ADMINISTRATIVE COMMITTEE MEETING
December 11, 2025

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Thursday, December 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	Absent:	Brian Floeter
	Nancy Hoffmann		Joe Gonyo
	Bob Schweder		
	Gene Thom		
	Dennis Mulder		

Other County Employees Present: Liz Otto, County Clerk; Jason Jerome, Interim County Manager; Jeff Mann, Corporation Counsel

APPROVAL OF MINUTES – 11/06/2025
Motion/second (Schweder/Mulder) to approve the minutes of the 11/06/2025 meeting as presented with no additions or corrections. Motion carried with no negative vote.

PUBLIC COMMENT (3 MINUTE LIMIT) – none

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.

Motion/second (Thom/Mulder) to move into Closed Session at 4:01 PM. Roll call vote - Ayes - 5, Nays - 0, Abstain – 0, Absent - 0. Motion carried.

Motion/second (Thom/Schweder) to allow County Clerk Liz Otto and Jason Jerome to remain in the Closed Session. Motion carried with no negative vote.

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

Motion/second (Thom/Schweder) to reconvene into open session at 4:48 PM. Roll call vote - Ayes - 5, Nays - 0, Abstain - 0, Absent - 0. Motion carried.

DISCUSSION AND POSSIBLE ACTION TO APPOINT COUNTY MANAGER
Motion/second (Hoffmann/Schweder) to appoint Jason Jerome as County Manager and forward final approval to County Board. Motion carried with no negative vote.

DISCUSSION AND POSSIBLE ACTION REGARDING COUNTY CLERK JOB DESCRIPTION
Discussion held regarding job description submitted in the packet. ***Motion/second (Thom/Mulder)*** to approve job description as presented. Motion carried with no negative vote.

DEPARTMENT REPORTS
- **County Clerk**

  County Clerk Liz Otto expanded on her submitted report. Discussion held.

- **Corporation Counsel**

Jeff Mann stated that the submitted report is essentially a year in review report. Mann stated that he has a new Legal Assistant and said it has been a smooth transition. He provided more detail on his submitted report.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION
Future Agenda Items – January 8, 2026 @ 4:00 PM
Next Meeting Date –

ADJOURNMENT
Chair Abendroth adjourned the meeting at 5:06 PM.

Submitted by,

Liz Otto
County Clerk