

Planning & Zoning Committee

Planning Meeting

February 25, 2014

Present: Supervisors Brennand, Egan, Thompson and Kriescher. Jerry Bougie, Mike Collard and Cary Rowe.

Excused: Gabert

The meeting was called to order by Supervisor Brennand at 6:45 pm.

1. Committee review and action on reclassification of Account Clerk 1 position in the Property Lister Office to a Tax Listing Specialist position , and corresponding change in the Planning & Zoning Department Table of Organization to reflect the proposed classified position.

Jerry Bougie distributed the Planning & Zoning Department's Table of Organization to the committee members and explained the reclassification of the Account Clerk 1 position which is currently vacant. The purpose of the reclassification of the position is to provide backup coverage for the Property Tax Lister.

Mike Collard explained that the need for reclassification to a Tax Listing Specialist was primarily for reflecting a more accurate description of the more specialized duties not normally performed by an Account Clerk 1 position. Mike estimates the time it will take to fill the vacant reclassified position will be about 60-days.

Jerry Bougie updated committee on how the tax listing office is being covered during the absence of the Property Tax Lister and the Account Clerk 1 vacancy. Jerry also stated that the software vender will be assisting with the processing of the tax rolls in the near future.

Motion by Egan, seconded by Thompson, to approve the change in the table of organization to remove the Account Clerk 1 position and add a Tax Listing Specialist. Motion carried 4-0.

Motion by Egan, seconded by Kriescher to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:02 pm.

Cary A. Rowe

Recording Secretary