



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 05/16/2019

Amended Post Date:

The following documents are included in the packet for the County Board meeting on May 21, 2019:

- 1) Agenda
- 2) Draft minutes from the April 16, 2019 meeting
- 3) Resolution 5-2019 Relating to Eliminating the Account Budget Coordinator Position and Creating a Financial Manager Position in the Office of the County Administrator
- 4) Resolution 6-2019 Relating to Supporting Construction and Maintenance of a Multiple Purpose Bicycle and Pedestrian Trail between Ripon and Green Lake along the State Road 23 Corridor
- 5) Resolution 7-2019 Relating to Approval of County Road H Road Closure from STH 44 to CTH FF on June 8, 2019 from 7:00 AM to 5:00 PM
- 6) Resolution 8-2019 Resolution for Targeted Runoff Management & Notice of Discharge Grants
- 7) Ordinance 10-2019 Rezone in the Town of Manchester: William H. & Rosetta L. Bontrager
- 8) Ordinance 11-2019 Amending Chapter 350 Zoning Ordinance, Article IV Zoning Districts, A-1 Farmland Preservation District
- 9) Budget Adjustments (2)



Green Lake County Board of Supervisors
Meeting Notice

The Green Lake County Board of Supervisors will convene at the **Government Center** in Room #0902 in the City of Green Lake, Wisconsin on Tuesday, the **21st day of May, 2019 at 6:00 PM** for the regular meeting of the Board. Business to be transacted include:

AGENDA

County Board of Supervisors

- Dist. 1 Larry Jenkins*
- Dist. 2 Vicki Bernhagen*
- Dist. 3 Curtis Talma*
- Dist. 4 David Abendroth*
- Dist. 5 Peter Wallace*
- Dist. 6 Brian Floeter*
- Dist. 7 Charlie Wielgosh*
- Dist. 8 Patricia Garro*
- Dist. 9 Bill Boutwell*
- Dist. 10 Sue Wendt*
- Dist. 11 Harley Reabe*
- Dist. 12 Robert Schweder*
- Dist. 13 Kathleen Morris*
- Dist. 14 Dennis Mulder*
- Dist. 15 Katie Mehn*
- Dist. 16 Joe Gonyo*
- Dist. 17 Keith Hess*
- Dist. 18 Richard Trochinski*
- Dist. 19 Robert Lyon*

GREEN LAKE COUNTY
MISSION:

- 1) Fiscal Responsibility*
- 2) Quality Service*
- 3) Innovative Leadership*
- 4) Continual Improvement in County Government*

- 1. Call to Order**
- 2. Roll Call**
- 3. Reading of the Call**
- 4. Pledge of Allegiance**
- 5. Minutes of 04/16/19 meeting**
- 6. Announcements**
- 7. Public Comment (3 minute limit)**
- 8. Correspondence**
- 9. Appearances**
 - Supervisor Keith Hess – Old Glory Honor Flight to Vietnam
- 10. Resolutions**
 - Res. 5-2019 Relating to Eliminating the Account Budget Coordinator Position and Creating a Financial Manager Position in the Office of the County Administrator
 - Res. 6-2019 Relating to Supporting Construction and Maintenance of a Multiple Purpose Bicycle and Pedestrian Trail between Ripon and Green Lake along the State Road 23 Corridor
 - Res. 7-2019 Relating to Approval of County Road H Road Closure from STH 44 to CTH FF on June 8, 2019 from 7:00 AM to 5:00 PM
 - Res. 8-2019 Resolution for Targeted Runoff Management & Notice of Discharge Grants
- 11. Ordinances**
 - Ord. 10-2019 Rezone in the Town of Manchester: William H. & Rosetta L. Bontrager
 - Ord. 11-2019 Amending Chapter 350 Zoning Ordinance, Article IV Zoning Districts, A-1 Farmland Preservation District
- 12. Budget Adjustments**
- 13. Committee Appointments**
- 14. Departments to Report on June 18, 2019**
- 15. Future Agenda Items for Action & Discussion**
- 16. And such other business as may properly come before the Board of Supervisors**
- 17. Adjourn**

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin, this 10th day of May, 2019.

Elizabeth A. Otto, Green Lake County Clerk

DRAFT
To be approved at the May 21, 2019 meeting

GREEN LAKE COUNTY

BOARD PROCEEDINGS

ORGANIZATIONAL SESSION

April 16, 2019

The Green Lake County Board of Supervisors met in regular session, Tuesday, April 16, 2019, at 9:00 AM in the County Board Room, Green Lake, Wisconsin for the organizational meeting.

The Board was called to order by Harley Reabe, Chairman. Roll call taken - Present – 19, Absent – 0.

<u>Supervisor</u>	<u>Supervisor Districts</u>
Larry Jenkins	1
Vicki Bernhagen	2
Curtis Talma	3
David Abendroth	4
Peter Wallace	5
Brian Floeter	6
Charlie Wielgosh	7
Patti Garro	8
William Boutwell	9
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12
Kathy Morris	13
Dennis Mulder	14
Katie Mehn	15
Joe Gonyo	16
Keith Hess	17
Richard Trochinski	18
Robert Lyon	19

READING OF THE CALL

The Green Lake County Board of Supervisors will convene at the Courthouse at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 16th day of April, 2019 at 9:00 AM for the regular meeting of the Board. Regular monthly business to be transacted includes:

DRAFT
To be approved at the May 21, 2019 meeting

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 03/19/19

ANNOUNCEMENTS

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

ORGANIZATION DIRECTION TO COMMITTEES

APPEARANCES

- Josh Dirkes, Aegis Corporation – Worker’s Compensation policy update
- Conservation Poster Contest Awards – 9:45
- Student appearances relating to County Government Day – 10:30

INTRODUCTION OF COUNTY BOARD SUPERVISORS

EMPLOYEE RECOGNITION AWARDS FOR 2018

RESOLUTIONS

- Resolution 4-2019 Relating to Committed Funds for 2019 as Required by GASB #54

ORDINANCES

- Ordinance 7-2019 Amending Chapter 103, Animals, Article III Restricted Animals
- Ordinance 8-2019 Rezone in the Town of Manchester: Manchester Rod & Gun Club, Dale Justmann
- Ordinance 9-2019 Rezone in the Town of Brooklyn: Charles E. Hutchinson, Holly A. Sina, Donald J. Hutchinson, III

BUDGET ADJUSTMENTS

2018 ANNUAL REPORTS

COMMITTEE APPOINTMENTS

CLOSED SESSION

- Consider motion to convene into closed session per WI Statute §19.85(1)(g) conferring 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 involved. The case is The Estate of Ryan Clark v. Green Lake County, et al.

DEPARTMENTS TO REPORT ON May 21, 2019

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

OTHER MATTERS AUTHORIZED BY LAW

AND SUCH OTHER BUSINESS AS MAY PROPERLY COME BEFORE THE BOARD OF SUPERVISORS.

ADJOURN

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 11th day of April, 2019.

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

5. The Pledge of Allegiance to the Flag was recited.

MINUTES OF 03/19/2019

DRAFT
To be approved at the May 21, 2019 meeting

6. ***Motion/second (Boutwell/Garro)*** to approve the minutes of March 19, 2019 with no changes or corrections. All Ayes. Motion carried.

ANNOUNCEMENTS

7. Chairman Reabe stated that this is the annual Student Government Day and reminded all supervisors they are welcome to join the students for lunch at noon at the American Legion building in Green Lake.
8. The next County Board meeting will take place on May 21, 2019 at 6:00 PM.
9. The annual WCA (Wisconsin Counties Association) conference will be held on September 22-24, 2019 in Wisconsin Dells. Chairman Reabe urged all supervisors to consider attending.

PUBLIC COMMENTS (3 Minute Limit)

10. None

CORRESPONDENCE

11. None

ORGANIZATION DIRECTION TO COMMITTEES

12. Chairman Reabe advised all board members that current appointments remain intact for 2 years per the updated County Board rules.

APPEARANCES

13. Josh Dirkse, Aegis Corporation, gave a presentation on Green Lake County's Workmans Compensation policy with Wisconsin County Mutual.
14. ***Motion/second (Garro/Bernhagen)*** to recess at 9:30 AM. All ayes. Motion carried.
15. Chairman Reabe reconvened the meeting at 9:51 AM.
16. The poster contest winners were presented with certificates from Paul Gunderson, Land Conservation Director. There were 104 participants this year and the top 3 winners in each division received recognition. The theme of this year's contest was "Life in the Soil – Dig Deeper". Gunderson thanked all of the students and teachers for their participation.
17. ***Motion/second (Garro/Mulder)*** to recess at 10:12 AM. All ayes. Motion carried.
18. Chairman Reabe reconvened the meeting at 10:32 AM.

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STUDENT APPEARANCES RELATING TO COUNTY GOVERNMENT DAY

19. Chairman Reabe welcomed all of the area students and chaperones. Jon Vandeyacht, Veterans Service Officer, presented the students from the 4 participating schools. Students gave reports from the various county offices and departments they visited.

INTRODUCTION OF COUNTY BOARD SUPERVISORS

20. Each supervisor introduced themselves and gave a brief outline of their district. All of the veterans in attendance were recognized as well.

EMPLOYEE RECOGNITION AWARDS FOR 2018

21. Chairman Reabe thanked the following employees for their years of service through 2018:
- 5 years – Jennifer Dille, Kristen Dorsch, Tara Eichstedt, Dale Grahn, Christina Hilscher, Jason Jerome, Roberta Kenton, Trent Kuphal, Angela Petruske, Angela Smit, Charles Thom, Tawnii Thompson, Zachary Walker
Each one will receive a certificate.
 - 10 years – Shannon Jahsman, Elizabeth Otto, Adam Quade, Daniel Steckbauer, Sherri Wandersee, Scott Weir, Stephen Wianecki
 - 15 years – Sheila Pulice, Matthew Thill, Kim Zills
 - 20 years – Mark Podoll
 - 25 years – Mitzi Putzke
 - 30 years – Karen Davis, Katherine Doro, Barry Mashuda, Mark Putzke, Vanessa Schultz
Each one will receive a certificate and a \$25.00 gas card
22. Supervisor Boutwell, District 9, was excused from the meeting at 11:20 AM. Supervisors present – 18, Absent 1 (Boutwell).

RESOLUTIONS

23. Resolution 4-2019 Relating to Committed Funds for 2019 as Required by GASB #54. **Motion/second (Garro/Jenkins)** to adopt Resolution No. 4-2019. No discussion. Roll Call vote on Motion to adopt – Ayes – 18, Nays – 0, Absent – 1 (Boutwell), Abstain – 0. Motion carried.

ORDINANCES

24. Ordinance 7-2019 Amending Chapter 103, Animals, Article III Restricted Animals. **Motion/second (Hess/Wendt)** to enact Ord. No. 7-2019. No discussion. Roll Call vote on Motion to enact – Ayes – 18, Nays - 0, Absent – 1 (Boutwell), Abstain – 0. Motion carried. Ordinance No. 7-2019 passed as enacted.

DRAFT

To be approved at the May 21, 2019 meeting

25. Ordinance 8-2019 Rezone in the Town of Manchester: Manchester Rod & Gun Club, Dale Justmann. **Motion/second (Schweder/Abendroth)** to enact Ord. No. 8-2019. No discussion. Roll Call vote on Motion to enact – Ayes – 18, Nays - 0, Absent – 1 (Boutwell), Abstain – 0. Motion carried. Ordinance No. 8-2019 passed as enacted.
26. Ordinance 9-2019 Rezone in the Town of Brooklyn: Charles E. Hutchinson, Holly A. Sina, Donald J. Hutchinson, III. **Motion/second (Wallace/Garro)** to enact Ord. No. 9-2019. No discussion. Roll Call vote on Motion to enact – Ayes – 18, Nays - 0, Absent – 1 (Boutwell), Abstain – 0. Motion carried. Ordinance No. 9-2019 passed as enacted.

BUDGET ADJUSTMENTS

27. UW-Extension – adjust the revenue and expense accounts for Agricultural Programs by \$1,560 for the Hemp Information meeting.
28. Land Use Planning & Zoning – adjust 4 revenue accounts and 6 expense accounts for 2018 by \$6,357 to balance accounts.
29. **Motion/second (Hess/Mulder)** to approve budget adjustments as presented. Roll call vote – Ayes - 18, Nays - 0, Absent – 1 (Boutwell), Abstain - 0. Motion carried.

2018 ANNUAL REPORTS

30. **Motion/second (Bernhagen/Wallace)** to accept the 2018 annual reports as presented. All ayes. Motion carried.

COMMITTEE APPOINTMENTS

31. Chair Harley Reabe appointed the following people to various committees:
 - Health & Human Services Board – Nancy Hoffman and Joy Waterbury with terms to expire in 2021
 - Aging Advisory Committee – Gloria Lichtfuss with a term to expire in 2022
 - Aging & Disability Resource Center Advisory Committee – Joy Waterbury, Citizen/Consumer Representative with a term to expire in 2021
 - Health Advisory Committee – Tammy Bending, ThedaCare-Berlin; Jeanne M. Lyke, MD, Agnesian-Ripon; Nancy Hoffmann, DHH Board Member; DeAnn Thurmer, RN-Agnesian. All terms expire in 2021
 - Transportation Coordinating Committee – Jon Vandeyacht, Veterans Service Officer; Gerald Beuthin, citizen; Judy Bender, Southern Green Lake Transportation. All terms expire in 2021.
 - Green Lake County LEPC – Ben Jenkins, UWEX Agriculture Agent; Barry Mashuda, Highway Commissioner; Bob Mayer, Red Cross; Greg Skaar, Markesan Resident Home
 - Family Resource Council – Kathy Anderson-Kemnitz, Community rep; Tony Beregszazi, ADVOCAP rep; Jessica Bielmeier, ASTOP rep; Tammi Eastling, parent; Lynn Moen, DA rep; Mark Podoll, Law Enforcement rep; Francesca Pribnow (term ends in 2020), Rachel

DRAFT
To be approved at the May 21, 2019 meeting

Schackow, Health rep; Marian Sommerfeldt, Community rep. All terms expire in 2021 unless otherwise stated.

Ex-Officio members – Shelby Jensen, ESU rep; Jason Jerome, HHS Director

32. **Motion/second (Floeter/Abendroth)** to approve all appointments. All ayes. Motion carried.

CLOSED SESSION

33. **Motion/second (Mulder/Jenkins)** to convene into closed session per WI Statute §19.85(1)(g) conferring 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 involved. The case is The Estate of Ryan Clark v. Green Lake County, et al.

Roll Call vote to convene into closed session at 11:38 AM – Ayes – 18, Nays - 0, Absent – 1 (Boutwell), Abstain – 0. Motion carried.

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

34. **Motion/second (Gonyo/Garro)** to reconvene into open session at 11:54 AM.

Roll Call vote to reconvene into open session – Ayes – 18, Nays - 0, Absent – 1 (Boutwell), Abstain – 0. Motion carried.

DEPARTMENTS TO REPORT ON May 21, 2019

35. Chair Reabe stated that Supervisor Keith Hess will give a presentation on his Honor Flight trip to Vietnam.

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

36. None

ADJOURN

37. Chairman Reabe adjourned the meeting at 11:55 AM.

Respectfully Submitted,

Elizabeth Otto
County Clerk

RESOLUTION NUMBER 5-2019

**RELATING TO ELIMINATING THE ACCOUNT BUDGET COORDINATOR POSITION
AND CREATING A FINANCIAL MANAGER POSITION
IN THE OFFICE OF COUNTY ADMINISTRATOR**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of May, 2019, does resolve as follows:

- 1 **WHEREAS**, County Administration currently has a position previously designated as
- 2 Account Budget Coordinator (currently Designated Financial Manager – ADM); and,
- 3 **WHEREAS**, in January 2018 the Account Budget Coordinator and associated duties
- 4 were transferred to the Administration Department from the County Clerk’s Office; and,
- 5 **WHEREAS**, over the past few years and particularly subsequent to the transition of the
- 6 Account Budget Coordinator position to the Administration Department the duties and
- 7 responsibilities for the position have vastly changed and intensified; and,
- 8 Majority vote is needed to pass.

Roll Call on Resolution No. 5 -2019

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 21st
day of May, 2019.

Joe Gonyo, Chair

/s/ Robert Lyon
Robert Lyon

County Board Chairman

Robert Schweder

ATTEST: County Clerk
Approve as to Form:

/s/ Curt Talma
Curt Talma

Corporation Counsel

/s/ Sue Wendt
Sue Wendt

9 **WHEREAS**, the Finance Manager - ADM's duties are split between Administration and
 10 the Highway Department; and,

11 **WHEREAS**, countywide government budgeting, accounting, financial disbursements
 12 and reporting, fraud prevention and detection, financial policy development and
 13 enforcement, audit preparation and reporting has continued to become more
 14 complicated and more critical, and the Financial Manager is responsible for
 15 performance and/or oversight of these duties, training and more, and

16 **WHEREAS**, effective January 1, 2019 two (2) county personnel positions were
 17 eliminated generating an annual levy cost reduction in the amount of \$41,028; an
 18 amount more than sufficient to cover any fiscal impact related to these position
 19 reclassifications.

20 **NOW THEREFORE BE IT RESOLVED** that the Account Budget Coordinator position in
 21 the County Administrator Office shall be eliminated and a Financial Manager position
 22 created effective January 1, 2019. (See attached *old* and new approved job
 23 description(s).)

24 **BE IT FURTHER RESOLVED** that effective January 1, 2019 the Financial Manager
 25 positions in the Administration (ADM) and Health and Human Services (HHS)
 26 departments be designated in the comparable Pay Group 10 on the Green Lake County
 27 Wage Plan.

28 **BE IT FURTHER RESOLVED** that any associated pay raises shall be delayed and
 29 addressed as part of the 2020 Budget.

GREEN LAKE COUNTY									
2019 As of 1/1/2019			Effective January 1, 2019						
Pay Group	Job Title	Dept.	Current Rate	80% Minimum	88%	90%	95%	Hourly 100% Midpoint	120% Maximum
10				\$ 23.60	\$ 25.96	\$ 26.55	\$ 28.03	\$ 29.50	\$ 35.40
(Proposed Wage Classification)	Financial Manager	ADM	79%	\$ 23.48					
	Financial Manager	HHS	78%	\$ 22.96					
12				\$ 20.41	\$ 22.45	\$ 22.97	\$ 24.24	\$ 25.52	\$ 30.62
(Current Wage Classification)	Financial Manager	ADM				\$ 23.48			
	Financial Manager	HHS			\$ 22.96				

GREEN LAKE COUNTY CLERK'S OFFICE

TITLE: Account Budget Coordinator

DEPARTMENT: ~~County Clerk's Office~~

LOCATION: Government Center

REPORTS TO: ~~County Clerk~~

PURPOSE OF POSITION: Responsible for accounting and budget preparation for all County Departments. Work directly with county departments and auditor in all year end audit functions. ~~Assist with the performance of duties in the County Clerk's office including payroll processing and reports.~~

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Using the network computer for all County bookkeeping functions and budget preparation including accounts payable and receivable.
- Prepare monthly expenditure and revenue report and trial balances for departments and County Board. Prepare monthly trial balance and reconcile with the Treasurer.
- ~~Oversee the DNR automated licenses system and accounting and issuing dog licenses and tags to municipal clerks.~~
- ~~Duties related to the functioning of the County Clerk's office, i.e. secretarial, receptionist and issuing various licenses.~~
- Prepare annual departmental budgets for approval and publication under the supervision of the ~~Clerk.~~
- ~~Assist with the processing of payroll and monthly/annual reports.~~
- ~~Proficient in all aspects of elections and participate in the duties required of the County Clerk in administration of elections.~~
- Work with county departments to accumulate necessary reports and information for the County Auditor in preparation of annual audit.
- File annual state and federal reports regarding county finances.
- ~~As Deputy County Clerk Perform Constitutional functions in the absence of the County Clerk.~~

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS: Up to 75% of the time is spent talking, hearing, handling objects or fingering which includes typing or writing. Walking, sitting, using far and near vision, are used 65% of time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending or twisting, would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS: 100% of the time is spent indoors.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: Telephone, copy

TITLE: Account Budget Coordinator (continued)

KNOWLEDGE AND SKILLS REQUIRED: Six year accounting experience. Understanding and ability to following directions, understanding accounting and payroll related procedures and laws. Ability to type, do accurate accounting and understanding of computer operations. Ability to work cooperatively with other staff members and the general public. Understand of State and Federal laws pertaining to county government, elections and accounting. Must have initiative and be a self starter and be able to work with little or no direct supervision, must be tactful, courteous, helpful and friendly.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

January 2012

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: Financial Manager

DEPARTMENT: ADMINISTRATION

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY ADMINISTRATOR

SUMMARY:

This is a professional, confidential non-union position. It is under the general supervision of the County Administrator. The individual in this position performs a variety of complex accounting, auditing and financial management responsibilities as delegated by the County Administrator. This position serves as the primary Financial Manager for the County. Responsible for highly classified and confidential data including but not limited to payroll and personnel information. Assists the County Administrator in development of the annual budget and process. Responsible for preparation of and suitable outcome of financial and cost allocation audits. Prepares and presents financial statements, related schedules, and reports for the County.

DUTIES AND RESPONSIBILITIES:

- Coordinate and oversee all departmental financial functions and reporting in coordination with designated staff and Department Director(s). Prepare and submit financial and statistical reports and surveys required for compliance with state and federal programs for County Board, Committee and audit review.
- Development, management and enforcement of County's annual budget by providing direct budgetary/performance financial analysis, forecasts and trending information to Department Director(s). Coordinate with county departments and County Administrator on aspects of budget process, development and policy enforcement.
- Conduct monthly/annual reconciliations as required. Monitor the financial status of the county. Prepare any year-end accruals, budgetary adjustments and/or budget addendums as required. Monitor general operations to assure compliance with applicable laws, administrative directives, programs and policy requirements.
- Provide managers and staff with fiscal information to aid in program development and management in a timely and professional manner.
- Direct the county's annual audit process with the county auditing firm under the direction of the County Administrator.
- Recognize areas of county fiscal operations that are inefficient and develop new policies and procedures or recommend system design changes to promote efficiency.
- Establish provisions for the review of county operations and transitions that audit for and mitigate the risk for fraud.

- Process and audit invoices and credit card transactions for payment, identifying any transactions that are noncompliant with policy, fraudulent or otherwise outside the norm of county operations.
- Back up for payroll processing and personnel systems in the event the County Clerk's office is unable to perform these duties.
- Assist in the development and management of the county's internal management/data/financial systems and their coordination with the State and any other required outside systems.
- Attend local, regional, and state meetings, trainings and conferences beneficial to the financial operations of the agency.
- Develop and recommend for adoption various financial policies an internal control initiatives that protect county financial interests and prevent opportunities for fraud.
- Perform other duties as assigned by the County Administrator.

SKILLS AND ABILITIES:

Knowledge of general ledger accounting procedures. Computer familiarity and operational skills including Excel spreadsheets and other related software. Written, oral and interpersonal skills. Skill in researching, analyzing, interpreting and understanding complex guidelines such as financial, billing, accounts payable, payroll and audit requirements. Ability to facilitate a team environment and make decisions to meet required timelines. Ability to manage and prioritize diverse work responsibilities and develop organizational practices and procedures. Ability to promote a harmonious relationship with others, including but not limited to outside agencies and county departments. Ability to perform duties and follow policies and procedures independent of direct supervision.

QUALIFICATIONS:

EDUCATION: Bachelor's Degree in Accounting OR an Associate Degree in Accounting with five or more years of relevant experience is required.

EXPERIENCE / JOB KNOWLEDGE: Experience in financial management, including governmental, audit, grants and general ledger accounting is required.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 80% of the time is spent in sedentary work activities in an office environment using computer equipment as well as other office machines. 15% of the time is spent moving between offices, attending state and regional meetings, trainings and conferences. 5% of the time is spent in low lifting activities (up to 10 pounds) or kneeling, climbing, bending/twisting, reaching, and low to medium carrying. In unusual or non-routine situations, it may be required to stoop, crawl, run, swim, grapple, climb, and medium lifting (20-40 pounds).

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

MARQUETTE COUNTY
2019 STEP-MERIT SCALE Population: 15,404

Pay Group	Job Title	Dept	Annual		
			Minimum	Market	Maximum
N			\$63,856	\$75,130	\$84,531
			\$ 30.70	\$ 36.12	\$ 40.64
	Accounting Manager	ADM			

Pay Group	Job Title	Dept	Annual		
			Minimum	Market	Maximum
L			\$55,890	\$65,749	\$73,965
			\$ 26.87	\$ 31.61	\$ 35.56
	Financial & Business Manager	HS			

ADAMS COUNTY – Financial Manager \$27.50 - \$37.21
Population: 20,875

WAUSHARA COUNTY – Financial Manager \$28.60 - \$36.78
Population: 24,496

JEFFERSON COUNTY – Accounting Manager (Currently recruiting) Starting wage \$30.48
***Population: 83,686*

GREEN LAKE COUNTY: (Current) **Pay Group 12**
Population: 19,051

			<u>MIN</u>	<u>MID</u>	<u>MAX</u>
Financial Manager – HHS	2019 Wage	\$22.96	\$20.41	\$25.52	\$30.62
Financial Manager – ADM	2019 Wage	\$23.48			

PROPOSED:

Financial Manager – HHS/ADM **Pay Group 10**

	<u>MIN</u>	<u>MID</u>	<u>MAX</u>
	\$23.60	\$29.50	\$35.40

RESOLUTION NUMBER 6-2019

Relating to Supporting Construction and Maintenance of a Multiple Purpose Bicycle and Pedestrian Trail between Ripon and Green Lake along the State Road 23 Corridor

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of May 2019, does resolve as follows:

- 1 **WHEREAS**, considerable support exists from private citizens and local government
- 2 officials in the Ripon and Green Lake area for a bicycle and pedestrian trail between
- 3 Ripon and Green Lake; and,
- 4 **WHEREAS**, the engineering of a multi-use paved trail along the State Road 23 corridor
- 5 is 90% complete and is ready to be put out to bid; and,
- 6 Fiscal note: this is a pass-through DNR grant project.
- 7 Majority vote is needed to pass.

Roll Call on Resolution No. 6-2019

Submitted by Parks Commission:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 21st day of May, 2019.

/s/ William Boutwell

William Boutwell, Chair

/s/ Jerry Specht

Jerry Specht, Vice-chair

/s/ Vicki Bernhagen

Vicki Bernhagen

/s/ Todd Morris

Todd Morris

/s/ Vonn Roberts

Vonn Roberts

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

/s/ Curt Talma

Curt Talma

/s/ Michael Shattuck

Michael Shattuck

8 **WHEREAS**, private funds and grants have been secured to construct Phase I of the trail
9 from the intersection of State Road 23, State Road 49, and County Road A in Green
10 Lake to Forest Ridge Road and from Sunnyside Road in the Town of Brooklyn east to
11 the county line at County Road PP; and,

12 **WHEREAS**, the County supports the private effort to raise additional funds to complete
13 the construction of Phase 2 of the trail from Forest Ridge Road to Sunnyside Road; and,

14 **WHEREAS**, WisDOT has already extended several culvert pipes during the State Road
15 23 reconstruction in 2014, with sufficient additional length to accommodate a trail in the
16 road corridor, reducing the cost of the proposed trail construction in the road right-of-
17 way; and,

18 **WHEREAS**, Green Lake County officials have taken steps to enter into a partnership
19 with WisDOT for construction of a trail between Green Lake and its east county line
20 through a Memorandum of Agreement between the County and WisDOT; and,

21 **WHEREAS**, the County continues its support of the Memorandum of Agreement for the
22 construction and maintenance of the segment of this trail located in the Town of
23 Brooklyn between the east county line and the municipal boundary of the City of Green
24 Lake, a distance of approximately 3.3 miles; and,

25 **WHEREAS**, the Wisconsin Department of Natural Resources has Stewardship Grants
26 for trails such as this one; and,

27 **WHEREAS**, the private funds will be raised to fulfill part of the construction cost and the
28 balance is expected to come from Wisconsin Department of Natural Resource grants.

29 **NOW THEREFORE BE IT RESOLVED** that Green Lake County will comply with state
30 or federal rules for the programs; may perform force account work; will maintain the
31 completed project in an attractive, inviting and safe manner; will keep the facilities open
32 to the general public during reasonable hours consistent with the type of facility; and will
33 obtain from the State of Wisconsin Department of Natural Resources or the National
34 Park Service approval in writing before any change is made in the use of the project
35 site.

36 **BE IT FURTHER RESOLVED** that the Green Lake County Board of Supervisors
37 authorizes Green Lake Greenways to:

- 38 1. Prepare an application for the County Clerk to submit to the State of Wisconsin
39 Department of Natural Resources for any financial aid that may be available;

- 40 2. Submit reimbursement claims along with necessary supporting documentation
- 41 within six (6) months of project completion date;
- 42 3. Prepare all documents for signature by the County Clerk; and,
- 43 4. Take necessary action to undertake, direct and complete the approved project.

RESOLUTION NUMBER 7-2019

Resolution Relating to approval of CTH H road closure from STH 44 to CTH FF on June 8, 2019 from 7:00 am to 5:00 p.m.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of May 2019, does resolve as follows:

- 1 **WHEREAS**, Wis. Stat. § 349.185 authorizes the authority in charge of the maintenance
- 2 of a highway, including counties, to regulate community events or celebrations,
- 3 processions or assemblages on the highways and to regulate the traffic of pedestrians
- 4 upon the highways within its jurisdiction; and,
- 5 **WHEREAS**, the Amish vegetable auction house located on CTH H in the Dalton area is
- 6 conducting an auction on June 8, 2019, and,
- 7 **WHEREAS**, due to increased traffic, parking and pedestrians needing to cross the
- 8 highway, closure of the highway before, during and for a short time after the auction will
- 9 increase safety for the motoring public.
- 10 Majority vote is needed to pass.

Roll Call on Resolution No. 7-2019

Submitted by Highway Committee:

Ayes , Nays , Absent , Abstain

/s/ Dennis Mulder

Dennis Mulder, Chair

Passed and Adopted/Rejected this 21st day of May, 2019.

Dave Abendroth

County Board Chairman

Vicki Bernhagen

ATTEST: County Clerk
Approve as to Form:

Robert Schweder

Corporation Counsel

Charlie Wielgosh

11 **NOW THEREFORE BE IT RESOLVED**, that CTH H between State Highway 44 and
12 CTH F shall be closed to through traffic between the hours of 7:00 a.m. and 5:00 p.m.
13 on June 8, 2019.

14 **BE IT FURTHER RESOLVED**, that traffic coming to or going from the auction on June
15 8, 2019, may travel on the closed section of the highway.

16 **BE IT FURTHER RESOLVED**, that the cost to close the highway shall be paid by the
17 auction house.

18 **BE IT FURTHER RESOLVED**, that the Green Lake County Sheriff's Department shall
19 ensure that this highway closure is observed.

RESOLUTION NO. 8-2019

RESOLUTION FOR TARGETED RUNOFF MANAGEMENT & NOTICE OF DISCHARGE GRANTS

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of May, 2019, does ordain as follows:

- 1 **WHEREAS**, GREEN LAKE COUNTY is interested in acquiring a grant from the
2 Wisconsin Department of Natural Resources for the purpose of implementing measures
3 to control agricultural or urban storm water runoff pollution sources (as described in the
4 application and pursuant to ss. 281.65 or 281.66, Wis. Stats., and chs. NR 151, 153 and
5 154); and,
6
7 **WHEREAS**, a cost-sharing grant is required to carry out the project.
8
9 **NOW, THEREFORE, BE IT RESOLVED**, that Green Lake County Board of Supervisors
10 authorizes the County Administrator to act on behalf of the Green Lake Land
11 Conservation Committee to:
12 • Sign and submit an application to the State of Wisconsin Department of Natural
13 Resources for any financial aid that may be available;
14 • Sign a grant agreement between the local government (applicant) and the
15 Department of Natural Resources;
16

Roll Call on Resolution No. 8-2019

Submitted by: Land Conservation Committee

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 21st day of May, 2019.

Robert Schweder, Chair

Patricia Mehn

Patricia Garro, Vice-Chair

Katie Mehn

Katie Mehn

William Boutwell

William Boutwell

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

/s/ Andrew Bender

Andrew Bender - FSA

17 **BE IT FURTHER RESOLVED**, that Green Lake County Board of Supervisors
18 authorizes the County Conservationist to act on behalf of the Green Lake Land
19 Conservation Committee to:

- 20 • Enter into cost-share agreements with landowner/operator to install best
21 management practices;
- 22 • Make cost-share payment to landowner/operator after payment is requested,
23 evidence of contractor payment by landowner/operator has been received, and
24 grantee has verified proper BMP installation;
- 25 • Sign and submit reimbursement claims along with necessary supporting
26 documentation;
- 27 • Sign and submit interim and final reports and other documentation as required by
28 the grant agreement;
- 29 • Sign and submit an Environmental Hazards Assessment Form, if required; and
30 • Take necessary action to undertake, direct and complete the approved project.

31
32 **BE IT FURTHER RESOLVED**, that Green Lake County shall comply with all state and
33 federal laws, regulations and permit requirements pertaining to implementation of this
34 project and to fulfillment of the grant document provisions.

35
36 **BE IT FURTHER RESOLVED**, that this ordinance shall become effective upon passage
37 and publication.

ORDINANCE NO. 10-2019

**Relating to: Rezone in the Town of Manchester
Owners: William H. and Rosetta L. Bontrager**

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of May, 2019, does ordain as follows:

- 1 **NOW, THEREFORE, BE IT ORDAINED** that the Green Lake County Zoning Ordinance,
- 2 Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as
- 3 relates to the Town of Manchester, shall be amended as follows:
- 4
- 5 W3986 County Road X, Parcel #012-00396-0100 (±5.0 acres) being Lot 1 and Outlot 1 of Certified
- 6 Survey Map 2880, and Parcel #012-00398-0100 (±1.09 acres) being Lot 1 of Certified Survey Map
- 7 1925 located in Section 21, T14N R12E; Rezone ±6.09 acres from A-1 Farmland Preservation
- 8 District to R-4 Rural Residential District. To be identified by certified survey map.
- 9
- 10 **BE IT FURTHER ORDAINED**, that this ordinance shall become effective upon passage
- 11 and publication.

Roll Call on Resolution No. 10-2019

Submitted by the Land Use Planning & Zoning Committee:

Ayes , Nays , Absent , Abstain

/s/ Robert Lyon

Robert Lyon, Chair

Passed and Enacted/Rejected this 21st day of May, 2019.

/s/ Harley Reabe

Harley Reabe, Vice Chair

County Board Chairman

/s/ William Boutwell

William Boutwell

ATTEST: County Clerk
Approve as to Form:

/s/ Curt Talma

Curt Talma

Dawn N. Klockow, Corporation Counsel

/s/ Peter Wallace

Peter Wallace

Owners: William H. & Rosetta L. Bontrager – Town of Manchester
W3986 County Road X, Parcel #012-00396-0100 (±5.0 acres), Lot 1 & Outlot 1 Certified Survey Map 2880;
Parcel #012-00398-0100 (±1.09 acres), Lot 1 Certified Survey Map 1925; both parcels located in Section 21, T14N, R12E
Request to rezone ±6.09 acres from A-1 Farmland Preservation District to R-4 Rural Residential District.

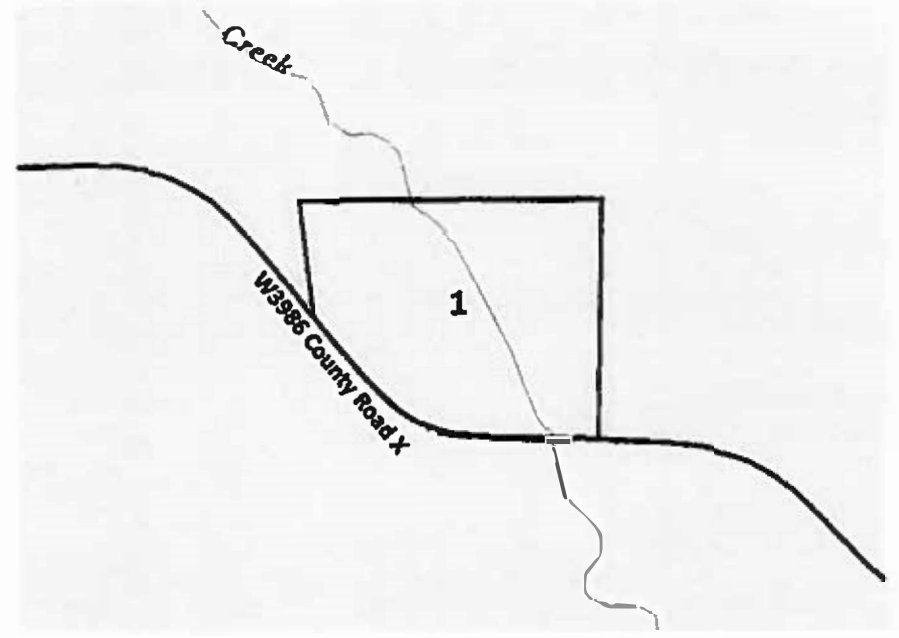
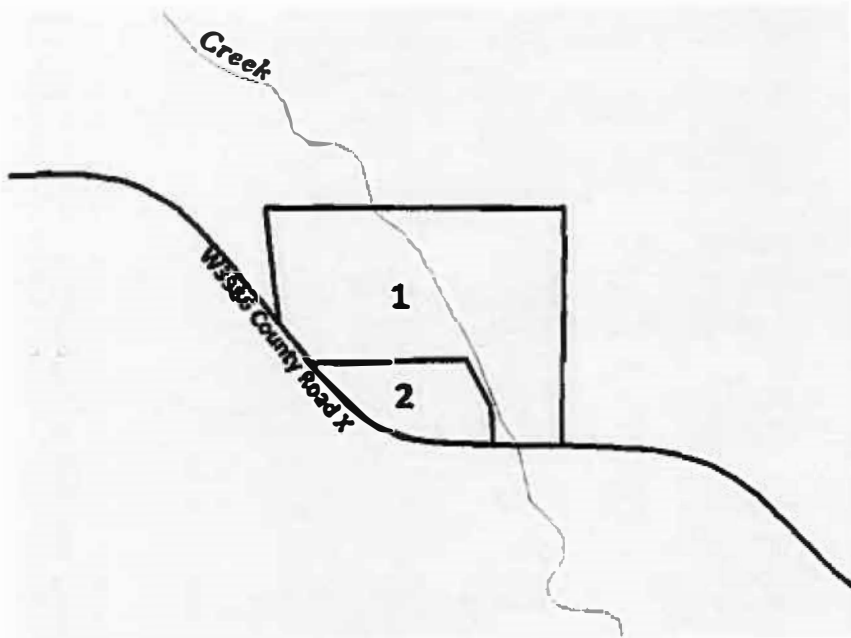
Existing Configuration:

**1 = W3986 County Road X, #012-00396-0100
±5.0 acres, zoned A-1 Farmland Preservation District**

**2 = #012-00398-0100, ±1.09 acres, zoned A-1 Farmland
Preservation District**

Proposed Configuration:

**1 = W3986 County Road X
±6.09 acres, rezoned to R-4 Rural Residential District**



ORDINANCE NO. 11-2019

Amending Chapter 350 Zoning Ordinance, Article IV Zoning Districts, A-1 Farmland Preservation District

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of May 2019, does ordain as follows:

- 1 **WHEREAS**, The Farmland Preservation Plan which was adopted in February 2016 was
- 2 designed and based upon an eight (8) acre minimum parcel for the A-1 Farmland
- 3 Preservation District.

- 4 **WHEREAS**, The Farmland Preservation ordinance adopted a 15 acre minimum parcel
- 5 for the A-1 Farmland Preservation District.

Roll Call on Ordinance No. 11-2019

Submitted by Land Use Planning and Development Committee:

Ayes , Nays , Absent , Abstain

/s/ Robert Lyon

Robert Lyon, Chair

Passed and Enacted/Rejected this 21st day of May, 2019.

/s/ Harley Reabe

Harley Reabe, Vice-chair

County Board Chairman

/s/ William Boutwell

William Boutwell

ATTEST: County Clerk
Approve as to Form:

/s/ Curt Talma

Curt Talma

Corporation Counsel

/s/ Peter Wallace

Peter Wallace

7 **WHEREAS**, The Land Use Planning and Development Committee, after consultation with
8 the Land Use Planning and Development Department, has determined that an eight (8)
9 acre minimum parcel for the A-1 Farmland Preservation District will result in fewer parcels
10 being rezoned and removed from the Farmland Preservation District and increase the
11 potential for new land being rezoned into the Farmland Preservation District.

12 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
13 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

14 Section 1. Green Lake County Ordinance, Chapter 350 Zoning, Article IV Zoning Districts,
15 adopted by Ord. No. 146-76 on June 15, 1976, and as amended from time-to-time, is
16 hereby amended to read:

17 §350-27 A-1 Farmland Preservation District.

18 A. Purpose. The purpose of this district is to promote areas for uses of a generally
19 exclusive agricultural nature in order to protect farmland and to allow participation in
20 the state's farmland preservation program. Land zoned under this district must comply
21 with the following:

22 (3) Area, height and setback requirements:

23 (a) Dimensional standards: A lot or parcel shall have no less than ~~15~~ eight (8)
24 acres of contiguous land area.

25 Section 2. This ordinance shall become effective upon passage and publication.

26 Section 3. The repeal and recreation of any section herein shall not have any effect on
27 existing litigation and shall not operate as an abatement of any action or proceeding then
28 pending or by virtue of the repealed sections.

29 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
30 repealed.

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 1, 2019
 Department: County Clerk
 Amount: \$3,000.00
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

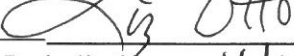
Transfer money to cover expense for health insurance experience underwriting in order to explore alternative health insurance coverage options.

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
19-101-00-58000-000-000	Contingent Fund	\$ 400,776.20	\$ (3,000.00)	\$ 397,776.20
New Account	Insurance Claims & Refunds	\$ 18,717.43	\$ 3,000.00	\$ 21,717.43
19-101-04-51930-000-000	Carryover Insurance			\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: 4/19/19 (Personnel)

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: 4/24/19
 Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 24, 2019
 Department: Land Use Planning & Zoning
 Amount: \$37,500.00
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:

(If needed attached separate brief explanation.)

2018 grant project extended into 2019. The funds are half state grant and half federal grant.

This is for the planned 10 year update to the elevation map of the entire county
 used for hydrological analysis, flood mapping, water & soil erosion conservation, etc

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
19-100-20-43691-580-000	3DEP LiDAR Grant		\$ 4,500.00	\$ 4,500.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 4,500.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
19-101-20-51711-999-000	Carryover Land Information	\$ 47,491.28	\$ (33,000.00)	\$ 14,491.28
19-100-20-51711-580-000	3DEP LiDAR Grant		\$ 37,500.00	\$ 37,500.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 4,500.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 4/10/19

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: 4-24-19 

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____