

**ADMINISTRATIVE COMMITTEE MEETING**  
February 11, 2019

The meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 5:15 PM on Monday, February 11, 2019 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  
Brian Floeter  
Larry Jenkins  
Katie Mehn

Absent: Dennis Mulder

Other County Employees Present: Samantha Stobbe, Deputy County Clerk; Dawn Klockow, Corporation Counsel; Amanda Toney, Treasurer; Bill Hutchison, IT Director; Cathy Schmit, County Administrator; Nicole Geschke, HR Coordinator; Sarah Guenther, Register of Deeds

**MINUTES**

*Motion/second (Jenkins/Mehn)* to approve the minutes of November 5, 2018 as presented with no errors or corrections. All ayes. Motion carried.

**PUBLIC COMMENTS** – none

**CORRESPONDENCE** – none

**BUDGET ADJUSTMENTS**

- Corporation Counsel – request to increase the Training revenue account by \$3,834 for the UW-GB Behavioral Health Training Partnership, and to increase the Travel budget line by \$333.27 for travel to and from the training sessions.
- Corporation Counsel- line item transfer in the amount of \$180.00 to transfer funds from Continuing Education and Discovery/Trial Prep to Legal Research for amending the Westlaw contract.
- Corporation Counsel- line item transfer in the amount of \$32 from Office Expenses to Print Management for fax charges.
- County Clerk – line item transfer in the amount of \$9,763 to transfer funds from Publications-Elections, Retiree's Insurance Premiums, Election Supplies, and Postage to Programming, Ballots, Per Diem-Canvas Board, Telephone and Codification due to two unforeseen elections and telephone and General Code codification being up slightly from last year.
- Treasurer- line item transfer in the amount of \$1,014 from Forest Crop Land and Office Supplies to Capital Equipment for a new folding machine in the Treasurer's Office.
- Administration- line item transfer in the amount of \$357.14 from Registrations and Conventions and Member Dues to Office Supplies for purchasing of checks.

*Motion/second (Floeter/Mehn)* to approve the budget adjustments and line item transfer and forward to Finance. All ayes. Motion carried.

**RESOLUTIONS**

- **Resolution Relating to Closing Green Lake County Government for General Business Operations on July 5, 2019**

*Motion/second (Jenkins/Mehn)* to submit the resolution to County Board for final approval. All ayes. Motion carried.

**ORDINANCES** - none

## **ANNUAL DEPARTMENT REPORTS**

- Corporation Counsel
- County Administrator
- County Clerk
- IT
- Register of Deeds
- Treasurer

Discussion held and updates given on reports submitted.

## **CLOSED SESSION**

- The committee may convene into closed session pursuant to Wis. §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. This matter involves whether to file suit or recover fees paid for an animal quarantine.
- Wis. §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.

Roll call vote:

Jenkins – Y, Mehn – Y, Floeter – Y, Reabe – Y

Committee moved into closed session at 5:50 PM.

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

*Motion/second (Jenkins/Floeter)* to return to open session.

Roll call vote:

Jenkins – Y, Mehn – Y, Floeter – Y, Reabe – Y

Moved into open session at 7:05 PM

Chair Reabe announced that the Corporation Counsel would proceed as advised by the Committee.

## **COMMITTEE DISCUSSION**

**Future Meeting Date:** Regular Meeting- May 6, 2019 at 5:15 PM

**Future Agenda Items:**

## **ADJOURNMENT**

*Motion/Second (Mehn/Jenkins)* to adjourn the meeting at 7:06 PM.

Submitted by,

Samantha Stobbe  
Deputy County Clerk