

ADMINISTRATIVE COMMITTEE MEETING
November 2, 2009

The meeting of the Administrative Committee was called to order by Chairman, Orrin Helmer at 4:30 PM on Monday, November 02, 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 Absent: Dan Priske
 Gene Thom
 Gene Schroeder
 Mike Stoddard

Also Present: Marge Bostelmann, County Clerk
 Leone Seaman, Register of Deeds
 Kathy Morris, Treasurer
 Jeff Haase, Assistant Corporation Counsel

AGENDA

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

MINUTES

Motion/second(Thom/Schroeder) to approve the minutes of August 3, 2009 correcting that Morris was not present, that the vote to resume open session was 5 ayes and 0 nays and Seaman requested that her public comment reflect this as "in her opinion". Motion carried.

PUBLIC COMMENTS

Leone Seaman, ROD – apologized to Morris because Morris was not in attendance last meeting but she would have said the same thing. She did think the Treasurer is Real Property Lister in title only. She spoke with two other Treasurers and that do not get any additional compensation for their RPL duties. Seaman would also like to know if there is any additional time given by the Treasurer because of these additional duties.

Missy Zamzow AFSCME Courthouse Union President – Zamzow explained that at the Personnel Committee meeting it was stated that there is no money and there will be more layoffs and she feels that giving a raise would be contrary to what has been said in the meeting.

CORRESPONDENCE

Letter was presented from John Selsing stating that he will not be in attendance at today's meeting.

REPORTS

Treasurer – Morris stated that she has looked at tax deed property with Schroeder, Priske and Bostelmann. She stated that 4 properties were looked at and the Finance Committee agreed to take tax deed. One owner, Gregg Minski paid all taxes due. Milners asked if they can have more time, but it is too late. Morris has invested in the First Business Bank which is offering 2.5% interest on Money Markets. Most invested at 2 and 3%. Morris explained that they are busy in her office because one employee has gone from 40 hours to 30 hours per week. Morris explained all the duties that are done by her and her staff because of the reduction of time. This will be discussed later in the meeting under resolutions. Meeting for clerks and treasurers will be on November 19th. Her office still collects taxes for 4 municipalities.

Register of Deeds – Seaman discussed the resolutions that were passed in August. They

have had 2 people who took advantage of the service for Transfer Returns. The second resolution passed in August related to not refunding overpayments of less than \$11.00 has resulted in \$19.00 not being refunded. Seaman explained the update to computer system.

County Clerk – Bostelmann has been involved with upcoming negotiations, the 2010 budget preparation and the records related to the building project. She had a meeting last Tuesday of the municipal clerks and their chief deputies. Approximately 40 people were in attendance.

Corporation Counsel – Selsing was unable to attend the meeting. He letter explained that he has been working with county labor negotiations, grievances and other employee issues.

Motion/second(Stoddard/Thom) to accept the reports as presented. Motion carried.

REVIEW AMOUNT OF PER DIEMS & MILEAGE FOR COUNTY BOARD SUPERVISORS

Helmer explained that he was thinking of reducing the mileage rate and asked Jerry Beuthin as VSO to comment. Beuthin stated that he thought there should be a 2 tiered rate one for those driving who get a per diem and are paid a wage and a different amount for someone who volunteers and only gets paid mileage. Discussion was also held on changing the payment for County Board and Committee meetings with no increase annually based on non-represented employee increases. *Motion/second(Schroeder/Stoddard)* to approve the resolution changing the per diem to \$45 and \$50 with a two tiered mileage reimbursement, one tier being the IRS rate and one being 5 cents less than the IRS rate. Motion carried.

AMEND CODE OF COUNTY OF GREEN LAKE CHAPTER 9 BOARD OF SUPERVISORS ARTICLE I SEC. 9-10 RESOLUTIONS, ORDINANCE, PETITIONS AND REPORTS.

Discussed by committee and agree with the change.

AMEND CODE OF COUNTY OF GREEN LAKE, CHAPTER 9 BOARD OF SUPERVISORS ARTICLE III APPOINTED COMMITTEES SEC. 9-35 PERSONNEL RESPONSIBILITIES.

Discussion was held and changes made to clarify responsibilities.

AMEND CODE OF COUNTY OF GREEN LAKE, CHAPTER 9 ARTICLE III APPOINTED COMMITTEES, SEC. 9-36 PROPERTY & INSURANCE, ADD PARK & RECREATION RESPONSIBILITIES.

Discussion was held and modification made.

AMEND CODE OF COUNTY OF GREEN LAKE, ARTICLE II ELECTED COMMITTEES, SEC. 9-29 HIGHWAY, REMOVE PARK & RECREATION RESPONSIBILITIES.

Discussion was held and modification made.

AMEND CODE OF COUNTY OF GREEN LAKE ARTICLE II ELECTED COMMITTEES, SEC. 9-31 JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE.

Discussion was held to remove the word “undersheriff” from the section.

The amendment to the ordinance will be drafted and presented to the December County board meeting.

PURCHASE REQUESTS

Seaman presented a request for a plat file cabinet:
U.S. Records \$2920 plus \$200 to \$300 in shipping
Excel Binding Inc \$2840 plus \$295 shipping

Morris presented a bill for office panels in the amount of \$408.55 from Bubrick's, sole vender.

Motion/second(Thom/Stoddard) to approve the low bid from Excel Binding and the purchase of the office panels from Bubrick's.

RESOLUTION/ORDINANCES:

Amending Code of Green Lake County Chapter 9, Board of Supervisors: This will be presented in December.

Relating to Treasurer's Wages for Real Property Lister Duties. The compensation is proposed at \$300/month. Discussion was held. Morris explained her responsibilities and duties as real property lister.

Motion/second(Schroeder/Thom) to send the resolution to the County Board with a fiscal note and job duties attached. Roll Call vote, 4 ayes, 0 nays. Motion carried.

CLOSED SESSION

Motion/second(Stoddard/Thom) to move into closed session per ss. 19.85(1)(c) employee evaluations (f)employee matters, and (g) confer with legal counsel. Roll call vote, 4 ayes, 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Schroeder/Thom) to resume open session. Roll call vote, 4 ayes, 0 Nays

RESULTS OF CLOSES SESSION

Motion/second(Schroeder/Stoddard) to accept the evaluation of Hannah Lueneburg from the ROD office and the Treasurer's Office, Jean Daye, Jane Thomas, and Renee Schuler. Motion carried.

COMMITTEE DISCUSSION

Update Long Range plans: No discussion.

Future Meeting Date: Regular meeting on February 1, 2010 at 4:30 PM.

Future Agenda Items:

ADJOURNMENT

Motion/second(Stoddard/Thom) to adjourn at 6:40 PM. Motion carried.

Submitted by,



Marge Bostelmann
County Clerk