

ADMINISTRATIVE COMMITTEE MEETING
May 6, 2013

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 4:30 PM on Tuesday, May 6, 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(Schwandt/Richter) to approve agenda. Motion carried.

MINUTES

Motion/second(Guden/Schubert) to approve the minutes February 4, 2013 with correction that Guden was absent and vote was 5 not 4 ayes. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

DRAINAGE BOARD ASKING FOR LEGAL COUNSEL

Hebbe sent a letter on behalf of the Green Lake County Drainage Board requesting the Corporation Counsel represent them in all legal matters. Discussion was held.

Motion/second(Stoddard/Richter) to deny the request for Corporation Counsel services and request they seek their own legal services.

RESOLUTION/ORDINANCE

Ord. 1054-2013 Revise Chapter 60, Article 1, ss. 60-2 entitled Register of Deeds, Previous Ordinance 523-1993. Sarah Guenther explained the process in her office regarding filing of documents and requested the ordinance be changed for accepting filings and recordings to 1 hour before the office closes rather than 30 minutes before the office closes. This will allow sufficient time to process the records.

Motion/second(Guden/Richter) to approve the ordinance and send it on to County Board. Motion carried.

REPORTS

Treasurer: Morris sent her report to the Committee in advance. She reported on the tax settlement. 63.21% of the total tax roll was collected with a delinquency factor of 4.9% compared to 5.61% last year. She also reported on the activity related to the 2013 bond issue. The Wisconsin County Treasurer's will be doing a statewide initiative for tax payers to verify that all eligible Real Property Owners received the lottery credit on their 2012 tax bill. Morris will be sending out a press release. Morris updated the Committee on the tax deed property in the Town of Princeton. Morris has confirmation that U.S. Bank which holds the mortgage will be paying the taxes.

Register of Deeds: Guenther sent her report to the committee and reported that 163,655 documents with social security numbers still need to be redacted. She has received a quote of \$.07 from Fidlar to redact for a total cost of \$21,802.48. This project is planned for 2014. She reported the office is now on the online with real estate records back to January of 1996. This will streamline the document process to avoid mail delays, save postage and speed up the process. Another major project has been the ROD website by providing on-line services and e-recording. She thanked the IT department for all their help in these projects. The ROD office can now scan plat maps eliminating the outsourcing of these maps. Guenther also presented projects for approval: scan and import volumes 269-369 - \$21,283.18 and back indexing of volumes 269 to 369 - \$21,422.00. \$58,149.23 has been set aside for the projects and plans to request grant funds from the state through the Land Information Council for part of these projects.

Motion/second(Schubert/Guden) to approve the scanning and importing of volumes 269-369 for \$21,283.18 and back indexing of volume 269-369 for a cost of \$21,422.00 for a total of \$42,705.18. If a grant is received it will be used to offset these costs. Motion carried. Guenther was asked to explain the history and purpose of the Land Information Council.

County Clerk: Bostelmann sent her report to the committee and reported that the auditors were here the week of April 1st. Angie Petruske was hired for the Account Budget Coordinator and is doing well. County staff received extensive training on the County accounting system. Job descriptions have been reviewed by department head, changes have been made and the descriptions were used to evaluate positions for the wage study. Negotiations for the AFSCME unions will start sometime in July.

Corporation Counsel: Hurst sent his report to the Committee outlining his activities. Many of his activities involve the HHS department, Child Support and Land Use Planning and Zoning. Other departments he has worked with are Treasurer, County Clerk, UWEX, Sheriff's Office and Highway. He is currently interviewing for a legal assistant for his office and the Child Support office.

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

APPROVE TRAINING/SEMINARS FOR CORPORATION COUNSEL

Hurst presented a list of seminars he would like to attend.

Motion/second(Guden/Richter) to approve his attending the seminars and training listed and future training that may come up between Administrative Committee meetings with the County Board Chairman's approval. Motion carried.

PURCHASE REQUESTS – None

COMMITTEE DISCUSSION

Future Meeting Date: August 5, 2013 at 4:30.

Future Agenda Items:

ADJOURNMENT

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

Submitted by,

Marge Bostelmann
County Clerk