

# Richland County

## Finance & Personnel Standing Committee

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June 7th, 2022

The Richland County Finance and Personnel Standing Committee convened on Tuesday, June 7th, 2022, in the County Board room at 181 W. Seminary Street, in person, via videoconference and teleconference.

County Board Supervisors present were Marty Brewer, Steve Carrow, Marc Couey, Gary Manning, Shaun Murphy-Lopez and Steve Williamson, with Melissa Luck and Tim Gottschall attending virtually. Not present was David Turk.

Also present were Clinton Langreck, Jeff Even, Clay Porter, Tammy Wheelock, Aaron Wallace, Mike Bindl, Darin Gudgeon, Roxanne Klubertanz-Gerber, Rose Kohout, Tom Rislow, John Couey and Todd Rummier. Kurt Reinhold of Legacy Solar Coop joined virtually.

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 1:00 p.m.
2. **Proof of Notification:** Chair Brewer verified that the meeting had been properly noticed. Copies of the agenda were sent by email and/or mail to all Committee members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Chair Brewer asked for approval of the agenda. Moved by Couey to approve the agenda, second by Murphy-Lopez. All ayes, motion carried.
4. **Public Comment:** Chair Brewer called for any public comment. Hearing none, public comment was closed.

*Consent items are procedurally necessary and routine in nature. The committee may take action to approve consent items 5-9 in one motion if desired or any committee member may object to a consent vote and request individual items or all items removed from a consent vote.*

5. **Previous Meeting Minutes:** May 3, 2022 minutes
6. **Amendments to the Richland County Handbook:** Several recommended amendments for approval.
7. **Wisconsin Counties Assoc. Resolution on Shared Revenue:** Consider for submittal to WCA and five State of WI elected officials regarding needed increases to state shared revenue and highway aids.
8. **Contract for Property and Liability Insurance:** Change Auto Physical Damage and Property insurance carriers and change insurance policy periods.
9. **Highway Department Position Changes:** With retirement of Parts Clerk, position will be eliminated and absorbed by Shop Foreman, now Shop Superintendent and the Office Clerk. Increasing Office Clerk to 40 hours and making Shop Superintendent a salaried position.

Chair Brewer reviewed 5-9 items. Motion by Murphy-Lopez to approve all consent items, second by Williamson. All ayes, motion carried.

Request by Langreck to move item 18 up on the agenda. Approved by Brewer.

18. **Plat of Survey Financing Question from the Land and Zoning Standing Committee:** Langreck gave overview of current systems and its malfunctions. Seeking approval of new GIS system from Mid State Associates for \$19,200-\$29,500. Approved with no motions.
10. **Pine Valley Solar Project:** Rislow requests motion to enter into agreement with Solar Connection Inc for construction of a 180 kW DC Solar Array to be mounted on Pine Valley property for a sum not to exceed \$285,000 and also to enter into a financial agreement with 'tax sponsor' Ray Schmitz, for funding of the Solar Array. 17 % of annual electrical needs will be provided by the solar array, with a savings of \$17,300 annually. A grant of \$51,000 was received. Manning requests Rislow talk to neighboring property owner, Rislow agrees. Carrow questions assumptions on the contract. Kurt Reinhold states data is taken from multiple vendors to be used as comparisons. Manning questions if warranty covers weather related damage, it does not but insurance will per Reinhold. Motion by Murphy-Lopez, second by Williamson. All ayes, motion carried.
11. **Emergency Medical Services Study with Use of ARPA Funds:** Gudgeon requesting \$25,500 in ARPA funds for study performed by Strategic Management & Consulting. Murphy-Lopez questioned if references were checked, no references checked at this time. Would also like to see the payments made for hourly, instead of a lump sum.

Murphy-Lopez motions to postpone study, second by Williamson. All ayes, motion carried.

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Williamson asks if postponing will require a rebid, to which Gudgeon doesn't believe so.

Manning requests update on the new building. Per Gudgeon, there is a preconstruction meeting this week, electricians will be there next week. Project still on schedule for September 1<sup>st</sup> completion.

**12. Utilization Policy for American Rescue Plan Act Funds:** Langreck gave overview of utilization policy and breakdown of appropriations. Carrow questioned if the funds set aside for Operations/Budget can be adjusted as needed, per Langreck, yes.

**13. Increase On-Call Time Reimbursement Rate for HHS:** Klubertanz-Gerber requesting increase of on-call pay to \$2.00/hr for on-call duty and \$2.50/hr for on-call holiday duty. Motion by Brewer, second by Gottschall. Ayes by Brewer, Carrow, Couey, Gottschall, Luck, Manning and Williamson. No by Murphy-Lopez.

Murphy-Lopez questions on-call rate for other departments.

Klubertanz-Gerber states the rates have not been increased in over 10 years. Concerns of retention and resignations, especially in Child Protective Services.

**14. Public Health Consultant for Community Needs Assessment & Community Health Improvement Plan with Use of ARPA Funds:** Rose Kohout states PH is required to survey community every 5 yrs. Requesting up to \$41,000 from Public Health's appropriation of ARPA funds. Motion by Murphy-Lopez, second by Couey. All ayes, motion carried.

Murphy-Lopez requests billings for consultant be hourly vs. a lump sum. Kohout will request this payment method from consultant.

**15. Employee Bonus Pay from Remaining 2021 Department Funds-Sheriff's Dept:** Luck doesn't recall referring this request to Finance and Personal, would rather use budget overages for county wide wage increases/bonus. Motion by Williamson, second by Couey.

Murphy-Lopez motions to postpone until a county wide solution can be made, second by Manning. Luck adds, would like to see wage increases/bonus in 2022. Murphy-Lopez accepts amendment.

Wallace reports the Sheriff's Department is six deputies short, with some working as many as 51 shifts over.

Carrow questions the amount of work/effort to analyze each departments budget for overages. Langreck states audit will be finished August 29. Murphy-Lopez doesn't believe we need to wait for final audit. Luck reminded committee Health and Human Services request for wage increases/bonus using their overage was denied. Couey agrees, we need to look at the county as a whole and recommends the overages are used to off set health insurance increases.

On motion to postpone, ayes by Brewer, Carrow, Couey, Luck, Manning, Murphy-Lopez and Williamson. No by Gottschall.

**16. Courthouse Roof Repair Change Order with Use of ARPA Funds:** Change order proposal of \$72,200 for flat roof repair over causeway and jail addition of courthouse. Motion by Couey, second by Carrow. All ayes, motion carried.

**17. Classification and Compensation Policy-Draft Review for Future Action:** Langreck gives overview of Classification and Compensation Policy. The proposal is to increase progression through wage scale along with changes to Administrative form of governing, committee structure changes, and clarification in work structure. Will bring back to committee in July or August.

**18. Plat of Survey Financing Question from the Land and Zoning Standing Committee:** Moved up on agenda.

**19. Preliminary on the Richland County Financial Condition Report:** Langreck will be presenting a Financial Condition Report, Financial Plan proposal and a Capital Improvement Program proposal on June 17<sup>th</sup>, 2022 at 9:30am, at the Phoenix Center. Brewer requests an agenda for meeting. All supervisors and citizens are encouraged to attend.

**20. Employee Benefit Time Off Proposal:** Proposal provided by Langreck. No action until all discussions regarding other employee compensations are had in conjunction with the 2023 budget proposal.

**21. Status on Purchasing Card Program:** No issues, working well.

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22. **Update on ETF Health Insurance Inquiry:** Underwriting proposal will be sent this week, along with \$3,000 underwriting fee.
23. **Financial Reports – LGIP Investments & Cash Trial Balance:** Balance spreadsheets presented by Langreck.
24. **Financial Reports – Administrator’s May 2022 Voucher Audit Summary:** Langreck & County Clerk Kalish performed voucher audit on May 16<sup>th</sup>, 2022, with one discrepancy found and corrected.
25. **Discussion and Possible Action on Report Items:** None noted.
26. **Future Agenda Items:** None noted.
27. **Adjournment:** Motion by Murphy-Lopez, second by Williamson. All ayes, motion carried. Adjourned at 3:00 p.m.

Next meeting of the Finance and Personnel Committee, with the Financial Condition Report, Financial Plan proposal and a Capital Improvement Program proposal presented by Langreck, will be Friday, June 17<sup>th</sup>, 2022 at 9:30 a.m.

Minutes respectfully submitted by  
Tammy Wheelock  
Richland County Accounting Supervisor