

## **FINANCE AND PERSONNEL COMMITTEE**

December 6, 2011

The Finance and Personnel Committee met on Tuesday, December 6, 2011, 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, Gaylord Deets, Ann Greenheck and Walter Gust. Betty Havlik was absent.

Fair Committee members present included: Virginia Wiedenfeld, Tom Crofton, Buford Marshall, Jr., and Lewis Van Vliet.

Others present included: Victor Vlasak, County Clerk; Stacy Kleist, Clerk of Circuit Court; Dean Patrick Hagen, Barb Wentz and Everett Newberry from the UW-Richland; Commissioner Jim Chitwood and Bob Bindl from the Highway Department; Administrator Kathy Cianci, Carol Welsh and Denise Klingaman from Pine Valley; Steve Kohlstedt, Resource Agent; Edward White, Economic Development Program Manager, Southwestern Wisconsin Regional Planning Commission; Koshy Samuel, Account Executive, Honeywell; Robert Huber, Energy Engineer, Energy Services Group; Michael Edwin and Rob Schlicht, Directors, WIPFLI LLP, CPAs and Consultants; Carol Wirth, President, Wisconsin Public Finance Professionals, LLC; and Bob Holets.

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 either 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 a copy was sent by email to WRCO.

Motion by Greenheck, second by Deets to approve the agenda, as amended, with the addition of two agenda items. Motion carried.

Motion by Gust, second by Clary to approve the printed copies of the minutes for the meeting held on November 1, 2011. Motion carried.

Committee members were presented with copies of the updated job description for the position of Deputy Clerk of Circuit Court. Motion by Greenheck, second by Gust to approve the new job description, as presented, and forward it on to the County Board. Motion carried.

Ed White presented the proposed Community Development Block Grant from the Wisconsin Department of Commerce in the amount of \$506,000. \$ 500,000 of this grant will be made to Schreiber Foods, Inc., with the remaining \$6,000 to be paid to the Southwestern Wisconsin Regional Planning Commission for its administration of this loan. The grant and interest are forgivable if 150 full-time positions are created and 110 full-time positions are maintained through December 15, 2015 and if at least \$10 million is invested in new equipment

in Richland Center. Motion by Greenheck, second by Clary to pass the proposed grant on to the County Board for acceptance. Motion carried.

The proposed Letter of Understanding between Richland County and Local 2387, American Federation of State, County and Municipal Employees, Council #40, to allow voluntary sick leave donations by union employees at the County Highway Department to the sick leave account of Pine Valley Employee #344 was discussed. Motion by Gust, second by Greenheck to approve the agreement and forward it on to the County Board. Motion carried.

Koshy Samuel presented an overview of services provided by Energy Services Group by Honeywell, a service engineering firm, for completion of a study or audit of the UW-Richland Campus' lighting, electrical, mechanical and heating systems and for developing a strategy for energy saving possibilities. Funding for ESG services will come from a \$100,000,000 budget at the State level. Replacement of the gymnasium and Wallace Student Center boilers was discussed as a part of the energy savings proposal. The audit should be finalized in January with anticipated approval by March 2012. Finance and Personnel Committee members indicated approval to including replacement of the two boilers for energy saving possibilities as a part of the audit.

Michael Edwin presented the nursing home and assisted living assessments requested by the Pine Valley Healthcare and Rehabilitation Center management and Board of Trustees. The purpose of the assessments is to develop a long range plan for the nursing home. Included in the report is an assessment of market demand for the next ten years for the proper bed capacity for the nursing home and to see if there is additional capacity in the market area for more beds for assisted living. A financial analysis was presented of maintaining the status quo, construction of a new 104 bed SNF facility or construction of a new 104 bed facility of which 88 beds would be SNF and 16 would be CBRF beds. Also included was an analysis of the reimbursable amount for renovations instead of constructing a new facility. Presented was a history of the current facility, industry trends, market study findings and recommendations.

Carol Wirth explained the current tax levy/rate limit, effective for the 2012 budget, under which the County must operate. New debt does not fall under the limit but, it must be approved by 3/4 of the county board members elect. If a new facility were constructed the current levy to Pine Valley could be applied to debt service rather than operations. A summary was presented of the projected loss comparisons for maintaining the status quo, construction of a replacement facility or construction of a 88 bed DNF/16 bed CBRF. The County's current debt structure was also reviewed.

Clary stated that the conclusion is that some type of capital improvements will have to be made. The north half of the existing building will have to be sprinklered due to the short time span to meet the requirement. What remains is a three story, high operational cost building in a market asking for private rooms and baths. The recommendation is to do a full evaluation of the current structure to see what can be done with remodeling versus construction of a new facility.

Carol Welsh explained that a part of the Medicare enrollment application is the requirement for the submission of a letter on letterhead of the responsible government that attests

that the government will be legally and financially responsible in the event that there is any outstanding debt owned to the Centers for Medicare and Medicaid Services. Motion by Clary, second by Greenheck to authorize the letter and have the County Clerk indicate that Richland County will be financially responsible. Motion carried.

Steve Kohlstedt presented the proposed job description for the position of Richland County Fair and Recycling Coordinator which is being recommended by the County Fair Committee and the Solid Waste/Recycling Committee. The proposed position would be a 80% of 35 hour per week position paid at a Grade 13, probationary rate \$14.31, with salary and fringe costs for 20 hours coming from the Fair budget and salary and fringe costs for 8 hours coming from the Recycling budget. Motion by Greenheck, second by Gust to approve the new job description combining the Fair Coordinator and Recycling Coordinator positions and forward it on to the County Board for approval. Motion carried.

Chairman Kirkpatrick explained a proposal forwarded by the Health and Human Services Board for the purchase of a back-up generator for the Community Services Building for emergency lighting and for power to continue computer operations and backup systems for other county buildings so that they can continue to operate on the internet. The projected cost of the generator is \$34,124 which includes the cost of electrical wiring upgrades that would be needed to accommodate the generator. Gust noted that originally it was stated that the proposal would be considered at the end of the year if funding was available. Motion by Deets, second by Gust to table the agenda item until the January meeting. Motion carried.

Chairman Kirkpatrick reported that Barb Scott is not resigning from her position and Health and Human Services.

Greenheck reported that she was contacted by the CEO of Premium Co-op with an offer to sell the former site of the feed mill to the County for \$115,000. There have been no tests conducted on the site to determine if there is any contamination. Motion by Clary, second by Gust to respectfully decline the offer. Motion carried.

The Committee reviewed the investments and trial balances reports as of November 30<sup>th</sup>.

The next meeting is scheduled for January 10<sup>th</sup> at 9:00 a.m.

Motion by Greenheck, second by Clary to adjourn. Motion carried. The meeting adjourned at 12:42 p.m.

Victor V. Vlasak  
Richland County Clerk