RICHLAND COUNTY

Public Works Standing Committee | AGENDA

November 2, 2023

NOTICE OF MEETING

Please be advised that the Richland County Public Works Standing Committee will convene at **4:00 p.m.**, **Thursday**, **November 9, 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

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
8. *Highway* | Reports:
   - *a.* Administrative Report
   - *b.* Monthly Paid Bills
9. *MIS* | Reports:
   - *a.* Administrative Report
10. *MIS* | Discussion and Possible Action on:
    - *a.* Computer Policy Amendments
11. Future Agenda Items
12. Adjournment

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 | Meeting Minutes

November 2, 2023

The Richland County Public Works Standing Committee met on Thursday, October 12, 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 4:00 p.m.

2. **Roll Call:**

	Present	Absent		Present	Absent		Present	Absent
Josh Elder	✓	□	Daniel McGuire	✓	□	Marc Couey	✓	□
Lisa Mueller	✓	□	Steve Carrow	✓	□	Julie Flemming	✓	□
Randy Nelson	✓	□	Richard McKee	✓	□	Jon Hochkammer	✓	□
Barb Scott	✓	□	Gary Manning	✓	□	Candace Pesch	✓	□
Jason Marshall	□	✓	Chad Cosgrove	✓	□	Jeffrey Even	□	✓
John Couey	□	✓	Steve Williamson	✓	□	Michael Windle	✓	□
						Jenny Laue	✓	□

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 Manning to move agenda items 8 & 9 up to 7 and approve the agenda.
   All voting aye, motion carried.

5. **Previous Meeting Minutes**
   Motion: Moved by Supervisor McKee, seconded by Supervisor Manning to approve and accept the previous meeting minutes with the correction of the spelling of Fleming.
   All voting aye, motion carried.

6. **Public Comment**
   Discussion: No Public Comment

7. ***Highway* | Report[s]:**
   a. **Administrative Report**
      Discussion: Wrapping up current county road projects which includes the painting of lines, which had been delayed. Planning to break ground for the County Highway O Project in 2025. Project Land appraisals: Commercial $16,414.00; Agricultural $7,848.00; Residential $10,740-$35,000 and Woodland $2,833 per acre. Waiting to hear back form the land owners.

   b. **Highway Monthly Paid Bills**
      Motion: Moved by Supervisor Couey, seconded by Supervisor Manning to approve and accept the total of $988,784.54 for the monthly paid bills for the Highway Department.
      All voting aye, motion carried.

8. ***Highway* | Discussion and Possible Action on:**
   a. **Equipment | Purchases**
      Discussion: Highway is requesting approval to spend up to $50,000 on the following pieces of equipment
      -3/4 Ton Truck
      -Stump Grinder [Skid Steer Mounted]
      -Semi-Truck
      -Mowing Tractor
      Motion: Moved by Supervisor McKee, seconded by Vice Chair Cosgrove to grant approval of the Highway Department to spend up to $50,000 per piece of equipment.
      All voting aye, motion carried.

b. **Equipment | Plow Truck Purchases**
Discussion: Highway is recommending the cancellation of the plow trucks that were on order since 2022. Note that canceling this order does not have any negative repercussions for the department.
Motion: Moved by Supervisor Couey, Seconded by Supervisor Manning to approve Highways recommendations and cancel the truck order from 2022.
All voting aye, motion carried.

9. ***Administration* | Report[s]:**

a. **Property Management Report**
Discussion: Property Management has received a new skid steer. A new employee has been hired and is currently in training with the maintenance department. Currently dealing with 41-year-old boiler issues and the motors constantly breaking down.

a. ***Courthouse | Bat Removal Update***
Discussion: Looking into renting a lift to install the 4 bat houses that we have on hand. In the meantime, was told, and has found to be effective, spraying Lysol as a bat deterrent.

10. ***MIS* | Reports:**

a. **Administrative Report**
Discussion: Most likely to see expenses related to the county wide system interruptions.

11. **Closing - Future Agenda Items**

- Nothing at this time.

Adjournment – The next regular Public Works Committee meeting is set for ***Thursday, November 9, 2023 at 4:00 pm***.
Motion: Moved by Supervisor Manning, seconded by Supervisor McKee to adjourn the meeting.
All voting aye, motion carried.

Minutes respectfully submitted by,

Lisa Mueller

Lisa Mueller
Bookkeeper, Highway Department

Richland County Highway Department

Vouchers | September Meeting

No.	Vendor Name	Bill Summary/Description	Amt Paid
21P	Payroll	9/24 - 10/07	$ 96,164.37
22P	Payroll	10/8 - 10/21	$ 65,228.99
534	Alliant Energy	Services	$ 20.37
535	Insight FS	Gas & Diesel	$ 29,799.08
536	Richland Center Utilities	Services	$ 1,073.48
537	WE Energies	Services	$ 32.53
538	GFL Leasing	Copier lease	$ 80.84
539	Farrell Equip	Expansion joint,downwells,assy.,etc	$ 12,012.80
540	Jones Chevrolet	#65, #66	$ 78,098.00
541	1st Ayd	Degreaser	$ 192.18
542	All American Do It Center	Concrete, cement	$ 143.32
543	Aramark Services	Rugs, towels, uniforms	$ 611.78
544	Auto Value	Fuse, hose, cable, ftg kit, lamp, etc	$ 2,739.48
545	Bard Materials	Concrete	$ 243.70
546	Bindl Bauer Limestone	Gravel, riprap	$ 79,327.82
547	BP Eastside	Diesel #205	$ 90.85
548	Burke Truck & Equipment	Blades	$ 40,007.00
549	D.C.L. - Don's Tire	Tires	$ 5,050.00
550	DeBauche Truck	Truck repairs & parts	$ 2,888.93
551	Decker Supply	Lag Screws, washers, signs	$ 702.30
552	DiPiazza, Bonnie	October cleaning	$ 660.00
553	Ewers Contracting	Crushed asphalt	$ 900.00
554	Farrell Equipment	Tape, guard bollard cover, etc	$ 299.95
555	First Advantage	Drug/alcohol testing	$ 692.86
556	Frontier	Services	$ 218.72
557	GFC Leasing	Copier lease	$ 84.96
558	Hartje Lumber	Posts	$ 1,290.24
559	Hartje Tire	Tires	$ 1,894.82
560	Hynek Printing	Printing forms	$ 86.91
561	Insight FS	Gas	$ 1,764.19
562	K & J Tools	Tool	$ 305.00
563	Kasten Tools	Rethreading tap & die	$ 185.70
564	Madison Spring	Springs, screw assy., etc	$ 2,373.88
565	Madison Truck Equip	Pump	$ 3,592.00
566	Mid States Equipment	Motor, orbit motor, pipe, etc	$ 1,872.52
567	Midwest Motor Supply	Ream, washers, bolts, nuts, etc.	$ 485.55
568	Miller Bradford & Risberg	Repairs - loader	$ 7,068.53
569	Monroe Truck Equipment	Repairs #23	$ 12,098.00
570	Mueller, Lisa	Mileage	$ 25.25
571	NAPA	NAPA gold	$ 4.88
572	Nelson, Earl - LaFarge Truck	Bolts, Filter, Ex.pipe,adapter, etc	$ 218.63
573	Pine River Leasing	Excavator lease	$ 112.50
574	Precise	MDSS - data plan	$ 189.00
575	Purchase Power	Postage	$ 245.25
576	RC Truck	Repairs #40	$ 169.71
577	Rhyme	Misc. office supply	$ 94.72
578	Richland County Zoning	pumping waysides	$ 600.00
579	Richland Electric Coop	Services	$ 49.95
580	S & S Auto Clinic	Balance tires	$ 175.00
581	SHE Short Elliot & Hendrickson	CTH O	$ 54,812.43
582	Shopping News	Advertising office clerk	$ 301.93
583	Simpson's Tractor	Fuel tank, wheel bearing, cap, tube, etc.	$ 3,247.35
584	St. Joseph Equip	Tractor repair	$ 2,420.06
585	Superior Customs	Paint #447	$ 3,278.00
586	Walsh's Ace	Mailboxes	$ 1,445.20
587	Wertz Plumbing & Heating	Heating issue	$ 118.75
588	WI Dept of Trans	STH 80-Richland Center	$ 3,392.90
589	Wiedenbeck	Nuts, bolts, screws, etc	$ 635.01
590	Yahara	Base course	$ 17,287.04
		Summary Total:	**$ 539,205.21**

Richland County

Management Information Systems

221 W Seminary Street · Richland Center WI 53581 · (608) 649-4404

Richland County Network and Computer Use Policy

All Departments

Overview

The purpose of this policy is to define acceptable usage of Richland County's computer devices, mobile devices and network. Management Information Systems (MIS) has developed 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/tablet 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 MIS Department may monitor equipment, systems and network traffic at any time.
- The Richland County MIS 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 MIS 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 Twelve (12) 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 90 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.
- 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 logout) 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 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 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 MIS.
- Must never disable or interfere with the firewall unless given explicit permission from Richland County MIS
- 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 addresses 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.
- 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.
- Export or Copy information about, or lists of, Richland County consumer. Copy or Export county-owned software, intellectual property.
- Copy, export and distribute data not specifically related to your job duties.
- Use of USB Storage devices unless specific exception is needed for 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 Dropbox. 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 Systems

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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 shall 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.

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Management Information Systems

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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 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 MIS Help Desk via email at *help@richlandcountywi.on.spiceworks.com*.
- Software must be selected from an approved software list, maintained by the MIS Department, unless no selection on the list meets the requester’s need.
- The MIS Department will obtain and track the licenses, test new software for conflict and compatibility, and perform the installation.

I have read the Richland County Computer Policy rules and guidelines.

Name: (please print) ____

Department: ____

Signature: _____________________________________ Date: ___________________ Employees are
asked to sign this statement and separate it from the Richland County Computer Policy.

All employees should review and sign the new computer policy and the page with the signature should be sent to the County Administrator/HR Office who will place the signature page in the Personnel files.