

FINANCE AND PERSONNEL COMMITTEE

September 29, 2020

The Finance and Personnel Committee met on Tuesday, September 29, 2020, at 1:00 p.m., at the Ramada by Wyndham Richland Center, located at 1450 Veterans Drive, Richland Center, Wisconsin.

Roll call found the following Committee members present: Shaun Murphy-Lopez, Marc Couey, Marty Brewer, Linda Gentes, Melissa Luck, Don Seep and David Turk.

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

Committee Chair Murphy-Lopez 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, County Board Supervisors, 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 Luck, second by Brewer for approval of the agenda. Motion carried.

2021 Budget – Administrator Langreck reviewed the draft of the budget report that will be presented to the County Board. Included in the report was the final listing of adjustments approved by the Finance and Personnel Committee at their September 21st meeting. Short-term borrowing will be used to finance capital improvement projects; highway improvements; vehicle and fleet management; technology capital improvements; facility maintenance and improvements; and radio tower project engineering and project design. Motion by Couey, second by Luck to accept the finalized budget as proposed with amendments, publicly post and have the Administrator prepare and submit the proposed budget to the County Board for consideration and adoption. Roll call vote. AYES: Luck, Gentes, Couey, Murphy-Lopez, Brewer, Turk. ABSTAIN: Seep. Ayes 6. Noes 0. Abstention 1. Total 7. Motion carried.

Treasurer/Property Lister Software and Support – The annual invoice in the amount of \$13,520.00 from GCS/LandNav Software for the 2021 Treasurer's tax program software and support and the Property Lister's assessment program software and support is now due. Services provided under the annual invoice include as follows:

- Import and posting of municipal collections;
- Property assessment/tax calculation and billing real and personal property;
- Treasurer's collections – real and personal property;
- Treasurer's settlement with revenue disbursements;
- Valuation exchange process – export and import – real estate;
- Cash receipting;
- Appraisal data import process – personal property.

Motion by Seep, second by Couey for approval to pay the annual invoice in the amount of \$13,520.00 from GCS/LandNav Software. Motion carried.

Courthouse Garage Doors Replacement – Garage Door Express, Lone Rock, bid \$30,000.00 to replace all five of the overhead garage doors. No other bids were received. The door spring for an ambulance bay garage door failed resulting in the need to replace the door immediately at a cost of \$6,200.00. The Property, Building and Grounds Committee is recommending approval of the bid to replace the remaining four doors. Motion by Couey, second by Brewer to approve the \$24,000.00 cost to replace the remaining four garage doors, with funding to come from the 2020 Capital Projects Fund (Fund # 75). Motion carried.

Large Courtroom Carpet Replacement – The Property, Building and Grounds Committee has approved the bid of Badgerland Flooring of Southwest WI, LLC in the amount of \$24,957.63 for the purchase and installation of new carpeting in the large courtroom. No other bids were received. Motion by Brewer, second by Luck to present a resolution to the County Board for approval of the bid from Badgerland Flooring of Southwest WI, LLC in the amount of \$24,957.63 for the purchase and installation of new carpeting in the large courtroom, with funding to come from the 2020 Capital Projects Fund (Fund # 75). Motion carried.

Quartz Health Insurance Renewal – Wallace, Cooper and Elliott Insurance has negotiated a renewal proposal from Quartz with a 3.90% premium increase and no premium cost sharing changes or plan design changes for 2021. Motion by Brewer, second by Luck to present a resolution to the County Board for approval of Quartz's 3.90% premium increase renewal proposal. Motion carried.

Rockbridge Pier Park Stairs Replacement – The Capital Projects borrowing included \$13,000 designated for the installation of a well at the Viola Park. The County Parks Commission is recommending that the funds be designated to replace the deteriorating stairs at the Pier Park in Rockbridge. Motion by Brewer, second by Couey to postpone action on the request. Motion carried.

Strategic Challenges and Goals – Administrator Langreck reviewed his report. Motion by Luck, second by Couey to accept the report. Motion carried.

Award Resolution – Short Term Financing – Motion by Couey, second by Luck to meet prior to the October 27th County Board meeting to approve and forward to the County Board the final short-term borrowing resolution. Motion carried.

Community Development Block Grant – Vierbicher, Inc. of Reedsburg has submitted a bid in the amount of \$44,000.00 to provide consulting and assistance in regard to completing the grant application process and administering the grants for the Community Development Block Grant Close Program. The cost for the services can be recovered if project proposals meet State requirements. Motion by Seep, second by Gentes to present a Resolution to the County Board for approval to enter into a contract with Vierbicher, Inc. in the amount of \$44,000.00. Motion carried.

Contract expenses of approximately \$9,000.00, the fee associated with the application process, cannot be covered by grant funds. The recommendation is that each of the two grant applicants and recipients pay the applicable fee of \$4,500.00. Motion by Couey, second by Luck to include in the resolution approving the Vierbicher, Inc. contract, the requirement that the final two applicants and recipients each pay the \$4,500.00 fee. Motion carried.

One of the requirements for the Community Development Block Grant Close program is that the County create a Temporary Citizen Participation Planning Committee in accordance with the already-adopted Citizen Participation Plan for Community Development Block grants. Motion by Seep, second by Luck to recommend to the County Board that the Finance and Personnel Committee be recognized as the Citizen Participation Planning Committee. Discussion followed. Action by the Rules and Resolutions Committee is needed to create the Committee. Chair Murphy-Lopez spoke against the motion, citing the need for additional information. NOES: Luck, Gentes, Couey, Seep, Murphy-Lopez. Ayes 0. Noes 5. Total 5. Motion declared defeated.

COVID Benefit Time Reimbursement – The recommendation is to reimburse employee benefit time that was taken due to a workplace COVID-19 exposure isolation period, by use of COVID Cares funds. Motion by Gentes, second Couey to present a resolution to the County Board for approval to reimburse six employees of the Sheriff’s Department who to date have been required to use available leave time due to being required by the County to isolate because of their exposure to Covid-19-positive persons while on duty. Motion carried.

Sheriff’s Addendum Amendment – The request is that the Collective Bargaining Agreement with the Deputy Sheriffs be amended by repealing the following crossed-out items and adopting the following underlined items:

“Compensatory time. An employee shall have the option to receive his/her overtime in the form of pay at time and one-half or compensatory time off at time and one-half. The employee may accumulate a maximum of ~~25 ½~~ fifty-one (51) hours compensatory time off.”

Motion by Seep, second by Couey to present a resolution to the County Board for approval of the proposed amendment to the Deputy Sheriffs Collective Bargaining Agreement. Motion carried.

Employee Handbook Amendment – Administrator Langreck presented proposed amendments to the Handbook of Personnel Policies, as well as amendments to the addendum to those policies for the departments of Health and Human Services, Highway, Sheriff and Pine Valley. Motion by Luck, second by Couey to present a resolution to the County Board for approval of the proposed amendments. Motion carried.

Revenue Report – Treasurer Keller presented reports on sales tax, investment interest, tax collections and cash balance.

Future Agenda Items –

- Gentes - Closed session – Assistance for County Administrator
- Seep – Employee discipline / step increase delay

Motion by Luck, second by Couey to adjourn to Tuesday, October 27th at 6:00 p.m. at the Phoenix Center. Motion carried. The meeting adjourned at 3:48 p.m.

Victor V. Vlasak
Richland County Clerk