

## ADMINISTRATIVE COMMITTEE MEETING

September 7, 2022

The special meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:30 PM on Wednesday, September 7, 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

Other County Employees Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Sheriff Mark Podoll; Chief Deputy Matt Vandekolk

**PUBLIC COMMENT** – none

### **CLOSED SESSION**

- Convene into closed session under WI §19.85(1)(c) to discuss the starting salary range for a new county administrator, a position over which the committee has jurisdiction or exercises responsibility under county ordinance.

*Motion/second (Thom/Mulder)* to convene into Closed session at 4:32 PM. Roll call vote – Ayes - 5, Nays - 0, Absent - 0, Abstain - 0. Motion carried.

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

*Motion/second (Bates/Mulder)* to reconvene into Open Session at 4:47 PM. Roll call vote – Ayes - 5, Nays - 0, Absent - 0, Abstain - 0. Motion carried.

*Motion/second (Floeter/Mulder)* to post the County Administrator position with a salary range of \$100,000 to \$130,000. Motion carried with no negative vote.

### **DISCUSSION AND POSSIBLE ACTION ON COUNTY ADMINISTRATOR HIRING PROCESS TO INCLUDE:**

- **Position Description**
- **Screening Matrix**
- **Position Announcement**
- **Position Profile**

Dave Bretl of Public Administration Associates, LLC (PAA) presented the documents above. Discussion held and minor changes made. *Motion/second (Bates/Thom)* to approve the position description with changes discussed. Motion carried with no negative vote. Bretl stated the position will be posted in various places as approved by the committee on September 8, 2022 with a closing date of October 7, 2022. The timeline for the remainder of the process was discussed. *Motion/second (Bates/Floeter)* to approve all documents and post the position. Motion carried with no negative vote.

### **ORDINANCES**

- **Ordinance Amending Ch. 9 – Board of Supervisors**

Corporation Counsel Dawn Klockow explained the amendment was requested as a result of quorum issues at committee meetings. Klockow stated this would have to pass by a ¾ majority at County Board. ***Motion/second (Thom/Mulder)*** to approve the ordinance and forward to County Board for final approval. Motion carried with no negative vote.

**COMMITTEE DISCUSSION**

- **Future Meeting Dates:** October 17, 2022 @ 3:00 PM
- **Future agenda items for action & discussion:** Closed Session to review County Administrator candidates

**ADJOURNMENT**

Chair Abendroth adjourned the meeting at 5:59 PM.

Submitted by,

Liz Otto  
County Clerk

DRAFT