

FINANCE AND PERSONNEL COMMITTEE

February 5, 2013

The Finance and Personnel Committee met on Tuesday, February 5, 2013, at 9:00 a.m., in Conference Room No. 2, located on the First Floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

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

Revolving Loan Fund Committee members present included: Dennis Hamilton and Patrick Stittleburg.

Others present for all or part of the meeting included: Victor Vlasak, County Clerk; Sheriff Darrell Berglin; Treasurer Julie Keller; Cathy Cooper, County Conservationist; Barb Scott, Director, and Jason Marshall, Administrator, Management Information Systems Department; Randy Jacquet, Health and Human Services Director; Meegan Thompson, Richland Chamber and Development Alliance Director; Denise Hanold, Symons Recreation Complex Director and Jim Burke Symons Maintenance Supervisor; Tom Hougan, Chief Deputy Sheriff; Amy Forehand, Assistant District Attorney; Kathy Sutton, Acting Child Support Administrator; Sandra Kramer, Veterans Service Officer; Michael Bindl, Zoning Administrator; Sandra McNamer, Register in Probate; Renette Collins, Sheriff's Dispatcher/Jailer; and Amber Muckler, Sheriff's Department Office Manager.

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 copies were sent by e-mail to WRCO and Wisconsin Public Radio.

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

Motion by Holets, second by Crofton to approve the printed copies of the minutes for the meeting held on January 8, 2013. Motion carried.

Chairman Kirkpatrick opened the tax deed sale.

Chairman Kirkpatrick asked for bids on Town of Akan – Parcel Number 002-0434-2100. The appraised value was set at \$2,500.00. No written or oral bids were received.

Chairman Kirkpatrick asked for bids on Town of Buena Vista – Parcel Number 006-3240-3000. The appraised value was set at \$1,000.00. No written or oral bids were received.

Chairman Kirkpatrick asked for bids on Town of Henrietta – Parcel Number 014-1334-1100. The appraised value was set at \$1,000.00. No written or oral bids were received.

Chairman Kirkpatrick asked for bids on Town of Marshall – Parcel Number 018-1334-2100. The appraised value was set at \$100.00. No written bids were received. An oral bid of \$100.00 was received from Terry Sebranek. No other oral bids were received. Motion by Crofton, second by Bellman to accept the bid from Mr. Sebranek. Motion carried.

Chairman Kirkpatrick asked for bids on Town of Orion – Parcel Number 020-4222-1040. The appraised value was set at \$20,000.00. No written or oral bids were received.

Chairman Kirkpatrick asked for bids on Village of Yuba – Parcel Number 196-0635-1600. The appraised value was set at \$5,000.00. No written or oral bids were received.

Chairman Kirkpatrick asked for bids on City of Richland Center – Parcel Number 276-1711-1000. The appraised value was set at \$50,000.00. No written or oral bids were received.

Motion by Val Vliet, second by Bellman to close the tax deed sale and refer back to the Property, Building and Grounds Committee for reappraisal the tax deed parcels that did not sell. Motion carried.

Cathy Cooper addressed the Committee requesting approval to place the proceeds from the timber sale on the Ash Creek Community Forest in the Ash Creek Community Forest Fund. Committee members were provided with a listing of needed projects on the Ash Creek property. The Land Conservation Committee accepted the bid in the amount of \$27,100 from C. Frazier James and Sons Log, Inc. Motion by Holets, second by Van Vliet to present a resolution for approval to place the timber sale proceeds in the Ash Creek Community Forest Fund. Motion carried.

Barb Scott addressed the Committee requesting approval to increase the spending limit on the credit card used by the Management Information Systems Department from \$500.00 to \$1,000.00. Motion by Van Vliet, second by Crofton to approve the request. Motion carried.

Barb Scott addressed the Committee requesting approval for the Verizon representative to meet with department heads to present information on what phone equipment is available with Verizon and to get the departments transitioned from U.S. Cellular to Verizon. The Committee indicated approval of the request. Motion carried.

The Committee discussed methods of billing departments for computers and equipment purchased and put together by the Management Information Systems Department and then placed in County departments when the departments need new equipment. Options included appropriating funds to the MIS budget to cover the purchase costs of the equipment versus creating a revenue line for the MIS department so departments can be charged for the cost of the equipment provided by MIS. Motion by Van Vliet, second by Bellman to postpone the agenda item to allow more time to look at options. Motion carried.

Meegan Thompson addressed the Committee requesting approval of the Memorandum of Understanding from the Wisconsin Economic Development Corporation. The Memorandum would allow for the recovery of expenses by the Richland Chamber and Development Alliance

incurred during the development and establishment of the Regional Revolving Loan Fund. Motion by Holets, second by Crofton to approve the Memorandum. Motion carried.

Meegan Thompson addressed the Committee regarding the need for a decision from Richland County regarding participation in and the assigning of County Revolving Loan Fund funds to the Southwest Wisconsin Economic Development Fund. Meegan reviewed what the changes would be with County participation. A commitment is needed from three communities to form the regional fund. Communities who agree to join will be able to have input on the development of the regional fund and the Consolidated Loan Fund Manual. Loan applications of up to \$125,000 would be considered and decided by the local County RLF Committee. Loans applications above \$125,000 would go directly to the Regional Board for action. Dennis Hamilton noted that the transfer of the funds to the Regional Board would remove applicability of the Davis Bacon rule and make it easier for applicants to qualify for the loans. Crofton noted that the regional approach will not be beneficial to lower income wage earners. Motion by Holets, second by Bellman to present a resolution for approval to commit to and transfer County RLF funds to the regional fund. Roll call vote. AYES: Deets, Holets, Kirkpatrick, Van Vliet. NOES: Bellman, Crofton. Ayes 4. Noes 2. Total 6. Motion carried.

Motion by Van Vliet, second by Holets to go into closed session under Section 19.85 (1) (c) (f) of the Wisconsin Statutes for an update on the injury sustained by the Symons Complex Maintenance Supervisor and that the County Clerk, Ms. Hanold and Mr. Burke be allowed to remain for the closed session. Roll call vote. AYES: Bellman, Deets, Holets, Kirkpatrick, Van Vliet, Crofton. Ayes 6. Noes 0. Total 6. Motion carried.

Motion by Van Vliet, second by Crofton to return to open session. Motion carried.

A representative from Rhyme Business Products, Portage, addressed the Committee requesting approval to conduct an assessment of the printer and copier maintenance costs of County departments. Motion by Bellman, second by Crofton to approve the request. Motion carried.

Randy Jacquet addressed the Committee requesting approval to amend the job description and reduce permanently from 40 hours to 24 hours per week the position of Administrative Secretary for the ADRC of Southwest Wisconsin – North for budgetary purposes. Motion by Holets, second by Van Vliet to approve the request and present a resolution for approval to amend the job description. Motion carried.

Tom Hougan presented a proposal that the positions of Chief Deputy Sheriff and Road Patrol Lieutenant in the Sheriff's Department be given the same wage increases that members of the Deputy Sheriff's Association received in their 2013 – 2014 labor agreement. It was indicated that approval of the wage proposal would also include having the individuals in the two positions contribute to the cost of their retirement under WRS based on the labor agreement settlement. Motion by Van Vliet, second by Crofton to approve the proposal and apply the wage increases and WRS contributions in the same manner as in the road deputies labor agreement. Motion carried. The wage increases and WRS contributions would be as follows and would apply to Tom Hougan, Bob Frank and Dan Kreuger:

1. Wages.
 - a. A 2% adjustment to wages effective January 1, 2013 and an additional 1% adjustment on July 1, 2013.
 - b. A 2% wage adjustment on January 1, 2014 and an additional 1% wage adjustment on July 1, 2014.
2. WRS. Phase-in of employee payment of employee contribution to the Wisconsin Retirement System begins in 1% increments on January 1 and July 1, 2013 and on January 1 and July 1, 2014 (total of 4%).

County Treasurer Julie Keller presented a report on the County funds invested in the financial institutions as authorized by the County Board Investment Policy.

Amy Forehand presented the draft of a resolution for approval to restructure the Child Support Agency to change the agency Administrator/Specialist position to Administrator/Assistant Corporation Council and to create the full-time position of Lead Caseworker. Amy would serve as the Administrator/Assistant Corporation Council and receive an annual salary of \$22,000.00. Her County salary would no longer be tied to the salary she receives in the 80% position of Assistant District Attorney. Kathy Sutton would be named to the Lead Caseworker position and be paid at the after-probation rate of \$17.40 in the Job Classification and Salary Plan. New job descriptions for both positions would also need to be approved. This resolution would replace any previous resolutions pertaining to the 20% position of Assistant Corporation Council. Motion by Van Vliet, second by Crofton to move the resolution on to the County Board for approval. Motion carried.

The Committee discussed granting wage increases to the County's non-union employees. The increases would not apply to the County's Constitutional Officers, Veterans Service Officer, Highway Commissioner, Chief Deputy Sheriff, Sheriff's Road Patrol Lieutenants or members of the Richland County Deputy Sheriff's Association. Chairman Kirkpatrick presented estimates of the cost to County budgets of giving a 4% salary increase versus an increase of \$.50 per hour. Motion by Crofton, second by Holets to grant an increase of \$.75 per hour to all non-union employees. Roll call vote. AYES: Holets, Crofton. NOES: Bellman, Deets, Kirkpatrick, Van Vliet. Ayes 2. Noes 4. Total 6. Motion declared defeated. Chairman Kirkpatrick noted the increased cost to budgets of a cent per hour increase larger than \$.50. Motion by Van Vliet, second by Crofton to grant an increase of 4%. Roll call vote. AYES: Bellman, Deets, Kirkpatrick, Van Vliet, Crofton. NOES: Holets. Ayes 5. Noes 1. Total 6. Motion carried.

Motion by Holets, second by Van Vliet to postpone the agenda item regarding entering into agreements with realtors to sell the Town of Buena Vista tax deed parcels. Motion carried.

Motion by Holets, second by Van Vliet to adjourn to February 26th at 9:00 a.m. Motion carried. The meeting adjourned at 11:53 a.m.

Victor V. Vlasak
Richland County Clerk