

FINANCE/PERSONNEL COMMITTEE

June 4, 2013

The Finance and Personnel Committee met on Tuesday, June 4, 2013, at 9:00 a.m., in the County Board Room, located on the Third Floor of 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 Lew Van Vliet.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Sheriff Darrell Berglin; Ben Southwick, Corporation Counsel; Pat Metz and Angie Rizner, Health and Human Services Department; Barb Scott and Jason Marshall, Management Information Systems Department; Sandra McNamer, Register in Probate; Michael Bindl, Zoning Administrator; Damon Anderson, Anderson Realty; Todd and Amber Muckler; Carol Clausius; and Janine Parduhn, Richland County Housing Authority Deputy Director.

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, Wisconsin Public Radio and to all County Department Heads.

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

Motion by Bellman, second by Deets to approve the printed copies of the minutes for the meeting held on May 7, 2013. Motion carried.

Chairman Kirkpatrick announced that bids would now be received for County-owned Parcel Number 006-3044-5100 located in the Town of Buena Vista (Gotham). No oral bids were received. A written bid of \$1,500.00 was received from Shirley Butler, 28993 McNurlin Street, Gotham. No other written bids were received. Motion by Clary, second by Crofton to accept the bid of Ms. Butler and direct the County Clerk to sign a deed. Motion carried. Corporation Counsel Southwick noted that a title search was completed on the parcel. There are no closing costs. Recording fees for the deed would be paid by the purchaser.

The Claim of Roxanne Klubertanz against Richland County was brought before the Committee. Corporation Counsel Southwick recommended denial of the Claim. Ms. Klubertanz addressed the Committee stating that she realized that the problem had not been taken care of when she received notification that the surrounding properties had gone into foreclosure. She noted that the title company is aware that they made a mistake. Corporation Counsel Southwick reviewed the Claim noting that the Statutes would prohibit the County from exchanging a tax deed lot for the lot at issue in the claim. Motion by Bellman, second by Clary to deny the Claim and refer to the Property Committee the determination of a value on the tax deed lot. Motion carried.

Chairman Kirkpatrick noted the receipt of a letter from Register in Probate Sandra McNamer in which Ms. McNamer states that her supervising committee, the Law Enforcement Committee, approved the hiring of a temporary person for her office until the completion of the interviewing and hiring process for the new clerical assistant in the Register in Probate office.

Pat Metz addressed the Committee regarding the salary grade assigned to the position of Nutrition Site Worker. Resolution No. 05-97 adopted by the County Board on October 25, 2005, approved a new job description for the Nutrition Site Worker. The new job description approved by the resolution changed the pay grade of the position from non-union Grade 5 to non-union Grade 7. Corporation Counsel Southwick noted that, unlike usual reclassification resolutions, these new job descriptions contained the pay increase. He further noted that the County is obligated to pay, retroactive, the pay increases to the affected employees. Motion by Holets, second by Bellman to confirm the Grade 7 rate for the non-union Nutrition Site Worker position. Motion carried.

Pat Metz reported that the 2012 Audit has been completed. Motion by Bellman, second by Deets to present a resolution for approval of the following transfers for the year 2012. Motion carried.

- \$172,535.00 from the Institutional Children's Cost Fund (Fund 44) to the Health and Human Services Fund (Fund 56);
- \$99,409.31 from the Resource Center Fund (Fund 53) to the Health and Human Services Fund (Fund 56);
- \$1,270.00 from the Institutional Adult Costs Fund (Fund 54) to the Health and Human Services Fund (Fund 56);
- \$90,748.71 from the Health and Human Services Fund (Fund 56) to the General Fund (Fund 10);
- \$5,437.36 from the County Aging Unit Fund (Fund 63) to the County Aging Unit Car Replacement Fund (Fund 18).

Motion by Van Vliet, second by Bellman to present a resolution for approval to transfer \$404.89 from the General Fund (Fund 10) to the Symons Natatorium Fund (Fund 36) to cover the County's share of the 2012 operations deficiency. Motion carried.

Pat Metz reported that on May 28th a letter was issued to the Juvenile Justice Lead Worker Karee Gander that she was being placed on a three day suspension without pay from May 28, 2013 thru May 30, 2013.

Paul Klawiter addressed the Committee requesting approval for the payment of an invoice in the amount of \$1,250.00 from the Electronic Access Fees Fund. The invoice is from MSA Professional Services for the Land Information Web Site. Motion by Crofton, second by Van Vliet to approve the request. Motion carried.

Janine Parduhn addressed the Committee requesting County financial assistance in covering Housing Authority administrative costs due to Federal funding cuts resulting from

sequestration. Administrative expenses include payroll, rent, office supplies, phones, computers, audit costs and insurance. The \$8,000 monthly funding that was available for expenses has been reduced to \$5,748. Janine reviewed the Rental Assistance services provided through 217 vouchers which support 173 households of elderly and disabled and poor working families with children. Options were discussed for reducing operational costs and streamlining services. Motion by Van Vliet, second by Crofton to present a resolution for approval to take \$8,500 from the County's General Fund to provided financial assistance to the Housing Authority with additional efforts being made to streamline the program. Motion carried.

Barb Scott addressed the Committee recommending the renewal of the agreements with Genuine Telecom for Telephone Services and Data Transport and Internet Services for all County departments. Genuine Telecom will provide the services at no increase cost over the previous four year agreements. Motion by Crofton, second by Van Vliet to present a resolution for approval for renewal of the agreements and authorization for the County Clerk to sign the contracts. Motion carried.

Julie Keller addressed the Committee requesting funding to cover the costs of starting action on eleven tax delinquent properties. Costs include \$175 for each title search and \$10 for certified mailings. Motion by Crofton, second by Bellman to approve transferring \$3,000 from the General fund to a non-lapsing account for use by the Treasurer in starting the tax deed process on the tax delinquent parcels. Motion carried.

Julie Keller presented a draft of a job description making the Real Property Lister a department head. The change would eliminate comp time and overtime for the position and would make the Lister responsible for budgeting and meeting deadlines and requirements for the position. The salary for this position is currently based upon the grades from the previous Courthouse union contract. It was noted that the grade would have to be changed to the non-union salary grade if the position was made a department head.

Julie Keller present a draft of a job description and a listing of the costs associated with the creation of the position of Assistant Real Property Lister. The position description has the same duties as that of the Real Property Lister except for the department head responsibilities. Julie is recommending that the Assistant begin on October 1st as this is the beginning of the tax billing process. The importance of a backup for the Real Property Lister position was discussed. Concerns were raised about funding the position. Motion by Van Vliet, second by Crofton to postpone action on making the Real Property Lister a department head and action on the creation of an Assistant position until the Committee begins formulating the 2014 budget. Motion carried.

Damon Anderson presented offers to purchase tax deed parcels. Corporation Counsel Southwick noted that on each of these parcels the County had a title search up until the tax deed was taken. An updated title search would be at the expense of the County. The County passes clear title. Damon advised that buyers have been informed that the Buena Vista properties may be subject to flooding and that the roads are not yet built. The developer's agreement with the township was discussed. Corporation Counsel Southwick explained that ownership of the right-

of-way passed automatically to the township when the subdivision was approved and that the streets cannot be vacated for forty years. The following offers to purchase were presented:

- Lots 6 and 7, Plat of Buena Vista Prairie Subdivision. Offer to purchase from Joel R. and Michelle L. Solverson for \$8,900. \$8,900 is the list price for the two lots together. Binding acceptance today. Cash offer and no contingencies. Closing no later than June 11th. Motion by Clary second by Crofton to accept this offer and direct the County Clerk to give a deed on behalf of the County with the closing taking place by June 14th. Motion carried.
- Lot 6, Plat of Pine Forest Subdivision. Offer to purchase from Michael A. Riehbrandt for \$7,500. \$7,500 is the list price. Cash offer and no contingencies. Closing no later than June 14th. Motion by Bellman, second by Crofton to accept this offer and direct the County Clerk to give a deed on behalf of the County. Motion carried.
- Lots 7 and 35, Plat of Pine Forest Subdivision. Offer to purchase from Richard T. and Amber J. Muckler for \$9,000. \$7,500 is the list price for each lot. Cash offer and no contingencies. Closing no later than June 14th. Motion by Crofton, second by Clary to accept this offer and direct the County Clerk to give a deed on behalf of the County. Discussion on the County making a counter offer. Roll call vote. AYES: Clary, Kirkpatrick, Deets, Crofton. NOES: Van Vliet, Bellman, Holets. Ayes 4. Noes 3. Total 7. Motion carried.
- Lot 44, Plat of Pine Forest Subdivision. Offer to purchase from Joseph W. and Patricia L. Fargen for \$2,500. \$7,500 is the list price. Cash offer and no contingencies. Closing by June 14th. Motion by Crofton, second by Van Vliet to table. Motion carried.
- Lot 54, Plat of Pine Forest Subdivision. Offer to purchase from Jason R. and Terri L. Smith for \$3,500. \$4,900 is the list price. Cash offer and no contingencies. Closing by June 14th. Motion by Crofton, second by Clary to accept this offer and direct the County Clerk to give a deed on behalf of the County. Motion carried.
- Parcel number 006-3240-3000 – Coffenberry Lane – Town of Buena Vista. Offer to purchase from Paul E. O’Neal for \$4,000. \$4,900 is the list price. Cash offer and no contingencies. Closing by June 14th. Motion by Holets, second by Crofton to accept this offer and direct the County Clerk to give a deed on behalf of the County. Motion carried.
- Parcel number 014-1334-1100 – Town of Henrietta. Offer to purchase from Robert M. and Lauri K. Schultz for \$6,900. \$6,900 is the list price. Closing by June 14th. Motion by Deets, second by Van Vliet to accept this offer and direct the County Clerk to give a deed on behalf of the County. Motion carried.
- Parcel number 196-0635-1600 - 22110 Cedar Street, Yuba – Town of Henrietta. Offer to purchase from John Jansen for \$8,000. \$9,900 is the list price. Closing by

June 12th. Motion by Crofton, second by Holets to accept this offer and direct the County Clerk to give a deed on behalf of the County. Motion carried.

Deets left the meeting at this point.

- Parcel number 002-0434-2100 - 22991 Sunrise Drive, Soldiers Grove - Town of Akan. Offer to purchase from Walter D. Lesetmoe and Darlene A. Tagliapietra for \$8,025.37. \$7,900 is the list price. Closing by June 14th. Cash offer with no contingencies. Motion by Bellman, second by Holets to accept this offer and direct the County Clerk to give a deed on behalf of the County. Motion carried.
- Parcel number 020-4222-1040 - 22258 Elizabeth Street, Muscoda, Town of Orion. Offer to purchase from John Jansen for \$15,000. \$29,900 is the list price. Cash offer with no contingencies. Cleanup of the basement was discussed. Motion by Crofton, second by Bellman to accept this offer and direct the County Clerk to give a deed on behalf of the County. Motion carried.
- Lot 44, Plat of Pine Forest Subdivision, Town of Buena Vista. Motion by Van Vliet, second by Crofton to bring off the table and back on to the floor for discussion the sale of Lot 44, Plat of Pine Forest Subdivision, Town of Buena Vista. Motion carried. Motion by Holets, second by Crofton to present a counter offer of \$4,500 to Joseph W. and Patricia L. Fargen and if the offer is accepted, that the closing take place on June 21st. Motion carried.
- Lots 12 through 30, Plat of Pine Forest Subdivision, Town of Buena Vista. Offer to purchase from Alexander P Cunningham for \$79,900. \$79,900 is the list price. First Weber is the realtor. Contingencies include ownership of road space, zoning change, perk test, warranty that buyer does not have to put in the roads and an addendum regarding tanks and wells. Motion by Van Vliet, second by Crofton to refer the offer and contingencies to the Corporation Counsel. Corporation Counsel Southwick advised the Committee to reject the offer, as it is, because the contingencies cannot be satisfied. Motion by Van Vliet to reject the offer and send it to the Corporation Counsel for review. Motion by Crofton, second by Bellman to make a counter offer of \$79,900 for lots 12 through 30, with no contingencies. Motion carried.

Damon Anderson presented a claim in the amount of \$762.02 for cleanup costs associated with several of the improved lots. Approval of the claim will be addressed at the next meeting of the Finance and Personnel Committee.

Corporation Counsel Southwick stated that it is his understanding that the County Clerk is directed to sign the deeds, condition reports, acceptance reports and counter offers. No personal checks will be accepted for the sold parcels. The County will pay Mr. Anderson directly for the commission on the sold parcels.

The Highway Commissioner's salary was discussed. Corporation Counsel Southwick has issued an opinion that the salary can be increased during the Commissioner's term. Motion

by Bellman, second by Kirkpatrick to present a resolution for approval to increase the Highway Commissioner's salary by .75¢ per hour effective January 1, 2013. Motion carried.

Discussion took place regarding the Richland Center Tax Deed parcel which is being occupied by its former owner, Steven Karr. Copies of a document received from Mr. Karr, in which he gives warnings against any trespass attempts on his former property, were distributed to Committee members. Motion by Crofton, second by Bellman directing Corporation Counsel Southwick to bring suit in the name of the County to evict Mr. Karr from the property and that the paper service be done by a private firm. Motion carried.

Copies were distributed to Committee members of the County Clerk's Annual Report of the Financial Condition of Richland County for the period January 1, 2012 through December 31, 2012.

Motion by Crofton, second by Holets that the County Clerk be authorized to sign to bind coverage for workers compensation, equipment breakdown and crime insurance for the policy period 7/1/13 to 7/1/14. Motion carried.

Motion by Van Vliet, second by Crofton to adjourn for lunch and reconvene at 1:00 p.m. Motion carried.

Chairman Kirkpatrick called the meeting to order at 1:00 p.m.

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

Department representatives present included: Victor Vlasak, Avery Manning, Jim Chitwood, Kathy Cianci, Pat Metz, Ingrid Kovars, Peggy Olive, Sandra Kramer, Denise Hanold, Darin Gudgeon, Mike Bindl, Darrell Berglin, Adam Hady, Barb Scott, Julie Keller and Susan Triggs.

Chairman Kirkpatrick explained the levy restrictions under which the County must operate. Small groups were formed to discuss internal and external conditions that will influence future budgets.

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

Motion by Van Vliet, second by Crofton to adjourn. Motion carried. The meeting adjourned at 2:24 p.m.

Victor V. Vlasak
Richland county Clerk