

## **FINANCE AND PERSONNEL COMMITTEE**

April 17, 2014

The Finance and Personnel Committee met on Thursday, April 17, 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 and Lew Van Vliet.

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; Amy Forehand, Assistant District Attorney; Jim Chitwood, Highway Commissioner; Chris Glasbrenner, Pine Valley Human Resources Director; Barb Scott and Jason Marshall, MIS Department; Paul Klawiter, Real Property Lister; Mike Bindl, Zoning Administrator; Jeanne Rice, Ambulance/Emergency Management; Attorney Daniel Borowski; and Damon Anderson, Anderson Realty.

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 with the addition of one agenda item. Motion carried.

Motion by Crofton, second by Deets to approve the printed copies of the minutes for the meeting held on April 1, 2014. Motion carried.

The Committee discussed disposal options for the personal property that came from the former Steven Karr house and lot which the County acquired by tax deed and from which Mr. Karr was evicted. Damon Anderson, Anderson Realty, suggest that, in lieu of the County reimbursing him for additional storage fees relating to the personal property, that the personal property be turned over to him for disposal as he sees fit. Motion by Clary, second by Crofton to accept Mr. Anderson's proposal. Motion carried.

Sue Triggs addressed the Committee requesting approval for the purchase of a new scanner unit for her office from the Redaction Fees Fund. Three quotes were received in consultation with the MIS Department. Motion by Van Vliet, second by Bellman to approve the purchase of the scanner for \$3,495.00 from CDW Government and to approve the \$300 remote installation costs. Motion carried.

Paul Klawiter addressed the Committee requesting approval for the payment of an invoice from Applied Data Consultants in the amount of \$2,250.00 for hosting the Register of

Deeds document search and direct hosting for the Land Records search for the maintenance period May 16, 2014 to May 15, 2015. Motion by Crofton, second by Bellman to approve payment of the invoice from the Electronic Access Fees Fund. Motion carried.

The Committee discussed costs associated with the sale of tax deed properties. The Property Committee is requesting funding for the use of appraisal services in determining the sale value of properties acquired by the County through the tax deed process or by other means. Resolution No. 13-11 transferred funds to the County-Owned Real Estate Clean-Up account to assist with the clean-up of the former Lucille Pulvermacher property in Gotham which was donated to the County. Unexpended funds in the Clean-Up account at the end of 2013 closed to the General Fund. Motion by Clary, second by Crofton to present a resolution for approval to transfer \$15,000.00 from the General Fund to the non-lapsing County-Owned Real Estate Clean-Up Fund to cover appraisal and clean-up costs and other expenses incurred regarding properties acquired through the tax deed process, with expenditures from this Fund being made at the direction of the Property, Building and Grounds Committee. Motion carried.

Discussion followed regarding the following future agenda items:

- Courthouse Remodeling – A report will be made to the County Board at their April 29<sup>th</sup> meeting.
- Administrative Policies Handbook Finalization and Training – The policies will be finalized and training determined.
- Ambulance Service Report - A temporary committee is being formed to study the future of ambulance service.
- Campus Master Plan – Use of the plan recommendations for the repair and upkeep of the Campus buildings and grounds needs to be addressed.
- Wage Study - ?

Discussion followed regarding the following 2015 budget formulation agenda items:

- Campus Maintenance / State Proposed Campus Budget Costs – The current amount of the UW Outlay budget limits addressing recommendations made in the Campus Master Plan.
- Sheriff's Department Budgetary Increases – Approval of the jail inmate health care services contract and of the new jail position will add \$100,000.00 in re-occurring costs.
- Highway Department Budget – Budget constraints restrict the amount of county road maintenance and upgrades that can take place.
- Central IT Budget – Identify in the budget process what can be centralized.
- Employee Benefits – M3, Madison, will present options to the current employee health care plan.
- Employee Wage Increase – Any increases should be included in the 2015 proposed budget.

Chairman Kirkpatrick reported that Economic Development 101 (ED 101) is scheduled to be presented by Ed White of the Southwestern Wisconsin Regional Planning Commission on May 22, 2014 from 1:00 p.m. to 4:00 p.m., with all County Board Supervisors being invited.

The Cash Trial Balance and Investments reports as of March 31, 2014, were reviewed.

The meeting recessed until 1:00 p.m.

Chairman Kirkpatrick called the meeting back to order at 1:00 p.m.

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

Others present included: Victor Vlasak, County Clerk and Attorney Daniel Borowski.

Departmental representatives included: Julie Keller, County Treasurer; Sue Triggs, Register of Deeds; Sheriff Darrell Berglin; Stacy Kleist, Clerk of Circuit Court; Barb Scott, MIS Director; Chris Glasbrenner, Pine Valley Human Resources Director; Sandra Kramer, Veterans Service Officer; Sandra McNamer, Register in Probate; Pat Metz, Interim Health and Human Services Director; and Mike Bindl, Zoning Administrator.

Attorney Borowski distributed copies of the draft Administrative Manual. The County's Drug Free Workplace Policy will be attached to the manual. A designated drug testing facility will need to be determined. A table of contents will be added to the manual. Changes to job descriptions will require the approval of the department's supervising committee and the Finance and Personnel Committee, with final approval by the full County Board. A sample job description will be attached to the manual. Job description updates will not apply to reclassifications. A department orientation checklist will be developed. The final draft of the manual will be reviewed at the May 6<sup>th</sup> Finance and Personnel Committee meeting at 11:00 a.m.

Motion by Crofton, second by Deets to adjourn. Motion carried. The meeting adjourned at 2:33 p.m.

Victor V. Vlasak  
Richland County Clerk