

ADMINISTRATIVE COMMITTEE MEETING
February 13, 2014

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 5:00 PM on Monday, February 13, 2014 in the County Board Room, Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Jack Meyers David Richter Joanne Guden
 Mike Stoddard Paul Schwandt Deb Schubert

Also Present: Marge Bostelmann, County Clerk Mike Lehner, Lehner Law Office

AGENDA

Motion/second(Schwandt/Stoddard) to approve agenda. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

FILL VACANT POSITION

Corporation Counsel – Bostelmann presented the job description for the position. She also presented the wage scale from the WIPFLI wage study. Hurst made several recommendations on how the job description can be updated. Discussion was held.

Motion/second(Richter/Guden) to approve the changes to the job description as recommended and discussed. Motion carried.

Discussion was held on what salary should be advertised. The ad will read “Salary based on experience”. The ad will be sent to the Wisconsin Bar Association, and local paper.

Motion/second(Richter/Guden) to send the recommendation to fill the Corporation counsel’s position to the Personnel Committee. Motion carried.

Hurst suggested that the Interview process include some of the day to day users of the service to talk with the final candidates.

RECOMMENDATION TO COUNTY BOARD FOR INTERIM CORPORATION COUNSEL

Bostelmann presented a proposal letter from Dan Sondalle outlining terms as interim corporation counsel. Sondalle will provide in-house office hours and cover all needed work for the County. He will also aid in the interview process for a new corporation counsel.

Motion/second(Richter/Schubert) to accept Sondalle’s offer in accordance with his proposal and send it on to County Board. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting, May 5, 2014, others meeting to be determined.

Future Agenda Items:

ADJOURNMENT

Motion/second(Schubert/Stoddard) to adjourn at 5:45 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk