



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Administrative Committee Meeting Notice

Date: February 4, 2013 Time: 4:30 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

*AMENDED AGENDA

Committee Members

Jack Meyers,
Chairman
David Richter,
Vice -Chair
Joanne Guden
Debra Schubert
Paul Schwandt
Michael Stoddard

Margaret R
.Bostelmann,
Secretary

Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 11/5/12, 12/10/2012, 1/15/12
6. Public Comments (3 Min. Limit)
7. Correspondence
8. Reports
 - Treasurer
 - ROD
 - Clerk
 - Corporation Counsel
9. Legal Assistant/Administrative Assistant Job Description and Filling Vacant Position – Corp. Counsel
10. *Review Job Descriptions
11. Discussion on Brown County Resolution for the Open Records Law
12. Approve Unpaid Leaves
13. Purchase Requests
14. *Move into closed session per §19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. – Corporation Counsel Employee Compensation
15. *Reconvene to Open Session to take action, if appropriate, on matters discussed in Closed Session.
16. Committee Discussion
 - Future Meeting. Dates: May 6, 2013
 - Future Agenda items for action & discussion
17. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann

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.