

ADMINISTRATIVE COMMITTEE MEETING

June 12, 2025

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Thursday, June 12, 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
Joe Gonyo
Nancy Hoffmann
Bob Schweder
Gene Thom

Absent: Brian Floeter
Dennis Mulder

Other County Employees Present: Liz Otto, County Clerk; Jason Jerome, Interim County Administrator; Stacy Graff, Fair Coordinator; Kayla Yonke, HHS Financial Manager; Sheriff Mark Podoll; Renee Thiem-Korth, Register of Deeds; Jeff Mann, Corporation Counsel

APPROVAL OF MINUTES – 05/07/2025

Motion/second (Schweder/Thom) to approve the minutes of the 05/07/2025 meeting as presented with no additions or corrections. Motion carried with no negative vote.

PUBLIC COMMENT (3 MINUTE LIMIT) – none

RESOLUTION

- **Resolution to Create an Accounts Payable/Payroll Coordinator Position in the Administrative Department**

Interim County Administrator Jason Jerome outlined the restructured position stating that this ties in with the Highway Account Clerk and the proposed HR Coordinator. Discussion held.

Motion/second (Thom/Schweder) to stipulate this position will be placed in Pay Grade 12 and approve the resolution and forward to Finance and County Board for final approval. Motion carried with no negative vote.

- **Resolution to Create a Human Resources Coordinator Position in the Administrative Department**

Interim County Administrator Jason Jerome provided background and stated this position would be placed in Pay Grade 9. Discussion held.

Motion/second (Thom/Schweder) to stipulate this position will be placed in Pay Grade 9 and approve the resolution and forward to Finance and County Board for final approval. Motion carried with no negative vote.

FAIR LOGO AND TRACK UPDATE

Fair Coordinator Stacy Graff provided the updated Green Lake County Fair logo. Graff also stated that the track audio is being taken care of through sponsor funding and should be complete by August.

DISCUSSION AND ACTION ON ADMINISTRATIVE COORDINATOR JOB DESCRIPTION

Interim County Administrator Jason Jerome presented the updated job description for the Administrative Coordinator position. Discussion held regarding the title for the position. Corporation Counsel Jeff Mann stated that any changes would be incorporated into the ordinance. *Motion/second (Hoffmann/Schweder)* to add strategic planning to the list of responsibilities and send to County Board for final approval. Motion carried with no negative vote.

UPDATE AND DISCUSSION REGARDING UW-MILWAUKEE HIGHWAY SITE CONTRACT

Interim County Administrator Jason Jerome stated that UW-Milwaukee has been contracted to relocate the burial sites at the highway facility land. The entire process should take about 6 weeks. Discussion held on relocating the sites to a cemetery instead of county land.

CLOSED SESSION

- Move into closed session per WI §19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – regarding potential involvement in unemployment appeal by former employee.

Motion/second (Thom/Schweder) to move into Closed Session at 4:25 PM. Ayes - 5, Nays - 0, Absent – 2, Abstain - 0. Motion carried.

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

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 4:32 PM. Ayes - 5, Nays – 0, Absent – 2, Abstain - 0. Motion carried.

No action taken in Closed Session.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items –

Next Meeting Date – July 10, 2025 @ 4:00 PM

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:32 PM.

Submitted by,

Liz Otto

Liz Otto
County Clerk