

ADMINISTRATIVE COMMITTEE MEETING

August 7, 2017

The meeting of the Administrative Committee was called to order by Chairman, Harley Reabe at 6:00 PM on Monday, August 7, 2017 in the County Board Room, 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: Harley Reabe
Nick Toney (6:05)
David Richter
Mike Starshak
Paul Schwandt
Bob Lyon

Also Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Amanda Toney, Treasurer; Sarah Guenther, ROD; and Cathy Schmit, County Administrator

AGENDA

Motion/second (Starshak/Richter) to approve the amended agenda. All ayes. Motion carried.

MINUTES

Motion/second (Richter/Schwandt) to approve the minutes of May 1, 2017 as presented. All ayes. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

BUDGET ADJUSTMENTS – None

CREDIT CARD APPROVAL

County Administrator Cathy Schmit submitted a request for credit card approval for HR Coordinator Nicole Feavel.

Motion/second (Starshak/Richter) to approve the credit card request and forward to Finance for final approval. All ayes. Motion carried.

UNIFORM RESOLUTION/ORDINANCE FORMAT

Corporation Counsel Dawn Klockow submitted her outline for a uniform resolution format and explained the changes. The same format can be used for ordinances as well. A template will be provided to all departments so that the same format is used by everyone. Discussion held.

Motion/second (Schwandt/Lyon) to approve the format for both resolutions and ordinances. All ayes. Motion carried.

COUNTY BOARD RULES OF ORDER

Corporation Counsel Dawn Klockow explained that this is a project that she was asked to work on to provide statutory guidelines as well as update language with the addition of the County Administrator. Klockow would like to see this approved by November and in place for the new Board of Supervisors

next April. Discussion held. A special meeting will be set to discuss this further after all committee members have had a chance to review it further.

2018 BUDGETS

County Administrator Cathy Schmit gave an update on the budget process. Budgets were submitted to the committee for County Administrator, Treasurer, Register of Deeds, County Clerk, and Corporation Counsel. Discussion held.

RESOLUTIONS/ORDINANCES

- Amending County Board Rule 9-42 Miscellaneous Committees

Corporation Counsel Dawn Klockow explained the need for this ordinance as a result of a recent Supreme Court ruling regarding open meetings.

Motion/second (Richter/Toney) to approve the ordinance and send the ordinance to County Board for final approval. All ayes. Motion carried.

DEPARTMENT REPORTS

Reports were presented by the County Administrator, Treasurer, Register of Deeds, Clerk, and Corporation Counsel. Discussion held.

GREEN LAKE COUNTY CONTRACT REVIEW POLICY

Corporation Counsel Dawn Klockow submitted a contract review policy outlining the proper procedure for all departments to use regarding any contracts being considered. Discussion held.

Motion/second (Starshak/Schwandt) to approve the policy as submitted and to send to County Board for informational purposes only. All ayes. Motion carried.

PURCHASE REQUEST

- Treasurer Amanda Toney has requested to change the tax software in her office to Transcendent. She outlined her reasons for the change and stated that this has been approved by both the Land Information Council as well as the Property & Insurance Committee. This will be paid for by grant funds. Discussion held. Supervisor Starshak requested that the minutes reflect that there was no need for approval by the Administrative Committee.

CLOSED SESSION

- Consider motion to convene into closed session per Wis. Stat. §19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility. This closed session is regarding performance evaluation of the County Administrator.
- Wis. Stat. §19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. This closed session relates to employee medical history.

Motion/second (Richter/Schwandt) to convene into Closed Session at 6:49 PM. Roll call vote – Ayes- 6, Nays- 0, Absent- 0, Abstain- 0. Motion carried.

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

Motion/second (Starshak/Schwandt) to reconvene into Open Session at 7:10 PM.

Roll call vote – Ayes- 6, Nays- 0, Absent- 0, Abstain- 0. Motion carried.

Findings of Closed Session:

Motion/second (Starshak/Schwandt) to approve working from home for County Administrator Cathy Schmit while on medical leave. All ayes. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: Special meeting – September 11, 2017 at 6:00 PM

Regular meeting – November 6, 2017 at 6:00 PM

Future Agenda Items: Special meeting: County Board Rules of Order and County Administrator evaluation

ADJOURNMENT

Chairman Reabe adjourned the meeting at 7:15 PM.

Submitted by,

Liz Otto
County Clerk