

FINANCE AND PERSONNEL COMMITTEE

April 1, 2014

The Finance and Personnel Committee met on Tuesday, April 1, 2014, 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, Bob Bellman, Fred Clary, Tom Crofton, Gaylord Deets, Bob Holets and Lew Van Vliet.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Mike Bindl, Zoning Administrator; Barb Scott and Jason Marshall, MIS Department; Paul Klawiter, Property Tax Lister; Chris Glasbrenner, Pine Valley Human Resources Director; Sandra Kramer, Veteran Service Officer; Adam Hady, Ag Agent; Peggy Olive, Family Living Agent; Bill Sailer, Area Vice President, Arthur J. Gallagher & Co.; and Larry Sebranek.

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 and to all County Department Heads.

Motion by Crofton, second by Van Vliet to approve the agenda. Motion carried.

Motion by Holets, second by Bellman to approve the printed copies of the minutes for the March 20th meeting. Motion carried.

Bill Sailer introduced himself as the Area Vice President for Arthur J. Gallagher & Co., the agent for worker compensation, crime and boiler and machinery insurance coverage for the County. Mr. Sailer reviewed his experience in the industry and with Arthur J. Gallagher & Co.

Peggy Oliver presented updated job descriptions for the Extension positions of Administrative Secretary and Clerical Assistant II. The updated descriptions clarify the skill set needed for the positions. Motion by Holets, second by Crofton to accept the updated job descriptions. Motion carried.

Adam Hady presented the contract and proposal for a leased employee from the Southwest Wisconsin Workforce Development Board to assist with the duties of the vacant clerical position at the Extension. The contract would be for the remainder of 2014. The vacant position would be advertised in January, 2015. The contracting for a leased employee would allow the department time to get back to a solid budget. Motion by Van Vliet, second by Holets to approve the proposal. Motion carried.

Chairman Kirkpatrick reviewed the provision on the Veteran Service Grant requiring a separate accounting, for audit purposes, of the use of the grant funds. A phone call confirmed

that the use of the funds for part of the Veterans Service Officer's health and dental insurance premiums and for all of her travel expenses was acceptable. Motion by Holets, second by Bellman to approve the establishment of a separate expenditure account for the grant. Motion carried.

Motion by Bellman, second by Crofton to present a resolution for approval of the updated County-Wide Affirmative Action/Civil Rights Compliance Plan and for authorization for the County Board Chair and County Clerk to sign the documents on behalf of the County. Motion carried.

The Committee reviewed the final 2013 revenue and expenditure figures for the Symons Recreation Complex operations. The actual shortage for the year totals \$22,093.39. Resolution No. 14-49 approved appropriating \$16,151.71 for the County's share of the operating loss. Motion by Van Vliet, second by Bellman to present a resolution to amend the amount of the County's share of the loss to \$11,046.70. Motion carried.

The Committee discussed the tax delinquent parcel in the Town of Ithaca on which the County has taken a Tax Deed due to delinquent real estate taxes. Zoning Administrator Bindl noted that the property does have a house on it and also a failed septic system which has been condemned. The Property Committee will appraise the parcel and then it will be advertised in the usual manner.

Discussion took place regarding the process used for the appraisal of tax deed parcels.

The next Committee meeting is scheduled for April 17th at 9:00 a.m. The Committee will meet at 1:00 p.m. on the 17th to continue with the development of the Management Handbook.

The Committee discussed the renewal of the County's property and liability insurance policies. Interest has been expressed by Julie Meeks, Account Executive with M3 Insurance Solutions for Business, in reviewing the County's policies and explaining the services that M3 can provide.

Motion by Deets, second by Clary to adjourn. Motion carried. The meeting adjourned at 10:34 a.m.

Victor V. Vlasak
Richland County Clerk