

FINANCE AND PERSONNEL COMMITTEE

October 5, 2012

The Finance and Personnel Committee met on Friday, October 5, 2012, at 9:00 a.m., in the County Board Room, located in the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Jeanetta Kirkpatrick, Bob Bellman, Fred Clary, Tom Crofton, Gaylord Deets, Bob Holets and Lewis Van Vliet.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Ben Southwick, Corporation Counsel; Shelley Brookens, Child Support Administrator; and Ann Rynes, Fair and Recycling Coordinator.

Committee Chairman Kirkpatrick called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent either by mail or email to all Committee members, a copy was posted on the Courthouse Bulletin Board, a copy was faxed to The Richland Observer and a copy was sent by e-mail to WRCO.

Motion by Crofton, second by Van Vliet to approve the amended agenda. Motion carried.

The Committee discussed the claim in the amount of \$780.00 from Thaddeus Stanley for hours spent clerking for Judge Sharp. Motion by Holets, second by Crofton to deny the claim until the claim is discussed with Judge Sharp and the questions about Mr. Stanley's unemployment claims against the county are answered. It was noted that Mr. Stanley did fill out the required forms indicating that he was an independent contractor. Roll call vote. AYES: Bellman. NOES: Van Vliet, Clary, Kirkpatrick, Deets, Holets, Crofton. Ayes 1. Noes 6. Total 7. Motion failed. Motion by Crofton, second by Holets to pay the contractual obligation. Motion carried with Bellman voting against the motion. It was noted that if Mr. Stanley does not actually meet the requirements for qualifying as an independent contractor, the County is liable for all withholdings and interest.

The committee discussed the claim in the amount of \$1,990.00 from Kathy Granger for hours spent training the Fair and Recycling Coordinator. Chairman Kirkpatrick noted that this claim is for hours worked by Ms. Granger before County Board authorization was given for her to work up to 200 hours. Ann Rynes explained that the Fair and Recycling Committee approved hiring Ms. Granger under a contract. Corporation Counsel Southwick recommended that Ms. Granger be deemed to be an employee of the County. Ms. Rynes indicated that Ms. Granger does contract with other county fairs. Motion by Deets, second by Van Vliet to pay the claim for contracted services as submitted. Motion carried.

Corporation Counsel Southwick addressed the Committee regarding the tax deed property located in the City of Richland Center and formerly owned by Steven Karr. Mr. Karr is now willing to pay the back taxes. The Committee reviewed a proposed amendment to the ordinance which established procedures for selling tax deed properties. The amendment would allow the former owner of a tax deed parcel to regain ownership by paying the back taxes plus any expenses incurred by the County in taking the tax deed. Motion by Clary, second by Holets to amend the ordinance by adding language to allow the most recent prior owner to redeem the property as long as back taxes, interest and recording fees are paid. Motion carried. The amendment is as follows:

3. Preference shall be given to the former owner or owners of tax deed properties to regain ownership of the property after the County has taken ownership of it, upon payment by the former owner or owners to the County of:
 - (a) All delinquent taxes, special assessments, special charges and special taxes, and accrued interest, applicable to the property, plus;
 - (b) The County's reasonable estimate of the average cost of selling tax deed property, as set for in section 4; plus
 - (c) The fee to record the deed granted by the County.

Within 10 days after a tax deed to the County has been recorded, the County Treasurer shall send a notice to the former owners or owners that they have 30 days from the date of the notice in which to regain ownership of the property by making payment to the County Treasurer of the amounts set forth in subsections (a) and (b).

Motion by Van Vliet, second by Crofton that the amended ordinance be effective on October 30, 2012. Motion carried. Motion by Crofton second by Bellman to amend the ordinance by adding the following: The County Board hereby estimates that a reasonable estimate of the average costs incurred by the County in selling tax deed property, including personnel costs of the County Treasurer, the Corporation Counsel and the County Clerk, is \$1,000.00. Motion carried.

Corporation Counsel Southwick reviewed a proposed amendment to the ordinance setting forth the information to be included in the published notice of sale. Motion by Crofton, second by Van Vliet to approve the proposed amendment. Motion carried.

Motion by Holets, second by Crofton to approve amending the ordinance to reference the Finance and Personnel Committee and to indicate that the fee to record documents is \$30.00. Motion carried.

Corporation Counsel Southwick addressed the Committee regarding the Gotham parcel. Crofton reported that the Property Committee has authorized asbestos testing. Motion by Van Vliet, second by Crofton to accept the donation of the parcel. Corporation Counsel Southwick noted that some of the issues with the property include an open septic system, a crumbling shed and asbestos siding on the house. Roll call vote. AYES: Van Vliet, Bellman, Kirkpatrick, Holets. NOES: Clary, Deets, Crofton. Ayes 4. Noes 3. Total 7. Motion carried.

The request of Shannon Grob for six weeks of maternity leave was presented by Shelley Brookens. Ms. Brookens noted that Ms. Grob has not worked enough hours to qualify for 12 weeks of Federal FMLA leave but, she does qualify for 6 weeks of State FMLA leave. Motion by Holets, second by Crofton to approve the request for six weeks of unpaid maternity leave. Motion carried.

Shelley Brookens reported that her last day of County employment will be Friday, October 12th. Shelley expressed concern about the case load in the Child Support Agency and the staffing shortage.

Motion by Crofton, second by Bellman to approve amending the plan document for the Section 125 Plan to acknowledge the County's policy of allowing the conversion of retiring employees unused sick leave for use in paying health insurance premiums. Motion carried.

The proposed 2013 budget was reviewed. Questions were raised about the tax levies given to Highway and Pine Valley when they don't use the funds and set them aside for future use. Chairman Kirkpatrick stated that the Finance and Personnel Committee must have a better understanding of both operations before a decision is made to cut their levy requests. The levy allocation for the fairgrounds was discussed. Motion by Holets, second by Bellman to leave the levy allocation for the fairgrounds at \$10,000. Motion carried. Motion by Crofton, second by Van Vliet to reduce the levy allocation to the Symons Recreation Complex Capital Improvements by \$2,214.50. Motion carried. Motion by Holets, second by Van Vliet to remove the \$5,000 levy allocation to the New Ambulance Outlay. Motion carried. Motion by Holets, second by Bellman to increase the anticipated ambulance revenue line item by \$5,000. Motion carried. Motion by Crofton, second by Kirkpatrick to reduce the Richland Chamber and Development Alliance levy request by \$5,000. Motion failed. Motion by Holets, second by Bellman to reduce the Richland Chamber and Development Alliance levy request by \$3,000. Motion carried. Motion by Crofton, second by Holets that the Neighborhood Housing Services levy allocation remain at \$8,000. Motion carried.

Chairman Kirkpatrick will compose a letter for distribution to employees indicating that the proposed 2013 budget includes no layoffs or changes in current benefits.

Crofton requested consideration of the following agenda items:

- Courthouse planning study needs;
- Courthouse sharing of outside maintenance duties by use of a part time employee;
- Standard contract language;
- Department head job performance evaluation;
- Revolving funds for tax delinquent lands (SW CAP will do Brownfield abatement).

Chairman Kirkpatrick noted the need for a joint meeting with the Fair and Recycling Committee to discuss their operational concerns.

Motion by Deets, second by Bellman to adjourn. Motion carried. The meeting adjourned at 11:17 a.m.

Victor V. Vlasak
Richland County Clerk