



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 07/28/21

Amended* Post Date:

The following documents are included in the packet for the Administrative Committee on August 2, 2021:

- 1) Agenda
- 2) Minutes 2/1/21; 3/15/21; 3/24/21; 3/31/21
- 3) Ordinance Amending Ordinance No. 11-2021 Green Lake County Board of Supervisors Electronic Meeting Notices
- 4) Resolution Relating to Consortium Agreement for the Chief Elected Officials of the Fox Valley Workforce Development Area for 2021-2022
- 5) Resolution Implementing the Countywide Ambulance Service
- 6) Department Reports



**GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK**

*Elizabeth Otto
County Clerk*

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

Administrative Committee Meeting Notice

***Date: Tuesday, August 3, 2021 Time: 10:00 AM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI***

AGENDA

**Committee
Members**

*Harley Reabe,
Chairman
Keith Hess
Dennis Mulder
Katie Mehn
Brian Floeter*

*Elizabeth Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 02/01/2021; 03/15/2021; 03/24/2021; 03/31/2021
5. Public Comment
6. Ordinances
 - Amending Ordinance No. 11-2021 Green Lake County Board of Supervisors Electronic Meetings Ordinance
7. Resolutions
 - Resolution Relating to Consortium Agreement for the Chief Elected Officials of the Fox Valley Workforce Development Area for 2021-2022
 - Resolution Implementing a Countywide Ambulance Service
8. Discussion on redistricting request
9. County Board Per Diem & Salaries for 2022-2024
10. 2022 Budget Discussion
11. Reports
 - Corporation Counsel
 - County Administrator
 - County Clerk
 - IT
 - Register of Deeds
 - Treasurer
12. Committee Discussion
 - Future Meeting Dates: November 1, 2021 @ 4:30 PM
 - Future Agenda items for action & discussion
13. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks required for individuals who are **not** vaccinated) 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.

Join Zoom Meeting

<https://us06web.zoom.us/j/87535110777?pwd=bStpQUhYaUF2dTJyO2pCNmtFRXhOQT09>

Meeting ID: 875 3511 0777

Passcode: 986869

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

ADMINISTRATIVE COMMITTEE MEETING

February 1, 2021

The meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 4:30 PM on Monday, February 1, 2021 in the County Board and via Zoom format at the Government Center, 571 County Road A, Green Lake, WI. The meeting was held both in person and via Zoom due to the COVID-19 pandemic. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Harley Reabe
Brian Floeter (4:50 PM)
Keith Hess
Katie Mehn
Dennis Mulder (Zoom)

Other County Employees Present: Liz Otto, County Clerk; Amanda Toney, Treasurer; Cathy Schmit, County Administrator (Zoom); Corporation Counsel Dawn Klockow (Zoom); Renee Thiem-Korth, Deputy Register of Deeds; Dave Abendroth, Supervisor #4; Patti Garro, Supervisor #8.

MINUTES

Motion/second (Hess/Mehn) to approve the minutes of November 2, 2020 as presented with no errors or corrections. Motion carried with no negative vote.

APPEARANCES

- **Attorney Tim Mathison**

Attorney Tim Mathison of Slipstream, administrator for PACE WI, stated that currently 45 counties are part of the PACE program. Mathison gave an overview stating that there is no cost to the county. Any commercial or multi-family property is eligible to finance up to 100% of energy efficient improvements. Discussion held.

Corporation Counsel Dawn Klockow stated that there is a quorum present of the P&I committee and that someone would have to excuse themselves. Supervisor #8 Patti Garro left the meeting at 4:37 PM.

ORDINANCES

- **Creating Chapter 200 – Property Assessed Clean Energy Financing**

Motion/second (Hess/Mulder) to approve the ordinance and forward to County Board for final approval. Motion carried with no negative vote.

RESOLUTIONS

- **Resolution Adopting Property Assessed Clean Energy**

Motion/second (Mehn/Hess) to approve the resolution and forward to County Board for final approval. Discussion held. *Motion/second (Reabe/Mulder)* to amend the resolution to designate the County Board Chair as the “Representative Director” on Line 61. Motion carried with no negative vote. Motion carried with no negative vote to approve the resolution as amended.

- **Resolution Declaring State of Emergency in Green Lake County regarding COVID-19 through June 25, 2021**

Motion/second (Mulder/Hess) to approve the resolution and forward to County Board for final approval. Discussion held.

Supervisor Floeter joined the meeting at 4:50 PM with Dave Abendroth excusing himself at the same time due to a quorum of the Finance Committee.

Motion/second (Hess/Mulder) to amend the resolution to extend the State of Emergency for 90 days. Ayes – 1 (Mulder), Nays – 4 (Floeter, Hess, Mehn, Reabe). Motion failed.

Motion/second (Floeter/Mehn) to extend the State of Emergency until March 26, 2021. Ayes – 4 (Floeter, Hess, Mehn, Reabe), Nays – 1 (Mulder). Motion carried.

DISCUSSION ON REDISTRICTING REQUEST

Chair Reabe stated that he has had a few requests for a referendum regarding redistricting. It is too late to put this on the April ballot due to the 70 day timeline so the soonest it could be done is April of 2022.

BUDGET ADJUSTMENTS

- **County Clerk – Elections**

County Clerk Liz Otto explained the budget adjustments to two election accounts due to grants received and the purchase of new voting equipment.

Motion/second (Mulder/Hess) to approve the budget adjustment and send to Finance and County Board for final approval. Motion carried with no negative vote.

- **Register of Deeds**

Motion/second (Hess/Mehn) to approve the budget adjustment and send to Finance and County Board for final approval. Motion carried with no negative vote.

ANNUAL REPORTS

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

All reports were reviewed and discussed by the Committee.

COMMITTEE DISCUSSION

Future Meeting Dates: County Administrator Review – March 15, 2021 @ 5:00 PM

Regular Meeting: May 3, 2021 @ 4:30 PM

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Reabe adjourned the meeting at 5:15 PM.

Submitted by,



Liz Otto
County Clerk

ADMINISTRATIVE COMMITTEE MEETING

March 15, 2021

The special meeting of the Administrative Committee was called to order by Vice Chairman Dennis Mulder at 4:30 PM on Monday, March 15, 2021 in the County Board and via Zoom format at the Government Center, 571 County Road A, Green Lake, WI. The meeting was held both in person and via Zoom due to the COVID-19 pandemic. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Harley Reabe (4:42)
Brian Floeter
Keith Hess
Katie Mehn (Zoom)
Dennis Mulder (Zoom)

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator (Zoom – 4:50); Corporation Counsel Dawn Klockow (Zoom); Nicole Geschke, HR Coordinator; Renee Thiem-Korth, Register of Deeds (Zoom); Dave Abendroth, Supervisor #4; Gene Thom, Supervisor #19.

ORDINANCES

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

Motion/second (Floeter/Mehn) to suspend the rules to allow Gene Thom and Dave Abendroth to speak. Motion carried with no negative vote. *Motion/second (Floeter/Mehn)* to amend the ordinance by changing Lines 91-99 from 4 meetings per year to 6 meetings per year. Discussion held. Motion rejected by no affirmative vote. *Motion/second (Floeter/Hess)* to approve the ordinance and forward to County Board for final approval. Motion carried with no negative vote.

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION

- **Wis. §19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility – this Closed Session is regarding performance evaluation of the County Administrator.**

Motion/second (Floeter/Mulder) to convene into Closed Session at 4:58 PM. Roll call vote – Ayes - 5, Nays – 0, Absent – 0, Abstain - 0. Motion carried.

County Clerk Liz Otto and Corporation Counsel Dawn Klockow were excused from the meeting and did not return.

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

Motion/second (Floeter/Hess) to reconvene into Open Session (per Chair Harley Reabe). Roll call vote – Ayes - 5, Nays - 0, Absent – 0, Abstain - 0. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Dates: County Administrator Review – March 24, 2021 @ 5:00 PM

Regular Meeting: May 3, 2021 @ 4:30 PM

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Reabe adjourned the meeting.

Submitted by,



Liz Otto
County Clerk

ADMINISTRATIVE COMMITTEE MEETING

March 24, 2021

The special meeting of the Administrative Committee was called to order by Vice Chairman Dennis Mulder at 5:00 PM on Wednesday, March 24, 2021 in the County Board and via Zoom format at the Government Center, 571 County Road A, Green Lake, WI. The meeting was held both in person and via Zoom due to the COVID-19 pandemic. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Harley Reabe
Brian Floeter
Keith Hess (Zoom)
Katie Mehn
Dennis Mulder (Zoom)

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator (Zoom); Nicole Geschke, HR Coordinator; Dave Abendroth, Supervisor #4

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION

- **Wis. §19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility – this Closed Session is regarding performance evaluation of the County Administrator.**

Motion/second (Hess/Mulder) to convene into Closed Session at 5:02 PM. Roll call vote – Ayes - 5, Nays – 0, Absent – 0, Abstain - 0. Motion carried.

County Clerk Liz Otto was excused from the meeting and did not return.

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

Motion/second (Floeter/Mehn) to reconvene into Open Session at 8:05 PM. Roll call vote – Ayes - 5, Nays - 0, Absent – 0, Abstain - 0. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Dates: Regular Meeting: May 3, 2021 @ 4:30 PM

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Reabe adjourned the meeting at 8:05 PM.

Submitted by,



Liz Otto
County Clerk

ADMINISTRATIVE COMMITTEE MEETING

March 31, 2021

The special meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 5:00 PM on Wednesday, March 31, 2021 in the County Board and via Zoom format at the Government Center, 571 County Road A, Green Lake, WI. The meeting was held both in person and via Zoom due to the COVID-19 pandemic. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Harley Reabe
Brian Floeter
Keith Hess (Zoom)
Katie Mehn
Dennis Mulder (Zoom)

Other County Employees Present: Cathy Schmit, County Administrator (Zoom); Dave Abendroth, Supervisor #4

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION

- Wis. §19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility – this Closed Session is regarding performance evaluation of the County Administrator.

Motion/second (Floeter, Mehn) to convene into Closed Session at _____ PM. Roll call vote Ayes - 5
, Nays - 0 , Absent - 0 , Abstain - 0 . Motion carried. ✓

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

Motion/second (Floeter, Hess) to reconvene into Open Session at 6:06 PM. Roll call vote – Ayes - 5
, Nays - 0 , Absent - 0 , Abstain - 0 . Motion carried. ✓

COMMITTEE DISCUSSION

Future Meeting Dates: Regular Meeting: May 3, 2021 @ 4:30 PM

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Reabe adjourned the meeting at 6:07 PM.

Submitted by,

Cathy Schmit

ORDINANCE NO. -2021

**Amending Ordinance No. 11-2021 Green Lake County Board of Supervisors
Electronic Meetings Ordinance.**

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 17th day of August 2021, does ordain as follows:

Roll Call on Ordinance No. -2021

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

Harley Reabe, Chair

Passed and Enacted/Rejected this 17th
day of August, 2021.

Dennis Mulder

County Board Chairman

Keith Hess

ATTEST: County Clerk
Approve as to Form:

Katie Mehn

Corporation Counsel

Brian Floeter

2 Section 1. Green Lake County Ordinance, No. 11-2021 enacted on April 20, 2021, is
3 hereby amended as follows (additions are in underline, deletions are in ~~strikeout~~):

4
5 §9-93 G. is hereby created

6
7 G. The County Clerk shall record County Board electronic meetings. The recording shall
8 be retained for 120 days after the meeting and thereafter deleted. Committee or
9 Commission meetings may be recorded at the direction of the chair, and shall be retained
10 for 120 days after the meeting and thereafter deleted.

11
12 §9-94 is amended

13
14 §9-94. County Board, committee and commission meetings may be held electronically
15 subject to the requirements of Ch. 9, Article VI of this Code, and any applicable state
16 statutes. Who may authorize an e-meeting. The County Board Chair or a committee chair,
17 ~~in consultation with the County Board Chair, may authorize a meeting to be held~~
18 ~~electronically when cause for doing so exists, such as, but not limited to, natural disasters,~~
19 ~~severe or harsh weather events, risks of infectious disease(s) (pandemics, epidemics,~~
20 ~~endemics, etc.), war, riot or as a means to obtain a quorum.~~

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

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

25 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
26 repealed.

RESOLUTION NUMBER -2021

Resolution Relating to Consortium Agreement for the Chief Elected Officials of the Fox Valley Workforce Development Area for 2021-2022

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 2nd day of August 2021, does resolve as follows:

- 1 **WHEREAS**, Green Lake County participates in the Fox Valley Workforce Development
- 2 Area under §66.0301(2) Wis. Stats; and,

- 3 **WHEREAS**, the Fox Valley Workforce Development Area's purpose is to increase
- 4 occupational skills, employment, job retention and earnings, and as a result, improve
- 5 the quality, reduce welfare dependency and enhance the productivity and
- 6 competitiveness of the workforce within Green Lake County and the other counties who
- 7 are members; and,

- 8 Fiscal note is not applicable.

- 9 Majority vote is needed to pass.

Roll Call on Resolution No. -2021

Submitted by Administrative
Committee

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 2nd
day of August, 2021.

Harley Reabe, Chair

Dennis Mulder

County Board Chairman

Keith Hess

ATTEST: County Clerk
Approve as to Form:

Katie Mehn

Corporation Counsel

Brian Floeter

10 **WHEREAS**, the current Consortium Agreement between the Counties of Calumet, Fond
11 du Lac, Green Lake, Waupaca, Waushara and Winnebago Counties has expired and
12 requires renewal. The new Consortium Agreement is attached hereto; and,

13 **WHEREAS**, the Green Lake County Corporation Counsel has reviewed and approved
14 the Consortium Agreement as to form.

15 **NOW THEREFORE BE IT RESOLVED THAT** the Green Lake County Board of
16 Supervisors authorizes Chairman Harley Reabe to execute the Consortium Agreement
17 for the Chief Elected Officials of the Fox Valley Workforce Development Area on behalf
18 of Green Lake County for the fiscal year beginning July 1, 2021.

JOINT AGREEMENT

FOR THE WORKFORCE DEVELOPMENT BOARD and CHIEF ELECTED OFFICIALS

OF THE FOX VALLEY WORKFORCE DEVELOPMENT AREA

For Fiscal Year Beginning 7/1/21

THIS AGREEMENT, made and entered into by and between the Fox Valley Workforce Development Board of Directors (FVWDB), a body created in accordance with and pursuant to a Chief Elected Officials (CEO) Consortium Agreement, by and between the Wisconsin counties of Calumet, Fond du Lac, Green Lake, Waupaca, Waushara and Winnebago (hereinafter referred to as the "CEO").

WITNESSETH:

WHEREAS, the CEO are the legal representatives of the Consortium formed under Section 106(a)(4)(A) of Public Law 113-128 (hereinafter referred to as "the Act"); and

WHEREAS, the CEO are the appointing authority for the FVWDB under Section 107(c)(1) of Act; and

WHEREAS, it is the responsibility of the FVWDB to provide policy guidance for, and exercise oversight with respect to activities under the Act in this Fox Valley Workforce Development Area in partnership with the CEO; and

WHEREAS, the CEO and the FVWDB are required to enter into operational agreements under Section 107(d) of said Act;

NOW THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the CEO and the FVWDB do agree as follows:

I. Modifications of the Workforce Innovation and Opportunity Act Plan:

1. Modification of the Plan shall require joint approval of the FVWDB and the CEO in accordance with Section VI (M) of this agreement. Either body may request modification of the Plan. Such requests shall be forwarded from the requesting body to the chairperson of the other body in keeping with Section VII (A) of this agreement.
2. FVWDB will negotiate and reach agreement on local performance measures with the Wisconsin Department of Workforce Development (DWD) as outlined in the FVWDB By-Laws.
3. FVWDB conducts oversight of One-Stop System, Dislocated Worker, Adult and Youth, and employment and training activities in partnership with the CEO.
4. FVWDB will select a One-Stop Operator with the agreement of the CEO.

II. Selection of the Grant Recipient and Administrative Entity: In accordance with Section 107(c)(3)(A) of the Act, the FVWDB and the CEO agree that:

- A. Fox Valley Workforce Development Board, Inc., shall function as the Administrative Entity responsible for carrying out the goals and objectives set forth in the Plan, for the duration of this agreement.
- B. Fox Valley Workforce Development Board, Inc., shall function as the Grant Recipient of funds under the Act.

III. Duties of the FVWDB as Grant Recipient:

- A. The FVWDB shall administer and operate programs in accordance with the Plan.
- B. The FVWDB shall be responsible for all receipts and disbursements relating to the Plan.
- C. The FVWDB shall review all contracts for purposes of verifying that funds are expended in accordance with the grantor's requirements and the Plan. The FVWDB shall utilize reasonable audits, desk reviews, legal services and other inquiries to effectuate the goals of this paragraph.
- D. The FVWDB shall provide the CEO an evaluation of every contract receiving funds under the Plan. Said evaluation shall include, but is not limited to, a review of the expenditures made under the contracts entered into pursuant to the Plan and an assessment of such contracts in meeting their proposed goals.
- E. The FVWDB shall implement the Plan by entering into contracts with providers of services. Said contracts shall set forth the duties incumbent of the service provider, the goals of each project undertaken by the provider and financial terms of the contract. All contracts shall be approved by the FVWDB and/or CEO prior to their execution as required by governing documents.
- F. The FVWDB shall allocate the funds due the Fox Valley Workforce Development Area for provision of services under the Workforce Innovation and Opportunity Act. The FVWDB shall, in making of such allocations, conform to the terms and conditions of the Plan. Further, the FVWDB shall only allocate funds to those service provider contractors authorized by the FVWDB and CEO. The Administrator of the FVWDB shall sign all such approved contracts on behalf of the FVWDB. The FVWDB shall not recommend the awarding of any funds to any contractor in which the FVWDB has a financial interest, either direct or indirect, unless said interest is disclosed in writing to the CEO and both the FVWDB and CEO consent to such allocations.
- G. The FVWDB shall monitor the activities of all contractors and their subcontractors to assure that funds are expended legally, properly and efficiently. The FVWDB shall take all reasonable actions to prevent, halt and deter misuse of any funds allocated under the Plan.
- H. The FVWDB will provide assistance in formulating the terms of the Plan and any modifications or update to said Plan. Such duties include, but are not limited to, education of CEO of the substantive requirements of the Plan, advising CEO of options for the Plan, conducting research and marshaling information necessary to direct the Plan's goals toward identified needs within the Fox Valley Workforce Development Area, preparing drafts, final versions and copies of the

Plan to the CEO, and making necessary contacts with the Department of Workforce Development Division of Employment and Training (DWD/DET) to secure approval of the Plan.

- I. The FVWDB shall maintain accounts, books, records and inventory controls sufficient to allow compliance and financial audits of its services under this or any other contract between the parties hereto.
- J. At the termination of all contracts funded under the Plan, the FVWDB to the extent reimbursed shall conduct close-out activities to determine whether the contractors' operations were in accordance with the terms and goals of the Workforce Innovation and Opportunity Act.
- K. The FVWDB shall obtain prior to the execution of this Agreement and maintain in force, without lapse during the term of this Agreement, errors and omissions, bonding and general liability insurance policies. The CEO and the FVWDB shall be named as additional insureds in the general liability and errors and omissions policies. Minimum limits of liability on the errors and omissions policy shall be \$300,000 per occurrence, \$300,000 aggregate. Minimum limits on the general liability policy shall be \$500,000 combined personal injury and property damage per occurrence and \$500,000 aggregate.
- . The FVWDB shall draft a grievance procedure in compliance with Section 144 of the Workforce Innovation and Opportunity Act to be approved by the FVWDB and CEO prior to its implementation.

IV. Oversight:

- A. The FVWDB is authorized to provide oversight, including review, monitoring and evaluation of the programs conducted under the Plan in accordance with established procedures. To carry out its functions under the Act, the FVWDB:
 - 1. Shall prepare and approve a proposed budget for programs and administration. The FVWDB shall submit the proposed budget to the CEO for review at least 7 days prior to the commencement of the budget year. Adoption of the budget shall be in accordance with Section VI (M). Amendments to the budget, outside of the annual budget meeting, must be presented to the CEO for consideration and shall require approval by a two-thirds majority of the members present from the CEO.
 - 2. May hire staff, if the proposed staff position(s) is included in the adopted budget.
 - 3. May incorporate, with the approval of both the FVWDB and the CEO.
 - 4. May solicit and accept contributions and funds from other public and private sources.
- B. The exercise of powers and duties under Section V(A)(1-4) of this agreement shall be in keeping with agreements established under Section III above and is subject to review by the CEO. The CEO may request invocation of Section VI(J) of this agreement to resolve any disagreements over the exercise of said powers.
- C. The CEO reserves the right to oversee the general progress and conduct of the Plan. To that end, the FVWDB agrees to submit to such audits as the CEO may from time to time require. The CEO agrees that such audits shall only be instituted as necessary to carry out its responsibilities

to insure the appropriate utilization of funds under the Act.

D. The FVWDB agrees to provide quarterly reports to the CEO indicating progress toward the completion of goals and objectives of the Plan. Such reports shall be due within 30 days of the end of the preceding quarter. The FVWDB further agrees to, submit such reports as may be outlined in any subsequent agreements pursuant to Section III above.

V. Operating Procedures:

A. By-Laws: The FVWDB and the CEO may establish By-Laws and/or operating procedures, for their respective organizations, which are consistent with the provisions of this or any other bilateral agreement between the affected parties. In the event that any such By-Laws or procedures shall be found to be in conflict with the provisions of this or any other bilateral agreements, the provisions of said agreements shall prevail.

B. FVWDB Membership Criteria: Members of the FVWDB are appointed to represent sectors of the service delivery area as outlined in Section 102 of the Act and the initial plan of appointment approved by the CEO. All members of the FVWDB shall be employed or reside within the Fox Valley Workforce Development Area. Any change in employment or other status which affects the representative status of a FVWDB member shall be forwarded to the CEO within 30 days of said change. Changes in status which render a FVWDB member no longer representative of the sector from which originally appointed shall result in the CEO declaring said position vacant.

C. Alternates: In the course of the FVWDB's operation, alternate FVWDB members shall not be appointed or designated.

D. Size of the FVWDB: Under Section 107 of the Act, the FVWDB may determine its own size following its being certified and convened. The FVWDB agrees that it will not exercise its right to alter its size without the consent of the CEO.

E. Cause for Removal: Any member(s) of the FVWDB may be removed there from by the CEO for cause, including the following:

1. Those causes specified in Section 17.16(2), Wisconsin Statutes.
2. Failure of a FVWDB member to fulfill in timely and proper manner his or her obligations under this agreement, or if the FVWDB member shall violate any of the covenants or stipulations of this agreement. However, nothing herein shall be construed to permit removal of any FVWDB member for failure to concur in any proposed agreement with the CEO.
3. For conviction of any federal or state felony.
4. Absenteeism will be addressed through FVWDB By-Laws.
5. For changes in status that affect representation as outlined in Section VI(B) of this agreement.

F. Filling of Vacancies: Vacancies in the FVWDB shall be filled by appointment by the CEO in accordance with the Act, the Consortium Agreement and By-Laws in effect at the time of the vacancy.

G. Conflict of Interest:

1. Members of the FVWDB or CEO must maintain the public trust for use of the federal and state funds for the purpose of carrying out program requirements including the responsibility to maintain the reputation and integrity of the program.
2. The FVWDB will establish written policies in its By-Laws, to adhere to conflict of interest policies established by the state.
3. No member of the FVWDB, and its sub-groups thereof nor the CEO shall cast a vote on the provision of services by that member (or any organization of which that member is an owner, manager, employee, or agent) or vote on any matter which would provide direct financial benefit to that member or any organization of which that member is an owner, manager, employee, or agent. The FVWDB or its subgroups and CEOs may require members to leave the room during discussion and voting on issues with which they have a conflict of interest. This requirement in and of itself does not preclude FVWDB members or their businesses from participating in contracts.
4. The FVWDB will have on file a disclosure form which is signed by each FVWDB member and staff, and each grantee. The disclosure statement must include but not be limited to the organizational and fiduciary affiliations of the individual or the individual's immediate family which may present a potential conflict of interest for that individual.

H. Maintenance of Effort: To insure maintenance of effort no contracts for grants to service providers shall be in violation of the maintenance of effort requirements of federal law or regulations or rules of the DWD/DET.

I. Grievance Procedures: Section 181 (c) of the Act requires such administrative entity, contractor and grantee under the Act to establish and maintain a grievance procedure for resolution of grievances and complaints about its programs and activities from participants, subgrantees, subcontractors and other interested persons. A grievance panel, consisting of two disinterested members of the FVWDB selected by the FVWDB Chairperson, and the CEO (or his designee) shall hear all SDA-level grievances filed within this SDA.

J. Liaison Committee: A Liaison committee consisting of two members of the CEO appointed by the CEO and two members of the FVWDB appointed by the Chairperson of the FVWDB shall be convened upon the joint call of the Chairpersons of the CEO and FVWDB to resolve conflicts of issues of mutual concern. Said Chairpersons shall jointly appoint one of the appointees as chairperson and issue the charge to the committee. The findings of the Committee shall be binding on the FVWDB and the CEO. The disagreement between the two bodies shall be resolved according to the Liaison Committee's recommendations. Upon issuance of its report, the committee shall be dissolved.

K. Indemnification:

1. The FVWDB and CEO recognize the need to protect all members of the FVWDB and CEO against loss, liability or damages that may result from their joint and separate actions in performing responsibilities under the Act. The CEO and FVWDB agree that adequate insurance shall be provided.

2. The Administrative Entity shall procure and maintain in force for the duration of the agreement, Workers Compensation Insurance including Employers Liability, Commercial General Liability, Business Auto Liability, (owned, non-owned and hired autos), Excess, (Umbrella) Liability, & Management Liability (Directors & Officers Liability), which covers CEO, FVWDB, and staff.
3. The FVWDB agrees during the term of this agreement to indemnify and save harmless the CEO, its successors and assigns, from and against any and every claim, demand, suit, payment, damage, loss, costs and expense that the CEO, its successors and assigns, may hereafter suffer, incur, be put to, pay or lay out by reason of the FVWDB performing its obligations, under this agreement provided, however, that the provisions of this section shall not apply to claims, demands, suits, payments, damages, losses, costs and expenses caused by or resulting from the sole negligence of the CEO, its successors or assigns.

L. Efficiency: The FVWDB and the CEO shall commence, carry on and complete their obligations under this agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this agreement and all applicable laws.

M. Voting:

1. All approvals under this agreement shall require approval of a majority of the members present at a meeting of such said bodies, unless a vote of greater than a simple majority is called for in the By-Laws of the respective body.
2. Votes on matters which require concurrence of the FVWDB and the CEO shall be by roll call and recorded in the minutes of the respective bodies.
3. At no time shall the FVWDB or the CEO vote as a single unit.
4. Absentee voting is not allowed by either the FVWDB or the CEO.

N. Quorum: At minimum, a majority of the current membership of the FVWDB and the CEO is required to be in attendance to constitute a quorum for purposes of conducting business by each of the respective bodies.

VI. General Administrative Provisions:

A. Delivery of Notices and Reports: Notices and reports required by this agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address, ("sent" time if electronic communication or fax is utilized), to notify the other party in writing within a reasonable time:

1. To the CEO addressed to the current secretary of the Chief Elected Officials Board of Commissioners.
2. To the FVWDB addressed to the current administrator of the Fox Valley Workforce Development Board.

B. Open Meetings Required: The provisions of Subchapter V of Chapter 19, Wisconsin Statutes, regarding open meetings of governmental bodies shall apply to all meetings and

proceedings of the FVWDB and the CEO, including those of its formally constituted subunits. The provisions of 19.96, Wisconsin Statutes, specifically shall apply. Telephone conferences and video conferences are permitted with all in attendance identified.

1. The FVWDB and the CEO shall maintain copies of records of their activities in all major areas, including all meeting agendas and minutes, contracts, fiscal and management documentation.
2. The administrative entity shall be the custodian of the public records of the FVWDB and of the CEO, or
3. An official of the county represented by the CEO shall be designated by the CEO as the custodian of the public records of the CEO. In the event that any succeeding CEO is from another county, the CEO records shall be transferred to that county in the custody of the official thereof designated by the then current CEO.
4. The designated records custodian shall comply with the public records request in accordance with the requirements set forth in Wisconsin Statute 19.35. In case of doubt, authorization for release of any public records of the FVWDB or the CEO shall be authorized by the Chairpersons of the respective bodies.
5. The CEO and the FVWDB shall have complete access to the Workforce Innovation and Opportunity Act records of both bodies except this agreement wherein persons not members of the respective bodies may be excluded.
6. The FVWDB and the CEO shall send copies of all agendas and minutes thereof to the members of both bodies at all times.

C. Nondiscrimination: During the term of this agreement, the FVWDB, the CEO, the Administrative Entity and Grant Recipient agree not to discriminate against any person, whether a recipient of services (actual or potential), an employee, or an applicant for employment on the basis of factors prohibited by federal or state law, including Section 167 of the Act and Section 111.31, Wisconsin Statutes. The aforementioned agree to post in conspicuous places, available to all employees and applicants for employment and all recipients of services, actual or potential, notices setting forth the provisions of this agreement as they relate to nondiscrimination. The aforementioned shall, in all solicitations, for employment placed on their behalf, state that the aforementioned are "Equal opportunity Employers".

L. Term of the Agreement: The term of this agreement shall commence on the date of the execution of this Agreement and shall continue through June 30th of the following year. This agreement shall be reviewed annually by FVWDB and CEOs and renewed by July 1 unless either party hereto gives written notice to the other sixty (60) days prior to the annual date of renewal stating that said party wishes to renegotiate all or any part of this agreement.

D. Amendment of Agreement:

1. Either party may propose amendments to this agreement at any time. Requests for amendment shall be authorized in accordance with the By-Laws of the body initiating the request. No proposed amendment may be considered by the body unless a written copy has been sent to the members of the body at least 10 days prior to consideration. An amendment to amendment(s) so proposed shall be in order.

2. Proposed amendments approved in accord with the above shall be mailed to the other party (in accord with VI(A) above) and shall be acted upon by that party no less than 10 days nor more than 30 days following receipt. No proposed amendment may be acted upon unless the text thereof has been sent to the member of the body at least 10 days prior to consideration.
3. The other party must respond with a written notice of concurrence or non-concurrence, or; a written request to negotiate under Section VI(J) above; within 10 days of consideration of the amendment.
4. No proposed amendment shall take effect until the nominating party has concurred with the amendment pursuant to Section V (M) of this agreement and has responded with a written notice of concurrence.

F. Assignment or Transfer: FVWDB shall not assign or transfer any interest or obligation in this agreement whether by assignment or novation, without prior written consent, except that the CEO does hereby consent to the assignment of this agreement to FVWDB's corporate successor which shall be bound in all respects as is the FVWDB.

G. Wisconsin Law Controlling: It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin Law shall be controlling to the extent that there is no superseding federal law applicable.

H. Construction: Should any part, clause, paragraphs or sentence of this agreement be construed by a court of competent jurisdiction to be in violation of any federal or state law, rule or regulation, the remainder of the agreement shall remain in full force and effect unless amended in accord with the article.

I. Signatory Powers: The Chairperson of the FVWDB and the CEO, or in their absence or disability, the Vice Chairperson of the FVWDB and the Vice-Chairperson of the CEO shall be the signatories for the FVWDB and the CEO respectively when authorized to execute any document on behalf of said bodies by formal action thereof.

J. Entire Agreement: The entire agreement of the parties is contained herein and this agreement supersedes any and all prior oral agreements and negotiations between the parties relating to the subject matter thereof.

VII. Liability:

To the extent permitted by law, liability which arises pursuant to this Agreement shall be apportioned as follows:

- A. Workforce programs in the Fox Valley Workforce Development Area shall be administered prudently to minimize liability;
- B. Contracts for service delivery shall require indemnification by the contractor in the event that contractor errors or omissions result in disallowed costs or other liability;
- C. The FVWDB shall maintain adequate insurance as described in the Joint Agreement;
- D. To the extent permitted by law, FVWDB corporate funds and assets shall be used first to pay

any remaining liability the Board is responsible for creating.

- E. The Consortium is liable for any misuse of the grant funds allocated to the local area under sections 128 and 133 of the Workforce Innovation and Opportunity Act.
- F. In the case of any misuse of grant funds allocated to the local area, the Consortium agrees to assume liability as follows (Section 667.705(c)): Liability will be determined based upon the particular facts of the situation as to the responsibility of individual Consortium members for the particular funds.
- G. Finally, after every possible method to reduce liability is exhausted, any remaining liability shall be apportioned between the six counties in proportion to their respective percentage of the workforce allocation in the year the disallowed cost or other liability occurred. For example, if \$10,000 in liability remained and a given county received an allocation of 10% of the workforce funding in the year the \$10,000 was expended, that county would be liable for \$1000.

VIII. Ratification of Agreement:

- A. This agreement shall require the approval of the FVWDB and the CEO by a majority vote of the members present at a meeting of each body, authorizing the execution of the agreement.
- B. Each signatory certifies that he/she has the legal authority of the governing body of the parties thereto to enter into this agreement, and the parties jointly and separately accept the responsibility for the operation of the program under the Act.

FVWDB is an Equal Opportunity Employer and Service Provider

A proud partner of the AmericanJobCenter network

IN WITNESS WHEREOF, the duly authorized signatories for the CEO and the FVWDB have executed this agreement as of the day and date set forth below.

FOR THE CHIEF ELECTED OFFICIALS (CEO) CONSORTIUM OF THE FOX VALLEY WORKFORCE DEVELOPMENT AREA

By: _____
Allen Buechel, Chief Elected Official

Date

FOR THE FOX VALLEY WORKFORCE DEVELOPMENT BOARD (FVWDB) OF THE FOX VALLEY WORKFORCE DEVELOPMENT AREA

By: _____
Jason Hendricks, Chair

Date

RESOLUTION NUMBER -2021

Resolution Implementing a Countywide Ambulance Service

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, in 2018 the Green Lake County Clerk received resolutions from the Towns
- 2 of Aurora in Waushara County and Nepeuskun in Winnebago County, the towns of
- 3 Princeton, Brooklyn, Seneca, St. Marie and Town of Berlin in Green Lake County,
- 4 Village of Kingston as well as the Cities of Berlin, Green Lake, and Princeton regarding
- 5 ambulance services in Green Lake County which asked for a comprehensive feasibility
- 6 study for a countywide ambulance service; and,
- 7 **WHEREAS**, Resolution 27-2018 authorized the retention of a consultant to conduct a
- 8 comprehensive feasibility study to explore the potential for a countywide ambulance
- 9 service to bring stability for emergency medical services within Green Lake County;
- 10 and,
- 11 Fiscal note is attached.
- 12 Majority vote is needed to pass.

Roll Call on Resolution No. -2021

Submitted by Administrative Committee

Ayes , Nays , Absent , Abstain

Harley Reabe, Chair

Passed and Adopted/Rejected this 17th day of August, 2021.

Dennis Mulder

County Board Chairman

Keith Hess

ATTEST: County Clerk
Approve as to Form:

Katie Mehn

Corporation Counsel

Brian Floeter

13 **WHEREAS**, Strategic Management & Consulting was chosen to do a comprehensive
14 study of EMS services in Green Lake County and its report has been received and
15 distributed to the County Board of Supervisors; and,

16 **WHEREAS**, the Ambulance System and EMS Operations Evaluation, Review, Findings,
17 and Recommendations (“the Study”) of Strategic Management & Consulting contains
18 information vital to an understanding of the County’s ambulance system and EMS
19 needs; and,

20 **WHEREAS**, the Study states, in part,

- 21 • “Emergency Medical Services is a tough, demanding, and necessary service in
22 today’s society. Paramedics, Emergency Medical Technicians, Emergency
23 Medical Technicians Advanced, and Emergency Medical Responders are on-call
24 around the clock to respond to anything imaginable from broken bones to heart
25 attacks, car crashes and assaults, and everything in between, even COVID-19.”
- 26 • The demographics of volunteers has aged, and in rural communities the age
27 range of volunteers is between 45 and 65 years of age. “It is currently extremely
28 difficult for rural areas to bring the people needed to keep the ambulance service
29 going” with volunteers.
- 30 • The highest population group in the County is 50-69 years, the median age is
31 45.5, and the 50-69 and above 69 years of age groups represent the highest
32 EMS utilization of resources.

33 **WHEREAS**, regionalization of EMS services in Green Lake County will allow for the
34 combination of current resources and allow for better utilization of a dwindling workforce
35 and volunteers.

36 **WHEREAS**, A countywide operated EMS System can be efficient, cost effective and
37 create a stable and efficient ambulance model that is able to more efficient and timely
38 respond to the emergency calls within the County; and,

39 **WHEREAS**, Wisconsin Statute §66.0602(3)(e)6. allows the County to exceed levy limits
40 for a countywide emergency medical system; and,

41 **WHEREAS**, municipalities may not exceed levy limits to provide EMS services, thereby
42 levy limits complicate and limit municipalities’ ability to effectively manage their budgets
43 to address the increasing costs for EMS services; and,

44 **WHEREAS**, the Ambulance ad hoc committee was created on November 10, 2020, to
45 review the recommendations of Strategic Management and Consulting, has met and

46 has provided a written report to the Administrative Committee and the County Board
47 with its recommendations

48 **NOW THEREFORE BE IT RESOLVED**, that the Green Lake County Board of
49 Supervisors hereby establishes a County-wide ambulance service. The preferred
50 model for the ambulance service is a distributive model where the County will contract
51 with providers and be the coordinator for EMS delivery.

52 **BE IT FURTHER RESOLVED**, that the effective date of this Resolution shall be
53 September 1, 2021.

54 **BE IT FURTHER RESOLVED**, that a department, "Emergency Medical Services", is
55 hereby created, effective September 1, 2021. The governing committee shall be the
56 Judicial/Law Enforcement Emergency Management Committee.

57 **BE IT FURTHER RESOLVED**, that a new sub-committee to the Judicial/Law
58 Emergency Management Committee is created, the County-EAC Committee. The
59 committee shall consist of

- 60 a. One elected official from a town/city/village from each ambulance district as
61 established.
- 62 b. One elected official from the Green Lake County Board from each ambulance
63 district as established.
- 64 c. One employee/volunteer serving each ambulance district as established.
- 65 d. One member of the Judicial/Law Enforcement Emergency Management
66 Committee.

67 These members shall serve initially with staggered terms with one half of the members
68 serving a 1 year term (which shall be Class 1) and the second half a 2 year term (which
69 shall be Class 2). Upon completion of a Class 1 term, any member appointed shall
70 serve a full 2-year term. Members shall be appointed by the County Board Chair, who
71 shall initially determine which Class a member is in, and with the approval of the County
72 Board. The County-EAC Committee's role is to assess and continue transition, and
73 provide recommendations to the County Judicial/Law Emergency Management
74 Committee & County Administrator on future contracting and improvement of services.
75 The County-EAC Committee should report all recommendations to the County
76 Judicial/Law Emergency Management Committee for review.

77
78 The County-EAC Committee should meet at least semiannually, but additional meetings
79 may be necessary, based on need. The County-EAC committee would be advisory only
80 with no authority to make decisions and recommendations to the County Board. The
81 Judicial/Law Emergency Management Committee should report to the County Board at
82 least annually, and also when necessary, with any recommendations regarding the
83 EMS service.

84

85 **BE IT FURTHER RESOLVED**, the County Administrator shall create appropriate
86 expense/revenue accounts for the Emergency Medical Services Department.

87 **BE IT FURTHER RESOLVED**, that the County Administrator shall prepare Request for
88 Proposals for EMS providers to bid on becoming an ambulance service provider.

89 **BE IT FURTHER RESOLVED**, that the County Administrator shall work with
90 Corporation Counsel or outside counsel as needed to draft and negotiate contracts with
91 ambulance service providers.

92 **BE IT FURTHER RESOLVED**, that the County Administrator is directed to implement
93 the creation of the EMS Department, contract with service providers consistent with, to
94 the extent possible, state statutes and administrative codes.

95 **BE IT FURTHER RESOLVED**, that the County Administrator shall prepare a budget for
96 the EMS Department.



GREEN LAKE COUNTY
OFFICE OF CORPORATION COUNSEL

Dawn N. Klockow
Corporation Counsel

Office: 920-294-4067
FAX: 920-294-4069

MEMORANDUM

TO: Administrative Committee

FROM: Dawn N. Klockow

DATE: July 21, 2021

RE: Department Report – January – June 2021

Honorable Members of the Administrative Committee:

This report will encompass my Office's activities from January 1 through June 30, 2021.

I continued my services to the Child Support Agency with advising the unit, appearing in court and drafting and reviewing documents. The Agency receives reimbursement for the time spent each month that I work with them on establishment, contempt and support enforcement. The table below shows the hours logged for the first half of 2021.

Month	Hours billed
January	16.7
February	8.4
March	4.9
April	5
May	6.4
June	4.4

January was the busiest month, as I negotiated a settlement on a judgment lien for a non-custodial parent who was to receive a large negotiated personal injury settlement. The negotiation resulted in a large sum of back child support being paid to the other parent.

I taught two seminars with the UW Green Bay Behavioral Health Training Partnership in March and June. I have two more seminars to teach yet this year (September and December) and I am in negotiations for entering into another contract to teach additional seminars in 2022, which will bring in a modest amount of revenue to my department.

I was a judge for the State Bar Mock Trial tournament February 6-7, 2021. I acted as an impartial hearing officer for Waushara County in an employee grievance matter on May 2, 2021 as a courtesy to the county and Corporation Counsel Ruth Zouski.

I attended the following seminars and continuing education:

- WCA Webinar – Redistricting – February 9th
- G. Lane Ware Leadership Academy Refresher session – February 12th
- WCA Webinar – Follow-up on redistricting issues – February 24th
- G. Lane Ware Leadership Academy Refresher session – March 12th
- Breakfast Briefing: Impact of the American Rescue Plan Act and Employee Handbook Updates – March 24th
- Webinar – American Recovery Act 2021 – von Briesen – April 7th
- WMMIC/Crivello Carlson – legal update – may 6th
- Wisconsin Association of County Corporation Counsel’s Spring Conference – May 7th
- Von Briesen webinar – Emerging topics on masking, vaccination policies and remote work and facility considerations – June 2, 2021
- Wisconsin Law Library seminar on advanced Google searching for lawyers – June 22nd

I was also elected to a Board of Director position on the Wisconsin Bar Association Government Lawyers Division Board. The term is for two years and began on July 1, 2021.

I have attached reports showing the files and activity of my office from January 1 – June 30, 2021.

As always, my door is open to all supervisors and staff to discuss their legal needs and questions.

Green Lake County
Activity By Staff and Category
From 1/1/2021 through 6/30/2021
Selected Staff

Cat	Description	Beginning Balance	Received	Completed	Ending Balance
COL	Collections	1	2	3	0
CON	Contracts / Agreements	8	30	30	8
EMP	Employment	1	5	4	2
INFO	Informational file	5	2	3	4
MISC	unable to catogorize	0	4	3	1
MOU	Memorandum of Understanding	1	2	2	1
NC/NI	Notice of Claim/Injury	2	2	2	2
OPIN	Opinions	7	12	14	5
ORD	Ordinances	2	11	9	4
POL	Policy	5	8	7	6
REA	Real Estate	3	10	10	3
REC	Records Request	0	7	7	0
RES	Resolutions	2	14	15	1
ZON	Zoning Enforcement	0	2	2	0
	Total	37	111	111	37

Green Lake County
Activity By Staff and Category
From 1/1/2021 through 6/30/2021
Selected Staff

Cat	Description	Beginning Balance	Received	Completed	Ending Balance
(Blank)		0	1	1	0
ALC	Alcohol Commitment	0	3	2	1
BNK	Bankruptcy	2	4	3	3
CLLE	Claim - Law Enforcement	1	0	0	1
CLPI	Claim - Personal Injury	0	1	0	1
COLMIS	Collections - Miscellaneous	0	1	1	0
GDN	Guardianship	1	8	9	0
GDN&PP	Guardianship with Protective Placement	0	2	2	0
INREM	In rem tax foreclosure	1	0	1	0
ME	Involuntary Mental Commitment	10	39	40	9
MISC	Miscellaneous litigation	2	2	1	3
SEPT	Septic System violation	1	0	1	0
TPR	Termination of Parental Rights	1	1	0	2
TRIP	Tax Refund Intercept Program	0	1	0	1
WATT	Watts Reviews	2	0	1	1
ZON	Zoning	0	2	1	1
	Total	21	65	63	23



GREEN LAKE COUNTY

OFFICE OF THE COUNTY ADMINISTRATOR

Catherine J. Schmit, County Administrator Office: 920-294-4166
cschmit@co.green-lake.wi.us FAX: 920-294-4135

Administrative Committee – January - July 2021

Since my last report in February 2021, I have participated in the following general routine tasks:

- Monthly Department Head/Budget Kick-Off meetings (via Zoom)
- Performed annual performance evaluations for UWEX support and Department Head staff.
- Finalized annual performance evaluation and compensation processes utilizing Halogen Employee Performance Management Software. Pay increases effective January 1 were included in the 2nd payroll distribution of April.
- Coordinating Government Center Structural and Electronic Security/Courts Upgrades.
- Kicked off 2022 Annual Budget process, presented to County Board, distributed worksheets to departments
- Drafted Pay for Performance Resolution for adoption by the County Board prior to development of the 2022 Annual Budget
- Scheduled and coordinating several staff budget workshops to facilitate development of the 2022 annual budget with one-on-one staff assistance available
- Attended: Participated in numerous WCA and WCEA hosted meetings presented in a Zoom virtual format.
- Facilitated work with various stakeholders in the exploration and development of countywide ambulance service.
- Continued work with State and TREDC on Revolving Loan Fund close out process.
- Facilitated various County audit processes.
- Coordinated transition to new Public Health Director.
- Coordinated with the County Treasurer and financial advisers on County bond rating with Moody's – affirming our strong Aa3 rating.
- Coordinated with the County Treasurer and financial advisers on the refinancing of long term debt to take advantage of favorable interest rates.
- January 1 to Present:
 - Worked closely with the County Board Chair and our Covid-19 Response Team to address the pandemic related emergency response and associated challenges.
 - Updated and issued Green Lake County COVID-19 Plan Directives and coordinated temporary internal policy modifications in response to the pandemic.
 - Track and report COVID-19 related costs and report for FEMA, CARES, etc. funding.
 - Track and facilitate the administration and reporting of Federal ARPA Funds. Working with Finance Committee to establish priorities for utilization of the funds.
- Upcoming:
 - WCA Annual Conference September 26 – 28, 2021; La Crosse, WI



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

ADMINISTRATIVE COMMITTEE COUNTY CLERK REPORT August 3, 2021

Activities in the County Clerk's office since February include:

- ❖ Redistricting will begin soon for all Wisconsin counties. Every 10 years after the census is complete, each county is required to redraw their supervisory district lines based on updated population numbers. Municipalities are also required to do this for aldermanic districts. The census numbers are slated to be available in mid-August so we should get our numbers from the LTSB (Legislative Technology Services Bureau) by approximately August 23. I will be working closely with the Redistricting Committee as well as Jerry Stanuch, our Land Information Officer, to get this completed in the condensed timeframe allotted this year due to the pandemic.
- ❖ The 2020-2021 snowmobile grant maintenance checks have been distributed to the 4 snowmobile clubs in Green Lake County. Each year I apply for the maintenance grant which totaled \$41,700 this year which was an increase over last year due to 7.5 new miles approved for the Green Lake Sno-Streakers. The clubs are responsible for entering their maintenance costs into the DNR website and at the end of the fiscal year in June the county distributes the money based on their submissions. Once the checks are distributed, I apply for reimbursement from the DNR. This is an "in and out" process which involves coordinating the submissions, the checks, and the reimbursement from the DNR. 3 of the 4 clubs surpassed their allotted funds for this year so I have applied for supplemental grants as well. Last year the Markesan Sno-Drifters applied for a snowmobile bridge grant which was approved but they have applied for additional funding this year due to the increase in building material cost. That should be approved in August if it goes through and those payments will all be coordinated through my office as well.
- ❖ With the implementation of the new security system, my office now has the capability to process all door security and badge processing for county employees. IT handles door groupings and reports for us with the Sheriff's Office handling any video requests. The process went fairly smoothly and the learning curve has been minimal. Samantha is the "tech person" in our office so she has handled most of the project and ensured that all employee's pictures are up to date and in the system.
- ❖ Marriage license applications have increased significantly over last year. Summer and fall are always the busy season so we are looking forward to an increase in the fall as well. With the Heidel House reopened I'm hoping for out of state applicants to increase as weddings are scheduled at that venue. Some of the County Clerks are providing virtual marriage license application processes and I will be looking into that more closely. Currently couples must appear together and in person but a few of the southern counties have been providing the virtual option and it is working out well for them.
- ❖ Passport application processing has been keeping us extremely busy in the last couple of months! The federal government is advising that a standard passport can take up to 18 weeks to receive so many people are coming in now to make sure they have passports in hand by January/February.

- ❖ The WCCA (Wisconsin County Clerk's Association) held our annual summer conference in person in June in Black River Falls and it was great to see everyone again! Networking is an extremely important aspect of this position and I feel we learn just as much from each other over dinner as we do at our seminars! My district is the counties of Adams, Juneau, Marquette, Wood, Waushara, Waupaca, Marathon and Green Lake. Our district tries to meet a couple of additional times each year just to "compare notes" and discuss elections, agendas, minutes, County Board rules, recent legislation, etc.
- ❖ Payroll continues to go smoothly with the Alio Time system in place. I did receive two refund checks from the IRS for pandemic related credits on our quarterly tax forms (941) from 2020. I was excited to receive them since as all of you know, dealing with the IRS is never easy and their instructions were extremely complicated!! Talks regarding health insurance renewal for 2022 have begun. Our renewal numbers should be available the first week of September.
- ❖ 2021 is our "off" year for elections which means there are no fall elections this year. All of the municipal clerks as well as my office appreciates this break every other year to catch up on other projects and get ready for another big election year in 2022!
- ❖ I very much appreciate my office staff, Samantha and Nan. They handle most of the in person traffic that comes in the door as well as phone calls. Their knowledge and customer service skills are to be commended and are occasionally put to the test! Many of the phone calls we receive are ultimately for another department so they have to know "a little about a lot of things" in order to help the public and know where to transfer them.

As always, feel free to contact me with any questions or comments you may have.

Respectfully submitted,
Elizabeth Otto
Elizabeth Otto
County Clerk



Green Lake County Information Technology Department

Bill Hutchison, Information Technology Director
bhutchison@co.green-lake.wi.us (920) 294-4160

July 26th, 2021

Memo to Administrative Committee.

Highlights of Information Technology Department activity since the last report to this committee:

- To date, completed 9 planned projects budgeted for 2021.
- To date, completed 4 unplanned projects for 2021.
- Still assisting employees with their additional COVID work changes and those working from home.
- Continued security trainings for all employees and launching new educational offerings.
- On-going reports from CISA cyber hygiene of our outer systems.
- Setup 26 new employees and closed down 15 accounts for those that left employment that we were informed about.
- Continued weekly security updates and patching of all IT systems.
- Extended main UPS power circuits into 2nd floor IDF to save on future costs.
- Continued work to refresh or remove outdated software packages across organization.
- Multiple upgrades to numerous existing department applications software.
- Main Treasurer and Planning & Zoning department applications upgraded.
- Performed CAD integration coordination and infrastructure for Sheriff Office's Bodycam project.
- Assisted with cut-over of all squads and users for Sheriff Office's Bodycam project.
- Implemented migration of Sherriff Office move over to TraCS hosted.
- Upgraded network circuit to FRI.
- Upgraded speed to Internet circuit to ISP.
- Upgraded Internet router for ISP.
- On-going management work for growing iPhone and iPad fleet, grown to 120 devices.
- County's main financial software package upgraded to current.
- Phone reporting system upgraded and software upgraded.
- Finished 2022 budget planning.
- Performed migration for the voice recorder system in the Sheriff's Office.
- New systems distributed out to employees scheduled for 2021.
- Completed work with systems setup and integration for building security and camera system.
- UPS battery maintenance and system maintenance.
- 6 new MFPs rolled out to departments.
- Migrated Land Conservation users over to new CAD.
- Multiple upgrades to infrastructure domain systems.
- Large upgrade to our AV and malware protection server and endpoints.
- Major upgrade and expansion to our backup system.
- Working toward implementing upgrade to system software for the Highway fuel system.
- Began kick-off meetings for upgrade and migration of Register of Deeds record software system.

Respectfully submitted,

Bill Hutchison
Information Technology Director



GREEN LAKE COUNTY

OFFICE OF THE REGISTER OF DEEDS

Renee Thiem-Korth
Register of Deeds

Office: 920-294-4021
FAX: 920-299-5075

July 16, 2021

Memo to the Administrative Committee:

RE: Register of Deeds Office January to June 2021

As a newly elected Register of Deeds, the first half of this year has flown by in our office. It has been an extremely busy 6 months.

With the retirement of our past Register of 8 years and me being newly elected into the role of Register after being a Deputy for over 19 years, this left a Deputy position to fill. Our office is very fortunate with the hire of Susan Kiener as the new Deputy. The Register of Deeds office can be overwhelming at times, Sue has been handling the pressure very well. Her background in realty, zoning and customer service has been an asset for our office.

As of August 6, 2021 Jane Thomas, a 39 year employee of Green Lake County and a Deputy in the Register of Deeds office for 18 years will be retiring. Jane and I have worked closely together for 18 years, she will be greatly missed. With her retirement, it has left another opening for a Deputy Register of Deeds. The position was posted internally and there were two applicants. On August 23, Jessica McLean will be joining the office as the new Deputy Register of Deeds. I think Jessica will be a great addition to the Register of Deeds office. She is coming directly from the part-time position at the Treasurer's office, but prior to that she worked at a bank preparing loan documents.

Deputy Jane Thomas has been training Sue with regards to the vital records and the State of Wisconsin website. In the past the State offered training for new Registers and Deputies, however the information was outdated and they removed all training. This has left all the training of new employees up to each individual office. Jane has also been helping refresh my knowledge with regards to vital records as she was the main processor of these in the past.

Vitals for the first half of 2021 are slightly below the totals of last year but these should increase with the start of kindergarten enrollment. This usually brings a rush for certificates.

Jane and I have both been training Sue with regards to our real estate recordings. As all over the State, land sales and refinancing in our county are at an extreme high. I have attached a small tabulation from 2020 to 2021 with the most common recordings and overall recordings in our office. With the sales up, that has also increased the Transfer Fees for the County for the first six months of the year. Our total transfer fees are up over \$100,000.00. The County does retain 20% of the total transfer fees collected.

Our Laredo and Tapestry revenue (online usage) has also seen an increase. I have attached a chart for this as well. The first half of 2021 continue with the high volume of usage.

With all of the staff changes in our office this has been a great opportunity for us to cross train. We all have been learning new roles within our department. I feel it is extremely important for all of us to be knowledgeable of the other's roles and responsibilities. I was very fortunate to have 2 hardworking and willing Deputies in our office. I am confident Jessica will pick up on the duties and excel.

Our office is in the process of having an update with regards to our Fidar software. This update started in July, we are hoping to go live on August 23. This will be a major change for our office and will require a great deal of work with our IT department as well as the Treasurer's office and the Zoning office. This update is necessary and overdue and has been stalled as long as it could be since IT informed us last year our software was outdated and no longer serviceable.

I have been attending several webinars and zoom meetings with other Registers in the State. Right now I am thankful for the ability to do the meetings this way. With a new Deputy and the increased work load of the office it has been extremely helpful being here and not gone. I am still doing the majority of the real estate recording, helping the customers at the counter with real estate questions and the monthly reports as well.

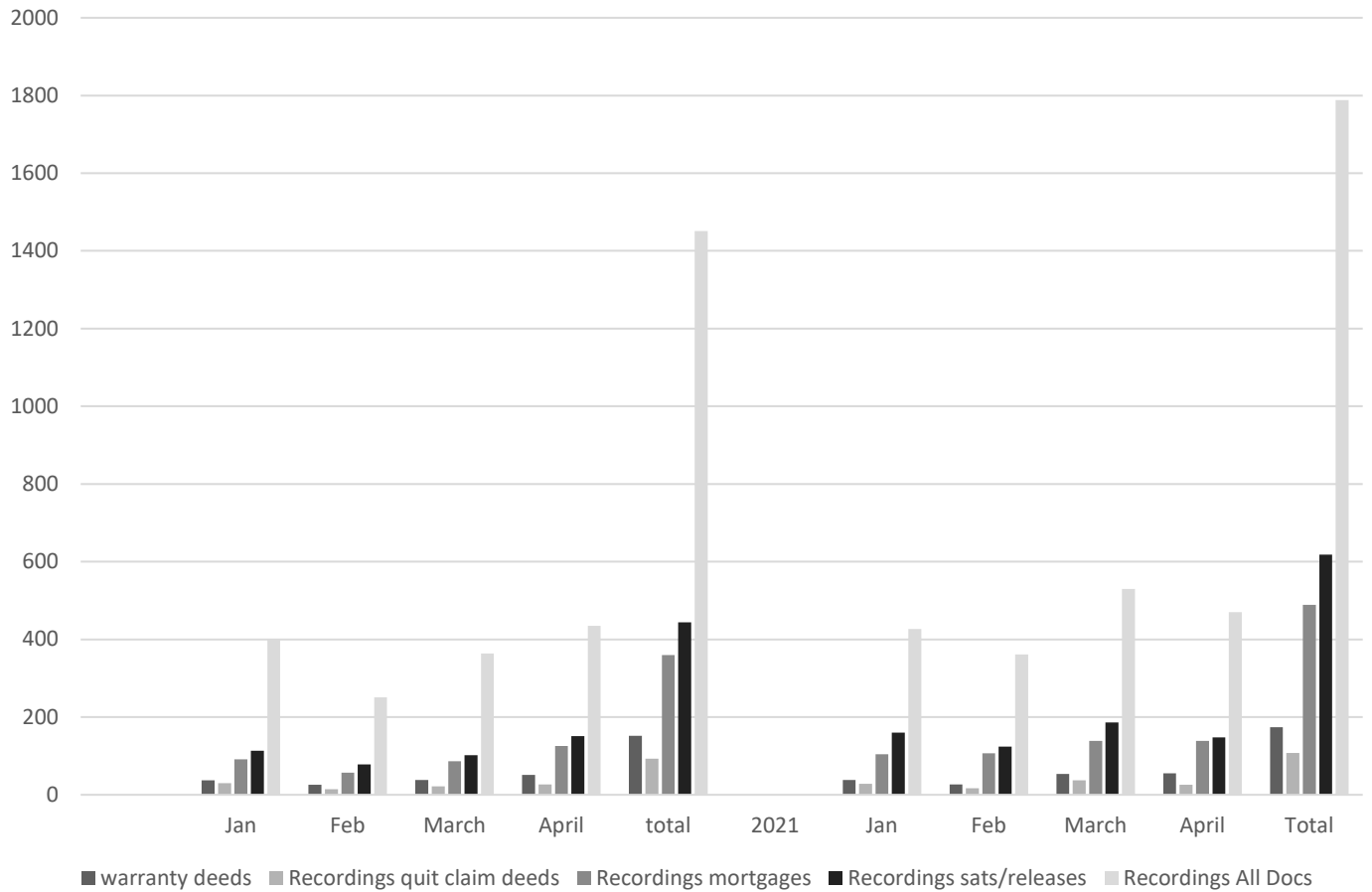
The Register of Deeds staff has been in our office working every day since the start of the Covid-19 lock down. No one has worked from home with the exception of Sue, as she was unable to return to work right away from her vacation because of the County's restrictions. Unfortunately, being a new to the office I was only able to offer Sue at home work for 2 of the days she was gone. The other days she used sick time. Jane and I have not missed a day of work due to Covid restrictions. Our office has been very careful with regards to sanitizing our desks, offering clean pens for the customers, wearing masks and in general following the guidelines presented.

My plan moving forward is to try and stay as hands on as possible with regards to daily work. I was elected by the residents of the county and I would like to stay available to them as much as possible. I am extremely proud to be Register of Deeds for Green Lake County, and I am extremely proud of our office. Each day brings a new challenge and experience. My goal is to continue the best possible service to our county and to the other employees within the county.

Thank you

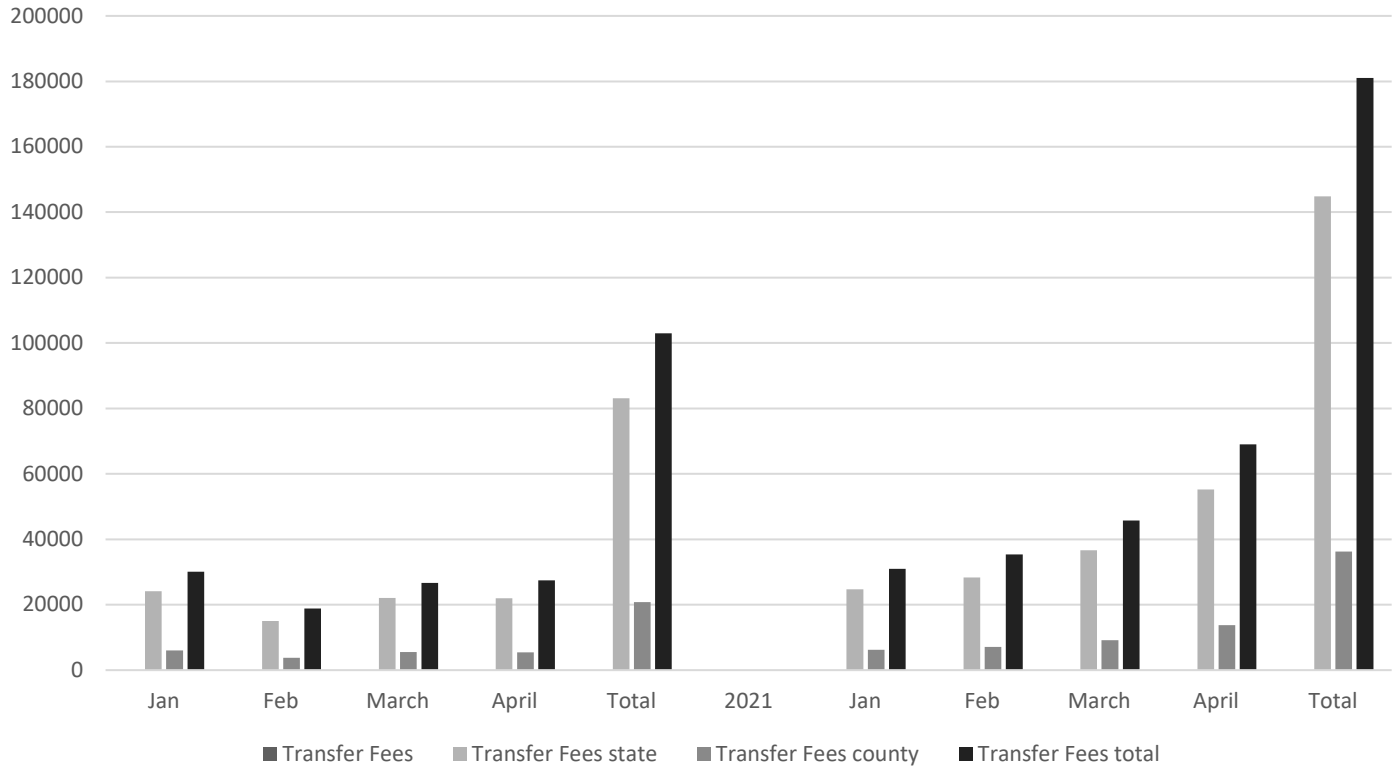
Renee A. Thiem-Korth
Green Lake County Register of Deeds

Recordings

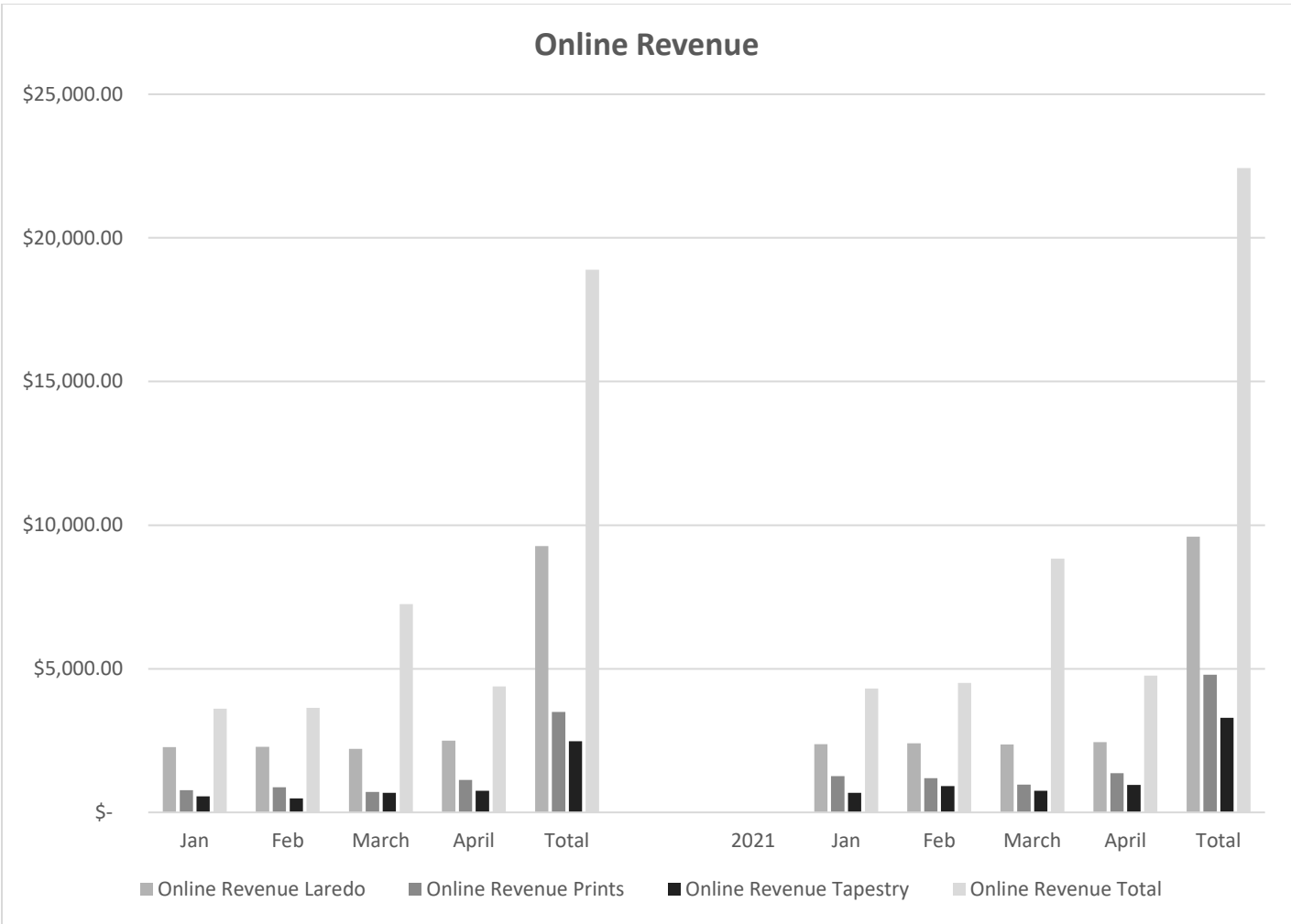


	Recordings				
	Warranty Deeds	Quit Claim Deeds	Mortgages	Sats/Releases	All Docs
2020					
Jan	37	30	91	113	401
Feb	26	14	57	78	251
March	38	22	86	102	364
April	51	27	126	151	435
total	152	93	360	444	1451
2021					
Jan	38	28	104	160	427
Feb	27	17	107	124	361
March	54	37	139	186	530
April	55	26	139	148	470
Total	174	108	489	618	1788

Transfer Fees

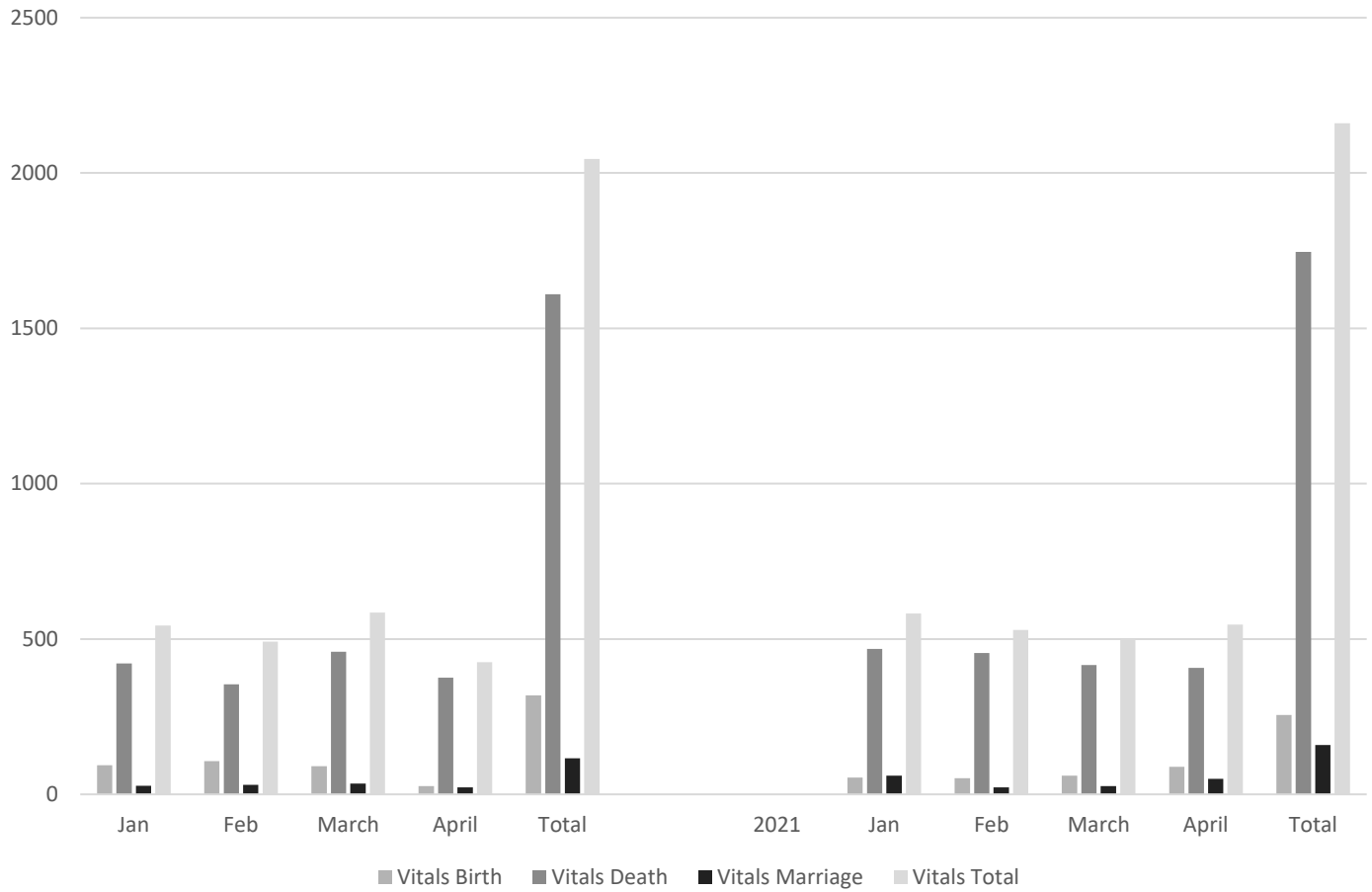


	Transfer Fees			
2020		State %	County %	Total
Jan		\$ 24,070.32	\$ 6,017.58	\$ 30,087.90
Feb		\$ 15,052.08	\$ 3,763.02	\$ 18,815.10
March		\$ 22,093.20	\$ 5,523.30	\$ 26,616.50
April		\$ 21,925.68	\$ 5,481.42	\$ 27,407.10
Quart Totals		\$ 83,141.28	\$ 20,785.32	\$ 102,926.60
2021				
Jan		\$ 24,745.68	\$ 6,186.42	\$ 30,932.10
Feb		\$ 28,321.20	\$ 7,080.30	\$ 35,401.50
March		\$ 36,605.52	\$ 9,151.38	\$ 45,756.90
April		\$ 55,181.76	\$ 13,795.44	\$ 68,977.20
Quart Totals		\$ 144,854.16	\$ 36,213.54	\$ 181,067.70



		Online Revenue			
		Laredo	Prints	Tapestry	
2020					
Jan		\$ 2,275.02	\$ 778.00	\$ 555.96	
Feb		\$ 2,282.00	\$ 874.00	\$ 487.71	
March		\$ 2,211.00	\$ 712.00	\$ 685.23	
April		\$ 2,502.25	\$ 1,129.50	\$ 749.73	
Total		\$ 9,270.27	\$ 3,493.50	\$ 2,478.63	
2021					
Jan		\$ 2,378.35	\$ 1,259.00	\$ 680.70	
Feb		\$ 2,409.99	\$ 1,189.00	\$ 912.25	
March		\$ 2,365.40	\$ 971.50	\$ 752.46	
April		\$ 2,445.92	\$ 1,369.00	\$ 952.09	
Total		\$ 9,599.66	\$ 4,788.50	\$ 3,297.50	

Vital Records



2020	Vitals			Total
	Birth	Death	Marriage	
Jan	94	421	28	543
Feb	107	354	31	492
March	91	459	35	585
April	27	376	22	425
Total	319	1610	116	2045
2021				
Jan	54	468	60	582
Feb	52	455	22	529
March	60	416	27	503
April	89	407	50	546
Total	255	1746	159	2160



GREEN LAKE COUNTY

OFFICE OF THE COUNTY TREASURER

Amanda R Toney
Treasurer and Real Property Lister

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FAX: 920-294-4009

Below is a recap of the activities during the first half of 2021.

- ✓ Completed first installment collections for 10 of our 16 municipalities. I know I mention this a lot so I thought I would outline what exactly this means for the office.
 - Taxpayers can pay their taxes in multiple ways to the Treasurer's office.
 - In person, mail, drop box or online
 - Daily, if not multiple times a day, we balance the tax payments and we keep a spreadsheet of exactly what amount was collected for each municipality separately.
 - Every Friday, the funds collected for the week for each municipality are then transferred from the county account into the specific municipality accounts.
 - This process starts around the third week in December and goes thru the fifth business day in February.
- ✓ The January Settlement was completed by January 15th. This is the process where we settle with each municipality on the total funds collected in their municipality as of 12/31/2020. The responsibility of this task lies mainly with the municipal Treasurer to pay each district within their municipality by the January 15th deadline.
- ✓ The February Settlement was completed by February 20th. This year's collections were 69.22% of the total tax roll. We have from February 8th until the 20th to complete this process.
- ✓ Bond Payment was made on March 1st for the Government Center and the Communications Tower.
- ✓ Working with Cathy Schmit and Harley Reabe on a bond refinance to save the county money on the interest we are paying on the bonds used for the construction of the Government Center.
- ✓ Interest rates are still on the low side. I have switched from investing funds in CD's to money market accounts to take advantage of the slightly higher rates offered on those accounts. This also helps me to have access to these funds in August when I need the money for August settlement.
- ✓ The 2021 WCCO Conference was cancelled. I am currently working on planning the 2022 WCCO Conference. We are looking at changing venues so that has taken some additional meetings and tours.
- ✓ Attended the WLIA (Wisconsin Land Information Association) virtual conference.
- ✓ Worked with the auditors on the 2020 audit.
- ✓ We have started the In-Rem process on these parcels that have delinquent 2017 taxes. We currently have 25 parcels on our list.
- ✓ Wrapped up work on the Treasurer's Taskforce.
- ✓ The 2021 assessment rolls are almost completely entered. Stef worked diligently on importing these figures.
- ✓ As of July 27, 2021 we have \$2,967,215.80 in 2020 real estate taxes to collect. This is 6.91% of the 2020 tax roll.
- ✓ I continue to manage the county credit card portfolio, which included ordering and closing cards, increasing limits, downloading monthly statements for specific departments, exporting the monthly charges and formatting the file so the Financial Manager can import into our ALIO software.
- ✓ Boat Launch sales have once again started to pick up for the office.
- ✓ Successfully sold five of the nine county owned properties.
- ✓ The Real Property Listing responsibilities of this office continues to feel the impacts of the housing market.
- ✓ Started to work on my 2022 budget. I have included a rough draft of my budget for your review.

Respectfully submitted,
Amanda R Toney
County Treasurer/Real Property Lister