

Richland County

Finance & Personnel Standing Committee

May 3rd, 2023

The Richland County Finance and Personnel Standing Committee convened on Wednesday, May 3rd in person and teleconference.

Committee members present included County Board Supervisors Marty Brewer, Steve Carrow, Marc Couey, Gary Manning, Steve Williamson and Tim Gottschall.

Also present was Interim Administrator Jon Hochkammer, Attorney Michael Windle, several department heads, county employees, Committee Members and general public and Assistant to the Administrator Cheryl Dull taking minutes.

Not present: David Turk, Shaun Murphy-Lopez and Melissa Luck

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 5:15 p.m.
2. **Proof of Notification:** Chair Brewer verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, County Board 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 Supervisor Couey to approve the agenda as posted, 2nd by Supervisor Manning. All voting aye, motion carried. Moving 15 and 18 up.
4. **Public Comment:** None
5. **Previous Minutes:** Hearing no objections, Chair Brewer moved to approve the minutes as presented.
15. **Discussion & Possible Action: Taxable status for Radio Tower Project borrowing & Resolution approving Radio Tower Project:** Carol Wirtz presented information on the borrowing. They went through the steps required by State Law with the interest rate locking in July 16. With that they also have to review the requirements for Federal Law. When the County borrows, it is done as tax exempt. In order to meet the tax exempt rates, the projects have to be to serve the public and will not benefit a private purpose. When a private purpose benefits, it must be reviewed more in depth. When there could be a possibility that revenue can be earned, it cannot meet the low interest rates. Carol Wirth stated as a County, we can make up to \$50,000/yr without a problem. Interim Administrator Hochkammer felt that the County should go with the tax exempt bonding although the revenue should be tracked closely, and should they find they can make revenue, after 9 years they could go with the taxable bonds or pay it off. Moved by Supervisor Manning to take action to go with the tax exempt bonding for the radio tower project, 2nd by Supervisor Carrow. All voting aye, motion carried.
6. **Interview and Selection Process for HR Director:** Interim Administrator Hochkammer presented 2 weeks ago after application review, we had 3 that would be interviewed. The 1st application accepted a different position and was no longer interested. The 2nd person did a great job and they were very interested in her. The 3rd one did not show up, but had emailed Assistant Dull to say the pay wasn't high enough. Interim Administrator Hochkammer did reference checks for the 2nd with rave reviews, but when contacting her to offer the job she stated she felt the distance was too far to drive for the pay and she would decline. He will be contacting the 3rd applicant and offer a higher hourly rate to see if they would be interested in talking.
7. **UW Campus Maintenance Expenditure:** Interim Administrator Hochkammer reviewed that the recent bill from the UW Campus has put them over budget for the year. The concern is that with the payment of this bill, the line item is over by \$7,100.00, the Counties portion being be \$3,550.00 over. Discussion followed on have the bills come to the County directly.

Chair Brewer stated there are approximately 35 trees that will need to be removed from the Campus grounds. Chair Brewer did add that the UW still plans to do virtual class for at least a year there. Discussion followed on maintenance needs and the budget issues that will need to be addressed in the future.
8. **Park Department moving under Fairgrounds Department:** Fair Coordinator Doudna reviewed the transition plan for the budget planning of 2024. Interim Administrator Hochkammer stated that unless that committee has an objection we will continue as presented. Moved by Couey to approve the restructuring as presented, 2nd by Gottschall. All voting aye, motion carried.
9. **East Hall update:** Supervisor Williamson stated that the negotiation team will meet with the school district. The High School already has their committee selected. He reviewed some options that are being considered

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but the County will need to form a committee to handle negotiations. Interim Administrator Hochkammer stated he did tour East Hall today. They do not have a vacuum and no one to do mowing, so those 2 items need to be addressed immediately. Interim Administrator Hochkammer added, Adam Hady still feels they have to move 2 times so moving to Melvill first wouldn't be any different.

Moved by Brewer to have Interim Administrator Hochkammer, Chair Brewer, Supervisor Williamson and Attorney Windle be on the negotiation team, 2nd by Couey. All voting aye, motion carried.

10. Clean Sweep Grant Application: Fair Coordinator Carla Doudna presented that they would like to start using this grant yearly. One year they went over the grant amount but she felt it was because it is not done regularly and there was more than the average amount of items to be disposed of. Moved by Supervisor Manning to approve Fair, Recycling and Parks to apply for and accept a Clean Sweep Grant in the amount of \$24,000.00, requiring a 20% minimum County match and send to County Board for approval with the Administrator having the authority to sign, 2nd by Supervisor Gottschall. All voting aye, motion carried.

11. Future UW Campus Expenses funding source: Interim Administrator Hochkammer presented due to the overage presented earlier, the County needs to have all invoices come to the Clerk's Office directly. Clerk Kalish stated the County can continue to use fund 32 and at the end of the year take the overage from the general fund as they do with other overages.

Commission Elder addressed the bridges at the Campus. They are on a private drive so the County cannot get funding to replace or fix them. The County would have to foot the whole bill.

12. Table purchase for County Board Room: Assistant to the Administrator presented that the approval for the County Board Room upgrades at Public Works did not include tables, therefore Chair Brewer ask Assistant to the Administrator to find tables. She reviewed the 2 option she would recommend. One is 18" wide by 60" long without electrical and the other is with electrical that only comes in no smaller than 24" wide. Moved by Supervisor Carrow to order 13 -18" tables as presented in the amount of \$7,467.00, to be contingent on other quotes that will be presented by MIS at a later date that may or may not include tables, 2nd by Supervisor Couey. All voting aye, motion carried.

13. 2023 Squad purchase: Chief Deputy Wallace updated the committee that these are purchased out of short term borrowing. They can only buy 2 squads because prices and equipment have increased up in price. Moved by Supervisor Williamson to approve the purchase of 2 squad cars totaling \$160,000.00 from Fund 92 and send a Resolution to County Board for approval, 2nd by Supervisor Manning. All voting aye, motion carried.

14. Discretionary use of end of year department budget surplus for the purpose of employee recognition and retention: Interim Administrator Hochkammer spoke to this item. Doing this for one department pins departments against each other. Although you need to compensate your employees, this wouldn't be equal to all departments as not all departments have money left in their budget at the end of the year to give bonuses and may create padding of budgets to give bonuses. If you have a compensation plan, you need to follow it which hasn't historically been done. Therefore, he recommends against this action item. Supervisor Gottschall stated he was one of the committee members that recommended to move this forward. After hearing the feedback, he does not recommend advancing this. Supervisors Carrow, Couey, Manning and Williamson agree. Moved by Supervisor Couey to not approve the recommendation, nor forward to the County Board for consideration, 2nd by Supervisor Gottschall. All voting aye, motion carried.

17. Reclassification of the Behavioral Health Services Manager: HHS Director Clements presented that the roles required of the Behavioral Health Services Manager have been reduced and some services will be contacted out so they would like to reclassify the position from. Moved by Supervisor Williamson to forward the recommendation onto the County Board to approve the reclassification of the Behavioral Health Services Manager position from a Grade N to a Grade M, 2nd by Supervisor Couey. All voting aye, motion carried.

15. Approve Contract for Upgrade of Tax Collection Software: Treasurer Even presented that they discussed at budget time that their software was due to sunset and an upgrade would be needed. This request is to contract for new software from the same vendor, which was approved in the budget. Moved by Supervisor Couey to approve the request and forward to County Board the 5-year contract for upgrade and implementation of general receipting, tax collection, and property assessment software, 2nd by Supervisor Manning. All voting aye, motion carried.

16. Restructuring of Maintenance Department and Job Postings: Assistant to the Administrator presented that

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with the Custodian leaving it was the opportunity to try to meet the strategic plan to start a small scale integration with HHS and the Courthouse. Interim Administrator Hochkammer stated he meet with Director Clements and Maintenance Supervisor Nelson this afternoon concerning the transfer of funds that is presented in the proposal. Discussion followed on the position creation and the effects of what the fund transfer would have on the HHS Department and it was decided a little more discussion needed to be had before doing all the job transfers. With all the changes that are coming up in the County, we will probably be expecting Randy Nelson to do maintenance in other department. Moved by Supervisor Manning approve the County Maintenance Manager job description, 2nd by Supervisor Gottschall. Moved to amend by Supervisor Gottschall for Interim Administrator Hochkammer to appoint Randy Nelson to the County Maintenance Manager position, 2nd by Supervisor Williamson. All voting aye on the motion to amendment, motion carried. All voting aye on the amended motion, motion carried.

- 18. Discussion and possible action on progressing 30 year Employees to Step 8:** Assistant to Administrator Dull presented that this was discussed at several meetings originating with the Sheriff's dept. request to move a 32-year employee to step 8. Supervisor Luck requested at that time for it be brought back at budget time so that Department Heads could be directed to plan it in their budget for 2024 if approved. Discussion followed. Moved by Supervisor Gottschall to deny the advancement of 30 year employees to step 8 due as this is not equitable to all employees, 2nd by Supervisor Couey. All voting aye, motion carried.
- 19. Update to the Staff Authorization Table:** Assistant to the Administrator Dull presented that changes would be made to reflect tonight's approval. Moved by Supervisor Gottschall to approve the changes from tonight's meeting to the Staff Authorization Table for HHS and County Maintenance Manager and send the table to County Board for approval, 2nd by Supervisor Williamson. All voting aye, motion carried.
- 20. Future agenda items:** Supervisor Carrow requests tower project updates; Supervisor Gottschall wants discussion on step increases for budget prep.
- 21. Adjournment:** Next meeting to be Wednesday, June 7th @ 5:15 p.m. in the County Board Room. Moved by Supervisor Manning to adjourn at 7:15 p.m., seconded by Supervisor Couey. All voting aye, motion carried.

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