

ADMINISTRATIVE COMMITTEE MEETING
August 2, 2010

The meeting of the Administrative Committee was called to order by Chairman, Dan Priske at 4:00 PM on Monday, August 2, 2010 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Dan Priske
Gene Thom
Joanne Guden

Absent: Gene Henke
Tom Traxler

Also Present: Marge Bostelmann, County Clerk
Kathy Morris, Treasurer
Leone Seaman, Register of Deeds
John Selsing, Corporation Counsel
Sheriff Podoll

AGENDA

Motion/second(Guden/Thom) to approve agenda. Motion carried.

MINUTES

Motion/second(Guden/Thom) to approve the minutes of May 11, 2010 with corrections and February 16, 2010. Motion carried.

PUBLIC COMMENTS None

CORRESPONDENCE None

REPORTS

Treasurer – Morris reported on her conference. She will be paying \$11,236,931.88 to the schools, municipalities, special district and the state for the balance of the 2009 levy. Approximately 4% of the levy is left to be collected.

Register of Deeds – Seaman explained how the change in recording fees has impacted her office. Her office is also working on reviewing recorded images to redact/mask social security numbers. She also explained that she would like to use the addition \$5.00 revenue from recording fees to convert microfilm to a computer image.

County Clerk – Bostelmann explained that she has worked with Convergent Solutions regarding the move of the phone system to the new building. Some problems occurred but have been taken care. She also worked with Mark Podoll on the ribbon cutting ceremony and the open house of the new facility. Benda Keller, HR Consultant will not be renewing her contract this year. Bostelmann has talked with Brent Miller, Marquette County Administrative Coordinator regarding the possibility of a shared HR consultant. Sara Radloff is working well in the County Clerk's office. The County Clerk's Office is preparing for the fall elections. Municipal Clerk/Poll Worker training is scheduled for Wednesday August 3 at 5:00 PM. The office is also developing the 2011 budget to be presented to Finance at the end of August. This is a very busy year for the Clerk's office.

Corporation Counsel – Selsing has been reviewing contract from the Fair Committee. The County won at the Court of Appeals relating to a Highway case. Selsing would like to attend the seminar on Parliamentary Procedure on August 23rd in Stevens Point. Priske will attend with Selsing. Selsing has been working with Jeff Haase on some zoning issues.

Motion/second(Guden/Thom) to accept the reports as presented and attending the seminar on Parliamentary Procedures.. Motion carried.

2011 BUDGETS

The Committee reviewed the budgets for County Clerk, Corporation Counsel, Register of Deeds and Treasurer.

Motion/second(Thom/Guden) to approve the budgets and send on to the Finance Committee. Motion carried.

PURCHASE REQUESTS – None

RESOLUTION/ORDINANCES – None

CLOSED SESSION

Motion/second(Thom/Guden) to move into closed session per ss. 19.85(1)(c) employee evaluations (f)employee matters, and (g) confer with legal counsel. Roll call vote, 3 ayes, 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Thom/Guden) to resume open session. Roll call vote, 3 ayes, 0 Nays

RESULTS OF CLOSED SESSION

Discussion was held on pending County litigation and departmental personnel matter.

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting on November 1st at 4:00 PM.

Future Agenda Items:

ADJOURNMENT

Motion/second(Thom/Guden) to adjourn at 5:05 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk