



# **GREEN LAKE COUNTY**

571 County Road A, Green Lake, WI 54941

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**Original Post Date: 04/15/2021**

**Amended Post Date:**

**The following documents are included in the packet for the County Board meeting on April 20, 2021:**

- 1) Agenda
- 2) Draft minutes from the March 16, 2021 meeting
- 3) Resolution 5-2021 Resolution for Opposition to Changes in Wildlife Damage Abatement and Claims Program
- 4) Resolution 6-2021 Relating to Eliminating the HHS Account Clerk Specialist Position and Creating an Electronic Health Record Administrator/Financial Assistant Position
- 5) Resolution 7-2021 Relating to Eliminating the Administrative Assistant to the Sheriff Position and Creating a Third Front Office Clerk Position and Eliminating a Detective Position and Creating a Detective Sergeant Position in the Green Lake County Sheriff's Office
- 6) Resolution 8-2021 Relating to Authorizing the Termination of the Tri-County Regional Economic Development Corporation (TREDC)
- 7) Ordinance 7-2021 Amending the Personnel Policies and Procedures Manual to Amend Section 1.1 Confidentiality and Requests for Information
- 8) Ordinance 10-2021 Amending the Administrative Policy Manual to Add Reclassification of Position Policy, Clarify the Annual Review Process, and Amend Job Description Policy
- 9) Ordinance 11-2021 Amending Chapter 9 – Board of Supervisors by Adding Article VI – Electronic Meetings
- 10) Ordinance 12-2021 Relating to Rezone in the Town of Manchester – Owner: Dornfeld Farms, Inc.
- 11) Ordinance 13-2021 Relating to Rezone in the Town of Berlin – Owners: Bahn Farms, Inc. Ron Bahn and Mark & Anne Kasuboski



**Green Lake County Board of Supervisors**  
**Meeting Notice**

The Green Lake County Board of Supervisors will meet **via virtual communication or in person** in the City of Green Lake, Wisconsin on Tuesday, **the 20th day of April, 2021 at 9:00 AM** for the organizational meeting of the Board. Business to be transacted include:

**AGENDA**

**County Board of Supervisors**

- Dist. 1 Robert Dolgner*
- Dist. 2 Charles Buss*
- Dist. 3 Curtis Talma*
- Dist. 4 David Abendroth*
- Dist. 5 Ken Bates*
- 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 Don Lenz*
- Dist. 14 Dennis Mulder*
- Dist. 15 Katie Mehn*
- Dist. 16 Joe Gonyo*
- Dist. 17 Keith Hess*
- Dist. 18 Richard Trochinski*
- Dist. 19 Gene Thom*

**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 03/16/21 meeting**
- 6. Announcements**
- 7. Organization Direction to Committees**
- 8. Employee Recognition Awards for 2020**
- 9. Appearances**
  - Monthly update from County Administrator Cathy Schmit
  - Kathy Munsey & Rachel Prellwitz, Green Lake County Health Dept. – COVID-19 update
- 10. Resolutions**
  - Res. 5-2021 Resolution for Opposition to Changes in Wildlife Damage Abatement and Claims Program
  - Res. 6-2021 Relating to Eliminating the HHS Account Clerk Specialist Position and Creating an Electronic Health Record Administrator/Financial Assistant Position
  - Res. 7-2021 Relating to Eliminating the Administrative Assistant to the Sheriff Position and Creating a Third Front Office Clerk Position and Eliminating a Detective Position and Creating a Detective Sergeant Position in the Green Lake County Sheriff's Office
  - Res. 8-2021 Relating to Authorizing the Termination of the Tri-County Regional Economic Development Corporation (TREDC)
- 11. Ordinances**
  - Ord. 7-2021 Amending the Personnel Policies and Procedures Manual to Amend Section 1.1 Confidentiality and Requests for Information
  - Ord. 10-2021 Amending the Administrative Policy Manual to Add Reclassification of Position Policy, Clarify the Annual Review Process, and Amend Job Description Policy
  - Ord. 11-2021 Amending Chapter 9 – Board of Supervisors by Adding Article VI – Electronic Meetings
  - Ord. 12-2021 Relating to Rezone in the Town of Manchester – Owner: Dornfeld Farms, Inc.
  - Ord. 13-2021 Relating to Rezone in the Town of Berlin – Owners: Bahn Farms, Inc. Ron Bahn and Mark & Anne Kasuboski
- 12. Committee Appointments**
- 13. 2020 Annual Reports**

(continued on next page)



**GREEN LAKE COUNTY**  
**OFFICE OF THE COUNTY CLERK**  
Elizabeth A. Otto  
County Clerk

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

**14. Consider Motion to Convene into Closed Session per:**

- Wis. Stat. s. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral advice concerning strategy to be adopted by the body with respect to litigation in which it is involved. This matter is in regard to the in rem tax foreclosure case 20GF16 and property formerly owned by Susan Wollitz.

**15. Reconvene into Open Session to take action, if appropriate, on matters discussed in closed session.**

**16. Departments to Report on May 18, 2021**

**17. Future Agenda Items for Action & Discussion**

**18. Adjourn**

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin, this 9<sup>th</sup> day of April, 2021.

Elizabeth A. Otto, Green Lake County Clerk

**Due to the COVID-19 pandemic, this meeting will be conducted through in person attendance (6 ft. social distancing and face masks required) or audio/visual communication. Remote access can be obtained through the following link:**

Green Lake County Clerk is inviting you to a scheduled Zoom meeting.

Topic: County Board

Time: Apr 20, 2021 09:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93085520586?pwd=VDVRb3JyWk54V1FNFRRYYTNncy9CZz09>

Meeting ID: 930 8552 0586

Passcode: 862931

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 930 8552 0586

DRAFT

To be approved at the April 20, 2021 meeting

# GREEN LAKE COUNTY

## *BOARD PROCEEDINGS*

### *REGULAR MEETING*

*March 16, 2021*

The Green Lake County Board of Supervisors met in regular session, Tuesday, March 16, 2021 at 6:00 PM via remote access and limited in person access due to the COVID-19 pandemic for the regular meeting of the Board.

The Board was called to order by Chair Harley Reabe. Roll call taken –Present (remotely via Zoom) – 8, Present (in person) – 11, Absent – 0

| <u>Supervisor</u>  | <u>Supervisor Districts</u> |
|--------------------|-----------------------------|
| Bob Dolgner        | 1                           |
| Charles Buss       | 2                           |
| Curt Talma         | 3                           |
| David Abendroth    | 4                           |
| Ken Bates          | 5                           |
| Brian Floeter      | 6                           |
| Charlie Wielgosh   | 7                           |
| Patti Garro        | 8                           |
| Bill Boutwell      | 9                           |
| Sue Wendt          | 10                          |
| Harley Reabe       | 11                          |
| Robert Schweder    | 12                          |
| Don Lenz           | 13                          |
| Dennis Mulder      | 14                          |
| Katie Mehn         | 15                          |
| Joe Gonyo          | 16                          |
| Keith Hess         | 17                          |
| Richard Trochinski | 18                          |
| Gene Thom          | 19                          |

## **READING OF THE CALL**

The Green Lake County Board of Supervisors will convene via virtual communication and limited in person access at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 16th day of March, 2021 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

# DRAFT

To be approved at the April 20, 2021 meeting

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 02/16/21

ANNOUNCEMENTS

CORRESPONDENCE

- Wisconsin Historical Society – Methodist Episcopal Church, Marquette

APPEARANCES

- Monthly update from County Administrator Cathy Schmit
- Kathy Munsey, Green Lake County Health Officer – COVID-19 update

ORDINANCES

- Ordinance 5-2021 Amending Chapter 257, All-Terrain/Utility-Terrain to designate a new ATV/UTV Route on CTH S from STH 44/73 to South Gate Road, Town of Manchester
- Ordinance 6-2021 Amending Personnel Policies and Procedures Manual to Update the Social Media Policy
- Ordinance 7-2021 Amending the Personnel Policies and Procedures Manual
- Ordinance 8-2021 Relating to Rezone in the Town of Green Lake – Owner: James R. & Mary E. Scharschmidt
- Ordinance 9-2021 Relating to Rezone in the Town of Berlin – Owner: Thomas L. & Theresa D. Sobieski

RESOLUTIONS

- Resolution 4-2021 Relating to Cancellation of Outstanding Checks

BUDGET ADJUSTMENTS

- County Clerk
- Parks
- Register of Deeds

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON April 20, 2021

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

AND SUCH OTHER BUSINESS AS MY 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 12<sup>th</sup> day of March, 2021.

Elizabeth A. Otto

Green Lake County Clerk

## PLEDGE OF ALLEGIANCE

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

## MINUTES OF 02/16/21 MEETING

2. **Motion/second (Lenz/Wendt)** to approve the minutes of the February 16, 2021 County Board meeting with no additions or corrections. Motion carried with no negative vote.

## ANNOUNCEMENTS

## DRAFT

### To be approved at the April 20, 2021 meeting

3. The next meeting of the County Board will take place on April 20, 2021 at 9:00 AM. There will be no Student Government Day activities this year due to COVID-19.

#### CORRESPONDENCE

4. County Clerk Liz Otto read a letter from the Wisconsin Historical Society stating that the Methodist Episcopal Church located at 240 W. Second St., Marquette has been entered in the National Register of Historic Places and also in the State Register of Historic Places.

#### APPEARANCES

5. County Administrator Cathy Schmit gave an update on current activities including performance evaluations, April audit finalization, countywide ambulance proposal update, the state biennial budget, and the building security upgrade. Schmit stated that training for the new security system will take place on March 29 – 31, 2021. Schmit also stated that the WCA (Wisconsin Counties Association) is advising there may be as much as \$3.7 million dollars available in federal funding to Green Lake County as well as additional funding for each municipality due to the pandemic. Discussion and questions followed.
6. Kathy Munsey, Green Lake County Health Officer, gave an update on the COVID-19 pandemic. Munsey stated that 22.4% of Green Lake County residents are vaccinated as of today's date. Munsey provided an outline of the vaccination clinics currently underway. She gave special thanks to the Sheriff's Office, the National Guard, and all of the volunteers that are helping out. Questions and discussion followed.

#### ORDINANCES

7. Ordinance 5-2021 Amending Chapter 257, All-Terrain/Utility-Terrain to designate a new ATV/UTV Route on CTH S from STH 44/73 to South Gate Road, Town of Manchester. **Motion/second (Floeter/Buss)** to enact Ordinance 4-2021. No discussion. Roll call vote on motion to enact Ordinance 4-2021 – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Ordinance 4-2021 passed as enacted.
8. Ordinance 6-2021 Amending Personnel Policies and Procedures Manual to Update the Social Media Policy. **Motion/second (Wendt/Lenz)** to enact Ordinance 6-2021. **Motion/second (Schweder/Abendroth)** to amend to add the word “to” between “not” and “be” in paragraph 12 on page 5 so that the sentence reads “Authorized social media sites are not to be used to express a political viewpoint or endorse a political candidate”. Roll call vote on motion to amend – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Motion carried. **Motion/second (Schweder/Thom)** to strike the word “devises” and replace with “devices” in paragraph 1 on page 10 so that the sentence reads “Employees shall produce all communications on personal devices upon request”. Roll call vote on motion to amend – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Motion carried. **Motion/second (Schweder/Wendt)** to strike the phrase “whether online or not” in the first section of Section X, Discipline for Violations, and remove the commas before and after the phrase “whether or not”. Roll call vote on motion to amend – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Motion carried. **Motion/second (Schweder/Hess)** to amend Section VI. Public Records, paragraph 2 by adding “or similar” between “Archive Social” and “software” so that the sentence reads “Content exclusive to a department’s social media site will be archived by Archive Social or similar

## DRAFT

### To be approved at the April 20, 2021 meeting

software”. Roll call vote on motion to amend – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Motion carried. Discussion held. Roll call vote on motion to enact Ordinance 6-2021 as amended – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Ordinance 6-2021 passed as enacted.

9. Ordinance 7-2021 Amending the Personnel Policies and Procedures Manual. **Motion/second (Trochinski/Schweder)** to enact Ordinance 7-2021. Discussion held. Roll call vote on motion to enact Ordinance 7-2021 – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Ordinance 7-2021 passed as enacted.
10. Ordinance 8-2021 Relating to Rezone in the Town of Green Lake – Owner: James R. & Mary E. Scharschmidt. **Motion/second (Buss/Abendroth)** to enact Ordinance 8-2021. No discussion. Roll call vote on motion to enact Ordinance 8-2021 – Ayes – 18, Nays – 0, Abstain – 1 (Lenz), Absent – 0. Ordinance 8-2021 passed as enacted.
11. Ordinance 9-2021 Relating to Rezone in the Town of Berlin – Owner: Thomas L. & Theresa D. Sobieski. **Motion/second (Buss/Abendroth)** to enact Ordinance 9-2021. No discussion. Roll call vote on motion to enact Ordinance 9-2021 – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Ordinance 8-2021 passed as enacted.

#### RESOLUTIONS

12. Resolution 4-2021 Relating to Cancellation of Outstanding Checks. **Motion/second (Abendroth/Lenz)** to adopt Resolution 4-2021. Discussion held. Roll call vote on motion to adopt Resolution 4-2021 – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Resolution 4-2021 passed as adopted.

#### BUDGET ADJUSTMENTS

13. County Clerk – adjust 2020 budget for election grants and voting machine purchase in the amount of \$155,110.89
14. **Motion/second (Wendt/Buss)** to approve the budget adjustment. Discussion held. Roll call vote on motion to approve – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Motion carried.
15. Parks – adjust 2020 Parks budget by \$689,815.87 for Phase I of Lauree’s Trail.
16. **Motion/second (Thom/Wendt)** to approve the budget adjustment. Roll call vote on motion to approve – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Motion carried.
17. Register of Deeds – adjust 2021 Laredo/Tapestry budget due to account closing.
18. **Motion/second (Abendroth/Trochinski)** to approve the budget adjustment. Roll call vote on motion to approve – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Motion carried.

#### COMMITTEE APPOINTMENTS

19. None

**DRAFT**  
To be approved at the April 20, 2021 meeting

**DEPARTMENTS TO REPORT ON April 20, 2021**

20. Chair Reabe stated that Kathy Munsey will provide another COVID-19 update in April.

**FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION**

21. None

**ADJOURN**

22. Chairman Reabe adjourned the meeting at 7:21PM.

Respectfully Submitted,

Elizabeth Otto  
County Clerk



**RESOLUTION NO. 5-2021**

**RESOLUTION FOR OPPOSITION TO CHANGES IN WILDLIFE DAMAGE  
ABATEMENT AND CLAIMS PROGRAM**

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20<sup>th</sup> day of April, 2021, does ordain as follows:

- 1 **WHEREAS**, The Wildlife Damage Abatement and Claims program, fully funded by a
- 2 surcharge on hunting licenses, is a voluntary Department of Natural Resources program
- 3 to assist producers with agricultural losses caused by deer, bears, geese, and cougars,
- 4 as well as elk and sandhill cranes if hunting those animals is authorized; and,
  
- 5 **WHEREAS**, Green Lake County has participated in the program since its inception in
- 6 1983 and has administered the program through the Land Conservation Committee;
- 7 and,
  
- 8 **WHEREAS**, The Wisconsin State Legislature is proposing making changes to the
- 9 Wildlife Damage and Claims program through Senate Bill 63 and Assembly Bill 49 by
- 10 eliminating the administration of these programs from the Land Conservation
- 11 Committee and changing the administration to these programs to the DNR instead; and,

Roll Call on Resolution No. 5-2021

Submitted by: Land Conservation  
Committee

Ayes , Nays , Absent , Abstain 0

/s/ Robert Schweder

Robert Schweder, Chair

Passed and Enacted/Rejected this 20th  
day of April, 2021.

/s/ Katie Mehn

Katie Mehn, Vice-Chair

\_\_\_\_\_  
County Board Chairman

/s/ Patti Garro

Patricia Garro

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
William Boutwell

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Steven Draeger - FSA

12 **WHEREAS**, By eliminating any local authority, when landowners have issues and  
13 appeals concerning harvest objectives or management of the program, they will no  
14 longer appear before the Land Conservation Committee, but would instead have to  
15 travel to Madison to appear before DNR officials who don't necessarily have local  
16 concerns in mind when rendering a decision.

17 **NOW, THEREFORE, BE IT RESOLVED**, that Green Lake County Board of Supervisors  
18 oppose the changes to the Wildlife Damage and Claims program through Senate Bill 63  
19 and Assembly Bill 49 which eliminates any local County control of the program and  
20 instead gives all authority to the State government officials.

21 **BE IT FURTHER RESOLVED** that the County Clerk is directed to send a copy of this  
22 resolution to Governor Evers, the members of the State Legislature, the Wisconsin  
23 Counties Association and the other counties of the State of Wisconsin.

**RESOLUTION NUMBER 6-2021**

**RELATING TO ELIMINATING THE HHS ACCOUNT CLERK SPECIALIST POSITION  
AND CREATING AN ELECTRONIC HEALTH RECORD  
ADMINISTRATOR/FINANCIAL ASSISTANT POSITION**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of April 2021, does resolve as follows:

- 1 **WHEREAS**, In September 2020 the Department of Health & Human Services began the
- 2 process of restructuring the Administrative Unit and,
- 3 Fiscal note is attached.
- 4 Majority vote is needed to pass.

Approved by Personnel       Disapproved by Personnel  
 Approved by Finance       Disapproved by Finance

Roll Call on Ordinance No. 6-2021

Submitted by Health and Human Services Board:

Ayes     , Nays     , Absent     , Abstain

/s/ Joe Gonyo

Joe Gonyo, Chair

Passed and Enacted/Rejected this 15th day of April, 2021.

/s/ Harley Reabe

Harley Reabe, Vice-chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Brian Floeter

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

/s/ Joanne Guden

Joanne Guden

\_\_\_\_\_  
Corporation Counsel

/s/ Nancy Hoffmann

Nancy Hoffmann

\_\_\_\_\_  
Joy Waterbury

/s/ Christine Schapfel

Christine Schapfel

/s/ Charlie Wielgosh

Charlie Wielgosh

5 **WHEREAS**, phase one of this restructure streamlined several positions within the  
6 Administrative Unit to best fit the needs of the Health and Human Services Department  
7 and County stakeholders; and

8 **WHEREAS**, phase two of the restructure occurred during the yearly employee  
9 performance evaluation process; and

10 **WHEREAS**, the HHS Director, in conjunction with input from the Administration staff  
11 reviewed and updated all relevant job descriptions within the Administrative Unit; and

12 **WHEREAS**, the HHS Director, in conjunction with input from the Administrative Unit  
13 staff and County Administrator has determined after updating the Account Clerk  
14 Specialist job description a new title and reclassification within the County wage plan is  
15 warranted; and

16 **WHEREAS**, the HHS Director has met with the County Administrator to discuss the  
17 attached job description for the Electronic Health Record Administrator/Financial  
18 Assistant position, which has been approved by the County Administrator.

19 **NOW, THEREFORE, BE IT RESOLVED**, that the Green Lake County Board of  
20 Supervisors does hereby approve modification to the HHS Administrative Unit team  
21 model by eliminating one (1) Account Clerk Specialist and creating (1) Electronic Health  
22 Record Administrator/Financial Assistant position.

23 **BE IT FURTHER RESOLVED** that the new HHS Electronic Health Record  
24 Administrator/Financial Assistant position is created effective on the date this resolution  
25 is passed. This position shall be placed in pay group 12 on the County Wage Plan.

26 **BE IT FURTHER RESOLVED** that the individual currently holding the Account Clerk  
27 Specialist position shall fill the Electronic Health Record Administrator/Financial  
28 Assistant position as that person has been satisfactorily performing the duties of the  
29 new position.

30 **BE IT FURTHER RESOLVED** that the new rate of pay for the Electronic Health Record  
31 Administrator/Financial Assistant position will be retroactive as of January 1, 2021.

2021 Health and Human Services Fiscal Note

Committee: Human Service Board

Current For 2021

| Pay Group | Position Title | Hourly Wage | Annual Wage  | Retirement  | Social Security | Health Insurance | Total Fringe | Wage & Fringe |
|-----------|----------------|-------------|--------------|-------------|-----------------|------------------|--------------|---------------|
| 13        | Account Clerk  | \$ 24.95    | \$ 51,893.30 | \$ 3,502.80 | \$ 3,969.84     | \$ 25,295.00     | \$ 32,767.63 | \$ 84,660.93  |

Potential for 2021

| Pay Group | Position Title  | Hourly Wage | Annual Wage  | Retirement  | Social Security | Health Insurance | Total Fringe | Wage & Fringe |
|-----------|---|-------------|--------------|-------------|-----------------|------------------|--------------|---------------|
| 12        | Electronic Health Record<br>Asministrator/Financial Assistant | \$ 26.63    | \$ 55,390.40 | \$ 3,738.85 | \$ 4,237.37     | \$ 25,295.00     | \$ 33,271.22 | \$ 88,661.62  |

\* All Wages are based on the 7/1/2020 Wage Plan

| Pay group | Position title   | Annual       |              |              | Hourly   |          |          |
|-----------|--|--------------|--------------|--------------|----------|----------|----------|
|           |  | Minimum      | Midpoint     | Maximum      | Minimum  | Midpoint | Maximum  |
| 12        | Electronic Health Record<br>Administrator/Financial<br>Assistant | \$ 43,413.00 | \$ 54,267.00 | \$ 65,120.00 | \$ 20.87 | \$ 26.09 | \$ 31.31 |
| 13        | Account Clerk  | \$ 40,374.00 | \$ 50,468.00 | \$ 60,562.00 | \$ 19.41 | \$ 26.26 | \$ 29.12 |

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** ELECTRONIC HEALTH RECORD ADMINISTRATOR/FINANCIAL ASST.

**DEPARTMENT:** HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** DIRECTOR/FINANCIAL/BUSINESS MANAGER

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### **SUMMARY:**

This position oversees the day-to-day administration and support of our eHR system (myAvatar). Works with staff to resolve issues within myAvatar to ensure the system functions in a way that allows staff to provide high quality service to our clients. Maintains all accounts receivables for DHHS. Performs back-up functions for accounts payable as needed. The eHR Administrator/Financial Assistant is expected to exercise independent judgment in establishing and adapting work procedures and regulations to routine matters.

### **DUTIES AND RESPONSIBILITIES:**

#### **Electronic Health Record (eHR)**

- Responsible for daily operations including, user administration, ensuring appropriate permissions, configuration and ongoing use/development of eHR.
- Support, analyze and monitor eHR processes pertaining to clinical and billing functions.
- Serve as primary point of contact for all issues and requests relating to eHR.
- Respond to end user requests, provide troubleshooting and root cause analysis for issue resolution.
- Build/modify clinical content in eHR applications; including data dictionaries, forms and rate schedules when new services are added or changes are made.
- Create and monitor support tickets with eHR vendor (Netsmart) and work to resolve problems quickly and accurately.
- Perform comprehensive testing of all patches and new releases. Document and communicate changes and their impact to end users.
- Plan and coordinate the roll-out of new features and enhancements.
- Attend Quarterly Wisconsin Area User Group (WAUG) to stay current on eHR features and upcoming enhancements.
- Create/maintain training materials for new hires, on-going staff development and system enhancements.
- DocuSign: Converts/redesigns existing paper forms into a format suitable for use in esignature platform. Creates templates to include text boxes, check lists, formulas and logic to ensure necessary information is obtained from client.

## **Financial**

- Send statements, past due letters, etc. to clients for juvenile supervision and inpatient hospital stays.
- Submit Medicaid CCS claims electronically.
- Submit Children's Waiver claims to WPS and reconcile payments. Resolve billing issues and denials for resubmission. Submit Provider Authorizations from Case Managers to WPS and receive approval prior to claim submission for services. Maintain Provider data spreadsheet for Wisconsin DHS.
- Determining which client accounts are sent to collections as policy dictates and which balances are written off.
- Submit delinquent client accounts to Dept. of Revenue Collection Agency and provide guidance when needed.
- Conduct billing analysis to ensure high collection and low error rates.
- Receive and process daily cash/checks for deposit with the County Treasurer.
- Receive juvenile restitution payments and process payment to victims.
- Preparing financial reports as requested for
- with Medicare, Medicaid and commercial insurances to ensure all revenues are captured.
- Maintain NPI numbers, Taxonomy Codes and Medicaid Provider Certification for counselors and various Medicaid programs.
- Keeping informed on the DHS 1 Uniform Fee Schedule, Medicare, Medicaid policies and commercial insurance requirements, etc.
- Attending and participating in Administrative Unit team meetings, information-sharing and special projects.
- Cross-training between Account Payable and Accounts Receivable functions.
- Other duties as needed and assigned.

## **SKILLS AND ABILITIES:**

- Skill in the use of general office equipment, including but not limited to, computer terminal, calculator, copy machine, typewriter and fax machine.
- Solid understanding of insurance principles, terminology and regulations that affect healthcare billing and coding.
- Adherence to HIPAA regulations, medical law, and ethics.
- Knowledge of ICD-10 coding.
- Understanding of Medicare, Medicaid, and other government insurance programs.
- Comprehensive skills in client and insurance billing, invoicing and insurance claim processing.
- Solid verbal and written communication skills with ability to communicate professionally with clients and others.
- Critical thinking skills and ability to research and resolve financial problems.
- Detail oriented and ability to prioritize work.
- Performs job duties with actions that display critical thinking, responsibility, maturity, diplomacy and attention to detail.

- Shows respect to others opinions and considers other options.

### **QUALIFICATIONS:**

**Education:** An Associate's Degree from a community college. Prefer Bachelor's Degree in accounting or related field.

**Experience/Job Knowledge:** Two or more years of accounting experience. Must present a positive and professional image to the public/co-workers and have excellent customer relation skills. Must have basic everyday living skills, basic computer skills and knowledge of computer software, the ability to follow complex oral and written directions, good knowledge of office terminology, procedures and equipment of business, arithmetic and English, ability to type at a reasonable rate of speed, and have specific knowledge of clerical and accounting practices.

### **WORKING CONDITIONS:**

**Physical Demands:** Over 75% of the time is spent hearing, using near vision, sitting and using low fingering (writing). Approximately 10% of time is spent walking, standing, feeling, talking, using far vision, low lifting, low handling and keyboarding. In unusual situations it is necessary to stoop, kneel, crouch, balance, bend or twist, reaching, medium lifting and medium carrying.

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.

**Environmental Demands:** Nearly 100% of the work done by this position is inside.

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.



**RESOLUTION NUMBER 7-2021**

**Resolution relating to eliminating the Administrative Assistant to the Sheriff position and creating a Third Front Office Clerk Position and eliminating a Detective position and creating a Detective Sergeant position in the Green Lake County Sheriff's Office**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20<sup>th</sup> day of April 2021, does resolve as follows:

- 1 **WHEREAS**, later in 2021, the Administrative Assistant to the Sheriff will be retiring; and
- 2 **WHEREAS**, a study of the current needs of the Green Lake County Sheriff's Office and
- 3 overall Sheriff's Office operations revealed that streamlining several positions within the
- 4 Sheriff's Office would best fit the needs of the Department; and
- 5 Fiscal note is attached.
- 6 Majority vote is needed to pass.

**approved by Personnel**       **disapproved by Personnel**  
 **approved by Finance**       **disapproved by Finance**

Roll Call on Resolution No. 7-2021

Submitted by Judicial/Law  
Enforcement & Emergency  
Management Committee

Ayes    , Nays    , Absent    , Abstain

/s/ Joe Gonyo

Joe Gonyo, Chair

Passed and Adopted/Rejected this 20<sup>th</sup>  
day of April, 2021.

/s/ Sue Wendt

Sue Wendt

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Ken Bates

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

/s/ Don Lenz

Don Lenz

\_\_\_\_\_  
Corporation Counsel

/s/ Gene Thom

Gene Thom

7 **WHEREAS**, the Administrative Assistant vacancy creates an opportunity to modify the  
8 duties of the Front Office, Detective and Administrative staff; and

9 **WHEREAS**, the Sheriff with input from his management team has determined that  
10 eliminating the Administrative Assistant position and reassigning those job  
11 responsibilities between different members of the Department creates efficiencies and  
12 cost savings; and

13 **WHEREAS**, the Sheriff has determined that establishing a Sergeant of Detectives and a  
14 third Clerk position to assist in the reorganization of duties would ensure that the day-to-  
15 day operations of the Department would run smoothly and effectively; and

16 **WHEREAS**, the Sheriff has met with the County Administrator to discuss consolidation  
17 of duties; and

18 **WHEREAS**, the County Administrator has approved the attached job descriptions.

19 **NOW THEREFORE BE IT RESOLVED**, the Green Lake County Board of Supervisors  
20 does hereby approve the elimination of the Administrative Assistant position in the  
21 Sheriff's Office effective August 15, 2021.

22 **BE IT FURTHER RESOLVED**, that one Detective position shall be eliminated effective  
23 May 10, 2021.

24 **BE IT FURTHER RESOLVED**, that a new Sergeant of Detectives position be created  
25 effective May 10, 2021, with a pay rate in conjunction with the WPPA union contract.

26 **BE IT FURTHER RESOLVED**, that a third Front Office Clerk position be created  
27 effective April 21, 2021. This position shall be placed in pay group 13.

[Fiscal note is on the next page]



## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** CLERK

**DEPARTMENT:** GREEN LAKE COUNTY SHERIFF'S OFFICE

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** CHIEF DEPUTY

---

### **SUMMARY:**

Under the general supervision of the Chief Deputy, provides support and clerical duties to the Sheriff's Office, working a schedule in accordance with the needs of the Sheriff's Office.

### **DUTIES AND RESPONSIBILITIES:**

- Analyzes and assures that complete and proper information is entered into the Public Safety Software System.
- Transcribes officer reports resulting from citizen calls for service; tracks case progress and dispositions; prepares required legal documentation for violations of the law to insure proper progression through the criminal justice system.
- Responsible for processing State required driver's license violation paperwork.
- Prepares for department audits by collecting appropriate data, maintaining and retrieval of documents.
- Disperses and accounts for release of records.
- Advises the public on the scope of jurisdiction of the department; suggests alternatives or other resources available to resolve problems.
- Exercises sound judgment in analyzing and preparing Civil Process for Deputies to serve and return to the Court system; bills, maintains and balances Civil Process accounts.
- Schedules, attends and prepares proper legal documentation for Sheriff's sales; files proper paperwork with the Court system.
- Performs and is responsible for a wide variety of computer applications.
- Generates monthly and annual State and local reports; maintains departmental filing systems.
- Maintains current alarm records; orders supplies.
- Pays bills, creates invoices, receipts payments, and orders supplies using the County Financial System.
- Maintains and annually posts the Sheriff's Office Fee Schedule.

- Assists in the development of departmental policies and procedures.
- Uses sound judgment in evaluating, planning and organizing and assists in implementing projects and programs to aid in the efficient operation of the Department.
- Organizes, prepares agendas, collects correspondence for, attends, participates in and takes minutes for Judicial/Law Enforcement Committee meetings.
- Compiles statistics.
- Posts public notices.
- Assists with Departmental Volunteer Program.
- Distributes mail and packages to Sheriff's Office related entities.
- Prepares necessary paperwork for Court.
- Assists with TraCS program.
- Assists other local Law Enforcement Agencies with RMS program and processing issues.
- Maintains a high degree of confidentiality in all aspects of job functions.
- Interacts daily with the public and other employees.
- Performs other duties as assigned.

#### **SKILLS AND ABILITIES:**

- Must have thorough knowledge in the use of modern principles, methods, practices, and equipment relating to legal records management.
- Thorough knowledge of State and local laws; ability and skill to apply these regulations and make decisions in accordance with same, as appropriate.
- Skill and proficiency in all aspects of computer software programs utilized by the Sheriff's Office.
- Ability to act confidentially, performing assignments with accuracy, patience, tact, integrity, use of good discretion and courtesy; ability to exercise good judgment.
- Ability to retain and follow instructions closely; ability to read, write, add, and subtract.
- Knowledge of acceptable accounting procedures; skilled in data processing.
- Ability to operate a personal computer and other office equipment proficiently with ability to type at least 40 wpm.
- Knowledge of civil and criminal law. Ability to meet department standards of physical condition.
- Skill in the use of general office equipment to include items such as computer, printer, calculator, copy machine, fax machine, scanner, telephone, tape recorder and transcriber.

- Ability to establish and maintain effective working relationships with various officials, agencies, and co-workers; ability to communicate effectively orally and in writing in English.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.

**QUALIFICATIONS:**

**EDUCATION:** High school diploma or equivalent. Post high school education preferred.

**EXPERIENCE / JOB KNOWLEDGE:** Minimum of one year experience in a position requiring independent judgment or any combination of education and experience that provides equivalent knowledge, skills, and abilities is required. Visual acuity must be correctable to 20/20. Must obtain CPR, AED and TIME certifications and retain them for term of employment. Experience in the use of Microsoft Word and Excel required.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** About 95% of the time is spent sitting, using near and far vision, hearing, talking, and using medium fingering for typing and data entry. Standing, kneeling, walking, stooping, and crouching are performed about 5% of the time. Other actions may be required in unusual or non-regular situations. The Department reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position.

**ENVIRONMENTAL DEMANDS:** Over 100% of the time is spent inside and will involve contact with other workers, and the general public.

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.

January 2018; March 2021

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** DETECTIVE SERGEANT

**DEPARTMENT:** GREEN LAKE COUNTY SHERIFF'S OFFICE

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** SHERIFF

---

### **SUMMARY:**

Under direction of the Sheriff and/or Chief Deputy, supervises and directs the activities of the Sheriff's Office, primarily the Detective Division, provides shift supervision, develops and implements policies and procedures and responds to incidents and emergencies working a schedule in accordance with the needs of the Sheriff's Office, working a schedule in accordance with the needs of the Sheriff's Office.

### **DUTIES AND RESPONSIBILITIES: (Illustrative and not inclusive)**

- Assumes all duties of a Deputy Sheriff and Detective.
- Supervises assigned staff; oversees shift operations; assists in employee training Assists in preparation of the monthly schedule to ensure proper manpower coverage; monitors and approves vacations, attendance and divisional training.
- Reviews Detectives reports and ensures submission of reports in a timely and accurate fashion; submits State and department reports as required.
- Dictates detailed reports of arrests and investigations according to Department policy; appears as witness in court, provides clear and accurate testimony.
- Assists in preparing and updating division policy and procedures for review.
- Assists in preparing and administering the division budget, ensuring adherence to its guidelines, makes recommendations as appropriate.
- Supervises and performs periodic inspections of Detective related equipment and supplies.
- Oversees the Evidence Room and the Evidence Custodian. Acts as the alternate Evidence Custodian.
- Oversees the management of technological and software needs related to the Detective division. Including the oversight of Leads on line, Financial Software, Background check and Investigative Software.
- Oversees the operation of the Detective Field Training Program, prepares and maintains training records.
- Oversees the Computer Forensics, ICAC, Drone, Video Training Programs, and CWDTF, maintaining appropriate records.

- Coordinates department activities and services with other divisions, the health office, courts, attorneys and other agencies; makes presentations and reports to various community businesses, educational, governmental and civic groups; implements career shadow and intern programs.
- Oversees all issues relating to the storage sheds.
- Assumes command at crime and accident scenes, other incidents or disturbances requiring police intervention; advises personnel on enforcement action.
- Prepares news releases; handles public relations activities as directed.
- Counsels employees in their division, provides corrective action and refers employees in their division for disciplinary action.
- Assigns cases to Detectives.
- Oversees the Detective Schedule.
- Oversees the recruitment background check process.
- Serves as the Sheriff's Office Infectious Control Officer.
- In the absence of the Sheriff and Chief Deputy serves as the Incident Commander (ICS) at emergency events.
- Performs any others duties as may be assigned.

#### **SKILLS AND ABILITIES:**

- Ability to establish and maintain effective working relationships with various officials, agencies, co-workers and the general public on a daily basis in a positive manner.
- Ability to communicate effectively orally and in writing in English.
- Ability to understand, retain and follow written oral instruction in English.
- Thorough knowledge of the operations and requirements of a Sheriff's Office to ensure efficient and effective operation at all times.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.
- Ability to maintain a high level of confidentiality in all aspects of job functions.
- Working knowledge of County and Sheriff's Office rules, policies and procedures with the ability and skill to apply them to various situations and to ensure that subordinates know and follow the same.
- Ability to comprehend and interpret a variety of documents including booking reports, Court judgments, incident and other reports, legal documents, State statutes and various policy manuals.
- Ability to prepare a variety of documents including training, incident, crime reports, schedules and attendance records.
- Ability to utilize basic math skills.
- Ability to assign, supervise and review the work of others; ability and skill to make recommendations regarding the selection, discipline and discharge of employees.



- Knowledge of state, felony, misdemeanor, forfeiture, ordinance and other laws and regulations.
- Ability to satisfactorily use the equipment required to perform the essential functions of this job as listed above.
- Ability to meet department standards of physical condition.
- Skill in the use of Police vehicles, department issued firearms, bullet resistant vest, handcuffs, radar, police radio, siren, emergency lights, OC spray, fire extinguisher, Taser, office equipment to include computer and software, PBT, telephone, cuff belt, ankle restraints, recording devices, flash and spot light, car opening tools, pry bar, flares, traffic cones, first aid kit, bio-hazard kit, MDC, TIME System and all other software programs used by the Sheriff's Office, printer, baton, CPR mask and AED. May be required to carry and answer an assigned cell phone and be subject to call-out.

**QUALIFICATIONS:**

**EDUCATION:** High school graduate or equivalent. 60 college credits required. Criminal Justice degree preferred. Five years of experience as a Detective.

**EXPERIENCE / JOB KNOWLEDGE:** Wisconsin Law Enforcement Standards Board (LESB) certification, plus four or more year's full-time equivalent experience as a sworn Law Enforcement Officer is required. Civil or military law enforcement work or any equivalent combination of education or experience which provides the necessary knowledge, skills and abilities. Must qualify annually or as required by LESB Unified Tactical Concepts. Must obtain CPR/AED and TIME certification within the probationary period and retain said certifications for term in position; must possess and maintain a valid Wisconsin driver's license. Visual acuity must be correctable to 20/20;

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Approximately 75% of the time is spent sitting, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Standing, walking, kneeling, stooping and crouching occurs approximately 25% of the time; other actions may be required in unusual or non-regular situations.

**ENVIRONMENTAL DEMANDS:** Over 75% of the time is spent either inside a climate controlled building or vehicle. Approximately 25% of the time may be spent outside in possible adverse weather conditions, including but not limited to extreme cold, heat, rain, sleet, snow, wind and noise. It may be necessary to traverse uneven or hilly terrain while in the field.

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.

*Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.*

November 17, 2020; March 2021

**RESOLUTION NUMBER 8-2021**

**Resolution relating to Authorizing the Termination of the Tri-County Regional Economic Development Corporation (TREDC)**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its organizational meeting on this 20<sup>th</sup> day of April 2021, does resolve as follows:

- 1 **WHEREAS**, Green Lake, Marquette and Waushara Counties through their individual
- 2 economic development corporations and extension agents agreed in 2004 to create a
- 3 regional economic development corporation to focus on sustaining and increasing
- 4 existing businesses as well as attracting new businesses to the area; and
  
- 5 **WHEREAS**, that entity became the Tri-County Regional Economic Development
- 6 Corporation (TREDC), which was funded by each of the three counties, but overseen by
- 7 a separate distinct Board of Directors; and
  
- 8 Fiscal note is not applicable.
  
- 9 Majority vote is needed to pass.

Roll Call on Resolution No. 8-2021

Submitted by Finance Committee

Ayes , Nays , Absent , Abstain

/s/ Harley Reabe

Harley Reabe, Chair

Passed and Adopted/Rejected this 20<sup>th</sup> day of April, 2021.

/s/ Brian Floeter

Brian Floeter

\_\_\_\_\_  
County Board Chairman

/s/ Don Lenz

Don Lenz

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

/s/ David Abendroth

David Abendroth

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Dennis Mulder

10 **WHEREAS**, in 2008 the three county boards passed resolutions to transfer their  
11 individual revolving loan funds to TREDC for consolidation to be used throughout the  
12 region; and

13 **WHEREAS** in 2018, the State of Wisconsin advised TREDC that it was closing out all  
14 local revolving loan funds; and

15 **WHEREAS**, the counties decided that they would no longer fund TREDC beginning in  
16 2019; and

17 **WHEREAS**, the TREDC revolving loan fund has been closed out with the State of  
18 Wisconsin and the TREDC Board is recommending dissolution of TREDC; and

19 **WHEREAS**, the bylaws require that each County Board by a majority vote agree to the  
20 dissolution.

21 **NOW, THEREFORE**, the Green Lake County Board of Supervisors does hereby  
22 approve the dissolution of TREDC.

23 **FISCAL NOTE:** None

**ORDINANCE NO. 7-2021**

**Amending the Personnel Policies and Procedures Manual to Amend Section 1.1 Confidentiality and Requests for Information**

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of April 2021, does ordain as follows:

- 1 **WHEREAS**, a review of the Personnel Policies and Procedures Manual (PPPM) was  
2 suggested to ensure that the APM was consistent with the duties and powers of the  
3 County Administrator; and
- 4 **WHEREAS**, the Personnel Committee authorized Corporation Counsel to enlist the  
5 services of outside counsel to examine the PPPM, Buelow Vetter was chosen after an  
6 RFP and has provided its opinion to Corporation Counsel who has shared the opinion  
7 with the Personnel Committee; and,

Roll Call on Ordinance No. 7-2021

Submitted by Personnel Committee:

Ayes     , Nays     , Absent     , Abstain

*/s/ Robert Schweder*

Robert Schweder, Chair

Passed and Enacted/Rejected this 20th  
day of April, 2021.

Sue Wendt, Vice-chair

*/s/ Ken Bates*

Ken Bates

County Board Chairman

*/s/ Charlie Wielgosh*

Charlie Wielgosh

ATTEST: County Clerk  
Approve as to Form:

*/s/ Curt Talma*

Curt Talma

Corporation Counsel

9 **WHEREAS**, based upon the recommendations of Corporation Counsel and Buelow  
10 Vetter, the Personnel Committee finds that the recommendations of counsel are  
11 appropriate.

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, No. 1042-2012, enacted on December 18,  
15 2012 and as amended from time-to-time is hereby amended as follows (additions are in  
16 underline, deletions are in ~~strikeout~~).

17  
18 1.1 Confidentiality and Requests for information is amended:  
19

20 **CONFIDENTIALITY AND REQUESTS FOR INFORMATION**

21 County employees may have access to confidential, client, personnel or other sensitive  
22 information. This may include, without limitation, information concerning a citizen's or  
23 employee's financial status, a citizen's or employee's medical status and condition as  
24 well as the County's business practices including purchasing and negotiating strategies,  
25 and employee records (collectively "confidential information"). This confidential  
26 information cannot be disclosed to any County personnel who do not have a legitimate  
27 business need to know such information or to persons outside of the County without the  
28 express authorization of the County Administrator or Department Head. ~~There may be~~  
29 ~~special circumstances in which the information may be released only with specific~~  
30 ~~signed releases that may be time sensitive.~~ All employees are responsible for protecting  
31 the confidentiality of this information.  
32

33 Likewise, no information concerning the internal operations of the County, including but  
34 not limited to the release of records of the County, may occur except through, and with  
35 the permission of, the County Administrator ~~or individual Department Heads~~. If requests  
36 for information are received by employees, whether on or off duty, from any person, the  
37 employee is required to politely decline to provide such information and to direct that  
38 individual to the County Administrator who shall direct the request to the County's  
39 custodian of records ~~or Department Head~~ for a response to that inquiry. The County's  
40 custodian of records is responsible for the disclosure of records pursuant to requests for  
41 records under Wisconsin's Public Records Law. Unless directed by the County's  
42 custodian of records, employees shall not act as the County's custodian of records or  
43 disseminate information.

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

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

48 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby  
49 repealed.

**ORDINANCE NO. 10-2021**

**Amending the Administrative Policy Manual to Add Reclassification of Position Policy, Clarify the Annual Review Process, and Amend Job Description Policy.**

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of April 2021, does ordain as follows:

- 1 **WHEREAS**, a review of the Administrative Policy Manual (APM) was suggested to
- 2 ensure that the APM was consistent with the duties and powers of the County
- 3 Administrator; and
- 4 **WHEREAS**, the Personnel Committee authorized Corporation Counsel to enlist the
- 5 services of outside counsel to examine the APM, Buelow Vetter was chosen after an
- 6 RFP and has provided its opinion to Corporation Counsel who has shared the opinion
- 7 with the Personnel Committee; and,

Roll Call on Ordinance No. 10-2021

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 20th day of April, 2021.

\_\_\_\_\_  
Robert Schweder, Chair

\_\_\_\_\_  
Sue Wendt, Vice-chair

\_\_\_\_\_  
*/s/ Ken Bates*

\_\_\_\_\_  
Ken Bates

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Charlie Wielgosh

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Curt Talma



9 **WHEREAS**, based upon the recommendations of Corporation Counsel and Buelow  
10 Vetter, the Personnel Committee finds that the recommendations of counsel are  
11 appropriate.

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

15  
16 Section 1. Green Lake County Ordinance, No. 143-2012, passed December 18, 2012 and  
17 as amended from time-to-time, the Green Lake County Administrative Policy Manual is  
18 amended as follows (additions are in underline, deletions are in ~~strikeout~~):

19  
20 1.1 Section II General Administration is amended:

21  
22 **II. GENERAL ADMINISTRATION**

23 **A. Employment At Will.** All of the County's employees, with the exception of  
24 sheriff's deputies, are employed at will, and employment is not for any definite  
25 period. Termination of employment may occur at any time, with or without notice,  
26 and with or without cause, at the option of the County or the employee. No  
27 elected official, manager or employee is authorized to alter the at- will  
28 employment relationship between the County and its employees.

29  
30 **B. Departmental Rules.** County departments may have administrative policies  
31 or personnel policies that are specific to the department. The policies in this  
32 Manual and the Personnel Manual shall control in the event of a conflict with a  
33 department policy unless the department has received approval from the County  
34 Board or County Administrator, as appropriate, to implement a different policy.

35  
36 **C. General Exceptions.** The provisions of this Manual are subject to, and may  
37 be superseded by, applicable collective bargaining agreements, statutory  
38 provisions, regulations and ordinances (collectively "codes") which apply to  
39 elected officials, public safety and other employees. In the event of a conflict  
40 between this Manual and any applicable collective bargaining agreement or  
41 code, the collective bargaining agreement or code shall control. This provision is  
42 not intended to, and does not; limit the authority of the County Board under  
43 Chapter 59 of the Wisconsin statutes or the authority of the County Administrator  
44 under Chapter 59.18 of the Wisconsin Statutes.

45  
46 1.2 Section III. Job Descriptions is amended:

47  
48 **III. JOB DESCRIPTION UPDATES**

49  
50 **B. Job Description Updates.** Department Heads are responsible for updating  
51 the job descriptions for their Department in conjunction with the County  
52 Administrator. All job descriptions will be reviewed periodically but no less  
53 than every other year by the Department Head. Further, job descriptions  
54 should be reviewed when job duties are changed. The Department Head will  
55 certify in writing to the County Administrator that the review has been

56 conducted as required by this policy and either state that there are no  
57 updates or provide the updated job description with the certification. Any  
58 change to a job description for staff directly overseen by the County  
59 Administrator must be provided to the Personnel Committee for approval.  
60

61 **C. Approval.** Any change in a job description by a Department Head must be  
62 approved by the County Administrator. A copy of the changed job description  
63 must be filed with the County Clerk's office.  
64

65 **D. Review.** When a job description is changed, it must be reviewed to determine  
66 whether the change requires a change in classification, the proper  
67 designation within the County's pay structure and the implementation of such  
68 changes. Any classification review shall be handled as set forth in the  
69 Classification/Reclassification section of this manual.  
70

71 1.3 Section IV. Recruitment and Hiring is amended:  
72

73 **C. Vacant Positions.**

74 **1. Position review.** A Department Head must conduct the following review as  
75 part of the process to fill any vacant position in the County. When the vacancy is  
76 a Department Head position, the position review shall be conducted by the  
77 County Administrator.  
78

79 **b. Job Designation.** The position should be evaluated to ensure that it is  
80 properly designated within the County's pay structure. If the review of the position  
81 description reflect the need for more or less education and/or experience, or  
82 increased or decreased responsibilities, the position may require reclassification  
83 should be reclassified and paid at the a lower level. Any reclassification shall be  
84 processed as set forth in this manual.  
85

86 **d. Evaluation of Existing Staff.** The existing staff and personnel in the  
87 department must be evaluated to determine if the tasks of the vacant position  
88 can be distributed among existing staff, thus eliminating the need to fill the  
89 vacancy. This evaluation should include consideration of supplementing existing  
90 full time staff with part-time employees or other personnel arrangements to fill the  
91 demands served by the vacant position.  
92

93 The County acknowledges that there may be situations when specific levels of  
94 staffing are required to meet state and/or federal requirements. When specific  
95 levels of staffing are required, these levels of staffing may be maintained and will  
96 not require the position review process. The Department Head/County  
97 Administrator must provide the governing committee and Personnel Committee  
98 with evidence of the minimum staffing requirements in order to move forward with  
99 the hiring process without a position review. The Sheriff's Office 24/7  
100 Communications and Corrections Personnel have met this minimum staffing  
101 requirement. Vacancies in those positions may be filled immediately without

102 authorization by the County Administrator.

103  
104 **D. New Positions**

105  
106 ~~1. **Approval.** All new positions, including, but not limited to, those created as a~~  
107 ~~result of a promotion or change in job responsibilities, must be approved by the~~  
108 ~~Personnel Committee, the Finance Committee (to the extent the position is being~~  
109 ~~created during a budget year) and the County Board prior to beginning the hiring~~  
110 ~~process.~~

111 ~~2. **Process for Creating a New Position.** The creation of a new position shall~~  
112 ~~originate from the governing committee of the Department wishing to create the~~  
113 ~~position. The Department Head shall prepare a proposal which contains the~~  
114 ~~position title, any applicable departmental classification, the rationale for its~~  
115 ~~creation, any applicable state or federal mandates that may have caused the~~  
116 ~~need for the new position, a description of how the position fits into the plans of~~  
117 ~~the department; all anticipated salary, fringe benefits, and other related costs.~~  
118 ~~Other pertinent information including budget impact shall also be identified in the~~  
119 ~~proposal. The proposal shall include the proposed job description for the position.~~

120 ~~The Department Head shall submit the proposal to the County~~  
121 ~~Administrator. Once the County Administrator has approved the new position, it~~  
122 ~~shall be referred to the governing committee for its approval. Upon approval,~~  
123 ~~County Administrator shall submit the proposal to the Personnel Committee. If~~  
124 ~~the Personnel Committee approves the position, the proposal will be submitted to~~  
125 ~~the Finance Committee if the position is being created during a budget year or~~  
126 ~~directly to the County Board for final approval. If the position is approved by the~~  
127 ~~Finance Committee (to the extent that such approval is required), the position will~~  
128 ~~be submitted from the Finance Committee to the County Board for final approval.~~

129  
130 D. Reclassification Process

131  
132 Every position shall be properly classified within the classification and compensation  
133 system approved by the County Board.

134  
135 **Classification of New Positions**

136  
137 1. **Approval.** All new positions must be approved by the Personnel Committee, the  
138 Finance Committee (to the extent the position is being created during a budget year)  
139 and the County Board prior to beginning the hiring process.

140  
141 2. **Process for Creating and Classifying a New Position.** The creation of a new  
142 position shall originate from the governing committee of the Department wishing to  
143 create the position. The Department Head shall prepare a proposal which contains the  
144 position title, a job description, any applicable departmental classification, the rationale  
145 for its creation, any applicable state or federal mandates that may have caused the  
146 need for the new position, a description of how the position fits into the plans of the  
147 department, and all anticipated salary, fringe benefits, and other related costs. Other

148 pertinent information including budget impact shall also be identified in the proposal.  
149 The proposal shall include the proposed job description for the position. The job  
150 description shall accurately reflect the duties, job authority, knowledge, skills and  
151 abilities required.

152  
153 The Department Head shall submit the proposal to the County Administrator. The  
154 County Administrator shall determine the placement of the position in an appropriate  
155 pay group.

156  
157 Once the County Administrator has approved and classified the new position, it shall be  
158 referred to the governing committee for its approval. Upon approval, the County  
159 Administrator shall submit the proposal to the Personnel Committee. If the Personnel  
160 Committee approves the position, the proposal will be submitted to the Finance  
161 Committee if the position is being created during a budget year or directly to the County  
162 Board for final approval. If the position is approved by the Finance Committee (to the  
163 extent that such approval is required), the position will be submitted from the Finance  
164 Committee to the County Board for final approval.

#### 165 166 **Reclassification of Existing Positions**

167 A position reclassification is the assignment of a new job description and pay group to  
168 an existing position. A reclassification is based on an evaluation of the duties,  
169 responsibilities, scope, impact, and minimum qualifications of the position. A  
170 reclassification involves a thorough review process to determine the appropriate job title  
171 and pay grade for positions whose job duties and responsibilities have undergone  
172 significant changes.

#### 173 174 Annual Review

175  
176 Department Heads are responsible for updating the job descriptions for their  
177 Department in conjunction with the County Administrator as set forth in this manual.  
178 When the County Administrator has determined that a position has changed sufficiently  
179 to warrant placement in a new pay group, the position will be reclassified as set forth  
180 below.

#### 181 182 183 Reclassification of Vacant Position

184  
185 If it is determined that a vacant position has changed sufficiently to warrant a request for  
186 reclassification to a new pay group, the Department Head shall prepare a request for  
187 reclassification. The request shall include the proposed modified job description for the  
188 position. The job description shall accurately reflect the duties, job authority, knowledge,  
189 skills and abilities required.

190  
191 The Department Head shall submit the request to the County Administrator. The County  
192 Administrator shall determine the placement of the position in an appropriate pay group.

193 Once the County Administrator has approved and classified the position, it shall be  
194 referred to the governing committee for its approval. Upon approval, the County  
195 Administrator shall submit the proposal to the Personnel Committee. If the Personnel  
196 Committee approves the position, the proposal will be submitted to the Finance  
197 Committee if the position is being created during a budget year or directly to the County  
198 Board for final approval. If the position is approved by the Finance Committee (to the  
199 extent that such approval is required), the position will be submitted from the Finance  
200 Committee to the County Board for final approval before the position is filled.

201  
202 Reclassification of Existing Filled Position

203  
204 A department can request a reclassification of a job if an employee's duties and  
205 responsibilities have changed substantially due to changes in organization, work,  
206 staffing requirements, or technology. A request for reclassification must be submitted on  
207 the designated County form and must include a revised job description, any applicable  
208 departmental classification, an explanation of the changes, and any applicable state or  
209 federal mandates that may have caused the need for the revised position. The job  
210 description shall accurately reflect the duties, job authority, knowledge, skills and  
211 abilities required.

212 A request for reclassification does not guarantee any particular outcome. The process  
213 may result in a:

- 214       • pay grade increase,  
215       • pay grade decrease or  
216       • no change at all.

217 The completed request for reclassification shall be submitted to the County  
218 Administrator for review. The County Administrator shall determine whether the  
219 changes will result in any change to the pay group of the position. If there is no change  
220 to the pay group and the County Administrator approves the changes, the revised job  
221 description shall be filed with the County Clerk.

222  
223 If the changes in the job result in a change in pay group, the County Administrator shall  
224 determine whether the position should be treated as a reclassification or a creation of a  
225 new position. If the position is to be reclassified, the County Administrator shall submit  
226 the recommendation for reclassification to the Personnel Committee. If the Personnel  
227 Committee approves the reclassification, the recommendation will be submitted to the  
228 Finance Committee if the position is being reclassified during a budget year or directly  
229 to the County Board for final approval. If the position is approved by the Finance  
230 Committee (to the extent that such approval is required), the position will be submitted  
231 from the Finance Committee to the County Board for final approval.

232  
233 Once the reclassification has been approved, the necessary personnel action shall be  
234 implemented. If the position was reclassified to a higher pay group, the employee shall  
235 be reclassified to the higher pay group. If the position was reclassified to a lower pay  
236 group, the employee shall be reclassified to the lower pay group.

237 1.4 Section XII. Work Performance and Evaluation is amended as follows:  
238

239 All employees are expected to satisfy or exceed the levels of performance required of  
240 the positions in which they are employed. The evaluation of an employee's  
241 performance is a daily process and responsibility of management. Annual performance  
242 evaluations are performed by unit supervisors for employees under their direct  
243 supervision. Department Heads are responsible for reviewing unit supervisor  
244 evaluations for department employees and approving those evaluations. Department  
245 Heads evaluate their unit supervisors. Department Heads without unit supervisors  
246 perform evaluations for their staff. All Department evaluations are reviewed and  
247 approved by the County Administrator. The County Administrator's performance  
248 evaluations of employees in the County Administrator's Department are reviewed and  
249 approved by the County Board Chair. Department Head performance reviews are  
250 conducted by the County Administrator, and reviewed and approved by the County  
251 Board Chair.  
252

253 Formal performance reviews must be conducted at least annually and more frequently  
254 if deemed appropriate by the County. An employee must meet County standards of  
255 work quality and must accomplish work within the time limits established by the  
256 County. Employees who do not satisfy the levels of performance expected by the  
257 County, who exhibit poor work performance, or who are unable to work with other  
258 employees may be disciplined, up to and including termination.  
259

260 1.5 Section XV. Layoff & Recall is amended as follows:  
261

262 The County may layoff and recall employees as the County deems necessary. In  
263 making layoffs or recalling employees, the County may consider any number of factors  
264 including, without limitation, the following:

- 265 1. The County's needs;
- 266 2. Length of service;
- 267 3. General employee qualifications including, without limitation, education, skills,  
268 training and experience;
- 269 4. Employee performance; and
- 270 5. Employee qualifications in the County's areas of need including, without limitation,  
271 education, past assignments and practical experience.

272  
273 Layoff decisions shall be made by the County Administrator after consultation with the  
274 Department Head affected by the proposed layoff.  
275

276 The rehiring of employee(s) that have been laid off permanently shall be determined by  
277 the external recruitment process.  
278

279 The County Administrator shall inform the Personnel Committee of all layoff decisions.  
280

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

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

285

286 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby  
287 repealed.

**ORDINANCE NO. 11-2021**

**Amending Chapter 9 – Board of Supervisors by Adding Article VI – Electronic Meetings.**

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of April 2021, does ordain as follows:

- 1 **WHEREAS**, the recent COVID-19 pandemic of 2020 resulted in the Green Lake County
- 2 Board of Supervisors declaring several successive Emergency Declarations; and,
- 3 **WHEREAS**, in each Emergency Declaration, the County Board allowed for the use of
- 4 electronic meetings to help prevent the spread of the virus and to protect board
- 5 members, the public and county employees; and

Requires ¾ super majority vote

Roll Call on Ordinance No. 11-2021

Submitted by Administrative Committee:

Ayes , Nays , Absent , Abstain

/s/ Harley Reabe

Harley Reabe, Chair

Passed and Enacted/Rejected this 20th day of April, 2021.

Dennis Mulder

/s/ Keith Hess

Keith Hess

County Board Chairman

ATTEST: County Clerk  
Approve as to Form:

Katie Mehn

Corporation Counsel

/s/ Brian Floeter

Brian Floeter



7 **WHEREAS**, the current County Board Rules of Order do not provide for the use of  
8 electronic meetings; and,

9 **WHEREAS**, Robert's Rules of Order, adopted by the Board of Supervisors in §9-20,  
10 allows for electronic meetings if the by-laws of the organization allow for it; and

11 **WHEREAS**, guidance from the WCA and the Wisconsin Attorney General does not  
12 specifically forbid a government body from utilizing electronic meetings to conduct  
13 government business; and

14 **WHEREAS**, there may be instances, absent a pandemic or epidemic, where electronic  
15 meetings may be beneficial to the County Board and its Committees; and

16 **WHEREAS**, the Administrative Committee recommends the County Board adopt rules  
17 and procedures for conducting electronic meetings for the Board and its Committees.

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

20 Section 1. Green Lake County Ordinance, No. 11-2018, enacted on April 17, 2018, is  
21 hereby amended by adding Article VI – Electronic Meetings.

22 §9-90 Title. This Ordinance shall be known as the “Green Lake County Board of  
23 Supervisors Electronic Meeting Ordinance”.

24 §9-91 Definitions. The following definitions apply to this Ordinance

25 ELECTRONIC MEETING/E-MEETING means any meeting that takes place online by use  
26 of a synchronous digital telecommunication platform. An e-meeting is a web-based  
27 meeting or conference format that allows participants to see and hear each other in real-  
28 time, and may make presentations with visual aids such as charts and graphs by sharing  
29 screens.

30 *Note: Green Lake County currently uses the “Zoom” platform for its electronic*  
31 *meetings.*

32 ANCHOR LOCATION means one or more locations set by the County Board, the County  
33 Board Chair, or a committee chair, which is the physical location from which the e-meeting  
34 originates and where the public may attend the e-meeting if they are unable to monitor the  
35 e-meeting outside of the anchor location. Generally the Green Lake County Board Room.  
36 Other meeting rooms in the Green Lake Government Center may be used.

37 CLERK, means the Green Lake County Clerk, the Clerk’s designee or any persons acting  
38 as a Clerk for a meeting.

39 MEMBER means a member of the Green Lake County Board of Supervisors, or an  
40 individual appointed to a duly authorized committee of the County Board of Supervisors.

41 PERSONAL COMPUTING DEVICE means a desktop computer, laptop, smartphone,  
42 tablet (such as an iPad, Nexus 7, Galaxy Tab, Kindle Fire), or similar devices.

43 Note: The County has provided iPads to County Board Supervisors for use at  
44 County Board and committee meetings.

45 §9-92. Scope. This Chapter allows for the use of electronic meetings for the Board of  
46 Supervisors, Committee of the Whole and for the duly authorized Committees of the  
47 County Board.

48 §9-93. Open meetings requirement. An e-meeting may be convened and conducted so  
49 long as the meeting complies with the requirements of Wisconsin Open Meeting laws. All  
50 requirements under the Open Meetings laws must be followed for conducting an e-  
51 meeting.

52 A. Provisions must be made for a member of the public to monitor an open meeting of  
53 the Board or committee if they are unable to do so electronically. No member of  
54 the public should be denied in person access to an open meeting of the Board of  
55 Supervisors or a Committee meeting. However, no provision will be made for the  
56 public to attend an e-meeting at any place other than the anchor location.

57 B. E-meetings should not be used where Wisconsin Statutes or Law require a hearing  
58 unless the Board can determine a means for public access to documents, exhibits,  
59 maps and/or testimony or statements substantially similar to an in-person hearing,  
60 or as may otherwise be permitted by law.

61 C. E-meetings should not be scheduled for matters that are complex or require  
62 extensive use of graphs, charts or other demonstrative documents which would be  
63 difficult for the public to view, unless the Board can determine a means for public  
64 access to the documents.

65 D. The Agenda for a meeting that will be held electronically and in person, must  
66 contain sufficient information to inform the public of how it may access and monitor  
67 the meeting, including information on who to contact should a member of the public  
68 need assistance to participate in the meeting and to allow planning for  
69 accommodations if necessary.

70 E. The Clerk shall send by e-mail to every member of the Board, and by Open  
71 Meetings Law notice [Wis. Stat. § 19.84] to the public at least 24 hours prior to the  
72 time of the meeting, the URL and codes necessary to connect to the Internet  
73 meeting service, and, as an alternative and backup to the audio connection  
74 included within the Internet service, the phone number and access code(s) the  
75 member needs to participate aurally by telephone.

76 F. Display of documents. The Clerk at the direction of the presiding officer shall  
77 enable a share screen for the display of documents relevant to a matter under  
78 consideration; and, to the extent feasible, the Clerk , or anyone assisting the clerk

79 for this purpose, shall cause such documents that are currently before the meeting  
80 for action or information, to be displayed therein until disposed of or directed by the  
81 presiding officer to end the display.

82 §9-94. Who may authorize an e-meeting. The County Board Chair or a committee chair,  
83 in consultation with the County Board Chair, may authorize a meeting to be held  
84 electronically when cause for doing so exists, such as, but not limited to, natural disasters,  
85 severe or harsh weather events, risks of infectious disease(s) (pandemics, epidemics,  
86 endemics, etc.), war, riot or as a means to obtain a quorum.

87 §9-95. Rules of Order. The County Board Rules of Order apply at all e-meetings.

88 §9-96. Special Rules of Order for e-meetings. The following special rules of order apply to  
89 all e-meetings in addition to the Rules of Order of the County Board. If a special rule of  
90 order conflicts with a County Board Rule of Order, the more specific rule shall apply.

91 A. Physical Attendance:

- 92 1. No member of the County Board may attend more than four (4) County Board  
93 Meetings in any calendar year via e-meeting.
- 94 2. No committee member may attend more than four (4) committee meetings in any  
95 calendar year via e-meeting. This applies separately for each committee  
96 assignment. For example, if a committee member is a member of two committees,  
97 that member may attend four meetings of each committee via e-meeting.
- 98 3. Exceptions to the physical attendance rule may be made by the County Board  
99 Chair upon a showing of good cause by the Member.

100

101 B. All County Board e-meetings will take place in the County Board Room, which is the  
102 anchor location. Committee meetings may take place in the County Board Room or  
103 other conference room in the Green Lake County Government Center; said room will  
104 also be an anchor location.

- 105 1. The County Board Chair or committee chair must be present at the anchor location.  
106 If neither the Count Board Chair or committee chair is present at the anchor  
107 location, then the vice-chair must be present. If the vice-chair is not present,  
108 another member present at the anchor location must be elected to chair the  
109 meeting (chair pro tem).
- 110 2. The Clerk or designee must also be present at the anchor location to ensure the  
111 electronic meeting platform is running correctly and to perform any duties related to  
112 running the electronic meeting.

113 C. Members who wish to appear electronically at an e-meeting shall notify the County  
114 Clerk at least 24 hours prior to the meeting.

115 D. There shall be no limit to the number of members who may appear electronically at an  
116 e-meeting, except that the chair or vice-chair (or duly elected chair pro tem) must be  
117 physically present at the anchor location.

- 118 E. Members attending virtually via an e-meeting shall receive per diems pursuant to  
119 Board Rules as if they physically attended the meeting. Mileage is not reimbursed.
- 120 F. Members attending virtually shall count as a member present for purposes of  
121 determining a quorum as if that member was physically present at the anchor location.  
122 The presence of a quorum shall be established by audible roll call at the beginning of  
123 the meeting. Thereafter, the continued presence of a quorum shall be determined by  
124 the online list of participating members and members physically present, unless any  
125 member demands a quorum count by audible roll call. Such a demand may be made  
126 pursuant to Wis. Stat. §19.88(2), following any vote for which the announced totals add  
127 to less than a quorum.
- 128 G. Members attending an e-meeting may make, second and vote on all motions and  
129 participate in discussion as though physically present at the anchor location. Members  
130 shall state their motion clearly so that all present at the e-meeting can hear and  
131 understand the motion. Members seconding a motion, shall do the same.
- 132 H. Members shall use their County issued personal computing device to access an e-  
133 meeting, to be recognized as having the floor, and for voting (except in committee). If  
134 a Member does not have a County issued Personal Computing Device, the member  
135 may use their own personal computing device to access an e-meeting or in the  
136 alternative, may attend the e-meeting by telephone.
- 137 I. Members are responsible for their own audio and internet connections. Members may  
138 attend an e-meeting via telephone if they do not have an adequate internet connection  
139 that allows for synchronous communication. Members shall identify and shall maintain  
140 Internet and audio access throughout the meeting whenever present but shall sign out  
141 upon any departure before adjournment.  
142
- 143 J. No Action shall be invalidated on the grounds that the loss of, or poor quality of, a  
144 member's individual connection prevented participation in the meeting. If there is a  
145 question of whether a member voted, the Clerk may take the member's vote after all  
146 other votes have been cast.
- 147 K. Minutes shall reflect which members, staff and guests appeared in person and which  
148 members, staff and guests appeared electronically.
- 149 L. All persons shall identify themselves before speaking to assist the County Clerk or  
150 recording secretary in recording the minutes.
- 151 M. All persons appearing electronically shall notify the Chair of their departure, whether  
152 permanent or temporary, from the meeting before leaving to ensure that a quorum is  
153 maintained.
- 154 N. If a closed session is on the agenda, all persons who will be included in the closed  
155 session must ensure that their location is private and others may not overhear the

156 closed session discussion.

157 O. If any chat windows are open during the meeting, they may only be used to resolve  
158 technological problems.

159  
160 P. Votes shall be taken by audible roll call or, when practicable within the meeting service  
161 platform, by electronic roll call, e.g. "Roll Call Pro". The Chair's announcement of the  
162 voting result shall include the number of members voting on each side of the question  
163 and the number, if any, who explicitly respond to abstain or acknowledge their  
164 presence without casting a vote. Business may also be conducted by unanimous  
165 consent.

166  
167 Q. All members who attend an electronic meeting shall report to the County Clerk's Office  
168 to sign resolutions and ordinances voted upon while attending an electronic meeting,  
169 prior to the County Board meeting where the ordinance or resolution will be presented  
170 to the Board. If the member is unable to sign the ordinance or resolution prior to the  
171 County Board meeting, the County Clerk may enter the following on the resolution or  
172 ordinance:

173  
174 "[Supervisor name] approved by voice vote on Zoom" or "[Supervisor name] approved  
175 by roll call vote on Zoom".

176  
177 R. Meeting etiquette:  
178 1. Members will be in responsible for muting/unmuting themselves; however, if  
179 necessary, the Clerk may mute a Member whose background noise is disrupting  
180 the meeting.  
181 2. All persons attending an e-meeting shall keep their microphones muted, except  
182 when speaking, to avoid disrupting the meeting.  
183 3. No side conversations should be held in the "chat box".  
184 4. Identify yourself prior to speaking or making or seconding a motion.  
185 5. If in closed session, Members must assure that no other individual is present and  
186 can hear the closed session discussion.  
187 6. Members shall refrain from talking over each other and shall obtain the floor from  
188 the Chair in order to speak.

189  
190 Section 2. This ordinance shall become effective upon passage and publication.

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

194 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby  
195 repealed.

**ORDINANCE NO. 12-2021**

**Relating to: Rezone in the Town of Manchester  
Owner: Dornfeld Farms, Inc.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20<sup>th</sup> of April, 2021, 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:

- 1) N489 Inglehart Road **General legal description:** Parcel 012-00602-0000, described as lands located in the NW1/4 of Section 31, Town 14 North, Range 12 East, Town of Manchester **Request:** Rezone ±15 acres from A-1, Farmland Preservation District to A-2, General Agriculture District. To be identified by certified survey map.

4 **BE IT FURTHER ORDAINED**, that this ordinance shall become effective upon passage  
5 and publication.

Roll Call on Resolution No. 12-2021

Submitted by Land Use Planning &  
Zoning Committee:

Ayes , Nays , Absent , Abstain

*/s/ Curt Talma*

Passed and Enacted/Rejected this 20th  
day of April, 2021.

\_\_\_\_\_  
Curt Talma, Chair

\_\_\_\_\_  
Bill Boutwell, Vice Chair

\_\_\_\_\_  
County Board Chairman

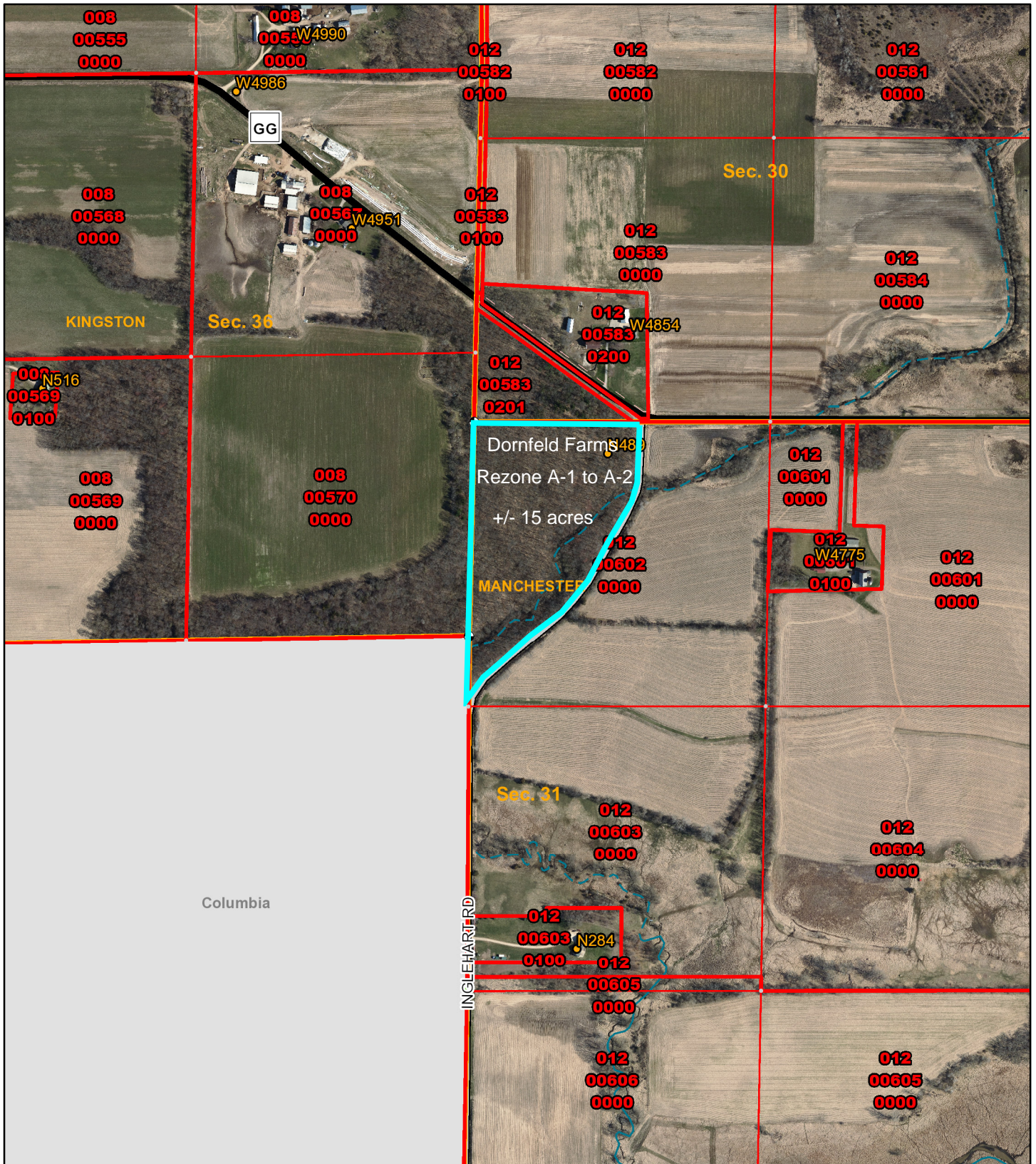
*/s/ Harley Reabe*  
\_\_\_\_\_  
Harley Reabe

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

*/s/ Don Lenz*  
\_\_\_\_\_  
Don Lenz

\_\_\_\_\_  
Dawn N. Klockow, Corporation Counsel

\_\_\_\_\_  
Chuck Buss



Dornfeld Farms  
 Rezone A-1 to A-2  
 +/- 15 acres

Green Lake County

1 inch = 638 feet

Geographic Information System (GIS)  
<https://gis.co.green-lake.wi.us/>

### Dornfeld Farms, LLC Rezone Map

Green Lake County, WI

Time: 3:27:25 PM  
 Date: 4/6/2021

Note:



**ORDINANCE NO. 13-2021**

**Relating to: Rezone in the Town of Berlin**  
**Owners: Bahn Farms, Inc. Ron Bahn and Mark & Anne Kasuboski**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20<sup>th</sup> of April, 2021, 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 Berlin, shall be amended as follows:

- 1) W404 W. Hillside Rd **General Legal Description:** Parcels 002-00470-0100, 002-00470-0200 & 002-00469-0100, described as lands located in the SW1/4 of Section 25, Town 17 North, Range 13 East, Town of Berlin. **Request:** Rezone +3 acres from A-1, Farmland Preservation District to R-4, Rural Residential District. To be identified by certified survey map.

4 **BE IT FURTHER ORDAINED**, that this ordinance shall become effective upon passage  
5 and publication.

Roll Call on Resolution No. 13-2021

Submitted by Land Use Planning &  
Zoning Committee:

Ayes , Nays , Absent , Abstain

*/s/ Curt Talma*

Passed and Enacted/Rejected this 20th  
day of April, 2021.

\_\_\_\_\_  
Curt Talma, Chair

\_\_\_\_\_  
Bill Boutwell, Vice Chair

\_\_\_\_\_  
County Board Chairman

*/s/ Harley Reabe*  
\_\_\_\_\_  
Harley Reabe

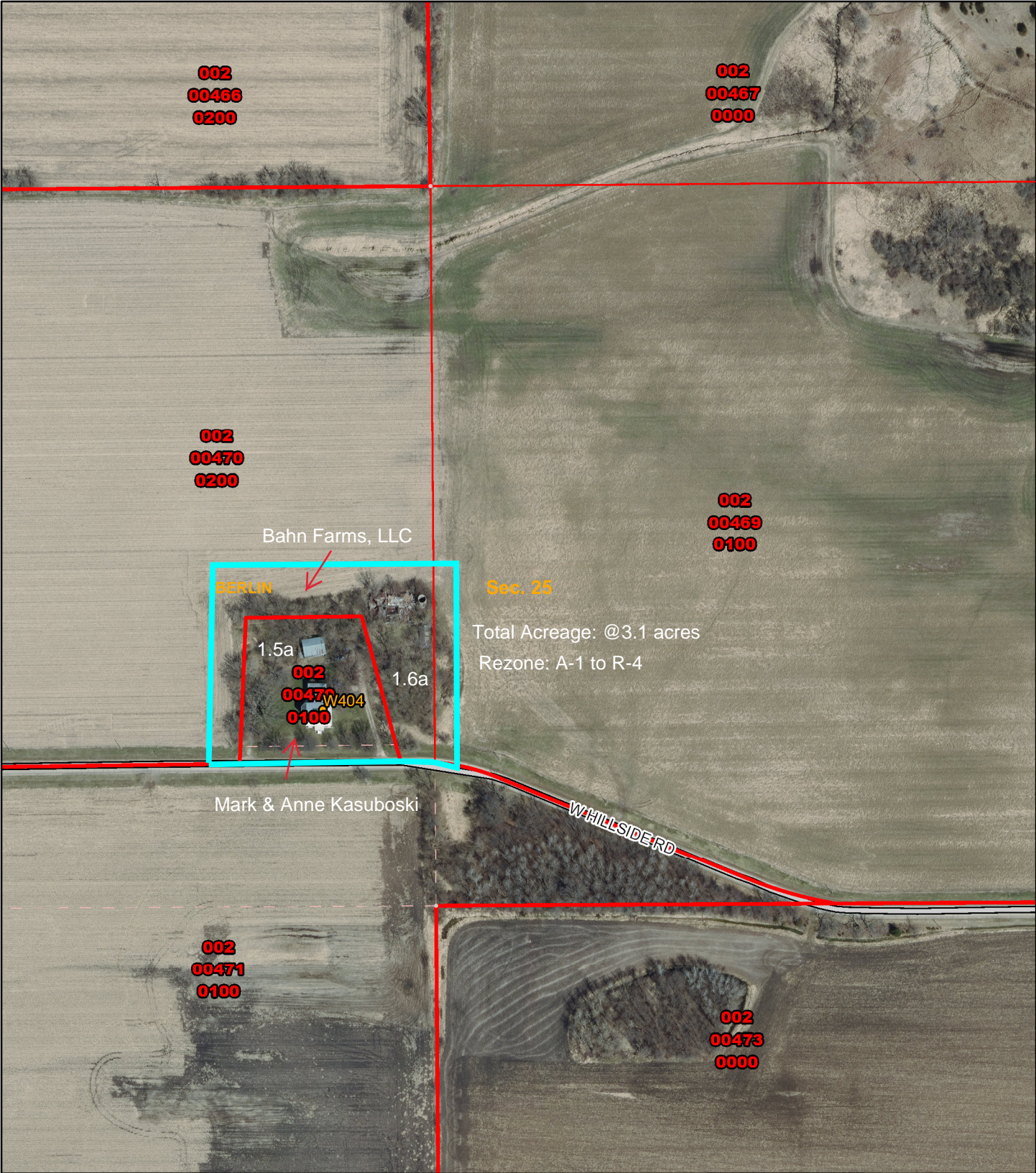
\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

*/s/ Don Lenz*  
\_\_\_\_\_  
Don Lenz

\_\_\_\_\_  
Dawn N. Klockow, Corporation Counsel

\_\_\_\_\_  
Chuck Buss





Bahn Farms, LLC

BERLIN

1.5a

1.6a

002  
00470  
0100

W404

Sec. 25

Total Acreage: @3.1 acres

Rezone: A-1 to R-4

Mark & Anne Kasuboski

WHILLSIDE RD



Green Lake County

1 inch = 255 feet



Geographic Information System (GIS)  
<https://gis.co.green-lake.wi.us/>

### Bahn Farms / Kasuboski Rezone Map

Green Lake County, WI

Time: 3:42:02 PM  
 Date: 4/6/2021

Note:

