

ADMINISTRATIVE COMMITTEE MEETING
July 24, 2012

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 4:30 PM on Tuesday, July 24, 2012 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 Leone Seaman, ROD
 Kathy Morris, Treasurer Sue Wendt, Supervisor
 Al Shute, LUPZ Sarah Guenther
 Tony Daley, Berlin Journal

PLEDGE OF ALLEGIANCE

The pledge was recited.

AGENDA

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

MINUTES

Motion/second(Guden/Richter) to approve the minutes from May 21, 2012. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

REPORTS

Treasurer: Morris reported on the second installment tax collection, sales tax projection for 2012 and the her deputy, Jean Daye is retiring on August 8, 2012

Register of Deeds: Seaman reported an increased in recordings to date over last year. She also explained that she and IT staff and Fiddler had a phone conference to discuss going online with records.

Schubert questioned why Hannah Lueneburg was given a raise. Seaman stated that state law requires that only deputies are allowed to search some vital records. She explained that per state statute she is allowed to deputize a person.

County Clerk: Bostelmann presented personnel information relating to the BRB and Wage study for future. She also explained the public records request from Election Fairness and Wisconsin Counts that she received for the June 5th election ballots and memory cartridges from the voting machines. She has worked with Dan Sondalle and Patrick Henneger, Phillips Borowski, who was appointed by the County Mutual to respond to the requests. She also reported that the Gold Street real estate offer to purchase fell through.

Corporation Counsel: Sondalle sent his report in packet explaining his activities with Zoning, Child Support, Emergency Detention cases, Guardianships and Protective Placements. He has also worked with Bostelmann on the public records requests relating to the June 5th election and reported on the Affeldt vs. Green Lake County matter.

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

2013 BUDGET

Treasurer, Register of Deeds and Clerk presented their budget requests. The Committee made modification to the Register of Deeds budget.

Motion/Second(Schubert/Richter) to approve the budgets as discussed and modified. Motion carried.

Bostelmann presented the Corporation Counsel budget as it is for 2012. She stated that because there has not been anyone hired for the position she does not know a salary or line item needs. This budget will be brought back at a later meeting to discuss and finalize.

APPROVE FILLING PART-TIME POSITION IN THE TREASURER’S OFFICE

Morris provided information for the Deputy County Treasurer position in her office and requested permission to fill the position. She changed the job description and explained why this is necessary.

Motion/Second(Guden/Stoddard) to approve filling the Deputy County Treasurer position. Motion carried.

APPROVE UNPAID LEAVES – None

PURCHASE REQUESTS

Register of Deeds:

Drafting Task Chair	Samuel’s Group	\$223.00 – recommended
	Office Max	\$189.99 without arms (\$40 to \$70 for arms)
	Staples	\$239.99
2 Typewriter	Berlin Printing	\$449.00 ea – recommended
	Swintec.com	\$499.00 ea
	Granada Hills	\$449.99 ea

Motion/Second(Guden/Schubert) to approve the chair from Samuel’s Group and one type writer from Berlin Printing. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: August 6, 2012 at 4:30 for interviews. Regular meeting on November 5, 2012 at 4:30.

Future Agenda Items:

ADJOURNMENT

Motion/second(Schubert/Stoddard) to adjourn at 5:45 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk