

FINANCE AND PERSONNEL COMMITTEE

September 3, 2013

The Finance and Personnel Committee met on Tuesday, September 3, 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, Robert Bellman, Fred Clary, Tom Crofton, Gaylord Deets, Robert Holets and Lewis Van Vliet.

Others present included: Victor Vlasak, County Clerk; Dianne Monson, Deputy County Clerk; Denise Hanold, Symons Recreation Complex Director; Cathy Cooper, County Conservationist; Paul Klawiter, Property Tax Lister; Barb Scott, MIS Director; Bob Frank, Road Patrol Lieutenant; Patrick Metz, Health and Human Services Business Manager; and Anthony Sedlak.

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

Motion by Bellman, second by Holets to approve the printed copies of the minutes for the August 6th meeting. Motion carried.

Motion by Crofton, second by Van Vliet to table agenda item # 11 regarding the Veterans Service Officer Grant – Use of Funds. Motion carried.

Chairman Kirkpatrick announced that the next order of business would be the sale of Richwood Tax Deed Parcel Number 024-1746-3700. The appraised value of the parcel was set at \$2,000.00 by the Property Committee. No written bids were received. An oral bid was received in the amount of \$2,000.00 from Anthony Sedlak. No other bids were received. Motion by Clary, second by Holets to accept the \$2,000.00 bid from Mr. Sedlak. Motion carried. The purchaser is Anthony Sedlak, 11826 Excelsior Road, Blue River, Wisconsin (537-2411).

Motion by Clary, second by Bellman to go into closed session under section 19.85 (1) (c) (f), of the Wisconsin Statutes, to discuss the Symons Recreation Complex Maintenance position, and that Ms. Monson and Ms. Hanold be allowed to remain for the closed session. Motion carried.

Closed session.

County Clerk Vlasak joined the closed session and Deputy Clerk Monson left the meeting at this point.

Motion by Crofton, second by Clary to return to open session. Motion carried.

Motion by Crofton, second by Van Vliet to send the tax deed from Town of Buena Vista, Pine Forest Subdivision, Lot 55, to the Property Committee for appraisal. Motion carried.

Cathy Cooper presented a proposal for the Land Conservation Department to enter into a contribution agreement with the National Resource Conservation Service of the U.S. Department of Agriculture, according to which the Department will pay 50% of the staff cost, up to a total amount of \$1,104.60, to the Land Conservation Department for completing 3 stream bank riprap projects. The funds would be deposited in Fund 72, the Farmland Preservation Fund. Motion by Holets, second by Crofton to approve the proposal. Motion carried.

Cathy Cooper requested that the discussion of assigning the administrative duties of the Parks Commission to the Land Conservation Department be tabled. Motion by Holets, second by Van Vliet to postpone the agenda item until the Land Conservation Committee discusses the proposal. Motion carried.

Paul Klawiter presented a proposal to purchase a new Scanner from MasterGraphics, Inc. of Madison for \$14,990 with funds in the Land Information Fund. The request is being made because the current plotter is slow and does not perform all of the functions needed. The new plotter would also have a large scale scanner. Motion by Holets, second by Clary to postpone the agenda item for confirmation of available funding for the purchase. Motion carried.

Barb Scott addressed the Committee regarding the concerns addressed in an email from Corporation Counsel Southwick regarding the proposed U.S. Cellular contract. Motion by Crofton, second by Van Vliet that Barb send Corporation Counsel Southwick's comments to the U.S. Cellular sales representative and indicated that the contract cannot be signed until the items identified in Mr. Southwick's email are changed. Motion carried.

Bob Frank addressed the Committee requesting that the annual maintenance fee of \$3,540.00 for MacTech, which handles the recording for radio and phone traffic from the Sheriff's Department, be placed in a non-lapsing fund rather than in payment of the annual maintenance agreement. Bob noted that there have been major upgrades with few maintenance issues. Motion by Holets, second by Crofton that the annual maintenance agreement be renewed and paid from the 911 Outlay. Roll Call vote. AYES: Bellman, Holets. NOES: Van Vliet, Clary, Kirkpatrick, Deets, Crofton. Ayes 2. Noes 5. Total 7. Motion declared defeated. Motion by Van Vliet, second by Crofton that the maintenance agreement not be renewed. Motion carried.

Bob Frank addressed the Committee requesting approval for a project consisting of having U.S. Cellular conduct engineering studies and surveys relative to that company's radio towers at Boaz, Yuba and Richland Center for the purpose of enabling the County to install new radio equipment and antennas on these three towers. The \$13,300 cost of this work would be

paid from funds in the 911 Outlay. Motion by Van Vliet, second by Crofton to authorize the surveys. Motion carried. A resolution will be presented for approval of the project and allocation of the funds.

Pat Metz addressed the Committee regarding a recommendation from the Health and Human Services Department that, except for the 5 volunteer drivers who have elected to receive the mileage reimbursement rate which is \$.07 above the IRS rate, this election option be repealed, with the result that all new volunteer drivers will be reimbursed at the IRS rate and all current volunteer drivers who are currently receiving the IRS reimbursement rate will continue to receive that rate. Clary indicated that the current drivers should have the option to change to the higher rate. Motion by Crofton, second by Holets to approve the change of removing the option for any current driver, and future volunteer drivers, to request the higher reimbursement rate and that the current drivers receiving the higher rate be grandfathered. Motion carried.

Pat Metz presented a recommendation that the Regional Aging And Disability Resource Center Of Eagle Country position of Administrative Secretary be changed from 24 hours per week to 40 hours per week; that current Resource Database Specialist Meghan Rohn be appointed as the full-time Administration Secretary; that the Resource Database Specialist position be renamed the Regional Program Specialist; and that new job descriptions for these two positions be approved. Motion by Holets, second by Bellman to approve the recommendation as outlined. Motion carried.

Tom Crofton gave an update on the ongoing issues that have been raised by the high bidder for the county-owned parcel in Gotham regarding the condition of the site once the structures were removed. Motion by Clary, second by Holets that the parcel be sold as-is and if the sale does not close within 30 days of notification to the bidder of acceptance of the bid, that the parcel be surveyed and re-advertised for sale. Motion carried.

Chairman Kirkpatrick reported on preliminary health insurance premium rates for 2014.

Motion by Crofton to approve the job title changes and new job descriptions for the Fiscal Clerk and Secretary positions in the County Clerk's office, with no change in pay. The motion died due the lack of a second. The Committee discussed the upcoming vacancy that will occur in the Accounting Supervisor position due to a retirement.

Holets left the meeting at this point.

Discussion continued regarding the salary increases being recommended for the positions in the County Clerk's office.

The County Clerk left the meeting at this point and Deputy Clerk Monson joined the meeting.

Motion by Clary, second by Crofton to presented a resolution for approval of the following. Motion carried.

1. Reclassify the Secretary position, which is currently held by Ms. Amy Louis, at the 5-year rate for Grade 6 in the Courthouse union (\$16.70 per hour) to a new classification of Accounts Payable Specialist at Grade 16 in the County's Job Classification and Salary Plan (after-probation rate: \$17.31 per hour), with Ms. Louis to hold this reclassified position at the after-probation rate.

2. Reclassify the Fiscal Clerk position, which is currently held by Ms. Tami Hendrickson, at the 5-year rate for Grade 7 in the Courthouse union (\$17.01 per hour) to a new classification of Payroll and Benefits Specialist at Grade 19 in the County's Job Classification and Salary Plan (after-probation rate: \$19.94 per hour), with Ms. Hendrickson to hold this reclassified position at the after-probation rate.

3. Elimination of the Secretary and Fiscal Clerk positions in the County Clerk's office and approval of the job descriptions for the reclassified positions.

Motion by Bellman, second by Crofton to adjourn. Motion carried. The meeting adjourned at 12:05 p.m.

Victor V. Vlasak
Richland County Clerk