

**ADMINISTRATIVE COMMITTEE MEETING**  
**August 1, 2016**

The meeting of the Administrative Committee was called to order by Chairman, Harley Reabe at 5:00 PM on Monday, August 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: Harley Reabe  
Mike Starshak  
Paul Schwandt  
Bob Lyon

Absent: Nick Toney  
David Richter

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

**MINUTES**

*Motion/second(Schwandt/Starshak)* to approve the minutes May 2, 2016 as presented. Motion carried.

**PUBLIC COMMENTS** – None

**CORRESPONDENCE** – None

**RESOLUTIONS/ORDINANCES** – None

**REPORTS**

**Treasurer:** Taxes left to collect as of July 25, 2016 is 14.48% compared to 13.29% in 2015. Over \$1m was collected today. August is the final month in the 3 year tax deed procedure. There are still 25 owners of 33 properties with delinquent 2012 taxes. Amend reported on the WCTA Conference in Lake Geneva in June. A large challenge facing the Treasurers is the redesign of the tax bill for December to include the new district tax levy required information. The website is being updated to allow individuals to access their tax bills online. Sales tax and boat launch fees are ahead of budget.

**Register of Deeds:** The tract indexing project is complete. This will allow searchers the ability to see our indexes online. Maintenance on the bound books in the vault has been completed for this year. Guenther was awarded the Wisconsin Register of Deeds Association President's Award for her outstanding contribution to the Association. Next month the office will be launching official records online. Back indexing and verifying back to 1987 is complete. Guenther is very thankful for her staff who have worked on the back indexing and verifying.

**County Clerk:** Bostelmann reported on the upcoming Patrician Primary and the preparation for the presidential election. The laws have been changed due to court appeals where a Judge has determined certain election laws unconstitutional. The Budget process is underway for 2017. Bostelmann reported on the Wisconsin County Clerk's Association conference she attended.

**Corporation Counsel:** Corporation Counsel reported on the legal services that she has provided to county committees, department heads and educational sessions she has attended.

**POLICY FOR JOINT COMMITTEE MEETINGS**

Klockow presented information from other counties regarding joint meetings. Polk County may be the best to fit Green Lake County. Discussion was held. The committee gave Klockow direction on what components should be incorporated in a draft procedure. This is to be discussed at the next meeting.

**2017 BUDGET**

Treasurer: No increase in levy. Discussion was held on forest crop land and ag penalty.

Register of Deeds: No increase in levy.

County Clerk: Increase in the administrative budget was explained.

Corporation Counsel: No increase in the levy.

***Motion/second(Starshak/Lyon)*** to approve the budget and send on to Finance Committee. Motion carried.

Bostelmann presented a format for an Administrative Department budget. Discussion and input was given by the Committee members.

***Motion/second(Starshak/Schwandt)*** to approve administrative budget and send on to the Finance Committee. Motion carried.

**PURCHASE REQUESTS** – None

**CLOSED SESSION**

Consider Motion to Convene into Closed Session per:

***Motion/second(Schwandt/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 Goals.

Roll call vote, 4 ayes, 0 nays, 2 absent, Motion carried.

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

***Motion/second(Lyon/Schwandt)*** to reconvene in open session. Roll call vote, 4 ayes, 0 nays, 2 absent. Motion carried.

***Motion/second(Starshak/Schwandt)*** to accept the smart goals for the Corporation Counsel. Motion carried.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** Regular meeting – November 7, 2016 at 6:00 pm

**Future Agenda Items:** Policy for joint committee meetings

**ADJOURNMENT**

Reabe adjourned the meeting at 7:28 PM.

Submitted by,

Marge Bostelmann  
County Clerk