

## **FINANCE AND PERSONNEL COMMITTEE**

October 4, 2011

The Finance and Personnel Committee met on Tuesday, October 4, 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, Betty Havlik and Larry Wyman.

Others present included: Victor Vlasak, County Clerk; Randy Jacquet, Health and Human Services Director; Jason Marshall, General Information Technology Specialist; and Barb Scott, Information Technology Coordinator.

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.

The Committee discussed, at great length, how to proceed in preparation for the December 31, 2011 expiration of union contracts. The decision was made that department heads and one representative from each union participate in meetings with the Finance and Personnel Committee to review the current non-union policies. Each department head and union representative is to have read the Handbook of Personnel Policies prior to attendance at the first meeting and note their areas of concern. The following dates were established for the meetings: October 14<sup>th</sup>, October 21<sup>st</sup>, October 28<sup>th</sup>, November 11<sup>th</sup>, November 18<sup>th</sup>, December 2<sup>nd</sup> and December 9<sup>th</sup>. All meetings will start at 9:00 a.m.

The Management Information Systems Department positions were discussed. Motion by Clary, second by Gust that the resolution for approval of the MIS Department job descriptions state that Barb Scott is named to the MIS Director position and that Jason Marshall is named to the MIS Administrator position effective January 1, 2012. Motion carried.

The Committee discussed recommendations from Corporation Counsel Southwick regarding the sale of tax deed parcels containing junk and debris which the County wants the buyer to clean up. The recommendation is that an estimate of the clean up costs be established, the buyer escrow the amount of the estimated clean up costs when paying for the property and that the buyer enter into a contract agreeing to clean up the property within a certain period of time. Upon clean up of the property to the Committee's satisfaction, the escrow amount would be returned to the purchaser. The recommendation also is that the tax deed sale notice state that the buyer is responsible for any taxes or other charges for the year in which the County became the owner of the

property. Motion by Greenheck, second by Wyman to approve Corporation Counsel Southwick's suggestions. Motion carried.

Resolution No. 06-38 transferring money from the 911 Outlay Fund to the Capital Projects Outlay was discussed. The transfer was made in 2006 to cover various minor bills relating to upgrades in the County's 911 emergency response system to enable the receipt of communications from wireless sources. \$8,577.00 remains after the payment of the bills. Motion by Greenheck, second by Gust to present a resolution for approval to transfer the funds back to the 911 Outlay Fund. Motion carried.

The Clerk reported that the one year extension of the Revolving Loan Fund loan to Center Industries will expire on December 31, 2011. Motion by Wyman, second by Havlik to offer a second one year extension of the loan to December 31, 2012. Motion carried.

Jason Marshall reviewed procedures for use of the Wisconsin Surplus Online Auction site for the sale of surplus County property and equipment. County Treasurer Keller will be asked to attend the Committee's next meeting for a discussion on using the site for the sale of tax deed properties.

Future Finance/Personnel Committee meeting dates will be November 1<sup>st</sup> at 9:00 a.m. and December 6<sup>th</sup> at 9:00 a.m.

Motion by Clary, second by Wyman to adjourn. Motion carried. The meeting adjourned at 10:31 a.m.

Victor V. Vlasak  
Richland County Clerk