

**ADMINISTRATIVE COMMITTEE MEETING**  
**April 10, 2007**

The meeting of the Administrative Committee was called to order by Chairman, Orrin Helmer at 4:30 PM on Tuesday, April 10, 2007 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present:       Orrin Helmer  
                  Dan Priske  
                  John Brennan  
                  Gene Thom  
                  Mike Stoddard

Also Present:       Marge Bostelmann, County Clerk  
                      John Selsing, Corporation Counsel  
                      Kathy Morris, Treasurer  
                      Leone Seaman, Register of Deeds

**AGENDA**

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

**MINUTES**

*Motion/second(Stoddard/Mueller)* to approve the minutes with the amendment closing the public hearing.

**PUBLIC COMMENTS** None

**APPEARANCES** None

**CORRESPONDENCE** None

**WAGES FOR COUNTY BOARD SUPERVISORS**

Priske stated that the County Board Chairman's salary should be increased. The local town chairmen receive between \$7,000 to 10,000 per year. \$600/month was recommended. Priske also stated that the supervisors' per diem should be increase by \$10 per meeting. The last increase for county board supervisors was in 1992.

Helmer stated that the Chairman in Green Lake County has to be on an elected committee or be the floater. In Columbia and Sauk Committees the chairman is not on any committees but is invited to attend all the other County committees. He stated that if the chair is not active with the county committees, then \$600 is too much. Helmer explained his current pay of \$150/month and expenses reimbursement of \$100 per month.

Helmer suggested that the Chair be paid \$300/month and get paid per diem and mileage for all meetings that he attends. A resolution will be proposed that the meeting payment will be increased with the increases being tied to the percent increase that is received by non-represented employees.

*Motion/second(Priske/Thom)* to send a resolution to the County Board that County Board Supervisors' committee meeting per diems be increased from \$35 to \$45 and that the County Board meeting per diems be increased from \$40 to \$50 and that the County Board chairman's salary be increase from \$150 plus \$100 mileage per month to \$400 per month and that a per diem and mileage be paid for all the meetings that the chairman attends and that the per diems and chairman's salary be increased annually in accordance with the non-represented employees salary increases to the nearest

dollar effective the 3<sup>rd</sup> Tuesday in April 2008. Roll call vote, 5 ayes, no nays, motion carried.

### **WAGES FOR ADMINISTRATIVE COORDINATOR**

Helmer stated that the administrative coordinator position was established in 1997 and that the wage was set at \$300/month and has not been increased in 10 years. He recommends that the wage be increased to \$600/month and that the salary be increased with all the other non-represented employees.

*Motion/second(Stoddard/Brennan)* to amend Chapter 60-18 of the County Code to increase the wage of the administrative coordinator's salary to \$600 per month and that the salary will be increased annually in accordance with the non-represented employees salary increased and that the increase will take effect in July 1, 2007. Roll call vote, all ayes, no nays, motion carried.

### **REPORTS**

Treasurer – Morris stated that the tax roll was \$36,413,000 and collected an average of 63.32%. The delinquency was 4.10% which is consistent with prior years. Morris stated that she completed the legal papers for the Reyna property to be sold. The Judge has signed the order and now the Finance Committee is selling the property on tax deed. Morris presented four properties that are owned by the County and she has no idea why the property was acquired. The Treasurer's staff will continue to review the records for other properties owned by the County.

Register of Deeds – Seaman sent a letter to Mr. Helmer about the State budget proposal increase ROD fees. The State RODs are opposed to the increase. Seaman stated that the RODs have written letter to their representatives opposed to the increases. The increased funds go to Milwaukee, Madison and other state funds but not to any projects related to vital records. Helmer stated that the governor's budget raises fees but none of the increases go to the related projects or departments.

Seaman requested approval for the following meetings; WCCO in Madison in March, Fidler training in Wisconsin Rapids in April, WACO Seminar in Appleton in June and WRDA Seminar in Wisconsin Dells in October.

Seaman stated that US Imaging, Inc of Saginaw Michigan has been selected to do the microfilming of the records in her office.

County Clerk – Bostelmann stated that the clerk's staff is working on the election input of data. Bostelmann and Sue Wendt taught a class to the Green Lake County municipal clerks and poll workers on election activities. 86 people attended. The auditors are currently conducting the 2006 audit.

Bostelmann requested permission for Vicki Bernhagen to attend a meeting that the Group Health Trust will have this summer for insurance representatives. The final date has not been determined. Bostelmann requested permission for Vicki Bernhagen to carry over 4 vacation days.

Corporation Counsel – Selsing stated that the labor contracts are settled and the last WPPA contract will be going to the Board this month. WPPA requested different schedules which will be tried and sunset language was agreed upon if necessary. The contract also settles the part time grievance. He has also had several meetings with zoning staff.

*Motion/second(Brennan/Thom)* to approve all the reports and the request to attend meetings. Motion carried.

*Motion/second(Stoddard/Thom)* to recommend to Personnel to carryover 4 vacation days for Vicki Bernhagen. Motion carried.

**APPOINT LISA VANDENBRANDEN TO DO TPRS.**

A meeting is scheduled with the District Attorney and representatives of Health and Human Services on April 20<sup>th</sup>.

**PURCHASE REQUESTS:** None

**CLOSED SESSION**

*Motion/second(Priske/Brennan)* to move into closed session per ss. 19.85(1)(g)(c) for evaluations. Roll call vote, 5 ayes, 0 nays, motion carried.

**RESUME OPEN SESSION**

*Motion/second(Brennan/Stoddard)* to resume open session. Roll call vote, 5 ayes, 0 nays, motion carried.

*Motion/second(Priske/Brennan)* to accept the evaluations for Renee Schueler, Jane Thomas and Hanna Lueneberg. Motion carried.

**RESOLUTIONS/ORDINANCES** None

**COMMITTEE DISCUSSION**

Thom asked Bostelmann what information has been found regarding a compute time clock for all employees. Bostelmann told the committee that any type of computer program would have to be through the IT Committee. Bostelmann will work with Bill Hutchison on what type of software is available and a cost for the software.

**Next Meeting:** July 10, 2007 at 4:30.

Future Agenda Items:

**ADJOURNMENT**

*Motion/second(Stoddard/Thom)* to adjourn at 6:00 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk