

FINANCE AND PERSONNEL COMMITTEE

January 10, 2012

The Finance and Personnel Committee met on Tuesday, January 10, 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, Fred Clary, Gaylord Deets, Ann Greenheck, Walter Gust and Bob Holets. Betty Havlik was absent.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Susan Triggs, Register of Deeds; Sheriff Darrell Berglin, Bob Frank, Dan Kreuger and Amber Mucker, Sheriff's Department; Ben Southwick, Corporation Counsel; Jim Chitwood; Highway Commissioner; Shelley Brookens, Child Support Administrator; Randy Jacquet and Angie Rizner, Health and Human Services Department; Darin Gudgeon, Ambulance/Emergency Management Director; Michael Bindl, Zoning Administrator; Denise Hanold, Symons Recreation Complex Director; Avery Manning, Courthouse Maintenance Supervisor; Paul Klawiter, Real Property Lister; Adam Hady, Ag Agent; Meeghan Thompson, Richland Chamber and Development Alliance; Barb Scott, Management Information Systems Director; and Scott Teuber.

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.

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

Motion by Gust, second by Greenheck to approve the printed copies of the minutes for the meeting held on December 6, 2011. Motion carried.

Chairman Kirkpatrick announced the opening of the sale of tax deed parcels number 186-1920-1110 and 186-1920-1140 located in the Village of Viola. The two parcels were appraised at \$500.00. Greenheck noted that the building on the parcels was removed as a part of the Flood Recovery Act. The parcels are in the flood plane. Nothing can be built on the parcels. Scott Teuber, 30858 Highway I, Cazenovia, Wisconsin made an oral bid of \$500.00. No further oral bids were received. The Clerk reported that no written bids had been received. Motion by Clary, second by Holets to accept the \$500.00 bid from Scott Teuber. Motion carried.

The Clerk reported that the balloon payment on the Revolving Loan Fund loan to Jayson Brollini will be due on March 1, 2012. The current principal balance due is \$3,818.29, plus interest. Motion by Clary, second by Gust to offer a one year extension on the loan under the same terms and conditions as the original loan. Motion carried.

Shelley Brookens addressed the Committee requesting approval to increase the hours worked per week by the part-time Clerical II position in the Child Support Agency to full-time for the year 2012 in anticipation of workload increases due to new cases and modification requests; the re-implementation of the Children's First Program; and to improve performance standard measures. Motion by Greenheck, second by Holets to table the agenda item and reconsider the request in a couple of months. Motion carried.

Shelley addressed the Committee requesting approval for the Child Support Agency to charge a \$25.00 fee per request for requests in Non 4-D cases for new order entries and changes that require Agency staff time, including employer changes and new or amended orders with support that are to be paid through the Wisconsin Child Support Trust Fund. Motion by Clary, second by Deets to support the Child Support Committee in this resolution. Motion carried.

Adam Hady presented the Program Accounts Report for 2011. Motion by Greenheck, second by Holets to accept the reports. Motion carried.

Denise Hanold addressed the Committee requesting approval to waive the 1040 hour probation requirement for lifeguard Stephanie McCarthy. Ms. McCarthy worked as a lifeguard at the Symons Natatorium from June 6, 2006 through August 13, 2009 and she successfully completed the 1040 hour probationary requirement for that position during that employment. Ms. McCarthy was again hired as a lifeguard at the Symons Natatorium on June 16, 2011. Motion by Clary, second by Holets to grant the request to waive the probationary period for Ms. McCarthy. Motion carried.

Ben Southwick addressed the Committee regarding a condition placed on the Revolving Loan Fund Loan to Garage Door Express, LLC. The requirement from the Revolving Loan Fund Committee and the Finance/Personnel Committee was that the State put in writing a waiver to the number of jobs being created. Notification has since been received from the Wisconsin Economic Development Corporation that a waiver is not needed as this business expansion will create three full-time equivalent jobs, which are sufficient to meet the federal job creation requirements under the CDBG program. Motion by Clary, second by Gust to amend the Finance/Personnel Committee's requirements by deleting the requirement of a written waiver in regards to the number of jobs being created by this business expansion. Motion carried.

Randy Jacquet addressed the Committee requesting approval for the designation of another attorney to act on Chapter 51 mental commitments when either Corporation Counsel Southwick or Assistant District Attorney Amy Forehand are unavailable. District Attorney Harper is recommending that as a backup plan an available attorney be designated and paid on an hourly basis. Motion by Holets, second by Deets to approve designating another attorney to act when the Assistant District Attorney and Corporation Counsel are not available. Motion carried.

Chairman Kirkpatrick reviewed the Personnel Handbook. The following sections of the Handbook were discussed: Compensatory time, voluntary sick leave donation and flexible work schedule. Motion by Greenheck, second by Gust to approve the Handbook. Motion carried. Copies of the Handbook will be mailed to all County Board Supervisors. Motion by Clary,

second by Gust that the Handbook be posted on the County web site on a closed site available only to County employees by use of a user name and password. Motion carried.

Motion by Clary, second by Greenheck to forward to the Fair Committee the insurance information provided to the Finance/Personnel Committee by the County Clerk. Motion carried.

Salaries for the offices of County Clerk, Register of Deeds and Treasurer for the term of office 2013, 2014, 2015 and 2016 were discussed. Chairman Kirkpatrick noted that salaries for the Sheriff and Clerk of Circuit Court were frozen for the first two years of their term. The Sheriff and Clerk of Circuit Court are also contributing 10% toward the cost of the insurance premiums for the years 2011 and 2012 and 15% for the years 2013 and 2014. The Clerk noted that the first day for circulating nominations papers is April 15, 2012. Motion by Clary, second by Gust that the County Clerk, Register of Deeds and Treasurer each receive a 2.5% salary increase over the current salary for each of the years 2013, 2014, 2015 and 2016 and that they contribute 12% toward the cost of their health insurance premiums and that the insurance contribution by the Sheriff and Clerk of Circuit Court be reduced from 15% to 12% for the years 2013 and 2014. Motion carried.

The suggested revision of the County's Family and Medical Leave Act Policy was discussed. Motion by Greenheck, second by Gust to present the revised Policy to the County Board for approval. Motion carried.

Paul Klawiter addressed the Committee requesting approval to enter into a contract with Applied Data Consultants, Inc. of Eau Claire for the purchase of software and software maintenance for the Real Property Tax Lister and the Land Conservation Department from Applied Data Consultants, Inc. of Eau Claire at a total cost of \$12,500.00. Funding would come from the 2011 Land Information Grant, The Electronic Access Fund and The Land Information Fund Grant. Real Property Tax Lister Paul Klawiter reviewed the bids received and the services provided. Committee members expressed concern at the acceptance of the higher bid for the services. Motion by Holets, second by Greenheck to approve the request and forward it on to the County Board for approval. Motion carried.

Darin Gudgeon addressed the Committee regarding the purchase a new ambulance with a purchase price of \$155,883.00. Funding in the amount of \$138,683.80 would come from the New Ambulance Outlay along with \$6,000.00 from the Special Donations Account; \$5,000.00 from the new equipment line in the County Ambulance Service budget; and \$6,199.20 from the General Fund. Motion by Greenheck, second by Clary to present a resolution for approval of the purchase and the transfer of the funds. Motion carried. The 2001 rig will be sold and the proceeds from the sale will go back to the General Fund.

The next meeting is scheduled for February 7th at 9:00 a.m.

Motion by Gust, second by Holets to adjourn. Motion carried. The meeting adjourned at 11:47 a.m.

Victor V. Vlasak, Richland County Clerk