

FINANCE AND PERSONNEL COMMITTEE

June 4, 2019

The Finance and Personnel Committee met on Tuesday, June 4, 2019, at 9:00 a.m., in the Conference room, located on the community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Jeanetta Kirkpatrick, Marty Brewer, Marc Couey, Linda Gentes, Buford Marshall, Shaun Murphy-Lopez, Don Seep and Dave Turk. Larry Sebranek was absent.

Others present included: Victor Vlasak, County Clerk; and elected officials, department heads and employees.

Committee Chair Kirkpatrick called the meeting to order.

The Clerk 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 faxed to The Richland Observer.

Angie Arneson, U.W. Food Service Supervisor, addressed the Committee requesting approval for two Meal Service workers to switch positions. Suzette Troxel is the current Food Service Worker paid at minimum wage (\$7.25). Abigail Arndt Carmody is the current Cafeteria Worker paid at Grade aa, Step 4 (\$11.03 per hour) in the Pay Plan. Ms. Arndt Carmody is a new mother and wishes to work less hours and will become a call in employee. Ms. Troxel wants to work more hours and will be taking over the night position. Ms. Troxel would be paid at Grade aa, Step 1 (\$10.31 per hour). Both positions are as call-in positions, but with different responsibilities. Motion by Seep, second by Murphy-Lopez for approval of the request. Motion carried.

Jacob Syndergaard, Employee Benefits Consultant, Cottingham & Butler, addressed the Committee regarding the proposal to make the Delta Dental Plan a self-funded plan. Through an analysis it was determined for the 2018 plan year \$27,909 would have been saved by being self-funded. The analysis was on premiums paid versus actual claims. The proposed change to self-funding would take place January 1, 2020. The last 24 months of claims data showed that there were four months where claims exceeded premiums. Delta Dental would continue as the provider at the same benefit level. The risk to the County would be the possibility of a bad claims year. Claims information will be monitored through the end of 2019. The commission would be determined by a retainer agreement between the County and Cottingham & Butler. Motion by Murphy-Lopez, second by Seep to obtain a minimum of three quotes for the commission fees before moving forward with self-funding. Roll call vote: AYES: Marshall, Brewer, Murphy-Lopez. NOES: Couey, Turk, Kirkpatrick, Gentes, Seep. Ayes 3. Noes 5. Total 8. Motion declared defeated. Motion by Brewer, second by Couey to go with the self-funded dental plan as proposed. Roll call vote. AYES: Gentes, Kirkpatrick, Turk, Brewer, Marshall, Couey. NOES: Seep, Murphy-Lopez. Ayes 6. Noes 2. Total 8. Motion carried.

Casey Peterson, Wallace Cooper & Elliott Insurance, addressed the Committee requesting permission to distribute an Employee Benefits Survey to employees of the County. Motion by Seep, second by Murphy-Lopez to include in the survey a question asking the

respondent their years of service with the County. The motion failed. Motion by Brewer, second by Couey to grant permission to distribute the Survey as written. Motion carried.

Russel Mohns, Specialty Engineering Group LLC, distributed copies of the Project Manual for the replacement of various roofs at the Fairgrounds, Highway Department, Courthouse Complex and UW-Platteville Richland. Base Bid No. 1 will be for the asphalt and metal roofs at the Fairgrounds, the Campus East Hall building, the Highway salt storage shed and the Courthouse shingled roof. Base Bid No. 2 will be for the metal roofs on the Courthouse Complex and at the UW-Platteville Richland. July 2nd bid recommendations will be presented to the Finance and Personnel Committee. The recommendations would then go to the County Board on July 16th for approval. Contracts from the bidders will be back by August 6th. The contracts are not considered fully executed until the owner puts a final signature on them. September is being targeted as the start date for the roof replacements. The campus copper roofs will be replaced with copper. February 15, 2020 is targeted as the completion date for the project. March 15, 2020 would be the date of final completion.

Mohns reported on the response from the County's insurer regarding the claim of hail damage to the courthouse cement roof tiles and the EFIS and roof on the Community Services Building. It is the position of the insurer that the tiles on the courthouse roof were not damaged by the hail and that the Community Services Building roof and EFIS did not sustain hail damage. Mohns read the language from the insurance policy regarding disagreements on damages. Even if through the appraisal process the damages are determined to be from the hail event, the insurance company retains the right to deny the claim. Motion by Murphy-Lopez, second by Seep to skip the appraisal process for the three disputed items. Motion carried.

Murphy-Lopez noted that the Symons Complex had been on the adjusters list but was not on the list from Mr. Mohns of buildings damaged by the hail event. Mr. Mohns noted that the solar panels and the trim at Symons were disputed. Mohns also noted that Building 13 at the fairgrounds was also disputed as it was not listed as an insured building. Mr. Mohns will talk with the insurance company to see what the damages at Symons were.

Josh Elder, Interim Highway Commissioner, presented an updated job description for the position of Highway Commissioner. Questions were raised regarding the minimum training, experience and skills required for the position. The updated job description was dated August 1, 2014 and had been drafted by former Highway Commissioner Jim Chitwood. It was noted that the pay grade for the position should be added to the job description. Motion by Turk, second by Couey to approve the job description with the addition of Grade P in the pay plan as the grade for the position. Motion carried.

Barb Scott, Management Information Systems Director, presented the 2020 MIS budget. A report was presented on computer hardware and licensing expenditures that departments should be budgeting for to meet a six year minimum rotation. Costs were also presented for other related expenditures. The total estimated amount that should be budgeted for departmental computer hardware replacement, licensing and related expenditures is \$131,316.31.

Scott presented the Management Information Systems budget request for 2020. Scott advocated for the creation of a non-lapsing account into which funds could be budgeted to meet costs associated with major expenditures relating to the County's computer system. The budget includes costs for the pay plan step increase, costs associated with a 27th pay period and

computer hardware and software. The 2019 budget is \$236,363.20. The 2020 request is for \$269,854.53. The increase levy for the department would be \$33,491.33.

Tracy Thorsen, Health and Human Services Director, addressed the Committee requesting the creation of a 14th Economic Support Specialist position and the elimination of the vacant Program Assistant position. Funding for both positions comes from the Capital Consortium. The new position will deal with the energy assistance program. Motion by Seep, second by Murphy-Lopez to approve the request and present a resolution to the County Board for the elimination of the Program Assistant position and the creation of the Economic Support Specialist position. Motion carried.

Karen Knock, Veteran Service Officer, addressed the Committee requesting that Joann Scribbins, Veterans Benefit Specialist, receive sick leave, vacation and holiday benefits based upon a 35-hour workweek when Ms. Knock is away from the office due to military orders. Currently Ms. Scribbins benefits are based upon a 20.5 hour workweek. Motion by Brewer, second by Seep to approve the request and present a resolution to the County Board for approval of the benefit change for Ms. Scribbins. Motion carried.

Darin Gudgeon, Emergency Medical Services Director, addressed the Committee requesting approval for a step increase for Advanced Emergency Medical Technicians and a \$.25 per call hour increase for the paid on-call staff. The request was discussed. No action was taken.

Motion by Brewer, second by Marshall to postpone the closed session agenda item. Motion carried.

Carol Wirth, President of the Wisconsin Public Finance Professionals, addressed the Committee by phone regarding the County providing the preliminary funding for the proposed Symons Recreation Complex building addition. The proposed project has been reviewed by Brian Lanser, Bond Counsel with Quarles & Brady. Mr. Lanser has given his approval for the County to borrow for that type of project. The proposed addition would connect the natatorium with the Campus gymnasium building. The approximate cost of the addition is two million dollars. Funding is to come from Symons Foundation fund raising and grants. The County would issue a General Obligation Note to provide the preliminary funding. The County Board would need to adopt a resolution approving an intent to borrow. The resolution would need to be adopted by a vote of 16 members elect. An official statement and legal documents would need to be prepared and a bond rating requested. The Notes would be sold. The bid for the notes would need the approval of the County Board by majority vote. The funds would be wired directly to the County and deposited in a project account. Motion by Brewer, second by Couey to present a resolution to the County Board for approval to borrow the funds. Motion carried.

Denise Lins, Symons Recreation Complex Director, addressed the Committee requesting approval to take an estimated \$8,000 from the County's Symons Capital Improvement Fund to purchase new pool filters. A like request will be made for the City to allow an estimated expenditure of \$8,000 from the City's Symons Capital Improvement Fund. The current filters are 32 years old. If the current filters leak, the pool can no longer be used. Motion by Couey, second by Turk to present a resolution to the County Board for approval of the expenditure from the Symons Capital Improvement Fund. Motion carried.

Julie Keller, County Treasurer, presented the May 31, 2019 Cash Balance History report. The May 31, 2019 Cash Trial Balance report was also presented along with the May 31, 2019 Investments report.

Board Chair Jeanetta Kirkpatrick reported on a call from Law Enforcement and Judiciary Committee Chair Marty Brewer. Food service was refusing to deliver meals to the jail because of problems with the elevator. The problems with food delivery was also affecting the temperature of the meals. Mr. Brewer had asked Chief Deputy Chad Kanable to get an estimate of the cost to the move the prisoners. The cost was estimated at from \$45,000 to \$100,000. Chair Kirkpatrick contacted Schmuacher Elevator Company and they responded within the hour fixing the problem. Chair Kirkpatrick signed the Hydraulic Elevator Modernization Quote that was received from Schumacher Elevator Company on February 28, 2019. Motion by Brewer, second by Marshall to present a resolution for approval of Chair Kirkpatrick's May 31, 2019 signature on the Quote and for approval to take the cost of the modernization in the amount of \$81,140.00 from the Courthouse Repair Outlay. Motion carried.

The next meeting is scheduled for July 2nd at 9:00 a.m.

Motion by Seep, second by Turk to adjourn. Motion carried. The meeting adjourned at 12:20 p.m.

Victor V. Vlasak
Richland County Clerk