

Richland County

Rules & Strategic Planning Standing Committee

September 1, 2023

NOTICE OF MEETING

Please be advised that the Richland County Rules and Strategic Planning Standing Committee will convene at 10 a.m., Thursday, September 7, 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 County Administrator at 608-649-3001 (phone/text) candace.pesch@co.richland.wi.us (email).

Agenda

1. Call To Order
2. Roll Call
3. Proof Of Notification
4. Approval Of Agenda
5. Approval Of March 2, 2023 Minutes
6. Public Comments (*topics raised from public may be placed on agenda for future consideration*)
7. Discussion & Possible Action: Utilization Of Corporation Counsel Policy
8. Discussion & Possible Action: County Board Rules Review
9. Discussion & Possible Action: Strategic Plan Review
10. Discussion & Possible Action: Ethics Policy Review
11. Discussion & Possible Action: Amendments To Land & Zoning Standing Committee Structure
12. Future Agenda Items
13. Adjournment

Meeting materials 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

March 2nd, 2023

The Rules and Strategic Planning Standing Committee met on Thursday, March 2nd, 2023, at 10:00 a.m. in the County Board Room at 181 W. Seminary Street via videoconference and teleconference.

Committee members present included: Committee members Ingrid Glasbrenner, Chad Cosgrove, Bob Frank, Marty Brewer, Julie Fleming with Shaun Murphy-Lopez, Don Seep, Linda Gentes & Danielle Rudersdorf by Webex.

Absent: None

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

1. **Call to Order** - Committee Chair Murphy-Lopez called the meeting to order at 10:00 a.m.
2. **Proof of Notification** - Chair Murphy-Lopez confirmed that the meeting had been properly noticed.
3. **Agenda Approval** - Moved by Supervisor Brewer to approve the agenda as posted, seconded by Supervisor Frank. All voting aye, motion carried.
4. **Approval of minutes** – Moved by Supervisor Cosgrove to approve as presented, 2nd by Supervisor Glasbrenner. All voting aye, motion carried.
5. **Public comments** - Chair Murphy-Lopez invited any public to make comments. None at this time.
6. **Comprehensive plan RFP questions and answers** – Chair Murphy-Lopez stated the RFP was sent out on January 5th. He reviewed the documents that were posted for the Committee. He stated 2 potential vendors submitted proposals and he gave his opinion for the proposals. Supervisors Brewer, Seep and Cosgrove all felt that the deadline should not be extended as one proposal could be covered 100% by a grant if the Vendor requests an extension to use it for this project and the extension is approved, so it would not cost the County anything. Moved by Supervisor Frank to move forward with Southwest Regional Planning Commission to complete the new Comprehensive Plan pending grant funding extension approval, 2nd by Supervisor Rudersdorf. Discussion followed with the Committee members giving their scoring on the 2 proposals. Roll call vote requested. All voting aye, motion carried. Chair Murphy-Lopez requested a response on the extension from Southwest Regional Planning prior to sending to County Board for approval.
7. **Draft ethics ordinance** – Chair Murphy-Lopez reviewed what has been completed on the Ethics Ordinance and stated that it had been sent to Attorney Windle for review. Attorney Windle returned the Ethics Ordinance with comments.

Discussion on the mark ups were held with Attorney Windle with the following changes being accepted: Add #2 Establish Authority, renumber the rest of the document; 3a. & b. minor work inserts; Change #5 & #6 Titles; 6.a. change the word “standing” to “bodies (i.e., committees, boards, commissions).”. 6.b. Adding to the end “Additionally, an Official maybe subject to this ordinance if they hold 10% or greater interest in an organization which enters into a contract/s with the County.”; 6.c. Change the first sentence be completed as “County official or a member of their immediate family, or to an organization with which and official is associated. An organization is defined as any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust of other legal entity other than an individual or body politic.”; Accept the recommended changes to 6.d.; 6.e. Add a last sentence, “The provisions of nepotism in the Employee Handbook shall apply to the County Board members with respect to supervision of the County Administrator.”; 6.f. Format changes accepted; 7. Recommended changes accepted; 8. Remove the Investigation Procedure header, have that section be a continuation to the previous section and accept the changes to 7.c.; Change 7.d. by adding “no action will be taken against the subject of such an investigation if the complaint was filed more than one year after the alleged violation of the Ethics Code.”; Delete 7.e.; New 7.e, Accept edits and add last sentence to the first paragraph “The Ethics Board may also administer oaths.”; 9.a. & b. Accept changes.

Moved by Supervisor Frank to refer the Ethics Ordinance to County Board for approval as edited, 2nd by Supervisor Glasbrenner. Roll call vote requested. All voting aye, Motion carried.

8. **Public Works and Education Committee responsibilities** – Chair Murphy-Lopez stated this was requested by Board Chair Brewer. There is a map was posted as 08A, with building oversight highlighted in the Committee Structure document were this is called out. Supervisor Brewer feels the county needs a coherent strategy to

Richland County

Rules & Strategic Planning Standing Committee

monitor repairs on County properties, namely the Campus right now. He questioned if this should be tasked to the Public Works Standing Committee. Supervisor Brewer stated he previously asked Supervisor Murphy-Lopez to look at the Committee Structure and asked Supervisor Williamson to come up with language under the Public Works Committee Structure to deal with this. Attorney Windle stated he has not been contacted yet by Supervisor Murphy-Lopez nor Supervisor Williamson about that request. Attorney Windle gave his recommendation that there should be a Policy concerning if a buildings or property no longer fall under written oversight than the Public Works should take over the tracking of such properties. Discussion followed on properties, maintenance issues, upkeep and equipment inventory and who is in charge or who should be in charge. Moved by Supervisor Brewer for Attorney Windle to develop language and bring back to the committee at the next meeting, 2nd by Supervisor Cosgrove. Roll call requested. Supervisors Frank, Brewer, Fleming, Seep, Rudersdorf, Glasbrenner and Cosgrove all voting aye. Murphy Lopez & Gentes voting no. Motion carried 7-2.

9. **Committee structure reorganization check-in** - Chair Murphy-Lopez turned the kick off over to Supervisor Severson. Supervisor Severson stated there was a major overhaul of the structure of County Government. We have not reviewed the results to see how well it is working. County Board Chair Brewer feels it needs to be completed but also feels we are a little early with the study. Supervisor Glasbrenner, Cosgrove and Gentes all feel it is not too early to review the process but it needs to be reviewed by the entire board, department heads and Administrator in time for next year's appointment. Moved by Supervisor Glasbrenner that this Committee would work on developing a survey regarding the reorganization changes that took place last year that would then be sent out to County Board members, Department Heads and the County Administrator. 2nd by Supervisor Rudersdorf. Roll call requested. All voting aye. Motion carried.
10. **Future agenda items** – Attorney Windle – Develop a Policy for utilization of Corporation Counsel services.
11. **Adjournment** – Next meeting will be held Thursday, April 6th @ 10:00 a.m. in the County Board room. Moved by Supervisor Gentes to adjourn at 12:28 p.m., seconded by Supervisor Fleming. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Assistant to the County Administrator

RICHLAND COUNTY RULES OF THE BOARD

October 25, 2022

Rule 1

The hour of the meeting of the Board shall be 7:00 p.m. The County Clerk shall send the minutes of the previous meeting and the agenda for the next meeting and all resolutions and ordinances to be considered at the next meeting to each Supervisor digitally or, if a Supervisor elects, by U.S. Mail, by not later than Wednesday before the next County Board meeting. Resolutions or Ordinances, or subsequent drafts of Resolutions or Ordinances, which were not timely sent out may be considered by the County Board as long as they are approved by the County Board Chair, unless the County Board adopts a motion objecting to consideration of a specific Resolution and Ordinance.

Regular meetings of the Richland County Board of Supervisors shall be held the third Tuesday of each month, except as follows: the annual meeting shall be held the last Tuesday of October, and the December meeting shall be held on the second Tuesday of the month. Any regularly scheduled meeting of the Board, and any special meeting that may be called, may be adjourned to a specific date and time other than the date and time for the next regularly scheduled meeting in accordance with this Rule, by a motion approved by a majority of the Board before the end of the meeting being adjourned. The County Clerk shall provide all members with written notice of any adjourned meeting in the same manner as is done with regular Board meetings.

The reoccurring monthly meeting day for the Board of Supervisors shall be changed from the 3rd Tuesday of the month to the 4th Monday of the month effective with the beginning of the 2024 session (time remaining at 7:00pm), except as follows: the annual meeting shall be held the last Tuesday of October, and the December meeting shall be held on the second Tuesday of the month, with the organizational meeting being held on the 3rd Tuesday of April in even numbered years as directed by state statute.

Rule 2

After each election of the County Board, the roles of the Board Chair and Vice Chair, as defined in the policy titled “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*” shall be distributed in the welcome letter for newly elected County Board members.

Candidates for Chair and Vice Chair are strongly encouraged to indicate their interest in the positions Committee/Board/Commission and Seat Preference form.

Candidates are encouraged to answer two additional questions (beyond the minimum questions on the Supervisor Biography form):

- If you are elected, are there things you will try to change or do differently as County Board Chair/Vice Chair?
- How would you describe the style you will use in working with your fellow Supervisors, County committees, County Administrator and other staff?

All completed forms (i.e. Committee/Board/Commission and Seat Preference, Supervisor Biography, County Board Chair/Vice Chair candidate answers) will be distributed to all County Board members-elect in advance of the organizational meeting. This will facilitate the process of electing the Chair and Vice Chair, and provide information to the entire board about biographies and appointment preferences.

Candidates for County Board Chair and Vice Chair may not directly contact County Board members-elect to campaign for the positions.

At the organization meeting in even numbered years, the County Clerk shall run the meeting until a Chair has been elected. Nominations for Chair and Vice Chair shall be made and seconded. Each candidate is allowed 10 minutes to speak and answer questions. Voting shall take place by secret and formal ballots. A majority of votes of the members present shall be necessary to elect.

The County Board Chair shall recommend appointment of County Board supervisor members of bodies at the organizational meeting, subject to County Board confirmation. Appointments to standing, joint, advisory, and special assignment bodies shall strive for balance between all County Board members.

Members shall be seated in order by district number, except that the Chair and Vice-Chair shall sit at the head table, and the Chair may alter the seating arrangement to meet the needs of individual Supervisors. The Chair shall call for votes on ayes, noes, and abstentions.

In the event of a temporary vacancy in the Vice Chair position, the Board shall elect a temporary Vice Chair by secret ballot. The temporary Vice Chair shall sit in the Vice Chair's seat. During the absence of the Chair and Vice-Chair, a Chair pro-temp shall be selected by motion of the Board.

The Chair and the Vice-Chair shall be automatic members of the Finance & Personnel and Rules & Strategic Planning Standing Committees. The Chair shall chair the Finance & Personnel Standing Committee, and the Vice Chair shall chair the Rules & Strategic Planning Standing Committee.

Rule 3

Supervisors shall attend the meetings of the County Board in-person unless, with approval of the Chair granted for cause, by remote means of attendance (meaning, by telephone conference, videoconference or by other means by which all persons participating in the meeting are able to communicate with one another). If the Chair is going to attend by remote means, the Vice Chair shall preside over the meeting. If in-person meetings are not advised or not possible due to an emergency situation, as determined by the County Board Chair and/or the County Administrator, meetings of the County Board and its committees may be conducted via teleconference, video conference or other such methods, provided that members of the public can access the meeting in accordance with Wisconsin's Open Meetings Law.

Rule 4

The Chair shall take the chair at the appointed time and shall ask the Clerk to call the roll and, if a majority of the members be present, he or she shall call the meeting to order. The invocation and the Pledge of Allegiance will be given. The Clerk will then read the agenda, which shall be approved by the Board by motion. The Chair shall then ask if any member desires the minutes of the previous meeting to be read or if any member desires to amend the minutes of the previous meeting. Such reading or amendment shall be accomplished by passage of an appropriate motion by a majority of the members present. Hearing no such motion, or after any such motion has been voted on, the Chair shall declare the minutes as approved. No business may be conducted until the minutes of the last meeting have been so approved by the Board. Minutes shall be approved on a meeting-by-meeting basis so that, in monthly

meetings of the Board which consist of more than one meeting, minutes of that entire monthly meeting shall not be approved until the next monthly-meeting.

Rule 5

The County Board Chair shall be responsible for the preparation of the agenda of the County Board in conjunction and with the assistance of the County Administrator and County Clerk. Matters may only be on the agenda if the Clerk has been notified of them at least 24 hours before the start of the meeting, unless the Board determines by motion that for good cause such notice is impossible or impractical, but in no event shall such notice be less than 2 hours in advance of consideration of the item. The order of consideration of agenda items shall be at the discretion of the Chair. The Board may only consider resolutions or ordinances which each member has been sent a copy of in accordance with Rule 1: exceptions to this rule may be made as determined by a majority of those present.

Rule 6

The Chair shall preserve order and decorum and decide all questions of order, subject to appeal to the Board. The Chair shall recommend appointments of County Board members to bodies subject to confirmation by the Board. The Administrator shall recommend appointments of citizen members of bodies subject to confirmation by the Board. The Pine Valley & Child Support Standing Committee shall be elected by a majority of those present by secret and formal ballot. Each of the non-executive standing committees will designate by vote one representative member (of whom is a county board supervisor) to serve on the Finance and Personnel Committee, and one representative (of whom is a county board supervisor) to serve on the Rules and Strategic Planning Committee.

In the event of a prolonged, unexcused absence of a Supervisor or citizen member of a body, the chair of that body shall notify the County Board Chair of the absence. The County Board Chair shall have the authority to recommend a temporary appointment upon the prolonged, unexcused absence of any County Board member, subject to confirmation by the County Board. Such temporary appointments shall cease upon the return of the absent member. The County Board Chair may recommend the permanent removal of a County Board member from a committee, board, or commission, subject to County Board confirmation. The County Board Chair shall offer the option of resignation to a County Board member from a committee, board or commission, before a recommendation for removal is brought before the County Board.

The County Administrator shall have the authority to recommend an appointment of a vacant citizen member seat on a body, subject to confirmation by the County Board. The Administrator may solicit nominations for the vacancy by a notice in The Richland Observer, which notice shall also be posted on the County's website. The Administrator may also solicit nominations from a body of the County Board. Citizen members shall have the same voting rights on issues brought before their committees as their county board supervisor colleagues.

No Supervisor or citizen member shall serve without interruption for the equivalent of more than 3 consecutive, 2-year terms on any committee, board or commission. An individual who has served as a citizen member of a committee, board or commission who becomes a Supervisor is eligible to serve as a Supervisor member of the same committee, board or commission for not to exceed 6 years. A supervisor who has served on a committee, board or commission and who ceases being a Supervisor is

eligible to be appointed as a citizen member of the same committee, board or commission for not to exceed 6 years.

The first section of this paragraph does not apply to:

- (a) committees elected by ballot and members serving on a related State board of committee;
- (b) citizen members of the Fair, Recycling & Parks Standing Committee;
- (c) statutory 3-year terms of members of the Zoning Board of Adjustment;
- (d) service on committees, boards or commissions for a term of less than 3 years in length;
- (e) service by a Supervisor for a partial Supervisory term.

Except for committees elected by ballot and members serving on a related State board or committee, no Supervisor or citizen member shall serve without interruption for the equivalent of more than three consecutive, two-year terms on any committee or board, commencing in April, 1976. This limitation shall not apply to the statutory 3-year terms of members of the Zoning Board of Adjustment. Service on all committees, boards and commissions for term of less than 3 years in length shall not be counted for the purposes of this Rule, nor shall service by a Supervisor for a partial Supervisory term be counted.

The County Board Chair may act as a voting member if a quorum is not otherwise present for a Standing Committee.

Rule 7

Supervisors shall turn off their cell phones and all other personal electronic devices during a meeting of the County Board or of any committee or board on which Supervisors serve. Such devices may not be used during any such meeting except with permission of the chair of the meeting. This Rule does not preclude the recording of a meeting by any person.

Rule 8

The County shall make a county e-mail address available to each Supervisor, which each Supervisor may elect to utilize. Those Supervisors electing to use the County-provided e-mail address shall use that address for all County business and for no other purpose.

Rule 9

All questions shall be put in this form: All those in favor say “aye”, and those opposed “no”. Any member may call for a roll call vote on any question.

Every member present when a question or election is put shall vote on the same, unless an abstention is declared.

All roll call votes of the Richland County Board of Supervisors shall be taken into rotation numerically, and each succeeding roll call shall be started with the next succeeding name that completed the last preceding roll call.

Rule 10

When a motion is under discussion, no motion shall be in order except 1) a motion to table until later in the meeting (not debatable), 2) a motion to postpone to a definite date or to postpone indefinitely (debatable), or 3) a motion to amend. A motion to adjourn shall be in order and be decided without debate.

Rule 11

When any member wants to speak in debate or lay any matter before the Board, he or she shall raise their hand and, upon being recognized by the Chair, respectfully address himself or herself to "Mr. or Madam Chair," and confine themselves to the question under debate, avoiding personalities.

When two members arise to speak at once, the Chair shall name the member who is first to speak.

Any member may make a motion to limit the floor time of any speaker and such motion shall not be debatable. Also, the floor time of any speaker may be limited by the Chair. The Chair's decision may be overruled by a majority of those Board members present.

Rule 12

When the Board is equally divided on any question before it, the same shall be lost, but in that case any member may move for reconsideration or bring the question anew.

When a vote has been taken on a question or motion, it shall be in order for any member of the majority on that vote to move for reconsideration on the same or succeeding meeting, but not for a member of the minority.

Rule 13

No amendments to a Rule of the Board shall be effective in the meeting in which that Rule is amended.

Rule 14

This Rule applies to all committees and boards which consist of a majority of County Board Supervisors, subject to the exceptions stated below.

This Rule does not apply to the extent that it may conflict with authority granted to any committee or board by the Wisconsin Statutes.

This rule does not take precedence over the following:

- (a) The only matters which the Highway Committee has to come back to the County Board for are:
 1. to purchase highway equipment which costs \$50,000.00 or more (Resolution No. 41 Amended) adopted on October 28, 1975);
 2. to purchase real estate other than highway right-of-way (Resolution No. 87-47);

3. to construct any building.
- (b) The Health and Human Services Board shall have the authority to enter into contracts which involve the expenditure of not more than \$50,000.00 either at one time or within the course of one year.
- (c) Resolution No. 88-32 (Committee Structure Resolution) and Resolution No. 89-100, which authorizes the Land Conservation Committee to undertake new projects costing up to \$50,000.00. The Land Conservation Committee can enter into cost-sharing contracts with private landowners under the Soil and Water Resource Management Program and pay those contracts involving the expenditure of up to \$50,000.00 per contract a year without County Board approval.
- (d) Resolution No. 89-80 Authorizing the Law Enforcement and Judiciary Committee to appropriate funds from the Jail Assessment Fund without County Board approval.
- (e) The Board of Trustees of Pine Valley Healthcare and Rehabilitation Center shall have authority to enter into contracts, make expenditures and undertake public works projects which involve the expenditure of not more than \$50,000.00 either at one time or within the course of one year.
- (f) No supervisor should promise a present or prospective County employee a wage increase, salary, job, or job security without telling him or her that the promise has to have final approval of the full County Board before it can be carried out.
- (g) No Supervisor should make a financial commitment or promise to any individual, company or organization concerning County property without telling him or her that the commitment has to have final approval of the full County Board before it can be carried out.
- (h) The Fair Committee shall have authority to enter into contracts, make expenditures and undertake public works projects which involve the expenditure of not more than \$7,000.00 either at one time or within the course of one year.
- (i) Retirement Resolutions. The County Board will only consider Resolutions commemorating the retirement of County employees if the employee is fully vested in the Wisconsin Retirement System at the time of retirement.

Any matters covered by this Rule are not deemed to have been approved by the County Board by virtue of the Board having approved an annual County budget which may contain money for those items. Items covered by this Rule must be approved by the County Board by separate Resolution despite the fact of prior approval as part of the budget process.

The following items must be approved by the County Board:

- (j) Contracts. Agreements entered into on behalf of Richland County should be reduced to writing whenever possible. All contracts involving an expenditure of 10,000 or more a year must be approved by the County Board, except that a one year's extension of an existing contract may be authorized by the appropriate committee. All contracts involving less than 10,000 a year must be approved by the County Administrator. Department heads may enter into contracts on behalf of Richland County subject to County Administrator approval. Department heads will report all

contracts to the appropriate committee. Copies of all contracts shall be filed with the County Clerk.

- (k) Expenditures. If the purchase price of the needed property including computers is 2,000 or less, the department head may make the purchase upon obtaining at least one quotation from a vendor. If the purchase price of the needed property including computers exceeds \$2,000 and does not exceed \$10,000, the purchase must be made by the County Administrator after having obtained a minimum of 3 quotations from vendors, if reasonably possible. The County Administrator may not commit Richland County to an expenditure of \$10,000.00 or more for the purchase of property, supplies or equipment (in either one unit or in multiple of units if the cost of either exceeds \$10,000.00) or of real estate or for the repair, renovation, remodeling or reconstruction of buildings or other public works, unless that expenditure has been approved by the appropriate committee and County Board.
- (l) Public works projects. All matters dealing with the “construction, repair, remodeling or improvement” of any County building or real estate is governed by section 59.52(29), Wisconsin Statutes. This statute covers the construction of a building that will become a County building even though its construction is being financed by private funds. Also, this statute does not govern highway projects. This statute sets forth the following requirements;
1. If the estimated cost of the project is less than \$5,000, there are no restrictions as to how the County Board can award the contract for the work.
 2. If the estimated cost of the project is between \$5,000 and \$20,000, the County Board must advertise for bids for at least one week before the contract for the project is awarded.
 3. If the estimated cost of the project exceeds \$20,000, the project must be awarded to the lowest responsible bidder in the manner set forth in section 66.29, Wisconsin Statutes, which deals with pre-qualification of bidders.
 4. Regardless of the estimated cost of the project, the County Board may, by a 3/4th vote, allow the work to be done by the County itself.
 5. None of the above rules apply in the case of the repair or reconstruction of public facilities where the County Board determines by Resolution that the damage or threatened damage creates an emergency in which the public health or welfare of the County is endangered.
- (m) Program initiatives and grants. No department of County Government may undertake a program initiative, or contract with, or apply and accept a grant unless approved by the County Administrator. If the grant requires matching funds, in-kind match, or adding personnel it will require approval by the County Board before submission.
- (n) Emergencies. An emergency is when a proposed contract, expenditure or program initiative for which County Board approval is necessary must be submitted by a date which is before the next County Board meeting. In an emergency then the committee Chair of the appropriate committee is authorized to undertake the act on behalf of the County, subject to the following:
1. That it be stated on the document being submitted that the approval being given is subject to review by the County Board at its next monthly meeting.
 2. That a Resolution on the matter be presented to the County Board for approval at its next meeting.

- (o) Surplus County Property. The County Clerk's Office shall be advised of the disposition of any surplus County property. Committees are encouraged to liquidate surplus County property in order to conserve storage space and to assure that County property is utilized to its fullest value. The liquidation of surplus County property which the department's supervising committee estimates has a market value of more than \$1,000 for that item must be approved by the County Board. Surplus equipment must be offered by e-mail to other County departments at no cost. If no other County department has use for the surplus equipment, it is then to be liquidated by the department with approval of the County Administrator by the best means possible. The proceeds from all sales of surplus County property shall be deposited in the General Fund.
- (p) Budget Matters. All budget issues and fund transfers must go through the County Administrator who will report to the Finance and Personnel Committee and, if necessary, to the County Board.

Rule 15

Members of the County committees shall be compensated for their attendance at meetings of the County Board and meetings of committees or boards in accordance with the following rules:

- (a) Per diems and mileage for Supervisors shall be paid at the following rate:
 - 1. \$40.00 for each day's attendance at a meeting of the County Board (effective January 1, 2005).
 - 2. \$30.00 for attendance at meetings of boards or committees (effective January 1, 2005); payment of per diems for attendance at more than one meeting in a single day is allowed. A per diem shall be paid to a Supervisor to attend a meeting of a board, committee or commission of which he or she is not a member only when such attendance has been directed by either the County Board Chair or by a committee, board or commission of which the Supervisor is a member.
 - 3. Mileage shall be reimbursed at the same rate set by the State as mileage reimbursement to its employees. In the case of multiple meetings in one day, payment is allowed only for miles actually traveled by the Supervisor to and from his or her residence and the meeting.
 - 4. In addition to the above, the Chair of the County Board shall be paid additional compensation of \$3,000 per year, to be paid in 12 monthly installments of \$250 (effective May 1, 2020).
 - 5. Reimbursement is not allowed for alcoholic beverages.
- (b) Supervisors shall be paid mileage and per diem for their attendance at all meetings of the County Board and all meetings of committees or boards, except as otherwise provided in this Rule. All payments to Supervisors shall be done by electronic deposit, effective January 1, 2008.
- (c) No compensation or per diem shall be allowed for committee meetings held one hour before or one hour after a meeting of the County Board, except that compensation and per diems may be paid for regularly scheduled committee meetings held on the day on which the County Board has met or is to meet.

- (d) Reimbursement to Supervisors for registration fees, mileage, per diems, meals and lodging for attendance at multi-day conferences or conventions held outside of the County shall be limited to 2 per calendar year, unless specific approval is granted by the Finance and Personnel Committee. Approval by the Finance and Personnel Committee is also required for at any out-of-State event.

Rule 16

Supervisors shall follow the following expense reimbursement policy for supervisors while engaged in County business:

- (a) Policy as to reimbursement for overnight lodging:

1. Supervisors shall obtain a governmental rate for the hotel or motel, if available. Actual expenses for the prearranged conference rates shall be reimbursed.
2. Receipts must be submitted in all cases.
3. When a supervisor is accompanied by his or her spouse, the additional expense over that otherwise reimbursed shall be paid by the individual supervisor.

- (b) Policy as to reimbursement for meals:

1. The actual expenses for meals shall be reimbursed in an amount not to exceed \$25.00 in any one day (effective January 1, 2022).
2. Alcoholic beverage is not a reimbursable expense.
3. The above limitation shall not include applicable sales taxes which shall be reimbursed, and gratuities shall be reimbursed up to a maximum of 15 percent of the amount of the bill.
4. Detailed, itemized receipts shall be required in all cases. Lodging invoices indicating room “service charges” charges will not suffice for reimbursement.
5. Reimbursement of meals is only warranted when traveling out of the county on county business. All supervisors’ meal reimbursements must be approved by the County Clerk.

- (c) Reimbursement may be paid for other business related expenses in an amount reasonable under the circumstances, and if approved by the supervisor’s appropriate County Board Committee.

- (d) When registration fees for attendance at a duly authorized convention, seminar or meeting include the costs of meals and lodging, no other reimbursement for these items shall be allowed.

- (e) When State or Federal agencies are responsible for the payment of more than 50 percent or all of the supervisor’s expenses otherwise reimbursable under these Rules, then State or Federal provisions relating to the reimbursement of such expenses shall prevail to the extent that these Rules are inconsistent with such provisions.

Rule 17

Supervisor’s mileage and per diem shall be paid on a monthly basis in the following manner:

- (a) The County Clerk's Office will keep a record of each supervisor's attendance at meetings of the County Board and at meetings of committees and board.
- (b) The County Clerk shall only pay mileage and per diem for attendance at meetings of the County Board and at meetings of boards or committees after a claim has been filed by the Supervisor on the claims reimbursement form provided by the County Clerk. Submission of the claims reimbursement form in an electronic format is preferred. Each Supervisor shall be responsible for submitting mileage and per diem claims on the claims reimbursement form to the County Clerk for his or her attendance at such meetings no later than the last day of the month in which the claims were incurred. Claims submitted after this date will not be paid until the next payroll cycle.
- (c) Upon receipt of attendance information by the County Clerk, the Audit Committee shall review and approve the charges which shall then be paid to the Supervisor each month.
- (d) Mileage and per diem reimbursement claims incurred in December must be submitted by Supervisors to the County Clerk's Office no later than the end of the third week of December to ensure that all claims are paid in the calendar year in which they occurred and to allow ample time for end-of-year payroll processing.

Rule 18

Each committee composed of a majority of supervisors shall appoint a person who shall take minutes who shall not be a Supervisor. In the event of the absence of the appointed person, the committee chair shall appoint a person to take the minutes for that meeting. The appointed person shall take minutes of all meetings of the committee. The appointed person shall, within 14 days after the meeting, type up the proposed minutes of the meeting and file them with the County Clerk. The minutes shall indicate the supervisors who are in attendance at the meeting and those who were excused. The Chair of boards, commissions or committees shall be a Supervisor when a majority of the members of the board, commission or committee is made up of Supervisors.

Meeting materials presented to any board, commission, or committee whose members are made up of a majority of Supervisors shall be made available on County Board Supervisor iPads, unless materials are presented during a closed session. Materials shall be posted 24 hours in advance of a meeting, but in instances where additional materials are presented during the meeting, additional materials shall be posted within one business day after the meeting has adjourned.

Rule 19

Except as otherwise provided in these Rules or in the Wisconsin Statutes, all agenda items requiring action by the Board except appointments shall initially be brought to the consideration of the Board by written resolution or ordinance, except that a majority of the Board may, upon motion, permit an agenda item to be brought to the consideration of the Board by oral motion. Any Supervisor may direct the Corporation Counsel to prepare a proposed resolution or ordinance, but the identity of that Supervisor shall be public information. No resolution or ordinance shall be brought to the consideration of the Board unless it has been signed by a majority of the members of the appropriate committee. Upon signing a proposed resolution or ordinance, members may indicate on the resolution or ordinance their position

for or against that proposed resolution or ordinance. In doubtful cases, the Chair shall assign all matters to the appropriate committee.

Rule 20

Vacancies on the County Board are created in the following ways:

- (a) removal for cause by a two thirds vote of all Supervisors;
- (b) removal for cause per Wisconsin Statutes, section 17.14 (2) relating to valuation or
 - i. equalization of real estate for tax assessment purposes;
- (c) by death;
- (d) by moving out of the County; Supervisors who move out of their District
 - i. but remain a resident of the County, may serve the remainder of their term.
- (e) by submitting a letter of resignation to the Sheriff per Wisconsin Statutes,
 - i. section 17.01 (7). The Sheriff shall then file the resignation with the County Clerk. The effective date of the resignation shall be stated in the resignation document. Resignations can be effective: immediately; at a future date; or upon the happening of a future event.
- (f) conviction of a felony.

Rule 21

The following procedure shall be utilized when there is a vacancy in a County Board Supervisory District which occurs when there is not less than 5 months remaining in the Supervisor's term:

- (a) Within 30 days of the seat becoming vacant, the County Clerk shall place a standard advertisement (not in the legal section) for 2 consecutive weeks in The Richland Observer and The Shopping News, as follows:
 - 1. Notifying the public that there is a vacancy in Supervisory District #_____ and setting forth a map which reasonably informs the public of the boundaries of the District.
 - 2. Stating that persons interested in being appointed as a County Board Supervisor from the vacant District shall submit the following information to the County Clerk in any format, except verbally, by a stated deadline which shall be not less than 30 days from the date of the last publication:
 - i. The applicant's name and address
 - ii. That the applicant is at least 18 years' old
 - iii. That the applicant is qualified to vote in the District.
 - iv. A brief statement as to the applicant's qualifications to serve on the County Board.
 - 3. Stating that the vacancy will be filled from the list of applicants, at the next County Board meeting after the expiration of the application deadline. The advertisement should state the place, date and time of that County Board meeting.

4. Stating the County Clerk's mailing address, fax number and e-mail address.
- (b) The vacant seat shall be filled in the manner set forth in Rule 5 of the Rules of the Board for the selection of the members of the Committee on Committees and the Highway Committee. Only persons who have timely filed applications in accordance with paragraph 1 shall be eligible for appointment.
 - (c) If no applications have been received, the Board will receive nominations of qualified and willing persons from the floor.
 - (d) The person appointed shall, if present, take the oath of office immediately following the appointment. Otherwise, the person appointed shall take the oath of office at the start of the next County Board meeting. If the person originally elected to the District in which the vacancy exists, remains a resident of Richland County, and is willing to do so, he or she shall continue to serve until his or her replacement takes the oath of office.

Rule 22

A committee, board or commission may adopt a motion requesting another committee, board or commission to attend a future meeting of the requesting body. In such event, each participating committee, board or commission shall prepare an agenda for the joint meeting in the usual manner.

Rule 23

In the event no Rules of the Board have been heretofore established and if there is no legal impediment, Robert's Rules of Order, as amended, shall apply.

Chapter 1: Strategic Plan Framework

Strategic planning is the process by which leaders of an organization determine what it intends to be in the future and how it will get there. A strategic plan serves as a community's guide and is used to prioritize initiatives, resources, goals, and department operations and projects. Strategic planning helps your local government realize its long-term vision by setting up goals and objectives in a systematic, incremental manner. Simply put, it makes you take a look at what's going on today, where you want to be tomorrow and which steps you will need to take to get there. This current document is primarily focused inward on county government. It is the intent of the County Board that this plan will span the next 2-3 years with the goal of becoming the most efficiently run and financially responsible local government body.

The County will complete an updated Comprehensive Plan by 2024. **Comprehensive planning** is a process that determines community goals and aspirations in terms of community development. The result is called a comprehensive plan, general plan, or master plan, which express and regulate public policies on transportation, utilities, land use, recreation, and housing. Comprehensive plans typically encompass large geographical areas, a broad range of topics, and cover a long-term time horizon. The term comprehensive planning is most often used by urban planners in the United States.

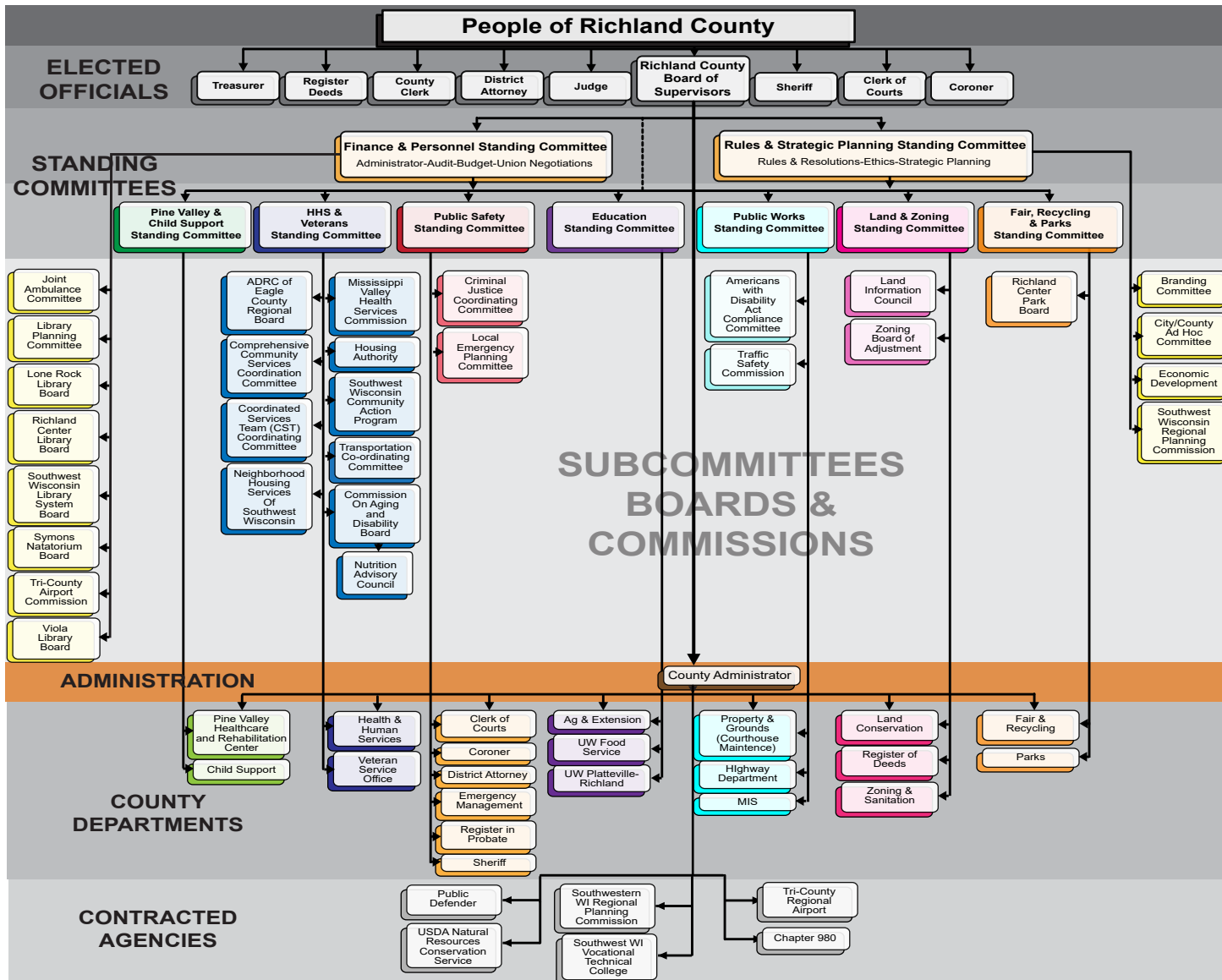
During early 2021, the Richland County Board of Supervisors participated in four strategic planning conversations, facilitated by the Southwestern Wisconsin Regional Planning Commission (SWWRPC). Due to the COVID-19 pandemic, all meetings were held via Zoom. Meetings were open to the public, and invitees included all 21 members of the Board of Supervisors and the County Administrator.

The schedule and topics were as follows:

- January 27 – Core values, stakeholders, mission, and vision
- February 10 – Strength, Weakness, Opportunities and Threats (SWOT) and Political, Economical, Social and Technological (PEST) analyses and development of strategic initiatives
- February 24 – Organizational capability and goal development
- March 10 – Capital facility investments and plan implementation

SWWRPC also conducted one-on-one interviews with individuals who provided additional input into county issues. Citizen and municipal insight was also acquired through community planning work running concurrent to the strategic planning process. All materials for these meetings are retained in the SWWRPC office and available upon request.

Figure 1. Organizational Chart of Richland County Administration and Government



Strategic Priorities

The following strategic priorities will address the challenges identified in this plan, and form the basis for recommended actions.

- **Effectiveness** – Implement operational efficiencies to reduce the costs and free up revenue.
- **Growth** – Work to increase the county’s population and tax base fund services in a balanced manner. Richland County must find a balance between infrastructure, workforce, housing, and population.
- **Focus** – Evaluate, prioritize, and scale back or eliminate discretionary services in order to focus resources on providing services with sustainable revenue or which generate measurable community wealth.
- **Improvement** – Create a culture of continual improvement to sustain progress.

Framework for Decision-Making

The county will have to make several hard decisions in the coming years, and it’s beyond the ability of this document to detail each step in that process. However, it will serve as a guide during the decision-making process. Prioritizing future investments should be informed by the following criteria.

Core Values

The county’s practices must be tethered to its principles if it is to have some coherent strategy moving forward. Core values form the basis for decisions, since they bind decision-makers to their decisions. The board intends to make decisions that plant seeds of success for the future. The County Board provided the following core values during the planning process:

Integrity – Engage in county work with honesty and transparency in all proceedings. Meet commitments. Value the multitude of experiences on the board and the diversity of opinions this brings to decision-making.

Public Service – Serve the county professionally and with competence. Be efficient and objective in decision-making. Focus on doing work that is relevant to both current and future generations of county residents.

Accountability – Assume ownership of decisions. Be diligent and follow-through on projects. Be responsive to the needs of county residents as a whole, while recognizing the intrinsic value of every person.

Open-minded – Govern in a collaborative manner, unbiased by personal interest. Listen to the needs of residents, while being aware of future demands on county services

Mission and Vision for County Government

Mission: Richland County will think strategically and anticipate the future, ensuring that the decisions made today will have lasting value and provide fiscal solvency. The needs of individuals will be respected while recognizing responsibility to the community as a whole.

Vision: Richland County will be a leader for resilient rural counties and a place where people love life, enjoy work, and are empowered to raise thriving families.

Focus

The defining problem for the Richland County Board of Supervisors is the need to choose which services and enterprises it will financially support. Continuing inherited practices and commitments challenge the ability to plan for future commitments and needs. The county must focus its efforts on the needs of the future.

"The essence of strategy is choosing what not to do."

- Michael Porter, "What is Strategy?"

The current challenge stems from several factors including:

- Stagnating population growth, evidence for which is found in census data, population projections, school enrollment trends, and reports on the county's bond rating (Appendix B).
- State-imposed levy and debt limits.
- Inherited contractual agreements and investments for discretionary enterprises and services.

The "Business" of the County

The primary causes of the county's financial issues stem from an inability make hard choices and focus its efforts through intentional action. It must choose which discretionary services to abandon, while simultaneously investing in community and economic development efforts to grow its population, community wealth and tax base.

Failure to focus will result in budget deficits, inability to pay competitive wages, and deferred maintenance of critical functions and facilities.

In addition to its statutory function, Richland County is currently in the "business" of Tri-county Airport, Symons, Pine Valley and UW Platteville-Richland etc. by way of its support or ownership of facilities used in these sectors. Maintenance debt services expenditures associated with discretionary enterprises compete for the same levy funding as statutorily required services, and impact the county's ability to fully fund its core operations.

"At the core, strategy is about focus, and most complex organizations don't focus their resources. Instead, they pursue multiple goals at once, not concentrating enough resources to achieve a breakthrough in any one of them"

- Richard Rumelt, [Good Strategy/Bad Strategy](#)

Considerations

When facing difficult decisions, the county will answer the following questions to prioritize investments:

- For each discretionary enterprise, ask the question: *If we weren't already doing this, would we start doing it today?*
- What action or objective is within the county's *sphere of control*?
- What is the next *proximate advantage* that will allow the county to make progress towards a larger goal?
- What is the *economic return to the tax payer* associated with this project?
 - What is the full life cycle cost?
- What is the *social or public good* associated with this project, and *would it cease to exist* if funding was cut?
- Are services able to be effectively *provided by another party* or organization?
- *Is the service we're providing mandated*, and if so, *is the means of service provision mandated*? If the means of service provision is not mandated, *is there a more effective way of providing the service*?
- Is the project *a lever for creation of additional value or resources*, or *an impediment to service and innovation*?
- How might the county *premeditate actions of other parties* in order to improve its position?
- For discretionary enterprises, *are both the operational and capital outlays affordable over the next 10 years*?

Chapter 2: Strategic Goals

The County Board made significant strategic decisions in 2019 when they created the positions of County Administrator and Economic Development Director. Recommendations in this chapter build on those initial investments and include projects that were indirectly set in motion as a result of the choice to transition the executive branch of government from an Administrative Coordinator to a County Administrator.

Organizational Structure

The following strategies will enable the county to find operational efficiencies, thereby freeing up revenue and capacity in the form of staff time.

Streamline Organizational Structure (Effectiveness)

Continue the path that began with the creation of the County Administrator, using this position to centralize and coordinate county operations whenever possible.

Tactics:

- Centralize common county-wide processes and systems under the County Administrator.
 - Create finance, HR and maintenance department
- Improve the county's procurement process to be consistent county-wide. Maximize procurement rewards or benefits and identify joint procurement opportunities across departments or with other organizations.
 - Improve purchasing policy
- Evaluate the needs of a new ERP (enterprise resource planning) to update our payroll and finance systems. Pursue with measureable progress the acquisition of a new payroll and finance system.
- Biannual review of committee structure with possibility of consolidation.
- Evaluate concept of merging departments within the county.

Quality of a service or product is not what you put into it, but what the customer gets out of it.

- Peter Drucker

Improve Financial Practices (Improvement/Effectiveness)

Implement the following tactics to improve the county's financial accountability, strategy, and flexibility. Doing so will yield improvements in financial education and also help create a baseline for performance metrics.

Tactics:

- 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 (Appendix B).
- Improve the budget process to implement flexibility, strategic thinking, accountability, and implementation of the Strategic Plan. Specific actions include:
 - Create budget narratives summarizing how new initiatives or improvements implement the Strategic Plan.
 - Define value that could be added with 20% *more* funding, or lost due to a 20% *reduction* in funding.
 - Identify cuts that would not impact strategic planning goals or statutorily required services.
 - Identify how departments would respond to unexpected cuts or events.
- Develop a forecasting capital improvement plan inclusive of facilities, roads, and equipment.
- Analyze the county's indirect rate to capture highest possible amount of grant funding, and establish a metric for productivity and efficiency.
- Increase discretionary and variable revenue source (evaluate fines and fees, grants, state funding, etc.) as a portion of the overall budget.

Increase Coordination (Effectiveness)

The county and its municipalities have many over-lapping interests, offering a good opportunity for partnerships that may result in improved service delivery or an overall savings to county residents through efficiencies.

Tactics:

- Evaluate joint procurement of materials and equipment whenever found to be in the best interest of the County. This includes development of policy for purchasing items that are environmentally friendly and encouraging departments to practice environmental stewardship and resilience.
- Evaluate joint contracting for capital projects to find savings resulting from reduced mobilization fees, increased competitive bidding, etc. (e.g. mowing, paving, road systems, snow plowing),
- Explore opportunities to share or contract staffing services.
- 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.
- Coordinate community development and land use decision-making in Richland Center among institutional partners such as Richland County, Richland Center, Richland Hospital, and Richland Local School District.

Workforce (Growth)

The county's ability to provide quality services relies entirely on the attraction and retention of knowledgeable, hard-working employees, and the continued acquisition and effective transfer of knowledge.

"We should work to increase the desirability of being a Richland County employee."

- David Turk, [Richland County Board Supervisor](#)

Improve employee Pay and HR Policies

The financial cost of turnover is usually minimal compared to the hidden cost of lost productivity during the resulting transition. For this reason, retention of quality employees should be a primary focus to ensure the consistent delivery of high-quality services.

Tactics:

- Obtaining market value for employee wages as determined through the county's current wage study.
- Give annual pay increases in order to reach and maintain market goals.
- Monitor the compensation and classification system for all positions to ensure positions reach and maintain market-competitive wages (public and private sectors).
- Develop a uniform performance evaluation process that includes annual reviews, 6-month check-ins, and exit interviews.
- 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.

Develop a culture of support for employees (Improvement)

Non-monetary compensation is also critical to employee retention, since it builds organizational culture that supports employees. There are several ways the county can support these initiatives.

Tactics:

- 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.
- 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.
- 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.
- Increase vacation time for new employees.

- Evaluate flexible work schedules.
- Evaluate and maintain a competitive insurance program.
- Encourage employee attendance and/or participation in professional development when appropriate.

Prioritize Service over Staffing (Improvement)

Prior to refilling a vacant position, the county should evaluate workforce needs through the lens of the service being delivered, not the means of service delivery, and implement the most effective means of service provision.

Tactics:

- For each unmet existing service or new service being proposed, evaluate staffing needs using the following analysis:
 - Can we *Build*? – invest in learning and development required to train staff to provide the service.
 - Should we *Buy*? – post the position, offering market-rate pay for a competitive application process.
 - Is there opportunity to *Borrow*? – collaborate with other entities on cost-sharing this position, or contract it out to a consultant for a short-period.
 - Can you *Bridge* the gap? –fill a vacant position through an intentional succession planning process.
 - Should we *Stop* providing this service or position?
 - How does current staffing compare to peer counties.

Capacity (Effectiveness)

Capacity, specifically the education and training of the Richland County Board and staff to perform their duties, was a common theme during the planning process. Many newer members wanted further education on various aspects of their job. Staff were commended for their subject-matter knowledge, with further training recommendations focusing on the management and human resource aspects of their job.

Invest in Education of County Board Supervisors (Improvement)

The County Board currently consists of several new Supervisors brought on during the onset of the COVID pandemic, and during the planning process they recognized the need for both initial and on-going education on a variety of topics.

Tactics:

- Formalize an on-boarding process for newly elected Supervisors, including:
 - Creation of a mentor program partnering tenured Supervisors with new Supervisors.
 - Hold informal meetings with outgoing Supervisors and their successors to facilitate knowledge transfer.
 - Fund and encourage all Supervisors attendance at the biannual Wisconsin Counties Association training (County Officials Training) and annual conference.
 - Create an orientation program for new county board members including expectations with materials available on the iPads.
- Intentional subject area expertise growth. Proactively bring topics to the board to encourage research and learning in individual supervisors who can then bring back information to share with the whole board. Grow institutional knowledge.
- 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.
- Support cross-training, collaboration, and peer learning between County Board Supervisors and their counterparts 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.

- Conduct bi-annual WCA 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.

Deepen Staff Training in Leadership and Management (Improvement)

County staff frequently have the opportunity to attend conferences specific to their department. However, further training in management, leadership, and process improvement was identified as a potential growth area.

Tactics

- Sponsor department head training targeted at leadership and management, including Lean process training or UW Continuing Education certifications in Public Management or Human Resources.
- Ensure conference attendance and professional development is aligned with the goals of the Strategic Plan.
- On-going training or education targeted at the evaluation, adoption, and implementation of new technology to improve operational efficiency.
- Educate employees on how government works and the need for teamwork and partnership within county departments
- Create a culture of sharing information, including learning from peer counties.
- Diversity, Equity and Inclusion training for Department Heads.

Transparency (Improvement)

- All committee/boards that have a majority county board supervisors have folders with all meeting materials on iPads
- Meeting materials listed on county website for all meetings
- Listserv to automatically send agendas to whoever wants to be informed
- All committees/boards are recorded and up on website

Growth

Economic development and population growth must remain a priority if the county is going to reverse the projected population decline and workforce shortages. Maintaining the funding for the Economic Development Director partnership with Richland Center is critical to this effort. The following strategies are intended to reflect the county's community and economic development priorities.

Maintain investment in Workforce and Community Development

Demographic projections and input from county employers reflect a dire need to grow the overall population, with an emphasis on the workforce attraction. Without a growth in workforce population, there will continue to be significant challenges to business attraction and retention. There will also be limitations on the county's school enrollment and tax base.

Tactics:

- Prioritize new home construction, and development of incentives or programs to attract developers using a balanced approach.
- Encourage improvements to existing property to increase attractiveness
- Support workforce development initiatives directed at attracting new residents.
- Evaluate and support broadband expansion throughout the county.
- Identify financially sustainable use options for the UW Richland campus as well as other non-mandated programs.
- Continue to invest in community and economic development partnerships with a demonstrated return-on-

investment.

Support Business Attraction and Retention

In addition to the workforce attraction, the county must prioritize tax base growth through business attraction and expansion.

Tactics:

- Develop a portfolio of incentives to support business growth.
- Identify priority areas in the county for future industrial, commercial, or residential development.
- Identify future land uses for county or municipal-owned land informed by economic opportunities and environmental constraints.

Improve County Identity and Marketing

The greatest unrealized potential for Richland County is the ability to capitalize on its distinctive beauty. Leveraging this asset for growth will support many of the strategies and tactics listed elsewhere in this plan.

Tactics:

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

Operational Performance Metrics

Implementation of the strategies and tactics above will result in measured improvement to county operations. Some of this improvement is already being measured and has existing targets. Other improvements require the development of targets and collection of baseline data. Recommended performance metrics are in the Work Plan.

Chapter 3: Capital Facilities

The Strategic Planning Committee, in collaboration with the County Administrator, will develop a comprehensive Capital Facilities Plan in 2022 that will include:

- An inventory of existing capital facilities owned by the county,
- A forecast of the future needs for such capital facilities;
- The proposed locations and capacities of expanded or new capital facilities;
- At least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes;
- A requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent. Park and recreation facilities shall be included in the capital facilities plan element.

It is the intent of the committee that the following information be considered by County Board Supervisors as we begin the development of the Capital Facilities Plan and work through our 2023 budget. Listed below are some upcoming significant expenditures that are examples of capital improvements that are needed but should not be considered all inclusive.

County capital improvement needs pose a significant burden to the county's budget due to borrowing limits, debt service that impacts operations, and the competition between investments in mandatory and discretionary facilities. This puts the county in a position to choose between providing funding for mandatory services or committed discretionary expenses.

This chapter identifies proximate objectives for large investment decisions, and offers guidance on how to maintain progress over time. It does not identify solutions to all the county's investment challenges, since many of these require information not yet available.

Proximate objective: an accomplishment that the organization is going after right now, and which is close enough at hand to be feasible and achievable

- Richard Rumelt, Good Strategy / Bad Strategy

Statutorily Required Services

These projects are fully integrated into the core purpose of the county, and essential for supporting the effective delivery of mandatory services.

County Jail and Sheriff's Office

The current jail is out of compliance with Wisconsin Department of Corrections (DOC) administrative code, and puts the county at risk from action by DOC inspectors. The Sheriff's department continues to manage in this space and can currently perform their duties, however it's clear that action is needed to address the compliance issues.

Risk of not investing: Failure to comply with DOC requirements may eventually result in a shut-down of the jail.

Existing Options:

- Renovate and expand the existing facility – Studies published in 2013 include a Space Needs Assessment Report, Facility Condition Report, and Concept Design Synopsis and cost for the entire courthouse (Appendix C). These reports identified several structural issues with the existing building, and developed schematic plans for renovation and expansion of this facility at a cost of \$12.85 million, of which \$6.24 million was associated with the Sheriff's office and jail. This estimate *excluded* relocation costs for staff and inmates.
- Construction of a new facility – This option would require approximately 6-8 acres of land and put the county in competition with other land use demands such as business growth and housing development. This option would also require the county to consider how to reuse the existing facility. Construction of a new facility may provide partnership opportunities to co-locate other services in either the new facility or the renovated courthouse.

Estimated cost: Conservative estimates range from \$12.85 million to renovate and \$20 million for new construction.

Proximate objective: Make a determination in the next three years whether to construct a new facility or renovate the existing facility. Include an analysis of partnership opportunities in a new facility or in the vacated existing space. Also include an analysis of available land suitable for use as a jail.

County-wide Emergency Radio Towers

A consultant is currently studying this project, and expected to complete their work in May. These towers are considered critical since they provide support to emergency services. Partnerships may exist to help fund this.

Risk of not investing:

- Inability to call for backup.
- Delayed response calls.

Estimated cost: \$3.2-7.7 million.

Proximate objective: Further action will come once the study is complete in May.

Emergency Services Facility

Planning is underway to co-locate county emergency management services with the Richland Center Ambulance Garage.

Proximate objectives:

- Begin discussion and analysis on the potential re-use opportunities for vacated space in the county courthouse.

Highway Improvement

- Develop plan for maintenance that needs to be done in order to save money in long run.
- Take data already have for road status and create plan that includes costs to implement yearly plan

Discretionary Services

The county needs to make hard decisions regarding its future discretionary spending. The project summaries below provide a series of decision-points and proximate objectives as guides to forward progress on these issues. The items below include their annual cost to the tax payers (levy) but do not include revenues and amenities/values they add to the community. In making decisions, the county should consider the following:

Priorities:

- Prioritize services based on county need and fiscal impact, reducing, or eliminating services as needed.
- Protect assets from disuse or disrepair to ensure long-term options remain available.
- Reduce expenses and capital investments to bare essentials during the decision-making process.

Core Values:

- Integrity – honor commitments and partnerships, even during planning for change.
- Focus on the future, planting seeds for long-term successes.
- Invest in necessary, non-mandatory services when the private market cannot support the service.

UW Richland (Cost \$50,000/yr levy + capital improvements)

The County Board and county and city residents have expressed the desire for a continued post-secondary educational opportunity in the county. For this to occur, the county will need to take clear steps to work with its existing partner, while exploring other options in case the current arrangement terminates.

Goals:

- Improve the county's position relative to its relationship with the Board of Regents/UW Platteville, and its ability to make decisions about county property.
- Reduce or remove the risk that the county will unprepared for a potential closure of the UW Richland branch.
- Determine with some certainty, the probability that a UW Richland Campus will exist in two years.
- Develop scenarios for the use of these buildings in the event the relationship with UW system ends, including a

potential partnership with a technical college.

- Protect the county’s investment in the UW Campus facilities through selective capital improvement investments, while halting all non-urgent capital improvements until a long-term use is determined.
- Advocate with UW-Platteville to prioritize enrollment and investment in the campus.
- Evaluate the long-term feasibility of operating county food service

Constraints and opportunities based on the current lease (Appendix D):

- The current lease extends through June 30, 2042, and “terminates automatically” if appropriations by the legislature are insufficient to permit the continued operation, or if state legislation concerning higher education in Wisconsin involves a fundamental change in the branch campus program.
- In case of termination, the lease shall be turned over to some educational organization or to the Federal, State, or local Government.
- The county is required to pay repairs and building improvements, and is in a position to choose which investments should be made based on the long-term future use of the campus.
- All furnishings were provided by the Board of Regents. Ending the agreement with the Board of Regents would require removal or disposal of these furnishings, and would require the next user to provide their own furnishings unless an agreement could be reached with the Board of Regents.

Proximate objectives:

- Separate decisions about the agricultural land from decisions about the buildings. Currently the UW system is leasing the agricultural land to a farmer, taking the profit for their use. County control of this land would provide revenue and opportunities to explore other uses.
- Determine reality and feasibility of UW remaining active on the campus. Push for candid, continual conversations. Discussions with UW should include:
 - A request for the strategy to increase enrollment at the UW Richland campus, including recruitment strategies, target populations, and distinct areas of study.
 - Options for student housing.
- Develop scenarios for alternative use of the buildings to reduce vacancy time in the event the campus closes.
- Establish a capital improvements plan for these facilities, targeted at minimal maintenance needed to keep the buildings viable until a long-term use is determined.

Symons Recreation Center (Cost \$34,291/yr levy + capital improvements)

The Symons Recreation Center appears to have community support and a history of partnerships to support operations. During the planning process, some questioned whether the county needed to own and subsidize this facility or if it could continue on its own under a different ownership and operational plan.

Goals:

- Maintain break-even, or net-positive return on county operational and capital funding.
- Maintain facilities to ensure they stay relevant, modern, and distinct from other recreational facilities in the city.
- Evaluate the long-term liability to the county resulting from capital investments or expansion plans.

Proximate objectives:

- Evaluate whether this service could be successful if owned and managed by other partners, and make plans to divest county of ownership of this facility.
- Evaluate the impact of expansion plans future on capital and operational expenses and the county’s bond rating.
- Consider assisting with marketing and membership if it can assist with the transfer of ownership.

Tri-County Airport (Cost \$27,555.15/yr levy + capital improvements)

There was general support for maintaining the airport due to its return on investment to the county. The partnership with Sauk County also provides significant return on investment in the form of payroll from employers using the airport, with minimal investment in the facility relative to overall operational cost. The most urgent issue is to develop a flood remediation plan for the airport to ensure its continued viability.

Goals:

- Reduce or eliminate flood risk to the airport, hangers, and other facilities.
- Ensure the long-term viability of this asset to support county economic development efforts.
- Develop an evaluation process to monitor continued return on investment to the county.

Proximate objective:

- Pursue flood remediation grant funding in partnership with Sauk County.

Pine Valley Community Village (Cost \$0/yr levy but county paying debt service)

The county completed a significant renovation and expansion in 2016, making an intentional long-term investment in this facility. Support remains strong for the services provided by Pine Valley. It was noted during the planning process that the county ownership of a nursing home informed the 2018 downgrade of county general obligation rating to A3 from A2 (Appendix A).

Goals:

- Protect the county's investment through funded maintenance of an on-going capital investment plan funded by Pine Valley revenues.
- Monitor return on investment of the facility, and consider having revenue cover a percentage of the debt service tied to the 2016 improvements as per the terms of bond sale 3/1/2016.
- Develop a process for evaluating future demand, adjusted for impacts to healthcare funding, population growth, and demographic changes in the county.
- Evaluate whether management, financial, or operational changes could occur to reduce the impact of owning and operating this facility on the county's bond rating.

Capital Facilities Performance Metrics

The county must evaluate its investments in discretionary enterprises and services to ensure it can maintain existing commitments and funding for mandatory services. Given this position, traditional performance metrics have been substituted for a summary of the proximate objectives listed above. These should serve as a guide to ensure the county continues forward progress, and they should be updated as new objectives become clear.

- Mandated facilities:
 - Jail and Sheriff's Office:
 - Determine whether the existing jail will be renovated and expanded, or if a new jail is optimal.
 - Develop a timeline for the next proximate objective to be complete, such as development of a remodel / renovation budget and timeline, or identification and acquisition of land for a new jail.
 - Emergency Services Building – prioritize timing for the construction.
 - Radio Towers – prioritize timing for the construction.
- Discretionary facilities:
 - UW Richland Campus:
 - Gain control of the agricultural land and determine a long-term use for this land.
 - Acquire a 2-year plan from the UW system outlining how they will make this campus sustainable.
 - Develop scenarios for a post-UW use for the buildings.
 - Develop a minimum capital improvement plan.
 - Tri-County Airport – Secure funding to address the flooding that impacts operations at the airport.

- Symons Center:
 - Define a distinctive service provided by Symons, compared to city facilities.
 - Evaluate whether operations of this service could be managed by a private or non-profit entity, and progress towards divesting county ownership.
 - Determine long-term liability impacts of facility expansion plans.
 - Determine the annual return-on-investment for the facility, including capital investments.
- Pine Valley – Continue to monitor return-on-investment and funding needs.

LAST UPDATE: [15 March 2022] 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.					
	Create a finance, HR, and maintenance department.		Result of decision made in item 1.					
	Create easy to read budget that allows easier tracking	County Administrator/Finacial Officer						
	Create county-wide organizational chart	Strategic Planning Committee	Chart Completed					
	Improve the county's procurement process to be consistent county-wide. Maximize procurement rewards or benefits and identify joint procurement opportunities across departments or with other organizations.	County Administrator	Adopted purchasing policy					
	Create a SOP for MIS review that includes system continuity, procuring, alinging systems, writing grants and re-occurring costs	MIS	SOP Completed					
	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/Finacial Officer	Work group created, report containing needs written.					
	Write a comprehensive plan	Strategic Planning Committee	Plan adopted					
	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.		Report completed.					
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		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				
	Create budget narratives summarizing how new initiatives or improvements implement the Strategic Plan		Achieve and maintain a general fund balance equal to 25% of annual operating expenses	Set target for 2022, 2023, 2024				
	Define value that could be added with 20% more funding, or lost due to a 20% reduction in funding		Achieve and maintain a general fund balance equal to 25% of annual operating expenses	Set target for 2022, 2023, 2024				
	Identify cuts that would not impact strategic planning goals or mandated services		Achieve and maintain a general fund balance equal to 25% of annual operating expenses	Set target for 2022, 2023, 2024				
	Identify how departments would respond to unexpected cuts or events		Achieve and maintain a general fund balance equal to 25% of annual operating expenses	Set target for 2022, 2023, 2024				
	Develop a capital improvement plan inclusive of facilities, roads, and equipment		Project implement					
	Analyze the county's indirect rate to capture highest possible amount of grant funding, and establish a metric for productivity and efficiency		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				
	Produce annual list of grants applied for and received across all departments during budget process		Report compiled					
	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)		Recommendation made					
Increase Coordination	Increase discretionary and variable revenue source (evaluate fines and fees, grants.state funds etc.) as a portion of the overall budget		Develop baseline date for 2022	Develop baseline data, and set metrics for annual improvement				
	Engage in joint procurement materials and equipment whenever possible		Develop list of materials for joint procurement					
	Engage in decision making that considers environmental impacts. (see list of ideas)		Develop policy for implementing environmental stewardship and resilience when evaluating purchases and procedures.					
	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)		Develop list of projects for joint contracting					
	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		Investigate and cost a new county website that coordinates with townships/city.					
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		Creation of a land use planning working group incorporating these organizations						
Improve Compensation	Obtaining market value for employee wages as determined through the county's 2018 wage study		Meet the 2018 salary schedule commitments for county staff.	Market Value wages met by 2025				
	Monitor the compensation and classification system for all positions to ensure positions remain market-competitive		Project Implemented	Market Value wages met by 2025				
	Improve compensation package (e.g. pay,benefit, or time-off) annually.		Project Implemented	Annual Pay Raises built in budgets				

OPERATIONS

Improve employee pay and HR policies	Develop a uniform performance evaluation process that includes annual reviews, 6-month check-ins, and exit interviews		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				
	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		Project Implemented					

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.		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				
	Support workforce development initiatives directed at attracting new residents	RED	Participate in Branding, EDA grant, RED- review quarterly					
	Support and invest in broadband expansion throughout the county		Increase the number of county residents with high-speed internet	Annual growth in residents with Broadband Internet				
	Identify financially sustainable use options for the UW Richland campus							
	Evaluate financial sustainability of all non-mandated services	Department Heads	Develop a policy for evaluation of net benefit.					
	Continue to invest in community and economic development partnerships with a demonstrated return-on-investment		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.				
Support business attraction and retention	Develop a portfolio of incentives to support business growth	RED	Develop list of potential incentives					
	Identify priority areas in the county for future industrial, commercial, or residential development	RED/Strategic Planning Committee	Comprehensive Plan/Map created					
	Identify future land uses for county or municipal-owned land informed by economic opportunities and environmental constraints	RED	Comprehensive Plan/Map created					
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		Create a distinct Richland County brand and marketing platform targeted at tourists and workforce	Branding completed by 2022				
	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		Create a new website	Website creation by 2023				
	Capitalize on the county's natural beauty and recreational opportunities through the investment and marketing of county parks, campgrounds, and recreational opportunities		Develop or update the county's outdoor recreation plan to guide investment and enable recreation grants	Plan updated by 2022				
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		Develop process.					
	Explore opportunities to share or contract staffing services							

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		Develop parameters for this process, empower staff to lead					
	Increase vacation time for new employees		Increased vacation for new employees	2022 - research practices, develop and implement vacation policy 2023 - vacation policy implemented				
	Evaluate flexible work schedules		Flexible work policy implemented	2022-2023 - research practices, develop and implement flexible work policy 2024 - flexible work policy implemented				
	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		Develop parameters for departmental budgets. Submit with 2022 budget					
	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		Process implemented					
	Encourage employee attendance and/or participation in professional development when appropriate.		Project Implemented		Procedures set up in 2022. Draft in 2023. Implemented by 2024			
Improve Transparency of County Meetings	Evaluate the adoption of iPads for use by Committees and boards, with folders for all meetings							
	Evaluate the addition of meeting materials for all meetings on the county website							
	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.							
	Evaluate the addition of recordings from county board and committee meetings on the website							
Invest in education of County Board Supervisors	Creation of a mentor program partnering tenured Supervisors with new Supervisors		Process Implemented					
	Hold informal meetings with outgoing Supervisors and their successors to facilitate knowledge transfer		Process Implemented					
	Fund new Supervisors' attendance at annual Wisconsin Counties Association training or conferences		Process Implemented					
	Create an on-boarding folder summarizing expectations for supervisors		Project implemented					
	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		Process explained and supervisors invited and empowered					
	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.		Presentation offered to new board members					
	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		Process explained and supervisors invited and empowered					
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		Process implemented		2022 - establish training schedule 2023 - Begin implementing training				
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		Process implemented		2022 - Identify department heads looking for training, build into 2023 budget			
	Educate employees on how government works and the need for teamwork and partnership within county departments		Evaluate options and feasibility on process.					
	Create a culture of sharing information and learning from peer counties		Evaluate options and feasibility on process.					
	Ensure conference attendance and professional development is aligned with the goals of the Strategic Plan (bring back information to share/educate other employees)		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.			
	On-going training or education targeted at the evaluation, adoption, and implementation of new technology to improve operational efficiency		Evaluate options and feasibility on process.					
	Investigate options for diversity, equity & inclusion training and make recommendation		Look in to how other county/state agencies are offering this training and cost.					

ORDINANCE 23 - 6

An Ordinance Creating A Code Of Ethics And Repealing Ordinances No. 06-28, 07-7, 10-8.

The Richland County Board of Supervisors does ordain as follows:

1. Repeal of Prior Ordinances

Ordinance Nos. 06-28, 07-7, and 10-8 concerning the establishment of a code of ethics are repealed.

2. Authority

This ordinance is established pursuant to Wis. Stat. § 19.59(1m)-(8).

3. Purpose of Code of Ethics

The purpose of the code of ethics is as follows:

- a. The proper operation of representative government requires that county officials (*defined in section 3*) be independent, impartial, and responsible to the people; that government decisions and policies be made through 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 an Ethics Code for all Richland County officials. The purpose of this code is to assist county officials in avoiding conflicts between their personal interest and their public responsibilities in order to improve standards of public service and promote and strengthen the faith and confidence of the people of Richland County in their county public officials and to provide for disclosure by county officials of substantial financial interests in matters affecting the county. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interests of Richland County.
- b. The County Board hereby reaffirms that each county official 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 their 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, or maintain investments, in order to support themselves or their families and to maintain a continuity of professional, business or investment activity, and are free to do so as long as those activities do not conflict with the specific provisions of this code.

4. Positions Covered

This ordinance shall apply to all County officials, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions, department heads, and other County employees.

5. The Ethics Board

The Ethics Board shall carry out this ordinance, and shall be a committee of the County Board which has been assigned the duties of the Ethics Board.

6. General Provisions

The following are subjects covered by the Ethics Code:

a. Closed Sessions

No County official may disclose any information discussed, debated or acted upon in a closed session of the County Board or its bodies (i.e., committees, boards, commissions).

b. Contracts

An official may not enter into a contract with the County or form a contract or contracts with Richland County involving the receipts or disbursements of more than \$15,000 in any year. Additionally, an official may be subject to this ordinance if they hold 10% or greater interest in an organization which enters into a contract/s with the County.

c. Financial Interest

A financial interest is any interest which yields, directly or indirectly, a monetary or other material benefit to a County official or a member of their immediate family, or to an organization with which an official is associated. An organization is defined as *any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust or other legal entity other than an individual or body politic.* A County official 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.

d. Gifts

A gift or thing of value is 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.

A County official 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 because of their position or office and could reasonably be considered as a reward for any governmental action or inaction.

e. Nepotism

Refer to the Employee Handbook. The provisions of nepotism in the Employee Handbook shall apply to County Board members with respect to supervision of the County Administrator.

f. Privileged Information

Privileged information is 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.

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

g. Public Property

An official shall not use County-owned property unless authorized by their supervisor.

h. Social Media

Refer to Social Media Policy.

7. Advisory Opinions

The Ethics Board shall issue advisory opinions with the assistance of the Corporation Counsel. Any individual may apply in writing to the Ethics Board for an advisory opinion and shall be guided by any opinion rendered. The applicant shall present their interpretation of the facts at issue 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.

8. Complaint Procedure

- a. The Corporation Counsel or County Clerk shall accept from any individual a verified written complaint which states the name of the official 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 official and the Ethics Board within ten days of its receipt. If no action on the verified complaint is taken by the Ethics Board within 60 days, the complaint shall be dismissed.
- b. 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
- c. Following the receipt of a verified complaint, the Ethics Board may make preliminary investigations with respect to alleged violation of the Ethics Code. A preliminary investigation shall not be initiated unless the accused official 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 Board finds probable cause to believe the allegations contained in the complaint, the complaint shall be referred to a fact-finding hearing.

- d. The Ethics Board may investigate any complaint properly filed. no action will be taken against the subject of such an investigation if the complaint was filed more than one year after the alleged violation of the Ethics Code."
- e. The Ethics Board may hold, and an individual against whom a complaint has been made and where the complaint has been referred to the Ethics Board may request, a hearing before the Ethics Board. The Ethics Board shall keep a record of the hearing and have the power to compel the attendance of witnesses and to issue subpoenas as granted to other boards and commissions under Wis. Stat. § 885.01. The Ethics Board may also administer oaths.

Within 10 business days of the conclusion of the hearing, the Ethics 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 official. If the Ethics 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.

No recommendation of the Ethics Board becomes effective until 20 business days after it is issued, while an application for rehearing or rehearing before the Board is pending, or after the Board has announced its final determination on rehearing. Appeals may be requested to the full County Board.

9. Enforcement

Violation of any provisions of this code should raise conscientious questions for the official concerned as to whether voluntary resignation or other action is indicated to promote the best interests of Richland County. If the Ethics Board finds that clear, satisfactory and convincing evidence exists for believing the allegations of the complaint, Ethics Board shall refer its findings and recommendation to the County Board. The Ethics Board may recommend that:

- a. The County Board order the individual to conform his or her conduct to the Ethics Code or recommend that they be censured, suspended, removed from office, or be issued a private or public reprimand. In the case of an employee the Board may also recommend denial of merit increase, suspension without pay, discharge, or other appropriate disciplinary action.
- b. If Wis. Stat. § 19.59 (1) has been violated, the Ethics Board may also refer the matter to the District Attorney to commence enforcement.

DATED: MARCH 21, 2023
 PASSED: MARCH 21, 2023
 PUBLISHED: MARCH 30, 2023

ORDINANCE OFFERED BY THE RULES &
 STRATEGIC PLANNING STANDING COMMITTEE
 (03 JANUARY 2023)

		FOR	AGAINST
MARTY BREWER, CHAIR	MARTY BREWER	X	
RICHLAND COUNTY BOARD OF SUPERVISORS	SHAUN MURPHY-LOPEZ	X	
	CHAD COSGROVE	X	
	DANIELLE RUDERSDORF	X	
ATTEST:	INGRID GLASBRENNER	X	
	LINDA GENTES	X	
	DONALD SEEP	X	
	BOB FRANK	X	
DEREK S. KALISH	JULIE FLEMING	X	
RICHLAND COUNTY CLERK			

CHAPTER 30

ETHICS

Part I. General Provisions.

30.01	Title.	30.04	Applicability.
30.02	Purpose.	30.05	Reservation of Rights.
30.03	Declaration of Policy.	30.06	Definitions.

Part II. Ethical Standards.

30.07	Campaign Contributions.	30.14	Influence Peddling.
30.08	Confidential Information.	30.15	Judicial Contact.
30.09	Conflict of Interest.	30.16	Legislation.
30.10	Contracts with County.	30.17	Permits and Licenses.
30.11	Employment, Other Business Activity, and Service.	30.18	Personal Service.
30.12	Fair and Equal Treatment.	30.19	Political Activity.
30.13	Gifts and Favors.	30.20	Public Property.
		30.21	Travel Expenses.

Part III. Voluntary Disclosure.

30.22	Disclosure of Potential Breach.	30.23	Action Upon Disclosure of Potential Breach.
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Part IV. Administration and Enforcement.

30.24	Ethics Board.	30.29	Deliberation.
30.25	Advisory Opinions.	30.30	Disposition.
30.26	Complaints.	30.31	Violations.
30.27	Preliminary Procedure.	30.32	Penalties.
30.28	Hearing.		

PART I. GENERAL PROVISIONS.

30.01 Title.

This ordinance may be referred to as the Ethics Code.

30.02 Purpose.

The purpose of this ordinance is to establish guidelines and standards for ethical conduct by public officials in order to strengthen the confidence of the county's residents in their

government; promote the public interest; prevent conflicts between public responsibilities and personal interests; and avoid actions that are incompatible with good government.

30.03 Declaration of Policy.

- (1) The proper operation of a democratic and representative government requires that each public official be independent, impartial, and responsible to the people; that government decisions and policy be made within proper government channels; that public employment and public office not be used for improper personal gain; and that conflicts between public responsibilities and private interests be avoided. To that end, each public official is an agent of the public purpose and shall exercise his or her judgment for the benefit of the public.
- (2) Each public official is bound to uphold the United States Constitution and the Wisconsin State Constitution; to impartially carry out the laws of the nation, state, and county; to perform all official acts in accordance with the highest ethical standards; to faithfully discharge the duties of his or her office regardless of personal considerations; and to conduct all official actions in a manner that is above reproach so as to foster respect for all government.
- (3) The county recognizes that public officials are drawn from society and have personal and economic interests in the decisions and policies of government; that citizens who serve as public officials retain the right of every citizen to have interests of a personal and economic nature; and that the standards of ethical conduct for public officials must distinguish between minor and inconsequential conflicts that are unavoidable in a free society and those conflicts that are substantial, material, and incompatible with the conduct of good government.

30.04 Applicability.

- (1) This ordinance applies to every county public official.
- (2) This ordinance is controlling except when superseded by a statutory provision and statutory action is mandatory.

30.05 Reservation of Rights.

Nothing contained in this ordinance is intended to deny any individual any right granted by the United States Constitution, the Wisconsin State Constitution, the United States Code, the Wisconsin Statutes, or any county labor agreement.

30.06 Definitions.

In this ordinance:

“Advisory opinion” means a statement issued by the ethics board at the request of a public official regarding the propriety of a matter that the public official is or may become a party to.

“Anything of value” means any admission, advance, employment, entertainment, favor, food, forbearance, gift, hospitality, loan, lodging, money, offer, pass, payment, promise, property, recreation, service, ticket, or travel offered or provided by a person other than the county. “Anything of value” does not include awards for meritorious contributions or personal or professional achievement; business-related seminars, trade shows, or training activities; a commercially reasonable loan from a bank or other financial institution; compensation or expenses authorized by the county board; compensation or expenses paid by the county; hospitality extended for a purpose unrelated to county business; political contributions reported pursuant to Wis. Stat. ch. 11; reimbursement or payment of any expense that is authorized by the county’s travel policy; student loans and scholarship programs; and unsolicited advertising or promotional material such as pens, pencils, note pads, calendars, and other items of nominal value.

“Associated” means that a public official, his or her spouse, his or her family, or any legal dependent is a director, employee, officer, or trustee of, or controls or owns, directly or indirectly, severally or in the aggregate, at least a 10 percent interest in, any association, body politic, charitable entity, corporation, enterprise, firm, franchise, joint venture, organization, partnership, proprietorship, trust, or other legal entity recognized under Wisconsin law.

“Complainant” means the person who files a verified ethics complaint.

“Confidential information” means information that a public official gains in the course of his or her official duties or by reason of his or her official position and that has been designated as confidential pursuant to code, order, ordinance, regulation, rule, statute, or other lawful authority.

“Contract” means an agreement between the county and another party or parties for construction, goods, materials, services, or supplies in exchange consideration.

“Domestic partner” means an individual who has signed and filed a declaration of domestic partnership in the office of the register of deeds of the county in which he or she resides.

“Economic interest” means a direct or indirect monetary or other material benefit to a public official; his or her spouse; his or her family; any legal dependent; any person that employs, retains, or otherwise compensates the public official for his or her services; or any organization other than the county with which the public official is associated.

“Employee” means a person who is employed by the county in a regular, temporary, or extra-hire position.

“Family” or “family member” means a person who is related to a public official as a child, parent, sibling, or spouse; grandchild or grandparent; brother-in-law, daughter-in-law, father-in-law, mother-in-law, sister-in-law, or son-in-law; or stepbrother, stepdaughter,

stepfather, stepmother, stepsister, or stepson; who is the domestic partner or legal dependent of a public official; or who claims the public official as a legal dependent for tax purposes.

“Gift” means the delivery or receipt of anything of value without compensation or payment of an amount equivalent to the actual value of the thing. If the actual value cannot be determined, compensation or payment of a reasonable value is required.

“Judicial officer” means an administrative law judge, circuit court judge, court commissioner, hearing examiner, magistrate, or member of a quasi-judicial body, such as the Board of Adjustment.

“Person” means any association, body politic, charitable entity, corporation, enterprise, firm, franchise, joint venture, natural person, organization, partnership, proprietorship, trust, or other legal entity recognized as a person under Wisconsin law.

“Public official” means a person who is an agent, appointed official or officer, board member, candidate for elective office, commission member, committee member, council member, department director, elective official or officer, or employee.

“Respondent” means the public official against whom a verified ethics complaint is filed.

PART II. ETHICAL STANDARDS.

30.07 Campaign Contributions.

- (1) A public official may not require any person to make a campaign contribution as a condition for the public official’s performance of any official duty.
- (2) A public official may not use his or her position to influence any other public official to make political campaign contributions.
- (3) A public official may not require or coerce any other person to make a monetary contribution to or for the benefit of any candidate for elective office or any incumbent elective office holder.
- (4) This section does not prohibit a public official from contributing to his or her own campaign.
- (5) A candidate for any county office shall report all campaign contributions as required by the Wisconsin Statutes.

30.08 Confidential Information.

- (1) A public official may not disclose confidential information without proper legal authorization.

- (2) A public official may not use confidential information for personal gain.

30.09 Conflict of Interest.

- (1) A public official shall not use his or her position to obtain anything of value for the public official, his or her spouse, his or her family, any legal dependent, or any organization other than the county with which the public official is associated.
- (2) A public official who obtains an economic interest for the county shall report that economic interest to the comptroller and to the appropriate board, commission, committee, or council. The Finance Director shall record such information in the official books of the county as may be required and the board, commission, committee, or council shall record the information in its minutes.
- (3) It is not a conflict of interest for a public official to be a member of or participate in the activities of an organization that uses the words “Manitowoc” or “Manitowoc County” in its name, but a public official may not use or make reference to his or her position in connection with such membership or while engaged in such activities without the express consent of the county board.
- (4) This section does not prohibit a public official from participating in the discussion of or taking official action on any matter in which the official has a generalized financial interest that is shared in common with the public or other public officials.

30.10 Contracts with County.

- (1) A public official shall not, in a private capacity, negotiate, bid for, or enter into a contract in which the official has an economic interest if the official is authorized or required by law to participate in an official capacity in making the contract or to perform any official function in regard to the contract that requires the exercise of discretion.
- (2) A public official shall not, in a public capacity, participate in the making of a contract in which the official has an economic interest or perform any function in regard to the contract that requires the exercise of discretion.
- (3) The county board may waive the application of this section to a specific contract by a two-thirds vote of the entire county board.

30.11 Employment, Other Business Activity, and Service.

- (1) A public official may not engage in employment, conduct other business activity, or render service for any private or public interest that is incompatible with the performance of his or her official duties.

- (2) A public official may not engage in employment, conduct other business activity, or render service for any private or public interest that conflicts with the performance of his or her official duties.
- (3) A public official may not engage in employment, conduct other business activity, or render service for any private or public interest that would tend to impair his or her independence of judgment or action in the performance of his or her official duties.
- (4) A public official may not engage in employment, conduct other business activity, or render service for any private interest while the public official is engaged in the performance of his or her public duties.

30.12 Fair and Equal Treatment.

A public official shall not grant any special advantage, consideration, or treatment to any citizen that is not available to every other citizen.

30.13 Gifts and Favors.

- (1) A public official shall not accept, agree to accept, demand, or solicit anything of value from any person as a condition for the public official's performance of any official duty.
- (2) A public official shall not accept, agree to accept, demand, or solicit anything of value from any person that may tend to influence the official's judgment or the performance of his or her official duties.
- (3) A public official may not accept, agree to accept, demand, or solicit anything of value from any person who has any official business pending in which the public official may make or provide any advice, approval, audit, decision, disapproval, investigation, license, permit, recommendation, or other action requiring the exercise of judgment.

30.14 Influence Peddling.

A public official shall not accept, agree to accept, demand, or solicit anything from any person in exchange for using his or her position, influence in government, or connections with persons in authority to obtain any advantage, favor, preferential treatment, or private benefit for himself, herself, or any other person.

30.15 Judicial Contact.

A public official shall not directly contact any judicial officer regarding the conduct, merits, or procedures pertaining to a matter pending before the judicial officer unless the public

official is a party to the proceeding and the contact is made in a manner that complies with the rules of the judicial forum in which the matter is pending or unless the contact is necessary in order for the public official to perform his or her official duties.

30.16 Legislation.

A public official who has a personal or economic interest in any proposed action by the county board or any subunit of county government shall disclose the nature and extent of the interest in the record of the county board or the subunit of county government prior to or during the initial discussion of the proposed action if the public official participates in any discussion with, gives an official opinion regarding, makes a recommendation to the county board or any subunit of county government about, or takes any official action regarding the proposed action.

30.17 Permits and Licenses.

A public official who is empowered to issue a discretionary permit or license under any ordinance, law, regulation, or rule shall not issue a permit or license to himself or herself, his or her spouse, his or her family, any legal dependent, or any organization with which the public official is associated until the public official has notified his or her immediate supervisor in writing of his or her intention to do so.

30.18 Personal Service.

A public official shall not require another public official to perform any personal or private service or work for the benefit of the public official, his or her spouse, his or her family, any legal dependent, or any organization with which the public official is associated.

30.19 Political Activity.

- (1) A public official shall refrain from participation in any political activity if the activity could reasonably be expected to create a conflict of interest, interfere with, or impair his or her independence of judgment or action in the performance of his or her official duties.
- (2) A public official may not engage in political activity on county property at any time, except that a public official may engage in political activity in any area that the county board has designated as a forum for political activity.
- (3) A public official shall not bring political campaign materials into a county building. This subsection section does not prohibit items such as campaign buttons on overcoats or purses if such items are not within public view while the public official is working.

- (4) A public official may not use any county equipment, material, supplies, or vehicle in support of political activity.
- (5) A public official who is an employee may not engage in political activity during the hours that he or she is scheduled to work unless the employee is off from work on approved leave.
- (6) A public official may not engage in political activity at any place where the public official performs his or her official duties except at a time when the place is available to all candidates.
- (7) A public official who is seeking elective office may use his or her county title in his or her campaign, and a public official who holds elective office may use his or her county title when endorsing a candidate for another elective office. Any other use by a public official of his or her county title for a political purpose is prohibited.
- (8) A public official may not require any person to assist, endorse, finance, or otherwise support any candidate for public office.
- (9) A public official may not retaliate against any person in any manner because of that person's lawful personal political activity.
- (10) This section does not prohibit any public official from engaging in political activity on the official's own time and at the official's own expense.
- (11) This section does not prohibit a public official from seeking elective office or making reference to his or her county employment or service in his or her campaign for office.
- (12) This section does not prohibit a public official from accepting employment or being involved with any political campaign if the campaign does not create a conflict of interest, interfere with, or impair his or her independence of judgment or action in the performance of his or her official duties.
- (13) This section does not deprive any law enforcement officer employed by the Sheriff's Department who is covered by Wis. Stat. ch. 164, the law enforcement officers' bill of rights, of any right granted by that statute.
- (14) This section does not prohibit the county clerk from assisting any candidate or prospective candidate for elective office in understanding the elective process.

30.20 Public Property.

- (1) A public official may not permit or engage in the unauthorized use of any county equipment, material, property, resource, or vehicle for personal convenience or to engage in employment, conduct other business activity, or render any service for any private interest.

- (2) If a public official has engaged in employment, conducted other business activity, or rendered a service for any private interest that is permitted under this code, this section does not prohibit the public official from meeting with, or delivering goods to, a person on county property provided that the meeting or delivery takes place in a designated employee-only area or outside a county building.

30.21 Travel Expenses.

- (1) A public official shall not accept reimbursement for any travel expense from, or permit any travel expenses to be paid for by, any person other than the county unless the reimbursement or payment is for an expense that is authorized by the county's travel policy.
- (2) A public official who accepts reimbursement for any travel expense from, or permits any travel expense to be paid for by, any person other than the county shall report the reimbursement or payment to the Finance Director and to the appropriate board, commission, committee, or council. The public official shall provide the following information: the date of travel, the name of the traveler, the purpose of the travel, the name of the person providing the reimbursement or payment; a description of each travel expense reimbursed or paid, including the amount of any reimbursement, and to whom the reimbursement or payment was made. The Finance Director shall record such information in the official books of the county as may be required and the board, commission, committee, or council shall record the information in its minutes.

PART III. VOLUNTARY DISCLOSURE.

30.22 Disclosure of Potential Breach.

- (1) A public official who determines that his or her actions in the performance of official duties may breach an ethical standard set by this code may prepare a written disclosure statement identifying the relevant standard and the nature of the potential or actual breach.
- (2) A public official who determines that his or her outside employment, other business activity, service for a private or other public entity, or membership in charitable, fraternal, political, religious, or social organization may breach an ethical standard set by this code may prepare a written disclosure statement identifying each relevant standard and the nature of the potential or actual breach.
- (3) If a public official who is an employee elects to submit a disclosure statement, he or she shall submit the statement to the county executive with a copy to his or her department director.
- (4) If a public official who holds elective office, who is a candidate for elective public office, or who is appointed to a board, commission, or council elects to submit a

disclosure statement, he or she shall submit the statement to the county clerk for transmittal to the ethics board.

30.23 Action Upon Disclosure of Potential Breach.

- (1) A public official who submits a disclosure statement must refrain from taking any further action that may breach an ethical standard set by this code and shall cooperate with the county by providing any information necessary to avoid or resolve the potential breach.
- (2) Upon receipt of a disclosure statement from an employee, the county executive and department director shall determine what action is necessary to avoid or resolve the potential breach, such as the reassignment of specific duties. The county executive may refer the matter to the ethics board for an advisory opinion or a recommendation.
- (3) Upon receipt of a disclosure statement from a public official, the ethics board may recommend such action as it deems appropriate to avoid or resolve the potential breach.
- (4) It is prima facie evidence of a public official's intent to comply with the ethical standards set by this code if the public official submits a disclosure statement, refrains from taking any further action that may breach the ethical standard identified in the disclosure statement, and complies with any remedial actions identified by the county executive or the ethics board.

PART IV. ADMINISTRATION AND ENFORCEMENT.

30.24 Ethics Board.

- (1) There is hereby created an ethics board.
- (2) Members.
 - (a) The ethics board will consist of 3 regular members and 1 alternate member, each of whom will be appointed by the county executive and subject to confirmation by the county board.
 - (b) A member must be a resident of the county at the time he or she is appointed and at all times during his or her term.
 - (c) A member may not be a county public official at the time he or she is appointed or any time during his or her term.

(3) Term and Replacement.

- (a) Each regular member will be appointed for a 3-year term and the terms will be staggered so that one member is appointed each year.
- (b) The alternate member will be appointed for a 3-year term and shall serve whenever a regular member is unavailable.
- (c) If a member vacates his or her position prior to the completion of his or her term, a new member will be appointed to serve the balance of the term.
- (d) A member shall recuse himself or herself from hearing any matter for which the member petitions the ethics board for advice or for a hearing regarding his or her own conduct. If the alternate is unavailable to hear the matter, the county executive shall appoint a substitute member. The appointment is subject to the approval of the executive committee and will be limited to hearing the matter from which the regular member has recused himself or herself.

(4) Operation.

- (a) The ethics board may promulgate written rules of procedure which will be filed with the county clerk.
- (b) The corporation counsel shall serve as legal counsel to the ethics board and the office of the corporation counsel will provide the ethics board with any necessary support services.

(5) Quorum and Voting Requirement.

- (a) Three members are required for a quorum.
- (b) A majority vote of the board is required for any action, except that a referral to the corporation counsel or district attorney for prosecution requires a unanimous vote.

(6) Duties.

The ethics board may render advisory opinions, receive and review complaints, make preliminary dispositions, conduct hearings, make recommendations, refer matters to the corporation counsel or district attorney for prosecution, void actions taken in violation of this chapter, and make recommendations to the county board for amendments to the ethics code.

30.25 Advisory Opinions.

- (1) A public official who is subject to this chapter may request an advisory opinion from the ethics board on any matter relating to the public official's duties by submitting a written request to the office of the corporation counsel, but a request should be made only after the public official has given the question careful consideration.
- (2) The following guidelines should be observed when requesting an opinion:
 - (a) The request should clearly and fully state the question being presented for an opinion.
 - (b) The request should fully state the facts giving rise to the question presented.
 - (c) The request should identify any information that the requestor is aware of that is relevant to the question presented. This includes identifying any specific administrative codes, guidelines, ordinances, regulations, or statutes that are relevant and any authorities or other sources that have been consulted and the responses received.
 - (d) The request should include a copy of any document that will need to be reviewed in order to respond to the request.
- (3) The corporation counsel shall forward a copy of the request to the ethics board within 5 days of its receipt.
- (4) The ethics board shall convene to consider the request within 30 days of the date it is forwarded by the corporation counsel. The ethics board will convene in open session, but its consideration of the request will take place in a closed session. The ethics board shall provide a written opinion. The ethics board may direct the corporation counsel to prepare the advisory opinion for signature by the ethics board's chair.
- (5) The request for an advisory opinion, the record of the ethics board's proceedings, and the advisory opinion are deemed confidential and shall not be made available for public inspection. However, the ethics board may make the request, the record of its proceedings, and the advisory opinion public with the consent of the public official who made the request.
- (6) The ethics board may provide a public summary of any advisory opinion provided that the summary does not disclose the identity of the public official who requested the opinion.
- (7) A public official who receives an advisory opinion shall be guided by the opinion rendered.

30.26 Complaints.

- (1) Any person may file an ethics complaint by submitting a verified complaint form to the office of the corporation counsel. Complaint forms will be available in the offices of the corporation counsel and the county clerk.
- (2) The verified complaint must be based on personal knowledge and must include the following information:
 - (a) name, address, and telephone number of the person filing the complaint;
 - (b) name of the public official who is alleged to have violated the ethics code;
 - (c) specific section of the ethics code that the public official is alleged to have violated;
 - (d) date or dates of the alleged violation;
 - (e) brief description of the conduct that is alleged to violate the ethics code;
 - (f) date of the complaint; and
 - (g) notarized signature of the person filing the complaint.
- (3) The verified complaint must be filed within 180 days of the date of the alleged violation. The filing deadline may be subject to equitable tolling, equitable estoppel, or waiver if the complaint includes a statement of the reason for the filing delay.

30.27 Preliminary Procedure.

- (1) The corporation counsel shall review the complaint to assure that it meets all procedural and technical requirements. If the complaint is defective, the corporation counsel shall notify the complainant of the defect within 10 days of receipt of the complaint. The complainant must correct the defect within 30 days of the date of the notice or the complaint will be administratively closed.
- (2) The corporation counsel shall forward a copy of the complaint to the ethics board and to the public official named in the complaint within 5 days of its receipt.
- (3) The public official named in the complaint shall submit a written response to the office of the corporation counsel within 10 days of his or her receipt of a copy of the complaint. The public official's written response may include a request that the hearing be held in closed session.
- (4) The corporation counsel shall provide a copy of the public official's written response to the ethics board within 5 days of its receipt.

- (5) The corporation counsel shall contact the members of the ethics board to schedule a hearing. The ethics board shall, within 30 days of the date that the complaint is forwarded by the corporation counsel, determine the earliest practicable hearing date. The corporation counsel will promptly notify the complainant and the respondent of the hearing date. Both parties have a duty to cooperate in scheduling the hearing at the earliest practicable date, but either party may, for good cause shown in writing, request a different hearing date. A request to change the hearing date must state the reason for the request and indicate the dates on which the person making the request is available to participate in the hearing.
- (6) The corporation counsel shall prepare a public meeting notice for the hearing. If the public official has requested that the hearing be held in closed session, the public official's name will not be included in the meeting notice and public access to records pertaining to the complaint shall be restricted in accordance with Wis. Stat. § 19.35.

30.28 Hearing.

- (1) The ethics board shall convene on the scheduled hearing date. If the ethics board determines that the allegations, if true, would constitute improper conduct under this chapter, it shall conduct a hearing.
- (2) The ethics board may conduct a closed hearing, unless the respondent requests that the hearing be open to the public.
- (3) The ethics board has the power to issue subpoenas pursuant to Wis. Stat. § 885.01 to require the attendance of witnesses and the production of documentary evidence at the hearing.
- (4) The ethics board shall conduct the hearing in accordance with the rules of civil procedure and shall keep a record of the hearing and all evidence that is admitted at the hearing.
- (5) The complainant and respondent shall each have an opportunity to present and cross-examine witnesses, introduce and examine evidence, and rebut or offer countervailing evidence.
- (6) The burden of proof is on the complainant to establish any alleged violation of this ordinance by clear, convincing, and satisfactory evidence.

30.29 Deliberation.

The ethics board shall convene in closed session following the hearing for the purpose of deliberation on the evidence.

30.30 Disposition.

- (1) The ethics board shall issue a written decision. The ethics board may direct the corporation counsel to prepare the decision for signature by the ethics board's chair.
- (2) If the ethics board determines that the complaint was brought for the purpose of harassment, it shall include that finding in its decision.
- (3) The ethics board shall dismiss the complaint if it determines that evidence does not establish a violation of this ordinance by clear, convincing, and satisfactory evidence.
- (4) The ethics board shall refer the complaint to the corporation counsel for prosecution if it determines that the evidence establishes a violation of this ordinance by clear, convincing, and satisfactory evidence or if it finds that the complaint was brought for the purpose of harassment. Alternatively, the ethics board shall refer the complaint to the district attorney for prosecution if it determines that the evidence establishes a violation of state law by clear, convincing, and satisfactory evidence.
- (5) Whenever a complaint is referred for prosecution, the ethics board shall make the verified complaint, its record, and its determination available to the corporation counsel or the district attorney, but the determination is not admissible as evidence in any court.
- (6) The ethics board may assess a forfeiture against a complainant or respondent who fails to appear for a hearing in an amount not less than \$250 nor more than \$1,000.

30.31 Violations.

- (1) It is unlawful for a person to violate any provision of Part II, Ethical Standards.
- (2) It is unlawful for any person to file a complaint for the purpose of harassment, knowingly provide false information, make a false statement, or fail to provide or misrepresent any material fact to a county agent, board, commission, committee, department, employee, officer, or official acting in an official capacity under this ordinance.
- (3) It is unlawful for a person to disobey; fail, neglect, or refuse to comply with; or otherwise resist an order issued pursuant to this ordinance.
- (4) A separate offense is deemed committed on each day that a violation occurs or continues.

30.32 Penalties.

- (1) A person will, upon conviction for a violation of this ordinance, forfeit not less than \$25 nor more than \$1,000 for each offense, together with the costs of prosecution for each violation.
- (2) The minimum forfeiture specified in this section is doubled for a person who is convicted of violating the same provision of this ordinance within a 24-month period.
- (3) A person who has the ability to pay a forfeiture entered pursuant to this ordinance, but who fails or refuses to do so may be confined in the county jail until the forfeiture and costs are paid, but the period of confinement may not exceed 30 days. In determining whether a person has the ability to pay, all items of income and all assets may be considered regardless of whether the income and assets are subject to garnishment, lien, or attachment by creditors.

HISTORY

01/18/2011: Chapter 30 created by Ord. No. 2010/2011-79 effective March 1, 2011.

10/08/2013: Secs. 30.27(1), (2), and (3) renumbered; secs. 30.26(3), 30.27(1), 30.27(5), 30.27(6), and 30.30(6) created; and secs. 30.28(1), 30.30(4), and 30.31(2) amended by Ord. No. 2013/2014-57 effective October 21, 2013.

03/06/2017: Typographical corrections made to Table of Contents.

11/05/2020: Secs. 30.09(2), 30.21(2) amended by Ord. No. 2020/2021-41 effective November 10, 2020.

02/15/2022: Typographical corrections made to Table of Contents and secs. 30.06 and 30.23 heading.

APPENDIX A
**MANITOWOC COUNTY
 ETHICS COMPLAINT**

COMPLAINANT INFORMATION	
FIRST NAME	MIDDLE INITIAL
LAST NAME	
ADDRESS/PO BOX	
ADDRESS	
CITY, STATE, and ZIP CODE	
TELEPHONE NUMBER	
EMAIL ADDRESS	

RESPONDENT INFORMATION
NAME OF PUBLIC OFFICIAL
POSITION OR JOB TITLE
BOARD, COMMISSION, COMMITTEE, COUNCIL, OR DEPARTMENT
WORK ADDRESS
CITY, STATE, and ZIP CODE
WORK TELEPHONE NUMBER (If Known)
EMAIL ADDRESS (If Known)

ALLEGED VIOLATION		
<p>I have checked each section of the ethics code and, where indicated, written in the number of each subsection of the section of the ethics code that I believe the Respondent has violated:</p>		
<input type="checkbox"/> 30.07 Campaign Contributions <input type="checkbox"/> 30.08 Confidential Information <input type="checkbox"/> 30.09 Conflict of Interest <input type="checkbox"/> 30.10 Contracts with County <input type="checkbox"/> 30.11 Employment, Other Business Activity, and Service <input type="checkbox"/> 30.12 Fair and Equal Treatment <input type="checkbox"/> 30.13 Gifts and Favors	Subsec. _____ Subsec. _____ Subsec. _____ Subsec. _____ Subsec. _____ Subsec. _____	<input type="checkbox"/> 30.14 Influence Peddling <input type="checkbox"/> 30.15 Judicial Contact <input type="checkbox"/> 30.16 Legislation <input type="checkbox"/> 30.17 Permits and Licenses <input type="checkbox"/> 30.18 Personal Service <input type="checkbox"/> 30.19 Political Activity <input type="checkbox"/> 30.20 Public Property <input type="checkbox"/> 30.21 Travel Expenses
Subsec. _____	Subsec. _____	Subsec. _____
Date the violation began:	Date of the most recent violation:	Date first learned of the violation:

BRIEF DESCRIPTION OF CONDUCT ALLEGED TO VIOLATE THE ETHICS CODE
<p style="text-align: center;">If more space is needed, please attach additional 8½ x 11" pages.</p>

VERIFICATION	
<p>I swear or affirm that I have read the complaint, that I have direct personal knowledge of the facts alleged in the complaint, that the statements I have made are true and correct to the best of my knowledge, information, and belief, and that the complaint is not being filed for any improper purpose, such as to harass the person against whom the complaint is made.</p>	
<p>Subscribed and sworn to before me on this _____ day of _____ 20 ____.</p> <p>_____ Notary Public, State of Wisconsin My commission <input type="checkbox"/> is permanent. <input type="checkbox"/> expires _____.</p>	<p>_____ COMPLAINANT'S SIGNATURE</p>

INSTRUCTIONS FOR COMPLETING ETHICS COMPLAINT

The information that you provide on the complaint form is necessary for the Ethics Board to hear your complaint. It is important that you follow these instructions when completing the complaint form. Incomplete forms may not be processed unless you provide further information.

Use black or blue ink. Type or write legibly. If you make an error, draw a line through the error and initial the change. Do not use eraser or whiteout to make corrections. Write on only one side of the complaint form and any additional pages.

If you have any questions about how to complete the complaint form, please call the Manitowoc County Corporation Counsel's office at 920-683-4062. Return your completed complaint form to:

Manitowoc County Corporation Counsel
1010 South Eighth Street, Room 308
Manitowoc, Wisconsin 54220

COMPLAINANT INFORMATION

You must provide your legal name, address, and telephone number. Include your email address if you have one.

RESPONDENT INFORMATION

You must provide the name of the public official against whom you are filing the complaint. If you know the official's job title, department, work address, telephone number, and email address, you must provide that information. If your complaint is against more than one public official, you must complete a separate complaint form for each official.

ALLEGED VIOLATION

Check the box for each section of the ethics code that you allege has been violated. If space is provided for a subsection following the section number and title, you must write in the number for each specific subsection that you allege has been violated. Write in the date that the alleged violation began, the date of the most recent violation, and the date that you first learned of the violation in the three boxes that are provided.

BRIEF DESCRIPTION OF CONDUCT ALLEGED TO VIOLATE THE ETHICS CODE

Provide a short, factual statement describing the action taken by the public official named in your complaint that you allege violates each section of the ethics code that you have identified. Be sure to include the dates on which the alleged violations occurred. If any allegation in the complaint is not based on your own direct knowledge, you must identify and provide the basis for any allegation that is made upon information and belief.

Attach copies of any documents that support your allegations to the complaint. Do not send original documents, because the documents will not be returned to you.

Describe any documents or other materials that support your allegations but that you are not able to attach to the complaint. Indicate where these additional documents or other materials are located.

Include the names and addresses of any witnesses or persons having knowledge of facts that support your allegations.

If you need more space, continue your statement on additional 8½ x 11 - inch pages, making sure that each page is numbered so that it can be kept in the proper order.

VERIFICATION

You must sign the complaint in the presence of a notary public and have your signature notarized. Your signature verifies that you have read the complaint, that you have personal knowledge of the facts, and that the statements you have made are true. It is unlawful to file a false complaint or to file a complaint for the purpose of harassment.

Richland County Rules and Resolutions Committee

Agenda Item Cover

Agenda Item Name: Change Committee Structure Document To Include New State Statute Language About Seventh Member of the Land & Zoning Standing Committee

Department	Land Conservation	Presented By:	David Turk
Date of Meeting:	September 7, 2023	Action Needed:	Motion to accept proposed changes to structure document
Disclosure:	Open	Authority:	
Date submitted:	August 28, 2023	Refer to:	County Board

Recommendation and/or action language:

Motion to change the Richland County Board Committee Structure document to include new statutory language about the 7th member of the Land & Zoning Standing Committee.

Background:

For many decades, the Richland County Land Conservation Committee (LCC) was required by State Statute Chapter 92 to include the Farm Services Agency (FSA) Committee Chair (or designee) on the committee. A couple of years ago, FSA decided they did not want their committee members serving on the County LCCs. The Wisconsin Legislature recently took action to modify the statute language from only an FSA Chair (or designee) could be on the committee to “a person engaged in an agricultural use, as defined under s. 91.01 (2) (a) 1. to 7.” The Governor signed it on August 5, 2023. The Land & Zoning Standing Committee recommends that the Committee Structure document be amended with the following language:

LAND AND ZONING STANDING COMMITTEE

- A. 7 members, 6 of whom shall be County Board Supervisors and 1 of whom shall be engaged in an agricultural use, as defined under s. 91.01 (2) (a) 1. To 7. The Chair shall be a County Board Supervisor.

Attachments and References: COMMITTEE STRUCTURE DOCUMENT, 2023 WISCONSIN ACT 32 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		

(summary of current and future impacts)

Approval:

Review:

Richland County Rules and Resolutions Committee

Agenda Item Cover

Department Head

Administrator, or Elected Office (if applicable)

State of Wisconsin



2023 Assembly Bill 131

Date of enactment: **August 4, 2023**

Date of publication*: **August 5, 2023**

2023 WISCONSIN ACT 32

AN ACT to amend 92.06 (1) (b) 2. of the statutes; relating to: membership in county land conservation committees.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 92.06 (1) (b) 2. of the statutes is amended to read:

92.06 (1) (b) 2. The county board shall appoint to the land conservation committee a person who is the chair-

~~person of the county farm service agency committee created under 16 USC 590h (b) or other county farm service agency committee member designated by the chairperson of the county farm service agency committee engaged in an agricultural use, as defined under s. 91.01 (2) (a) 1. to 7.~~

* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."