

## FINANCE AND PERSONNEL COMMITTEE

November 3, 2020

The Finance and Personnel Committee met on Tuesday, November 3, 2020, at 1:00 p.m., remotely.

Committee members present included: Shaun Murphy-Lopez, Marc Couey, Marty Brewer, Linda Gentes, Melissa Luck and Don Seep. David Turk was absent.

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 Seep, second by Luck for approval of the agenda. Motion carried.

### **2019 Audit Review**

- Unmodified opinion issued.
- General Fund increased by \$1,053,414.00.
- General Fund's total fund balance as of December 31, 2019 was \$4,785,283.00. This represents approximately 3.5 months of expenditures.
- Tax certificates at December 31, 2019 totaled \$687,567.00 compared to \$655,478 in 2018.
- County-wide sales tax revenue totaled \$1,185,990.00 in 2019 compared to \$1,195,943.00 in 2018.
- The County complied with state imposed tax levy limits.
- \$200,000.00 of long-term debt was issued during 2019.
- Pine Valley recorded operating revenues of \$8,128,569.00. Pine Valley experienced an operating loss of \$1,327,786.00 in 2019. This loss was offset by a County property tax levy of \$1,356,918.00 and \$765,250.00 of supplemental payments.
- State shared taxes totaled \$1,134,723.00.
- Property valuations over an eight-year period has increased by approximately 13.8%.
- Health and Human Services and Public Safety expenditures were approximately 65% and 66% of total government expenditures, in 2019 and 2018 respectively.
- General obligation debt subject to limitation totals \$24,247,144.00. The County has approximately 60% of its debt capacity remaining.

**Institutional Adult Costs Fund (Fund # 54)** – The Health and Human Services Fund (Fund # 56) at the close of the year 2019 returned \$551,951.63 to the General Fund. The request is to transfer the \$551,951.63 from the General Fund (Fund 10) to the Institutional Adult Costs

Fund (Fund # 54). Health and Human Services Director Tracy Thorsen explained that funds remaining at the end of 2019 were the result of reduced departmental programming and expenses and the receipt of additional Medicaid cost recovery funds. Motion by Brewer, second by Seep to present a resolution to the County Board for approval to transfer the funds. Roll call vote. AYES: Brewer, Seep. NOES: Murphy-Lopez, Couey, Luck. Abstain: Gentes. Ayes 2. Noes 3. Abstention 1. Total 6. Motion declared defeated.

**Roofing Projects – Capital Projects Fund** – Four contractors submitted bids for the Multi – Building Roof Replacement Project. The low bid in the amount of \$342,666.00 was received from Maly Roofing Company, Inc. of Madison, Wisconsin. The base bid is for the roof replacement and related work on the Community Services Building and the Symons Recreation Complex building. Four alternate bids totaling \$277,899.00 we also received for the Miller Memorial Library, Melvill Hall, East Hall and Science Hall at the UW Platteville-Richland Campus. The base bid and the four alternate bids total \$620,656.00. The bid for the Community Services building is \$212,433.00 and the bid for the Symons Recreation Complex is \$130,233.00. Fees from Specialty Engineering Group LLC will total \$49,645.00. The total estimated project cost is \$670,210.00. A \$40,000.00 contingency is being recommended to cover the costs to correct unforeseen deteriorated roof conditions.

\$342,666.00	Base Bid
\$277,899.00	Four Alternate Bids
\$ 49,645.00	Specialty Engineering Group LLC Fees
<u>\$ 40,000.00</u>	Contingency
\$710,210.00	TOTAL

The Capital Projects Fund borrowing included \$634,000.00 for the various roof replacement projects. The borrowing also included \$65,000.00 for various repair projects at the Symons Recreation Complex. The \$130,233.00 cost of the roof project for the Symons Recreation Complex will be split with the City of Richland Center, resulting in \$65,116.50 coming from the County’s Capital Projects Fund. Of the funds borrowed for the Symons Recreation Complex, \$25,000.00 was initially allocated to roof repairs.

\$634,000.00	Borrowed Funds Allocated for Roofing Project
\$ 65,116.50	City Share of Symons Roof Replacement (\$130,233.00)
<u>\$ 11,093.50</u>	Capital Projects Fund Reallocation
\$710,210.00	

Motion by Brewer, second by Seep to accept the bid of Maly Roofing Company, Inc. of Madison Wisconsin the amount of \$620,565.00 for the reroofing projects, allow for a contingency of \$40,000.00 with the total cost of the project coming from the Capital Projects Fund (Fund # 57). The need for a larger contingency was discussed because of roofing over chlorinated water at the Symons Recreation Complex. Motion by Brewer, second by Couey to amend the motion to state that the contingency amount will be \$50,000.00. Motion carried, as amended.

**Short-Term Capital Borrowing Policy** – The proposed policy would insure the use of the borrowed funds by August 1, 2021 for the designated projects. Any unspent funds for which invoices and vouchers have not been submitted by August 2, 2021 would be designated for county highway road improvements. Motion by Luck, second by Couey to present a resolution to the County Board for approval of the proposed policy. Motion carried.

**Emergency Radio/Tower Project** – Motion by Luck, second by Murphy-Lopez to authorize requesting proposals to provide a complete study of the Richland County tower system, radio and data communications system as well as all other related systems and associated equipment, including the dispatch console. Motion carried.

**Jewell Associates Engineers, Inc. Professional Services** – The Joint Ambulance Committee hired Jewell Associates Engineers, Inc. to perform a comparative study of two different locations to determine if either site would be suitable for EMS and Emergency Management. The initial invoice for services for the period May 30, 2020 to June 26, 2020 totaled \$1,600.00. The second invoice for services for the period August 1, 2020 to August 28, 2020 totaled \$4,000.00. The Rules of the Board require that all contracts involving an expenditure of over \$5,000.00 a year must be approved by the County Board. Motion by Seep, second by Couey for approval to pay the invoices. Motion carried.

**Emergency Management Director Hours Worked** – Motion by Seep, second by Luck to present a resolution to the County Board recommending that the hours worked by the Emergency Management Director be increased from the current thirty-five hours per week to forty hours per week effective the first pay period of 2021. Motion carried.

**Southwest Wisconsin Workforce Development Board Contract** – Motion by Luck second by Couey to present a resolution to the County Board for approval for the Emergency Management Department to contract with the Southwest Wisconsin Workforce Development Board for a temporary employee to assist with the increased workload due to the COVID-19 pandemic. Motion carried.

**Department Head Appointments** – Motion by Luck, second by Couey to confirm the County Administrator's appointees to department head positions. Motion carried.

<u>Department Head</u>	<u>Appointee</u>
Corporation Counsel	Benjamin Southwick
Health and Human Services Director	Tracy Thorsen
Zoning Administrator	Mike Bindl
Veterans Service Officer	Karen Knock
Highway Commissioner	Roger Petrick
Emergency Medical Service Director/ Emergency Services director	Darin Gudgeon
Child Support Administrator	Amy Forehand
County Conservationist	Cathy Cooper
MIS Director	Barbara Scott
UW Food Services Supervisor	Angie Arneson

Fair and Recycling Coordinator  
Courthouse Maintenance  
Pine Valley Administrator

Carla Doudna  
Randy Nelson  
Tom Rislow

**Highway Department Addendum Amendments** – Motion by Murphy-Lopez, second by Couey to present a resolution to the County Board for approval of the following amendments to the Highway Department Addendum to the Handbook of Personnel Policies and Work Rules. Motion carried.

1. “s” is added to “Patrol Superintendent” in paragraph a of section F 9 entitled “Compensatory Time”;
2. The following section F 11 a under the heading “Sick Leave” is repealed:  
“a. Sick leave may be used in increments of at least one (1) hour.”;
3. The following section F 13 a under the heading “Vacation” is repealed:  
“a. Vacation may be used in increments of no less than one (1) hour.”;
4. The following sentence from section J 10 entitled “Emergency Assignments” is repealed: **“Emergency Assignments:** The Employer recognizes that there are occasions when, due to severe or hazardous weather conditions, safety will best be served by assigning ~~two~~ employees to specific ~~job needs~~ jobs as needed. Determination of these conditions shall be at the discretion of the Highway Commissioner. ~~Two persons shall always be assigned to the four wheel drive snowplow.~~ A mechanic will be on duty during snowplowing operations when feasible,” and

**Medical Leave of Absence Request** – Motion by Murphy-Lopez, second by Luck to approve the request of Brian J. Halter for a medical leave of absence from October 20, 2020 through October 30, 2020. Motion carried.

**Strategic Plan Report** – Motion by Luck, second by Couey to accept the report. Motion carried.

Motion by Luck, second by Couey to adjourn to Tuesday, December 1<sup>st</sup> at 1:00 p.m. Motion carried.

Victor V. Vlasak  
Richland County Clerk