

## **FINANCE AND PERSONNEL COMMITTEE**

September 4, 2018

The Finance and Personnel Committee met on Tuesday, September 4, 2018, 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, Marty Brewer, Linda Gentes, Buford Marshall, Shaun Lopez-Murphy, Larry Sebranek and Don Seep.

Others present included: Victor Vlasak, County Clerk; 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 email to all Committee members, WRCO and County department heads; a copy was posted on the Courthouse Bulletin Board and County web site; and a copy was faxed to The Richland Observer.

Motion by Seep, second by Marshall for approval of the agenda, as amended. Motion carried.

Motion by Sebranek, second by Marshall for approval of the printed copies of the August 7<sup>th</sup> minutes. Motion carried.

Chairman Kirkpatrick announced that bids would now be accepted on Tax Deed Parcel # 111-1300-0822 located in the Village of Cazenovia. The parcel has been appraised at \$12,000.00. William R. Breon, Cazenovia, made an oral bid of \$12,000.00. No more oral bids were received. Motion by Sebranek, second by Marshall to accept the \$12,000.00 bid from Mr. Breon. Motion carried.

Sheriff Bindl and Deputy Aaron Wallace addressed the Committee regarding filling the vacant road patrol officer position that has been vacant for a number of years. Funding for the position will be included in the proposed 2019 Sheriff's Department budget.

Bill Moilien, Senior Accountant, Johnson Block, Viroqua, made the audit presentation for the year ended December 31, 2017. An unmodified opinion has been issued on the financial statements. The General Fund's total fund balance was \$3,425,243.00 as of December 31, 2017. This represents approximately 2.6 months of expenditures. Three new state trust fund loans were issued in 2017 to finance infrastructure improvements for highway, equipment and building improvements. Transfers totaling \$1,555,210.00 were made to the General Fund. The report included information on governmental fund balances, revenues received, property tax trends, outstanding taxes receivable, equalized values trends, sales tax revenues received and governmental fund expenditures. Also included in the report was a statement of revenues,

expenses and changes in net position of Pine Valley and the Highway Department. The report included changes in long-term debt obligations.

Blair Rogacki, Chief Executive Officer, Municipal Property Insurance Company and Jim Mead, Property Adjuster, Municipal Property Insurance Company addressed the Committee regarding the County claim for damages sustained in the April 13, 2018 hail storm. Estimates were provided for the replacement costs of damages to roofs and air conditioning equipment; the actual cash value of the damages when reduced by depreciation; the estimated cost of structural damages; and the estimated costs to cover cosmetic damages. The insurance policy in effect at the time that the hail damage occurred covers cosmetic damages. Rogacki explained that one option the County has is to replace all of the damaged roofs. The County's deductible would be \$2,500. The other option is to replace only the structurally damaged items and receive a check in the amount of \$150,000 to the loss of value because of the hail event. Rogacki explained the effect that the claim will have on future premiums the County would pay. Rogacki explained that if the County takes the option to replace all of the damaged roofs, an actual cash value payment would be made to the County. Reimbursement for the difference between the actual cash value of the roof replacements and the actual costs of the roof replacements would take place after the roofs have been replaced by the County. The final settlement would be based upon an "agreement" of a dollar amount of the costs based upon the bids received. Discussion of the claim will continue at the Committee's October 2<sup>nd</sup> meeting.

Highway Commissioner Bill Condon presented a report of a five year projection of capital expenditures for the Highway Department. MIS Director Barb Scott noted that \$100,000.00 will be needed annually to maintain the information technology infrastructure.

Symons Recreation Complex Director Denise Lins addressed the Committee requesting funds to provide incentives to employees to respond to a survey to find out what the employees would want to see in a Wellness Program. Motion by Sebranek, second by Brewer to present a resolution to the County Board for approval to transfer \$1,000 from the Contingency Fund for use in developing a Wellness Program for County employees. Motion carried.

Sheriff Bindl addressed the Committee regarding an employee request for a medical leave of absence. The request will be presented to the Law Enforcement and Judiciary Committee at their September 11<sup>th</sup> meeting.

Treasurer Keller addressed the Committee regarding a claim from the Village of Yuba for a sewer special assessment of \$2,525.63 and a water special assessment of \$1,536.71 on Village of Yuba Parcel # 196-0636-1400 on which the County took a Tax Deed on December 12, 2017. Motion by Brewer, second by Seep to present a resolution to the County Board for approval to transfer \$4,062.34 from the Contingency Fund to pay the special assessments. Motion carried.

Treasurer Keller addressed the Committee regarding Town of Richland Parcel # 022-2933-4000. The parcel has seven years of delinquent taxes (2011-2017) under the name of Vena Comar that need to be cancelled. The parcel remained in Ms. Comar's name due to an error from many years ago. It was discovered that this parcel was sold and shows up on a Certified Survey Map belonging to a different landowner. This parcel in Vena Comar's name should have

been eliminated from the tax roll at the time of the transfer of the property. Wisconsin Statute 75.25 allows for the cancellation of invalid taxes. Motion by Seep, second by Lopez-Murphy to present a resolution to the County Board for approval to transfer \$190.81 from the Contingency Fund to cover the costs of cancelling the seven years of delinquent taxes. Motion carried.

Treasurer Keller present the Cash Balance History report as of August, 2018.

The Committee discussed a request from the Health and Human Services Board for authorization to offer a salary range when advertising the vacant Health and Human Services Director position. Motion by Brewer, second by Sebranek to present a resolution to the County Board granting approval for the Health and Human Services Board to advertise the vacant position at Grade R in the Pay Plan with the range being from Step 1 \$36.67 per hour (\$76,273.60 annual salary) to Step 6 \$40.93 per hour (\$85,134.40 annual salary). Motion carried.

A copy of a draft dress code was distributed to department heads and Committee members.

Motion by Sebranek, second by Lopez-Murphy to adjourn. Motion carried. The meeting adjourned at 12:00 p.m.

Victor V. Vlasak  
Richland County Clerk