<div align="center">**ADMINISTRATIVE COMMITTEE MEETING**
February 1, 2016</div>

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   Dawn Klockow, Corporation Counsel
     Sarah Guenther, ROD   Betsy Amend, Treasurer
     Sheriff Podoll   Vicki Bernhagen, Supervisor
     Joy Waterbury, 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 15th. 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 20th. The 2012 tax deed list is complete with a total of 59 properties and 49 owners. Amend listed the meeting and training sessions she

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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 1st through January 21st. 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 18th 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 18th 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