

## **FINANCE AND PERSONNEL COMMITTEE**

August 7, 2018

The Finance and Personnel Committee met on Tuesday, August 7, 2018, at 9:00 a.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: Jeanetta Kirkpatrick, Marty Brewer, Buford Marshall, Shaun Lopez-Murphy, Larry Sebranek and Don Seep. Linda Gentes was absent.

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

Chairman Kirkpatrick 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 Seep, second by Marshall for approval of the agenda, as amended. Motion carried.

Motion by Marshall, second by Brewer for approval of the printed copies of the minutes for the July 3<sup>rd</sup> meeting. Motion carried.

The first order of business was the sale of Tax Deed Parcel # 196-0636-1400 located in the Village of Yuba and Tax Deed Parcel # 111-1300-0822 located in the Village of Cazenovia. The Yuba parcel was appraised at \$20,000.00 and the Cazenovia parcel was appraised at \$12,000.00. Pat Murphy offered a bid of \$20,000.00 for the Yuba parcel. No other bids were received. Motion by Brewer, second by Marshall to sell Yuba Tax Deed Parcel # 196-0636-1400 to Mr. Murphy for \$20,000.00. Motion carried. No bids were received for the Cazenovia parcel. Motion by Marshall, second by Sebranek to postpone sale of the Cazenovia parcel until the September 4<sup>th</sup> Finance and Personnel Committee meeting. Motion carried

James Mead, Property Adjuster, Municipal Property Insurance Company, presented a report on damages to County-owned buildings resulting from the April 13, 2018 hail event. The report itemized the insured properties where structural damage was observed by either the adjuster or other outside experts. The report did not include estimates for cosmetic damage which does not affect the structural integrity of the buildings. Most of the damage to the campus buildings was cosmetic in nature and not structural. The Committee requested that cost information be provided for the cosmetic damage. Mr. Mead will bring that information back to Finance and Personnel Committee at their September 4<sup>th</sup> meeting. Motion by Sebranek, second by Marshall that departments seek estimates from contractors for the hail damage. Motion carried.

Highway Commissioner Bill Condon addressed the Committee requesting approval to amend the Highway Department Addendum to the Handbook of Personnel Policies and Work Rules to allow for vacation usage in one hour increments. Currently the Addendum states that "Vacation may be used in increments of one-half (1/2) or whole days". The Highway Committee has approve the requested change. Motion by Brewer, second by Sebranek to present a resolution for County Board approval of the amendment. Motion carried.

Darin Gudgeon, Emergency Management Director, addressed the Committee requesting approval to repair the body on the 2004 F250 Emergency Management Ford truck. An estimate in the amount of \$6,300.00 was received from Wegner Auto Service, Richland Center. The Emergency Management Committee has approved making the repairs. Motion by Brewer, second by Marshall to present a resolution to the County Board to accept the estimate of \$6,300 from Wegner Auto Service to repair the body of the truck subject to the receipt of a second estimate for the repairs. Motion carried. Funds for the repairs are in the Emergency Government 2018 budget.

Discussed was making changes to the dental plan to allow for orthodontist coverage. Employees were asked if there was interest long term disability insurance. The premium for this coverage would be paid by the employees. No action was taken on either item.

Andrea Ring, Architect with Jewell Associates Engineers, Inc., Spring Green, addressed the Committee regarding the proposed Professional Services Agreement between Jewell Associates Engineers, Inc. and Richland County to assist with designs for the installation of security windows and electronic door latches for the offices on the main floor of the original courthouse building. An Agreement will be drawn up to reflect the scope of the proposed project. Motion by Marshall, second by Sebranek to present a resolution to the County Board for approval to enter into the Agreement and to move forward with the project. Motion carried. Funding for the Agreement would come from the Courthouse Repair Outlay.

Funding for proposed capital projects would be by borrowing from the State Trust Fund.

2019 budgets will be developed based upon current wages and fringe costs. Budgets will be amended when the 2019 health insurance rates are received. Budgets need to include the health reimbursement costs that could be incurred for the year.

The State is proposing that the current Revolving Loan Fund (CDBG-ED) program be eliminated and remaining funds on hand returned to the State. The State would then create a new review program for grants to local governments allowing those governments to request funds up to the amount that they had paid back to the State.

Lopez-Murphy joined the meeting at this point.

Discussed was the need to ensure that investments in technology related products are compatible with each other. Motion by Brewer, second by Seep to present a resolution to the County Board to state that purchases of equipment related to technology be based on industry standards to ensure consistency. Motion carried.

Seep left the meeting at this point.

Pine Valley Administrator Tom Rislow presented a proposal to increase the night shift differential from \$1.50 per hour to \$3.00 per hour to provide an extra incentive to nurses on call. A second proposal was presented to provide up to seven (\$1,000) scholarships annually to applicants interested in becoming a Certified Nursing Assistant. Motion by Sebranek, second by Lopez-Murphy to present a resolution to the County Board for approval of the two proposals. Motion carried.

Seep joined the meeting at this point.

A request was made that three officers be allowed to carry over unused vacation days. The Sheriff's Union contract states that vacations shall not be carried over from year to year unless an employee has been prevented from taking his/her vacation by direction of the Employer. Motion by Sebranek, second by Marshall for approval of the request. Motion carried. The three officers and the number of carryover days are as follows: Sergeant Steve Herbers – 5 days; Deputy Devon McNurlin – 5 days; and Deputy Ken Moe – 4 days.

Discussion took place regarding the current policy regarding the placement of newly hired employees on the pay plans and the need for policy development allowing for the placement of newly hired employees based upon experience.

A special County Board meeting will be held to provide more transparency on the current 2018 County budget.

The Committee reviewed the July 31<sup>st</sup> Cash Trial Balance report and the June 30<sup>th</sup> Investments report. The Committee also reviewed the Treasurer's Cash Balance History report.

The next Finance and Personnel Committee meeting is scheduled for September 4<sup>th</sup>. The Committee will meet on September 6<sup>th</sup> to exchange proposals for a successor Agreement to the 2017-2018 Deputy Sheriff's Association Agreement. The Committee will meet on September 7<sup>th</sup> to begin formulating the 2019 budget.

Motion by Sebranek, second by Seep to adjourn. Motion carried. The meeting adjourned at 11:04 a.m.

Victor V. Vlasak  
Richland County Clerk