

FINANCE AND PERSONNEL COMMITTEE

February 4, 2014

The Finance and Personnel Committee met on Tuesday, February 4, 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, Fred Clary, Bob Bellman, Tom Crofton, Gaylord Deets, Bob Holets and Lew Van Vliet.

Others present included: Victor Vlasak, County Clerk; Jennifer Harper, District Attorney; Julie Keller, County Treasurer; Barb Scott and Jason Marshall, MIS; Patrick Metz, H&HS Business Manager; Mike Bindl, Zoning Administrator; Bob Frank, Sheriff's Department Lieutenant; Ed White, Southwestern Wisconsin Regional Planning Commission; Patrick Henneger, Phillips Borowski, S.C. (via conference call).

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 Deets to approve the agenda, as amended, with one agenda item added. Motion carried.

Ed White addressed the Committee regarding administrative functions that could be provided by Regional Planning for the application process for loans from the County's Revolving Loan Fund. The dissolving of the Richland Chamber and Development Alliance has resulted in a loss of a point person for applicants for RLF loans. Mr. White will bring a proposal, to the March 4th meeting, of services that could be provided by SW Regional Planning.

The Revolving Loan Fund Committee currently has three vacancies. The Committee is a seven member committee. Three members constitutes a quorum for conducting meetings.

Bob Frank addressed the Committee regarding maintenance contracts to be paid from the 911 Outlay. Motion by Crofton, second by Van Vliet to present a resolution for approval to pay the following invoices from the 911 Outlay. Motion carried.

1. The invoice of Spillman Technologies, Inc. of Salt Lake City, Utah to provide maintenance services for the Spillman software for 1 year starting March 1, 2014 in the amount of \$19,159.00;
2. The invoice from Microdata GIS, Inc. of St. Johnsbury, Vermont relating to annual maintenance for the 911 mapping services for one year starting February 1, 2014 in the amount of \$3,969.80;

3. The invoice from Esri, Inc. of Redlands, California to build the maps for Microdata and the 911 emergency service zones and maintenance of the ArcView Single Use Primary system, starting May 1, 2014 in the amount of \$400.00.

Julie Keller addressed the Committee regarding the requirement in Resolution No. 09-103 limiting the use of the Richland County Bank as the County's banking institution to a period of five years starting on January 1, 2010. Julie reviewed the list of services provided by the Richland County Bank and explained the complexity of changing banks now that many revenues are received electronically and deposited directly in the County's account with the Richland County Bank. Motion by Holets and second by Bellman to continue using the Richland County Bank for banking services for another five years. Motion by Crofton, second by Holets to amend the motion by removing the five year requirement in Resolution No. 09-103. Motion carried on the amendment. Motion carried on the original motion, as amended.

Julie Keller reported that funds have remained in the old M & I account to keep the account active for the five-year switch for banking services. Julie is recommending the closing of the account that is currently at the BMO Harris Bank. Motion by Bellman, second by Holets that the BMO Harris Bank account be closed. Motion carried.

Barb Scott addressed the Committee requesting approval for MIS to purchase five computers on to which the new Windows 7 upgrade would be installed. These computers would then be interchanged with departments to achieve the Windows 7 upgrade in all departments without the departments experiencing any down time. Motion by Van Vliet, second by Crofton to approve the request. Motion carried.

Barb Scott addressed the Committee regarding the cost to departments for upgrading computers to Windows 7. Issues have developed because departments did not include funding in their 2014 budgets to cover the cost of the software upgrade. Motion by Crofton, second by Bellman to transfer \$5,000 to the MIS budget to cover hardware and software costs associated with the upgrades. Health and Human Services has budgeted for the upgrade costs. Pine Valley has already upgraded to Windows 7. It was noted that costs associated with the upgrade should remain in each individual departmental budget. The motion failed.

The Committee discussed with Patrick Henneger (via conference call) steps for the development of an administrative manual. The first working meeting for the manual development will take place on February 20th from 10:00 a.m. to noon. Mr. Henneger will send an outline of the standard policies and procedures being recommended. This list will be sent to department heads prior to the February 20th meeting.

Discussion took place regarding Windows 7 upgrade costs and any equipment upgrades resulting from compatibility issues. It was noted that departments should present any equipment or funding needs to their supervising committee.

Barb Scott addressed the Committee regarding County departments use of Face Book and the associated use of county email addresses for the creation of personal Face Book pages. The Committee will review a policy recommendation at their March 4th meeting.

The Committee discussed the amendment made to the Probation section of the Handbook of Personnel Policies. Two part-time employees were hired under the old Handbook language which requires them to work the equivalent of half of the normal full-time hours (one year) in the department. The new language requires new hires to serve a probation period the length of which shall not be less than 6 months in duration. One of the affected employees works in the District Attorney's office and the other employee works in the Register in Probate office. A resolution will be presented to the County Board recommending the waiver of the probationary period for the two employees.

The Committee discussed the recommendation from Corporation Counsel Southwick that the sale of a sliver of land be made to Arlan and Jacqueline Rust. The sliver is the result of the location of a fence on a Lot in the Buena Vista Prairie Subdivision. The sliver is between the West boundary of Lot 1 in the subdivision and the fence line. When Lot 1 was sold, that purchaser agreed to the County excluding the sliver from the deed of the parcel that the County sold to the purchaser. The sliver has no value to anyone but the Rusts. Motion by Holets, second by Crofton to approve the sale of the sliver to Mr. and Mrs. Rust for the amount of \$1.00, plus the \$30.00 cost to record the deed. Motion carried.

The Clerk reported that an application has been received for a loan from the County's Revolving Loan Fund. After the information was distributed to members of the RLF Committee, three of the four members on the Committee indicated that they could not participate in discussions regarding this application because of conflict of interest concerns. The applicant will be notified that their application will be reviewed as soon as the RLF Committee membership can be established to meet the quorum requirement. The Clerk noted that the applicants have also submitted an application for funds from the City's Revolving Loan Fund.

The next meeting is scheduled for February 20th at 9:00 a.m.

Future agenda items include:

- Lean Government
- NHS Revolving Fund
- Fairgrounds Insurance
- Brownfields

Motion by Crofton, second by Bellman to adjourn. Motion carried. The meeting adjourned at 11:26 a.m.

Victor V. Vlasak
Richland County Clerk