

RICHLAND COUNTY

Public Works Standing Committee | AGENDA | AMENDED

July 10, 2023

NOTICE OF MEETING

Please be advised that the Richland County Public Works Standing Committee will convene at **4:00 p.m., Thursday, July 13, 2023** in the Richland County Board Room, 181 W. Seminary Street.

- **WebEx Videoconference, WebEx Teleconference, or Join by Phone** meeting access and all meeting materials at: <https://administrator.co.richland.wi.us/minutes/public-works/>

Meeting access trouble, contact the following:

- MIS Director **Barbara Scott** | [608]649-5922 | barbara.scott@co.richland.wi.us
- Committee Chair **Steve Williamson** | [608]574-5520 | steve.williamson@co.richland.wi.us

AGENDA | AMENDED

1. Call to Order
2. Roll Call
3. Proof of Notification
4. Agenda Approval
5. Approve Previous Meeting Minutes
6. Public Comment
7. *Administration* | Reports:
 - a. Property Management Report
 - i. East Hall Survey
8. *Symons Recreation Complex[SRC]* | **Reports:**
 - a. **SRC Foundation Capital Fundraising Effort**
9. *Symons Recreation Complex[SRC]* | Discussion and Possible Action on:
 - a. SRC Managed Grounds | Facilities
 - i. Campus Gymnasium
 - ii. Tennis Courts
 - iii. Basketball Courts
 - b. **Resolution to Senator Howard Marklein | Wisconsin Administrative Rules – SRC Lifeguards**
10. *Highway* | Reports:
 - a. Administrative Report
 - b. Monthly Paid Bills
11. *Highway* | Discussion and Possible Action on:
 - a. Ash Creek Septic
 - b. Hydroseeder
 - c. Reimbursements for Culvert Cost Shares
 - d. Job Reclassification | Bookkeeper
12. *MIS* | Reports:
 - a. Job Reclassification | MIS Director
13. *MIS* | Discussion and Possible Action on:
 - a. Johnson Controls
 - b. ~~County Generators~~ | **Maintenance of New Structures**
 - c. New Computer Policy
 - d. **Purchase of Papercut Software**
14. *Treasury* | Discussion and Possible Action on:
 - a. Assessed Tax Deed Property for Sale | Parcel #186-1833-1470 *Village of Viola*

Items in **Bold** have been Added and/or Modified | Items with a ~~Strike~~ have been Removed

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Public Works Standing Committee.

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

RICHLAND COUNTY

Public Works Standing Committee | AGENDA | AMENDED

- b. Assessed Tax Deed Property for Sale | Parcel #020-4212-4200 *Town of Orion*
- c. Acquisition of Tax Deed Property | Parcel #276-1673-7000 *City of Richland Center*

15. Future Agenda Items

16. Adjournment

Items in **Bold** have been Added and/or Modified | Items with a ~~Strike~~ have been Removed

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

Richland County

Public Works Standing Committee | Meeting Minutes

June 21, 2023

The Richland County Public Works Standing Committee met on Thursday, June 8, 2023, in the Richland County Board Room, at 181 W. Seminary St., Richland Center, WI 53581.

1. Call to Order

Committee Chair Williamson called the meeting to order at 4:15 p.m.

2. Roll Call:

	Present	Absent		Present	Absent		Present	Absent
Josh Elder	✓	<input type="checkbox"/>	Daniel McGuire	✓	<input type="checkbox"/>	Marc Couey	✓	<input type="checkbox"/>
Lisa Mueller	✓	<input type="checkbox"/>	Steve Carrow	✓	<input type="checkbox"/>	Julie Flemming	✓	<input type="checkbox"/>
Randy Nelson	✓	<input type="checkbox"/>	Richard McKee	✓	<input type="checkbox"/>	Jon Hochkammer	✓	<input type="checkbox"/>
Barb Scott	✓	<input type="checkbox"/>	Gary Manning	✓	<input type="checkbox"/>	Cheryl Dull	✓	<input type="checkbox"/>
Jason Marshall	✓	<input type="checkbox"/>	Chad Cosgrove	✓	<input type="checkbox"/>	Jeffrey Even	<input type="checkbox"/>	✓
John Couey	<input type="checkbox"/>	✓	Steve Williamson	✓	<input type="checkbox"/>	Michael Windle	✓	<input type="checkbox"/>

3. Proof of Notification

Committee Chair Williamson verified with Commissioner Elder that the meeting had been properly noticed.

4. Agenda Approval

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor McKee to approve the agenda.

All voting aye, motion carried.

5. Previous Meeting Minutes

Motion: Moved by Supervisor Couey, seconded by Supervisor Carrow to approve and accept the previous meeting minutes as presented.

All voting aye, motion carried.

6. Public Comment

Discussion: No Public Comment

7. Administration | Reports:

a. Property Management Report

- Plumbing: Health and Human Services building currently has a plumbing issue that involves 1 hot water heater that will need addressed.
- Door Project: All openers have been installed and completed
- East Hall Move: Moving East Hall to Melvill Hall. Administrator Jon Hochkammer extended a thank you to Randy Nelson as well as the 4 Highway Department employees that took time to help out.

b. Maintenance Technician and Custodian Position Report

Randy Nelson will be taking the lead on this moving forward. It will be pro-rated in Health and Human Services budget.

c. Maintenance Custodian Interview Report

Interviewed 3 candidates for this position and an offer will be made after reference checks are completed.

8. Administration | Discussion and Possible Action on:

a. Donation-Accepting Bench and Tree from Passages in Honor of Bev Burns

Discussion: Currently cannot plant the donated tree due to Diggers Hotline. Bench is 40" long and has a weight of 108lbs. It is attached to the ground with a plaque.

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor Flemming to accept the donation from Passages of the bench with plaque.

All voting aye, motion carried.

Richland County

Public Works Standing Committee | Meeting Minutes

9. *Committee* | Discussion and Possible Action on:

a. **Symons [SRC] Land-Current & Future Plans**

Discussion: Informational discussion about the current footprint and proposed future land lease. SRC would also like to consider an easement to the empty shed located on the property.

b. **UW Campus-Grounds and Buildings**

Discussion: The walking paths at the UW grounds are currently not being mowed. There will be no decision until at least June 30, 2023. Administrator Jon Hochkammer will reach out to the UW system to see if the mowing situation can get addressed. The discussion of status of the 25 trees on campus will be postponed until the July committee meeting.

10. *MIS* | Report[s]:

a. **Administrative Report**

Discussion:

a. **Website**

Starting on the new website and looking at 6 months to complete.

b. **Courthouse Security**

This will cover the entire Courthouse and not just the jail.

c. **Computer Policy**

A new computer policy has been completed and is waiting for review and approval. Once approved the new policy will be forwarded.

d. **Small Courtroom**

In need of items such as cameras, microphones, zoom, etc.

e. **Melvill Hall**

Phones will still be working

11. *Highway* | Report[s]:

a. **Administrative Report**

Discussion: This is the busy season as the department is working on spring maintenance.

- a. Currently prepping County Highways JJ, OO & W for the pulverize and repave projects.
- b. Preparing to sealcoat 15 miles this year.
- c. A lot of road closures for culvert replacements.

b. **Highway Monthly Paid Bills**

Discussion: All garage doors that were bid on this year have been completed.

Motion: Moved by Supervisor Manning, seconded by Supervisor Carrow to approve and accept the total of \$356,255.87 for the monthly paid bills for the Highway Department.

All voting aye, motion carried.

12. **Closing - Future Agenda Items**

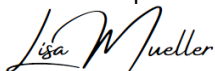
- Benches made from Ash Trees from the Courthouse
- East Hall Update
- Trees on Campus Location-25 Ash|3 Maple

Adjournment – The next regular Public Works Committee meeting is set for **Thursday, July 13, 2023 at 4:00 pm.**

Motion: Moved by Supervisor Manning, seconded by Vice Chair Cosgrove to adjourn the meeting at 5:15 p.m.

All voting aye, motion carried.

Minutes respectfully submitted by,



Lisa Mueller

Bookkeeper, Highway Department

Richland County Committee

Agenda Item Cover

Agenda Item Name: Property Management Report:

Department	Administration	Presented By:	Administrator
Date of Meeting:	7/13/2023	Action Needed:	Informational // may accept
Disclosure:	Open	Authority:	
Date submitted:	7/12/2023	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 accept and file the property management report.

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

The Property Management Report is a reoccurring report composed with intensions of keeping the members of the Property, Buildings and Grounds Committee informed on projects and information impacting the courthouse facility and other properties under the committee’s care.

Attachments and References:

Report inserted below	
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Financial Review:

(please check one)

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

(summary of current and future impacts)

Multiple impacts pending development

Approval:

Candace Pesch

Department Head

Review:

Candace Pesch

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Property Management Report:

COURTHOUSE

a. Courthouse Key and Security Project - Status

Assistant Cheryl Dull completed the inventory. Administrator Langreck has asked that 5 be rekeyed as follows: Judge's Chambers, ~~Victim Witness Room~~, Ammunition Room and Computer Server Room. *Victim Witness room has been completed.* Discussion continues on next steps and best set up for the Courthouse. Need to find funding source, also may consider having vendors come in for presentations.

b. Door replacement on courtroom – Door and handicap opener have been installed. Trim and finishing need to be completed

c. Conference Room 1 Set up: County Board room chairs and tables have been moved to Conference Room 1. Still needs conferencing set up.

d. County Board Room: Tables have been set up. Photos have been moved to accommodate new large screen. Contract has been signed for the sound system. MIS to give update.

e. Exploring possible improvements to the small court room – improve video conferencing capabilities. MIS update

f. Large Courtroom – Speaker being order for Judges desk. MIS update

g. Mailbox: Mailbox will be moved to 1st floor.

h. DMV Kiosk: Public service. Location 1st floor.

i. Dark Skies Review: A Consultant will be doing a free assessment of the County owned property lighting.

j. Jail: New console, jail door and new key FOB scanner project is underway.

OTHER PROPERTY REPORT

k. Pine Valley Farm Lease and Land Swap - Ongoing until County Hwy O road project is complete. Information on grant funding for pathway is being explored under (Transportation Alternatives Program).

l. UW Campus Coppertop — With the rain, a leak has been discovered on a different part of the roof. Interstate Roofing has been contacted. Russ Moen is assuming it could just be a seam patch. It will be investigated and if it is more than 1 days' work, they will contact the Administrator's Office as to how to proceed.



John & Edith
Symons 
RECREATION COMPLEX

Honor the legacy, Empower the future



JOHN & EDITH SYMONS RECREATION COMPLEX FOUNDATION

Welcome Message

Dear Symons Recreation Complex supporter,

As the Director of Symons Recreation Complex (SRC) in Richland Center, I want to reach out to you to discuss an exciting initiative - **Honor the Legacy, Empower the Future** today. We firmly believe in the power of exercise to enrich lives, foster healthy lifestyles, and strengthen the bonds within our community. For many years, our facility has served as a hub for individuals of all ages, offering a wide range of activities designed to promote wellness, personal



growth, and community engagement. However, as the needs of our community continue to evolve, we find that the needs of our SRC also continue to change. We have an opportunity to support our beloved SRC so that it will continue to serve as a beacon of health, wellness, and community development for generations to come. But we cannot do it alone.

Today, I am reaching out to you, a valued member of our community, to invite you to be an integral part of this exciting movement. The Symons Recreation Complex Foundation (SRCF) is embarking on a comprehensive fundraising campaign to raise the necessary funds to upgrade and expand our facility, ensuring that SRC remains a vibrant and welcoming space that meets the diverse needs of our community.

- **CAPITAL IMPROVEMENTS:** With your contribution, we will replace the air handler units and a number of pieces of equipment in our exercise room. As you know, the atrium can get very warm during the warm weather months. Therefore we would also like to install an exhaust fan in the atrium. Additionally, we would like to purchase a coffee maker for our members to enjoy a cup of tea or coffee while socializing in the atrium. These items would enhance the social experience that the members of SRC have come to enjoy over the years.
- **CAPITAL EXPENDITURES:** As with any aging facility, equipment reaches the end of its useful life and needs to be replaced. Our most immediate need is to replace the air handlers for our building.
- **ENDOWMENT TRUST:** Your legacy donation to the newly created SRCF Endowment Trust will support repairs and improvements for years to come. It will also assist the next generation by making scholarships available for lifeguards who diligently perform their roles monitoring the safety and well-being of those who are using the pool. Your contribution, no matter the size, will have a lasting impact on our community.

Joining us in building a stronger, healthier, and more connected Richland Center and the greater Southwest Wisconsin region. Together, we can **Honor the Legacy, Empower the Future** that will shape the lives of countless individuals in our community for years to come. To make a donation or learn more about our fundraising campaign, please review this brochure or contact me at 608. 674. 8522 or email info@symonsrec.com for more information.

Thank you for considering our invitation.
With heartfelt appreciation,

Tracy Gobin
Director, Symons Recreation Complex, Richland Center

Honor the legacy. Empower the future.

Our Vision & Our Mission



Dear Friends and Supporters of Symons Recreation Complex,

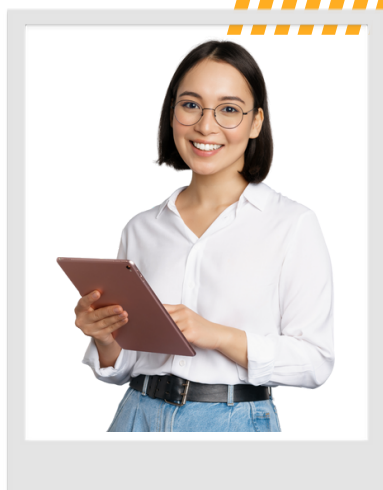
Over 35 years ago, our community received a wonderful gift from John & Edith Symons, creating Symons Recreation Complex (SRC). A place that fosters wellness, connection, and personal growth for individuals of all ages, backgrounds, and abilities. This unique facility in Southwest Wisconsin has transformed the lives of countless residents, offering a wide range of programs and services designed to meet the diverse needs of our community.

For me, SRC is not merely a facility; it has become an essential part of my daily routine and a source of immense joy. I begin my days with an early morning swim in the pool or an invigorating workout in the 5:30 am Outdoor Fitness Class. It energizes my body and prepares me to face the challenges ahead. Additionally, as my workdays come to an end, I find great stress relief and community in the diverse range of 5:30 pm exercise classes offered at SRC.

Beyond my personal experiences, SRC also holds a special place for my family. For example, when my grandchildren visit, they eagerly jump into the pool and create memories that will last a lifetime. SRC provides them with a safe and nurturing environment where they can splash, play, and grow together.

However, the success of the SRC and its ability to continue positively impacting lives relies on the support of generous individuals like you. We want to **Honor the Legacy, Empower the Future**. By supporting Symon Recreation Complex Foundation (SRCF), you contribute to the longevity and accessibility of these essential resources that help us all lead healthier lives. Your contribution will enable us to maintain and enhance our facilities, ensuring that they remain accessible and of the highest quality for everyone in our community. Your donations directly contribute to the ongoing maintenance, enhancement, and expansion of our facilities and programs, ensuring that future generations can benefit from the same transformative experiences.

Every donation, no matter the size, will make a significant impact on the lives of those who rely on SRC. We invite you to join us to **Honor the Legacy, Empower the Future** today. Your generosity will not only benefit the present community members but also lay the foundation for a healthier and more vibrant future.



Please visit our website or contact our dedicated team for more information on how you can contribute and become involved in our initiatives. We deeply appreciate your support, and we look forward to welcoming you into our ever-growing family of supporters.

Thank you for taking the time to read this letter and for considering a donation to SRCF. Your support is greatly appreciated. Together, we can continue to create a space that keeps our community healthy - physically, mentally, and emotionally.

With warm regards,

Nettie Collins
President, Symons Recreation Complex Foundation

ENDOWMENT TRUST



Donor Advised Funds and Endowment Trust

We are reaching out to you, the valued friends of the SRC in Richland Center, Wisconsin, with an exciting opportunity to shape the future and support our beloved facility. The Symons Recreation Complex Foundation (SRCF) is a 501(c)3 organization that makes all contributions tax deductible. The SRCF Board of Directors has created three opportunities for you to shape and support the future of SRC— two **Donor Advised Funds (DAFs)** and an **Endowment Trust**.

1. **Two Donor Advised Funds (DAFs)** have been created to help with:

- immediate and short-term capital improvements (Capital improvements are items that will improve and enhance our facility for our users) and;
- maintenance (Capital maintenance is items that, unfortunately, wear out through normal use)

2. An SRCF **Endowment Trust** has been established to provide a source of legacy funding for the long term. This Endowment Trust is designed to secure the financial foundation necessary for ongoing capital maintenance, improvements, and scholarships for our lifeguards.

We invite you to consider contributing to either the **DAFs or the Endowment Trust**, ensuring that future generations can continue to enjoy a vibrant and state-of-the-art recreation complex.

Case For Support

The SRC, a donation from John and Edith Symons in 1987, has been financially supported by the City of Richland Center and Richland County. It has long been a pillar of our community, providing a wide range of recreational opportunities for individuals of all ages. From its fitness center, weight room, racquetball courts, and swimming pool to the soccer field, our complex serves as a hub for physical activity, health, and social engagement. Countless community members have benefited from the complex's facilities and programs, making it an essential part of our collective well-being.

The Need for Capital Improvements: As with any facility, the SRC requires regular maintenance and periodic upgrades to continue meeting the evolving needs and expectations of our community. While our dedicated staff and volunteers have done a remarkable job in maintaining the complex, the costs associated with major capital improvements are beyond the existing budget. By establishing the **DAFs and SRCF Endowment Trust**, we can build a reliable source of funding dedicated to future capital improvements. The DAFs and Endowment Trust will serve as a financial safety net, ensuring that necessary upgrades, facility renovations, and technological advancements can be undertaken without placing an excessive burden on our operational budget or requiring significant increases in membership fees.



Honor the legacy. Empower the future.

Our Case Statement for Support



The Symons Recreation Complex (SRC) prides itself as a welcoming community where our members can work to improve their health in a variety of ways. We are looking to the future in this campaign. We can start to make preparations now to ensure that SRC will thrive for the generations of tomorrow.

1 Replacement of the air handler units

Our air handler units are very old and in need of replacement. The estimated cost to replace the air handlers is approximately \$50,000 per unit or \$200,000 in total. Contributions made to replace the air handler units would go into the Capital Expenditure DAF.



2 Replacement of 4 exercise machines

Our exercise machines receive very regular use. As a result, some of them need to be replaced on a regular basis. The approximate cost of an exercise machine is \$5000 to \$7000. Contributions for new exercise machines would go into the Capital Improvement DAF.



3 Install an exhaust fan for the atrium

We want to install a thermostatically controlled exhaust fan for the atrium. This would provide a more pleasing environment for gatherings of people to enjoy each other's company. The estimated cost to install an exhaust fan is approximately \$5000. Contributions to this would go into the Capital Improvement DAF.



4 Purchase of an automatic coffee maker

We want to purchase a commercial automatic multifunctional coffee maker for our members to enjoy a cup of tea, coffee, hot chocolate, or hot water while socializing in the atrium. The estimated cost to purchase an automatic multifunctional coffee maker is \$4000. Contributions for this would go into Capital Improvement DAF.



The Unique Benefits of Your Contribution

Securing the Future

By contributing to the DAFs and SRCF Endowment Trust, you will play a vital role in securing the long-term viability of the SRC. Your investment will help preserve the complex's infrastructure and ensure that it remains a centerpiece of our community for years to come.

Enhanced Facilities

Your contributions will directly support capital repairs and improvements, enabling us to upgrade existing facilities and expand our offerings. Upgraded equipment, renovated spaces, and improved amenities will enhance the overall experience for all members, fostering a sense of pride and ownership in our complex.

Accessible & Inclusive Recreation

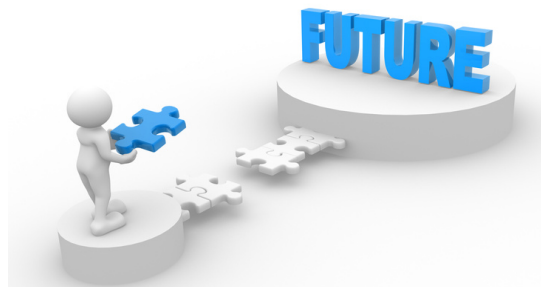
We are committed to providing accessible and inclusive recreational opportunities for individuals of all abilities. Your contributions will help fund accessibility modifications, ensuring that everyone can participate in the diverse range of programs and activities offered at the complex.

Community Impact

The Symons Recreation Complex serves as a gathering place for individuals and families from all walks of life. By contributing to the DAFs and SRCF Endowment Trust, you will directly impact the lives of community members, promoting healthier lifestyles, fostering social connections, and creating a positive environment for personal growth and community development.

Leave Your legacy Forever

Your donation to the SRCF Endowment Trust will be your legacy to SRC. Your donation will be part of the Endowment Trust FOREVER. Only the income from your donation and others will be used. The original investment will be preserved FOREVER.



How To Contribute



To make a contribution, you may use the form below, and know that 100% of your gift up to \$500 per person is tax deductible (assuming you have no other charitable gifts going to other 501(c)(3) entities).

SYMONS RECREATION COMPLEX FOUNDATION Donation Slip

Donor Full Name _____ Address _____ City/State _____ Zip _____ Email _____ <input type="checkbox"/> I wish to be added to the mailing list <input type="checkbox"/> I wish to remain anonymous <input type="checkbox"/> I / We wish to make this donation to a DAF * <input type="checkbox"/> for capital improvements <input type="checkbox"/> for capital expenses <input type="checkbox"/> I / We wish to make this donation to Endowment Trust	Donation Amount <input type="checkbox"/> \$500 <input type="checkbox"/> \$250 <input type="checkbox"/> \$100 <input type="checkbox"/> \$50 <input type="checkbox"/> \$25 <input type="checkbox"/> Other _____
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* DAF, a donor-advised fund, is a charitable investment account for the sole purpose of supporting charitable organizations you care about.

Please make your cheque payable to: Symons Recreation Complex Foundation, or complete the following for credit card payment. <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Others: Card Number _____ 3-digit Security Code ____ Expiry Date ____ / ____ Name on Card _____ Cardholder's Signature _____ Date _____ <input type="checkbox"/> By signing, I authorize Symons Recreation Complex to debit/charge my account as listed above.	Please send this slip to: Symons Recreation Complex 1250 Symons Circle, Richland Center, WI 53581. For any enquires, questions and comments, contact the staff at 608.647.8522 or email us at info@symonsrec.com Thank you.
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Honor the legacy. Empower the future.



If you would like to entertain utilizing the internal revenue code/IRS as your ally and co-contributor by helping us sustain the legacy of John Symons during your lifetime and/or as part of your legacy, we have some very savvy members of the SRC community that will assist you. This is particularly attractive to people approaching or above 70 1/2 as well as those who are willing to leave a portion of their estate tax-efficiently for the benefit of the next generations, who will be able to benefit from as we have from the gift John Symons has left us.

If you have questions or would like to speak to a SRCF Board Member about your possible donation, please email us at info@symonsrec.com

Tax Advantages of Thoughtful Giving

Federal and State laws on income and inheritance taxes encourage charitable giving

Enjoy Giving Tax Efficiently While You Are Alive

- As a contributor, the IRC/IRS has provided ways for your contribution to collaborate tax efficiently in your efforts to support the SRC.
- All taxpayers are allowed to get a \$500 per year per person deduction to offset taxable income.
- If you are 70-1/2+ years old, you can tap into your IRA and have your contribution go directly to a 501(c)(3), such as the SRCF, without any contribution taxation by using a Qualified Charitable Distribution (QCD*)
- In addition, why not direct your IRA-Required Minimum Distributions (RMDs) to SRCF? To mitigate taxes on RMDs, direct all or a portion of your RMD to SRCF by utilizing a QCD.

Leave Your Pre-tax IRA As A Legacy For SRC Foundation

- If one of your goals is to leave a portion of your estate to support the Symons recreation complex, you can leave a portion of your IRA, appointing the SRC Foundation as beneficiary.
- Unlike your other beneficiaries who are not 501(c)(3) entities, your other beneficiaries' RMD will be taxed as ordinary income. Therefore, if you are inclined to leave a portion of your estate to a qualifying charity like the SRC Foundation, it's highly recommended that you consider using your pretax IRA.

* A qualified charitable distribution (QCD) is a way to benefit the charity while using money that would otherwise be taxed when withdrawn.
QCD Rules

- i. Age: The current starting age for RMDs is 73, but you can start your QCD earlier at age 70 ½.
- ii. IRAs only: "Generally, QCDs are allowed from traditional IRAs and inherited IRAs
- iii. No intervention: Meaning if you withdraw IRA money that you want to count as a QCD, that won't work. The QCD payment must go from the custodian of your IRA directly to the qualified charity.
- iv. QCD "split-interest entity." allowing your charity to pay lifelong income to the QCD donor (for more info, email one of us). For this, consider emailing one of us for a conversation.



701/2 + QCD-IRA beneficiary - IRA



IRA Distributing IRA-Inherited

Honor the legacy. Empower the future.

Frequently Asked Questions About Donating to SRCF Endowment Trust



Q1. Can we direct our donation to a specific cause of Symons Recreation Complex (SRC)?

Answer: Surely, and we urge you to consult with someone on our endowment committee of the foundation.

Q2 . Our parents are over 70 ½ (QCD). On my family's behalf, could I have them use their QCD approach?

How would we go about reimbursing their gift from their IRA?

Answer: Twofold. Your parents certainly can gift utilizing the QCD because they are >70-1/2.

Arranging a tax-efficient way between the two of you is a very interesting approach, and that would be between the two of you to decide how to remunerate, not the foundation.

Q3. Besides directing my gift to a specific project, how else can I direct our contribution?

Answer: You can direct your gift to any or all of the following:

- *Capital expenditures: Replacing the roof or a boiler.*
- *Capital improvements: Capital improvements: One suggestion is to improve the airflow of the atrium, so that area becomes a comfortable social place where parents can watch their children as well as tap into SRC's Wi-Fi while having a cup of tea or coffee.*
- *Contributing to the SRCF Endowment Trust: This would not only provide assurance that the SRCF is sustainable, but it would also honor and support the legacy of John Symons and empower the future of our community.*

To make a contribution or to learn more about the SRCF Endowment Trust, please contact one of the following specialists of the SRCF here or contact SRC at 608. 647. 8522, email info@symonsrec.com, visit our website at <https://symonsrec.com/> or attend one of our informational sessions. Together, we can ensure that the SRC remains a vibrant and thriving community resource for generations to come.

1. **Alan Lins:** alan.h.lins@gmail.com
2. **Barbara Wentz:** barbara.wents@charter.net
3. **Joel Rewald:** joelrewald@yahoo.com
4. **Denise Lins:** deniseahanold@gmail.com

Conclusion:

As members of the SRC, we have a unique opportunity to shape the future of our beloved facility. By contributing to the DAFs or SRCF Endowment Trust, we can secure the financial foundation necessary for ongoing capital improvements, enhancing the experience for all who utilize the complex.

Join us in this important endeavor, **Honor the legacy, Empower the Future**, and leave a lasting legacy for future generations to enjoy.

Honor the legacy. Empower the future.

Melody of Giving: A Timeless Song

Melody of giving, our spirits aligned,
Symons' legacy, where hope is enshrined.
Hearts wide open, a melody takes flight,
A timeless song that fills the world with light.

Philanthropic souls, harmonizing in grace,
Compose a symphony that time can't erase.
In unison, we weave dreams into sound,
A symphony of love, where joy is found.

Melody of giving, our anthem so strong,
Inspiring hearts to join, to sing along.
With optimism's cadence, we bring dreams to life,
A symphony of compassion, conquering strife.

In Symons' name, our voices unite,
A symphony of giving, shining so bright.
Together we create a divine symphony,
A timeless song of love, for all of time.

Contact Information

-  608.647.8522
-  info@symonsrec.com
-  1250 Symons Circle, Richland Center, WI 53581
-  <https://symonsrec.com>



Honor the legacy. Empower the future



JOHN & EDITH SYMONS RECREATION COMPLEX FOUNDATION

JOSH ELDER
 Highway Commissioner
 Phone: [608]604-7624
josh.elder@co.richland.wi.us

LONNIE HACH
 State Patrol Superintendent
 Phone: [608]604-7623
lonnie.hach@co.richland.wi.us

DERRICK BROWN
 County Patrol Superintendent
 Phone: [608]475-0032
derick.brown@co.richland.wi.us



Richland County Highway Department
 120 Bowen Circle
 Richland Center, WI 53581

Office: [608]647-4707 | Shop: [608]647-2208
 Email: highway@co.richland.wi.us
 Website: <https://highway.co.richland.wi.us>

LISA MUELLER
 Bookkeeper
lisa.mueller@co.richland.wi.us

CERRESA NIMOCKS
 Office Clerk
cerresa.nimocks@co.richland.wi.us

BRANDON ADAMS
 Shop Superintendent
 Phone: [608]475-7828
brandon.adams@co.richland.wi.us

Voucher Register

JULY MEETING | JUNE BILLS

No.	Vendor Name	Description	Amount Paid
12P	Payroll	Pay Period 5/21/2023-6/3/2023	\$ 94,858.91
13P	Payroll	Pay Period 6/4/2023-6/17/2023	\$ 63,051.58
14P	Payroll	Pay Period 6/18/2023-7/1/2023	\$ 94,667.38
294	Frontier	Monthly Telephone Services [A#60864747070101655]	\$ 205.94
295	Hach, Lonnie	Reimbursement Postage [Samples]	\$ 9.35
296	Insight FS	Diesel Fuel, 87 Gas w/Eth 10%, Services, Etc.	\$ 2,050.28
297	Sutton, Edward	15' Used Culvert Pipe	\$ 316.50
298	We Energies	Monthly Energy Services [A#0718844914-00001]	\$ 65.23
299	Alliant Energy	Monthly Electric Services [A#3929950000]	\$ 22.60
300	Farrell, John	Rental Power Screed	\$ 150.00
301	KS Statebank	Annual Plan Payment #546 Volvo Wheeled Excavator - Lease	\$ 49,994.65
302	Poster Compliance Center	Annual Renewal 1-Year Labor Law Poster Compliance	\$ 67.95
303	Registration Fee Trust	Driving Record New Hire - A. Rinehart	\$ 7.00
304	Richland Center Utilities	Monthly Utility Services	\$ 1,242.11
305	Istate Truck Center	2024 Western Star Tandem Axle #63	\$ 146,711.50
306	1st AYD Corporation	Flat Copperclad Arc Gouging Electrode [50ct], Etc.	\$ 190.95
307	Adams, Brandon	Reimbursement Meals	\$ 401.17
308	All American Do-It Center	Parts Concrete Mix, Hammer Bit, Rental: Concrete Power Screed, Etc.	\$ 1,745.62
309	Allied Redi-Mix	Small Load -Concrete-1.75 Cubic Yards, Etc.	\$ 125.00
310	Applied Maintenance Supplies	12Pk Assortment Paint Markers, Freight, Etc.	\$ 47.81
311	Aramark [Auca Chicago MC Lockbox]	Rugs, Towels, Uniforms, Etc.	\$ 780.55
312	Auto Value	Parts Batteries, Various Filters, Bracket, LED, Socket, Etc.	\$ 2,026.79
313	Badger Tools & Supply	Parts Various Shop Tools/Supplies, Freight, Etc.	\$ 499.00
314	Badger Welding Supplies, Inc	Bulk Acetylene, Oxygen, Arc Wire, CF Oxygen, Freight, Etc.	\$ 489.00
315	Bard Materials	Bulk Loads Concrete - 64.5 Cys State Bridge Approach Etc.	\$ 8,473.96
316	Bindl Bauer Limestone	Bulk Loads Rip Rap, Gravel, Breaker Run, Etc.	\$ 8,359.73
317	Bindl Tire & Auto	Rear Tractor Tube 14.9/16.9/17.5LR-24	\$ 71.00
318	BP Eastside Richland Center	Fuel Small Tools	\$ 75.65
319	Brooks Tractor	Parts Motor Grader V-Belt, Tightner, Freight, Etc.	\$ 463.28
320	Central State Construction, LLC	Sign Rental Temporary Traffic Signals[State Bridge Project]	\$ 5,809.70
321	Chets Feed Seed N Such	Econo Mixed Bag Grass Seed	\$ 157.50
322	Crawford County Highway Department	Concrete Inlet Box, Inlet Grate, Handling, Admin, Etc.	\$ 896.44
323	DeBauche Truck & Diesel	Parts Dipstick, Control Heater/AC, Switch Heater, Brake Shoe Kits, Etc.	\$ 2,229.91
324	Decker Supply Center	Signage Various Signs and Various Sign Materials	\$ 856.26
325	DiPiazza, Bonnie	Monthly Cleaning Services June 2023	\$ 600.00
326	DL Gasser Construction	Asphalt Cold Mix 63.47Tons	\$ 5,332.32
327	Frontier	Monthly Telephone Services [A#60864747070101655]	\$ 199.60
328	GFC Leasing	Printer Lease Cannon Printer	\$ 178.42
329	Gillund Ent./JB Dist. Co. Inc.	Bulk Spray Lubricant, Service Charge, Etc.	\$ 552.00
330	Hartje Lumber, Inc.	4x6x16' Wooden Posts 48Ct.	\$ 1,559.04
331	Hartje Tire & Service Center	Goodyear LT215/85R16 Tires, Installation, Disposal, Etc.	\$ 966.55
332	Hendricks, Hunter	Training Refrigerant Recovery & Recycling	\$ 20.05
333	Insight FS	Diesel Fuel, 87 Gas w/Eth 10%, Services, Etc.	\$ 2,168.74
334	Istate Truck Center	Service Parts Repairs: Western Star Nox Sensor, Rebuild AFT System, Etc.	\$ 5,644.67
335	Kasten Tools & Equip [dba Matco]	Parts 8-Pc Left Hand Drill Bit Set, Etc.	\$ 105.00
336	Metal Culverts	Various Culverts, Bands, Endwalls, Accessories, Etc.	\$ 70,960.80
337	Mid-States Equipment	Various Hydraulic Hoses, Fittings, JIC, Couplers, Washers, Etc.	\$ 2,940.44
338	Midwest Motor Supply Co	Parts Various Bolts, 2-Wire, Hose Clamps, Etc.	\$ 1,349.98
339	Miller-Bradford & Risberg	Pars Sensor, Injector, Freight, Etc.	\$ 697.57
340	Miller Electric	Service Parts Labor Garage Door Installation, So Cord 16-10 , Etc.	\$ 1,115.49
341	Mueller, Lisa	Mileage	\$ 16.83
342	NAPA Auto Parts	Parts Serpentine Belt, Various Filters, Various Shop Tools/Supplies, Etc.	\$ 368.51
343	Pine River Leasing	Rental Mini-Excavator State Bridge Projects	\$ 675.00
344	PreCise MRM LLC	Monthly Data Plan x7 Trucks -May	\$ 189.00
345	Pitney Bowes [Purchase Power]	Postage Meter Refill	\$ 38.39
346	Rhyme Business Products	Monthly Printer Contract -June	\$ 58.00
347	Richland Electric Coop [R.E.C]	Monthly Electric Services	\$ 62.65
348	Richland Observer [Morris Newspapers]	Ads Equipment Operator/Patrolman	\$ 468.40
349	Rynes Marshall Plumbing & Excavating	CTH O Proj Phase 1 -Ash Creek Church	\$ 17,400.00
350	Schaub, Bill	Mulch Hay Bales	\$ 738.00
351	Serwe Implement	Gearbox, Freight, Etc.	\$ 2,520.80
352	Shopping News [Woodward]	Ads Seasonal Help	\$ 301.93
353	Short, Elliot, Hendrickson [S.E.H.]	CTH O Phase 1, Phase 2 & Phase 3, CTH A Phase 1 }Recon Design	\$ 16,166.39
354	Simpson's Tractor	Parts Fuel Pumps, Seals, Gearbox, Pressure Switch, Cleaner, Freight, Etc.	\$ 2,528.38
355	St. Joseph Equipment	Parts Wheel Hub, Bearing, Hub Caps, Cotter, V-Belt, Freight, Etc	\$ 490.33
356	Subsurface, Inc	24" UVCIPP Lining, Mobilization, Etc.	\$ 50,780.00
357	Walsh's Ace Hardware	Parts Garden Sprayer, D-Ring, Misc Screws, Gorilla Tape, Wire, Plugs, Etc.	\$ 614.60
358	WI DoT Financial Operations	Prelim STH80-Ctr, Prelim Roadway Bridge NonPartic STH56-CTHI	\$ 2,717.39
359	Yahara Materials, Inc	Bulk Loads 3/4" Gravel Base, Shot Rock 83.3Ton Total	\$ 481.83
360	Town & Country Sanitation	Monthly Disposal & Recycling Fees	\$ 207.20
BALANCE:			\$ 678,334.60

JOSH ELDER
Highway Commissioner
Phone: [608]604-7624
josh.elder@co.richland.wi.us
LONNIE HACH
State Patrol Superintendent
Phone: [608]604-7623
lonnie.hach@co.richland.wi.us
DERRICK BROWN
County Patrol Superintendent
Phone: [608]475-0032
derick.brown@co.richland.wi.us



Richland County Highway Department
120 Bowen Circle
Richland Center, WI 53581
Office: [608]647-4707 | Shop: [608]647-2208
Email: highway@co.richland.wi.us
Website: https://highway.co.richland.wi.us

LISA MUELLER
Bookkeeper
lisa.mueller@co.richland.wi.us
CERRESA NIMOCKS
Office Clerk
cerresa.nimocks@co.richland.wi.us
BRANDON ADAMS
Shop Superintendent
Phone: [608]475-7828
brandon.adams@co.richland.wi.us

Ash Creek Church Septic

Included in Bid

- Complete install of new State Approved mound septic system for Ash Creek Church 3-bedroom house.
- Disconnect, removal, and proper disposal of all septic tanks and drain field components from old existing system
 - Seeding and mulching of new septic system
 - Black dirt cover needed for mound system

Kraemer Plumbing:	\$43,190.00
Wertz:	\$26,465.00
Reyzek Plumbing	\$25,620.30
Rynes/Marshall	\$14,400.00



51012 Rose Ln
Osseo WI 54758

O: 715-597-3191 F: 715-597-3989

7/6/2023

Richland County Highway Dept
Richland Center, WI
Attn: Josh Elder

Josh,

Thank you for the opportunity to offer you this price quotation on the FINN T75 hydroseeder that we have discussed.



New FINN T75 hydroseeder equipped as follows:

- Tank Size 820 liquid capacity
- 700 working capacity
- Engine 23.5 hp Kohler CH730
- Gas Tower/Guard Rail operator platform and discharge gun assembly with guard rails
- Hose Reel electric Hose 150' x 1-1/4" rubber hose [200 psi] Nozzles [2] wide fan, [2] narrow fan, [3] long distance
- Trailer w/ electric brakes & DOT lights Hitch standard pintle hitch

Final price via Sourcewell Cooperative Purchasing Contract = \$48,759.00

Quoted price FOB Richland Center WI, quote valid for 30 days. INCLUDES on-site operations training. Subject to availability

Your considerations and business are greatly appreciated!

Derek Olson
LF George Inc

Under & Above Ground Equipment

RESOLUTION 23 - xxx

A Resolution Relating To The County’s Contribution To The Cost Of Town Highway Bridge Construction Required By Wisconsin Statutes, Section 82.08.

WHEREAS Wisconsin Statutes, section 82.08, requires counties in Wisconsin to pay approximately 50% of the cost of construction or repair of any culvert or bridge on a town highway or village street when so requested by the town or village board, and

WHEREAS the Public Works Standing Committee has received the following requests from the following towns and the Public Works Standing Committee is recommending that the County Board approve the payment of the following amounts as financial aid from the County as mandated by Wisconsin Statutes, section 82.08.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the county shall pay the following amounts as financial aid for the following bridge or culvert projects in the following towns, as mandated by Wisconsin Statutes, section 82.08:

<u>Town or Village</u>	<u>Road Name</u>	<u>Total Cost</u>	<u>Amount of County Aid Granted</u>
Town of Henrietta	High Hill Dr.	15,466.56	7,733.28
Town of Henrietta	Quarry Dr.	13,476.03	6,738.02
TOTALS		\$28,942.59	\$14,471.30

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

VOTE ON FOREGOING RESOLUTION
AYES _____ NOES _____

RESOLUTION OFFERED BY THE PUBLIC
WORKS STANDING COMMITTEE
(DATE MONTH 2023)

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

STEVE WILLIAMSON
RICHARD MCKEE
MARC COUEY
CHAD COSGROVE
GARY MANNING
STEVE CARROW
JULIE FLEMING
DAN MCGUIRE

DATED: JULY 18, 2023



June 12, 2023

MEMORANDUM

TO: Cheryl Dull, Richland County

FR: Ashley McCluskey, Compensation Analyst

RE: Classification & FLSA Review: Highway Department Office Manager

The county provided job documentation and requested an FLSA review for the Highway Department Office Manager (Previously Bookkeeper). The position was evaluated, and the recommendations follow below.

Classification Review: The Highway Office Manager maintains the Highway Department's financial accounts and records. This is a supervisory role that manages the clerical and accounting functions of the department. An associate's degree or equivalent is required. The position was evaluated using our points-factor job evaluation system, and we recommend this position be placed in **Grade I**.

FLSA (Exemption) Review: To provide this analysis, a comprehensive review of the current job description was completed and compared to the exemption guidelines per the Fair Labor Standards Act (FLSA). Based on the job documentation, it is recommended that the position be classified as **non-exempt**.

Please feel free to contact me with questions on these reviews.



Johnson Controls Fire Protection LP Quotation

To:
Richland Co Sheriff & Courthouse
181 W Seminary St
RICHLAND CENTER, WI 53581-2368

Project: Richland Co Sheriff & Courthouse horn upgrade 6-22 -
CPQ-425167
Johnson Controls Reference: 650425167
Proposal #: 1
Date: 06/21/2023
Page: 1 of 10

Johnson Controls is pleased to offer for your consideration this quotation for the above project

Scope of Work

This proposal is for parts and programming for upgrading (7) existing strobe only notification devices to (7) speaker strobe notification devices within the Richland Center Courthouse Building. This proposal is at the request of Jason Marshall.

Customer's electrician of choice will be responsible for removal of existing notification devices as well as installation of new speaker strobes and wiring for extending the existing audio circuit out to the newly installed speaker strobe devices.

Above price includes programming and checkout, including NFPA re-certification (for the supplied JCI equipment).

Please note the following:

- Above price is based on items listed. If additional materials are required, it may be extra.
- Permit/Submittals have NOT been included. If this is required, it would be extra.
- Work completed during normal business hours 8AM to 5PM, Monday through Friday.
- Quotation does not include tax. If tax exempt, please provide tax exempt certificate with purchase order.
- Quotation is valid for (30) days

JCI is submitting this bid subject to our being able to work out a mutually satisfactory definitive agreement as to the parties' obligations under the Specifications. Our submission of the bid is based upon the assumption that if we are the successful bidder, then such a mutually satisfactory, definitive agreement between the parties will be entered into. In the event that you are not agreeable to the acceptance of this bid pursuant to the conditions set forth above, or, if we are awarded the bid but are unable to negotiate a mutually satisfactory definitive agreement with you, then our bid will be deemed null and void and the same shall be withdrawn from consideration by you without penalty.

Delays, Costs and Extensions of Time.

JCI's time for performance of the Work shall be extended for such reasonable time as JCI is delayed due to causes reasonably beyond JCI's control, whether such causes are foreseeable or unforeseeable, including pandemics such as coronavirus (provisionally named SARS-CoV-2, with its disease being named COVID-19) including, without limitation, labor, parts or



equipment shortages. To the extent JCI or its subcontractors expend additional time or costs related to conditions or events set forth in this provision, including without limitation, expedited shipping, hazard pay associated with site conditions, additional PPE requirements, additional time associated with complying with social distancing or hygiene requirements, or additional access restrictions, the Contract Sum shall be equitably adjusted.

If you have any questions, please call me at 608-509-2881

Jason Ropson

Electronic Service Sales Representative

Johnson Controls

608-509-2881 cell

jason.ropson@jci.com

Please note: Tax not included

Cable not included

FOB Jobsite



QTY	MODEL NUMBER	DESCRIPTION
7	4903-9148	SPKR/STROBE 30CD RED
QTY	MODEL NUMBER	DESCRIPTION
	TECH LAB	TECHNICAL LABOR

Total net selling price, FOB shipping point, \$2,797.70

Johnson Controls has **not** included an estimate for all state and local sales tax for this quote based on the understanding that a valid exemption and/or resale certificate is received by Johnson Controls from Purchaser. Otherwise, actual sales tax due will be calculated and billed

Payment Options:

Johnson Controls Capital Funding Solutions

Equipment Finance Agreement: Allows for payment over time for products and installation costs, while maintaining ownership of assets. No down payment required.

As a Service Subscription: Covers costs of installation and services over time without ownership of assets. No upfront costs.

Final pricing subject to change based on credit approval, any applicable state/local taxes

For more information on Johnson Controls Capital funding solutions, please forward this proposal along with any questions to your sales representative and JCCapitalNA@jci.com.



IMPORTANT NOTICE TO CUSTOMER

This Agreement is contingent on credit approval, which may be checked at JCI's discretion and requires final approval of a JCI authorized manager before any equipment/ services may be provided. Should credit and/or approval be declined, this Agreement will be terminated and JCI's only obligation to customer will be to notify Customer of such termination and refund any amounts paid in advance. In accepting this Proposal, Customer agrees to the terms and conditions contained herein and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that the Customer may issue. Any changes in the system requested by the Customer after the execution of this Agreement shall be paid for by Customer and such changes shall be authorized in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE PRECEDING PAGES. This proposal shall be void if not accepted in writing within 30 days from the date of the Proposal.**

For Customers located in Canada, this Fire Domain Sale and Installation Agreement has been drawn up and executed in English at the request of and with the full concurrence of Customer. Ce contrat a été rédigé en anglais à la demande et avec l'assentiment du client.

Unless otherwise agreed to by the parties, pricing is based upon the following billing and payment terms: Invoices will be delivered via email, payment due date of NET 30, deposit for a minimum of 30% of the sell price, and the invoices are to be paid via ACH/EFT bank transfer. Johnson Controls ACH/EFT bank transfer details will be forth coming upon contractual agreement.

This offer shall be void if not accepted in writing within thirty (30) days from the date first set forth above.

To ensure that JCI is compliant with your company's billing requirements, please provide the following information:

PO is required to facilitate billing: NO: This signed contract satisfies requirement
 YES: Please reference this PO Number: _____

AR Invoices are accepted via e-mail: YES: E-mail address to be used: _____
 NO: Please submit invoices via mail
 NO: Please submit invoices via _____

<p>Offered By: Johnson Controls Fire Protection LP</p> <p>Telephone: Representative: _____ Email: jason.ropson@jci.com</p>	<p>Accepted By: (Customer)</p> <p>Company: _____ Address: _____ Signature: _____ Title: _____ Date: _____</p>
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TERMS AND CONDITIONS (Rev. 9/22)

1. Payment and Invoicing. All payments are due net thirty (30) days from the date of invoice. Invoices shall be paid by Customer via electronic delivery via EFT/ACH. Invoicing disputes must be identified in writing within 21 days of the invoice date. Payments of any disputed amounts are due and payable upon resolution. All other amounts remain due within thirty (30) days from the date of the invoice. Work performed on a time and material basis shall be at Company's then-prevailing rate for material, labor, and related items, in effect at the time supplied under this Agreement. Company shall invoice Customer for progress payments to 100% percent based upon equipment delivered or stored, and services performed. In the event project duration exceeds one month, Company reserves the right to submit partial invoices for progress payments for work completed at the project site. Customer agrees to pay any progress invoices in accordance with the payment terms set forth herein. In exchange for close-out documents to be provided by Company, Customer agrees to pay Company the remaining project balance when on-site labor is completed and prior to any final inspections. Customers without established satisfactory credit and Customers who fail to pay amounts when due may be required to make payments of cash in advance, upon delivery or as otherwise specified by Company. Company reserves the right to revoke or modify Customer's credit in its sole discretion. Customer acknowledges and agrees that timely payments of the full amounts listed on invoices is an essential term of this Agreement and that Customer's failure to make payment when due is a material breach of this Agreement. Customer further acknowledges that if there is any amount outstanding on an invoice, it is material to Company and will give Company, without prejudice to any other right or remedy, the right to, without notice: (i) suspend, discontinue or terminate performing any services and/or withhold further deliveries of equipment and other materials, terminate or suspend any unpaid software licenses, and/or suspend Company's obligations under or terminate this Agreement; and (ii) charge Customer interest on the amounts unpaid at a rate equal to the lesser of one and one half (1.5) percent per month or the maximum rate permitted under applicable law, until payment is made in full. Company's election to continue providing future services does not, in any way diminish Company's right to terminate or suspend

services or exercise any or all rights or remedies under this Agreement. Company shall not be liable for any damages, claims, expenses, or liabilities arising from or relating to suspension of services for non-payment. In the event that there are exigent circumstances requiring services or the Company otherwise performs services at the premises following suspension, those services shall be governed by the terms of this Agreement unless a separate contract is executed. If Customer disputes any late payment notice or Company's efforts to collect payment, Customer shall immediately notify Company in writing and explain the basis of the dispute. Customer agrees to pay all of Company's reasonable collection costs, including legal fees and expenses.

2. Deposit. Unless prohibited by law, Customer agrees to pay a deposit for a minimum of 30% of the project sell price (pre-tax) prior to Company providing any labor or materials on the project. Company will generate an invoice for the deposit after Company's receipt of a written agreement or order from Customer. Company will not commence work until receipt of the deposit.

3. Pricing. The pricing set forth in this Agreement is based on the number of devices to be installed and services to be performed as set forth in the Scope of Work ("Equipment" and "Services"). If the actual number of devices installed or services to be performed is greater than that set forth in the Scope of Work, the price will be increased accordingly. If this Agreement extends beyond one year, Company may increase prices upon notice to the Customer.

All stated prices are exclusive of and Customer agrees to pay any taxes, fees, duties, tariffs, false alarm assessments, installation or alarm permits, and levies or other similar charges imposed and/or enacted by a government, however designated or imposed, including but not limited to value-added and withholding taxes that are levied or based upon the amounts paid under this Agreement. Prices in any quotation or proposal from Company are subject to change upon notice sent to Customer at any time before the quotation or proposal has been accepted. Prices for products covered by this Agreement may be adjusted by Company, upon notice to Customer at any time prior to shipment and regardless of Customer's acceptance of the Company's proposal or quotation, to reflect any increase in Company's cost of raw materials (e.g., steel, aluminum) inability to secure Products, changes or increases in law, labor, taxes, duties, tariffs or quotas, acts of government, any similar charges, or to cover any extra, unforeseen and unusual cost elements.

4. Alarm Monitoring Services. Any reference to alarm monitoring services in this Agreement is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Company's standard alarm monitoring services agreement.

5. Code Compliance. Company does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the Scope of Work. Customer acknowledges that the Authority Having Jurisdiction (e.g. Fire Marshal) may establish additional requirements for compliance with federal, state/provincial and local codes. Any additional services or equipment required will be provided at an additional cost to Customer.

6. Limitation of Liability; Limitations of Remedy. It is understood and agreed by the Customer that Company is not an insurer and that insurance coverage shall be obtained by the Customer and that amounts payable to company hereunder are based upon the value of the services and the scope of liability set forth in this Agreement and are unrelated to the value of the Customer's property and the property of others located on the premises. Customer agrees to look exclusively to the Customer's insurer to recover for injuries or damage in the event of any loss or injury and that Customer releases and waives all right of recovery against Company arising by way of subrogation. Company makes no guaranty or Warranty, including any implied warranty of merchantability or fitness for a particular purpose that equipment or services supplied by Company will detect or avert occurrences or the consequences therefrom that the equipment or service was designed to detect or avert. It is impractical and extremely difficult to fix the actual damages, if any, which may proximately result from failure on the part of Company to perform any of its obligations under this Agreement. Accordingly, Customer agrees that, Company shall be exempt from liability for any loss, damage or injury arising directly or indirectly from occurrences, or the consequences therefrom, which the equipment or service was designed to detect or avert. Should Company be found liable for any loss, damage or injury arising from a failure of the equipment or service in any respect, Company's liability shall be limited to an amount equal to the Agreement price (as increased by the price for any additional work) or where the time and material payment term is selected, Customer's time and material payments to Company to be calculated with reference to payments made at the time the loss is sustained. Where this Agreement covers multiple sites,

liability shall be limited to the amount of the payments allocable to the site where the incident occurred. Such sum shall be complete and exclusive. In no event shall Company be liable for any damage, loss, injury, or any other claim arising from any servicing, alterations, modifications, changes, or movements of the Covered System(s) or any of its component parts by Customer or any third party. To the maximum extent permitted by law, in no event shall Company and its affiliates and their respective personnel, suppliers and vendors be liable to Customer or any third party under any cause of action or theory of liability, even if advised of the possibility of such damages, for any (a) special, incidental, consequential, punitive or indirect damages of any kind; (b) loss of profits, revenues, data, customer opportunities, business, anticipated savings or goodwill; (c) business interruption; or (d) data loss or other losses arising from viruses, ransomware, cyber-attacks or failures or interruptions to network systems. The limitations of liability set forth in this Agreement shall inure to the benefit of all parents, subsidiaries and affiliates of Company, whether direct or indirect, Company's employees, agents, officers and directors.

7. Reciprocal Waiver of Claims (SAFETY Act).

Certain of Company's systems and services have received Certification and/or Designation as Qualified Anti-Terrorism Technologies ("QATT") under the Support Anti-terrorism by Fostering Effective Technologies Act of 2002, 6 U.S.C. §§ 441-444 (the "SAFETY Act"). As required under 6 C.F.R. 25.5 (e), to the maximum extent permitted by law, Company and Customer hereby agree to waive their right to make any claims against the other for any losses, including business interruption losses, sustained by either party or their respective employees, resulting from an activity resulting from an "Act of Terrorism" as defined in 6 C.F.R. 25.2, when QATT have been deployed in defense against, response to, or recovery from such Act of Terrorism.

8. General Provisions. Customer has selected the service level desired after considering and balancing various levels of protection afforded, and their related costs. All work to be performed by Company will be performed during normal working hours of normal working days (8:00 a.m. – 5:00 p.m., Monday through Friday, excluding Company holidays), as defined by

Company, unless additional times are specifically described in this Agreement. Company will perform the services described in the Scope of Work section ("Services") for one or more system(s) or equipment as described in the Scope of Work section or the listed attachments ("Covered System(s)"). The Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes the Covered System(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. UNLESS OTHERWISE SPECIFIED IN THIS AGREEMENT, ANY INSPECTION(AND, IF SPECIFIED, TESTING)PROVIDED UNDER THIS AGREEMENT DOES NOT INCLUDE ANY MAINTENANCE, REPAIRS, ALTERATIONS, REPLACEMENT OF PARTS, OR ANY FIELD ADJUSTMENT WHATSOEVER, NOR DOES IT INCLUDE THE CORRECTION OF ANY DEFICIENCIES IDENTIFIED BY COMPANY TO CUSTOMER. COMPANY SHALL NOT BE RESPONSIBLE FOR EQUIPMENT FAILURE OCCURRING WHILE COMPANY IS IN THE PROCESS OF FOLLOWING ITS INSPECTION TECHNIQUES, WHERE THE FAILURE ALSO RESULTS FROM THE AGE OR OBSOLESCENCE OF THE ITEM OR DUE TO NORMAL WEAR AND TEAM. THIS AGREEMENT DOES NOT COVER SYSTEMS, EQUIPMENT, COMPONENTS OR PART THAT ARE BELOW GRADE, BEHIND WALLS OR OTHER OBSTRUCTIONS OR EXTERIOR TO THE BUILDING, ELECTRICAL WIRING AND PIPING.

9. Customer Responsibilities. Customer shall furnish all necessary facilities for performance of its work by Company, adequate space for storage and handling of materials, light, water, heat, heat tracing, electrical service, local telephone, watchman, and crane and elevator service and necessary permits. Where wet pipe system is installed, Customer shall supply and maintain sufficient heat to prevent freezing of the system. Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes any existing system(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company

determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. Customer shall further:

- supply required schematics and drawings unless they are to be supplied by Company in accordance with this Agreement;
- Provide a safe work environment, in the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death, and property damage, continue such measures until the Covered System(s) are operational, and notify Company as soon as possible under the circumstances.
- Provide Company access to any system(s) to be serviced,
- Comply with all laws, codes, and regulations pertaining to the equipment and/or services provided under this Agreement.
- Customer is solely responsible for the establishment, operation, maintenance, access, security and other aspects of its computer network ("Network") and shall supply Company secure Network access for providing its services. Products networked, connected to the internet, or otherwise connected to computers or other devices must be appropriately protected by Customer and/or end user against unauthorized access. Customer is responsible to take appropriate measures, including performing back-ups, to protect information, including without limit data, software, or files (collectively "Data") prior to receiving the service or products.

10. Excavation. In the event the Work includes excavation, Customer shall pay, as an extra to the contract price, the cost of any additional work performed by Company due to water, quicksand, rock or other unforeseen condition or obstruction encountered or shoring required.

11. Structure and Site Conditions. While employees of Company will exercise reasonable care in this respect, Company shall be under not responsibility for loss or damage due to the character, condition or use of foundations, walls, or other structures not erected by Company or resulting from the excavation in proximity thereto, or for damage resulting from concealed piping, wiring, fixtures, or other equipment or condition of water pressure. All shoring or protection of foundation, walls or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of Customer. Customer shall have all things in readiness for installation including, without limitation, structure to

support the sprinkler system and related equipment (including tanks), other materials, floor or suitable working base, connections and facilities for erection at the time the materials are delivered. In the event Customer fails to have all things in readiness at the time scheduled for receipt of materials, Customer shall reimburse Company for all expenses caused by such failure. Failure to make areas available to Company during performance in accordance with schedules that are the basis for Company's proposal shall be considered a failure to have things in readiness in accordance with the terms of this Agreement.

12. Confined Space. If access to confined space by Company is required for the performance of Services, Services shall be scheduled and performed in accordance with Company's then-current hourly rate.

13. Hazardous Materials. Customer represents that, except to the extent that Company has been given written notice of the following hazards prior to the execution of this Agreement, to the best of Customer's knowledge there is no:

- Space in which work must be performed that, because of its construction, location, contents or work activity therein, accumulation of a hazardous gas, vapor, dust or fume or the creation of an oxygen-deficient atmosphere may occur,
- "permit confined space," as defined by OSHA for work performed by Company in the United States,
- risk of infectious disease,
- need for air monitoring, respiratory protection, or other medical risk,
- asbestos, asbestos-containing material, formaldehyde or other potentially toxic or otherwise hazardous material contained in or on the surface of the floors, walls, ceilings, insulation or other structural components of the area of any building where work is required to be performed under this Agreement.

All of the above are hereinafter referred to as "Hazardous Conditions". Company shall have the right to rely on the representations listed above. If hazardous conditions are encountered by Company during the course of Company's work, the discovery of such materials shall constitute an event beyond Company's control and Company shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by Customer as certified in writing by an independent testing agency, and Customer shall pay disruption expenses and re-mobilization expenses as determined by Company. This Agreement does not provide for the cost of testing involving a discharge or release, capture, containment, transport, removal, or disposal (collectively, the "Discharge Services") of any hazardous waste materials, hazardous materials, or firefighting materials including without limitation firefighting foam encountered in and/or discharged from any of the Covered System(s) and/or during performance of the Services. Said materials shall at all times remain the responsibility and property of

Customer. Customer shall be responsible for any Discharge Services associated with such materials, including all discharged firefighting foam in accordance with all applicable law. Company shall not be responsible for the testing, removal or disposal of such hazardous materials. Customer shall indemnify and hold Company harmless from and against any and all claims, demands and/or damages arising in whole or in part from the use of or any Discharge Services associated with any hazardous waste, hazardous materials, or firefighting materials including without limitation firefighting foam encountered or discharged from any of the Covered System(s) and/or during performance of the Services.

14. COVID-19 Vaccination. Company expressly disclaims any requirement, understanding or agreement, express or implied, included directly or incorporated by reference, in any Customer purchase order, solicitation, notice or otherwise, that any of Company's personnel be vaccinated against Covid-19 under any federal, state/provincial or local law, regulation or order applicable to government contracts or subcontracts, including, without limitation, Presidential Executive Order 14042 ("Ensuring Adequate COVID Safety Protocols for Federal Contractors") and Federal Acquisition Regulation (FAR) 52.223-99 ("Ensuring Adequate COVID Safety Protocols for Federal Contractors"). Any such requirement shall only apply to Company's personnel if and only to the extent contained in a written agreement physically signed by an authorized officer of Company.

15. Occupational Health and Safety/OSHA Compliance. Customer shall indemnify and hold Company harmless from and against any and all claims, demands and/or damages arising in whole or in part from the enforcement of applicable laws regarding occupational health and safety for work performed in Canada or the Occupational Safety Health Act for work performed by Company in the United States. (and any amendments or changes thereto) unless said claims, demands or damages are a direct result of causes within the exclusive control of Company.

16. Interferences. Customer shall be responsible to coordinate the work of other trades (including but not limited to ducting, piping, and electrical) and for and additional costs incurred by Company arising out of interferences to Company's work caused by other trades.

17. Modifications and Substitutions. Company reserves the right to modify materials, including substituting materials of later design, providing that such modifications or substitutions will not materially affect the performance of the Covered System(s).

18. Changes, Alterations, Additions. Changes, alterations and additions to the Scope of Work, plans,

specifications or construction schedule shall be invalid unless approved in writing by Company. Should changes be approved by Company, that increase or decrease the cost of the work to Company, the parties shall agree, in writing, to the change in price prior to performance of any work. However, if no agreement is reached prior to the time for performance of said work, and Company elects to perform said work so as to avoid delays, then Company's estimate as to the value of said work shall be deemed accepted by Customer. In addition, Customer shall pay for all extra work requested by Customer or made necessary because of incompleteness or inaccuracy of plans or other information submitted by Customer with respect to the location, type of occupancy, or other details of the work to be performed. In the event the layout of Customer's facilities has been altered, or is altered by Customer prior to the completion of the Work, Customer shall advise Company, and prices, delivery and completion dates shall be changed by Company as may be required.

19. Commodities Availability. Company shall not be responsible for failure to provide services, deliver products, or otherwise perform work required by this Agreement due to lack of available steel products or products made from plastics or other commodities. In the event Company is unable, after reasonable commercial efforts, to acquire and provide steel products, or products made from plastics or other commodities, if required to perform work required by this Agreement, Customer hereby agrees that Company may terminate the Agreement, or the relevant portion of the Agreement, at no additional cost and without penalty. Customer agrees to pay Company in full for all work performed up to the time of any such termination.

20. Project Claims. Any claim of failure to perform against Company arising hereunder shall be deemed waived unless received by Company, in writing specifically setting forth the basis for such claim, within ten (10) days after such claims arises.

21. Back charges. No charges shall be levied against Company unless seventy-two (72) hours prior written notice is given to Company to correct any alleged deficiencies which are alleged to necessitate such charges and unless such alleged deficiencies are solely and directly caused by Company.

22. System Equipment. The purchase of equipment or peripheral devices (including but not limited to smoke detectors, passive infrared detectors, card

readers, sprinkler system components, extinguishers and hoses) from Company shall be subject to the terms and conditions of this Agreement. If, in Company's sole judgment, any peripheral device or other system equipment, which is attached to the Covered System(s), whether provided by Company or a third party, interferes with the proper operation of the Covered System(s), Customer shall remove or replace such device or equipment promptly upon notice from Company. Failure of Customer to remove or replace the device shall constitute a material breach of this Agreement. If Customer adds any third party device or equipment to the Covered System(s), Company shall not be responsible for any damage to or failure of the Covered System(s) caused in whole or in part by such device or equipment.

22. Reports. Where inspection and/or test services are selected, such inspection and/or test shall be completed on Company's then current Report form, which shall be given to Customer, and, where applicable, Company may submit a copy thereof to the local authority having jurisdiction. The Report and recommendations by Company are only advisory in nature and are intended to assist Customer in reducing the risk of loss to property by indicating obvious defects or impairments noted to the system and equipment inspected and/or tested. They are not intended to imply that no other defects or hazards exist or that all aspects of the Covered System(s), equipment, and components are under control at the time of inspection. Final responsibility for the condition and operation of the Covered System(s) and equipment and components lies with Customer.

23. Limited Warranty. Subject to the limitations below, Company warrants any equipment (as distinguished from the Software) installed pursuant to this Agreement to be free from defects in material and workmanship under normal use for a period of one (1) year from the date of first beneficial use or all or any part of the Covered System(s) or 18 months after Equipment shipments, whichever is earlier, provided however, that Company's sole liability, and Customer's sole remedy, under this limited warranty shall be limited to the repair or replacement of the Equipment or any part thereof, which Company determines is defective, at Company's sole option and subject to the availability of service personnel and parts, as determined by Company. Company warrants expendable items, including, but not limited to, video and print heads, television camera tubes, video

monitor displays tubes, batteries and certain other products in accordance with the applicable manufacturer's warranty. Company does not warrant devices designed to fail in protecting the System, such as, but not limited to, fuses and circuit breakers. Company warrants that any Company software described in this Agreement, as well as software contained in or sold as part of any Equipment described in this Agreement, will reasonably conform to its published specifications in effect at the time of delivery and for ninety (90) days after delivery. However, Customer agrees and acknowledges that the software may have inherent defects because of its complexity. Company's sole obligation with respect to software, and Customer's sole remedy, shall be to make available published modifications, designed to correct inherent defects, which become available during the warranty period. If Repair Services are included in this Agreement, Company warrants that its workmanship and material for repairs made pursuant to this Agreement will be free from defects for a period of ninety (90) days from the date of furnishing.

EXCEPT AS EXPRESSLY SET FORTH HEREIN, COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT, IF ANY, SUPPORTED HEREUNDER. Warranty service will be performed during Company's normal working hours. If Customer requests warranty service at other than normal working hours, service will be performed at Company's then current rates for after hours services. All repairs or adjustments that are or may become necessary shall be performed by and authorized representative of Company. Any repairs, adjustments or interconnections performed by Customer or any third party shall void all warranties. Company makes no and specifically disclaims all representations or warranties that the services, products, software or third party product or software will be secure from cyber threats, hacking or other similar malicious activity, or will detect the presence of, or eliminate, treat, or mitigate the spread transmission, or outbreak of any pathogen, disease, virus or other contagion, including but not limited to COVID-19.

25. Indemnity. Customer agrees to indemnify, hold harmless and defend Company against any and all losses, damages, costs, including expert fees and costs, and expenses including reasonable defense costs, arising from any and all third party claims for personal injury, death, property damage or economic loss, including specifically any damages resulting from the exposure of workers to Hazardous Conditions whether or not Customer pre-notifies Company of the existence of said hazardous conditions, arising in any way from any act or omission of Customer or Company relating in any way to this Agreement, including but not limited to the

Services under this Agreement, whether such claims are based upon contract, warranty, tort (including but not limited to active or passive negligence), strict liability or otherwise. Company reserves the right to select counsel to represent it in any such action.

26. Insurance. Customer shall name Company, its officers, employees, agents, subcontractors, suppliers, and representatives as additional insureds on Customer's general liability and auto liability policies.

27. Termination. Any termination under the terms of this Agreement shall be made in writing. In the event Customer terminates this Agreement prior to completion for any reason not arising solely from Company's performance or failure to perform, Customer understands and agrees that Company will incur costs of administration and preparation that are difficult to estimate or determine. Accordingly, should Customer terminate this Agreement as described above, Customer agrees to pay all charges incurred for products and equipment installed and services performed, and in addition pay an amount equal to twenty (20%) percent of the price of products and equipment not yet delivered and Services not yet performed, return all products and equipment delivered and pay a restocking fee of twenty (20%) percent the price of products or equipment returned. Company may terminate this Agreement immediately at its sole discretion upon the occurrence of any Event of Default as hereinafter defined. Company may also terminate this Agreement at its sole discretion upon notice to Customer if Company's performance of its obligations under this Agreement becomes impracticable due to obsolescence of equipment at Customer's premises or unavailability of parts.

28. Default. An Event of Default shall be (a) failure of Customer to pay any amount when due and payable, (b) abuse of the System or the Equipment, (c) dissolution, termination, discontinuance, insolvency or business failure of Customer. Upon the occurrence of an Event of Default, Company may pursue one or more of the following remedies: (i) discontinue furnishing Services and delivering Equipment, (ii) by written notice to Customer declare the balance of unpaid amounts due and to become due under this Agreement to be immediately due and payable; (iii) receive immediate possession of any Equipment for which Customer has not paid; (iv) proceed at law or equity to enforce performance by Customer or

recover damages for breach of this Agreement, and (v) recover all costs and expenses, including without limitation reasonable attorneys' fees, in connection with enforcing or attempting to enforce this Agreement.

29. Exclusions. Unless expressly included in the Scope of Work, this Agreement expressly excludes, without limitation, testing inspection and repair of duct detectors, beam detectors, and UV/IR equipment; provision of fire watches; clearing of ice blockage; draining of improperly pitched piping; replacement of batteries; recharging of chemical suppression systems; reloading of, upgrading, and maintaining computer software; system upgrades and the replacement of obsolete systems, equipment, components or parts; making repairs or replacements necessitated by reason of negligence or misuse of components or equipment or changes to Customer's premises, vandalism, corrosion (including but not limited to micro-bacterially induced corrosion ("MIC")), power failure, current fluctuation, failure due to non-Company installation, lightning, electrical storm, or other severe weather, water, accident, fire, acts of God or any other cause external to the Covered System(s). Repair Services provided pursuant to this Agreement do not cover and specifically excludes system upgrades and the replacement of obsolete systems, equipment, components or parts. All such services may be provided by Company at Company's sole discretion at an additional charge. If Emergency Services are expressly included in the scope of work section, the Agreement price does not include travel expenses.

30. No Option to Solicit. Customer shall not, directly or indirectly, on its own behalf or on behalf of any other person, business, corporation or entity, solicit or employ any Company employee, or induce any Company employee to leave his or her employment, for a period of two years after termination of this Agreement.

31. Force Majeure; Delays. Company shall not be liable, nor in breach or default of its obligations under this Agreement, for delays, interruption, failure to render services, or any other failure by Company to perform an obligation under this Agreement, where such delay, interruption or failure is caused, in whole or in part, directly or indirectly, by a Force Majeure Event. A "Force Majeure Event" is a condition or event that is beyond the reasonable control of Company, whether foreseeable or unforeseeable,

including, without limitation, acts of God, severe weather (including but not limited to hurricanes, tornados, severe snowstorms or severe rainstorms), wildfires, floods, earthquakes, seismic disturbances, or other natural disasters, acts or omissions of any governmental authority (including change of any applicable law or regulation), epidemics, pandemics, disease, viruses, quarantines, or other public health risks and/or responses thereto, condemnation, strikes, lock-outs, labor disputes, an increase of 5% or more in tariffs or other excise taxes for materials to be used on the project, fires, explosions or other casualties, thefts, vandalism, civil disturbances, insurrection, mob violence, riots, war or other armed conflict (or the serious threat of same), acts of terrorism, electrical power outages, interruptions or degradations in telecommunications, computer, network, or electronic communications systems, data breach, cyber-attacks, ransomware, unavailability or shortage of parts, materials, supplies, or transportation, or any other cause or casualty beyond the reasonable control of Company. If Company's performance of the work is delayed, impacted, or prevented by a Force Majeure Event or its continued effects, Company shall be excused from performance under the Agreement. Without limiting the generality of the foregoing, if Company is delayed in achieving one or more of the scheduled milestones set forth in the Agreement due to a Force Majeure Event, Company will be entitled to extend the relevant completion date by the amount of time that Company was delayed as a result of the Force Majeure Event, plus such additional time as may be reasonably necessary to overcome the effect of the delay. To the extent that the Force Majeure Event directly or indirectly increases Company's cost to perform the services, Customer is obligated to reimburse Company for such increased costs, including, without limitation, costs incurred by Company for additional labor, inventory storage, expedited shipping fees, trailer and equipment rental fees, subcontractor fees or other costs and expenses incurred by Company in connection with the Force Majeure Event.

32. One-Year Claims Limitation; Choice of Law.

For Customers located in the United States, the laws of Wisconsin shall govern the validity, enforceability, and interpretation of this Agreement, without regard to conflicts of law. For customers located in Canada, this agreement shall be governed by and be construed in accordance with the laws of Ontario. The parties

agree that any disputes arising under this Agreement shall be determined exclusively by the Ontario courts and that no action or legal proceedings of any nature shall be filed or commenced in any other court pertaining to any dispute arising out of or in relation to this Agreement. The parties also hereby waive any objection to the exclusive jurisdiction of the Ontario courts, including any objection based on *forum non conveniens*. No claim or cause of action, whether known or unknown, shall be brought against Company more than one year after the claim first arose. Except as provided for herein, Company's claims must also be brought within one year. Claims not subject to the one-year limitation include claims for unpaid: (a) contract amounts, (b) change order amounts (approved or requested) and (c) delays and/or work inefficiencies.

33. Assignment. Customer may not assign this Agreement without Company's prior written consent. Company may assign this Agreement to an affiliate without obtaining Customer's consent.

34. Entire Agreement. The parties intend this Agreement, together with any attachments or Riders (collectively the "Agreement") to be the final, complete and exclusive expression of their Agreement and the terms and conditions thereof. This Agreement supersedes all prior representations, understandings or agreements between the parties, written or oral, and shall constitute the sole terms and conditions of sale for all equipment and services. No waiver, change, or modification of any terms or conditions of this Agreement shall be binding on Company unless made in writing and signed by an Authorized Representative of Company.

35. Severability. If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or in part, this Agreement will continue to be valid as to the other provisions and the remainder of the affected provision.

36. Legal Fees. Company shall be entitled to recover from the customer all reasonable legal fees incurred in connection with Company enforcing the terms and conditions of this Agreement.

37. Software and Digital Services. Use, implementation, and deployment of the software and hosted software products ("Software") offered under these terms shall be subject to, and governed by, Company's standard terms for such Software and

Software related professional services in effect from time to time at <https://www.johnsoncontrols.com/techterms> (collectively, the "Software Terms"). Applicable Software Terms are incorporated herein by this reference. Other than the right to use the Software as set forth in the Software Terms, Company and its licensors reserve all right, title, and interest (including all intellectual property rights) in and to the Software and improvements to the Software. The Software that is licensed hereunder is licensed subject to the Software Terms and not sold. If there is a conflict between the other terms herein and the Software Terms, the Software Terms shall take precedence and govern with respect to rights and responsibilities relating to the Software, its implementation and deployment and any improvements thereto. Notwithstanding any other provisions of this Agreement and unless otherwise agreed to by the parties in writing, the following terms apply to Software that is provided to Customer on a subscription basis (i.e., a time limited license or use right), (each a "Software Subscription"): Each Software Subscription provided hereunder will commence on the date the initial credentials for the Software are made available (the "Subscription Start Date") and will continue in effect until the expiration of the subscription term noted herein. At the expiration of the Software Subscription, such Software Subscription will automatically renew for consecutive one (1) year terms (each a "Renewal Subscription Term"), unless either party provides the other party with a notice of non-renewal at least ninety (90) days prior to the expiration of the then-current term. To the extent permitted by applicable law, Software Subscriptions purchases are non-cancelable and the sums paid nonrefundable. Fees for Software Subscriptions shall be paid annually in advance, invoiced on the Subscription Start Date and each subsequent anniversary thereof. Unless otherwise agreed by the parties in writing, the subscription fee for each Renewal Subscription Term will be priced at JCI's then-applicable list price for that Software offering. Any use of Software that exceeds the scope, metrics or volume set forth in this Agreement will be subject to additional fees based on the date such excess use began.

38. Electronic Media. Electronic Media. Either party may scan, fax, email, image, or otherwise convert this Agreement into an electronic format of any type or form, now known or developed in

the future. Any unaltered or unadulterated copy of this Agreement produced from such an electronic format will be legally binding upon the parties and equivalent to the original for all purposes, including litigation. JCI may rely upon Customer's assent to the terms and conditions of this Agreement, if Customer has signed this Agreement or demonstrated its intent to be bound whether by electronic signature or otherwise.

39. Lien Legislation. Notwithstanding anything to the contrary contained herein, the terms of this Agreement shall be subject to the lien legislation applicable to the location where the work will be performed, and, in the event of conflict, the applicable lien legislation shall prevail.

40. Privacy. Company as : Where Company factually acts as Processor of Personal Data on behalf of Customer (as such terms are defined in the DPA) the terms at www.johnsoncontrols.com/dpa ("DPA") shall apply. **Company as :** Company will collect, process and transfer certain personal data of Customer and its personnel related to the business relationship between it and Customer (for example names, email addresses, telephone numbers) as controller and in accordance with Company's Privacy Notice at <https://www.johnsoncontrols.com/privacy>. Customer acknowledges Company's Privacy Notice and strictly to the extent consent is mandatorily required under applicable law, Customer consents to such collection, processing and transfer. To the extent consent to such collection, processing and transfer by Company is mandatorily required from Customer's personnel under applicable law, Customer warrants and represents that it has obtained such consent.

41. License Information (Security System Customers): **AL Alabama Electronic Security Board of Licensure 7956 Vaughn Road, Pmb 392, Montgomery, Alabama 36116 (334) 264-9388: AR Regulated by: Arkansas Board of Private Investigators And Private Security Agencies, #1 State Police Plaza Drive, Little Rock 72209 (501)618-8600: CA Alarm company operators are licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, CA, 95814. Upon completion of the installation of the alarm system, the alarm company shall thoroughly instruct the purchaser in the proper use of the alarm system. Failure by the licensee, without legal excuse, to substantially commence work within 20 days from**

the approximate date specified in the agreement when the work will begin is a violation of the Alarm Company Act: NY Licensed by N.Y.S. Department of the State: TX Texas Commission on Private Security, 5805 N. Lamar Blvd., Austin, 78752-4422, 512-424-7710. License numbers available at www.johnsoncontrols.com or contact your local Johnson Controls office.

Richland County Public Works

Agenda Item Cover

Agenda Item Name: Speakers and Strobes for Fire System in Courthouse

Department	MIS	Presented By:	Barbara Scott
Date of Meeting:	07/13/2023	Action Needed:	Approval
Disclosure:	Open Session	Authority:	
Date submitted:	07/06/2023	Referred by:	

Recommendation and/or action language:

Motion to ... Approve Bid for Speakers and Strobes for Johnson Controls in the amount of \$2,797.70.

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

The current fire alarm system in the courthouse has no speakers or strobes to allow warnings to be announced to the new side of the courthouse. We were asked to look for a solution to this issue.

Johnson Controls currently maintains the fires alarm system that is in the courthouse so they were contacted about this need. Their proposal does not include wiring which would need to be installed by another vendor with those bids to be obtained yet.

Attachments and References:

Johnson Controls Proposal	
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Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Courthouse Maintenance Budget
<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)

Approval: *Barbara J Scott*

Review:

Department Head

Administrator, or Elected Office (if applicable)

Richland County Public Works

Agenda Item Cover

Agenda Item Name: Maintenance of New Structures

Department	MIS	Presented By:	Barbara Scott
Date of Meeting:	07/13/2023	Action Needed:	Approval
Disclosure:	Open Session	Authority:	
Date submitted:	07/10/2023	Referred by:	

Recommendation and/or action language:

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

We are adding several new generators and tower site buildings. We have been advised that we will need to have a maintenance plan for these. These sites should be visited at least monthly to be cleaned maintained evaluated for pests, rodents, and have the generators checked. The Hvac units will need filters checked. MIS was proposing a new Radio Tech position that was cut due to budget constraints so now this work will still need to be done. This will involve the need for a vehicle to get to some of the sites. We need to come up with a plan.

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: *Barbara J Scott*

Review:

Department Head

Administrator, or Elected Office (if applicable)

Richland County Public Works

Agenda Item Cover

Agenda Item Name: New Computer Policy

Department	MIS	Presented By:	Barbara Scott
Date of Meeting:	07/13/2023	Action Needed:	Approval
Disclosure:	Open Session	Authority:	
Date submitted:	07/10/2023	Referred by:	

Recommendation and/or action language: Adopt the new policy and distribute to all employees who use county computers for signature.

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

The current county computer policy is from 2018 and needs to be updated due to continually changing trends and developments in information technology. We have added several new procedures and technologies since 2018 and need to include them in the current policy.

Attachments and References:

Proposed computer policy	
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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: *Barbara J Scott*

Review:

Barbara J Scott

Department Head

Administrator, or Elected Office (if applicable)

**Richland County
Management Information Services**

Department
221 W Seminary St
Richland Center WI
53581
(608) 649-5922

Richland County Network and Computer Use Policy

All Departments

Overview

The purpose of this policy is to define acceptable usage of Richland County's network and computer devices. This policy is to protect Richland County's employees, partners and the residents from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and application services are the property of Richland County. Effective security is a team effort involving the participation and support of every Richland County employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. This policy covers accessing our network, passwords, security, prohibited use, and user responsibility.

Purpose

This policy is in place to protect the employees and Richland County as an organization. Inappropriate use of the computer systems can expose Richland County to risks, including virus attacks, compromise of network systems, services and data, the loss of sensitive or county confidential data, system down time, and disruptions to business services.

Scope

This policy applies to full-time employees, part-time employees, contracted employees, independent contractors, on-call employees, limited term employees (LTEs), consultants, elected officials, and other third parties.

This policy covers all computer devices, hand held devices, and network equipment that are used and operated for conducting Richland County business and the connectivity hardware and media of those devices. Devices include: workstations, laptops, smartphones, iPads, all tablets, printers, or any other components that connect to the network or computer device.

Usage

Richland County provides computer/laptop devices and network access as a professional resource for employees to fulfill business needs and is not intended for personal use.

- You may access, use or share Richland County Information and/or Information Systems only to the extent it is authorized and necessary to fulfill your assigned job duties.
- Richland County information stored on electronic and computing devices must be protected through legal or technical means that information is protected.
- You have a responsibility to promptly report the damage, theft, loss or unauthorized disclosure of Richland County information and/or Information Systems.
- For security and network maintenance purposes, authorized individuals within the Richland County Management Information Services Department may monitor equipment, systems and network traffic at any

time.

- The Richland County Management Information Services Department reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Access

Any user (remote or internal) accessing Richland County network and/or devices must be authenticated through the use of a unique user ID and Password.

The unique user ID assigned to each individual is used for access and control to data and systems. All logging and tracking requirements for privacy, auditing, security and monitoring are recorded based on this unique user ID. Users will be held responsible for all actions taken under their user ID as recorded by our network and systems. It is strictly forbidden that your user ID and password be used by others.

Obtaining User Id and Password

In order to issue a user id and password, the Richland County Management Information Services Department must receive the following:

- Notification from the Department Head/supervisor and/or Personnel Department indicating needed applications and data access.
- The user must read and sign this policy, acknowledging acceptance thereof.
- Users needing access to data owned by another department will only be granted access upon written approval from his/her Department Head and the data's owner.

Passwords

- Passwords must conform to the following:
 - Must be at least eight (8) characters long
 - Must contain at least one alphabetic and one non-alphabetic character. Non-alphabetic characters include numbers (0-9) and punctuation.
 - Must contain at least one lower case and one upper case alphabetic character.
 - Must not be similar to passwords that they had previously employed.
 - Must be difficult to guess. Do not use derivatives of user-IDs, and common character sequences such as "123456" must not be employed. Likewise, personal details such as spouse's name, automobile license plate, social security number, and birthday must not be used unless accompanied by additional unrelated characters. User-chosen passwords must also not be any part of speech. For example, proper names, geographical locations, common acronyms, and slang must not be employed.
- Each user of Richland County computer systems will be given only three attempts to enter a correct password. If a user has incorrectly entered a password three consecutive times, the user ID will be locked out until MIS staff authenticates the user's identity and then unlocks the account.
- All users will be automatically forced to change their passwords upon receipt of a MIS issued password and at least once every 180 days.
- Users must never write down or otherwise record their password.
- Users must never reveal their user id or account password to others or allow the use of their account by others.
- All passwords must be promptly changed if they are suspected of being disclosed, or known to have been disclosed to unauthorized parties.
- Users may request a password reset by e-mail, phone or in person. For non-employees your password will not be given verbally but will be sent to your registered email address.
- Every work account should have a different, unique password.

Security

Richland County will implement physical and technical safeguards to ensure the integrity of the county hardware, systems and data.

Users will be granted access to information on a “need-to-know” basis. That is, users will only receive access to the minimum applications and privileges required to perform their jobs.

It is the responsibility of the user to practice the following security measures:

- Do not allow others access through your user ID and password. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- Secure workstations (screen lock or log out) prior to leaving area to prevent unauthorized access.
- You must lock the screen or log off when the device is unattended.
- Log out of all applications when not in use.
- Complying with all applicable password policies and procedures.
- Never install unauthorized software on any workstation/laptop/device.
- Know the level of security associated to network drives and system directories when storing data.
 - Personal Access – can only be seen by user (currently H:)
 - Department Access – can only be accessed only by users associated to the Department (G:)
- Do not store sensitive information on workstation/laptops, instead store all sensitive information, including protected health information (PHI) in a network directory.
- Ensure that monitors are positioned away from public view.
- Do not store sensitive data on portable storage devices such as CD, DVD, and USB.
- Never use portable storage devices (CD, DVD, USB, etc) from unknown or suspicious sources.
- Never download files from unknown or suspicious sources
- Must never disable or interfere with the anti-virus software unless given explicit permission from Richland County Management Information Services
- Must never disable or interfere with the firewall unless given explicit permission from Richland County Management Information Services.
- Ensure proprietary software per your department is up to date.
- Ensure workstations are shut down every night.
- Exit running applications and close open documents at the end of the day or when away from the device for an extended period.
- If a user has any questions or suspicions regarding emails or files they must contact the MIS Department immediately.

Information Technology Security Assessment and Testing

This section address the county-wide need and provides guidance for Information Technology Security Assessment and testing.

- Assessment tests will be given to all county employees, contracted employees and volunteers who have access to County equipment.
- High level deficiencies shall initiate mitigation within ten (10) calendar days. Medium level deficiencies shall initiate mitigation within thirty (30) calendar days.
- Upon completion of the remediation of a vulnerability, agencies shall retest for the existence of the remediated vulnerability.
- Failure to complete remediation training could result in limited access to the counties computer access.

Prohibited

The following activities are strictly prohibited:

- To engage in any activity that is illegal under local, state, federal or international law while using Richland County-owned resources.
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or

other software products that are not appropriately licensed for use by Richland County.

- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music.
- Pornography, Child Pornography, Nudity or other Sexually Explicit Material; not specifically related to your job duties.
- Political Activity
- Deliberately create, propagate or distribute malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Logging into a device with an account that the user is not expressly authorized to access.

Prohibited (continued)

- Disrupt network communications. this includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, port scanning or security scanning and forged routing information.
- Port scanning or security scanning is expressly prohibited.
- Executing any form of network monitoring which will intercept data.
- Circumventing user authentication or security on any network, workstation, device or system.
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's session.
- Export or Copy information about, or lists of, Richland County employees to parties outside Richland County.
- Copy or Export county-owned software, intellectual property
- Copy, export and distribute data not specifically related to your job duties.
- Connecting any devices not owned by or leased by Richland County without approval from Richland County MIS.
- Keeping food and drink within range of any computer devices in which an accidental spill could contact the device.

All Remote Access

This section covers additional requirements needed for those connecting remotely through an Internet connection.

Remote access privileges will only be granted to those who have a need based on work requirements and are allowable under their position's personnel contracts.

To obtain access to Richland County network via a VPN or Remote Access the following procedure will be followed:

- Complete a Richland County Telework Agreement, signed by your Department Head.
- Richland County MIS Department will then install the appropriate software and/or guide the user on how to gain remote access.

Those persons granted remote access privileges to Richland County's network must abide by all the conditions within this policy, including the following:

- Only Richland County-owned devices are allowed to connect, unless approved by the Richland County MIS Department.
- Must use Richland County VPN Client software or Remote Access method. Any other proposed method must obtain approval from the Richland County MIS Department prior to use.

The user is responsible for:

- Selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees.
- Though strongly discouraged, if not using Richland County-owned equipment, equipment used must be configured to comply with Richland County's standards. This includes maintaining current patch levels, and security patches.
- Exceptions to this will need prior approval from the Richland County MIS Department.

Enforcement and Violations

Any violation of this policy or unlawful use will be reported to and reviewed by Richland County Administrator on a case-by-case basis. Depending upon the severity and impact of the violation any or all of the following may occur:

- Loss of internet privileges
- Disciplinary action up to and including termination
- Report violation to legal authorities

Cloud Based Computing Services

The county has approved using iCloud, Google Documents and Drop Box. These are the only cloud computing options to be used and the following procedures and rules must be followed when using them.

- All accounts where county data is kept must be created using the County's county account or MIS administered accounts. Only addresses ending in @co.richland.wi.us will be used for setting up such accounts.
- Cloud computing may not be used for information that is restricted/confidential, private, personal or sensitive in nature.
- No information that is subject to HIPAA should ever be placed in the cloud.
- All records/data must be retained according to the data retention policies
- MIS department shall be the administrators of all cloud based services accounts.

Internet

This policy shall apply to anyone utilizing Richland County Government's Internet access systems.

Richland County Government's Internet access is intended to further the business purposes of Richland County Government; incidental personal use of the Internet access is permissible.

Richland County Government reserves the right to monitor, filter, and/or review, at any time, all Internet utilization via Richland County Government's Internet access. Richland County Government further reserves the right to reveal any Internet access related information to any party that it deems appropriate. The use of encryption, the labeling of a communication as private, the deletion of a communication, or any other such process or action, shall not diminish Richland County Government's rights in any manner.

Richland County Government will disclose Internet access information to any party that it may be required to by law or regulation. This may include law enforcement search warrants and discovery requests in civil litigation

Users will not post any comments or statements on any web page or send any messages to Internet newsgroups that are not directly relevant to their assigned duties and authorized by the Department Head or designee.

Due to the drain on resources, users will not utilize or subscribe to any services that "broadcast" material via the Internet not directly relevant to their assigned duties. This includes listening to music or radio stations via the Internet, or streaming TV, sports, or movies via the internet Due to the potential for security breaches, users will not download software from the Internet unless prior approval has been obtained from the MIS Staff. Downloading screen-savers, desktop themes, and/or games from the Internet is strictly prohibited

**Richland County
Management Information Services Department**

221 W Seminary St
Richland Center WI 53581

Richland County Clean Desk Policy – All Departments

Overview

A clean desk policy can be an important tool to ensure that all sensitive/confidential materials are removed from an end user's workspace and locked away when the items are not in use or an employee leaves his/her workstation. It is one of the top strategies to utilize when trying to reduce the risk of security breaches in the workplace. Such a policy can also increase employee's awareness about protecting sensitive information.

Purpose

The purpose for this policy is to establish the minimum requirements for maintaining a "clean desk" – where sensitive/critical information about our employees, our intellectual property, our customers and our vendors is secure in locked areas and out of site. A Clean Desk policy creates a professional appearance, but it is also part of standard basic privacy controls.

Scope

This policy applies to all Richland County employees. This policy applies to full-time employees, part-time employees, independent contractors, on-call employees, limited term employees (LTEs), consultants, elected officials, and other third parties.

Policy

- Employees are required to ensure that all sensitive/confidential information in hardcopy or electronic form is secure in their work area at the end of the day and when they are expected to be gone for an extended period.
- Computer workstations must be locked when workspace is unoccupied.
- Any Restricted or Sensitive information must be removed from the desk and secured when the desk is unoccupied and at the end of the workday.
- File cabinets containing Restricted or Sensitive information must be kept closed and locked when not in use or when not attended.
- Keys used for access to Restricted or Sensitive information must not be left at an unattended desk.
- Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.
- Whiteboards containing Restricted and/or Sensitive information should be erased.
- Secure portable computing devices such as laptops and tablets, when not in use.
- Treat mass storage devices such as CDROM, DVD or USB drives as sensitive and should be secured when not in use.
- All printers and fax machines should be cleared of papers as soon as they are printed; this helps ensure that sensitive documents are not left in printer trays for the wrong person to pick up.
- On work PCs/laptops/tablets, the "desktop" screens should not have restricted or sensitive information. Files should be stored on network share drives that are routinely backed up.
- Any confidential information should be cleared off the computer screen, reducing the risk of data breaches and identity theft.

Richland County
Management Information Services Department

221 W Seminary St
Richland Center WI 53581

Richland County Email Policy – All Departments

Overview

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications.

Purpose

The purpose of this email policy is to ensure the proper use of Richland County email system and make users aware of what Richland County deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Richland County Network.

Scope

This policy covers appropriate use of any email sent from a Richland County email address and applies to all employees, vendors, and agents operating on behalf of Richland County.

Policy

- All use of email must be consistent with Richland County policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- Richland County email accounts should be used for Richland County business-related purposes; non-Richland County related uses are prohibited.
- The Richland County email system should not be used to harass or make threats, nor be offensive or disruptive in nature; should not include language or images related to race, gender, age, sexual orientation, unless specifically related to your job duties; pornography, religious or political beliefs, national origin, or disability, unless specifically related to your job duties; should not present personal views as the county's own; should not engage in commercial activity unrelated to the county; should not unlawfully distribute copyrighted material; and should not share confidential material, trade secrets, or proprietary information outside of the county, unless specifically related to your job duties. Employees who receive any emails with this content from any Richland County employee should report the matter to their supervisor/Department Head/Personnel Department immediately.
- Users are prohibited from automatically forwarding Richland County email to a third-party email system. Individual messages which are forwarded by the user must not contain Richland County confidential or above information, unless specifically related to your job duties.
- Use of Richland County resources for personal emails is not acceptable.
- Sending chain letters or joke emails from a Richland County email account is prohibited.
- Richland County may monitor messages without prior notice.
- If a user suspects an email is malicious or a phishing attack they will click on the Phish Alert Button to report it.

Richland County
Management Information Services Department

221 W Seminary St
Richland Center WI 53581

Richland County Software Installation Policy – All Departments

Overview

Allowing employees to install software on Richland County computing devices opens the organization up to unnecessary exposure. Conflicting file versions, the introduction of malware from infected installation software, unlicensed software which could be discovered during audit, and programs which can be used to hack the organization's network are examples of the problems that can be introduced when employees install software on county equipment.

Purpose

The purpose of this policy is to outline the requirements around the installation of software on any Richland County's computing devices. To minimize the risk of loss of program functionality, the exposure of sensitive information contained within Richland County's computing network, the risk of introducing malware, and the legal exposure of running unlicensed software.

Scope

This policy applies to all Richland County employees, contractors, vendors and agents with Richland County-owned devices. This policy covers all computers, servers, smart phones, tablets and other computing devices operating.

Policy

- Employees may not install unauthorized software on Richland County's computing devices operated within the Richland County network.
- Software requests must first be approved by the Department Head/Supervisor and then be made to the Management Information Technology Help Desk via email. helpdesk@co.richland.wi.us
- Software must be selected from an approved software list, maintained by the Management Information Services Department, unless no selection on the list meets the requester's need.
- The Management Information Services Department will obtain and track the licenses, test new software for conflict and compatibility, and perform the installation.

GFC Solution Investment - Richland County

Qty	Manufacturer	Model	Description
1	GFC	Papercut License - 4 Canon MFP's Located in Richland County Health & Human Services Building. ID #'s FB3227	
		FB3224, FB3241, FB4233	
4		Meap for Paper Cut for above machines	
		5 Yrs. Maintenance & Support	

imageCARE Agreement	
The imageCARE Agreement includes toner, all parts, all labor, travel time, technical updates, preventative maintenance, access to the GFC Help Desk for remote resolution, and firmware updates through GFC's Quality Assurance Program. GFC's imageCARE also provides an automatic meter reading application and 24/7 access to your private customer portal with information and tools. Network connected installations include the services of a Digital Support Specialist to manage system integration and training. Delivery, installation and start-up supplies is included. <i>Pricing does not include sales tax.</i>	
	60 Month
Monthly Lease Investment	\$111.56
Outright Purchase	\$5,016.00

Network Consultation, Installation and Support

Network connected installations include the services of a Digital Support Specialist to manage system integration, training & unlimited access to our Technology and Logistics Center (TLC).

Delivery, equipment installation, start-up supplies and training included.

Pricing does not include applicable sales tax. Pricing valid for 30 days.

06/09/2023

Information herein is proprietary and confidential and shall not be used or disclosed without prior written consent of the Gordon Flesch Co.

Next Steps

Thank you for choosing to partner with the Gordon Flesch Company. It is our goal to provide you with an exceptional customer experience and ensure you can fully leverage the technology in which you have invested. Below are some of the key milestones we feel are necessary to achieving this goal:

Authorize Agreements

- √ *Schedule Automatic Payments*
- √ *Set up Your Electronic Invoices (E-Invoices)*

Coordinate Successful Delivery

- √ *Delivery Coordinator - Collaborate to Determine Implementation Details*
- √ *Pre-Install Site Survey (If Deemed Necessary)*
- √ *Complete Networking Information Sheet*
- √ *Coordinate Delivery, Installation, & Training*

Complete Implementation & Training

- √ *Network the Device(s)*
- √ *Load Necessary Print Drivers*
- √ *Configure Automatic Meter Readings*
- √ *Set up Your Dedicated Customer Portal*
- √ *Configure All Required Device Settings*
- √ *Selected Key-User Training*
- √ *End-User Group Training*

Our Additional Value-Added Services

- Perform Complimentary Network Assessment
- Print Fleet Assessment & Analysis
- Develop Your Technology Roadmap
- Perform Account Reviews on Pre-Determined Basis

Thank You

Please let us know if you have any questions, desire a walk-through of our facility, or would like a demonstration of our solution offerings.



July 7, 2023

PAPERCUT MF PRINT MANAGEMENT PROPOSAL FOR
RICHLAND COUNTY

Prepared by:

Fred Kunkel
800.847.3098



Managed Services



Copiers & Printers



Audio Visual



Business IT Services

Track Printing

PaperCut's core purpose is to track all printing in a network environment. It keeps detailed print logs for all user printing activity. This logging helps to understand printing at the level of interest, such as by user, project, printer, group, department, office or [shared account](#).

User Level Tracking

Administrators can view the print history of each user

- Track the types of jobs printed, i.e., grayscale, color
- Filters make it easy to locate specific print jobs
- Export data as HTML, PDF or CSV (MS Excel)

User Details: Eric Peterson (eric.peterson)

Details Adjustments & Charges Transaction History **Job Log**

DATE & TIME	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIB.	STATUS
Nov 20, 2018 12:44:00 PM	eric.peterson	devnet01_P_3840_C386	1	\$0.00	[Scanning] - 10.64.18.17		Scanned web
Nov 20, 2018 12:40:00 PM	eric.peterson	devnet01_P_3840_C386	1	\$0.00	[Scanning] - 10.64.18.17		Scanned web
Nov 20, 2018 12:39:00 PM	Copperleaf Boutique Home & Spa	devnet01_P_3840_C386	1	\$0.00	[Scanning] - 10.64.18.17		Scanned web
Nov 20, 2018 12:32:21 PM	Pat West (MCA - WCA) at the Fox Cities	devnet01_P_3840_C386	1	\$0.00	[Scanning] - 10.64.18.17		Scanned pdf

Users can view their own printing history via the [user web interface](#). User level printing may also be presented as the summary of all users in a group, office or department.

Printer Level Tracking

Tracking by printer helps to understand how much printers are used, by who and when. This assists decisions such as purchasing a new printer or re-allocating existing printers to see more efficient usage.

- Compare and analyze printer usage
- Determine which printers are used most
- See detailed logs for each printer
- Visual charts help to understand utilization

PRINTER	PRINTS	BYTES	COPIES	COPIES PER MINUTE	COPIES PER HOUR
devnet01_P_3840_C386	10,123	10,123,456	10,123	10,123	10,123
devnet01_P_3840_C386	10,123	10,123,456	10,123	10,123	10,123
devnet01_P_3840_C386	10,123	10,123,456	10,123	10,123	10,123
devnet01_P_3840_C386	10,123	10,123,456	10,123	10,123	10,123
devnet01_P_3840_C386	10,123	10,123,456	10,123	10,123	10,123
devnet01_P_3840_C386	10,123	10,123,456	10,123	10,123	10,123
devnet01_P_3840_C386	10,123	10,123,456	10,123	10,123	10,123
devnet01_P_3840_C386	10,123	10,123,456	10,123	10,123	10,123
devnet01_P_3840_C386	10,123	10,123,456	10,123	10,123	10,123
devnet01_P_3840_C386	10,123	10,123,456	10,123	10,123	10,123

Reports

All of PaperCut's logging is available for viewing or export as reports and come in three categories.

- One-Click Reports - Get access to the most important data in real-time - straight from your web browser, from anywhere on your network.
- Ad-Hoc Reports - Create reports with custom data by specifying date ranges, filtering and sorting by the data available. Great to give you different perspectives on printing usage.
- Schedule/Email Reports - Create reports that will be regularly generated and emailed to members of your organization or scheduled to be saved to disk. Great for sending regular reports to managers without even needing to compile it first.

Print Monitoring and Control

Implement best-practice print policy rules:

- Remind users via popup to print duplex
- Route large jobs to dedicated high-volume printers
- Discourage users from printing emails
- Discourage printing web pages in color

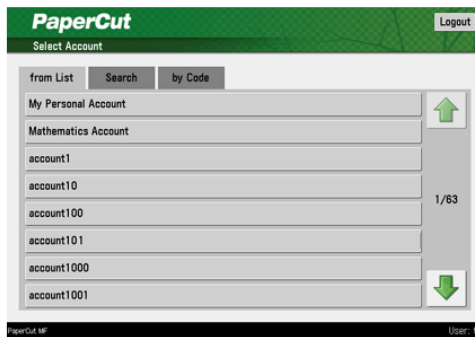
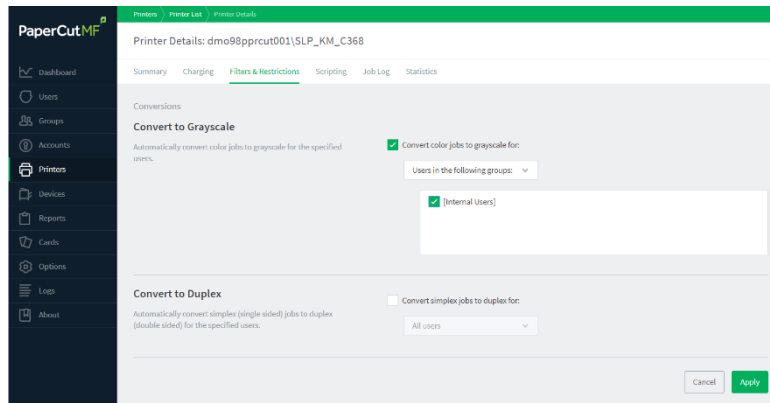
Filter/Restrict Print Jobs

Filters are a great way to control printing. They can be used to *convert* or *restrict* print jobs. Some examples of print filter usage by administrators include:

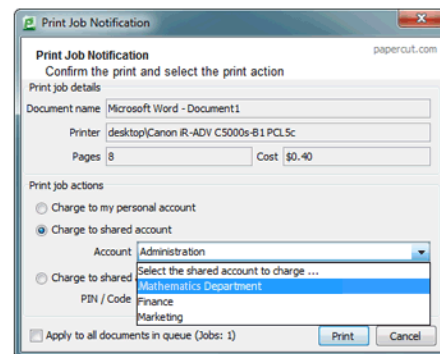
- Automatically convert student printing to duplex or grayscale.
- Automatically detect and delete duplicate jobs.
- Prevent large jobs from being printed on slow printers.



- Stop jobs of certain names/types. A great way to stop someone accidentally printing the "accounts.xls" file that results in 20,000 pages.
- Catch invalid paper sizes. No more "manual feed" or "Load A5" blinking messages.
- Restrict access by domain group, maximum cost, color mode, size and more.



Charging to a [shared account](#) while copying



Charging to a [shared account](#) while printing from a workstation

Secure Print Release and Find-Me Printing

In a standard printing environment, a user's jobs are sent directly to the printer for immediate printing. This results in wasted paper and toner when printing is forgotten and not collected. It also presents a security risk if those forgotten jobs were sensitive or confidential. PaperCut print release provides a simple solution that places jobs in a holding state until the user authenticates and releases the job at the printer. Users may select individual jobs to release or have jobs automatically print after successful authentication.

PaperCut print release offers:

- **Secure Printing** - Sensitive jobs will not sit uncollected on the printer. Jobs only print when released by the user.
- **Find-Me Printing/Pull Printing** - Provides a roaming print solution where users print to a single queue and jobs will be "pulled" to any printer where they authenticate. Also known as Follow Me Printing.
- **Reduced Waste** - No more uncollected jobs. No wasted paper or toner.





PAPERCUT MF PRINT MANAGEMENT SOLUTION

Purchase price \$5,670.50

Includes:

PaperCut MF Server/Client Software for unlimited User Licenses

- Includes print tracking for an unlimited number of printers on unlimited servers

(5) PaperCut MF Embedded Software Licenses

- For tracking of copies, scans and faxes for Canon MFPs
- Includes Follow-Me print release at any embedded device
- PaperCut integrated scan automation (email, folder, cloud)
- Does not include card readers

Software Implementation, Configuration and Training (remote)

5-Years Support & Maintenance[±] (See Pages 5 & 6)

[±]Valid Software Maintenance & Support Contract entitles Customer to unlimited phone support and upgrade software as available. Installation of upgrade software is considered Professional Services, and applicable rates would apply. If no valid Software Maintenance & Support Contract is in place, Marco could provide support at applicable rates and on a best-efforts basis.

The above pricing does not include applicable sales tax.

Prices quoted are subject to change and should be verified before placing your order.

Approval Signature

Date

Signing this document indicates that you have read this document, are indicating your approval to move forward with the proposed items listed above and have the authority to do so.



**Software Solutions
Professional Services**

**SOFTWARE SOLUTIONS PLATINUM
PHONE/ONLINE SUPPORT AGREEMENT**

CUSTOMER INFORMATION

Customer Name:	RICHLAND COUNTY HEALTH & HUMAN SERVICES - (RC192)	Account #:	RC192
Address:	221 W SEMINARY ST	Phone #:	608-647-8821
City, State & Zip:	RICHLAND CENTER, WI 53581-2358	Customer PO #:	
Contact:	Diane Pause	Sales Rep #:	ZAC001

SERVICES COVERED / BASE RATES

The following services are covered under Marco’s Software Solutions Platinum Phone/Online Support Agreement:

Services Covered with Software Solutions Platinum Phone/Online Support Agreement Professional Services:

- Phone Support 800.847.3078
- Email Support copierservice@marconet.com

SOFTWARE SOLUTIONS PLATINUM PHONE/ONLINE SUPPORT SUMMARY

- All Terms and Conditions apply.
- The Agreement provides product support via phone or Internet for a minimum of one (1) year at the Support Agreement rate.
- Marco provides this plan as an authorized reseller of the products listed below. The plan provides access to version upgrades and product documentation.
- Support will be performed during Marco’s normal business hours (8:00 AM – 5:00 PM CST Monday – Friday).
- The Plan does not cover additional software licenses, installation or consulting services, on-site support or training.

SOFTWARE SOLUTIONS PLATINUM PHONE/ONLINE SUPPORT RATES

Supported Software Applications	Support Agreement Rate	Duration of Support
PaperCut		

For Office Use Only:

Contract #:	Effective:	Previous Contract #:
Contract Type: SSPLATINUM	Bill Code: DSAPPCONT	Item Desc: SOFTWARE SUPPORT SOLUTIONS

TERMS AND CONDITIONS

General: These Terms and Conditions (the "Agreement" or "Plan") are entered into by and between the Customer ("You", "Your" or "Customer") and Marco ("Marco" or "we"). You accept this Agreement by signing the Support Agreement Form.



Duration of Service: This Agreement will be effective, and services provided, as of the effective date stipulated by the following Marco's Professional Services requirements:

- Payment is successfully processed for the appropriate Software Solutions Platinum Support Agreement Fee;
- Registration of this Agreement upon receipt of the Software Solutions Platinum Support Agreement Form completed by customer;
- Documentation of proper licensing for the Supported Software Application designated on the Software Solutions Platinum Support Agreement Form.

Services provided will cease at 5:00 p.m. (CST) of the business day one year from the commencement of services under this Agreement. Any unused portion is forfeited upon expiration or termination of the Software Solutions Platinum Support Agreement. The Software Solutions Platinum Support Agreement may not be used to purchase software, equipment or parts.

Modifications: Marco reserves the right to add or withdraw maintenance services on any or all Supported Software Applications or other products and to alter the prices, terms and conditions of the Software Solutions Platinum Support Agreement in advance of any agreement renewal. Any such additions, withdrawals or alterations will immediately amend the Software Solutions Platinum Support Agreement between the Customer and Marco and take effect regardless of support agreement or product purchase date.

Renewal: Customer will be notified 60 days in advance of contract expiration date. This Agreement will remain in effect with automatic renewal, at current support rates, until canceled in writing by either party. This written notice needs to be received 30 days prior to the expiration date of the effective contract.

Provision of Service: Service and support hours are restricted to Marco's normal business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m. (CST)). Marco does not guarantee a specific response time to answer and otherwise follow up on your support inquiry. Support is not available during Marco recognized legal holidays, weekends, company events, or storm closures. Marco reserves the right to determine when on-site service or support is necessary and does not guarantee resolutions to questions within the expressed period.

CUSTOMER RESPONSIBILITIES

Customer retains the ongoing responsibility to follow the operating instructions applicable to customer's software as described in applicable manuals. In addition, customer hereby represents that it maintains ongoing backup processes sufficient to safeguard customer's data.

Customer agrees to provide Marco's Professional Services staff with full access to the Supported Software Application including remote web access and other reasonable efforts to assist in Marco's efforts to resolve reported incidents.

LIMITATION OF LIABILITY

In no event shall Marco be liable for any damages caused by the customer's failure to perform customer's responsibilities. In no event shall Marco be responsible to customer for any lost profits or consequential damages, even if Marco has been advised of the possibility of such damages, nor shall Marco be liable for any claim against the customer brought by any other party.

Marco will perform repairs consistent with usual and customary practices in the industry. In the event the customer established that Marco fails to make repairs consistent with this standard, customer's sole remedy shall be limited to a refund of amounts paid to Marco for the repairs; in no event shall the amount of any refund exceed the damages actually incurred by the customer. Our liability regarding parts supplied shall be limited to any warranty expressly agreed to in the purchase agreement for any parts or supplies. There shall be no warranty for such parts unless a purchase agreement is executed in writing and the purchase agreement explicitly provides such warranty.

The undersigned represents that they have authority to enter into this agreement and accepts copyright and backup responsibilities for the Support Software Applications.

Authorized Signature

Date

Richland County Public Works

Agenda Item Cover

Agenda Item Name: Papercut Purchase

Department	MIS	Presented By:	Barbara Scott
Date of Meeting:	07/13/2023	Action Needed:	Approval
Disclosure:	Open Session	Authority:	
Date submitted:	07/10/2023	Referred by:	

Recommendation and/or action language: Purchase Papercut for use on Printers in HHS and County Clerks Department printers at a cost of \$5,670.50 from Marco.

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

In an effort to become more cost efficient we have combined printers and cut down on the number of copiers. Now MIS is requesting to implement Papercut throughout the county in phases. This will make users more efficient not only through cost tracking but also through the ability to go to any printer and get their print jobs with follow me technology.

Attachments and References:

Papercut Proposals	
--------------------	--

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	10.5180.0000.5815
<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)

Approval: *Barbara J Scott*

Review:

Barbara J Scott

Department Head

Administrator, or Elected Office (if applicable)

From: [Ben Havlicek](#)
To: [Barbara Scott](#)
Subject: RE: Adding Card Reader
Date: Friday, June 30, 2023 9:02:13 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Barb,

I was able to get the quote updated from our Client Services team.

Our quote includes 4 Canon and 1 Sharp license, 5 years of maintenance and support, and Rhyme IT installation.

The total cost is \$6,337.81

If you choose to move forward with Rhyme on this project, we will get you the official sales order and documentation needed.

Have a great 4th!
Ben

[Click here to book an appointment with me](#)



Ben Havlicek

Document Imaging Client Manager

p: 800-362-4333 **w:** www.rhymebiz.com

LEAVE A REVIEW



From: Barbara Scott <barbara.scott@co.richland.wi.us>
Sent: Thursday, June 22, 2023 11:40 AM
To: Ben Havlicek <bhavlicek@rhymebiz.com>
Subject: RE: Adding Card Reader

WARNING: This email originated from outside of Rhyme. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Separate I believe as they have not indicated interest yet.

From: Ben Havlicek [<mailto:bhavlicek@rhymebiz.com>]
Sent: Thursday, June 22, 2023 11:39 AM
To: Barbara Scott <barbara.scott@co.richland.wi.us>
Subject: RE: Adding Card Reader

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Does this also include the Sharp in the Clerk's office? Or would that be separate from the pricing on the 4 Canon devices?

[Click here to book an appointment with me](#)



Ben Havlicek

Document Imaging Client Manager

p: 800-362-4333 w: www.rhymebiz.com

[LEAVE A REVIEW](#)



From: Barbara Scott <barbara.scott@co.richland.wi.us>

Sent: Thursday, June 22, 2023 11:37 AM

To: Ben Havlicek <bhavlicek@rhymebiz.com>

Subject: RE: Adding Card Reader

WARNING: This email originated from outside of Rhyme. Do not click links or open attachments unless you recognize the sender and know the content is safe.

If you would like to quote the papercut we could look at your pricing. Currently we are looking at implementing it through the HHS copiers and then moving forward with the rest of the county by 2025.

There are 4 Cannon Copiers that would be the initial bid.

Let me know if you have any other questions.

Thanks

Barb

From: Ben Havlicek [<mailto:bhavlicek@rhymebiz.com>]

Sent: Thursday, June 22, 2023 11:25 AM

To: Barbara Scott <barbara.scott@co.richland.wi.us>

Subject: RE: Adding Card Reader

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Barb,

I spoke with our Jon today and was hoping to get some clarification on some things he learned. He mentioned to me that you were needing the card reader installed as you are planning to roll out PaperCut on that floor of the County building. I am wondering who you are working with for the licensing and support? If you weren't aware, Rhyme offers PaperCut licensing and support. Jon and our other client services members assist with installation, troubleshooting, and all other aspects of support that go with the software.

I am not sure where you are at in your process of rolling out PaperCut, but wanted to make you aware that this was something we could certainly help with, especially if you are looking to roll it out on Rhyme hardware in the Clerk's office or anywhere else throughout the County.

Let me know if you have any questions about this or are interested in learning more.

Ben

[Click here to book an appointment with me](#)



Ben Havlicek

Document Imaging Client Manager

p: 800-362-4333 **w:** www.rhymebiz.com

[LEAVE A REVIEW](#)



From: Barbara Scott <barbara.scott@co.richland.wi.us>

Sent: Thursday, June 8, 2023 8:35 AM

To: Jonathon Janusz <jjanusz@rhymebiz.com>; Ben Havlicek <bhavlicek@rhymebiz.com>; Jason M. Marshall <jason.marshall@co.richland.wi.us>

Subject: RE: Adding Card Reader

WARNING: This email originated from outside of Rhyme. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I would say after the 20th. We can accommodate most days. Not the 19th or 20th though.

Thanks

Barb

From: Jonathon Janusz [<mailto:jjanusz@rhymebiz.com>]

Sent: Wednesday, June 7, 2023 10:31 AM

To: Ben Havlicek <bhavlicek@rhymebiz.com>; Barbara Scott <barbara.scott@co.richland.wi.us>; Jason M. Marshall <jason.marshall@co.richland.wi.us>

Subject: Re: Adding Card Reader

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Barbara and Jason,

Is there a specific day and or time among those that would work best for you? We would want to have someone from IT available while we are on site, and although the card reader hardware itself is quick to install, it may take a few hours to get everything on the software side configured and deployed. I don't think it will be an all-day project but want to make sure we set reasonable expectations of everyone's schedules. There should be minimal downtime for the users impacted by the change.

Thanks,



Jonathon Janusz

Client Services

p: 800-362-4333 **w:** www.rhymebiz.com

[LEAVE A REVIEW](#)



From: Ben Havlicek <bhavlicek@rhymebiz.com>

Sent: Wednesday, June 7, 2023 10:20 AM

To: Barbara Scott <barbara.scott@co.richland.wi.us>; Jason M. Marshall <jason.marshall@co.richland.wi.us>

Cc: Jonathon Janusz <jjanusz@rhymebiz.com>

Subject: RE: Adding Card Reader

Good Morning,

I have copied Jon from our Client Services team on this email as he will be installing/setting up the new card reader for the Clerk's office. Right now, we are looking at the 20th-23rd as his first availability. I will defer to Jon to pin down an exact date and time that he can get on-site with you.

Thanks,

Ben

[Click here to book an appointment with me](#)



Ben Havlicek

Document Imaging Client Manager

p: 800-362-4333 **w:** www.rhymebiz.com

[LEAVE A REVIEW](#)



From: Ben Havlicek <bhavlicek@rhymebiz.com>
Sent: Friday, June 2, 2023 10:46 AM
To: Barbara Scott <barbara.scott@co.richland.wi.us>; Jason M. Marshall <jason.marshall@co.richland.wi.us>
Subject: Re: Adding Card Reader

Barb & Jason,

Letting you know that I just dropped off the FOBs you had sent us for testing.

Thanks,

Ben Havlicek
Document Imaging Client Manager
p: 800-362-4333 w: www.rhymebiz.com
[Click here to book an appointment with me](#)



Ben Havlicek
Document Imaging Client Manager
p: 800-362-4333 w: www.rhymebiz.com

[LEAVE A REVIEW](#)



From: Ben Havlicek <bhavlicek@rhymebiz.com>
Sent: Thursday, June 1, 2023 4:17:09 PM
To: Barbara Scott <barbara.scott@co.richland.wi.us>; Jason M. Marshall <jason.marshall@co.richland.wi.us>
Subject: RE: Adding Card Reader

Barb,

We do not have this reader in stock. One was ordered for you today. As soon as we have it, I will have Jon from our client services team come out to install and test it.

I will keep you posted on this as I get information from our admin team on its arrival.

Thanks

[Click here to book an appointment with me](#)



Ben Havlicek
Document Imaging Client Manager
p: 800-362-4333 w: www.rhymebiz.com

LEAVE A REVIEW



From: Barbara Scott <barbara.scott@co.richland.wi.us>
Sent: Wednesday, May 31, 2023 1:59 PM
To: Ben Havlicek <bhavlicek@rhymebiz.com>; Jason M. Marshall <jason.marshall@co.richland.wi.us>
Subject: RE: Adding Card Reader

WARNING: This email originated from outside of Rhyme. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This has been approved. Would June 2nd be a possibility to install?

From: Ben Havlicek [<mailto:bhavlicek@rhymebiz.com>]
Sent: Thursday, May 18, 2023 9:57 AM
To: Jason M. Marshall <jason.marshall@co.richland.wi.us>
Cc: Barbara Scott <barbara.scott@co.richland.wi.us>
Subject: RE: Adding Card Reader

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jason,

The testing was completed this morning and the total cost for the card reader, programming, and installation will be \$211.00.

Let me know if you have any questions or if you would like to move forward with this and I can get the appropriate documents put together.

Thanks!
Ben

[Click here to book an appointment with me](#)

Ben Havlicek

Document Imaging Client Manager

p: 800-362-4333 **w:** www.rhymebiz.com

LEAVE A REVIEW



From: Jason M. Marshall <jason.marshall@co.richland.wi.us>
Sent: Tuesday, May 16, 2023 11:51 AM

To: Ben Havlicek <bhavlicek@rhymebiz.com>
Cc: Barbara Scott <barbara.scott@co.richland.wi.us>
Subject: RE: Adding Card Reader

WARNING: This email originated from outside of Rhyme. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yep, I placed them up front with Rhyme on it so he should be set.

Thanks,
Jason

Jason Marshall
MIS Administrator
Richland County MIS

This message is either a reply to your message or has been forwarded to you as a courtesy.

From: Ben Havlicek <bhavlicek@rhymebiz.com>
Sent: Tuesday, May 16, 2023 11:45 AM
To: Jason M. Marshall <jason.marshall@co.richland.wi.us>
Cc: Barbara Scott <barbara.scott@co.richland.wi.us>
Subject: RE: Adding Card Reader

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jason,

It will actually be our delivery driver, Willy, who will be stopping to pick them up. He will be there in about 20 minutes. Are the cards in an envelope up front?

Ben

[Click here to book an appointment with me](#)

Rhyme

Ben Havlicek

Document Imaging Client Manager

p: 800-362-4333 **w:** www.rhymebiz.com

LEAVE A REVIEW



From: Jason M. Marshall <jason.marshall@co.richland.wi.us>
Sent: Tuesday, May 16, 2023 11:28 AM
To: Ben Havlicek <bhavlicek@rhymebiz.com>

Cc: Barbara Scott <barbara.scott@co.richland.wi.us>

Subject: RE: Adding Card Reader

WARNING: This email originated from outside of Rhyme. Do not click links or open attachments unless you recognize the sender and know the content is safe.

OK – it would be 5 digits. We can have a fob and card available at the front desk of HHS and Scott or yourself could grab at any time if that work?

Thanks,
Jason

Jason Marshall
MIS Administrator
Richland County MIS

This message is either a reply to your message or has been forwarded to you as a courtesy.

From: Ben Havlicek <bhavlicek@rhymebiz.com>
Sent: Tuesday, May 16, 2023 11:23 AM
To: Jason M. Marshall <jason.marshall@co.richland.wi.us>
Cc: Barbara Scott <barbara.scott@co.richland.wi.us>
Subject: RE: Adding Card Reader

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jason,

We have two types of card readers that we offer. The easiest way to determine which one will work best will be for us to get two of your cards/fobs and test them in our Portage office. I will be in Center on Friday, or I could see if Scott could pick them up sometime before that this week.

We will also need to know if there is a specific set of numbers or a specific number of numbers that you want the card reader to read. We can have it preprogrammed to do this.

Thanks,
Ben

[Click here to book an appointment with me](#)



Ben Havlicek

Document Imaging Client Manager

p: 800-362-4333 **w:** www.rhymebiz.com

[LEAVE A REVIEW](#)



From: Jason M. Marshall <jason.marshall@co.richland.wi.us>

Sent: Tuesday, May 16, 2023 10:22 AM

To: Ben Havlicek <bhavlicek@rhymebiz.com>

Cc: Barbara Scott <barbara.scott@co.richland.wi.us>

Subject: Adding Card Reader

WARNING: This email originated from outside of Rhyme. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Looking for the cost to add a card reader to the Sharp MX-4071 in the Clerks Office. Could you send us a quote.

Thanks,
Jason

Jason Marshall
MIS Administrator

Richland County MIS
Phone: 608 649 5926 | Fax: 608 647 6611
jason.marshall@co.richland.wi.us

Richland County Committee Agenda Item Cover

Agenda Item Name: Assess Tax Deed Property for Sale 186-1833-1470

Department:	Treasurer's Office	Presented By:	Treasurer
Date of Meeting:	7/13/23	Action Needed:	Approval
Disclosure: <small>Open or Closed</small>	Open	Authority:	Ord. 19-24
Date submitted:	7/13/23	Referred by:	Treasurer

Recommendation and/or action language:

Recommend to... Assess a minimum bid for Tax Deed Parcel 186-1833-1470 in the Village of Viola

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

This vacant lot in the Village of Viola was taken by Tax Deed on 05/05/2023. The waiting period has ended and is now eligible for the County to sell.

Attachments and References:

Delinquent Tax Summary	Property Info Summary
Aerial Photo	

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:

Jeffrey Even

Department Head

Review:

Administrator, or Elected Office (if applicable)

TAX DEEDS OWNED BY COUNTY

NAME: Dusti Higley

PARCEL # 186-1833-1470

Village of Viola

204 East Wisconsin Street, Viola, WI 54664

(TOWN, VILLAGE OR CITY)

DESCRIPTION:

Lots Seven (7) and Ten (10), Block Fourteen (14), in Cushman's Heirs Addition to the Village of Viola, Richland County, Wisconsin.

BASED ON TAX CERTIFICATES:

2/28/2023

PARCEL NO.	DATE OF DEED	DOC #	TAX YEAR	CERT NUMBER	YEAR OF SALE	FACE OF CERTIFICATE	INTEREST & PENALTY	FEES	TOTAL
186-1833-1470	10/14/2016	313763	2017	403	2018	607.29	346.16		953.45
			2018	443	2019	1,879.17	845.63		2,724.80
			2019	373	2020	156.14	51.53		207.67
			2020	365	2021	178.96	37.58		216.54
			2021	340	2022	187.43	16.87		204.30
			2022			173.50	1.74		175.24
			Title Search						
Publication							89.43	89.43	
Certified Mail							21.99	21.99	
						3,182.49	1,299.51	261.42	
								TOTAL:	<u>4,743.42</u>









BY: _____
JEFFREY EVEN, RICHLAND COUNTY TREASURER

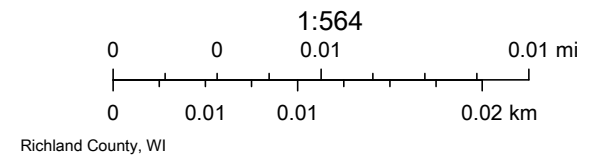
DATE: Thursday, February 9, 2023

ArcGIS Web Map



2/9/2023, 10:25:18 AM

- | | | | |
|---|--|--|---|
|  Municipalities |  Parcel Lines |  Town Roads |  State Highway |
|  Sections |  Roads |  US Hwy | |
|  Section Quarter Quarters |  City Streets |  County Highway | |



Richland County Committee Agenda Item Cover

Agenda Item Name: Assess Tax Deed Property for Sale 020-4212-4200

Department:	Treasurer's Office	Presented By:	Treasurer
Date of Meeting:	7/13/23	Action Needed:	Approval
Disclosure: <small>Open or Closed</small>	Open	Authority:	Ord. 19-24
Date submitted:	7/13/23	Referred by:	Treasurer

Recommendation and/or action language:

Recommend to... Assess a minimum bid for Tax Deed Parcel 020-4212-4200 in the Town of Orion

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

This parcel in the Town of Orion was taken by Tax Deed on 05/05/2023. The waiting period has ended and is now eligible for the County to sell.

Attachments and References:

Delinquent Tax Summary	Property Info Summary
Aerial Photo	

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:

Jeffrey Even

Department Head

Review:

Administrator, or Elected Office (if applicable)

TAX DEEDS OWNED BY COUNTY

NAME: Ralph D Smythe

PARCEL # 020-4212-4200

Town of Orion

22561 Thiede Road

(TOWN, VILLAGE OR CITY)

DESCRIPTION:

The portion of the following described property lying south of the centerline of Thiede Road, formerly known as Maple Grove Road, (the centerline appearing to be the South section line of said forty as shown on a plat of survey No. 1073.001 of Woodland Consultants, Inc. dated April 3, 1995); Beginning at a point that is 21.0 feet North and 256.27 feet East of the Northwest corner of Fraction Six (6), Section Six (6), Township Eight (8) North, Range One (1) East, Richland county, Wisconsin; Thence East 176.6 feet to a point on the Northerly right-of-way of Wisconsin State Highway "60"; Thence South 66° 46' 15" West, 72.48 feet to a point of said Northerly right-of-way; Thence South 62° 10' West, 100.00 feet to a point on said Northerly right-of-way; Thence North, 16° West, 78.3 feet to the point of beginning. The above described parcel of land being located partly in the Southwest Quarter (SW ¼) of the Southeast Quarter (SE ¼) of Section Thirty-one (31), Township Nine (9) North, Range One (1) East, and partly in Fraction Six (6), Township Eight (8) North, Range One (1) East, Richland County, Wisconsin.

BASED ON TAX CERTIFICATES:

2/28/2023

PARCEL NO.	DATE OF DEED	VOL	PAGE	TAX YEAR	CERT NUMBER	YEAR OF SALE	FACE OF CERTIFICATE	INTEREST & PENALTY	FEES	TOTAL
020-4212-4200	4/17/2014	620	395	2014	266	2015	99.70	96.71		196.41
				2015	304	2016	205.14	174.37		379.51
				2016	256	2017	208.16	151.96		360.12
				2017	222	2018	232.96	142.11		375.07
				2018	234	2019	237.51	116.38		353.89
				2019	207	2020	235.51	87.14		322.65
				2020	189	2021	248.33	62.08		310.41
				2021	190	2022	254.35	33.07		287.42
							250.77	2.51		253.28
				Title Search						
Publication								147.87	147.87	
Certified Mail								14.66	14.66	
							1,972.43	866.33	312.53	
									TOTAL:	3,151.29

BY: _____
JEFFREY EVEN, RICHLAND COUNTY TREASURER

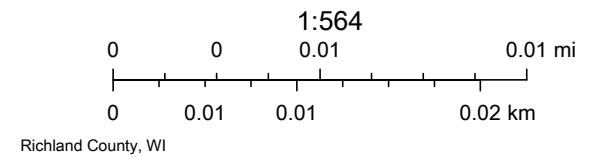
DATE: Thursday, February 9, 2023

ArcGIS Web Map



2/9/2023, 10:22:24 AM

- | | | | |
|--------------------------|--------------|----------------|---------------|
| Municipalities | Parcel Lines | Town Roads | State Highway |
| Sections | Roads | US Hwy | |
| Section Quarter Quarters | City Streets | County Highway | |



Richland County Committee Agenda Item Cover

Agenda Item Name: Acquire Delinquent Tax Deed Property 276-1673-7000

Department:	Treasurer's Office	Presented By:	Treasurer
Date of Meeting:	7/13/23	Action Needed:	Approval
Disclosure: <small>Open or Closed</small>	Open	Authority:	Ord. 19-24
Date submitted:	7/13/23	Referred by:	Treasurer

Recommendation and/or action language:

Recommend to... Approve & Send to County Board Aquisition of Tax Delinquent Parcel 276-1673-7000 in the City of Richland Center.

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

This parcel in the City of Richland Center has fallen into severe delinquency with attempts to contact the property owner of record unsuccessful. The redemption period to pay the delinquent balance has expired.

Attachments and References:

Delinquent Tax Summary	Property Info Summary

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input checked="" 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)

Approval:

Jeffrey Even _____

Department Head

Review:

Administrator, or Elected Office (if applicable)

TAX DEEDS OWNED BY COUNTY

NAME: John H Faust

PARCEL # 276-1673-7000

City of Richland Center

537 N Church St

(TOWN, VILLAGE OR CITY)

DESCRIPTION:

Lot Number Seven (7) in Block Number Seventy-three (73), Schoolcraft, City of Richland Center, Richland County, WI. ALSO: The South 4 feet of Lot Six (6) in Block Seventy-three (73), Schoolcraft, City of Richland Center, as laid out and platted May 27, 1853 by David Strickland, J. W. Coffinberry, and Robert C. Field, appraisers appointed by the Commissioners of the School and University Lands of the State of Wisconsin in Section Sixteen (16), Township Ten (10) North, Range One (1) East, Richland County, Wisconsin. The above described land being located in part of the Southeast Quarter SE ¼) of the Southwest Quarter (SW ¼) of Section Sixteen (16), Township Ten (10) North, Range One (1) East, City of Richland Center, Richland County, Wisconsin.

BASED ON TAX CERTIFICATES:

8/31/2023

PARCEL NO.	DATE OF DEED	VOL	PAGE	TAX YEAR	CERT NUMBER	YEAR OF SALE	FACE OF CERTIFICATE	INTEREST & PENALTY	FEES	TOTAL			
276-1673-7000	10/21/2004	428	371	2012	611	2013	2,125.68	2,699.61		4,825.29			
				2013	607	2014	2,088.10	2,401.32		4,489.42			
				2014	501	2015	3,612.27	3,720.64		7,332.91			
				2015	517	2016	2,268.60	2,064.43		4,333.03			
				2016	505	2017	2,463.27	1,945.99		4,409.26			
				2017	434	2018	2,210.41	1,480.97		3,691.38			
				2018	479	2019	3,139.55	1,726.75		4,866.30			
				2019	404	2020	3,544.65	1,524.19		5,068.84			
				2020	398	2021	2,442.56	757.19		3,199.75			
				2021	363	2022	2,615.96	497.03		3,112.99			
							2,906.67	203.47		3,110.14			
				Title Search								150.00	150.00
				Publication								102.52	102.52
Certified Mail								23.46	23.46				
							29,417.72	19,021.59	275.98				

TOTAL: 48,715.29

BY: _____
JEFFREY EVEN, RICHLAND COUNTY TREASURER

DATE: Thursday, July 13, 2023

Parcel #: 276-1673-7000

07/13/2023 02:25 PM

PAGE 1 OF 1

Alt. Parcel #: 5227616737000

276 - CITY OF RICHLAND CENTER
RICHLAND COUNTY, WISCONSIN

Current

Creation Date	Historical Date	Map #	Sales Area	Application #	Permit #	Permit Type	# of Units
		000	0				

Tax Address:
JOHN H FAUST

"TAX DEED"
537 N CHURCH ST
RICHLAND CENTER WI 53581

Owner(s): O = Current Owner, C = Current Co-Owner
O - FAUST, JOHN H

Districts: SC = School SP = Special

Type	Dist #	Description
SC	4851	RICHLAND SCHOOL DISTRICT
SP	0300	SOUTHWEST WIS TECH COLL
SP	0011	RICHLAND FIRE DISTRICT
SP	8020	PARFREY MILL POND DIST

Property Address(es): * = Primary
* 537 N CHURCH ST

Notes:

Legal Description: **Acres:** 0.210
SCHOOLCRAFT BLOCK 73 LOT 7 LOT 6 - THE S
4'

Parcel History:

Date	Doc #	Vol/Page	Type
10/21/2004	262497		
10/21/2004	262496		
		251/128	
		229/227	

more...

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

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

2023 SUMMARY

Bill #: **Fair Market Value:** **Assessed with:**
0

Valuations:

Last Changed: 07/09/2012

Description	Class	Acres	Land	Improve	Total	State	Reason
RESIDENTIAL	G1	0.212	14,100	86,900	101,000	NO	

Totals for 2023:

General Property	0.212	14,100	86,900	101,000
Woodland	0.000	0		0

Totals for 2022:

General Property	0.212	14,100	86,900	101,000
Woodland	0.000	0		0

Lottery Credit:

Claim Count: 0 **Certification Date:** **Batch #:** 1

Specials:

User Special Code	Category	Amount
-------------------	----------	--------

Total	Special Assessments 0.00	Special Charges 0.00	Delinquent Charges 0.00
--------------	---------------------------------	-----------------------------	--------------------------------