

FINANCE AND PERSONNEL COMMITTEE

DECEMBER 17th, 2021

The Richland County Finance and Personnel Committee convened at 1:02 p.m., Friday, December 17th, 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, Marc Couey, Linda Gentes with Don Seep and Melissa Luck by remote access.

Department heads, staff and public were Clinton Langreck – County Administrator Tammy Wheelock, Tracy Thorsen, Clay Porter, WRCO, Cheryl Dull – Assistant to the County Administrator taking minutes and John Couey from MIS running the teleconferencing.

1. **Call to Order:** Committee Chair Murphy-Lopez called the meeting to order at 1:02 p.m.
2. **Proof of Notification:** Committee Chair Murphy-Lopez verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO, 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:** Administrator Langreck that #14 would be struck from the agenda. Chairman Murphy-Lopez that he would move items concerning closed session which are #11-13 to after #17. Moved by Supervisor Couey to approve the agenda with the previously mentioned changes and adjustments, second by Supervisor Gentes. All voting aye, motion carried.
4. **Previous Meeting Minutes:** Chairman Murphy-Lopez made the correction to #16 should be Dave 2nd the motion. Moved by Shaun to approve the minutes of the December 7th meeting as corrected, seconded by Supervisor Gentes. All voting aye, motion carried.
5. **Purchase of office equipment – Treasurer's Office:** Administrator Langreck presented the request. The Treasurers would like to purchase 2nd hand office equipment out of fund 75. Moved by Supervisor Gentes to approve the reimbursement for office equipment as requested, second by Couey. All voting aye, motion carried.
6. **Approval of ARPA funds for Digital Codification of County Ordinances:** Administrator Langreck presented an appropriation request from Fund 93 of up to \$25,000.00 for digitizing of county ordinances per Clerk Kalish's request. Moved by Supervisor Couey to approve the request, second by Supervisor Gentes. All voting aye, motion carried.
7. **Approval of ARPA funds for UW-Extension Broadband Survey:** Administrator Langreck presented a proposal from UW River Falls to conduct a survey to gather information about broadband issues in the rural portions of Richland County. He proposes to use Fund 93 in the amount ranging between \$7,000.00 - \$8,100.00 to pay for the survey. Moved by Supervisor Couey to approve using Fund 93 to have the survey completed, seconded by Supervisor Seep with a request for discussion to follow. Supervisor Couey explained UW River Falls has a department that does just surveys. UW River Falls was recommended by a UW Richland employee, as the UW Richland no longer has those resources to complete this kind of work. All voting aye, motion carried.
8. **Financial Reports:** Administrator Langreck presented the reports requested by Finance and Personnel from the last meeting:
 - a. **Treasurer's reports - Cash Balances:** The Treasurer prepared a report for the committee that had a range from 2014 to 2021.
 - b. **Fund #75 Capital Borrowing:** The Accounting Supervisor, Tammy Wheelock, prepared the report that was presented to the Committee. She stated the miscellaneous categories are broken down on the right side of the page. The Committee questioned the Register of Deeds amount for

\$26,000.00. Tammy will look that information up and bring that information back to next meeting

- c. **Fund #92 Short-term Capital Borrowing:** Administrator Langreck stated the Highway department has not spent any funds yet. He added the work has been completed but funds have not been transferred yet.
- d. **ARPA Funds:** Administrator Langreck stated there will be more allocations coming and the Child Care grant will be coming out of this fund. The Committee would like the report to show percentages next meeting.
- e. **Childcare and education grant monitoring:** Administrator Langreck stated no contracts have been signed yet.
- f. **Department Expenditure Reports:** A expenditure reports for departments was presented. Because the Admin is over and the Clerks is under due to staff changes, a combined Admin and Clerks office is presented as well. Department reports are through the November expenditures. The Committee would like Clerk Kalish to come to the January meeting as he has provided a report in the past that shows the numbers they need to see. Tammy Wheelock stated she has created a tracker that she thinks should provide the information they are looking for that she will present at the next meeting.
 - i. **Administrator**
 - ii. **Clerk**
 - iii. **County Board**
 - iv. **Property Lister**
 - v. **Register of Deeds**
 - vi. **Treasurer**

Moved by Supervisor Couey to approve the reports a presented, seconded by Supervisor Gentes. All voting aye, motion carried.

- 9. **Extending existing auditing contract with Johnson Block and Company Inc.:** Administrator Langreck presented a recommendation to extend the 1-year contact with Johnson Block and Company at the estimated cost of \$31,600.00. Moved by Supervisor Seep to approve the extended contract, seconded by Supervisor Couey. All voting aye, motion carried.
- 10. **Outline of 10-year financial plan operations and time-line – Report:** Administrator Langreck presented the 10-year financial plan he has prepared and the timeline for execution for 2022. Supervisor Gentes stated she is pleased that we will be addressing health insurance as she has received many comments concerning it. Moved by Supervisor Gentes to accept the 10-year report as presented, seconded by Supervisor Couey. All voting aye, motion carried.
- 15. **Out of state travel for employees:** Chairman Murphy-Lopez stated Supervisor Seep had requested this be put on the agenda. Cheryl Dull, Assistant to the County presented what was in the handbook. Nothing in the handbook addresses out of state travel. Supervisor Seep recommended that there be some control over where people go for training as it can get too costly to go out of state. Supervisor Gentes stated she hasn't been on any committee where this has been discussed and felt if there is a training out of state the handbook should be changed with the wording brought to the Finance & Personnel Committee for approval. Supervisors Couey and Gentes both feels there should be adequate training in state most of the time. Moved by Supervisor Gentes that the procedure for out of state training be clear in the handbook and that any requests should go to the County Administrator for review, seconded by Supervisor Luck. All voting aye, motion carried.
- 16. **Discussion and possible action regarding administrative strategic goals:** Administrator Langreck requesting the Committee accept a report concerning administrative plan on priorities with the strategic goals. He reviewed with the Committee what was completed from the 2020 plan, what is in development, what has been moved back and what is to start as we ramp up with the administrative team in 2022. He reviewed details of what is in development, next steps and will bring back next month what the administrative team finds as priorities and what can be accomplished quick to mark off the list.

Chairman Murphy-Lopez questioned who has the power to designate the administrator as the person to handle which project? Administrator Langreck explained how it gets to him and also reiterated that is what an administrator has been hired to do. Basically anyone can ask him to handle a project: Including but not limited to supervisors, department heads, committees, general public, etc.

Supervisor Seep would like Administrator Langreck to advise the committee what he feels the priority should be.

The Finance & Personnel committee recommends Administrator Langreck reach out to other counties to see how they handle the list that gets presented to them by supervisors, department heads, committees, general public, etc.

Supervisor Luck and Gentes are happy to see that list that is presented today. Supervisor Luck feels that the results of the Strategic Planning will also help set priority. Supervisor Couey agrees that the Administrator needs to bring back to the committee what he feels he can get done and in what order. Also that the list should be brought back each month or every other month **and** he feels what is marked off on page one is already quite an accomplishment.

Supervisor Murphy-Lopez feels we have too many committee and that we should discuss how we can change our committee structure to decrease the number of committee that the administrator needs to attend.

Supervisor Seep feels that possibly Administrator Langreck should meet with all committee chairs to discuss what the committees feel are duplicated services.

Moved by Supervisor Couey to have the Administrator bring back a prioritized list and plans to accomplish items on the list, seconded by Supervisor Seep. All voting aye, motion carried.

- 11. Closed Session – Pursuant Wisconsin State Statute 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved:** Moved by Supervisor Couey to go into closed session, seconded by Supervisor Gentes. All voting aye, motion carried.
- 12. Return to open session:** Moved by Supervisor Couey to return to open session, seconded by Supervisor Gentes. All voting aye, motion carried.
- 13. Possible action from items discussed in closed session:** Administrator Langreck stated there will be a policy prepared on how to address open records requests.
- 17. Future agenda items:** Supervisor Murphy-Lopez - PTO discuss and performances linked to pay increases. Supervisor Gentes – tapping into broadband money. Supervisor Couey, Luck and Seep - none.

Bob Scallon, the Hidden Valley Grant County representative is present and ask to speak to the Committee. He feels strongly that Richland County should stay in the Hidden Valley group. He stated Richland County is in the center of the tourist district. He calculated would cost the individual citizens .06 each. Shaun recommended that Bob request to be on a future agenda. Clint state he has Ron's phone number and will notify him of the next meeting.

- 18. Adjournment:** Next meeting will be Tuesday January 4th at 1:00 pm. Moved by Supervisor Couey to adjourn at 2:57 p.m., seconded by Supervisor Gentes. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Richland County Assistant to the Administrator