



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 11/12/2024

Amended Post Date:

The following documents are included in the packet for the Administrative Committee Meeting on November 14, 2024:

- 1) Agenda
- 2) Minutes for approval: 10/10/2024
- 3) Reports
 - Corporation Counsel



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 14, 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: 10/10/2024
5. Reports
 - County Administrator
 - Corporation Counsel
 - HR / County Clerk
6. Closed Session
 - 1) Move into Closed Session per WI Statute 19.85 (1)(e): deliberating the purchase of public properties where competitive or bargaining reasons exist; and
 - 2) 19.85 (1)(c): considering performance evaluation data of a public employee
7. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session
8. Future Agenda Items for Action & Discussion
9. 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

October 10, 2024

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Thursday, October 10, 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: Karissa Block, Deputy County Clerk; Cate Wylie, County Administrator; Ken Stephani, Finance Director; Jeffrey Mann, Corporation Counsel; Sheriff Mark Podoll; Stacy Graff, Fair Coordinator; Matt Vande Kolk, Chief Deputy (4:21PM); Scott Weir, Maintenance Supervisor; Bill Hutchison, IT Director; Jason Kerr, IT Support (Remote @ 4:06PM); Jessica McLean, Treasurer (Remote); Renee Thiem-Korth, Register of Deeds (Remote)

APPROVAL OF MINUTES – 9/12/2024 MINUTES

Motion/second (Mulder/Schweder) to approve the minutes of the 9/12/2024 minutes as presented with no additions or corrections. Motion carried with no negative vote.

REPORTS

- **County Administrator** – Wylie went over her report that can be found in the packet. The wage scale is still in the works. Wylie states there are a few wages that need some adjusting.
- **Corporation Counsel** – Mann reviewed his report that can be found in the packet. Discussion held.
- **HR/County Clerk** – County Clerk, Liz Otto was absent from the meeting. Deputy County Clerk, Karissa Block informed the committee to reach out to Otto with any questions regarding her report. Discussion held.

2025 BUDGETS

- **Administrative** – The Administrative Budget is lower than what it was last year.
- **Corporation Counsel** – Corporation Counsel budget is lower than what it was last year.
- **Fair** – Fair Coordinator, Stacy Graff, explained that the budget found in the packet is not the budget her and Wylie discussed. Chair Abendroth would like to see the updated version of the Fair Budget.
- **HR** – HR Budget is very similar to what it was last year.
- **IT** – IT Director, Bill Hutchison, expressed his concern with the budget found in the packet. Hutchison shared that some of the numbers listed on the budget in the packet, are not the numbers he submitted. Wylie stated that budgets are still under review as we are still \$800,000 over budget.
- **Maintenance** – Maintenance Supervisor, Scott Weir stated that not much has changed in his budget. Discussion held.

PERSONNEL POLICY DISCUSSION

Wylie explained the Voting Leave Policy (found in the packet)

Motion/Second (Mulder/Schweder) to adopt the policy as presented and to present it to the board. Motion carried with no negative vote.

LINE ITEM TRANSFR – FAIR

Discussion held.

Motion/Second (Hoffmann/Mulder) to pass the line item transfer. Motion carried with no negative vote.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items – none

Next Meeting Date – November 14, 2024

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:44PM.

Submitted by,

Karissa Block
Deputy 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: November 11, 2024

RE: October 2024 Report

Members of the Administrative Committee:

Please accept the following as a review of activities within the Office of Corporation Counsel for October, 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

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

Corporation Counsel Dept.	Hours billed
Corp Counsel	13.6
Legal Assistant	48.2

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

Month	Hours billed
Corp Counsel	5.4
Legal Assistant	30

Training

On October 11th, Corporation Counsel, along with our county's judge and workers from the Department of Children's Protective Services (CPS), attended a day-long training session sponsored by the Children's Court Improvement Program. Said training focused on a variety of topics pertaining to the creation and successful implementation of conditions for return of the child in CHIPs cases. Following the training, Corporation Counsel and CPS met to discuss incorporating some of the techniques and methods learned into our mission of serving Green Lake County families.

On October 15, Corporation Counsel, along with a variety of other county officials and department heads, attended a ransomware tabletop exercise coordinated by the Green Lake County IT Department. Agents from the Department of Homeland Security and the Cybersecurity & Infrastructure Security Agency led the training which imparted suggestions for emergency preparedness, specifically in the event that internet capabilities are compromised.

Interdepartmental Activities

Corporation Counsel met with the county's Land Use, Planning & Zoning Director as well as several employees from the Department of Natural Resources to discuss a pending matter involving several illegally placed culverts that remain situated in the Town of Seneca. A variety of potential methods for resolving the matter were discussed; however, all agreed that it's ultimately the responsibility of the Town of Seneca for making that determination.

Lastly, Corporation Counsel and the Green Lake County Treasurer recently appeared in court and successfully obtained deeds on a number of properties which were delinquent on the payment of property taxes. Said properties will now move forward and be bid upon for sale.

Respectfully submitted this 11th Day of November, 2024



Jeffrey A. Mann
Green Lake County Corporation Counsel