

ADMINISTRATIVE COMMITTEE MEETING

May 2, 2022

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 3:00 PM on Monday, May 2, 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: Dave Abendroth
Ken Bates
Brian Floeter
Dennis Mulder
Gene Thom

Absent:

Other County Employees Present: Liz Otto, County Clerk; Corporation Counsel Dawn Klockow; Sheriff Mark Podoll; Jessica McLean, Treasurer; Renee Thiem-Korth, Register of Deeds; Bill Hutchison, IT Director; Cathy Schmit, County Administrator (Zoom)

ELECTION OF VICE CHAIR

Chair Abendroth called for nominations for Vice Chair of the Administrative Committee. *Motion/second (Floeter/Bates)* to nominate Gene Thom. Chair Abendroth called for nominations 3 times. *Motion/second (Mulder/Floeter)* to close nominations and cast a unanimous ballot for Gene Thom as Vice Chair. Motion carried with no negative vote.

MINUTES OF 02/08/2022, 03/02/2022 AND 03/10/2022

Motion/second (Mulder/Floeter) to approve the minutes of the 02/08/2022, 03/02/2022 and 03/10/2022 meetings as with no changes or corrections. Motion carried with no negative vote.

PUBLIC COMMENT – none

RESOLUTIONS

• Resolution Authorizing the Electronic Publication of County Board Proceedings

County Clerk Liz Otto explained that posting the annual County Board proceedings book would save time and money versus having the book printed each year and would also be environmentally friendly. Discussion held. Otto assured the committee that this is only for the annual proceedings book. The monthly minutes of the County Board meeting are still published on a monthly basis in the Berlin Journal newspapers.

Motion/second (Floeter/Bates) to approve the resolution and forward to County Board for final approval.

Motion/second (Mulder/Bates) to amend the resolution to insert “annual” before all text in the resolution. Motion carried with no negative vote. Vote on original motion to approve as amended – motion carried with no negative vote.

DISCUSSION REGARDING COUNTY BOARD RULES

Corporation Counsel Dawn Klockow previously distributed a memo to all committee members to clarify the current rules. Discussion held on releasing the memo to the public. Klockow advised that this would have to be approved by the entire County Board at the next meeting.

DISCUSSION ON LONG RANGE PLANNING AND THE COMPREHENSIVE PLAN

County Administrator Cathy Schmit provided information on the possibility of a long range plan encompassing 5, 10 and 15 years. Schmit stated she has a draft RFP (request for proposals) drawn up to contract with a consulting service. The consultant would plan meetings, conduct interviews, and draw up the plan. Schmit will send a copy of the RFP to committee members along with a preliminary timeline for further review.

DISCUSSION REGARDING COUNTY ADMINISTRATOR EVALUATION

County Administrator Cathy Schmit explained the process used in the past. Discussion held. Schmit will send out a copy of her contract, 2 past evaluations, and new evaluation form to all committee members. An evaluation form will be provided to each County Board member as well and returned to the Chair.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE AND POLICY REVISIONS

Chair Abendroth urged the committee members to review Chapter 9 to determine if anything needs to be changed or updated. Discussion held on the appointment of an Ethics Committee as outlined in Chapter 9.

DEPARTMENT RELATED REPORTS

- **Corporation Counsel**
- **County Administrator**
- **County Clerk**
- **IT**
- **Register of Deeds**
- **Treasurer**

Discussion held on submitted reports. Treasurer Jess McLean and Register of Deeds Renee Thiem-Korth explained the need for an audit and assistance with the Real Property Lister issues which have been ongoing since August of 2021. Issues and possible options discussed. The committee directed the County Administrator to hire an LTE as soon as possible to get this cleared up.

COMMITTEE DISCUSSION

- **Future Meeting Dates:** June 6, 2022 @ 3:00 PM
- **Future agenda items for action & discussion**

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:20 PM.

Submitted by,

Liz Otto
County Clerk