

ADMINISTRATIVE COMMITTEE MEETING

November 8, 2022

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:30 PM on Tuesday, November 8, 2022 in the County Board and via remote 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; Cathy Schmit, County Administrator; Dawn Klockow, Corporation Counsel; Renee Thiem-Korth, Register of Deeds, Jessica McLean, Treasurer; Bill Hutchison, IT Director

MINUTES

Motion/second (Mulder/Bates) to approve the minutes from the 08/01/2022, 08/16/2022, 08/22/2022, 09/07/2022, 10/17/2022 and 10/25/2022 minutes.

PUBLIC COMMENT – none

DISCUSSION AND POTENTIAL RECOMMENDATION FOR REMOVAL OF BOARD OF ADJUSTMENT MEMBER

Supervisor Ken Bates recused himself at 4:32 PM.

Attorney Andy Phillips appeared via remote access as the special counsel representing the Board of Adjustment on a case currently under litigation. Phillips outlined the circumstances surrounding concerns regarding BOA member Ed Roepsch and his ability to continue serving as an impartial member of that board. Discussion held. Committee affirmed removal of Roepsch by the County Board Chair and to appoint a new member in 2023. Clerk Liz Otto will send a letter of removal via certified mail and post an ad on the county website.

Supervisor Ken Bates rejoined the meeting at 4:45 PM.

DISCUSSION ON AMENDING COUNTY ORDINANCE REGARDING THE APPOINTMENT AND SUPERVISION OF THE CORPORATION COUNSEL

Corporation Counsel Dawn Klockow sent a memo to all committee members. Klockow stated that she would advise against enacting any ordinance that contradicts state statute. She stated that the committee could provide a directive to the County Administrator that the Administrative Committee be informed and consulted on any Department Head appointments or issues.

DISCUSSION AND POSSIBLE ACTION REGARDING CORPORATION COUNSEL RECRUITMENT PROCESS

County Administrator Cathy Schmit asked the committee for guidance on the Corporation Counsel recruitment due to Dawn Klockow's resignation which takes effect on November 29, 2022. Klockow has provided an updated job description. Discussion held. *Motion/second (Thom/Mulder)* to proceed with the hiring process with an application deadline of 12/01/2022. Motion carried with no negative vote.

DISCUSSION AND POSSIBLE ACTION REGARDING JULY 3, 2023 CLOSING PER RESOLUTION 01-2019

Discussion held regarding closure of county buildings on Monday, July 3rd as outlined in Resolution 01-2019. *Motion/second (Thom/Floeter)* to follow the resolution as presented and close county buildings on July 3, 2023.

DEPARTMENT REPORTS

Department reports were reviewed and discussion held. Treasurer Jessica McLean provided information on the decision to no longer collect 1st installment tax payments on the county level. This will now revert back to the municipality as outlined in state statute.

COMMITTEE DISCUSSION

- **Future Meeting Dates:**
- **Future agenda items for action & discussion:**

ADJOURNMENT

Chair Abendroth adjourned the meeting at 5:29 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT