

**ADMINISTRATIVE COMMITTEE MEETING
February 3, 2014**

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 5:00 PM on Monday, February 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 Joanne Guden
 Mike Stoddard Paul Schwandt Deb Schubert

Also Present: Marge Bostelmann, County Clerk Kathy Morris, Treasurer
 Betsy Amend, Treasurer's Office Sheriff Podoll
 Darlene Stray, Coroner Tony Daley, Berlin Journal

AGENDA

Motion/second(Schubert/Schwandt) to approve agenda. Motion carried.

MINUTES

Motion/second(Guden/Stoddard) to approve the minutes November 4, 2013 and December 4th and 16th, 2013. Motion carried.

PUBLIC COMMENTS

Kathy Morris stated she did not have the amount for her committed funds, but that the Committee has approved the committed funds for her department.

CORRESPONDENCE

Bostelmann read a resignation letter from Corporation Counsel Dan Hurst. His last day will be February 28, 2014.

Motion/second(Schubert/Guden) to accept his resignation with regrets. Motion carried.
A special meeting will be held on February 13th at 5:00 to discuss filling the position.

RESOLUTION/ORDINANCE

Res. Salary for county Sheriff – 2015 – 2018

Res. Salary for County Clerk of Courts – 2015 - 2018

Res. Salary and Compensation for County Coroner – 2015 - 2018

Sheriff Podoll appeared and explained that other employees in the county were part of the WIPFLI study. He proposed finding the mid-point or average of the elected official's salaries in the same way the WIPFLI study did for other employees and set the salary constant with other employee wage structures. Bostelmann presented scenarios of increases after the wages were set based on the WIPFLI study.

Motion/second(Guden/Schubert) to increase the Sheriff's salary by 7.75% in 2015 then 1.5% in 2016, 2017 and 2018; to increase the Clerk of Court's salary by 2.44% in 2015 and then 1.5% in 2016, 2017 and 2018; and to raise the Coroner's salary by 2.44% in 2015 and then 1.5% in 2016, 2017 and 2018. Motion carried, 5 ayes, 1 nay Meyers.

REPORTS

Treasurer: Morris reported on the office since December. In December and January the County collected for the 5 municipalities. This keeps the office very busy with additional help from Nan and Betsy. In January they prepared the assessment rolls for the next tax cycle. In February the tax settlement process will be complete. First installment collections will be distributed on February 20th.

Morris also listed meetings, seminars and conferences she and her staff will attend in 2014.

Register of Deeds: Guenther sent her report to the Committee. She reported a reduction in recording based on increased mortgage rates and debt to income caps. This will also impact revenues, showing a decrease. The online services have increase revenues by \$8,085.87 and transfer tax fees have also been higher this year. The amount of committed funds was explained and presented for approval. Guenther testified at a legislative hearing on AB 592. The bill will prevent deed processing companies to charge \$87 for a deed that can be obtained locally in the ROD office for \$2-3. She is also working with companies for erecording. The scanning project with Fidlar Technologies is going well. Guenther also listed meetings, seminars and conferences she and her staff will attend in 2014.

County Clerk: Bostelmann updated the Committee on election activities for the February primary and April election. All year end processing such as W2s and 1099s is complete. Bostelmann also listed meetings, seminars and conferences she and her staff will attend in 2014.

Corporation Counsel: Hurst sent his report to the Committee outlining the activities of his office since November 2013. Hurst presented detail of meetings attended, research, hearings attended contract review, and preparation of court documents.

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

TRAINING REQUEST

The Treasurer, Register of Deeds and Clerk presented a list of seminars, trainings and conferences that they plan to attend in their reports. Training, seminars and conferences were approved with the above reports.

PURCHASE REQUESTS – None

REQUEST COMMITTED, RESTRICTED AND APPLIED FUNDS

Morris requested funds committed for the salary of Betsy Amend while being trained and a new folding machine. Bostelmann requested funds be committed for the 2014 gubernatorial elections and Guenther requested fund for scanning and importing document projects and social security redaction.

Motion/second(Guden/Schubert) to approve the committed funds request. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting, May 5, 2014. Special meetings February 13th

Future Agenda Items:

ADJOURNMENT

Motion/second(Schubert/Stoddard) to adjourn at 5:55 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk