

FINANCE AND PERSONNEL COMMITTEE

February 7, 2012

The Finance and Personnel Committee met on Tuesday, February 7, 2012, 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, Gaylord Deets, Ann Greenheck, Walter Gust and Bob Holets. Fred Clary and Betty Havlik were absent.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Jim Chitwood, Highway Commissioner; Sheriff Darrell Berglin; Tom Hougan, Chief Deputy; Michael Bindl, Zoning Administrator; Cathy Cooper, County Conservationist; Darin Gudgeon, Ambulance/Emergency Government Director; Paul Klawiter, Real Property Lister; Lynn Newkirk, Zoning Technician; and Barb Scott and Jason Marshall, MIS Department.

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 e-mail 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 e-mail to WRCO.

Motion by Holets, second by Gust that the agenda, as amended, be approved. Motion carried.

Motion by Greenheck, second by Holets to approve the printed copies of the minutes for the meetings held on January 10 and January 23, 2012. Motion carried.

Chairman Kirkpatrick opened the sale of the Tax Deed parcels located in the Town of Willow. Adam Durst made an oral bid of \$1,000. No other oral or written bids were received. Motion by Holets, second by Gust to accept the bid from Adam Durst. Motion carried.

Julie Keller addressed the Committee requesting approval to replace an eight year old computer in the County Treasurer's office. The MIS Department has given a quote for the replacement unit. Motion by Greenheck, second by Holets to authorize spending up to \$750 for the purchase. Motion carried.

The Land Information office mapping website program was discussed. Holets explained that the Zoning and Land Information Committee tabled the agenda item because of the receipt of conflicting information. Motion by Holets, second by Gust to table the agenda item until a recommendation is received from the Zoning and Land Information Committee. Motion carried.

The Committee discussed the language in the Personnel Handbook which requires payment for unused compensatory time if it is not taken within 30 days of the end of the calendar year.

Barb Scott presented a proposal for the purchase of an internal e-mail system. A report was presented detailing the cost to each department per e-mail address if the purchase is approved. Motion by Greenheck, second by Holets to bring the e-mail in house; cover the cost of the purchase by distributing the cost to each department based upon their number of e-mail addresses and charge the MIS budget \$584 for the cost of the server license. Motion carried.

Jim Chitwood addressed the Committee regarding the Highway Department addendum. Jim is requesting that under the "Hours of Work" section of the addendum "c" be added which states "The Commissioner is authorized to temporarily reduce the number of regularly scheduled work hours of a full-time employee if it is in the best interest of the department". Motion by Gust, second by Greenheck to approve amending the Highway Department addendum by adding the additional language. Motion carried.

Jim Chitwood addressed the Committee explaining that the requirement at the Highway Department is that the mechanics purchase their own tools. Currently the two mechanics each have in excess of \$20,000 invested in tools. The department would suffer if the mechanics did not have tools to do the job. Jim feels that it is cheaper for the County to insure the tools than to purchase them. It was suggested that the County's insurance provider be contacted to see if the coverage is possible and what the cost would be and that the employees check with their personal insurance providers to get a cost for the coverage. Motion by Greenheck, second by Gust to table the agenda item until the March meeting. Motion carried.

Chairman Kirkpatrick recommended that a timeline be established for the review of the Handbook of Personnel Policies and Addendum. At the May 1st meeting the Committee will meet with department heads to review the policies and addendum.

The case of Jennifer Petkus v. Richland County et al was discussed. Counsel representing the County and insurance carrier is recommending that the case be removed to Federal District Court. Tom Hougan stated that he has a lot of video from people who were out there. Corporation Counsel sent an e-mail to the attorney representing the County giving tentative approval. Motion by Greenheck, second by Gust to remove the case to Federal District Court. Motion carried.

The Committee discussed the compensation determined by the WisDOT for permanent and temporary easements on County-owned land relating to the Richland Center / City Limits to West Sixth Street reconstruction project. Motion by Holets, second by Gust to table the agenda item and get a recommendation from Corporation Counsel Southwick regarding the proposed compensation for the easements. Motion carried.

The Clerk reported the receipt of notification from Anthem that there will be no increase in the rates when the plan renews on March 1, 2012.

The Clerk reported that Jason Brollini chose to pay off is Revolving Loan Fund loan instead of extending the agreement for an additional year.

The Committee reviewed a listing of credit cards that departments have and the individuals authorized to use them.

The Committee reviewed reports on accounts that are deficient for 2011 and the Cash Trial Balance and Investments as of January 31, 2012.

Michael Bindl addressed the Committee with a recommendation from the Zoning and Land Information Committee for the end of his probationary period. Motion by Holets, second by Greenheck that Michael Bindl be paid at the Job Rate for Zoning Administrator at the end of his six months probationary period. Motion carried.

The Committee reviewed a listing of employees with compensatory time remaining on the books after January 31, 2012. Sheriff Berglin and Tom Hougan addressed the Committee recommending that employees be given until 2013 to use up the carryover compensatory time rather than paying it out as called for in the Handbook. Motion by Holets, second by Gust to table the discussion until the March meeting. Motion carried.

Motion by Deets, second by Greenheck to adjourn until March 6th at 9:00 a.m. Motion carried. The meeting adjourned at 10:09 a.m.

Victor V. Vlasak
Richland County Clerk