

ADMINISTRATIVE COMMITTEE MEETING
November 1, 2005

The meeting of the Administrative Committee was called to order by Chairman, Orrin Helmer at 4:30 PM on Tuesday, November 1, 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
 Mike Stoddard

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

AGENDA

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

MINUTES

Motion/second(Kasierski/Thom) to approve the minutes of August 2, 2005. Motion carried.

APPEARANCES None

CORRESPONDENCE None

REPORTS

Treasurer: Frank Humphrey from the Department of Administration has asked Morris to be on a State committee for three years. All expenses are paid by the Treasurer's Association. Morris also mentioned that when the ROD office is busy all transfer information goes to her office. The annual municipal clerk/treasurer meeting is scheduled for November 16th. All tax rolls from 1970 to 1998 are on microfilm and rolls from 1999 to 2004 are saved as pdf files. Morris updated the Committee on this years tax deed properties that have been acquired by the County and are to be sold. The Treasurer's Office will be collecting taxes for the City of Green Lake, Town of Kingston and the Town of Brooklyn.

Register of Deeds: The two new heavy-duty file cabinets have been installed in the office under the counter. The cost of document conversion may be more than \$.07/image reported last month. Seaman will be looking at companies approved by Fiddler for price comparison. US Records laminated and bound two old grantor indexes and two death record books and put new canvas jackets on five other old books. Seaman is interested in purchasing a machine that will copy the old large book, which have no records. The copies could be printed or stored on a computer disc. Everything from 2000 forward is indexed on the computer. Now the staff is entering the certified survey maps into the computer and completed back to 1995.

County Clerk: Bostelmann told the Committee that her office has been working on the 2006 budget. She will also be implementing a new process for accounts payable. Departments will be giving invoices to the clerk's office with approval and account number on the invoice, no vouchers will be used. This will eliminate work for individual departments and reduce error. Employees in the office are all being cross-trained on each other jobs. SVRS will be implemented in Green Lake County in March or April. Staff are inputting the registration information.

Corporation Counsel: Selsing has been working on the appeal brief for the Highway PP tree issue. Green Lake County won the original court case. Selsing also has been working with Law Enforcement on a personnel issue. Selsing has been working with Al Shute on the shoreland zoning ordinance re-write.

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

CONTRACT VS SALARY FOR ASSISTANT CORPORATION COUNSEL, COURT COMMISSIONER AND CORPORATION COUNSEL

The Law Enforcement Committee asked that the Administrative Committee review this issue. Currently the corporation counsel and the family court commissioner are paid as employees and the assistant corporation counsel is paid by contract. The corporation counsel position expires in December 2006 and should be reviewed at that time. No action will be taken at this time.

COMPENSATION FOR COUNTY BOARD SUPERVISORS/CHAIRMAN

Discussion held. No action was taken at this time.

Kasierski was excused at 5:10.

PURCHASE REQUESTS: None

CLOSED SESSION

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

Motion/second(Stoddard/Thom) to approve the evaluation for Jean Daye and Donna Lyons and file in their personnel files. Motion carried.

RESOLUTIONS/ORDINANCES

Resolutions received from other Counties were reviewed by the Committee.

- Aid to Victims of Hurricane Katrina – no action
- Support Assembly Bill 208 regarding the establishment of rural enterprise zones – no action
- Oppose 2005 Assembly Bill 412, LRB 2357/1, and any other proposed legislation allowing condemnation of public lands – no action
- Requesting a change in the laws governing used value assessments for agricultural land by the

- State of Wisconsin - forward to Planning and Zoning Department.
- Supporting Assembly Bill 662 – no action
- Expressing concern over the Help America Vote Act – no action
- Relating to just compensation – forward to Planning and Zoning Department
- Opposition to Department of Natural Resources use of wildlife damage funds for chronic wasting disease – forward to Land Conservation
- Bill 257 and 126 relating to publishing requirements for ordinances – forward to Property and Insurance

Motion/second(Priske/Thom) to send the resolution on to the Committees designated. Motion carried.

COMMITTEE DISCUSSION

Next Meeting: Regular meeting February 7, 2006 at 4:30 pm.

Future Agenda Items:

ADJOURNMENT

Motion/second(Priske/Stoddard) to adjourn at 5:50 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk