

FINANCE AND PERSONNEL COMMITTEE

November 1, 2011

The Finance and Personnel Committee met on Tuesday, November 1, 2011, 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, Gaylord Deets, Ann Greenheck, Walter Gust, and Larry Wyman. Betty Havlik was absent.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Darrell Berglin, Sheriff; Stacy Kleist, Clerk of Court; and Jim Chitwood, Highway Commissioner.

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 Wyman, second by Greenheck to approve the agenda as amended with two additional agenda items. Motion carried.

Motion by Greenheck, second by Deets to approve the printed copies of the minutes for the meeting held on October 4, 2011. Motion carried.

Clerk of Circuit Court Stacy Kleist presented an updated job description for the position of Deputy Clerk of Circuit Court. The new job description is modeled after a similar Iowa County deputy position job description and reflects the current operations of Richland County's Clerk of Court office. Motion by Clary, second by Wyman that the proposed job description be brought back to the next Finance/Personnel Committee meeting and that changes from the current job description be highlighted. Motion carried.

Sheriff Darrell Berglin presented a proposal from A'viands Food and Services Management for an extension of the current contract for food services for the jail inmates. The extension would be for a period of two years from January 1, 2014 continuing through December 31, 2015. There would be no price adjustment in the year 2014 and a 3% increase in 2015. Should the CPI be less than 3% in 2015 the price would be the actual CPI adjusted price. Motion by Clary, second by Wyman to approve the two year contract extension. Motion carried.

The recommendation from Corporation Counsel Southwick that \$4,268.24 of unclaimed funds relating to a 2001 Circuit Court case was discussed. The recommendation is that the funds be paid to the Wisconsin Department of Health Services, acting through Estate Recovery Specialist Lorraine Randall. Motion by Greenheck, second by Gust to present a resolution authorizing the payment. Motion carried.

County Treasurer Julie Keller presented a listing of tax delinquent parcels on which title searches have been completed. The listing has been turned over to Corporation Counsel Ben Southwick to be researched. Once the research is completed Julie sends out certified letters to

any survivors or anyone Ben feels should be notified. Julie waits 90 days after the certified notices are sent to see if anyone comes forward. If no one comes forward, the parcels are turned over to the Property Committee for a recommendation on taking tax deeds.

The Committee discussed the use of the internet as an additional tool to generate more interest in tax deed properties that are for sale. Questions were raised about fees associated with internet sales and who would answer questions about the tax deed parcels. Motion by Wymans, second by Deets to table the discussion. Roll call vote. AYES: Wyman, Greenheck, Deets. NOES: Gust, Clary, Kirkpatrick. Ayes 3. Noes 3. Total 6. Motion declared defeated. Discussion continued.

The Committee discussed Corporation Counsel Southwick's recommendations for procedures to follow regarding the sale of tax deed parcels and the Town of Henrietta tax deed parcel on which there is a mobile home and garage. The Property Committee has set the minimum appraised value of the parcel at \$200. Motion by Clary, second by Greenheck to advertise the parcel for sale for the minimum bid of \$200 and not require the clean up of the parcel. Roll call vote. AYES: Greenheck, Clary, Deets. NOES: Wyman, Gust, Kirkpatrick. Ayes 3. Noes 3. Total 6. Motion declared defeated.

The Committee discussed a request from Highway Department employees that they be allowed to donate sick leave hours to an employee at Pine Valley. It was noted that a written agreement with the union would be needed. The development of a county-wide policy was discussed. Finance/Personnel will consider the request at their December meeting.

The Committee reviewed the draft of a resolution (Calumet County) approving a lump-sum pay equity adjustment of 5% to non-union employees who are contributing 50% of the required Wisconsin Retirement System contribution rate. Language will be removed from the draft resolution referencing a one-time payment to a post-employment health plan. Motion by Greenheck, second by Wyman to present a resolution for approval to pay a one-time 5% lump-sum equity payment to currently employed non-union employees and elected officials calculated on gross wages or salary paid from the first pay period ending August 12, 2011 to December 31, 2011, with the payment to be made on the employee's last pay period in 2011. Motion carried. Public safety employees including the Sheriff, Chief Deputy and Road Patrol Lieutenants would not be included in this payment. Elected officials included would be the County Clerk, Treasurer, Register of Deeds, Clerk of Court, Highway Commissioner and Veteran Service Officer.

The November 11th meeting will be with the Courthouse Union representative; the November 18th meeting will be with Sheriff's and Professionals Union representative; and the December 6th meeting will be the regular committee meeting.

Motion by Wyman, second by Deets to adjourn. Motion carried. The meeting adjourned at 10:37 a.m.

Victor V. Vlasak
Richland County Clerk