

## FINANCE AND PERSONNEL COMMITTEE

August 4, 2015

The Finance and Personnel Committee met on Tuesday, August 4, 2015, 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, Fred Clary, Bob Bellman, Tom Crofton, Gaylord Deets, Larry Sebranek and Lew Van Vliet.

Others present included: Victor Vlasak, County Clerk; Ben Southwick, Corporation Counsel; Jim Bindl, Sheriff; Sue Triggs, Register of Deeds; Jim Rossing, Coroner; Jim Chitwood, Highway Commissioner; Patrick Metz, Health and Human Services Director; Andy Ziehli, Community Resource Development Agent; and department heads, employees and County Board Supervisors.

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 each Finance and Personnel Committee member; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was faxed to The Richland Observer; a copy was emailed to WRCO; and a copy was emailed to each County Department Head.

Motion by Bellman, second by Deets to approve the agenda, as amended. Motion carried.

Motion by Van Vliet, second by Crofton to approve the printed copies of the minutes for the July 7<sup>th</sup> and July 21<sup>st</sup> meetings. Motion carried.

Corporation Counsel Ben Southwick reviewed draft language establishing a policy regarding maintaining a minimum balance in the General Fund. The proposed language would be "The policy would state at all times the balance in the General Fund shall be at least \_\_\_% of the total expenditures set forth in the County's budget for the year". Motion by Clary, second by Crofton to add to the proposed language that "When the fund balance falls below the minimum established balance, the County must develop a plan to replenish the funds within two budgetary cycles without borrowing to cover it. Motion carried. Motion by Clary, second by Bellman to amend the motion to state that the balance that should be maintained should represent 25% or three months of total expenditures set forth in the County's budget for the year. Motion carried on the original motion, as amended.

Corporation Counsel Ben Southwick reviewed draft language amending the ordinance regarding the procedures for the sale of Tax Deed property. The proposed language would inform potential bidders that the former owner of the property has limited rights under Wisconsin Statutes and that the buyer may request that the County bring suit under Wisconsin Statutes to eliminate these rights. Motion by Clary, second by Crofton to include the sentence that "in situations where the buyer intends to build on or obtain a mortgage on tax deed property", the buyer may request that suit be brought to eliminate these rights. Motion carried.

Barb Scott, MIS Director and Bob Frank, Road Patrol Lieutenant, addressed the Committee regarding available funding for the Spillman Technologies, Inc. cost of \$19,525.00 to upgrade the Spillman software that serves the Sheriff's Department and moving it from the current server to the new server at the Management Information Systems Department. \$5,054.00 is available from the Spillman-maintained Training, Modules and Service Account and

\$14,471.00 is available from the revenues received under the State Criminal Alien Assistant Program. Motion by Crofton, second by Van Vliet to approve the revenue sources identified to cover the cost of the Spillman upgrade and migration. Motion carried. Sheriff Bindl will sign the contract with Spillman prior to County Board approval so that the upgrade and migration can get scheduled.

Damon Anderson, Anderson Realty, addressed the Committee requesting reimbursement relative to cleanup costs he incurred on Parcel Number 276-1656-6000 in the City of Richland Center. Mr. Anderson provided information on research he had conducted on the property prior to the County's taking of a tax deed on the parcel. Corporation Counsel Southwick explained the steps the County had taken prior to taking a tax deed on the parcel. Mr. Anderson incurred costs totaling \$835.00 for a dumpster to remove accumulated debris, for tree removal and for refrigerant removal from two units. Discussion continued on the circumstances leading up to the ultimate sale of the property by the County. Motion by Crofton, second by Van Vliet to transfer \$835.00 from the General Fund and reimburse Mr. Anderson for the expenses he incurred relating to the cleanup of the parcel. Roll call vote. AYES: Crofton, Deets, Kirkpatrick, Van Vliet. NOES: Bellman, Clary. Ayes 4. Noes 2. Total 6. Motion carried.

Angie Arneson, Food Service Supervisor, addressed the Committee requesting approval for the acceptance of debit and credit cards at the UW Meal Service and for opening a checking account into which the revenues would be deposited. Ms. Arneson explained that administrative changes at the UW-Richland will require following different procedures to sell meal tickets and the acceptance of different payment methods for students using the Meal Service.

Sebranek arrived at this point.

Funds from the checking account will be withdrawn and deposited with the County Treasurer at the end of the month. Motion by Crofton, second by Bellman to approve the acceptance by the Meal Service of debit and credit cards with The Square serving as the card vendor and the establishment of a checking account at the Community First Bank as the depository for the receipts from the debit and credit cards. Motion carried.

Sue Triggs, Register of Deeds, addressed the Committee regarding the rate of pay for the Deputy Register of Deeds. Ellen Bushee became a Deputy in the Clerk of Court's office on October 16, 2014. She was hired as Deputy Register of Deeds on July 13, 2015. It was the consensus of the Committee that Ms. Bushee be paid at the starting rate of Grade 8 (\$16.20 per hour) in the Courthouse Union Salary Schedule during her probationary period.

Rita McCarthy, Sheriff's Dispatch/Jailer Sergeant, addressed the Committee requesting salary increases for the dispatch/jailers. Ms. McCarthy listed the additional duties that have been assigned to the dispatch/jailers. No action was taken on the request.

Jim Rossing, County Coroner, addressed the Committee requesting increases in compensation for coroner's calls and meetings attendance by the Deputy Coroners. Current compensation is \$75.00 per call, \$25.00 for cremation only and \$100 for a call plus cremation. Deputy Coroners receive the same compensation as the County Coroner. The compensation increase request is as follows:

- \$100.00 per call;
- \$ 25.00 per cremation;

- \$ 25.00 for monthly Coroner's office meeting attendance;
- \$ 15.00 per hour for work on cases which more than two hours is required on scene.
- Mileage at the current State rate; and

Compensation for the County Coroner was set by resolution for the term of the Coroner. Corporation Counsel Southwick will be asked for an opinion regarding the County's ability to change the compensation for the Deputy Coroners during the term of the County Coroner.

Chris Glasbrenner, Pine Valley Human Resources Director, addressed the Committee requesting approval for the implementation of a sign-on bonus to be given to a current Pine Valley employee who recruits any new CAN or Nurse. Motion by Crofton, second by Sebranek to grant approval for the implementation of a sign-on bonus. Motion carried.

Motion by Crofton, second by Sebranek to approve the temporary transfer from the General Fund to the Richland County Fair Revolving Fund of \$30,000 for use by the Fair Committee in conducting the 2015 Richland County Fair, and that this appropriation be transferred back from the County Fair Revolving Fund to the General Fund by December 31, 2015. Motion carried.

Carla Doudna, Fair and Recycling Coordinator, presented an estimate of the cost of roof repairs needed on various fairgrounds buildings. Motion by Crofton, second by Bellman to approve the recommended repairs. Motion by Clary, second by Bellman to amend the motion to allow for a Contingency Fund transfer in an amount not to exceed \$18,500.00 for the repairs selected and bid out by the Fair and Recycling Committee. Motion carried on the amendment. Motion carried on the original motion, as amended. The Fair and Recycling Committee will take the project directly to the County Board for approval once bids have been received.

Jim Chitwood, Highway Commissioner, addressed the Committee regarding the possible purchase of land on which there is sand that can be used by the Highway Department. The property is currently being surveyed. When the survey is completed the appraisal process can begin. Options for funding the purchase are the use of Highway funds, funds from the County's General Fund or borrowing.

The followings dates have been set for County Departments to meet with the Finance and Personnel Committee regarding the formulation of the 2016 County budget:

Friday, September 4<sup>th</sup> – 9:00 a.m.      Friday, September 11<sup>th</sup> – 9:00 a.m.  
Friday, September 18<sup>th</sup> – 9:00 a.m.      Friday, September 25<sup>th</sup> – 9:00 a.m.

Patrick Metz, Health and Human Services Director, presented information on the impact on employees of changes in employee contributions towards the cost of the health and dental plans and required employee retirement contributions. Information was also presented on the vacation accrual benefits provided by surrounding counties.

The Committee discussed the conducting of a wage study. The discussion will continue at the September 1<sup>st</sup> meeting of the Finance and Personnel Committee.

The Committee discussed boiler and machinery, crime, liability, property and workers compensation insurance coverage. Further discussion will take place at the September 1<sup>st</sup> meeting.

Clary left the meeting at this point.

Jim Chitwood, Highway Commissioner, presented a power point on local transportation issues and the financial impact of those issues. Also illustrated in the power point was funding sources, materials costs and road maintenance conditions.

Andy Ziehli, Community Resource Development Agent, addressed the Committee recommending the creation of a five member economic development committee which would include representation from the Villages of Lone Rock and Viola, the City of Richland Center and Prosperity Southwest Wisconsin. Economic development assistance would be available through the UW Extension.

Barb Scott, MIS Director, addressed the Committee requesting re-evaluation of the positions of MIS Director and Administrator due to increased duties and responsibilities. The request is to reclassify the MIS Director position in the salary grade system from Grade 23 (job rate \$24.03 per hour) to Grade 27 (job rate \$29.10 per hour) and to reclassify the MIS Administrator position in the salary grade system from Grade 21 (job rate \$21.93 per hour) to Grade 24 (job rate \$25.23 per hour). Motion by Van Vliet, second by Bellman that the 2016 MIS budget be built based upon the wages increases. Motion carried.

Sebranek left the meeting at this point.

Barb Scott, MIS Director, addressed the Committee requesting approval for the replacement of the current firewall because the SmartNet computer switches cannot be gotten on it. Motion by Van Vliet, second by Crofton to approve the expenditure of \$3,433.93 to purchase from Jcomp Technologies, Inc. a Cisco security appliance for \$2,743.93 and a one year SmartNet agreement for \$690.00. Motion carried.

Darin Gudgeon, Emergency Medical Service Director, addressed the Committee with a recommendation that the Handbook of Personnel Policies be amended to state that Emergency Medical Services personnel will observe the following paid holidays: New Years Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, the last day before Christmas, Christmas Day and Veterans' Day. The EMS Director and EMS Specialist will follow the Courthouse vacation listing in the Handbook. Motion by Bellman, second by Crofton to approve the recommendation of holiday observance for the EMS personnel. Motion carried.

Patrick Metz, Health and Human Services Director, addressed the Committee requesting an amendment to the Handbook of Personnel Policies in the section "policy as to reimbursement for meals" to clarify that detailed, itemized receipts shall be required in all cases. Motion by Van Vliet, second by Bellman to approve the request. Motion carried.

The next regularly scheduled meeting will be held on Tuesday, September 1<sup>st</sup> at 9:00 a.m.

Motion by Van Vliet, second by Deets to adjourn. Motion carried. The meeting adjourned at 12:55 p.m.

Victor V. Vlasak  
Richland County Clerk