

## FINANCE AND PERSONNEL COMMITTEE

June 6, 2017

The Finance and Personnel Committee met on Tuesday, June 6, 2017, 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, Robert Bellman, Linda Gentes, Buford Marshall, Larry Sebranek and Don Seep.

Others present included: Victor Vlasak, County Clerk; and elected officials, department heads and employees.

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 email to all Committee members, WRCO and County department heads, a copy was posted on the Courthouse Bulletin Board and a copy was faxed to The Richland Observer.

Motion by Sebranek, second by Marshall to approve the agenda, as amended. Motion carried.

Motion by Gentes, second by Bellman to approve the printed copies of the minutes for the May 2<sup>nd</sup> and 9<sup>th</sup> meetings. Motion carried.

William Condon, Highway Patrol Superintendent, addressed the Committee requesting approval for an extension to January 1, 2018 to use his accumulated unused vacation time that was earned on his anniversary date of June 14, 2016. Mr. Condon has been unable to use his accrued vacation time due to the Highway Commissioner's medical leave. The Highway Addendum to the Personnel Handbook states that vacation must be used by the employee's annual anniversary date. The extension request was approved by the Highway Committee. Motion by Bellman, second by Sebranek to approve the request of an extension to January 1, 2018 for Mr. Condon to use his accrued vacation time. Motion carried.

Dr. Charles E. Clark, Regional Executive Officer and Dean for the Southwest Region and Brian Zobel, Regional Director of Facilities Planning and Management for the Southwest Region addressed the Committee. Zobel explained the process that the UW-Richland Committee has been using to determine deferred maintenance issues with campus buildings. The services of Specialty Engineering Group LLC of Madison initially were used to study the Student Center roof and ice issues. Later their services were expanded to include a study of the roofs of all campus buildings. The study revealed that the west Melvill Hall roof is in immediate need of replacement. SEG is now preparing plans and specifications for a roof replacement for the West portion of the roof of Melvill Hall. Zobel presented information showing costs spread over a ten year period for roof maintenance on the seven campus buildings, concrete pavement replacement and for upgrading/replacing the fire alarm systems in the buildings. The information included cost estimate options for replacement of the copper panels with new copper, the installation of asphalt shingles or replacement of the copper roofs with non-copper materials. The installation of asphalt shingles is the cheapest option. However, this would require the removal of the copper roofs, rebuilding the trusses and installing asphalt shingles which would change the design of the buildings. The cost to replace the current roofs with copper is estimated at 4.5

million dollars. The estimated cost to replace the current copper roofs with non-copper materials for seamless steel roofs is 3.9 million dollars. This option was favorable with the UW-Richland Committee.

Zobel explained that the concrete heaving at building entrances and stoops is related to the roof issues and the fact that there never was a good drainage system in place to take water away from the buildings. Bids are being solicited to replace the stoop on the north side of the Student Center and put in better drainage. The areas being selected for replacement of the concrete have handicapped accessibility and safety issues. The recommendation to upgrade the fire alarm system is to address another safety issue. Zobel noted that the doors and windows in the bulk of the buildings are now 50 years old. The Cleaver Brooks hot water boilers are also 50 years old.

Sheila Troxel and Casey Peterson from Wallace, Cooper and Elliott Insurance Agency presented information regarding employee usage of health insurance coverage with Unity for the first five months of the year. First quarter Unity claims reporting information will be available June 16<sup>th</sup>. Peterson presented a proposal that the County institute a Wellness Program and create a Wellness Committee. The creation of the committee will be discussed at the next Finance/Personnel Committee meeting.

Cathy Cooper, County Conservationist, presented cost information regarding renewal of the lease agreement for the current office space for the Land Conservation Department. The current annual lease amount is \$11,884.00. This includes janitorial, utilities, building maintenance, mowing and snow removal. The current office location also allows the department the use of some Federal equipment and access to their vehicle. Cooper explained costs that will be incurred if the department moves to a different site. Cooper explained some of the inconveniences clients would encounter if the department moved to available space in the Community Services Building. Motion by Seep, second by Sebranek that the Land Conservation Committee be authorized to sign the lease agreement with the understanding that other constructive alternatives will be explored between now and January 1, 2018. Motion carried.

Patrick Metz, Health and Human Services Director, reported that Marianne Stanek, Public Health Manager, has retired effective May 31, 2017. Ms. Stanek also served as the Public Health Officer for Richland County. The Public Health Manager position is being kept vacant to recoup the cost of the retirement payout to Ms. Stanek. The Health and Human Services Board is recommending that Mr. Metz be appointed Public Health Officer on a temporary basis until the Public Health Manager position is filled. Motion by Clary, second by Seep to grant approval of the appointment on a temporary basis. Motion carried.

Metz explained a proposal for Health and Human Services staff to take five days without pay with the understanding that holiday pay would not be impacted as well as the accrual of benefits. The proposed days are Monday, July 3<sup>rd</sup>; Friday, September 1<sup>st</sup>; Tuesday, September 5<sup>th</sup>, Wednesday, November 22<sup>nd</sup>; and Friday, December 29<sup>th</sup>. The Community Services Building would be closed on the proposed dates. Crisis staff would still be available. Metz noted that not all positions are supported by tax levy dollars. The Consortium will also need to be contacted to determine if they have concerns about the agency being closed on the proposed dates. Motion by Bellman, second by Marshall to present a resolution for approval of the proposal. Roll call vote. AYES: Seep, Bellman, Gentes, Clary, Marshall, Sebranek. NOES: Kirkpatrick. Ayes 6. Noes 1. Total 7. Motion carried.

Jeanne Marshall, Highway Department Bookkeeper, distributed copies of information illustrating the affect on the take home pay of Highway Department employees resulting from benefit reductions. The information was put together by Highway Department employees at the direction of the Highway Committee. Chairman Kirkpatrick noted that the major reductions in take home pay were the result of Act 10.

Carol Ann Wirth, President of Wisconsin Public Finance Professionals, LLC, reviewed past discussions that have taken place with the Finance and Personnel Committee. The discussions included challenges that County government is facing and action taken by the Committee to borrow for capital expenditures and transfer the budgeted dollars for the capital expenditures to the General Fund. The proposed borrowing for the purchase of squad cars was tabled by the County Board and the proposed borrowing for capital items in the Highway Department was adopted, however, the Board changed the repayment term of the proposed borrowing for the Highway Department from ten years to five years. Wirth explained that once application has been made for a State Trust Fund Loan, the terms cannot be changed. Changing the terms of the two loans would require cancelling and closing out the two original applications and then making new applications for the two loans under different terms. Wirth noted that the original applications could be used and, in the case of the loan for the squad cars, only draw what is actually needed for the squad cars and, in the case of the loan for the Highway capital projects, pay the loan off over a five year period even though the loan repayment schedule is for a ten year period. Resolutions should be presented at the same time transferring the budgeted dollars, for the capital items now being borrowed for, to the General Fund. Motion by Marshall, second by Sebranek to recommend to the County Board approval of the original resolution borrowing \$1,390,421.00 for Highway Department capital items with repayment of the loan to be over a ten year period. Motion carried. Motion by Seep, second by Marshall to recommend to the County Board approval of the original resolution borrowing \$120,000.00 for squad cars for the Sheriff's Department with repayment of the loan to be over a four year period. Motion carried.

Motion by Clary, second by Bellman to present a resolution for approval to transfer \$30,000.00 from the Sheriff's New Car Outlay Fund to the General Fund. The amount represents the cost for the purchase one squad car. The purchase price of the car would be covered by the borrowing from the State Trust Fund Loan Fund. Sheriff Jim Bindl confirmed with the Committee that the amount available in the New Car Outlay Fund will not change after the borrowing and the transfer to the General Fund. Motion carried.

Motion by Sebranek, second by Gentes to present a resolution for approval to transfer \$1,262,421.00 from the Highway Fund to the General Fund. The amount represents the cost of Highway Department equipment purchases, road construction and acquisition of sand pit land that was included in the department's 2017 budget. Motion carried.

The Clerk reported that the three year 2014-2017 Civil Rights Compliance Plan expires December 31, 2017. Metz explained that development of the Plan requires continuous tracking throughout the three year period. It is unknown if this tracking has happened. The plan must be in place due to the Federal dollars received by the Health and Human Services Department. The Plan was last written by staff in the Health and Human Services Department. The request to compensate the staff person for development of the Plan did not take place. At that point it was not clear who would be writing the Plan. Chairman Kirkpatrick will contact Southwest Wisconsin Regional Planning to see if they can assist in the development of the Plan.

Chairman Kirkpatrick reported that the County needs to develop Americans with Disabilities Act postings and procedures to become compliant. Motion by Sebranek, second by Bellman to direct that Corporation Counsel Southwick bring back postings and procedure recommendations. Motion carried.

County Treasurer Julie Keller reported the receipt of a resignation letter from Real Property Lister William W. Thompson effective June 9, 2017. The position is currently being advertised requesting applicants. Former Real Property Lister Tim Dahlen has agreed to provide training to the applicant chosen to fill the position. Keller reviewed the statutory duties of the position. Keller request approval for up to 210 hours at the rate of \$18.15 per hour for Mr. Dahlen's assistance. Motion by Seep, second by Sebranek to present a resolution for approval of the training period. Motion carried. The hourly rate of pay for the Real Property Lister position in comparison to what is paid by surrounding counties will be discussed at the next meeting of the Finance and Personnel Committee. Bellman will participate in the interview process for applicants for the Real Property Lister position.

The Committee discussed implementation of a wheel tax as an additional revenue source. Chairman Kirkpatrick noted that there is a proposal by the Governor that adoption of wheel taxes be stopped after 2017.

Committee members received copies of the following reports as of May 31, 2017: Investments; Cash Trial Balance; Cash Balance History. The Institutional Children's Cost Fund has a negative balance of \$55,129.00.

The next meeting of the Finance and Personnel Committee is scheduled for Tuesday, July 11<sup>th</sup> at 9:00 a.m.

Motion by Bellman, second by Gentes to adjourn. Motion carried. The meeting adjourned at 12:53 p.m.

Victor V. Vlasak  
Richland County Clerk