

**Richland County
Executive & Finance Standing Committee**

Date Posted: May 9, 2025

NOTICE OF MEETING

Please be advised that the Richland County Executive & Finance Standing Committee will convene on Tuesday, May 13, 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 (email).

AMENDED AGENDA

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From The May 1, 2025 Meeting
6. Public Comment
7. Reports
 - A. MIS Department Technology Update
 - B. County Administrator Report
8. Discussion & Possible Action: MOU With Richland School District For Campus Gym Use
9. Discussion & Possible Action: Approval Of Proposal From Venture Architects For Additional County Facility Assessments
10. Discussion & Possible Action: Provision Of Resources/Support For The County Administrator
11. Discussion & Possible Action: Approval Of Updates To The Sheriff's Department Addendum
12. Discussion & Possible Action: Resolution Approving A Wage Differential For Bilingual Staff
13. Discussion & Possible Action: Resolution Accepting Spring 2025 Grants For Symons Recreation Complex Programming
14. Correspondence
15. Future Agenda Items
16. 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

May 1, 2025

The Richland County Executive & Finance Standing Committee convened on May 1, 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, Gary Manning, Mark Gill, Ingrid Glasbrenner, Melvin “Bob” Frank. Craig Woodhouse, Steve Williamson, and Marc Couey. Committee member(s) absent: David Turk.

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

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

Approval Of Minutes From The April 8, 2025 Meeting: Committee Chair Williamson asked if there were any corrections or amendments to the minutes from the April 8, 2025 meeting. Hearing none, Committee Chair Williamson declared the minutes from the April 8, 2025 meeting approved as published.

Public Comment: None

Reports - County Administrator Update: Administrator Clements noted the following:

- provided brief update on county staffing changes
- she has met with 12/20 County Department Heads
- attended a Richland area employee meeting and a collaborative group meeting

Reports - Tyler Implementation Update: Administrator Clements noted the following:

- payrolls have successfully been processed in the new software with only a few minor bumps
- staff have access to the new ESS portal
- time and attendance is the next step in the new software implementation and will begin in May
- access to new financial software will soon be rolled out to other departments

Discussion & Possible Action - Resolution Relating To Cancelling Stale County Checks: County Treasurer Mott provided brief overview of agenda item. Motion by Glasbrenner second by Gill to approve resolution relating to cancelling stale county checks. Motion carried and resolution forwarded to full County Board for approval.

Discussion & Possible Action - Resolution Relating To Cancelling Stale Tax Certificates For The Tax Year 2012 And Making An Appropriation: County Treasurer Mott provided brief overview of agenda item. Motion by Manning second by Williamson to approve resolution cancelling stale tax certificates for the tax year 2012 and making an appropriation. Motion carried and resolution forwarded to full County Board for approval.

Richland County Executive & Finance Standing Committee

Discussion & Possible Action - Resolution Approving Amendments To The 2023 Comprehensive Outdoor Recreation Plan: Symons Recreation Complex Director Mike Hardy provided brief overview of agenda item. Motion by Frank second by Woodhouse to approve resolution approving amendments to the 2023 Comprehensive Outdoor Recreation Plan. Motion carried and resolution forwarded to full County Board for approval.

Discussion & Possible Action - 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: Symons Recreation Complex Director Mike Hardy provided brief overview of agenda item. Motion by Gill second by Carrow to approve 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. Brief discussion regarding funding match and project deadlines followed. Motion carried and resolution forwarded to full County Board for approval.

Discussion & Possible Action - Resolution Approving The Application And Acceptance Of A Recreational Trails Program (RTP) Grant For Improvements To The Former UW-Platteville/Richland Wellness Trails: Symons Recreation Complex Director Mike Hardy provided brief overview of agenda item. Motion by Glasbrenner second by Woodhouse to approve resolution approving the application and acceptance of a Recreational Trails Program (RTP) grant for improvements to the former UW-Platteville/Richland wellness trails. Brief discussion on how project cost estimates were determined followed. Motion carried and resolution forwarded to full County Board for approval.

Discussion & Possible Action - Resolution Naming The Former UW-Richland Wellness Trails As The Marty Brewer Nature Trails: Symons Recreation Complex Director Mike Hardy provided brief overview of agenda item. Motion by Carrow second by Manning to approve resolution naming the former UW-Richland wellness trails as the Marty Brewer Nature Trails contingent upon approval from the family of Marty Brewer. Motion carried and resolution forwarded to full County Board for approval.

Discussion & Possible Action - Resolution Accepting Donations To Symons Recreation Complex: Symons Recreation Complex Director Mike Hardy provided brief overview of agenda item. Motion by Glasbrenner second by Woodhouse to approve resolution accepting donations to Symons Recreation Complex. Motion carried and resolution forwarded to County Board for full approval.

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 - Oversight And Management Of Ambulance Service: Motion by Manning second by Gill to convene into Closed Session. Motion carried unanimously at 5:30 p.m. and the committee convened into Closed Session.

CLOSED SESSION

Richland County
Executive & Finance Standing Committee

Return To Open Session: The committee reconvened into Open Session at 6:43 p.m.

Possible Action On Items From Closed Session: No action taken on items from Closed Session.

Correspondence: None.

Future Agenda Items:

Report: Update on MOU with Richland School District for campus gym use

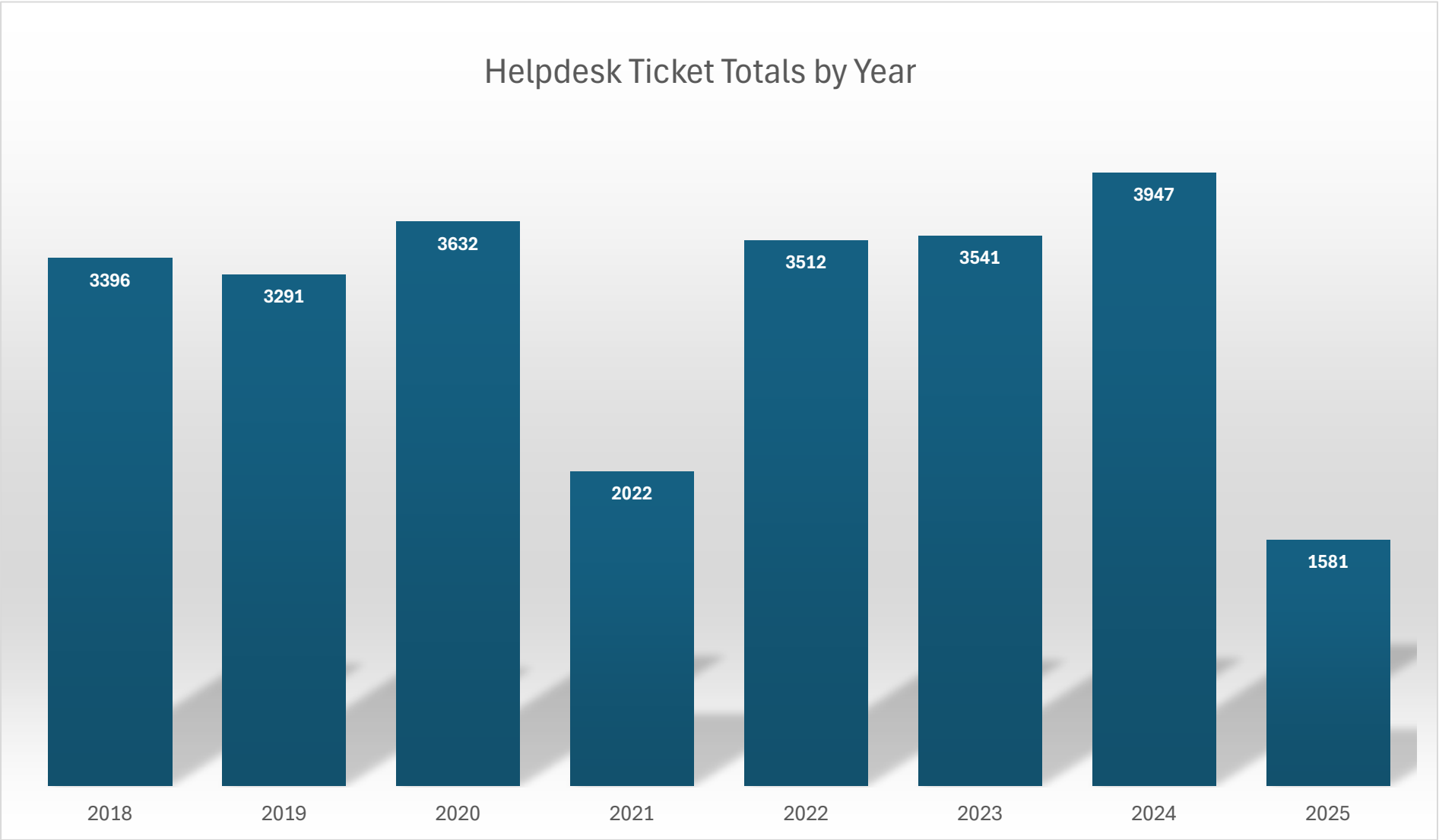
Discussion & Possible Action: Provision of resources and support for the County Administrator

Adjourn: Motion by Manning second by Frank to adjourn. Motion carried and meeting adjourned at 6:45 p.m.



Derek S. Kalish
Richland County Clerk

Helpdesk Ticket Totals by Year



** The 2022 total may not be accurate due to the deletion of tickets during the migration from the on-premise system to the cloud platform.*

** The MIS Department is currently on track to process over 4,500 support tickets by the end of the year.*



Richland County Human Resources

Justin Siemens, HR Generalist
181 W Seminary St 3rd Floor PO Box 310
Richland Center, WI 53581-0310
Phone 608-649-3002 | Fax 608-649-9089
Justin.Siemens@co.richland.wi.us

MEMO

March 1, 2025 - April 30, 2025 Personnel Update

Over the past two months Richland County hired 7 full-time, 1 part-time, and 9 temp-casual employees during this time period; however, 2 full-time retired with 44 years of experience, 10 resigned, and 3 were terminated. During this time period 7 employees were promoted to new positions (6 full-time and 1 temp-casual) and 13 changed employment status. Currently, there are 18 positions posted on the county's website; however, 8 of those postings are for continuous recruitment/eligibility lists. The data below highlights how each business unit is operating within Richland County.

<u>New Hires</u>	Full-Time	Part-Time	Temp Casual
Courthouse	1	0	1
EMS	0	0	0
HHS	3	0	0
Highway	0	0	0
Pine Valley	2	1	7
Sheriff	1	0	0
Symons Rec Center	0	0	1

<u>Termed</u>	Retired	Resigned	Discharged
Courthouse	2	1	0
EMS	0	0	0
HHS	0	2	0
Highway	0	0	1
Pine Valley	0	6	2
Sheriff	0	1	0
Symons Rec Center	0	0	0

<u>Promoted</u>	Full-Time	Part-Time	Temp Casual
Courthouse	5	0	0
EMS	0	0	0
HHS	0	0	0
Highway	0	0	0
Pine Valley	1	0	1
Sheriff	0	0	0
Symons Rec Center	0	0	0

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

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	
X	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*

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)

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



Department Head

Administrator, Tricia Clements

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Deputy County Administrator
Reports to: County Administrator
Date: May 7, 2025

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

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 25 - XX

A 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_____

DEREK S. KALISH
COUNTY CLERK

DATED: MAY 20, 2025

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

FOR AGAINST

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

Executive and Finance Standing Committee

Agenda Item Cover

Agenda Item Name: Approve a Wage Differential for Bilingual Staff

Department	Administration	Presented By:	Tricia Clements
Date of Meeting:	May 13, 2025	Action Needed:	Vote/Resolution
Disclosure:	Open Session	Authority:	County Board
Date submitted:	May 2, 2025	Referred by:	Tricia Clements
Action needed by no later than (date)		Resolution	

Recommendation and/or action language: Send a resolution to the full county board approving a wage differential of \$.75 per hour for bilingual staff.

Background: 3.3% of Richland County residents are Hispanic or Latino and at times their primary language is Spanish. Due to this, there are costs for each department to have to contract with a translator or a translator service. Having a member on staff who can speak both English and Spanish would be a cost savings.

Currently HHS has this built into the addendum, the other departments do not. To gain consistency across Departments, this should be added to the general Richland County Handbook of Personnel Policies and Work Rules when there is a need for translator services.

This would not be for all languages and would be determined by the needs of the community and/or department. For now, Spanish would be the only approved language. For another language to be approved, it would be at the discretion of the county administrator.


Attachments and References:

Financial Review: Each department budgets funds for translator services. Those funds could be used to cover the wage differential expenses.

(please check one)

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

Department Head



Administrator, Tricia Clements

RESOLUTION NO. 25 - XX

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 _____

DEREK S. KALISH
COUNTY CLERK

DATED: MAY 20, 2025

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

FOR AGAINST

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

Symons Natatorium Board

Agenda Item Cover

Agenda Item Name:	Consider acceptance of spring 2025 grants for SRC programming		
Date of Meeting:	05/12/2025	Presented By:	Mike Hardy, SRC Director

Background: Symons Recreation Complex regularly pursues and solicits outside funding contributions from various foundations and agencies to supplement budgets to expand health, fitness & recreational opportunities to County residents and visitors. The continued pursuit of outside grants will continue to be important to sustain the growth of the SRC without further reliance on tax levy subsidies or excessive cuts to programming.

SRC staff secured commitments for 3 smaller grants to assist in providing free and discounted programming related to water safety and recreation:

- A \$500 grant from the American Canoe Association has been awarded to start a new beginners kayak safety course which would be available for kids and adults. SRC currently has kayaks available and the grant will pay an instructor to minimize the amount of fees participants will be responsible for in order to maintain a self-supportive program that will be accessible and affordable to all, with the goals to introduce new kayakers to safe kayaking and respect of the various bodies of water in the area, using the SRC pool for introductory classes.
- A \$3,000 grant from the Richland County Campus Foundation to develop a program for all 3rd graders in the Richland School District to receive free swim lessons during the 2025-26 school year was received. This program is supported by the School District and will provide water safety instruction during the school day at no cost to the school or families. (Our goal is to continue to build this fund to expand and invite other Richland County schools to participate in the future).
- A \$10,000 grant from the W.R. and Floy Sauvey Family Foundation was received to provide transportation for all 3rd grade P.E. classes from Richland Intermediate School to Symons during the school day during the school year. This will ensure that families will not need to worry about the cost or time of transporting their kids to lessons.

If these grants are accepted by the County, programming will begin for kayaking this summer and swim lessons in the fall as part of the 2025-26 RSD school calendar. Both programs have been designed not to impact the County budget, but still be a service offered to County residents for free or reduced fees.

Attachments and References:

Financial Review:

	In adopted budget (2025)	Fund Number	
	Apportionment needed	Requested Fund Number	
	Other funding Source		
X	No financial impact		

Mike Hardy

Department Head

Tricia Clements, Administrator

RESOLUTION NO. 25 - XX

A 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

AYES _____ NOES _____

RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED: MAY 20, 2025

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

FOR AGAINST

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

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