

**ADMINISTRATIVE COMMITTEE MEETING
November 4, 2013**

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 5:00 PM on Monday, November 4, 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(Richter/Stoddard) to approve agenda. Motion carried.

MINUTES

Motion/second(Guden/Schubert) to approve the minutes August 28, 2013 correcting roll call vote that Schwandt was absent. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

RESOLUTION/ORDINANCE – None

REPORTS

Treasurer: Morris reported that on September 1, 2013 the County Book of Sale was printed. This book records the certificates of all delinquent 2012 taxpayers. September 1, 2012 delinquencies were 2.32 % compared to the September 1, 2013 delinquencies of 2.07% indicating a decrease. This is the lowest in five years. Morris also provided a report on the tax deed properties taken in October 2013. Morris will be hosting the annual meeting with local clerks and treasurers on November 19th. The assessors have also been invited to the meeting. In December tax bills will be calculated and printed for all municipalities. Morris stated that one of her deputies will be on medical leave for at least 2 weeks and then will not be able to put weight on her leg for 6 weeks.

Register of Deeds: The ROD office continues to make significant progress with Social Security Redaction and back indexing of records. The Laredo services, which allows on-line service to title companies has expanded with 8 users and monthly revenue of \$432. Guenther also updated the Committee on the scanning project. When complete, records will be on-line back to 1975. Guenther is working closely with Coroner Darlene Strey with the implementation of the State Vital Records death module.

County Clerk: Bostelmann reported that the auditors were here last week to begin the 2013 preliminary audit work. The Berlin School District had a referendum on October 15th with the clerk's office coordinating the programming of the voting machines. 5 towns were involved in the election. The clerk's office has also compiled the 2014 budget which was presented to the Finance Committee and will go to County Board for approval.

Corporation Counsel: Hurst presented detail of meetings attended, research, hearings attended contract review, continuing education and preparation of court documents. Discussion was held on the shared employee between Child Support and Corporation Counsel.

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

DISCUSSION ON OFFICE SPACE FOR CORPORATION COUNSEL

Hurst explained that he has had meetings in his office related to confidential medical issues in his office; however the area is not secure for confidentiality. Discussion was held on how to have meetings in more of a confidential setting or conference room.

DISCUSSION ON INCREASING THE HOURS OF PART-TIME POSITION IN THE COUNTY CLERK'S OFFICE

Bostelmann explained that the part-time secretary resigned at the Highway Department and Nan Hansen has been filling in. Brooks and Bostelmann have discussed the possibility of Hansen continuing to fill in at the Highway Department rather than hiring a new employee for 20 hours per week. Increasing Hansen's hours up to 29 hours a week from 20 hours a week will allow Hansen to provide the help needed at the Highway Department.

Motion/second(Richter/Schubert) to approve the job description up to 1508 with benefits as outlined in the Personnel Policy and Procedures Manual. Motion carried.

TRAINING REQUEST

Bostelmann requested approval for Angie Petruske and Liz Otto to attend an Alio accounting software training in the Dells on November 13th and 14th. The cost of the training is paid by the IT department and the Clerk's office will be responsible for lodging, meals and mileage.

Motion/second(Guden/Schubert) to approve the training request for Petruske and Otto in the Dells on November 13th and 14th. Motion carried.

PURCHASE REQUESTS – None

FUTURE RETIREMENT OF TREASURER AND APPOINTMENT OF NEW TREASURER

Morris explained that she plans to retire in March or April 2014. She presented a list of responsibilities conducted in her office monthly. She would like to see the County Board appoint someone in December and hire the appointee as an LTE so that Morris can teach the person who replaces her. Morris would like to carryover unpaid salaries from 2013 to pay the LTE in 2014. Hurst read the appointment process described in the Statutes.

Motion/second(Stoddard/Schwandt) to advertise for the Treasurer's Position with a deadline of December 1, 2013. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting, February 3, 2014. Special meetings will be called as needed.

Future Agenda Items:

ADJOURNMENT

Motion/second(Schubert/Guden) to adjourn at 6:09 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk