

RICHLAND COUNTY

Rules & Strategic Planning Standing Committee

January 4, 2023

NOTICE OF MEETING

Please be advised that the Richland County Rules and Strategic Planning Standing Committee will convene at 10:00 a.m., Thursday, January 5th, 2023 in the County Board Room at 181 W. Seminary Street. If you would like to join remotely using **WebEx Videoconference**, **WebEx Teleconference**, or **by Phone** you can find meeting access information

at: <https://administrator.co.richland.wi.us/minutes/rules-strategic-planning/>

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email), or Rules & Strategic Planning Committee Chair Shaun Murphy-Lopez at 608-462-3715 (phone/text) or shaun.murphy@co.richland.wi.us (email).

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Approval of minutes
5. Public comments
Topics raised in comments received from the public may be placed on a future agenda for consideration.
6. Comprehensive plan RFP*
7. Condolences for the family of Gaylord Deets*
8. Committee Structure Changes*
 - a. Public Safety Standing Committee name change
 - b. Richland Economic Development Board committee description and agreement
9. Strategic plan next steps*
10. Ethics review*
11. Future agenda items
12. Adjournment

*Meeting materials for items marked with an asterisk may be found at <https://administrator.co.richland.wi.us/minutes/rules-strategic-planning.shtml>.

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

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 Rules and Strategic Planning Standing Committee.

Richland County

Rules & Strategic Planning Standing Committee

December 1st, 2022

The Rules and Strategic Planning Standing Committee met on Thursday, December 1st, 2022, at 10:00 a.m. in the County Board Room at 181 W. Seminary Street via videoconference and teleconference.

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

Absent: Chad Cosgrove and Danielle Rudersdorf.

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

1. **Call to Order** - Committee Chair Murphy-Lopez called the meeting to order at 10:00 a.m.
2. **Proof of Notification** - Chair Murphy-Lopez confirmed that the meeting had been properly noticed.
3. **Agenda Approval** - Moved by Supervisor Frank to approve the agenda as presented, seconded by Supervisor Fleming. All voting aye, motion carried.
4. **Public comments** - Chair Murphy-Lopez invited any public to make comments. None.
5. **Approval of minutes** – Moved by Supervisor Glasbrenner to approve as presented, 2nd by Supervisor Gentes. All voting aye, motion carried.
6. **Ethics review** – Chair Murphy-Lopez reviewed what updates had been made at the previous meeting. Previously the committee skipped Social Media Policy and Computer Use Policy which includes Email policy. There is a very large section concerning Email in the Computer Use Policy.

Email Policy – Supervisor Gentes stated typing long emails is cumbersome on the Ipad, therefore she types it on her personnel computer and emails it to herself to send out further. Chair Murphy-Lopez stated Ms. Scott assisted him in getting his county email set up on his personnel computer and suggested Supervisor Gentes contact MIS to do that for her as well. Supervisor Glasbrenner stated she also has her County email set up on her personnel computer. Discussion followed concerning using County email on personnel computer and possibly updating the Computer Policy to meet the needs of the County Board Members. The Ethics Ordinance will say refer to Computer Policy. Director Scott stated they have a draft of an updated Computer Policy which will be coming out shortly for review that should encapsulate this issue. No action taken.

Social Media Policy – Attachment 06d. This policy was adopted in 2014. Director Scott stated this Policy will be updated as well. Moved by Glasbrenner to add “Refer to Social Media Policy”, 2nd by Fleming. All voting aye, motion carried.

Advisory Opinions – Chair Murphy-Lopez reviewed what the Counties current Policy states and read the wording in Crawford and Sauk Policy. Discussion followed on wording, benefits and options. Moved by Chair Murphy-Lopez to adopt Crawford/Sauk County with some changes wording *“Shall issue advisory opinions with the assistance of the Corporation Counsel. Any person governed by this Code of Ethics may apply in writing to the County Ethics Board for an advisory opinion and shall be guided by any opinion rendered. The applicant shall present his or her interpretation of the facts at issue and of the applicability of provisions of this code before the advisory opinion is rendered. All requests for opinion and opinions rendered shall be in writing. Records of the County Ethic’s Board opinions, opinion requests and investigations of violations shall be closed to public inspection, as required by Ch. 19, Wis. Stats. However, such records may be made public with the consent of the applicant.”*, 2nd by Glasbrenner. All voting aye, motion carried.

Complaint Procedure & Investigation Procedure – Attachment 06a. Chair Murphy-Lopez reviewed a summary of the current Ordinance, Section 8 (a) - (f), and also the wording in Crawford, Sauk and Iowa County Ordinance. Discussion followed on who the complaints should be filed with and time frame of dismissal. Moved by Murphy-Lopez to adopt;

1. *“COMPLAINTS. The County Clerk or Corporation Counsel shall accept from any person a verified written complaint which states;*
 - i. *The name of the alleged offender;*

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Rules & Strategic Planning Standing Committee

- ii. *The approximate date of the alleged offense, if applicable;*
- iii. *The nature of the alleged offense;*
- iv. *Any supporting facts known to the complaining party;*
- v. *The date on which the complaint is being submitted;*
- vi. *The name of the person filing the complaint.*

The County Clerk or Corporation Counsel shall forward a copy of the complaint to the accused officer or employee and the Ethics Inquiry Board within 10 days. If no action on the verified complaint is taken by the Ethics Inquiry Board within 60 days, the complaint shall be dismissed.”

2. **PRELIMINARY INVESTIGATIONS.** *Following the receipt of a verified complaint, the Ethics Inquiry Board may make preliminary investigations with respect to alleged violation of this code. A preliminary investigation shall not be initiated unless the accused officer or employee is notified in writing. The notice shall state the exact nature and purpose of the investigation, the individual's specific action or activities to be investigated and a statement of such person's due process rights. If the Ethics Inquiry Board finds probable cause to believe the allegations contained in the complaint, the complaint shall be referred to hearing pursuant to subsections (5)(a) and (5)(c) below before the Ethics Inquiry Board.*
3. **TIME LIMITATIONS.** *The Ethics Inquiry Board may investigate any complaint properly filed with it. However, no action may be taken on any complaint which is filed more than one year after a violation of the Ethics Code is alleged to have occurred.*
4. **ETHICS INQUIRY BOARD.** *There is hereby created an Ethics Inquiry Board to consist of 3 members and one alternate, one of whom shall be an attorney licensed to practice law in the State of Wisconsin, appointed by the County Board Chairperson with the approval of the County Board. The members of the Ethics Inquiry Board shall be residents of Crawford County and shall not be County public officials or employees during the time of appointment, and shall serve staggered 3-year terms expiring on the third Tuesday in April of the third year following their appointment except as otherwise provided in the implementation of this code. The Corporation Counsel shall provide legal advice, secretarial service and assistance to the Board. The Board shall be entitled to mileage and per diem payments for meetings and hearings of the Board on the same basis as provided other Crawford County boards, committees or commissions.*
 - (a) **Powers and Duties:** *The Ethics Inquiry Board shall be responsible for investigating a complaint, and conducting a fact finding hearing pursuant to subparagraph (5)(c) below, in any case where the Ethics Inquiry Board has found that probable cause exists for believing the allegations of a complaint referred to the Board after preliminary review pursuant to subparagraphs (2) through (4) above.*
 - (b) **Hearing:** *The Ethics Inquiry Board may hold, and an individual against whom a complaint has been made and where the complaint has been referred to the Ethics Inquiry Board may request, a hearing before the Board. The Board shall keep a record of the hearing. The Board shall have the power to compel the attendance of witnesses and to issue subpoenas as granted to other boards and commissions under §885.01, Wis. Stats.*
 1. *Within 10 work days of the conclusion of the hearing, the Board shall file its written findings and recommendations signed by all participating Board members, together with findings of fact and conclusions of law, concerning the propriety of the conduct of the public official. If the Board determines that no violation of the Code of Ethics has occurred, it shall dismiss the complaint, and if requested to do so by the accused, issue a public statement.*
 2. *No recommendation of the Board becomes effective until 20 work days after it is issued, or while an application for rehearing or rehearing before the Board is pending, or the Board has announced its final determination on rehearing.”*

2nd by Frank. All voting aye, motion carried.

7. **Comprehensive plan** – Attachment 07A RFP. Chair Murphy-Lopez presented the Request for Proposal (RFP) and reviewed the changes and concerns discussed at the last meeting.

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Moved by Supervisor Frank to forward a Resolution to the County Board to move forward with issuing a RFP for services to update Richland County's Comprehensive Plan, 2nd by Supervisor Glasbrenner. All voting aye, motion carried.

- 8. Housing Authority responsibilities** – Administrator Langreck reviewed the proposal to dissolve the existing CDBG Committee along with the proposal of what the money's will be used for, why and how the partnership with Housing Authority will be wrapped up. Supervisor Gentes voiced her concerns of not using the money for lower income and blighted housing as was originally intended because the Richland Economic Development Board is more concerned with funding upscale housing.

Moved by Supervisor Frank to dissolve of the existing CDBG Committee with reduction of Paragraph C. of the Housing Authority functions, 2nd by Supervisor Seep. All voting aye, motion carried.

- 9. Future agenda items** – none.

- 10. Adjournment** – Next meeting will be held Thursday, January 5th @ 10:00 a.m. in the County Board room.

Moved by Supervisor Fleming to adjourn at 11:40 a.m., seconded by Supervisor Glasbrenner. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Assistant to the County Administrator

Richland County Rules & Strategic Planning Standing Committee

Agenda Item Name: Comprehensive plan RFP

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	1/5/23	Action Needed:	Motion
Disclosure:	Open Session	Authority:	C?
Date submitted:	1/4/23	Referred by:	None

Recommendation and/or action language: Motion to issue a Request for Proposals for services to update Richland County's comprehensive plan.

Background:

At the December County Board meeting, Resolution 22-127 authorized the Rules & Strategic Planning Committee to issue a Request for Proposals (RFP) for a comprehensive plan update. The RFP is included as an attachment.

The following are recommended as potential vendors to receive the RFP, as well as submitting the RFP on the [American Planning Association website](#) and posting it on the County's website.

Firm/Organization	Contact Person	Email Address
Ayres Associates	Keri Scheuerell	scheuerellk@ayresassociates.com
Community Planning & Consulting	Jeff Sanders	jeffs@communityplanningandconsulting.com
Foth	Jeff Muenkel	jeff.muenkel@foth.com
JSD	Kelly Kloepping	kelly.kloepping@jsdinc.com
Kimley Horn		
Martenson & Eisele	Wally Seddlar	wallys@martenson-eisele.com
Mead & Hunt		
MSA Professional Services	Jason Valerius	jvalerius@msa-ps.com
Redevelopment Resources	Kristen Fish-Peterson	kristen@redevelopment-resources.com
SEH	Brea Grace, Karl Weissenborn	bgrace@sehinc.com , kweissenborn@sehinc.com
Smith Group		
Southwest Regional Planning Commission	Troy Maggied	t.maggied@swwrpc.org
Teska	Lee Brown	lbrown@teskaassociates.com
Vandewalle & Associates		
Vierbicher	Mark Steward	mste@vierbicher.com

Attachments and References:

Attachment: RFP	
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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	

Richland County Rules & Strategic Planning Standing Committee

X	Other funding Source	ARPA funding, as approved by the Finance & Personnel Committee in December
	No financial impact	

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)



REQUEST FOR PROPOSALS

Richland County, Wisconsin

Comprehensive Plan Update

Rules & Strategic Planning Committee

Issued: January 5, 2023

Proposals Due: February 16, 2023 by 4:00pm CST

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Purpose and Need

Richland County last completed a comprehensive plan in 2006, which can be found at <https://www.swwrpc.org/our-work/comprehensive-plans>. Wisconsin statute 66.1001 requires updates every 10 years. The County Board's [Strategic Plan](#) sets as a goal the completion of a new comprehensive plan by 2024. [The Rules & Strategic Planning Committee](#) completed a *Strengths Weaknesses Opportunities Threats* analysis of the comprehensive plan at its October 6, 2022 meeting. The findings were that the biggest strength of the existing plan was data, the biggest weakness was implementation, the biggest opportunity of a future plan is community groups, and the biggest threat is money. An update of the comprehensive plan should address these findings, as detailed in the Scope of Work and Budget sections of this Request for Proposals (RFP). The plan is intended to inform decision-making and guide the county's development over the next 10 to 20 years.

Community Background

Richland County is located in Southwest Wisconsin between Madison and La Crosse with a population of 17,304 (2020 census). The area is rural and scenic, with a high senior population and a gradual transition from agricultural to recreational land use. It was founded in 1842 and named for the high quality of its soil. Richland County is known for its history of dairy farming and beautiful steep hills and deep valleys, as well as numerous high-quality trout streams and excellent deer hunting opportunities.

Tourism is growing in the county. Rural, small-town attractions such as the Galaxie Skate Center, Eagle Cave, the Starlite 14 drive-in movie theater, orchards, and a winery are complemented with the nationally renowned A.D. German Warehouse. Richland Center is the birthplace of Frank Lloyd Wright, who designed the Warehouse, which is listed on the National Register of Historic Places. The outdoor Woodman Aquatic Center opened in 2020, and Richland Center is home to Symons Recreation Complex, which has an indoor pool, fitness classes, an exercise room, and racquetball courts. The Richland Center Auditorium is operated by the Richland County Performing Arts Council, which is restoring the first municipal auditorium built in Wisconsin.

Some of the largest employers include Schreiber, Rockwell, S & S Cycle, Richland County, the Richland Hospital, and the Richland School District. Nearby Cardinal Glass is also a large source of employment. Immigrants from other countries recruited by some employers have recently begun arriving in the county. Richland Center is also home to the UW-Richland campus, which is owned by the County and operated by the UW-System. The campus was opened in 1967 and has featured an active international student program. The county has two nursing homes – Pine Valley Community Village (owned and operated by Richland County) and Schmitt Woodland Hills. The Wisconsin State Riverway borders the southern edge of the county, with five additional County-owned public park lands throughout (i.e., Ash Creek Community Forest, Pier County Park, Pine River Recreational Trail, Rifle Range, Viola County Park). Housing development has recently begun in Richland Center and Viola.

Richland Center is the county's largest and only city, as well as the seat of county government. The County is governed by a 21-member Board of Supervisors with a full-time Administrator and approximately 300 employees. Richland County also has 5 incorporated villages (Boaz, Cazenovia, Lone Rock, Viola, and Yuba) and 16 townships (Akan, Bloom, Buena Vista, Dayton, Eagle, Forest, Henrietta, Ithaca, Marshall, Orion, Richland, Richwood, Rockbridge, Sylvan, Westford, and Willow), each with its own elected board and comprehensive plan.

Scope of Work

Working with the Rules & Strategic Planning Committee as the reviewing body, a vendor is sought to provide the following services to Richland County:

1. Managing the project
2. Summarizing existing plans
3. Updating data
4. Engaging the community
5. Developing an updated comprehensive plan

If applicable, interested vendors should note any proposed deviations or additional services in their scope of work.

Managing the Project

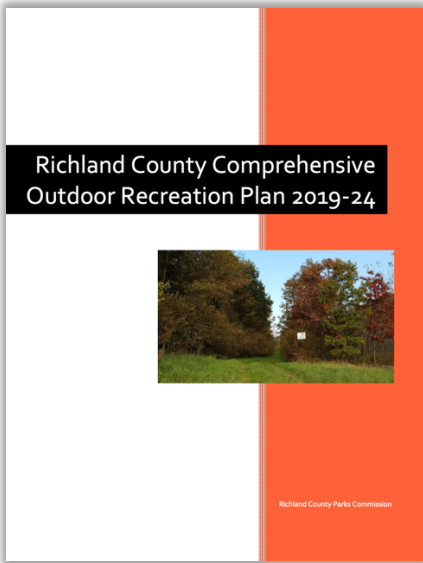
Project management is sought to keep plan's development on schedule for completion by March 19, 2024. Potential vendors should describe how they propose to manage the project with Richland County's 9-member Rules & Strategic Planning Committee. This committee meets on the first Thursday of each month at 10am with a remote attendance option, and is expected to be the managing/reviewing body for the development of the updated plan. The Richland County Board of Supervisors will be the adopting body for the updated plan.

Summarizing Existing Plans

Richland County has several existing plans that guide the work of the organization. Potential vendors should describe how they propose to summarize existing plans, and how those plans will be tied to the development of the updated comprehensive plan. Potential plans may include:

- A.D. German Warehouse visioning report
- Capital improvement plan
- City of Richland Center comprehensive plan
- County comprehensive plan
- Five-year financial plan
- Hazard mitigation plan
- Housing and workforce study
- Land and water resource management plan
- Outdoor recreation plan (see image below)
- Strategic plan
- UW-Richland Campus plan

A vendor should also be prepared to summarize existing [zoning related ordinances](#).



Updating Data

The biggest strength of the existing plan was found to be its data. Potential vendors should describe how they propose to select data to update (with input from the Rules & Strategic Planning Committee), and how that data will be tied to the development of the updated comprehensive plan. The updated plan should review or analyze data in the past plan, to be used to improve the accuracy of the new plan. New data sets to evaluate may also be proposed. While County staff will be available to assist the selected vendor by sharing and updating relevant data, analysis of the data, including any mapping in GIS, will be a responsibility of the selected vendor.

Engaging the Community

The biggest opportunity for updating the plan was found to be outside community groups. Potential vendors should describe how they propose to engage the community, using methods such as workshops, meetings, tabling at community events, and online surveys. A written public participation plan will be required to fulfill Comprehensive Planning Law 66.1001, and this plan will be proposed for adoption by the Richland County Board of Supervisors before community engagement begins. After community engagement is completed, a report should be written to describe the key themes and results.

Developing an Updated Comprehensive Plan

The biggest weaknesses of the existing comprehensive plan were found to be implementation followed by usability. Potential vendors should describe how they will develop an updated comprehensive plan that is both implementation-focused and usable. The County desires a more public friendly, modern, brief, and graphically rich plan. Measureable goals, strategies, and actions should be clearly stated throughout the plan and summarized in an easy-to-reference chart/s. Priority levels and responsible parties for actions are desired.

Potential vendors should also describe how they propose to develop goals, strategies, and actions in a manner that is directly connected to the results of community engagement. Vendors are encouraged to bring their own expertise and identify any topics that were not revealed in the community engagement process.

The County also desires to use goals, strategies, and actions to facilitate a more robust, proactive capital improvement program.

Comprehensive Planning Law 66.1001 details nine required elements for a comprehensive plan. Potential vendors should describe how they propose to include all nine elements in an updated plan (i.e., separate or combined chapters).

Potential vendors should be prepared to present draft and final plans to the Rules & Strategic Planning Committee and County Board of Supervisors for review and adoption. Remote attendance at some meetings is a possibility.

Proposal Requirements

Potential vendors should limit their proposal to 40 pages (or 20 pages front and back) including cover pages, cover letters, section breaks, and all required elements including the following:

- Firm/organization profile
- Project understanding and scope of work with deliverables
- Resumes of individuals proposed to work on the project, including relevant experience
- Descriptions of similar projects, including references and links to final project documents
- Schedule (schedule for project completion is 12 months – see Timeline section of this RFP)
- Budget, including fully loaded rates and number of hours by task for each individual, and a “not to exceed” dollar amount.

Selection Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Possible Points
40-page limit	5
Relevance of firm/organization profile to the project	10
Project understanding and scope of work	25
Resumes of individuals	5
Other relevant projects, including references and links to documents	20
Schedule	10
Budget	25
Total	100

Timeline

RFP Distribution	January 5, 2023
Written Questions Due	January 26, 2023
County Responses Due	February 2, 2023
Proposal Submittal Deadline	February 16, 2023 (4pm, CST)
County Review of Proposals by Rules & Strategic Planning Committee	March 2, 2023
Interviews by Rules & Strategic Planning Committee (if necessary):	March 9, 2023
Approval of Vendor Selection by County Board	March 21, 2023
Notice to Proceed	March 22, 2023
Adoption of the Updated Comprehensive Plan by the County Board	March 19, 2024

Submittal of Questions

All questions or desired clarifications must be submitted in writing to the Rules & Strategic Planning Committee using the contact information provided below. Phone calls are not allowed. All questions and answers will be posted to the County's website and sent to those who submitted questions.

Rules & Strategic Planning Committee
Attn: Cheryl Dull, Administrative Assistant
181 West Seminary Street
Richland Center, WI 53581
cheryl.dull@co.richland.wi.us

Submittal of Proposals

Nine hard copies and one electronic copy of the proposal shall be submitted to the Rules & Strategic Planning Committee using the contact information provided below. Proposals are due Thursday, February 16, 2023 at 4pm CST. Proposals received after this deadline will not be considered.

Rules & Strategic Planning Committee
Attn: Cheryl Dull, Administrative Assistant
181 West Seminary Street
Richland Center, WI 53581
cheryl.dull@co.richland.wi.us

Budget

Budget control is of utmost concern with this project. The selected vendor should be prepared to submit monthly invoices showing time and expenses incurred to the Rules & Strategic Planning Committee for review and approval. While the County has not set a budget for this project, vendors should be prepared to propose a competitive budget compared with recently completed comprehensive plans in communities similar to Richland County.

Terms and Conditions

1. Richland County does not discriminate on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, sexual orientation, or any other legally protected status in the selection of vendors.
2. The County will enter into negotiations with a vendor based on the County's selection team recommendations. Negotiations will be conducted beginning with the vendor ranked first. If a contract that is satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable, the award will be made to that vendor. Otherwise, negotiations with the vendor ranked first will be formally terminated and negotiations conducted with the vendor ranked second, and so on until a contract can be negotiated at a fair and reasonable price.
3. The County reserves the right to reject any or all proposals, to divide responsibilities among one or more applicants or firms, to waive formalities, and to select the individual or firm which, in the County's sole judgment, can best perform the scope of services required.
4. Ownership of all data, material, and documentation originated and prepared for the County pursuant to the RFP shall belong to the County and be subject to public inspection in accordance with the Freedom of Information Act (FOIA). Trade secrets or proprietary information submitted by potential vendors shall not be subject to public disclosure under (FOIA) unless otherwise required by law or a court. Potential vendors may label staff rates as proprietary information.
5. The County is not liable for any costs incurred by any potential vendor in connection with this RFP or any response by any potential vendor to this RFP. The expenses incurred by a potential vendor in the preparation, submission, and presentation of the proposal are the sole responsibility of the potential vendor and may not be charged to the County, regardless of whether or not a potential vendor's proposal is ultimately selected by the County for completion of the work detailed in this RFP.
6. The final description of the services and/or specifications to be provided to the County under this RFP is subject to negotiations with the successful vendor, and final approval of the County.
7. The vendor shall maintain, during the life of the negotiated contract, public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages that may arise from the performance of work under the contract.

Richland County Rules & Strategic Planning Standing Committee

Agenda Item Name: Condolences for the family of Gaylord Deets

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	1/5/23	Action Needed:	Motion
Disclosure:	Open Session	Authority:	B2
Date submitted:	1/4/23	Referred by:	None

Recommendation and/or action language: Motion to recommend a resolution to the County Board expressing our condolences to the family of Gaylord Deets

Background:

Gaylord Deets was a Richland County Board Supervisor for District 2 from Bloom City. He recently [passed away](#) on November 30, 2022. A resolution below is recommended for the committee's consideration.

A Resolution of Condolence to the Family of Gaylord Deets

WHEREAS, Gaylord Deets passed away on November 30, 2022, leaving his wife, two children, and four grandchildren to survive him, and

WHEREAS, Gaylord Deets served as a County Board Supervisor for 24 years for District 2 between 1992 and 2016, and

WHEREAS, Gaylord Deets also graduated from Richland Teachers College, served in the Air Force, served as the postmaster of Bloom City, and was a school bus owner and operator for the Richland School District, and

WHEREAS, the Richland County Board of Supervisors desires to express its sympathy to his surviving family.



Gaylord Deets with his wife, daughter, and mother in 1961 in Bloom City

NOW THEREFORE BE IT RESOLVED, the County Board expresses our sincere sympathy his wife Elda Deets and his children Beverly Laue and Cheryl Nagel and his grandchildren, and

Richland County Rules & Strategic Planning Standing Committee

BE IT FURTHER RESOLVED, that the County Clerk is directed to send a copy of this resolution to Gaylord Deets' wife and children as follows:

To his wife, Elda Deets, 20286 County Highway D, Hillsboro, WI 54634

To his daughter, Beverly Laue, 23594 Blood Lane, Richland Center, WI 53581

To his daughter, Cheryl Nagel, 316 Santa Fe Trail, Waunakee, WI 53597

Attachments and References:

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Financial Review:

(please check one)

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
	Other funding Source		
X	No financial impact		

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Resolution Of Condolence To The Family Of Gaylord Deets.

Department	Administration	Presented By:	Administrator
Date of Meeting:	January 5 th , 2023	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure B2
Date submitted:	December 6th, 2022	Referred by:	
Action needed by no later than (date)	N/A	Resolution	Drafted

Recommendation and/or action language:

Motion to ... recommend resolution to the Richland County Board expressing condolences to the family of Gaylord Deets, former County Board Supervisor.

Background:

In efforts of Richland County Board of Supervisors desires to express its sympathy to Gaylord Deets surviving family, the attached resolution is to show appreciation for Gaylord's 24 years of service on the Richland County Board.

Attachments and References:

Resolution Attached	

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)

No foreseeable financial impacts

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 22 -

A Resolution Of Condolence To The Family Of Gaylord Lee Deets.

WHEREAS Gaylord Lee Deets, who served Richland County as a County Board Supervisor from April, 1992 through March, 2016, died on November 30, 2022 leaving a wife, 2 daughters, 4 grandchildren and 5 great grandchildren, and

WHEREAS the Richland County Board of Supervisors, desires to express its sympathy to Gaylord Lee Deets surviving family.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that said Board of Supervisors does, as a body, hereby express its sincere sympathy regarding the death of Gaylord Lee Deets, to his surviving family, and

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to send a copy of this Resolution to Gaylord Lee Deet's surviving family, as follows:

to his wife, Elda Deets, 20286 County Hwy D, Hillsboro, WI 54634
to his daughter, Beverly (Christopher) Laue, 23594 Blood Ln , Richland Center, WI 53581
to his daughter, Cheryl (Kevin) Nagel, 316 Santa Fe Trl, Waunakee, WI 53597

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____
RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED:

RESOLUTION OFFERED BY THE
RULES AND STRATEGIC PLANNING
STANDING COMMITTEE
(JANUARY 5, 2023)

	FOR	AGAINST
SHAUN MURPHY-LOPEZ	X	
MARTY BREWER	X	
CHAD COSGROVE	X	
JULIE FLEMING	X	
BOB FRANK	X	
LINDA GENTES	X	
INGRID GLASBRENNER	X	
DONALD SEEP	X	

Richland County Rules & Strategic Planning Standing Committee

Agenda Item Cover

Agenda Item Name: Committee Structure Changes

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	1/5/23	Action Needed:	Motion
Disclosure:	Open Session	Authority:	B3
Date submitted:	1/3/23	Referred by:	None

Recommendation and/or action language:

Motion 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.

Background:

At their October 7, 2022 meeting of the Public Safety Standing Committee the committee recommended changing their name to the Public Safety & Judiciary Standing Committee to be more descriptive of the departments under this committee. Attachment A has the minutes from this committee meeting.

Questions have been raised about the County's future commitment to the Richland Economic Development (RED) through the City of Richland Center's recent resolution to fund 100% of RED's expenses (see Attachment B). The Referendum Ad Hoc Committee took action at its January 3, 2023 meeting to reduce the County's current contribution from 60% to 30%, per Resolution 22-91.

While the Rules & Strategic Planning has the authority to recommend changes to the responsibilities of the RED Board through the [Committee Structure document](#), a recommendation about how to rewrite the agreement (see Attachment C) is first desired from the RED Board. The current agreement is written with a 60% contribution from the County and a 40% contribution from the City. A motion to refer this issue to the RED Board would accomplish this action.

In the meantime, several changes to the RED Board description in the Committee Structure document are included to reflect current agreement last updated by the County Board and City Council in March/April 2022.

Attachment D has changes noted to the Committee Structure document for the Public Safety Standing Committee and RED Board. Changes to the Housing Authority made at the December meeting of the County Board are included. Changes made to the Land & Zoning and Rules & Strategic Planning Committees made at the July meeting of the County Board are also included.

A resolution for the Rules & Strategic Planning Standing Committee's consideration is below.

A Resolution Adopting Amendments to the Richland County Committee Structure Document

WHEREAS, an amendment to Richland County Committee Structure Document is recommended by the Rules and Strategic Planning Standing Committee to change the name of the Public Safety Standing Committee to the Public Safety and Judiciary Standing Committee, and

Richland County Rules & Strategic Planning Standing Committee

Agenda Item Cover

WHEREAS, the County Board has already approved changes to the responsibilities of the Economic Development Board, Land & Zoning Standing Committee, Rules & Strategic Planning Standing Committee.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors the Committee Structure Document is amended reflecting proposed changes to the name of the Public Safety Standing Committee; and

BE IT FURTHER RESOLVED other changes already approved by the County Board are amended into the Committee Structure document, and

BE IT FURTHER RESOLVED that a copy of the most recent Committee Structure Document shall be made available in the Richland County Administrator's Office and on the Richland County website, and

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

Attachments and References:

08A Public Safety Minutes	08B City Resolution
08C Agreement	08D Committee Structure Document

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		

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Terminate the Economic Development Agreement

Department	Administration	Presented By:	Administration
Date of Meeting:	05 January 2023	Action Needed:	Vote
Disclosure:	Open Session	Authority:	County Organizational Chart
Date submitted:	30 December 2022	Referred by:	
Action needed by no later than (date)	N/A	Resolution	Resolution needed

Recommendation and/or action language:

Motion to ... recommend resolution to:

- 1) terminate the Economic Development Agreement effective January 21st 2023 by mutual agreement; and
- 2) work with the City to transition all personal, payroll and financial functions to the City of Richland Center (and to work with city on disposition of equipment, accounts, and authorizations); and
- 3) provide the 2023 county share of the Economic Development budget, as supplanted from the recalled CDBG funds under Housing Authority, to be relinquished to the city with conditions that: 1) funds be used towards local housing initiatives by no later than 2026, 2) Richland County retains two seats on the RED Board through 2023, and 3) the Economic Director finalizes outstanding county projects to include the existing open grants ...

...pending Richland Center City Council's action to assume full ownership and responsibility of the department.

Background:

With concerns of Richland County's financial commitment to future participation in the Richland Economic Development Agreement, and with intentions of stabilizing the department with committed public funds, Richland City Leadership has expressed willingness to assume full authority and responsibility of the Richland Economic Development department effective January 1st 2023.

It is recommended that the County relinquish all Economic Development personal, payroll and financial functions to the City of Richland Center. It is also recommended that funds intended for the 2023 county share of the ED budget, as supplanted from the recalled CDBG funds under Housing Authority, be relinquished to the city with conditions that: 1) funds be used towards local housing initiatives by no later than 2026, 2) Richland County retains two seats on the RED Board through 2023, and 3) the Economic Director finalizes outstanding county projects to include the existing open grants. These actions are pending final vote made by the City Council.

The City currently intends to offer future county-specific Economic Development support to the county through a charge system of either annual fee or hourly rate, pending future decisions by the City.

Richland County Committee

Agenda Item Cover

Attachments and References:

Copy of Economic Development Agreement	
DRAFT Resolution	

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)

May help shape future financial allocations.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland Economic Development Board Structural Document

1. Creation of the Board of Economic Development.

There is hereby created the Board of Richland Economic Development to promote economic development within Richland Center and Richland County (collectively, the “Parties”).

A. Overview: The creation of the Richland Economic Development (RED) Board is a collaboration between three sectors: (1) City and County government, (2) the business community, and (3) the civic sector. The RED Board works to promote the progress and benefit of economic development in Richland County and Richland Center for healthy growth.

B. Definitions:

- i. Government Sector:** The Richland County Board of Supervisors and The Richland Center City Council are the governmental entities represented on the RED Board.
- ii. Commerce Sector:** Privately owned businesses or entities of commerce in Richland County who seek the economic development and well-being of the people of Richland County and Richland Center.
- iii. Civic Sector:** Community development organizations, service organizations, philanthropic and benevolent organizations that are focused on a broad interest of development and betterment of the community.

C. Mission Statement:

Fostering a Community of Opportunity, Success, and Excellence

D. Scope: The RED Board is to promote a common mission, vision, and strategic planning for economic development in Richland County and Richland Center. The RED Board will promote goodwill and invitational posturing toward the established community and the attractional population. RED will participate in and work with regional development.

E. Representation: The RED Board will be the official representative of the City of Richland Center, Richland County, the Commerce Sector, and the Civic Sector for economic development throughout Richland County. The RED Board will work to create ideas, vision, direction and focus for economic development. The RED Board will take actions to bring prosperity to Richland County. Through the Economic Development Director (EDD), the RED Board will be the point of contact for interested parties for economic investment and development and will negotiate within its designated powers to bring in potential development to the City and County. The RED Board will also inform, advise, and consult with governmental entities, businesses, civic groups, and individuals so as to promote the economic well-being of Richland County and Richland Center.

F. Composition of the RED Board:

- i. **The RED Board** shall be comprised of eleven (11) members. Of these eleven members the following representation will exist:
 - a. The County Board Chair or Vice Chair
 - b. The Mayor of Richland Center or the City Council President
 - c. The City Administrator or City Clerk if there is not an Administrator
(Non-Voting Member)
 - d. The County Administrator or County Clerk if there is not an Administrator
(Non-Voting Member)
 - e. The Civic Sector representative
 - f. Five members from the Commerce Sector
 - g. One Citizen at Large
- ii. **The Commerce Sector members** will be chosen from the following categories. There should only be one member of the RED Board that represents any of the categories at any given time.
 - a. Manufacturing/industry
 - b. Health care
 - c. Education
 - d. Chamber of Commerce
 - e. Recreation/motels/restaurants
 - f. Banking/financial
 - g. Retail
 - h. Utilities
 - i. Small businesses
 - j. Agriculture/food supply
 - k. Entrepreneurship
 - l. Villages and Towns
 - m. Forestry
- iii. **The Citizen at Large** will represent or have expertise in the areas of;
 - a. Youth/under age 25
 - b. Disadvantaged people
 - c. Non-profits
 - d. Economic and Community Development
- iv. **The Civic Sector Representative** will have experience in the following fields;
 - a. Community development organizations
 - b. Service organizations
 - c. Philanthropic and benevolent organizations that are focused on a broad interest of development and betterment of the community.
- v. **The Government Sector** will be represented exclusively by the Mayor of Richland Center or the City Council President, the Richland County Board Chair or Vice Chair, the City Administrator or Clerk, and the County Administrator or Clerk. No other representative or official from either the Richland County Board or the Richland Center City Council may serve on the RED Board.

- vi. **Qualifications:** The RED Board members will make efforts to have broad representation from the stakeholders of the various categories above who have a record of knowledge and participation in community and economic development.
- vii. **Board Member Selection:** The RED Board will recruit new members from the designated categories above. Nominations will be open for any voting member of the Board to nominate someone to the Board who fits the category designated by the Board. After examination by the RED Board or a subcommittee, the RED Board will vote to seat a new member. This process will apply to new members on a four-year rotational term or to someone who will fill a seat vacated prior to the term expiration. A member is elected to the Board by simple majority.
- viii. **Chair:** The RED Board shall choose a chair from the voting members of the RED Board annually, at the last meeting of the calendar year to be seated at the January meeting.
- ix. **Voting powers:** All members of the RED Board will be voting members except the City Administrator and County Administrator.
- x. **Terms of Office:** Each RED Board member, except the four *ex officio* government members, shall serve a term of four-years on a rotating basis. Two seats shall expire each year and one seat will expire in the fourth year of a four-year cycle. Normally scheduled Board Member selections will occur in November of each year with new members being seated at the January meeting. Board Member selections to fill seats that have been vacated prior to the end of the associated term will be filled in accordance with 1(F)(viii) above at the earliest convenience of the RED Board. Existing RED Board members may be nominated and re-elected at the discretion of the RED Board.
- xi. **Removing a RED Board Member** requires a three-quarter vote of the RED Board voting members seated.

2. **Powers, Duties, and Responsibilities of the Richland Economic Development Board.**

The Board shall have the following powers and duties and none other.

- A. **Meetings:** The RED Board shall meet at least every other month or six (6) times per year with proper public notice for a governmental meeting.
 - i. **Attendance:** RED Board members shall attend all meetings of the RED Board each year. There will be one excused absence from a meeting of the RED Board with advance notice for each voting member.
 - ii. **A quorum** shall consist of a majority of the voting members.
 - iii. **Agendas** will be set by the Chair with contributions by the RED Board Members.
 - iv. **Meeting Minutes** of the RED Board will be maintained for each RED Board meeting at the direction of the Chair and will be posted to the City and County meetings site.

- v. **Open Meeting Laws:** The RED Board is subject to Wisconsin Open Meetings Laws.
- vi. **Conduct of Meetings:** In general, and in all disputed matters, Roberts Rules of Order shall be observed. In non-binding instances, consensus may be observed.
- vii. **Voting:** Each voting member shall have one vote.
- viii. **Votes:** Votes may be taken by voice or in writing as determined by the Chair.

B. Authority: The Board advises on policies, procedures, and strategic goals for economic development for Richland Center and Richland County and measures the progress of the goals, including goals and objectives for the Economic Development Director.

C. Budget: The Board will create a budget annually to be submitted to the City of Richland Center and Richland County for approval.

- i. The budget shall identify all expenses related to the employment of the EDD and the operation of the office.
- ii. The budget shall be submitted to the County and City consistent with their respective budget deadlines.
- iii. The budget must be approved by both the County Board and the City Council before it is effective. In the event that the budget is not approved by the County Board and/or the City Council for the succeeding year, the previous year's budget shall be used until such time as both governing bodies approve the succeeding year's budget.
- iv. The RED Board shall not authorize any expenditures other than what has been approved in the budget with the exception of Private Contributions (See 4(C) below).

D. Audit: The Board shall provide an audit or accounting of its financial records annually.

E. Community Presence: The Board shall Encourage interaction with and investment in economic development for the City and the County.

F. Reporting: The Board shall report to the City Council and County Board at least annually through the EDD.

G. Town Boards: The Board shall communicate with town boards and village boards for reporting and development of professional relationships.

3. **Economic Development Director (EDD)**

The RED Board will hire and oversee an EDD who will serve the needs to Richland County and Richland Center for economic development. While Richland County will act as the employer of record, it is understood that the EDD is a shared position. The employment aspects of the position will be under the guidelines of Richland County (wages, benefits, days off, health insurance...), while the functioning of the position (priorities, efforts, work habits, expectations...) of EDD will be overseen and directed by the RED Board.

- A. EDD evaluation:** The RED Board shall complete an annual evaluation of the EDD. The RED Board may recommend to the County Administrator and the County Board discipline or termination of the EDD based on performance. The RED Board may also recommend promotion or pay increases in the budget based on the performance of the EDD.
 - B. Non-monetary contribution:** The City will provide office space and office appurtenances (internet, land line, water, sewer, electric, heat...) for the EDD.
- 4. Funding:** The budgetary funding for the EDD position and staffing will be the responsibility of the City of Richland Center and Richland County Government. Other funds may be raised privately by the RED Board or its designees.
 - A. Shared contributions:** The City and County shall contribute to the approved budget which will pay all expenses related to wages, benefits, and professional expenses of the EDD. The County shall be responsible 60% of the funding and the City shall provide 40% of the funding. On an annual basis the City will pay their portion of the funding to the County.
 - B. Fiscal agent:** The County will function as the fiscal agent for funds contributed by government entities.
 - C. Private contributions:** Private contributions will be accounted for separately from government contributions and will be expended at the discretion of the RED Board.
- 5. Responsibilities of the City**
 - A.** The City's proportional contribution of the approved budget each year for the Shared Contribution.
 - B.** Posting of the EDD services and events on the City website with a separate and designated page for economic development.
 - C.** Provide sufficient office space for the EDD.
 - D.** Provide internet, land line phone services, water, sewer, electric and heating for the EDD office space.
 - E.** Provide the City Mayor as a voting Member to the Board.
 - F.** Provide City Administrator or Clerk as the ex-officio member from the City government as a non-voting Member to the Board.
- 6. Responsibilities of the County**
 - A.** The County's proportional contribution of the approved budget each year for the Government Contribution.

- B. Posting of the EDD services and events on the County website with a separate and designated page for economic development.
- C. To be the fiscal agent of the Shared Contribution received each year.
- D. Provide the County Board Chair as a voting Member to the Board.
- E. Provide the County Administrator or Clerk as the ex-officio member from the County government as a non-voting, Advisory Member to the Board.

7. Indemnification

The County and City shall indemnify, defend and hold harmless each other from all claims arising out of this Structural Document.

8. Term

The term of this Structural Document is for ten (10) years. The term will commence upon execution of this Structural Document. The Parties shall, not less than six (6) months prior to the expiration of this Structural Document, commence a joint review of the Agreement for purposes of renewing the Structural Document or negotiating for a successor agreement. This Structural Document shall automatically renew for a period of 10 years unless otherwise agreed to by the parties.

9. Amendments

Amendments to this Structural Document shall only be made by an affirmative vote of the City Council and the County Board.

10. Termination

This Structural Document may be terminated as follows:

- A. By mutual agreement of all the parties.
- B. If one of the governmental entities fails to make its budgeted and required contribution pursuant to this Structural Document, the other governmental entity may terminate this Structural Document upon such default.
- C. Either governmental entity may withdraw from this Structural Document provided they notify the other entity in writing of that intent by serving upon the other parties a "Notice of Intent to Withdraw." Upon the service of such Notice, the parties agree to meet and confer in a reasonable manner (time, location and number of meetings) within ninety (90) days to discuss the proposed withdrawal and potential amendments to the Structural Document. After ninety (90) days from service on all of the parties of the "Notice of Intent to Withdraw," the party which served that Notice may withdraw from the Structural Document by service upon all of the parties of a written "Notice of Withdrawal."

11. Miscellaneous

- A. No Assignment. No party may assign any of its rights or obligations under this Structural Document without the prior written consent of all parties.
- B. Entire Structural Document. This Structural Document and all other documents and agreements expressly referred to herein contain the entire agreement between the parties with respect to the matters set forth herein.
- C. Waiver. No failure or delay by any party in exercising any right, power or privilege in this Structural Document shall operate as a waiver thereof.
- D. Governing Law. This Structural Document shall be construed in accordance with the internal laws of the State of Wisconsin.
- E. Neutral Construction. This Structural Document is the result of a negotiated agreement by the parties and prior to the execution of this Structural Document each party had sufficient opportunity to have review of the document by legal counsel. Nothing in this Structural Document shall be construed more strictly for or against either party because that party's attorney drafted this Structural Document or any portion thereof or attachment thereto.
- F. Originals and Counterparts. This Structural Document may be executed in any number of counterparts, each of which shall be deemed to be an original.
- G. Incorporation of Attachments. All exhibits and other documents attached hereto or referred to herein are hereby incorporated in and shall become a part of this Structural Document.
- H. Headings. Descriptive headings are for convenience only and shall not control or affect the meaning or construction of any provision of this Structural Document.
- I. Severability. In the event that one portion of this Structural Document, or the application of this Structural Document to any extent is deemed invalid or unenforceable by a court of competent jurisdiction, then (unless in the judgment of the party adversely affected thereby such provision was a material part of the consideration for their entering into this Structural Document that without it they would not have entered into the Structural Document) the remainder of this Structural Document or the application of such provision shall be valid and enforceable to the fullest extent permitted by law.

RICHLAND COUNTY PUBLIC SAFETY COMMITTEE MEETING
Friday, October 7, 2022

The Richland County Board of Supervisors Public Safety Committee met on Friday, October 7, 2022 at 8:30am in the County Board Room of the Richland County Court House in Richland Center, Wisconsin.

Committee members present at the meeting were: Committee Chair Melissa Luck and Committee members David Turk, Kerry Severson, Bob Frank, Richard McKee, Ken Rynes and Barbara Voyce. Present from the Richland County Sheriff's Department were Sheriff Clay Porter, Chief Deputy Aaron Wallace, Lt. Mike Czys and Amber Muckler. Also present for the meeting or a portion of the meeting was Richland County Clerk of Circuit Court Stacy Kleist, DA Jennifer Harper, Jenifer Laue, Darin Gudgeon, Clinton Langreck and Lisa McDougal.

Agenda Item #1: Call to Order: Committee Chair Luck called the meeting to order at 8:30am.

Agenda Item #2: Read and Approve Notice of Posting for October 7, 2022 Public Safety Committee Meeting: Committee Chair Luck confirmed that the meeting was properly posted. Upon receiving confirmation Luck declared meeting properly posted.

Agenda Item #3: Read and Approve the Agenda for October 7, 2022 Meeting: Motioned by Bob Frank to approve the agenda. 2nd to this motion by Kerry Severson. Motion passed.

Agenda Item #4: Read and Approve Minutes of the September 2, 2022 LEJC Meeting: Motion by Bob Frank to approve the minutes as printed. 2nd to this motion by Barb Voyce. Motion passed, minutes accepted.

Agenda Item #5: Coroner Updates: no update for this meeting

Agenda Item #6: Resolution 22-96 Department Responses: Luck stated this is the resolution that will be presented to Finance that will involve budget cuts that will meet the county levy. Luck stated these numbers were created by looking at the departments that take the most levy and then figuring a percentage that department would have to cut. Public Safety utilizes the most amount of the county levy and will be asked to cut about 40% of their current budget. Luck stated public safety is a core function that the levy was created to provide. There was discussion on what should be stated if a referendum is created and what the wording would be. Departments presented their cuts or what could be done in their budgets to help fill the budget gap over the next 5 years. Clerk of Court Kleist stated that if staff were cut by 1 person, court would not be able to be served as each person on her staff currently clerk's court, the office would be forced to be closed at times and collections would not be made as there would not be sufficient staff to continue revenue collection. DA Harper stated her budget cuts will also result in a staff member with the amount be requested by the county, this would lead to office having to be closed at times and services that are currently state mandated would not be able to be covered and have not been

Agenda Item #23: Possibly renaming “Public Safety Committee” to “Public Safety and Judiciary Committee”: Luck put this on the agenda due to the fact that Public Safety does include the judicial departments as well. Motion to approve the name change of the committee to Public Safety and Judiciary Committee made by Ken Rynes, second to this motion by Richard McKee. Motion approved.

Agenda Item #24: Future agenda items: none

Agenda Item #16: Adjourn; Motion by Bob Frank to adjourn until the regular Public Safety Committee meeting on Friday, November 4, 2022 at 8:30am. Second to this motion by Ken Rynes. Motion passed, meeting adjourned.

Respectfully Submitted by Office Manager, Amber Muckler

Richland Economic Development Board Structural Document

1. Creation of the Board of Economic Development.

There is hereby created the Board of Richland Economic Development to promote economic development within Richland Center and Richland County (collectively, the “Parties”).

A. Overview: The creation of the Richland Economic Development (RED) Board is a collaboration between three sectors: (1) City and County government, (2) the business community, and (3) the civic sector. The RED Board works to promote the progress and benefit of economic development in Richland County and Richland Center for healthy growth.

B. Definitions:

- i. Government Sector:** The Richland County Board of Supervisors and The Richland Center City Council are the governmental entities represented on the RED Board.
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E. Representation: The RED Board will be the official representative of the City of Richland Center, Richland County, the Commerce Sector, and the Civic Sector for economic development throughout Richland County. The RED Board will work to create ideas, vision, direction and focus for economic development. The RED Board will take actions to bring prosperity to Richland County. Through the Economic Development Director (EDD), the RED Board will be the point of contact for interested parties for economic investment and development and will negotiate within its designated powers to bring in potential development to the City and County. The RED Board will also inform, advise, and consult with governmental entities, businesses, civic groups, and individuals so as to promote the economic well-being of Richland County and Richland Center.

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(Non-Voting Member)
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 - e. The Civic Sector representative
 - f. Five members from the Commerce Sector
 - g. One Citizen at Large
- ii. **The Commerce Sector members** will be chosen from the following categories. There should only be one member of the RED Board that represents any of the categories at any given time.
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 - i. Small businesses
 - j. Agriculture/food supply
 - k. Entrepreneurship
 - l. Villages and Towns
 - m. Forestry
- iii. **The Citizen at Large** will represent or have expertise in the areas of;
 - a. Youth/under age 25
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 - c. Non-profits
 - d. Economic and Community Development
- iv. **The Civic Sector Representative** will have experience in the following fields;
 - a. Community development organizations
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- vi. **Qualifications:** The RED Board members will make efforts to have broad representation from the stakeholders of the various categories above who have a record of knowledge and participation in community and economic development.
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- viii. **Chair:** The RED Board shall choose a chair from the voting members of the RED Board annually, at the last meeting of the calendar year to be seated at the January meeting.
- ix. **Voting powers:** All members of the RED Board will be voting members except the City Administrator and County Administrator.
- x. **Terms of Office:** Each RED Board member, except the four *ex officio* government members, shall serve a term of four-years on a rotating basis. Two seats shall expire each year and one seat will expire in the fourth year of a four-year cycle. Normally scheduled Board Member selections will occur in November of each year with new members being seated at the January meeting. Board Member selections to fill seats that have been vacated prior to the end of the associated term will be filled in accordance with 1(F)(viii) above at the earliest convenience of the RED Board. Existing RED Board members may be nominated and re-elected at the discretion of the RED Board.
- xi. **Removing a RED Board Member** requires a three-quarter vote of the RED Board voting members seated.

2. **Powers, Duties, and Responsibilities of the Richland Economic Development Board.**

The Board shall have the following powers and duties and none other.

- A. **Meetings:** The RED Board shall meet at least every other month or six (6) times per year with proper public notice for a governmental meeting.
 - i. **Attendance:** RED Board members shall attend all meetings of the RED Board each year. There will be one excused absence from a meeting of the RED Board with advance notice for each voting member.
 - ii. **A quorum** shall consist of a majority of the voting members.
 - iii. **Agendas** will be set by the Chair with contributions by the RED Board Members.
 - iv. **Meeting Minutes** of the RED Board will be maintained for each RED Board meeting at the direction of the Chair and will be posted to the City and County meetings site.

- v. **Open Meeting Laws:** The RED Board is subject to Wisconsin Open Meetings Laws.
- vi. **Conduct of Meetings:** In general, and in all disputed matters, Roberts Rules of Order shall be observed. In non-binding instances, consensus may be observed.
- vii. **Voting:** Each voting member shall have one vote.
- viii. **Votes:** Votes may be taken by voice or in writing as determined by the Chair.

B. Authority: The Board advises on policies, procedures, and strategic goals for economic development for Richland Center and Richland County and measures the progress of the goals, including goals and objectives for the Economic Development Director.

C. Budget: The Board will create a budget annually to be submitted to the City of Richland Center and Richland County for approval.

- i. The budget shall identify all expenses related to the employment of the EDD and the operation of the office.
- ii. The budget shall be submitted to the County and City consistent with their respective budget deadlines.
- iii. The budget must be approved by both the County Board and the City Council before it is effective. In the event that the budget is not approved by the County Board and/or the City Council for the succeeding year, the previous year's budget shall be used until such time as both governing bodies approve the succeeding year's budget.
- iv. The RED Board shall not authorize any expenditures other than what has been approved in the budget with the exception of Private Contributions (See 4(C) below).

D. Audit: The Board shall provide an audit or accounting of its financial records annually.

E. Community Presence: The Board shall Encourage interaction with and investment in economic development for the City and the County.

F. Reporting: The Board shall report to the City Council and County Board at least annually through the EDD.

G. Town Boards: The Board shall communicate with town boards and village boards for reporting and development of professional relationships.

3. **Economic Development Director (EDD)**

The RED Board will hire and oversee an EDD who will serve the needs to Richland County and Richland Center for economic development. While Richland County will act as the employer of record, it is understood that the EDD is a shared position. The employment aspects of the position will be under the guidelines of Richland County (wages, benefits, days off, health insurance...), while the functioning of the position (priorities, efforts, work habits, expectations...) of EDD will be overseen and directed by the RED Board.

- A. EDD evaluation:** The RED Board shall complete an annual evaluation of the EDD. The RED Board may recommend to the County Administrator and the County Board discipline or termination of the EDD based on performance. The RED Board may also recommend promotion or pay increases in the budget based on the performance of the EDD.
 - B. Non-monetary contribution:** The City will provide office space and office appurtenances (internet, land line, water, sewer, electric, heat...) for the EDD.
- 4. Funding:** The budgetary funding for the EDD position and staffing will be the responsibility of the City of Richland Center and Richland County Government. Other funds may be raised privately by the RED Board or its designees.
 - A. Shared contributions:** The City and County shall contribute to the approved budget which will pay all expenses related to wages, benefits, and professional expenses of the EDD. The County shall be responsible 60% of the funding and the City shall provide 40% of the funding. On an annual basis the City will pay their portion of the funding to the County.
 - B. Fiscal agent:** The County will function as the fiscal agent for funds contributed by government entities.
 - C. Private contributions:** Private contributions will be accounted for separately from government contributions and will be expended at the discretion of the RED Board.
- 5. Responsibilities of the City**
 - A.** The City's proportional contribution of the approved budget each year for the Shared Contribution.
 - B.** Posting of the EDD services and events on the City website with a separate and designated page for economic development.
 - C.** Provide sufficient office space for the EDD.
 - D.** Provide internet, land line phone services, water, sewer, electric and heating for the EDD office space.
 - E.** Provide the City Mayor as a voting Member to the Board.
 - F.** Provide City Administrator or Clerk as the ex-officio member from the City government as a non-voting Member to the Board.
- 6. Responsibilities of the County**
 - A.** The County's proportional contribution of the approved budget each year for the Government Contribution.

- B. Posting of the EDD services and events on the County website with a separate and designated page for economic development.
- C. To be the fiscal agent of the Shared Contribution received each year.
- D. Provide the County Board Chair as a voting Member to the Board.
- E. Provide the County Administrator or Clerk as the ex-officio member from the County government as a non-voting, Advisory Member to the Board.

7. Indemnification

The County and City shall indemnify, defend and hold harmless each other from all claims arising out of this Structural Document.

8. Term

The term of this Structural Document is for ten (10) years. The term will commence upon execution of this Structural Document. The Parties shall, not less than six (6) months prior to the expiration of this Structural Document, commence a joint review of the Agreement for purposes of renewing the Structural Document or negotiating for a successor agreement. This Structural Document shall automatically renew for a period of 10 years unless otherwise agreed to by the parties.

9. Amendments

Amendments to this Structural Document shall only be made by an affirmative vote of the City Council and the County Board.

10. Termination

This Structural Document may be terminated as follows:

- A. By mutual agreement of all the parties.
- B. If one of the governmental entities fails to make its budgeted and required contribution pursuant to this Structural Document, the other governmental entity may terminate this Structural Document upon such default.
- C. Either governmental entity may withdraw from this Structural Document provided they notify the other entity in writing of that intent by serving upon the other parties a "Notice of Intent to Withdraw." Upon the service of such Notice, the parties agree to meet and confer in a reasonable manner (time, location and number of meetings) within ninety (90) days to discuss the proposed withdrawal and potential amendments to the Structural Document. After ninety (90) days from service on all of the parties of the "Notice of Intent to Withdraw," the party which served that Notice may withdraw from the Structural Document by service upon all of the parties of a written "Notice of Withdrawal."

11. Miscellaneous

- A. No Assignment. No party may assign any of its rights or obligations under this Structural Document without the prior written consent of all parties.
- B. Entire Structural Document. This Structural Document and all other documents and agreements expressly referred to herein contain the entire agreement between the parties with respect to the matters set forth herein.
- C. Waiver. No failure or delay by any party in exercising any right, power or privilege in this Structural Document shall operate as a waiver thereof.
- D. Governing Law. This Structural Document shall be construed in accordance with the internal laws of the State of Wisconsin.
- E. Neutral Construction. This Structural Document is the result of a negotiated agreement by the parties and prior to the execution of this Structural Document each party had sufficient opportunity to have review of the document by legal counsel. Nothing in this Structural Document shall be construed more strictly for or against either party because that party's attorney drafted this Structural Document or any portion thereof or attachment thereto.
- F. Originals and Counterparts. This Structural Document may be executed in any number of counterparts, each of which shall be deemed to be an original.
- G. Incorporation of Attachments. All exhibits and other documents attached hereto or referred to herein are hereby incorporated in and shall become a part of this Structural Document.
- H. Headings. Descriptive headings are for convenience only and shall not control or affect the meaning or construction of any provision of this Structural Document.
- I. Severability. In the event that one portion of this Structural Document, or the application of this Structural Document to any extent is deemed invalid or unenforceable by a court of competent jurisdiction, then (unless in the judgment of the party adversely affected thereby such provision was a material part of the consideration for their entering into this Structural Document that without it they would not have entered into the Structural Document) the remainder of this Structural Document or the application of such provision shall be valid and enforceable to the fullest extent permitted by law.

RESOLUTION 2022 -

**RESOLUTION BY THE COMMON COUNCIL OF THE CITY OF RICHLAND CENTER CREATING A
FULL-TIME POSITION FOR THE PURPOSE OF ECONOMIC DEVELOPMENT**

WHEREAS, the City of Richland Center ("the City") and Richland County jointly established the position of Economic Development Director; and

WHEREAS, the City and the Richland County both contribute about equally for the position of Economic Development Director; and

WHEREAS, the Economic Development Director serves both the City and the County while reporting to and receiving direction from the Richland Economic Development Board; and

WHEREAS, Richland County has identified Economic Development as a department eligible for elimination due to their financial challenges; and

WHEREAS, Richland County has explored alternative funding mechanisms without success; and

WHEREAS, both the City and Richland County may withdraw from the Structural Document establishing the shared Economic Development Director position without penalty; and

WHEREAS, the City has experienced demonstrable value from the role of Economic Development Director and wishes to preserve the position; and

WHEREAS, the City is committed to economic development and will support these efforts by creating a full-time position for the purpose of pursuing economic development; and

NOW, THEREFORE, BE IT RESOLVED, the members of the Common Council do hereby authorize issuing Richland County a Notice of Intent to Withdraw from the Structural Document, and the establishment of a full-time position at the City for the purpose of pursuing economic development effective January 1, 2023.

APPROVED, by the Common Council of the City of Richland Center on this 20th day of December 2022 by the following vote: AYES: _____, NOS: _____

Adopted this 20th Day of December 2022

Todd Coppernoll, Mayor

Attest:

Aaron Joyce, City Clerk / Treasurer

RICHLAND COUNTY BOARD ~~COMMITTEE~~ BODY STRUCTURE

(Amended ~~June 21~~ January 17, 2023~~2~~)

ADRC OF EAGLE COUNTRY REGIONAL BOARD

(reports to HHS & Veterans Standing Committee)

- A. Outside board that oversees the regional ADRC, administered by Juneau County.
- B. One County Board supervisor from the HHS & Veterans Standing committee shall be recommended for appointment by the County Board Chair, with confirmation by the County Board.

(COMMISSION ON) AGING AND DISABILITY BOARD

(reports to HHS & Veterans Standing Committee)

- A. This committee shall consist of eleven members as follows:
 - 1. At least 51% of the members shall be at least 60 years old;
 - 2. At least 2 members representing adults with disabilities;
 - 3. At least 1 member representing adults challenged by mental health and/or substance abuse disorders;
 - 4. At least 1 member representing disabled youth transitioning into adult services;
 - 5. At least 1 member representing service providers;
 - 6. At least 2 members shall be County Board Supervisors.
- B. 6 of the initial appointments shall be for 2 years and 5 shall be for 1 year. All subsequent appointments shall be for 2 years.
- C. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- D. The Commission on Aging and Disability is the citizen advisory body of the Richland County Aging and Disability Resource Center Unit and Health and Human Services Board in matters relating to those citizens over age 60 and those citizens over age 18 and under 60 who are disabled physically, developmentally, and/or challenged by mental health or substance abuse disabilities in Richland County. Wisconsin State Statute 46.82(4) covers the requirements and comply with the federal aging funding that the County receives.
- E. The Powers and Duties of the Commission on Aging and Disability are:
 - a. Advise the Aging and Disability Resource Center Unit on the development and implementation of the County Aging Plan and ADRC Service Plan.
 - b. Provide financial oversight for the Aging and Disability Resource Center Unit.
 - c. Ensure that the terms of the Aging and Disability Resource Center state/county/Area Agency on Aging contract are fulfilled.
 - d. Collect information on the needs of older adults and adults with disabilities and make recommendations to Aging and Disability Resource Center Unit Staff.
 - e. Monitor progress on implementation of the Aging and Disability Resource Center Unit Plan.

- f. Serve as an advisory group and approve a Community Options Plan for participation in the program and plan updates as they are made.
- g. Educate older people and adults with disabilities on issues of importance to them.
- h. Advocate for the rights of older people to the Area Agency on Aging – District I, Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to older populations.
- i. Advocate for the rights of adults with disabilities to the Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to adult populations.
- j. React to and comment on concerns transmitted from the Health and Human Services Board and Aging and Disability Resource Center Unit.
- k. Assure input from consumers, service providers, and local constituents in the general policies, procedures, practices, and goals of the Aging and Disability Resource Center Unit.
- l. Study specific problems facing elders and adults with disabilities and make recommendations to the County Board, Health and Human Services Board and Aging and Disability Resource Center Unit.
- m. Review and advise the Health and Human Services Board and Aging and Disability Resource Center Unit on budgetary and programmatic issues.
- n. Report to local adult and senior clubs and other adult and senior organizations on information and issues relevant to senior citizens and adults with disabilities.
- o. Serve on committees as needed.
- p. Attend regular Commission on Aging and Disability meetings.

(JOINT) AMBULANCE COMMITTEE

(reports to Finance & Personnel Standing Committee)

- A. 16 members, consisting of 1 from each of the 10 participating towns, 1 each from the Village of Boaz and the Village of Yuba, 1 from the City Council of the City of Richland Center and the Mayor, two County Board Supervisors (appointed by recommendation of the County Board Chair) ;
- B. Provide oversight and advice provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation of the County Ambulance Service.
- C. Monitor the actual vs. approved annual budget in funds managed by the Ambulance Department on a minimum quarterly basis.

AMERICANS WITH DISABILITY ACT COMPLIANCE COMMITTEE *(reports to Public Works Standing Committee)*

- A. 7 members composed as follows:
 - 1. the Vice Chair of the County Board;
 - 2. two Supervisors;
 - 3. one disabled individual;
 - 4. a representative from the business or non-profit community;

5. a representative from education;
 6. a representative from the medical/health profession.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
 - C. The committee shall hear appeals from action taken by the Americans with Disability Coordinator.
 - D. Members shall be paid mileage and per diems for their attendance.
 - E. Maintain a written self-evaluation for approval by the County Board to ensure that the County's delivery of services and programs is in compliance with the Americans with Disabilities Act.
 - F. Administer and review the procedure for the filing of complaints under the Americans with Disabilities Act and develop a written self-evaluation for the purpose of bringing the County's hiring and appointment procedures into compliance with the Americans with Disabilities Act.
 - G. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding a facilities plan and a transition plan for approval by the County Board relative to bringing all County owned or operated buildings and facilities into compliance with the Americans with Disabilities Act.

BRANDING COMMITTEE

(reports to Rules & Strategic Planning Standing Committee)

- A. This committee consists of 9 members being as follows:
 1. Two County Board members (one of whom will serve as chair)
 2. Two County Department heads
 3. Three community members
 - a. A high school student
 - b. A business sector representative
 - c. A representative of art
 4. Two village representatives
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. The committee will assist with the development of a County Branding Manual covering details of logos, motto, flag, branding elements for all road signage, vehicle signage, building signage, county department letterhead, business cards, and the website.
 1. Duties include:
 - a. To bring insight to the process from the people and profession they represent.
 - b. To help identify good process for public input.
 - c. To spread the news of this effort while speaking positively and supportively of the process.
 - d. Provide insights on design elements but they themselves do not create, design, or dictate what the brand will be or tell the design consultant what to do.

- e. Provide a recommendation of a final County Branding Manual for adoption and implementation by the County Board.

CHAPTER 980

(reports to State of Wisconsin)

When a court orders the county to prepare a report that identifies an appropriate residence option within the county for an individual committed as a sexually violent person who has been authorized for supervised release and is a Richland County Resident, the county shall create a temporary committee to prepare a report for the county. The committee shall consist of the following:

1. The county department under s. 51.42 (Health and Human Services);
2. A representative of the Department of Health Services;
3. A local probation or parole officer;
4. The county corporation counsel or his or her designee; and
5. A representative of the county that is responsible for land use planning or the department of the county that is responsible for land information.

Wisconsin State Statutes 980.08(4)(dm) covers the requirements of the Chapter 980 Committee and can be found at: [https://docs.legis.wisconsin.gov/document/statutes/980.08\(4\)\(dm\)](https://docs.legis.wisconsin.gov/document/statutes/980.08(4)(dm)).

CITIZEN PARTICIPATION PLANNING COMMITTEE

(reports to the Finance & Personnel Standing Committee)

- A. This committee is a legal requirement for the use of Community Block Development Grant (CDBG) funds to complete approved CDBG projects at the Richland Center Auditorium and in the Village of Lone Rock. This committee must exist until the projects are complete, which is anticipated to be the Fall of 2020.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.

CITY COUNTY COMMITTEE

(reports to Rules & Strategic Planning Standing Committee)

- A. This committee is a joint body of Richland County and the City of Richland Center that addresses issues of importance to both the County and City.
- B. Two members from the County Board consist of the County Board Chair and Vice Chair.

COMPREHENSIVE COMMUNITY SERVICES COORDINATION COMMITTEE

(reports to HHS & Veterans Standing Committee)

1. Nine members.
2. The Committee shall consist of the following members:
 - a. 2 employees of the Richland County Department of Health and Human Services who are responsible for mental health and substance abuse services;
 - b. 1 service provider(s);
 - c. 1 community mental health and substance abuse advocate(s);
 - d. 4 consumers;

- e. 1 family members and interested citizens. At least one-third of the members of the Committee shall be consumers and no more than one-third of the members may be County employees or providers of mental health or substance abuse services.

3. Members recommended by the Administrator for appointment and confirmed by the County Board.

4. The duties of the Committee are:

Review and make recommendations regarding: the initial and any revised Comprehensive Community Services Plan; Comprehensive Community Services quality improvement plan; personnel policies and other policies, practices or information that the Community Services Program and protection of consumer rights. Wisconsin Administrative Code DHS 36.09 covers the requirements for this advisory committee to the CCS program (a Medicaid behavioral health program) and can be found at <https://docs.legis.wisconsin.gov/document/administrativecode/DHS%2036.09>.

5. The Committee shall meet at least quarterly.

6. Members shall serve 3-year staggered terms after serving a 2-year initial appointment.

7. All members, except County employees, shall be paid mileage and a per diem for their attendance.

COORDINATED SERVICES TEAM (CST) COORDINATING COMMITTEE

(reports to HHS & Veterans Standing Committee)

- A. This committee covers two programs; the Coordinated Services Team (CST) Initiative and the Children's Community Options Program (CCOP). Wisconsin Statutes 46.56(3) covers the requirements for the CST Committee [\[https://docs.legis.wisconsin.gov/document/statutes/46.56\(3\)\]](https://docs.legis.wisconsin.gov/document/statutes/46.56(3)) and Wisconsin Statutes 46.272(4) which covers the Children's Community Options Program (CCOP) advisory committee [\[https://docs.legis.wisconsin.gov/document/statutes/46.272\(4\)\]](https://docs.legis.wisconsin.gov/document/statutes/46.272(4)).
- B. The Coordinated Services Team (CST) Coordinating Committee meets the requirements for CST and CCOP Programs.
- C. Members recommended by the Administrator for appointment and confirmed by the County Board, which shall include representatives from:
 - a. The county department responsible for child welfare and protection services or, for an initiative established by a tribe, the tribal agency responsible for child welfare and protection services.
 - b. The county department responsible for mental health and alcohol and drug abuse services for children and families or, for an initiative established by a tribe, the tribal agency responsible for these services.
 - c. The county department responsible for providing services for children who have developmental disability or, for an initiative established by a tribe, the tribal agency responsible for providing these services.
 - d. The juvenile court administrator or another representative appointed by the judge responsible for cases heard under chs. 48 and 938 or, for an initiative established by a tribe, a representative of the tribal court.
 - e. The largest school district in the county and any cooperative educational service agency, if it provides special education in the county, or any county children with disabilities education board in the county, and any other school district in the county that is willing to participate in the initiative, at the discretion of the administering agency. For an initiative established by a tribe, the coordinating committee shall include a representative of the school district serving

the majority of pupils who reside on the reservation of the tribe or on trust lands held for the tribe and any cooperative educational service agency providing special education services to these pupils.

- f. The agency responsible for economic support programs.
- g. The local health department.
- h. Persons in the service area who provide social or educational services to children who have disabilities other than the providers above.
- i. At least 2 parents, or the number that equals 25 percent of the coordinating committee's membership, whichever is greater, of children who are involved in 2 or more systems of care including: parents of children with disabilities including, if possible, parents from families that participate in the children's community options program. To the maximum extent possible, the parents shall be representative of the various disability, racial, and ethnic groups in the service area. The members specified under this subdivision shall constitute a majority of the membership of the committee.

CRIMINAL JUSTICE COORDINATING COMMITTEE

(reports to Public Safety Standing Committee)

A. Thirteen members consisting of the following:

Circuit Court Judge

Director of the Department of Health and Human Services

District Attorney

Sheriff

Chief of Police of the City of Richland Center

One County Board Supervisor

Mayor of the City of Richland Center

Public Defender

Probation Agent

Director of Passages

Child Support Administrator

Clerk of Circuit Court

President of the Richland County Ministerial Association

B. Study the Richland County juvenile and criminal justice system; identify deficiencies and formulate policy, plans and programs for change; communicate and present planning, financial, operational, managerial and programmatic recommendations to the agencies which administer the juvenile and criminal justice system in Richland County; provide coordinated leadership necessary to establish cohesive policies which are based on research, evaluation and monitoring of policy decisions and program implementations for innovative corrections programs for adult and juvenile offenders; review, evaluate and make policy recommendations on vital criminal justice system

issues.

C. All members except the County Board Supervisor member may designate an alternate to attend a

meeting or meetings of the Committee. The County Board Chair shall recommend the County Board Supervisor member for appointment, with confirmation by the County Board.

D. The term of all members shall be 6 years from January 1, 2017, and

E. The following members or their designees are entitled to be paid a per diem and mileage for their attendance at meetings of the Committee;

County Board Supervisor;

Mayor of the City of Richland Center;

Director of Passages;

President of the Richland County Ministerial Association.

COURT SECURITY COMMITTEE

(reports to Public Safety Standing Committee)

- A. Wisconsin Supreme Court Rule (SCR) 68.05 establishes the authority of a judge to operate a Security and Facilities Committee
- B. The purpose of the committee is to ensure the court system is proactively preventing violent incidents related to the facilities of the court. 23 specific policies and activities are enumerated under SCR 68.05, outlining the scope of the work of the committee.
- C. The committee shall meet quarterly.
- D. The presiding judge shall appoint membership composed of the following:
 - a. One circuit judge serving as chairperson
 - b. The chairperson of the County Board (or their designee)
 - c. The County Administrator (or their designee)
 - d. The Clerk of Circuit Court (or their designee)
 - e. The Sheriff (or their designee)
 - f. The District Attorney (or their designee)
 - g. The Wisconsin State Public Defender (or their designee)
 - h. A circuit court commissioner
 - i. One lawyer designated by the president of the local bar association. If there is no association, the presiding judge shall appoint a lawyer residing in Richland County.
 - j. One representative of a victim-witness support organization
 - k. One representative of the facilities/maintenance department
 - l. Such other persons as the committee considers appropriate, such as a member of the public

ECONOMIC DEVELOPMENT BOARD

(reports to Rules & Strategic Planning Committee)

~~An The~~ 11-member ~~Richland Board for~~ Economic Development Board consisting of ~~the three-nine~~ voting members, ~~including one of whom is~~ the County Board Chair, ~~the Mayor of Richland Center and a representative of Southwest Partners.~~ Five voting members from the commerce sector, one member of the civic sector, and one citizen at large are appointed by the RED Board. The other voting member is the Mayor of Richland Center. Two non-voting members include the County Administrator and City Administrator. The duties of the Board are set forth in ~~paragraphs 1 and 2 of~~ an agreement between the City and County.

EDUCATION STANDING COMMITTEE

- A. 8 County Board Supervisor members recommended for appointment by the County Board Chair and confirmed by the County Board.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Agriculture & UW-Extension, UW-Platteville Richland Maintenance, and UW-Platteville Richland Food Services Departments on a minimum quarterly basis.
- C. Functions as the Agriculture and Extension Education Committee in accordance with section 59.87, Wisconsin Statutes and as follows:
 1. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) on the hiring of professionally qualified persons to the University Extension Program staff in cooperation with University Extension. Vacancies and additions to the staff shall be filed in the same manner.
 2. To make available the necessary facilities and conduct programs in:
 - a. Professional and liberal education.
 - b. Human resources development.
 - c. Economic and environmental development.
 - d. Extension work provided for in an act of Congress and all acts supplementary thereto.
 - e. Any other extension work authorized by local, State or Federal legislation.
 - f. Examine and audit all claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes.
- D. Functions as the UW-Platteville Richland Committee as follows:
 1. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation, maintenance of all county buildings and land covered in the agreement with the University of Wisconsin Center System that the County is responsible for.
 2. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation and maintenance of the Food Service System.
 3. Promotes the campus as a higher education and cultural center for Richland County.

FAIR, RECYCLING, AND PARKS STANDING COMMITTEE

- A. Ten members, four of whom shall be Supervisors and six of whom shall be citizen members. The Chair shall be a County Board Supervisor.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. Working with the County Administrator and Finance & Personnel Standing Committee, recommend a staffing and volunteer plan for sustainable operation of the County Fair and Parks to be incorporated into the 2023 or 2024 budget.
- D. Monitors the actual vs. proposed annual budget in funds managed by the Fair & Recycling and Parks Departments on a minimum quarterly basis.
- E. Acts as the Fair & Recycling Committee as follows:
 - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation, maintenance and use of the County Fairgrounds and buildings.
 - b. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding and control the operation of the annual County Fair.
 - c. Approve all fees recommended by the Fair & Recycling Coordinator relating to the use of the Fairgrounds, including entrance fees, rental fees, parking fees and all other fees or rental charges relating to the use of the Fairgrounds, for during the time of the County Fair and for all other times.
 - d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to the Fairgrounds.
 - e. Carry out all the duties assigned to counties as set forth in 1989 Wisconsin Act 335.
 - f. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the solid waste disposal and recycling needs of the citizens of Richland County.
 - g. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Clean Sweep Programs to be carried out in Richland County.
- F. Acts as the Parks Commission as follows:
 - a. Term of seven (7) years, expiring in the month of June; County Board Supervisors' terms subject to reconfirmation by the County Board.
 - b. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the activities of the County Parks in accordance with Wisconsin State Statutes 27.02 through 27.06.
 - c. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the development, operation and maintenance of the Lone Rock to Richland Center railroad corridor as a recreational trail.
 - d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to County Parks.

FINANCE & PERSONNEL STANDING COMMITTEE

- A. Nine members consisting of:
 - 1. The County Board Chair (who shall serve as Chair of the Finance & Personnel Standing Committee)
 - 2. The County Board Vice Chair (who shall serve as Vice Chair of the Finance & Personnel Standing Committee)
 - 3. Education Standing Committee (Designee by committee vote)
 - 4. Fair, Recycling, and Parks Standing Committee (Designee by committee vote)
 - 5. HHS & Veterans Standing Committee (Designee by committee vote)
 - 6. Land & Zoning Standing Committee (Designee by committee vote)
 - 7. Pine Valley & Child Support Standing Committee (Designee by committee vote)
 - 8. Public Safety Standing Committee (Designee by committee vote)
 - 9. Public Works Standing Committee (Designee by committee vote)
- B. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board, the Treasurer's recommendations for investment monies, and financial audits by outside auditors.
- C. Monitors the actual vs. proposed annual budget in funds managed by the Administrator, County Board, Clerk, and Treasurer Departments on a minimum quarterly basis.
- D. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) over the Administrator's recommendations for property, liability, and workers' compensation, liability and worker's compensation policies.
- E. Annually recommend a budget for the County for submission to the County Board for its approval at the annual meeting.
- F. This committee shall handle all matters relating to debt service issues.
- G. This committee shall initially consider all claims made against Richland County, except claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes, and shall make a recommendation to the County Board as to how to dispose of each such claim.
- H. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding issues that arise out of the offices of the Administrator, County Clerk, Property Lister, and Treasurer.
- I. Sell all tax deed property in the manner prescribed by the Wisconsin Statutes and as deemed appropriate by the Committee and without further approval by the County Board.
- J. Administer the Revolving Loan Fund account in accordance with the procedures manual.
- K. Make fund transfers between budget lines within the budgets of individual departments or committees in the annual County budget.
- L. Recommend all proposals of lowering or raising the salary ranges, fixing the salaries, sick leave, vacation periods, holidays, working conditions, insurance for County employees, fringe benefits, deferred compensation program, family and medical leave, and leaves of absence shall be referred to the Committee only after consideration and recommendation by the concerned

department head and committee. The Committee shall review and analyze such proposals and make such recommendations to the County Board as it determines appropriate.

- M. The committee shall from time to time provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding Job Analysis and Evaluations and a study of the table of operations, and if a change in any of the above is recommended, and said recommendation shall be submitted to the County Board for action.
- N. The committee shall, after recommendation by the concerned department head and committee, set working conditions, grant leaves of absence, grant promotions, settle grievances, and establish personnel rules, regulations and policy.
- O. The committee together with such professional assistance as may be provided by the Administrator, shall represent the County in collective bargaining and all other situations and procedures covered by section 111.70, Wisconsin Statutes, including the applications and interpretation of all collective bargaining agreements. The County Board shall have authority to approve or reject any and all agreements of any employee bargaining units.
- P. This committee shall provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) the amount of bonds of various county officers and employees.
- Q. This committee shall act as the Audit Committee providing oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) reports on all expense vouchers for the County Board of Supervisors and the various departments of the County, except for the Social Services Department, Pine Valley Healthcare and Highway Department for which the Audit Committee shall review the department summary sheets.

HEALTH AND HUMAN SERVICES AND VETERANS STANDING COMMITTEE

- A. 11 members, 6 of whom shall be County Board Supervisors and 5 of whom to be non-Supervisors. The Chair shall be a County Board Supervisor.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. Monitors the actual vs. proposed annual budget in funds managed by the Health & Human Services and Veterans Departments on a minimum quarterly basis.
- D. Acts as the Health & Human Services Board as follows:
 - a. Of 3 non-Supervisor members, 1 shall be a physician, 1 shall be a registered nurse and 1 shall be a consumer/family member receives or has received human services or shall be a family member of such an individual.
 - b. To provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding a program for the providing of services to the mentally ill, developmentally disabled and alcohol and other drug dependent citizens of Richland County, in accordance with section 51.42 and 51.437, Wisconsin Statutes.
 - c. Perform the duties set forth in Chapter 251, Wisconsin Statutes, and such other duties as may be imposed upon it by the County Board. Veterans Citizens appointees will not act on decisions brought to the Board of Health.
 - d. Exercise those powers and perform those duties set forth in section 46.22(2), Wisconsin Statutes, and such other duties as may be set forth in County Ordinances or Resolutions.

- e. The Board may enter into contracts on behalf of Richland County which involve the expenditure of not more than \$30,000 either at one time or within the course of one year, without prior County Board approval.
 - f. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the use and maintenance and security of the Richland County Community Services Building and parking lot.
 - g. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) as the County liaison between State and National Agencies relating to Senior Citizens funding and program activities including the Older Americans Act activities.
- E. Acts as the Veterans Service Commission as follows:
- a. 1 or 2 County Board Supervisor members shall be a veteran.
 - b. Of 2 non-Supervisor members, both shall be Richland County residents who are veterans.
 - c. Carry out the duties set for in Wisconsin Statute 45.81 regarding aid to needy veterans.
 - d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Veterans Service Department.
 - e. The initial term shall be a 1-year term for one new seat and a 2-year term for one new seat. After completion of the initial term, members are appointed for a 3-year term per Wisconsin Statutes, section 45.81 (1).

HOUSING AUTHORITY

(reports to HHS & Veterans Standing Committee)

- A. Five members with three citizen members recommended by the Administrator for appointment and confirmed by the County Board, and two County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
 - B. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) for staff who will receive funds and administer programs in Richland County of the U.S. Housing and Urban Development Department (HUD), except HUD's Block Grant program.
- ~~C. Per Resolution No. 78-72, the members of the Housing Authority also constitute the membership of the Community Development Block Grant Committee which administers HUD's Block Grant Program in Richland County.~~

LAND AND ZONING STANDING COMMITTEE

- A. 7 members, 6 of whom shall be County Board Supervisors and 1 of whom shall be the Farm Service Agency (FSA) Committee Chair or their FSA Committee member designee. The Chair shall be a County Board Supervisor. NOTE: Per 5 C.F.R. § 2635.702(b) a designee from FSA is prohibited.
- B. County Board Supervisor members are recommended by the County Board Chair for appointment and confirmed by the County Board. Two of the members shall be a member of the Education Standing Committee.
- C. Monitors the actual vs. proposed annual budget in funds managed by the Register of Deeds, Land Conservation, and Zoning Departments on a minimum quarterly basis.

- D. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding issues that arise out of the office of the Register of Deeds.
- E. Acts as the Land Conservation Committee as follows:
1. Perform the functions required by Chapter 92 of the Wisconsin Statutes.
 2. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the functions and activities of the Richland County Department of Land Conservation.
 3. The Richland County Land Conservation Committee shall submit its long-range plan and annual plan to the County Board for review and approval by the County Board.
 4. Approval of the annual plan by the County Board shall constitute approval of all proposed Land Conservation committee activities and programs set forth in the annual plan, except as provided in paragraph (5) below.
 5. The Chairperson of the Land Conservation Committee, or his or her designated representative, is authorized to sign contracts, memoranda of understanding or other agreements which have been approved by the Land Conservation Committee relating to Land Conservation Committee activities and programs, provided that these documents relate specifically to activities and programs described in the annual plan.
 6. The Land Conservation Committee shall ensure that its annual plan contains specific and measurable objectives and procedures.
 7. Notwithstanding any annual plan approval, the Land Conservation Committee may not undertake any new projects whose overall costs exceed \$30,000.00 excluding priority watershed projects as designated by the State of Wisconsin, without County Board approval.
 8. If, during the course of the year, the Land Conservation Committee desires to undertake any activity or program not identified in the annual plan for the year, the Land Conservation Committee may make a special request for County Board approval of the activity or program, but may not undertake that activity or program without prior County Board approval.
 9. Reviewing all applications received by the County Clerk under the Farmland Preservation Tax Credit Act (Chapter 91, Wisconsin Statutes) and making recommendations as to each such application to the County Board.
 10. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Ash Creek Community Forest.
 11. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to all land and buildings utilized by the Land Conservation Committee.
- D. Acts as the Zoning Committee as follows:
1. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) over the County Zoning Ordinance in cooperation with the Corporation Counsel.
 - a. Richland County Zoning Ordinance
 - b. Richland County Land Division Ordinance
 - c. Shoreland/Wetland Ordinance
 - d. Floodplain Ordinance

- e. Tri-County Airport Ordinance
 - f. County Addressing Ordinance
 - g. Richland County non-metallic Mining Ordinance
2. Make recommendations to the County Board in all matters relating to exclusive agricultural zoning as provided in Chapter 91, Wisconsin Statutes.
 3. Act as a liaison representative on issues concerning the Lower Wisconsin Riverway Program.
 - ~~4. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Richland County Comprehensive Plan.~~
 - ~~5.4.~~ Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the activities of the Richland County Land Information office members and acknowledge that any additional budgeted property tax dollars to be spent for land records modernization will require specific approval by the County Board.
 - ~~6.5.~~ Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the activities of County Surveyor.

LAND INFORMATION COUNCIL

(reports to Land & Zoning Standing Committee)

- A. Eight members consisting of the following: The Register of Deeds, The County Treasurer, The Real Property Tax Lister, A County Board Supervisor, The County Surveyor, The Zoning Administrator, A realtor employed in Richland County, and A public safety representative employed in Richland County
- B. Realtor and public safety representative recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor member recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. All terms shall be for 2 years, coinciding with County Board terms.
- D. The Council shall meet only after direction to do so by the Zoning and Land Information Committee.
- E. Citizen members shall be paid the per diem and mileage paid to Supervisors for attendance at committee meetings. No additional compensation shall be paid to full-time County officers or employees for attendance at meetings of the Council. The County Surveyor shall be compensated in accordance with the Surveyor's contract with the County. The Supervisor member shall be paid the standard per diem and mileage for attendance at committee meetings.
- F. The Council shall review the priorities, needs, policies and expenditures of the Land Information Office and advise the County on matters affecting the Land Information Office.

LIBRARY PLANNING COMMITTEE

(reports to Finance & Personnel Standing Committee)

- A. This committee is formed every 3 - 5 years for the purpose of writing Richland County's library plan, which is required by the state. Once the plan is written the committee is dissolved until the next time the plan needs to be updated.
- B. 5 members consist of a County Board Supervisor, Southwest Wisconsin Library System Board of Trustees member, a Brewer Public Library Librarian, a Lone Rock Community Library Librarian, and a Viola Public Library Librarian.

- C. The County Board Supervisor member shall be recommended for appointment by the County Board Chair, subject to County Board approval.

LOCAL EMERGENCY PLANNING COMMITTEE

(reports to Public Safety Standing Committee)

- A. The Local Emergency Planning Committee (LEPC) has responsibilities under Wisconsin Statute 59.54 (8)
- B. An undefined number of citizen members recommended by the Administrator for appointment and confirmed by the County Board, and two County Board Supervisor members shall be recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. The composition of this Committee is fluid in that current practice is that anyone who wishes to be a member of the LEPC can make a request to be appointed.
- D. Federal Law, the Superfund Amendments and Reauthorization Act (SARA), requires LEPCs to have at least one member from each of the following 5 Groups: Group 1 - Elected state or local official; Group 2 – Law enforcement, civil defense, firefighting, first aid, health service, hospital, local environmental organization, transportation; Group 3 – Broadcast or print media; Group 4 – Community groups; Group 5 – Owners and operators of facilities subject to the requirements of Sara Title III.

LONE ROCK LIBRARY BOARD

(reports to Finance & Personnel Standing Committee)

The number of Supervisors or citizens appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, and any citizen shall be appointed by the County Administrator, both subject to approval of the County Board.

MISSISSIPPI VALLEY HEALTH SERVICES COMMISSION

(reports to HHS & Veterans Standing Committee)

- 1. One member from Richland County who shall be a member of the HHS & Veterans Standing Committee. If the member is a County Board Supervisor they shall be recommended by the County Board Chair for appointment and confirmed by the County Board. If the member is a citizen they shall be recommended by the County Administrator for appointment and confirmed by the County Board.
- 2. Serve as the County's representative on the commission of this non-profit corporation formed by various county governments to own and operate Lakeview Health Care Center, which accommodates nursing home residents who have specialized physical and mental health needs that are complicated by the residents' challenging behaviors.

NEIGHBORHOOD HOUSING SERVICES OF SOUTHWEST WISCONSIN

(reports to HHS & Veterans Standing Committee)

- A. One member of this Board shall be appointed by the County Board in the usual manner for committee appointments recommended by the County Board Chair for appointment and confirmed by the County Board.
- B. This Board establishes the operating policies for the Neighborhood Housing Services of Richland County, Inc., which is a nonprofit organization dedicated to constructing, remodeling and rehabilitating residential housing throughout Richland County.

NUTRITION ADVISORY COUNCIL

(reports to Commission on Aging & Disability Board)

- A. 7 members, one of which shall be a County Board Supervisor who is as member of the Health and Human Services Board.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and two County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. Of the remaining 6 members, 1 member from each meal site, including 1 member who is a representative of a person receiving home delivery meals and 1 member who is a representative from the volunteers who deliver meals. One-half of the members shall consist of Nutrition Program participants. The remaining members shall provide for broad representation from public and private agencies that are knowledgeable and interested in senior dining and home-delivered meals programs.
- D. Make recommendations regarding food preferences of participants in the Senior Nutrition Program, the hours which a meal site is to be open, what furnishings may be helpful in regard to handicapped or disabled persons; what, if any, additional services should be provided at meal sites; conduct yearly site reviews; provide support and assistance to the Nutrition Program; promote the meal sites to the general public.
- E. Advise Senior Nutrition Program staff on all matters relating to the delivery of nutrition and nutrition-supportive services.
- F. Set policy regarding the delivery of Nutrition Program services, representation of participants and development and support of the Senior Nutrition Program.

PINE VALLEY & CHILD SUPPORT STANDING COMMITTEE

- A. 7 members including 6 County Board supervisors and 1 citizen. The Chair shall be a County Board Supervisor.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Pine Valley and Child Support Departments on a minimum quarterly basis.
- C. Functions as the Pine Valley Community Village Board of Trustees in accordance with section Wisconsin Statute 46.18 and as follows:
 - 1. One member shall be a citizen of Richland County who shall be a medical professional (meaning a doctor or a nurse).
 - 2. All members shall, in accordance with section 46.18(1), Wisconsin Statutes, be chosen by ballot by the County Board.
 - 3. The duties of the Board are, as set forth in section 46.18, Wisconsin Statutes, to provide oversight and advice regarding Richland County's nursing home, Pine Valley Healthcare and Rehabilitation Center, subject to regulations approved by the County Board, after the County Board has received the recommendations of the Board of Trustees.
 - 4. Provide oversight and advice regarding the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.
 - 5. Provide oversight and advice regarding security matters relating to building and grounds at Pine Valley Healthcare & Rehabilitation Center.
- C. Functions as the Child Support Committee as follows:

- a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) to the Child Support Agent in the implementation of Public Law 93-647 which sets forth a system for the collection of child support payments from parents who have abandoned their families and do not voluntarily contribute to the support of their children.

PUBLIC SAFETY AND JUDICIARY STANDING COMMITTEE

- A. 7 County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Clerk of Circuit Court, Coroner, District Attorney, Emergency Management, Register in Probate, and Sheriff Departments on a minimum quarterly basis.
- C. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the needs, powers and duties of the Sheriff of Richland County, their deputies and employees, and the jail.
- D. To audit all bills for expenditures within the Sheriff's department.
- E. To provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding service and maintain all equipment relative to the Sheriff's department.
- F. Present to the Board any suggestions the Committee may have concerning law enforcement and other duties required by the Sheriff's Department.
- G. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding matters pertaining to the operation of the Police Radio System.
- H. Receive, investigate and make recommendations to the County Board as to matters relating to the administration of the court system in Richland County.
- I. This committee shall provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) in matters relating to the Richland County Circuit Court, the Law Library, the Family Court Commissioner, the Register in Probate, the Clerk of Circuit Court, the District Attorney, the Corporation Counsel, the Probation and Parole Office and any other matters that may relate to the court system in Richland County.
- J. Make appropriations from the Jail Assessment Fund for construction, remodeling, repair or improvement of the County Jail, without approval from the County Board.
- K. Conduct an annual inspection of the jail.
- L. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operations of the Coroner's Office.
- M. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the security and maintenance and rental of the County's radio towers and the accompanying building and surrounding fenced grounds.
- N. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation of the County's 911 emergency telephone response system.

- O. Act as the Emergency Management Committee in accordance with Wisconsin Statute 323.14, recommending an emergency management plan and program to the County board for adoption. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the development of the emergency management plan and programs. Approves spending decisions as to State and Federal funds granted to the Local Emergency Planning Committee. According to Wisconsin Statute 323.14 the County Board Chair shall designate the chair of the Public Safety Standing Committee when acting as the Emergency Management Committee.

PUBLIC WORKS STANDING COMMITTEE

- A. 8 County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Courthouse Maintenance, Highway, and Management Information System Departments on a minimum quarterly basis.
- C. Acts as the County Highway Committee as follows:
 - a. As allowed under Wisconsin Statute 83.015 (1)(c), members are recommended for appointment by the County Board Chair and confirmed by the County Board.
 - b. The duties of the committee shall be to function pursuant to the provisions of section 83.015, Wisconsin Statutes, and be responsible for other duties as may be imposed by the County Board. The county highway committee shall be only a policy-making body determining the broad outlines and principles governing administration and the county highway commissioner shall have the administrative powers and duties prescribed for the county highway committee under Wisconsin Statute 83.015 (2)(b).
 - c. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to all buildings and grounds utilized by the County Highway Department.
- D. Acts as the oversight committee for Management Information Systems as follows:
 - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding technology needs of all County departments.
- E. Acts as the Property, Building, and Grounds Committee as follows:
 - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation, maintenance and janitor service of all County buildings not specifically assigned by Statutes, or by action of the Board, to other agencies or departments in the County.
 - b. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding a perpetual inventory of the real estate and buildings owned by the County.
 - c. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding utilization and repair policies of all public lands, buildings, recreation sites, access sites inclusive of all short-term public holdings of the County with the exception of the highway buildings and land.

- d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) an annual inspection of inventories and buildings so they can establish policies related thereto.
- e. Effect the appraisal of real property to be sold by the County.
- f. Review and make the final decision on requests by citizens and citizen groups to use major portions of the Courthouse and/or the Courthouse grounds.
- g. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding security matters relating to the Courthouse building and grounds and the Courthouse parking lot. An exception on this matter is outlined under the Court Security Committee, which is responsible for oversight on security matters related to circuit court facilities.

RICHLAND CENTER LIBRARY BOARD

(reports to Finance & Personnel Standing Committee)

The number of Supervisors or citizens appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, and any citizen shall be appointed by the County Administrator, both subject to approval of the County Board.

RICHLAND CENTER PARK BOARD

(reports to Fair, Recycling, and Parks Standing Committee)

One Supervisor is, by tradition, appointed to this Board by the Chair of the County Board, subject to approval by the County Board, and this Supervisor shall be selected from the Supervisor members of the Fair, Recycling, and Parks Standing Committee.

RULES AND STRATEGIC PLANNING STANDING COMMITTEE

A. Nine members consisting of:

- 1. The County Board Vice Chair (who shall serve as Chair of the Rules and Strategic Planning Standing Committee)
- 2. The County Board Chair (who shall serve as Vice Chair of the Rules and Strategic Planning Standing Committee)
- 3. Education Standing Committee (Designee by committee vote)
- 4. Fair, Recycling, and Parks Standing Committee (Designee by committee vote)
- 5. HHS & Veterans Standing Committee (Designee by committee vote)
- 6. Land & Zoning Standing Committee (Designee by committee vote)
- 7. Pine Valley & Child Support Standing Committee (Designee by committee vote)
- 8. Public Safety Standing Committee (Designee by committee vote)
- 9. Public Works Standing Committee (Designee by committee vote)

B. Acts as the Rules & Resolutions Committee and Ethics Board as follows:

- 1. Review and recommend any changes regarding the Richland County Board Rules.

2. Review and introduce any Resolutions not sponsored by a County body for action by the County Board.
 3. The committee shall provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) over County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served, and as such recommend changes regarding the Richland County Board Body Structure to the County Board.
 4. Deal with the disposal or destruction of County records under Ordinance No. 99-11.
 5. Administer and enforce the Code of Ethics set forth in Ordinance No. 06-28 as that Ordinance has been or may be amended.
- C. Acts as the Strategic Planning Committee as follows:
1. Proposes changes to the Strategic Plan for County Board consideration.
 2. Monitors progress on the Strategic Plan.
 3. Recommends trainings and programs that educate County Board members.
- D. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Richland County Comprehensive Plan.

SOUTHWEST WISCONSIN COMMUNITY ACTION PROGRAM

(reports to HHS & Veterans Standing Committee)

One County Board Supervisor shall be recommended for appointment to serve on this Board by the County Board Chair, subject to County Board confirmation.

SOUTHWEST WISCONSIN LIBRARY SYSTEM BOARD

(reports to Finance & Personnel Standing Committee)

Two members, one of whom shall be a County Board Supervisor and one who shall be a citizen member. The citizen member shall be recommended by the Administrator for appointment and confirmed by the County Board, and the County Board Supervisor shall be recommended by the County Board Chair for appointment and confirmed by the County Board.

SOUTHWEST WISCONSIN REGIONAL PLANNING COMMISSION

(reports to Rules & Strategic Planning Standing Committee)

- A. One member of this commission shall be recommended for appointment by the County Board Chair, with County Board confirmation.
- B. This Commission has the powers and duties set forth in section 66.945, Wisconsin Statutes.
- C. Richland County is a member of this Commission by virtue of Resolution No. 12, which was adopted by the County Board on April 16, 1969.

SYMONS NATATORIUM BOARD

(reports to Finance & Personnel Standing Committee)

- A. Two County Board Supervisors and the County Board Chair, or his or her designee, shall be appointed to this Board. The County Board Chair shall recommend the two County Board Supervisors to be appointed, subject to County Board confirmation.

- B. This Board exists by virtue of an inter-governmental agreement entered into between Richland County and the City of Richland Center, in accordance with section “Wisconsin Statutes, section 66.0301”.
- C. The powers and duties of this Board are set forth in an Agreement which was approved by the County Board by Resolution No. 87-19, which was adopted on March 17, 1987.
- D. Attend to all security matters relating to the Symons Natatorium and the surrounding grounds and the parking lot used by the Natatorium.
- E. Monitors the actual vs. proposed annual budget in funds managed by the Symons Department on a minimum quarterly basis.

TRAFFIC SAFETY COMMISSION

(reports to Public Works Standing Committee)

- A. Wisconsin Statute 83.013 requires this body to meet quarterly.
- B. The County Administrator may recommend appointing members with County Board confirmation, but this process is not required.
- C. Membership may come from education, medicine, law, enforcement, and highways may be part of the commission.

TRANSPORTATION CO-ORDINATING COMMITTEE

(reports to HHS & Veterans Standing Committee)

- A. Eleven members who must represent at least the following: The Board of Trustees of Pine Valley Healthcare and Rehabilitation Center; transportation providers’ public, proprietary and non-profit; elderly and disabled citizen advocates, consumer and agency advocates, and three County Board supervisors.
- B. Citizen members shall be recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members shall be recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. Three-year terms with one-third of the first appointments to be for a one-year term with one-third of the first appointments to be for a two-year term and one-third of the first appointments to be for a three-year term.
- D. The Committee shall have at least the following duties:
 - 1. Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in service areas.
 - 2. Review passenger transportation plans for service areas.
 - 3. Review and comment on county aid applications under section 85.21, Wisconsin Statutes.
 - 4. Review and comment on capital assistance applications under section 85.22, Wisconsin Statutes.
 - 5. Act as an informational resource for local transportation provider regarding the requirements of the Americans with disabilities act of 1990, 42 USC 12101 et seq.
 - 6. Act on requests by local public bodies to be designated as co-coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the Federal sec. 16 program.

7. Apply for an accept Federal section 16(b) two grants for purchasing specialized vehicles for transporting elderly and/or disabled citizens of the County.
8. Assists the establishment of goals, priorities and objectives for the
 - a. transportation planning process in Richland County.
9. Understands and provides input related to coordinated work efforts in meeting the transportation needs of Richland County.
10. Understands, analyzes and provides input on transportation studies, plans and programming recommendations required under State and Federal law, and as requested by the Southwest Wisconsin Regional Planning Commission.
11. Provides transportation-related information to local governments and other interested organizations and persons to enhance transportation system development, co-ordination and efficiency.
12. Reviews and recommends transportation improvement projects to local governments which support and enhance inter-county and intra-county transportation serving the Richland County area.
13. Reviews and prioritizes transportation service and/or program projects to submit to the Wisconsin Department of Transportation and the Richland County Board.
14. Makes recommendations to the local, State and Federal governmental agencies and the Southwest Wisconsin Regional Planning Commission regarding any necessary actions relating to the continuing transportation planning process.
15. Provides general review, guidance and co-ordination of the transportation planning process in Richland County.

TRI-COUNTY AIRPORT COMMISSION

(reports to Finance & Personnel Standing Committee)

- A. Seven members, two of whom shall be recommended for appointment by the County Board Chair, subject to approval of the County Board. Four members shall be appointed by the Iowa County Board of Supervisors and the Sauk County Board of Supervisors, all in accordance with section 11.14(2), Wisconsin Statutes. The seventh member, who shall be a regular Airport user at the time of his/her appointment, shall be appointed by the six members. Richland County's members of the Tri-County Airport Commission must at all times be sitting County Board Supervisors and the term of Richland County's member of the Commission shall end immediately upon those persons ceasing to be County Board Supervisors.
- B. The Commission shall manage and operate the Tri-County Airport in Lone Rock, in accordance with sections 114.11 through 114.141, Wisconsin Statutes and Richland County Ordinance No. 83-3, which was adopted on July 19, 1983.
- C. Make an annual report to the County Board regarding operations and projects.

VIOLA LIBRARY BOARD

(reports to Finance & Personnel Standing Committee)

The number of Supervisors or citizens appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, and any citizen shall be appointed by the County Administrator, both subject to approval of the County Board.

ZONING BOARD OF ADJUSTMENT

(reports to Land & Zoning Standing Committee)

- A. Three citizen members recommended for appointment by the County Administrator with County Board confirmation.
- B. Carries out duties specified in Wisconsin Statute 59.694

Richland County Committee

Agenda Item Cover

Agenda Item Name: Strategic plan next steps

Department	Administration	Presented By:	Administration
Date of Meeting:	5 Jan 2023	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C1
Date submitted:	4 Jan 2023	Referred by:	
Action needed by no later than (date)	N/A	Resolution	Resolution needed

Recommendation and/or action language:

Motion to ... accept 2023-2024 strategic planning priorities (as proposed, as amended).

Background:

The following strategic plan Tactics and Actions are recommended for consideration to prioritize in the 2023-2024 Administrator Performance Period. The recommendations are made with a stratified approach of prioritizing several Tactics and Actions in each major category:

Streamline Organizational Structure:

1. Create a finance, HR, and maintenance department.
2. Write a comprehensive plan
3. Land Conservation Committee will research how other counties have combined Land Conservation with various other departments (e.g. Zoning, Land Information, Waste and Recycling) and prepare a report to be presented to County Administration.

Improve Financial Practices:

1. Create budget narratives summarizing how new initiatives or improvements implement the Strategic Plan
2. Analyze the county's indirect rate to capture highest possible amount of grant funding, and establish a metric for productivity and efficiency
3. Produce annual list of grants applied for and received across all departments during budget process

Increased Coordination:

1. Engage in joint contracting for capital projects to find savings resulting from reduced mobilization fees, increased competitive bidding, (e.g. county highway with townships/city for roads)
2. Develop a uniform set of human resources policies and procedures to improve transparency and accountability throughout the organization, including an update to the employee handbook and other related documents

Improve employee pay and HR policies:

1. Develop a uniform performance evaluation process that includes annual reviews, 6-month check-ins, and exit interviews

Richland County Committee

Agenda Item Cover

Maintain investment in workforce and community development:

1. Prioritize new home construction, and development of incentives or programs to attract developers using a balanced approach.
2. Identify financially sustainable use options for the UW Richland campus

Support business attraction and retention:

1. Identify future land uses for county or municipal-owned land informed by economic opportunities and environmental constraints

Improve county identity and marketing

1. Capitalize on the county's natural beauty and recreational opportunities through the investment and marketing of county parks, campgrounds, and recreational opportunities

Develop a culture of support for employees:

1. Celebrate success and the professional and personal achievements of employees. Recognize new hires, retirements, and year-of-service milestones. Build a culture that supports and celebrates its people
2. Evaluate flexible work schedules

Improve Transparency of County Meetings:

1. Evaluate the development of a Listserv to automatically send agendas to the public and interested parties on a subscription basis. Investigate potential to incorporate this function during the development of the new website.

Invest in education of County Board Supervisors:

1. Conduct annual on-going training covering basic concepts of local government, such as the role of counties, county government finances, the role of county boards, elections, and departmental work
2. Fund new Supervisors' attendance at annual Wisconsin Counties Association training or conferences

Deepen staff training in leadership and management

1. Sponsor department head training targeted at leadership and management, including Lean process training or UW Continuing Education certifications in Public Management or Human Resources
2. Ensure conference attendance and professional development is aligned with the goals of the Strategic Plan (bring back information to share/educate other employees)

Richland County Committee

Agenda Item Cover

Attachments and References:

Strategic Plan – Work Plan	

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)

May help shape future financial allocations.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

DRAFT

LAST UPDATE: [03 Nov 2022 DRAFT] Administration will work with the Strategic Planning on Completion of the work plan.

STRATEGIC PRIORITY: EFFECTIVENESS

STRATEGY	TACTIC / ACTION	RESPONSIBLE PARTY	PERFORMANCE METRIC	PERFORMANCE TARGET	START DATE	END DATE (If applicable)	ESTIMATED FINANCIAL COST/SAVINGS	STATUS
Streamline Organizational Structure	Centralize common county-wide processes and systems under the County Administrator	County Administrator	Report completed to inform decision to proceed with modeling and costing.	Annual Report that identifies count-wide systems, ability and feasibility to centralize, completed centralization.	2024	Dec-23	TBD - Ongoing.	Dev recent action
	Create a finance, HR, and maintenance department.	County Administrator	Result of decision made in Item 1.	Standup of Finance, HR and Maintenance Departments with independent budgets.	TBD by \$	N/A	TBD - by model	Dev recent action
	Create easy to read budget that allows easier tracking	County Administrator/Financial Officer	Presentation of a budget packet with explanation narratives	Budget packet that identifies: financial situation, budget goals, significant changes	2023	N/A	TBD - additional administration and staff time	Prelim
	Create county-wide organizational chart	Admin Assistant	Chart Completed	Completed, published and updated	continue	N/A	TBD - Reduced Per-Diem w/- desires of more education.	14-May-23
	Improve the county's <u>procurement</u> process to be consistent county-wide. Maximize procurement rewards or benefits and identify joint procurement opportunities across departments or with other organizations.	Administrator	Adopted purchasing policy	""	2023	N/A	TBD	Prelim
	Create a SOP for MIS review that includes system continuity, <u>procuring</u> , aligning systems, writing grants and re-occurring costs	MIS / Administrator	SOP Completed	Aligns with Purchasing Policy	2024	N/A	TBD	Prelim
	Purchase a payroll program that is uniform for employees across all departments or enterprises. Create working group to evaluate needs of departments to be sure new system will be capable of doing what is needed.	County Administrator/Finance Officer	Work group created, report containing needs written.	Report of project analysis, course of action development, and recommendation approaching 2030	2026	N/A	TBD	Prelim
	Write a comprehensive plan	Contracted Services	Plan adopted	Review existing comprehensive plan, determine scope, establish process and goals.	2024	N/A	TBD	Prelim recent action
	Land Conservation Committee will research how other counties have combined Land Conservation with various other departments (e.g. Zoning, Land Information, Waste and Recycling) and prepare a report to be presented to County Administration.	Land and Zoning Committee	Report completed.	Report of project analysis, courses of action development, and recommendation for NLT 2024 budget.	2022	N/A	TBD	Dev recent action
Improve Financial Practices	Improve the county's bond rating by targeting improvement opportunities identified in Moody's Rating Action of February 2020 and Rating Change of March 2018	Administrator	Maintain the existing investment grade rating for the county's general obligation debt, with improvement from A3 across a 5-year period	A2 Rating by 2025	2025	N/A	TBD - on future bond sales and interest rates	Achieved 13-May-2022
	Create budget narratives summarizing how new initiatives or improvements implement the Strategic Plan	Administrator	Achieve and maintain a general fund balance equal to 25% of annual operating expenses	Set target for 2022, 2023, 2024	2022	N/A	TBD	Dev Missed for 2022
	Define value that could be added with 20% more funding, or lost due to a 20% reduction in funding	Department Heads	Achieve and maintain a general fund balance equal to 25% of annual operating expenses	Set target for 2022, 2023, 2024	2022	N/A	TBD	Dev Missed for 2022
	Identify cuts that would not impact strategic planning goals or mandated services	Department Heads	Achieve and maintain a general fund balance equal to 25% of annual operating expenses	Set target for 2022, 2023, 2024	2022	N/A	TBD	Dev Missed for 2022
	Identify how departments would respond to unexpected cuts or events	Department Heads	Achieve and maintain a general fund balance equal to 25% of annual operating expenses	Set target for 2022, 2023, 2024	2022	N/A	TBD	Dev Missed for 2022
	Develop a capital improvement plan inclusive of facilities, roads, and equipment	Administrator	Project implemented	Adopted Capital Improvement Program by the Richland County Board	Jul-22	N/A	TBD - Based on financial decisions taken by the Board	Achieved 04-Sep-2022
	Analyze the county's indirect rate to capture highest possible amount of grant funding, and establish a metric for productivity and efficiency	Finance Officer working with (Consultant) Maximus	Increase non-tax revenue as a portion of overall revenue through grants and fees	Development of indirect rate by 2023. Maintain steady rate or lower annually	2023	N/A	TBD	Prelim
	Produce annual list of grants applied for and received across all departments during budget process	Administrator	Report compiled		2024	N/A	TBD	Dev recent action
	Investigate the need for a Public Health review of financial decisions to recognize what, if any, the public health implications will be from decisions (e.g. well water study being cut)	Assigned DH Team	Recommendation made	May arrive with added formatting to County Board Resolutions and Ordinance Process	2024	N/A	TBD	Prelim
	Increase discretionary and variable revenue source (evaluate fines and fees, grants, state funds etc.) as a portion of the overall budget	Assigned DH Team	Develop baseline date for 2022	Develop baseline data, and set metrics for annual improvement	2023	N/A	TBD	Dev recent action
Increase Coordination	Engage in joint <u>procurement</u> materials and equipment whenever possible	Administrator	Develop list of materials for joint procurement		2023	N/A	TBD	Prelim
	Engage in decision making that considers environmental impacts. (see list of ideas)	Assigned DH Team	Develop policy for implementing environmental stewardship and resilience when evaluating purchases and procedures.	May arrive with added formatting to County Board Resolutions and Ordinance Process	2024	N/A	TBD	Prelim
	Engage in joint contracting for capital projects to find savings resulting from reduced mobilization fees, increased competitive bidding, (e.g. county highway with townships/city for roads)	Administrator	Develop list of projects for joint contracting		2024	N/A	TBD	Prelim
	Create additional and modern methods to communicate events and initiatives, and to generate direct input from the community. This could include community engagement via a new website or a social media presence	Assigned DH Team	Investigate and cost a new county website that coordinates with townships/city.	Recommendation on solutions and possible policy	2024	N/A	TBD	Prelim
	Coordinate community develop and land use decision-making in Richland Center among institutional partners such as Richland County, Richland Center, Richland Hospital, and Richland Local School District	Rules and Strategic Planning Committee	Creation of a land use planning working group incorporating these organizations	May change structure document to incorporated into existing "City-County Committee"	2022	N/A	TBD	Prelim
	Obtaining market value for employee wages as determined through the county's 2018 wage study	Administrator	Meet the 2018 salary schedule commitments for county staff.	Market Value wages met by 2025	2025	N/A	TBD	Prelim
Improve employee pay and HR policies	Monitor the compensation and classification system for all positions to ensure positions remain market-competitive	Administrator	Project Implemented	Market Value wages met by 2025	ongoing	N/A	TBD	ongoing
	Improve compensation package (e.g. pay, benefit, or time-off) annually.	Administrator	Project implemented	Annual Pay Raises built in budgets; compensation policy to define progression	2023	ongoing	TBD	Effective Jan 2023
	Develop a uniform performance evaluation process that includes annual reviews, 6-month check-ins, and exit interviews	Administrator	Develop baseline data on turnover, identify reasons for turnover, and reduce annual non-retirement and non-termination turnover	Set metric for annual turnover and targeted reduction if needed	2023	N/A	TBD	Dev
	Develop a uniform set of human resources policies and procedures to improve transparency and accountability throughout the organization, including an update to the employee handbook and other related documents	Administrator	Project Implemented	Reoccurring reviews of HR policies and recommendations for revision to meet goals set by the strategic plan	ongoing	N/A	TBD	Dev

STRATEGIC PRIORITY: GROWTH								
STRATEGY	TACTIC / ACTION	RESPONSIBLE PARTY	PERFORMANCE METRIC	PERFORMANCE TARGET	START DATE	END DATE (if applicable)	ESTIMATED FINANCIAL COST	STATUS
Maintain investment in workforce and community development	Prioritize new home construction, and development of incentives or programs to attract developers using a balanced approach.	Economic Development Director	Year-over-year growth in new housing tied to county incentives/programs.	2022 - incentives defined 2023 - 5-15 new homes developed as a result of county engagement; policy or ordinance development	2023	TBD	TBD	Prelim
	Support workforce development initiatives directed at attracting new residents	RED Committee	Participate in Branding, EDA grant, RED- review quarterly	Aligns with housing goals	2023	TBD	TBD	Prelim
	Support and invest in broadband expansion throughout the county	Administrator and Finance and Personnel	Increase the number of county residents with high-speed internet	Annual growth in residents with Broadband Internet	ongoing	TBD	TBE	Dev
	Identify financially sustainable use options for the UW Richland campus	Education Standing Committee with Admin Support	Developed courses of actions that address funding, footprint and changes in existing agreement with UW	Plan adopted in 2023 for future building and grounds use, and partnership/occupations for 2024	2023	TBD	TBE	Dev
	Evaluate financial sustainability of all non-mandated services	Administrator /Department Heads	Develop a policy for evaluation of net benefit.	Sustainability of non-mandated services will be addressed in financial plan	2022	TBD	TBE	Dev
	Continue to invest in community and economic development partnerships with a demonstrated return-on-investment	Administrator, ED Director and Finance and Personnel	Request annual return on investment reports from funded partners, and monitor to ensure ROI is steady or growing across multiple year periods	Annual delivery of ROI reports by funded partners. Annual steady ROI or ROI growth.	ongoing	TBD	TBE	Dev
Support business attraction and retention	Develop a portfolio of incentives to support business growth.	RED	Develop list of potential incentives		2023	TBD	TBE	Dev
	Identify priority areas in the county for future industrial, commercial, or residential development	RED/Strategic Planning Committee	Comprehensive Plan/Map created		2023	TBD	TBE	Dev
	Identify future land uses for county or municipal-owned land informed by economic opportunities and environmental constraints	RED	Comprehensive Plan/Map created		2023	TBD	TBE	Dev
Improve county identity and marketing	Collaborate with county partners in the development of a distinctive brand for Richland County that will serve to build a sense of identity and pride, and help attract new residents and tourists	Economic Development Director	Create a distinct Richland County brand and marketing platform targeted at tourists and workforce	Branding completed by 2022	2022	ongoing	Paid through EAD Grant	Nearing completion
	Create a new website that improve the county's digital presence, and serves both an effective governmental function as well as serving as an attractive "front door" to the world for new businesses, residents, and tourists looking to discover the county	MIS Director	Create a new website	Website creation by 2023	2024	N/A	\$30,000 to \$60,000	Prelim
	Capitalize on the county's natural beauty and recreational opportunities through the investment and marketing of county parks, campgrounds, and recreational opportunities	Administrator and Finance and Personnel	Develop or update the county's outdoor recreation plan to guide investment and enable recreation grants	Plan updated by 2022	ongoing	TBD	TBE	Dev
STRATEGIC PRIORITY: FOCUS								
STRATEGY	TACTIC / ACTION	RESPONSIBLE PARTY	PERFORMANCE METRIC	PERFORMANCE TARGET	START DATE	END DATE (if applicable)	ESTIMATED FINANCIAL COST	STATUS
Prioritize service over staffing	For each unmet existing service or new service being proposed, evaluate staffing needs using the following analysis: Buy, Build, Borrow, Bridge, Stop, Compare	Administrator /Department Heads	Develop process.	Report on analysis conducted, changes made in structure and impacts to services	ongoing	TBD	TBE	Dev
	Explore opportunities to share or contract staffing services	Administrator /Department Heads		Report on analysis conducted, changes made in structure and impacts to services	ongoing	TBD	TBE	Dev

OPERATIONS

STRATEGIC PRIORITY: IMPROVEMENT								
STRATEGY	TACTIC / ACTION	RESPONSIBLE PARTY	PERFORMANCE METRIC	PERFORMANCE TARGET	START DATE	END DATE (If applicable)	ESTIMATED FINANCIAL COST	STATUS
Develop a culture of support for employees	Celebrate success and the professional and personal achievements of employees. Recognize new hires, retirements, and year-of-service milestones. Build a culture that supports and celebrates its people	Assigned DH Team	Develop parameters for this process, empower staff to lead	Policy Development	2023	N/A	TBD	Prelim
	Increase vacation time for new employees	Administrator	Increased vacation for new employees	2022 - research practices, develop and implement vacation policy 2023 - vacation policy implemented	2023	N/A	TBD - Least production and possible G/F	Effective Jan 2023
	Evaluate flexible work schedules	Assigned DH Team	Flexible work policy implemented	2022-2023 - research practices, develop and implement flexible work policy 2024 - flexible work policy implemented	2023	N/A	TBD	Prelim
	Enable and empower departments to develop celebratory or team-building events. Day-long departmental retreats or other benefits can help build culture at a minimal expense	Assigned DH Team	Develop parameters for departmental budgets. Submit with 2022 budget		2023	N/A	TBD	Prelim
	Create a total benefits program for employees that highlights total compensation and investment of the county in its employees, inclusive of salary, fringe benefits, wellness, and professional development	Administrator	Process implemented	Publication of an annual statements	2023	N/A	TBD	Prelim
	Encourage employee attendance and/or participation in professional development when appropriate.	Administrator	Project Implemented	Procedures set up in 2022. Draft in 2023. Implemented by 2024. Policy Development	2024	N/A	TBD	Prelim
Improve Transparency of County Meetings	Evaluate the adoption of iPads for use by Committees and boards, with folders for all meetings	MIS Director	Report on feasibility and financing	Developed to incorporate as a consideration in the budget	2023	N/A	TBD	Prelim
	Evaluate the addition of meeting materials for all meetings on the county website	MIS Director	Report on feasibility and financing	Developed to incorporate as a consideration in the budget	2023	N/A	TBD	Prelim
	Evaluate the development of a Listserv to automatically send agendas to the public and interested parties on a subscription basis. Investigate potential to incorporate this function during the development of the new website.	MIS Director	Report on feasibility and financing	Developed to incorporate as a consideration in the budget	2023	N/A	TBD	Prelim
	Evaluate the addition of recordings from county board and committee meetings on the website	MIS Director	Report on feasibility and financing	Developed to incorporate as a consideration in the budget	2023	N/A	TBD	Prelim
Invest in education of County Board Supervisors	Creation of a mentor program partnering tenured Supervisors with new Supervisors	Vice Chair	Process Implemented	Future Policy or Ordinance Change	2024	N/A	TBD	Prelim
	Hold informal meetings with outgoing Supervisors and their successors to facilitate knowledge transfer	Vice Chair	Process Implemented	Future Policy or Ordinance Change	2024	N/A	TBD	Prelim
	Fund new Supervisors' attendance at annual Wisconsin Counties Association training or conferences	Administrator and Finance and Personnel	Process Implemented	Fund the County Board Budget to accommodate for training desires	ongoing	TBD	TBD	Dev
	Create an on-boarding folder summarizing expectations for supervisors	Administration	Project implemented	Created and accessible	2022	N/A	Admin time and time of Corporation Counsel	22 Apr 22
	Support the attendance by new Supervisors at major Committee meetings, such as attending Finance Committee meetings during the annual budget development process. Create a mechanism to share agendas with all County Board Supervisors in order to facilitate this	Administration	Process explained and supervisors invited and empowered	New supervisor orientation, monthly meeting calendar tracker, posted agendas, announcements at county board	2022	N/A	Minimal admin time	23 Apr 22
	RED Presentation to Board about what it means to develop community from wholistic standpoint (economic proficiency, community wealth and health). Partner with regional economic board presentation - SWWRPC.	Economic Development Director	Presentation offered to new board members	Gain approval from chair to present at a County Board Meeting	2022	N/A	TBD	Prelim
	Support cross-training, collaboration, and peer learning between County Board Supervisors and their counter parts on the boards of outside partners, such as peer county boards, Neighborhood Services of Southwest Wisconsin, Southwest Wisconsin Community Action Program, Southwestern Wisconsin Regional Planning Commission, and the Southwest Wisconsin Workforce Development Board	Administrator and Finance and Personnel	Process explained and supervisors invited and empowered	Fund the County Board Budget to accommodate for training desires	ongoing	TBD	TBD	Dev
	Conduct annual on-going training covering basic concepts of local government, such as the role of counties, county government finances, the role of county boards, elections, and departmental work	Administration	Process implemented	2022 - establish training schedule 2023 - Begin implementing training	2023	TBD	TBD	Dev
Deepen staff training in leadership and management	Sponsor department head training targeted at leadership and management, including Lean process training or UW Continuing Education certifications in Public Management or Human Resources	Assigned DH Team	Process implemented	2022 - identify department heads looking for training, build into 2023 budget - policy development	2023	TBD	TBD	Dev
	Educate employees on how government works and the need for teamwork and partnership within county departments	Assigned DH Team	Evaluate options and feasibility on process.	Analysis, Course of Action development, recommendations with policy development	2023	TBD	TBD	Dev
	Create a culture of sharing information and learning from peer counties	Administration	Evaluate options and feasibility on process.	Guidance Letter and part of annual evaluation process	2023	TBD	TBD	Dev
	Ensure conference attendance and professional development is aligned with the goals of the Strategic Plan (bring back information to share/educate other employees)	Department Heads	Process implemented	2022 - Build this review into annual performance evaluations, updating evaluation forms as needed and establishing procedures for evaluations if they don't exist.	2023	TBD	TBD	Dev
	On-going training or education targeted at the evaluation, adoption, and implementation of new technology to improve operational efficiency	Department Heads	Evaluate options and feasibility on process.	Policy Change to Evaluation Form and Policy	2023	TBD	TBD	Dev
	Investigate options for diversity, equity & inclusion training and make recommendation	Assigned DH Team	Look in to how other county/state agencies are offering this training and cost.	Analysis, Course of Action development, recommendations with policy development	2023	TBD	TBD	Dev

Question

Question

Agenda Item Name: Ethics Review

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	1/5/23	Action Needed:	Motion
Disclosure:	Open Session	Authority:	Committee Structure, Letter B5
Date submitted:	1/4/23	Referred by:	n/a

Recommendation and/or action language: Motion to recommend elements to be included in a new draft ethics ordinance, for the Committee's consideration at a future meeting.

Background:

At the August meeting of the Rules & Strategic Planning Committee the committee reviewed:

- Richland County's current ethics ordinance (No. 06-28) which covers employees, as shown in Attachment A.
- State Statute 19.59 which permits a local ordinance to also apply to local public officials such as elective officers, appointed officers, and a county administrator.
- Adjacent counties with more far-reaching ethics ordinances including Crawford, Iowa, and Sauk Counties, as shown in Attachment B.

At the September meeting the committee:

- Reviewed the layout of the chart below
- Generated reasons we might want to revise the County's current ethics ordinance
- Made recommendations for closed session and contracting policies, to be included in a new draft ethics ordinance

At the October meeting the committee:

- Reviewed headings for 3 sections: 1) Introduction, 2) Subjects, 3) Process
- A new column for recommendations made by the committee
- Made recommendations for financial interest policy and definition
- Made recommendations for gift policy and definition

At the November meeting the committee:

- Made recommendations for nepotism policy
- Made recommendations for the privileged information policy and definition
- Referred an example public property policy to standing committees for their feedback

At the December meeting the committee:

- Made recommendations for referral to social media policy
- Made recommendations regarding advisory opinions
- Made recommendations regarding complaint and investigation procedure

Richland County Rules & Strategic Planning Standing Committee

Topic	Current Ordinance	Option A	Option B	Option C	Committee Recommendation
Introduction					
Governing Body	Ethics Board, 5 supervisor members of the County Board nominated by the Committee on Committees . . .	Rules & Strategic Planning Standing Committee	A committee of the County Board which has been assigned the duties of the Ethics Board	Crawford/Sauk County example: <i>There is hereby created an Ethics Inquiry Board to consist of 3 members and one alternate, one of whom shall be an attorney licensed to practice law in the State of Wisconsin, appointed by the County Board Chairperson with the approval of the County Board. The members of the Ethics Inquiry Board shall be residents of the county and shall not be County public officials or employees during the time of appointment, and shall serve staggered 3-year terms expiring on the third Tuesday in April of the third year following their appointment except as otherwise provided in the implementation of this code. The Corporation Counsel shall provide legal advice, secretarial service and assistance to the Board.</i>	
Purpose of Ethics	N/A	Crawford County example (see sections 4.55, 4.56, 4.57, 4.58 in Attachment D)	Iowa County example (see section 701.07 in Attachment D)	Sauk County example (see sections 36.01, 36.02, 36.03 in Attachment D)	
Positions Covered	Part-time and full-time employees, except elected officials, Highway Commissioner, Corporation Counsel	Crawford/Sauk County example: <i>All County officials, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions, department heads, and other County employees.</i>	Iowa County example: <i>All county officials (i.e., any person holding a county elected office), county employees (i.e., any person holding a full- or part-time position with the county, other than a county official), and citizen member (i.e., a person</i>		

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			<i>appointed to any position by the County board, who is neither an elected county officeholder nor a county employee)</i>		
Subjects					
Closed Session Policy	n/a	Crawford/Iowa County example: <i>No County official may disclose any information discussed, debated or acted upon in a closed session of the County Board or its standing committees.</i>			9/1/22: <i>No County official may disclose any information discussed, debated or acted upon in a closed session of the County Board or its standing committees.</i>
Contracting Policy	n/a	Crawford/Sauk County example: <i>An official or employee or a business in which an official or employee holds a 10% or greater interest may not enter into a contract with the County involving a payment or payments of more than \$1,000 amount within a 12-month period unless the official or employee has made a written disclosure of the nature and extent of such relationship or interest to the County Clerk and reported such interest to the County Board. Further, pursuant to §946.13, Wis. Stats., an official or employee is prohibited from participating in the formation of a contract or contracts with Crawford County involving the receipts or disbursements of more than \$15,000 in any year.</i>			9/1/22: <i>An official or employee or a business in which an official or employee holds a 10% or greater interest may not enter into a contract with the County or the formation of a contract or contracts with Richland County involving the receipts or disbursements of more than \$15,000 in any year.</i>
Email Policy					12/1/22: <i>No action taken</i>

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Topic	Current Ordinance	Option A	Option B	Option C	Committee Recommendation
Financial Interest Policy	Cannot have a financial or other personal interest which is in conflict with the proper discharge of his or her duties, or disclose or use confidential information concerning Richland County to promote a private financial interest.	Crawford/Sauk County examples: <i>A member of the County Board who has a financial interest in any proposed action before the County Board shall disclose the nature and extent of such interest to the County Clerk and the County Board prior to or during the initial discussion of such action and shall refrain from participating in the discussion of and/or voting on such action. A member of the County Board shall request to be excused by the Board or Committee chairperson for the duration of any deliberations concerning such action in which the member has a financial interest. Any other official or employee who has a financial interest in any proposed action before the County Board, and who participates in discussion with or gives an official opinion or recommendation to the County Board, shall first disclose the nature and extent of such interest to the County Board.</i>	Iowa County example: <i>A county official who has a substantial financial interest in a matter pending before the body of which he or she is a member shall disclose the nature of the interest. The disclosure shall be made on the record before the body, or if there is no formal record, in writing to the body.</i>		10/6/22: <i>A county official or employee who has a financial interest in a matter pending before a body shall disclose the nature of the interest and may not discuss the matter unless invited by the body. A county official may not vote on a matter in which they have a financial interest.</i>
Financial Interest Definition	n/a	Crawford County example: <i>Any interest which yields, directly or indirectly, a monetary or other material</i>	Iowa County example: <i>Any interest required to be placed on a disclosure statement by s. 701.21 of this ordinance</i>		10/6/22: <i>Any interest which yields, directly or indirectly, a monetary or other material benefit to the County officer or employee or to any person</i>

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		<i>benefit to the County officer or employee or to any person employing or retaining services of the County officer or employee.</i>			<i>employing or retaining services of the County officer or employee.</i>
Gift Policy	No gifts may be accepted by people who have dealings with Richland County	Crawford County example: No official or employee shall accept any valuable gift, whether in the form of service, loan, thing or promise, from any person, firm or corporation which to his knowledge is interested in business dealings with the County nor shall any such official or employee accept any gift, favor or thing of value that may tend to influence him in the discharge of his duties or grant in the discharge of his duties any improper favor, service or thing of value. <i>EXCEPTION. It is not a conflict of interest for an official or employee to receive a gift or gratuity that is an unsolicited item of insignificant value or anything which is given to them independent of their position as an official or employee.</i>	Iowa County example: No county official, county employee or citizen member may solicit or accept from any person directly or indirectly, anything of value if it could reasonably be expected to influence official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the county official, county employee or citizen member.	Sauk County example: An official or employee shall not accept, from any person or organization directly or indirectly, anything of value without full payment, if it could reasonably be expected to influence his or her vote, governmental actions or judgments or is provided to such official or employee because of their position or office and could reasonably be considered as a reward for any governmental action or inaction.	10/6/22: An official or employee shall not accept, from any person or organization directly or indirectly, a gift or anything of value without full payment, if it could reasonably be expected to influence their vote, governmental actions or judgments or is provided to such official or employee because of their position or office and could reasonably be considered as a reward for any governmental action or inaction.

Richland County Rules & Strategic Planning Standing Committee

Topic	Current Ordinance	Option A	Option B	Option C	Committee Recommendation
Gift Definition	Estimated market value of \$100 or more	Crawford/Sauk County examples: <i>Any money or property, favor, service, payment, advance forbearance, loan or promise of future employment, but does not include such things as compensation and expenses paid by the State or County, fees, honorariums and expenses, unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this code.</i>	Iowa County example: <i>Any money or property, favor, service, payment, advance, forbearance, loan or promise of future employment, but does not include compensation and expenses paid by the county, fees and expenses which are permitted and reported under s. 701.16, political contributions which are reported under chapter 11, Wis. Stats., hospitality extended for a purpose unrelated to county business by a person other than an organization or anything having a value of less than \$13 per occurrence or \$39 in total during a calendar year.</i>		10/6/22: <i>Any money or property, favor, service, payment, advance forbearance, loan or promise of future employment, but does not include such things as compensation and expenses paid by the State or County, fees, honorariums and expenses, unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this code.</i>
Nepotism Policy	While not in ordinance, the County has a policy on nepotism in the Employee Handbook	Crawford County example: <i>(1) No person shall be employed, promoted, or transferred to any department, division, or work unit when, as a result, the employee would be directly supervising or receiving direct supervision from a related person. (2) "Related person" shall</i>			11/2/22: <i>Refer to the Employee Handbook</i>

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		<i>mean spouse, parents, children, siblings, grandparents, grandchildren, father-in-law, mother-in-law, stepchildren, stepparents and any person sharing the employee's residence.</i>			
Privileged Information Policy	Cannot disclose or use confidential information concerning Richland County to promote a private financial interest.	Crawford/Sauk County example: <i>An official or employee shall not knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. An official or employee shall not use privileged information to advance his or her personal financial interest or that of his or her immediate family.</i>	Iowa County example: <i>No county official or employee may intentionally use or disclose information gained in the course of or by reason of her or his official position or activities in any way that could result in the receipt of anything of value for herself or himself, for a member of her or his immediate family, or for any other person or legal entity if the information has not been communicated to the public or is not a public record.</i>		11/2/22: <i>An official or employee shall not knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. An official or employee shall not use privileged information to advance his or her personal financial interest or that of his or her immediate family.</i>
Privileged Information Definition	n/a	Crawford/Sauk County example: <i>Any written or oral material related to County government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders, ordinances, resolution or</i>			11/2/22: <i>Any written or oral material related to County government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders, ordinances, resolution or custom as privileged.</i>

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		<i>custom as privileged.</i>			
Immediate Family Definition	n/a	Crawford/Sauk County example: <i>An official's or employee's spouse, children, stepchildren, parents, stepparents, or other legal relation who contributes more than one-half of the support of the official or receives that level of support from the official or employee.</i>			11/2/22: <i>An official's or employee's spouse, children, stepchildren, parents, stepparents, or other legal relation who contributes more than one-half of the support of the official or receives that level of support from the official or employee.</i>
Public Property Policy	n/a	Crawford/Sauk County example: <i>An official or employee shall not use, or knowingly permit the use, of County services or County-owned vehicles, equipment, materials for unauthorized nongovernmental purposes or for unauthorized personal convenience or for profit, unless such services or use are available to the public generally and consistent with practices and policies of the County.</i>			11/2/22: <i>Referred to Standing Committees for input on the Crawford/Sauk County example.</i>
Social Media Policy	While not in ordinance, the County has a policy on social media adopted in 2014				12/1/22: <i>Refer to social media policy</i>
Topic	Current Ordinance	Option A	Option B	Option C	Committee Recommendation

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Ethics Ordinance Process					
Advisory Opinions	Shall issue advisory opinions with the assistance of the Corporation Counsel. The identity of the requestor for an advisory opinion shall not be made public without the consent of the requestor nor shall an advisory opinion be made public without the consent of the requestor. However, a summary of an advisory opinion which does not disclose the identity of the individuals involved in the opinion may be made public.	Crawford/Sauk County example: <i>Any person governed by this Code of Ethics may apply in writing to the County Corporation Counsel for an advisory opinion and shall be guided by any opinion rendered. The applicant shall present his or her interpretation of the facts at issue and of the applicability of provisions of this code before the advisory opinion is rendered. All requests for opinion and opinions rendered shall be in writing. Records of the Corporation Counsel's opinions, opinion requests and investigations of violations shall be closed to public inspection, as required by Ch. 19, Wis. Stats. However, such records may be made public with the consent of the applicant.</i>	Iowa County example: <i>(see 701.24 in Attachment B)</i>		12/1/22: <i>Shall issue advisory opinions with the assistance of the Corporation Counsel. Any person governed by this Code of Ethics may apply in writing to the Ethics Board for an advisory opinion and shall be guided by any opinion rendered. The applicant shall present his or her interpretation of the facts at issue and of the applicability of provisions of this code before the advisory opinion is rendered. All requests for opinion and opinions rendered shall be in writing. Records of the Ethics Board's opinions, opinion requests and investigations of violations shall be closed to public inspection, as required by Ch. 19, Wis. Stats. However, such records may be made public with the consent of the applicant.</i>
Complaint Procedure	See 8 (a) through (f) in Attachment A.	Crawford/Sauk County example: <i>The Corporation Counsel shall accept from any person a verified written complaint which states the name of the officer or employee alleged to have committed a violation of this Code and sets forth the material facts involved in the allegation. The Corporation Counsel shall forward a copy of the complaint to</i>	Iowa County example: <i>All complaints regarding violations of this ordinance shall be made in writing and submitted to the county clerk who shall deliver them to the chairperson of the ethics board.</i>		12/1/22: <i>1. The Corporation Counsel or County Clerk shall accept from any person a verified written complaint which states the name of the officer or employee alleged to have committed a violation of this Code and sets forth the material facts involved in the allegation. The Corporation Counsel or County Clerk shall forward a copy of the complaint to the accused officer or employee and the Ethics Inquiry Board within ten days. If no action on the verified complaint is taken by the Ethics Inquiry Board within 60 days,</i>

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		<i>the accused officer or employee and the Ethics Inquiry Board within ten days. If no action on the verified complaint is taken by the Ethics Inquiry Board within 30 days, the complaint shall be dismissed.</i>			<p><i>the complaint shall be dismissed.</i></p> <p><i>2. Complaints shall include: i) the name of the alleged offender, ii) the approximate date of the alleged offense, if applicable, iii) the nature of the alleged offense, iv) any supporting facts known to the complaining party, v) the date on which the complaint is being submitted.</i></p>
Investigation Procedure	<p><i>After a complaint has been received by the Ethics Board, the Board shall: i) Hold its first meeting on the complaint not later than 30 days from its receipt of the complaint; this first meeting shall be a closed session with the Corporation Counsel; the Board shall then decide whether to investigate the complaint further or drop the matter; ii) if the Board decides to investigate the complaint further, it shall hear from the alleged violator; this hearing shall be in compliance with the requirements of the Open Meetings law</i></p>	<p><i>Crawford/Sauk County example: (see section 4.69 (3), (4), (5) (b) and (c))</i></p>	<p><i>Iowa County example: (see sections 701.22 and 701.23 in Attachment B)</i></p>		<p><i>12/1/22:</i></p> <p><i>3. Following the receipt of a verified complaint, the Ethics Inquiry Board may make preliminary investigations with respect to alleged violation of this code. A preliminary investigation shall not be initiated unless the accused officer or employee is notified in writing. The notice shall state the exact nature and purpose of the investigation, the individual's specific action or activities to be investigated and a statement of such person's due process rights. If the Ethics Inquiry Board finds probable cause to believe the allegations contained in the complaint, the complaint shall be referred to hearing pursuant to sections 5 and 6 below before the Ethics Inquiry Board.</i></p> <p><i>4. The Ethics Inquiry Board may investigate any complaint properly filed with it. However, no action may be taken on any complaint which is filed more than one year after a violation of the Ethics Code is alleged to have occurred.</i></p> <p><i>5. The Ethics Inquiry Board shall be responsible for</i></p>

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					<p><i>investigating a complaint, and conducting a fact finding hearing pursuant to section 6 below, in any case where the Ethics Inquiry Board has found that probable cause exists for believing the allegations of a complaint referred to the Board after preliminary review pursuant to sections 1 and 4 above.</i></p> <p><i>6. The Ethics Inquiry Board may hold, and an individual against whom a complaint has been made and where the complaint has been referred to the Ethics Inquiry Board may request, a hearing before the Board. The Board shall keep a record of the hearing. The Board shall have the power to compel the attendance of witnesses and to issue subpoenas as granted to other boards and commissions under §885.01, Wis. Stats.</i></p> <p><i>Within 10 work days of the conclusion of the hearing, the Board shall file its written findings and recommendations signed by all participating Board members, together with findings of fact and conclusions of law, concerning the propriety of the conduct of the public official. If the Board determines that no violation of the Code of Ethics has occurred, it shall dismiss the complaint, and if requested to do so by the accused, issue a public statement.</i></p> <p><i>No recommendation of the Board becomes effective until 20 work days after it is issued,</i></p>
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Richland County Rules & Strategic Planning Standing Committee

					<i>or while an application for rehearing or rehearing before the Board is pending, or the Board has announced its final determination on rehearing.</i>
Enforcement	<p><i>If, after having investigated the matter and having heard from the alleged violator, the Ethics Board shall decide if this Ordinance has been violated and the appropriate penalty to assess against the violator. The matter shall then be referred to the Corporation Counsel for prosecution, if necessary. In appropriate cases, the Board shall report possible violations of the criminal law to the DA.</i></p> <p><i>Penalties for violations, which shall be determined by the Ethics Board, shall include a) Withholding of the payment of salary or expense from the violator, and/or b) A forfeiture of not less than \$100 or more than \$1,000 for each violation of the Ordinance, plus Court costs.</i></p>	<p>Crawford/Sauk County example: <i>If the Ethics Inquiry Board finds that clear, satisfactory and convincing evidence exists for believing the allegations of the complaint, the Ethics Inquiry Board shall refer its findings and recommendation to the County Board, or in the case of an employee, to the Personnel Committee. The Board may make the following recommendations:</i></p> <p><i>1. Recommend that the County Board order the officer or employee to conform his or her conduct to the Ethics Code or recommend that the official or employee be censured, suspended, removed from office, be 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.</i></p> <p><i>2. The Ethics Inquiry Board may also refer the matter to the District Attorney to commence enforcement pursuant to the procedures and remedies of §19.59 Wis. Stats.</i></p>	<p>Iowa County example: <i>(see section 701.26 in Attachment B)</i></p>		

Richland County Rules & Strategic Planning Standing Committee

Attachments and References:

Attachment A: Current Ethics Ordinance	Attachment B: Other County Ordinances
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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		

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

ORDINANCE NO. 06-28

An Ordinance Establishing A Code Of Ethics For County Employees And Creating An Ethics Board.

The Richland County Board of Supervisors does ordain as follows:

1. The authority for this Ordinance is Wisconsin Statutes, sections 19.59 (1m) through (6).
2. As used in this Ordinance, "County employee" means any County employee, unionized or non-unionized, who works either full-time for the County, one-half time for the County or who is eligible for the State of Wisconsin's retirement program and who is also eligible to participate in the County's group health insurance program, excluding the following positions which are subject to the ethics regulations set forth in Wisconsin Statutes, sections 19.59 (a) through (d):
 - (a) County Board Supervisors;
 - (b) All other elected County officials;
 - (c) The County Highway Commissioner;
 - (d) The Corporation Counsel.
3. No County employee shall:
 - (a) Use or attempt to use his or her position to secure any preferential or unlawful rights or advantages for himself or herself or others.
 - (b) Have a financial or other personal interest which is in conflict with the proper discharge of his or her duties.
 - (c) Disclose or use confidential information concerning Richland County to promote a private financial interest.
 - (d) Accept any substantial gift, in any form, from a person who has business dealings with Richland County.
4. The section of the Committee Structure Resolution under the heading "ETHICS COMMITTEE" is amended to read as follows:

"ETHICS BOARD"

 - A. 5 members
 - B. Members shall be County Board Supervisors nominated by the Committee on Committees and appointed by the County Board Chair subject to approval by the County Board.
 - C. Duties and procedures are as set forth in An Ordinance Establishing A Code of Ethics For County Employees And Creating An Ethics Board which was adopted by the County Board at its October 31, 2006 session.
5. The Ethics Board shall have the following powers and duties:
 - (a) Receive, review and investigate complaints regarding alleged violations of this Ordinance. The Board may conduct hearings.
 - (b) Decide, after hearing, whether the Ordinance has been violated and determine the penalty for the violation or violations.
 - (c) Issue advisory opinions, with the assistance of the Corporation Counsel. The identity of the requestor for an advisory opinion shall not be made public without the consent of the requestor nor shall an advisory opinion be made public without the consent of the requestor. However, a summary of an advisory opinion which does not disclose the identity of the individuals involved in the opinion may be made public.
6. Penalties for violations of this Ordinance, which shall be determined by the Ethics Board, include:
 - (a) Withholding of the payment of salary or expenses from the violator, and/or
 - (b) A forfeiture of not less than \$100.00 or more than \$1,000.00 for each violation of the Ordinance, plus Court costs.
7. Violations of this Ordinance shall be prosecuted by the Corporation Counsel at the direction of the Ethics Board.
8. The following procedures are hereby established for the operation of the Ethics Board:
 - (a) All complaints of the ethics violations must be in writing and must contain the following information:
 - i. The name of the alleged offender;
 - ii. The approximate date of the alleged offense, if applicable;
 - iii. The nature of the alleged offense;
 - iv. Any supporting facts known to the complaining party;
 - v. The date on which the complaint is being submitted.

- (b) While persons filing complaints of ethics violations are encouraged to identify themselves in the complaint, anonymous complaints will be accepted.
 - (c) Complaints shall be filed with or mailed to the County Clerk, who shall send copies of the complaint to the Ethics Board within 5 days of receiving the complaint.
 - (d) The County Clerk shall make copies of the County's ethics complaint form available to all Department heads; the County Clerk shall distribute a copy of the form as well as a copy of this Ordinance and a copy of the Handbook Personnel Policies to each new County employee whose position is covered by the Handbook, as well as to any other County employee who requests a copy of the ethics complaint form.
 - (e) The County's ethics complaint form is only suggested and ethics complaints which comply with this Ordinance but which are not on the form shall still be considered by the Ethics Board.
 - (f) After a complaint has been received by the Ethics Board, the Board shall:
 - i. Hold its first meeting on the complaint not later than 30 days from its receipt of the complaint; this first meeting shall be a closed session with the Corporation Counsel; the Board shall then decide whether to investigate the complaint further or drop the matter;
 - ii. If the Board decides to investigate the complaint further, it shall hear from the alleged violator; this hearing shall be in compliance with the requirements of the Open Meetings Law.
 - iii. If, after having investigated the matter and having heard from the alleged violator, the Ethics Board shall decide if this Ordinance has been violated and the appropriate penalty to assess against the violator or violators. The matter shall then be referred to the Corporation Counsel for prosecution, if necessary. In appropriate cases, the Board shall report possible violations of the criminal law to the District Attorney.
 - (g) Nothing in these procedures shall prevent the Ethics Board from investigating a possible violation of this Ordinance by a motion made by a member of the Board and adopted by the Ethics Board.
9. Resolution No. 82-105, which was adopted by the County Board on December 14, 1982 and Resolution No. 88-70, which was adopted by the County Board on September 27, 1988, are hereby repealed.
10. This Ordinance shall be in full force and effect immediately upon its passage and publication.

Dated: October 31, 2006
 Passed: October 31, 2006
 Published: November 16, 2006

ORDINANCE OFFERED BY THE RULES AND
 RESOLUTIONS COMMITTEE

Ann M. Greenheck, Chairman
 Richland County Board of Supervisors

	FOR	AGAINST
Fred Clary	X	
Daniel J. Carroll	X	
Larry D. Wyman	X	
Glenn L. Ferguson	X	
Warren C. Pfeil	X	

ATTEST:
 Victor V. Vlasak
 Richland County Clerk

ORDINANCE NO. 07-7

An Ordinance Amending The County's Code Of Ethics Ordinance.

The Richland County Board of Supervisors does hereby ordain as follows:

1. Ordinance No. 2006-28, which was adopted by the County Board on October 31, 2006 and which is entitled An Ordinance Establishing A Code Of Ethics For County Employees And Creating An Ethics Board, is hereby amended as follows:
 2. New section 3 is created as follows:
 3. As used in this Ordinance, "any substantial gift" means any item, items or service which have an estimated market value of \$100 or more."
 3. Paragraphs (a) and (b) of section 8 are amended by adding the following underlined words and deleting the following crossed-out words:
 8. The following procedures are hereby established for the operation of the Ethics Board:
 - (a) All complaints of the ethics violations must be in writing and must contain the following information:
 - i. The name of the alleged offender;
 - ii. The approximate date of the alleged offense, if applicable;
 - iii. the nature of the alleged offense;
 - iv. Any supporting facts known to the complaining party;
 - v. The date on which the complaint is being submitted.
 - vi. The name of the person filing the complaint.

~~(b)--While persons filing complaints of ethics violations are encouraged to identify themselves in the complaint, anonymous complaints will be accepted.~~

4. Paragraphs (c) through (g) of section 8 are relettered as (b) through (f).
5. Sections 3 through 10 are hereby renumbered 4 through 11.
6. This Ordinance shall be effective immediately upon its passage and publication.

Dated: March 20, 2007
 Passed: March 20, 2007
 Published: March 29, 2007

ORDINANCE OFFERED BY THE ETHICS BOARD

FOR AGAINST

Ann M. Greenheck, Chairman
 Richland County Board of Supervisors

David J. Daughenbaugh	X
Bette M. Cook	X
Warren C. Pfeil	X
Jeanetta Kirkpatrick	X
Daniel J. Carroll	X

ATTEST:
 Victor V. Vlasak
 Richland County Clerk

ORDINANCE NO. 10-8

An Ordinance Amending Ordinance No. 06-28 Relating To Establishing A Code Of Ethics For County Employees.

The Richland County Board of Supervisors does hereby ordain as follows:

1. Ordinance No. 06-28 which was adopted by the Richland County Board of Supervisors on October 31, 2006 and which is entitled "An Ordinance Establishing A Code Of Ethics For County Employees And Creating An Ethics Board", as amended to date, is hereby further amended as follows:

"Rules and Resolutions Committee And Ethics Board" is substituted for "Ethics Board" and "Ethics Committee" throughout the Ordinance, except the title to the Ordinance shall remain the same.

2. BE IT FURTHER ORDAINED that this Ordinance shall be effective immediately upon its passage and publication.

Dated: June 15, 2010
 Passed: June 15, 2010
 Published: June 24, 2010

ORDINANCE OFFERED BY THE RULES AND
 RESOLUTIONS COMMITTEE AND ETHICS BOARD

FOR AGAINST

Ann M. Greenheck, Chairman
 Richland County Board of Supervisors

Larry D. Wyman	X
Betty M. Cook	X
Warren C. Pfeil	X
Lawrence Sowle	X

ATTEST:
 Victor V. Vlasak
 Richland County Clerk

CODE OF ETHICS

(Cr. Ord. #171-2013; Rep. & recr. Ord. #193-2015)

4.55 DECLARATION OF POLICY. (Rep. & recr. Ord. #193-2015)

To ensure that the public can have complete confidence in the integrity of Crawford County Government, each elected official and employee shall respect and adhere to the fundamental principles of ethical service. The proper operation of County government demands that:

- (1) Crawford County officials and employees be independent, impartial and responsible to the people;
- (2) Decisions be made in the proper channels of the County governmental structure;
- (3) County offices should not be used for personal gain;
- (4) County business should be conducted in such a way so as to re-enforce the public's confidence in its integrity.

4.56 PURPOSE. (Rep. & recr. Ord. #193-2015)

The purpose of this code is to establish ethical standards of conduct for all County officials and employees by identifying those acts or actions that are not compatible with the best interest of the County. Because representatives of the County are drawn from society, they cannot and should not be without all personal and economic interest in the decisions and policies of government. Citizens who serve as County officials and employees retain their rights as citizens to personal and economic interests. Therefore, the standards of ethical conduct for County officials and employees must distinguish between minor and inconsequential conflicts which are unavoidable and those conflicts which are substantial and material. The provisions of this code, and such rules and regulations which may be established, are to be interpreted in the context of the above principles and are deemed to be in the best interest of the public.

4.57 RESPONSIBILITY OF PUBLIC OFFICE. (Rep. & recr. Ord. #193-2015)

Public officials and employees are agents of the public and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the constitution of this State and carry out impartially the laws of the nation, State and County and to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern. Their conduct should be above reproach so as to foster respect for all government.

4.58 DEDICATED SERVICE. (Rep. & recr. Ord. #193-2015)

Officials and employees shall adhere to the rules of work and performance established as the standard for their positions by the appropriate authority. Officials and employees shall not exceed their authority or breach the law or ask others to do so, and they shall work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

4.59 COVERAGE. (Rep. & recr. Ord. #193-2015)

This code governs all County officials, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions, department heads, and all other County employees.

4.60 EXEMPTIONS. (Rep. & recr. Ord. #193-2015)

Political contributions which are reported under Ch. 11, Wis. Stats., are exempt from the provisions of this code.

4.61 DEFINITIONS. (Cr. Ord. #193-2015)

- (1) PERSON. Any individual, corporation, partnership, joint venture, association or organization.
- (2) FINANCIAL INTEREST. Any interest which yields, directly or indirectly, a monetary or other material benefit to the County officer or employee or to any person employing or retaining services of the County officer or employee.
- (3) ANYTHING OF VALUE. Any money or property, favor, service, payment, advance forbearance, loan or promise of future employment, but does not include such things as compensation and expenses paid by the State or County, fees, honorariums and expenses, unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this code.
- (4) PRIVILEGED INFORMATION. Any written or oral material related to County government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders, ordinances, resolution or custom as privileged.
- (5) OFFICIAL. All County department heads or directors, County supervisors, and all other County elected and appointed officers, except judges and district attorneys.
- (6) EMPLOYEE. All persons filling an allocated position of County employment and all members of boards, committees, and commissions.
- (7) IMMEDIATE FAMILY. An official's or employee's spouse, children, stepchildren, parents, stepparents, or other legal relation who contributes more than one-half of the support of the official or receives that level of support from the official or employee.

4.62 FAIR AND EQUAL TREATMENT. (Cr. Ord. #193-2015)

- (1) USE OF PUBLIC PROPERTY. An official or employee shall not use, or knowingly permit the use, of County services or County-owned vehicles, equipment, materials for unauthorized nongovernmental purposes or for unauthorized personal convenience or for profit, unless such services or use are available to the public generally and consistent with practices and policies of the County.
- (2) OBLIGATIONS TO CITIZENS. An official or employee shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

This section does not affect the duty of County supervisors to diligently represent their constituency.

4.63 CONFLICTS OF INTEREST. (Cr. Ord. #193-2015)

- (1) RECEIPT OF GIFTS, FAVORS AND GRATUITIES PROHIBITED. No official or employee shall accept any valuable gift, whether in the form of service, loan, thing or promise, from any person, firm or corporation which to his

knowledge is interested in business dealings with the County nor shall any such official or employee accept any gift, favor or thing of value that may tend to influence him in the discharge of his duties or grant in the discharge of his duties any improper favor, service or thing of value.

- (2) EXCEPTION. It is not a conflict of interest for an official or employee to receive a gift or gratuity that is an unsolicited item of insignificant value or anything which is given to them independent of their position as an official or employee.
- (3) BUSINESS INTEREST. An official or employee shall not engage in any business or transaction or act in regard to any financial interest, direct or indirect, which:
 - (a) Is incompatible with the proper discharge of his or her official duties for the benefit of the public;
 - (b) Is contrary to the provisions of this code; or
 - (c) May impair his or her independence of judgment or action in the performance of his or her official duties.
- (4) EMPLOYMENT. An official or employee shall not engage in or accept any private employment or render any service for a private interest when such employment or service is incompatible with the proper discharge of his or her official duties or which may impair his or her independence of judgment or action in the performance of his or her official duties unless otherwise permitted by law or unless disclosure is made as hereinafter provided. An employee shall obtain prior approval from their Department Head, or in the case of a Department Head, from the applicable oversight committee, before engaging in outside employment.
- (5) REPRESENTING PRIVATE INTERESTS BEFORE COUNTY AGENCIES IN COURTS. No official or employee whose salary is paid in whole or in part by the County shall appear in behalf of private interests before any agency of the County. He shall not represent private interests in any action or proceeding against the interests of the County in any litigation to which the County is a party. This section shall not be construed as prohibiting the appearance of officials or employees when subpoenaed as witnesses by parties involved in litigation which also may involve the County. A supervisor may appear before County agencies on behalf of constituents in the course of his duties as a representative of the electorate or in the performance of public or civic obligations. However, no supervisor or other official or employee shall accept a retainer or compensation that is contingent upon a specific action by a County agent.
- (6) CONTRACTING. An official or employee or a business in which an official or employee holds a 10% or greater interest may not enter into a contract with the County involving a payment or payments of more than \$1,000 amount within a 12-month period unless the official or employee has made a written disclosure of the nature and extent of such relationship or interest to the County Clerk and reported such interest to the County Board. Further, pursuant to §946.13, Wis. Stats., an official or employee is prohibited from participating in the formation of a contract or contracts with Crawford County involving the receipts or disbursements of more than \$15,000 in any year.

4.64 FINANCIAL INTEREST IN LEGISLATION. (Cr. Ord. #193-2015)

A member of the County Board who has a financial interest in any proposed action before the County Board shall disclose the nature and extent of such interest to the County Clerk and the County Board prior to or during the initial discussion of such action and shall refrain from participating in the discussion of and/or voting on such action. A member of the County Board shall request to be excused by the Board or Committee chairperson for the duration of any deliberations concerning such action in which the member has a financial interest. Any other official or employee who has a financial interest in any proposed action before the County Board, and who participates in discussion with or gives an official opinion or recommendation to the County Board, shall first disclose the nature and extent of such interest to the County Board.

4.65 DISCLOSURE OF PRIVILEGED INFORMATION. (Cr. Ord. #193-2015)

An official or employee shall not knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. An official or employee shall not use privileged information to advance his or her personal financial interest or that of his or her immediate family.

4.66 DISCLOSURE BY COUNTY OFFICIALS OF MATTERS PERTAINING TO A CLOSED SESSION PROHIBITED. (Cr. Ord. #193-2015)

No County official may disclose any information discussed, debated or acted upon in a closed session of the Crawford County Board or its standing committees.

4.67 NEPOTISM. (Cr. Ord. #193-2015)

- (1) No person shall be employed, promoted, or transferred to any department, division, or work unit when, as a result, the employee would be directly supervising or receiving direct supervision from a related person.
- (2) "Related person" shall mean spouse, parents, children, siblings, grandparents, grandchildren, father-in-law, mother-in-law, stepchildren, stepparents and any person sharing the employee's residence.

4.68 STATE STATUTES INCORPORATED. (Cr. Ord. #193-2015)

- (1) STATUTES INCORPORATED BY REFERENCE. The following sections of the Wisconsin Statutes are hereby incorporated by reference and made a part of this Code of Ethics:
 - §19.01 (Oaths and Bonds)
 - §19.21 (Custody and Delivery of Official Property and Records)
 - §19.81-§19.89 (Open Meetings of Governmental Bodies)
 - §19.59 (Codes of Ethics for Local Government Officials, Employees and Candidates)
- (2) VIOLATION OF INCORPORATED STATUTES. Officials shall comply with the sections of the Wisconsin Statutes incorporated in this code and failure to do so shall constitute a violation of this code.

4.69 INVESTIGATIONS AND ENFORCEMENT. (Cr. Ord. #193-2015)

- (1) ADVISORY OPINIONS. Any person governed by this Code of Ethics may apply in writing to the County Corporation Counsel for an advisory opinion and shall be guided by any opinion rendered. The applicant shall present his or her interpretation of the facts at issue and of the applicability of provisions of this code before the advisory opinion is rendered. All requests for opinion and opinions rendered shall be in writing. Records of the Corporation Counsel's opinions, opinion requests and investigations of violations shall be closed to public inspection, as required by Ch. 19, Wis. Stats. However, such records may be made public with the consent of the applicant.
- (2) COMPLAINTS. The Corporation Counsel shall accept from any person a verified written complaint which states the name of the officer or employee alleged to have committed a violation of this code and sets forth the material facts involved in the allegation. The Corporation Counsel shall forward a copy of the complaint to the accused officer or employee and the Ethics Inquiry Board within 10 days. If no action on the verified complaint is taken by the Ethics Inquiry Board within 30 days, the complaint shall be dismissed.

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- (3) **PRELIMINARY INVESTIGATIONS.** Following the receipt of a verified complaint, the Ethics Inquiry Board may make preliminary investigations with respect to alleged violation of this code. A preliminary investigation shall not be initiated unless the accused officer or employee is notified in writing. The notice shall state the exact nature and purpose of the investigation, the individual's specific action or activities to be investigated and a statement of such person's due process rights. If the Ethics Inquiry Board finds probable cause to believe the allegations contained in the complaint, the complaint shall be referred to hearing pursuant to subsections (5)(a) and (5)(c) below before the Ethics Inquiry Board.
- (4) **TIME LIMITATIONS.** The Ethics Inquiry Board may investigate any complaint properly filed with it. However, no action may be taken on any complaint which is filed more than one year after a violation of the Ethics Code is alleged to have occurred.
- (5) **ETHICS INQUIRY BOARD.** There is hereby created an Ethics Inquiry Board to consist of 3 members and one alternate, one of whom shall be an attorney licensed to practice law in the State of Wisconsin, appointed by the County Board Chairperson with the approval of the County Board. The members of the Ethics Inquiry Board shall be residents of Crawford County and shall not be County public officials or employees during the time of appointment, and shall serve staggered 3-year terms expiring on the third Tuesday in April of the third year following their appointment except as otherwise provided in the implementation of this code. The Corporation Counsel shall provide legal advice, secretarial service and assistance to the Board. The Board shall be entitled to mileage and per diem payments for meetings and hearings of the Board on the same basis as provided other Crawford County boards, committees or commissions.
- (a) **Powers and Duties.** The Ethics Inquiry Board shall be responsible for investigating a complaint, and conducting a fact finding hearing pursuant to subparagraph (5)(c) below, in any case where the Ethics Inquiry Board has found that probable cause exists for believing the allegations of a complaint referred to the Board after preliminary review pursuant to subparagraphs (2) through (4) above.
- (b) **Burden of Proof.** The burden of proving a violation alleged in the complaint shall be on the complainant. Violations shall be proved by evidence that is clear, satisfactory and convincing.
- (c) **Hearing.** The Ethics Inquiry Board may hold, and an individual against whom a complaint has been made and where the complaint has been referred to the Ethics Inquiry Board may request, a hearing before the Board. The Board shall keep a record of the hearing. The Board shall have the power to compel the attendance of witnesses and to issue subpoenas as granted to other boards and commissions under §885.01, Wis. Stats.
1. Within 10 work days of the conclusion of the hearing, the Board shall file its written findings and recommendations signed by all participating Board members, together with findings of fact and conclusions of law, concerning the propriety of the conduct of the public official. If the Board determines that no violation of the Code of Ethics has occurred, it shall dismiss the complaint, and if requested to do so by the accused, issue a public statement.
 2. No recommendation of the Board becomes effective until 20 work days after it is issued, or while an application for rehearing or rehearing before the Board is pending, or the Board has announced its final determination on rehearing.
- (d) **Enforcement and Penalties.** If the Ethics Inquiry Board finds that clear, satisfactory and convincing evidence exists for believing the allegations of the complaint, the Ethics Inquiry Board shall refer its findings and recommendation to the County Board, or in the case of an employee, to the Personnel Committee. The Board may make the following recommendations:
1. Recommend that the County Board order the officer or employee to conform his or her conduct to the Ethics Code or recommend that the official or employee be censured, suspended, removed from office, be 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 District Attorney to commence enforcement pursuant to the procedures and remedies of §19.59 Wis. Stats.

Ordinance No. 701

ETHICS CODE

- 701.01 Title.
- 701.02 Authority.
- 701.03 Definitions.
- 701.04 Application of Chapter.
- 701.05 Administration.
- 701.06 Certain County Transactions Prohibited.
- 701.07 Declaration of Policy.
- 701.08 Standard of Conduct; Use of Public Position to Obtain Private Benefit Prohibited.
- 701.09 Standard of Conduct; Solicitation or Acceptance of anything of Value.
- 701.10 Standard of Conduct; Conflict of Interest Prohibited.
- 701.11 Mileage Reimbursement Eligibility.
- 701.12 Standard of Conduct; Use or Disclosure of Information Gained in Course of Official Activities
- 701.13 Impermissible Use of Public Office.
- 701.14 Standard of Conduct; Representation for Compensation by County Official Before County Entities.
- 701.15 Standard of Conduct; Representation by Citizen Members and Employees Before County Entities.
- 701.16 Standard of Conduct; Receipt and Retention of Anything of Value Unrelated to Official Duties.
- 701.17 Standard of Conduct; Receipt and Retention of Anything of Value for the Benefit of the County.
- 701.18 Standard of Conduct; Receipts from Political Committees.
- 701.19 Standard of Conduct; Disclosure by County Officials.
- 701.20 Standard of Conduct; Disclosure by County Officials of Matters Pertaining to a Closed Session Prohibited
- 702.21 Complaints.
- 701.22 Procedure Before the Board.
- 701.23 Closed Session.
- 701.24 Advisory Opinions.
- 701.25 Open Records.
- 701.26 Sanctions.
- 701.27 Severability.

701.01 TITLE. This ordinance may be cited as the Iowa County Ethics Code.

701.02 AUTHORITY. This ordinance is enacted under the authority of Section 19.59, Wis. Stats.

701.03 DEFINITIONS. (1) Except as expressly modified in this chapter, words and phrases used in this chapter have meanings set forth in s. 19.42, Wis. Stats.:

(a) *Administrative agency* means any board, commission, committee, task force or other entity which is listed in chapter 15.

(b) *Anything of value* means any money or property, favor, service, payment, advance, forbearance, loan or promise of future employment, but does not include compensation and expenses paid by the county, fees and expenses which are permitted and reported under s. 701.16, political contributions which are reported under chapter 11, Wis. Stats., hospitality extended for a purposes unrelated to county business by a person other than an organization or anything having a value of less than \$13 per occurrence or \$39 in total during a calendar year.

(c) *Board* shall mean the Iowa County Ethics Board created by Section 702 of the Iowa County Code of Ordinances.

(d) *Business* shall mean any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages in profit-making or nonprofit-making activities.

(e) *Citizen* or *citizen member* refers to a person appointed to any position by the County Board, who is neither an elected county officeholder nor a county employee.

(f) *County employee* shall refer to any person holding a full- or part-time position with Iowa County, other than a county official.

(g) *County official* shall mean any person holding a county elected office.

(h) *Department* shall mean any department of county government having its own budget.

(i) *Elected official* shall mean any person who holds an elected position and whose salary is funded in full or in part by Iowa County.

(j) *Organization* means any legal entity other than an individual or body politic.

(k) *Respondent* means a person against whom has been filed a complaint alleging a violation of this chapter.

(l) *Substantial financial interest* means any interest required to be placed on a disclosure statement by s. 701.21 of this ordinance.

701.04 APPLICATION OF CHAPTER. 1 This ordinance shall apply to all county officials and county employees.

701.05 ADMINISTRATION. The Iowa County Ethics Board shall be the administrative body with respect to the enforcement of the provisions of this ordinance. The board may call upon the Iowa County Administrative Offices for staff assistance as the need arises. The corporation counsel shall provide such legal assistance as the board requires.

701.06 CERTAIN COUNTY TRANSACTIONS PROHIBITED. (1) The county shall not have or seek to have a business or financial relationship with a county official which would potentially place the official in violation of s. 946.13, Wis. Stats., or any provision of this chapter.

(2) It shall be the duty of the department head overseeing negotiations and requests for bids or proposals or other proposed transactions to assure compliance with this section.

701.07 DECLARATION OF POLICY. (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 County of Iowa 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 Iowa 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 the County of Iowa.

(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 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.

701.08 STANDARD OF CONDUCT; USE OF PUBLIC POSITION TO OBTAIN PRIVATE BENEFIT PROHIBITED. No county official, county employee or citizen member may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

701.09 STANDARD OF CONDUCT; SOLICITATION OR ACCEPTANCE OF ANYTHING OF VALUE. No county official, county employee or citizen member may solicit or accept from any person directly or indirectly, anything of value if it could reasonably be expected to influence official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the county official, county employee or citizen member.

701.10 STANDARD OF CONDUCT; CONFLICT OF INTEREST PROHIBITED. No county official, county employee or citizen member may: (a) Take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest. (b) Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.

701.11 MILEAGE REIMBURSEMENT ELIGIBILITY. A county board supervisor is eligible for reimbursement of only that mileage actually traveled in attending those meetings for which she or he is also eligible for a meeting payment.

701.12 STANDARD OF CONDUCT; USE OR DISCLOSURE OF INFORMATION GAINED IN COURSE OF OFFICIAL ACTIVITIES. No county official or employee may intentionally use or disclose information gained in the course of or by reason of her or his official position or activities in any way that could result in the receipt of anything of value for herself or himself, for a member of her or his immediate family, or for any other person or legal entity if the information has not been communicated to the public or is not a public record.

701.13 IMPERMISSIBLE USE OF PUBLIC OFFICE. No county official or county employee shall use or attempt to use his or her public office or employment to influence or gain unlawful benefits, advantages or privileges personally or for others.

701.14 STANDARD OF CONDUCT; REPRESENTATION FOR COMPENSATION BY COUNTY OFFICIAL BEFORE COUNTY ENTITIES. (1) No county official shall appear on behalf of private interests for compensation, before any county entity nor represent private interests in any action or proceedings against the county.

(a) This subsection shall not apply:

1. In a contested case which involves a party other than the county with interests adverse to those represented by the public official or employee; or
2. At an open hearing before a body other than the county board or a committee of the county board, at which a stenographic or tape record is maintained; or
3. In a matter that involves only ministerial action by the department; or
4. To representation by an elected official acting in his or her official capacity.

(2) This section shall not be construed to limit in any fashion whatsoever an elected official's business or professional partner's or associate's right to practice or appear before a county entity, provided, however, the elected official does not participate in any vote or in the decision-making process.

(3) Nothing in this section shall be construed to prohibit an elected official from representing herself or himself before any county entity, including the one of which he or she is member.

701.15 STANDARD OF CONDUCT; REPRESENTATION BY CITIZEN MEMBERS AND EMPLOYEES BEFORE COUNTY ENTITIES. (1) No county employee or citizen member shall appear on behalf of private interests with or without compensation before any entity for or with which the person works nor appear on behalf of private interests with or without compensation in any action or proceeding against the county.

(a) This subsection shall not apply to matters involving employee appearances before any county entity as a representative of a collective bargaining unit, whether on behalf of the unit or a county employee represented by the unit.

(2) This section shall not be construed to prohibit a citizen member from dealing directly with staff of the agency on behalf of private interests, for compensation or otherwise, provided that if the representation is for compensation, that fact is contemporaneously disclosed, in writing, to the affected county department or agency.

(3) This section shall not be construed to limit in any fashion whatsoever a citizen member's or employee's business or professional partner's or associate's right to practice or appear before the administrative agency.

(4) Nothing in this section shall be construed to prohibit a citizen member or employee from representing herself or himself before any county entity, including the one of which he or she is a member.

701.16 STANDARD OF CONDUCT; RECEIPT AND RETENTION OF ANYTHING OF VALUE UNRELATED TO OFFICIAL DUTIES. (1) County officials, employees and citizen members may receive and retain anything of value if the activity or occasion on or for which it is given is unrelated from his or her use of the county's time, information, facilities, equipment, services or supplies not generally available to all residents of the county and he or she can show by clear and convincing evidence that the payment or reimbursement was unrelated to and did not arise from the recipient's holding or having held her or his position and was paid for a purpose unrelated to a matter being considered by or affecting the county. Such persons may accept and retain from persons or entities other than the county the cost of reimbursement of actual and reasonable expenses related to speaking engagements whether or not the same arise from their county roles or positions.

701.17 STANDARD OF CONDUCT; RECEIPT AND RETENTION OF ANYTHING OF VALUE FOR THE BENEFIT OF THE COUNTY. County officials, employees and citizen members may accept and retain anything of value which consists of transportation, lodging, meals, food or beverage, or reimbursement therefore, if the official, employee or citizen member can show by clear and convincing evidence that the same was incurred or received primarily for the benefit of the county and not primarily for his or her private benefit or that of any other person. It is prima facie evidence that the acceptance of anything of value consisting of the enumerated items or services is primarily for the benefit of the county (a) when received by an official, employee or citizen member in connection with a speech or other presentation being given by the county official, employee or citizen member; (b) when received by an official,

employee or citizen member attending a government-related function where the same or similar items or services are provided free of direct charge to all attendees; or (c) when received by an official employee or citizen member in a situation where the county would have to assume the costs of the item or service if not otherwise provided.

701.18 STANDARD OF CONDUCT; RECEIPTS FROM POLITICAL COMMITTEES. Notwithstanding any other provision of this chapter, county officials may receive and retain from a political committee under Ch. 11, Wis. Stats., transportation, lodging, meals, food or beverages, or reimbursement therefor, or payment or reimbursement of costs permitted and reported in accordance with Ch. 11, Wis. Stats.

701.19 STANDARD OF CONDUCT; DISCLOSURE BY COUNTY OFFICIALS. A county official who has a substantial financial interest in a matter pending before the body of which he or she is a member shall disclose the nature of the interest. The disclosure shall be made on the record before the body, or if there is no formal record, in writing to the body.

701.20 STANDARD OF CONDUCT; DISCLOSURE BY COUNTY OFFICIALS OF MATTERS PERTAINING TO A CLOSED SESSION PROHIBITED. No county official may disclose any information discussed debated or acted upon in a closed session of the Iowa County Board or its standing committees.

701.21 COMPLAINTS. All complaints regarding violations of this ordinance shall be made in writing and submitted to the county clerk who shall deliver them to the chairperson of the ethics board.

701.22 PROCEDURE BEFORE THE BOARD. Upon receipt of a complaint, the board shall: (1) Cause notice to be given to the respondent. Such a notice shall contain a specification of the charges against the respondent as well as a notice that the respondent may file a written statement of his or position with the board.

(2) Schedule and hold hearings on the complaint.

(3) Hear the respondent's position and the testimony of witnesses, if any.

(4) Permit the respondent and the complainant to call such witnesses as either desires and to cross-examine the witnesses of the other.

(5) Consider the evidence presented and make findings thereon.

(6) By its chairperson or his or her designee, make rulings on motions and objections made by any party in such a manner as to assure due process protection to the parties.

(7) Based upon the evidence presented to it, determine whether or not to seek imposition of a forfeiture pursuant to the penalty provisions of this ordinance. If a forfeiture is deemed advisable, the board may direct the corporation counsel to start an action in the name of the county against the violator.

(8) When deciding to seek the imposition of a forfeiture, the board shall at the time of notifying the corporation counsel, serve notice by mail upon the respondent to the effect that a forfeiture will be sought against the respondent, specifying the amount and that court action may be avoided if the amount specified is paid within 30 days of the date of the notice.

(9) If a person against whom the board decides to seek imposition of a forfeiture fails to pay the amount specified by the board within 30 days of the date of the notice, the corporation counsel shall initiate an action for the collection of the forfeiture in the circuit court for the County of Iowa.

701.23 CLOSED SESSION. Pursuant to sec. 19.85(1)(a) and (f), Wis. Stats., the board shall conduct its hearings in closed session unless the person complained of requests open hearings.

701.24 ADVISORY OPINIONS. (1) Any person subject to the provisions of this ordinance, either personally or on behalf of an organization or governmental body, may at any time request of the board an advisory opinion regarding the propriety of any matter to which the person is or may become a party. Any appointing officer, with the consent of a prospective appointee, may request of the ethics board an advisory opinion regarding the propriety of any matter to which the prospective appointee is or may become a party. The ethics board shall review a request for an advisory opinion and may advise the person making the request. Advisory opinions and requests therefor shall be in writing. The ethics board may authorize the corporation counsel to act in its stead in instances where delay is of substantial inconvenience or detriment to the requesting party. Except as provided in sub. (3), neither the corporation counsel nor a member or agent of the ethics board may make public the identity of an individual requesting an advisory opinion or of individuals or organizations mentioned in the opinion. The board shall annually publish a synopsis of any advisory opinions it has issued, after first reviewing such material with the corporation counsel to ensure that all individual identifying material has been deleted.

(2) It is prima facie evidence of intent to comply with the Iowa County ethics code or any amendment of the same when a person refers a matter to the ethics board and abides by the advisory opinion, if the material facts are as stated in the opinion request.

(3) The ethics board may make an advisory opinion public with the consent of the individual requesting the opinion or the organization or governmental body on whose behalf it is requested and may make public a summary of an advisory opinion issued under this section after making sufficient alterations in the summary to prevent disclosing the identities of individuals involved in the opinion. A person who makes or purports to make public the substance of or any portion of an advisory opinion requested by or on behalf of the person waives the confidentiality of the request for an advisory opinion and of any records obtained or prepared by the ethics board or corporation counsel in connection with the request for an advisory opinion.

(4) The board is expressly authorized to issue advisory opinions interpreting those provisions of chapter 19 of the Wisconsin Statutes which are expressly incorporated in this ordinance.

701.25 OPEN RECORDS. All records of the board shall be open to public inspection at any time except that the names of individuals and identifying matter which clearly discloses the identity of any individual shall be kept confidential, and copies of such records shall be altered to remove any such identifying information.

701.26 SANCTIONS. (1) Violation of any provision of this code should raise conscientious questions for the official or employee concerned as to whether voluntary resignation or other action is indicated to promote the best interests of the County of Iowa. If the ethics board determines that an official or employee has violated any provision of this code, the board may, as part of its report to the county board, make any of the following recommendations:

(a) In the case of an official who is an elected county board supervisor, that the county board consider sanctioning, reprimanding, censuring or expelling the person;

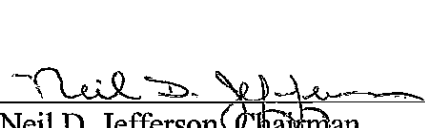
(b) In the case of a citizen member, the county board or other appointing authority consider removing the person from the administrative agency;

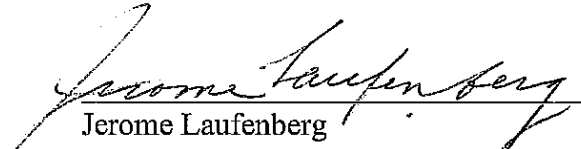
(c) In the case of an employee, that the employee's appointing authority consider imposing discipline, up to and including discharge of the employee.


(2) In addition to the sanctions available under sub. (1), any official or employee violating the provisions of this section shall be subject to a non-reimbursable forfeiture of not more than one hundred dollars (\$100).


701.27 SEVERABILITY. The provisions of this chapter are severable. If any provision of this chapter is held to be invalid or unconstitutional or if the application of any provision of this chapter to any person or circumstance is held to be invalid or unconstitutional, such holding shall not affect the other provisions or applications of this chapter which can be given effect without the invalid or unconstitutional provisions or applications. It is hereby declared to be the intent of the county board that this chapter would have been adopted had any invalid or unconstitutional provisions or applications not been included herein.


Respectfully submitted for consideration by the Committee on Salary & Personnel, Neil D. Jefferson, Chairman.


Neil D. Jefferson, Chairman


Jerome Laufenberg



David Gollon


Thomas Paull


Diane McGuire

**COMMITTEE ON SALARY &
PERSONNEL**

Adopted this 9th day of November, 1999.


Richard Scullion
Iowa County Chairman

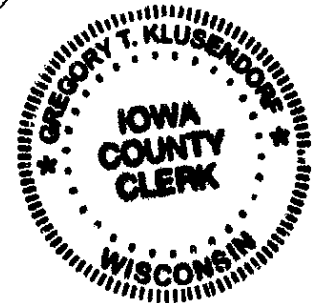
ATTEST:

Gregory Klusendorf
Gregory Klusendorf
Iowa County Clerk

CERTIFICATION OF ADOPTION

This is to certify that the above resolution was duly adopted by the County Board of Iowa County on the 9th day of November, 1999.

Gregory Klusendorf
Gregory Klusendorf
Iowa County Clerk
Iowa County, Wisconsin



CHAPTER 36 CODE OF ETHICS¹

Sec. 36.01. Declaration of policy.

To ensure that the public can have complete confidence in the integrity of Sauk County Government, each elected official and employee shall respect and adhere to the fundamental principles of ethical service. The proper operation of County government demands that:

- (1) Sauk County officials and employees be independent, impartial and responsible to the people;
- (2) decisions be made in the proper channels of the County governmental structure;
- (3) County offices should not be used for personal gain;
- (4) County business should be conducted in such a way so as to re-enforce the public's confidence in its integrity.

In recognition of these fundamental principles, there is hereby created a Code of Ethics.

Sec. 36.02. Purpose.

The purpose of this Code is to establish ethical standards of conduct for all County officials and employees by identifying those acts or actions that are not compatible with the best interest of the County. Because representatives of the County are drawn from society, they cannot and should not be without all personal and economic interest in the decisions and policies of government. Citizens who serve as County officials and employees retain their rights as citizens to personal and economic interests. Therefore, the standards of ethical conduct for County officials and employees must distinguish between minor and inconsequential conflicts which are unavoidable and those conflicts which are substantial and material. The provisions of this Code, and such rules and regulations which may be established, are to be interpreted in the context of the above principles and are deemed to be in the best interest of the public.

Sec. 36.03. Responsibility of public office.

County officials and employees are agents of public purpose and hold office to serve the public interest. They are bound to uphold the Constitution of the United States, the Constitution of the State of Wisconsin and to carry out efficiently and impartially all laws of the United States, the State of Wisconsin, and the Ordinances of Sauk County. Further, they are bound to observe in their official acts, the standards of ethics set forth in this Code and to faithfully discharge the duties of their office. The public interest must be their primary concern.

Sec. 36.04. Coverage.

This Code governs all County officials, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions, department heads, and other County employees.

¹Editor's note(s)—As amended by the Sauk County Board of Supervisors on June 20, 2000, Ord. No. 132-00.

Sec. 36.05. Exemptions.

Political contributions which are reported under Wis. Stats. ch. 11, are exempt from the provisions of this Code.

Sec. 36.06. Definitions.

Anything of value. Any money or property, favor, service, payment, advance forbearance, loan or promise of future employment, but does not include such things as compensation and expenses paid by the state or County, fees, honorariums and expenses, unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this Code.

Employee. All persons filling an allocated position of County employment and all members of boards, committees, and commissions.

Financial interest. Any interest which yields, directly or indirectly, a monetary or other material benefit to the County officer or employee or to any person employing or retaining services of the County officer or employee.

Immediate family. An official's or employee's spouse, children, stepchildren, parents, stepparents, or other legal relation who contributes more than one-half of the support of the official or receives that level of support from the official or employee.

Official. All County department heads or directors, County supervisors, and all other County elected officers, except judges and district attorneys.

Person. Any individual, corporation, partnership, joint venture, association or organization.

Privileged information. Any written or oral material related to County government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders, ordinances, resolution or custom as privileged.

Sec. 36.07. Fair and equal treatment.

- (1) *Use of public property.* An official or employee shall not use, or knowingly permit the use, of County services or County-owned vehicles, equipment, materials for unauthorized non-governmental purposes or for unauthorized personal convenience or for profit, unless such services or use are available to the public generally and consistent with practices and policies of the County.
- (2) *Obligations to citizens.* An official or employee shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. This section does not affect the duty of County supervisors to diligently represent their constituency.

Sec. 36.08. Conflicts of interest.

- (1) *Receipt of gifts and gratuities prohibited.* An official or employee shall not accept anything of value whether in the form of a gift, service, loan or promise from any person which may impair his or her independence of judgment or action in the performance of his or her official duties.
- (2) *Exception.* It is not a conflict of interest for an official or employee to receive a gift or gratuity that is an unsolicited item of insignificant value or anything which is given to them independent of their position as an official or employee.

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- (3) *Business interest.* An official or employee shall not engage in any business or transaction or act in regard to any financial interest, direct or indirect, which:
 - (a) Is incompatible with the proper discharge of his or her official duties for the benefit of the public;
 - (b) Is contrary to the provisions of this Code; or
 - (c) May impair his or her independence of judgment or action in the performance of his or her official duties.
 - (4) *Employment.* An official or employee shall not engage in or accept any private employment or render any service for a private interest when such employment or service is incompatible with the proper discharge of his or her official duties or which may impair his or her independence of judgment or action in the performance of his or her official duties unless otherwise permitted by law or unless disclosure is made as hereinafter provided. An employee shall obtain prior approval from their Department Head, or in the case of a Department Head, from the applicable oversight committee, before engaging in outside employment.
 - (5) *Contracting.* An official or employee or a business in which an official or employee holds a ten percent or greater interest, may not enter into a contract with the County involving a payment or payments of more than \$1,000.00 amount within a 12-month period unless the official or employee has made a written disclosure of the nature and extent of such relationship or interest to the County Clerk and reported such interest to the County Board. Further, pursuant to Wis. Stats. § 946.13, an official or employee is prohibited from participating in the formation of a contract or contracts with Sauk County involving the receipts or disbursements of more than \$15,000.00 in any year.

Sec. 36.09. Financial interest in legislation.

A member of the County Board who has a financial interest in any proposed action before the County Board shall disclose the nature and extent of such interest to the County Clerk and the County Board prior to or during the initial discussion of such action and shall refrain from participating in the discussion of and/or voting on such action. A member of the County Board shall request to be excused by the Board or Committee chairperson for the duration of any deliberations concerning such action in which the member has a financial interest. Any other official or employee who has a financial interest in any proposed action before the County Board, and who participates in discussion with or gives an official opinion or recommendation to the County Board, shall first disclose the nature and extent of such interest to the County Board.

Sec. 36.10. Disclosure of privileged information.

An official or employee shall not knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. An official or employee shall not use privileged information to advance his or her personal financial interest or that of his or her immediate family.

Sec. 36.11. Gifts and favors.

An official or employee shall not accept, from any person or organization directly or indirectly, anything of value without full payment, if it could reasonably be expected to influence his or her vote, governmental actions or judgments or is provided to such official or employee because of their position or office and could reasonably be considered as a reward for any governmental action or inaction.

Sec. 36.12. State statutes incorporated.

- (1) *Statutes incorporated by reference.* The following sections of the Wisconsin Statutes are hereby incorporated by reference and made a part of this Code of Ethics:

Wis. Stats. § 19.01 (Oaths and Bonds).

Wis. Stats. § 19.21 (Custody and Delivery of Official Property and Records).

Wis. Stats. §§ 19.81—19.89 (Open Meetings of Governmental Bodies).

Wis. Stats. § 19.59 (Codes of Ethics for Local Government Officials, Employees and Candidates).

- (2) *Violation of incorporated statutes.* Officials shall comply with the sections of the Wisconsin Statutes incorporated in this Code and failure to do so shall constitute a violation of this Code of Ethics.

Sec. 36.13. Investigations and enforcement.

- (1) *Advisory opinions.* Any person governed by this code of ethics may apply in writing to the County Corporation Counsel for an advisory opinion and shall be guided by any opinion rendered. The applicant shall present his or her interpretation of the facts at issue and of the applicability of provisions of this Code before the advisory opinion is rendered. All requests for opinion and opinions rendered shall be in writing. Records of the Corporation Counsel's opinions, opinion requests and investigations of violations shall be closed to public inspection, as required by Wis. Stats. ch. 19. However, such records may be made public with the consent of the applicant.
- (2) *Complaints.* The Corporation Counsel shall accept from any person a verified written complaint which states the name of the officer or employee alleged to have committed a violation of this Code and sets forth the material facts involved in the allegation. The Corporation Counsel shall forward a copy of the complaint to the accused officer or employee and the Ethics Inquiry Board within ten days. If no action on the verified complaint is taken by the Ethics Inquiry Board within 30 days, the complaint shall be dismissed.
- (3) *Preliminary investigations.* Following the receipt of a verified complaint, the Ethics Inquiry Board may make preliminary investigations with respect to alleged violation of this Code. A preliminary investigation shall not be initiated unless the accused officer or employee is notified in writing. The notice shall state the exact nature and purpose of the investigation, the individual's specific action or activities to be investigated and a statement of such person's due process rights. If the Ethics Inquiry Board finds probable cause to believe the allegations contained in the complaint, the complaint shall be referred to hearing pursuant to Section 36.13(5) below before the Ethics Inquiry Board.
- (4) *Time limitations.* The Ethics Inquiry Board may investigate any complaint properly filed with it. However, no action may be taken on any complaint which is filed more than one year after a violation of the Ethics Code is alleged to have occurred.
- (5) *Ethics Inquiry Board.* There is hereby created an Ethics Inquiry Board to consist of three members and one alternate, one of whom shall be an attorney licensed to practice law in the State of Wisconsin, appointed by the County Board Chairperson with the approval of the County Board. The members of the Ethics Inquiry Board shall be residents of the Sauk County and shall not be County Public Officials during the time of appointment, and shall serve staggered three year terms expiring on the third Tuesday in April of the third year following their appointment except as otherwise provided in the implementation of this ordinance. The Corporation Counsel shall provide legal advice, secretarial service and assistance to the Board. The Board shall be entitled to mileage and per diem payments for meetings and hearings of the Board on the same basis as provided other Sauk County Boards, Committees or Commissions.
- (a) *Powers and duties.* The Ethics Inquiry Board shall be responsible for investigating a complaint, and conducting a fact finding hearing pursuant to Section 36.13(5)(c) below, in any case where the Ethics Inquiry Board has found that probable cause exists for believing the allegations of a complaint referred to the Board after preliminary review pursuant to Section 36.13(2) through (4) above.

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- (b) *Burden of proof.* The burden of proving a violation alleged in the complaint shall be on the complainant. Violations shall be proved by evidence that is clear, satisfactory and convincing.
 - (c) *Hearing.* The Ethics Inquiry Board may hold, and an individual against whom a complaint has been made and where the complaint has been referred to the Ethics Inquiry Board may request, a hearing before the Board. The Board shall keep a record of the hearing. The Board shall have the power to compel the attendance of witnesses and to issue subpoenas as granted to other boards and commissions under Wis. Stats. § 885.01.
 - (i) Within ten work days of the conclusion of the hearing, the Board shall file its written findings and recommendations signed by all participating Board members, together with findings of fact and conclusions of law, concerning the propriety of the conduct of the public official. If the Board determines that no violation of the Code of Ethics has occurred, it shall dismiss the complaint, and if requested to do so by the accused, issue a public statement.
 - (ii) No recommendation of the Board becomes effective until 20 work days after it is issued, or while an application for rehearing or rehearing before the Board is pending, or the Board has announced its final determination on rehearing.
 - (d) *Enforcement and penalties.* If the Ethics Inquiry Board finds that clear, satisfactory and convincing evidence exists for believing the allegations of the complaint, the Ethics Inquiry Board shall refer its findings and recommendation to the County Board, or in the case of an employee, to the Administrative Coordinator. The Board may make the following recommendations:
 - (i) Recommend that the County Board order the officer or employee to conform his or her conduct to the ethics code or recommend that the official or employee be censured, suspended, removed from office, be 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.
 - (ii) The Ethics Inquiry Board may also refer the matter to the District Attorney to commence enforcement pursuant to the procedures and remedies of Wis. Stats. § 19.59.