



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 08/06/2024

Amended Post Date:

The following documents are included in the packet for the Administrative Committee Meeting on August 8th, 2024:

- 1) Agenda
- 2) Minutes for approval: 07/12/2024
- 3) Reports
 - Corporation Counsel
 - HR / County Clerk
- 4) Resolution
 - Employee Travel Reimbursement



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, August 8th, 2024 Time: 4:00 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*
Bob Schweder
Nancy Hoffmann
Joe Gonyo

*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.

This agenda gives notice of a meeting of the Administrative Committee. It is possible that individual members of other governing bodies of Green Lake County government may attend this meeting for informative purposes. Members of the Green Lake County Board of Supervisors or its committees may be present for informative purposes but will not take any formal action. A majority or a negative quorum of the members of the Green Lake County Board of Supervisors and/or any of its committees may be present at this meeting. See State ex rel. Badke v. Vill. Bd. of Vill. of Greendale, 173 Wis.2d 553, 578, 494 N.W. 2d 408 (1993).

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of Minutes: 07/12/2024
5. Reports
 - County Administrator
 - Corporation Counsel
 - HR / County Clerk
6. Layperson Appointments to Commission on Aging
7. Resolutions
 - Employee Travel Reimbursement
8. Closed Session
 - Move into Closed Session per WI §19.85 (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations;
regarding conduct concerns
11. Reconvene into Open Session if appropriate to act on matters discussed in Closed Session
12. Future Agenda Items for Action & Discussion
13. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link: Please accept at your earliest convenience. Thank you!

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 215 929 156 150

Passcode: Dtcx4g

Dial in by phone

[+1 920-515-0745,,15795060#](#) United States, Green Bay

[Find a local number](#)

Phone conference ID: 157 950 60#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Please accept at your earliest convenience. Thank you!

[Org help](#) | [Privacy and security](#)

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

July 12, 2024

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 3:00 PM on Friday, July 12, 2024 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
Brian Floeter
Gene Thom
Dennis Mulder
Bob Schweder
Nancy Hoffmann

Absent: Joe Gonyo

Other County Employees Present: Liz Otto, County Clerk; County Administrator, Cate Wylie; Jason Jerome, HHS Director; Sheriff Mark Podoll, Matt Vandekolk, Chief Deputy

ELECTION OF VICE CHAIR

Chair Abendroth called for nominations for Vice Chair. *Motion/second (Schweder/Mulder)* to retain current Vice Chair Gene Thom in that position. Motion carried with no negative vote.

APPROVAL OF MINUTES – 05/14/2024 AND 02/08/2024 PERSONNEL MINUTES

Motion/second (Schweder/Thom) to approve the minutes of the 05/14/2024 Administrative minutes and the 02/08/2024 Personnel minutes as presented with no additions or corrections. Motion carried with no negative vote.

REPORTS

- **Corporation Counsel** – Jeff Mann not present. County Administrator Cate Wylie answered questions. Request made for outside legal support items to be included in each report.
- **Future Fair – Nancy Hoffmann** – Hoffmann provided an update on the activities and findings of the 8 member Future Fair AdHoc Committee which has been in place since February of 2023. Determination of the committee is to stay at the current location of the fair but develop a long term strategy to move to a new location within 5 years to improve revenue generation and develop a separate entity to oversee and coordinate the fair and fund raising. Hoffmann stated that the UW-Extension office at the state level has been a great resource for the committee.
- **County Administrator update** – Cate Wylie stated that she is currently working on the budget, strategic planning, the future highway building, and reevaluating the leased vehicle for the county. The maintenance report was discussed and also the 2025 budgets for departments reporting to this committee. Supervisor Hoffmann asked about the 911 system problems with no discussion at this time.

DISCUSSION AND POSSIBLE ACTION ON FRI PARKING LOT

County Administrator Cate Wylie stated that Fox River Industries is losing the employee parking area. A quote of \$11,000 has been received from the Highway Department to pave a new area at cost. Discussion held on the FRI building which is not currently owned by Green Lake County. Wylie stated this will be discussed further in closed session.

STRATEGIC PLANNING PRESENTATION

County Administrator Cate Wylie provided a presentation on strategic planning and the outline of important issues facing the county.

RESOLUTION

- **Request for State Funding in the 2025-2027 Budget for Mental Health Services**

Motion/second (Thom/Schweder) to approve the resolution and forward it to County Board for final approval. County Administrator Cate Wylie stated this resolution is being done at the request of the Wisconsin Counties Association (WCA). Motion carried with no negative vote.

CLOSED SESSION

- Move into Closed Session per Stat §19.85 (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.(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.(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations - regarding strategic planning, personnel matters, and contract negotiations.

Motion/second (Mulder/Thom) to move into Closed Session at 3:56 PM. Roll call vote – Ayes - 6, Nays - 0, Abstain – 0, Absent – 1 (Gonyo). Motion carried.

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

RECONVENE INTO OPEN SESSION, IF APPROPRIATE, TO ACT ON MATTERS DISCUSSED IN CLOSED SESSION

Motion/second (Thom/Schweder) to reconvene into Open Session at 6:08 PM. Roll call vote – Ayes - 6, Nays - 0, Abstain - 0, Absent – 1 (Gonyo). Motion carried.

ADJOURNMENT

Chair Abendroth adjourned the meeting at 6:08 PM.

Submitted by,

Liz Otto
County Clerk



GREEN LAKE COUNTY
OFFICE OF CORPORATION COUNSEL

Jeffrey A. Mann
Corporation Counsel

Office: 920-294-4068
FAX: 920-294-4069

MEMORANDUM

TO: Administrative Committee
FROM: Jeffrey A. Mann
DATE: August 5, 2024
RE: June/July 2024 Report

Members of the Administrative Committee:

Please accept the following as review of activities within the Office of Corporation Counsel for June & July 2024. While this is not an exhaustive list, it summarizes some recent highlights and is further broken down into three categories: Court Activities; Training; and Interdepartmental Activities.

Court Activities

June and July were productive months for Corporation Counsel within the courtroom. Specifically, a complex civil commitment concluded with a resident-patient receiving much needed treatment. Furthermore, the County successfully obtained judgment in a zoning-related matter that had been in litigation for nearly a year.

This office also took legal action in a variety of Children in Need of Protection or Services (CHIPS) cases, with the following table illustrating the hours logged from July 1, 2024 through July 31, 2024.

Corporation Counsel Dept.	Hours billed
Corp Counsel	8.15
Legal Assistant	17.50

Child Support cases also required a significant amount of Corporation Counsel’s time, and the following table highlights this office’s hours logged from July 1, 2024 through July 31, 2024.

Month	Hours billed
Corp Counsel	8.50
Legal Assistant	30.00

Training

Corporation Counsel attended the annual Wisconsin State Bar Conference in Green Bay, WI at the end of June. Conferences such as these play an important role of ensuring attorneys receive the most current information regarding changes in the law, state-wide trends and by providing a venue to network with attorneys from other municipalities.

Interdepartmental Activities

The Office of Corporation Counsel and the Treasurer’s Office teamed up to conclude the list of 2018-19 in rem properties, with all having been sold and back taxes obtained in full. A new list containing 2020 properties was filed on 6-10-24.

Corporation Counsel and the County Administrator also recently commenced discussions with several representatives from the Green Lake County Sheriff’s Office regarding negotiations for that Department’s upcoming contract. The initial meeting proved productive and set the tone for future sessions.

Corporation Counsel also attended two meetings with the Department of Health and Human Service’s Division of Behavioral Health. These meetings allow Corporation Counsel and staff the opportunity to review cases that have reached conclusion as well as plan and strategize on new cases.

Respectfully submitted this 5th Day of August, 2024



Jeffrey A. Mann
Green Lake County Corporation Counsel

HR Update

August Updates:

- Set up dates for Nationwide representative to meet with employees for additional retirement options (deferred compensation and Roth accounts) on August 13 and August 14
- Open Enrollment for 2025 health insurance coverage starts on September 30, 2024 and goes through October 24, 2024. Network Health has expressed an interest in either in person or virtual meetings with employees to promote changes to their providers which will now include ThedaCare.
- Employment statistics through July 2024:
 - New hires – 16
 - Exits – 11
 - LTE hires – 6

RESOLUTION NUMBER -2024

Resolution to Approve Employee Travel Reimbursements

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of August 2024, does resolve as follows:

- 1 **WHEREAS**, the Green Lake County Personnel Policy states that all travel
- 2 reimbursement amounts are set by the County Board. The Personnel Policy also states
- 3 operational expenditure, which include the reimbursement of incurred travel expenses,
- 4 are under the purview and management of the County Administrator; and

- 5 **WHEREAS**, Federal labor law requires employers to fully reimburse employees for any
- 6 reasonable agreed upon expenses covered by employment agreements and/or
- 7 provisions stated in policy, regardless of budget confinements (less tax for government),
- 8 noting travel for work related purposes as the most common employee expense
- 9 incurred requiring reimbursement; and

- 10 Fiscal note is not applicable.

- 11 Majority vote is needed to pass.

Roll Call on Resolution No. -2024

Submitted by Administrative
Committee

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this day of
20th day of August, 2024.

David Abendroth, Chair

Nancy Hoffmann

County Board Chairman

Brian Floeter

ATTEST: County Clerk
Approve as to Form:

Bob Schweder

Corporation Counsel

Dennis Mulder

Gene Thom, Vice Chair

Joe Gonyo

12 **WHEREAS**, both State and Federal law recognizes the need for employers to set
13 reasonable guidelines for travel reimbursement, but indicate reimbursement “limits” as
14 having the ability to be an unconstitutional burden placed on the employee if limits are
15 imposed; and

16 **WHEREAS**, the Green Lake County Personnel Policy on travel reimbursement imposes
17 “limits” which could be unconstitutional; and

18 **WHEREAS**, it is the policy and practice of Green Lake County to have all expenditures
19 verified and only paid at actual cost and not confined to policy “limits”.

20 **NOW THEREFORE BE IT RESOLVED:** the Green Lake County Personnel Policy
21 requires appropriate updates to indicate “guidelines” for travel reimbursement rather
22 than “limits”; and

23 **BE IT FURTHER RESOLVED:** that the recent increase put in place by Administration
24 is appropriate and aligns with State and Federal law, as well as best practices to
25 minimize risk to the County; and

26 **BE IT FURTHER RESOLVED:** future adjustments to travel reimbursement guidelines
27 are at the discretion of the Finance Director and/or the County Administrator in their
28 operational management of the approved annual budget, and as dictated by labor law,
29 operational need, and best practices.