ADMINISTRATIVE COMMITTEE MEETING May 21, 2012

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 4:30 PM on Monday, May 21, 2012 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 Joanne Guden Paul Schwandt (4:32)	David Richter Mike Stoddard Deb Schubert
Also Present:	Marge Bostelmann, County Clerk Leone Seaman, ROD Sue Wendt, Supervisor Sarah Guenther	Dan Sondalle, Corporation Counsel Kathy Morris, Treasurer Al Shute, LUPZ Tony Daley, Berlin Journal

AGENDA

Motion/second (*Schubert/Stoddard*) to approve agenda. Motion carried.

Motion/Second (Guden/Schubert) to seat Paul Schwandt. Motion carried.

MINUTES

Motion/second (*Guden/Stoddard*) to approve the minutes from February 2, 2012. Motion carried.

PUBLIC COMMENTS

Sarah Guenther stated that she is running for the office of ROD and wants to bring the following to the office; Accountability, Efficiencies and Fiscal Responsibility. She will be going at her own expense to the annual ROD conference. She will not be taking Health Insurance.

CORRESPONDENCE - None

REPORTS

Treasurer: Morris reported that the February settlement is completed and the office is currently working with the assessment data and downloading information for the 2012 assessment year. Data has been received from 12 of the 16 municipalities. Morris reported on the WCCO meeting regarding electronic format for all assessment data and liability if the County took contaminated tax deed property. Morris explained she has started the 2008 tax deed process. There are 85 properties published this year; 59 were on the list last year. Second installment tax notices will be sent out soon.

Register of Deeds: Leone Seaman reported that recordings are up and survey map recordings are about double from last year. They are back indexing and have 16 years completed. Seaman is working with Bill Hutchison from IT and Fiddler Software Company to get the information online. There will be a cost for each individual search or a contract with title companies, banks, etc. This will generate some funds for the County.

County Clerk: Bostelmann reported that the Auditors were here the week of April 2nd. The spring election was held April 3rd and New Supervisor Training was held April 8th. Bostelmann conducted a recount of 9 wards for 4 candidates. The cost to the County was just over \$2000 the amount paid by the candidates was \$5 per ward for a total of \$45. The recall primary was May 8th and the Gubernatorial Recall will be June 5th. The State DWD is requiring counties to form a

consortium to receive CDBG Housing Grant funds. Bostelmann is working with 9 counties to develop the consortium and will be submitting a resolution to be passed by the County Board. Bostelmann has been working with Attorney Sondalle on the Cornerstone purchase of the downtown courthouse site. The closing was Sunday in Bostelmann's office.

Corporation Counsel: Sondalle stated that he has had many emergency detentions, guardianships, annual court reviews for guardianships and protective placements. He works with Child support and is working on enforcement with zoning. He also attended court hearings for sanitary violations and has been working on a highway issue. Sondalle worked with Bostelmann on the recount and was available at the recount for legal issues.

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

APPROVE FILLING PART-TIME POSITION IN THE COUNTY CLERK'S OFFICE

Bostelmann provided information for the part time secretary position in her office and requested permission to fill the position.

Motion/Second (Richter/Guden) to approve filling the part-time secretary 1 position. Motion carried.

APPROVE UNPAID LEAVES - None

PURCHASE REQUESTS

County Clerk's Office:WASP Laser Barcode Scanner for electionsWASPBostelmann explained that this scanner is recommended by the State GAB to record votes after
the election.

Motion/Second (Schubert/Richter) to approve the purchase. Motion carried.

RESOLUTIONS/ORDINANCES

Bostelmann presented an ordinance amendment removing the number of members to the Administrative Committee and removing the statement that the Corporation counsel will be an ex-officio member.

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

COMMITTEE DISCUSSION

Sue Wendt stated that the Committee forgot to say the Pledge of Allegiance. This will be on the next agenda. **Future Meeting Date:** August 6, 2012 at 4:30

Future Agenda Items:

ADJOURNMENT Motion/second (Stoddard/Schubert) to adjourn at 5:20 PM. Motion carried.

Submitted by,

Marge Bostelmann County Clerk