

**ADMINISTRATIVE COMMITTEE MEETING**  
**November 7, 2011**

The meeting of the Administrative Committee was called to order by Chairman, Dan Priske at 4:30 PM on Monday, November 7, 2011 in the County Board Room, Courthouse, 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  
Don Peters, Supervisor  
Deb Schubert, Supervisor  
Dick Trochinski, Supervisor  
Al Shute, LUPZ  
Aaron Becker, Ripon Commonwealth

John Selsing, Corporation Counsel  
Maureen Schweder, Supervisor  
John Gende, Supervisor  
Sue McConnell, Supervisor  
Sheriff Podoll  
Tony Daley, Berlin Journal

**AGENDA**

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

**MINUTES**

*Motion/second(Guden/Henke)* to approve the minutes from September 2, 2011. Motion carried.

**PUBLIC COMMENTS** – None

**APPEARANCES** – None

**CORRESPONDENCE** – None

**VOLUNTARY UNPAID LEAVE REQUEST**

Bostelmann presented an unpaid leave request from Sara Radloff for 4 days off in 2012.

*Motion/Second(Thom/Traxler)* to approve the 4 day unpaid leave in 2012 for Sara Radloff .  
Motion carried.

**REPORTS**

Treasurer: Kathy Morris was unable to attend. Bostelmann read her written report. Morris reported why delays in some town assessments are delaying the printing of tax bills. She also reported on the Municipal Clerk/Treasurer meeting she will host on November 17<sup>th</sup>. The City of Green Lake and the Towns of Brooklyn, Kingston and Marquette have confirmed that they will have the County collect the first installment of property taxes. She also reported on the tax deed property located on County C that the county has taken and is for sale

Register of Deeds: Leone Seaman explained how Fiddler Technology worked with Bill Hutchison to converted 110,747 microfilm images from 1989 to 2000 into the ROD computer system. Staff is continuing back indexing and verifying documents for years prior to 2000. They have completed 1999, 1998 and half of 1997. The ROD office is also very busy with individuals researching genealogy.

County Clerk: Bostelmann reported that her office has been working with the Finance Committee compiling the 2012 budget. After the budget is passed the apportionment needs to be sent to the State and municipalities. The office is preparing for the Spring Election. The April election will also be the Presidential Preference and if enough signatures are collected the Walker recall election may also be the same day. Legislation has been passed moving the September Primary to August. Bostelmann would like to fill the part-time position in her office in early 2012.

***Motion/Second(Guden/Henke)*** to accept the report from the Treasurer, Register of Deeds and County Clerk.

Selsing asked why he was not listed on the agenda to give a report for the Corporation Counsel. Priske stated that until the audit and investigation of the Corporation Counsel office are complete there will be no discussion on the position.

**PURCHASE REQUESTS** – None

**CLOSED SESSION**

***Motion/second(Guden/Thom )*** to move into closed session per ss. 19.85(1)(c) employee evaluations for County Clerk's, Treasurer's and Register o Deeds' staff.. Roll call vote, 5 ayes, 0 nays, motion carried.

**RESUME OPEN SESSION**

***Motion/second(Thom/Traxler)*** to resume open session. Roll call vote, 5 ayes, 0 Nays

**ANNOUNCE FINDINGS OF CLOSED SESSION**

***Motion/second(Thom/Henke)*** to accept the evaluations for Sara Radloff, Liz Otto, Vicki Bernhagen, Jean Daye, Jane Thomas, Renee Schuler and Hannah Lueneburg. Motion carried.

**COMMITTEE DISCUSSION**

Thom questioned why there was nothing on the agenda regarding the Corporation Counsel position. He requested a special meeting be scheduled to discuss the Corporation Counsel position. Discussion was held.

**Future Meeting Date:** Special Meeting December 5th 4:30, Regular meeting on February 6<sup>th</sup> at 4:30.

**Future Agenda Items:** Agenda for December 5<sup>th</sup> special meeting: Audit and review for Corporation Counsel Office, and Election of Corporation Counsel.

Selsing stated that he has discussed the agreed upon procedures with the auditor and he stated that the auditor is more concern with how the county paid the corporation counsel. He has also stated that he will cooperate with the agreed upon procedures review of his office.

**ADJOURNMENT**

***Motion/second(Guden/Traxler)*** to adjourn at 5:00 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk