

FINANCE AND PERSONNEL COMMITTEE

September 9, 2016

9:00 a.m.

The Finance and Personnel Committee met on Friday, September 9, 2016, 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, Fred Clary, Bob Bellman, Linda Gentes, Buford Marshall, Larry Sebranek and Don Seep.

Others present included: Victor Vlasak, County Clerk; and elected officials, department heads and employees.

Committee Chairman Kirkpatrick called the meeting to order.

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

Motion by Sebranek, second by Clary to approve the agenda, as amended. Motion carried.

Chairman Kirkpatrick noted that the Committee had taken the position that there would be no reclassifications. The Committee had indicated to department heads that the wage study would take care of any reclassification proposals. Chairman Kirkpatrick has received numerous phone calls because of the Committee action taken at the September 6th meeting approving reclassification requests.

Coroner Jim Rossing presented the proposed 2017 budget for the County Coroner's office. Coroner Rossing noted that autopsy costs are increasing due to manufactured drugs coming into the state. Cremation fees were discussed. Coroner Rossing stated that the fees cannot be changed until the State allows the increases. The current cremation fee is \$25.00. The expenditure line items were reviewed. Budget increases totaling \$500.00 are for registration fees, dues and mileage. The anticipated revenue for Coroner's fees will be increased from \$4,000 to \$4,700.

Marc Higgs, Manager, presented the 2017 budget request for the Tri-County Regional Airport. Higgs gave an update on airport operations and proposed improvements. The budget request is for \$15,665. The budget included minor increases for payroll and health insurance. Rentals and jet fuel sales offset expenditure increases. Higgs noted that counties are listed on the insurance policies as an additional insured. Higgs will talk to the agent to get insurance information to the County Clerk.

Avery Manning, Courthouse Maintenance Supervisor, presented the 2017 budget request for the Courthouse. Electrical costs were discussed. Manning indicated that changing the lights is resulting in an annual savings of \$2,000. Sebranek asked why the restrooms do not have motion sensors for the lights. Manning stated that it has never been brought up and that it takes quite a bit to install them. The increase in the salaries line of \$4,000 was discussed. Manning indicated that there will be more overtime next year. Manning noted that there are extra hours not considered compensatory time because he is considered a department head. He tracks his extra hours and tries to use them as flex time. The \$4,000 increase for salaries was removed from the proposed budget. Carpet cleaning costs were discussed. \$4,200 is being requested. Chairman Kirkpatrick asked if a different material could be installed in the elevator flooring in place of the carpeting. The new equipment line request of \$10,500 was for heat pumps. The maintenance and repairs line

item had been reduced by \$10,000. The plan was to replace three heat pumps per year and over a period of time have all of them replaced. The use of the courthouse outlay for the heat pump expenditures was discussed. The Clerk noted that replacement of the heat pumps is considered maintenance. The line item request for carpet cleaning was discussed. Manning indicated that the current maintenance staff could not clean the carpeting without working additional hours above the current 35 hours per week. Removal of the hallway carpeting was discussed. The carpet cleaning funding request was reduced to \$2,000. Cleaning hallway carpeting versus removing the carpeting and installing another type of flooring was referred back to the Property, Building and Grounds Committee.

Troy Maggied, Director of the Southwest Wisconsin Regional Planning Commission, presented the budget request for 2017 of \$15,382. The request is an increase of 2% over the 2016 budget request.

Bill Reinke, Executive Director, presented the 2017 budget request of Neighborhood Housing Services of Southwest Wisconsin. The 2017 request is for \$25,000. The 2016 budget appropriation was \$15,000. Mr. Reinke reviewed the services provided by NHS. The Committee took no action regarding the funding increase request.

Barb Scott, MIS Director, presented the 2017 budget request for the Management Information Systems department. Three proposed budgets were presented. One proposed budget included funding for the reclassification of the MIS Director position and the MIS Administrator position to compensate for the additional duties assumed by the Department. The second proposed budget includes funding to change the MIS Assistant position from a contracted position to a County position. Scott reviewed the additional duties and projects that have been delegated to the Department. The request is to create the Assistant position at Grade 14 in the salary grade system. In 2016 the MIS Assistant position was funded as a contract position by transferring funds from the County's Contingency Fund. In addition to the proposed budget was a request for \$15,000 for an additional server to expand storage capabilities. The Committee discussed the affect on the 2017 levy to approve the increases being requested. Motion by Seep to approve the proposed 2017 budget that keeps the Assistant position as a contracted position. The motion failed due to the lack of a second. Motion by Seep, second by Sebranek that the MIS Department be a three person department for budgeting purposes. Motion carried. Motion by Seep, second by Gentes that the MIS Department consists of three County employees. Motion carried. No action was taken on the funding request for a third server. Scott reported that departmental computers are running on Office 2007. The price per license to upgrade to Office Professional will be \$297 for a standard version.

Highway Commissioner Jim Chitwood presented the proposed 2007 budget levy request of \$1,950,000 for the Highway Department. Chitwood reported on the County Trunk Highway O reconstruction project. The County's share of the estimated cost is \$1,200,000. The real estate acquisition starts in March. Chitwood suggested that bonding be considered to fund the project. Commissioner Chitwood presented information on general transportation aids received by the County in comparison to other counties.

County Treasurer Julie Keller addressed the Committee requesting the reclassification of the Deputy County Treasurer position. The request is to move the position from the courthouse salary grade system to the non-union salary grade system. The hourly rate for the position is current \$17.75. The proposed rate is \$18.15 (Grade 17) on the non-union scale. Keller reviewed the duties of the position. Motion by Clary, second by Sebranek that the reclassification request be denied. Motion carried.

Register of Deeds Sue Triggs reviewed the duties of the office of Register of Deeds. The Deputy Register of Deeds position was discussed. The position is currently paid based on the courthouse salary grade system and is a full-time position. Motion by Sebranek, second by Bellman that the Deputy Register of Deeds

position remains a full-time position. Motion carried. Motion by Clary, second by Seep that the vacant Deputy Register of Deeds position be advertised based upon rate in the courthouse salary grade system. Motion carried.

The Carlson Dettmann contract was discussed. The contract is currently under review by Corporation Counsel Southwick. Motion by Clary, second by Sebranek to approve the signing of the contract. Motion carried. Motion by Seep, second by Gentes to approve the first installment payment of \$10,000 to Carlson Dettmann. Motion carried.

The Committee discussed the coverage under the proposed Unity health insurance plan. The single plan deductible will be \$1,500. However, the County will pay \$1,000 of the single plan deductible. After the deductible is met, there is 80/20 co-pay up to a maximum of \$1,500 for a single plan. The maximum out of pocket costs for prescription drugs will be \$2,000. Motion by Sebranek, second by Seep to present a resolution for approval to contract with Unity for employee health insurance coverage effective January 1, 2017. Motion carried. Committee members indicated that making the change offers an opportunity to build a savings in the deductible fund. It was noted that funds will need to be set aside to establish the deductible fund. Those funds will come from the premium savings. Motion by Clary, second by Bellman to establish a deductible reimbursement account. Motion carried. Motion by Bellman, second by Marshall that Wallace, Cooper and Elliott Insurance Agency serve as the agent for the health plan. Motion carried. Motion by Clary, second by Seep that Employee Benefits Corporation be the third party administrator for the Health Reimbursement Plan. Motion carried. It was noted that the 2018 Unity premiums are capped at a 9% increase.

Pat Elliott, from Wallace, Cooper & Elliott noted that retirees can remain on the new Unity Plan, however, the premium would need to be refigured. An updated census would be needed to determine the increased premium. Clary noted that once the County moves from the State plan retirees will become a part of the loss ratio when premiums are determined. He stated that the market place works well for people who are 65 years of age and older. The Clerk asked who will determine the qualifications for coverage. Currently the State plan dictates who is eligible for coverage. The Handbook of Personnel Policies now allows retirees to remain on the health plan. The Committee requested a census of numbers and ages of retired employees who currently have coverage under the State health plan.

Motion by Sebranek, second by Marshall to adjourn. Motion carried. The meeting adjourned at 1:07 p.m.

Victor V. Vlasak
Richland County Clerk