

**ADMINISTRATIVE COMMITTEE MEETING**  
**February 2, 2015**

The meeting of the Administrative Committee was called to order by Vice-Chairman, David Richter at 5:30 PM on Monday, February 2, 2015 in the County Board Room, Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Jack Meyers – 5:55  
David Richter  
Harley Reabe  
Mike Starshak  
Paul Schwandt

Also Present: Marge Bostelmann, County Clerk  
Betsy Amend, Treasurer  
Sheriff Podoll  
Joy Waterbury, Supervisor  
Tony Daley, Berlin Journal  
Diane Meulemans, Corporation Counsel  
Sarah Guenther, ROD  
Andrew Christianson, DA  
Deb Pagel, Schenck, SC

**AGENDA**

*Motion/second(Reabe/Starshak)* to approve agenda. Motion carried.

**MINUTES**

*Motion/second(Starshak/Reabe)* to approve the minutes November 3, 2014. Motion carried.

**PUBLIC COMMENTS** – None

**CORRESPONDENCE** – None

**REPORTS**

**Treasurer:** Amend explained the December process of receiving the mill rates and certifying levy amounts from local clerks. The assessment rolls have been prepared for the next tax cycle. In February the tax settlement process is complete. The local treasurers turn their collection records over to the County and then the County pays the various districts, such as state, county, school district and special districts. Distribution of funds takes place by February 20<sup>th</sup>. The 2011 tax deed listing has been published.

**Register of Deeds:** Guenther explained that she and the RODs from Marquette and Waushara County attended the Green Lake County Bar Association to present information about the document programs Laredo and Tapestry. Guenther reported on her role as Co-Legislative Chair of the Wisconsin Register of Deeds Association and meeting with legislators and Attorney General Brad Schimel. She also presented her annual report.

**County Clerk:**

Bostelmann presented information on the Spring election, W2 and 1099s have been processed and year end accountings have been balanced and reports run. Preliminary audit work has begun.

**Corporation Counsel:** Meulemans presented her report highlighting department needs. She also presented a list of general Legal Services she has performed. She explained a change made in the Child Support process.

*Motion/Second(Starshak/Schwandt)* to accept the reports from the Treasurer, Register of Deeds, County Clerk and Corporation Counsel. Motion carried.

*Motion/second(Starshak/Reabe )* to suspend the rules and seat Jack Meyers to take over meeting as chair at 5:55. Motion carried.

**APPEARANCE: ORGANIZATIONAL ASSESSMENT AND STRATEGIC PLANNING – DEB PAGEL, SCHENCK SC**

Pagel explained that she works for Schenck and has worked in the Human Resource area for years. Her expertise is governmental/nonprofit agencies. She presented a proposal to perform an Organizational Assessment for the County. The assessment will gain an understanding of current Human Resource practices within each of the departments in the County and assist the County in determining the most effective way to handle the human resource functions and operational structure.

Pagel can also then look at a strategic plan to align the right people in the spots to achieve consistencies. The project will be completed by December 31, 2015. Discussion was held.

*Motion/second(Richter/Reabe )* to approve the organizational assessment and funds not to exceed \$10,000 as total expense ceiling. Motion carried.

Starshak requested the document be sent to the members in advance to County Board.

**COMMITTED FUNDS**

The following committee funds were requested:

County Clerk: Election \$13,000

*Motion/second(Starshak/Schwedt)* to approve the carryover of \$13,000 as committed fund for elections. Motion carried.

ROD: \$55,432.25 plus \$17,520 redaction \$72,952.25. These funds are from fees collected by the ROD office and appropriated by the state for land records modernization projects. Guenther explained that she has a 5 year plan for the use of the funds. Discussion held.

*Motion/second(Schwandt/Richter )* to approve the \$72,952.25 for the 5 year plan. 4 ayes, 1 nay (Starshak) Motion carried.

Treasurer: \$1,000 for a folding machine.

*Motion/second(Reabe/Starshak)* to approve the \$1,000 for the purchase of a folding machine. Motion carried.

**RESOLUTIONS/ORDINANCES** – None

**TRAINING REQUEST**

Betsy Amend, Treasurer, requested approval to attend Wisconsin Treasurer's Association Spring and Fall district meetings, WCCO annual meeting, WTA Fall seminar, WRPL district meetings, fall conference and Assessor meeting. Amend request permission for either her or a staff member to attend.

Sarah Guenther, Register of Deeds, requested permission to attend the WCCO Conference, Wisconsin Register of Deeds Association Summer and Fall conference and district meetings. She also requested permission to attend the Fidler Educational Symposium in Davenport IA in May at no cost to the County.

Marge Bostelmann, County Clerk, requested permission to attend the WCA Legislative Exchange and annual convention, the WCCO conference, the Wisconsin County Clerk's Association annual conference and district meetings, ICC meetings as appropriate and WCA trainings as appropriate. As a member of the Group Health Trust Board of Directors, she also requested permission to attend the State and Local Government Benefits Association annual conference in Bonita Springs Florida at no cost to the County.

Meulemans, Corporation Counsel requested permission to attend the following seminars and trainings: Public Records Compliance, Open Meetings Law, Ebola Quarantine Protocol and Fair Labor Standard Labor Act. *Motion/second(Richter/Reabe)* to approve the all requests per County Policy. Motion carried.

**PURCHASE REQUESTS** – None

**COMMITTEE DISCUSSION**

**Future Meeting Date:** Regular meeting, May 4, 2015.

**Future Agenda Items:**

**ADJOURNMENT**

*Motion/second(Starshak/Richter)* to adjourn at 6:35PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk