

# County Clerk's Office

Richland County, Wisconsin

Victor V. Vlasak  
County Clerk  
Administrative Coordinator

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August 5, 2013

## NOTICE OF MEETING

The Finance and Personnel Committee will be meeting on Tuesday, August 6, 2013, 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, to discuss and/or take action on the following:

1. Call to Order
2. Proof of Notification
3. Approve Agenda
4. Approve July 9th Minutes
5. Tax Deed Properties – Sale Offers/Counter Offers
6. Buena Vista Tax Deed Property Waterway
7. Workers Comp, Crime and Boiler & Machinery Insurance Policies Update
8. 2012 Audit Presentation
9. Treasurer's Report on Cash on Hand
10. Veteran Service Office Salary Increase
11. Recycling Grant Administrative Expense Allocations
12. Parks' Responsibilities Assignment to a Department
13. Road Patrol Superintendent Training Period
14. Karr Tax Deed Property Status
15. Zoning Office Systems Technician Reclassification
16. Job Description Updates, Job Title Changes and Reclassification Requests
  - a. Road Patrol Superintendent – Highway Department
  - b. Truck Driver – Highway Department
  - c. Director – Symons Recreation Complex
  - d. Assistant Director – Symons Recreation Complex
  - e. Fiscal Clerk – County Clerk's Office
  - f. Secretary – County Clerk's Office
17. Sick Leave Policies
18. 2014 Budget Formulation
19. Scholarship Fund Creation
20. Tax Deed Process
21. OSHA Compliance
22. Brownfields Redevelopment
23. Courthouse Postage Machine Upgrade
24. Cash Trial Balance and Investments
25. Adjourn

Sincerely,

Victor V. Vlasak  
Richland County Clerk

Note: Agenda items # 22, # 23 and # 24 added

Copies to: Finance/Personnel Committee Members  
Richland Observer, Fruit Broadcasting, LLC, Wisconsin Public Radio  
Bulletin Board, Our Files