

FINANCE AND PERSONNEL COMMITTEE

October 17, 2013

The Finance and Personnel Committee met on Thursday, October 17, 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.

Committee members present included: Jeanetta Kirkpatrick, Fred Clary, Tom Crofton, Gaylord Deets, Robert Holets and Lewis Van Vliet. Bob Bellman was absent.

Others present included: Victor Vlasak, County Clerk; Jennifer Harper, District Attorney; Sheriff Darrell Berglin; Stacy Kleist, Clerk of Circuit Court; Sue Triggs, Register of Deeds; Kathy Cianci, Pine Valley Administrator; Damon Anderson, Anderson Realty; Barb Scott and Jason Marshall, MIS; Cathy Cooper, County Conservationist; and Mike Bindl, Zoning Administrator.

Committee Chairman Kirkpatrick called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent either by 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 copies were sent by e-mail to WRCO, Wisconsin Public Radio and to all County Department Heads.

Motion by Crofton, second by Holets to approve the agenda, as amended, with the addition of two agenda items. Motion carried.

Motion by Crofton, second by Deets to approve the printed copies of the minutes for the meeting held on October 1st. Motion carried.

Motion by Van Vliet, second by Holets to take off the table and bring back onto the floor for discussion the agenda item regarding the maintenance agreement for the courtroom video conferencing equipment. Motion carried. Barb Scott reported that AVI has given a quote of \$2,359.00 for the maintenance agreement and penalties. The actual cost of the agreement is \$1,200 annually. Motion by Crofton, second by Van Vliet to present a resolution for approval of the expenditure for the agreement and a transfer of \$2,359.00 from the Contingency Fund. Motion carried.

Damon Anderson presented a breakdown of the costs associated with the removal and storage of personal property at the 525 Sunset Lane Tax Deed property and the cost associated with the cleanup of the site. Discussion followed regarding the maintenance of the utilities. Motion by Holets, second by Crofton to approve payment of the claim from Mr. Anderson in the amount of \$1,727.28; that the water be turned off; and that the electrical be turned off if there is not enough fuel oil in the basement tank for use in maintaining a minimal amount of heat in the house. Motion carried.

Damon Anderson addressed the Committee regarding an issue with the West boundary of Lot 1 in the Buena Vista Prairie Subdivision. A Plat was done in 2002 to correct the garage encroachment. The Plat and the transfer deed were never recorded. The request is to have the

County Surveyor produce a description of a parcel of land that lies on Lot 1, consisting of the entire Western border, six inches past the current fence line. This parcel would be excluded from the sale of Lot 1 to Taryn Johnson and would be quit claimed to the neighbor, Arland Rust. The purchaser of Lot 1, Ms. Johnson, and the neighbor, Mr. Rust, are agreeable to the proposal. Motion by Holets, second by Crofton to grant permission for the production of the parcel description for the six inches and for giving a Quit Claim Deed to Mr. Rust for the parcel. Motion carried.

The Committee discussed the recommendation from the UW-Richland Committee that the probationary period for Angie Arneson as Food Service Supervisor be waived. Ms. Arneson has served as a Food Service Worker since 2000 and served as the interim Supervisor upon the retirement of Laurie Allen. Ms. Arneson was hired to fill the Supervisor's position effective September 23, 2013. Motion by Van Vliet, second by Holets to present a resolution for approval to waive the probationary period for Ms. Arneson. Motion carried.

Chairman Kirkpatrick noted that the scheduling of today's meeting was for the purpose of looking at ways to be more efficient in the formulation of the 2015 budget to eliminate the need to use the General Fund to balance the budget. Crofton noted the unanticipated revenues available as a result of the sale of a large number of tax deed parcels.

Department Head's five-year projections for their budgets were discussed. Chairman Kirkpatrick noted that two issues that appeared in the projections are costs associated with employee retirements and the maintenance and replacement of computer hardware and software.

Chairman Kirkpatrick noted that the dynamics with department heads have changed because unions can no longer negotiate the conditions of employment. The suggestion is the development of a management handbook and the training of department heads to manage in the new environment.

The Committee discussed a proposal from the law firm of Phillips Borowski, S.C. to create an administrative manual. The manual would be used to provide consistency in the management practices of departments.

The next special meeting is scheduled for November 21st at 9:00 a.m. The Committee will review a listing of mandated County services and will also hear from a representative from Phillips Borowski, S.C. regarding the creation of an administrative manual. The Committee will hold a second meeting on December 19th. Regular monthly meetings will take place on November 5th and December 3rd.

Motion by Crofton, second by Clary to adjourn. The motion carried and Chairman Kirkpatrick declared the meeting adjourned. The meeting adjourned at 10:48 a.m.

Victor V. Vlasak
Richland County Clerk