

ADMINISTRATIVE COMMITTEE MEETING
February 14, 2011

The meeting of the Administrative Committee was called to order by Chairman, Dan Priske at 4:30 PM on Monday, February 14, 2011 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Dan Priske
Tom Traxler
Joanne Guden
Gene Henke
Gene Thom

Also Present: Marge Bostelmann, County Clerk
Kathy Morris, Treasurer
Leone Seaman, Register of Deeds
John Selsing, Corporation Counsel
Maureen Schweder, Supervisor
Al Shute, Director of Planning & Zoning

AGENDA

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

MINUTES

Motion/second(Guden/Thom) to approve the minutes from November 1, 2010. Motion carried.

PUBLIC COMMENTS None

APPEARANCES – None

CORRESPONDENCE None

REPORTS

Treasurer – Morris presented her report indicating the meetings that she plans to attend during the year. She explained the tax collection process to date.

Motion/second(Guden/Thom) to accept the Treasurer’s report and approve the meetings for the year. Motion carried.

Register of Deeds – Seaman presented her report indicating the meeting she plans to attend during the year. She presented a bid from Fiddler for the microfilm conversion process. Fiddler is the ROD software vender and is the sole vender for this project. The total cost is \$16,112.20 which will be paid for through the collecting of redacting fees.

Motion/second(Thom/Guden) to accept the Register of Deed’s report and approve the meetings for the year, the carryover amount and the contract for Fiddler after review by IT and Corporation Counsel review. Motion carried.

County Clerk – Attend redistrict meeting with Chairman Priske and the WCA Legislative Exchange and learned more about the State budget dedicate. She also presented the meetings that she plans to attend during the year. Bostelmann also presented a request for carryover funds.

Motion/second(Traxler/Guden) to accept the County Clerk's report, approve the meetings for the year and approve the carryover request. Motion carried.

Corporation Counsel – Selsing has been working on Fair contracts, and with Law Enforcement management. On March 2nd Selsing will be arguing before the Supreme Court to on the Affeldt Road case.

Motion/second(Traxler/Henke) to accept the Corporation Counsel's reports as presented. Motion carried.

APPROVAL OF CARRY-OVER REQUESTS

The Clerks request was approved under her report.

REDISTRICTING

- Redistricting Overview: Bostelmann gave an overview of the redistricting process and stated she planned to attend training on the WISE-LR software.
- Redistricting Committee: Priske stated that he will appoint the Administrative Committee as the Redistricting Committee.

Motion/second(Guden/Thom) to approve Bostelmann attending the April 1, 2011 training. Motion carried.

FULL-TIME CORPORATION COUNSEL

Bostelmann stated that she was asked to develop a budget and resolution for the full-time corporation counsel. Discussion was held on the resolution. Selsing explained the services offered by the position.

Motion/second(Traxler/Henke) to table the resolution until the May meeting. Motion carried.

RESOLUTION/ORDINANCES

- Cancellation of Outstanding Checks – ROD

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

- Full-Time Corporation Counsel – resolution was tabled until May.

PURCHASE REQUESTS - None

VOLUNTARY UNPAID LEAVE

Bostelmann presented a request for 5 days unpaid leave from Sara Radloff

Motion/second(Thom/Guden) to approve the unpaid leave for Sara Radloff. Motion carried.

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, 5 ayes, 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Thom/Traxler) to resume open session. Roll call vote, 5 ayes, 0 Nays

RESULTS OF CLOSED SESSION

Motion/second(Traxler/Henke) to accept the evaluation for Jean Reitz. Motion carried.

Discussion was held on employment matters relating to costs and performance issues.

COMMITTEE DISCUSSION

Future Meeting Date: Next regular meeting May 2, 2011 at 4:30 PM. Redistricting meetings will be called as necessary.

Future Agenda Items: Corporation Counsel.

ADJOURNMENT

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

Submitted by,

Marge Bostelmann
County Clerk