

ADMINISTRATIVE COMMITTEE MEETING
August 1, 2011

The meeting of the Administrative Committee was called to order by Chairman, Dan Priske at 4:30 PM on Monday, August 1, 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 Thom

Absent: Gene Henke

Also Present: Marge Bostelmann, County Clerk
Kathy Morris, Treasurer
Leone Seaman, Register of Deeds
John Selsing, Corporation Counsel
Jeff Haase, Assistant Corporation Counsel
Deb Schubert, Supervisor
Sue McConnell, Supervisor
Al Shute, Director of Planning & Zoning
Sheriff Podoll
Linda Van Ness, HHS Director
Tony Daley
Aaron Becker
Dan Borowski, Phillips Borowski

AGENDA

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

MINUTES

Motion/second(Thom/Guden) to approve the minutes from June 6, 2011. Motion carried.

PUBLIC COMMENTS None

APPEARANCES – None

CORRESPONDENCE None

REPORTS/2012 BUDGETS

Treasurer – Morris outlined the amount of taxes collected and the amount she will disburse to the schools, municipalities, special districts and state on August 20th. She explained she received a subpoena to appear before the Grand Jury in Milwaukee district court. She was able to recreate the records since 2005 for some parcels of property and certify them as correct and did not have to appear in person. She explained one employee in her office will be out on FMLA and she has worked cooperatively with the ROD for the shared part-time employee to cover the Treasurer's office.

Morris presented a budget and reduced the levy by 3%.

Motion/Second(Thom/Traxler) to approve the report and budget for the Treasurer. Motion carried

Register of Deeds –Seaman explained that her office continues working on converting microfilm into computer images and back indexing. She reported the office collections to date are \$82,995. She also explained that she is working with the Treasurer’s office due to the FMLA of the Deputy Treasurer.

Seaman presented a budget reducing the levy by 3%. Discussion was held on the overtime of \$3000 and if it is necessary. The committee requested that the budget be reduced by the \$3,000 in overtime.

Motion/Second(Guden/Traxler) to approve the report and budget with the \$3000 reduction in overtime. Motion carried

County Clerk – Bostelmann explained that her office has had a recall primary election on July 12th and the recall general election is scheduled for August 9th. Her department has been working with department head to compile the 2012 budget. Bostelmann has also been working with the municipal clerks on redistricting setting up the municipal wards. Sara Radloff works with the numerous boat launch ticket complaints and has entered 2525 daily launches in the computer to balance and verify receipts for the auditor. Staff have worked with Scott Weir in selling and billing for items purchased from the old building. Bostelmann and Bernhagen continue to monitor and oversee the key swipe system in the west wing. Staff also has opened mail for the Treasurer because of the large volume of mail and filled in for the mail/supply clerk while on vacation. Bostelmann has also worked with members of the Center for Art and innovation and Cornerstone regarding proposals to purchase county property.

Bostelmann presented her budget incorporating the part-time position approved when Brenda Keller the HR consultant retired. Discussion was held. The Committee requested the \$550 overtime line item be eliminated and advertising be reduced by \$1,000. She also presented her election budget that was increased due to the unanticipated recall elections this year and the fact that she will not have funds to carryover to next year’s presidential election.

Motion/Second(Guden/Thom) to approve the report and admin budget reduced by \$550 in overtime and \$1000 in advertising and the election budget. Motion carried

Corporation Counsel – Selsing explained that he has been involved with the Budget Repair Bill and attended a conference on the 2010 arbitration decisions. He explained the several issues in the county he is working on with department heads. He also stated that the DA has requested information on how to reduce staff in his department with furloughs. He explained that he is responding stating that he will bring this to the Personnel Committee for a countywide policy.

Budget was presented with a reduction of about 2.7%:

Traxler asked about the contractual services. Selsing explained what comes from that budget line. Traxler also asked if Selsing could reduce the office expense. Selsing explained what is paid in the budget for reimbursement for mileage, postage, supplies, etc.

Motion/Second(Thom/Guden) to approve and send it on to Finance. Motion carried, 3 ayes and 1 nay (Traxler).

LETTER FROM SUE MCCONNELL REQUESTING A MOTION THAT DANIEL G. PRISKE STEP DOWN AS CHAIRMAN AND RELINQUISH THE POSITION TO THE CURRENT VICE-CHAIR

Sue McConnell commented that she discussed this with Corporation Counsel and he asked the Attorney General for an opinion. The AG office said the motion was appropriate. She read a list of what she believes are irregularities regarding the conduct of Chair Priske and Clerk Bostelmann.

Bostelmann stated that the several of the items mentioned have another side to the story and McConnell many not be informed about all aspects of some of the situations she presented.

Guden stated that the Personnel Committee is aware of employee concerns in the UWEX office and Planning and Zoning.

McConnell requested that the motion be sent to the County Board.
No action was taken.

AD HOC TIMELINE AND GUIDELINES – COUNTY BOARD ACTION MADE MAY 17, 2011

Traxler stated that there is no end scheduled for the Ad Hoc Committee at this time. The committee will continue to work with departments on cost reductions.

RESOLUTION/ORDINANCES – None

PURCHASE REQUESTS

Morris presented a request to purchase an additional work station in her area. The work station will help provide an area for researching records. The proposal is from Environments who provided the furniture for the new facilities. The cost will is \$1577.11

Motion/Second(Guden/Thom) to approve the purchase and send it on to P&I. Motion carried

CLOSED SESSION

Consider motion to convene in closed session per ss. 19.85(1) (b) considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(g) conferring with legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The closed session relates to issues regarding – the Corporation Counsel. No evidentiary hearing will be conducted.

Motion/Second(Thom/Traxler) to move into closed session as stated. Roll call vote,, 4 ayes, 0 nays, 1 absent, motion carried.

RECONVENE IN OPEN SESSION

Motion/Second(Guden/Thom) to reconvene in open session. Roll call vote,, 4 ayes, 0 nays, 1 absent, motion carried.

TAKE ACTIONS ON MATTERS DISCUSSED IN CLOSED SESSION, IF ANY

The committee voted in closed session that after December 31st, the County will end the contracted services for corporation counsel. The committee voted that there will be no audit of the office of corporation counsel at this time. (Guden voted in favor of an audit, Priske, Thom and Traxler voted against an audit.)

An Ordinance will be sent to County Board to repeal the current ordinance providing a 5 year term for the corporation counsel effective Dec 31st. The ordinance will state the corporation counsel position will only be an employee of the county as described in section 59.42 of Wisconsin Statutes. The ordinance will be sent to the County Board in September. The corporation counsel budget shall remain as is for 2011.

The services for Phillips Borowski are no longer needed.

The Corporation Counsel Budget will be reviewed prior to January 1, 2012.

There will be a motion by County Board to employ a corporation counsel.

The committee will review all county employees having a 5 year terms.

COMMITTEE DISCUSSION

Future Meeting Date: Next special meeting will be September 2nd at 4:30. Next regular meeting will be November 7th, 4:30 pm.

Future Agenda Items: Recommendation of Corporation Counsel Position.

ADJOURNMENT

Motion/second(Guden/Thom) to adjourn at 8:05 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk