

FINANCE AND PERSONNEL COMMITTEE

November 6, 2012

The Finance and Personnel Committee met on Tuesday, November 6, 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, Fred Clary, Tom Crofton, Gaylord Deets, Bob Holets and Lew Van Vliet. Bob Bellman was absent.

Others present included: Victor Vlasak, County Clerk; Jennifer Harper, District Attorney; Sheriff Darrell Berglin; Stacy Kleist, Clerk of Circuit Court; Kathy Cianci, Pine Valley Administrator; Amy Forehand, Assistant District Attorney; Darin Gudgeon, Ambulance/Emergency Management Director; Barb Scott and Jason Marshall, MIS Department; Michael Bindl, Zoning Administrator; Carrie Leonard, Johnson Block and Company, Inc.

Committee 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 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 Holets to approve the agenda, as amended, with the addition of two agenda items. Motion carried.

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

Chairman Kirkpatrick opened the sale for the following tax deed parcels:

Town of Akan – Parcel Number 002-0434-2100 – Appraised value \$8,000.00. No written or oral bids were received. The parcel was sent back to the Property Committee for re-appraisal.

Town of Buena Vista – Parcel Number 006-3240-3000 – Appraised value \$2,500.00. No written or oral bids were received. The parcel was sent back to the Property Committee for re-appraisal.

Town of Henrietta – Parcel Number 014-1334-1100 – Appraised value \$2,500.00. No written or oral bids were received. The parcel was sent back to the Property Committee for re-appraisal.

Town of Ithaca – Parcel Number 016-1731-3000 – Appraised value \$100.00. No written or oral bids were received. The parcel was sent back to the Property Committee for re-appraisal.

Town of Marshall – Parcel Number 18-1334-2100 – Appraised value \$500.00. No written or oral bids were received. The parcel was sent back to the Property Committee for re-appraisal.

Town of Orion – Parcels Number 020-4100-4200; 020-4100-4300; 020-4100-4400; 020-4100-4500 – Appraised value \$3,000.00. No written bids were received. An oral bid of \$3,000.00 was received from Daniel F. McAdams. No other oral bids were received. Motion by Clary, second by Crofton to accept the oral bid of \$3,000.00. Motion carried.

Town of Richwood – Parcels Number 024-1745-8300 and 024-1745-8500 – Appraised value \$3,000.00. No written bids were received. An oral bid of \$3,000.00 was received from Ann Slaughter. No other oral bids were received. Motion by Clary, second by Van Vliet to accept the oral bid of \$3,000.00. Motion carried.

Town of Westford – Parcel Number 030-1722-1100 – Appraised value \$25,000.00. No written bids were received. An oral bid of \$25,000.00 was received from Gerard Solchenberger. No other oral bids were received. Motion by Clary, second by Holets to accept the oral bid of \$25,000.00. Motion carried.

Town of Ithaca – Parcel Number 016-1731-3000 – Appraised value \$100.00. No written bids were received. An oral bid of \$100.00 was received from Daniel McAdams. No other oral bids were received. Motion by Holets, second by Crofton to accept the oral bid of \$100.00. Motion carried.

Chairman Kirkpatrick closed the tax deed sale.

Carrie Leonard, from Johnson Block & Company, Inc., made the audit presentation for the year ended December 31, 2011. An unqualified opinion was issued on the financial statements for the County. This is the highest opinion that can be received. The County's General Fund balance at December 31, 2011, represents approximately three months of expenditures. The County complied with state imposed tax levy limits. No new general obligation debt was incurred in 2011. The following information was reviewed:

- State of revenues, expenditures and changes in fund balances for governmental funds;
- Governmental fund balances;
- Governmental fund revenue sources;
- Property tax history for six years;
- Tax receivable balances history for six years;
- Trends in equalized value of property for eight years;
- County sales tax revenue trends for six years;
- Governmental fund expenditures;
- State of revenues, expenses and changes in net assets for the proprietary funds;
- Pine Valley and Highway operating highlights;
- Changes in long-term obligations.

It was noted that continued limits by the state on the County's tax levy authority and expenditure growth rates exceeding revenue growth rates will make it difficult to adopt balanced budgets. A recommendation was made that the County Board consider passing a minimum fund balance policy and actions to be taken if it falls below that level. It was noted that the County-wide accounting system operates effectively and provides centralization which is a key element in establishing effective internal controls.

Kathy Cianci addressed the Committee requesting approval to increase the hours worked for the Pine Valley position of Human Resource Director from 23 ½ per week to full time due to increased duties. The Trustees voted in favor of the request. Motion by Crofton, second by Clary to change the position from part-time to full-time. Motion carried.

Chairman Kirkpatrick updated the Committee on staffing changes being looked at by the Child Support Committee now that there is a vacancy in the Administrator's position for the Child Support Agency due to the resignation of Shelley Brookens. Motion by Van Vliet, second by Crofton to postpone action on the Child Support Agency Reorganization. Motion carried.

The Committee reviewed a proposal for Verizon Wireless to provide service under the state contract to departments currently getting service from U.S. Cellular. Motion by Crofton, second by Holets to implement the change to Verizon Wireless in phases as contracts with U.S. Cellular expire and that the employee discount for personal service be removed from the Verizon Wireless profile for Richland County government. Motion carried.

Barb Scott and Jason Marshall addressed the Committee requesting approval to use funds available in the MIS budget to contract for services to update the County's web set to enable end users to add or update web site content. Motion by Van Vliet, second by Crofton to approve the web development funding request, limiting the expenditure to \$5,000 or the amount of funds up to that amount available in the MIS 2012 budget, with the project to be completed by December 31, 2012. Motion carried.

The issuance and design of identification badges to employees was discussed. Motion by Holets, second by Crofton to postpone action on the agenda item to allow time to research the language in the resolution authorizing the issuance of identification badges. Motion carried.

Barb Scott presented an agreement from AVI Systems for a one year system support agreement in the amount of \$4,450.00 for the courtroom video conferencing equipment. Motion by Clary, second by Crofton to present a resolution establishing a non-lapsing courtroom video conferencing system account, transferring \$5,000 to that account, to cover ongoing costs associated with the maintenance of the equipment. Motion carried.

The Clerk reported that the intercom system has stopped working. The system allows after-hours contact with dispatch for access to the courthouse. Due to the necessity of the system, repairs were going to be made as soon as possible.

The Clerk reported the resignation of Charlene Linscheid from the Revolving Loan Fund Committee due to family medical issues and work responsibilities.

The contract with Johnson Block and Company, Inc. to provide auditing services for 2012 was presented to the Committee. Motion by Van Vliet, second by Holets to authorize the signing of the one year audit engagement services letter. Motion carried.

The proposed 2013 County budget was discussed. Opinions were expressed about departmental and supervising committee responses to suggested levy reductions for certain departments. Motion by Van Vliet, second by Crofton to accept the proposed County budget for the year 2013. Motion carried.

The ratification by the Deputy Sheriff's Union of the tentative agreement for a two-year contract was discussed. Motion by Holets, second by Crofton to approve the agreement. Motion carried.

The Clerk addressed the Committee regarding the practice of switching the County's checking account every five years. The County's account has been at The Richland County

Bank since January 1, 2010. Approximately 10,000 checks are used each year. The last check order was for 30,000 checks. Motion by Clary, second by Van Vliet to purchase 30,000 checks to take advantage of savings in printing costs. Motion carried.

The Committee reviewed and prioritized a listing of future agenda items.

The next meeting is scheduled for December 4th at 9:00 a.m.

Motion by Deets, second by Clary to adjourn. Motion carried. The meeting adjourned at 12:11 p.m.

Victor V. Vlasak
Richland County Clerk