

**ADMINISTRATIVE COMMITTEE MEETING
February 4, 2013**

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 4:30 PM on Tuesday, February 4, 2013 in the County Board Room, Justice Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Jack Meyers David Richter Mike Stoddard
 Paul Schwandt Deb Schubert

Absent: Joanne Guden

Also Present: Marge Bostelmann, County Clerk Dan Hurst, Corporation Counsel
 Sarah Guenther, ROD Kathy Morris, Treasurer
 Tony Daley, Berlin Journal

PLEDGE OF ALLEGIANCE

The pledge was recited.

AGENDA

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

MINUTES

Motion/second(Richter/Stoddard) to approve the minutes from November 15, 2012, December 10, 2012 remove sentence that Tony Daley stated that Berlin School District is now wireless and January 15, 2013. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

REPORTS

Treasurer: Morris reported on the collection of the municipalities. They are also preparing the assessment rolls. She reported on tax deed properties and presented her annual report. She also listed the conferences and meetings that she plans to attend.

Register of Deeds: Guenther stated that things are going well in the office and staff is very cooperative. She is working with the public health nurse regarding a Local Vital Records Office and Public Health Agreement Wisconsin Death Data Agreement required statutorily. She presented her annual report and a list of conferences and meetings she plan to attend.

County Clerk: Bostelmann reported on activities with yearend reporting, filling vacant positions, and wage study. Bostelmann also presented her annual report and a list of conferences and meetings she plan to attend.

Motion/second(Schubert/Stoddard) to approve training form ALIO for up to 3 days and transfer the money from elections to administration after the training is complete. Roll call vote.5 ayes, 0 nays, 1 absent (Guden), motion carried.

Motion/second(Richter/Stoddard) to adopt the flex policy for her department in accordance with the Admin manual. Motion carried.

Corporation Counsel: Hurst explained his getting to know people and process, how things work

at a county level and explained how he has been approached by several departments on various subjects, which have been interesting. He will present a list of conferences and training that he will be required to attend.

Motion/second(Schwandt/Stoddard) to approve a flex time policy for Corporation Counsel office.

Discussion was held. This may be premature until it is understood how many hours the position will be required to work in a week.

Roll call vote, 2 ayes (Schwandt and Stoddard) 3 nays (Richter, Schubert and Meyers), 1 absent (Guden), motion failed.

Motion/Second(Schubert/Richter) to accept the reports from the Treasurer, Register of Deeds, County Clerk and Corporation Counsel including travel, conferences and meetings. Motion carried.

LEGAL ASSISTANT/ADMINISTRATIVE ASSISTANT JOB DESCRIPTION AND FILLING VACANT POSITION – CORPORATION COUNSEL

Hurst appeared to request permission to create and approve filling a joint position with Child Support (25%) and Corporation Counsel (75%). He sees this as a positive between the two departments. Hurst explained the time frame of the process and would like to have Kayla from Dan Sondalle's office train her.

Motion/second(Richter/Schubert) to approve the request subject to Judicial Law Enforcement and Emergency Management approval and send it on the Personnel Committee for approval and County Board approval. Roll call vote 5 ayes, 0 nays, 1 absent (Guden), motion carried.

REVIEW JOB DESCRIPTIONS

Job descriptions were presented from the Treasurer's Office, Register of Deeds Office and County Clerk's Office. The descriptions were reviewed and discussion was held.

Motion/second(Richter/Schubert) to approve the descriptions as modified. Motion carried.

DISCUSSION ON BROWN COUNTY RESOLUTION FOR THE OPEN RECORDS LAW

Bostelmann explained that this resolution has to do with costs of a public records request to view the ballots from the June 2012 recall election. Many counties had substantial costs that cannot be recouped based on the current fee structure in the Statutes. Discussion was held on other cost not able to be recouped by fees such as recounts.

Motion/second(Richter/Schwandt) to send a resolution similar to Brown County Resolution to the County Board. Motion carried.

Bostelmann will also draft a resolution regarding fees for general cost for recounts.

APPROVE UNPAID LEAVES – None

PURCHASE REQUESTS

Hurst requested permission to purchase online Legal Research. He explained that this will be shared by Judge Slate.

Westlaw	Option 1	\$147.50/month
	Option 2	\$188/ month
	Option 3	\$241/month
	Option 4	\$293.50/month
	Option 5	\$350.50/month

Lexis

Waiting for cost.

Motion/Second(Richter/Schubert) to approve Option 2 and review the LexisNexis cost and allow the Judge and Hurst select the best service for the cost. Motion carried.

CLOSED SESSION

Motion/Second(Schubert/Richter) 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 – Corporation Counsel. Roll call vote, 5 ayes, 0 nays, 1 absent (Guden) motion carried.

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

Motion/second(Richter/Schwandt) to reconvene 5 ayes 0 nays. Motion carried.

Motion/second(Richter/Stoddard)to approve the change in compensation for corporation counsel. Roll call vote 4 ayes, 1 nay (Schubert) 1 absent (Guden).

Motion/second(Stoddard/Schubert) to accept the 6 month evaluations Stephanie Plagenz and Nan Hansen. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: May 6, 2013 at 4:30.

Future Agenda Items:

ADJOURNMENT

Motion/second(Schubert/Stoddard) to adjourn at 6:55 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk