

ADMINISTRATIVE COMMITTEE MEETING
May 3, 2005

The meeting of the Administrative Committee was called to order by Chairman, Orrin Helmer at 4:30 PM on Tuesday, May 3, 2005 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Orrin Helmer Absent: Dan Priske
 Bernie Kasierski
 Gene Thom (4:35)
 Mike Stoddard

Also Present: Marge Bostelmann, County Clerk
 John Selsing, Corporation Counsel
 Kathy Morris, Treasurer
 Leone Seaman, ROD office

AGENDA

Motion/second(Stoddard/Kasierski) to approve the agenda. Motion carried.

APPEARANCES

MINUTES

Motion/second(Stoddard/Kasierski) to approve the minutes of February 1, 2005 and February 16, 2005. Motion carried.

CORRESPONDENCE None

REPORTS

Treasurer: Morris explained that another \$1 million was invested at 3.97%. Amount of the taxroll left to collect 4/30/05: \$11,367,074.28. That is 32.25% of the total tax roll. Last year at the same time: 32.56% of total tax roll. The current balance is over \$6 million for the sales tax. Tax deed procedure will be starting this month. The Finance Committee at their last meeting approved a different procedure for taking tax delinquent properties by in rem. An ordinance will be sent to County Board to change the procedure. Morris requested permission to attend a task force meeting for the Treasurer's website.

Motion/second(Kasierski/Stoddard) to approve Morris attending the task force meeting. Motion carried.

Register of Deeds: Seaman explained that the ROD office is working on copying records that are on microfilm. She stated that the printer/reader equipment that they have is capable of taking the microfilm images and copying them to a computer image. This would require another piece of equipment, but it could be done more efficiently with the equipment.

County Clerk: Bostelmann reported that 9 municipalities now have voting machine and they all are very glad that they have them. The cost of programming the ballots is quite high; \$6000 for the last election. Bostelmann will be looking into purchasing the software to program the ballots and then

have them printed locally. This should result in a cost savings.

Bostelmann will be attending a Statewide Voter Registration meeting tomorrow and Thursday for all County Clerks in the state. Bostelmann also explained some of the HAVA requirements for municipalities.

Motion/second(Thom/Stoddard) to approve the SVRS training May 4 & May 5. Motion carried.
Bostelmann explained that new employee Becky Pence is working out well in the office.

Corporation Counsel: Selsing explained that last week was the trial for determining if the County Highway Department can cut trees on County Highway PP. This has taken a lot of time over the last three weeks.

Helmer asked Selsing to comment on the publishing of ordinance if a code of ordinances exists. Discussion was held.

CLOSED SESSION

Motion/second(Thom/Kasierski) to move into closed session per ss. 19.85(1)(c) for employee performance evaluations. Roll call vote, 4 ayes, 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Kasierski/Thom) to resume open session. Roll call vote, 4 ayes, 0 nays, motion carried.

Motion/second(Stoddard/Thom) to approve the evaluation for Jane Thomas, Renee Schuler and Hannah Lueneburg. Motion carried.

RESOLUTIONS/ORDINANCES None

COMMITTEE DISCUSSION

Next Meeting: Regular meeting August 2nd at 4:30.

Helmer stated that Dane County Executive is requesting that the larger departments cut their budgets by 1.5% and that the smaller departments cut .5%.

ADJOURNMENT

Motion/second(Thom/Stoddard) to adjourn at 5:35 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk