



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 03/31/16

Amended* Post Date:

The following documents are included in the packet for the Administrative Committee on August 1st, 2016:

- 1) Agenda
- 2) Draft minutes from the 05/01/16 meeting
- 3) Reports from the Treasurer, ROD, Clerk and Corporation Counsel
- 4) Memorandum from Corporation Counsel for Joint Committee Meetings
- 5) 2017 Budget information



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Administrative Committee Meeting Notice

***Date: August 1st, 2016 Time: 6:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI***

AGENDA

Committee Members

*Harley Reabe,
Chairman
Nick Toney,
Vice -Chair
Robert Lyon
Michael Starshak
Paul Schwandt
David Richter*

*Margaret R.
Bostelmann,
Secretary*

**Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 05/02/16
6. Public Comments (3 Min. Limit)
7. Correspondence
8. Resolutions/Ordinances
9. Reports
 - Treasurer
 - ROD
 - Clerk
 - Corporation Counsel
10. Policy For Joint Committee Meetings
11. 2017 Budget
12. Purchase Requests
13. Consider motion to convene into closed session per:
14. Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility. The closed session is regarding evaluation of Corporation Counsel Goals.
15. Reconvene to Open Session to take action, if appropriate, on matters discussed in Closed Session
16. Committee Discussion
 - Future Meeting. Dates: November 7, 2016 at 5:00 pm
 - Future Agenda items for action & discussion
17. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.

ADMINISTRATIVE COMMITTEE MEETING
May 2, 2016

The meeting of the Administrative Committee was called to order by Chairman, Harley Reabe at 5:00 PM on Monday, May 2, 2016 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: Harley Reabe
Nick Toney
David Richter
Mike Starshak
Paul Schwandt
Bob Lyon

Also Present: Marge Bostelmann, County Clerk
Sarah Guenther, ROD
Sheriff Podoll

Dawn Klockow, Corporation Counsel
Betsy Amend, Treasurer
Tony Daley, Berlin Journal

AGENDA

Motion/second(Starshak/Schwandt) to approve amended agenda. Motion carried.

MINUTES

Motion/second(Starshak/Richter) to approve the minutes February 1, 2016, February18, 2016, March 3, 2016 and March 24, 2016 as presented. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

RESOLUTIONS/ORDINANCES – None

REPORTS

Treasurer: Amend reported that the tax settlement process is complete. 64.49% of the tax roll was collected, with a delinquency factor of 4.56% compared to 3.78% last year. The tax deed process has begun. There are 45 parcels this year compared to 30 last year. Amend has been creating valuation summary reports and rolls for the Open Book/Board of Review meeting for each municipality. Interest on CDs has improved and Amend has moved funds from money markets to CDs with higher interest rates. She is researching a software package from GCS to improve the portal portion of reporting tax and assessment date on the website and pursuing grant money for the initial setup. Amend attended a PME class at the WCCO conference entitled “Facilitating Difficult Conversations with Constituents which was a great learning tool. Her summer conference is June 7-10 in Lake Geneva.

Register of Deeds: The statewide issuance of vital records bill was signed into law on February 29, 2016. The County has contracted National Title Clearing, an erecording company. This allows business partners another option to record documents that comply with the Consumer Financial Protection Bureau. The requirements from TRID were provided. Guenther is requesting approval to replace the cover of six deed books at a cost of \$2,046.60. The cost is budgeted. A proposal for scanning tract indexing was presented for \$5,682.75, restricted funds will be used for the project. Green Lake County is the “test” county for Official Records Online which will provide a vital record through an online request versus by mail or in person.

County Clerk: Bostelmann updated the Committee on the April primary election, and County Board Supervisors Training. She also provided an update of staff that has been helping in other departments due to staff shortages or special projects. Bostelmann attended the WCCO/County Clerk conference in March and received information from the Government Accountability Board and State Vital Records office. Bostelmann informed the committee that the phone voice mail system is being updated.

Corporation Counsel: Klockow received 51 requests for legal services including contract review and drafting, policy review and legal opinions. She has also been involved in three guardianships, 14 involuntary mental health commitments, four septic violations and one zoning lawsuit. She also attended education seminars on “The First Amendment and the Government”, “Hot Topics in Elder Law” and will be attending the Wisconsin Association of County Corporation Counsel’s spring conference in conjunction with WMMICs annual meeting in early May where she will earn continuing education credits. She will be meeting with Bill Hutchison in mid- June to discuss case management software for Corporation Counsel Office in 2017. This will help make the office more efficient.

- Request for Mutual Aid from Waupaca County for BOA hearing
Diane Meulemans has requested Klockow to help with a BOA hearing. It is a conflict for Meulemans. Discussion held.
Motion/second(Starshak/Richter) to leave the decision up to Klockow’s discretion if she provides the mutual aid. Motion carried.

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

POLICY FOR JOINT COMMITTEE MEETINGS

Discussion was held. Joint meetings could have a majority of County board members which may be a violation of the open meetings law. Question of who calls the meeting to order and how is a vote taken? Klockow will review other counties policies and present a draft at the next meeting.

PURCHASE REQUESTS

Register of Deeds:

Recovering 6 deed books	Excel Binding	\$2,046.60
Tract Books scanning	Q Solutions	\$5,682.75 Plus expenses

Motion/second(Schwandt/Lyon) to approve both requests.

Discussion was held on the additional expenses for Q Solutions.

Motion/second(Richter/Starshak) to amend the motion to include a cap of \$7000 for the Q Solutions request. Motion carried.

Motion carried as amended.

CLOSED SESSION

Consider Motion to Convene into Closed Session per:

Motion/second(Toney/Starshak) to move into closed pursuant to Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the

governmental body has jurisdiction or exercises responsibility. The closed session is regarding evaluation of Corporation Counsel.

Roll call vote, 6 ayes, 0 nays, 0 absent, Motion carried.

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

Motion/second(Richter/Toney) to reconvene in open session. Roll call vote, 6 ayes, 0 nays, 0 absent. Motion carried.

Motion/second(Toney/Starshak) to approve the 6 month evaluation of the Corporation Counsel. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting – August 1, 2016 at 6:00 pm

Future Agenda Items:

ADJOURNMENT

Motion/second(Starshak/Richter) to adjourn at 6:21PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk



GREEN LAKE COUNTY

OFFICE OF THE COUNTY TREASURER

Elizabeth A. Amend

Treasurer and Real Property Lister

Office: 920-294-4018

FAX: 920-294-4009

07-25-2016

Memo to Administrative Committee:

Status of tax collections and remaining balances:

Taxes left to collect as of 7-25-16; \$5,511,433.02 which is 14.48% of total roll.

Taxes left to collect as of 7-25-15: \$5,014,488.13, which were 13.29% of total roll.

The second installment payments are due on July 31st. Our office has been very busy, but with our great team, Hannah, Stef and I, we are doing a professional and efficient job!

August is the final month in the 3 year tax deed procedure. We still have 25 owners of 33 properties with delinquent 2012 taxes. We hope to receive those payments this month. At the end of July 2015, we had 19 properties still delinquent.

I attended my Summer WCTA Conference in June. It was held in Walworth County in Lake Geneva. This is a beautiful area. We were able to take a boat tour of the Lake. The area has amazing houses (or should I say mansions). At the conference, we met with the Wisconsin Department of Revenue, and they updated all the Treasurers on any new Local Government Services and Law changes. This was helpful in order to meet the requirements for the tax bills in December. Other topics discussed were Fraud Risk and Tax Settlement Process. I feel we have the necessary banking tools in place to help prevent fraud within our County. We have a terrific checks and balances procedure in the Treasurer's office. Overall, the conference was informative, and we had great speakers and topics.

A large challenge for our office in the near future will be redesigning the tax bill for December to include the new district tax levy information required.

I am also doing some research and inquiring about possible new tax collection and web portal software. In the meantime, we worked with GIS and were able to put the taxpayers 2015 tax bills online to access and print. This is a great update for our office. We get many requests for this information, and now it will provide our office with the time to run more efficiently and productive. We look forward to the new web portal program that will provide all this data to the public in one area online.

I received the monthly update to our Veribanc report, and all institutions are in good standings.

In the near future, I will be meeting with my deputies to do their mid-year evaluation for Pay for Performance using the new Neo Gov program. The implementation of this program has been very useful and a great tool for setting goals and keeping on track.

So far this year, the sales tax and boat launch money are ahead of budget. Boat launch is at approximately \$25,000. I have enclosed the sales tax spreadsheet for your review.

I have completed and submitted my 2017 budget.

Sincerely submitted,

Elizabeth A. Amend
County Treasurer

		SALES TAX COMPARISON BY MONTH																			
	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Average	Highest	Lowest
JANUARY		81,080.93	85,137.60	92,773.80	98,200.00	78,532.01	94,003.75	115,957.65	79,652.50	62,321.73	70,005.42	86,471.69	92,361.26	103,131.31	88,329.30	89,312.33	105,571.74	121,542.69	90,846.22	121,542.69	62,321.73
FEBRUARY		68,569.02	72,147.72	76,111.74	80,500.00	87,743.38	90,716.11	75,926.66	69,605.70	74,202.13	82,259.51	60,255.84	71,765.73	75,157.47	87,710.39	104,416.66	105,479.13	99,233.57	81,282.40	105,479.13	60,255.84
MARCH		46,994.44	64,224.92	94,168.87	97,000.00	83,439.91	86,220.70	79,818.25	88,633.79	89,190.41	72,300.21	72,152.97	76,308.78	87,017.88	90,969.15	80,712.37	75,624.17	78,407.24	80,187.30	97,000.00	46,994.44
APRIL		36,804.46	71,321.55	62,445.49	58,900.00	67,359.77	62,075.91	69,155.24	63,058.88	74,718.21	67,312.51	71,854.87	72,557.03	69,736.35	69,652.92	73,173.51	72,497.15	85,833.61	67,556.32	85,833.61	36,804.46
MAY		41,257.94	64,384.28	57,646.77	59,600.00	71,526.44	65,946.26	69,607.47	71,223.18	68,787.41	60,622.65	56,705.39	67,613.35	73,036.07	68,725.33	90,583.91	98,626.84	99,231.51	69,713.22	99,231.51	41,257.94
JUNE		117,836.13	67,289.04	70,454.12	59,400.00	75,727.67	67,163.29	81,571.85	76,373.54	78,852.20	73,034.18	72,141.40	68,423.66	101,139.24	103,975.93	96,363.09	111,812.89	82,697.21	82,603.26	117,836.13	59,400.00
JULY		69,553.41	75,069.62	87,945.03	15,457.04	99,086.18	96,568.35	84,067.17	86,994.29	81,091.22	80,499.08	87,412.37	109,454.06	107,586.75	81,817.15	88,250.53	92,189.56	135,159.69	86,953.03	135,159.69	15,457.04
AUGUST		83,741.27	90,262.79	102,579.92	92,813.93	102,675.77	96,595.81	97,164.10	97,420.59	105,528.07	93,922.66	100,176.69	105,846.56	89,052.80	117,295.88	129,214.16	123,110.16	122,417.37	102,930.50	129,214.16	83,741.27
SEPTEMBER	1,077.35	93,595.76	105,008.70	97,448.95	80,520.37	124,177.76	114,411.51	110,465.93	113,065.86	119,494.72	100,310.21	92,638.54	120,204.89	141,872.33	136,454.46	148,091.79	130,471.59		107,606.51	148,091.79	1,077.35
OCTOBER	64,005.77	111,335.18	103,948.33	113,534.17	113,496.95	110,766.62	105,148.26	123,002.66	103,608.10	100,856.72	97,986.10	108,380.25	110,151.59	108,468.31	96,572.83	112,320.87	119,775.37		106,079.89	123,002.66	64,005.77
NOVEMBER	64,072.75	99,993.06	93,751.32	104,469.28	117,012.11	114,890.01	106,956.90	100,446.29	102,398.01	122,825.01	98,204.96	107,994.98	104,560.23	108,705.00	119,843.27	146,344.84	145,674.99		109,302.53	146,344.84	64,072.75
DECEMBER	64,039.26	81,191.40	88,451.96	81,475.34	100,291.21	102,840.69	106,157.03	110,606.12	116,320.49	98,374.21	89,218.90	99,252.75	114,693.33	121,546.98	102,449.78	111,257.56	97,273.70		99,143.57	121,546.98	64,039.26
18,431,480.78	193,195.13	931,953.00	980,997.83	1,041,053.48	973,191.61	1,118,766.21	1,091,963.88	1,117,789.39	1,068,354.93	1,076,242.04	985,676.39	1,015,437.74	1,113,940.47	1,186,450.49	1,163,796.39	1,270,041.62	1,278,107.29	824,522.89			
Sales Tax earned is collected for retail sales period of the third month prior																					



GREEN LAKE COUNTY
OFFICE OF THE REGISTER OF DEEDS

Sarah Guenther
Register of Deeds

Office: 920-294-4024
FAX: 920-294-4009

August 1, 2016

Memo to: Administrative Committee

From: Sarah Guenther, Register of Deeds

I am pleased to announce that our tract indexing project is completed. This will allow searchers the ability to see our indexes online instead of having to make a trip to our office. This will be an invaluable tool for the title industry, one which many searchers have asked for.

We also have the responsibility of maintaining our bound books in our vault. I have a yearly maintenance schedule that continues that process to make sure all of our historical records are preserved. Our records for birth and death date back to 1876, marriage 1852 and deeds and mortgages back to 1845. Work on these books was completed on July 22nd this past month.

At our summer conference I was recognized for my outstanding contribution to the Wisconsin Register of Deeds Association and presented the President's Award. I am very humbled and honored by the recognition from our President and the association. Below is an excerpt from the President Staci Hoffman when she presented the award to me. See attached picture.

“Sarah has taken on an active role in the leadership of the legislative committee for the WRDA. She proudly took on the role of co-chair when I asked for help – I was totally green when it came to legislation and she taught me a lot. She has proven to be a great asset to the committee and our association. The work that goes on behind the scenes to pass legislation is immense; I know firsthand that Sarah spent many hours each day going through statutes, talking to legislators and their aides to help successfully pass 5 bills the WRDA listed as our legislative initiatives this past year.”

This next month we should also be launching Official Records online. This was the pilot project I worked on with my software company Fidlar to provide quicker access to vitals records.

Lastly I want to recognize my staff. Hannah Lueneburg, Renee Thiem-Korth and Jane Thomas for working diligently to get our records fully verified back to 1987. This is a critical piece for the title searching industry that affects all citizens for mortgages, deeds and property ownership.

My thanks as always to this committee for their support to our office; I appreciate your partnership with me and my staff.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Sarah Guenther". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Sarah Guenther
Green Lake County Register of Deeds

**ADMINISTRATIVE COMMITTEE
CLERKS REPORT**

August 1, 2016

Elections:

We are getting ready for the August 9th primary. This will be the last election that allows mail-in absentees to be postmarked by Election Day and received by 4 pm on the Friday after the election. Starting in November, all absentees must be received by Election Day to be counted. On July 19, 2016, a Federal District Judge, Lynn Adelman issued an order requiring the Wisconsin Elections Commission to implement an affidavit option for voters unable to obtain an acceptable photo ID with reasonable effort. (See attached memorandum) This will be in effect for the November 8th general election. The Government Accountability Board is no longer in existence and my office is now working with the Wisconsin Elections Commission.

Budget:

All budget pages have been sent so department heads can update the budget and take to Committees for discussion and approval. After Committee approvals the budgets are sent back to Angie Petruske to be compiled into the budget book and to compile the summary pages. The budget will be presented to the Finance Committee at their August meeting. The Finance Committee will meet with Departments as needed during the budget process. The County Board will meet on the second Tuesday in November for the budget hearing and then to pass the budget and tax levy.

I have created a "County Administrator" budget page for your review and discussion.

I have enclosed in the packet the county clerk administrative budget and the elections budget. The county clerk administrative budget is increased because we do not administer as many marriage licenses anymore and the advertising expense for vacant positions and pre-employment physicals has increased due to the number of employment vacancies this year. I was able to lower the purchasing budget and insurance budget that is approved by P&I Committee which will reduce my department levy overall for 2017 by \$2176.

Other Activities

Angie Petruske continues to work with HHS staff and the auditors in developing new HHS accounts that will help in state/federal reporting. Nan Hanson has also helped at HHS with the Child Support transition and is working with UWEX preparing for and will be working at the Fair.

My office is working with the Clerk of Courts office to take over the service of administrating passports.

WCCA Conference:

I attended the Wisconsin County Clerks Association Conference in LaCrosse in June. The educational trainings were "Lead with Integrity" and "Keeping Organized and Staying Positive". Both were very well done. Staff from the Government Accountability Board were there to discuss the change from GAB to the Elections Commission and provide information on the patrician primary and general election.

Submitted by Marge Bostelmann
July 27, 2016



GREEN LAKE COUNTY
OFFICE OF CORPORATION COUNSEL

Dawn N. Klockow
Corporation Counsel

Office: 920-294-4067
FAX: 920-294-4069

MEMORANDUM

TO: Administrative Committee

FROM: Dawn N. Klockow

DATE: July 21, 2016

RE: Quarterly Report April 27, 2016 – July 21, 2016

Honorable Members of the Administrative Committee:

I am pleased to report on my offices activities from April 27, 2016 – July 21, 2016. My office has been busy with providing legal services to the Board, its committees, and County departments.

During the period mentioned above, my office received 34 requests for legal services ranging from contract review, contract drafting, policy review, resolutions and ordinances, and legal opinions on various subjects. Of those 34 requests, we have completed 16, with 18 remaining open for various reasons. I continue to consult with county staff on questions that arise daily which do not require extensive legal research or drafting written advice. These consultations often are resolved by either a telephone conversation or a response to an email request.

During the period mentioned above, my office has also been involved in three guardianship cases, eight involuntary mental health commitments, and one zoning violation lawsuit which is pending but should be resolved soon. I continue to prosecute three outstanding termination of parental rights cases as well, all of which have been scheduled for trial in September.

I continue attending committee meetings and County Board meetings. I assisted this Committee and the ad hoc County Administrator Committee with the implementation of the Resolution creating the Office of County Administrator, including drafting an ordinance, resolution and providing data and research. I continue to perform my contractual and statutory duties with the Child Support Agency prosecuting contempt of court actions, contempt reviews, child support establishment

and modifications, and paternity establishment. I have been assisting Shelby Jensen with transitioning the Child Support Agency and have drafted some forms that will hopefully enable our offices to work together better as a team handling child support enforcement. I also attended an Alzheimer's clinic given by DHHS, my association's Spring Conference, and a Leadership Skills for Women Seminar. I also met with Bill Hutchinson regarding the purchase of an electronic case management system which will assist my office with tracking and working on the many files that require our attention daily. I am hopeful that the IT Committee will approve the purchase of the software, which would be implemented in 2017.

I have completed my budget request for 2017 with no increase in the levy dollars for my department. Angie Smit and I also noticed that the money billed to DHHS for TPR cases were not appearing in our revenue account, and that issue has been rectified and should appear in our revenue account for the rest of the year.

I continue to keep an open-door policy for all county employees and elected officials to ask questions and inquiries for legal advice.

County Examples of Joint Meetings/Rules/Procedures

1. Polk County – Does not have a written rule but an unwritten procedure.
“The respective committee chairs consent to a joint committee chair and each committee retains its identity with the committee chair presiding over the committee members as a caucus for voting on matters of assigned functions. When a motion is made each committee takes up the motion and vote and the respective actions of the committees are recorded. In effect the meeting is of each committee at a unison date, time and place. One set of minutes reflect two parallel courses of action. Frequently, an action item requires the consideration and vote of one committee due to the nature of an assigned function.”
2. Sauk County – has two different kinds of joint meetings:
 - a. Two committees meeting jointly. They elect a chair for the meeting. Although they meet jointly they are two independent committees and each vote separately. A quorum of both is required for either of them to convene.
 - b. Where two committees form a joint committee. Under an ordinance the Personnel and Finance Committee convene as a Position Review committee. In this scenario, a chair is elected but the committees meet as one and vote as one body. A quorum of both committees comprising the one committee is still required to vote.
 - c. Other than the ordinance creating the joint committee, this procedure is not in the rules. However, Sauk County Corporation Counsel would prefer that this procedure be placed in the rules.
3. Eau Claire County – uses the same procedure as Polk County.
4. Clark County – Rule of Order
 - “10. Joint Committee Meetings.
 - a. A committee may request a joint meeting with another committee on matters of common concern.
 - b. When a joint committee meeting is requested, the committee chairperson will cooperate in preparing for the meeting and in determining the time and place, who is to preside, who will take minutes, and all other arrangements for the joint meeting. The person presiding at the meeting is responsible for providing notice of the meeting.

County Examples of Joint Meeting Rules/Procedures

- c. If difference arise that the committee chairperson cannot resolve the chairperson of any affected committee may ask the Board chairperson to intervene. The Board chairperson may order whatever action is necessary to ensure the success of the joint committee meeting.
 - d. Each committee participating in a joint meeting will vote separately on matters that come before the joint meeting that are within the authority and duties of the committee.”
5. Manitowoc County
 - a. Rule 9 Joint Committee Meetings.
 - (a) A committee may request a joint meeting with another committee on matters of common concern.
 - (b) When a joint committee meeting is requested, the committee chairs will cooperate in preparing for the meeting and in determining the time and place, who is to preside, who will take minutes, and all other arrangements for the joint meeting. The person presiding at the meeting is responsible for providing notice of the meeting.
 - (c) If differences arise that the committee chairs cannot resolve, the chair of any affected committee may ask the County Board Chair to intervene. The County Board Chair may order whatever action is necessary to ensure the success of the joint committee meeting.
 - (d) Each Committee participating in a joint meeting will vote separately on matters that come before the joint meeting.
6. Sheboygan County
 - a. Rule 2.10 (8) Joint Meetings. Committees may hold joint meetings. If Committees hold joint meetings, the following procedures apply:
 - (a) A majority of the sum of the members of each Committee constitutes a quorum for the joint meeting.
 - (b) All members of each Committee shall vote on all business at the joint meeting, and a majority of the sum of the members present voting affirmatively shall be required to pass any measure.
 - (c) Nothing precludes each Committee from holding its own separate meeting before or after a joint meeting if properly noticed.
 - (d) In the event of a disagreement between Committee Chairs, the Chairperson of the Committee whose Committee name is first in the alphabet shall preside over the joint meeting.
7. Waukesha County
 - a. Rule 4-97 (d) The county board chairperson shall arrange for joint committee meetings when such a meeting is deemed necessary, and shall set the time and location of the meeting. The county board chairperson, or in the chairperson's absence the first vice chairperson,

County Examples of Joint Meeting Rules/Procedures

or in the first vice chairperson's absence the second vice chairperson, shall preside.

1. No business shall be conducted at a joint meeting unless there is a quorum from each committee present. Committee members present and serving as members of more than one (1) of the committees meeting jointly are to be considered present in determining whether there is a quorum of each committee.
2. Committee members serving on more than one (1) of the committees meeting jointly shall be entitled to cast separate votes as a member of each committee on which the member serves.

Compiled by Corporation Counsel Dawn Klockow
5/3/2016

BUDGET REQUEST - 2017

DEPARTMENT: TREASURER

COMMITTEE: ADMINISTRATIVE

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2015 ACTUAL	2016 BUDGET	6 MO YTD	2016 EST YR END	2017 APPROVED
17-100-08-51520-110-000	Salaries	125,778.38	126,760.30	56,177.67	126,760.30	126,760.30
17-100-08-51520-151-000	Social Security	8,970.90	9,697.16	4,535.93	9,697.16	9,697.16
17-100-08-51520-153-000	Ret. Employer Share	8,888.00	8,366.18	4,202.60	8,366.18	8,366.18
17-100-08-51520-154-000	Health Insurance	47,069.18	55,451.69	29,626.40	55,451.69	55,451.69
17-100-08-51520-155-000	Life Insurance	132.28	137.04	75.09	137.04	137.04
17-100-08-51520-312-000	Receipt Forms	1,265.71	1,700.00	294.22	1,700.00	1,500.00
17-100-08-51520-320-000	Publications-Publishing Notices, etc.	3,221.26	3,500.00	2,667.26	3,500.00	3,500.00
17-100-08-51520-324-000	Member Dues	160.00	175.00	160.00	160.00	160.00
17-100-08-51520-325-000	Registrations & Conventions	1,304.00	1,400.00	380.00	1,035.00	1,500.00
17-100-08-51520-329-000	Subscriptions - Bank Ratings	500.00	435.00	0.00	500.00	500.00
17-100-08-51520-330-000	Travel	1,004.89	1,400.00	344.00	1,300.00	1,500.00
17-100-08-51520-342-000	Bank Service Charges	267.60	200.00	68.00	200.00	200.00
17-100-08-51520-364-000	Ag Penalty	1,897.19	400.00	2,787.16	4,098.00	1,000.00
17-100-08-51520-391-000	Charge Backs/Delinquent Pers. Prop.	9,224.56	0.00	0.00	0.00	0.00
17-100-08-51520-531-000	*Forest Crop Land	9,351.28	900.00	10,424.29	10,424.29	900.00
17-100-08-51520-810-000	Capital Equipment	0.00	1,000.00	0.00	0.00	1,000.00
	Misc Treasurer Expense	0.00	0.00	0.00	0.00	25.00
*New Account		219,035.23	211,522.37	111,742.62	223,329.66	212,197.37

	2015	2016	2017
Total Proposed Budget:	195,930.99	211,522.37	212,197.37
Total Offsetting Revenues:	11,300.00	11,300.00	11,975.00
Total from County Tax Levy:	184,630.99	200,222.37	200,222.37
Increase (Decrease)	10,995.72	15,591.38	0.00

*Funds for Forest Crop Land Expense are receipted in the General Revenue

BUDGET REQUEST - 2017

DEPARTMENT: TREASURER

COMMITTEE: ADMINISTRATIVE

REVENUE

ACCOUNT NUMBER	DESCRIPTION	2015 ACTUAL	2016 BUDGET	6 MO YTD	2016 EST YR END	2017 APPROVED
17-100-08-46119-000-000	Charge-Backs Reimbursements	0.00	0.00	0.00	0.00	0.00
17-100-08-46120-000-000	Treasurer's Fees	1,297.62	1,100.00	1,436.47	1,500.00	1,500.00
17-100-08-46121-000-000	Land Description Revenue	27.31	200.00	31.53	200.00	200.00
17-100-08-46123-000-000	Local Tax Fees	2,306.90	2,500.00	2,337.20	2,500.00	2,500.00
17-100-08-46125-000-000	Tax Deed Administration Fees	738.34	1,700.00	125.00	950.00	1,000.00
17-100-08-46133-000-000	Plat Book	240.00	400.00	60.00	400.00	375.00
17-100-08-46135-000-000	Ag Penalty	3,794.37	2,000.00	5,574.33	8,194.08	3,000.00
17-100-08-48323-000-000	Tax Deed Publications Reimbursements	2,075.82	3,400.00	1,061.00	3,400.00	3,400.00
		10,480.36	11,300.00	10,625.53	17,144.08	11,975.00

BUDGET REQUEST - 2017

DEPARTMENT: REGISTER OF DEEDS

COMMITTEE: ADMINISTRATIVE

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2015	2016	6 MO YTD	2016	2017
		ACTUAL	BUDGET		EST YR END	APPROVED
17-100-07-51710-110-000	Salaries	161,319.93	160,440.70	71,158.72	160,440.70	160,440.70
17-100-07-51710-151-000	Social Security	11,848.99	12,273.71	5,885.76	12,273.71	12,273.71
17-100-07-51710-153-000	Ret. Employer Share	11,332.74	10,589.09	5,282.39	10,589.09	10,589.09
17-100-07-51710-154-000	Health Insurance	59,122.42	64,768.80	35,088.40	64,768.80	64,768.80
17-100-07-51710-155-000	Life Insurance	343.26	342.00	179.10	342.00	342.00
17-100-07-51710-258-000	Laredo Fidler Expense	7,780.48	6,636.00	3,011.56	7,307.00	7,307.00
17-100-07-51710-307-000	Training	1,097.00	1,500.00	734.00	1,500.00	1,500.00
17-100-07-51710-312-000	Office Stationary & Forms	2,969.56	3,331.00	143.35	3,331.00	3,331.00
17-100-07-51710-315-000	Microfilm Conversion	908.89	1,025.00	489.51	1,025.00	1,025.00
17-100-07-51710-324-000	Member Dues	100.00	100.00	100.00	100.00	100.00
17-100-07-51710-325-000	Registrations & Conventions	1,296.66	1,550.00	818.18	1,550.00	1,550.00
17-100-07-51710-330-000	Travel	1,088.20	1,600.00	708.91	1,600.00	1,600.00
		259,208.13	264,156.30	123,599.88	264,827.30	264,827.30

	2015	2016	2017
Total Proposed Budget:	239,681.12	264,156.30	264,827.30
Total Offsetting Revenues:	135,306.00	136,986.00	137,657.00
Total from County Tax Levy:	104,375.12	127,170.30	127,170.30
Increase (Decrease)	1,451.98	22,795.18	(0.00)

BUDGET REQUEST - 2017

DEPARTMENT: REGISTER OF DEEDS

COMMITTEE: ADMINISTRATIVE

REVENUE

ACCOUNT NUMBER	DESCRIPTION	2015		2016		2016		2017	
		ACTUAL	BUDGET	6 MO YTD	EST YR END	APPROVED			
17-100-07-41230-000-000	Real Estate Transfer Fees	48,463.56	33,600.00	19,466.04	33,600.00	33,600.00	33,600.00		
17-100-07-41240-000-000	Register of Deeds Fees	71,903.00	76,686.00	34,924.00	76,686.00	76,686.00	76,686.00		
17-100-07-41240-000-001	Laredo Fidler Revenue	30,134.11	26,700.00	14,778.86	27,371.00	27,371.00	27,371.00		
17-100-07-46764-000-000	Redaction Revenue	0.00	0.00	0.00	0.00	0.00	0.00		
		150,500.67	136,986.00	69,168.90	137,657.00	137,657.00	137,657.00		

BUDGET REQUEST - 2017

DEPARTMENT COUNTY CLERK ADMINISTRATIVE

COMMITTEE: ADMINISTRATIVE

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2015		2016		6 MO YTD	2016		2017
		ACTUAL	BUDGET	BUDGET	EST YR END		APPROVED		
17-100-04-51420-110-000	Salaries	214,905.34	212,268.89	92,329.02	212,268.89	212,268.89	212,268.89	212,268.89	
17-100-04-51420-151-000	Social Security	15,947.15	16,238.57	8,054.27	16,238.57	16,238.57	16,238.57	16,238.57	
17-100-04-51420-152-000	Ret. Employer Share	14,922.56	14,009.75	6,899.03	14,009.75	14,009.75	14,009.75	14,009.75	
17-100-04-51420-154-000	Health Insurance	37,889.47	41,738.53	15,000.73	41,738.53	41,738.53	41,738.53	41,738.53	
17-100-04-51420-155-000	Life Insurance	725.79	732.72	361.51	732.72	732.72	732.72	732.72	
17-100-04-51420-201-000	Fire Suppression	0.00	420.00	0.00	420.00	420.00	420.00	420.00	
17-100-04-51420-213-000	Special Accounting	44,875.00	42,000.00	33,310.00	42,000.00	42,000.00	42,000.00	45,000.00	
17-100-04-51420-307-000	Training	225.00	300.00	322.66	322.66	322.66	322.66	500.00	
17-100-04-51420-310-000	Office Supplies	755.85	400.00	0.00	250.00	250.00	250.00	250.00	
17-100-04-51420-323-000	Advertising	18,015.85	5,500.00	5,421.29	8,000.00	8,000.00	8,000.00	8,000.00	
17-100-04-51420-324-000	Member Dues	125.00	200.00	150.00	200.00	200.00	200.00	200.00	
17-100-04-51420-325-000	Registrations & Conventions	449.00	450.00	529.25	450.00	450.00	450.00	450.00	
17-100-04-51420-328-000	Tax Dead Expense	1,607.19	1,500.00	3,172.63	1,500.00	1,500.00	1,500.00	1,500.00	
17-100-04-51420-330-000	Travel	755.58	600.00	458.50	600.00	600.00	600.00	600.00	
17-100-04-51420-382-000	Pre-Employment Physicals	3,738.50	2,500.00	1,569.00	3,000.00	3,000.00	3,000.00	3,000.00	
17-100-04-51420-382-070	Drug Testing Costs	906.00	1,000.00	356.00	1,000.00	1,000.00	1,000.00	1,000.00	
		355,843.28	339,858.46	167,933.89	342,731.12	342,731.12	342,731.12	345,908.46	

2015	2016	2017
361,819.72	339,858.46	345,908.46
6,020.00	6,020.00	5,410.00
355,799.72	333,838.46	340,498.46
16,794.17	(22,161.26)	6,860.00

Total Offsetting Revenues:
 Total from County Tax Levy:
 Increase (Decrease)

BUDGET REQUEST - 2017

DEPARTMENT COUNTY CLERK ADMINISTRATIVE

COMMITTEE: ADMINISTRATIVE

REVENUE

ACCOUNT NUMBER	DESCRIPTION	2015		2016		6 MO YTD	2016		2017
		ACTUAL	BUDGET	BUDGET	EST YR END		APPROVED		
17-100-04-46109-000-000	Mediation Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17-100-04-46110-000-000	County Clerk - Marriage Lic.	3,420.00	4,500.00	1,530.00	4,000.00	1,530.00	4,000.00	4,000.00	4,000.00
17-100-04-46111-000-000	Marriage Licenses - Waivers	525.00	1,000.00	250.00	700.00	250.00	700.00	700.00	700.00
17-100-04-46112-000-000	Conservation Fees	0.00	200.00	0.00	200.00	0.00	200.00	200.00	200.00
17-100-04-46114-000-000	Official Directory Fees	2.00	20.00	2.00	10.00	2.00	10.00	10.00	10.00
17-100-04-46760-000-000	Copy Fees	505.66	500.00	160.00	500.00	160.00	500.00	500.00	500.00
		4,452.66	6,220.00	1,942.00	5,410.00	1,942.00	5,410.00	5,410.00	5,410.00

BUDGET REQUEST - 2017

DEPARTMENT:

COUNTY CLERK ELECTIONS

COMMITTEE: ADMINISTRATIVE

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2015		2016		2017	
		ACTUAL	BUDGET	6 MO YTD	EST YR END	APPROVED	
17-100-04-51440-140-000	Per Diem - Canvas Board	104.37	350.00	195.45	350.00	350.00	
17-100-04-51440-312-000	Election Supplies	0.00	300.00	86.91	300.00	300.00	
17-100-04-51440-319-000	Ballots	2,122.49	9,150.00	5,002.30	9,150.00	9,150.00	
17-100-04-51440-319-001	Presidential Ballots	0.00	0.00	0.00	0.00	0.00	
17-100-04-51440-320-000	Publications-Elections	2,170.45	5,500.00	2,751.10	5,500.00	5,500.00	
17-100-04-51440-326-000	Programming	11,019.75	27,000.00	20,826.50	27,000.00	27,000.00	
17-100-04-51440-330-000	Travel	0.00	150.00	10.80	150.00	150.00	
		15,417.06	42,450.00	28,873.06	42,450.00	42,450.00	

Total Proposed Budget: 42,450.00 2015 2016 2017
 Total Offsetting Revenues: 12,000.00
 Total from County Tax Levy: 30,450.00
 Increase (Decrease) 0.00

BUDGET REQUEST - 2017

DEPARTMENT:

COUNTY CLERK ELECTIONS

COMMITTEE: ADMINISTRATIVE

REVENUE

ACCOUNT NUMBER	DESCRIPTION	2015	2016	6 MO YTD	EST YR END	2017
		ACTUAL	BUDGET			APPROVED
17-100-04-46116-000-000	SVRS Municipal Charges	3,887.50	12,000.00	8,563.52	12,000.00	12,000.00
		3,887.50	12,000.00	8,563.52	12,000.00	12,000.00

BUDGET REQUEST - 2017

DEPARTMENT: CORPORATION COUNSEL

COMMITTEE: ADMINISTRATIVE

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2015 ACTUAL	2016 BUDGET	6 MO YTD	2016 EST YR END	2017 APPROVED
17-100-03-51320-110-000	Salaries	93,395.06	126,854.00	55,399.38	126,854.00	126,854.00
17-100-03-51320-151-000	Social Security	6,766.72	9,704.33	4,563.12	9,704.33	9,704.33
17-100-03-51320-153-000	Ret. Employer Share	5,877.41	8,372.36	4,118.80	8,372.36	8,372.36
17-100-03-51320-154-000	Health Insurance	22,541.50	36,481.38	19,553.28	36,481.38	36,481.38
17-100-03-51320-155-000	Life Insurance	99.48	115.93	61.74	115.92	115.92
17-100-03-51320-212-000	Special Attorney Fees	300.00	6,440.00	3,100.00	4,000.00	6,440.00
17-100-03-51320-215-000	Contractual Services	39,672.73	0.00	0.00	0.00	0.00
17-100-03-51320-218-000	Service of Process	497.37	1,000.00	96.08	150.00	900.00
17-100-03-51320-309-000	Office Expenses	544.00	1,000.00	334.39	500.00	1,000.00
17-100-03-51320-324-000	Memberships	95.00	500.00	577.75	577.75	600.00
17-100-03-51320-325-000	Conferences/Seminars	0.00	1,500.00	497.45	388.00	1,500.00
17-100-03-51320-326-000	Continuing Education	941.25	1,500.00	0.00	500.00	1,500.00
17-100-03-51320-330-000	Travel	655.29	1,000.00	197.93	323.56	1,000.00
17-100-03-51320-369-000	Discovery/Trial Prep	0.75	3,000.00	0.00	3,000.00	3,000.00
17-100-03-51320-390-000	Legal Research	1,339.12	1,500.00	613.57	1,237.50	1,500.00
		<u>172,725.68</u>	<u>198,968.00</u>	<u>89,113.49</u>	<u>192,204.80</u>	<u>198,968.00</u>

Total Proposed Budget:	179,076.66	198,968.00	198,968.00
Total Offsetting Revenues:	5,940.00	5,940.00	5,940.00
Total from County Tax Levy:	173,136.66	193,028.00	193,028.00
Increase (Decrease)	(1,374.70)	19,891.34	(0.00)

BUDGET REQUEST - 2017

DEPARTMENT: CORPORATION COUNSEL

COMMITTEE: ADMINISTRATIVE

REVENUE

ACCOUNT NUMBER	DESCRIPTION	2015 ACTUAL	2016 BUDGET	6 MO YTD	2016 EST YR END	2017 APPROVED
17-100-03-48164-000-000	TPR State Grant	632.97	0.00	1,800.82	2,170.00	0.00
17-100-03-43510-000-000	Child Support State Aids	4,455.00	5,940.00	2,970.00	5,580.00	5,940.00
		5,087.97	5,940.00	4,770.82	7,750.00	5,940.00