

Richland County

Finance & Personnel Standing Committee

June 7th, 2023

The Richland County Finance and Personnel Standing Committee convened on Wednesday, June 7th in person.

Committee members present included County Board Supervisors Marty Brewer, Steve Carrow, Marc Couey, Gary Manning, Steve Williamson with David Turk, Tim Gottschall and Melissa Luck by WebEx.

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

Not present: Shaun Murphy-Lopez

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 is moving #13 to after #8, with that change he is asking for approval of the agenda. Moved by Supervisor Manning to approve the agenda as posted, 2nd by Supervisor Couey. All voting aye, motion carried.
4. **Public Comment:** None
5. **Previous Minutes:** Hearing no objections, Chair Brewer moved to approve the minutes as presented.
6. **Childcare ARPA funds report:** Assistant to Administrator Dull presented all monies have been expended.
7. **Tower Project Update:** MIS Director Scott reviewed the radio project. There are some challenges that have been discovered with the leasing. Finances are on track with planned monthly reports given to Finance & Personnel and Public Safety in the future. They are currently \$40,000 under budget. The concern is they are building 5 towers instead of the 3 originally planned and with that the funds will need to be closely monitored.
16. **Discussion & Possible Action: Courthouse Security System:** MIS Director Scott present that bids have been provided to the committee. SRGT was the lower bid and they have decided to go with the lower bid on this project. Supervisor Luck stated this for the camera and door lock system for the jail which are all part of the Sheriff Department new counsel package. Supervisor Frank asked to address the F&P Committee. He stated that a zoom is needed for the 2nd Courtroom and he would like the extra money of \$36,000 used for that purpose. This for a new intercom system and for a new FOB system for the whole Courthouse. He wants it made aware that dispatch will not be able to watch all new cameras. Sheriff Porter asked to address the Committee. He is hoping the Court Security Deputies will be able to watch the cameras while monitoring court as dispatch will not be able to monitor any more than they are currently. Sheriff Porter would like to keep the extra \$36,000 for just this project.

Interim Administrator Hochkammer stated he is going to request that money be put in for Courtroom Security in the Capital Improvement Plan (CIP).

No action was taken as there is no change to the original approval from the Safety Committee.
8. **Ambulance Business Plan:** Director Darin Gudgeon presented that the JAC was tasked with preparing a Business Plan which he is presenting tonight to the committee. The goal of the plan is to show that the Ambulance Service will operate with \$0 from levy.
13. **Discussion & Possible Action: Sale of Tax Deed Property – Parcel 006-0634-4100, Town of Buena Vista:** Treasurer Even presented that the County took this property on tax deed last fall. There were stipulations put on the purchase of the property. It was approved at the Public Works Committee to sell to Logan and Tiffany Olson for \$1,000. He is asking for the Finance & Personnel Committee approval to complete the sale. Moved by Supervisor Manning to approve sale of Tax Deed Property – 006-0634-4100 in the Town of Buena Vista to Logan & Tiffany Olson, 2nd by Supervisor Carrow. All voting aye, motion carried.
9. **Closed Session: The Chair may entertain a motion to enter Closed Session pursuant to Wis. Stat, Sec 19.85(1)(e) deliberating and negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session – Discussion with the City of Richland Center regarding land purchase:** Moved

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by Supervisor Gottschall to go into closed session at 5:40 p.m., 2nd by Supervisor Manning. All voting aye, motion carried.

10. **Return to Open Session:** Moved by Supervisor Williamson to return to open session at 6:24 pm, 2nd by Supervisor Carrow. All voting aye, motion carried.
11. **Discussion & Possible Action on items from Closed Session:** Moved by Supervisor Carrow to proceed with the plan is presented, 2nd by Supervisor Williamson. All voting aye, motion carried.
12. **Discussion & Possible Action: Fairgrounds Water Heater Replacement:** Fair Director Coordinator Doudna stated they have been having problems with the water heater that is 23 years old. They have been able to get it working again temporarily but have been advised to get a new one ordered. With the money being paid out of contingency funds. Moved by Supervisor Carrow to approve the purchase and installation of the hot water heater with placing the order on June 8, 2nd by Supervisor Williamson. All voting aye, motion carried.
14. **Discussion & Possible Action: Write-Off of Sale Checks:** Treasurer Even presented this is done annually to clean up the books. Moved by Supervisor Williamson to approve cancelling of stale checks that have been outstanding for more than one year as of January 1, 2023 in the amount of \$1,230.80 and send to County Board for approval, 2nd by Carrow. All voting aye, motion carried.
15. **Discussion & Possible Action: Approve 11-Year Tax Write-Of:** Treasurer Even presented this done annually to clean up the books. Moved by Supervisor Turk to approve cancelling of tax certificates that remain unpaid for 11 years in the amount of \$221.20 and send to County Board for approval, 2nd by Supervisor Manning. All voting aye, motion carried.
17. **Discussion & Possible Action: 2024 Capital Improvements Borrowing:** Interim Administrator Hochkammer presented that the CIP will be brought forward to present to the Committee. In recent years the County has borrowed \$1,050,000.00, he is asking if that is the still the intent of the Committee to repeat that this year? Moved by Supervisor Manning to continue with the plan not to exceed \$1,050,000 in short term borrowing, 2nd by Supervisor Couey. All voting aye, motion carried.
18. **Discussion & Possible Action: Allocation of Revenues Received from East Hall Building:** Interim Administrator Hochkammer updated the committee that he feels that the revenues that come in from East Hall should be set aside in a separate fund to be used for unanticipated and unbudgeted need in the County that should arise. Moved by Supervisor Williamson to place those revenues in a separate fund to use towards unanticipated repairs in the future, 2nd by Supervisor Couey. All voting aye, motion carried.
19. **Discussion & Possible Action: Step Increases for Budget preparation:** Interim Administrator Hochkammer confirmed with the committee that they are to move forward with the budget as previously planned. Moved by Supervisor Brewer direct the Interim Administrator and County Clerk continue with the budget development and the perimeters and bring it back their proposal to the Finance Committee, 2nd by Supervisor Couey. All voting aye, motion carried.
20. **Discussion & Possible Action: Revised Job Description for Office System Technician:** Interim Administrator Hochkammer presented that the job description has been combined with the Zoning and the Land Conservation department is hopes that we can get a staff member in the offices. Assistant to the Administrator Dull will be assisting the Zoning office 8 hours per week to keep up with office tasks until the position can be filled. Moved by Supervisor Manning to approve the revised job description, 2nd by Supervisor Williamson. All voting aye, motion carried.
21. **Discussion & Possible Action: Temporary hiring of an Office Assistant for Zoning:** Interim Administrator Hochkammer presented this is the worse can scenario. If Assistant to the Administrator Dull cannot continue to assist the Zoning office, someone can be hired on a 6-month contract with a 7% fee. Moved by Supervisor Couey to allow the temporary hire in Zoning if we cannot fill the newly created position at a cost to exceed \$10,000, 2nd by Supervisor Williamson. All voting aye, motion carried.
22. **Discussion & Possible Action: Request for Fair Coordinator to change from Part-Time to Full-Time:** Interim Administrator Hochkammer reviewed that by Resolution in 2011 and 2015 the hours were stated as 28 hours per week. Since then, the Fair Coordinator has been working 40 hours per week instead of 28 as written in the Resolution. The County has been paying 40 hours/week and at the end of the year money is transferred to cover the deficit. Moved by Supervisor Couey to change the position hours to 40 hours per week and send

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to County Board for approval, 2nd by Supervisor Carrow. All voting aye, motion carried.

- 23. Discussion & Possible Action: Maintenance Technician and Custodian:** Interim Administrator Hochkammer presented this was brought last month but we didn't have the allocations correct so we have cleared that up and are bringing it back with the allocation corrected. This would give HHS a 100% time person between Custodian, Manager and Tech which would all have a split to HHS budget. Moved by Supervisor Couey to approve the 2 positions with the funding split, 2nd by Supervisor Williamson. All voting aye, motion carried.
- 24. Discussion & Possible Action: Staff Authorization Table:** Interim Administrator Hochkammer we are bringing this forward with the change but we will be look into only bring this forward at budget time instead of every time there is a change to positions. Moved by Supervisor Couey to approve as presented and send to County Board for approval, 2nd by Supervisor Manning. All voting aye, motion carried.
- 25. Future agenda items:** Supervisor Couey would like discussion on Department head getting paid overtime to keep up with work. Supervisor Seep would like to discuss merit raises with performance evaluation.
- 26. Adjournment:** Next regular meeting to be Wednesday, July 5 @ 5:15 p.m. in the County Board Room. Moved by Supervisor Manning to adjourn at 7:05 p.m., seconded by Supervisor Couey. All voting aye, motion carried.

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