

# RICHLAND COUNTY

Finance & Personnel Standing Committee



July 7, 2022

## NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene at 7:00 p.m., **Wednesday, July 13<sup>th</sup>, 2022** in the Phoenix Center 100 S Orange St, Richland Center, WI 53581 Street and via videoconference and teleconference using the following information:

### WebEx Videoconference:

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=m5b57a21fbd5ef5945ba9f7efca1f88a>

Meeting number: 2557 538 9495 Password: CwasjJRn388

**WebEx Teleconference:** WebEx teleconference phone number: 650-479-3208, Access code: 2557 538 9495

WebEx link through website found at: <https://administrator.co.richland.wi.us/minutes/finance-personnel/>

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or [barbara.scott@co.richland.wi.us](mailto:barbara.scott@co.richland.wi.us) (email).

### Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Previous meeting minutes – July 5<sup>th</sup>

### Action Items:

5. Discussion and possible action on items of Administrative Reports, Resolutions, and Recommendations regarding county-wide budgeting and services
6. Public Comment

*One hour will be allotted for public comment with two minutes given to each speaker as called upon by the Chair. Interested speakers from the public are asked to register on the signup sheets that will be present at the meeting, or register by emailing a request to Chair Marty Brewer prior to the meeting @ [marty.brewer@co.richland.wi.us](mailto:marty.brewer@co.richland.wi.us)*

7. Discussion and possible action on developing a referendum question
8. Discussion and possible action on 2023 budget guidance

### Closing:

9. Future agenda items
10. Adjournment

Meeting materials may be found at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>.

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

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

# Richland County

## Finance & Personnel Standing Committee

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**July 5<sup>th</sup>, 2022**

The Richland County Finance and Personnel Standing Committee convened on Tuesday, July 5<sup>th</sup>, 2022, at 10:30 a.m. at the Phoenix Center, 100 S Orange Street, Richland Center, WI in person, via videoconference and teleconference.

Committee members present included County Board Supervisors: Marty Brewer, Steve Carrow, Timothy Gottschall and Gary Manning. Melissa Luck and Shaun Murphy-Lopez by teleconference. Steve Williamson arrived at 11:03 a.m. and Marc Couey arrived at 11:17 a.m. David Turk was absent.

Also present was Administrator Clinton Langreck, County Board Members Linda Gentes, Ken Rynes and Don Seep (teleconference), several department heads, county employees, general public, Corporation Counsel Michael Windle and Tammy Wheelock taking minutes. Barb Scott and Jason Marshall from MIS running the teleconferencing.

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 10:31 a.m.
2. **Proof of Notification:** Langreck verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, County Board members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Brewer asked for approval of the agenda. Moved by Gottschall to approve the agenda, second by Manning. All voting aye, motion carried.
4. **Previous meeting minutes:** June 7<sup>th</sup>, June 21<sup>st</sup> and June 22<sup>nd</sup> – Motion by Manning, second by Murphy-Lopez. All ayes, motion carried.

*Consent items are procedurally necessary and routine in nature. The committee may take action to approve consent items 5-7 in one motion if desired or any committee member may object to a consent vote and request individual items or all items removed from a consent vote.*

5. **June Vouchers:** Audit Report

6. **Financial Reports:**

- a. Fund 75 – Capital Improvements
- b. Fund 92 – Short Term Borrowing
- c. Fund 93 – ARPA
- d. Fund 93 – ARPA Childcare

7. **Employee Participation at the Fair Policy:** The policy allows willing employees the ability to substitute 8 hours of employment with their department to serve in support of the fair operations. This action requires employee willingness to initiate, department head approval to authorize and fund, and the fair coordinators consent to accept the offer of service.

Motion by Murphy-Lopez to approve all consent items, second by Luck. All ayes, motion carried.

8. **Treasurer – Investment Presentation and Proposal:** Proposal by the County Treasurer, Jeffrey Even, to invest county funds through PMA Securities as outlined and recommend in resolution to County Board. This proposal retains \$13.5 million in liquid funds (\$7.5 million in LGIP & \$6 million in WISC) while investing \$4 million in 4 individual \$1 million short-term portfolios with stepped maturities.

Motion by Carrow, second by Gottschall. All ayes, motion carried.

9. **Discussion and possible action on items of Administrative Reports, Resolutions, and Recommendations from June 22<sup>nd</sup> Finance and Personnel Standing Committee:** Langreck points out following revisions in Administrator's reports: "04 Presentation Slide 60/67" Richland #FTE = ~~366~~230 and "07 Richland County Financial Conditions and Recommendations Summary" page 2/5, paragraph 1. = 1.02BM. Gives overview of Administrator's recommendations and resolutions.

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Motion to accept and file the Administrator's reports with amendments by Luck, second by Carrow.  
All ayes, motion carried.

Motion by Murphy-Lopez to amend motion to include deletion of pages 60 and 61 in the Capital Improvement Program, titled "Other Counties Data & Services." He feels that it confuses full time employee's vs full time equivalent employees. Second by Luck. All ayes, motion carried.

Motion by Manning to bring forward the Administrator's recommendations and resolutions for discussion and public comment. Second by Williamson. All ayes, motion carried.

### **10. Public Comment:** Brewer opened public comment.

The following citizens spoke regarding concerns with said budget proposals: Karen Knock, Carla Doudna, Linda Gentes, Stacy Kleist, Joan Bethke, Cindy Chicker, Eleisha Jones, Eileen Eberly, Ray Schmitz, Keith Behling, Gary Deaver, Denise Sebranek, Michael Duesterbeck, Andrea Rayner, Eric Siemandel, Clay Porter, Cathy Cooper, Richard Mckee, Tracy Gobin and Aaron Dettman.

Brewer moves to discuss recommendations among committee members. Langreck gives more overview of Administrator's recommendations and resolutions.

Motion to postpone any actions of resolutions until next Finance and Personnel meeting on July 13, by Williamson, second by Murphy-Lopez. All ayes, motion carried.

### **Break at 12:13 p.m. by Brewer.**

### **Reconvened at 12:28 p.m. Called to order by Brewer.**

Carrow questions Highway's portion of Capital Improvement budget, do we need to look at a 20-year cycle on highways? Langreck with consult Highway Commissioner, Joshua Elder.

Manning questions departments budgets being reduced by percentages whereas Fair and Parks are defunded 100%, what is the long term plan? Langreck reiterates resolution language stating levy reduction and how to own or partner without levy impacts. Brewer states some other county fairs are ran by committees.

Murphy-Lopez needs more time to go through plan, does not want to rush process. Brewer reminds the longer we wait the less time committees have to work on a plan of action. Murphy-Lopez thinks comparison of other counties staffing levels is good but needs more work. Recommends an operating referendum. Reminds citizens/committee members that report showing Health & Human Services making up 50% of the budget, actually includes PVCV also. HHS gets 2 million dollars of the 10-million-dollar property tax levy, Sheriff & Highway get more levy. Would like to see departmental revenues. Brewer agrees with departmental reports.

Luck questions if we go through with all cuts, we still have a \$883,000 gap? Langreck, yes, other reductions will be needed to help fill gap. Luck states the need to look at staffing levels and more time needed to process plan.

Seep commends Langreck and staff for their work putting together plan. Reiterates Strategic Plan importance. Appreciates the views and concerns of citizens. Recommends referendum.

Carrow questions Capital Budget jail portion showing no cost until 2032, believes there should be a cost there. Also, no IT costs past 2027? Have the dollar amounts in the plan been adjusted to reflect inflation? Questions if we should look at option 2 with True North radio tower project.

Gottschall reiterates importance of decisions of county board members. Agrees with staffing analysis, but believes current staff need to have up to market wages before FTE rates can be analyzed. There are 17 open positions and many more on the books that are no longer recruited for. Initiative needs to be taken.

Couey questions how the referendum is going to affect tax payers, what will the cost be?

Brewer questions possibility of a creating an Ad Hoc Committee if a referendum is needed.

Carrow regarding Operational Budget, would like more information on it. Murphy-Lopez surprised that health insurance estimates aren't included. Questions if Sheriff Depts. is allowed to cut a position but then

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add a position using a grant by the DOJ.

Seep would like Langreck to produce dollar amounts needed to fill gaps for the next few years in the case of a referendum. Langreck states first the services the county will provide needs to be decided along with a time line. Brewer agrees with Seep needing dollar amounts.

Carrow questions why wording is different on some resolutions and only mentions expenses, not revenues. Langreck states resolutions are open for amendments and change of wording.

Gentes encourages committee members to read their emails. Windle requests the emails be forwarded to him as to comply with open records rules.

**~~11. Contract renewal for Abt Swayne~~**

**12. Future Agenda Items:** Discuss possibility of a referendum.

**13. Adjournment:** Motion to adjourn at 12:42 p.m. to Wednesday July 13, at 7:00 p.m. at the Phoenix Center, 100 S Orange Street, Richland Center, WI by Couey, second by Murphy-Lopez. All ayes, motion carried.

Minutes respectfully submitted by,

Tammy Wheelock

Richland County Accounting Supervisor

## Richland County Committee

### Agenda Item Cover

#### Agenda Item Name: Operations Referendum

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	13 July 2022	<b>Action Needed:</b>	Vote // Education
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure L
<b>Date submitted:</b>	06 July 2022	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	Ref Time-line	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

#### Recommendation and/or action language:

Motion to...task (Administrator or ad hoc Committee, or Finance and Personnel, or some other body or person) with the development and recommendation of an operation referendum for electors to consider in a February or April 2023 election, (as based on potential school referendums).

(possible) Motion to recommend resolution to the Richland County Board to create a temporary referendum ad hoc committee for the purposes of developing and recommending a referendum question.

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

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The Finance and Personnel Committee discussed interest in the consideration of an operation referendum to exceed county levy limitations, as a means of funding services.

#### Question Format:

Wisconsin State Statute 66.0602(4)(c)...The question shall be submitted as follows: "Under state law, the increase in the levy of the .... (name of political subdivision) for the tax to be imposed for the next fiscal year, .... (year), is limited to ....% (based on actual data or the political subdivision's best estimate), which results in a levy of \$.... Shall the .... (name of political subdivision) be allowed to exceed this limit and increase the levy for the next fiscal year, .... (year), for .... (purpose for which the increase will be used), by a total of ....% (based on actual data or the political subdivision's best estimate), which results in a levy of \$....?"

~ If the increase is: • For the next fiscal year only – question must include the percentage increase in the levy from the previous year's levy • On an ongoing basis – question must include the amount of the increase for each fiscal year for which the increase applies

#### Decision Points:

The composition of the question, the intent of the question, and the public education on the question are essential component to consider in bringing forward an effective proposal and having an informed electorate. Decisions on the following elements will need to be decided and cost estimated for presentation.

**Purpose** = Which functions, departments, services does the county propose be funded through a tax levy limit exemption?

1. General operation expenses for all services?
2. General operation expenses and capital improvements for all services?
3. Operation expenses for specified services?
4. Operation and capital expenses for specified services?
5. (some other combination)

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### Agenda Item Cover

**Duration** = How long should this tax levy limit exemption remain in place?

1. One year (2024)
2. Set number of years (3 years, 5 years, 10 years, etc.)
3. On-going (indefinitely as long as services are provided by the county)

**Amount** = How much will the exemption to the tax levy limit authorize (within the duration)?

1. Single \$ amount for one year (example: \$100,000 in 2024)
2. Single \$ amount for ongoing (example: \$100,000 annually and on-going)
3. Specified \$ amounts for specified years (example: \$100,000 in 2024, \$150,00 in 2025, and \$200,00 in 2026)
4. Specified \$ amounts for specified years and then single \$ amount ongoing (example: \$100,000 in 2024, \$150,00 in 2025, and \$200,00 in 2026, and \$250,000 annually and ongoing thereafter)

The committee (F+P or if an ad hoc is formed) will have to engage with discussion with the Administrator and staff to formulate cost estimates based on the scope of the purpose, duration of the exemptions and inflationary factors. The scope and duration will drive the cost impacts and these have to be weighed against community desires to shoulder more taxes. The Department of Revenue and our Municipal advisor will assist in determining our valuation factors in finalizing the question.

**Community Education Plan** = It will be very important that the electors understand:

1. What is the intension of the question?
2. What are the impacts of a “yes vote” and a “no vote”?
3. What options does the county have or intend on a failed-vote? Is there a committed ultimatum if there is a failed vote?
4. What is the impact to individual property tax payers?
5. What is the impact to services and citizens?

In order to ensure public education, the committee and board may consider flyers, door hangers, educational sessions, a website, videos, Q+A documents, public hearings, etc. Establishing who is responsible for public education efforts will also be important.

#### Proposed Time-line:

13 July 2022	F+P action to designate a body, or person, to develop and recommend a referendum question
Jul 2022	Organize (Form an Adhoc Committee of the F+P committee; Resolution by the Board)
Aug thru Sep 2023	Question Development, Polling Interest, Education Plan, Recommendation. WCA review.
Oct 2022	Finance and Personnel, recommend resolution by the Board
Nov (Dec) 2022	Resolution language adoption (75 days prior Feb or April 2023, November/December Board). WEC approval.
Dec 2022 thru Jan 2023	Class A+ notices (45 days' advice)
January (thru March) 2023	Education Campaign
February (or April) 2023	on ballot (Feb if by special or w/ any school board referendum)

## Richland County Committee

### Agenda Item Cover

There will be the additional decision on when to go to the ballot. If there is no school board referendum, the county would have the decision of calling for a special election in February or waiting until April where there will be municipal elections.

#### Penalties:

On a passed referendum, in the event that the County fails to expend the moneys gained through a referendum (in any year of the duration) there is a penalty imposed by the state of a shared-revenue withholding of that amount in the following year. The functions and services defined in the purpose section of the question sets the parameters of use and determining referendum compliance. The broader the expanse of services covers the more fund maneuverability may exist in context of funds levied under the limit.

#### Administrative Concerns:

I have concerns that a referendum effort may replace or delay urgency in the need for timely actions to begin prioritizing and problem-solving. If a referendum is desired, I would recommend the initiative be incorporated into the directive resolutions, but that directives still be issued in a timely manner to promote action by committees, departments and community partners. It would also be beneficial to know if the Finance and Personnel Committee have a vision, or general direction to set parameters for an advisory ad hoc committee. Developing a referendum question that can both gain the support of the County Board and the electorate will likely pose a challenge. An expansive purpose eases hardship of organizational decisions but may erode the likelihood of electorate support.

The resolution package is designed to disperse problem solving into a collaborative effort and impose the necessity that brings on innovation. If solutions are not developed and recommended by committees and departments, it will be left to the Administrator and Finance and Personnel to prioritize and problem solve to the best of their abilities and in the interest of the county, with very limited time for collaboration or innovation.

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#### Attachments and References:

<a href="https://www.revenue.wi.gov/SLFReportscotvc/exceeding-levy-limits-fact-sheet.pdf">https://www.revenue.wi.gov/SLFReportscotvc/exceeding-levy-limits-fact-sheet.pdf</a>	Administrator Discussion with WCA Corp Counsel
Administrator discussion with Municipal Advisor	DRAFT – Resolution

#### Financial Review:

(please check one)

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

*(summary of current and future impacts)*

To be determined based on the scope of services and duration of exemption.

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#### Approval:

#### Review:

Clinton Langreck

**Richland County Committee**

**Agenda Item Cover**

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Department Head

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Administrator, or Elected Office (if applicable)

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## RESOLUTION NO. 22 - \_\_ DRAFT (if needed)

### A Resolution Creating an Ad Hoc Committee to Develop a Referendum Question

WHEREAS Richland County Finance and Personnel Committee would like to seek the vote of the Richland County electorate in determining our citizens' desires for county services and our tax payers' willingness to exceed levy limits, and

WHEREAS, the development of a referendum question requires extensive consideration for the scope of services to be considered, the implementation and duration of the levy limit exemption, and the efforts to educate the community on the intentions and outcomes of the vote, and

WHEREAS, this ad hoc committee would be making a recommendation to the Richland County Finance and Personnel Committee for their consideration in making a final recommendation for Richland County Board resolution.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that a Referendum Ad Hoc Advisory Committee is hereby created with the composition of the Committee of 7 people being as follows:

1. \_\_ # County Board Members (one of whom will serve as chair)
  - a. Appointment 1
  - b. Appointment 2
  - c. Appointment 3
  - d. Appointment 4
  - E. Appointment 5
2. Local Area School Board Member (possibility)
  - a. Appointment 4
3. City of Richland Center Council Member (possibility)
  - a. Appointment 5

BE IT FURTHER RESOLVED, the Finance and Personnel Committee may make recommendations on membership appointments, but that all County Board Members are to be appointed by the County Board Chair with other appointments made by the County Administrator, and all appointments confirmed by the County Board, and

BE IT FURTHER RESOLVED, the (employee position) shall provide administrative support to the committee in completing its tasks, and

BE IT FURTHER RESOLVED, that the duties of the Referendum Ad Hoc Advisory Committee are as follows;

1. Develop and recommend a referendum question to the Finance and Personnel Standing Committee
2. Work with Administration and Staff on developing cost estimates for the levy limit exemption
3. Work with Administration and Staff on developing a public education plan
4. Make a recommendation on time of placing the question on a ballot for electorate consideration
5. Make a recommendation on outcomes of a failed referendum

BE IT FURTHER RESOLVED, confirmed committee members will be eligible for per diem and mileage payments in accordance with county board rules.

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 AND PERSONNEL COMMITTEE  
(13 July 2022)

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

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED JULY 19<sup>th</sup>, 2022

		FOR	AGAINST
Marty Brewer			
Shaun Murphy-Lopez			
Steve Carrow			
Melissa Luck			
Timothy Gotschall			
David Turk			
Steve Williamson			
Marc Couey			
Gary Manning			