

County Clerk's Office

Richland County, Wisconsin

Derek S. Kalish
County Clerk

Richland County Courthouse
181 W Seminary Street
Richland Center, Wisconsin 53581

Phone (608) 647-2197
derek.kalish@co.richland.wi.us

Dated Posted: May 16, 2025

Please be advised that the Richland County Board of Supervisors will convene at 7:00 p.m., Tuesday, May 20, 2025, in the County Board Room on the third floor of the Richland County Courthouse, located at 181 W Seminary Street, Richland Center, Wisconsin 53581.

Virtual access and documents for the meeting can be found by clicking on this link:

<https://administrator.co.richland.wi.us/minutes/county-board/>

Agenda

1. Call To Order
2. Roll Call
3. Invocation
4. Pledge Of Allegiance
5. County Clerk Verification Of Open Meeting Laws Compliance
6. Approve Agenda
7. Approve Minutes Of The April 15, 2025 Meeting
8. Public Comment
9. Appointment Of County Board Supervisor – District 3
10. Appointments To Various Boards, Committees, And Commissions
11. Appointment Of Health & Human Services Director
12. Resolution Naming The Former UW-Richland Wellness Trails As The Marty Brewer Nature Trails
13. Ordinance To Rezone Parcel 008-3423-0000 In The Town Of Dayton
14. Ordinance To Rezone Portions Of Parcel 008-1043-2000 In The Town Of Dayton
15. Resolution Approving The Town Of Ithaca's Rezoning A Portion Of Parcel 016-0411-2000
16. Resolution Approving The Town Of Rockbridge's Rezoning A Portion Of Parcel 026-2711-1000
17. Report On Petitions For Zoning Amendments Received Since The Last County Board Session
18. Report On Rezoning Petitions Recommended For Denial By The Natural Resources Standing Committee
19. Reports
 - A. County Administrator Update
20. Discussion & Possible Action: Approval Of MOU With Richland School District For Campus Gym Use
21. Resolution To Approve The Creation Of A Deputy County Administrator
22. Resolution Approving Richland County Contracting With Ayres Associates, Inc For Geospatial Services
23. Resolution Relating To The County's Contribution To The Cost Of Town Highway Bridge Construction Required By Wisconsin Statutes, Section 82.08
24. Resolution Approving Updates To The Sheriff's Department Addendum
25. Resolution Relating To Cancelling Stale County Checks
26. Resolution Relating To Cancelling Stale Tax Certificates For The Tax Year 2012 And Making An Appropriation
27. Resolution Approving Amendments To The 2023 Comprehensive Outdoor Recreation Plan
28. Resolution Approving The Application And Acceptance Of A Land And Water Conservation Fund (LWCF) Grant For The Renovations Of The Former UW-Platteville/Richland Tennis/Basketball Courts
29. Resolution Approving The Application And Acceptance Of A Recreational Trails Program (RTP) Grant For Improvements To The Former UW-Platteville/Richland Wellness Trails
30. Resolution Accepting Donations To Symons Recreation Complex
31. Resolution Accepting Spring 2025 Grants For Symons Recreation Complex Programming
32. Resolution Approving Proposal From Venture Architects For Additional County Facility Assessments
33. Resolution Approving A Wage Differential For Bilingual Staff
34. Correspondence
35. Future Agenda Items
36. Adjourn

APRIL MEETING

April 15, 2025

Call To Order: Chair Turk called the meeting to order at 7:00 PM.

Roll Call: Roll call found the following members present: Supervisor(s) Steve Carrow, Mary Miller, Sandra Kramer, Richard McKee, Larry Engel, Alayne Hendricks, Mark Gill, Craig Woodhouse, David Turk, Chad Cosgrove, Melvin “Bob” Frank, Kerry Severson, Steve Williamson, Marc Couey, Julie Fleming, Robert Brookens, and Daniel McGuire. Supervisor(s) absent: Gary Manning, Ingrid Glasbrenner, and Michelle Harwick.

Invocation: Pastor Tim Ward of the Richland Center Free Methodist Church gave the invocation.

Pledge of Allegiance: County Clerk Kalish led the Pledge of Allegiance.

County Clerk Verification Of Open Meeting Laws Compliance: County Clerk Kalish confirmed the meeting had been properly noticed.

Approve Agenda: Chair Turk struck item #19- resolution approving Richland County contracting with Ayres Associates, Inc. for geospatial services from the agenda. Motion by Cosgrove second by Fleming to approve the agenda as amended. Motion carried and amended agenda declared approved.

Approve Minutes Of The March 18, 2025 Meeting: Chair Turk asked if there were any amendments or changes to the minutes of the March 18, 2025 meeting. Hearing none, Chair Turk declared the minutes of the March 18, 2025 meeting approved as published.

Public Comment: Tony Johnson introduced himself, provided a brief overview of a new business called P & J Tire Disposal he is starting in the county, and noted his interest in partnership with the county. Shirley Welte raised a question about agenda item #12.

Election Of Committee On Committees Member: County Clerk Kalish distributed ballots for the election of a member to the Committee on Committees. County Clerk Kalish and Highway Commissioner Elder tallied votes. Tabulated votes cast were as follows: Sandra Kramer-2, Richard McKee-1, Alayne Hendricks-4, Mark Gill-1, Craig Woodhouse-2, Chad Cosgrove-3, Marc Couey-2, Julie Fleming-2. With 4 votes, Supervisor Alayne Hendricks was named as a member to the Committee on Committees.

Appointments To Various Boards, Committees, And Commissions: Interim County Administrator Kalish presented a list of proposed appointments as follows: Paul Wiertzema to the Comprehensive Community Services Coordinating Committee, Deanna Louis to the Aging/ADRC Advisory Committee, and Supervisor Larry Engel to the Community & Health Services Standing Committee. Motion by McKee second by Gill to confirm all appointments as listed. Motion carried and all appointments declared approved.

Report On Petitions For Zoning Amendments Received Since The Last County Board Session: None.

Report On Zoning Petitions Recommended For Denial By The Natural Resources Standing Committee: None.

Reports-County Administrator Update: Interim County Administrator Kalish provided updates on recent county activities.

Reports-Campus Reconfiguration Committee Update: Campus Reconfiguration Committee Chair Turk and Interim County Administrator Kalish provided updates on recent Campus Reconfiguration Committee and campus activities.

Resolution No. 25-25 recognizing the retirement of an employee of the Management Information Systems Department was read by County Clerk Kalish. Motion by McKee second by Kramer that Resolution No. 25-25 be adopted. Motion carried and the resolution was declared adopted.

RESOLUTION NO. 25 - 25

Resolution Recognizing The Retirement Of An Employee Of The Management Information Systems Department.

WHEREAS, Barbara Scott was hired on July 27, 1998 and has held numerous positions in various Richland County departments since then, and

WHEREAS the Richland County Board wants to express its sincere appreciation to Barbara Scott for over 26 years of dedicated service to Richland County, and

NOW THEREFORE BE IT RESOLVED, by the Richland County Board of Supervisors that the County Board hereby expresses its sincere appreciation to Barbara Scott for 26 years of dedicated service to Richland County, and

BE IT FURTHER RESOLVED that the County Board wishes Barbara Scott a long and happy retirement, and

BE IT FURTHER RESOLVED, that the County Clerk shall send a copy of this Resolution to Barbara Scott at her residence.

VOTE ON FOREGOING RESOLUTION

AYES_____

NOES_____

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(08 APRIL 2025)

RESOLUTION ADOPTED

DEREK S. KALISH
COUNTY CLERK

DATED: APRIL 15, 2025

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

FOR	AGAINST
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Resolution No. 25-26 making a deficiency appropriation was read by County Clerk Kalish. Motion by McKee second by Couey that Resolution No. 25-26 be adopted. Motion carried and the resolution was declared adopted.

RESOLUTION NO. 25 - 26

Resolution Making A Deficiency Appropriation In Various Accounts.

WHEREAS the appropriations in certain accounts for the year 2024 are insufficient and certain transfers should be made as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that it is necessary to make a deficiency appropriation in the following deficient accounts:

<u>ACCOUNT TITLE</u>	<u>AMOUNT</u>
UW-Richland Outlay	12,709.77
Richland Co Fair	15,780.09
Dog Licenses	782.11

BE IT FURTHER RESOLVED that the sum of \$29,271.97 is hereby appropriated from the General Fund to the above-listed accounts in the 2024 County budget to cover the deficiencies listed in these accounts, 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
(24 MARCH 2025)

RESOLUTION ADOPTED		FOR	AGAINST
DEREK S. KALISH COUNTY CLERK	STEVE CARROW	X	
	STEVE WILLIAMSON	X	
	GARY MANNING	X	
DATED: APRIL 15, 2025	MARK GILL		
	INGRID GLASBRENNER	X	
	DAVID TURK	X	
	BOB FRANK		
	MARC COUEY	X	
	CRAIG WOODHOUSE		

Resolution No. 25-27 amending the Register of Deeds fee schedule was read by County Clerk Kalish. Motion by Kramer second by Fleming that Resolution No. 25-27 be adopted. Motion carried and the resolution was declared adopted.

RESOLUTION NO. 25 - 27

Resolution Amending The Register Of Deeds Fee Schedule.

WHEREAS the Richland County Register of Deeds office has experienced increased costs for services and has modernized the office by adding electronic recording services through our current software vendor, and wishes to add credit card services, as requested by the people served by said office. Added services hereby

require additions to the fee schedule for the Register of Deeds office. These additional service fees will cover costs and facilitate said modernization and will be paid by the persons taking advantage of said services, and

WHEREAS the proposed fee schedule additions are as follows:

Mail Service Fee #10 Envelope - \$2.00
Mail Service Fee 6x9 Envelope - \$4.00
Credit Card Service Fee - \$3.00
Expedited Service Fee - \$20.00
ERecording Fee - \$4.00
Tapestry Print Fee - \$2.00 first page \$1.00 second page (increase to raise to Statutory Fees)

WHEREAS, the Executive & Finance Standing Committee has carefully considered this proposal and is now presenting this resolution to the County Board for its consideration, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby given for the amendments to the Register of Deeds fees schedule as noted above, and

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon passage.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(24 MARCH 2025)

RESOLUTION ADOPTED

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

STEVE CARROW
STEVE WILLIAMSON
GARY MANNING

X
X
X

DATED: APRIL 15, 2025

MARK GILL
INGRID GLASBRENNER
DAVID TURK
BOB FRANK
MARC COUEY
CRAIG WOODHOUSE

X
X
X
X

Resolution No. 25-28 approving the purchase of one new truck by the Highway Department was read by County Clerk Kalish. Motion by Fleming second by Couey that Resolution No. 25-28 be adopted. Motion carried and the resolution was declared adopted with Hendricks opposed.

RESOLUTION NO. 25 - 28

Resolution Approving The Purchase Of One New Truck By The Highway Department.

WHEREAS the Public Works Committee and the County Highway Commissioner, Joshua Elder; have recommended that the Department be authorized to purchase one new tandem-axle plow truck with the funds already available in the 2025 budget, and

WHEREAS Rule 14 of the Board requires County Board approval for any equipment purchase by the Highway Department in excess of \$50,000, and

WHEREAS the Highway Department is seeking approval for the following purchase:

One Western Star tandem-axle truck with the awarded bid totaling \$161,825 from Truck Country

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval to purchase one Western Star tandem-axle truck as noted above is hereby granted, and

BE IT FURTHER RESOLVED that funds for this purchase are in the County Highway Department's account in the 2025 County Budget, and

BE IT FURTHER RESOLVED that this resolution shall be effective upon passage.

VOTE ON FOREGOING RESOLUTION
AYES _____ NOES _____

RESOLUTION OFFERED BY THE PUBLIC
WORKS STANDING COMMITTEE
(13 MARCH 2025)

RESOLUTION ADOPTED

FOR

AGAINST

DEREK S. KALISH
COUNTY CLERK

STEVE WILLIAMSON
DANIEL MCGUIRE
MARC COUEY
CHAD COSGROVE
GARY MANNING
STEVE CARROW
KERRY SEVERSON

X

X
X
X
X
X

DATED: APRIL 15, 2025

Resolution No. 25-29 establishing the procedure for Wis. Stat. § 74.69 determinations was read by County Clerk Kalish. Motion by Gill second by Brookens that Resolution No. 25-29 be adopted. Motion carried and the resolution was declared adopted.

RESOLUTION NO. 25 - 29

A Resolution Establishing The Procedure For Wis. Stat. § 74.69 Determinations.

WHEREAS Wis. Stat. § 74.69 allows persons required to pay interest or a penalty for a late tax payment to request a finding from the County Board that the untimely payment was due to a delay or administrative error on the part of the U.S. Postal Service; and,

WHEREAS statute also allows the County Board to delegate the authority to make this determination to any committee or official of the County; and,

WHEREAS the Executive and Finance Committee has determined that its assumption of this responsibility balances the interests of expeditious resolution and representative participation,

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the authority to make a determination on Wis. Stat. § 74.69 appeals shall be delegated to the Executive and Finance Committee; and,

BE IT FURTHER RESOLVED that the procedure for making such a determination shall satisfy the appellant's due process rights; and,

BE IT FURTHER RESOLVED that this resolution shall be in full force and effect from and after its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(08 APRIL 2025)

RESOLUTION ADOPTED

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

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

DATED: APRIL 15, 2025

Correspondence: None.

Future agenda items: Updates regarding P & J Tire Disposal

Adjourn: Motion by Fleming, second by Gill to adjourn. Motion carried and the meeting adjourned at 7:48 PM.

STATE OF WISCONSIN)
)SS
COUNTY OF RICHLAND)

I, Derek S. Kalish, County Clerk in and for the County of Richland, do hereby certify that the foregoing is a true copy of the proceedings of the County Board of Supervisors of Richland County for the meeting held on the 15th day of April, 2025.

Derek S. Kalish
Richland County Clerk

Note: Published minutes are unapproved until approved at next regularly scheduled County Board meeting.

Resolutions and meeting packet materials can be found by accessing the following link:

<https://administrator.co.richland.wi.us/minutes/county-board/>

From: f
Sent: Friday, May 16, 2025 2:26 PM
To: .ge
Cc: net
Subject: Application to fill the vacant District 3 County Board of Supervisors position...

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Myranda,

Attached below is a copy of the email I sent to Derek last evening. I needed to be sure that it reached your office prior to the deadline of 4 p.m. today.

Sincerely,

Lee D. Van Landuyt

RECEIVED
MAY 16 2025
DEREK S. KALISH
RICHLAND COUNTY CLERK

From: net <rt.net>
Sent: Thursday, May 15, 2025 5:28 PM
To: 'd' id.wi.us.' <and.wi.us.>; i.com
Cc: 'lee van landuyt' <i.wi.us>
Subject: Application to fill the vacant District 3 County Board of Supervisors position...

Dear Derek,

I am sending you this message to indicate my interest in filling the vacant **Richland County Board, District 3** seat.

My name is **Lee D. Van Landuyt**

My home address is **11485 Fox Ridge Drive, Hillsboro, WI 54634, Henrietta Township, Richland County, WI**

I was the elected Richland County District 3 Supervisor Position in April 2020 and served the full two year term. This was prior to the district lines being changed in 2021. Marty Brewer, who was the district (6/7?) supervisor at that time found himself within my district 3 boundaries. He ran in 2022 to fill the new district 3 position with my encouragement. He asked me to run against him; but, I refused his request because at that time, he was the Chairman of the County Board and I didn't feel it right to run against him for that reason. There was a lot still to be done and I did not want to challenge his established leadership.

Upon Marty's untimely death, other Board Members asked several times to consider filling his position. I found it necessary to decline their kind offers due to the fact that I was serving as an elected member of the Richland School District Board. I didn't feel it prudent to serve on both boards simultaneously. Since that time, I have submitted my resignation from the Richland School District Board. I am now free to apply for the vacant District 3 seat.

Thank you for considering my request.

Sincerely,

RECEIVED

MAY 13 2025

DEREK S. KALISH
RICHLAND COUNTY CLERK

My name is Randy E Schoonover and I'd like to be considered for the Richland County Board of Supervisors for District #3.

I reside at 25675 Rockbridge Cemetery Lane, Richland Center, WI 53581 My cell phone number is -----.

I am 70 years old, a life-long resident of Richland County in Rockbridge Township. I am fully retired and in good health. I am an avid outdoorsman and an American Tree Farmer.

I am a past small business owner of First Choice Construction.

I have been a past President of: St. John's Lutheran Church, Hub-Rock Sanitary District, Scenic Hills of the National Wild Turkey Federation. I have been a Richland Center Varsity Football Assistant Coach, a Youth Baseball Coach and a past Certified Youth Soccer Referee.

I am aware of the limited resources Richland County has and realize the financial struggles of our county. I know how careful our officials have to be with spending and budgeting.

Feel free to contact me for more information.

Thank you for giving me this opportunity,

Randy Schoonover

RESOLUTION NO. 25 - 30

Resolution Naming The Former UW-Richland Wellness Trails As The Marty Brewer Nature Trails.

WHEREAS Richland County acquired the former UW-Platteville/Richland wellness trails when the UW vacated the property in 2024, and

WHEREAS the County realizes the importance of preserving the trails for public use, and

WHEREAS Marty Brewer served Richland County for many years as a Supervisor and Chair, supporting many programs and causes for county residents, including the preservation of the wooded hilltop and trails for future public greenspace access, and

WHEREAS the Symons Natatorium Board has recommended the re-naming of the trails for Marty Brewer noting his support for the continued preservation of the trail area, and

WHEREAS the recommendation has been reviewed by the County Executive and Finance Committee.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors does hereby name the former UW-Richland wellness trails as the Marty Brewer Nature Trails.

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

(01 MAY 2025)

RESOLUTION_____	FOR	AGAINST
DEREK S. KALISH	X	
COUNTY CLERK	X	
	X	
DATED: MAY 20, 2025	X	
	X	
	X	
	X	
	X	
	X	
	X	
	X	

Approved by Symon’s Natatorium Board on March 24, 2025

ORDINANCE NO. 25 - 7

Amendment No. 618 To Richland County Code Of Ordinances Chapter 119 Relating To Parcel 008-3423-0000.

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

1. The County Board, having considered the following factors, hereby finds that the following rezoning is in the best interests of the citizens of Richland County:

- (a) Adequate public facilities to serve the development are present or will be provided.
- (b) Provision of these facilities will not be an unreasonable burden to local government.
- (c) The land to be rezoned is suitable for development and development will not cause unreasonable water or air pollution, soil erosion or adverse effects on rare or irreplaceable natural areas.
- (d) Non-farm development will be directed to non-agricultural soils or less productive soils.
- (e) Non-farm development will be directed to areas where it will cause minimum disruption of established farm operations or damage to environmentally sensitive areas.
- (f) Non-farm development will be encouraged to locate so as to leave a maximum amount of farmland in farmable size parcels.
- (g) Non-farm residential development will be directed to existing platted subdivisions and sanitary districts.

2. Richland County Code of Ordinance Chapter 119- Zoning, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

That the official maps designating district boundaries, as adopted by Richland County Ordinance 1985 No. 1 (also known as Amendment No. 1 to the Richland County Comprehensive Zoning Ordinance No. 3), which was adopted on March 19, 1985, are hereby amended as follows:

That the following described 28.49-acre parcel in the Town of Dayton is hereby rezoned from Agricultural/Forestry (AF) to the Agricultural/Residential (AR) District:

Th South half (S ½) of the Northwest Quarter (NW ¼) of Section Thirty-four (34), Town Ten (10) North, Range One (1) West, Richland County, Wisconsin, except a parcel of land described as follows:

A part of the Southeast Quarter (SE ¼) of the Northwest Quarter (NW ¼) of Section Thirty-four (34), Town Ten (10) North of Range One (1) West, Richland County, Wisconsin, described as follows:
Commencing of the South side of said forty at a point which is 900 feet West of the Southeast corner of said forty;
Thence East to the Southeast corner of said forty;
Thence North to the Northeast corner of said forty;
Thence West 959 feet along the North side of said forty;
Thence Southeasterly to the Point of Beginning.

3. This Ordinance shall be effective on Passage and Publication.

DATED: MAY 20 2025
PASSED: MAY 20, 2025
PUBLISHED: MAY 29, 2025

ORDINANCE OFFERED BY THE NATURAL
RESOURCES STANDING COMMITTEE
(5 MAY 2025)

		FOR	AGAINST
DAVID TURK, CHAIR RICHLAND COUNTY BOARD OF SUPERVISORS	STEVE CARROW	X	
	JULIE FLEMING	X	
	MARK GILL	X	
	RICHARD MCKEE	X	
	ROBERT BROOKENS	X	
	CRAIG WOODHOUSE	X	
	ALAYNE HENDRICKS	X	
DEREK KALISH RICHLAND COUNTY CLERK			

ORDINANCE NO. 25 - 8

Amendment No. 619 To Richland County Code Of Ordinances Chapter 119 Relating To Parcel 008-1043-2000.

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

1. The County Board, having considered the following factors, hereby finds that the following rezoning is in the best interests of the citizens of Richland County:

- (a) Adequate public facilities to serve the development are present or will be provided.
- (b) Provision of these facilities will not be an unreasonable burden to local government.
- (c) The land to be rezoned is suitable for development and development will not cause unreasonable water or air pollution, soil erosion or adverse effects on rare or irreplaceable natural areas.
- (d) Non-farm development will be directed to non-agricultural soils or less productive soils.
- (e) Non-farm development will be directed to areas where it will cause minimum disruption of established farm operations or damage to environmentally sensitive areas.
- (f) Non-farm development will be encouraged to locate so as to leave a maximum amount of farmland in farmable size parcels.
- (g) Non-farm residential development will be directed to existing platted subdivisions and sanitary districts.

2. Richland County Code of Ordinance Chapter 119- Zoning, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

That the official maps designating district boundaries, as adopted by Richland County Ordinance 1985 No. 1 (also known as Amendment No. 1 to the Richland County Comprehensive Zoning Ordinance No. 3), which was adopted on March 19, 1985, are hereby amended as follows:

That the following described 2.3848-acre parcel in the Town of Dayton is hereby rezoned from Agricultural/Forestry (AF) to the Residential (R) District:

Land located in part of the Southwest Quarter of the Southeast Quarter of Section Ten (10), Township Ten (10) North, Range One (1) West, Richland County, Wisconsin, more particularly described as follows;

Commencing at the Southeast corner of said Section 10;

Thence North 02°01’05” West, along the East line of said Southeast Quarter, 1165.04 feet to the Northeast corner of the Southeast Quarter of the Southeast Quarter;
Thence North 88°58’29” West, along the North line of the Southeast Quarter of the Southeast Quarter, 1275.90 feet to the Northeast corner of said Southwest Quarter of the Southeast Quarter and the Point of Beginning of the lands hereinafter described;
Thence South 01°03’52” East, along the East line of said Southwest Quarter of the Southeast Quarter, 284.20 feet;
Thence North 89°53’37” West, 261.57 feet;
Thence North 41°19’43” West, 203.76 feet;
Thence North 06°45’41” West, 138.91 feet to a point on the North line of said Southwest Quarter of the Southeast Quarter;
Thence South 88°58’29” East, along the North line of said Southwest Quarter of the Southeast Quarter, 407.27 feet to the Point of Beginning.

3. This Ordinance shall be effective on Passage and Publication.

DATED: MAY 20, 2025
PASSED: MAY 20, 2025
PUBLISHED: MAY 29, 2025

ORDINANCE OFFERED BY THE NATURAL
RESOURCES STANDING COMMITTEE
(5 MAY 2025)

		FOR	AGAINST
DAVID TURK, CHAIR RICHLAND COUNTY BOARD OF SUPERVISORS	STEVE CARROW	X	
	JULIE FLEMING	X	
	MARK GILL	X	
	RICHARD MCKEE	X	
	ROBERT BROOKENS	X	
	CRAIG WOODHOUSE	X	
	ALAYNE HENDRICKS	X	
DEREK KALISH RICHLAND COUNTY CLERK			

RESOLUTION NO. 25 - 31

Resolution Approving The Town Of Ithaca's Rezoning A Portion Of Parcel 016-0411-2000.

WHEREAS the usual way that zoning is accomplished in the unincorporated areas of counties in Wisconsin is for the county to adopt county-wide zoning and for the town boards that wish to do so elect to be covered by that zoning, but there is an alternate, seldom-used method whereby towns, with the permission of the county board, can adopt their own zoning ordinances, and

WHEREAS the Town of Ithaca is one of two towns in Richland County that has elected to have town zoning and Wisconsin Statutes, section 60.62(3) provides that the County Board must not only approve the Town's initial zoning ordinance and zoning maps but the County Board must also approve any rezonings before they become effective, and

WHEREAS representatives of the Town of Ithaca met recently with the Zoning and Land Information Committee and requested that the County Board approve the Town's rezoning of parcel 016-0411-2000 from the Agricultural Zoning District to the Residential Zoning District in the Town of Ithaca's Zoning Ordinance and the Zoning Land Information Committee has carefully consider this matter and is now recommending that the County Board approve this rezoning.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors in accordance with Wisconsin Statutes, section 60.62(3), that approval is hereby granted for rezoning the following-described 5.71-acre parcel from the Agricultural Zoning District to the Residential Zoning District in accordance with the Town of Ithaca's Zoning Ordinance:

All of lot 1 of CSM, part of the southeast quarter of the northeast quarter and part of the southwest quarter of the northeast quarter of section 4, Town 10 North, Range 2 East, Town of Ithaca, Richland County, Wisconsin, being more fully described as follows;

Commencing at the east quarter corner of section 4, T10N, R2E;

thence N 01°04'35" E on the east line of the northeast quarter, 633.26';

thence N 88°55'25" W, 913.96' to a point on the centerline of Tony Lane and the point of beginning; thence N 31°09'54" E, 331.01';

thence N 56°28'10" W, 187.80';

thence N 59°06'51" W, 178.18';

thence N 58°40'43" W, 155.94';

thence N 00°05'27" W, 66.70';

thence N 87°53'11" W, 375.74';

thence S 23°31'06" W, 72.03';

thence S 53°07'47" E, 755.45';

thence S 31°20'35" W, 63.24' to a point on the centerline of Tony Lane;

thence S 56°19'32" E on the centerline of Tony Lane, 71.99';

thence S 58°43'11" E, 51.63' to the point of beginning.

Parcel contains 4.78 acres (208,369 sq. ft.), more or less

All of lot 3 CSM, part of the fractional northeast quarter of the northeast quarter and part of the southeast quarter of the northeast quarter of section 4, Town 10 North, Range 2 East, Town of Ithaca, Richland County, Wisconsin, being more fully described as follows;

Commencing at the east quarter corner of section 4, T10N, R2E;

thence N 01°04'35" E on the east line of the northeast of the northeast quarter, 1107.97' to the point of beginning;

thence CONTINUING N 01°04'35" E on said east line, 269.45';

thence N 87°05'55" W, 69.56';

thence N 50°50'48" W, 102.17';

thence N 38°29'53" W, 236.27';

thence N 18°20'08" W, 124.18';

thence S 89°19'29" W, 516.20';

thence N 74°23'23" W, 360.46';

thence S 00°05'27" W, 109.00';

thence N 46°55'31" E, 92.52';

thence S 76°05'08" E, 278.96';

thence S 66°00'24" E, 218.73';

thence S 42°10'38" E, 144.22';

thence S 48°12'41" E, 129.74';

thence S 44°06'59" E, 203.60';

thence S 59°18'50" E, 371.86' to the point of beginning.

Parcel contains 4.79 acres (208,582 sq. ft.), more or less.

BE IT FURTHER RESOLVED that the Director of Land Conservation and Zoning shall send a copy of this resolution to the known Clerk of the Town of Ithaca.

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

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE NATURAL RESOURCES STANDING COMMITTEE (5 MAY 2025)	
AYES	NOES		
RESOLUTION _____		FOR	AGAINST
DEREK S. KALISH COUNTY CLERK		STEVE CARROW	X
		JULIE FLEMING	X
		MARK GILL	X
		ROBERT BROOKENS	X
		ALAYNE HENDRICKS	X
		RICHARD MCKEE	X
DATED: MAY 20, 2025		CRAIG WOODHOUSE	X

RESOLUTION NO. 25 - 32

Resolution Approving The Town Of Rockbridge's Rezoning A Portion Of Parcel 026-2711-1000.

WHEREAS the usual way that zoning is accomplished in the unincorporated areas of counties in Wisconsin is for the county to adopt county-wide zoning and for the town boards that wish to do so elect to be covered by that zoning, but there is an alternate, seldom-used method whereby towns, with the permission of the county board, can adopt their own zoning ordinances, and

WHEREAS the Town of Rockbridge is one of two towns in Richland County that has elected to have town zoning and Wisconsin Statutes, section 60.62(3) provides that the County Board must not only approve the Town's initial zoning ordinance and zoning maps but the County Board must also approve any rezonings before they become effective, and

WHEREAS representatives of the Town of Rockbridge met recently with the Zoning and Land Information Committee and requested that the County Board approve the Town's rezoning of parcel 026-2711-1000 from the Agricultural/Woodland District to the Agricultural/Residential District in the Town of Rockbridge's Zoning Ordinance and the Zoning Land Information Committee has carefully consider this matter and is now recommending that the County Board approve this rezoning.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors in accordance with Wisconsin Statutes, section 60.62(3), that approval is hereby granted for rezoning the following-described 30.125 acre parcel from the Agricultural/Woodland District to the Agricultural/Residential District in accordance with the Town of Rockbridge's Zoning Ordinance:

All that part of the Northeast quarter of the Northeast quarter of section 27, Township 11 North, Range 1 East, Town of Rockbridge, Richland County, Wisconsin, more particularly described as follows:

Beginning at the Northeast corner of said Section 27;

Thence South 00°20'56" East, along the east line of said Northeast quarter, 1089.56 feet to a point on the centerline of Steamboat Hollow Lane, said point being on the arc of a 550.00-foot radius curve, concave to the South;

Thence Westerly, 64.64 feet along said centerline and the arc of said curve with a central angle of 06°44'01" and a chord bearing North 80°06'38" West, 64.60 to the point of tangency of said curve;

Thence North 83°28'38" West, along said centerline, 249.85 feet to the point of curvature of a 2200.00-foot radius curve, concave to the North;

Thence Westerly, 49.85 feet along said centerline, the arc of said curve with a central angle of 01°17'54" and a chord bearing North 82°49'41" West, 49.85 feet to the point of tangency of said curve;

Thence North 82°10'45" West, along said centerline, 246.18 feet to the point of curvature of a 3000.00-foot radius curve, concave to the North;

Thence Westerly, 35.07 feet along said centerline and the arc of said curve with a central angle of 00°40'11" and a chord bearing North 81°50'39" West, 35.07 feet to the point of tangency of said curve;

Thence North 81°30'34" West, along said centerline, 477.62 feet to the point of curvature of a 3500.00-foot radius curve, concave to the South;

Thence Westerly, 53.79 feet along said centerline and the arc of said curve with a central angle of 00°52'50" and a chord bearing North 81°04'09" West, 53.79 feet to the point of tangency of said curve;

Thence North 80°37'44" West, along said centerline, 153.51 feet to a point on the West line of said Northeast quarter of the Northeast quarter;

Thence North 00°22'27" West, along said West line, 896.45 feet to the Northwest corner of said Northeast quarter of the Northeast quarter;

Thence North 89°46'45" East, along the North line of said Northeast quarter of the Northeast quarter, 1316.15 feet to the point of beginning.

BE IT FURTHER RESOLVED that the Director of Land Conservation and Zoning shall send a copy of this resolution to the known Clerk of the Town of Rockbridge.

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

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE NATURAL RESOURCES STANDING COMMITTEE (5 MAY 2025)	
AYES	NOES		
RESOLUTION _____		FOR	AGAINST
DEREK S. KALISH COUNTY CLERK		STEVE CARROW	X
		JULIE FLEMING	X
		MARK GILL	X
		ROBERT BROOKENS	X
DATED: MAY 20, 2025		ALAYNE HENDRICKS	X
		RICHARD MCKEE	X
		CRAIG WOODHOUSE	X

Correct

Richland County Wage Scale 2025

New Grade	Grade	1	2	3	4	5	6	7	8	9
1	AD	\$10.41	\$10.70	\$10.99	\$11.30	\$11.61	\$11.93	\$12.26	\$12.59	\$12.94
2	AC	\$11.26	\$11.57	\$11.89	\$12.22	\$12.55	\$12.90	\$13.25	\$13.62	\$13.99
3	AB	\$12.16	\$12.49	\$12.84	\$13.19	\$13.55	\$13.94	\$14.32	\$14.71	\$15.11
4	AA	\$13.13	\$13.49	\$13.86	\$14.24	\$14.64	\$15.04	\$15.45	\$15.88	\$16.32
5	A	\$14.17	\$14.56	\$14.97	\$15.38	\$15.80	\$16.23	\$16.68	\$17.14	\$17.61
6	B	\$15.31	\$15.73	\$16.16	\$16.60	\$17.06	\$17.53	\$18.01	\$18.51	\$19.01
7	C	\$16.53	\$16.98	\$17.45	\$17.93	\$18.43	\$18.93	\$19.46	\$19.99	\$20.54
8	D	\$17.87	\$18.36	\$18.87	\$19.38	\$19.92	\$20.47	\$21.03	\$21.61	\$22.21
9	E	\$19.44	\$19.97	\$20.52	\$21.08	\$21.66	\$22.26	\$22.88	\$23.50	\$24.14
10	F	\$21.53	\$22.11	\$22.73	\$23.35	\$24.00	\$24.66	\$25.33	\$26.03	\$26.75
11	G	\$23.61	\$24.26	\$24.93	\$25.61	\$26.32	\$27.04	\$27.78	\$28.54	\$29.33
12	H	\$25.71	\$26.42	\$27.14	\$27.89	\$28.65	\$29.45	\$30.25	\$31.09	\$31.94
13	I	\$27.80	\$28.56	\$29.34	\$30.16	\$30.98	\$31.84	\$32.71	\$33.61	\$34.54
14	J	\$29.90	\$30.72	\$31.57	\$32.43	\$33.33	\$34.25	\$35.18	\$36.15	\$37.15
15	K	\$32.00	\$32.88	\$33.78	\$34.71	\$35.67	\$36.65	\$37.66	\$38.70	\$39.76
16	L	\$34.09	\$35.03	\$36.00	\$36.99	\$38.00	\$39.05	\$40.12	\$41.22	\$42.35
17	M	\$36.17	\$37.17	\$38.19	\$39.24	\$40.32	\$41.43	\$42.57	\$43.73	\$44.94
18	N	\$38.27	\$39.33	\$40.41	\$41.52	\$42.66	\$43.84	\$45.04	\$46.28	\$47.56
19	O	\$40.38	\$41.49	\$42.63	\$43.80	\$45.00	\$46.24	\$47.51	\$48.82	\$50.16
20	P	\$42.46	\$43.62	\$44.83	\$46.06	\$47.32	\$48.63	\$49.97	\$51.34	\$52.75
21	Q	\$44.56	\$45.78	\$47.04	\$48.34	\$49.67	\$51.03	\$52.44	\$53.88	\$55.36
22	R	\$46.66	\$47.95	\$49.26	\$50.61	\$52.00	\$53.44	\$54.91	\$56.41	\$57.97
23	S	\$49.00	\$50.34	\$51.72	\$53.15	\$54.61	\$56.11	\$57.65	\$59.24	\$60.87
24	T	\$51.44	\$52.86	\$54.31	\$55.80	\$57.34	\$58.91	\$60.53	\$62.20	\$63.91
25	U	\$54.01	\$55.50	\$57.02	\$58.60	\$60.20	\$61.86	\$63.56	\$65.31	\$67.10

Richland County Wage Scale 2025

Incorrect

New Grade	Grade	1	2	3	4	5	6	7	8	9
	AD	\$10.41	\$10.70	\$10.99	\$11.30	\$11.61	\$11.93	\$12.26	\$12.59	\$12.94
	AC	\$11.26	\$11.57	\$11.89	\$12.22	\$12.55	\$12.90	\$13.25	\$13.62	\$13.99
	AB	\$12.16	\$12.49	\$12.84	\$13.19	\$13.55	\$13.94	\$14.32	\$14.71	\$15.11
	AA	\$13.13	\$13.49	\$13.86	\$14.24	\$14.64	\$15.04	\$15.45	\$15.88	\$16.32
	A	\$14.17	\$14.56	\$14.97	\$15.38	\$15.80	\$16.23	\$16.68	\$17.14	\$17.61
1	B	\$15.31	\$15.73	\$16.16	\$16.60	\$17.06	\$17.53	\$18.01	\$18.51	\$19.01
2	C	\$16.53	\$16.98	\$17.45	\$17.93	\$18.43	\$18.93	\$19.46	\$19.99	\$20.54
3	D	\$17.87	\$18.36	\$18.87	\$19.38	\$19.92	\$20.47	\$21.03	\$21.61	\$22.21
4	E	\$19.44	\$19.97	\$20.52	\$21.08	\$21.66	\$22.26	\$22.88	\$23.50	\$24.14
5	F	\$21.53	\$22.11	\$22.73	\$23.35	\$24.00	\$24.66	\$25.33	\$26.03	\$26.75
6	G	\$23.61	\$24.26	\$24.93	\$25.61	\$26.32	\$27.04	\$27.78	\$28.54	\$29.33
7	H	\$25.71	\$26.42	\$27.14	\$27.89	\$28.65	\$29.45	\$30.25	\$31.09	\$31.94
8	I	\$27.80	\$28.56	\$29.34	\$30.16	\$30.98	\$31.84	\$32.71	\$33.61	\$34.54
9	J	\$29.90	\$30.72	\$31.57	\$32.43	\$33.33	\$34.25	\$35.18	\$36.15	\$37.15
10	K	\$32.00	\$32.88	\$33.78	\$34.71	\$35.67	\$36.65	\$37.66	\$38.70	\$39.76
11	L	\$34.09	\$35.03	\$36.00	\$36.99	\$38.00	\$39.05	\$40.12	\$41.22	\$42.35
12	M	\$36.17	\$37.17	\$38.19	\$39.24	\$40.32	\$41.43	\$42.57	\$43.73	\$44.94
13	N	\$38.27	\$39.33	\$40.41	\$41.52	\$42.66	\$43.84	\$45.04	\$46.28	\$47.56
14	O	\$40.38	\$41.49	\$42.63	\$43.80	\$45.00	\$46.24	\$47.51	\$48.82	\$50.16
15	P	\$42.46	\$43.62	\$44.83	\$46.06	\$47.32	\$48.63	\$49.97	\$51.34	\$52.75
16	Q	\$44.56	\$45.78	\$47.04	\$48.34	\$49.67	\$51.03	\$52.44	\$53.88	\$55.36
17	R	\$46.66	\$47.95	\$49.26	\$50.61	\$52.00	\$53.44	\$54.91	\$56.41	\$57.97
18	S	\$49.00	\$50.34	\$51.72	\$53.15	\$54.61	\$56.11	\$57.65	\$59.24	\$60.87
19	T	\$51.44	\$52.86	\$54.31	\$55.80	\$57.34	\$58.91	\$60.53	\$62.20	\$63.91
20	U	\$54.01	\$55.50	\$57.02	\$58.60	\$60.20	\$61.86	\$63.56	\$65.31	\$67.10

Memorandum of Understanding

Between

Richland School District

And

Richland County

Purpose

This Memorandum of Understanding (MOU) establishes a shared agreement between the Richland School District ("RSD") and Richland County ("County") regarding the use of the building known as the Gymnasium Building ("Gym") and adjoining facilities, including the soccer field and tennis courts, located at 1200 US Hwy 14 W, Richland Center, WI 53581, formerly part of the UW-Richland property. These facilities shall be utilized for district-sponsored events and activities to enhance educational and extracurricular opportunities for students.

Terms and Conditions

1. Use of the Gymnasium Building

RSD shall have the right to use the Gym for district-sponsored events at no cost, provided such use does not interfere with use of the Gym by the County. The Parties shall meet at a minimum quarterly to negotiate and/or exchange schedules of their pre-planned events. RSD shall be responsible for monitoring and scheduling their own events and ensuring they do not interfere with County events. The County shall be responsible for communicating with RSD when it intends to schedule an event.

[RSD shall not collect any fees for events held in the Gym.]

2. Custodial Services and Supplies

RSD and Symons shall each provide custodial services and necessary supplies to maintain the areas used, including but not limited to restrooms, garbage, and snow removal as needed. RSD will be responsible for the mowing of adjacent field. Each party will be expected to leave the space as they found it.

3. Access to the Property

Access to the Gym or to areas therein may be limited at the County's sole discretion for reasons of health or safety. County shall provide notice of areas to be restricted as expediently as possible to RSD.

RSD personnel authorized to access the Gymnasium Building are limited to building principal(s), the activities director, the district administrator, the director of maintenance and grounds, custodial staff responsible for maintaining the property, and any designees of the aforementioned individuals. Any such designee must be consented to in writing by the County prior to their exercise of this authority.

Authorized personnel shall be provided access via key or key fob issued by the County, subject to

approval per the preceding. Failure to abide by the terms of this Agreement may lead to the revocation of such approval for a given individual.

RSD may store at the Gym only those materials necessary to facilitate events held at the Gym.

5. Utilities and Equipment

The County shall provide electricity, water, sewer, heat, and other necessary utilities for the Gymnasium Building.

6. Access to Adjoining Facilities

RSD shall have access to the adjoining field, provided no permanent structures are erected, to be used for outdoor sports such as soccer, golf, or cross country. RSD acknowledges that, from time to time, County may engage in maintenance activities which may impact the accessibility of the field, and County acknowledges it will provide reasonable notice of such activities unless unable to do so.

RSD shall also have access to the tennis courts for district-sponsored events and activities.

7. Effective Date and Termination

This MOU shall take effect immediately upon execution by both parties and will remain in force until terminated.

Either party may terminate this agreement by providing written notice to the other party (30) days in advance.

8. Amendments

Any amendments to this MOU must be made in writing and signed by both parties.

9. Liability and Insurance

RSD agrees to indemnify and hold harmless Richland County from any claims, liabilities, or damages arising from the use of the Gymnasium Building and adjoining facilities under this agreement, except for claims arising from the County's negligence or misconduct.

Both parties shall maintain adequate liability insurance coverage for activities conducted under this agreement. RSD shall, upon demand of the County, add the County as an additional insured under any such coverage for activities governed by this agreement.

10. Dispute Resolution

In the event of a dispute arising under this MOU, the parties agree to engage in good-faith negotiations to resolve the matter amicably.

Signatures

By signing below, the parties agree to the terms outlined in this Memorandum of Understanding.

****Richland School District****

****Richland County****

By: _____

Name: Steve Board

Title: District Administrator

Date: _____

By: _____

Name: Tricia Clements

Title: County Administrator

Date: _____

DRAFT

RESOLUTION NO. 25 - 33

Resolution To Approve The Creation Of A Deputy County Administrator.

WHEREAS Richland County has had a County Administrator style of government since 2020, and

WHEREAS each Administrator and Interim Administrator employed by Richland County since that time has reported the need for additional support for the Administrator, and

WHEREAS Administrator Clements has proposed adding 10 – 15 hours per week to the duties of another employee to be the Deputy County Administrator, and

WHEREAS the Deputy County Administrator would be the primary point of contact when the Administrator is unavailable and to be the lead on at least one county project at any given time, and

WHEREAS Executive and Finance Standing Committee has carefully considered the proposal and is now presenting this resolution to the full county board, and

WHEREAS there is room in the Administrator's budget to cover the remainder of the \$20,000 yearly stipend for the 2025 year and will budget appropriately for future years.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval the creation of a Deputy County Administrator.

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
(13 MAY 2025)

RESOLUTION_____

FOR

AGAINST

DEREK S. KALISH
COUNTY CLERK

MARK GILL
CRAIG WOODHOUSE
MARC COUEY
GARY MANNING
INGRID GLASBRENNER
DAVID TURK
STEVE WILLIAMSON
MELVIN FRANK
STEVE CARROW

X

X

X

X

X

X

X

X

DATED: MAY 20, 2025

Executive and Finance Standing Committee

Agenda Item Cover

Agenda Item Name: Creation of a Deputy Administrator

Department	Administration	Presented By:	Tricia Clements
Date of Meeting:	May 13, 2025	Action Needed:	Vote/Board Resolution
Disclosure:	Open Session	Authority:	County Board
Date submitted:	May 6, 2025	Referred by:	Tricia Clements
Action needed by no later than (date)		Resolution	

Recommendation and/or action language: Approve the creation of a deputy administrator.

Background: Upon being hired as the county administrator, I was directed by County Board Chair, David Turk, to explore the appointment of a department head or an elected official to assume the role of deputy county administrator. This directive was given as the two previous administrators had shared the workload was too much for one person to do well. Additionally, it would allow for continuous operations when the administrator is unavailable.

Board members have also asked, both this administrator and Interim Administrator Kalish, what support they can provide to this office. The creation of this role would allow the administrator to delegate project oversight. At any given time, there are multiple projects going on at one time. To do them well, there needs to be additional support in place. At the present, there are 8 current projects going on. The deputy administrator would be appointed as project lead. The deputy administrator would also be the primary point of contact when the administrator is unavailable and attend meetings as needed.

This would not be a full-time job, but the person appointed would assume the duties on top of their current job duties. The appointment would be of a person, not a position, allowing flexibility if someone's employment with the county would end.

This position would be compensated at a rate of \$20,000 per year and would be expected to assume the duties of the deputy 10 – 15 hours per week on average.


Attachments and References:

Financial Review: In reviewing the 2025, there are funds that can be allocated to this role. The funds would be taken from the salary line of the county finance director. Moving forward, there would be funds allocated to provide a stipend to the employee.

(please check one)

<input checked="" 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



Administrator, Tricia Clements

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Deputy County Administrator

Department: Administration

Reports to: County Administrator

Pay Grade: Stipend of \$20,000/year

Date: May 7, 2025

Hours Per Week: 10 – 15 hours/week

PURPOSE OF POSITION

The purpose of the position is to provide support to the County Administrator in the areas of budget, project management, grants, legislative tracking, and assisting in day-to-day operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists the County Administrator with oversight of the administrative and management functions of the County.
- Coordinates and oversees major county projects as delegated by the County Administrator.
- As delegated by the County Administrator, serves as the representative of County government, including participating in Committee meetings and/or community meetings.
- Assist in the development of policies related to personnel, finance and administration of county government.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM

Bachelor's degree in public administration, public policy, business administration, public relations or other closely related field, and/or five or more years of county government experience.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to interpret and apply complex laws, regulations & rules.
- Ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge, and Abilities

- Knowledge of federal, state, and local laws, rules and regulations related to department activities.
- Ability to work independently and assist and instruct staff.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to set policies and goals for the department.

- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources including interpretation of guidelines, policies, and procedures.
- Attention to detail and adherence to strict deadlines.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull.

Working Conditions

- Work is performed in an office setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check and fingerprinting will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

RESOLUTION NO. 25 - 34

Resolution Approving Richland County Contracting With Ayres Associates, Inc For Geospatial Services.

WHEREAS Richland County completed a LiDAR (Light Detection and Ranging) project in 2021, and

WHEREAS it was recommended by Ayres Associates, Inc at that time to complete enhancements to make the project more usable, and

WHEREAS the Land Information Council has discussed this project with Ayres, and

WHEREAS Ayres Associates, Inc has been selected by WROC (Wisconsin Regional Orthoimagery Consortium) to complete these projects, and

WHEREAS \$33,613.00 will be paid from the 2024 Land Information grant, \$38,710.00 from the 2025 Land Information grant and the remaining \$43,127.00, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to contract with Ayres Associates, Inc for Geospatial Services and that the County Administrator is hereby authorized to sign on behalf of the County any documents needed to carry out this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(08 APRIL 2025)

RESOLUTION_____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

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

DATED: MAY 20, 2025

Approved by the Natural Resources Standing Committee on March 3, 2025

AGREEMENT FOR PROFESSIONAL SERVICES

FOR

GEOSPATIAL SERVICES

THIS AGREEMENT is made by and between Richland County, Wisconsin, (OWNER) and Ayres Associates Inc, 5201 East Terrace Drive, Suite 200, Madison, Wisconsin, 53718 (CONSULTANT).

WHEREAS, the OWNER intends to retain the CONSULTANT to provide geospatial services within the project areas delineated in Attachment A.

NOW, THEREFORE, the OWNER and CONSULTANT agree to the performance of professional services by CONSULTANT and payment for those services by OWNER as set forth below:

ARTICLE 1 – SCOPE OF SERVICES

1.1 BASIC SERVICES

After written authorization to proceed, CONSULTANT shall:

- 1.1.1 Perform topographic mapping services and deliver enhancements and derivative datasets using the lidar base data collected by USGS (referred to as 'original data' in this agreement) in spring 2021.

CONSULTANT is not responsible for the vertical accuracy, point cloud classification accuracy, or completeness of the original data. CONSULTANT will not collect new lidar data or perform additional ground control to assess or improve accuracy of the original data. See Attachment A for a map of the project area. Services include:

- 1.1.1.1 Reference all lidar deliverables to Wisconsin County Reference System (WISCRS) – Richland County; North American Datum 1983 (2011); vertically geo-referenced to the North American Vertical Datum 1988 (Geoid 18), with vertical and horizontal units in US Survey Feet.
- 1.1.1.2 Compile hydro-flattened breaklines for ponded water that is one acre or greater and double lined streams with a minimum width of eight feet. The streams will break at road crossings (culvert locations). The hydrographic features will be flattened as per the criteria outlined in "National Geospatial Program Lidar Base Specification 2020 rev. A" (the road fills will not be removed from the DEM, streams will not break at bridges, and when the identification of a feature as a bridge or culvert cannot be made reliably, the feature will be regarded as a culvert). The hydro breaklines will be delivered in ESRI polylineZ feature class.
- 1.1.1.3 Prepare project-wide 1-foot contours from the original data and breaklines.
 - a) Create contours from largest blocks of bare earth points that is achievable within the limitations of the lidar processing software.
 - b) Add index depression and intermediate depression contour types to the contour attributes.
 - c) Run topology tests for contour type and contour location across the entire contour dataset.

- 1.1.1.4 Add building and high vegetation classifications to the original data.
 - a) Use automated routines to classify vegetation points that exist 10 feet or greater above the ground. The high vegetation points will be placed in Class 5 of the classified point cloud.
 - b) Use automated routines to classify building points that exist 10 feet or greater above the ground. The building points will be placed in Class 6 of the classified point cloud.
- 1.1.1.5 Generate a bare earth Digital Elevation Model (DEM) from classified bare earth points (Class 2) and improved breaklines, if available. Water bodies and streams will be hydro-flattened within the DEM. The cell size will be 2.0 feet. The delivery format will be tiles, 32-bit floating grid.
- 1.1.1.6 Generate a Digital Surface Model (DSM)
 - a) Use first return Lidar points to create a countywide DSM.
 - b) Delivery format will be tiles, 32-bit floating grid.
- 1.1.1.7 Generate bare-earth point datasets from calibrated point cloud.
 - a) Export bare earth points to .txt or .las file format.
- 1.1.1.8 Prepare Lidar intensity images using first return values within the original data. The intensity images will be delivered as 8-bit, 256 color gray scale, GeoTIFF format images.
- 1.1.1.9 Extract Culverts
 - a) Locate culverts throughout the project area using leaf-off orthoimagery and lidar.
 - b) Collect culvert locations and lowest point elevations using classified point cloud.
 - c) Create culvert breaklines that extend through each culvert.
 - d) Export shapefile with 3D polyline culvert features.
- 1.1.1.10 Generate hydro-enforced DEM
 - a) Use culvert breaklines with one-meter buffer to classify lidar points as breakline proximity.
 - b) Hydro-enforce the DEM using the culvert breaklines and re-classified points in proximity to the culvert.
 - c) Produce countywide DEM that represents cuts in the surface model where culverts exist.
- 1.1.1.11 Generate a closed depression dataset
 - a) Use automated hydrologic routines to model maximum capacity of low areas
 - b) Generate automated potential closed depression raster layer for areas greater than 0.1 acre
 - c) Minimal manual editing will be performed to depression layer
 - d) Generate polygon boundary for individual surface depressions
- 1.1.1.12 Generate flow accumulation and catchment datasets from lidar
 - a) Use automated hydrologic routines to model flow paths and catchments outside of hydrologic breaklines.
 - b) Generate automated accumulated flow paths with acreage attributes for contribution areas greater than 0.1 acres.

- c) Generate automated catchments based on watershed intervals of 6 acres, 20 acres, and 40 acres.
- d) Perform minimal manual editing to flow accumulation and catchment layers.

1.1.1.13 Generate a percent slope raster

- a) Use automated routines to model slope ranges
- b) Classify ranges of 6%-12%, 12%-20%, and areas with greater than 20% slopes
- c) Minimal manual editing will be performed to slope dataset
- d) Deliver data in a raster format

1.1.1.14 Tile the lidar deliverable products to a tile index across the project area. A tile schematic will be delivered in geodatabase format.

1.1.1.15 Prepare lidar deliverable products to full extent of the project area.

1.1.1.16 Deliver the final products on external USB hard drive.

1.1.1.17 Lidar Project Deliverables include:

- a) 1-ft contours, countywide .gdb and tiled .shp format.
- b) Classified Point Cloud, LAS v1.4 format.
- c) Bare Earth DEM, GeoTIFF format.
- d) First return DSM, GeoTIFF format.
- e) Bare earth point dataset, .txt or .las format.
- f) Intensity Imagery, GeoTIFF format
- g) Culvert dataset, .shp format
- h) Hydro-enforced DEM, GeoTIFF format
- i) Depression Mapping, .shp format
- j) Flow Accumulation, .shp format
- k) Percent Slope Raster, GeoTIFF format

1.1.2 Create a customized web application to optimize, host, and store Lidar and aerial imagery derived layers in ArcGIS Online®. CONSULTANT will provide OWNER with a web link to the application, referred to as Ayres Lidar Online. The application will run in current versions of common web browsers.

1.1.2.1 Optimize spring 2020 aerial imagery and spring 2021 lidar datasets into formats compatible in ArcGIS Online. CONSULTANT will create the following layers from existing Lidar and imagery:

- a) Slope shade bare earth surface model
- b) Hillshade bare earth surface model
- c) Colorized high vegetation point cloud

1.1.2.2 Store and host data layers and the web application using the CONSULTANT's ArcGIS Online account. CONSULTANT is not responsible for changes to current ArcGIS Online functionality or tools.

1.1.2.3 Create and host the following layers in the web application:

- a) Slope shade bare earth layer
- b) Hillshade bare earth layer
- c) Elevation surface layer from lidar DEM
- d) Ground lidar point cloud layer

- e) High vegetation lidar point cloud colorized with spring 2020 imagery
- f) Building lidar point cloud layer (includes bridge decks)
- g) 1-foot topographic contour layer
- h) Culvert lines
- i) Spring 2020 orthoimagery layer
- j) Tax parcels (provided by OWNER)
- k) Hydro-breaklines
- l) Depression layer
- m) Flow accumulation layer
- n) Catchment layer
- o) Percent slope layer

1.1.2.4 The following additional publicly available layers will be included in the web application:

- a) Base map streets layer
- b) County boundaries
- c) Municipal boundaries

1.1.3 Provide on-site lidar training services after delivery of project data.

1.1.3.1 Send staff to OWNER's office location for one day of training.

1.1.3.2 Train attendees on use of OWNER's lidar deliverables using commercially available software packages

1.1.4 CONSULTANT may render to the OWNER advice, consultation, and expertise with respect to the development, use, and technical application of the deliverables provided under this project.

ARTICLE 2 – CHANGES IN THE SCOPE OF SERVICES

2.1 Services Requiring Changes in the Scope of Services

The OWNER or the CONSULTANT may, from time to time, request changes in the scope of services to be performed hereunder. Such changes, while not anticipated, may include an increase or decrease in the amount of CONSULTANT'S compensation. Any such changes must be mutually agreed by and between OWNER and CONSULTANT and shall be incorporated in written amendments to this agreement. Such changes may include:

2.1.1 Services to investigate existing conditions or facilities or to verify the accuracy of information furnished by OWNER.

2.1.2 Services resulting from significant changes in the general scope, extent or character of the Project.

2.1.3 Furnishing services of independent professional associates and consultants for other than Basic Services.

2.1.4 Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project.

2.1.5 Additional services in connection with the Project, including services, which are to be furnished by OWNER and services not otherwise, provided for in this Agreement.

ARTICLE 3 - OWNER'S RESPONSIBILITIES

OWNER shall do the following in a timely manner so as not to delay the services of CONSULTANT:

- 3.1 Place at CONSULTANT's disposal all reasonably available pertinent information, upon which the CONSULTANT can rely. This includes, but is not limited to, project boundaries in georeferenced vector format, original lidar data, original lidar project reports and metadata, and original lidar ground control information.
- 3.2 Arrange for access to and make all provisions for CONSULTANT to enter upon public and private property as required for CONSULTANT to perform services under this Agreement.
- 3.3 Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
- 3.4 Give prompt written notice to CONSULTANT whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT's services.

ARTICLE 4 - PERIODS OF SERVICE

- 4.1 The provisions of this Article 4 and the compensation for CONSULTANT's services have been agreed to in anticipation of the orderly and continuous progress of the Project. If completion dates are exceeded through no fault of CONSULTANT, compensation provided herein shall be subject to equitable adjustment.
- 4.2 The services called for in Article 1 will be completed and submitted according to the following schedule:
 - a) Countywide lidar enhancements and derivatives: delivered twelve months after execution of this Agreement.
 - b) The OWNER has 30 days after delivery of the countywide enhancements and derivatives to review the data and provide the CONSULTANT with written comments. If needed, the CONSULTANT shall make final delivery within 30 days of OWNER's review.
 - c) Ayres Lidar Online services (Articles 1.1.2.1 - 1.1.2.4) will be completed and delivered 3 months after final delivery of countywide enhancements and derivatives.
 - d) Ayres Lidar Online services (Articles 1.1.2.1 - 1.1.2.4) will be maintained for 12 months from delivery.
 - e) Ayres Lidar Online services (Articles 1.1.2.1 - 1.1.2.4) can be renewed for an additional 12 months via contract amendment prior to the conclusion of the previous contract period.
- 4.3 The expiration date of this Agreement is December 31, 2030.
- 4.4 CONSULTANT's services under this Agreement shall be considered complete when submissions have been accepted by the OWNER.

- 4.5 If OWNER has requested significant modifications or changes in the general scope, extent or character of the Project, as memorialized in a written change order executed by the Parties, the time of performance of CONSULTANT's services shall be adjusted equitably.
- 4.6 If CONSULTANT's services for the Project are delayed or suspended in whole or in part by OWNER for more than three months for reasons beyond CONSULTANT's control, CONSULTANT shall on written demand to OWNER (but without termination of this Agreement) be reimbursed for all charges and services rendered through the date of suspension, however such reimbursement shall not exceed the amount set forth in 5.1.1 and shall take into the consideration the costs and compensation to complete the Project.

ARTICLE 5 - PAYMENTS

5.1 Compensation for Services

- 5.1.1 OWNER shall compensate CONSULTANT for services provided on a lump sum basis.

- 5.1.1.1 Total fees for lidar enhancements, derivatives, and training: \$115,450.00.

5.2 Times of Payments

- 5.2.1 CONSULTANT shall submit monthly invoices for Basic and Additional Services rendered. OWNER shall make prompt monthly payments in response to CONSULTANT's invoices.

5.3 Other Provisions Concerning Payments

- 5.3.1 If OWNER fails to make any payment due CONSULTANT for services and expenses within sixty days after receipt of Consultant's invoice, the amounts due CONSULTANT will be subject to equitable adjustment but in no event shall it be increased by more than a rate of 1-1/2% per month (18% A.P.R.) from said sixtieth day, and in addition, CONSULTANT may, after giving seven days' written notice to OWNER, suspend services under this Agreement until CONSULTANT has been paid in full all amounts due for services and expenses. If for some reason there is a dispute concerning an invoice and the dispute extends beyond one month, the owner will not be assessed a 1.5% penalty to that invoice.
- 5.3.2 In the event of termination by OWNER for reasons other than CONSULTANT'S breach of this agreement, CONSULTANT will be reimbursed for all charges and services rendered, however, in no event shall such reimbursement exceed the compensation set forth in 5.1.1.
- 5.3.3 Records pertinent to CONSULTANT's compensation will be kept in accordance with generally accepted accounting practices.
- 5.3.4 Factors determining compensation payable to CONSULTANT will be adjusted periodically and equitably to reflect changes in various elements that comprise such factors. Any changes must be mutually agreed by and between the OWNER and the CONSULTANT and shall be incorporated in written amendments to this agreement.

ARTICLE 6 - GENERAL CONSIDERATIONS

6.1 Reuse of Documents

Any reuse of the services and documents provided under this agreement for purposes not intended, will be at the OWNER'S sole risk.

6.2 Controlling Law

This Agreement is to be governed by the law of the State of Wisconsin.

6.3 Termination

The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by either party to perform in accordance with the terms hereof through no fault of the terminating party.

6.4 Indemnification

The CONSULTANT hereby agrees to indemnify the OWNER for all claims arising solely from negligent acts, errors or omissions of the CONSULTANT in the performance of professional services under this agreement.

6.5 Data ownership Assignment

The CONSULTANT assigns ownership of the data to the OWNER and its project participants for all deliverable products produced under this contract. The CONSULTANT agrees that the deliverable products and documents shall not be made available to nor used to prepare additional products for any individual or organization at any time without prior written approval by the OWNER.

ARTICLE 7 - EXHIBITS AND SCHEDULES

7.1 The following Exhibits are attached to and made a part of this Agreement.

7.1.1 Attachment A – Project Area Map of Richland County (consists of 1 page).

7.2 This Agreement (consisting of pages 1 to 9, inclusive), together with the Exhibits and Attachments identified above, constitute the entire agreement between OWNER and CONSULTANT and supersede all prior written or oral understandings. This Agreement and said Exhibits may only be amended, supplemented, modified or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first written above.

Richland County, WI
OWNER

Ayres Associates Inc
CONSULTANT

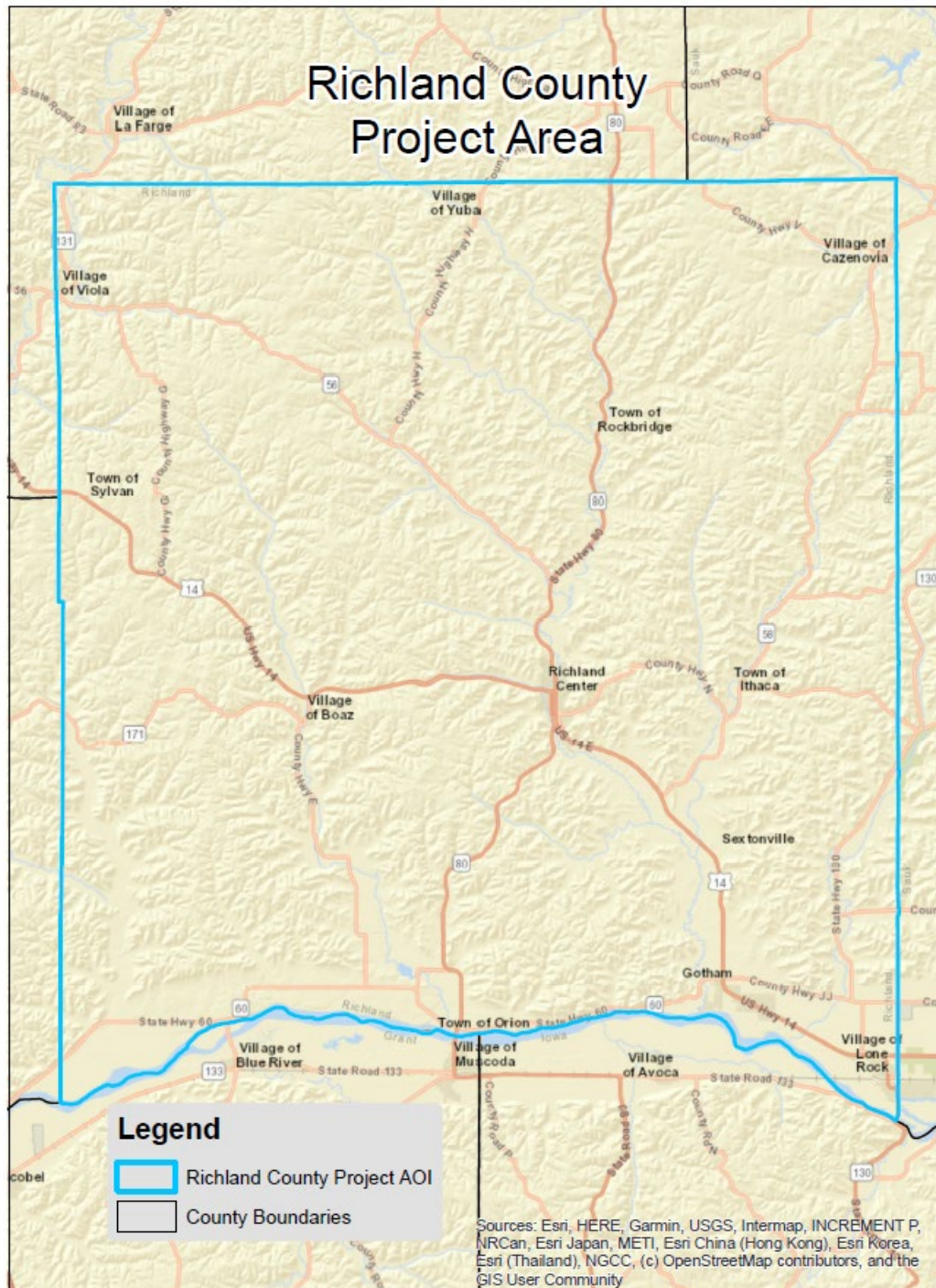
(Signature)

(Typed Name) Zachary J. Nienow

(Title) Manager – Aerial Mapping

(Date)

Attachment A Map of Project Area



RESOLUTION 25 - 35

Resolution Relating To The County's Contribution To The Cost Of Town Highway Bridge Construction Required By Wisconsin Statutes, Section 82.08.

WHEREAS Wisconsin Statutes, section 82.08, requires counties in Wisconsin to pay approximately 50% of the cost of construction or repair of any culvert or bridge on a town highway or village street when so requested by the town or village board, and

WHEREAS the Public Works Standing Committee has received the following requests from the following towns and the Public Works Standing Committee is recommending that the County Board approve the payment of the following amounts as financial aid from the County as mandated by Wisconsin Statutes, section 82.08.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the county shall pay the following amounts as financial aid for the following bridge or culvert projects in the following towns, as mandated by Wisconsin Statutes, section 82.08:

<u>Town or Village</u>	<u>Road Name</u>	<u>Total Cost</u>	<u>Amount of County Aid Granted</u>
Town of Bloom	Tar Hollow	45,267.51	22,633.76
Town of Ithaca	Hell Hollow	12,359.14	6,179.57
Town of Ithaca	Dog Hollow	10,994.54	5,497.27
Town of Marshall	Merry Hill	9,308.29	4,654.15
TOTALS		\$77,929.48	\$38,964.74

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 PUBLIC
WORKS STANDING COMMITTEE
(8 MAY 2025)

RESOLUTION _____

FOR

AGAINST

DEREK S. KALISH
COUNTY CLERK

DATED: MAY 20, 2025

STEVE WILLIAMSON	X
KERRY SEVERSON	X
MARC COUEY	X
CHAD COSGROVE	
GARY MANNING	
STEVE CARROW	X
DAN MCGUIRE	

RESOLUTION 25 - 36

Resolution Updating The Sheriff's Addendum To The Employee Handbook.

WHEREAS there is a Sheriff's Addendum to the Richland County Employee Handbook, and

WHEREAS the Public Safety Standing Committee has carefully considered this proposed update and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors approves the update to the Sheriff's Addendum to the Richland County Employee Handbook, and

BE IT FURTHER RESOLVED that the County Board Chair and the County Administrator are hereby authorized to sign the updated addendum in accordance with this Resolution, 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
(13 MAY 2025)

RESOLUTION_____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

MARK GILL
CRAIG WOODHOUSE

X

MARC COUEY

X

GARY MANNING

X

INGRID GLASBRENNER

X

DAVID TURK

X

STEVE WILLIAMSON

X

MELVIN FRANK

STEVE CARROW

X

DATED: MAY 20, 2025

Richland County Sheriff's Office

Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules

The Policies contained herein may be amended, changed, deleted, withdrawn or suspended at any time in the County's discretion.

Effective: January 2012
Amended: May 2025

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to unrepresented employees of the Richland County Sheriff's Office. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

Introduction - Refer to Handbook of Personnel Policies

Extent of Handbook

Executive and Finance Committee shall have jurisdiction over all personnel matters relating to unrepresented County employees of the Richland County Sheriff's Office except those which are delegated to the Public Safety Committee of the County Board, County Ordinance or listed in this Addendum.

Management Rights – refer to Handbook of Personnel Policies.

Equal Opportunity Policy – refer to Handbook of Personnel Policies.

Terms and Condition of Employment

1. Office Hours – refer to Handbook of Personnel Policies for normal Sheriff's Office administration office hours. In addition, sheriff's patrol and jail/dispatch is a 24/7 operation.
2. Outside Employment – refer to Handbook of Personnel Policies. In addition, outside employment of Sheriff's Office personnel shall be with the approval of the Sheriff and existing Sheriff's Office work rules and policies and procedures.
3. Pay Period – refer to Handbook of Personnel Policies.
4. Time Paid – refer to Handbook of Personnel Policies.
5. Accidents and Injuries – refer to Handbook of Personnel Policies.
6. Health Examinations – refer to Handbook of Personnel Policies.
7. Breaks – The language in the Handbook of Personnel Policies does not apply to sheriff's office personnel.
8. Leave of Absence – refer to Handbook of Personnel Policies. In addition, upon written application, an employee may be granted a personal leave without pay for up to thirty (30) days at the Sheriff's discretion based on the nature of the request. Extensions may be granted at the option of the county administrator following the Handbook of Personnel Policies.
9. Flexible Work Schedule – refer to Handbook of Personnel Policies.
10. Length of Hire – refer to Handbook of Personnel Policies.
11. Performance Evaluations- Annual performance appraisals are completed on each employee. The Sheriff shall supervise and approve all appraisals. Each supervisor is responsible for conducting evaluations of his or her immediate staff. The performance appraisal is a tool to clarify work standards, review level of performance, evaluate job knowledge, attendance, punctuality, quality, quantity, adaptability, judgment and interpersonal relationships. The purpose is to acknowledge strengths and detect weaknesses to improve upon or correct. The goal is enhancing and improving the employee's overall performance as a result of the annual review.
12. Personnel File – refer to Handbook of Personnel Policies.
13. Timecards (Timekeeping) – refer to Handbook of Personnel Policies for timekeeping

concepts. All employees of the Richland County Sheriff's Office are required to submit their timecards through the department's designated timekeeping program.

Compensation and Fringe Benefits

1. Health Insurance – refer to Handbook of Personnel Policies
2. Dental Insurance – refer to Handbook of Personnel Policies
3. Retirement Plan – refer to Handbook of Personnel Policies
4. Life Insurance – refer to Handbook of Personnel Policies
5. Section 125 Flex – refer to Handbook of Personnel Policies
6. Holidays – Each regular full-time employee shall be granted the following holidays with pay: Martin Luther King, Jr. Day, Memorial Day, July 4th, Labor Day, Veterans' Day, Thanksgiving Day, the day before Christmas, Christmas Day, New Year's Eve Day (December 31st), and the employee's birthday. Holidays for employees who are not working shall be at straight time.

For any employee required to work on a holiday, the employee will be paid two and one-half times for the hours worked. Anyone working outside their regular/normal hours on a holiday (called in early, extend beyond their shift or work extra time - whether ordered or voluntary) will be paid on the same basis as the regular holiday pay (two and one-half times) for these extra hours. If a holiday falls on an employee's scheduled day off, the employee will receive straight time pay for their normal workday for the holiday. To receive holiday pay, the employee must work the hours scheduled for the week during which the holiday falls, unless on paid sick leave or other leave with pay or excused for proper reasons beyond the employee's control. Holidays will be observed on the actual day of the holiday, except that those employees regularly scheduled to work Monday through Friday shall observe holidays pursuant to state policy.

7. Bereavement Leave – refer to Handbook of Personnel Policies
8. Compensatory Time – refer to Handbook of Personnel Policies, In addition, Employees working a 12-hour shift shall have the option to receive his/her overtime in the form of pay at time and one-half or compensatory time off at time and one-half. The employee may accumulate a maximum of sixty (60) hours compensatory time off. Employees working 8-hour shifts may accumulate a maximum of forty (40) hours of compensatory time.

Overtime beyond the accumulated compensatory time off shall automatically be paid in cash. An employee must give at least two weeks' notice to the Employer when the employee wishes to schedule his/her compensatory time off. Requests will be addressed within eighteen (18) days by the Sheriff or his/her designee. If the employee wishes to schedule his/her compensatory time with less than two weeks' notice, it must be by mutual agreement between the employee and the Employer.

Compensatory time must be taken by the last pay period of the calendar year in which it was generated, or it will be paid out in the last pay period of the year.

9. Overtime – refer to Handbook of Personnel Policies. In addition,

Jailer/Dispatchers: a. Overtime may be assigned to employees who are on the current or

the following shift. Overtime shall be split between the employee on the current shift and the following shift unless the overtime is an extension of the shift due to workload. If employees are unable to work overtime it will be offered to other employees according to length of service, with employees having the longest length of service being offered first.

Overtime is any hours beyond the regular 2-on/2-off, 3-on/2-off, 2-on/3-off with an alternate 3-day weekend off, 12-hour schedule. Overtime is paid at the rate of one and one half the employee's straight time hour rate. The sheriff must authorize all overtime, except in his/her absence, overtime may be authorized by a command staff supervisor.

Order Ins: When staffing levels for the patrol and security division are below the number deemed necessary for any reason, including but not limited to: staffing shortages, immediate emergency shortages, special events, etc. and the needs are not met voluntarily, the division call in list will be utilized for order-in. Employees will be provided access to view the updated order-in list and dispatch will assist in making calls for overtime/order-in, any modifications to the lists will be made by supervisors. All employees are responsible for notifying their supervisor about credit for overtime worked.

- Jail/Dispatch - Order-in procedures will follow as:
 - Each rotation will be an exclusive order-in list, (rotation A and rotation B) Male and females will be separated in their designated rotation.
 - Order-ins for jailer/dispatchers will be rotating based on reverse seniority in their designation rotations.
 - Jailer/Dispatchers are subject to order-ins on their regular days off.
 - Jailer/Dispatchers can fulfill their "turn" in the order-in rotation by volunteering or being ordered to work a minimum of 2 hours in work function. This does not include volunteering for special details.
 - Credit for volunteering does not accumulate and only serves to move the employee to the bottom of the ordering rotation.
 - Jailer/Dispatchers will get two "Passes" per calendar year.
 - Phone calls will be made to each phone listed under employee's information and if no answer a message will be left.
 - If the Sheriff's Office doesn't hear back within 30 minutes of original call, your pass will be utilized if you still have one available.
 - If employees are unable to fulfill their required over time shift, they may be subject to disciplinary action.
-
- **Office Manager and Clerk/Typist:** Overtime starts after 40 hours of work.

10. Sick Leave – refer to Handbook of Personnel Policies. In addition,

- a. In order for an employee to be eligible for sick leave, the employee shall report his/her sick leave prior to the start of his/her shift, unless circumstances prevent him/her from doing so.
- b. When an employee is scheduled to work on a holiday and the employee is absent due to

illness under this article, the employee shall be paid only for the holiday at straight time.

- c. The Chief Deputy, Road Patrol Lieutenant, and Jail/Dispatch Lieutenant of the Richland County Sheriff's Office shall accrue sick leave at a rate of 8.5 hours per month, with a maximum accumulation limit of 1,071 hours.
- d. Each regular full-time employee on an 8-hour schedule shall earn sick leave at a rate of 8 hours per month with a max sick leave accumulation of 1,008 hrs.
- e. Each regular full-time employee on a 12-hour schedule shall earn sick leave at a rate of 12 hours per month with a max sick leave accumulation of 1,071 hrs.

11. Vacation – refer to Handbook of Personnel Policies. In addition,

- a. Each regular full-time employee on a 12 hour schedule shall earn vacation on the following schedule: (1) week or (60) hours of vacation with pay at date of hire; (1) week or (60) hours of vacation with pay after (6) months of employment; (2) weeks or (120) hours of vacation with pay for employees employed for (1-4) years; (3) weeks or (180) hours of vacation with pay for employees employed for (5-9) years; (4) weeks or (240) hours of vacation with pay for employees employed for (10-14) years; (5) weeks or (300) hours of vacation with pay for employees employed for (15 +) years. All vacation will be accrued on an ongoing basis.
- b. Each regular full-time employee on a 8 hour schedule working a 5-on/2-off shall earn vacation on the following schedule: (1) week or (51) hours of vacation with pay at date of hire; (1) week or (51) hours of vacation with pay after (6) months of employment; (2) weeks or (102) hours of vacation with pay for employees employed for (1-4) years; (3) weeks or (153) hours of vacation with pay for employees employed for (5-9) years; (4) weeks or (204) hours of vacation with pay for employees employed for (10-14) years; (5) weeks or (255) hours of vacation with pay for employees employed for (15 +) years. All vacation will be accrued on an ongoing basis.
- c. An employee's vacation eligibility shall be based on the employee's anniversary date of employment. The number of employees on vacation within a given classification at any given period shall be determined by the sheriff. On November 1 of each calendar year there shall be posted a vacation schedule for the following calendar year. All employees shall sign the posting by November 30, selecting their vacation on the basis of those who are hired first have first pick. If employees do not sign the vacation posting schedule by November 30 of any year, remaining vacations shall be scheduled on a first come, first serve basis. Changes in the vacation schedule may be made with fourteen (14) calendar days advance notice to the sheriff and with mutual agreement of the sheriff, provided no other employee's vacation schedule is affected. Vacation must be used within 18 months following the employee's anniversary date. Vacation time not taken in accordance with this paragraph is forfeited. It is understood that a week's vacation shall be five (5) workdays pay for each week of vacation.
- d. All non-probationary employees who terminate their employment or who are laid off due

to lack of work will be paid for all vacation earned. Probationary employees will not receive a payout of their vacation.

12. Family and Medical Leave – refer to Handbook of Personnel Policies

13. Symons Complex Employee Privileges – refer to Handbook of Personnel Policies

14. Military Leave – refer to Handbook of Personnel Policies

Rules of Conduct

1. Department Heads' Responsibility – refer to Handbook of Personnel Policies

2. Grounds for Termination or Suspension – refer to Handbook of Personnel Policies

3. Sexual Harassment Policy – refer to Handbook of Personnel Policies

4. Violence in the Workplace – refer to Handbook of Personnel Policies

*In addition, Sheriff's Office employees need to refer to Richland County Sheriff's Office Work Rules and policies and procedures regarding Sexual Harassment and Racial Profiling.

Hiring and Employment Considerations

1. Hiring:

- The Richland County Sheriff's Office will notify both the Richland County Human Resources Generalist and the County Administrator of any open positions for which they are accepting applications.
- All open positions will be publicly posted on the following platforms:

Wilenet (wilenet.widj.gov)

The Richland County official website

The Richland County Sheriff's Office Facebook page

- All job applications must be submitted directly to the Richland County Sheriff's Office Manager.

This document outlines the procedures and standards for hiring new non-management personnel within the Richland County Sheriff's Office (RCSO) in Wisconsin. A summary is as follows:

General Scope

- Applies to full-time, part-time, casual, and temporary non-management RCSO positions.
- Used when positions cannot be filled internally.
- Overseen by the Public Safety Committee.

Minimum Qualifications

1. High school diploma or equivalent.
2. At least 18 years old.

3. Clean or case-reviewed criminal record (felons ineligible per Wisconsin Statutes).

Hiring Process Steps

1. Application Submission

- Use the standardized form from the Wisconsin Training and Standards Board.

2. Application Review

- Includes criminal and traffic checks (if driving is a duty).

3. Competitive Examination

- Mandatory for qualified applicants at the County's expense.

4. Physical Agility Test or Scenario Based Test

- Required for Road Patrol Deputy candidates.

5. Initial Interview

- Conducted by the Sheriff/designee and 3–6 appointed panel members.

6. Eligibility Period

- Exam results valid for *12 months*, extendable to *24 months* by committee decision for all test-takers.

7. Final Interview Panel

- Includes the Sheriff, Public Safety Committee Chair or designee, County Administrator or designee, and others recommended by Sheriff.
- Recommendation by final interview panel.

8. Final Appointment

- Sheriff appoints from recommended candidates.

9. Conditional Employment Requirements

- Must pass:
 - Psychological exam & recommendation.
 - Physical exam.
 - Background check.
 - Probationary period (termination possible without cause).

Certification Requirements

Road Patrol Deputy/Investigator:

- Must be certified or certifiable by Wisconsin Law Enforcement Board.
- If uncertified, RCSO may sponsor academy attendance once.
- Must remain employed 3 years or reimburse training costs (excluding salary).

Part-Time/Casual Road Patrol Deputies:

- Must be certified or academy-complete before employment.

Full/Part-Time Jailer/Dispatcher:

- Must be certified, or RCSO may sponsor one-time jailer school.
- Failure to complete is cause for discharge unless an exception is granted by the Public Safety Committee.

2. Temporary Vacancies- refer to Handbook of Personnel Policies

3. Probation Period:

- a. All newly hired employees shall serve a twelve (12) month probationary period. During said probationary period employees shall be subject to dismissal without cause or prior notice or recourse to the county's complaint procedures.

Employees who are promoted within their classification must also be required to serve a three (3) month probationary period in the position to which they are promoted. If the employee does not complete the probationary period satisfactorily, he/she shall return to his/her former position with all rights unimpaired. However, they shall not be subject to discharge without the right of the county's complaint process.

4. Reclassification – refer to Handbook of Personnel Policies.

5. Dismissal or Suspension- refer to Handbook of Personnel Policies.

6. Non-Disciplinary Termination/Layoff – refer to Handbook of Personnel Policies.

7. Concern Procedures – refer to Handbook of Personnel Policies.

Reimbursements

1. Lodging – refer to Handbook of Personnel Policies.

2. Meals – refer to Handbook of Personnel Policies.

3. Mileage – refer to Handbook of Personnel Policies.

4. Other Expenses – refer to Handbook of Personnel Policies.

5. Registration Fees – refer to Handbook of Personnel Policies.

6. Expense Vouchers – refer to Handbook of Personnel Policies.

Miscellaneous Personnel Provisions

1. Change of Address or Status
 - a. It is the responsibility of the employee to inform the Sheriff's Office manager of any change of address, marital status, number of dependents, telephone number, etc. The office manager will report any changes to the County Administrator per Handbook of Personnel Policies
2. Official County Bulletin Board – refer to Handbook of Personnel Policies
3. Employee Bulletin Board
 - a. Sheriff's Office employees shall be allowed an employee's bulletin board in the jail/dispatch area to post non-political information of importance to employees that conforms to Sheriff's Office policies and procedures.
4. Equipment – refer to Handbook of Personnel Policies. In addition, refer to sheriff's office policies and procedures regarding equipment.
5. Telephone Policies – refer to Sheriff's Office policies and procedures regarding telephone, cell phone and fax communication protocol.
6. Notification of Absence
 - a. Sheriff Office employees shall call the dispatch center, the sheriff or a command staff supervisor to advise when they intend to be absent on sick leave. Command Staff supervisors shall notify the Sheriff when they are on sick leave. All other absences shall be reported to the Sheriff or command staff supervisor.
7. Weather Conditions – refer to Handbook of Personnel Policies
 - a. The Richland County Jail/Dispatch Center is never “closed.” Contact the Sheriff or command staff supervisor for weather condition emergencies. The Sheriff's Office administrative office shall follow the language in the Handbook of Personnel Policies regarding “Weather Conditions.”
8. Jury Duty – refer to Handbook of Personnel Policies
9. Ambulance or Fire Department Volunteers
 - a. “On duty” Sheriff's Office employees shall not be dismissed from duty to serve on any ambulance or fire duty call.
10. Break Room
 - a. Sheriff Office employees exempt from this provision.
11. Credit Union/Deferred Compensation – refer to Handbook of Personnel Policies
12. Use of Computers, Software & Internet – refer to Handbook of Personnel Policies and

Sheriff's Office policies and procedures.

13. Picture Identification Badge

a. Sheriff's Office employees exempt. Sheriff's Office employees shall follow department policies and procedures regarding, ID's, badges and the wearing of uniforms.

14. Training Opportunities – refer to Handbook of Personnel Policies

15. Gifts or Gratuities – refer to Handbook of Personnel Policies and Sheriff's Office policies and procedures.

16. County Workspaces and Personal Property – refer to Handbook of Personnel Policies and Sheriff's Office policies and procedures.

17. Ammunition:

a. The Sheriff, Chief Deputy and Lieutenants are required to meet state certification and shall receive one hundred (100) rounds of practice ammunition each month. One box (50 rounds) of service ammunition shall be given to each deputy on January 1 of each year. The replaced service ammunition shall be used to provide for one (1) month's allocation of practice ammunition.

18. Regular/Normal Schedules:

a. Dispatcher/Jailers:

Day Shift: Start between 4:00 A.M. and 8:00 A.M. Night Shift: Start between 2:00 P.M. and 6:00 P.M.

Swing persons: Work the shift of the person off. Minimum of 8 hours between shifts for swing persons.

Administrative Office Staff- Start between 7a-9a and end between 3p-5pm.

Chief Deputy/Lieutenants: As determined by the Sheriff.

b. Shift assignment shall be subject to change upon one (1) weeks' notice, except in the case of an emergency. Shift assignments may be changed on less than one (1) weeks' notice if mutually agreed to by the sheriff and affected employees.

19. Notice of Discipline:

a. Notice of all discipline shall be in writing and a copy shall be provided the employee at the time the action is taken. Written notice of oral discipline shall be given to the employee as soon as possible after the action is taken.

20. Promotion Procedure:

The Sheriff will post the promotional vacancy for 10 days with minimum qualifications listed on the promotion posting. All candidates who sign the posting who meet the minimum qualifications will be given a written exam. This written exam will be scored on a 0-40-point scale. Applicants will then be given an oral interview by an interview panel consisting of command staff supervisors and line staff supervisors within the classification. This oral interview will be scored on a 0-40-point scale. The Sheriff will then assign 0-20 points to each candidate based on the Sheriff's perception of the candidates past work record. The candidate scoring the most points will then be awarded the promotion position.

21. Shift Differentials:

Employees working the night shift and swing shift shall receive \$60.00 per month added to their base pay.

22. Call-In Pay:

Any full-time employee called in to work at a time other than his/her regular schedule of hours, except where such hours are consecutively prior to or subsequent to the employee's regular schedule of hours, shall receive a minimum of two (2) hours pay at time and one-half of his regular rate of pay. Scheduled court appearances, unless canceled at least six (6) hours before the scheduled time, shall be paid for at a minimum of two (2) hours at time and one-half.

23. Longevity Pay:

- a. Upon completion of three (3) years of service with the Employer, the employee shall be granted a longevity bonus of four hundred dollars (\$400.00);
- b. Upon completion of five (5) years of service with the Employer, the employee shall be granted a longevity bonus of four hundred fifty dollars (\$450.00);
- c. Upon completion of seven (7) years of service with the Employer, the employee shall be granted a longevity bonus of five hundred dollars (\$500.00);
- d. Upon completion of ten (10) years of service with the Employer, the employee shall be granted a longevity bonus of five hundred fifty dollars (\$550.00);
- e. Upon completion of fifteen (15) years of service with the Employer, the employee shall be granted a longevity bonus of six hundred dollars (\$600.00).
- f. Longevity bonuses shall be annual and will be paid in the first payroll period of December of each year. Eligibility for the longevity bonus shall be based on the employee's anniversary date of hire. If an employee is terminated during the year and would be eligible for a bonus, the employee will receive a prorated eligibility bonus upon termination.

24. Uniform Allowance:

The Sheriff shall maintain a voucher system for the purpose of uniform and equipment purchase and maintenance for each member of the department. The County shall allocate \$500 per jailer/dispatcher per year (\$700 for Sheriff, Chief Deputy, Lieutenants) Funds in the account can only be used for the purchase of approved items. The employer shall allocate an additional \$100 for being a K-9 officer, Drug unit and Special Response Team member. (Only able to claim additional allowance in one of the specialized roles.) Funds not used in one calendar year may be carried forward into the next calendar year, but the amount in any employee's account may not exceed \$1,500 per employee (\$1,800 for Sheriff, Chief Deputy and Lieutenant) this system shall be a reimbursement system except in cases where the Employer has established an account with a supplier.

25. Effective Date of Wage Rate Changes:

When an employee's rate of pay is changed and such a change falls in the first half of the pay period, the employee's new rate will commence the start of the pay period; if the rate change falls in the second half of the pay period, the employee's new rate will commence the start of the following pay period.

26. Step Increases:

When an employee is promoted to a position in a higher classification, his/her pay shall be increased to the minimum rate for the higher class. If his/her present rate is equal to or exceeds this minimum, his/her pay shall be increased to the next higher step in the new class regardless of the time since the last increase. Any change in a position classification must be approved by the Employer.

Refer to the Richland County Handbook of Personnel Policies for all items not specifically addressed in this addendum. Health and Human Services employees shall refer to internal All Agency policies and procedures related to the above items when applicable. These policies do not supersede or replace the policies in the Richland County Handbook of Personnel Policies.

RESOLUTION NO. 25 - 37

Resolution Relating To Cancelling Stale County Checks.

WHEREAS it appears in the report of the County Treasurer that the following checks have been outstanding against the County for more than one year and County Board approval is required before these checks can be taken off the books of the County.

NOW THEREFORE BE IT FURTHER RESOLVED by the Richland County Board of Supervisors that the following County checks drawn on Richland County Bank are hereby cancelled:

Check Number	Check Amount	Check Number	Check Amount
27726	91.87	34524	7.25
28047	30.20	34545	28.25
28129	48.39	34546	29.75
28459	40.00	34553	1.75
28543	2.56	34559	25.75
29554	9.37	34569	6.75
32809	30.00	34578	3.50
34115	25.00	34594	48.50
34173	316.02	34618	5.00
34419	7.00	34632	2.50
34444	13.50	34644	20.75
34452	3.50	34645	18.75
34462	8.00	34663	10.00
34463	11.50	34692	3.25
34478	7.00	34695	25.00
34479	3.75	34696	4.00
34483	15.50	34697	5.25
34495	11.50	34994	10.00
34496	26.50	25470	70.38
34506	3.00	36067	3.00
34523	8.75		
GRAND TOTAL		\$1,042.29	

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(01 MAY 2025)

AYES_____ NOES_____

RESOLUTION_____

DEREK S. KALISH
COUNTY CLERK

DATED: MAY 20, 2025

MARK GILL
CRAIG WOODHOUSE
MARC COUEY
GARY MANNING
INGRID GLASBRENNER
DAVID TURK
STEVE WILLIAMSON
MELVIN FRANK
STEVE CARROW

FOR
X
X
X
X
X
X
X
X
X

AGAINST

RESOLUTION NO. 25 - 38

Resolution Relating To Cancelling Stale Tax Certificates For The Tax Year 2012 And Making An Appropriation.

WHEREAS when real estate taxes on a parcel go unpaid, the County issues a tax certificate which is a lien on the real estate and, if a tax certificate remains unpaid for 11 years, Wisconsin Statutes, section 75.20 requires the County Treasurer to cancel that tax certificate, and

WHEREAS there are 7 tax certificates which County Treasurer, Ashley Mott is now required to cancel and the Executive and Finance Committee is now presenting this Resolution to the County Board for an appropriation to reflect the lost revenues resulting from these cancelled tax certificates in the 2025 County budget.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for cancelling the following tax certificates for Tax year 2012.

Certificate Number	Parcel Number	Tax Amount	Property Owner
24	002-2721-2100	38.19	Gander, Stacy
348	022-2231-1100	3.52	Mayland Acres Inc
426	028-1633-2100	1.92	Sylvan Creamery Co.
497	032-2220-0810	111.97	Koechley, Robert
499	032-2220-0830	46.82	Koechley, Robert
500	032-2220-0880	28.49	Koechley, Robert
501	032-2221-6000	8.14	Sole, Fredrick
		Total	\$239.05

BE IT FURTHER RESOLVED that \$239.05 is hereby appropriated from the General Fund to the Cancelled Tax Certificates account in the 2025 County budget, and

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

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE EXECUTIVE & FINANCE STANDING COMMITTEE	
AYES _____ NOES _____		(01 MAY 2025)	
RESOLUTION _____		FOR	AGAINST
DEREK S. KALISH COUNTY CLERK	MARK GILL	X	
	CRAIG WOODHOUSE	X	
DATED: MAY 20, 2025	MARC COUEY	X	
	GARY MANNING	X	
	INGRID GLASBRENNER	X	
	DAVID TURK		
	STEVE WILLIAMSON	X	
	MELVIN FRANK	X	
	STEVE CARROW	X	

RESOLUTION NO. 25 - 39

Resolution Approving Amendments To The 2023 Comprehensive Outdoor Recreation Plan.

WHEREAS Richland County adopted a Comprehensive Outdoor Plan (CORP) in 2023 to identify current and future needs to County recreation and open space facilities and programs, and

WHEREAS these programs and facilities require the County and partners to plan for potential future capital projects needed to further support recreational offerings and quality of life programming to County residents and visitors, and

WHEREAS the 2023 CORP did not take into consideration the needs of addressing former UW-Platteville/Richland facilities that have since been taken on by the County, including the outdoor Tennis/Basketball Courts and the nature trails, and

WHEREAS the inclusion of the needed renovations of the Tennis/Basketball Courts and the improvements to the nature trails in the Richland County CORP will satisfy the requirements of the Land and Water Conservation Fund (LWCF) and Recreational Trails Program (RTP) from the State of Wisconsin, making grant funding assistance available to assist the County in making these resources available to the public, and

WHEREAS the recommendation has been reviewed by the County Executive and Finance Committee.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors does hereby adopt Appendix D (former campus Tennis/Basketball Court Renovations) and Appendix E (former campus Wellness Trail improvements) to the 2023 CORP.

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
(01 MAY 2025)

RESOLUTION_____

FOR AGAINST

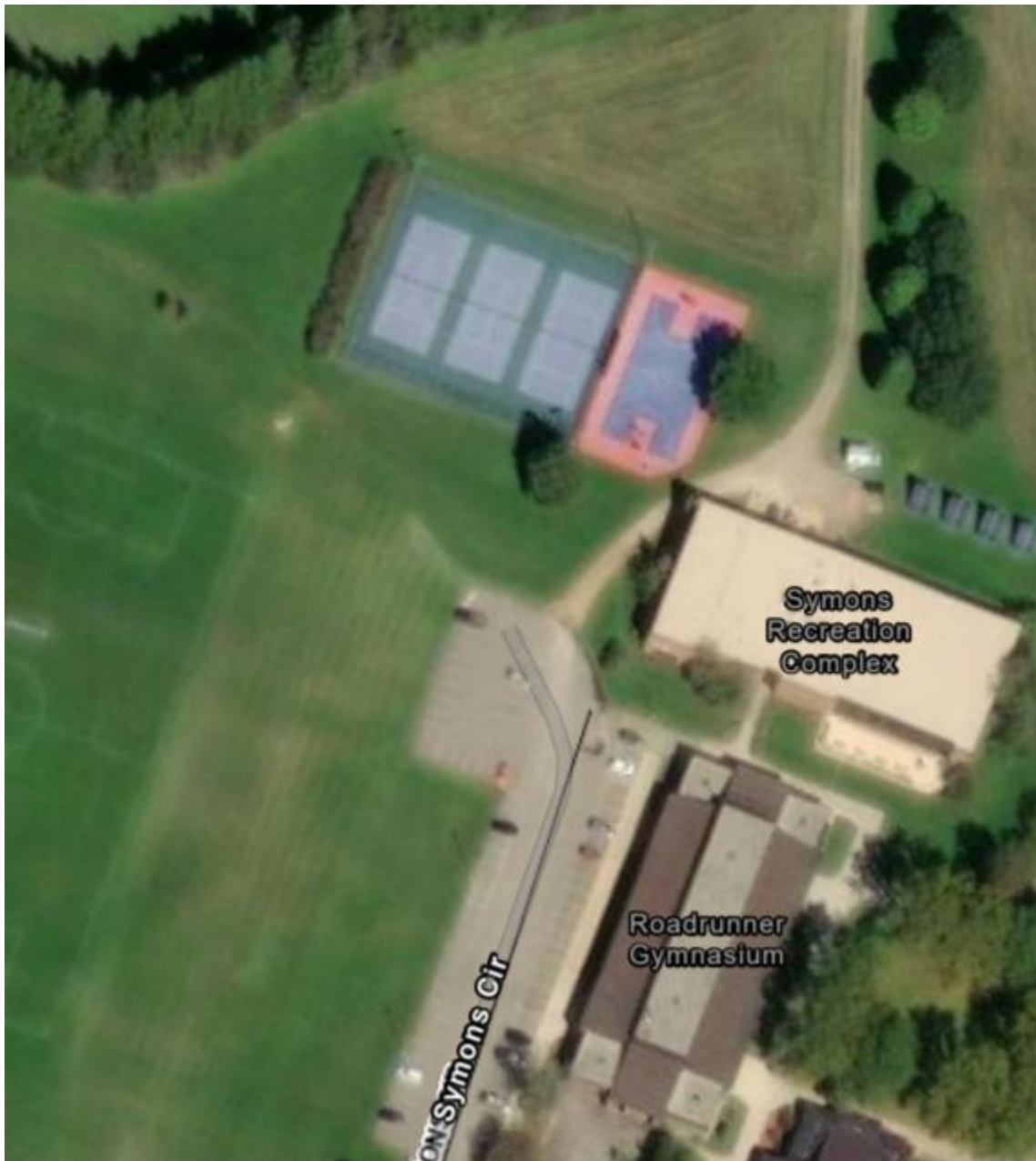
DEREK S. KALISH
COUNTY CLERK

MARK GILL	X
CRAIG WOODHOUSE	X
MARC COUEY	X
GARY MANNING	X
INGRID GLASBRENNER	X
DAVID TURK	
STEVE WILLIAMSON	X
MELVIN FRANK	X
STEVE CARROW	X

DATED: MAY 20, 2025

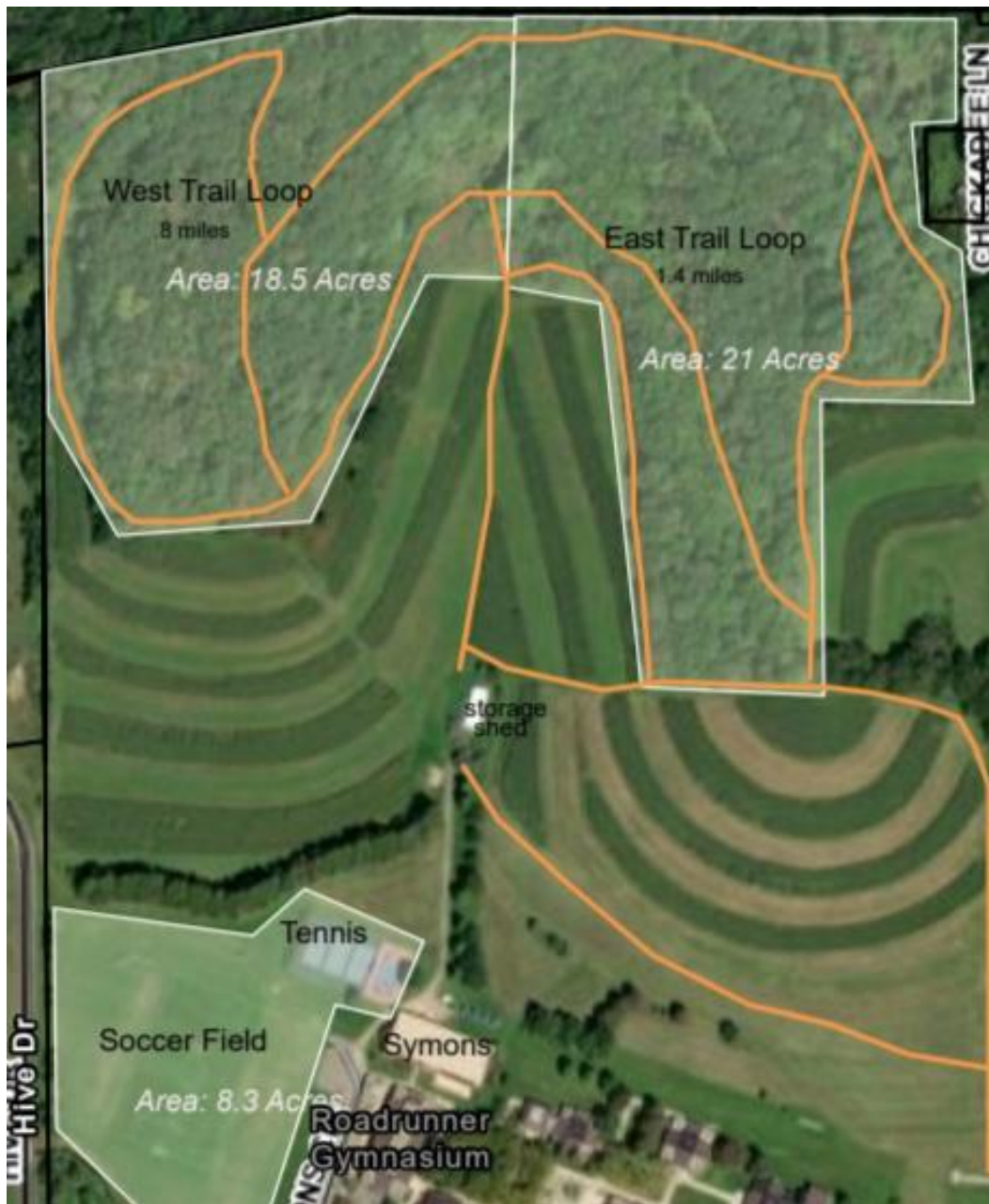
Approved by Symon's Natatorium Board on April 14, 2025

Appendix D



The former UW-Platteville/Richland tennis/basketball courts are a resource to the residents and visitors of Richland County. Upon vacating the campus property, the courts were turned over for County management and were found in need of significant renovation/repair to make them safe, attractive and usable for the public. Noting an absence of pickleball courts in southwestern Wisconsin, along with the increase in popularity of the sport, the County along with partner user groups have determined that renovating the courts with attention to pickleball should be a priority for the future of the current public recreational space.

Appendix E



The former UW-Platteville/Richland wellness trails are a resource to the residents and visitors of Richland County, and provide a valuable natural area with scenic overlooks and quality upland forest that should be preserved. Just over 2 miles of existing turf surface trails within the nearly 40-acre wooded hilltop parcel were vacated when the UW vacated the property, leaving management with the County. Access and wayfinding signage along with a future trailhead and seating areas along the trail should be considered for greater public access, while leaving the trails natural and low maintenance to highlight the natural features of the area.

RESOLUTION NO. 25 - 40

Resolution Approving The Application And Acceptance Of A Land And Water Conservation Fund (LWCF) Grant For The Renovations Of The Former UW-Platteville/Richland Tennis/Basketball Courts.

WHEREAS Richland County assumed management of the outdoor tennis/basketball courts in 2024 after the UW vacated the property, and

WHEREAS the County has noted that the present condition of the facility is not safe or attractive for public use, and

WHEREAS the County recognizes the value of providing recreational space to residents and visitors, and is seeking additional funding support the renovations of the facility, including the addition of ADA-compliant access to the site, and

WHEREAS the renovation of the courts, including adding ADA accessible paths, is estimated to cost approximately \$300,000 with 50% available through LWCF grant funding, and

WHEREAS the recommendation has been reviewed by the County Executive and Finance Committee.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors does hereby approve the Symons Recreation Complex Director to apply and accept a 2025 LWCF grant for renovations of the tennis/basketball courts of \$150,000.

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

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE EXECUTIVE & FINANCE STANDING COMMITTEE (01 MAY 2025)	
AYES_____	NOES_____		
RESOLUTION_____		FOR	AGAINST
DEREK S. KALISH	MARK GILL	X	
COUNTY CLERK	CRAIG WOODHOUSE	X	
	MARC COUEY	X	
DATED: MAY 20, 2025	GARY MANNING	X	
	INGRID GLASBRENNER	X	
	DAVID TURK		
	STEVE WILLIAMSON	X	
	MELVIN FRANK	X	
	STEVE CARROW	X	

Approved by Symon’s Natatorium Board on April 14, 2025

RESOLUTION NO. 25 - 41

Resolution Approving The Application And Acceptance Of A Recreational Trails Program (RTP) Grant For Improvements To The Former UW-Platteville/Richland Wellness Trails.

WHEREAS Richland County assumed management of the wellness trails in 2024 after the UW vacated the property, and

WHEREAS the County has noted the importance and popularity of nature trails to the local economy and residents' quality of life, and

WHEREAS the County is seeking additional funding to support improvements to the trails, including the addition of wayfinding and interpretive signage and benches along the trails, and

WHEREAS the improvements to these trails is estimated to cost approximately \$50,000 with 80% available through RTP grant funding, and

WHEREAS the recommendation has been reviewed by the County Executive and Finance Committee.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors does hereby approve the Symons Recreation Complex Director to apply and accept a 2025 RTP grant for improvements of the trails of up to \$40,000.

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
(01 MAY 2025)

RESOLUTION_____

FOR

AGAINST

DEREK S. KALISH
COUNTY CLERK

MARK GILL
CRAIG WOODHOUSE
MARC COUEY
GARY MANNING
INGRID GLASBRENNER
DAVID TURK
STEVE WILLIAMSON
MELVIN FRANK
STEVE CARROW

X
X
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X
X
X

DATED: MAY 20, 2025

Approved by Symon's Natatorium Board on April 14, 2025

RESOLUTION NO. 25 - 42

Resolution Accepting Donations To Symons Recreation Complex.

WHEREAS Symons Recreation Complex receives regular donations from members and the Symons Recreation Complex Foundation to make facility improvements and equipment purchases, and

WHEREAS the Natatorium Board has reviewed April, 2025 donation offers to the Symons Recreation Complex by the SRC Foundation, and

WHEREAS the recommendation has been reviewed by the County Executive and Finance Committee.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the following donations from the Symons Recreation Complex Foundation to the Symons Recreation Complex are hereby accepted:

- 1) Door FOB readers (2).....\$1,800
- 2) Marketing postcards (Senior Expo).....\$254
- 3) Television sets (3 large screen).....\$1,700
- 4) Floor Scrubber.....\$4,100
- 5) Pool Basketball Hoop.....\$1,000
- 6) Retractable Hose Reel.....\$259

Total donation amount.....\$9,113, 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
(01 MAY 2025)

RESOLUTION_____	FOR	AGAINST
DEREK S. KALISH	X	
COUNTY CLERK	X	
	X	
DATED: MAY 20, 2025	X	
	X	
	X	
	X	
	X	
	X	
	X	

Approved by Symon's Natatorium Board on April 14, 2025

RESOLUTION NO. 25 - 43

Resolution Accepting Programming Grants To Symons Recreation Complex.

WHEREAS Symons Recreation Complex pursues grants from various local and national foundations and organizations to offer additional programming for the community to allow for free or reduced participation fees without impacting the tax levy, and

WHEREAS several smaller programming grants have been offered in spring 2025 for the purposes of starting new water safety programs at Symons, and

WHEREAS the Natatorium Board has reviewed these grant offers to the Symons Recreation Complex and recommend them for acceptance.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the following grants to the Symons Recreation Complex are hereby accepted:

- 1) **American Canoe Association** (kayak safety classes).....\$500
- 2) **Richland County Campus Foundation** (free swim lessons for 3rd grade students at RSD)....\$3,000
- 3) **W.R. & Floy Sauey Family Foundation** (free transportation for RSD swim lessons).....\$10,000

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

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE EXECUTIVE & FINANCE STANDING COMMITTEE (13 MAY 2025)	
AYES_____	NOES_____		
RESOLUTION_____		FOR	AGAINST
DEREK S. KALISH	MARK GILL	X	
COUNTY CLERK	CRAIG WOODHOUSE		
	MARC COUEY	X	
DATED: MAY 20, 2025	GARY MANNING	X	
	INGRID GLASBRENNER	X	
	DAVID TURK	X	
	STEVE WILLIAMSON	X	
	MELVIN FRANK		
	STEVE CARROW	X	

Approved by Symon’s Natatorium Board on May 12, 2025

RESOLUTION NO. 25 - 44

Resolution Approving Proposal From Venture Architects For Additional County Facility Assessments.

WHEREAS Venture Architects has completed a county facilities assessment and space needs analysis for several buildings owned by Richland County, and

WHEREAS a facilities assessment study will provide information regarding the current structural state of county-owned buildings to help guide future facility use decisions, and

WHEREAS the Executive & Finance Standing Committee has carefully considered acceptance of proposal from Venture Architects to complete the additional facilities assessment study for Richland County, and

WHEREAS the Executive & Finance Standing Committee is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors accepts the facilities assessment study proposal submitted by Venture Architects at a cost not to exceed \$40,000, and

BE IT FURTHER RESOLOVED the facilities assessment will be funded from Fund 93, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(13 MAY 2025)

AYES_____ NOES_____

RESOLUTION_____	FOR	AGAINST
DEREK S. KALISH	X	
COUNTY CLERK		
DATED: MAY 20, 2025		
MARK GILL	X	
CRAIG WOODHOUSE		
MARC COUEY	X	
GARY MANNING	X	
INGRID GLASBRENNER	X	
DAVID TURK	X	
STEVE WILLIAMSON	X	
MELVIN FRANK		
STEVE CARROW	X	

*Reviewed and forwarded to Executive & Finance Standing Committee
by Campus Reconfiguration Committee on April 30, 2025*

Richland County Campus Reconfiguration Committee

Agenda Item Cover

Agenda Item Name: Approval of Proposal from Venture Architects for Additional County Facilities Assessment

Department	Administrator's office	Presented By:	Tricia Clements
Date of Meeting:	April 30, 2025	Action Needed:	Vote
Disclosure:	Open Session	Authority:	County Rules
Date submitted:	April 24, 2025	Referred by:	Tricia Clements
Action needed by no later than (date)		Resolution	

Recommendation and/or action language: Approval to engage with Venture Architects to complete a facility assessment for Symons Center, Pine Valley Facility and the Ambulance Building.

Background: To gather a full understanding of the quality of the Richland County Facilities, a facility assessment will need to be completed on Pine Valley, Symons Center, and the Ambulance garage as they have yet to be done. Venture Architects has provided a quote of \$31,000 to complete the three assessments. This will provide the county information on the current structural state of these county buildings.


Attachments and References: Venture Architects quote dated April 24, 2025.

Financial Review: Total cost is \$31,000

(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	ARPA funds	
<input type="checkbox"/>	No financial impact		

Department Head


Administrator, Tricia Clements



April 24, 2025

Derek Kalish
County Clerk
Richland County
181 W. Seminary Street
Richland Center, Wisconsin 53581

Re: Richland County Facilities Assessment – Additional Services

Dear: Derek

Thank you for requesting Venture Architectural Studios to assist you in the Richland County Facilities Assessment. The following is the basis of our project understanding.

Project Scope:

- The purpose of this Additional Service Request is to assess three more buildings/facilities:
 - **Pine Valley Facility**
 - **Symons Center**
 - **Ambulance Building**

Scope of Services:

- Venture should provide complete building assessment and masterplan for Richland County:
 - Evaluation and assessment of existing structural, electrical, mechanical, safety & security, and HVAC conditions and recommendations for required maintenance, improvements, repairs, and replacement.
 - Identification of deficiencies in subject facilities, code/licensing compliance, safety issues, inefficient use of space, and space limitations.
 - Recommendation for operational efficiencies through facility improvements, remodeling or new construction.
 - Overall space needs evaluation and recommendations for optimization. Recommendation shall include property needs.
 - Recommended implementation schedule for improvements and optimizations.
 - Cost estimates for recommendations.
 - All meetings with employees and stakeholders required for study.
 - Renderings and display materials to convey messages to employees, the County Board, and the public.
 - Other items to meet goals & objectives, as determined with consultant.

Schedule:

- We anticipate the scope of these facilities will take ten (10) weeks upon signing of proposal.

April 24, 2025
Richland County Facilities Assessment



Page 2 of 2

Proposed Fee:

Our proposed fixed fee is **Thirty-One Thousand Dollars \$31,000.**

Reimbursable expenses **Included** in fee:

Transportation (car rental or mileage)

Lodging (if necessary)

Meals

Printing (if required)

Reimbursable expenses Not Included in fee (cost indicated is for budgeting):

Handling and Postage (if required)	\$1,000
Survey (if required)	\$25,000
Geotechnical (if required)	\$20,000
Total	\$46,000

Trusting that this proposal is accepted, we look forward to working with you on this exciting project!

Sincerely,

Venture Architects:

Accepted By:

Cory Beyer, AIA
Principal | Vice President

Richland County

RESOLUTION NO. 25 - XX

Resolution Approving Proposal From Venture Architects For Additional County Facility Assessments.

WHEREAS Venture Architects has completed a county facilities assessment and space needs analysis for several buildings owned by Richland County, and

WHEREAS a facilities assessment study will provide information regarding the current structural state of county-owned buildings to help guide future facility use decisions, and

WHEREAS the Executive & Finance Standing Committee has carefully considered acceptance of proposal from Venture Architects to complete the additional facilities assessment study for Richland County, and

WHEREAS the Executive & Finance Standing Committee is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors accepts the facilities assessment study proposal submitted by Venture Architects at a cost not to exceed \$40,000, and

BE IT FURTHER RESOLOVED the facilities assessment will be funded from Fund 93, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE
(13 MAY 2025)

AYES_____ NOES_____

RESOLUTION_____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

MARK GILL
CRAIG WOODHOUSE
MARC COUEY
GARY MANNING
INGRID GLASBRENNER
DAVID TURK
STEVE WILLIAMSON
MELVIN FRANK
STEVE CARROW

DATED: MAY 20, 2025

*Reviewed and forwarded to Executive & Finance Standing Committee
by Campus Reconfiguration Committee on April 30, 2025*

RESOLUTION NO. 25 - 45

Resolution Approving A Wage Differential For Bilingual Staff.

WHEREAS 3.3% of Richland County residents are Hispanic or Latino whose primary language at times is Spanish, and

WHEREAS use of the Spanish language is at times necessary to communicate with and serve a portion of Richland County residents, and

WHEREAS the utilization of staff members who are bilingual allows for easier access to translation services and is more cost effective than paying an outside provider, and

WHEREAS staff members who receive the bilingual wage differential must successfully pass a Spanish language fluency test, and

WHEREAS funds to pay for the bilingual wage differential will come from the core departmental salary budget(s) from which the staff are funded, and

WHEREAS the Executive & Finance Standing Committee has carefully considered this proposal and is now presenting this resolution to the County Board for its consideration, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for staff who can speak English and Spanish to earn a bilingual wage differential of \$0.75 per hour, and

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon passage and at the start of a pay period for staff receiving the bilingual wage differential.

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION OFFERED BY THE EXECUTIVE &
FINANCE STANDING COMMITTEE
(13 MAY 2025)

RESOLUTION_____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

DATED: MAY 20, 2025

MARK GILL	X
CRAIG WOODHOUSE	
MARC COUEY	X
GARY MANNING	X
INGRID GLASBRENNER	X
DAVID TURK	X
STEVE WILLIAMSON	X
MELVIN FRANK	
STEVE CARROW	X