

FINANCE AND PERSONNEL COMMITTEE

May 9, 2017

The Finance and Personnel Committee met on Tuesday, May 9, 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: Fred Clary, Bob Bellman, Larry Sebranek, Buford Marshall, Jeanetta Kirkpatrick,

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 Marshall, second by Gentes that the agenda, as amended, be approved. Motion carried.

The Committee was presented with a verbal report on the May 8th Department Head meeting and the discussion that took place regarding the following provision in the Handbook of Personnel Policies and Work Rules:

Any unused sick leave accumulated by the employee to a maximum of sixty (60) days at the time of death or retirement shall be paid to the employee in a lump sum upon death or retirement, provided that upon retirement the employee is eligible for retirement benefits under the Wisconsin Retirement Fund. In lieu of payment each such employee shall be offered the option of converting 90% of his/her eligible accumulated sick leave (up to 126 days) to payment toward health insurance premium. The employee election provided in this paragraph shall be in writing and shall be submitted to the County Clerk. The employee may not change his/her election once it has been submitted.

The recommendation from the Department Head meeting was as follows:

- Make no change to the current policy except to require that the department leave the position open after retirement (with some exceptions) until the payout has been recouped.
- Eliminate the benefit for newly hired employees.

The Committee discussed amending the Handbook of Personnel Policies and Work Rules. Motion by Clary, second by Gentes to amend the Handbook to eliminate the sick leave pay out benefit upon retirement for newly hired employees effective January 1, 2018 and to add language to the Handbook to require that the department leave the position open after a retirement (with some exceptions) until the payout has been recouped. Roll call vote: AYES: Marshall, Clary, Kirkpatrick, Gentes, Seep. NOES: Sebranek, Bellman. Ayes 5. Noes 2. Total 7. Motion carried.

The Committee discussed requesting a State audit to find program efficiencies in the Health and Human Services Department. Chairman Kirkpatrick noted that such a request would need to be made by the Health and Human Services Director. Motion by Sebranek, second by Marshall that the Health and Human Services Board discusses at their next board meeting recommending that the Health and Human Services Director request a State audit. Motion carried.

Committee members received information regarding discussions that took place at the Highway Department with a small group of the department's employees

The Committee discussed borrowing for capital projects that are in the current 2017 budget and transferring the budgeted amounts for those projects to the General Fund. Motion by Sebranek, second Marshall to borrow \$1,382,421.00 from the State Trust Fund Loan Program to fund the 2017 capital projects. Motion carried. Motion by Marshall, second by Seep that the loan for the squad cars be a four year loan and that the loan for the Highway Department equipment, road construct and sandpit purchase be for a ten year period. Motion carried.

The Committee discussed presenting a referendum question to voters asking for approval to exceed levy limits for operations. Motion by Sebranek, second by Bellman to discuss at the County Board level approval by referendum to exceed the levy limits. Motion carried.

Motion by Seep, second by Sebranek to present a resolution for approval of a Financial Advisory Agreement with the Wisconsin Public Finance Professionals, LLC for advisory services relative to any State Trust Fund Loans that the County may take out. Motion carried.

Department heads will be meeting to develop a purchasing policy.

Chairman Kirkpatrick noted that department heads are aware of the levy reduction proposal.

The Committee reviewed renewal information for the following insurance coverage:

	Current Premium	Renewal Premium
- Buildings, Personal Property & Property in the Open	\$38,522	\$45,809
- Employee Tools	45	67
- Contractors Equipment	6,330	5,968
- Monies and Securities	415	404
- Business Income	1,480	2,040
- Equipment Breakdown	<u>3,850</u>	<u>3,700</u>
- TOTAL	\$50,642	\$57,988

Motion by Seep, second by Marshall to present a resolution for approval of the renewal of the insurance coverage effective July 1, 2017 and that the County's insurance for equipment breakdown, which is currently with Liberty Mutual Insurance Company, be included in the insurance provided by the Municipal Property Insurance Company. Motion carried.

The Committee reviewed reports as of April 30th for the cash trial balance, investments and cash balance history. The cash trial balance includes 2016 revenues and expenditures because the 2016 audit is still in progress.

Discussion followed regarding the Institutional Children Cost Fund. \$187,289.00 was budgeted in 2017. The cash balance in the fund as of April 30th is \$7,824.03.

Information was presented to the Committee regarding costs associated with the replacement of the roof over the addition to Melvill Hall located on the UW-Richland. The estimate cost of the project is \$240,000.00. This estimate includes the cost of preparing the plans and specifications to bid the project. Motion by Sebranek, second by Seep to recommend replacement of the roof and borrowing the funds for the project through the State Trust Fund Loan Program. A recommendation was made to approach the Campus Foundation for funding. The motion and second was withdrawn. The Committee requested that they be presented with hard numbers for the project before considering funding.

Motion by Bellman, second by Gentes to adjourn. Motion carried. The meeting adjourned at 11:46 a.m. The next meeting is scheduled for Tuesday, June 6th at 9:00 a.m.

Victor V. Vlasak
Richland County Clerk