



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 11/29/2023**

**The following documents are included in the packet for the  
Administrative Committee Meeting on November 30, 2023:**

- 1) Agenda
- 2) Minutes 05/08/2023, 06/15/2023, 06/20/2023, 07/17/2023



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto  
County Clerk

Office: 920-294-4005  
FAX: 920-294-4009

## Administrative Committee Meeting Notice

**Date: Thursday, November 30, 2023 Time – 3:30 PM**  
**Green Lake County Government Center,**  
**County Board Room, 571 County Rd A, Green Lake WI**

### AGENDA

Committee  
Members

*Dave Abendroth- Chair*  
*Dennis Mulder*  
*Brian Floeter*  
*Gene Thom-Vice Chair*  
*Ken Bates*

*Elizabeth Otto,*  
*Secretary*

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access is a quorum attending in person, the meeting will proceed as scheduled.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of minutes - 05/08/2023, 06/15/2023, 06/20/2023, 07/17/2023
5. Review Pay for Performance policy and structure
6. Ethics Committee review
7. Consolidation of committees for 2024 term
8. Closed Session
  - The committee may meet in Closed Session under Wis. §19.85(1)(c) to consider the employment of any public employee over which the governmental body has jurisdiction or exercises responsibility - review of County Administrator
9. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session
10. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

## Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 226 699 291 384

Passcode: bmqqtW

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 920-515-0745,,391146293#](#) United States, Green Bay

Phone Conference ID: 391 146 293#

[Find a local number](#) | [Reset PIN](#)

Please accept at your earliest convenience. Thank you!

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

**Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.**

## ADMINISTRATIVE COMMITTEE MEETING

May 8, 2023

The regular meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Monday, May 8, 2023 in person and via remote access at the Government Center, 571 County Road A, Green Lake, WI. 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; County Administrator Cate Wylie; Corporation Counsel Jeff Mann (3:21); Bill Hutchison, IT Director; Jess McLean, Treasurer (remote); Renee Thiem-Korth, Register of Deeds; Sheriff Mark Podoll, Chief Deputy Matt Vandekolk

### MINUTES OF 02/06/2023 AND 03/21/2023

*Motion/second (Thom/Bates)* to approve minutes from the 02/06/2023 and 03/21/2023 meetings with no errors or corrections. Motion carried with no negative vote.

PUBLIC COMMENT – none

### APPEARANCES

- **Mitch Olson – BugTussel**

Mitch Olson, general counsel for BugTussel, appeared to inform the committee that there was an error on the grant application resulting in a \$1.1 million reduction in funding. Olson stressed that the error was made by BugTussel and they are working diligently to generate funding elsewhere and that the project will be completed but that it may take longer than initially proposed. Discussion held. Suggestions included use of ARPA funds, sales tax funds, or re-engineering of current maps. Olson will keep the county informed with quarterly updates.

### DISCUSSION ON FUTURE STRATEGIC PLANNING

County Administrator Cate Wylie spoke on strategic planning and requested direction from the committee on long term goals from an operational standpoint. Discussion held. Wylie will begin formulating dates for a special County Board meeting with an appearance from a WCA (Wisconsin Counties Association) representative to guide us on the process.

### ORDINANCES

- **Relating to Amending Green Lake County Ordinance §9-4 Regular Meetings**

Discussion held on the pros and cons of changing the meeting times from 6:00 to 4:30 PM. *Motion/second (Mulder/Bates)* to approve the ordinance and forward to County Board for final approval. Ayes – 4, Nays – 1 (Floeter), Absent – 0, Abstain – 0. Motion carried.

### DISCUSSION REGARDING THE CREATION OF AN EXECUTIVE COMMITTEE

County Administrator Cate Wylie led the request and discussion for the change to an Executive Committee. This would consolidate the Property & Insurance, Personnel, Administrative and Finance Committees. At a minimum Wylie requested that the Personnel and Administrative Committee be combined to improve efficiencies. General consensus of the committee was to proceed with this to be implemented in April of 2024 at the organizational meeting.

## **CREDIT CARD APPROVAL**

- **Jeff Mann, Corporation Counsel**

*Motion/second (Thom/Mulder)* to approve the credit card request for Jeff Mann. Motion carried with no negative vote.

## **DEPARTMENT/ANNUAL REPORTS**

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

All written department reports were reviewed and discussed.

## **CLOSED SESSION**

- **Consider motion to convene into Closed Session per Wis. §19.85(1)(c) to consider employment, compensation or performance evaluation datea of specific public employees over which the governmental body has jurisdiction or exercises responsibility – to wit County Administrator’s 90 day review**

*Motion/second (Bates/Mulder)* to convene into Closed Session at 4:26 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 4:59 PM. Roll call vote – Ayes - 5, Nays - 0, Absent - 0, Abstain - 0. Motion carried.

## **COMMITTEE DISCUSSION**

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

## **ADJOURNMENT**

Chair Abendroth adjourned the meeting at 5:00 PM.

Submitted by,

Liz Otto  
County Clerk

## SPECIAL ADMINISTRATIVE COMMITTEE MEETING

June 15, 2023

The special meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 3:00 PM on Thursday, June 15, 2023 in person and via remote access at the Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Dave Abendroth  
Ken Bates  
Dennis Mulder  
Gene Thom

Absent: Brian Floeter

Other County Employees Present: Liz Otto, County Clerk; County Administrator Cate Wylie; Corporation Counsel Jeff Mann; Ken Stephani, Finance Director; Jason Jerome, HHS Director

### **PROPOSED USE OF COMMENT CARDS FOR PUBLIC COMMENTS IN COMMITTEE AND COUNTY BOARD MEETINGS**

County Administrator Cate Wylie recommended that any people wishing to speak during public comment at both committee meetings and County Board meetings fill out a comment card beforehand with their name and subject matter included. Discussion held. Wylie will formulate a sample to present to the committee for the next scheduled meeting.

### **CLOSED SESSION**

- **Consider motion to convene into Closed Session per Wis. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session – to wit short term borrowing impacts AND (g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – to wit FRI contractual issue**

*Motion/second (Thom/Mulder)* to enter into Closed Session at 3:11 PM. Roll call vote – Ayes -4, Nays - 0, Absent - 1, Abstain – 0. Motion carried.

County Clerk Liz Otto left the meeting. County Administrator Cate Wylie recorded the minutes for the remainder of the meeting.

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

*Motion/second (Thom/Mulder)* to reconvene into Open Session. Roll call vote – Ayes - 4, Nays - 0, Absent - 1, Abstain - 0. Motion carried.

*Motion/second (Thom/Bates)* to approve action on both items as discussed in Closed Session. Motion carried with no negative vote.

### **COMMITTEE DISCUSSION**

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

### **ADJOURNMENT**

Chair Abendroth adjourned the meeting at 4:16 PM.

Submitted by,

Liz Otto  
County Clerk

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## SPECIAL ADMINISTRATIVE COMMITTEE MEETING

June 20, 2023

The special meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Tuesday, June 20, 2023 in person and via remote access at the Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Dave Abendroth  
Ken Bates  
Dennis Mulder  
Gene Thom

Absent: Brian Floeter

Other County Employees Present: Samantha Stobbe, Deputy County Clerk; County Administrator Cate Wylie; Corporation Counsel Jeff Mann; Ken Stephani, Finance Director, Derek Mashuda, Highway Commissioner

### **RESOLUTION**

- **Resolution for Debt Financing for Roads and Bridges**

Finance Director, Ken Stephani, explained the changes of the resolution. County Administrator, Cate Wylie, stated there is no additional impact on the levy for residents of Green Lake County.

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

### **COMMITTEE DISCUSSION**

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

### **ADJOURNMENT**

Chair Abendroth adjourned the meeting at 4:06PM.

Submitted by,

Samantha Stobbe  
Deputy County Clerk

## SPECIAL ADMINISTRATIVE COMMITTEE MEETING

July 17, 2023

The special meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:30 PM on Monday, July 17, 2023 in person and via remote access at the Government Center, 571 County Road A, Green Lake, WI. 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

Absent: Gene Thom

Other County Employees Present: Liz Otto, County Clerk; County Administrator Cate Wylie; Corporation Counsel Jeff Mann

### **DISCUSSION AND POSSIBLE ACTION ON TRADEMARK OF GREEN LAKE COUNTY SEAL**

County Administrator Cate Wylie provided information on filing the necessary forms to trademark the Green Lake County logo. This has been recommended to prevent infringement of the use the county's logo by other organizations. The cost would be a \$15.00 filing fee for a 10 year term. Corporation Counsel Jeff Mann stated that filing with the state only is fine – there is no need to file for a federal trademark. *Motion/second (Mulder/Floeter)* to move forward with the trademark process. Motion carried with no negative vote.

### **PUBLISHING OF MINUTES IN THE NEWSPAPER**

County Administrator Cate Wylie explained the operational decision to publish in one paper within the county at a cost savings to the county. County Clerk Liz Otto provided input regarding current charges to publish. Discussion held. *Motion/second (Mulder/Floeter)* to suspend the rules and allow input from Berlin Journal editor Scott Mundro. Motion carried with no negative vote. Mundro answered questions from committee members. Wylie will work with Mundro going forward to negotiate pricing. General consensus from the committee is to publish minutes as before for the remainder of 2023 and review during the 2024 budget process.

### **DISCUSSION AND POSSIBLE ACTION REGARDING CLARITY OF PARTNERSHIP WITH ECONOMIC DEVELOPMENT CORPORATION (EDC)**

County Administrator Cate Wylie and Corporation Counsel Jeff Mann reviewed the current EDC bylaws. Wylie stressed the need to clarify the county's participation in the organization.

### **RESOLUTION**

- **Resolution Regarding State of Wisconsin Innovation Grant for County Collaborations**

County Administrator Cate Wylie stated that Wisconsin Counties Association (WCA) is promoting collaboration between counties and provide services in the future. This resolution is the first step in those efforts.

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

### **COMMITTEE DISCUSSION**

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

### **ADJOURNMENT**

Chair Abendroth adjourned the meeting at 5:13 PM.

Submitted by,

Liz Otto  
County Clerk