

FINANCE AND PERSONNEL COMMITTEE

July 7, 2015

The Finance and Personnel Committee met on Tuesday, July 7, 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.

Committee members present included: Jeanetta Kirkpatrick, Fred Clary, Bob Bellman, Tom Crofton, Gaylord Deets, Larry Sebranek, and Lew Van Vliet

Others present included: Victor Vlasak, County Clerk; Jim Bindl, Sheriff; Julie Keller, County Treasurer; Ben Southwick, Corporation Counsel; Jim Chitwood, Highway Commissioner; Patrick Metz, Health and Human Services Director; Darin Gudgeon, Emergency Medical Services Director; Mike Bindl, Zoning Administrator; Barb Scott, MIS Director; Chris Glasbrenner, Pine Valley Human Services Director; Jeannie Marshall, Highway Bookkeeper; Sandra McNamer, Register in Probate; Sue Lawrence, Legal Assistant, District Attorney's office; Avery Manning, Courthouse Maintenance Supervisor; Carla Doudna, Fair and Recycling Coordinator; Bill Moilien, Auditor, Johnson and Block; and Virginia Wiedenfeld

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; copies were posted on the Courthouse Bulletin Board and County web site; a copy was faxed to The Richland Observer; and copies were e-mailed to WRCO and all County Department Heads.

Motion by Van Vliet, second by Crofton to approve the agenda, as amended, with the addition of three agenda items. Motion carried.

Motion by Crofton, second by Bellman to approve the printed copies of the minutes for the June 16th meeting. Motion carried.

Corporation Counsel Southwick addressed the Committee suggesting that the County's tax deed procedure be amended to state that tax deeds will not be taken on tax delinquent parcels the last four months of the year. By taking this action, tax delinquent parcels to be considered for tax deed would remain under private ownership and thus generate taxes and eliminate the possibility of tax deed parcels becoming tax exempt because they are under County ownership as of the first day of the tax year. No Committee action was taken.

Corporation Counsel Southwick addressed the Committee regarding the rights of former owners (three years) of tax delinquent parcels on which tax deeds have been taken. A new owner can request that the County bring suit against a former owner. If the former owner defaults, a judgment would be given which would wipe out the rights of the former owner. Any fees relating to bringing suit would be paid by the new owner. Legal services would be provided by Corporation Counsel Southwick at no charge. Motion by Deets, second by Sebranek to amend the Tax Deed Ordinance to add a statement regarding the former owner's rights and the

ability of the new owners to bring suit against the former owners to get clean title to the property. Motion carried.

Chairman Kirkpatrick announced that bids would now be accepted for Tax Deed Parcel Number 276-1656-600 located in the City of Richland Center. The property consists of two parcels and has been appraised at \$40,000.00. An oral bid of \$40,000.00 was received from Lowell and Carol Stevenson. Chairman Kirkpatrick asked if there were any other bids. No other oral or written bids were received. Motion by Van Vliet, second by Crofton to accept the bid from Lowell and Carol Stevenson. Motion carried.

Bill Moilien, Johnson Block & Company, presented the following highlights of the audit for the year ended December 31, 2014:

- An unmodified opinion was issued on the financial statements of the County;
- The General Fund balance of \$3,454,604 represents approximately three months of expenditures;
- Tax certificates totaled \$835,508 compared to \$900,458 in 2013;
- County sales tax revenue totaled \$1,048,008 compared to \$937,788 in 2013;
- \$1,000,000 in state trust fund loans was issued to finance Pine Valley design costs;
- Pine Valley recorded a net loss of \$563,837;
- Intergovernmental revenues are the largest single revenue source;
- Local property taxes have increased approximately 3.4% over the 2009 level;
- Equalized values have decreased by approximately 2% over an eight year period;
- Health and Human Services and Public Safety expenditures account for 70% of total governmental expenditures;
- Highway operations experienced an operating loss of \$94,067.

The Committee discussed the establishment of a minimum fund balance policy. Mr. Moilien indicated that he could provide examples of policies established by other counties. Motion by Clary, second by Crofton that Corporation Counsel Southwick draft a fund balance policy, review it with the auditor, and then bring it back to the Finance and Personnel Committee for final approval. Motion carried.

Mr. Moilien addressed the Committee recommending that the County establish procedures to monitor departmental cash accounts that do not run through the County's general ledger system. Motion by Bellman, second by Clary to follow through with the auditor's recommendation. Motion by Van Vliet, second by Sebranek to amend the motion to identify the County Treasurer as the official to monitor the accounts. Motion carried on the amendment. Motion carried on the original motion, as amended. Mr. Moilien will send a draft of a letter to be sent to the departments that have the accounts.

Committee members discussed the Richland County Ambulance Service Handbook that has been developed. Chairman Kirkpatrick noted that the Handbook will need to be reviewed and approved by the Joint Ambulance Committee. Motion by Clary, second by Deets to recommend approval of the Handbook. Motion carried.

Andy Ziehli, Community Resource Development Agent, addressed the Committee recommending the creation of an economic development committee to deal with opportunities to expand and grow the local economic base. Discussion will continue at the August Finance and Personnel Committee meeting.

County Treasurer Julie Keller addressed the Committee recommending that Real Property Lister Tim Dahlen be paid at the Job Rate of \$18.15 for Salary Grade 17 at the end of his probationary period of employment. Motion by Bellman, second by Sebranek that the recommendation be approved. Motion carried.

Committee members viewed a video presentation from Accela on Legislative Management software. The modules of the software include agendas and minutes, digital boardroom, civic streaming, civic voice and boards and commissions. Cost of the software is \$500 per month and includes unlimited 24 hour customer support.

MIS Director Barb Scott presented cost estimates for the purchase of iPads and cases with keyboards for County Board Supervisors' use. Each Apple iPad tablet will cost \$380 and each keyboard and folio case will cost \$100. Motion by Sebranek, second by Crofton that iPads and cases be purchased for each County Board Supervisors that wants one. Motion carried. Motion by Clary, second by Bellman the cost of the purchase be taken from the County Board account. Motion carried.

Damon Anderson, Anderson Realty, addressed the Committee regarding Town of Henrietta Tax Deed Parcel Number 014-3440-0570, the site of the former Myers Supper Club. Because of concerns about the rights of the previous owner, Mr. Neumann has decided that he does not want to purchase the parcel. Motion by Crofton, second by Bellman to approve the cancellation of the Offer to Purchase by Mr. Neuman. Motion carried.

Mr. Anderson reported that Brian Keller has made an offer to purchase the Town of Henrietta parcel for \$6,000. Anderson Realty has had the parcel listed for sale for \$7,900. Motion by Bellman, second by Sebranek to make a counter offer of \$7,500. Motion carried.

County Treasurer Julie Keller addressed the Committee regarding the point and pay system currently in place in the Treasurer's office where tax payers can make payments by use of their credit cards or by electronic check. Ms. Keller explained that point and pay could be an option for other departments to use. The system generates a transaction receipt and an itemized report of the transactions.

Fair and Recycling Coordinator Carla Doudna addressed the Committee requesting approval to establish a Pay Pal account to receive payments for camping fees, fair passes and storage fees and other online sales. A convenience fee of 2.7% will be charged to the customer for each transaction. A money market account would be set up at Peoples Community Bank into which the Pay Pal revenues would be deposited. Withdrawals from the money market account would be made twice a month to transfer revenues to the County Treasurer. Motion by Bellman, second by Sebranek to approve the establishment of a Pay Pal account and the opening of a money market account at the Peoples Community Bank. Motion carried.

The Committee discussed the 500/1000 deductible option for employee health insurance coverage for 2016. Motion by Crofton, second by Clary to present a resolution for approval to institute the new deductible plan. Motion carried.

Chairman Kirkpatrick left the meeting at this point.

Vice Chairman Clary chaired the meeting at this point.

MIS Director Barb Scott and Sheriff Jim Bindl addressed the Committee regarding the Spillman software for the 911 system. The software will be moved to the new server at MIS. Spillman must do the migration of the software from the current server to the new server. An upgrade to the software will also take place at the same time. The cost to migrate and update the Spillman software is \$19,525. Motion by Crofton, second by Bellman to approve the cost of the migration and update with the cost coming from the 911 Outlay. Motion carried.

Damon Anderson addressed the Committee and presented a counter offer of \$7,000 from Brian Keller for Town of Henrietta Tax Deed Parcel # 014-3440-0570. Motion by Sebranek, second by Bellman to accept the offer. Motion carried. Mr. Anderson stated that the closing will take place within sixty days. Mr. Keller wants the County to begin the process of bringing suit against the former owner.

Health and Human Services Director Patrick Metz indicated that the agenda item regarding Recruitment and Retention Issues is not time sensitive. Motion by Van Vliet, second by Sebranek to postpone the agenda item until the next meeting of the Finance and Personnel Committee. Motion carried.

Committee members were presented with an updated job description for the position of Aging and Disability Resource Center Manager. Motion by Van Vliet, second by Crofton to accept the updated job description as presented. Motion carried.

Committee members were presented with an updated job description for the position of Clinical Services Manager. The position title is currently Clinical Services Coordinator. Motion by Sebranek, second by Bellman to grant the request for approval of the updated job description and title change to Clinical Services Manager. Motion carried.

Patrick Metz addressed the Committee requesting approval for the elimination of the Clinical Services Supervisor at Grade 28 in the salary plan and the creation of the Business Systems Supervisors position at Grade 23 in the salary plan to focus more attention on the business functions of the Clinical Services Unit. Motion by Clary, second by Van Vliet to eliminate the Business System Supervisor position at Grade 25 in the salary plan and the Clinical Services Supervisor position at Grade 28 in the salary plan and the creation of the Business Systems Supervisor position at Grade 23 in the salary plan and approval of the job description for the new position. Motion carried.

Zoning Administrator Mike Bindl addressed the Committee requesting that Cheryl Dull's wage increases under the courthouse union scale be changed to her July 9th anniversary date of hire rather than being based upon the January 1st effective date of the newly created position she was named to. Motion by Deets that her step increase be based upon her July 9th anniversary date. Motion failed due to the lack of a second.

The Committee discussed concerns raised about the lack of available staff on weekends and holidays to lower the flag on the courthouse grounds to half-staff based upon State and Federal mandates. Motion by Van Vliet, motion by Crofton to postpone the agenda item until the next meeting of the Finance and Personnel Committee. Motion carried.

Motion by Van Vliet, second by Crofton to adjourn. Motion carried. The meeting adjourned at 12:55 p.m.

Victor V. Vlasak
Richland County Clerk