

ADMINISTRATIVE COMMITTEE MEETING
July 10, 2007

The meeting of the Administrative Committee was called to order by Chairman, Orrin Helmer at 4:30 PM on Tuesday, July 10, 2007 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
 John Brennan
 Gene Thom
 Mike Stoddard

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

AGENDA

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

MINUTES

Motion/second(Priske/Brennan) to approve the minutes of April 10, 2007. Motion carried.

PUBLIC COMMENTS None

APPEARANCES None

CORRESPONDENCE None

2008 Budget

Morris presented the Treasurer's Office budget with no increase to the levy.

Seaman presented the Register of Deeds Office budget with no increase to the levy. Discuss was held on the revenue amounts. Changes will be made to reflect revenues more accurately.

Bostelmann presented the budget for her office with an increase of \$2500 because of a decrease in the Economic Development revenue. The election budget is increased by \$22,553 because of programming costs to all 16 election machines.

Selsing presented the Corporation Counsel Budget. He is requesting changes in his budget for a decrease in contracted services, an increase in special attorney fees and contracted services for TPR. Selsing is also requesting an increase in his wages and his secretary's salary. Discussion was held. Helmer stated that this is not the time to change the wages. This will be discussed at a later meeting. Helmer suggested that the contracted service amount of \$39,786 be changed to \$30,000 and add the \$9,786 to Selsing's salary amount and accept the budget with a \$600 increase overall for 2008. Wages will be discussed at a later meeting.

Motion/second(Brennan/Thom) to approve the Treasurer's budget, the Register of Deeds budget

with no levy increase and the County Clerk Administration budget with a levy increase of \$2500, the election budget with an increase of \$22,553 and the Corporation Counsel budget with the \$600 increase. Motion carried.

REPORTS

Treasurer – Morris explained that she sent out letters to individuals who had delinquent person property taxes. She also stated that the “reminder” letter to people who owe the second half of the taxes helps get the payments in before the end of July. \$11,000,000 is yet to be collected by the end of July. Settlement is being done now with automatic transfer to the municipalities and districts. Morris explained that other Treasurer’s have been receiving counterfeit bills.

Register of Deeds – The recordings and transfers are down a little. The employees have been catching up on indexing. Seaman told the Committee on the highlights of her ROD conference.

County Clerk – Bostelmann explained that Sue Wendt and Becky Pence are very proficient on the SVRS program. She also mentioned that Green Lake is the first County that have the redistricting completed in SVRS program. Bostelmann also discussed the training at the County Clerk’s annual Convention. Bostelmann taught 3 classes and repeated on of the classes for a second session.

Corporation Counsel – Selsing stated that he and Jeff Haase are going through the transition since Sondalle resigned and Haase started. He explained the changes that they are working on with Law Enforcement to make the process more efficient.

APPOINT ASSISTANT CORPORATION COUNSEL JEFF HAASE AND LISA VANDENBRANDEN TO DO TPRS.

Selsing introduced Jeff Haase to the Committee
Motion/second(Brennan/Thom) to approve the appointment of Jeff Haase as Assistant Corporation Counsel. Motion carried.

Motion/second(Priske/Brennan) to approve the appointment of Lisa VandenBranden for Termination of Parental Rights functions with funding from a grant or County funds. Motion carried.

TIME CLOCKS

Bostelmann explained that in talking with Bill Hutchison he did not think that a time clock could be part of the computer system. All employees relating to the court system is on CCAP and is not on the County computer system, Highway Shop II is not computerized and other employees may not start their work day in the office. Bostelmann stated that she checked the phone system to see if that could be used but could not determine how it could be used. Discussion was held. No action taken.

PURCHASE REQUESTS: None

SPACE NEEDS REVIEW

Helmer presented the Committee with a summary of the four space needs studies for all the office and staff under the Administrative Committee. Discussion was held on each office space recommendation. The department heads agree that the Potter Lawson space is adequate.

Motion/second(Stoddard/Brennan) to recommend the Potter Lawson space projections to the County Board because they propose the least amount of space and the space is adequate for the department heads. Motion carried, 4 ayes, 1 nay.

RESOLUTIONS/ORDINANCES None

A resolution from Waushara County relating to Act 420 – Library Services which will be sent to the Ag & Extension Committee.

A resolution from Langlade and Marathon relating to supporting SB 122 relating to tax exempt status for paper mills will be sent to the Finance committee.

COMMITTEE DISCUSSION

Next Meeting: September 11, 2007 at 4:00.

Future Agenda Items: Corporation Counsel salary.

ADJOURNMENT

Motion/second(Thom/Priske) to adjourn at 6:00 PM. Motion carried.

Submitted by,



Marge Bostelmann
County Clerk