

FINANCE AND PERSONNEL COMMITTEE

May 7, 2013

The Finance and Personnel Committee met on Tuesday, May 7, 2013, at 9:00 a.m., in the Conference Room No. 2, located on the First 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; Michael Bindl, Zoning Administrator; Rita McCarthy and Jared Wilson, Sheriff's Department; and Barb Scott and Jason Marshall, Information Management Systems Department; Sarah Roller Groth and Nathan Young, U.S. Cellular; Paul Klawiter; Property Tax Lister; Damon Anderson, Anderson Realty; Sandra Kramer, Veteran Service Officer; Chris Glassbrenner, Pine Valley Human Resources Director; and Hogan Hughey, Rhyme Business Products.

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.

Motion by Van Vliet, second by Deets to approve the printed copies of the minutes for the April 2nd meeting. Motion carried.

Chris Glassbrenner addressed the Committee recommending the removal from the records of the following job classes because they are no longer active positions at Pine Valley:

- Grade 2 - General Helper
- Grade 6 - Universal Worker
- Grade 12 - Physical Therapy Aid
- Grade 18 - Certified Occupational Therapy Assistant
- Grade 22 - Physical Therapy Assistant
- Grade 27 - Staff Occupational Therapist
- Grade 30 - Physical Therapist
- Grade 31 - Speech Therapist/Rehabilitation Manager
- Grade 18 - Information Technology Coordinator

Ms. Glassbrenner requested that the position of RN Supervisor be added to the Salary Grade System at Grade 24 as there are currently two employees at Pine Valley with this job title being paid at Grade 24. Motion by Holets, second by Bellman to accept the recommendation for

the removal of the job classes no longer active, the inclusion of the RN Supervisor job title at Grade 24 in the Salary Grade system and that the removal of the recommended positions takes place when the annual amendments and changes are made to the Handbook of Personnel Policies. Motion carried.

Denise Hanold addressed the Committee requesting approval to increase the petty cash fund used at the Symons Recreation Complex. Currently the petty cash fund is \$300.00, of which \$200 is used for making change and \$100 is used to maintain a balance in the checking account at the Community First Bank. Motion by Crofton, second by Van Vliet to approve the request. The motion carried. A resolution will be presented for approval to appropriate \$100 from the General Fund to the Symons Recreation Complex operating budget.

The Committee discussed the leave of absence for Jerod Wilson and the cost of the health insurance premiums which he will have to reimburse the County for in order to maintain coverage. Mr. Wilson noted the savings the County will incur because he will not be receiving a paycheck during his absence. Consideration was being asked for the County to pay his health insurance premiums during his absence in light of the savings in wages not paid during his absence. Rita McCarthy and Sheriff Darrell Berglin each addressed the Committee regarding dispatch staffing during Mr. Wilson's leave. Motion by Clary, second by Crofton to deny the request for County payment of Mr. Wilson's health insurance premiums during his leave of absence. Motion carried.

Sarah Roller Groth and Nathan Young, from U.S. Cellular, were introduced to Committee members. Ms. Groth presented an overview of terms and conditions of the two year contract for cell phone service. Sheriff Berglin noted the coverage problems his department experience with the Verizon service and his subsequent decision to return to U.S. Cellular for cell phone service for his department. Motion by Crofton, second by Clary that department heads be authorized to choose the cell phone service which provides the best coverage for their department. Motion carried.

Motion by Clary, second by Holets to table and refer the Law Enforcement and Judiciary Committee the agenda item regarding "Temporary Register in Probate Clerical Position". Motion carried.

County Treasurer Julie Keller addressed the Committee requesting approval to use remaining funds in the Owner Unknown Tax Searches account for costs involved in taking tax deeds on tax delinquent parcels. Corporation Counsel Southwick noted that it is really not known if the owner of a parcel is unknown until the title report is received. Ben's recommendation is that the funding in this account remains available. Motion by Holets, second by Van Vliet that the Committee discusses at their June meeting the funding for establishment of an account for expenses relating to taking tax deeds on tax delinquent parcels. Motion carried.

Julie Keller addressed the Committee recommending consideration for making the Tax Lister position a department head and for the creation of a part-time position for that department to serve as a backup to the Tax Lister. Julie's recommendation would be that the part-time position be effective October 1st so that there would be a backup for the tax billing process.

Motion by Crofton, second by Van Vliet to table the agenda item until the June Finance/Personnel meeting. Motion carried.

Paul Klawiter presented the following invoices for approval to be paid from the Electronic Access Fees Fund. Motion by Van Vliet, second by Crofton to approve payment of the invoices. Motion carried.

- \$2,250.00 – Applied Data Consultants, Inc. - \$1,500 for hosting the Register of Deeds Document Search and \$750 for direct hosting for the Wisconsin Land Records Search.
- \$1,250.00 – Applied Data Consultants, Inc. – ParcelGUIDE program update.

Paul Klawiter addressed the Committee regarding software that has been used since 2004 to transfer data from assessors' files to county tax record files. Prior to 2004 the assessors manually made the changes in the work roll and personnel in the Treasurer's office and the Tax Lister input the changes into the County's tax roll records. GCS failed to invoice the County for the cost of the software or for the annual support costs. GCS is asking for payment in the amount of \$3,500 for the software and for \$650 for software support and update services for 2013. GCS is not asking for reimbursement for support services for the years prior to 2013 that the County had use of the software. There is also a cost of \$300, plus \$110 for annual support, for assessors' use of the software. Paul noted that the State is mandating that the assessors provide the assessment information electronically. Motion by Crofton, second by Holets to pay the software costs and the support costs from the departmental budget where the expenditure would have been budgeted for originally. Paul noted that funds for the expenditure were not budgeted. Motion by Kirkpatrick, second by Crofton to amend the motion to transfer \$4,500 from the General Fund to cover the expenditures. Motion carried on the amendment. Motion carried on the original motion, as amended. Motion carried.

Corporation Counsel Southwick presented his suggestions for a listing contracts as it relates to the 40 residential lots in two subdivision in the Town of Buena Vista which the County has acquired by tax deed.

Damon Anderson, Anderson Realty, presented a proposal to provide listing services for the county-owned tax deed properties. The proposal divides the residential lots into groups for placement with the multiple listing services. Mr. Anderson also reviewed the County's remaining tax deed parcels and explained the services he is willing to provide to make the parcels saleable. Motion by Holets, second by Van Vliet to move forward using the services of Anderson Realty for the sale of the tax deed parcels and that Corporation Counsel Southwick work with Mr. Anderson in developing the listing contract. Motion carried. The Finance and Personnel Committee will meet at 6:00 p.m. before the May 21st County Board session to approve the listing contract.

The salary for the Veterans' Service Officer position was discussed. Sandra Kramer challenged Corporation Counsel Southwick's opinion that the salary for the position can only be increased on each year's anniversary of that person's election. Motion by Holets, second by Bellman that Corporation Counsel Southwick be directed to seek an opinion from the Attorney General regarding the question of the effective date of annual salary increases for the Veterans

Service Officer position. Motion carried. Motion by Crofton, second by Holets to increase the salary for the Veterans Service Officer position by \$.75 per hour effective on the anniversary date of Ms. Kramer's election to the position. Motion carried.

Corporation Counsel Southwick was directed to research the question of the granting of salary increases for the position of Highway Commissioner during the term of that position.

The Committee discussed the use of face book access for some departments to conduct their business. Questions were raised regarding monitoring what is being put on face book in the name of the County and complying with open records question regarding postings. No action was taken.

Hogan Hughey, Rhyme Business Products, Portage, presented an assessment by department of printer and copier models, monthly usage and estimated costs. The representative requested permission to do a more detailed assessment and come back with a recommendation regarding the consolidation of services and a recommendation for replacing higher cost units with lower cost units. Motion by Holets, second by Crofton to proceed with the assessment to see what can be done with consolidating copier and printer services. Motion carried.

Chairman Kirkpatrick reported on her findings regarding the Richland Center tax deed parcel formerly owned by Steven Karr. In conversations with Mr. Karr's son and daughter and with their aunt, it was noted that Mr. Karr does not believe that he should pay taxes. Family member's made no progress in discussions with Mr. Karr about the tax delinquencies on the parcel. The children have requested that the County take no action until they are able to complete this school semester. Discussion followed regarding possible action that could be taken to evict Mr. Karr.

Holets left the meeting at this point.

Corporation Counsel Southwick noted that Mr. Karr has a number of judgments filed against him. Motion by Crofton, second by Bellman to postpone the agenda item until the Finance and Personnel Committee's June meeting. Motion carried.

The Committee had preliminary discussions regarding formulation of the 2014 budget. Chairman Kirkpatrick will draft a letter for distribution to County department heads. The Committee will meet with department heads the afternoon of Tuesday, June 4th for discussions regarding the 2014 budget formulation.

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

Motion by Deets, second by Bellman to adjourn. Motion carried. The meeting adjourned at 12:30 p.m.

Victor V. Vlasak
Richland County Clerk