

FINANCE AND PERSONNEL COMMITTEE

September 4, 2015

The Finance and Personnel Committee met on Friday, September 4, 2015, 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.

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

Others present included: Victor Vlasak, County Clerk; County elected officials; and department heads and employees.

Chairman Kirkpatrick called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by mail or email to all Committee members and to each County Department Head, a copy was posted on the Courthouse Bulletin Board and the County web site, a copy was faxed to The Richland Observer and a copy was emailed to WRCO.

Motion by Clary, second by Crofton to approve the amended agenda. Motion carried.

A discussion took place regarding the budget formulation process, reclassification requests, operating deficits and a wage study.

County Treasurer Julie Keller addressed the Committee regarding the rate of pay of the Real Property Lister position. Keller reviewed the duties of the position and provided background on the moving of the position from the union scale to the salary grade system. Real Property Lister Tim Dahlen explained changes that will be coming with the GIS project. Chairman Kirkpatrick stated that this position will be caught up in the wage study and adjusted when the study is completed.

Tim Dahlen presented two options for the proposed 2016 budget for the Property Lister. The second option includes costs for the reclassification of the Property Lister position to Grade 19 in the salary schedule. The budget does not include funding for the part-time position. Funds are included in the proposed budget to purchase larger computer monitors. The proposed budget totals \$53,205.20. This is a reduction of \$23,407.92 from the amount budgeted in 2015. The budget option accepted by the Committee does not include the reclassification of the Property Lister position.

County Treasurer Julie Keller addressed the Committee requesting the reclassification of the Deputy County Treasurer position. Keller reviewed the duties and responsibilities of the position. The rate of pay for the position is currently at the five year rate (\$17.75) for Grade 5 in the Courthouse Union scale. The request is to move the position to the Grade 19 Job Rate (\$19.94) in the non-union scale. Two options for the Treasurer's proposed 2016 budget were presented. Motion by Crofton, second by Bellman to accept the budget option which does not include the reclassification request. Motion carried.

Todd Rumler presented the proposed 2016 budget for the Surveyor. The budget includes funding to cover two office hours every month for the Surveyor. Part of that time is spent attending Zoning Committee meetings. The remainder of time is spent as office hours for the Surveyor in the Register of Deeds office.

Zoning Administrator Mike Bindl addressed the Committee and presented comparison information on salaries paid in other counties for positions in Zoning Departments. A second option budget for the Zoning Department was presented which contains position reclassification costs. The

Committee accepted the budget option which did not include any reclassification costs. The revenue projects for the Zoning Department were reviewed and changes were made to lower some of the anticipated revenues for 2016 from the projects made in the 2015 budget.

Bindl presented the proposed 2016 Land Information budget. Funding is included for parcel fabric mapping to accurately reflect the corner section data. The Land Information Plan will be revised in 2016.

Register of Deeds Sue Triggs presented the proposed 2016 budget for the Electronic Access Fees Fund, Redaction Fees Fund and the Register of Deeds office. Monies in the Redaction Fees Fund are being used to back scan documents. Records have been back scanned to 1965.

Sue Triggs addressed the Committee regarding the salary of the Deputy Register of Deeds and explained the circumstances that resulted in the position being paid at the current grade.

Motion by Van Vliet, second by Bellman to adjourn. Motion carried. The meeting adjourned at 11:21 a.m.

Victor V. Vlasak
Richland County Clerk