

ADMINISTRATIVE COMMITTEE MEETING
August 4, 2014

The meeting of the Administrative Committee was called to order by Vice-Chairman, David Richter at 5:00 PM on Monday, August 4, 2014 in the County Board Room, Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: David Richter
Harley Reabe
Mike Starshak
Paul Schwandt

Absent: Jack Meyers

Also Present: Marge Bostelmann, County Clerk
Betsy Amend, Treasurer
Tony Daley, Berlin Journal

Diane Meulemans, Corporation Counsel
Sarah Guenther, ROD

AGENDA

Motion/second(Schwandt/Reabe) to approve agenda. Motion carried.

MINUTES

Motion/second(Starshak/Reabe) to approve the minutes May 12, 2014 expanding on the CPM discussion under the ROD's report. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE - None

REPORTS

Treasurer: The Treasurer's report was sent to the Committee. Their office has been collecting the second half property taxes. Approximately \$1.165 million in postponed taxes are left to be collected for 2013. Twenty-three properties have delinquent 2010 taxes, this compares to 42 in 2013. Amend reported on the WCTA Summer Conference and how it helped her understand her positions and required duties. She has completed her first budget which has helped her learn and understand the budget process. Amend continues to learn about tracking fire numbers and street names changes.

Register of Deeds: The Register of Deeds report was sent to the Committee. The current scanning project has been complete with the next step being social security redaction and light indexing. Guenther attended the WRDA summer conference and found it to be very interesting and informative. She attended the Certified Public Managers class on Information Technology. She presented a list of classes that she has attended to date. She plans to complete her CPM classes in 2017. Staff continues to work diligently on back indexing of records as time permits. The property Fraud program is going well with several citizens signed up to participate.

County Clerk: The Clerk's report was sent to the Committee. The Partisan Primary is scheduled for August 12th. Municipalities have received programming cartridges, and will be conducting the public test soon. The County budget is being compiled and will be given to the Finance Committee at their August meeting. The County audit is complete and will be presented at the August County Board meeting.

Corporation Counsel:

The Corporation Counsel report was sent to the Committee. The report lists the activities of the department: attending County Board and Committee meetings, Court and Child Support hearings, WATTS review and Emergency Detentions, research and review of documents, finalize Road Upgrade and Maintenance Agreement for Highway Department. Assist Department heads with research and review of documents and records. Dan Hurst continues to represent the county on a zoning issue where Sondalle had a conflict. Discussion was held on the format of the report presented. Meulemans will change the format and present

Motion/Second(Reabe/Starshak) to accept the reports from the Treasurer, Register of Deeds, County Clerk and Corporation Counsel. Motion carried.

2015 BUDGET

Treasurer: The Treasurer's budget was presented with an increase of \$900. Forest Cropland expenditure was added for \$900 the increase is offset by Forest Cropland revenue on the General Revenue page.

Register of Deeds: The Register of Deed's budget was presented with no increase. Guenther explained changes made in line items. She explained the reduction in revenues and reduction made in expenditures. Discussion was held.

County Clerk: The County Clerk presented the election and administrative budgets. The administration budget increased in the budget by \$5,450 for special accounting.

Corporation Counsel: The Corporation Counsel's budget was presented with no increase. Meulemans explained the changes in the budget because of contracted services and special attorney fees.

Motion/second(Schwandt/Reabe) to approve the budget as presented and send on to the Finance Committee. Motion carried.

TRAINING REQUEST – None

PURCHASE REQUESTS:

Register of Deeds: Guenther explained the need for the purchase and that this will be paid for by the restricted funds which are funded by the redacting fees. IT has approved this plan/program. Guenther explained the reserve account and the five year plan which will be paid by the reserve account.

The scanner will be used by both the Clerk of Courts and the Circuit Court Judge.

Grouping & Naming and Importing	Fidlar Technologies	\$5857.37 – sole provider
Monitor/Computer (Bids provided by IT)	Dell – monitor	\$369.99
	PDS – computer	\$597.00 – recommended
	Newegg -monitor	\$299.99 – recommended
ScanPro 110	Integrated Imaging, Inc.	\$6148.00 – sole provider

Motion/second(Starshak/Schwandt) to approve the purchase requests and sent on to P&I. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting, November 3, 2014.

Future Agenda Items:

ADJOURNMENT

Motion/second(Reabe/Starshak) to adjourn at 5:53 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk