



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 11/03/2025

Amended Post Date:

The following documents are included in the packet for the Administrative Committee Meeting on November 6th, 2025:

- 1) Agenda
- 2) Minutes for approval: 9/11/2025
- 3) County Clerk retirement letter



**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 6th, 2025 Time: 5:30 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: 9/11/2025
5. Public comment (3 min. limit)
6. Discussion regarding Fair Revenues update
7. Discussion regarding Fair 5K
8. Discussion and possible action regarding County Clerk retirement
9. Closed Session
 - Move into Closed Session per WI §19.85(1)(C) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility – regarding Interim County Manager performance evaluation
10. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session
11. Committee Discussion
 - Future Meeting Date: December 11th, 2025 @ 4:00 PM
 - Future Agenda Items for Action & Discussion
12. 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: 215 862 678 963 9

Passcode: Fy2An74r

Dial in by phone

[+1 920-515-0745,457748395#](#) United States, Appleton

[Find a local number](#)

Phone conference ID: 457 748 395#

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

September 11, 2025

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Thursday, September 11, 2025 in person 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
Dennis Mulder

Absent: Brian Floeter

Other County Employees Present: Karissa Rohde, Deputy County Clerk; Jason Jerome, Interim County Administrator; Stacy Graff, Fair Coordinator; Jeff Mann, Corporation Counsel

APPROVAL OF MINUTES – 08/14/2022

Motion/second (Schweder/Mulder) to approve the minutes of the 08/14/2025 meeting as presented with no additions or corrections. Motion carried with no negative vote.

PUBLIC COMMENT (3 MINUTE LIMIT) – none

RESOLUTION

- **Establishing 2026 Annual Budgeted Wage Allocation**

Jerome shared a presentation with the committee. The wage plan has not been updated since July of 2022. Discussion held.

Motion/second (Thom/Schweder) to approve the resolution and forward to the Finance Committee. Motion carried with no negative vote.

DISCUSSION OF COUNTY FAIR CONVERSION TO NON-PROFIT

The Future Fairgrounds AdHoc Committee has been discussing creating a 501(c)(3). Members of the Administrative Committee agree that a 501(c)(3) is a good idea. Interim County Administrator, Jason Jerome and Corporation Counsel, Jeff Mann, will work together to create a resolution and bring it back to the committee and County Board.

Motion/second (Schweder/Mulder) to allow Corporation Counsel to create a resolution to bring in front of the committee. Motion carried with no negative vote.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items –

Next Meeting Date – October 9th, 2025 @ 4:00pm.

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:37pm.

Submitted by,

Karissa Rohde
Deputy County Clerk



GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

October 30, 2025

To: Sheriff Mark Podoll
Green Lake County

Dear Sheriff Podoll,

Per WI §17.01(7), I am required to submit my retirement/resignation notice to the Sheriff of Green Lake County. Upon receipt of this notification, you are required to notify the Chairman of the Green Lake County Board, Dave Abendroth.

Effective February 27, 2026 I will retire from Green Lake County and my position as Green Lake County Clerk. It is a bittersweet time for me – I have truly enjoyed my 17 year tenure at Green Lake County both as a Deputy County Clerk for 8 years and then serving as the elected County Clerk since January of 2017.

I have worked with many wonderful people in the last 17 years and I will miss the day to day interaction I had with them as well as serving the citizens of Green Lake County. By providing more than ample notice, I hope to be able to provide a smooth transition for my position and the duties it entails.

Best regards,

Elizabeth Otto

Elizabeth Otto
County Clerk
Green Lake County