

**ADMINISTRATIVE COMMITTEE MEETING**  
**May 2, 2016**

The meeting of the Administrative Committee was called to order by Chairman, Harley Reabe at 5:00 PM on Monday, May 2, 2016 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: Harley Reabe  
Nick Toney  
David Richter  
Mike Starshak  
Paul Schwandt  
Bob Lyon

Also Present: Marge Bostelmann, County Clerk  
Sarah Guenther, ROD  
Sheriff Podoll

Dawn Klockow, Corporation Counsel  
Betsy Amend, Treasurer  
Tony Daley, Berlin Journal

**AGENDA**

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

**MINUTES**

*Motion/second(Starshak/Richter)* to approve the minutes February 1, 2016, February18, 2016, March 3, 2016 and March 24, 2016 as presented. Motion carried.

**PUBLIC COMMENTS** – None

**CORRESPONDENCE** – None

**RESOLUTIONS/ORDINANCES** – None

**REPORTS**

**Treasurer:** Amend reported that the tax settlement process is complete. 64.49% of the tax roll was collected, with a delinquency factor of 4.56% compared to 3.78% last year. The tax deed process has begun. There are 45 parcels this year compared to 30 last year. Amend has been creating valuation summary reports and rolls for the Open Book/Board of Review meeting for each municipality. Interest on CDs has improved and Amend has moved funds from money markets to CDs with higher interest rates. She is researching a software package from GCS to improve the portal portion of reporting tax and assessment date on the website and pursuing grant money for the initial setup. Amend attended a PME class at the WCCO conference entitled “Facilitating Difficult Conversations with Constituents which was a great learning tool. Her summer conference is June 7-10 in Lake Geneva.

**Register of Deeds:** The statewide issuance of vital records bill was signed into law on February 29, 2016. The County has contracted National Title Clearing, an erecording company. This allows business partners another option to record documents that comply with the Consumer Financial Protection Bureau. The requirements from TRID were provided. Guenther is requesting approval to replace the cover of six deed books at a cost of \$2,046.60. The cost is budgeted. A proposal for scanning tract indexing was presented for \$5,682.75, restricted funds will be used for the project. Green Lake County is the “test” county for Official Records Online which will provide a vital record through an online request versus by mail or in person.

**County Clerk:** Bostelmann updated the Committee on the April primary election, and County Board Supervisors Training. She also provided an update of staff that has been helping in other departments due to staff shortages or special projects. Bostelmann attended the WCCO/County Clerk conference in March and received information from the Government Accountability Board and State Vital Records office. Bostelmann informed the committee that the phone voice mail system is being updated.

**Corporation Counsel:** Klockow received 51 requests for legal services including contract review and drafting, policy review and legal opinions. She has also been involved in three guardianships, 14 involuntary mental health commitments, four septic violations and one zoning lawsuit. She also attended education seminars on “The First Amendment and the Government”, “Hot Topics in Elder Law” and will be attending the Wisconsin Association of County Corporation Counsel’s spring conference in conjunction with WMMICs annual meeting in early May where she will earn continuing education credits. She will be meeting with Bill Hutchison in mid- June to discuss case management software for Corporation Counsel Office in 2017. This will help make the office more efficient.

- Request for Mutual Aid from Waupaca County for BOA hearing

Diane Meulemans has requested Klockow to help with a BOA hearing. It is a conflict for Meulemans. Discussion held.

**Motion/second(Starshak/Richter)** to leave the decision up to Klockow’s discretion if she provides the mutual aid. Motion carried.

**Motion/second(Richter/Reabe)** to accept the reports from the Treasurer, Register of Deeds, County Clerk and Corporation Counsel. Motion carried.

**POLICY FOR JOINT COMMITTEE MEETINGS**

Discussion was held. Joint meetings could have a majority of County board members which may be a violation of the open meetings law. Question of who calls the meeting to order and how is a vote taken? Klockow will review other counties policies and present a draft at the next meeting.

**PURCHASE REQUESTS**

**Register of Deeds:**

Recovering 6 deed books	Excel Binding	\$2,046.60
Tract Books scanning	Q Solutions	\$5,682.75 Plus expenses

**Motion/second(Schwandt/Lyon)** to approve both requests.

Discussion was held on the additional expenses for Q Solutions.

**Motion/second(Richter/Starshak)** to amend the motion to include a cap of \$7000 for the Q Solutions request. Motion carried.

Motion carried as amended.

**CLOSED SESSION**

Consider Motion to Convene into Closed Session per:

**Motion/second(Toney/Starshak)** to move into closed pursuant to Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the

governmental body has jurisdiction or exercises responsibility. The closed session is regarding evaluation of Corporation Counsel.

Roll call vote, 6 ayes, 0 nays, 0 absent, Motion carried.

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

*Motion/second(Richter/Toney)* to reconvene in open session. Roll call vote, 6 ayes, 0 nays, 0 absent. Motion carried.

*Motion/second(Toney/Starshak)* to approve the 6 month evaluation of the Corporation Counsel. Motion carried.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** Regular meeting – August 1, 2016 at 6:00 pm

**Future Agenda Items:**

**ADJOURNMENT**

*Motion/second(Starshak/Richter)* to adjourn at 6:21PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk