

## ADMINISTRATIVE COMMITTEE MEETING

February 8, 2022

The meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 3:00 PM on Tuesday, February 8, 2022 in the County Board and via Zoom format at the Government Center, 571 County Road A, Green Lake, WI. The meeting was held both in person and via Zoom. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Harley Reabe  
Brian Floeter  
Katie Mehn  
Dennis Mulder

Absent: Keith Hess

Other County Employees Present: Liz Otto, County Clerk; Jess McLean, Treasurer; Corporation Counsel Dawn Klockow; Renee Thiem-Korth, Register of Deeds; Bill Hutchison, IT Director; Sheriff Mark Podoll, Chief Deputy Matt Vandekolk; Gene Thom, Supervisor #19 (Zoom), Carleen Rohde, HR Coordinator; Shannon Barfknecht, Financial Manager; Amy Thoma, Clerk of Circuit Court

### MINUTES

*Motion/second (Mehn/Floeter)* to approve the minutes of August 3, 2021 and August 17, 2021 minutes. Motion carried with no negative vote.

PUBLIC COMMENT – Sheriff Mark Podoll thanked the IT Department for smooth transition to Office 365 in the Sheriff's Office.

### RESOLUTIONS

- **Relating to Sick Leave Payout for Sheriff Mark Podoll**

Discussion held. *Motion/second (Floeter/Mulder)* to suspend the rules and allow Sheriff Mark Podoll to speak. Motion carried with no negative vote. *Motion/second (Mulder/Floeter)* to delay action for further review not to exceed 30 days. Motion carried with no negative vote.

- **Salary for County Sheriff 2023-2026**

Discussion held. *Motion/second (Floeter/Mulder)* to approve the resolution and forward to County Board for final approval. Motion carried with no negative vote.

- **Salary for Clerk of Circuit Court 2023-2026**

*Motion/second (Mulder/Mehn)* to approve the resolution and forward to County Board for final approval. Motion carried with no negative vote.

- **Salary for County Coroner 2023-2026**

*Motion/second (Floeter/Mehn)* to defer the resolution to the special Administrative Meeting not to exceed 30 days. Motion carried with no negative vote.

### DISCUSSION AND POSSIBLE ACTION REGARDING MEDICAL EXAMINER

Corporation Counsel Dawn Klockow gave the committee background information on the current status of the Coroner versus Medical Examiner situation. Klockow stated that County Administrator Cathy Schmit, County Board Chair Harley Reabe, and herself have been in talks with Dodge County regarding an intergovernmental agreement for a Medical Examiner.

*Motion/second (Mulder/Floeter)* to recommend to the Judicial Law Committee to eliminate the Coroner position and create a Medical Examiner position. Motion carried with no negative vote.

### **DISCUSSION REGARDING POSITION IN REGISTER OF DEEDS OFFICE**

Chair Reabe stated that this item should be presented to the Personnel Committee for discussion and/or action.

*Motion/second (Mulder/Floeter)* to defer discussion and/or action on this item to the Personnel Committee with a recommendation that action be taken as soon as possible. Motion carried with no negative vote.

Supervisor Katie Mehn thanked Register of Deeds Renee Thiem-Korth for the research she has put into this request.

### **DISCUSSION ON LONG RANGE PLANNING AND THE COMPREHENSIVE PLAN**

Chair Reabe stated that this has been included in the annual county budget for the last two years and should be acted upon.

*Motion/second (Floeter/Mehn)* to defer discussion regarding strategic planning to the next regular quarterly meeting of the Administrative Committee. Motion carried with no negative vote.

### **REQUEST FOR CREDIT CARD APPROVALS**

*Motion/second (Mulder/Floeter)* to approve credit card requests for the following employees:

Carleen Rohde – HR Coordinator  
Shannon Barfknecht – Financial Manager  
Jessica McLean – County Treasurer

A discussion was held regarding the credit card approval process and the policy involved.

### **ANNUAL REPORTS**

All annual reports were submitted for the committee's review along with any updates from the Department Heads.

- Corporation Counsel
- County Administrator
- County Clerk
- IT – Supervisor Floeter requested a copy of the Work from Home policy
- Register of Deeds
- Treasurer – Supervisor Floeter welcomed newly appointed Treasurer Jessica McLean. Discussion held regarding the transition and the Real Property Lister duties.

### **COMMITTEE DISCUSSION**

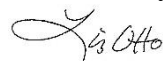
#### **Future Meeting Dates:**

- **Special Meeting: March 2, 2022 @ 3:00 PM** Agenda items to include Resolution Regarding Sick Leave Payout for Sheriff Mark Podoll, Resolution Relating to Salary for the County Coroner for the Term 2023-2026
- **Regular Meeting: TBD** Agenda items to include annual County Administrator review, discussion on strategic/long range plan

### **ADJOURNMENT**

Chair Reabe adjourned the meeting at 4:11 PM.

Submitted by,



Liz Otto  
County Clerk