

FINANCE AND PERSONNEL COMMITTEE

March 3, 2020

The Finance and Personnel Committee met on Tuesday, March 3, 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, Shaun Murphy-Lopez, Buford Marshall, Larry Sebranek, Donald Seep and David Turk. Linda Gentes was 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 Marshall, second by Sebranek for approval of the agenda, as amended. The motion carried unanimously.

Motion by Seep, second by Turk for approval of the printed copies of the February 11th meeting of the Finance and Personnel Committee. The motion carried unanimously.

Tax Deed Sale – Town of Eagle – Tax Parcel # 010-3312-2300 – The parcel was appraised at \$3,500.00. An oral bid of \$3,500.00 was received from Perry Wilkinson, Wilkinson Auction and Realty Co., LLC. No other oral or written bids were received. Motion by Sebranek, second by Marshall to accept the \$3,500.00 bid from Perry Wilkinson. The motion carried unanimously.

Tax Deed Sale – Town of Rockbridge – Tax Parcel # 026-1020-2110 – The parcel was appraised at \$25,000.00. No written or oral bids were received. Motion by Turk, second by Couey to refer the parcel back to the Property, Building and Grounds Committee for reappraisal. The motion carried unanimously.

Tax Deed Sale – Village of Cazenovia – Tax Parcels # 111-1300-0823, 111-1300-0824 and 111-1300-0825 – The parcels were appraised at \$500. No written or oral bids were received. Motion by Seep, second by County to refer the parcel back to the Property, Building and Grounds Committee for reappraisal. The motion carried unanimously.

Tax Deed Sale – City of Richland Center – Tax Parcel # 276-2100-1682 – The parcel was appraised at \$3,500.00. No written or oral bids were received. Motion by Marshall, second by Sebranek to refer the parcel back to the Property, Building and Grounds Committee for reappraisal. The motion carried unanimously.

Tax Deed Sale – City of Richland Center – Tax Parcel # 276-2100-6040 – The parcel was appraised at \$4,000.00. An oral bid of \$4,000.00 was received from Brian Brown. No other oral or written bids were received. Motion by Murphy-Lopez, second by Marshall to accept the \$4,000.00 bid from Brian Brown. The motion carried unanimously.

Tax Deed Sale – City of Richland Center – Tax Parcel # 276-2100-8060 – The parcel was appraised at \$36,000.00. No written or oral bids were received. Motion by Seep, second by Murphy-Lopez to refer the parcel back to the Property, Building and Grounds Committee for reappraisal. The motion carried unanimously.

DNR Recycling Grant Application – Motion by Marshall, second by Seep to present a resolution to the County Board for approval to apply for and accept a Recycling Grants To Responsible Units grant from the Wisconsin Department of Natural Resources. The motion carried unanimously.

Legal Services Agreement – Motion by Brewer, second by Couey to present a resolution to the County Board for approval to enter into an Agreement with the law firm Husch Blackwell to provide legal services. The motion carried unanimously.

Capital Projects Borrowed Funds – The Committee discussed the process for the use of the funds.

Fairgrounds Underground Power Lines Installation Costs – An estimate in the amount of \$23,741.05 was received to bury the overhead power lines at the fairgrounds. The work would be completed by the City Utilities. Motion by Murphy-Lopez, second by Sebranek to present a resolution to the County Board for approval of the project. The motion carried unanimously.

Economic Development Director – The recommendation is that Jason Glasbrenner be hired to fill the position. The rate of pay would be at Grade M, Step 2 (\$29.10 per hour) on the Wage Plan. Motion by Murphy-Lopez, second by Turk to present a resolution to the County Board for approval of the hiring of Mr. Glasbrenner and for approval of the rate of pay. The motion carried unanimously.

County Administrator – Motion by Couey, second by Seep to present a resolution to the County Board for approval of the duties of the County Administrator. The motion carried unanimously.

Motion by Sebranek, second by Seep to present a resolution to the County Board for approval to add the positions of County Administrator and Economic Development Director to the Handbook of Personnel Policies. The motion carried unanimously.

A listing was reviewed of possible equipment needs by the County Administrator. Motion by Couey, second by Turk for approval of the listing of equipment. The total cost of the equipment is \$3,667.43. The motion carried unanimously.

Barracuda Web Filer Replacement – A bid in the amount of \$7,407.08 was received from JComp Technologies and a bid of \$8,083.14 was received from CDWG. It was reported that the current device is no longer functional and puts the county departments at a high risk for a cyber-threat. Motion by Brewer, second by Sebranek to approve the immediate purchase of the replacement from CDWG and to present a resolution to the County Board for approval to purchase the unit from CDWG at a cost of \$7,407.08. The motion carried unanimously.

Change one Health and Human Services Public Health Registered Nurse Position to a Public Health Clinic Nurse Position – Motion by Seep, second by Brewer to present a resolution to the County Board for approval to make the change and for approval of the job description for the position. The motion carried unanimously.

Jail Staffing – The Committee was made aware of staffing shortages that will occur in the jail due to medical leave of absence requests and a retirement.

Turk left the meeting at this point.

The request is to promote a jailor/dispatcher in the department to Sargent and to have a second jailor/dispatcher in the department designated as Sargent. The request is also to allow for the creation of an additional jailor/dispatcher position. Motion by Sebranek, second by Marshall to present to the County Board an amendment to the Sheriff's ordinance to allow for the designation of a second Sargent jailor/dispatcher and for the creation of an additional jailor/dispatcher position. The motion carried unanimously.

The Committee reviewed a report on 2019 account deficiencies.

Copies of the Cash Trial Balance report for February 29th were distributed to Committee members.

Motion by Murphy-Lopez, second by Brewer to adjourn to Tuesday, April 7th at 9:00 a.m. The motion carried unanimously.

Victor V. Vlasak
Richland County Clerk