

FINANCE AND PERSONNEL COMMITTEE

November 4, 2014

The Finance and Personnel Committee met on Tuesday, November 4, 2014, 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, Larry Sebranek and Lew Van Vliet.

Also present was: Victor Vlasak, County Clerk; Jennifer Harper, District Attorney; Sheriff Darrell Berglin; Julie Keller, County Treasurer; Sue Triggs, Register of Deeds; Stacy Kleist, Clerk of Circuit Court; Jim Chitwood, Highway Commissioner; Sandra Kramer, Veterans Service Officer; Sandy McNamer, Register in Probate; Amy Forehand, Assistant District Attorney; Mike Bindl, Zoning Administrator; Barb Scott and Jason Marshall, MIS Department; Chris Glasbrenner, Pine Valley Human Resources Director; Bob Frank, Sheriff's Department Lieutenant; Pat Metz, Health and Human Services Director; Darin Gudgeon, EMS Director; Avery Manning, Courthouse Maintenance Supervisor; Dan Krueger, Rita McCarthy and Amber Muckler, Sheriff's Department; Damon Anderson, Anderson Realty; and Steve Krug.

Committee Chairman Kirkpatrick called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent 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, a copy was emailed to WRCO and to each County Department Head.

Motion by Crofton, second by Van Vliet to approve the agenda, as amended, with the addition of the agenda item "Glenn Schnadt's Offer of Monetary Support for Solar Project" and "Offers on Tax Deed Properties listed with Realtor". Motion carried.

Motion by Sebranek, second by Bellman to approve the printed copies of the minutes for the meetings held on August 5th, September 5th, September 12th, September 19th, September 26th and October 3rd. Motion carried.

Chairman Kirkpatrick announced that bids would now be accepted on Tax Deed Parcel # 146-0027-1100 located in the Village of Lone Rock. The parcel has been appraised for \$7,000,000. Chairman Kirkpatrick asked for oral bids. No oral bids were received. No written bids were received. Motion by Van Vliet, second by Crofton to send the parcel back to the Property, Building and Grounds Committee. Motion carried.

Amy Forehand addressed the Committee regarding the duties she provides to the County. Her position is responsible for (a) administering the Child Support Agency; (b) providing legal services to the Child Support Agency; (c) handling Children in Need of Protection (CHIPS) matters; and (d) handling Chapter 51 mental commitments. Currently her annual salary is \$21,991.16 based upon 8-hours per week and is charged to the Corporation Counsel's budget. The recommendation is that the salary for the position be charged 70% to Child Support, 25% to CHIPS and 5% to mental commitments. Committee members requested that they be provided with a draft of the proposed amendment to Resolution No. 13-29 which Restructured the Child Support Agency. Motion by Van Vliet, second by Crofton to table the agenda item. Motion carried.

Motion by Crofton, second by Bellman to postpone the agenda item regarding “Tax Delinquent Properties with Installment Payments”. Motion carried.

Bob Frank provided a detailed report of the status of the current radio system and what is ahead for the future. An update was given on the International Fire/EMS radio Network (IFERN) channel and Mutual Aid Box Alarm System (MABAS). The placement of “combiners” on the tower sites would enable the County to have multiple repeaters on one tower thus eliminating the need for additional towers at the sites to add repeaters. The total cost of the project, including the combiners, is estimated at around \$35,000.00. Richland County has accepted an \$18,000.00 IFERN Grant. The remainder of the needed funding could come from the 911 Outlay. Motion by Crofton, second by Clary to approve the purchase of the combiner system with the use of funds from the 911 Outlay. Motion carried.

Bob Frank addressed the Committee regarding the maintenance of the Higher Ground brand machine/system, purchased in 2011, which is used for recording all phone lines and radio traffic. A decision had been made against having an annual maintenance agreement (\$3,300.00) on the system. Motion by Crofton, second by Bellman to postpone action on the maintenance cost issue until the 2016 budget is being formulated. Motion carried.

Sandra Kramer presented an updated job description for the Veterans Service Officer and a job description for the new position of Assistant Veterans Service Officer. The Assistant position would replace the current Clerical Assistant position in the department and be paid at Grade 5 in the Courthouse Union schedule. Motion by Van Vliet, second by Sebranek to accept the revised job description for the Veterans Service Officer position. Motion carried. Ms. Kramer reviewed the training requirements for the proposed Assistant position. Motion by Sebranek, second by Bellman to approve the job description for the Assistant position. Motion carried.

The Committee discussed funding sources for the MIS proposed purchase of a central server and storage system at a cost of \$73,283.90. \$15,000.00 is available from Land Records and \$5,000.00 from Health and Human Services. Crofton noted that the \$50,000.00 in funding allocated for courthouse improvements are available because the bids for the improvements were so high that the Property Committee decided against proceeding with the projects. Motion by Bellman, second by Sebranek to proceed with the project with funding as follows. Motion carried

- \$50,000.00 – Courthouse Repair Outlay
- \$15,000.00 – Land Records Fund
- \$ 5,000.00 – Health and Human Services Fund
- \$ 3,283.90 – Contingency Fund

Barb Scott presented a proposal from Mid-Wisconsin Security, Inc. for the installation and updating of the current 24-hour panic alarm system in the courthouse complex. The system would be installed and warranted for one year at a cost of \$6,925.00. The cost of monitoring the system would be \$270.00 per year. The new system would accommodate 400 pendants. The new system would replace the current system in the offices and dispatch. Motion by Crofton, second by Bellman to approve the proposal for the panic alarm system using funding available in the 2015 Courthouse Repair Outlay budget. Motion carried.

The Committee discussed the creation of a non-lapsing fund for ambulance operations. Motion by Crofton, second by Sebranek to establish an ambulance service non-lapsing fund effective January 1, 2015. Motion carried.

The Committee discussed a request from M3 Insurance Solutions, Inc. that they be named as Agent of Record on the dental plan effective November 4, 2014, so that they would have access to the billing, enrollment and renewal data necessary to service the County's account. This would allow the release of information needed by Kevin Clougherty to provide advice on employee dental coverage options. Motion by Sebranek, second by Crofton that the Clerk be authorized to sign the letter recognizing Kevin Clougherty as the Agent of Record on the dental plan. Motion carried.

Motion by Bellman, second by Van Vliet to table the review of the 2015-2016 Deputy Sheriff's Association Agreement until the afternoon session. Motion carried.

Corporation Counsel Southwick will be asked to attend the Committee's December 2nd meeting for a review of Ordinance No. 12-18 Establishing Procedures for the sale of Tax Deed property.

Damon Anderson presented offers received on three tax deed properties which have been listed with Anderson Realty.

- The parcel located at 15757 State Highway 80, Hub City, was listed at \$4,900.00. An offer of \$2,000.00 has been received from JNJ Management Services. Motion by Crofton, second by Van Vliet to accept the offer. Motion carried.
- The parcel located at 991 East Haseltine, Richland Center, was listed for \$10,000.00. An offer of \$6,000.00 was received from Heather Boyer and an offer of \$10,000.00 was received from William Bindl. Motion by Van Vliet, second by Crofton to accept the \$10,000.00 offer and reject the \$6,000.00 offer. Motion carried.
- The parcel located at 304 East Wisconsin Avenue, Viola, was listed at \$40,000.00. An offer of \$18,000.00 was received from Gabe Williams, an offer of \$30,000.00 was received from Christopher Peterson and an offer of \$35,000.00 was received from RMK Properties, LLP. Motion by Crofton, second by Bellman to accept the \$35,000.00 offer from RMK Properties, LLP and reject the offers from Williams and Peterson. Motion carried.
Anderson noted that the buyer accepts all of the contents.

Motion by Van Vliet, second by Sebranek to take from the table and bring back onto the floor for discussion the agenda item regarding the Child Support Agency Restructuring. Motion carried. The proposed change is to allocate 70% of the salary/fringe costs for Ms. Forehand's county position to the Child Support Agency and 30% to the Corporation Counsel's budget. Of the 30%, 25% of that time would be spent on CHIPS and 5% on mental commitments. Motion by Crofton, second by Sebranek to amend Resolution No. 13-29 to reflect the salary/fringe percentages that have been budgeted for 2015. Motion carried.

The Committee discussed the various reclassifications requests received when the 2015 budget was being formulated. It was felt that a wage and compensation study is needed before any further reclassifications are considered.

The Committee discussed hiring a consultant to conduct a wage analysis. This agenda item will be discussed further at the January 6th Finance/Personnel Committee meeting. Health insurance options will also be discussed at that meeting.

Future discussion will take place regarding options for dental coverage.

The Committee adjourned for lunch at 12:03 p.m.

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

Crofton explained possible options for energy conservation and the need for an independent engineering study. Glenn Schnadt explained the system installed at his residence and the savings he has realized with Richland Electric Cooperative. Mr. Schnadt and his wife Mary are willing to provide up to \$8,000.00 for a consultant. The recommendation from the Committee was that Mr. Schnadt meet with the Foundation Board for Pine Valley to discuss energy conservation options for the proposed new facility at Pine Valley.

Also discussed was vehicle insurance coverage through the Local Government Property Insurance Fund.

The Committee discussed the current procedure of charging departments directly the cost for unemployment claims and retirement payouts.

The Committee discussed the review of all job descriptions. No action will be taken on making the revisions until the wage analysis is completed.

The issuance of gift cards in lieu of receiving payment through payroll was discussed. Corporation Counsel Southwick had indicated that gift cards would have to be treated as compensation and be subject to the withholding of taxes.

Committee members reviewed the 2015-2016 Agreement between Richland County and the Richland County Deputy Sheriff's Association.

Motion by Van Vliet, second by Clary to adjourn. Motion carried. The meeting adjourned at 2:42 p.m.

Victor V. Vlasak
Richland County Clerk