

## **FINANCE AND PERSONNEL COMMITTEE**

April 9, 2019

The Finance and Personnel Committee met on Tuesday, April 9, 2019, at 9:00 a.m., in the Conference room, located on the community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Jeanetta Kirkpatrick, Marty Brewer, Linda Gentes, Buford Marshall, Shaun Murphy-Lopez, Larry Sebranek and Don Seep.

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

Committee Chair 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 Gentes, second by Brewer to approve the agenda, as amended. Motion carried.

Motion by Marshall, second by Sebranek to go into closed session under section 19.85 (1) (c) (f), Wisconsin Statutes, to consider performance evaluation data of a public employee and that the County Clerk, Corporation Counsel Ben Southwick and Attorney Jon Anderson remain for the closed session. Roll call vote. AYES: Brewer, Kirkpatrick, Gentes, Marshall, Sebranek, Murphy-Lopez and Seep. Ayes 7. Notes 0. Total 7. Motion carried. Supervisor Jayme Walsh remained for the closed session.

Closed session.

Motion by Brewer, second by Marshall to return to open session. Motion carried.

Murphy-Lopez announced that he would be audio recording the meeting.

Highway Commissioner Bill Condon presented information regarding a proposal to establish a small permit fee for oversized and overweight loads to help offset highway maintenance and administrative costs that result from the damage these loads cause. The proposal is for a single trip fee of \$75.00, a multiple trip fee of \$150.00, and a seasonal trip fee of \$250.00. The Highway Committee has voted in favor of implementing the fees. Motion by Sebranek, second by Brewer to forward the proposal on to the County Board for approval. Motion carried.

Highway Commissioner Condon presented information regarding the implementation of a \$20.00 "motor vehicle" wheel tax to be utilized by the Highway Department for the

maintenance of county roads and bridges. Enactment of an ordinance would impose an annual flat rate registration fee on all motor vehicles registered in this State which are customarily kept in the County. \$302,920.00 is the estimated amount that would be generated annually by implementing the wheel tax. The State would retain 17 cents per vehicle. The net estimated revenue is \$300,648.10. Motion by Sebranek, second by Brewer to present an ordinance to the County Board for approval to enact the motor vehicle wheel tax. Motion carried.

Chair Kirkpatrick announced that bids would now be accepted on Richland Center Tax Deed Parcel Number 276-2100-4783. The appraised value of the parcel is \$4,000.00. The parcel is located at 382 East Haseltine Street. No written bids were received. An oral bid of \$4,000.00 was received from Boyd Clarson. No other oral bids were received. Motion by Murphy-Lopez, second by Marshall to accept the bid in the amount of \$4,000.00 from Boyd Clarson. Motion carried.

Highway Commissioner Condon presented information on the proposed purchase of a Tandem Axle Cab and Chassis from Lakeside International for \$95,879.53. Funds for the purchase were included in the 2019 budget. Motion by Marshall, second by Brewer to present a resolution to the County Board for approval of the purchase. Motion carried.

Bob Silva, Precision Controls, addressed the Committee and explained the repairs that will be needed on the cooling tower of the original courthouse building. Committee members were provided with information on the cost of parts and repairs. In addition to repairs to the cooling tower a water softener system and water treatment system will need to be installed. The repairs are estimated to cost between \$25,000 and \$30,000. Motion by Seep, second by Sebranek to present a resolution to the County Board for approval to make the repairs and that funding come from the Courthouse Repair Outlay. Motion carried.

Symons Recreation Complex Director Denise Hanold addressed the Committee recommending approval of a discounted membership fee for County and City employees to the Symons Recreation Complex. One of the comments received in the recently completed employee survey conducted by the Richland County Wellness Committee was a request by employees for a discounted membership to the Complex. Motion by Murphy-Lopez, second by Seep to present a resolution for approval to offer of a 25% discounted membership fee to full-time and part-time County and City employees. Motion carried.

Pine Valley Administrative Assistant Therese Deckert explained a proposal that nurses be paid three steps above their current wage when assuming additional Charge Nurse responsibilities during their shift. They would not be paid any higher than the top step of their wage grade. On-call nurses performing Charge Nurses duties would not be eligible to receive this pay differential because they are already receiving a higher rate of pay. Motion by Seep, second by Sebranek to present a resolution to the County Board for approval of the proposal. Motion carried.

Therese Deckert explained a proposal that Ryan Elliott, Social Services Supervisor and Jennifer Ewing, Social Worker exchange positions. Each person currently performs the other person's role in the other person's absence. The request is to allow the two employees to exchange positions and not post or advertise either position. Motion by Sebranek, second by

Murphy-Lopez to grant the request for the two employees to switch positions and that a memorandum of understanding be drafted for Mr. Elliott's signature in which he acknowledges that the payout of unused vacation and sick days upon his retirement would be at the reduced hourly rate for the position of Social Worker. Motion carried.

The Committee discussed the step progressions of the Pay Plan. Resolution No. 18-10 states that the next progression is to occur at the start of the first pay period in January, 2020. Motion by Murphy-Lopez, second by Marshall to determine the financial impact of moving everyone who qualifies to Step 8 on the Pay Plan. Motion carried.

Therese Deckert addressed the Committee regarding fringe benefit costs for temporary/call-in employees at Pine Valley who also worked in other County departments. The temporary/call-in employees' hours worked in other departments may make them eligible for retirement and health insurance benefits. The costs of the benefits would be prorated between the departments in which they work.

Currently the Handbook of Personnel Policies, Highway Addendum, Pine Valley Addendum and Sheriff's Addendum state that "vacation must be used within 18 months following the employee's anniversary date". County Board approval is required when employees are unable to use their accrued vacation with the required 18 month time period. Motion by Murphy-Lopez, second by Marshall to present a resolution to the County Board giving the Finance and Personnel Committee authority to extend the time period in which employees can use their vacation time when unable to do so due to unforeseen circumstances. Motion carried.

Health and Human Services Director Tracy Thorsen addressed the Committee requesting approval for the purchase of 14 computers for the Economic Support Unit staff. Funding would come from the Economic Support Income Maintenance Program through the Capital Consortium, except for 50% of one of the computers. The computers being replaced would be used to replace other computers in the agency that are older or not functioning. Motion by Seep, second by Brewer to present a resolution to the County Board for approval of the purchase of 14 Lenovo ThinkCentre M720t computers at \$709 each. Motion carried.

The Committee discussed Resolution No. 19-30 approving the purchase of new computers and software upgrades. Passage of the resolution would grant approval to purchase 52 new computers and for purchasing current Microsoft licenses for County-owned computers. Discussion followed regarding the development of a capital expense plan. Motion by Marshall, second by Gentes to table the agenda item. Motion carried.

Notification has been received from the Municipal Property Insurance Company that the premium for the policy period July 1, 2019 to July 1, 2020 will be \$78,807.00. The premium for the policy period July 1, 2018 to July 1, 2019 is \$51,488.00.

Brian McGraw, a member of the Joint Ambulance Committee, addressed the Committee requesting that funds be set aside for ambulance equipment, employee retirement payouts and

ambulance replacement and that those funds be placed in interest bearing accounts. No Committee action was taken.

Kate Koziol, Economic Development Specialist, Southwestern Wisconsin Regional Planning Commission, addressed the Committee. Ms. Koziol was funded to work two days in Richland County. Funding for her time was provided to Regional Planning through a contract with Southwest Partners. Because of a shortage of funds by Southwest Partners, Ms. Koziol is no longer providing services to Richland County. Ms. Koziol reviewed her work summary for the period July 2017 – March 2019. Copies were provided to members of the Finance and Personnel Committee.

Committee members received copies of the March 31<sup>st</sup> Trial Balance and Investments reports. Committee members also received copies of the Cash Balance History as of March 31<sup>st</sup>.

The next meeting is scheduled for Monday, April 22<sup>nd</sup> at 9:00 a.m.

Motion by Marshall, second by Brewer to adjourn. Motion carried. The meeting adjourned at 12:30 p.m.

Victor V. Vlasak  
Richland County Clerk