

**ADMINISTRATIVE COMMITTEE MEETING**  
**November 2, 2015**

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 5:30 PM on Monday, November 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  
David Richter  
Harley Reabe  
Mike Starshak  
Paul Schwandt

Also Present: Marge Bostelmann, County Clerk  
Sarah Guenther, ROD  
Bill Hutchison, IT  
Mark Putzke, Chief Deputy  
Andrew Christianson, DA  
Joy Waterbury, Supervisor

Dawn Klockow, Corporation Counsel  
Betsy Amend, Treasurer  
Sheriff Podoll  
Lori Evans, Admin Assist  
Rich Slate, Supervisor  
Tony Daley, Berlin Journal

**AGENDA**

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

**MINUTES**

*Motion/second(Richter/Reabe)* to approve the minutes August 3, 2015 Motion carried.

**PUBLIC COMMENTS** – None

**CORRESPONDENCE** – None

**COUNTY BOARD PRESENTATION: AUDITING FISCAL IMPACT STATEMENT AND AVAILABILITY OF COMMITTEE MINUTES**

Rich Slate requests that draft, unofficial minutes, be published after committee meetings so supervisors can see what was discussed and decided at committee meetings before the County Board meeting takes place. He also stated that the fiscal impact statements coming to the County Board should be accurate and unbiased. Slate also said that it would be nice to have committee packets available electronically for review. Discussion held.

*Motion/second(Richter/Reabe)* that committee agendas and packets be posted on the County website for all meetings at the time the packets are sent to committee members, all subsequent materials would be posted when available. Motion carried.

*Motion/second(Reabe/Richter)* that all committee minutes be posted on the County website in draft form no later than 5 business days after the committee meeting. Motion carried.

Discussion was held on “auditing fiscal impact statement”. Committees should be receiving and reviewing fiscal impact information before it is sent to the County Board. No action.

**REPORTS**

**Treasurer:** Amend reported that the County Sale Book was printed. The book records the certificates of delinquent 2014 taxpayers. Delinquency rate is 1.67%, the delinquency rate continues to go down each

year. Three tax deed properties were taken by the County and all have been sold. Amend reported on the Fall Treasurer's Conference. The local clerks and treasurers meeting is scheduled for November 18<sup>th</sup> at 9 am.

**Register of Deeds:** Guenther reported she is working on several legislative bills as Co-Legislative Chair of the ROD Association; AB-297, AB-374 with companion SB-279 and foreclosure legislation to protect the public. Guenther also has been working with local banks on the TRID requirements from the federal government for the banking. Guenther will be attending the following conferences in 2016; WCCO in Madison March 6-9, Fidler Education symposium in Davenport IA, May 23-25, WRDA Conference in Appleton, June 15-17, WRDA Conference in Ashland October 4-7 and District meetings.

**County Clerk:** Bostelmann updated the Committee of staff changes in her office and the 2016 election cycle for County Board supervisors. The Organizational Assessment by Deb Pagel, Schenck should be completed within the next two weeks. Pagel will present the report to the County Board in December. Schenck has two projects at HHS; one regarding cost allocation and grant reimbursement procedures and the second to act as project manager in implementation of the Avatar software.

**Corporation Counsel:** Klockow presented an overview of legal services with department heads, committees and supervisors. Thirty-nine requests for legal assistance/opinions were received with 11 of those completed to date. Twelve litigation files were opened of which 8 are closed. Klockow informed the Committee that Judge Slate may not continue using West Law, if that is the case, the total cost of the services will have to be paid by the Corporation Counsel's budget.

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

### **ELECTRONIC DEVICES FOR COUNTY BOARD SUPERVISORS**

Richter estimated the cost of all supervisors to receive packets in the mail is between \$18,540/year, if all packets are mailed and \$10,000/year, if some supervisors receive the packets by email. Discussion held. Hutchison stated that making electronic information available by email is good for anyone who wants it. He suggests that supervisors purchase what they will use and the county can notify them where and how to download the information. Some supervisors do not have a computer or Wi-Fi. The overall desire is to reduce the costs of providing information. The county could still provide hard copies at meetings to those who request hard copies. Discussion was held on whether to purchase an electronic device for each supervisor or not. A county email for supervisors should be considered in the future to avoid public record requests on private email.

Next County Board agenda will provide a discussion with supervisors on electronic devices and county emails. Bill Hutchison will be asked to make a presentation to the County Board on electronic devices and county email accounts in December.

### **COMMITTEE TERM LIMITS**

Meyers mentioned there is value in committee term limits. It allows supervisors to move to other committees to gain a better understanding of different committees.

*Motion/second(Richter/ )* request Klockow draft an ordinance on committee term limits stating that a supervisor cannot be on a county committee for more than 6 consecutive years. Once off the committee for one term they could go back on the original committee.

Discussion held. Richter withdrew the motion and Klockow will draft an opinion relating to committee term limits.

**JOB DESCRIPTIONS** – None

**RESOLUTIONS/ORDINANCES** – None

**TRAINING REQUESTS** – None

**PURCHASE REQUESTS** – None

**COMMITTEE DISCUSSION**

**Future Meeting Date:** Regular meeting, February 1, 2016 at 5:00 pm

**Future Agenda Items:**

**ADJOURNMENT**

*Motion/second(Starshak/Richter)* to adjourn at 6:50 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk