



JEFFERSON COUNTY
OFFICE OF THE COUNTY
ADMINISTRATOR

311 S. Center Avenue, Room 111
Jefferson, WI 53549
Telephone (920) 674-7101
Website: jeffersoncountywi.gov

BEN WEHMEIER
County Administrator

TAMMIE J. JAEGER
Administrative Secretary

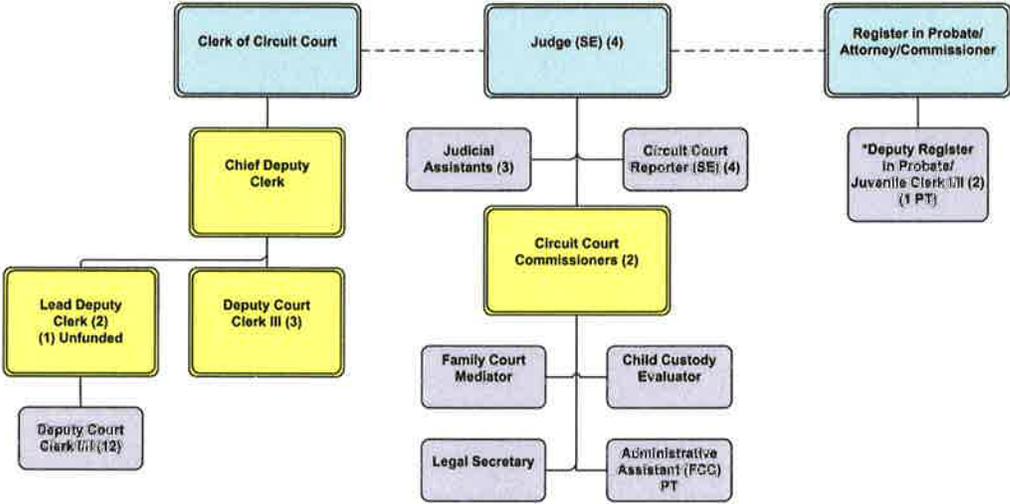
"Jefferson County: Responsible government advancing quality of life."

TO: County Board Supervisors
FROM: Ben Wehmeier
DATE: October 27, 2015
SUBJECT: Revised 2016 Recommended Budget Pages

The allocation of authorized positions in the Clerk of Courts Office was revised to include two Deputy Register in Probate/Juvenile Clerk I/II positions (1 FT, 1 PT) instead of two Deputy Register in Probate/Juvenile Clerk II positions (1 FT, 1 PT). This will allow hiring an entry-level position based on current needs in the department.

This will not have any fiscal impact on the budget.

Clerk of Courts



*Register in Probate, Juvenile Clerk & Court Commissioners are Judicial Appointments.
 All staff are *Cross Deputized as Deputy Clerks, Deputy Registers & Deputy Juvenile Clerks

POSITION CHANGES

Department	Position Title	Action	Requested by Department Head	Recommended by County Administrator	Finance Committee Recommended	Adopted by County Board	Comments
Child Support	Financial Support Specialist (1.0 FTE)	Unfund	Yes	Yes	Yes		Total Savings: \$73,550.45. Net Tax Levy savings: \$24,516.82
Clerk of Courts	Deputy Register in Probate/Court Clerk II (1.0 FTE)	Eliminate	No	Yes	Yes		Elimination of the full and part-time positions are contingent on creating the full and part-time position. Tax Levy Cost: \$0.00.
	Deputy Court Clerk I/II (.48 FTE)	Eliminate	No	Yes	Yes		
	2 Deputy Register in Probate/Juvenile Clerk I/II (1.0 FTE and .48FTE)	Create	No	Yes	Yes		
	2 Mediator/Custody & Placement Evaluators (2.0 FTE)	Eliminate	Yes	Yes	Yes		Elimination of 2 Full time Mediator/Custody Evaluators are contingent on Creation of 1 FT Child Custody Evaluator and 1 FCC Mediator. Change was effected December, 2014 per Judges request. Tax Levy Cost: \$0.00.
	Child Custody Evaluator (1.0 FTE)	Create	Yes	Yes	Yes		
	Family Court Mediator (1.0 FTE)	Create	Yes	Yes	Yes		
District Attorney's Office	Legal Secretary (1.0 FTE)	Unfund	No	Yes	Yes		Position is currently vacant. Tax Levy Savings: \$60,463.91.
Health Department	Licensed Practical Nurse - Public Health/Jail (.8 FTE)	Create	Yes	Yes	Yes		Creation of position is contingent on reducing or unfunding occasional nursing pool hours in the jail. Tax Levy Cost: \$3,687 and Non Tax Levy Cost: \$43,655.
	Jail nursing pool hours (.20 FTE)	Unfund	Yes	Yes	Yes		

Classification of Authorized Positions

ADMINISTRATION (3 FT)

- 1 County Administrator
- 1 Administrative Secretary
- *** 1 Management Analyst

CENTRAL SERVICES (7 FT)

- 1 Maintenance Director
- 1 Building Maintenance Worker II
- 1 Building Maintenance Worker I
- 3 Custodian (1 FT funded PT)
- 1 Central Services Worker

CHILD SUPPORT AGENCY (12 FT, 1 student)

- 1 Child Support Director
- 6 Enforcement Specialist I/II
- 2 Legal Assistant
- 1 Financial Support Specialist
- 1 Administrative Assistant II
- 1 Co-op Student
- ***1 Financial Support Specialist

NOTE: 2 Assistant Corporation Counsel budgeted in CSA, but authorized in Corporation Counsel Budget

CLERK of COURTS (29 FT, 2 PT, 8 SE)

- 1 Clerk of Circuit Court,
- 1 Chief Deputy Court Clerk
- 1 Lead Deputy Court Clerk
- ***1 Lead Deputy Clerk
- 3 Deputy Court Clerk III
- 12 Deputy Court Clerk I/II
- * 2 Dep Register in Probate/Juvenile Clerk I/II (1FT, 1PT)
- 1 Register in Probate/Attorney/Commissioner
- 3 Judicial Assistant
- 2 Circuit Court Commissioners
(1 FT also sm. claims/other circuit court duties)
- * 1 Child Custody Evaluator
- * 1 Family Court Mediator
- 1 Legal Secretary
- 1 Administrative Assistant I (FCC) (PT)
- 4 Judge (SE)
- 4 Circuit Court Reporter (SE)
- ****Eliminate 1 Deputy Register in Probate/Court Clerk II
- ****Eliminate 1 Deputy Court Clerk I/II (PT)
- ****Eliminate 2 Mediator/Custody & Placement Evaluator

NOTE: *The Register in Probate appointment was removed from the Clerk of Courts*

CORPORATION COUNSEL (5 FT)

- 1 Corporation Counsel
- 3 Assistant Corporation Counsel
- 1 Paralegal II

COUNTY BOARD (30 PT)

- 30 County Board of Supervisor (PT)

COUNTY CLERK (3 FT, OPTs)

- 1 County Clerk
- 1 Chief Deputy County Clerk/Election Software Programmer
- 1 Administrative Assistant II/ Deputy Elections Clerk (Funded PT)
- Election Pool Assistance (OPT)

DISTRICT ATTORNEY (11 FT, 5.3 SE)

- 1 District Attorney (SE)
- 4.3 Assistant District Attorney (SE)
- 1 Office Manager
- 5 Legal Secretary
- 1 Victim Witness Coordinator
- 1 First Offender Program Director
- 1 Justice Computer Specialist
- 1 Paralegal II
- *** 1 Legal Secretary

ECONOMIC DEVELOPMENT (1 FT, 1 PT)

- 1 Economic Development Director
- 1 Program Assistant (PT)

EMERGENCY MANAGEMENT (1.6 FT)

- 1 Emergency Management Director
- .6 Program Assistant (Shared FT with Sheriff)

FAIR PARK (5 FT, 3 OPT, 4 Seasonal, Pool laborers, 15-20 Fair Week staff)

- 1 Fair Park Director
- 1 Fair Park Supervisor
- 2 Marketing/Administrative Assistant II
- 1 Office Assistant (Seasonal)
- 1 Maintenance Worker II
- 1 Laborer (Seasonal)
- 3 Grounds Worker (OPT, 1000 hours)
- 2 On-site Caretaker (6 mo.)
- Fair Time Staff (Approx. 15-20 positions)
- Occasional Pool of laborers, as needed

FINANCE DEPARTMENT (4FT, 1PT)

- 1 Finance Director
- 1 Assistant Finance Director
- 1 Accounting Specialist II (PT)
- 2 Accounting Specialist I

HEALTH DEPARTMENT (14 FT, 5PT, OPTs)

- 1 Director/Health Officer
- 1 Public Health Program Manager
- 8 Public Health Nurse (6 FT, 2 PT)
- 1 Licensed Practical Nurse - Clinic
- 1 WIC Project Director Supervisor
- 2 Administrative Assistant II
- 1 Accounting Specialist II
- 2 Licensed Practical Nurse – Jail (1FT and 1 PT)
- 1 WIC Registered Dietetic Technician (PT)

JEFFERSON COUNTY

PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A division of land located in the SE 1/4, NE 1/4, of Section 6, Town 7 N, Range 13 E,
Town of Lake Mills, Jefferson County, Wisconsin, on parcel Number(s) 0713-0614-000

Owner: Phillip & Sandra Bittorf
Address: N7103 Stoney Creek Rd
City, ST Zip: Waterloo, WI. 53594
Phone: 608-516-6665

Surveyor: Wisconsin Mapping
Address: 306 West Quarry Street
City, Zip: Deerfield, WI 53531
Phone: 608-764-5602

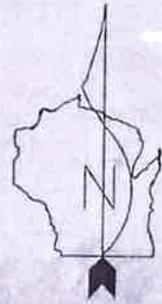
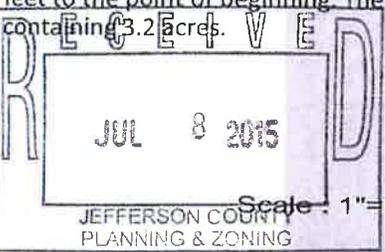
- Rezoning
- Allowed Division within Existing Zoning District
- Survey of Existing Parcel

Intent and Description of Parcel to be Divided

Intent is to rezone area used for highway warning sign business

Part of the SE 1/4 of the NE 1/4 of Section 6, T.7N., R.13E., Town of Lake Mills, Jefferson County, Wisconsin, described as follows:

Commencing at the East 1/4 corner of Section 6; thence N00°26'30"W along the East line of the NE 1/4, 39.65 feet; thence N87°00'33"W, 33.06 feet to the West line of Stoney Creek Road, and the point of beginning; thence continue N87°00'33"W, 50.53 feet; thence N09°56'28"W, 140.00 feet; thence N88°54'06"W, 258.00 feet; thence N01°07'37"E, 270.00 feet; thence N50°15'20"E, 334.79 feet; thence N89°33'30"E, 65.00 feet to the aforesaid West line of Stoney Creek Road; thence S00°26'30"E along said West line, 630.00 feet to the point of beginning. The above described



Date Submitted: July 3, 2015
Revised: _____

Note to Be Placed on Final CSM:

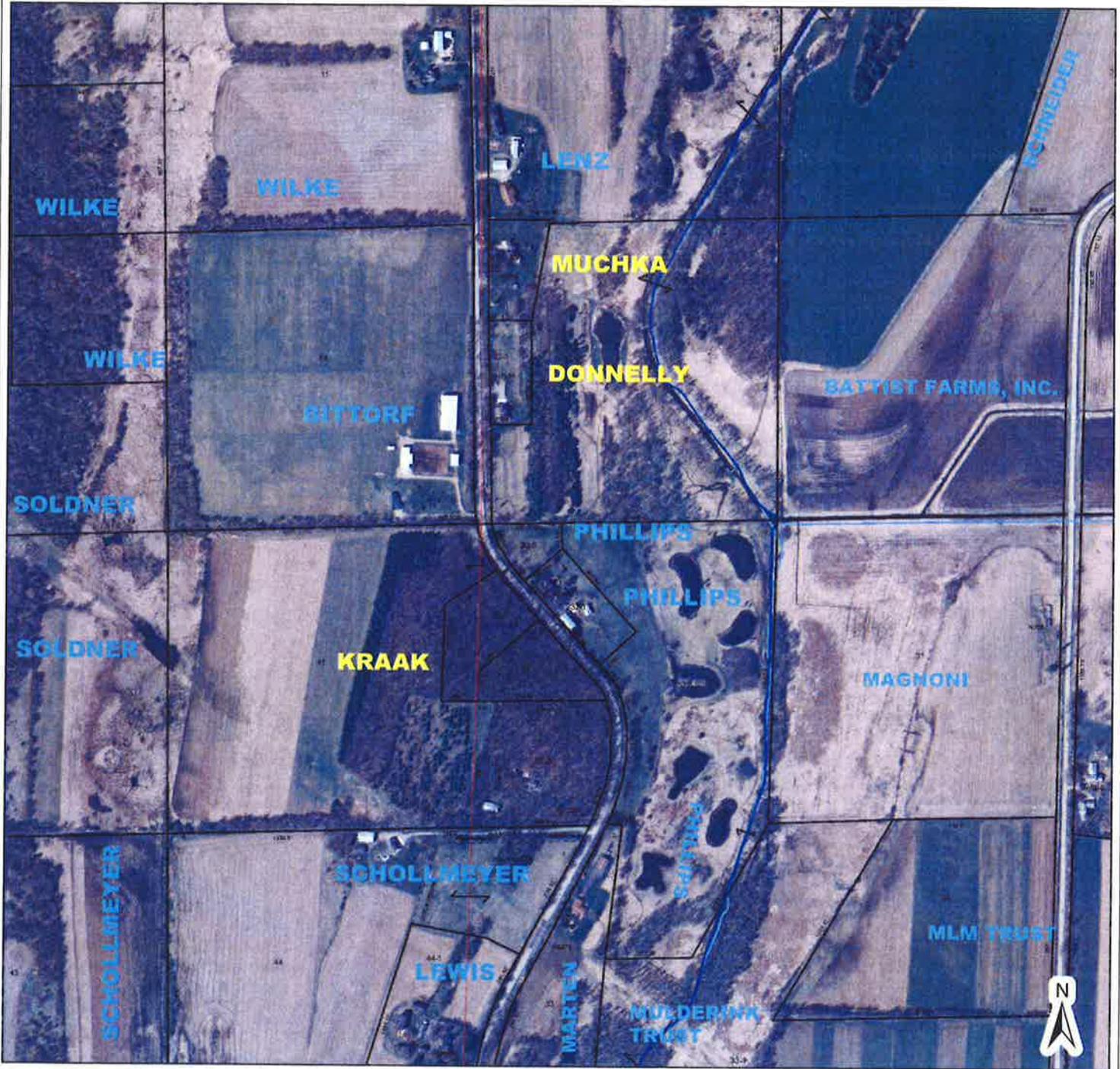
Petition # _____ Zoning _____
Check for subsequent zoning changes with
Jefferson County Planning and Zoning Department

In addition to the info required by Section 236.34 of State Statutes, Sec. 15(f) of the Jefferson County Land Division/Subdivision Ordinance requires that the following be shown:

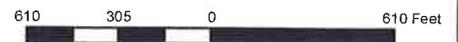
- Existing buildings, watercourses, drainage ditches and other features pertinent to the proper division.
- Location of access to a public road, approved by the agency having jurisdiction over the road.
- All lands reserved for future public acquisition.
- Date of the map
- Graphic Scale

- Town Board Approval _____ Date _____
(Includes Access approval if applicable)
- County Highway Approval _____ Date _____
(if applicable)
- Extraterritorial Approval _____ Date _____
(if applicable)
- County Surveyor Approval _____ Date _____
- Zoning Office Approval _____ Date _____

AERIAL VIEW OF STONEY CREEK ROAD



- | | | |
|-----------------------|---------------------|---------------|
| Municipal Boundaries | Section Lines | Red: Band_1 |
| Property Boundary | Surface Water | Green: Band_2 |
| Old Lot/Meander Lines | Map Hooks | Blue: Band_3 |
| Rail Right of Ways | Tax Parcels | |
| Road Right of Ways | Streams and Ditches | |



Jefferson County Geographic Information System

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.

Printed on: October 19, 2015

Author:













