

**ADMINISTRATIVE COMMITTEE MEETING
December 22, 2011**

The meeting of the Administrative Committee was called to order by Chairman, Dan Priske at 5:30 PM on Thursday, December 22, 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
Dan Sondalle
Don Peters, Supervisor
LeRoy Dissing, HHS
Tony Daley, Berlin Journal

Jeff Haase, Assistant Corporation Counsel
Sue McConnell, Supervisor
Sheriff Podoll
Mark Putzke, Chief Deputy

AGENDA

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

PUBLIC COMMENTS – None

REMOVE COUNTY RECORDS FROM SELSING LAW OFFICE

Selsing told Bostelmann and Sondalle just to make arrangements with his office and the files can be picked up. The number of files to be stored was discussed. Bostelmann will talk with Scott Weir to determine where storage is available and to move the boxes.

CRITERIA FOR CORPORATION COUNSEL POSITION & MEMBERS

Bostelmann handed out the current ordinance, statute, and job description that Keller did for the Corporation Counsel position.

Discussion was held on the need to get input for the full time corporation counsel position. Traxler and Thom requested a letter be sent to all department heads asking to provide information by January 13th regarding the corporation counsel position. The information will be forwarded to the Administrative Committee members. A special meeting will be scheduled for the Administrative Committee on January 18th at 5:30 to review the input received for the corporation counsel position.

A letter will also be sent to all County Supervisors requesting input by the 13th and if they are interested in being on the independent committee.

APPROVE FILLING PART-TIME COUNTY CLERK POSITION FOR EXTRA HR DUTIES

The Committee does not want to approve the position at this time. Discussion was held to review the need for HR contracted services. This will be discussed at the next County Board meeting.

FUTURE MEETING DATE: Special meeting: January 18 at 5:30 and regular meeting: February 6th at 4:30.

ADJOURNMENT

Motion/second(Thom/Traxler) to adjourn at 6:10 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk