

ADMINISTRATIVE COMMITTEE MEETING
August 4, 2008

The meeting of the Administrative Committee was called to order by Chairman, Orrin Helmer at 4:30 PM on Monday, August 4, 2008 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Orrin Helmer
 Dan Priske
 Gene Thom
 Gene Schroeder
 Mike Stoddard

Also Present: Marge Bostelmann, County Clerk
 John Selsing, Corporation Counsel
 Leone Seaman, Register of Deeds
 Kathy Morris, Treasurer

AGENDA

Motion/second(Stoddard/Priske) to approve the agenda. Motion carried.

MINUTES

Motion/second(Schroeder/Thom) to approve the minutes of June 2, 2008 and July 1, 2008 as presented. Motion carried.

PUBLIC COMMENTS None

REPORTS/BUDGETS

Treasurer – Morris stated that the property tax collection went well and is completed as of today. \$1,098,000 is left to collect. Payout to the municipalities, schools, and other districts of about \$9.5 million will be August 20th. Morris reported on her conference in Sheboygan. Morris stated that Green Lake County complies with many of the procedures recommended by Government Finance Officers Association (GFOA). She will be serving on the State Treasurer’s Advisory Committee with the DOR on standardizing forms and procedures. A new credit “First Dollar Credit” will be on the property tax bill for approximately \$35.00 per parcel.

Morris presented her budget. Discussion was held. The budget will be presented to Finance with no change from the 2008 budget.

Register of Deeds – All transfer returns will soon be filed over the internet and called e-transfer. She also reported on the ROD discussion at her conference on a flat fee of \$25 for recording of all recordings. Now it is \$11 for the first page and \$2 for every page thereafter. Seaman would like the committee to think about approving Hanna Lueneburg as a deputy so she can sign records as necessary. This would be an increase in salary of \$.75/hour. Seaman now has two full time deputies in her office. Hannah is part-time. This will be discussed at a later meeting.

Seaman presented her budget. Discussion was held. The budget will be submitted to Finance with a \$255 reduction in the levy.

Corporation Counsel – Selsing attended an open meeting seminar sponsored by the WCA. He

continues to work with Terri Stellmacher in child support. He has been working on an attorney general opinion regarding a potential county bond issue. Helmer asked how the time sheets are working with Selsing and his staff. Selsing stated that they are being filled out and turned into the Clerk's Office.

Selsing presented the same budget as 2008 adding the \$10,000 for the contracted services as approved by county board action.

County Clerk – Bostelmann explained that she is short one employee in her office. Vicki Bernhagen is doing the voucher entries and reports. Becky Pence is still helping from her new position at the Highway Department. Bostelmann will be doing the County budget for this year. The County Clerk's Conference she attended was heavy on election law changes and new administrative rules relating to the election process. The primary will be September 9th and the General on November 4. She and deputy Sue Wendt presented election training for municipal clerks and chief inspectors last Tuesday. 54 people attended.

The budget was presented. Because of lost revenues from Economic Development the administrative budget has an increase in the levy of \$1950. Bostelmann will check with the highway to see if they can offset the cost of the drug testing.

Motion/second(Stoddard/Thom) to accept the reports for the Treasurer, Register of Deeds, County Clerk and Corporation Counsel and approve their budgets as discussed and send them on to the Finance Committee. Motion carried.

COMMITTEE DISCUSSION

About 400 of the sesquicentennial handout were left over after the Green Lake County Fair. Discussion was held on how to distribute them. They will be distributed to department heads, county board supervisors, historical societies, senior picnic, and schools. Twenty-five handouts will be held in the Clerk's office vault for future information.

Next Meeting: Special meeting on August 25th at 4:30 for Interviews for Account Clerk Specialist position. Regular meeting on November 3rd at 4:30.

Future Agenda Items:

ADJOURNMENT

Motion/second(Stoddard/Thom) to adjourn at 5:50 PM. Motion carried.

Submitted by,



Marge Bostelmann
County Clerk