

February 26, 2021

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel will convene at 1:00 p.m., Tuesday, March 2nd, 2021, via teleconferencing at the webex.com link found below:

<https://richlandcounty.my.webex.com/webappng/sites/richlandcounty.my/meeting/download/776d77f1c92c46d2879ba4bc213a71ae?siteurl=richlandcounty.my&MTID=m7365af5ef0c4c331d9e262b954b9cd84>

Tuesday, March 2nd, 2021; 1:00 pm Central Time (US & Canada)

Meeting number: 182 822 0855

Password: richland

Join by phone: +1-408-418-9388 United States Toll

Access code: 182 822 0855 ##

Agenda:

1. Call to Order
2. Proof of Notification
3. Agenda Approval
4. Previous Meeting Minutes
5. Property Sale - TAX DEED PARCEL # 146-0009-0410
6. Property Sale pursuant Wisconsin Statutes, section 75.69 (2) to Richland Center - Tax Deed parcel # 276-1684-8200
7. Report - Property Tax Comparison and Richland County Debt
8. Clerk of Court - Notification of Hiring Bailiffs and Establishing Positions
9. MIS - Barracuda Web Filter Renewal
10. Public Health - Extending deadline for Vacation Extension for Rosetta Kohout, Public Health Manager-Local Health Officer
11. Pine Valley - Reclassification Fiscal Clerk (A) to Payroll and Accounts Payable Clerk
12. Pine Valley - Reclassification Fiscal Clerk (B) to Billing Specialist
13. Administrator - Strategic Goals Update and Review
14. Administrator Transition Plan Tracking
15. Closed Session Pursuant Wisconsin State Statute 19.85:
 - (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session — Formulate collective bargaining strategy regarding negotiations with Sheriff's Deputies' Union
 - (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. — Considering Performance Evaluation Data of the Corporation Counsel and County Administrator.
16. Return to open session.
17. Possible action on items discussed in closed session.
18. Future Agenda Items
19. Adjournment

CC: Committee Members, Richland Observer, WRCO, Valley Sentinel, Bulletin Board and Our Files

FINANCE AND PERSONNEL COMMITTEE

February 2, 2021

The Finance and Personnel Committee met on Tuesday, February 2, 2021, at 1:00 p.m., virtually.

Committee members present included County Board Supervisors Marty Brewer, Marc Couey, Linda Gentes, Melissa Luck, Shaun Murphy-Lopez, Don Seep, and David Turk.

Committee Chair Murphy-Lopez called the meeting to order.

The Administrator verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO and County department heads, a copy was posted on the Courthouse Bulletin Board and a copy was emailed to The Richland Observer and the Valley Sentinel.

Motion by Brewer, second by Gentes for approval of the Agenda. Motion carried.

Motion by Couey, second by Turk for approval of the minutes for the January 22, 2021 meeting of the Finance and Personnel Committee.

Agenda Item #5: Treasurer's Annual Report – Treasurer Keller presented the Treasurer's annual report.

Agenda Item #20: Treasurer Revenue Reports – Treasurer Keller presented reports on cash balance, interest on investment, and sales tax.

Agenda Item #6: Register of Deeds System Maintenance Bills – Motion by Brewer, second by Couey to recommend a resolution to pay maintenance invoices for Register of Deeds computer systems. Motion carried.

Agenda Item #7: Radio Tower Analysis Contract – Motion by Seep, second by Luck to recommend a resolution to the County Board to accept the proposal for consulting services from True North Consulting Group in the amount of \$24,500 from short-term capital fund #92, line 8. Motion carried.

Agenda Item #8: Change Order with Macro – Large Courtroom Project – Motion by Couey, second by Luck to approve purchase of Barracuda Essentials Security Edition for 290 users from J Comp Technologies for the cost of \$7,864.80. Motion carried.

Agenda Item #9: MIS – Licensing Contract for Encrypted Email – Motion by Seep, second by Brewer to adopt proposed changes in timeline and initiatives in preparation for the 2022 County Budget. Motion carried.

Agenda Item #10: Capital Improvements and Projects Planning – Motion by Brewer, second by Seep to 1) Accept the Capital Improvement and Capital Project plan format and guidance language, and 2) Accept the County IT plan and funding consideration format. Motion carried.

Agenda Item #11: Capital Improvement Request Highway Salt Shed – Motion by Couey, second by Gentes to grant \$250,000 from the general fund for construction of a salt shed. Motion to amend to prioritize this project in the 2022 capital program, second by Couey. Roll call on the motion to amend; AYES: Gentes, Seep, Couey. NOES: Luck, Murphy-Lopez, Turk, Brewer. Motion to amend failed. Roll call on the motion; AYES: Couey; NOES: Luck, Murphy-Lopez, Seep, Turk, Brewer, Gentes. Motion failed.

Agenda Item #12: Health and Human Services Fund Transfer from Children's Community Options Program (CCOP) Risk Reserve Fund 40 to Health & Human Services Fund 56– Motion by Brewer, second by Murphy-Lopez to transfer \$199.90 from Fund 40 to Fund 56. Motion carried.

Agenda Item #13: Health and Human Services Fund Transfer from the Transportation Program Fund 63 to Health & Human Services Fund 56 for administration costs – Motion by Murphy-Lopez, second by Luck to transfer \$10,000.00 from Fund 63 to Fund 56. Motion carried.

Agenda Item #14: Health and Human Services Amendments to Addendum – Motion by Murphy-Lopez, second by Luck to approve a revision to the Health and Human Services addendum. Roll call on the motion; AYES: Murphy-Lopez, Seep, Turk, Brewer, Gentes, Luck; NOES: Couey. Motion carried.

Agenda Item #15: Health and Human Services Creation of a Supervisor in Child and Youth Services Unit – Motion by Brewer, second by Luck to create one Child & Youth Services Supervisor position and eliminate one case Child & Youth Services Case Manager position and appoint Kayla Williams to the Child & Youth Services Supervisor position. Roll call on the motion; AYES: Seep, Turk, Brewer, Brewer, Gentes, Luck, Murphy-Lopez; NOES: Couey. Motion carried.

Agenda Item #16: Health and Human Services New Position Description APS/Crisis Professional – Motion by Seep, second by Turk to create one APS/Crisis Professional position. Motion carried. Roll call on the motion; AYES: Turk, Gentes, Luck, Seep; NOES: Couey, Murphy-Lopez. Motion carried.

Agenda Item #17: Seasonal Patrolmen for Highway Department – Motion by Couey, second by Luck to create the seasonal patrolman position and approve an amendment to the Highway Addendum. Motion carried.

Agenda Item #18: Child Support Restructuring and Reclassification of the Lead Caseworker – Motion by Gentes, second by Turk to 1) Restructure the Child Support office to reflect the change in staffing levels from 3.2 to 2.2 positions; 2) approve recommended reclassification for the “Lead Caseworker, Grade H” position to “Child Support Director, Grade K”, effective March 1st 2021, at step 4 to change the Employee Handbook and Authorization Table. Motion carried.

Agenda Item #19: Administrator Transition Committee Transition Plan and Recommendations – Motion by Luck, second by Turk to 1) Amend Ordinance 20-26 by striking section 3(b), and 2) approve the transition plan as presented, and 3) affirm there is no current changes in the Accounts Payable position with expectations that all functions stay in place and that the position remains as a direct report to the County Clerk, and the committee intends to further review. Motion carried.

Agenda Item #21: Future Agenda Items – Ideas from committee members included meeting twice a month (Turk), evaluating higher level positions as salaried vs. hourly (Couey), mask recommendation (Gentes).

Motion by Couey, second by Seep to adjourn to Tuesday, March 2nd at 1:00 p.m., virtually. Motion carried.

The meeting adjourned at 3:35 p.m.

Shaun Murphy-Lopez, Finance & Personnel Committee Chair

Richland County Committee

Agenda Item Cover

FINANCE AND PERSONNEL COMMITTEE

Agenda Item Name: TAX DEED PARCEL # 146-0009-0410

Department	TREASURER	Presented By:	JULIE KELLER
Date of Meeting:	3/2/2021	Action Needed:	VOTE TO APPROVE
Disclosure:	Open Session	Authority:	
Date submitted:	2/19/2021	Referred by:	

Recommendation and/or action language:

Motion to ... To approve the sale of Tax Deed Parcel # 146-0009-0410

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

Tax Deed parcel #146-0009-0410 was presented for sale at the January 5, 2021 Finance and Personnel Committee Meeting with an appraised value of \$ 100. There were no written or oral bids. I received a call from the owner of the Neighboring property several days after the meeting expressing interest in purchasing the tax deed parcel for \$100. Since there were no bidders and the sale price remained the same I told him to mail us a check for \$130.00. (\$30.00 Recording Fee) and I will present it for approval. I received the check on February 2nd . I am asking Finance and Personnel to approve the sale of this parcel to Lonnie Osthoff.

Attachments and References:

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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

JULIE KELLER

Department Head

Review:

Clinton Langreck

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Property Sale pursuant Wisconsin Statutes, section 75.69 (2) to Richland Center - Tax Deed parcel # 276-1684-8200

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	02 Mar 2021	Action Needed:	Vote
Disclosure:	Open	Authority:	Committee Structure I
Date submitted:	25 Feb 2021	Referred by:	

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Motion to ... recommend resolution to the Richland County Board to sell the Tax Deed parcel number 276-1684-8200 – Richland Center at the value of \$1.00 to the City of Richland Center in accordance with Wisconsin Statutes, section 75.69 (2) for the purposes of future economic development.

Background:

In efforts to continue with a process of working with Richland Center for the razing of parcel number 276-1684-8200 – Richland Center and utilizing plot for future economic development, guidance through County Corporation Counsel includes the following:

- ~~1. The Property, Building and Grounds Committee appraises the value of this parcel at \$1.00;~~
2. The Finance and Personnel Committee presents a Resolution to the County Board authorizing the sale of this parcel to the City for \$1.00, in accordance with Wisconsin Statutes, section 75.69 (2);
3. The County Board adopts the Resolution;
4. The new owner of the property, the City, makes a request to the Chair of the Property, Building and Grounds Committee, Supervisor Richard McKee, that the Committee direct me, as Corporation Counsel, to obtain a Release of the statutory 3-year redemption period from the former owners of the parcel. The owners are the 6 children of the late Artys Ewers. It's unlikely that all of them will voluntarily execute a Release, which I would prepare, since they have not responded to the County's communications to them so far;
5. Assuming that a voluntarily-given Release cannot be obtained from all 6 heirs, I would then bring suit against the 6 heirs and, assuming that they default, which is likely, I would obtain judgment vacating the redemption period.

Attachments and References:

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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

Richland County Committee

Agenda Item Cover

(summary of current and future impacts)

Estimated Short Term Expenses:

No auction return	(\$10,000 - \$20,000)	Fair Market Value = \$57,1000
		Tax Assessed = \$52,8000
Utilities Owed	= \$537.31	(Pay to Richland Center)
Tax Write Off	= \$6,804.77	(w/out interest \$5,357.74)
Total County:	(\$17,342.08 to \$27,34.08) range	
Projected improvement :	\$6,250	(\$250,000 improvement@ mil.) total:
Current:	\$1,325	(estimated at \$53,000)
Increased revenue:	\$1,641	For County Share (11 to 16 year ROI)
Disconnect	\$727.000	Utilities

Estimated City financial input: estimated \$11,000

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)



Richland County Committee

Agenda Item Cover

2019 Real Estate Tax Summary

10/01/2020 09:51 AM

Page 1 Of 1

Parcel #: 276-1684-8200
Alt. Parcel #: 5227616848200

CITY OF RICHLAND CENTER
RICHLAND COUNTY, WISCONSIN

Tax Address:
ARTYS A EWERS
"TAX DEED"
460 W FIRST ST
RICHLAND CENTER WI 53581

Owner(s): O = Current Owner, C = Current Co-Owner
O - EWERS, ARTYS A

Districts: SC = School, SP = Special
Type Dist # Description
SC 4851 RICHLAND SCHOOL DISTRICT
SP 0300 SOUTHWEST WIS TECH COLL
SP 0011 RICHLAND FIRE DISTRICT

Property Address(es): * = Primary
* 460 W FIRST ST

Legal Description: Acres: 0.200
SCHOOLCRAFT BLOCK 84 E 1/2 OF LOTS 7 & 8

Parcel History:
Date Doc # Vol/Page Type
246294 350/3 QCD
183/216
163/230

Plat: * = Primary
* N/A-N/A

Tract: (S-T-R 40% 160% GL) **Block/Condo Bldg:**
16-10N-01E

Tax Bill #:	773	Net Mill Rate	0.024632767	Installments	
Certificate #:	407	Gross Tax	1,378.97	End Date	Total
		School Credit	78.36	1 01/31/2020	1,081.03
Land Value	13,500	Total	1,300.61	2 07/31/2020	621.36
Improve Value	39,300	First Dollar Credit	57.88		
Total Value	52,800	Lottery Credit 0 Claims	0.00		
Ratio	0.9243	Net Tax	1,242.73		
Fair Mrkt Value	57,100	** UNPAID PRIOR YEAR TAXES **			

	Amt Due	Amt Paid	Balance	Bal. Codes
Net Tax	1,242.73	0.00	1,242.73	D
Special Assmnt	0.00	0.00	0.00	N
Special Chrg	241.36	0.00	241.36	
Delinquent Chrg	218.30	0.00	218.30	
Private Forest	0.00	0.00	0.00	
Woodland Tax	0.00	0.00	0.00	
Managed Forest	0.00	0.00	0.00	
Prop. Tax Interest		0.00	111.85	
Spec. Tax Interest		0.00	41.37	
Prop. Tax Penalty		0.00	0.00	
Spec. Tax Penalty		0.00	0.00	
Other Charges	0.00	0.00	0.00	
TOTAL	1,702.39	0.00	1,855.61	
Over-Payment		0.00		

Interest Calculated For OCT 2020

Notes:

Payment History: (Posted Payments)

Date	Receipt #	Source	Type	Amount	GPT	SA	Int.	Pen.	Total
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Key: Balance Code: D - Delinquent, P - Postponed, N - No Balance
Payment Source: C - County, M - Municipality
Payment Type: A-Adjustment, B-Write Off Bankrupt, D-Write Off Deeded, Q-Quit Claim, R-Redemption, T-Tax

Richland County Committee

Agenda Item Cover



Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Property Tax Comparisons and Richland County Debt

Department	Administration	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	March 2 nd , 2021	Action Needed:	Vote
Disclosure:	Open	Authority:	Committee Structure D & F
Date submitted:	February 26 th , 2021	Referred by:	n/a

Recommendation and/or action language:

Recommend a motion to receive and file the attached information on property tax comparisons and Richland County debt.

Background:

County Board members receive an annual publication called the Green Book, from the Wisconsin Counties Association. The latest edition of the Green Book notes that Richland County had an above average property tax levy and rate, and the highest debt per capita (per person) in 2018. See Attachment A – Green Book Selected Pages.

Staff at the Wisconsin Counties Association shared the data supporting these maps and charts, and those are included in Attachment B – Green Book Data. This data has been updated with 2019 information, dropping Richland County to the #2 position for debt per capita.

The County Clerk prepared an end-of-year summary on the County's debt and shared the supporting debt payment schedules. See Attachment C – Clerk Summary and Schedules.

Debt payment schedules were subsequently entered into a spreadsheet so the committee could see the total amount of debt payments currently scheduled by calendar year. See Attachment D – Payments by Year.

Attachments and References:

Attachment A: Green Book Selected Pages	Attachment C: Clerk Summary and Schedules
Attachment B: Green Book Data	Attachment D: Payments by Year

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Richland County Finance and Personnel Committee

Agenda Item Cover

Department Head

Administrator, or Elected Office (if applicable)

2020

A publication of Forward Analytics

A Division of the Wisconsin Counties Association

THE GREEN BOOK

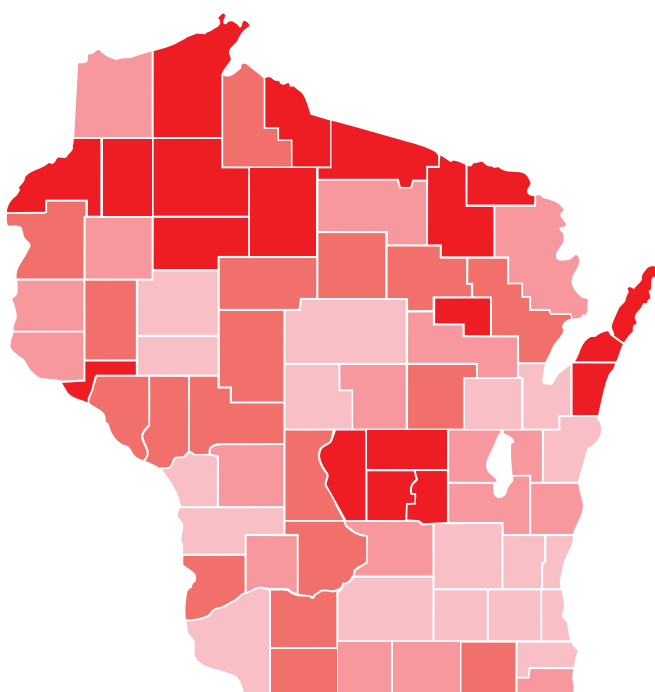
A book of county facts, 3rd Edition

Property Tax Levy

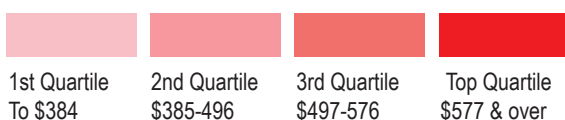
The property tax is the major local revenue source for counties. On average, property taxes account for nearly 40% of county revenues. In 2019, counties levied more than \$2.2 billion in property taxes, or \$390 per capita.

Property tax levies depend on county spending, state aid, and other county revenues. The highest per capita property taxes were found primarily in northern and central Wisconsin. Levies were above \$700 per resident in nine counties and below \$300 per capita in six counties.

County Levy Per Capita, 2019/20
Counties by Quartile, Low to High Amount



Property Tax Levies: Low to High



Source: Wisconsin Department of Revenue

County Levy Per Capita

Levied in 2019, Payable in 2020

County	Prop. Tax	County	Prop. Tax
Adams	\$885	Marathon	371
Ashland	506	Marinette	419
Barron	472	Marquette	899
Bayfield	740	Menominee	647
Brown	347	Milwaukee	319
Buffalo	512	Monroe	386
Burnett	659	Oconto	529
Calumet	419	Oneida	465
Chippewa	301	Outagamie	332
Clark	513	Ozaukee	246
Columbia	482	Pepin	602
Crawford	538	Pierce	476
Dane	359	Polk	521
Dodge	384	Portage	435
Door	1,059	Price	657
Douglas	387	Racine	286
Dunn	516	Richland	492
Eau Claire	349	Rock	439
Florence	956	Rusk	592
Fond du Lac	440	St. Croix	406
Forest	615	Sauk	501
Grant	244	Sawyer	695
Green	469	Shawano	414
Green Lake	792	Sheboygan	434
Iowa	562	Taylor	569
Iron	1,011	Trempealeau	511
Jackson	513	Vernon	370
Jefferson	356	Vilas	818
Juneau	502	Walworth	576
Kenosha	413	Washburn	682
Kewaunee	595	Washington	276
La Crosse	300	Waukesha	270
Lafayette	500	Waupaca	542
Langlade	516	Waushara	740
Lincoln	508	Winnebago	406
Manitowoc	378	Wood	366

Statewide Measures

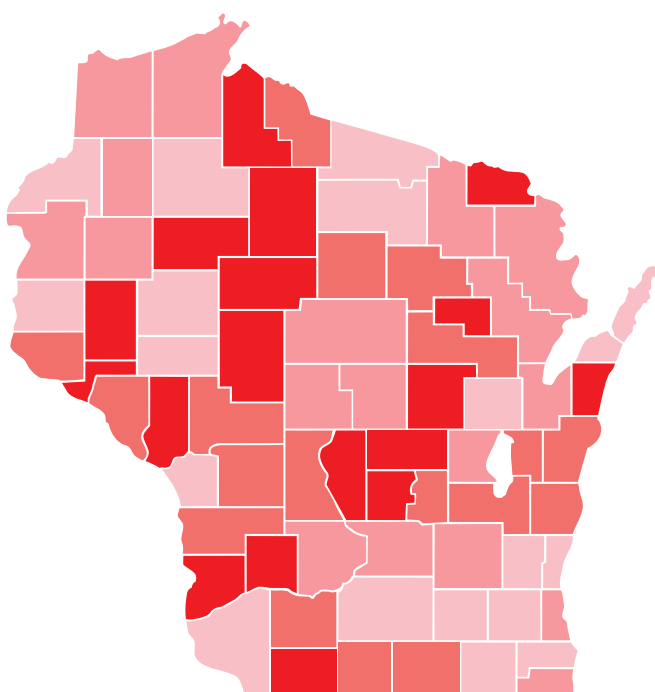
Average	\$390	Median	\$496
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Property Tax Rates

Property tax rates vary widely by county. The tax rate is a ratio of the county levy to the value of all taxable property in the county, excluding the value in tax incremental finance (TIF) districts. In general, counties with higher tax levies have higher rates, while those with more taxable property value have lower rates. The highest rates were mostly in central and north central Wisconsin.

Statewide, the county property tax rate in 2019/20 averaged \$4.09 per \$1,000 of taxable property value.

County Property Tax Rates, 2019/20
Counties by Quartile, Low to High Amount



Rate: Low to High

1st Quartile To \$4.09	2nd Quartile \$4.10-5.20	3rd Quartile \$5.21- 6.45	Top Quartile \$6.46 & over

Source: Wisconsin Department of Revenue

County Property Tax Rate (per \$1,000 of Value)

Levied in 2019, Payable in 2020

County	Tax Rate	County	Tax Rate
Adams	\$6.81	Marathon	4.71
Ashland	6.58	Marinette	4.43
Barron	4.99	Marquette	8.36
Bayfield	4.20	Menominee	8.43
Brown	4.18	Milwaukee	4.79
Buffalo	5.85	Monroe	5.34
Burnett	3.62	Oconto	5.02
Calumet	5.37	Oneida	2.35
Chippewa	3.43	Outagamie	3.86
Clark	8.04	Ozaukee	1.76
Columbia	4.78	Pepin	7.00
Crawford	7.48	Pierce	5.72
Dane	2.90	Polk	4.72
Dodge	5.15	Portage	5.17
Door	4.09	Price	6.58
Douglas	4.81	Racine	3.50
Dunn	7.10	Richland	7.36
Eau Claire	4.07	Rock	6.00
Florence	6.64	Rusk	7.15
Fond du Lac	5.88	St. Croix	3.51
Forest	4.83	Sauk	4.44
Grant	3.95	Sawyer	3.18
Green	5.43	Shawano	5.32
Green Lake	6.45	Sheboygan	5.22
Iowa	6.36	Taylor	8.14
Iron	6.09	Trempealeau	6.71
Jackson	6.32	Vernon	5.57
Jefferson	4.09	Vilas	2.47
Juneau	6.15	Walworth	3.88
Kenosha	4.64	Washburn	4.22
Kewaunee	7.08	Washington	2.40
La Crosse	3.58	Waukesha	1.88
Lafayette	7.24	Waupaca	6.70
Langlade	5.80	Waushara	6.84
Lincoln	5.94	Winnebago	5.07
Manitowoc	5.50	Wood	5.18

Statewide Measures

Average	\$4.09	Median	\$5.20
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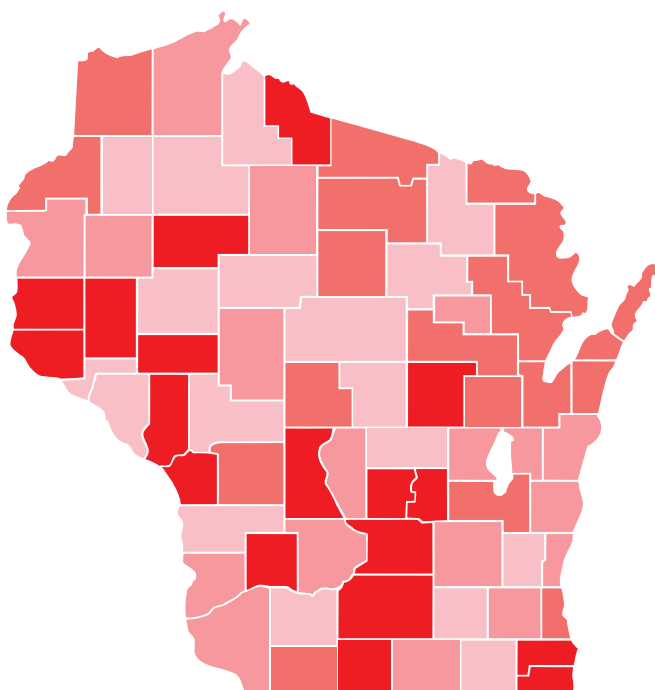
County Debt

Counties usually borrow to pay for long-term capital projects, such as major highway construction, new or expanded jails, and other buildings. Typically debt is repaid over 20 years. General obligation debt is backed by the credit and taxing authority of the county.

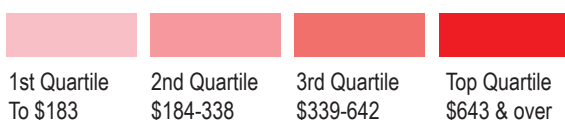
On average, counties in 2018 owed \$445 per capita in general obligation debt, which is backed by the county's pledge to use available resources, including property taxes, to repay the debt.

General Obligation (GO) Debt Per Capita, 2018

Counties by Quartile, Low to High Amount



Debt: Low to High



Source: Wisconsin Department of Revenue, CMRE

General Obligation (GO) Debt Per Capita, 2018

County	GO Debt	County	GO Debt
Adams	\$304	Marathon	82
Ashland	162	Marinette	612
Barron	201	Marquette	793
Bayfield	235	Menominee	252
Brown	400	Milwaukee	533
Buffalo	157	Monroe	439
Burnett	395	Oconto	554
Calumet	303	Oneida	412
Chippewa	159	Outagamie	379
Clark	275	Ozaukee	277
Columbia	961	Pepin	91
Crawford	332	Pierce	689
Dane	706	Polk	333
Dodge	314	Portage	117
Door	553	Price	307
Douglas	642	Racine	712
Dunn	749	Richland	1,405
Eau Claire	830	Rock	263
Florence	432	Rusk	775
Fond du Lac	568	St. Croix	694
Forest	21	Sauk	224
Grant	258	Sawyer	69
Green	707	Shawano	383
Green Lake	737	Sheboygan	318
Iowa	51	Taylor	144
Iron	1,209	Trempealeau	940
Jackson	155	Vernon	137
Jefferson	170	Vilas	414
Juneau	938	Walworth	0
Kenosha	740	Washburn	183
Kewaunee	581	Washington	125
La Crosse	731	Waukesha	186
Lafayette	369	Waupaca	715
Langlade	174	Waushara	173
Lincoln	572	Winnebago	196
Manitowoc	308	Wood	344

Statewide Measures

Average	\$445	Median	\$338
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County Name	POPULATION	Total Equalized Value	COUNTY TAX	Per Capita	Rank	Rate per \$1 000 value	Rank
ADAMS	20,630	2,680,829,000	18,247,814	\$884.53	5	\$6.81	13
ASHLAND	15,946	1,225,315,500	8,065,506	\$505.80	33	\$6.58	18
BARRON	46,472	4,404,065,500	21,955,284	\$472.44	40	\$4.99	42
BAYFIELD	15,335	2,703,190,500	11,348,139	\$740.02	9	\$4.20	53
BROWN	262,452	21,764,370,600	91,025,948	\$346.83	63	\$4.18	54
BUFFALO	13,707	1,200,607,400	7,018,980	\$512.07	30	\$5.85	27
BURNETT	15,524	2,825,706,200	10,231,278	\$659.06	12	\$3.62	61
CALUMET	53,018	4,137,820,401	22,219,152	\$419.09	47	\$5.37	33
CHIPPEWA	64,881	5,693,384,000	19,543,812	\$301.23	66	\$3.43	65
CLARK	34,748	2,215,595,900	17,820,620	\$512.85	28	\$8.04	4
COLUMBIA	57,282	5,770,652,600	27,610,588	\$482.01	38	\$4.78	46
CRAWFORD	16,669	1,198,895,900	8,964,950	\$537.82	23	\$7.48	5
DANE	537,328	66,499,944,400	192,770,075	\$358.76	60	\$2.90	67
DODGE	90,032	6,724,265,100	34,596,354	\$384.27	55	\$5.15	39
DOOR	28,650	7,415,836,800	30,328,208	\$1,058.58	1	\$4.09	55
DOUGLAS	44,468	3,585,685,400	17,230,908	\$387.49	53	\$4.81	44
DUNN	44,621	3,244,468,200	23,020,451	\$515.91	27	\$7.10	9
EAU CLAIRE	103,159	8,847,256,600	36,015,561	\$349.13	62	\$4.07	57
FLORENCE	4,475	644,340,000	4,279,868	\$956.40	3	\$6.64	16
FOND DU LAC	104,423	7,817,497,000	45,957,200	\$440.11	43	\$5.88	26
FOREST	9,195	1,170,535,100	5,656,480	\$615.17	15	\$4.83	43
GRANT	52,954	3,275,537,700	12,933,428	\$244.24	72	\$3.95	58
GREEN	37,086	3,203,360,700	17,404,378	\$469.30	41	\$5.43	32
GREEN LAKE	19,224	2,362,070,100	15,226,247	\$792.04	7	\$6.45	19
IOWA	23,896	2,111,396,600	13,431,203	\$562.07	21	\$6.36	20
IRON	5,894	978,454,800	5,957,453	\$1,010.77	2	\$6.09	23
JACKSON	20,832	1,689,923,300	10,681,724	\$512.76	29	\$6.32	21
JEFFERSON	84,579	7,363,259,200	30,093,660	\$355.81	61	\$4.09	56
JUNEAU	27,232	2,223,686,700	13,678,143	\$502.28	34	\$6.15	22
KENOSHA	170,071	15,135,395,000	70,244,638	\$413.03	50	\$4.64	49
KEWAUNEE	20,782	1,745,828,500	12,360,443	\$594.77	17	\$7.08	10
LA CROSSE	119,484	9,998,434,200	35,791,810	\$299.55	67	\$3.58	62
LAFAYETTE	17,002	1,173,106,900	8,492,561	\$499.50	36	\$7.24	7
LANGLADE	20,086	1,786,660,500	10,364,812	\$516.02	26	\$5.80	28
LINCOLN	28,957	2,474,153,700	14,705,656	\$507.84	32	\$5.94	25
MANITOWOC	81,643	5,620,496,500	30,893,893	\$378.40	56	\$5.50	31
MARATHON	136,517	10,753,132,800	50,610,854	\$370.73	57	\$4.71	48
MARINETTE	41,401	3,919,032,900	17,345,928	\$418.97	48	\$4.43	51
MARQUETTE	15,390	1,654,818,500	13,839,042	\$899.22	4	\$8.36	2
MENOMINEE	4,265	327,199,900	2,761,268	\$647.43	14	\$8.44	1
MILWAUKEE	946,296	63,089,236,800	301,921,419	\$319.06	65	\$4.79	45
MONROE	46,994	3,395,402,900	18,118,863	\$385.56	54	\$5.34	34
OCONTO	38,778	4,087,983,235	20,501,648	\$528.69	24	\$5.02	41
ONEIDA	36,285	7,182,820,700	16,887,491	\$465.41	42	\$2.35	70
OUTAGAMIE	187,092	16,076,806,500	62,126,547	\$332.06	64	\$3.86	60
OZAUKEE	89,905	12,600,869,700	22,118,523	\$246.02	71	\$1.76	72
PEPIN	7,431	639,129,800	4,471,939	\$601.80	16	\$7.00	11
PIERCE	42,208	3,511,892,800	20,073,597	\$475.59	39	\$5.72	29
POLK	44,536	4,914,777,600	23,209,316	\$521.14	25	\$4.72	47
PORTAGE	71,680	6,024,746,800	31,163,459	\$434.76	45	\$5.17	38
PRICE	14,216	1,419,101,500	9,343,476	\$657.25	13	\$6.58	17
RACINE	192,489	16,050,695,500	56,102,184	\$291.46	68	\$3.50	64
RICHLAND	18,007	1,202,545,400	8,853,958	\$491.70	37	\$7.36	6
ROCK	160,444	11,742,857,300	70,418,773	\$438.90	44	\$6.00	24
RUSK	14,919	1,235,364,400	8,835,164	\$592.21	18	\$7.15	8
ST CROIX	89,692	10,363,774,900	36,371,272	\$405.51	52	\$3.51	63
SAUK	63,281	7,141,653,900	31,730,879	\$501.43	35	\$4.44	50
SAWYER	16,893	3,695,211,400	11,740,028	\$694.96	10	\$3.18	66
SHAWANO	41,775	3,248,758,700	17,278,990	\$413.62	49	\$5.32	35
SHEBOYGAN	116,547	9,684,428,600	50,599,729	\$434.16	46	\$5.22	36
TAYLOR	20,849	1,456,713,200	11,854,822	\$568.60	20	\$8.14	3
TREMPEALEAU	29,964	2,283,954,800	15,320,630	\$511.30	31	\$6.71	14
VERNON	30,424	2,017,673,700	11,242,200	\$369.52	58	\$5.57	30
VILAS	21,798	7,207,343,200	17,825,117	\$817.74	6	\$2.47	68
WALWORTH	104,062	15,447,241,800	59,969,810	\$576.29	19	\$3.88	59
WASHBURN	16,027	2,586,376,400	10,923,290	\$681.56	11	\$4.22	52
WASHINGTON	137,637	15,802,887,000	37,979,177	\$275.94	69	\$2.40	69
WAUKESHA	405,991	58,358,920,500	109,736,768	\$270.29	70	\$1.88	71
WAUPACA	52,368	4,235,726,000	28,392,470	\$542.17	22	\$6.70	15
WAUSHARA	24,517	2,652,330,200	18,143,278	\$740.03	8	\$6.84	12
WINNEBAGO	170,580	13,655,711,100	69,224,589	\$405.82	51	\$5.07	40
WOOD	75,450	5,325,332,600	27,596,561	\$365.76	59	\$5.18	37

Property taxes levies in 2019 and payable in 2020

<https://www.revenue.wi.gov/Pages/Report/county-municipal-revenues-expenditures.aspx>

County Name	Population	Total General Obligation Debt	Debt per capita	Rank
ADAMS	20,630	\$11,510,001.00	\$558	22
ASHLAND	15,946	\$2,858,568.00	\$179	56
BARRON	46,472	\$7,484,985.00	\$161	59
BAYFIELD	15,335	\$3,245,000.00	\$212	51
BROWN	262,452	\$89,720,000.00	\$342	39
BUFFALO	13,707	\$2,745,000.00	\$200	53
BURNETT	15,524	\$5,124,671.00	\$330	41
CALUMET	53,018	\$30,681,555.00	\$579	21
CHIPPEWA	64,881	\$8,725,000.00	\$134	62
CLARK	34,748	\$0.00	\$0	70
COLUMBIA	57,282	\$54,742,456.00	\$956	4
CRAWFORD	16,669	\$4,830,000.00	\$290	43
DANE	537,328	\$405,410,000.00	\$754	10
DODGE	90,032	\$0.00	\$0	70
DOOR	28,650	\$13,730,000.00	\$479	32
DOUGLAS	44,468	\$24,552,600.00	\$552	24
DUNN	44,621	\$38,774,100.00	\$869	7
EAU CLAIRE	103,159	\$86,810,857.00	\$842	8
FLORENCE	4,475	\$1,975,000.00	\$441	33
FOND DU LAC	104,423	\$76,318,443.00	\$731	11
FOREST	9,195	\$33,500.00	\$4	69
GRANT	52,954	\$25,890,000.00	\$489	30
GREEN	37,086	\$32,320,000.00	\$871	6
GREEN LAKE	19,224	\$13,180,000.00	\$686	16
IOWA	23,896	\$615,000.00	\$26	68
IRON	5,894	\$11,752,477.00	\$1,994	1
JACKSON	20,832	\$5,650,000.00	\$271	47
JEFFERSON	84,579	\$13,590,512.00	\$161	60
JUNEAU	27,232	\$22,323,659.00	\$820	9
KENOSHA	170,071	\$117,840,000.00	\$693	14
KEWAUNEE	20,782	\$10,945,000.00	\$527	25
LA CROSSE	119,484	\$82,574,910.00	\$691	15
LAFAYETTE	17,002	\$6,203,798.00	\$365	36
LANGLADE	20,086	\$2,965,000.00	\$148	61
LINCOLN	28,957	\$15,245,000.00	\$526	26
MANITOWOC	81,643	\$28,665,000.00	\$351	38
MARATHON	136,517	\$17,905,000.00	\$131	63
MARINETTE	41,401	\$22,990,000.00	\$555	23
MARQUETTE	15,390	\$10,804,999.00	\$702	13
MENOMINEE	4,265	\$735,122.00	\$172	58
MILWAUKEE	946,296	\$475,667,091.00	\$503	28
MONROE	46,994	\$18,724,217.00	\$398	34
OCONTO	38,778	\$20,100,000.00	\$518	27
ONEIDA	36,285	\$12,174,475.00	\$336	40
OUTAGAMIE	187,092	\$68,488,125.00	\$366	35
OZAUKEE	89,905	\$25,225,000.00	\$281	45
PEPIN	7,431	\$3,684,383.00	\$496	29
PIERCE	42,208	\$26,420,000.00	\$626	19
POLK	44,536	\$12,306,268.00	\$276	46
PORTAGE	71,680	\$15,525,000.00	\$217	50
PRICE	14,216	\$3,572,162.00	\$251	49
RACINE	196,477	\$172,644,916.00	\$879	5
RICHLAND	18,007	\$24,037,950.00	\$1,335	2
ROCK	160,444	\$48,730,000.00	\$304	42
RUSK	14,919	\$9,504,067.00	\$637	18
ST CROIX	89,692	\$63,758,078.00	\$711	12
SAUK	63,281	\$11,310,000.00	\$179	57
SAWYER	16,893	\$1,597,975.00	\$95	67
SHAWANO	41,775	\$20,089,188.00	\$481	31
SHEBOYGAN	116,547	\$30,165,000.00	\$259	48
TAYLOR	20,849	\$2,100,000.00	\$101	66
TREMPEALEAU	29,964	\$31,991,000.00	\$1,068	3
VERNON	30,424	\$8,748,964.00	\$288	44
VILAS	21,798	\$12,955,000.00	\$594	20
WALWORTH	104,062	\$0.00	\$0	70
WASHBURN	16,027	\$10,438,990.00	\$651	17
WASHINGTON	137,637	\$14,145,000.00	\$103	65
WAUKESHA	405,991	\$79,330,000.00	\$195	55
WAUPACA	52,368	\$10,245,000.00	\$196	54
WAUSHARA	24,517	\$3,150,000.00	\$128	64
WINNEBAGO	170,580	\$34,600,000.00	\$203	52
WOOD	75,450	\$27,318,448.00	\$362	37
Totals	5,843,433	\$2,610,213,510.00	\$447	#N/A

Data from DOR County and Municipal Revenues and Expenditures
<https://www.revenue.wi.gov/Pages/Report/county-municipal-revenues-expendit>

	A	B	C	D	E	F	G
1	DEBT SCHEDULE						
2							
3			DATE OF		AMOUNT	PRINCIPAL	AMOUNT
4		DATE OF	FINAL	RATE OF	OUTSTANDING	RETIRED	OUTSTANDING
5	DEBT ISSUES	ISSUE	MATURITY	INTEREST	1/1/2020	2020	12/31/2020
6							
7	Capital Projects G.O. Refunding Bonds	08/02/10	03/01/27	3.73%	1,455,000.00	1,455,000.00	Refunded
8							
9	Taxable G.O. Refunding Bonds	09/15/10	03/01/25	4.24%	1,355,000.00	1,355,000.00	Refunded
10							
11	G.O. Promissory Notes	03/05/20	03/01/28				2,970,000.00
12							
13	Taxable G.O. Refunding Bonds	01/08/20	03/01/25				1,175,000.00
14							
15	G.O. Refunding Bonds	01/08/20	03/01/27				2,575,000.00
16							
17	Taxable G.O. PVCV Promissory Notes	08/10/15	03/01/23	2.44%	1,000,000.00	250,000.00	750,000.00
18							
19	G.O. Pine Valley Construction Bonds	08/10/15	03/01/35	3.73%	9,650,000.00	260,000.00	9,390,000.00
20							
21	G.O. Pine Valley Construction Bond	03/15/16	09/01/36	2.64%	9,190,000.00	410,000.00	8,780,000.00
22							
23	State Trust Fund Loan-Car	09/15/17	03/15/21	3.00%	20,826.82	10,258.67	10,568.15
24							
25	State Trust Fund Loan-Highway	09/15/17	03/15/27	3.50%	1,167,123.15	1,167,123.15	Refunded
26							
27	State Trust Fund Loan-Campus	11/01/17	03/15/22	3.00%	209,193.55	209,193.55	Refunded
28							
29	State Trust Fund Loan-911	02/07/19	03/15/23	4.25%	200,000.00	200,000.00	Refunded
30							
31	TOTALS				24,047,143.52	5,116,575.37	25,650,568.15
32							



WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC
 1020 NORTH BROADWAY, SUITE G-9
 MILWAUKEE, WI 53202
 414-434-9644
 FAX: 414-226-2014

30.5810.0000.5942 - Principal
 30.5820.0000.5942 - Interest

TO: Victor Vlasak, County Clerk/Administrative Coordinator
 Julie Keller, County Treasurer

FROM: Amy Wieckowski
 Wisconsin Public Finance Professionals, LLC

DATE: August 10, 2015

RE: Richland County, Wisconsin
\$1,500,000 Taxable General Obligation Promissory Notes, dated August 10, 2015.

Pine Valley

Presented below is a schedule for the payment of principal and interest due on the above described issue to THE DEPOSITORY TRUST COMPANY.

PRINCIPAL DUE: March 1, 2018 - 2023

INTEREST DUE: March 1 & September 1, 2016 - 2023

Wire Federal Funds to:

JP Morgan Chase Bank
 ABA #021000021
 For Credit of Account
 Depository Trust Company
 Redemption Account #066-027306
 Reference: \CUSIP 763716 ____\
 (Insert CUSIP for maturity being paid)

Wire Federal Funds to:

JP Morgan Chase Bank
 ABA #021000021
 For Credit of Account
 Depository Trust Company
 Dividend Account #066-026776
 Reference: OBI: P/A 50776450

Date	Principal	Coupon	Interest	Total P+I	CUSIP Numbers
03/01/2016	-	-	\$18,913.54	\$18,913.54	
09/01/2016	-	-	16,937.50	16,937.50	
03/01/2017	-	-	16,937.50	16,937.50	
09/01/2017	-	-	16,937.50	16,937.50	
03/01/2018	\$250,000.00	1.400%	16,937.50	266,937.50	GV3
09/01/2018	-	-	15,187.50	15,187.50	
03/01/2019	250,000.00	1.800%	15,187.50	265,187.50	GW1
09/01/2019	-	-	12,937.50	12,937.50	
03/01/2020	250,000.00	2.150%	12,937.50	262,937.50	GX9
09/01/2020	-	-	10,250.00	10,250.00	
03/01/2021	250,000.00	2.450%	10,250.00	260,250.00	GY7
09/01/2021	-	-	7,187.50	7,187.50	
3/01/2022	250,000.00	2.750%	7,187.50	257,187.50	GZ4
09/01/2022	-	-	3,750.00	3,750.00	

03/01/2023	250,000.00	3.000%	3,750.00	253,750.00	HA8
Total	\$1,500,000.00	-	\$185,288.54	\$1,685,288.54	

If problems with principal or interest payments, contact person at DTC is Roxanne Ross, rross@dtcc.com or 813/470-1257.



WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC
 1020 NORTH BROADWAY, SUITE G-9
 MILWAUKEE, WI 53202
 414-434-9644
 FAX: 414-226-2014

30.5810.0000.5943 - Principal
 30.5820.0000.5943 - Interest

TO: Victor Vlasak, County Clerk/Administrative Coordinator
 Julie Keller, County Treasurer

FROM: Amy Wieckowski
 Wisconsin Public Finance Professionals, LLC

DATE: August 10, 2015

RE: Richland County, Wisconsin
\$10,000,000 General Obligation Pine Valley Healthcare and Rehabilitation Center Bonds,
Series 2015, dated August 10, 2015.

Presented below is a schedule for the payment of principal and interest due on the above described issue to THE DEPOSITORY TRUST COMPANY.

PRINCIPAL DUE: March 1, 2018 - 2035

INTEREST DUE: March 1 & September 1, 2016 - 2035

Wire Federal Funds to:

JP Morgan Chase Bank
 ABA #021000021
 For Credit of Account
 Depository Trust Company
 Redemption Account #066-027306
 Reference: \CUSIP 763716 ____\
 (Insert CUSIP for maturity being paid)

Wire Federal Funds to:

JP Morgan Chase Bank
 ABA #021000021
 For Credit of Account
 Depository Trust Company
 Dividend Account #066-026776
 Reference: OBI: P/A 50776450

Date	Principal	Coupon	Interest	Total P+I	CUSIP Numbers
03/01/2016	-	-	-	-	
09/01/2016	-	-	\$177,382.50	\$177,382.50	
			158,850.00	158,850.00	
03/01/2017	-	-	158,850.00	158,850.00	
09/01/2017	-	-	158,850.00	158,850.00	
03/01/2018	\$125,000.00	2.000%	158,850.00	283,850.00	GB7
09/01/2018	-	-	157,600.00	157,600.00	
03/01/2019	225,000.00	2.000%	157,600.00	382,600.00	GC5
09/01/2019	-	-	155,350.00	155,350.00	
03/01/2020	260,000.00	2.000%	155,350.00	415,350.00	GD3
09/01/2020	-	-	152,750.00	152,750.00	
03/01/2021	280,000.00	2.500%	152,750.00	432,750.00	GE1
09/01/2021	-	-	149,250.00	149,250.00	
03/01/2022	300,000.00	3.000%	149,250.00	449,250.00	GF8
09/01/2022	-	-	144,750.00	144,750.00	

03/01/2023	\$315,000.00	3.000%	\$144,750.00	\$459,750.00	GG6
09/01/2023	-	-	140,025.00	140,025.00	
03/01/2024	575,000.00	3.000%	140,025.00	715,025.00	GH4
09/01/2024	-	-	131,400.00	131,400.00	
03/01/2025	600,000.00	3.000%	131,400.00	731,400.00	GJ0
09/01/2025	-	-	122,400.00	122,400.00	
03/01/2026	625,000.00	3.000%	122,400.00	747,400.00	GK7
09/01/2026	-	-	113,025.00	113,025.00	
03/01/2027	645,000.00	3.000%	113,025.00	758,025.00	GL5
09/01/2027	-	-	103,350.00	103,350.00	
03/01/2028	665,000.00	3.000%	103,350.00	768,350.00	GM3
09/01/2028	-	-	93,375.00	93,375.00	
03/01/2029	690,000.00	3.250%	93,375.00	783,375.00	GN1
09/01/2029	-	-	82,162.50	82,162.50	
03/01/2030	715,000.00	3.500%	82,162.50	797,162.50	GP6
09/01/2030	-	-	69,650.00	69,650.00	
03/01/2031	740,000.00	3.500%	69,650.00	809,650.00	GQ4
09/01/2031	-	-	56,700.00	56,700.00	
03/01/2032	765,000.00	3.500%	56,700.00	4821,700.00	GR2
09/01/2032	-	-	43,312.50	43,312.50	
03/01/2033	800,000.00	3.500%	43,312.50	843,312.50	GS0
09/01/2033	-	-	29,312.50	29,312.50	
03/01/2034	825,000.00	3.500%	29,312.50	854,312.50	GT8
09/01/2034	-	-	14,875.00	14,875.00	
03/01/2035	850,000.00	3.500%	14,875.00	864,875.00	GU5
Total	\$10,000,000.00	-	\$4,331,357.50	\$14,331,357.50	

If any problems with principal or interest payments the contact person at DTC is Roxanne Ross ross@dtcc.com or 813/470-1257.

30.5810.0000.5975 Principal
30.5820.0000.5975 Interest

Richland County

\$10,000,000 General Obligation Pine Valley Healthcare and Rehabilitation Center

Final Sale Results

Debt Service Schedule

3-15-16

Part 1 of 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
03/15/2016	-	-	-	-	-
03/01/2017	-	-	242,127.92	242,127.92	-
09/01/2017	-	-	125,962.50	125,962.50	368,090.42
03/01/2018	400,000.00	2.000%	125,962.50	525,962.50	-
09/01/2018	-	-	121,962.50	121,962.50	647,925.00
03/01/2019	410,000.00	2.000%	121,962.50	531,962.50	-
09/01/2019	-	-	117,862.50	117,862.50	649,825.00
03/01/2020	410,000.00	2.000%	117,862.50	527,862.50	-
09/01/2020	-	-	113,762.50	113,762.50	641,625.00
03/01/2021	410,000.00	3.000%	113,762.50	523,762.50	-
09/01/2021	-	-	107,612.50	107,612.50	631,375.00
03/01/2022	415,000.00	2.000%	107,612.50	522,612.50	-
09/01/2022	-	-	103,462.50	103,462.50	626,075.00
03/01/2023	425,000.00	3.000%	103,462.50	528,462.50	-
09/01/2023	-	-	97,087.50	97,087.50	625,550.00
03/01/2024	440,000.00	2.000%	97,087.50	537,087.50	-
09/01/2024	-	-	92,687.50	92,687.50	629,775.00
03/01/2025	445,000.00	2.000%	92,687.50	537,687.50	-
09/01/2025	-	-	88,237.50	88,237.50	625,925.00
03/01/2026	455,000.00	2.000%	88,237.50	543,237.50	-
09/01/2026	-	-	83,687.50	83,687.50	626,925.00
03/01/2027	470,000.00	2.000%	83,687.50	553,687.50	-
09/01/2027	-	-	78,987.50	78,987.50	632,675.00
03/01/2028	480,000.00	2.125%	78,987.50	558,987.50	-
09/01/2028	-	-	73,887.50	73,887.50	632,875.00
03/01/2029	490,000.00	2.250%	73,887.50	563,887.50	-
09/01/2029	-	-	68,375.00	68,375.00	632,262.50
03/01/2030	500,000.00	2.375%	68,375.00	568,375.00	-
09/01/2030	-	-	62,437.50	62,437.50	630,812.50
03/01/2031	525,000.00	2.500%	62,437.50	587,437.50	-
09/01/2031	-	-	55,875.00	55,875.00	643,312.50
03/01/2032	540,000.00	3.000%	55,875.00	595,875.00	-
09/01/2032	-	-	47,775.00	47,775.00	643,650.00
03/01/2033	550,000.00	3.000%	47,775.00	597,775.00	-
09/01/2033	-	-	39,525.00	39,525.00	637,300.00
03/01/2034	570,000.00	3.000%	39,525.00	609,525.00	-
09/01/2034	-	-	30,975.00	30,975.00	640,500.00
03/01/2035	590,000.00	3.000%	30,975.00	620,975.00	-
09/01/2035	-	-	22,125.00	22,125.00	643,100.00
03/01/2036	1,475,000.00	3.000%	22,125.00	1,497,125.00	-
09/01/2036	-	-	-	-	1,497,125.00
Total	\$10,000,000.00	-	\$3,306,702.92	\$13,306,702.92	-



Managing Wisconsin's trust assets for public education.

Amortization Schedule
for Loan ID: 02018001.01

Schedule Begin Date: 9/15/2017

RECEIVED

SEP 14 2017

VICTOR V. VLASAK
RICHLAND COUNTY CLERK

Customer: Richland County

Loan Purpose: Purchase squad cars

County: Richland

Amount of Original Disbursement: \$ 30,350.00

On: 9/15/2017

Original Term: 4 years

Interest Rate: 3.00 %

Date	Payment	Principal	Interest	Balance
3/15/2019	\$10,885.19	\$9,523.18	\$1,362.01	\$20,826.82
3/15/2020	\$10,885.19	\$10,258.67	\$626.52	\$10,568.15
3/15/2021	\$10,885.19	\$10,568.15	\$317.04	\$0.00
Totals:	32,655.57	30,350.00	2,305.57	

* indicates prepayment

Schedule #: 0000011374

30.5810.0000.6002 - Principal
30.5820.0000.6002 - Interest



WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC
1025 SOUTH MOORLAND ROAD, SUITE 504
BROOKFIELD, WI 53005
414-434-9644
FAX: 414-226-2014

MEMORANDUM

TO: Victor Vlasak, County Clerk/Administrative Coordinator
Richland County

FROM: Cody Baldus, Analyst
Wisconsin Public Finance Professionals, LLC

DATE: January 8, 2020

RE: Richland County, Wisconsin
\$1,175,000 Taxable General Obligation Refunding Bonds, Dated January 8, 2020

Presented below is a schedule for the payment of principal and interest due on the above described issue to THE DEPOSITORY TRUST COMPANY.

PRINCIPAL DUE: See Below

Wire Federal Funds to:
JP Morgan Chase Bank
ABA #021000021
For Credit of Account
Depository Trust Company
Redemption Account #066-027306
Reference: \CUSIP 763716 ____

(When referencing multiple CUSIPs only the first CUSIP is needed and the last three characters for additional CUSIPs separated by commas.)

INTEREST DUE: See Below

Wire Federal Funds to:
JP Morgan Chase Bank
ABA #021000021
For Credit of Account
Depository Trust Company
Dividend Account #066-026776
Reference: OBI: P/A 50776450

Date	Principal	Coupon	Interest	CUSIP Base 763716
09/01/2020			\$ 14,465.42	
03/01/2021	\$ 225,000	1.80	11,275.00	HW0
09/01/2021			9,150.00	
03/01/2022	230,000	1.85	9,150.00	HX8
09/01/2022			7,022.50	
03/01/2023	235,000	1.90	7,022.50	HY6
09/01/2023			4,790.00	

Richland County, Wisconsin
\$1,175,000 Taxable General Obligation Refunding Bonds, Dated January 8, 2020

Date	Principal	Coupon	Interest	CUSIP Base 763716
03/01/2024	240,000	1.95	4,790.00	HZ3
09/01/2024			2,450.00	
03/01/2025	<u>245,000</u>	2.00	<u>2,450.00</u>	JA6
Total	<u>\$1,175,000</u>		<u>\$72,465.42</u>	

If you have any questions or problems with principal or interest payments, please contact Lilliana Figuereo at DTC 813/470-2102 or lfiguereo@dtcc.com.



WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC
1025 SOUTH MOORLAND ROAD, SUITE 504
BROOKFIELD, WI 53005
414-434-9644
FAX: 414-226-2014

MEMORANDUM

TO: Victor Vlasak, County Clerk/Administrative Coordinator
Richland County

FROM: Cody Baldus, Analyst
Wisconsin Public Finance Professionals, LLC

DATE: January 8, 2020

RE: Richland County, Wisconsin
\$2,575,000 General Obligation Refunding Bonds, Dated January 8, 2020

Presented below is a schedule for the payment of principal and interest due on the above described issue to THE DEPOSITORY TRUST COMPANY.

PRINCIPAL DUE: See Below

Wire Federal Funds to:
JP Morgan Chase Bank
ABA #021000021
For Credit of Account
Depository Trust Company
Redemption Account #066-027306
Reference: ICUSIP 763716 ____\n(When referencing multiple CUSIPs only the first CUSIP is needed and the last three characters for additional CUSIPs separated by commas.)

INTEREST DUE: See Below

Wire Federal Funds to:
JP Morgan Chase Bank
ABA #021000021
For Credit of Account
Depository Trust Company
Dividend Account #066-026776
Reference: OBI: P/A 50776450

Date	Principal	Coupon	Interest	CUSIP Base 763716
09/01/2020			\$ 42,037.08	
03/01/2021	\$ 430,000	2.00	32,275.00	JB4
09/01/2021			28,175.00	
03/01/2022	435,000	2.00	28,175.00	JC2
09/01/2022			23,825.00	
03/01/2023	365,000	2.00	23,825.00	JD0
09/01/2023			20,175.00	
03/01/2024	325,000	3.00	20,175.00	JE8
09/01/2024			15,300.00	

Richland County, Wisconsin
\$2,575,000 General Obligation Refunding Bonds, Dated January 8, 2020

Date	Principal	Coupon	Interest	CUSIP Base 763716
03/01/2025	\$ 330,000	3.00%	\$15,300.00	JF5
09/01/2025			10,350.00	
03/01/2026	340,000	3.00	10,350.00	JG3
09/01/2026			5,250.00	
03/01/2027	<u>350,000</u>	3.00	<u>5,250.00</u>	JH1
Total	<u>\$2,575,000</u>		<u>\$280,662.08</u>	

If you have any questions or problems with principal or interest payments, please contact Lillana Figuereo at DTC 813/470-2102 or lfiguereo@dtcc.com.



WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC
1025 SOUTH MOORLAND ROAD, SUITE 504
BROOKFIELD, WI 53005
414-434-9644
FAX: 414-226-2014

30.5810.0000.5933 Principal
30.5820.0000.5933 Interest

MEMORANDUM

TO: Victor Vlasak, County Clerk/Administrative Coordinator
Richland County

FROM: Cody Baldus, Analyst
Wisconsin Public Finance Professionals, LLC

DATE: March 5, 2020

RE: Richland County, Wisconsin
\$2,970,000 General Obligation Promissory Notes, Dated March 5, 2020

Presented below is a schedule for the payment of principal and interest due on the above described issue to THE DEPOSITORY TRUST COMPANY.

PRINCIPAL DUE: See Below

Wire Federal Funds to:
JP Morgan Chase Bank
ABA #021000021
For Credit of Account
Depository Trust Company
Redemption Account #066-027306

Reference: \CUSIP 763716 ___\

(When referencing multiple CUSIPs only the first CUSIP is needed and the last three characters for additional CUSIPs separated by commas.)

INTEREST DUE: See Below

Wire Federal Funds to:
JP Morgan Chase Bank
ABA #021000021
For Credit of Account
Depository Trust Company
Dividend Account #066-026776
Reference: OBI: P/A 50776450

Date	Principal	Coupon	Interest	CUSIP Base 763716
03/01/2021	\$ 275,000	2.00%	\$ 58,740.00	JJ7
09/01/2021			26,950.00	
03/01/2022	275,000	2.00	26,950.00	JK4
09/01/2022			24,200.00	
03/01/2023	285,000	2.00	24,200.00	JL2
09/01/2023			21,350.00	
03/01/2024	290,000	3.00	21,350.00	JM0
09/01/2024			18,450.00	

Richland County, Wisconsin
\$2,970,000 General Obligation Promissory Notes, Dated March 5, 2020

Date	Principal	Coupon	Interest	CUSIP Base 763716
03/01/2025	\$ 300,000	2.00%	\$ 18,450.00	JN8
09/01/2025			15,450.00	
03/01/2026	400,000	2.00	15,450.00	JP3
09/01/2026			11,450.00	
03/01/2027	410,000	2.00	11,450.00	JQ1
09/01/2027			7,350.00	
03/01/2028	<u>735,000</u>	2.00	<u>7,350.00</u>	JR9
Total	<u>\$2,970,000</u>		<u>\$309,140.00</u>	

If you have any questions or problems with principal or interest payments, please contact Liliana Figuereo at DTC 813/470-2102 or lfiguereo@dtcc.com.

Richland County, WI

\$1,050,000 Taxable G.O. Promissory Notes

\$1,050,000 Taxable General Obligation Promissory Notes Final Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/24/2020	-	-	-	-	-
03/01/2021	1,050,000.00	1.000%	2,829.17	1,052,829.17	1,052,829.17
Total	\$1,050,000.00	-	\$2,829.17	\$1,052,829.17	-

Yield Statistics

Bond Year Dollars	\$282.92
Average Life	0.269 Years
Average Coupon	1.0000012%
Net Interest Cost (NIC)	1.0593826%
True Interest Cost (TIC)	1.0608461%
Bond Yield for Arbitrage Purposes	0.5022994%
All Inclusive Cost (AIC)	7.5060767%

IRS Form 8038

Net Interest Cost	0.5020089%
Weighted Average Maturity	0.269 Years

	\$1.5 million (8-10-15)		\$10 million (8-10-15)		\$10 million (3-15-16)		\$30,350 (9-15-17)		\$1.175 million (1-8-20)		\$2.575 million (1-8-20)		\$2.97 million (3-5-20)		\$1.05 million (11-24-20)		Annual Debt Payments
	Pine Valley		Pine Valley		Pine Valley		Squad Cars		Refinancing		Refinancing		Highway, HHS/UW-R Roofs, Amb. Garage	Highway, Squad Cars			
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
3/1/2016	\$ -	\$ 18,913.54	\$ -	\$ 177,382.50													
9/1/2016	\$ -	\$ 16,937.50	\$ -	\$ 158,850.00													
3/1/2017	\$ -	\$ 16,937.50	\$ -	\$ 158,850.00	\$ -	\$ 242,127.92											
9/1/2017	\$ -	\$ 16,937.50	\$ -	\$ 158,850.00	\$ -	\$ 125,962.50											
3/1/2018	\$ 250,000.00	\$ 16,937.50	\$ 125,000.00	\$ 158,850.00	\$ 400,000.00	\$ 125,962.50											
9/1/2018	\$ -	\$ 15,187.50	\$ -	\$ 157,600.00	\$ -	\$ 121,962.50											
3/1/2019	\$ 250,000.00	\$ 15,187.50	\$ 225,000.00	\$ 157,600.00	\$ 410,000.00	\$ 121,962.50	\$ 9,523.18	\$ 1,362.01									
9/1/2019	\$ -	\$ 12,937.50	\$ -	\$ 155,350.00	\$ -	\$ 117,862.50	\$ -	\$ -									
3/1/2020	\$ 250,000.00	\$ 12,937.50	\$ 260,000.00	\$ 155,350.00	\$ 410,000.00	\$ 117,862.50	\$ 10,258.67	\$ 626.52									
9/1/2020	\$ -	\$ 10,250.00	\$ -	\$ 152,750.00	\$ -	\$ 113,762.50	\$ -	\$ -	\$ -	\$ 14,465.42	\$ -	\$ 42,037.08					
3/1/2021	\$ 250,000.00	\$ 10,250.00	\$ 280,000.00	\$ 152,750.00	\$ 410,000.00	\$ 113,762.50	\$ 10,568.15	\$ 317.04	\$ 225,000.00	\$ 11,275.00	\$ 430,000.00	\$ 32,275.00	\$ 275,000	\$ 58,740	\$ 1,050,000.00	\$ 2,829.17	
9/1/2021	\$ -	\$ 7,187.50	\$ -	\$ 149,250.00	\$ -	\$ 107,612.50			\$ -	\$ 9,150.00	\$ -	\$ 28,175.00	\$ -	\$ 26,950			\$ 3,373,654.36
3/1/2022	\$ 250,000.00	\$ 7,187.50	\$ 300,000.00	\$ 149,250.00	\$ 415,000.00	\$ 107,612.50			\$ 230,000.00	\$ 9,150.00	\$ 435,000.00	\$ 28,175.00	\$ 275,000	\$ 26,950			
9/1/2022	\$ -	\$ 3,750.00	\$ -	\$ 144,750.00	\$ -	\$ 103,462.50			\$ -	\$ 7,022.50	\$ -	\$ 23,825.00	\$ -	\$ 24,200			\$ 2,279,397.50
3/1/2023	\$ 250,000.00	\$ 3,750.00	\$ 315,000.00	\$ 144,750.00	\$ 425,000.00	\$ 103,462.50			\$ 235,000.00	\$ 7,022.50	\$ 365,000.00	\$ 23,825.00	\$ 285,000	\$ 24,200			
9/1/2023			\$ -	\$ 140,025.00	\$ -	\$ 97,087.50			\$ -	\$ 4,790.00	\$ -	\$ 20,175.00	\$ -	\$ 21,350			\$ 2,211,687.50
3/1/2024			\$ 575,000.00	\$ 140,025.00	\$ 440,000.00	\$ 97,087.50			\$ 240,000.00	\$ 4,790.00	\$ 325,000.00	\$ 20,175.00	\$ 290,000	\$ 21,350			
9/1/2024			\$ -	\$ 131,400.00	\$ -	\$ 92,687.50			\$ -	\$ 2,450.00	\$ -	\$ 15,300.00	\$ -	\$ 18,450			\$ 2,413,715.00
3/1/2025			\$ 600,000.00	\$ 131,400.00	\$ 445,000.00	\$ 92,687.50			\$ 245,000.00	\$ 2,450.00	\$ 330,000.00	\$ 15,300.00	\$ 300,000	\$ 18,450			
9/1/2025			\$ -	\$ 122,400.00	\$ -	\$ 88,237.50					\$ -	\$ 10,350.00	\$ -	\$ 15,450			\$ 2,416,725.00
3/1/2026			\$ 625,000.00	\$ 122,400.00	\$ 455,000.00	\$ 88,237.50					\$ 340,000.00	\$ 10,350.00	\$ 400,000	\$ 15,450			
9/1/2026			\$ -	\$ 113,025.00	\$ -	\$ 83,687.50					\$ -	\$ 5,250.00	\$ -	\$ 11,450			\$ 2,269,850.00
3/1/2027			\$ 645,000.00	\$ 113,025.00	\$ 470,000.00	\$ 83,687.50					\$ 350,000.00	\$ 5,250.00	\$ 410,000	\$ 11,450			
9/1/2027			\$ -	\$ 103,350.00	\$ -	\$ 78,987.50							\$ -	\$ 7,350			\$ 2,278,100.00
3/1/2028			\$ 665,000.00	\$ 103,350.00	\$ 480,000.00	\$ 78,987.50							\$ 735,000	\$ 7,350			
9/1/2028			\$ -	\$ 93,375.00		\$ 73,887.50											\$ 2,236,950.00
3/1/2029			\$ 690,000.00	\$ 93,375.00	\$ 490,000.00	\$ 73,887.50											
9/1/2029			\$ -	\$ 82,162.50		\$ 68,375.00											\$ 1,497,800.00
3/1/1930			\$ 715,000.00	\$ 82,162.50	\$ 500,000.00	\$ 68,375.00											
9/1/1930			\$ -	\$ 69,650.00	\$ -	\$ 62,437.50											\$ 1,497,625.00
3/1/1931			\$ 740,000.00	\$ 69,650.00	\$ 525,000.00	\$ 62,437.50											
9/1/1931			\$ -	\$ 56,700.00	\$ -	\$ 55,875.00											\$ 1,509,662.50
3/1/1932			\$ 765,000.00	\$ 56,700.00	\$ 540,000.00	\$ 55,875.00											
9/1/1932			\$ -	\$ 43,312.50	\$ -	\$ 47,775.00											\$ 1,508,662.50
3/1/1933			\$ 800,000.00	\$ 43,312.50	\$ 550,000.00	\$ 47,775.00											
9/1/1933			\$ -	\$ 29,312.50	\$ -	\$ 39,525.00											\$ 1,509,925.00
3/1/1934			\$ 825,000.00	\$ 29,312.50	\$ 570,000.00	\$ 39,525.00											
9/1/1934			\$ -	\$ 14,875.00	\$ -	\$ 30,975.00											\$ 1,509,687.50
3/1/1935			\$ 850,000.00	\$ 14,875.00	\$ 590,000.00	\$ 30,975.00											
9/1/1935					\$ -	\$ 22,125.00											\$ 1,507,975.00
3/1/1936					\$ 1,475,000.00	\$ 22,125.00											\$ 1,497,125.00
Total	\$ 1,500,000.00	\$ 185,288.54	\$ 10,000,000.00	\$ 4,331,357.50	\$ 10,000,000.00	\$ 3,306,702.92	\$ 30,350.00	\$ 2,305.57	\$ 1,175,000.00	\$ 72,565.42	\$ 2,575,000.00	\$ 280,462.08	\$ 2,970,000.00	\$ 309,140.00	\$ 1,050,000.00	\$ 2,829.17	

Richland County Committee

Agenda Item Cover

Agenda Item Name: Jury Bailiff Casual Positions, Hired by the Clerk of Court

Department	Circuit Court	Presented By:	Administrator and Clerk of Court
Date of Meeting:	March 2, 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure Q
Date submitted:	February 24, 2021	Referred by:	

Recommendation and/or action language:

Motion to ... recommend resolution by the county Board to establish 8 casual/call-in Jury Bailiff positions under the Clerk of Court's authority to allow the Clerk of Court to recruit and fill these positions in preparation for the return of in person jury trials.

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

The Circuit Court has a need for call-in jury bailiffs. To the Clerk of Court's knowledge, no formal procedure has ever been set as for the hiring and selection of persons who can serve as call-in jury bailiffs on a casual basis. In person jury trials are set to resume in March 2021. The Finance and Personnel Committee previously accepted an Authorization Table (Report) indicating the 8 positions. The requested action would recommend the County Board exercise authority granted under Wisconsin State Statute 59.22(1)(2)(c)1b — "Except as provided in subd. 2. and par. (d), the board may do any of the following: ... b. Establish the number of employees in any department or office including deputies to elective officers."

Attachments and References:

Jury bailiff job description	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Touches many budgets.

Jury bailiffs are paid through the Jury Trial line item in the Clerk of Court's budget.

Approval:

Stacy S. Kleist, Clerk of Court

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County, Wisconsin Position Description

Job Title:	Circuit Court Jury Bailiff
Department:	Circuit Court
Reports To:	Clerk of Circuit Court/Circuit Court Judge
Pay Schedule:	Grade B Casual
FLSA Status:	Hourly

Purpose of Position:

The Circuit Court Jury Bailiff is a non-deputized (civilian) position appointed by the Circuit Court Judge to assist with court proceedings, including jury trials, in the Circuit Court.

Minimum Training and Experience Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment. A high school diploma or equivalent and experience that provides equivalent knowledge, skills and abilities is required. Job-related experience or other education providing knowledge of the court procedures and processes preferred.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain the confidentiality of all court proceedings, files, reports, exhibits, conversations and witness testimony as directed by the Judge, Clerk of Court, Register in Probate, and/or Wisconsin Law.
 - Communicate appropriately with jurors, colleagues, court participants and the public to ensure confidentiality and comply with SCR 62 Standards of Courtesy and Decorum for the Courts of Wisconsin to implement the vision, mission and values of the court system.
 - Assist with juror sign-in and seating arrangements during jury selection.
 - Carry out directives from the Judge and Clerk of Court regarding duties to be performed during the course of the workday.
 - Assist Clerk of Court staff in arranging meals and refreshments for the jurors.
 - Provide materials for the jury.
 - Direct individuals and provide assistance when needed.
 - Maintain a neutral attitude towards all parties.
 - Maintain order and prevent unnecessary noise or disturbance in and about the courtroom.
 - Attend to witnesses, sequestered by order of the court, and summon them to the courtroom when required and directed by the Judge.
 - Provide for special needs of the jurors.
-

OTHER SKILLS AND ABILITIES

Computer and Office Equipment

- Ability to operate a digital telephone, fax machine, calculator and copy machine.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- General knowledge of court procedures and the types of cases held in court.

- General knowledge of courthouse security procedures.
- Ability to maintain confidentiality.
- Ability to communicate effectively both orally and in writing with the general public, attorneys, and diverse populations.

Reasoning Ability

- Ability to understand and effectively carry out written and oral communications.
- Ability to plan, organize and schedule priorities effectively.
- Ability to interpret Wisconsin State Statutes as applicable to the functions of the courts.
- Ability to interpret and apply established court policies, standards and procedures without direct supervision.
- Ability to exercise good judgment, decisiveness and creativity in situations involving duties which may be subject to frequent change.
- Ability to respond appropriately and effectively in crisis situations.

Environmental Adaptability

- Ability to interact positively with the general public, court officials, attorneys, and all parties who utilize the courts.
 - Ability to maintain a courteous, cooperative and respectful relationship with other offices, supervisors and public officials.
-

CONDITIONS OF EMPLOYMENT

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
LIFT/CARRY				
1 – 10 lbs.		x		
11 – 20 lbs.		x		
21 – 50 lbs.	×			
51 – 75 lbs.	x			
76 – 100 lbs.	x			

PUSH/PULL				
1 – 10 lbs.		x		
11 – 20 lbs.		×		
21 – 50 lbs.	x			
51 – 75 lbs.	x			
76 – 100 lbs.	x			

MOVEMENT				
Bend/Stoop/Twist		x		
Crouch/Squat		x		
Kneel/Crawl	x			
Reach above shoulders		x		
Reach below shoulders		x		
Repetitive Arm Use	x			
Repetitive Wrist Use	x			
Repetitive Hand Use	x			
Grasping	x			
Squeezing	x			
Climb Stairs/Ladder		×		
Uneven Walking Surface	x			
Even Walking Surface				x

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
EQUIPMENT USE & OPERATION				
Motor Vehicles	X			
Operate Foot Pedals	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Height	X			

ENVIRONMENT				
Indoors				x
Outdoors	×			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at one time	Total Hours in 8 Hr Day
Sit	½ to 1 hour	6
Stand	½ to 1 hour	2
Walk	½ to 1 hour	

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

By signing below, I certify that I have read the above information and am able to perform the essential job functions as it pertains to this position.

Employee's Signature

Supervisor's Signature

Date

Date

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Barracuda Web Filter Essentials Security Edition Purchase

Department	MIS	Presented By:	Barbara Scott
Date of Meeting:	March 2, 2021	Action Needed:	Approval
Disclosure:	Open	Authority:	Rule #14
Date submitted:	02/19/2021	Referred by:	

Recommendation and/or action language: Approve purchase of Barracuda Web Filter 410 Energizer Updates, Advanced Threat Protection and Instant Replacement for one year at a total cost of \$3937.68.

Background: The Barracuda Web Filter is the device that Richland County uses to filter web traffic and keep the network safe. It also protects us from allowing undesirable traffic on the work networks and limits access to certain sites such as social media sites from workers during the work day. This device requires annual subscriptions so that it is kept current in the ever changing world of the internet. This is a budgeted and anticipated yearly expense in the MIS Budget.

Attachments and References: 1 year and 3 year renewal options for software from jComp technologies.

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

See Above

Approval:



Review:

Department Head

Administrator, or Elected Office (if applicable)



Richland Co. MIS
February 18, 2021

Prepared By:
Robert C. Carns MCSE, CCNA, CCDA, MCNE, CCA

Qty.	Description		Price
12	Barracuda Web Filter 410 - Energize Updates	\$	1,443.96
12	Barracuda Web Filter 410 - Advanced Threat Protection	\$	1,312.56
12	Barracuda Web Filter 410 - Instant Replacement	\$	1,181.16
36	Barracuda Web Filter 410 - Energize Updates	\$	4,109.76
36	Barracuda Web Filter 410 - Advanced Threat Protection	\$	3,735.72
36	Barracuda Web Filter 410 - Instant Replacement	\$	3,361.68

Current Expiration - 02/28/2021

Richland County Finance & Personnel Committee

Agenda Item Cover

Agenda Item Name: Approve a Vacation Extension for the Public Health Manager-Local Health Officer

Department	HHS	Presented By:	Tracy Thorsen
Date of Meeting:	March 2021	Action Needed:	Vote // Resolution
Disclosure:	Open	Authority:	
Date submitted:	February 11, 2021	Referred by:	HHS Board

Recommendation and/or action language: Approve a request to extend the use of 63.69 hours of accrued vacation time for Rosetta Kohout, Public Health Manager-Local Health Officer until August 30, 2021, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval.

Background: The County Board recently approved Resolution #21-11 which granted temporary authority to the County Administrator to extend the deadline for employees to take their accrued vacation.

In subsection 12 entitled "Vacation" under the heading "Compensation and Fringe Benefits" in the Handbook of Personnel Policies and Work Rules that employees' vacation time must be used within 18 months following the employees' anniversary date except that the Finance and Personnel Committee is authorized to extend this deadline if the employee has been unable to take their accrued vacation within 18 months due to unforeseen circumstances, and

WHEREAS County Administrator Clinton Langreck has proposed to the Finance and Personnel Committee that the County Administrator be granted temporary authority during the continued pandemic to extend the deadline for employees to utilize their accrued vacation beyond the 18 months deadline, with this authority to expire on April 30, 2021 and extended deadline vacations must be used by not later than June 30, 2021.

The COVID-19 Pandemic caused a significant workload increase on our agency and it's likely that our Public Health Manager-Local Health Officer will not be able to utilize her accrued vacation time of 63.69 hours before the June 30, 2021 extension approved above. Rosetta Kohout's anniversary date is September 19, 2016 and the breakdown of her accrued vacation time is as follows:

Accrued vacation time to be used by 3/19/2021	63.69 hours
Accrued vacation time to be used by 3/19/2022	<u>80 hours</u>
TOTAL ACCRUED VACATION TIME	143.69 hours
 Vacation time to be awarded 9/19/2021	 80 hours

Attachments and References:

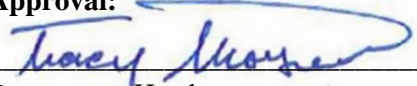
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	No financial impact		

Approval:



Department Head

Review:

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Pine Valley – reclassifications of Fiscal Clerk (A) to Payroll & Accounts Payable Clerk, and Fiscal Clerk (B) to Billing Specialist

Department	Pine Valley	Presented By:	Tom Rislow
Date of Meeting:	March 2, 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	March 2, 2021	Referred by:	Pine Valley Trustees

Recommendation and/or action language: Recommend a motion, "to present a resolution to the County Board for reclassification of Fiscal Clerk (A) – from Pine Valley Wage Grade E (step 5 - \$17.56) to Pine Valley Wage Grade F (step 5 - \$19.85) – and a title change for Fiscal Clerk (A) to Payroll & Accounts Payable Clerk – AND – for reclassification of Fiscal Clerk (B) – from Pine Valley Wage Grade E (step 5 - \$17.56) to Pine Valley Wage Grade F (step 5 - \$19.85) – and a title change for Fiscal Clerk (B) to Billing Specialist”

Background: The Finance & Personnel Committee voted in December of 2019 to recommend to the County board these 2 Fiscal positions be moved from step 5 to step 8 on Pine Valley’s Wage Grade E. However due to an amendment made to Resolution 19-135, the increases did not happen.

Attachments and References:

Reclassification request	Current and proposed job descriptions
Description of additional duties	Review & comments from Patrick Glynn

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	Financial impact for remainder of 2021 = \$7,600
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

To be funded through operations.

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

APPENDIX B: RECLASSIFICATION REQUEST

1. Department: <u>Pine Valley</u>	2. Number of employees: <u>1</u>	3. Full-time/Part-time: <u>Full-time</u>
4. Current Position Title: <u>Fiscal Clerk (A)</u>		5. Pay Grade: <u>E</u>
6. Proposed Position Title: <u>Payroll & Accounts Payable Clerk</u>		7. Proposed Pay Grade: <u>F</u>
8. Date materials effectively received by Administrator:		9. Proposed Effective Date: <u>3/14/2021</u>

Required Supporting Documentation:

☒ Current job description and title

☒ Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements

☒ Describe why there are significant addition of duties, educational needs or experience requirements for the position; or why there are significant reductions in duties, education needs or experience requirements for the position.

☐ Supporting documentation (i.e. study data)

☐ Total financial impact to implement reclassification: \$ 3,800 Budget year: 2021

☐ Plan of how financial impact will be absorbed

Department Head Signature: [Signature] Date: 2-4-21

Supervisory Committee Action: ☒ Approved ☐ Denied Date: 1-18-21

F+P Committee Action: ☐ Approved ☐ Denied Date:

Compensation Plan Consultant: ☐ Endorsement ☐ Denied Date:

TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:		Effective Date:	
Pay Group:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other	
Job Code:		Union Code:	
Workmen's Comp Code:		EEOC Job/Salary Category:	
New EEOC Function Number:			
Signature of Administrator:	Date:	Approve // Disapprove	
Administrator Comments:			

Fiscal Clerk A – Reasons for Reclassification Request; Payroll & Accounts Payable

Description of Significant Addition of Duties/Changes for Payroll and Employee Benefits:

- 1) The payroll has gotten more complex as Pine Valley has implemented several policy changes in order to recruit and retain staff. Due to the shortage of staff we have many employees that work in different departments resulting in different pay rules. Pine Valley Fiscal Clerk takes all of this into consideration when completing payroll making manual adjustments as needed. Some examples include an employee that works in two different departments has different pay rules with different hourly rates, earning overtime vs. comp time and changes in shift pay calculations. This has resulted in much more complicated situation that need to be manually calculated and therefore takes more skill and time to process.
- 2) This job shares many of the responsibilities as the Payroll and Benefit Specialist at the Clerk's Office as the payroll is processed at Pine Valley in compliance with county policies and Department of Labor regulations. Fiscal Clerk A sets up new employee in the payroll software program and also in the correct general ledger and job position, as well as maintains their personnel files. Fiscal Clerk A accurately codes employee payroll changes including hires, termination and wage rates and communicates this to the Clerk's Office.
- 3) Fiscal Clerk A maintain and balances employee vacation, sick and comp times per county policies. Pine Valley keeps track of this, it is not done at the County Clerk's Office. Pine Valley has over 160 employees. This has also gotten more complex with the changes in policies affecting vacation & sick accruals and employees may receive benefit time in one position but not when they are also call-in position.

Description of Significant Addition of Duties/Changes for Accounts Payable:

- 1) The Accounts Payable job duties have increased due to the elimination of the Clerical Assistant. The duties of verifying purchases and charges are now Fiscal Clerk A's responsibility. Fiscal Clerk verifies invoices and forward to the appropriate department head and administrator for approval.
- 2) Fiscal Clerk A must set up new vendor files and request W-9's and provide to County Clerk's office., initiate credit application and tax exempt certificate for vendors.
- 3) Duties have gotten more complex and Fiscal Clerk A must work with vendors regarding billing discrepancies and work towards resolution.
- 4) All of the invoices are accurately coded to the correct GL by the Fiscal Clerk. Once the bills have been appropriately approved, the Fiscal Clerk send the voucher list to the Clerk's Office so the checks may be run.

Description of Changes to Qualifications

*Preference for 2 years' experience in payroll processing, accounting, and knowledge of Kronos. Strong PC skills, including working Excel.

Pine Valley Community Village

PROPOSED Position Description

Name:

Department: Business Office

Position Title: ~~Fiscal Clerk (A)~~ — Payroll and Accounts Payable Clerk Pay Grade: ~~E~~ F

FLSA Status: Non-exempt

Reports to: Administrative Assistant

Purpose of this position: to ensure accurate processing and recording of biweekly payroll and assume responsibility for the validation of invoices to ensure accurate and timely payment of amounts due for Pine Valley Community Village.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Receives and verifies invoices and forwards to department heads and administrator for payment approval, verifies pricing and works with vendors concerning discrepancies and provides resolutions, enters invoices into computer assigning proper general ledger codes, processes weekly and monthly batches of vouchers for payment and posts to ledger and register. Delivers register to County Clerk for payment. Mails checks to vendor.
- Sets up new vendor files and requests W-9's and provides to County Clerk's office. Initiates credit applications and tax exempt certificates for vendors.
- Prepares monthly reports for processing financial statements including resident trust account and accounts payable.
- Maintains residents' trust accounts. Receives cash and other payments. Itemizes and records vendor purchases for residents. Distributes cash as needed; balances trust accounts and cash.
- Maintains petty cash account and emergency account including writing checks, assigning correct general ledger account numbers for purchases, and replenishing cash as needed.
- Codes and enters employee payroll changes including hires, terminations, wage rate changes, and probationary periods and provides to County Clerk's office.
- Researches and implements changes to payroll system resulting from resolutions and addendums including working with software company as necessary. Insures that these changes will interface with County's payroll system.

- Prepares bi-weekly payroll: calculates wages from employees' timecards, verifies accuracy, in accordance with County Policies, Pine Valley Policies, and statutory requirements. Prepares spread sheet to record payroll changes for employees with two jobs, on-call pay, shift differentials, and back pay to send with payroll interface to county clerk for payment. **Validates confirmed reports.**
- Assists employees with set up and use of payroll mobile app.
- Reports payroll based journal entries to CMS quarterly.
- Creates, maintains, and **verifies** employee work and benefits recording including vacation, **comp time**, and sick time balances. Calculates vacation termination, vacation retirement and sick retirement payouts for termed employees.
- Creates and maintains employee's files, personnel, **medical**, and attendance records for **Pine Valley**.
- Assists in distributing information to employees during Open Enrollment periods for health/dental insurance, and Flex program. Collects and Submits completed applications to the County Clerk's office.
- Calculates insurance percentages quarterly for part-time employees based on their hours per County handbook.
- Calculates workman's compensation and unemployment and prepares and files forms.
- Provides statistical data to department heads as requested for various government agencies.
- Assists with receiving cash and other payments preparing bank deposits and resident trust.
- Prepares a variety of worksheets for annual audit and State surveyors. Assists State and consulting auditors.
- Fills in for other fiscal clerk as needed.
- Maintains central supplies inventory and takes responsibility for price comparison/shopping and purchases accordingly. Makes purchases for department heads at their request.
- Serves on committees as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Requires minimum of high school diploma with training in accounting, computer systems and general office skills with two years' experience in payroll processing, knowledge of Kronos preferred or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

- Strong PC skills, including working with Excel
- Must work well in environment with firm deadlines, result oriented. Able to work independently and as part of a team.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count. Differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies and procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within establishes policies and procedures.
- Ability to utilize descriptive and advisory data and information, such as employment wage withholding handbooks and guides, County Handbook and Pine Valley Addendum, correspondence and general computer software operating manuals.
- Ability to communicate effectively with Pine Valley employees, residents and resident's families, vendor representatives, State and Federal personnel, financial and program auditors, both verbally and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals, **hours and minutes**; with the ability to apply computer formulas.

Judgment and Situational Reasoning

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise in judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to grasp and place objects, operate telephone computer, keyboard, photocopier, fax, calculator, etc.
- Ability to exert light physical effort in sedentary to light work involving, lifting, carrying, pushing and pulling, Ability to handle, finger and feel.

- Ability to recognize and identify individual characteristics of forms associated with objects, materials and ingredients.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal Opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisors Signature

Date

Date

Current Job Description

Pine Valley Community Village Position Description

Name:	Department: Business Office
Position Title: Fiscal Clerk (A)	Pay Grade: E
FLSA Status: Non-exempt	Reports to: Administrative Assistant

Purpose of Position

The primary purpose of this position is to perform accounting tasks for Pine Valley Community Village.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Processes invoices and requisition orders, Prepares vouchers for payment and posts to ledger and register. Delivers register to County Clerk for payment. Mails checks to vendor.
- Prepares monthly financial statements including: posting entries to the general ledger, running trial balance, and running monthly statements.
- Prepares bi-weekly payroll: calculates wages from employees' timecards, verifies accuracy, sends payroll interface to county clerk for payment. Distributes paychecks. Prepares payroll distribution.
- Reports payroll based journal entries to CMS quarterly.
- Creates and maintains employee work and benefits recording including vacation and sick time balances. Calculates vacation termination, vacation retirement and sick retirement payouts for termed employees.
- Creates and maintains employee's files, personnel and attendance records.
- Assists in distributing information to employees during Open Enrollment periods for health/dental insurance, and Flex program. Collects and Submits completed applications to the County clerk's office.
- Calculates insurance percentages quarterly for part-time employees based on their hours per County handbook.
- Calculates workman's compensation and unemployment and prepares and files forms.
- Enters new hires into payroll system and initiates photo ID badges for employees.

- Assists with receiving cash and other payments preparing bank deposits and resident trust.
- Prepares a variety of worksheets for annual audit and State surveyors. Assists State and consulting auditors.
- Fills in for other fiscal clerk as needed and serves as back up in absence of Clerical Assistant/Switchboard Operator.
- Assists in distribution of FMLA paper work in absence of Human Resource Director.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma with training in accounting, computer systems and general office skills with one year experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count. Differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies and procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within establishes policies and procedures.
- Ability to utilize descriptive and advisory data and information, such as employment wage withholding handbooks and guides, County Handbook and Pine Valley Addendum, correspondence and general computer software operating manuals.
- Ability to communicate effectively with Pine Valley employees, residents and residents families, vendor representatives, State and Federal personnel, financial and program auditors, both verbally and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; with the ability to apply computer formulas.

Judgment and Situational Reasoning

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise in judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to grasp and place objects, operate telephone computer, keyboard, photocopier, fax, calculator, etc.
- Ability to exert light physical effort in sedentary to light work involving, lifting, carrying, pushing and pulling, Ability to handle, finger and feel.
- Ability to recognize and identify individual characteristics of forms associated with objects, materials and ingredients.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisors Signature

Date

Date

APPENDIX B: RECLASSIFICATION REQUEST

1. Department: <u>Pine Valley</u> <u>Business Office</u>	2. Number of employees: <u>1</u>	3. Full-time/Part-time <u>Full-time</u>
4. Current Position Title: <u>Fiscal Clerk (B)</u>	5. Pay Grade: <u>E</u>	
6. Proposed Position Title: <u>Billing Specialist</u>	7. Proposed Pay Grade: <u>F</u>	
8. Date materials effectively received by Administrator:		9. Proposed Effective Date:

Required Supporting Documentation:

☒ Current job description and title

☒ Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements

☒ Describe why there are significant addition of duties, educational needs or experience requirements for the position; or why there are significant reductions in duties, education needs or experience requirements for the position.

☐ Supporting documentation (i.e. study data) 3/15/2021 effective?

☐ Total financial impact to implement reclassification: \$ 3,800 ~~4,707~~ Budget year: 2021

☐ Plan of how financial impact will be absorbed

Department Head Signature: [Signature] Date: 2-4-21

Supervisory Committee Action: ☒ Approved ☐ Denied Date: 1-18-21

F+P Committee Action: ☐ Approved ☐ Denied Date:

Compensation Plan Consultant: ☐ Endorsement ☐ Denied Date:

TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:		Effective Date:	
Pay Group:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other	
Job Code:		Union Code:	
Workmen's Comp Code:		EEOC Job/Salary Category:	
New EEOC Function Number:			
Signature of Administrator:	Date:	Approve // Disapprove	
Administrator Comments:			

Fiscal Clerk B— Reasons for Reclassification Request

Description of Significant Addition of Duties/Billing Specialist:

- 1) This position is now involved in the admission process working with Pine Valley Social Workers on new admissions. Fiscal Clerk B researches and confirms the process of patient eligibility for potential admissions. Fiscal Clerk assists Therapy department with authorizations for treatments
- 2) Billing has gotten more complex as Medicare has changed its billing module going to a PDPM payment methodology with Medicaid to follow, this results in significantly more time and skill time put into the claims in order to receive accurate payment. Manages the claims process including accurate and timely claim creation.
- 3) Fiscal Clerk B acts as a Liaison between Pine Valley and vendors regarding resident's payer source changes to ensure accurate vendor invoicing.
- 4) Fiscal Clerk B works claim denials and insurance follow-up management. Adjusts and corrects issues, rebill claims as needed.
- 5) Works to keep the days in Accounts Receivable under 40 days which is vital to a positive cash flow.
- 6) Fiscal Clerk B completes the Medicare Credit Balance report quarterly and refunds credits accordingly as needed to continue to receive Medicare payments.
- 7) Fiscal Clerk B must work well in environment with firm deadlines, results oriented in order to maximize revenues.
- 8) Fiscal Clerk B reviews aged accounts and makes recommendations to Business Office Manager regarding non collectible accounts.

Description of Changes to Qualifications

*This has also changed as we prefer Fiscal Clerk has previous Medical billing experience including working with medical payers such as Medicare, Medicaid and commercial insurance.

Pine Valley Community Village

PROPOSED Position Description

Name: _____ **Department:** Business Office

Position Title: ~~Fiscal Clerk (B)~~ — **Billing Specialist** **Pay Grade:** ~~E~~ — **F**

FLSA Status: Non-exempt **Reports to:** Administrative Assistant

Purpose of Position: To manage the claims process, including accurate and timely claim creation, follow-up and correspondence with various payer sources including Medicare; Medicaid, Family Care, Medicare Advantage, insurance companies and private pay individuals. Fiscal Clerk will assure payments from all sources are recorded and reconciled timely in order to maximize revenues.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares and submits clean claims to third party payers either electronically or by paper
- Researches and confirms the process of patient eligibility through various third party sources. Works with Social Workers on new admissions pay source and eligibility issues.
- Works with various payers to acquire authorizations for room & board and assist Therapy department with authorization for treatment.
- Manages monthly statement process, to include reviewing statements before mailing and fields problems to the Business Office Manager.
- Completes Roster Billing in the Medicare FISS DDE for resident's influenza and pneumo vaccines
- Handles patient's inquiries and answers question from appropriate party and insurance companies
- Performs denial and insurance follow-up management. Issues adjusted, corrected, and/or rebilled claims to third party payers.
- Reviews accounts and makes recommendations to Business Office Manager regarding non collectible accounts
- Serves as Liaison between Pine Valley and vendors regarding resident's payer source changes to ensure accurate vendor invoicing.
- Obtains and verifies residents' insurance and coverage.
- Completes quarterly billing for OBRA Level 1 Screens for all admissions.
- Maintains strictest confidentiality, adheres to all HIPAA guidelines/regulations.
- Records receipts and prepares revenue and cash receipts journals. Updates accounts receivable monthly.

- Maintains residents' trust accounts. Receives cash and other payment. Prepares bank deposits. Distributes cash as needed, balances trust accounts and prepares and distributes account activity summaries quarterly.
- Prepares and deposits money weekly to County Treasurer.
- Prepares a variety of worksheets for annual audit and State surveyors.
- **Reviews invoices with charges to residents to ensure correct billing by payer type. Enters and verifies all resident ancillary charges.**
- Fills in for other fiscal clerk as needed

Minimum Training and Experience Required to Perform Essential Job Functions

- **High school diploma is required**
- **Preference for previous Medical billing experience including working with medical payers including Medicare, Medicaid and commercial insurance.**
- **Preference for an Associate degree from an accredited university with credentials in billing preferred.**
- **Preference for knowledge of medical billing.**
- **Must work well in environment with firm deadlines; results oriented. Able to work independently and as part of a team.**

~~High school diploma with training in accounting, computer systems and general office skills and one year related experience, or any combination of education and experiences that provides equivalent knowledge, skills and abilities.~~

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize descriptive and advisory data and information, such as Medicare and Medicare policy manuals, union contract, accounting principles, correspondence and computer software operating manuals.
- Ability to communicate effectively with residents, resident's families, Administrator, other nursing home staff, insurance company representatives, State auditors, vendor representatives verbally.

Mathematical Ability

- Ability to add, subtract, multiply, divide, apply computer formulas, calculate percentages, fractions and decimals; and ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity within repetitive or short cycle operations covered by set procedures or sequences.

- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing unskilled movements such as grasping, walking and placing. Ability to operate a telephone, computer keyboard, photocopier, calculator, etc.
- Ability to exert moderate physical stress in sedentary to light work, involving climbing and balancing. Ability to handle, finger and feel. Ability to lift, carry, push and pull. Ability to stoop, kneel.
- Ability to recognize and identify individual characteristics of forms associated with objects, materials and ingredients.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal Opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisors Signature

Date

Date

Pine Valley Community Village

Position Description

Name:

Department: Business Office

Position Title: Fiscal Clerk (B)

Pay Grade: E

FLSA Status: Non-exempt

Reports to: Administrative Assistant

Purpose of Position

The primary purpose of this position is to perform accounting tasks for Pine Valley Community Village.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares billing and related documents to various paying sources including; Medicare, Medicaid, private insurance companies and private pay individuals.
- Obtains and verifies residents insurance.
- Records receipts and prepares revenue and cash receipts journals. Updates accounts receivable monthly.
- Maintains residents' trust accounts. Receives cash and other payment. Prepares bank deposits. Distributes cash as needed, balances trust accounts and prepares and distributes account activity summaries quarterly.
- Prepare and deposit money weekly to County Treasurer.
- Prepares a variety of worksheets for annual audit and State surveyors. Assists State and consulting auditors
- Enters and verifies all resident ancillary charges.
- Fills in for other fiscal clerk as needed and serves as back up in absence of Clerical Assistant/ Switchboard Operator.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with training in accounting, computer systems and general office skills and one year related experience, or any combination of education and experiences that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data information.

- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize descriptive and advisory data and information, such as Medicare and Medicare policy manuals, union contract, accounting principles, correspondence and computer software operating manuals.
- Ability to communicate effectively with residents, resident's families, Administrator, other nursing home staff, insurance company representatives, State auditors, vendor representatives verbally.

Mathematical Ability

- Ability to add, subtract, multiply, divide, apply computer formulas, calculate percentages, fractions and decimals; and ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity within repetitive or short cycle operations covered by set procedures or sequences.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing unskilled movements such as grasping, walking and placing. Ability to operate a telephone, computer keyboard, photocopier, calculator, etc.
- Ability to exert moderate physical stress in sedentary to light work, involving climbing and balancing. Ability to handle, finger and feel. Ability to lift, carry, push and pull. Ability to stoop, kneel.
- Ability to recognize and identify individual characteristics of forms associated with objects, materials and ingredients.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisors Signature

Date

Date

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Strategic Challenges and Goals Tracking

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	02 Mar 2021	Action Needed:	Motion on guidance or accept
Disclosure:	Open Session	Authority:	Committee Structure E
Date submitted:	25 Feb 2020	Referred by:	

Recommendation and/or action language:

Motion to accept report.

*Anticipating possible motions to “advise” and provide guidance, under consideration of changing needs and discussion through Southwest Strategic Planning.

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

Under authorities and responsibilities established through the County’s Committee Structure document the Finance and Personnel Committee is charged with:

E. The committee shall advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served.

And with regards to Resolution No. 21-107 A Resolution approving the County Administrative Strategic Plan and Administrative Priorities, the Administrator intends to make routine reports to the Finance and Personnel Committee regarding the status and progress of meeting the goals.

It is anticipated the committee may take action to advise the Administrator by motion and defer to the County Board to confirm the intentions of the full body when needed.

Attachments and References:

Strategic Plan Tracking and Reporting	
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

No direct expenses, but may significantly influence project and funding decisions.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Strategic Plan Tracking and Reporting: 2020-2021							
Items:	Actions:	Status:					
Challenges for the County Administrator (18 month)		29-Sep-20	30-Oct-20	25-Nov-20	29-Dec-21	16-Feb-21	25-Feb-21
1. Develop a long-term		Prelim	Dev.	Dev.	Dev.	Actions	Actions
	Working through Planning Sessions: Last one on 10 March						
	Looknig for Doption in April or May of 2021						
2. Transition finance and HR from County Clerk's Office to the Administrator's Office		Prelim	Dev.	Dev.	Dev.	Actions	Actions
	Transferred the Accounting Supervisor + Payroll and Benefits Specialist Positions						
	Adopted Plan Transferred the Accounting Supervisor + Payroll and Benefits Specialist Positions						
3. Make resolutions and ordinances available and organized on the internet		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim
	HTML Richland CTY Website search tool -by MIS						
4. Develop more uniform HR policy and procedures		No Actions	No Actions	No Actions	No Actions	No Actions	No Actions
5. Implement a uniform performance review program		Prelim	Dev.	Dev.	Dev.	Dev.	Actions
	Scheduled for 2021 Annual Department head review beginning in March						
	Goal of 2022 Extending to employees						
6. Develop plan and funding for more broadband		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim
	Meeting with SW Regional planning 28 Sep 2020						
	Scheduling meeting with John Bertz						
7. Develop finance and purchasing policy (increase admin authority on purchasing)		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim
	Investigating other counties						
	Amendment to Rule #14 expanding authority						
8. Develop new county board member orientation program		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim
	Discussion and drafts						
	Need to include: sponsor program and						
9. Full review of county employee handbook, addendums and administrative manual		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim
	Reviews in adjusting to Administrator Model						
10. Partner with Southwest Regional Planning in developing a county strategic plan		Dev.	Dev.	Dev.	Actions	Actions	Actions
	Entered an Agreement // Planning is underway						
11. Develop policy and procedure to address complaints and		Prelim	Prelim	Actions	Actions	Complete!	
	Department Review: Taking to County Board in January						
	Board Adoption in February 2021						
12. Develop compensation Recommended Cover Letter— County Administrator Langrec (Proposed by		Prelim	Prelim	Prelim	Prelim	Dev.	Dev.
	Policy draft for discussion with deparments						

Richland County Committee

Agenda Item Cover

Agenda Item Name: Transition Plan Updates

Department	Administration	Presented By:	Administrator
Date of Meeting:	23 Feb 2021	Action Needed:	Informative / no action needed
Disclosure:	Open	Authority:	Resolution No. 21-40
Date submitted:	22 Feb 2021	Referred by:	

Recommendation and/or action language:

Motion to... (none needed) informative.

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

By Resolution No. 21-40 — NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the 7-page Transition Plan and Directives which was developed by the Temporary Administrator Transition Committee, a copy of which is attached to this Resolution, is hereby approved,

Transition Plan and Directives: Page #7:

Oversight and Communication:

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

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

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

Attachments and References:

Plan Updates Below	
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Richland County Committee

Agenda Item Cover

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Objective: Office Space for the County Administrator Staff

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

Objective: Reestablishment of County Employee Positions

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

Sub-Task:	Purpose	Party(ies)	NLT Date
Posting	Posting in compliance with handbook	Admin	10-Feb
Interviews	Administrator will assemble an advisory panel	Admin w/ Panel	19-Feb
Start Date	Anticipated Start Date	Admin	15 Mar

Richland County Committee

Agenda Item Cover

Objective: Additional Directives Regarding Continuity and Transition of Functions:

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

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

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

Directive to the County Clerk — The County Clerk will maintain role in supporting data entry into the financial system until the arrival of a new Accounting Supervisor. [Clerk Vlasak has been entering. Thank you Victor!]

Directive to the Administrator —the County Administrator will work with the County Clerk to provide staffing support for the elections processes. [Support from Payroll and Benefits Specialist during February primary, hoping to have Accounting Supervisor also available for April]

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

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

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