



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
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Administrative Committee Meeting Notice

Date: Thursday, June 12, 2025 Time: 4:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

Amended 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: 05/07/2025
5. Public comment (3 min. limit)
6. Resolutions
 - Resolution to Create an Accounts Payable/Payroll Coordinator Position in the Administrative Department
 - Resolution to Create a Human Resources Coordinator Position in the Administrative Department
7. *Fair logo and track update
8. Discussion and action on Administrative Coordinator job description
9. Update and discussion regarding UW-Milwaukee highway site contract
10. Committee Discussion
 - Future Meeting Date: July 10th, 2025 @ 4:00 PM
 - Future Agenda Items for Action & Discussion
11. 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: 275 708 334 292 4

Passcode: 8TE77Un9

Dial in by phone

[+1 920-515-0745,,985064966#](#) United States, Appleton

[Find a local number](#)

Phone conference ID: 985 064 966#

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

May 7, 2025

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Wednesday, May 7, 2025 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
Dennis Mulder
Bob Schweder
Gene Thom

Absent: Nancy Hoffmann

Other County Employees Present: Liz Otto, County Clerk; Jason Jerome, Interim County Administrator; Chief Deputy Matt Vandekolk

APPROVAL OF MINUTES – 04/09/2025

Motion/second (Schweder/Mulder) to approve the minutes of the 04/09/2025 meeting as presented with no additions or corrections. Motion carried with no negative vote.

PUBLIC COMMENT (3 MINUTE LIMIT) - none

RESOLUTION

- **Resolution Confirming and Ratifying the Authority of Counsel for Green Lake County to Add Additional Defendants to Opioid Litigation, Including in MDL 2804**

Chair Abendroth and Jason Jerome provided background on this resolution stating this is part of the ongoing opioid litigation.

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

ORDINANCE

- **Ordinance Vacating Office of County Administrator and Establishing Office of Administrative Coordinator**

Motion/second (Thom/Schweder) to approve the resolution and forward to County Board for final approval. Discussion held. Interim County Administrator Jason Jerome stated that per discussions with Justin Fischer at Baird, the County Board should delay final action on the passage of this ordinance until after the bonding is complete since the initial resolution stipulates that the County Administrator has the authority to sign paperwork. Schweder withdrew his original second but upon further discussion Schweder reinstated his original second. ***Motion/second (Thom/Schweder)*** to amend the ordinance to state that the process must be complete by the end of 2025. Motion carried with no negative vote on motion to amend. Original motion to forward to County Board as amended voted on – motion carried with no negative vote. The committee agreed by general consensus that the ordinance will not be presented to County Board until the bonding process is complete.

HUMAN RESOURCES DISCUSSION AND POSSIBLE ACTION

Interim County Administrator Jason Jerome presented the job description he has developed with input from County Clerk Liz Otto. The committee directed Jerome to continue moving forward with this and draft a resolution for next month.

DISCUSSION AND POSSIBLE ACTION REGARDING NEW AND/OR CHANGED POSITIONS

Interim County Administrator Jason Jerome provided information and background on adding a full time accounting position at the Highway Department and changing the title and duties of the current Accounting Specialist position. Discussion held. Committee directed Jerome to continue working on this and advised that the Finance Committee should also be included in the final decision.

FAIR ECONOMIC IMPACT STUDY

Fair Coordinator Stacy Graff requested direction from the committee regarding a Fair Economic Impact Study. The Wisconsin Association of Fairs will contribute \$1000 of the full \$1500 cost to the county for completing the study if Graff completes a survey. The county has the choice of whether or not to participate in the final study. Discussion held. The committee directed Graff to complete the survey and use the \$1000 for other fair purposes.

CREDIT CARD REQUEST

- **Nathan Alsum - Maintenance**

Motion/second (Thom/Mulder) to approve the credit card request and forward to Finance for final approval. Motion carried with no negative vote.

CLOSED SESSION

- Move into closed session per WI §19.85(1)(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 person except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any persons referred to in such histories or data, or involved in such problems or investigations – regarding findings of investigations
- Closed session per WI §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – additional responsibilities compensation

Motion/second (Schweder/Mulder) to allow Jason Jerome, Liz Otto, and Matt Vandekolk to attend the Closed Session. Motion carried with no negative vote.

Motion/second (Thom/Mulder) to move into Closed Session at 4:35 PM. Ayes - 6, Nays - 0, Absent – 1 (Hoffmann), Abstain - 0. Motion carried.

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

Motion/second (Thom/Schweder) to reconvene into Open Session at 5:54 PM. Ayes - 6, Nays - 0, Absent – 1 (Hoffmann), Abstain - 0. Motion carried.

The Administrative Committee directed Interim County Administrator Jason Jerome to proceed as he deems necessary regarding both matters discussed in Closed Session.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items –

Next Meeting Date – June 12, 2025 @ 4:00 PM

ADJOURNMENT

Chair Abendroth adjourned the meeting at 5:55 PM.

Submitted by,

Liz Otto
County Clerk

RESOLUTION NUMBER -2025

**RESOLUTION TO CREATE AN ACCOUNTS PAYABLE/PAYROLL COORDINATOR
POSITION IN THE ADMINISTRATIVE DEPARTMENT.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this day _____ of _____ 2025, does resolve as follows:

- 1 **WHEREAS**, currently the Finance Department has one part time Accounting Specialist
2 position; and
3 **WHEREAS**, the County Clerk's Office currently has a vacant part time deputy clerk
4 position; and
5
6 Majority vote is needed to pass.

☐ Approved by Finance Committee ☐ Disapproved by Finance Committee

Roll Call on Ordinance No. -2025

Submitted by Administrative
Committee

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this DATE
day of MONTH, 2025.

Dave Abendroth, Chair

Gene Thom, Vice-chair

County Board Chairman

Dennis Mulder

ATTEST: County Clerk
Approve as to Form:

Brian Floeter

Corporation Counsel

Bob Schweder

Nancy Hoffmann

Joe Gonyo

7 **WHEREAS**, as part of ongoing conversations with the Administrative Committee, the
8 County Clerk, and County Finance staff it has been determined that it would be
9 beneficial to create a Human Resources Position and move that function out of the
10 County Clerk's office; and;

11 **WHEREAS**, payroll is currently processed by the County Clerk and this is not a
12 statutory duty of that position; and

13 **WHEREAS**, for long term strategic planning and backup purposes it is necessary to
14 have more than one position able to provide payroll services;

15 **NOW THEREFORE BE IT RESOLVED** that the part time Accounting Specialist position
16 in the Administrative Department be eliminated and create a full-time Accounts
17 Payable/Payroll Coordinator position. (See attached job description)

18 **FISCAL NOTE:**

RESOLUTION NUMBER -2025

**RESOLUTION TO CREATE A HUMAN RESOURCES COORDINATOR POSITION IN
THE ADMINISTRATIVE DEPARTMENT.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this day _____ of _____ 2025, does resolve as follows:

- 1 **WHEREAS**, as part of ongoing conversations with the Administrative Committee,
- 2 Department Heads, and the full County Board it has been determined that a full-time
- 3 Human Resources Coordinator would be beneficial to employees as well as the County;
- 4 and
- 5 Majority vote is needed to pass.

☐ Approved by Finance Committee

☐ Disapproved by Finance Committee

Roll Call on Ordinance No. -2025

Submitted by Administrative
Committee

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this DATE
day of MONTH, 2025.

Dave Abendroth, Chair

Gene Thom, Vice-chair

County Board Chairman

Dennis Mulder

ATTEST: County Clerk
Approve as to Form:

Brian Floeter

Corporation Counsel

Bob Schweder

Nancy Hoffmann

Joe Gonyo

6 **WHEREAS**, the Human Resources Coordinator will be in the Administrative Unit and
7 report to the Administrative Committee; and;

8 **NOW THEREFORE BE IT RESOLVED** that the Human Resources Coordinator position
9 be created in the Administrative Department and be placed in Pay Group 9. (See
10 attached job description)

11 **FISCAL NOTE:**