

## ADMINISTRATIVE COMMITTEE MEETING

September 11, 2017

The special meeting of the Administrative Committee was called to order by Chairman, Harley Reabe at 6:30 PM on Monday, September 11, 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  
David Richter  
Mike Starshak  
Paul Schwandt  
Bob Lyon

Also Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Joy Waterbury – Supervisor #6 (6:44); Joe Gonyo – Supervisor #16 (6:50-7:33)

### **AGENDA**

*Motion/second (Starshak/Schwandt)* to approve the agenda. All ayes. Motion carried.

### **CREDIT CARD APPROVAL**

County Clerk Liz Otto explained that this will be the main card for large items that are purchased through the purchasing agent or for employees that don't have their own credit card. Discussion held on establishing a separate account to keep track of the rebate/cash back on credit card purchases for all employees.

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

### **COUNTY BOARD RULES OF ORDER**

Chairman Reabe requested a time limit of one hour to discuss this agenda item. *Motion/second (Starshak/Richter)* to end the discussion at 7:35 PM. All ayes. Motion carried.

Corporation Counsel Dawn Klockow presented a draft form of proposed changes to the current County Board rules of order. Discussion held. Further discussion will take place at the October 16, 2017 special Administrative meeting.

### **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.

*Motion/second (Schwandt/Lyon)* to convene into Closed Session at 7:38 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/Lyon)*** to reconvene into Open Session at 7:51 PM.  
Roll call vote – Ayes- 6, Nays- 0, Absent- 0, Abstain- 0. Motion carried.

Findings of Closed Session:

***Motion/second (Starshak/Schwandt)*** to continue with the evaluation process of the County Administrator as directed in Closed Session. All ayes. Motion carried.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** Special meeting – October 16, 2017 at 6:30 PM  
Regular meeting – November 6, 2017 at 6:00 PM

**Future Agenda Items:** County Board Rules of Order

**ADJOURNMENT**

Chairman Reabe adjourned the meeting at 7:54 PM.

Submitted by,

Liz Otto  
County Clerk