

Richland County Committee

Agenda Item Cover

Agenda Item Name: Sale Tax Deed Properties: Town of Eagle – Tax Parcel # 010-1022-2000 and Village of Lone Rock – Tax Parcel # 146-0009-0410

Department	Treasurer	Presented By:	Julie Keller
Date of Meeting:	05 Jan 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (I)
Date submitted:	23 Dec 2020	Referred by:	

Recommendation and/or action language:

Motion to... (sell property according to highest bid above posted price)

Background: *(preferred one page or less with focus on options and decision points)*

Please See Postings attached

Attachments and References:

Town of Eagle Parcel	Village of Lone Rock Parcel
----------------------	-----------------------------

Financial Review:

(please check one)

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

(summary of current and future impacts)

Positive / revenue based on auction price.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Town of Eagle – Tax Parcel # 010-1022-2000

The legal description is as follows:

All that Part of the Northwest quarter (NW1/4) of the Northwest quarter (NW ¼) of Section Ten (10), Town Nine (9) North, Range One (1) West, Town of Eagle, Richland County, Wisconsin bounded and described as follows: Commencing at the West Quarter Corner of said Section Ten (10); Thence North, 1323.28 feet along the West Line of the Northwest quarter (NW ¼) of said Section Ten (10) to an iron pipe, the Point of Beginning; Thence continuing North, 400.00 feet along the West Line of the Northwest quarter (NW ¼) of said Section Ten (10), an iron pipe; Thence East, 516.50 feet to an iron pipe; Thence South, 410.44 feet to an iron pipe; Thence North 88° 50' 32" West, 516.61 feet to the Point of Beginning.

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Town of Eagle – Tax Parcel # 010-1022-2000

INCLUDING a perpetual non-exclusive easement for ingress and egress over other land which is found in Document # 233816, Richland County Register of Deeds.

ALSO INCLUDING a prohibition relating to other land on conducting any swine operations or keeping any swine, as set forth in Document # 226004, Richland County Register of Deeds.

INCLUDING a perpetual non-exclusive easement of ingress and egress over other land described in Document # 233816, Richland County, Register of Deeds.

PLUS the terms, conditions and restrictions set forth in Declaration of Covenants Affecting Real Estate, as described in Document # 226004, Richland County, Register of Deeds.

SUBJECT TO an easement granted to Richland Cooperative Electric Association recorded as Document # 88469, Richland County Register of Deeds.

Appraised value \$14,400.00

Village of Lone Rock – Tax Parcel # 146-0009-0410

The legal description is as follows:

The West Twenty (20) feet of Lot Four (4), Block Nine (9), Lone Rock City, Richland County, Wisconsin.

Appraised value \$100.00

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Agenda Item Name: Disposition of parcel # 276-1684-8200; Richland Center

Department	Administration	Presented By:	Director Glasbrenner
Date of Meeting:	05 January 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure I
Date submitted:	22 Dec 2020	Referred by:	

Recommendation and/or action language:

Motion to:

- 1) request that language be included into the agreement where counsel to clear the deed by obtaining legal waivers of rights to refute County possession
- 2) request counsel drafts an agreement with terms for sale of the property, by terms negotiated through the County/City economic development director

Background: *(preferred one page or less with focus on options and decision points)*

On 03 December 2020 the Property, Building and Grounds Committee of Richland County made motion regarding the disposition of parcel # 276-1684-8200; Richland Center:

Motion to:

- 1) pursue the economic development plan for the parcel,
- 2) make preparations to sell parcel to the City of Richland Center pursuant of Wis Stat. 75.69(2)
- 3) notify Finance and Personnel of intentions to sell to City for economic development
- 4) submit gas line abandonment request to WE energies in preparation demolition

Parcel # 276-1684-8200 in Richland Center is a delinquent tax deed property taken into possession by the County. Please reference attached documents.



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The Property Committee took previous action in the November 4th meeting to develop a plan for the best utilization of this property. *“Motion by Cosgrove, second by Williamson to recommend collaboration with the City of Richland Center to develop a plan and proposal for disposition of parcel #276-1684-8200 to serve purposes of economic development. All Ayes. Motion Carried”*

Discussion has been had with County Board Chair, Marty Brewer; City Mayor, Todd Coppernoll; Economic Development Director, Jasen Glasbrenner; County Board Supervisor, Gary Manning regarding the options to raze the property for future development. Removing the existing house and facilitating development of new land improvements may significantly increase the parcel improvement value and help provide the community with needed housing, as well as increased property tax value.

Attachments and References:

Plan for Disposition	Example Improvement
2019 Real Estate Tax Summary	Parcel Map: ID of (1684-82)
Conceptual Duplex Plan	Economic Development Timeline

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input checked="" type="checkbox"/>	Apportionment needed	Requested Fund Number	“Tax Deed Expense Account”
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Estimated Short Term Expenses:

No auction return	(\$10,000 - \$20,000)	Fair Market Value = \$57,1000
		Tax Assessed = \$52,8000
Utilities Owed	= \$537.31	(Pay to Richland Center)
Tax Write Off	= \$6,804.77	(w/out interest \$5,357.74)
<hr/>		
Total County:	(\$17,342.08 to \$27,342.08) range	

Projected Improvements by City:

City to remove old structure ≈ \$7,000

City to intermittently maintain the property, develop plan, market, transfer to new developer, and monitor implementation of development agreement. ≈ \$3,000

Total City: Approximately \$10,000

Long Term Tax Revenue Affect:

Tax revenue on current property value (\$53,000) ≈ \$1,325/yr

Tax revenue on improved property value (\$250,000) ≈ \$6,250/yr

- This is approx. \$2083/yr/ea for County, City, Schools
- Years to recover county investment of \$ 7,341 with new tax revenue ≈ 3.6years
- Years to recover total county investment and unrealized auction revenue ≈ 8.4yrs to 13.2yrs

Richland County Committee

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Other Economic Benefits to County and City:

- Increase of quality housing units – an attractive county/city draws people in
- Attractive neighborhoods help hold tax assessments up
- Possible increase in students in local schools (\$10,000 per child)
- Increase in density (duplex) means more people active in the local economy

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

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2019 Real Estate Tax Summary

10/01/2020 09:51 AM

Page 1 Of 1

Parcel #: 276-1684-8200 CITY OF RICHLAND CENTER
 Alt. Parcel #: 5227616848200 RICHLAND COUNTY, WISCONSIN

Tax Address:
 ARTYS A EWERS
 "TAX DEED"
 460 W FIRST ST
 RICHLAND CENTER WI 53581

Owner(s): O = Current Owner, C = Current Co-Owner
 O - EWERS, ARTYS A

Districts: SC = School, SP = Special
Type Dist # Description
 SC 4851 RICHLAND SCHOOL DISTRICT
 SP 0300 SOUTHWEST WIS TECH COLL
 SP 0011 RICHLAND FIRE DISTRICT

Property Address(es): * = Primary
 * 460 W FIRST ST

Legal Description: Acres: 0.200
 SCHOOLCRAFT BLOCK 84 E 1/2 OF LOTS 7 & 8

Parcel History:

Date	Doc #	Vol/Page	Type
	246294	350/3	QCD
		183/216	
		163/230	

Plat: * = Primary
 * N/A-N/A

Tract: (S-T-R 40% 160% GL) **Block/Condo Bldg:**
 16-10N-01E

Tax Bill #:	773	Net Mill Rate	0.024632767	Installments	
Certificate #:	407	Gross Tax	1,378.97	End Date	Total
Land Value	13,500	School Credit	78.36	1 01/31/2020	1,081.03
Improve Value	39,300	Total	1,300.61	2 07/31/2020	621.36
Total Value	52,800	First Dollar Credit	57.88		
Ratio	0.9243	Lottery Credit 0 Claims	0.00		
Fair Mrkt Value	57,100	Net Tax	1,242.73		
** UNPAID PRIOR YEAR TAXES **					

	Amt Due	Amt Paid	Balance	Bal. Codes
Net Tax	1,242.73	0.00	1,242.73	D
Special Assmnt	0.00	0.00	0.00	N
Special Chrg	241.36	0.00	241.36	
Delinquent Chrg	218.30	0.00	218.30	
Private Forest	0.00	0.00	0.00	
Woodland Tax	0.00	0.00	0.00	
Managed Forest	0.00	0.00	0.00	
Prop. Tax Interest	0.00	0.00	111.85	
Spec. Tax Interest	0.00	0.00	41.37	
Prop. Tax Penalty	0.00	0.00	0.00	
Spec. Tax Penalty	0.00	0.00	0.00	
Other Charges	0.00	0.00	0.00	
TOTAL	1,702.39	0.00	1,855.61	
Over-Payment		0.00		<i>Interest Calculated For OCT 2020</i>

Notes:

Payment History: (Posted Payments)

Date	Receipt #	Source	Type	Amount	GPT	SA	Int.	Pen.	Total
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Key: Balance Code: D - Delinquent, P - Postponed, N - No Balance
 Payment Source: C - County, M - Municipality
 Payment Type: A-Adjustment, B-Write Off Bankrupt, D-Write Off Deeded, Q-Quit Claim, R-Redemption, T-Tax

Richland County Committee

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Richland County Committee

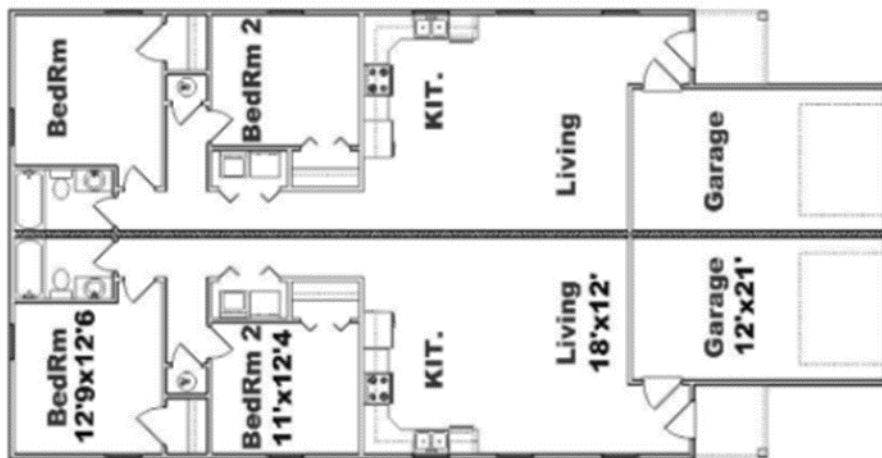
Agenda Item Cover

<u>Economic Development Plan for parcel # 276-1684-8200; Richland Center</u>			
<u>Task:</u>	<u>Purpose:</u>	<u>Party:</u>	<u>Date:</u>
Plan for Disposition	Discussion with Mayor, Administrator, Chair, ED Dir	County/City	Met on Nov 30th
WE Energy - Disconnect or Abandonment	Request Abandonment (Possible Disconnect) 460 1st St. Richland Center WI	County	Requesting Property Committee approval to abandon on December 3rd.
Abandon Boat -	DNR Registry / Confirm abandonment	County	Cleared on December 2nd
County Initiates Plan	Property Committee Action - By authority CS(E)	County	December 3rd
City Finance	Action to Recommend to Counsel		Dec-Jan
City Counsel	Action to accept plan and offer to purchase by 75.69(2); contingent on agreement language	City	Approved Dec 15th
Clear Deed	Waiving right to refute tax deed - Clear the Deed	F+P	Jan - Feb
Draft Agreement	Request Counsel Draft MOU - defining sale to city and clearing deed	F+P	Jan - Feb
City accepts and offers	Review Agreement - Make offer	City	Jan - Feb
F+P recommends sale	Recommend resolution by board to sell	County	Jan-Feb
Resolution to sell	County Board Action - outside of Ordinance	County	Jan-Feb
Expectations of Razing the Project			
Payment of Delinquent Taxes	Absorbed	County	Feb-Mar
Payment of Delinquent Utilities		County	Feb-Mar
Title Transfer	Counsel Records a Deed from us to City	County/City	Feb-Mar
Demolition	Gary Manning has offered volunteer services	City	Feb-Mar
Tree Removal		City	Feb-Mar

Richland County Committee

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Dumpsters for removal	City= Estimating \$4,400	City	Feb-Mar
Concrete removal	Provided by City	City	Feb-Mar
Fill dirt to smooth hole	Provided by County, Highway will bring in dirt	County	Feb-Mar
Land Development	Land Developers Agreement / Development	City	Feb-Mar



Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: *(Name of item to place on the open meeting agenda posting)*

Department	Richland Economic Development	Presented By:	Jasen Glasbrenner
Date of Meeting:	1/5/2020	Action Needed:	Review CDBG Close Projects and Approval of Project Resolutions
Disclosure:	Open	Authority:	
Date submitted:	12/28/2020	Referred by:	

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Actions Needed:

- 1) Review of CDBG Close Projects – PowerPoint Slides
- 2) Review of the CDBG – Project Cost Summary
- 3) Final CDBG Fund Accounting by the County
- 4) Approval of Grant Application Resolution for Richland Center City Auditorium – Accessibility Project
- 5) Approval of Grant Application Resolution for Village of Lone Rock - Village Center Park Project

Background: *(preferred one page or less with focus on options and decision points)*

The CDBG Close Program was placed into effect in January of 2019 and pertains to the close out of the County CDBG – Economic Development Revolving Loan Fund with a value of approximately \$1.2million. Under the Close program the County is allowed to submit two applications by Jan 31, 2021 in order to retrieve the \$1.2 million dollars back into the County.

- Several hundred hours have been invested by past and current county board members, county staff, professional consultants, state officials and community members of Richland Center and Lone Rock to get to this point in the process.
- Dozens of different projects were considered and ultimately eliminated through the constraints of the CDBG program.
- The two projects being presented today, the Richland Center City Auditorium – Accessibility Project and the Village of Lone Rock - Village Center Park, are expected to have long term and wide area benefit to their specific communities as well as the overall county.

Attachments and References:

Power Point Slides of the Projects	Resolution on Richland Center Auditorium Project
Richland County CDBG Close Project – Cost Summary	Resolution on Lone Rock Village Center Park Project
CDBG Fund Accounting (Clint)	

Financial Review:

(please check one)

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

Richland County Finance and Personnel Committee

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Please see the attached Project Cost Summary

Approval:

Review:

Jasen Glasbrenner

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY

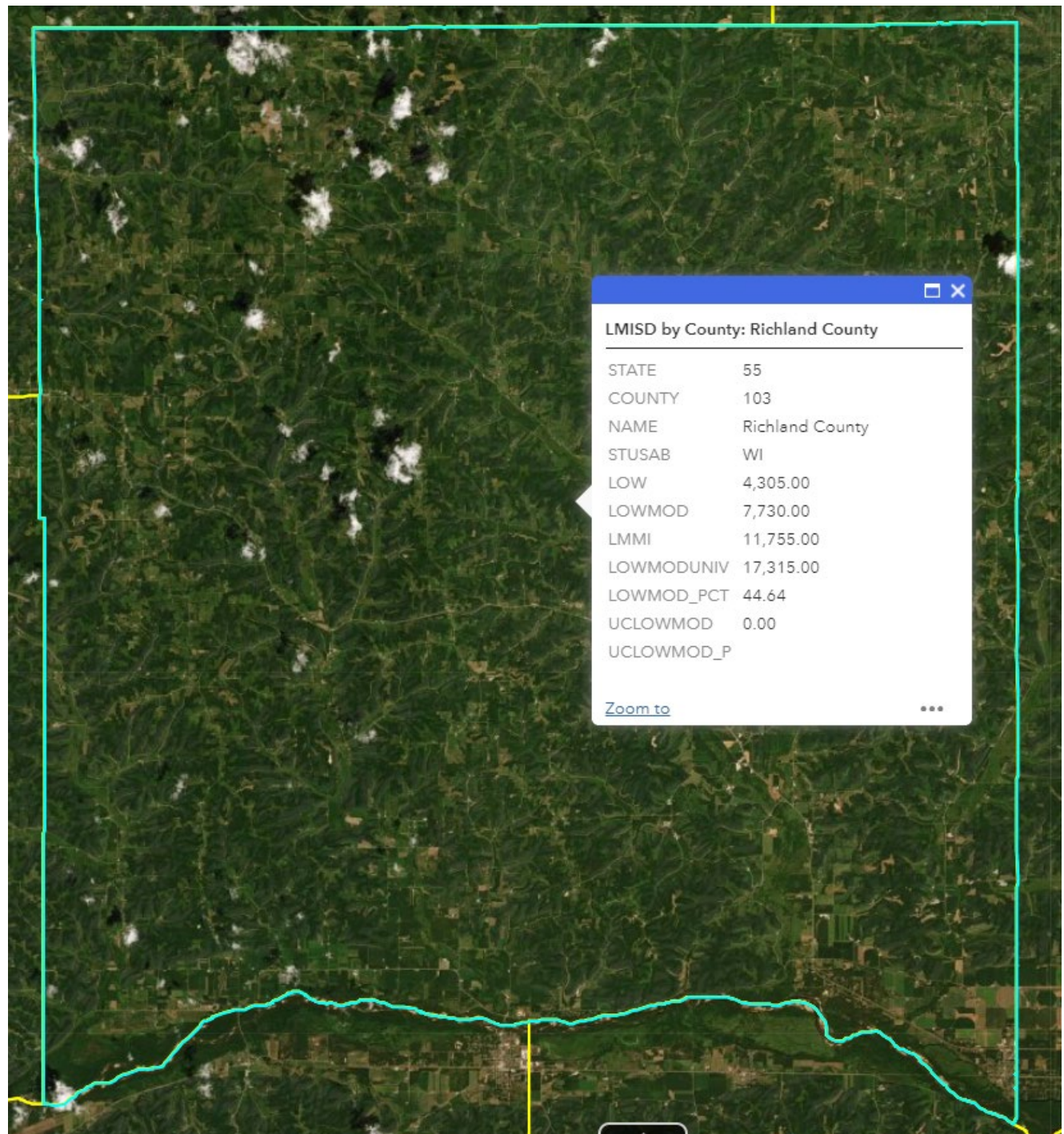
CDBG CLOSE PROCESS

12-28-2020

IDENTIFYING POTENTIAL CDBG PROJECTS

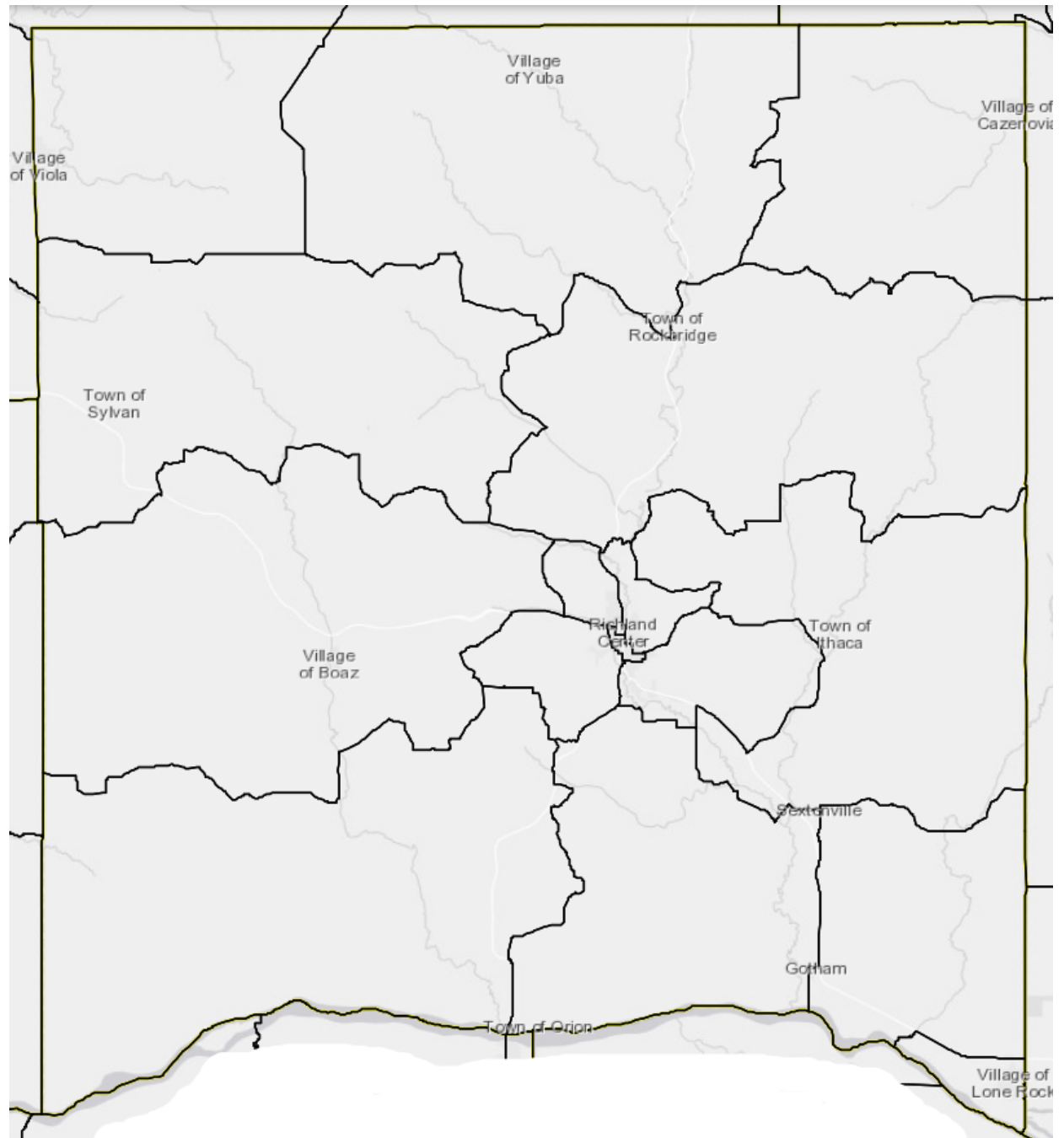
Richland County CDBG – County Map & Data

Above 51% LMI



Richland County CDBG - Block Groups Map & Data

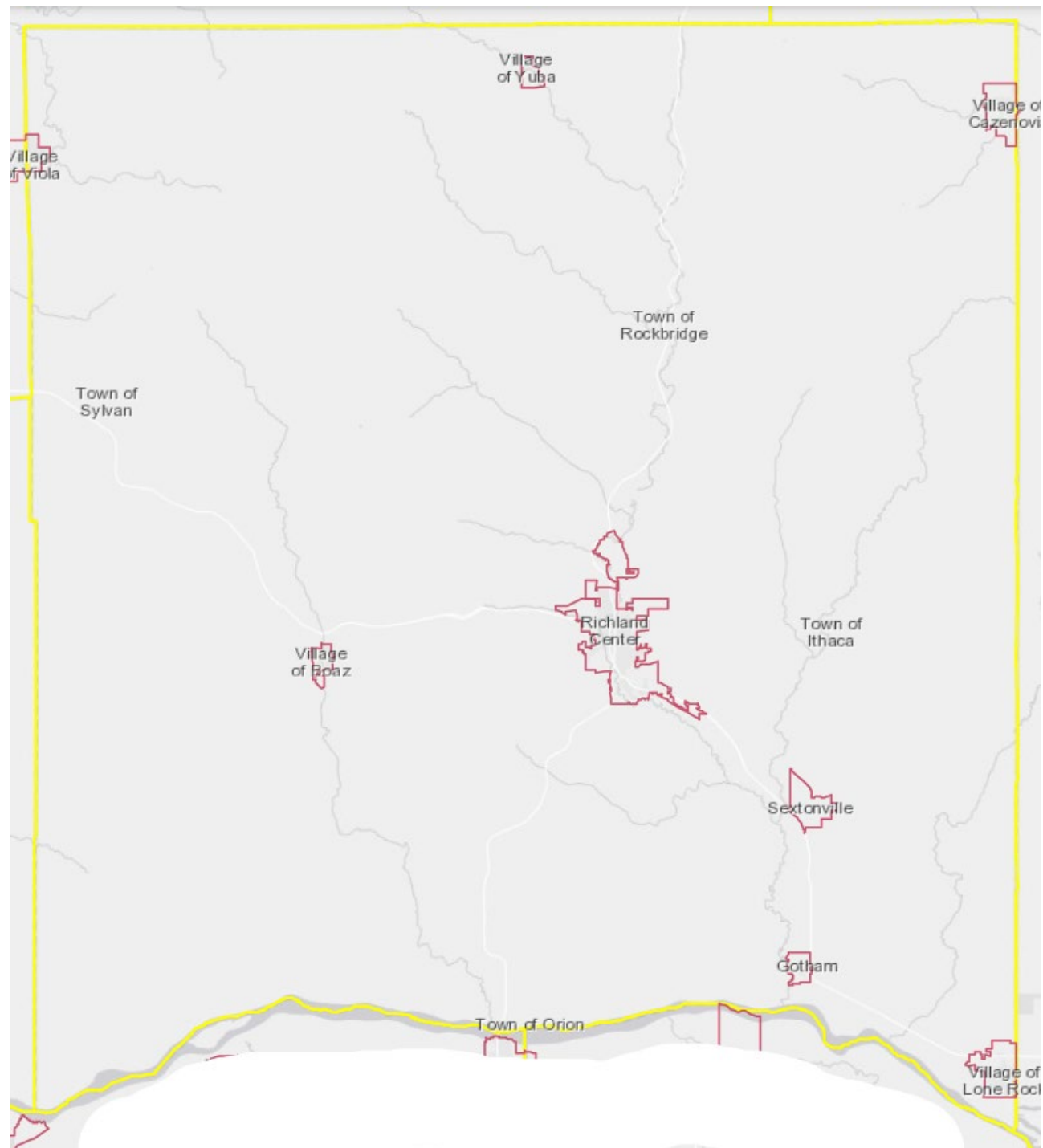
Above 51% LMI



Richland County CDBG – Place & Consolidated City Map & Data

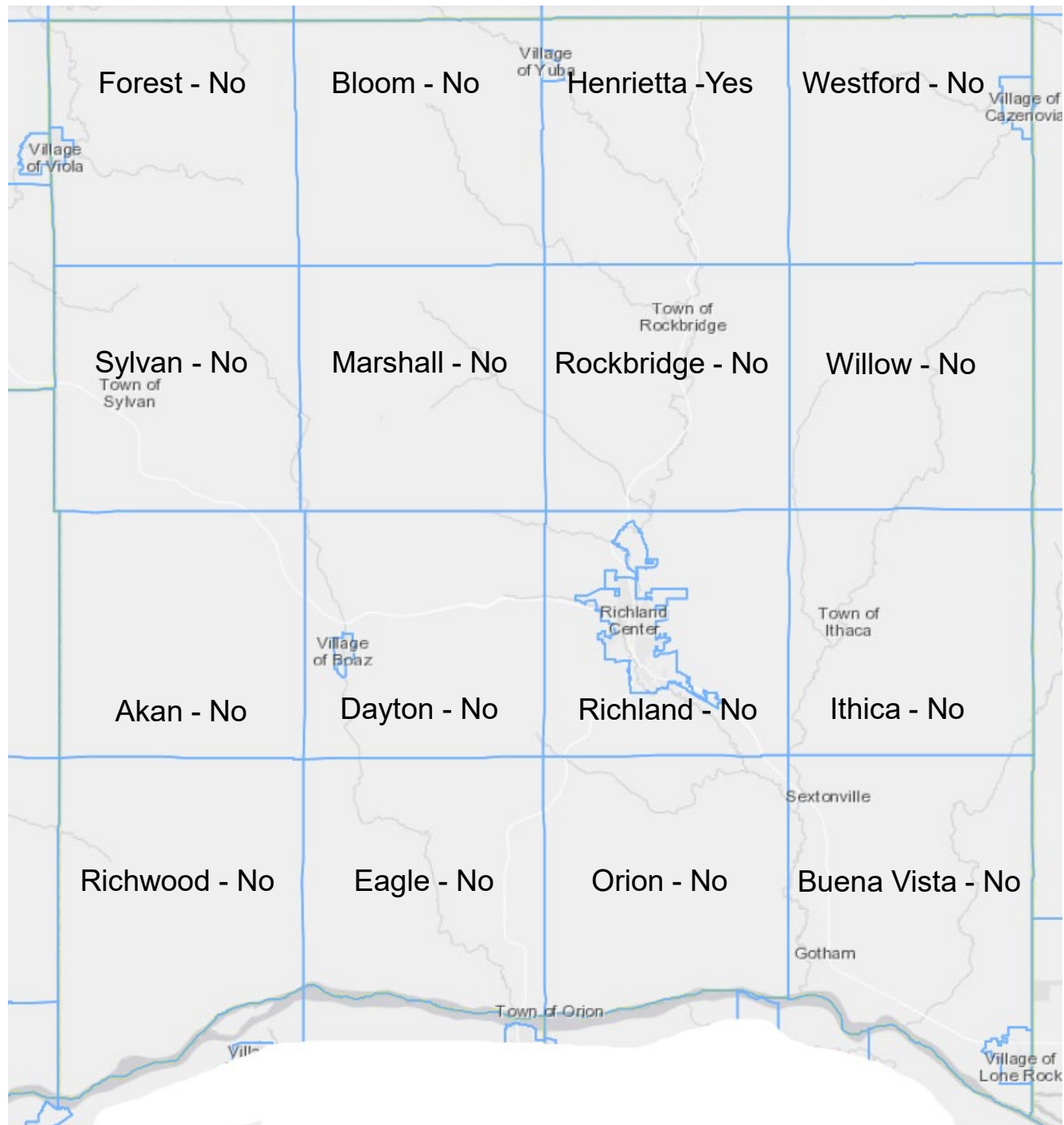
Above 51% LMI:

Boaz
Lone Rock
Richland Center
Viola



Richland County CDBG – County Subdivision Map & Data

Above 51% LMI



PROJECTS CONSIDERED

- 1) **Library Improvements**
- 2) **City Parking Lot Improvements**
- 3) **Retirement Community & Senior Living**
- 4) **Yuba – gas station, fire station**
- 5) **Flood Recovery – 12 homes in Lone Rock Area**
- 6) **Viola Camping Park**
- 7) **Blight Removal Caz**
- 8) **Child Care Center - Solutions**
- 9) **Broadband Expansion – Project funds**
- 10) **Pay Down Nursing Home Debt**
- 11) **Komar Properties**
- 12) **Pine Valley Care Upgrades**
- 13) **Symons Center**
- 14) **Bridge at the Campus**
- 15) **AD German**
- 16) **County Emergency Services Building**
- 17) **Removal of Blighted Properties throughout the County**
- 18) **New Housing Development**
- 19) **New In-Fill Housing**
- 20) **County Hwy Y**
- 21) **County Hwy O**
- 22) **Church St Repair between Hazeltine and Gage St.**
- 23) **Richland Center Auditorium**
- 24) **Lone Rock Main St. Sidewalks and Lighting**

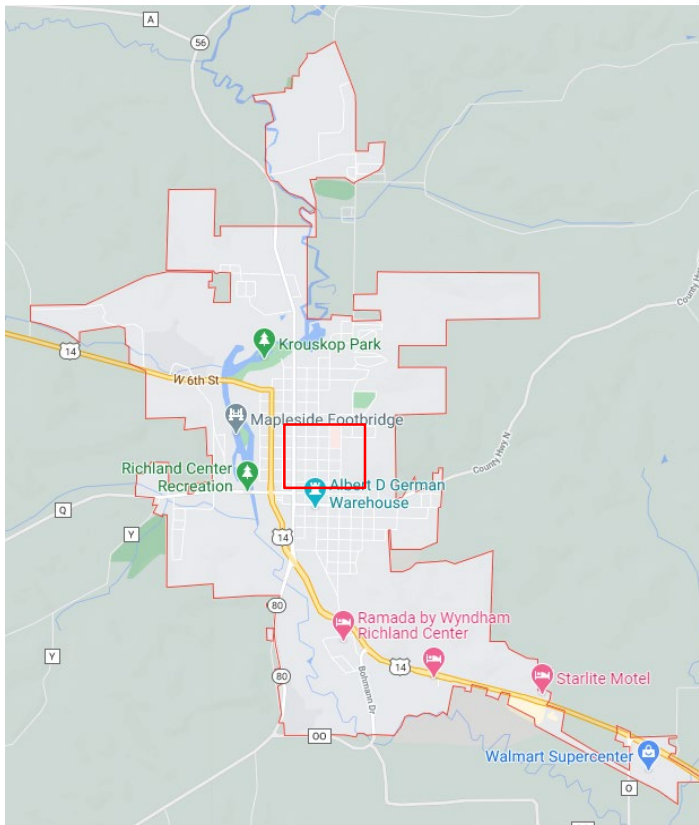
PROPOSED APPLICATIONS

City of Richland Center

**CITY AUDITORIUM –
ACCESSIBILITY PROJECT**

City Auditorium Project

Project Location



182 N Central Ave, Richland Center, WI

City Auditorium Project

Project Photos



City Auditorium Project

Project Photos



City Auditorium Project

Project Conceptual Drawing



City Auditorium Project

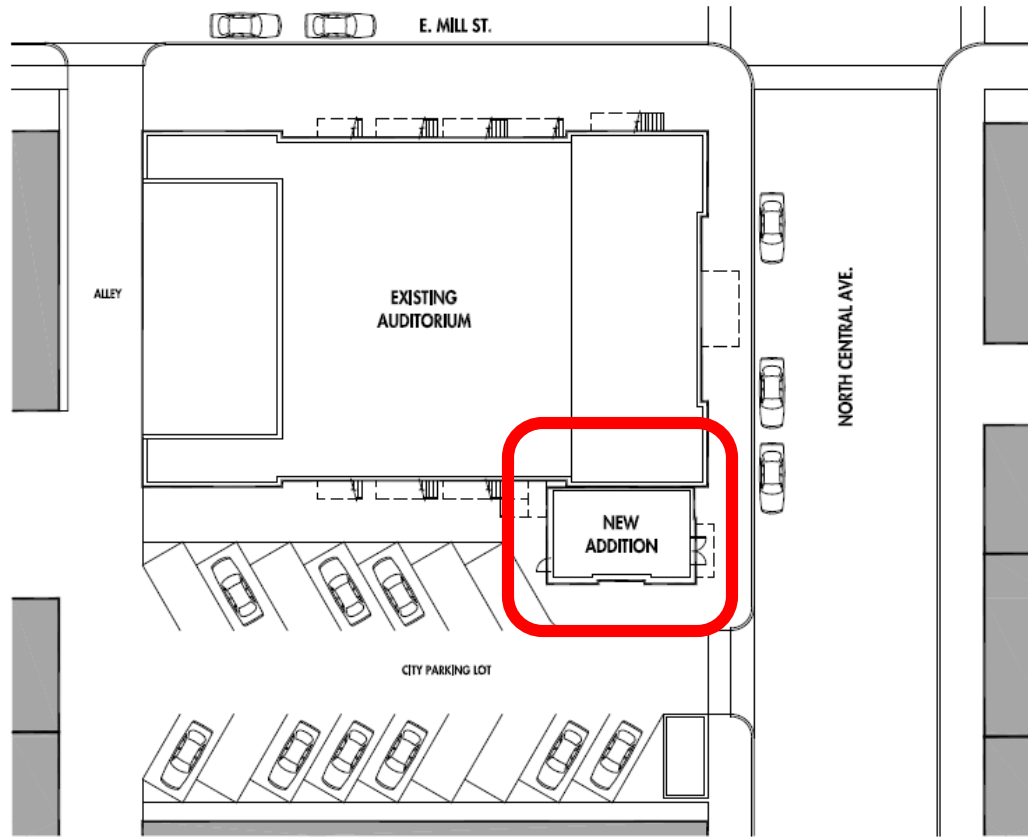
Project Details

- RCPAC has been working towards an Accessibility Project so individuals with disabilities can more freely participate in events and utilize the building
- Project will include building a new elevator and stairs tower for full access to all floors



City Auditorium Project

Project Details



RICHLAND CENTER CITY AUDITORIUM

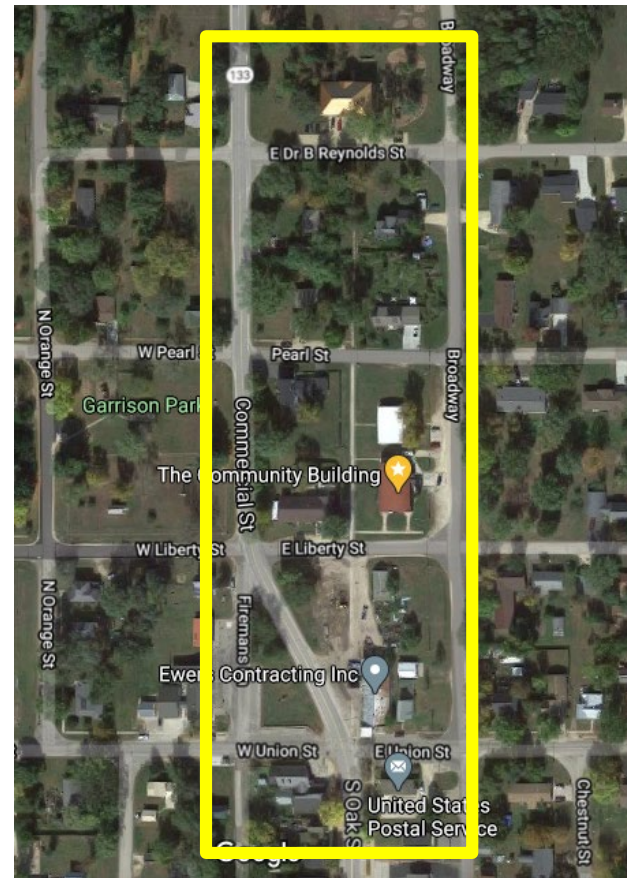
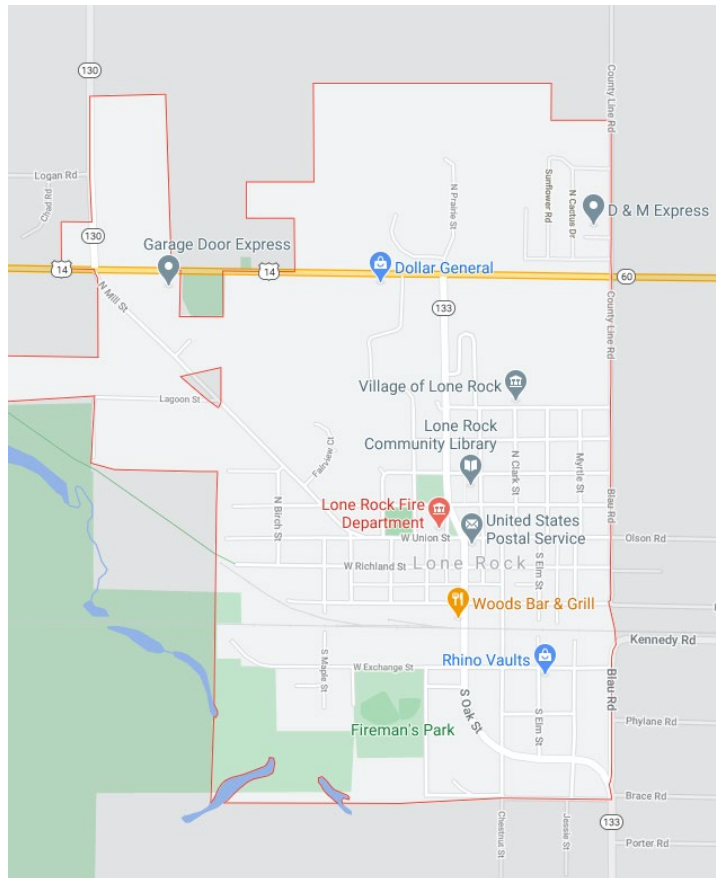
SITE PLAN
Scale: 1" = 20'-0"
March 10, 2009
Engberg Anderson Project No. 071755

Village of Lone Rock

VILLAGE CENTER PARK

Village Center Park

Project Location



102 E Union St, Lone Rock, WI 53581

Village Center Park

Project Photos



Village Center Park

Project Photos



Village Center Park

Project Photos



Village Center Park

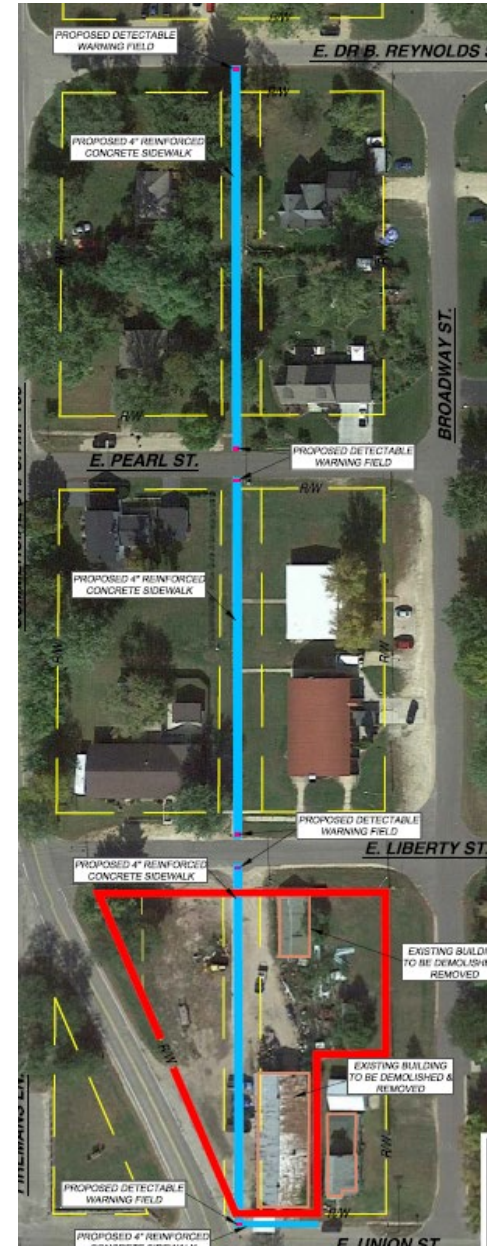
Project Photos



Village Center Park

Project Details

- Purchase Land
- Demolish buildings
- Add topsoil, grade and seed to establish green space
- Install Sidewalk inside the park
- Remove old sidewalk from E Liberty to E Dr B. Reynolds St and install new



AUTHORIZING RESOLUTION
for the Submission of a
Community Development Block Grant (CDBG) Application

Relating to the Richland County participation in the Community Development Block Grant – CLOSE program;

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of or for the provision of Economic Development; and

WHEREAS, after public meeting and due consideration, the County Board has recommended that an application be submitted to DOA for the following project: **Village of Lone Rock - Village Center Park**; and

WHEREAS, it is necessary for the County Board to approve the preparation and filing of an application for the County to receive funds from this program; and

WHEREAS, the County Board has reviewed the need for the proposed project and the benefits to be gained there from;

NOW, THEREFORE, BE IT RESOLVED, that the County Board does hereby approve and authorize the preparation and filing of an application for the above-named project; and that the County Board Chair is hereby authorized to sign all necessary documents on behalf of the County; and that Authority is hereby granted to the County Board to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

ADOPTED on this 19th day of January, 2021. ATTEST: _____
(Day) (Month) (Year) (Signature of Clerk)

The governing body of Richland County has authorized the above resolution

by Resolution No.: _____, dated _____.
(Resolution Number) (Date Authorized)

Signature of the Chief Elected Official County Board Chair _____
Title *Date Signed*

Marty Brewer
Typed Name of the Chief Elected Official

AUTHORIZING RESOLUTION
for the Submission of a
Community Development Block Grant (CDBG) Application

Relating to the Richland County participation in the Community Development Block Grant – CLOSE program;

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of or for the provision of Economic Development; and

WHEREAS, after public meeting and due consideration, the County Board has recommended that an application be submitted to DOA for the following project: **Richland Center City Auditorium - Accessibility Project**; and

WHEREAS, it is necessary for the County Board to approve the preparation and filing of an application for the County to receive funds from this program; and

WHEREAS, the County Board has reviewed the need for the proposed project and the benefits to be gained there from;

NOW, THEREFORE, BE IT RESOLVED, that the County Board does hereby approve and authorize the preparation and filing of an application for the above-named project; and that the County Board Chair is hereby authorized to sign all necessary documents on behalf of the County; and that Authority is hereby granted to the County Board to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

ADOPTED on this 19th day of January, 2021. ATTEST: _____
(Day) (Month) (Year) (Signature of Clerk)

The governing body of Richland County has authorized the above resolution

by Resolution No.: _____, dated _____.
(Resolution Number) (Date Authorized)

Signature of the Chief Elected Official County Board Chair _____
Title *Date Signed*

Marty Brewer
Typed Name of the Chief Elected Official

Richland County
City of Richland Center City Auditorium and
Village of Lone Rock Village Center Park Project Summary
December 22, 2020

I. Richland County Project Cost Summary

A. CDBG Eligible City of Richland Center City Auditorium Project Cost Summary

<u>Description</u>	<u>Estimated Cost</u>
1. Construction Cost*	
a. Sitework (repairs to city lot/allowance)	= \$ 25,000
b. New addition (2,000 s.f. @ \$325/s.f.)	= \$ 650,000
c. Elevator (4 stop, 2 side access unit)	= \$ 200,000
d. Subtotal Construction	= \$ 875,000
2. Contingency (15%)	= \$ 131,250
3. AE Fee Estimate	= \$ 100,625
4. Owner Direct Costs	= \$ 50,325
5. CDBG Grant Administration	= \$ 17,500
6. Miscellaneous Publication Costs	= \$ 250
7. Total CDBG Eligible Project Costs	= \$ 1,174,950

B. CDBG Eligible Village of Lone Rock Village Center Park Project Cost Summary

<u>Description</u>	<u>Estimated Cost</u>
1. Acquisition	= \$ 175,000
2. Closing Costs	= \$ 5,000
3. Proposed Demolition/Site Improvements*	= \$ 190,500
4. Concrete Sidewalk*	= \$ 90,500
a. E Union St to E. Liberty St - (4") – 2,250 s.f.	
b. E Liberty St to E Dr B Reynolds St - (4") – 3,660 s.f.	
5. CDBG Grant Administration	= \$ 17,500
6. Miscellaneous Publication Costs	= \$ 250
7. Total Non- CDBG Eligible Costs	= \$ 478,750

C. Total Project Cost **= \$ 1,653,700**

Notes: *Construction includes Contingency and Engineering

II. Source of Funds Summary

A. CDBG Grant Funding Summary

<u>Description</u>	<u>CDBG Grant \$</u>	<u>Other Sources</u>	<u>Total \$</u>
1. Richland Center Eligible Costs	\$ 721,500	\$ 453,450	\$1,174,950
2. Lone Rock Eligible Costs	\$ 478,500	\$ 0	\$ 478,500
3. Total	\$ 1,200,000	\$ 453,450	\$ 1,653,700



B. Sources of Funds for the Project's Share

1. Richland Center – City Auditorium Other Sources

- a. Richland Center Performing Arts Council
 - a. \$453,450

C. Funding Recommendations

- 1. Submit a CDBG CLOSE Public Facilities Grant Application – Deadline January 28, 2021



Richland County Committee

Agenda Item Cover

Agenda Item Name: Emergency purchase of heat exchange on Melvill Hall utilizing Short-term Capital Borrowing

Department	Administration	Presented By:	Administrator
Date of Meeting:	05 Jan 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure F; Short-Term Capital Policy
Date submitted:	23 Dec 2020	Referred by:	UW Platteville-Richland Campus Committee

Recommendation and/or action language:

Motion to... grant utilization of apportioned short term capital funds for the emergency purchase of a heat exchanger for Melvill Hall, and recommend resolution by the County Board in compliance with rule 14.

Background: *(preferred one page or less with focus on options and decision points)*

An aged heat exchanger on Melvill Hall failed in late November. Under emergency provisions in Rule 14. Chair Gentes of the UW Platteville-Richland Campus Committee gave authorization to pursue replacement and authorized expenditures. Bids were solicited and Ash Creek operating and Precision Controls responded with the lowest bid. The heat exchange has been replaced. Funds in the 2021 Short-Term Capital borrowing apportioned for “Line 9: UW Campus — Humidifier replacements in Library, HVAC controls in Wallace and Melvill, facility improvements” in the amount of \$20,000. The recommendation is to utilize \$17,925.99 of this apportionment for this emergency replacement.

Attachments and References:

Precision Control Invoice	
---------------------------	--

Financial Review:

(please check one)

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

(summary of current and future impacts)

\$17,925.99

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover



1011 Hwy. 14 East Richland Center Wi. 53581

E-mail: Precisioncontrolsoffice@gmail.com

To: Mickey Knoble –
From: Don Wallace – Precision Controls
Subject: Options on Carrier Roof top Repair/Replacement

Option 2 – Replacement Carrier Rooftop Model 48TCFD16
This is a 15 Ton 460/3/60 Volt High Gas Heat and Two-Stage Cooling model.
It also includes an Ultra Low Leak Vertical Temperature Economizer w/Controller and Curb Adapter

Option 2 has been completed

Please remit the agreed upon **\$17,925.99** for the completed project.

We appreciate the opportunity to serve you and thank you for choosing us!

Please contact me directly with any questions.

Don Wallace – (608) 475-9296

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: VEEAM Backup Software Purchase

Department	MIS	Presented By:	Barbara Scott
Date of Meeting:	January 5, 2021	Action Needed:	Approval / Resolution
Disclosure:	Open	Authority:	Rule 14
Date submitted:	12/29/2020	Referred by:	MIS

Recommendation and/or action language: Approve purchase of Veeam Essentials software for 3 years from JComp Technologies for \$13,627.86.

Background: Veeam is a backup, recovery and monitoring software for servers that is used for protection and analytics of data. This software will assist the MIS department not only with backups, but with configuration of data needs for future growth. We will move from our current Veritas backup software to Veeam. This purchase will be made using funds from the borrowed money designated for MIS needs.

Please note that the only quote that has the three-year option is from JComp. This will save the County a significant amount of money.

Attachments and References:

Financial Review:

(please check one)

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

See Above

Approval:



Review:

Department Head

Administrator, or Elected Office (if applicable)



Richland County
December 15, 2020

Prepared By:
Robert C. Carns MCSE, CCNA, CCDA, MCNE, CCA

Qty.	Description		Price
3	Veeam Essentials Enterprise Plus with 1 Year 24/7 Support	\$	8,849.25
3	2 Additional Years 24/7 Production Maintenance	\$	4,778.61

Total **\$ 13,627.86**

From: [Barbara Scott](#)
To: [Barbara Scott](#)
Subject: Barbara Scott Sent You this CDW-G Shopping Cart for Review
Date: Tuesday, December 29, 2020 11:25:50 AM




This email was sent to you from: Barbara Scott. | [View in browser](#)

[Hardware](#) [Software](#) [Services](#) [IT Solutions](#) [Brands](#) [Tech Library](#)

CDW-G For Review

This email was sent to you from: Barbara Scott scottba@co.richland.wi.us

[View Cart Online](#)

Item	Qty	CDW #	Unit Price	Ext. Price
 VEEAM SUP BU ESS ENT MNT 1Y Mfg. Part#: V-ESSPLS-VS- PP000-00 UNSPSC: 43233415	3	5414424	\$2,954.35	

Subtotal \$8,863.05

Grand Total **\$8,863.05**

Sales Contact Info



Adam Flynn | (847) 968-9303 | adamfly@cdwg.com

Need Help?

 [My Account](#)

 [Support](#)

 [Call 800.800.4239](tel:800.800.4239)

* Pricing is reflective of items only. Shipping, tax, and any related fees will be calculated at checkout.

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SSC:001 | WEB 007 | WEB656c4a50-e996-429e-bd4d-92d88e84847e



Pricing Proposal

Quotation #:	19866093
Description:	Veeam
Created On:	Dec-29-2020
Valid Until:	Dec-31-2020

Richland County WI

Barbara Scott

Phone: 6086495922

Fax:

Email: barbara.scott@co.richland.wi.us

[Click here](#) to order this quote

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 Veeam Essentials Enterprise Plus bundle for VMware - license + 1 Year Maintenance & Support - 2 sockets Veeam Software - Part#: V-ESSPLS-VS-P0000-00	3	\$3,213.00	\$9,639.00
		<hr/>	
		Total	\$9,639.00

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Approval of Portable Radio Purchase with Capital Improvement Fund

Department	Sheriff	Presented By:	Clay Porter
Date of Meeting:	05 Jan 2021	Action Needed:	Resolution
Disclosure:	Open Session	Authority:	Committee Structure (D)
Date submitted:	12/11/2020	Referred by:	LEJC

Recommendation and/or action language:

Motion to recommend resolution by the County Board for the purchase of 3 portable radio units with money from fund 75 capital improvements, from Bandt Communications.

Background: Our current portable radio inventory is aging and mostly made up of second hand units. In our 2020 budget we had money allotted for radio equipment. In an effort to update our portable radio inventory I am requesting to purchase 3 portable radio units from Bandt Communications. Estimated total for the 3 units is \$5,409.18 and we had \$6000 set aside in Fund 75 for radio. Bandt Communications provided the lowest estimate of 3 vendors which was selected in the December 2020 LEJC meeting.

Expenditure is over \$5,000 requiring Board Resolution.

Attachments and References:

Quote from Bandt Communications.	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	75 Capital Improvements
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Each radio is \$1,803.06 x 3 units = \$5,409.18

Approval:

Clay Porter, Chief Deputy

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)



1346 Excalibur Dr.
Janesville WI 53546
608-757-1770 / 608-501-9531
matt@bandtcom.com

Estimate

ESTIMATE#	44925665
DATE	12/04/2020
PO#	

CUSTOMER
Richland County Sheriff's Department 181 West Seminary Street Richland Center WI 53581 (608) 604-9136

SERVICE LOCATION
Richland County Sheriff's Department 181 West Seminary Street Richland Center WI 53581 (608) 604-9136

DESCRIPTION

Estimate			
Description	Qty	Rate	Total
VP-5230PKG-RCSD - VP5230 Radio, Standard Keypad(M2), Black Housing, Immersion, Micro SD card(Installed) HighGain VHF Loaded Whip,Li-ion 2600MaH Batt,KMC-70 Speaker Mic,P25 Conventional,P25 Phase 1&2,ARC4 Encryption,MDC1200/GE-Star Signaling,Enhanced VRS	1.00	1,690.50	1,690.50
Standard Radio Programming	1.00	62.30	62.30
EC1-KW4 - Single Unit Charger For Kenwood KNB-32/33/47/48	1.00	50.26	50.26

CUSTOMER MESSAGE
Wisconsin State Bid Pricing Applied

Estimate Total: \$1,803.06

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Approval for sale of former squad car

Department	Sheriff	Presented By:	Clay Porter
Date of Meeting:	01/05/2021	Action Needed:	Resolution
Disclosure:	Open Session	Authority:	Committee Structure (E) + (K)
Date submitted:	12/14/2020	Referred by:	LEJC

Recommendation and/or action language:

Motion to recommend resolution by the board for the sale of a 2014 Ford Interceptor Utility with the proceeds to return to Sheriff New Car Outlay.

Background:

In our fleet we have a 2014 Ford Interceptor Utility that has been taken out of service due to a combination of poor condition and high mileage. I am requesting permission to sell this surplus vehicle and that the proceeds of that sale be returned to the sheriff new car outlay.

Rule 14 would require, *“Surplus equipment must be offered by e-mail to other County departments at no cost. If no other County department has use for the surplus equipment, it is then to be liquidated by the supervising committee by the best means possible. The proceeds from all sales of surplus County property shall be deposited in the General Fund.”*

By committee structure E “advise and supervise County administrative affairs” looking to directly sell, and in compliance by resolution in compliance with Rule 14.

Attachments and References:

Resolution 14-19 for reference.	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Clay Porter, Chief Deputy

Department Head

Review:

Clinton Langreck

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Southwest Wisconsin Regional Planning Commission – Grant Administration Contract and Payment

Department	Administration	Presented By:	Administrator
Date of Meeting:	05 Jan 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (E)
Date submitted:	23 Dec 2020	Referred by:	

Recommendation and/or action language:

Motion to... recommend Richland County affirms contract with Southwest Wisconsin Regional Planning Commission for the administration of the Disaster Recovery and Economic Resiliency Grant From The Federal Economic Development Administration and make first payment.

Background: *(preferred one page or less with focus on options and decision points)*

Follow-up action affirming our contract and payment to Southwest Wisconsin Regional Planning Commission for the administration of the Disaster Recovery and Economic Resiliency Grant From The Federal Economic Development Administration.

Attachments and References:

Copy of Agreement Resolution No. 20-19	Copy of invoice (1 of 2 payments)
---	-----------------------------------

Financial Review:

(please check one)

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

(summary of current and future impacts)

\$12,500 (One of two installments, second coming early 2022)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

RESOLUTION NO. 20 - 19

A Resolution Authorizing Richland County To Serve As Co-Applicant On A Disaster Recovery And Economic Resiliency Grant From The Federal Economic Development Administration.

WHEREAS the Southwestern Wisconsin Regional Planning Commission is applying for a Disaster Recovery and Economic Resiliency Grant from the Federal Economic Development Administration for the purpose of assisting with flood mitigation work in Richland County, and

WHEREAS the total project cost will be \$411,215 of which the grant will cover 80% (\$328,972) and the Commission will supply \$51,164.20 of the required 20% local match and the Commission is requesting Richland County to be a co-applicant on the grant with the result that the County would supply the remaining amount of the 20% match (\$31,078.80) in the form of dedicated work hours of the Economic Development Director between 2020 and 2022, and

WHEREAS the Finance and Personnel Committee has carefully considered this proposal and is now presenting this Resolution to the County Board.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to serve as co-applicant on a Disaster Recovery and Economic Resiliency grant to be submitted to the Federal Economic Development Administration to assist in flood mitigation work in Richland County, and

BE IT FURTHER RESOLVED that approval is hereby granted for the Richland County Economic Development Director to work in-kind hours between 2020 and 2022 in an amount equal to \$31,078.80 in order to satisfy the remaining amount of the required 20% match that is not being supplied by the Commission, and

BE IT FURTHER RESOLVED that County Clerk is hereby designated as the Authorized Organizational Representative for the purpose of signing any documents necessary to carry out this Resolution,
and

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

SOUTHWESTERN WISCONSIN REGIONAL PLANNING
P.O. Box 262
PLATTEVILLE WI 53818

RICHLAND COUNTY
Attn: VICTOR V. VLASAK
181 W SEMINARY STREET
RICHLAND CENTER WI 53581

**** Invoice # 526 ****

Reference#

INVOICE DESCRIPTION: RICHLAND COUNTY EDA

Billing Date: 11/12/2020

Due Date: 12/12/2020

Item Description	Item Amount
RICHLAND COUNTY LOCAL MATCH	<u>\$12,500.00</u>

TOTAL BALANCE DUE: \$12500.00

NOTE: THANK YOU

CONTRACT
between
RICHLAND COUNTY, WISCONSIN
and the
SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION
for services associated with the
EDA-FUNDED FLOOD RECOVERY AND ECONOMIC RESILIENCY PROJECT

The Southwestern Wisconsin Regional Planning Commission (SWWRPC) agrees to provide planning and technical assistance services to Richland County (the County) as outlined in the attached Project Scope of Work document, which summarizes the deliverables of the 2020-2022 Richland County Flood Recovery and Economic Resiliency grant awarded by the U.S. Economic Development Administration (EDA) to the County and SWWRPC.

Purpose

In 2020, SWWRPC and Richland County were awarded a Flood Recovery and Economic Assistance Grant from the EDA to fund recovery and resiliency activities caused by flooding in 2018. These funds will be used for the purposes of assisting the County create a county-wide Strategic Plan, and to engage the County in all other aspects of the county-wide scope of work. SWWRPC and the County shall ensure that all work is conducted in compliance with all applicable federal, state, and local laws, rules, and regulations.

Term of Contract

The term of this Contract is the period within which the services shall be provided. The term will commence upon execution of this contract, but no later than December 1, 2020 and terminate no later than September 30, 2022.

Project Scope and Responsibilities

This contract incorporates by reference the attached Richland County Flood Recovery and Economic Resiliency Grant scope of work, as well as the Specific Award Conditions provided by the EDA upon grant award and any documents referenced therein. SWWRPC and the County shall coordinate on all administrative matters required by the grant, and SWWRPC shall be responsible for all aspects of grant administration.

Project Cost and Schedule

The total value of services for the 2-year project is \$411,215, with \$328,972 of the project funded by the EDA grant. The balance \$82,243 is provided as matching funds by participating communities. Staff hours provided by the Richland county Economic Development Director will provide \$51,164.20 of this match.

To participate in this project, the County commits to providing \$25,000 in cash, to be paid across a two-year period as agreed upon by the County and SWWRPC.

The County's Strategic Plan shall be complete no later than June 30, 2020. The County shall remain a partner in the all other aspects of the project through the 2022 grant completion date.

Data Sharing

All data collected for the project (either statistical from surveys and outreach efforts) shall be shared equally between SWWRPC and the County for planning purposes, and will belong to both parties upon project completion.

Modification and Termination

SWWRPC and the County are co-applicants on the grant, and have executed agreements to this affect with EDA. Therefore, modification or termination of this agreement can only proceed following discussion with, and approval from, the EDA and in accordance with their grant administrative regulations.

Effective Date and Signature

Unless this Contract is earlier terminated as provided above, this Contract shall be effective upon the signature of SWWRPC and the County's authorized officials. SWWRPC and the County indicate agreement with this Contract by their signatures.

Title VI Non-Discrimination

During the performance of this contract, the County and SWWRPC shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a), 60-741.5(a), Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100.259), and the U.S. Department of Transportation implementing regulations. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, and for inquiring about, discussing or disclosing compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. SWWRPC's services will also be performed in accordance with the *Southwestern Wisconsin Regional Planning Commission Title VI Plan—Language Assistance Plan and Public Participation Plan* adopted February 27, 2018.

RICHLAND COUNTY:

Victor U. Vlasak

Dated: 11-10-20

Victor Vlasak, Richland County Clerk

SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION:

Troy Maggied

Dated: 11/12/2020

Troy Maggied
Executive Director

Richland County Committee

Agenda Item Cover

Agenda Item Name: Vacation Time Extension During Pandemic

Department	Administration	Presented By:	Administrator
Date of Meeting:	05 Jan 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (N)
Date submitted:	29 Dec 2020	Referred by:	

Recommendation and/or action language:

Motion to ... grant temporary authority (expiring on 30 April 2021) to the County Administrator to extend the deadline for employees to utilize accrued vacation past the 18-month expiration date. All extended times authorized by the County Administrator will be utilized no later than 30 June 2021.

Background: *(preferred one page or less with focus on options and decision points)*

During the continued COVID-19 pandemic we have experienced staff shortages and schedule shifts that have impacted the ability for many employees to utilize their accrued vacation. The proposed action would allow Department Heads to petition for extension of accrued vacation.

The Finance and Personnel recommended Resolution 20-85 which was adopted in July 2020.

Two variables in support of this action include: 1) this is a way to show support and appreciation to our employees during these times of added operation strains and not receiving a 2021 COLA increase, and 2) Families First Act has now expired on 01 January 2021, the extended vacation may help cover unforeseen COVID-19 related absences.

Attachments and References:

Committee Structure Language	Handbook Section
Resolution No. 20 - 85	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Possibility of increase 2021 overtimes in facilitating these deferred benefit time off. Anticipating to be absorbed in adopted budget.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

[Committee Structure]

N. The committee shall, after recommendation by the concerned department head and committee, set working conditions, grant leaves of absence, grant promotions, settle grievances, and establish personnel rules, regulations and policy.

[Employee Handbook, Page 17, Section 12]

The Finance and Personnel Committee is authorized to extend this deadline if the employee has been unable to take their accrued vacation within 18 months due to unforeseen circumstances.

Previous Action [RESOLUTION NO. 20 – 85] (Amended)

A Resolution Approving A Temporary Extension Of The Date By Which The County Employees Must Take Their Vacation.

WHEREAS the following is provided in the Handbook of Personnel Policies under the heading “Compensation and Fringe Benefits” and subheading 12 entitled “Vacation”: “Vacation must be used within 18 months following the employee’s anniversary date. Vacation not taken in accordance with this paragraph is forfeited.”

WHEREAS County Administrator Clinton Langreck has proposed to the Finance and Personnel Committee that the deadline for County employees to take their vacation be extended by 3 months due to the Coronavirus Pandemic, and

WHEREAS the Finance and Personnel Committee has carefully considered this proposal 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 that County employees with accrued, unused balances of 2018 vacation who reached their 18-month forfeiture date between March 17, 2020 and July 31, 2020, are authorized to carry their accrued, unused 2018 vacation for an additional 3 months after their 18-month vacation forfeiture date, and

BE IT FURTHER RESOLVED that unused, accrued vacation extended in accordance with this Resolution will not be paid out in the event of retirement or separation during the 3-month extension but, rather, will be forfeited, and

BE IT FURTHER RESOLVED that this Resolution will be effective retroactively to March 17, 2020 and will expire on October 1, 2020.

Richland County Committee

Agenda Item Cover

Agenda Item Name: Short Term Capital Borrowing Program Policy

Department	Administration	Presented By:	Administrator
Date of Meeting:	05 Jan 2021	Action Needed:	Vote / Resolution
Disclosure:	Open Session	Authority:	Committee Structure C,D,E,F
Date submitted:	23 December 2020	Referred by:	

Recommendation and/or action language:

(Action may be taken or postponed until December pending discussion)

Motion to... recommend adoption of the Short Term Capital Borrowing Program Policy with proposed capital improvement / capital projects (as presented / with amendments), and present to the County Board for resolution.

Background: *(preferred one page or less with focus on options and decision points)*

On September 15, 2020, the County Board adopted, by ¾ vote, an Initial Resolution Authorizing Not to Exceed \$1,050,000 Taxable General Obligation Promissory Notes for Capital Improvement Projects (the “Initial Resolution”). A resolution awarding the sale of \$1,050,000 Taxable General Obligation Promissory Notes was adopted by the County Board on October 27, 2020 (the “Award Resolution”).

By executing this sale Richland County has \$1,032,132.00 of borrowed funds that may be applied to Capital Improvement Projects. This policy is set in place to help manage the appropriations of these borrowed capital funds within the limits of the legal resolution language, intensions of the borrowing and in the best interest of Richland County.

This Item has been reviewed with Corporation Counsel. Investigation into ensuring that the policy does not violate Statue 65.90(4)(b). Ben’s opinion is that this policy is not part of the budget as defined by statute. Meaning discretion can be authorized to the committee to adjust apportionments.

This item has been previously acted on by the Finance and Personnel Committee on November 3rd. Resolution in November adopted apportionments. Looking for the committee to recommend adoption of the policy language to accompany the previously adopted apportionments.

Attachments and References:

Short Term Capital Borrowing Program Policy	2021 Capital Improvement / Capital Project List
---	---

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Short Term Capital Borrowing Fund # ____
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Please see Project List attached.

Approval:

Review:

Clinton Langreck

Richland County Committee

Agenda Item Cover

Department Head

Administrator, or Elected Office (if applicable)

Policy of Richland County

Policy Cover	
Title: Short Term Capital Borrowing Program	Effective Date: 01 Jan 2021
	Adoption/Revision Date: 19 January 2021
Custodian: Administrator	Approving Body: Richland County Board of Supervisors (RCBS)
	Sponsoring Committee, Board or Commission: Finance and Personnel

1. Authority

- a. Wis. Stat. 59.02 (Powers, how exercised; quorum);
- b. Wis. Stat. 59.03 9 (Home rule),
- c. Wis. Stat. 59.51 (Board Powers);
- d. Wis. Stat. 59.18 (County Administrator)

2. References

- a. Adopting Resolution: 21- _____
- b. Authorization and Award Resolutions: 20-99 and 20-110
- c. Richland County Board Committee Structure
- d. Richland County Board Rules

3. Purpose

- a. To establish what capital investment and capital projects the 2021 short term borrowing will be appropriated towards.
- b. To establish procedural guidance in utilizing these funds.

4. Scope

- a. Applies to Richland County employees, management, members of committees, boards and commissions and chairs of committee, boards and commissions.
 - i. Extends to partner organizations utilizing appropriated funds

5. Policy Overview

- a. On September 15, 2020, the County Board adopted, by $\frac{3}{4}$ vote, an Initial Resolution Authorizing Not to Exceed \$1,050,000 Taxable General Obligation Promissory Notes for Capital Improvement Projects (the “Initial Resolution”).
- b. A resolution awarding the sale of \$1,050,000 Taxable General Obligation Promissory Notes was adopted by the County Board on October 27, 2020 (the “Award Resolution”).
- c. By executing this sale Richland County has \$1,032,132.00 of borrowed funds that may be applied to Capital Improvement Projects.
- d. This policy is set in place to help manage the appropriations of these borrowed capital funds within the limits of the legal resolution language, intensions of the borrowing and in the best interest of Richland County.

Policy of Richland County

6. Policy Performance

- a. All utilization, appropriations and/or transfers of short term capital borrowed fund shall comply with this policy.
- b. Deviations from this policy require County Board approval where specified authority is not granted to the sponsoring committee or administration. Interpretation of this policy resides in the sponsoring committee whom may defer to the County Board when deemed appropriate by the sponsoring committee.

Policy Content

7. Receipt and Management:

- a. Transactions of funds received through the short term capital borrowing shall be handled through the Richland County Treasures Office.
- b. Short term capital borrowing funds will be accounted for in the general ledger under the fund designation number of _____

8. Allocations:

- a. The list of approved capital improvement and capital projects for the 2021 short term borrowing are listed in Appendix B
- b. The sponsoring committee is authorized to amend the project list, transfer funds and reappropriate funds within the limits of the legal resolution language, intensions of the borrowing and in the best interest of Richland County.
- c. All amendments to the project list must be in compliance with the resolution language defining the purpose of the borrowing (as below):
 - i. Authorization Resolution Language — Proceeds of the Notes will be used for the public purpose of financing capital improvement projects, including:
 1. highway improvements,
 2. vehicles and fleet management,
 3. technology capital improvements,
 4. facility maintenance and improvements,
 5. radio and tower project engineering and project design.
- d. All utilization of borrowed capital funds for projects shall be approved by the sponsoring committee and in accordance of Richland County Board Rule #14 and applicable State Statutes.

9. Utilization Period:

- a. It is the intensions of Richland County to expend all short term borrowed funds from the account the no later than August 1st
- b. All remaining funds on August 2nd, in which payment bills and vouchers have not been submitted, shall be reappropriate to highway trunk improvements.

Policy of Richland County

c. Exception to this provision must be approved by the sponsoring committee.

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
19 Jan 2021	Original	Resolution 20-

DRAFT

Policy of Richland County

Policy Attachments

Attachment A

Policy Review Form

Completed by Policy Custodian

Policy Title	Short Term Capital Borrowing Program
Overview of Adoption/Revision	
Policy Submitted By	County Administrator — Clinton Langreck
Policy Submitted To	Corporation Counsel — Benjamin Southwick
Anticipated Date of Policy Final Approval	01 Dec 2020 Finance and Personnel; 08 Dec 2020 County Board
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	Richland County Board Rules; and Richland County Board Committee Structure

Completed by County Administrator

Policy Received On	N/A
Policy Reviewed /Denied On w/ Reason	Approved
Policy Reviewed/Denied By	Reviewed by Clinton Langreck
Policy Storage Location	Official copy will be stored on the county website at: Word document stored at Clinton.langreck(H:) > Policy > Short Term Borrowing Policy
Policy Forwarded to Corporation Counsel	30 OCT 2020

Completed by Corporation Counsel

Policy Received On	
Policy Reviewed /Denied On w/Reason	
Policy Reviewed/Denied By	
Policy Forwarded to Custodian	

Policy of Richland County

2021 Capital Improvement / Capital Project List (Appendix B)					
<u>Purpose Language:</u>					
Proceeds of the Notes will be used for the public purpose of financing capital improvement projects, including highway improvements, vehicles and fleet management, technology capital improvements, facility maintenance and improvements, radio and tower project engineering and project design.					
2021 Projects & Equipment					
			Total Available:	\$ 1,032,132	Deposit of Project Construction Fund
<u>Line:</u>	<u>Department:</u>	<u>Project or Improvement:</u>	<u>Allocation:</u>	<u>Notes on intensions of use:</u>	<u>Reappropriation:</u>
1	Courthouse	Old courthouse / window replacement and facility improvements	\$ 75,000	2019 capital borrowing allocated to carpet and improvements	\$ -
2	Courthouse	Replacement of Heat Exchangers (estimating 3 units)	\$ 24,000	\$20K reduction in "Courthouse Repair" operations budget	\$ -
3	Courthouse	Large Courtroom Improvement Project	\$ 30,000	Carpentry to install DARS and Teleconferencing Upgrades	\$ -
4	Courthouse	Old Courthouse Roof Repair	\$ 30,000	Needed to patch current leaks	\$ -
5	MIS	Network Infrastructure Improvement	\$ 20,000	Reduced "New equipment over \$5,000" in operating budget	\$ -
6	HHS	Heating /Cooling Unit Replacement	\$ 6,000	Reduction in operations budget	\$ -
7	Sheriff	3 Squad Cars (estimating 2 units with configuration)	\$ 130,000	\$0 allocation for "new vehicles" in 2021 operating budget.	\$ -
8	Sheriff	Tower/Radio (Assessment and Specification Design)	\$ 45,000	Funds for an assessment on current system and spec design	\$ -
9	UW Campus	Humidifier replacements in Library, HVAC controls in Wallace and Melville, facility improvements	\$ 20,000	\$20K reduction in operations budget	\$ -
10	Highway	County Trunk Road Improvements	\$ 650,000	\$150,000 reduction in operations budget	\$ -
11	Administration	Contingent	\$ 2,132	Line to hold contingent funds for purpose allocation	\$ -
Subtotal			\$ 1,032,132		\$ -

Policy of Richland County

Policy Cover	
Title: Filing a Formal Complaint / Concern and Reporting Mismanagement	Effective Date: 19 Jan 2021
	Adoption/Revision Date: 19 January 2021
Custodian: Administrator	Approving Body: Richland County Board of Supervisors (RCBS)
	Sponsoring Committee, Board or Commission: Finance and Personnel

1. Authority

- a. Wis. Stat. 59.02 (Powers, how exercised; quorum);
- b. Wis. Stat. 59.03 9 (Home rule),
- c. Wis. Stat. 59.51 (Board Powers); and
- d. Wis. Stat. 59.18 (County Administrator)

2. References

- a. Adopting Resolution: 21- _____
- b. Richland County Board Committee Structure
- ~~e. Wis Stat. 230.80 (Employee Protection)~~
- ~~d.c.~~ The Handbook of Personnel Policies and Work Rules of Richland County
- ~~e.d.~~ Resolution 21-107 Resolution Approving the County Administrator's Strategic Plan and Administrative Priorities
- ~~f.e.~~ Resolution 20-19 Establishment of Policy

3. Purpose

- a. This policy is intended to allow staff to submit a formal, written complaint / concern without the fear of prejudice or retaliation for reporting their complaint / concern; and to allow management and administration to formally respond.
- b. This policy is intended to allow all employees, staff and elected officials to report mismanagement without fear of prejudice or retaliation; and to allow administration to formally respond.

4. Scope

- a. Applies to Richland County employees, staff, management, members of committees, boards and commissions and chairs of committee, boards and commissions.
 - i. Extends to staff that may be contracted or volunteering
- b. This policy does not apply to employment issues regarding reports of harassment, grievances of discipline or termination, or grievances of workplace safety. Please reference county specific policies regarding these items.

5. Policy Overview

- a. Richland County Board Resolution 20-107 established, as a strategic priority of the Richland County Administrator, a goal to "Develop policy and procedure to address complaint and investigations."
- b. This policy includes procedure language as allowed through "Policy Establishment."

Policy of Richland County

- c. This policy replaces former language found in the “Concern” section of the Handbook of Personnel Policies and Work Rules of Richland County.

6. Policy Performance

- a. Policy and procedural guidance shall be followed in reporting and addressing all formal written concern /complaint and reports of mismanagement.
- b. Deviations from this policy require County Board approval where specified authority is not granted to the sponsoring committee or administration. Interpretation of this policy resides in the sponsoring committee whom may defer to the County Board when deemed appropriate by the sponsoring committee.
- c. This policy may not infringe on policy and procedure established through collective bargaining agreements or statutory authorities held by elected officials.

Policy Content

7. Filing Formal Complaint or Concern

- a. Richland County employees and staff members shall practice effective and professional communication in addressing complaints or concerns with parties involved, and through the established chain of command when problems arise that cannot be remedied between parties.
- ~~a.~~b. For purposes of this policy, the chain of command begins with an employee’s immediate manager, the person responsible for giving the employee daily direction and reviewing the employee’s performance.
- ~~b.~~c. When problems cannot be remedied through informal discussion between parties and or an informal notification through the chain-of-command, employees may file a formal written complaint/concern regarding the follow items:
 - i. Working conditions,
 - ii. Policies,
 - iii. Procedures,
 - iv. Problems with co-workers, and
 - v. Management decisions
- ~~e.~~d. This policy is intended to allow staff to submit a formal, written complaint / concern without the fear of prejudice or retaliation for reporting their complaint / concern. Retaliation against an employee for utilizing this process is prohibited and may result in disciplinary action up to and including termination.
- ~~d.~~e. The filing of a formal complaint / concern does not shield an employee from corrective or disciplinary actions resulting from the employee’s violations of policy or performance standards.

Policy of Richland County

8. Procedure for Filing a Formal Complaint and Concern

a. Step One — Submitting a Written Formal Complaint/Concern:

- i. Employees filing a formal complaint / concern shall submit their complaint or concern to their immediate manager in a timely fashion (within days of incident or having become aware). In small departments without multiple layers of management, this may be the department head.
- ii. The formal complaint/concern shall be submitted in writing (email from a county account or an identified personal account is acceptable). No specific format is required; however, the concern / complaint must include:
 - a) complainant's name and contact information,
 - b) nature of the complaint / concern,
 - c) date(s) of incident or having become aware, and
 - d) recommendation(s) on how the complaint / concern can be remedied.
- iii. Department heads submitting a formal complaint / concern will submit to the County Administrator whom will investigate and proceed to presenting to the Finance and Personnel committee as described in step four of the procedure for filing a formal complaint and concern.

b. Step Two — Actions and Responses from Management

- i. Managers should promptly investigate and address complaint/concern with the employee, and parties involved; and make good-faith efforts to remedy the complaint/concern with consideration for county policy, operational needs, and scope of authority.
- ii. Managers shall ensure that a copy of the concern/complaint is submitted to the complainant's personnel file.
- iii. Managers will communicate directly with the complainant regarding the complaint/concern and will issue a formal written response, within 10 days, addressing actions taken to remedy the complaint/concern, or why action is not being taken.
- iv. Management will ensure that all responses are submitted to the complainant's personnel file.
- v. If the complainant is not satisfied with the formal response ~~from the immediate management level~~, the employee may request (in writing) for their written complaint/concern to be forwarded to the next higher level of management, within 10 days of receiving the formal response. Higher levels of management will be presented with the formal complaint/concern, and the responses from lower management.
- vi. The process shall repeat at management levels until reaching the department head level. In departments with one level of management, the department

Policy of Richland County

head will ensure management actions of steps two and three are fulfilled.

c. Step Three — Actions and Responses from Department Heads

- i. Department heads will promptly review, investigate and address complaint/concern with the employee and make good-faith efforts to remedy the complaint or concern with consideration for county policy, operational needs and scope of authority.
- ii. At the discretion of the department head, the remedy to the complaint/concern, may be recommended to the appropriate committee, commission, board, or official having the authority to grant the remedy. The County Administrator will be notified of such recommendations and may be involved as is necessary regarding county policy and operations.
- iii. The Department Head shall issue the final response to the employee regarding the complaint/concern and addressing actions taken to remedy the complaint/concern, or why action is not being taken.
- iv. The Department Head shall ensure that the formal complaint/concern, all issued responses from management, and supplemental documents are submitted to the complainant's file. The Department head will present their supervisory committee with a report regarding the concern / complaint and outcome after issuing a final response.

d. Step Four — Appealing to the Finance and Personnel Committee

- i. If the complainant is not satisfied with the final response from their department, the complainant may submit a written appeal to the county administrator, within 10 days of receiving the final response.
- ii. The County Administrator will coordinate with the Chair of the Finance and Personnel Committee to have the complaint/concern scheduled for their next available meeting. The complaint/concern may be handled in closed session ~~only~~ when appropriate by Wisconsin Statute 19.85.
- iii. The County Administrator will review the complaint/concern, responses of management and shall present to the committee: 1) an opinion on whether policy was followed, 2) an opinion on management's effort to remedy in good-faith, and 3) a recommendation for committee action.
- iv. The Finance and Personnel may take actions or make recommendations to other committee, board, commissions, elected officials or administration. Such actions or recommendations will be final ~~and not subject to further review.~~

9. Reporting Mismanagement

- a. Richland County Management is obligated to follow all federal, state, county and department regulations, statutes, ordinances, resolutions, rules and ethical standards to ensure the responsible and effective administration of the people and resources of

Policy of Richland County

Richland County.

- b. Employees, staff and elected officials shall report mismanagement when observing elected officials, administration, department heads, or management engaging in the following acts:
 - i. violation of any state or federal law, rule or regulation;
 - ii. violation of any county ordinance, resolution, rule or policy;
 - iii. actions taken beyond management's legitimate authority or contrary to committee/board;
 - iv. guidance or policy;
 - v. substantial waste of public funds or a danger to public health and safety;
 - vi. a pattern of incompetent management actions which are wrongful, negligent or arbitrary and capricious;
 - vii. and which adversely affect the efficient accomplishment of a department function; or
 - viii. failure to resolve acts of mismanagement at subordinate levels
- c. "Mismanagement" does not mean the mere failure to act in accordance with a particular opinion regarding management techniques.
- d. This policy is intended to allow all employees, staff and elected officials to report mismanagement without fear of prejudice or retaliation. Retaliation against an employee, staff or elected official for utilizing this process is prohibited and may result in disciplinary action up to and including termination.
- e. Filing a report of mismanagement does not shield an employee from corrective or disciplinary actions resulting from the employee's violations of policy or performance standards.

10. Procedure for Reporting Mismanagement

- a. **Step One — Submitting a Written Report of Mismanagement**
 - i. Reports of mismanagement shall be submitted to the County Administrator, Corporation Counsel, or County Board Chair (within days of incident or having become aware).
 - ii. In the event the report of mismanagement involves one (or multiple) of the above administrative positions the County Clerk and County Board Vice Chair may also be approached when submitting a written report of mismanagement.
 - iii. The report of mismanagement shall be submitted in writing (email from a county account or an identified personal account is acceptable).
 - iv. No specific format is required; however, the report should include:
 - a) the reporting party's name and contact information;

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- b) description and summary of mismanagement;
- c) date(s) of incident or having become aware; and
- d) other parties that may be aware of the mismanagement).

b. Step Two — Actions and Responses from Administration

- i. The Administration shall review the report and collaborate to promptly investigate and address the claim of mismanagement.
- ii. The appropriate committees, boards and commissions, and /or law enforcement shall be involved as appropriate.
- iii. Administration shall communicate directly with the reporting party regarding and will issue a formal written response addressing actions taken to remedy the mismanagement, or why action is not being taken, within in 10 days of receiving the report.
- iv. The report and response documentation shall be submitted to the report party's personnel file.

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
19 Jan 2020	Original	Resolution 20-

Policy of Richland County

Policy Attachments

Attachment A

Policy Review Form

Completed by Policy Custodian

Policy Title	Filing Formal Complaint / Concern and Reporting Mismanagement
Overview of Adoption/Revision	
Policy Submitted By	County Administrator — Clinton Langreck
Policy Submitted To	Corporation Counsel — Benjamin Southwick
Anticipated Date of Policy Final Approval	01 Dec 2020 Finance and Personnel;08 Dec 2020 County Board
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	“Concern” section of the Handbook of Personnel Policies and Work Rules of Richland County. (See reference section in policy)

Completed by County Administrator

Policy Received On	N/A
Policy Reviewed /Denied On w/ Reason	Approved
Policy Reviewed/Denied By	Reviewed by Clinton Langreck
Policy Storage Location	Official copy will be stored on the county website at: Word document stored at Clinton.langreck(H:) > Policy > Formal Complaint
Policy Forwarded to Corporation Counsel	11 Nov 2020

Completed by Corporation Counsel

Policy Received On	
Policy Reviewed /Denied On w/Reason	
Policy Reviewed/Denied By	
Policy Forwarded to Custodian	

Policy of Richland County

Attachment B

Flowchart

Richland County employees and staff members shall practice effective communication in addressing complaints or concerns with parties involved; and when problems arise that cannot be remedied informally, employees will approach the chain of command.

If you have a complaint / concern or report of mismanagement that has not been resolved by voicing your concerns with the party involved, or informally by approaching your chain-of-command, you can file a written complaint which includes: 1) your name, 2) your contact information, 3) a description of your complaint / concern, 4 the date(s) of incident or having become aware, and 5) recommendation to fix or why the action constitutes mismanagement.

If your complaint involves:

- Working conditions,
- Policies,
- Procedures,
- Problems with co-workers, or
- Management decisions

Submit your written complaint to your immediate manager.

If your immediate manager does not resolve the matter, you can request the complaint proceed up the chain-of-command.

Pending the department head decision, the complaint may be appealed to the Finance and Personnel Committee

The complaint will be placed in your personnel file along with management reports and responses.

If your concern involves management's:

- violation of any state or federal law, rule or regulation;
- violation of any county ordinance, resolution, rule or policy;
- actions taken beyond management's legitimate authority or contrary to committee/board;
- guidance or policy;
- substantial waste of public funds or a danger to public health and safety;
- a pattern of incompetent management actions which are wrongful, negligent or arbitrary and capricious; and which adversely affect the efficient accomplishment of a department function; or
- failure to resolve acts of mismanagement at subordinate levels

Submit your written report to the County Administrator, Corporation Counsel, or County Board Chair

Administration will investigate and address your concerns, take appropriate actions, and formally respond to you.

The report will be placed in your personnel file along with management reports and responses.

! Retaliation against an employee for utilizing this process is prohibited!

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Policy Cover	
Title: Filing a Formal Complaint / Concern and Reporting Mismanagement	Effective Date: 19 Jan 2021
	Adoption/Revision Date: 19 January 2021
Custodian: Administrator	Approving Body: Richland County Board of Supervisors (RCBS)
	Sponsoring Committee, Board or Commission: Finance and Personnel

1. Authority

- a. Wis. Stat. 59.02 (Powers, how exercised; quorum);
- b. Wis. Stat. 59.03 9 (Home rule),
- c. Wis. Stat. 59.51 (Board Powers); and
- d. Wis. Stat. 59.18 (County Administrator)

2. References

- a. Adopting Resolution: 21- _____
- b. Richland County Board Committee Structure
- c. The Handbook of Personnel Policies and Work Rules of Richland County
- d. Resolution 21-107 Resolution Approving the County Administrator’s Strategic Plan and Administrative Priorities
- e. Resolution 20-19 Establishment of Policy

3. Purpose

- a. This policy is intended to allow staff to submit a formal, written complaint / concern without the fear of prejudice or retaliation for reporting their complaint / concern; and to allow management and administration to formally respond.
- b. This policy is intended to allow all employees, staff and elected officials to report mismanagement without fear of prejudice or retaliation; and to allow administration to formally respond.

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Policy of Richland County

Handbook of Personnel Policies and Work Rules of Richland County.

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Policy Content

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 - i. Working conditions,
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Policy of Richland County

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 - d) recommendation(s) on how the complaint / concern can be remedied.
- iii. Department heads submitting a formal complaint / concern will submit to the County Administrator whom will investigate and proceed to presenting to the Finance and Personnel committee as described in step four of the procedure for filing a formal complaint and concern.

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Policy of Richland County

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- i. Department heads will promptly review, investigate and address complaint/concern with the employee and make good-faith efforts to remedy the complaint or concern with consideration for county policy, operational needs and scope of authority.
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- i. If the complainant is not satisfied with the final response from their department, the complainant may submit a written appeal to the county administrator, within 10 days of receiving the final response.
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- iii. The County Administrator will review the complaint/concern, responses of management and shall present to the committee: 1) an opinion on whether policy was followed, 2) an opinion on management's effort to remedy in good-faith, and 3) a recommendation for committee action.
- iv. The Finance and Personnel may take actions or make recommendations to other committee, board, commissions, elected officials or administration. Such actions or recommendations will be final.

9. Reporting Mismanagement

- a. Richland County Management is obligated to follow all federal, state, county and department regulations, statutes, ordinances, resolutions, rules and ethical standards to ensure the responsible and effective administration of the people and resources of Richland County.
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 - iii. actions taken beyond management's legitimate authority or contrary to committee/board;
 - iv. guidance or policy;
 - v. substantial waste of public funds or a danger to public health and safety;
 - vi. a pattern of incompetent management actions which are wrongful, negligent or arbitrary and capricious;
 - vii. and which adversely affect the efficient accomplishment of a department function; or
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 - e. Filing a report of mismanagement does not shield an employee from corrective or disciplinary actions resulting from the employee's violations of policy or performance standards.

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 - i. Reports of mismanagement shall be submitted to the County Administrator, Corporation Counsel, or County Board Chair (within days of incident or having become aware).
 - ii. In the event the report of mismanagement involves one (or multiple) of the above administrative positions the County Clerk and County Board Vice Chair may also be approached when submitting a written report of mismanagement.
 - iii. The report of mismanagement shall be submitted in writing (email from a county account or an identified personal account is acceptable).
 - iv. No specific format is required; however, the report should include:
 - a) the reporting party's name and contact information;
 - b) description and summary of mismanagement;
 - c) date(s) of incident or having become aware; and
 - d) other parties that may be aware of the mismanagement).

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b. Step Two — Actions and Responses from Administration

- i. The Administration shall review the report and collaborate to promptly investigate and address the claim of mismanagement.
- ii. The appropriate committees, boards and commissions, and /or law enforcement shall be involved as appropriate.
- iii. Administration shall communicate directly with the reporting party regarding and will issue a formal written response addressing actions taken to remedy the mismanagement, or why action is not being taken, within in 10 days of receiving the report.
- iv. The report and response documentation shall be submitted to the report party's personnel file.

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
19 Jan 2020	Original	Resolution 20-

Policy of Richland County

Policy Attachments

Attachment A

Policy Review Form

Completed by Policy Custodian

Policy Title	Filing Formal Complaint / Concern and Reporting Mismanagement
Overview of Adoption/Revision	
Policy Submitted By	County Administrator — Clinton Langreck
Policy Submitted To	Corporation Counsel — Benjamin Southwick
Anticipated Date of Policy Final Approval	01 Dec 2020 Finance and Personnel; 08 Dec 2020 County Board
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	“Concern” section of the Handbook of Personnel Policies and Work Rules of Richland County. (See reference section in policy)

Completed by County Administrator

Policy Received On	N/A
Policy Reviewed /Denied On w/ Reason	Approved
Policy Reviewed/Denied By	Reviewed by Clinton Langreck
Policy Storage Location	Official copy will be stored on the county website at: Word document stored at Clinton.langreck(H:) > Policy > Formal Complaint
Policy Forwarded to Corporation Counsel	11 Nov 2020

Completed by Corporation Counsel

Policy Received On	
Policy Reviewed /Denied On w/Reason	
Policy Reviewed/Denied By	
Policy Forwarded to Custodian	

Policy of Richland County

Attachment B

Flowchart

Richland County employees and staff members shall practice effective communication in addressing complaints or concerns with parties involved; and when problems arise that cannot be remedied informally, employees will approach the chain of command.

If you have a complaint / concern or report of mismanagement that has not been resolved by voicing your concerns with the party involved, or informally by approaching your chain-of-command, you can file a written complaint which includes: 1) your name, 2) your contact information, 3) a description of your complaint / concern, 4 the date(s) of incident or having become aware, and 5) recommendation to fix or why the action constitutes mismanagement.

If your complaint involves:

- Working conditions,
- Policies,
- Procedures,
- Problems with co-workers, or
- Management decisions

Submit your written complaint to your immediate manager.

If your immediate manager does not resolve the matter, you can request the complaint proceed up the chain-of-command.

Pending the department head decision, the complaint may be appealed to the Finance and Personnel Committee

The complaint will be placed in your personnel file along with management reports and responses.

If your concern involves management's:

- violation of any state or federal law, rule or regulation;
- violation of any county ordinance, resolution, rule or policy;
- actions taken beyond management's legitimate authority or contrary to committee/board;
- guidance or policy;
- substantial waste of public funds or a danger to public health and safety;
- a pattern of incompetent management actions which are wrongful, negligent or arbitrary and capricious; and which adversely affect the efficient accomplishment of a department function; or
- failure to resolve acts of mismanagement at subordinate levels

Submit your written report to the County Administrator, Corporation Counsel, or County Board Chair

Administration will investigate and address your concerns, take appropriate actions, and formally respond to you.

The report will be placed in your personnel file along with management reports and responses.

! Retaliation against an employee for utilizing this process is prohibited!

Richland County Committee

Agenda Item Cover

Agenda Item Name: Temporary COVID-19 Leave Plan following the sunset of the Families First Leave Act Policies

Department	Administration	Presented By:	Administrator
Date of Meeting:	05 Jan 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (I)
Date submitted:	29 Dec 2020	Referred by:	

Recommendation and/or action language:

Motion to ... recommend County Board resolution adopting the proposed Temporary COVID-19 Leave Plan that allows up to 80 hours of leave, for defined COVID-19 related reasons (matching Families First Act), with use of employees accrued benefit time off during the leave;

...and with an understanding that the “Exempted COVID-19 Leave” remains in effect for critical employees that test personally positive, and negative sick balance remains in effect for employees without accrued benefit time off.

Background: *(preferred one page or less with focus on options and decision points)*

Family and Medical Leave Act (Emergency Family and Medical Leave Expansion Act), signed into legislation on by President Trump on March 18th, will sunset after December 31st. It is proposed that the County take action to initiate a tentative COVID-19 Leave Plan by resolution that allows employees up to 80 hours (prorated for less than full-time) of leave for COVID-19 related events that may not currently meet eligibly under sick or FMLA leave. Employees will utilize accrued benefit time for this leave. There is an exception for critical employees, testing positive that were “exempted” from Families First eligibility. The previous action of “Exempted COVID-19 Leave” remains in effect for critical employees that test positive are eligible for that pay. Likewise, the practice of negative sick balance remains in effect for employees without accrued benefit time off.

Attachments and References:

COVID-19 Leave Request Form	Resolution 20-154
Proposed Resolution Language	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Overtime in covering leaves may be possible, but anticipating absorption in adopted budget.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

1/1/2021

COVID-19 LEAVE REQUEST FORM

FMLA is available for serious health conditions such as COVID illness, but not for quarantine due to exposure. In lieu of the FFCRA leave that expired on 12/31/2020, the county will be allowing 80 hours leave (pro-rated for part time). Employees will be required to use their paid time off balances before taking the leave as unpaid.

In addition, the county will allow 80 hours leave (pro-rated for part time) for COVID related daycare and school closures where an employee must stay home to care for children. Contact your supervisor should additional leave be required to discuss options. Employees will be required to use their paid time off balances (including sick leave) before taking the leaves as unpaid.

This is in effect January 1, 2021 and will sunset on March 31, 2021.

Employee Name: _____	Department: _____
Anticipated Begin Date: _____	Anticipated End Date: _____
I am unable to work or telecommute for the following reason(s) (Check all applicable):	
<input type="checkbox"/> Employee is subject to a Federal, State, or local quarantine or isolation order related to Coronavirus	
<input type="checkbox"/> Employee has been advised by a health care provider to self-quarantine due to concerns related to coronavirus	
<input type="checkbox"/> Employee is experiencing coronavirus symptoms and seeking a medical diagnosis	
<input type="checkbox"/> Employee is caring for an individual who is subject to an order as described in reason 1 or 2 above	
<input type="checkbox"/> Employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to coronavirus	

I will use the following paid time off from my paid leave balances:

- ___ I have no paid leave time so all of my leave will be unpaid
- ___ Vacation (___ hours)
- ___ Comp Time (___ hours)
- ___ Sick Time (___ hours)
- ___ "Exempted COVID-19 Leave" Pay (___ hours) for exempted critical employees

After my paid time is exhausted, the rest will be negative sick balance. |

Employee Signature: _____ Date: _____

Authorizing Signature: _____ Date: _____

- Please return this form to the department head/ payroll designee in your department.
- Payroll designee will confirm paid time availability and apply accordingly.
- This form is to be kept in the employee's personnel file for future reference.

Richland County Committee

Agenda Item Cover

Proposed Resolution Language

A Resolution Authorizing Temporary COVID-19 Leave for qualifying employees and modifying

WHEREAS, the Families First Coronavirus Response Act, known as FFCRA herein this document, modified the requirements of the Family and Medical Leave Act (Emergency Family and Medical Leave Expansion Act), expanded access to Unemployment Compensation Insurance Benefits (Emergency Unemployment Insurance Stabilization and Access Act of 2020) and created paid sick leave (Emergency Paid Sick Leave Act) for employees while the employee or his/her family members are impacted by COVID-19. The Act took effect on April 1, 2020, and will sunset on December 31, 2020, and

WHEREAS, the new Federal Stimulus Package did NOT include an extension of the FFCRA. Although the Family Medical Leave Act allows leave for serious health conditions, leave to quarantine for exposure to COVID is not. In an effort to maintain the health, safety, and operational continuity, the county will allow a leave up to 80 hours (pro-rated for part time) for COVID related quarantine. Employees will be required to use their sick, vacation, and discretionary time balances, if any; and

WHEREAS, to continue a family friendly environment and support staff, the county will continue to provide flexibility of work schedules, if possible, and allow up to 80 hours of leave for COVID related day care and school closures. Employees will be required to use their sick, vacation, and discretionary time balances, if any; and

WHEREAS, the above leaves will not affect Richland County benefit accruals or be used against health insurance proration factors; and

NOW THEREFORE, BE IT RESOLVED, the county will provide leave for the following through March 31, 2021, at which time the county will reevaluate;

1. Employee is subject to a Federal, State, or local quarantine or isolation order related to Coronavirus
2. Employee has been advised by a health care provider to self-quarantine due to concerns related to coronavirus
3. Employee is experiencing coronavirus symptoms and seeking a medical diagnosis
4. Employee is caring for an individual who is subject to an order as described in reason 1 or 2 above
5. Employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to coronavirus

Richland County Committee

Agenda Item Cover

Agenda Item Name: Administrator Transition

Department	Administration	Presented By:	Administrator
Date of Meeting:	05 Jan 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (E)
Date submitted:	04 Jan 2020	Referred by:	

Recommendation and/or action language:

Consider recommendations of the Administrator Transition Committee and take action on items proposed on the attached list.

~ Note that the establishment and authority of the Transition Committee expires on February 1st, 2021.

Background: *(preferred one page or less with focus on options and decision points)*

A temporary Administrator Transition Committee was formed by County Board Resolution No. 20-126. This temporary committee was tasked with:

1. identify the staffing needs of the County Administrator;
2. evaluate staffing levels across all departments in the County to identify what staff, if any, can be moved from other departments to the County Administrator's office;
3. identify what office space the County Administrator and his staff will occupy;
4. Presenting recommendations...:
 - a. to the Finance and Personnel Committee as to staff and office space matters; and
 - b. to the Rules and Resolutions Committee as to the Handbook of Personnel Policies and addendums to conform to the statutory provisions relating to county administrator

The following recommendations were made by the Administrator Transition Committee:

(16Dec2020) Motion Glasbrenner, seconded Luck to recommend to the Finance and Personnel the reduction of the Accounting Supervisor and Payroll Benefits Specialist positions in the County Clerk's Office and addition of the same positions to the Administrator's Office with necessary position function adjustments, effective February 1st. Discussion followed. All Ayes. Motion Carried.

(16Dec2020) Motion Glasbrenner, seconded Turk to recommend to Property Committee the reassignment of the County Clerk's computer room to the Administrator, with joint use of the main office space for both department staff. Discussion followed. All Ayes. Motion Carried.

(06Nov2020) Motion by Turk, seconded by Glasbrenner that the County Administrator needs staff. All Ayes. Motion Carried.

(16Dec2020) Committee member's requested a future agenda item of a position description for the proposed clerical assistant position.

An attached Proposed Action Language – List is prepared for the Committee for consideration.

Attachments and References:

Position Transition – Functions Chart	Transition Timeline – Annual Functions
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Richland County Committee

Agenda Item Cover

Proposed Action Languages - List	Proposed Position Description – Accounting Supervisor
Proposed Position Description – Payroll and Benefits Specialist	Proposed Position Description – County Administrator Office Clerical Assistant
Proposed Position Description – Deputy County Clerk	

Financial Review:

(please check one)

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

(summary of current and future impacts)

If an additional “County Administrator Office Clerical Assistant” position is created, funding would have to be identified from undesignated general funding. Funding from the Clerk’s Office budget to the Administrator’s budget would also be needed to fund added positions and expenses associated with HR and Financial functions (example: AS400 contract, Auditing contract, etc.).

Estimated additional position = \$41,288 in wages + fringe and benefits.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Current Configuration:

Moving Functions to Administrator:

		<u>Stays with Clerk</u>	<u>Moves to Administrator</u>	<u>Notes:</u>
	Accounts Payable Specialist Position	X		
1	Receive and Verify invoices before vouchers and making payments for all Courthouse Departments, Parks, UW-Extension, UW Foo Services, UW Outlay, Sheriff's Department, County Fair, Land Conservation, Symons Recreation, and MIS Departments. 59.23(c)	...(Authority to sign release of payments, oversight on record keeping)	...(daily supervision and management, ensuring Clerk is informed and has access to records)	Task would need to be reassigned
2	Make all vendor payment for all County Departments 59.23(e)	...acts as repository with oversight	...(daily supervision and management, ensuring Clerk is informed and has access to records)	Task would need to be reassigned
3	Maintain all Richland County Vendor files	...acts as repository with oversight	...(daily supervision and management, ensuring Clerk is informed and has access to records)	Task would need to be reassigned
4	Countywide IRS Reporting, Issue Wisconsin State Sales Tax reports. Issue 1099's to vendors and IRS.. Issue Real Estate 1099's Issue tax exempt forms and letters.	...acts as repository with oversight	...(daily supervision and management, ensuring Clerk is informed and has access to records)	Task would need to be reassigned
5	Collect payments for DNR licenses, marriage licenses, copies, plat books, and maps. Maintain money supply in cash box balancing on a bi-monthly basis against receipts. Keep report to verify money collected by County Clerk Office. 59.23(di)	X		
6	Perform reception tasks. Greet visitors, answer telephone, take messages, answer routine questions, and prepare marriage and domestic partnership applications and licenses. 59.23(f)	X		
7	DNR Licenses sales. Issue DNR licenses to the general public, maintaining Automated License Issuance System (ALIS) and ordering current regulations and DNR information. 59.23(di)	X		
8	Type County Board minutes for permanent record, Supervisor perdiems, County Board Resolutions and Ordinances and weekly calendar of meetings. 59.23(2)(a)(b)	X		
9	Maintain County personnel policies, Board rules and committee structure.	...acts as repository with oversight	...(daily supervision and management, ensuring Clerk is informed and has access to records)	Task would need to be reassigned
10	Operates and maintain office equipment (computers, printers, typewriter, calculator, copier and shredder).			
11	Enter vote information into the SVRS system after an election including new voter applications 59.23(2)(i)	X		
12	Take minutes at elections canvass meetings 59.23(2)(i)	X		
13	Compile and maintain information for the Richland County Directory 59.23(2)(i)	X		
14	Record all elections results information for the Richland County Directory. 59.23(2)(s)	X		
15	Type and mail Tri-County Airport agenda to that committee's members	X		
16	Perform a variety of other secretarial duties including: filing, duplicating and collating printed materials and compose routine replies to correspondence.			

		<u>Stays with Clerk</u>	<u>Moves to Administrator</u>	<u>Notes:</u>
	Payroll & Benefits Specialist		X	
1	Process payroll for: Highway Department, Pine Valley Healthcare and Rehabilitation Center, Health and Human Services Department, Courthouse staff, Symon's Recreation Complex, Sheriff's Department, County Supervisors, County Committee members, Richland County Fair, Ambulance personnel and casual county employees and in compliance with county policies, union contracts and statutory requirements.		X	
2	New employee orientation which includes going over the required documents and documentation needed to set up an employee for payroll and direct deposit. Explaining the health, dental and life insurances, retirement, Flex Section 125 plan, and loss of time benefits. Instructing the new employee on the County Handbook, computer policy, equal opportunity policy, sexual harassment policy, drug-free workplace safety policy, discipline/termination grievance policy and workplace safety grievance policy.		X	

3	Accurately code and enter employee payroll changes including hires, terminations, wage rates, deductions, child support orders, garnishments, benefits and direct deposit accounts.			X	
4	Submit new hires or any employee not paid within a 60 day time frame to the Wisconsin New Hire Reporting Center as required by State Law			X	
5	Verify new hires social security numbers with the Social Security Business Services Online system			X	
6	Maintains all County personnel files.			X	
7	Maintains and balances Employee vacation, sick and comp times per County policies and/or union contracts.			X	
8	Computes and enters wage and fringe benefits data for health, dental, and life insurance, retirement, Flex Section 125 plan, loss of time and union dues. Maintains benefit files.			X	
9	Process the monthly benefit billings and ensures billing accuracy of employees listed on each bill.			X	
10	Generate required reports and remit deductions and withholdings to vendors and taxing authorities.			X	
11	Monitors Wisconsin Retirement eligibility for temporary part-time and call-in employees.			X	
12	Calculates and process all amounts due to State and Federal agencies for payroll withholdings; i.e. state and federal taxes, garnishments, and retirement contributions			X	
13	Reconciles and distributes W2's.			X	
14	Process Unemployment compensation billings and eligibility forms.			X	
15	Prepares and files monthly Labor statistics employment reports.			X	
16	Prepares and files quarterly Federal wage tax, Multiple Worksite and Unemployment reports			X	
17	Prepares annual payroll reports for auditors including workman's comp.			X	
18	Completes salary and benefit surveys as requested.			X	
19	Administers open enrollment each year for Health and Dental insurance, Flex Section 125 plan and Loss of Time. Enters in new applications into each of the plans computer systems and monitors billings to make sure the employees were enrolled correctly.			X	
20	Administers Consolidated Omnibus Budget Reconciliation Act (COBRA) and maintains detailed records on employees that elect to participate in COBRA.			X	
21	Administers Family Medical Leave (FMLA) and maintains detailed records on employees that need to have FMLA.			X	
22	Administers Domestic Partnership's created with Employee Trust Funds and sets up any insurance benefits that the employee is eligible for upon creating the Domestic Partnership.			X	
23	Performs reception duties, sell all types of licenses as required by the DNR, take marriage and Domestic Partnership applications, answers telephone and sell plat books or Richland County maps.				
24	Enter voter information into the SVRS system after an election including new voter applications.	59.23(2)(i)	X		Reassigned to Deputy Clerk
25	Create lists of voter information based on customer request through the SVRS system.	59.23(2)(i)	X		Reassigned to Deputy Clerk

		<u>Stays with Clerk</u>	<u>Moves to Administrator</u>	<u>Notes:</u>
	ACCOUNTING SUPERVISOR/DEPUTY COUNTY CLERK		X	
1	Manages the computerized Government Financial and Payroll Systems.		X	
2	Maintains Chart of Accounts for all County Funds. Responsible for coding g, data entry, and posting of receipts, disbursements, and journal entries.	39.23(2)(d)	...(Authority to sign release of payments, oversight on record keeping)	...(daily supervision and management, ensuring Clerk is informed and has access to records)
3	Monthly closing of General Ledgers and distribution of account activity reports to all departments.		X	
4	Prepares monthly financial reports. Monthly reconciliation of Treasurers Cash, Highway Cost Accounting Cash, accounts receivables, and investments with County's financial system.	59.23(2)(e)	...(Authority to sign release of payments, oversight on record keeping)	...(daily supervision and management, ensuring Clerk is informed and has access to records)
5	Monitors accuracy of monthly coRe report for child Support agency and reconciles through DWD CORE website.		X	
6	Monitors various Government Grants and reconciles with departments to assure compliance.		X	

7	Assists in preparing the Annual Budget. Maintains computerized budgeting program, distributes worksheets to departments and finance committee, prepares salary and fringe data, and schedules budget meetings with the finance committee.			X	
8	Closes financial ledgers annually. Prepares reports for and participates in Annual financial audits. Maintains and update GASB 34 depreciation schedule of equipment for annual audit. Prepares the County Clerk's Annual Financial report.			X	
9	Maintains and monitors the AS400 computer system to include: nightly backups, complete operating system backups, department and application backups, installing software updates via CD or web downloads, maintains User profiles and security, places calls and follow up with networking troubleshooting support provider, and other issues.			X	
10	compiles financial data for State and Federal surveys, and statistical reports.			X	
11	Reports worker's compensation- injuries to insurance company via internet Exprs. Submits the annual summary of injuries to State of Wisconsin.			X	
12	Participates in employees interviews and trains new employees.				
13	Processes payroll in the absence of the Fiscal clerk.			X	
14	Submits weekly EFTps payment for payroll tax withholdings.			X	
15	Monitors monthly payroll payables for employee benefits to include: Health, Dental, Disability and Life Insurance.			X	
16	Monitors and assists with filing requirements and deadlines for Annual w2 wage reporting' Supervises preparation of w2's. Prepares magnetic media for reporting annual W2 data to State and Federal agencies.			X	
17	Reconciles annual Wisconsin Retirement system reporting and prepares magnetic media for reporting to State of Wisconsin.			X	
18	Serves as County Clerk in Clerk's absence.	59.23(1)(a)	X		Reassigned to Deputy Clerk
19	Performs reception duties as needed.				

			<u>Stays with Clerk</u>	<u>Moves to Administrator</u>	<u>Notes:</u>
County Clerk Duties by (Ordinance 20-26)				X	
1	Administer the various insurance programs of the County. Work with the Finance and Personnel Committee to see that insurance coverage is solicited and adequate to protect the County from financial loss.			X	Task would need to be reassigned
2	Assist the County Administrator in the preparation of the annual budget. Monitor implementation of the adopted budget to assure that all expenditures of county funds are made in compliance with the allocations of the budget.			X	Task would need to be reassigned
(By Wisconsin Statute 59.23(2))					
1	(a) Board proceedings. Act as clerk of the board at all of the board's regular, special, limited term, and standing committee meetings; under the direction of the county board chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the board in a format chosen by the clerk, including all committee meetings, either personally or through the clerk's appointee; file in the clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; publish ordinances as provided in s. 59.14 (1); and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.		By Statute		
2	(b) Recording of proceedings. Record at length every resolution adopted, order passed and ordinance enacted by the board.		By Statute		

3	(c) Orders for payment. Sign all orders for the payment of money directed by the board to be issued, and keep a true and correct account of such orders, and of the name of the person to whom each order is issued; but he or she shall not sign or issue any county order except upon a recorded vote or resolution of the board authorizing the same; and shall not sign or issue any such order for the payment of the services of any clerk of court, district attorney or sheriff until the person claiming the order files an affidavit stating that he or she has paid into the county treasury all moneys due the county and personally collected or received in an official capacity; and shall not sign or issue any order for the payment of money for any purpose in excess of the funds appropriated for such purpose unless first authorized by a resolution adopted by the county board under s. 65.90 (5).		By Statute		
4	(cm) Apportionment of taxes. Apportion taxes and carry out other responsibilities as specified in s. 70.63 (1).		By Statute		
5	(d) Accounts. File and preserve in the clerk's office all accounts acted upon by the board, and endorse its action thereon, designating specifically upon every account the amount allowed, if any, and the particular items or charges for which allowed, and such as were disallowed, if any.		By Statute		
6	(de) Property. To the extent authorized by the board, exercise the authority under s. 59.52 (6).		By Statute		
7	(dg) Dogs. Perform the responsibilities relating to dog licensing, which are assigned to the clerk under ch. 174, and the dog fund specified in ch. 174.		By Statute		
8	(di) Marriage licenses, domestic partnerships. Administer the program for issuing marriage licenses as provided in ch. 765 and the program for forming and terminating domestic partnerships as provided in ch. 770.		By Statute		
9	(e) Reports of receipts and disbursements. Record the reports of the treasurer of the receipts and disbursements of the county.		By Statute		
10	(f) Recording receipts and disbursements. Keep a true and accurate account of all money which comes into the clerk's hands by virtue of the clerk's office, specifying the date of every receipt or payment, the person from or to whom the receipt or payment was received or paid, and the purpose of each particular receipt or disbursement, and keep the book at all times open to the inspection of the county board or any member of the board.		By Statute		
11	(g) Payments to treasurer. Keep in the manner prescribed in par. (f) a separate account of all moneys paid the treasurer by the clerk.		By Statute		
12	(h) Books of account. Keep all of the accounts of the county and all books of account in a manner that the board directs. Books of account shall be maintained on a calendar year basis, which shall be the fiscal year in every county.		By Statute		
13	(i) Chief election officer, election duties. As the chief election officer of the county, perform all duties that are imposed on the clerk in relation to the preparation and distribution of ballots and the canvass and return of votes at general, judicial, and special elections.		By Statute		
14	(l) Duplicate receipts. Make out and deliver to the treasurer duplicate receipts of all money received by the clerk as clerk, and countersign and file in the clerk's office the duplicate receipts delivered to the clerk by the treasurer of money received by the treasurer.		By Statute		
15	(m) Certified copies; oaths and bonds; signatures. 1. Make and deliver to any person, for a fee that is set by the board under s. 19.35 (3), a certified copy or transcript of any book, record, account, file or paper in his or her office or any certificate which by law is declared to be evidence. 2. Except as otherwise provided, receive and file the official oaths and bonds of all county officers and upon request shall certify under the clerk's signature and seal the official capacity and authority of any county officer so filing and charge the statutory fee. Upon the commencement of each term every clerk shall file the clerk's signature and the impression of the clerk's official seal in the office of the secretary of state.		By Statute		
16	n) Taxes. Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes.		By Statute		
17	(nm) Timber harvest notices. Provide notice to a town chairperson regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a) 2.		By Statute		

18	(o) Report, receipts and disbursements to board. Make a full report to the board, at the annual meeting or at any other regular meeting of the board when so stipulated by the board, in writing, verified by the clerk's oath, of all money received and disbursed by the clerk, and separately of all fees received by the clerk; and settle with the board the clerk's official accounts and produce to the board all books, accounts and vouchers relating to the same.		By Statute		
19	(p) Proceedings to historical society. Forward to the historical society, postpaid, within 30 days after their publication a copy of the proceedings of the board, and of all printed reports made under authority of such board or by the authority of other county officers.		By Statute		
20	(q) County highway commissioner; notify of election. Notify a county commissioner of highways of the commissioner's election within 10 days thereafter.		By Statute		
21	(r) County tax for road and bridge fund. Notify the proper town officers of the levy and rate of any tax for the county road and bridge fund.		By Statute		
22	(s) <i>List of local officials.</i> Annually, on the first Tuesday of June, transmit to the secretary of state a list showing the name, phone number, electronic mail address, and post-office address of local officials, including the chairperson, mayor, president, clerk, treasurer, council and board members, and assessor of each municipality, and of the elective or appointive officials of any other local governmental unit, as defined in s. 66.0135 (1) (c), that is located wholly or partly within the county. Such lists shall be placed on file for the information of the public. The clerk, secretary, or other administrative officer of a local governmental unit, as defined in s. 66.0137 (1) (as), shall provide the county clerk the information he or she needs to complete the requirements of this paragraph.		By Statute		
23	t) General. Perform all other duties required of the clerk by law.		By Statute		

Transition Planning - Major Functions Cycle (2021):

							Jan + Feb	Mar + Apr	May + June	July + Aug	Sept + Oct	Nov + Dec
Proposed Transition Options:							"Sooner": Opt#1			"Later" : Opt#2		"End of Cycle": Opt#3
							February 1st, 2021			July 5th, 2021		January 1st 2022
Transition Functions	Finance Functions:											
		W-2s		Audit		Budget		Year-End				
		1095s		Maximus Audit								
		1099s		EOC Report (every 2 yrs.)								
	*Hiring an Accounting Supervisor	NEED! - Who is hiring?										
	HR Functions											
		W-2		Maximus Audit	Health Ins. Planning	Open Enrollment	Premium Adjustments					
		1095s		CMS Report	Worker's Comp Audit	Flex Renewal						
		COLA/Wage Increases				Anti-discrim. test						
		Dental Open Enroll	Dental Renew									
Insurance												
	Renewal											
Elections												
	Primary - Feb 16	General- April 6		Primary- Aug		General- Nov						

Options:	The following items are listed recommendations to be considered in transitioning authorities and responsibilities: Possible action language: "...Motion to make the following recommendations to the Finance and Personnel Committee for consideration and advancement to the County Board for resolution (with possible ordinance amendment)"	<u>Sooner...</u>	<u>Later...</u>	<u>End of cycle...</u>
Functions	The Richland County Administrator Assumes Authority and Responsibility for Human Resources Functions....	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
Functions	The Richland County Administrator Assumes Authority and Responsibility for Financial Functionseffective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	*Recommendation for _____ to recruit a replacing accounting supervisor ...	Immediately	Immediately	Immediately
Functions	The Richland County Administrator Assumes Authority and Responsibility of managing the County's Insurance Programseffective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
Functions	Richland County Ordinance No. 20-26 "An ordinance Amending Ordinance #86-6 and #88-3 Relating To Designating The County Clerk As the Administrative Coordinator Of The County" is repealed and the additional functions once associated with assignment of Administrative Coordinator be removed from the County Clerk and assigned to the County Administrator...	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
Personnel	<p>The Accounts Payable Specialist is retitled to Deputy County Clerk ...</p> <p>The retitled Deputy County Clerk Position will relinquish the HR and Financial duties identified in the Position Transition Document to the Administrator's Office for reassignment...</p> <p>The retitled Deputy County Clerk Position will assume additional County Clerk duties, from the Accounting Supervisor and Payroll & Benefits Specialist positions, as identified in the Position Function Transition Document as assigned by the County Clerk...</p> <p>The retitled Deputy County Clerk Position will be assigned to the pay grade G (matching the Clerk of Court Deputy)...</p> <p>Added budget expenses will be placed on the Administrator's budget with anticipation of utilizing undesignated general funds to cover over expenditure</p>	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
Personnel	<p>By authority of State Statute 59.22(2)(c)1.b the Accounting Supervisor position is reduced in the County Clerk's Office and added to the County Administrator's Office...</p> <p>Duties associated with functions of the County Clerk's Office will be removed or amended in accordance with the Position Transition Document...</p> <p>The Accounting Supervisor Position will be assigned to the pay grade J...</p>	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
Personnel	By authority of State Statute 59.22(2)(c)1.b the Payroll & Benefits Specialist position is reduced in the County Clerk's Office and added to the County Administrator's Office...	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022

	Duties associated with functions of the County Clerk's Office will be reassigned to the Deputy Clerk in accordance with the Position Transition Document...			
	The Payroll & Benefits Specialist Position will be assigned to the pay grade H...			
Personnel	By authority of State Statute 59.22(2)(c)1.b a position of County Administrator's Office Clerical Assistant is added to the County Administrator's Office...	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	This position is proposed to handle Financial and HR Duties of the former "Accounts Payable Specialist" and additional administrative support duties.			
	The County Administrator's Office Clerical Assistant Position will be assigned to the pay grade F...			
Office Space	Recommend the "Computer Room" currently assigned to the County Clerk's Office be reassigned as the "Administrator's Office"	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	Recommend that the main office area in the County Clerk's Office be shared to accommodate the Deputy County Clerk, Clerical Assistant II, Payroll & Benefit Specialist and Clerical Assistant			
	Recommend that MIS be consulted with finding an alternative location/solutions for the existing AS400 computer system, that allows staff access for trouble shooting and solution for data backup			
Transition	Recommendation that the County Clerk continue with involvement in the County Financials, HR, and Insurances in the role of teaching, coaching, and advising the County Administrator.	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	Recommendation that the County Administrator work with the County Clerk on ensuring appropriate access remains in place for the Clerk to gather necessary reports and information			
	Recommendation that the County Administrator work with the County Clerk to provide staffing support for the elections and supporting efforts			
	Recommendation that the County Administrator work with the County Clerk in identifying budgetary impacts and bring forward amended office budgets reflecting changes in personnel and functions			

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Accounting Supervisor/ ~~Deputy County Clerk~~ **Department:** ~~County Clerk~~ County Administrator

Reports to: ~~County Clerk~~ County Administrator

Pay Grade: J

Date: ~~September 21, 2005~~ February 01, 2021

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to perform accounting tasks within the office of Richland County Clerk and serve as Deputy Clerk ~~the County Administrator~~.

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.

- Manages the computerized Government Financial and Payroll Systems.
- Maintains Chart of Accounts for all County Funds. Responsible for coding, data entry, and posting of receipts, disbursements, and journal entries.
- Monthly closing of General Ledgers and distribution of account activity reports to all departments.
- Prepares monthly financial reports. Monthly reconciliation of Treasurers Cash, Highway Cost Accounting Cash, accounts receivables, and investments with County's financial system.
- Monitors accuracy of monthly CORE report for child Support agency and reconciles through DWD CORE website.
- Monitors various Government Grants and reconciles with departments to assure compliance.
- Assists in preparing the Annual Budget. Maintains computerized budgeting program, distributes worksheets to departments and finance committee, prepares salary and fringe data, and schedules budget meetings with the finance committee.
- Closes financial ledgers annually. Prepares reports for and participates in Annual financial audits. Maintains and update GASB 34 depreciation schedule of equipment for annual audit. Prepares the County Clerk's Annual Financial report.

- Maintains and monitors the AS400 computer system to include: nightly backups, complete operating system backups, department and application backups, installing software updates via CD or web downloads, maintains User profiles and security, places calls and follow up with networking troubleshooting support provider, and other issues.
- compiles financial data for State and Federal surveys, and statistical reports.
- Reports worker's compensation- injuries to insurance company via internet Exprs. Submits the annual summary of injuries to State of Wisconsin.
- Participates in employee interviews and trains new employees.
- Processes payroll in the absence of the ~~Fiscal clerk~~ [Payroll & Benefits Specialist](#).
- Acts as back up for weekly EFTPS payment for payroll tax withholdings.
- ~~Monitors monthly payroll payables for employee benefits to include: Health, Dental, Disability and Life Insurance.~~
- ~~Monitors and Assists~~ with filing requirements and deadlines for Annual w2 wage reporting' Supervises preparation of w2's. Prepares ~~magnetic media~~ [data](#) for reporting annual W2 data to State and Federal agencies.
- ~~Reconciles annual Wisconsin Retirement system reporting and prepares magnetic media for reporting to State of Wisconsin.~~
- [Maintains all the 1095 records, issues the 1095's to the employees according to the IRS guidelines and submits them to the IRS. The Accounting Supervisor will need to be authorized by the IRS to perform these tasks.](#)
- ~~Serves as County Clerk in Clerk's absence.~~
- ~~Performs reception duties as needed.~~
- [Performs other necessary duties as required to include assisting with election functions as directed.](#)

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MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High school diploma with three years accounting experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe date and information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to use advisory data and information such as financial statements, census
- Ability to use advisory data and information such as financial statements, census reports, State EEO report, minutes, County resolutions and ordinances, computer software operating manuals, resolutions and ordinances, computer software operating manuals, procedures, guidelines, non-routine correspondence and laws.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

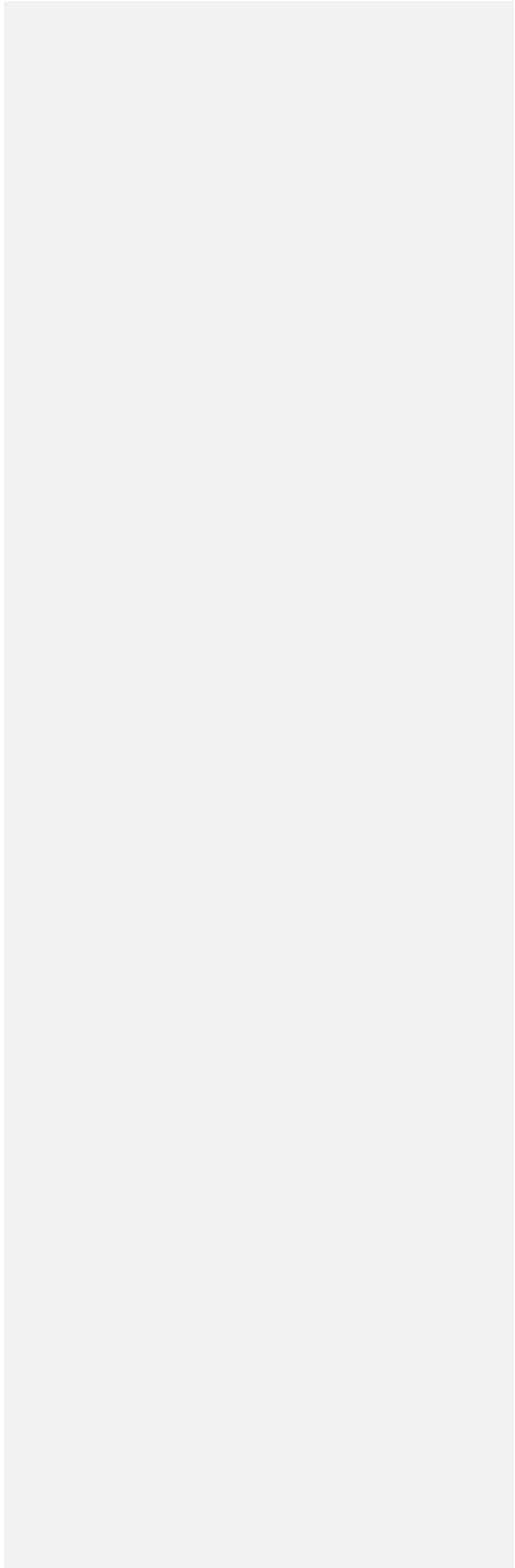
Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date



RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Payroll & Benefits Specialist
ClerkCounty Administrator

Department: County

Reports to: County ClerkCounty Administrator

Non-Union Pay Grade: 19H

Date: September 17, 2013February 01, 2021

Hours Per Week: 3540

PURPOSE OF POSITION

The purpose of this position is to perform various accounting duties with the primary emphasis on payroll and benefits administration for Richland County under the direction of the County ClerkAdministrator.

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.

- Process payroll for: Highway Department, Pine Valley Healthcare and Rehabilitation Center, Health and Human Services Department, Courthouse staff, Symon's Recreation Complex, Sheriff's Department, County Supervisors, County Committee members, Richland County Fair, Ambulance personnel and casual county employees and in compliance with county policies, union contracts and statutory requirements.
- New employee orientation which includes going over the required documents and documentation needed to set up an employee for payroll and direct deposit. Explaining the health, dental and life insurances, retirement, Flex Section 125 plan, and loss of time benefits. Instructing the new employee on the County Handbook, computer policy, equal opportunity policy, sexual harassment policy, drug-free workplace safety policy, discipline/termination grievance policy and workplace safety grievance policy.
- Accurately code and enter employee payroll changes including hires, terminations, wage rates, deductions, child support orders, garnishments, benefits and direct deposit accounts.
- Submit new hires or any employee not paid within a 60 day time frame to the Wisconsin New Hire Reporting Center as required by State Law
- Verify new hires social security numbers with the Social Security Business Services Online system
- Maintains all County personnel files.
- Maintains and balances Employee vacation, sick and comp times per County policies and/or union contracts.
- Computes and enters wage and fringe benefits data for health, dental, and life insurance, retirement, Flex Section 125 plan, loss of time and union dues. Maintains benefit files.
- Process the monthly benefit billings and ensures billing accuracy of employees listed on each bill.
- Generate required reports and remit deductions and withholdings to vendors and taxing authorities.
- Monitors Wisconsin Retirement eligibility for temporary part-time and call-in employees.

- Calculates and process all amounts due to State and Federal agencies for payroll withholdings; i.e. state and federal taxes, garnishments, and retirement contributions
- Reconciles and distributes W2's.
- Process Unemployment compensation billings and eligibility forms.
- Prepares and files monthly Labor statistics employment reports.
- Prepares and files quarterly Federal wage tax, Multiple Worksite and Unemployment reports
- Prepares annual payroll reports for auditors including workman's comp.
- Completes salary and benefit surveys as requested.
- Administers open enrollment each year for Health and Dental insurance, Flex Section 125 plan and Loss of Time. Enters in new applications into each of the plans computer systems and monitors billings to make sure the employees were enrolled correctly.
- Administers Consolidated Omnibus Budget Reconciliation Act (COBRA) and maintains detailed records on employees that elect to participate in COBRA.
- Administers Family Medical Leave (FMLA) and maintains detailed records on employees that need to have FMLA.
- Submits weekly EFTPS payments for payroll tax withholdings.
- Monitors monthly payroll payables for employee benefits to include: Health, Dental, Disability, and Life Insurance.
- Files Annual W2 wage reports. Supervises preparation of W2's. Prepares magnetic media data for reporting annual W2 data to State and Federal agencies.
- Reconciles annual Wisconsin Retirement system reporting and prepares data for reporting to State of Wisconsin.
- ~~Administers Domestic Partnership's created with Employee Trust Funds and sets up any insurance benefits that the employee is eligible for upon creating the Domestic Partnership.~~
- ~~Performs reception duties, sell all types of licenses as required by the DNR, take marriage and Domestic Partnership applications, answers telephone and sell plat books or Richland County maps.~~
- ~~Enter voter information into the SVRS system after an election including new voter applications.~~
- ~~Create lists of voter information based on customer request through the SVRS system.~~
- Performs other necessary duties as required to include assisting with election functions as directed.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma or equivalent is required.
- Preference for a 2-year or 4-year degree in Accounting or Human Resources.
- Preference for knowledge of working in an AS-400 environment
- Preference for experience with payroll and governmental accounting
- Preference for knowledge of State & Federal regulations related to wage, hour & payroll.
- Must be proficient in Microsoft Excel and Microsoft Word

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.

- Ability to advise and interpret on how to apply policies, procedures and standards to a variety of specific situations.
- Ability to utilize advisory data and information such as Federal and State withholding guidelines, Wisconsin Retirement Fund rules and guidelines, union contracts, [ACS](#), ~~[a Xerox company Payroll Operation Manual](#)~~, ~~[Minnesota Life Insurance Manual](#)~~, ~~[Avenu Insights, Payroll Operation Manual](#)~~, ~~[Securian Life Insurance Manual](#)~~, insurance billings, unemployment guidelines, non-routine correspondence and laws.
- Ability to communicate effectively with County [Clerk/Administrator](#), co-workers, all county employees, Department Heads, the general public and County Supervisors.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

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 encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: ~~Accounts Payable Specialist~~Deputy Clerk **Department:** County Clerk

Reports to: County Clerk **~~Non-Union~~ Pay Grade:** 49G

Date: ~~September 17, 2013~~February 01, 2021 **Hours Per Week:** 3540

PURPOSE OF POSITION

The purpose of this position is to provide necessary support to the County Clerk in providing all mandated and required services of the County Clerk's Office.

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.

- Serves as County Clerk in Clerk's absence.
- ~~Receive and verify invoices before preparing vouchers and making payments of all Courthouse Department, Parks, UW-Extension, UW Food Service, UW Outlay, Sheriff's Department, County air, Land Conservation, Symons Recreation, and MIS Departments.~~
- ~~Make all vendor payments for all Richland County Departments.~~
- ~~Maintain all Richland County Vendor files.~~
- ~~County wide IRS Reporting. Issue Wisconsin State Sales Tax reports. Issue 1099's to vendors and IRS. Issue Real Estate 1099's. Issue tax exempt forms and letters.~~
- Collect payments for DNR licenses, marriage licenses, copies, plat books, and maps. Maintain money supply in cash box balancing on a bi-monthly basis against receipts. Keep report to verify money collected by County Clerk Office.
- Perform reception tasks. Greet visitors, answer telephone, take messages, answer routine questions, and prepare marriage and domestic partnership applications and licenses.
- DNR License sales. Issue DNR licenses to the general public, maintain Automated License Issuance System (ALIS) and ordering current regulations and DNR information.
- Type County Board minutes for permanent record, Supervisor per diems, County Board Resolutions and Ordinances and weekly calendar of meetings.
- Maintain County personnel policies, Board rules and committee structure.
- Operates and maintain office equipment (computers, printers, typewriter, calculator, copier and shredder).
- Enter voter information into the SVRS system after an election including new voter applications.
- Take minutes at election canvass meetings.
- Record all elections results into the official elections results book.
- Compile and maintain information for the Richland County Directory.
- ~~Type and mail Tr-County Airport agenda to that committee's members.~~
- ~~Perform a variety of other secretarial duties including: filing, duplicating and collating printed materials and compose routing replies to correspondence.~~
- Performs other necessary duties as required

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma or equivalent is required.
- Preference for a 2-year work experience ~~with Accounts Payable~~ in clerical support
- Preference for knowledge of working in an AS-400 environment
- Preference for experience with payroll and governmental accounting
- ~~Preference for knowledge of State & Federal regulations related to filing 1099 forms~~
- Must be proficient in Microsoft Excel and Microsoft Word

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies, procedures and standards to a variety of specific situations.
- Ability to utilize advisory data and information such as Federal and State withholding guidelines, Wisconsin Retirement Fund rules and guidelines, union contracts, ACS, a Xerox company Payroll Operation Manual, Minnesota Life Insurance Manual, insurance billings, unemployment guidelines regulations and , non-routine correspondence and laws pertaining to Marriage Licenses and Elections.
- Ability to communicate effectively with County Clerk, co-workers, all county employees, Department Heads, the general public and County Supervisors.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.

- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

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 encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: ~~Accounts Payable Specialist~~Administrator's Office Clerical Assistant
Department: County ~~Clerk~~Administrator's Office

Reports to: County ~~Clerk~~ Administrator

Pay Grade: 19G

Date: ~~September 17, 2013~~February 01, 2021

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to provide effective financial and clerical services focused on account payables and account receivables and support administrative functions of the County Administrator Office. ~~in order to ensure and efficient financial and administrative 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.

- Receive and verify invoices before preparing vouchers and making payments of all Courthouse Department, Parks, UW-Extension, UW Food Service, UW Outlay, Sheriff's Department, County air, Land Conservation, Symons Recreation, and MIS Departments.
- Make all vendor payments for all Richland County Departments.
- Maintain all Richland County Vendor files.
- County wide IRS Reporting. Issue Wisconsin State Sales Tax reports. Issue 1099's to vendors and IRS. Issue Real Estate 1099's. Issue tax exempt forms and letters.
- ~~Collect payments for DNR licenses, marriage licenses, copies, plat books, and maps. Maintain money supply in cash box balancing on a bi-monthly basis against receipts. Keep report to verify money collected by County Clerk Office.~~
- Perform reception tasks. Greet visitors, answer telephone, take messages, answer routine questions, ~~and prepare marriage and domestic partnership applications and licenses.~~
- ~~DNR License sales. Issue DNR licenses to the general public, maintain Automated License Issuance System (ALIS) and ordering current regulations and DNR information.~~
- ~~Type County Board minutes for permanent record, Supervisor per diems, County Board Resolutions and Ordinances and weekly calendar of meetings.~~
- Maintain County personnel policies, Board rules and committee structure.
- Operates and maintain office equipment (computers, printers, typewriter, calculator, copier and shredder).
- ~~Enter voter information into the SVRS system after an election including new voter applications.~~
- ~~Take minutes at election canvass meetings.~~
- ~~Record all elections results into the official elections results book.~~
- ~~Compile and maintain information for the Richland County Directory.~~
- Type and mail Tr-County Airport agenda to that committee's members.
- Perform a variety of other secretarial duties including: filing, duplicating and collating printed materials and compose routing replies to correspondence.

- [Performs other necessary duties as required to include assisting with election functions as directed.](#)
- [Performs as backup of all Account Supervisor and Payroll and Benefits Specialist functions](#)

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma or equivalent is required.
- Preference for a 2-year work experience with Accounts Payable
- Preference for knowledge of working in an AS-400 environment
- Preference for experience with payroll and governmental accounting
- Preference for knowledge of State & Federal regulations related to filing 1099 forms
- Must be proficient in Microsoft Excel and Microsoft Word

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to utilize advisory data and information such as County personnel policies, and directories.
- Ability to communicate effectively with County [Clerk/Administrator](#), County Department heads, and employees, ~~DNR personnel~~, the general public, vendor representatives, delivery personnel.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties to frequent change.
- Ability to use functional reasoning development in performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.

- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

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Employee's Signature

Supervisor's Signature

Date

Date