

**ADMINISTRATIVE COMMITTEE MEETING**  
**November 3, 2014**

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 5:00 PM on Monday, November 3, 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  
Betsy Amend, Treasurer  
Tony Daley, Berlin Journal

Diane Meulemans, Corporation Counsel  
Sarah Guenther, ROD

**AGENDA**

*Motion/second(Reabe/Starshak)* to approve agenda. Motion carried.

**MINUTES**

*Motion/second(Reabe/Richter)* to approve the minutes August 4, 2014 correcting CPA to CPM. Motion carried.

**PUBLIC COMMENTS** – None

**CORRESPONDENCE** – None

**REPORTS**

**Treasurer:** The Treasurer's report was sent to the Committee. Amend reported the County Book of Sales, all delinquent 2013 taxes, have been printed. There are 551 delinquent taxpayers with \$767,000.93 left to collect. She also reported on Tax Deed Properties taken and sold. Amend attended the Wisconsin County Treasurers' Association Fall Conference and attended a class on Cash Management and Investments which was very informative. The local clerks and treasurers meeting is scheduled for November 19<sup>th</sup>. Tax bills will be calculated and printed in November and December.

**Register of Deeds:** The Register of Deeds report was sent to the Committee. The social security redaction project is almost complete, 182,088 numbers have been redacted with 16,852 remaining. Guenther attended the Wisconsin Register of Deeds Association conference and attended a CPM class entitled Budgeting for Public Managers. She is now co-chair of the ROD legislative committee. The ROD staff continues to verify records online and volunteers are utilized for social security number redacting and back indexing. Nan Hansen has also helped with projects that ROD staff has not had time to complete.

**County Clerk:** The Clerk's report was sent to the Committee. Bostelmann reported on the upcoming election and the changes in the same sex marriage law which is now in effect. The budget process is complete and the budget will go to the County Board for review and approval next week. The auditors have started the preliminary 2014 audit process. Negotiations have started with WPPA. Bostelmann also reported that on Friday, October 31<sup>st</sup>, the county phone system went down at about 9 am. CenturyLink worked to restore the PRI and the phones were working again about 2 pm.

**Corporation Counsel:** The Corporation Counsel's report was sent to the Committee. Meulemans reported on projects and opinions for the Clerk of Courts, County Clerk, HHS, Highway LUPZ, Sheriff's Department, and Treasurer. General Legal services were provided for the County Board, Child Support Agency, Highway, HHS, LUPZ, ROD, Treasurer/Real Property Lister and UWEX. The Committee thanked Meulemans for the new format of her report. Guenther stated how nice it is to work with Meulemans and how much she does for the departments.

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

**RESOLUTIONS/ORDINANCES** – None

**TRAINING REQUEST** – None

**PURCHASE REQUESTS** – None

**COMMITTEE DISCUSSION**

**Future Meeting Date:** Regular meeting, February 2, 2015.

**Future Agenda Items:**

**ADJOURNMENT**

*Motion/second(Starshak/Richter)* to adjourn at 5:26 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk