

FINANCE AND PERSONNEL COMMITTEE

August 31, 2012

The Finance and Personnel Committee met on Friday, August 31, 2012, 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, Bob Bellman, Fred Clary, Tom Crofton, Gaylord Deets, Bob Holets and Lewis Van Vliet.

Others present included: Victor Vlasak, County Clerk; Michael Bindl, Zoning Administrator; and Jason Marshall, Management Information Systems Department Administrator.

The following people were present for portions of the meeting. Mary Turner, County Coroner; Steve Kohlstedt, Resource Agent; Julie Keller, County Treasurer; Paul Klawiter, Tax Lister; Terry Testolin, Neighborhood Housing Services Executive Director; Jennifer Harper, District Attorney ; and Pat Metz, Health and Human Services Business Manager.

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 Crofton, second by Clary that the agenda be approved. Motion carried.

The minutes for the August 7, 2012 meeting were reviewed. Bellman stated that the minutes should reflect that he voted against the motion to approve the purchase the liability insurance coverage for the truck drag race event at the fairgrounds because he wanted Corporation Counsel Southwick to look at this for this event. Motion by Holets, second by Crofton to approve the printed copies of the minutes for the August 7, 2012 meeting, as amended. Motion carried.

Mary Turner presented her recommendation for the 2013 budget for the Coroner's office. Mary noted that increasing cremation fees from \$75 per cremation to \$100 effective at the start of the year 2013 would bring in more revenue for the County. Various reductions in the proposed budget were discussed. The budget request for the department for 2013 is \$23,600. Revenues will be increased to \$3,500 in anticipation of increasing the fees for cremation permits.

Steve Kohlstedt presented the County Parks Commission recommendation for the 2013 budget for County Parks. Steve explained that the Commission has relied on the Extension office for management of this budget. Steve suggested that discussion take place about shifting the responsibilities for this budget to another committee as he will be retiring next year. Combining the duties of this budget with another department could result in savings in the County Parks budget. The \$4,700 line item for maintenance of the recreational trails was removed. The budget request for County Parks for 2013 is \$39,537.91.

Julie Keller presented her recommendation for the County Treasurer's 2013 budget. The costs of advertising tax delinquencies was discussed. The budget request for the County Treasurer for 2013 is \$128,125.72.

Paul Klawiter presented the Property Lister budget recommendation for 2013. The consolidation of offices and the reduction of staff were discussed. Cross training for the duties

of the Property Lister was discussed. The budget request for Property Taxes for 2013 is \$56,256.48.

Terry Testolin addressed the Committee requesting an appropriation of \$8,000 in the 2013 budget for Neighborhood Housing Services of Richland County. Terry reviewed the programs and accomplishments of NHS. He suggested consideration for increasing the County's annual appropriation and share in the partnership with NHS.

The Family Court Commissioner's 2013 budget request in the amount of \$28,150.06 was reviewed.

The Tri-County Airport 2013 budget request in the amount of \$15,665.00 was reviewed.

Jennifer Harper presented the budget request for 2013 for the District Attorney's office. A summary of budget recommendations was distributed to Committee members. Statistics on staffing levels were also presented. Committee members also received copies of 971.23 Discovery and Inspection and 950.01 Legislative Intent. The 2013 budget request for the District Attorney's office is \$144,460.10.

Jason Marshall reported that all departments are being moved over to the new email server. As a part of the change, employee email addresses will be changing. Individual computers will each have down time when the servers are flipped.

Motion by Clary, second by Holets to bring off the table and back onto the floor for discussion the service agreement with MSA Professional Services for the purchase of remote use land application software. Chairman Kirkpatrick explained that the proposal for the purchase is for funding to come from Land Records funds rather than the Electronic Access Fees Fund. Motion by Van Vliet, second by Crofton to refer the issue back to the Zoning and Land Information Committee. Motion carried.

The Clerk explained that changes in the Clerk's office computers to accommodate the new email server affected the Wycom check signer. The Wycom unit places signatures on checks when they are processed through the financial software. Because of the unit's age, it was decided to modify the financial software to enable the automatic placement of signatures on vendor checks when they are processed through the financial software. The cost of the enhancement is \$800.00. Motion by Clary, second by Van Vliet to authorize the purchase from the appropriate expenditure account and to approve presentation of a resolution for approval for the purchase if necessary. Motion carried.

Motion by Holets, second by Bellman to present a resolution for approval of a General Fund transfer to pay the Special Assessment in the amount of \$2,527.93 from the Division of Unemployment Insurance. Motion carried. The assessment is for the purpose of paying interest due the federal government on loans advanced to Wisconsin's Unemployment Insurance Reserve Fund. Each employer is assessed based upon their defined taxable payroll for calendar year 2011.

The Clerk reported that copies have been made of job descriptions identified in the Handbook of Personnel Policies as exempt from the Fair Labor Standards Act. A number of job descriptions for positions at Pine Valley were not found in the Clerk's records. The deadline for submission of the job descriptions to Jon Anderson for review is August 31st.

Fred Clary gave an update on the annual meeting of the Wisconsin County Mutual Insurance Corporation. Richland County is receiving a dividend in the amount of \$8,100. Fred noted that the Mutual will assist in attaining the values of properties insured under the Local Government Property Insurance Fund. Fred also noted that the Mutual offers Corporation Counsel Forums. The Mutual has maintained their rating of B+.

The proposal for reorganization of the Health and Human Services Children's Services Unit will take place at the September 4, 2012 Finance and Personnel Committee meeting.

The procedures for the sale of delinquent tax properties was discussed. Crofton noted that Corporation Counsel Southwick will be meeting with the Property Committee to review the procedures. Motion by Van Vliet, second by Crofton that the Finance and Personnel Committee meet jointly with the Property Committee on September 12th at 9:30 a.m. to hear Corporation Counsel Southwick's presentation. Motion carried.

Chairman Kirkpatrick noted that Meegan Thompson, Richland Chamber & Development Alliance Executive Director, has requested a joint meeting of the Finance and Personnel Committee and the Revolving Loan Fund Committee to explain changes taking place in procedures for loans from the County's Revolving Loan Fund. Motion by Deets, second by Holets that the joint meetings take place on September 19th at 9:00 a.m. Motion carried. At this meeting Chairman Kirkpatrick will give an update on the Community Development Block Grant Program and action will be taken on appointing a representative to serve on the CDBGP Board.

Pat Metz addressed the Committee requesting further consideration of the proposal to reimburse employees on a bi-weekly basis for their mileage expenses. The Clerk reported that this could be accomplished through the payroll system. Chairman Kirkpatrick noted that the individuals making the request knew that it was part of their job description to use their personal vehicles when making client visits. She also noted that the County reimburses at the higher IRS rate versus the State rate for mileage. Holets reported that the proposal passed through the Health and Human Services Board and is a way to help employees at no extra cost to the County. Motion by Holets, second by Bellman to amend the Handbook of Personnel Policies to allow for the bi-weekly reimbursement of employee mileage expenses with their payroll checks. Motion by Crofton, second by Holets to amend the motion to include reimbursement on a bi-weekly basis with the payroll checks of reimbursable employee expenses. Motion carried. Motion carried on the original motion, as amended, with Kirkpatrick voting against the motion. Pat noted that employees who are late in presenting their claims to be processed with the bi-weekly payroll will have to wait for reimbursement until their next bi-weekly payroll is processed.

Pat Metz addressed the Committee requesting approval for an amendment to the contract with Streamline, Inc. to set up, implement and host the electronic health records system. The request is to amend the original contract amount from \$35,000 to \$49,500. Motion by Crofton, second by Bellman to present a resolution for approval to amend the contract and to appropriate an additional \$14,500 from the General Fund to cover the increased expenditure. Motion carried.

Motion by Clary, second by Deets to adjourn. Motion carried. The meeting adjourned at noon.

Victor V. Vlasak
Richland County Clerk