

## **FINANCE/PERSONNEL COMMITTEE**

July 9, 2013

The Finance and Personnel Committee met on Tuesday, July 9, 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.

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

Fair and Recycling Committee members present included: Buford Marshall, Virginia Wiedenfeld, Marilyn Marshall and Richard Wastlick.

Others present included: Victor Vlasak, County Clerk; Jim Chitwood, Highway Commissioner; Randy Jacquet, Pat Metz and Amanda Coorough, Health and Human Services; Bob Frank, Road Patrol Lieutenant; Denise Hanold, Symons Recreation Complex Director; Mike Bindl, Zoning Administrator; Sandra Kramer, Veteran Service Officer; Barb Scott and Jason Marshall, Management Information Systems Department; Ingrid Kovars, Fair and Recycling Coordinator; Hogan Hughey, Branch Sales Manager, Rhyme; and Damon Anderson, Anderson Realty.

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

Motion by Bellman, second by Van Vliet to approve the printed copies of the minutes for the June 4<sup>th</sup> meeting. Motion carried.

Ingrid Kovars addressed the Committee requesting the temporary transfer of funds for use by the Fair Committee in conducting this year's County Fair. Motion by Crofton, second by Bellman to present a resolution for approval to transfer \$30,000 from the General Fund to the County Fair Revolving Fund. Motion carried. The funds are to be returned to the General Fund at the end of 90 days from the effective date of the resolution.

Randy Jacquet, Pat Metz and Amanda Coorough addressed the Committee requesting the transfer, from the General Fund to the Institutional Children's Costs Fund, of some or part of the unexpended 2012 Health and Human Services Department appropriation which was \$90,748.71. Motion by Van Vliet, second by Crofton to postpone action on the request until after the 2012 audit has been received. Motion carried.

Damon Anderson presented claims totaling \$762.02 for costs associated with the cleanup, stump removal, disposal of junk and door lock replacements for three different tax deed parcels. Motion by Crofton, second by Van Vliet to approve payment of the claims. Motion carried.

Jim Chitwood addressed the Committee regarding the possible installation of a waterway along the edge of County-owned tax deed parcels to drain water from the area of the Tri-County airport. Committee members expressed concern about the creation of an unnatural flow of water and the affect it would have on the parcels where the water will drain. Damon Anderson reported that he has an offer from Joel and Michele Solverson to purchase several of the tax deed lots located in that area. The Solversons have been made aware of the possible installation of the waterway. They are offering to purchase three of the lots for \$10,000. Motion by Crofton, second by Holets that the offer be accepted and that an easement be added for the proposed waterway. Motion by Bellman, second by Crofton to amend the motion to add that Corporation Counsel Southwick review the question of the proposed easement. Motion carried on the amendment. Motion carried on the original motion, as amended.

Damon presented an offer from Kirk and Shelly Stibbe to purchase Lots 12-30 of the Pine Forest Subdivision, Lone Rock, for \$20,000. Damon noted that the only contingency is that Kirk and Shelly Stibbe want to know exactly what the township will require for roads and the timelines for meeting the requirements. Motion by Crofton, second by Van Vliet to accept the offer of \$20,000 for 19 lots and Damon's 6% commission. Motion carried.

Hogan Hughey, Branch Sales Manager with Rhyme Business Products, Portage, presented an assessment and recommendation for county departments' copiers and printers. Motion by Crofton, second by Holets that the assessment and recommendation documents be sent to every committee and that they have it on their agenda. Motion carried.

Bob Frank addressed the Committee regarding the Bunker Hill Tower Lease with the LaValle Telephone Co-op. The Co-op is requesting that the County enter into a new lease agreement. Motion by Clary, second by Van Vliet that the Sheriff's Department proceed with the new lease agreement. Motion carried.

Bob Frank addressed the Committee requesting approval for the Sheriff's Department to purchase parts for the County-wide emergency paging system from General Communications of Madison for \$1,987.60 and that the expenditure be made from the 911 Outlay. Motion by Crofton, second by Bellman to present a resolution for approval of the expenditure. Motion carried.

Motion by Bellman, second by Van Vliet to go into closed session under section 19.85 (1) (c) (f) of the Wisconsin Statutes for an update on the Symons Maintenance Supervisor's injury and that the County Clerk and the Symons Recreation Complex Director be allowed to remain. Roll call vote. AYES: Van Vliet, Bellman, Clary, Kirkpatrick, Deets, Holets, Crofton. Ayes 7. Noes 0. Total 7. Motion carried. Supervisors Buford Marshall, Marilyn Marshall and Virginia Wiedenfeld also remained for the closed session.

Closed session.

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

Committee members were presented with cost information for the purchase of a new copy machine for the County Clerk's Office. The actual purchase price and estimated five year maintenance agreement costs are as follows:

	<u>Company</u>	<u>Brand</u>	<u>Copier</u>	<u>Maintenance</u>	<u>Total</u>
-	Rhyme	Sharp	\$2,898.00	\$2,670.00	\$5,568.00
-	Gordon Flesch	Canon IR 2525	\$2,714.00	\$2,785.00	\$5,499.00
-	Xerox	Xerox	\$2,995.00	\$2,400.00	\$5,395.00
-	RICOH	RICOH	\$3,213.00	\$2,100.00	\$5,313.00

Motion by Crofton, second by Van Vliet approve the purchase of the RICOH copier. Motion carried.

Carol Wirth, Wisconsin Public Finance Professionals LLC, contacted the County Clerk with a proposal that Ms. Wirth's firm complete and file the required Annual Report to the Security Exchange Commission on the County's two long-term bond issues. The filing is a requirement of the "Continuing Disclosure" that the County agreed to when the bonds were issued. The annual fee for the services from Ms. Wirth's firm is \$400.00. Motion by Crofton, second by Holets to approve the proposal. Motion carried.

Motion by Crofton, second by Holets that the Department of Natural Resources take the next step for the environmental assessment of the Lloyd Cheese Factory parcel located in the Town of Willow. Committee members discussed the administration and funding for the assessment. Motion by Crofton, second by Van Vliet to postpone action until the DNR can come back to Finance and Personnel with a clarification of the process and the funding. Motion carried.

Copies of cash and investments reports as of June 30<sup>th</sup> were distributed to Committee members. The County Treasurer will be asked to attend the next Finance/Personnel Committee meeting to give a cash flow update.

The next Finance and Personnel Committee meeting is scheduled for August 6<sup>th</sup> at 9:00 a.m.

Deets left the meeting at this point.

Motion by Van Vliet, second by Crofton to authorize moving forward with the courthouse and jail Facility Expansion Concept Design contract with Cameron Aslaksen Architects, LLC. The Property Building and Grounds Committee has also approved moving forward. Motion carried.

The Committee reviewed the recommendations made by Cameron Aslaksen Architects, LLC in their Facility Condition Report. Motion by Holets, second by Bellman to present a

resolution for approval to transfer \$50,000 from the Contingency Fund to the Courthouse Repair Fund for the following immediate maintenance and capital improvements to the Courthouse:  
Motion carried.

1. Installation of electric door strikes and hardware upgrades on certain doors, for security purposes;
2. Waterproofing and drainage work on the East and South sides of the building perimeter of the Courthouse;
3. Tuck pointing and placing seal around the perimeter on exterior doors, windows and penetrations of the historic jail building;
4. A detailed structural evaluation of the East elevation settlement and the South stair connector of the new wing of the Courthouse.

The meeting recessed until 1:00 p.m.

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

Committee members present included: Kirkpatrick, Clary, Crofton, Holets and Van Vliet. Bellman and Deets were absent.

Department heads and County employees present included: Sandra Kramer, Avery Manning, Cathy Cooper, Susan Triggs, Ingrid Kovars, Denise Hanold, Barb Scott, Jennifer Harper, Jim Chitwood, Randy Jacquet, Julie Keller, Pat Metz, Joan Bailey, Amy Forehand, Darrell Berglin, Stacy Kleist, Vic Vlasak and Mike Bindl.

Chairman Kirkpatrick reviewed the actions taken last year in the formulation of the 2013 budget. Options included reducing departmental tax levy allocations, staff reductions, benefit reductions, service reductions, the creation of lay-off days or contracting for services currently being provided by employees. New costs for the 2014 budget include the \$.75 cents per hour pay increase and health insurance premium increases. Several departments shared their projections for the 2014 budget and beyond.

Motion by Van Vliet, second by Clary to adjourn. Motion carried. The meeting adjourned at 2:04 p.m.

Victor V. Vlasak  
Richland County Clerk