

ADMINISTRATIVE COMMITTEE MEETING
August 5, 2013

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 4:30 PM on Monday, August 5, 2013 in the County Board Room, Justice Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Jack Meyers David Richter Joanne Guden
 Mike Stoddard Paul Schwandt Deb Schubert

Also Present: Marge Bostelmann, County Clerk Dan Hurst, Corporation Counsel
 Sarah Guenther, ROD Kathy Morris, Treasurer
 Tony Daley, Berlin Journal

PLEDGE OF ALLEGIANCE

The pledge was recited.

AGENDA

Motion/second(Schubert/Richter) to approve agenda. Motion carried.

MINUTES

Motion/second(Guden/Stoddard) to approve the minutes May 6, 2013. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

RESOLUTION/ORDINANCE – None

REPORTS/2014 BUDGET REQUESTS

Treasurer: Morris reported on the 2013 tax collection. 2.54% of the roll is remaining to be collected; this compares to 2.32% at the end of August 2012. She also provided a distribution of taxes to be paid on August 20th. The tax deed cycle will begin on September 1st with a letter sent stating that taxes are delinquent and in 3 years the property can be taken on tax deed.

The Treasurer presented a budget with no levy increase. She explained changes made in the expenditures and revenues.

Register of Deeds: Guenther sent her report to the Committee. Staff and volunteer continue to work on back indexing so that records can be put on the internet. Jean Daye is a new volunteer in the office. 14,279 records have been redacted so far this year. This is substantially more than last year at this time. Records are now available back to 1995. On-line services are going well with additional monthly revenues anticipated to be about \$312 for Laredo and \$75 for Tapestry. The ROD website has been completed for easy access to real estate services and vital records. Guenther acknowledged the hard work of her staff that have accomplished the goals of the office and thanked the committee for their support.

The ROD budget was presented with a decrease in levy of \$44. Several changes were made to reflect the budget more accurately.

County Clerk: Bostelmann sent the report to the Committee. The Auditors will present the 2012 Audit at the September County Board meeting. Bostelmann updated the committee on 2014 budget preparations and compiling the information to be presented to Finance this month. MOU have been signed with all municipalities for support of the Statewide Voter Registration System. She also presented information on next year's elections for County Supervisors and Constitutional Officers.

The Clerk presented the Clerk Administrative budget that increased the levy by \$2000 because of revenues that were transferred to the Clerk of Courts Budget and the election's budget with no change in the levy.

Corporation Counsel: Hurst sent his report to the committee and listed activities that he has been involved with since the last meeting. These include meetings, court hearings, open records request reviews, personnel issues, legal research and health and sanitation issues/citations. Hurst updated the Committee on the hiring of his legal secretary, Angie Smits. Angie was available prior to the meeting and was introduced to the Committee.

The Corporation Counsel budget was presented with a \$12,421 decrease in the levy. The budget includes the salary of the legal secretary.

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

Motion/second(Richter/Guden) to approve the budgets from the Treasurer, Register of Deeds, County Clerk and Corporation counsel as presented. Roll call vote, 6 ayes, 0 nays, motion carried.

TRAINING REQUEST

Hurst request permission to attend a Health, Labor and Employment Law conference in the Wisconsin Dells on August 22-23.

Motion/second(Richter/Stoddard) to approve the request of the Corporation Counsel to for the training in Wisconsin Dells. Motion carried.

PURCHASE REQUESTS – None

COMMITTEE DISCUSSION

Future Meeting Date: November 4, 2013 at 4:30. Special meeting, Wednesday August 28th at 4:30 to evaluate the Corporation Counsel.

Future Agenda Items:

ADJOURNMENT

Motion/second(Richter/Schubert) to adjourn at 5:30 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk