

ADMINISTRATIVE COMMITTEE MEETING

May 1, 2017

The meeting of the Administrative Committee was called to order by Chairman, Harley Reabe at 6:00 PM on Monday, May 1, 2017 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: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Amanda Toney, Treasurer; Sarah Guenther, ROD; and Cathy Schmit, County Administrator

AGENDA

Motion/second (Richter/Starshak) to approve the amended agenda. All ayes. Motion carried.

MINUTES

Motion/second (Starshak/Richter) to approve the minutes of January 30, 2017 and February 21, 2017 as presented. All ayes. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

BUDGET ADJUSTMENTS

- County Clerk Liz Otto has requested a budget adjustment to cover the cost of Employee Recognition Awards which were approved by Ordinance 18-2016. There were no funds in the budget for the awards so the Clerk is requesting \$400 be transferred out of County Board Meeting Payments to cover the cost for 2017. The County Board Secretary position has not been filled so there is extra money in that line item.

Motion/second (Richter/Toney) to approve the budget adjustment for the County Clerk. All ayes. Motion carried.

UNIFORM RESOLUTION/ORDINANCE FORMAT

Corporation Counsel Dawn Klockow explained the need for a uniform format for resolutions and ordinances to be used by all County departments. Discussion held. Klockow will provide a sample at the next meeting.

CREDIT CARD REQUEST APPROVAL

Credit card requests were submitted for the County Clerk, Treasurer, County Administrator, and Register of Deeds. A credit card policy was adopted at the April 26, 2017 Finance meeting. Discussion held. County Board Chair Reabe will sign the requests under Department Head approval.

Motion/second (Lyon/Richter) to approve the credit card requests with a limit of \$1500.00 each for the County Clerk, Treasurer, Corporation Counsel, and Register of Deeds. All ayes. Motion carried.

Motion/second (Toney/Richter) to approve the credit card request with a limit of \$5000.00 for the County Administrator. All ayes. Motion carried

RESOLUTIONS/ORDINANCES

- Amending Ordinance Number 9-34 – Finance Committee
County Administrator Cathy Schmit explained that this ordinance is updating the policy and amending language to allow for the County Administrator along with other clarifications.

Motion/second (Richter/Toney) to amend the ordinance by adding Supervisor Starshak to the list of approvers and send the ordinance to County Board for final approval. All ayes. Motion carried.

TRAINING REQUESTS/REPORTS

Reports were presented by the County Administrator, Treasurer, Register of Deeds, Clerk, and Corporation Counsel.

PURCHASE REQUESTS – None

CLOSED SESSION

- Consider motion to convene into closed session per Wis. Stat. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session. This closed session relates to considering first right of refusal on sales properties.

Motion/second (Starshak/Toney) to convene into Closed Session at 6:29 PM.

Roll call vote – Ayes- 6, Nays- 0, Absent- 0, Abstain- 0

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

Motion/second (Toney/Starshak) to reconvene into Open Session at 6:43 PM.

Roll call vote – Ayes- 6, Nays- 0, Absent- 0, Abstain- 0

Findings of Closed Session:

Motion/second (Starshak/Toney) to forward discussion of the first right of refusal on sales properties to the Property & Insurance Committee. Ayes – 5, Nays – 1 (Schwandt). Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting – August 7, 2017 at 6:00 PM

Future Agenda Items: County Board rules of order, uniform format for resolutions/ordinances

ADJOURNMENT

Motion/second (Toney/Richter) to adjourn the meeting at 6:46 PM.

Submitted by,

Liz Otto
County Clerk