



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 01/27/16

Amended* Post Date: 02/18/16

The following documents are included in the packet for the Administrative Meeting on February 1, 2016:

- 1) Agenda
- 2) Draft minutes from the 11/02/15 and 11/30/15 meeting
- 3) Elected Officials Salaries
- 4) Resolutions for salaries for the Treasurer, ROD and Clerk
- 5) Treasurer's Report and Training Request
- 6) ROD Report and Training Request
- 7) County Clerk Report and Training Request
- 8) Corporation Counsel Report and Training Request
- 9) Westlaw Contract and other option
- 10) Committee Term Limits
- 11) Review of Resolution 2-99
- 12) *Administrative Coordinator Summary Job Description compiled by Mike Starshak, District 7 Supervisor



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: February 1, 2016 Time: 5:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

Amended* AGENDA

Committee Members

Jack Meyers,
Chairman
David Richter,
Vice -Chair
Harley Reabe
Michael Starshak
Paul Schwandt

Margaret R.
Bostelmann,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 11/02/15 and 11/30/15
6. Public Comments (3 Min. Limit)
7. Correspondence
8. Elected Officials Salaries- Register of Deeds, Treasurer and County Clerk
9. 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
10. Reports/Training Requests/Committed Funds
 - Treasurer
 - ROD
 - Clerk
 - Corporation Counsel
 - Renew Westlaw Contract
11. Discussion and Action on 3 types of County ***Administration**
12. Committee Term Limits
13. Review and possible action on Resolution 2-99 relating to New and Continuing Supervisors Training by WCA and UWEX
14. Job Descriptions
15. Resolutions/Ordinances
16. Purchase Requests
17. Committee Discussion
 - Future Meeting. Dates: May 2nd, 2016 at 5:00 pm
 - Future Agenda items for action & discussion
18. 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
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	Dawn Klockow, Corporation Counsel
Sarah Guenther, ROD	Betsy Amend, Treasurer
Bill Hutchison, IT	Sheriff Podoll
Mark Putzke, Chief Deputy	Lori Evans, Admin Assist
Andrew Christianson, DA	Rich Slate, Supervisor
Joy Waterbury, 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 18th 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

ADMINISTRATIVE COMMITTEE

November 30, 2015

The meeting of the Administrative Committee was called to order by Chair Jack Meyers at 5:30 PM on November 30, 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
Dave Richter
Harley Reabe
Paul Schwandt
Michael Starshak

Also Present: Marge Bostelmann, County Clerk
Joy Waterbury, Supervisor
Amy Brooks, Highway
Mark Putzke, Chief Deputy
Jeanne Theune, Child Support
Dawn Klockow, Corporation Counsel
Deb Pagel via Phone
Al Shute, LUPZ
Sheriff Podoll
Tony Daley

AGENDA

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

PUBLIC COMMENTS – None

CORRESPONDENCE – None

DISCUSSION AND ACTION ON OPRGANIZATIONAL ASSESSMENT – DEB PAGEL, SCHENCK

Pagel appeared by phone to discussed the organizational assessment. The Committee asked for clarification on some points. Pagel answered questions and provided background into the report. Pagel will clarify the report based on the questions asked and then send a final report for the County Board meeting on December 15th. The structure of how a county administrator would function within the entire organization was discussed. The need for a strategic plan was discussed. Pagel explained what a strategic plan is and the process to develop a plan. Discussion held.

Richter suggested the Committee make a recommendation to the County Board as to how to implement the plan.

Motion/second(Richter/Reabe) to recommend to the County Board to separate the administrative coordinator position from the county clerk position; establish a county administrator position rather than an administrative coordinator position, create a job description for the county administrator position and pursue hiring a county administrator.
Discussion held.

Motion carried, 3 ayes, 2 nays (Schwandt and Starshak).

REQUEST FROM SCHENCK FOR ADDITIONAL FUNDING FOR ORGANIZATIONAL ASSESSMENT DUE TO ADDITIONAL ACCOMMODATING GREEN LAKE COUNTY EMPLOYEE SCHEDULES

Pagel explained that travel expenses of additional trips caused the cost of the project to go over budget. The 25% for travel and expenses was removed from the original proposal when the project was adopted. Discussion was held.

Motion/second(Reabe/Starshak) to recommend approval to the County Board for Pagel's request to provide the additional funds of \$3,000 for expenses. Motion failed, 0 ayes, 5 nays.

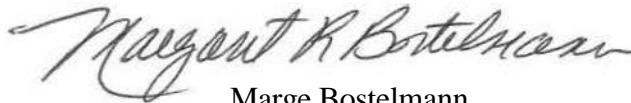
COMMITTEE DISCUSSION

Future Meeting Date: February 1, 2016
Future Agenda Items for action and discussion:

ADJOURNMENT

Motion/second (Starshak/Richter) to adjourn at 6:48 PM. Motion carried.

Submitted by,



Marge Bostelmann
County Clerk

Elected Officials Salaries 2017 to 2020

Below are requested salary increases for the Register of Deeds, Treasurer and County Clerk. The request is based on the comparison of wages with the Clerk of Court. The Clerk of Court's wages were approved two years ago. The Clerk of Court, Register of Deeds and Treasurer had constant wages over the years. The Clerk of Court's wage is now \$900/year more than the ROD and Treasurer. The request brings the constitutional officers back in line as established with the wage scale in 2014 when the Sheriff and Clerk of Courts wages were set.

		2.947%		1.50%		1.50%		1.50%	
	2016	2017		2018		2019		2020	
Register of Deeds	\$63,073.79	\$1,858.78	\$64,932.57	\$973.99	\$65,906.56	\$988.60	\$66,895.16	\$1,003.43	\$67,898.59
Treasurer	\$63,073.79	\$1,858.78	\$64,932.57	\$973.99	\$65,906.56	\$988.60	\$66,895.16	\$1,003.43	\$67,898.59
County Clerk	\$66,613.43	\$1,963.10	\$68,576.53	\$1,028.65	\$69,605.18	\$1,044.08	\$70,649.25	\$1,059.74	\$71,708.99
		1.50%		1.50%					
Clerk of Courts	\$63,973.05	\$959.60	\$64,932.65	\$973.99	\$65,906.64				

RESOLUTION NUMBER -2016

Relating to: **SALARY FOR COUNTY TREASURER 2017-2020**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 16th day of February, 2016 does resolve as follows:

WHEREAS, it is necessary to set the salary for County Constitutional Officers for four years prior to the date established to circulate nomination papers for such office;

WHEREAS, in 2013 a wage study was conducted using the counties of Adams, Marquette, Waushara, Fond du Lac Waupaca and Columbia as comparable and market data was developed by using the mid-point average of all counties;

NOW, THEREFORE BE IT RESOLVED, that the salary for the County Treasurer of Green Lake County for the periods below shall be:

January 2, 2017 to December 31, 2017	\$64,932.57	2.947%
January 1, 2018 to December 31, 2018	\$65,906.56	1.5%
January 1, 2019 to December 31, 2019	\$66,895.16	1.5%
January 1, 2020 to December 31, 2020	\$67,898.59	1.5%

Fiscal Note Salary Increase:

2017	\$1,858.78 increase
2018	\$973.99 increase
2019	\$988.60 increase
2020	\$1,003.43 increase

Roll Call on Resolution No. -2016

Submitted by Administrative Committee:

Ayes , Nays , Absent , Abstain

Jack Meyers, Chairman

Passed and Adopted/Rejected this 16th day
of February, 2016.

David Richter, Vice-Chair

County Board Chairman

Harley Reabe

ATTEST: County Clerk
Approved as to Form:

Michael Starshak

Corporation Counsel

Paul Schwandt

RESOLUTION NUMBER -2016

Relating to: **SALARY FOR COUNTY REGISTER OF DEEDS 2017-2020**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 16th day of February, 2016 does resolve as follows:

WHEREAS, it is necessary to set the salary for County Constitutional Officers for four years prior to the date established to circulate nomination papers for such office;

WHEREAS, in 2013 a wage study was conducted using the counties of Adams, Marquette, Waushara, Fond du Lac Waupaca and Columbia as comparable and market data was developed by using the mid-point average of all counties;

NOW, THEREFORE BE IT RESOLVED, that the salary for the Register of Deeds of Green Lake County for the periods below shall be:

January 2, 2017 to December 31, 2017	\$64,932.57	2.947%
January 1, 2018 to December 31, 2018	\$65,906.56	1.5%
January 1, 2019 to December 31, 2019	\$66,895.16	1.5%
January 1, 2020 to December 31, 2020	\$67,898.59	1.5%

Fiscal Note Salary Increase:

2017	\$1,858.78 increase
2018	\$973.99 increase
2019	\$988.60 increase
2020	\$1,003.43 increase

Roll Call on Resolution No. -2016

Submitted by Administrative Committee:

Ayes , Nays , Absent , Abstain

Jack Meyers, Chairman

Passed and Adopted/Rejected this 16th day
of February, 2016.

David Richter, Vice-Chair

County Board Chairman

Harley Reabe

ATTEST: County Clerk
Approved as to Form:

Michael Starshak

Corporation Counsel

Paul Schwandt

RESOLUTION NUMBER -2016

Relating to: **SALARY FOR COUNTY CLERK 2017-2020**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 16th day of February, 2016 does resolve as follows:

WHEREAS, it is necessary to set the salary for County Constitutional Officers for four years prior to the date established to circulate nomination papers for such office;

WHEREAS, in 2013 a wage study was conducted using the counties of Adams, Marquette, Waushara, Fond du Lac Waupaca and Columbia as comparable and market data was developed by using the mid-point average of all counties;

NOW, THEREFORE BE IT RESOLVED, that the salary for the County Clerk of Green Lake County for the periods below shall be:

January 2, 2017 to December 31, 2017	\$68,576.53	2.947%
January 1, 2018 to December 31, 2018	\$69,605.18	1.5%
January 1, 2019 to December 31, 2019	\$70,649.25	1.5%
January 1, 2020 to December 31, 2020	\$71,708.99	1.5%

Fiscal Note Salary Increase:

2017	\$1,963.10 increase
2018	\$1,028.65 increase
2019	\$1,044.08 increase
2020	\$1,059.74 increase

Roll Call on Resolution No. -2016

Submitted by Administrative Committee:

Ayes , Nays , Absent , Abstain

Jack Meyers, Chairman

Passed and Adopted/Rejected this 16th day of February, 2016.

David Richter, Vice-Chair

County Board Chairman

Harley Reabe

ATTEST: County Clerk
Approved as to Form:

Michael Starshak

Corporation Counsel

Paul Schwandt



GREEN LAKE COUNTY

OFFICE OF THE COUNTY TREASURER

Elizabeth A. Amend

Treasurer and Real Property Lister

Office: 920-294-4018

FAX: 920-294-4009

February 1, 2016

Memo to Administrative:

In December, we started receiving mill rates and certified levy amounts from the local clerks and entered those into our tax calculation system. After verifying these values and rates carefully by our staff as well as confirmation by the local clerks, we printed tax bills, tax rolls and all pertinent information relating to the tax collection. We have collected almost \$7.5 million for the five local municipalities of the Towns of Brooklyn, Kingston, Mackford and Marquette and the City of Green Lake as of January 26, 2016. We have been lucky to have Nan Hanson as an assistant in our office through this process.

We have been very busy in our office. The tax collection is coming to an end for first installments. We also concluded our January settlement with all the municipalities by January 15th.

At the start of the New Year, we have to prepare assessment rolls for the next tax cycle. This involves “rolling over” the tax rolls in our tax assessment software, compiling the new assessment rolls, verifying that all new values are correct and distributing these to the assessors so they can start the new tax year. This is also an intense period of verifying and compiling reports and distributing all of these forms to the municipalities. We have completed this process, which now allows them to start their assessment work for the 2016 tax and assessment year. Hannah has done a terrific job with this process.

In February the tax settlement process will be complete, which is the time when the local treasurers turn their collection records over to the county. This involves downloading and verifying the payments they have collected, or entering batch payments sent in by them. I complete the process and determine the amounts that need to be paid to the various districts, such as the state, the county, the various special districts and the school districts. The percentage of all taxes collected paid by the first installment need to be distributed to the districts by February 20th and those calculations are done in my office.

The 2012 tax deed listing has been published, which starts the tax deed process for the 2012 delinquent tax parcels. A total of 60 properties were published—last year 49 were published. This year 50 owners were on the list compared to 42 owners last year.

The following seminar and daylong meetings are scheduled for attendance:

Spring and Fall District Meetings	Location not yet determined
Spring WCCO Meeting	Madison March 7-9, 2016
Summer Seminar WCTA	Walworth County, Lake Geneva, June 7-10, 2016
Fall Seminar WCTA	Adams County, October 18-21, 2016
District meeting WRPL	Location not yet determined
Fall Property Listing Conference	Green Bay, September 22-23, 2016

I would like to request permission for myself, Elizabeth Amend to attend the above meetings, or to send a representative from the office.

And of course, we cannot forget it is an Election year!

Respectfully submitted,

Elizabeth Amend



GREEN LAKE COUNTY
OFFICE OF THE REGISTER OF DEEDS

Sarah Guenther
Register of Deeds

Office: 920-294-4024
FAX: 920-294-4009

January 25, 2016

Memo to: Administrative Committee

From: Sarah Guenther, Register of Deeds

I have been actively engaged with the legislators on several bills as Co-Legislative Chair of the Wisconsin Register of Deeds Association.

I had mentioned in November AB297/SB62 would allow genealogists enthusiasts the ability to post pre-1907 records online to share with other enthusiasts. This is heading to the Governor's desk to be signed into law.

I also mention AB374/SB279, this bill creates standardization so all conveyances require an eRETR, except conveyances made prior to October 1, 1969. This serves the public because by completing a transfer return for every conveyance we will create a transparent government allowing the public to view any and all property transfers. This also assists local government assessors and local treasurers because the eRETR is the instrument used to update county tax rolls, update ownership records with the Wisconsin Department of Revenue. It provides valuable details about the property's attributes and gives the preferred name and address of the responsible party who will receive the annual tax bill. This too is heading to the Governor's desk to be signed into law.

The big news is I have been working with a charter group and the State Vital Records Office to create statewide issuance of vital records. This would allow residents to pick up vital records, including birth, marriage, death and divorce certificates at any register of deeds office in the state, providing those events occurred in Wisconsin. Our Association testified in public hearing last week with the assembly and this week it should go to the senate. Once again Representative Joan Ballweg and Senator Luther Olsen have sponsored this legislation.

I and my staff have been working with our software company Fidlar to get our tract indexes online. This will be a very useful tool for the public, title companies and the real estate community.

My thanks as always to this committee for their support to our office; I appreciate your partnership with me and my staff.

Respectfully Submitted,

Sarah Guenther
Green Lake County Register of Deeds

**ADMINISTRATIVE COMMITTEE
CLERKS REPORT**

February 1, 2016

Activities

Elections: The state will have a primary in February for the Supreme Court. Three candidates are running. We will be programming the Edge voting machine (touch screen) and have paper ballots available. We will not be programming the Eagle (ballot reader) for this election. Nine of our municipalities have Eagle machines, the rest use paper.

Year end: The W2s and 1099s have been processed. We have balanced with the WRS and will be submitting year end reporting for taxes when required. Period 13 will be closed at the end of January closing off the expenses for 2014. Preliminary audit work was completed in November.

HHS Schenck Project

I have been working with HHS and Schenck staff on creating new accounts that will help streamline some of the county accounting procedures and help with efficiencies in grant reporting. Due to staff changes and resignations in HHS, Angie Petruske and Nan Hansen have been helping in HHS with billing, accounting and grant reporting.

Meetings/Trainings For 2014:

I would like to ask permission to attend the WCCO conference in Madison on March 7-9, the County Clerk's Annual Conference in LaCrosse County on June 26-28, the WCA Convention/WCCA meeting in Milwaukee on September 25-27 and a WCCA district meeting, ICC meetings as appropriate and WCA training seminars as appropriate.

I would also like permission for my staff to attend Alio (county accounting software) training and SVRS (election software) training as need and available. These trainings take places once or twice a year.

Out of State Travel:

As a member of the Group Health Trust Board, I will be attending the State and Local Government Benefits Association (SALGBA) annual conference in San Antonia, TX April 24-27. This conference is at no cost to the County.

Submitted by Marge Bostelmann
January 27, 2016



GREEN LAKE COUNTY
OFFICE OF CORPORATION COUNSEL

Dawn N. Klockow
Corporation Counsel

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

MEMORANDUM

TO: Administrative Committee
FROM: Dawn N. Klockow
DATE: January 22, 2016
RE: Corporation Counsel Report for November 2015 – January 21, 2016

Honorable Members of the Administrative Committee:

The following is my department report for my activities beginning November 1, 2015 through January 21, 2016.

I. General Legal Services

A. County Board

- i. Attended November, December and January (special) County Board meetings and various committee meetings.

B. Child Support Agency

- i. Attended hearings for modification, paternity establishment and contempt proceedings.
- ii. Reviewed and signed various documents for court hearings, etc.

II. Specific Legal Services by Department

A. County Clerk

- i. Worked on files including contract reviews
- ii. Submitted Answer in foreclosure action where defendant had loan through county.
- iii. General consultation regarding policies and procedures and general questions regarding county operations.

B. DHHS

i. Guardianship

1. Completed two Guardianship/Protective placement hearings.
2. Assisted DHHS staff with questions on guardianship and protective placement.

ii. Mental Health

1. Completed nine involuntary mental health commitments.
2. Assisted DHHS staff with questions on mental health commitments, procedure and forms.

iii. TPR

1. Two TPR cases pending filing.
2. Two current TPR cases are filed and being prosecuted.

C. Highway

- i. 3 contracts reviewed.
- ii. Collection of outstanding debts owed to department.
- iii. Assisted with permit question.
- iv. Assisted with policy review and drafting.

D. Coroner

- i. Wrote Legal Opinion.

E. Land Development and Planning

- i. Private Onsite Waste Treatment System violation letters mailed.
- ii. Assisted with Comprehensive Plan & Farmland Preservation Plan procedural questions.

F. Treasurer

- i. Wrote two opinions.
- ii. Reviewed one contract.
- iii. Wrote letters to collect on past due debt to county.
- iv. Assisted with questions on Bankruptcy.

III. Trainings and Seminars Attended

- A. Attended DNR seminar on Shoreland zoning 12/8/15. (approved by Chairman Meyers)
- B. Wisconsin Bar Association webinar on Contract Drafting on 1/15/2016 (no cost to the county due to Ultimate Pass membership).

IV. Outstanding files

- A. Beginning November 1, 2015 through January 21, 2016, my office has received 40 requests for legal assistance/opinions. As of January 21, 2016, I have completed 20 of those requests. Several of the files require research and others are long-term projects.
- B. Beginning November 1, 2015 through January 21, 2016, my office has opened 14 litigation files, and three remain open for prosecution/resolution.

V. Budget

- A. As of December 31, 2015, the total percent of the Corporation Counsel's budget used was 92.47%. The total budget was \$179,076.66, leaving a balance of \$13,489.45 of unused budget dollars.

VI. Committed funds

- A. The County Board approved having committed funds for Discovery/Trial Prep carried over from the 2015 budget. The amount to carry over is \$2,999.25.



GREEN LAKE COUNTY
OFFICE OF CORPORATION COUNSEL

Dawn N. Klockow
Corporation Counsel

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

MEMORANDUM

TO: Administrative Committee
FROM: Dawn N. Klockow
DATE: January 22, 2016
RE: Request to attend conferences

Honorable Members of the Administrative Committee:

As a licensed attorney, I am required to have 30 continuing legal education credits for each two year reporting period, three of which must be in legal ethics. I am seeking permission to attend the following conferences for 2016, which will help fulfill this requirement:

1. Wisconsin Association of County Corporation Counsels (WACCC) Spring Conference – May 5-6, 2016, in conjunction with WMMIC (see #2 below). This requires travel and an overnight stay. The conference fee is included with the membership fee to WACCC (annually \$30). I would not be requesting reimbursement for meals.
2. Wisconsin Municipal Mutual Insurance Corporation – Spring Conference – May 5-6, 2016, in Waukesha, WI. This conference will require travel and an overnight stay, and there is no fee for conference attendance. I would not be requesting reimbursement for meals.
3. Wisconsin Association of County Corporation Counsels Fall Conference – usually held on the Tuesday of the WCA conference in September (this year 9/27/2016). The cost of the conference is included with the membership fee to WACCC. I would not be requesting reimbursement for meals. I will not require an overnight stay because it is a one day conference held in Downtown Milwaukee.

4. Aegis Corporation – Corporation Counsel/Defense Counsel Forum – usually held in September. This conference does not have a fee to attend, but I may need overnight accommodations for one night depending on the location. It's usually held in Stevens Point, WI. Lunch is provided at the conference, and I would not be requesting reimbursement for meals if I have to stay overnight.
5. Wisconsin Child Support Enforcement Association Conference. This conference is usually held in October. I believe that the Child Support Department covers the cost of this conference as my attendance may be partially reimbursed with state or federal funds. Attendance at this conference is highly recommended under my contract with the Child Support Agency/State of Wisconsin for providing legal services to the Child Support Agency. A lunch and a dinner are included in this 2.5 day conference fee. I would not be requesting reimbursement for other meals. I would need overnight accommodations and mileage for this conference.
6. I would also like permission to attend Wisconsin State Bar continuing legal education programs within my continuing education budget line-item. They are one day seminars, which can either be completed at the State Bar center in Madison (30 miles from my home) or by webinar. I would not seek meal reimbursement for seminars at the State Bar Center.

Thank you for your consideration.



GREEN LAKE COUNTY
OFFICE OF CORPORATION COUNSEL

Dawn N. Klockow
Corporation Counsel

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

MEMORANDUM

TO: Honorable Members Administrative Committee
FROM: Dawn N. Klockow
DATE: January 22, 2016
RE: Westlaw Subscription renewal

Honorable Members of the Administrative Committee:

Currently the Circuit Court Judge and my office share a Westlaw Next subscription. The contract expires in March 2016.

The following are excerpts from my Westlaw Account Representative's emails regarding the current cost and options available for renewal:

Right now the monthly cost is \$241.27/month and includes the following content:

[Wisconsin State and Federal Cases](#)
[All Federal Cases](#)
[Supreme Court Cases](#)
[Wisconsin Statutes Annotated](#)
[United States Code Annotated](#)
[Wisconsin Administrative Code and Decisions](#)
[Wisconsin Attorney General Opinions](#)
[Wisconsin Practice Series](#)
[Callaghan's Wisconsin Pleading and Practice with Forms](#)
[Restatement of the Laws](#)
[Wisconsin Municipal Library \(McQuillin's, Rathkopf's, and many other municipal treatises\)](#)

If we renew the account as is without making any changes the new monthly cost will be \$253.33/month.

Here are a few options we have for lowering the costs. Let me know if you have any questions or want to look at anything else.

Option 1 – \$163/month

Wisconsin State and Federal Cases
Supreme Court Cases
Wisconsin Statutes Annotated
United States Code Annotated
Wisconsin Administrative Code and Decisions
Wisconsin Attorney General Opinions

And 1 of the following content sets

Wisconsin Practice Series
Callaghan’s Wisconsin Pleading and Practice with Forms
or
Wisconsin Municipal Library (McQuillin’s, Rathkopf’s, and many other municipal treatises)
or
Restatement of the Laws
Or
All Federal Cases

Option 2 – \$206.80/month

Wisconsin State and Federal Cases
Supreme Court Cases
Wisconsin Statutes Annotated
United States Code Annotated
Wisconsin Administrative Code and Decisions
Wisconsin Attorney General Opinions
Wisconsin Practice Series
Callaghan’s Wisconsin Pleading and Practice with Forms
Restatement of the Laws
Wisconsin Municipal Library (McQuillin’s, Rathkopf’s, and many other municipal treatises)

Removes – All Federal Cases

Thanks!
Mark

The price was for one attorney since we were removing the Judges license. Here’s what it would look like for two licenses. Should I still send over the contract for Option 2?

Option 1 – \$182/month
Option 2 - \$225/month

Thanks!
Mark

The following table puts the information together for a better picture of the value of the Westlaw subscription for the Corporation Counsel’s Office.

	Renew Current	Renew Option 1	Renew Option 2
Corp. Counsel on contract			
Monthly	\$ 253.33	\$ 163.00	\$ 206.80
Yearly	\$3,039.96	\$1,956.00	\$2,481.60
Corp. Counsel Legal Research Budget 2016	\$1,500.00	\$1,500.00	\$1,500.00
Budget overage (CC)	\$1,539.96	\$ 456.00	\$ 981.60
Attorney and Judge on contract			
Monthly	\$ 253.33	\$ 182.00	\$ 225.00
Yearly	\$3,039.96	\$2,184.00	\$2,700.00
Difference between current and option	N/A	\$ 855.96	\$ 339.96
Corp. Counsel Legal Research Budget 2016	\$1,500.00	\$1,500.00	\$1,500.00
Corp. Counsel ½ of cost	\$1,519.98	\$1,092.00	\$1,350.00
Budget overage Corp. Counsel (assuming Circuit Court Pays ½ of cost)	\$ 19.98	None (surplus of approximately \$408.00)	None (surplus of approximately \$150.00)
Research content loss	None	Choice of one of the following: <ul style="list-style-type: none"> • Wisconsin Practice Series or • Wisconsin Municipal Library or • Restatement of the Laws or • All Federal Cases Loss of three research libraries.	<ul style="list-style-type: none"> • All Federal Cases Loss of one research library which I do not routinely use.

I routinely use most of the content found in the current subscription for research.

- The Wisconsin Practice Series books are used for drafting pleadings, discovery and answering discovery requests. These books are available for purchase in hardcover for \$2,699.00 for the Pleading and Practice full set, and the Civil Procedure forms books are available for purchase for \$571.00 for a total purchase investment of \$3,270.00.
- The Wisconsin Municipal Library consists of valuable treatises on government structure, ordinances, zoning issues and much more. In fact Attorney Andy Phillips mentioned *McQuillin's on Municipal Corporations* in his recent presentation to the County Board. This is one of the treatises contained in this Library. These leading treatises are very expensive to buy in hard cover.
- The Restatement of Laws is helpful researching topics that I am unfamiliar with and do not arise often in county government business and are an excellent starting point for researching a topic.
- However, I do not routinely use the “All Federal Cases” content, and have other avenues to acquire a federal case, (not in the 7th circuit or US Supreme Court), if I need it for research, writing briefs, and legal opinions.

I would be able to effectively research legal issues with renewing under Option #2 as presented by my Westlaw account representative. I do not believe I would be able to effectively research legal issues under option #1.

I am requesting permission to renew the contract at option #2 for a total cost of \$2,481.60 for the first year; subsequent years will include an automatic increase for each additional year of the contract. If the Court will join the subscription renewal, I believe the cost of \$2,700.00, would be split between Corporation Counsel and the Circuit Court according to past practice.

I believe the budget overage will not cause an overage in the overall Corporation Counsel budget; however, if it appears that there will be an overage in the budget as a whole, I would keep the Committee informed.

Thank you for your consideration.



THOMSON REUTERS™

Order Form

Contact your representative mark.pedersen@thomsonreuters.com with any questions. Thank you.

Order ID: **755456**

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Account #: **1000233632**
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CENTER
CORP COUNSEL
PO Box 3188
GREEN LAKE, WI 54941
US
920-294-4005

Shipping Address:

Account #: **1000233632**
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CENTER
CORP COUNSEL
PO Box 3188
GREEN LAKE, WI 54941
US
920-294-4005

Billing Address:

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GREEN LAKE, WI 54941
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Signature for Order ID: 755456

ACKNOWLEDGMENT

I have read all pages and attachments to this Order Form and I accept the terms on behalf of Subscriber. I warrant that I am authorized to sign this Order Form on behalf of Subscriber.

Signature of Authorized Representative for order

Title

Printed Name

Date



Attachment

Contact your representative mark.pedersen@thomsonreuters.com with any questions. Thank you.

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Dawn Klockow	Attorney	dklockow@co.green-lake.wi.us

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WI MUNICIPAL LAW PRACTITIONER CORE ON WESTLAW	0123970616	40974411
WI PRIMARY LAW WITH KEYCITE ALL ON WESTLAW	0123970613	40973878

Order Contact Information

First Name	Last Name	Email Address	Contact Description	Contact Number
Dawn	Klockow	dklockow@co.green-lake.wi.us	Order Confirmation Contact	28
Dawn	Klockow	dklockow@co.green-lake.wi.us	Primary Password Contact	24

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GREEN LAKE COUNTY
OFFICE OF CORPORATION COUNSEL

Dawn N. Klockow
Corporation Counsel

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

LEGAL OPINION
MEMORANDUM

TO: Administrative Committee

FROM: Dawn N. Klockow

DATE: January 22, 2016

RE: County Board Committee Term Limits

Honorable Members of the Administrative Committee:

At the November 2, 2015, meeting I was directed to provide a legal opinion regarding term limits for committee members. I am pleased to present this legal opinion for your consideration.

Green Lake County, as a body corporate¹ in the state of Wisconsin may do such acts as are necessary and proper for the exercise of the powers and privileges granted to it by the State. Wis. Stat. §59.01(2013-14). And, a county as a corporate body, has a perpetual succession and the same board continues from year to year, despite the fact that new members may be elected every two years. *Perry v. State*, 9 Wis. 19 (1859). Under Wisconsin Statute a county may exercise any organizational or administrative power subject to limitations of the Wisconsin constitution and any items of statewide concern enacted by the legislature. Wis. Stat. §59.03(1) (2013-14). This is known as “administrative home rule.” Under administrative home rule, the county can only control matters of purely municipal, corporate concern. *2A McQuillin Mun. Corp.* §10.18 (3rd ed.).

One of the purely municipal, corporate concerns consistent with administrative home rule would be the ability of the County Board to set how it will operate (usually called the Rules of Order). Inherent in county board operation is the ability to designate its committees. And although the Board has the power to authorize its chair

¹ The designation of a county as a “body corporate” distinguishes a county from a municipal corporation. This distinction makes a county an arm of the state; therefore, making a county a quasi-municipal corporation with many attributes of a municipal corporation. *1 McQuillin Mun. Corp.* §2:54.

to appoint “before June 1 in any year committees from the members of the board, and the committees so appointed shall perform the duties and report as prescribed in the resolution”², the statute is silent on term limits. I haven’t found any statutes that limit the terms committee or commission members. I have only found statutes that set the initial terms of members.³

Robert’s Rules of Order (which has been adopted by the Board) defines a committee as “a body of one or more persons, elected or appointed by an assembly . . . to consider, investigate, or take action on certain matters, or to do all of these things.” *RONR (11th ed.)*, p. 489, ll. 20-25. Robert’s Rules of Order recognizes that “a reasonable rotation in office is desirable in almost all organizations” and Robert’s Rules suggests that language may be added in the bylaws to limit eligibility to serve consecutive terms in the same office. *RONR (11th ed.)*, p. 448, ll. 11-13, p. 574, ll. 35-36 and p. 575, ll. 1-2.

Because the statutes are silent on term limits for members of county board committees, and term limits are not prohibited by Robert’s Rules of Order, it is my legal opinion that the County Board may impose term limits for membership or appointment to its authorized committees. I found two examples from Washington County for limiting the terms of the County Board Chair and committee chairs that failed to pass its county board in 2015 and have included them for your information.

Even if the County Board would vote in the negative for instituting term limits within its Rules of Order, the Board as a whole could de facto limit terms on the elected committees by not reelecting board supervisors who have been on one of the elected committees for a lengthy time. The Chair also has the power to de facto limit terms by not reappointing board supervisors to committees when a particular supervisor has served on a committee longer than a particular Chair believes is appropriate.

I trust that this opinion answers your questions. If you have further questions, I would be happy to answer them or provide an addendum to this legal opinion.

² Wis. Stat. §59.13(1) (2013-14).

³ For example: Highway Committee term of one year unless changed by the County Board; Veterans Service Commission – 3 year term; Board of Adjustment – 3 year term.

WASHINGTON COUNTY, WISCONSIN

Date of defeated: 7/14/15

Date of publication:

VOTE

2015 RESOLUTION 33

Washington County Board of Supervisors – County Board Chairperson Term Limit

WHEREAS, County Board Supervisors are elected to a two year term in even numbered years pursuant to §59.10 of the Wisconsin Statutes; and

WHEREAS, the Chairperson of the County Board is elected by the Board at the April Organizational Meeting in even numbered years pursuant to §59.12 of the Wisconsin Statutes; and

WHEREAS, with each election of the County Board, there are returning supervisors and newly elected supervisors with varying degrees of experience serving as an elected official; and

WHEREAS, newly elected supervisors may bring fresh ideas and differing perspectives on county policies, programs and operations to Board leadership roles; and

WHEREAS, seasoned supervisors, having the benefit of serving on various committees, may bring extensive expertise and knowledge of county policies, programs and operations to Board leadership roles; and

WHEREAS, recognizing the benefit of having both seasoned and newly elected supervisors serving in Board leadership roles, limiting the number of terms a supervisor can serve as the County Board Chairperson will allow an opportunity for all supervisors to seek leadership roles; and

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that it is the policy of the Board to allow all supervisors access to Board leadership roles by limiting the number of terms a supervisor may serve as the County Board Chairperson to four consecutive, two-year terms.

BE IT FURTHER RESOLVED that a supervisor that serves as the County Board Chairperson for four consecutive terms may again seek election as the County Board Chairperson after a one-term break (two-year hiatus).

BE IT FURTHER RESOLVED that the County Attorney is instructed to revise the County Code as necessary to implement this policy for the 2016-2018 session.

WASHINGTON COUNTY, WISCONSIN

Date of defeated: 7/14/15

Date of publication:

VOTE

2015 RESOLUTION 34

Washington County Board of Supervisors – Standing Committee Chairperson Term Limit

WHEREAS, County Board Supervisors are elected to a two year term in even numbered years pursuant to §59.10 of the Wisconsin Statutes; and

WHEREAS, with each election of the County Board, there are returning supervisors and newly elected supervisors providing varying degrees of experience serving as an elected official; and

WHEREAS, newly elected supervisors may bring fresh ideas and differing perspectives on county policies, programs and operations to Board leadership roles; and

WHEREAS, seasoned supervisors having the benefit of serving on various committees may bring extensive expertise and knowledge of county policies, programs and operations to Board leadership roles; and

WHEREAS, recognizing the benefit of having both seasoned and newly elected supervisors serving in Board leadership roles, limiting the number of terms a supervisor can serve as the same standing committee chairperson will allow an opportunity for all supervisors to seek leadership roles; and

WHEREAS, the Board has recently revised its committee structure by designating six (6) standing committees: Administrative; Human Services; Health, Aging and Long-Term Care; Public Safety; and Public Works with the Chairpersons of each committee elected by the Board making up the Executive Committee; and

WHEREAS, the new committee structure will be implemented at the 2016 Organizational Meeting of the 2016-2018 session of the County Board;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that it is the policy of the Board to allow all supervisors access to Board leadership roles by limiting the number of terms a supervisor can serve as the same standing committee chairperson to four consecutive, two-year terms.

BE IT FURTHER RESOLVED that a supervisor that serves as a standing committee chairperson for the same standing committee for four consecutive terms may again seek election as that standing committee chairperson after a one-term break (two-year hiatus).

RESOLUTION NUMBER 2 - 99

Relating to Supervisor Training for New and Continuing Supervisors

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of January, 1999, does resolve as follows:

WHEREAS, it would be beneficial for new and continuing County Board Supervisors to acquire knowledge, and expectations of Supervisors and an understanding of the duties required to serve on the several committees of the Green Lake County Board and be informed of the state statutes dealing with County Government, and also the procedures of Green Lake County Board meetings;

NOW THEREFORE BE IT RESOLVED, supervisor training would be held on the second Tuesday of April at 9 AM of even numbered years in the County Board Room. Training would be under the direction of the Green Lake County Administrative Coordinator. Presenters would explain the general duties of Supervisors serving on the following Committees and Boards; Agricultural and Extension, Highway, Human Services, Judicial and Law Enforcement, Finance, Personnel, Property and Insurance, Economic Development, planning and Zoning, Management Information Services and Parks and Recreation;

BE IT FURTHER RESOLVED, that supervisors in attendance would be authorized per diem and mileage reimbursement in accordance with Green Lake County Policy.

BE IT FURTHER RESOLVED, that Green Lake County 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.

BE IT FURTHER RESOLVED, that this resolution take effect on the second Tuesday of April in the year 2000.

Roll Call on Resolution 2 - 99

Submitted by Administrative Committee:

Ayes 16, Nays 2 Absent 2, Abstain 0.

Passed and Adopted/Rejected this 19th day of January, 1999.

Orrin W. Helmer
County Board Chairman

Marci A. Balthasar

ATTEST: County Clerk
Approved as to Form:

Joe B. Schip
Corporation Counsel

Donald Bartol, Chairman

Orrin W. Helmer
Orrin Helmer

Vicki Bernhagen
Vicki Bernhagen

Michael Stoddard
Michael Stoddard

Elden Dallman
Elden Dallman

ADMINISTRATIVE COORDINATOR

Summary Job Description

February 2016

This Job Summary is a compilation of Administrative Coordinator job descriptions from Waushara, Oconto, Washington and Lincoln Counties, Wisconsin.

POSITION SUMMARY

SUMMARY

The purpose of this position is to serve as chief administrative officer for the County; responsible for supervising and coordinating the daily operation of all County Departments; and to perform other administrative duties as assigned by the County Board. The work is performed under the direction of the County Board and in accordance with sec. 59.19, Wis. Stats. Also acts as Risk Manager, Affirmative Action Officer, Limited English Proficiency Officer, Risk/Safety Manager, Public Information Officer for the County in cases of emergency.

This job description is subject to review and revision by the Administrative Committee of the County Board. Any revisions must be approved by the County Board.

(alternate) The Administrative Coordinator is to coordinate and direct administrative functions of county government with the administrative authority of a statutory administrator, *except that the County Board retains the power to appoint boards, commissions, and department heads, the power to remove department heads and submitting the budget.*

DUTIES/RESPONSIBILITIES

Include the following, but are not limited to;

- 1) Acts as chief administrative officer of the County, ensuring the proper administration of all affairs of the County.
- 2) Coordinates and directs administrative and management functions of county government, including implementing laws, county ordinances, resolutions, county policies, and procedures.
- 3) Executes all lawful contracts on behalf of the County as to matters within his/her jurisdiction, except such as may be otherwise provided by law, ordinance, or resolution by the Board of Supervisors.
- 4) Provides assistance, information, research and studies as requested directly to the County Board Chair, County Board and Committees. Attends all meetings of the Board and appropriate committees.
- 5) Assists in the preparation of the agendas for meetings of the County Board in consultation with the chair of the County Board.
- 6) Works with Executive Committee to maintain a consistent operation of all County activity.
- 7) Reports at least quarterly/semi-annually to the Executive Committee significant initiatives, work plans, and policy changes.
- 8) Reviews and assists with the Corporation Counsel, departments and committees, with the provision of research and data as requested in preparing ordinances and resolutions to be presented to the County Board.
- 9) Develops administrative policies and procedures as necessary to implement County Board ordinances, resolutions and directives.
- 10) Ensures that all orders, ordinances, resolutions, and regulations of the County Board are executed, whether personally or by the department heads.
- 11) Contacts State and Federal elected officials, as necessary to address legislation impacting county government.

- 12) Is informed of and advises the County Board Chairperson and County Board of, pending and adopted Federal and State laws, rules, regulations, and policy decisions which affect the operation of the county; recommends policy positions to the County in order to improve County Administration operations.
- 13) Works with Executive Committee to oversee proper expenditure of taxpayer dollars.
- 14) Attends Finance Committee budget review meetings.
- 15) Works with and ensures that the County Treasurer presents to the County Board, on at least a semi-annual basis, or more frequently as required, the financial condition of the County. The Administrator will note the status of individual departments and can make recommendations for changes and future needs.
- 16) With the County Treasurer, prepares and submits to the Finance Committee an annual budget together with a complete report on the finances and activities of the County for the preceding year; delineates and justifies requests for expenditures for new and/or expanded programs, and presents approved report to the full County Board
- 17) Is responsible for coordinating with the County Treasurer all bonding projects for the County and making recommendations regarding same to the County Board.
- 18) Responsible for the oversight of investments and securities and invests surplus funds in accordance with the County's financial policies. Develops projected cash requirements for the County to ensure that cash is available when needed according to established practices. Provides semi-annual, or as requested, reports to the Finance Committee.
- 19) Analyzes and recommends a County organizational structure including program development to facilitate efficient and effective delivery of services to the public. Consults with and advises department heads, oversight committees and/or the County Board on the organizational structure of the county departments and nongovernmental agencies funded by the County. Makes written recommendations for such reorganization, consolidation, expansion, contraction and/or the transfer of responsibilities to the oversight committees/County Board.
- 20) Recommends the adoption of new or revised policies for the improvement of administrative services.
- 21) Supervises payroll function of County. Includes monitoring all salary adjustments, terminations, new hires, all pay outs, creation of new positions, deferred compensation, section 125, PEHP, HRA, HSA, retirement and health and life insurances.
- 22) Coordinates all insurances. Provides input to appropriate committee on improvements to existing programs.
- 23) Is responsible for all County properties, including maintenance and custody of existing property, alterations of physical facilities, maintenance of inventory records of all real and personal property of the County, and allocation of space and new construction.
- 24) Oversees the preparation of long-range plans for the management of county properties and for the construction and alteration of physical facilities needed to render county services properly. Said plans shall recommend the priority of projects and be submitted to the Property/Insurance Committee for approval before being submitted to County Board.
- 25) Act as Loss Control/Risk Management Manager. Monitors all workers comp claims. Work with insurance carriers to reduce liability risks. Review changes in laws and requirements and work with county agencies to insure compliance. Review and update all county policies as needed. Coordinate safety training and keep Personnel Committee informed.
- 26) Supervises the administration of the county's purchasing program subject to the oversight of the appropriate committee.
- 27) The Administrative Coordinator shall serve as county spokesperson at the direction of the County Board in the transaction of its business and shall do the following:
 - Serve as the County Board's representative in communications with other county officers and boards, with other federal, state, or local government officials, and with the media.
 - Encourage and initiate collaborative relationships with local government units in the county through the County Board.

- When necessary, coordinate county functions with federal, state, and other county, municipal, or special districts.
 - Act as the legal custodian of county records as provided by Wisconsin statutes.
 - Serve as the Affirmative Action/Equal Employment Opportunity Officer for the county, the Compliance Officer for the Americans with Disabilities Act, the HIPAA Privacy and Security Officer and ensure compliance with other federal, state, and county regulations pertaining to employment.
 - Assist department heads with interviews and the selection of new employees.
 - Serve as the county labor negotiator.
 - With the assistance of department heads, administer the provisions of any collective bargaining agreements, serve as the hearing officer in contract disputes, and represent the county position in grievance and interest arbitration where legal counsel is not utilized.
- 28) Responsible for receiving and reviewing complaints and shall implement appropriate discipline or action required by County code or state statute, recommend discipline to the appointing authority in consultation with the County Attorney, County Board Chairperson and jurisdictional committee chairperson. Such discipline shall follow those disciplinary procedures outlined in the County Code and Wisconsin Statutes.
- 29) Adheres to current personnel program for County employees relating to wages, hours, fringe benefits and working conditions assuring compliance with the law. Provides review and development, and advises and assists department heads in administering personnel program.
- 30) Responsible for updating personnel policies and procedures in accordance with adopted resolutions and ordinances; recommends new/updated policies as required.
- 31) Prepares orientation packets for new employees including information on health and life insurance, deferred compensation, State Retirement Fund, county personnel policies and other information as appropriate, and coordinates training for new employees and ongoing training for employees and department heads.
- 32) Develops and administers training development activities relating to overall personnel functions and assists department heads in specific training functions. Maintains the County Employee Personnel Policies; establishes and maintains employee communication program, updates employee handbooks, policies and notices.
- 33) Evaluates all personnel matters, including organization and staffing needs, position classification and compensation and benefit programs and makes recommendations to the Personnel Committee regarding County staffing needs to ensure efficiency and cost effectiveness of operations.
- 34) With the assistance of department heads, administers and coordinates personnel/labor policies and procedures; administers the recruitment, screening and selection policies for the county.
- 35) Conducts salary and benefit surveys; analyzes current salary levels; prepares recommendations for changes to the Personnel Committee; reviews requests for new county positions and presents recommendations to the Personnel Committee.
- 36) Processes complaints received concerning county operations by conducting an appropriate investigation and referring same to the County Board Chairman and appropriate committee/department head. Reports such findings to the appropriate parties.
- 37) Appoints and supervises the heads of all departments of the county except constitutional office-holders and except where statutes provide that the appointment shall be made by elected officers. Where department heads are appointed by another appointing authority such as the County Board, County Board Chairperson, or County Committee, the Administrative Coordinator recruits, screens and interviews candidates and recommends one or more candidates to the appointing authority. The number of candidates recommended shall normally be two or three, depending on the quality and quantity of applicants, and as further directed by the appointing authority.
- Appointments by the Administrative Coordinator under this section require the confirmation of the County Board unless, by ordinance, it elects to waive confirmation or unless the appointment is made under a statutory civil service system competitive examination

procedure.

- 38)Supervises and coordinates the work of the departments and agencies under the direct supervision or fiscal control of the County Board; assists and participates in the oversight committees' performance evaluation of the department heads, and conducts regular staff meetings with the department heads.
- 39)The Administrative Coordinator may place department heads/employees on leave with pay pending an investigation of job performance without having to obtain permission first from the department's oversight committee. The Administrative Coordinator shall provide written notification of such action taken to the chair of the County Board and chair of the appropriate oversight committee. The oversight committee shall review any leave decision made by the Administrative Coordinator.
- 40)Maintains regular and predictable attendance with flexibility in scheduling due to evening meetings relating to controlling committee meetings, negotiations and hiring.
- 41)Performs such other duties as may be assigned.

SUPERVISION

Works under the general direction of the County Board through the County Board Chairperson; however, decisions concerning the day-to-day operation of the County government are made independently. The Administrative Coordinator's oversight Committee shall be the Executive Committee of the County Board.

No provision of this description is intended to vest in the Administrative Coordinator any duty, or grant the Administrative Coordinator any authority which is vested by law in any other county officer, employee, commission, committee, or board. In the absence of specific authority vested by statute, ordinance or resolution with the county Administrative Coordinator, policy direction shall be solicited from the County Board.

The Administrative Coordinator is an at-will employee that serves at the pleasure of the County Board. The action of the County Board in removing the Administrative Coordinator by a majority vote shall be final.

A vacancy in the office of Administrative Coordinator created by reason of death, resignation, or removal shall be filled by appointment as provided by Wisconsin state statutes and/or county ordinance.

QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business Management, Public Administration, Human Resource Management, government finance or related field; and six to ten year's related experience and/or training; or equivalent combination of education and experience. Successful administrative management experience in county or municipal government is highly desirable. *Master's Degree preferred.* Must possess a valid driver's license and must be bondable.

County residency is required within six months of completion of a one-year introductory period. Quarterly reviews are conducted until the completion of the introductory period.

KNOWLEDGE AND ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required:

Ability to plan and perform a wide variety of duties with general knowledge of organization policies, practices, methods, and procedures. Ability to provide leadership and guidance to county personnel. Ability to plan, organize, direct, and coordinate a large organization involved in a wide range of government activities and services. Ability to competently and accurately interpret administrative

policies and to gain the cooperation of department heads and employees in their effective enactment. Ability to work without close supervision and be a self-starter. Ability to promote, get along, and work in a harmonious relationship with others including but not limited to outside agencies and County Departments. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to County Board, Board Chair, committees and department heads, public groups, etc. Must be proficient in Microsoft Office programs and ability to use Outlook, Word and Excel with the ability to develop and expand detailed and complicated word processing techniques and programs. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to accurately analyze administrative operations and to present clear and concise recommendations. Ability to read, analyze, and interpret financial reports and legal documents. Ability to effectively represent the administration before the County Board, other governmental agencies and officials and the general public. Ability to exercise discretion and maintain confidentiality when appropriate and required. Ability to handle stress related to dealing with a public and political environment. Ability to meet required deadlines. Ability to make recommendations regarding the selection, discipline, and discharge of employees. Able to fulfill physical demands of job, sensory demands (seeing and hearing), and cognitive demands (concentration, conceptualization, memorization).

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving is required. The noise level in the work environment is usually quiet.

DISCLAIMER

The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified.

Green Lake County is an Equal Opportunity and Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Compilation provided by:
Mike Starshak
District 7 Supervisor
Green Lake County
Feb. 1, 2016

