

FINANCE AND PERSONNEL COMMITTEE

July 7, 2020

The Finance and Personnel Committee met on Tuesday, July 7, 2020, at 1:00 p.m., in the County Board Room, located on the Third Floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Shaun Murphy-Lopez, Marc Couey, Marty Brewer, David Turk, Linda Gentes, Melissa Luck and Donald Seep.

Others present included: Victor Vlasak, County Clerk; elected officials, department heads, employees and visitors.

Committee Chair Murphy-Lopez called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO and County department heads, a copy was posted on the Courthouse Bulletin Board and a copy was faxed to The Richland Observer.

Motion by Gentes, second by Couey for approval of the agenda. The motion carried unanimously.

Motion by Seep, second by Couey for approval of the printed copies of the minutes for the June 2nd meeting of the Finance and Personnel Committee. The motion carried unanimously.

Sale of Four Tax Deed Parcels – Motion by Couey, second by Turk to hold a tax deed sale. The motion carried unanimously.

Tax Deed Sale – Town of Richland – Tax Parcel # 022-2933-5000 – The parcel was appraised at \$13,000.00 by the Property, Building and Grounds Committee. No written bids were received. One oral bid in the amount of \$13,000.00 was received from Krista and Todd Carpenter. Motion by Luck, second by Gentes to accept the bid of \$13,000.00. The motion carried unanimously.

Tax Deed Sale – Town of Rockbridge – Tax Parcel # 026-1020-2110 – The parcel was appraised at \$15,000 by the Property, Building and Grounds Committee. No written bids were received. One oral bid in the amount of \$15,000.00 was received from Teresa Gray and Steve Davidson. Motion by Seep, second by Luck to accept the bid of \$15,000.00. The motion carried unanimously.

Tax Deed Sale – Town of Sylvan - Tax Parcel # 028-3024-1100 – The parcel was appraised at \$50.00 by the Property, Building and Grounds Committee. No written bids were received. One oral bid in the amount of \$50.00 was received. A second oral bid in the amount of \$100.00 was received from the Town of Sylvan. No further oral bids were received. Motion by Luck, second by County to accept the bid of \$100.00. The motion carried unanimously.

Tax Deed Sale – City of Richland Center – Tax Parcel # 276-2100-1682 – The parcel was appraised at \$1,000.00 by the Property, Building and Grounds Committee. No written bids were received. No oral bids were received. Motion by Couey, second by Turk to refer the parcel back

to the Property, Building and Grounds Committee for reappraisal. The motion carried unanimously.

Administrator and Department Heads Job Description Changes –Recommended is amending the Committee Structure for the following commissions and committees by deleting the following crossed out words and adding the underlined word in the duties:

- Agriculture and Extension Education Committee – ~~Appoint~~ Provide oversight and advice on the hiring of
- Child Support Committee – ~~Supervise~~ Provide oversight and advice to
- Fair and Recycling Committee – ~~Supervise~~ Provide oversight and advice on
- Joint Ambulance Committee – ~~Supervise~~ Provide oversight and advice regarding
- Land Conservation Committee – ~~Supervise~~ Provide oversight and advice regarding
- Parks Commission/County – ~~To supervise~~ Provide oversight and advice regarding
- Property, building and Grounds Committee – ~~Supervise~~ Provide oversight and advice regarding
- U.W. Platteville-Richland Committee – ~~Supervise~~ Provide oversight and advice regarding
- Veterans Service Commission – ~~Supervise~~ Provide oversight and advice regarding
- Zoning and Land Information Committee – ~~Review and supervise~~ Provide oversight and advice regarding

Recommended is amending the job descriptions of the following department head positions to clarify that the holders of these positions report to the County Administrator. The departments/positions affected by this change are as follows:

- Child Support
- County Conservationist
- Corporation Counsel
- Emergency Management Director
- Fair and Recycling Coordinator
- Health and Human Services Director
- Highway Commissioner
- Courthouse Maintenance Supervisor
- Management Information Systems Director
- Pine Valley Administrator
- U.W. Platteville-Richland Food Services Supervisor
- Veteran Service Officer
- Zoning Administrator

Recommended is amending the job description of the County Administrator to state that the Administrator supervises department heads of the county, except those elected by the people, and not all employees.

Brewer joined the meeting at this point.

Citizens addressed the Committee expressing concerns regarding the change of the supervisor of departments from boards, commissions and committee to the Administrator

Couey left the meeting at this point.

Motion by Luck, second by Turk to present a resolution for approval of the recommended changes. The motion carried unanimously.

Couey joined the meeting at this point.

Management Information Systems FirstNet Cellular Contract – Resolution No. 13-77 (Amended) adopted on May 21, 2013 granted authority to county department heads to enter into contracts for cellular telephone service with U.S. Cellular and Verizon. Resolution No. 14-106 adopted on July 15, 2014 directed that cell phone billings from U.S. Cellular for the Sheriff's Department be sent directly to that department and that the department be authorized to utilize other cell phone providers for short-term testing purposes. The recommendation is to allow entering into a contract with FirstNet for Cellular service. FirstNet has been established as an independent authority for the implementation of the Nationwide Public Safety Broadband Network initiative. Motion by Brewer, second by Gentes to present a resolution for approval of the recommendation. The motion carried unanimously.

Highway Addendum Amendment regarding Starting Pay Rate – The Highway Addendum to the Handbook of Personnel Policies and Work Rules states that new hires shall start at Step 1 of the wage plan, and after successfully completing probation, go to Step 2 in the plan. Resolution No. 19-89 adopted on August 20, 2019 states that new hires will be placed at Step 2. Motion by Couey, second by Seep to present a resolution for approval to amend the Highway Addendum by removing any language referencing the starting step for newly hired employees. The motion carried unanimously.

Interim Symons Recreation Complex Director Appointment – Symons Recreation Complex Director Denise Lins retired effect July 5, 2020. The Symons Natatorium Board is recommending that Tracy Gobin serve as Interim Director and be paid at Grade I, Step 3 (\$22.87 per hour) on the Wage Structure, effective July 6, 2020. No action was taken on the agenda item at this point in the meeting.

CDBG-CLOSE Details and Presentation – Jason Glasbrenner, Richland Economic Development Director, reviewed the CDBG-CLOSE process. Cash on hand from the Revolving Loan Fund must be returned to the State by January 31, 2021. One loan remains outstanding and current. The process for uses of the funds as grants for eligible projects was reviewed. The following timeline was presented:

July/August

- Continue to search and qualify project ideas.
- Requests for Proposals (RFP)

September

- 1) County resolution to adopt a Citizen Participation Plan.
- 2) Portions of the Citizen Participation Plan will be implemented at the same meeting.
 - a. Assignment to committee (usually that is already existing) along with people that fill the requirements of the plan.

October

- Project Committee meeting and referral to County Board.

November

- County Board approval of project proposals.

December

- Final document preparation.

Jan. 1st – 15th, 2021

- Submit the funds held by the county and the completed project applications.

January 31st, 2020 – Final Deadline

Motion by Turk, second by Luck for approval of the timeline. The motion carried unanimously.

Building and Foundation Removal Bids for Cazenovia Tax Deed Parcels – Resolution No. 19-122 was adopted by the County Board on October 29, 2019 approving taking a Tax Deed on Village of Cazenovia Tax Parcels # 111-1300-0823, 111-1300-0824 and 111-1300-0825. The parcels were appraised at \$500.00 and did not sell at the Tax Deed sale held on March 3, 2020. The building on the parcels has collapsed.

Bids were requested for the demolition of the building, removal of the foundation for the building, disposal of the materials from the building and foundation demolition, cleanup of the site and to have the site where the foundation was removed filled and leveled. A bid was received from Ewers Contracting, Inc., Lone Rock, in the amount of \$74,321.00 and a bid was received from Wanless Construction, Richland Center, in the amount of \$54,000.00. Motion by Brewer to present a resolution to the County Board for approval of the bid from Wanless Construction and for approval to transfer \$54,000.00 from the Contingency Fund (Fund 11) to cover the cost of the project. The motion carried unanimously.

Turk left the meeting at this point.

County Treasurer Cash Balance History and Revenue Reports – County Treasurer Julie Keller reviewed reports for Delinquent Tax History, Cash Balance History and Sales Tax History. The reports were made available on the Committee member's iPads.

County Clerk Cash Trial Balance and Investment Reports – The reports were made available on the Committee member's iPads.

2021 Budget Process and Guidance – County Administrator Clinton Langreck reviewed the timeline, objectives and guidance, and packet documents to be utilized in the preparation of the 2021 budget. The vision and changes for the 2021 budget process includes:

1. A three phase approach: 1) preliminary, 2) review, and 3) hearing and finalization
2. Introduction of the Administrator Review
3. Introduction of Department Budget Summary Covers
4. Introduction of standardized Capital Improvement and Capital Improvement Planning
5. Intentions of exploring and possibly recommending annual reoccurring loan funding

Motion by Seep, second by Luck for approval of the timeline, budget objectives and guidance, and packet documents for development of the 2021 County budget. The motion carried unanimously.

Interim Symons Recreation Complex Director Appointment – Motion by Couey, second by Gentes to present a resolution to the County Board for approval of the appointment of Tracy Gobin as Interim Director to be paid at Grade I, Step 3 (\$22.87 per hour) on the Wage Structure, effective July 6, 2020. The motion carried unanimously.

Capital Borrowing Expenditures for Small Courtroom – The following expenditures are proposed for upgrades to the small courtroom using monies in the 2020 Capital Projects Fund (Fund 75) designated as follows:

\$ 9,256.81 – Carpentry (Improvements)	– Funding – Redistribution of Admin. Office
\$ 2,287.00 – Option A (Cable Chase)	Funding – Interest on Investments
\$ 300.00 – Wiring	Funding – Interest on Investments
\$ 4,115.76 – Flooring (Carpet Tile)	Funding – Courthouse – Carpet Replacement
\$15,959.57 – Total Project Cost	

An advertisement for bids for the carpentry will be published in July 9th edition of The Richland Observer. Motion by Couey, second by Seep for approval of the expenditures from the Capital Projects Fund (Fund 75) and the presentation of a resolution to the County Board for approval of the bid for the carpentry. The motion carried unanimously.

Five Courthouse Garage Doors Replacement Estimate and Funding – One of the garage doors for the ambulance bay failed. Garage Door Express was contacted. A new door has been ordered at a cost of \$6,200.00. Garage Door Express offered a bid of \$30,000.00 to replace all five garage doors. The Property Building and Grounds Committee is recommending acceptance of the bid to replace the five doors. Motion by Couey, second by Seep to present a resolution to the County Board approving the bid for the replacement of the five doors with funding to come from the 2020 Capital Projects Fund (Fund 75). The motion carried unanimously.

Future agenda items:

- Luck – Rescind administrative coordinator ordinance.
- Seep – Recording devices for committees. Referred to Rules and Resolutions Committee.
- Gentes – Retired County Board Supervisors recognition.
- Brewer – Letter concerning crisis situation in the jail. Referred to Law Enforcement and Judiciary Committee.

Motion by Luck, second by Couey to adjourn to Tuesday, August 4th at 1:00 p.m. in the County Board room. The motion carried unanimously. The meeting adjourned at 3:06 p.m.