

ADMINISTRATIVE COMMITTEE MEETING
August 2, 2005

The meeting of the Administrative Committee was called to order by Chairman, Orrin Helmer at 4:30 PM on Tuesday, August 2, 2005 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Orrin Helmer
 Dan Priske
 Bernie Kasierski
 Gene Thom (4:35)
 Mike Stoddard

Also Present: Marge Bostelmann, County Clerk
 John Selsing, Corporation Counsel
 Kathy Morris, Treasurer
 Leone Seaman, ROD office

AGENDA

Motion/second(Stoddard/Priske) to approve the agenda. Motion carried.

MINUTES

Motion/second(Kasierski/Thom) to approve the minutes of May 3, 2005 and February 16, 2005. Motion carried.

APPEARANCES

CORRESPONDENCE None

REPORTS

Treasurer: Morris reported that her office has been working on the second half tax collection. Approximately \$900,000 is left to be collected. Morris also stated that the State has had some problems with sales tax reporting. The problems will be corrected by the end of the year.

Register of Deeds: Seaman stated that they are working on transferring the microfilm to computer images. The cost to transfer the image is 7 ½ cents. The images that will be transferred are from January 2001 to April of 2003. The total cost would be \$5750 plus \$2000 for support fees from Fiddler. Bill Hutchison has been involved in the process to insure a smooth process. Seaman has discussed the purchase of a machine that would copy the old records stored in the large books with Hutchison. Right now there is no backup of the books.

County Clerk: Bostelmann stated that the Information Design Inc. scheduled a user group meeting on June 16th. Bostelmann approved Becky Pence permission to attend since this is the accounting software the County uses. These user group meetings will be held once to twice a year. Bostelmann is requesting approval to reimburse Pence her mileage for attending the meeting in Manitowoc and to attend future meetings. Bostelmann also requested reimbursement for attending a

WCA Seminar with Kasierski on Collective bargaining and Interest-Arbitration decisions.

Motion/second(Stoddard/Thom) to approve the expenses for Pence to attend up to 2 meetings per year and to approve Bostelmann attending the WCA meeting per county policy. Motion carried.

Bostelmann explained how HAVA (Help America Vote Act) and the need for ADA equipment in every polling place will impact the Counties in Wisconsin.

Corporation Counsel: Selsing stated that the Conservation Trail easement is complete. He also reported that the County won the Highway PP tree issue however the property owner is appealing the decision. Discussion was held on the progress of the Manchester Dam.

Motion/second(Stoddard/Priske) to approve the reports. Motion carried.

2006 BUDGET

Treasurer's budget was presented. The overall levy reduced by \$40.

The Register of Deeds' budget was presented. The revenue was increase to change the overall levy decreased by \$13,000. Discussion was held on changing the revenues to a more conservative amount and present the budget at 0% increase.

The County Clerk's Administrative and Election budget was presented. The Administration budget was increased by \$3650 because of auditing/actuary costs and an increase of \$19,417.19 for elections due to HAVA.

The Corporation Counsel budget was presented. The budget increased by \$2397.32 for health insurance moving from the Family Court Commissioner to Corporation Counsel

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

Helmer stated that with the governor's freeze, departments might have to look at reducing their budget for 2006.

PURCHASE REQUESTS:

Seaman presented a request for two heavy-duty 3-drawer legal size vertical files.

Scharpf's	\$796.20
Corporate Express	\$915.95

Motion/second(Thom/Kasierski) to approve the purchase from Scharpf's. Motion carried

CLOSED SESSION

Motion/second(Thom/Priske) to move into closed session per ss. 19.85(1)(c) for employee performance evaluations. Roll call vote, 5 ayes, 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Kasierski/Thom)to resume open session. Roll call vote, 5 ayes, 0 nays, motion carried.

Motion/second(Stoddard/Kasierski) to approve the probationary evaluation for Becky Pence and Hanna Lueneburg and the annual evaluation for Vicki Bernhagen and Sue Wendt. Motion carried.

RESOLUTIONS/ORDINANCES None

COMMITTEE DISCUSSION

Compensation for County Board Supervisors/Chairman

Bostelmann presented information on the per diem and salaries for other Counties. Helmer stated that he did not see how the Board could raise their expenses and meeting payments with the freeze being imposed by the state. The last increase was in 1992. This will be discussed in November.

Next Meeting: Regular meeting November 1st at 4:30.

Future Agenda Items: Compensation for County Board Supervisors/Chairman.

ADJOURNMENT

Motion/second(Stoddard/Kasierski) to adjourn at 5:45 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk