

## FINANCE AND PERSONNEL COMMITTEE

May 5, 2015

The Finance and Personnel Committee met on Tuesday, May 5, 2015, 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, Larry Sebranek and Lew Van Vliet.

Others present included: Victor Vlasak, County Clerk; Damon Anderson, Anderson Realty; and Elected officials, Department Heads and employees.

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 and to each County Department Head, a copy was posted on the Courthouse Bulletin Board and the County web site, a copy was faxed to The Richland Observer and a copy was emailed to WRCO.

Motion by Crofton, second by Van Vliet to approve the agenda, as amended. Motion carried.

Motion by Clary, second by Sebranek to approve the printed copies of the minutes for the April 7<sup>th</sup> meeting. Motion carried.

Chairman Kirkpatrick read the Notice of Sale for Tax Deed Parcel Number 111-1312-4400 located in the Village of Cazenovia. The parcel has an appraised value of \$20,000.00. No written or oral bids were received. Motion by Crofton, second by Bellman to enter into a listing contract with a real estate broker to sell the tax deed property. Motion carried.

Damon Anderson addressed the Committee requesting an extension to closing date for Tax Deed Parcel Number 014-3440-0570 located in the Town of Henrietta (Hub City). The Henrietta Town Board has approved the request of John Neuman to use the parcel to operate a farm machinery sales lot and repair shop. The request must now go before the Zoning and Land Information Committee at their June meeting for approval. The original closing date was April 30, 2015. Motion by Crofton, second by Van Vliet to extend the closing date to June 30, 2015. Motion carried.

Motion by Crofton, second by Bellman to approve payment of an invoice from Applied Data Consultants, Inc. in the amount of \$2,250.00 for maintenance regarding hosting the Register of Deeds and Land Records. The maintenance agreement is for the period May 16, 2015 – May 15, 2016. The invoice will be paid from the Electronic Access Fees Fund. Motion carried.

The Committee discussed the probationary period of Megan Rohn. Ms. Rohn changed within the Health and Human Services Department to the position of Confidential Administrative Secretary effective November 3, 2014. Under the probationary language in the Handbook at that time, Ms. Rohn must serve a six month probationary period in the new position. A change in the Handbook at the March County Board meeting reduced the probationary period for inter departmental transfers to three months. Patrick Metz inquired regarding the possibility of a retro-active consideration for Ms. Rohn to the three month probationary period. Motion by Sebranek, second by Crofton that Ms. Rohn serve the full six month probationary period. Motion carried.

The Committee discussed the request of a Health and Human Services employee for an unpaid leave of absence for the period October 5, 2015 through December 28, 2015. Motion by Crofton, second by Clary to approve the request. Motion carried.

The Committee discussed Resolution No. 14-149 (Amended) which granted approval for the creation of four full-time emergency medical technician positions. Two of the positions have been filled and two of the positions remain vacant because of a lack of applicants. Darin Gudgeon requested amending the resolution to allow for the hiring of part-time emergency medical technicians. Motion by Crofton, second by Van Vliet to approve amending the resolution to allow for the hiring of up to six part-time EMTs with the hours worked by each to be limited to 600 hours per year. Motion carried.

The Committee reviewed a proposed amended 2015 Ambulance Service budget to reflect the additional costs associated with the EMT positions and the anticipated revenues from the municipalities. Motion by Crofton, second by Bellman to presented the amended budget to the County Board for approval. Motion carried.

Chris Glasbrenner, Pine Valley Human Resources Director, presented the job description for the position of Manager of Health Information Services. Motion by Crofton, second by Sebranek to present a resolution for approval of the job description. Motion carried.

Bob Bellman presented historical information regarding equalized values, tax levies, debt service levies, Pine Valley appropriations, Pine Valley operations and the effect the proposed Pine Valley building project will have on future county tax levies.

Motion by Crofton, second by Bellman to present a resolution for approval of a transfer to Pine Valley of \$137,050.00 received under the Supplemental Payment Program which Pine Valley is eligible to receive between July 1, 2015 and June 30, 2016. Motion carried.

Jim Chitwood, Highway Commissioner, presented information regarding a proposed restructuring of the Highway Department. The information included a reorganization of the salary grades, job titles and wage rates. Also included were updated job descriptions for the positions. In addition, the proposed revised addendum will reflect the job title changes. Action on the revised salary schedule and amended Highway Addendum had been taken at the April 7<sup>th</sup> meeting of the Finance and Personnel Committee. Motion by Crofton, second by Bellman to present a resolution for approval of the updated job descriptions. Motion carried.

Chairman Kirkpatrick read a letter from M3 Insurance regarding alternative carriers for employee health insurance. Carriers contacted indicate that bidding could be more competitive if the county moved coverage to a deductible option. The recommendation is to move to the deductible option under the "State Plan" for 2016 and then go out for proposals for coverage for 2017. Motion by Crofton, second by Sebranek to move to the \$500 deductible option under the State Plan and research the use of the flex plan for the deductibles and carrying over unused funds from year to year. Motion carried.

Crofton distributed a draft of procedures to follow regarding tax delinquent and tax deed parcels. Motion by Sebranek, second by Van Vliet to give the procedure a trail period with three properties and with Zoning Administrator Mike Bindl serving as the lead person. Motion carried.

Chairman Kirkpatrick reviewed the Financial Advisory Agreement between Richland County and Wisconsin Public Finance Professionals, Inc. for the Pine Valley project. The fees are either hourly or dependent upon the size of an issue when a financing occurs. The fees and cost of issuance can be paid directly from the proceeds of the borrowing. Motion by Deets, second by Crofton to approve the agreement. Motion carried.

The Committee reviewed the renewal premium for coverage through the Local Government Property Insurance Fund. The coverage is for buildings, personal property, contractor's equipment, business income, vehicle comprehensive, vehicle collision, employee tools and special animal use. The premium for the period 7/1/14 thru 7/1/15 is \$50,143.00. The renewal premium for the period 7/1/15 thru 7/1/16 is \$86,593.00. Motion by Bellman, second by Crofton to continue with the coverage for the next policy period until an alternate carrier is found. Motion carried.

Chairman Kirkpatrick reviewed the letter received from the Department of Wisconsin Veterans Affairs regarding the 2015 grant and future grants. The 2015 grant can still be used for salary and benefit costs associated with the Veteran Service Officer. For 2016, 50% of the grant can be used to reimburse the cost of salary and benefits. In 2017, 25% of the grant can be used to reimburse the cost of salary and benefits. Other eligible expenditures include costs associated with information technology, transportation for veterans, special outreach to veterans and training. Documentation will be required for the expenditures. Reimbursement will be made on a semi-annual basis.

Chairman Kirkpatrick reviewed changes that may occur on the UW campuses resulting from the proposed budget cuts. Proposed changes include having the positions of dean, assistant dean for finance and director of marketing and communication regionalized to be shared among the campuses. This change is proposed to take place in August before the start of fall classes.

The Committee reviewed a listing of estimated costs taken from the UW-Richland Master Plan regarding the proposed remodeling of the Classroom building. The remodeling costs are estimated at \$837,000.00 and the estimated cost of the construction documents is \$63,000.00. The estimated cost of the movable equipment is \$220,500.00. Movable equipment costs would be funded by the State.

The Committee discussed possible resolutions for presentation at the Wisconsin Counties Association Annual Conference.

The Committee discussed liability insurance coverage for events at the County Fair. Clary noted that Fair Committee sponsoring of an event is covered.

A brief discussion took place regarding the Affordable Care Act and employer premium contribution requirements.

The Committee will meet with Carol Wirth on May 28<sup>th</sup> at 5:30 p.m. prior to the 7:00 p.m. County Board session to review the funding proposal for the Pine Valley project.

The next regularly scheduled meeting of the Finance and Personnel Committee will take place on Tuesday, June 2<sup>nd</sup> at 9:00 a.m.

Motion by Crofton, second by Bellman to adjourn. Motion carried. The meeting adjourned at 12:26 p.m.

Victor V. Vlasak  
Richland County Clerk