



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM  
County Clerk

Office: 920-294-4005  
FAX: 920-294-4009

## ***Administrative Committee Meeting Notice***

***Date: May 2nd, 2016 Time: 5:00 PM  
Green Lake County Government Center,  
County Board Room, 571 County Rd A, Green Lake WI***

### **AGENDA**

#### **Committee Members**

*Harley Reabe,  
Chairman  
Nick Toney,  
Vice -Chair  
Robert Lyon  
Michael Starshak  
Paul Schwandt  
David Richter*

*Margaret R.  
Bostelmann,  
Secretary*

*\*Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 02/01/16, 02/18/16, 03/3/16 and 03/24/16
6. Public Comments (3 Min. Limit)
7. Correspondence
8. Resolutions/Ordinances
9. Reports
  - Treasurer
  - ROD
  - Clerk
  - Corporation Counsel
10. Policy For Joint Committee Meetings
11. Purchase Requests
12. Consider motion to convene into closed session per:
13. 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.
14. Reconvene to Open Session to take action, if appropriate, on matters discussed in Closed Session
15. Committee Discussion
  - Future Meeting. Dates: August 1, 2016 at 5:00 pm
  - Future Agenda items for action & discussion
16. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann

**Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.**

**ADMINISTRATIVE COMMITTEE MEETING**  
**February 1, 2016**

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 5:00 PM on Monday, February 1, 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: Jack Meyers  
David Richter  
Harley Reabe  
Mike Starshak  
Paul Schwandt

Also Present: Marge Bostelmann, County Clerk  
Sarah Guenther, ROD  
Sheriff Podoll  
Joy Waterbury, Supervisor  
Dawn Klockow, Corporation Counsel  
Betsy Amend, Treasurer  
Vicki Bernhagen, Supervisor  
Tony Daley, Berlin Journal

**AGENDA**

*Motion/second(Richter/Starshak)* to approve agenda correcting typographical error on item #11 changing Administrator to Administration. Motion carried.

**MINUTES**

*Motion/second(Starshak/Schwandt)* to approve the minutes November 2, 2015 and November 30, 2015 Motion carried.

**PUBLIC COMMENTS** – None

**CORRESPONDENCE** – None

**Elected Officials Salaries – Register of Deeds, Treasurer and County Clerk**

Information regarding salaries was presented. Increases of 2.947% in 2017, with 1.5% in 2018, 2019, and 2020 was presented. Discussion on internal and external comparisons was held.

*Motion/second(Reabe/Richter)* to recommend the wages as proposed to the County Board. Motion carried.

**Resolutions/Ordinances**

Res. Salary for County Treasurer 2017-2020  
Res. Salary for County Register of Deeds 2017-2020  
Res. Salary for County Clerk 2017-2020

The resolutions were signed to be sent to County Board in February.

**REPORTS/TRAINING/COMMITTED FUNDS**

**Treasurer:** As of today about \$9.5 million has been collected for the five municipalities that the Treasurer collects for. The January settlement with all municipalities was concluded by January 15<sup>th</sup>. The tax rolls for 2016 has been completed. Tax settlement is completed in February with distribution to the state, county, special districts and school districts by February 20<sup>th</sup>. The 2012 tax deed list is complete with a total of 59 properties and 49 owners. Amend listed the meeting and training sessions she

plans to attend in 2016.

**Register of Deeds:** As Co-Legislative Chair of the Wisconsin Register of Deeds Association, Guenther has worked on two bills that will soon be signed by the Governor. AB297/SB62 allows genealogists the ability to post pre-1907 records online. AB372/SB279 creates standardization so all conveyances require an eRETR, except conveyances made prior to October 1, 1969. Guenther has also been working with a charter group and the State Vital Records to create statewide issuance of vital records. This would allow residents to pick up vital records at any register of deeds office in the state provided the records are from Wisconsin. The ROD office has been working to get tract indexes online.

**County Clerk:** Bostelmann explained the upcoming elections. All year-end reports are completed. Bostelmann explained that Angie Petruske and Nan Hansen have been working with HHS and Schenck on billing, accounting and grant reporting. Bostelmann listed the meeting and training sessions she plans to attend in 2016.

**Corporation Counsel:** Klockow reported on departmental activities since November 1<sup>st</sup> through January 21<sup>st</sup>. Klockow requested approval for \$2,999.25 be committed for Discovery/Trial Prep. Klockow listed the meeting and training sessions she plans to attend in 2016. As a licensed attorney, she is required to have 30 continuing legal education credits for each two year reporting period.

- Renew Westlaw Contract: Klockow presented 2 options and costs on the renewal of the Westlaw contract. Discussion held.

**Motion/second(Richter/Starshak)** to approve option 2 for the Westlaw subscription renewal. Motion carried.

**Motion/second(Richter/Reabe)** to accept the reports, trainings/travel requests and committed funds as requested from the Treasurer, Register of Deeds, County Clerk and Corporation Counsel. Motion carried.

**Motion/second(Starshak/Richter)** to approve the committed fund request for the election funds of \$40,032 for the County Clerk election account. Motion carried.

### **DISCUSSION AND ACTION ON 3 TYPES OF COUNTY ADMINISTRATION**

Dawn Klockow read the motion from the December County Board,

**Motion/second (Richter/Reabe)** to adopt the recommendation of the Administrative Committee to create the office of County Administrator, and refer the matter to the Administrative Committee to prepare all necessary resolutions and ordinances required to create the office of County Administrator, and that the Administrative Committee submit all necessary resolutions and ordinances to the County Board as soon as possible. Discussion followed. **Motion/second (Waterbury/Guden)** to amend the motion by removing the words “create” and change to “study” in both areas of the original motion. Roll call vote on amended motion - Ayes – 16, Nays – 3 (Slate, Wendt, Gonyo), Absent – 0, Abstain – 0. Roll call vote on original motion as amended – Ayes – 17, Nays – 2 (Slate, Schwandt), absent – 0, Abstain – 0, motion carried.

Discussion held. Richter stated that based on the presentation by Andrew Phillips, the County Administrator is the best organizational set up for the County’s need. The Committee requested Bostelmann research information from 6 counties that have changed from an Administrative Coordinator to County Administrator form of government within the last 10 years. Bostelmann should find out why they changed, how does it work and are they happy with the change. County Clerks and County Board chairs will be contacted. Bostelmann will research if the county created a job description, contract and the salaries of the positions. Klockow will research what counties have ordinances.

Starshak stated that the agenda item is 3 forms of administration and believes that administrative coordinator should be discussed. Schwandt stated that the county needs someone that is here to oversees department heads. Waterbury stated the County needs someone in control. Discussion was held.

Klockow presented a Memo stating all statutes involving "County Administrator". She pointed out that Statute gives authority to a county administrator and executive to appoint an HHS director and a highway commissioner; an administrative coordinator cannot be given that authority by a County Board. Klockow noted other statutory authority provided to a county administrator that cannot be given to an administrative coordinator.

A special meeting will be held February 18<sup>th</sup> at 5 pm to discuss:

- Information on Counties with County Administrators
- Discussion and Action on County Administrator position

### **COMMITTEE TERM LIMITS**

Klockow presented information on committee term limits. An example from Washington County that was not approved was presented. Meyers stated an agenda item will be placed on the County Board agenda to discuss committee term limits.

### **REVIEW AND POSSIBLE ACTION ON RESOLUTION 2-99 RELATING TO NEW AND CONTINUING SUPERVISORS TRAINING BY WCA AND UWEX**

Bostelmann presented resolution 2-99. The resolution stated that Supervisors will not be authorized per diem, mileage, and any other expenses for attending New and Continuing Supervisors Training put on by WCA, UW Extension or similar organizations. Discussion was held.

*Motion/second(Reabe/Starshak)* to rescind Resolution 2-99 and create a new resolution addressing training particular to Green Lake County and other training sponsored by the WCA and UWEX that is approved by the County Board Chair. Motion carried.

The Resolution will be brought to the February 18<sup>th</sup> special meeting.

**JOB DESCRIPTIONS** – None

**PURCHASE REQUESTS** – None

### **COMMITTEE DISCUSSION**

**Future Meeting Date:** Special meeting – February 18, 2016 at 5:00 pm; Regular meeting – May 2, 2016 at 5:00 pm

**Future Agenda Items:** Special Meeting: 1. Information on Counties with County Administrators; 2. Discussion and Action on County Administrator position; 3. Resolution relating to Supervisor Training for New and Continuing Supervisors.

### **ADJOURNMENT**

*Motion/second(Starshak/Schwandt)* to adjourn at 6:54 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk

**ADMINISTRATIVE COMMITTEE MEETING**  
**February 18, 2016**

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 5:02 PM on Thursday, February 18, 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: Jack Meyers  
David Richter  
Harley Reabe  
Mike Starshak

Absent: Paul Schwandt

Also Present: Marge Bostelmann, County Clerk  
Jay Dampier, UWEX  
Joy Waterbury, Supervisor

Dawn Klockow, Corporation Counsel  
Sheriff Podoll  
Tony Daley, Berlin Journal

**AGENDA**

*Motion/second(Starshak/Meyers)* to move agenda item 7 “Resolution relating to New and Continuing Supervisors’ Training” up to number 5. Motion carried.

*Motion/second(Reabe/Richter)* to approve the agenda as amended. Motion carried.

**RESOLUTION RELATING TO SUPERIORS TRAINING FOR NEW AND CONTINUING SUPERVISORS**

The resolution was reviewed and discussed.

*Motion/second(Richter/Reabe)* to approve the resolution and send on to the March County Board. Motion carried.

**INFORMATION ON COUNTIES WITH COUNTY ADMINISTRATORS**  
**DISCUSSION AND ACTION ON COUNTY ADMINISTRATOR POSITION**

Meyers reviewed the information in the packet. Meyers invited Jay Dampier to help facilitate the process and discussion. Starshak gave a summary of events, consultants’ recommendations and concerns that have brought the County to this point.

The committee discussed with Dampier the priorities of the Committee. Comparison of the job descriptions, contracts and ordinance were mentioned. A comparison of a county administrator and an administrative coordinator contrasting duties and authority should also be compiled. Price County is new in having a county administrator; Dampier will reach out to them on how they facilitated the process. Klockow suggested the Committee look at the ordinances from the other counties and determine what Green Lake County wants. She also suggested the Committee determine how detailed the job description should be or if the County is satisfied with what the statutes says regarding duties and responsibilities.

Dampier will work to develop comparisons as described and contact other counties and UWEX for additional information. The information will be presented for discussion at a special meeting which will be held on March 3<sup>rd</sup> at 6 PM.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** Special meeting – March 3 at 6 pm; Regular meeting – May 2, 2016 at 5:00 pm

**Future Agenda Items:**

**ADJOURNMENT**

*Motion/second(Starshak/Richter)* to adjourn at 5:54 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk

**ADMINISTRATIVE COMMITTEE MEETING**  
**March 3, 2016**

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 6:00 PM on Thursday, March 3, 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:        Jack Meyers  
                  David Richter  
                  Paul Schwandt  
                  Harley Reabe  
                  Mike Starshak

Also Present:  Marge Bostelmann, County Clerk                    Dawn Klockow, Corporation Counsel  
                  Jay Dampier, UWEX    Sheriff Podoll  
                  Joy Waterbury, Supervisor                                    Al Shute, LUPZ  
                  Tony Daley, Berlin Journal

**AGENDA**

***Motion/second(Richter/Reabe)*** to approve the agenda as presented. Motion carried.

**COMPARISON OF DUTIES AND AUTHORITY OF ADMINISTRATIVE COORDINATOR AND COUNTY ADMINISTRATOR**

Dampier developed a comparison of the duties and statutory authority between the Administrative Coordinator and the County Administrator. The comparison was reviewed line by line.

Dampier was asked to provide a comparison of the questions asked of the six counties by the Clerk.

**DISCUSSION OF JOB DESCRIPTIONS, CONTRACTS AND ORDINANCES**

Dampier presented a comparison of the job descriptions of the 6 county administrators that were given out at the last meeting. The comparison was reviewed by the committee. Discussion was held.

At the last meeting, Klockow presented a list and copies of county ordinances of some counties with county administrators.

**DISCUSSION AND ACTION ON COUNTY ADMINISTRATOR POSITION**

Discussion was held on the difference between the administrative coordinator and the administrator position. Starshak stated that a comparison of job duties of the four administrative coordinators position descriptions received from WCA should be completed in the same way it was completed for the six county administrator position descriptions. Dampier will put that together. A comparison of the authority that can be given to a county administrator and the authority that can be given to an administrative coordinator would be helpful in making a decision. Dampier will develop the comparison.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** Special meeting – Thursday, March 24<sup>th</sup> at 6 pm; Regular meeting – May 2, 2016 at 5:00 pm

**Future Agenda Items:** Special meeting – 1. Comparison of the answers to the questions the Clerk asked the Clerk and Chair of the 6 counties; 2. Comparison of authority given to an administrative coordinator and given to a county administrator; 3. Comparison of four administrative coordinator job descriptions which were provided by the WCA; 4. Discussion and action on county administration.

**ADJOURNMENT**

*Motion/second(Reabe/Starshak)* to adjourn at 7:23 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk



**ADMINISTRATIVE COMMITTEE MEETING**  
**March 24, 2016**

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 6:00 PM on Thursday, March 24, 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: Jack Meyers  
David Richter  
Paul Schwandt  
Harley Reabe  
Mike Starshak

Also Present: Marge Bostelmann, County Clerk  
Jay Dampier, UWEX  
Tony Daley, Berlin Journal  
Dawn Klockow, Corporation Counsel  
Sheriff Podoll

**AGENDA**

*Motion/second(Reabe/Richter)* to approve the agenda as presented. Motion carried.

**RESOLUTION**

- Relating to Recognition of Service to the Green Lake County Board.

*Motion/second(Richter/Starshak)* to approve the resolution and sent to the County Board. Motion carried.

**COMPARISON OF THE ANSWERS TO THE QUESTION THE CLERK ASKED THE CLERK AND CHAIR OF THE 6 COUNTIES.**

The committee reviewed the comparison developed by Dampier. Summary: Some stated that a change in personnel occurred which led to a evaluating the county structure, mostly stated the change to county administrator was positive, county administrator eliminated internal politicking, Discussion held: Younger supervisors do not have a lot of time to spend here at the County. County Administrator has more statutory authority over more departments than an Administrative Coordinator

**COMPARISON OF AUTHORITY GIVEN TO AN ADMINISTRATIVE COORDINATOR AND GIVEN TO A COUNTY ADMINISTRATOR**

Administrative coordinator does not have authority over HHS director, highway commissioner and other specific department heads which the County Administrator does.

A memo from Phillip J. Freeburg, J.D., Local Government Law Educator was read by Dampier. Starshak stated that Klockow said that the statutes are gray. However the document just read basically stated there is no definitive no, but more powers can be given to the position we have here and that the ordinance from Dunn outlines a more substantial job duties.

Richter stated that the statutes are specific for the duties of the county administrator and believes that the county administrator position will attract stronger candidates than an administrative coordinator position.

Klockow interpreted the statutes that the county administrator and county executive have specific powers that cannot be given to an administrative coordinator.

**COMPARISON OF FOUR ADMINISTRATIVE COORDINATOR JOB DESCRIPTIONS WHICH WERE PROVIDED BY THE WCA**

The comparison compiled by Dampier was reviewed. Starshak added summary columns to the comparison for the administrative coordinator and county administrator. The Committee looked at the comparison line by line.

**DISCUSSION AND ACTION ON COUNTY ADMINISTRATION POSITION**

Meyers stated that we were charged to study and come back to the County board with recommendations.

*Motion/second(Richter/Reabe)* to draft a resolution to be forwarded to the April 19<sup>th</sup> County Board meeting creating the position of county administrator and recommend that an ad hoc committee be formed to develop a job description, salary range, fiscal review and ordinance to establish the position of county administrator. Roll call vote, 3 ayes, 1 nay (Starshak), 1 absent (Schwandt).

Meyers thanked Starshak for the information and research he presented

**COMMITTEE DISCUSSION**

**Future Meeting Date:** Regular meeting – May 2, 2016 at 5:00 pm

**Future Agenda Items:**

**ADJOURNMENT**

*Motion/second(Starshak/Richter)* to adjourn at 7:50 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk



# **GREEN LAKE COUNTY**

## **OFFICE OF THE COUNTY TREASURER**

*Elizabeth A. Amend*

*Treasurer and Real Property Lister*

*Office: 920-294-4018*

*FAX: 920-294-4009*

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April 22, 2016

Memo to Administrative:

The Treasurer's office completed the tax settlement process, which involved working with the local municipalities, importing their tax payments, and verifying that the amount they sent to us agrees with their collections. After doing that, I calculated payments that needed to be made to all the schools, State of Wisconsin and specials districts, so their payments are made correctly and in a timely manner. This year's collections were 64.49% of the total roll collected, and a delinquency factor of 4.56% compared to 3.78% delinquency last year.

We have started the tax deed process. This includes title searches by Green Lake Title and mailing certified letters to the owners of property with delinquent 2012 taxes. This year we have a total of 47 parcels. Last year we had title searches done on 30 parcels.

After importing the new 2016 assessment data from the assessors, I have been busy creating valuation summary reports and rolls for the Open Book/Board of Review meetings for each municipality.

Interest rates for CD's are slowly improving. I have been investing strongly in CD's that offer more than 1% interest, and closing the money markets with lower interest rates.

I am researching a software package from GCS to improve our web portal portion of reporting tax and assessment data on the website. I am working with Land Information to pursue using grant money for the initial setup of the module. If all goes well, it will be approved and completed for 2017.

I did attend the Spring WCCO Meeting in Madison on March 7-9<sup>th</sup>. I participated in a PME class entitled "Facilitating Difficult Conversations with Constituents". It was a great learning tool on how to communicate in a clear and positive manner with constituents under difficult situations. It gave specific communication skills to deal with what can feel like a daily assault that distracts you from the work you are trying to do on behalf of your constituents.

My summer WCTA Conference is right around the corner as well. I will be in Lake Geneva from June 7-10<sup>th</sup>.

Elizabeth A. Amend  
County Treasurer



**GREEN LAKE COUNTY**  
**OFFICE OF CORPORATION COUNSEL**

*Dawn N. Klockow*  
*Corporation Counsel*

*Office: 920-294-4067*  
*FAX: 920-294-4069*

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**MEMORANDUM**

TO: Administrative Committee

FROM: Dawn N. Klockow

DATE: April 26, 2016

RE: Quarterly Report January 26, 2016 – April 26, 2016

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Honorable Members of the Administrative Committee:

I am pleased to report on my offices activities from January 26, 2016 – April 26, 2016. My office has been busy with providing legal services to the Board, its committees and County departments.

During the period mentioned above, my office received 51 requests for legal services ranging from contract review, contract drafting, policy review, legal opinions on various subjects. Of those 51 requests, we have completed 34, with 17 remaining open for various reasons. Some of the projects are long-term projects requiring negotiation or the requestor has put a hold on the project. I have also consulted with county staff on questions that arise daily which do not require extensive legal research or drafting written advice. These consultations often are resolved by either a telephone conversation or a response to an email request.

During the period mentioned above, my office has also been involved in three guardianship cases, 14 involuntary mental health commitments, four septic violation cases that resulted in filing a lawsuit (which were resolved) and one zoning violation lawsuit which is still pending. I am currently prosecuting three outstanding termination of parental rights cases as well.

I have been attending committee meetings, County Board meetings, participated in the County Board training seminar held by the County Clerk's Office. I have been assisting the Child Support Agency with prosecuting contempt of court actions, reviews, child support modifications and paternity establishment. I also attended a continuing education seminar 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 WMMIC’s annual meeting in early May, where I will earn continuing education credits.

I plan to meet with Bill Hutchinson in early to mid-June to discuss the possibility of utilizing case management software for the Corporation Counsel Office in 2017. My goal is to make the office as efficient as possible and case management software will enable Angie and me to both have the ability to look at open files at the same time, make notations in the file for activities and track deadlines, etc.