

ADMINISTRATIVE COMMITTEE MEETING
June 1, 2015

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 5:30 PM on Monday, June 1, 2015 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
Harley Reabe
Mike Starshak
Paul Schwandt

Also Present: Marge Bostelmann, County Clerk Dan Sondalle, Corporation Counsel
Sarah Guenther, ROD Al Shute, LUPZ
Tony Daley, Berlin Journal

AGENDA

Motion/second(Richter/Reabe) to approve agenda. Motion carried.

MINUTES

Motion/second(Reabe/Richter) to approve the minutes 2/2/15, 3/23/15 and 4/15/15 Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

APPEARANCES – None

APPROVE PAY FOR VICE CHAIRMAN

Vice-Chair, Dave Richter, took over for Chair Jack Meyers during his illness, for a period of 60 days. Discussion held.

Motion/second(Harley/Schwandt) to approve the pay for the vice-Chair. 4 ayes, 1 abstain (Richter). Motion carried.

REPORTS

Treasurer: Amend sent her report and was not able to attend. Her office has completed the tax settlement process and has started the tax deed process. Assessment rolls have been updated and printed.

Register of Deeds: Guenther presented a video about property fraud. She encourages everyone to take advantage of the program to protect homeowners from fraud. She explained the Consumer Financial Protection Bureau created through the Dodd-Frank Act and how it is bringing changes in the mortgage industry.

County Clerk: Bostelmann reported on the Local Government Property Insurance Fund that will be dissolving. County Mutual is looking at providing a property insurance option. Performance Management is being implemented. Ben Fauske will be presenting the Art of Training at the June department head meeting. Bostelmann also reported that Marriage licenses are now done online through DHS Vital Records and boat launch permits are now being sold. The Organizational Assessment

conducted by Deb Pagel of Schenck had been started, Mike Konecny of Schenck has started the Highway Department Financial Transition and The Finance Committee will be reviewing a proposal for an HHS Financial system procedures audit.

Corporation Counsel: Sondalle presented legal matters, opinions and projects that the Corporation Counsel's office has been working on.

Motion/Second(Starshak/Schwandt) to accept the reports from the Treasurer, Register of Deeds, County Clerk and Corporation Counsel. Motion carried.

JOB DESCRIPTIONS:

A job description update for the Legal Assistant/Administrative Assistant was presented. Meulemans reviewed the description prior to leaving and recommended the update of the position to more accurately describe the position.

Motion/second(Starshak/Reabe) to accept the modifications of the job descriptions. Motion carried.

RESOLUTIONS/ORDINANCES – None

TRAINING REQUESTS

PURCHASE REQUESTS – None

CLOSED SESSION

Motion/Second(Richter/Reabe) To move into closed session per ss19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Review Applications for Corporation Counsel. Roll call vote, 5 ayes, 0 nays, motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE ON MATTERS DISCUSSED IN CLOSED SESSION

Motion/Second(Richter/Reabe) to reconvene into open session. Roll call vote, 5 ayes, 0 nays, motion carried.

Two candidates will be interviewed.

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting, August 3, 2015

Possible interview dates June 8, 15 or 17th. Bostelmann will notify the members which dates are available to Attorney Sondalle.

Future Agenda Items:

ADJOURNMENT

Motion/second(Reabe/Starshak) to adjourn at 6:20 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk