

**Richland County  
Executive & Finance Standing Committee**

Date Posted: March 21, 2025

**NOTICE OF MEETING**

Please be advised that the Richland County Executive & Finance Standing Committee will convene on Monday, March 24, 2025 at 5:00 PM in the Richland County Board Room of the Courthouse located at 181 West Seminary Street, Richland Center, WI 53581.

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

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

If you have any trouble accessing the meeting, please contact MIS Support at 608-649-4371 (phone) or [mis@co.richland.wi.us](mailto:mis@co.richland.wi.us) (email).

**AGENDA**

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From The March 13, 2025 Meeting
6. Public Comment
7. Discussion & Possible Action: Resolution Making A Deficiency Appropriation In Various Accounts
8. Discussion & Possible Action: Approval To Amend The Register Of Deeds Fee Schedule
9. Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 19.85(1)(F): Considering Financial, Medical, Social Or Personal Histories Or Disciplinary Data Of Specific Persons, Preliminary Consideration Of Specific Personnel Problems Or The Investigation Of Charges Against Specific Persons Except Where Par. (B) Applies Which, If Discussed In Public, Would Be Likely To Have A Substantial Adverse Effect Upon The Reputation Of Any Person Referred To In Such Histories Or Data, Or Involved In Such Problems Or Investigations: Review Of Conduct Of Public Official
10. Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 19.85(1)(C): Considering Employment, Promotion, Compensation Or Performance Evaluation Data Of Any Public Employee Over Which The Governmental Body Has Jurisdiction Or Exercises Responsibility: Human Resources Department Succession Planning
11. Return To Open Session
12. Possible Action Of Items From Closed Session
13. Correspondence
14. Future Agenda Items
15. Adjourn

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Executive & Finance Standing Committee.

Derek S. Kalish  
County Clerk

# Richland County Executive & Finance Standing Committee

March 13, 2025

The Richland County Executive & Finance Standing Committee convened on March 13, 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 members present: Steve Carrow, Craig Woodhouse, David Turk, Bob Frank, Steve Williamson, and Marc Couey. Committee member(s) absent: Gary Manning, Mark Gill, and Ingrid Glasbrenner.

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

**Approval Of Agenda:** Motion by Frank second by Couey to approve agenda with item #9 to be addressed after Public Comment. Motion carried and amended agenda declared approved.

**Approval Of Minutes From The February 24, 2025 & March 12, 2025 Meetings:** Committee Chair Williamson asked if there were any corrections or amendments to the minutes from February 24, 2025 and March 12, 2025. Hearing no corrections or amendments, Committee Chair Williamson declared the minutes approved as presented.

**Public Comment:** None.

**Discussion & Possible Action - Approval Of Short-Term Rental Ordinance:** County Conservationist Cooper provided brief background on short-term rental ordinance and edits made since the last presentation of the ordinance. Motion by Couey second by Frank to approve ordinance with an effective date of January 1, 2026. Motion carried and ordinance forwarded to full County Board for approval.

**Discussion & Possible Action – Resolution Accepting Donations To The Symons Recreation Complex:** Symon Recreation Complex Director Mike Hardy provided brief background on donation resolution. Motion by Turk second by Couey to approve resolution. Motion carried and resolution forwarded to full County Board for approval.

**Discussion & Possible Action – Revisions To Ethics Ordinance 23-6:** Corporation Counsel Windle review proposed ethics ordinance and provided brief background on subject matter. Motion by Turk second by Couey to approve ordinance with an edit to include language that the committee will meet at least one time a year and also as needed and to remove language that references employees. Motion carried and ordinance forwarded to full County Board for approval.

**Correspondence:** None.

## **Future Agenda Items:**

Discussion & Possible Action: Resolution Making A Deficiency Appropriation In Various Accounts

**Adjourn:** Motion by Couey second by Carrow to adjourn. Motion carried and meeting adjourned at 5:38

Richland County  
Executive & Finance Standing Committee

PM.



Derek S. Kalish  
County Clerk

DRAFT

**RESOLUTION NO. 25 - xx**

A 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 \_\_\_\_\_

FOR            AGAINST

DEREK S. KALISH  
COUNTY CLERK

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

DATED: APRIL 15, 2025

Executive & Finance Standing Committee

Agenda Item Cover

MAR 19 2025

Agenda Item Name: *Approval to Increase Register of Deeds*

|  |                   |                       |                        |
|--|-------------------|-----------------------|------------------------|
| <b>Department</b>                            | Register of Deeds | <b>Presented By:</b>  | Deb McCoy              |
| <b>Date of Meeting:</b>                      |                   | <b>Action Needed:</b> | Change in fee schedule |
| <b>Disclosure:</b>                           |                   | <b>Authority:</b>     |                        |
| <b>Date submitted:</b>                       | 3/18/2025         | <b>Referred by:</b>   |                        |
| <b>Action needed by no later than (date)</b> | 4/18/2025         | <b>Resolution</b>     |                        |

Recommendation and/or action language:

**Background:** Due to increased operating expenses we want to implement a fee schedule change. See the attached proposal.

Attachments and References:

Financial Review:

(please check one)

|                          |                          |                       |  |
|--------------------------|--------------------------|-----------------------|--|
| <input type="checkbox"/> | In adopted budget (2025) | Fund Number           |  |
| <input type="checkbox"/> | Apportionment needed     | Requested Fund Number |  |
| <input type="checkbox"/> | Other funding Source     |                       |  |
| <input type="checkbox"/> | No financial impact      |                       |  |

Department Head

Interim County Administrator, Derek S. Kalish

**Proposed Fee Schedule Changes**

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)

**RESOLUTION NO. 25 - XX**

Resolution Amending The Fee 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

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

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

RESOLUTION\_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

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

DATED: APRIL 15, 2025