

# County Clerk's Office

Richland County, Wisconsin

Derek S. Kalish  
County Clerk

Courthouse – P.O. Box 310  
Richland Center, Wisconsin 53581

(608) 647-2197  
(fax) (608) 647-6134  
[derek.kalish@co.richland.wi.us](mailto:derek.kalish@co.richland.wi.us)

June 17, 2022

Please be advised that Richland County Board of Supervisors will convene at 7:00 p.m., Tuesday, June 21, 2022, in the Banquet Room of The Phoenix Center, located at 100 South Orange Street, Richland Center, Wisconsin.

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=md97a2b750ac7e69756a0b686125cc8ae>

Tuesday, June 21, 2022 7:00 pm | 3 hours | (UTC-06:00) Central Time (US & Canada)

Meeting number: 2558 422 6121

Password: Richland

Join by phone

1-650-479-3208 United States Toll

Access code: 25584226121

## Agenda

1. Roll Call
2. Invocation
3. Pledge Of Allegiance
4. Approve Agenda
5. Approve Minutes Of The May 17<sup>th</sup> Meeting
6. Report On Petitions For Zoning Amendments Received Since The Last County Board Session
7. Report On Rezoning Petitions Recommended For Denial By The Zoning And Land Information Committee
8. Ordinance Repealing Ordinance No. 99 – 11 And Adopting The General Schedules For County Governments As Established By The State Of Wisconsin Public Records Board For Use In The Disposal Of Obsolete County Records
9. Resolution To Approve Changing Auto Physical Damage And Property Insurance Carriers And The Policy Periods
10. Resolution Approving The County Taking A Tax Deed To Tax Parcel # 024-3343-4100
11. Resolution Approving The County Taking A Tax Deed To Tax Parcel # 006-0634-4100
12. Resolution Approving The County Taking A Tax Deed To Tax Parcel # 016-1731-2400
13. Resolution Approving The Purchase Of Two New Trucks And Body Builds Including Snow Plows By The Highway Department
14. Resolution Approving The Elimination Of Parts Clerk Position And Position Reclassification Of The Shop Foreman And Increased Hours Of The Office Clerk
15. Resolution Approving The Purchase Of A High Capacity Brine Maker And Installation By The Highway Department
16. Resolution Approving Contract Negotiations With Radio Vendors
17. Resolution Approving The Sheriff's Department Applying For And Accepting A Summer Traffic Control Grant From The Wisconsin Department Of Transportation
- 18. Resolution Approving A Construction Agreement For The Construction Of A Solar Array**
19. Resolution To Approve An Increase In The On-Call Compensatory Time Reimbursement Rate And To Revise The Health And Human Services Addendum To The Richland County Employee Handbook Of Personnel Policies And Work Rules
20. Resolution To Approve The Use Of American Rescue Plan Act (ARPA) Funds Set Aside For Public Health To Hire A Consultant To Assist With The Development Of The Community Health Needs Assessment (CHNA)/ Community Health Improvement Plan (CHIP)
21. Resolution Approving An Amendment To One 2022 Contract For The Department Of Health & Human Services
22. Resolution Approving A Change Order To Repair The Courthouse Roof
23. Resolution Adopting Amendments To The Richland County Body Structure Document
24. Resolution Adopting Amendments To The Richland County Policy On Authority Of Management, Roles Of Members And Chairs Of Committees, Boards And Commissions
25. Resolution Adopting Amendments To The Richland County Policy Establishment (Policy)
26. Resolution Establishing A Policy For The Expenditure Of Remaining Funds From American Rescue Plan Act Funds
27. Resolution Amending The Richland County Employee Handbook
28. Resolution Updating The County's Civil Rights Compliance Plan And Letter Of Assurance
29. Resolution Adopting A Government Services Building – Facility Policy
30. Resolution Imploring The State Of Wisconsin To Increase State Shared Revenues And State Highway Aids For Richland County
31. Resolution Requesting The State Of Wisconsin Support The Uw-Colleges To Where It Was Supporting Them In 2015
32. Appointments To Various Boards, Commissions And Committees
- 33. Confirmation Of Department Head Appointment**
34. Reports: County Administrator, Clerk Of Court
35. Correspondence
36. Adjourn

**\*\* Items In Bold Have Been Added, Modified, Or Removed From Agenda \*\***

## **MAY MEETING**

May 17, 2022

Chair Brewer called the meeting to order at 7 PM. Roll call found all members present except Gottschall, Rudersdorf, and Fleming. McGuire joined the meeting at 7:07 PM.

Wayne Fife, retired Pastor with the Richland County Ministerial Association gave the Invocation.

Deputy County Clerk Hege led the Pledge of Allegiance.

Motion by Cosgrove, second by Frank for approval of the agenda. Motion carried and agenda declared approved.

Chair Brewer asked if any member desired the minutes of the April 19<sup>th</sup> meeting be read or if any member desired to amend the minutes of the previous meeting. Hearing no motion to read or amend the minutes of the April 19<sup>th</sup> meeting, Chair Brewer declared the minutes approved.

Ordinance No. 22 – 1 Amendment No. 545 to Richland County Comprehensive Zoning Ordinance No. 5 relating to a parcel belonging to Georgia Angell in the Town of Marshall was presented to the Board. Motion by McKee, second by Turk that Ordinance No. 22 - 1 be enacted. Zoning Administrator Mike Bindl explained the rezoning request. Motion carried and ordinance declared enacted.

### **ORDINANCE NO. 22 - 1**

Amendment No. 545 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Georgia Angell In The Town Of Marshall.

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

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

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

2. Richland County Comprehensive Zoning Ordinance No. 5, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

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

That the following described 21 acre parcel belonging to Georgia Angell and in the Town of Marshall is hereby rezoned from the General Agricultural and Forestry District (A-F) to the Agriculture and Residential (A-R) District:

All that part of the Northwest quarter of the Northeast quarter of Section 14, Township 11 North, Range 1 West, Town of Marshall, Richland County Wisconsin described as follows:

Beginning at the North quarter corner of said Section 14;  
 Thence South 01°56'15" East, along the west line of said Northeast quarter, 1324.37 feet to the Southwest corner of said Northwest quarter of the Northeast quarter;  
 Thence North 89°15'53" East, along the South line of said Northwest quarter of the Northeast quarter, 908.66 feet to a point on the centerline of State Trunk Highway 56;  
 Thence North 43°15'01" West, along said centerline, 42.41 feet to the point of curvature of a 22936.25-foot radius curve concave to the Northeast;  
 Thence Northwesterly, 322.32 feet along said centerline and the arc of said curve having a central angle of 00°48'19" and a chord bearing North 42°50'52" West, 322.32 feet;  
 Thence North 42°26'43" West, along said centerline, 277.78 feet;  
 Thence North 43°26'04" East, 535.55 feet;  
 Thence North 40°23'49" West, 595.59 feet to a point on the North line of said Northeast quarter of Section 14;  
 Thence South 89°41'23" West, along said North line, 499.86 feet to the point of beginning.

3. This Ordinance shall be effective on May 18th, 2022.

DATED: MAY 17, 2022  
 PASSED: MAY 17, 2022  
 PUBLISHED: MAY 26, 2022

ORDINANCE OFFERED BY THE LAND AND  
 ZONING STANDING COMMITTEE

	FOR	AGAINST
MARTY BREWER, CHAIR		
RICHLAND COUNTY BOARD OF SUPERVISORS		
ATTEST:		
	MELISSA LUCK	X
	STEVE CARROW	X
	DAVOD TURK	X
	LINDA GENTES	X
	JULIE FLEMING	X
	DANIEL MCGUIRE	

DEREK S. KALISH  
 RICHLAND COUNTY CLERK

Ordinance No. 22 – 2 Amendment No. 546 to Richland County Comprehensive Zoning Ordinance No. 5 relating to a parcel belonging Francis Waldsmith in the Town of Henrietta was presented to the Board. Motion by Cosgrove, second by Manning that Ordinance No. 22 - 2 be enacted. Discussion continued. Motion by Luck, second by Turk to amend Ordinance No. 22 – 2 to include the words “estate of” as follows: “Amendment No. 546 to Richland County Comprehensive Zoning Ordinance No. 5 relating to a parcel belonging to **estate of** Francis Waldsmith in the Town of Henrietta” and “That the following described 1.61 acre parcel belonging to **estate of** Francis Waldsmith and in the Town of Henrietta is hereby rezoned from the General Agricultural and Forestry District (A-F) and Single Family Residential (R-1) District to the Single-Family Residential (R-2) District”. Zoning Administrator Mike Bindl explained the rezoning request. Motion carried and amended ordinance declared enacted.

**ORDINANCE NO. 22 - 2**

Amendment No. 546 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Estate Of Francis Waldsmith In The Town Of Henrietta.

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

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

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

2. Richland County Comprehensive Zoning Ordinance No. 5, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

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

That the following described 1.61 acre parcel belonging to Estate Of Francis Waldsmith and in the Town of Henrietta is hereby rezoned from the General Agricultural and Forestry District (A-F) and Single Family Residential (R-1) District to the Single-Family Residential (R-2) District:

Part of discontinued O'Neil street, discontinued J. A. Johnson street and part of the discontinued un-named alley in block 2, Original Plat of Hub City discontinued by order of the Town Board and recorded as document number 328576, and part of Lots 3, 4, 5, 6, 7 and 8 of Block 2, of the Original Plat of Hub City, and other unplatted lands, all located in part of the Northeast quarter of the Southeast quarter of Section 34, Township 12 North, Range 1 East, Township of Henrietta, Richland County, Wisconsin described as follows:

Commencing at the East quarter corner of said Section 34;

Thence North 89°48'20" West, along the North line of said Southeast quarter, 1300.21 feet to the Northwest corner of the Northeast quarter of the Southeast quarter;

Thence South 00°24'26" West, along the West line of said Northeast quarter of the Southeast quarter, 439.57 feet to the point of beginning of the lands hereinafter described;

Thence East, 444.13 feet;

Thence South 336.10 feet to a point on the North line of Palmer Street,

Thence North 89°56'48" West, along the North line of Palmer Street, 171.51 feet to a point on the centerline of said vacated J.A. Johnson Street;

Thence North 00°24'26" East, along said centerline, 289.00 feet to a point on the centerline of said vacated O'Neil street;

Thence North 89°56'48" West, along said centerline, 275.01 feet to a point on the West line of said Northeast quarter of the Southeast quarter;

Thence North 00°24'26" East, along said West line, 46.69 feet to the point of beginning.

3. This Ordinance shall be effective on May 18th, 2022.

DATED: MAY 17, 2022  
PASSED: MAY 17, 2022  
PUBLISHED: MAY 26, 2022

ORDINANCE OFFERED BY THE LAND &  
ZONING STANDING COMMITTEE

		FOR	AGAINST
MARTY BREWER, CHAIR	MELISSA LUCK	X	
RICHLAND COUNTY BOARD OF SUPERVISORS	STEVE CARROW	X	
	DAVOD TURK	X	
ATTEST:	LINDA GENTES	X	
	JULIE FLEMING	X	
	DANIEL MCGUIRE		

DEREK S. KALISH  
RICHLAND COUNTY CLERK

Zoning Administrator Mike Bindl reported there were no petitions for zoning amendments received since the last County Board session.

Zoning Administrator Mike Bindl reported that there were no rezoning petitions being recommended for denial by the Zoning and Land Information Committee.

Resolution No. 22 – 38 authorizing not to exceed \$8,500,000 general obligation bonds for radio and tower project and other capital improvement projects was read by Deputy County Clerk Hege. Motion by Williamson, second by Severson that Resolution No. 22 - 38 be adopted. Discussion continued. Carol Wirth from Wisconsin Public Finance Professionals reviewed the initial resolution, the purpose of it, and the County’s recent upgrade to its Moody’s rating. Discussion occurred amongst those present regarding various aspects of the borrowing process and the financial impacts to current and future projects. The desire and importance for the County to undertake this project was expressed by both County Board Supervisors and citizens present for the meeting. Roll call vote taken: Ayes: Carrow, Murphy-Lopez, Brewer, Seep, McKee, Rynes, Luck, Manning, Glasbrenner, Gentes, Turk, Cosgrove, Frank, Severson, Williamson, Couey, Voyce, and McGuire. Nays: Gottschall (absent), Rudersdorf (absent), and Fleming (absent). With 18 Ayes and 3 Nays, the motion carried and resolution declared adopted.

**RESOLUTION NO. 22 - 38**

Initial Resolution Authorizing Not To Exceed \$8,500,000 General Obligation Bonds For Radio And Tower Project And Other Capital Improvement Projects.

WHEREAS, Richland County, Wisconsin (the "County") is in need of an amount not to exceed \$8,500,000 for the public purpose of financing capital improvement projects, consisting of the radio and tower project, facility maintenance and improvements and equipment acquisition; and

WHEREAS, it is desirable to authorize the issuance of general obligation bonds for such purpose pursuant to Chapter 67 of the Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County borrow an amount not to exceed \$8,500,000 by issuing its general obligation bonds for the public purpose of financing capital improvement projects, consisting of the radio and tower project, facility maintenance and improvements and equipment acquisition. There be and there hereby is levied on all the taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on such bonds.

Adopted, approved and recorded May 17, 2022.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE & PERSONNEL STANDING COMMITTEE

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

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: MAY 17, 2022

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ		
MARC COUEY	X	
GARY MANNING		
TIM GOTTSCHALL	X	
DAVID TURK	X	
STEVE WILLIAMSON	X	
MELISSA LUCK	X	
STEVE CARROW	X	

Resolution No. 22 – 39 approving a municipal advisory agreement with Wisconsin Public Finance Professionals, LLC was read by Deputy County Clerk Hege. Motion by McKee, second by Glasbrenner that Resolution No. 22 - 39 be adopted. The motion carried and resolution declared adopted.

**RESOLUTION NO. 22 – 39**

A Resolution Approving A Municipal Advisory Agreement With Wisconsin Public Finance Professionals, LLC.

WHEREAS the Finance and Personnel Committee and the County Administrator, Clinton Langreck, have recommended that the County Board approve the County issuing not to exceed \$8,500,000 general obligation bonds for the radio and tower project and facility maintenance and improvements and equipment acquisition, and

WHEREAS, in order to facilitate the issuance of these bonds, it is necessary for the County to employ public finance professionals and the Finance and Personnel Standing Committee is recommending that the County Board approve a Municipal Advisory Agreement with Wisconsin Public Finance Professionals, LLC for this purpose, and

WHEREAS Rule 14 of the Rules of the Board requires nearly all contracts involving \$10,000 or more to be approved by the County Board and the Finance and Personnel Standing Committee 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 approval is hereby granted for the Municipal Advisory Agreement with Wisconsin Public Finance Professionals, LLC, in the amount of \$26,500, a copy of which is on file in the County Clerk’s office and which is accessible on the County’s website, and

BE IT FURTHER RESOLVED that the County Board Chair, Marty Brewer and the County Administrator, Clinton Langreck, are hereby authorized to sign the Municipal Advisory Agreement on behalf of the County, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE & PERSONNEL STANDING COMMITTEE

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

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED MAY 17, 2022

MARTY BREWER  
SHAUN MURPHY-LOPEZ  
STEVE CARROW  
MELISSA LUCK  
TIMOTHY GOTSCHALL  
DAVID TURK  
STEVE WILLIAMSON  
MARC COUEY  
GARY MANNING

FOR	AGAINST
X	
X	
X	
X	
X	
X	
X	

Resolution No. 22 – 40 approving the Sheriff’s Department applying for and accepting a body worn camera grant from the US Department of Justice was read by Deputy County Clerk Hege. Motion by Luck, second by Manning that Resolution No. 22 - 40 be adopted. The motion carried and resolution declared adopted.

**RESOLUTION NO. 22 - 40**

A Resolution Approving The Sheriff’s Department Applying For And Accepting A Body Worn Camera Grant From The US Department Of Justice.

WHEREAS the Law Enforcement and Judiciary Committee and Sheriff Clay Porter have been notified that the Sheriff's Department may be eligible to receive a body worn camera grant to purchase body worn cameras for the jail.

WHEREAS Rule 19 of the Rules of the Board requires County Board approval for any department of County government to apply for and accept a grant, and WHEREAS the Law Enforcement and Judiciary Committee has carefully considered this matter 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 approval is hereby granted for the Sheriff's Department to apply for and accept a body worn camera grant from the United States Department of Justice for purchasing body worn cameras, and

BE IT FURTHER RESOLVED that the grant requires a local match and the matching funds will be paid from the Jail Assessment Fund.

BE IT FURTHER RESOLVED that approval is hereby granted for the grant funds to be spent in accordance with the terms of the grant and the County Administrator is hereby authorized to sign on behalf of the County any documents needed to carry out this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE LAW ENFORCEMENT AND JUDICIARY COMMITTEE

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

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: MAY 17, 2022

	FOR	AGAINST
MELISSA LUCK	X	
DAVID TURK	X	
CHAD COSGROVE	X	
BOB FRANK	X	
KERRY SEVERSON	X	

Resolution No. 22 – 41 approving the Sheriff's Department applying for and accepting a COPS hiring grant from the US Department of Justice was read by Deputy County Clerk Hege. Motion by Seep, second by Cosgrove that Resolution No. 22 - 41 be adopted. Discussion continued. Motion by Luck, seconded by Glasbrenner, to amend the sentences as follows: "A Resolution Approving The Sheriff's Department Applying For ~~And Accepting~~ A COPS Hiring Grant From The US Department Of Justice" and "NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Sheriff's Department to apply for ~~and accept~~ a COPS hiring grant from the United States Department of Justice for patrol hiring purposes, and" and "BE IT FURTHER RESOLVED ~~that approval is hereby granted for the grant funds to be spent in accordance with the terms of the grant and~~ the County Administrator is hereby authorized to sign on behalf of the County any documents needed to carry out this Resolution, and". The motion carried and amended resolution declared adopted.

**RESOLUTION NO. 22 - 41**



A Resolution Approving The Sheriff's Department Applying For A COPS Hiring Grant From The US Department Of Justice.

WHEREAS the Public Safety Standing Committee and Sheriff Clay Porter have been notified that the Sheriff's Department may be eligible to receive an COPS Hiring Grant which would help pay for an additional patrol deputy for 3 years, and

WHEREAS Rule 19 of the Rules of the Board requires County Board approval for any department of County government to apply for and accept a grant, and

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

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Sheriff's Department to apply for a COPS hiring grant from the United States Department of Justice for patrol hiring purposes, and

BE IT FURTHER RESOLVED that the grant requires a local match of 25% of wages and benefits the first year increasing each year for the duration of the grant program, and

BE IT FURTHER RESOLVED the County Administrator is hereby authorized to sign on behalf of the County any documents needed to carry out this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE  
PUBLIC SAFETY STANDING COMMITTEE

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: MAY 17, 2022

MELISSA LUCK  
KEN RYNES  
DAVID TURK  
CHAD COSGROVE  
BOB FRANK  
KERRY SEVERSON  
BARBARA VOYCE

FOR            AGAINST

Resolution No. 22 – 42 approving the Sheriff's Department's purchase of two new vehicles and the purchase and installation of appropriate equipment for those vehicles was read by Deputy County Clerk Hege. Motion by Luck, second by McKee that Resolution No. 22 - 42 be adopted. The motion carried and resolution declared adopted.

**RESOLUTION NO. 22 - 42**

A Resolution Approving The Sheriff's Department's Purchase Of Two New Vehicles And The Purchase And Installation Of Appropriate Equipment For Those Vehicles.

WHEREAS the Law Enforcement and Judiciary Committee and Sheriff Clay Porter have recommended to the Public Safety Standing Committee that the Sheriff's Department be authorized to spend no more than \$127,000 to purchase 2 new squad vehicles and to purchase and install appropriate equipment for these vehicles, and

WHEREAS it is provided in Rule 14 of the Rules of the Board that nearly all purchases in excess of \$10,000 must be approved by the County Board, and

WHEREAS the Sheriff will be replacing two Ford Interceptor Utility squad cars, which retain some value, and

WHEREAS the Public Safety Standing Committee has carefully considered this matter 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 approval is hereby granted for the Sheriff's Department to spend no more than \$127,000 for the purchase of two new squad vehicles and appropriate equipment and installation for those vehicles.

BE IT FURTHER RESOLVED that, the Sheriff is authorized to spend no more than \$127,000 to make these purchases, and

BE IT FURTHER RESOLVED that authority is hereby granted for the Law Enforcement and Judiciary Committee and the Sheriff to sell two Ford Interceptor Utility squad cars in a manner deemed appropriate by the Committee and for the net sale proceeds to be deposited in the General Fund in the 2022 County budget, and

BE IT FURTHER RESOLVED these purchases shall be paid from the 2022 Short Term Borrowing Fund (Fund 92), and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE  
PUBLIC SAFETY STANDING COMMITTEE

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: MAY 17, 2022

MELISSA LUCK  
KEN RYNES  
DAVID TURK  
CHAD COSGROVE  
BOB FRANK  
KERRY SEVERSON  
BARBARA VOYCE

FOR                      AGAINST

Resolution No. 22 – 43 approving the payment of a central square invoice for the Sheriff's Department was read by Deputy County Clerk Hege. Motion by McKee, second by Williamson that Resolution No. 22 - 43 be adopted. The motion carried and resolution declared adopted.

**RESOLUTION NO. 22 – 43**

A Resolution Approving The Payment Of A Central Square Invoice For The Sheriff’s Department.

WHEREAS the Sheriff’s Department has received an invoice of which exceeds \$10,000 which needs to be paid and this invoice has been presented to the Law Enforcement and Judiciary Committee and approved by that Committee, and

WHEREAS Rule 14 of the Rules of the Board requires County Board approval for nearly all expenses in excess of \$10,000, and

WHEREAS the Law Enforcement and Judiciary Committee 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 the following invoice for the Sheriff’s Department are hereby approved from Central Square Technologies in the amount of \$16,210.45.

BE IT FURTHER RESOLVED that payment of this invoice shall be made from the 911 Outlay in the Sheriff’s Department’s 2022 County budget, and

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to issue County checks in accordance with this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE LAW ENFORCEMENT AND JUDICIARY COMMITTEE

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

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: MAY 17, 2022

	FOR	AGAINST
MELISSA LUCK	X	
DAVID TURK	X	
CHAD COSGROVE	X	
BOB FRANK	X	
KERRY SEVERSON	X	

Resolution No. 22 – 44 approving the County itself to conduct a public works project – new interview room for the Sheriff’s Office was read by Deputy County Clerk Hege. Motion by Couey, second by Manning that Resolution No. 22 - 44 be adopted. The motion carried and resolution declared adopted.

**RESOLUTION NO. 22 - 44**

A Resolution Approving The County Itself To Conduct A Public Works Project – New Interview Room For The Sheriff’s Office.

WHEREAS the Richland County Public Works Standing Committee and the County Administrator, Clinton Langreck, have recommended that the County Board approve Courthouse Maintenance Supervisor Nelson, perform the public works project of erecting a wall in the existing deputy bay to allow for a new interview room on the first floor; and

WHEREAS, the project costs are estimated not to exceed \$1,000.00; and

WHEREAS, Richland County Board Rule #14 specifies that if the estimated cost of the project is less than \$5,000, there are no restrictions as to how the County Board can award the contract for the work; and

WHEREAS, Richland County Board Rule #14 further specifies that regardless of the estimated cost of the project, the County Board may, by a 3/4th vote, allow the work to be done by the County itself.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for Courthouse Maintenance Supervisor Nelson to perform the erection of the wall to create a new interview room; and

BE IT FURTHER RESOLVED that costs of this project will be funded through the Sheriff's Office 2022 budget; and

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

RESOLUTION OFFERED BY THE  
PUBLIC WORKS STANDING COMMITTEE

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

		FOR	AGAINST
RESOLUTION ADOPTED	STEVE WILLIAMSON	X	
	RICHARD MCKEE	X	
DEREK S. KALISH	STEVE CARROW	X	
COUNTY CLERK	GARY MANNING	X	
	CHAD COSGROVE	X	
DATED MAY 17, 2022	MARC COUEY	X	
	JULIE FLEMING	X	
	DAN MCGUIRE	X	

Resolution No. 22 – 45 approving elimination of the Early Intervention Special Educator Position and to replace with a Children’s Long-Term Support & Birth To 3 Case Manager position was read by Deputy County Clerk Hege. Motion by Glasbrenner, second by Williamson that Resolution No. 22 - 45 be adopted. The motion carried and resolution declared adopted.

**RESOLUTION NO. 22 - 45**

A Resolution Approving Elimination Of The Early Intervention Special Educator Position And To Replace With A Children’s Long-Term Support & Birth To 3 Case Manager Position.

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, has recommended to eliminate the Early Intervention Special Educator position and replace the position with a Children’s Long-Term Support & Birth to 3 Case Manager position to accommodate the increase in Birth to 3 and Children’s Long-Term Support caseload sizes, and

WHEREAS the Children’s Long-Term Support & Birth to 3 Case Manager position is a billable position and would be fully funded through CLTS Case Management/Waiver Funding, Children’s Community Options Program Case Management Funding, Birth to 3 Medicaid Case Management Funding, and Comprehensive

Community Services Service Facilitation funding. The Early Intervention Special Educator position is a non-billable position, has not been filled by a qualified staff for over three years, and was not included in the 2022 budget; and

WHEREAS County Administrator Clinton Langreck and the Finance and Personnel Committee has carefully considered this matter 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 approval is hereby granted to eliminate the Early Intervention Special Educator position and replace it/create an additional Children’s Long-Term Support & Birth to 3 Case Manager position (Grade H on the existing county pay scale).

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

VOTE ON FOREGOING RESOLUTION	RESOLUTION OFFERED BY THE COUNTY BOARD SUPERVISOR MEMBERS OF THE HEALTH AND HUMAN SERVICES BOARD
AYES _____ NOES _____	

RESOLUTION ADOPTED		FOR	AGAINST
DEREK S. KALISH COUNTY CLERK	KERRY SEVERSON INGRID GLASBRENNER VAN NELSON	X	
DATED: MAY 17, 2022	TIMOTHY GOTTSCHALL	X	

*\*This resolution brought forward prior to committee reorganization.*

Resolution No. 22 – 46 approving bonuses and recognition of personnel who made significant contributions to the public health emergency response to the community during the COVID-19 pandemic was read by Deputy County Clerk Hege. Motion by Cosgrove, second by Seep that Resolution No. 22 - 46 be adopted. Discussion continued. Roll call vote taken: Ayes: Carrow, Murphy-Lopez, Brewer, Seep, McKee, Luck, Manning, Glasbrenner, Gentes, Turk, Cosgrove, Frank, Severson, Williamson, and Couey. Nays: Rynes, Voyce, and McGuire. With 15 Ayes and 3 Nays, the motion carried and resolution declared adopted.

**RESOLUTION NO. 22 - 46**

A Resolution Approving Bonuses And Recognition of Personnel Who Made Significant Contributions To The Public Health Emergency Response To The Community During The COVID-19 Pandemic.

WHEREAS over the last two years since the COVID-19 Public Health Emergency Disaster Proclamation was issued by the Richland County Administrator, Clinton Langreck, on March 17, 2020, several Richland County personnel put their daily work responsibilities on hold to be reassigned in order to participate in the response to the unprecedented public health emergency providing community testing services, disease investigations, community vaccine clinics, and other vital support activities in response to the pandemic; and

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, have recommended to officially recognize and thank our “Public Health Heroes;” and

WHEREAS County Administrator Clinton Langreck has recommended that the County Board approve

awarding a one-time bonus pay and formal recognition by County Board Resolution and commemorative plaque to each of the thirty-three personnel who provided this critical response effort; and

WHEREAS the Finance and Personnel Committee has carefully considered this matter 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 approval is hereby granted to pay a one-time bonus to thirty-three Richland County employees and contracted/leased personnel as follows:

\$2,000.00 to those who provided more than 500 response hours (Tier 1),  
\$1,000.00 to those who provided 100-500 response hours (Tier 2), and  
\$500.00 to those who provided 10-100 response hours (Tier 3), with this payment to be made to employees of the following departments whose positions are listed on attached Exhibit A:

- Health & Human Services (HHS-Unit)
- Emergency Management/Ambulance Service (RIC-AMB)
- Management Information Systems (RIC-MIS)
- Probate (RIC-PROBATE)
- County Administration (RIC-ADMIN); and

BE IT FURTHER RESOLVED that the total of up to \$44,500 [\$43,000 in bonuses and \$1,500 in commemorative plaques] shall be paid from the funding under the Department of Health Services Division of Public Health Emergency Consolidated Contract, and

BE IT FURTHER RESOLVED that County Administrator Clinton Langreck is hereby authorized to sign on behalf of the County 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.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE & PERSONNEL STANDING COMMITTEE

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

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: MAY 17, 2022

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ		
MARC COUEY	X	
GARY MANNING		
TIM GOTTSCHALL	X	
DAVID TURK	X	
STEVE WILLIAMSON	X	
MELISSA LUCK	X	
STEVE CARROW	X	

Resolution No. 22 – 47 approving the base logo and motto for Richland County was read by Deputy County Clerk Hege. Motion by Cosgrove, second by Glasbrenner that Resolution No. 22 - 47 be adopted. The motion carried and resolution declared adopted.

**RESOLUTION NO. 22- 47**

A Resolution Approving The Base Logo And Motto For Richland County.

WHEREAS, the Richland County Board, on January 12<sup>th</sup>, 2022 by Resolution 21-154, created a Countywide Branding Project and Process, and appointed a Branding Committee, and

WHEREAS, the County Branding Committee has met four times and has worked with the branding process facilitators, Director Jasen Glasbrenner – Richland Economic Development, Kate Koziol – Southwest Wisconsin Regional Planning Commission, and Kristin Mitchell – Professional Consultant at Kristin Mitchell Design, or their representatives, and

WHEREAS, the County Branding Committee has unanimously voted to recommend a Motto and Logo, and

WHEREAS, the recommended Motto is “Discover It Here” and the Logo is designed to reflect the rich natural beauty and diversity of Richland County, and

WHEREAS, the new Logo and Motto will become the center of the new county seal, and the anchor of the branding to be used for marketing, identification and promotional purposes of the County, and

WHEREAS, the logo is intended to be used on items including, but not limited to, County stationery, letterhead, business forms, professional business cards, vehicles, signage, website and other items, and

WHEREAS, to complete the Branding Manual covering the logo and its possible variations for different departments and different uses it is necessary to approve the Base Logo and Motto,

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Base Logo and Motto that has been recommended by the County Branding Committee, and is included below, is hereby adopted as the Official County Logo and Motto, and

BE IT FURTHER RESOLVED that the Branding Manual covering the uses and various department styles is to be completed with input from the different departments and with oversight from Economic Development Director Jasen Glasbrenner – Richland Economic Development, Kate Koziol – Southwest Wisconsin Regional Planning Commission, and Kristin Mitchell – Professional Consultant at Kristin Mitchell Design, and Clint Langreck – County Administrator, or their representatives, and

BE IT FURTHER RESOLVED that upon completion of the Branding Manual, the Logo and Motto and all suggested uses shall be implemented at the Administrators direction and as is appropriate when considering budgetary constraints, marketing plans of individual departments, sign and vehicle replacement schedules or other critical decision points, and

BE IT FURTHER RESOLVED that once the Branding Manual is complete and the Logo and Motto use implemented, the County and its departments will not deviate from the Branding Manual without consent from the Richland County Board.

BE IT FURTHER RESOLVED that the Richland County Board that the official County seal and County logo should only be used by County personnel for official County business and for other purposes authorized by law, unless specifically authorized by County Administrator, and

BE IT FURTHER RESOLVED that the only element of the Branding Process that must return to

County Board for design approval is final suggestion for the County Flag.

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

COUNTY

A



**Richland** COUNTY  
*Discover it here!* —



**Richland** COUNTY  
*Discover it here!* —

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY  
RULES AND STRATEGIC PLANNING  
STANDING COMMITTEE

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

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED MAY 17, 2022

SHAUN MURPHY-LOPEZ  
MARTY BREWER  
DONALD SEEP  
INGRID GLASBRENNER  
DANIELLE RUDERSDORF  
LINDA GENTES  
CHAD COSGROVE  
BOB FRANK  
JULIE FLEMING

	FOR	AGAINST
	X	
	X	
	X	
	X	
	X	
	X	
	X	

Resolution No. 22 – 48 establishing a policy for the expenditure of remaining funds from Capital Borrowing funds was read by Deputy County Clerk Hege. Motion by Couey, second by Williamson that Resolution No. 22 - 48 be adopted. Motion carried and resolution declared adopted.



**RESOLUTION NO. 22 - 48**

A Resolution Establishing A Policy For The Expenditure Of Remaining Funds From Capital Borrowing Funds.

WHEREAS, at its January 21<sup>st</sup>, 2020 meeting, the County Board adopted Resolution 20-2 by ¾ vote, and Initial Resolution Authorizing Not to Exceed \$2,970,000 General Obligation Promissory Notes for Capital Improvement Projects; and

WHEREAS, at its February 18<sup>th</sup>, 2022 meeting, the County Board adopted Resolution 20-20, awarding the sale of \$2,970,000 General Obligation Promissory Notes; and

WHEREAS, at its September 15, 2020 meeting, the County Board adopted Resolution 20-99, by ¾ vote, an Initial Resolution Authorizing Not to Exceed \$1,050,000 Taxable General Obligation Promissory Notes for Capital Improvement Projects; and

WHEREAS, at its October 27<sup>th</sup>, 2020 meeting, the County Board adopted Resolution 20-110, awarding the sale of \$1,050,000 Taxable General Obligation Promissory Notes; and

WHEREAS the Finance and Personnel Standing Committee and County Administrator Clinton Langreck propose that a policy be adopted to direct the final apportionments and expenditures.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors the “Expenditure of remaining Fund #75 and Fund #92 (2021) borrowed funds for capital improvements” Policy is hereby adopted, and

BE IT FURTHER RESOLVED that a copy of the policy shall be made available in the Richland County Administrator’s Office and on the Richland County website; and

BE IT FURTHER RESOLVED that expenditures related to Rule#14 regarding equipment purchase and contract expenditures are approved by adoption of this policy. As long as the expenditure is used on the desired purpose by resolution and within the apportioned amount authorized by the policy, or amended by the Finance and Personnel Committee, additional resolution is not required by the County Board; and

BE IT FURTHER RESOLVED that expenditures qualifying a “public works projects” as defined through County Board Rule #14 and Wisconsin State Statute 59.52(29) will return for resolution by the County Board to ensure compliance; and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FIANCE & PERSONNEL STANDING COMMITTEE

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

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ		

RESOLUTION ADOPTED	STEVE CARROW	X
	MELISSA LUCK	X
DEREK S. KALISH	TIMOTHY GOTSCHALL	X
COUNTY CLERK	DAVID TURK	X
	STEVE WILLIAMSON	X
DATED MAY 17, 2022	MARC COUEY	X
	GARY MANNING	

Resolution No. 22 – 49 adopting amendments to the Richland County Board Rules and Structure document was read by Deputy County Clerk Hege. Motion by Williamson, second by Voyce that Resolution No. 22 - 49 be adopted. Discussion continued. Motion by Murphy-Lopez, second by Glasbrenner, to amend Rule #10 as follows: “When a motion is under discussion, no motion shall be in order except 1) a motion to table until later in the meeting (not debatable), 2) a motion to postpone ~~or to table~~ to a definite date or to ~~table~~ postpone indefinitely (debatable), ~~which shall not be debatable~~, or 3) a motion to amend. A motion to adjourn shall be in order and be decided without debate. The motion carried and the amended resolution declared adopted.

**RESOLUTION NO. 22 - 49**

A Resolution Adopting Amendments To The Richland County Board Rules And Structure Document.

WHEREAS, an amendment to Richland County Board Rule number ten is recommended by the Rules and Strategic Planning Standing Committee to further clarify the parliamentary procedures of tabling a question verses postponing a question; and

WHEREAS, an amendment to Richland County Committee Structure Document is recommended is recommended by the Rules and Strategic Planning Standing Committee to amend assignments to the American with Disability Act Compliance Committee, voting authority restrictions on the Health and Human Services and Veterans Standing Committee, and FSA deferred participation on the Land and Zoning Standing Committee.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors the Richland County Board Rules and Structure Documents are amended reflecting proposed changes to rule ten and the American with Disability Act Compliance Committee, Health and Human Services and Veterans Standing Committee, and Land and Zoning Standing Committee; and

BE IT FURTHER RESOLVED that a copy of the policy shall be made available in the Richland County Administrator’s Office and on the Richland County website; and

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

VOTE ON FOREGOING RESOLUTIONA

RESOLUTION OFFERED BY THE RULES &  
STRATEGIC PLANNING STANDING COMMITTEE

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

RESOLUTION ADOPTED	FOR	AGAINST
	X	
	X	
DEREK S. KALISH	X	
COUNTY CLERK	X	
	X	
DATED MAY 17, 2022	X	
	X	
	X	
	X	

Administrator Langreck recommended the following appointments be made:

1. Pine Valley & Child Support Standing Committee: Supervisor Ken Rynes – Filling vacant seat through election process of organizational meeting
  2. Public Safety Standing Committee: Supervisor Richard McKee — Filling vacancy from shifting supervisors to Rules and Strategic Planning
  3. Rules and Strategic Planning Committee: Supervisor Danielle Rudersdorf — Representing Fair, Parks, and Recycling Supervisor Linda Gentes — Representing Land & Zoning
  4. Joint Ambulance Committee: Supervisor Julie Fleming (Switching with Supervisor Williamson to Tri-county Airport)
  5. Tri-County Commission: Supervisor Steve Williamson (Switching with Supervisor Fleming to Joint Ambulance)
  6. Symon’s Natatorium Board: Chad Cosgrove to fill seat previously held by Julie Fleming
  7. Richland Center Library Board: David Turk to fill seat previously held by Dan McGuire
  8. Southwest WI Library: Bob Frank to fill seat previously held by Richard McKee
  9. Neighborhood Housing Services: Richland McKee to fill seat previously held by Bob Frank
  10. Comprehensive Community Services Coordination Committee Representative: Dr. Jerel Berres filling vacant seat
  11. Coordinated Services Team Coordinating Committee: Cindy Chicker filling vacant seat
  12. Commission on Aging and Disability: Supervisor Danielle Rudersdorf Supervisor Julie Fleming
- Motion by Murphy-Lopez, second by Luck, to confirm appointments recommended by Administrator Langreck. Motion carried and appointments declared confirmed.

Administrator Langreck noted two upcoming major conversation points consisting of the continuing discussion of radio tower project and the prioritization of vendors for the project and the first draft of the Financial Planning and Capital Improvement Plan.

Chair Brewer and Administrator Langreck reviewed the notification received from Moody’s regarding the rating upgrade.

Motion by McGuire, second by McKee to adjourn to June 21, 2022 at 7:00 p.m. Motion carried and the meeting adjourned at 9:02 PM.

STATE OF WISCONSIN )  
   )SS  
 COUNTY OF RICHLAND)

I, Miranda H. Hege, Deputy County Clerk in and for the County of Richland, do hereby certify that the foregoing is a true copy of the proceedings of the County Board of Supervisors of Richland County for the meeting held on the 17<sup>th</sup> day of May, 2022.

Myranda H. Hege  
Richland County Deputy Clerk

**ORDINANCE NO. 22 - 3**

An Ordinance Repealing Ordinance No. 99 - 11 And Adopting The General Schedules For County Governments As Established By The State Of Wisconsin Public Records Board For Use In The Disposal Of Obsolete County Records.

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

1. Ordinance 99 – 11 is out of date and in need of revision; and,
2. The State of Wisconsin Public Records Board has created a record retention schedule for use by Wisconsin counties and local governments; and,
3. The attached appendix entitled “General Schedule” including Addendums B, C, E, and F is intended to be the only retention schedule dealing with county records to provide both officials, employees, and the general public a single point of reference pertaining to the general records of the county; and,
4. The Richland County Board of Supervisors that Ordinance No. 99 – 11 is hereby repealed and replaced with Ordinance No. 22 – 3 to read as contained in the attached appendix; and,
5. Department heads shall provide the County Administrator and the Rules & Strategic Planning Standing Committee notice of the destruction of any county record(s) and/or transference to the Wisconsin State Historical Society at least 7 days in advance of either action being taken; and,
6. Corporation Counsel should be consulted as needed when questions regarding the retention of a county record arise; and,
7. In the event the State of Wisconsin Public Records Board amends the General Schedule for County Governments and corresponding Addendums, Ordinance No. 22 – 3 will encompass the amended schedule as set forth therein.
8. This ordinance shall effective immediately upon its passage and publication.

DATED: JUNE 21, 2022  
PASSED: JUNE 21, 2022  
PUBLISHED: JUNE 30, 2022

ORDINANCE OFFERED BY THE RULES & STRATEGIC  
PLANNING STANDING COMMITTEE  
(02 JUNE 2022)

	FOR	AGAINST
MARTY BREWER, CHAIR	X	
RICHLAND COUNTY BOARD OF SUPERVISORS	X	
ATTEST:		
	X	
	X	
	X	
	X	
	X	
DEREK S. KALISH	X	
RICHLAND COUNTY CLERK	X	

## COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE

### GENERAL SCHEDULE [RECORDS COMMON TO MOST COUNTY AGENCIES, BOARDS, COMMISSIONS, COMMITTEES, DEPARTMENTS, OR OFFICES]

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	<b>General Schedules (records typically found throughout the county)</b>					
	Accounts Payable (and supporting documents)	CR + 7 years		Waived		Balance owed to a creditor.
	Accounts Receivable (and supporting documents)	CR + 3 years		Waived		Balanced owed by a debtor.
	Accrued Paid Leave Credit	S		Waived		Compensatory time, PTO, sick, vacation or other.
	Agendas	CR + 1 year		Waived		
	Agreements	7 years after last effective date thereof	§59.52(4)(a) 10 Wis. Stats.	Waived		
	Annual Reports	CR + 3 years		Notify		
	Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel				
	Artwork / Print Masters	S		Waived		
	As-Built Drawings	Life of Project		Notify		
	Audit (external)	CR + 7 years		Waived		This includes any records associated with an audit.
	Audit (internal)	S		Waived		This includes any records associated with an audit.
	Bank Deposits	CR + 7 years		Waived		
	Bank Statements / Reconciliations	CR + 7 years	§59.61 Wis. Stats.	Waived		
	Boilerplate Forms	S		Waived		
	Blueprints (county facilities)	S		Waived		Retain until and unless superseded by as-built drawing.
	Budget (county)	CR + 3 years		Waived		Includes all records required under §65.90 Wis. Stats.
	By-Laws	S		Waived		
	Calendars	S		Waived		
	Cash Register Tapes	CR + 7 years		Waived		
	Chart of Accounts (Object Codes)	CR + 3 years		Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Checks (cancelled / voided)	*CR + 7 years	§59.52(4)(a)16 Wis. Stats.	Waived		
	Checks (duplicates, registers and/or logs)	CR + 7 years		Waived		
	Citations (copies)	CR + 2 years		Waived		
	Claims Made (general liability and property damage)	EVT + 3 years: EVT = Closure		Waived		
	Claims Paid (general liability and property damage)	EVT + 3 years; EVT = Payment	§59.52(4)(a)9 Wis. Stats.	Waived		Includes papers supporting such claims
	Code of Ethics (county)	S		Waived		
	Computer Printouts	S		Waived		
	Construction Plans (county facilities)	Life of Structure		Notify		
	Continuity of Operation (CCOP Plans)/ Continuity of Government (COG) Plans	S		Waived		
	Contracts	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.			
	Correspondence (general)	CR + 3 years		Waived		
	Directory Information	S		Waived		
	Fixed Assets	EVT + 1 year; EVT = Disposition		Waived		Land, land improvements, buildings, machinery and equipment, and construction in progress.
	Fund Transfers	FIS + 4 years		Waived		
	Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = Notification of Denial or Grant Completion		Waived		Unless otherwise specified in the terms and conditions of the award.
	Indexes	S		Waived		Until superseded or as long as the records they index exist.
	Insurance Policies (to which the county is a party)	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		Consider permanent retention, as may be relevant for current claims
	Inventories (equipment and furnishings)	S		Waived		
	Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	Waived		Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
	Journal Entries/General Ledger	FIS + 4 years		Notify		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Leases	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		
	Ledger Card Reports, EOM (BAS)	S		Waived		
	Ledger Card Reports, EOY (BAS)	S		Waived		
	Legal Opinions	Permanent		Waived		
	Mailing Lists	S		Waived		
	Maintenance Service Request Form	EVT: EVT = Project Completion		Waived		
	Manual Warrants	CR + 1 year		Waived		
	Manuals (equipment)	Life of Asset		Waived		
	Master Project Files	CR + 20 years		Waived		
	Material Safety Data Sheets	EVT + 30 years: EVT = Date substance received	§101.583(1)(a) Wis. Stats.	Waived		Toxic substance information requirements
	Minutes (commissions, committees and boards)	CR + 3 years		Notify		Original minutes only
	Ordinances and Resolutions (enacted/adopted)	S		Notify		
	Organizational Charts	S		Waived		
	Payment Vouchers	FIS + 4 years		Waived		
	Payroll Records	CR + 3 years		Waived		FLSA
	Personnel (expenses)	S		Waived		
	Personnel (files)	EVT + 7 years: EVT = Separation from employment		Waived		C, PII
	Personnel (grievances)	EVT + 7 years: EVT = Case closed		Waived		
	Personnel (job descriptions)	S		Waived		
	Personnel (performance evaluations)	EVT + 7 years: EVT = Separation from employment		Waived		C, PII
	Personnel (recruitment and selection)	1 year from date of personnel action		Waived		Includes advertisements, notices, applications, tests/results. C, PII
	Policy & Procedures Manual	S		Waived		
	Professional Affiliations/Associations	S		Waived		
	Purchase Orders	S		Waived		
	Purchase Requisitions	S		Waived		
	Receipts (Clerk's copy of Treasurer's)	CR + 4 years; or until audited, whichever is earlier	§59.52(4)(a)(12) Wis. Stats	Waived		



<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Receipts (general)	CR + 1 year	§59.52(4) Wis. Stats	Waived		
	Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	Waived		
	Records Management Findings & Recommendations Report	S		Waived		
	Records Retention Schedules	S		Waived		WPRB approval "sunsets" after 10 years
	Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S		Waived		Retain as long as administratively useful
	Reports (routine)	S		Waived		
	Service Receipts	CR + 2 years		Waived		
	Strategic Plan (county)	S		Waived		
	Studies - final draft	CR + 7 years		Notify		
	Supply Orders	EVT: EVT = Order filled, invoiced, & paid		Waived		
	Surveillance Recordings (facility/non-evidentiary)	CR + 121 Days	§893.80 Wis. Stats.	Waived		
	Survey	CR + 3 years		Waived		
	Telephone Logs/Message Slips/Voice Mail	S		Waived		Any routine documentation of incoming or outgoing calls. Only retain as long as administratively necessary.
	Telephone Service Request Form	EVT: EVT = Project Completion		Waived		
	Tickler Files (follow-up)	S		Waived		
	Tracking Records (activity)	CR + 1 year		Waived		
	Training	S		Waived		Specific requirements may require that particular records of training be kept for a longer period.
	Vendor Information	S		Waived		
	Vouchers / Order Register	*CR + 7 years		Waived		
	Warranty Records	Life of asset or end of warranty, whichever occurs first		Waived		
	Worker's Compensation Claims	EVT + 12 years: EVT = Later of injury, claim or closure	Ch. 102 Wis. Stats.	Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
* Time reduced to two (2) years if the original records are maintained in the Clerk or Treasurer's office.						

<b>Airport</b>						
	Aircraft - Wildlife Incidents	CR + 1 year		Waived		
	Airport Improvement Program (AIP)	S		Waived		
	Airport Licensure	S		Waived		FAA, Wis Dot BOA, &/or FCC
	Airport Protection Plans and Specifications	CR + 7 years	§114.135 Wis. Stats.	Waived		
	Operating and Financial Reports/Summaries	CR + 7 years		Waived		FAA, Wis. Dot BOA, &/or NTSB

<b>Buildings, Facilities, and Grounds</b>						
	Access Control List (e.g., Key, Swipe Card, Key Fob, and/or Access Code)	P/S		Waived		
	Buildings, Facilities & Grounds Data	S		Waived		
	Construction Project Planning, Proposal, & Administration Records	7 years after project completion		Waived		
	Construction Submittals (e.g., Shop Drawings, Samples, & Product Data)	P		N/A		
	Environmental Health & Safety Records	CR + 7 years		Waived		
	Equipment, Systems, & Vehicles (e.g., Purchase Information, Instruction Manuals, Maintenance Agreements, Maintenance Logs, Warranties)	Life of Equipment, System, or Vehicle		Waived		
	Incident Reports	CR + 3 years		Waived		

<b>Child Support</b>						
	Administrative Cost Claims	EVT + 3 years: EVT = Submission of last expenditure report	45 CFR 92.42 (b)(1) & Wis. DCF	Waived		Includes supporting documentation (e.g., costs and revenues)
	Case Records	EVT + 7 years: EVT = Closure		Waived		C, PII
	Child Support Divorce	EVT + 7 years: EVT = Closure		Waived		
	Client Assistance (out of county)	CR + 7 years		Waived		
	Client Logs	S		Waived		
	Expenditure Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	Waived		
	IRS Records List	EVT + 7 years: EVT = Closure		Waived		
	Misdemeanor and Felony Non-Support Files	EVT + 7 years: EVT = Closure	5	Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Paternity Files, post judgments	EVT + 7 years: EVT = Closure		Waived		
	Paternity Files, pre-judgments, dismissed	CR + 3 years		Waived		
	Paternity Files, pre-judgments, not pursued	CR + 3 years		Waived		
	Reciprocal Support Cases (Interstate cases - i.e., UIFSA, URESA)	EVT + 7 years: EVT = Closure		Waived		
	Records of Required Client Notification	CR + 3 years	46 CFR 74.20 - 74.25	Waived		
	Statistical Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	Waived		
	Warrants & Capias	EVT + 3 years: EVT = Vacated, Served, or Closed		Waived		

<b>Corporation Counsel</b>						
<b>Legal</b>						
	Case files, litigation	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived		C
	Case files, non-litigation	CR+3 years		Waived		
	CHIPS (Child in Need of Protective Services) Juvenile Records	EVT + 2 years: EVT = Child's 18th Birthday		Waived		C
	CHIPS (Child in Need of Protective Services) Petitions	S		Waived		C
	Department Files	CR + 3 years		Waived		
	Dismissals - 51.45	CR + 3 years		Waived		
	Guardianship Files	EVT + 7 years: EVT = Termination of Guardianship		Waived		C
	Lawsuits and Habeas Corpus	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived		
	Legal Fees, Outside Counsel	EVT + 5 years: EVT = No		Waived		
	Legal Memoranda	Permanent		P		C
	Legal Opinions	Permanent		P		C
	Liability Claims	EVT + 7 years: EVT = Expiration		Waived		
	Mental Commitment Cases	EVT + 3 years: EVT = Closed		Waived		C
	Ordinance Cover Sheets	EVT + 3 years: EVT = Board Approval		Waived		
	Parks and Land Use and Environmental Ordinance Enforcement Files	3 years after resolution		Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Real Estate Closing Files	Permanent		N/A		
	Termination of Parental Rights (TPRs)	EVT + 45 days: EVT = Child's 19th Birthday		Waived		C
	Truancy Referrals	EVT + 1 year: EVT = Child's 18th Birthday		Waived		C

<b>County Clerk</b>						
Officially adopt the County Clerk's General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum B).						

<b>County Treasurer</b>						
Officially adopt the County Treasurer's General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum C).						

<b>Court Records</b>						
The retention and disposal of all court records is governed by Section 757.54 Wisconsin Statutes and Chapter SCR 72, which are incorporated herein by reference as presently constituted or hereafter revised (see: Addendum D).						
<b>Data Processing</b>						
Annual Back-Ups	CR + 7 years			Waived		
Daily Back-Ups	CR + 15 days			Waived		
Monthly Back-Ups	CR + 1 year			Waived		
Special Back-Ups (end of tax processing, etc.)	CR + 7 years			Waived		
Telephone Records: System Back-Up Records	CR + 15 days			Waived		
Telephone Records: System Call Records	CR + 6 Months			Waived		

<b>District Attorney</b>						
The general schedule applicable to the District Attorney is attached hereto as Addendum F and incorporated herein by reference.						
<b>Economic Support and Workforce Development</b>						

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Public Assistance Case Records and Other Record Materials (General)	EVT + 3 years; EVT = Date of Closing	Ch. 49 & §59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, Income Maintenance Manual, and Wis. DCF and/or Wis. DHS directives	Waived		Face sheet or similar record of each case and a financial record of all payments for each aid account must be preserved in accordance with rules adopted by Wis. DCF and/or Wis. DHS. C, PII
	Public Assistance - Divestment & Asset Allocation (Medicaid), Fraud, Intentional Program Violation, Overpayment, and Quality Control Review	EVT + 3 years; EVT = When the issues have been resolved or Wis. DCF and/or Wis. DHS instructs that the records may be destroyed, whichever is earlier.	Ch. 49 & §59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, Income Maintenance Manual, and Wis. DCF and/or Wis. DHS directives	Waived		C, PII

\*\*\*Records may not be subject to the foregoing retention requirements if scanned in the Electronic Case File (ECF), Client Assistance for Reemployment and Economic Support (CARES) or other Wis. DCF and/or Wis. DHS system. It is recommended that paper documents be retained for one week after scanning.

<b>Emergency Management (Ch. 323 Wis. Stats.)</b>						
	Claims Arising During State of Emergency	CR + 121 days	§§257.03 and 893.82 Wis. Stats.	Waived		
	Declaration of Emergency (Proclamation, Resolution and/or Ordinance)	CR + 7 years	§§323.11 and .14(4) Wis. Stats.	Waived		
	Emergency Management Plan	S	§323.14(1) Wis. Stats.	Waived		
	Emergency Planning Grants	CR + 7 years	§323.61 Wis. Stats.	Waived		
	Hazardous Substance Information	CR + 7 years	§323.60 Wis. Stats., C.E.R.C.L.A., E.P.C.R.A., S.A.R.A.	Waived		
	Local Emergency Planning Committee	S	§59.54(8) Wis. Stats.	Waived		
	Local Emergency Response Team - Reimbursement Claim	EVT + 5 years; EVT = Reimbursement	§WEM 6.09 Wis. Adm. Code  8	Waived		Must give Wis DEM 60-days written notice before any such record may be destroyed

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Mutual Assistance - State of Emergency	CR + 7 years	§66.0314(1)(a) Wis. Stats.	Waived		
	Worker's Compensation Claim	EVT + 12 years; EVT = Occurrence	Ch. 102 and §323.40 Wis. Stats.	Waived		Tied to worker's compensation claim statute of limitations
	<b>Emergency Medical Services Program (Ch. 256 Wis. Stats.)</b>					
	Ambulance Run	CR + 7 years	§256.15(12)(b) Wis. Stats.	Waived		Confidentiality of Patient Health Care Records §146.82 Wis. Stats. C, PII
	Emergency Medical Services Program Personnel Certification, Licensure and/or Training	S	§256.15 Wis. Stats.	Waived		
	Emergency Medical Services Program Plan(s)	S	§256.12 Wis. Stats.	Waived		
	Mutual Assistance - State of Emergency	CR + 7 years	§66.0314(1)(b) Wis. Stats.	Waived		

<b>Executive/Administrator/Administrative Coordinator (§§59.17, .18. and .19 Wis. Stats.)</b>						
<b>Administration</b>						
	Board and Commission Appointments/Confirmation (if required)	S	§59.17(2)(c) and .18(2)(c) Wis. Stats.	Waived		
	Department Head Appointments/Confirmation (if required)	S	§§59.17(2)(b), (2)(br) and .18(2)(b) Wis. Stats.	Waived		
	Message to the Board	CR + 7 years	§§59.17(5) and .18(5) Wis. Stats.	Waived		Only if communicated to the county board in writing.
	Resolution or Petition and Referendum Creating the Office	S	§§59.17(1) and .18(1) Wis. Stats.	Waived		
	Resolutions or Ordinances - Approval or Veto	P	§59.17	N/A		
<b>Community Development</b>						
	Annual Grant Application	CR + 3 years		Waived		
	Audits, community block grant	CR + 7 years	24CFR	Waived		
	Census Books	S		Waived		
	Environmental Reviews	CR + 7 years		Notify		
	Federal Regulations	S		Waived		
	Grant Awards	CR + 7 years	24CFR	Waived		
	Home Regulations	S		Waived		
	HUD Disaster Recovery Initiative Fund Files	CR + 5 years		Waived		
	HUD Grantee Performance Reports	CR + 7 years	24CFR	Waived		
	Labor Standard Projects	CR + 7 years	24CFR	Waived		
	Labor Standard Wage Files	CR + 7 years	24CFR	Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Sub Grantee Project Files - CDBG (Community Development Block Grant)	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Sub Grantee Project Files - Home	CR + 7 years	24CFR	Waived		
	<b>Senior Services</b>					
	Adult Day Care Records	CR + 3 years		Waived		C
	Adult Day Care Tracking Statistics	EVT + 3 years: EVT = Audited		Waived		
	Area Agency on Aging Reports - includes nutritional meal program summary	CR + 7 years		Waived		
	Benefit Specialist Client Files	EVT + 7 years: EVT = File Closed	s. 46.81 & 59.52 & HSS 245.03	Waived		C
	Benefit Specialist Report	S	s. 46.81	Waived		C
	Client Assessments for Home Delivered Meals and Supportive Services	CR + 3 years		Waived		C
	Client Donation Deposits	CR + 7 years		Waived		
	Client Files - includes complaints, HDM assessments and pre-authorizations	EVT + 7 years: EVT = File Closed	s. 59.52	Waived		C
	Client Nutrition Site Changes, site counts and daily meal counts	CR + 4 years		Waived		
	Client Statements (Revenue Received)	CR + 3 years		Waived		
	Commission on Aging - business related materials	CR + 7 years		Waived		
	Complaint Grievance File	CR + 3 years		Waived		
	Congregate Billings	CR + 3 years		Waived		
	Congregate Participant Logs Book	CR + 7 years		Waived		
	Congregate Registration Forms	CR + 7 years		Waived		
	Contract Monitoring Files	CR + 7 years		Waived		
	Contract Provider Billing Reports, invoices	CR + 7 years		Waived		
	Contracts Not Related to Purchasing	CR + 3 years		Waived		
	Day Care Client Billings	CR + 7 years		Waived		
	Elder Abuse Reports	CR + 7 years	s. 46.90	Waived		
	Factors Database Program	S		Waived		
	Grant Applications	EVT + 4 years: EVT =		Waived		
	Grant Task Force	S		Waived		
	Greeter Program Files	CR + 3 years		Waived		
	Home Delivered Meals	CR + 7 years		Waived		
	Home Delivered Meals, monthly computer printout reports	CR + 3 years		Waived		
	Home Delivered Meals, tracking index cards	CR + 7 years	s. 46.85	Waived		
	Home Delivered Meals, volunteer mileage reports	CR + 7 years	s. 46.85	Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Home Delivery Meals, client charge log, daily activity log, and daily vendor order sheet	CR + 7 years		Waived		
	ID Applications	CR + 5 years		Waived		
	ID Receipts	CR + 5 years		Waived		
	ID Reconciliation Book	CR + 5 years		Waived		
	Information & Assistance (I & A) Files (EOY)	EVT + 7 years: EVT = Audited		Waived		C
	Information & Assistance Phone Logs	CR + 7 years		Waived		C
	Information Systems Capital Project Documents	CR + 2 years		Waived		
	Legal Action Files (Legal Action of Wisconsin)	S		Waived		
	Long Term Redesign Project	CR + 4 years		Waived		
	Medicare Vans, weekly billings	CR + 3 years	s. 85.21	Waived		
	Nutrition Checks	CR + 3 years		Waived		
	Nutrition Program Records	CR + 3 years		Waived		
	Nutrition Site, progress reports	CR + 3 years		Waived		
	Nutrition Site, quality control sheets	CR + 3 years		Waived		
	Nutrition Site, registrations	CR + 1 year		Waived		
	Preauthorization's, Service	EVT + 1 years: EVT =		Waived		
	Program Monitor Evaluation (PME) Billing Reports, invoices	EVT + 7: EVT = Audited		Waived		
	Project Files, special events	CR + 7 years		Waived		
	Reports, specialized transportation / other	CR + 5 years		Waived		
	Senior Center Listing	CR + 5 years		Waived		
	Senior Dining Quality Control Sheets	CR + 7 years		Waived		
	Senior Dining Supply Usage Reports	CR + 7 years		Waived		
	Senior ID Log Book	CR + 5 years		Waived		
	Shared taxi Monthly Report	S		Waived		
	Statistics, operational and cost	CR + 5 years		Waived		
	Support Group and Doctors List	CR + 1 year		Waived		
	Taxi Program Analysis	CR + 3 years		Waived		
	Taxi Vouchers	EVT + 3 years: EVT = Audited	s. 85.21	Waived		
	Title XIX Billing Statements	CR + 7 years		Waived		
	Transit Data, Historical, specialized	EVT + 7 years: EVT = Settlement	s. 85.21	Waived		
	Transportation Contracts	CR + 3 years	s. 85.21	Waived		
	Volunteer Acknowledgement of Confidentiality	EVT + 3 years: EVT = Termination		Waived		
	Volunteer Card File	CR + 7 years	s. 46.85	Waived		
	Volunteer Driver Agreements	EVT + 3 years: EVT = Termination		Waived		
	Volunteer Elder Reach Files	CR + 3 years	s. 46.85	Waived		



<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Volunteer Friendly Visitors Files	EVT + 3 years: EVT = Termination		Waived		
	Volunteer Monthly Reports	CR + 7 years	s. 46.85	Waived		
	Volunteer Registration Forms - Includes Confidentiality Driver's Statements	CR + 7 years		Waived		
	Volunteer Staff Log Book	S		Waived		

<b>Finance</b>						
	Balancing Report	FIS + 4 years		Waived		
	Bond & Coupon Records Book, general obligation bonds	EVT + 30 years: EVT = Bond issue expiration or following payment of all outstanding matured bonds, notes, coupons, whichever is later		Waived		
	Canceled Bonds, Coupons, & Promissory Notes	EVT: EVT = Audited		Waived		
	Copies of Notices of Tax Apportionment Sent to Local Taxing Districts by County Clerk	FIS + 3 years	§59.52(4)(a)2. Wis. Stats.	Waived		
	Deferred Compensation Records	EVT + 8 years: EVT = End of Service		Waived		
	Equipment & Furnishings Inventories	S		Waived		
	Garnishment Records	FIS + 7 years		Waived		
	General Ledger	FIS + 7 years		Notify		
	General Ledger, Trial Balance	FIS + 7 years		Waived		
	Illegal Tax Certificates Charged Back to Local Tax Districts	EVT + 3 years: EVT = Charging Back	§59.52(4)(a)6. Wis. Stats.	Waived		
	Insurance Records	7 years after the last effective date thereof	§59.52(4)(a)10. Wis. Stats.	Waived		
	Investment Records	FIS + 6 years		Waived		
	Notices of Tax Apportionment from Secretary of State	FIS + 3 years	§59.52(4)(a)1. Wis. Stats.	Waived		
	Payroll Registers, Other Payroll Report, & Social Security & Retirement Earnings Report	FIS + 7 years		Waived		
	Retirement Records	EVT + 8 years: EVT = End of Service		Waived		
	Time cards, Attendance Records, Salary Schedule	FIS + 7 years		Waived		
	Treasurer Cash	FIS + 7 years		Waived		
	Unemployment Compensation Payment Records	FIS + 3 years		Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Withholding Allowance Certificates, Employee Wage & Tax Statements, & Other Tax Records	FIS + 7 years		Waived		

<b>Health Department</b>						
<b>Administrative</b>						
	Accounts Receivable Client Records	EVT + 10 years: EVT = Audited		Waived		C, PII
	Agency Evaluations	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Agency Goals, objectives, short & long term strategic plans	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Audit Reports, Vendor	CR + 7 years		Waived		
	Background Checks	CR + 7 years		Waived		
	Bankruptcy Reports	CR + 7 years		Waived		
	CARS (Community Aids Reporting System) Reports	Permanent		N/A		
	Cash Grant Vouchers	CR + 7 years		Waived		
	Certification of Destruction (Records)	Permanent		N/A		
	Daily Activities Report	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Daily Deposit Spreadsheets	CR + 7 years		Waived		C, PII
	Employee Expense Accounts	CR + 7 years		Waived		
	Evening Security Logs	CR + 3 Months		Waived		
	Fiscal Records, Billing, Budget	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Grant Reconciliation Working Papers	Permanent		N/A		
	Grants	EVT + 4 years; EVT = Notification of Denial or Grant		Waived		
	HIPPA Documentation (Health Insurance Portability and Accountability Act)	CR + 7 years	HIPAA	Waived		C, PII
	Hospital Fiscal Survey	Permanent		N/A		
	Incident / Injury Reports	CR + 7 years	§19.21 Wis. Stats.	Waived		C, PII
	Inventories, facility and equipment	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Inventory, or non-expendable personal property	EVT + 7 years: EVT = Property disposed of	§19.21 Wis. Stats.	Waived		
	Medicare Cost Report	Permanent		N/A		
	Mission Statement, Philosophy, Purpose	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Patient Billing Activity Logs	CR + 7 years		Waived		C, PII
	Policies and Procedures (Program related)	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Policies and Procedures (Records related)	EVT: EVT = Superseded or Record Series no longer Exists		Waived		
	Press Releases	CR + 1 year		Waived		
	Purchase Orders EDS (Electronic Data Storage)	CR + 7 years		Waived		
	Reconciliation Working papers	Permanent	HHS 54.06 (2)(a)(6)	N/A		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	State Reports (942/943)	Permanent		N/A		
	Taped meeting minutes	EVT + 90 days: EVT = Approval date & publication	§19.21 Wis. Stats.	Waived		
	W.I.C. Case Files	FIS + 3 years	7 CFR 246.25	Waived		C
	W.I.C. State Reports	CR + 3 years		Waived		C
	<b>Client and/or Family Care</b>					
	Agency Program Evaluation	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Birth Certificate Information	EVT + 1 year: EVT = Receipt of Copy	§69.20(3) Wis. Stats.	Waived		C
	Care Coordination: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Care Coordination: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		
	Child Long Term Support - Autism Records	EVT + 7 years: EVT = Case		Waived		
	Client Listing	CR + 1 Month		Waived		C
	Client Record / Patient Care: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C
	Client Record / Patient Care: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C
	Clinic Record, blood pressure forms	CR + 7 years		Waived		C
	Complaint Investigation Record	CR + 7 years		Waived		C
	Family Care Record: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C
	Family Care Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C
	Health Check / Well Child: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C
	Health Check / Well Child: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C
	Health Fair Records	CR + 7 years		Waived		C
	Home Care Record	EVT + 6 years: EVT = The month the cost report is filed with the intermediary, maintain even if program is discontinued		Waived		C
	Lead Screens	CR + 7 years		Waived		C
	Monthly Clinic Statistic Report	CR + 1 year		Waived		
	Monthly Nurses Calendar	CR + 1 year		Waived		C
	Short Term Record: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Short Term Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		
	<b>Communicable Disease Records</b>					
	Clinic Record, STD Clinic	CR + 7 years		Waived		C, PII

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/860 & is complete DOH 9081] (Original to State Epidemiologist)	EVT: EVT = Investigation is complete		Waived		C, PII
	Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Adult	CR + 7 years		Waived		C, PII
	Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	Hep. B / TB Case Records	EVT + 30 years: EVT = Severance		Waived		C, PII
	Immunization Administration Record	Permanent	National Childhood Injury Act of 1986, s 2125 PHS Act at 42 U.S.C. s. 300aa - 25 (Supp. 1987)	N/A		C, PII
	Immunization Record: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C, PII
	Immunization Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C, PII
	Referral Listing	CR +7 years		Waived		C, PII
	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Adult	CR + 10 years		Waived		C, PII
	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	STD Report (4343) - Local Copy (Original to State Epidemiologist): Adult	CR + 7 years		Waived		C, PII
	STD Report (4343) - Local Copy (Original to State Epidemiologist): Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	<b>Community Education</b>					
	Curriculum	CR + 7 years		Notify		
	Educational Materials	CR + 7 years		Notify		
	Evaluation	CR + 7 years		Notify		
	Program Materials	CR + 7 years		Notify		
	<b>Environmental Health Records</b>					
	Health Hazard Investigations	CR + 7 years		Waived		
	Licensed Establishments Inspection Reports	CR + 3 years		Waived		
	On-Site Waste	EVT: EVT = System is abandoned		Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Variance Approvals	Permanent		N/A		
	Water Sample Reports	CR + 7 years		Waived		
	Well / Septic Permits	EVT: EVT = System is abandoned		Waived		
	<b>Adolescent &amp; Family Services / Juvenile</b>					
	Adolescent & Family Services Census Sheets	S		Waived		C
	Adolescent & Family Services Client Index Card File	S		Waived		C
	Adolescent & Family Services Client Listing	S		Waived		C
	Adolescent & Family Services Client Logs	S		Waived		C
	Adolescent & Family Services Client Records	EVT + 7 years: EVT = Youngest Child in household turns 19 years of age	HSS 92.12(2) & (4)	Waived		C
	Daily Staff Attendance Reports	CR + 1 year		Waived		
	Daily Staff Schedule	CR + 2 years		Waived		C
	Original Offense Report	CR + 2 years		Waived		C
	Permission Slips (Residents)	CR + 2 years		Waived		C
	Requests for Leave, employee	CR + 1 year		Waived		
	Resident Juvenile Case Files, secure	EVT + 10 years: EVT = Case Closed	s. 48.396 & HSS 346.13 & SCR 72(41)	Waived		C
	Resident Juvenile Case Files, shelter care	EVT + 7 years: EVT = Case Closed	s. 48.396 & HSS 59.07 (3)(b)	Waived		C
	Resident Medical Treatment Records	CR + 7 years	HSS 92.12(1) & (2)(3)(4)	Waived		C, PII
	Resident Medication Log	S		Waived		C, PII
	Shelter Care Secure Admission Register	Permanent	HSS 54.06 (2)(a)(1)	N/A		C
	Supervisor Shift Log	CR + 2 years		Waived		
	Unit Log (Male & Female)	CR + 2 years		Waived		C
	<b>Intake Shared Services</b>					
	Certified Child Care Files	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived		C
	Child Abuse and Neglect / Child Welfare Client Records	CR + 7 years		Waived		C
	Intake & Shared Services Client Records	EVT + 7 years: EVT = Youngest Child in Family turns 18 years of age	DHS Memo (82-1A)	Waived		C
	Intake Access Contact Listing	CR + 2 years		Waived		C
	Kinship Care Client Records	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived		C

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	<b>Long Term Care</b>					
	Long Term Care Client Listing	EVT + 1Month: EVT = Transfer to Electronic Record		Waived		C
	Long Term Care Client Log	S		Waived		C
	Long Term Care Client Records - Developmentally Disabled	EVT + 7 years: EVT = Case Closed		Waived		C
	Long Term Care Client Records (Except Developmentally Disabled)	EVT + 7 years: EVT = Case Closed		Waived		C
	<b>Mental Health AODA / Clinical Services</b>					C
	Client Index Card Files	Permanent		N/A		C
	Clinical Services Division Client Records	EVT + 7 years: EVT = Child turns 19 or case closed	HSS 92.12(1)(2)(3)(4), HSS 63.15	Waived		C
	Community Support Program (CSP) Admissions, Referrals, and Discharge Logs	CR + 7 years	HHS 63.08	Waived		C
	Community Support Program (CSP) and Day Treatment (DT) Client Review Notes for State Audit	CR + 7 years		Waived		C
	Community Support Program (CSP) Client Review Log	Permanent		N/A		C
	Community Support Program (CSP) Client Waiting Lists	S		N/A		C
	Community Support Program (CSP) Statistics	CR + 3 years		Waived		
	Complaint Investigations	EVT + 7 years: EVT = After Settlement		Waived		C
	Court Commitment Tracking Sheets	S		Waived		C
	Day Treatment and Group Home Waiting Lists	S		Waived		C
	Day Treatment Attendance Sheets	CR + 1 Month		Waived		C
	Day Treatment Statistics	CR + 2 years	HSS 105.324	Waived		
	Disease Indexing	Permanent		N/A		
	Employee Blood Borne Pathogen Records	EVT + 30 years: EVT =		Waived		C, PII
	Employee Training Log	CR + 6		Waived		
	Employee Training Records (OSHA)	CR + 3 years	CPL 2-244D	Waived		
	Hospital Census Sheets / Demographic	CR + 10 years		Waived		
	In-Patient Database Cards	Permanent	HSS 63.16	N/A		C, PII
	Medical Staff Credential Files With Disciplinary Action	Permanent		N/A		
	Medical Staff Credential Files Without Disciplinary Action	EVT + 7 years: EVT = Termination		Waived		
	Nursing Schedules	CR + 5 years		Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	OBRA Screening (Omnibus Budget Reconciliation Act)	CR + 1 year		Waived		
	Patient Treatment Survey	EVT + 1 year: EVT = Survey Complete		Waived		
	Payee Client Files	CR + 2 years		Waived		C
	Payee Financial and Billing Records	CR + 2 years		Waived		C
	Petty Cash Vouchers	S		Waived		
	Physician's Registry	Permanent		N/A		
	Quality Assurance	EVT + 1 year: EVT = Survey Complete		Waived		
	Supervision Log	CR + 3 years		Waived		
	Survey's - Title XIX	CR + 15 years		N/A		

	<b>Highway</b>					
	Drug & Alcohol Testing Records	CR + 2 years		Waived		C, PII
	Fuel Usage Records	CR + 2 years		Waived		
	Heavy Equipment & Vehicle Inventory Ledger	S		Waived		
	Machinery, time sheets	EVT + 1 year: EVT = Machinery is replaced		Waived		
	Permits	Permanent		N/A		
	State Gas Reports	CR + 3 years		Waived		
	Stock Control Records	CR + 2 years		Waived		
	Vehicle Maintenance Histories	Life of Vehicle		Waived		
	Vehicle Usage Reports	CR + 2 years		Waived		

	<b>Human Services</b>					
	<b>Administrative</b>					
	Agency Evaluations	CR + 7 years	s. 19.21	Waived		
	Agency Goals, objectives, short & long term strategic plans	CR + 7 years	s. 19.21	Waived		
	Incident / Injury Reports	CR + 7 years / EVT + 1 year: EVT = settlement		Waived		
	Inventories, facility & equipment	CR + 7 years	s. 19.21	Waived		
	Mission Statement, Philosophy, Purpose	CR + 7 years	s. 19.21	Waived		
	Program Policies & Procedures	CR + 7 years	s. 19.21	Waived		
	<b>Fiscal</b>					
	Fiscal Records, Billing	EVT + 90 days: EVT = Approval & publication	s. 19.21	Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Grants	EVT + 7 years: EVT = Disposal of property	s. 19.21	Waived		
	Inventory, non-expendable personal property	CR + 7 years	s. 19.21	Waived		
	Ch. 49 case records & other materials of all public assistance kept as required	If no payments have been made for at least 3 years & a face sheet & financial record or payments for each aid account are preserved in accordance with rules adopted by DHSS, set out below	§59.42(4)(a) 18.Wis. Stats.	Notify		C
	a. Open Public Assistance Case Records: (1) All data forms: case determination sheets worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to & from applicants & recipients; & any other document needed to support income maintenance agency decisions (2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, & citizenship (3) financial record for all payments not on file in CRN	(1) EVT: EVT = Most recent 6 year period (2) As long as case is open (3) As long as case is open	Ch. DCF 121 Wis. Adm. Code	Waived Waived		C
	b. Closed Public Assistance Cases & Denied Cases: (1) records specified in 1.a(1) above (2) Most recent data form, records specified in 1.a(2) above & materials relating to any lack of cooperation on the part of the recipient (3) Most recent data form & record specified in 1.a(3) above	(1) EVT + 3: EVT = Closed (2) EVT + 6: EVT = Closed (3) EVT + 3: EVT = Date of Denial	Ch. DCF 121 Wis. Adm. Code	Notify Notify Waived		C
	<b>Fraud Referral Records</b>					
	a. Unfounded	EVT + 3 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	b. Founded - referred to D.A.	EVT + 7 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	c. Founded - other	EVT + 5 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	<b>Third-party recovery records</b>	EVT + 1 year: EVT = Case Closed**		Waived		C
		** Recommend microfilming essential information				
	<b>JOBS participant records</b>	EVT + 7 years: EVT = Last date of JOBS eligibility, therefore closed	DHSS Admin. Memo 94-18	Waived		



<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	<b>Social Service Case File</b>					
	a. State Required Case Documentation; initial contact sheet; notice of agency action; social services narrative; financial information; any other records documenting client eligibility & activity	EVT + 3 years: EVT = Case Closed	DHSS Memo 82-1A	Waived		C
	b. State Required & County Developed Case Documentation; assessment; or diagnostic forms; records & narratives; social and medical histories; copies of court reports pertinent to case; release of information forms; client or service agreements; forms & documentation of eligibility or financial status	EVT + 3 years: EVT = Case Closed	DCS Memo 92-12	Waived		C
	c. Social Service Records for Cases Opened for Services; applications; referral actions not resulting in case opening; miscellaneous requests & correspondence about individual clients from consumer & other agencies which do not result in case opening	EVT + 1 year: EVT = Final action / Determination	DCS Memo 92-12	Waived		C
	<b>Protective Payee</b>	EVT + 7 years		Waived		C
	<b>Case Management Files</b>	EVT + 7 years		Waived		C
	<b>Payee Miscellaneous Documents</b>	EVT + 3 months: EVT = Audited		Waived		C
	<b>Child-Placing Agency</b>					
	a. Register, identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)1	N/A		C
	b. Individual Case Records for each child served & his / her family	EVT + 7 years: EVT = Case closed		Waived		C
	c. Individual Foster Home Records for each foster home used by the agency, which includes signed applications & agreements	CR + 7 years		Waived		
	d. Individual Records of Studied Adoptive Applicants	CR + 7 years		Waived		C
	e. Licensing & Certification Records for In-Home & Family Day Care; adult family homes; foster homes; & group foster homes for children; application or other request forms; inspection & observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate	EVT + 2 years: EVT = License or certificate is no longer active	DCS Memo 92-12	Waived		C
	f. Licensing & Certification Records for above types of facilities where license or certificate was not approved	EVT + 1 year: EVT = Final action / Determination	DCS Memo 92-12	Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	g. Adoption records; county agencies providing child welfare services under s. 48.56 or child-placing agencies licensed under s. 48.60, should follow the detailed procedures for adoption information search & disclosure detailed in HSS 53	Permanent	HSS 53.07(1)	N/A		C
	<b>Third-Party Recovery</b>	CR + 7 years		Waived		

<b>Medical Examiner</b>						
	Case Face Sheet Logs	Permanent		N/A		C
	Case File Slides	CR + 75 years		Waived		C
	Case File X-Rays	CR + 75 years		Waived		C
	Case Files	CR + 75 years		Waived		C
	Cremation Case Files	Permanent		N/A		C
	Data Base Entry Form (Draft)	CR + 5 years		Waived		
	Digital Case Photos	CR + 75 years		Waived		
	Eyewash Inspection / Waste Container Logs	CR + 5 years		Waived		
	Homicide or Suspicious Death Investigation Case Files	CR + 75 years		Notify		
	Medication Disposal Logs	CR + 10 years		Waived		
	Other investigation case files	EVT + 7 years: EVT = Litigation resolved or case closed		Waived		C
	Outside Case Billing Log	CR + 10 years		Waived		
	Report for Final Disposition (other reportable)	CR + 3 years		Waived		C
	Sharp Container Log	CR + 5 years		Waived		

<b>Park &amp; Land Use</b>						
<b>Administration</b>						
	Annual Work Plans	CR + 5 years		Waived		
	Citation & Park Patrol Records	CR + 2 years		Waived		
	Construction Contracts	CR + 7 years		Waived		
	County Forest Plan	CR + 15 years	§28.11 Wis. Stats	Notify		
	Credit Card Receipts	CR + 1 year		Waived		
	DNR Agreements	CR + 7 years		Waived		
	Employee Emergency Informational Form	S		Waived		
	Equipment & Vehicle Registration Reports	EVT: EVT = Equipment / Vehicle disposed of		Waived		
	Expenditures, seasonal employees	CR + 3 years		Waived		
	General Information	S		Waived		
	Guidebooks & Trail Information	S		Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Lawsuits	EVT + 1 year: EVT = Final Disposition		Waived		
	Licensed Establishment Collection Reports	CR + 5 years		Waived		
	Material Recycling Facility (MRF) Financial Records	CR + 3 years		Waived		
	Plat Books	Permanent		N/A		
	Radon Reimbursement Requests	CR + 7 years		Waived		
	Records of Bounty Claims Forwarded to DNR	CR + 1 year	§59.52(4)(a)3.Wis.	Waived		
	Status Reports, monthly	CR + 3 years		Waived		
	Street Atlas	Permanent		N/A		
	Study, departmental fee rates	CR + 3 years		Waived		
	Timber Sale Contracts (bid openings, etc.)	CR + 7 years		Waived		
	Wisconsin Conservation Corps Projects / Crew Information	CR + 3 years		Waived		
	<b>Environmental Health</b>					
	Animal Bite Files	CR + 10 years	WI Dept. of Agri.: AG 13	Waived		
	Animal Bite Log	CR + 1 year		Waived		
	Animal Complaint Log	CR + 7 years		Waived		
	Block Grant	CR + 7 years		Waived		
	Colilert Culture Quality Control	CR + 5 years		Waived		
	Commercial Premise Files	Permanent		N/A		
	Delinquent Septic Systems	S		Waived		
	Environmental Department Audit	S		Waived		
	Environmental Health Mileage Code Dailies	CR + 7 years		Waived		
	Establishments Out of Business, Dept. of Agriculture	Permanent		N/A		
	Fluoride Nitrate Test Results	CR + 5 years		Waived		
	Food & Liquor License Establishments	CR + 7 years		Waived		
	Food Borne Illness / Establishment Complaint Files	EVT + 7 years: EVT = Complaint Filed		Waived		
	Food Sample Reimbursement Documentation	CR + 7 years		Waived		
	Ground Water Monitoring Reports	CR + 20 years		Waived		
	Hazardous Waste Department Investigations	CR + 3 years	W.A.C. NR 630.31 (1)(f)	Waived		
	Holding Tank Files	CR + 3 years		Waived		
	Holding Tank Maintenance Cards	CR + 2 years		Waived		
	Hotel / Motel Inspections	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Hotel / Restaurant Licensed Establishments Log	Permanent		N/A		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Inspection's for Peddler's Permits	CR + 3 years	HSS 192.01 & 192.08 (I)	Waived		
	Lab Water Testing Log	S		Waived		
	Lead Inspections (Poisonous & Non-Poisonous)	Permanent		N/A		
	Nitrate Analysis Reports (ISE)	Permanent		N/A		
	Postage Tally	CR + 1 year		Waived		
	Premise Files	Permanent		N/A		
	Private Sewage System Inspection Reports	Permanent		N/A		
	Property Site Inspections	CR + 10 years		Waived		
	Public Camp Grounds	CR + 3 years	HSS 192.01 & 192.08 (I)	Waived		
	Radon Grants	CR + 7 years		Waived		
	Radon Lab Results	CR + 7 years		Waived		
	Rainfall Data	S		Waived		
	Recreational Educational Camps	CR + 3 years	HSS 192.01 & 192.08 (I)	Waived		
	Reimbursement Reports	CR + 1 year		Waived		
	Restaurant & Retail Consumer Complaints	CR + 10 years		Waived		
	Restaurant Licensing & Inspection Files	CR + 10 years		Waived		
	Restaurants, Out of Business	Permanent		N/A		
	Retail Food Establishment Inspection Log	Permanent		N/A		
	Retail Food Establishment Inspections	CR + 10 years		Waived		
	School Inspection Files	CR + 10 years		Waived		
	Septic Permits	Permanent		N/A		
	Septic System Inspection Files	Permanent		N/A		
	Sewage Complaints	Permanent		N/A		
	Soil Test Reports	EVT: EVT = Land developed and permit issued		Waived		
	Storage Tank Compliance & Maintenance Manual	S		Waived		
	Storage Tank Installation & Removal	Permanent		N/A		
	Storage Tank Registration & Permit Records	CR + 7 years		Waived		
	Storage Tank Remediation Financial Records	CR + 7 years		Waived		
	Storage Tank Remediation	Permanent		N/A		
	Storage Tank Remediation & Site Assessment Negatives	Permanent		Waived		
	Swimming Pool Inspections	CR + 3 years	HSS 192.01 & 192.08 (I)	Waived		
	Swimming Pool Licensing Log	CR + 2 years		Waived		
	Temperature Log, Refrigerator & Incubator	CR + 5 years		Waived		
	Transportation Site Inspections	CR + 10 years		Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Vending Machine Inspection Log	CR + 1 year		Waived		
	Vending Machine Licensing	CR + 10 years		Waived		
	Water Sampling Summary Reports	EVT + 5 years: EVT = Audit		Waived		
	Well Inspection Lab Note Log	CR + 5 years		Waived		
	Well Inspection Logs	Permanent		N/A		
	Well Surveys	CR + 5 years		Waived		
	Wisconsin Fund Grant Program Files	CR + 7 years		Waived		
	<b>Land Resources - Land Conservation</b>					
	Agriculture Compliance Inventory & Data Base	Permanent		N/A		
	Agriculture Land Preservation Plan	S		Notify		
	Cost Sharing Agreement Records	EVT + 3 years: EVT = Termination or Expiration of all contracts signed that year	NR 120ATCP 50	Waived		
	County Mining and Yard Waste Contracts	Permanent		N/A		
	Detailed Design Drawings (Land & Water Conservation Designs)	Permanent		N/A		
	Drainage District Files	Permanent		N/A		
	Erosion and Storm Water Permits	Permanent		N/A		
	Farm Conservation Plans	Permanent	120-GM, 408-98, SCS/CRS(29)(31)(a)	N/A		
	Interdepartmental Agreements	S		Waived		
	Land and Water Resource Management Plan (LWRM)	Permanent		Notify		
	Land Conservation Grants	CR + 7 years		Waived		
	Non-Metallic Mining Permit Files	Permanent		N/A		
	Wetland Maps	Permanent		N/A		
	<b>Land Information System</b>					
	Aerial Photographs	Permanent		N/A		
	Assessors Plats	Permanent		N/A		
	Award of Damage for Scenic Rights	EVT: EVT = Recorded		Waived		
	Cadastral Maps	Permanent		N/A		
	Certified Mileage Lists	S		Waived		
	County Development Plan	S		Notify		
	Grant Application	CR + 10 years		Waived		
	Grant Contract Work Project Documentation	CR + 10 years		Waived		
	Hauler Licenses / Applications	EVT + 2 years: EVT = Renewal		Waived		
	Land Information Plan	Permanent		Notify		
	Parcel Maps for Tax Records	CR + 10 years		Waived		
	Relocation of Orders / Maps	S		Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Report of Functional Jurisdiction of Roads	EVT + 10 years: EVT = Next Report Received		Waived		
	Town Plats	CR + 3 years		Waived		
	Waste Management Plan	S		Waived		
	Water Quality Approval Letters	Permanent		N/A		
	<b>Park System</b>					
	Automobile Accident Reports	CR + 7 years		Waived		
	Culverts, Dams and Bridges	Until no longer operated and maintained	Ch.'s 30 & 31 Wis. Stats.	Waived		Includes permits, orders, maintenance, and inspection
	Facility Reservations	EVT + 7 years: EVT = Last Reservation		Waived		
	Grant, Funding	Life of Project		Waived		
	History of - Photo albums, etc.	Permanent		Notify		
	Incident Reports	CR + 7 years		Waived		
	Injury Report Packets, employee	EVT + 7 years: EVT = Employee Terminated		Waived		
	Injury Reports, non-Employee	CR + 7 years		Waived		
	Land Acquisition, deeds, abstracts	Permanent		N/A		
	Lifeguard Activity Log	CR + 2 years		Waived		
	Log, Chemical Applications	CR + 7 years		Waived		
	Log, Water Use	Life of Project		Waived		
	Log, Well Data	Life of Project		Waived		
	Master Park Plan (5 Year Plan)	S		Notify		
	Park System Task Report	CR + 3 years		Waived		
	Plans / Construction Documents / Specifications / Drawings	Life of Project		Waived		
	Program Registrations	EVT + 7 years: EVT = Last Reservation		Waived		
	Publicity Newsletter	Permanent		N/A		
	Safety Inspection Report	CR + 7 years		Waived		
	Site Plans	Life of Project		Waived		
	Volunteer Information	CR + 3 years		Waived		
	<b>Planning and Zoning</b>					
	Amendments to the County Development Schedule	Permanent		N/A		
	Atlas	S		Notify		
	Board of Adjustment Case Files	Permanent		N/A		
	Board of Adjustment Decisions & Supporting Documentation	Permanent		N/A		
	Building Plans	Life of Project		Waived		
	Conditional Use Files	Permanent		N/A		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Drainage District Records	Permanent		N/A		
	Flood Hazard Inquiries, Determinations	Permanent		N/A		
	Inspection Reports for Sanitary	Permanent		N/A		
	Land Use Permits, easements	Permanent		N/A		
	Log, board of adjustment cases	Permanent		N/A		
	Log, violations	Permanent		N/A		
	Permit Applications	Permanent		N/A		
	Permit Records	Permanent		N/A		
	Plan of Operations and Site Plans	Permanent		N/A		
	Project, Redistricting, Reapportionment	EVT + 10 years: EVT = Next Report Received or Project Completed		Waived		
	Receipt Books	CR + 7 years		Waived		
	Rezoning Files, zoning amendments	Permanent		N/A		
	Subdivision Records	Permanent		N/A		
	Town Plan Commission Reviews, community assistance	Permanent		N/A		
	Video Tapes	CR + 3 years		Waived		
	Violation Complaint	Permanent		N/A		
	Violation Files	Permanent		N/A		
	Wetland & Flood Plain Preservation Maps	Permanent		N/A		
	Zoning Applications, rejected and no activity	Permanent		N/A		
	Zoning Committee Records	Permanent		N/A		
	Zoning Map	Permanent		N/A		
	Zoning Ordinances	Permanent		N/A		
	Zoning Permits Issued	Permanent		N/A		
	<b>Recycling and Solid Waste</b>					
	Computer Recycling Reports	Permanent		N/A		
	County Compost Facility Reports	Permanent		N/A		
	County Landfill Agreements	S		Waived		
	Feasibility Studies	Permanent		N/A		
	Hazardous Waste Collection Grant Program Files	CR + 5 years		Waived		
	Hazardous Waste Surveys	CR + 3 years	§ NR 544.07 Wis.	Waived		
	Household Hazardous Waste (Clean Sweep)	Permanent	§ NR 187 Wis. Adm. Code	N/A		
	Materials Recycling Facility Monthly Reports	EVT + 3 years: EVT = Superseded		Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Recycling Grants	EVT + 7 years: EVT = Audited		Waived		
	Recycling Newsletter	CR + 10 years		Waived		
	Service Agreement (MRF)	EVT + 7 years: EVT = Termination		Waived		
	Solid Waste Management Plan	Permanent		N/A		

<b>Personnel</b>						
	Department Training Records	CR + 7 years		Waived		
	Directives & Policies	EVT + 7 years: EVT = Superseded or Terminated		Waived		
	EEO - 4 Reports	CR + 7 years		Waived		
	Obsolete Job Descriptions & any other personnel or employment records made or kept, including but not limited to, application forms or test papers by applicants & other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, & selection or training	EVT + 4 years: EVT = Position obsolete, except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or action		Waived		
	Performance Evaluations & Medical Records	CR + 6 years		Waived		
	Union Contracts & Grievance, Mediation & Arbitration Records	Permanent		N/A		

<b>Public Works</b>						
<b>Contracts</b>						
	Affidavit of organization & authority, successful bidders	EVT + 7 years: EVT = Project completion		Waived		
	Affidavit of organization & authority, unsuccessful bidders	CR + 2 years		Waived		
	Bid Tabulations	EVT + 7 years: EVT = Project completion		Waived		
	Bidder's Proof of Responsibility, successful bidders	CR + 7 years		Waived		
	Bidder's Proof of Responsibility, unsuccessful bidders	CR + 2 years		Waived		
	Bids, successful	EVT + 7 years: EVT = Project completion		Waived		
	Bids, unsuccessful	CR + 2 years		Waived		
	Notice to Contractors, successful bidders	CR + 7 years		Waived		
	Notice to Contractors, unsuccessful bidders	CR + 2 years		Waived		
	Performance Bond	EVT + 7 years: EVT = Project completion		Waived		



<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	<b>Facilities Management</b>					
	Asbestos Files	Permanent	29 CFR 1910.20	N/A		
	Cleaning Log	CR + 1 year		Waived		
	Condemned Homes on County Property / Burning of	Permanent		N/A		
	County Building Files	EVT + 3 years: EVT = Superseded		Waived		
	Flood File (Administration Center)	Permanent		N/A		
	Inspection Cleaning Evaluation Reports	CR + 2 years		Waived		
	Inspection Reports (Elevator, etc.)	CR + 7 years		Waived		
	Key Number Listing	Permanent		N/A		
	Maintenance Job Order Data Sheet	CR + 1 year		Waived		
	Maintenance Key Daily Sign Out Sheet	S		Waived		
	Maps - Original Drawings	Permanent		N/A		
	Natural Gas Usage Manual	S		Waived		
	Parks, substations & highway building survey reports / yearly	CR + 10 years		Waived		
	Payroll Time Cards (Maintenance)	CR + 7 years		Waived		
	Project Files	Permanent		N/A		
	Project Log	Permanent		N/A		
	Record of Transmittal	CR + 3 years		Waived		
	Utility Computer Printouts	S		Waived		

	<b>Register of Deeds</b>					
Officially adopt the Register of Deeds' General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum E).						

	<b>Sheriff</b>					
	<b>Process / Identification Bureau</b>					
	Attorney Letters	CR + 7 years		Waived		
	Bureau of Identification Sheets	Permanent		N/A		
	Civil Process Worksheet	CR + 1 year		Waived		
	Correspondence Instructing Civil Process, service	CR + 7 years		Waived		
	Daily Roster Assignments	CR + 1 year		Waived		
	Death Investigation Negatives, Sensitive in Nature	Permanent		N/A		
	Department Employee Photos	EVT + 7 years: EVT = Termination		Waived		
	Evidence, Major Cases	EVT + 1 year: EVT = Final Appeal		Waived		Documentation, not actual physical evidence
	Execution Log	CR + 7 years		Waived		
	Executions	CR + 7 years		Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Finger Print Cards	Permanent		N/A		
	Foreclosure's, Sheriff's Sales	EVT + 7 years: EVT = Sale of Property		Waived		
	Form 50's	CR + 7 years		Waived		
	Injunctions	EVT: EVT = After Expiration		Waived		
	Mug Shots	Permanent		N/A		
	Process, deposit receipts	CR + 7 years		Waived		
	Process, receipt print-outs	CR + 7 years		Waived		
	Proof of Service	CR + 7 years		Waived		
	Property Inventory Audit	EVT + 20 years: EVT = Disposition of property		Waived		
	Restraining Orders	EVT: EVT = Closed		Waived		
	Traffic Accident Photos	EVT + 6 years: EVT = Date of final Appeal		Waived		
	Transport Records	CR + 7 years		Waived		
	<b>Jail Division</b>					
	Account work sheets	CR + 7 years		Waived		
	Applicant Status Sheets (non-hire)	EVT + 1 year: EVT = Interview		Waived		
	Block Check Sheets	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Bond Receipts	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Booking Sheets	Permanent		N/A		
	Canteen sheets	CR + 7 years		Waived		
	Cash Books	CR + 8 years		Waived		
	Check Books	CR + 7 years		Waived		
	Contract Employee Files	EVT + 5 years: EVT = Termination		Waived		
	Critical Incidents	EVT + 8 years: EVT = Incident		Waived		
	Daily Attendance Rosters	CR + 8 years		Waived		
	Daily Bond	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Daily Work Shift Roster	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Dockets, daily jail records	CR + 8 years	§ 59.27(8) Wis. Stats.	Notify		
	Exercise Logs	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Fire Equipment & Inspection Report	CR + 8 years		Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Huber Block Check Sheets	CR + 8 years		Waived		
	Huber Daily Inmate Roster	EVT + 8 years: EVT = Release of Inmate	§ DOC 348.09(1) Wis. Adm. Code	Waived		
	Huber Inmate Incarceration Files	EVT + 8 years: EVT = Release of Inmate		Waived		
	Huber Registration of Visitors	CR + 8 years	§ DOC 348.09(4) Wis. Adm. Code	Waived		
	Huber Rules Forms	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Inmate Daily Activity Log Forms	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Inmate Files: disciplinary forms, Huber revocation forms, employer information forms, employer job search, verification sheets, court orders	EVT + 8 years: EVT = Release of Inmate	§§ DOC 348.09 & 350.11 Wis. Adm. Code	Waived		
	Inmate Medical Records	EVT + 8 years: EVT = Release of Inmate	§§ 146.81 to 146.83 Wis. Stats. and §§ DOC 348.09 & 350.11 Wis. Adm.	Waived		C, PII
	Jail billing	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Jail Inmate Register	S	§ DOC 350.11 Wis.	Waived		
	Jail Kitchen Menu	CR + 1 Month		Waived		
	Jailer logs	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Law Suits & Complaints	EVT + 5 years: EVT = Settlement or Closure		Waived		
	Ledger Sheets	CR + 7 years		Waived		
	Monthly Equipment Check	CR + 8 years		Waived		
	Shift Logs	CR + 8 years		Waived		
	Surveillance Recordings-Audio/Video	121 days	§893.80 Wis. Stats.	Waived		
	Visitor Log	EVT + 8 years: EVT = Date of Visit	§ DOC 350.11 Wis. Adm. Code	Waived		
	Volunteer Security	CR + 5 years		Waived		
	<b>Detective Division</b>					
	Arrest Records	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Citizen Complaints	Permanent		N/A		
	Evidence Cards	CR + 10 years	§ 59.27(8) Wis. Stats.	Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Field Interrogation Cards	EVT + 8 years: EVT = Close of Case		Waived		
	Incident Records	CR + 10 years	§ 59.27(8) Wis. Stats.	Waived		
	Internal Investigation Files	EVT + 1 year: EVT = Death of person unless there is open activity on the case		Waived		
	Juvenile Cards	EVT + 1 year: EVT = Juvenile's 18th Birthday		Waived		
	Ordinance Violation Citation	CR + 2 years		Waived		
	Polygraph Examinations and Reports	Permanent		N/A		
	<b>Patrol Division</b>					
	False Alarm Card File	S		Waived		
	False Alarm Door Opening Invoices	CR + 1 year		Waived		
	Fleet Maintenance Records	Life of Vehicle		Waived		
	Intern Records	CR + 5 years		Waived		
	School Surveys	CR + 5 years		Waived		
	Squad Car Video Recordings	CR + 121 Days	§893.80 Wis. Stats.	Waived		
	Uniform Traffic Citations	EVT + 1 year: EVT = Closed, disposed, or canceled		Waived		
	Wisconsin Accident Reports	CR + 8 years		Waived		
	Work Schedules	CR + 7 years	§ 59.27(8) Wis. Stats.	Waived		
	<b>Dispatch Center</b>					
	Audio Tapes (e.g., 911)	CR + 121 days	§893.80 Wis. Stats.	Waived		If digital, must produce original
	Incident Record	CR + 10 years		Waived		
	Telecommunicator's Radio	CR + 120 days		Waived		
	<b>Records</b>					
	Accident Report	CR + 8 years		Waived		
	Accident Reports, Non-Reportable	CR + 8 years		Waived		
	Alcohol Assessments Education Referrals	CR + 5 years		Waived		
	Blueprints, Justice Department	Permanent		N/A		
	Citations	CR + 8 years		Waived		
	Contract Municipality Logs	S		Waived		
	Driver Condition Behavior Reports	CR + 2 years		Waived		
	Ignition Interlock Device Installation & Removal Record	S		Waived		
	Incident Reports	Permanent		N/A		
	Laser Logs	EVT + 8 years: EVT = End of use		Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Money Transfer Log, Front Desk	CR + 2 years		Waived		
	Orders to Produce (Writs)	S		Waived		
	Patrol Roster	CR + 2 years		Waived		
	Radar Certification Logs	EVT + 8 years: EVT = End of use		Waived		
	State Uniform Crime Report	CR + 5 years		Waived		
	Warning Notices	EVT + 6 Months: EVT = After compliance		Waived		
	<b>Drug Unit</b>					
	Asset Forfeiture Log	Permanent		N/A		
	Asset Forfeitures	EVT + 8 years: EVT = Given up for Auction		Waived		
	Confidential Informant File	Permanent		N/A		
	Confidential Informant Log	Permanent		N/A		
	Evidence Destruction File	EVT + 8 years: EVT = Last date of Appeal		Waived		
	Fleet Leased Contracts	EVT + 1 year: EVT = Contract termination		Waived		
	Incident Report Log	EVT + 8 years: EVT = Date of Last Incident		Waived		
	Incident Reports	Permanent		N/A		
	Intelligence Request Log	CR + 15 years		Waived		
	Known Offender File (KOF) Lawsuits	EVT + 7 years: EVT = Date of last appeal		Waived		
	Officer's Daily Reports	CR + 7 years		Waived		
	Petty Cash Vouchers	EVT + 7 years: EVT = Audited		Waived		
	Search Warrants	EVT + 1 year: EVT = Search Completed		Waived		
	Warrant, Sex offence & Drug Activity Log Book	Permanent		N/A		
	<b>Court Services / Warrants</b>					
	Bailiff Time and Activity Report	CR +3 years		Waived		
	Court Security Reports	CR +3 years		Waived		
	Daily Employee Witness Court Record	S		Waived		
	Stun Belt in Custody Notification & Maintenance Log	EVT + 8 years: EVT = Date of Final Appeal		Waived		
	Warrant Cards	EVT + 1 year: EVT = Warrant Cancellation		Waived		
	Warrant, cancellation sheet from court	EVT + 7 years: EVT = Warrant Cancellation		Waived		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Warrant, ledgers	EVT + 7 years: EVT = Warrant Cancellation		Waived		
	Warrant, problems and complaints	CR + 7 years		Waived		
	Warrants	EVT: EVT = Until Satisfied		Waived		
	Warrants, cancelled - gold sheet	EVT + 1 Month: EVT = Cancellation or Served		Waived		
	Warrants, cancelled extradition	EVT + 3 years: EVT = Warrant Cancellation		Waived		
	<b>Administration</b>					
	Accidents, squad	EVT + 8 years: EVT = Closed		Waived		
	Contract Logs	CR + 1 year		Waived		
	Conveyance Cards	EVT + 3 years		Waived		
	Daily Roll Call Rosters	CR + 8 years		Waived		
	Department General Orders	Permanent		N/A		
	Emergency Personnel Employee Records	S		Waived		
	False Alarm Fee Documentation, uncollectible	CR + 3 years		Waived		
	Grant Reports and Documentation	EVT + 3 years: EVT = Last Payment Received		Waived		
	Overtime Cards	CR + 7 years		Waived		
	Psychological Evaluations (Employee)	EVT + 15 years: EVT = Termination		Waived		
	Warrants, teletypes / municipalities	EVT: EVT = Warrant Cancellation		Waived		

<b>Surveyor</b>						
	Annexation / Detachment Plats	S	§§ 66.0217, .0219, .0221, .0223 Wis. Stats.	N/A		
	Assessor's Plat	S	§ 70.27 Wis. Stats.	N/A		
	Bulkhead Line Maps	S	§30.11(3) Wis. Stats.	N/A		
	Cemetery Plat Court Orders	S	§ 157.07 Wis. Stats.	N/A		
	Cemetery Plats	S	§ 157.07 Wis. Stats.	N/A		
	Certified Survey Maps	S	Ch. 236 Wis. Stats.	N/A		
	Condominium Instruments	S	Ch. 703. Wis. Stats.	N/A		
	Correction Instruments	S	§ 236.295 Wis. Stats.	N/A		
	County Highway Widening Plan	S	Ch. 83 Wis. Stats.	N/A		
	Official Map Certification	S	§ 62.23(6)(b) Wis. Stats.	N/A		

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	PLSS Monument Records	S	Ch. A-E 7 Wis. Adm. Code	N/A		
	Property Survey Maps	S	Ch. A-E 7 Wis. Adm. Code	N/A		
	Section Corner Monument Location Documentation	Permanent	§§ 59.45, 59.74, & 59.75 Wis. Stats.	N/A		
	Subdivision Plat Court Orders	S	Ch. 236 Wis. Stats.	N/A		
	Subdivision Plats	S	Ch. 236 Wis. Stats.	N/A		
	Subdivision Replats	S	Ch. 236 Wis. Stats.	N/A		
	Town Monument Certification	S	§§ 59.45 & 60.84 Wis. Stats.	N/A		
	U.S. Geological Survey Maps	S		Waived		

<b>University Extension</b>						
	4-H, Award/Convention Materials	CR + 50 years			Waived	
	4-H, Enrollments	CR + 25 years			Waived	
	4-H, Health Records - Summer Camp	EVT + 3 years: Child turns 21 years of age			Waived	
	Farmland Preservation Certifications	CR + 7 years			Waived	
	Garden Plot Rentals	CR + 3 years			Waived	
	Homemaker Program, Agencies / Groups	CR + 7 years			Notify	
	Homemaker Program, Participants	CR + 7 years			Waived	
	Monthly Reports, UPS, Copies, Postage	CR + 1 year			Waived	
	News Releases	CR + 2 years			Waived	
	Newsletters, Originals	CR + 25 years			Waived	
	Premium Books, County Fair	CR + 1 year			Notify	
	Program / Teaching Curriculum	S			Notify	
	Project Files	S			Waived	
	Shipping Books, UPS	CR + 1 year			Waived	
	Soil Sample Reports	CR + 2 years			Waived	
	Soil Test Receipts, Invoices	CR + 3 years			Waived	
	Volunteer Certification, VOLT, Program (Volunteer Orientation Leadership Training)	Permanent			Waived	

<b>Veterans Service</b>						
	Cemetery List	S			Waived	
	Commemorative Event Information	CR + 10 years			Waived	
	Grave Registration Files	Permanent			Notify	

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b> (Creation, Retention & Disposition)	<b>WHS Notification</b>	<b>General Duties of ...</b> (§19.33 Wis. Stats.)	<b>Notes</b>
	Mailing Log, Daily In/Out	CR + 1 year		Waived		
	Military Separation Records of Veteran's	Permanent		N/A		
	Monthly Forms Tally Sheet	CR + 2 years		Waived		
	Newsletter	CR + 6 years		Send a copy to Librarian: WI Veterans Museum, 30 W. Mifflin St., Madison, WI 53703		
	News Releases	CR + 6 years		Waived		
	Office Critiques	CR + 2 years		Waived		
	Regulations	S		Waived		
	Veteran's Benefit Case Files	EVT + 2 years: EVT = Death		Waived		C
	Veterans' Information Management System (VIMS) Backup Disks	S		Waived		
	Veterans' Personnel Cards	Permanent		N/A		
	Veterans' Personnel Records	Permanent		N/A		
	Veterans' Personnel Records, Agent Orange	Permanent		N/A		
	Veterans' Personnel Records, Desert Storm	Permanent		N/A		
	Veterans' Relief Records	CR + 10 years		Waived		
	Wisconsin Department of Veterans' Affairs Bulletins	Permanent		N/A		



County Clerk  
Addendum B

Records Series	Retention	Authority	Notification
<b>Administration</b>			
Aid to immigration societies	CR + 7 years	s. 59.53 (17)	Notify
Apportionment maps	Until next apportionment	s. 59.03	Waived
Audit reports	CR + 7 years	n/a	Notify
Bank statements	CR + 7 years	s. 59.61 (3)	Waived
Bounty claims forwarded to DNR	CR + 1 year	s. 59.52 (4)	Waived
Claims paid by county and supporting papers	CR + 7 years or until audited: whichever is earlier	s. 59.52 (4)	Waived
Consolidation of counties: order for referendum or special election regarding	CR + 7 years	s. 59.08 (7)	Waived
County contribution to the mosquito control district	CR + 7 years	s. 59.701(15)	Waived
County officers: appointment of	CR + 7 years	s. 59.25 (2), 59.23 (1), 17.21 (6)	Waived
County orders uncalled for by the payee; list of	CR + 7 years	s. 59.64 (4)	Waived
County zoning ordinance: petition for amendment of	CR + 7 years	s. 59.69 (5)	Waived
Court commissioner: statement of all actions or proceedings	CR + 7 years	s. 59.61 (3), 59.61 (1)	Waived
Court costs and fees	CR + 7 years	s. 814.22 (2)	Waived
Crop reports by local assessors	CR + 3 years	s. 59.52 (4)	Notify
Detachment of farm land from cities, entry of judgment	CR + 7 years	s. 62.075 (5)	Waived
Equalization board proceedings or board of review	CR + 7 years	n/a	Notify
Farmland preservation agreements: application	CR + 7 years	s. 91.13 (1)	Waived
Forest products: notice of cutting forest products	CR + 7 years	s. 26.03 (1)(a)	Waived
Forfeiture: statements regarding the collection of and the payment to county treasurer	CR + 7 years	s. 778.15	Waived
Legislative documents, copies of	Retain until superseded by published statutes	s. 35.85 (11)	Waived
Metropolitan Transit Authority annual report	CR + 7 years	s. 66.94 (40)	Waived
Oaths of office: county officers	CR + 7 years	s. 59.23 (2), 59.52 (4)	Waived
Officers: town, city and village certified to county clerk	After date of expiration of term listed	s. 59.52 (4)	Notify
Official bonds: county officers	CR + 6 years	s. 59.17 (14)(b), 59.52 (4)	Waived

County Clerk  
Addendum B

<b>Records Series</b>	<b>Retention</b>	<b>Authority</b>	<b>Notification</b>
Payment vouchers and disbursement made by county treasury	CR + 7 years or until audited, whichever is earlier	s. 59.69 (4)	Waived
Publications fees	CR + 7 years	s. 985.065 (2)(d)	Waived
Removals from office; testimony and proceedings	CR + 7 years	s. 17.16 (8)(c)	Notify
Resignation of public officers	CR + 7 years	s. 17.01 (5), 17.01 (7)	Waived
Resolutions: agricultural use zoning ordinance	CR + 7 years	s. 91.73 (3)	Waived
School tuition claims for nonresidents	CR + 7 years	s. 121.77 (2)(a)	Waived
Town: order establishing a new town	CR + 7 years	s. 59.23 (k)	Notify
Town: record of any alteration of boundaries or organization of town	CR + 7 years	s. 59.23 (k)	Notify
Writs of certiorari	CR + 7 years	s. 753.04	Waived
<b>County Board</b>			
County board committee proceedings	CR + 7 years	n/a	Notify
County board meeting notices	CR + 7 years	s. 59.11	Waived
County board ordinances	CR + 7 years	n/a	Notify
County board proceedings: original papers, resolutions and reports concerning	6 years after date of publication	s. 59.717 (1)	Notify
County board resolutions	CR + 7 years	s. 59.02 (1)	Notify
Statistical report of county clerk to county board	CR + 2 years	n/a	Notify
<b>Elections</b>			
Absentee certificate-affidavit envelopes	90 days after date of local election and 22 months after Federal election	s. 7.23	Waived
All other election materials and supplies	90 days after date of local election and 22 months after Federal election	s. 7.23 (1)(k)	Waived
Ballots, Federal	22 months after election	s. 7.23 (1)(f)	Waived
Ballots, non-Federal	30 days after election	s. 7.23 (1)(h)	Waived
Cancelled voter registration cards	4 years after cancellation	s. 7.23 (1)(c)	Waived
Certificate of election	CR + 7 years	s. 7.60 (6)	Waived
Certified lists of all candidates on file	90 days after date of local election and 22 months after Federal election	s. 7.08 (2)(a)	Waived

County Clerk  
Addendum B

Records Series	Retention	Authority	Notification
Detachable recording units	14 days for primary and 21 days after any other election-clear or erase after transfer to a disk or other recording medium	s. 7.23 (1)(g)	Waived
Disk or tape of election data	90 days after date of local election and 22 months after Federal election	s. 7.23 (1)(g)	Waived
Election notices (types A-E and special elections), proofs of publication and correspondence	1 year after date of local election and 22 months after Federal election, unless contested, then by court order	s. 7.23 (1)(j)	Waived
Election returns including inspector's statements, tally sheets, lists and envelopes	90 days after day of local election and 22 months after Federal election	s. 7.23 (1), 7.51 (5)	Waived
Election supplies	90 days after date of local election and 22 months after Federal election	s. 7.10 (1)(a)	Waived
Electronic ballot tallies	90 days after day of local election and 22 months after Federal election	s. 7.23 (1)(g)	Waived
Federal elections records other than registration cards	22 months after day of election	s. 7.23 (1)(f)	Waived
Financial registration statements	6 years after date of termination of registrant	s. 7.23 (1)(d)	Waived
Financial campaign reports	6 years after date of receipt	s. 7.23 (1)(d)	Waived
Nomination papers for political party committee man or woman	90 days after date of election	s. 7.23 (k)	Waived
Nomination papers--County offices, 1940 and after	90 days after election	s. 7.23 (k)	Waived
Nomination papers--County offices, before 1940	n/a	n/a	Notify
Official canvasses including statements and determinations for local elections	10 years after date of election	s. 7.23 (1)(i)	Waived
Official canvasses: votes cast for state and national offices	10 years after date of election	s. 7.23 (1)(i)	Waived
Recount fee record	CR + 7 years	s. 9.01 (1)(ag) 4	Waived
Registration and poll lists; non-partisan elections, 1940 and after	2 years after election	s. 7.23 (1)(f)	Waived
Registration and poll lists; non-partisan elections, before 1940	n/a	n/a	Notify
Registration and poll lists; partisan elections, 1940 and after	4 years after election	s. 7.23 (1)(f)	Waived
Registration and poll lists; partisan elections, before 1940	n/a	n/a	Notify
Registration and voting statistics	90 days after date of local election and 22 months after Federal election	s. 6.275 (1)	Notify
Sample ballots	22 months after federal election and 30 days after non-federal election	s. 5.66 (2)	Waived

County Clerk  
Addendum B

Records Series	Retention	Authority	Notification
<b>Licenses</b>			
Automobile registration lists	CR + 7 years	s. 341.17 (4)(a)	Waived
Dog license fee records, reports	3 years provided the records have been audited	s. 174.08	Waived
Dog licenses and tags: related records	CR + 2 years	s. 174.07	Waived
Dog licenses: town and municipal treasurers' records of licenses sold and issued	CR + 3 years	s. 59.52 (4)	Waived
Dogs: list of, kept in assessment district	CR + 2 years	s. 174.06 (7)	Waived
Hunting, trapping, fishing licenses and other approvals	CR + 3 years	s. 29.09, 29.09 (6)	Waived
License fee records: hunting, trapping, fishing	3 years provided the records have been audited	s. 29.09 (7)(a)	Waived
Livestock: claims for damage by dogs	CR + 7 years	s. 174.11 (1)	Waived
Marriage license applications and supporting papers	CR + 10 years	s. 59.52 (4)	Waived
Marriage license docket	CR+ 7 years	s. 765.20	Waived
Marriage license receipts and records	CR + 7 years	s. 59.07 (90) (Milw. Co. only), s. 765.15	Waived
Marriage of underage persons, consent of guardian	CR + 7 years	s. 765.02 (2)	Waived
Notice of stray animals	CR + 2 years	s. 170.02	Waived
Vehicles: applications for registration of	CR + 7 years	s. 341.08 (5)	Waived
<b>Public Lands and Roads</b>			
Airport land: acquisition of, order and maps	CR + 7 years	s. 114.33 (6)	Notify
Award of compensation pursuant to relocation orders	CR + 7 years	s. 32.05 (7)(a)	Waived
Condemnation proceedings: assessments of benefits and damages made in	CR + 7 years	s. 27.065 (2)(b)	Waived
Condemnation proceedings: publication of final determination as a class 2 notice	CR + 7 years	s. 27.065 (6)(j)	Waived
County forest lands: easements; entry and withdrawal	CR + 7 years	s. 28.11 (4)(f), 28.11 (4)(d)	Waived
County forest road aids; maps	CR + 7 years	s. 86.315 (4)(a)	Waived
County highways; acquisition of land, order and map; construction, statements and payroll	CR + 7 years	s. 83.08 (1), 83.04 (4)	Waived
County highways; finding, determination, and declaration regarding controlled access	CR + 7 years	s. 83.027 (1)	Waived
County improvement notice	CR + 7 years	s. 27.065 (9)(a)	Waived

County Clerk  
Addendum B

<b>Records Series</b>	<b>Retention</b>	<b>Authority</b>	<b>Notification</b>
County park commissioners: appointment of	CR + 7 years	s. 27.02 (1)	Waived
County parks and parkways: final determination of damages and benefits; notice of appeal, liens against property, plans and specifications of contractors,	CR + 7 years	s. 27.065, (5)(6)(8)(9)(10)	Waived
District protection and rehabilitations, special assessments and changes	CR + 7 years	s. 33.32 (1)(c)	Waived
Drainage district: transfer to other jurisdiction, petition and resolution	CR + 7 years	s. 88.83 (4)	Waived
Flood works: petition for reports; notice of hearing	CR + 7 years	s. 87.04 (1), 87.07 (1)	Waived
Highway and road records, miscellaneous, before 1930	n/a	n/a	Notify
Highway jurisdiction maps	CR + 7 years	s. 86.302 (1)	Waived
Leasing of land under the U.S. flood control act of 1954	CR + 7 years	s. 24.39 (3)	Waived
Municipal power and water districts: resolutions of organization, public service commission reports, petitions, referendum results	CR + 7 years	s. 198.03, 198.04, 198.06	Waived
Notices to town assessors regarding lands sold and owned by county: copies	CR + 3 years	s. 59.52 (4)	Waived
Petitions and objections regarding establishment of public land, inland lake protection and rehabilitation district	CR + 7 years	s. 33.26 (1), 33.25 (1)	Waived
Protest of proposed zoning amendment in airport affected area	CR + 7 years	s. 59.69 (5)	Waived
Relocation orders	Retain latest revision for each project	s. 32.05 (1)(a)	Waived
Resolution redefining metro sewage district boundary	CR + 7 years	s. 66.888 (1)(d)	Waived
State trunk highways, county maps	CR + 7 years	s. 84.02 (12)	Notify
Streets and parkways: adoption of grades and alterations	CR + 7 years	s. 27.065 (3)	Waived
Town highways, petitions for immediate repair to culvert or bridge	CR + 7 years	s. 81.38 (3)	Waived
Town highways: appropriations; appeals to county board	CR + 7 years	s. 81.38 (1), 88.83 (4)	Waived
Zoning ordinance: adoption of	CR + 7 years	s. 59.61 (5)	Waived
<b>Social Services</b>			
Aid: administration of and record of disbursements	CR + 7 years	s. 45.14 (2)	Waived
Aid: application for, hearing and review	CR + 7 years	s. 49.50 (8)(b) 1, 49.50 (9)(a)	Waived
Annual report: department of social services	CR + 7 years	s. 46.18 (10)	Waived
Audit by state Department of Health and Social Services and administrative review of general relief agency	CR + 7 years	s. 46.206 (1)(c), 46.208 (2)(m)	Waived

County Clerk  
Addendum B

<b>Records Series</b>	<b>Retention</b>	<b>Authority</b>	<b>Notification</b>
Audits of claim against county	CR + 7 years	s. 46.18	Waived
Bonds furnished by conservator of county hospital patient or county home resident or guardian for mentally ill patient	CR + 7 years	s. 880.295 (1)	Waived
Cemetery care funds	CR + 7 years	s. 157.11 (9g)(a) 2.	Waived
Clerk of Court for juvenile matters: appointment of	CR + 7 years	s. 48.04 (1)	Waived
Power of attorney for health care instrument	CR + 7 years	s. 155.30 (3)	Waived
Soldiers graves: record for the care of	CR + 7 years	s. 45.185 (2)	Waived
Veterans burials and record of financial assistance	CR + 7 years	s. 45.17	Waived
Veterans service commission: individual members' surety bond	CR + 7 years	s. 45.12 (2)	Waived
Wills, living	CR + 7 years	s. 154.03 (2)	Waived
<b>Taxes</b>			
Apportionment of county taxes: record of	CR + 7 years	s. 70.63 (1)	Waived
Court certificates drawn on county treasurer	CR + 7 years	s. 66.081	Waived
Illegal tax certificates charged back to local tax districts	3 years after charging back	s. 59.52 (4)	Waived
Local assessors: reports detailing the work of	CR+ 7 years	s. 73.06 (5)	Waived
Notice of application for tax deed: affidavits related to	CR + 7 years	s. 75.12 (3)	Waived
Notices of application for taking of tax deeds and certification of non-occupancy, proofs of service and tax certificates filed	CR + 15 years	s. 59.52 (4)	Waived
Receipts from every county officer, employee, board, commission or other body collecting or receiving money on behalf of the county	CR + 7 years or until audited, whichever is earlier	s. 59.61 (1)	Waived
Receipts issued by treasurer: copies	CR + 4 years or until audited, whichever is earlier	s. 59.25 (3), 59.52 (4)	Waived
Service of notice on owner of record of original title	CR + 7 years	s. 75.28 (2)	Waived
Tax Appeals Commission: appeals to	CR + 7 years	s. 70.64 (6)	Waived
Tax Appeals Commission: notice of hearing	CR + 7 years	s. 70.64 (4)	Waived
Tax apportionment notices sent to local taxing districts: copies	CR + 3 years	s. 59.52 (4)	Waived
Tax apportionment: notices from Secretary of State	CR + 3 years	s. 59.52 (4)	Waived
Tax deeds	CR + 7 years	s. 75.16	N/A
Tax deeds: cancellation of	CR + 7 years	s. 75.23	Waived
Tax receipts	CR + 15 years	s. 59.52 (4)	Waived
Taxes levied on taxable property: statement of	CR + 7 years	s. 69.62	Waived
Woodland tax law: copy of DNR action - request to place under law	CR + 7 years	s. 77.16 (9)	Waived
<b>General</b>			

County Clerk  
Addendum B

<b>Records Series</b>	<b>Retention</b>	<b>Authority</b>	<b>Notification</b>
Any record subject to litigation, claim, audit or other action	until permission to destroy obtained from corporation counsel	n/a	Waived
Cancelled checks	CR + 7 years	s. 59.52 (4)	Waived
Correspondence	CR + 3 years	n/a	Waived
Financial records	n/a	n/a	Notify

County Treasurer  
Addendum C

Records Series	Retention	Authority	Notification
Accounts payable: detail listing & check register (copies)	CR + 3 years	-	Waived
Appraisals, county-owned property	CR + 7 years	-	Waived
Assessments: certified special assessment roll	destroy after assessment collected or 7 years, whichever is longer	-	Waived
Assessments, real property	CR + 7 years	-	Notify
Assessments: statement of new special assessments	Cr + 5 years	-	Waived
Assessments: special assessment payment register	destroy after all assessments collected or 7 yrs., whichever is longer	-	Waived
Audit letters	CR + 3 years	-	Waived
Balancing reports	CR + 3 years	-	Waived
Bank credit/debit notices	1 year after audit	-	Waived
Bank reconciliation	3 years after audit	-	Waived
Bank statements	CR +7 years	-	Waived
Bankruptcies	CR + 7 years until superseded	-	Waived
Cash books, daily	FIS + 3 years provided audit is complete	-	Waived
Cash drawer reconciliation	1 year after audit	-	Waived
Check register	CR + 7 years	-	Waived
Checks, cancelled	CR + 7 years	S. 59.52(4)	Waived
Checks, outstanding	CR + 7 years	-	Waived
Correspondence, general	CR + 3 years	-	Waived
Deposit tickets and books	1 year after audit	-	Waived
Discontinued tax key numbers	Permanent	-	N/A
Journal entries, resolutions, cash receipts, treasurer's cash	CR + 3 years	-	Waived
Lottery cards, signed	4 yrs. including credit year	Administrative Code Chap. 20.15 (5)	Waived
Probate fees report	7 years	-	Waived
Receipts: general & settlement	CR + 7 years	s. 59.52(4)	Waived
Sale assessments	CR + 7 years	-	Waived
Suit tax, monthly	CR + 7 years	-	Waived
Tax deeds, foreclosure	CR + 15 years	s. 75.19	Waived
		75.195	



County Treasurer  
Addendum C

Records Series	Retention	Authority	Notification
Tax receipts	CR + 15 years	s. 59.52(4)	Waived
Tax rolls, municipal	CR + 15 years	s. 59.52(4)	Notify
Tax sales records, including sale of tax deeded lands	CR + 7 years	s. 75.35	Notify for records prior to 1940. Waived for 1940 records and after.
Wires, bank	7 years	-	Waived

Register of Deeds-Non Permanent  
Addendum E

Records Series	Retention & Authority	Notification
Accounts payable	CR +7 years	Waived
Accounts receivable	CR + 7 years	Waived
Accounts receivable, paid	CR + 2 years	Waived
Airport protection plans, specifications, and amendments	CR + 7 years s. 114.135	Waived
Any records subject to litigation, claim, audit or other action	Until permission to destroy obtained from Corporation Counsel	Waived
Applications for certified copies	CR + 2 years	Waived
As-built tracings	Life of project	Waived
Bills of sale	CR + 6 years	Waived
Blueprints	Until superseded by as-built tracings	Notify
Breeding service: claim and payment for	CR + 7 years s. 779.49 (1)	Waived
Cancelled checks	CR + 7 years s. 59.54(16)	Waived
Cash register tapes	CR + 2 years	Waived
Certificates of old age assistance and indexes	CR +7 years	Notify
City record of officers and employees' surety bonds	CR + 7 years s. 66.145	Waived
City/Village: Reorganization of city as village, election returns on question of	CR + 7 years s. 66.019 (6)	Waived
City/village: lease of space by	CR + 7 years s. 66.048 (3)(c)	Waived
Correspondence	CR + 3 years	Waived
Equipment & furnishings inventories	Until superseded	Waived
General information	CR + 7 years	Notify
Guardian, petition for appointment of	CR + 7 years s. 880.215	Waived
Indigent defendants: certificate of legal fees paid by county or state	CR + 7 years s. 757.66	Waived
Insurance policies, claims made	7 years after expiration s. 59.52(10)	Waived
Insurance policies, occupance	CR + 7 years s. 59.52(10)	Waived

Register of Deeds-Non Permanent  
Addendum E

Records Series	Retention & Authority	Notification
Liquidated insurers' records	7 years after close of liquidation proceedings s. 645	Waived
Municipal redevelopment plan and revisions	CR + 7 years s. 66.431 (9)(a)1, 66.431 (11)(b)	Notify
Notice of removal of human corpse	2 months from date of death; Dept. H&SS directive	Waived
Notification of failure to pay taxes and notification of balances due (veterans)	CR + 7 years s. 45.53	Waived
Order to suspend proceedings for collection of property taxes of property owned by veterans	CR + 7 years s. 45.53 (6)	Waived
Purchase orders	CR + 7 years	Waived
Raze order	CR + 7 years s. 66.05 (1)(d)	Waived
Receipt journals	CR + 7 years	Waived
Receipts	CR + 7 years	Waived
Report for final disposition of corpse	2 years from date of death; Dept. H&SS directive	Waived
Treasurers receipts	CR + 2 years	Waived
UCC filings (Fixture)409.403 (6)409.402 (5)	EVT = satisfaction of mortgage s. 409.403 (6), s. 409.402 (5)	Waived
UCC filings (Non-fixture)	CR + 5 years s. 409.403 (3)	Waived
UCC - 11, search copies	CR + 2 years	Waived
Vital record, request for copy of	FIS + 1 year	Waived
Vouchers order/register	CR + 7 years	Waived
Wills, foreign: certificate of assignment	CR + 7 years s. 868.05 (2)	Waived
Wills, notice that proceedings have been taken to contest the will	CR + 7 years s. 868.01 (3)	Waived

Register of Deeds-Permanent  
Addendum E

Record Series	Retention & Authority	Notification
Annexation of territory by a city or village: related records	s. 66.021 (8)(a)(e), 66.023 (10)	not applicable
Annulment, divorce or legal separation judgement which affects title to real estate or liability for payment of support or maintenance	s. 767.255, 767.40 (2)	not applicable
Appointment of any guardian or conservator appointed in any other state, district, territory or country together with a duly authenticated copy of the appointment of the special guardian of such minor or incompetent person	s. 786.25 (3)	not applicable
Armed forces: registration of all county persons who died in the services of the U.S. armed forces	s. 45.35 (a)	not applicable
Articles of incorporation and amendments for mutual associations	s. 215.71 (3)	not applicable
Articles of incorporation for capital stock associations and amendments	s. 215.61 (3)	not applicable
Articles of incorporation for banking corporation and amendments	s. 221.03 (3)	not applicable
Articles of incorporation; charter or patent of incorporation; certificate of organization or association of any corporation or joint stock company; articles of association or organization of any corporation; certificate or resolution for the purpose of amendment; every amendment in any form of the charter, patent, certificate or articles of association or organization or of the name, corporate powers or purposes of any corporation	s. 891.20	not applicable
Assessors' plats and amendments	s. 70.27 (2)(8)	not applicable
Authorization to execute conveyances on behalf of a private corporation	s. 706.03 (3)	not applicable
Bulkhead line, establishment of or reestablishment of an existing bulkhead line along shore of navigable waters: map, description and ordinance	s. 30.11 (3)	not applicable
Business partnership agreements, amendments, articles of dissolution	s. 178.39	not applicable
Cemetery association (non-profit) certification resolutions and copy of proceedings	s. 157.062 (9)	not applicable
Cemetery plat or map, records: order authorizing the vacating or replatting of the lands, record of a cataloged burial site	s. 157.07 (1), 157.07 (5), 157.70 (2)(i)	not applicable
Census schedules	None	not applicable
Certificate of authorization to exercise fiduciary powers	s. 221.04 (6)	not applicable
Certificate of conversion from a mutual association to a stock association or from a mutual savings and loan holding company to a stock savings and loan holding company.	s. 215.58 (3)	not applicable
Certificate reorganizing a mutual association as a mutual savings and loan holding company	s. 215.59 (1)(g)	not applicable
Certificates of conversion from a mutual savings bank to a stock savings bank	s. 214.685 (5)	not applicable
Certified survey map and corrections of	s. 236.34 (1), 236.295 (1)	not applicable
Chattel mortgages	None	not applicable

Register of Deeds-Permanent  
Addendum E

Record Series	Retention & Authority	Notification
City condemnation and acquisition of property by cities, including report and plan of improvement, common council resolutions related to property	s. 32.55 (3), 32.56 (2), 32.57 (7)(b)	not applicable
City: certificate showing that a city has established an official map	s. 62.23 (6)(b)	not applicable
Condominium instruments: declaration, plats, and plans of a condominium and attached exhibits or schedules	s. 703.07 (1)	not applicable
Contracts: credit sale of alcoholic dispensing equipment, share croppers	s. 125 (33)(2)(e), 241.03 (1)	not applicable
Conveyance and instrument affecting title to land in this state and index	s. 706.05 (1), 706.05 (7)	not applicable
Cooperatives: incorporation articles; contract between cooperative association and members terminations; weekly listing of all documents concerning cooperatives filed and recorded by secretary of state	s. 185.05 (3), 185.42 (1), 185.42 (2)(5), 185.82 (3)	not applicable
Corporate name: record of those using name, amendments, discontinuance	s. 134.17 (1)	not applicable
Corporations (miscellaneous non-profit): fraternal societies, VFW posts and affiliates	s. 188.06, 188.11 (1)	not applicable
Corporations (non-stock): articles of incorporation; articles of merger or consolidation; weekly listing of all non-stock corporation documents filed and recorded by the secretary of state	s. 181.32 (1), 181.45 (2), 181.67 (3)(a)	not applicable
Corporations (religious): certificate of establishment; certificate of consolidation; incorporation articles and amendments; dissolution of corporation	s. 187.01 (2), 187.14 (4)(c), 187.16 (1)187.16 (1), 187.19 (10)	not applicable
Corporations: resolution dissolving domestic corporation	s. 182.025 (2)	not applicable
Credit Unions: incorporation articles and amendments; certificate to Credit Union commissioner stating incorporation articles have been filed; commissioner of Credit Union's order or certificate canceling a Credit Union's charter	s. 186.35 (1), 186.02 (3)(a), 186.38 (2), 186.315	not applicable
Daily report regarding system of tract indices or system of chain of title indices as required by county board of supervisors resolution	s. 59.43 (12m)(c)	not applicable
Declaration of trust for domestic and alien corporations and amendments	s. 226.14 (1)	not applicable
Deed: certificate of cancelled deed	s. 75.23	not applicable
Descent of property, judgement to determine	s. 867.05 (4)	not applicable
Discharge certificate from U.S. armed forces	s. 45.21	not applicable
Drainage district, orders of organization, assessment for costs on drainage lands, order laying out drain	s. 88.34 (9), 88.40, 88.94 (5)	not applicable
Estate transfer by will, intestacy or appointment, disclaimer of	s. 853.40 (5)(e)	not applicable
Estates: Order settling small estates including those subject to claims of creditors	s. 867.01 (3)(h), 867.02 (2)(h)	not applicable
Estates: statement terminating joint tenancy of life estate	s. 867.04, 865.20 (2)	not applicable
Execution and sale of real estate, certificate of	s. 815.38 (1), 59.43 (11)	not applicable

Register of Deeds-Permanent  
Addendum E

Record Series	Retention & Authority	Notification
Exploration mining lease; and cancellation of	s. 107.20 (1), 107.25 (2)	not applicable
Farmland preservation agreement and relinquishment	s. 91.13 (9), 91.19(5)	not applicable
Farms or country estates, registration of names	s. 59.76(1)	not applicable
Federal tax liens and certificates and notices affecting the liens and indexes	s. 779.97 (2)(b)	not applicable
Forest croplands, order of entry, transfer, withdrawal	s. 77.02 (3), 77.10 (2)(a) 2	not applicable
Forest land (managed): Orders regarding	s. 77.82 (8), 77.91 (5)	not applicable
Forest lands (county): order of entry, withdrawals	s. 28.11(4)(d)(11)(a)	not applicable
Grantor/grantee index -- index to real property records	s. 59.43(9)	not applicable
Highway (controlled access): finding, determination and declaration designating a highway or controlled-access highway; notice of any vacation of a controlled-access highway	s. 53.027 (1), 84.25, 83.027 (13), 84.25 (13)	not applicable
Highway assessments and apportionment on lands for county parks and parkways	s. 27.065 (13)(c)	not applicable
Highway or street maps: map of proposed street or highway for purpose of widening, notice and map for right-of-way, alterations, etc.	s. 80.64, 84.295 (10)(a)	not applicable
Highway register: county	s. 83.01 (7)(g)	not applicable
Ice age trail areas: articles of dedication, amendments, revisions, withdrawal of articles	s. 23.293 (15) (f), 23.293 (15) (17)(e)	not applicable
Index for ancillary documents of a county with a population of 500,000 or more who has copied a document by microphotography, microfilm or optical imaging	s. 228.05	not applicable
Index of records or files kept in the register's office	s. 59.43(10)	not applicable
Industrial development agencies: articles of incorporation	s. 59.57(2)(e)(2)	not applicable
Inland lake protection and rehabilitation district, document authorizing creation of	s. 33.265	not applicable
Interest in property, statement or certificate confirming	s. 865.201 (2), 867.046 (1)(m)	not applicable
Judgment of declaration of interests in real property	s. 841.10 (1)	not applicable
Land patents, U.S.	None	not applicable
Levy or writ of execution on real property	s. 815.195	not applicable
Lien for threshing, husking, baling	s. 779.50 (3)	not applicable
Lien judgement	s. 75.521 (14)	not applicable
Lien or mortgage, discharge order	s. 847.09	not applicable
Lien: certificate of redemption of judgment lien on loan	s. 851.64	not applicable
Liquidated insurer, documents relating to property of	s. 645.46 (17)	not applicable
Lis pendens	s. 840.10 (1), 59.43(11)	not applicable
Marital property agreements and related statements	s. 766	not applicable
Metro sewage district boundary: resolution to redefine	s. 66.888 (1)(c)4b, 66.888 (1)(d)3	not applicable

Register of Deeds-Permanent  
Addendum E

Record Series	Retention & Authority	Notification
Mineral interests: statement of claim	s. 706.057 (4)	not applicable
Mineral rights register consisting of conveyances of mineral interests	s. 706.055	not applicable
Monuments: survey conducted to erect monuments	s. 60.84 (4)	not applicable
Mortgage liens upon public utilities and satisfaction of mortgage lien	s. 66.066 (2)(b)	not applicable
Mortgage: certificate of discharge after foreclosure	s. 846.13	not applicable
[Mortgage] title: evidence of right of creditor to acquire	s. 815.53 (4)	not applicable
Name change: certified copy of order and indexes	s. 786.36	not applicable
Natural areas heritage program: articles of dedication, amendments, withdrawals	s. 23.29(16)(18)(f), 23.29 (20)(e)	not applicable
Oaths of office	s. 19.01 (4) (d)	not applicable
Plat maps and corrections of	s. 236.02 (10), 236.295 (1)	not applicable
Plat maps: notification to authorities to approve or permitted to object to the final plat that has been recorded	s. 236.26	not applicable
Plat maps: resolution of municipality to waive its right to approve plats and resolution to rescind waiver	s. 236.10 (5)	not applicable
Power of attorney	s. 813.23 (1)(b)	not applicable
Probate judgment assigning an interest in real property upon closure of estate	s. 863.29 (1)	not applicable
Proof of age (duplicate or certified copy)	s. 889.28	not applicable
Public land: notice of pending application to lay out, widen, or vacate a public place	s. 840.11 (1)840.11 (1)	not applicable
Public lands: abstract and records of all proceedings relating to the laying out, widening, extending or vacating any street, alley, water channel, park, highway or other public place by any court, county board, common council, village board or town board.	s. 59.71	not applicable
Public lands: annulment of certificates and patents	s. 24.35	not applicable
Rail property: release of first right to acquire by DOT	s. 85.09 (5) (b)	not applicable
Railroads: map showing proposed route	s. 190.10 (1)	not applicable
Railroads: surveyed map and certificate of the alteration or change of routes	s. 191.20	not applicable
Real estate liens: payment affidavit for prior liens	s. 779.98 (3)	not applicable
Real estate owners subject to building codes	s. 62.17 (1)	not applicable
Real estate transfers	s. 77.29	not applicable
Real estate: order confirming the sale of real estate of wards or incompetents	s. 786.07	not applicable
Real property: affidavit of publication of a sale	s. 985.12 (3)	not applicable
Release of power of appointment over legal or equitable interests in real or personal property	s. 702.09 (3)(d)	not applicable
Rental units: certificates, waivers, stipulations relating to	s. 101.122 (6)	not applicable

Register of Deeds-Permanent  
Addendum E

Record Series	Retention & Authority	Notification
Retrocession of jurisdiction, documents concerning	s. 1.031	not applicable
Savings bank: articles of incorporation of a savings bank and amendments	s. 214.25 (5)	not applicable
School district: resolution by two or more school districts to establish an alternative method of governing assets and liabilities	s. 66.03 (2c)(b)	not applicable
Security interest in personal property or goods or in crops growing or to be grown: financing statement or other document evidencing the creation of the security interest	s. 409.401 (1)(a), 409.402 (1)(b), 409.402 (9), 59.43 (1)(n)	not applicable
Security interest upon certificate of title of motor vehicles and boats, memoranda regarding	s. 30.572 (4)(5), 342.20 (3)	not applicable
Security interests: financing statements, amendments, termination statements, continuation statements, statements of assignment and statements of release	s. 409.404 (1)(a), 409.405 (2), 409.410 (1)	not applicable
Sewer and transportation facilities, record of damage awards by condemnor	s. 32.05(7)(c)	not applicable
Share croppers' contracts	s. 241.03 (1)	not applicable
Solar access rights: notice granting permit, notice terminating rights, waiver of rights by permit holder	s. 66.032 (6)(b), 66.032 (9)(c), 66.032 (10)	not applicable
Solid waste disposal facility or a hazardous waste facility: notation of the existence of	s. 144.44 (4)(b), 59.43(1)(q)	not applicable
Surety company bond	s. 344.36 (2)	not applicable
Surplus state-owned real property, agreement of transfer	s. 16.375 (4)	not applicable
Surveyor's records, field notes		not applicable
Time-share instrument and amendments; termination agreement	s. 707.21 (3), 707.24 (2)(b)	not applicable
Town boundary or name change: order or ordinance	s. 59.17 (12); 59.23(2)(k)	not applicable
Town mutual corporate documents	s. 612.81 , 59.43(12)(b)	not applicable
Town sanitary districts: order of establishment referendum and resolutions to consolidate districts	s. 60.71 (7), 60.785 (2)(a)	not applicable
Towns: record of non-compliance with zoning ordinance	s. 60.61 (5)b	not applicable
Tract index	s. 59.43(12m)(a)	not applicable
Trademarks, labels, badges, statement or description of	s. 132.04	not applicable
Trusts: disclaimer of real property or an interest in real property	s. 701.27 (5)(e)	not applicable
Trusts: letters of trust for a foreign trustee [named in a will]	s. 701.16 (1)(d)	not applicable
Village: petition for dissolution of a village and election results on question of	s. 61.187 (2)	not applicable
Village records: Papers, documents and orders relating to the organization and incorporation or the alteration of the boundaries of any village	s. 891.10	not applicable
Vital records: certificate of birth, death, divorce or annulment, marriage documents & related data plus indexes	s. 69.01(15)(a), 59.43(1)(h)	not applicable



Register of Deeds-Permanent  
Addendum E

Record Series	Retention & Authority	Notification
Woodland tax lands: entry, declassification of; tax law classification	s. 77.16 (3)(7)(9)	not applicable
Writ of attachment and related records; discharge or attached real estate; certificate of judgement or satisfaction on money or property held by writ of attachment	s. 59.43(11), 811.11, 811.17, 811.22	not applicable

## District Attorney

## Addendum F

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b>	<b>WHS Notification</b>	<b>Custodian (§19.33 Wis. Stats.)</b>	<b>Notes</b>
	<b>District Attorney</b>					
	Breathalyzer Unit Certification	S	s. 978.07(1)(d)	Waived		
	Check Complaints	EVT		Waived		
	Check Ledger Cards	CR + 7 years		Waived		
	Civil Cases	EVT + 3 years: EVT = Commencement of Action	s. 978.07(1)(a), (1)(b)	Notify		
	DNR (Department of Natural Resources) Citations	EVT		Waived		
	Felony or Related Cases	EVT + 10 years: EVT = Case closed or Mandatory release date reached; which ever is later	s. 978.07(1)(c)3	Notify		
	Felony or Related Cases Punishable by a Maximum Period of Imprisonment Equal to At Least 20 Years	EVT + 20 years: EVT = Released or paroled; which ever is later	s. 978.07(1)(c)2	Notify		
	Felony or Related Cases Punishable by Life Imprisonment (aka Homicide)	EVT + 50: Released or paroled; which ever is later	s. 978.07(1)(c)1	Notify		
	Grant Reimbursement Proposals (Victim Witness)	CR + 10		Waived		
	Juvenile Cases - JV / Juvenile Delinquency	EVT + 10: EVT = Juvenile's 17th Birthday	SCR 72.03(2)	Waived		
	Juvenile Consumption Files	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile DNR Citations	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile Municipal Citations	EVT + 3: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile Truancy Violations / Citations	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Misdemeanor Cases	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(a), (1)(b)	Waived		
	Ordinance Violations	EVT + 3: EVT = Commencement of Action		Waived		
	Parking Citations	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(b)	Waived		
	Search Warrants	EVT + 6: EVT = Filed with Court	SCR 72.01(27)	Waived		
	Subpoena Duces Tecum	S		Waived		
	Traffic Cases	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(b)	Waived		
	Trust Account Audits, Monthly	EVT + 6: EVT = Case Related	SCR 20(1-15) & s. 757.293(2)	Waived		
	Vacation Schedule, Police Officers	S	1	Waived		

District Attorney  
Addendum F

<b>Record Series No.</b>	<b>Records Series Title</b>	<b>Retention Period</b>	<b>Authority</b>	<b>WHS Notification</b>	<b>Custodian (§19.33 Wis. Stats.)</b>	<b>Notes</b>
	Vehicle Seizures	EVT + 3: EVT + Date of Seizure	s. 978.07(b)	Waived		
	Victim / Witness Card Files	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Cases	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Statistics Sheet, Closed	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Volunteers and Schedules	S		Waived		

ORDINANCE NO. 99-11

An Ordinance Relating To The Disposal Of Obsolete County Records.

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

1. This Ordinance is enacted in accordance with section 19.21(5), Wisconsin Statutes.

2. "County records" means:

Any material, document, writing, photograph or other property of which the County or any County officer is the legal custodian and which the County or any County officer is required by Chapter 19, Wisconsin Statutes to file, deposit or keep or which are in the lawful possession or control of the County or any County officer.

3. The Rules and Resolutions Committee is hereby designated as the County records retention committee in accordance with section 19.21(5)(c), Wisconsin Statutes.

4. Department heads may, after receiving approval of the appropriate supervising committee, submit proposals to the Rules and Resolutions Committee for the disposal or destruction of County records within that department's jurisdiction.

5. The Rules and Resolutions Committee, shall in the appropriate case, present an Ordinance to the County Board for its consideration establishing the period of time any County records shall be kept before being disposed of or destroyed. The Rules and Resolutions Committee shall in all instances consult with the Corporation Counsel for a determination of the minimum length of time required by law for the retention of the County records in question.

6. In all instances in which County records have been approved for destruction under this Ordinance, the Rules and Resolutions Committee shall first offer the County records to the State Historical Society in accordance with section 59.52(4) (b), Wisconsin Statutes, unless the County records in question are statutorily exempt from this requirements.

This Ordinance shall be in full force and effect upon its passage and publication.

Dated: April 20, 1999  
Passed: April 20, 1999  
Published: May 6, 1999

ORDINANCE OFFERED BY THE RULES  
RESOLUTIONS COMMITTEE

Ann M. Greenheck, Chairman  
Richland County Board of Supervisors

Fred Clary X  
Dan Carroll X  
Allen B. Clary X

ATTEST:  
Victor V. Vlasak  
Richland County Clerk

FOR AGAINST

*copy  
copy & copy counsel*

**RESOLUTION NO. 22 - 50**

A Resolution To Approve Changing Auto Physical Damage And Property Insurance Carriers And The Policy Periods.

WHEREAS the County’s current auto physical damage and property insurance policies expire July 1, 2022; and,

WHEREAS a significant amount of savings will be materialized by the County bundling multiple types of coverages with a single provider; and,

WHEREAS changing the insurance policy periods to a calendar year from a July – July policy period will provide clarity in the billing, payment, and annual budgeting processes; and,

WHEREAS efficiencies will be created in having one single point of contact for all insurance policies held by the County; and,

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted to change the auto physical damage and property insurance providers from Integrity and Municipal Property Insurance Company to Wisconsin County Mutual Insurance Corporation and the policy periods from July – July to January – December (calendar year); and,

BE IT FURTHER RESOLVED by the Richland County Board of Supervisors that County Administrator Langreck may sign any document needed to bind said coverages; and,

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE &  
PERSONNEL STANDING COMMITTEE  
(07 JUNE 2022)

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ	X	
MARC COUEY	X	
GARY MANNING	X	
TIMOTHY GOTTSCHALL	X	
DAVID TURK		
STEVE WILLIAMSON	X	
MELISSA LUCK	X	
STEVE CARROW	X	

Insured: Richland County  
 Policy Year: 2022  
 Renewal Term: 07/01/2022 to 01/01/2023  
 Date Quoted: 05/19/2022



Wisconsin County Mutual Insurance Corporation

**AUTOMOBILE PHYSICAL DAMAGE INSURANCE PREMIUM SUMMARY**

Coverage Type	Limits	Deductible	Optional #2 Deductible	Optional #3 Deductible	Optional #4 Deductible
<b>Auto Physical Damage: ACV</b>					
All Vehicles	Select Option	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive	4,942,554	5,000	10,000		
Collision	4,942,554	5,000	10,000		
Auto Physical Damage Premium:		Pro-rated \$17,787 Annual Premium	Pro-rated \$12,233 Annual Premium	\$	\$
		\$35,574	\$24,466		

<b>Auto Physical Damage: RC</b>					
5 years old or newer and have a RC of \$100,000 or less; or 10 years old or newer and have a RC in excess of \$100,000					
Specified Vehicles	Select Option	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive	1,004,851	5,000			
Collision	1,004,851	5,000			

<b>Auto Physical Damage: ACV</b>					
All other units					
Comprehensive	912,386	5,000			
Collision	912,386	5,000			
Auto Physical Damage Premium:		Pro-rated \$16,024 Annual Premium	\$	\$	\$
		\$32,048			

<b>Auto Physical Damage: RC</b>					
5 years old or newer and have a RC of \$100,000 or less; or 10 years old or newer and have a RC in excess of \$100,000					
All Vehicles	Select Option	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive	1,911,359	5,000			
Collision	1,911,359	5,000			

<b>Auto Physical Damage: ACV</b>					
All other units					
Comprehensive	3,031,195	5,000			
Collision	3,031,195	5,000			
Auto Physical Damage Premium:		Pro-rated \$26,036 Annual Premium	\$	\$	\$
		\$52,071			

The County Mutual offers a liability rate credit for consolidating Property, Workers' Compensation and Liability coverage.

Limits are based on Statement of Values submission. Deductibles are per occurrence. Coverage cannot be separated and must be written as a package.

**ORDER TO BIND**

Sign, date and return to: Paul Schwegel  
 Fax: 262-783-6091 or Email: [pschwegel@aegis-wi.com](mailto:pschwegel@aegis-wi.com)  
 Yes, please bind coverage with the WCMIC, effective 07/01/2022

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Insured: Richland County  
 Policy Year: 2022  
 Renewal Term: 07/01/2022 to 01/01/2023  
 Date Quoted: 05/19/2022



Wisconsin County Mutual Insurance Corporation

**PROPERTY INSURANCE PROGRAM PREMIUM SUMMARY**

Coverage Type	Limits	Deductible	Optional #2 Deductible	Optional #3 Deductible	Optional #4 Deductible
	Select Option	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Property</b>					
Buildings	\$80,984,690	5,000	5,000	10,000	10,000
Contents	\$6,884,679	5,000	5,000	10,000	10,000
Property in the Open	\$1,286,267	5,000	5,000	10,000	10,000
<b>Total Real Property Limits</b>	<b>\$89,155,636</b>				
Contractor's Equipment: RC	4,881,334	1,000	5,000	1,000	5,000
Equipment Breakdown	89,155,636	5,000	5,000	10,000	10,000
<b>Miscellaneous Endorsements:</b>					
<i>Special Use Animal</i>	20,000	1,000	1,000	1,000	1,000
<i>Employee Tools</i>	74,383	500 +\$75 Pro-rated +149 Annual	500 +\$75 Pro-rated +149 Annual	500 +\$75 Pro-rated +149 Annual	500 +\$75 Pro-rated +149 Annual

Property Premium Pro-rated and Annual w/o employee tools	Pro-rated	Pro-rated	Pro-rated	Pro-rated
	\$37,458	\$37,215	\$35,318	\$35,075
Equipment Breakdown Premium	Annual Premium	Annual Premium	Annual Premium	Annual Premium
	\$74,916	\$74,430	\$70,636	\$70,150
Total Premium (Property & Equipment Breakdown) w/o employee tools	Pro-rated	Pro-rated	Pro-rated	Pro-rated
	\$2,025	\$2,025	\$1,871	\$1,871
	Annual Premium	Annual Premium	Annual Premium	Annual Premium
	\$4,017	\$4,017	\$3,713	\$3,713
	Pro-rated	Pro-rated	Pro-rated	Pro-rated
	\$39,483	\$39,240	\$37,189	\$36,946
	Annual Premium	Annual Premium	Annual Premium	Annual Premium
	\$78,932	\$78,447	\$74,349	\$73,863

\*Automobile Physical Damage Insurance Premium Summary on following page\*

**Insurance Proposal**  
For  
**Richland County**

*Presented by:*

**Ryan Maloney**  
***Vice President***  
*Robertson Ryan & Associates*  
20975 Swenson Drive Suite 175  
Waukesha WI 53186

**Effective**  
**July 01, 2022 to July 01, 2023**



# Richland County

---

Robertson Ryan and Associates are Independent Agents who apply a consultative and strategic approach to business insurance, employee benefits and personal insurance. We actively listen to and partner with our customers, reviewing existing and potential exposures to create a cost effective, proactive and innovative insurance program.

We have access to regional, national and international insurance companies. As one of the largest agencies in Wisconsin, with offices in Milwaukee, Waukesha, Lake Geneva, La Crosse, Madison, Mequon and Racine, we have unequalled leverage that we put to work for our customers. We invest in our employees and technology. At Robertson Ryan, we understand that we must earn your business each and every day.

Your service team will include:

**Ryan Maloney- Vice President**

Broker

414-221-0346

E-mail address:

[rmaloney@robertsonryan.com](mailto:rmaloney@robertsonryan.com)

**Jennifer Bellante, CISR**

Senior Account Manager

414-270-6833

E-mail address:

[jbellante@robertsonryan.com](mailto:jbellante@robertsonryan.com)

**ROBERTSON-RYAN & ASSOCIATES, INC.**

20975 Swenson Drive, Suite 175

Waukesha, WI 53186

☎ Phone: (414) 271-3575

☎ Fax: (262) 717-9434

Visit our Web Site at [www.robertsonryan.com](http://www.robertsonryan.com)

# Richland County

---

## Automobile Physical Damage Coverage

Effective Date: 7/1/2022-23

- Comprehensive and Collision
- Comprehensive Only

Total Insured Values:

\$1,917,235 – Scheduled Vehicles (2022-23)

\$2,018,971 – Scheduled Vehicles (2021-22)

- Replacement Cost
- Actual Cash Value

Deductibles: \$5,000 Comprehensive: \$5,000 Collision  
Estimated Premium: \$44,265 (Includes Terrorism)

# Richland County

---

## Automobile Physical Damage Quote Options

### Specified Autos - Full RC Renewal Quote:

Value - \$1,917,235  
Deductible - \$5,000  
Rate - \$2.295  
Premium - \$44,001  
Terrorism - \$264

### Specified Autos – RCV on 7 years or newer

Value - \$1,917,235  
Deductible - \$5,000  
Rate - 1.942  
Premium - \$37,233  
Terrorism - \$264 (approx)

### All Autos – Full RCV

Value - \$4,942,552  
Deductible - \$5,000  
Rate - 2.295  
Premium - \$113,432  
Terrorism - \$264 (approx)

### All Autos – RCV on 7 Years or newer

Value - \$4,942,552  
Deductible - \$5,000  
Rate - 1.942  
Premium - \$95,984  
Terrorism - \$264 (approx)

# Richland County

---

## Property Coverage

Coverage: Buildings, Personal Property & Property in the Open

22-23 Limit - \$89,155,603

21-22 Limit - \$86,886,428

Deductible - \$5,000/\$10,000 Option

Contractors Equipment

22-23 Limit - \$4,648,134

21-22 Limit - \$4,344,050

Deductible \$1,000/\$2,500 Option

Contractors Equipment (Valued under \$25,000)

22-23 Limit - \$238,759

21-22 Limit - \$223,139

Deductible \$1,000/\$2,500 Option

Business Income

Limit - \$4,000,000

Deductible \$1,000

Employee Tools

22-23 Limit - \$79,590

21-22 Limit - \$74,383

Deductible \$500

Monies & Securities

Limit - \$50,000

Deductible \$1,000

Bridges

22-23 Limit - \$13,986

21-22 Limit - \$13,071

Deductible \$1,000/\$2,500 Option

Equipment Breakdown

22-23 Limit - \$89,155,603

21-22 Limit - \$86,886,428

Deductible \$5,000

# Richland County

## CONTRACTOR'S EQUIPMENT

Description	RCN Subject
1976 FORD C500710203 TRACTOR	\$8,208
1982 FORD 658773206 TRACTOR	\$18,408
1988 INGERSOLL RAND DD-900534 ROAD ROLLER	\$177,255
1989 JOHN DEERE 770BH0303 GRADER	\$324,250
1989 JOHN DEERE 770BH0306 GRADER	\$284,981
1990 FORD 66100200 TRACTOR	\$65,916
1991 FORD 6610217 TRACTOR	\$20,985
1993 MASSEY FERGUSON 3830219 TRACTOR	\$32,698
1995 403 TANK, O-VELOCITY, 5,000 GAL	\$18,474
1995 POWER BOSS SW8XV0944 SWEEPER	\$50,399
1997 TRAMAC 4900939 HAMMER	\$68,534
1998 LANDA SDHW6-350991 POWER WASHER	\$34,357
1998 MASSEY FERGUSON 6180215 TRACTOR 4X4	\$130,051
1998 NEW HOLLAND T590202 TRACTOR	\$36,462
2000 CASE 821C211 LOADER, WHEEL	\$303,407
2000 JOHN DEERE 6410214 TRACTOR	\$62,516
2000 NEW HOLLAND TC25LAWN MOWER RIDING	\$31,551
2002 HATZ SA499 SHOULDER MACHINE	\$123,572
2002 JOHN DEERE 6420204 TRACTOR	\$85,129
2003 JOHN DEERE 770C300 MOTOR GRADER	\$319,323
2005 HITACHI ZX210W544 HITACHI EXCAVATOR	\$275,346
2007 INGERSOLL P250402 INGERSOLL AIR COMPRESSOR	\$20,167
2008 JOHN DEERE X720416 LAWN MOWER RIDING	\$6,395
2011 Case 821F210 Wheeler Loader	\$390,806
2011 Generac 80KW 800 AMP Unit # 5028 - Generator	\$73,527
2012 CASE 2F0583 850K221 DOZER	\$194,641
2013 Bomag BW161AD4 Unit # 531 Steel Roller	\$183,098
2013 Case IH Farmall 205 Tractor	\$96,764
2013 Crafc0 EZ Pour 100 Unit # 701 - Tar Kettle	\$80,837
2013 John Day HD-12-S Unit # 997 - Post Driver	\$11,525
2013 John Deere 190D Unit # 545 - Wheeled Excavator	\$370,397
2014 Bush Hog 3810453 Mower	\$15,665
2014 Bush Hog 3810463 Mower	\$15,665
2014 Wallenstein Edney BX102R-RED934 Brush Chipper	\$11,132
2015 John Deere X534417 Riding Mower	\$7,121
2015 M-B TKH Unit # 952 Hyd-Driven Broom	\$12,991
2015 M-B TKH Unit # 953 Hyd-Driven Broom	\$12,097
2015 Tiger RBM20444 Boom Mower	\$34,191
2016 Mower TRF90469 Flail Mower	\$14,109
2016 Mower TRF90482 Flail Mower	\$10,815
2016 VOLVO PAVER, MODEL# P7110B, SN# 385201	\$206,941
2017 New Holland Tractor Model # TS6110	\$84,803
2017 New Holland Tractor Model # TS6110	\$84,803
2018 Case Dozer Model # 850M LGP	\$191,782
2019 CATERPILLAR ROLLER, MODEL# CTPS150B	\$36,328
2020 KOBELCO EXCAVATOR, MODEL# SK170LC-110, SN# YM09605036	\$24,952
2021 CASE TRACTOR, MAXXUM125, HACMX125PLEH21295	\$147,125
2021 GEHL VT320 TRACK LOADER; SN: GHLVT320A00040850	\$66,340
Drone, sn#W13DFA22060436	\$10,051

**CONTRACTOR'S EQUIPMENT TOTAL**

**\$4,648,134**

# Richland County

---

## Premium Summary

	<u>2021-22</u> <u>Premium</u>	<u>2022-23</u> <u>Premium</u>
Auto Physical Damage – Integrity Insurance	\$37,913	\$44,265
Property – Municipal Property Insurance	\$81,736	\$86,137
<b>Total</b>	<b>\$119,649</b>	<b>\$130,402</b>

Property – Higher deductibles Quote Option: Premium \$81,342

### PREMIUM PAYMENT TERMS:

- **DIRECT BILL - ANNUAL INSTALLMENTS**
- Integrity APD- Direct Bill
  - 10% Down (\$4,426.50) 9 Instalments – Installment Amount including Fees (\$6 Installment Fee): \$4,432.50
  - 20% Down (\$8,853) 9 Installments – Installment Amount including Fees (\$6 Installment Fee): \$3,940.67
  - Electronic Funds Transfer – Down payment \$3,688.75 – 11 Installments (no fees) – Installment Amount: \$3,688.75

# Richland County

---

## A. M. BEST RATING

To assist you in your evaluation and selection of insurance carriers, we have provided you with the rating assigned by the independent reviewing organization of the A.M. Best Company.

### *Best's Overall Company Size Ratings*

	<b>Policyholder Surplus</b>
Class V	\$10,000,000 – 25,000,000
Class VI	\$25,000,000 – 50,000,000
Class VII	\$50,000,000 – 100,000,000
Class VIII	\$100,000,000 – 250,000,000
Class IX	\$250,000,000 – 500,000,000
Class X	\$500,000,000 – 750,000,000
Class XI	\$750,000,000 – 1,000,000,000
Class XII	\$1,000,000,000 – 1,250,000,000
Class XIII	\$1,250,000,000 – 1,500,000,000
Class XIV	\$1,500,000,000 – 2,000,000,000
Class XV	\$2,000,000,000 Or More

Best will assign financial stability ratings ranging from A++ to C- with A++ being the most financially stable. Please see above the policy holder surplus rankings.

<b>Insurance Company</b>	<b>A.M. Best Company Rating</b>
Integrity	A XIV
MPIC	Not Rated



# MUNICIPAL PROPERTY INSURANCE COMPANY

9701 Brader Way, Suite 301, Middleton, WI 53562 - (608) 821-6303

## RENEWAL POLICY QUOTE

Policy # 5000040\_Q-1

Agent Ryan Maloney

Named Insured and Principal Address:

Contact:

Richland County  
PO Box 310  
Richland Center, WI 53581

Derek Kalish  
608-647-2197

Policy Period: 12:01 am 07/01/2022 to 07/01/2023

Coverage	Deductible	TIV	Rate	Annual Premium
Buildings, Personal Property & Property in the Open Replacement Cost	5,000	89,155,603	0.0784	69,897
Contractors Equipment - New Replacement Cost	1,000	4,648,134	0.22	10,226
Contractors Equipment valued under \$25,000	1,000	238,759	N/A	0
Business Income <b>Schedule Attached</b>	1,000	4,000,000	0.036	1,440
Employee Tools <b>Schedule Attached</b>	500	79,590	0.155	123
Monies & Securities <b>Schedule Attached</b>	1,000	50,000	0.50	250
Bridges <b>Schedule Attached</b>	1,000	13,986	0.0675	100
Equipment Breakdown Without Sewer, Water for Municipality or Other	5,000	89,155,603	0.0046	4,101
<b>Total Annual Premium</b>				<b>\$86,137</b>

### Comments

This quote is your estimated renewal policy premium amount with coverages and coverage amounts as shown.

**This quote becomes null and void within 30 days of transaction effective date.**





# MUNICIPAL PROPERTY INSURANCE COMPANY

9701 Brader Way, Suite 301, Middleton, WI 53562 - (608) 821-6303

## DECLARATIONS

Policy # 5000040\_Q-1

Replaces Policy # 220016

Agent Ryan Maloney

Item I. Named Insured and Principal Address: Contact:

Richland County  
PO Box 310  
Richland Center, WI 53581

Derek Kalish  
608-647-2197

Item II. Policy Period:

This Policy takes effect at 12:01 A.M., 07/01/2022, and expires at 12:01 A.M., 07/01/2023.

These effective and expiration times are based upon the local times at the principal address of the first named insured stated in Item I. above.

Item III. Coverages:

Coverage	Deductible	TIV	Rate	Annual Premium
Buildings, Personal Property & Property in the Open Replacement Cost	5,000	89,155,603	0.0784	69,897
Contractors Equipment - New Replacement Cost	1,000	4,648,134	0.22	10,226
Contractors Equipment valued under \$25,000	1,000	238,759	N/A	0
Business Income <b>Schedule Attached</b>	1,000	4,000,000	0.036	1,440
Employee Tools <b>Schedule Attached</b>	500	79,590	0.155	123
Monies & Securities <b>Schedule Attached</b>	1,000	50,000	0.50	250
Bridges <b>Schedule Attached</b>	1,000	13,986	0.0675	100
Equipment Breakdown Without Sewer, Water for Municipality or Other	5,000	89,155,603	0.0046	4,101
<b>Total Annual Premium</b>		<b>\$86,137</b>	<b>Billed to Insured</b>	

Item IV. Forms and Endorsements made part of this policy at time of issue:

Form	Edition Date	Description
MPIC-001	01-2022	Municipal Property Insurance Company Policy
MPIC-002Q	09-2020	Municipal Property Insurance Company Policy Quote

MPIC-004	06-2016	Statement of Values
MPIC-004 CE	06-2016	Contractor's Equipment
MPIC-004 PITO	06-2016	Property in the Open
MPIC-006	04-2019	Joint Loss Agreement Endorsement
MPIC-008	04-2019	Cap Of Losses From Certified Acts Of Terrorism
MPIC-101	05-2022	Business Income Endorsement
MPIC-201	04-2019	Monies And Securities Endorsement
MPIC-205	10-2020	Pedestrian Bridge Coverage Endorsement
MPIC-206	09-2021	Employee Tools Endorsement
MPIC-300	01-2020	Contractors Equipment New Replacement Cost Coverage Endorsement
MPIC-506	06-2016	Coverage of Computer-Related Losses Endorsement
MPIC-507	01-2017	Equipment Breakdown Protection Coverage Endorsement
MPIC-510	01-2019	Tax Lien Property Coverage
MPIC-511	04-2019	Leased Property Coverage

---

Item V. Loss Payees:

---

Item VI. Variable Coverage Schedules:

<b>Business Income</b>		
Pine Valley Healthcare - Business Income		4,000,000
		4,000,000
<b>Employee Tools</b>		
Kent Bruckner - Highway Dept		32,791
Jamie Koch - Highway Dept		46,799
		79,590
<b>Monies &amp; Securities</b>		
Village Hall - Monies and Securities		50,000
		50,000
<b>Bridges</b>		
COUNTY PARK ROCKBRIDGE - WALK BRIDGE 2 STEEL I-BEAM SUP		13,986
		13,986



**MUNICIPAL PROPERTY INSURANCE COMPANY**  
 9701 Brader Way, Suite 301, Middleton, WI 53562 - (608) 821-6303

**RENEWAL POLICY QUOTE**

Policy # 5000040\_Q-1  
 Agent Ryan Maloney

Named Insured and Principal Address:

Contact:

Richland County  
 PO Box 310  
 Richland Center, WI 53581

Derek Kalish  
 608-647-2197

Policy Period: 12:01 am 07/01/2022 to 07/01/2023

Coverage	Deductible	TIV	Rate	Annual Premium
Buildings, Personal Property & Property in the Open Replacement Cost	5,000	89,155,603	0.0784	69,897
Contractors Equipment - New Replacement Cost	1,000	4,648,134	0.22	10,226
Contractors Equipment valued under \$25,000	1,000	238,759	N/A	0
Business Income Schedule Attached	1,000	4,000,000	0.036	1,440
Employee Tools Schedule Attached	500	79,590	0.155	123
Monies & Securities Schedule Attached	1,000	50,000	0.50	250
Bridges Schedule Attached	1,000	13,986	0.0675	100
Equipment Breakdown Without Sewer, Water for Municipality or Other	5,000	89,155,603	0.0046	4,101
<b>Total Annual Premium</b>				<b>\$86,137</b>

**Comments**

This quote is your estimated renewal policy premium amount with coverages and coverage amounts as shown.

**This quote becomes null and void within 30 days of transaction effective date.**



# MUNICIPAL PROPERTY INSURANCE COMPANY

9701 Brader Way, Suite 301, Middleton, WI 53562 - (608) 821-6303

## DECLARATIONS

Policy # 5000040\_Q-1

Replaces Policy # 220016

Agent Ryan Maloney

Item I. Named Insured and Principal Address: Contact:

Richland County  
PO Box 310  
Richland Center, WI 53581

Derek Kalish  
608-647-2197

Item II. Policy Period:

This Policy takes effect at 12:01 A.M., 07/01/2022, and expires at 12:01 A.M., 07/01/2023.

These effective and expiration times are based upon the local times at the principal address of the first named insured stated in Item I. above.

Item III. Coverages:

Coverage	Deductible	TIV	Rate	Annual Premium
Buildings, Personal Property & Property in the Open Replacement Cost	5,000	89,155,603	0.0784	69,897
Contractors Equipment - New Replacement Cost	1,000	4,648,134	0.22	10,226
Contractors Equipment valued under \$25,000	1,000	238,759	N/A	0
Business Income <b>Schedule Attached</b>	1,000	4,000,000	0.036	1,440
Employee Tools <b>Schedule Attached</b>	500	79,590	0.155	123
Monies & Securities <b>Schedule Attached</b>	1,000	50,000	0.50	250
Bridges <b>Schedule Attached</b>	1,000	13,986	0.0675	100
Equipment Breakdown Without Sewer, Water for Municipality or Other	5,000	89,155,603	0.0046	4,101

**Total Annual Premium \$86,137 Billed to Insured**

Item IV. Forms and Endorsements made part of this policy at time of issue:

Form	Edition Date	Description
MPIC-001	01-2022	Municipal Property Insurance Company Policy
MPIC-002Q	09-2020	Municipal Property Insurance Company Policy Quote

MPIC-004	06-2016	Statement of Values
MPIC-004 CE	06-2016	Contractor's Equipment
MPIC-004 PITO	06-2016	Property in the Open
MPIC-006	04-2019	Joint Loss Agreement Endorsement
MPIC-008	04-2019	Cap Of Losses From Certified Acts Of Terrorism
MPIC-101	05-2022	Business Income Endorsement
MPIC-201	04-2019	Monies And Securities Endorsement
MPIC-205	10-2020	Pedestrian Bridge Coverage Endorsement
MPIC-206	09-2021	Employee Tools Endorsement
MPIC-300	01-2020	Contractors Equipment New Replacement Cost Coverage Endorsement
MPIC-506	06-2016	Coverage of Computer-Related Losses Endorsement
MPIC-507	01-2017	Equipment Breakdown Protection Coverage Endorsement
MPIC-510	01-2019	Tax Lien Property Coverage
MPIC-511	04-2019	Leased Property Coverage

---

Item V. Loss Payees:

---

Item VI. Variable Coverage Schedules:

<b>Business Income</b>		
Pine Valley Healthcare - Business Income		4,000,000
		4,000,000
<b>Employee Tools</b>		
Kent Bruckner - Highway Dept		32,791
Jamie Koch - Highway Dept		46,799
		79,590
<b>Monies &amp; Securities</b>		
Village Hall - Monies and Securities		50,000
		50,000
<b>Bridges</b>		
COUNTY PARK ROCKBRIDGE - WALK BRIDGE 2 STEEL I-BEAM SUP		13,986
		13,986

**RESOLUTION NO. 22 - 51**

A Resolution Relating To The County Obtaining A Tax Deed To Certain Tax Delinquent Real Estate In The Town of Richwood.

WHEREAS the County is the owner and holder of tax certificates relating to certain tax-delinquent real estate in the Town of Richwood, and

WHEREAS the County is at this time authorized by the Wisconsin Statutes to take a tax deed to this tax delinquent real estate and to thereby become the owner of the real estate, subject to the statutory right of redemption of the former owner, and

WHEREAS the Public Works Standing Committee has carefully considered this matter and is now recommending that the County Board authorize the taking of title by the County to this tax delinquent parcel of real estate.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to execute and issue a tax deed in favor of Richland County to the following-described parcel of real estate in the Town of Richwood which is known as Tax Parcel # 024-3343-4100 as to which the County owns and holds the following unredeemed tax certificates for the following tax years:

<b>Tax Year</b>	<b>Certificate No.</b>	<b>Face of Certificate</b>
2016	302	1,633.07
2017	258	1,972.97
2018	284	2,026.53
2019	240	2,031.32
2020	240	2,110.74
	<b>Total</b>	<b>\$9,774.63</b>

The legal description relating to this parcel is as follows:

Commencing at the Southwest corner of the Southeast Quarter (SE ¼) of Section Thirty-three (33),

Thence North Twenty (20) rods,  
 Thence East Forty (40) rods,  
 Thence South Six (6) rods,  
 Thence West Twelve (12) rods,  
 Thence South Fourteen (14) rods and thence West to the place of beginning,

All in Section Thirty-three (33), Township Nine (9) North, Range Two (2) West, Town of Richwood, Richland County, Wisconsin.

EXCEPT

Lot One (1) of Certified Survey Map No. 478 recorded in the Richland County, Wisconsin Register of Deeds Office in Volume Four (4) of Certified Survey Maps, page 185, as Document No. 253504, in the Town of Richwood, Richland County, Wisconsin.

ALSO EXCEPTING THEREFROM

Lands conveyed to the State of Wisconsin Department of Transportation by Warranty Deed granted by James W. Marlow and Audrey Marlow to State of Wisconsin Department of Transportation in an instrument dated May 26, 2005 and recorded in the Office of the Register of Deeds for Richland County, Wisconsin on June 8, 2005 at 8:30 a.m., Vol. 457 of Records, page(s) 507-508, as Document No. 269010.

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE  
 PUBLIC WORKS STANDING COMMITTEE  
 (09 JUNE 2022)

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
 COUNTY CLERK

DATED: JUNE 21, 2022

	FOR	AGAINST
STEVE WILLIAMSON	X	
RICHARD MCKEE	X	
MARC COUEY	X	
CHAD M. COSGROVE	X	
GARY MANNING		
STEVE CARROW	X	
JULIE FLEMING		
DAN MCGUIRE	X	

**RESOLUTION NO. 22 - 52**

A Resolution Relating To The County Obtaining A Tax Deed To Certain Tax Delinquent Real Estate In The Town of Buena Vista.

WHEREAS the County is the owner and holder of tax certificates relating to certain tax-delinquent real estate in the Town of Buena Vista, and

WHEREAS the County is at this time authorized by the Wisconsin Statutes to take a tax deed to this tax delinquent real estate and to thereby become the owner of the real estate, subject to the statutory right of redemption of the former owner, and

WHEREAS the Public Works Standing Committee has carefully considered this matter and is now recommending that the County Board authorize the taking of title by the County to this tax delinquent parcel of real estate.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to execute and issue a tax deed in favor of Richland County to the following-described parcel of real estate in the Town of Buena Vista which is known as Tax Parcel # 006-0634-4100 as to which the County owns and holds the following unredeemed tax certificates for the following tax years:

<b>Tax Year</b>	<b>Certificate No.</b>	<b>Face of Certificate</b>
2016	56	2,923.05
2017	50	4,882.47
2018	57	5,146.31
2019	40	5,246.96
2020	53	5,544.20
	<b>Total</b>	<b>\$23,742.99</b>

The legal description relating to this parcel is as follows:

A part of the South Half {S 1/2} of the Southwest Quarter (SW 1/4) of Section 6, Township 9 North, Range 2 East, Richland County, Wisconsin, described as follows:

Beginning at the Southwest corner of the Southeast Quarter (SE 1/4) of said Southwest Quarter (SW 1/4);  
thence East 87.50 feet along the South line of said Section 6;  
thence North 01° 00' West, 122.00 feet;  
thence North 48° 00' West, 64.45 feet;  
thence North 27° 58' East, 202.45 feet;  
thence North 81° 38' West, 197.53 feet;  
thence South 372.00 feet to the South line of said Section 6;  
thence East, 63.00 feet along said South line to the point of beginning.

ALSO, a part of the Southeast Quarter (SE 1/4) of the Southwest Quarter (SW 1/4) of Section 6, Township 9 North, Range 2 East, Richland County, Wisconsin, described as follows:

Beginning at a point on the South line of said forty that is 87.50 feet East of the Southwest corner of said Southeast Quarter (SE 1/4) of the Southwest Quarter (SW 1/4) thence North 01° West, 122 feet;  
thence North 49° West, 64.45 feet;  
thence North 27° 58' East, 202.45 feet;  
thence South 31° 16' East, 109.23 feet;  
thence South 23° 22' East, 272.20 feet to said South line;  
thence West 210.50 feet along said South line to the point of beginning.

ALSO, a part of the Southeast Quarter (SE 1/4) of the Southwest Quarter (SW 1/4) of Section 6, Township 9 North, Range 2 East, Richland County, Wisconsin, described as follows:

Beginning at a point on the South line of said forty, that is 298 feet East of the Southwest corner of said Southeast Quarter (SE 1/4) of the Southwest Quarter (SW 1/4);  
thence North 13° 45' East, 394.21 feet to the centerline of United States Highway 14;  
thence North 46° 21' West, 281.21 feet along said centerline;  
thence South 13° 35' West, 241.81 feet;

thence South 31° 16' East, 109.23 feet;  
thence South 23° 22' East, 272.20 feet to the point of beginning.

ALSO, a part of the Southeast Quarter (SE 1/4) of the Southwest Quarter (SW 1/4) of Section 6, Township 9 North, Range 2 East, Richland County, Wisconsin, described as follows:

Beginning at a point on the South line of said forty, that is 298.00 feet East of the Southwest corner of said forty;  
thence North 13° 45' East, 325.00 feet to the Southerly right-of-way limit of United States Highway 14;  
thence South 46° 21' East, 265.02 feet along said Southerly right-of-way limit;  
thence South 34° 47' West, 101.25 feet;  
thence South 76° 47' West, 217.00 feet to the point of beginning.

EXCEPTING THEREFROM, a parcel of land being located in the Southeast Quarter (SE 1/4) of the Southwest Quarter (SW 1/4) of Section 6, Township 9 North, Range 2 East, Richland County, Wisconsin, described as commencing at the Southwest corner of the Southeast Quarter (SE 1/4) of the Southwest Quarter (SW 1/4) of said Section 6;  
thence East 87.50 feet;  
thence North 1° 00' West, 122.00 feet;  
thence North 48' 00' West, 64.45 feet;  
thence North 27° 58' East, 202.45 feet to the point of beginning;  
thence North 13° 35' East, 171.77 feet to a point on the Southerly right-of-way limit of United States Highway 14;  
thence South 47° 39' 55" East, 384.08 feet along said right-of-way limit;  
thence South 69° 14' 04" West, 232.53 feet;  
thence North 12° 49' 45" West, 162.97 feet;  
thence North 77° 49' 59" West, 72.27 feet to the point of beginning.

ALSO EXCEPTING THEREFROM

Commencing at the Southeast corner of the Southwest Quarter (SW 1/4) of Section 6, Township 9 North, Range 2 East, Buena Vista Township, Richland County, Wisconsin;  
thence West, 1261.70 feet along the South section line of Section 6 to a 1" x 24" iron pipe and this being the point of beginning;  
thence North 00° 13' 12" East, 354.20 feet to a spike driven into edge of roadway;  
thence North 81° 38' West, 117.70 feet;  
thence South, 372.00 feet to the South section line of Section 6;  
thence East 63 feet to the Southeast corner of the SW 1/4 of the SE 1/4, which is marked with a 1 1/2" diameter iron rod;  
thence East 55.08 feet along South section line to the point of beginning,

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE  
PUBLIC WORKS STANDING COMMITTEE  
(09 JUNE 2022)

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

	FOR	AGAINST
STEVE WILLIAMSON	X	
RICHARD MCKEE	X	
MARC COUEY	X	
CHAD M. COSGROVE	X	
GARY MANNING		
STEVE CARROW	X	
JULIE FLEMING		
DAN MCGUIRE	X	



**RESOLUTION NO. 22 - 53**

A Resolution Relating To The County Obtaining A Tax Deed To Certain Tax Delinquent Real Estate In The Town of Ithaca.

WHEREAS the County is the owner and holder of tax certificates relating to certain tax-delinquent real estate in the Town of Ithaca, and

WHEREAS the County is at this time authorized by the Wisconsin Statutes to take a tax deed to this tax delinquent real estate and to thereby become the owner of the real estate, subject to the statutory right of redemption of the former owner, and

WHEREAS the Public Works Standing Committee has carefully considered this matter and is now recommending that the County Board authorize the taking of title by the County to this tax delinquent parcel of real estate.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to execute and issue a tax deed in favor of Richland County to the following-described parcel of real estate in the Town of Ithaca which is known as Tax Parcel # 016-1731-2400 as to which the County owns and holds the following unredeemed tax certificates for the following tax years:

<b>Tax Year</b>	<b>Certificate No.</b>	<b>Face of Certificate</b>
2014	213	1,072.35
2015	240	1,731.43
2016	216	1,695.97
2017	185	2,103.68
2018	188	1,900.48
2019	166	1,938.67
2020	167	1,330.07
<b>Total</b>		<b>\$11,772.65</b>

The legal description relating to this parcel is as follows:

A tract of land in the Northeast Quarter (NE ¼) of Section Seventeen (17), Township Ten (10) North, Range Two (2) East, located in the Township of Ithaca in the County of Richland, State of Wisconsin, described as follows:

Beginning in the center of a highway now known as Willow Creek Drive, formerly known as Mill Road, at a point 342 feet North and 449 feet West of the Southeast corner of aforesaid forty;  
 Thence North 01° 40' West a distance of 85 feet;  
 Thence run South 86° 44' West a distance of 125 feet;  
 Thence run South 01° 40' East a distance of 80 feet to the center of Willow Creek Drive f/k/a Mill Road;  
 Thence run North 89° East along the center line of Willow Creek Drive f/k/a Mill Road a distance of 125 feet to the Place of beginning.

Situated in Township of Ithaca in the County of Richland, State of Wisconsin.

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
 COUNTY CLERK

DATED: JUNE 21, 2022

RESOLUTION OFFERED BY THE  
 PUBLIC WORKS STANDING COMMITTEE  
 (09 JUNE 2022)

	FOR	AGAINST
STEVE WILLIAMSON	X	
RICHARD MCKEE	X	
MARC COUEY	X	
CHAD M. COSGROVE	X	
GARY MANNING		
STEVE CARROW	X	
JULIE FLEMING		
DAN MCGUIRE	X	

**RESOLUTION NO. 22 - 54**

A Resolution Approving The Purchase Of Two New Trucks And Body Builds Including Snow Plows By The Hwy Department.

WHEREAS the Highway and Transportation Committee and the County Hwy Commissioner, Joshua Elder; have recommended that the Department be authorized to purchase two new tandem-axle plow trucks and plow equipment with the funds already available in the 2022 budget; and,

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

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

1. Two HV607 model tandem-axle trucks with the awarded bid of \$226,763.08 from Lakeside international
2. The body and snow plow equipment for the two new trucks from Universal Truck Equipment of Galesville WI. The successful bidder, in the amount of \$325,594

BE IT FURTHER RESOLVED that funds for these purchases are in the County Highway Department’s account in the 2022 County Budget; and,

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

RESOLUTION OFFERED BY THE  
HIGHWAY COMMITTEE

(13 APRIL 2022)

FOR      AGAINST

STEVE WILLIAMSON	X
GARY MANNING	X
KERRY SEVERSON	X
CHAD COSGROVE	X
MARC COUEY	X

*\*\*Resolution Taken To Oversight Committee Prior To Pre-Reorganization\*\**

**RESOLUTION NO. 22 - 55**

A Resolution Approving The Elimination Of Parts Clerk Position And Positon Reclassification Of The Shop Foreman And Increased Hours Of The Office Clerk.

WHEREAS the Highway and Transportation Committee, Finance and Personnel Committee and the County Hwy Commissioner, Joshua Elder; have recommended that the Department eliminate the Parts Clerk position; and,

WHEREAS the Highway and Transportation Committee, Finance and Personnel Committee and the County Hwy Commissioner, Joshua Elder; have recommended that the Department be authorized to reclassify the Shop Foreman to Shop Superintendent starting at pay grade J under a salaried position and increasing the Office Clerk from 35 to 40 hours to absorb responsibilities of the eliminated Parts Clerk position; and,

WHEREAS Carlson Dettmann was utilized for the above recommendations; and,

WHEREAS an annual cost savings of around \$54,000 per year is expected;

NOW THEREFORE BE IT RESOLVED that the recommendations above are adopted by the Board; and,

BE IT FURTHER RESOLVED that this Resolution shall be effective at the start of the first pay period immediately following its passage and publication.

VOTE ON FOREGOING RESOLUTION  
AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE  
AND PERSONNEL STANDING COMMITTEE  
(07 JUNE 2022)

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ	X	
STEVE CARROW	X	
MELISSA LUCK	X	
TIMOTHY GOTSCHALL	X	
DAVID TURK		
STEVE WILLIAMSON	X	
MARC COUEY	X	
GARY MANNING	X	

**RESOLUTION NO. 22 - 56**

A Resolution Approving The Purchase Of A High Capacity Brine Maker And Installation By The Highway Department.

WHEREAS the Highway and Transportation Committee and the County Hwy Commissioner, Joshua Elder; utilizing Sourcewell, have recommended that the Department be authorized to purchase one new high capacity brine maker and necessary equipment; and,

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

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

- 1. One new Henderson Brine Advantage Brine Maker, and the necessary equipment including installation the amount of \$131,715, and

BE IT FURTHUR RESOLVED that funds for this purchase will be 100 percent reimbursed from the Wisconsin Department of Transportation.

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

RESOLUTION OFFERED BY THE  
HIGHWAY COMMITTEE

(13 APRIL 2022)

FOR    AGAINST

STEVE WILLIAMSON	X
GARY MANNING	X
KERRY SEVERSON	X
CHAD COSGROVE	X
MARC COUEY	X

*\*\*Resolution Taken To Oversight Committee Prior To Pre-Reorganization\*\**

**RESOLUTION NO. 22- 57**

A Resolution Approving Contract Negotiations With Radio Vendors.

WHEREAS Richland County has been working with True North Consulting on an emergency radio communications system project.

WHEREAS the Public Safety Standing Committee and True North Consulting have ranked the below listed vendors and will enter into contract negotiations with the vendors listed below for the purpose of building a new emergency services radio communications system. The Vendors are ranked as follows:

- 1. General Communications
- 2. Baycom

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to enter into contract negotiations with the above listed vendors. If negotiations are unsuccessful with the (top ranked vendor) the County may negotiate with (second ranked vendor).

BE IT FURTHER RESOLVED that Administrator Clinton Langreck is hereby authorized to sign on behalf of the County a contract in accordance with this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

RESOLUTION OFFERED BY THE  
PUBLIC SAFETY STANDING COMMITTEE  
(03 JUNE 2022)

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

MELISSA LUCK  
KEN RYNES  
DAVID TURK  
RICHARD MCKEE  
BOB FRANK  
KERRY SEVERSON  
BARBARA VOYCE

FOR	AGAINST
X	
X	
X	
X	
X	
X	

**RESOLUTION NO. 22 - 58**

A Resolution Approving The Sheriff's Department Applying For And Accepting A Summer Traffic Control Grant From The Wisconsin Department Of Transportation.

WHEREAS the Public Safety Standing Committee and Sheriff Clay Porter have been notified that the Sheriff's Department may be eligible to receive an up to \$10,000 grant from the Wisconsin Department of Transportation for summer traffic control purposes, with the Sheriff's Department, the Richland Center Police Department, the Viola Police Department and the Lone Rock Police Department being the agencies participating in the grant, and

WHEREAS Rule 19 of the Rules of the Board requires County Board approval for any department of County government to apply for and accept a grant, and

WHEREAS the Public Safety Standing Committee has carefully considered this matter 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 approval is hereby granted for the Sheriff's Department to apply for and accept a grant of up to \$10,000 from the Wisconsin Department of Transportation for summer traffic control purposes, and

BE IT FURTHER RESOLVED that the grant funds must be utilized between June 1st, 2022 and August 31st, 2022 and the agencies participating in the grant will be the Sheriff's Department, the Richland Center Police Department, the Viola Police Department and the Lone Rock Police Department, with the Sheriff's Department acting as the Traffic Task Force Coordinator,

BE IT FURTHER RESOLVED that approval is hereby granted for the grant funds to be spent in accordance with the terms of the grant and the County Administrator is hereby authorized to sign on behalf of the County any documents needed to carry out this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE  
PUBLIC SAFETY STANDING COMMITTEE  
(13 MAY 2022)

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

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

MELISSA LUCK  
KEN RYNES  
DAVID TURK  
RICHARD MCKEE  
BOB FRANK  
KERRY SEVERSON  
BARBARA VOYCE

	FOR	AGAINST
MELISSA LUCK	X	
KEN RYNES	X	
DAVID TURK	X	
RICHARD MCKEE	X	
BOB FRANK	X	
KERRY SEVERSON	X	
BARBARA VOYCE	X	

**RESOLUTION NO. 22 – 59**

A Resolution Approving A Construction Agreement For The Construction Of A Solar Array.

WHEREAS Pine Valley Community Village (PVCV) desires to add onsite solar electric generation as a compliment to its energy efficiency measures and geothermal system, and

WHEREAS the funding for this project will be provided through a combination of grants from ‘Solar for Good’, and ‘Focus on Energy’; \$100,000 from the Pine Valley Foundation, (thanks to pledged designated gifts of \$50,000 each from Ray Schmitz and Bob Simpson), and \$159,436 from PVCV’s own capital fund, and

WHEREAS the scope of the project will be a 180 kw DC solar array to be located just east of County Road O on county land directly east of PVCV’s campus, and provide estimated annual energy savings to PVCV of \$17,353 in the first year, and estimated cumulative savings of \$327,887 (after expenses) over the course of 25 years, and

WHEREAS through competitive bidding, Solar Connection Inc. of Onalaska, Wisconsin, has been chosen to construct the array for a total cost of \$296,153, and

WHEREAS Legacy Solar Coop of Madison, Wisconsin, has provided technical consultation to Pine Valley throughout the project development and will serve as ongoing liaison between Solar Connection and Pine Valley for potential maintenance or warranty questions, for a fee of \$6,253, and

WHEREAS the Pine Valley/Child Support Standing Committee and the Finance & Personnel Committee have carefully reviewed this request and now bring it forward to the County Board for its consideration,

NOW THEREFORE BE IT RESOLVED that PVCV be granted approval to enter into a construction agreement with Solar Connection Inc. from Onalaska, Wisconsin, for an amount of \$296,153, and to pay Legacy Solar Coop from Madison, Wisconsin, \$6,253 for their technical assistance, and

BE IT FURTHER RESOLVED that this resolution shall be effective on its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE & PERSONNEL STANDING COMMITTEE

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

(21 JUNE 2022)

RESOLUTION ADOPTED

FOR

AGAINST

DEREK S. KALISH  
COUNTY CLERK

MARTY BREWER  
SHAUN MURPHY-LOPEZ  
MARC COUEY

X  
X

DATED: JUNE 21, 2022

GARY MANNING  
TIMOTHY GOTTSCHALL  
DAVID TURK  
STEVE WILLIAMSON  
MELISSA LUCK  
STEVE CARROW

X  
X  
X  
X  
X

**180.36** kW PV  
**\$302,407** Total Cost before grants

## Pine Valley Community Village Solar Project, Summary

17-Jun

Avg Rate per kWh for electricity

Now	Every kWh		<b>\$0.0720</b>	Goes up every year or 2
Solar 25 years	5,664,002 kWhs		<b>\$0.0339</b>	Hedge on future rate hikes
Solar 40 years	8,700,871 kWhs		<b>\$0.0220</b>	Hedge on future rate hikes

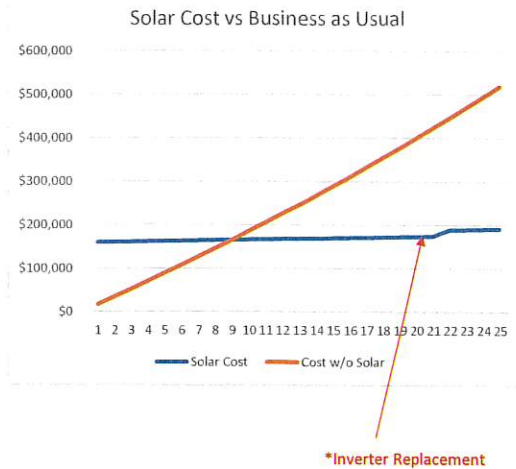
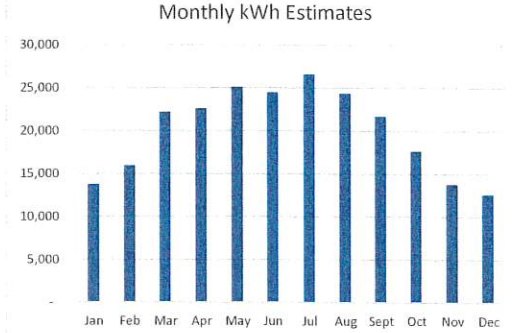
Solar Panels have a 25 year production warranty, but should continue generating power much longer. Expect a .5% annual degradation rate for the solar output

### Using \$100,000 grant from Foundation + Capital Funds

Costs (red) and Benefits (green) assumptions based on rate escalators

(Break-Even by)

Yr	Solar Output, kWh	kWh Savings Rate per kWh	kWh Savings from Electric Bill equals A x B	Operation/Maintenance Cost Estimate \$4/kWh	Yr	Annual Benefit after Net LSC fees and Total Costs	Cumulative Cost / Recovery of Funds from Capital Acct
	A	B	C	D			
0	100% Expected kWh			\$4.00	0	(\$6,253.83)	
1	241,021	\$0.0720	\$17,353.54	(\$721.44)	1	\$16,632.10	(\$159,436.83)
2	239,816	\$0.0734	\$17,612.10	(\$721.44)	2	\$16,890.66	(\$125,914.06)
3	238,611	\$0.0749	\$17,874.07	(\$721.44)	3	\$17,152.63	(\$108,761.43)
4	237,406	\$0.0764	\$18,139.48	(\$721.44)	4	\$17,418.04	(\$91,343.39)
5	236,201	\$0.0779	\$18,408.35	(\$721.44)	5	\$17,686.91	(\$73,656.49)
6	234,996	\$0.0795	\$18,680.71	(\$721.44)	6	\$17,959.27	(\$55,697.21)
7	233,791	\$0.0811	\$18,956.61	(\$721.44)	7	\$18,235.17	(\$37,462.04)
8	232,586	\$0.0827	\$19,236.08	(\$721.44)	8	\$18,514.64	(\$18,947.40)
9	231,380	\$0.0844	\$19,519.14	(\$721.44)	9	\$18,797.70	(\$149.70)
10	230,175	\$0.0860	\$19,805.82	(\$721.44)	10	\$19,084.38	\$18,934.68
11	228,970	\$0.0878	\$20,096.17	(\$721.44)	11	\$19,374.73	\$38,309.41
12	227,765	\$0.0895	\$20,390.21	(\$721.44)	12	\$19,668.77	\$57,978.18
13	226,560	\$0.0913	\$20,687.97	(\$721.44)	13	\$19,966.53	\$77,944.71
14	225,355	\$0.0931	\$20,989.49	(\$721.44)	14	\$20,268.05	\$98,212.76
15	224,150	\$0.0950	\$21,294.79	(\$721.44)	15	\$20,573.35	\$118,786.11
16	222,945	\$0.0969	\$21,603.91	(\$721.44)	16	\$20,882.47	\$139,668.58
17	221,740	\$0.0988	\$21,916.87	(\$721.44)	17	\$21,195.43	\$160,864.01
18	220,535	\$0.1008	\$22,233.71	(\$721.44)	18	\$21,512.27	\$182,376.29
19	219,329	\$0.1028	\$22,554.46	(\$721.44)	19	\$21,833.02	\$204,209.31
20	218,124	\$0.1049	\$22,879.15	(\$721.44)	20	\$22,157.71	\$226,367.02
*21	216,919	\$0.1070	\$23,207.80	(\$15,000.00)	*21	\$8,207.80	\$234,574.82
22	215,714	\$0.1091	\$23,540.44	(\$721.44)	22	\$22,819.00	\$257,393.82
23	214,509	\$0.1113	\$23,877.11	(\$721.44)	23	\$23,155.67	\$280,549.49
24	213,304	\$0.1135	\$24,217.83	(\$721.44)	24	\$23,496.39	\$304,045.88
25	212,099	\$0.1158	\$24,562.63	(\$721.44)	25	\$23,841.19	\$327,887.07



25 Years of Fossil Fuel Pollution		Mitigated by Solar	
397,685	7,872,962		Pounds of CO2
# CO2 / yr 1	103,114		mg of Mercury
	169,920		Pounds of SOX
	16,992		Pounds of NOX
Equivalent to Planting	3,124,191		Trees !!
	113,280,033		Gallons of water conserved

5,664,002	Nominal Total=	\$519,638.45	(\$32,314.56)	(If Paid Cash)
	NPV =	\$282,541.48	(5% discount rate)	25-year horizon, APY
kWhs	x Rate	Equals Benefit	minus O&M Costs	= Equals Net Annual Alliant Bill Savings
				<b>8.23%</b>

\*Year 20 includes a \$15,000 cost to replace inverters



**RESOLUTION NO. 22 - 60**

A Resolution To Approve An Increase In The On-Call Compensatory Time Reimbursement Rate And To Revise The Health And Human Services Addendum To The Richland County Employee Handbook Of Personnel Policies And Work Rules.

WHEREAS the Health and Human Services & Veterans Standing Committee and the Interim Director of Health and Human Services, Roxanne Klubertanz-Gerber have recommended the approval of an increase to the hourly on-call pay for on-call duty and for on-call holiday duty for Child and Youth Services staff who have a mandatory requirement to provide a mechanism to receive reports of child abuse and neglect 24 hours a day, 7 days a week. Richland County’s mechanism to receive and screen these reports of Abuse and Neglect timely is to provide an Access/Intake worker during normal works hours as part of the duties assigned to Child & Youth Services staff. During the overnight, weekend and holiday hours Child & Youth Services generates an on-call calendar for a Case Manager and Supervisor to be on-call during those hours that the agency is closed, and

WHEREAS it is provided per page 7, paragraph 5 of the County Handbook of Personnel Policies and Work Rules, “...Department Heads shall have the authority to issue an addendum dealing with department specific issues provided such addenda are approved by the Finance and Personnel Standing Committee, and

WHEREAS the Health and Human Services & Veterans Standing Committee, Interim Director Roxanne Klubertanz-Gerber of Health and Human Services, and Administrator Clinton Langreck have recommended an amendment to the Health and Human Services Addendum to the Richland County Handbook of Personnel Policies and Work Rules, and

WHEREAS the Finance & Personnel Standing 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 approval is hereby granted to approve an increase in the on-call compensatory time reimbursement rate, and,

BE IT FURTHER RESOLVED by the Richland County Board of Supervisors that approval is hereby granted to amend page 7, subsection 9 entitled “Compensatory Time” under the section entitled “On-Call Compensatory Time” as follows:

- c. On-Call Compensatory Time: Health and Human Services staff serving as emergency on-call personnel shall earn compensatory time as follows:
  - On-call pay of \$2.00 per hour will be earned for on-call duty;
  - On-call holiday pay of \$2.50 per hour for will be earned for on-call holiday duty. Holiday duty shall include the County-paid holiday as well as the actual calendar holiday if it falls on a separate day.
 and,

BE IT FURTHER RESOLVED that the updated version of the Department of Health and Human Services Addendum to the Handbook of Personnel Policies and Work Rules, which is on file in the County Administrator’s office and which is accessible on the County’s website is hereby approved, and

BE IT FURTHER RESOLVED that this Resolution shall be effective the first pay period after its passage.

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE FINANCE &  
PERSONNEL STANDING COMMITTEE  
(07 JUNE 2022)

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ		X
MARC COUEY	X	
GARY MANNING	X	
TIMOTHY GOTTSCHALL	X	
DAVID TURK		
STEVE WILLIAMSON	X	
MELISSA LUCK	X	
STEVE CARROW	X	

# Richland County Health and Human Services

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

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

January 2012 (Adopted)  
January 2013 (Amended)  
January 2014 (Amended)  
March 2015 (Amended)  
January 2016 (Amended)  
June 2016 (Amended)  
August 2020 (Amended)  
February 2021 (Amended)  
August 2021 (Amended)  
January 2022 (Amended)  
[June 2022 \(Amended\)](#)

## Contents

Definitions.....	4
Introduction to Your Employee Handbook and Work Rules.....	4
Extent of Handbook.....	4
Management Rights.....	4
Equal Opportunity.....	4
Terms and Condition of Employment.....	4
1. Office Hours.....	4
2. Outside Employment.....	4
3. Pay Period.....	4
4. Time Paid.....	4
5. Accidents and Injuries.....	4
6. Health Examinations.....	4
7. Breaks.....	5
8. Leave of Absence.....	5
9. Flexible Work Schedule.....	5
10. Seniority or Length of Hire.....	5
11. Performance Evaluations.....	5
12. Personnel Files.....	5
13. Time Cards (Timekeeping).....	5
Compensation and Fringe Benefits.....	5
1. Salaries.....	5
2. Health Insurance and Dental Insurance.....	5
3. Loss of Time Insurance.....	5
4. Retirement Plan.....	5
5. Life Insurance.....	5
6. Section 125 Flex.....	5
7. Paid Holidays.....	5
8. Bereavement Leave.....	5
9. Compensatory Time.....	6
10. Overtime.....	6
11. Sick Leave.....	6
12. Voluntary Sick Leave Donation.....	6
13. Vacation.....	7
14. Family and Medical Leave.....	7
15. Symons Employee Membership.....	7
16. Military Leave.....	7
Rules of Conduct.....	7
1. Department Heads' Responsibility.....	7
2. Grounds for Termination or Suspension.....	7
3. Harassment.....	7
4. Violence in the Workplace.....	7
Hiring and Employment Considerations.....	7
1. Hiring for Long-Term Vacancies (90 days or longer).....	7
2. Hiring for Temporary Vacancies (Less than 90 days).....	8
3. Probation Period.....	8
4. Reclassification.....	9
5. Discipline, Suspension or Dismissal of an Employee.....	10
6. Non-Disciplinary Termination/Layoff.....	10
7. Resignation/Retirement.....	10
8. Concerns.....	10
9. Policy on Nepotism.....	10
Reimbursements.....	10
1. Lodging.....	10
2. Meals.....	11
3. Mileage.....	11

4.	Other Expenses.....	11
5.	Registration Fees .....	11
6.	Expense Vouchers.....	11
	Miscellaneous Personnel Provisions .....	11
1.	Change of Address or Status.....	11
2.	Official County Bulletin Board .....	11
3.	Employee Bulletin Board .....	11
4.	Equipment .....	11
5.	Telephone Policies .....	11
6.	Notification of Absence.....	11
7.	Weather Conditions.....	11
8.	Jury Duty .....	11
9.	Ambulance or Fire Department Volunteers.....	11
10.	Break Room .....	11
11.	Credit Union.....	12
12.	Deferred Compensation.....	12
13.	Use of Computers, Software & Internet .....	12
14.	Picture Identification Badge .....	12
15.	Training Opportunities .....	12
16.	Gifts or Gratuities.....	12
17.	County Workspaces and Personal Property.....	12

This addendum has been prepared as a supplement to the Richland County Employee Handbook of Personnel Policies and Work Rules as it relates to employees of the Health and Human Services Department. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

## **DEFINITIONS**

Refer to Employee Handbook

## **INTRODUCTION TO YOUR EMPLOYEE HANDBOOK AND WORK RULES**

Refer to Employee Handbook

## **EXTENT OF HANDBOOK**

The County Administrator shall have jurisdiction over all personnel matters relating to County employees.

## **MANAGEMENT RIGHTS**

Refer to Employee Handbook

## **EQUAL OPPORTUNITY**

Refer to Employee Handbook

## **TERMS AND CONDITION OF EMPLOYMENT**

### **1. Office Hours**

Refer to Employee Handbook

- d. The Director's right to change work hours is limited to the hours of 7:00 a.m. to 9:00 p.m., provided that any change in work hours is preceded by at least one (1) week written notice to all affected employees. The normal workday shall be eight (8) hours. The normal work week shall be forty (40) hours, Monday through Friday. Employee lunch hours (½ hour to 1 hour) may be staggered to provide office coverage during the noon hour. Various programs will operate later into the evening as needed. Staff will organize work week to accommodate this time of operation, not to exceed their normal approved work week hours. Part-time or Temporary Casual County staff shall work schedules approved by their immediate supervisor, not to exceed their normal approved work week hours.

The Director is authorized to temporarily reduce the number of work hours of a consenting full-time employee, if it is in the best interest of the Department, to no less than thirty-five (35) hours per week, without County Administrator approval. Refer to the County Administrator's Office regarding the impact of benefit accrual on reduced hours.

### **2. Outside Employment**

Refer to Employee Handbook

### **3. Pay Period**

Refer to Employee Handbook

### **4. Time Paid**

Refer to Employee Handbook

### **5. Accidents and Injuries**

Refer to Employee Handbook

### **6. Health Examinations**

Refer to Employee Handbook

## **7. Breaks**

Refer to Employee Handbook

## **8. Leave of Absence**

Refer to Employee Handbook

Leaves of absence without pay for up to thirty (30) working days duration may be granted by the Director with notification to the County Administrator's Office. Refer to the County Administrator's Office regarding benefit accrual.

## **9. Flexible Work Schedule**

Refer to Employee Handbook

## **10. Seniority or Length of Hire**

Refer to Employee Handbook

## **11. Performance Evaluations**

Refer to Employee Handbook

Annual performance evaluations are conducted on each employee and should be completed annually. The Director shall conduct the evaluation of all unit managers. Each supervisor is responsible for conducting the evaluation of his or her immediate staff. The All Agency Performance Evaluations Policy (AA3.2.3) shall be followed and the appropriate form completed. If the employee's overall evaluation score is Needs Improvement (NI) or Unsatisfactory (U), management is to refer to #5. Discipline, Suspension or Dismissal of the section HIRING AND EMPLOYMENT CONSIDERATIONS of the Health & Human Services Addendum for further action if needed.

## **12. Personnel Files**

Refer to Employee Handbook

## **13. Time Cards (Timekeeping)**

Refer to Employee Handbook

Cr. 1/17/12, Res. 12-1; Eff. 1/21/14, Res 14-21, 11. a. revised;

# **COMPENSATION AND FRINGE BENEFITS**

## **1. Salaries**

Refer to Richland County Salary Grades

## **2. Health Insurance and Dental Insurance**

Refer to Employee Handbook

## **3. Loss of Time Insurance**

Refer to Employee Handbook

## **4. Retirement Plan**

Refer to Employee Handbook

## **5. Life Insurance**

Refer to Employee Handbook

## **6. Section 125 Flex**

Refer to Employee Handbook

## **7. Paid Holidays**

Refer to Employee Handbook

## **8. Bereavement Leave**

Refer to Employee Handbook

## 9. Compensatory Time

Refer to Employee Handbook

- a. Non-Exempt Employees: Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
- b. Exempt Employees: Management and Professional staff earns compensatory time when total paid hours are greater than forty (40) hours in one week. Prior approval by the Director is required to work hours, which will result in earned compensatory time. Compensatory time is earned at the rate of hour for hour. Compensatory time may be accumulated up to a maximum of forty (40) hours and it shall then in all instances be taken by the last pay period of the calendar year in which it was generated or it will be paid for by the last pay period of the year. Use of compensatory time off shall be by mutual agreement between the employee and the Director. Compensatory time earned and used will be reported to the County Administrator's Office for each payroll period. Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
- c. On-Call Compensatory Time: Health and Human Services staff serving as emergency on-call personnel shall earn compensatory time as follows:
  - On-call pay of ~~\$1.25~~\$2.00 per hour will be earned for on-call duty;
  - On-call holiday pay of ~~\$1.50~~\$2.50 per hour for will be earned for on-call holiday duty. Holiday duty shall include the County-paid holiday as well as the actual calendar holiday if it falls on a separate day;
  - Any assignment among unit employees shall be rotated as reasonably possible, and management will allow reasonable trades of availability;
  - On-call employee who is called upon to work shall receive 1.5 hours of comp time for every hour or partial hour worked not to exceed forty (40) hours of accumulated on-call compensatory time. On-call compensatory time earned can accrue and shall be taken prior to the end of the calendar year in which it was generated or be paid out. Additional calls received within the hour shall not be considered as a new call for purposes of this provision.
  - On-call compensatory time earned and used will be reported to the County Administrator's Office for each payroll period.
  - Use of on-call compensatory time off shall be by mutual agreement between the employee and his/her immediate supervisor.
  - Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
- d. Health and Human Services staff who have a specialized bilingual fluency and are assigned to participate on the Economic Support bi-lingual call center queue or provide interpreter services in the course of their duties shall be eligible for a wage modifier of \$0.75 per hour.

## 10. Overtime

Refer to Employee Handbook

## 11. Sick Leave

Refer to Employee Handbook

## 12. Voluntary Sick Leave Donation

Refer to Employee Handbook

### **13. Vacation**

Refer to Employee Handbook

### **14. Family and Medical Leave**

Refer to Employee Handbook

All employees requesting Family and Medical Leave shall also submit a copy of all required forms/documents to the Director for action and filing in the employee's medical record which is kept separate from their personnel file.

### **15. Symons Employee Membership**

Refer to Employee Handbook

### **16. Military Leave**

Refer to Employee Handbook

Cr. 1/17/12, Res. 12-1; Eff. 4/21/14, Res. 14-21, 8. b. revised, 8. c. revised, 13. a. added; Eff. 4/21/15, Res. 15-51, 8. c. pager payment modified, lieu payment added;

## **RULES OF CONDUCT**

### **1. Department Heads' Responsibility**

Refer to Employee Handbook

### **2. Grounds for Termination or Suspension**

Refer to Employee Handbook

### **3. Harassment**

Refer to Employee Handbook

### **4. Violence in the Workplace**

Refer to Employee Handbook

## **HIRING AND EMPLOYMENT CONSIDERATIONS**

### **1. Hiring for Long-Term Vacancies (90 days or longer):**

- a. The Director shall notify the County Administrator of vacant County positions;
- b. The Director or designee shall place an advertisement for a minimum of two consecutive weeks in the Richland Observer and in other publications as needed. The advertisement shall briefly describe the job, the salary range set forth, and solicit written applications within a specific timeframe;
- c. The Director and the appropriate supervisor and/or designee shall screen all applications. Selected applicants shall be interviewed by the Health & Human Services Director, the appropriate manager/supervisor, and/or designee. For all management positions, a final interview shall be held by the Health and Human Services Director, the appropriate supervisor and/or designee, and the County Administrator if he/she opts to participate. The Director shall notify the County Administrator of the appointment of all County employees. Prior to offering a position, reference checks and skills testing may be required. Satisfactory criminal and caregiver background checks are a requirement of employment.
- d. Employees hired for a Social Worker or AODA Counselor position who have not yet received certification shall be paid at the Social Worker (Temporary Certification) starting rate, and agree to obtain temporary certification by the end of his/her probationary period. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. The Director may waive the Social Worker certification requirement of an otherwise qualified candidate if it does not conflict with any other program requirements and is in the best interest of the agency and the services to be provided.



When the certification requirement is waived, the employee may not advance to the pay grade for the certified social worker level positions.

- e. The employee shall then obtain his/her Social Worker or AODA Counselor Certification from the State of Wisconsin within two years from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director. Once proof of social work certification is received, the employee will be paid at the Social Worker (Certified) step that provides them with an increase in salary. Once proof of AODA certification is received, the employee will be paid at the AODA (Certified) step that provides them with an increase in salary. Thereafter, employees shall move through the salary schedule based upon the time required between steps.
- f. Employees hired as a Social Worker who holds a Masters Degree in Social Work from an accredited school shall be paid at the Social Worker (Certified) starting rate. The employee shall then obtain his/her Social Worker Certification from the State of Wisconsin within one year from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director.
- g. Employees hired for a Mental Health Therapist position who have not yet received licensure shall be paid at the Mental Health Therapist (Non-Licensed) beginning rate, and agree to achieve the required number of hours of supervised clinical experience based upon degree type to obtain his/her licensure from the State of Wisconsin within two years from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director. Once proof of licensure is received and probationary period passed, the employee will be paid at the Mental Health Therapist (Licensed) job rate.

## **2. Hiring for Temporary Vacancies (Less than 90 days)**

Refer to Employee Handbook

- a. All employees who are temporarily assigned to work in a vacant higher paid position shall receive the higher rate of pay working in said position as determined by the Director.

## **3. Probation Period:**

- a. All employees who are new to a County position shall serve no less than a six-month probation period in that new position. County employees who are offered a new position within the same department where they work shall serve a probationary period the length of which shall not be less than three months in duration. All part-time or Temporary Casual County staff are required to work a minimum of 910 hours as their probationary

period. The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position be reviewed within a fixed period from the employee's start of work in any position. A performance evaluation is completed and the purpose of this initial review is to determine:

- If the employee is to continue in the position in regular status, or
  - If the employee's employment in the position is to be terminated. No interference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.
- b. Any employee's probation period can be extended up to a maximum of one full year. The granting of extensions shall be by the County Administrator, after receiving the recommendation of the Director. Employees whose probation periods are extended are not eligible to receive their post probation salary increases until the end of their probation period, as extended.
- c. The Director shall make a recommendation to the County Administrator as to whether or not that employee merits the continuation of regular status as a County employee. A copy of a written evaluation and recommendation shall be given to the County employee at the time it is recommended to the County Administrator only if the affected employee has not satisfactorily completed his or her probation period, so that their County employment is to be terminated or if the affected employee's probation period is to be extended. Such written notice shall be given to the affected employee before the end of the employee's probation period. The Director shall also immediately notify the County Administrator's Office as to the employment status of their probationary employees as soon as that status has been determined by the County Administrator.
- d. All decisions concerning whether employees at the end of their probation period shall be:
- Terminated from County employment or
  - Continue their employment in regular employment status with the County or
  - Have their probation period extended, will be made in all instances by the County Administrator. Probationary employees may be terminated at any time at the discretion of the Director. Discharges during the probationary period shall not be subject to the grievance procedure.

#### **4. Reclassification**

Refer to Employee Handbook

**5. Discipline, Suspension or Dismissal of an Employee:**

- a. Management reserves the right to discipline employees as appropriate. The Director and/or the employee’s supervisor shall discuss all problems relating to the employee’s job performance with the employee. Verbal and written warnings, as well as work plans, shall be documented and placed in the employee’s personnel file. Employees receiving such notices are entitled to be heard on the question by the County Administrator.
- b. If the employee fails in the opinion of the Director to adequately correct the problem giving rise to the above notice within the allowed time period, the Director shall present the issue to the County Administrator for advice and consultation if it is not a situation requiring immediate dismissal. The Director and County Administrator will discuss what, if any, job action is to be taken relative to an employee. The Director has the authority to take disciplinary action up to three (3) day suspension without pay provided the Director has notified the County Administrator of the decision.
- c. The above steps in the process of disciplining an employee serve only as a guide and can be bypassed in appropriate situations as determined by the Director and/or County Administrator.
- d. The Director shall not have the authority to terminate an employee. All terminations must be presented to the County Administrator for review and final approval. Prior to the termination, the Director shall ensure that the affected employee is given written notice that termination of the employee has been proposed and the reasons therefore. Nothing in this section shall prevent the County Administrator from suspending the employee without pay pending a decision.
- e. The Richland County Formal Complaint and Mismanagement Policy is to be followed should an employee decide to file a grievance. Refer to <https://administrator.co.richland.wi.us/policy/> to view the policy..
- f. This section shall not apply to terminations due to reorganization, lack of work or the sunset of a position.

**6. Non-Disciplinary Termination/Layoff**

- a. Elimination of Position

Refer to Employee Handbook

- b. Layoff

Refer to Employee Handbook

- c. Recall: Recall will be at the discretion of the Director unless the County Administrator initiated the layoff.

**7. Resignation/Retirement**

Refer to Employee Handbook

**8. Concerns**

Refer to Employee Handbook

**9. Policy on Nepotism**

Refer to Employee Handbook

Cr. 1/17/12, Res. 12-1; Eff. 1/15/13, Res. 13-14, 1. b. & c. revised; Eff. 1/21/14, Res. 14-21, 2. a. added, 5. Title revised; Eff. 6/21/16, Res. 16-84, 1. & 3. Title change;

**REIMBURSEMENTS**

**1. Lodging**

Refer to Employee Handbook

## **2. Meals**

Refer to Employee Handbook

## **3. Mileage**

Refer to Employee Handbook

## **4. Other Expenses**

Refer to Employee Handbook

- a. The Richland County Health & Human Services Purchase Request Form shall be utilized for other business related purchases, and if the employee purchases the item, reimbursement shall be submitted for approval by the County Administrator. Once reimbursement is approved, a check shall be generated separate from payroll and issued one time per month.

## **5. Registration Fees**

Refer to Employee Handbook

## **6. Expense Vouchers**

Refer to Employee Handbook

Cr. 1/17/12, Res. 12-1; Eff. 1/21/14, Res. 14-21, 4. a. added;

# **MISCELLANEOUS PERSONNEL PROVISIONS**

## **1. Change of Address or Status**

Refer to Employee Handbook

- a. It is each employee's responsibility to report changes in legal name, residences and mailing addresses, phone numbers, emergency contacts, and any other relevant information to the Administrator & Building Operations Manager immediately.

## **2. Official County Bulletin Board**

Refer to Employee Handbook

## **3. Employee Bulletin Board**

Refer to Employee Handbook

## **4. Equipment**

Refer to Employee Handbook

## **5. Telephone Policies**

Refer to Employee Handbook

- a. The Director or designee shall determine which employees are to be issued a department cellular phone and how that department cellular phone is to be used.

## **6. Notification of Absence**

Refer to Employee Handbook

## **7. Weather Conditions**

Refer to Employee Handbook

## **8. Jury Duty**

Refer to Employee Handbook

## **9. Ambulance or Fire Department Volunteers**

Refer to Employee Handbook

## **10. Break Room**

Refer to Employee Handbook

## **11. Credit Union**

Refer to Employee Handbook

## **12. Deferred Compensation**

Refer to Employee Handbook

## **13. Use of Computers, Software & Internet**

Refer to Employee Handbook

## **14. Picture Identification Badge**

All Health and Human Services staff shall be issued a picture identification badge by the MIS Department. A security form must be completed prior to issuance of the badge which grants access to certain areas of the Community Services Building. The badge shall be returned to the MIS Department upon separation of employment.

## **15. Training Opportunities**

Refer to Employee Handbook

## **16. Gifts or Gratuities**

Refer to Employee Handbook

## **17. County Workspaces and Personal Property**

Refer to Employee Handbook

Cr. 1/17/12, Res. 12-1; Eff. 6/21/16, Res. 16-84, I. Modified;

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

This is to certify that I have received my personal copy of Richland County Health & Human Services Addendum to the Richland County Handbook of Personnel Policies and Work Rules, and have read and understand the policies, practices, rules and regulations contained therein.

I understand the above is a condition of my employment.

---

Date

---

Position Title

---

Print Name

---

Sign Name

**RESOLUTION NO. 22 - 61**

A Resolution To Approve The Use Of American Rescue Plan Act (ARPA) Funds Set Aside For Public Health To Hire A Consultant To Assist With The Development Of The Community Health Needs Assessment (CHNA)/ Community Health Improvement Plan(CHIP).

WHEREAS the American Rescue Plan Act was signed into law by President Biden on March 11, 2021, as a new federal COVID-relief package which includes direct funding to counties through the U.S. Treasury Department in order to improve the safety, health and opportunity for all within our communities, with a focus on those most harmed by COVID-19, and

WHEREAS the Richland County Finance and Personnel Standing Committee has approved an apportionment of up to \$3,350,999 in County ARPA funds and 10% of that allocation has been designated to support Public Health response efforts to decrease the spread in response to the COVID-19 pandemic, and

WHEREAS the Health and Human Services & Veterans Standing Committee, Interim Director Roxanne Klubertanz-Gerber of Health and Human Services, and Administrator Clinton Langreck have recommended the use of up to \$41,000 in ARPA Funds allocated to Public Health to contract with the Wisconsin Community Health Alliance, LLC to spearhead the required CHNA/CHIP Project, and

WHEREAS the Finance & Personnel Standing 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 approval is hereby granted to approve the use of up to \$41,000 in ARPA Funds allocated to Public Health to contract with the Wisconsin Community Health Alliance, LLC to spearhead the required CHNA/CHIP Project, and,

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE FINANCE &  
PERSONNEL STANDING COMMITTEE  
(07 JUNE 2022)

RESOLUTION \_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

MARTY BREWER	X
SHAUN MURPHY-LOPEZ	X
MARC COUEY	X
GARY MANNING	X
TIMOTHY GOTTSCHALL	X
DAVID TURK	
STEVE WILLIAMSON	X
MELISSA LUCK	X
STEVE CARROW	X

DATED: JUNE 21, 2022

# Policy of Richland County

Policy Cover	
<b>Title:</b> Policy Establishment	<b>Effective Date:</b> 18 Aug 2020
	<b>Adoption/Revision Date:</b> <del>18 Aug 2020</del> <u>21 June 2022</u>
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors (RCBS)
	<b>Sponsoring Committee, Board or Commission:</b> <del>Rules and Resolutions</del> <u>Rules and Strategic Planning Standing Committee</u>

## 1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18

## 2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution 20-93
- b. Other applicable Resolutions/Ordinances/Policies: Procedure Establishment Policy

## 3. Purpose

- a. To establish a format and revision methodology for Richland County policies to promote consistency and uniformity.
- b. To establish when a policy is required and to set standards for updating and maintaining policies.
- b.c. To establish authority of approval, amendments, and interpretation: and to designate dissemination responsibilities of policy.

## 4. Scope

- a. Applies to the development, implementation, and revision of all Richland County policies which impact multi-departmental functions of Richland County or have countywide impact on Richland County's operations.
  - i. Department specific policies, including policies that adhere to state or federal uniformity regulations, are exempt from this policy.

## 5. Policy Overview

- a. A policy is a written description of guidelines and directions set by the RCBS, or Richland County governing bodies, to guide the present and future actions of the various departments and services within Richland County.
  - i. A policy typically addresses questions of "who," "what" and "why."
  - ii. A policy may contain specific detailed steps or procedures necessary to implement the intent of a policy. A policy may address questions of "how" and "when," or may defer to administrative procedures.
    - 1. Refer to "Procedure Establishment Policy" for policy on developing a procedure.
- b. Policies may be administrative or regulatory.
  - i. An administrative policy establishes powers, responsibilities, and/or rules for



# Policy of Richland County

county employees and Board Supervisors.

- ii. A regulatory policy establishes rules or orders having the force of law.
- c. Policies shall provide for the exercise of judgment and discretion.

## 6. Policy Performance

- a. All future Richland County policy development and revisions shall comply with this policy upon the effective date of the policy.
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Richland County policies with exception as described 4(a)(i).

## Policy Content

## 7. Policy Format and Standards

- a. All policies shall have the same format as set forth in this “Establishment Policy.”
  - i. Format shall not include all capital letters or underlines.
- b. Each policy shall contain the following sections: 1) Policy Cover; 2) Policy Content; 3) Attachments; and 4) Revision History
- c. Each policy shall contain the following components in a table format as part of the “Policy Cover”:
  - i. A “Title” that provides a brief description of the policy.
  - ii. An “Effective Date” that states the date the policy took effect.
  - iii. An “Adoption/Revision Date” that states when the policy was most recently adopted or revised.
  - iv. A “Custodian” that states a position of employment who is responsible to review and/or update the policy when needed, post and disseminate changes, and provide administrative interpretation on the policy.
  - v. An “Approving Body” that states which Richland County committee, board or commission shall initially approve the policy before the policy takes effect.
  - vi. A “Sponsoring Committee, Board or Commission” that states which Richland County committee, board or commission is delegated with jurisdiction and authority to make ~~interpretation of the policy and make recommendations to the board for amendments to the policy, or defer to the Richland County Board when such changes are determined to be beyond the purpose of the original policy, or beyond the authority of the sponsoring committee board or commission, or as desired by a simple majority vote of the sponsoring committee, board or commission-~~
- d. Each policy shall contain the following components in a numbered format on the first page of the policy as part of the “Policy Cover”:

## Policy of Richland County

- i. An “Authority” section that states the state and/or federal law that supports the policy creation.
  - ii. A “References” section that states:
    1. The resolution number, ordinance number, and/or meeting minutes stating the committee, board or commission and date;
    2. The date when the action was taken to approve the policy; and
    3. Related resolutions, ordinances, meeting minutes, and/or policies which are related to policy, or may have impacts on the policy.
  - iii. A “Purpose” section that states the intent of the policy.
  - iv. A “Scope” section that states what and who the policy applies to.
  - v. A “Policy Overview” section that gives context to the need for the policy.
  - vi. A “Policy Performance” section that states policy expectations and quantifiable performance indicator(s) to gauge the effectiveness in achieving the policy purpose.
- e. Each policy shall contain a “Policy Content” section that provides details of direction and guidance for current and future action.
- i. A policy may contain specific, detailed steps or procedures necessary to implement the intent of a policy, or may defer to administrative procedures.
    1. Refer to “Procedure Establishment Policy” for policy on developing a procedure.
- f. Each policy shall contain an “Attachment section that lists all attachments that are referred to in the policy itself. Referred to attachments shall be attached to the policy under “Policy Attachments”.
- g. At the end of the policy, a “Revision History” table shall be included that tracks historical changes to the policy by tracking: 1) the adoption or revision date; 2) an overview/summary of the adoption or revision language; and 3) the resolution, ordinances, and/or meeting minutes when action was taken to approve the adoption or revision.
- h. Depending on the length and complexity of the policy, the policy may contain other components (i.e. table of contents, definitions, etc.) that are deemed appropriate by the custodian, approving body or sponsoring committee, board or commission.
- i. If a section or component does not warrant an entry, state “n/a” or “not applicable”.
- j. Each policy shall include page numbers in the footer.

### **8. Policy Process**

- a. A policy shall be established or revised when:
  - i. Directed by the RCBS.
  - ii. Required by state and/or federal law.
  - iii. Requested by an elected official or Richland County employee and approved

## Policy of Richland County

by RCBS or other Richland County committee, board or commissions, in accordance with the board rules.

- b. All policies that apply to all Richland Countywide operations shall be initially approved by the RCBS.
- c. All policies that are specific to certain operations and/or departments may be initially approved by the responsible committee, board or commission provided they are not in conflict with established county policy, ordinance, or state and federal regulations. ~~Committee, boards or commissions may defer action to the RCBS if deemed appropriate by such body.~~
- d. Each policy shall be assigned to a custodian designated with the following administrative authorities and responsibilities.
  - i. The custodian shall update the assigned policy as needed.
  - ii. The custodian shall, at a minimum, review the assigned policy annually.
  - iii. The custodian shall be responsible for properly posting and disseminating policy and changes.
  - iv. The custodian shall be responsible for administrative interpretation of the policy, and will confer the County Administrator and Corporation Counsel on contended issues.
  - v. The custodian may make non-substantial changes to the policy such as typos or formatting with notification given to the sponsoring committee, board or commission.
  - vi. The custodian shall review and approve all administrative procedures in support of the policy.
- e. Prior to adoption or administrative revisions of policies, the County Administrator and Corporation Counsel shall review and make recommendations concerning the policy. The proposed policy shall be submitted with the "Policy Review Form" as set forth in Attachment A for review and approval, when originating outside the Administrator or Corporation Counsel Office.
- f. The policy custodian shall be responsible for preparing materials and presenting the policy for approval to the responsible committee, board or commission with assistance from the County Administrator, County Clerk, and Corporation Counsel.
- g. Once policies are approved, all policies shall be maintained by the policy custodian with copies furnished to the County Clerk's Office and the County Administrator.

Formatted

### 9. Attachments

- a. Attachment A – Policy Review Form

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference

## Policy of Richland County

18 Aug 2020	Original	Resolution 20-93
<u>21 June 2022</u>	<u>Changes in authority of supervisory Committee and Policy Custodian</u>	<u>Resolution 22-_____</u>

Formatted Table

DRAFT

# Policy of Richland County

## **Policy Attachments**

### **Attachment A**

#### **Policy Review Form**

##### **Completed by Policy Custodian**

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

##### **Completed by County Administrator**

Policy Received On	
Policy Approved/Denied On w/ Reason	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

##### **Completed by Corporation Counsel**

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

**RESOLUTION NO. 22 - 62**

A Resolution Approving An Amendment To One 2022 Contract For The Department Of Health And Human Services.

WHEREAS the Health and Human Services & Veterans Standing Committee and the Interim Director of the Health and Human Services Department, Ms. Roxanne Klubertanz-Gerber, have recommended amendment to one 2022 contract, and

WHEREAS it is provided in Rule 14 of the Rules of the Board that any contract by the Department of Health and Human Services Department which involves the expenditure of \$50,000 or more at any one time or within the course of one year must be approved by the County Board, and

WHEREAS the Health and Human Services & Veterans Standing Committee has carefully considered this matter 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 approval is hereby granted for the following amendment to the following 2022 contract:

With Shay Rehabilitation & Psychological Services, Inc. dba Kickapoo Counseling of Westby, with the original contract being for \$100,000, amended to \$300,000, due to an increased need for counseling services provided to Comprehensive Community Services (CCS) consumers being served by the Behavioral Health Services Unit;

BE IT FURTHER RESOLVED that the Health and Human Services & Veterans Standing Committee is hereby authorized to amend the above contracts by not more than 15%, and

BE IT FURTHER RESOLVED that the Interim Director of the Health and Human Services Board is hereby authorized to sign the above contracts on behalf of the County in accordance with this Resolution, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY COUNTY BOARD  
MEMBERS OF THE HEALTH & HUMAN SERVICES  
& VETERANS STANDING COMMITTEE  
(12 MAY 2022)

RESOLUTION ADOPTED

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

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

	FOR	AGAINST
INGRID GLASBRENNER	X	
KERRY SEVERSON	X	
DANIELLE RUDERSDORF	X	
TIMOTHY GOTTSCHALL	X	
KEN RYNES	X	
DONALD SEEP	X	

**RESOLUTION NO. 22 - 63**

A Resolution Approving A Change Order To Repair The Courthouse Roof.

WHEREAS Richland County Board of Supervisors Resolution No. 21-131 approved replacing the historic courthouse roof to the bid of Interstate Roofing and Waterproofing, Inc. of Onalaska WI, in the amount of \$272,000 for necessary roof deck repairs and complete replacement of existing tiles with asphalt shingles, and,

WHEREAS, under the same resolution, the County Administrator was granted a limited authorization of up to \$15,000 in contingency expenses for the project; and

WHEREAS, while addressing our deficiencies with the Historic Courthouse roof, our contractors and staff uncovered some rapidly deteriorating spots on the connecting flat roof of the causeway and flat roof over the new jail addition of the courthouse, and

WHEREAS, Interstate Roofing and Waterproofing was asked to submit a proposal to address the necessary resurfacing and patching of the roof, and

WHEREAS, our roofing consultant Russel Mohns, of Specialty Engineering Group LLC has reviewed and approved on the proposal form Interstate.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby given for a change order to the bid of Interstate Roofing and Waterproofing, Inc. of Onalaska WI, in the following amount of \$72,200 for necessary resurfacing and patching, and

BE IT FURTHER RESOLVED that funding for the project shall be covered through American Rescue borrowing funds, and

BE IT FURTHER RESOLVED that the County Administrator shall have authority to enter into any necessary contract amendments with Interstate Roofing and Waterproofing, Inc. of Onalaska WI and has authorization of up to \$5,000 in contingency expenses for the project; and

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

VOTE ON FOREGOING RESOLUTION  
AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE  
AND PERSONNEL STANDING COMMITTEE  
(07 JUNE 2022)

RESOLUTION \_\_\_\_\_

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ	X	
STEVE CARROW	X	
MELISSA LUCK	X	
TIMOTHY GOTSCHALL	X	
DAVID TURK		
STEVE WILLIAMSON	X	
MARC COUEY	X	
GARY MANNING	X	

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

**RESOLUTION NO. 22 - 64**

A Resolution Adopting Amendments To The Richland County Body Structure Document.

WHEREAS, an amendment to Richland County Body (Committee) Structure Document is recommended by the Rules and Strategic Planning Standing Committee to add the Court Security Committee, remove responsibility from the Public Safety and Public Works Standing Committees for security of court facilities, and add financial monitoring responsibility to the Fair, Recycling, and Parks Standing Committee; and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors the Richland County Body Structure Document is amended reflecting proposed changes to the Court Security Committee; Public Safety Standing Committee; Public Works Standing Committee; and Fair, Recycling, and Parks Standing Committee; and

BE IT FURTHER RESOLVED that a copy of the Body Structure Document shall be made available in the Richland County Administrator’s Office and on the Richland County website, and

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

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_NOES \_\_\_\_\_

RESOLUTION OFFERED BY RULES AND STRATEGIC PLANNING STANDING COMMITTEE (02 JUNE 2022)

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

	FOR	AGAINST
SHAUN MURPHY-LOPEZ	X	
MARTY BREWER	X	
DONALD SEEP		
INGRID GLASBRENNER	X	
DANIELLE RUDERSDORF	X	
LINDA GENTES	X	
CHAD COSGROVE	X	
BOB FRANK	X	
JULIE FLEMING	X	



**RESOLUTION NO. 22 - 65**

A Resolution Adopting Amendments To The Richland County Policy On Authority Of Management, Roles Of Members And Chairs Of Committees, Boards And Commissions.

WHEREAS, amendments to the Richland County Policy on Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions are recommended by the Rules and Strategic Planning Standing Committee to change the policy name to “Defining County Leadership Roles”; and

WHEREAS, the Rules and Strategic Planning Standing Committee also recommends making changes to the policy to include the current practice of the County Board Chair participating as a member on the Southwest Wisconsin Workforce Development Board, Tax Incremental District Review Boards, and on Local Area Technical Colleges, Board Appointment Committees for Western Technical College, Southwest Wisconsin Technical College, and Madison Area Technical College.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors the Richland County Policy on Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions is amended to reflect proposed changes in policy title and added membership duties to the County Board Chair; and

BE IT FURTHER RESOLVED that a copy of the policy shall be made available in the Richland County Administrator’s Office and on the Richland County website; and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY RULES & STRATEGIC  
PLANNING STANDING COMMITTEE  
(02 JUNE 2022)

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

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

	FOR	AGAINST
SHAUN MURPHY-LOPEZ	X	
MARTY BREWER	X	
DONALD SEEP		
INGRID GLASBRENNER	X	
DANIELLE RUDERSDORF	X	
LINDA GENTES	X	
CHAD COSGROVE	X	
BOB FRANK	X	
JULIE FLEMING	X	

# Policy of Richland County

Policy Cover	
<b>Title:</b> <del>Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions</del> <u>Defining County Leadership Roles</u>	<b>Effective Date:</b> 18 Aug 2020 <b>Adoption/Revision Date:</b> <del>30 Mar 2022</del> <u>21 June 2022</u>
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors (RCBS)  <b>Sponsoring Committee, Board or Commission:</b> Rules and <del>Resolutions</del> <u>Strategic Planning Standing Committee</u>

**1. Authority**

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18

**2. References**

- a. Adopting Resolution/Ordinance/Motion: Resolution 20-93;
- b. Establishment Policy: Resolution 20-93;
- c. Richland County Board Rules; and
- d. Richland County Board Committee Structure

**3. Purpose**

- a. To establish a common vision and define functions regarding the separation of the authorities of management and the roles of the individual members of our Richland County committees, boards and commissions.
- b. To establish the roles and duties of the chair of committee, boards and commissions.
- c. To establish the roles and duties of the County Board Chair and Vice

**4. Scope**

- a. Applies to Richland County management, members of committees, boards and commissions and chairs of committee, boards and commissions.
  - i. Authorities and roles that adhere to state or federal regulations, are exempt from this policy.

**5. Policy Overview**

- a. Richland County introduced a County Administrator in the spring of 2020. Expectations with the arrival the administrator included the delegation of tasks considered administrative in nature.
- b. This policy is intended establish and define the authorities of Richland County management and the roles of individual members of our Richland County supervisory bodies for future policy and procedure development, implementation and revisions.
- c. This policy is intended to define the roles and duties of chairs of committees, boards and commissions.

## Policy of Richland County

- d. This policy is administrative in nature and establishes powers, responsibilities, and/or rules for county employees and Board Supervisors.

### **6. Policy Performance**

- a. All future Richland County policy development and revisions shall comply with the authorities and roles established through this policy. (Reference Section 11. Implementation of policy)
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Richland County policies with exception as described 4(a)(i).

## **Policy Content**

### **7. Management Authorities:**

- a. Richland County reserves any and all management rights regarding county operations under Federal and State regulations.
- b. The Richland County Administrator, Richland County Department Heads, or designees, are tasked with fiscal and ethical management of county personnel, resources and operations.
- c. The authorities and responsibilities of management include, but are not limited to:
  - i. Manage and direct employees;
  - ii. Ensure compliance with all regulations and laws impacting operations;
  - iii. Enforce policies and standards of performance;
  - iv. Propose ordinances, resolutions, rules, or policy to committees, boards or commissions;
  - v. Hire, promote, schedule, transfer and assign employees;
  - vi. Lay off and recall employees;
  - vii. Investigate workplace actions and direct administrative leave;
  - viii. Discharge employees or take corrective and/or disciplinary action, except as by State Statute or Federal Regulations;
  - ix. Authorize and restrict access to department properties and equipment;
  - x. Schedule overtime as required;
  - xi. Develop job descriptions and assign work duties;
  - xii. Introduce new or improved operation methods or change existing operation methods;
  - xiii. Prepare and present operating budgets;
  - xiv. Contract for goods and services;
  - xv. Discontinue unrequired operations of services;
  - xvi. Partner with other counties, agencies or organizations;

## Policy of Richland County

- xvii. Educate oversight committee, county board and interested parties on department services;
- xviii. Direct operations of Richland County; and delegate management authorities as appropriate.

### **8. Roles of Individual Members of Committee, Boards and Commissions:**

- a. The Richland County Board of Supervisors and members of Richland County committee, board or commission are responsible for establishing policy that provides the framework for county staff to run operations on behalf of Richland County. Such decisions are made as collective bodies and not by individual members.
- b. Committee, Boards and Commissions authorities and responsibilities are defined through state statute and Richland County Committee structure.
- c. Members of committee, boards and commissions are expected to individually contribute to a collaborative effort to make policy decisions that support the strategic mission and advance the priorities of the county. Examples of individual member activities include, but are not limited to:
  - i. Propose ordinances, resolutions, rules, or policy to committees, boards or commissions;
  - ii. Take part in activities of the board and/or serving on one or more standing committees or commissions;
  - iii. Participate in the process of debate and voting on proposed ordinances, resolutions and motions in county board and committee meetings;
  - iv. Provide oversight and advice to the management of county regarding delivery of county services
  - v. Respond to the needs of constituents and informing administration of community service concerns;
  - vi. Express priorities for the delivery of county services through the annual budget, tax levy and strategic planning processes;
  - vii. Request information needed to make informed decisions;
  - viii. May consult on projects at the request of administration, in a voluntary capacity;
  - ix. Discuss appropriate county matters with fellow members but avoid walking quorums.
- d. No individual member, chair or otherwise, has individual authority or responsibility with respect to committee's official business unless specified in county policy, through state statute or RCBS rules.

### **9. Roles of the Chairs of Committees, Boards, or Commissions:**

## Policy of Richland County

- a. The following duties and responsibilities are placed on the presiding member of the committee, board or commission:
- i. Approve placement of items of the body's meeting agenda;
  - ii. Confirm that proper posting of meeting agenda was fulfilled prior to conducting business;
  - iii. Announce, at the conclusion of the roll call, the fact of the presence of a quorum, or not, as the case by be;
  - iv. Put to vote the questions which are regularly moved or which necessarily arise in the course of the proceedings, and to announce the result;
  - v. Restrain the members while engaged in debate within the rules of order;
  - vi. Preserve order and decorum, decide all questions of order and shall inform the Board, when necessary, on any point of order or practice. She/he may speak to points of order in preference to others and seek the advice of the County Clerk, Corporation Counsel, Administrator, Department Head, Subject Matter Expert, etc. on such points of order or practice. She/he shall decide questions of order, subject to an appeal by any member;
  - vii. Clear the meeting floor when adjourning or moving into closed session;
  - viii. Use discretion in the order of addressing agenda items;
  - ix. Limit time on the floor to speakers unless overruled by a majority vote of the body present;
  - x. Appoint/ensure that minutes are recorded;
  - xi. Use discretion in the seating configuration for meetings;
  - xii. Approve time, date and location of the next meeting if not designated in the previous meeting's adjournment; or if the time, date and location designated in the previous meeting's adjournment is not reasonable as determined by the County Board Chair; and
  - xiii. Authorize departments under the body's supervision to take emergency action to act on proposed contract, expenditure or program initiative (Rule #14e, page 6)
- b. Succession of the presiding official:
- i. In the event the Chair is absence, unable or unfit to preside, the duties and authorities shall abide by the following succession plan:
    1. Vice Chair
    2. Secretary
    3. Longevity of service on the committee, board or commission
    4. Alphabetical by last name

### **10. Roles of the County Board Chair and Vice:**

- a. The following duties and responsibilities are placed on the County Board Chair:

## Policy of Richland County

- i. Perform all duties required of the Chair until the County Board elects a successor.
  - ii. Preside at County Board meetings and meetings of the Finance & Personnel Standing Committee when present.
  - iii. Countersign all ordinances of the County Board.
  - iv. Act as the chief elected spokesperson, and coordinates with the Administrator, who is the chief administrative spokesperson for the County.
  - v. Recommend appointment of County Board supervisor members of bodies at the organizational meeting, subject to County Board confirmation (with exceptions of Pine Valley and Child Support, Finance and Personnel, and Rules and Strategic Planning).
  - vi. Be responsible for the preparation of the agenda of the County Board in conjunction and with the assistance of the County Administrator and County
  - vii. Act as a voting member, if a quorum is not otherwise present for a Standing Committee.
  - viii. Assign all matters to the appropriate committee when there is doubt.
  - ~~ix.~~ ix. Represent the County at legislative hearings, conventions or other matters pertaining to the county. The Chair may delegate to department heads, County Administrator, other elected and appointed officers and other Board members such roles and responsibilities.
  - ~~x.~~ x. Represent the County as a member of the following governmental bodies:
    - a) Southwest Wisconsin Workforce Development Board
    - b) Tax Incremental District Review Boards
    - c) Local Area Technical Colleges, Board Appointment Committees for Western Technical College, Southwest Wisconsin Technical College, and Madison Area Technical College
  - ~~ix-b.~~ ix-b.
  - ~~\*-xi.~~ \*-xi. Recommend the permanent removal of a County Board member from a body, subject to County Board confirmation. The County Board Chair shall offer the option of resignation to a County Board member from a body, before a recommendation for removal is brought before the County Board.
  - ~~\*-xii.~~ \*-xii. Take care that all federal, state and local laws, rules and regulations, and board policies pertaining to county government are enforced.
  - ~~\*-xiii.~~ \*-xiii. Carry out other powers and duties as are set forth in County ordinances, resolutions, County Board rules, and County Board body structure.
- b. The following duties and responsibilities are placed on the County Board Vice Chair:
- i. Perform the chairperson's duties in case of the absence or disability of the chairperson.
  - ii. Preside at meetings of the Rules & Strategic Planning Standing Committee

Formatted

Formatted

## Policy of Richland County

when present.

- iii. Carry out other powers and duties as are set forth in County ordinances, resolutions, County Board rules, and County Board body structure.

### **11. Implementation of Policy:**

- a. All current rules, ordinances, policies and procedures (at the time of adoption) that contradict with this policy remain in effect and take precedence over this policy until such a time where the conflicting policies are amended to reflect the vision and directives set forth in this policy.

<b>Revision History</b>		
<b>Adoption/Revision Date</b>	<b>Overview of Adoption/Revision</b>	<b>Adoption/Revision Reference</b>
18 Aug 2020	Original	Resolution 20-93
30 Mar 2022	Additions to roles of County Board Chair and Vice Section 10	Resolution 22-23
<u>21 June 2022</u>	<u>Title change and added representative duties to the Board Chair</u>	<u>Resolution 22 -</u>

# Policy of Richland County

## **Policy Attachments**

### **Attachment A**

#### **Policy Review Form**

##### **Completed by Policy Custodian**

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

##### **Completed by County Administrator**

Policy Received On	
Policy Reviewed /Denied On w/ Reason	
Policy Reviewed/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

##### **Completed by Corporation Counsel**

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



**RESOLUTION NO. 22 - 66**

A Resolution Adopting Amendments To The Richland County Policy Establishment (Policy).

WHEREAS, amendments to Richland County Policy Establishment are recommended by the Rules and Strategic Planning Standing Committee to expand the purpose of the policy, expand the authority of policy sponsoring committee, boards and commissions and expand the responsibilities of administrative staff serving as policy custodians; and

WHEREAS, the proposed changes further facilitate progression of leading by policy and disseminating authorities to the Richland County’s policy-sponsoring committee, boards, commissions and staff.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors the Richland County Board Policy Establishment is amended to reflect proposed changes to the policy purpose, authorities of committees, board and responsibilities of the policy custodians; and

BE IT FURTHER RESOLVED that a copy of the policy shall be made available in the Richland County Administrator’s Office and on the Richland County website; and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

RESOLUTION OFFERED BY THE RULES &  
STRATEGIC PLANNING STANDING COMMITTEE  
(02 JUNE 2022)

	FOR	AGAINST
SHAUN MURPHY-LOPEZ	X	
MARTY BREWER	X	
DONALD SEEP		
INGRID GLASBRENNER	X	
DANIELLE RUDERSDORF	X	
LINDA GENTES	X	
CHAD COSGROVE	X	
BOB FRANK	X	
JULIE FLEMING	X	

# Policy of Richland County

Policy Cover	
<b>Title:</b> Policy Establishment	<b>Effective Date:</b> 18 Aug 2020
	<b>Adoption/Revision Date:</b> <del>18 Aug 2020</del> <u>21 June 2022</u>
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors (RCBS)
	<b>Sponsoring Committee, Board or Commission:</b> <del>Rules and Resolutions</del> <u>Rules and Strategic Planning Standing Committee</u>

## 1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18

## 2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution 20-93
- b. Other applicable Resolutions/Ordinances/Policies: Procedure Establishment Policy

## 3. Purpose

- a. To establish a format and revision methodology for Richland County policies to promote consistency and uniformity.
- b. To establish when a policy is required and to set standards for updating and maintaining policies.
- b.c. To establish authority of approval, amendments, and interpretation: and to designate dissemination responsibilities of policy.

## 4. Scope

- a. Applies to the development, implementation, and revision of all Richland County policies which impact multi-departmental functions of Richland County or have countywide impact on Richland County's operations.
  - i. Department specific policies, including policies that adhere to state or federal uniformity regulations, are exempt from this policy.

## 5. Policy Overview

- a. A policy is a written description of guidelines and directions set by the RCBS, or Richland County governing bodies, to guide the present and future actions of the various departments and services within Richland County.
  - i. A policy typically addresses questions of "who," "what" and "why."
  - ii. A policy may contain specific detailed steps or procedures necessary to implement the intent of a policy. A policy may address questions of "how" and "when," or may defer to administrative procedures.
    - 1. Refer to "Procedure Establishment Policy" for policy on developing a procedure.
- b. Policies may be administrative or regulatory.
  - i. An administrative policy establishes powers, responsibilities, and/or rules for

# Policy of Richland County

county employees and Board Supervisors.

- ii. A regulatory policy establishes rules or orders having the force of law.
- c. Policies shall provide for the exercise of judgment and discretion.

## 6. Policy Performance

- a. All future Richland County policy development and revisions shall comply with this policy upon the effective date of the policy.
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Richland County policies with exception as described 4(a)(i).

## Policy Content

## 7. Policy Format and Standards

- a. All policies shall have the same format as set forth in this “Establishment Policy.”
  - i. Format shall not include all capital letters or underlines.
- b. Each policy shall contain the following sections: 1) Policy Cover; 2) Policy Content; 3) Attachments; and 4) Revision History
- c. Each policy shall contain the following components in a table format as part of the “Policy Cover”:
  - i. A “Title” that provides a brief description of the policy.
  - ii. An “Effective Date” that states the date the policy took effect.
  - iii. An “Adoption/Revision Date” that states when the policy was most recently adopted or revised.
  - iv. A “Custodian” that states a position of employment who is responsible to review and/or update the policy when needed, post and disseminate changes, and provide administrative interpretation on the policy.
  - v. An “Approving Body” that states which Richland County committee, board or commission shall initially approve the policy before the policy takes effect.
  - vi. A “Sponsoring Committee, Board or Commission” that states which Richland County committee, board or commission is delegated with jurisdiction and authority to make ~~interpretation of the policy and make recommendations to the board for amendments to the policy, or defer to the Richland County Board when such changes are determined to be beyond the purpose of the original policy, or beyond the authority of the sponsoring committee board or commission, or as desired by a simple majority vote of the sponsoring committee, board or commission-~~
- d. Each policy shall contain the following components in a numbered format on the first page of the policy as part of the “Policy Cover”:

## Policy of Richland County

- i. An “Authority” section that states the state and/or federal law that supports the policy creation.
  - ii. A “References” section that states:
    1. The resolution number, ordinance number, and/or meeting minutes stating the committee, board or commission and date;
    2. The date when the action was taken to approve the policy; and
    3. Related resolutions, ordinances, meeting minutes, and/or policies which are related to policy, or may have impacts on the policy.
  - iii. A “Purpose” section that states the intent of the policy.
  - iv. A “Scope” section that states what and who the policy applies to.
  - v. A “Policy Overview” section that gives context to the need for the policy.
  - vi. A “Policy Performance” section that states policy expectations and quantifiable performance indicator(s) to gauge the effectiveness in achieving the policy purpose.
- e. Each policy shall contain a “Policy Content” section that provides details of direction and guidance for current and future action.
- i. A policy may contain specific, detailed steps or procedures necessary to implement the intent of a policy, or may defer to administrative procedures.
    1. Refer to “Procedure Establishment Policy” for policy on developing a procedure.
- f. Each policy shall contain an “Attachment section that lists all attachments that are referred to in the policy itself. Referred to attachments shall be attached to the policy under “Policy Attachments”.
- g. At the end of the policy, a “Revision History” table shall be included that tracks historical changes to the policy by tracking: 1) the adoption or revision date; 2) an overview/summary of the adoption or revision language; and 3) the resolution, ordinances, and/or meeting minutes when action was taken to approve the adoption or revision.
- h. Depending on the length and complexity of the policy, the policy may contain other components (i.e. table of contents, definitions, etc.) that are deemed appropriate by the custodian, approving body or sponsoring committee, board or commission.
- i. If a section or component does not warrant an entry, state “n/a” or “not applicable”.
- j. Each policy shall include page numbers in the footer.

### **8. Policy Process**

- a. A policy shall be established or revised when:
  - i. Directed by the RCBS.
  - ii. Required by state and/or federal law.
  - iii. Requested by an elected official or Richland County employee and approved

## Policy of Richland County

by RCBS or other Richland County committee, board or commissions, in accordance with the board rules.

- b. All policies that apply to all Richland Countywide operations shall be initially approved by the RCBS.
- c. All policies that are specific to certain operations and/or departments may be initially approved by the responsible committee, board or commission provided they are not in conflict with established county policy, ordinance, or state and federal regulations. ~~Committee, boards or commissions may defer action to the RCBS if deemed appropriate by such body.~~
- d. Each policy shall be assigned to a custodian designated with the following administrative authorities and responsibilities.
  - i. The custodian shall update the assigned policy as needed.
  - ii. The custodian shall, at a minimum, review the assigned policy annually.
  - iii. The custodian shall be responsible for properly posting and disseminating policy and changes.
  - iv. The custodian shall be responsible for administrative interpretation of the policy, and will confer the County Administrator and Corporation Counsel on contended issues.
  - v. The custodian may make non-substantial changes to the policy such as typos or formatting with notification given to the sponsoring committee, board or commission.
  - vi. The custodian shall review and approve all administrative procedures in support of the policy.
- e. Prior to adoption or administrative revisions of policies, the County Administrator and Corporation Counsel shall review and make recommendations concerning the policy. The proposed policy shall be submitted with the "Policy Review Form" as set forth in Attachment A for review and approval, when originating outside the Administrator or Corporation Counsel Office.
- f. The policy custodian shall be responsible for preparing materials and presenting the policy for approval to the responsible committee, board or commission with assistance from the County Administrator, County Clerk, and Corporation Counsel.
- g. Once policies are approved, all policies shall be maintained by the policy custodian with copies furnished to the County Clerk's Office and the County Administrator.

Formatted

### 9. Attachments

- a. Attachment A – Policy Review Form

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference

## Policy of Richland County

18 Aug 2020	Original	Resolution 20-93
<u>21 June 2022</u>	<u>Changes in authority of supervisory Committee and Policy Custodian</u>	<u>Resolution 22-_____</u>

Formatted Table

DRAFT

# Policy of Richland County

## **Policy Attachments**

### **Attachment A**

#### **Policy Review Form**

##### **Completed by Policy Custodian**

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

##### **Completed by County Administrator**

Policy Received On	
Policy Approved/Denied On w/ Reason	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

##### **Completed by Corporation Counsel**

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

**RESOLUTION NO. 22 - 67**

A Resolution Establishing A Policy For The Expenditure Of Remaining Funds From American Rescue Plan Act Funds.

WHEREAS, The Richland County Finance and Personnel Committee initially adopted appropriations of the ARPA Funds into 10% Public Health Response, 10% Negative Economic Impacts, 10% Premium Pay for Essential Workers, 20% Water Sewer Broadband Infrastructure and 50% for Lost Revenues; and

WHEREAS the Finance and Personnel Standing Committee and County Administrator Clinton Langreck propose that the Richland County Board to adopt a Policy on Expenditure of Remaining America Rescue Plan Act.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors the “Coronavirus Local Fiscal Recovery Fund” (established under the American Rescue Plan Act, and referred to as “ARPA Funds” Policy is hereby adopted, and

BE IT FURTHER RESOLVED that a copy of the policy shall be made available in the Richland County Administrator’s Office and on the Richland County website; and

BE IT FURTHER RESOLVED that expenditures related to Rule#14 regarding equipment purchase and contract expenditures are approved by adoption of this policy. As long as the expenditure is used on the desired purpose by resolution and within the apportioned amount authorized by the policy, or amended by the Finance and Personnel Committee, additional resolution is not required by the County Board; and

BE IT FURTHER RESOLVED that expenditures qualifying as ‘public works projects’ as defined through County Board Rule #14 and Wisconsin State Statute 59.52(29) will return for resolution by the County Board to ensure compliance; and

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

VOTE ON FOREGOING RESOLUTION  
AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE  
AND PERSONNEL STANDING COMMITTEE  
(07 JUNE 2022)

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ	X	
STEVE CARROW	X	
MELISSA LUCK	X	
TIMOTHY GOTSCHALL	X	
DAVID TURK		
STEVE WILLIAMSON	X	
MARC COUEY	X	
GARY MANNING	X	



# Policy of Richland County

<b>Policy Cover</b>	
<b>Title:</b> Expenditure of remaining American Rescue Plan Act Funds	<b>Effective Date:</b> 21 June 2022
	<b>Adoption/Revision Date:</b> 21 June 2022
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors (RCBS)
	<b>Sponsoring Committee, Board or Commission:</b> Finance and Personnel Standing Committee

## 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: 22 -
- b. Final Rule – Department of the Treasury 31 CFR Part 35 RIN 1505-AC77  
<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>

## 3. Purpose

- a. To establish utilization of remaining the “Coronavirus Local Fiscal Recovery Fund” (established under the American Rescue Plan Act, and referred to as “ARPA Funds” in this policy) allocated to Richland County.
- b. To establish authority and discretion in expending 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. The Richland County Finance and Personnel Committee initially adopted appropriations of the ARPA Funds into 10% Public Health Response, 10% Negative Economic Impacts, 10% Premium Pay for Essential Workers, 20% Water Sewer Broadband Infrastructure and 50% for Lost Revenues. This appropriation was based on interim guidance. The later published, Final Rule, gave further leniency in uses for the funds.
- b. This policy is set in place to help manage the remaining appropriations of these relief funds within the limits of the Final Rule Guidance and in the best interest of Richland County.
- c. This policy is intended to compliment Richland County’s Financial Planning, Capital Planning and the 2023 and 2024 annual operating budgets.

## 6. Policy Performance

- a. All utilization, appropriations and/or transfers of ARPA Funds shall comply with

# Policy of Richland County

this policy.

- b. Deviations from this policy require sponsoring committee approval unless specified authority is retained by the Richland County Board. Amendments to this policy resides in the sponsoring committee whom may defer to the County Board when deemed appropriate by the sponsoring committee or if decisions are beyond the purpose of this policy.

## Policy Content

### 7. Allocations:

- a. The matrix found in Appendix B of this policy outlines the proposed utilization of remaining funds.
- b. In the event there is anticipated or identified under expenditures in any of the authorized items, remaining funds will be appropriated to Line 5i of Appendix B, “Operational Revenues for 2023-2024 Budgets.”
- c. Funds used for the one-time purchasing equipment or contracted services will be billed against fund #93. Operational expenditures regarding wages and benefits will be laterally transferred to the utilizing departments account lines in amounts established through the annual budgeting processes.
- d. Authority is given to the Finance and Personnel to adjust items and appropriations as seen fit or as recommended by administration and staff, and to allow for administrative contingencies. All expenditures must be in compliance with the Final Rule of the Department of the Treasury which for the purposes of Richland County prohibits the funds includes the following general restrictions:
  - i. offsetting a reduction in net tax revenue,
  - ii. deposits into pension funds,
  - iii. debt service and replenishing reserves, and
  - iv. settlements and judgments.
- e. Expenditures related to Rule#14 regarding equipment purchase and contract expenditures are approved by adoption of this policy. As long as the expenditure is used on the desired purpose by resolution and within the apportioned amount authorized by the policy, or amended by the Finance and Personnel Standing Committee, additional resolution is not required by the County Board.
- f. Expenditures qualifying a “public works projects” as defined through County Board Rule #14 and Wisconsin State Statute 59.52(29) will return for resolution by the County Board to ensure compliance.

### 8. Utilization Period:

- a. It is the intensions of Richland County to expend all ARPA Funds from Fund #93 according to the matrix provided in Appendix B.
- b. Exception to provision (8a) must be approved by the Finance and Personnel

# Policy of Richland County

Standing Committee and will comply with provision 8(d) when necessary.

- c. All ARPA Funds must be obligated by December 31, 2024, and recipients must expend all funds under the award no later than December 31, 2026.
- d. This policy will terminate on the completion of the appropriations and expenditures of all ARPA Funds addressed in this policy.

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
21 June 2021	Original	Resolution 22 - <span style="background-color: yellow;"> </span>

DRAFT

# Policy of Richland County

## Policy Attachments

### Attachment A

### Policy Review Form

#### Completed by Policy Custodian

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

#### Completed by County Administrator

Policy Received On	
Policy Reviewed /Denied On w/ Reason	
Policy Reviewed/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

#### 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

<b>American Rescue Plan Act - Appropriations</b>			
		Previous Appropriations	<b>Policy Amended Appropriations</b>
1	<b>Public Health Response</b>	\$335,099.90	
1a	*PH Consultant-Community Hlth Needs Asses		41,000.00
			-
			<b>\$ 41,000.00</b>
2	<b>Negative Economic Impacts</b>	\$335,099.90	
2a	Childcare/Education Grant		335,098.16
			-
			<b>\$ 335,098.16</b>
3	<b>Premium Pay for Essential Workers</b>	\$335,099.90	
3a	PV Premium Pay Rate		120,000.00
			-
			<b>\$ 120,000.00</b>
4	<b>Water, Sewer, Broadband Infrastructure</b>	\$670,199.80	
4a	UW Extension broadband survey		8,100.00
4b	Tri County Drainage Project		130,000.00
4c	Fiber-to-the-Home Project w/ LaValle Tele		590,000.00
			-
			<b>\$ 728,100.00</b>
5	<b>Public Sector Lost Revenue</b>	\$1,675,499.50	
5a	MIS support staff		17,157.01
5b	Historic Roof Project		272,000.00
5c	Cottificaiton/Digitization		25,000.00
5d	JAMF Pro Subscription		4,680.25
5e	Data Policy & Content Filtering		5,092.00
5f	Spillman Geo-Validation Upgrade w/ Mapping		31,326.03
5g	Rubber Roof Repair and Replacement		72,200.00
5h	Emergency Medical Srvs Comp Study		25,500.00
5i	Operational Revenues for 2023-2024 Budgets		1,673,845.55
			<b>\$ 2,126,800.84</b>
		\$3,350,999.00	<b>\$ 3,350,999.00</b>

**RESOLUTION NO. 22 - 68**

A Resolution Amending The Richland County Employee Handbook.

WHEREAS Administrator Langreck has made recommendation to the Finance and Personnel Committee to consider several recommended amendments, and

WHEREAS, these changes have been reviewed by the Finance and Personnel Committee now has taken action to recommend these changes, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that these policies changes are hereby adopted:

- 1. COMPENSATION AND FRINGE BENEFITS 8. Bereavement Leave: Changes regarding qualified family members
- 2. COMPENSATION AND FRINGE BENEFITS 11. Sick Leave: Changes regarding increments of time and defining Family Medical Leave
- 3. COMPENSATION AND FRINGE BENEFITS 16. Military Leave: Changes regarding paperwork requirements
- 4. HIRING AND EMPLOYMENT CONSIDERATIONS 1. Hiring for Long-Term Vacancies: a. & c. Changes regarding authority
- 5. MISCELLANEOUS PERSONNEL PROVISIONS 15. Training Opportunities: Changes regarding out of state training

BE IT FURTHER RESOLVED that these amended policies are available at the Richland County Clerk and Administrator office and will be available on the Richland County website, and

BE IT FURTHER RESOLVED that Richland County Employees will be made aware of these changes through their department management, and

BE IT FURTHER RESOLVED that this Resolution shall be effective 21 June 2022.

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

RESOLUTION OFFERED BY THE FINANCE &  
PERSONNEL STANDING COMMITTEE  
(07 JUNE 2022)

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ	X	
MARC COUEY	X	
GARY MANNING	X	
TIMOTHY GOTTSCHALL	X	
DAVID TURK		
STEVE WILLIAMSON	X	
MELISSA LUCK	X	
STEVE CARROW	X	

**RESOLUTION NO. 22 - 69**

A Resolution Updating The County’s Civil Rights Compliance Plan And Letter Of Assurance.

WHEREAS, as a condition of being eligible to receive Federal funds, the County is required to review and update every four years its Civil Rights Compliance Plan, and

WHEREAS various department heads have conducted this review and update, with assistance from Southwest Wisconsin Regional Planning Commission, and a new Civil Rights Compliance Plan and a Letter of Assurance has been presented to the Rules and Strategic Planning Standing Committee, and

WHEREAS Richland County employs more than 50 people and receives more than \$50,000 in funding from the Wisconsin Department of Health Services, the Wisconsin Department of Children and Families, and the Wisconsin Department of Workforce Development, and

WHEREAS the Rules and Strategic Planning Standing Committee has carefully studied this matter 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 the updated County Civil Rights Compliance Plan and Letter of Assurance, which covers 2018, 2019 and 2021 and which is on file in the Richland County Administrator’s Office, is hereby adopted and it shall be followed in all respects by all County officers, employees and departments at all times, and

BE IT FURTHER RESOLVED that each County department shall do the following:

- (a) Permanently post the documents entitled “Equal Opportunity Policy And Limited English Proficiency Policy” where they may be viewed by clients and applicants for services;
- (b) Comply with the anti-discrimination provisions of the Plan in the delivery of services;
- (c) Be responsible for distribution of Service Delivery Complaint forms to clients and employees;
- (d) Ensure that all employees are aware that: any complaints regarding service delivery must go through the County’s Equal Opportunity Coordinator, who is currently the County Administrator, Clinton Langreck, and that information about the County’s discrimination complaint resolution process is available upon request from the County’s Equal Opportunity Coordinator, and

BE IT FURTHER RESOLVED that the County Board Chair and the County Administrator are hereby authorized to sign on behalf of the County such documents as may be necessary to carry out this Resolution, and

BE IT FURTHER RESOLVED that the County Administrator shall provide all new employees of the County a copy of the documents entitled “Equal Opportunity Policy And Limited English Proficiency Policy”, and

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION OFFERED BY THE RULES AND STRATEGIC PLANNING STANDING COMMITTEE (02 JUNE 2022)

RESOLUTION \_\_\_\_\_

FOR AGAINST

SHAUN MURPHY-LOPEZ	X
MARTY BREWER	X
INGRID GLASBRNNER	X
LINDA GENTES	X
CHAD COSGROVE	X
MELVIN FRANK	X
DANIELLE RUDERDORF	X
JULIE FLEMING	X
DONALD SEEP	

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

**RESOLUTION NO. 22 - 70**

A Resolution Adopting A Government Services Building - Facility Policy.

WHEREAS, a Government Services Building - Facility Policy is recommended by the Public Works Standing Committee for the purpose of establishing a set of rules and procedures to safely maintain and protect a valued county facility that provides a safe and secure environment for public engagement and the delivery of public services; and

WHEREAS, adoption of the policy further facilitates progression of the County Board to lead by policy and disseminates authorities to the Richland County’s policy-sponsoring committee (Public Works Standing Committee) and staff.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors the Richland County Board Government Services Building - Facility Policy is adopted; and

BE IT FURTHER RESOLVED that a copy of the policy shall be made available in the Richland County Administrator’s Office and on the Richland County website; and

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

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE  
PUBLIC WORKS STANDING COMMITTEE  
(09 JUNE 2022)

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

	FOR	AGAINST
STEVE WILLIAMSON	X	
RICHARD MCKEE	X	
MARC COUEY	X	
CHAD M. COSGROVE	X	
GARY MANNING		
STEVE CARROW	X	
JULIE FLEMING		
DAN MCGUIRE	X	



# Government Services Building (RCGC) Facility Policy



RICHLAND COUNTY  
181 W SEMINARY ST  
RICHLAND CENTER WI 53581

---

Adopted:

Created by: Cheryl Dull  
Richland County Assistant to the Administrator

<b>Policy Cover</b>	
<b>Title:</b> RCGC Facility Policy	<b>Effective Date:</b> 22 June 2022
	<b>Adoption/Revision Date:</b> 21 June 2022
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board
	<b>Sponsoring Committee, Board or Commission:</b> Public Works Standing Committee

**1. Authority**

- a. Wis. Stat. 59.02, 59.03, 59.18 and 59.51
- b. The Administrator and his/her designee is the authority on interpretation of this policy and may exercise discretion within the scope of this policy. This policy has been adopted by the Richland County Board at the recommendation of Public Works Standing Committee.
- c. Employees will report violations of this policy to their immediate supervisor. Supervisors will report up through the chain of command as appropriate to address the problem. Administration will investigate allegations, collaborate with other divisions or departments as appropriate, take corrective actions as necessary, and propose policy amendments if needed.
- d. The Public Works Standing Committee has authority to amend this policy, but may defer to the Richland County Board on any issues it feels is appropriate to bring before the body.

**2. References**

- a. Adopting Resolution/Ordinance/Motion: Resolution 22-\_\_
- b. Richland County Structure Document
- c. Richland County Board Rules

**3. Purpose**

- a. The purpose of this policy is to establish a set of rules and procedures to safely maintain and protect a valued county facility that provides a safe and secure environment for public engagement and the delivery of public services.

**4. Scope**

- a. This policy applies to all employees and departments of the Richland County Government Center (RCGC), State employees who are employed in the RCGC, contracted employees, vendors, volunteers, community partners and the public patrons who use the RCGC.

**5. Policy Overview**

- a. This policy outlines expectations for staff and citizens to follow in the care and occupation of the Richland County Government Center. The policy covers the items found the table of content and includes a building overlay with assignment of areas to departments.

**6. Policy Performance**

- a. Performance indicator for this policy is one-hundred percent (100%) compliance for all persons covered in the scope of this policy. Acceptations to policy must be received in writing and frequent acceptations may warrant policy revision.

### Revision History

Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
21 June 2022	Original	Resolution 22-

1.	ACCESS AND SECURITY .....	5
a.	PUBLIC HOURS AND ACCESS .....	5
b.	VISITOR AND CLIENT CONTROL.....	5
c.	ANIMALS .....	5
d.	PRIVACY.....	5
2.	USE OF THE RCGC MEETING ROOMS & reservation AND break room use .....	6
3.	Permission to use property .....	7
4.	KEY CONTROL .....	7
a.	KEY CONTROL MANAGER.....	7
b.	CARE, CUSTODY AND MAINTENANCE OF KEYS.....	7
c.	LOCK AND HARDWARE REPAIR AND CHANGES .....	8
d.	INVENTORY AUDITS OF KEYS .....	8
5.	Building Housekeeping and personal office areas .....	8
a.	LIVE PLANTS AND CUT FLOWERS .....	8
b.	PERISHABLE FOOD .....	9
c.	OPEN FLAMES .....	9
d.	ALTERATIONS .....	9
e.	DISPLAY AND HANGING ITEMS .....	9
f.	PERSONAL APPLIANCES.....	9
g.	OTHER APPLIANCES.....	10
h.	POWER STRIP .....	10
i.	HOLIDAY DECORATION .....	10
j.	ENERGY CONSERVATION.....	10
k.	WORK AREA CLEANLINESS .....	10
l.	BREAK AREAS AND COMMON AREAS .....	11
m.	WIFI INTERNET ACCESS .....	11
6.	FURNITURE AND CABINETRY ACQUISITION AND DISPOSAL .....	11
7.	DISPOSAL AND RECYCLING .....	11
8.	SOLICITATION .....	11
9.	PARKING .....	12
10.	SMOKING, VAPING AND TOBACCO USE .....	12
11.	FIREARMS .....	12
12.	EMERGENCIES AND CLOSURE – see Courthouse emergency plan.....	12
a.	UNFORESEEN CLOSURE.....	12
13.	MAIL.....	13
14.	SIGNAGE .....	13
15.	REVISION HISTORY.....	13
	APPENDIX A: WORK ORDER.....	14
	APPENDIX B: CARD/KEY REQUEST/ RETURN FORM .....	16
	APPENDIX C: BUILDING LAYOUT AND ASSIGNMENT.....	18

# **1. ACCESS AND SECURITY**

## **a. PUBLIC HOURS AND ACCESS**

- Outer doors will routinely be open for general public access: Monday – Friday; 7:30 a.m. – 5:00 p.m. with public notification given on exceptions due to special events, public meetings and closures.
- The RCGC will have functional locks on doors intended to control access. All controlled doors will be appropriately locked and secured during and after hours of operation. Controlled doors will not be left ajar or propped open. Employees will secure and lock assigned offices, work areas and cabinetry when not present. Employees will help monitor, report and remedy unsecured areas and controlled doors.
- Issued Richland County keys, key FOBs, or ID badges are prohibited from being used by anyone other than the employee to whom it is issued. Employees are responsible for the safeguarding of their issued keys and immediate notification of a lost key. Please see section on “KEY CONTROL.”

## **b. VISITOR AND CLIENT CONTROL**

While many areas of the RCGC are open to the general public, care must be taken to safeguard those areas that are not.

- Entryway, lobby and lavatory areas that are accessible to the general public are considered “public areas.” These areas must be monitored by adjacent departments for safety. Loitering, leaving minor children unattended, and disruptive or destructive behaviors are prohibited.
- Areas that require escort of the general public through a controlled door will be considered secured areas. Employees escorting or granting access to visitors and clientele will maintain surveillance and accountability of such visitors and clients throughout the duration of their business.
- Areas that are completely reserved for authorized staff access only will be considered restricted areas. No one other than individuals authorized by the department head, Maintenance Supervisor, Administrator and his/her designee or Sheriff is allowed in a restricted area.
- Employees will engage and assist (or report as appropriate) all unidentified, unescorted persons in secured or restricted areas.

## **c. ANIMALS**

No animals, reptiles, birds or pets are permitted in the RCGC except for “services animals” as defined by Wis. State Statute 106.52(3)(am)4 and animals serving the court system. Emotional support animals and comfort animals that are not trained to work or perform a task in support of a disability are prohibited. Access for service animals may be denied if the animal is not properly controlled or restrained, the animal’s presence or behavior jeopardizes the safety of others and/or jeopardizes sanitation of the RCGC, or the animal is not properly licensed and vaccinated under the laws of Wisconsin with indication of license and vaccination attached to the collar of the animal.

## **d. PRIVACY**

Richland County retains all rights to search desks, drawers, closets, shelves, lockers, cabinets, credenzas, and other work spaces. There should be no expectation of privacy in the storage of items in the RCGC.

## 2. USE OF THE RCGC MEETING ROOMS & RESERVATION AND BREAK ROOM USE

- a. Only governmental units, county departments, Richland County non-profit groups and community partners will be allowed to use the conference rooms 1, 2 or 4 (reference floor plan, pages 18-20) and break room of the RCGC.
  - **County Board Room:** Can be reserved by adding [countyboardroom@co.richland.wi.us](mailto:countyboardroom@co.richland.wi.us) as a meeting recipient. If the organizer of a meeting is bumping another meeting, it is the organizers responsibility to contact the person bumped to advise them another location must be found or that they will need to reschedule.
  - **County Board Room nonaffiliated booking, cancellation or reschedule:** Can also be reserved by phone (608) 647-2197 or e-mail [cheryl.dull@co.richland.wi.us](mailto:cheryl.dull@co.richland.wi.us) or [derek.kalish@co.richland.wi.us](mailto:derek.kalish@co.richland.wi.us) during office hours, Monday through Friday 7:30 a.m. – 4:30 p.m. Nonaffiliated group bookings requests must include contact person and daytime phone number. A meeting cancellation or reschedule can be done by phone (608) 647-2197 or e-mail [cheryl.dull@co.richland.wi.us](mailto:cheryl.dull@co.richland.wi.us) or [derek.kalish@co.richland.wi.us](mailto:derek.kalish@co.richland.wi.us).
  - **Conference Room 2:** Can be reserved by phone (608) 647-2447 or e-mail [mike.bindl@co.richland.wi.us](mailto:mike.bindl@co.richland.wi.us).
  - **Conference Room 4:** Can be reserved by phone (608) 647-8906 or e-mail [amber.muckler@co.richland.wi.us](mailto:amber.muckler@co.richland.wi.us).
- b. All non-profit organizations and groups that are not affiliated with governmental units may be bumped from their reserved room date at any time up to three working days prior to the date they have the room reserved for.
- c. All county departments located in the Richland County Government Center are allowed to reserve rooms and dates for multiple meeting dates for the entire year at the beginning of each calendar year. If two entities want a room on the same date, Standing Committees will be given priority and an alternate room will be offered on a first come first serve basis.
- d. Non-profit groups that are not affiliated with Richland County or local governmental units that meet on a regular schedule may reserve for the entire year at the beginning of each calendar year. All others will only be allowed to schedule a maximum of one meeting per month in the RCGC. All non-profit groups will also be limited to scheduling no more than one meeting in advance of their last meeting date.
- e. Only Richland County governmental units, building occupants or related agencies will be able to use the meeting rooms after 5 p.m. on Friday and all day Saturday or Sundays. Any exceptions to this must be approved by the Administrators office.
- f. Private functions (receptions, reunions, graduations, etc.) will not be allowed in the RCGC, except for weddings scheduled with the Judge.
- g. Drug, alcohol, smoking, including the use of electronic smoking, vapor devices, and tobacco products, are not permitted in the RCGC.
- h. Tables and chairs are not to be removed from the RCGC without the permission of the Administrator, or his/her designee.
- i. All groups using the meeting rooms will be responsible for set-up and take down of the tables and chairs used for their meetings. Rooms must be left as they were prior to use unless approved by Administrator, or his/her designee.

- j. The RCGC break room is intended for routine use as an employee break area, washroom, or storage of employees' personal food items.

### **3. PERMISSION TO USE PROPERTY**

Use of the RCGC grounds/lawn is permitted with advanced approval from the Public Works Standing Committee.

- RCGC will be offered to all persons of appropriate age, race, color, national origin, sex, or disability on a first come first serve bases.
- Requests should be in writing and a minimum of thirty (30) days and a maximum of one (1) year in advance to the Administrator or his/her designee.
- Requests must include name of group requesting use, contact person, date, time and duration of use.
- Grounds must be left in the same or better condition as it was prior to use.
- The Public Works Standing Committee may do an annual reoccurring approval if the event occurs at the same time weekly/monthly/annually, does not conflict with other reservation and is not offensive/controversial in nature. (Ex. of reoccurring: Farmers market, EMS week banners, etc.)
- Rules may not infringe on the right of people peaceably to assemble.

### **4. KEY CONTROL**

The purpose of this key control section is to protect property and promote security of the RCGC and all its occupants. This section shall serve as the framework by which all keys and access will be managed, issued, duplicated, stored, controlled, returned, replaced, and accounted for. This policy seeks to implement a proper key control process and then preserve it by restoring security in a timely manner whenever control has been threatened or compromised. Keys as defined by this section include physical and electronic card devices as issued by the county.

#### **a. KEY CONTROL MANAGER**

The Administrator, or his/her designee is assigned as the RCGC key control manager. The key control manager shall be responsible for issuing keys, key control record keeping and lock change authorizations. Keys and key blanks shall be stored in a locked "key control" secure area. Access to the key control inventory will be limited to the key control manager and the Administrative or designee.

#### **b. CARE, CUSTODY AND MAINTENANCE OF KEYS**

- All keys shall remain the property of Richland County and shall be accounted for and returned upon management request.
- All keys will be issued to the employee in person by the key control manager or department head following the receipt of a CARD/KEY REQUEST/RETURN FORM (Appendix B) submitted by the department head. Forms may be submitted to the Administrators office.
- Employees accepting custody of any key(s) will sign a CARD/KEY REQUEST/RETURN FORM, accepting and acknowledging their responsibility for the care as defined in this policy, use and return (in person) upon termination, retirement, change of position, resignation, or upon management request. Department heads are responsible for ensuring the return of all county keys from separating or transferring employees.

- No person or department shall knowingly receive, borrow, loan, exchange or possess any key they have not been authorized to possess by the department head. The unauthorized possession, use or reproduction of a key may constitute theft or misappropriation. Any employee who violates this policy may be subject to disciplinary action. No person shall knowingly alter, duplicate, or copy any key. Employees shall not use their key(s) to grant access to non-authorized individuals
- Employees shall directly report any lost, missing, stolen or damaged key(s) to their department head and complete the CARD/KEY REQUEST/RETURN FORM to file with the Key Control Manager, which shall be reported immediately with a description of the circumstances surrounding the loss or theft. In the event that a key(s) is lost or stolen, it shall be the discretion of the Administrator, or his/her designee to determine the need to replace lock cores and/or electronically deny access to compromised doors that may be accessible by the lost or stolen keys. The individual responsible for the lost or stolen key(s) may be assessed a charge of \$100.00 or the cost of replacement (whichever is less). Continued episodes may warrant corrective action.
- Contractors working at the RCGC may request a key from the Key Control Manager if they are working outside of the regular office hours, Monday through Friday 7:30 a.m. – 4:30 p.m. They must sign a CARD/KEY REQUEST/RETURN FORM prior to being issued a key. The contractor is responsible for any lost or stolen key(s) will be assessed a charge of \$100.00 if a key is lost or stolen. No employee of the county, elected or hired, other than the Key Control Manager may issue keys to a contractor.
- Departments having night/evening meetings should submit a request by email to the Maintenance Supervisor requesting doors stay unlocked after normal business hours to accommodate attendees. Email should also be cc'd to Dispatch at [dispatch@co.richland.wi.us](mailto:dispatch@co.richland.wi.us) and the Administrator or his/her designee.

**c. LOCK AND HARDWARE REPAIR AND CHANGES**

No outside locksmith may perform work on RCGC locks without approval of the Administrator, or his/her designee. Department heads or the Administrator, or his/her designee shall be the only personnel authorized to request key(s) or lock changes from the Courthouse Maintenance Supervisor within their respective department.

**d. INVENTORY AUDITS OF KEYS**

An annual inventory of active keys will be conducted no later than April 15<sup>th</sup> beginning in 2023. Each Department Head will be provided a list of individuals and their assigned keys. Each Department Head will be required to certify the accuracy of the report. Any discrepancy shall be explained for inventory adjustment. Reports shall be filed with the Administrator, or his/her designee.

**5. BUILDING HOUSEKEEPING AND PERSONAL OFFICE AREAS**

**a. LIVE PLANTS AND CUT FLOWERS**

Live plants are a pleasing addition to an office; however, plants should be size appropriate and neatly maintained, as determined by the Administrator and his/her designee. Employees are responsible for taking proper care of their personal plants and flowers. Employees are responsible for preventing any damages to electronics, furniture, file cabinets, floors, carpets, window sills etc. when watering plants. Every plant will have a saucer under the pot to catch excess water.



**b. PERISHABLE FOOD**

Perishable food items should not be left at workstations, drawers or common areas for extended periods of time. Leaving perishable items in workstations or community areas may lead to pest infestations which, in turn, can create health hazards. All perishable food, beverage, condiment, and container items must be removed from community refrigerators by close of business on Friday of each week.

**c. OPEN FLAMES**

Items with open flames, such as candles or items that emit smoke, are strictly prohibited.

**d. ALTERATIONS**

Cosmetic and structural alterations to the RCGC will be performed through the Courthouse Maintenance Department. Work orders must be submitted by the department head to the Courthouse Maintenance Department for such services as painting, patching, replacing or altering walls, doors, ceilings, floors, windows, furniture, etc. The Administrator, or his/her designee will have discretion in granting requests according to available funding and service priorities. The principles of uniformity and professional appearance must be considered in conducting alterations.

**e. DISPLAY AND HANGING ITEMS**

A few pieces of wall art, as well as family pictures, are encouraged but should be displayed as space allows on file cabinets, book cases or desk tops.

- Any display may be placed on office walls as approved by the building maintenance staff as requested through a work order.
- Bulletin boards shall be allowed as approved by the department head and hung by building maintenance staff through a work order.
- Employees will not use tape, tack, wire or putty that will cause damages to the doors, walls or ceilings.
- Political affiliation items, religious themed items, sexually explicit items, and/or any other item that may reasonably offend clientele or fellow staff are prohibited.

**f. PERSONAL APPLIANCES**

The use of personal appliances is restricted to designated employee break rooms. The following items are prohibited in individual workstations, offices or other areas outside designated break rooms without prior approval by the Administrator. This list is not all inclusive and is provided as a guideline:

- Microwave ovens
- Ice tea makers
- Personal refrigerators (reference section "Other Appliances")
- Toasters and toaster ovens
- Crockpots
- Hot plates
- Electric grills
- Cup warmers

- Personal coffee or tea makers (reference section "Other Appliances")
- Humidifiers/Dehumidifiers
- Popcorn poppers
- Televisions
- Space heaters (prohibited in the building)
- Electric air fresheners (prohibited in the building)

Reasonable accommodation or adjustment to a job or work environment will be made to permit a qualified applicant or employee with a disability to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. Appliances requested for an accommodation must be made through the department head with approval from the Administrators or his/her designee.

**g. OTHER APPLIANCES**

Personal fans, lamps, white noise machines and radios may be used at the discretion of the department head, and shall be turned off by the employee when leaving the building. Each department/division may have one coffee maker and one small refrigerator at the discretion of the department head. Employees are responsible for preventing any damages to electronics, furniture, file cabinets, floors, carpets, etc. resulting from use of any appliance.

**h. POWER STRIP**

Only surge protectors provided by the County shall be permitted. Under no circumstances shall one power strip or cord be plugged into another as this creates a fire hazard.

An uninterruptible power supply or a UPS system should be sized at 20% over required VA capacity for a minimum 5-minute shutdown. Contact MIS if assistance is needed for sizing.

**i. HOLIDAY DECORATION**

Holiday decorations without religious themes are allowed at the discretion of the department head. Compliance with Section 6., paragraph e. "DISPLAY AND HANGING ITEMS" and Section 6., paragraph k. "WORKSTATION CLEANLINESS" is required.

**j. ENERGY CONSERVATION**

Employees will turn off all lights when not in use to conserve energy and reduce power consumption.

**k. WORK AREA CLEANLINESS**

- The custodial staff will make frequent efforts to keep office floors and common areas clean. When leaving the building for the day, employees will clear floors of rugs, carpets, or personal items that may interfere with floor cleaning effort.
- Each employee is responsible to keep his/her work area clear and uninhibited from protruding objects or object on the floor may result in fall hazards. Office areas shall be kept clean with electrical cords secured and out of the way and file drawers shall be closed after use. All papers, boxes, and other items will be kept out of the hallways. Do not store any loose items on the floor as it is a trip hazard. Discard, recycle or shred unneeded documents regularly.
- Department heads will ensure their department work areas are clean and professional in appearance and free from hazards, obstacles or debris that jeopardize safety or sanitation.

## **I. BREAK AREAS AND COMMON AREAS**

Employees utilizing break areas and common areas will clean up after themselves, return furniture to standard configuration, and report any needs for further maintenance or cleaning to the Courthouse Maintenance Department.

### **m. WIFI INTERNET ACCESS**

Free wireless networks are intended for use by patrons of the courthouse. Department assigned Wi-Fi network is for professional and employees use only. Employees will not supply passwords to the department Wi-Fi internet to the general public.

## **6. FURNITURE AND CABINETRY ACQUISITION AND DISPOSAL**

- Richland County will provide all offices, workstations, work areas, common areas, break areas and storage areas with necessary work and storage furniture.
- Additional furniture acquisition purchases must be made by the department heads upon the approval of the Administrator, or his/her designee. Requests will be approved according to available funding and prioritization established by the Administrator, or his/her designee. Furniture acquisitions should strive to maintain a uniform and professional appearance throughout the building. Uniformity allows maintenance staff to interchange furniture throughout the building and promotes a cost savings for the county.
- Personal furniture is prohibited unless authorized by the department head.
- Richland County may acquire furniture provided for the comfort of clients. Such items must be approved by the department head and authorized by the Administrator, or his/her designee. Comfort furniture will comply with uniformity and professional appearance to the greatest extent possible.
- Furniture requested for an accommodation must be made through the department head with approval from the Administrator, or his/her designee.
- All furniture surplus shall be offered to other County departments in accordance with Board Rules. Furniture may not be placed in common areas for storage. If furniture must be stored, arrangements must be made with the Maintenance Supervisor for an appropriate location.

## **7. DISPOSAL AND RECYCLING**

### **• SHREDDING**

Sensitive and confidential documents requiring shred disposal shall be placed in the gray, locked paper containers offered by the County.

- A dumpster will be offered 1 time a year in April for items that cannot be used by other departments nor sold. Arrangements must be made with the Maintenance Supervisor for storage of items prior to disposal.

## **8. SOLICITATION**

- Employees may not directly approach and solicit to other persons in the RCGC for funds or distribute literature or electronic materials on behalf of any organization, business, fund, activity or cause, except for purposes of regular county business.
- Non-employees may not enter the RCGC to directly approach and solicit to other persons in the RCGC for funds or distribute literature on behalf of any organization, business, fund, activity or cause, except for purposes of regular county business.

- A bulletin board will be provided in the employee break room to advertise non-county business and allow Richland County employees to passively participate without intimidation.

## **9. PARKING**

The southeast parking lot and adjacent street parking are designated as parking for employees of the RCGC.

All vehicles traveling in the RCGC parking lots are expected to travel at a slow and cautious speed. Concerns of endangerment based on vehicle speed and control should be reported up through the chain of command immediately.

## **10. SMOKING, VAPING AND TOBACCO USE**

Smoking, including the use of electronic smoking, vapor devices, and tobacco products, are not permitted in the RCGC. Smoking is permitted in the designated area of the parking lot where the cigarette disposal container is provided. Smoking in personal vehicles is also permitted.

## **11. FIREARMS**

All firearms including concealed carried weapons are prohibited from the RCGC in accordance with Wisconsin State Statute 941.235.

## **12. EMERGENCIES AND CLOSURE – SEE COURTHOUSE EMERGENCY PLAN**

### **a. UNFORESEEN CLOSURE**

In the event the RCGC must be closed due to a building safety concern, or equipment or utilities failure, or other reason beyond the county's control, the following rules and procedures will apply:

- The Administrator or his/her designee, Sheriff or County Board Chairperson in absence of the Administrator, will have the authority to close the RCGC after a reasonable effort is made to consult with the Administrator.
- Notification of a closure will be given to department heads or his/her designees. Department heads are responsible for dissemination to employees. Departments will notify clients and citizens of the closure as the situation feasibly allows. Public Service Announcements will be given to WRCO radio of such closures.
- Public notification of the closure, and reopening, will be made by the Administrator. Notification will be made on the Richland County website. Notification will also be given to WRCO radio station.
- In the event of closure during hours of operation, the department head, or his/her designee, will ensure all persons are safely evacuated from their department work area and adjacent public areas without delay.
- In the event of a closure, all persons and employees will evacuate the building. Only employees authorized by the Sheriff or Administrator, or his/her designee will be permitted to remain in the building. Employees are allowed to use accumulated benefit time, sick leave, or an employee may take the time off without pay. Employees with the ability to work remotely may be allowed to do so at the discretion of the department head.
- The Sheriff or Administrator, or his/her designee, will have sole discretion in authorizing personnel to remain/enter the building during a closure.

**13. MAIL**

- After the postmaster has delivered mail to the mail box on the 2<sup>nd</sup> floor of the courthouse, the Deputy Register of Deeds will sort the mail to the appropriate slots.
- The department head or his/her designee shall check their mail daily.

**14. SIGNAGE**

Richland County will provide and post the following signage:

- Department and Room Identification
- Building Evacuation and Shelter Routs
- Firearms Prohibited
- No Smoking
- Employment Law
- Restricted Areas

**15. REVISION HISTORY**

<b>Adoption/Revision Date</b>	<b>Overview of Adoption/Revision</b>	<b>Adoption/Revision Reference</b>
	Adoption of Policy	Finance and Personnel Committee

Prepared By  
Cheryl Dull, Assistant to the Administrator  
Dated:

**APPENDIX A: WORK ORDER  
RCGC MAINTENANCE  
WORK ORDER REQUEST**

All work order requests for maintenance will be submitted through the requester's department head or designee. Complete the form entirely and submit to Courthouse Maintenance Department.

Date of Request: \_\_\_\_\_

Department/Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone#: \_\_\_\_\_

Contact Person's Email: \_\_\_\_\_

If applicable, office # where repair is needed \_\_\_\_\_

**It is important that the contact person be aware of the repairs needed.**

**Select Appropriate Box:**

- Emergency Maintenance (potential danger to employee, client or property)!**
- Non-Emergency Maintenance
- Preventive Maintenance
- Supplies / Moving Service
- Custodial Services
- Alteration
- Heating/Air Conditioning, Current Temperature \_\_\_\_\_
- Other \_\_\_\_\_

**Description of Work Request:**

\_\_\_\_\_

Authorization for Work Order Request

\_\_\_\_\_ Department Head or Designee

**If the request is an emergency, please also call (608)-475-1487. Otherwise, please email the request to [randy.nelson@co.richland.wi.us](mailto:randy.nelson@co.richland.wi.us).**

[This page is page is intentionally left blank]

APPENDIX B: CARD/KEY REQUEST/ RETURN FORM

# Richland County — Card/Key Request/Return Form

(Use one form for each employee or contractor visit)

## REQUEST AND CONSENT BY DEPARTMENT:

Employee/Contractor Name (Print): \_\_\_\_\_

Department/Company: \_\_\_\_\_

Employee/Contractor Title \_\_\_\_\_ Employee ID #: \_\_\_\_\_

### Key Issue Type:

Standard                       Temporary                       Reissue

Beginning Date: \_\_\_\_\_ Ending Date (if Temp) \_\_\_\_\_

Access Needed:

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

## RECEIPT AND ACKNOWLEDGEMENT BY EMPLOYEE:

### Card/Key Issue Agreement: In return for the loan of this card/key, I agree:

- 1) Not to give or loan the card and/or key to others;
- 2) Not to make any attempts to copy, alter, duplicate, or reproduce the card or key;
- 3) To use the card and/or key for authorized purposes only;
- 4) To safeguard and store the card and/or key securely;
- 5) To immediately report any lost or stolen cards and/or keys;
- 6) To produce or surrender the card and/or key upon official request;
- 7) That if the card and/or key is lost, stolen, or not surrendered when requested, a charge of \$100.00 shall be assessed;

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Employee/Contractor)

## KEY CONTROL MANAGER USE:

ISSUED:	RETURNED:
CARD# _____	RETURN DATE _____ BY _____
Key#(s): _____, _____, _____, _____	REASON RETURNED _____
DATE ISSUED _____	KEY NOT RETURNED: LOST / STOLEN / BROKEN / OTHER
ISSUED BY _____	EXPLAIN CIRCUMSTANCE: _____
SIGNATURE _____	SIGNATURE OF RECEIPT _____



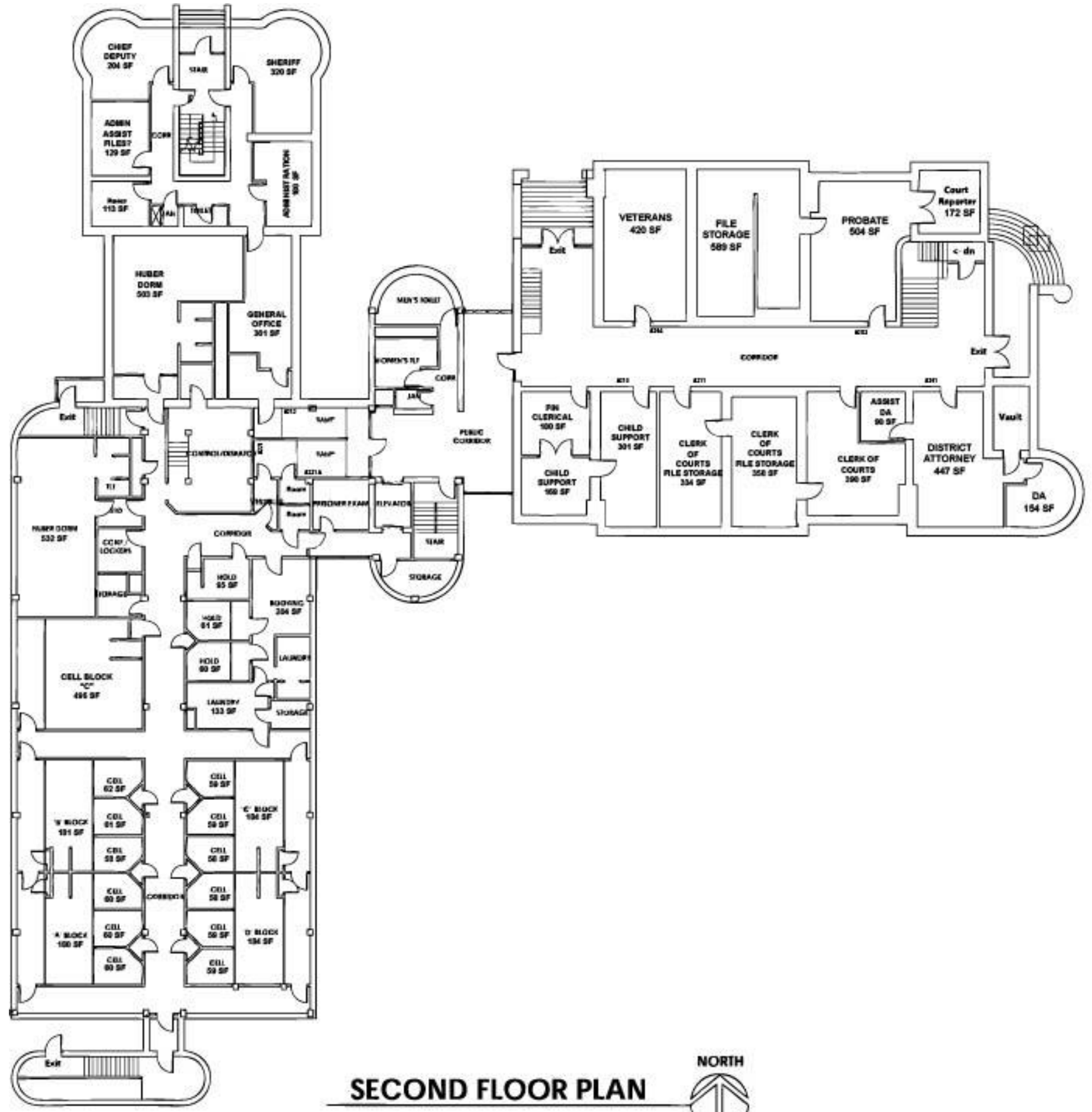
KEY ACCESS REQUEST:			SWIPE ACCESS REQUEST:		
RCGC ENTRANCE			COMMON ACCESS:		
Master	M		AREA	ROOM #	✓
<u>ROOM</u>	<u>KEY #</u>	<u>✓</u>	MAIN ENTRANCE		
100			DEPUTY ENT		
108			SQUAD ROOM	123	
MAINT OFF					
CR2	CODE				
KITCHE					
123					
124					
125					
138					
SH GAR					
1 <sup>st</sup> FL MAST					
201					
202					
204					
211					
CL of CTS					
212					
213					
221					
221A					
2 <sup>nd</sup> FL MAST					
300					
301					
303					
305					
309					
310					
311					
312					
330					
334					
3 <sup>rd</sup> FL MAST					

**AUTHORIZATION ACCESS (COMPLETED BY DEPARTMENT HEAD):**

Employee Name (Print): \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

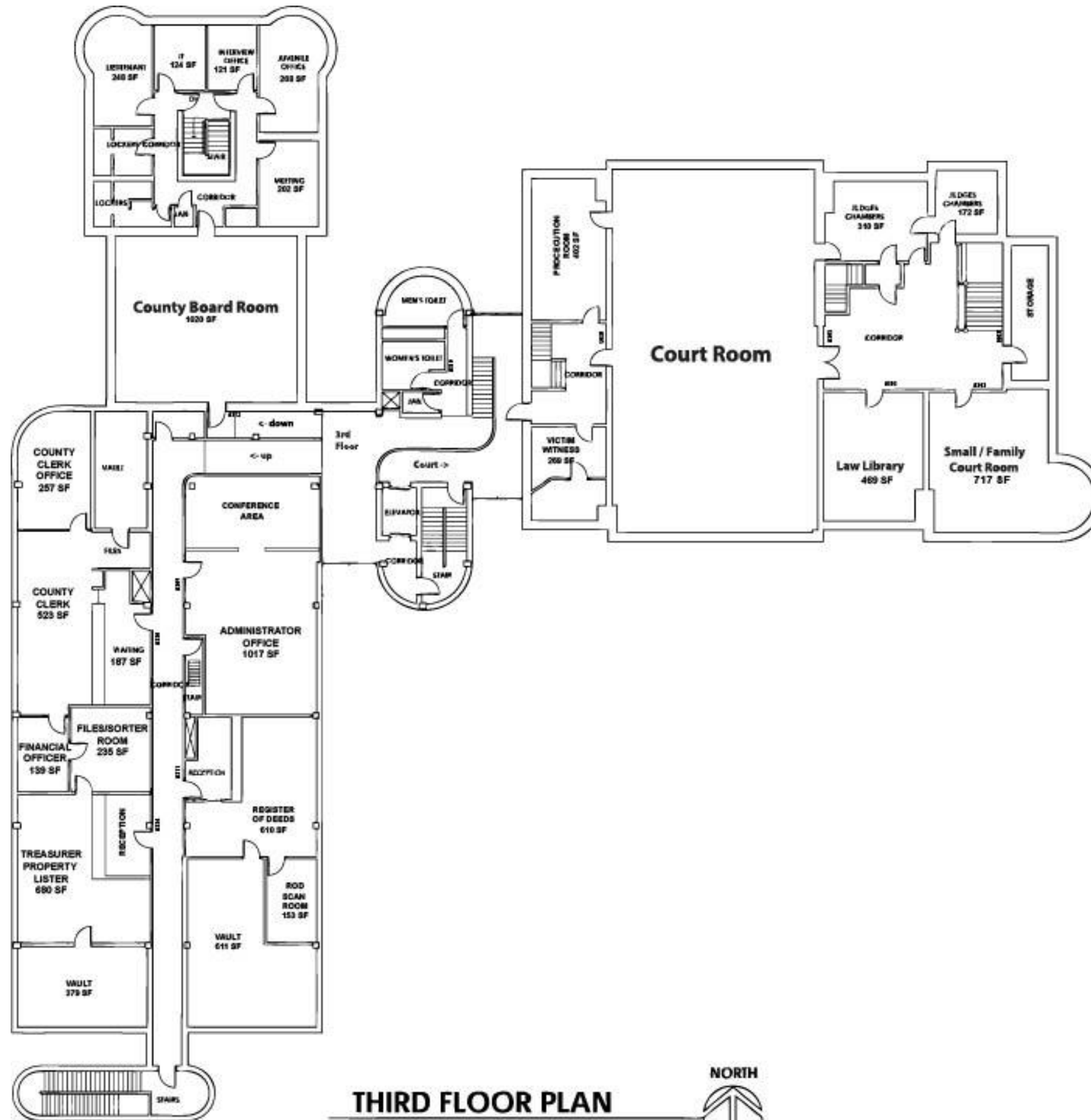




- 201 District Attorney
- 202 Probate
- 204 Veterans
- 211 Clerk of Courts
- 213 Child Support
- 212 Sheriff Administration
- 221 Dispatch
- 221A Holding

**SECOND FLOOR PLAN**





- 300 Storage
- 303 Small Courtroom
- 303 Law Library
- 305 Courtroom
- 309 Administrator's Office
- 310 Women's Bathroom
- 311 Register of Deeds
- 312 County Board Room
- 330 Court Clerk
- 334 Treasurer

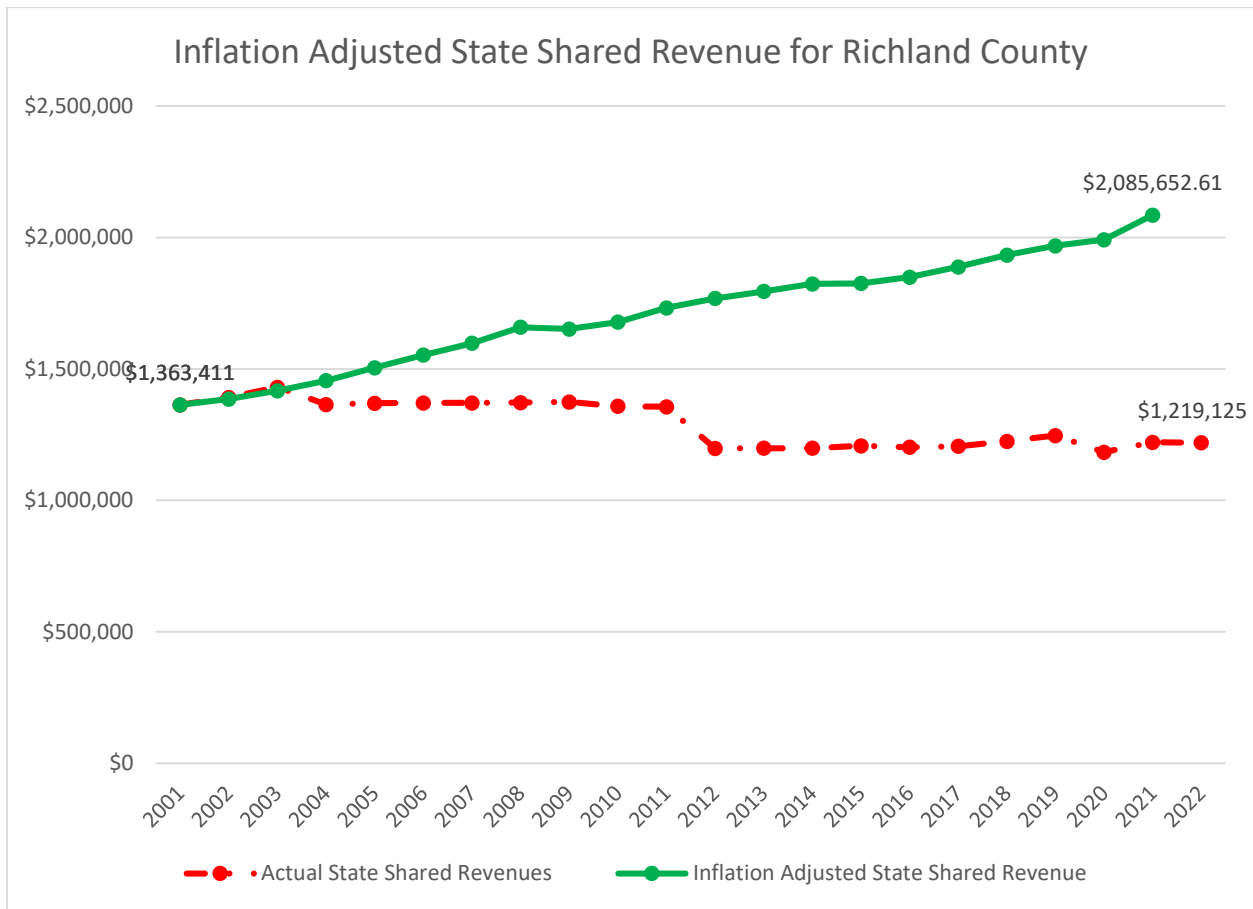
**RESOLUTION NO. 22 - 71**

A Resolution Imploring The State Of Wisconsin To Increase State Shared Revenues And State Highway Aids For Richland County.

WHEREAS annual state shared revenues from the State of Wisconsin to Richland County have dropped 10% between 2001 and 2021 from \$1.36 million in 2001 to \$1.22 million in 2021, and

WHEREAS, the Consumer Price Index shows that prices increased 43% between 2001 and 2021, and

WHEREAS, if Richland County’s state shared revenues had kept pace with inflation, the annual amount of state shared revenue in 2021 would have been \$2.1 million, and

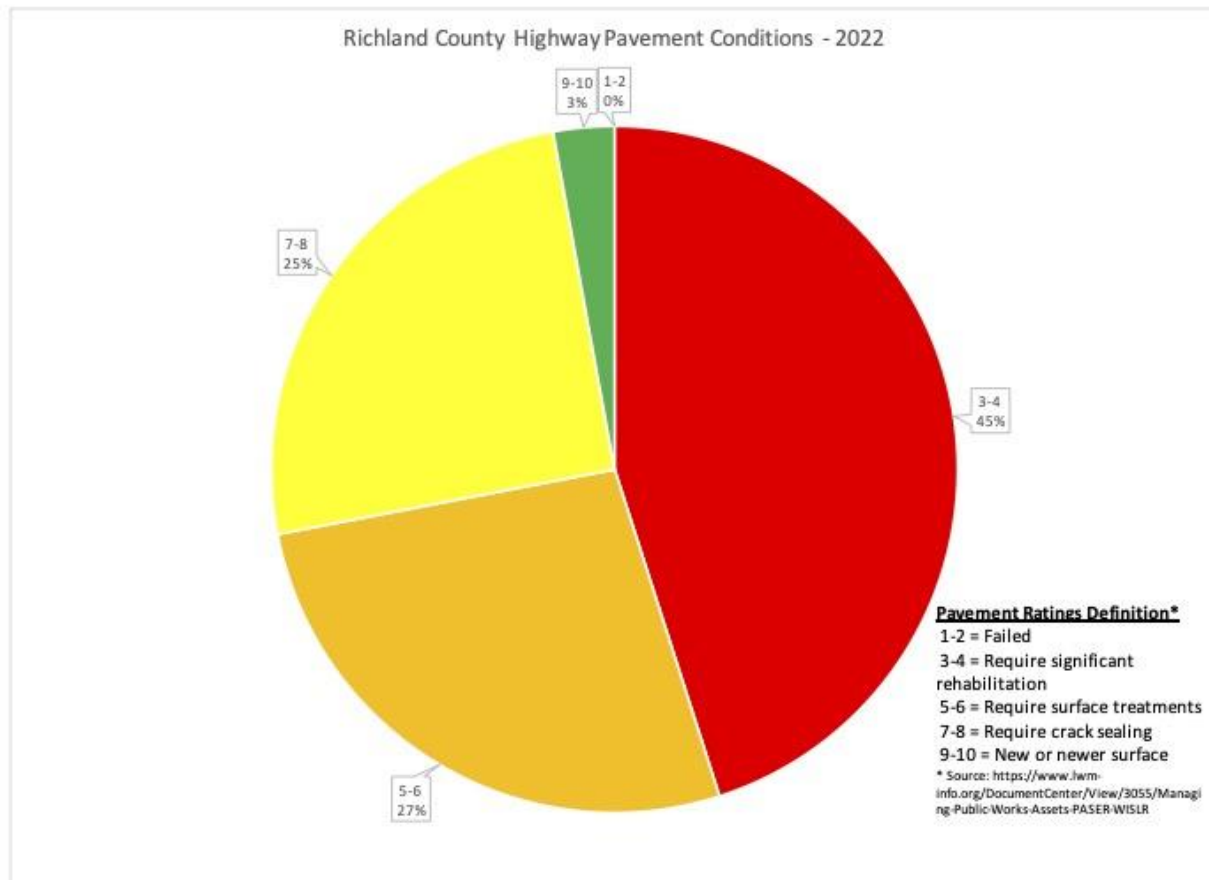


WHEREAS, this decrease in state shared revenues has negatively impacted the budgets of the following three Richland County departments in order of most to least impact: 1) Sheriff, 2) Highway, 3) Health & Human Services, and

WHEREAS, property tax levy limits imposed by the State of Wisconsin on Richland County have restricted our ability to raise property taxes to offset losses in state shared revenues, except for borrowing, and

WHEREAS, in a similar fashion, annual state highway aids to Richland County have dropped 22% between 2001 and 2019 from \$757,000 in 2001 to \$592,000 in 2019, and

WHEREAS, 45% (or 137 out of 304 miles) of all County highways in Richland County are in need of significant rehabilitation because of a lack of maintenance funding, and



WHEREAS, due in part to the State’s decrease in state shared revenues and state highway aids, Richland County property owners have seen recent increases in property taxes for borrowing to pay for Sheriff’s patrol vehicles, Highway maintenance projects, and Health & Human Services building repairs.

NOW THEREFORE BE IT RESOLVED, Richland County implores the State of Wisconsin to increase its state shared revenues and state highway aids to Richland County, to ensure funding for the Sheriff’s, Highway, and Health & Human Services Departments, and

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Governor Tony Evers, State Senator Howard Marklein, State Assembly Representative Travis Tranel, State Assembly Representative Todd Novak, State Assembly Representative Tony Kurtz, and the Wisconsin Counties Association.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE  
& PERSONNEL STANDING COMMITTEE  
(07 JUNE 2022)

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

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED JUNE 21<sup>st</sup>, 2022

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ	X	
STEVE CARROW	X	
MELISSA LUCK	X	
TIMOTHY GOTSCHALL	X	
DAVID TURK		
STEVE WILLIAMSON	X	
MARC COUEY	X	
GARY MANNING	X	

**RESOLUTION NO. 22 - 72**

A Resolution Requesting The State Of Wisconsin Support The UW-Colleges To Where It Was Supporting Them In 2015.

WHEREAS, thirteen counties and cities in the state all own and maintain campuses utilized by the UW-System in each of their counties; and

WHEREAS, these counties believed in the Wisconsin Idea that the border of the state should be the borders of education; and

WHEREAS, Richland County highly supports and promotes for the residents of the county to have an educational center for students to receive college courses, associate degrees, lectures and classes for the community at large, and educational youth programming; and

WHEREAS, starting in 2016-17 state support for the UW-Richland decreased by 28% (\$822,641) compared to 2015-16 and has decreased incrementally each year since; and

WHEREAS because of these decreases and reorganization by the state, the Richland campus no longer has staff positions of Dean, five Associate Student Services Coordinators, one custodian, 3 Financial specialists, one Library Assistant, one Continuing Education Coordinator, one First Year Initiative Coordinator; and

WHEREAS as of 2015 no new or replaced professors have been hired; and

WHEREAS because of these financial decreases and position losses have influenced the enrollment in traditional college classes and eliminated enrollment for adult and youth Continuing Education; and

NOW, THEREFORE, BE IT RESOLVED, Richland County implores the State of Wisconsin and the UW-System to increase their investment in UWP-Richland and the other 12 UW Colleges, to ensure that a viable educational institute be continued.

THEREFORE, BE IT RESOLVED, that the Richland County Board of Supervisors hereby supports this resolution and that it be sent to the Wisconsin Counties Association, area legislators, Governor, and UW Systems President.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE  
EDUCATION STANDING COMMITTEE  
(13 JUNE 2022)

AYES \_\_\_\_\_NOES \_\_\_\_\_

RESOLUTION \_\_\_\_\_

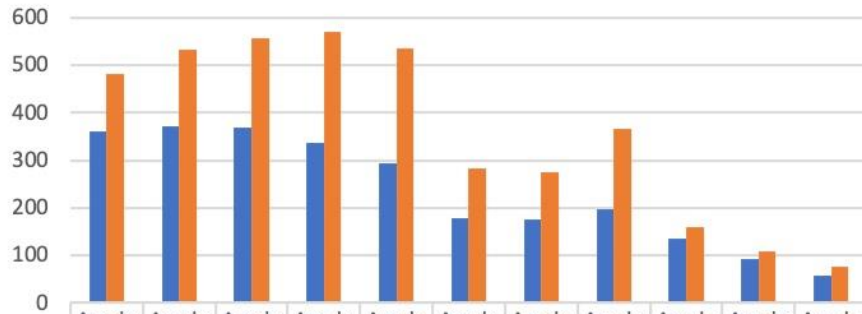
DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 21, 2022

	FOR	AGAINST
LINDA GENTES	X	
CHAD COSGROVE	X	
BOB FRANK	X	
BARBARA VOYCE		
SHAUN MURPHY-LOPEZ	X	
INGRID GLASBRENNER	X	
DANIEL MCGUIRE	X	
MARC COUEY	X	



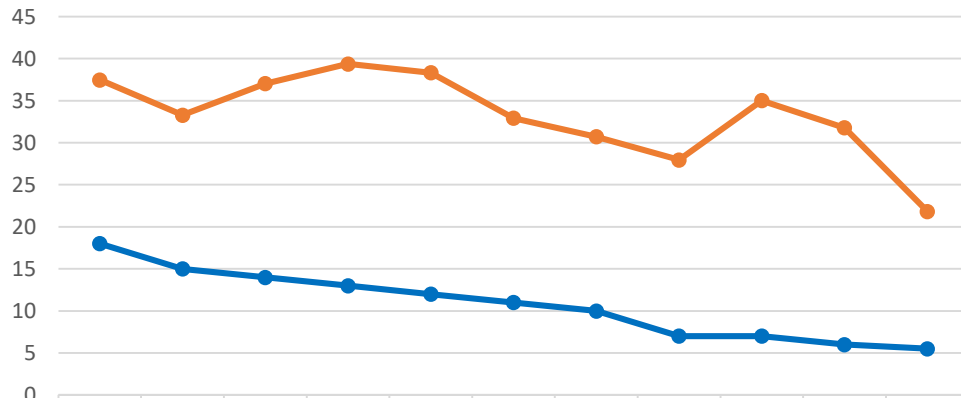
### UW-P Richland Student Enrollment by FTE and Headcount 2011-12 through 2021-22



	Academic Year 2011-12	Academic Year 2012-13	Academic Year 2013-14	Academic Year 2014-15	Academic Year 2015-16	Academic Year 2016-17	Academic Year 2017-18	Academic Year 2018-19	Academic Year 2019-20	Academic Year 2020-21	Academic Year 2021-22
■ Student FTE	359.8	372.63	369.2	335.23	294.93	178.27	175.53	197.2	136.17	93.07	58.27
■ Student Headcount - Unduplicated	482	532	557	571	534	284	274	366	159	109	75

■ Student FTE    ■ Student Headcount - Unduplicated

### UW-P Richland Faculty and Employee FTE 2011-12 through 2021-22



	Academic Year 2011-12	Academic Year 2012-13	Academic Year 2013-14	Academic Year 2014-15	Academic Year 2015-16	Academic Year 2016-17	Academic Year 2017-18	Academic Year 2018-19	Academic Year 2019-20	Academic Year 2020-21	Academic Year 2021-22
● Faculty FTE	18	15	14	13	12	11	10	7	7	6	5.5
● Total Employee FTE	37.5	33.3	37.0	39.4	38.3	32.9	30.7	28.0	35.0	31.8	21.8

● Faculty FTE    ● Total Employee FTE

The logo of the Wisconsin State Bar, featuring a stylized classical building with four columns and a pediment, rendered in a light blue color.

WISCONSIN

Clerks OF  
Circuit Court

*Your Access to the Courts*

---

RICHLAND COUNTY

STACY KLEIST, CLERK OF CIRCUIT COURT



# AGENDA

---

---

Who we are

What we do

How we serve the community

# WHO WE ARE

- Elected every four years in each of Wisconsin's 72 counties
- Statutorily responsible for a variety of recordkeeping functions of the courts
  - Play a significant role in Wisconsin's judicial system



# TEAM CLERK OF COURT ...



**Sara Ehrhardt**

Deputy Clerk of Court

Criminal and Traffic Divisions



**Stacy Kleist**

Clerk of Circuit Court

Financial, Jury, and General  
Administration



**DJ Adams**

Deputy Clerk of Court

Civil and Family Divisions



THE RICHLAND COUNTY COURTROOM ...



# MORE WORK NEEDS TO BE DONE ...



The Law Library

A meeting room for clients and attorneys, damage visible from outside the room



Inside the Law Library

A closer look at the ceiling in the Law Library, damage caused by roof leaks



More damage

The ceiling in another court meeting room caused by roof leaks



The Jury Room

No ceiling damage – just in need of some TLC including new flooring



# **2021 HIGH POINTS:**

**ENDED THE YEAR UNDER BUDGET & OVER ON REVENUE**

**CONDUCTED SEVERAL JURY TRIALS, PRACTICING COVID SAFETY MEASURES**

**CREATED A TECHNICALLY-ENHANCED & MORE COMFORTABLE COURTROOM, SHOWCASING THE BEAUTY OF OUR COURTHOUSE**





**THE WORK NEVER STOPS  
AND NEITHER DO WE**

# MANAGE RECORDS

Create and maintain  
court records

Record liens and  
monetary judgments

Provide access  
to court records



# MANAGE COURT FINANCES

Collect Court-Ordered  
Financial Obligations

**PAYMENT  
REQUIRED**

Produce Detailed Reports



# MANAGE JURIES

Select, Notify & Orient



Ensure Safety & Comfort



# CONNECT WITH COMMUNITY

**Law Enforcement & Legal Community**



**Local, State & Federal Agencies**



**Businesses**



**Public**

**EVERY DAY, IN EVERY WISCONSIN COUNTY, CLERKS OF CIRCUIT COURT DO WHATEVER IT TAKES TO KEEP OUR COURT SYSTEM RUNNING AND PROVIDE ACCESS TO ALL.**

**THEY ARE THE BEHIND-THE-SCENES, UNSUNG HEROES OF OUR COURTS."**

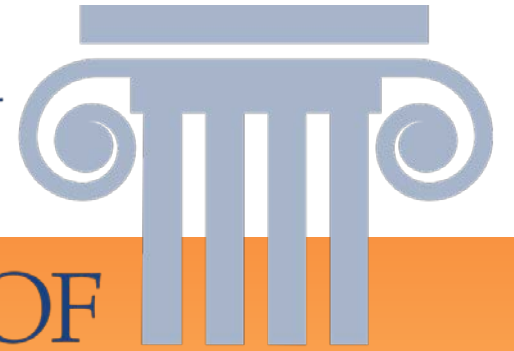


*Judge Randy R. Koschnick  
Director of State Courts*



WISCONSIN

Clerks OF  
Circuit Court



*Your Access to the Courts*

---

RICHLAND COUNTY

STACY KLEIST, CLERK OF CIRCUIT COURT