

FINANCE AND PERSONNEL COMMITTEE

May 12, 2020

The Finance and Personnel Committee met on Tuesday, May 12, 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: Shaun Murphy-Lopez, Marc Couey, Marty Brewer, Linda Gentes, Melissa Luck, Donald Seep and David Turk

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

Marty Brewer called the meeting to order.

Brewer stated that the first order of business was the election of a committee Chair. Motion by Luck to nominate Murphy-Lopez. Motion by Seep to second the motion and that the Clerk be instructed to record that a unanimous ballot was cast for Murphy-Lopez as Chair of the Finance and Personnel Committee. The motion carried unanimously.

Murphy-Lopez stated that the next order of business was the election of a committee Vice Chair. Motion by Seep to nominate Luck. Motion by Luck to nominate Couey. Second by Seep to nominate Couey. Second by Gentes to nominate Luck. Luck withdrew her name from consideration. Motion by Seep, second by Brewer that the Clerk be instructed to record that a unanimous ballot was cast for Couey as Vice Chair of the Finance and Personnel Committee. The motion carried unanimously.

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 Brewer, second by Couey for approval of the agenda, as amended. The motion carried unanimously.

County Treasurer Julie Keller reviewed legislation enacted by the Wisconsin Legislature that went into effect on April 1, 2020 regarding interest on postponed real estate taxes for the tax year 2019. The legislation authorizes the County Board to adopt a resolution enabling town, village and city taxation districts the option of adopting a like resolution. The adoption by the municipalities of the resolution would change the second installment payment of real estate taxes from the current postponed payment date of July 31st to a new postponed payment date of September 30, 2020. Interest on unpaid taxes would begin to accrue on October 1, 2020 instead of August 1, 2020. The interest would then begin to accrue at 1% on October 1st.

Adoption of the resolution by the County and then by any or all of its municipalities would result in a loss of interest revenue to the County. Adoption of the resolution would also affect cash flow for the County because the County would be required to settle in full on

September 20, 2020 with all taxation districts in the County before the deferred tax collection due date of September 30, 2020. Passage of the resolution by some, not all, County municipalities would result in different due dates for the second installment tax payment and a difference in the interest rate charged on unpaid real estate taxes. No Committee action was taken.

County Treasurer Keller reviewed the Cash Balance History and Investments reports. Keller noted that the interest rate being paid by the Local Government Investment Pool has dropped to 0.51%. The interest rate at the same time last year was 1.81%.

Corporation Counsel Southwick reviewed the efforts taken by the Chapter 980 Committee to secure a residence in the County for a convicted sex offender. The County has a deadline to meet to avoid significant sanctions by the Court. A possible lease arrangement between a property owner and the State is under discussion. Corporation Counsel Southwick is recommending that the County expedite the tax deed process for a tax delinquent parcel in the Town of Buena Vista that could then be leased to the State if the private property owner lease arrangement does not take place. Motion by Seep, second by Couey to present a resolution and ordinance to the County Board for the purpose of expediting the tax deed process on the Town of Buena Vista parcel. The motion carried unanimously.

MIS Director Barb Scott addressed the Committee seeking approval for the payment of an invoice in the amount of \$26,925.00 from Tritech Software Systems for new 911 mapping software for the Sheriff's Department. \$14,899.80 will be paid from a Federal NEXTGN911 Reimbursement grant (Fund 26) that the Sheriff's Department has received approval from the County Board to apply for and accept. The balance of \$12,025.20 will be paid from the 2020 Capital Projects (Fund 75) funding. Motion by Couey, second by Luck to approve payment of the invoice. The motion carried unanimously.

The County has taken a Tax Deed on three parcels located in the Village of Cazenovia, The Tax Deed Parcel Numbers are 111-1300-0823, 111-1300-0824 and 111-1300-0825. The parcels contain a three story brick building that is partially collapsed. The parcels have been advertised for sale through the Tax Deed process. No bids were received. The Cazenovia Village Board is requesting that the County take remedial action regarding a dangerous public hazard caused by the neglected condition of the building. The Property, Building and Grounds Committee is recommending that bids be solicited for the removal of the building and cleanup of the site. Motion by Gentes, second by Turk to grant approval to advertise for bids. The motion carried unanimously.

MIS Director Barb Scott addressed the Committee seeking approval for the payment of an invoice in the amount of \$15,187.10 from JComp Technologies, Inc. for the purchase of nine Lenovo ThinkPad computers. Six of the computers will be paid for from the Health and Human Services budget. Three of the computers will be paid for from 2020 Capital Projects (Fund 75) funding. \$4,440.00 will be charged to Fund 75. \$10,747.10 will be charged to Fund 56. Motion by Couey, second by Turk to approve payment of the invoice. The motion carried unanimously.

Included in the 2020 Capital Projects list of projects is the replacement of the roof on the Community Services Building, the roof on the Symons Recreation Complex and the flat roofs on the campus buildings. Specialty Engineering Group, LLC has presented a proposal to provide roofing design services for the reroofing project. The services include design development, construction documents, bidding, and contract administration. The fee for the services is 8% of the lowest responsible bid received. Motion by Seep, second by Couey to present a resolution to the County Board for approval to entering into the agreement with Specialty Engineering Group, LLC. The motion carried unanimously.

Changes have been made to The BESTflex Plan (Section 125) administered by the Employee Benefits Corporation. The changes are a result of a redefinition of eligible expenses under the Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act). Approval is need to reflect plan changes to the Summary Plan Description. Motion by Brewer, second by Luck to present a resolution to the County Board for approval of the changes made to the BESTflex Plan. The motion carried unanimously.

Pine Valley Administrator Tom Rislow presented a proposal to submit a Borrower Application Form under the Payroll Protection Program (PPP) through the Richland County Bank. The program is a loan and loan forgiveness program. Loan maximum amounts are calculated as 2.5 times the average monthly payroll costs. Forgivable expenditures made under the program during the eight weeks' period after the loan closing include payroll costs, mortgage interest, rent payments and utility costs. The estimate is that the loan forgiveness amount of qualifying expenses could be in excess of \$900,000.00. Motion by Couey, second by Gentes to present a resolution to the County Board for approval to submit the application. The motion carried unanimously.

Chief Deputy Chad Kanable submitted his resignation effective May 1, 2020. The Handbook of Personnel Policies and Work Rules states that employees must give a two weeks' notice that they are retiring or resigning in order to be paid for accrued and unused vacation time. The Law Enforcement and Judiciary Committee and Sheriff Jim Bindl are recommending that Chad Kanable be paid for the unused vacation which he has accrued as of the effective date of his resignation from the Sheriff's Department. Motion by Seep, second by Luck to present a resolution to the County Board for approval to pay Chad Kanable for his unused vacation time. The motion carried unanimously.

Sheriff Jim Bindl is asking for an extension of the period of time in which Dane Kanable can use 204 hours of accrued vacation. Under the Handbook of Personnel Policies and Work Rules Dane Kanable has until June 29, 2020 to use the accrued vacation time. Motion by Couey, second by Seep to present a resolution to the County Board to waive the 18-month requirement that Dane Kanable use the 204 hours of accrued vacation and extend the deadline until December 31, 2020. The motion carried unanimously.

Funding was included in the 2020 Capital Projects borrowing for the purchase of five vehicles by the Sheriff's Department. Approval is being requested to purchase a Dodge Grand Caravan transport van and four 2020 Dodge Durango sports utility squad vehicles by use of the borrowed funds.

Sheriff Jim Bindl reported that he has signed two Memorandum of Understanding between the Richland County Sheriff's Department and the Richland County Deputy Sheriff's Association. The first Memorandum deals with the scheduling of vacation time by the department's Investigator(s). The second Memorandum deals with shift start time and work schedules. Motion by Couey, second by Turk for approval of the two Memorandum. The motion carried unanimously.

Discussion continued on the proposed purchase of vehicles by the Sheriff's Department. Motion by Luck, second by Turk to present a resolution for approval to purchase the five vehicles using the remainder of the funds in the New Car Outlay (Fund 17), with the balance of the funding coming from the 2020 Capital Projects (Fund 75) fund. The motion carried unanimously.

Highway Commissioner Roger Petrick reported that, due to concerns about contamination to the city well, a structure will be needed to cover the sand/salt mixture stored at the Highway Department. The estimated cost of the structure is between \$450,000 and \$500,000.

Commissioner Petrick requested approval for a medical leave of absence for a Highway Department employee who has used all of their available Family Medical Leave time. Motion by Brewer, second by Gentes for approval of the request. The motion carried unanimously.

Highway Commissioner Roger Petrick recommended amending the Highway Addendum to bring it in line with Resolution No. 19-89 which amended the County's Pay Plan.

Motion by Couey, second by Brewer to present a resolution to the County Board for approval of the Highway Commissioner's request for the creation of the position of Highway Mechanic without a Commercial Driver's license and for the creation of the position of Highway Mechanic with a Commercial Driver's license. The motion carried unanimously.

Motion by Couey, second by Brewer to present a resolution to the County Board for approval of the Highway Commissioner's request for the creation of the position of second Patrol Superintendent position. Creation of the position would result in additional State aid revenue. The motion carried unanimously.

Highway Commissioner Roger Petrick recommended a change in the interview process. The policy currently requires that the department head and the supervising committee interview applicants. Commissioner Petrick is recommending that interviews be conducted by a group consisting of the Highway Commissioner, County Administrator, one member of the Highway Committee and the Highway Patrol Superintendent.

County Administrator Clinton Langreck reviewed policies on families first, remote work, declaration of emergency, video teleconferencing, COVID-19 Response Plan revisions and vacation usage.

Motion by Couey, second by Luck to refer to the Property, Building and Grounds Committee for action the Wisconsin Occupational Health Laboratory Report. The motion carried unanimously

Motion by Brewer, second by Couey to go into closed session under section 19.85 (1) (c) of the Wisconsin Statutes to hear a report on an employee that was terminated during their probationary period and that the County Clerk, County Administrator and Clerk of Circuit Court be allowed to remain for the closed session. Roll call vote. AYES: Gentes, Luck, Couey, Brewer, Murphy-Lopez. Ayes: 5. Noes 0. Total 5. The motion carried unanimously.

Closed session.

Motion by Luck, second by Couey to return to return to open session. Motion carried unanimously.

Motion by Couey, second by Luck to adjourn to Tuesday, June 2, 2020 at a time yet to be determined. The motion carried unanimously.

Victor V. Vlasak
Richland County Clerk