

ADMINISTRATIVE COMMITTEE MEETING
February 6, 2012

The meeting of the Administrative Committee was called to order by Chairman, Dan Priske at 4:30 PM on Monday, February 6, 2012 in the County Board Room, Courthouse, 571 county road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Dan Priske
Tom Traxler
Joanne Guden
Gene Henke
Gene Thom

Also Present: Marge Bostelmann, County Clerk
Leone Seaman, ROD
Sheriff Podoll
Chuck Buss, Highway
LeRoy Dissing, HHS Director

Dan Sondalle, Corporation Counsel
Kathy Morris, Treasurer
Gary Podoll, Emergency Mgmt Dir.
Al Shute, LUPZ
Tony Daley, Berlin Journal

AGENDA

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

MINUTES

Motion/second(Guden/Thom) to approve the minutes from November 17, December 5, December 15, and December 22, 2011. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

REPORTS

Treasurer: Morris reported on the tax calculation and printing of tax bills. She reported that \$9,084,220.31 in taxes were collected for the four local municipalities that she collects for. Morris reported on the assessment rolls for the next tax cycle. Tax settlement will be complete in February with distribution to the districts by February 20th. The tax deed process is also beginning. Morris requested approval to attend several meetings throughout the year.

Motion/Second(Thom/Traxler) to approve Morris attending the several seminars and Treasurers' meetings as requested in accordance with County Policy. Motion carried.

Register of Deeds: Leone Seaman reported that her office has been busy because of fire suppression charges being added to every parcel in the City of Berlin. Property owners are combining parcels where possible. Seaman explained that her annual report is complete and the office did meet the estimated revenues for 2011. Seaman requested approval to attend several meetings and seminars relating to the Register of Deeds.

Motion/Second(Guden/Henke) to approve Seaman attending the several seminars and Register of Deeds meetings as requested in accordance with County Policy. Motion carried.

County Clerk: Bostelmann reported that her department has completed state and federal year end reports along with W2s and 1099s. Her office is working on Statewide Voter Registration for the upcoming elections since the redistricting. A gubernatorial recall election is expected along with the April election which is the presidential preference, the August primary and the November

general election. Bostelmann also presented a request to attend several meetings during the year. ***Motion/Second(Guden/Thom)*** to approve Bostelmann attending the several County Clerk meetings as requested in accordance with County Policy. Motion carried.

Corporation Counsel: Sondalle stated that he has made court appearances on behalf of Child support and Health and Human Service departments. He is catching up at this point attending committee meetings, meeting with department heads and addressing zoning violations. Over 40 letters have been sent out to individuals with zoning violations.

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

REQUEST FOR COMMITTED FUNDS

Seaman and Bostelmann presented a request to approve committee funds for 2012.

Motion/Second(Thom/Henke) to approve all of the request for committed funds and send to the Finance including the request for election fund in 2012. Motion carried.

DISCUSSION OF COUNTY FIVE YEAR TERMS

- Highway Commissioner – Personnel Committee

Sondalle stated that he did not understand why this was on the Administrative Committee Agenda. He stated that the Administrative Committee has the right to give a recommendation to the Highway Committee and the Personnel Committee regarding the highway commissioner's term but this Committee does not have responsibility over these issues.

- Emergency Management Director – Judicial Law Enforcement Emergency Management Committee

Sondalle also stated that the Emergency Management Director is under the jurisdiction of Judicial Law Emergency Management Committee. This Committee can only make a recommendation to the governing committee regarding the term.

Motion/Second(Thom/Guden) to send the information packets to the respective Committee for evaluation. Motion carried.

CRITERIA FOR CORPORATION COUNSEL POSITION – RECOMMENDATION TO INDEPENDENT COMMITTEE

Priske stated that he asked for material from 11 counties and received some information to go to the independent committee. He has also asked department heads to give recommendations. Traxler would like to look at all the material Priske has collected. He was expecting to have the information sent to the committee for this meeting. Priske stated that he just returned from vacation and has not yet reviewed the information. The information will be provided to the independent committee which will be appointed at the February County Board meeting.

APPROVE UNPAID LEAVES

Liz Otto is requesting 2 days of unpaid leave.

Motion/Second(Thom/Guden) to approve the unpaid leave as requested. Motion carried.

PURCHASE REQUESTS – None

COMMITTEE DISCUSSION

Future Meeting Date: May 7, 2012

Future Agenda Items:

ADJOURNMENT

Motion/second(Guden/Thom) to adjourn at 5:10 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk