

## FINANCE AND PERSONNEL COMMITTEE

November 5, 2019

The Finance and Personnel Committee met on Tuesday, November 5, 2019, 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, Marc Couey, Linda Gentes, Buford Marshall, Shaun Murphy-Lopez, Don Seep and David Turk. Sebranek was absent

Others present included: Victor Vlasak, County Clerk, 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 Turk for approval of the agenda, as amended. The motion carried unanimously.

Motion by Marshall, second by Couey for approval of the printed copies of the minutes for the October 1<sup>st</sup> Finance and Personnel Committee. The motion carried unanimously.

Tax Deed Sale - Chair Kirkpatrick opened the Tax Deed Sale.

Lone Rock Parcel Number 146-0005-0900 was appraised for \$30,000.00. No oral or written bids were received. Motion by Brewer, second by Marshall to close the bidding and refer the parcel back to the Property, Building and Grounds Committee for reappraisal. The motion carried unanimously.

Richland Center Parcel Number 276-1671-4200 was appraised for \$15,000.00. No oral or written bids were received. Motion by Murphy-Lopez, second by Turk to close the bidding refer the parcel back to the Property, Building and Grounds Committee for reappraisal. The motion carried unanimously.

Richland Center Parcel Number 276-2100-6040 was appraised for \$12,000.00. No oral or written bids were received. Motion by Murphy-Lopez, second by Brewer to close the bidding and refer the parcel back to the Property, Building and Grounds Committee for reappraisal. The motion carried unanimously.

Delinquent Utilities - The Committee discussed the delinquent utility service costs totaling \$2,738.82 on Richland Center Parcel Number 276-1671-4200 located at 566 North Chestnut Street. Motion by Marshall, second by Murphy-Lopez to deal with the delinquent utilities when the parcel is sold. The motion carried unanimously.

Tree and Stump Removal - County Treasurer Julie Keller presented an estimate she received from M and M Tree Service, L.L.C., Hillsboro, to remove a tree on Richland Center

Tax Parcel 276-2100-6040. Neighboring land owner Brian Brown, over whose garage the tree is leaning, explained that one fourth of the tree is on his property. Motion by Brewer, second by Marshall to approve the estimate to remove the tree and stump and present a resolution to the County Board to appropriate \$1,125.00 from the General fund to cover three fourths of the cost of the tree and stump removal, with Mr. Brown paying the remaining \$375.00. The motion carried unanimously.

Building Demolition Invoice - The Committee discussed an invoice received from the City of Richland Center in the amount of \$6,750.00 for the demolition of the building that was on Richland Center Tax Parcel Number 276-2100-6040. No Committee action was taken.

Debt Refinancing – Carol Wirth, Wisconsin Public Finance Professions, LLC, addressed the Committee via phone regarding the refinancing of the 2010 County Taxable General Obligation Refunding Bonds, 2010 Tax-Exempt General Obligation Refunding Bonds, 2017 State Trust Fund Loan for capital projects, 2017 State Trust Fund Loan for UW-Richland renovations and 2019 State Trust Fund Loan for the 911 system. The taxable bonds must be a separate issue. The other four tax-exempt debt obligations can be combined. Resolutions will be presented to the County Board at its December 10<sup>th</sup> meeting for a taxable issue and for a tax-exempt issue. The closing would be January 8, 2020. At that time the funds would be wired to the County for deposit into the Debt Service Fund. The three State Trust Fund loans would be paid off January 27, 2020. The 2010 Taxable and 2010 Tax-Exempt G.O. Refunding Bonds would be paid off March 1, 2020.

Capital Projects Borrowing – Carol Wirth addressed the Committee regarding the proposed 2020 borrowing for capital projects. The list of projects and amounts would need to be confirmed and a useful life expectancy determined for each item. The County Board would adopt an Initial Resolution Authorizing Borrowing a Not to Exceed Dollar Amount for the projects. Adoption of this resolution requires a three-fourths vote of members elect. The County would prepare to enter the Municipal Bond Market by preparing an Official Statement, Bond Rating Application and Coordinate Financing Team. The County would adopt a Sale Resolution locking in the borrowing terms. Adopting of this resolution requires a majority vote of the members present. The funds would be wired to the County for deposit into a project account.

If the County issues five million or less of tax-exempt debt in a calendar year, the County has three years to spend the borrowed funds. If the County issues more than five million of tax exempt debt in a calendar year the County has two years to spend the borrowed funds and is subject to the following spending schedule: 10% in 6 months, 45% in 12 months, 75% in 18 months and 100% in 24 months.

Municipal Advisory Agreement – Carol Wirth outlined the Municipal Advisory Agreement between Richland County and the Wisconsin Public Finance Professionals, LLC for “municipal advisor” services. Costs for the services will be covered by the underwriter. Motion by Brewer, second by Turk to present a resolution for approval to enter into the Agreement. The motion carried unanimously.

County Administrator Advertising and Brochure – Patrick W. Glynn, Senior Consultant, Carlson Dettmann, Consulting, addressed the Committee via phone regarding the process to be followed in the search for a County Administrator. Committee members provided suggestions for challenges and/or opportunities for the incoming administrator and unique/marketable

features that would attract a new administrator to the county. A timetable for the process was also discussed.

Don Seep left the meeting at this point.

Pay Plan Amendment – Denise Lins, Symons Recreation Complex Director, addressed the Committee requesting that the positions of Day Care Aid Supervisor, Gymnastics Instructor, and Basic Life Support Instructor be removed from the wage plan. Motion by Gentes, second by Turk for approval of the request. The motion carried unanimously.

Administrative Manual/Employee Handbook Policy on Resignation or Retirement – Language is proposed that would be added to the Handbook requiring employees to give a two week notice of their resignation or retirement. Failure to do so would result in their forfeiture of any payout of accrued sick leave and/or vacation. Motion by Brewer, second by Marshall for approval of the proposed language. The motion carried unanimously.

Management Information Systems Network Area Storage Box Replacement – Motion by Couey, second by Murphy-Lopez for approval of the purchase from JComp Technologies of the Buffalo TeraStation NAX at a cost of \$1,853.08. The motion carried unanimously. The Network Area Storage box that was at the Highway shop housing the backups for the County's data has become non-functional and needs to be replaced.

Video Conferencing Invoice – Motion by Couey, second by Brewer for approval to pay the invoice in the amount of \$410.50 from Strang Heating & Electric RC for telephone service. The motion carried unanimously. Funding for the invoice will come from the Videoconferencing fund, Fund 29.

Highway Department – Extension of Ten Hour Work Days – Motion by Marshall, second by Murphy-Lopez to amend the Highway Addendum to the Handbook of Personnel Policies and Work Rules to allow the Highway Commissioner discretion as to when the 10 hour workdays are determined. The motion carried unanimously.

Highway Department – Request for Credit Card – Motion by Couey, second by Gentes to approve the Highway Department's request to have a credit card. The motion carried unanimously.

Health and Human Services – Office Space Remodeling Plans – The Health and Human Services Board will be requesting funding to cover the costs of creating remodeling plans for an office for the County Administrator. Marshall reported that the Veterans Services office would like to move to the Community Services Building. This would allow for office space in the courthouse building for the County Administrator.

Ambulance Garage Plumbing Repairs Estimate – No information was available.

Schumacher Elevator Company Payment Application – Modernization Project – Motion by Murphy-Lopez, second by Marshall to approve the Payment Application in the amount of \$17,928.00 for Schumacher Elevator Company for the Courthouse Elevator Modernization Project. The motion carried unanimously.

B.E. Heins Contracting, LLC – Payment Application – Roofing Project – Motion by Murphy-Lopez, second by Couey to approve the Application and Certificate of Payment in the

amount of \$162,657.00 for Heins Contracting for the Roof Replacements Project. Approval of the payment is being recommended by Russell P. Mohns, Project Engineer, Specialty Engineering Group, LLC. The motion carried unanimously.

Richland County Housing Authority Administrative Costs Funding – Motion by Couey, second by Brewer to accept the agreement from the Richland County Housing Authority to repay funds that were paid by the County to retiring employee, Brenda Wallace. The motion carried unanimously.

Economic Development Agreement Amendment – Chair Kirkpatrick will review the amendment.

Positions Changing from 35 Hours per Week to 40 Hours per Week – Funds were included in the 2020 adopted budget to change the hours of the following positions from 35 hours per week to 40 hours per week. Motion by Turk, second by Couey to present a resolution for approval of the change. The motion carried unanimously.

Circuit Court – David Adams – Deputy Clerk of Court  
Circuit Court – Angella Dobbs – Deputy Clerk of Court  
Circuit Court – Sara Ehrhardt – Deputy Clerk of Court  
County Treasurer – Karen Welsh – Deputy County Treasurer  
Courthouse Maintenance – Deanna Hunt – Custodian  
Property Lister – Jo Rott  
Zoning – Mike Bindl – Zoning Administrator  
Zoning – Cheryl Dull – Zoning Office System Technician  
Zoning – Lynn Newkirk – Zoning GIS Technician/Assistant Zoning  
Administrator/Sanitarian

Motion by Marshall, second by Couey to adjourn to Tuesday, December 3<sup>rd</sup> at 9:00 a.m. The motion carried unanimously. The meeting adjourned at 11:28 a.m.

Victor V. Vlasak  
Richland County Clerk