

FINANCE AND PERSONNEL COMMITTEE

November 6, 2018

The Finance and Personnel Committee met on Tuesday, November 6, 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, Linda Gentes, Buford Marshall, Shaun Murphy-Lopez and Larry Sebranek. Don Seep 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 County web site; and a copy was faxed to The Richland Observer.

Motion by Brewer, second by Marshall that the agenda, as amended, be approved. Motion carried.

Motion by Sebranek, second by Brewer that the printed copies of the October 2nd minutes be approved. Motion carried.

Chair Kirkpatrick announced that bids would now be accepted for Town of Richland Tax Parcel # 022-2942-2000. The appraised value of the parcel is \$50,000.00. Abidin Bajrami, 211 North Main Street, Richland Center, made an oral bid of \$50,000.00. No other written or oral bids were received. Motion by Sebranek, second by Marshall to approve the sale of the parcel to Abidin Bajrami for \$50,000.00. Motion carried.

Russ Mohns, Project Engineer, STR Building Resources Specialty Engineering Group, addressed the Committee regarding repairs that need to be made as a result of hail damage. A survey of the facilities will need to be conducted by Mr. Mohns to determine the extent of the damages. Motion by Sebranek, second by Marshall to approve Mr. Mohns' services. Motion carried. Mr. Mohns will bring a proposal back to the Committee for conducting the survey.

Motion by Brewer, second by Gentes to approve a medical leave of absence for a Sheriff's Department employee. Motion carried.

Motion by Sebranek, second by Brewer to approve a request that \$11,563.81 from the proceeds of the sale of Town of Richland Tax Parcel # 022-2942-2000 be transferred to Pine Valley. Motion carried. Venna Comar, the previous owner of the parcel, has a past due balance owed to Pine Valley for her care.

Motion by Brewer, second by Sebranek to grant approval of the release of the County's lien on the Keg and Kettle in Lone Rock. Motion carried. The lien on the property was for a loan made from the County's Revolving Loan Fund.

Motion by Murphy-Lopez, second by Sebranek to approve the transfer of \$738.84 from the Symons Swimming Pool Projects Fund (Fund 37) to the County Parks Fund (Fund 65).

Motion carried. Denise Lins explained that on October 6th the Richland Hospital conducted a bike tour. The Hospital is requesting that the proceeds of the tour be used for the bike trail. Lins noted that the Symons Foundation has expanded its mission to include the parks, bike trail and all County recreational land.

Employees have the option upon retirement to convert unused sick leave dollars for use in the payment of health insurance premiums. Retired employees are allowed to remain on the County health plan through the end of the year in which they turn age 65. Jeanne Rice will no longer be eligible to remain on the County's health plan in 2019. She will have \$634.93 left from her sick leave dollars at the end of 2019. Motion by Sebranek, second by Marshall to grant approval to pay \$634.93 to Ms. Rice. Motion carried.

Highway Commissioner Bill Condon addressed the Committee requesting a 60 day extension of time from Jamie Koch's November 8th anniversary date for him to take his unused vacation time. The Highway Addendum states that "vacation must be used by the employee's annual anniversary date". Motion by Brewer, second by Marshall to grant the request. Motion carried.

Commissioner Condon addressed the Committee requesting a classification change for the position of Highway Sign Foreman due to increased duties and responsibilities. Motion by Murphy-Lopez, second by Brewer to consider the reclassification request. The impact on the wage plan was discussed. Motion failed due to a tie vote.

Internal transfers within the Highway Department were discussed. It was noted that fringe benefits are not affected when employees transfer from one position to another within County government.

The Highway Addendum notes the positions in the department that are not subject to interdepartmental transfers or promotion. Motion by Murphy-Lopez, second by Sebranek to grant approval to amend the Addendum to add the positions of Lead Paving Foreman and Lead Grade Foreman to the listing of positions exempt from interdepartmental transfers or promotion. Motion carried.

The Highway Addendum does not contain language enabling appointing someone internally to a vacant position for ninety days until the vacant position is filled. Motion by Marshall, second by Sebranek to approve amending the Addendum to add language regarding temporary appointments. Motion carried.

Motion by Sebranek, second by Marshall to approve amending the Highway Department Addendum to allow newly hired employees' access to their sick leave benefits during their probationary period of employment. Motion carried.

Commissioner Condon addressed the Committee requesting a policy change in grade placement for the internal transfer of employees. Motion by Sebranek, second by Marshall to grant the request. Motion failed due to a tie vote.

Darin Gudgeon, Emergency Medical Services Director, addressed the Committee requesting approval to transfer \$20,000.00 of surplus funds from the Ambulance Service Fund

(Fund 51) to the New Ambulance Fund (Fund 16). Motion by Sebranek, second by Marshall to approve the request. Motion carried.

Murphy-Lopez addressed the Committee recommending the creation of a County Administration Research/Study Ad Hoc Committee to study the two options for county administration (Administrator or Administrative Coordinator) and come back to the full County Board with recommendations. Motion by Brewer, second by Murphy-Lopez to forward the recommendation for the Ad Hoc Committee to the Rules and Resolutions Committee for creation. Motion carried.

Murphy-Lopez addressed the Committee regarding conducting strategic planning sessions with input from County Board Supervisors, department heads, employees and county residents. Jon Hochkammer, Outreach Manager, Wisconsin Counties Association, will be contracted to assist in conducting the sessions.

The 2020 budget development process was discussed. The thought is that the County Clerk would put together the proposed 2020 budget and bring the proposed budget to the Committee to review and make changes.

Barb Scott, Management Information Systems Director, addressed the Committee regarding the 911 system. Frontier is no longer supporting the current system. Notification has been received that the County must move off of the old service. Requests for proposals have been received. After a review of the RFPs, the Frontier Vesta system has been chosen as the new 911 product. The cost of the Frontier system is \$159,070.77. The bid received for the replacement of the phone system was in the amount of \$25,215.12 from Marco. Strang's has estimated wiring costs at \$3,000.00. A contingency of \$12,714.11 is being recommended. Total cost of the project is \$200,000.00. Motion by Brewer, second by Marshall to move ahead with the project and borrow \$200,000.00 from the State Trust Fund to fund the project. Motion carried.

The Committee reviewed the Cash Balance History report, Investments report and Cash Trial Balance report.

Murphy-Lopez addressed the Committee recommending the creation of a fund for County Administration so that there would be funds available if the County Board decides to make some change administratively. \$100,000.00 would be transferred from Pine Valley to the new fund from funds set aside at Pine Valley to make payments on the debit and \$154,996.24 transferred from Pine Valley funds, set aside for the debt, back to the General Fund to cover transfers made from the General Fund in 2018. Motion by Murphy-Lopez for approval of the recommendations. Motion died due to the lack of a second.

Motion by Marshall, second by Sebranek to adjourn. Motion carried. The meeting adjourned at 1:07 p.m.

Victor V. Vlasak
Richland County Clerk