

## ADMINISTRATIVE COMMITTEE MEETING

August 1, 2022

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Monday, August 1, 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                      Absent: Brian Floeter  
Ken Bates  
Dennis Mulder  
Gene Thom

Other County Employees Present: Liz Otto, County Clerk; Chief Deputy Matt Vande Kolk; Cathy Schmit, County Administrator; Dawn Klockow, Corporation Counsel; Sheriff Mark Podoll; Renee Thiem-Korth, Register of Deeds, Jessica McLean, Treasurer; Carleen Rhode, HR Coordinator

### MINUTES

*Motion/second (Mulder/Bates)* to approve the minutes from the 05/02/2022, 06/08/2022, 06/15/2022, 06/28/2022 and 07/19/2022 meetings with no changes or corrections. Motion carried with no negative vote.

PUBLIC COMMENT – none

### RESOLUTIONS

- **Resolution to Change the Date for the 2022 November Annual Meeting of the Board of Supervisors**

County Clerk Liz Otto explained that since apportionments are due to the Department of Revenue on November 15, the meeting needs to be held earlier to allow for any updates or changes.

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

### ORDINANCES

- **Amending Chapter 10 – Budget and Finance to Prohibit the Acceptance of Donations for the Administration of Elections**

*Motion/second (Bates/Mulder)* to suspend the rules and allow Supervisor Luke Dretske to speak. Motion carried with no negative vote. Dretske provided background information on this resolution which would restrict private funding for election purposes. County Clerk Liz Otto stated that this has never happened in the past but may be a good idea for the future. *Motion/second (Thom/Bates)* to approve the resolution and forward to County Board. Motion carried with no negative vote.

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

County Administrator Cathy Schmit stated there are no updates at this point. Discussion held on the timeline of implementing a plan and whether this should wait until a new Administrator is in place. Supervisor Mulder asked Cathy Schmit to provide an outline of the process. Other committees should be consulted as to what they feel needs to be included.

### DISCUSSION AND POSSIBLE ACTION ON COUNTY BOARD RULES

This will be put on hold until the County Administrator job description and profile are complete.

### 2021 AUDIT PROGRESS

County Administrator Cathy Schmit stated that she has contacted the auditors and the single audit should be complete shortly.

### **DEPARTMENT REPORTS AND 2023 BUDGETS**

All Department Heads updated their submitted reports and gave an overview of their 2023 budgets.

### **DISCUSSION AND POSSIBLE ACTION ON FILLING COUNTY ADMINISTRATOR POSITION**

Corporation Counsel Dawn Klockow stated that she has the names of 3 consulting firms which could be contacted for bids. RFP's will take too much time. ***Motion/second (Mulder/Bates)*** to direct Corporation Counsel to solicit bids from the names on file and provide a deadline of 08/15/2022. Motion carried with no negative vote.

### **COMMITTEE DISCUSSION**

- **Future Meeting Dates:** special meeting on 08/16/2022 @ 4:30 PM
- **Future agenda items for action & discussion:**

### **ADJOURNMENT**

Chair Abendroth adjourned the meeting at 5:03 PM.

Submitted by,

Liz Otto  
County Clerk

DRAFT