

GREEN LAKE COUNTY



2021

COUNTY BOARD PROCEEDINGS

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GREEN LAKE COUNTY BOARD PROCEEDINGS

REGULAR MEETING

February 16, 2021

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

The Board was called to order by Chair Harley Reabe. Roll call taken –Present (remotely via Zoom) – 7, Present (in person) – 9, Absent – 3 (Patti Garro-District 8, Sue Wendt-District 10, Katie Mehn-District 15)

<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
Bill Boutwell	9
Harley Reabe	11
Robert Schweder	12
Don Lenz	13
Dennis Mulder	14
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 February, 2021 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 12/15/20

ANNOUNCEMENTS

CORRESPONDENCE

APPEARANCES

Monthly update from County Administrator Cathy Schmit

Kathy Munsey, Green Lake County Health Officer – COVID-19 update

ORDINANCES

Ordinance 1-2021 Creating Chapter 200 – Property Assessed Clean Energy Financing

Ordinance 2-2021 Amending Chapter 257. Vehicles, All-Terrain/Utility-Terrain

Ordinance 3-2021 Amending Chapter 315, Land Division and Subdivision

Ordinance 4-2021 Amending the Floodplain Ordinance for Green Lake County, Wisconsin, §300-10 Official Maps and Revisions

RESOLUTIONS

Resolution 1-2021 Resolution Adopting Property Assessed Clean Energy

Resolution 2-2021 Resolution Declaring State of Emergency in Green Lake County Regarding COVID-19 through March 26, 2021

Resolution 3-2021 Resolution Supporting an Increase in Funding for Aging & Disability Resource Center

BUDGET ADJUSTMENTS

County Administrator (2)

Planning & Zoning

Sheriff's Office

COMMITTEE APPOINTMENTS

THE BOARD MAY 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 or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved. This matter is in regard to the Notice of Claim received from Mr. Chad Tripp.

RECONVENE INTO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION
DEPARTMENTS TO REPORT ON March 16, 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 5th day of February, 2021.

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 12/15/20 MEETING

2. **Motion/second (Buss/Lenz)** to approve the minutes of the December 15, 2020 County Board meeting with no additions or corrections. Motion carried with no negative vote.

ANNOUNCEMENTS

3. The next meeting of the County Board will take place on March 16, 2021 at 6:00 PM.

CORRESPONDENCE

4. County Clerk Liz Otto read a letter from Sheriff Mark Podoll in recognition of Daniel Berndt for his heroic efforts in protecting children while driving a school bus on November 11, 2020.

APPEARANCES

5. County Administrator Cathy Schmit gave an update on current activities including security updates within the Government Center, Governor Evers' biennial budget with possible sales tax options, speed studies done on area roads, COVID-19 federal grant relief, pay for performance, and recognition of Green Lake County Health Officer Kathy Munsey for her and her staff's ongoing efforts during the pandemic.

6. Supervisor #10 Sue Wendt was seated at 6:28 PM. Supervisors present – 17, Absent – 2 (Garro, Mehn).

7. Kathy Munsey, Green Lake County Health Officer, gave an update on the COVID-19 pandemic. She stated that approximately 13% of eligible Green Lake County residents have been vaccinated. She urged the Board to extend the State of Emergency to June 26, 2021 and informed the County Board that she will be retiring in July of 2021.

ORDINANCES

8. Ordinance 1-2021 Creating Chapter 200 – Property Assessed Clean Energy Financing. **Motion/second (Hess/Buss)** to enact Ordinance 1-2021. No discussion. Roll call vote on motion to enact Ordinance 1-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Ordinance 1-2021 passed as enacted.

9. Ordinance 2-2021 Amending Chapter 257. Vehicles, All-Terrain/Utility-Terrain. **Motion/second (Abendroth/Buss)** to enact Ordinance 2-2021. No discussion. Roll call vote on motion to enact Ordinance 2-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Ordinance 2-2021 passed as enacted.

10. Ordinance 3-2021 Amending Chapter 315, Land Division and Subdivision. **Motion/second (Buss/Lenz)** to enact Ordinance 3-2021. Discussion held on language changes. Planning & Zoning Director Matt Kirkman explained the changes. Roll call vote on motion to enact Ordinance 3-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Ordinance 3-2021 passed as enacted.

11. Ordinance 4-2021 Amending the Floodplain Ordinance for Green Lake County, Wisconsin, §300-10 Official Maps and Revisions. **Motion/second (Trochinski/Hess)** to enact Ordinance 4-2021. No discussion. Roll call vote on motion to enact Ordinance 4-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Ordinance 4-2021 passed as enacted.

RESOLUTIONS

12. Resolution 1-2021 Resolution Adopting Property Assessed Clean Energy. **Motion/second (Lenz/Wendt)** to adopt Resolution 1-2021. No discussion. Roll call vote on motion to adopt Resolution 1-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Resolution 1-2021 passed as adopted.

13. Resolution 2-2021 Resolution Declaring State of Emergency in Green Lake County Regarding COVID-19 through March 26, 2021. **Motion/second (Hess/Abendroth)** to adopt Resolution 2-2021. **Motion/second (Schweder/Mulder)** to amend the resolution to extend the State of Emergency to June 26, 2021. Discussion held. Roll call vote on motion to amend – Ayes – 16, Nays – 1 (Hess), Abstain – 0, Absent – 2 (Garro, Mehn). Motion carried. **Motion/second (Floeter/Wielgosh)** to amend the resolution to add Line 79 to require any County Board or committee of jurisdiction policy changes or overrides be communicated by email to the County Board. Roll call on motion to amend – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Motion carried. Roll call vote on motion to adopt Resolution 2-2021 as amended – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Resolution 2-2021 passed as adopted.

14. Resolution 3-2021 Resolution Supporting an Increase in Funding for Aging & Disability Resource Center. **Motion/second (Wendt/Lenz)** to adopt Resolution 3-2021. No discussion. Roll call vote on motion to adopt Resolution 3-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Resolution 3-2021 passed as adopted.

BUDGET ADJUSTMENTS

15. County Administrator – adjust 2020 budget for CARES funding for COVID19 related costs in the amount of \$8,413.50.

16. **Motion/second (Wendt/Trochinski)** to approve the budget adjustment. Roll call vote on motion to approve – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Motion carried.

17. County Administrator – adjust 2020 contingency budget by \$312,535.00 for COVID-19 related CARES funding.

18. **Motion/second (Wendt/Buss)** to approve the budget adjustment. Roll call vote on motion to approve – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Motion carried.

19. Land Use Planning & Zoning – adjust 2020 budget due to outside legal counsel and septic related expenses in the amount of \$4,249.00.

20. **Motion/second (Abendroth/Buss)** to approve the budget adjustment. Roll call vote on motion to approve – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Motion carried.

21. Sheriff's Office – adjust 2021 budget by \$6,999.00 to cover the cost of a dual camera system for the drone.

22. **Motion/second (Thom/Wendt)** to approve the budget adjustment. Roll call vote on motion to approve – Ayes – 17, Nays – 0, Abstain – 0, Absent – 0 (Garro, Mehn). Motion carried.

COMMITTEE APPOINTMENTS

23. Chair Reabe appointed the following individuals to committees:

Lindsey Kemnitz, Scott Mundro and Mary Neubauer to the Economic Development Committee.

24. **Motion/second (Abendroth/Lenz)** to approve the committee appointments. Motion carried with no negative vote.

CLOSED SESSION

25. **Motion/second (Abendroth/Thom)** 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 or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved. This matter is in regard to the Notice of Claim received from Mr. Chad Tripp. Roll call vote – Ayes - 17, Nays - 0, Abstain - 0, Absent – 2 (Garro, Mehn). Motion carried at 7:14 PM.

26. Reconvene into Open Session at 7:24 to take action, if appropriate, on matters discussed in closed session. Roll call vote – Ayes - 17, Nays - 0, Abstain - 0, Absent – 2 (Garro, Mehn). **Motion/second (Thom/Lenz)** to disallow the claim from Mr. Chad Tripp. Roll call vote – Ayes - 17, Nays - 0, Abstain - 0, Absent – 2 (Garro, Mehn).

DEPARTMENTS TO REPORT ON March 16, 2021

27. Chair Reabe stated that Green Lake County Health Officer Kathy Munsey will provide another update on COVID-19.

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

28. None

ADJOURN

29. Chairman Reabe adjourned the meeting at 7:28 PM.

Respectfully Submitted,

Elizabeth Otto

County Clerk

RESOLUTION NUMBER 1-2021

Resolution adopting Property Assessed Clean Energy

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 16th day of February 2021, does resolve as follows:

WHEREAS, pursuant to Wis. Stat. §66.0301, two or more municipalities of the State of Wisconsin, may by contract create a commission for the joint exercise of any power or duty required or authorized by law; and

WHEREAS, Green Lake County is a "municipality" as that term is defined in Wis. Stat. §66.0301 and a political subdivision located in the State; and

WHEREAS, Green Lake County is empowered by law to promote economic, cultural and community development, including, without limitation, the promotion of opportunities for the creation or retention of employment, the stimulation of economic activity, the increase of the tax base, and the promotion of opportunities for education, cultural improvement and public health, safety and general welfare, which may be accomplished by various means; and

WHEREAS, Wis. Stat. § 66.0627(8) authorizes a city, a village, a town and a county in this State to, among other things, make a loan to or otherwise arrange, participate in or facilitate the financing of an energy improvement, a water efficiency improvement or a renewable resource application to a real property within its jurisdiction and to provide for such financing through the imposition of a special charge against the property benefitted by the energy or water efficiency improvement or renewable resource project; and

WHEREAS, such financings are commonly referred to as "Property Assessed Clean Energy" or "PACE" financings; and

WHEREAS, Green Lake County has determined that it is in the public interest to provide real property owners, lessees, lenders and other transaction parties in Green Lake County with access to a uniformly-administered program for PACE financing; and

WHEREAS, Green Lake County and other counties, with the support and counsel of the Wisconsin Counties Association, League of Wisconsin Municipalities, Green Tier Legacy Communities and other stakeholders, have studied the possibility of creating a commission pursuant to Wis. Stat. § 66.0301 to be known as the Wisconsin PACE Commission ("Commission"); and

WHEREAS, the Wisconsin PACE Commission would be formed and operated in accordance with a Joint Exercise of Powers Agreement Relating to Wisconsin PACE Commission ("Commission Agreement") of which a substantially final draft is attached to this Resolution; and

WHEREAS, it is in Green Lake County's best interests to join the Wisconsin PACE Commission and authorize the execution of the Commission Agreement; and

WHEREAS, in accordance with Wis. Stat. § 66.0627 and the provisions of the Commission Agreement, Green Lake County must adopt an Ordinance relating to the administration of PACE financings in Green Lake County and throughout the State ("PACE Ordinance"); and

WHEREAS, attached to this Resolution is proposed Ordinance No. 01-2021, which will be considered at the same meeting at which this Resolution is being considered ("PACE Ordinance"); and

WHEREAS, adoption of the PACE Ordinance is a necessary condition to Green Lake County entering into the Commission Agreement; and

WHEREAS, it is the intent of this Resolution to authorize Green Lake County to become a member of the Commission and authorize a duly-appointed representative of Green Lake County to finalize and execute the final Commission Agreement in substantially the form of the draft Commission Agreement attached to this Resolution;

SO, NOW, THEREFORE, BE IT RESOLVED: That the Green Lake County Board of Supervisors hereby approves the draft Commission Agreement, a copy of which is attached to this Resolution, and authorizes and directs the Green Lake County Board Chair to sign such document after receipt of preliminary approval from the other participating municipalities, approval from the Green Lake County Administrator to approve the final form of the Commission Agreement and approval of the Green Lake County Corporation Counsel; and

BE IT FURTHER RESOLVED: That the Chair of the Green Lake County Board of Supervisors is hereby directed to appoint a board supervisor to act as Green Lake County's official representative in relation to the final approval of the form of the Commission Agreement and to otherwise take all action necessary to effectuate the intent of this Resolution; and

AND BE IT FINALLY RESOLVED: That the County Board Chair is designated as the Green Lake County "Representative Director" of the Board of Directors of the Commission in accordance with the Commission Agreement, he or she to serve at the pleasure of the Green Lake County Board of Supervisors

FISCAL NOTE: no fiscal impact

Majority vote is needed to pass

Administrative Committee recommends approval

Passed and Adopted this 16th day of February 2021

Roll Call on Resolution 1-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Administrative Committee: /s/ Harley Reabe, Chair; /s/ Brian Floeter; /s/ Keith Hess; /s/ Katie Mehn

RESOLUTION NUMBER 2-2021
Resolution Declaring State of Emergency in Green Lake County
Regarding COVID-19 through June 26, 2021

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 16th day of February 2021, does resolve as follows:

WHEREAS, in December 2019, a novel strain of the coronavirus now named Coronavirus Disease 2019 (COVID-19) was detected and has spread through many countries, including the United States; and

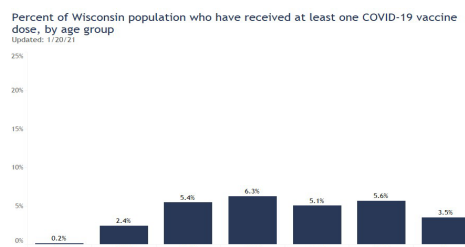
WHEREAS, the World Health Organization declared a Public Health Emergency of International Concern; and the United States Department of Health and Human Services declared a Public Health Emergency; and

WHEREAS, As of January 20, 2021 Green Lake County has had 1,454 confirmed positive COVID-19 cases, 392 probable cases, and 14 deaths associated with COVID-19. According to the State of Wisconsin Department of Health Services (DHS) website, as of January 19, 2021, Green Lake County's COVID-19 activity is high. The DHS website states that "this categorization is created by combining Green Lake County's high burden of 241.0 per 100,000 people and their trajectory showing no significant change in cases." DHS data also shows that currently 83.6% of the hospital beds, 83.8% of the ICU Beds and 19.1% of ventilators are in use in the Fox Valley Region, of which Green Lake County is a part. The rise of cases, the 14 county deaths and the large percentage of hospital and ICU beds treating COVID-19 patients in the region constitute a condition within the County posing an imminent threat of a disaster within the meaning of Chapter 323 of the Wisconsin Statutes that could impair medical care, health protection, and other critical systems of Green Lake County; and

WHEREAS, COVID-19 vaccines have become available and DHS "is working to get COVID-19 vaccine to Wisconsinites as equitably, quickly, and safely as possible." However, there is a limited supply of vaccines and DHS is prioritizing who will receive the vaccine. Green Lake Public Health has indicated that it will take several months to vaccinate Green Lake County residents who wish to receive the vaccine due to having limitations on the amount of vaccine that Green Lake County Public Health is allocated each week; and

WHEREAS, according to the DHS website, the federal government allocates the COVID-19 vaccine based on population size (Wisconsin's 2019 population is 5.822 million, with a projected 5.83 million for 2020) ; however, Wisconsin does not have enough vaccines to vaccinate all eligible populations at this time; therefore, vaccinations will be targeted to people with higher risk for COVID-19, and although the vaccine will be administered in phases, the phases for distribution may overlap; and

WHEREAS, as of January 20, 2021, the Green Lake County Health Department has vaccinated 300 people. The following chart shows the vaccines administered as of January 20, 2021 in the State.



WHEREAS, declaring a state of emergency will facilitate and expedite the use of all available resources to protect persons from the impacts of the spread of COVID-19 while ensuring continuity of critical operations within Green Lake County.

NOW THEREFORE BE IT RESOLVED, the Green Lake County Board of Supervisors, under the power vested in it by Wis. Stat. §323.11, hereby declares a state of emergency in Green Lake County.

BE IT FURTHER RESOLVED, the state of emergency shall last until ~~March 26, 2021~~, June 26, 2021 unless rescinded sooner by a Resolution of the County Board.

BE IT FURTHER RESOLVED, that if the Health and Human Services Department deems it necessary to make use of volunteer health care practitioners, the Health Office shall notify the state department of health services.

BE IT FURTHER RESOLVED, that the County Board Chair and County Administrator have joint authority to grant limited exceptions to current County policies and ordinances which deal with employment, daily operation and function of County facilities where it is the best interest of the county for the purpose of building and facility safety, employee policies and procedures, internal county operation and functions during the COVID-19 pandemic. All exceptions should be consistent with Wis. Ch. 323 (Emergency Management), any State or Federal legislation connected with the COVID-19 pandemic, and based on best practices as recommended by the CDC, WI DHS and the Green Lake County Health Department.

BE IT FURTHER RESOLVED, that the County Board Chair and County Administrator have joint authority to draft policies and procedures that are necessary to protect the public who enter and employees who work in County buildings, and facilities from the spread of COVID-19, and shall consider all available state and federal guidance and recommendations for the County's facilities to continue providing government services to the public and protecting County employees.

BE IT FURTHER RESOLVED, if the County Board Chair is unable to perform the duties under this resolution, the power to make decisions shall lie with the County Board Vice-chair.

BE IT FURTHER RESOLVED, if the County Administrator is unable to perform the duties under this resolution, the power to make decisions shall lie with the Corporation Counsel.

BE IT FURTHER RESOLVED, so long as the meeting is consistent with the requirements of open meetings, the County Board or its committees may conduct electronic meetings for conducting County business.

BE IT FURTHER RESOLVED, that all policies and directives enacted under all prior Declarations of Emergency related to COVID-19 shall continue in effect until the expiration of this declaration, unless the policy has a sunset date set by state or federal law, then the policy shall expire based on state or federal law.

FISCAL NOTE: all appropriations under all emergency declarations shall not exceed \$290,000 and shall be remitted from the contingency fund.

BE IT FURTHER RESOLVED, that all committee of jurisdiction and/or County Board policy changes and/or overrides be communicated via email to the full County Board.

Majority vote is needed to pass.

<https://www.dhs.wisconsin.gov/covid-19/vaccine.htm>, last visited on January 20, 2021.

https://www.google.com/search?q=what+is+wisconsin%27s+population&rlz=1C1GCEB_enUS828US828&oq=what+is+wisconsin%27s+po&aqs=chrome.69i57j0l22i30l2j0i22i30i395l2.4441j1j7&sourceid=chrome&ie=UTF-8&safe=active&ssui=on, last visited on January 21, 2021.

Administrative committee recommends Approval

Passed and Adopted this 16th day of February 2021

Roll Call on Resolution 2-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Administrative Committee: /s/ Harley Reabe, Chair; /s/ Keith Hess; /s/ /s Katie Mehn; /s/ Brian Floeter

RESOLUTION NUMBER 3-2021 Resolution Supporting Increased Funding for Aging and Disability Resource Centers

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 16th day of February 2021, does resolve as follows:

WHEREAS, Aging and Disability Resource Centers (ADRC) are the first place to go to get accurate unbiased information on all aspects of life related to aging or living with a disability; and

WHEREAS, ADRC services include providing information and assistance, benefits counseling, coordinating short-term services, conducting functional screens, and enrollment processing and counseling; and

WHEREAS, in Wisconsin, there are currently 34 single-county ADRCs, 12 multi-county/tribal ADRCs, and seven tribal Aging and Disability Resource Specialists that work with an ADRC; and

WHEREAS, ADRCs serve the fastest growing demographic of our state's population; and

WHEREAS, the funding method for ADRCs has not been revised in more than a decade, and funding for ADRCs has not increased since 2006; and

WHEREAS, it has become evident that ADRC funding needs revision for a number of reasons, including:

- The current inequitable distribution of funding among ADRCs.
- The need to increase funding so that all ADRCs may effectively meet their mission, as outlined in the Scope of Services contract addendum; and

WHEREAS, the Office for Resource Center Development (ORCD) within the Department of Health Services (DHS) established a stakeholder advisory group in 2017 to discuss ADRC funding; and

WHEREAS, the stakeholder advisory group identified a number of issues with the current funding formula, such as:

- Dollars are distributed based on the date of ADRC establishment - older ADRCs (Generation One) receive more funding than ADRCs established at a later date (Generation Two and Three ADRCs);

- The current formula does not take into account elements associated with health and social inequity that require a greater need for ADRC services;
 - The current formula does not adjust with need – Wisconsin's aging and disability populations continue to grow and are expected to grow significantly over the next 20 years;
 - The current formula does not account for needed cost of living adjustments; and
- WHEREAS**, a significant state GPR investment is needed to implement the recommendations of the stakeholder advisory group; and **WHEREAS**, such a significant state investment would provide consistency in ADRC funding statewide, cover the services required and recommended in the Scope of Services contract addendum, and equalize services among ADRCs; and **WHEREAS**, the work of the stakeholder advisory group complements the work of the Governor's Task Force on Caregiving.
- NOW, THEREFORE, BE IT RESOLVED** that the Green Lake County Board of Supervisors does hereby support the following increases in the 2021-23 state biennial budget to ensure access to critical services provided by ADRCs to Wisconsin's aging and disability populations:
- Provide an additional \$27,410,000 GPR in funding to our state's ADRCs. It is important to note that the proposed change in the ADRC allocation methodology cannot occur unless the full \$27.4 million is allocated.
 - Provide additional funding to expand/equalize ADRC services across the state:
 - Expand Dementia Care Specialist Funding Statewide: \$3,320,000
 - Fully Fund Elder Benefit Specialists Statewide: \$2,300,000
 - Expand Caregiver Support and Programs: \$3,600,000
 - Expand Health Promotion Services: \$6,000,000
 - Expand Care Transition Services: \$6,000,000
 - Fund Aging and Disability Resources in Tribes: \$1,180,000
 - Fully Fund Aging and Disability Resource Support Systems: \$2,650,000; and

BE IT FURTHER RESOLVED that the Green Lake County Clerk shall send a copy of this resolution be sent to Governor Tony Evers, DOA Secretary Joel Brennan, DHS Interim Secretary-designee Karen Timberlake, the Wisconsin Counties Association and all area legislators.

Fiscal note is not applicable.

Majority vote is needed to pass.

Health and Human Services Board recommends approval

Passed and Adopted this 16th day of February 2021

Roll Call on Resolution 3-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Health and Human Services Board: /s/ Joe Gonyo, Chair; /s/ Harley Reabe, Vice-chair; /s/ Biran Floeter; /s/ Joanne Guden; /s/ Nancy Hoffmann; /s/ Christine Schapfel

ORDINANCE NO. 1-2021

Creating Chapter 200 – Property Assessed Clean Energy Financing

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of February 2021, does ordain as follows:

WHEREAS, Wisconsin Statute §66.0627(8) authorizes Wisconsin Counties to make Property Assessed Clean Energy (PACE) financing available in local communities; and

WHEREAS, Pace financing will help stimulate the local economy by funding the upfront cost of energy efficiency, renewable energy, and water conservation building improvements; and

WHEREAS, the PACE program still stimulate job creation, investment in goods and service and savings on building operating expenses which improve the market for investing in Green Lake County; and

WHEREAS, the PACE program may provide opportunities for buildings to be revitalized which will improve the local building stock and help raise the value of property and the potential tax base; and

WHEREAS, there is no expense or cost to a local government who authorizes the PACE program and the PACE Wisconsin program is administered by a Wisconsin nonprofit organization which recovers its costs through the transaction fees assessed on completed projects.

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

Section 1. Chapter 200 – Property Assessed Clean Energy Financing is hereby created as follows:

200-1 PROPERTY ASSESSED CLEAN ENERGY FINANCING.

A. **PURPOSE.** The County finds that renovations or additions to premises located in the County made to improve energy efficiency, improve water efficiency, and/or use renewable resource applications, increase property values, stimulate local economic activity, provide local and global environmental benefits, and promote the general welfare of County residents. The purpose of this Section is to facilitate loans arranged by property owners or lessees to make such improvements by treating loan principal and interest, fees, and other charges as special charges eligible for inclusion on the tax roll for these properties

B. **STATUTORY AUTHORITY.** This ordinance is enacted pursuant to Wis. Stat. § 66.0627, as amended, which authorizes a County to make a loan or enter into an agreement regarding loan repayments to a 3rd party for owner-arranged or lessee-arranged financing, to an owner or a lessee of a premises located in the County for making or installing an energy efficiency improvement, a water efficiency improvement or a renewable resource application to a premises.

200-2. DEFINITIONS. In this section:

"Annual installment" means the portion of the PACE loan that is due and payable for a particular year under the supplemental agreement.

"Borrower" means the property owner or lessee of the subject property that borrows the proceeds of a PACE loan.

"Default loan balance" means the outstanding balance, whether or not due, of a PACE loan at the time that the County receives foreclosure proceeds.

"Foreclosure proceeds" means the proceeds received by the County from the disposition of a subject property through an in rem property tax foreclosure.

"Loan amount" means the principal, interest, administrative fees (including the Program Administrator's fees) and other loan charges to be paid by the borrower under the PACE loan.

"PACE" means the acronym for property assessed clean energy.

"PACE default provisions" means:

1. The delinquent annual installment(s) due when the County initiates the in rem property tax foreclosure on the subject property;
2. Any additional annual installment(s) that become due between the time that the County initiates in rem property tax foreclosure on the subject property and the date the County receives the foreclosure proceeds;
3. Any default interest charges applied to unpaid annual installments referenced in subs. (1.) and (2.) above, as provided in the supplemental agreement; and
4. Any default loan balance.

"PACE lender" means any person that makes a PACE loan, and which may include an affiliate of the borrower.

"PACE loan" means a loan made by a PACE lender to a borrower under this Section for energy efficiency improvements, water efficiency improvements, or renewable resource applications made to or installed on a subject property.

"Person" means any individual, association, firm, corporation, partnership, limited liability company, trust, joint venture or other legal entity, or a political subdivision as defined in Wis. Stat. § 66.0627.

"Program Administrator" means the person retained by the Wisconsin PACE Commission as provided in §200-4 (b).

"Subject property" means any premises located in the County on which an energy efficiency improvements, water efficiency improvements, or renewable resource applications are being or have been made and financed through an outstanding PACE loan.

"Supplemental agreement" means a written agreement among a borrower, a PACE lender and the County, as provided for in §200-6.

"Wisconsin PACE Commission" means the Wisconsin PACE Commission formed under Wis. Stat. § 66.0301, as amended, by the County and one or more other political subdivisions as defined in Wis. Stat. § 66.0627, pursuant to a Joint Exercise of Powers Agreement relating to the Wisconsin PACE Commission.

200-3 PACE LOANS AS SPECIAL CHARGES; DELINQUENT AMOUNTS AS LIENS.

Any PACE loan made and secured pursuant to this Section shall be considered a special charge on the subject property. Any annual installment or portion of a PACE loan made and secured pursuant to the Section that becomes delinquent according to the terms of the PACE loan shall be a lien against the subject property and placed on the tax roll, as permitted pursuant to Wis. Stat. §66.0627 as amended.

200-4 WISCONSIN PACE COMMISSION.

A. Any of the powers and duties of the County under this Section, except for those under §200-8 may (but are not required to) be delegated to the Wisconsin PACE Commission.

B. The Wisconsin PACE Commission is further authorized to retain a Program Administrator to act as its agent and administer the PACE program, subject to adherence with PACE program requirements set forth in this Section and in Wis. Stat. § 66.0627 as amended.

200-5 LOAN APPROVAL.

A. A prospective borrower applying for a PACE loan shall comply with the loan application process set forth in the program manual approved by the County.

B. The County shall approve the financing arrangements between a borrower and PACE lender.

200-6 SUPPLEMENTAL AGREEMENT.

A. The County, the borrower and the PACE lender shall execute the supplemental agreement which, without limitation:

1. Shall inform the participants that the PACE loan amount shall be imposed as and considered a special charge, and each year's annual installment may be included on the property tax roll of the subject property as a special charge and an annual installment that is delinquent shall be a lien against the subject property pursuant to Wis. Stat. § 66.0627, as amended;
2. Shall recite the amount and the term of the PACE loan;
3. Shall provide for the amount, or a method for determining the amount, of the annual installment due each year;
4. Shall provide whether default interest may be applied to unpaid annual installments;
5. Shall require the PACE lender and the borrower to comply with all federal, state and local lending and disclosure requirements;
6. Shall provide for any fees payable to the County and/or Program Administrator;
7. Shall recite that the supplemental agreement is a covenant that runs with the land;
8. May provide for prepayments of annual installments by the borrower with a resulting reduction in the special charge for the prepayment, subject to any prepayment premium charged by the PACE lender, if any; and
9. May allow for amendment by the parties.

B. Prior to executing the supplemental agreement, the owner of the subject property, if different from the borrower, and any existing mortgage holder(s) on the subject property must have executed a separate writing acknowledging the borrower's use of PACE financing for the subject property and the special charge that will be imposed under this Section and its consequences, including the remedies for collecting the special charge.

C. Each PACE loan shall be amortized over the term of the PACE loan as provided in the supplemental agreement.

D. The annual payments of a PACE loan may be payable in installments as authorized by Wis. Stat. § 66.0627, as amended.

200-7 ANNUAL INSTALLMENTS ADDED TO TAX ROLLS.

Upon the request of the Program Administrator the County shall place each year's annual installment on the tax roll for the subject property as permitted pursuant to Wis. Stat. § 66.0627, as amended.

200-8 REMITTANCE OF SPECIAL CHARGES.

The County shall promptly remit to the Wisconsin PACE Commission any payment(s) for a special charge imposed under this Section, including penalties and charges thereon, it may receive from any taxing district or the County treasurer pursuant to Wis. Stat. Ch. 74, as amended.

200-9 (10) PROPERTY TAX FORECLOSURE PROCEDURES

A. The County elects to utilize the provisions of Wis. Stat. § 75.521, as amended, for the purpose of enforcing tax liens if a subject property owner fails to pay any special charges imposed on the subject property under this Section as required.

B. The County shall begin an in rem property tax foreclosure proceeding on the subject property at the earliest time allowed under Wisconsin Statutes, unless the County determines that subject property is a "brownfield" (as defined in Wis. Stat. § 75.106, as amended) or that in rem property tax foreclosure is not in the best interests of the County due to the condition of the property or for other reasons.

C. If the County has determined that it will not commence an in rem property tax foreclosure proceeding, then the PACE lender may request that the County, pursuant to Wis. Stat. § 75.106, as amended, assign the County's right to take judgment against the subject property, provided that the PACE lender and the County fully comply with all provisions of Wis. Stat. § 75.106, as amended, concerning the subject property and the PACE lender agrees to pay the amounts required by Wis. Stat. § 75.36(3)(a)1 and 1m, as amended.

200-10 SALE OF FORECLOSED PROPERTY.

If the County prevails in an in rem property tax foreclosure action against a subject property, the County shall diligently proceed to sell the subject property pursuant to the procedures set forth in Wis. Stat. § 75.69, as amended.

200-11 DISTRIBUTION OF FORECLOSURE PROCEEDS.

The County Treasurer shall follow the procedures set forth in Wis. Stat. § 75.36, as amended, to distribute the proceeds from the sale of a subject property.

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

Administrative Committee recommends approval

Passed and Enacted this 16th day of February, 2021

Roll Call on Ordinance 1-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Administrative Committee: /s/ Harley Reabe, Chair; /s/ Keith Hess; /s/ Katie Mehn

ORDINANCE NO. 2-2021

Amending Chapter 257. Vehicles, All-Terrain/Utility-Terrain

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of February 2021, does ordain as follows

WHEREAS, the ordinance requires that the Highway Commissioner review all applications for an ATV/UTV designation for conformance with Highway Department policies, the ordinance and all applicable state, federal and local laws, regulations and policies; and

WHEREAS, the Highway Commissioner spends a considerable amount of time reviewing the application to determine whether the proposed ATV/UTV route is appropriate. Review includes, but is not limited to, reviewing the application for conformity with County, state and federal laws and policies, driving the proposed route, meeting with the Sheriff, meeting with the Traffic Safety Advisory committee and preparing a newspaper announcement regarding the proposed route; and,

WHEREAS, Wis. Stat. §66.0628(2) allows a county to impose a fee provided that the fee bears a reasonable relationship to the service for which the fee is imposed, and may not exceed the County's reasonable direct costs that are associated with the activity that is related to the fee; and

WHEREAS, the time spent by the Highway Commissioner to review the application, drive the route using a county vehicle, and time spent in meetings requires approximately six (6) hours of the Commissioner's time, and the cost to publish a notice in the newspaper is \$162.00. These are all reasonable expenses that support a small application fee of \$200.00 to offset the costs associated with the Highway Commissioner's duties under the ordinance and the cost to the County to publish notice in the newspaper; and

WHEREAS, the time spent by the Highway Commissioner reviewing applications throughout the year, taking the Highway Commissioner away from important duties relating to the maintenance and safety of County Highways; and,

WHEREAS, limiting the window in which applications for ATV-UTV routes to a certain time, will ensure that the Highway Commissioner is able to perform his duties efficiently.

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

Section 1. Green Lake County Ordinance, No. 18-2017, as amended is hereby amended as follows (deletions in ~~strikeout~~, additions in underline):

§257-8.A. Anyone requesting a designation shall complete an application on a form prescribed by the Highway Committee in compliance with this chapter and any applicable state statute or administrative code and file the application with the Highway Department. The application form shall be accompanied by a \$200.00 fee for processing the application. Applications will only be accepted for review during the month of November.

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

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

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

Highway committee recommends approval

Passed and Enacted this 16th day of February, 2021

Roll Call on Ordinance 2-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Highway Committee: /s/ Charlie Wielgosh, vice-chair; /s/ Charles Buss; /s/ David Abendroth

ORDINANCE NO. 3-2021

Amending Chapter 315, Land Division and Subdivision

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of February 2021, does ordain as follows:

Section 1. Green Lake County Ordinance, No. 1056-2013, adopted May 21, 2013, and as amended from time to time (Chapter 315 Land Division and Subdivision), is hereby amended as follows (additions in underline, deletions in strikeout):

§ 315-1 Statutory authority.

This chapter is adopted pursuant to the authorization in § 236.45, Wis. Stats., and amendments thereto.

§ 315-3 Purpose and intent.

A. The purpose and intent of this chapter is to establish standards that promote the public health, safety, and general welfare of Green Lake County through the regulation of land division:

- (1) To lessen congestion in the streets and highways, including proper ingress and egress;
- (2) To ~~facilitate further~~ the orderly layout and use of land through the establishment of reasonable standards of design and procedures for land division and subdivisions so they will fit within the County Coordinate System;
- (3) To secure safety from fire, flood, panic and other dangers; and to prevent overcrowding of the land and the undue congestion of the population.
- (4) To provide for adequate light and air, including access to sunlight for solar collectors and to wind for wind energy systems;
- (5) To ~~prevent overcrowding of land~~ guide the future growth and development of Green Lake County in accordance with the adopted comprehensive plan;
- (6) To ~~facilitate the orderly and beneficial development of the county through well-planned land divisions consistent with workable design standards~~ avoid undue concentration of population;
- (7) To facilitate adequate provisions for transportation, water, sewerage, schools, parks, playgrounds, and other public requirements;
- (8) To facilitate the land division of larger tracts into smaller lots or parcels of land; and to promote the proper monumenting of land divisions and conveying by an accurate legal description.

§ 315-14 Applicability.

The provisions of this chapter shall apply to all subdivisions, land divisions and land combinations.

A. Subdivision. A subdivision as defined in this chapter shall be created by subdivision plat in accordance with Ch. 236, Wis. Stats., and the provisions of this chapter.

B. Land division. A land division as defined in this chapter shall be created in accordance with § 236.34, Wis. Stats., where applicable, and the provisions of this chapter.

- (1) All land divisions, except subdivision plats and any exceptions described in Section 315-15, 15 acres or less in size shall be created by certified survey map in compliance with § 236.34, Wis. Stats., and the provisions of this chapter.

§ 315-15 Exceptions.

Pursuant to § 236.45, Wis. Stats., the provisions of this chapter that apply to divisions of land being less than five lots or parcels shall not apply to the following:

- A. Transfers of interests in land by will or pursuant to court order;
- B. Leases for a term not to exceed 10 years, mortgages or easements;
- C. The sale or exchange of lots or parcels of land between owners of adjoining property if additional lots or parcels are not thereby created and the lots or parcels resulting are not reduced below the minimum sizes required by this chapter or other applicable laws or ordinances;

- (1) In order to qualify as an exception as described in C. above the following process shall be completed:

(a) A meets and bounds description shall be prepared by a Wisconsin Professional Land Surveyor describing the lands being sold or exchanged.

(b) A deed, shall be recorded in the Green Lake County Register of Deeds Office transferring ownership of the lands being sold or exchanged.

(c) Immediately following the deed described in (b) above, a deed, shall be recorded combining into one land area the owner's principal lot or parcel with the lands being sold or exchanged. The required combination language shall state that "All lands described in this document shall be considered one land area for the purposes of real property listing, assessment, taxation and land use regulations. Separation or division of this land area shall only occur in compliance with the applicable Green Lake County ordinances and regulations affecting the combined land area."

- (2) Strictly for the purpose of applying building setbacks, the process described in (1)(a) thru (c) above shall have the effect of eliminating any internal lot lines associated with the resultant combined land area from being used in the application of structure or building setbacks.

§ 315-20 Land suitability.

No land shall be divided or subdivided by means of a subdivision plat for a use that is held unsuitable by the Land Use Planning and Zoning Committee for reason of flooding or potential flooding, soil limitations, inadequate drainage, incompatible surrounding land use, or any other condition likely to be harmful to the health, safety or welfare of the future residents or users of the area, or to the residents of Green Lake County.

E. Unless specifically exempt from this requirement elsewhere in this chapter, all subdivision plat proposals where private water and/or sewage disposal systems are to be used shall be accompanied by certifications and reports:

- (1) Describing the probable depth, cost and yield of private wells. This report shall be based on competent scientific investigation and shall include the sources of all data used in the preparation of the report.
- (2) Describing soil conditions existing on the site as applicable to on-site waste water disposal. A soil report shall accompany all subdivision plat proposals.

§315-22 Ties to County Coordinate System

A. Any Plat or Certified Survey Map recorded in the Register of Deeds office shall be tied by lengths and bearings to the boundary line of the quarter section, Private Claim or Federal Reservation in which the subdivision lies, and description of the monuments at ends of the line; and bearing and distance between those monuments. Boundary bearing references shall be the bearing and distance established by the County in its county coordinate system, along with the NAD 83(91) adjustment, unless waived by the County Surveyor. If no bearing has been established on any of the boundaries of the section being worked in, a reference to a magnetic, true or other identifiable direction may be used for reference to the boundary. When re-dividing an existing certified survey map or subdivision plat which is already connected to county bearings the re-division shall be shown on the face of the map.

1. A retracement or combination certified survey map is not required to be tied to the County coordinate system.

§ 315-232 Improvements.

§ 315-243 Construction.

§ 315-24 is renumbered to 315-25.

§ 315-27 Preliminary subdivision plat.

A. General. A preliminary subdivision plat shall be prepared by a registered professional land surveyor for all subdivision plats. The preliminary subdivision plat shall comply with the provisions of Ch. 236, Wis. Stats., and the provisions of this chapter.

D. Preliminary subdivision plat requirements.

- (1) A preliminary subdivision plat shall be prepared on reproducible material and shall show correctly on its face the following information:
 - (a) Title under which the preliminary subdivision plat is to be known and a general legal description by 1/4 section or government lot, section, town, range, county and state where the preliminary subdivision plat is located.
 - (b) Vicinity map with the general legal description, showing the location of the preliminary subdivision plat in relation to the road system in the immediate area along with any lake and stream accesses in relation to the preliminary subdivision plat.
 - (c) Date, graphic and written scale of not more than 100 feet to the inch and a north arrow with a basis for bearings.
 - (d) Names and addresses of the subdivider and land surveyor preparing the preliminary subdivision plat.
 - (e) Entire area contiguous to the preliminary subdivision plat, owned or controlled by the subdivider shall be included on the preliminary subdivision plat even though only a portion of such area is proposed for immediate development.
 - (f) Ties to all government corners required to be used for the survey, according to State and Federal surveying requirements, also see Section 315-22, Ties to County Coordinate System. ~~Bearings and distances of the exterior boundaries of the preliminary subdivision plat, being referenced to a boundary line of the Public Land Survey System of the section in which the preliminary subdivision plat is located, and identify the corners at each end of that boundary line and the bearing and distance between them.~~
- (g) Total number of lots and outlots with total acreage and current tax parcel numbers of all tax parcels that are included in the plat.
- (h) Contours at vertical intervals of not more than two feet where the slope of the ground surface is 5% or less and of not more than four feet where the slope of the surface of the ground is greater than 5%.
- (i) Water elevations of adjoining lakes and streams on the date of survey, for the ordinary high-water elevation, designated regional flood elevation, or floodway.
- (j) Location, right-of-way width and names of all existing and proposed streets, alleys or public ways, easements, railroads and utility rights-of-way and all section and quarter section lines within the proposed subdivision plat or immediately adjacent thereto.
- (k) Location and names of any adjacent subdivisions, parks, schools, cemeteries and owners of record of abutting unplatted lands.
- (l) Type, width, and elevation of any existing street pavements within the exterior boundaries of the preliminary subdivision plat or immediately adjacent thereto.
- (m) Locations of all existing property boundary lines, structures, drives, streams and watercourses, wetlands, rock outcrops, wooded area, and other similar significant features within the preliminary subdivision plat or immediately adjacent thereto.
- (n) Dimensions of all lots, together with proposed lot and block numbers.
- (o) Location and dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainageways or other public use.
- (p) Approximate centerline radius of all curves.
- (q) Delineation of floodplain and zoning boundaries within or immediately adjacent to the preliminary subdivision plat.
- (r) Corporate limit lines.
- (s) Source and availability of potable water supplies.
- (t) Lots served by private on-site wastewater treatment systems (POWTS) shall have information submitted demonstrating sufficient on-site sewage disposal area and suitability, including soil suitability, depth to ground water and bedrock, and slope.
- (u) All stormwater drainage and infiltration structures required by the Green Lake County Construction Site Erosion Control and Stormwater Management ordinance shall be indicated on the preliminary plat as well as the direction of stormwater flow on each lot with arrows.
- (v) Lands lying between the meander line and the water's edge and any other unplattable lands which lie between a proposed subdivision and the water's edge shall be included as parts of lots, outlots, or public dedications in any plat abutting a lake, river, or stream.

§ 315-28 Final subdivision plat.

A. General requirements. A final subdivision plat shall be prepared by a registered professional land surveyor and shall comply with the

provisions of Ch. 236, Wis. Stats., and the provisions of this chapter.

- B. Fees. At the time of submittal of the final subdivision plat, a fee shall be paid as provided in Article IX, of this chapter.
- C. Final subdivision plat submittal. The subdivider shall file an application for review and provide 10 copies of the final subdivision plat to the Land Use Planning and Zoning Department for review and distribution.

§ 315-32 Subdivision utility easement.

- A. Utility easements across lots or along lot lines shall be provided for utilities above and below grade, of a width and at a location deemed necessary by the appropriate utility company. Utility easements shall be identified on the subdivision plat as to type and width.
- B. Drainage easements. Where a subdivision is traversed by a watercourse, drainage way, channel or stream, an adequate drainage way or easement shall be provided as may be required by the Committee. The location, width, alignment and improvements of such drainage way or easement shall be subject to the approval of the Committee; and parallel street or parkways may be required in connections therewith. Where necessary, stormwater drainage shall be maintained by landscaped open swales of adequate size and grade to hydraulically accommodate maximum potential volumes of flow. These design details are subject to review and approval by the Committee.

§ 315-34 Lots.

The size, shape and orientation of lots shall be appropriate for the location of the subdivision plat and for the type of development and use contemplated.

- F. Corner lots, in an effort to provide for adequate buildable area, shall be designed with extra width to account for street yard setbacks from both streets permit adequate building setback from both streets.

§ 315-35 Stormwater Management and Erosion Control

- A. The subdivider shall provide stormwater management facilities and erosion control that are in compliance with Chapter 284, Construction Site Erosion Control and Stormwater Management Ordinance.

§ 315-36 through § 315-37. (Reserved)

§ 315-38 Certified survey map.

- C. Submittal. Certified survey maps, as defined in this chapter, shall be submitted for review to the County Land Use Planning and Zoning Department. The certified survey map shall be prepared in accordance with the provisions of § 236.34, Wis. Stats., Section 315-22 and any other applicable ~~the~~ provisions of this chapter and show the following information clearly on the face of the certified survey map:

- (1) All existing buildings, building setback dimensions to lot or parcel boundary lines, watercourses, access locations, easements, floodplain elevation stated, well location(s), approximate location of any septic tank(s), septic system drain field(s), septic vent(s) or other major private wastewater treatment system location ~~component~~.
- (8) Gross and net lot sizes in square feet with net lot size excluding any land use by public as a road per a prescriptive easement.
- (9) Identify adjacent lands, platted or unplatted by owner or others.
- (10) If applicable, floodplain boundary(ies), FEMA map panel number and effective date from which the boundary(ies) were drawn.
- (11) If applicable, wetlands on the current Wisconsin Wetlands Inventory Map. A copy of the wetland delineation report shall be included with the certified survey map application for any wetlands identified on the map.

D. Review and approval.

- (1) The Committee representative shall, within 90 days, approve, approve conditionally or reject the certified survey map. The review and above stated decision shall be based on the conformity to the provisions of this chapter or any others referenced herein. In the event of rejection or conditional approval, the aggrieved party will be notified and may appeal the decision of said representative to the Land Use Planning and Zoning Committee.
- (2) If the County Treasurer notifies the Land Use Planning and Zoning Department in writing that there are delinquent real estate taxes or installments due on real estate taxes, including all interest and fees, for the property subject to the certified survey map application, said application shall not be approved until the County Treasurer confirms in writing that the real estate taxes have been paid or the installments due are current.

§ 315-51 Violations and penalties; citation.

- A. Any violation of the provisions of this chapter by or under the direction of the subdivider shall be brought into compliance upon notification by the Land Use Planning and Zoning Department or the Land Use Planning and Zoning Committee or the County Corporation Counsel.
- B. The County Corporation Counsel shall have the authority to use all legal remedies necessary to ~~pursue compliance with~~ enforce the provisions of this chapter. After consultation with the Land Use Planning and Zoning Department and/or Land Use Planning and Zoning Committee, the Corporation Counsel shall determine which legal remedy or legal remedies are in order to ~~pursue compliance with~~ enforce the provisions of this chapter.
- C. Any subdivider who violates or refuses to comply with any of the provisions of this chapter shall be subject to a forfeiture of not less than \$50 nor more than ~~\$5,000~~ \$500 per offense, together with the taxable costs of action. Each day that the violation exists, after receiving notice of the violation from the Land Use Planning and Zoning Department by certified or registered mail, or personal service per § 801.11 Wis. Stats., shall constitute a separate offense.
- D. In addition to the County Corporation Counsel having the authority to ~~pursue compliance~~ enforce the provisions of this chapter per Subsection B above, the designated staff of the Land Use Planning and Zoning Department shall have the authority to and may prepare, sign and issue citations in order to commence action to ~~achieve~~ enforce compliance with the provisions of this chapter.

§ 315-56 Word usage and definitions.

For the purpose of administering and enforcing this chapter, the terms or words used herein shall be interpreted as follows: Words used in the present tense include the future tense, words in the singular number include the plural number, and in the plural number include the singular number. The word "may" is permissive, and the word "shall" is mandatory, not discretionary. All distances unless otherwise specified shall be measured horizontally.

CERTIFICATE OF SURVEY

Also known as a "map of survey" or "plat of survey" prepared by a registered professional land surveyor. A certificate of survey may be a survey of an existing lot or parcel, or may be a new land division if greater than 15 acres.

CERTIFIED SURVEY MAP

A map of a land division, land combination, or an existing lot or parcel of record. This map shall be of not more than 4 lots or parcels and prepared by a professional land surveyor in accordance with the provisions of this chapter and § 236.34, Wis. Stats.

REPLAT

The process of changing, or the map or plat that changes, the boundaries of a recorded subdivision plat or part thereof. The legal dividing of a large block, lot or outlot within a recorded subdivision plat without changing the exterior boundaries of said block, lot or outlot is not a replat. A replat shall not alter areas dedicated to the public unless proper court action is secured.

Section 2. This ordinance shall become effective upon passage by the County Board and publication.

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

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

Land Use Planning and Zoning committee recommends approval

Passed and Enacted this 16th day of February, 2021

Roll Call on Ordinance 3-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ William Boutwell, Vice Chair; /s/ Harley Reabe; /s/ Charles Buss; /s/ Don Lenz

ORDINANCE NO. 4-2021

Amending the Floodplain Ordinance for Green Lake County, Wisconsin, §300-10 Official maps and revisions.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of February 2021,

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

Section 1. Green Lake County Ordinance, No. 24-2018 adopted on June 19, 2018, is hereby amended as follows (additions are in underline, deletions are in ~~strikeout~~):

Section 300-10 Official Maps and Revisions is amended to add the following section:

B. Official maps, based on other studies:

(6) "The Dam Failure Analysis (DFA) for the Green Lake Dam" prepared by Donohue & Associates, Inc., dated June 18, 1990 and revised August 30, 1990, and approved by the Department of Natural Resources on September 11, 1990. Elements of this approved analysis, adopted by reference into this Ordinance, include the flood profile labeled "Dam Failure, 100-year Event, Green Lake" in DFA Attachment 5R, the elevations in the column labeled "Maximum Stage Elevation (ft MSL)" associated with locations in the column labeled "Cross Section Location (mi)" in DFA Attachment 5R, and the two map panels titled "100-year Flood Event with Failure of Green Lake Dam" which include cross section locations and a floodway / flood-fringe delineation in DFA attachment 6. In the case of any apparent discrepancy between the map, profile, and/or elevations, the information in the "Maximum Stage Elevation (ft MSL)" column in Attachment 5R shall govern.

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

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

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

Land Use Planning and Zoning Committee recommends approval

Passed and enacted this 16th day of February 2021

Roll Call on Ordinance 4-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Land Use Planning and Zoning Committee: /s/ Curt Talma, Chair; /s/ William Boutwell, Vice-chair; /s/ Harley Reabe; /s/ Charles Buss; /s/ Don Lenz

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

Supervisor
Bob Dolgner

Supervisor Districts
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:

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 12th 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

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 5-2021. No discussion. Roll call vote on motion to enact Ordinance 5-2021 – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Ordinance 5-2021 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 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 9-2021 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

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

Elizabeth Otto

County Clerk

Resolution Number 4-2021

Relating to Cancellation of Outstanding Checks

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 16th day of March 2021, does resolve as follows:

WHEREAS, Eight checks issued by the Treasurer of Green Lake County, drawn against the County's account at Horicon Bank have not been presented for payment by the payees of said checks in excess of one (1) year since said checks were issued;

NOW, THEREFORE BE IT RESOLVED, that said outstanding checks as listed below be cancelled, and the amounts represented thereby be restored to the County's general account:

CHECK DATE	CHECK NUMBER	PAYEE	AMOUNT
08/19/19	198599	MICHAEL GLYNN	\$461.12
08/15/19	198631	DAVID PARAMO	\$ 19.48
08/15/19	198653	SUSAN BUTT	\$ 26.44
11/15/19	199726	GARY KAATZ	\$105.50
11/21/19	199849	HANSEN BRASS	\$785.68
11/27/19	199925	BETH SIMONS	\$ 22.79
11/27/19	199935	COOPER RICHTER	\$ 36.50
12/12/19	200087	CMS MANAGEMENT	\$ 30.00

TOTAL \$1,487.51

BE IT FURTHER RESOLVED, that a copy of this resolution be furnished to the Horicon Bank.

NOTE: The above checks contain the notation "Void after six months"

Finance Committee recommends approval

Passed and Adopted this 16th day of March 2021

Roll Call on Resolution 4-2021

Ayes 19, Nays 0, Absent 0, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Brian Floeter, Vice-Chair; /s/ David Abendroth; /s/ Don Lenz

ORDINANCE NO. 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

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of March 2021, does ordain as follows:

WHEREAS, the Green Lake County Board of Supervisors adopted, as Ordinance No. 18-2017, on August 15, 2017, a procedure for specifying designated segments of Green Lake County Trunk Highways as All-terrain Vehicle (ATVs) and Utility Terrain Vehicle (UTV) routes; and,

WHEREAS, the Highway Committee has received and reviewed applications from the 4 Corners ATV Club, has considered the factors contained in the Ordinance and the Policy and recommends that certain portions of certain County Trunk Highways be designated as ATV/UTV routes.

WHEREAS, the sponsor of the designation has complied with the Green Lake County Ordinance No. 18-2017, regrading contributing towards the cost of procurement, installation, and maintenance of signage on the ATV route segment; and,

WHEREAS, the Highway Committee recommends that the following segment of Green Lake County Trunk Highway S be designated as an ATV Route, pursuant to Green Lake County Ordinance No. 18-2017, and the provisions of §23.33 Wis. Stats., as follows:

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

Section 1. Green Lake County Ordinance, No. 18-2017, §254-7 I. is hereby amended as follows:

(5) CTH S from STH 44/73 to South Gate Road, Town of Manchester

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

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

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

No fiscal impact.

Highway Committee recommends approval

Passed and Enacted this 16th day of March 2021

Roll Call on Ordinance 5-2021

Ayes 19, Nays 0, Absent 0, Abstain 0

Submitted by Highway Committee: /s/ Charlie Wielgosh, Vice-chair; /s/ Charles Buss; /s/ Robert Schweder; /s/ David Abendroth

ORDINANCE NO. 6-2021

Amending Personnel Policies and Procedures Manual to update the Social Media Policy

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of March 2021, does ordain as follows:

WHEREAS, a review of the current social media policy by the Corporation Counsel, County Administrator and Information Technology Director has determined that the current social media policy in the Personnel Policy and Procedures Manual is out-of-date and is in need of revision;

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

Section 1. Green Lake County Ordinance, No. 1042-2012, the Green Lake County Personnel Policies and Procedures Manual, adopted on December 18, 2012, and as amended from time-to-time is hereby amended as follows:

- A. The Social Media and Networking and use of Personal Communications Devices section of the Personnel Policies and Procedures Manual (beginning on page 23 and ending at the top of page 25) is deleted in its entirety and replaced with the following:

The County has adopted a policy governing Social Media. The policy is set forth as Appendix P to this Manual.

Section 2. Appendix P is attached hereto.

Section 3. This ordinance shall become effective upon passage and publication.

Section 4. The repeal and recreation of any section herein shall not have any effect on existing litigation and shall not operate as an abatement of any action or proceeding then pending or by virtue of the repealed sections.

Section 5. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Personnel Committee recommends approval

Passed and Enacted this 16th day of March 2021

Roll Call on Ordinance 6-2021

Ayes 19, nays 0, Absent 0, Abstain 0

Submitted by Personnel Committee: /s/ Robert Schweder, Chair; /s/ Sue Wendt, Vice Chair; /s/ Charlie Wielgosh

APPENDIX "P"

GREEN LAKE COUNTY SOCIAL MEDIA POLICY SOCIAL MEDIA

Green Lake County recognizes that emerging online collaboration platforms are fundamentally changing the way citizens, government entities, and businesses interact with each other. The County has determined that online discourse through social computing may facilitate the efficient delivery of County services and foster positive public perception and a sense of community. Social networks, instant messaging, blogs, interactive pages as well as other means of electronic communication and sites where messages, video and pictures can be posted and exchanged have become commonplace forums for communication. Moreover, employees are utilizing personal communication devices to communicate with other employees and the public while on and off duty.

I. Purpose

This policy is intended to provide guidance for use of social media when authorized by the County as part of an employee's job duties. This policy also provides general guidelines for the personal use of social media by all employees. For Extension employees, this policy is intended to supplement but not replace the Extension online security guidelines.

The forms of social media or technology referred to in this policy include, Facebook, LinkedIn, Twitter, YouTube, Instagram, Google Plus+, Pinterest, Flickr and Vimeo. The aforementioned forms of social media are the only forms of social media employees are allowed to use for County business.

County-owned technology resources are the property of the County, as is all data created, entered, received, stored, or transmitted via County-owned equipment. All use of social media or similar technology is subject to all County policies, including but not limited to the Green Lake County Information Technology policy found in the Personnel Policy and Procedures Manual, as well as any existing Internet, email, and harassment policies. Employees may be subject to discipline, up to and including discharge for conduct that violates County policies or rules and regulations, whether such conduct occurs on duty or off-duty. Please refer to each of these policies for additional information.

II. Changes to This Policy

Green Lake County may, from time to time, modify this Social Media Policy to reflect legal, technological and other developments. A current copy of this document can be found on the county intranet under "Policies."

III. Definitions

The following definitions relate to terms as used within the context of this policy

Social Media - a means of interactions among people in which they may create, share, and exchange information and ideas in virtual communities and networks. Also, any internet based medium created through social interaction, where users primarily produce and contribute to the content as well as any form of electronic communication.

Spam - unsolicited bulk messages, especially advertising, indiscriminately sent to any number of recipients.

Social Media Site - Any platform on which to build social networks or social relations for the sharing of information of common interest.

IV. Work Related Social Media Guidelines

Work-related use of social media can range from passive review of social media profiles for informational or investigative purposes, to the authoring of content through a department sponsored social media account. Any work-related use must be approved by an employee's supervisor. The following conditions also apply to social media use:

1. Employees may not use social media, blogging, or similar technology during working hours or at any time on County computers or other County-supplied devices, unless specifically authorized as part of employee's job responsibilities and approved in advance by the IT Department, the Department Head and the County Administrator. An example of an authorized use may be law enforcement use for investigative purposes. Employees shall not engage in any social media while on-duty which is personal in nature or relates to outside business whether using County, personal, or other electronic communication devices.
2. Employees authorized to publish content to a department sponsored social media site shall be designated as social media representatives and such designation shall be made by the employee's Department Head with notice to the County Administrator and Information Technology (IT) Director.
3. Employees may only establish official sites, blogs, pages, or accounts in their official capacity as County staff on a social media site with the authorization of their Department Head. Notification of all new official Social Media sites must be provided to the County Administrator and the IT Director. All County authorized social media sites must be sponsored by a County agency or department and the content of such site will become the responsibility of the department or agency and its management.
4. Permission to author content on County authorized social media sites will only be granted to those employees who are authorized to speak on behalf of the County via electronic communications media.
5. Employees have an affirmative duty to recognize the confidentiality of certain County information, and the privacy rights of employees and residents, and are prohibited from disclosing confidential, personal employee and non-employee information and any other proprietary and/or nonpublic information to which employees have access. Questions regarding whether information has been released publicly or doubts regarding the propriety of any release, shall be directed to the employee's supervisor and Corporation Counsel before releasing the information.
6. If you are communicating as an employee of the County in your online communications, you must be aware that readers will assume that you "speak for the County." Therefore, when communicating electronically, employees are expected to speak professionally and respectfully about the County and County-related matters, and limit items to which the employee is authorized to speak and identify themselves and their role with the County. Be aware of your association with the County and that at all times you serve as an ambassador of the County.
7. Employees are expected to follow copyright, fair use and financial disclosure laws when using online communications. Note that the unauthorized use of copyrighted materials, unfounded or derogatory statements, or misrepresentation can result in disciplinary action up to and including termination.
8. Employees acting on behalf of the County may not publish content to any website or social media application that is unrelated to subjects associated with their position with the County. When writing about County matters try to add value and provide worthwhile information and unbiased perspective.
9. Honor privacy rights of our current employees by seeking their permission and the permission of their Department Head before writing about or displaying internal happenings that involve the employee. Respect a fellow employee's request to remove his or her image from County social media platforms.
10. Employees should not cite or reference County contractors or suppliers without their approval. Do not promote one contractor over another or provide preferential treatment of any kind.
11. Employees are permitted to use social media platforms to recognize and/or thank private and not-for-profit entities who have collaborated in County events and programs.
12. Authorized social media sites are not to be used to express a political viewpoint or endorse a political candidate.

V. General Social Media Site Guidelines for Authorized Sites

A department must sponsor all County social media sites; therefore, no employee may open a social media account for County business without permission from their Department Head, the County Administrator and the IT Director. The department must include a link to any social media site on its departmental home page on the County's official website.

The sponsoring department will be responsible for all management of an authorized social media site and it is the Department Head's responsibility to maintain compliance with this policy and all other applicable policies or laws in the management of their social media site(s).

All County social media sites must utilize the platform's process to establish the County site as a legitimate site. For example, a Facebook page must have a "verified account status" obtained by the Department Head or his or her designee.

The accuracy, quality and timeliness of all content on an authorized social media site is the responsibility of the sponsoring department. Likewise, the authorization of the appropriate staff to maintain such a site is also the responsibility of the sponsoring department.

A Department Head may authorize the use of "boost" or enhanced marketing techniques offered by the platform if such expenditures are within the Department's operating budget and if in conformity with grant restrictions, if applicable.

When creating a County social media site, page, etc., all departments and employees should adhere to the following Guidelines:

1. Appropriate use: All communications carried out on County equipment or County sponsored electronic media must adhere to the appropriate use guidelines set forth in this policy.
2. Encourage one-way communication when possible. Use of two-way communication is permitted in cases where limiting the application to one-way communication would reduce or negate the value of the social media application.

3. All official Green Lake County social media sites will include a disclaimer similar to the following: "The information provided herein is provided as a courtesy and for informational purposes only. Please contact the listed media contact for this (site, page, etc.) to confirm the accuracy of the information found here. Content on this site is not to be construed as a legal notice."
4. Comment Policy: Any County authorized social media site which allows comments to be posted must display the following comment policy:

The purpose of this site is to present matters of public interest in the County of Green Lake, including information regarding its many residents, businesses and visitors. We encourage you to submit comments, but be advised this is not an open public forum. Once posted, the County reserves the right, but assumes no obligation to delete submissions that are illegal, obscene, defamatory, threatening, invade privacy, or which are considered to be offensive to anyone or may infringe upon the intellectual property or copyrights of others. The County does not necessarily review all posted comment on a regular basis. Furthermore, the County reserves the right to delete any comment for any reason and will immediately delete any comments that include: spam or links to other sites; are clearly off topic; advocate illegal or illicit activity; promote particular products, services or vendors; infringe on copyrights or trademarks; or advocate for a particular political party, candidate or point of view. Comments expressed on this site do not necessarily reflect the opinions of Green Lake County or its employees. The County takes no responsibility nor assumes any liability for any content posted on this site. Please contact the site administrator for assistance with a comment you believe violates the above policy.

If the particular social media technology does not provide space for the above, a link from the social media application or user profile to the Department's page on the County website is to be provided.

Departments are required to enforce this policy and verify that all posts comply with these guidelines:

- a. No spam
- b. No off topic posts
- c. Promotion of illegal activity prohibited
- d. Copyrighted or licensed material prohibited
- e. Promotion of political organization prohibited
- f. Promotion of products or services prohibited
- g. Personal attacks prohibited
- h. Personal protected information prohibited
- i. Violent, obscene or racist comments prohibited
- j. Repetitive posts prohibited

Employees are reminded that postings may not be deleted simply because the post is critical of the department, the county or county employees or officials. Consult with Corporation Counsel to determine if critical posts may be deleted.

5. Administrative Structure: any County authorized social media site will require the following:
 - a. Assigned administrator: this person will be responsible to see to it that the use of the social media site adheres to this policy and all related County policies. The name of the site administrator must be filed with a request for an authorized social media site.
 - b. Backup administrator: to prevent issues related to site administration during the absence of the site administrator, all authorized sites must have a named backup administrator also to be filed as part of the request for an authorized site. It is the responsibility of sponsoring department manager to update this information should authorized personnel change.
 - c. Approved content authors: sponsoring departments must authorize all employee content authors for their departmental social media site.
6. Notification to Administration: The County Administrator and the IT Director are to be made aware of any and all Department sponsored social media sites, to include the following information:
 - a. Site Address
 - b. Purpose of Site
 - c. Administrator and Backup Administrator of site
 - d. Type of communication, one-way, two-way moderated, open two-way
7. Required elements of a County authorized social media page: technology permitting, all County sanctioned social media sites should contain the following information in a prominent place on the site:
 - a. County Department clearly identified
 - b. Comment policy
 - c. Stated purpose of page
 - d. Notification that violations of comment policy will result in blocking user
 - e. Disclaimer—See Section IV, 3) above
 - f. Official contact for page
8. Photographic images of citizen participants engaged in County events and posted on County social media platforms are permitted if the picture or video was taken at a public event. If the picture or video was not taken at a public event, the individual must consent to the use of their image on the social media site by signing a Social Media Permission form/Waiver. If the picture or video involves a minor, the picture may not be posted unless the minor is unidentifiable, or a parent or legal guardian has signed a Social Media Permission Form/Waiver, granting permission to photograph, audiotape, videotape, publish, and copyright images of their minor child. Written and oral requests from a participant to have his/her image removed from the County's social media platform shall be honored.
9. Prohibited content: The following types of content are prohibited on County sponsored social media sites:
 - a. Political opinions or endorsements, campaign adds or links to any such content
 - b. Content that maybe considered offensive
 - c. Content not related to the stated purpose of the particular social media site

VI. Public Records

Public Records requirements are mandated by the State of Wisconsin. Each department utilizing a social media presence is responsible to ensure compliance with all applicable public records laws. The following guidelines are intended to assist departments in maintaining such compliance:

1. It is recommended that County social media authors use only existing material from existing County web pages or previously published documents.
2. Content exclusive to a department's social media site will be archived by ArchiveSocial or similar software. In addition to a Department head having authority to audit, review and pull records for public record requests, the Corporation Counsel and IT Director shall have independent authority to audit, review and pull records from the ArchiveSocial or similar software.
3. Copies of all content removed from the site are to be retained in an archival copy. The IT Department will include the following social media accounts in archive software: Facebook, Flickr, Google+, Instagram, LinkedIn Co., Pinterest, Twitter, Vimeo and YouTube. If a Department uses a social media program other than the ones listed, the Department is in violation of this policy and will have to shut down and archive the social media site in accordance with public records laws.

If you have questions as to applicability of open records law to specific content, or a particular use case, it is recommended that you contact the Corporation Counsel prior to posting the information or utilizing social media.

VII. Personal Use of Social Media

Green Lake County respects the right of elected official to use social media. Green Lake County Supervisors and other elected officials shall use social media in a manner that conforms with this policy and other state and federal laws regarding holding public office.

Green Lake County respects the right of employees to use social media, does not discourage employees from self-publishing, self-expression and public conversation, and does not discriminate against employees who use these mediums for personal interests and affiliations or other lawful purposes. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee of Green Lake County.

1. Employees cannot use employer-owned equipment, including computers, County-licensed software or other electronic equipment, facilities or County time, to conduct the personal use of social media. Employees shall not use personal cellphones, email accounts or social media accounts to communicate regarding County business. However, the County recognizes that, in limited cases and under extenuating circumstance, use of personal devices may be reasonably necessary. In such limited and extenuating circumstances, the employee may use a personal communication device, but shall be responsible for saving the communications and saving the communication in accordance with county record keeping policy. Employees are required to forward copies of any electronic communications regarding County business to a County account so that it can be properly retained and archived. Employees shall produce all communications on personal devices upon request. The burden falls on the employee to comply with public records laws when using personal communications devices for County business.
2. Employees are personally responsible for their commentary on all social media sites and can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any party.
3. Employees can be disciplined for any use of social media in a manner that violates County policies. Information posted on social media sites can be used by the County as evidence in disciplinary actions.
4. Employees shall be professional in their use of personal social media to avoid the appearance of using that media in an official capacity nor shall they use their personal social media to contribute to workplace violence, bullying, fighting, or making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of fellow employees or Green Lake County. In no case shall employees disclose or violate policies regarding confidential information through the usage of their personal social media.
Employees who use personal social media as a professional networking tool are encouraged to create a professional social media platform that is separate from their personal social media platforms.
5. Employees cannot post the name, trademark or logo of the County, County-privileged information, including copyrighted information or County-issued documents, or photographs of other employees, residents, vendors or suppliers taken in their capacity as County employees. Employees may not post any information that is confidential according to state statute, federal law, administrative rule or other laws on confidentiality. Employees are strictly prohibited from posting information or images protected by the Health Insurance Portability and Accountability Act (HIPAA) and the Privacy Act of 1974. Employees shall consult with the Corporation Counsel before posting information that may be confidential.
6. Employees should not link a personal social media site to the County internal or external web site without the written permission of their Department Head, the County Administrator and the IT Director.

VIII. Employer Monitoring

Employees have no expectation of privacy while using the County's technology resources for any purpose, including authorized social media. The County monitors all such use and may withdraw content deemed to be inappropriate, outside the scope of an employee's authority, or in violation of County policy as determined by the Department Head and/or the County Administrator.

IX. Reporting Violations

The County requests and strongly urges employees to report any violations or possible violations of this policy to their supervisor or the County Administrator.

X. Discipline for Violations

Any conduct that reflects poorly upon the County or consists of inappropriate behavior on the part of an employee may expose an employee to discipline. Even if you post information or comments that are not related to the County, your activities may still result in professional and/or personal repercussions. The County will investigate and respond to all reports of violations of this policy. Violations may result in disciplinary action up to and including termination.

XI. Specific Social Media Guidelines by Medium for Authorized Sites

The information below provides a brief description and basic guidelines for utilizing popular social media sites for conducting County business. Due to the speed at which technologies are developed and evolve, it is impossible to provide a complete and up-to-date guide.

Twitter

Twitter is an online social networking site where members can post short updates and keep up with other members through online profiles or cell phone text messages.

Effective and approved applications for County use of Twitter would be to re-broadcast the County's Blog headlines, news releases, testimonies, statements, public service announcements, accomplishments, Job announcements, and to alert citizens of emergency broadcasts, epidemics, recalls, hazardous materials incidents, national incidents, terrorists' threats and natural disasters.

Legal implications of Twitter relate primarily to the privacy of members that follow County Twitter accounts and the appearance of commercial endorsement. Restricting settings and use of follow ability can mitigate these risks.

In order to comply with the requirements of this policy, include a link from the Twitter profile to the disclaimer and comment policy on the County web page.

Facebook

Effective applications for County use of Facebook include public outreach programs that target segmented audiences, public service announcements, departmental contact information, emergency broadcasts and other public affairs activities.

Legal implications of County use of social media relate primarily to:

1. Copyrights of video footage and photos uploaded by County representatives. Risks can be mitigated by following these standard operating procedures:
 - a. County source materials -Use only photos and videos produced by the County or contractors working directly on behalf of the County
 - b. Obtain written copyrights -If copyrighted materials are used, be sure to get and maintain physical records of copyright licenses and honor any branding or labeling requirements specified in the copyright license.
2. Privacy rights of individuals who become friends, fans or followers of County sites. Social media users will follow these guidelines:
 - a. Accounts - County representatives who set up accounts should use a general office e-mail account, department name and general office phone number if possible.
 - b. Restrict to Find People and Follow People -County representatives should not follow private citizen or commercial profiles from within their County social networking profile. While we cannot necessarily stop all people from being Friends, Fans or Following us, we should not click onto the profiles of our Friends, Fans and Followers.
 - c. County social networks may be linked with other government and non-profit social networks to share information that is related to the work and service of a particular Department.
 - d. Comments and Discussions -When possible, disallow comments and discussions on social profiles. If it is not possible to disable this function, representatives must refrain from participating in dialogue and online discussions with social profile visitors. One-way communication is the preferred method of information sharing.
3. Accessibility rights are governed by Section 508 compliance and web accessibility for people with visual and hearing disabilities. Social media authors will follow these guidelines:
 - a. Video captions and transcriptions - Embed captions within videos as part of the postproduction process. Provide transcripts of videos and attempt to include these transcripts on the social networking site. Maintain Section 508 compliant videos, captions and transcripts on the County's website and attempt to link back to the County website from the social networking site.
 - b. Photo - alternative descriptions. Name the photo after the description before uploading it to the social networking site. Write text captions and descriptions when social networking site makes these form fields available.
 - c. PDFs - Work to make document compliant in source format before converting to a PDF. Use formatting such as headers when applicable. Embed hyperlinks within the anchor text rather than supplying the physical URL to the right of anchor text.
4. Brand management of County logos and color or style guides. Social media users will follow these guidelines:
 - a. Profile Picture -County profiles should upload the County or departmental seal or logo as their picture. It is important to use the County/departmental seal or logo to demonstrate authenticity.
 - b. Profile Design -County profiles should use colors consistent with the County's brand, and should not use extraneous or distracting design. All design should be in keeping with Section 508 compliance (web accessibility) needs and maintain professionalism and consistency with County branding.
 - c. No section of the profile's picture or design should reflect personal preferences of any kind. Concerns about the proper use of the County logo and/or variations of the logo shall be directed to the County Administrator.
 - d. County sponsored social media shall not be sponsored through ad content placed on the platform by private or commercial ventures for use as a marketing tool.

ORDINANCE NO. 8-2021

Relating to: Rezone in the Town of Green Lake

Owner: James R. & Mary E. Scharschmidt

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 16th of March, 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Green Lake, shall be amended as follows:

- 1) W1798 County Rd B, Parcel #006-00320-0300, Lands located in the SE1/4 of Section 17 and the NE1/4 of Section 20, Town 15 North, Range 13 East, ±12.5 acres. Rezone 12.5 acres from A-1, Farmland Preservation District to A-2, General Agriculture District. To be identified by certified survey map.

BE IT FURTHER ORDAINED, that this ordinance shall become effective upon passage and publication.
Land Use Planning & Zoning Committee recommends approval
Passed and Enacted this 16th day of March, 2021
Roll Call on Ordinance 8-2021
Ayes 18, Nays 0, Absent 1, Abstain 1
Submitted by Land Use Planning & Zoning Committee: /s/ Harley Reabe; /s/ Charles Buss

ORDINANCE NO. 9-2021
Relating to: Rezone in the Town of Berlin
Owner: Thomas L. & Theresa D. Sobieski

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 16th of March, 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Berlin, shall be amended as follows:

- 1) N8161 State Road 49, Parcel #002-00393-0000, Lands located in the SE1/4 of Section 21, Town 17 North, Range 13 East, ±27.16 acres. Rezone 3 acres from A-1, Farmland Preservation District to R-4, Rural Residential District. To be identified by certified survey map.

BE IT FURTHER ORDAINED, that this ordinance shall become effective upon passage and publication.
Land Use Planning & Zoning Committee recommends approval
Passed and Enacted this 16th day of March, 2021
Roll Call on Ordinance 9-2021
Ayes 19, Nays 0, Absent 0, Abstain 0
Submitted by Land Use Planning & Zoning Committee: /s/ Harley Reabe; /s/ Don Lenz; /s/ Charles Buss

GREEN LAKE COUNTY BOARD PROCEEDINGS

REGULAR MEETING

April 20, 2021

The Green Lake County Board of Supervisors met in organizational session, Tuesday, April 20, 2021 at 9:00 AM 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) – 2, Present (in person) – 16, Absent – 1 (Robert Schweder-District 12)

<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
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 20th day of April, 2021 at 9:00 AM for the organizational meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER
ROLL CALL
READING OF THE CALL
PLEDGE OF ALLEGIANCE
MINUTES OF 03/16/21

ANNOUNCEMENTS

- ORGANIZATION DIRECTION TO COMMITTEES
- EMPLOYEE RECOGNITION AWARDS FOR 2020

APPEARANCES

- Monthly update from County Administrator Cathy Schmit
- Kathy Munsey & Rachel Prellwitz, Green Lake County Health Department, – COVID-19 update

RESOLUTIONS

- Resolution 5-2021 Resolution for Opposition to Changes in Wildlife Damage Abatement and Claims Program
- Resolution 6-2021 Relating to Eliminating the HHS Account Clerk Specialist Position and Creating an Electronic Health Record Administrator/Financial Assistant Position
- 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
- Resolution 8-2021 Relating to Authorizing the Termination of the Tri-County Regional Economic Development Corporation (TREDC)

ORDINANCES

- Ordinance 7-2021 Amending the Personnel Policies and Procedures Manual to Amend Section 1.1 Confidentiality and Requests for Information
- Ordinance 10-2021 Amending the Administrative Policy Manual to Add Reclassification of Position Policy, Clarify the Annual Review Process, and Amend Job Description Policy
- Ordinance 11-2021 Amending Chapter 9 – Board of Supervisors by Adding Article VI – Electronic Meetings
- Ordinance 12-2021 Relating to Rezone in the Town of Manchester – Owner: Dornfeld Farms, Inc.
- Ordinance 13-2021 Relating to Rezone in the Town of Berlin – Owners: Bahn Farms, Inc. Ron Bahn and Mark & Anne Kasuboski

COMMITTEE APPOINTMENTS

2020 ANNUAL REPORTS

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION PER:

- WI State Statute 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.

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

DEPARTMENTS TO REPORT ON May 18, 2021

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

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

ADJOURN

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

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 03/16/21 MEETING

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

ANNOUNCEMENTS

3. Chair Reabe reminded all supervisors to provide a copy of their auto insurance to the County Clerk's office.
4. The next meeting of the County Board will take place on May 18, 2021 at 6:00 PM.

ORGANIZATION DIRECTION TO THE COMMITTEES

5. Chair Reabe advised all board members that current appointments remain intact for 2 years per the County Board rules.

EMPLOYEE RECOGNITION AWARDS FOR 2020

6. Chair Reabe recognized the following employees for their years of service to Green Lake County:
5 years: David Cornelius, Heather DeWitt, Jordan Dornfeld, Allison Kavanaugh, Dawn Klockow, Shari Krause, Elizabeth Matuszeski, Debra Mirr, Robert Shaffer, Jon Vandeyacht, and Bonnie Walker
10 years: Ray Colhouer, Sara Radloff, Lynn Ryan, Ronald Severson, Sharon Timm, Claire Wendt, and Jennifer Zeleske
15 years: Rebecca Pence
20 years: Dawn Brantley, Josh Ward, Chad Holdorf, Renee Peters, and Amy Thoma
30 years: Gary Jenkins
35 years: Lori Evans

APPEARANCES

7. County Administrator Cathy Schmit stated that the pay for performance wages are complete for 2021, the auditors are currently working on the 2020 audit, the American Rescue Plan Funds should start coming in shortly, and she is working with the Treasurer and other staff on the refinancing of our long term debt.

8. Kathy Munsey, Green Lake County Health Officer, introduced Rachel Prellwitz as her successor in that position as of July 2, 2021. Prellwitz gave an update on the current COVID-19 statistics within Green Lake County. Munsey updated the Board on the 2021 health rankings for our county. Questions and discussion followed.

RESOLUTIONS

9. Resolution 5-2021 Resolution for Opposition to Changes in Wildlife Damage Abatement and Claims Program. **Motion/second (Garro/Floeter)** to adopt Resolution 5-2021. No discussion. Roll call vote on motion to adopt Resolution 5-2021 – Ayes – 18, Nays – 0, Abstain – 0, Absent – 1 (Schweder). Resolution 5-2021 passed as enacted.

10. Resolution 6-2021 Relating to Eliminating the HHS Account Clerk Specialist Position and Creating an Electronic Health Record Administrator/Financial Assistant Position. **Motion/second (Hess/Mulder)** to adopt Resolution 6-2021. No discussion. Roll call vote on motion to adopt Resolution 6-2021 – Ayes – 18, Nays – 0, Abstain – 0, Absent – 1 (Schweder). Resolution 6-2021 passed as enacted.

11. 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. **Motion/second (Lenz/Thom)** to adopt Resolution 7-2021. No discussion. Roll call vote on motion to adopt Resolution 7-2021 – Ayes – 18, Nays – 0, Abstain – 0, Absent – 1 (Schweder). Resolution 7-2021 passed as enacted.

12. Resolution 8-2021 Relating to Authorizing the Termination of the Tri-County Regional Economic Development Corporation (TREDC). **Motion/second (Abendroth/Buss)** to adopt Resolution 8-2021. No discussion. Roll call vote on motion to adopt Resolution 8-2021 – Ayes – 18, Nays – 0, Abstain – 0, Absent – 1 (Schweder). Resolution 8-2021 passed as enacted.

ORDINANCES

13. Ordinance 7-2021 Amending the Personnel Policies and Procedures Manual to Amend Section 1.1 Confidentiality and Requests for Information. **Motion/second (Wendt/Wielgosh)** to enact Ordinance 7-2021. Discussion held with explanation provided by Corporation Counsel Dawn Klockow. Roll call vote on motion to enact Ordinance 7-2021 – Ayes – 18, Nays – 0, Abstain – 0, Absent – 1 (Schweder). Ordinance 7-2021 passed as adopted.

14. Ordinance 10-2021 Amending the Administrative Policy Manual to Add Reclassification of Position Policy, Clarify the Annual Review Process, and Amend Job Description Policy. **Motion/second (Bates/Lenz)** to enact Ordinance 10-2021. Discussion held. Roll call vote on motion to enact Ordinance 10-2021 – Ayes – 18, Nays – 0, Abstain – 0, Absent – 1 (Schweder). Ordinance 10-2021 passed as adopted.

15. Ordinance 11-2021 Amending Chapter 9 – Board of Supervisors by Adding Article VI – Electronic Meetings. **Motion/second (Hess/Mulder)** to enact Ordinance 11-2021. No discussion. Roll call vote on motion to enact Ordinance 11-2021 – Ayes – 18, Nays – 0, Abstain – 0, Absent – 1 (Schweder). Ordinance 11-2021 passed as adopted.

16. Ordinance 12-2021 Relating to Rezone in the Town of Manchester – Owner: Dornfeld Farms, Inc. **Motion/second (Abendroth/Boutwell)** to enact Ordinance 12-2021. No discussion. Roll call vote on motion to enact Ordinance 12-2021 – Ayes – 18, Nays – 0, Abstain – 0, Absent – 1 (Schweder). Ordinance 12-2021 passed as adopted.

17. Ordinance 13-2021 Relating to Rezone in the Town of Berlin – Owners: Bahn Farms, Inc. Ron Bahn and Mark & Anne Kasuboski. **Motion/second (Lenz/Boutwell)** to enact Ordinance 13-2021. No discussion.

Roll call vote on motion to enact Ordinance 13-2021 – Ayes – 18, Nays – 0, Abstain – 0, Absent – 1 (Schweder). Ordinance 13-2021 passed as adopted.

COMMITTEE APPOINTMENTS

18. Chair Reabe appointed the following people with the approval of the County Board:

Health & Human Services Board – Christine Schapfel and Joanne Guden

Aging & Disability Resource Center Advisory Committee – Charlie Wielgosh and Joy Waterbury

Aging Advisory Committee – Robert Dolgner

Darlene Krentz

Family Resource Council – Kathy Anderson Kemnitz, Tony Beregszazi, Jessica Bielmeier, Tammi Eastling, Gregory Metzler, Judge

Mark Slate, Gail Olson, Bailey Reese, Mark Podoll. Ex-Officio Members: Shelby Jensen and Jason Jerome

Health Advisory Committee – Tammy Bending, Jeanne Lyke, MD, Harley Reabe, DeAnn Thurmer, Nancy Hoffmann

Transportation Coordinating Committee – Judy Bender, Gerald Beuthin, Jon Vandeyacht

Criminal Justice Collaborating Council – Nan Prost

Motion/second (Garro/Wendt) to approve all appointments. Motion carried with no negative vote.

2020 ANNUAL REPORTS

19. **Motion/second (Boutwell/Trochinski)** to accept the 2020 annual reports from all departments. Motion carried with no negative vote.

CLOSED SESSION

20. **Motion/second (Wielgosh/Abendroth)** 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 or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved. This matter is in regard to the in rem tax foreclosure case 20GF16 and property formerly owned by Susan Wollitz. Roll call vote – Ayes - 18, Nays – 1 (Trochinski), Abstain - 0, Absent – 1 (Schweder).

21. County Clerk Liz Otto excused herself from the meeting. Deputy County Clerk Samantha Stobbe took minutes in Closed Session.

22. **Motion/second (Thom/Lenz)** to reconvene into Open Session to take action, if appropriate, on matters discussed in closed session. Roll call vote – Ayes - 18, Nays - 0, Abstain - 0, Absent – 1 (Schweder).

23. County Clerk Liz Otto rejoined the meeting.

DEPARTMENTS TO REPORT ON May 16, 2021

24. Chair Reabe stated that Kathy Munsey, Green Lake County Health Officer, will provide another COVID-19 update.

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

25. None

ADJOURN

26. Chairman Reabe adjourned the meeting at 10:12 AM.

Respectfully Submitted,

Elizabeth Otto

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 20th day of April, 2021, does ordain as follows:

WHEREAS, The Wildlife Damage Abatement and Claims program, fully funded by a surcharge on hunting licenses, is a voluntary Department of Natural Resources program to assist producers with agricultural losses caused by deer, bears, geese, and cougars, as well as elk and sandhill cranes if hunting those animals is authorized; and,

WHEREAS, Green Lake County has participated in the program since its inception in 1983 and has administered the program through the Land Conservation Committee; and,

WHEREAS, The Wisconsin State Legislature is proposing making changes to the Wildlife Damage and Claims program through Senate Bill 63 and Assembly Bill 49 by eliminating the administration of these programs from the Land Conservation Committee and changing the administration to these programs to the DNR instead; and,

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

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

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

Land conservation Committee recommends approval

Passed and Enacted this 20th day of April 2021

Roll Call on resolution 5-2021

Ayes 18, Nays 0, Absent 1, Abstain 0

Submitted by Land Conservation Committee: /s/ Robert Schweder, Chair; /s/ Katie Mehn, Vice-Chair; /s/ Patti Garro

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:

WHEREAS, In September 2020 the Department of Health & Human Services began the process of restructuring the Administrative Unit and,

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

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

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

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

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

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

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

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

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

Fiscal note is attached.

Majority vote is needed to pass.

☒ Approved by Personnel ☐ Disapproved by Personnel

☒ Approved by Finance ☐ Disapproved by Finance

Health and Human Services Board recommends approval

Passed and Enacted this 20th day of April, 2021

Roll Call on Resolution 6-2021

Ayes 18, Nay 0, Absent 1, Abstain 0

Submitted by Health and Human Service Board: /s/ Joe Gonyo, Chair; /s/ Harley Reabe, Vice-Chair; /s/ Joanne Guden; /s/ Nancy Hoffmann; /s/ Christine Schapfel

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 Administrator/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 Administrator/Financial 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

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 20th day of April 2021, does resolve as follows:

WHEREAS, later in 2021, the Administrative Assistant to the Sheriff will be retiring; and

WHEREAS, a study of the current needs of the Green Lake County Sheriff's Office and overall Sheriff's Office operations revealed that streamlining several positions within the Sheriff's Office would best fit the needs of the Department; and

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

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

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

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

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

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

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

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

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

Fiscal note is attached.

Majority vote is needed to pass.

☒ **approved by Personnel** ☐ **disapproved by Personnel**

☒ **approved by Finance** ☐ **disapproved by Finance**

Judicial/Law Enforcement & Emergency Management Committee recommends approval

Passed and Adopted this 20th day of April 2021

Roll Call on Resolution 7-2021

Ayes 18, Nays 0, Absent 1, Abstain 0

Submitted by Judicial/Law Enforcement & Emergency Management Committee: /s/ Joy Gonyo, Chair; /s/ Sue Wendt; /w/ Don Lenz; /s/ Gene Thom

FISCAL NOTE:

Green Lake County Sheriff's Office Fiscal Impact Statement for Administrative Reorganization							
2021 Partial Year	EFFECT	CHANGE IN RATE OF PAY	HOURS	ANNUAL SALARY	RETIREMENT	SOCIAL SECURITY	TOTAL
Sgt Detective	Increase 05-10-21	\$ 2.33	1219	\$ 2,840.27	\$ 192	\$ 217.28	\$ 3,249.27
CLERK formerly Admin. Asst.	Decrease 08/15/21	\$ (9.27)	780	\$ (7,230.60)	\$ (488)	\$ (553.14)	\$ (8,271.81)
Annual Savings							\$ (5,022.54)
Subsequent Years-Full year	EFFECT	CHANGE IN RATE OF PAY	HOURS	ANNUAL SALARY	RETIREMENT	SOCIAL SECURITY	TOTAL
Sgt Detective	Increase	\$ 2.33	1950	\$ 4,543.50	\$ 307	\$ 347.58	\$ 5,197.76
CLERK formerly Admin. Asst.	Decrease	\$ (9.27)	2080	\$ (19,281.60)	\$ (1,302)	\$ (1,475.04)	\$ (22,058.15)
Annual Savings							\$ (16,860.39)

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 20th day of April 2021, does resolve as follows:

WHEREAS, Green Lake, Marquette and Waushara Counties through their individual economic development corporations and extension agents agreed in 2004 to create a regional economic development corporation to focus on sustaining and increasing existing businesses as well as attracting new businesses to the area; and

WHEREAS, that entity became the Tri-County Regional Economic Development Corporation (TREDC), which was funded by each of the three counties, but overseen by a separate distinct Board of Directors; and

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

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

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

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

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

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

FISCAL NOTE: None

Fiscal note is not applicable.

Majority vote is needed to pass.

Finance Committee recommends approval

Passed and Adopted this 20th day of April, 2021

Roll Call on Resolution 8-2021

Ayes 18, Nays 0, Absent 1, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Brian Floeter; /s/ Don Lenz; /s/ David Abendroth; approved remotely via voice vote Dennis Mulder

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:

WHEREAS, a review of the Personnel Policies and Procedures Manual (PPPM) was suggested to ensure that the APM was consistent with the duties and powers of the County Administrator; and

WHEREAS, the Personnel Committee authorized Corporation Counsel to enlist the services of outside counsel to examine the PPPM, Buelow Vetter was chosen after an RFP and has provided its opinion to Corporation Counsel who has shared the opinion with the Personnel Committee; and,

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

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

Section 1. Green Lake County Ordinance, No. 1042-2012, enacted on December 18, 2012 and as amended from time-to-time is hereby amended as follows (additions are in underline, deletions are in ~~strikeout~~).

Confidentiality and Requests for information is amended:

CONFIDENTIALITY AND REQUESTS FOR INFORMATION

County employees may have access to confidential, client, personnel or other sensitive information. This may include, without limitation, information concerning a citizen's or employee's financial status, a citizen's or employee's medical status and condition as well as the County's business practices including purchasing and negotiating strategies, and employee records (collectively "confidential information"). This confidential information cannot be disclosed to any County personnel who do not have a legitimate business need to know such information or to persons outside of the County without the express authorization of the County Administrator or Department Head. ~~There may be special circumstances in which the information may be released only with specific signed releases that may be time sensitive.~~ All employees are responsible for protecting the confidentiality of this information. Likewise, no information concerning the internal operations of the County, including but not limited to the release of records of the County, may occur except through, and with the permission of, the County Administrator ~~or individual Department Heads~~. If requests for information are received by employees, whether on or off duty, from any person, the employee is required to politely decline to provide such information and to direct that individual to the County Administrator who shall direct the request to the County's custodian of records or Department Head for a response to that inquiry. The County's custodian of records is responsible for the disclosure of records pursuant to requests for records under Wisconsin's Public Records Law. Unless directed by the County's custodian of records, employees shall not act as the County's custodian of records or disseminate information.

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

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

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

Personnel Committee recommends approval

Passed and Enacted this 20th day of April 2021

Roll Call on Resolution 7-2021

Ayes 18, Nays 0, Absent 1, Abstain 0

Submitted by Personnel Committee: /s/ Robert Schweder, Chair; /s/ Ken Bates; /s/ Charlie Wielgosh; /s/ Curt Talma

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:

WHEREAS, a review of the Administrative Policy Manual (APM) was suggested to ensure that the APM was consistent with the duties and powers of the County Administrator; and

WHEREAS, the Personnel Committee authorized Corporation Counsel to enlist the services of outside counsel to examine the APM, Buelow Vetter was chosen after an RFP and has provided its opinion to Corporation Counsel who has shared the opinion with the Personnel Committee; and,

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

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

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

1.1 Section II General Administration is amended:

II. GENERAL ADMINISTRATION

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

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

C. General Exceptions. The provisions of this Manual are subject to, and may be superseded by, applicable collective bargaining agreements, statutory provisions, regulations and ordinances (collectively "codes") which apply to elected officials, public safety and other employees. In the event of a conflict between this Manual and any applicable collective bargaining agreement or code, the collective bargaining agreement or code shall control. This provision is not intended to, and does not, limit the authority of the County

Board under Chapter 59 of the Wisconsin statutes or the authority of the County Administrator under Chapter 59.18 of the Wisconsin Statutes.

Section III. Job Descriptions is amended:

III. JOB DESCRIPTION UPDATES

Job Description Updates. Department Heads are responsible for updating the job descriptions for their Department in conjunction with the County Administrator. All job descriptions will be reviewed periodically but no less than every other year by the Department Head. Further, job descriptions should be reviewed when job duties are changed. The Department Head will certify in writing to the County Administrator that the review has been conducted as required by this policy and either state that there are no updates or provide the updated job description with the certification. Any change to a job description for staff directly overseen by the County Administrator must be provided to the Personnel Committee for approval.

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

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

Section IV. Recruitment and Hiring is amended:

C. Vacant Positions.

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

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

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

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

D. New Positions

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

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

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

D. Reclassification Process

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

Classification of New Positions

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

2. Process for Creating and Classifying a New Position. The creation of a new position shall originate from the governing committee of the Department wishing to create the position. The Department Head shall prepare a proposal which contains the position title, a job description, any applicable departmental classification, the rationale for its creation, any applicable state or federal mandates that may have caused the need for the new position, a description of how the position fits into the plans of the department, and all anticipated salary, fringe benefits, and other related costs. Other pertinent information including budget impact shall also be identified in the proposal. The proposal shall include the proposed job description for the position. The job description shall accurately reflect the duties, job authority, knowledge, skills and abilities required.

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

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

Reclassification of Existing Positions

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

Annual Review

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

Reclassification of Vacant Position

If it is determined that a vacant position has changed sufficiently to warrant a request for reclassification to a new pay group, the Department Head shall prepare a request for reclassification. The request shall include the proposed modified job description for the position. The job description shall accurately reflect the duties, job authority, knowledge, skills and abilities required. The Department Head shall submit the request to the County Administrator. The County Administrator shall determine the placement of the position in an appropriate pay group.

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

Reclassification of Existing Filled Position

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

A request for reclassification does not guarantee any particular outcome. The process may result in a:
pay grade increase,
pay grade decrease or
no change at all.

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

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

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

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

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

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

Section XV. Layoff & Recall is amended as follows:

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

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

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

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

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

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

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

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

Personnel Committee recommends approval

Passed and Enacted this 20th day of April 2021

Roll Call on Ordinance 10-2021

Ayes 18, Nays 0, Absent 1, Abstain 0

Submitted by Personnel Committee: /s/ Ken Bates; /s/ Curt Talma

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:

WHEREAS, the recent COVID-19 pandemic of 2020 resulted in the Green Lake County Board of Supervisors declaring several successive Emergency Declarations; and,

WHEREAS, in each Emergency Declaration, the County Board allowed for the use of electronic meetings to help prevent the spread of the virus and to protect board members, the public and county employees; and

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

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

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

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

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

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

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

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

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

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

Note: Green Lake County currently uses the "Zoom" platform for its electronic meetings.

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

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

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

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

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

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

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

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

- B. E-meetings should not be used where Wisconsin Statutes or Law require a hearing unless the Board can determine a means for public access to documents, exhibits, maps and/or testimony or statements substantially similar to an in-person hearing, or as may otherwise be permitted by law.
- C. E-meetings should not be scheduled for matters that are complex or require extensive use of graphs, charts or other demonstrative documents which would be difficult for the public to view, unless the Board can determine a means for public access to the documents.
- D. The Agenda for a meeting that will be held electronically and in person, must contain sufficient information to inform the public of how it may access and monitor the meeting, including information on who to contact should a member of the public need assistance to participate in the meeting and to allow planning for accommodations if necessary.
- E. The Clerk shall send by e-mail to every member of the Board, and by Open Meetings Law notice [Wis. Stat. § 19.84] to the public at least 24 hours prior to the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone.
- F. Display of documents. The Clerk at the direction of the presiding officer shall enable a share screen for the display of documents relevant to a matter under consideration; and, to the extent feasible, the Clerk, or anyone assisting the clerk for this purpose, shall cause such documents that are currently before the meeting for action or information, to be displayed therein until disposed of or directed by the presiding officer to end the display.
§9-94. Who may authorize an e-meeting. The County Board Chair or a committee chair, in consultation with the County Board Chair, may authorize a meeting to be held electronically when cause for doing so exists, such as, but not limited to, natural disasters, severe or harsh weather events, risks of infectious disease(s) (pandemics, epidemics, endemics, etc.), war, riot or as a means to obtain a quorum.
§9-95. Rules of Order. The County Board Rules of Order apply at all e-meetings.
§9-96. Special Rules of Order for e-meetings. The following special rules of order apply to all e-meetings in addition to the Rules of Order of the County Board. If a special rule of order conflicts with a County Board Rule of Order, the more specific rule shall apply.
- A. Physical Attendance:
 - 1. No member of the County Board may attend more than four (4) County Board Meetings in any calendar year via e-meeting.
 - 2. No committee member may attend more than four (4) committee meetings in any calendar year via e-meeting. This applies separately for each committee assignment. For example, if a committee member is a member of two committees, that member may attend four meetings of each committee via e-meeting.
 - 3. Exceptions to the physical attendance rule may be made by the County Board Chair upon a showing of good cause by the Member
- B. All County Board e-meetings will take place in the County Board Room, which is the anchor location. Committee meetings may take place in the County Board Room or other conference room in the Green Lake County Government Center; said room will also be an anchor location.
 - 1. The County Board Chair or committee chair must be present at the anchor location. If neither the County Board Chair or committee chair is present at the anchor location, then the vice-chair must be present. If the vice-chair is not present, another member present at the anchor location must be elected to chair the meeting (chair pro tem).
 - 2. The Clerk or designee must also be present at the anchor location to ensure the electronic meeting platform is running correctly and to perform any duties related to running the electronic meeting.
- C. Members who wish to appear electronically at an e-meeting shall notify the County Clerk at least 24 hours prior to the meeting.
- D. There shall be no limit to the number of members who may appear electronically at an e-meeting, except that the chair or vice-chair (or duly elected chair pro tem) must be physically present at the anchor location.
- E. Members attending virtually via an e-meeting shall receive per diems pursuant to Board Rules as if they physically attended the meeting. Mileage is not reimbursed.
- F. Members attending virtually shall count as a member present for purposes of determining a quorum as if that member was physically present at the anchor location. The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members and members physically present, unless any member demands a quorum count by audible roll call. Such a demand may be made pursuant to Wis. Stat. §19.88(2), following any vote for which the announced totals add to less than a quorum.
- G. Members attending an e-meeting may make, second and vote on all motions and participate in discussion as though physically present at the anchor location. Members shall state their motion clearly so that all present at the e-meeting can hear and understand the motion. Members seconding a motion, shall do the same.
- H. Members shall use their County issued personal computing device to access an e-meeting, to be recognized as having the floor, and for voting (except in committee). If a Member does not have a County issued Personal Computing Device, the member may use their own personal computing device to access an e-meeting or in the alternative, may attend the e-meeting by telephone.
- I. Members are responsible for their own audio and internet connections. Members may attend an e-meeting via telephone if they do not have an adequate internet connection that allows for synchronous communication. Members shall identify and shall maintain Internet and audio access throughout the meeting whenever present but shall sign out upon any departure before adjournment.

- J. No Action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting. If there is a question of whether a member voted, the Clerk may take the member's vote after all other votes have been cast.
- K. Minutes shall reflect which members, staff and guests appeared in person and which members, staff and guests appeared electronically.
- L. All persons shall identify themselves before speaking to assist the County Clerk or recording secretary in recording the minutes.
- M. All persons appearing electronically shall notify the Chair of their departure, whether permanent or temporary, from the meeting before leaving to ensure that a quorum is maintained.
- N. If a closed session is on the agenda, all persons who will be included in the closed session must ensure that their location is private and others may not overhear the closed session discussion.
- O. If any chat windows are open during the meeting, they may only be used to resolve technological problems.
- P. Votes shall be taken by audible roll call or, when practicable within the meeting service platform, by electronic roll call, e.g. "Roll Call Pro". The Chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to abstain or acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.
- Q. All members who attend an electronic meeting shall report to the County Clerk's Office to sign resolutions and ordinances voted upon while attending an electronic meeting, prior to the County Board meeting where the ordinance or resolution will be presented to the Board. If the member is unable to sign the ordinance or resolution prior to the County Board meeting, the County Clerk may enter the following on the resolution or ordinance: "[Supervisor name] approved by voice vote on Zoom" or "[Supervisor name] approved by roll call vote on Zoom".
- R. Meeting etiquette:
 - 1. Members will be in responsible for muting/unmuting themselves; however, if necessary, the Clerk may mute a Member whose background noise is disrupting the meeting.
 - 2. All persons attending an e-meeting shall keep their microphones muted, except when speaking, to avoid disrupting the meeting.
 - 3. No side conversations should be held in the "chat box".
 - 4. Identify yourself prior to speaking or making or seconding a motion.
 - 5. If in closed session, Members must assure that no other individual is present and can hear the closed session discussion.
 - 6. Members shall refrain from talking over each other and shall obtain the floor from the Chair in order to speak.

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

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

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

Requires $\frac{3}{4}$ super majority vote

Administrative Committee recommends approval

Passed and Enacted this 20th day of April 2021

Roll Call on Ordinance 11-2021

Ayes 18, Nays 0, Absent 1, Abstain 0

Submitted by Administrative Committee: /s/ Harley Reabe, Chair; Attended remotely – approved by voice vote Dennis Mulder; /s/ Keith Hess; /s/ Brian Floeter

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 20th of April, 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Manchester, shall be amended as follows:

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.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 20th day of April 2021

Roll Call on Ordinance 12-2021

Ayes 18, Nays 0, Absent 1, Abstain 0

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ Harley Reabe; /s/ Don Lenz;

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 20th of April, 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Berlin, shall be amended as follows:

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.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 20th day of April 2021

Roll Call on Ordinance 13-2021

Ayes 18, Nays 0, Absent 1, Abstain 0

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ Harley Reabe; /s/ Don Lenz

GREEN LAKE COUNTY BOARD PROCEEDINGS

REGULAR MEETING

May 18, 2021

The Green Lake County Board of Supervisors met in regular session, Tuesday, May 18, 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) – 3, Present (in person) – 15, Absent – 1 (Katie Mehn-District 15)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Bob Dolgner (Zoom)	1
Charles Buss	2
Curt Talma (Zoom)	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
Joe Gonyo	16
Keith Hess	17
Richard Trochinski (Zoom)	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 18th day of March, 2021 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER
ROLL CALL
READING OF THE CALL
PLEDGE OF ALLEGIANCE
MINUTES OF 04/20/21
ANNOUNCEMENTS
APPEARANCES

- Monthly update from County Administrator Cathy Schmit
- Kathy Munsey and Rachel Prellwitz, Green Lake County Health Department – COVID-19 update

APPOINTMENT OF GREEN LAKE COUNTY HEALTH OFFICER

DISCUSSION REGARDING POTENTIALLY RESCINDING RESOLUTION 2-2021 RESOLUTION DECLARING STATE OF EMERGENCY IN GREEN LAKE COUNTY

RESOLUTIONS

- Resolution 9-2021 Relating to Committed Funds for 2021 as Required by GASB #54
- Resolution 10-2021 Resolution Relating to Approval of an Annual Road Closure on CTH H from STH 44 to CTH FF

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON June 15, 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 14th day of May, 2021.

Elizabeth A. Otto
Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 04/20/21 MEETING

2. **Motion/second (Lenz/Buss)** to approve the minutes of the April 20, 2021 County Board meeting with no additions or corrections. Motion carried with no negative vote.

ANNOUNCEMENTS

3. The next meeting of the County Board will take place on June 15, 2021 at 6:00 PM.

4. Supervisors were reminded to turn in their proof of car insurance to County Clerk Liz Otto.

APPEARANCES

5. County Administrator Cathy Schmit was not present due to a family situation. Chair Reabe stated she will provide a written version of her report to the County Board.

6. Kathy Munsey, Green Lake County Health Officer, and Rachel Prellwitz gave an update on the new CDC guidelines for masking as of 05/13/2021. The county has adopted these new guidelines as well. Kathy Munsey urged the County Board to leave the emergency order in place until it expires on June 26, 2021. Rachel Prellwitz stated that Green Lake County is in the medium category for COVID-19 cases at this time. The Green Lake County Health Department has given over 4,200 vaccinations with 40% of our population receiving at least one dose, 36% fully vaccinated, 86% over 65 are fully vaccinated.

APPOINTMENT OF GREEN LAKE COUNTY HEALTH OFFICER

7. Chair Reabe stated that Rachel Prellwitz has been recommended for the Green Lake County Health Officer position due to the retirement of Kathy Munsey on July 1, 2021. Prellwitz has met all of the necessary requirements.

Motion/second (Schweder/Boutwell) to appoint Rachel Prellwitz to the position of Green Lake County Health Officer effective July 2, 2021. Motion carried with no negative vote.

DISCUSSION REGARDING POTENTIALLY RESCINDING RESOLUTION 2-2021
RESOLUTION DECLARING STATE OF EMERGENCY IN GREEN LAKE COUNTY

8. **Motion/second (Mulder/Wielgosh)** to extend the State of Emergency until June 26, 2021 as outlined in Resolution 2-2021. Corporation Counsel Dawn Klockow stated that no motion is required if the resolution will remain in place with no changes. Supervisor Mulder withdrew his motion. Supervisor Floeter asked what decisions have been made in the last month under the emergency order. Chair Reabe stated that one part time position has been added in the Sheriff's Office. Chief Deputy Matt Vandekolk explained the position.

RESOLUTIONS

9. Resolution 9-2021 Relating to Committed Funds for 2021 as Required by GASB #54. **Motion/second (Boutwell/Abendroth)** to adopt Resolution 9-2021. No discussion. Roll call vote on motion to adopt Resolution 9-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Mehn, Trochinski). Resolution 9-2021 passed as adopted.

10. Resolution 10-2021 Resolution Relating to Approval of an Annual Road Closure on CTH H from STH 44 to CTH FF. **Motion/second (Mulder/Buss)** to adopt Resolution 10-2021. Supervisor Schweder explained the need for the road closure on an annual basis due to an auction held the second Saturday of June each year. Roll call vote on motion to adopt Resolution 10-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Mehn, Trochinski). Resolution 10-2021 passed as adopted.

COMMITTEE APPOINTMENT

11. None

DEPARTMENTS TO REPORT ON June 15, 2021

12. Chair Reabe stated he will determine any presentations based on COVID activity.

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

13. None

ADJOURN

14. Chairman Reabe adjourned the meeting at 6:22 PM.

Respectfully Submitted,
Elizabeth A. Otto
County Clerk

RESOLUTION NUMBER 9-2021

Relating to Committed Funds for 2021 as Required by GASB #54

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 18th day of May 2021, does resolve as follows:

WHEREAS, Green Lake County is required by the Governmental Accounting Standards Board (GASB) as outlined in *GASB #54 Fund Balance Reporting and Governmental Fund Type Definitions*, to classify governmental fund balances and establish conditions for spending any stabilization arrangements by close of December 31, 2020;

NOW THEREFORE BE IT RESOLVED, that the Green Lake County Board of Supervisors does hereby establish the committed funds attached to this Resolution to be in place from January 1, 2021 until such a time as a change is made by resolution of the Green Lake County Board.

Fiscal note is attached.

Majority vote is needed to pass.

Finance committee recommends approval

Passed and Adopted this 18th day of May 2021

Roll Call on Resolution 9-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Brian Floeter; /s/ Don Lenz; /s/ Dennis Mulder; /s/ David Abendroth

RESOLUTION NUMBER 10-2021

Resolution Relating to approval of CTH H road closure from STH 44 to CTH FF annually on the second Saturday of June from 7:00 am to 5:00 pm

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 18th day of May 2021, does resolve as follows:

WHEREAS, Wis. State. § 349.185 authorizes the authority in charge of the maintenance of a highway, including counties, to regulate community events or celebrations, processions or assemblages on the highways and to regulate the traffic of pedestrians upon the highways within its jurisdiction; and,

WHEREAS, the Amish vegetable auction house located on CTH H in the Dalton area is conducting an annual auction on every second Saturday of June; and,

WHEREAS, due to the increased traffic, parking and pedestrians needing to cross the highway, closure of the highway before, during and for a short time after the auction will increase safety for the motoring public..

Majority vote is needed to pass.

NOW THEREFORE BE IT RESOLVED, that CTH H between State Highway 44 and CTH F shall be closed to through traffic between the hours of 7:00 a.m. and 5:00 p.m. annually on the second Saturday of June.

BE IT FURTHER RESOLVED, that traffic coming to or going from the auction annually on the second Saturday of June, may travel on the closed section of the highway.

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

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

Highway Committee recommends approval

Passed and Adopted this 18th day of May, 2021

Roll Call on Resolution 10-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Highway Committee: /s/ Dennis Mulder, Chair; /s/ Charlie Wielgosh, Vice-Chair; /s/ Dave Abendroth; /s/ Chuck Buss; /s/ Robert Schweder

GREEN LAKE COUNTY BOARD PROCEEDINGS *REGULAR MEETING*

June 15, 2021

The Green Lake County Board of Supervisors met in regular session, Tuesday, June 15, 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) – 1, Present (in person) – 18, 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 (Zoom)	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 15th day of June, 2021 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 05/18/21

ANNOUNCEMENTS

APPEARANCES

- Monthly update from County Administrator Cathy Schmit
- Justin Fischer of Baird Financial – bonding update

WISCONSIN COUNTY MUTUAL INSURANCE HIGHWAY WORKZONE VIDEO

RECOGNITION OF SERVICE

- Kathy Munsey – Green Lake County Health Officer
- Lori Evans – Administrative Assistant to the Sheriff

RESOLUTIONS

- Resolution 11-2021 Resolution Providing for the Sale of Approximately \$2,680,000 General Obligation Refunding Bonds
- Resolution 12-2021 Establishing 2022 Annual Budgeted Allocation for Pay for Performance

ORDINANCE

- Ordinance 14-2021 Rezone in the Town of Manchester – Owner: Verla Jean Schultz
- Ordinance 15-2021 Amending the Personnel Policies and Procedures Manual to Add an Additional Paid Holiday at Thanksgiving
- Ordinance 16-2021 Amending Ch. 74, §74-29 Sheriff Department Records to Add Electronic Records

BUDGET ADJUSTMENT

- Parks

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON July 20, 2021

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 10th day of June, 2021.

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 05/18/21 MEETING

2. **Motion/second (Buss/Lenz)** to approve the minutes of the May 18, 2021 County Board meeting with no additions or corrections. Motion carried with no negative vote.

ANNOUNCEMENTS

3. The next meeting of the County Board will take place on July 20, 2021 at 6:00 PM. A July meeting is required due to the bonding issue.
4. Supervisors were reminded to turn in their proof of car insurance to County Clerk Liz Otto.
5. Supervisors were advised of several new publications on their desks.
6. Kathy Ninneman, Fair Coordinator, has asked that all supervisors volunteer to work at the Green Lake County Fair in August. A sign up sheet was provided.

APPEARANCES

7. County Administrator Cathy Schmit stated that the 2020 audit is complete and will be presented at the June Finance meeting and July County Board. She also informed the board that the AdHoc Ambulance Committee is still working on a final recommendation, the first ARPA fund payment has been received by the County in May, the Governor has yet to confirm a new Coroner appointment, and the County has implemented the new CDC guidance due to the COVID pandemic. Schmit also gave an outline of the 2022 budget timeline. Schmit stated there have been no policy overrides due to the Emergency Order in the last month.

8. Justin Fischer of Baird Financial will give his presentation prior to the vote on the bonding resolution.

RECOGNITION OF SERVICE – KATHY MUNSEY, GREEN LAKE COUNTY HEALTH OFFICER AND LORI EVANS, ADMINISTRATIVE ASSISTANT TO THE SHERIFF

9. Kathy Munsey, Green Lake County Health Officer, received a plaque for her 32 years of service in the Health unit. She is retiring on July 1, 2021.

Lori Evans, Administrative Assistant to the Sheriff, received a plaque for her 39 years of service in the Sheriff's Office. She is retiring on July 6, 2021.

Both Munsey and Evans thanked their co-workers and others and provided highlights of their years with Green Lake County.

WISCONSIN COUNTY MUTUAL INSURANCE HIGHWAY WORKZONE VIDEO

10. A 3-minute video sponsored by Wisconsin County Mutual Insurance was shown regarding workzone safety. Chair Reabe stated that this video is being shown as a reminder to everyone to SLOW DOWN in workzones and be aware of possible delays during the summer season.

RESOLUTIONS

11. Justin Fischer of Baird Financial provided a presentation explaining the bonding issue. Questions and discussion followed.

12. Resolution 11-2021 Resolution Providing for the Sale of Approximately \$2,680,000 General Obligation Refunding Bonds. **Motion/second (Abendroth/Thom)** to adopt Resolution 11-2021. Roll call vote on motion to adopt Resolution 11-2021 – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Resolution 11-2021 passed as adopted.

13. Resolution 12-2021 Establishing 2022 Annual Budgeted Allocation for Pay for Performance. **Motion/second (Mulder/Buss)** to adopt Resolution 12-2021. **Motion/second (Abendroth/Floeter)** to delay action on this resolution until after Ordinance 15-2021 is acted upon. Discussion held. Ayes – 11, Nays - 8 (Bates, Wendt, Reabe, Schweder, Mulder, Gonyo, Hess, Trochinski), Absent – 0, Abstain – 0. Motion carried.

ORDINANCES

14. Ordinance 14-2021 Rezone in the Town of Manchester – Owner: Verla Jean Schultz. **Motion/second (Buss/Lenz)** to enact Ordinance 14-2021. Roll vote on motion to enact Ordinance 14-2021 – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Ordinance 14-2021 passed as enacted.

15. Ordinance 15-2021 Amending the Personnel Policies and Procedures Manual to Add an Additional Paid Holiday at Thanksgiving. **Motion/second (Schweder/Wendt)** to enact Ordinance 15-2021. Supervisor Schweder explained his request for this additional holiday. **Motion/second (Floeter/Abendroth)** to strike Line 26 and remove the Good Friday holiday. Discussion held. **Motion/second (Floeter/Schweder)** to suspend the rules and allow the Sheriff to speak. Motion carried. Roll call vote on motion to amend - Ayes – 0, Nays – 19, Absent – 0, Abstain – 0. Motion failed. Roll call vote on motion to enact Ordinance 15-2021 – Ayes – 12, Nays – 7 (Talma, Abendroth, Floeter, Garro, Mehn, Hess, Thom), Absent – 0, Abstain – 0. Motion carried.

16. Resolution 12-2021 Establishing 2022 Annual Budgeted Allocation for Pay for Performance. Original motion/second to adopt still on the floor from **(Mulder/Buss)** to adopt Resolution 12-2021. **Motion/second (Floeter/Thom)** to amend the verbiage on Line 19 after January 1, 2022 to read "subject to the 2019 and 2020 audit result returning an unqualified opinion and showing an increase in net position in governmental activities for both fiscal years". Discussion held. Roll call vote on motion to amend - Ayes – 9 (Talma, Abendroth, Floeter, Garro, Boutwell, Mehn, Gonyo, Trochinski, Thom), Nays - 10, Abstain – 0. Motion failed. Roll call vote on motion to adopt Resolution 12-2021 – Ayes – 16, Nays – 3 (Floeter, Garro, Mehn), Abstain – 0, Absent – 0. Resolution 11-2021 passed as adopted.

17. Ordinance 16-2021 Amending Ch. 74, §74-29 Sheriff Department Records to Add Electronic Records. **Motion/second (Wendt/Floeter)** to enact Ordinance 16-2021. Roll call vote on motion to enact Ordinance 16-2021 – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Ordinance 16-2021 passed as enacted.

BUDGET ADJUSTMENTS

18. **Motion/second (Abendroth/Hess)** to approve the budget adjustment to the Parks budget for the Green Lake Trail Project in the amount of \$47,500. 50% of a DNR grant has been received to assist in completing Phase II of the project. Roll call vote on motion to approve budget adjustment – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Motion carried.

COMMITTEE APPOINTMENTS

19. Chair Reabe appointed members to the following committees with the Board's approval:

- Ron Thiem, Scott Sommers, and Lisa Meier to the Economic Development Corporation.
- Ron Triemstra as a full member and Rick Dornfeld and Brian Zimmerman as alternates for 3 year terms to the Board of Adjustment.
- Judy Street to the Commission on Aging Board
- Abigail Puglisi to replace Jean Kessler on the Health Advisory Board to finish out her term.

Motion/second (Schweder/Trochinski) to approve the appointments as presented. Motion carried with no negative vote.

DEPARTMENTS TO REPORT ON July 20, 2021

20. To be determined

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

21. None

ADJOURN

22. Chairman Reabe adjourned the meeting at 7:36 PM.

Respectfully Submitted
Elizabeth Otto
County Clerk

RESOLUTION NUMBER 11-2021

Resolution Providing for the Sale of Approximately \$2,680,000 General Obligation Refunding Bonds

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of June 2021, does resolve as follows:

WHEREAS, Green Lake County, Wisconsin (the "County") is presently in need of approximately \$2,680,000 for the public purpose of refunding certain outstanding obligations of the County, including interest on them, specifically, the General Obligation Promissory Notes, Series 2014, dated March 27, 2014 (the "Refunding") and

WHEREAS, the County Board of Supervisors deems it to be necessary, desirable and in the best interest of the County to borrow said funds through the issuance of general obligation bonds pursuant to Section 67.04, Wis. Stats.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Issuance of the Bonds. The County shall issue its General Obligation Refunding Bonds in an amount of approximately \$2,680,000 (the "Bonds") for the public purpose of paying the cost of the Refunding.

Section 2. Sale of Bonds. The County Board of Supervisors hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The County Clerk (in consultation with Robert W. Baird & Co. Incorporated ("Baird")) be and hereby is directed to cause notice of the sale of the Bonds to be disseminated in such manner and at such times as the County Clerk may determine and to cause copies of a complete Official Notice of Sale and other pertinent data to be forwarded to interested bidders as the County Clerk may determine.

Section 4. Official Statement. The County Clerk (in consultation with Baird) shall cause an Official Statement to be prepared and distributed. The appropriate County officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2 12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Majority vote is needed to pass.

FISCAL NOTE:

Finance Committee recommends approval

Passed and Adopted this 15th day of June, 2021

Roll Call on Resolution 11-2021

Ayes 19, Nays 0, Absent 0, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Brian Floeter; /s/ Don Lenz; s/ David Abendroth; /s/ Dennis Mulder

RESOLUTION NUMBER 12-2021

Establishing 2022 Annual Budgeted Allocation for Pay for Performance

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of June 2021, does resolve as follows:

WHEREAS, Green Lake County strives to provide maximum service to its residents while minimizing the financial impact of county taxes on taxpayers, and

WHEREAS, Green Lake County continues to operate under State imposed budgetary constraints while providing mandated services, and

WHEREAS, Green Lake County has now established a policy and practice of compensating employees based on a competitive market salary rate, the quality of their performance, and future non-union wage adjustments shall be based on the merits of employee performance, and

WHEREAS, the County Administrator is developing the 2022 Proposed Annual Budget for review and adoption by the Green Lake County Board in November 2021, and wage costs must be incorporated into the budget as proposed and adopted.

NOW THEREFORE BE IT RESOLVED by the Green Lake County Board of Supervisors that for staff hired prior to July 1, 2021, each 2022 departmental budget shall include an amount equal to +/- 2.00% of gross wages to be allocated accordingly to staff based on the merits of employee performance as established during their individual annual performance review, and

BE IT FURTHER RESOLVED that any performance based wage increases will be effective January 1, 2022, with back pay distributed no later than the second payroll of April 2022 following finalization of the annual performance evaluation process with the funds being awarded strictly on the merits of each individual employee's performance, and

BE IT FURTHER RESOLVED that any departmental funds budgeted for these merit-based wage adjustments remaining after the annual performance review process has been completed shall be applied by the Financial Manager to any department merit pay line shortages and then transferred to the Non-Lapsing Retirement/Salary/Fringe Pool (Acct# 21-101-23-51820-999) to be available to cover budget variations that occur due to internal position postings, new position hires, retirements, merit pay variations, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year, and

BE IT FURTHER RESOLVED that the purpose statement and fiscal note is a directive of the Green Lake County Board.

FISCAL NOTE: For 2022 the levied general pay increase based on employee performance shall not exceed **\$222,000.00**. Budgeted proceeds not allocated as a merit increase shall be transferred to the Non-Lapsing Retirement/Salary/Fringe Pool (Acct# 22-101-23-51820-999) to cover budget variations that occur due to internal position postings, new position hires, retirements, merit pay variations, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year.

Majority vote is needed to pass.

Personnel Committee recommends approval
Passed and Adopted this 15th day of June, 2021
Roll Call on Resolution 12-2021
Ayes 16, Nays 3, Absent 0, Abstain 0
Submitted by Personnel Committee: /s/ Robert Schweder; /s/ Charlie Wielgosh; /s/ Ken Bates; /s/ Sue Wendt

ORDINANCE NO. 14 –2021
Relating to: Rezone in the Town of Manchester
Owner: Verla Schulz

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th of June, 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Manchester, shall be amended as follows:

- 1) **Site Address:** N363 Schulz Road **General legal description:** Parcel 012-00694-0500, described as lands located in the NW1/4 of Section 36, Town 14 North, Range 12 East, Town of Manchester **Request:** Rezone ±3 acres from A-1, Farmland Preservation District to R-4, Rural Residential District. To be identified by certified survey map.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 15th day of June, 2021

Roll Call on Ordinance 14-2021

Ayes 19, Nays 0, Absent 0, Abstain 0

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /signature via zoom/ Bill Boutwell, Vice Chair; /s/ Harley Reabe; /s/ Don Lenz; /s/ Chuck Buss

ORDINANCE NO. 15–2021

Amending the Personnel Policies and Procedures Manual to add an additional Paid Holiday at Thanksgiving.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 15th day of June 2021, does ordain as follows:

WHEREAS, the County currently grants Thanksgiving Day and the Friday after Thanksgiving Day as a paid holiday for all employees; and,

WHEREAS, on October 20, 2020, the County Board by Resolution 19-2020 granted an additional paid holiday to employees for the Thanksgiving Holiday for the year 2020, in recognition of their hard work and dedication during the Covid-19 pandemic; and,

WHEREAS, employees were required to take the additional holiday either the Wednesday before or the Monday after Thanksgiving Day, in order to ensure all departments remained open to the public and certain employees in the Sheriff's Office received gift cards in lieu of the extra day off; and,

WHEREAS, the County did not encounter any service disruptions due to the extra paid holiday; and,

WHEREAS, with budget constraints and rising health care costs, the County wishes to show its appreciation for its employees and granting an additional paid holiday is an economical way to show appreciation to County employees.

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

Section 1. Green Lake County Ordinance, No. 1042-2012 passed on December 18, 2012 and as amended from time-to-time (known as the Personnel Policies and Procedures Manual) is hereby amended as follows (additions are in underline, deletions are in ~~strikeout~~:

PAID HOLIDAYS

The following paid holidays will be granted to all regular full-time and regular part-time employees:

New Year's Day
Good Friday
Memorial Day
July 4th
Labor Day
Thanksgiving
Friday after Thanksgiving
Wednesday before or Monday after Thanksgiving
Christmas Eve
Christmas
New Year's Eve

If a paid holiday falls on a Saturday, it shall be observed the preceding work day and if it falls on Sunday, it shall be observed on the following workday. Employees who are regularly scheduled to work a 2080 hour work year shall receive eight (8) hours of holiday pay at their base rate. Employees who are regularly scheduled to work a 1950 hour work year shall receive seven and one-half (7.5) hours of holiday pay at their base rate. Employees who are regularly scheduled to work an 1820 hour work year shall receive seven (7) hours of holiday pay at their base rate. In no event shall holiday pay exceed a total of eight (8) hours paid per holiday for any employee.

Full-time Corrections, Communication and union Patrol staff in the Sheriff's Office will be given a gift card rather than the additional Thanksgiving Holiday day off which will be budgeted for each year. Gift cards are income and are subject to employment taxes.

When scheduling an employee off the Wednesday before or the Monday after Thanksgiving, Department Heads shall ensure that there is sufficient staffing in their department so that business may be conducted as usual. Time off is either the Wednesday before or the Monday after Thanksgiving, meaning that employees are granted one additional day off around the Thanksgiving holiday, not two.

Department Heads may implement an internal policy on how to request the additional time off.

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

Personnel Committee recommends approval

Passed and Enacted this 15th day of June, 2021

Roll Call on Ordinance 15-2021

Ayes 12, Nays 7, Absent 0, Abstain 0

Submitted by Personnel Committee: /s/ Robert Schweder, Chair; /s/ Sue Wnedt, Vice-chair; /s/ Ken Bates; /s/ Charlie Wielgosh

ORDINANCE NO.16 –2021

Amending Ch 74, §74-29 Sheriff Department Records to add Electronic Records.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 15th day of June 2021, does ordain as follows:

WHEREAS, the Office of the Green Lake County Sheriff has implemented the use of body cameras; and,

WHEREAS, Wisconsin Statute §165.87 requires the storage of data recorded by a body camera.

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

Section 1. Green Lake County Ordinance, Chapter 74 Records, §74-29 Sheriff Department Records is amended to add the following record data set:

Electronic records and Body Cam Data

- A. The County adopts the record retention standards contained in Wis. Stat. §165.87(2), except where specified below. If the County's retention schedule is greater than the statutory requirement, the County's retention schedule shall control.

ELECTRONIC RECORD AND BODY CAM DATA RETENTION AND CLASSIFICATION			
<u>Classification</u>	<u>Division</u>	<u>Retention</u>	<u>Basis</u>
Max Felony (class D or greater)	Patrol	100 yrs	59.27(8)
Missing Person	Patrol	100 yrs	59.27(8)
Taser	All	25 yrs	Arbitrary
Use of Force	All	25 yrs	Arbitrary
Fight GLCCF	Jail	25 yrs	Felony
Felony Case or Arrest	Patrol	25 yrs	Felony
Vehicle Chase	Patrol	25 yrs	Felony
Death	Patrol	25 yrs	Arbitrary
Padded Cell	Jail	25 yrs	Arbitrary
Restraint Chair	Jail	8 yrs	Civil
Terry Stop/Frisk	Patrol	8 yrs	Civil
EDI/EDI Diversion/Suicide Attempt	All	8 yrs	Civil
Misdemeanor Case or Arrest	Patrol	8 yrs	Civil
OWI Arrest	Patrol	8 yrs	Civil
Retention Extension Request	All	8 yrs	165.87
Fatal Crash	Patrol	8 yrs	Civil
PI Crash	Patrol	3 yrs	Civil
PD Crash	Patrol	3 yrs	Civil
Inmate Medical Event GLCCF	Jail	3 yrs	Civil
Citation	Patrol	2 yrs	Default or closed
Traffic Stop	Patrol	1 yrs	Arbitrary
K9 search	Patrol	1 yrs	Civil
Vehicle Search	Patrol	1 yrs	Civil
Agency Assist +	Patrol	180 days	165.87
Security Check GLCCF	Jail	180 days	165.87
Inmate conversation GLCCF	Jail	180 days	165.87

Med Pass / Meals GLCCF	Jail	180 days	165.87
Inmate Disciplinary Problem GLCCF	Jail	180 days	165.87
Booking GLCCF	Jail	180 days	165.87
Pat Search GLCCF	Jail	180 days	165.87
Transports	All	180 days	165.87
Other (any non-criminal case)	All	180 days	165.87
Training	All	120 Days	165.87

Section 2. The following record set retention is amended as follows:

	Retention	Authority
Administrative: (w) Reports and photos as follows: [Amended 9-21-2006 by Ord. No. 875-06]		
All other reports and photos	8 years from date of filing	
Jail: (w) Inmate files including Disciplinary forms Huber revocation forms Employer Information Employer Job search info Inmate request forms Court orders Photographs	8 years	§59.27(8), Wis. Stats.

Section 3. This ordinance shall become effective upon passage and publication.

Section 4. The repeal and recreation of any section herein shall not have any effect on existing litigation and shall not operate as an abatement of any action or proceeding then pending or by virtue of the repealed sections.

Section 5. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Judicial Law Enforcement & Emergency Management Committee recommends approval

Passed and Enacted this 15th day of June, 2021

Roll Call on Ordinance 16-2021

Ayes 19, Nays 0, Absent 0, Abstain 0

Submitted by Judicial Law Enforcement & Emergency Management Committee: /s/ Sue Wendt, Vice-Chair; /s/ Ken Bates; /s/ Don Lenz; /s/ Gene Thom

GREEN LAKE COUNTY BOARD PROCEEDINGS REGULAR MEETING

July 20, 2021

The Green Lake County Board of Supervisors met in regular session, Tuesday, July 20, 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) – 2, Present (in person) – 14, Absent – 3 (Dolgnier-District 1, Garro-District 8, Hess-District 17)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Charles Buss	2
Curt Talma	3
David Abendroth	4
Ken Bates (Zoom)	5
Brian Floeter	6
Charlie Wielgosh	7
Bill Boutwell	9
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12

Don Lenz	13
Dennis Mulder	14
Katie Mehn (Zoom)	15
Joe Gonyo	16
Richard Trochinski	18
Gene Thom	19

READING OF THE CALL

The Green Lake County Board of Supervisors will convene via virtual communication and in person at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 20th day of July, 2021 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 06/15/21

ANNOUNCEMENTS

PUBLIC COMMENT (3 minute limit)

APPEARANCES

- Monthly update from County Administrator Cathy Schmit
- Representative from CLA, LLP – 2020 audit
- Justin Fischer of Baird Financial – bonding update

RESOLUTIONS

- Resolution 13-2021 Resolution Authorizing the Issuance and Sale of \$2,680,000 General Obligation Refunding Bonds
- Resolution 14-2021 Relating to Creating a CLTS Service Facilitator Position in the Health and Human Services Behavioral Health Unit (BHU)
- Resolution 15-2021 Relating to Creating a Program Aide Position in the Health and Human Services Fox River Industries (FRI) Unit
- Resolution 16-2021 Relating to Cancellation of Outstanding Checks

ORDINANCES

- Ordinance 17-2021 Amending Chapter 159, Article IV Design and Construction Standards

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON August 17, 2021

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 15th day of July, 2021.

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 06/15/21 MEETING

2. **Motion/second (Mulder/Boutwell)** to approve the minutes of the June 15, 2021 County Board meeting with no additions or corrections. Motion carried with no negative vote.

ANNOUNCEMENTS

3. The next meeting of the County Board will take place on August 17, 2021 at 6:00 PM.
4. County Clerk Liz Otto requested updated car insurance information.
5. Supervisors were advised of the latest edition of the Green Book published by WCA which is on their desks.

PUBLIC COMMENT

6. Richard Martens, secretary of the Green Lake Association, spoke in regard to the status of Green Lake and partnering with Green Lake County to improve water quality.
7. Stephanie Prellwitz, Executive Director of the Green Lake Association, spoke in regard to improving the water quality of Green Lake. Studies have shown that we need a 50% reduction in phosphorus levels to improve the levels in Green Lake. She requested money be set aside in the upcoming budget for Green Lake projects and working with the Land Conservation department.
8. Lisa Reas, Administrator of the Green Lake Sanitary District, spoke to request that the Land Conservation department be fully staffed in order to help with Green Lake water quality projects.

APPEARANCES

9. Justin Fischer of Baird Financial presented information regarding the sale of the bonds earlier in the day. There were 5 bids received with the lowest interest rate at .9622%. Due to the low interest rate and the Aa3 rating given to the county, the original amount of the bonds has been reduced to \$2,550,000 from \$2,680,000.

RESOLUTIONS

10. Resolution 13-2021 Resolution Authorizing the Issuance and Sale of \$2,550,000 General Obligation Refunding Bonds. **Motion/second (Mulder/Floeter)** to adopt Resolution 13-2021. Roll call vote on motion to adopt Resolution 13-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Hess). Resolution 13-2021 passed as adopted.

APPEARANCES (continued)

11. County Administrator Cathy Schmit stated the 2020 annual audit is almost complete, an ambulance resolution will be presented to the AdHoc Ambulance committee on 7/28/21, ARPA funds were received in May and discussions are ongoing for the use of those funds, the coroner position is still vacant at this time, budget workshops are scheduled, and health insurance renewal figures are expected in early September.

12. The auditing firm will not appear until the August meeting. A letter was distributed to all supervisors.

RESOLUTIONS (continued)

13. Resolution 14-2021 Relating to Creating a CLTS Service Facilitator Position in the Health and Human Services Behavioral Health Unit (BHU). **Motion/second (Wielgosh/Lenz)** to adopt Resolution 14-2021. **Motion/second (Schweder/Lenz)** to allow Jason Jerome, HHS Director, to speak in regard to the two positions requested. Motion carried with no negative vote. Jerome stated that this position deals with severely disabled children developing options to keep them in their homes and communities. There is no wait list allowed and there are many children in need of this service. Roll call vote on motion to adopt Resolution 14-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Hess). Resolution 14-2021 passed as adopted.

14. Resolution 15-2021 Relating to Creating a Program Aide Position in the Health and Human Services Fox River Industries (FRI) Unit. **Motion/second (Abendroth/Talma)** to adopt Resolution 15-2021. Jason Jerome, HHS Director, had previously stated that with the closure of Waushara Industries the caseload has increased significantly. Discussion held regarding internal/external recruitment. Roll call vote on motion to adopt Resolution 15-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Hess). Resolution 15-2021 passed as adopted.

15. Resolution 16-2021 Relating to Cancellation of Outstanding Checks. **Motion/second (Buss/Wielgosh)** to adopt Resolution 16-2021. Roll call vote on motion to adopt Resolution 16-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Hess). Resolution 16-2021 passed as adopted.

ORDINANCES

16. Ordinance 17-2021 Amending Chapter 159, Article IV Design and Construction Standards. **Motion/second (Buss/Schweder)** to enact Ordinance 17-2021. Roll vote on motion to enact Ordinance 17-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Hess). Ordinance 17-2021 passed as enacted.

COMMITTEE APPOINTMENTS

17. Chair Reabe appointed members to the following committees with the Board's approval:

- Christopher Metras and Gerise LeSpisa to the Highway Traffic Safety Commission
- Parkis Waterbury to the ADRC Governing Board

Motion/second (Abendroth/Lenz) to approve the appointments as presented. Motion carried with no negative vote.

DEPARTMENTS TO REPORT ON August 17, 2021

18. Chair Reabe stated that no departments will report in August due to a full agenda.

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

19. None

ADJOURN

20. Chairman Reabe adjourned the meeting at 6:45 PM.

Respectfully Submitted
Elizabeth Otto
County Clerk

RESOLUTION NUMBER 13-2021

Resolution Authorizing the Issuance and Sale of \$2,550,000 General Obligation Refunding Bonds

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

WHEREAS, on June 15, 2021, the County Board of Supervisors of Green Lake County, Wisconsin (the "County") adopted a resolution (the "Set Sale Resolution"), providing for the sale of General Obligation Refunding Bonds (the "Bonds") for the public purpose of refunding certain outstanding obligations of the County, including interest on them, specifically, the General Obligation Promissory Notes, Series 2014, dated March 27, 2014 (the "Refunded Obligations") (the "Refunding");

WHEREAS, the County Board of Supervisors deems it to be necessary, desirable and in the best interest of the County to refund the Refunded Obligations for the purpose of extending the financing provided by the Refunded Obligations;

WHEREAS, the County is authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation bonds to refinance its outstanding obligations;

WHEREAS, none of the proceeds of the Bonds shall be used to fund the operating expenses of the general fund of the County or to fund the operating expenses of any special revenue fund of the County that is supported by the property taxes;

WHEREAS, pursuant to the Set Sale Resolution, the County has directed Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary to sell the Bonds to pay the cost of the Refunding;

WHEREAS, Baird, in consultation with the officials of the County, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Bonds and indicating that the Bonds would be offered for public sale on July 20, 2021;

WHEREAS, the County Clerk (in consultation with Baird) caused a form of notice of the sale to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Bonds for public sale on July 20, 2021;

WHEREAS, the County has duly received bids for the Bonds as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the County. Baird has recommended that the County accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Ratification of the Official Notice of Sale and Offering Materials. The County Board of Supervisors hereby ratifies and approves the details of the Bonds set forth in Exhibit A attached hereto as and for the details of the Bonds. The Official Notice of Sale and any other offering materials prepared and circulated by Baird are hereby ratified and approved in all respects. All actions taken by officers of the County and Baird in connection with the preparation and distribution of the Official Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Authorization and Award of the Bonds. For the purpose of paying the cost of the Refunding, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of TWO MILLION FIVE HUNDRED FIFTY THOUSAND DOLLARS (\$2,550,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Bonds for the sum set forth on the Proposal (as modified on the Bid Tabulation and reflected in the Pricing Summary referenced below and incorporated herein), plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted. The Chairperson and County Clerk or other appropriate officers of the County are authorized and directed to execute an acceptance of the Proposal on behalf of the County. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Bonds shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Refunding Bonds"; shall be issued in the aggregate principal amount of \$2,680,000; shall be dated August 10, 2021; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on March 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2022. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds maturing on March 1, 2029 are subject to redemption prior to maturity, at the option of the County, on March 1, 2028 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the County are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the County a direct annual irrepealable tax in the years 2021 through 2028 for the payments due in the years 2022 through 2029 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the County shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the County and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the County for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the County then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the County, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the County may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Refunding Bonds, dated August 10, 2021" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the County at the time of delivery of and payment for the Bonds; (ii) any premium not used for the Refunding which may be received by the County above the par value of the Bonds and accrued

interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the County, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the County, unless the County Board of Supervisors directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the County and disbursed solely for the purpose or purposes for which borrowed. In no event shall monies in the Borrowed Money Fund be used to fund operating expenses of the general fund of the County or of any special revenue fund of the County that is supported by property taxes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the County, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The County represents and covenants that the projects financed by the Bonds and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Bonds and the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The County further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The County further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The County Clerk or other officer of the County charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the County certifying that the County can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The County also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the County will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax Exempt Obligations. The Bonds are hereby designated as "qualified tax exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax exempt obligations.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the County by the manual or facsimile signatures of the Chairperson and County Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the County of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the County has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The County hereby authorizes the officers and agents of the County to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by the County Clerk or the County Treasurer (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Bonds. The County shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and County Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The County shall cooperate in any such transfer, and the Chairperson and County Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the County at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the County agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the County Clerk or other authorized representative of the County is authorized and directed to execute and deliver to DTC on behalf of the County to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the County Clerk's office.

Section 16. Official Statement. The County Board of Supervisors hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the County in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate County official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The County Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The County hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the County to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the Chairperson and County Clerk, or other officer of the County charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the County's Undertaking.

Section 18. Redemption of the Refunded Obligations. The Refunded Obligations are hereby called for prior payment and redemption on August 23, 2021 at a price of par plus accrued interest to the date of redemption.

The County hereby directs the County Clerk to work with Baird to cause timely notice of redemption, in substantially the form attached hereto as Exhibit F and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. Any and all actions heretofore taken by the officers and agents of the County to effectuate the redemption of the Refunded Obligations are hereby ratified and approved.

Section 19. Record Book. The County Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 20. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the County are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and County Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and County Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 21. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the County Board of Supervisors or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

FISCAL NOTE:

EXHIBIT A

Official Notice of Sale

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT B

Bid Tabulation

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT C

Winning Bid

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT D-1

Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT E

(Form of Bond)

UNITED STATES OF AMERICA

REGISTERED

STATE OF WISCONSIN

DOLLARS

NO. R-____

GREEN LAKE COUNTY

\$_____

GENERAL OBLIGATION REFUNDING BOND

MATURITY DATE:

ORIGINAL DATE OF ISSUE:

INTEREST RATE:

CUSIP:

March 1, _____

August 10, 2021

_____%

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS (\$_____)

FOR VALUE RECEIVED, Green Lake County, Wisconsin (the "County"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2022 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by the County Clerk or County Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the County are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$_____, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the County pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the public purpose of paying the cost of refunding certain obligations of the County, as authorized by a resolution adopted on July 20, 2021 (the "Resolution"). The Resolution is recorded in the official minutes of the County Board of Supervisors for said date.

The Bonds maturing on March 1, 2029 are subject to redemption prior to maturity, at the option of the County, on March 1, 2028 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation and date of the Bonds called for redemption, CUSIP number, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the County, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrevocable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond has been designated by the County Board of Supervisors as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond is transferable only upon the books of the County kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the County appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the County for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and County may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, Green Lake County, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and County Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

GREEN LAKE COUNTY, WISCONSIN

By: _____

Harley Reabe
Chairperson

(SEAL)

By: _____

Elizabeth Otto
County Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints

_____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed: _____

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

EXHIBIT F

NOTICE OF FULL CALL *

Regarding

GREEN LAKE COUNTY, WISCONSIN
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2014, DATED MARCH 27, 2014

NOTICE IS HEREBY GIVEN that the Notes of the above-referenced issue which mature on the date and in the amount; bear interest at the rate; and have the CUSIP No. as set forth below has been called by the County for prior payment on August 23, 2021 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
03/01/2023	\$2,750,000	2.10%	393078CW8

The County shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before August 23, 2021.

Said Notes will cease to bear interest on August 23, 2021.

By Order of the
County Board of Supervisors
Green Lake County
County Clerk

Dated _____

* To be provided by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to August 23, 2021 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

¾ vote is needed to pass

Finance Committee recommends approval

Passed and Adopted this 20th day of July, 2021

Roll Call on Resolution 13-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Brian Floeter/ /s/ Don Lenz; /s/ David Abendroth; /s/ Dennis Mulder

**RESOLUTION NUMBER 14-2021
RELATING TO CREATING A CLTS SERVICE FACILITATOR POSITION IN THE HEALTH
AND HUMAN SERVICES BEHAVIORAL HEALTH UNIT (BHU)**

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

1. **WHEREAS**, In 2017 Green Lake County had 8 children enrolled in Children's Long Term Services (CLTS);
2. **WHEREAS**, In 2017 the State of Wisconsin began taking steps to move toward a waitlist elimination program which is now fully enacted;
3. **WHEREAS**, As of May 2021 the CLTS program in Green Lake County serves 38 children and their families
4. **WHEREAS**, Green Lake County CLTS has 8 additional children who could enroll in the coming months;
5. **WHEREAS**, Once a child is eligible and enrolled into CLTS services they likely remain in the program until they transition to adulthood;
6. **WHEREAS**; other DHHS staff have taken on CLTS cases to ensure these children and families receive the needed services;
7. **WHEREAS**; The increase in CLTS cases has affected these staff's ability to provide services to children and families eligible for services in other programs,
8. **WHEREAS**; The CLTS program is complex and could benefit from having a designated position;
9. **WHEREAS**; The CLTS Service Facilitator position will be fully funded through billing for services rendered;
10. **NOW THEREFORE BE IT RESOLVED** that the CLTS Service Facilitator Position in the Health And Human Services BHU Unit be created effective August 2nd, 2021. (See attached job descriptions.)
11. **BE IT FURTHER RESOLVED** That the position be placed in Pay Group 11 of the Green Lake County wage plan. This position will be eliminated if the caseload and funding decreases to the point where it is no longer funded.

(August 2, 2021-December 31, 2021)							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
CLTS Case Worker #11	\$ 26.34	\$ 23,179.20	\$ 1,553.19	\$ 1,760.29	\$ 10,623.90	\$13,937.38	\$ 37,116.58
Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
CLTS Case Worker #11	\$ 26.34	\$ 54,786.37	\$ 3,698.08	\$ 4,191.16	\$ 25,295.00	\$33,184.24	\$ 87,970.60

August 2, 2021 - December 31, 2021

Offsetting Revenue - CLTS Billing

\$45,038

Annual Offsetting Revenues - CLTS Billing

\$106,454.40

Approved by Personnel

Approved by Finance

Majority vote is needed to pass.

Health and Human Services Committee recommends approval

Passed and Adopted this 20th day of July, 2021

Roll Call on Resolution 14-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Health and Human Services Committee: /s/ Harley Reabe, Vice-Chair; /s/ Brian Floeter; /s/ Joanne Guden; /s/ Nancy Hoffmann; /s/ Richard Trochinski; /s/ Charlie Wielgosh

RESOLUTION NUMBER 15-2021

RELATING TO CREATING A PROGRAM AID POSITION IN THE HEALTH AND HUMAN SERVICES FOX RIVER INDUSTRIES (FRI) UNIT

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

- 1 **WHEREAS**, With the closing of Waushara Industries in February 2021 FRI has seen an increase in demand for Day Services programming;
- 2 **WHEREAS**, FRI has former clients wanting to return to Day Services programming after opting out for the COVID-19 Pandemic;
- 3 **WHEREAS**, FRI has created a waiting list for Day Services and Prevocational Programming;
- 4 **WHEREAS**, Billing out the services to the appropriate funding sources will generate enough revenue to support this new position;
- 5 Majority vote is needed to pass.
- 6 **NOW THEREFORE BE IT RESOLVED** that the Program Aid Position in the Health And Human Services FRI Unit be created effective August 2nd, 2021. (See attached job descriptions.)
- 7 **BE IT FURTHER RESOLVED** That the position be placed in Pay Group 16 of the Green Lake County wage plan. This position will be eliminated if the caseload and funding decreases to the point where it is no longer funded.

(August 2, 2021-December 31, 2021)							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Program Aid #16	\$ 18.33	\$ 14,114.10	\$ 945.59	\$ 1,071.67	\$ 10,623.90	\$12,641.15	\$ 26,755.25
Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Program Aid #16	\$ 18.33	\$ 33,354.05	\$ 2,251.40	\$ 2,551.58	\$ 25,295.00	\$30,097.98	\$ 63,452.03

August 2, 2021 - December 31, 2021
Offsetting Revenue - MCO Billing
\$35,000
Annual Offsetting Revenues - MCO Billing
84,000

Approved by Personnel

Approved by Finance

Health and Human Services Board recommends approval

Passed and Adopted this 20th day of July 2021

Roll Call on Resolution 15-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Health and Human Services Board: /s/ Harley Reabe, Vice-chair; /s/ Brian Floeter; /s/ Joanne Guden; /s/ Nancy Hoffmann; /s/ Richard Trochinski; /s/ Charlie Wielgosh

Resolution Number 16-2021

Relating to Cancellation of Outstanding Checks

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

WHEREAS, Ten checks issued by the Treasurer of Green Lake County, drawn against the County's account at Horicon Bank have not been presented for payment by the payees of said checks in excess of one (1) year since said checks were issued;

NOW, THEREFORE BE IT RESOLVED, that said outstanding checks as listed below be cancelled, and the amounts represented thereby be restored to the County's general account:

CHECK DATE	CHECK NUMBER	PAYEE	AMOUNT
01/02/2020	200310	ANTHONY SAUER	\$95.78
01/23/2020	200718	TOWN OF SENECA	\$42.00
02/06/2020	200931	RICHARD SEDERSKI	\$8.00
02/20/2020	201177	GRACIE BROWNLOW	\$15.00
02/20/2020	201178	GRACIE NIEMUTH	\$15.00
02/27/2020	201296	SURVIVAL COALITION	\$10.00
04/02/2020	201701	ELIZABETH KIMBALL	\$12.65
05/28/2020	202283	DNA DIAGNOSTICS	\$30.00
06/11/2020	202412	HOMAN FORD	\$34.96
06/18/2020	202524	DARTFORD INN	\$475.00

TOTAL \$738.39

BE IT FURTHER RESOLVED, that a copy of this resolution be furnished to the Horicon Bank.

NOTE: The above checks contain the notation "Void after six months

Finance Committee recommends approval

Passed and Adopted this 20th day of July 2021

Roll Call on Resolution 16-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Brian Floeter, Vice-Chair; /s/ David Abendroth; /s/ Dennis Mulder; /s/ Don Lenz

ORDINANCE NO. 17-2021

Amending Chapter 159, Article IV Design and Construction Standards

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

Section 1. Green Lake County Ordinance, No. 855-06, adopted March 21, 2006, and as amended from time-to-time, is amended as follows (additions are in underline, deletions are in ~~strikeout~~):

159-17. General provisions.

The location, design and construction of an access to a County trunk highway shall be in accordance with the following provisions and other applicable provisions of this chapter, and in no case shall be exceeded unless specific written authorization is obtained from the County Highway Department:

A: A driveway shall have a minimum top width of 20 feet and a maximum top width of 35 feet, (which may be increased with approval of the Highway Commissioner), measured at the road right of way. The entire roadway and its appurtenances shall be contained within the

frontage along the highway of the property served

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

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

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

Highway Committee recommends approval

Passed and enacted this 20th day of July, 2021

Roll Call on Ordinance 17-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Highway Committee: /s/ Dennis Mulder, Chair; /s/ Charlie Wielgosh, Vice-Chair; /s/ Charles Buss; /s/ Robert Schweder; /s/ David Abendroth

GREEN LAKE COUNTY BOARD PROCEEDINGS REGULAR MEETING

August 17, 2021

The Green Lake County Board of Supervisors met in regular session, Tuesday, August 17, 2021 at 6:00 PM via remote access and in person access for the regular meeting of the Board.

The Board was called to order by Chair Harley Reabe. Roll call taken –Present (remotely via Zoom) – 2, Present (in person) – 14, Absent – 3 (Bob Dolgner-District 1, Patti Garro-District 8, Katie Mehn-District 16)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Charles Buss	2
Curt Talma	3
David Abendroth	4
Ken Bates	5
Brian Floeter	6
Charlie Wielgosh	7
Bill Boutwell	9
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12
Don Lenz	13
Dennis Mulder	14
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 in person at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 17th day of August, 2021 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 07/20/21

ANNOUNCEMENTS

PUBLIC COMMENT (3 minute limit)

APPEARANCES

- Monthly update from County Administrator Cathy Schmit

RESOLUTIONS

- Resolution 17-2021 Related to Creating a Food Pantry/Aging/FRI Services Worker Position to be Shared between the aging Unit and FRI in Health & Human Services

- Resolution 18-2021 Resolution to Create an Additional Clinical Therapist Position in the Health & Human Services Behavioral Health Unit
- Resolution 19-2021 Related to Upgrading and Reclassifying One Clinical Therapist Position in the Health & Human Services Behavioral Health unit to a Lead Therapist/Program Manager Position
- Resolution 20-2021 Related to Creating a BHU Receptionist/Data Entry Specialist Position in the Health & Human Services Administrative Unit
- Resolution 21-2021 Resolution Upgrading and Reclassifying One Child & Family Services Case Manager Position in the Health & Human Services Children & Families Unit to a Children & Families Unit Lead Worker Position
- Resolution 22-2021 Resolution to Reclassify One Public Health Nurse/Health Educator Position in the Health & Human Services Public Health Unit to a Deputy Public Health Officer Position
- Resolution 23-2021 Resolution to Reclassify One Economic Support Worker Position in the Health & Human Services Economic Support Unit to an Economic Support Lead Worker Position
- Resolution 24-2021 Resolution to Reclassify the Part Time Public Health Nurse/Public Health Educator Position in the Health & Human Services Public Health Unit to a Full Time Public Health Nurse/Public Health Educator Position
- Resolution 25-2021 Resolution Relating to Consortium Agreement for the Chief Elected Officials of the Fox Valley Workforce Development Area for 2021-2022
- Resolution 26-2021 Resolution Implementing a Countywide Ambulance Service
- Resolution 27-2021 Relating to Reclassification of GIS Specialist

ORDINANCES

- Ordinance 18-2021 Amending Ordinance No. 11-2021 Green Lake County Board of Supervisors Electronic Meetings Ordinance
- Ordinance 19-2021 Amending Ordinance No. 19-2019 (Chapter 121) Use of County Facilities
- Ordinance 20-2021 Rezone in the Town of Berlin: Owner – Richard & Harriet Brotske
- Ordinance 21-2021 Rezone in the Town of Brooklyn: Owner – Alan J. & Frances Joan Kennedy Familys Trust, Applicant – John Kennedy
- Ordinance 22-2021 Rezone in the Town of Brooklyn: Owner – Ellen Wildes
- Ordinance 23-2021 Amending the Personnel Policy and Procedure Manual to Allow for Sick Time to be Taken in One-quarter (1/4) Hour Increments
- Ordinance 24-2021 Amending the Personnel Policies and Procedures Manual to Comply with Fair Labor Standards Act Safe Harbor Language Requirement and to Add a Telecommuting Policy

DISCUSSION AND POSSIBLE ACTION ON PER DIEMS AND CHAIR SALARY FOR THE 2022-2024 TERM

BUDGET ADJUSTMENTS

- Sheriff's Office (3)
- IT

COMMITTEE APPOINTMENTS

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION PER:

- WI State Statute 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 relates to the Notice of Claim of Victoria L. Tripp

RECONVENE INTO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION DEPARTMENTS TO REPORT ON September 21, 2021

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 13th day of August, 2021.

Elizabeth A. Otto
Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 07/20/21 MEETING

2. **Motion/second (Lenz/Trochinski)** to approve the minutes of the July 20, 2021 County Board meeting with no additions or corrections. Motion carried with no negative vote.

ANNOUNCEMENTS

3. The next meeting of the County Board will take place on September 21, 2021 at 6:00 PM.

PUBLIC COMMENT

4. Matt Vandekolk, Green Lake County Chief Deputy, spoke in support of Ordinance 24-2021 on the agenda.
5. Mary Neubauer, City of Princeton Administrator, spoke in favor of Resolution 26-2021 on the agenda. She also asked that the Board consider manning an ambulance station in the City of Princeton.
6. Paul Gunderson, County Conservationist, spoke in support of Ordinance 24-2021 on the agenda.
7. Matt Kirkman, Planning and Zoning Director, spoke in support of Ordinance 24-2021 on the agenda.
8. Dick Martens, secretary of the Green Lake Association, spoke in favor of reinstating a Soil Conservationist position in the Land Conservation department.

APPEARANCES

9. County Administrator Cathy Schmit thanked the AdHoc Ambulance Committee for their work in drafting Resolution 26-2021. Schmit also stated that the ARPA funds have been deposited, the Coroner position has not been filled, and she gave an update on the 2022 budget process. Equalized value statistics have been received from the Department of Revenue. The City of Berlin has closed a TIF district and the county has received \$33,694 from that closure. Schmit also gave an update on current COVID cases.

RESOLUTIONS

10. **Motion/second (Schweder/Lenz)** to vote on Resolutions 17-2021 through 24-2021 as one unit. Motion carried with no negative vote.

11. Resolution 17-2021 Related to Creating a Food Pantry/Aging/FRI Services Worker Position to be Shared between the Aging Unit and FRI in Health & Human Services.

Resolution 18-2021 Resolution to Create an Additional Clinical Therapist Position in the Health & Human Services Behavioral Health Unit

Resolution 19-2021 Related to Upgrading and Reclassifying One Clinical Therapist Position in the Health & Human Services Behavioral Health unit to a Lead Therapist/Program Manager Position

Resolution 20-2021 Related to Creating a BHU Receptionist/Data Entry Specialist Position in the Health & Human Services Administrative Unit

Resolution 21-2021 Resolution Upgrading and Reclassifying One Child & Family Services Case Manager Position in the Health & Human Services Children & Families Unit to a Children & Families Unit Lead Worker Position

Resolution 22-2021 Resolution to Reclassify One Public Health Nurse/Health Educator Position in the Health & Human Services Public Health Unit to a Deputy Public Health Officer Position

Resolution 23-2021 Resolution to Reclassify One Economic Support Worker Position in the Health & Human Services Economic Support Unit to an Economic Support Lead Worker Position

Resolution 24-2021 Resolution to Reclassify the Part Time Public Health Nurse/Public Health Educator Position in the Health & Human Services Public Health Unit to a Full Time Public Health Nurse/Public Health Educator Position

Motion/second (Thom/Abendroth) to adopt Resolution 17-2021 through Resolution 24-2021. **Motion/second (Schweder/Abendroth)** to allow Jason Jerome, HHS Director, to speak. Motion carried with no negative vote. No questions or discussion followed. Roll call vote on motion to adopt Resolution 17-2021 through Resolution 24-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Mehn). Resolution 17-2021 through Resolution 24-2021 passed as adopted.

12. Resolution 25-2021 Resolution Relating to Consortium Agreement for the Chief Elected Officials of the Fox Valley Workforce Development Area for 2021-2022. **Motion/second (Buss/Hess)** to adopt Resolution 25-2021. No discussion. Roll call vote on motion to adopt Resolution 25-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Mehn). Resolution 25-2021 passed as adopted.

13. Resolution 26-2021 Resolution Implementing a Countywide Ambulance Service. **Motion/second (Hess/Mulder)** to adopt Resolution 26-2021. Supervisor Floeter interjected a point of order stating that the words “with a 2/3 majority” should be inserted on Line 93 at the end of the sentence per an approved motion made at the Administrative Committee meeting on August 3, 2021. Chair Reabe stated this is duly noted. Discussion held. Roll call vote on motion to adopt Resolution 26-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Mehn). Resolution 26-2021 passed as adopted.

14. Resolution 27-2021 Relating to Reclassification of GIS Specialist. **Motion/second (Wendt/Buss)** to adopt Resolution 27-2021. Planning & Zoning Director Matt Kirkman explained the request for reclassification.

Roll call vote on motion to adopt Resolution 27-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Mehn). Resolution 27-2021 passed as adopted.

ORDINANCES

15. Ordinance 18-2021 Amending Ordinance No. 11-2021 Green Lake County Board of Supervisors Electronic Meetings Ordinance. **Motion/second (Mulder/Buss)** to enact Ordinance 18-2021. No discussion. Roll vote on motion to enact Ordinance 18-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Mehn). Ordinance 18-2021 passed as enacted.

16. Ordinance 19-2021 Amending Ordinance No. 19-2019 (Chapter 121) Use of County Facilities. **Motion/second (Lenz/Abendroth)** to enact Ordinance 19-2021. No discussion. Roll vote on motion to enact Ordinance 19-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Mehn). Ordinance 19-2021 passed as enacted.

17. Ordinance 20-2021 Rezone in the Town of Berlin: Owner – Richard & Harriet Brotske. **Motion/second (Buss/Abendroth)** to enact Ordinance 20-2021. No discussion. Roll vote on motion to enact Ordinance 20-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Mehn). Ordinance 20-2021 passed as enacted.

18. Ordinance 21-2021 Rezone in the Town of Brooklyn: Owner – Alan J. & Frances Joan Kennedy Family Trust, Applicant – John Kennedy. **Motion/second (Lenz/Mulder)** to enact Ordinance 21-2021. No discussion. Roll vote on motion to enact Ordinance 21-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Mehn). Ordinance 21-2021 passed as enacted.

19. Ordinance 22-2021 Rezone in the Town of Brooklyn: Owner – Ellen Wildes. **Motion/second (Buss/Abendroth)** to enact Ordinance 22-2021. No discussion. Roll vote on motion to enact Ordinance 22-2021 – Ayes – 15, Nays – 0, Abstain – 1 (Lenz), Absent – 3 (Dolgner, Garro, Mehn). Ordinance 22-2021 passed as enacted.

20. Ordinance 23-2021 Amending the Personnel Policy and Procedure Manual to Allow for Sick Time to be Taken in One-quarter (1/4) Hour Increments. **Motion/second (Schweder/Wendt)** to enact Ordinance 23-2021. Discussion held. Roll vote on motion to enact Ordinance 23-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Mehn). Ordinance 23-2021 passed as enacted.

21. Ordinance 24-2021 Amending the Personnel Policies and Procedures to Comply with Fair Labor Standards Act Safe Harbor Language Requirement and to Add a Telecommuting Policy. **Motion/second (Wendt/Bates)** to enact Ordinance 24-2021. **Motion/second (Thom/Abendroth)** to amend Line 43 and remove the words “partially exempt”. Discussion held. Roll call vote on motion to amend – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Mehn). Roll vote on motion to enact Ordinance

24-2021 as amended – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Mehn). Ordinance 24-2021 passed as enacted.

DISCUSSION AND POSSIBLE ACTION ON PER DIEMS AND CHAIR SALARY FOR THE 2022-2024 TERM

22. Chair Reabe informed the committee of the current per diem rates and Chair salary. No action taken.

BUDGET ADJUSTMENTS

23. Sheriff's Office

- Adjust revenue and expense in the amount of \$13,543.00 for Security Desk upgrades due to an unanticipated grant award.
- Correction to Sheriff's Office carryover accounts in the amount of \$98,783.00
- Transfer funds from Capital Outlay to Crime Prevention in the amount of \$12,840.42 to purchase new conference room furniture to convert the current fitness center.

Motion/second (Thom/Trochinski) to approve the budget adjustments as presented. Roll call vote on motion to approve – Ayes - 16, Nays - 0, Abstain - 0, Absent – 3 (Dolgner, Garro, Mehn).

24. IT

- Transfer funds from Contingency to IT in the amount of \$31,860.00 for new case management software.

Motion/second (Mulder/Schweder) to approve the budget adjustment as presented. Roll call vote on motion to approve – Ayes - 16, Nays - 0, Abstain - 0, Absent – 3 (Dolgner, Garro, Mehn).

COMMITTEE APPOINTMENTS

25. Chair Reabe appointed the following to the Redistricting Committee with the Board's approval: Supervisor #19 Gene Thom, Supervisor #12 Bob Schweder, Supervisor #14 Dennis Mulder, Supervisor #5 Ken Bates, County Board Chair Harley Reabe, County Clerk Liz Otto, and GIS Specialist Gerald Stanuch. **Motion/second (Thom/Lenz)** to approve the appointments as presented. Motion carried with no negative vote.

26. Chair Reabe appointed the following to the County Emergency Management Services (EMS) Committee with the Board's approval: Alan Hoffman (Town of Kingston), Mike Wuest (Town of Brooklyn), Charlie Wielgosh (City of Princeton), Dave Abendroth (City of Markesan), Joel Strahota (Southern Green Lake County Ambulance Service), Evan Vandenlangenburg (Berlin EMS), Joe Gonyo (Judicial Law/Emergency Management Committee). **Motion/second (Floeter/Buss)** to approve the appointments as presented. Motion carried with no negative vote.

CLOSED SESSION

27. **Motion/second (Mulder/Wendt)** to convene into Closed Session per Wis. Stat. §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved. This matter relates to the Notice of Claim of Victoria L. Tripp. Roll call vote – Ayes - 15, Nays – 1 (Gonyo), Abstain - 0, Absent – 3 (Dolgner, Garro, Mehn).

28. **Motion/second (Thom/Trochinski)** to reconvene into Open Session to take action, if appropriate, on matters discussed in closed session. Roll call vote – Ayes - 16, Nays - 0, Abstain - 0, Absent – 3 (Dolgner, Garro, Mehn).

DEPARTMENTS TO REPORT ON September 21, 2021

29. Chair Reabe stated that Matt Vandekolk will give an update from the Highway Traffic Safety Commission

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

30. None

ADJOURN

31. Chairman Reabe adjourned the meeting at 7:31 PM.

Respectfully Submitted,

Elizabeth Otto

County Clerk

RESOLUTION NUMBER 17-2021

RELATED TO CREATING A FOOD PANTRY/AGING/FRI SERVICES WORKER POSITION TO BE SHARED BETWEEN THE AGING UNIT AND FRI IN HEALTH & HUMAN SERVICES.

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:

WHEREAS, as part of the 2022 budget process Health & Human Services conducted an agency wide position analysis study; and **WHEREAS**, during this study we concluded bringing contracted food pantry dollars in house and increasing transportation and program aid time at Fox River Industries (FRI) made program and financial sense; and

WHEREAS, by keeping contracted food pantry dollars in house and billing for services provided at FRI this newly created position will require zero additional levy dollars.

NOW THEREFORE BE IT RESOLVED that the Food Pantry/Aging/FRI Services Worker position in the Health & Human Services Aging & FRI Unit's be created and included in the 2022 budget. (See attached job description)

BE IT FURTHER RESOLVED that this position be placed in Pay Group 16 of the Green Lake County wage plan. This position will be eliminated or decreased if the caseload and/or funding decreases to the point where it is no longer funded or needed.

FISCAL NOTE:

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Food Pantry/Aging/FRI Service Worker	\$ 17.93	\$ 32,632.60	\$ 2,202.70	\$ 2,496.39	\$ 25,295.00	\$29,994.09	\$ 62,626.69

Majority vote is needed to pass.

☒ Approved by Personnel Committee

☐ Disapproved by Personnel Committee

☒ Approved by Finance Committee

☐ Disapproved by Finance Committee

Health and Human Services Board recommends approval

Passed and Enacted this 17th day of August, 2021

Roll Call on Resolution 17-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Health and Human Services Board: /s/ Joe Gonyo, Chair; /s/ Harley Reabe, Vice-chair; /s/ Brian Floeter; /s/ Joanne Guden; /s/ Nancy Hoffmann; /s/ Christine Schapfel; /s/ Richard Trochinski

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: FOOD PANTRY/AGING/FRI SERVICES WORKER FULL TIME

DEPARTMENT: HEALTH & HUMAN SERVICES/AGING/LTC UNIT

LOCATION: GOVERNMENT CENTER/FRI

SUPERVISORS: AGING\ADRC/FRI UNIT MANAGERS

SUMMARY:

This is a 40 hour per week position, working flexible hours that could include some nights and weekends. When working in Aging/ADRC: This position is responsible for the oversight of the Green Lake Food Pantry; assisting with the Senior Farmer's Market Nutrition Program; recruiting, training and oversight of food pantry volunteers; and completing all required monthly Food Pantry reports. This position will assist the Unit Manager and other staff with articles in the bi-monthly newsletter and local newspapers; fund raising projects and writing grants. When working at FRI: Flexible hours (including possible evening and/or weekend shifts) will be assumed. Provides client educational training, supervision and ongoing support in a variety of program areas, as needed, to individuals who are chronically mentally ill or have varying degrees of physical and/or developmental disabilities. The areas of consumer instruction/supervision may be at community job sites, center or community based prevocational service sites, center or community based day services sites, and supportive home care services sites.

DUTIES AND RESPONSIBILITIES:

Aging/ADRC:

- Approximately 10% of this positions time is spent training and recruiting volunteers including coordination of scheduling and maintaining records on each volunteer. Assists Aging Unit staff with coordination of the annual volunteer recognition event.
- Approximately 20% of this position time is spent coordinating the activities and volunteers of the Green Lake County Food Pantry. Including ordering food, conducting inventories, establishing distribution lists, coordinating donation pickups; and monitoring the temperatures of food pantry equipment. Supervising weekly food distributions.
- Approximately 7% of this positions time is spent writing grants for funding for Food Pantry activity. Coordinating and facilitating bi-monthly food pantry committee meetings. Writing newspaper articles promoting food pantry activities and fundraisers.
- Approximately 5% of the time is spent compiling statistics and information for monthly, quarterly and yearly reports which include: USDA / NSIP, and Commission on Aging Advisory Committee. Assisting with the Senior Farmer's Market Voucher Program.
- Other duties include fulfilling miscellaneous duties related to Aging\LTS programs within the Department.

FRI:

- About 20% of time is spent providing training and supervising Fox River Industries consumers in the areas of adult day services, prevocational services, supported employment settings, and supportive home care sites.
- Approximately 23% of the time may be driving a morning and afternoon van/bus routes.
- Providing clients with assistance for toileting and hygienic needs consumes about 5% of time. This includes transferring clients in and out of wheelchairs and/or other special equipment.
- 5% of time is utilized maintaining records and charting associated with client behaviors, goals, time studies, and other objectives.
- 5% of time is spent in unit staff meetings, training, information sharing, and special projects.

QUALIFICATIONS:

EDUCATION: An Associate's Degree is preferred in Administrative Profession, Human Resources, or a related field; or a high School diploma with 1 to 2 years' experience working with the elderly, developmentally disabled and supervising volunteers, is required.

EXPERIENCE / JOB KNOWLEDGE: 1-2 years' experience and the ability to relate to and communicate effectively with elderly and disabled persons, with staff, community professionals, agencies and the general public is necessary. The following skills are necessary:

- Computer skills including Microsoft Word, Excel, Access, Outlook, and Chrome.
- Skill in the use of a calculator, copy machine, computer terminal, fax machine, technical equipment, camera, and measuring devices. Various types of client lifting/ transferring equipment is used (ie wheelchair, prone stander, ceiling lift, and lifts on vehicles). Hand tools: hammers, wrenches, screwdrivers, shovels, brooms, stopwatch, pallet jack, etc. Food preparation equipment: ovens, food warmers, dishwashers, and mixers, etc. Hearing and eye protection are required. Gloves/PPE are to be used as needed.

- Must have a current, valid Wisconsin driver's license, a safe driving record, and auto insurance coverage at or above the Green Lake County mandated level.
- Must be CPR and first aid certified or certifiable (training will be provided).
- Must have CNA license or be willing/able to acquire one in first 90 days of employment or as deemed necessary by supervisor.
- Basic everyday living skills training is necessary for this position.
- Ability to understand and follow directions, and to read, write, add, and subtract. Ability to show empathy, treat all individuals with dignity and respect, and communicate effectively with individuals of all ability levels.

WORKING CONDITIONS:

PHYSICAL DEMANDS: 25% of the time is spent sitting and talking. 25% of the time is spent using near vision and typing. 50% of the time there is standing, hearing (listening), use of far vision, low to medium lifting (up to 40 pounds). There will be times where it is required to stand, bend/twist, reach, low pushing/pulling, and low handling.

ENVIRONMENTAL DEMANDS: Over 75% of the work is spent inside. 10% of the time there may be exposure to dust and working in a physically confined work site.

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.

05/2021

NEW POSITION ANALYSIS

- ☒ New position
☐ Increased part-time
☐ Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department:

DHHS - Aging/FRI

Date: 06/18/2021

Department Head: Betty Bradley / Ed Schuh

B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

We currently contract with an outside agency to provide Food Pantry Coordination. This position would allow us to keep those contract dollars in-house while also filling a need at FRI for additional Program Aid and transportation services. By keeping contract dollars in house and billing for services provided this position will require zero additional levy dollars.

Suggested Title: FOOD PANTRY/AGING/FRI SERVICES WORKER

☒ Full Time ☐ Part Time 40 Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group: 16

C. General Description of the Position:

This position is responsible for the oversight of the Green Lake Food Pantry; assisting with the Senior Farmer's Market Nutrition Program; recruiting, training and oversight of food pantry volunteers; and completing all required monthly Food Pantry reports. This position will assist the Unit Manager and other staff with articles in the bi-monthly newsletter and local newspapers; fund raising projects and writing grants. When working at FRI: Flexible hours (including possible evening and/or weekend shifts) will be assumed. Provides client educational training, supervision and ongoing support in a variety of program areas, as needed, to individuals who are chronically mentally ill or have varying degrees of physical and/or developmental disabilities. The areas of consumer instruction/supervision may be at community job sites, center or community based prevocational service sites, center or community based day services sites, and supportive home care services sites.

D. Typical Examples of Work to be Performed (in detail):

1. Training and recruiting volunteers including coordination of scheduling and maintaining records on each volunteer. Assists Aging Unit staff with coordination of the annual volunteer recognition event
2. Coordinating the activities and volunteers of the Green Lake County Food Pantry. Including ordering food, conducting inventories, establishing distribution lists, coordinating donation pickups; and monitoring the temperatures of food pantry equipment. Supervising weekly food distributions.
3. Writing grants for funding for Food Pantry activity. Coordinating and facilitating bi-monthly food pantry committee meetings. Writing newspaper articles promoting food pantry activities and fundraisers.
4. Compiling statistics and information for monthly, quarterly and yearly reports which include: USDA / NSIP, and Commission on Aging Advisory.
5. Providing training and supervising Fox River Industries consumers in the areas of adult day services, prevocational services, supported employment settings, and supportive home care sites.
6. Driving a morning and afternoon van/bus routes.
7. Providing clients with assistance for toileting and hygienic needs. This includes transferring clients in and out of wheelchairs and/or other special equipment.
8. Maintaining records and charting associated with client behaviors, goals, time studies, and other objectives.

E. Minimum Qualification of a Candidate:

Education: Experience: High School Diploma. 1-2 years preferred

F: Funding Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp
16	\$17.93	\$37,294	\$2,518	\$2,854	\$25,295	\$87	

1. Where will the funding for this position come from: MCO Billing and FP Contract

2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/ Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?

Smart phone

Is office space presently available N/A Where?

Estimated Equipment Cost: \$540

Is the Cost in the Department Budget? Will be budgeted for 2022

3. Grand total cost, all items, current fiscal year: \$540

4. Therefore, annual cost of salary and fringe: \$68,049

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

This position will coordinate the activities of food pantry volunteers, although not technically a supervisor there are some oversight responsibilities.

2. Number of Employees directly supervised: N/A indirectly: N/A

List Title of employees reporting to this position: N/A

H. Who will this person report to? Aging/FRI Unit Managers

County Administrator Action:

Position Approved: Date:

Comments:

Personnel Committee Action:

Position Approved:

By a vote of Ayes, Nay,

Date:

Absent/Abstention

Finance Committee Action:

Fiscal Note Approved: Date:

By a vote of Ayes, Nay, Absent/Abstention

County Board Action:

Approved: Date:

By a vote of Ayes, Nay, Absent/Abstention

RESOLUTION NUMBER 18-2021

RESOLUTION TO CREATE AN ADDITIONAL CLINICAL THERAPIST POSITION IN THE HEALTH & HUMAN SERVICES BEHAVIORAL HEALTH UNIT UNIT.

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:

WHEREAS, as part of the 2022 budget process Health & Human Services conducted an agency wide position analysis study; and

WHEREAS, this study concluded that our Behavioral Health Unit ("BHU") contacts and appointments have increased over a multi-year period creating long waitlists for Mental Health and AODA services; and

WHEREAS, clinicians' caseloads within BHU have been at or near maximum capacity for well over a year. This has resulted in a rotation for clinicians accepting new clients in order to better manage caseload issues; and

WHEREAS, to better serve our residents we are proposing to add an additional Clinical Therapist position to our 2022 annual budget; and

WHEREAS, the Clinical Therapist position will be mostly funded through billing for services rendered;

NOW THEREFORE BE IT RESOLVED that an additional Clinical therapist position in the Health & Human Services Behavioral Health Unit be created and included in the 2022 budget. (See attached job description)

BE IT FURTHER RESOLVED that this position be placed in Pay Group 8 of the Green Lake County wage plan. This position will be eliminated if the caseload or funding decreases to the point where can no longer be funded.

FISCAL NOTE:

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Clinical Therapist	\$ 32.04	\$ 66,643.20	\$ 4,498.42	\$ 5,098.20	\$ 25,295.00	\$34,891.62	\$ 101,534.82

Majority vote is needed to pass.

☒ Approved by Personnel Committee

☐ Disapproved by Personnel Committee

☒ Approved by Finance Committee

☐ Disapproved by Finance Committee

Health and Human Services Board recommends approval

Passed and Enacted this 17th day of August, 2021

Roll Call on Resolution 18-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Health and Human Services Board: /s/ Joe Gonyo, Chair; /s/ Harley Reabe, Vice-chair; /s/ Brian Floeter; /s/ Joanne Guden; /s/ Nancy Hoffmann; /s/ Christine Schapfel; /s/ Richard Trochinski

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CLINICAL THERAPIST

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

To provide essential community based mental health services to persons with a mental illness and/or substance abuse that will enable them to obtain and/or maintain independent living in the community.

DUTIES AND RESPONSIBILITIES:

- Providing assessment and treatment of children, families, and adults. This would include interviewing collateral sources in order to gather information (i.e., individual, family, referral source, community agencies, etc.). This may include being part of a Coordinated Services Team either as a Team Leader or Team Member providing mental health services either at the office or in-home.
- Coordination of services within the Department of Health & Human Services and with outside agencies/supports.
- Provides crisis counseling, crisis intervention and being part of the 24 hour on-call crisis team
- Maintains mental health charts. This would include completing necessary forms, (i.e., release of information, insurance claim, scheduling appointments, et.).
- The remaining time is spent attending and participating in staffings, in-services, supervision and trainings.
- May assist with client contacts in the community such as home visits, team meetings, and group activities.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand, follow and provide directions; reading, writing (reports) is necessary. Additionally it is preferred to have comprehensive knowledge of the needs of individuals with chronic mental illness, substance abuse and other mental health issues, practices of counseling and recovery, crisis intervention and response; ability to relate to and communicate effectively with staff, community professionals, agencies and the general public. Must have a valid Wisconsin Driver's License and access to an insured vehicle. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer terminal, fax machine, and automobile. A video camera may also be used to tape interviews.

QUALIFICATIONS:

EDUCATION: A Master's degree in a Social Work, Clinical Psychology, Marriage and Family, or a related field

EXPERIENCE / JOB KNOWLEDGE: Must possess 3,000 hours post master's clinical supervision with at least 1,000 hours of the 3,000 being supervised post-degree clinical experience with chronically mentally ill persons. Must be Licensed as a Mental Health and Substance Abuse Counselor. (Clinical Social Worker, Professional Counselor, C.A.P.S.W. (Certified Advanced Practice Social Worker), etc., or License eligible in Wisconsin). Must be certified/certifiable medical assistance provider in Wisconsin.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Listening, talking, sitting, writing, reading or visually observing. Some standing, walking, reaching and low lifting. In unusual circumstances, it may be necessary to stoop, kneel, and lift/carry objects weighing up to 40 pounds.

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: Over 90% of work done is inside. In about 10% of the time situations develop where there is a threat of physical attack or injury from clients.

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.

12/97, Revised 2013

Revised 7/20/15, 9/16

Approved County Personnel 10/20/16

NEW POSITION ANALYSIS

☐ New position

☐ Increased part-time

☒ Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: DHHS – BHU

Date: 06/23/2021

Department Head: BHU Manager

Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Clinicians' caseloads within BHU have been at or near maximum capacity for well over a year. This has resulted in a rotation for clinicians accepting new clients in order to better manage capacity issues. As we have continued to track data, we have seen referrals increase and our wait list for Mental Health and or Substance Abuse services increase. To better serve our residents we are proposing to add an additional Clinical Therapist position to our 2022 annual budget.

Suggested Title: Clinical Therapist

☒ Full Time Part Time Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group: 8

C. General Description of the Position:

To provide essential community based mental health services to persons with a mental illness and/or substance abuse that will enable them to obtain and/or maintain independent living in the community

D. Typical Examples of Work to be Performed (in detail):

1. Providing assessment and treatment of children, families, and adults. This would include interviewing collateral sources in order to gather information
2. Coordination of services within the Department of Health & Human Services and with outside agencies/supports.
3. Provides crisis counseling, crisis intervention and being part of the 24 hour on-call crisis team.
4. Maintains mental health charts.
5. May assist with client contacts in the community such as home visits, team meetings, and group activities.

E. Minimum Qualification of a Candidate:

Education: Masters Degree in SW or related field

Experience: 3000 hours post masters preferred

F: Funding Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp
8	\$32.04	\$66,643.20	\$4,498	\$5,098.20	\$25,295	\$100	

1. Where will the funding for this position come from: billing for Services/Levy

2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/ Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?

Laptop and docking station. Dual screens, cell phone. Access to Electronic Health Record.

Is office space presently available Yes Where? DHHS BHU

Estimated Equipment Cost:

Is the Cost in the Department Budget? Will be budgeted for 2022

3. Grand total cost, all items, current fiscal year:

4. Therefore, annual cost of salary and fringe: \$101,535

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

N/A

2. Number of Employees directly supervised: N/A indirectly:

List Title of employees reporting to this position:

H. Who will this person report to? Behavioral Health Unit Manager

County Administrator Action:

Position Approved: Date:

Comments:

Personnel Committee Action:

Position Approved: Date

By a vote of Ayes, Nay, Absent/Abstention

Finance Committee Action:

Fiscal Note Approved: Date:

By a vote of Ayes, Nay, Absent/Abstention

County Board Action:

Approved: Date:

By a vote of Ayes, Nay ,Absent/Abstention

RESOLUTION NUMBER 19-2021

RELATED TO UPGRADING AND RECLASSIFYING ONE CLINICAL THERAPIST POSITION IN THE HEALTH & HUMAN SERVICES BEHAVIORAL HEALTH UNIT TO A LEAD THERAPIST/PROGRAM MANAGER POSITION.

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:

WHEREAS, as part of the 2022 budget process Health & Humans Services conducted an agency wide position analysis study; and
WHEREAS, this analysis lead us to determine that the creation of lead positions in several departments would lead to better service, create efficiencies and assist with staff recruitment and retention; and
WHEREAS, the Behavioral Health Unit Manager currently is responsible for administrative supervision of nine different programs; and
WHEREAS, the Lead Therapist/Program Manager position will maintain their duties as a Clinical Therapist while taken on a supportive role to the Unit Manager and leadership position within the Department,
WHEREAS, Several Administrative codes require the presence of a licensed therapist designated to serve as the supervisor at all hours of operation with this role currently being fulfilled by the Unit Manager at all times, and
WHEREAS, the Lead Therapist/Program Manager will be available to share in the licensed supervisory responsibilities; and
WHEREAS, a lead staff person who could maintain a caseload within the clinic but also be trained to provide some assistance with clinical supervision and some program coordination tasks is essential to ensure that all staff have access to an appropriate amount of clinical supervision and training; and
WHEREAS, as an agency we have talked about the benefits of creating leaders and allowing for professional growth and advancement; and
WHEREAS, creating lead worker positions allows working staff to learn and grow more comfortable in a management type role,
NOW THEREFORE BE IT RESOLVED that one Clinical Therapist Position in the Health & Human Services Aging & FRI Unit's be upgraded and reclassified to a Lead Therapist/Program Manager position and included in the 2022 budget. (See attached job description)

BE IT FURTHER RESOLVED that this position be placed in Pay Group 7 of the Green Lake County wage plan.

FISCAL NOTE:

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Max Total Cost
Current: Clinical Therapist	\$28.48-\$42.72	\$59,237-\$88,855	\$3,999-\$5,998	\$4,532-\$6,797	\$ 25,295.00	\$38,090.00	\$ 126,945.00
Proposed: Behavior Health Unit Lead Worker	\$30.62-\$45.93	\$63,695-\$95,543	\$4,299-\$6,449	\$4,873-\$7,309	\$ 25,295.00	\$39,053.00	\$ 134,596.00

Majority vote is needed to pass.

☒ Approved by Personnel Committee ☐ Disapproved by Personnel Committee

☒ Approved by Finance Committee ☐ Disapproved by Finance Committee

Health and Human Services Board recommends approval

Passed and Enacted this 17th day of August 2021

Roll Call on Resolution 19-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by health and Human Services Board: /s/ Joe Gonyo, Chair; /s/ Harley Reabe, Vice Chair; /s/ Brian Floeter; /s/ Joanne Guden; /s/ Nancy Hoffmann; /s/ Christine Schapfel; /s/ Richard Trochinski; /s/ Joy Waterbury; /s/ Charlei Wielgosh

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: OUTPATIENT CLINIC LEAD THERAPIST/ PROGRAM MANAGER

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH UNIT MANAGER /MEDICAL DIRECTOR

SU

MMARY:

Under the supervision of the Unit Manager, the Program Supervisor will be responsible to assist in the daily management and operations of Behavioral Health Program. The Program Supervisor will provide administrative/clinical supervision to the program staff to ensure all services are delivered according to local, state and federal laws and in compliance with contractual requirements. Participate in development, supervision, and implementation of effective client services for alcohol and other drug abuse, mental health, Intoxicated Driver Program, comprehensive community services program, Drug Court, community support programs and other behavioral health initiatives according to applicable professional work standards, ordinances, laws, rules and regulations for Green Lake County Department of Behavioral Health Services.

DUTIES AND RESPONSIBILITIES:

Provides alcohol and drug abuse assessments (voluntary, intoxicated drivers program, underage drinking violators, etc.) for individuals referred to the clinic, and provide for appropriate treatment and aftercare services. This includes the development of treatment plans.

Provides individual and group AODA counseling, aftercare programming, crisis intervention and community education.

Functioning as a member of the Crisis Intervention team providing 24 hour coverage on a rotating basis for mental health, alcohol and other drug emergency situations.

Provides case management services to alcohol and other drug abuse clients and providing community education regarding AODA prevention and recovery.

Provide and co-facilitate in conjunction with Behavioral Health Clinic Director individual and group clinical supervision and in-service training opportunities.

Provide back-up supervision to crisis intervention program outside of normal business hours.

Participate in staff development for supervisees via ongoing supervision and during annual performance review process.

Use individual and program-level evaluations and data to support Behavioral Health Clinic Director in recommending and implementing program improvements.

Monitor changes in the Medical Assistance, Medicaid & private pay insurance to help establish new growth opportunities for the department.

Serve on relevant local and regional committees as assigned.

Coordinate and supervise specialized substance use disorders services including Intoxicated Driver Program (IDP) and Treatment Court (TAD) programming.

Supervise clinical interns as assigned.

Service as Behavioral Health Clinic Director as needed.

We also require that your values are consistent with the clinical unit: treat others with dignity and respect, maintain professional integrity and foster intellectual creativity. A willingness to learn and grow professionally is also required.

All other duties as assigned by supervisor.

SKILLS AND ABILITIES:

The ability to understand, follow and provide directions; reading, writing (reports) is necessary and skill in the use of office equipment. Must have a valid Wisconsin Driver's License and access to an insured vehicle. Understanding of staff development, change management, and conflict resolution.

QUALIFICATIONS:

Education and Experience

Master's degree in social work or related field, holds a License as a Clinical Social Worker or Licensed Professional Counselor, with 3000 hours post licensure experience in the mental health and/or AODA fields or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities. Dual licensure and experience in both mental health and AODA preferred.

- A minimum of three years direct service experience in the area of clinical services is required.
- Experience in working with reimbursement from Medical Assistance and Medicaid.
- Must be a certified/certifiable medical assistance provider in Wisconsin.
- Knowledge of the needs of individuals with severe and persistent mental illness, the CSP and CCS programs, comprehensive knowledge of the principals and practices of counseling and clinical supervision; ability to relate to and communicate effectively with staff, community professionals, agencies and the general public.
- Knowledge and adherence to state regulations regarding clinic operations.
- Knowledge of team work and systems approach.
- Knowledge and administrative skills to assess programs designed to maintain or improve the conditions of those we serve while maximizing reimbursement rates.
- The ability to collaborate and communicate with a diverse staff within the department, county, regional and State partners.
- The ability to manage community relations and provider agency relations in a manner that reflects positively on the county.
- Knowledge of the principles/theories of mental health, AODA, social work practice, family systems, human development, and crisis intervention.
- The ability, experience, and performance record to demonstrate the ability to function independently with minimal supervision and support.
- Skills in professional and community relations, including the ability to interact with insurance companies and service providers to negotiate or clarify reimbursement rates for programs provided to our clientele.
- The skill and knowledge to interface with State/Federal funding streams such as Medicaid/Medical Assistance to establish or negotiate reimbursement rates.
- Basic computer skills including word processing e-mail and internet functions.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling objects or fingering which includes typing or writing. Walking, sitting, using far and near vision, are used 50% of the time. Approximately 25% of the time is used standing. Activities done 10% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 40 lbs.), carrying and low pushing (10 lb. Objects). In unusual or non-routine situations, crouching, crawling, running, grappling, balancing, bending or twisting, medium carrying (20-40 lbs) and medium pushing (60-80 lbs.) would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished.

Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work is spent inside. Physical attacks from patients only happen in unusual situations. The danger of contracting bloodborne diseases, antigens, and fatal chronic diseases is always present.

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.

Created 5/2021

RECLASSIFICATION OF AN EXISTING POSITION ANALYSIS

A. Department: DHHS
Department head: Nichol Wienkes

Date: 06/23/2021

Proposed Position for Reclassification: Dual Diagnosis Therapist

Current classification Pay Group: 8

Current Pay Group Pay Range: \$28.48 80% \$35.60 100% \$42.72 120%

Proposed new Pay Group: 7

Proposed Pay Group Pay Range: \$30.62 80% \$38.28 100% \$45.93 120%

B. Please provide justification for the position reclassification:

This role and title represents an upgrade to one of DHHS's full-time Dual Diagnosis Therapist position within the Behavioral Health Unit. This position will continue to maintain their role as a Dual Diagnosis therapist by continuing to maintain a caseload, and complete all other current tasks. The Behavioral Health Unit is requesting a lead worker to assist with managerial and supervisory tasks. The Behavioral Health Unit manager currently oversees 10 full time staff (12 if including the proposed CLTS caseworker and the additional dual diagnosis therapist position) and 1 part time staff (shared with Fox River Industries). This position provides clinical supervision to an additional 5 staff that work in other DHHS units but provide clinical services within behavioral health programs. Clinical supervision is an intensive and required process required by the certifications of multiple programs—this supervision consists of individual and group supervision meetings and may also include other methods such as direct observation. The frequency of such meetings required by programs varies across administrative codes but can be up to weekly individual meetings. The manager is also responsible for administrative supervision of nine separate programs (outpatient mental health, outpatient Substance Use Disorders services, CCS, CSP, TCM, CLTS, Treatment Court, and the Intoxicated Driver Program). As these programs continue to grow both in terms of client capacity/ demand and total number of staff providing services to meet that demand, the workload has expanded beyond a full time 40 hour work week of one person. Designating a lead staff person who could maintain a caseload within the clinic but also be trained to provide some assistance with clinical supervision and some program coordination tasks is essential to ensure that all staff have access to an appropriate amount of clinical supervision and training. Additionally, several administrative codes (DHS 75, DHS 35, DHS 63) require the presence of a licensed therapist designated to serve as the supervisor at all hours of operation. DHS 34 (crisis) requires a designated supervisor be available to consult with staff at all times. Currently, this is filled by the Behavioral Health Manager at all times—meaning that even when this person is not working, they are typically required to be available to staff on an on-call basis 24/7. Not only does this contribute so significant concerns about burnout, it is not always realistic due to logistical issues such as cell phone coverage, etc. The proposed lead staff person would share in the supervisory responsibility and be trained to provide additional coverage for on-call and during-hours consultation for staff as a back up or on a rotating basis with the primary supervisor. Finally, due to the nature of behavioral health work, many matters that require the attention of the program manager are time sensitive and any delay has the possibility to interrupt or disrupt quality of care to clients. It is imperative that there be an additional staff person who is trained and able to complete these tasks to keep a manageable workflow with timely responses in the clinic, to provide assistance with overflow work during times of highest demand, and to serve as the backup designee for these tasks in the absence of the manager. Clinical and administrative supervision of clinical programs requires advanced training, development of an additional skillset and certification related to clinical supervision, and willingness to assume additional responsibility and liability. In order to meet the requirements to serve as a lead staff, a therapist will be certified as a clinical supervisor. This certification entails a lengthy continuing education process (up to 1 year to complete), preparing for and successfully taking a national board exam, and complete 3,000 hours of post-education work experience. The additional responsibilities and experience required to take on this role would warrant formal acknowledgement via both designation as a lead therapist in title and a corresponding pay increase.

Suggested Title (if changed): LEAD THERAPIST/PROGRAM MANAGER

County Administrator/HR Coordinator's Recommended Classification:

Pay Group 7

Projected Effective Date: 01/01/2022

C. General Description of the Position:

Under the supervision of the Behavioral Health Unit Manager, the Outpatient Clinic Lead Therapist/Program Manager will be responsible to assist in the daily management and operations of Behavioral Health Programs. The Outpatient Clinic Lead Therapist/Program Manager will provide administrative/clinical supervision to the program staff to ensure all services are delivered according to local, state and federal laws and in compliance with contractual requirements. Participate in development, supervision, and implementation of effective client services for alcohol and other drug abuse, mental health, Intoxicated Driver Program, comprehensive community services program, Drug Court, community support programs and other behavioral health initiatives according to applicable professional work standards, ordinances, laws, rules and regulations for Green Lake County Department of Behavioral Health Services.

D. Typical Examples of Work to be Performed (in detail):

1. Provides alcohol and drug abuse assessments (voluntary, intoxicated drivers program, underage drinking violators, etc.) for individuals referred to the clinic, and provide for appropriate treatment and aftercare services. This includes the development 2. of treatment plans.
- Provides individual and group AODA counseling, aftercare programming, crisis intervention and community education.
3. Functioning as a member of the Crisis Intervention team providing 24 hour coverage on a rotating basis for mental health, alcohol and other drug emergency situations
4. Provide and co-facilitate in conjunction with Behavioral Health Unit Manager individual and group clinical supervision and in-service training opportunities. Provide back-up supervision to crisis intervention program outside of normal business hours
5. Use individual and program-level evaluations and data to support Behavioral Health Unit Manager in recommending and implementing program improvements.
6. Monitor changes in the Medical Assistance, Medicaid & private pay insurance to help establish new growth opportunities for the department.
7. Coordinate and supervise specialized substance use disorders services including Intoxicated Driver Program (IDP) and Treatment Court (TAD) programming.
8. Supervise clinical interns as assigned

E. Minimum Qualifications for position:

Education: Master Degree and License

Experience: 3,000 Hours post-license

F. Funding:

Current annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
8	\$28.48- \$42.72	\$59,237- \$88,855	\$3,998.50- \$5,997.71	\$4,531.63- \$6,797.41	\$25,295	100	

Proposed annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
7	\$30.62- \$45.93	\$63,695- \$95,543	\$4,299.41- \$6,449.15	\$4,872.67- \$7,309.04	\$25,295	100	

1. Where will any increased funding for this position come from? Increased Revenue/Levy
Is this cost in the current department budget? Will be included in the 022

H. Who does this person/position report to? BHU Manager

County Administrator Action:

Reclassification Approval

Date:

Comments:

Committee of Jurisdiction Action:

Reclassification Approval:

Date:

By a vote of

Ayes

Nays

Absent/Abstention

Personnel Committee Action:

Support Reclassification as Proposed:

Date:

By a vote of

Ayes

Nays

Absent/Abstention

Finance Committee Action:

Fiscal Note Approved:

Date:

By a vote of

Ayes

Nays

Absent/Abstention

County Board Action:

Approved:

Date:

By a vote of

Ayes

Nays

Absent/Abstention

RESOLUTION NUMBER 20-2021

RELATED TO CREATING A BHU RECEPTIONIST/DATA ENTRY SPECIALIST POSITION IN THE HEALTH & HUMAN SERVICES ADMINISTRATIVE UNIT.

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:

WHEREAS, as part of the 2022 budget process Health & Human Services conducted an agency wide position analysis study; and **WHEREAS**, this study concluded that as our Behavioral Health Unit contacts and appointments have increased so has the need for administrative support; and

WHEREAS, as the Behavioral Health Unit's administrative needs have increased there is less support staff time available for DHHS's other Unit's needs; and

WHEREAS, the creation of the Behavioral Health Unit support staff position will allow all DHHS staff to increase service time to the public which will help decrease waiting lists and increase face-to-face billable time; and

NOW THEREFORE BE IT RESOLVED that the BHU Receptionist/Data Entry Specialist position in the Health & Human Services Administrative Unit be created and included in the 2022 budget. (See attached job description)

BE IT FURTHER RESOLVED that this position be placed in Pay Group 16 of the Green Lake County wage plan.

FISCAL NOTE:

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
BHU Reception/Data Entry Specialist	\$ 17.96	\$ 37,356.80	\$ 2,521.58	\$ 2,857.80	\$ 25,295.00	\$30,674.38	\$ 68,031.18

Majority vote is needed to pass

☒ Approved by Personnel Committee

☐ Disapproved by Personnel Committee

☒ Approved by Finance Committee

☐ Disapproved by Finance Committee

Health and Human Services Board recommends approval

Passed and enacted this 17th day of August, 2021

Roll Call on Resolution 20-2021

Ayes 1, Nays 0, Absent 3, Abstain 0

Submitted by health and Human Services Board: /s/ Joe Gonyo, Chair; /s/ Harley Reabe, Vice-chair; /s/ Brian Floeter; /s/ Joanne Guden; /s/ nancy Hoffmann; /s/Christine Schapfel; /s/ Richard Trochinski; /s/ Joy Waterbury; /s/ Charlei Wielgosh

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: BHU RECEPTIONIST/DATA ENTRY SPECIALIST
DEPARTMENT: HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT
LOCATION: GOVERNMENT CENTER
SUPERVISOR: DIRECTOR and FINANCIAL/BUSINESS MANAGER

SUMMARY:

- Performs receptionist and data entry duties for the Behavioral Health Unit (BHU) within the Health & Human Services Department.

DUTIES AND RESPONSIBILITIES:

- Answers telephones and responds to public request for information and referral.
- Answers scheduling calls and scheduling emails.
- Greet clients and prospective clients.
- Schedule all BHU, MD and RN follow up appointments and resolve scheduling conflicts as they occur.
- Confirm all appointments and reschedule as needed.
- Call clients for follow up MD appointments.
- Indexing DocuSign intake paperwork and other forms as needed.
- Enter progress notes regarding cancellations and rescheduling.

- Mail intake and annual paperwork.
- Prepare and mail missed intake appointment letters.
- Completes other clerical duties as needed. This includes but is not limited to: opening and distributing mail daily, scanning, typing as requested, data entry, copying and providing general information to the public. This time also includes attending in-services and training in areas of expertise.
- Other duties as assigned.

SKILLS AND ABILITIES:

- Skill in the use of general office equipment, including but not limited to, Computer terminal, calculator, copy machine, and fax machine
- Ability to follow directions and stay positive in stressful situations
- 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: A high school diploma is required for this position.

EXPERIENCE / JOB KNOWLEDGE: One to two years' experience as a receptionist. Ability to input data at 50 wpm. It is important to present a professional demeanor and have excellent telephone/customer relations' skills. Knowledge of human service programs and office procedures preferred. Must have basic everyday living skills, basic computer skills and knowledge of Microsoft Office Suite 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 talking, hearing (listening), using near vision, and keyboarding. About 10% of the time is spent standing, walking, sitting, stooping, kneeling, bending/twisting, reaching, and the use of far vision. In unusual situations there may be low lifting (up to 10 pounds), low to medium carrying (up to 40 pounds), low handling and low pushing and pulling.

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 is done inside the Human Services Center building. In unusual situations there may be a threat of physical attack or injury from clients.

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.

NEW POSITION ANALYSIS

- ☒ New position
☐ Increased part-time
☐ Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: DHHS Admin
 Department Head: Kayla Yonke

Date: 06/18/2021

B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks)

The administrative support needs of the Behavioral Health Unit continue to increase. As more admin time is taken up by BHU, there is less staff time available to support DHHS's other five units. The Behavioral staff has also taken on more admin/support duties themselves. The creation of the BHU admin support staff person will allow BHU staff, and staff from other DHHS unit's to increase service time to the public. This will help eliminate wait lists, and will increase face-to-face and billable time.

Suggested Title: BHU RECEPTIONIST/DATA ENTRY SPECIALIST

☒ Full Time ☐ Part Time Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group: 16

C. General Description of the Position:

Performs receptionist and data entry duties for the Behavioral Health Unit (BHU) within the Health & Human Services Department.

D. Typical Examples of Work to be Performed (in detail):

1. Answers telephones and responds to public request for information and referral.
2. Answers scheduling calls and scheduling emails.
3. Greet clients and prospective clients
4. Schedule all BHU, MD and RN follow up appointments and resolve scheduling conflicts as they occur.
5. Confirm all appointments and reschedule as needed. Call client's for follow-up MD appointments

6. Indexing DocuSign intake paperwork and other forms as needed
7. Enter progress notes regarding cancellations and rescheduling
8. Mail Intake paperwork.
- E. Minimum Qualification of a Candidate:
 Education: High School Diploma
 Experience: 1-2 years preferred
- F: Funding

Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp
16	\$17.93	\$37,294	\$2,518	\$2,854	\$25,295	\$21	---

1. Where will the funding for this position come from: WIMCR, BCA, & Levy
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?
 PC with Dual Screens
 Is office space presently available: Yes Where: DHHS
 Estimated Equipment Cost:
 Is the cost in the Department Budget:
3. Grand total cost, all items, current fiscal year:
4. Therefore, annual cost of salary and fringe: \$67,982.00
- G. Supervisory Responsibility (if applicable):
 1. In brief detail, explain the supervisory authority this position will have (if any): N/A
 2. Number of Employees directly supervised: Indirectly:
- H. Who will this person report to: Kayla Yonke
- County Administrator Action:
 Position Approved: Date:
 Comments:
- Personnel Committee Action:
 Position Approved: Date:
 By a vote of Ayes Nays Absent/Abstention
- Finance Committee Action:
 Position Approved: Date:
 By a vote of Ayes Nays Absent/Abstention
- County Board Action:
 Approved: Date:
 By a vote of Ayes Nays Absent/Abstention

RESOLUTION NUMBER 21 -2021

RESOLUTION UPGRADING AND RECLASSIFYING ONE CHILD & FAMILY SERVICES CASE MANAGER POSITION IN THE HEALTH & HUMAN SERVICES CHILDREN & FAMILIES UNIT TO A CHILDREN & FAMILIES UNIT LEAD WORKER POSITION.

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:

WHEREAS, as part of the 2022 budget process Health & Humans Services conducted an agency wide position analysis study; and
WHEREAS, this analysis lead us to determine that the creation of lead positions in several departments would lead to better service, create efficiencies and assist with staff recruitment and retention; and

WHEREAS, this role and title represents an upgrade to one the Children & Family Units Case Manager positions who will continue their primary role; and

WHEREAS, the Wisconsin Child Protective Service ACCESS & Initial Assessment Standards from the Wisconsin Department of Children and Families mandate as well as Chapter 48 of the Wisconsin State Statutes require that any report of child abuse or neglect be screened, and response time decisions completed on any case within 24 hours of receipt; and

WHEREAS, this mandate, requires that either a supervisor (Unit Manager) or designee (Lead Worker) be available at all times whether it is during working hours, after-hours or weekends or holidays; and

WHEREAS, as a result, the Unit Manager has had to be available for these screening decisions at all times including times, including while on paid time off; and

WHEREAS, Green Lake County participated in the pilot for Lead Worker training in early 2021 through the Wisconsin Child Welfare Professional Development system. One staff and the Unit Manager completed the pilot. This was found to be very successful.

Through this process, the duties and role of a Lead Worker were identified; and

WHEREAS, as an agency we have talked about the benefits of creating leaders and allowing for professional growth and advancement; and

WHEREAS, creating a lead worker position allows staff to learn and grow more comfortable in a management type role.

NOW THEREFORE BE IT RESOLVED that one Child and Family Services Case Manager Position in the Health & Human Services Children & Families Services Unit be upgraded and reclassified to a Lead Worker position and be included in the 2022 budget. (See attached job description)

BE IT FURTHER RESOLVED that this position be placed in Pay Group 10 of the Green Lake County wage plan.

FISCAL NOTE:

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Max Total Cost
Current: Social Worker	\$22,91-\$34.36	\$47,647-\$71,471	\$3,216-\$4,824	\$3,645-\$5,468	\$ 25,295.00	\$35,587.00	\$ 107,058.00
Proposed: Children and Families Lead Worker	\$24.63-\$36.95	\$51,234-\$76,851	\$3,458-\$5,187	\$3,919-\$5,879	\$ 25,295.00	\$36,361.00	\$ 113,212.00

Majority vote is needed to pass.

☒ Approved by Personnel Committee ☐ Disapproved by Personnel Committee

☒ Approved by Finance Committee ☐ Disapproved by Finance Committee

Health and Human Services Board recommends approval

Passed and Enacted this 17th days of August 2021

Roll Call on Resolution 21-2021

Ayes 16, Nays 0 Absent 3, Abstain 0

Submitted by Health and Human Services Board: /s/ Joe Gonyo, Chair; /s/ Harley Reabe, Vice-chair; /s/ Brian Floeter; /s/ Joanne Gudern; /s/ Joanne Gudern; /s/ Nancy Hoffmann; /s/ Christine Schapfel; /s/ Richard Trochinski; /s/ Joy Waterbury; /s/ Charlie Wielgosh

RECLASSIFICATION OF AN EXISTING POSITION
ANALYSIS

A. Department: DHHS – C&F Unit

Date: 6/23/2021

Department Head: Sue Sleezer

Proposed Position for Reclassification: C&F Services Case Manager

Current classification Pay Group: 11

Current Pay Group Pay Range: \$22.9180% \$28.63100% \$34.36120%

Proposed new Pay Group: 10

Proposed Pay Group Pay Range: \$24.6380% \$30.79100% \$36.95120%

B. Please provide justification for the position reclassification:

This role and title represents an upgrade to one of DHHS's full-time C&F Services Case Manager positions within the Children & Family Unit. This position will continue to maintain their role as a Case Manager by maintaining a caseload, and complete all other current tasks. The Children and Families Unit is requesting a Lead Worker position for one primary reason: The Wisconsin Child Protective Service ACCESS & Initial Assessment Standards from the Wisconsin Department of Children and Families mandate as well as Chapter 48 of the Wisconsin State Statutes that be screened and response time decisions completed on any case within 24 hours of receipt of any report of Child Abuse & Neglect. Supervisory approval (or that of his or her designee) is required for all screening decisions. This mandate, requires that either a supervisor (Unit Manager) or designee (Lead Worker) be available at all times whether it is during working hours, after-hours or weekends or holidays. This mandate has been in place for many years but was codified into the Standards when they were initially developed in the early 2000's. As a result, the Unit Manager has had to be available for these screening decisions at all times including times while on paid time off. Green Lake County participated in the pilot for Lead Worker training in early 2021 through the Wisconsin Child Welfare Professional Development system. This was found to be very successful. One staff and the Unit Manager completed the pilot. Through this process, the duties and role of a Lead Worker were identified. As an agency we have talked about the benefits of fostering "leaders". We feel creating lead worker positions will allow working staff to learn and grow more comfortable in a management type role

Suggested Title (if changed): Children and Families Unit – Lead Worker

County Administrator / HR Coordinators Recommended Classification:

Pay Group: 10

Projected Effective Date: 1/1/2022

C. General Description of the Position:

The Lead Worker is responsible for assisting the Unit Manager. In addition to their primary caseload responsibilities, he/she will be responsible to perform other lead/consultative worker responsibilities. This will include but is not limited to assessing & screening incoming child abuse/neglect ACCESS reports and incoming child welfare reports using the Wisconsin Child Protective Services Access & Initial Assessment Standards and the Wisconsin Child Protective Services Safety Intervention Standards.

D. Typical Examples of Work to be Performed (in detail):

1. Provide "mentoring" of new social workers in the unit under the guidance of the unit manager
2. Under the guidance of the Children and Families Unit Manager, this staff would have the authority to make screening decisions to accept or not accept a report of child maltreatment or other report for further assessment.
3. Reviewing department and community resources including making on-site visits to agencies, reviewing applicable policy and procedures, paperwork, etc. Be the "go to" person when the Unit Manager is not available.
4. Pursuant to DCF 56.22 shall be trained and certified in the use of the State of Wisconsin's Departments standardized assessment tool for children placed into foster care.
5. Under the guidance of the Children & Families Unit Manager act as a designee regarding Child Protective Services Protective Plans. Safety Assessments, Analysis & Plans and Emergency removals for Youth Justice and sign approvals in the Manager's absence.
6. Stand in for the Unit Manager at various committee meetings/workgroups as requested.

Minimum Qualification of a Candidate:

Education:

Experience:
F: Funding

Current annual costs:

Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
11	\$22.91- \$34.36	\$47,647- \$71,471	\$3,216-\$4,824.29	\$3,645- \$5,467/53	\$25,295	\$60	

Proposed Annual costs:

Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
10	\$24.63- \$36.95	\$51,234- \$76,851	\$3,458.30- \$5,187.44	\$3,919.40- \$5,879.10	\$25,295	\$60	

1. Where will any increased funding for this position come from? Increased Revenues/levy

Is this cost in the current department budget? Will be part of the 2022 budget

I. Who does this person report to: C&F Services Unit Manager

.....
County Administrator Action:

Reclassification Approved:

Date:

Comments:

.....
Committee of Jurisdiction Action:

Reclassification Approved:

Date:

By a vote of Ayes Nays, Absent/Abstention

.....
Personnel Committee Action:

Support Reclassification as Proposed:

Date:

By a vote of Ayes Nays Absent/Abstention

.....
Finance Committee Action:

Fiscal Note Approved

Date:

By a vote of Ayes Nays Absent/Abstention

.....
County Board Action:

Approved:

Date:

By a vote of Ayes Nays Absent/Abstention

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHILDREN & FAMILIES UNIT - LEAD WORKER

DEPARTMENT: HEALTH & HUMAN SERVICES/CHILDREN & FAMILY SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHILDREN & FAMILY SERVICES UNIT MANAGER

SUMMARY:

The Lead Worker is responsible for assisting the Unit Manager. In addition to their primary caseload responsibilities, he/she will be responsible to perform the lead/consultative worker responsibilities listed below. This will include but is not limited to assessing & screening incoming child abuse/neglect ACCESS reports and incoming child welfare reports using the Wisconsin Child Protective Services Access & Initial Assessment Standards and the Wisconsin Child Protective Services Safety Intervention Standards.

DUTIES AND RESPONSIBILITIES:

Under the guidance of the Children & Families Unit Manager has the authority to make screening decisions to accept or not accept a report of child maltreatment or other report for further assessment. These decisions must be completed within a timeframe which assures that the immediate threats to child safety are addressed. In all cases, this must be made within 24 hours of receipt of the report. This includes making case assignments to other unit staff.

- Provide "mentoring" of new social workers in the Unit under the guidance of the Unit manager. This will include but not be limited to providing 1-1 mentoring, training, reviewing Department & community resources including making on-site visits to agencies, reviewing applicable policy and procedures, paperwork, etc. Be the "go to" person when the Unit Manager is not available.
- Pursuant to DCF 56.22 shall be trained and certified in the use of the State of Wisconsin's Departments standardized assessment tool for children placed into foster care. Provide first review and approval of the tool prior to forwarding to the Unit Manager and/or rate setter. This includes review of the child's case record, interview and review information from other staff who have interviewed the child, child's family, foster parent or other out-of-home care provider, the child's team and the licensing agency.

- Under the guidance of the Children & Families Unit Manager act as a designee regarding Child Protective Services Protective Plans, Safety Assessments, Analysis & Plans and Emergency removals for Youth Justice and sign approvals in the Manager's absence.
- Stand in for the Unit manager at various committee meetings/workgroups as requested.
- Other time is spent in unit staff meetings, supervision meetings for case monitoring, information sharing and special projects.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand and follow directions; reading and writing (reports) is necessary. Interviewing, counseling and communication skills are needed. It is also important to have knowledge of juvenile and criminal law, social work practice, and federal and state policy and procedures especially as it relates to child abuse/neglect and child welfare. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer, camera, measuring devices, fax machine and automobile. A video camera may be used to tape interviews in some cases.

QUALIFICATIONS: EDUCATION: Bachelor's degree in Social Work or closely related field that allows for certification.

EXPERIENCE / JOB KNOWLEDGE: Must be certified or certifiable as a Social Worker in Wisconsin. Through training and experience have the knowledge and ability to perform complex and specialized casework services with considerable independence. Must have the ability to deal with crisis situations.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of time is spent talking, hearing, visually observing and sitting. 50% of time is spent using low fingering (writing) and reaching. About 10% of time is spent standing, walking, stooping, kneeling, crouching and low lifting. In unusual situations, it is necessary to grapple, crawl, and run.

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: Over 75% of work is done inside. Work is done outside about 10% of time. In unusual situations there is a threat of physical attack or injury from clients.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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 2004; 9/16

Approved County Personnel 10/20/2016

RESOLUTION NUMBER 22-2021

RESOLUTION TO RECLASSIFY ONE PUBLIC HEALTH NURSE/HEALTH EDUCATOR POSITION IN THE HEALTH & HUMAN SERVICES PUBLIC HEALTH UNIT TO A DEPUTY PUBLIC HEALTH OFFICER POSITION.

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:

WHEREAS, as part of the 2022 budget process Health & Human Services conducted an agency wide position analysis study; and **WHEREAS**, this analysis lead us to determine that the creation of lead positions in several departments would lead to better service, create efficiencies and assist with staff recruitment and retention; and

WHEREAS, this role and title represents an upgrade to one of the Public Health Unit's Public Health Nurse/Health Educator positions who will continue their primary role; and

WHEREAS, this position will work in concert with the Public Health officer in the planning, organizing and directing of Health Department programs; and

WHEREAS, the responsibilities of the Health Officer have increased significantly over the past several years and a deputy position can provide health policy consultation and assist with numerous other duties. These include training of department staff, grant oversight, and a liaison to citizens, public officials, and community organizations during disasters and pandemics; and

WHEREAS, in the absence of the Health Officer, a Deputy Health Officer can also serve as the designated County Health Officer and perform other related work as required; and

WHEREAS, as an agency we have talked about the benefits of creating leaders and allowing for professional growth and advancement; and

WHEREAS, creating positions that provide for supervisory experience allows staff to learn and grow more comfortable in a management type role; and

NOW THEREFORE BE IT RESOLVED that one Public Health Nurse/Health Educator Position in the Health & Human Services Public Health Unit be reclassified to a Deputy position and included in the 2022 budget. (See attached job description)

BE IT FURTHER RESOLVED that this position be placed in Pay Group 8 of the Green Lake County wage plan.

FISCAL NOTE:

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Max Total Cost
Current: Public Health Nurse/Educator	\$26.49-\$39.73	\$55,090-\$82,635	\$3,719-\$5,578	\$4,215-\$6,322	\$ 25,295.00	\$37,194.86	\$ 119,829.86
Proposed: Deputy Public Health Officer	\$28.48-\$42.72	\$59,237-\$88,855	\$3,999-\$5,998	\$4,532-\$6,798	\$ 25,295.00	\$38,091.00	\$ 126,946.00

Majority vote is needed to pass.

☒ Approved by Personnel Committee

☐ Disapproved by Personnel Committee

☒ Approved by Finance Committee

☐ Disapproved by Finance Committee

Submitted by Health and Human Services Board

Passed and enacted this 17th day of August, 2021

Roll Call on Resolution 22-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by health and Human Services Board: /s/ Joe Gonyo, Chair; /s/ Harley Reabe, Vice-chair; /s/ Brian Floeter; /s/ Joanne Guden; /s/ Nancy Hoffmann; /s/ Christine Schapfel; /s/ Richard Trochinski; /s/ Joy Waterbury; /s/ Charlie Wielgosh

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

TITLE: DEPUTY PUBLIC HEALTH OFFICER
DEPARTMENT/UNIT: HEALTH AND HUMAN SERVICES/HEALTH UNIT
LOCATION: GOVERNMENT CENTER
SUPERVISOR: HEALTH UNIT MANAGER

SUMMARY:

This position will work in concert with the Public Health officer in the planning, organizing and directing of Health Department programs. This position will also serve as the health Officer in his or her absence. the Health Officer in his or her absence. Participates in activities to protect and promote the health of the public through population-based services by implementing core functions of public health (assessment, policy development and assurance). Must be available to work extra hours, be available 24/7 on call for emergencies and have flexible scheduling. This position requires certification in the National Incident Management System (NIMS) up to and including ICS 400 training in order to act as the Incident Commander and/or Public Information Officer for Public Health Emergencies in the absence of the Health Officer. This position is responsible for assisting in the development and implementation of the activities and programs of the Health Unit in accordance with Chapters 251 and 252 of the Wisconsin Statutes, Administrative Code 139 & 140 along with Green Lake County Human Health Hazard Ordinance and codes adopted by the County Board. Assists in developing key documents (Strategic Plan, Community Health Assessment, Community Health Improvement Plan, Performance Management/Quality Improvement Plan and Policy and Procedure manual) to drive daily activities within the framework of the Health Unit's provision of core functions and essential services of public health

DUTIES AND RESPONSIBILITIES:

• **ESSENTIAL FUNCTIONS:**

Acts as County Health Officer with statutory authority per HSS 251.06 in the absence of the County Health Officer.
Conducts epidemiological investigations and follow-up for communicable disease cases and outbreaks to determine source and prevent spread of infection. This may include executing orders for quarantine or other restrictions based on the disease type.
Prepares reports and makes recommendations regarding control within Green Lake County in accordance with SS Chapter 252.03-252.06. Provides support services in animal bite prevention.
Develops and implements culturally-sensitive internal and external health programs/services as determined by population-based health priorities followed by evaluation of the quality, effectiveness and accessibility of these programs/services.
Plans and implements systematic assessment of community health needs every 5 years, in accordance with State Statutes, including collection, assembly and analysis of information on the health of the community containing statistics on health status, health indicators, and epidemiologic studies of health problems.
Participates in Community Health Improvement process which is re-evaluated at least every 5 years based on the Community Health Assessment.
Presents public health educational information to the media, general public and other groups, including information on wellness and safety, communicable disease, immunizations, nutrition, preparedness and other emerging health topics.
Plans, coordinates and cooperates with local, state and federal services to assure emergency public health service preparedness in the event of natural, chemical or biological events. Trains other Health and Human Services staff on emergency preparedness roles such as opening a shelter and mass fatality incident response.
Acts as the Incident Commander and/or Public Information Officer in the absence of the Health Officer.
Advocates for public health essential services at the county, state and federal level through participation in legislative and policy-making activities. Serves on various agency, community, regional and/or state committees.
Acts as a liaison with other professional organizations that interface with the department.
Maintains professional knowledge and skills of current public health issues, best practices and accreditation standards through active participation at seminars, public meetings, conferences, and workshops. Reviews professional and other publications and incorporates evidence based practice and scientific research.
Participates in agency strategic plan and implements program evaluation procedures and Quality Improvement Plan.
Provides orientation for and acts as a resource person for student nurses from accredited nursing program while in the agency.

SKILLS AND ABILITIES:

• **EDUCATION:** Bachelor of Science Degree in Nursing, licensed as a Nurse in the State of Wisconsin or a bachelor's degree in public health, environmental health, the physical or biological sciences or a similar field.

EXPERIENCE AND KNOWLEDGE: Must have at least 3 years of full-time employment with a public health agency and CPR certified. Requires qualification as a Health Officer according to Chapter 251.06. Basic everyday living skills are needed, as is the ability to understand and follow directions. Ability to communicate effectively with clients, families, school staff, Division of Public Health and other community resource personnel, medical personnel and the general public, verbally and in writing. Ability to keep accurate records and prepare detailed reports of patient care, general public health and communicable disease control. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) Ability to deal with a variety of abstract and concrete variables. Ability to operate audiometer, glucose meter, immunization, and other medical equipment. Ability to use advanced hardware/software/applications. Ability to utilize critical thinking skills and prioritization. Must have a valid Wisconsin Driver's License and access to an insured vehicle.

WORKING CONDITIONS:

•**PHYSICAL DEMANDS:** Up to 75% of the time is spent talking, hearing, handling objects or fingering which includes typing or writing. Walking, sitting, using far and near vision, is used 50% of time. Approximately 25% of the time is used standing. Activities done 10% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 40 lbs.), carrying and low pushing (10 lb. objects). In unusual or non-routine situations, crouching, running, bending or twisting, medium carrying (20-40 lbs.) and medium pushing (60-80 lbs.) would be required.

•**ENVIRONMENTAL DEMANDS:** Over 75% of the time is spent inside. Always present is the danger of exposure to certain fatal or chronic blood borne pathogens and communicable infections.

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.

Reviewed 05/21

RECLASSIFICATION OF AN EXISTING POSITION ANALYSIS

A. Department: DHHS – Health Dept. Date: 6/23/2021

Department Head: Rachel Prellwitz

Proposed Position for Reclassification: Public Health Nurse/Health Educator

Current classification Pay Group: 9

Current Pay Group Pay Range: \$24.49 80% \$33.11 100% \$30.73 120%

Proposed new Pay Group: 8

Proposed Pay Group Pay Range: \$28.49 80% \$35.60 100% \$42.72 120%

B. Please provide justification for the position reclassification:

This role and title represents an upgrade to one of DHHS's full-time Public Health Nurse positions within the Public Health Dept. This position will continue to maintain their role as a Public Health Nurse. This position will work in concert with the Public Health officer in the planning, organizing and directing of Health Department programs. This position will also serve as the Health Officer in his or her absence. The responsibilities of the Health Officer have increased significantly over the past several years and a deputy position can provide health policy consultation and assist with numerous other duties. These include training of department staff, grant oversight, and a liaison to citizens, public officials, and community organizations during disasters. In the absence of the Health Officer, a Deputy Health Officer can also serve as the designated County Health Officer and performs other related work as required. As an agency we have talked about the benefits of fostering "leaders". We feel creating lead worker positions will allow working staff to learn and grow more comfortable in a management type role.

Suggested Title (if changed): Deputy Public Health Officer

County Administrator / HR Coordinators Recommended Classification:

Pay Group: 8 Projected Effective Date: 1/1/2022

C. General Description of the Position:

This position will work in concert with the Public Health officer in the planning, organizing and directing of Health Department programs. This position will also serve as the Health Officer in his or her absence. Participates in activities to protect and promote the health of the public through population-based services by implementing core functions of public health (assessment, policy development and assurance). Must be available to work extra hours, be available 24/7 on call for emergencies and have flexible scheduling. This position requires certification in the National Incident Management System (NIMS) up to and including ICS 400 training in order to act as the Incident Commander and/or Public Information Officer for Public Health Emergencies in the absence of the Health Officer. This position is responsible for assisting in the development and implementation of the activities and programs of the Health Unit in accordance with Chapters 251 and 252 of the Wisconsin Statutes, Administrative Code 139 & 140 along with Green Lake County Human Health Hazard Ordinance and codes adopted by the County Board.

D. Typical Examples of Work to be Performed (in detail):

1. Acts as County Health Officer with statutory authority per HSS251.06 in the absence of the County Health Officer.
2. Conducts epidemiological investigations and follow-up for communicable disease cases and outbreaks to determine source and prevent spread of infection. This may include executing orders for quarantine or other restrictions based on the disease type.
3. Prepares reports and makes recommendations regarding control within Green Lake County in accordance with SS Chapter 252.03-252.06. Provides support services in animal bite prevention.
4. Plans and implements systematic assessment of community health needs every 5 years, in accordance with State Statutes.
5. presents public health educational information to the media, general public and other groups, including information on wellness and safety, communicable disease, immunizations, nutrition, preparedness and other emerging health topics.
6. Acts as the incident Commander and/or Public Information Officer in the absence of the Health Officer.
7. Advocates for public health essentials services at the county, state and federal level through participation in legislative and policy-making activities.
8. Provides orientation for and acts as a resource person for student nurses from accredited nursing program while in the agency.

E. Minimum Qualification of a Candidate:

Education: Bachelors degree in Nursing

Experience: Licensed Nurse, 3 years of PH experience

F: Funding

Current annual costs:

Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp

9	\$26.49- \$39.73	\$55,090- \$82,635	\$3,718-\$5,577.86	\$4,214.39- \$6,321.58	\$25,295	\$100	
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Proposed Annual costs:

Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
8	\$28.48- \$42.72	\$59,237- \$88,855	\$3,998.50- \$5,997.71	\$4,531.63- \$6,797.41	\$25,295	\$100	

1. Where will any increased funding for this position come from? COVIS, Immunization & Levy
Is this cost in the current department budget? Will be included in 2022 budget

G. Who does this person report to: Public Health Officer

County Administrator Action:

Reclassification Approved:

Date:

Comments:

Committee of Jurisdiction Action:

Reclassification Approved:

Date:

By a vote of Ayes Nays,

Absent/Abstention

Personnel Committee Action:

Support Reclassification as Proposed::

Date:

By a vote of Ayes

Nays

Absent/Abstention

Finance Committee Action:

Fiscal Note Approved

Date:

By a vote of Ayes

Nays

Absent/Abstention

County Board Action:

Approved:

Date:

By a vote of Ayes

Nays

Absent/Abstention

RESOLUTION NUMBER 23-2021

RESOLUTION TO RECLASSIFY ONE ECONOMIC SUPPORT WORKER POSITION IN THE HEALTH & HUMAN SERVICES ECONOMIC SUPPORT UNIT TO AN ECONOMIC SUPPORT LEAD WORKER POSITION.

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:

WHEREAS, as part of the 2022 budget process Health & Humans Services conducted an agency wide position analysis study; and
WHEREAS, this analysis lead us to determine that the creation of lead positions in several departments would lead to better service, create efficiencies and assist with staff recruitment and retention; and

WHEREAS, this role and title represents an upgrade to one the Economic Support Units Economic Support worker positions who will continue their primary role; and

WHEREAS, this position will continue to maintain their role as an Economic Support worker while also providing back-up to the Economic Support/Child Support Unit Manager; and

WHEREAS, over the last 5 years we have evaluated the workloads of workers and managers and are requesting a Lead Worker for the Economic Support Unit to allow the Child Support/Economic Support Unit Manager to better share their time and presence between both Units; and

WHEREAS, we have seen a high turnover rate statewide because the work of an Economic Support Worker is intensive and difficult; and

WHEREAS, as an agency we have talked about the benefits of creating leaders and allowing for professional growth and advancement; and

WHEREAS, creating a lead worker position allows staff to learn and grow more comfortable in a management type role.

NOW THEREFORE BE IT RESOLVED that one Economic Support Worker Position in the Health & Human Services Economic Support/Child Support Unit be reclassified to an Economic Support Lead Worker position and be included in the 2022 budget. (See attached job description)

BE IT FURTHER RESOLVED that this position be placed in Pay Group 13 of the Green Lake County wage plan.

FISCAL NOTE:

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Max Total Cost
Current: Economic Support Worker	\$18.43-\$27.64	\$38,325-\$57,488	\$2,587-\$3,880	\$2,932-\$4,398	\$ 25,295.00	\$33,573.00	\$ 91,061.00
Proposed: Economic Support Lead Worker	\$19.81-\$29.72	\$41,210-\$61,815	2782-\$4,173	\$3,153-\$4,729	\$ 25,295.00	\$34,197.00	\$ 96,012.00

Majority vote is needed to pass.

☒ Approved by Personnel Committee

☐ Disapproved by Personnel Committee

☒ Approved by Finance Committee

☐ Disapproved by Finance Committee

Health and Human Services Board recommends approval

Passed and Enacted this 17th day of August 2021

Roll Call on Resolution 23-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Health and Human Services Board: /s/ Joe Gonyo, Chair; /s/ Harley Reabe, Vice-chair; /s/ Brian Floeter; /s/ Joanne Guden; /s/ Nancy Hoffmann; /s/ Christine Schapfel; /s/ Richard Trochinski; /s/ Joy Waterbury; /s/ Charlie Wielgosh

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ECONOMIC SUPPORT LEAD WORKER (ES)
DEPARTMENT: HEALTH & HUMAN SERVICES/ECONOMIC SUPPORT UNIT
LOCATION: GOVERNMENT CENTER
SUPERVISOR: ECONOMIC / CHILD SUPPORT UNIT MANAGER

SUMMARY:

This position functions as an advanced level Economic Support Worker. This position demonstrates superior competence in all areas of job performance such as eligibility determination for Economic Support programs and WHEAP, CARES and other relevant State systems, working in the Call Center, and all other support services provided by Economic Support.

DUTIES AND RESPONSIBILITIES:

- Assists in managing caseload by conducting interactive interviews, processing applications, renewals, documents and system alerts, determining accurate benefit amounts, requesting necessary verifications, processing system cross matches, and navigating numerous systems and databases.
- Work with consortium of 9 counties in a Call / Change Center to provide participants quality customer service, the correct amount of benefits and the coordination of services.
- Provides technical assistance and training in Economic Support program eligibility, the CARES/CWW system, and other computer systems used for public assistance. Acts as liaison to the DCF/DHS Call Centers, the DCF/DHS Policy Analysts, and DHS CARES Coordinator.
- Provides assistance and guidance to Economic Support Workers such as implementing program changes, training on various new requirements, providing representation at fair hearings and legal proceedings, and completing targeted case reviews.
- Completes monthly calendar for Economic Support staff.
- Provides assistance with problem resolution by responding to questions, inquiries, and complaints from the general public, customers, agencies, attorneys, guardians, legislators, and the State.
- Develops processes, procedures, and forms to help streamline workload and meet program requirements.
- Coordinates WHEAP program for the department, including attendance at meetings, staff training and assistance, maintenance of computer systems.
- Collaborates with other teams within Green Lake County Department of Health and Human Services, other county departments, community organizations, and the Income Maintenance Consortium. Attends other agency meetings and provides training and updates as needed.
- Provides back-up to the Economic/Child Support Unit Manager.
- Maintains regular and predictable attendance while completing all assignments and meeting all required timelines.
- Promotes and works in a harmonious relationship with others including but not limited to outside agencies and County departments.
- Performs job duties and follows policies and procedures independent of direct supervision.
- Other duties may be assigned by Economic/Child Support Unit Manager

SKILLS AND ABILITIES:

- Knowledge of program requirements, community conditions, local/state/federal regulations and workload management required.
- Ability to be self-motivated.
- Ability to accept change.
- Ability to work with deadlines and other stressors.
- Ability to manage paperwork.
- Ability to solve basic math problems.
- Ability to organize personal work environment.
- Ability to maintain customer and program confidentiality.
- Ability to reach, interpret and absorb complex manual material.
- Ability to make decisions in accordance with laws, regulations and established policies.
- Ability to establish and maintain effective working relationship with co-workers, customers, other agencies and the general public.
- Ability to communicate effectively orally and in writing.
- Valid Wisconsin Driver's License.
- Access to an insured vehicle.
- Material and equipment used:
 - o -General office equipment
 - o -Computer

QUALIFICATIONS:

EDUCATION: High School diploma or equivalent is required.

EXPERIENCE / JOB KNOWLEDGE: Minimum of 5 years work experience in Economic Support. Call Center experience is required.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is sitting, hearing (listening), using near vision activities and medium handling. 15% of the time is sent feeling, low level lifting (10 pounds or less) and keyboarding. 10% of the time is spent walking, sitting, low carrying, low pushing/pulling activities and low handling. In unusual or non-routine situations, this position may be required to stoop, reach,

low to medium lifting (20-40 pounds), and high pushing/pulling. 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: Over 75% of the time is spent inside. In some instances, this position may be at risk of physical attack or injury from clients. In unusual situations, situations of temperature changes, noxious odors and poor ventilation may exist. This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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.

4/2021

RECLASSIFICATION OF AN EXISTING POSITION **ANALYSIS**

A. Department: Economic Support Date: 06/23/2021
Department Head: Shelby Jensen
Proposed Position for Reclassification: Economic Support Worker
Current classification Pay Group: 14
Current Pay Group Pay Range: 18.43 80% 22.03 100% 27.64 120%
Proposed new Pay Group: 13
Proposed Pay Group Pay Range: 19.81 80% 24.77 100% 29.72 120%

B. Please provide justification for the position reclassification:

This role and title represents an upgrade to one of DHHS's full-time Economic Support Worker positions within the Economic Support Unit. This position will continue to maintain their role as a Economic Support worker while also providing back up to the Economic Support/Child Support Unit Manager. On June 22nd, 2016 the Green Lake County Board voted and passed the resolution to emerge the Child Support agency with the Department of Health and Human Services under the Economic Support Unit. Over the last 5 years we have evaluated the workload. We are requesting a Lead Worker for the Economic Support Unit to allow the Child Support/Economic Support Unit Manager to better share their time and presence between both Units. These duties would include representation for Green Lake County at Consortia and State meetings, representation at Fair Hearing requests, responses to Quality Assurance reviews, training of current and new staff, problem resolution, and other daily, weekly and monthly tasks the Unit Manager sees fit. The work of the Economic Support Worker is intensive and quite difficult and this is why we have seen a high turnover rate statewide in this area. Creating this position would allow a "stepping stone" to foster new leaders and allow staff to learn and grow more comfortable in a management type role.

Suggested Title (if changed): Economic Support Lead Worker
County Administrator / HR Coordinators Recommended Classification:
Pay Group: 13 Projected Effective Date: 1/1/2022

C. General Description of the Position:

This position functions as an advanced level Economic Support Worker. This position demonstrates superior competence in all areas of job performance such as eligibility determination for Economic Support programs and WHEAP, CARES and other relevant State systems, working in the Call Center, and all other support services provided by Economic Support. This position will also coordinate the WHEP program for the department.

D. Typical Examples of Work to be Performed (in detail):

1. Assists in managing caseload by conducting interactive interviews, processing applications, renewals, documents and system alerts, determining accurate benefit amounts, requesting necessary verifications, processing system cross matches, and navigating numerous systems and databases.
2. Work with consortium of 9 counties in a Call / Change Center to provide participants quality customer service, the correct amount of benefits and the coordination of services.
3. Provides technical assistance and training in Economic Support program eligibility, the CARES/CWW system, and other computer systems used for public assistance. Acts as liaison to the DCF/DHS Call Centers, the DCF/DHS Policy Analysts, and DHS CARES Coordinator
4. Provides assistance and guidance to Economic Support Workers such as implementing program changes, training on various new requirements, providing representation at fair hearings and legal proceedings, and completing targeted case reviews.
5. Provides assistance with problem resolution by responding to questions, inquiries, and complaints from the general public, customers, agencies, attorneys, guardians, legislators, and the State.

6. Coordinates WHEAP program for the department, including attendance at meetings, staff training and assistance, maintenance of computer systems.

7. Provides back-up to the Economic/Child Support Unit Manager.

8. Collaborates with other teams within Green Lake County Department of Health and Human Services, other county departments, community organizations, and the Income Maintenance Consortium. Attends other agency meetings and provides training and updates as needed.

E. Minimum Qualification of a Candidate:

Education: High School Diploma

Experience: % years working in Economic Support

F: Funding

Current annual costs:

Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
14	\$18.43- \$27.64	\$38,325- \$57,488	\$2,586.94- \$3,880.44	\$2,931.86- \$4,397.83	\$25,295	50	

Proposed Annual costs:

Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
13	\$19.81- \$29.72	\$41,210- \$61,815	\$2,781.68- \$4,172.51	\$3,152.57- \$4,728.85	\$25,295	50	

1. Where will any increased funding for this position come from? WHEAP?IM Revenues

Is this cost in the current department budget? Will be in 2022 budget

H. Who does this person report to: Economic Support/Child Support Manager

County Administrator Action:

Reclassification Approved:

Date:

Comments:

Committee of Jurisdiction Action:

Reclassification Approved:

Date:

By a vote of Ayes Nays, Absent/Abstention

Personnel Committee Action:

Support Reclassification as Proposed:

Date:

By a vote of Ayes Nays Absent/Abstention

Finance Committee Action:

Fiscal Note Approved

Date:

By a vote of Ayes Nays Absent/Abstention

County Board Action:

Approved:

Date:

By a vote of Ayes Nays Absent/Abstention

RESOLUTION NUMBER 24-2021

RESOLUTION TO RECLASSIFY THE PART-TIME PUBLIC HEALTH NURSE/PUBLIC HEALTH EDUCATOR POSITION IN THE HEALTH & HUMAN SERVICES PUBLIC HEALTH UNIT TO A FULL-TIME PUBLIC HEALTH NURSE/PUBLIC HEALTH EDUCATOR POSITION.

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:

WHEREAS, as part of the 2022 budget process Health & Humans Services conducted an agency wide position analysis study; and
WHEREAS, during the COVID-19 pandemic the Public Health Department utilized a full-time LTE to assist with contact tracing, vaccinations, and other public health duties due to an increased workload on public health staff; and,

WHEREAS, as of July 2, 2021, the Department of Health & Human Services will be eliminating one full-time LTE position within the Public Health Department; and

WHEREAS, although COVID is not as prevalent as it was, it remains in our community and continues to increase Public Health's workload; and

WHEREAS, Public Health and DHHS continue to receive COVID funding and the cost to increase the part-time position to full-time will be funded via COVID funding.

NOW THEREFORE BE IT RESOLVED that the part-time Public Health Nurse/Public Health Educator position in the Health & Human Services Public Health Unit be re-classed as a full-time Public Health Nurse/Public Health Educator and be updated as part of the 2022 budget. (See attached job description)

BE IT FURTHER RESOLVED that this position does not require posting the position internally or externally and the requirement for posting is waived. It is expected that the individual who holds the part-time position will accept the full-time position.

BE IT FURTHER RESOLVED that once it is determined that full-time hours are no longer needed, and/or the funding is no longer available DHHS would look at returning the position to part-time.

FISCAL NOTE:

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Part Time Public Health Nurse/Health Educator	\$ 31.45	\$ 32,708.00	\$ 2,207.79	\$ 2,502.16		\$ 4,709.95	\$ 37,417.95
Full Time Public Health Nurse/Health Educator	\$ 31.45	\$ 57,239.00	\$ 3,863.63	\$ 4,378.78	\$ 9,278.00	\$ 17,520.42	\$ 74,759.42

Majority vote is needed to pass.

☒ Approved by Personnel Committee ☐ Disapproved by Personnel Committee

☒ Approved by Finance Committee ☐ Disapproved by Finance Committee

Health and Human Services Board recommends approval

Passed and Enacted this 17th day of August, 2021

Roll Call on Resolution 24-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Health and Human Services Board: /s/ Joe Gonyo, Chair; /s/ Harley Reabe, Vice-chair; /s/ Brian Floeter; /s/ Joanne Guden; /s/ Nancy Hoffmann; /s/ Christine Schapfel; /s/ Richard Trochinski; /s/ Joy Waterbury; /s/ Charlie Wielgosh

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: PUBLIC HEALTH NURSE/ PUBLIC HEALTH EDUCATOR

DEPARTMENT: HEALTH & HUMAN SERVICES/HEALTH

LOCATION: GOVERNMENT CENTER

SUPERVISOR: HEALTH & HUMAN SERVICES/HEALTH UNIT MANAGER

SUMMARY: The Public Health Nurse/Public Health Educator supports the mission and vision of the Green Lake County Health Unit to promote and protect health and prevent disease. Serves as a leader in public health in our county to promote healthy people, thriving communities and safe environments. Utilizes key documents (Strategic Plan, Community Health Assessment, Community Health Improvement Plan, Performance Management /Quality Improvement plan, Workforce Development plan and Policy and Procedure manual) to drive daily activities within the framework of Green Lake County Health Unit's provision of the core functions and essential services of public health.

DUTIES AND RESPONSIBILITIES:

Analytical/Assessment Skills:

- Ability to collect and maintain reliable, comparable and valid data sources that provide information on conditions of public health importance and on the health status of the population.
- Participates in the analysis of public health data to identify trends in health hazards, and social and economic factors that

Policy Development/Program Planning Skills:

- Contribute to a comprehensive health improvement assessment, planning and development of program goals.
 - Utilize the health department's organizational strategic plan to implement policies, programs and services.
- Participates in evaluation of programs by using the agency's performance management and quality improvement strategies to drive health department services.

Communication Skills:

- Ability to identify literacy of populations served.
- Utilize appropriate methods for interacting effectively and professionally with people of all ages from diverse cultural, socioeconomic, education, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
- Capability to use a variety of approaches to convey public health information and data to individuals, groups and organizations.

Cultural Competency Skills:

- Assess strengths of individuals and communities and respond appropriately to their needs based on sensitivity to and respect for their diverse cultural and ethnic backgrounds and socioeconomic status.
- Utilize strategies to assure health equity and cultural sensitivity in all public health services.
- Respect and advocate for vulnerable populations to increase access to health care services for those who may experience barriers related to diversity.

Community Dimensions of Practice Skills:

- Collaborate with community partners, support relationships and engage community members to improve health in the county.
- Recognize relationships that are affecting health in a community and provide input for developing, implementing, evaluating and improving policies, programs and services.
- Foster an ongoing collaboration with higher institutions of learning to promote public health as a career.

Public Health Science Skills:

- Understand how public health sciences including behavioral and social science, biostatistics, epidemiology, prevention of chronic and infectious disease and injuries are used in the delivery of the 10 essential public health services.

- Ability to integrate evidence based best practices in developing, implementing, evaluating and improving policies, programs and services.

Financial Planning/Management Skills:

- Contributes to development of program grants, contracts and budgets demonstrating fiscal responsibility and operating programs within budget.
- Utilize good stewardship of all resources.
- Adhere to organizational policies and procedures.
- Utilize performance management systems for program and organizational improvement.

Leadership and Systems Thinking:

- Ability to understand public health as part of a larger system of organizations that influence the health of populations at local, state, national and global levels.
- Utilize Core Competencies for Public Health Professionals to identify opportunities for professional development and participate in training to improve individual and program performance.
- Follow workforce development plan which supports staff to perform their duties and fulfill the department's mission.

Cultural Competency Skills:

- Assess strengths of individuals and communities and respond appropriately to their needs based on sensitivity to and respect for their diverse cultural and ethnic backgrounds and socioeconomic status.
- Utilize strategies to assure health equity and cultural sensitivity in all public health services.
- Respect and advocate for vulnerable populations to increase access to health care services for those who may experience barriers related to diversity.

Community Dimensions of Practice Skills:

- Collaborate with community partners, support relationships and engage community members to improve health in the county.
- Recognize relationships that are affecting health in a community and provide input for developing, implementing, evaluating and improving policies, programs and services.
- Foster an ongoing collaboration with higher institutions of learning to promote public health as a career.

Public Health Science Skills:

- Understand how public health sciences including behavioral and social science, biostatistics, epidemiology, prevention of chronic and infectious disease and injuries are used in the delivery of the 10 essential public health services.
- Ability to integrate evidence based best practices in developing, implementing, evaluating and improving policies, programs and services.

Financial Planning/Management Skills:

- Contributes to development of program grants, contracts and budgets demonstrating fiscal responsibility and operating programs within budget.
- Utilize good stewardship of all resources.
- Adhere to organizational policies and procedures.
- Utilize performance management systems for program and organizational improvement.

Leadership and Systems Thinking:

- Ability to understand public health as part of a larger system of organizations that influence the health of populations at local, state, national and global levels.
- Utilize Core Competencies for Public Health Professionals to identify opportunities for professional development and participate in training to improve individual and program performance.
- Follow workforce development plan which supports staff to perform their duties and fulfill the department's mission.
- adversely affect the public's health.

SKILLS AND ABILITIES:

Ability to read, write and have mathematical skills. Must have valid Wisconsin Driver's license, vehicle and proof of insurance that satisfies Green Lake County requirements. Skill in using computer and office equipment including but not limited to personal computer, telephone, fax machine, copy machine and calculator. Ability to assign, supervise and review the work of others and work independently achieving results with minimal supervision. Ability to interact positively with others individually and in a group setting. Specific program responsibilities will vary based upon state mandates, department need, experience, state licensure scope of practice and national certification guidelines, as determined by the Health Officer.

QUALIFICATIONS:

EDUCATION: A Bachelor's degree in nursing with a current Wisconsin RN licensure and Community/Public Health experience or degree in Health Education. Must have CPR certification and National Incident Management System (NIMS/Incident Command System (ICS) 100, 200 and 700 certification within six months of employment.

EXPERIENCE / JOB KNOWLEDGE: One year experience participating working in community partnerships such as coalitions, task force groups and committees. Must have excellent interpersonal and written communication skills with experience giving presentations. Ability to coordinate, develop and organize public health programs. A related four year degree in combination with training and/or experience that can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position may be considered.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Approximately 95% of the time is spent talking, hearing (listening), use of near vision, and using low intensity of effort to handle objects. 50% of the time is spent sitting, feeling and carrying (up to 10 pounds) 25% of the time is spent standing, walking, reaching, use of far vision, and low lifting (up to 10 pounds). 10% of the time is spent stooping, kneeling, grappling, climbing, bending/twisting, medium lifting and carrying (20-40 pounds) and low pushing/pulling. In unusual situations may

be required to use high to very high lifting and high carrying (50-80 pounds) and medium to very high pushing/pulling. Must be able to be fitted and wear NIOSH 95 mask. If unable to demonstrate these abilities based upon a standardized objective assessment, all reasonable accommodations will be made in compliance with the Americans with Disabilities Act and any other applicable Federal and Wisconsin Law. 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: Over 95% of work done is inside. About 10% of the time is spent outside with the possibility of exposure to wet conditions, noise, vibrations, fumes, fast moving vehicles and hazards that may be mechanical, electrical, and chemical with possible exposure to body fluids. In unusual situations, this position may be exposed to cold and hot temperatures, burns, heights (above 12 feet), noxious odors, poor ventilation and a physically confined worksite. Always present is the danger of exposure to certain fatal or chronic blood borne pathogens and communicable infections.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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.

4/05; 10/12; 2/14; 01/15; 06/16; 9/16

Approved County Personnel 10/20/16

RECLASSIFICATION OF AN EXISTING POSITION **ANALYSIS**

A. Department: DHHS – Public Health Date: 06/23/2021
 Department Head: Rachel Prellwitz
 Proposed Position for Reclassification: Public Health nurse/Public Health Educator
 Current classification Pay Group: 9
 Current Pay Group Pay Range: \$26.49 80% \$33.11 100% \$39.73 120%
 Proposed new Pay Group: 9
 Proposed Pay Group Pay Range: \$26.49 80% \$33.11 100% \$39.73 120%

B. Please provide justification for the position reclassification:

We are requesting that the current part-time Public Health Nurse / Public Health Educator position be reclassified to a full-time 35 hour a week position as part of the 2022 budget process. During the COVID-19 pandemic Public Health created two (one full-time, one part-time) LTE positions to assist with contract tracing, vaccinations, etc. As of July 2nd we will no longer be employing a full-time LTE position. Although COVID is not as prevalent as it was, it remains in our community and continues to increase Public Health's workload. Public Health and DHHS continue to receive COVID funding and these increased hours will funded through them. Once we determine full-time hours are no longer needed, and/or the funding is no longer available we would look at returning the position to part-time

Suggested Title (if changed): None

County Administrator / HR Coordinators Recommended Classification:

Pay Group: 9 Projected Effective Date: N/A

C. General Description of the Position:

The Public Health Nurse/Public Health Educator supports the mission and vision of the Green Lake County Health Unit to promote and protect health and prevent disease. Serves as a leader in public health in our county to promote healthy people, thriving communities and safe environments. Utilizes key documents (Strategic Plan, Community Health Assessment, Community Health Improvement Plan, Performance Management /Quality Improvement plan, Workforce Development plan and Policy and Procedure manual) to drive daily activities within the framework of Green Lake County Health Unit's provision of the core functions and essential services of public health.

D. Typical Examples of Work to be Performed (in detail):

1. Participates in the analysis of public health data to identify trends in health hazards.
2. Contribute to a comprehensive health improvement assessment and planning.
3. Utilize the health department's organizational strategic plan to implement policies.
4. Utilize quality improvement strategies to drive health department services.
5. Contributes to development of program grants, contracts and budgets.

E. Minimum Qualification of a Candidate:

Education: Bachelor's degree in Nursing

Experience: N/A

F: Funding

Current annual costs: 1040 Hours

Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp

9	\$31.45	\$32,708	\$2,337	\$2,648		\$31	
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Proposed Annual costs: 1820 Hours

Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
9	\$31.34	\$57,239	\$4,089	\$4,634	\$25,295	\$100	

1. Where will any increased funding for this position come from? COVID Relief funding

Is this cost in the current department budget? Yes

G. Who does this person report to: Public health Officer

County Administrator Action:

Reclassification Approved:

Date:

Comments:

Committee of Jurisdiction Action:

Reclassification Approved:

Date:

By a vote of Ayes Nays, Absent/Abstention

Personnel Committee Action:

Support Reclassification as Proposed::

Date:

By a vote of Ayes Nays Absent/Abstention

Finance Committee Action:

Fiscal Note Approved

Date:

By a vote of Ayes Nays Absent/Abstention

County Board Action:

Approved:

Date:

By a vote of Ayes Nays Absent/Abstention

RESOLUTION NUMBER 25-2021

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 17th day of August 2021, does resolve as follows:

WHEREAS, Green Lake County participates in the Fox Valley Workforce Development Area under §66.0301(2) Wis. Stats; and, **WHEREAS**, the Fox Valley Workforce Development Area's purpose is to increase occupational skills, employment, job retention and earnings, and as a result, improve the quality, reduce welfare dependency and enhance the productivity and competitiveness of the workforce within Green Lake County and the other counties who are members; and,

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

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

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

Fiscal note is not applicable.

Majority vote is needed to pass.

Administrative Committee recommends approval

Passed and Adopted this 17th day of August 2021

Roll Call on Resolution 25-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Administrative Committee: /s/ Harley Reabe, Chair; /s/ Dennis Mulder; /s/ Keith Hess (approved via Zoom); /s/ Katie Mehn; /s/ Brian Floeter



**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

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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 26-2021

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:

WHEREAS, in 2018 the Green Lake County Clerk received resolutions from the Towns of Aurora in Waushara County and Nepeuskun in Winnebago County, the towns of Princeton, Brooklyn, Seneca, St. Marie and Town of Berlin in Green Lake County, Village of Kingston as well as the Cities of Berlin, Green Lake, and Princeton regarding ambulance services in Green Lake County which asked for a comprehensive feasibility study for a countywide ambulance service; and,

WHEREAS, Resolution 27-2018 authorized the retention of a consultant to conduct a comprehensive feasibility study to explore the potential for a countywide ambulance service to bring stability for emergency medical services within Green Lake County; and,

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

WHEREAS, the Ambulance System and EMS Operations Evaluation, Review, Findings, and Recommendations ("the Study") of Strategic Management & Consulting contains information vital to an understanding of the County's ambulance system and EMS needs; and,

WHEREAS, the Study states, in part,

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

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

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

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

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

WHEREAS, the Ambulance ad hoc committee was created on November 10, 2020, to review the recommendations of Strategic Management and Consulting, has met and has provided a written report to the Administrative Committee and the County Board with its recommendations

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

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

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

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

- One elected official from a town/city/village from each ambulance district as established.
- One elected official from the Green Lake County Board from each ambulance district as established.
- One employee/volunteer serving each ambulance district as established.
- One member of the Judicial/Law Enforcement Emergency Management Committee.

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

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

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

BE IT FURTHER RESOLVED, that the County Administrator shall prepare Request for Proposals for EMS providers to bid on becoming an ambulance service provider, and the bids shall be reviewed by the Judicial Law/Emergency Management Committee, who shall make a recommendation to the County Board. The County Board shall make the final decision on the winning bidders with a 2/3 majority vote.

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

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

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

Fiscal note is attached.

Majority vote is needed to pass.

Administrative Committee recommends approval

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

Roll Call on Resolution 26-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Administrative Committee: /s/ Harley Reabe, Chair; /s/ Dennis Mulder; /s/ Keith Hess (approved via Zoom); /s/ Katie Mehn; /s/ Brian Floeter

RESOLUTION NUMBER 27-2021

Resolution Relating to Reclassification of GIS Specialist

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:

WHEREAS, in 2004 the GIS Specialist position was created as a highly technical professional position in the Land Use Planning and Zoning Department; and

WHEREAS, since the creation of the position, several new duties and responsibilities have been added to the position which have increased the responsibility and technical expertise needed to fulfill the additional duties; and,

WHEREAS, the Director of Land Use Planning and Zoning and the County Administrator have reviewed the previous job description and the proposed new job description for the position and recommend that the position be reclassified to a higher position on the County Wage Plan. (See attached job descriptions.); and

WHEREAS, the GIS Specialist position is currently classified in Pay Group 10 and the proposed reclassification would be to Pay Group 9, effective on January 1, 2022; and

WHEREAS, The Land Use Planning and Zoning Committee approved the reclassification to Pay Group 9 on a 4/0/1 (absent) vote on July 1, 2021.

NOW THEREFORE BE IT RESOLVED that the GIS Specialist position is reclassified to Pay Group 9, effective January 1, 2022.

BE IT FURTHER RESOLVED that the County Administrator shall place in the 2022 Land Use Planning and Zoning Department budget sufficient funds for the salary and fringe benefits for the reclassification.

FISCAL NOTE:

Current annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
10	\$32.71	\$68,037	\$4,593	\$5,205	\$25,295	\$95	NA

Proposed annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp

9	\$33.62	\$69,929	\$4,720	\$5,349	\$25,295	\$98	NA
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08 / 2004

GREEN LAKE COUNTY **POSITION DESCRIPTION**

Title: Geographic Information System (GIS) Specialist
Department: Land Use Planning and Zoning
Location of the Position: Green Lake County Courthouse
Reports To: County Surveyor / Land Development Director
Purpose of Position: To lead in the development, implementation and maintenance of the Green Lake County Geographic Information System (GIS). These efforts will move forward the task of land information as part of the overall County effort to modernize land information records whenever possible.

Fundamental Job Duties and Responsibilities: This is a 40 hour a week position that:

- 1) Converts, produces and maintains to a current level all County land information records, in accordance with the County Land Records Modernization Plan.
- 2) Reviews products; make decisions; analyze data; design; maintain utilities; debug subroutines; trouble shoot; form alternatives; and along with the County Information Technology department consult with users to develop and implement the County GIS
- 3) Has a working understanding, such as reading and interpretation of property legal descriptions in order to map, analyze and maintain those data layers requiring this knowledge and application.
- 4) Has a working understanding of coordinate systems and projections as they relate to movement of data from one to another.
- 5) Interprets, presents and advises by working cooperatively with any entity, information related to the County GIS.
- 6) Provides assistance, coordination and implementation for the use of the geographic information system data bases, data layer product distribution and new data layers; to any entity having an interest in this data.
- 7) Advises and provides inter-operational information to others regarding application of policies, procedures, and standards to specific situations.
- 8) Attends conferences, training sessions and other similar types of continuing education programs to maintain a high level of understanding about the assigned functions related to this position.
- 9) Performs all duties as assigned by the director of the department and those administrative duties that require this position to direct others.

Physical Demands of the Essential Functions: Up to 75% of the time is spent looking at a computer screen, talking, hearing, handling objects or fingering which includes typing and writing. Walking, sitting, using far and near vision, are used 65% of the time including stooping, kneeling, crouching, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lbs.).

Working Conditions While Performing Essential Functions: 97% of the time is spent indoors. 3% may be spent outdoors.

Equipment Use To Perform Essential Functions: Computer terminal, planimeter, digitizer, plotter, telephone, copy machine, calculator, Fax machine, or similar machines necessary to perform essential functions.

Required Knowledge, Skills and Abilities: Computer literate individual with an understanding of "Windows" and an understanding of GIS software such as ArcINFO, ArcGIS, ArcIMS, ArcCatalog, ArcToolbox, Spatial Analyst, 3-D Analyst, COGO, AutoCAD and other ESRI GIS software products, such as ArcGIS 8.x that is currently being used and ArcGIS 9.0 that is soon to be installed. Program experience with Visual Basic, C++, Avenue and AML preferred.

Must have the ability to analyze data and information and to compare, differentiate, measure, transcribe and migrate data from a coverage to a geodatabase format. Ability to communicate orally and in writing with those that this positions serves and is responsible to.

Qualifications Needed (Educational, Certifications): Bachelor's Degree in Geography, Cartography, Computer Science, or related field, Geographic Information Systems (GIS), two to three years experience as a project director of GIS automated mapping , or any combination of education and experience that provides the equivalent knowledge, skills and experiences.

Must possess a valid Wisconsin driver's license.

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' judgement, to be proper.

4/15/2021

GREEN LAKE COUNTY **POSITION DESCRIPTION**

Title: (GIS) Geographic Information System / 911 Specialist & (LIO) Land Information Officer
Department: Land Use Planning and Zoning
Location of the Position: Green Lake County Government Center
Reports To: Land Use Planning & Zoning Director

Purpose of Position: Provides administration and technical expertise to develop, implement and maintain the County's Geographic Information System (GIS) and the County's Land Information Program. This position coordinates with multiple departments to develop valuable geospatial datasets that can be implemented in the countywide GIS and that meet goals of the Wisconsin Land Information Program (WLIP). These efforts will move forward the task of land information as part of the overall County effort to modernize land information records whenever possible.

Fundamental Job Duties and Responsibilities: This is a 40 hour a week position that:

Administers the County Land Information Program:

- 1) Serves as the Land Information Officer and attends Land Information Officer Network meetings.
- 2) Applies for annual Wisconsin Land Information Grants and certifies that all grant funds are used exclusively for countywide land records modernization, as required by Statute.
- 3) Submits fee submission reports, annual grant progress reports and annual program surveys in a timely manner.
- 4) Serves on and reports to the County's Land Information Council.
- 5) Prepares the Land Information budget with approval from the Land Information Council.
- 6) Facilitates coordination with and the distribution of WLIP materials with other WLIP related County staff, departments, committees, the County Board and the general public.
- 7) Coordinates the updates required of the County Land Information Plan every three years or as needed.
- 8) Administers and coordinates the Land Information Office's Drone program.
- 9) Converts, produces and maintains, to a current level, all County land information records and databases, in accordance with the County's Land Information Plan.
- 10) Ensures the County is meeting goals of the County Land Information Plan.

Administers the County GIS Program:

- 1) Develops Geographic Information System standards and policies for the County.
- 2) Create & maintains County-wide geospatial datasets as needed.
- 3) Reviews products; make decisions; analyze data; design; maintain utilities; debug subroutines; trouble-shoot; form alternatives; and along with the County Information Technology department consult with users to develop and implement the County GIS.
- 4) Maintains County ArcGIS Online web portal and applications
- 5) Works with and provides support to all County departments to meet GIS needs including:
 - Land Use Planning & Zoning: POWTS Maintenance, Zoning, Farmland Preservation updates.
 - Emergency Management: Rural Addressing, E911 Dispatch layers
 - Highway: Assistance with sign inventory, mapping road easements
 - County Clerk: US Census Updates, Supervisory districts, Legislative Reference Bureau biannual updates; School district requests.
 - Economic Development: Tourism, trails, and economic development mapping & applications.
- 6) Administers data exchanges between State and Federal agencies.
- 7) Handles data and mapping requests as needed from other Departments and the general public.
- 8) Maintains software licensing and hardware updates, and vendor contracts
- 9) Provides access to GIS data and trains County personnel on the use of GIS technology.
- 10) Updates and maintains Metadata on all GIS data for the County.

Administer the County 911 Database:

- 1) Develops and maintains the MSAG (Master Street Address Guide)
- 2) Incorporates US Postal data into emergency response system.
- 3) Develops, maps and maintains emergency service boundaries.

Other Duties:

- 1) Coordinates with the Real Property Lister in the administration of the County's Road Names and Building Numbers ordinance.
- 2) Provides "back-end" access to Land Use Planning & Zoning Department's databases of which permit tracking software modules are based.
- 3) Performs all duties as assigned by the director of the department and those administrative duties that require this position to direct others.
- 4) Attends conferences, training sessions and other similar types of continuing education programs to maintain a high level of understanding about the assigned functions related to this position.

Physical Demands of the Essential Functions: Up to 75% of the time is spent looking at a computer screen, talking, hearing, handling objects or fingering which includes typing and writing. Walking, sitting, using far and near vision, are used 65% of the time including stooping, kneeling, crouching, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lbs.).

Working Conditions While Performing Essential Functions: 97% of the time is spent indoors. 3% may be spent outdoors.

Equipment Used To Perform Essential Functions: Computer terminal, GPS equipment, digital camera, telephone, copy machine, calculator, or similar machines necessary to perform essential functions.

Required Knowledge, Skills and Abilities: Computer literate individual with an understanding of "Windows" and an understanding of GIS software such as ESRI ArcGIS Desktop including: ArcMap, ArcCatalog, ArcGIS Pro, ArcGIS Online, Spatial Analyst, 3D Analyst and COGO. Programming experience with Visual Basic, C#, ModelBuilder, HTML, & SQL preferred.

Must have the ability to analyze data and information and to compare, differentiate, measure, transcribe and migrate data from a coverage to a geodatabase format. Ability to communicate orally and in writing with those that this positions serves and is responsible to.

Qualifications Needed (Educational, Certifications): Bachelor's Degree in Geography, Cartography, Computer Science, or related field, Geographic Information System (GIS), two to three years experience as a project director of GIS automated mapping, or any

combination of education and experience that provides the equivalent knowledge, skills and experiences. FAA Part 107 Drone Certification preferred.

Must possess a valid Wisconsin driver's license.

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' judgement, to be proper.

ORDINANCE NO. 18 –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:

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

§9-93 G. is hereby created

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

§9-94 is amended

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

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

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

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

Administrative Committee recommends approval

Passed and Enacted this 17th day of August, 2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Administrative Committee: /s/ Harley Reabe, Chair; /s/ Dennis Mulder; /s/ Keith Hess (approved via Zoom); /s/ Katie Mehn; /s/ Brian Floeter

ORDINANCE NO. 19 –2021

Amending Ordinance No. 19-2019 (Chapter 121) Use of County Facilities

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:

WHEREAS, the County Clerk often receives inquiries from non-profit groups, school districts, and other organizations requesting the use of County Buildings or real property for non-county functions; and

WHEREAS, quite often the same groups request to use County Facilities for the same events each year; and

WHEREAS, the Property and Insurance Committee has studied the ordinance and has determined that in certain cases the County Clerk and Highway Commissioner would be capable of approving applications to use County Facilities under the ordinance, rather than the organizations having to present an application to the committee.

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

Section 1. Green Lake County Ordinance, No. 19-2019 adopted on December 17, 2019, is amended as follows (additions are in underline, deletions are in ~~strikeout~~):

§121-2 Reservation of County Facilities

E. Action on application. The Property & Insurance Committee shall act promptly on all applications for permits and shall consider applications at its next regularly scheduled meeting.

1. Delegation of authority.

a. The County Clerk may approve applications for permits for the use of the Government Center and the Maintenance Building for any applicant who has previously been approved by the Property and Insurance Committee provided that the applicant complied with Section D.2. above for the prior use.

b. The Highway Commissioner may approve applications for permits for the use of the County Fairgrounds and the Highway Department Buildings for any applicant who has previously been approved by the Property and Insurance Committee provide that the applicant complied with Section D.2. above for the prior use.

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

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

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

Property & Insurance Committee recommends approval

Passed and Enacted this 17th day of August, 2021

Roll Call on Ordinance 19-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Property & Insurance Committee: /s/ David Abendroth, Chair; /s/ Charles Buss; /s/ Patti Garro; /s/ Richard Trochinski; /s/ Keith Hess (approved via Zoom)

ORDINANCE NO. 20-2021

Relating to: Rezone in the Town of Berlin

Owner: Richard & Harriet Brotkse

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

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Berlin, shall be amended as follows:

Item I: Owner: Richard & Harriet Brotkse **Site location:** N7765 37th Ave. **General legal description:** Parcel 002-00479-0100 part of the SW1/4 of Section 25, T14N, R13, Town of Berlin, ±74.7 acres. **Request:** Rezone +3 acres from A-1, Farmland Preservation District, to R-4, Rural Residential District.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 17th day of August, 2021

Roll Call on Ordinance 20-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ Bill Boutwell, Vice Chair; /s/ Harley Reabe; /s/ Don Lenz; /s/ Chuck Buss

ORDINANCE NO. 21-2021

Relating to: Rezone in the Town of Brooklyn

Owner: Alan J. & Frances Joan Kennedy Familys Trust

Applicant: John Kennedy

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

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Brooklyn, shall be amended as follows:

Item II: Owner: Alan J. & Frances Joan Kennedy Familys Trust **Applicant:** John Kennedy **Site location:** N5635 Brooklyn G Rd. **General legal description:** Parcels 004-00600-0000, -0200, & 004-00594-0000 part of the NE1/4 and NW1/4 of Section 25, T16N, R13E, Town of Brooklyn, ±43.4 acres. **Request:** Rezone+3 acres from A-1, Farmland Preservation District, to R-4, Rural Residential District. To be identified by certified survey map.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 17th day of August, 2021

Roll Call on Ordinance 21-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ Bill Boutwell, Vice Chair; /s/ Don Lenz; /s/ Chuck Buss

ORDINANCE NO. 22-2021

Relating to: Rezone in the Town of Brooklyn

Owner: Ellen Wildes

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

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Brooklyn, shall be amended as follows:

Item IV: Owner: Ellen Wildes **Site location:** W2111 State Hwy 23. **General legal description:** Parcel 004-00701-0000, part of the NE1/4 of Section 30, T16N, R13E, Town of Brooklyn, ±5.4 acres. **Request:** Rezone +3 acres from C2, Extensive Commercial District, to R-4, Rural Residential District, remaining ±2.4 acres to A-1, Farmland Preservation District, with surrounding lands.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 17th day of August, 2021

Roll Call on Ordinance 22-2021

Ayes 15, Nays 0, Absent 3, Abstain 1

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ Bill Boutwell, Vice Chair; /s/ Harley Reabe; /s/ Chuck Buss; Don Lenz recused himself

ORDINANCE NO. 23-2021

Amending the Personnel Policy and Procedure Manual to allow for sick time to be taken in one-quarter (1/4) hour increments

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:

WHEREAS, the Personnel Policy and Procedures Manual allows for vacation time to be taken in one-quarter (1/4) hour increments; and

WHEREAS, currently sick time may only be taken in one-half (1/2) hour increments; and

WHEREAS, the differences between the increments between vacation and sick time has caused some or may cause confusion for employees and changing how employees may take sick time to match vacation time will alleviate confusion.

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

Section 1. Green Lake County Ordinance, No. 1042-2012 enacted on December 18, 2012, and as amended from time-to-time, is amended as follows (deletions are in strikeout, additions are in underline).

SICK LEAVE

A. Allocation of Paid Sick Leave

Subject to applicable collective bargaining agreements, all regular full-time employees will be granted sick leave, with pay, at the rate of nine (9) days per calendar year. For the purpose of definition, sick leave means absence from duty because of an employee's illness or injury.

Employees may use their annual allotment of sick days for the illness or injury of an employee's immediate family and as necessary to care for the immediate family member. An employee's immediate family shall include the employee's spouse, children, parents and parents of the employee's spouse for this benefit only.

An employee may also use their annual allotment of sick leave to attend medical/dental/vision appointments of the employee and immediate family members. All sick leave under this policy must be used in minimum increments of one-quarter (1/4) one-half (1/2) hour.

Employees who are regularly scheduled to work a 2080 hour work year shall receive eight (8) hours paid time off per sick day at their base rate. Employees who are regularly scheduled to work a 1950 hour work year shall receive seven and one-half (7.5) hours of paid time off per sick day at their base rate. Employees who are regularly scheduled to work an 1820 hour work year shall receive seven (7) hours of paid time off per sick day at their base rate. In no event shall any employee receive more than eight (8) hours of paid time off for a sick day.

Regular part-time employees are eligible for sick days. The paid time off for sick days for regular part-time employees will be calculated on a pro-rata basis at the employee's base hourly rate in accordance with the formula found in the definition of "regular part-time" employee in this Manual. The County may require an employee to provide documentation from a physician substantiating any illness or injury for which sick leave is being requested at any time, subject to state and federal law. If sick leave is necessary, the employee must report the sick leave to the employee's Supervisor and/or Department Head as soon as possible but no later than one

(1) hour before the employee's scheduled shift or according to departmental policy.

Only full time law enforcement—24/7 employees are eligible to receive this sick leave benefit. Part-time law enforcement—24/7 employees are not entitled to receive the benefit.

New regular full-time and regular part-time hires shall receive sick days on pro rata basis based on the date of their hire. New employees shall not be permitted to take paid sick leave during the first six (6) months of their employment with the County.

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

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

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

Personnel Committee recommends approval

Passed and Enacted this 17th day of August, 2021

Roll Call on Ordinance 23-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Personnel Committee: /s/ Robert Schweder, Chair; /s/ Sue Wendt, Vice Chair; /s/ Charlie Wielgosh

ORDINANCE NO. 24-2021

Amending the Personnel Policies and Procedures Manual to comply with Fair Labor Standards Act Safe Harbor Language Requirement

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:

WHEREAS, a review of the current Personnel Policies and Procedures Manual (PPPM) in regard to the Fair Labor Standards Act (FLSA) revealed that certain provisions require amendment to be consistent with the FLSA; and

WHEREAS, the PPPM lacks "safe harbor" language for exempt employees.

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

Section 1. Green Lake County Ordinance, No. 1042-2012 adopted on December 18, 2012 and as amended from time-to-time is amended as follows (additions are in bold underline, deletions are in strikeout):

NON-EXEMPT, AND EXEMPT AND PARTIALLY EXEMPT EMPLOYEES

In addition to personnel classifications, employees are generally classified under the Fair Labor Standards Act ("FLSA" or "Act") and state wage and hour laws (collectively "FLSA") as non-exempt, and exempt and partially exempt. An employee's classification under the FLSA determines, among other things, whether an employee is entitled to premium overtime pay. The County designates employees as exempt, and non-exempt or partially exempt in accordance with the requirements of the FLSA.

1. Non-exempt employees. Non-exempt employees are entitled to all of the protections provided by the FLSA including minimum wage, compensation for hours worked in excess of scheduled hours and premium overtime pay equal to time and one-half for all

hours worked over forty (40) in a work week. Non-exempt employees qualify for compensatory time under the FLSA in lieu of premium pay for overtime hours worked (to the extent that compensatory time is made available by the County).

2. Exempt employees. Exempt employees receive an annual salary for the services they perform and generally are not subject to the requirements of the FLSA. This means that exempt employees are not entitled to, and do not receive, among other things, additional compensation for hours worked outside of their scheduled hours (if any) or premium overtime pay/compensatory time for hours worked in excess of forty (40) hours per week. Exempt employees include, but are not limited to, Department Heads, Supervisors, Administrators, Managers, certain information technology (IT) employees and professional employees.

3. ~~Partially exempt~~ **Law Enforcement and Corrections employees**. ~~Partially exempt employees~~ **Law Enforcement and Corrections employees** are paid on an hourly basis but are not eligible to receive premium overtime pay for hours worked over forty (40) in a work week. Instead, ~~partially exempt~~ **Law Enforcement and Corrections** employees receive premium overtime pay based on whether they work more than a defined number of hours in a designated "work period." A "work period" consists of a period of days set by the County (which may or may not coincide with an employee pay period). The FLSA defines the number of hours which an ~~partially exempt~~ employee may be required to work during a work period before being entitled to premium overtime pay equal to time and one-half. The maximum number of hours that may be worked varies depending upon the occupation of the employee. ~~Partially exempt employees include sheriff's deputies and corrections employees.~~

PAYMENT OF WAGES

Payroll Periods. The County uses a bi-weekly payroll period. Payment is issued on Thursday of every other week, except when the payday is an official holiday. All employees are required to receive their wages by direct deposit. For purposes of calculating employees' pay, the following guidelines will be followed:

1. Exempt employees who are paid a base salary shall have their pay computed on a bi-weekly time period.

2. Non-Exempt employees will be paid on the basis of the hours that are actually worked during the bi-weekly pay period.

~~Employees should examine their advice of deposit carefully when they receive it. If employees have any questions regarding the advice, contact the County Clerk's Office immediately. Errors are possible and if they occur, the County wants to correct them promptly.~~

It is the County's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that Employees are paid properly for all time worked and that no improper deductions are made, Employees must record correctly all work time and review their paychecks promptly to identify and to report all errors. Employees also must not engage in off-the-clock or unrecorded work.

A. Review Pay Stub. The County makes every effort to ensure Employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the County's attention, the County will promptly make any correction that is necessary. Employees should review their pay stub when they receive it to make sure it is correct. If an Employee believes a mistake has occurred or if there are any questions, please use the reporting procedure outlined below.

B. Non-exempt Employees. Employees who are eligible for overtime pay or extra pay (including pay due under our PPPM or a collective bargaining agreement), must maintain a record of the total hours worked each day. These hours must be accurately recorded on a time card that will be provided if an Employee does not have access to the employee electronic timekeeping system. Each employee must sign or electronically sign their time card to verify that the reported hours worked are complete and accurate (and that there is no unrecorded or "off-the-clock" work). Employee time cards must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks (if required to report meal breaks). At the end of each pay period, Employees must submit a completed time card for verification and approval. When Employees receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

C. Exempt Employees. Employees that are classified as an exempt salaried employee will receive a salary which is intended to compensate you for all hours that worked for the County. This salary will be established at the time of hire or when an employee becomes classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Exempt employees will receive their full salary for any workweek in which work is performed. However, under federal law, exempt employee salary is subject to certain deductions. For example, absent contrary state law requirements, an exempt employee's salary can be reduced for the following reasons in a workweek in which work was performed:

- **Full day absences for personal reasons, including vacation.**
- **Full day absences for sickness or disability, since we have a sick day pay plan.**
- **Full day disciplinary suspensions for infractions of safety rules of major significance (including those that could cause serious harm to others).**
- **Family and Medical Leave absences (either full or partial day absences).**
- **To offset amounts received as payment for jury and witness fees or military pay.**
- **Unpaid disciplinary suspensions of one or more full days for significant infractions of major workplace conduct rules set forth in written policies.**
- **The first or last week of employment in the event you work less than a full week.**

An Exempt employee's salary also may be reduced for certain types of deductions, such as: the employee's portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or voluntary contributions to a 401(k) or pension plan. In any workweek in which you performed any work, an exempt employee's salary will not be reduced for any of the following reasons:

- **Partial day absences for personal reasons, sickness or disability.**
- **An absence because the facility is closed on a scheduled work day.**

- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

Please note: Exempt employees will be required to use accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability. However, an exempt employee's salary will not be reduced for partial day absences if they do not have accrued paid time off.

If an employee has questions about deductions from their pay, please contact the County Clerk immediately. If an employee believes their wages have been subject to any improper deductions or pay does not accurately reflect all hours worked, concerns should be reported to a supervisor immediately. If a supervisor is unavailable or if an employee believes it would be inappropriate to contact that person (or if employee has not received a prompt and fully acceptable reply within three business days), the employee should immediately contact the County Clerk. If an employee has not received a satisfactory response within five business days after reporting their concern to the County Clerk and the employee is unsure who to contact to correct the problem, please immediately contact the County Administrator.

Every report will be fully investigated and corrective action will be taken, up to and including discharge of any employee(s) who violates this policy.

In addition, the County will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the County's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

RECORDKEEPING OF HOURS

Timesheets. All employees, whether non-exempt, partially exempt or exempt **regardless of status under the FLSA**, are required to record their hours worked on time sheets provided by the County **if they do not have access to the employee electronic timekeeping system**. All employees should also record time off such as vacations, holidays and sick time on time sheets provided by the County.

It is a violation of the County's policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of County policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to the County Administrator.

In addition, the County will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the County's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

OVERTIME AND COMPENSATORY TIME

Compensatory Time for Non-exempt and Partially-Exempt **Law Enforcement and Corrections** Employees. The County may provide non-exempt and **Law Enforcement and Corrections** partially exempt employees with compensatory time instead of paying for overtime hours worked in excess of forty (40) hours. Compensatory time will be provided in accordance with the requirements of state and federal law.

Use of Compensatory Time by Non-exempt and Partially-Exempt **Law Enforcement and Corrections** Employees. The Department Head or Supervisor must pre-approve the hours that the employee plans to be absent from work prior to the employee taking compensatory time. The Department Head and Supervisor shall manage requests to use compensatory time in accordance with the FLSA. The County may require employees to use compensatory time in accordance with the FLSA.

Accumulation of Compensatory Time. Compensatory time may be accumulated in an amount not to exceed twenty (20) hours and any hours in excess of twenty (20) hours shall be paid out. UWEX employees during the week of the County Fair may accumulate up to seventy-five (75) hours of compensatory time and any hours in excess of seventy-five (75) hours shall be paid out. Highway employees may accumulate up to forty (40) hours of compensatory time and any hours in excess of forty (40) hours shall be paid out. **WPPA union members may accumulate up to forty (40) hours of compensatory time and any hours in excess of forty (40) hours shall be paid out.** It is the Department Head's responsibility to monitor and pay out employees for any excess hours. The County may pay out banked compensatory time at any time. All compensatory time earned by employees shall be used by December 15th or paid out by the last payroll period of each year.

Deductions From Salaried Employees. ~~It is the policy of the County to fully comply with the FLSA and applicable state law relating to deductions from salaries of exempt employees. It is further the policy of the County to promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the FLSA. If an employee believes that an improper payroll practice — such as an improper deduction from an exempt salary — has occurred, he or she may make a complaint to the County Clerk's office. The County Clerk's office will see that the matter is appropriately reviewed; the employee will be reimbursed for the amount of any inappropriate deduction taken.~~

UNAUTHORIZED HOURS AND WORKING FROM HOME

~~Non-exempt and partially exempt County employees are prohibited from working outside their scheduled hours without the express approval of their Department Head. Non-exempt and partially exempt employees who work prior to or following their shifts without authorization shall be subject to discipline up to and including discharge from employment.~~

Employees should not work any hours outside of their scheduled work day unless their supervisor has authorized the unscheduled work in advance. Employees shall not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless authorized to do so and that time is recorded on the employee's time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work performed but failed

to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

~~Exempt, Non-exempt and partially exempt employees are generally prohibited from working at home. However, the County recognizes that there could be circumstances which would make it necessary for an employee to work from their home but only on a very limited and temporary basis. If circumstances warrant such a decision, prior approval must be granted by the Department Head and County Administrator and all time worked by the employee must be recorded accurately in writing. Non-exempt and partially exempt employees who work from home without prior approval shall be subject to discipline up to and including discharge from employment. The County recognizes that there could be circumstances which would make it necessary and/or beneficial for an employee to work from their home on a regular or temporary basis. If circumstances warrant such a decision, prior approval must be granted by the Department Head and County Administrator and all time worked by the employee must be recorded accurately in writing. Any employee who works from home without prior approval shall be subject to discipline up to and including discharge from employment. See Appendix Q for Telecommute Policy details.~~

Section 2. Appendix Q – Telecommuting Policy, as attached hereto is adopted.

Section 3. This ordinance shall become effective upon passage and publication.

Section 4. The repeal and recreation of any section herein shall not have any effect on existing litigation and shall not operate as an abatement of any action or proceeding then pending or by virtue of the repealed sections.

APPENDIX Q GREEN LAKE COUNTY TELECOMMUTE POLICY

Telecommuting allows employees to work remotely for all or part of their workweek. Green Lake County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement. Telecommuting is not a county-wide benefit. Telecommuting is a privilege that does not change the terms and conditions of employment with Green Lake County. This policy provides a general overview of telecommuting and does not attempt to address each unique situation or technology need.

Telecommuting shall not be a replacement for appropriate child care. Employees may not telecommute with the intent of or for the sole purpose of meeting their dependent care responsibilities while performing official duties. While performing official duties, telecommuting employees are expected to arrange for dependent care just as they would if they were working at a County facility. If children or adults in need of primary care are in the alternate work location during an employee's work hours, another person must be present to provide the care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Telecommuting can be informal, such as working remotely for a short-term project or a formal set schedule of working away from the office as described below. Either an employee, supervisor or department head can request telecommuting as a possible work arrangement. The request must be approved by the Supervisor and/or Department Head and submitted to the County Administrator for final approval.

Any telecommuting arrangement made will be on a trial basis for the first three months and maybe discontinued at will and at any time at the request of either the telecommuter or the Supervisor, Department Head or County Administrator. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Exceptions to this policy must be approved by the Department Head and the County Administrator and reported at the next regularly scheduled Personnel Committee meeting.

A. ELIGIBILITY

Individuals requesting formal telecommuting arrangements must be employed with Green Lake County for a minimum of 6 (six) months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and supervisor, with the assistance of the Human Resources Coordinator and the Information Technology department, will evaluate the suitability of such an arrangement, reviewing the following areas:

1. Employee suitability. The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters, including but not limited to:

- a. Integrity and internal motivation
- b. Personal accountability
- c. Self or intrinsically motivated
- d. Ability to work independently
- e. Ability to communicate proactively and know and how to achieve work goals
- f. Effective time management, highly organized and ability to pay attention to detail

2. Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement. Employee must be readily available by phone and email during regularly scheduled work hours, with allowance for breaks and lunch per County policy.

3. Equipment needs, workspace design considerations and scheduling issues. The employee, and supervisor and department head or both will review the physical workspace needs and the appropriate location for the telework. This can be done in person or virtually, as requested.

Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee. Due to potential issues with out-of-state laws on family leave, no employee will be allowed to telecommute from outside the State of Wisconsin. All telecommuting must occur within the State of Wisconsin.

If the employee, and supervisor or department head or both agree, and the Human Resources Coordinator concurs, a telecommuting request form will be prepared and signed by all parties, and a three-month trial period will commence. Evaluation of telecommuter performance during the trial period will include regular interaction, by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings, either in person, by Zoom or other teleconferencing applications discuss work progress and problems. At the end of the trial period, the employee and supervisor will evaluate the arrangement and make recommendations for continuance or modifications.

B. EQUIPMENT AND SUPPLIES

The employee understands that he/she is responsible for all equipment needs related to a home workspace, with the exception of a county or state issued laptop, tablet or other similar device. The county will not necessarily provide laptops or tablets for the purpose of working remotely. Only employees identified as having a need for a laptop or tablet when working on-site will be provided a county laptop or tablet, which can then be used for remote work as needed.

With the exception of a county issued device and/or VPN, the employee will be responsible for providing and acquiring the appropriate equipment needs (including hardware, software, high speed internet, secure Wi-Fi, phone lines and other office equipment) for each telecommuting arrangement, at their own expense. The Human Resources Coordinator and the Information Technology department will serve as resources in this matter. Green Lake County reserves the right to make determinations as to appropriate equipment, subject to change at any time, and in ensuring proper security is in place to protect County related data. Green Lake County will supply the employee with appropriate office supplies (pens, printer ink, paper, etc.) as deemed necessary by the employee's immediate supervisor or department head. Green Lake County will also reimburse the employee for business-related expenses, e.g. phone calls and mailing costs that are reasonably incurred in carrying out the employee's job. Employees must provide documentation to be reimbursed for business-related expenses.

The employee will establish an appropriate work environment within his or her home for work purposes. Green Lake County will not be responsible for support of personally owned equipment, costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Green Lake County will not assume liability for loss, damage, or wear of employee-owned equipment. Green Lake County Information Technology Department will not provide technical support for personal equipment, even when co-mingled with county provided equipment. For liability reasons, Information Technology will also not remote into personal equipment without the employee's presence and consent and some technical issues for county equipment may need to be addressed on-site.

C. SECURITY AND CONFIDENTIALITY

Employees must adhere to all Federal State and local confidentiality laws, including but not limited to, 45 CFR part 160-164, Wis. Stat. §§146.81 and 146.82 (HIPAA and state protected health information), Wis. Stat. Chapters 51, 54 and 55 (Mental Health, Guardianship and Protective Placement), and Wis. Stat. Chapters 48, 938, and 118 (Protected Juvenile Information). Employees who choose to operate under this agreement are responsible for ensuring that all information deemed to be confidential under these or any other applicable state, federal or local law remains confidential. Maintaining confidentiality includes working in a location where third parties, including family members, will not be able to overhear or see confidential information in any format, written, verbal or electronic. Employees must also take steps to secure this information including the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the telecommuting work environment. All confidentiality policies contained in the Personnel Policies and Procedures Manual also apply to telecommuting.

D. SAFETY

Employees are expected to maintain their home workspace in a safe manner and free from safety hazards. Green Lake County will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the County's workers' compensation policy. Telecommuting employees are responsible for notifying the County of any work related injuries preferably by the end of the work shift, or as outlined in County policy. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Forms can be found on the Green Lake County Intranet.

Personnel Committee recommends approval

Passed and Enacted this 17th day of August, 2021

Roll Call on Ordinance 24-2021

Ayes 16, Nays 0, Absent 3, Abstain 0

Submitted by Personnel Committee: /s/ Robert Schweder, Chair; /s/ Sue Wendt, Vice-chair; /s/ Charlie Wielgosh

GREEN LAKE COUNTY BOARD PROCEEDINGS REGULAR MEETING

September 21, 2021

The Green Lake County Board of Supervisors met in regular session, Tuesday, September 21, 2021 at 6:00 PM via remote access and in person access for the regular meeting of the Board.

The Board was called to order by Chair Harley Reabe. Roll call taken –Present (remotely via Zoom) – 4, Present (in person) – 13, Absent – Bob Dolgner (District 1), Bill Boutwell (District 9)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Charles Buss	2
Curt Talma (Zoom)	3
David Abendroth	4

Ken Bates (Zoom)	5
Brian Floeter	6
Charlie Wielgosh	7
Patti Garro	8
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12
Don Lenz	13
Dennis Mulder	14
Katie Mehn (Zoom)	15
Joe Gonyo (Zoom)	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 in person at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 21st day of September, 2021 at 6:00 PM for the regular meeting of the Board.

Monthly business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 08/17/21

ANNOUNCEMENTS

PUBLIC COMMENT (3 minute limit)

APPEARANCES

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

RESOLUTIONS

- Reconsideration of Resolution 17-2021 Related to Creating a Food Pantry/Aging/FRI Services Worker Position to be Shared between the aging Unit and FRI in Health & Human Services
- Resolution 28-2021 Resolution Establishing County Supervisory District Plan

ORDINANCES

- Ordinance 25-2021 Rezone in the Town of Marquette: Owner – Kenneth and Beth Zik
- Ordinance 26-2021 Rezone in the Town of Manchester: Owner – Lake Farms LLC
- Ordinance 27-2021 Rezone in the Town of Green Lake: Owner – Michael Glover
- Ordinance 28-2021 Rezone in the Town of Marquette: Owner – Daniel Davison
- Ordinance 29-2021 Rezone in the Town of Berlin: Owner – Candice and Lisa Schram
- Ordinance 30-2021 Amending Ch. 350 – Zoning, Ordinance 146-76

BUDGET ADJUSTMENTS

- Parks

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON October 19, 2021

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

ADJOURN

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 13th day of September, 2021.

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 08/17/21 MEETING

2. **Motion/second (Lenz/Wendt)** to approve the minutes of the August 17, 2021 County Board meeting with no additions or corrections. Motion carried with no negative vote.

ANNOUNCEMENTS

3. The next meeting of the County Board will take place on October 19, 2021 at 6:00 PM.
4. Chair Reabe reminded all members to turn in their per diem sheets by tomorrow in order to get paid in October.
5. Chair Reabe stated that 5 supervisors will be attending the Wisconsin Counties Association conference on September 26 – 28. Reports will be given at the October meeting.

PUBLIC COMMENT (3 minute limit)

6. Sheriff Mark Podoll spoke regarding the COVID-19 pandemic and the proactive approach that Green Lake County has taken to remain on top of the situation.

APPEARANCES

7. County Administrator Cathy Schmit gave an update on progress regarding the ambulance service, the 2022 budget process, ARPA funding, staff updates, and health insurance for 2022. Discussion and questions followed.
8. Rachel Prellwitz, Green Lake County Health Officer, gave an update on the COVID-19 situation in Green Lake County. She provided the supervisors with a PowerPoint presentation and gave vaccination statistics. Discussion and questions followed.

RESOLUTIONS

- Reconsideration of Resolution 17-2021 Related to Creating a Food Pantry/Aging/FRI Services Worker Position to be Shared between the Aging Unit and FRI in Health & Human Services. **Motion/second (Mulder/Abendroth)** to reconsider Resolution 17-2021. Roll call vote on motion to reconsider Resolution 17-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Dolgnier, Boutwell). Motion carried. County Clerk Liz Otto stated that there was an error in the Pay Grade on the original resolution and it should be changed from Pay Grade 11 to Pay Grade 16. **Motion/second (Abendroth/Lenz)** to approve the change to Resolution 17-2021. Roll call vote on motion to approve the change Resolution 17-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Dolgnier, Boutwell). Motion carried.
9. Resolution 28-2021 Resolution Establishing County Supervisory District Plan. **Motion/second (Mulder/Bates)** to adopt Resolution 28-2021. Discussion held. Roll call vote on motion to adopt Resolution 28-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Dolgnier, Boutwell). Resolution 28-2021 passed as adopted.

ORDINANCES

10. Ordinance 25-2021 Rezone in the Town of Marquette: Owner – Kenneth and Beth Zik. **Motion/second (Buss/Abendroth)** to enact Ordinance 25-2021. **Motion/second (Abendroth/Lenz)** to allow Beth Zik to speak. Motion carried with no negative vote. Zik stated she was available for any questions. Roll vote on motion to enact Ordinance 25-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Dolgnier, Boutwell). Ordinance 25-2021 passed as enacted.
11. Ordinance 26-2021 Rezone in the Town of Manchester: Owner – Lake Farms LLC. **Motion/second (Buss/Lenz)** to enact Ordinance 26-2021. No discussion. Roll vote on motion to enact Ordinance 26-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Dolgnier, Boutwell). Ordinance 26-2021 passed as enacted.
12. Ordinance 27-2021 Rezone in the Town of Green Lake: Owner – Michael Glover. **Motion/second (Abendroth/Schweder)** to enact Ordinance 27-2021. No discussion. Roll vote on motion to enact Ordinance 27-2021 – Ayes – 16, Nays – 0, Abstain – 1 (Lenz), Absent – 2 (Dolgnier, Boutwell). Ordinance 27-2021 passed as enacted.
13. Ordinance 28-2021 Rezone in the Town of Marquette: Owner – Daniel Davison. **Motion/second (Abendroth/Trochinski)** to enact Ordinance 28-2021. No discussion. Roll vote on motion to enact Ordinance 28-2021 – Ayes – 16, Nays – 0, Abstain – 1 (Lenz), Absent – 2 (Dolgnier, Boutwell). Ordinance 28-2021 passed as enacted.
14. Ordinance 29-2021 Rezone in the Town of Berlin: Owner – Candice and Lisa Schram. **Motion/second (Hess/Buss)** to enact Ordinance 29-2021. No discussion. Roll vote on motion to enact Ordinance 29-2021 – Ayes – 16, Nays – 0, Abstain – 1 (Lenz), Absent – 2 (Dolgnier, Boutwell). Ordinance 29-2021 passed as enacted.
15. Ordinance 30-2021 Amending Ch. 350 – Zoning, Ordinance 145-76. **Motion/second (Buss/Mulder)** to enact Ordinance 30-2021. Planning & Zoning Director Matt Kirkman explained the changes and updates to the ordinance. Discussion held. Roll vote on motion to enact Ordinance 30-2021 – Ayes – 16, Nays – 1 (Thom), Abstain – 0, Absent – 2 (Dolgnier, Boutwell). Ordinance 30-2021 passed as enacted.

BUDGET ADJUSTMENTS

16. Parks
 - Adjust revenue and expense in the amount of \$2,250 for additional snowmobile trail aids due to new miles approved by the DNR**Motion/second (Wendt/Trochinski)** to approve the budget adjustment as presented. Roll call vote on motion to approve – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Dolgnier, Boutwell).

COMMITTEE APPOINTMENTS

17. Chair Reabe appointed the Sue Sleezer to the Criminal Justice Collaboration Committee. **Motion/second (Schweder/Wendt)** to approve the appointment as presented. Motion carried with no negative vote.

DEPARTMENTS TO REPORT ON October 19, 2021

18. Chair Reabe stated Chief Deputy Matt Vandekolk will appear next month with an update on the Highway Traffic Safety committee.

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

19. None

ADJOURN

20. Chairman Reabe adjourned the meeting at 7:20 PM.
Respectfully Submitted,
Elizabeth Otto
County Clerk

RESOLUTION NUMBER 28-2021

Resolution Establishing County Supervisory District Plan

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 21st day of September 2021, does resolve as follows:

WHEREAS, Wisconsin Statute §59.10 (3)(b) requires that after each decennial federal census that the county board shall create a tentative county supervisory district plan setting forth the number of supervisory districts proposed by the board and tentative boundaries or a description of boundary requirements, hold a public hearing on the proposed plan and adopt a tentative plan; and **WHEREAS**, the Redistricting Committee has met and proposes the attached tentative plan for adoption by the County Board; and

WHEREAS, a public hearing on the tentative plan was held on September 21, 2021.

NOW THEREFORE BE IT RESOLVED that Green Lake County Board of Supervisors adopts the tentative plan reflected on the enclosed maps consisting of 19 districts.

BE IT FURTHER RESOLVED that the County Clerk shall forward the tentative plan to the municipalities of the County for the creation of wards as required by Wis. Stat. §5.15.

FISCAL NOTE: is not applicable

Majority vote is needed to pass.

Redistricting Committee recommends approval

Passed and Adopted this 21st day of September 2021

Roll Call on Resolution 28-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Redistricting Committee: /s/ Harley Reabe, Chair; /s/ Dennis Mulder; /s/ Elizabeth Otto; /s/ Robert Schweder; /s/ Gerald Stanuch; /s/ Ken Bates

ORDINANCE NO. 25-2021

Relating to: Rezone in the Town of Marquette

Owner: Kenneth and Beth Zik

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st of September 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Marquette, shall be amended as follows:

Item II: Owner: Kenneth & Beth Zik **Site location:** W3683 Cty Rd K **General legal description:** Parcel 014-00531-0100 part of the NW1/4 of S15, T15N, R12E, Town of Marquette, 1.04 acres **Request:** Rezone 1.04 acres from R-1, Single-Family Residence District, to C-1, General Commercial District.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 21st day of September, 2021

Roll Call on Ordinance 25-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ Bill Boutwell, Vice Chair; /s/ Harley Reabe; /s/ Don Lenz; /s/ Chuck Buss

ORDINANCE NO. 26-2021

Relating to: Rezone in the Town of Manchester

Owner: Lake Farms LLC

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st of September 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Manchester, shall be amended as follows:

Item V: Owner: Lake Farms LLC **Applicant:** Brian Schulz **Site location:** Cty Rd AW **General legal description:** Parcel 012-00704-0100 & 012-00705-0100, part of the SE1/4 of S36, T14N, R12E, Town of Manchester, ±80 acres **Request:** Rezone ±5.8 acres from A-1, Farmland Preservation District, to R-4, Rural Residential District. To be identified by certified survey map.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 21st day of September, 2021

Roll Call on Ordinance 26-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ Bill Boutwell, Vice Chair; /s/ Harley Reabe; /s/ Don Lenz; /s/ Chuck Buss

ORDINANCE NO. 27-2021

Relating to: Rezone in the Town of Green Lake

Owner: Michael Glover

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st of September 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Green Lake, shall be amended as follows:

Item IV: Owner: Michael Glover **Site location:** W3101 Cty Rd K **General legal description:** Parcels 006-00795-0300, -0400, -0500, part of the SW1/4 of S11, T15N, R12E, Town of Green Lake, ±13.8 acres **Request:** Rezone ±13.8 acres from A-1, Farmland Preservation District, to R-4, Rural Residential District.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 21st day of September, 2021

Roll Call on Ordinance 27-2021

Ayes 16, Nays 0, Absent 2, Abstain 1

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ Bill Boutwell, Vice Chair; /s/ Harley Reabe; Don Lenz (abstain); /s/ Chuck Buss

ORDINANCE NO. 28-2021

Relating to: Rezone in the Town of Marquette

Owner: Daniel Davison

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st of September 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Marquette, shall be amended as follows:

Item III: Owner: Daniel Davison **Site location:** N3354 State Rd 73 **General legal description:** Parcel 014-00685-0000, part of the SW1/4 of S22, T15N, R12E, Town of Marquette, ±51.14 acres **Request:** Rezone ±16.36 acres from A-1, Farmland Preservation District, to A-2, General Agriculture District. To be identified by certified survey map.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 21st day of September, 2021

Roll Call on Ordinance 28-2021

Ayes 16, nays 0, Absent 2, Abstain 1

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ Bill Boutwell, Vice Chair; /s/ Harley Reabe; Don Lenz (abstain); /s/ Chuck Buss

ORDINANCE NO. 29-2021

Relating to: Rezone in the Town of Berlin

Owner: Candice and Lisa Schram

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st of September 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Berlin, shall be amended as follows:

Item I: Owners: Candice Schram & Lisa Schram **Site location:** N8066 Forest Ridge Rd **General legal description:** Parcel 002-00485-0300, part of the NW1/4 of S26, T17N, R13E, Town of Berlin, 11.06 acres **Request:** Rezone 11.06 acres from A-2, General Agricultural District, to A-1, Farmland Preservation District.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 21st day of September, 2021

Roll Call on Ordinance 29-2021

Ayes 16, Nays 0, Absent 2, Abstain 1

Submitted by Land use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ Bill Boutwell, Vice Chair; /s/ Harley Reabe; Don Lenz (abstain); /s/ Chuck Buss

ORDINANCE NO. 30-2021

Amending Ch. 350 – Zoning, Ordinance 146-76.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of September 2021, does ordain as follows:

WHEREAS, an amendment is necessary to update the County's Zoning Ordinance.

Section 1. Green Lake County Ordinance, No. 146-76 adopted by the Green Lake County Board of Supervisors on June 15, 1976 and as amended from time-to-time is amended as follows (deletions are in ~~strikeout~~, additions are in underline):

Proposed Amendments to Chapter 350, Zoning Ordinance September 2, 2021

Article I: Introduction, No changes

Article II: (Reserved), No changes

Article III: General Provisions, Amendments as follows:

§ 350-15 Accessory buildings, Accessory structures.

§ 350-17.A (2-6). Dwelling design and construction.

A. All dwellings ~~and buildings~~ as defined and permitted by this chapter shall conform to the following. They shall:

(2) Have a first-story minimum living area of 800 square feet, ~~and be not less than 20 feet in their smallest horizontal dimension, exclusive of attached garage, carport or open deck.~~

(3) Be not less than 20 feet in their smallest horizontal dimension, exclusive of portions of the dwelling including but not limited to three-season rooms, sunrooms or solariums, mudrooms, passageways and entryways.

(43) Have any wheels, axles, hitches, tow bars and other equipment necessary for transporting on streets or highways removed when the structure is placed on the foundation.

(54) Be constructed in accordance with accepted construction practices and building codes. In no case shall a shipping or storage container(s), or parts thereof, be used as a dwelling. [Added 8-18-2020 by Ord. No. 9-2020]

(6) There shall only one attached garage per dwelling unit and in no case shall the footprint of the attached garage exceed the dwelling unit's total living area.

§ 350-17.B. The requirements as set forth in Subsection A(2) A(3) above do not apply to dwellings located in an R-2 District, and the requirements as set forth in Section A(6) above do not apply to dwellings located in the A-1 and A-2 zoning districts.

§ 350-20.B. Side and rear yard regulations.

B. Except as otherwise provided in this section, every structure hereafter erected, moved or structurally altered shall provide the minimum side and rear yards as required by the following table for the district in which such ~~building~~ structure is or is to be located:

	Each Side Yard	Rear Yard
	(feet)	(feet)
District		
Residential	12	25
Recreational	12	25
Agricultural	12	25
Conservancy	20	25
Commercial*	12	25
Industrial*	20	25

NOTE:

- * Commercial and industrial ~~buildings~~ structures, not designed for human occupancy, are required to provide a minimum setback 1.1 times their overall height.

Article IV: Zoning Districts, Amendments as follows:

§ 350-27.A.(2)(b) A-1, Farmland Preservation District, Conditional uses.

(b) A business, activity, or enterprise, whether or not associated with an agricultural use, and is not a dog breeding facility or a dog breeder as defined in ATCP 16, which meets all of the following requirements:

- [1] It is conducted on a farm by an owner or operator of that farm.
- [2] It requires no buildings, structures, or improvements other than those described in Subsection D(1) and (3) of the definition of "accessory use."
- [3] The total cumulative hours worked by paid employees, excluding the owner(s), shall not exceed 160 hours per week.
- [4] It does not impair or limit the current or future agricultural use of the farm or other protected farmland.

§ 350-27.A.(2)(h) A-1, Farmland Preservation District, Conditional uses.

(h) Dog kennels qualifying as an accessory use under § 91.01(1), Wis. Stats. Dog breeder(s) or dog breeding facility(s) as defined in ATCP 16.01 are not allowed in the A-1, Farmland Preservation Zoning District.

§ 350-27.A.(2)(Note) A-1, Farmland Preservation District

Note: The County may issue a conditional use permit for a proposed land use not identified in this section if the proposed land use meets applicable conditions under this section. Before issuing a conditional use permit, the County shall determine, in writing, that the proposed use meets applicable conditions under this section. The County may issue the permit subject to conditions designed to carry out the purposes of this chapter. Dog breeder or Dog breeding facility as defined in ATCP 16 are exempt from this provision.

§ 350-27.A.(3)(c)[1] A-1, Farmland Preservation District, Principal structure setback and height standards.

[1] ~~Highway setbacks: Refer to § 350-50A. [Amended 11-14-2017 by Ord. No. 22-2017]~~ Street yard setback:

[a] ~~State trunk road rights of way: 67 foot minimum.~~

[b] ~~All other public road rights of way: 40 foot minimum.~~

§ 350-27.D. A-1, Farmland Preservation District, Definitions

DOG BREEDER

A person who in any license year sells at least 25 dogs, from more than 3 litters, which that person has bred and raised in this state. A person has bred and raised dogs for purposes of this paragraph if that person has owned the dogs from birth until sale, regardless of whether the person has contracted with an agent to raise the dogs on real estate owner or occupied by that agent.

DOG BREEDING FACILITY

A place in this state where dogs are bred and raised and from which at least 25 dogs from more than 3 litters are sold in a license year.

DOG KENNEL

An establishment, that is not a dog breeding facility, in which dogs are housed, boarded, groomed, sheltered, protected, trained or sold for fee or compensation.

LICENSE YEAR

Means the 12-month period ending on September 30th for a license granted by the Department of Agriculture, Trade and Consumer Protection to operate as a dog dealer, dog breeder or as a dog breeding facility.

§ 350-28.A.(1)(c). A-2, General Agriculture District, Permitted uses.

(c) ~~Accessory structure/use, temporary.~~

§ 350-28.A.(2)(b & f). A-2, General Agriculture District, Conditional uses.

(b) ~~Animal veterinary clinic.~~

(f) ~~Animal veterinary clinic.~~ Dog breeder or Dog breeding facility

§ 350-28.A.(3)(c)[1] A-2, General Agriculture District, Principal structure setback and height standards.

[1] ~~Highway setbacks: Refer to § 350-50A. [Amended 11-14-2017 by Ord. No. 22-2017]~~ Street yard setback:

[a] ~~State trunk road rights of way: 67 foot minimum.~~

[b] ~~All other public road rights of way: 40 foot minimum.~~

§ 350-33.A.(2). C-2, Extensive Commercial District, Permitted uses.

(2) ~~Parking lot~~

§ 350-33.B.(7). C-2, Extensive Commercial District, Conditional uses.

(7) ~~Sawmills, manufacture, sale or processing of wood or plywood products.~~

§ 350-34.B.(28). I, Industrial District, Conditional uses.

(28) Sawmills, manufacture, sale or processing of wood or plywood products.

§350-35.H. M-1, Mineral Extraction District.

H. Highway setbacks: Refer to § 350-50A.

§ 350-38.A.(2) R-1 Single-Family Residence District, Permitted uses.

(2) Churches; public schools; parochial schools; municipal buildings, except sewage disposal plants; garbage incinerators; public warehouses; public garages; public shops; public storage yards; and public recreational and community center buildings and grounds.

§ 350-38.D.(1) R-1 Single-Family Residence District, Principal structure setback and height standards.

(1) Highway setbacks: Refer to § 350-50A. ~~[Amended 11-14-2017 by Ord. No. 22-2017]~~ Street yard setback:

~~(a) State trunk road rights of way: 67 feet minimum.~~

~~(b) All other public road rights of way: 40 feet minimum.~~

~~(c) All riparian lots or parcels that front on a public Town road right of way: 25 feet minimum.~~

§ 350-38.E R-1 Single-Family Residence District, Accessory building structures.

E. Accessory building structures. The total combined footprint area allowed for ~~attached and detached~~ accessory building structures shall not exceed 10% of the land area, excluding any road right-of-way. Each accessory building structure shall satisfy all of the following standards: ~~[Added 2-15-2011 by Ord. No. 989-2011]~~

§ 350-38.E.(2) R-1 Single-Family Residence District, Accessory building structures.

(2) Height: 25 feet maximum; ground floor surface to peak. There shall be no sidewalls above the ground floor ceiling joists, ~~unless attached to the dwelling unit.~~ Ground floor sidewalls shall not exceed 15 feet in height.

§ 350-39.A. R-2 Single-Family Mobile Home Residence District.

A. In the Class Two Residential District, all uses and structures shall be permitted that are permitted in the ~~regular (Class One)~~ Single-family ~~residential~~ Residence District, and, in addition thereto, mobile and manufactured homes occupied by a single family shall be permitted. ~~[Amended 3-19-2019 by Ord. No. 2-2019]~~

§ 350-39.E.(1) R-2 Single-Family Mobile Home Residence District, Principal structure setback and height standards.

(1) Highway setbacks: Refer to § 350-50A. ~~[Amended 11-14-2017 by Ord. No. 22-2017]~~ Street yard setback:

~~(a) State trunk road rights of way: 67 feet minimum.~~

~~(b) All other public road rights of way: 40 feet minimum.~~

~~(c) All riparian lots or parcels that front on a public Town road right of way: 25 feet minimum.~~

§ 350-39.F. R-2 Single-Family Mobile Home Residence District, Accessory building structures.

E. Accessory building structures. The total combined footprint area allowed for ~~attached and detached~~ accessory building structures shall not exceed 10% of the land area, excluding any road right-of-way. Each accessory building structure shall satisfy all of the following standards: ~~[Added 2-15-2011 by Ord. No. 989-2011]~~

§ 350-40.A.(13) R-3 Multiple-Family Residence District, Permitted uses.

~~Reserved Temporary structure/use.~~

§ 350-40.D.(1) R-3 Multiple-Family Residence District, Permitted uses.

D. Principal structure setback and height standards.

(1) Highway setbacks: Refer to § 350-50A. ~~[Amended 11-14-2017 by Ord. No. 22-2017]~~ Street yard setback:

~~(a) State trunk road rights of way: 67 feet minimum.~~

~~(b) All other public road rights of way: 40 feet minimum.~~

~~(c) All riparian lots or parcels that front on a public Town road right of way: 25 feet minimum. [Added 8-19-2014 by Ord. No. 4092-2014]~~

§ 350-40.E. R-3 Multiple-Family Residence District, Accessory structure standards.

E. Accessory building structures. The total combined footprint area allowed for ~~attached and detached~~ accessory building structures shall not exceed 10% of the land area, excluding any road right-of-way. Each accessory building structure shall satisfy all of the following standards: ~~[Added 2-15-2011 by Ord. No. 989-2011]~~

§ 350-40.E (3) & (4). R-3 Multiple-Family Residence District, Accessory structure standards.

(3) Area: ~~600~~ 1500 square foot maximum footprint (ground floor).

(4) Volume: ~~40,000-25,000~~ cubic feet maximum volume.

§ 350-40.F. R-3 Multiple-Family Residence District, Accessory nonbuilding structure standards.

F. ~~Accessory nonbuilding structure standards. For the purpose of this subsection, nonbuilding structures shall be structures that do not meet the definition of "building structure." The setback for nonbuilding structures from any ownership boundary line of a lot or parcel shall be 1.1 times the overall height of that structure. The overall height shall be measured from the lowest ground point adjacent to the structure to the highest point of the structure.~~

§ 350-41.B.(8) R-4 Rural Residential District, Conditional uses.

(8) Kennel (must be on at least a 5 acre lot or parcel and only as an accessory use to the residential use). ~~[Added 3-19-2019 by Ord. No. 2-2019]~~

§ 350-41.D.(1) R-4 Rural Residential District, Principal structure setback and height standards.

(1) Highway setbacks: Refer to § 350-50A. ~~[Amended 11-14-2017 by Ord. No. 22-2017]~~ Street yard setback:

~~(a) State trunk road rights of way: 67 feet minimum.~~

~~(b) All other public road rights of way: 40 feet minimum.~~

§ 350-41.E. R-4 Rural Residential District, Accessory structure standards.

E. Accessory structure standards. The total combined footprint area allowed for ~~attached and detached~~ accessory building structures shall not exceed 10% of the land area, excluding any road right-of-way. An accessory building structure shall satisfy all of the following standards:

§ 350-41.E.(2) R-4 Rural Residential District, Accessory structure standards.

(2) Height: 25 feet maximum; ground floor surface to peak. There shall be no sidewalls above the ground floor ceiling joist, ~~unless attached to the dwelling unit.~~ Ground floor sidewalls shall not exceed 15 feet in height.

§ 350-41.F. R-4 Rural Residential District, Accessory nonbuilding structure standards.

F. ~~Accessory nonbuilding structure standards. For the purpose of this subsection, nonbuilding structures shall be structures that do not meet the definition of "building structure." The setback for nonbuilding structures from any ownership boundary line of a lot or parcel shall be 1.1 times the overall height of that structure. The overall height shall be measured from the lowest ground point adjacent to the structure to the highest point of the structure.~~

Article V. Non-Building Structures, Amendments as follows:

§ 350-43.B.(4)(a) Signs, On-site signs advertising business on premises.

(a) One on-site sign attached to a building structure advertising a business conducted or service available on the premises shall not exceed the height of the building structure it is attached to. Such sign shall not exceed ~~32~~ 50 square feet in gross area.

§ 350-43.1.C. Fences.

C. Open style agricultural fences, no greater than eight feet in height, are allowed, without a land use permit, on lands zoned A-1, A-2 & R-4.

Article VI. Highway Setback Lines, Amendments as follows:

§ 350-50.A. Setback distances.

A. Along highways generally. The setback distance from the center line or right-of-way line, at any point, for the respective classes of highways shall be as follows: ~~[Amended 11-14-2017 by Ord. No. 22-2017; 3-19-2019 by Ord. No. 2-2019; 8-18-2020 by Ord. No. 9-2020]~~

Highway Classification	Setback From Center Line	Setback From Street Lot Line
	(feet)	(feet)
State trunk highways	110	Not less than 67
County trunk highways	75	Not less than 40
Town roads, except in platted subdivisions <u>or non-riparian</u> lots or parcels.	75	Not less than 40
<u>Town roads</u> Streets in platted subdivisions		30
<u>Town roads accessed by a riparian lot</u>		<u>25</u>

Article IX. Administration and Enforcement, Amendments as follows:

§ 350-65.A. Land use permit.

A. No building or structure or billboard or any part thereof, except as herein provided, shall hereafter be erected, enlarged, ~~structurally~~ altered, ~~repaired~~ or moved within the areas subject to the provisions of this chapter until a land use permit shall have been applied for, in writing, and obtained from the Land Use Planning and Zoning Department. Such permit shall be posted in a prominent place on the premises prior to and during the period of construction, alteration, repair or moving. Land use permits shall be valid for a period of one year from date of issue unless otherwise specified on the permit. A copy of such permit shall be filed with the Land Use Planning and Zoning Department and with the inspector and clerk for the town in which the permit is effective. Forms for the application for land use permits shall be supplied by the Land Use Planning and Zoning Department. All such forms shall be approved by the County Board. For a fee schedule refer to Article XII, Fee Schedule. ~~[Amended 11-14-2017 by Ord. No. 22-2017]~~

Article X. Enforcement, No changes.

Article XI. Amendments, Amendments as follows:

§ 350-75.B. Rezoning amendment standards.

B. All rezone amendments that result in the creation of a new parcel or parcels shall be done by certified survey map in accordance with § 315-38 of the Land Division and Subdivision Ordinance. The rezone amendment shall not take effect until the certified survey map, creating the rezoned parcel(s), is recorded in the Green Lake County Register of Deeds office. If the required certified survey map is not recorded within 12 months of the rezone amendment's approval, the rezone amendment is void.

Article XII. Fee Schedule, No changes.

Article XIII. Word Usage and Definitions, Amendments as follows:

§ 350-77 Word usage and definitions.

ACCESSORY STRUCTURE

A subordinate structure, ~~detached from the principal structure~~, the use of which is incidental to and customarily found in connection with the principal structure or use of the property.

BREEZEWAY

An above-ground, roofed accessory structure that is utilized for the purpose of connecting two structures or buildings, as between a house and a garage, with either open or enclosed sides, with or without a foundation. A breezeway is not considered part of a dwelling.

DOG BREEDER

A person who in any license year sells at least 25 dogs, from more than 3 litters, which that person has bred and raised in this state. A person has bred and raised dogs for purposes of this paragraph if that person has owned the dogs from birth until sale, regardless of whether the person has contracted with an agent to raise the dogs on real estate owner or occupied by that agent.

DOG BREEDING FACILITY

A place in this state where dogs are bred and raised and from which at least 25 dogs from more than 3 litters are sold in a license year.

ENTRYWAY

An inside area through which you enter a dwelling from outside of the dwelling that leads to other rooms within a dwelling.

GARAGE

A structure or part thereof, used or intended to be used for parking and storage of vehicles and/or other personal property.

A. ATTACHED: A garage sharing a common wall with the principal structure. The attachment must extend from original grade to the roofline of one or more of the connected structures, must be completely enclosed by a roof, walls and floor (openings only for windows, skylights, and doors are allowed), and there must be a direct connection from the 2nd floor of the principal structure to the 2nd floor of the attached garage.

B. DETACHED: A garage that is not attached to separate from the principal structure, being an accessory structure.

KENNEL

An establishment, that is not a dog breeding facility as defined in ATCP 16, in which domestic animals are housed, boarded, groomed, sheltered, protected, bred, trained or sold for a fee or compensation. A property where there are fewer than 5 adult dogs is not considered a kennel.

LICENSE YEAR

Means the 12-month period ending on September 30th for a license granted by the Wisconsin Department of Agriculture, Trade and Consumer Protection to operate as a dog dealer, dog breeder or a dog breeding facility.

LIVING AREA

That area or space within a dwelling unit, devoted to the principal residential use of the structure, excluding attached garages, porches, sheds, and other similar appurtenances.

MUDROOM

A room in a dwelling designed especially for shedding of dirty or wet footwear and clothing.

PASSAGEWAY

A narrow extended room that is open on both ends, having walls on either side and under roof that allows unobstructed access to different rooms within a dwelling.

STRUCTURE OR USE, TEMPORARY

A structure or use on a property that requires a land use permit and meets all of the following:

[Added 10-15-2013 by Ord. No. 1070-2013]

A. That is present for not more than 90 days from the date of issuance of the land use permit.

B. That complies with applicable dimensional and use standards.

C. That there is no remaining evidence at the termination of the temporary structure or use.

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

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

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 21st day of September, 2021

Roll Call on Ordinance 30-2021

Ayes 16, Nays 1, Absent 2, Abstain 0

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ Bill Boutwell, Vice-chair; /s/ Harley Reabe; /s/

Chuck Buss; /s/ Don Lenz

GREEN LAKE COUNTY BOARD PROCEEDINGS

REGULAR MEETING

October 19, 2021

The Green Lake County Board of Supervisors met in regular session, Tuesday, October 19, 2021 at 6:00 PM via remote access and in person access for the regular meeting of the Board.

The Board was called to order by Chair Harley Reabe. Roll call taken –Present (remotely via Zoom) – 2, Present (in person) – 12, Absent – 5 (Charles Buss-District 2, Curt Talma-District 3, Patti Garro-District 8, Don Lenz-District 13, Gene Thom-District 19)

Supervisor	Supervisor Districts
Bob Dolgner	1
David Abendroth	4
Ken Bates	5
Brian Floeter	6

Charlie Wielgosh	7
Bill Boutwell	9
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12
Dennis Mulder	14
Katie Mehn (Zoom)	15
Joe Gonyo (Zoom)	16
Keith Hess	17
Richard Trochinski	18

READING OF THE CALL

The Green Lake County Board of Supervisors will convene via virtual communication and in person at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 19th day of October, 2021 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 09/21/21

ANNOUNCEMENTS

PUBLIC COMMENT (3 minute limit)

APPEARANCES

- Jon Trautman, CliftonLarsonAllen LLP – 2020 financial update
- Rachel Prellwitz, Green Lake County Health Officer – COVID-19 update
- Monthly update from County Administrator Cathy Schmit
- Justin Fischer, Baird Financial – bonding update

RESOLUTIONS

- Resolution 29-2021 Resolution Providing for the Sale of Approximately \$6,050,000 General Obligation Refunding Bonds
- Resolution 30-2021 Resolution Approving a Boat Washing Station at Dodge Memorial Park Boat Launch
- Resolution 31-2021 Resolution Relating to Cooperation Agreement for CDBG Program
- Resolution 32-2021 Resolution Relating to Lake Planning and Protection Grant for Grand Lake
- Resolution 33-2021 Resolution Relating to Lake Planning and Protection Grant for Big Twin, Little Twin, and Spring Lakes
- Resolution 34-2021 Resolution Relating to Lake Planning Grants for Green Lake
- Resolution 35-2021 Resolution Adding Soil Conservationist I Position in the Land Conservation Department

ORDINANCES

- Ordinance 31-2021 Rezone in the Town of Brooklyn: Owner – Christopher & Lyn Meilahn
- Ordinance 32-2021 Rezone in the Town of Berlin: Owner – Wingate Barraclough & Stephan F. Krentz
- Ordinance 33-2021 Rezone in the Town of Brooklyn: Owner – Farm & Hills Real Estate LLC

BUDGET ADJUSTMENTS

- EMS
- County Clerk - Insurance

COMMITTEE APPOINTMENTS

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION per Wis. Stat. 19.85(1)(g) to confer with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved. This matter relates to the Notice of Claim/Injury of Harry Waite.

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

DEPARTMENTS TO REPORT ON November 9, 2021

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

ADJOURN

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 11th day of October, 2021.

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

2. Chair Reabe called for a moment of silence in honor of fallen Deputy Sheriff Bruce Williams who was killed in the line of duty 18 years ago today.

MINUTES OF 09/21/21 MEETING

3. **Motion/second (Wendt/Trochinski)** to approve the minutes of the September 21, 2021 County Board meeting with no additions or corrections. Motion carried with no negative vote.

ANNOUNCEMENTS

4. The next meeting of the County Board will take place on November 9, 2021 at 6:00 PM with the budget hearing at 6:30 PM. A public hearing for redistricting will take place on the same date at 5:00 PM.
5. Chair Reabe stated that WCA conference reports will be given at the November meeting.

PUBLIC COMMENT (3 minute limit)

6. Deb Sweeney, retired employee residing at W614 State Rd 23/49, read a letter she sent to all County Board supervisors and the Berlin Journal regarding her duties working with the financial software during her employment in the IT department and with Green Lake County for 25 years. **Motion/second (Abendroth/Mulder)** to allow her to finish reading her letter after the 3 minute time limit had expired. Motion carried with no negative vote.
7. Anna Cisar of Golden Sands spoke in favor of the boat washing station proposed under Resolution 30-2021. She highlighted 3 points – the installation of one station as a test for the future, public support for the wash station, and the need to stop the spread of invasive species in area lakes.
8. Kent Delucenay, President of the Green Lake Association, urged support of both the boat washing station and the proposed new position in Land Conservation.
9. Mark Podoll, Green Lake County Sheriff, thanked Chair Reabe for the moment of silence for Bruce Williams and urged everyone to “never forget”.
10. Richard Martens, secretary of the Green Lake Association, urged support of both the boat washing station and the proposed new position in Land Conservation.

APPEARANCES

11. Rachel Prellwitz, Green Lake County Health Officer, gave an update on the COVID-19 situation in Green Lake County. She provided the supervisors with a PowerPoint presentation and gave vaccination statistics and clinic information. Discussion and questions followed.
12. Jon Trautman of CliftonLarsonAllen, LLP appeared via Zoom and gave an update on the 2020 financial audit. He stated that the cash reconciling process has been completed and they are entering the final stages. He will be able to provide an on site presentation in the coming weeks. Questions and discussion followed.
13. County Administrator Cathy Schmit updated the Board on recent activities in her office including the EMS process, ARPA funding, the 2022 budget, health insurance for the coming year, redistricting, and an employee update.
14. Jordan Masnica of Baird Financial appeared in place of Justin Fischer to update the Board on the current bonding process. He gave an overview of the current financials and the prospective refinancing of the 2013A bonds. There is a potential savings of approximately \$370,000 with an estimated interest rate of 1.80%.

RESOLUTIONS

15. Resolution 29-2021 Resolution Providing for the Sale of Approximately \$6,050,000 General Obligation Refunding Bonds. **Motion/second (Abendroth/Mulder)** to adopt Resolution 29-2021. No discussion. Roll call vote on motion to adopt Resolution 29-2021 – Ayes – 13, Nays – 0, Abstain – 0, Absent – 6 (Buss, Talma, Garro, Lenz, Gonyo (internet issues), Thom). Resolution 29-2021 passed as adopted.
16. Resolution 30-2021 Resolution Approving a Boat Washing Station at Dodge Memorial Park Boat Launch. **Motion/second (Schweder/Trochinski)** to adopt Resolution 30-2021. Discussion held. Roll call vote on motion to adopt Resolution 30-2021 – Ayes – 13, Nays – 0, Abstain – 0, Absent – 6 (Buss, Talma, Garro, Lenz, Gonyo (internet issues), Thom). Resolution 30-2021 passed as adopted.
17. Resolution 31-2021 Resolution Relating to Cooperation Agreement for CDBG Program. **Motion/second (Abendroth/Mulder)** to adopt Resolution 31-2021. No discussion. Roll call vote on motion to adopt Resolution 31-2021 – Ayes – 13, Nays – 0, Abstain – 0, Absent – 6 (Buss, Talma, Garro, Lenz, Gonyo (internet issues), Thom). Resolution 31-2021 passed as adopted.
18. Resolution 32-2021 Resolution Relating to Lake Planning and Protection Grant for Grand Lake. **Motion/second (Hess/Dolgnier)** to adopt Resolution 32-2021. Discussion held. Roll call vote on motion to adopt Resolution 32-2021 – Ayes – 13, Nays – 0, Abstain – 0, Absent – 6 (Buss, Talma, Garro, Lenz, Gonyo (internet issues), Thom). Resolution 32-2021 passed as adopted.
19. Resolution 33-2021 Resolution Relating to Lake Planning and Protection Grant for Big Twin, Little Twin, and Spring Lakes. **Motion/second (Bates/Floeter)** to adopt Resolution 33-2021. Roll call vote on motion to adopt Resolution 33-2021 – Ayes – 14, Nays – 0, Abstain – 0, Absent – 5 (Buss, Talma, Garro, Lenz, Thom). Resolution 33-2021 passed as adopted.
20. Resolution 34-2021 Resolution Relating to Lake Planning and Protection Grants for Green Lake. **Motion/second (Wendt/Bates)** to adopt Resolution 34-2021. Roll call vote on motion to adopt Resolution 34-2021 – Ayes – 14, Nays – 0, Abstain – 0, Absent – 5 (Buss, Talma, Garro, Lenz, Thom). Resolution 34-2021 passed as adopted.
21. Resolution 35-2021 Resolution Adding Soil Conservationist I Position in the Land Conservation Department. **Motion/second (Wielgosh/Mulder)** to adopt Resolution 35-2021. Discussion held. **Motion/second (Schweder/Mulder)** to allow County Conservationist Paul Gunderson to speak. Motion carried with no negative vote. Gunderson explained the need for the reinstated position. Roll call vote on motion to adopt Resolution 35-2021 – Ayes – 14, Nays – 0, Abstain – 0, Absent – 5 (Buss, Talma, Garro, Lenz, Thom). Resolution 35-2021 passed as adopted.

ORDINANCES

22. Ordinance 31-2021 Rezone in the Town of Brooklyn: Owner – Christopher & Lyn Meilahn. **Motion/second (Abendroth/Mulder)** to enact Ordinance 31-2021. No discussion. Roll vote on motion to enact Ordinance 31-2021 – Ayes – 14, Nays – 0, Abstain – 0, Absent – 5 (Buss, Talma, Garro, Lenz, Thom). Ordinance 31-2021 passed as enacted.

23. Ordinance 32-2021 Rezone in the Town of Berlin: Owner – Wingate Barraclough & Stephan F. Krentz. **Motion/second (Wendt/Floeter)** to enact Ordinance 32-2021. No discussion. Roll vote on motion to enact Ordinance 32-2021 – Ayes – 14, Nays – 0, Abstain – 0, Absent – 5 (Buss, Talma, Garro, Lenz, Thom). Ordinance 32-2021 passed as enacted.
24. Ordinance 33-2021 Rezone in the Town of Brooklyn: Owner – Farm & Hills Real Estate LLC. **Motion/second (Wendt/Dolgnier)** to enact Ordinance 33-2021. No discussion. Roll vote on motion to enact Ordinance 33-2021 – Ayes – 14, Nays – 0, Abstain – 0, Absent – 5 (Buss, Talma, Garro, Lenz, Thom). Ordinance 33-2021 passed as enacted.

BUDGET ADJUSTMENTS

25. EMS
- Transfer \$20,000 out of contingency to EMS-Contracted Services for legal counsel and consultation fees.
- Motion/second (Trochinski/Wielgosh)** to approve the budget adjustment as presented. **Motion/second (Floeter/Mulder)** to amend the budget adjustment to reduce the amount to \$8,000. Roll call vote on motion to amend – Ayes - 12, Nays – 2 (Wielgosh, Hess), Abstain - 0, Absent – 5 (Buss, Talma, Garro, Lenz, Thom). Roll call vote on motion to approve as amended – Ayes – 14, Nays – 0, Abstain – 0, Absent – 5 (Buss, Talma, Garro, Lenz, Thom).
26. County Clerk
- Transfer \$3,000 out of contingency to the insurance budget for underwriting fees to ETF for health insurance.
- Motion/second (Schweder/Abendroth)** to approve the budget adjustment as presented. Roll call vote on motion to approve – Ayes - 14, Nays - 0, Abstain - 0, Absent – 5 (Buss, Talma, Garro, Lenz, Thom).

COMMITTEE APPOINTMENTS

27. Chair Reabe appointed Joy Waterbury to the Regional Coordinating Committee (RCC) and the Family Resource Council. **Motion/second (Abendroth/Wendt)** to approve the appointment as presented. Motion carried with no negative vote.

CLOSED SESSION

28. **Motion/second (Abendroth/Mulder)** to convene into Closed Session per Wis. Stat. §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved. This matter relates to the Notice of Claim/Injury of Harry Wait. Roll call vote – Ayes - 14, Nays – 0, Abstain – 0, Absent – 5 (Buss, Talma, Garro, Lenz, Thom).
29. **Motion/second (Trochinski/Boutwell)** to reconvene into Open Session to take action, if appropriate, on matters discussed in closed session. Roll call vote – Ayes - 14, Nays - 0, Abstain - 0, Absent – 5 (Buss, Talma, Garro, Lenz, Thom).

DEPARTMENTS TO REPORT ON November 9, 2021

30. Chair Reabe stated there will be no department reports. Supervisors that attended the WCA conference will give brief reports.

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

31. None

ADJOURN

32. Chairman Reabe adjourned the meeting at 7:40 PM.
Respectfully Submitted,

Elizabeth Otto
County Clerk

RESOLUTION NUMBER 29-2021

Resolution Providing for the Sale of Approximately \$6,050,000 General Obligation Refunding Bonds

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 19th day of October 2021, does resolve as follows:

WHEREAS, Green Lake County, Wisconsin (the "County") is presently in need of approximately \$6,050,000 for the public purpose of refunding certain outstanding obligations of the County, including interest on them, specifically, the General Obligation Refunding Bonds, Series 2013A, dated April 9, 2013 (the "Refunding"); and

WHEREAS, the County Board of Supervisors deems it to be necessary, desirable and in the best interest of the County to borrow said funds through the issuance of general obligation bonds pursuant to Section 67.04, Wis. Stats.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Issuance of the Bonds. The County shall issue its General Obligation Refunding Bonds in an amount of approximately \$6,050,000 (the "Bonds") for the public purpose of paying the cost of the Refunding.

Section 2. Sale of the Bonds. The County Board of Supervisors hereby authorizes and directs the officers of the County to take all actions necessary to provide for the sale of the Bonds, which Robert W. Baird & Co. Incorporated ("Baird") acting as placement agent with respect to the Bonds. At a subsequent meeting, the County Board of Supervisors shall take further action to approve the details of the Bonds and authorize the sale of the Bonds.

Section 3. Notice of Sale. The County Clerk (in consultation with Robert W. Baird & Co. Incorporated ("Baird")) be and hereby is directed to cause notice of the sale of the Bonds to be disseminated in such manner and at such times as the County Clerk may determine and to cause copies of a complete Official Notice of Sale and other pertinent data to be forwarded to interested bidders as the County Clerk may determine.

Section 4. Official Statement. The County Clerk (in consultation with Baird) shall cause an Official Statement to be prepared and distributed. The appropriate County officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

FISCAL NOTE:

Majority vote is needed to pass.

Finance Committee recommends approval

Passed and Adopted this 19th day of October, 2021

Roll Call on Resolution 29-2021

Ayes 13, Nays 0, Absent 6, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Brian Floeter; /s/ Don Lenz; David Abendroth via Zoom

RESOLUTION NUMBER 30-2021

Resolution Approving a Boat Washing Station at Dodge Memorial Park Boat Launch

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 19th day of October 2021, does resolve as follows:

WHEREAS, Green Lake is Wisconsin's deepest, natural, inland lake with a two-story fishery; and

WHEREAS, A Lake Management Planning team made up of the Green Lake Association, Green Lake Sanitary District, Green Lake and Fond du Lac County Land Conservation Departments, Wisconsin Department of Natural Resources biologist, the USGS and the Cities of Green Lake and Ripon have all taken an active role in managing and protecting the health of Big Green Lake; and

WHEREAS, invasive aquatic species and preventing new invasive species in Big Green Lake is a priority because invasive aquatic species impact the health of our lakes; and

WHEREAS, installing a boat wash station will assist in preventing the spread of aquatic invasive species by providing another tool to boaters to remove aquatic invasive species from their boats, trailers and other boating equipment.

NOW THEREFORE BE IT RESOLVED, that the Green Lake County Board of Supervisors support the installation of a boat wash station at Dodge Memorial park.

BE IT FURTHER RESOLVED, that the County Administrator and County Conservationist shall work with the partners listed in the attached Memorandum of Understanding to implement the installation of a boat wash station at Dodge Memorial park.

BE IT FURTHER RESOLVED, that the County Administrator may execute the attached Memorandum of Understanding after Corporation Counsel approval.

BE IT FURTHER RESOLVED, that boat launch fees may be used to fund the County's portion of the cost of the boat wash station as set forth in the Memorandum of Understanding.

FISCAL NOTE:

Table 1. Boat Wash Station Funding Source Breakdown. (From Memorandum of Understanding)

Organization	Upfront Cost + Year 1	Annual O&M*, Years 2-3	Max. Annual O&M, Years 4+ (Pending Program Evaluation)
WDNR Grant	\$13,527	\$6,559 / yr	\$0 / yr
Green Lake Association	\$10,000	\$2,100 / yr	\$3,000 / yr
Green Lake Sanitary District	\$10,000	\$2,100 / yr	\$3,000 / yr
Green Lake County Boat Launch Fee Request	\$11,500	\$0 / yr	\$5,000 / yr §
Green Lake Land Conservation Department^	\$2,000	\$0 / yr	\$0 / yr

§ 10% of collected boat launch fees, not to exceed \$5,000

*O&M stands for operation & maintenance

^ Land Conservation Department funds come not from County tax dollars but State allocated dollars meant to be used for Green Lake County's lakes and rivers.

GREEN LAKE BOAT WASH STATION MEMORANDUM OF UNDERSTANDING

July 21, 2021

Golden Sands Resource Conservation & Development Council, Inc.

Green Lake Association

Green Lake County, Wisconsin

Green Lake Sanitary District

THIS MEMORANDUM OF UNDERSTANDING (MOU) is hereby entered into among the above parties.

I. Introduction:

This Memorandum of Understanding (MOU) has been created to define the duties and responsibilities of the involved parties to implement and maintain a boat washing station on Big Green Lake. The threat of new aquatic invasive species (AIS) entering Big Green Lake defines the need for proactive prevention strategies.

The organizations leading this prevention strategy are Golden Sands Resource & Conservation Development Council (RC&D), Inc., Green Lake Association, Green Lake County via its Land Conservation Department, and Green Lake Sanitary District—also known as the Boat Wash Planning Team (BWPT). Working together, these organizations have designed a plan for a boat wash station at Dodge Memorial Park, a County-owned boat landing. This boat wash station will provide tools and staff at the boat landing to

execute the State-mandated law of draining all water and manual removal of plants, animals, and mud in order to stop the spread of invasive species.

II. Purpose:

The purpose of this Green Lake Boat Wash Station MOU is to define each party's responsibilities regarding the maintenance and operation of the boat wash station on Big Green Lake.

III. Scope:

The Green Lake Boat Wash Station includes a non-heated, electric, pressure wash unit that will be housed on an enclosed trailer at Dodge Memorial Park (DMP) during the boating season. The boat wash station will prioritize washing boats that have been used on other lakes. The wash area will be blacktopped and sloped toward the center so that the wash water will be collected in a coffin inlet and exit into an underground filter diaphragm. The entire wash station will be sloped away from the lake so that all water, whether it is infiltrated into the ground or exits to the ditch along County Highway K, will not enter Big Green Lake by direct surface runoff. Signage and other educational materials will be put-up around DMP to inform boaters on the proper use and purpose of the wash station. Signage and other educational materials will be provided and installed by Green Lake Association, Green Lake Sanitary District and/or RC&D.

The wash station will be staffed for the initial three years of the project; throughout that period the BWPT will assess the station's staffing needs. Having this wash station staffed will help focus the boat washing efforts to boats and equipment that are coming in from other lakes. Following the initial three years, BWPT will decide whether to continue staffing the station. If BWPT discontinues staffing, the wash station will transition to public use.

IV. Definitions:

Definitions for technical and operational aspects. Include any acronyms or community-specific terms.

BWPT: Boat Wash Planning Team refers to the organizations leading this prevention strategy — RC&D, Green Lake Association, Green Lake Land Conservation Department, and Green Lake Sanitary District

V. Policy:

- A. The boat wash station will be used by trained staff who will be covered under an insurance policy purchased by RC&D. If a boat user is adamant about using the boat wash station themselves, a waiver, found in Appendix A, will need to be signed by the user before using the wash station and trained staff will be present and supervising the boat wash user.
- B. If trained staff are not onsite, the wash portion of the boat wash station will be locked and unavailable for use.
- C. The operating procedure for the boat wash station was adapted from Minnesota's Decontamination Handbook. All staff will follow the operating procedure found in Appendix B.

VI. Terms of Collaboration:

By signing this MOU, each party agrees to roles and responsibilities defined below:

A. Grant Funding

A Wisconsin DNR Surface Water grant will be written to pursue grant funds for the first three years of this project. The following project items are grant eligible expenses: a portable pressure washer unit (30% of cost¹), staffing, signage, and educational outreach and support. Permanent structures—such as the infiltration system, cement pad, well for water supply, and electricity—are not grant eligible, nor is maintenance or the remaining 70% of the pressure washer unit, and will need to be funded by the parties. Green Lake Association, Green Lake Sanitary District and/or RC&D will write apply for WDNR Surface Water Grant to pursue funds for the first three years of the boat wash station project. If RC&D is to write grants, they will be written as a contracted service.

B. Funding

During the first three grant-funded years, non-eligible grant items (the infiltration system, cement pad, well, electricity, maintenance, and remaining 70% of pressure washer unit) will be funded by the Green Lake Sanitary District and Green Lake Association, assuming total project costs do not exceed \$16,000 per entity. Green Lake County will also fund this project, not to exceed \$13,500, by using money collected from the boat launch fee or State dollars meant to be used for Green Lake County's lakes and rivers – not County tax dollars. See the funding breakdown below in Table 1.

Table 1. Boat Wash Station Funding Source Breakdown.

Organization	Upfront Cost + Year 1	Annual O&M*, Years 2-3	Max. Annual O&M, Years 4+ (Pending Program Evaluation)
WDNR Grant	\$13,527	\$6,559 / yr	\$0 / yr
Green Lake Association	\$10,000	\$2,100 / yr	\$3,000 / yr
Green Lake Sanitary District	\$10,000	\$2,100 / yr	\$3,000 / yr
Green Lake County Boat Launch Fee Request	\$11,500	\$0 / yr	\$5,000 / yr §
Green Lake Land Conservation Department [^]	\$2,000	\$0 / yr	\$0 / yr

§ 10% of collected boat launch fees, not to exceed \$5,000

¹ Grant funded equipment costs that exceed \$5,000 must be depreciated over the life of the grant.

**O&M stands for operation & maintenance*

^ Land Conservation Department funds come not from County tax dollars but State allocated dollars meant to be used for Green Lake County's lakes and rivers.

After year three, following the life of the grant, staffing costs and maintenance will be additional items that will need to be funded. These expenses are outlined in the five-year plan found in Appendix C and will be funded by the Green Lake Sanitary District and Green Lake Association, not to exceed \$3,000 per year each, and by Green Lake County via the boat launch revenue, not to exceed \$5,000 per year. These funds will be kept in a restricted fund account held and operated by Green Lake Association. This plan shall be reviewed prior to the expiration of the five year-plan and adjusted as necessary in writing and agreement by all the parties.

C. Unexpected Expenses

If any unexpected expenses arise the Green Lake Association and Green Lake Sanitary District will discuss and come to terms with how those expenses will be paid between themselves.

D. Staffing

1. The boat washing inspector position will be staffed for the first three years by RC&D. After program review following the first three years, staffing needs will be discussed and addressed.

2. A contract between RC&D and the Green Lake Association will be drawn up so that RC&D will be responsible for all payroll and HR-related services. RC&D will also take on additional insurance to cover this program. RC&D agrees that the individuals providing the services under this MOU are not employees or agents of Green Lake County. It is hereby further acknowledged by all parties that the County shall not be liable in any way for Worker's Compensation, Unemployment Insurance, FICA or for any other employment benefits. If Worker's Compensation is required by law, RC&D shall provide the same. RC&D will invoice the Green Lakes Association, as the holder of the grant funds, to cover costs incurred to employ the boat wash station staff including time required to hire said staff.

3. The WI DNR Surface Water Grant will cover the staffing costs for the first three years of the program. If, after review of the program, staff are still needed to run the boat wash program the staff funding is budgeted in the annual operation and maintenance costs for Years 4 and beyond.

4. As local partners, Green Lake Association and Green Lake Sanitary District will help advertise the staffing position and assist in the hiring process.

5. All staff using the pressurized boat wash station will be trained on how to properly use the equipment by the Green Lake Land Conservation Department annually. All staff will follow the Boat Washing Manual protocol adapted from Minnesota DNR, attached in Appendix B.

E. Maintenance

1. Maintenance expenses, both planned and unplanned have been budgeted for. The Green Lake Association, Green Lake County using boat launch fees, and Green Lake Sanitary District have agreed to an annual dollar value to go into a restricted fund account to pay for these maintenance expenses as needed (see the funding breakout above in Table 1).

2. Maintenance will be conducted by a third party organization (e.g., Hydroclean Equipment) to run a minimum of three maintenance checks per season: de-winterize in May, mid-season check around July, and winterization in September/October. Additional maintenance checks may be necessary depending on level of use. The Green Lake Land Conservation Department will be responsible for communicating and coordinating maintenance. Maintenance checks and other expenses will be paid by the Green Lake Association from the restricted fund.

3. Spring set-up and fall take-down will be conducted by the Green Lake Land Conservation Department. Any equipment will be housed at the Green Lake County Fairgrounds over winter. When equipment is not in use during the boating season, the equipment will be locked inside the enclosed trailer.

F. Liability:

1. RC&D, as the staffing agent, will take on an insurance policy to cover our boat wash staff from injury, and insurance to cover property damage to boats, trailers and vehicles subject to the terms and limits within the policy.

G. Oversight:

1. Planning and research behind the boat wash station design will be led by RC&D and supported by the Green Lake Association, the Green Lake County Land Conservation Department, and the Green Lake Sanitary District.

H. Amendments or Termination:

Any amendments or terminations to this MOU shall be in writing and signed by all parties.

I. Miscellaneous

1. This MOU will be governed by the laws of the State of Wisconsin and venue shall be in the Green Lake County Circuit Court.
2. The parties agree to abide by all applicable state, federal and local laws or ordinances.
3. Severability. Any enforceable portions of this agreement shall be enforced even though other portions of the MOU may be deemed unenforceable.
4. Statutory Protections. It is agreed by the parties that nothing in this MOU, including but not limited to indemnification and hold harmless clauses, shall in any way constitute a waiver on the part of the County of any immunity, liability limitation or other protection available to the County under any applicable statute or other law. To the extent that any provision of this MOU is found by any court of competent jurisdiction to conflict with any such legal protection, then whichever protections, either legal or contractual, provide a greater benefit to the County shall apply unless the County elects otherwise.
5. No Partnership or Joint Venture. This Agreement shall not in any way be deemed to create a partnership or joint venture between the parties to the Agreement.
6. Multiple Originals. This MOU may be executed in multiple originals, each of which together shall constitute a single agreement.

J. Indemnification.

RC&D agrees to protect, indemnify, defend and hold harmless Green Lake County, its boards, commissions, officers, agents, employees and representatives from and against any and all liability, including claims, causes of actions, damages, demands, costs, expenses, losses and damage to any property or bodily injury to any person including death, as a result of any act or omission of RC&D, its officers, members, employees, agents, representatives, directors in connection with the terms of this MOU. In case any action or proceeding is brought against Green Lake County by reason of any such claim or cause of action, RC&D upon notice from Green Lake County shall defend Green Lake County and be responsible for payment of attorney fees and costs.

APPROVED BY:

Hannah Butkiewicz, Executive Director RC&D	Date
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Stephanie Prellwitz, Executive Director Green Lake Association	Date
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Catherine J. Schmit, County Administrator	Date
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Paul Gunderson, County Conservationist Green Lake Land Conservation Dept.	Date
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Lisa Reas, Administrator	Date
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Green Lake Sanitary District

Majority vote is needed to pass.

Approved/~~Disapproved~~ by Property & Insurance

Approved/~~Disapproved~~ by Finance

Parks Commission recommends approval

Passed and Adopted this 19th day of October 2021

Roll Call on Resolution 30-2021

Ayes 13, Nays 0, Absent 6 Abstain 0

Submitted by Parks Commission Committee: /s/ William Boutwell, Chair; /s/ Curt Talma; /s/ Todd Morris; /s/ Jerry Specht

RESOLUTION NUMBER 31-2021

Resolution relating to Cooperation Agreement for CDBG Program

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 19th day of October 2021, does resolve as follows:

WHEREAS, Green Lake County has an identified a need and interest in remaining a member of the Central Wisconsin Housing Region, which includes the counties of Adams, Green Lake, Juneau, Marathon, Marquette, Portage, Waupaca, Waushara, and Wood, to provide decent housing, and

WHEREAS, Green Lake County and the Central Wisconsin Housing Region desire to and are required to, enter into a written cooperative agreement with each other to participate in such CDBG program, and

WHEREAS, the member counties entered into a contract on July 1, 2013, which has an auto-renewal clause for an automatic two year renewal, subject to any county wishing to exit the Central Housing Region; and

WHEREAS, the current contract expired on June 30, 2021, and the Board should ratify the auto-renewal.

NOW THEREFORE BE IT RESOLVED the Board of Supervisors of Green Lake County ratifies the two-year extension of the Community Development Block Grant Housing Contract for the Central Housing Region of Wisconsin, beginning on July 1, 2021 and ending June 30, 2023.

BE IT FURTHER RESOLVED nothing contained in this agreement shall deprive any municipality of any power or zoning, development control or other lawful authority, which it presently possesses.

FISCAL NOTE: no fiscal impact

Majority vote is needed to pass.

Finance Committee recommends approval

Passed and Adopted this 19th day of October, 2021

Roll Call on Resolution 31-2021

Ayes 13, Nays 0, Absent 6, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Brian Floeter; /s/ Don Lenz; /s/ Dennis Mulder; David Abendroth approved via Zoom

RESOLUTION NUMBER 32-2021

**RESOLUTION RELATING TO LAKE PLANNING AND PROTECTION GRANT
FOR GRAND LAKE.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of October 2021, does resolve as follows:

WHEREAS, lake management grants provide financial assistance to applicants for collection, analysis, communication of information needed to conduct studies and develop management plans to protect and restore lakes and their watersheds, and implementation of said plans; and,

WHEREAS, Grand Lake residents have expressed their desires to pursue funding for lake management for their specific lake; and,

WHEREAS, the Green Lake County Land Conservation Committee will act as a representative for Grand Lake Improvement Association and will apply for grant funding from the WDNR pursuant to ss. 281.68, Wis. Stats. and NR 193, Wis. Admin. Code; and, **WHEREAS**, the Green Lake Land Conservation Committee (LCC) agrees to carry out the responsibilities associated with the grant procedure which includes hiring a common consultant to compile each lakes grant proposal to be submitted to the WDNR; and, **WHEREAS**, the Green Lake Land Conservation Committee (LCC) agrees to assist in the contribution of local share (also called "match") needed for grant approval; and,

WHEREAS, the Green Lake County LCC is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of developing and implementing a Lake Management Plan;

NOW, THEREFORE, BE IT RESOLVED, that Green Lake County Board of Supervisors authorize Green Lake County Administrator to act on behalf of the Green Lake Land Conservation Committee to: submit a signed grant application for each lake to the WDNR; and enter into the grant agreement with the WDNR.

BE IT FURTHER RESOLVED, that Green Lake County Board of Supervisors authorize the County Conservationist, to act on behalf of the Green Lake Land Conservation Committee to: take necessary action to undertake, direct, and complete approved lake management planning grants; and submit reimbursement claims along with the necessary supporting documentation to the WDNR.

BE IT FURTHER RESOLVED, that Green Lake County has budgeted a sum sufficient to fully and satisfactorily complete the project and hereby authorize and empower the following officials or employees to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available:

Task	Title of Authorized Representative
Sign and submit a grant application	County Administrator
Enter into a grant agreement with the DNR	County Administrator
Take necessary action to undertake, direct, and complete the approved project and bind the applicant	County Conservationist
Submit quarterly and/or final reports to the DNR to satisfy the grant agreement, as appropriate	County Conservationist
Submit reimbursement request(s) to the DNR no later than the date specified in the grant agreement	County Conservationist
Sign and submit applicable documents	County Conservationist

BE IT FURTHER RESOLVED that applicant will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

Land Conservation Committee recommends approval

Passed and Adopted this 19th day of October 2021

Roll Call on Resolution 32-2021

Ayes 13, Nays 0, Absent 6, Abstain 0

Submitted by Land Conservation Committee: /s/ Robert Schweder, Chair; /s/ Patti Garro; /s/ William Boutwell

RESOLUTION NUMBER 33-2021

RESOLUTION RELATING TO LAKE PLANNING AND PROTECTION GRANT FOR BIG TWIN, LITTLE TWIN, AND SPRING LAKES.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of October 2021, does resolve as follows:

WHEREAS, lake management grants provide financial assistance to applicants for collection, analysis, communication of information needed to conduct studies and develop management plans to protect and restore lakes and their watersheds, and implementation of said plans; and,

WHEREAS, Twin Lakes residents have expressed their desires to pursue funding for lake management for their specific lake; and,

WHEREAS, the Green Lake County Land Conservation Committee will act as a representative for Twin Lakes Association and will apply for grant funding from the WDNR pursuant to ss. 281.68, Wis. Stats. and NR 193, Wis. Admin. Code; and,

WHEREAS, the Green Lake Land Conservation Committee (LCC) agrees to carry out the responsibilities associated with the grant procedure which includes hiring a common consultant to compile each lakes grant proposal to be submitted to the WDNR; and,

WHEREAS, the Green Lake Land Conservation Committee (LCC) agrees to assist in the contribution of local share (also called "match") needed for grant approval; and,

WHEREAS, the Green Lake County LCC is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of developing and implementing a Lake Management Plan;

NOW, THEREFORE, BE IT RESOLVED, that Green Lake County Board of Supervisors authorize Green Lake County Administrator to act on behalf of the Green Lake Land Conservation Committee to: submit a signed grant application for each lake to the WDNR; and enter into the grant agreement with the WDNR.

BE IT FURTHER RESOLVED, that Green Lake County Board of Supervisors authorize the County Conservationist, to act on behalf of the Green Lake Land Conservation Committee to: take necessary action to undertake, direct, and complete approved lake management planning grants; and submit reimbursement claims along with the necessary supporting documentation to the WDNR.

BE IT FURTHER RESOLVED, that Green Lake County has budgeted a sum sufficient to fully and satisfactorily complete the project and hereby authorize and empower the following officials or employees to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available:

Task	Title of Authorized Representative
Sign and submit a grant application	County Administrator
Enter into a grant agreement with the DNR	County Administrator
Take necessary action to undertake, direct, and complete the approved project and bind the applicant	County Conservationist
Submit quarterly and/or final reports to the DNR to satisfy the grant agreement, as appropriate	County Conservationist
Submit reimbursement request(s) to the DNR no later than the date specified in the grant agreement	County Conservationist
Sign and submit applicable documents	County Conservationist

BE IT FURTHER RESOLVED that applicant will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

Land Conservation Committee recommends approval

Passed and Adopted this 19th day of October 2021

Roll Call on Resolution 33-2021

Ayes 14, Nays 0, Absent 5, Abstain 0

Submitted by Land Conservation Committee: /s/ Robert Schweder, Chair; /s/ Patti Garro, Vice-Chair; /s/ William Boutwell

RESOLUTION NUMBER 34-2021

RESOLUTION RELATING TO LAKE PLANNING GRANTS FOR GREEN LAKE

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of October 2021, does resolve as follows:

WHEREAS, Lake Planning grants provide financial assistance to applicants for collection, analysis, communication of information needed to conduct studies, to protect and restore lakes and their watersheds, and implementation of land and water management plans; and,

WHEREAS, Previous installed earthen sediment basins within the Green Lake watershed are 70% to 90% effective in trapping sediment and phosphorous, yet the outflow of such basins still allow soluble phosphorus to enter our tributaries and eventually Green Lake; and,

WHEREAS, the Green Lake Association and its partners are pursuing five linked Lake Planning grants to analyze the effects of collecting and treating excess phosphorus from previous installed earthen sediment basins; and,

WHEREAS, the Green Lake Association is not an eligible organizational grant sponsor for WDNR Lake Planning Grants; and,

WHEREAS, Green Lake County is an eligible organizational grant sponsor for WDNR Lake Planning Grants; and,

WHEREAS, Green Lake County will cooperate with the Green Lake Association and their partners in applying for, and administering said grant; and,

WHEREAS, the Green Lake County Land Conservation Committee will act as a representative for Green Lake Association and will apply for grant funding from the WDNR pursuant to §281.68, Wis. Stats. and Wis. Admin. Code Ch. NR 193 ; and,

WHEREAS, the Green Lake Land Conservation Committee (LCC) agrees to carry out the responsibilities associated with the grant procedure; and,

WHEREAS, the Green Lake Land Conservation Committee agrees to assist the Green Lake Association in the contribution of which include in-kind design, site construction supervision and assistance with obtaining samples; and,

WHEREAS, the Green Lake County LCC is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of implementing Green Lake County's Land and Water Resource Management Plan;

NOW, THEREFORE, BE IT RESOLVED, that Green Lake County Board of Supervisors authorize the County Administrator to act on behalf of the Green Lake Land Conservation Committee to submit a signed grant application for each lake planning grant to the WDNR; and enter into the grant agreement with the WDNR.

BE IT FURTHER RESOLVED, that Green Lake County Board of Supervisors authorize the County Conservationist to act on behalf of the Green Lake Land Conservation Committee to take necessary action to undertake, direct, and complete approved lake planning grants; and submit reimbursement claims along with the necessary supporting documentation to the WDNR.

BE IT FURTHER RESOLVED, that Green Lake Association has budgeted a sum sufficient to fully and satisfactorily complete the project, leaving Green Lake County with no cash match whatsoever and hereby authorize and empower the following officials or employees to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available:

Task	Title of Authorized Representative
Sign and submit a grant application	County Administrator
Enter into a grant agreement with the DNR	County Administrator
Take necessary action to undertake, direct, and complete the approved project and bind the applicant	County Conservationist
Submit quarterly and/or final reports to the DNR to satisfy the grant agreement, as appropriate	County Conservationist
Submit reimbursement request(s) to the DNR no later than the date specified in the grant agreement	County Conservationist

Sign and submit applicable documents	County Conservationist
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BE IT FURTHER RESOLVED that applicant will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

Fiscal note: none

Majority vote

Land Conservation Committee recommends approval

Passed and Adopted this 19th day of October 2021

Roll Call on Resolution 34-2021

Ayes 14, Nays 0, Absent 5, Abstain 0

Submitted by Land Conservation Committee: /s/ Robert Schweder, Chair; /s/ Patti Garro; /s/ William Boutwell

RESOLUTION NUMBER 35-2021

Resolution adding Soil Conservationist I position in the Land Conservation Department

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 19th day of October 2021, does resolve as follows:

WHEREAS, the Land Conservation Department had operated for over 25 years with 4 technical skilled positions (Soil Conservationists); and

WHEREAS, due to a retirement the fourth soil conservationist position was not filled as a cost saving measure; and,
Fiscal note is found below.

WHEREAS, the Land Conservation Department's technical skilled positions are responsible for planning, designing, and installing best management practices (bmps) within the County in order to keep our lakes, rivers, and groundwater clean from contaminants; and,

WHEREAS, the Land Conservation has fallen short in the last year on our expectations for installing bmp's from current WDNR grant funding due to the unfilled fourth position; and,

WHEREAS, the Upper Fox Wolf Total Maximum Daily Load, a phosphorus reduction plan recently completed in 2020 by the WDNR, requires up to 80% reduction of phosphorus in sub-watersheds throughout Green Lake County increasing the Department's workload tremendously; and,

WHEREAS, the Land Conservation Department expects that several local lake associations will receive grant funding to fulfill their most recent lake management plans, and that the additional grants will cause the Department to fall further increase its workload and,

WHEREAS, the County Administrator and the Land Conservationist have met and discussed creating a fourth Soil Conservationist I position within the Department and the Land Conservation Committee has considered the request and recommends the additional position.

NOW THEREFORE BE IT RESOLVED, that an additional Soil Conservationist I position is created in the Land Conservation Department, effective January 1, 2022.

BE IT FURTHER RESOLVED, that the position shall be placed in Pay Group 11, and per the County Administrator's recommendation, that starting salary should be at 90% of the wage scale, is adopted.

BE IT FURTHER RESOLVED, the County Administrator shall budget for the position in the 2022 budget.

Majority vote is needed to pass.

☒ approved by Personnel ☐ disapproved by Personnel

Land Conservation Committee recommends approval

Passed and Adopted this 19th day of October 2021

Roll Call on Resolution 35-2021

Ayes 14, Nays 0, Absent 5, Abstain 0

Submitted by Land Conservation Committee: /s/ Robert Schweder, Chair; /s/ William Boutwell; /s/ Patti Garro

ORDINANCE NO. 31-2021

Relating to: Rezone in the Town of Brooklyn Owner: Christopher & Lyn Meilahn

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th of October, 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Brooklyn, shall be amended as follows:

Item I: Owners: Christopher & Lyn Meilahn **Site location:** N6071 Killdeer Ln **General legal description:** Parcel 004-00470-0600, part of the NW1/4 of S20, T16N, R13E, Town of Brooklyn, 2 acres **Request:** Rezone 2 acres from R-3, Multiple-Family Residence District, to R-1, Single-Family Residence District.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 19th day of October, 2021

Roll Call on Ordinance 31-2021

Ayes 14, Nays 0, Absent 5, Abstain 0

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ Bill Boutwell, Vice Chair; /s/ Harley Reabe; /s/ Chuck Buss; Don Lenz Abstain

ORDINANCE NO. 32-2021

Relating to: Rezone in the Town of Berlin
Owner: Wingate Barraclough & Stephan Krentz

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th of October, 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Berlin, shall be amended as follows:

Item II: Owner: Wingate Barraclough & Stephan F. Krentz **Site location:** 32nd Dr. **General legal description:** Parcels 002-00061-0300, -0400, -0500, -0600, part of the NW1/4 of S5, T17N, R13E, Town of Berlin, ±14 acres **Request:** Rezone ±1.9 acres from A-1, Farmland Preservation District, to R-4, Rural Residential District; ±1.2 acres from R-1, Single-Family Residence District, to R-4. To be identified by certified survey map.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 19th day of October, 2021

Roll Call on Ordinance 32-2021

Ayes 14, Nays 0, Absent 5, Abstain 0

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ Bill Boutwell, Vice Chair; /s/ Harley Reabe; /s/ Chuck Buss; Don Lenz Abstain

ORDINANCE NO. 33-2021

Relating to: Rezone in the Town of Brooklyn

Owner: Farm & Hills Real Estate LLC, Agent: Steven Sorenson

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th of October, 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Brooklyn, shall be amended as follows:

Item III: Owner: Farm & Hills Real Estate LLC **Agent:** Steven R. Sorenson **Site location:** W766 Sunnyside Rd **General legal description:** Parcel 004-00559-1000, part of the NW1/4 of S23, T16N, R13E, Town of Brooklyn, ±28.56 acres **Request:** Rezone ±10.9 acres from A-1, Farmland Preservation District, to A-2, General Agriculture District. To be identified by certified survey map.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 19th day of October, 2021

Roll Call on Ordinance 33-2021

Ayes 14, Nays 0, Absent 5, Abstain 0

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /a/ Bill Boutwell, Vice Chair; /s/ Harley Reabe; /s/ Don Lenz; /s/ Chuck Buss

GREEN LAKE COUNTY BOARD PROCEEDINGS REGULAR MEETING

November 9, 2021

The Green Lake County Board of Supervisors met in annual session, Tuesday, November 9, 2021 at 6:00 PM via remote access and in person access for the regular meeting of the Board.

The Board was called to order by Chair Harley Reabe. Roll call taken –Present (remotely via Zoom) – 2, Present (in person) – 13, Absent – 4 (Bob Dolgner-District 1, Charles Buss-District 2, Patti Garro-District 8, Katie Mehn-District 15)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Curt Talma	3
David Abendroth	4
Ken Bates (Zoom)	5
Brian Floeter	6
Charlie Wielgosh	7
Bill Boutwell	9
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12
Don Lenz	13
Dennis Mulder	14
Joe Gonyo (Zoom)	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 in person at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 9th day of November, 2021 at 6:00 PM for the annual meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 10/19/21

ANNOUNCEMENTS

PUBLIC COMMENT (3 minute limit)

APPEARANCES

- Jon Trautman, CliftonLarsonAllen LLP – 2020 financial update
- Monthly update from County Administrator Cathy Schmit
- Justin Fischer, Baird Financial – bonding update
- Wisconsin Counties Association conference reports from attending supervisors

PUBLIC HEARING – 6:30 PM

- Recess for Public Hearing on 2022 Budget and 2021 Property Tax Levy at 6:30 PM. Regular business will resume at the conclusion of the Public Hearing

REVIEW AND APPROVAL OF EMS BIDS

RESOLUTIONS

- Resolution 36-2021 Resolution Adopting Final Supervisory District Plan
- Resolution 37-2021 Resolution Authorizing the Issuance and Sale of \$6,043,000 General Obligation Refunding Bonds, Series 2021B
- Resolution 38-2021 Relating to 2022 Budget and 2021 Property Tax Levy
- Resolution 39-2021 Relating to Cancellation of Outstanding Checks
- Resolution 40-2021 Relating to Green Lake County Becoming a Deer Donation Site Sponsor
- Resolution 41-2021 Modify Health Insurance Plan Design and Update Personnel Policies and Procedures Manual
- Resolution 42-2021 Resolution Creating a substance Use Services Case Manager Position in the Health & Human Services Behavioral Health Unit

ORDINANCES

- Ordinance 34-2021 Rezone in the Town of Marquette: Owner – Arlene Mason
- Ordinance 35-2021 Rezone in the Town of Brooklyn: Owner – Thomas & Jane Willett

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON December 21, 2021

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

ADJOURN

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 5th day of November, 2021.

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 10/19/21 MEETING

2. **Motion/second (Trochinski/Lenz)** to approve the minutes of the October 19, 2021 County Board meeting with no additions or corrections. Motion carried with no negative vote.

ANNOUNCEMENTS

3. The next meeting of the County Board will take place on December 21, 2021 at 6:00 PM.
4. Chair Reabe reminded all supervisors to turn in any per diem payments by November 19 in order to be paid out of the 2021 budget.
5. Chair Reabe recognized the passing of Michael Stoddard on November 3, 2021. Stoddard was a member of the Green Lake County Board of Supervisors for 40 years and ended his service in 2016.
6. County Clerk Liz Otto provided information to supervisors regarding the timeline for reelection in April of 2022.
7. Chair Reabe stated he is moving the action on Resolution 38-2021 to the end of the resolutions.

PUBLIC COMMENT (3 minute limit)

8. Tracy Soda, Green Lake County retiree, urged the Board to approve the Group Health Trust (GHT) health insurance plan due to the broad network of providers and the retention/recruitment aspect.

APPEARANCES

9. Jon Trautman of CliftonLarsonAllen LLP was scheduled to appear but was unable to due to health reasons. He stated he will appear at the Finance Committee meeting as well as the December County Board meeting.

10. County Administrator Cathy Schmit updated the Board on recent activities in her office including the EMS bid process, ARPA funding and reporting, the coroner situation, completion of the budget process, 2022 health insurance, staffing updates, staff evaluation process, bonding, and redistricting completion.

11. Justin Fischer of Baird Financial appeared to update the Board on the current bonding process. The bonding amount is \$6,047,000 at an interest rate of 1.77% resulting in a savings of \$378,213.
12. Supervisor Brian Floeter gave an update on the seminars he attended at the Wisconsin Counties Association (WCA) conference in September. Bob Dolgner and Chuck Buss were absent.

REVIEW AND APPROVAL OF EMS BIDS

13. County Administrator Cathy Schmit stated that she received two bids by the deadline of 4:00 PM on November 8. Southern Green Lake County Ambulance Service gave a bid of \$322,200 for Zone 1 and Berlin Emergency Medical Services gave a bid of \$1,785,191 for Zones 2, 3, & 4. **Motion/second (Mulder/Wendt)** to approve the EMS bids for 2022. Roll call vote on motion to approve – Ayes – 15, Nays – 0, Absent – 4 (Dolgner, Buss, Garro, Mehn), Abstain – 0. Motion carried.

PUBLIC HEARING – 6:30 PM

14. **Motion/second (Abendroth/Lenz)** to dissolve as a County Board of Supervisors at 6:30 PM and arise as a Committee of the Whole for the purpose of conducting a Public Hearing on the proposed 2022 budget. All ayes. Motion carried.
15. Finance Committee Chairman Harley Reabe conducted the Public Hearing. County Administrator Cathy Schmit briefly summarized the 2022 Budget.
16. **Motion/second (Thom/Wendt)** to dissolve at 6:40 PM as a Committee of the Whole and arise as a County Board of Supervisors for the purpose of continuing the meeting and that Harley Reabe be seated as County Board Chairman. All ayes. Motion carried.

RESOLUTIONS

17. Resolution 36-2021 Resolution Adopting Final Supervisory District Plan. **Motion/second (Bates/Lenz)** to adopt Resolution 36-2021. No discussion. Roll call vote on motion to adopt Resolution 36-2021 – Ayes – 15, Nays – 0, Abstain – 0, Absent – 4 (Dolgner, Buss, Garro, Mehn). Resolution 36-2021 passed as adopted.
18. Resolution 37-2021 Resolution Authorizing the Issuance and Sale of \$6,043,000 General Obligation Refunding Bonds, Series 2021B. **Motion/second (Abendroth/Mulder)** to adopt Resolution 37-2021. **Motion/second (Floeter/Schweder)** to amend the resolution to \$6,047,000 in its entirety. Roll call vote on motion to amend – Ayes – 15, Nays – 0, Abstain – 0, Absent – 4 (Dolgner, Buss, Garro, Mehn). Motion carried. Roll call vote on motion to adopt Resolution 37-2021 as amended – Ayes – 15, Nays – 0, Abstain – 0, Absent – 4 (Dolgner, Buss, Garro, Mehn). Resolution 37-2021 passed as adopted.
19. Resolution 39-2021 Resolution Relating to Cancellation of Outstanding Checks. **Motion/second (Abendroth/Bates)** to adopt Resolution 39-2021. No discussion. Roll call vote on motion to adopt Resolution 39-2021 – Ayes – 15, Nays – 0, Abstain – 0, Absent – 4 (Dolgner, Buss, Garro, Mehn). Resolution 39-2021 passed as adopted.
20. Resolution 40-2021 Resolution Relating to Green Lake County Becoming a Deer Donation Site Sponsor. **Motion/second (Schweder/Hess)** to adopt Resolution 40-2021. No discussion. Roll call vote on motion to adopt Resolution 40-2021 – Ayes – 15, Nays – 0, Abstain – 0, Absent – 4 (Dolgner, Buss, Garro, Mehn). Resolution 40-2021 passed as adopted.
21. Resolution 41-2021 Modify Health Insurance Plan Design and Update Personnel Policies and Procedures Manual. **Motion/second (Wendt/Thom)** to adopt Resolution 41-2021. Discussion held. Roll call vote on motion to adopt Resolution 41-2021 – Ayes – 5 (Bates, Boutwell, Wendt, Gonyo, Thom), Nays – 10, Abstain – 0, Absent – 4 (Dolgner, Buss, Garro, Mehn). Resolution 41-2021 was not adopted. **Motion/second (Floeter/Abendroth)** to reconsider the motion to adopt Resolution 41-2021. Roll call vote on motion to reconsider – Ayes – 12, Nays – 3 (Bates, Wendt, Thom), Absent – 4 (Dolgner, Buss, Garro, Mehn), Abstain – 0. Motion carried. **Motion/second (Floeter/Abendroth)** to amend the resolution to Option 1 to add no employees working more than 1040 hours per year contribute more than 20% of any premium and would receive a refund in the form of a payroll stipend and change lines 59-61 to state “utilization toward a qualifying health care savings plan (HSA) allowing the existing HRA fund balance to revert back to the County to then be rolled into their HSA plan in June 2022 as a one-time contribution in addition to the established annual \$1500/\$3000 HSA for eligible employees. The County will discontinue the healthcare Flex Spending Account (FSA) to be replaced with an HSA”. Roll call vote on motion to amend – Ayes – 12, Nays – 3 (Bates, Wendt, Thom), Absent – 4 (Dolgner, Buss, Garro, Mehn), Abstain – 0. Motion carried. **Motion/second (Floeter/Abendroth)** to amend the amendment to change the hours from 1040 hours per year to 1200 hours per year. Roll call vote on motion to amend – Ayes – 14, Nays – 1 (Wendt), Absent – 4 (Dolgner, Buss, Garro, Mehn), Abstain – 0. Motion carried. **Motion/second (Abendroth/Mulder)** to state the 20% stipend would be for one year. Roll call vote on motion to amend – Ayes – 13, Nays – 2 (Bates, Thom), Absent – 4 (Dolgner, Buss, Garro, Mehn), Abstain – 0. Roll call vote on motion to adopt Resolution 41-2021 as amended – Ayes – 12, Nays – 3 (Bates, Wendt, Thom), Abstain – 0, Absent – 4 (Dolgner, Buss, Garro, Mehn). Resolution 41-2021 passed as adopted.
22. Resolution 42-2021 Resolution Creating a Substance Use Services Case Manager Position in the Health & Human Services Behavioral Health Unit. **Motion/second (Schweder/Lenz)** to adopt Resolution 42-2021. Discussion held. Roll call vote on motion to adopt Resolution 42-2021 – Ayes – 15, Nays – 0, Abstain – 0, Absent – 4 (Dolgner, Buss, Garro, Mehn). Resolution 42-2021 passed as adopted.
23. **Motion/second (Floeter/Lenz)** to recess for 5 minutes at 7:38 PM. Motion carried with no negative vote.
24. **Motion/second (Abendroth/Boutwell)** to resume the meeting at 7:43 PM. Motion carried with no negative vote.
25. Resolution 38-2021 Relating to 2022 Budget and 2021 Property Tax Levy. **Motion/second (Schweder/Boutwell)** to adopt Resolution 38-2021. **Motion/second (Thom/Bates)** to amend the resolution to \$17,373,166 due to the EMS bids. Roll call vote on motion to amend – Ayes – 15, Nays – 0, Abstain – 0, Absent – 4 (Dolgner, Buss, Garro, Mehn). Motion carried. **Motion/second (Floeter/Mulder)** to amend Page 157 in the budget book to remove the personnel costs in the amount of \$44,966 and add that amount to contracted services in that same department. Roll call on motion to amend – Ayes – 13, Nays – 2 (Schweder, Wendt), Abstain – 0, Absent – 4 (Dolgner, Buss, Garro, Mehn). Motion carried. Roll call vote on motion to adopt Resolution 38-2021 as amended – Ayes – 14, Nays – 1 (Wendt), Abstain – 0, Absent – 4 (Dolgner, Buss, Garro, Mehn). Resolution 38-2021 passed as adopted.

ORDINANCES

26. Ordinance 34-2021 Rezone in the Town of Marquette: Owner – Arlene Mason. **Motion/second (Boutwell/Mulder)** to enact Ordinance 34-2021. No discussion. Roll vote on motion to enact Ordinance 34-2021 – Ayes – 15, Nays – 0, Abstain – 0, Absent – 4 (Dolgnier, Buss, Garro, Mehn). Ordinance 34-2021 passed as enacted.

27. Ordinance 35-2021 Rezone in the Town of Brooklyn: Owner – Thomas and Jane Willett. **Motion/second (Wendt/Lenz)** to enact Ordinance 35-2021. No discussion. Roll vote on motion to enact Ordinance 35-2021 – Ayes – 15, Nays – 0, Abstain – 0, Absent – 4 (Dolgnier, Buss, Garro, Mehn). Ordinance 35-2021 passed as enacted.

COMMITTEE APPOINTMENTS

28. Chair Reabe appointed Joan Blum to the Health Advisory Committee to replace Jeanne Lyke. **Motion/second (Wendt/Boutwell)** to approve the appointment as presented. Motion carried with no negative vote.

DEPARTMENTS TO REPORT ON December 21, 2021

29. Chair Reabe stated that nothing is scheduled at this time.

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

30. None

ADJOURN

31. Chairman Reabe adjourned the meeting at 8:02 PM.

Respectfully Submitted

Elizabeth Otto

County Clerk

RESOLUTION NUMBER 36-2021

Resolution Adopting Final Supervisory District Plan

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 9th day of November 2021, does resolve as follows:

WHEREAS, Wisconsin Statute §59.10(3)(b)2. requires that within 60 days after every municipality in the County adjusts its wards under §5.15 Wis. Stats., that the County hold a public hearing and thereafter adopt a final supervisory district plan, numbering each district; and

WHEREAS, the Redistricting Committee has met and proposes the attached final plan for adoption by the County Board; and

WHEREAS, the public hearing required by the referenced statute was held on November 9, 2021.

NOW THEREFORE BE IT RESOLVED, that the Green Lake County Board of Supervisors adopt the final plan reflected on the enclosed maps, consisting of 19 supervisory districts.

BE IT FURTHER RESOLVED, that the Green Lake County Board Chair shall file a certified copy of the final districting plan with the Wisconsin Secretary of State, per Wis. Stat. §59.10(3)(b)4.

FISCAL NOTE: not applicable

Majority vote is needed to pass.

Redistricting Committee recommends approval

Passed and Adopted this 9th day of November 2021

Roll Call on Resolution 36-2021

Ayes 15, Nays 0, Absent 4, Abstain 0

Submitted by Redistricting Committee: /s/ Harley Reabe, Chair; /s/ Dennis Mulder; /s/ Elizabeth Otto; /s/ Gerald Stanuch; /s/ Ken Bates

RESOLUTION NUMBER 37-2021

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF \$6,047,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2021B

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 9th day of November 2021, does resolve as follows:

WHEREAS, on October 19, 2021, the County Board of Supervisors of Green Lake County, Wisconsin (the "County") adopted a resolution providing for the sale of General Obligation Refunding Bonds (the "Bonds") for the public purpose of refunding certain outstanding obligations of the County, including interest on them, specifically, the General Obligation Refunding Bonds, Series 2013A, dated April 9, 2013 (the "Refunded Obligations") (the "Refunding");

WHEREAS, the County Board of Supervisors deems it to be necessary, desirable and in the best interest of the County to refund the Refunded Obligations for the purpose of achieving debt service savings;

WHEREAS, the County is authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation refunding bonds to refinance its outstanding obligations;

WHEREAS, none of the proceeds of the Bonds shall be used to fund the operating expenses of the general fund of the County or to fund the operating expenses of any special revenue fund of the County that is supported by the property taxes; and

WHEREAS, it is the finding of the County Board of Supervisors that it is necessary, desirable and in the best interest of the County to sell such Bonds to _____ (the "Purchaser"), pursuant to the terms and conditions of its Term Sheet attached hereto as Exhibit A and incorporated herein by this reference (the "Proposal").

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of Green Lake County that:

Section 1. Authorization and Sale of the Bonds. For the purpose of paying the cost of the Refunding, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of SIX MILLION FORTY-SEVEN THOUSAND DOLLARS (\$6,047,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal is hereby accepted and

the Chairperson and County Clerk or other appropriate officers of the County are authorized and directed to execute an acceptance of the Proposal on behalf of the County. To evidence the obligation of the County, the Chairperson and County Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the County, the Bonds aggregating the principal amount of SIX MILLION FORTY-SEVEN THOUSAND DOLLARS (\$6,047,000) for the sum set forth on the Proposal, plus accrued interest to the date of delivery.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Refunding Bonds, Series 2021B"; shall be issued in the aggregate principal amount of \$6,047,000; shall be dated December 7, 2021; shall be in the denomination of \$100,000 or any integral multiple of \$1,000 in excess thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on March 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit B-1 and incorporated herein by this reference. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2022. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit B-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds are subject to redemption prior to maturity, at the option of the County, on any date. The Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the County, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption. In the event that only a portion of any maturity of the Bonds is redeemed, the remaining outstanding principal amount of such maturity of the Bonds must be at least \$100,000, unless or until redeemed or paid in full.

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the County are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the County a direct annual irrepealable tax in the years 2021 through 2032 for the payments due in the years 2022 through 2033 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the County shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the County and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the County for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the County then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the County, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the County may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Refunding Bonds, dated December 7, 2021" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the County at the time of delivery of and payment for the Bonds; (ii) any premium not used for the Refunding which may be received by the County above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the County, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the County, unless the County Board of Supervisors directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the County and disbursed solely for the purpose or purposes for which borrowed. In no event shall monies in the Borrowed Money Fund be used to fund operating expenses of the general fund of the County or of any special revenue fund of the County that is supported by property taxes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the County, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The County represents and covenants that the projects financed by the Bonds and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Bonds and the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The County further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The County further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The County Clerk or other officer of the County charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the County certifying that the County can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The County also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the County will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the County by the manual or facsimile signatures of the Chairperson and County Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the County of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the County has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The County hereby authorizes the officers and agents of the County to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by the County Clerk or the County Treasurer (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Bonds. The County shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and County Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The County shall cooperate in any such transfer, and the Chairperson and County Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the County at the close of business on the Record Date.

Section 15. Continuing Disclosure. The Bonds are an exempt transaction in connection with the continuing disclosure requirements of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") because the minimum authorized denominations for the Bonds are \$100,000 or more and the sale of the Bonds is limited to no more than 35 sophisticated persons (in the Purchaser's reasonable belief) none of whom is purchasing for more than one account or with a view to distributing the securities.

Section 16. Redemption of the Refunded Obligations. The Refunded Obligations are hereby called for prior payment and redemption on March 1, 2022 at a price of par plus accrued interest to the date of redemption.

The County hereby directs the County Clerk to work with Robert W. Baird & Co. Incorporated to cause timely notice of redemption, in substantially the form attached hereto as Exhibit D and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. Any and all actions heretofore taken by the officers and agents of the County to effectuate the redemption of the Refunded Obligations are hereby ratified and approved.

Section 17. Record Book. The County Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 18. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the County Board of Supervisors or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Finance Committee recommends approval

Passed and Adopted this 9th day of November 2021

Roll Call on Resolution 37-2021

Ayes 15, Nays 0, Absent 4, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Brian Floeter; /s/ Don Lenz; /s/ David Abendroth/ ;s; Dennis Milder

EXHIBIT A

Term Sheet

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT B-1

Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT B-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT C

(Form of Bond)

UNITED STATES OF AMERICA

NUMBER STATE OF WISCONSIN DOLLARS

GREEN LAKE COUNTY

R-____ GENERAL OBLIGATION REFUNDING BOND, SERIES 2021B\$_____

<u>MATURITY DATE:</u>	<u>ORIGINAL DATE OF ISSUE:</u>	<u>INTEREST RATE:</u>	<u>CUSIP:</u>
March 1,_____	December 7, 2021	%	[_____]

REGISTERED OWNER: _____
PRINCIPAL AMOUNT: _____ DOLLARS (\$_____)

FOR VALUE RECEIVED, Green Lake County, Wisconsin (the "County"), hereby acknowledges itself to owe and promises to pay to the registered owner identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2022 until the aforesaid principal amount is paid in full.

Both the principal of and interest on this Bond are payable in lawful money of the United States by the County Clerk or County Treasurer.

This Bond is payable as to principal and interest upon presentation and surrender hereof at the office of the County Clerk or County Treasurer. Payment of each installment of interest shall be made to the registered owner hereof who shall appear on the registration books of the County maintained by the County Clerk or County Treasurer at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date") and shall be paid by check or draft of the County mailed to such registered owner at his address as it appears on such registration books or at such other address as may be furnished in writing by such registered owner to the County Clerk or County Treasurer.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the County are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$_____, all of which are of like tenor, except as to denomination, interest rate and maturity date, issued by the County pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the public purpose of refunding certain obligations of the County, as authorized by a resolution adopted on November 9, 2021. Said resolution is recorded in the official minutes of the County Board of Supervisors for said date.

The Bonds are subject to redemption prior to maturity, at the option of the County, on any date. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the County, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption. In the event that only a portion of any maturity of the Bonds is redeemed, the remaining outstanding principal amount of such maturity of the Bonds must be at least \$100,000, unless or until redeemed or paid in full.

Before the redemption of any of the Bonds, unless waived by the registered owner, the County shall give notice of such redemption by registered or certified mail at least thirty (30) days prior to the date fixed for redemption to the registered owner of each Bond to be redeemed, in whole or in part, at the address shown on the registration books. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date, provided that federal or other immediately available funds sufficient for such redemption are on deposit with the registered owner at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

The Bonds are issued in registered form in the denomination of \$100,000 or any integral multiple of \$1,000 in excess thereof. This Bond may be exchanged at the office of the County Clerk or County Treasurer for a like aggregate principal amount of Bonds of the same maturity in other authorized denominations.

This Bond is transferable by a written assignment duly executed by the registered owner hereof or by such owner's duly authorized legal representative. Upon such transfer a new registered Bond, in authorized denomination or denominations and in the same aggregate principal amount, shall be issued to the transferee in exchange hereof.

The County may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof, premium, if any, hereon and interest due hereon and for all other purposes, and the County shall not be affected by notice to the contrary.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the County, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond has been designated by the County Board of Supervisors as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, Green Lake County, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and County Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

By: _____
Harley Reabe
Chairperson

(SEAL)

By: _____
Elizabeth Otto
County Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed: _____

(e.g. Bank, Trust Company
or Securities Firm)

(Registered Owner)

NOTICE: This signature must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular.

(Authorized Officer) without alteration or enlargement or any change whatever.

*The Internal Revenue Code of 1986 (IRC Section 149) requires that for interest on a municipal obligation with a term greater than one year to be exempt from federal income tax, the obligation must be issued and remain in registered form.

Section 67.09, Wisconsin Statutes provides that the County Clerk of the County when acting as the registrar shall record the registration of each note or bond in its bond registrar. Therefore, if this Bond is to be assigned, the County Clerk of the County should be notified and a copy of this Assignment should be sent to the County Clerk of the County for his or her records.

EXHIBIT D
NOTICE OF FULL CALL *

Regarding
GREEN LAKE COUNTY, WISCONSIN

GENERAL OBLIGATION REFUNDING BONDS, SERIES 2013A, DATED APRIL 9, 2013

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called by the County for prior payment on March 1, 2022 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
03/01/23	\$ 215,000	2.00%	393078CD0
03/01/24	225,000	2.05	393078CE8
03/01/25	235,000	2.20	393078CF5
03/01/26	245,000	2.30	393078CG3
03/01/27	255,000	2.40	393078CH1
03/01/28	265,000	2.50	393078CJ7
03/01/29	280,000	2.60	393078CK4
03/01/30	990,000	2.65	393078CL2
03/01/31	1,065,000	2.75	393078CM0
03/01/32	1,095,000	2.80	393078CN8
03/01/33	1,125,000	2.85	393078CP3

The County shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before March 1, 2022.

By Order of the
County Board of Supervisors
Green Lake County
County Clerk
Dated _____

* To be provided by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to March 1, 2022 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

RESOLUTION NUMBER 38-2021

Relating to 2022 Budget and 2021 Property Tax Levy

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its annual meeting begun on the 9th day of November 2021, does resolve as follows:

WHEREAS, the several departments of Green Lake County Government have prepared estimates of revenues and expenditures for their respective departments for 2022 in coordination with their governing committees; and

WHEREAS, the County Administrator has reviewed each of these estimates in detail and made such adjustments as deemed necessary and appropriate; and

WHEREAS, the County Administrator along with the Finance Committee of the County Board of Supervisors has reviewed each of these estimates in detail and made such additional adjustments as deemed necessary and appropriate.

NOW, THEREFORE, BE IT RESOLVED, that the attached budget for Green Lake County for 2022 be adopted; and

BE IT FURTHER RESOLVED, that the allowable unused levy from previous years in the amount of \$0 be included in the full property tax levy below; and

BE IT FURTHER RESOLVED, that a property tax of \$17,373,166 be apportioned among the sixteen (16) municipalities in accordance with ratios provided by the Wisconsin Department of Revenue.

Finance Committee recommends approval

Passed and adopted this 9th day of November 2021

Roll Call on Resolution 38-2021

Ayes 14, Nays 1, Absent 4, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Brian Floeter; /s/ David Abendroth; /s/ Dennis Mulder; /s/ Don Lenz

RESOLUTION NUMBER 39-2021

Relating to Cancellation of Outstanding Checks

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 9th day of November 2021, does resolve as follows:

WHEREAS, four checks issued by the Treasurer of Green Lake County, drawn against the County's account at Horicon Bank have not been presented for payment by the payees of said checks in excess of one (1) year since said checks were issued;

NOW, THEREFORE BE IT RESOLVED, that said outstanding checks as listed below be cancelled, and the amounts represented thereby be restored to the County's general account:

CHECK DATE	CHECK NUMBER	PAYEE	AMOUNT
07/16/2020	202782	DIANE HEISE	\$ 226.32
10/08/2020	203608	AIRS CERTIFICATION	\$ 57.00

10/22/2020	203803	MOTTO, INC.	\$1,761.15
10/29/2020	203854	WOMEN'S HEALTH	\$ 19.97

TOTAL \$2,064.44

BE IT FURTHER RESOLVED, that a copy of this resolution be furnished to the Horicon Bank.

NOTE: The above checks contain the notation "Void after six months"

Finance committee recommends approval

Passed and Adopted this 9th day of November 2021

Roll Call on Resolution 39-2021

Ayes 15, Nays 0, Absent 4, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Brian Floeter, Vice Chair; /s/ David Abendroth; /s/ Dennis Mulder; /s/ Don Lenz

RESOLUTION NUMBER 40-2021
Resolution Relating to Green Lake County
Becoming a Deer Donation site Sponsor

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 9th day of November 2021, does resolve as follows:

WHEREAS, Wisconsin has a deer donation program which uses Wildlife Damage Abatement & Claims Program funds to pay for the processing of deer harvested and donated by Wisconsin hunters which is then processed and distributed free of charge to needy families in Wisconsin; and

WHEREAS, a portion of Green Lake County has been listed as an area of high hunter harvest with few local processors for deer donation; and

WHEREAS, sponsors are needed to provide space where deer can be donated and retained until the donated deer can be brought to a participating processor; and,

WHEREAS, the Green Lake Deer Advisory Council (CDAC) has requested that Green Lake County be a sponsor for a deer donation site at either the Highway grounds or the Food Pantry grounds; and

WHEREAS, the deer donated at the Green Lake County site will be donated to the Green Lake Food Pantry; and

WHEREAS, the CDAC will provide the trailers, coolers and other necessary items to safely keep the donations and will transport the donations to a participating processor; and

WHEREAS, the sponsor site will operate on November 22, 23, 24, 27 and 28, 2021 from approximately 11:00 a.m. to 2:00 p.m. each day.

NOW THEREFORE BE IT RESOLVED, the Green Lake Board of Supervisors approves becoming a deer donation drop off site.

BE IT FURTHER RESOLVED, the County Administrator may sign the Sponsor Agreement and that Todd Morris shall be the contact for this program.

FISCAL NOTE: not applicable

Majority vote is needed to pass.

Property & Insurance Committee recommends approval

Passed and Adopted this 9th day of November 2021

Roll Call on Resolution 40-2021

Ayes 15, Nays 0, Absent 4, Abstain 0

Submitted by Property & Insurance Committee: /s/ David Abendroth, Chair; /s/ Charles Buss; /s/ Richard Trochinski; /s/ Keith Hess

RESOLUTION NUMBER 41-2021
Modify Health Insurance Plan Design and
Update Personnel Policies and Procedures Manual

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 9th day of November 2021, does resolve as follows:

WHEREAS, Green Lake County has requested inclusion through underwriting into the Group Health Insurance Program offered by the Group Insurance Board and monitored by the Department of Employee Trust Funds (ETF) at an overall premium cost decrease of -27.3% with an estimated annual fiscal savings of -\$837,000 for the High Deductible State Plan PO17; and

WHEREAS, the review of the County's claims experience has been completed and the ETF underwriting team has assessed that the risk of our group is comparable to the average of the State program; therefore, Green Lake County will *not* incur any annual surcharge in order to join and participate in the plan; and

WHEREAS, Group Health Trust (GHT) has also submitted a proposal, essentially mirroring our current WEA Trust plan design, for a two (2) year contract with a year (1) one +8% premium increase and a year (2) two +8.5% max capped rate increase at a total 2-year estimated increased fiscal impact to the County of +\$488,100; and

WHEREAS, the County's current health insurance carrier WEA Trust has proposed a one (1) year contract retaining our current plan design and a rate increase of +17.8% with a total estimated *single* year increased fiscal impact to the County of +\$505,685; and

WHEREAS given historical data and projected budgetary premium trends, by fiscal year 2023 the County could save an estimated - \$1,064,300 in comparison to GHT proposal and/or an estimated -\$1,342,700 in comparison to WEA proposal, if the County enrolls in ETF Group Health Insurance Program; and

WHEREAS given historical data analysis and projected budgetary premium trends, by fiscal year 2023 the County will have saved an amount that would allow for a full County offset of employee deductibles of \$1500/\$300 through a contribution toward an employee HSA account and annual stipend of \$1500 to each employee who does *not* take the County health insurance option while still recognizing an estimated savings by fiscal year end 2023 of -\$320,000.

OPTION ONE (lines 30 – 61): ☒ **Approved for adoption**

30 NOW THEREFORE BE IT RESOLVED that the Green Lake County Board of Supervisors does approve enrolling in the Group Health Insurance Program offered by the Group Insurance Board and monitored by the Department of Employee Trust Funds (ETF) with the PO17 High Deductible Plan Design which, in brief general summary, includes

- Deductible: \$1500 Individual/\$3000 Family
- County Premium Contribution: 88% or \$612.11 Individual / \$1499.20 Family; whichever is lower
- Annual Out-of-Pocket Limit (OOPL): \$2500/\$5000
- Coinsurance: 100% until Deductible is met; then 10% up to OOPL
- Telemedicine Visit: Varies by service type
- Primary Care Office Visits: Deductible; \$15 co-pay after deductible met
- Specialty Provider Office Visits: Deductible; \$25 co-pay after deductible met
- Urgent Care: Deductible; \$25 co-pay after deductible met
- ER: Deductible; then \$75 co-pay; 10% coinsurance until deductible is met
- Outpatient Labs and X-ray: Deductible; 10% coinsurance
- Preventative Care: 100%
- Dental benefits: not included
- Prescription Copay Level 1 (\$5 or less), Level 2 (20% w/ \$50 max), Level 3 (40% w/\$150 max), Level 4 (After deductible; \$50), Preventive (\$0 as federally required).

BE IT FURTHER RESOLVED that should the County choose to enroll in the ETF PO17 High Deductible Plan Design the County will provide a \$1500/\$3000 Individual/Family pre-tax contribution for eligible enrolled employees to an established HSA account. And effective Fiscal Year 2022 employees who choose not to enroll in the County Health Insurance Plan will receive an annual payment of \$1500. And, also, effective Fiscal Year 2022 the County will waive the established "sunset" date of December 31, 2021 for active employees only for the use of existing HRA fund balances by allowing qualifying employees to retain the existing HRA fund balance for utilization toward a qualifying health care savings plan (HSA) allowing the existing HRA fund balance to revert back to the County to then be rolled into their HSA plan in June 2022 as a one-time contribution in addition to the established annual \$1500/\$3000 HSA for eligible enrolled employees. The County will discontinue the healthcare Flex Spending Account (FSA) to be replaced with an HSA. No employee who works more than 1200 hours will pay more than 20% of the full premium for any network provider within the state plan for a term of one year.

OPTION TWO (lines 63 – 86): ☐ Approved for adoption

NOW THEREFORE BE IT RESOLVED that the Green Lake County Board of Supervisors does approve enrolling in the Group Health Trust (GHT) which, in brief general summary, includes,

- Tier One
- Deductible: \$2000 Individual/\$4000 Family
 - County Premium Contribution: 88%
 - Coinsurance: 100%
 - Emergency Room: \$250 Deductible
 - Office Visits: \$25 co-pay
 - Outpatient Labs and X-ray: \$100 co-pay
 - Major Imaging (MRI, CT, PET, etc.) \$100 co-pay
 - Preventative Care: 100%
 - Dental benefits: not included
 - Prescription drug co-pay
- Tier Two
- Deductible: \$3000 Individual/\$6000 Family
 - County Premium Contribution: 92%
 - Emergency Room: 100% after deductible
 - Urgent Care: 100% after deductible
 - Outpatient Labs and X-ray: 100% after deductible
 - Major Imaging (MRI, CT, PET, etc.): 100% after deductible
 - Preventative Care: 100%
 - Dental benefits: not included
 - Prescription drug: 100% after deductible

BE IT FURTHER RESOLVED that Health Insurance and Appendix sections of the Personnel Policies and Procedures Manual be modified to reflect the changes adopted herein.

FISCAL NOTE: is attached

Financial Assumptions:

ETF State Health Plan projected annual premium rate	decrease	-27%
GHT projected annual premium rate increase(s)		8% / 8.5%
WEA projected annual premium rate increase(s)		17%

**** Red numbers signify savings**

Employee and Non-Medicare Retiree Rates									
Total Premium Rates									
Deductible:	\$1,500 / \$3,000								
Prescription:	\$5 / 20% (\$50 max) / 40% (\$150 max)								
Copays:	100% until deductible is met; then Primary/Specialty/Urgent/ER \$15 / \$25 / \$25 / \$75								
Coinsurance:	After copay/deductible until OOP is met								

FISCAL NOTE:

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Substance Use Services Case Manager (SUD)	\$ 25.88	\$ 53,830.40	\$ 3,499.00	\$ 4,199.00	\$ 27,944.00	\$ 35,642.00	\$ 89,472.40

Substance Use Services Case Worker		
	Expense	Offsetting Revenues
SUD Case Worker	\$ 89,472.40	
AODA Block Grant		\$ 22,656.40
Crisis		\$ 26,832.00
TCM		\$ 15,766.40
IDP		\$ 9,100.00
Other Funding		\$ 15,117.60
Total	\$ 89,472.40	\$ 89,472.40

Majority vote is needed to pass.

☒ Approved by Personnel Committee

☐ Disapproved by Personnel Committee

Approved by Finance

Health and Human Services Board recommends approval

Passed and Enacted this 9th day of November 2021

Roll Call on Resolution 42-2021

Ayes 15, Nays 0, Absent 4, Abstain 0

Submitted by Health and Human Services Board: /s/ Harley Reabe, Vice-chair; /s/ Brian Floeter; /s/ Joanne Guden; s/s/ Christine Schapfel; /s/ Richard Trochinski

ORDINANCE NO. 34-2021

Relating to: Rezone in the Town of Marquette

Owner: Arlene Mason, POA: Jim Lampman, Agent: Randy Douglas

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 9th of November, 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Marquette, shall be amended as follows:

Item I: Owner: Arlene Mason **POA:** Jim Lampman **Agent:** Randy Douglas of Badger Engineering **Site location:** W3946 Cty Rd H **General legal description:** Parcel 014-00835-0000 part of the NW1/4 of S33, T15N, R12E, Town of Marquette, 40 acres **Request:** Rezone ±7 acres from A-1, Farmland Preservation District & C-2, Extensive Commercial District, to I, Industrial District. To be identified by certified survey map.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 9th day of November 2021

Roll call on Ordinance 34-2021

Ayes 15, Nays 0, Absent 4, Abstain 0

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ Bill Boutwell, Vice Chair; /s/ Harley Reabe; /s/ Don Lenz; /s/ Chuck Buss

ORDINANCE NO. 35-2021

Relating to: Rezone in the Town of Brooklyn

Owner: Thomas & Jane Willett

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 9th of November 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Brooklyn, shall be amended as follows:

Item II: Owner: Thomas & Jane Willett **Site location:** N6205 Busse Dr. **General legal description:** Parcel 004-00307-0100, part of the SW1/4 of S15, T16N, R13E, Town of Brooklyn, 1.6 acres **Request:** Rezone 1.6 acres from A-2, General Agricultural District, to C-2, Extensive Commercial District.

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

Land Use Planning & Zoning Committee recommends approval

Passed and Enacted this 9th day of November 2021

Roll Call on Ordinance 35-2021

Ayes 15, Nays 0, Absent 4, Abstain 0

Submitted by Land Use Planning & Zoning Committee: /s/ Curt Talma, Chair; /s/ Bill Boutwell, Vice Chair; /s/ Harley Reabe; /s/ Don Lenz; /s/ Chuck Buss

GREEN LAKE COUNTYBOARD PROCEEDINGS REGULAR MEETING

December 21, 2021

The Green Lake County Board of Supervisors met in regular session, Tuesday, December 21, 2021 at 6:00 PM via remote access and in person access for the regular meeting of the Board.

The Board was called to order by Chair Harley Reabe. Roll call taken –Present (remotely via Zoom) – 4, Present (in person) – 14, Absent – 1 (Patti Garro-District 8)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Robert Dolgner (Zoom)	1
Charles Buss	2
Curt Talma	3
David Abendroth	4
Ken Bates (Zoom)	5
Brian Floeter	6
Charlie Wielgosh	7
Bill Boutwell	9
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12
Don Lenz	13
Dennis Mulder (Zoom)	14
Katie Mehn (Zoom)	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 in person at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 21st day of December, 2021 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

MINUTES OF 11/09/21

ANNOUNCEMENTS

PUBLIC COMMENT (3 minute limit)

RECOGNITION OF SERVICE

- Barry Mashuda, Highway Commissioner
- Chad Holdorf, Detective

APPEARANCES

- Jon Trautman, CliftonLarsonAllen LLP – 2020 financial update
- Monthly update from County Administrator Cathy Schmit

RESOLUTIONS

- Resolution 43-2021 Resolution Designating the Office of Corporation Counsel to Represent the Interest of the Public for Legal Actions under the Children's Code pursuant to Wis. Stat §48.09(5)
- Resolution 45-2021 Resolution to Exceed the 2022 Budget for the Purchase of Communication Radio Equipment for 911, Dispatch, Law Enforcement and Fire Communications

ORDINANCES

- Ordinance 36-2021 Rezone in the Town of Berlin: Owners – Robert & Catherine Hargrave, Richard & Carla Hargrave
- Ordinance 37-2021 Rezone in the Town of Berlin: Owner – Hargrave Family Irrevocable Trust
- Ordinance 38-2021 Amending Ch. 338 – Shoreland Zoning, Ordinance 20-2016
- Ordinance 39-2021 Amending Ordinance No. 845-05 to Include the Sale and Disposal of Abandoned Property

BUDGET ADJUSTMENTS

- Emergency Management

COMMITTEE APPOINTMENTS

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION PER:

- WI State Statute 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 relates to the Opioid Litigation, MDL 2804

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

RESOLUTIONS (cont'd)

- Resolution 44-2021 Resolution Authorizing Green Lake County to Enter into the Settlement Agreements with McKesson Corporation, Cardinal Health, Inc., AmerisourceBergen Corporation, Johnson & Johnson, Janssen and Janssen Pharmaceutica, Inc., Agree to the Terms of the MOU Allocating Settlement Proceeds, and Authorize Entry into the MOU with the Attorney General.

DEPARTMENTS TO REPORT ON February 15, 2022

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

ADJOURN

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 20th day of December, 2021.

PLEDGE OF ALLEGIANCE

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

MINUTES OF 11/09/21 MEETING

2. **Motion/second (Lenz/Boutwell)** to approve the minutes of the November 9, 2021 County Board meeting with no additions or corrections. Motion carried with no negative vote.

ANNOUNCEMENTS

3. The next meeting of the County Board will take place on January 18, 2022 at 6:00 PM due to the resignation of the Treasurer and the need to appoint a replacement.

PUBLIC COMMENT (3 minute limit)

4. None

RECOGNITION OF SERVICE – Barry Mashuda, Highway Commissioner and Chad Holdorf, Detective

5. Chair Reabe congratulated Barry Mashuda, Highway Commissioner on his retirement and for his 33 years of service to Green Lake County. Barry thanked all for their support over the years.

6. Chair Reabe congratulated Chad Holdorf, Detective, on his retirement and for his 21 years of service to Green Lake County. Chad thanked the Board as well.

APPOINTMENT OF HIGHWAY COMMISSIONER

7. County Administrator Cathy Schmit stated that she received 9 applicants for the Highway Commissioner position. She stated that Derek Mashuda was the strongest candidate and recommends the Board appoint him to the position. Supervisor Mulder, Highway Committee Chair, also spoke in favor of the appointment.

8. Chair Reabe requested approval from the Board to appoint Derek Mashuda as the Highway Commissioner in Green Lake County. **Motion/second (Thom/Abendroth)** to approve the appointment. Motion carried with no negative vote.

9. Derek Mashuda introduced himself to the Board and stated he has 15 years of experience in the field of road work. He appreciates the opportunity and is looking forward to the position.

APPEARANCES

10. Jon Trautman of CliftonLarsonAllen LLP gave an overview of the 2020 final audit. Issues with Period 13 have been resolved with an additional cost to the county. Trautman also talked about new leasing standards going forward and urged the County to gather information as soon as possible.

11. County Administrator Cathy Schmit updated the Board on recent activities including EMS negotiations. The Berlin EMS contract is complete and negotiations are in progress with Southern Green Lake County Ambulance Service. Other activities include ARPA funding, appointment of a new coroner is in process, staffing updates, performance evaluations, final bonding completion, and a credit received from Unemployment.

12. Supervisor #15 Katie Mehn left the meeting at 7:01 PM. Supervisors present – 17, Absent – 2 (Patti Garro-District 8, Katie Mehn-District 15)

RESOLUTIONS

13. Resolution 43-2021 Resolution Designating the Office of Corporation Counsel to Represent the Interest of the Public for Legal Actions under the Children's Code pursuant to Wis. Stat §48.09(5). **Motion/second (Trochinski/Wendt)** to adopt Resolution 43-2021. No discussion. Roll call vote on motion to adopt Resolution 43-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Resolution 43-2021 passed as adopted.

14. Resolution 45-2021 Resolution to Exceed the 2022 Budget for the Purchase of Communication Radio Equipment for 911, Dispatch, Law Enforcement and Fire Communications. **Motion/second (Mulder/Schweder)** to adopt Resolution 45-2021. Discussion held on ARPA funding. Roll call vote on motion to adopt Resolution 45-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Resolution 45-2021 passed as adopted.

ORDINANCES

15. Ordinance 36-2021 Rezone in the Town of Berlin: Owners – Robert & Catherine Hargrave, Richard & Carla Hargrave. **Motion/second (Hess/Buss)** to enact Ordinance 36-2021. No discussion. Roll vote on motion to enact Ordinance 36-2021 – Ayes – 16, Nays – 0, Abstain – 1 (Lenz), Absent – 2 (Garro, Mehn). Ordinance 36-2021 passed as enacted.

16. Ordinance 37-2021 Rezone in the Town of Berlin: Owner – Hargrave Family Irrevocable Trust. **Motion/second (Buss/Boutwell)** to enact Ordinance 37-2021. No discussion. Roll vote on motion to enact Ordinance 37-2021 – Ayes – 16, Nays – 0, Abstain – 1 (Lenz), Absent – 2 (Garro, Mehn). Ordinance 37-2021 passed as enacted.

17. Ordinance 38-2021 Amending Ch. 338 – Shoreland Zoning, Ordinance 20-2016. **Motion/second (Buss/Boutwell)** to enact Ordinance 38-2021. No discussion. Roll vote on motion to enact Ordinance 38-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Ordinance 38-2021 passed as enacted.

18. Ordinance 39-2021 Amending Ordinance No. 845-05 to Include the Sale and Disposal of Abandoned Property. **Motion/second (Abendroth/Lenz)** to enact Ordinance 39-2021. No discussion. Roll vote on motion to enact Ordinance 39-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Ordinance 39-2021 passed as enacted.

BUDGET ADJUSTMENTS

19. Emergency Management – adjust revenue and expense accounts in the amount of \$7,530 due to the state hazardous materials grant. **Motion/second (Thom/Wendt)** to approve the budget adjustment as presented. Roll vote on motion to approve – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Motion carried.

COMMITTEE APPOINTMENTS

20. Chair Reabe appointed Rebecca Rey Bays to the Transportation Coordinating Committee. **Motion/second (Schweder/Wendt)** to approve the appointment as presented. Motion carried with no negative vote.

CLOSED SESSION

21. **Motion/second (Abendroth/Mulder)** to convene into Closed Session per Wis. Stat. §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved. This matter relates to Opioid Litigation, MDL 2804. Roll call vote – Ayes - 17, Nays – 0, Abstain - 0, Absent – 2 (Garro, Mehn).

22. **Motion/second (Thom/Mulder)** to reconvene into Open Session to take action, if appropriate, on matters discussed in closed session. Roll call vote – Ayes - 17, Nays - 0, Abstain - 0, Absent – 2 (Garro, Mehn).

RESOLUTIONS (cont'd)

23. Resolution 44-2021 Resolution Authorizing Green Lake County to Enter into the Settlement Agreements with McKesson Corporation, Cardinal Health, Inc., AmerisourceBergen Corporation, Johnson & Johnson, Janssen and Janssen Pharmaceutica, Inc., Agree to the Terms of the MOU Allocating Settlement Proceeds, and Authorize Entry into the MOU with the Attorney General. **Motion/second (Thom/Abendroth)** to adopt Resolution 44-2021. No discussion. Roll call vote on motion to adopt Resolution 44-2021 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Garro, Mehn). Resolution 45-2021 passed as adopted.

DEPARTMENTS TO REPORT ON February 15, 2022

24. Chair Reabe stated that Marquette County Coroner Tom Wastart will give a presentation.

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

25. None

ADJOURN

26. Chairman Reabe adjourned the meeting at 7:43 PM.

Respectfully Submitted,

Elizabeth Otto

County Clerk

RESOLUTION NUMBER 43-2021

Resolution Designating the Office of Corporation Counsel to Represent the Interest of the Public for Legal Actions under the Children's Code pursuant to Wis. Stat. §48.09(5)

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 21st day of December 2021, does resolve as follows:

WHEREAS, when a child is assessed to be unsafe in their home due to abuse or neglect, the County Children & Family Services unit of the Health and Human Services Department may request the District Attorney file a Child in Need of Protection or Services (CHIPS) petition in circuit court pursuant to Wis. Stat. §48.13; and

WHEREAS, the Adoption and Safe Families Act requires that a Petition for the Termination of Parental Rights (TPR) be filed if a child remains in an out of home placement due to the parent's inability to meet conditions for the child's return to their parental home for at least 15 out of 22 months in order for the child to have permanency through adoption; and

WHEREAS, The Green Lake County Office of the District Attorney represents the Interests of the Public in CHIPS actions under Wis. Stat. §§48.13, 48.133 and 48.977 and the Green Lake County Corporation Counsel prosecutes the TPR petitions under Wis. Stat. §48.417. This split of statutory duty results in difficulty for the prosecution for TPR petitions because the Corporation Counsel must learn the case from the beginning; and

WHEREAS, Wis. Stat. §48.905(5) states that the Interests of the Public shall be represented by the District Attorney, or if designated by the County Board of Supervisors, by the Corporation Counsel. The Board may do so, but must inform the Department of Administration before January 1 of the year the duties are transferred; and

WHEREAS, the actual costs incurred by Corporation Counsel in prosecuting CHIPS and TPR court proceedings can be offset by making a claim for IV-E legal funds through the Wisconsin Department of Children and Families. Approved claims are reimbursed at the rate of 28% for CHIPS actions and 39% for TPR actions. Claims may be made for personnel costs including attorney and clerical support, genetic testing fees, service of process fees, publication and transcription costs, and others. The Office of Corporation Counsel has entered into a IV-E agreement each year to recoup the costs of the TPR actions and can do the same for CHIPS actions.

WHEREAS, CHIPS and TPR prosecution are mandated services that the County must provide to ensure the safety and well-being of all our children; legal services provided by the Office of Corporation Counsel will result in streamlined case activity between DHHS-children and families unit and the Corporation Counsel; and effective and efficient case prosecution will result in a child's safe return home or a permanent home through guardianship or adoption; and

WHEREAS, The HHS Director, Children & Family Unit Manager, District Attorney and Corporation Counsel have met and discussed the transfer of duties and are in agreement; and

WHEREAS, the caseload is one that the Office of Corporation Counsel can easily absorb.

NOW THEREFORE BE IT RESOLVED, that the Green Lake County Board of Supervisors designates the Office of Corporation Counsel to represent the Interests of the Public for Actions under Chapter 48, Children's Code, pursuant to Wis. Stat. §48.09 effective January 1, 2022.

BE IT FURTHER RESOLVED, that the Count Clerk shall deliver a certified copy of this resolution to the Wisconsin Department of Administration no later than December 31, 2021.

FISCAL NOTE: unknown revenue potential. As of November 18, 2021, Corporation Counsel has received \$2,074.41 in TPR State Grant revenue for three open cases.

Majority vote is needed to pass.

Judicial Law/Emergency Management Committee ☒ approves ☐ disapproves

Health and Human Service Board recommends approval

Passed and Enacted this 21st day of December 2021

Roll Call on Resolution 43-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Health and Human Services Board: /s/ Joe Gonyo, Chair; /s/ Harley Reabe, Vice Chair; /s/ Brian Floeter; /s/ Joanne Guden; /s/ Nancy Hoffmann; /s/ Christine Schapfel; /s/ Richard Trochinski; /s/ Charlie Wielgosh

RESOLUTION NUMBER 44-2021

Resolution Authorizing Green Lake County to Enter Into the Settlement Agreements with McKesson Corporation, Cardinal Health, Inc., AmerisourceBergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNeil-Janssen Pharmaceuticals, Inc., and Janssen Pharmaceutica, Inc., Agree to the Terms of the MOU Allocating Settlement Proceeds, and Authorize Entry Into the MOU with the Attorney General

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 21st day of December 2021, does resolve as follows:

WHEREAS, in Resolution No. **16-2018** the County Board of Supervisors authorized the County to enter into an engagement agreement with von Briesen & Roper, s.c., Crueger Dickinson LLC and Simmons Hanly Conroy LLC (the "Law Firms") to pursue litigation against certain manufacturers, distributors, and retailers of opioid pharmaceuticals (the "Opioid Defendants") in an effort to hold the Opioid Defendants financially responsible for the County's expenditure of vast money and resources to combat the opioid epidemic;

WHEREAS, on behalf of the County, the Law Firms filed a lawsuit against the Opioid Defendants;

WHEREAS, the Law Firms filed similar lawsuits on behalf of 66 other Wisconsin counties and all Wisconsin cases were coordinated with thousands of other lawsuits filed against the same or substantially similar parties as the Opioid Defendants in the Northern District of Ohio, captioned In re: Opioid Litigation, MDL 2804 (the "Litigation");

WHEREAS, four (4) additional Wisconsin counties (Milwaukee, Dane, Waukesha, and Walworth) hired separate counsel and joined the Litigation;

WHEREAS, since the inception of the Litigation, the Law Firms have coordinated with counsel from around the country (including counsel for Milwaukee, Dane, Waukesha, and Walworth Counties) to prepare the County's case for trial and engage in extensive settlement discussions with the Opioid Defendants;

WHEREAS, the settlement discussions with McKesson Corporation, Cardinal Health, Inc., AmerisourceBergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNeil-Janssen Pharmaceuticals, Inc., and Janssen Pharmaceutica, Inc. (the "Settling Defendants") resulted in a tentative agreement as to settlement terms pending agreement from the County and other plaintiffs involved in the Litigation;

WHEREAS, copies of the Distributors Settlement Agreement and Janssen Settlement Agreement (collectively "Settlement Agreements") representing the terms of the tentative settlement agreements with the Settling Defendants have been provided with this Resolution;

WHEREAS, the Settlement Agreements provide, among other things, for the payment of certain sums to Participating Subdivisions (as defined in the Settlement Agreements) upon the occurrence of certain events detailed in the Settlement Agreements;

WHEREAS, the County is a Participating Subdivision in the Settlement Agreements and has the opportunity to participate in the benefits associated with the Settlement Agreement provided the County (a) approves the Settlement Agreements; (b) approves the Memorandum of Understanding allocating proceeds from the Settlement Agreements among the various Wisconsin Participating Subdivisions, a copy of which is attached to this Resolution (the "Allocation MOU"); (c) approves the Memorandum of Understanding with the Wisconsin Attorney General regarding allocation of settlement proceeds, a copy of which is attached to this Resolution (the "AG MOU"); and (d) the Legislature's Joint Committee on Finance approves the terms of the Settlement Agreements and the AG MOU;

WHEREAS, 2021 Wisconsin Act 57 created Section 165.12 of the Wisconsin Statutes relating to the settlement of all or part of the Litigation;

WHEREAS, pursuant to Wis. Stat. § 165.12(2), the Legislature's Joint Committee on Finance is required to approve the Settlement Agreements and the AG MOU;

WHEREAS, pursuant to Wis. Stat. § 165.12(2), the proceeds from any settlement of all or part of the Litigation are distributed 70% to local governments in Wisconsin that are parties to the Litigation and 30% to the State;

WHEREAS, Wis. Stat. § 165.12(4)(b)2. provides the proceeds from the Settlement Agreement must be deposited in a segregated account (the "Opioid Abatement Account") and may be expended only for approved uses for opioid abatement as provided in the Settlement Agreements;

WHEREAS, Wis. Stat. § 165.12(7) bars claims from any Wisconsin local government against the Opioid Defendants filed after June 1, 2021;

WHEREAS, the definition of Participating Subdivisions in the Settlement Agreements recognizes a statutory bar on claims such as that set forth in Wis. Stat. § 165.12(7) and, as a result, the only Participating Subdivisions in Wisconsin are those counties and municipalities that were parties to the Litigation (or otherwise actively litigating a claim against one, some, or all of the Opioid Defendants) as of June 1, 2021;

WHEREAS, the Legislature's Joint Committee on Finance is not statutorily authorized or required to approve the allocation of proceeds of the Settlement Agreements among Wisconsin Participating Subdivisions;

WHEREAS, the Law Firms have engaged in extensive discussions with counsel for all other Wisconsin Participating Subdivisions resulting in the proposed Allocation MOU, which is an agreement between all of the entities identified in the Allocation MOU as to how the proceeds payable to those entities under the Settlement Agreements will be allocated;

WHEREAS, there is provided with this Resolution a summary of the essential terms of the Settlement Agreements, the deadlines related to the effective dates of the Settlement Agreements, the ramifications associated with the County's refusal to enter into the Settlement Agreements, the form of the Allocation MOU, the form of the AG MOU, and an overview of the process for finalizing the Settlement Agreements;

WHEREAS, the County, by this Resolution, shall establish the Opioid Abatement Account for the receipt of the proceeds of the Settlement Agreements consistent with the terms of this Resolution;

WHEREAS, the County's Opioid Abatement Account shall be separate from the County's general fund, shall not be commingled with any other County funds, and shall be dedicated to funding opioid abatement measures as provided in the Settlement Agreements;

WHEREAS, pursuant to the County's engagement agreement with the Law Firms, the County shall pay up to an amount equal to 25% of the proceeds from successful resolution of all or part of the Litigation, whether through settlement or otherwise, plus the Law Firms' costs and disbursements, to the Law Firms as compensation for the Law Firms' efforts in the Litigation and any settlement;

WHEREAS, the Law Firms anticipate making application to the national fee fund established in the Settlement Agreements seeking payment, in whole or part, of the fees, costs, and disbursements owed the Law Firms pursuant to the engagement agreement with the County;

WHEREAS, it is anticipated the amount of any award from the fee fund established in the Settlement Agreements will be insufficient to satisfy the County's obligations under the engagement agreement with the Law Firms;

WHEREAS, the County, by this Resolution, and pursuant to the authority granted the County in the applicable Order emanating from the Litigation in relation to the Settlement Agreements and payment of attorney fees, shall execute an Escrow Agreement, which shall among other things direct the escrow agent responsible for the receipt and distribution of the proceeds from the Settlement Agreements to establish an account for the purpose of segregating funds to pay the fees, costs, and disbursements of the Law Firms owed by the County (the "Attorney Fees Account") in order to fund a state-level "backstop" for payment of the fees, costs, and disbursements of the Law Firms;

WHEREAS, in no event shall payments to the Law Firms out of the Attorney Fees Account and the fee fund established in the Settlement Agreements exceed an amount equal to 25% of the amounts allocated to the County in the Allocation MOU;

WHEREAS, the intent of this Resolution is to authorize the County to enter into the Settlement Agreements, the Allocation MOU, and the AG MOU, establish the County's Opioid Abatement Account, and establish the Attorney Fees Account; and

WHEREAS, Green Lake County, by this Resolution, shall authorize the County's corporation counsel to finalize and execute any escrow agreement and other document or agreement necessary to effectuate the Settlement Agreements and the other agreements referenced herein;

NOW, THEREFORE, BE IT RESOLVED: the Green Lake County Board of Supervisors hereby approves:

1. The execution of the Distributors Settlement Agreement and any and all documents ancillary thereto and authorizes the Board Chair to execute same.
2. The execution of the Janssen Settlement Agreement and any and all documents ancillary thereto and authorizes the Board Chair to execute same.
3. The final negotiation and execution of the Allocation MOU in form substantially similar to that presented with this Resolution and any and all documents ancillary thereto and authorizes the Board Chair to execute same upon finalization provided the percentage share identified as allocated to the County is substantially similar to that identified in the Allocation MOU provided to the Board with this Resolution.
4. The final negotiation and execution of the AG MOU in form substantially similar to that presented with this Resolution and any and all documents ancillary thereto and authorizes the Board Chair to execute same.
5. The corporation counsel's negotiation and execution of the Escrow Agreement for the receipt and disbursement of the proceeds of the Settlement Agreements as referenced in the Allocation MOU.

BE IT FURTHER RESOLVED: Green Lake County hereby establishes an account separate and distinct from the County's general fund which shall be titled "Opioid Abatement Account." All proceeds from the Settlement Agreements not otherwise directed to the Attorney Fees Account established under the Escrow Agreement shall be deposited in the Opioid Abatement Account. The Opioid Abatement Account shall be administered consistent with the terms of this Resolution, Wis. Stat. § 165.12(4), and the Settlement Agreements.

BE IT FURTHER RESOLVED: Green Lake County hereby authorizes the escrow agent under the Escrow Agreement to establish an account separate and distinct from any account containing funds allocated or allocable to the County which shall be referred to by the County as the "Attorney Fees Account." The escrow agent shall deposit a sum equal to up to, but in no event exceeding, an amount equal to 20% of the County's proceeds from the Settlement Agreements into the Attorney Fees Account. If the payments to the County are not enough to fully fund the Attorney Fees Account as provided herein because such payments are made over time, the Attorney Fees Account shall be funded by placing up to, but in no event exceeding, an amount equal to 20% of the proceeds from the Settlement Agreements attributable to Local Governments (as that term is defined in the Allocation MOU) into the Attorney Fees Account for each payment. Funds in the Attorney Fees Account shall be utilized to pay the fees, costs, and disbursements owed to the Law Firms pursuant to the engagement agreement between the County and the Law Firms provided, however, the Law Firms shall receive no more than that to which they are entitled under their fee contract when considering the amounts paid the Law Firms from the fee fund established in the Settlement Agreements and allocable to the County. The Law Firms may make application for payment from the Attorney Fees Account at any time and the County shall cooperate with the Law Firms in executing any documents necessary for the escrow agent to make payments out of the Attorney Fees Account.

BE IT FURTHER RESOLVED that all actions heretofore taken by the Board of Supervisors and other appropriate public officers and agents of the County with respect to the matters contemplated under this Resolution are hereby ratified, confirmed and approved. Majority vote is needed to pass.

Health and Human Services Board recommends approval

Passed and Enacted this 21st day of December 2021

Roll Call on Resolution 44-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Health and Human Services Board: /s/ Joe Gonyo, Chair; /s/ Harley Reabe, Vice Chair; /s/ Brian Floeter; /s/ Joanne Guden; /s/ Christine Schapfel; /s/ Richard Trochinski; /s/ Charlie Wielgosh

WISCONSIN LOCAL GOVERNMENT MEMORANDUM OF UNDERSTANDING

WHEREAS, the people of the State of Wisconsin ("State") and its communities have been harmed by misfeasance, nonfeasance and malfeasance committed by certain entities that engage in or have engaged in the manufacture, marketing, promotion, distribution or dispensing of an opioid analgesic, including but not limited to those persons or entities identified as Defendants in the matter captioned *In re: Opioid Litigation*, MDL 2804 pending in the United States District Court for the Northern District of Ohio ("Litigation");

WHEREAS, certain Wisconsin local governments identified on the attached Exhibit A ("Local Governments"), through their counsel, are separately engaged in litigation and settlement discussions seeking to hold the Defendants in the Litigation accountable for the damage caused by their misfeasance, nonfeasance and malfeasance;

WHEREAS, the Local Governments share a common desire to abate and alleviate the impacts of the misfeasance, nonfeasance and malfeasance described above throughout the State of Wisconsin and in its local communities;

WHEREAS, the settlement discussions with McKesson Corporation, Cardinal Health, Inc., AmerisourceBergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNeil-Janssen Pharmaceuticals, Inc., and Janssen Pharmaceutica, Inc. ("Settling Defendants") resulted in a tentative agreement as to settlement terms ("Settlement Agreements") pending agreement from the State of Wisconsin, the Local Governments and other plaintiffs involved in the Litigation;

WHEREAS, the Settlement Agreements provide, among other things, for the payment of certain sums to Participating Subdivisions (as defined in the Settlement Agreements) upon the occurrence of certain events detailed in the Settlement Agreements;

WHEREAS, while the Local Governments recognize that the sums which may be available from the aforementioned litigation will likely be insufficient to fully abate the public health crisis caused by the Opioid epidemic, they share a common interest in dedicating the most resources possible to the abatement effort; and

WHEREAS, the Local Governments intend this Local Government Memorandum of Understanding ("MOU") to effectuate the terms of the Settlement Agreements and allocate the proceeds of the Settlement Agreements to each of the Local Governments in percentages substantially similar to those identified on the attached Exhibit A.

NOW, THEREFORE, the Local Governments enter into this MOU upon the terms described herein.

1. The Local Governments shall in good faith cooperate and negotiate with the State to identify an appropriate escrow agent ("Escrow Agent") and, thereafter, prepare an Escrow Agreement relating to the receipt and distribution of the proceeds payable to the State and the Local Governments under the Settlement Agreements ("Opioid Funds") consistent with the terms of the MOU between the State and the Local Governments and otherwise consistent with this MOU. The Escrow Agreement shall govern the Escrow Agent's receipt and distribution of all Opioid Funds
2. The Escrow Agreement shall authorize the escrow agent to establish an account separate and distinct from any account containing funds allocated or allocable to a Local Government which shall be referred to herein as the "Attorney Fees Account." Pursuant to Wis. Stat. § 165.12(6) a sum up to but in no event exceeding an amount equal to 20% of the total proceeds from the Settlement Agreements attributable to Local Governments shall be deposited into the Attorney Fees Account. If the payments from a single year are not enough to fully fund the Attorney Fees Account as provided herein because such payments are made over time, the Attorney Fees Account shall be funded by placing up to, but in no event exceeding, an amount equal to 20% of each payment. A minimum of 80% of the Settlement proceeds attributable to Local Governments shall be paid to each Local Government's segregated Opioid Abatement Account, which may be expended only for approved uses for opioid abatement as provided in the Settlement Agreements and supporting Memorandums of Understanding. Funds in the Attorney Fees Account shall be utilized to pay the fees, costs, and disbursements of counsel to a Local Government. The Attorney Fees Account shall be further split and attributed among the Local Governments according to the allocation percentages set forth on Exhibit A and counsel shall make application, and receive payment, only on the allocations within the Attorney Fees Account attributable to its clients. The parties shall cooperate in the appointment of a Special Master in the event of any disputes. Any amounts paid counsel from the national fee fund established in the Settlement Agreements and allocable to the Local Government will be deducted from the Attorneys' Fees Account so that no counsel to the Local Government may recover more than their fee contract with the Local Government. Any excess amounts remaining in the Attorney Fee Fund after funds have been allocated and paid to counsel shall revert back to the Local Governments and the escrow agent shall allocate such sums to Local Governments based on the allocation set forth on Exhibit A, which assigns each Local Government a percentage share. Counsel may make application for payment from the Attorney Fees Account at any time and the Local Governments shall cooperate with counsel in executing any documents necessary for the escrow agent to make payments out of the Attorney Fees Account.
3. Opioid Funds shall not be considered funds of the Local Government unless and until such time as an allocation is made to the Local Government following funding of the Attorney Fees Account as provided in Paragraphs 2 above.
4. The Escrow Agreement shall allocate Opioid Funds as follows: (i) 30% to the State of Wisconsin ("State Share"); (ii) 56% to Local Governments ("LG Share"); and (iii) 14% to the Attorney Fees Account.

5. The LG Share shall be paid to each Local Government by the Escrow Agent based on the allocation created and agreed to by the Local Governments and attached hereto as Exhibit A, which assigns each Local Government a percentage share of the LG Share.
6. Nothing in this MOU is intended to alter or change any Local Government's right to pursue its own claim. Rather, the intent of this MOU is to provide a mechanism for the receipt and expenditure of Opioid Funds.
7. This MOU may be executed in counterparts. Electronic signatures shall in all respects be considered valid and binding.

EXHIBIT A

Allocation of Proceeds Among the Local Governments

The following chart is agreed upon by and between the Local Governments identified below as representing the allocation of proceeds from the Settlement Agreements following (a) allocation to the Local Governments; and (b) allocation to the Attorney Fee Fund. The Local Governments shall cooperate with one another and the State in the negotiation and execution of an Escrow Agreement to effectuate the terms of the State-Local Government MOU, the Local Government MOU and the allocation set forth below. **The dollar figures below are estimates based upon full participation and qualification under the Settlement Agreements. The figures will be calculated consistent with the Settlement Agreements.**

Estimated Full Participation Total Cash Value to Wisconsin (Big 3 + J&J)	\$ 402,168,925.80
Local Government Percentage	70%
Estimated Amount to Local Government	\$ 281,518,248.06

Local Government Type	Wisconsin Litigating Local Government	Allocation Percentage	Estimated Amount to Litigating LG
County	Adams County	0.327%	\$ 920,857.75
County	Ashland County	0.225%	\$ 632,683.94
County	Barron County	0.478%	\$ 1,344,657.56
County	Bayfield County	0.124%	\$ 348,803.41
County	Brown County	2.900%	\$ 8,164,847.97
County	Buffalo County	0.126%	\$ 354,625.52
County	Burnett County	0.224%	\$ 629,898.53
County	Calumet County	0.386%	\$ 1,085,573.38
County	Chippewa County	0.696%	\$ 1,960,377.77
County	Clark County	0.261%	\$ 735,869.43
County	Columbia County	1.076%	\$ 3,027,919.34
County	Crawford County	0.195%	\$ 549,582.65
County	Dane County	8.248%	\$ 23,220,547.57
County	Dodge County	1.302%	\$ 3,665,587.68
County	Door County	0.282%	\$ 794,488.51
County	Douglas County	0.554%	\$ 1,559,112.49
City	Superior	0.089%	\$ 250,362.65
County	Dunn County	0.442%	\$ 1,245,283.66
County	Eau Claire County	1.177%	\$ 3,314,731.87
County	Florence County	0.053%	\$ 149,825.25
County	Fond Du Lac County	1.196%	\$ 3,367,738.26
County	Forest County	0.127%	\$ 356,238.12
County	Grant County	0.498%	\$ 1,400,826.32

County	Green County	0.466%	\$ 1,313,012.89
County	Green Lake County	0.280%	\$ 788,436.02
County	Iowa County	0.279%	\$ 784,771.02
County	Iron County	0.061%	\$ 172,904.29
County	Jackson County	0.236%	\$ 663,323.35
County	Jefferson County	1.051%	\$ 2,959,875.98
County	Juneau County	0.438%	\$ 1,232,571.35
County	Kenosha County	3.712%	\$ 10,448,562.62
City	Kenosha	0.484%	\$ 1,362,915.84
City	Pleasant Prairie	0.059%	\$ 166,668.88
County	Kewaunee County	0.156%	\$ 439,004.32
County	La Crosse County	1.649%	\$ 4,641,001.59
County	Lafayette County	0.134%	\$ 378,207.19
County	Langlade County	0.312%	\$ 879,642.19
County	Lincoln County	0.350%	\$ 984,084.26
County	Manitowoc County	1.403%	\$ 3,948,777.09
County	Marathon County	1.259%	\$ 3,543,763.04
County	Marinette County	0.503%	\$ 1,416,659.12
City	Marinette	0.032%	\$ 90,081.84
County	Marquette County	0.246%	\$ 693,899.93
County	Menominee County	0.080%	\$ 224,716.94
County	Milwaukee County	25.220%	\$ 71,000,000.00
City	Cudahy	0.087%	\$ 243,615.24
City	Franklin	0.155%	\$ 434,997.99
City	Greenfield	0.163%	\$ 458,534.05
City	Milwaukee	7.815%	\$ 22,000,000.00
City	Oak Creek	0.166%	\$ 466,459.26
City	South Milwaukee	0.096%	\$ 269,776.41
City	Wauwatosa	0.309%	\$ 870,694.67
City	West Allis	0.378%	\$ 1,064,393.09
County	Monroe County	0.655%	\$ 1,844,626.56
County	Oconto County	0.336%	\$ 945,758.82
County	Oneida County	0.526%	\$ 1,481,854.26
County	Outagamie County	1.836%	\$ 5,168,112.55
County	Ozaukee County	1.036%	\$ 2,915,812.19
County	Pepin County	0.055%	\$ 155,731.14
County	Pierce County	0.387%	\$ 1,090,097.04
County	Portage County	0.729%	\$ 2,051,646.77
County	Price County	0.149%	\$ 418,982.95
County	Racine County	3.208%	\$ 9,032,259.53
City	Mount Pleasant	0.117%	\$ 328,726.36
City	Sturtevant	0.018%	\$ 51,024.75

City	Union Grove	0.007%	\$	20,391.93
City	Yorkville Town	0.002%	\$	5,789.19
County	Richland County	0.218%	\$	613,039.53
County	Rock County	2.947%	\$	8,296,997.44
County	Rusk County	0.159%	\$	446,480.93
County	Sauk County	1.226%	\$	3,452,494.04
County	Sawyer County	0.258%	\$	726,277.60
County	Shawano County	0.418%	\$	1,177,533.50
County	Sheboygan County	1.410%	\$	3,968,065.47
County	St Croix County	0.829%	\$	2,334,940.90
County	Taylor County	0.159%	\$	446,606.58
County	Trempealeau County	0.320%	\$	900,061.49
County	Vernon County	0.322%	\$	907,265.83
County	Vilas County	0.468%	\$	1,317,892.57
County	Walworth County	1.573%	\$	4,428,578.12
County	Washburn County	0.185%	\$	520,869.98
County	Washington County	1.991%	\$	5,606,362.93
County	Waukesha County	6.035%	\$	16,990,548.02
County	Waupaca County	0.606%	\$	1,706,110.45
County	Waushara County	0.231%	\$	649,836.14
County	Winnebago County	2.176%	\$	6,126,478.97
County	Wood County	0.842%	\$	2,369,203.43

RESOLUTION NUMBER 45-2021

Resolution to exceed the 2022 Budget for the Purchase of Communication Radio Equipment for 911, Dispatch, Law Enforcement and Fire Communications

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 21st day of December 2021, does resolve as follows:

WHEREAS, certain components of the County's radio system for 911, dispatch, police and fire communications have reached the end of their useful as of 2020; and,

WHEREAS, certain components of the County's radio system will no longer be or are no longer supported by the manufacturers; and,

WHEREAS, the Sheriff's Office has received a bid from Baycom for replacing the current radio system with the prices set until December 31, 2021, and an increase of 10% after January 1, 2022; and,

WHEREAS, the American Recovery Plan Act (ARPA) allows for the use of federal funds for government services; and,

WHEREAS, upgrading the Radio Communication System is a government service that appears to meet all the requirements to be reimbursed through ARPA funds for the first five years if paid up front.

NOW THEREFORE BE IT RESOLVED, that the 2022 Budget may be exceeded to include the purchase of a new Radio Communication System consistent with the Baycom bid.

BE IT FURTHER RESOLVED, the payment for the new Radio Communication System will utilize ARPA funding.

BE IT FURTHER RESOLVED, that should the US Treasury find that sufficient lost revenue does not cover the use of ARPA funding, the county will then engage in short-term borrowing in 2023 to repay the use of ARPA funds.

BE IT FURTHER RESOLVED, that every effort will be made to have the cost of the Radio Communication System reimbursed by the American Rescue Plan funding available to the County.

FISCAL NOTE: \$1,679,585

2/3 vote is needed to pass.

Finance Committee recommends approval

Passed and Adopted this 21st day of December 2021

Roll Call on Resolution 45=2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Finance Committee: /s/ Harley Reabe, Chair; /s/ Brian Floeter; /s/ Don Lenz; /s/ David Abendroth; /s/ Dennis Mulder (via Zoom)

ORDINANCE NO. 36-2021

Relating to: Rezone in the Town of Berlin

Owners: Robert & Catherine Hargrave, Richard & Carla Hargrave

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st of December, 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Berlin, shall be amended as follows:

Owners: Robert & Catherine Hargrave, Richard & Carla Hargrave **Site location:** N7812 Cty Rd A **General legal description:** Parcels 002-00534-0000, -0100 part of the SW1/4 of S28, T17N, R13E, Town of Berlin, 40 acres **Request:** Rezone 2 acres from R-1, Single-Family Residence District, and 1 acre from A-1, Farmland Preservation District, to R-4, Rural Residential District. To be identified by certified survey map.

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

Land Use Planning and Zoning Committee recommends approval

Passed and Enacted this 21st day of December 2021

Roll Call on Ordinance 36-2021

Ayes 16, Nays 0, Absent 2, Abstain 1

Submitted by Land Use Planning and Zoning Committee: /s/ Curt Talma, Chair; /s/ Bill Boutwell, Vice Chair; /s/ Harley Reabe; /s/ Chuck Buss

ORDINANCE NO. 37-2021

Relating to: Rezone in the Town of Berlin

Owner: Hargrave Family Irrevocable Trust

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st of December, 2021, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Berlin, shall be amended as follows:

Owner: Hargrave Family Irrevocable Trust **Site location:** W1470 Cty Rd AA **General legal description:** Parcel 002-00523-0000 part of the NE1/4 of S28, T17N, R13E, Town of Berlin, ±20 acres **Request:** Rezone ±3 acres from A-1, Farmland Preservation District, to R-4, Rural Residential District. To be identified by certified survey map.

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

Land Use Planning and Zoning Committee recommends approval

Passed and Enacted this 21st day of December 2021

Roll Call on Ordinance 37-2021

Ayes 16, Nays 0, Absent 1, Abstain 1

Submitted by Land Use Planning and Zoning Committee: /s/ Curt Talma, Chair; /s/ Bill Boutwell, Vice Chair; /s/ Harley Reabe; /s/ Chuck Buss

ORDINANCE NO. 38-2021

Amending Ch. 338 – Shoreland Zoning, Ordinance 20-2016

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of December 2021, does ordain as follows:

WHEREAS, an amendment is necessary to update the County's Zoning Ordinance.

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

Section 1. Green Lake County Ordinance, No. 20-2016 adopted by the Green Lake County Board of Supervisors on September 20, 2016 and as amended from time-to-time is here by amended as follows (additions are in underline, deletions are in ~~strikeout~~):

Proposed Amendments to Chapter 338, Shoreland Zoning Ordinance December 2, 2021

Article VI: Building Setbacks, Amendments as follows:

§ 338-32 Building setbacks.

Permitted building setbacks shall be established to conform to health, safety and welfare requirements, preserve natural beauty, reduce flood hazards, and avoid water pollution.

A. Shoreland setbacks. Unless exempt under § 338-32A(1), or reduced under § 338-32B, a setback of 75 feet from the ordinary high-water mark of any navigable waters to the nearest part of a building or structure shall be required for all buildings and structures. **[Amended 11-12-2019 by Ord. No. 18-2019]**

(1) Exempt structures. Per § 59.692(1n)(d), Wis. Stats., all of the following structures are exempt from the shoreland setback standards in § 338-32A:

(a) Boathouses located entirely above the ordinary high-water mark and entirely within the access and viewing corridor that do not contain plumbing and are not used for human habitation. All boathouses shall adhere to the following conditions:

[1] The construction or placement of boathouses below the ordinary high-water mark of any navigable waters shall be prohibited.

[2] Boathouses shall be designed and constructed solely for the storage of watercraft and related equipment.

[3] One boathouse is permitted on a lot or parcel as an accessory structure.

[4] Boathouses shall be designed and constructed to not destabilize the existing slope. Final grades must be at a slope that is naturally stable, depending on soil type. All boathouse construction projects that require land disturbing activities shall be authorized in accordance with Section 338-41 of this chapter.

[5] Boathouses shall be constructed in conformity with local floodplain zoning standards. Fill, elevation surveys, or other documentation may be required within 180 days of permit issuance, per § 300-38B(4).

- [6] Boathouses shall be one story with sidewalls not exceeding 10 feet in height and a footprint entirely within the access and viewing corridor of the vegetative buffer. The footprint is not to exceed 16 feet in width by 24 feet in depth, with the width running parallel to the shore.
- [7] Boathouse roofs shall be designed with a pitched roof having a minimum slope of 2/12, a maximum slope of 6/12, and in no case shall be designed for use as a deck, observation platform, or for other similar uses. Dormers are allowed so long as the dormer's height does not exceed the height of the main ridge line of the boathouse. One cupola, no greater than 30 inches in length and width, is allowed on the main ridge line. Parapet walls are not allowed.
- [8] Earth-toned color shall be required for all exterior surfaces of a boathouse. For the purpose of this chapter, the color white is an earth-toned color.
- [9] The boathouse's main door shall face the water. and shall be at least 50% of the width (measured running parallel to the shore) of the boathouse.
- [10] Any features the Department considers inconsistent with the use of the structure exclusively as a boathouse are not permitted. Examples may include but not be limited to patio doors, fireplaces, decks, and living quarters.
- [11] Per § 59.692(1o), Wis. Stats., the roof of an existing boathouse may be used as a deck, provided that the boathouse has a flat roof, has no side walls or screened walls, and has a railing that meets Department of Safety and Professional Services standards.
- [12] No boathouse shall have any wall, door, or access opening shall be more than 1/3 transparent or translucent.
- [13] Boathouse roof overhangs shall not project more than 24 inches out from the boathouse side wall.
- (b) Open-sided and screened structures, such as gazebos, decks, patios, and screen houses in the shoreland setback area that satisfy the following requirements in § 59.692(1v), Wis. Stats.
- [1] The part of the structure that is nearest to the water is located at least 35 feet landward from the ordinary high-water mark.
- [2] The floor area of all the structures in the shoreland setback area will not exceed 200 square feet. In calculating this square footage, boathouses shall be excluded.
- [3] The structure that is the subject of the request for special zoning permission has no sides or has open or screened sides.
- [4] The County must approve a plan that will be implemented by the owner of the property to preserve or establish a vegetative buffer zone that covers at least 70% of the half of the shoreland setback area that is nearest to the water. Note: The statutory requirements under § 59.692(1v), Wis. Stats., which require the establishment of a vegetative buffer for the construction of open-sided structures are not superseded by § 59.692(1f)(a).
- Note: Where reference is made to a shoreland vegetative buffer zone, the buffer shall be designed in accordance with NRCS Interim Standard No. 643A and NRCS Wisconsin Biology Technical Note 1: Shoreland Habitat. In cases where these standards provide options, the Land Use Planning and Zoning Department shall make the determination which option is most appropriate in the design and execution of the project.
- [5] The structure must be freestanding and more than five feet from a principal structure.
- [56] An enforceable obligation shall be evidenced by an instrument recorded affidavit must be filed with the Register of Deeds prior to the issuance of a land use permit. This instrument shall include an implementation schedule construction and enforceable obligation on the property owner to establish and maintain the shoreland vegetative buffer zone, acknowledging the limitations on vegetation.
- (c) Broadcast signal receivers, including satellite dishes or antennas that are one meter or less in diameter and satellite earth station antennas that are two meters or less in diameter.
- (d) Utility transmission and distribution lines, poles, towers, water towers, pumping stations, well pump house covers, private on-site wastewater treatment systems that comply with Ch. SPS 383, and other utility structures that have no feasible alternative location outside of the minimum setback and that employ best management practices to infiltrate or otherwise control stormwater runoff from the structure.
- (e) One A walkway, stairway or rail system is allowed per lot or parcel. Walkways, stairways or rail systems are exempt from Section 338-41. F thru H. of this chapter. A walkway, stairway or rail system shall be permitted, provided:
- [1] The structure shall be located within the access and viewing corridor and designed so as to minimize earth disturbing activities and shoreline vegetation removal during construction.
- [2] The structure shall not exceed a maximum of 60 inches in width, including railings, and shall not branch out within the shoreland setback. Landings, as part of the shoreline access system, shall be limited to a maximum of 40 square feet and no more than 60 inches wide.
- [3] Railings are permitted only where required by safety concerns, state statutes, or state regulations.
- [4] Canopies and/or roofs on such structures are prohibited.
- [5] A Sstairways shall be supported on piles or footings rather than being excavated from erodible soils, steep slopes, or similar conditions of concern.
- [6] A walkway and associated stairs, excavated from underlying soils, is allowed on slopes no greater than 25% to provide pedestrian access to the shoreline.
- [6] The structure shall be limited to a maximum of 60 inches in width, including railings. Landings as part of the shoreline access system shall be limited to a maximum of 40 square feet and no more than 60 inches wide.
- [7] Standards for removal of shoreline vegetation shall be complied with, per Article VII.
- [8] In cases of steep slopes, a rail system (i.e., tram or lift) in addition to a stairway, shall be permitted as long as the rail system is mounted to or immediately adjacent to the existing stairway and can be located entirely within the viewing access and viewing corridor per § 338-37B.
- (f) Devices or systems used to treat runoff from impervious surfaces.
- (2) Existing Exempt Structures. Per § 59.692(1k)(a)2m, Wis. Stats., existing exempt structure may be maintained, repaired, replaced, restored, rebuilt, and remodeled provided the activity does not expand the footprint and does not go beyond the three-

dimensional building envelope of the existing structure. The expansion of a structure beyond the existing footprint may be permitted if the expansion is necessary to comply with applicable state and federal requirements. Note: Section 59.692(1k)(a)2m, Wis. Stats., prohibits counties from requiring any approval or imposing any fee or mitigation requirement for the activities specified in § 338-32A(2). However, it is important to note that property owners may be required to obtain permits or approvals and counties may impose fees under ordinances adopted pursuant to other statutory requirements, such as floodplain zoning, general zoning, sanitary codes, building codes, or even stormwater erosion control.

B. Reduced principal structure setback (§ 59.692(1n), Wis. Stats.). A setback less than the seventy-five-foot required setback from the ordinary high-water mark shall be permitted for a proposed principal structure and shall be determined as follows:

(1) Where there are existing principal structures in both directions, the setback shall equal the average of the distances the two existing principal structures are set back from the ordinary high-water mark, provided that all of the following are met:

(a) Both of the existing principal structures are located on an adjacent lot to the proposed principal structure.
(b) Both of the existing principal structures are located within 250 feet of the proposed principal structure and are the closest structure.

(c) Both of the existing principal structures are located less than 75 feet from the ordinary high-water mark.

(d) The average setback shall not be reduced to less than 35 feet from the ordinary high-water mark of any navigable water.

(e) Note: § 59.692(1d)(a), Wis. Stats., requires counties to adopt the standards consistent with § 338-32B(1) for reducing the shoreland setback.

(2) Functional appurtenances that are accessory structures, such as open porches or decks, that are attached to the proposed principal structure and proposed at time of permit application, must comply with the reduced principal structure setback but shall not be used in the calculation of the reduced principal structure setback. **[Added 11-12-2019 by Ord. No. 18-2019]**

C. In addition to the shoreland setback standards in Subsections A and B above, buildings and structures shall comply with the following setback standards.

(1) Side yard: twelve-foot minimum for lots at least 85 feet wide.

(2) Side yard: ten-foot minimum for lots less than 85 feet wide.

(3) Street yard: twenty-five-foot minimum.

(4) Rear yard: None. In the case of corner lots, the rear yard shall be the opposite the shorter of the two street frontages.

(4 5) Walkways no more than 36 inches wide and driveways shall be exempt from § 338-32C(1) through (3). This does not exempt these structures from § 338-32A, or other standards of this chapter. **[Added 11-12-2019 by Ord. No. 18-2019]**

D. In addition to the shoreland setback standard in Subsections A and B above, fences shall comply with the following:

(1) All fences, no greater than eight feet in height, may be allowed along any lot line excluding the street right-of-way line and the side lot lines within the street-yard setback.

(2) Open style fences (greater than 50% open space), no greater than four feet in height, may be allowed along the street right-of-way line and alongside lot lines within the street-yard setback.

(3) Open style agricultural fences, no greater than eight feet in height, are allowed without a land use permit.

E. In addition to the shoreland setback standard in Subsections A and B above, retaining walls shall comply with the following:

(1) Retaining and decorative/landscape walls may be allowed in the street-yard, side-yard and rear-yard with a minimum zero setback.

(2) Retaining walls, greater than six (6) feet in height, shall be designed by a professional engineer. Stamped engineered plans shall be submitted to the Land Use Planning & Zoning Department as part of the land use permit application.

F. In addition to the shoreland setback standard in Subsection A and B above, roof overhangs may project no more than 12 inches into a required side and/or street setback. No projections are allowed into the setback as required in Subsection A. **[Added 11-12-2019 by Ord. No. 18-2019]**

Article VIII: Land Disturbing Activity, Amendments as follows:

§ 338-40 Land disturbing activity.

[Amended 11-12-2019 by Ord. No. 18-2019]

Filling, grading, lagooning, dredging, ditching, and excavating may be permitted only in accordance with the provisions of § NR 115.04, Wis. Adm. Code, the requirements of Ch. 30, Wis. Stats., and other state and federal laws where applicable, and only if done in a manner designed to improve natural scenic beauty and minimize erosion, sedimentation, and impairment of fish and wildlife habitat.

A. Shoreline protection activities authorized by a state permit may be allowed without a land use permit.

B. Nonstructural projects approved by County Land Conservation Department to remedy significant existing erosion problems may be exempt from land use permitting requirements.

§ 338-41 General standards.

[Amended 11-12-2019 by Ord. No. 18-2019]

The filling, grading, lagooning, dredging, ditching, or excavating of any lands in the shoreland area requires a land use permit, unless otherwise exempt in this chapter. A project may be permitted in the shoreland area provided that:

A. It is not done within the shoreland vegetative buffer zone unless necessary for allowed vegetative activities, establishing or expanding the vegetative buffer, or for the construction of an exempt structure, to remove retaining walls to re-establish natural grade, or to repair natural shoreline damage. Natural shoreline damage must be repaired within 1 year of the damaging event.

B. It is done in a manner designed to minimize erosion, sedimentation, and impairment of fish and wildlife habitat.

C. Filling, grading, lagooning, dredging, ditching, or excavating in a Shoreland-Wetland District meets the requirements of § 338-18B and C of this chapter.

D. All applicable federal, state, and local authority is obtained in addition to a permit under this chapter.

E. Any fill placed in the shoreland area is protected against erosion by the use of riprap, vegetative cover, or a bulkhead.

- F. The sSlopes for the project site are less than 10050% (1:21). Land disturbing activities in the shoreland area where the slope is equal to or greater than 10050% (1:21) are prohibited.
- G. For land disturbing activities that are on slopes less than 50% but greater than 12%, the land use permit shall not be issued until a construction site erosion control permit, designed in accordance with Section 284-8.B. and 284-9.B thru D of the County's Construction Site Erosion Control and Stormwater Management Ordinance, is obtained by the property owner from the Land Conservation Department.
- H. For land disturbing activities that are on slopes less than 12%, the land use permit shall not be issued until a construction site erosion control permit, designed in accordance with Section 284-8.B.(1 thru 5) and 284-9.A of the County's Construction Site Erosion Control and Stormwater Management Ordinance, is obtained by the property owner from the Land Conservation Department.

§ 338-44 (Reserved) Permit not required.

- A. Shoreline protection projects, which include land disturbing activities, authorized by a State permit.
- B. Nonstructural projects, which include land disturbing activities, approved by County Land Conservation Department to remedy significant existing erosion problems may be allowed without a land use permit.

Article IX: Impervious Surfaces, Amendments as follows:

§ 338-49 Treated impervious surfaces.

D. Where reference is made to a rain garden, the rain garden shall be designed, installed, and maintained in accordance with Wisconsin DNR Publication, PUB-WT-776-2018, "Rain Gardens: A Guide for Homeowners and Landscapers."

§ 338-50 Existing impervious surfaces.

For existing impervious surfaces that were lawfully placed when constructed but do not comply with the impervious surface standard in § 338-47 or the maximum impervious surface standard in § 338-48, the property owner may do any of the following:

- A. Maintain and repair the existing impervious surfaces;
- B. Replace existing impervious surfaces with similar surfaces within the three-dimensional space of the structure existing building envelope;

Article XII: Mitigation, Amendments as follows:

§ 338-60 Mitigation.

When a land use permit, issued under this chapter, requires mitigation according to § 338-32A(2) and §§ 338-48 and 338-58, the property owner must submit a complete permit application that includes a mitigation plan.

E. Where reference is made to a rain garden, the rain garden shall be designed, installed, and maintained in accordance with Wisconsin DNR Publication, PUB-WT-776-2018, "Rain Gardens: A Guide for Homeowners and Landscapers how to manual for homeowners." **[Amended 11-12-2019 by Ord. No. 18-2019]**

Article XVII: Definitions, Amendments as follows:

§ 338-78 Definitions.

ACCESS AND VIEWING CORRIDOR

A strip of vegetated land that allows safe pedestrian access to the shore extending waterward from the 75 foot shoreland building setback through the vegetative buffer zone.

PLUMBING

A system of pipes, drains, fittings, valves, valve assemblies, and devices installed in a building for the distribution of water for drinking, heating and washing, and the removal of waterborne wastes and the skilled trade of working with pipes, tubing and plumbing fixtures in such systems. For the purpose of this chapter, plumbing includes piping, and associated fixtures that convey gases as well as liquids.

REMODEL

The process where an existing structure undergoes structural reorganization, alteration or renewal without increasing the existing structure's footprint.

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

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

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

Land Use Planning and Zoning Committee recommends approval

Passed and Enacted this 21st day of December 2021

Roll Call on Ordinance 38-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Land Use Planning and Zoning Committee: /s/ Curt Talma, Chair; /s/ William Bout well, Vice Chair; /s/ Harley Reabe; /c/ Charles Buss

ORDINANCE NO. 39-2021

Amending Ordinance No. 845-05 to include the sale and disposal of abandoned property

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of December 2021, does ordain as follows:

WHEREAS, Wisconsin statutes set standards for the sale and disposal of abandoned property; and

WHEREAS, abandoned property can be either tangible, e.g. goods, or intangible, e.g. money, and depending on the type of property, certain statutory procedures apply for the sale or disposal of the property; and

WHEREAS, Wis. Stat. §66.0139 requires that any disposal of property that is not by auction, must be specified by ordinance.

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

Section 1. Green Lake County Ordinance, No. 845-05, adopted on October 18, 2005 is amended as follows: (additions are in underline, deletions are in ~~strikeout~~)

Create Article II Sale and Disposal of Abandoned Property

§202-20 Authority. This article is adopted under the authority of Wis. Stat. §§59.03, 59.66, 66.0139, and 170.105.

§202-21 Purpose. The purpose of this ordinance is to provide for the custody and disposal of property lawfully coming into the County's possession in the course of its operations and remaining unclaimed by the owner.

§202-22 Definitions

Abandoned property: Anything which is left on property belonging to the County, under such circumstances and for such a time that it appears that the owner does not have any plan to claim it.

Unclaimed personal property. All personal property of whatever nature, including bicycles, where the owner or his or her whereabouts is unknown, or which is unclaimed for more than 30 days, but not including:

1. Any vehicle, trailer or semitrailer of a type subject to registration under Wis. Stats.
2. Livestock
3. Stray or abandoned animals
4. Intangible personal property.

Local public office: any person holding an elective office in the county, the county administrator or an appointed office or position that is filled by the county board or the county administrator, except for a clerical position.

Public official: a person holding a local public office.

§202-23 **Abandoned Property**. Abandoned or unclaimed personal property may be disposed of after it has been abandoned or unclaimed for a period of 30 days, after the taking of possession of the personal property by an officer of the county by any means determined in the best interest of the county.

§202-24 **Money or goods found by public officials or employees.**

1. Any goods found by a public official or employee acting in the scope of their official duties having a value of at least \$25.00 shall be turned into the Sheriff's Office.
2. Any public official or employee who finds an amount of money \$25.00 or more while acting in the scope of their official duties, shall turn in the money to the Sheriff's Office.
3. The Sheriff's Office shall post a notice of the found money or goods in two (2) public places in the County.

§202-25 **Found or stolen property in the hands of Sheriff**

1. Any found or stolen property, which comes into the hands of the sheriff and remains unclaimed for a period of one year, shall be sold as set forth in this ordinance provided that any criminal case involving stolen property has resolved.

§202-26 **Sale**

1. If an owner does not redeem their abandoned property as set forth in §202-29 below, and if the property appears to have value, it shall be sold at a public auction to be determined by the Sheriff's Office.
2. Property in the custody of the Sheriff that has remained unclaimed for a period of one year, and which appears to have value shall be sold at auction for the best price obtainable. The proceeds of the auction of abandoned property shall become a part of the general fund of the county and the Sheriff shall, on or before September 1 annually, remit the proceeds of any auction or sale to the treasurer and file a verified report of the sheriff's auction of the abandoned property.
3. The sheriff shall, on or before August 1 annually, post a notice in three (3) public places in the county, briefly describing the property and stating that the sheriff will sell the property at public auction on a certain date and at a specified physical location or internet site, which auction shall be held accordingly. The notice shall also contain the following:
 - a. A statement that the property is deemed abandoned
 - b. A statement that the County reserves the right to reject any and all bids.
4. If property cannot be sold at auction, the property shall be sold for the best price obtainable by other reasonable means.

§202-27 **Disposal other than by sale**

1. If property is of no value or if it cannot be sold by auction or other reasonable means, it shall be disposed of in the manner provided for disposal of trash and garbage at the discretion of the Sheriff. Disposal or destruction shall be done in the presence of the Sheriff or the Sheriff's designee.
2. If the property can be donated to a municipality within the county for municipal use, it may be donated.
3. If the property is useful or necessary to the County, the property may be retained by the County for its use.
4. If the property is not useful to the county or a municipality and would benefit a charity or non-profit, the property may be donated to a charity or non-profit organization.

§202-28 **Proceeds**. The proceeds received from any sale, after deducting the costs of the sale, will be placed in the general fund, subject to redemption by the owner.

§202-29 **Owner's right to Redemption.**

1. Lost chattels. If the owner of lost money or goods appears within 90 days of the publication under §202-26 above, and makes out their right to the found money or goods, the owner shall have restitution of the money or goods or the value of the money or goods upon paying all the costs and charges on the money or goods. If no owner of lost money or goods appears within 90 days after the notice under §202-26 above, the found money or goods become the property of the County and are deemed abandoned property
2. Lost money. Wisconsin Statute §59.66 governs the disposition of unclaimed money.
3. In the event that the owner of property sold pursuant to this ordinance makes application to the County Treasurer within six months of the sale and provides satisfactory proof of ownership, the owner will be reimbursed the net proceeds from the sale, if any. If no application is made within six months, the net proceeds will become the absolute property of the County.

§202-30 **Other Statutes or Authority**. This ordinance does not supersede the provisions of other statutes that govern the disposal of specific items of property (i.e. abandoned motor vehicles).

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

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

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

Judicial Law Enforcement and Emergency Management Committee recommends approval

Passed and Enacted this 21st day of December 2021

Roll Call on Ordinance 39-2021

Ayes 17, Nays 0, Absent 2, Abstain 0

Submitted by Judicial Law Enforcement & Emergency Management Committee: /s/ Sue Wendt, Vice Chair; /s/ Don Lenz; /s/ Gene Thom

Reforestation Tax	Charit. /Penal	Special Charges	Special Total	District	TID Out Ratio	EMS Service	Health Department	Library Services	Bridge Ai	All Other Governmental	County Tax Total	County and Charitable	Charge All Taxes/Charges Back	Total
0.00	593.40	695.50	1,288.90	TOTAL		2,188,257.00	181,985.00	340,026.00	6,794.00	14,656,104.00	17,373,166.00	17,374,454.90	0.00	17,374,454.90
0.00	29.63	34.73	64.36	Town of Berlin	0.049939696	109,280.89	9,088.28	16,980.80	339.29	731,921.38	867,610.64	867,675.00	0.00	867,675.00
0.00	116.62	136.69	253.31	Town of Brooklyn	0.196529620	430,057.32	35,765.44	66,825.18	1,335.22	2,880,358.52	3,414,341.68	3,414,594.99	0.00	3,414,594.99
0.00	105.69	123.87	229.56	Town of Green Lake	0.178102588	389,734.23	32,412.00	60,559.51	1,210.03	2,610,290.05	3,094,205.82	3,094,435.38	0.00	3,094,435.38
0.00	16.95	19.87	36.82	Town of Kingston	0.028564211	62,505.83	5,198.26	9,712.57	194.07	418,640.05	496,250.78	496,287.60	0.00	496,287.60
0.00	14.70	17.23	31.93	Town of Mackford	0.024778172	54,221.01	4,509.26	8,425.22	168.34	363,151.47	430,475.30	430,507.23	0.00	430,507.23
0.00	17.17	20.12	37.29	Town of Manchester	0.028929725	63,305.67	5,264.78	9,836.86	196.55	423,997.06	502,600.92	502,638.21	0.00	502,638.21
0.00	21.78	25.52	47.30	Town of Marquette	0.036699595	80,308.15	6,678.78	12,478.82	249.34	537,873.08	637,588.17	637,635.47	0.00	637,635.47
0.00	81.38	95.38	176.76	Town of Princeton	0.137144331	300,107.04	24,958.21	46,632.64	931.76	2,010,001.58	2,382,631.23	2,382,807.99	0.00	2,382,807.99
0.00	11.30	13.25	24.55	Town of Saint Marie	0.019050949	41,688.37	3,466.99	6,477.82	129.43	279,212.69	330,975.30	330,999.85	0.00	330,999.85
0.00	9.71	11.38	21.09	Town of Seneca	0.016355216	35,789.42	2,976.40	5,561.20	111.12	239,703.75	284,141.89	284,162.98	0.00	284,162.98
0.00	4.65	5.45	10.10	Village of Kingston	0.007833815	17,142.40	1,425.64	2,663.70	53.22	114,813.21	136,098.17	136,108.27	0.00	136,108.27
0.00	4.98	5.84	10.82	Village of Marquette	0.008394767	18,369.91	1,527.72	2,854.44	57.03	123,034.58	145,843.68	145,854.50	0.00	145,854.50
0.00	71.21	83.47	154.68	City of Berlin	0.120010807	262,614.49	21,840.17	40,806.79	815.35	1,758,890.87	2,084,967.67	2,085,122.35	0.00	2,085,122.35
0.00	57.04	66.85	123.89	City of Green Lake	0.096124404	210,344.90	17,493.20	32,684.80	653.07	1,408,809.26	1,669,985.23	1,670,109.12	0.00	1,670,109.12
0.00	17.80	20.86	38.66	City of Markesan	0.029990352	65,626.60	5,457.79	10,197.50	203.75	439,541.72	521,027.36	521,066.02	0.00	521,066.02
0.00	12.79	14.99	27.78	City of Princeton	0.021551753	47,160.77	3,922.10	7,328.16	146.42	315,864.73	374,422.18	374,449.96	0.00	374,449.96
0.00	593.40	695.50	1,288.90	Totals		1.00 2,188,257.00	181,985.02	340,026.01	6,793.99	14,656,104.00	17,373,166.02	17,374,454.92	0.00	17,374,454.92

State ReforestationTax is based on the "TID in" Ratio.
All County Taxes are based on the "TID out" Ratio

**TO THE HONORABLE CHAIRMAN AND BOARD OF SUPERVISORS
OF GREEN LAKE COUNTY**

I herewith submit the annual report of the Green Lake County Treasurer's office for the period of
January 1, 2021 through December 31, 2021

Report on General Activity in County Treasurer's office for 2021:

	TOTAL AMOUNT 2020	TOTAL AMOUNT 2021
General Receipts	21,350,045.50	15,158,703.68
General Property Tax Receipts	9,227,120.97	8,770,689.48
Tax Settlement	15,034,273.31	14,881,667.98
Withdrawals related to payroll/general maintenance checks	14,519,000.00	9,570,000.00
Total Interest Received on Investments	181,422.39	141,523.66
Sales Tax Received	1,630,022.32	1,928,870.31
Withdrawal of Sales Tax funds for loan payment on bldg	1,001,492.50	860,613.75
Total Interest and Penalty Received on Delinquent Taxes	177,781.03	187,508.94
ARPA Funds	0.00	1,836,814.50
Bond Refinance	0.00	8,691,597.29
 Total General Maintenance Checks	 16,814,009.92	 14,871,332.32
Total Payroll Disbursement	7,636,085.15	7,527,972.41
Total Outgoing Wire Transfers for Payroll and Fees	5,126,525.83	8,500,000.00
Real Estate Transfer Fees	422,989.44	495,681.06
Total Sales Tax Wires	2,121,331.72	1,899,402.26
Investment Wires	18,510,311.72	5,143,997.78
Tax Settlement	8,908,525.15	8,569,522.92
Repayment of Bond Loan + Interest on Loan → Refinance	1,001,492.50	10,035,175.42
Direct Deposit HS Funds	2,733,306.56	3,026,980.55
Transfer to Flex/HRA Account	92,686.27	100,914.08
Outstanding Check Resolutions and Banks Fees	22,693.51	3,182.79
Monthly Boat Launch Charges	6,993.00	5,799.00
ARPA Funds Transfer	0.00	1,836,814.50

Report of Cash Balance on Hand
STATEMENT OF CONDITION OF GREEN LAKE COUNTY
From January 1, 2021 to December 31, 2021

Cash Balance 1-1-21	212,504.89	
Receipts - 2021	62,027,989.59	
 Disbursements 2021		 62,016,775.09
Required Cash Balance 12-31-21		223,719.39

Respectfully submitted,
Amanda R Toney, County Treasurer

FUND SUMMARY

This report was unavailable from the Financial Manager

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