

## **FINANCE AND PERSONNEL COMMITTEE**

June 7, 2011

The Finance and Personnel Committee met on Tuesday, June 7, 2011, at 9:00 a.m., in Conference Room No. 2, located on the First Floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Jeanetta Kirkpatrick, Fred Clary, Gaylord Deets, Ann Greenheck, Walter Gust, Betty Havlik and Larry Wyman.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Bob Frank, Road Patrol Lieutenant; Cathy Cianci, Pine Valley Administrator; Randy Jacquet, Health and Human Services Director, Jason Marshall, General Information Technology Specialist; Angie Alexander, Pine Valley Director of Nurses; Shelly Brookens, Child Support Administrator; Harriet Pedley, Zoning Administrator; Steve Kohlstedt, Resource Agent; and County Board Supervisors Bob Bellman, Tom Crofton and Bob Holets.

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 either mail or email to all Committee members, a copy was posted on the Courthouse Bulletin Board, a copy was faxed to The Richland Observer and a copy was sent by email to WRCO.

Motion by Havlik, second by Wyman to approve the agenda, including the three agenda items which were added. Motion carried.

Cathy Cianci addressed the Committee requesting a waiver of the training period and approval for the placement of Registered Nurse Christina Glasbrenner at the 18 month step in the Salary Grade system because of her experience and ability to take on additional responsibilities. Motion by Greenheck, second by Havlik to approve the request for a waiver. Motion carried.

Bob Frank presented the quotes received for the Sheriff's Department new logging recorder which records all radio, telephone and other communications to and from the Sheriff's Department. Motion by Clary, second by Greenheck to present a resolution for approval to purchase the new logging recorder from MACTEK, Inc. of Apple Valley Minnesota at a cost of \$26,900 utilizing the Contingency Fund to cover the expense and that this system be installed and operational by year end. Motion carried.

Bob Frank presented the costs for the final phase of the fiber optic cable and copper telephone wire installation which will connect the Courthouse with City of Richland Center offices. This phase will be the engineering, termination and final testing of the connections. The Total cost of the final phase is \$9,819.55. After grant funds are applied the cost to the County to complete the final phase will be \$6,347.05. Motion by Wyman, second by Greenheck to present a resolution for approval to have the work done by Lightwave Networks, LLP of De Pere, Wisconsin and JC Comp Technologies, Inc. of Baraboo at a total cost of \$6,347.05 utilizing the

911 Outlay account to cover the expense and that the work be completed by the end of September. Motion carried.

Motion by Wyman, second by Gust to present a resolution for approval of the following transfers, for auditing purposes, in the Health and Human Services Department's 2010 budget. Motion carried.

1. \$1,591.73 is transferred from the Long Term Care Support Fund (Fund #27) to the Health and Human Services Fund (Fund #56).
2. \$141,370.62 is transferred from the Resource Center Fund (Fund #53) to the Health and Human Services Fund (Fund #56).
3. \$141,184.00 is transferred from the Institutional Children's Costs Fund (Fund #44) to the Health and Human Services Fund (Fund #56).
4. \$186,630.00 is transferred from the Institutional Adult Costs Fund (Fund #54) to the Health and Human Services Fund (Fund #56).
5. \$250,233.91 is transferred from the Health and Human Services Fund (Fund #56) to the General Fund (Fund #10).
6. \$331.09 is transferred from the County Aging Unit Fund (Fund #63) to the County Aging Unit Car Replacement Fund (Fund #18).

Motion by Gust, second by Havlik to present a resolution for approval to transfer \$150,000.00 from the General Fund in the 2011 budget to the Institutional Adult Cost Fund. Motion carried.

Tom Crofton addressed the Committee regarding various maintenance and repair issues, identified by the Property Committee, that are needed on the original courthouse building, jail building and courthouse addition. Discussion followed regarding funding options.

Harriet Pedley addressed the Committee requesting approval for an overlap in pay for the new Zoning Administrator to allow for a training period. Harriet's last day of work will be July 8, 2011. Motion by Havlik, second by Greenheck to present a resolution to allow the new zoning administrator to start work on July 1, 2011 and granting approval for the County Clerk's office to pay the newly hired Zoning Administrator for 35 hours while Ms. Pedley is still in the position. Motion carried.

Pedley addressed the Committee regarding the reclassification of the Zoning Program Assistant and Zoning Technician positions in 2012 due to their excellent job performance and additional skills and training acquired. Committee members indicated a willingness to look at the reclassification of the positions at the end of the current contractual obligation with the union. Motion by Wyman, second by Greenheck to table the agenda item indefinitely. Motion carried.

Steve Kohlstedt reported to the Committee that Recycling Coordinator Linda Bullamore will be resigning her position effective July 1<sup>st</sup>. The Solid Waste and Recycling Committee would like to keep the position in place if State funding for recycling continues. The Solid Waste and Recycling Committee did direct Ms. Bullamore to prepare an updated job description for her position.

Julie Keller addressed the Committee regarding the cost of preparing tax delinquent parcels for the tax deed process. Title searches cost \$175 each and publication costs can run from \$100 to \$300 based on the size of the legal description. Motion by Wyman, second by Greenheck that Julie continue with the tax deed process on the tax delinquent parcels and that any unbudgeted costs be addressed at the end of the budget year. Motion carried.

Julie Keller updated the Committee on a 40 parcel development in the Town of Buena Vista which has been foreclosed on by the bank and could be taken for tax deed because of delinquent taxes. Julie will gather more information on the parcels and report back to the Committee.

Copies of the County Clerk's 2010 Annual Report on the Financial Condition of Richland County were distributed to Committee members.

Copies of the Cash Trial Balance and Investments Report as of May 31, 2011 were distributed to Committee members.

Chairman Kirkpatrick noted the upcoming June 15<sup>th</sup> Webinar being presented by the Wisconsin Public Employer Labor Relations Association on how to implement the budget repair bill grievance process.

The employee retirement/separation payment policy will be addressed at the next Finance/Personnel Committee meeting.

Havlik left the meeting at this point.

Jason Marshall explained face book and the issues in allowing departments to have access.

The next meeting is scheduled for July 5<sup>th</sup> at 9:00 a.m. The sale of the Town of Henrietta tax deed will take place at that meeting.

Motion by Clary, second by Greenheck to adjourn. Motion carried. The meeting adjourned at 11:33 a.m.

Victor V. Vlasak  
Richland County Clerk