



MEETING MINUTES

Committee: ADMINISTRATIVE COMMITTEE
Date: Thursday, December 14, 2023
Time: 4:30 PM
Location: County Board Room, Lower Level of the Safety Building

The following discussion was held by the Committee at the meeting detailed above:

As a courtesy to other, please silence cell phones and please notify the Chairman if you intend to record this meeting.

1. **Meeting called to order at 4:30 PM**
2. **Conduct Roll Call by Chairman Pierce.** Motion by Mayr, second by Benishek to excuse McDougal. All ayes, motion carried.

ADMINISTRATIVE COMMITTEE			
Name	Role	Status	
Ben Pierce	Chairman	Present	
Todd Mayr	Member	Present	
John Medo	Member	Present	
Reinhardt Balcerzak	Member	Present	
Steve Maier	Member	Present	
Robert Benishek	Member	Present	
Bruce McDougal	Member	Absent	

Others Present			
Name	Interest	Name	Interest
Robin Stowe	Corporation Counsel	Judy Nagel	County Clerk/Rec. Secretary

3. **Please silence all cell phones.**
4. **Recite the Pledge of Allegiance.**
5. **Approve/amend the minutes of Administrative Meeting of November 13, 2023:** Motion by Benishek, second by Medo to approve the meeting minutes of November 13, 2023. All ayes, motion carried. Minutes of November 13, 2023 Administrative Meeting are approved.
6. **Public comment on agenda items and consideration of requests for items to be added to future meeting agendas:** No public comment.
7. **Discuss the December 18, 2023 County Board Agenda: Food Items for the Dinner, Sign-up Sheet:** Discussion held. Pierce will work with North Star to order food. Pierce and Mayr will work together to pick the food up. Medo will bring water. Maier will take care of bringing the dessert.
8. **At approximately 4:45 p.m., consider moving into closed session pursuant to Section 19.85 (1)(c), Wisconsin Statutes, considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to conduct the annual performance evaluation of the County Administrator.** Motion by Medo, second by Balcerzak to move into closed session at 4:50 p.m. Voice vote: Medo, aye; Balcerzak, aye; Pierce, aye; Benishek, aye; Mayr, aye and Maier, aye. All ayes, the Committee will move into closed session. Corporation Counsel Stowe joined the Committee in Closed Session.
9. **At approximately 5:15 p.m., return to open session with possible action on any matters discussed in closed session:** Motion by Medo, second by Balcerzak to return to open session at 5:32 p.m. All ayes, motion carried. The Committee returned to open session. No action taken from closed session. The Committee agreed to have a closed session on the next agenda to complete the performance evaluation of County Administrator.
10. **Update or Report on Activities from Corporation Counsel Stowe:** Stowe provide a written report to the Committee.

Meeting Minutes (Continued)

11. **Update or Report on Activities/Grants from County Administrator Hilger:** County Administrator Hilger was not available for the meeting.
12. **Verify date of next meeting:** Next Admin Meeting is set for January 17, 2024 at 5:00 p.m.
13. **Adjourn the meeting:** Meeting adjourned at 5:40 p.m.

Minutes submitted by:

Judy Nagel, County Clerk, Recording Secretary