

FINANCE AND PERSONNEL COMMITTEE

January 7, 2020

The Finance and Personnel Committee met on Tuesday, January 7, 2020, 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, Larry Sebranek. Shaun Murphy-Lopez, Don Seep and Dave Turk were absent.

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

Committee 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 Sebranek, second by Marshall for approval of the agenda, as amended. The motion carried by unanimous vote.

Motion by Gentes, second by Brewer for approval of the printed copies of the minutes for the December 3rd, 10th and 30th meetings of the Finance and Personnel Committee. The motion carried by unanimous vote.

Tax Deed Sale – Village of Lone Rock – Tax Parcel # 146-0005-0900. The parcel was appraised at \$5,500. No written bids were received. Oral bids were received on the parcel. Motion by Marshall, second by Sebranek to accept the oral bid of \$10,500 from Alvin Christianson, 452 East Whitewater Street, Lone Rock. The motion carried by unanimous vote.

Tax Deed Sale – City of Richland Center – Tax Parcel # 276-1671-4200. The parcel was appraised at \$5,000. No written bids were received. One oral bids was received on the parcel. Motion by Sebranek, second by Couey to accept the oral bid of \$5,000 from EM&J Properties, LLC, S9312 Wunnicke Road, Plain, Wisconsin. The motion carried by unanimous vote.

Tax Deed Sale – City of Richland Center – Tax Parcel # 276-2100-6040. The parcel was appraised at \$8,000. No written or oral bids were received. Motion by Marshall, second by Couey to refer the parcel back to the Property, Building and Grounds Committee for reappraisal. The motion carried by unanimous vote.

DeYoung Revolving Loan Fund Loan Agreement Extension – The Loan Agreement was entered into in 2007 with a balloon payment due in 2014. The first amendment to the Loan Agreement extended the due date to 2017. The second amendment extended the due date to April 1, 2020. The payment history on the loan is excellent. A request has been made to extend

the Loan Agreement. Motion by Brewer, second by Marshall to grant the request for a three year extension to the Loan Agreement. The motion carried by unanimous vote.

Handbook of Personnel Policies and Work Rules – Jury Duty Reimbursement Policy – Language in the Handbook regarding jury duty states as follows: “Employees shall be excused with full pay for jury duty. Any reimbursement for such duty shall be paid to the County. Employees not selected as jurors for a case shall report promptly back to their County employment.” An employee in the Health and Human Services Department has received reimbursement from Grant County for Jury Duty that exceeds the wages she would receive from Richland County for the time she was absent. Motion by Couey, second by Gentes to amend the Handbook of Personnel Policies and Work Rules by eliminating the requirement that reimbursement for jury duty be paid to the County. The motion carried by unanimous vote. It was noted that this change would not be retroactive.

Annual Computer Software Renewals – Motion by Brewer, second by Sebranek for approval of the following annual computer software renewals. The motion carried by unanimous vote.

County Clerk – Avenu Insights & Analytics

- Monthly Software Support – New Roads Public Works Management Software
- Monthly Software Support – New Vision Government Financial
- Monthly Software Support – New Vision Payroll
- Monthly NWs Support Plus

County Treasurer – GCS Software Land Records Management

- Automatic Import and Posting of Property Tax Payments from Municipalities
- Property Assessment/Tax Calculation & Billing – Real & Personal Property
- Treasurer’s Collections – Real & Personal Property
- Treasurer’s Settlement with Revenue Disbursements
- Valuation Exchange Process – Export & Import
- Web Portal for Land Records Information – Complete Hosting Service
- Cash Receipting (Network)
- Appraisal Data Import Process

Register of Deeds – GCS Software Land Records Management

- Document Indexing
- Web Portal for Land Records Information – Complete Hosting Service
- On-Line Document Purchase Service

Register of Deeds – IMAGETek, Inc.

- Imagetek Upgrade Assurance for Abstractor Module
- Software Assurance for PaperVision Enterprise
- Ratchet X – SPL Software Assurance (User License)
- Ratchet X Developers Toolkit Software Assurance (Server License)
- Annual Technical Support Fee (One Year Premium Technical Support)

Initial Resolution Authorizing Not to Exceed \$2,970,000 General Obligation Promissory Notes for Capital Improvement Projects – Carol Ann Wirth, President, Wisconsin Public Finance Professionals, LLC, addressed the Committee through a conference call. The project list has

been confirmed. The initial resolution will be presented to the County Board at their January 21st meeting. Passage of the resolution requires a “yes” vote by ¾’s of the members elect (16 yes votes). The authority to borrow is valid for five years. The County will prepare to enter the bond market. The Sale Resolution locking in the borrowing terms will be presented to the County Board at their February 18th meeting. A majority vote of members present is required to pass this resolution. Funds will be wired to the County on March 5th for deposit into the project account. Funds must be expended with three years of the March 5th date. All expenses associated with the issuance of the Notes will be paid by the underwriter out of the premium from investors and included in the interest rate. Borrowed funds can be comingled between the various projects. Repayment options were discussed. Motion by Couey, second by Sebranek for repayment Option A. This option combines the borrowing with existing county debt with repayment of the newly borrowed funds to take place over an eight year period. The motion carried by unanimous vote.

Municipal Advisory Agreement – Ms. Wirth reviewed the Advisory Agreement and explained that regulations require an agreement with every financing. The charge for the services is \$19,000. The fee from Quarles and Brady will be \$10,000 and the fee from Moody’s will be \$13,000. All fees will be paid from the borrowing by the successful bidder. Invoices for the services will come with the confirmed wire of funds on March 5th. Motion by Marshall, second by Gentes to present a resolution to the County Board for approval to enter into the Advisory Agreement. The motion carried by unanimous vote.

Heins Contracting Change Order – Fairgrounds Conservation Building – The change order is for the Conservation building to remove and replace all 1x8 fascia, install green treated boards, owner painting after install; to remove and replace 3 sections of soffit, install ¼” plywood; and to haul away all waste. The cost of the change order is \$913.00. A funding source for the change order was discussed. Motion by Couey, second by Gentes for approval of the change order. The motion carried by unanimous vote.

Heins Contracting Application for Payment – Reroofing Project – Russ Mohns, Specialty Engineering Group, LLC is certifying a payment to Heins Contracting in the amount of \$133,595.63. Motion by Sebranek, second by Marshall for approval of the payment. The motion carried by unanimous vote.

Economic Development Position Interview Process – The position has been advertised following the requirements of the Handbook of Personnel Policies and Work Rules. The agreement calls for the Economic Development Board to interview applicants and recommend a candidate. Motion by Sebranek, second by Couey that the Economic Development Board conduct the interviews. The motion carried by unanimous vote.

2018 County Clerk’s Annual Report – Motion by Brewer, second by Marshall that the Report be approved. The motion carried by unanimous vote.

Community Services Building Heating and Cooling Unit Replacement using 2019 Health and Human Services Funds – Motion by Couey, second by Sebranek to present a resolution to the County Board for approval for acceptance of the lowest bid of Wertz Plumbing and Heating

of Richland Center in the amount of \$6,156 to purchase and install a new heating/cooling unit in the Department of Health and Human Services Building using funds in the department's 2019 budget. The motion carried by unanimous vote.

Community Services Building Heating and Cooling Units Replacement Financing – This agenda item was not discussed.

Pine Valley On-Call Nursing Department Wage Increases – Motion by Sebranek, second by Brewer to present a resolution to the County Board for approval of the following proposals. The motion carried by unanimous vote.

Resolution No. 18-70 amendments:

- Licenses Practical Nurse new call-in rate will be \$26.15 per hour;
- Registered Nurse new call-in rate will be \$34.04 per hour;
- Call-in Licenses Practical Nurse/Registered Nurses are eligible to receive evening, night and weekend shift differentials.

Resolution No. 17-89 amendment:

- The call-in rate for the Certified Nursing Assistant position will be \$18.50 per hour, with this change to be effective February 2, 2020.

County Administrator's Impact On Finance and Personnel Committee Duties – Brief discussion.

Motion by Marshall, second by Couey to adjourn. The motion carried by unanimous vote. The meeting adjourned at 10:57 A.M.

Victor V. Vlasak
Richland County Clerk