

FINANCE AND PERSONNEL COMMITTEE

June 18, 2021

The Richland County Finance and Personnel Committee convened at 1:00 p.m., Friday, June 18th, 2021, in the County Board Room at 181 W. Seminary Street and via videoconference and teleconference.

Committee members present included County Board Supervisors Shaun Murphy-Lopez, Marty Brewer (arrived late), Marc Couey, Linda Gentes, Melissa Luck, Don Seep, and David Turk (left at 3pm).

- 1. Call to Order:** Committee Chair Shaun Murphy-Lopez called the meeting to order.
- 2. Proof of Notification:** The Committee Chair Shaun Murphy-Lopez 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 emailed to The Richland Observer and the Valley Sentinel.
- 3. Agenda Approval:** Motion by Gentes, second by Luck for approval of the Agenda. All Ayes. Motion carried.
- 4. Previous Meeting Minutes:** Motion by Couey, second by Seep approval of the minutes for the June 1, 2021 meeting of the Finance and Personnel Committee. All Ayes. Motion carried.
- 5. Tourism Director Funding*:** Mr. Richards was not present and will present information at another time.
- 6. Discontinuing Hidden Valleys membership *:** Motion by Seep, second by Brewer to recommend resolution to the Richland County Board to discontinue membership with Hidden Valleys of Southwest Wisconsin. Discussion was had regarding value of Hidden Valleys. No vote on motion. Motion by Seep, no second to refer this back to the Parks Commission. Motion by Luck, second by Murphy-Lopez to amend original motion and to add the verbiage to Direct the Parks Commission to reallocate Hidden Valley money to other forms of tourism advertising for the County. Roll Call vote, 6 Nay, 1 Aye. Motion failed. Motion by Luck, second by Gentes to postpone until the relevant parties can discuss. All Ayes, motion carried.
- 7. Reduction in Highway Clerk position, Creation of Administrative Assistant position*:** Motion by Luck, second by Seep to reduce the position of Clerk in the Highway Department from 35 hrs/wk to 20 hrs/wk and create the position of Administrative Assistant for the County Administrator for 20 hrs/wk. Discussion had pertaining to need of Administrative Assistant and the timing of reduction in hours for the Highway Clerk position. Motion by Luck, second by Seep to amend original motion to make the County Administrator Administrative Assistant position a 40 hour per week position and effective as soon as possible and to strike all language regarding Highway Clerk Position. All Ayes, motion. Amended motion to read, motion by Luck, second by Seep to create the position of Administrative Assistant for the County Administrator for 40 hrs/wk and to add the position as soon as possible. All Ayes, Motion carried. Motion by Gentes, second by Luck to keep Highway Clerk Position at the same pay grade and to reduce the hours

to 20 hrs/wk effective Jan 1, 2022 and use the savings to help fund the Administrative Assistant position. Roll Call Vote 4 Ayes and 3 Nays, motion carried.

- 8. Borrowing and taxing for 2022*:** Motion by Murphy-Lopez, second by Turk to draft 2022 guidance on an estimated \$1,050,000 in short-term borrowing for capital improvements and capital projects. 6 Ayes and 1 Nay, motion carried. Motion by Murphy-Lopez, no second that Pine Valley Community Village revenues not be used for the County's Operational budget. No motion. Motion by Murphy-Lopez, second by Luck that the Finance & Personnel committee intends to keep property taxes at a roughly zero increase for 2022 over 2021 (operational & debt levy). Motion by Murphy-Lopez, second by Luck to withdrawal previous motion. All Ayes, motion carried.
- 9. Departmental guidance packet for 2022 operational budget*:** Discussion about 2022 Budget Objectives & Guidance. No Action taken.
- 10. Classification, compensation, and staff authorization policy*:** Motion by Couey, second by Luck to recommend resolution to the county board to adopt the drafted classification, compensation, and authorization plan. All Ayes, motion carried.
- 11. Contract with Abt Swayne Law Office*:** Motion by Brewer, second by Seep to recommend resolution to the Richland County Board to enter into a contract with Abt Swayne Law, LLC to provide corporation counsel services to Richland County. All Ayes, motion carried.
- 12. Ambulance addendum amendment*:** Motion by Luck, second by Couey to move the updates of the Ambulance Service handbook addendum to the County Board. All Ayes. Motion carried.
- 13. Resignation of fairgrounds employee*:** Motion by Brewer, second by Luck to accept resignation of Fairgrounds, Groundskeeper, Warren Keys. All Ayes. Motion carried.
- 14. Future agenda items:** Meal Reimbursement rates, Have Pine Valley discuss funding for 2022 budget, Ambulance Garage, Broadband
- 15. Adjournment:** Motion by Couey second by Luck, to adjourn until July 6th at 1:00pm in the County Boardroom.

Josh Bell
Richland County — Accounting Supervisor