

ADMINISTRATIVE COMMITTEE MEETING

September 12, 2024

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Thursday, September 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
Gene Thom
Dennis Mulder
Bob Schweder
Nancy Hoffmann

Absent: Brian Floeter
Joe Gonyo

Other County Employees Present: Liz Otto, County Clerk; Cate Wylie, County Administrator; Ken Stephani, Finance Director; Jeffrey Mann, Corporation Counsel; Matt Kirkman, LUPZ Director; Sheriff Mark Podoll; Stacy Graff, Fair Coordinator

APPROVAL OF MINUTES – 08/08/2024 MINUTES

Motion/second (Schweder/Mulder) to approve the minutes of the 08/08/2024 minutes as presented with no additions or corrections. Motion carried with no negative vote.

REPORTS

- **County Administrator** – Cate Wylie stated she is currently working on the ambulance contract with the outgoing Berlin City Administrator and the construction manager contract with Attolles Law. She also informed the committee of the UWEX Human Development educator resignation, the employee appreciation cookout, and information on her activities at the WCA conference. Wylie stated that future items to consider by this committee will be the future of the Fair and the continuation of the Ambulance AdHoc Committee. Supervisor Thom requested a written report in the packet each month.
- **Corporation Counsel** – Jeff Mann expanded on his written report in the packet. Discussion held.
- **HR/County Clerk** – County Clerk Liz Otto stated that the property appraisal report has been received from Wisconsin County Mutual and has been reviewed by Maintenance Director Scott Weir and County Administrator Cate Wylie as well as herself. Health insurance decision guides should be available soon and will be distributed to employees for the 2025 open enrollment period which begins on September 30.
- **Fair Coordinator** – Stacy Graff gave a final report on the 2024 Green Lake County Fair. She stated that the track events were very well attended except for Thursday night which was cancelled due to rain. Exhibitors continue to grow and barn capacity is at maximum each year. Graff is looking at revamping some of the contracts and processes for 2025. Positive feedback received from Administrator Cate Wylie, Supervisor Hoffmann, and Supervisor Schweder.

DISCUSSION ON SUPERVISOR REPLACEMENT

Chair Abendroth stated that Keith Hess, former Supervisor #17, is willing to be reinstated to that position for the duration of the term due to Luke Dretske's resignation. Corporation Counsel Jeff Mann stated that per Chapter 9-1(D) of the County Code the appointment will take place at the September 17 County Board meeting with the full approval of the Board.

DISCUSSION AND POSSIBLE ACTION ON COUNTY SURVEYOR REQUEST FOR PROPOSAL

County Administrator Cate Wylie stated that Don Lenz and Green Lake Surveying Company contract has expired as of April 2022. Wylie recommended that the County go out for bid for surveying services. Discussion held. *Motion/second Schweder/Mulder* to direct Wylie to move forward with an RFP for surveying services. Motion carried with no negative vote.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items – none

Next Meeting Date – October 10, 2024

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:37 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT