

FINANCE/PERSONNEL COMMITTEE

August 6, 2013

The Finance and Personnel Committee met on Tuesday, August 6, 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.

Finance and Personnel Committee members present included: Jeanetta Kirkpatrick, Bob Bellman, Fred Clary, Tom Crofton, Gaylord Deets, Bob Holets and Lew Van Vliet.

Others present included: Victor Vlasak, County Clerk; Jennifer Harper, District Attorney; Sheriff Darrell Berglin; Julie Keller, County Treasurer; Ben Southwick, Corporation Counsel; Jim Chitwood, Highway Commissioner; Angie Rizner, Office Supervisor, Health and Human Services; Denise Hanold, Symons Recreation Complex Director; Mike Bindl, Zoning Administrator; Sandra Kramer, Veteran Service Officer; Barb Scott, Management Information Systems Department; Sandra McNamer, Register in Probate; Chris Glassbrenner, Pine Valley Human Resources Director; Adam Hady, Ag Agent; Damon Anderson, Anderson Realty; Marty Malloy, Arthur J. Gallagher & Company; Wayne Pollock, Johnson Block & Company, Certified Public Accountants; Daniel Kolberg, Brownfields Specialist; and Larry Sebranek.

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 Bellman to approve the agenda, as amended. Motion carried.

Motion by Holets, second by Bellman to approve the printed copies of the minutes for the July 9th meeting. Motion carried.

Wayne Pollock, Johnson Block & Company Certified Public Accountants, presented the 2012 audit. The audit has been completed and the expectation is that an unmodified opinion on the financial statements of the County will be issued. The scope of the audit includes all funds and activities of the County. Separate financial statements were issued for the Highway Department and Pine Valley. The Wisconsin Department of Revenue regulatory report for 2012 was completed and filed. Mr. Pollock noted that there were very few audit adjustments due to a good internal control system in managing expenditures. Highlights of the report are as follows:

- Governmental funds balance decreased by \$116,427
- The General Fund balance of \$3,844,434 represents approximately four month of expenditures.
- Tax certificates totaled \$872,111 compared to \$983,353 in 2011.
- Sales tax revenue totaled \$952,400 compared to \$898,794 in 2011.
- No new general obligation debt was incurred.

The following reports were reviewed:

- Statement of Revenues, Expenditures and Changes in Governmental Fund Balances.
- Revenue received for governmental funds.
- Property tax six year history.
- Taxes receivable balances six year history.
- Equalized value of property eight year trends.
- Sales tax revenue six year trends.
- Expenditures for governmental funds.
- Pine Valley and Highway statement of revenues, expenses and changes in net position.
- Long-term obligations changes.

Marty Malloy, Area Senior Vice President with Arthur J. Gallagher & Company, the agent for the County's workers comp, boiler and machinery and crime policies addressed the Committee. Mr. Malloy noted that the trend in the workers comp industry is for employers to have a formal return to work program. Mr. Malloy explained the affect the return to work policy could have on the experience rating formula for workers comp. Mr. Malloy also recommended that the County increase its current crime policy limit of \$50,000 to cover theft by outsiders due to computer fraud or monetary fund transfers.

Daniel Kolberg, Brownfields Specialist, Bureau for Remediation and Redevelopment, Department of Natural Resources addressed the Committee. Mr. Kolberg explained methods, through which the County could acquire tax delinquent properties, where there is the potential of contamination, and have the liability protection under the statutes. Various possible funding sources to assist in dealing with the Brownfields were explained.

Resolution No. 13-73 granting a salary increase to the Veterans Service Officer as of August 22, 2013 was discussed. Holets noted that Ms. Kramer is the only veterans' service officer in the state held to this standard. His recommendation is that the salary increase be effective as of January 1, 2013. Clary noted that research has found that the awarding of a salary increase to the position of Veterans Service Officer only on the anniversary date of hire was not the past practice. The practice was started when Ms. Kramer became the Veterans Service Officer. Motion by Holets, second by Bellman to make the salary increase for the position effective as of January 1st. Questions were raised about the opinion being sought regarding the Corporation Counsel's opinion and interpretation of the statutes. Roll call vote. AYES: Van Vliet, Bellman, Clary, Kirkpatrick, Deets, Holets. NOES: Crofton. Ayes 6. Noes 1. Total 7. Motion carried.

Larry Sebranek questioned the County's application of the \$8,500 State grant for veterans to offset expenditures in the Veterans Service Office.

Damon Anderson presented the offer from Travis Wiegel to purchase tax deed Lots 36 and 37 in the Pine Forest subdivision, Logan Road, Town of Buena Vista, for \$7,000 for both lots. The lots had been listed for \$7,500 each. Motion by Bellman, second by Van Vliet to make a counter offer of \$9,000 for both lots. Motion carried.

Mr. Anderson presented the offer from Joel and Michelle Solverson to purchase tax deed Lots 8, 10 and 11 in the Buena Vista Prairie Subdivision, Town of Buena Vista, for \$10,000 without the deed restrictions relating to the possible waterway. Motion by Crofton, second by

Holets to accept the offer without deed restrictions. Jim Chitwood explained that the waterway request came from the Tri-County Airport Commissioners due to the flooding at the airport that took place in 2008. The motion includes the offer from Taryn M. Johnson to purchase Lot 1 in that area for \$4,900. Motion carried.

Mr. Anderson offered to purchase Lot 11 at the entrance to the Pine Forest Subdivision for \$1,000. He would then allow use of the site for machinery and equipment parking when the other nineteen lots in the subdivision are being developed. Motion by Bellman, second by Van Vliet to refuse the offer. Motion carried.

Adam Hady addressed the Committee recommending the amendment of Resolution No. 95-121 relating to the State's Recycling Grant. The resolution authorized charging annually to the grant 10% of the contract for the Resource Agent and 10% of the salary and fringe costs for the two secretary positions in the Extension office. The recommendation is that the resolution be amended so that 10% of the salary and fringe costs for only one secretary position be charged to the grant. The allocation of salary and fringe costs for the Extension secretarial position was questioned in light of the recently created Fair and Recycling position. Mr. Hady noted that the Extension office collects the information from the town chairman, makes the mailings to the townships and has full-time staff available where the office hours for the Fair and Recycling Coordinator are irregular. Motion by Clary, second by Van Vliet to accept the proposal as is with the understanding that it may change as the 2014 budget process proceeds. Motion carried.

Julie Keller presented a report on payments received for state and first dollar credits, shared revenues, exempt computer aid and taxes collected. A report was also presented on the settlement amounts to be paid by August 20th. The cash balance in the Local Government Investment Pool as of August 2nd is \$11,907,813.76.

Chairman Kirkpatrick reported that a decision has been made that the new Resource Agent **not** have as one of his/her duties, the responsibilities associated with the County Parks Commission as the mission of the Extension is suppose to be teaching. Cathy Cooper, County Conservationist, indicated a possibility that the Land Conservation Department take on the administrative function if compensated for secretarial time at the rate of \$2,500 annually. The proposal will be presented to the Land Conservation Committee.

Sheriff Berglin reported that the Court hearing to evict Steven Karr from the County tax deed property is scheduled. The Sheriff also reported that the County Treasurer was served with papers from Mr. Karr.

The creation of a scholarship fund from money saved when the County Board mileage reimbursement rate was reduce from the IRS to the State rate was discussed.

Jim Chitwood gave an update on the Highway Department's progress is becoming compliant with OSHA regulations and the four issues identified by Susen Trail, Industrial Hygienist, Division of Safety and Buildings, Department of Commerce. Alpha Terra Science will be assisting with the compliance process.

The meeting adjourned for lunch until 1:00 p.m.

Chairman Kirkpatrick called the meeting to order at 1:00 p.m.

Committee members present included: Kirkpatrick, Bellman, Clary, Crofton, Holets and Van Vliet. Deets was absent.

Others present included: Victor Vlasak, Michael Bindl, Angie Rizner, Denise Hanold, Julie Keller, Chris Glassbrenner, Jim Chitwood and Jennifer Harper.

Jim Chitwood reported that Highway Patrol Superintendent Randy Richardson will be retiring as of December 31st. His last physical day of the job will be mid November because he will be using accrued vacation and comp time to extend out his retirement date. The request is to allow for a four week training period during which two people would be paid for the same position. Chairman Kirkpatrick noted that the Handbook requires lump sum payments of accrued sick leave and vacation time when an employee retires. Motion by Holets, second by Clary to grant approval for this 4-week training period for the last 4 weeks that Mr. Richardson is on the job and is paid out his accrued unused vacation and sick leave hours. Motion carried.

Jim Chitwood presented an updated job description for the position of Patrol Superintendent. The new description includes duties relating to coordinating and leading in the development and maintenance of the department's safety compliance programs. Motion by Van Vliet, second by Holets to present a resolution for approval of the updated job description. Motion carried.

Jim Chitwood addressed the Committee requesting that one of the truck driver positions, which is now vacant, be changed to patrolman. The change is being requested due to a DOT request that a plow route be added to Highway 14 to keep up maintenance. The DOT would fund the position six months of the year. The other six months the position would be funded by the County and utilized during the construction season. Motion by Crofton, second by Van Vliet to approve the request. The result is that the Highway Department will have three truck driver positions and seven patrolman positions. Motion carried.

Michael Bindl addressed the Committee regarding the pay grade change authorized by Resolution No. 12-99 for the retitled position of Office System Technician. The resolution approved changing the job title for the position and increasing the pay grade from the two-year rate of Grade 6 in the Courthouse Union Salary schedule to the two-year rate of Grade 8 in the schedule. The holder of the position would have achieved the five year rate in Grade 6 in the Courthouse Union Salary schedule in July 2013. The grade change resulted in that person now having to wait three years from the effective date of the resolution, January 1, 2013, to achieve the five-year rate of Grade 8. No Committee action was taken.

Denise Hanold presented an updated job description and reclassification request for the position of Assistant Director of the Symons Recreation Complex. Motion by Van Vliet, second by Crofton to accept the modified job description with no change in pay grade for the position. Motion carried.

Denise Hanold presented an updated job description and reclassification request for the position of Director of the Symons Recreation Complex. Motion by Van Vliet, second by

Crofton to accept the modified job description with no change in pay grade for the position. Motion carried.

County Clerk Vlasak presented updated job descriptions, title changes and reclassification requests for the positions of Secretary and Fiscal Clerk in the County Clerk's office. The current job descriptions for the positions have not been updated since 1992. Angie Rizner noted that there are similar positions in the Health and Human Services Department that would also like reclassifications. The Clerk noted staff changes in these two positions because better paying positions were available in other County departments. Motion by Crofton, second by Holets to postpone the agenda item until the next meeting. Motion carried.

Clary left the meeting at this point.

Holets addressed the Committee regarding the sick leave policies in the Handbook and the fact that the policies do not allow the use of sick leave for parents. A motion was made to amend the Handbook to allow for the use of sick leave for parents. It was noted that Handbook amendments were going to be considered only in the month of January. The motion was withdrawn.

Chairman Kirkpatrick will draft a letter to be sent to department heads regarding expectations when the 2014 budget is developed. The Committee will meet with department heads beginning on August 30th to formulate the 2014 budget. The Committee will meet with departments every Friday in September.

Chairman Kirkpatrick noted advice received from Corporation Counsel Southwick that tax deed properties must be advertised for sale at least once prior to listing them with a realtor.

Chairman Kirkpatrick distributed copies of the department's five year plans.

Holets left the meeting at this point.

The Clerk presented a proposal to purchase a new Hasler postage machine for \$4,585.00 to replace the current machine which was purchased in 2006. The office was advised that the current machine cannot be adjusted any further due to its age. Motion by Crofton, second by Van Vliet to present a resolution for approval to purchase the machine and for approval to transfer the funds from the Contingency Fund for the purchase. Motion carried.

The next meeting of the Finance and Personnel Committee is scheduled for September 3rd at 9:00 a.m. The meeting adjourned at 3:00 p.m.

Victor V. Vlasak
Richland County Clerk