

ADMINISTRATIVE COMMITTEE MEETING
February 7, 2006

The meeting of the Administrative Committee was called to order by Chairman, Orrin Helmer at 4:30 PM on Tuesday, February 7, 2006 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
 Mike Stoddard

Also Present: Marge Bostelmann, County Clerk
 John Selsing, Corporation Counsel
 Kathy Morris, Treasurer
 Leone Seaman, ROD office
 Sue Krueger, Clerk of Courts
 Darlene Stray, Coroner
 Mark Trochinski, Under Sheriff

AGENDA

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

MINUTES

Motion/second(Priske/Stoddard) to approve the minutes of November 6, 2005. Motion carried.

APPEARANCES None

CORRESPONDENCE None

ELECTED OFFICIALS' SALARIES

Mark Trochinski stated that Mike Handel is out of state and asked Trochinski to present information regarding the Sheriff's salary. The information explained that the Sheriff's salary is behind his Undersheriff and Chief deputy salaries.

Helmer stated that he would like to see the elected officials bringing a figure of what the salary of the position is worth. Discussion was held. Selsing will look at the possibility of having language in the resolutions that elected officials will get the same increase as the non-represented employees. This will be discussed at the next meeting.

REPORTS

Treasurer: Morris reported that her office collected \$6.3 million in tax money for the City of Green Lake, Town of Kingston and the Town of Brooklyn. Her office is currently in the middle of settlement with the State, school district and municipalities. Jean Daye will be having her knee replaced on March 13th and will be off for 6 weeks. Morris informed that Committee that this year she would like to attend the Spring and Fall District meeting for the county Treasurers, the Summer seminar in Marathon County June 5-7, the fall seminar in Douglas County on October 11-13, and the Spring WCCO meeting March 6-8. She also requested permission for the Real Property Lister to

attends the Spring District meeting, the Fall Seminar in Marathon County and the Fall Assessor's meeting in Fond du Lac in November. Morris will become President of the Wisconsin County Treasurer's Association this year.

Register of Deeds: Seaman requested permission to attend the WCCO conference in Madison on March 6-8, the ROD Summer Seminar June 14-16 in Mosinee and the ROD Fall Seminar on October 3-8 in Siren. She may also attend several District meetings throughout the year.

She stated that her staff has entered 20 years of Certified Survey Maps since the last Administrative Committee meeting. The marriage and birth records are also being indexed into the computer system. The microfilm images are not yet converted into the computer system because the computer software company did not approve the vendor that Seaman chose.

Seaman is requesting the following carryovers:

\$6,639 for the micro film conversion that was not completed in 2005

\$5,500 additional microfilm conversion to catch up

\$5,000 to laminate some of the older books and re-cover

\$1000 to replace the 2 cabinets under the counter that does not close anymore

\$1500 for sturdy tables to rearrange the vault area

County Clerk: Bostelmann told the Committee that the State is having problems with the Statewide Voter Registration System software. Green Lake County is not scheduled to go live until May at the earliest. The ADA voting machines is another story. The State will provide money for the machines. A new device has been approved which does not require any programming and is a "ballot marker" and can be used with both our current voting machines and paper ballots. I will be meeting with our municipal clerks next week to talk to them about this.

Bostelmann has been working with Convergent Solutions on the new phone system. The system has been installed at Highway and will be installed in the Courthouse and HHS in March. As with any change she expects some problems until everyone is used to the new system. The system will be a substantial cost savings.

Bostelmann requested permission to attend the WCCO conference in March in Madison, the WCCA conference in June in Waukesha and the WCA /WCCA conference in September and two County Clerk District meetings.

Corporation Counsel: Selsing said that he is still waiting for something from the Court of Appeals for the Highway PP lawsuit. Selsing has been helping with some Zoning questions and Highway issues and has been working with several other departments on legal issues. This will be the year for negotiations and Selsing has already been in contact with the unions to discuss Health Insurance.

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

JOB DESCRIPTION FOR ADMINISTRATIVE COORDINATOR

Helmer stated that it has been mentioned to him several times that Department heads do not have anyone over them. He would like to see the Administrative Coordinator's job description changed to allow for the position to work with Governing Committee when complaints are received relating to department heads and an investigation or discipline may be needed. Selsing will draft language for the next committee meeting.

RATES FOR LODGING

Helmer stated that the last Highway convention was at the Kalahari in the Dells. He stated that the room rate was \$99. Because the County Ordinance states that the approved room rate is \$75 for the room, the supervisors who attended had to pay \$24 out of pocket. Helmer called MPTC and Waushara County regarding their policy for lodging rates and asked how they implement the policy. This will be discussed next month.

PURCHASE REQUESTS: None

CLOSED SESSION

Motion/second(Thom Stoddard) to move into closed session per ss. 19.85(1)(c) for employee performance evaluations. Roll call vote, 4 ayes, 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Thom/Stoddard) to resume open session. Roll call vote, 4 ayes, 0 nays, motion carried.

Motion/second(Stoddard/Thom) to accept the annual evaluation for Jean Reitz and file it in her personnel files. Motion carried.

RESOLUTIONS/ORDINANCES

Resolutions received from other Counties were reviewed by the Committee.

- Request that Legislators return to part-time status –

Motion/second(Priske/Thom) to submit this resolution to the February County Board. Motion carried.

ORDINANCE FOR SIZE OF COUNTY BOARD

Senate Bill 4 was discussed. Selsing clarified some of the language. Discussion was held.

Motion/second(Priske/Thom) to present an Ordinance to the County Board reducing the County Board size from 21 to 19. Motion carried.

COMMITTEE DISCUSSION

Next Meeting: March 28th at 4:30.

Future Agenda Items: Elected Official's Salaries; Rates for Lodging; Administrative Coordinator's job description

ADJOURNMENT

Motion/second(Stoddard/Thom) to adjourn at 5:55 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk