

## **FINANCE AND PERSONNEL COMMITTEE**

April 2, 2013

The Finance and Personnel Committee met on Tuesday, April 2, 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; Julie Keller, County Treasurer; Sheriff Darrell Berglin; Corporation Counsel Ben Southwick; Denise Hanold, Symons Recreation Complex Director; Randy Jacquet, Pat Metz and Marianne Stanek from the Health and Human Services Department; Cathy Cooper, County Conservationist; Michael Bindl, Zoning Administrator; Nettie Collins, Rita McCarthy and Jared Wilson from the Sheriff's Department; and Barb Scott and Jason Marshall from the Information Management Systems Department.

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 copies were sent by e-mail to WRCO, Wisconsin Public Radio and to all County Department Heads.

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

Denise Hanold addressed the Committee requesting approval to transfer \$170 from the Symons Natatorium's Donations Fund to the Symons Natatorium's Operations Fund. The transfer represents funds used for the Kinship Program whereby day passes are provided for children doing recreational swimming at the Natatorium and for their mentors. Motion by Van Vliet, second by Holets to approve the transfer. Motion carried.

Cathy Cooper addressed the Committee regarding the availability of cost sharing grant funds up to \$150,000 and administrative grant funds up to \$15,000 for a Natural Resources Targeted Resource Management Grant to be used to work towards getting the Little Willow Creek off of the impaired waters list. The grant funds will be used to address and correct sediment issues resulting from eroding stream banks and other sources. Grant funds will cover 70% of the costs, with 30% of the costs coming from landowners. Other funding sources may be available to assist participating landowners in meeting their share of the costs. Motion by Van Vliet, second by Holets that the grant application be made. Motion carried.

Michael Bindl addressed the Committee requesting the creation of a non-lapsing fund into which mining reclamation fees can be deposited. Amounts paid by owners or operators of non-metallic mines in the County would be deposited into this account as compliance with the

reclamation provisions of the Non-Metallic Mining Ordinance. Motion by Clary, second by Crofton approving the establishment of a non-lapsing fund. Motion carried.

Sheriff Berglin addressed the Committee requesting approval of a leave of absence for Jerod Wilson from May 28<sup>th</sup> through August 30<sup>th</sup> to allow Mr. Wilson to go back to school to get his certificate to be a road officer. Mr. Wilson's leave will be without pay and county paid benefits such as health and dental premiums. Once Mr. Wilson's certificate is received he would then be eligible for the road officer eligibility list. Motion by Holets, second by Van Vliet to approve Mr. Wilson's request for a leave of absence. Motion carried.

Chairman Kirkpatrick read a letter from Sheriff Berglin in which he requests that the payout of unused compensatory time as of 12/31/12 for non-union employees in the Sheriff's Department be delayed until May 1<sup>st</sup> to allow employees the opportunity to use the time that is already scheduled. Motion by Holets, second by Bellman to approve the request. Motion carried.

Randy Jacquet addressed the Committee requesting approval to make two leased temporary/casual Nutrition Site Worker positions County positions. The position and job description currently exist in the County system. One of the leased positions is held by Jean Hanco and the other leased position is currently vacant. There are currently four County positions. The change would eliminate the fees relating to the leasing of the two positions and would result in all temporary/casual Nutrition Site Workers receiving the same rate of pay.

Randy Jacquet addressed the Committee requesting approval to make the leased position of Health and Wellness Coordinator a County position. This change would result in a cost savings to the County due to the elimination of the fees associated with the current lease agreement. The position was created originally as a leased position because the public health planning grant was for a one year period. A three year grant has been received to tackle obesity in the County. Dana Churchill holds the leased position of Coordinator. Public Health would like to continue the position after the grant period ends. Alternate funding would have to be found for the continuation of the position once the grant ends. The request is for the creation of the County position at Grade 22 in the Salary Plan, approval of the job description and approval to name Dana Churchill to the position.

The Committee discussed the requirement in the Handbook that positions be advertised, applications taken and interviews held. The cost savings of naming the two individuals to the positions was discussed. Motion by Holets, second by Crofton to present a resolution for approval to make the two leased Nutrition positions and the Health and Wellness Coordinator position County positions, approval of the Coordinator job description and approval to name Jean Hanco to one of the Nutrition Site Worker positions and Dana Churchill to the Health and Wellness Coordinator position. Crofton withdrew his second because he opposed naming the two individuals to the positions. Bellman then seconded the motion made by Holets. Roll call vote. AYES: Bellman, Kirkpatrick, Holets. NOES: Van Vliet, Clary, Deets, Crofton. Ayes 3. Noes 4. Total 7. Motion failed. Motion by Crofton, second by Van Vliet to present a resolution for approval to change the two temporary/casual Nutrition Site Worker positions and the Health and Wellness Coordinator position from leased positions to County positions, approval of the job

description for the Coordinator position, establishment of the Nutrition positions at Grade 7 in the Salary Plan and the Coordinator position at Grade 22 in the Salary Plan, with the three positions being filled by following the hiring procedures in the Handbook of Personnel Policies. Roll call vote. AYES: Van Vliet, Bellman, Holets, Crofton. NOES: Clary, Kirkpatrick, Deets. Ayes 4. Noes 3. Total 7. Motion carried.

Corporation Counsel Ben Southwick addressed the Committee regarding options for dealing with the disposition of the County-owned property occupied by Stephen A. Karr. An officer served documents on Mr. Karr when the tax deed process was started. After the tax deed was taken Mr. Karr was given notice of his rights to claim the proceeds of the tax deed sale as outlined in the Wisconsin Statutes. County Treasurer Julie Keller reported that she had initial contacts with Mr. Karr where he inquired as to the total amount he owed on the parcel for taxes and interest. Ms. Keller emailed the information to Mr. Karr, but there was no response. Chairman Kirkpatrick urged that an attempt be made to contact either Mr. Karr or a family member before taking any legal action to evict him from the property. Motion by Van Vliet, second by Crofton to table taking any eviction action and direct Corporation Counsel Southwick to coordinate efforts to gather any additional information on the property owner and report back to the Finance and Personnel Committee at their next regular meeting. Motion carried.

Chairman Kirkpatrick read the claim from the Town of Rockbridge in which the Town is asking for reimbursement of charges in the amount of \$800.00 made by the Richland Rural Fire District to the Town of Rockbridge for responding to a vehicle fire which occurred on County Highway D on December 2, 2012. The claim included a letter from Attorney Karen Fowell in which Ms. Fowell explained that Darcy Luxton, the owner of the car who died on December 2<sup>nd</sup>, left no estate and that there was no insurance which could pay for the damages. Motion by Clary, second by Van Vliet to approve payment of the statutory amount on the claim from the Town of Rockbridge. Motion carried.

County Clerk Vlasak requested approval to exceed the governmental lodging reimbursement rate of \$70.00 when attending the June Wisconsin County Clerks Annual Symposium. The actual cost of the lodging will be at the rate of \$86.00 per night. Motion by Crofton, second by Bellman to approve the request. Motion carried.

Chairman Kirkpatrick reported on attendance by herself and the County Clerk at the March 20<sup>th</sup> meeting of the Fair and Recycling Committee. The Fair Committee would like judges to be paid as independent contractors. The Fair Committee has also looked into insurance costs and found that Lafayette County paid \$6,000 for a rider to cover all events at the fairgrounds the week of the fair. The Fair Committee noted that revenues will be lower due to the loss of camping fees associated with the Star Spangled Celebration now that the event has been cancelled. The Fair Committee also noted that funding is needed for roof and ridge cap repairs on one of the buildings. Clary noted that representatives from the County Mutual are willing to meet with the Fair and Recycling Committee to explain liability coverage under the County Mutual liability insurance policy. The IRS 9-point test judges would have to pass for qualifying as an independent contractor was discussed. Also discussed was the need for a long term plan for the maintenance and repair of the fairgrounds buildings.

Barb Scott reported that there are problems with the courtroom video conferencing projector. The vendor for the projector indicates that the current unit is at the end of its service life and is not repairable. Two replacement options are available. The first option is to purchase a new unit from NEC at a cost of \$2,300.00 under the State contract. Installation would have to be done by NEC and would cost \$387.00. A second option is to purchase a new unit from NEC with a wider screen at a cost of \$2,412.00 under the State contract. Motion by Van Vliet, second by Crofton to purchase the unit with the wider screen and that funding for the unit and its installation come from the Videoconferencing Fund. Motion carried.

Cathy Cooper addressed the Committee requesting approval to accept a check from Richland Center Renewable Energy, Inc. in settlement of a DNR case. The funds are to be used to reduce non-point source phosphorus pollution in the Pine River Watershed in order to benefit water quality in the Pine River. The funds would be placed in the Soil Conservation Cost Sharing Fund (Fund 66) as a separate line item. Motion by Van Vliet, second by Crofton to present a resolution for approval to accept the funds and use them as planned. Motion carried.

The next meeting is scheduled for May 7<sup>th</sup> at 9:00 a.m.

Motion by Van Vliet, second by Crofton to adjourn. Motion carried. The meeting adjourned at 10:59 a.m.

Victor V. Vlasak  
Richland County Clerk