

FINANCE AND PERSONNEL COMMITTEE

January 5, 2021

The Finance and Personnel Committee met on Tuesday, January 5, 2021, at 1:00 p.m., virtually.

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

Others present included: Victor Vlasak, County Clerk; and 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, 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 Gentes, second by Luck for approval of the Agenda. Motion carried.

Motion by Seep, second by Turk for approval of the minutes for the following meetings of the Finance and Personnel Committee: September 16, 2020; September 21, 2020; September 29, 2020; October 27, 2020; November 3, 2020; December 1, 2020; December 8, 2020.

The September 29, 2020 minutes were discussed. \$13,000 in funding was designated for the installation of a well at the Viola Park. The request of the Committee at the meeting was to reallocate those funds and use them to replace the deteriorating stairs at the Pier Park in Rockbridge. The minutes will be changed to reflect that the request was “postponed”.

The November 3, 2020 minutes were discussed. Under the item **2019 Audit Review** the following bullet point is amended as follows (note quotation marks): Health and Human Services and Public Safety expenditures were approximately 65% and 66% of total government expenditures, “in 2019 and 2018” respectively.

Motion carried and the minutes for the seven meetings of the Finance and Personnel Committee were approved, as amended.

Tax Deed Sale – Motion by Turk, second by Luck to hold a tax deed sale. Motion carried.

Village of Lone Rock Tax Parcel Number 146-0009-0410 – The appraised value of the parcel is \$100.00. Chair Murphy-Lopez opened bidding on the parcel. No written or oral bids were received. Motion by Seep, second by Couey to move this agenda item to the next meeting of the Finance and Personnel Committee by postponement. Motion carried.

Town of Eagle Tax Parcel Number 010-1022-2000 – The appraised value of the parcel is \$14,400.00. Chair Murphy-Lopez opened bidding on the parcel. The top bid of \$16,500.00 was received from Amos Vande Hei. Motion by Seep, second by Gentes to award the bid in the amount of \$16,500.00 to Amos Vande Hei. Motion carried.

City of Richland Center Tax Parcel Number 276-1684-8200 – Proposed is the sale of the tax deed parcel to the City of Richland Center for removal of the structure on the parcel and

for redevelopment of the parcel. Motion by Murphy-Lopez, second by Brewer to support the concept of selling the parcel to the City of Richland Center with further details being provided to the Committee. Motion carried.

Community Development Block Grant Close Report with Grant Application – Two proposed projects were presented to Committee members. One project is the City of Richland Center City Auditorium – Accessibility Project and the second project is the Village of Lone Rock - Village Center Park. Motion by Couey, second by Gentes for approval of a grant application resolution for the City of Richland Center City Auditorium – Accessibility Project. Motion carried. Motion by Turk, second by Brewer for approval of a grant application resolution for the Village of Lone Rock – Village Center Park Project. Motion carried.

Emergency Purchase of Heat Exchanger Utilizing Short-Term Capital Borrowing – A heat exchanger in Melvill failed in late November, 2020. UW Platteville-Richland Committee Chair Linda Gentes authorized the emergency replacement of the heat exchanger as allowed under Rule 14 of the Rules of the Board. The low bid in the amount of \$17,925.99 was received from Precision Controls & Service, LLC of Richland Center. Motion by Brewer, second by Couey for approval to use 2021 Short Term Capital Borrowing Funds (Fund # 92) to cover the cost of this expenditure. Motion carried.

Veeam Essentials Recovery and Monitoring Software – Motion by Seep, second by Couey to present a resolution for approval to purchase Veeam Essentials software from JComp Technologies, Inc. of Baraboo at a cost of \$13,627.86 utilizing funds from the 2020 Capital Projects Fund (Fund # 75). Motion carried. Veeam is a backup, recovery and monitoring software for servers that is used for protection and analytics of data.

Sheriff's Department Portable Radio Units – Motion by Luck, second by Turk to present a resolution for approval to purchase 3 new portable radio units from Brandt Communications, Inc. of Janesville at a total cost of \$5,409.18 with funding to come from the 2020 Capital Projects Fund (Fund # 75). Motion carried.

Sheriff's Department Squad Car – Approval is being sought for the return of the proceeds from the sale of a 2014 Ford Interceptor Utility Vehicle to the New Sheriff's Cars Fund (Fund # 17). It was noted that borrowed funds are being used to purchase new vehicles for the Sheriff's Department. Motion by Murphy-Lopez, second Couey to recommend the sale of the 2014 Ford and that the sale proceeds be returned to the General Fund. Roll call vote. AYES: Murphy-Lopez, Gentes, Couey, Luck, Turk. NOES: Seep. Ayes 5. Noes 1. Total 6. Motion carried.

Southwest Wisconsin Regional Planning Commission – Resolution No. 20-19 granted approval for the County to serve as co-applicant on a Disaster Recovery and Economic Resiliency grant to be submitted to the Federal Economic Development Administration to assist in flood mitigation work in Richland County. Motion by Luck, second by Gentes to approve payment of \$12,500.00 to Southwestern Wisconsin Regional Planning for services provided in administering the grant. Motion carried.

Vacation Time Extension during Pandemic – Motion by Luck, second by Turk to present a resolution to the County Board for approval to grant temporary authority to the County

Administrator to extend the 18-month expiration date for employees to use accrued vacation, with extended-deadline vacations to be taken by not later than June 30, 2021. Motion carried.

Short-Term Capitol Borrowing Policy – Motion by Turk, second by Seep to present a resolution to the County Board detailing the use of the Short Term Borrowing funds. Motion carried.

Formal Complaint and Reporting Mismanagement Policy – Motion by Luck, second by Seep to present a resolution for approval of the policy. Motion carried.

Temporary COVID-19 Leave Plan – Motion by Seep, second by Turk to present a resolution to the County Board stating that qualifying full-time County employees are hereby authorized to take up to a total of 10 days in a two-week period up to a maximum of 80 hours (pro-rated for qualifying part-time employees) of leave, for COVID-19 related events that may not currently meet eligibility under sick leave or FMLA. Motion carried.

Administrative Transition – Motion by Luck, second by Turk to present a resolution to the County Board for approval of the reduction of the Accounting Supervisor and Payroll Benefits Specialist positions in the County Clerk's Office and addition of the same positions to the Administrator's Office with necessary position function adjustments, effective February 1st. Motion carried.

Motion by Gentes, second by Luck to recommend to the Rules and Resolutions Committee and the County Board that the deadline for the completion of the Temporary Transition Committee's work be extended from February 1, 2021 to June 1, 2021. Motion carried.

Motion by Luck, second by Murphy-Lopez to recommend to the Property, Building and Grounds Committee the reassignment of the County Clerk's computer room to the Administrator, with joint use of the main office space for both department's staff. Motion carried.

Motion by Luck, second by Seep to adjourn to Friday, January 22nd at 1:00 p.m. Motion carried. The meeting adjourned at 3:58 p.m.

Victor V. Vlasak
Richland County Clerk