

# Richland County Executive & Finance Standing Committee

October 14, 2025

The Richland County Executive & Finance Standing Committee convened on October 14, 2025 in person and virtually at 5:00 PM in the County Boardroom of the Richland County Courthouse.

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

**Roll Call:** County Clerk Kalish conducted roll call. Committee member(s) present: Steve Carrow, Randy Schoonover, Sandra Kramer, Gary Manning, David Turk, Melvin “Bob” Frank, and Steve Williamson. Committee member(s) absent: Kerry Severson and Marc Couey.

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

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

**Public Comment:** Gordon Palmer expressed concerns about the Ambulance Services billing practices.

**Reports - County Administrator Update:** Administrator Clements provided updates on the following items: Innovation Grant, UW-Redevelopment Grant, open enrollment period for health insurance, and SEH update. Pine Valley Community Village Administrator Paulus provided an update on the water at Pine Valley Community Village.

**Reports – Radio Tower Project Update:** Administrator Clements provided brief update on the status of the radio tower project. Supervisor Carrow requested additional information regarding the change order.

**Approval Of Minutes From The September 25, 2025 Meeting:** Committee Chair Williamson asked if there were any corrections or amendments to the minutes from the September 25, 2025 meeting. Hearing none, Committee Chair Williamson declared the minutes from the September 25, 2025 meeting approved as presented.

**Discussion & Possible Action – 2026 Proposed Budget:** Administrator Clements and County Clerk Kalish reviewed the proposed 2026 County Budget. County Clerk Kalish noted changes made since the last review. Motion by Manning second by Schoonover to approve proposed 2026 budget. Motion carried item forwarded to County Board for approval.

**Discussion & Possible Action – Resolution Of Condolence To The Family Of Linda Gentes:** Motion by Turk second by Williamson to approve resolution of condolence to the family of Linda Gentes. Motion carried and item forwarded to County Board for approval.

**Discussion & Possible Action – Approval Of Amendments To County-Wide Wage Scale:** Tessia Melvin of DDA summarized the 2025 Annual Wage Review. Melvin recommended the addition of two steps at the end of the pay grid and various job reclassifications. Motion by Schoonover second by Williamson to approve proposed amendments to the county-wide wage scale and reclassifications as presented. Motion carried and item forwarded to County Board for approval.

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**Discussion & Possible Action – Resolution Amending The Sheriff’s Addendum To The Handbook Of Personnel Policies And Work Rules:** Administrator Clements briefly reviewed the proposed amendments to the Sheriff’s Addendum Handbook of Personnel Policies and Work Rules. Motion by Turk second by Carrow to approve amendments to the Sheriff’s Addendum to the Handbook of Personnel Policies and Work Rules. Motion carried and item forwarded to County Board for approval.

**Discussion & Possible Action – Approval Of An Interim Memorandum Of Agreement For Ambulance Services:** Administrator Clements provided brief background on the interim memorandum of agreement for Ambulance Services. Administrator Clements noted that the City of Richland Center requested an interim agreement to allow time to explore service model alternatives and/or options. Administrator Clements provided examples of alternative ways to fund ambulance services and noted they would likely require tax levy. Discussion followed regarding the implications of approving the three-month interim agreement. Supervisor Schoonover noted drastic changes may occur in the future and that the full County Board should have input. Chair Turk noted he is not opposed to the interim agreement, but it is not his preferred way to move forward. Discussion followed regarding the setting of benchmarks to monitor progress. Motion by Manning second by Kramer to approve interim Memorandum of Agreement for Ambulance Services. Motion carried and item forwarded to County Board for approval.

**Discussion & Possible Action – Approval Of EMS Handbook Addendum Changes:** Interim Ambulance Services Director Scott provided brief overview of proposed EMS Handbook Addendum changes. Motion by Schoonover second by Kramer to approve EMS Handbook Addendum changes. Motion carried and item forwarded to County board for approval.

**Discussion & Possible Action – Approval Of A Cardiac Monitor Purchase:** Interim Ambulance Services Director Scott reviewed cardiac monitor purchase. Motion by Kramer second by Manning to approve purchase of a cardiac monitor. Motion carried.

**Discussion & Possible Action – Approval Of Ambulance Services Building Roof Replacement:** Interim Ambulance Services Director Scott provided an overview of the current situation with the Ambulance Services Building roof and reviewed estimated received from Feiner Construction to repair it. Discussion followed regarding the type of roof and if additional bids should be requested. Consensus was reached for additional bids to be acquired before moving forward with the roof repair. No action taken on this item.

**Discussion & Possible Action – Ambulance Services Contract Billing:** Administrator Clements reviewed ambulance service call data, how calls were billed, and noted the need for clarification on who is responsible for payment of services regarding certain calls. Supervisor Carrow stated he would like to see more billing data and review how charges have been paid in the past. Consensus was reached to forward the item to the next Executive and Finance Standing Committee for further review. No action taken on this item.

**Discussion & Possible Action – Approve Updates To The Richland County Procurement Policy:** Administrator Clements and County Clerk Kalish reviewed proposed changes to the Richland County Procurement Policy. Motion by Turk second by Manning to approve changes to the Richland County Procurement Policy. Motion carried and item forwarded to County Board for approval.

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**Discussion & Possible Action – Demolition Of Campus Buildings And Associated Costs:**

Administrator Clements provided brief background on agenda item. Motion by Turk second by Manning to approve acquisition of quotes for the demolition of the Library, Classroom, and Science Buildings on the former UW Campus. Motion carried and item forwarded to County Board for approval.

**Discussion & Possible Action – 6-Month Performance Review Process For County Administrator:**

Chair Turk reviewed the proposed process for the 6-month performance review process for the County Administrator and noted he would coordinate the process. No action taken on item at this meeting.

**Discussion & Possible Action – Approval Of Timekeeping Policy And Associated Handbook**

**Update:** Administrator Clements reviewed the proposed timekeeping policy and associated handbook update. Motion by Schoonover second by Kramer to approve the proposed Timekeeping Policy and associated Handbook update. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Procedure For Filling County Board Supervisor Vacancies:** County Clerk Kalish reviewed the practice for filling vacancies and noted the lack of response from advertised vacancy notices. Consensus was reached for the County Clerk to continue to advertise as required by the Richland County Rules of the Board and to continue to post on the county's website, courthouse bulletin board, and the County Clerk's office once advertised.

**Correspondence:** None.

**Future Agenda Items:**

Report(s): Radio Tower, Ambulance Service Committee, Ambulance Services Building Roof Repair

Discussion & Possible Action: Ambulance Billing Services

Discussion & Possible Action: Review of Comprehensive Plan

**Adjourn:** Motion by Manning second by Carrow to adjourn. Motion carried and meeting adjourned at 6:32 PM.



Derek S. Kalish  
Richland County Clerk