac 25 (47)
Sheboygan 25 (47)
Vernon 29 (31)
Richland 21 (21)
Sauk 31 (39)
Columbia 28 (39)
Dodge 33 (39)
Wash-ington 26 (47)
Ozaukee 26 (39)
Crawford 17 (21)
Iowa 21 (21)
Dane 37 (47)
Jefferson 30 (39)
Waukesha 25 (47)
Milwaukee 18 (47)
Grant 17 (39)
Lafayette 16 (21)
Green 31 (31)
Rock 29 (47)
Walworth 11 (47)
Racine 21 (47)
Kenosha 23 (47)
UW Extension
Local Government Center
County Population = max size
Less than 25,000 = 21
25,000 to 49,999 = 31
50,000 to 99,999 = 39
100,000 to 750,000 = 47
Statutory Special Exception
Number of Supervisors
38 (47) Current Number (Max. Number)
Sources: UW-Extension Local Government Center and 2010 Census of Population and Housing
12-1-18 - Information assembled by Dan Hill and Daniel Foth, Local Government Specialists, University of Wisconsin-Extension Local Government Center

26 out of Wisconsin's 72 counties have a population of 25,000 or less. The average number of County Board supervisors in these 26 counties is 17. Eight out of these 26 counties have 21 County Board supervisors (the maximum allowed), while the remaining 18 counties have between 7 and 20 County Board seats.

County	Population	# of Supervisors for Counties under 25,000	Average Constituents per Supervisor
Ashland	16,000	21	762
Burnett	15,000	21	714
Forest	9,000	21	429
Iowa	14,000	21	667
Langlade	20,000	21	952
Richland	18,000	21	857
Vilas	21,000	21	1,000
Washburn	16,000	21	762
Adams	21,000	20	1,050
Kewaunee	21,000	20	1,050
Green Lake	19,000	19	1,000
Jackson	21,000	19	1,105
Rusk	15,000	19	789
Crawford	17,000	17	1,000
Marquette	15,000	17	882
Taylor	21,000	17	1,235
Lafayette	17,000	16	1,063
Iron	6,000	15	400
Sawyer	17,000	15	1,133
Buffalo	14,000	14	1,000
Bayfield	15,000	13	1,154
Price	14,000	13	1,077
Florence	4,000	12	333
Pepin	7,000	12	583
Waushara	25,000	11	2,273
Menominee	4,000	7	571
Average	**15,462**	**17**	**917**



If the size of the Richland County Board were to be reduced, one of the impacts would be the number of people represented by each Supervisor.

# of Districts	# of Constituents per District
21	857
19	947
17	1,059
15	1,200
13	1,385
11	1,636

County	Population	# of Supervisors for Counties under 25,000	Average Constituents per Supervisor
Waushara	25,000	11	2,273
Taylor	21,000	17	1,235
Bayfield	15,000	13	1,154
Sawyer	17,000	15	1,133
Jackson	21,000	19	1,105
Price	14,000	13	1,077
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Adams	21,000	20	1,050
Kewaunee	21,000	20	1,050
Vilas	21,000	21	1,000
Green Lake	19,000	19	1,000
Crawford	17,000	17	1,000
Buffalo	14,000	14	1,000
Langlade	20,000	21	952
Marquette	15,000	17	882
Richland	18,000	21	857
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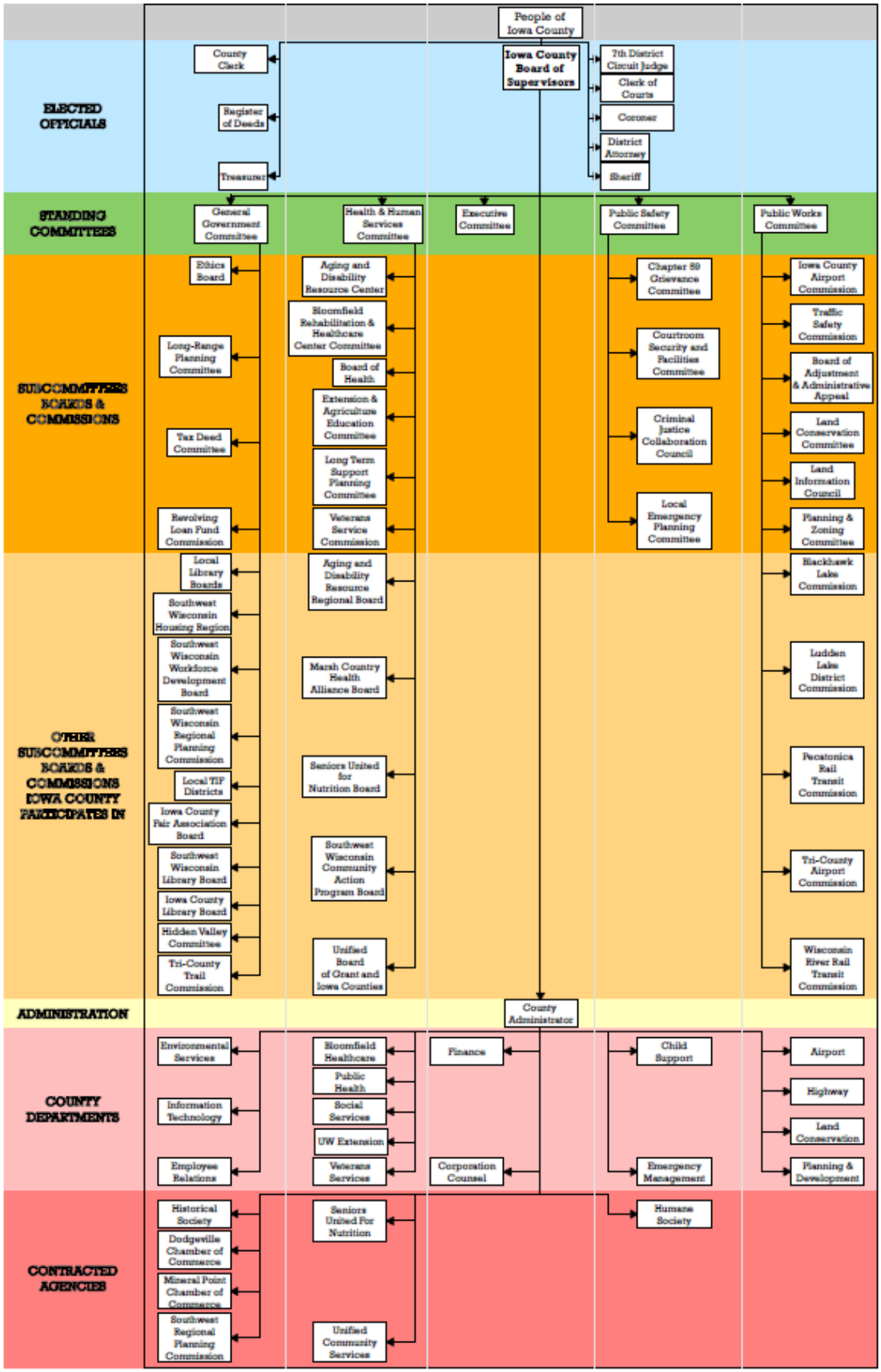
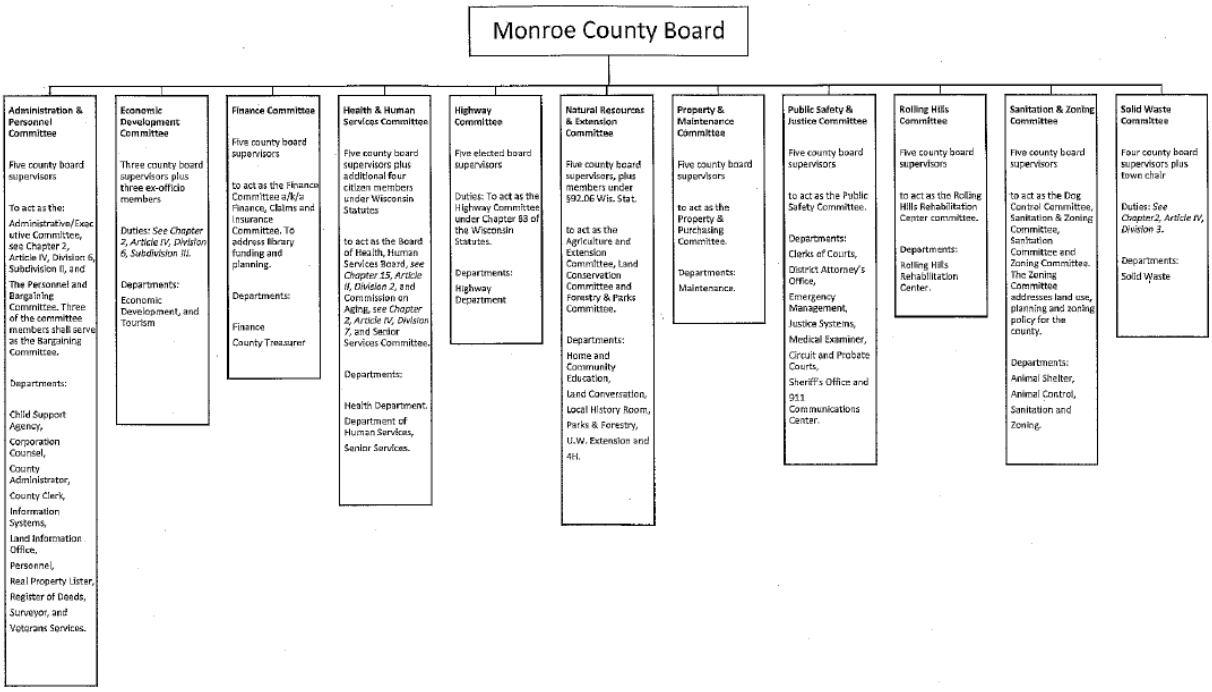
Washburn	16,000	21	762
Burnett	15,000	21	714
Iowa	14,000	21	667
Pepin	7,000	12	583
Menominee	4,000	7	571
Forest	9,000	21	429
Iron	6,000	15	400
Florence	4,000	12	333
Average	**15,462**	**17**	**917**

Another impact would be the number of committees/boards/commissions on which each County Board supervisor would serve (data was gathered off available websites and likely includes errors):

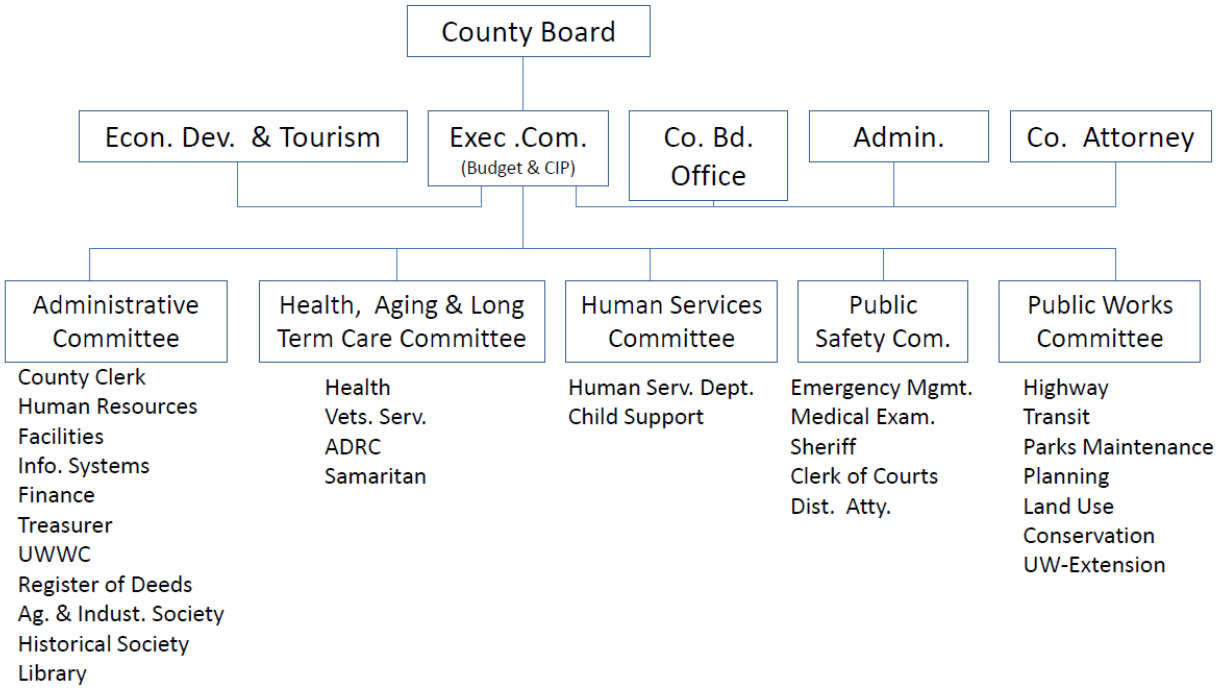
Committee/Board/Commission	# of Meetings in 2020	# of Supervisor Committee Seats	# of Supervisor-Meetings
Finance & Personnel	19	7	133
Highway	17	5	85
Fair & Recycling (2019)	21	4	84
Land Conservation	14	5	70
Law Enforcement Judicial	14	5	70
Health & Human Services	15	4	60
Parks	14	4	56
Property	11	5	55
Rules & Resolutions	11	5	55
Pine Valley	13	4	52
Zoning	10	5	50
Agriculture & Extension	8	5	40
UW-Richland	7	5	35
Symons Natatorium	10	3	30
Audit	9	3	27
City Library Board (est. meetings)	12	2	24
Committee on Committees	3	7	21
Veterans Service	6	3	18
Joint Ambulance	8	2	16
Administrative Transition	3	5	15
City Park Board (est. meetings)	12	1	12
Child Support	4	3	12
Aging and Disability	9	1	9
Transportation Coordinating	3	2	6
Emergency Management	2	3	6
Economic Development	5	1	5
City-County Ad Hoc	1	3	3
Chapter 980	11		0
Coordinated Services Team (CCS)	3		0
Coordinated Services Team (CST)	3	0	0
Local Emergency Planning	2		0
Center FOCUS	0		0
Courthouse Security	0	2	0
Hidden Valleys	0	1	0
KIDS Council	0		0
Neighborhood Housing Services		1	0
Nutrition Advisory		1	0
Tri-County Airport		2	0
Viola Library		1	0
Total	**280**	**110**	**1049**
Average per Supervisor (Existing)		**5.2**	**50**
Average per Supervisor (19)		**6**	**55**
Average per Supervisor (17)		**6.5**	**62**
Average per Supervisor (15)		**7.3**	**70**
Average per Supervisor (13)		**8.5**	**81**
Average per Supervisor (11)		**10**	**95**

However, some counties have organized existing committees/boards/commissions into standing committees, as shown in the 3 following examples from Iowa, Monroe, and Washington Counties. In Monroe County, this organization was tied to a reduction in County Board supervisor seats. In Iowa County, a reduction in County Board supervisor seats did not occur and was unrelated to a “standing committee” form of organization.


People of Iowa County
ELECTED OFFICIALS
County Clerk
Register of Deeds
Treasurer
Iowa County Board of Supervisors
7th District Circuit Judge
Clerk of Courts
Coroner
District Attorney
Sheriff
STANDING COMMITTEES
General Government Committee
Health & Human Services Committee
Executive Committee
Public Safety Committee
Public Works Committee
SUBCOMMITTEES BOARDS & COMMISSIONS
Ethics Board
Long-Range Planning Committee
Tax Deed Committee
Revolving Loan Fund Commission
Aging and Disability Resource Center
Bloomfield Rehabilitation & Healthcare Center Committee
Board of Health
Extension & Agriculture Education Committee
Long Term Support Planning Committee
Veterans Service Commission
Chapter 80 Grievance Committee
Courtroom Security and Facilities Committee
Criminal Justice Collaboration Council
Local Emergency Planning Committee
Iowa County Airport Commission
Traffic Safety Commission
Board of Adjustment & Administrative Appeal
Land Conservation Committee
Land Information Council
Planning & Zoning Committee
OTHER SUBCOMMITTEES BOARDS & COMMISSIONS IOWA COUNTY PARTICIPATES IN
Local Library Boards
Southwest Wisconsin Housing Region
Southwest Wisconsin Workforce Development Board
Southwest Wisconsin Regional Planning Commission
Local TIF Districts
Iowa County Fair Association Board
Southwest Wisconsin Library Board
Iowa County Library Board
Hidden Valley Committee
Tri-County Trail Commission
Aging and Disability Resource Regional Board
Marsh Country Health Alliance Board
Seniors United for Nutrition Board
Southwest Wisconsin Community Action Program Board
Unified Board of Grant and Iowa Counties
Blackhawk Lake Commission
Ludden Lake District Commission
Pecatonica Rail Transit Commission
Tri-County Airport Commission
Wisconsin River Rail Transit Commission
ADMINISTRATION
County Administrator
COUNTY DEPARTMENTS
Environmental Services
Information Technology
Employee Relations
Bloomfield Healthcare
Public Health
Social Services
UW Extension
Veterans Services
Finance
Corporation Counsel
Child Support
Emergency Management
Airport
Highway
Land Conservation
Planning & Development
CONTRACTED AGENCIES
Historical Society
Dodgeville Chamber of Commerce
Mineral Point Chamber of Commerce
Southwest Regional Planning Commission
Seniors United For Nutrition
Unified Community Services
Humane Society



Washington County Organizational Chart



Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

Agenda Item Name: Videorecording of meetings and availability of meeting materials

Department	County Board	**Presented By:**	Shaun Murphy-Lopez
Date of Meeting:	August 5th, 2021	**Action Needed:**	Vote
Disclosure:	Open Session	**Authority:**	Structure C
Date submitted:	August 4th, 2021	**Referred by:**	Previous committee meeting
Action needed by no later than (date)	n/a	**Resolution**	Not yet drafted

Recommendation and/or action language:

Recommend a motion to amend Rule #3 and Rule #18 of the County Board rules to include requirements for videorecording of meetings and availability of meeting materials.

Background: *(preferred one page or less with focus on options and decision points)*

At the last meeting of the Rules & Resolutions Committee, the committee passed a motion to develop a County Board rule regarding videorecording at a future meeting, in tandem with Administrative and MIS staff. Several committees, commissions, and boards have video recordings of meetings available on their websites, including:

- Administrator Transition Committee
- Finance & Personnel Committee
- Health & Human Services Board
- Law Enforcement & Judiciary Committee
- Rules and Resolutions Committee & Ethics Board
- Veterans Service Commission

Recording meetings has several advantages including:

1) improved transparency for the public,

2) a reference point for staff and County Board members to review discussions and decisions,

3) greater accountability for committee/commission/board members and staff, and

4) better consistency between committees/commissions/boards.

Recording meetings is becoming easier with technological advances. In most cases MIS staff conducts the recording, but in some cases other departmental staff are able to conduct video recording. Due to these advances, MIS Director Barb Scott estimates staffing will not need to increase to accommodate video recording.

Depending upon the criteria used, the Richland County Board of Supervisors currently operates or assigns members to between 20 and 35 committees, commissions, or boards. See Attachment A for an analysis of video recording compared to various criteria, such as leadership, majority membership, and frequency of meetings. Budget size has also been included as a reference.

Because no rule has been adopted by the Richland County Board, no procedures have been developed by staff regarding videorecording of meetings. If the County Board adopts a policy through County Board rules, it is assumed staff will develop procedures for videorecording. A proposed change to Rule #3 has been drafted to provide a starting point for the committee's discussion:

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

Rule 3

Supervisors shall attend the meetings of the County Board in-person unless, with approval of the Chair granted for cause, by remote means of attendance (meaning, by telephone conference, videoconference or by other means by which all persons participating in the meeting are able to communicate with one another). If the Chair is going to attend by remote means, the Vice Chair shall preside over the meeting. If in-person meetings are not advised or not possible due to an emergency situation, as determined by the County Board Chair and/or County Administrator, meetings of the County Board and its committees, commissions, and boards may be conducted via teleconference, video conference or other such methods, provided that members of the public can access the meeting in accordance with Wisconsin's Open Meetings Law. County-led committees, commissions, and boards whose members are composed of a majority of County Board supervisors shall be video recorded and posted on the County website.

County Board rules also do not address the website availability of meeting materials. Currently, meeting materials for the following committees, commissions, and boards are available on the County's website:

- Administrator Transition Committee
- County Board
- Finance & Personnel Committee
- Rules and Resolutions Committee & Ethics Board

Resolutions and ordinances are required to be available digitally to County Board members through Rule #1, but meeting materials are not required to be digitally available for committees, commissions, and other boards. No meeting materials are required to be available on the County's website. Currently the following committees, commissions, and boards make meeting materials digitally available on County Board member iPads:

- Administrator Transition Committee
- Child Support Committee
- Finance & Personnel Committee
- Health & Human Services Board
- Law Enforcement & Judiciary Committee
- Property, Building and Grounds Committee
- Rules and Resolutions Committee & Ethics Board

See Attachment B regarding the availability of meeting materials compared to committee/commission/board criteria. Similar to video recording, because no rule has been adopted by the Richland County Board regarding meeting material availability, no procedures have been developed by staff regarding the posting of meeting materials. If the County Board adopts a policy through County Board rules, it is assumed staff will develop procedures for posting meeting materials. A proposed change to Rule #18 (regarding the County Board's committees, commissions, and boards) has also been drafted for the committee's consideration:

Rule 18

Each committee composed of a majority of supervisors shall appoint a person who shall take minutes who shall not be a Supervisor. In the event of the absence of the appointed person, the committee chair shall appoint a person to take the minutes for that meeting. The appointed person shall take minutes of all meetings of the committee. The appointed person shall, within 14 days after the meeting, type up the proposed minutes of the meeting and file them with the County Clerk. The minutes shall indicate the supervisors who are in attendance at the meeting and those who were excused. The Chair of boards,

commissions or committees shall be a Supervisor when a majority of the members of the board, commission or committee is made up of Supervisors.

Meeting materials presented to any board, commission, or committee whose members are made up of a majority of Supervisors shall be made available on the County's website, unless materials are presented during a closed session. Materials shall be posted 24 hours in advance of a meeting, but in instances where additional materials are presented during the meeting, additional materials shall be posted within 24 hours after the meeting has adjourned.

Attachments and References:

Attachment A – Video Recording	Attachment B – Meeting Material Availability

Financial Review:
(please check one)

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

MIS Department Director Scott should provide a financial review of the committee's recommendation before County Board consideration.

Approval:	**Review:**
	Clinton Langreck
_____	_____
Department Head	Administrator, or Elected Office (if applicable)

Committee/Board/Commission	Already Recorded?	County Led?	Majority County Board Members	6+ Meetings in 2020 (est.)	$1 million+ Expenses in 2021
Administrative Transition	Yes	Yes	5 out of 5	3	
Commission on Aging and Disability		Yes	2 out of 11	9	
Agriculture & Extension		Yes	5 out of 5	8	
Americans with Disability Act Compliance Committee		Yes	4 out of 7	0	
Audit		Yes	3 out of 3	9	
Center FOCUS		?		?	
Chapter 980		Yes		11	
Child Support		Yes	3 out of 3	4	
Citizen Participation Planning		Yes	3 out of 5	?	
City Library Board (est. meetings)		No	2 out of ?	12	
City Park Board (est. meetings)		No		12	
City-County Ad Hoc		Partially	3 out of ?	1	
Committee on Committees		Yes	7 out of 7	3	
Coordinated Services Team (CCS)		Yes		3	
Coordinated Services Team (CST)		Yes	0 out of 15	3	
Courthouse Security		Yes	2 out of ?	?	
Economic Development		Partially	1 out of 3	5	
Emergency Management		Yes	3 out of 3	2	
Fair & Recycling (2019)		Yes	4 out of 7	21	
Finance & Personnel	Yes	Yes	7 out of 7	19	
Health & Human Services	Yes	Yes	4 out of 7	15	$7.9 million
Hidden Valleys		No	1 out of ?	?	
Highway		Yes	5 out of 5	17	$3.8 million
Joint Ambulance		Yes	2 out of 19	8	$0.9 million
Land Conservation		Yes	5 out of 6	14	
Law Enforcement Judicial	Yes	Yes	5 out of 5	14	$4 million
Local Emergency Planning		Yes		2	
Neighborhood Housing Services		No	1 out of ?	?	
Nutrition Advisory		Yes	1 out of 6	?	
Parks		Yes	4 out of 7	14	
Pine Valley		Yes	4 out of 5	13	$9.9 million
Property		Yes	5 out of 5	11	
Rules & Resolutions	Yes	Yes	5 out of 5	11	
Strategic Planning		Yes	5 out of 5	0	
Symons Natatorium		Partially	3 out of ?	10	$0.5 million
Transportation Coordinating		Yes	2 out of 11	3	
Tri-County Airport		No	2 out of ?	?	
UW-Richland		Yes	5 out of 5	7	
Veterans Service	Yes	Yes	3 out of 5	6	
Viola Library		No	1 out of ?	?	
Zoning		Yes	5 out of 5	10	
Total Highlighted	**6**	**34**	**22**	**20**	**4**
Additional Meetings to be Video Recorded under each Criteria	**n/a**	**28**	**16**	**15**	**2**

Committee/Board/Commission	Meeting Materials on iPads?	Meeting Materials on Website?	County Led?	Majority County Board Members	6+ Meetings in 2020 (est.)	$1 million+ Expenses in 2021
Administrative Transition	Yes	Yes	Yes	5 out of 5	3	
Commission on Aging and Disability			Yes	2 out of 11	9	
Agriculture & Extension			Yes	5 out of 5	8	
Americans with Disability Act Compliance Committee			Yes	4 out of 7	0	
Audit			Yes	3 out of 3	9	
Center FOCUS			?		?	
Chapter 980			Yes		11	
Child Support	Yes		Yes	3 out of 3	4	
Citizen Participation Planning			Yes	3 out of 5	?	
City Library Board (est. meetings)			No	2 out of ?	12	
City Park Board (est. meetings)			No		12	
City-County Ad Hoc			Partially	3 out of ?	1	
Committee on Committees			Yes	7 out of 7	3	
Coordinated Services Team (CCS)			Yes		3	
Coordinated Services Team (CST)			Yes	0 out of 15	3	
Courthouse Security			Yes	2 out of ?	?	
Economic Development			Partially	1 out of 3	5	
Emergency Management			Yes	3 out of 3	2	
Fair & Recycling (2019)			Yes	4 out of 7	21	
Finance & Personnel	Yes	Yes	Yes	7 out of 7	19	
Health & Human Services	Yes		Yes	4 out of 7	15	$7.9 million
Hidden Valleys			No	1 out of ?	?	
Highway			Yes	5 out of 5	17	$3.8 million
Joint Ambulance			Yes	2 out of 19	8	$0.9 million
Land Conservation			Yes	5 out of 6	14	
Law Enforcement Judicial	Yes		Yes	5 out of 5	14	$4 million
Local Emergency Planning			Yes		2	
Neighborhood Housing Services			No	1 out of ?	?	
Nutrition Advisory			Yes	1 out of 6	?	
Parks			Yes	4 out of 7	14	
Pine Valley			Yes	4 out of 5	13	$9.9 million
Property	Yes		Yes	5 out of 5	11	
Rules & Resolutions	Yes	Yes	Yes	5 out of 5	11	
Strategic Planning			Yes	5 out of 5	0	
Symons Natatorium			Partially	3 out of ?	10	$0.5 million
Transportation Coordinating			Yes	2 out of 11	3	
Tri-County Airport			No	2 out of ?	?	
UW-Richland			Yes	5 out of 5	7	
Veterans Service	Yes		Yes	3 out of 5	6	
Viola Library			No	1 out of ?	?	
Zoning			Yes	5 out of 5	10	
Total Highlighted	**8**	**3**	**34**	**22**	**20**	**4**
Additional Meetings to make materials available under each Criteria	**n/a**	**n/a**	**26**	**14**	**14**	**2**