

## ADMINISTRATIVE COMMITTEE MEETING

November 5, 2018

The meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 5:15 PM on Monday, November 5, 2018 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  
Dennis Mulder  
Larry Jenkins  
Katie Mehn

Absent: Brian Floeter

Also Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Amanda Toney, Treasurer; Bill Hutchison, IT Director; Cathy Schmit, County Administrator; Sarah Guenther, Register of Deeds

### MINUTES

*Motion/second (Mulder/Jenkins)* to approve the minutes of August 6, 2018 as presented with no errors or corrections. All ayes. Motion carried.

PUBLIC COMMENTS – none

CORRESPONDENCE – none

### BUDGET ADJUSTMENTS

- Corporation Counsel – request to increase the Training revenue account by \$200 honorarium due to agreement with UW-Green Bay to provide legal comments on a mental health training program.
- County Clerk – request to transfer \$6,000 from the contingency fund to Publications – Board Proceedings account due to a shortfall in funds to publish County Board proceedings.
- Register of Deeds – request to increase the Laredo/Tap Fidler revenue account by \$3,420 due to a recently opened account.
- IT – transfer \$86,847.00 from the 2019 budget into the Capital Outlay-IT budget for 2018 to purchase scheduled equipment prior to January 1, 2019 to avoid additional tariffs. This will result in a savings of \$21,712.
- County Clerk – line item transfer in the amount of \$8,200 to transfer funds from Ballots, Publications- Elections, and Retiree's Insurance Premium to Programing due to unforeseen elections and additional voting machines.

*Motion/second (Jenkins/Mehn)* to approve the budget adjustments and line item transfer and forward to Finance. All ayes. Motion carried.

RESOLUTIONS - none

ORDINANCES - none

### DEPARTMENT REPORTS

- Corporation Counsel
- County Administrator
- County Clerk

- IT
- Register of Deeds
- Treasurer

Discussion held and updates given on reports submitted.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** Regular Meeting- February 4, 2019 at 5:15 PM

**Future Agenda Items:**

**ADJOURNMENT**

Chairman Reabe adjourned the meeting at 5:55 PM.

Submitted by,



Liz Otto  
County Clerk