

**Richland County  
Executive & Finance Standing Committee**

Date Posted: December 3, 2024

**NOTICE OF MEETING**

Please be advised that the Richland County Executive & Finance Standing Committee will convene on Friday, December 6, 2024 at 2 PM in the Richland County Board Room of the Courthouse located at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/executive-and-finance-committee/>

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](mailto:barbara.scott@co.richland.wi.us) (email).

**AMENDED AGENDA**

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From The November 12, 2024 Meeting
6. Public Comment
7. Reports
  - A. Radio Tower Project Update
  - B. Veterans Service Office Update
8. Notification Of Public Comment Period For Richland County Comprehensive Plan
9. Discussion & Possible Action: Resolution Establishing A Policy For The Expenditure Of Remaining Funds From American Rescue Plan Act Funds
10. Discussion & Possible Action: Approval Of Letter Of Engagement For 2024 Audit Services From Johnson & Block
11. Discussion & Possible Action: Approval Of Contract With Vestis
12. Discussion & Possible Action: County Treasurer Appointment
13. Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 19.85(1)(C): Considering Employment, Promotion, Compensation Or Performance Evaluation Data Of Any Public Employee Over Which The Governmental Body Has Jurisdiction Or Exercises Responsibility: County Administrator Annual Performance Review
14. Return To Open Session
15. Possible Action On Items From Closed Session
16. Correspondence
17. Future Agenda Items
18. Adjourn

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 Executive & Finance Standing Committee.

Derek S. Kalish  
County Clerk

# Richland County Executive & Finance Standing Committee

November 12, 2024

The Richland County Executive & Finance Standing Committee convened on Tuesday, November 12, 2024 in person and virtually at 5:00 PM in the County Boardroom of the Richland County Courthouse.

**Call To Order:** Committee Chair Williamson called the meeting to order at 5:00 PM.

**Roll Call:** Clerk Kalish conducted roll call. Committee members present: Steve Carrow, Gary Manning, Mark Gill, Ingrid Glasbrenner, David Turk, Bob Frank, Steve Williamson, and Marc Couey. Committee member(s) absent: None.

**Verification Of Open Meetings Law Compliance:** County Clerk Kalish confirmed the meeting had been properly noticed.

**Approval Of Agenda:** Motion by Glasbrenner second by Gill to approve agenda. Motion carried and agenda declared approved.

**Approval Of Minutes From The October 28, 2024 Meeting:** Committee Chair Williamson asked if any member desired the minutes of the October 28, 2024 meeting be read or amended. Hearing no motion to read or amend the minutes of the October 28, 2024 meeting, Committee Chair Williamson approved as published.

**Public Comment:** None.

**Reports - County Administrator's Report:** County Administrator Pesch reported the following:

- \*human resources updates will be routinely provided to the committee
- \*wage study is underway and nearing the next step of the process
- \*campus reconfiguration committee will be meeting next week and meeting prep is underway

**Discussion & Possible Action – Agenda Item Placement Process:** County Clerk Kalish and Administrator Pesch reviewed the process and forms utilized in creating agendas. No action taken on this item at the meeting.

**Discussion & Possible Action – Approval Of Richland County Procurement Policy And Fee Schedule:** Administrator Pesch reviewed the proposed Richland County Procurement Policy and Fee Schedule. Administrator Pesch noted that the intent of the policy is to clarify how the county conducts business, incorporate the Rules of the Board into the policy, and that the content of the proposed fee schedule is what needs approved by the committee. Pesch also noted that the fee schedule will be an appendix to the overall policy. Supervisor Carrow stated background information on cooperative purchasing is needed and questioned whether or not the county could join other municipalities in large scale purchases. Supervisor Glasbrenner sought clarification on the approval of purchases and Administrator Pesch stated that in the new policy, items approved in the budget would no longer need committee approval to be paid. Supervisor Glasbrenner asked about the “open market” language and Administrator Pesch provided clarification. Administrator Pesch noted that changes to the fee schedule were discussed at the committee level and were minor. Supervisor Frank asked about the competitive bidding process in regards to smaller purchase and Administrator Pesch provided clarification. Motion by Manning second by Couey to approve the Richland County Procurement Policy and Fee schedule with the approved short-term rental fee listed in policy. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Approval Of Change Order For Edge Consulting:** MIS Director Scott provided brief background on the need for change order. Motion by Couey second by Carrow to approve change order from Edge Consulting in the amount of \$26,200. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Codification Of Revised Richland County Rules Of The Board:** Administrator Pesch provided brief explanation of why it would be beneficial to codify the Rules of the Board into ordinance. Supervisor Glasbrenner questioned how the rules could be changed and Administrator Pesch noted that amendments could be made as needed following the procedure currently used to amend ordinances. Supervisor Severson asked for clarification on the difference between a resolution and an ordinance. Supervisor Carrow asked if other counties have codified their Rules of the Board and Administrator Pesch noted that several counties have. Supervisor Glasbrenner requested more

## Richland County Executive & Finance Standing Committee

background information on the difference between an ordinance and resolution be provided. Motion by Couey second by Glasbrenner to approve the codification of the Rules of the Board with the additional information requested provided. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Approval Of Short-Term Rental Ordinance:** Supervisor Carrow provided brief overview of the short-term rental ordinance. Supervisor Frank questioned the fee and what service and/or benefit those charged are receiving from the county. Supervisor Turk noted the creation of an ordinance has been in the works for a while, complaints regarding the operation of short-term rentals have been received, and that the county currently has no way to address the complaints. Administrator Pesch noted that some short-term rentals are not licensed and the intent of the ordinance was to function as an enforcement mechanism. Committee Chair Williamson noted concerns regarding septic systems and occupancy. Supervisor Manning questioned if there were concerns about the room tax not being charged and Supervisor Frank noted that the rental companies typically charge the required fees. Brief discussion followed regarding occupancy, septic systems, and sanitary permits. Supervisor Frank asked what other counties use for a short-term rental ordinance and Supervisor Carrow stated some are more detailed in areas with a larger amount of tourism. Motion by Turk second by Carrow to approve short-term rental ordinance. Discussion continued. Aaron Halverson addressed the committee and noted concerns with the lack of conditions with a conditional use permit. Motion by Glasbrenner second by Frank to postpone any action on this item. Motion carried with agenda item postponed and no further action taken on this item at the meeting.

**Discussion & Possible Action – Approval Of Richland County Farm Land Lease Agreement:** Administrator Pesch provided brief background on lease, noted this is the second review of the lease agreement by the Executive and Finance Standing Committee, and that the Natural Resources Standing Committee has also reviewed the lease. Motion by Frank second by Couey to approve proposed Richland County farmland lease agreement. Motion carried and lease agreement language declared approved.

**Discussion & Possible Action – Approval To Accept Richland County Campus Foundation Grant:** Area Extension Director Hady provided brief background on grant. Motion by Glasbrenner second by Gill to approve acceptance of grant from the Richland County Campus Foundation. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Approval To Accept Donation From The Richland County Ambulance Association:** Emergency Services Director Jessen provided brief background on proposed donation. Director Jessen noted the donation is to be utilized for personal protective equipment purchases only. Motion by Couey second by Glasbrenner to approve acceptance of the donation from the Richland County Ambulance Association. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Approval Of Contract With The Lou Everett Group For Countywide Training:** Administrator Pesch reviewed the revised training plan that included in-person training at a cost of \$25,650. Motion by Glasbrenner second by Carrow to approve contract with the Lou Everett Group for countywide training. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Set December 2024 Meeting Dates:** Next meeting date set for December 6, 2024 at 2 PM.

Committee Chair Williamson called for a recess at 6:17 PM. Committee Chair Williamson reconvened the meeting at 6:23 PM.

Motion by Carrow second by Manning to convene into Closed Session pursuant to Wis. Stat, Sec 19.85(1)(G): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: informing body of new litigation & OCR Complaint and Wis. Stat, Sec 19.85(1)(C): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: County Administrator annual performance review. Discussion continued. Motion by Glasbrenner second by Manning to permit only members of the Executive & Finance Standing Committee in the Closed Session. Roll Call vote taken – Ayes: Carrow, Manning, Gill, Glasbrenner, Turk, Frank, and Williamson; Nays: Couey. With 7 Ayes and 1 Nay, the motion to permit only members of the Executive & Finance Standing Committee in the Closed Session carries. Motion carried unanimously to convene into Closed Session at 6:25 PM.

Richland County  
Executive & Finance Standing Committee

**CLOSED SESSION**

**Return To Open Session:** Committee reconvened into Open Session at 7:50 PM.

**Possible Action On Items From Closed Session:** None.

**Correspondence:** None.

**Future Agenda Items:**

Report: Radio Tower Project Update (Carrow)

**Adjourn:** Motion by Manning second by Frank to adjourn. Motion carried and meeting adjourned at 7:52 PM.



Derek S. Kalish  
County Clerk

DRAFT



Contracts	Radio Contract	Borrowing Budget	Previous	Current	Paid to Date	Budget Support	Amounts
Brown = Estimation / Black = Contracted / Red = Paid	Initial	3/31/2023	7/30/2024	11/29/2024			
Radio Vendor System Totals	\$4,197,688.45	\$2,979,713.45	\$2,979,713.45	\$2,757,688.45		A single project contract will be signed with the County and adjustments made using change orders.	
Radio System Infrastructure (Gencomm)	\$2,757,688.45	\$2,757,688.45	\$2,757,688.45	\$2,757,688.45	\$965,190.96	15% Down Payment	\$413,653.27
Radio System Services						20% DDR Acceptance	\$551,537.69
Subscriber Equipment	\$1,440,000.00	\$222,025.00	\$222,025.00	\$0.00	\$0.00	25% Staging Acceptance	\$689,422.11
						15% Installation	\$413,653.27
						15% Conditional Acceptance	\$413,653.27
						10% Final Acceptance	\$275,768.85
Professional ServicesTotals	\$496,000.00	\$518,150.00	\$533,450.00	\$559,650.00		A single project contract will be signed with the County from each vendor or a single contract for both.	
Project Consulting Services (TNCG)	\$225,750.00 \$158,497.50	\$196,000.00	\$196,000.00	\$196,000.00	\$139,160.00	Invoicing is monthly beginning with radio vendor contract and ending with project completion	Monthly
Civil Engineering Services (Edge)	\$300,000.00 US Cellular Fees	\$303,550.00 \$18,600.00	\$322,850.00 \$14,600.00	\$349,050.00 \$14,600.00	\$168,875.00 \$14,600.00	Invoicing is spuratic beginning with DDR acceptance and ending with civil vendor competition P.O request for Application at 3 sites	Monthly
Civil Vendor Totals	\$2,025,000.00	\$3,133,400.00	\$3,118,322.00	\$3,118,322.00		A single project contract will be signed with the County and adjustments made using change orders.	
Civil Contractor Equipment	\$1,337,500.00	\$3,133,400.00	\$3,118,322.00	\$3,118,322.00	\$985,892.90	10% Down Payment	\$311,832.20
Civil Contrator Services	\$687,500.00					25% Site Work Begun	\$779,580.50
						25% Equipment Delivery	\$779,580.50
						25% Punchout Inspections	\$779,580.50
						15% Final Acceptance	\$467,748.30
Richland County	\$0.00	\$124,000.00	\$257,718.11	\$370,024.61		Viola (3500)/Wesport (1500)/Gotham (3500)/Bunker Hill (1500)/Muscoda (6694.08)/Boaz (10,850)/Yuba (5000)	
2024 Tower & Property Leases		\$68,000.00	\$21,694.08	\$32,544.08	\$16,694.08	Gotham (27,246.14) / Keyesville (7578.49) / Viola (42,490) / Westport (1200) / Boaz (1200) / Yuba (20000)	
Electric Utility Construction		\$56,000.00	\$750.00	\$102,000.00	\$77,314.63	Zone RC (400) / REC (750) /	
Permits / Design				\$1,150.00	\$1,150.00		
Viola & Westport Roads			\$228,529.57	\$228,529.57	\$154,558.17		
Electrical Work Courthouse			\$5,260.00	\$5,260.00	\$5,260.00		
MISC Items (CDW, etc.)			\$1,484.46	\$1,690.96	\$1,690.96		
Project Contingency Recommendations	\$1,246,561.55	\$767,981.35	\$587,655.98	\$671,174.48		Contingency money support is likely identified at the completion of DDR for the radio vendor and during implementation with the civil vendor.	
Radio Contract Contingency	\$444,000.00	\$297,971.35	\$183,142.02	\$271,174.48		Change orders can be folded into milestone payments	As Needed
Civil Contract Contingency	\$506,250.00	\$470,010.00	\$404,513.96	\$400,000.00		Change orders can be folded into milestone payments	As Needed
Additional Contingency	\$296,311.55						
Jail Door Control/CCTV Update	\$350,000.00	\$350,000.00	\$396,385.26	\$396,385.26			
Project Consulting Services (TNCG)		\$29,750.00	\$29,750.00	\$29,750.00	\$19,337.50	Invoicing is monthly beginning with radio vendor contract and ending with project completion	Monthly
Security Vendor Services (SGTS)		\$320,250.00	\$366,635.26	\$366,635.26	\$241,979.28	SGTS	
Project Budget	\$8,315,250.00	\$7,873,244.80	\$7,873,244.80	\$7,873,244.80	\$2,791,703.48	Items not include: Land acquisition, permit fees, utility services, extenuating regulator fees.	
						Sheriff	
						\$6,000	\$ -
						\$4,000	\$ -
						Ambulance	
							\$ 66,025.00
							\$ 66,025.00

[illegible]

	<b>System Antennas</b>		<b>Tower</b>
			new or strength
	7/8 TX - 7/8 RX - Dish - Dish - Dish		\$0.00
	7/8 TX - 7/8 RX - Dish - Dish		\$247,500.00
	7/8 TX - 7/8 RX - Dish - Dish		\$0.00
	7/8 TX - 7/8 RX - Dish - Dish		\$175,500.00
	7/8 TX - 7/8 RX - Dish - Dish		\$0.00
	7/8 TX - 7/8 RX - Dish - Dish		\$202,500.00
	7/8 TX - 7/8 RX - Dish - Dish		\$175,500.00
	7/8 TX - 7/8 RX - Dish - Dish		\$247,500.00
	7/8 TX - 7/8 RX - Dish - Dish		\$247,500.00
		<b>\$0.00</b>	<b>\$1,296,000.00</b>
		<b>Note:</b>	<b>GF Tower = height X \$1</b>
		<b>Note:</b>	<b>Tower strength = heigh</b>
		<b>Note:</b>	<b>Fees &amp; Approvals - Nat</b>
		<b>Note:</b>	<b>Yearly Lease= \$1200 pe</b>

Generator	Site Grounding	Site Development	Shelter
(Gen/LP/Elect)			(Shelter/foot/set)
\$50,000.00	\$13,000.00	\$50,000.00	\$105,000.00
\$50,000.00	\$13,000.00	\$70,000.00	\$105,000.00
\$0.00	\$0.00		\$10,000.00
\$50,000.00	\$13,000.00	\$120,000.00	\$105,000.00
\$50,000.00	\$13,000.00	\$50,000.00	\$105,000.00
\$50,000.00	\$13,000.00	\$120,000.00	\$105,000.00
\$50,000.00	\$13,000.00	\$70,000.00	\$105,000.00
\$0.00	\$10,000.00	\$50,000.00	\$10,000.00
\$50,000.00	\$13,000.00	\$70,000.00	\$105,000.00
\$350,000.00	\$101,000.00	\$600,000.00	\$755,000.00
200	GF Tower = height X \$900		
nt X \$60	Tower strength = height X \$60		
ditional Environmental Protection Act/FAA/1A Certification/Archeological Survey			
er month			

[illegible]

Richland Center	1	USCC	USCC Lease
Gotham	2	County (Greenfield)	Landowner Lease
Muscoda (Eagle)	3	USCC	USCC Lease
Westport	4	County (Greenfield)	Richland Telco Lease
Boaz	5	USCC	Vertical Bridge
Viola	6	County (Greenfield)	Landowner Lease
Yuba	7	County (Greenfield)	Landowner Lease
Bunker Hill	8	Grant Telco	Richland Telco Lease
Keyesville	9	County (Greenfield)	County owned

Yearly	2024 Cost	2025 Costs
\$0	\$0	\$0
\$3,500	\$3,500	\$3,500
\$9,000	\$6,694	\$9,270
\$1,500	\$1,500	\$1,500
\$15,000	\$15,000	\$15,450
\$3,500	\$3,500	\$3,500
\$5,000	\$5,000	\$5,000
\$1,500	\$1,500	\$1,500
\$0	\$0	\$0

Project Funds

**\$36,694.08**

Department Funds

**\$39,720.00**

SITE NAME		SITE OWNER	TYPE
Richland Center	1	USCC	self-support
Gotham	2	County (Greenfield)	self-support
Muscoda (Eagle)	3	USCC	self-support
Westport	4	County (Greenfield)	self-support
Boaz	5	County (Greenfield)	self-support
Viola	6	County (Greenfield)	self-support
Yuba	7	County (Greenfield)	self-support
Bunker Hill	8	Grant Telco	guyed
Keyesville	9	County (Greenfield)	self-support
<b>2nd Year Total</b>		<b>\$0.00</b>	



HEIGHT		Yearly Lease	Generator PM	HVAC PM
320				
275				
220				
195				
195				
195				
195				
275				
195				
		\$0.00	\$0.00	\$0.00

LP Fuel	Electrical Service		
\$0.00	\$0.00	\$0.00	\$0.00

# Richland County Radio Project Monthly Summary – December 2024

## ■ Key Understandings:

- **General** – The Richland site options have remained solid, and we are continuing on the course for using nine (9) site locations. These will stand as the sites for the design unless a regulatory or another challenge is presented that must be overcome. The civil bid request is ready. The radio vendor is following the civil development process, system equipment is arriving and work on frequency licensing continues.
- **2024 Goals** – Focusing on regulatory timelines and engaging site leases as approved. Supporting Civil RFB process.
- **2025 Estimation** – Given the lack of final site acquisitions True North estimates June 1<sup>st</sup> as system turn-up date and Sept 1<sup>st</sup> as project completion.

## ■ Site Acquisition Updates:

- **General** – Most sites are under contract, but unfortunately a few remain outstanding.
  - **Richland Center** – The County has not been able to bring USCC to an agreement on this site. The team believes USCC wants Richland Center to renew the 2026 land lease as part of finalizing this site.
  - **Boaz** - The County has not been able to bring USCC to an agreement on this site. The team is waiting for USCC to send out a signature version.
  - **Quarry Road** – The County could not bring the previous landowner to a contract and required starting the process of regulatory approval over with the neighbor. This site will not be available for construction until likely May 2025.
- **2024 Goals** – Finalized Richland Center and Boaz with USCC.

## ■ Radio Vendor Updates:

- **General** – The radio vendor has been limited by site acquisition processed in performing frequency design work and finalizing equipment needs.
- **2024 Goals** – Finalizing FCC licensing and equipment designs.

## ■ Civil Vendor Updates:

- **General** – Work will be proceeding the 3 complete work weeks in December and then will shift to proceed as weather permits. All major items will be onsite by EOY except for tower steel for Yuba site which is available to ship when ready. All towers may be erected by the end of 1/25 (weather permitting) except for Yuba site. All shelters with backup power systems should be ready (weather permitting) end of 2/25 except for Yuba and Boaz. Civil work would target March 2025 to begin Antenna & Lines (A&L) work by radio vendor.
- Below are the 2024 Goals:
  - **Richland Center** – The County has authorized the shelter construction to proceed on the City lease space outside of the USCC compound.
  - **Gotham** – Site complete except for fencing and ground restoration
  - **Muscoda** – Site complete and ready for A&L
  - **Westport** – Tower delivery and stacking / Shelter construction underway with electrical needed / power systems and then fencing and ground restoration
  - **Viola** – Tower delivery and stacking / Shelter construction underway with electrical needed / power systems and then fencing and ground restoration
  - **Bunker Hill** – Tower delivery and stacking / existing shelter electrical / fencing and ground restoration
  - **Keyesville** – Some shelter electrical work will be needed and then fencing and ground restoration
  - **Boaz** – Shelter construction starting / power systems / minimal ground restoration

- **Yuba** – No civil work until likely May 2025. Equipment being staged in the County.

**Common Project Pace:**

Civil Engineering Work

Civil Bid Release

Civil Vendor Contract

Punchlist items remaining

Civil Vendor & Engineering Contract Closeout

**Potential  
Completion  
Date:**

4/1/2023

1/1/2024

2/1/2024

9/1/2024

11/1/2024

## **Understandings**

Engineering work can hinge on some of the vendor supported processes such as soil sampling and the risk a client wants to take with doing these processes without reaching a regulatory approval.

The process of releasing a bid request usually follows with two key tasks being completed. Site drawings and engineering work tends to take about 30 - 60 days when weather is good. This work provides an understanding of the needs for each site. The second task is regulatory approval, key on greenfield sites and is more of a 60 - 120 day process for all tasks.

Once under contract we get an understand of equipment timeframes. Key items in Richland will be towers, shelters, and generators. Work can be done through the winter months, but it can slow the timeline.

Civil punchlist work it usually minor items. This stage signals sites are likely powered and radio equipment is usually installed within the shelters.

Civil work is normally completed and both the civil vendor and engineering firm are done with the project ahead of the go-live timeline.

## Considerations

At some point in the regulatory process, it is understood that approval is coming when it processes are completed.

Generators are current items known to be having long lead times and may slow project completion, but can be worked around in getting radio system on the air.

## Speeding up the process

A civil bid can be released when site designs are completed, but regulatory is not finalized. This can open the County up to a change order from any vendor if needed because a failure in the regulatory process.

Civil bid requests can be used to focus on equipment availability. This can come with taking a higher priced bid. Another option is seeking equipment bids on items that are considered having lengthy build timelines.





## SER SCSEP

(This is a Training Program for SCSEP Participants)

### **61 - HOST AGENCY AGREEMENT**

*See Sections 10, 11, & 25 of the SOP*

Agency/Organization: \_\_\_\_\_ FEIN: \_\_\_\_\_

The Senior Community Service Employment Program (SCSEP) aids unemployed low income individuals, 55 years and older, in re-entering the workforce by providing subsidized community service training assignments with non-profit and government agencies to gain experience. **Thank You** for partnering with SER SCSEP to enhance employment opportunities for the participants that will be assigned with your agency/organization. Your agency will assist participants with meaningful training opportunities to update and/or develop job skills needed to obtain unsubsidized employment.

#### **SER SCSEP responsibilities:**

- ☛ Assessment of the participant's skills;
- ☛ Development of a customize employment plan;
- ☛ Assignment to a suitable training site;
- ☛ Create a list of training activities and appropriate schedule for each participant;
- ☛ Provide compensation (at the federal/state minimum wage) to participants for training;
- ☛ Provide job search guidance through employment referrals and job readiness workshops;
- ☛ Communicate to host agencies any changes in regards to training and/or SCSEP policies and procedures;
- ☛ Make available opportunities for participants to rotate to other host sites for additional training experience;
- ☛ Conduct annual/bi-annual informational Host Agency meetings; and
- ☛ Cover all SER participants under a worker's compensation insurance policy during training hours.

#### **Agency/Organization responsibilities:**

- ☛ Provide supervision, orientation, training, safe training site and adhere to all applicable state laws regarding meal/rest breaks;
- ☛ Abide by agreed-upon training schedule and submit properly prepared and signed timesheets.
- ☛ Adhere to the policies/procedures outlined in the SER SCSEP Handbook;
- ☛ Consider hiring the participant if appropriate openings occur [no special consideration is implied];
- ☛ Cover the cost for background checks, health screenings or drug testing required by the agency;
- ☛ Maintain open communication with the SCSEP staff regarding the participant's training and any issues/situations;
- ☛ Inform SCSEP staff when the participant gets a job.
- ☛ Agree not to use participants as substitutes for permanent employees; to displace currently employed or laid off employee [within 2 years]; or to reduce regular hours, wages or benefits.
- ☛ Agree not to compensate the participant in any form or manner;
- ☛ Attend SER SCSEP host agency meetings; and
- ☛ Provide a copy of the following upon request: General Liability Insurance, IRS 501(c)(3) letter [non-profits], an annual HA Assessment of SCSEP, and supervisor hours for In-kind services provided [if applicable].

***This agreement will be in effect from the date signed until June 30 of following year [one program year]; a renewal of this partnership must be signed each program year [July – June].***

The subsequent representative's signature on this agreement acknowledges that each supervisor will read and adhere to the above requirements. It further signifies your agency accepts and agrees to cooperate with SER SCSEP.

#### **Please check each appropriate box:**

<b>Type of Agency/Organization:</b> <input type="checkbox"/> Non-Profit Organization -- IRS code 501(c)(3)-- documentation attached <input type="checkbox"/> Public Organization - Government agency Including federal, state, county, or city	<b>Participant Supervisor is Paid From:</b> <input type="checkbox"/> Federal funds <input type="checkbox"/> Non-federal funds Supervisor Hourly Pay Rate: _____	<b>Additional Sites:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes -- fill out Form# 62 (HAA- Additional Sites)
--	--	--

Agency/Organization – Main Office Location

SER SCSEP Site

Address City, State, ZIP

Address City, State, ZIP

Telephone & Fax

Telephone & Fax

Email

Email

Agency/Organization Representative Name (Print)

SER SCSEP Staff Name (Print)

Agency/Organization Representative Signature Date Signed

SER SCSEP Staff Signature Date Signed



20 S. Court St.  
Platteville WI 53818  
p: 608.342.1636 • f: 608.342.1220  
e: [info@swwrpc.org](mailto:info@swwrpc.org)  
[www.swwrpc.org](http://www.swwrpc.org)

**DATE:** December 6, 2024  
**TO:** Richland County Executive Committee  
**FROM:** Dan Hauck, SWWRPC Assistant Planner  
**SUBJECT:** Richland County Comprehensive Plan

Dear Executive Committee,

Over the past several months, SWWRPC has collaborated with Richland County to update the 2006 comprehensive plan, ensuring it reflects the county's current priorities and challenges. This process involved not only updated mapping and data collection to provide an accurate picture of existing conditions, but also conducting a thorough review and revision of the plan's content to develop an actionable plan that is useful for the county over the next decade.

The updated **Richland County Comprehensive Plan (2024-2034)** focuses on economic development, intergovernmental cooperation, and land use as critical areas for the county's future. Each unit of local government in Richland County was invited to provide input through surveys, roundtable discussions, and larger meetings such as special Richland Towns Association meetings which were organized for this plan. The comprehensive plan incorporates recent studies and plans to ensure a cohesive approach to challenges like workforce development, housing, and resilience. Future land use maps, which are required by Wisconsin state statute 66.1001, are also enclosed in the plan for the 12 townships under county zoning. These maps were informed by input from towns during the land use meeting, survey responses, or existing township zoning, ensuring alignment with local priorities while supporting the county's broader vision for sustainable growth.

Enclosed in your packet you will find the Richland County Comprehensive Plan draft that is open to public comment until the Executive Committee meeting on January 14<sup>th</sup>. At that meeting, a public hearing will be held to capture any comments and share any written comments that had been submitted throughout the public comment period. If you have any comments or general questions regarding the plan, please reach out to me at (608) 535-1088 or [d.hauck@swwrpc.org](mailto:d.hauck@swwrpc.org).

Sincerely,

A handwritten signature in black ink that reads "Daniel Hauck". The signature is written in a cursive, flowing style.

## **NOTICE OF PUBLIC HEARING AND CONSIDERATION OF ADOPTION OF RICHLAND COUNTY COMPREHENSIVE PLAN, 2024 UPDATE**

Please take notice that a public hearing and consideration of adoption for the Richland County Comprehensive Plan will be held on Tuesday, January 14th, 2025 beginning at 5:00 PM during the Richland County Executive Committee meeting located at the Richland County board room, located at 181 W Seminary St, Richland Center, WI 53581.

The proposed comprehensive plan is an update to the Richland County Comprehensive Plan adopted in 2006. The update includes an inclusion of future land use maps for each township, as required by state statute.

Copies of the DRAFT Richland County Comprehensive Plan are available for review at the Richland County clerk's office, located at 181 W Seminary St, Richland Center, WI 53581, as well as the Brewer Public Library, located at 325 N Central Ave, Richland Center, WI 53581. The plan is also available on the Richland County website at <https://www.co.richland.wi.us/index.shtml>, as well as the Southwestern Wisconsin Regional Planning Commission's website at <https://www.swwrpc.org/>.

The public is invited to speak on the proposed comprehensive plan at the public hearing. Written comments may be submitted prior to, or at the public hearing. Any questions, written comments, or requests for a copy of the proposed update should be directed to Dan Hauck, assistant planner at the Southwestern Wisconsin Regional Planning Commission at (608) 342-1637 or [d.hauck@swwrpc.org](mailto:d.hauck@swwrpc.org). Written comments will be given the same weight as oral testimony and be part of the public record. **Written comments need to be received by the end of the day on January 13, 2025.**

The Richland County Executive Committee will review the comments received following the public hearing and may take action to recommend adoption of the plan by the Richland County Board of Supervisors, with or without changes to the draft.

Dated December 5, 2024





# RICHLAND COUNTY COMPREHENSIVE PLAN 2024-2034



# Acknowledgments

## Richland County Board

**David Turk** Board Chair, District 13

**Steve Williamson** Vice Chair, District 17

**Steve Carrow** District 1

**Mary Miller** District 2

**Marty Brewer** District 3

**Sandra M. Kramer** District 4

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**Alayne Hendricks** District 7

**Gary Manning** District 8

**Mark Gill** District 9

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**Craig Woodhouse** District 12

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**Melvin Frank** District 15

**Kerry Severson** District 16

**Marc Couey** District 18

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## Executive and Finance Committee

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**Mark Gill** District 9

**Ingrid Glassbrenner** District 10

**David Turk** District 13

**Melvin Frank** District 15

**Steve Williamson** District 17

**Marc Couey** District 18

## SWWRPC Staff

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**Misty Molzof** Assistant Director

**Austin Coppernoll** GIS Planner

**Jaclyn Essandoh** GIS Coordinator

**Dan Hauck** Assistant Planner

**Kate Koziol** Economic Development Specialist

**Bryce Mann** Administrative Assistant

**Jacob Nelson** Research Analyst

**Alyssa Schaeffer** Assistant Planner

**Ellen Tyler** Community Resiliency Planner

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# Introduction

Richland County, Wisconsin, nestled in the scenic Driftless Area, offers a unique blend of natural beauty, cultural heritage, and a deep agricultural tradition. The county, named for its rich and fertile lands, has long been a destination for farmers and settlers drawn to its abundant resources and ideal farming conditions. With its meandering valleys, vibrant rivers, and forested bluffs, Richland County is a place where nature and community intertwine. It is home to a close-knit, resilient population that values its rural roots while embracing the diverse opportunities for outdoor recreation, farming, and small-town living.

This comprehensive plan aims to chart a course for the county's development over the next decade, ensuring that Richland County remains a thriving and resilient community for both current and future generations. Developed through robust engagement with local government officials at the town, village, city, and county levels, this plan reflects a collaborative approach to shaping Richland County's future. In addition to input from local leaders, the plan draws upon existing studies and strategies that have been developed in recent years, covering key areas such as transportation, agriculture, hazard mitigation, outdoor recreation, and environmental sustainability. These plans have laid the groundwork for a more integrated and forward-looking approach to county-wide planning.

The Richland County Comprehensive Plan places a strong emphasis on intergovernmental cooperation, land use, and economic development, recognizing that many of the county's most pressing challenges and opportunities require coordinated efforts across municipalities. The planning process has resulted in strategies and action steps organized around these areas, providing a roadmap for aligning the county's land use policies, economic priorities, and growth strategies in a way that benefits all residents. By addressing these core issues, the plan aims to promote sustainable growth and create a vibrant community for years to come.



# Core Values

Richland County's practices must be tethered to its principles in order to have a coherent strategy moving forward. Core values serve as the foundation for decision-making, as they hold decision-makers accountable for their choices. The County Board provided the following core values during the strategic 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.

## Richland County 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.**

*The Richland County Comprehensive Plan's values and vision are informed by the Richland County Strategic Plan, which was adopted in 2021.*

# Resilience

Resilience is the ability to “bounce forward” from disasters and shocks. Flooding, political polarization, and cyber-attacks are just a few of the many challenges faced by local residents, organizations, businesses, and governments. Resilience is about proactive work to weather difficulty and recover stronger.

In Richland County, a coalition of local leaders began meeting in March of 2023 to dedicate efforts toward resilience. Rather than focusing only on putting out immediate issues, this group, called the Richland Resilience Group, has met on a quarterly basis for the past two years to look ahead at the challenges to come, and what may be done to build resilience. In 2024, this group completed four proactive projects in the county: a river gauge implementation plan, groundwater vulnerability research, resilient land use research, and outreach to non-group members.

Richland County's efforts to build resilience are key to growing and sustaining healthy communities. This comprehensive plan is another example of resilience work in the county. Through proactive action to increase intergovernmental coordination, responsibly steward natural resources, and identify opportunities for future development, Richland County can improve the lives of today's residents and future generations.



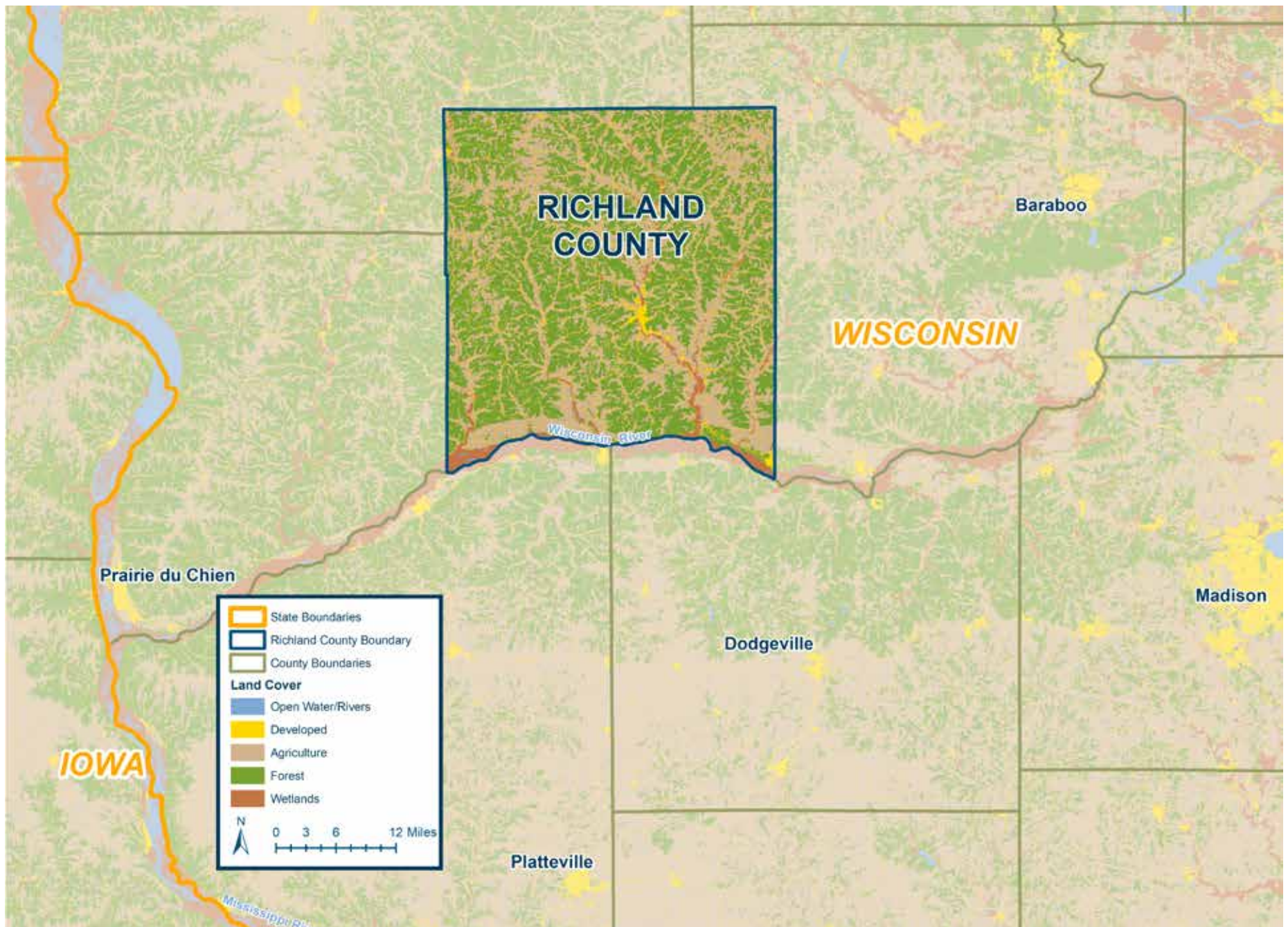




# Richland County Today

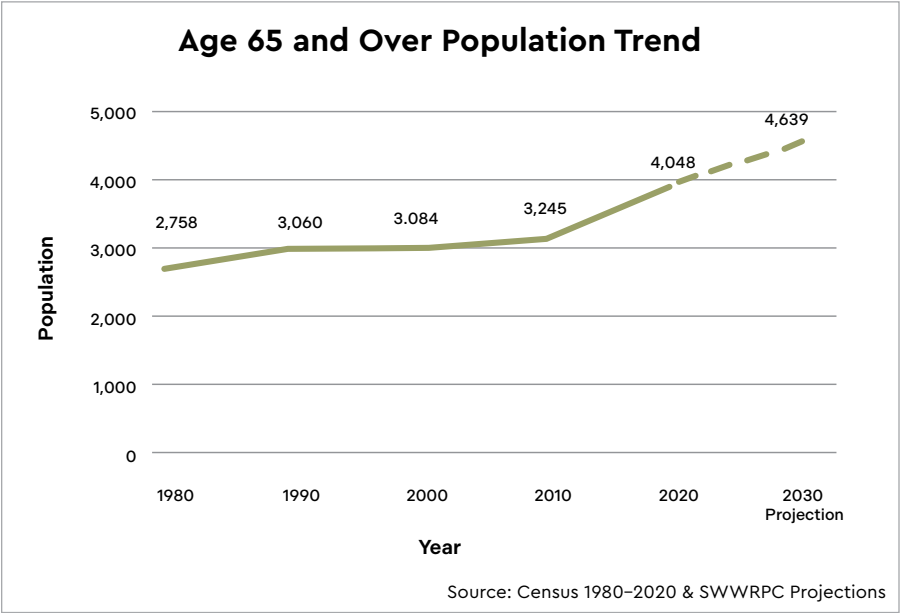
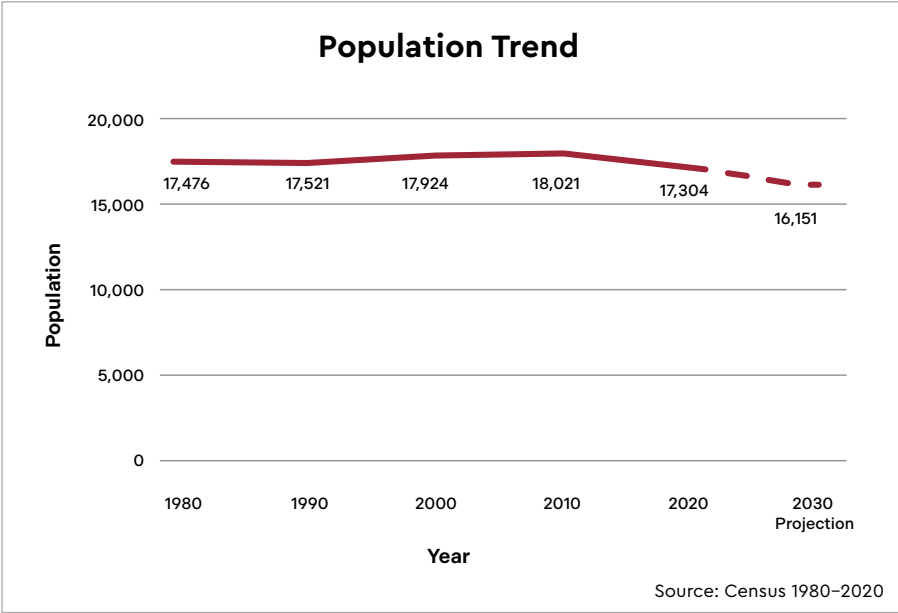
Richland County is located in the southwestern region of Wisconsin, within the driftless area. It is bordered by Vernon County to the north, Sauk and Iowa Counties to the east, Grant County to the south, and Crawford County to the west.



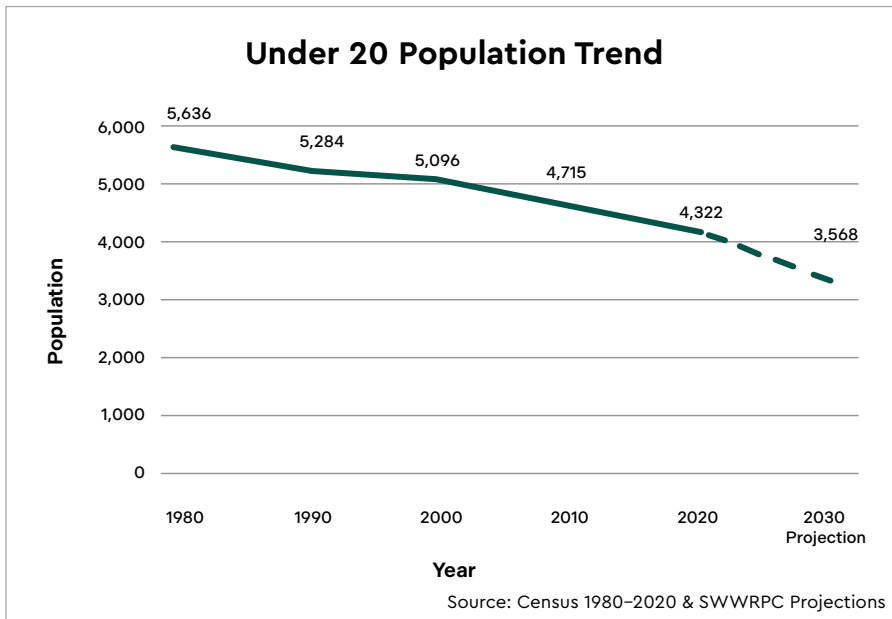
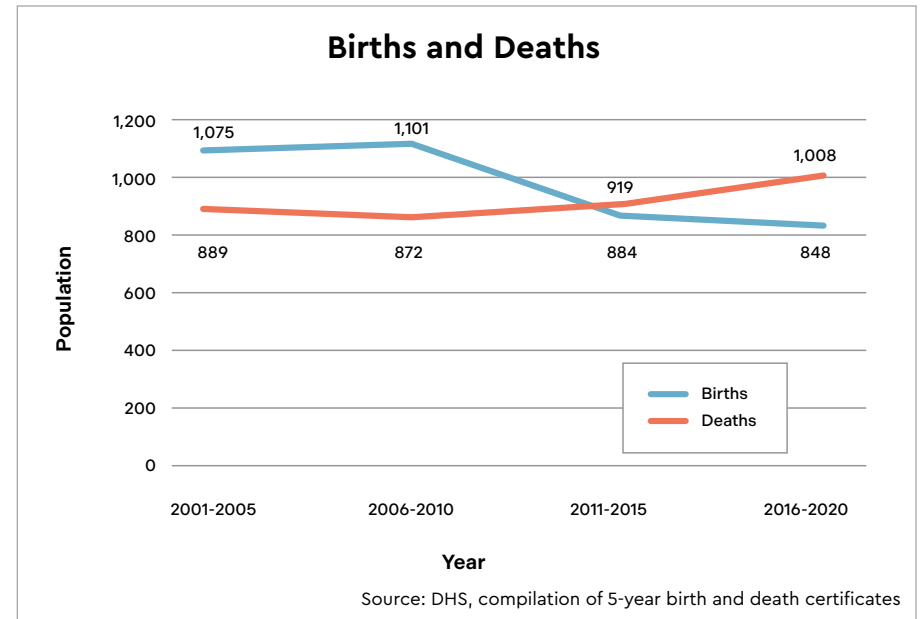
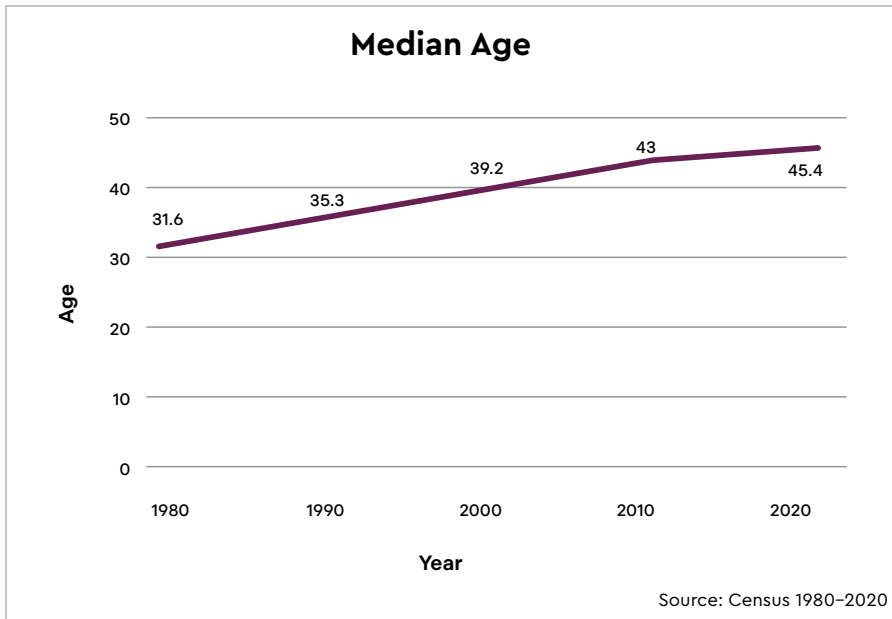


# Demographics

Over the past few decades, Richland County has faced significant demographic changes, including a stagnant population from 1980 to 2010 followed by a noticeable decline between 2010 and 2020. Projections suggest this trend will continue, with an even steeper decline expected by 2030. This population shift is accompanied by an aging demographic, as the median age in the county has risen substantially over the past 40 years, primarily due to the growing proportion of residents aged 65 and older. This aging trend is expected to continue, with the senior population projected to increase significantly in the coming years.



**Southwestern Wisconsin Comprehensive Economic Development Strategy (CEDS) priority 2.1:** Support workers of all ages by offering opportunities for mentorship and encore careers.

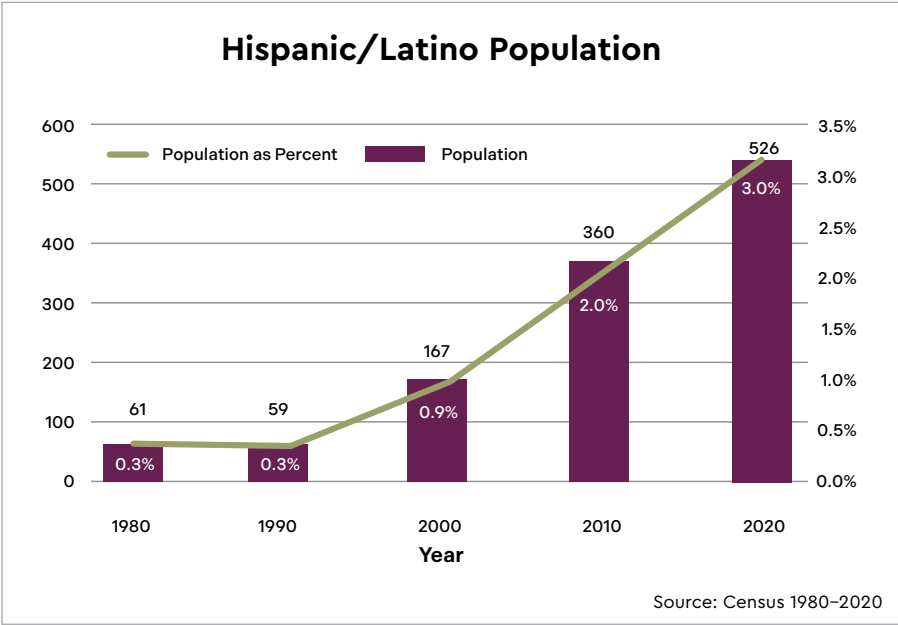


Additionally, Richland County has experienced a decline in its youth population. The number of residents under the age of 20 has dropped by nearly a quarter since 1980, and this decline is anticipated to continue. This reduction in the youth population has had a direct impact on the county's school districts, which have collectively seen a sharp decrease in enrollment. The loss of students has put additional strain on local school systems, which are already grappling with limited resources and staffing challenges.

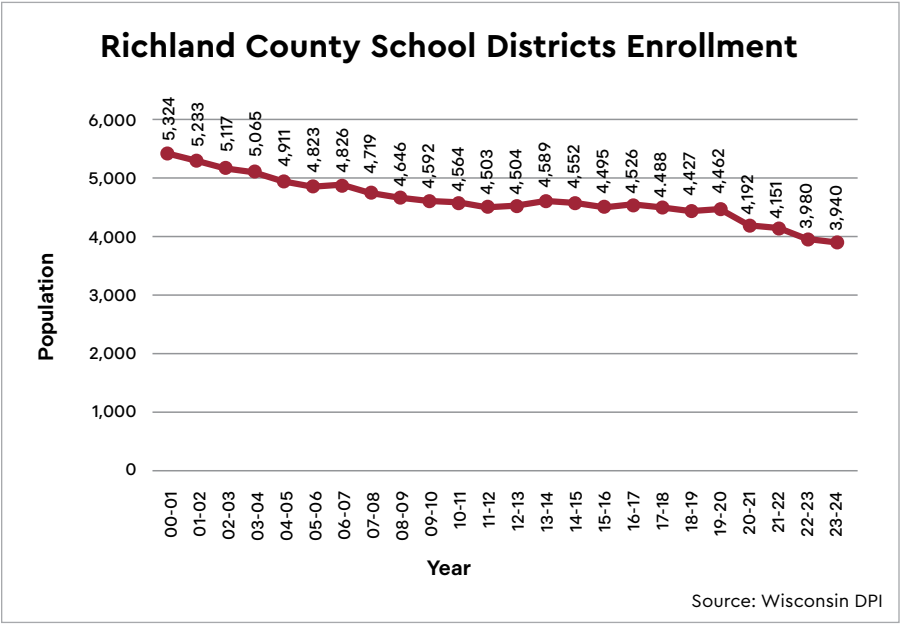
The **Richland Center Comprehensive Plan** identifies the need to appeal to young adults and suggests encouraging those residents to have a greater say in local government decision making, public projects, and community organizations ('Community Resources').

While the county's overall population shrinks, one notable demographic shift is the growth of the Hispanic/Latino community, which now represents a small but increasing portion of the population. As the overall population continues to decline, the Hispanic/Latino community is expected to make up an increasingly significant share of Richland County's residents.

These demographic shifts create both challenges and opportunities for the county. With a shrinking population and an aging community, local governments and service providers must consider more innovative approaches to maintaining services and meeting the evolving needs of residents. Intergovernmental cooperation will be crucial in addressing these challenges. By collaborating across municipalities, Richland County's towns, villages, and school districts can share resources, streamline services, and coordinate efforts to better serve the community, especially in areas like education, healthcare, and senior services. In an era of demographic decline and limited resources, these partnerships will be key to ensuring that the county remains resilient and capable of adapting to future challenges.



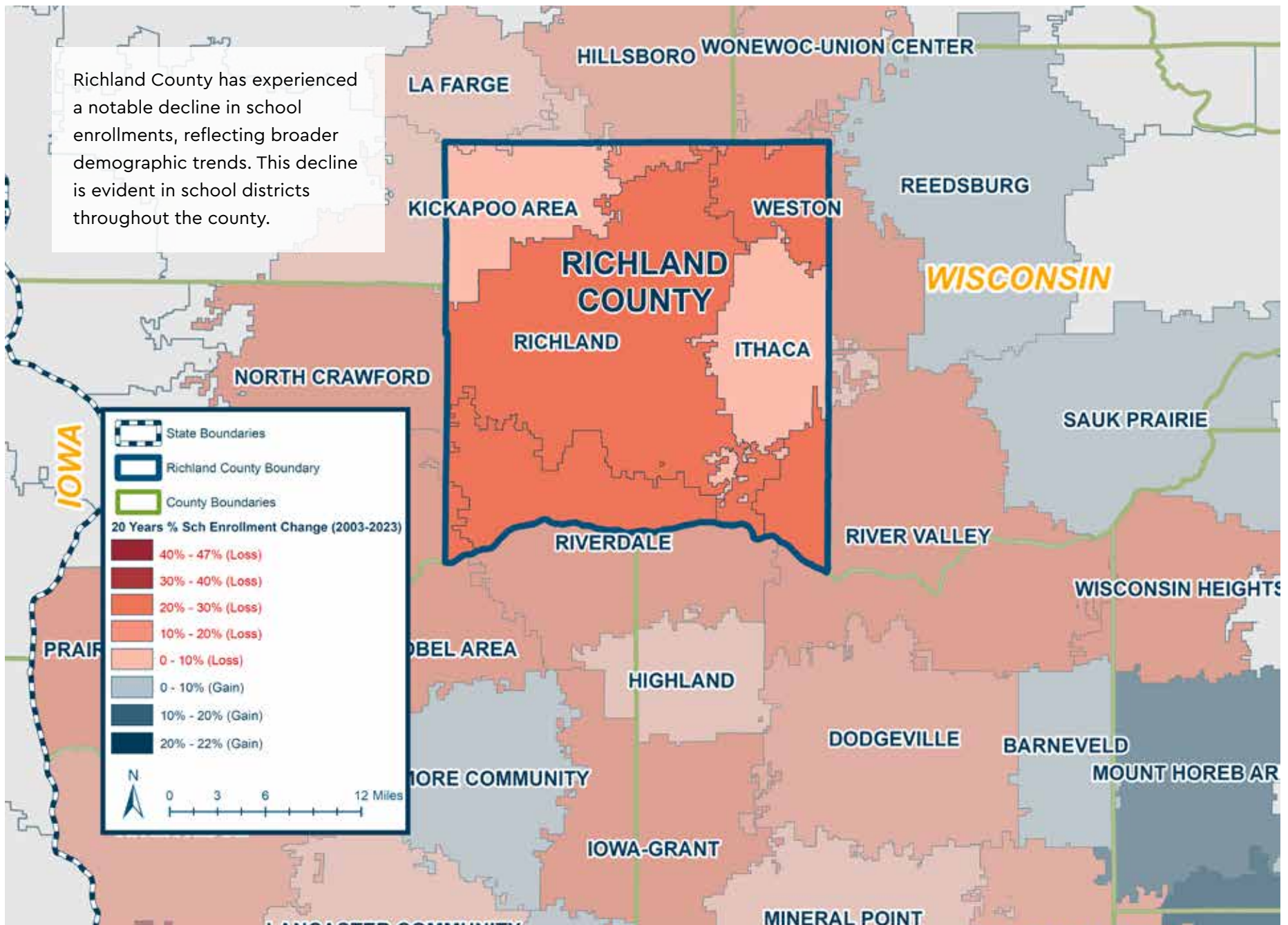
**CEDS priority 4.3:** Address barriers for immigrant and non-English-speaking residents.



Districts Included are: Richland, Ithaca, Kickapoo, Weston, Riverdale, and River Valley. Since the 2000–2001 school year, these districts have collectively seen a 25.9% decline in enrollment.



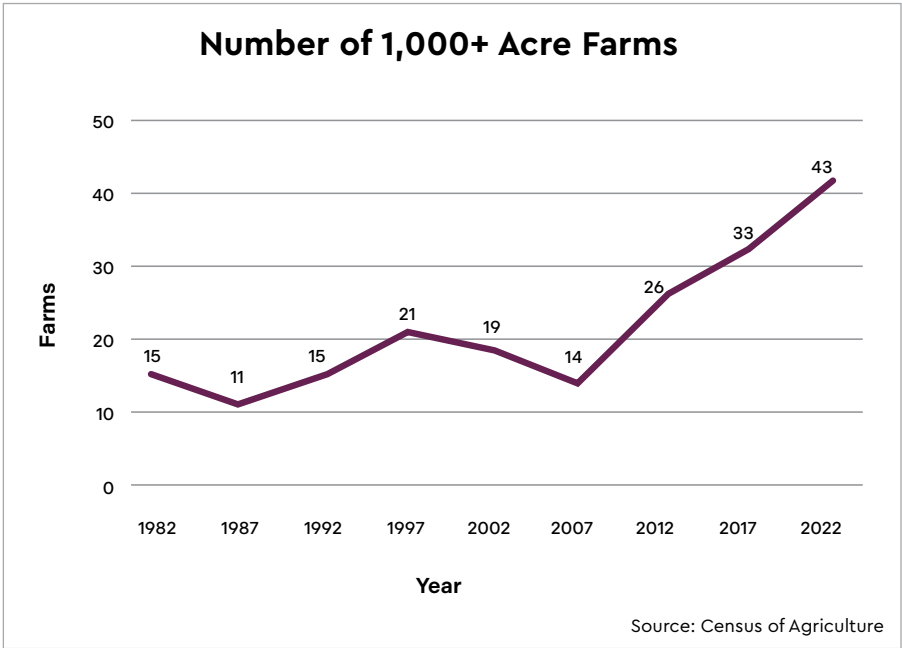
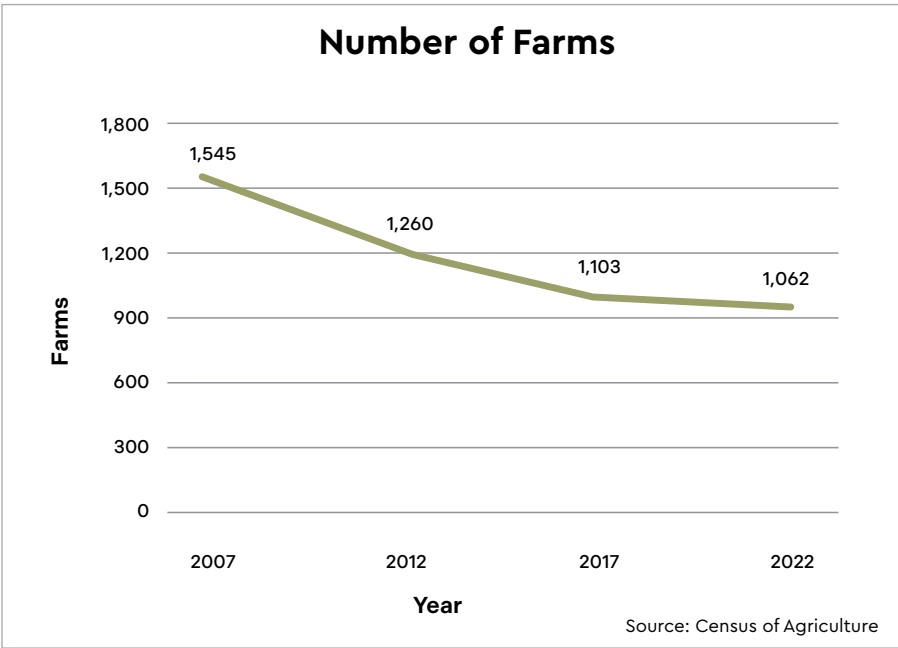
Richland County has experienced a notable decline in school enrollments, reflecting broader demographic trends. This decline is evident in school districts throughout the county.



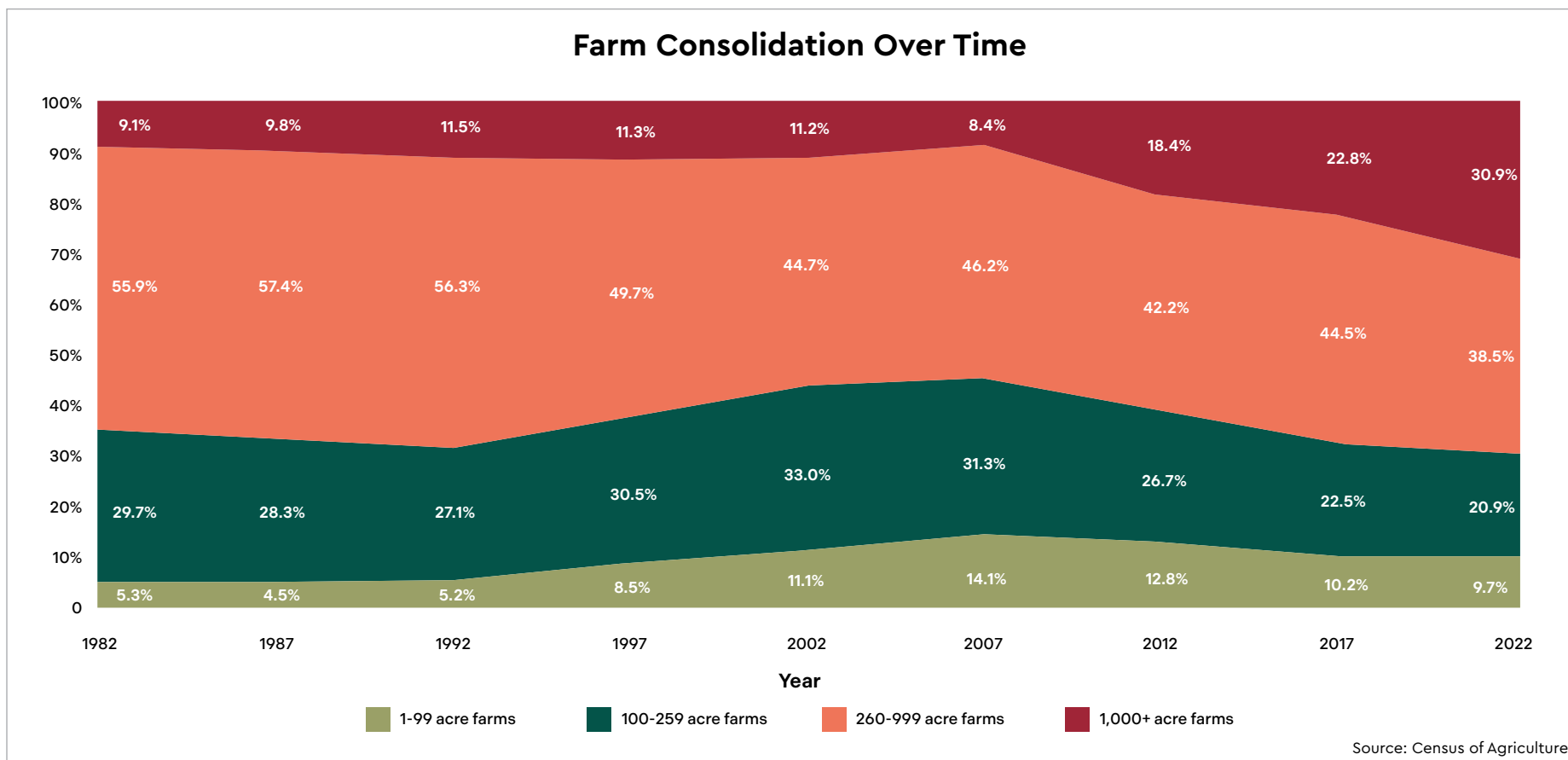


# Agriculture

In addition to demographic shifts, Richland County has also seen significant changes in its agricultural landscape. Since 2007, the county has lost roughly a third of its farms, mirroring a broader trend across rural Wisconsin. Over the past 40 years, the structure of farming in the county has shifted dramatically. The number of large farms (over 1,000 acres) has nearly tripled, while mid-sized farms (those between 100 and 1,000 acres) have steadily declined. In contrast, the number of small farms (under 100 acres) has increased, now accounting for nearly 10% of all farms in the county.

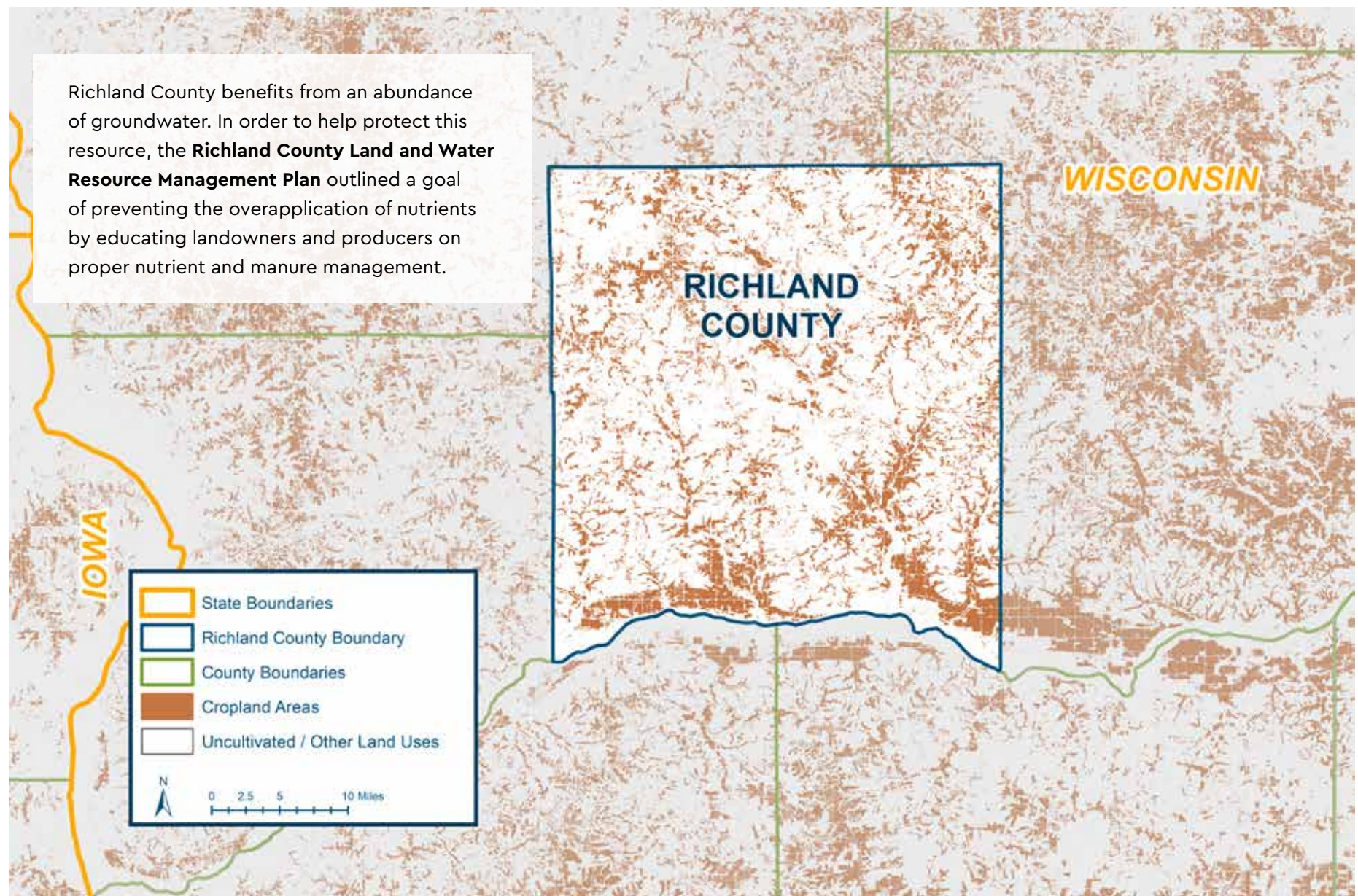


These changes reflect broader economic pressures on the agricultural sector, including consolidation and the rising costs of farming. Larger farms have become more prominent, often due to economies of scale, while smaller operations have struggled to remain viable. The decline of mid-sized farms, which traditionally provided a diverse mix of crops and livestock, may also impact the county's rural character and the sustainability of its agricultural economy. As the landscape shifts, these trends present challenges for land use and zoning, as local communities may need to adjust to the growing presence of large agricultural operations and the conversion of farmland to other uses.



While the loss of farms raises concerns about the future of agriculture in Richland County, it also highlights the need for careful land use planning to balance the growing demand for residential and commercial development with the need to preserve the county's agricultural heritage. Maintaining a sustainable agricultural base while accommodating growth will require thoughtful land management strategies, as the county's agricultural landscape continues to evolve in response to market forces and demographic changes.

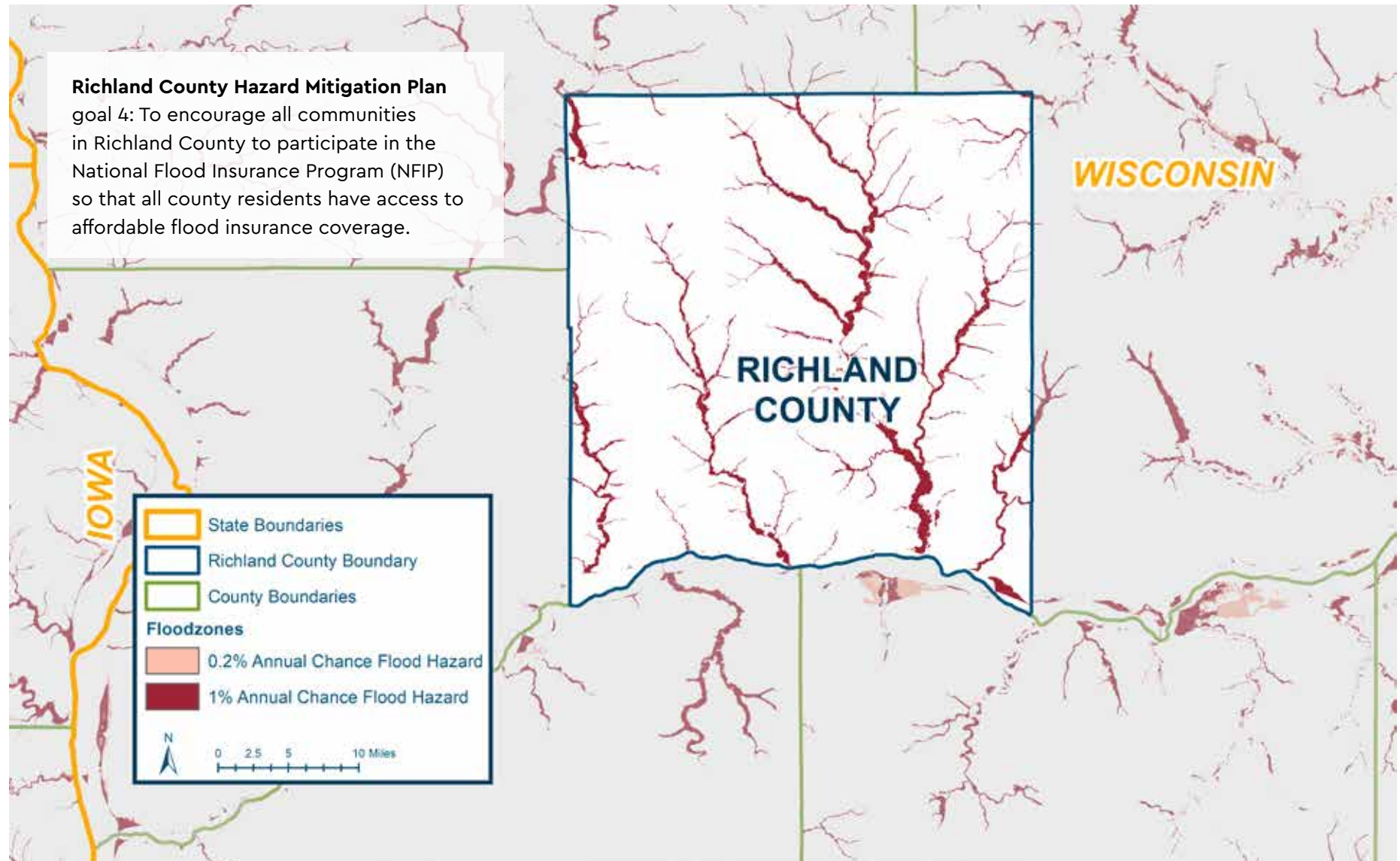
Despite ample fertile soil, cropland distribution in Richland County is limited to valleys and relatively flat areas, including near the Wisconsin River in the southern portion of the county.





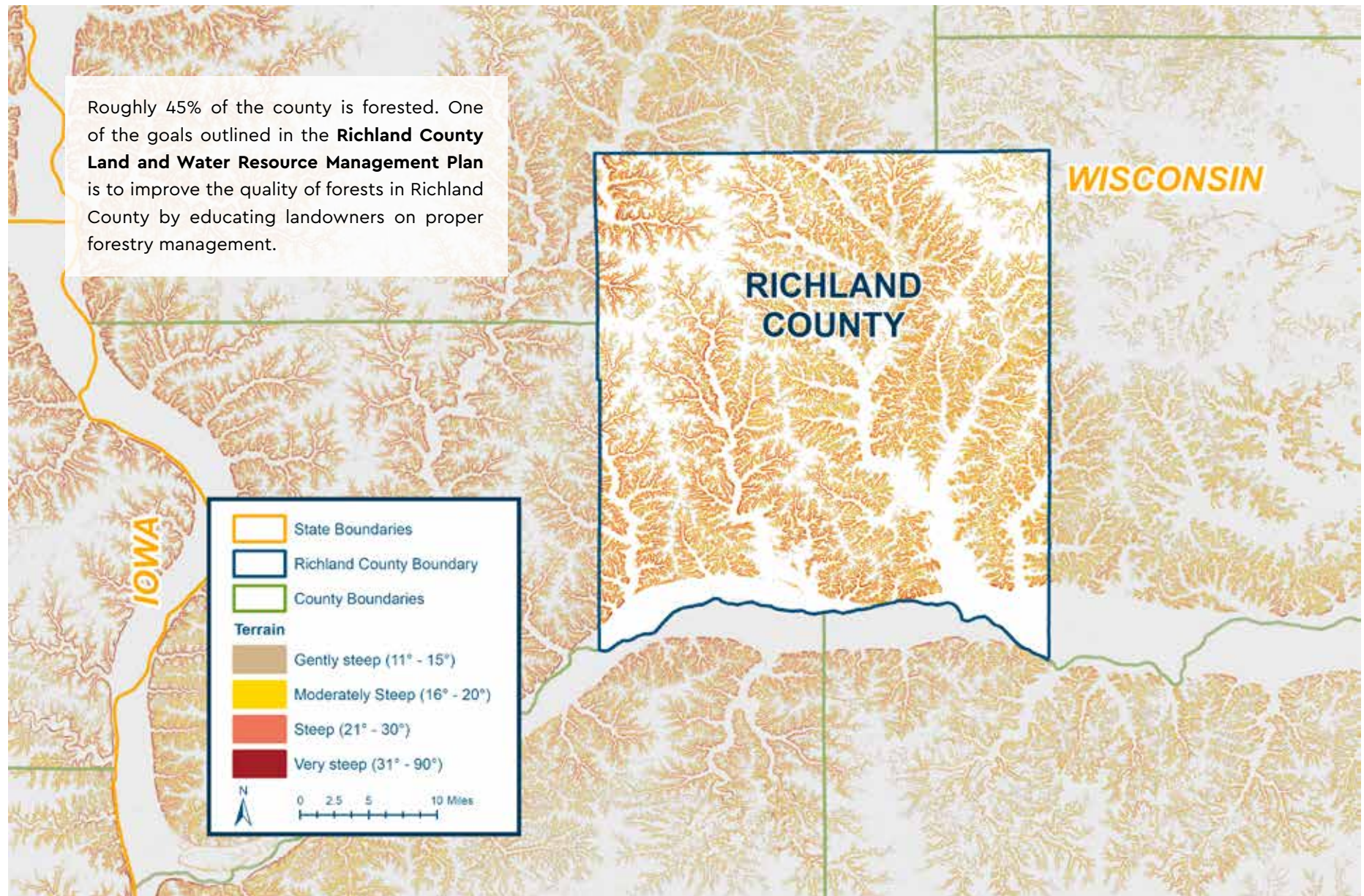
# Natural Landscape and Topography

Richland County's geography includes multiple floodplains, particularly due to its location in the Driftless Area, where steep valleys and winding rivers make it prone to flooding.



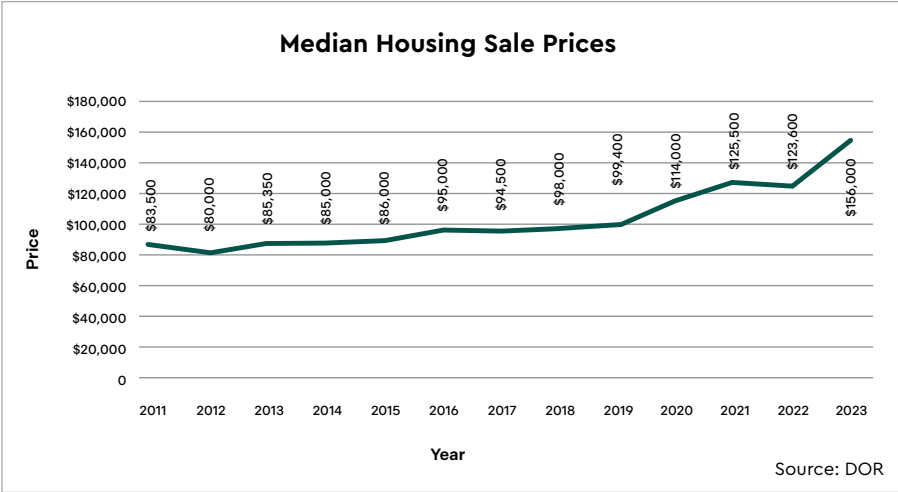


Richland County features a varied topography characterized by rolling hills, valleys, and riverine landscapes. The county is known for its rugged terrain and lack of glacial deposits.

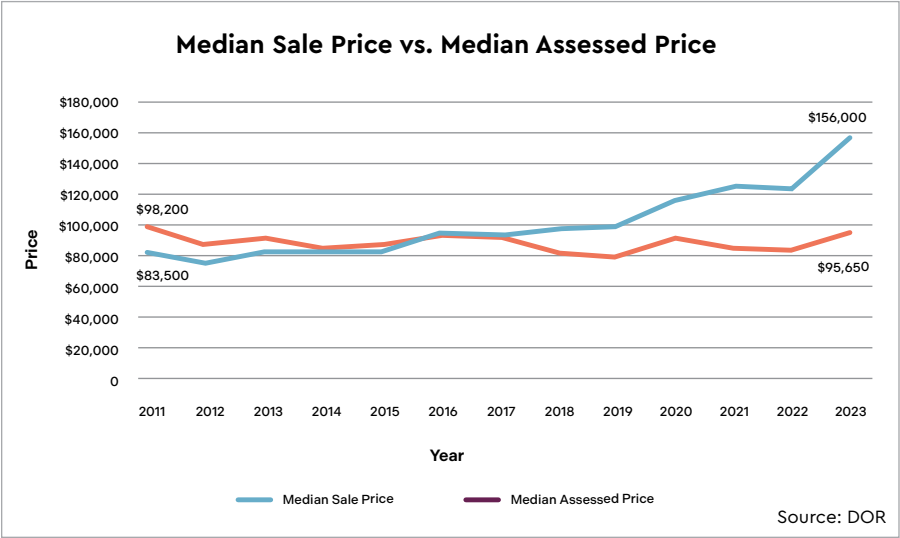


# Housing

In recent years, Richland County has seen a sharp increase in housing prices, particularly starting in the early 2020s. The median housing sale price, which had been relatively stable through most of the 2010s, began to significantly outpace the median assessed price starting in 2017. By 2023, the median sale price exceeded the median assessed price by over \$60,000, signaling a growing gap between what homes are worth on the market versus their assessed values. This sharp rise in home prices has occurred alongside slower growth in household incomes, creating an affordability gap for many potential homebuyers in the county.



The **Richland County Housing Study** found that housing that is affordable to first-time homebuyers is generally older, and therefore tends to have significant maintenance issues. Approximately 25% – 35% of realtors' clients are first time homebuyers.



The **Southwest Community Action Program (SWCAP) Community Needs Assessment** found that as of 2020, only 2.61% of the existing housing stock had been constructed since 2010, the lowest in the region (3.6%), as well as Wisconsin (4.52%) and the US (6.21%).

### The Richland County Housing Study

recommends supporting equitable wealth-building opportunities for residents.

Examples include:

- Allow ADUs by right in cities and villages. Explore ADUs by right at a county level.
- Streamline permitting and promote installation of residential solar.
- Prioritize equity in zoning policy.

The increase in home prices has been compounded by a high rate of "invalid sales" — transactions between related parties or distressed sales that often do not reflect true market conditions. These sales have made up a significant portion of total sales since 2011, which points to challenges for newcomers and first-time buyers trying to enter the housing market. These properties, often not listed publicly, can complicate the home-buying process, further straining the market for those looking for affordable housing options.

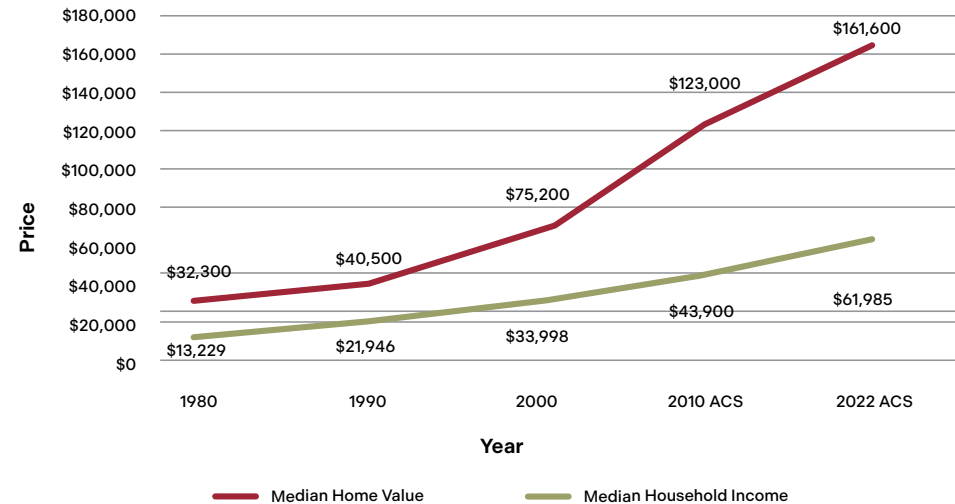
### The Richland County Housing Study

recommends Increase affordable housing options for new and existing residents.

Examples include:

- Continue to support a zoning ordinance with only two or three residential districts.
- Develop and promote existing local funding for down payment assistance grants, low-interest maintenance loans, etc.

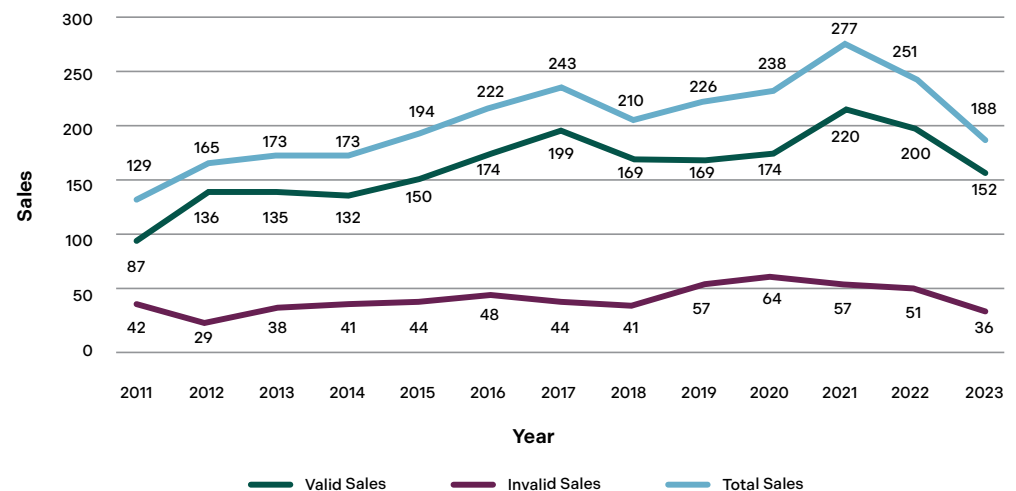
## Home Values and Household Income



Note: This figure uses median home value, not sale price.

Source: 1980–2000 Census and 2010–2022 ACS 5-Year Estimates.

## Valid vs. Invalid Sales

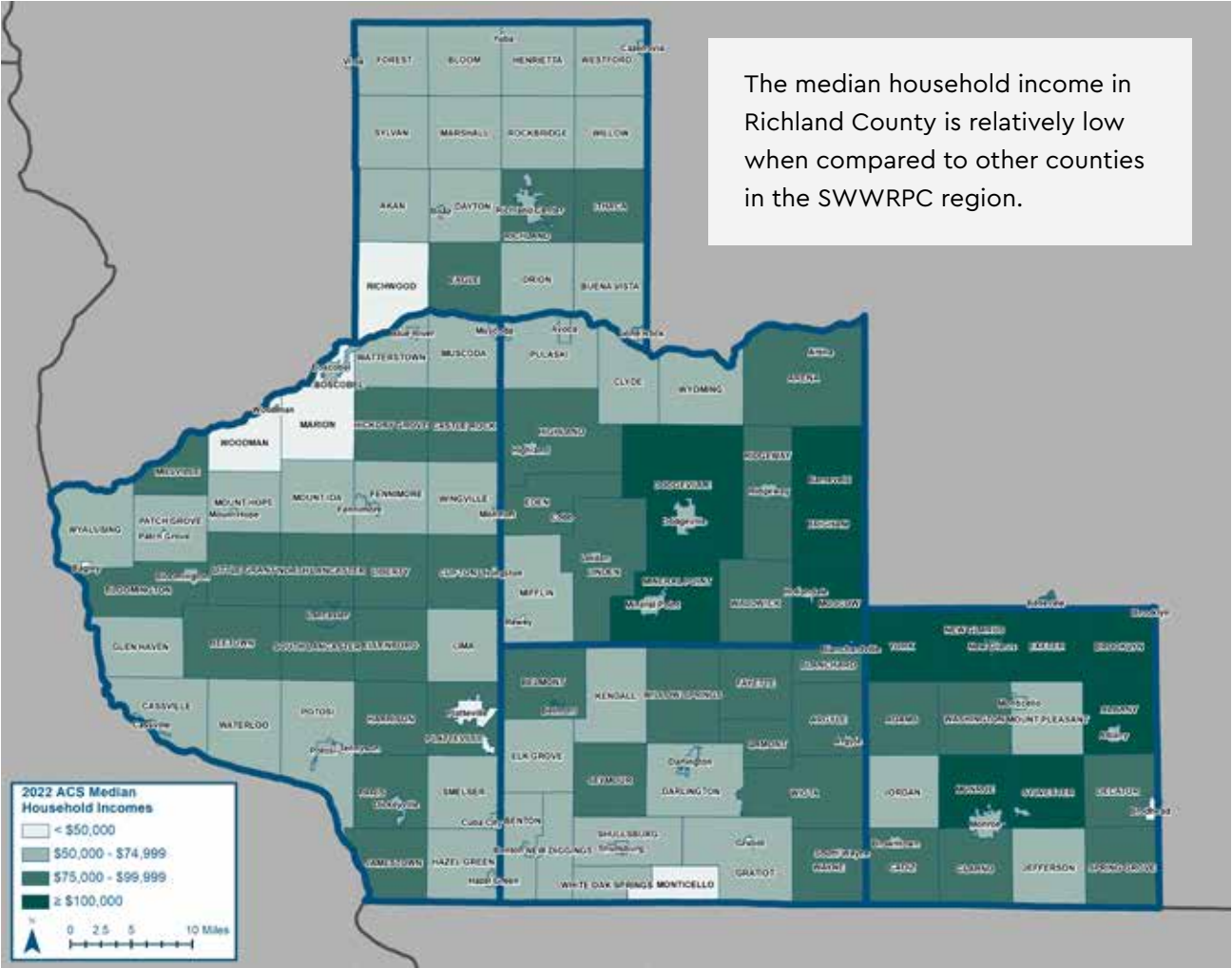


Source: DOR



Additionally, after reaching a 10-year high in 2021, the number of total home sales has declined over the past two years, reflecting broader market shifts and growing uncertainty. This slowdown could be tied to several factors, including rising mortgage rates, decreasing affordability, and shifting economic conditions. As the county's population continues to age and younger residents increasingly move elsewhere in search of work and affordable housing, local governments face growing pressure to address housing availability and affordability.

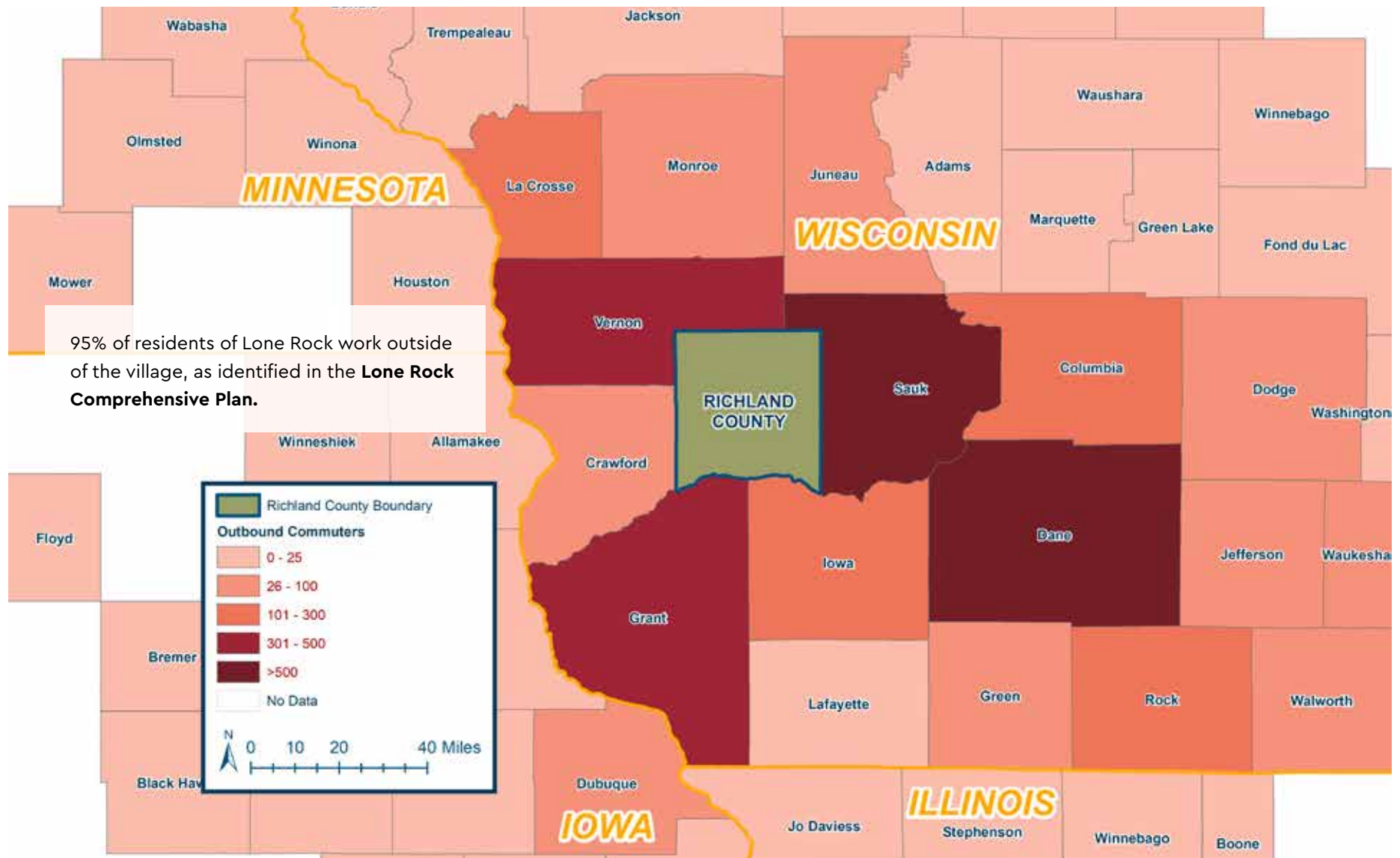
These housing trends are closely tied to Richland County's demographics and economic development goals. The rising housing costs make it more difficult for younger residents, families, and workers to settle in the county, which could further exacerbate the population decline and hinder workforce development. In turn, these challenges put additional strain on local school districts and community services.



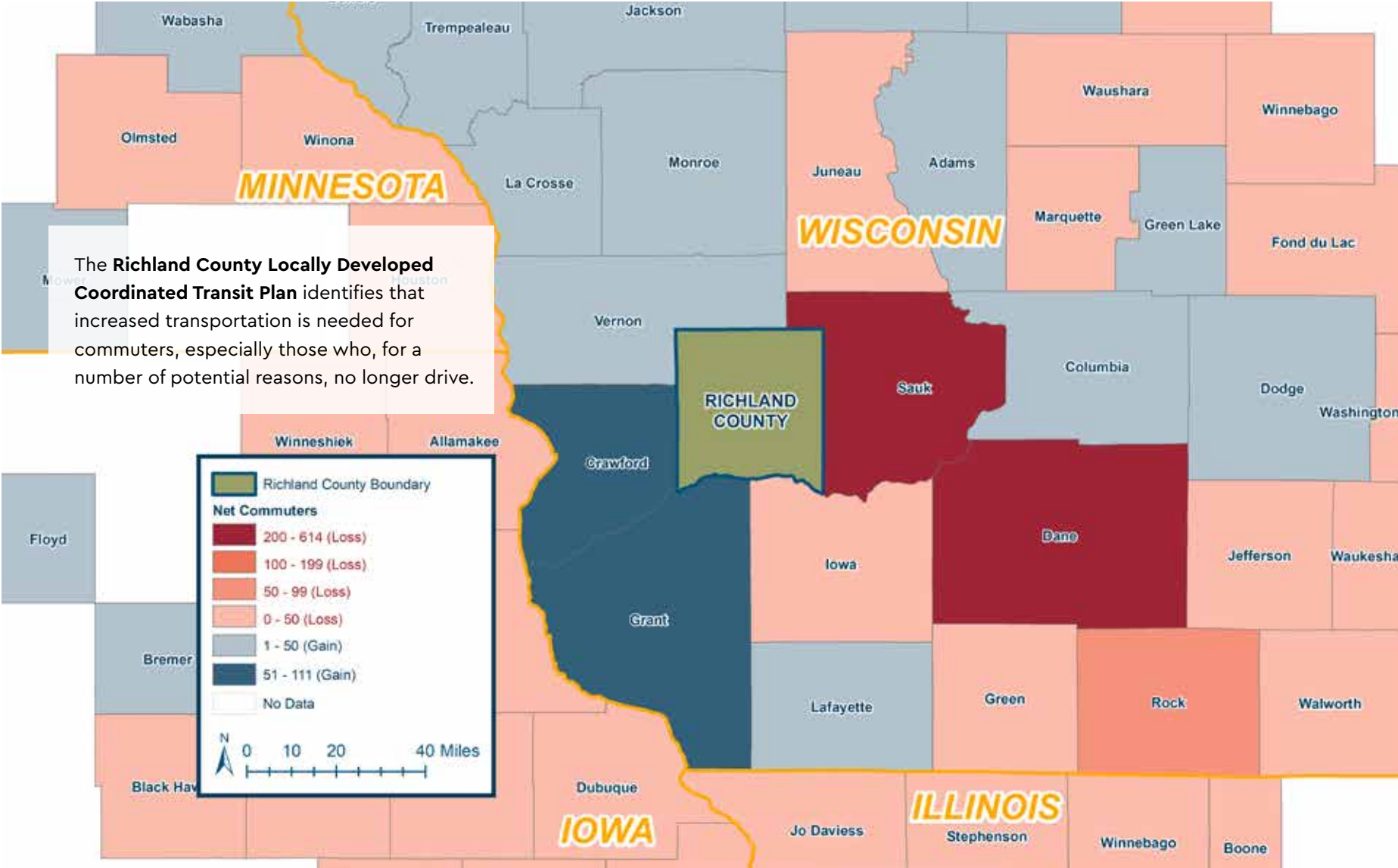


# Transportation

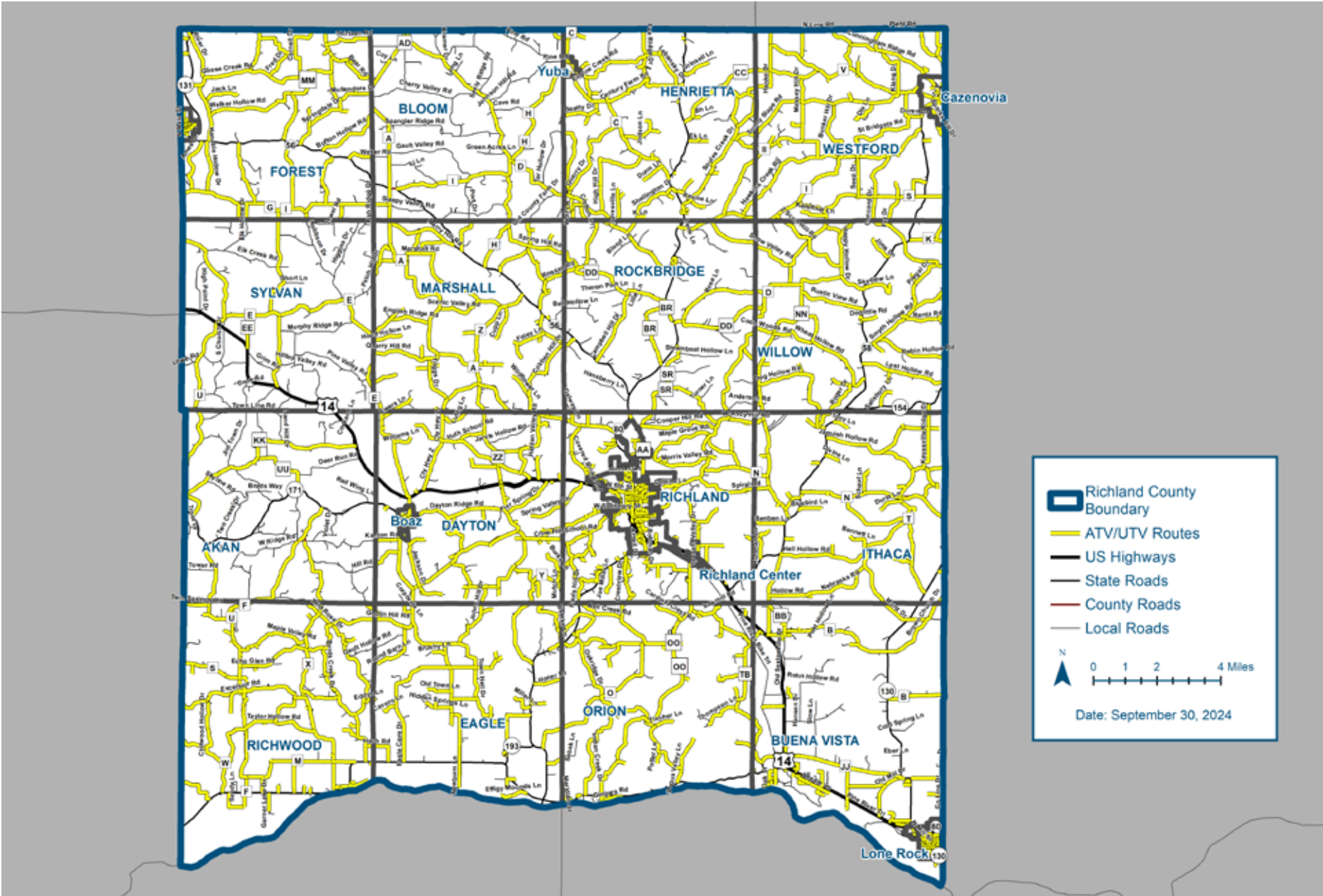
Sauk County receives more outbound commuters from Richland County than any surrounding counties. Other notable receiving counties include Dane, Grant, Iowa, and Vernon Counties.



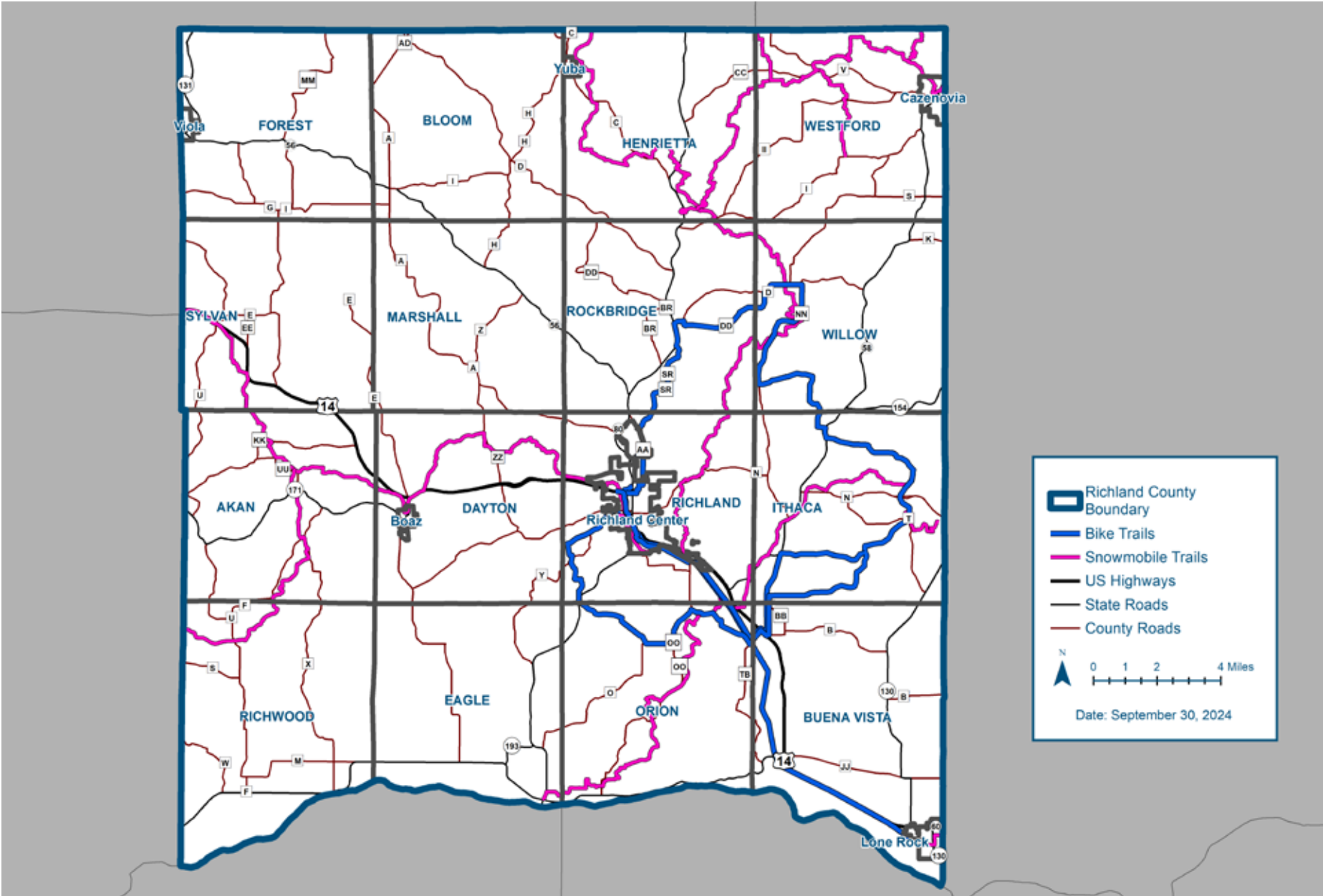
Richland County experiences a significant net loss of commuters to Dane County, followed by Sauk County. Conversely, it attracts a greater net influx of commuters from Crawford County and Grant County than any other county.



Richland County features many ATV/UTV-allowed roads, with each township offering access to these roads.



Richland County provides 134 miles of snowmobile trails and 75 miles of primary bike trails identified by the county.





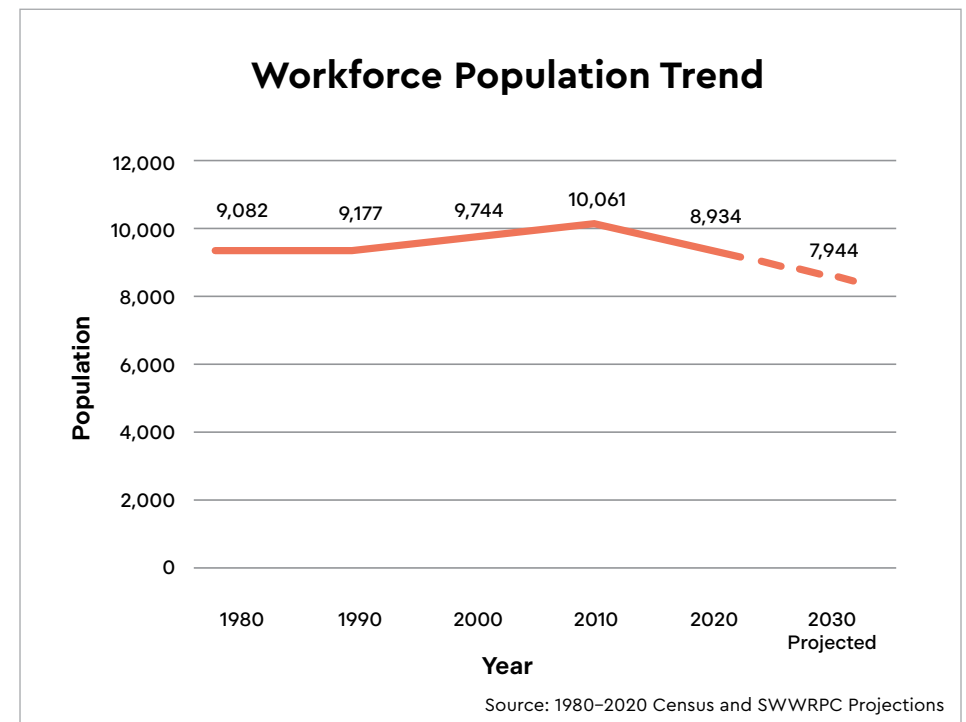




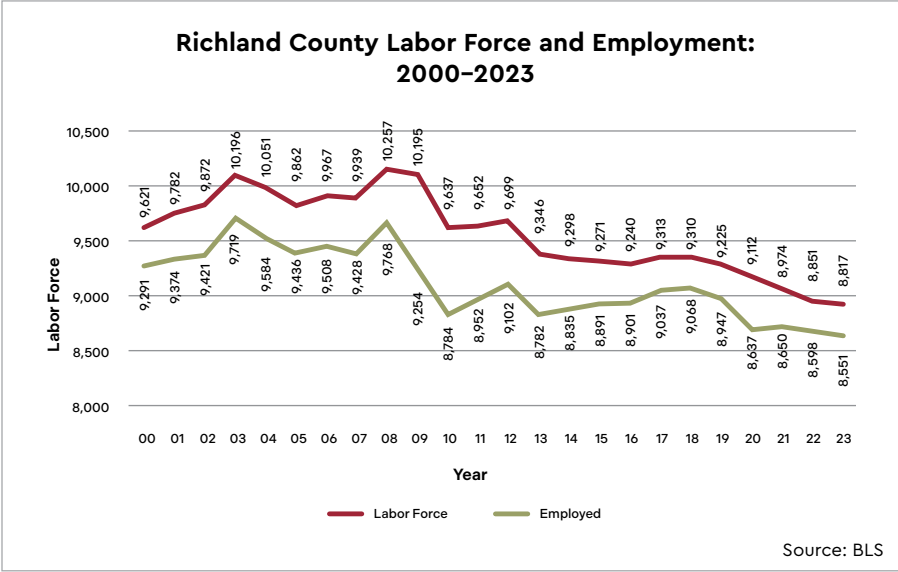


# Economic Development

Richland County has experienced notable shifts in its workforce demographics over the past several decades. From 1980 to 2010, the workforce population steadily grew, reflecting both population growth and economic expansion. However, since the 2010s, the workforce has begun to decline, and projections show that this trend will continue through 2030. This decline is driven by several factors, including an aging population, outmigration of younger residents seeking employment opportunities elsewhere, and changing local economic conditions.



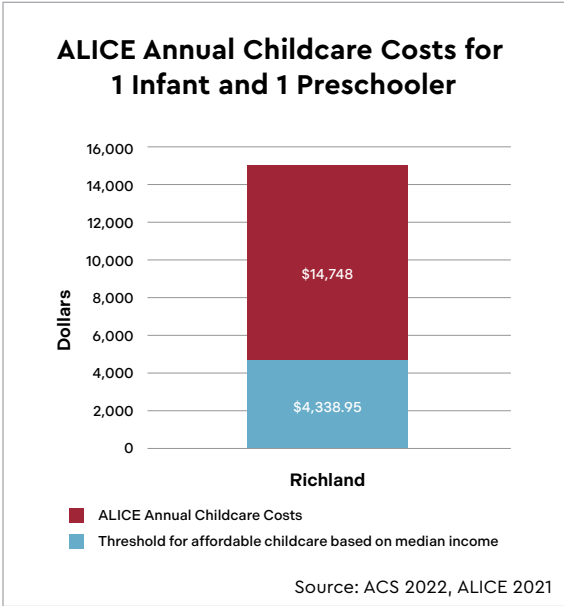
The prime working-age population (ages 20–64) has been particularly impacted. Although the workforce and employed populations peaked just before the 2008 recession, both have steadily declined since, mirroring national and regional trends in rural areas. As the county's median age rises and fewer young people remain to enter the workforce, the challenge of maintaining a robust, local workforce grows more pressing. The shrinking workforce is especially concerning for key industries that depend on a steady supply of workers, such as agriculture and manufacturing.



Agriculture remains one of Richland County's foundational industries, though the workforce in this sector faces its own unique challenges. The county has seen growth in sectors such as healthcare and agriculture, forestry, fishing, and hunting over the past decade. However, agriculture's labor needs are evolving, with fewer workers entering the field due to a combination of factors, including economic pressures, the consolidation of farms, and an aging farming population. These shifts in agriculture and the wider economy are reshaping the workforce landscape, as fewer young people are choosing to enter farming or stay in rural areas.

The decline in the workforce also has ripple effects on housing, as fewer working-age individuals in the county could result in reduced demand for housing and lower home values, particularly in rural areas. At the same time, rising housing costs are becoming a barrier for families looking to settle in the county, especially as wages in sectors like manufacturing and agriculture fail to keep pace with the increasing cost of living. The affordability of housing, combined with the challenges of accessing affordable childcare, further compounds these issues. For many families, the high cost of childcare often leads to one parent leaving the workforce, reducing overall household income and further diminishing the labor pool.

The **SWCAP Community Needs Assessment** identifies the decrease across the county, region, state, and country in the number of childcare workers. The median hourly wage in Richland County for childcare workers was \$9.84 in 2022, lower than the averages in both Wisconsin (\$10.90) and the US (\$11.64)



**CEDS priority 1.2:** Increase the quantity, affordability, and quality of childcare options in the region.

## Richland County Industries

Industry	2013 Jobs	2023 Jobs	2013 – 2023 Change	2013 – 2023 % Change
Manufacturing	1,580	1,416	-165	-10%
Government	1,071	1,044	-28	-3%
Health Care and Social Assistance	881	1,021	140	16%
Retail Trade	901	858	-43	-5%
Agriculture, Forestry, Fishing and Hunting	364	424	60	16%
Construction	339	364	25	7%
Accommodation and Food Services	329	347	17	5%
Other Services (except Public Administration)	242	215	-27	-11%
Wholesale Trade	194	203	10	5%
Finance and Insurance	155	166	11	7%
Transportation and Warehousing	133	154	21	16%
Administrative and Support and Waste Management and Remediation Services	265	118	-147	-55%
Professional, Scientific, and Technical Services	78	113	35	45%
Arts, Entertainment, and Recreation	40	72	32	79%
Information	75	55	-20	-27%
Real Estate and Rental and Leasing	45	44	-1	-3%
Educational Services	39	41	3	7%
Utilities	14	20	7	48%
Mining, Quarrying, and Oil and Gas Extraction	<10	<10	Insufficient Data	Insufficient Data
Management of Companies and Enterprises	56	0	-56	-100%
Unclassified Industry	<10	0	Insufficient Data	Insufficient Data

Source: Lightcast



The Richland Center industrial park is currently the only industrial park in the county that has available space for development, presenting a valuable opportunity for economic growth and job creation in the county. By promoting this space, the county could attract a variety of new businesses, including manufacturing, logistics, technology, and service-based industries.



Bringing new companies to the industrial park would not only create direct employment opportunities but also generate a positive ripple effect on the local economy, supporting existing businesses and increasing demand for services such as retail, hospitality, and housing. The influx of businesses will also enhance the county's tax base, providing additional revenue to improve infrastructure, public services, and community amenities.

Richland County currently has a budget of \$30,000 for economic development. This enables the county to serve in a supportive role in its response to future development. The county is supportive of further economic development activities but currently has no clearly defined role. Richland County can encourage economic development in the following actions:

<p><b>Local Business Grants</b></p> <p>Set aside funds for small business grants to support local entrepreneurs. A grant program can encourage innovation and job creation with a streamlined application process.</p> <ul style="list-style-type: none"><li>• The <b>Richland County Economic Development Considerations</b> report recommends funding an economic development project grant program.</li></ul>	<p><b>Downtown Improvement Grant:</b></p> <p>Create a small grant to improve downtown business storefronts, enhancing the area's appeal and encouraging foot traffic.</p> <ul style="list-style-type: none"><li>• The <b>Boaz Comprehensive Plan</b> identifies a goal to work with Richland County Economic Development, SWWRPC, and owners of vacant businesses to identify and market opportunities to fill vacant spaces.</li></ul>
<p><b>Richland County Tourism Marketing Campaign</b></p> <p>Allocate funds for a digital marketing campaign to promote Richland County's attractions. This could include social media ads, a dedicated website, and promotional materials for local events.</p> <ul style="list-style-type: none"><li>• The <b>Richland Center Comprehensive Plan</b> emphasizes outdoor recreation marketing (Economic Development strategy 2).</li></ul>	<p><b>Community Events</b></p> <p>Plan and host community events or festivals to celebrate local culture and businesses. Funds could be used for permits, promotions, and small vendor fees.</p>
<p><b>Workforce Development Workshops</b></p> <p>Organize a series of free or low-cost workshops in collaboration with local vocational schools to provide skill development in high-demand areas. This could involve bringing in guest speakers or trainers.</p>	<p><b>Partnerships with Local Organizations</b></p> <p>Establish partnerships with local schools or nonprofits for joint projects focused on economic development, leveraging resources, and expertise.</p>

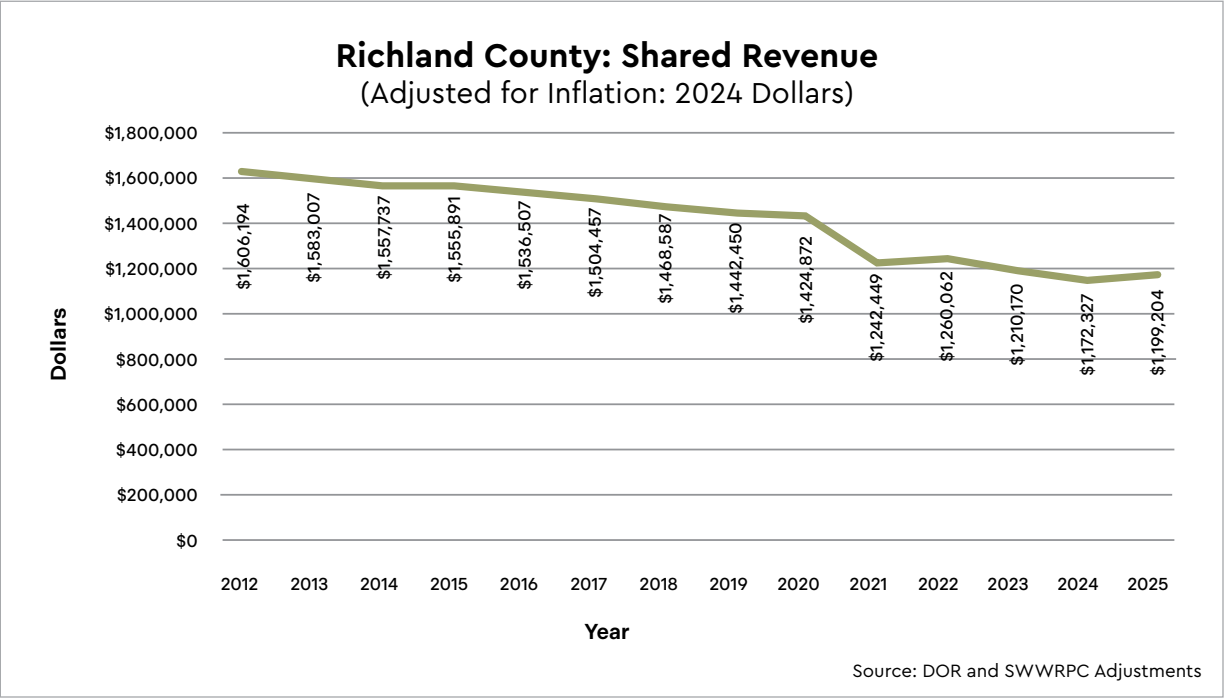
# Intergovernmental Cooperation

Intergovernmental cooperation is increasingly essential for Richland County, as local governments face a series of economic challenges that threaten their ability to provide vital services to residents. Constraints such as levy limits, an aging and declining population, lack of development have created financial challenges for local governments. Additionally, the cost of goods and services outpacing shared revenue from state sources, which has historically helped municipalities fund essential programs and infrastructure. With local funds dwindling, local governments are finding it increasingly difficult to meet the needs of their communities while balancing budgets.

Exacerbating this issue is the rising cost of goods and services, which affects everything from road maintenance to public safety. As expenses continue to climb, municipalities are confronted with the stark reality that traditional funding sources are no longer sufficient to cover their increasing operational costs. This situation creates an urgent need for innovative solutions that can help local governments stretch their limited resources further.

Considering these challenges, sharing services between units of local government presents a viable path forward. All units of government in the county offer similar services to similar populations. By collaborating on services such as emergency response, procurement of goods and services, and administrative functions, local governments can achieve significant cost savings while maintaining or even enhancing service delivery to their residents. Intergovernmental agreements can lead to more efficient use of resources, allowing communities to pool their strengths and address shared challenges collectively. This cooperative approach not only fosters a spirit of unity among local governments but also builds resilience in the face of economic uncertainties. The focus of local governments should be on quality service delivery, not who delivers the service.

Embracing intergovernmental cooperation may be the best, if not the only, way for Richland County to navigate the complex landscape of local governance today. By working together, municipalities can innovate and adapt to changing circumstances, ensuring that they continue to serve their residents effectively while maximizing the value of every taxpayer dollar. This collaborative mindset will be crucial in securing a sustainable and prosperous future for all communities within Richland County.



During the planning process, intergovernmental cooperation was a driving force during the engagement process with local government representatives. Officials from all local government units across the county were invited to participate in roundtable discussions and shared their insights on potential shared services and opportunities for collaboration. The outcomes of these discussions have been summarized to highlight important themes and future projects.

## Richland County/Richland Center Meetings

The intergovernmental meetings between Richland County and the City of Richland Center focused on a collaborative approach toward future development and community enhancement. Through these discussions, Richland County and the City of Richland Center have established a shared vision and agreed on key projects aimed at addressing community needs and fostering sustainable growth, while also documenting areas of existing cooperation. The initiatives resulting from this cooperation are outlined under the intergovernmental cooperation strategies and actions, where project descriptions and timelines are provided. This partnership underscores a commitment to efficient resource sharing, coordinated planning, and a united effort to meet the evolving needs of Richland County and Richland Center's residents.

### Areas of Existing Cooperation Between Richland County and Richland Center

**Tourism:** The City of Richland Center Tourism Director serves in a "Greater Richland Area" capacity. Through coordination with city-wide needs, the surrounding communities throughout the county benefit from visitors to Richland County; in turn affecting the county as a whole. Currently, the city funds the majority of this position, supported by township room taxes.

**Symons Center:** The funds to construct the Symons Center were donated to the county by a local community member. Following the donation, Richland County was responsible for operations and the city cost-shares this responsibility 50/50.

**ADRC:** The Richland County ADRC office is located within Richland Center and provides transportation options to seniors throughout the county.

**Emergency Management:** The Richland County Emergency Management Director works with the City of Richland Center Emergency Government Coordinator in order to have a unified approach to emergency management.

**Procurement:** The City of Richland Center and Richland County procure items such as road salt and cut blades jointly in an effort to save money and create efficiencies.

**Ambulance:** The Richland County Ambulance Service provides services to the City of Richland Center, as well as all or part of ten townships and two villages in the county.

- **Richland County Hazard Mitigation Plan** goal 3: Promote countywide planning that avoids transferring the risk from one community to an adjacent community.

**External Communication:** Richland County and Richland Center are working with SWWRPC to improve communication with the public.

# Towns and Villages Meetings

During separate intergovernmental meetings, town and village officials shared feedback on the potential for shared services and resource-sharing initiatives. Their discussions focused on the possibilities for collaboration across various municipal functions.

## Towns Input

Shared Services Groups	Benefits and Barriers	Barriers	First Steps
Clerk, Treasurer, Elections, Patrol Services	<ul style="list-style-type: none"> <li>• Larger volunteer pool for elections</li> <li>• Larger pool for township roles</li> </ul>	<ul style="list-style-type: none"> <li>• Workload exceeds paid duties</li> <li>• Compliance with state regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Open conversations between neighboring municipalities</li> <li>• Discuss opportunities to establish full-time positions</li> </ul>
IT Software, Equipment, Buildings, Procurement and Purchasing	<ul style="list-style-type: none"> <li>• Joint purchasing can create efficiencies between townships</li> </ul>	<ul style="list-style-type: none"> <li>• Security risks and cost concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Engage with municipalities already sharing IT, equipment, etc. discuss cost-saving measures</li> </ul>
Assessor, Engineering, Zoning Enforcement, Tourism	<ul style="list-style-type: none"> <li>• Potential for additional room tax revenue</li> <li>• Cost reduction via shared enforcement of zoning</li> </ul>	<ul style="list-style-type: none"> <li>• Current lack of capacity</li> <li>• Lack of training</li> <li>• Concern over fair share of labor</li> </ul>	<ul style="list-style-type: none"> <li>• Engage with other townships about room tax implementation</li> <li>• Develop coordinated enforcement strategies</li> </ul>

## Villages Input

Shared Services Groups	Benefits and Barriers	Barriers	First Steps
Clerk, Treasurer, Elections, Public Works	<ul style="list-style-type: none"> <li>• Opportunities for cost savings and efficiency</li> </ul>	<ul style="list-style-type: none"> <li>• Workload exceeds paid duties</li> <li>• Compliance with state regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Open conversations between municipalities</li> <li>• Mentoring from municipalities who are confident in their services</li> <li>• Develop mutual aid agreements</li> </ul>
IT Software, Equipment, Buildings, Procurement and Purchasing	<ul style="list-style-type: none"> <li>• Joint purchasing can create efficiencies between townships</li> </ul>	<ul style="list-style-type: none"> <li>• Security risks and cost concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Engage with municipalities already sharing IT, equipment, etc. discuss cost-saving measures</li> </ul>
Assessor, Engineering, Zoning Enforcement, Tourism	<ul style="list-style-type: none"> <li>• Information sharing leads to alignment of strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Disagreement on costs</li> <li>• Concerns around fairness of time spent in each municipality</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the goals of each municipality</li> <li>• Connect with other municipalities to discuss shared interest</li> </ul>

## Summary of Insights from Towns and Villages

The feedback from town and village officials highlights a strong interest in sharing resources across various municipal services to improve cost efficiency and service delivery. The services identified for potential collaboration include clerks, treasurers, elections, public works, IT software, equipment, procurement, assessor services, zoning enforcement, and patrol services. The motivation behind this interest lies in the reduction of overhead costs, operational efficiencies that take advantage of transferable skills, and enhanced service delivery, especially for smaller towns that face resource constraints.



## Benefits of Shared Services

The primary **benefits** discussed by local government officials include:

### COST REDUCTIONS

By pooling resources, adjacent municipalities can reduce operational costs, particularly for high-expense items like IT software, public works equipment, and contracted services such as assessor and patrol services. Bulk purchasing and shared procurement agreements are seen as vital strategies for reducing these expenses.

### INCREASED EFFICIENCY

Municipalities may reduce redundancies and streamline operations by sharing services. For example, consolidating building inspection and zoning enforcement efforts can help towns avoid the need to hire additional personnel and improve response times. Cross-training employees, such as clerks and treasurers, would also enable towns and villages to maintain continuous service, even during employee absences or transitions.

### IMPROVED SERVICE DELIVERY

Sharing personnel, such as town patrol services and election workers, would provide access to a larger pool of trained professionals. This collaboration can also lead to improved coverage and expertise, resulting in better service for residents and less workforce competition.

50% of survey respondents during community input for the **Lone Rock Comprehensive Plan** stated that local government response and accountability was the top concern for their community.

## Barriers to Resource Sharing

While the benefits are clear, several **barriers** to implementing shared services were noted:

### CAPACITY CONSTRAINTS

Richland County's municipalities face limited staffing, making it difficult to engage in the additional coordination required for initial implementation of shared services. There is also concern that existing staff are already overwhelmed, and adding responsibilities could affect service quality.

### LOGISTICAL CHALLENGES

Sharing equipment, facilities, and staff introduces logistical issues related to scheduling, transportation, and joint responsibilities. For example, towns and villages may struggle to determine how to share equipment fairly or how to manage shared building facilities effectively.

### RESISTANCE TO CHANGE

There is some hesitation among local officials and residents to embrace new models of service delivery. Concerns about losing control over local services, compliance with state regulations, and the potential complexities of shared management structures may slow down efforts to collaborate.

### LOCAL CONTROL

Municipalities may prioritize maintaining local control over services, fearing that shared service agreements could lead to a loss of autonomy in decision-making. Local leaders may be concerned that shared management structures or intergovernmental agreements could dilute their ability to

respond quickly to community needs or make decisions that best reflect the unique priorities of their municipality.

**LACK OF TRUST**

A lack of trust between neighboring municipalities can hinder collaboration. Without established relationships or a history of working together, local governments may be reluctant to share resources or responsibilities, fearing that one party may not fulfill its obligations or may prioritize its own interests over others. Building mutual trust through transparent communication and successful pilot projects can help mitigate this barrier.

**Proposed First Steps**

To overcome these barriers and begin the process of sharing services, several **first steps** were identified:

**INITIATE COMMUNICATION**

Local government officials agreed that open dialogue with adjacent municipalities is essential. Initial discussions would allow towns to assess mutual needs, explore shared interests, and build trust. Regular meetings or forums could provide opportunities to align goals and overcome resistance to change.

The **Richland County Outdoor Recreation Plan** set an objective to coordinate the county's recreation program with the programs of other levels of government and with private enterprise in order to achieve maximum public benefit.

**EXPLORE COLLABORATIVE ARRANGEMENTS**

Once communication is established, adjacent municipalities could begin exploring specific collaborative arrangements. These might include developing shared service agreements for clerks, treasurers, and town patrol services. Additionally, towns and villages could consider joint purchasing agreements for equipment, IT software, and public works services to achieve immediate cost savings.

**COST/BENEFIT ANALYSIS**

To ensure that collaboration is economically viable, municipalities should conduct a detailed cost/benefit analysis for each proposed shared service or joint initiative. This analysis would assess the financial savings, efficiency gains, and potential challenges associated with each arrangement. By comparing the costs of maintaining separate services versus sharing resources, municipalities can make informed decisions about which services are most suitable for collaboration. Additionally, the analysis should evaluate long-term sustainability and the impact on service quality to ensure that shared services do not compromise the needs of the community. The results of this analysis could guide future decisions and serve as a foundation for drafting formal agreements.

**Conclusion**

The interest in resource sharing across Richland County municipalities demonstrates a commitment to improving both efficiency and quality of service while addressing growing financial constraints. By taking the initial steps of engaging in open communication, exploring collaborative opportunities, and potentially involving residents through public meetings, towns and villages can move toward practical, shared solutions. However, addressing barriers such as capacity, logistics, and local resistance will be crucial for long-term success.

# Intergovernmental Cooperation Strategies and Actions

## Strategy 1: Foster inter-governmental collaboration between towns and villages

The **Richland Center Comprehensive Plan** identifies the need to strengthen the relationships with the county and neighboring communities ('Leadership, Cooperation, and Volunteers' strategy 3).

**Action 1:** Facilitate the creation of shared service agreements between adjacent municipalities, with a review of these agreements annually.

**Action 2:** Schedule and conduct a series of meetings with town and village officials to identify services that can be shared or consolidated between municipalities.

**Action 3:** Organize an annual county-wide meeting that encourages direct engagement between neighboring towns and villages to discuss shared resources and joint initiatives.

## Strategy 2: Advance project development and resource collaboration

**Action 4:** Conduct a formal review of the progress of all joint projects with Richland Center annually, with a report summarizing outcomes and next steps.

**Action 5:** Submit joint grant applications with local municipalities to fund community development projects.

**Action 6:** Facilitate joint bidding on capital improvement projects with neighboring municipalities.

**Action 7:** Host an annual county-wide tourism forum with local municipalities in order to increase regional tourism revenue.

## Strategy 3: Strengthen communication among local governments

**Action 8:** Establish regular intergovernmental meetings to discuss collaborative initiatives and share best practices.

**Action 9:** Create a centralized communication platform for local officials to exchange information and resources.

**Action 10:** Develop a joint training program for municipal staff to enhance skills in shared services and project management.

**Action 11:** Promote awareness of successful collaborations through newsletters or community events.

## Richland County – Richland Center Project Implementation

Project	Description and Need	First Step	Timeline
Joint accounting software and staff	Combine software and staff to streamline accounting efficiencies	Richland County finance director can conduct monthly audits for the City of Richland Center	2025
Hire joint employee with Spanish language skills	A joint position with Spanish language skills to better communicate with the increasing Hispanic population	Assess the need and workload that this new position would be responsible for	2025
Cultural competency training for staff	Training that educates staff on cultural competency, primarily Hispanic culture due to the increasing Hispanic population in Richland County	Work with SWWRPC to develop a survey for employees, followed by a cultural competency presentation/training	2025
AI training for staff • <b>CEDS</b> priority 5.1: Embrace artificial intelligence (AI) and robotics.	Educate staff on artificial intelligence and its benefits when used safely, as it is becoming increasingly present	Meet with SWWRPC and invite department heads and other interested parties to a training	2025
Joint IT services	Combine IT services for streamlined support and potential cost savings	Identify joint workload related to IT	2026
Joint GIS services	Combine GIS software and staff to create efficiencies in mapping and save costs	Identify joint workload related to mapping	2026
Align CIP projects • The <b>Boaz Comprehensive Plan</b> has set a goal to meet annually with Dayton township and neighboring municipalities to coordinate and bid capital improvement projects to seek out lower rates.	Align CIP projects in order to move toward joint procurement and engineering bids	Connect with the townships and highway commission to assess feasibility	2026
Joint staff insurance	Unified insurance for county and city staff to ensure comparable benefits	Meeting between Richland County, Richland Center, and school districts to compare plans and assess need	2026
Joint procurement of goods and services	Bid on CIP projects and goods together to create efficiencies in engineering costs	CIP projects must be aligned first	2027









## Land Use

Richland County is characterized by a diverse landscape that blends agriculture, forestry, and recreational spaces. The county's land use reflects its rural heritage, with rich farmland, intermixed with forests and natural areas. The Driftless Area influences the county, creating opportunities for outdoor activities like hiking, fishing, and hunting. Across the county, there is limited land for new development, as well as limited land for farming.

Under Wisconsin state law, counties are required to update their future land use maps as a key component of the comprehensive planning process. This requirement, outlined in §66.1001 of the Wisconsin statutes, ensures that land use planning is consistent with local and regional development goals, and helps guide the growth and development of communities in an organized and sustainable manner.

Richland County identified the importance of developing a future land use map that provides a clear vision for growth and development while aligning with the county's goals. The future land use map proposes land use districts such as residential, commercial, agricultural, and recreational. In addition to identifying changes in land use, the future land use map acts as a strategic tool to guide zoning decisions, infrastructure investments, and resource management. By visualizing desired land use patterns, the county can promote sustainable development, protect natural resources, enhance economic opportunities, and improve the overall quality of life for residents.

Each town in the county was invited to provide input on their future land use maps either through a survey or at the future land use map open house. Twelve towns in the county are under county zoning, and thus their input informed the updated future land use maps. For the towns under county zoning that did not participate in either opportunity to provide feedback, current zoning was used to inform the future land use map. The towns that maintain local zoning or are not zoned were also invited to provide input.

## Land Use Actions

**Action 1:** Support the creation of joint boundary agreement between the City of Richland Center and the Town of Richland, ensuring transparency through public meetings and providing updates throughout the process.

**Action 2:** Review the zoning code annually to ensure fairness of administration.

**Action 3:** Complete a comprehensive update of the public GIS application, including the addition of all recent zoning changes and data layers.

**Action 4:** Revise internal GIS data management processes and update all key data layers to improve service efficiency for county residents.

**Action 5:** Update the farmland preservation plan, incorporating new agricultural trends and climate resilience strategies to support local farmers and preserve farmland.

**Action 6:** Develop and implement climate resilience strategies, focusing on floodplain management and tree canopy expansion, with measurable goals.

**Action 7:** Identify and prioritize brownfield sites for redevelopment, with an annual review of progress.

**Action 8:** Complete a groundwater quality study, assessing water quality conditions in the county and provide a comprehensive report with recommendations for improvement.

**Action 9:** Conduct a needs assessment to identify key areas for improving access to parks, trails, and recreational facilities, followed by the development of an action plan for enhancing these resources for county residents.

The **Richland County Outdoor Recreation Plan** set the goal to provide quality parks and recreational facilities to meet the needs of county residents.

# Richland Resilience Recommendations

The Resilient Land Use Workgroup recommends the following actions based on 2024 project outcomes:

## 1. Update and Fairly Administer the Zoning Code.

Richland County's Zoning Department has dealt with staff turnover and prior inconsistency in zoning code administration. With new leadership in the Zoning Department, the opportunity for fair and active administration is critical. The following actions are recommended:

- Address existing noncompliant parcels.
- Update the zoning code.
- Ensure fair enforcement going forward.

## 2. Implement the 2022 Richland County Land and Water Resource Management Plan.

A renewed effort is needed, with emphasis on the following points:

- "Encourage producers to use **cover crops** after harvest and **reduce tillage** frequency or intensity.", page 43
- "Implement the NR 151 performance standards of farming all cropland to tolerable soil loss rates and having a NRCS 590 **nutrient management plan** on priority farms/cropland; collaborate with DNR, as necessary", page 44
- "Assist landowners and producers in converting marginal crop fields to **rotational grazing**", page 44
- "Conduct a follow up **drinking water well study**", page 46
- "Update **manure storage ordinance**", page 48

## 3. Activate Townships.

Townships need to work together to access resources and education for effective stewardship of land. This may include:

- Resource sharing at the Richland County Towns Association, including about Agricultural Enterprise Areas, nature-based flood mitigation, and farmer-led watershed groups.
- The Zoning and Land Conservation Department should establish relationships and provide education around zoning enforcement with county-zoned townships. Within townships, turnover and lack of expertise in zoning cause issues in consistency and compliance for regulating local land use.

## 4. Grow County-Wide Resilient Land Use Initiatives.

Combining the Richland Resilience Group's advocacy with Richland County departments' leadership, implement the following practices:

- Zoning and Land Conservation Department:
  - Restore entrenched streams to their floodplains.
  - Promote the installation of conservation practices that prevent water runoff, including vegetative buffer strips and tree planting.

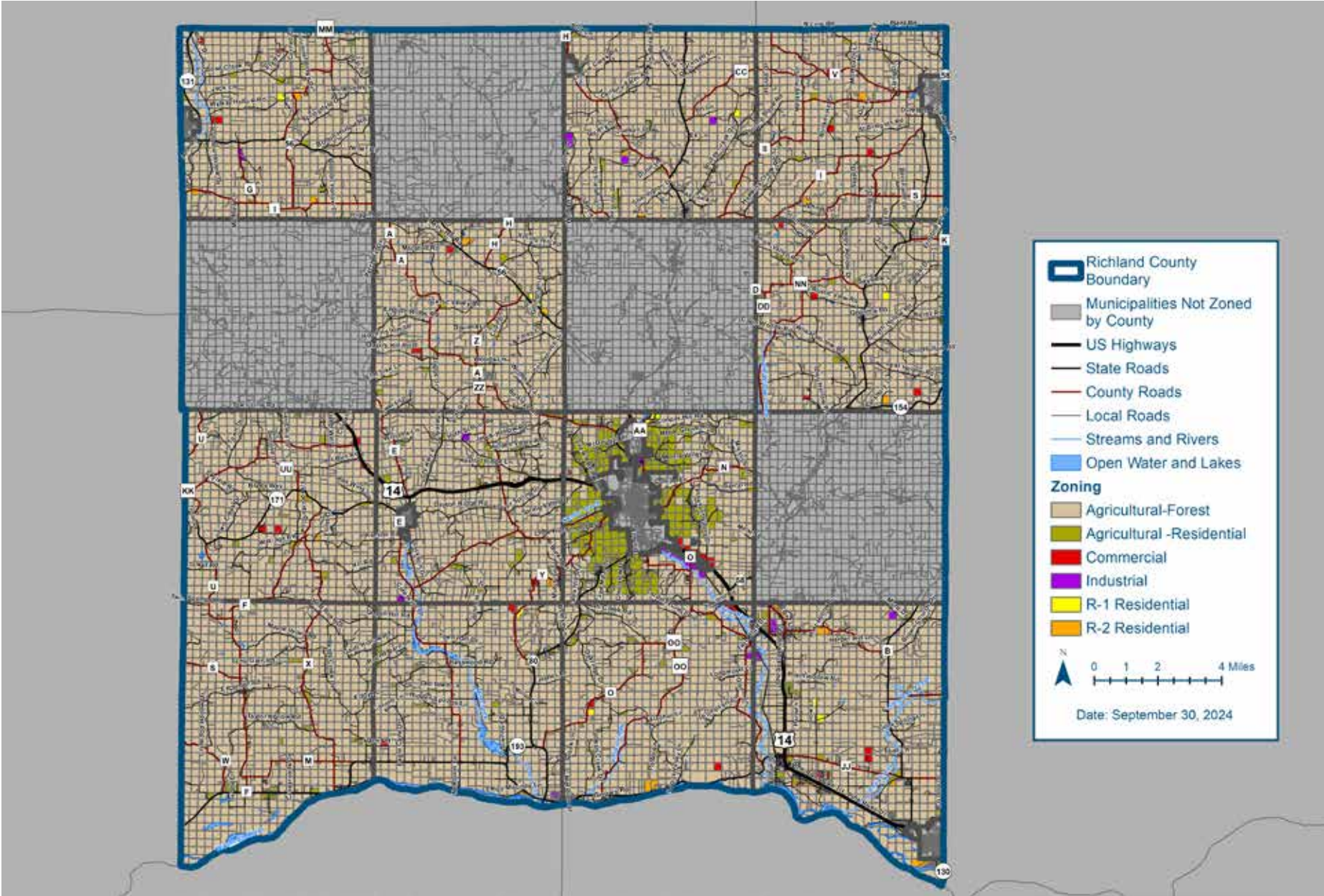
- Incorporate natural flood mitigation strategies into new and existing infrastructure projects.
  - Create "9 Key Element Plans" for all "impaired" watersheds in order to secure grant funding for water quality practices.
  - Adopt a "cluster" development ordinance regulating the subdivision of land for residential purposes.
- Individual Municipalities:
    - Create and update wellhead protection ordinances.
    - Incorporate resilient infrastructure practices listed in 4.d.ii.-iv. below
    - Consider adopting Farmland Preservation Zoning for agricultural areas and/or Agricultural Enterprise Areas after consultation with producers.
- County Board of Supervisors:
    - Undertake proactive planning for climate change impacts including increased rainfall, drought, storms, and severe heat events.
    - Encourage continued exploration of land use vulnerabilities and opportunities, recognizing that "we don't know what we don't know."
    - Create and implement an ordinance regulating the use and installation of outdoor lighting to prevent/mitigate the harmful effects of light pollution.
    - Explore opportunities to collaborate with other private and public entities to fund programs that promote climate resiliency.
- Highway Department
    - Establish a plan for bicycle paths and lanes on county and local roads which connect places of residence, work, education, and leisure activities.
    - Design and construct infrastructure anticipating impacts of climate change, including increased frequency and severity of rainfall and storm events.
    - Design and construct infrastructure to connect waterways, streams, wetlands, and wildlife corridors.
    - Design and construct infrastructure to reduce the amount and velocity of storm water runoff.
    - Design and construct infrastructure to capture sediment and contaminants from runoff prior to discharge.
    - Implement policies and practices that minimize the use of salt and other chemical treatments of highways.

## 5. Empower Farmers to lead resilient land use practices in Richland County.

- Provide education and opportunities for farmer-led watershed groups.
- Ensure compliance with nutrient management plans
- Offer educational opportunities for practices and cost-effectiveness of regenerative practices such as cover crops and no tilling.
- Promote the use of farming practices which reduce the amount and velocity of runoff, and promote soil health and water quality, such as retention areas and buffer strips that utilize native vegetation to remove sediment and contaminants prior to discharge or absorption.
- Pursue private and public funding for programs that pay producers to adopt resilient land use practices.

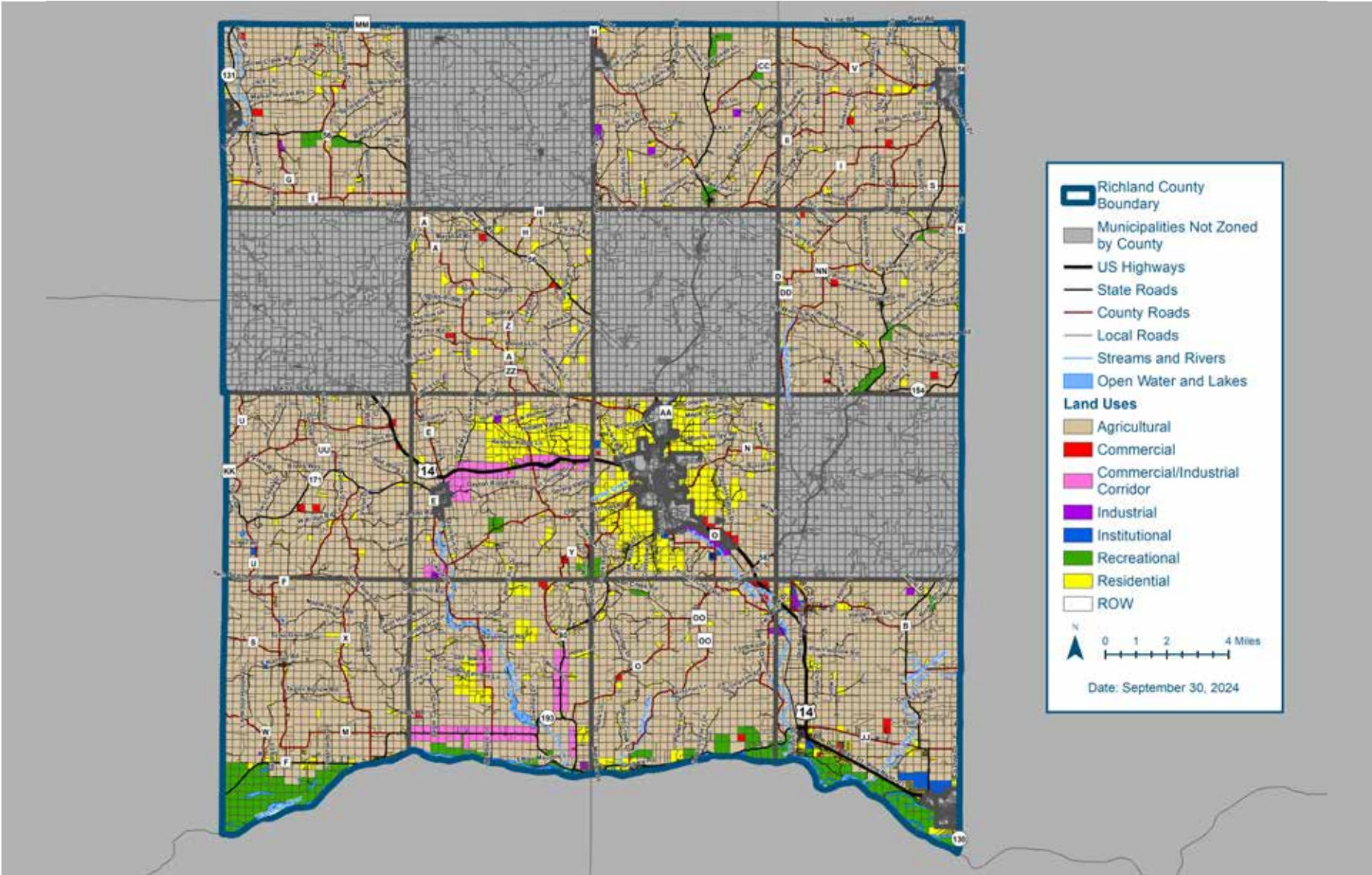


Richland County existing land use is predominantly agricultural, however there are pockets of the county designated for recreation and development.





The future land use map for the county was informed by feedback from town officials. Notable changes from existing land use are increased residential land use near Richland Center and commercial corridors identified near major highways. Some more remote parts of the county may have limited opportunities for development.



# Implementation

This plan recommends Richland County utilize the Plan, Do, Study, Act (PDSA) Cycle for implementation. Through the adoption of this plan, the county has made the first step in this cycle. The Comprehensive Plan is not passive and does not represent a satisfied goal, rather it is a starting point for the county to implement their desired goals. The PDSA cycle requires this plan to be reviewed regularly and, at times, updated when determined vital to the best interests of the county.



## Plan

This document is the culmination of the work completed through the comprehensive planning process. It included engagement with local governments, review of relevant data and past planning work, and addressing future land use maps. The Richland County Executive Committee will monitor progress. This process should take place again no later than 2034.

## Do

This phase includes plan roll-out and executing objectives. Key aspects include:

- **Identifying responsible parties** – They may be county staff, county board members, or asking community associations to step into a role that uniquely fits their mission.
- **Identifying required resources and partners** – county-wide initiatives – Implement county-wide initiatives such as updating the human resources personnel manual, improving the payroll system, developing onboarding programs for staff and county board, and improving the budget process.
- **Documentation** – Develop or finalize the targets and metrics the team will use to measure progress towards continual improvement and plan implementation. This includes both the analysis of existing data and collection of new data.

## Study

The county should monitor the plan through quarterly meetings and record progress. The committee or group to monitor progress should be identified to ensure there is continued momentum, and connect with county staff, committees, and the county board. The team should be interdisciplinary and include board members, county staff, business owners, and residents with varied interests in the community, all of whom have a passion for this work.

They should also identify and define barriers to implementation in order to inform future planning. Common barriers to plan implementation include:

- Legacy rules or procedures, sunk cost or anchoring biases
- Lack of staff time to work on initiatives
- Choices or trade-offs are not made. Trying to do everything
- Reward and recognition programs incentivize the wrong things
- The county doesn't support an initiative, or is in conflict with it
- Leadership does not "walk the walk"

## Act

This phase of the process sets the stage for continual improvement across the subsequent 10-year period. As the county sees progress, documents successes, or meets with barriers on any given initiative, it should:

- **Adopt** practices that work and are successful. Formalize them as part of the county's culture.
- **Adapt** practices that need improvement. This requires documenting causes of success and failure during implementation.
- **Abandon** practices that aren't successful or that don't contribute to creating the vision. Document the reason for abandonment so the county can learn and avoid similar issues in the future.

## Board of Supervisors Role

The Richland County board of supervisors plays a crucial role in implementing the comprehensive plan, which serves as a roadmap for the county's growth and development. It is essential for community members to actively engage in this process to ensure the plan's successful execution. Collaboration and participation from residents will foster a shared vision, enabling the community to address current challenges and seize opportunities. Together, local elected officials and the community can enhance the quality of life for future generations, ensuring that Richland County remains a desirable place to live, work, and play.

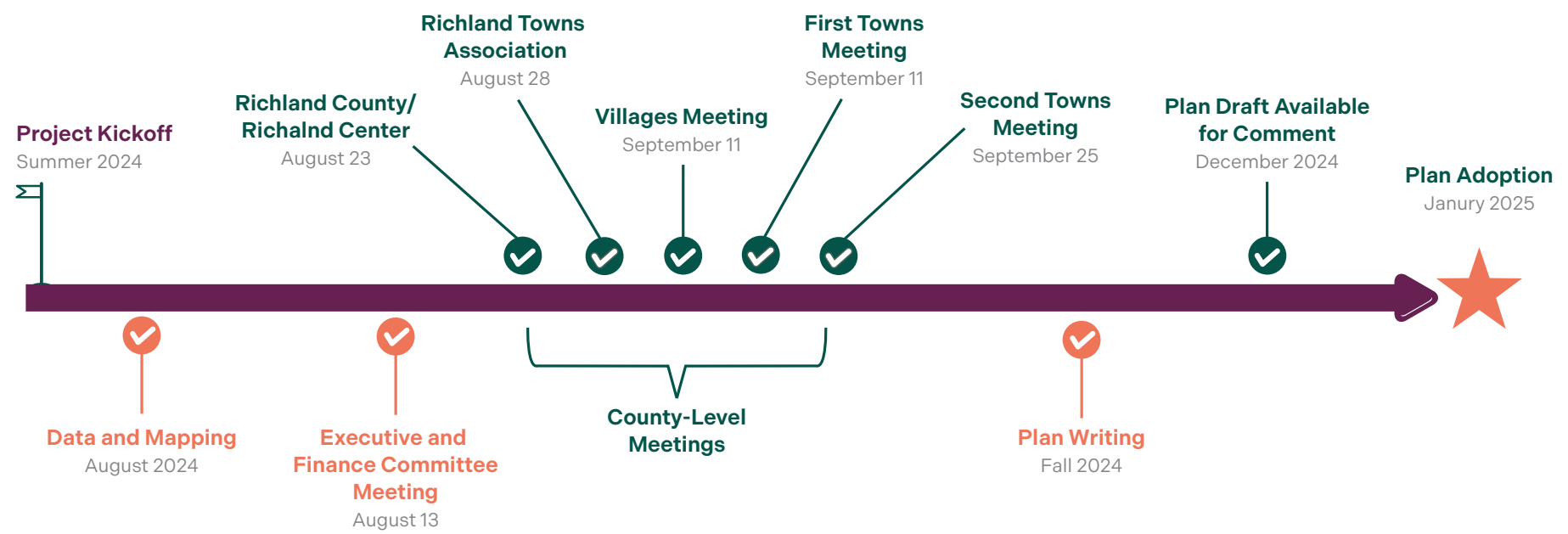


# Planning Process

## Planning Elements

Wis. Statute §66.1001 outlines nine elements required to be included in a community's comprehensive plan. This plan addresses those nine elements in the five chapters – Richland County Today, Economic Development, Intergovernmental Cooperation, Land Use, and Implementation. Recently updated plans in Richland County were summarized and embedded within the county comprehensive plan. Goals, actions, and recommendations associated with each chapter's planning elements have been provided as part of the planning process.

## Planning Timeline



## Summary of Recent Plans

Recent plans were reviewed and integrated into this plan to avoid duplicating efforts and to ensure that previous work was effectively incorporated. The following plans were reviewed as part of the planning process:

- Richland County Outdoor Recreation Plan (2019)
- Village of Lone Rock Comprehensive Plan (2021)
- Richland County Strategic Plan (2021)
- City of Richland Center Comprehensive Plan (2022)
- Richland County Hazard Mitigation Plan (2022)
- Richland County Land and Water Resource Management Plan (2022)
- Village of Boaz Comprehensive Plan (2023)
- SWCAP Community Needs Assessment (2022)
- Richland County Economic Development Considerations (2023)
- Richland County Housing Study (2024)
- Southwestern Wisconsin Comprehensive Economic Development Strategy (2024)
- Richland County Locally Developed Coordinated Transit Plan (2024)

## Common Themes Throughout Recent Plans

Across the various plans that have been updated in the last 5 years in Richland County, there are a number of common themes. The aging and declining population is frequently referenced, as well as the lack of affordable housing stock. The great access to outdoor recreation and natural beauty is a strength recognized in the recent plans. There is a call to action to address future needs of the county, and young people are viewed as a solution for many of these needs. Volunteerism and involvement in the community is highlighted across the plans, as well as the need for small business support and expanded capacity for economic development. Importantly, these plans identify the need for strong relationships among local units of government in order to provide maximum benefit to the public- a common theme of the engagement with local government officials during the county's comprehensive planning process.



## Engagement with Local Government

Public engagement from other recent planning projects in the county was synthesized to inform this plan, drawing on valuable insights and feedback gathered from a wide range of partners. These past efforts provided a solid foundation for understanding community needs and priorities, ensuring that the new plan is responsive to the voices of those who live and work in Richland County.

In order to augment public engagement from previous plans, Richland County sought to actively engage with local units of government, including the City of Richland Center, villages, and towns. Recognizing the importance of collaboration, the county aimed to foster a cooperative spirit among these entities to create a unified vision for future land use and development.

To facilitate this engagement, a series of focus meetings were organized with local government representatives. These meetings served as a platform for discussing intergovernmental cooperation, economic development, and land use, allowing participants to share their perspectives, identify common goals, and explore strategies for working together effectively. By prioritizing these discussions, Richland County aimed to build strong relationships between municipalities, encourage collaborative decision-making, and ensure that the comprehensive plan reflects a collective vision that benefits the entire region.



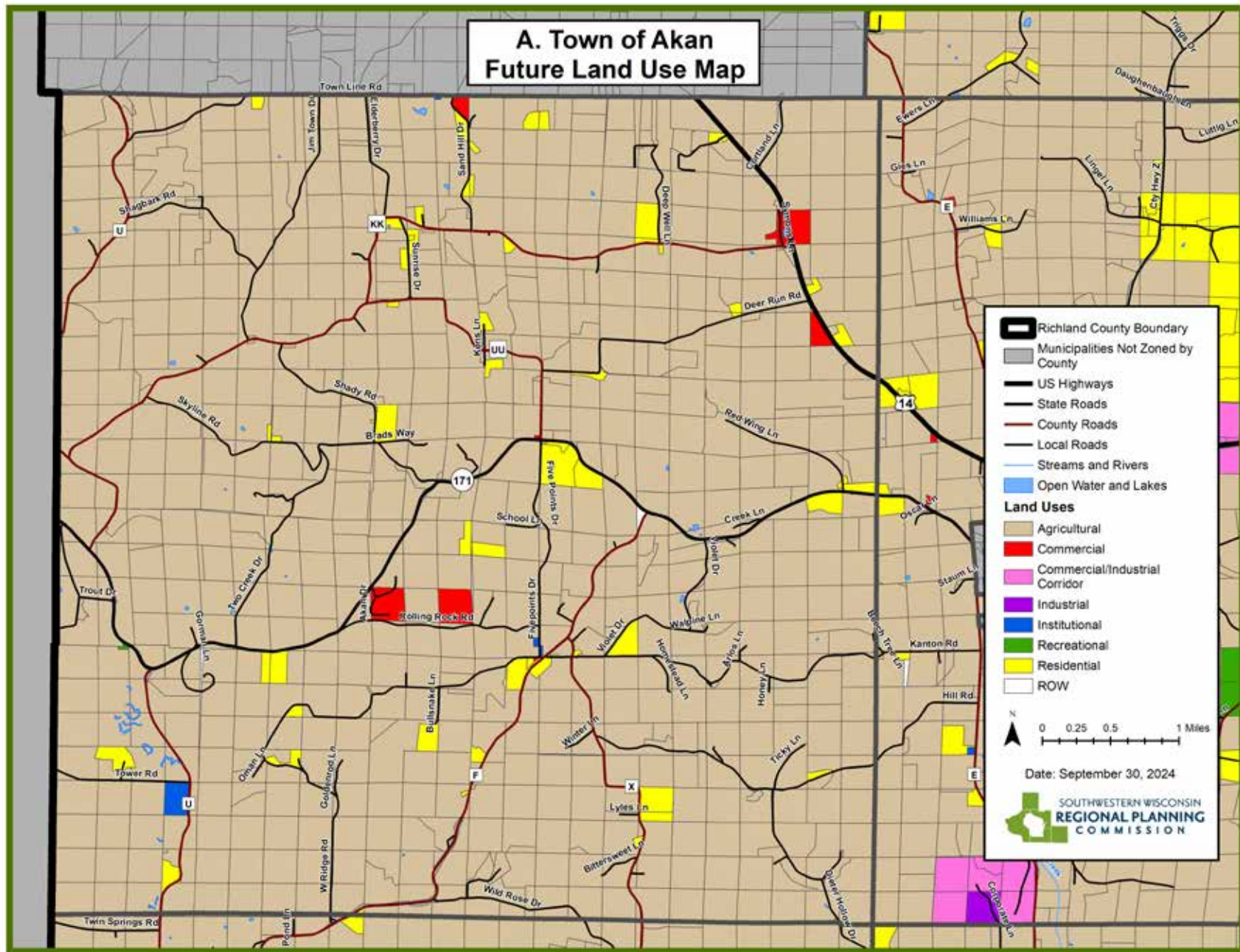




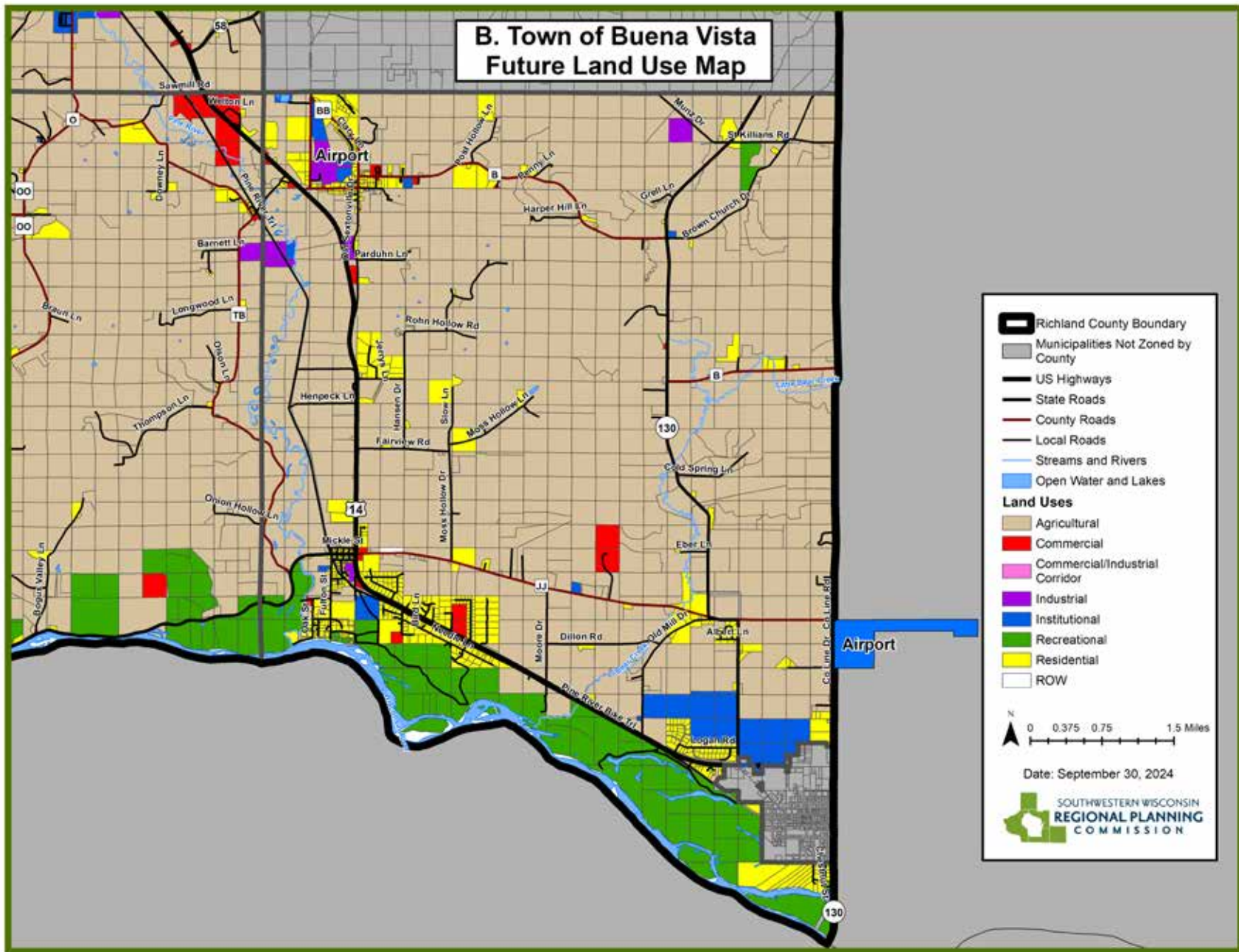
# Appendix

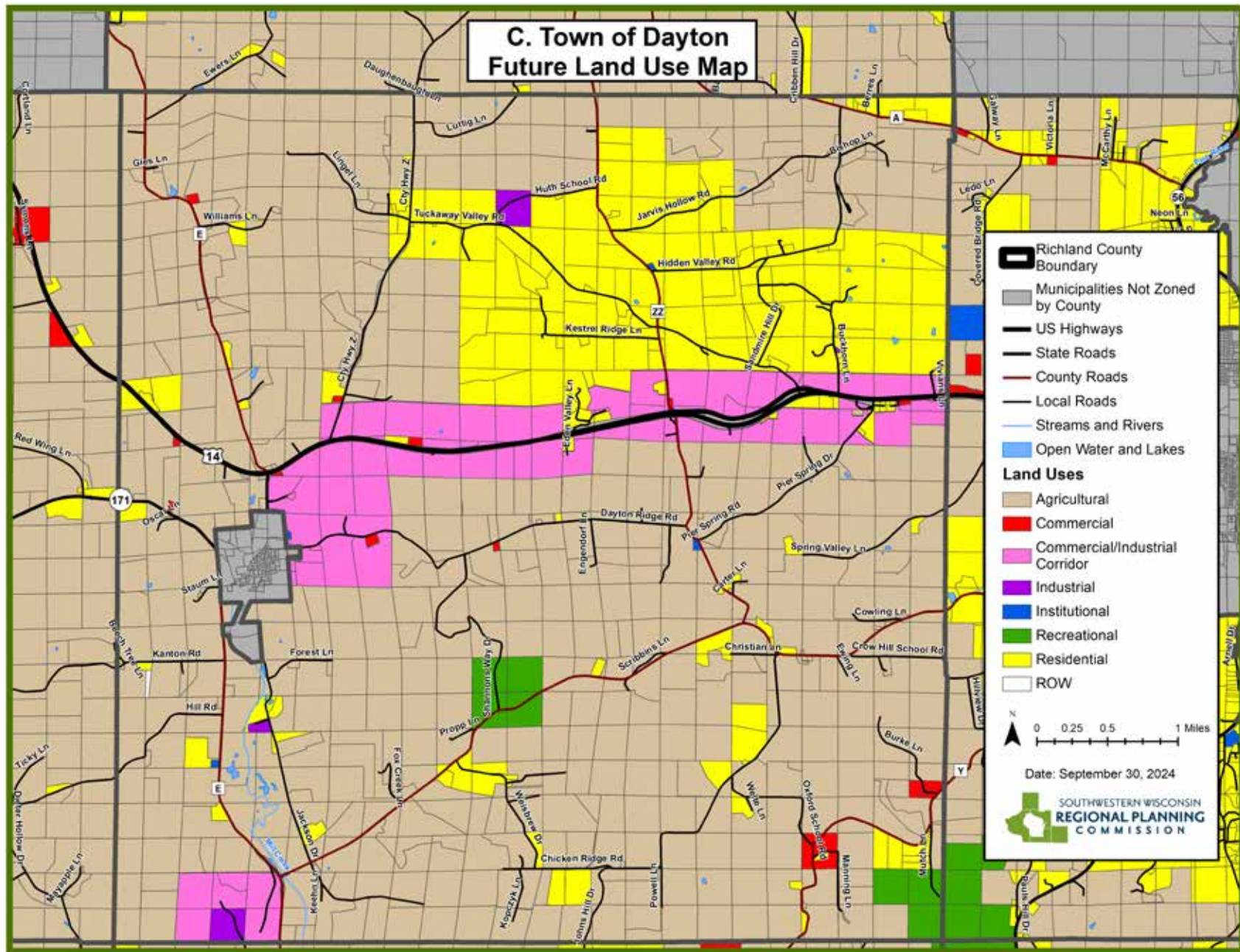
## Maps

- A. Town of Akan Future Land Use Map
- B. Town of Buena Vista Future Land Use Map
- C. Town of Dayton Future Land Use Map
- D. Town of Eagle Future Land Use Map
- E. Town of Forest Future Land Use Map
- F. Town of Henrietta Future Land Use Map
- G. Town of Marshall Future Land Use Map
- H. Town of Orion Future Land Use Map
- I. Town of Richland Future Land Use Map
- J. Town of Richwood Future Land Use Map
- K. Town of Westford Future Land Use Map
- L. Town of Willow Future Land Use Map





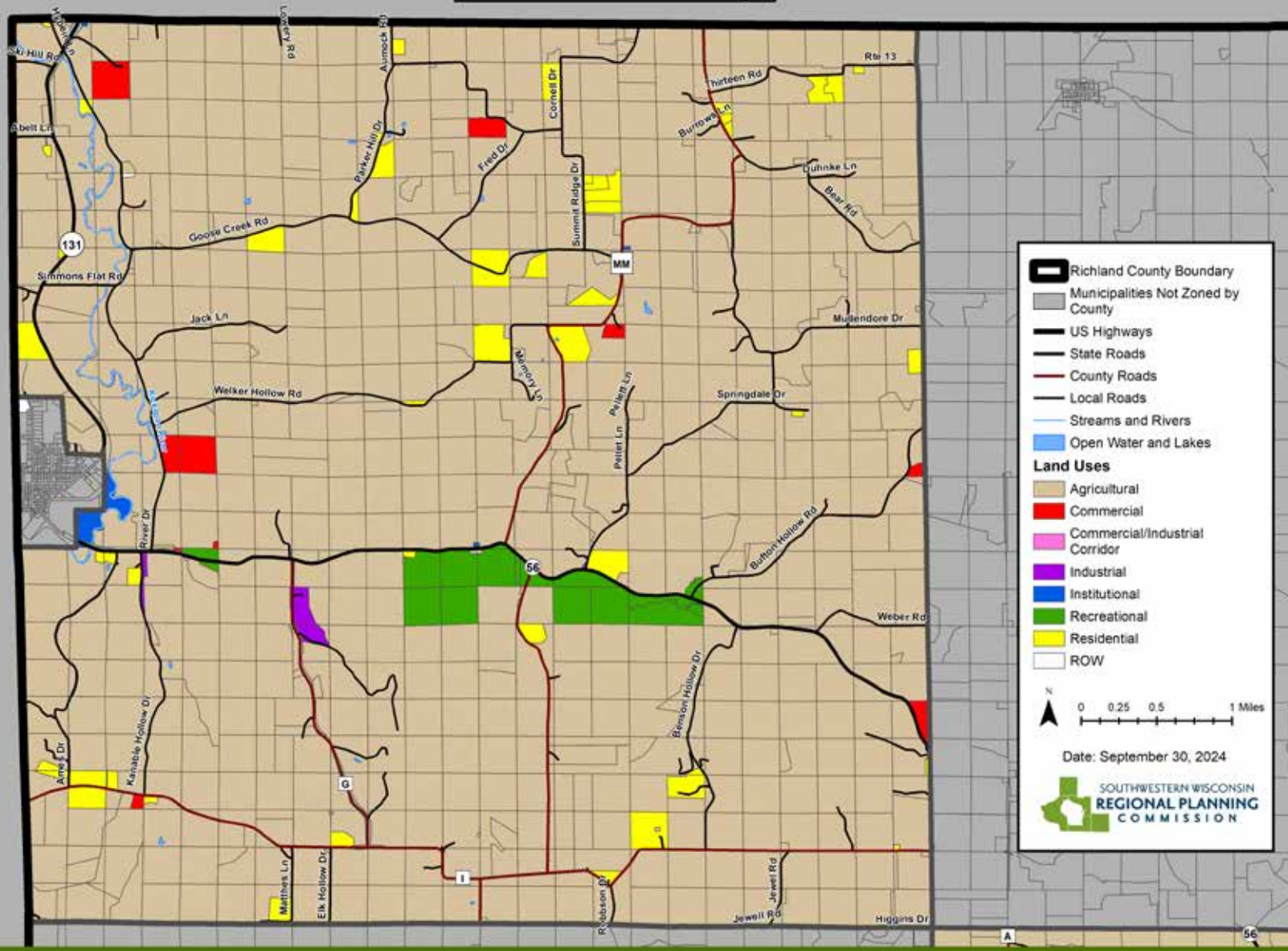




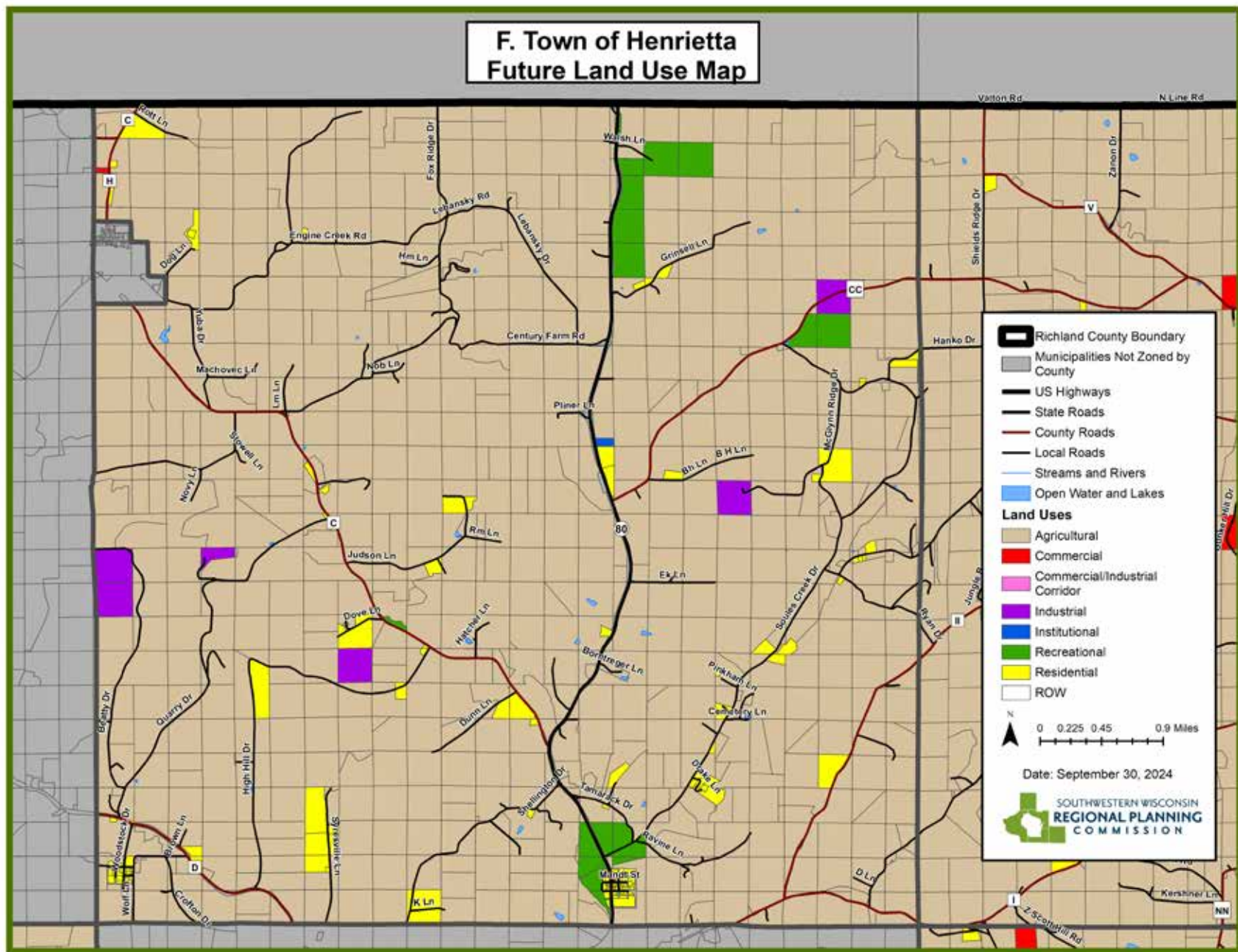


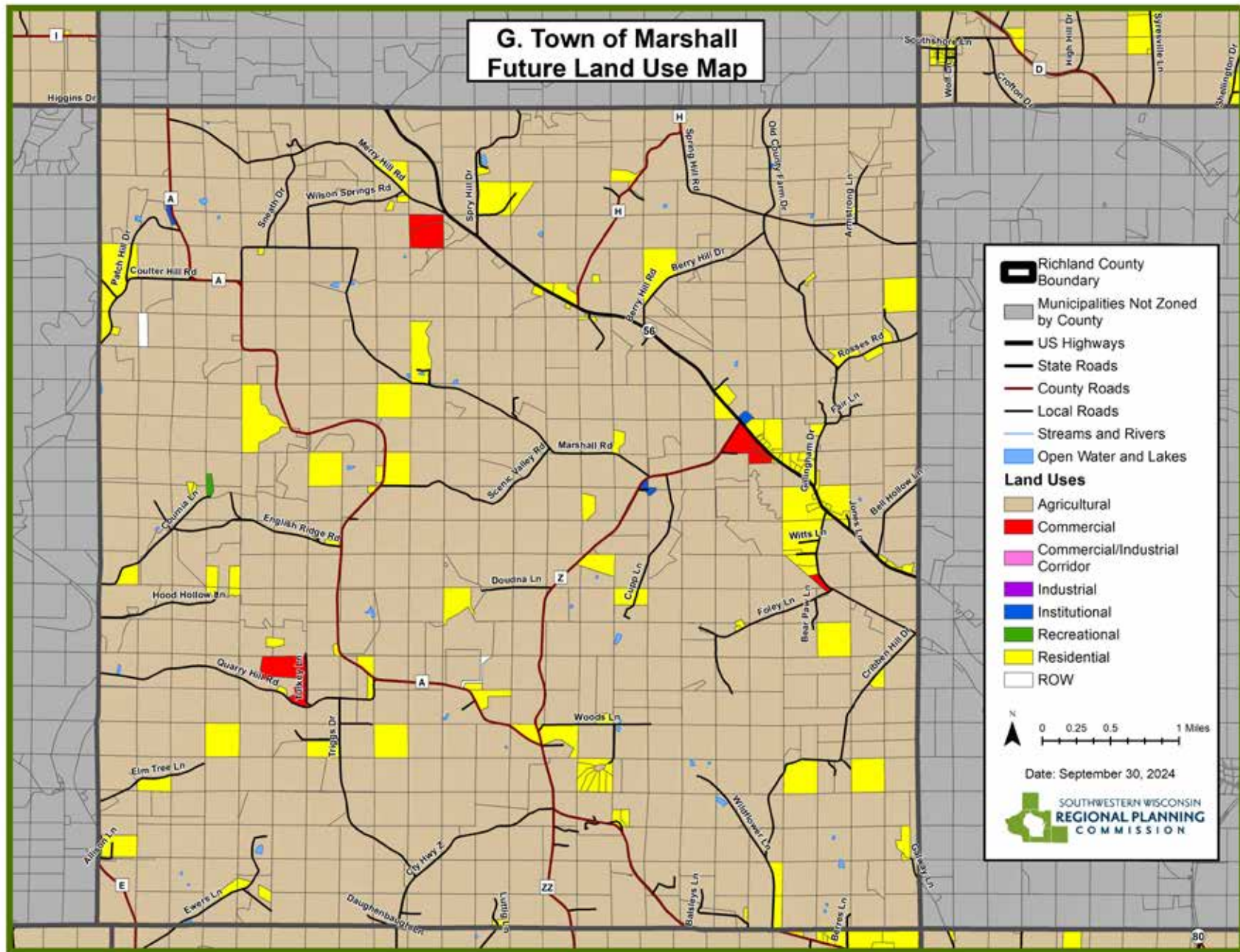


## E. Town of Forest Future Land Use Map

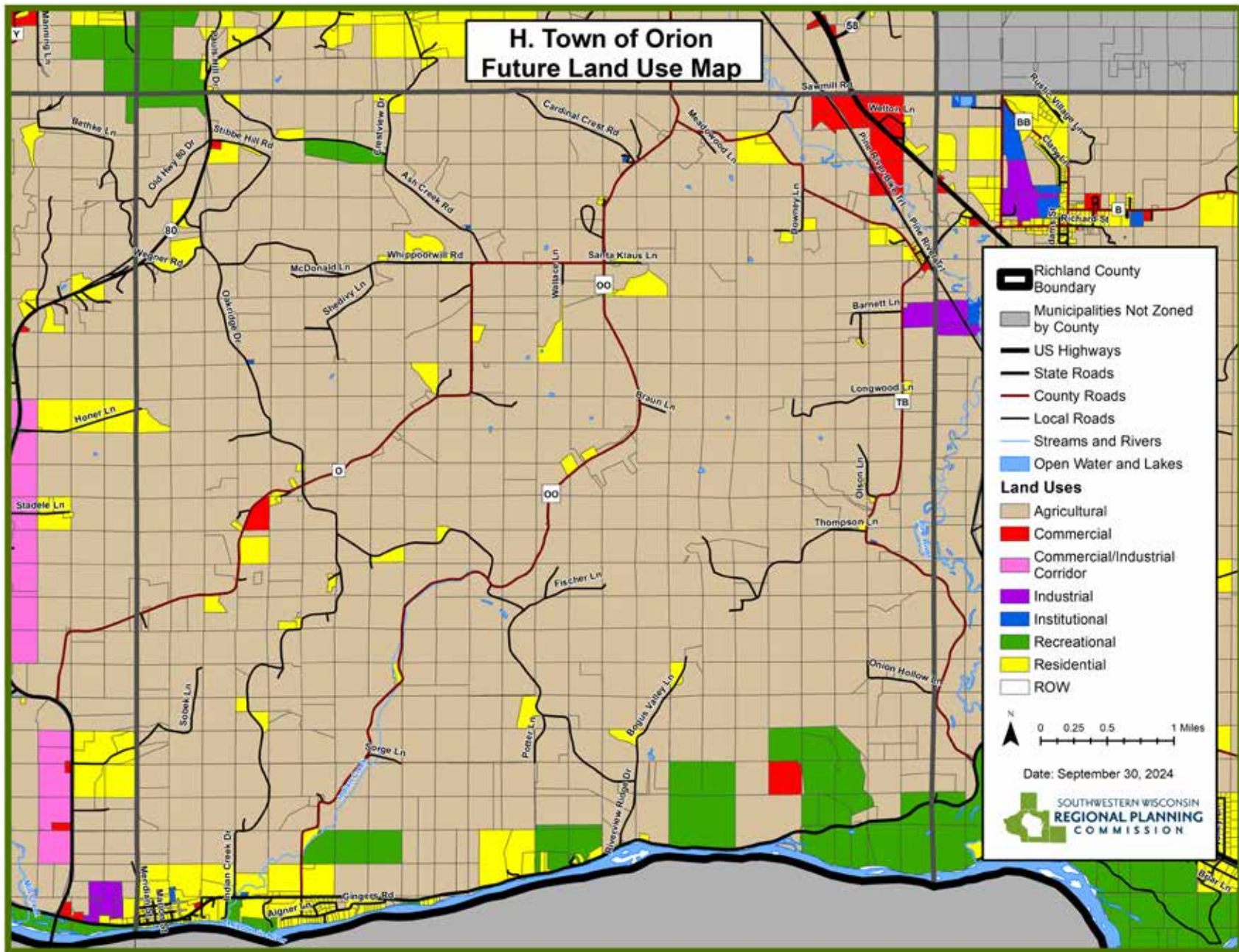




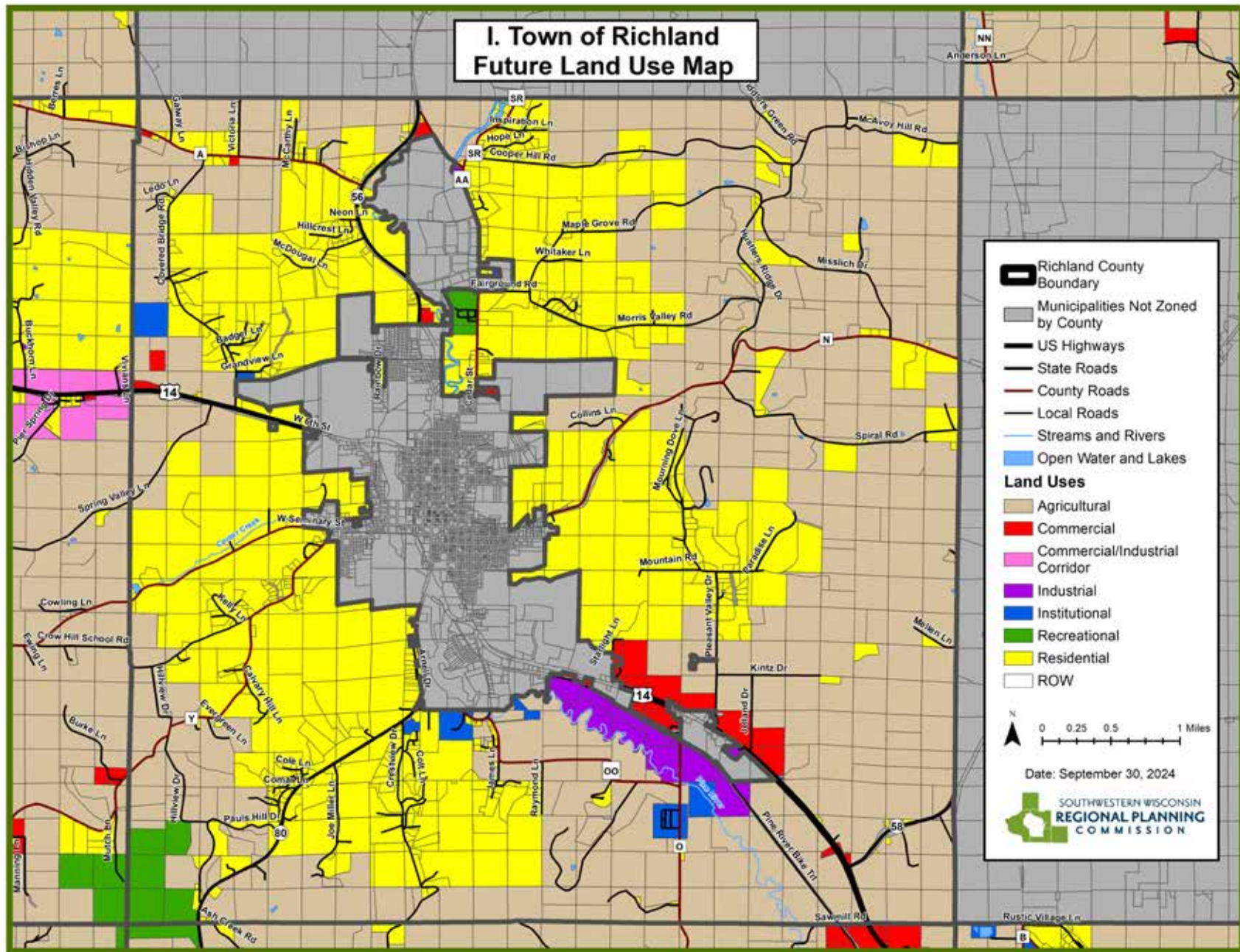


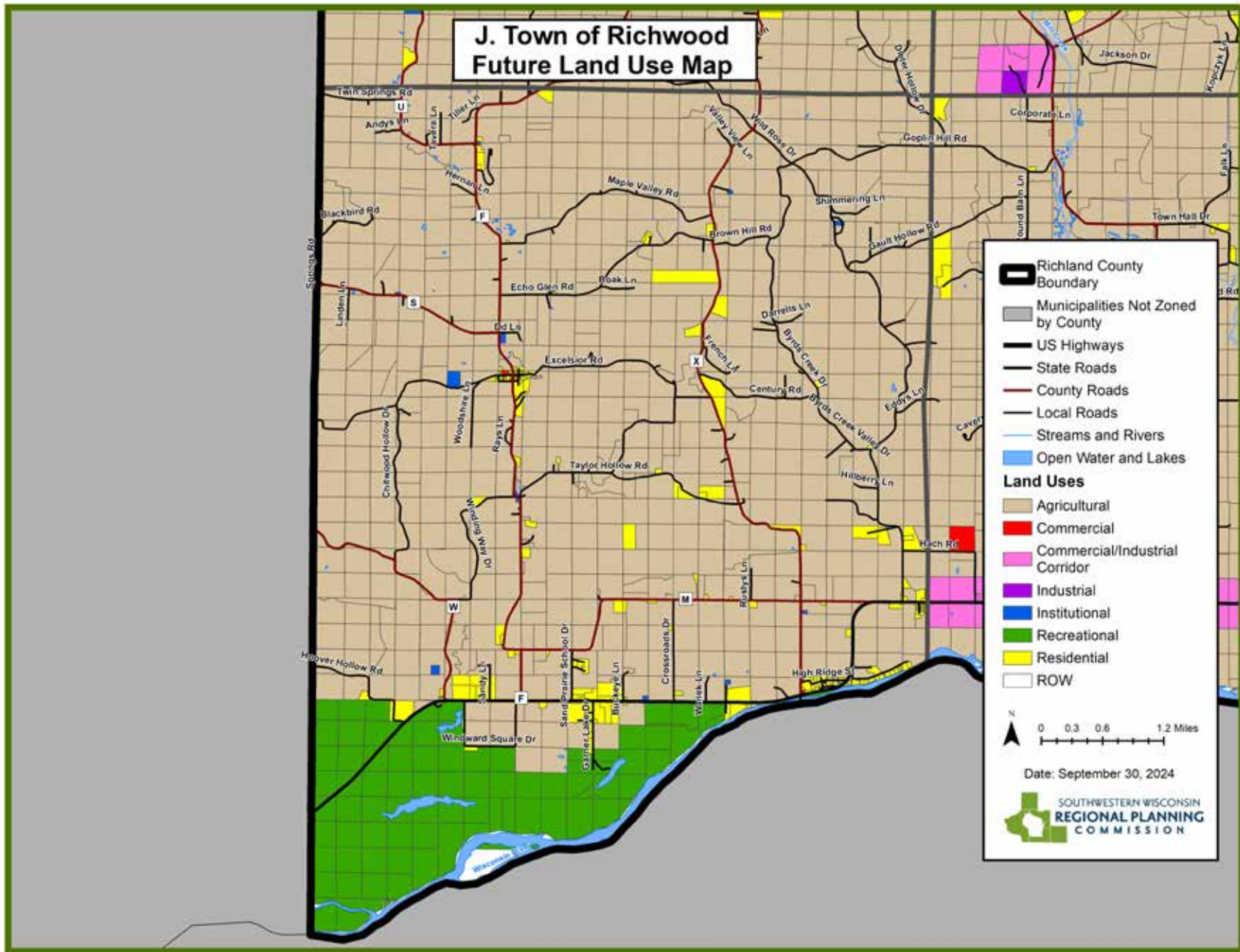






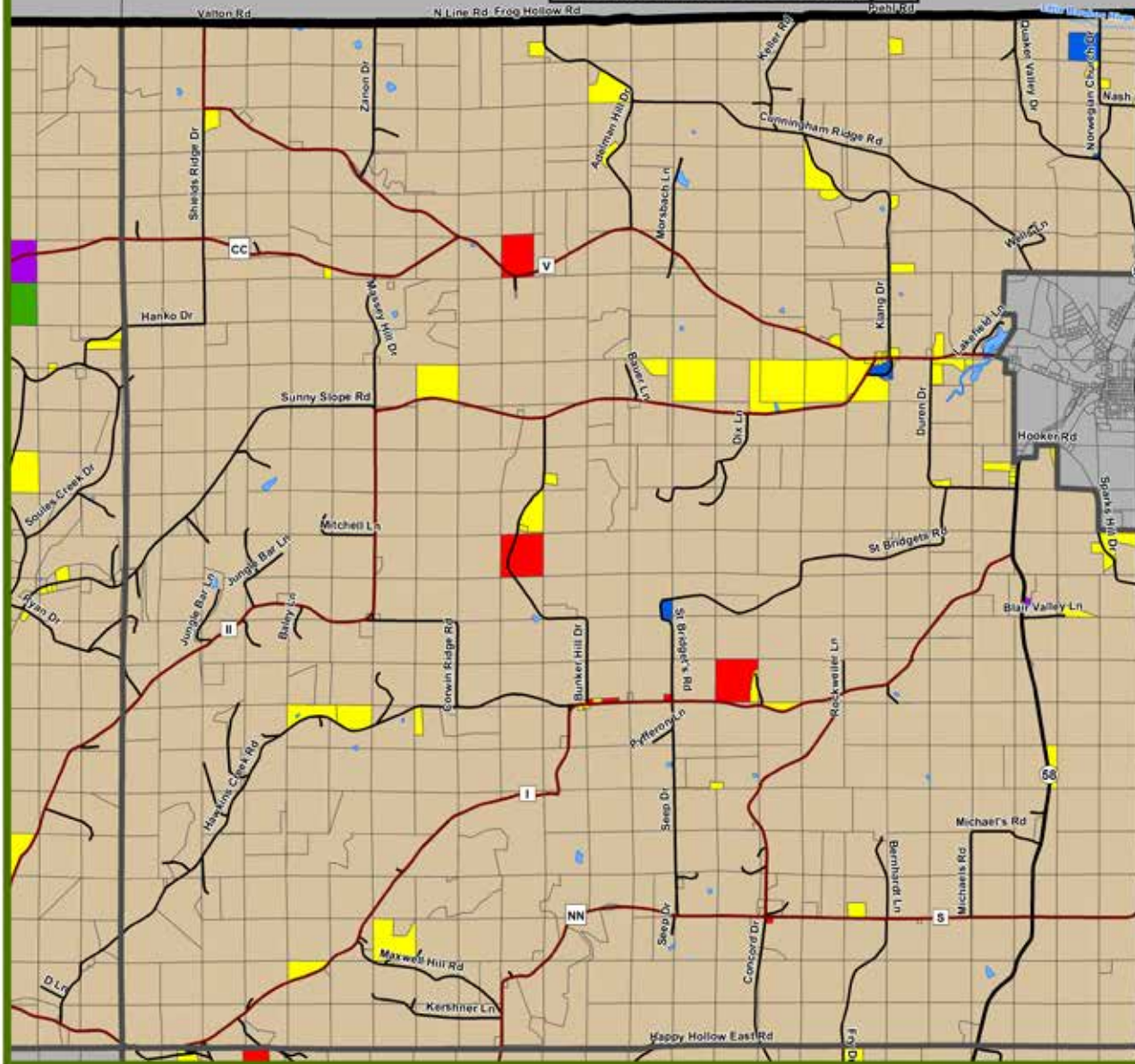








# K. Town of Westford Future Land Use Map



**Richland County Boundary**

**Municipalities Not Zoned by County**

**US Highways**

**State Roads**

**County Roads**

**Local Roads**

**Streams and Rivers**

**Open Water and Lakes**

**Land Uses**

Agricultural

Commercial

Commercial/Industrial Corridor

Industrial

Institutional

Recreational

Residential

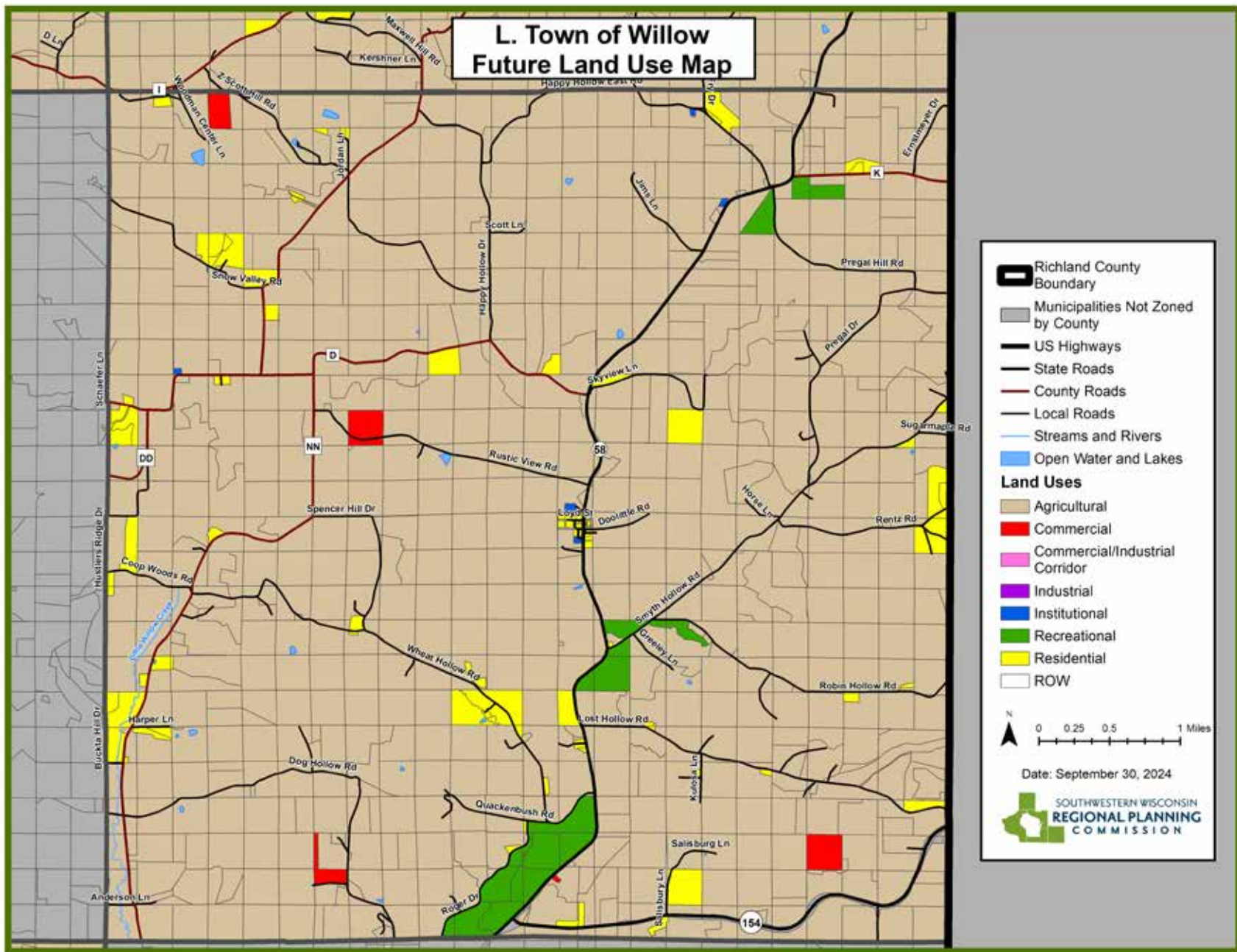
ROW

**Scale:** 0 0.25 0.5 1 Miles

**Date:** September 30, 2024

**SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION**





Hold for resolution and ordinance





P.O. Box 262 • Platteville WI 53818  
p: 608.342.1636 • e: [info@swwrpc.org](mailto:info@swwrpc.org)  
[www.swwrpc.org](http://www.swwrpc.org)

## Richland County Committee

### Agenda Item Cover

#### Agenda Item Name:

<b>Department</b>	Finance	<b>Presented By:</b>	Larry Erbs
<b>Date of Meeting:</b>	12-6-24	<b>Action Needed:</b>	Obligate ARPA funds by 12-31-24
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	11-25-24	<b>Referred by:</b>	Candace Pesch
<b>Action needed by no later than (date)</b>	12-31-24	<b>Resolution</b>	

#### Recommendation and/or action language:

#### Background:

The remaining ARPA funds must be obligated not designated by 12-31-24, and spent by 12-31-26, Hwy O project is being used to Obligate funds for 2025 and 2026

---

#### Attachments and References:

#### Financial Review:

(please check one)

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

---

Department Head

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Administrator, Candace Pesch

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## RESOLUTION NO. 24 -

A Resolution Establishing A Policy For The Expenditure Of Remaining Funds From American Rescue Plan Act Funds.

WHEREAS, The Richland County Finance and Personnel Committee initially adopted appropriations of the ARPA Funds into 10% Public Health Response, 10% Negative Economic Impacts, 10% Premium Pay for Essential Workers, 20% Water Sewer Broadband Infrastructure and 50% for Lost Revenues; and

WHEREAS the Finance and Personnel Standing Committee and County Administrator Candace Pesch propose that the Richland County Board to adopt a Policy on Expenditure of Remaining America Rescue Plan Act. That all remaining balance shall be obligated to the County Highway O road construction project to extent of the county's obligation of \$800,000.00.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors the "Coronavirus Local Fiscal Recovery Fund" (established under the American Rescue Plan Act, and referred to as "ARPA Funds" Policy is hereby adopted, and

BE IT FURTHER RESOLVED that a copy of the policy shall be made available in the Richland County Administrator's Office and on the Richland County website; and

BE IT FURTHER RESOLVED that expenditures regarding equipment purchase and contract expenditures are approved by adoption of this policy. As long as the expenditure is used on the desired purpose by resolution and within the apportioned amount authorized by the policy, or amended by the Finance and Personnel Committee, additional resolution is not required by the County Board; and

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

VOTE ON FOREGOING RESOLUTION

AYES\_\_\_\_\_ NOES\_\_\_\_\_

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(06 DECEMBER 2024)

RESOLUTION \_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

DATED: DECEMBER 10, 2024

STEVE CARROW  
STEVE WILLIAMSON  
GARY MANNING  
MARK GILL  
INGRID GLASBRENNER  
DAVID TURK  
BOB FRANK  
MARC COUEY

Richland County  
Summary Schedule of ARPA funds  
November 30, 2024

Total Balance	835,287.19
Less:	
Bills Outstanding	<u>285,622.75</u>
Net Balance	549,664.44
Plus:	
Interest Earned	<u>196,526.72</u>
Total Balance to Obligate ( to Hwy O Project)	<u><u>746,191.16</u></u>

## As of November 27, 2024

As of November 27, 2024

Unappropriated	Appropriated
620.00	43,119.25
7,500.00	58,000.00
8,100.00	161,503.50
130,000.00	
5,087.41	23,000.00
78,873.15	
-28.55	
-114.36	
3,610.00	
2,885.96	
313,130.83	
549,664.44	285,622.75
Unappropriated	549,664.44
Interest	196,526.72
<b>Total Current Unappropriated</b>	<b>\$ 746,191.16</b>

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Discussion & Possible Action: Approval Of Letter Of Engagement For 2024 Audit Services From Johnson & Block

<b>Department</b>	County Administrator	<b>Presented By:</b>	Candace Pesch
<b>Date of Meeting:</b>	12/06/2024	<b>Action Needed:</b>	Approval of Letter of Engagement
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	11/26/2024	<b>Referred by:</b>	Derek S. Kalish / Candace Pesch
<b>Action needed by no later than (date)</b>	12/10/2024	<b>Resolution</b>	N/A

**Recommendation and/or action language:** Approval Of Letter Of Engagement For 2024 Audit Services From Johnson & Block

**Background:** Johnson & Block has performed the annual financial audit of Richland County for many years. The letter of engagement is signed before every audit, outlines the audit duties Johnson & Block will perform, and initiates the 2024 audit.

---

**Attachments and References:** Letter of Engagement

**Financial Review:** Item budgeted for annually.

(please check one)

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

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Department Head

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Administrator, Candace Pesch

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November 25, 2024

To the Board of Supervisors  
Richland County  
181 West Seminary  
P.O. Box 310  
Richland Center, Wisconsin 53581

The following represents our understanding of the services we will provide Richland County.

You have requested that we audit the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Richland County, as of December 31, 2024, and for the year then ended and the related notes, which collectively comprise Richland County's basic financial statements. In addition, we will audit the entity's compliance over major federal and state award programs for the year ended December 31, 2024. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with Government Auditing Standards, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and Government Auditing Standards, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) require that certain required supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

Richland County

Page 2

- 1) Budgetary Comparison Schedules
- 2) Wisconsin Retirement System Schedules
- 3) Local Retiree Life Insurance Fund Schedules
- 4) Management's Discussion and Analysis (if prepared)

Supplementary information other than RSI will accompany Richland County's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole.

- 1) Schedules of Expenditures of Federal and State Awards
- 2) Combining Financial Statements

The supplementary information referred to above will be presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information, which is the responsibility of management, will be subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. Our auditor's report will provide an opinion on the supplementary information in relation to the basic financial statements as a whole.

### **Data Collection Form**

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

### **Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the State Single Audit Guidelines. As part of an audit in accordance with GAAS and in accordance with Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.
- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Richland County's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and in accordance with Government Auditing Standards of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and Government Auditing Standards does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of Richland County's basic financial statements. Our report will be addressed to the Board of Supervisors of Richland County. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of Government Auditing Standards, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

#### **Audit of Major Program Compliance**

Our audit of Richland County's major federal and state award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and the State Single Audit Guidelines will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and the State Single Audit Guidelines and other procedures we consider necessary to enable us to express such an opinion on major federal and state award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance and the State Single Audit Guidelines require that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal and state award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance and the State Single Audit Guidelines will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal and state programs as a whole.

As part of a compliance audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.



Our procedures will consist of determining major federal and state programs and, performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* and the State Single Audit Guidelines for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we consider necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the State Single Audit Guidelines.

Also, as required by the Uniform Guidance and the State Single Audit Guidelines, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal and state award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal and state award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

### **Management Responsibilities**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- c. For identifying, in its accounts, all federal and state awards received and expended during the period and the federal and state programs under which they were received;
- d. For maintaining records that adequately identify the source and application of funds for federally funded activities;
- e. For preparing the schedules of expenditures of federal and state awards (including notes and noncash assistance received) in accordance with the Uniform Guidance and the State Single Audit Guidelines;
- f. For designing, implementing, and maintaining effective internal control over federal and state awards that provides reasonable assurance that the entity is managing federal and state awards in compliance with federal and state statutes, regulations, and the terms and conditions of the federal and state awards;

- g. For identifying and ensuring that the entity complies with federal and state laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal and state award programs, and implementing systems designed to achieve compliance with applicable federal and state statutes, regulations, and the terms and conditions of federal and state award programs;
- h. For disclosing accurately, currently, and completely the financial results of each federal and state award in accordance with the requirements of the award;
- i. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
- j. For taking prompt action when instances of noncompliance are identified;
- k. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
- l. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
- m. For submitting the reporting package and data collection form to the appropriate parties;
- n. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
- o. To provide us with:
  - 1 Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including the disclosures, and relevant to federal and state award programs, such as records, documentation, and other matters;
  - 2 Additional information that we may request from management for the purpose of the audit;
  - 3 Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence;
- p. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
- q. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- r. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- s. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
- t. For the accuracy and completeness of all information provided;
- u. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
- v. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedules of expenditures of federal and state awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance and the State Single Audit Guidelines, (b) to provide us with the appropriate written representations regarding the schedules of expenditures of federal and state awards, (c) to include our report on the schedules of expenditures of federal and state awards in any document that contains the schedules of expenditures of federal and state awards and that indicates that we have reported on such schedules, and (d) to present the schedules of expenditures of federal and state awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedules of expenditures of federal and state awards no later than the date of issuance by you of the schedules and our report thereon.

With regard to the other supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

### ***Nonattest Services***

With respect to any nonattest services we perform, at the end of the year, we agree to perform the following:

- Preparation of financial statements
- Preparation of schedule of expenditures of federal and state awards
- Preparation of the data collection form
- Maintenance of capital asset summary
- Maintaining lease information, if requested or applicable

We will not assume management responsibilities on behalf of Richland County. However, we will provide advice and recommendations to assist management of Richland County in performing its responsibilities.

Richland County's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitoring the system of internal control.

Richland County

Page 8

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

### **Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

### **Provisions of Engagement Administration, Timing and Fees**

We will maintain various physical, electronic, policy, and procedural safeguards to guard your information and personal data. We may communicate with you and /or store data through email, facsimile, third-party vendor secured portals or cloud environments, or other electronic means. If a more secure medium of communication is desired, we will provide you with various electronic alternatives. Electronic data that is confidential may be transmitted and/or stored using these methods and you authorize us to do so. Notwithstanding the security measures and safeguards employed by us and/or our third-party vendors, you accept that we have no control over the unauthorized interception or breach of communications and/or data. All confidential, proprietary, and personally identifiable information should be transmitted through secure means which we have available. We may communicate with you or your other representatives through unencrypted email and you authorize us to do so. Emails can be intercepted and read, disclosed, or otherwise used or shared with an unintended third party, or may not be delivered to each of the parties or persons to whom they were originally directed. As such we cannot guarantee emails will be read only by the intended recipient(s). In the event of a data breach, each of us agrees to notify each other in the most expedient time possible and without unreasonable delay. We specifically disclaim and waive any liability or responsibility whatsoever for the unauthorized interception and/or disclosure of confidential or proprietary information transmitted in connection with the performance of this engagement, except to the extent determined as a result from our gross negligence or willful misconduct.



Richland County

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Many banks have engaged a third party to electronically process cash or debt audit confirmation requests, and certain of those banks have mandated the use of this service. Further, such third-party confirmation requests processors also provide for the electronic (and manual) processing of other confirmation types (e.g. legal, accounts receivable, and accounts payable). To the extent applicable, Richland County hereby authorizes Johnson Block & Company, Inc. to participate in such confirmation processes, including through the third party's website (e.g. by entering Richland County bank account information to initiate the process and then accessing the bank's confirmation response), and agrees that Johnson Block & Company, Inc. shall have no liability in connection therewith.

Carrie Leonard, CPA is the engagement partner for the audit services specified in this letter. The engagement partner's responsibilities include supervising Johnson Block & Company, Inc.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Based on our preliminary estimates, the total fees and expenses should approximate the following:

Audit Fee	\$ 43,400
-----------	-----------

We will be available to prepare regulatory reports, provide accounting assistance, and consult and advise the County and its departments on matters in the areas of our expertise as the need arises. Fees for these services will be billed at hourly rates. In prior years these fees have ranged from \$3,300 to \$3,800.

Our invoices for these fees will be rendered as work progresses and are payable upon presentation. In accordance with firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. Third-party confirmation providers for certain financial institutions may invoice us for responding to confirmation requests and we will pass those costs through to you.

The attached Addendum A, which is an integral part of this engagement letter, relates to our preparation of the Department of Revenue annual report.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report.

Richland County

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At the conclusion of our audit engagement, we will communicate to the Board of Supervisors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Johnson Block and Company, Inc. and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators, federal and state agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Johnson Block and Company Inc.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

### **Changes in Accounting and Audit Standards**

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in this letter increases due to such changes, our fee may need to be adjusted.

## **Unanticipated Services**

We do not anticipate encountering the need to perform additional services beyond those described in this letter. However, below are listings of services considered to be outside the scope of our engagement. If any such service needs to be completed before the audit can proceed in an efficient manner, we will determine whether we can provide the service and maintain our independence. If appropriate, we will notify you and provide a fair and reasonable price for providing the service. We will bill you for the service at periodic dates after the additional service has been performed.

### Bookkeeping services

Bookkeeping services are not audit services. Bookkeeping services include but are not limited to the following activities:

- Preparation of a trial balance
- Account or bank statement reconciliations
- Capital asset accounting (e.g., calculating depreciation, identify capital assets for additions and deletions), unless previously agreed to as part of services to be provided
- Significant additional time spent calculating accruals
- Processing immaterial adjustments through the financial statements requested by management
- Adjusting the financial statements for new activities and new disclosures

### Additional work resulting from unanticipated changes in your organization or accounting records

If your organization undergoes significant changes in key personnel, accounting systems, and/or internal control, we are required to update our audit documentation and audit plan. The following are examples of situations that will require additional audit work:

- Deterioration in the quality of the entity's accounting records during the current-year engagement in comparison to the prior-year engagement
- Significant new accounting issues, significant changes in your volume of business or new or unusual transactions
- Changes in audit scope or requirements resulting from changes in your activities
- Erroneous or incomplete accounting records
- Implementation or adoption of new or existing accounting, reporting, regulatory, or tax requirements and any applicable financial statement disclosures



Richland County  
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Please sign and return this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements and compliance over major federal and state award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

*Johnson Block & Company, Inc.*

Johnson Block & Company, Inc.

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Richland County by:

Management Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## ADDENDUM A

We will perform the following services:

We will compile, from information you provide, the annual Financial Report Form to the Wisconsin Department of Revenue, for the year ended December 31, 2024. Upon completion of the compilation of the annual Financial Report Form, we will provide Richland County with our accountant's compilation report. If, for any reason caused by or relating to affairs or management of Richland County, we are unable to complete the compilation or if we determine in our professional judgement the circumstances necessitate, we may withdraw and decline to submit the annual Financial Report Forms to you as a result of this engagement.

### **Our Responsibilities and Limitations**

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

### **Management's Responsibilities**

Richland County's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements, (iii) preventing and detecting fraud, (iv) identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that Richland County complies with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making Richland County personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Contract with Vesti

<b>Department</b>	Pine Valley	<b>Presented By:</b>	Angie Wall
<b>Date of Meeting:</b>	12/06/2024	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	11/25/2024	<b>Referred by:</b>	Angie Wall
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	

**Recommendation and/or action language:** Approval for Matrix (EMR) system.

**Background:** Pine Valley laundry service contract is ending 12/31/2024. We have bid out to the following companies, Bandbox, Vesti and in house. Below are what the bids came in at:

BANDBOX: \$152,986.81 annual

VESTI: \$80,236.52 annual

IN HOUSE: 97,022.50 annual

I would like possibly bring back in house in 2026 so I am asking for a 1-year contract with Vesti at this time.

.

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#### Attachments and References:

#### 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 type="checkbox"/>	No financial impact		

---

Department Head

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Administrator, Candace Pesch

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## SERVICE AGREEMENT

Customer #: **8707740**

Use only for current customers

Customer's Service Location (for multiple locations, see attached list)

Customer's Billing Address (if different)

CUSTOMER NAME: <b>PINE VALLEY COMMUNITY VILLAGE</b>	CUSTOMER NAME:
Address: 25951 Circle View Lane	ADDRESS:
City / State / Zip: <b>Richland Center, WI 53581</b>	CITY / STATE / ZIP

### GARMENTS AND SERVICES ORDERED

No. of Wearers	MERCHANDISE (More lines available on page 3)	NUMBER OF ITEMS PER WEARER*	RATE (per item)**	EASYCARE® RATE (per item)	FREQUENCY	REPLACEMENT CHARGE (per item)

### NON-GARMENT MERCHANDISE AND SERVICES ORDERED

MERCHANDISE (More lines available on page 3)	QUANTITY*	RATE (per item)	FREQUENCY	MINIMUM BILLED PERCENTAGE	EASYCARE® RATE (per item)	REPLACEMENT CHARGE (per item)
BL-0001 Twin Sheet		0.29	WKLY	100	0.08	22.00
BL-0023 Draw Sheet		0.28	WKLY	100	0.07	19.00
BL-0053 Pillowslip		0.10	WKLY	100	0.025	12.00
BL-0071 Thermal Blanket		0.48	WKLY	100	0.12	28.00
BL-0083 Bath Blanket		0.39	WKLY	100	0.10	24.50
BL-0136 Underpad		0.40	WKLY	100	0.10	32.00

\*Represents total allocated units, including items at Customer's location(s) and items in the process of being laundered.

\*\*There will be an extra charge reflected on your invoice for any non-standard sized garments.

### ADDITIONAL CHARGES:

DESCRIPTION	RATE	DESCRIPTION	RATE
Garment Preparation	N/A per garment	Service Charge	2% per Week
Company Emblem	N/A per emblem		
Name Emblem	N/A per emblem		
Embroidery	N/A per Embroidery	Multi-day Stop Charge	NA per Additional Stop

Additional Terms/Charges:

Vestis™ will provide Customer with a uniform, apparel and/or non-garment workplace supplies (Merchandise) rental, lease and/or processing of customer-owned-goods program. Customer agrees to pay for all of Customer's requirements for rented and/or leased Merchandise according to the terms and conditions of this Agreement and any addendums (which constitute our entire agreement), including increases in inventories or additions in Merchandise. A rental program will be provided unless otherwise specified. Vestis will provide regularly scheduled deliveries of rented Merchandise, freshly processed, repaired and finished, and will replace rented and leased Merchandise that is worn out through normal wear at no additional charge. Customer may reduce standard Merchandise and services to accommodate normal turnover of employees. Customer must notify Vestis of an employee's termination and will promptly return Merchandise issued to that employee. All other Merchandise reductions may be made with the approval of Vestis. Customer agrees that Vestis is its exclusive provider of rented and/or leased Merchandise and related services.

This Agreement is effective on the date of the last signature to this Agreement, and will continue for 12 consecutive months following the later of such date or the date Merchandise is first installed. This Agreement will automatically renew for consecutive like terms unless either party gives the other party written notice of termination at least 90 days, but not more than 180 days, before the end of the then current term by certified mail, return receipt requested. All rented or leased Merchandise is the

property of Vestis. Rented and leased Merchandise that is lost or ruined will be promptly paid for by Customer at the then current replacement charge. Merchandise ruined through normal wear and tear will be replaced without additional replacement charge.

**Terms and Conditions Continued on Next Page**



## TERMS AND CONDITIONS (continued)

If an "EasyCare®" charge is included, Vestis will replace the corresponding garment Merchandise that is ruined by Customer and non-garment Merchandise that is lost or ruined by Customer, in each case without any additional replacement charge. Merchandise that is lost or ruined as a result of willful misconduct or intentional abuse is not covered by EasyCare and Customer is still responsible for preparation, embroidery and emblem charges. Either party may discontinue EasyCare on garment Merchandise by providing written notice to the other party, in which case standard loss and ruin charges will apply.

Each year, on or after the beginning of the month in which the anniversary date of this Agreement occurs, Vestis may increase the charges then in effect by the greater of the percentage change in the Consumer Price Index over the previous 12 months or 5%. Charges may be additionally increased upon written notice (which may be by invoice or monthly statement). Customer may reject any such additional increase by notifying Vestis in writing within 15 days of receiving notice of such increase. If Customer rejects an additional increase, Vestis reserves the right to terminate this Agreement in whole or in part. Vestis may add surcharges or other ancillary charges upon written notice (which may be by invoice or monthly statement) at any time. In consideration of the sizeable investment Vestis is making in Merchandise, Customer agrees that Vestis may impose minimum per invoice recurring Merchandise charges equal to the greater of (a) \$25 or (b) 75% of the initial amount of such charges. Vestis will charge customer for every week during this Agreement even if Customer requests reduced or no service for a particular week or weeks.

For customers extended credit, payment terms are net 10 days after the end of the month of delivery. A late payment charge equal to the lesser of 1.5% per month (18% per year) or the maximum permitted by law will be charged by Vestis on all past due amounts. Vestis may elect at any time to revoke credit privileges. Customer acknowledges that a signed invoice is not required for payment. Customer may be assessed a returned check fee of \$25.00. Customer is responsible for all sales and use taxes.

**Service Guaranty:** Customer may terminate this Agreement at a location for material deficiencies in service at such location by informing Vestis in writing (by certified mail, return receipt requested) of the precise nature of the service deficiencies and allowing Vestis a reasonable period of time of at least 30 days to correct or begin to correct the deficiencies. If Vestis has not corrected or begun to correct the deficiencies at the location, Customer may then terminate this Agreement at the location by giving Vestis 30 days written notice (by certified mail, return receipt requested) containing an explanation of the material deficiencies that Vestis has not begun to correct. While Vestis will work in good faith to resolve orally communicated issues, Customer agrees that the above writings-based procedure must be followed to terminate this Agreement.

Customer agrees to pay all loss or ruin charges and all unpaid statements upon any termination or expiration of this Agreement. EasyCare does not cover lost or ruined Merchandise identified in connection with any reduction or elimination of Merchandise or any termination or expiration of this Agreement. If Customer breaches this Agreement or terminates this Agreement early (except in accordance with the above Service Guaranty), in whole or in part, Customer agrees to pay Vestis liquidated damages (intended as a good faith pre-estimate of the actual damages Vestis would incur and not as a penalty), equal to the greater of (a) 50% of the average weekly charges during the three months prior to termination multiplied by the number of weeks remaining in the current term, or (b) a buyback of all Merchandise in inventory at the then current replacement charge. Upon any expiration or termination of this Agreement, or any reduction or elimination of "Special Merchandise" under this Agreement, Customer will purchase, at the then current replacement charge, all Special Merchandise. "Special Merchandise" is Merchandise that is not part of Company's standard product line, is flame resistant or is embroidered, silkscreened, logoed or otherwise customized.

Unless specified in writing in this Agreement, the Merchandise supplied is not flame resistant or resistant to hazardous substances and is not designed for use in areas where it may catch fire or where contact with hazardous substances is possible. Customer will immediately notify Vestis of any toxic or hazardous substance introduced onto the Merchandise and agrees to be responsible for any loss, damage or injury experienced by Vestis or its employees as a result of the existence of such substances. Vestis reserves the right not to handle or

process any Merchandise soiled with toxic or hazardous substances. For any Merchandise designated as flame resistant or "FR" (FR Merchandise), Customer agrees to notify all employees of Customer who will be wearing the FR Merchandise that the FR Merchandise is designed for the prevention of clothing ignition during short term and emergency flame exposure only and is not designed for long term high heat exposure or for use around open flames, and that no representation is made by Vestis as to the ability of the FR Merchandise to protect users from injury or death. For reflective Merchandise, any garments supplied satisfy specific ANSI/ISEA standards only if so labeled. Customer acknowledges that Vestis makes no representation, warranty or covenant regarding the visibility performance of any reflective Merchandise and that reflective properties may be reduced or ultimately lost through laundering.

Customer agrees that Customer has selected the Merchandise and is responsible for determining its appropriateness and for the safe and proper use, placement and securing of the Merchandise. **Except as set forth herein, the Merchandise and related services are provided "as is" without warranty of any kind, whether express or implied or statutory, and Vestis disclaims any and all implied warranties, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, good and workmanlike manner and non-infringement of third party rights.** Customer assumes all risk associated with the use of the Merchandise, releases Vestis from any and all liability of any kind or nature whatsoever related to the provision or use of the Merchandise and agrees to indemnify, defend and hold harmless Vestis from and against any loss, claim, expense, including attorney's fees, or liability incurred by Vestis as a result of the use or misuse of, or the inability to use, the Merchandise, or the degradation or loss of the reflectivity of any reflective Merchandise or the flame-resistant properties of any FR Merchandise. In no event will Vestis, its affiliates and their respective officers, directors or employees be liable to Customer for any indirect, special, incidental, consequential (including lost revenue or profits), punitive or extraordinary damages.

Any controversy or claim arising out of or relating to this Agreement will be settled by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on an arbitration award may be entered in any court having jurisdiction. The parties agree to utilize a single arbitrator and the most expedited process available in the forum where the arbitration is held. In this business-to-business Agreement, the terms are tailored to your specific requirements. Based on the foregoing, you agree to waive any right to bring any class and/or representative action based on any business dispute(s) between us. In the event any action, lawsuit or arbitration is required to be brought for collection of any amount due under this Agreement, Customer agrees to pay all Vestis's fees and costs involved in collection, including reasonable attorney's fees.

The performance of Vestis's duties under this Agreement may be subject to circumstances beyond Vestis's control, including strikes, lockouts, product availability, government acts, wars, and acts of God. Vestis's failure to perform under this Agreement because of such events will not be considered a breach.

If Customer sells or transfers its business (whether by asset sale, stock sale or otherwise), Customer agrees to require the new owner or operator to assume and become bound by this Agreement.

Customer confirms that, by signing this Agreement, Customer will not breach any existing contract and the person signing this Agreement is duly authorized to do so. This Agreement, the pricing contained in this Agreement and all invoices and other related information provided by Vestis shall be considered confidential information of Vestis and Customer agrees to hold such information in confidence and not share it with any third party, without the prior written consent of Vestis. The parties agree that this Agreement may be signed electronically and in counterparts and that a signed copy of this Agreement delivered by e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement. This Agreement is not binding on Vestis until executed by the General Manager of the Vestis facility that will provide service to Customer. This Agreement can only be amended in writing signed by a Vestis General Manager.

By signing below, Customer agrees to order the merchandise and services referenced herein and further agrees to the terms and conditions contained in this Agreement.  
Pine Valley Community  
Village

Vestis Services, LLC.

Jarett Johnsrud General Manager  
Vestis Representative Name & Title

\_\_\_\_\_  
Name of Customer

\_\_\_\_\_  
Customer Phone Number

\_\_\_\_\_  
Name & Title of Customer Contact

By \_\_\_\_\_

\_\_\_\_\_  
Signature – Vestis Representative

\_\_\_\_\_  
Date

Signature of Authorized Customer Representative

Date

Signature – Vestis General Manager

Date

### Use for Additional Line Items

**CUSTOMER NAME:** Pine Valley Community Village

**CID #:** 8707740

*Use only for current customers*

**ADDRESS: 25951 Circle View Lane**

CITY / STATE / ZIP: Richland Center, WI 53581

**GARMENTS AND SERVICES ORDERED:**[illegible]**NON-GARMENT MERCHANDISE AND SERVICES ORDERED:**

MERCHANDISE	QUANTITY*	RATE (per item)	FREQUENCY	MINIMUM BILLED PERCENTAGE	EASYS CARE <sup>®</sup> RATE (per item)	REPLACEMENT CHARGE (per item)
BL-0152 Knit Fitted Sheet		0.45	WKLY	100	0.11	23.00
CE-0120 Bag Stand		0			0	14.00
CE-0214 Microfiber Mop Handle		0			0	12.00
CE-0220 Microfiber Mop Frame		0			0	12.00
DP-0027 Microfiber Mop 18in		0.08			0.02	9.00
MS-0294 Patient Gown		0.18			0.05	15.00
MS-1482 IV Gown		0.22			0.06	16.00
MS-2106 Adult Bib		0.10			0.025	9.00
NP-0017 Napkin		0.06			0.015	2.00
TO-0003 Massage Towel		0.06			0.015	1.80
TO-0022 Washcloth		0.04			0.01	1.10
TO-0033 Small Bath Towel		0.12			0.03	3.50
TO-0108 Microfiber Towel		0.04			0.01	1.10
XX-0299 Bio Hazard Bag		0.01			0	12.00

\*Represents total allocated units, including items at Customer's location(s) and items in the process of being laundered.

**\*\*There will be an extra charge reflected on your invoice for any non-standard sized garments.**