

Richland County

Rules & Strategic Planning Standing Committee

November 3rd, 2022

The Rules and Strategic Planning Standing Committee met on Thursday, November 3rd, 2022, at 10:00 a.m. in the County Board Room at 181 W. Seminary Street via videoconference and teleconference.

Committee members present included: Committee Chair Shaun Murphy-Lopez, Ingrid Glasbrenner, Linda Gentes, Chad Cosgrove, Julie Fleming and Marty Brewer with Don Seep by WebEx.

Absent: Bob Frank & Danielle Rudersdorf

Department heads, staff and public present were: County Administrator Clint Langreck, Administrative Assistant Cheryl Dull, with John Couey from MIS running the teleconferencing. Those logged in by videoconference or teleconference: Joanne Krulatz.

1. **Call to Order** - Committee Chair Murphy-Lopez called the meeting to order at 10:03 a.m.
2. **Proof of Notification** - Chair Murphy-Lopez confirmed that the meeting had been properly noticed.
3. **Agenda Approval** - Moved by Supervisor Brewer to approve the agenda as presented, seconded by Supervisor Seep. All voting aye, motion carried.
4. **Public comments** - Chair Murphy-Lopez invited any public to make comments. None.
5. **Approval of minutes** – Moved by Supervisor Gentes to approve as presented, 2nd by Supervisor Glasbrenner. All voting aye, motion carried.
6. **Ethics review** – Chair Murphy-Lopez reviewed what changes have been made a previous meetings and today the Committee will be starting with Nepotism. He reviewed the portions from Crawford County's Ethics Ordinance and the Richland County Employee Handbook. Discussion followed on the Employee Handbook and if that language should be added to the Ethics Ordinance.

Moved by Supervisor Cosgrove to insert into the Ethics Ordinance Nepotism Section, "*Refer to the Employee Handbook*", 2nd by Supervisor Glasbrenner with discussion. Discussion followed on if County Board Supervisors have any supervisor duties. All voting aye, motion carried.

Discussion followed on the Privileged Information Policy section. The current Ordinance language was reviewed along with Crawford, Sauk & Iowa County language and definitions in those.

Moved by Supervisor Murphy-Lopez to move forward with Crawford/Sauk County language concerning Privileged Information "*An official or employee shall not knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. An official or employee shall not use privileged information to advance his or her personal financial interest or that of his or her immediate family.*" and Privileged Information Definition "*Any written or oral material related to County government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders, ordinances, resolution or custom as privileged.*", 2nd by Supervisor Glasbrenner.

Moved to amend by Cosgrove to add Immediate Family Definition "*An official's or employee's spouse, children, stepchildren, parents, stepparents, or other legal relation who contributes more than one-half of the support of the official or receives that level of support from the official or employee.*" from Crawford/Sauk county, 2nd by Gentes calling for discussion. 6 voting aye on amendment, Supervisor Gentes voting opposed, motion carried 6-1.

All voting aye on motion as amended, motion carried.

Discussion followed on the Public Property Policy section and related definition. Language from Crawford/Sauk County was reviewed. Extensive discussion followed on personnel use of County owned vehicles.

Moved by Supervisor Murphy-Lopez to forward this policy to all the standing committees of the County to get their opinion, 2nd by Supervisor Fleming. 6 voting aye, Supervisor Seep voting opposed, motion carried 6-1.

7. **Comprehensive plan scope and budget** – Chair Murphy-Lopez reviewed the discussion and SWOT analyses completed at last month's meeting. He presented what other Counties are doing by RFP (request for proposal) to update their plan, who did it and the cost to complete it. Chair Murphy-Lopez reviewed a draft of an RFP for

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a new Comprehensive Plan he had prepared. See 07b. Discussion followed on potential companies that would submit a proposal and funding source.

Moved by Supervisor Glasbrenner to adopt a draft RFP for an update of the comprehensive plan and refer the RFP to Finance & Personnel Committee for consideration of funding from the American Rescue Plan Act, 2nd by Supervisor Fleming. All voting aye, motion carried.

- 8. Strategic Plan Progress** – Administrator Langreck reviewed what has been completed in the plan thus far. Discussion followed on the schedule of review which was to be completed every 3 months as wrote into the Plan, when it will be reviewed next, preparing the presentation to County Board for December and updates to the public. Administrator Langreck will add a “Reviewed” schedule to the bottom of the Plan.

Moved by Supervisor Murphy-Lopez to adopt the Work Plan as present by Administrator Langreck today, 2nd by Supervisor Glasbrenner. All voting aye, motion carried.

- 9. Future agenda items** – Seep – Update from Administrator Langreck in regard to evaluation of department heads. Chair Murphy-Lopez will refer it to Finance & Personnel Standing Committee.

- 10. Adjournment** – Next meeting will be held Thursday, December 1st @ 10:00 a.m. in the County Board room. Moved by Supervisor Fleming to adjourn at 11:46, seconded by Supervisor Gentes. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Assistant to the County Administrator