

FINANCE AND PERSONNEL COMMITTEE

September 1, 2020

The Finance and Personnel Committee met on Tuesday, September 1, 2020, at 1:00 p.m., in the Banquet Room of the Phoenix Center, 100 South Orange Street, Richland Center, Wisconsin.

Committee members present included: Shaun Murphy-Lopez, Marc Couey, Marty Brewer, Linda Gentes, Melissa Luck, and Donald Seep. David Turk attended virtually.

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

Committee Chair Murphy-Lopez 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.

Agenda Approval – Motion by Brewer, second by Luck for approval of the agenda. Motion carried.

August 4th Minutes Approval – Motion by Couey, second by Gentes for approval of the minutes. Motion carried.

Tax Deed Property Sale – Town of Buena Vista – Parcel # 006-0543-2100 - Motion by Luck, second by Brewer to hold a Tax Deed Sale. Motion carried. Chair Murphy-Lopez conducted the sale. The highest oral bid in the amount of \$24,000.00 was received from Kirk McCauley. Motion by Couey, second by Brewer to accept the highest bid and sell the parcel to Mr. McCauley. Motion carried.

Health Insurance Renewal – The Committee was provided with information regarding the 2020 Quartz employee health insurance renewal. Rates will increase by 4.99%. The initial renewal proposal was a 6.46% increase in premium costs for 2021.

Tri-County Airport Agreement – Richland County's ownership and share of the annual operating budget was discussed. Iowa County has given notice to withdraw effective January 1, 2021.

Capital Investment / Capital Improvement Plan – Administrator Langreck presented the Plan. Short term borrowing would be used to fund the 2021 proposed projects and equipment.

- \$ 55,000 – Courthouse – Original Building - Window Replacement
- \$ 24,000 – Courthouse – Replace Three Heat Exchanger
- \$ 20,000 – MIS – Network Infrastructure Improvement
- \$ 6,000 – Community Services Building - Heating/cooling Replacement
- \$130,000 – Sheriff's Department – Purchase Three Squad Cars
- \$ 45,000 – Tower/radio – Specification Design
- \$ 50,000 – Symons Recreation Complex - Roof Replacement
- \$ 25,000 – Symons Recreation Complex – Plastering pool

\$650,000 – Highway Department – County Trunk Road Improvements

Proposed Amended 2021 Budget – Administrator Langreck presented the following proposed amendments:

- Management Information Systems – Reduce new equipment over \$5,000 by \$20,000 and add the project to short-term borrowing.
- Register of Deeds – Apply \$20,000 from the Redactions Fees Fund to offset 2021 salaries and fringe benefits.
- Pine Valley – Apply \$200,000 of Pine Valley surplus funds to the 2021 budget.
- Health and Human Services – Reduce levy request by \$120,000.
- Child Support – Save \$30,000 by eliminating one full-time Clerical Assistant position effective January 1, 2021.
- Highway – Reduce levy request by \$150,000 and add projects to short-term borrowing.
- Fair – Reduce levy request by \$15,000.
- Symons – Reduce levy request by \$20,000.
- UW-Extension – Save \$42,000 by eliminating one full-time support staff position.
- UW-Food Service – Eliminate \$70,000 levy request and close operation effective January 1, 2021.
- Land Conservation – Reduce levy request by \$40,000 by eliminating one full-time Planner/Technician position.
- Zoning – Utilize \$80,000 from the Land Records Grant Fund to offset salaries and fringe benefits.
- Courthouse Repair Fund – Reduce levy request by \$20,000 and add projects to the short-term borrowing.
- UW-Richland Outlay – Reduce levy request by \$20,000.
- Health Insurance – Decrease premium costs by \$60,000 by increasing the employee share of the monthly premium costs from 12% to 14%.
- Levy Limit – Estimated \$60,000 increase in the levy limit.

Department heads and citizens address the Committee explaining how the proposed cuts and position eliminations would affect services.

Initial Resolution Authorizing Not To Exceed \$1,050,000 Taxable General Obligation Promissory Notes For Capital Improvement Projects – Motion by Seep, second by Couey to forward the Resolution to the County Board for approval. Motion carried.

Municipal Advisory Agreement – Motion by Gentes, second by Turk to present a resolution to the County Board for approval to enter into an Agreement with Carol Wirth, of Wisconsin Public Finance Professionals LLC, for services regarding the issuance of \$1,050,000 Taxable General Obligation Promissory Notes. Motion carried.

Health Insurance Renewal – Motion by Murphy-Lopez, second by Luck that the Administrator be directed to return to the insurance provider to come up with different options than the 4.99% premium increase proposed by Quartz. Motion carried.

Tri-County Airport Agreement – Iowa County is withdrawing. Richland County ordinance 19-16 sets Richland's ownership at 25.5% and the annual appropriation at 25.5% to cover airport operating expenses. Motion by Murphy-Lopez, second by Seep to propose that Richland County's ownership percentage and annual operating expense appropriation be set at

22% effective January 1, 2021 and that the proposed taxiway improvement project be postponed until 2022 and be included in the proposed runway improvement project. Motion carried.

Capital Investment/Capital Improvement Plan – Motion by Seep, second by Couey to approve the proposed capital improvement planning for short-term borrowing appropriations in 2021. Motion carried.

Community Development Block Grant Program – The current possible Community Development Block Grant Close Projects were presented for review. The proposal is to out request for proposal for both application and the administration of the grant. The application process cannot be covered by grant funds. Grant funds would cover the administration process. Motion by Seep, second by Couey for approval of the following. Motion carried.

1. Current possible CDBG Close Projects;
2. RFP or RFQ process for consulting / administration of CDBG Close program;
3. Resolution to Adopt a Citizen Participation Plan for CDBG Close program;
4. Citizen Participation Plan for CDBG Close Program.

Employee Handbook Amendments Regarding Internal Promotions – The proposed amendment was discussed. Motion by Murphy-Lopez, second by Luck to table the agenda item. Motion carried.

Employee Handbook Amendments Regarding Administration – Motion by Murphy-Lopez, second by Seep to table the agenda item. Motion carried.

Leave of Absence Extension – No action taken.

Strategic Plan and Administrator Priorities – Motion by Couey, second Gentes to present a resolution to the County Board for approval of the County Administrator challenges, County Board Strategic Goals and County Board priority values to help guide initiatives and resources through the 2020-2022 County Board session. Motion carried.

Accounting Supervisor Resignation – Motion by Couey, second by Turk to accept the resignation. Motion carried.

Deputy Register of Deeds Resignation – Motion by Luck, second by Couey to accept the resignation. Motion carried.

Cash Balance History, Revenue, Cash Trial Balance and Investments Reports – Reports were reviewed by Committee members.

Motion by Seep, second by Luck to adjourn to September 16th at 1:00 p.m. Motion carried. The meeting adjourned at 4:46 p.m.

Victor V. Vlasak
Richland County Clerk