



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 01/5/2026

Amended Post Date:

The following documents are included in the packet for the Administrative Committee Meeting on January 8th, 2026:

- 1) Amended Agenda
- 2) Minutes for approval: 12/11/2025
- 3) Resolution
 - Resolution Creating an Opioid Task Force to Distribute Opioid Settlement Funds



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, January 8th, 2026 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: 12/11/2025
5. Public comment (3 min. limit)
6. *Introduction of new employees
 - Fair Coordinator
 - HR Coordinator
7. Resolution
 - Resolution Creating an Opioid Task Force to Distribute Opioid Settlement Funds
8. 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 County Clerk job interviews
9. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session
10. Committee Discussion
 - Future Meeting Date: February 12th, 2026 @ 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: 215 862 678 963 9

Passcode: Fy2An74r

[Dial in by phone](#)

[+1 920-515-0745,,457748395#](tel:+19205150745,,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

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
 Nancy Hoffmann
 Bob Schweder
 Gene Thom
 Dennis Mulder

Absent: Brian Floeter
 Joe Gonyo

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

RESOLUTION NUMBER -2026

Resolution Creating an Opioid Task Force to Distribute Opioid Settlement Funds

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the _____ day of _____, 2026, does resolve as follows:

- 1 **WHEREAS**, Green Lake County has received moneys through the settlement of opiate
- 2 litigation (the *settlement*), and
- 3 **WHEREAS**, pursuant to WI Stat. § 165.12, said funds have been distributed into a
- 4 segregated account to be expended solely for purposes identified as approved uses for
- 5 abatement in the settlement agreement or by court order, subject to WI Stat. § 165.12
- 6 (6), and
- 7 **WHEREAS**, distribution of the settlement funds can best be accomplished via the
- 8 authority of an Opioid Task Force, comprised of County employees and elected officials
- 9 with the guidance of the County Manager.

10 Fiscal note: N/A

11 A majority vote is needed to pass.

Roll Call on Resolution No. -2026

Submitted by Administrative Committee:

Ayes , Nays , Absent , Abstain 0

David Abendroth, Chair

Passed and Adopted/Rejected this _____
day of _____, 2026.

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

12 **NOW, THEREFORE, BE IT RESOLVED** that the Green Lake County Manager shall
13 create a task force comprised of County employees and elected officials, and

14 **BE IT FURTHER RESOLVED** that said task force shall fairly determine subrecipients
15 and distribute amounts from the settlement funds consistent with the procedure outlined
16 in WI Stat. § 165.12, and

17 **BE IT FURTHER RESOLVED** that said task force shall comply with any other
18 procedures outlined in WI Stat. § 165.12 for executing, monitoring and recording the
19 distribution of the settlement funds; and

20 **BE IT FURTHER RESOLVED** that said task force shall continue to operate so long as
21 opiate settlement funds remain in the segregated account and will periodically provide
22 the Administrative Committee with updates on said funds as requested.