

**ADMINISTRATIVE COMMITTEE MEETING**  
**October 4, 2010**

The meeting of the Administrative Committee was called to order by Chairman, Dan Priske at 4:30 PM on Monday, October 4, 2010 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  
Chief Deputy Putzke and Lori Evans  
Linda Van Ness, HHS Director

**AGENDA**

*Motion/second(Thom/Guden)* to approve agenda. Motion carried.

**MINUTES**

*Motion/second(Thom/Guden)* to approve the minutes of August 2, 2010. Motion carried.

**PUBLIC COMMENTS** None

**CORRESPONDENCE** None

**REPORTS**

Treasurer – Morris explained that the County is taking tax deed on 7 properties. The ad will be in the paper soon to be sold. One property owner will declared bankruptcy so the property can not be taken. Morris also explained that there will be a resolution to the county board that will clarify the boundary line between Marquette and Green Lake County. Morris is also looking into credit card payments for departments. This will not cost the county anything, but will cost the customer. She is also getting ready for the next tax season.

Register of Deeds – Seaman explained that the new recording fee went into place. She reported the amount of collections to date. She also explained the new redaction requirement and how the fees collected are used to offset the process. The staff is manually doing the redacting. She mentioned that the reader printers that they have are not working well and she will have to replace them. Management letter will be addressed.

County Clerk – Bostelmann explained that she has been working on the budget with the Finance committee. The Auditors management letter discussed 13 checking accounts that should be looked at to become part of the county accounting system; Bostelmann will be working with Kathy Morris on this audit recommendation. The Finance Committee met last week and set the tax levy

which is within the levy limits with \$236,600 being used from undesignated funds. The Ad Hoc committee met and they will be meeting with 2 to 3 departments at a meeting to review the department mandates, staffing and operations to help the committee members better understand county departmental operations. All of the union contracts have been signed. The General Accountability Board has notified county clerks and municipal clerks of additional requirements relating to military oversee ballots. Because of this Federal law Wisconsin will probably see the partisan primary moved from September to July or August. Sara needs to go to Madison for SVRS training. I would like permission for her to attend the 2 day training she will be driving back and forth. I have been working with Scott Weir on the bids for the Mascoutin Trail reroute. The earth work has been awarded and the board walk will be awarded tomorrow night. I learned how to obtain prevailing wage rates for the project. We have two snowmobile bridge projects that will be bid out this fall. I will need to provide the prevailing wage rate for those projects also. Redistricting will start next year. The county should appoint or designate a committee to be the redistricting committee. The County Clerk's Association is working with the WCA and Wisconsin Legislature to change the law for wedding officiants. Current law does not specify an age. Because many people are receiving internet credentials to be ministers it recently because know that 16 year olds have become internet ministers and have been trying to perform marriages. Vicki Bernhagen and Bostelmann have been working with Joel Gerth to provide pictures with security cards at the new building. Bostelmann explained that she has volunteered to work with Medco on an education program to help employees use mail order for prescriptions. Better usage of mail order drugs has a potential saving to the GHT of over \$1 millions per year.

***Motion/second(Traxler/Thom)*** to approve Sara Radloff's SVRS training in Madison. Motion carried.

Corporation Counsel – Selsing attended the Parliamentary Procedure training sponsored by WCA. He has been helping Jeff Haase with Zoning issues. Selsing also has been working with HHS on an increased number of mental commitments. He noted that Green Lake County won the appeal for the Affeldt case regarding the road right-of-way. Affeldts are appealing to the Supreme Court. Selsing continues to be involved with Child support hearings.

***Motion/second(Thom/Guden)*** to accept the reports as presented. 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/Guden)*** to resume open session. Roll call vote, 5 ayes, 0 Nays

### **RESULTS OF CLOSED SESSION**

The committee reviewed the evaluations and discussed the job performance of staff in the County Clerk's Office.

***Motion/second(Thom/Traxler)*** to approve the evaluations for Vicki Bernhagen, Liz Otto and Sara Radloff. Motion carried.

**FULL-TIME ADMINISTRATIVE COORDINATOR POSITION**  
**RESTRUCTURE COUNTY CLERK'S OFFICE**

Discussion was held on options for a full time administrative coordinator, contracting for an HR consultant or restructuring the county clerk's office by providing additional clerical staff.

*Motion/second(Thom/Traxler)* to discuss these three options at the county board meeting in October. Motion carried.

**PURCHASE REQUESTS** – None

**RESOLUTION/ORDINANCES** – None

**COMMITTEE DISCUSSION**

Update Long Range Plan – no discussion

**Future Meeting Date:** November 1, 2011 at 4:30 PM.

**Future Agenda Items:**

**ADJOURNMENT**

*Motion/second(Traxler/Thom)* to adjourn at 5:50 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk