

**ADMINISTRATIVE COMMITTEE MEETING
May 12, 2014**

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 5:00 PM on Monday, May 12, 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: Jack Meyers David Richter Harley Reabe
 Mike Starshak Paul Schwandt

Also Present: Marge Bostelmann, County Clerk Dan Sondalle, Corporation Counsel
 Betsy Amend, Treasurer Sarah Guenther, ROD

Tony Daley, Berlin Journal

AGENDA

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

MINUTES

Motion/second(Richter/Reabe) to approve the minutes February 3, 2014, February 13, 2014, April 21, 2014 and April 29, 2014. Motion carried.

PUBLIC COMMENTS – None

CLOSED SESSION

Motion/Second(Richter/Starshak) To move into closed session per ss19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Review Corporation Counsel Applicants. Roll call vote, 5 ayes, 0 nays, motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE ON MATTERS DISCUSSED IN CLOSED SESSION

Motion/Second(Starshak/Richter) to reconvene into open session. Roll call vote, 5 ayes, 0 nays, motion carried.

Motion/second(Richter/Schwandt) for the County to offer the discussed package to a Corporation Counsel candidate. Motion carried.

CORRESPONDENCE - None

REPORTS

Treasurer: The Treasurer's report was sent to the Committee. The settlement process is complete. 64.11% of the roll was collected with a delinquency factor of 4.58% compared to 4.94% last year. Amend recapped the 2014 bond issue. The tax deed process has started with a total of 51 parcels with 2010 delinquent taxes. The week of May 12-16 Amend will be working in conjunction with the Wisconsin County Treasurer's Association and the DOR to verify that all eligible Real Property owners receive the lottery credit on this year's tax bills.

Register of Deeds: The Register of Deeds report was sent to the Committee. Guenther gave a history of the ROD's office which was featured in the WCA March magazine. Guenther presented a press release

and picture of her with Governor Walker, Senator Olsen and Representative Ripp and other RODs attending the bill signing of Act 27. She testified on the bill in January. The Property Fraud Alert, which is a free service for citizens to protect their property interest now has a link on the County Website. Guenther requested permission to enroll in the Certified Public Managers program. *Discussion was held. Guenther will update the Committee periodically on her progress with the CPM program. Guenther explained it is a 2 1/2 to 3 years program.*

County Clerk: The Clerk's report was sent to the Committee. The paperwork for the April Election has been completed and the office is working on the August 12th primary. The auditors were here the week of March 31. Bostelmann provided a copy of Act 373 which reinforces the statutory responsibility of County Clerks.

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 hearings, Child Support hearings, WATTS review and Emergency Detentions, research and review of documents, in-service presentations and meetings with department heads as needed.

Motion/Second(Schwandt/Reabe) to accept the reports which includes training requests from the Treasurer, Register of Deeds, County Clerk and Corporation Counsel. Motion carried.

RESOLUTION/ORDINANCE

Res 12-2014 Appoint Green Lake County Treasurer as Real Property Lister

Motion/second(Richter/Starshak) to approve the resolution and send it on to the County Board. Roll call vote, 5 ayes, 0 nays,

TRAINING REQUEST

Guenther requested permission to enroll and attend the Certified Public Manager's Program.

Motion/second(Reabe/Richter) to approve Guenther attending the Certified Public Manager's Program. Discussion was held. Motion carried.

PURCHASE REQUESTS – None

USE OF EMAILS FOR SENDING OUT COMMITTEE PACKETS

Discussion was held on supervisors receiving packet's by email rather than mail. Several supervisors do not have email and receive packet's via mail.

Motion/second(Richter/Reabe) that this Committee elects to receive their packets via email unless they do not want to and they will contact the clerk's office for packets to be mailing. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting, August 4, 2014.

Future Agenda Items:

ADJOURNMENT

Motion/second(Starshak/Richter) to adjourn at 6:25 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk