

## ADMINISTRATIVE COMMITTEE MEETING

November 21, 2024

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 3:00 PM on Thursday, November 21, 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  
Joe Gonyo  
Nancy Hoffmann  
Dennis Mulder  
Bob Schweder  
Gene Thom

Other County Employees Present: Liz Otto, County Clerk; Jeffrey Mann, Corporation Counsel; Sheriff Mark Podoll; Renee Thiem-Korth, Register of Deeds; Jess McLean, Treasurer; Stacy Graff, Lisa Schiessl, Shelby Jensen, Bill Hutchison, IT Director; Ken Stephani, Finance Director; Jason Jerome, HHS Director; Matt Kirkman, Land Use Planning & Zoning Director

### **RESOLUTION**

- **Relating to 2025 Wage Increase for County Employees**

Discussion held on the policy requiring that wages be approved by the Administrative Committee and Finance Committee prior to being incorporated into the budget moving forward to be implemented on January 1 of the following year.

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

### **DISCUSSION AND POSSIBLE ACTION REGARDING PT DEPUTY COUNTY CLERK POSITION**

County Clerk Liz Otto stated that due to a retirement in her office in January 2025, she is requesting approval from the committee to begin the process to replace the position with the current job description and hours in place. The position is currently at Level 15 on the wage scale.

*Motion/second (Thom/Schweder)* to approve filling the position due to retirement. Motion carried with no negative vote.

### **DISCUSSION AND POSSIBLE ACTION REGARDING COUNTY SURVEYOR RFP**

Land Use Planning & Zoning Director Matt Kirkman and Corporation Counsel Jeff Mann explained the contract process and the need for an update. Kirkman stated that he is pleased with General Engineering Company (GEC) and their services up to this point. Mann and Kirkman will update the contract and present it to the committee at the next meeting.

### **CLOSED SESSION**

- Move into Closed Session per WI §19.85(1)(b) considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person.

*Motion/second (Thom/Mulder)* to move into Closed Session at 3:17 PM. Roll call vote – Ayes - 7, Nays - 0, Absent – 0, Abstain - 0. Motion carried

County Clerk Liz Otto left the meeting and remote access was terminated. Corporation Counsel Jeff Mann recorded the remainder of the minutes.

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

***Motion/second (Thom/Mulder)*** to reconvene into Open Session at 3:44 PM. Roll call vote – Ayes - 7, Nays - 0, Absent – 0, Abstain - 0. Motion carried.

***Motion/second (Hoffmann/Mulder)*** to move forward with proceedings consistent with WI §19.85(1)(b) for County Board consideration involving a county employee. Roll call vote – Ayes - 7, Nays - 0, Absent – 0, Abstain - 0. Motion carried.

***Motion/second (Floeter/Hoffmann)*** to direct Corporation Counsel to prepare necessary paperwork in accordance with county ordinance, state statute and employee's employment agreement providing notice to employee of upcoming evidentiary hearing. Roll call vote – Ayes - 7, Nays - 0, Absent – 0, Abstain - 0. Motion carried.

***Motion/second (Thom/Mulder)*** for employee to remain on paid leave status pending further proceedings. Roll call vote – Ayes - 7, Nays - 0, Absent – 0, Abstain - 0. Motion carried.

**ADJOURNMENT**

Chair Abendroth adjourned the meeting at 3:49 PM.

Submitted by,

Liz Otto  
County Clerk