

Administrative Services Committee Minutes
February 18, 2019
8:30 A.M.



Committee Members Present: Barribeau, Dietrich, Gentz, Laughrin and Stier

Committee Members Excused: Schwalenberg and Stoffel

Staff Members Present: Dan De Bonis, Finance Director; Mary Kohrell, Community Economic Development Director; Howard Mezera, Information Technology Director; Todd Romenesko, County Administrator; Kimberly Tenerelli, Corporation Counsel; Mark Wiegert, Sheriff; Michelle Wright, Human Resources Director; and Beth Hauser, County Clerk.

Chair Gentz called the meeting to order at 8:30 A.M. The Pledge of Allegiance was recited.

APPROVAL OF AGENDA:

Moved by Supervisor Barribeau and seconded by Supervisor Stier to approve the agenda as presented. Motion carried unanimously (voice vote).

APPROVAL OF MINUTES:

Moved by Supervisor Stier and seconded by Supervisor Barribeau to approve the minutes of the January 8, 2019 meeting as presented. Motion carried unanimously (voice vote).

REPORT OF COMMITTEE MEMBERS:

Supervisor Laughrin reported that there are statewide juvenile problems. He also reported that Governor Evers would be adding \$70 million to state Land and Water programs.

REPORT OF DEPARTMENTS:

Department of Administration

- A. **Discussion/action on property for sale to the west of the courthouse:** Todd distributed a map to show the property that is for sale and provided background information on the parcel to the Committee. **Moved** by Supervisor Barribeau and seconded by Supervisor Stier to direct the County Administrator to continue to pursue interest in the possible purchase of land to the West of the Courthouse, and to look at different options for the purchase of the land. Motion carried, with Supervisor Laughrin abstaining.

- B. **Discussion/action on Design Development Timeline for the Jail Building and Courthouse Remodel Project:** Todd distributed a revised timeline for the Jail Building and Courthouse Remodel Project. Money budgeted for 2019 covered up to the construction phase and the revised timeline would allow construction to begin this fall. The Committee has authority to approve the revised timeline and the entire County Board would have to approve the budget adjustment to allow construction to start in

2019 (would require a 2/3 vote). **Moved** by Supervisor Stier and seconded by Supervisor Barribeau to approve the revised timeline as presented. Motion carried unanimously (voice vote).

C. Michelle provided a hiring update to the Committee:

Sourcing/Accepting Applications (Applications accepted until position filled, unless deadline noted):

- Dispatcher (Certified) (Casual)
- HHC/Hospice Aide (Casual)
- Hospice Chaplain/Spiritual Counselor (Casual)
- Human Services Professional (Child Welfare Unit)
- Janitor – Parks (PT)
- Parks Summer Seasonal Positions
 - Concessions Worker, Ranger/Maintenance Worker, 3rd Shift Ranger
- Patrol Officer (1 position)

Testing:

- Dispatcher (Certified) (Casual) (Will continue to accept applications) – Date TBD

Interviews Held/Scheduled:

- Human Services Professional (Child Welfare Unit) (*Will continue to accept applications*) – 2/7/19 & 2/8/19
- Park Maintenance Worker – 2/4/19
- Program Assistant (HHSD) - TBD

Pre-employment Requirements Being Conducted:

- Correctional Officer (Female) (Full-time) & (Certified) (Casual)
- Patrol Officer (1 position)
- Programmer Analyst

New Hire:

- Cave Restoration and Maintenance Technician (Casual) (2 positions) - TBD
- Correctional Officer (Male) (Certified) (Casual) – 1/7/19
- Foreman (2 Positions) – 1/6/19
- Highway Maintenance Worker – 1/2/19
- Highway Maintenance Worker (LTE – Casual) (2 Positions) – 1/19/19 & 1/22/19
- HHC/Hospice RN (Part-time) – 1/2/19
- Lieutenant (Patrol) – 1/9/19
- Patrol Officer - 2/7/19

Finance

- A. **Review of GASB 75 and the effect of WRS Term Life Insurance on 2018's Financial Statements:**
Dan explained that the Wisconsin Retirement System (WRS) underfunds term life insurance, so GASB 75 requires the County to include \$824,000 as a liability (expense) on the 2018 Financial Statements.
- B. Dan reviewed the Village of Harrison TIF #2 Project Plan with the Committee. A copy of the plan is in the file and made a part of the record.
- C. Dan reviewed the Continuing Appropriations Resolution with the Committee. **Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the resolution and to forward it to the full County Board at its February meeting for adoption. Motion carried unanimously (voice vote).

- D. Dan reviewed the Investment Report dated January 31, 2019 with the Committee. Total County Investments were \$24,092,781.24 and Sales Tax collected year to date was \$327,831.01. A copy of the Investment Report is in the file and made a part of the record.

Information Technology

- A. Howard provided an overview of iPad replacements for the County Board and the new AgendaNotes Program that is being implemented for agendas, minutes and voting.

Treasurer

- A. Mike reported that there are currently 10 properties left to be redeemed on the 2015 tax roll.
- B. Mike reported that the county acquired property on Breed Street during the 2014 tax foreclosure process. There are two other properties eligible, with a new court date of March 26, 2019 for those properties. Mike explained the circumstances for the new court date on the two properties, and the Committee recommended that the Treasurer go forward with the foreclosure for both properties if not paid.
- C. Mike reported that there was an error on the Village of Sherwood's tax bills. There was an error on the TID in amount used to create the tax bills by the municipality. Village residents were overtaxed by approximately \$115,000. The Village contacted the Department of Revenue, who suggested redoing the tax bills. The Treasurer is waiting to hear from the Village on how they want to proceed.
- D. Mike provided information on legislation affecting property taxes/tax bills:
- Dark store legislation
 - Elimination of personal property tax
 - Clean up of grace periods for payment of taxes; postmarks

NEXT MEETING DATE

Tuesday, March 12, 2019 at 8:30 A.M.

ADJOURNMENT

Moved by Supervisor Dietrich and seconded by Supervisor Barribeau to adjourn the meeting at 10:29 A.M. Motion carried unanimously (voice vote).

Beth A. Hauser,
Recording Secretary