

## FINANCE AND PERSONNEL COMMITTEE

July 3, 2012

The Finance and Personnel Committee met on Tuesday, July 3, 2012, at 9:00 a.m., in the County Board Room, located in 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 Lewis Van Vliet.

Others present included: Victor Vlasak, County Clerk; Jennifer Harper, District Attorney; Jim Chitwood, Highway Commissioner; Kathy Cianci, Pine Valley Administrator; Michael Bindl, Zoning Administrator; Denise Hanold, Symons Recreation Complex Director; Randy Jacquet, Health and Human Services Director; Ken Anderson, Conservation Technician ; Darin Gudgeon, Ambulance/Emergency Management Director; Avery Manning, Courthouse Maintenance Supervisor; Bob Frank, Road Patrol Lieutenant; Barb Scott, Director, and Jason Marshall, Management Information Systems Department; Tom Hougan, Chief Deputy Sheriff; and Virginia Wiedenfeld.

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 e-mail 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 e-mail to WRCO.

Motion by Van Vliet, second by Crofton to approve the agenda, as amended, with the addition of two agenda items. Motion carried.

Motion by Crofton, second by Holets to approve the printed copies of the minutes for the meeting held on June 5, 2012. Motion carried.

Chairman Kirkpatrick announced that oral bids would now be accepted for tax deed parcels located in the Towns of Buena Vista, Ithaca and Orion. Chairman Kirkpatrick asked three times if there were any oral bids. No oral bids were received. County Clerk Vlasak reported that no written bids were received. Motion by Crofton, second by Van Vliet to refer the three tax deeds back to the Property Committee for reappraisal. Motion carried.

Denise Hanold updated the Committee on the injury of the maintenance person for the Symons Recreation Complex. The individual's doctor ordered rehab for the first 30 days. An MRI has been scheduled for a possible rotator cuff injury. This employee could be off work for another six months because of the injury. Campus maintenance has assisted with mowing. Denise and the temporary maintenance person have been working additional hours. Motion by Bellman, second by Clary to contract for limited janitorial services as has been done in the past. Motion carried.

Kathy Cianci distributed copies of the Facility Assessment for Pine Valley. The Assessment was completed by Hoffman, LLC. The findings will be discussed at the Finance and Personnel Committee's August meeting.

Ken Anderson addressed the Committee requesting approval to proceed with a Cost-Share Grant Application for Notice of Intent/Discharge funding for the Dennis and Virginia Hatfield farm. The Hatfield's dairy herd was expanded to more than double 3 or 4 years ago. The current manure storage structure can hold three months of storage. A spill was reported at

the intersection of Elk Creek Road and Elk Creek Hollow Drive and investigated by the DNR. DNR staff located 86 dead trout in the tributary upstream from Elk Creek. The total project cost is \$205,000. State funding will cover \$143,500 (70%). If the Hatfields qualify for the economic hardship option, state funding would cover \$184,500 (90%). Funding for the project must flow through the County system. The County would cut a check for 70% of the cost of the project. State reimbursement would take from 3 to 4 weeks. Funding would come as one lump sum. There are three grant periods for this type of funding. This is the last grant period. August 15<sup>th</sup> is the deadline for the grant application. The Land Conservation Committee has approved moving forward with the application. Motion by Holets, second by Bellman to approve moving forward with the grant application. Motion carried.

Barb Scott presented a preventative maintenance agreement from Wolter Power Systems for the generator at the Community Services Building. The annual service cost is \$450 and includes inspection of the radiator, engine pre-heater and circuit alarms. The cost also includes replacement of the oil, oil filter and fuel filter. The annual inspection cost is \$250, for a total cost of the \$700 annually for the agreement. Committee members questioned maintenance of the County's other generators. Highway Commissioner Chitwood indicated that the Highway Department performs the maintenance on their generator. Motion by Crofton, second by Holets that departments with generators forward the information to the Highway Commissioner and that the Commissioner report back to the Finance and Personnel Committee the cost to have the Highway Department take care of the maintenance of all of the County's generators. Motion carried. Commissioner Chitwood will report back to the Finance and Personnel Committee at their August meeting.

Barb Scott reported to the Committee that the courtroom sound system device has failed. One of the visiting judges has hearing needs and is only able to work in the large courtroom if the sound system is in place. Proposals were received from Dascom Systems Group, Woodbury, MN and AVI Systems, Madison. Barb noted that AVI Systems set up the sound system initially. Motion by Clary, second by Van Vliet to approve the proposal from AVI Systems in the amount of \$4,171.00 and that funding for the proposal come from the courthouse budget. Motion carried. Barb will contact the vendor to make sure that the proposal amount is firm.

Chairman Kirkpatrick explained that the County's policy for county employees who are ambulance/fire volunteers is that they receive approval from their department head. Department heads must seek approval from their supervising committee. Barb Scott is requesting approval to serve as an ambulance volunteer. Motion by Clary, second by Van Vliet to grant approval with one condition, that unless there is a major emergency, Barb and Jason not respond to ambulance calls at the same time. Motion carried.

Barb Scott presented a summary of the cost of county department's software maintenance agreements for the time period 1/1/12 to 6/21/12. Departments will be directed to itemize their maintenance agreement costs when they present their 2013 budgets to the Finance and Personnel Committee.

Chairman Kirkpatrick explained discussion which took place at the City/County Ad Hoc Committee meeting regarding the need for identification badges for officials and employees. A suggestion was made by the County's Emergency Management Director that the County provide badges for the City. Chairman Kirkpatrick received feedback from courthouse employees because they do not have their badges. The design of the badges for county employees was discussed.

Darin Gudgeon joined the meeting at this point.

Motion by Crofton, second by Bellman to get an estimate of the cost for making the identification badges for city officials and employees and then take care of them. The motion failed. Chairman Kirkpatrick suggested that city officials be contacted to see if they want to continue with having the county make their badges. A report will be brought back to the Finance and Personnel Committee at their August meeting.

Michael Bindl addressed the Committee regarding action taken by the previous Zoning Administrator to have Zoning Department staff prepare the mapping and design for Richland County plat books which the 4-H will then sell to the public. The estimated cost for the Zoning Department's time to provide the design and GIS for the plat books is \$5,492.00. Motion by Holets, second by Crofton to approve the creation of a revenue line item in the budget for the mapping and design revenues that the Zoning Department will receive. Motion carried.

Discussion took place regarding the reclassification request for the positions of Zoning Program Assistant and Zoning Technician. Chairman Kirkpatrick explained that the reclassification request had been made last year. Action was not taken at the time because the positions were under the courthouse union contract. Currently there is no courthouse union or contract agreement.

Tom Hougan joined the meeting at this point.

Motion by Holets, second by Crofton to postpone consideration of the reclassification request for the positions of Zoning Program Assistant and Zoning Technician until the Finance and Personnel Committee's August meeting. Motion carried.

Chairman Kirkpatrick read correspondence from Highway Commissioner Jim Chitwood indicating that Brad Dull had successfully completed his probationary period of employment as of June 29, 2012. Motion by Crofton, second by Van Vliet to approve the completion of Brad Dull's probationary period of employment. Motion carried.

County Clerk Vlasak requested approval to exceed the governmental rate of \$70 per night for lodging while attending the Annual County Clerk's Conference at Sheboygan. Motion by Holets, second by Crofton to approve the request. Motion carried.

Chairman Kirkpatrick noted the receipt of notification of the Wisconsin Professional Police Association to open contract negotiations and bargain for a successor agreement for the Richland County Deputy Sheriffs' Association.

Chairman Kirkpatrick reviewed the amendments made to the Handbook of Personnel Policies at the Finance and Personnel Committee's May 24<sup>th</sup> meeting. Motion by Van Vliet, second by Crofton to present a resolution for approval of the amendments. Motion carried.

Chairman Kirkpatrick reviewed the following talking points for the development of the 2013 budget:

- \$262,523 was applied to balance the 2012 budget;

- A Child Support Agency position was increased from part-time to full-time until the end of 2012;
- An additional position was created in the Clerk of Circuit Court's office for an additional cost of \$50,000 for salaries and fringe benefits;
- A request is anticipated for a half-time position for Judge Sharp;
- The allowed 2013 tax levy may be reduced due to declining property values;
- Employee fringe benefit costs will increase;
- Employee retirements will result in vacation and sick leave payouts;
- Estimated cuts of \$500,000 are needed to balance the 2013 budget.

Chairman Kirkpatrick reviewed options for reducing expenditures in 2013:

- Reduce tax allocations to departments;
- Reduce staff;
- Reduce services;
- Reduce benefits;
- Create lay-off days (Pine Valley and Sheriff's Department excluded.);
- Contract services.

The tax levy distribution by department for the 2012 budget was reviewed. The letter sent to departments in preparation for the 2012 budget was reviewed. A draft of a letter to be sent to departments in preparation for the 2013 budget was reviewed. Crofton suggested a directive to departments to make an across the board percentage reduction in expenditures. Discussion followed on the corresponding reduction in revenues that would result where departments receive State funding for their operations. Highway Commissioner Chitwood explained the affect that levy reductions are having on the maintenance of county roads and the fact that expenditure reductions have a direct affect on revenues received from the State. Clary noted the affect a levy reduction for the Highway Department would have on cash flow for the County. Chairman Kirkpatrick will draft a letter for the Committee to review at their August meeting. The letter will cover the talking points, give options for reductions and indicate that departments can carry forward to the 2013 budget any savings realized in their 2012 budgets.

The following dates were set for meetings for the Finance and Personnel Committee:

- Tuesday, August 7<sup>th</sup> – 9:00 a.m. – County Board Room
- Friday, August 31<sup>st</sup> – 9:00 a.m. – County Board Room
- Friday, September 7<sup>th</sup> – 9:00 a.m. – County Board Room
- Friday, September 14<sup>th</sup> – 9:00 a.m. – County Board Room
- Friday, September 21<sup>st</sup> – 9:00 a.m. – County Board Room
- Friday, September 28<sup>th</sup> – 9:00 a.m. – County Board Room
- Friday, October 5<sup>th</sup> – 9:00 a.m. – County Board Room

Motion by Holets, second by Bellman to adjourn. Motion carried. The meeting adjourned at 12:07 p.m.

Victor V. Vlasak  
Richland County Clerk