

# Richland County

## Rules & Strategic Planning Standing Committee

---

**January 5th, 2023**

The Rules and Strategic Planning Standing Committee met on Thursday, January 5<sup>th</sup>, 2023, at 10:00 a.m. in the County Board Room at 181 W. Seminary Street via videoconference and teleconference.

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

Absent: Julie Fleming.

Department heads, staff and public present were: County Administrator Clint Langreck by WebEx, Administrative Assistant Cheryl Dull, with John Couey and Josh from MIS running the teleconferencing.

1. **Call to Order** - Committee Chair Murphy-Lopez called the meeting to order at 10:05 a.m.
2. **Proof of Notification** - Chair Murphy-Lopez confirmed that the meeting had been properly noticed.
3. **Agenda Approval** - Moved by Supervisor Cosgrove to approve the agenda as presented, seconded by Supervisor Glasbrenner. All voting aye, motion carried.
4. **Approval of minutes** – Moved by Supervisor Gentes to approve as presented, 2<sup>nd</sup> by Supervisor Frank. All voting aye, motion carried.
5. **Public comments** - Chair Murphy-Lopez invited any public to make comments. Alan Lins asked to speak to item 08b. He would like to urge the City and the RED Board that if there are any issues or concerns in the future that a joint meeting be held.
6. **Comprehensive plan RFP** – Chair Murphy-Lopez will send out the RFP's (Request for Proposal) to multiple vendors compiled from research. The cost was not specified in the RFP, vendors must provide that. Time frame requirements are specified in the RFP. Supervisor Frank, Gentes and Rudersdorf would like hard copies and if it can be available in large print Seep would like one of the Proposals. Moved by Supervisor Cosgrove to issue a Request for Proposals for services to update Richland County's comprehensive plan with the change in the request for copies, 2<sup>nd</sup> by Supervisor Glasbrenner. All voting aye, motion carried.
7. **Condolences for the family of Gaylord Deets** – Chair Murphy-Lopez reached out to the family and has prepared an Ordinance. Moved by Supervisor Gentes to recommend a resolution to the Richland County Board expressing condolences to the family of Gaylord Deets, former County Board Supervisor, 2<sup>nd</sup> by Supervisor Cosgrove. All voting aye, motion carried.
8. **Committee Structure Changes** -
  - a. **Public Safety Standing Committee name change** – Chair Murphy-Lopez reviewed that the Public Safety Committee would like their name changed. See attached minutes 08a. They have requested the name change to be "Public Safety and Judiciary Committee". Chair Murphy-Lopez also made updates the Housing Authority removing C. in purpose, Land and Zoning Standing Committee removing 4. and renumber 5-6, modifications to the Richland Economic Development Board purpose, and Rules and Strategic Planning Standing Committee adding D.

Moved by Supervisor Glasbrenner to recommend to the County Board amending the Committee Structure document to reflect several changes and refer to the Richland Economic Development Board the issue of changing the terms of the agreement between the County and City of Richland Center, 2<sup>nd</sup> by Supervisor Cosgrove. All voting aye, motion carried.
  - b. **Richland Economic Development Board committee description and agreement** – Chair Murphy-Lopez reviewed a Resolution approved by the City of Richland Center in December. After discussion and following the changes at the Finance & Personnel Standing Committee this week, it was decided to schedule a meeting with Rules and Strategic Planning Committee and the City Council, or one of their committees, concerning their request to withdraw and invite the Richland Economic Development Board.

Moved by Supervisor Frank to have a meeting with the City Council or a Committee of the Council as soon as possible arranged by the County Administrator and the City Administrator with an invitation extended to the RED Board, 2<sup>nd</sup> by Supervisor Glasbrenner. All voting aye, motion carried.

# Richland County

## Rules & Strategic Planning Standing Committee

---

- 9. Strategic plan next steps** – Chair Murphy-Lopez had previously spoken to Administrator Langreck if he would prioritize our focus for the next year. Reference presentation 09A Work Plan. While reviewing the Work Plan, discussion followed on how other options other than those selected would affect the work flow in the Administrators office.

Moved by Supervisor Glasbrenner to recommend the 2023-2024 strategic planning priorities to the County Board as proposed with a Resolution, 2nd by Frank. All voting aye, motion carried.

- 10. Ethics review** – Chair Murphy-Lopez presented all the changes to the Ethics Policy that have been discussed and approved.

Enforcement – Chair Murphy-Lopez reviewed current wording and wording from Crawford/Sauk (Attachment 10) and Iowa County (Attachment 10b). Discussion followed.

Moved by Supervisor Gentes to update the Enforcement section to read as follows;

*“Violation of any provision of this code should raise conscientious questions for an employee, official or citizen member of a board concerned as to whether voluntary resignation or other action is indicated to promote the best interests of Richland County. If the Ethics Board finds that clear, satisfactory and convincing evidence exists for believing the allegations of the complaint, the Ethics Board shall refer its findings and recommendation to the County Board.*

*The Board may recommend that the officer, employee or citizen member conform his or her conduct to the Ethics Code or recommend that they be censured, suspended, removed from office, issued a private reprimand, public reprimand, and in the case of an employee may also recommend denial of merit increase, suspension without pay, discharge, or other appropriate disciplinary action.*

*2. The Ethics Inquiry Board may also refer the matter to the Corporation Council or District Attorney to commence enforcement.”*; 2<sup>nd</sup> by Supervisor Frank. All voting aye, motion carried.

Governing Body – Discussion followed about optional wording.

Moved by Supervisor Glasbrenner to use *“A committee of the County Board which has been assigned the duties of the Ethics Board.”*, 2<sup>nd</sup> by Supervisor Cosgrove. All voting aye, motion carried.

Purpose of Ethics – Discussion followed on a Purpose meeting.

Moved by Supervisor Frank to read as follows;

*“(1) The proper operation of representative government requires that county officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all Richland County officials and employees. The purpose of this code is to assist county officials and employees in avoiding conflicts between their personal interest and their public responsibilities in order to improve standards of public service and promote and strengthen the faith and confidence of the people of Richland County in their county public officials and employees and to provide for disclosure by county officials and managerial employees of substantial financial interests in matters affecting the county. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interests of Richland County.*

*(2) The county board hereby reaffirms that each county official and employee occupies a position of public trust that requires adherence to a high standard of conduct. Any effort to realize substantial personal gain through official conduct is a violation of that trust. This code of ethics does not prevent any county public official from accepting other employment or following any pursuit which in no way interferes with the full and faithful discharge of his or her, duties to this county. The county board further recognizes that in a representative democracy, the representatives are drawn from society and, therefore, cannot and should not be without all personal and economic interest in the decisions and policies of government; that citizens who serve as county officials retain their rights as citizens to interests of a personal or economic nature; that standards of ethical conduct for county officials need to distinguish between those minor and inconsequential conflicts that are unavoidable in a free society, and those conflicts which are substantial and material; and that county officials may need to engage in employment, professional or business activities, other than official duties, in order to*

# Richland County

## Rules & Strategic Planning Standing Committee

---

*support themselves or their families and to maintain a continuity of professional or business activity, or may need to maintain investments which activities or investments do not conflict with the specific provisions of this code.*", 2<sup>nd</sup> by Supervisor Glasbrenner. All voting aye, motion carried.

Positions covered – Discussion followed.

Moved by Murphy-Lopez to read as follows; "*All County officials, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions, department heads, and other County employees.*", 2<sup>nd</sup> Cosgrove. All voting aye, motion carried.

Definitions – Review of definitions next month after Chair Murphy-Lopez compiles all the definitions that have been established into 1 section.

Moved by Supervisor Rudersdorf to compile all the recommendations from the last 5 meetings and draft an Ordinance for the Committees consideration at the Februarys meeting, 2<sup>nd</sup> by Supervisor Frank. All voting aye, motion carried.

Public Property and definitions will be covered at the next meeting.

**11. Future agenda items** – none.

**12. Adjournment** – Next meeting will be held Thursday, February 2nd @ 10:00 a.m. in the County Board room. Moved by Supervisor Frank to adjourn at 11:49 a.m., seconded by Supervisor Cosgrove. All voting aye, motion carried.

Minutes respectfully submitted by  
Cheryl Dull  
Assistant to the County Administrator