

ADMINISTRATIVE COMMITTEE MEETING
February 1, 2010

The meeting of the Administrative Committee was called to order by Chairman, Orrin Helmer at 4:30 PM on Monday, February 01, 2010 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
 Gene Thom
 Gene Schroeder
 Mike Stoddard

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

AGENDA

Motion/second(Priske/Schroeder) to approve agenda. Motion carried.

MINUTES

Motion/second(Stoddard/Thom) to approve the minutes of November 2, 2009 with 3 corrections.. Motion carried.

PUBLIC COMMENTS None

CORRESPONDENCE None

REPORTS

Treasurer – Morris stated that her office has been collecting for the four municipalities this year with \$8,444,000 to date. She explained last year total collected was \$8,039,000. They are right on track with one more day to collect. She also explained that the County took 3 tax deed properties and all have been sold. She presented her annual report and explained it to the committee. Discussion was held on the current low interest rates. Morris thanked the committee on their supporting her resolution last November to increase her salary now that she has taken over the Real Property Lister's responsibilities. She also believes that this set a president on whether any department head will step forward to take on additional responsibilities and save the county money. The Treasurer also presented a list of meetings that she would like permission to attend in 2010.

Register of Deeds – Seaman sent her report to the committee and presented a request for her to attend her conferences. The ROD brought in \$38,000 more in revenue than projected in 2009. She will be hosting the District 7 ROD meeting on February 16th in Green Lake. She presented a list of meetings that she would like permission to attend in 2010. Seaman also presented a request to carry over \$10,000 for microfilm conversion.

County Clerk – The report was sent to the committee. She presented a list of meetings that she would like permission to attend in 2010. She also presented a request to carry over \$1160 for capital equipment.

Corporation Counsel – Selsing explained that he has been working with the Personnel Committee on negotiations. A tentative agreement has been received with the AFSCME Professional group. Meetings have been scheduled next week with Highway, Courthouse and Law Enforcement unions.

Motion/second(Priske/Schroeder) to accept the reports as presented and give permission to attend meetings and carryover funds as requested. Motion carried.

PURCHASE REQUESTS

Morris presented information on a Duplo folder.

Accent Business Solutions	\$3000 with trade in.
Badger Mailing & Shipping	\$2995 with trade in.

Motion/second(Thom/Stoddard) to approve the low bid from Badger Mailing & Shipping and recommend approval by P&I. Motion carried.

UPDATE JOB DESCRIPTION – DEPUTY COUNTY CLERK

Bostelmann also presented a revised job description for the deputy county clerk position in her office to add the responsibility of purchasing.

Motion/second(Priske/Schroeder) to approve the job description for the deputy county clerk and send on to the Personnel Committee. Motion carried.

RESOLUTION/ORDINANCES:

Relating to repealing the mileage section of the November Resolution Establishing Mileage Reimbursement Rate for County Employees, Volunteers and Laypeople Serving on County Committees:

Helmer explained that a resolution was presented to County Board in November regarding mileage rates. The resolution is in conflict with the policy and procedural manual and the AFSCME Professional Union.

Motion/second(Schroeder/Thom) to approve the resolution and send it on to the February County Board. Motion carried.

CLOSED SESSION

Motion/second(Thom/Schroeder) 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, 5 ayes, 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Thom/Schroeder) to resume open session. Roll call vote, 4 ayes, 0 Nays

RESULTS OF CLOSES SESSION

Motion/second(Schroeder/Stoddard) to accept the evaluation of Jean Reitz. Motion carried.

COMMITTEE DISCUSSION

Update Long Range plans: Discussion was held on the presentation and discuss that took place at the January 28th County Board meeting.

Future Meeting Date: Regular meeting on May 3, 2010 at 4:30 PM.

Future Agenda Items:

ADJOURNMENT

Motion/second(Stoddard/Thom) to adjourn at 6:10 PM. Motion carried.

Submitted by,



Marge Bostelmann
County Clerk