

FINANCE AND PERSONNEL COMMITTEE

January 8, 2013

The Finance and Personnel Committee met on Tuesday, January 8, 2013, 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; Sheriff Darrell Berglin; Jennifer Harper, District Attorney; Julie Keller, County Treasurer; Jim Chitwood, Highway Commissioner; Meegan Thompson, Richland Chamber and Development Alliance Director; Amy Forehand, Assistant District Attorney; Kathy Sutton, Child Support Agency; Steve Kohlstedt, Resource Agent; Michael Bindl, Zoning Administrator; Cathy Cooper, County Conservationist; Paul Klawiter, Real Property Lister; Darin Gudgeon, Ambulance/Emergency Government Director; Chris Glassbrenner, Pine Valley Human Resources Director; Bob Frank, Road Patrol Lieutenant; Rita McCarthy, Dispatch/Jailor Sergeant; Barb Scott and Jason Marshall, Management Information Systems Department; and Don Seep

Committee Vice Chairman Clary 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 copies were sent by e-mail to WRCO and Wisconsin Public Radio.

Motion by Crofton, second by Holets to approve the agenda, as amended, with four items added. Motion carried.

Motion by Van Vliet, second by Bellman to approve the printed copies of the minutes for the meeting held on December 4, 2012. Motion carried.

Amy Forehand addressed the Committee regarding the reorganization proposal for the Child Support Agency. The proposal would have an administrator overseeing the case worker and two financial specialists. An assistant corporation counsel position would be created which would have the legal duties previously done as well as the administrative component of the Agency. A lead caseworker position would be created at a Grade 17 in the non-union salary grade system to assist in overseeing the staff. The proposed salary for the attorney/director is \$21,991.16. The proposed salary represents what is currently being paid for the legal work plus a portion for administrative duties of the director position. The resolution relating to the duties of the Assistant Corporation Counsel position will need revision. Motion by Holets, second by Van Vliet to move forward with the proposal as presented by Ms. Forehand, with the 80% Assistant District Attorney position staying tied to the other assistant district attorney positions in the state, that the reorganization be reviewed in six months and that a draft of the resolution for

the proposal be presented at the February Finance/Personnel Committee meeting for review before presentation at the February County Board session. Motion carried.

Meegan Thompson addressed the Committee regarding the proposed Memorandum of Understanding with the Wisconsin Economic Development Corporation for funding to cover local expenses in establishing and developing the Regional Revolving Loan Fund. Chairman Kirkpatrick indicated that the Regional Planning Commission would be Richland County's recommendation to serve as Fiscal Agent. Motion by Holets, second by Crofton to approve the Memorandum. Motion carried.

Barb Scott addressed the Committee regarding the issuance of picture identification cards to county employees. Health and Human Services, Pine Valley and Sheriff's Department employees currently have the cards. Highway Department and Courthouse employees need the cards. The cards will be standardized with a picture of the courthouse on the front, the name of the employees department and the employees first and last name.

The Committee discussed the supervision of the Tax Lister position and departmental budget. Chairman Kirkpatrick indicated that the concern is that the Tax Lister acts independently. He has the oversight of grants and presents his own budget at budget time. County Treasurer Julie Keller gave background on the position. Initially the tax lister position was located in the Treasurer's office. When mapping became more extensive and when space became available, the tax lister was moved to share space with the Zoning Department. The primary duty of the position is to maintain the parcel records data base of the whole county for taxing purposes. The Tax Lister gathers information all year long to make sure that when the tax bills are generated at the end of the year the data base is correct. A suggestion was made that the Tax Lister's budget be made a part of the County Treasurer's budget. Motion by Clary, second by Crofton that the County Clerk check to see if there are any accounting issues if the Tax Lister's budget is merged with the County Treasurer's budget and that the merging of the two budgets be addressed at budget time. Motion carried.

The certification of the jailer/dispatchers as a bargaining unit was discussed. Rita McCarthy stated that, while the employees voted to unionize, the WERC was told to put on hold the issuance of certifications. Clary noted that, absent the certification, the County's labor attorney was advising that the County not enter into negotiations.

The Clerk reported that there are two deputized positions (3 people) in the Sheriff's Department currently not contributing the employee share of the Wisconsin Retirement System contribution because they are in the protective status. The positions are the Chief Deputy Sheriff and the Road Patrol Lieutenant. Tom Hougan reviewed the contract settlement the County made with the unionized deputized Sheriff's Department employees. Discussion followed. Motion by Van Vliet, second by Bellman to postpone the agenda item. Motion carried.

Crofton, Chairman of the Property Committee, gave an update on the condition of the parcel in Gotham which has been donated to the County. It is estimated to cost between \$3,000 and \$4,000 to tear the structure down and clean up the site. The building has cement asbestos siding which may require special handling. Funding is needed to move forward with the removal

of the structures and cleanup of the site. Motion by Clary, second by Van Vliet to present a resolution for approval to transfer \$20,000 from the General Fund for use in cleaning up this site and any future sites which may come to be owned by the County. Motion carried.

The Committee discussed the parcels in the Town of Buena Vista which were taken by tax deed. Motion by Clary, second by Crofton that the County Clerk contact Corporation Counsel Southwick regarding contracting with realtors. Motion carried.

Crofton, Chairman of the Property Committee, reported that continuation of the space needs study for the courthouse building will cost of \$11,700. While the Property Committee was able to fund the initial phase, an appropriation will be needed to continue with the study. The next phase is the conceptual design phase. This phase is a visual review to identify architectural and site systems or conditions that need to be addressed or that will have significant budget impacts on proposed changes and the resulting report can also be used to plan for capital budgets for major repairs and maintenance. Motion by Holets, second by Clary to present a resolution for approval to move forward on the second phase and for approval to transfer \$11,000 from the Contingency Fund to the Courthouse Repair Outlay to assist with covering the cost of this phase. Motion carried.

The March 1st renewal of employee dental care coverage with Anthem Blue Cross Blue Shield was discussed. Rates will remain unchanged for the new contract period. Motion by Van Vliet, second by Crofton that the Clerk be authorized to sign and confirm acceptance of the renewal. Motion carried.

The Committee briefly discussed participation in the Wisconsin Public Employers Group Health Insurance.

The Committee discussed the administrative duties associated with the County Parks Commission. Steve Kohlstedt currently performs the duties. Steve is recommending that no action be taken on reassigning the duties until his replacement has been hired.

Supervisor Deets left the meeting at this point.

Jim Chitwood addressed the Committee regarding the cost to the Highway Department of maintaining the boat landings. \$2,000 is received from the State for the maintenance, but those funds are deposited in the County's General Fund. The use of the funds to offset the levy versus returning them to the Highway Department was discussed.

County Board attendance at the Wisconsin Counties Association Legislative Exchange was discussed. Clary has been appointed to the Wisconsin Counties Association Conference Program Planning Committee. That committee will be meeting on February 4th prior to the Legislative Exchange. Motion by Crofton, second by Bellman that Fred Clary represent the County at the Exchange. Motion carried. Clary abstained from voting on the motion.

The standardization of vendor contracts was discussed. Crofton will email his rough draft to Corporation Counsel Southwick.

The December 31st Investment and Trial Balance reports were reviewed. Treasurer Julie Keller will be asked to attend the next Finance/Personnel Committee meeting to give an update on the investment of County funds.

The next meeting of the Finance and Personnel Committee is scheduled for February 5th at 9:00 a.m. The Committee will meet jointly with the Property Committee and Attorney Jon Anderson on January 8th at 10:00 a.m. The Committee will meet on January 24th at 9:00 a.m. to discuss developing a transition team for the integration of union and non-union salary grades and employee health and dental insurance coverage.

Motion by Holets, second by Bellman to adjourn. Motion carried. The meeting adjourned at 12:25 p.m.

Victor V. Vlasak
Richland County Clerk