

## **FINANCE AND PERSONNEL COMMITTEE**

September 1 2017

The Finance and Personnel Committee met on Friday, September 1, 2017, 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 Committee members present included: Jeanetta Kirkpatrick, Fred Clary, Bob Bellman, Linda Gentes, Buford Marshall, Larry Sebranek and Don Seep.

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

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 email to all Committee members, WRCO and County department heads, a copy was posted on the Courthouse Bulletin Board and County web site and a copy was faxed to The Richland Observer.

Motion by Sebranek, second by Bellman that the agenda be approved. Motion carried.

Chairman Kirkpatrick reported that Jeffrey Harrison has submitted a letter of resignation from the position of Accounting Supervisor. His last day of work with the County is September 1, 2017. Motion by Bellman, second by Gentes to accept the letter of resignation from Mr. Harrison. Motion carried.

The Committee began meeting with department heads to formulate the 2018 budget.

Jo E Rott, Property Tax Lister, presented the proposed 2018 budget for the Property Lister. The 2017 budget is \$61,477.06. The proposed 2018 budget is \$71,655.94. The increases total \$10,178.88. The salaries line was increased by 2%. The health insurance line increased due to a change from a single plan to a family plan. The tax program support line was also increased.

Julie Keller, County Treasurer, presented the proposed 2018 budget for the Treasurer. Keller distributed copies of an outline of measures taken by her department to reduce costs. The 2017 budget is \$136,818.67. The proposed 2018 budget is \$139,378.53. The increases total \$2,559.86. Projected increases are in the lines of salaries and health insurance.

The Committee discussed budgeting in 2018 for costs associated with owner unknown tax searches. The 2017 budget is \$1,000.00. The proposed 2018 budget amount is \$1,000.00. The Committee reduced the proposed 2018 budget amount for this account to zero.

The Committee discussed budgeting for the Tax Delinquent Parcel Fund. The 2017 budget is \$3,000.00. The proposed 2018 budget is \$3,000.00. This account will be used to cover costs associated with any owner unknown tax searches.

Mike Bindl, Zoning Administrator, presented the proposed 2018 budget for the Surveyor. The 2017 budget is \$10,700.00. Included in this amount is \$6,800.00 for corner section monumentation. Bindl explained the monumentation process. The Committee removed from the Surveyor's proposed 2018 budget \$6,051.00 for monumentation. The 2018 proposed budget for the Surveyor will be \$3,900.00.

Bindl presented a handout showing line item increases in the proposed 2018 Zoning budget. Increases will be in the lines of salaries, FICA, retirement and health insurance. The 2017 budget is \$188,956.09. The proposed 2018 budget is \$195,884.47. The increases total \$6,928.38.

Bindl presented a listing of proposed increases in the various fees charged by the Zoning Department. The proposed increases will be presented to the County Board for approval.

The Committee discussed the Land Records Grant. Chairman Kirkpatrick is recommending that costs for a Zoning Department position be charged to the Grant. The proposed budget includes \$65,000.00 for corner section coordinates. Clary recommended that \$35,000.00 of Zoning Department salary and fringe costs of one of the Zoning Department positions be charged to the Grant and that the proposed budget amount for corner section coordinates be reduced to \$30,000.00. Bindl noted that the GIS Technician position salary and fringe costs would be the only position eligible under the terms of the Grant. Chairman Kirkpatrick noted that in the event the Grant amount should be decreased, the costs for the position would revert back to the Zoning Department budget.

Sue Triggs, Register of Deeds, presented the proposed 2018 budget for the office of Register of Deeds. The 2017 budget is \$142,369.52. The proposed 2018 budget is \$132,864.24. The budget request has been reduced by \$9,505.28 because an employee in the department is not taking the health insurance coverage. Increases in the budget are for salaries and computer program support.

Jeanne Marshall, Bookkeeper and Jim Chitwood, Highway Commissioner presented the proposed 2018 budget for the Highway Department. Committee members were provided with the following handouts:

- An eleven year comparison of tax levy amounts for the Highway, Sheriff's and Health and Human Services departments;
- A comparison of county road maintenance GTA costs per mile received by counties;
- General Transportation Aids calculations and comparisons.

Copies of the proposed 2018 budget for the Highway Department were distributed. Marshall and Chitwood presented the proposed budget. The 2017 tax levy for the Department is \$1,950,000.00. The proposed 2018 tax levy is \$1,813,500.00. The proposed levy request has been reduced by 7%. The reduction is \$136,500.00.

The Clerk presented the 2018 proposed budget for the County Clerk's Department. The 2017 budget is \$262,193.00. The proposed budget is \$269,571.00. Increases are in the lines for salaries, health insurance and purchasing a supply of checks. The increases total \$7,378.00.

The Data Processing proposed budget was presented. The current budget is \$5,365.00. The proposed budget is \$5,800.00. The annual maintenance cost increases for the AS 400 are \$435.00.

The proposed budget for the Elections Fund was presented. \$30,000.00 is budgeted each year. The current balance in the Fund is -\$747.47. In 2018 there will be elections in February, April, August and November.

The proposed budget for the Mail Machine was presented. The current budget is \$2,300.00. The proposed 2018 budget is \$2,653.00. Increased costs are for maintenance, supplies and meter rental. The budget increase is \$353.00.

The current budget for library services is \$170,455.20. The proposed budget is \$164,331.86 based upon claims that have been received from libraries for services provided. The cost of providing these serves does not fall under levy limits.

The 2018 Southwest Wisconsin Regional Planning Commission request is for \$15,591.00 based upon 2016 DOR Equalized Values for the five counties. The levy request increase is \$209.00.

The proposed County Board budget was presented. The current 2017 budget is \$70,000.00. The proposed 2018 budget is \$67,500.00. The budget decreases are in the areas of registration, meals, lodging and mileage. Currently each County Board Supervisor receives a copy of the Wisconsin Counties Association magazine. 2018 subscriptions will be reduced to three copies of the magazine and will be made available in the County Clerk's office.

Motion by Seep, second by Marshall to adjourn. Motion carried. The meeting adjourned at 12:13 p.m.

Victor V. Vlasak  
Richland County Clerk