

ADMINISTRATIVE COMMITTEE MEETING
May 4, 2009

The meeting of the Administrative Committee was called to order by Chairman, Orrin Helmer at 4:30 PM on Monday, May 4, 2009 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
 Gene Thom
 Gene Schroeder
 Mike Stoddard

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

AGENDA

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

MINUTES

Motion/second(Thom/Stoddard) to approve the minutes of February 2, 2009 with corrections; Kathy Morris was in attendance, November minutes were 2008, under Treasurer's report Morris requested permission to attend the spring district meeting not conference. Motion carried.

PUBLIC COMMENTS None

CORRESPONDENCE None

REPORTS

Treasurer – Morris updated the committee on proposed legislative changes. One proposal would exempt the first \$60,000 value of a person's residence from property taxes. Another proposal AB 149 would change the interest rate on delinquent taxes from 1%/month to ½%/month. She explained that she is working on coordinating investing the proceeds from the sale of the notes and having funds available timely for the construction payments and the annual payments on the notes and State Fund loan.

Register of Deeds – Seaman reported that she has received 4 CDs which have 230 books of the images and indexing.

Seaman requested approval to send Jane Thomas on May 13 for vital records training.

Another training is scheduled for May 20th on electronic filing of real estate transfer returns in Juneau. Seaman plans to attend with one other employee.

County Clerk – Bostelmann explained that overall the spring election went well. She has worked with PFM and Quarles and Brady on the sale of the County notes.

Corporation Counsel – Selsing has also been working with Quarles & Brady on the sale of the notes. He has been working with The Samuels Group, on with questions relating to awarding the bids for the construction of the Justice Center/HHS Center. He is also working on labor issues and had a

unit clarification hearing. He is currently preparing for an arbitration hearing with the highway union.

Motion/second(Priske/Stoddard) to accept the reports as presented and approve the two trainings as requested by Seaman for the ROD office. Motion carried.

PURCHASE REQUESTS

Bostelmann requested approved to purchase a copier for her office.

Northeast Photocopy: Copystar \$4,473.68; maintenance fees \$687.96/yr for 85,956 copies (\$0.008/copy)

Modern Business Machines: Canon \$4,927.85; maintenance fees \$372.00/yr for 60,000 copies (\$0.0062/copy)

Bostelmann requested permission to purchase the Canon from MBM.

Motion/second(Thom/Schroeder) to approve the purchase from MBM and send to the P&I Committee for approval. Motion carried.

CLOSED SESSION

Motion/second(Stoddard/Priske) to move into closed session per ss. 19.85(1)(c) employee evaluations, employee matters, union negotiations and (g) confer with legal counsel. Roll call vote, 5 ayes, 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Thom/Stoddard) to resume open session. Roll call vote

Motion/second(Thom/Priske) to recommend to the Personnel Committee to eliminate the ROD part time position and the full time real property lister position and create a new shared account clerk II position with 1040 hours per year worked in the ROD Office and 1040 hours per year worked in the Treasurer's Office and that Kathy Morris be appointed the real property lister for as long as she is County Treasurer. Roll call votes 5 ayes, 0 nays, motion carried.

RESOLUTION/ORDINANCES:

Relating to Opposition to S.149 "Weekend Voting Act" and 2009 Assembly Joint Resolution 2. Discussion was held.

Motion/second(Priske/Stoddard) to approve the Resolution and send it on to County Board. Motion carried.

COMMITTEE DISCUSSION

Update Long Range plans: Schroeder suggested having a tour for the all the Supervisors prior to the June County Board meeting.

Next Meeting: Regular meeting on August 3rd at 4:30.

Future Agenda Items: Budget

ADJOURNMENT

Motion/second(Stoddard/Priske) to adjourn at 5:50 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk