

**ADMINISTRATIVE COMMITTEE MEETING**  
**November 7, 2016**

The meeting of the Administrative Committee was called to order by Chairman, Harley Reabe at 5:00 PM on Monday, November 7, 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                      Dawn Klockow, Corporation Counsel  
Sarah Guenther, ROD

**AGENDA**

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

**MINUTES**

*Motion/second(Richter/Toney)* to approve the minutes of August 1, 2016, September 9, 2016 and September 23, 2016 as presented. Motion carried.

**PUBLIC COMMENTS** – None

**CORRESPONDENCE** – None

**JOB DESCRIPTIONS**

- Register of Deeds – the Account Clerk II Deputy and the Deputy Register of Deeds job description was reviewed.

- Corporation Counsel – the Legal Assistant/Administrative Assistant description was reviewed.

*Motion/second(Richter/Schwandt)* to approve the revised job descriptions and send on to the Personnel Committee. Motion carried.

**RESOLUTIONS/ORDINANCES** – None

**COMMITTED FUNDS**

Committed funds are for County Clerk Election and Treasurer's folding machine.

*Motion/second(Richter/Lyon)* to approve the committed funds. Motion carried.

**REPORTS**

**Treasurer:** Amend reported on the County Sale Book which is the book recording the certificates of delinquent 2015 taxpayers. As of September 1, 2016, 1.97% of the roll was left to collect compared to 1.67% in 2015. Three delinquent properties were taken on tax deed with 2 properties being sold. The annual local clerk/treasurer training is schedule for November 17<sup>th</sup> at 9 AM. The Treasurer's office will be calculating tax bills in November and December.

**Register of Deeds:**

Green Lake County is one of three Counties that have tract index now on line. Guenther has worked

with the Attorney General on several pieces of legislation that passed in the last legislative session, and is currently working with legislators to protect victims by closing some legislative loop holes. She has also worked with the Land Information Committee to help get a system that all internal departments could utilize and share data. Guenther also provided a quote to scan all military records.

**County Clerk:** The County Clerk's office has been getting ready for the Presidential election. A two hour training session for all municipal clerks and chief inspectors was held on October 24<sup>th</sup>. The budget is set and will go to the County Board for approval on November 15<sup>th</sup>. Bostelmann is working with Liz Otto on transitioning the County Clerk's duties. She has also been in touch with the Cathy Schmit and is getting ready for Schmit to start on December 5<sup>th</sup>. The auditors were here the week of October 31<sup>st</sup> to begin the 2016 audit. Bostelmann also did supervisor orientation for Dennis Mulder and Peter Wallace.

**Corporation Counsel:** Corporation Counsel reported on the legal services that she has provided to county committees, department heads and educational sessions she has attended. Since July 22<sup>nd</sup> she has received 25 legal requests, 19 are completed and 6 are open. So far this year 140 formal case files have been opened with 33 remaining open at this time.

### **PURCHASE REQUESTS**

ROD: Scan military discharge papers                      On Q Solutions                      \$4,415.00  
*Motion/second(Toney/Richter)* to approve the scanning of the military documents. Motion carried.

### **CLOSED SESSION**

Consider Motion to Convene into Closed Session per:

*Motion/second(Starshak/Richter)* 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 Administrative Coordinator compensation.

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

*Motion/second(Schwandt/Richter)* to approve the recommendation to pay the administrative coordinator wages out to the end of December. Motion carried.

### **COMMITTEE DISCUSSION**

**Future Meeting Date:** Regular meeting – February 6, 2017 at 6:00 pm

**Future Agenda Items:**

### **ADJOURNMENT**

Reabe adjourned the meeting at 6:41 PM.

Submitted by,

Marge Bostelmann  
County Clerk