



# **GREEN LAKE COUNTY**

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 05/13/2022**

**Amended Post Date:**

**The following documents are included in the packet for the County Board meeting on May 17, 2022:**

- 1) Amended Agenda
- 2) Draft minutes from the April 19, 2022 meeting
- 3) Resolution 11-2022 Relating to Eliminating the HHS Billing Specialist/Administrative Coordinator Position and Creating a Billing Specialist Position and Designating One Data Entry/Reception Position within the HHS Administrative Department as the Lead
- 4) Resolution 12-2022 Resolution Authorizing the Electronic Publication of the Annual County Board Proceedings
- 5) Ordinance 6-2022 Relating to Rezone in the Town of Marquette: Owner – Hickory Point Acres LLC: Agent – Paula Gilbertson
- 6) Ordinance 7-2022 Relating to Rezone in the Town of Green Lake: Owner – James & Catherine Jackowski
- 7) Budget Adjustment – Green Lake County Fair



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

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

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

The Green Lake County Board of Supervisors will meet in person and via virtual communication in Room #0902 in the City of Green Lake, Wisconsin on Tuesday, the **17th day of May, 2022 at 6:00 PM** for the regular meeting of the Board. Business to be transacted include:

**Amended AGENDA\***

**County Board of Supervisors**

Dist. 1 VACANT  
Dist. 2 Charles Buss  
Dist. 3 Curtis Talma  
Dist. 4 David Abendroth  
Dist. 5 Ken Bates  
Dist. 6 Brian Floeter  
Dist. 7 Bob Schweder  
Dist. 8 VACANT  
Dist. 9 Bill Boutwell  
Dist. 10 Sue Wendt  
Dist. 11 Harley Reabe  
Dist. 12 Charlie Wielgosh  
Dist. 13 Don Lenz  
Dist. 14 Dennis Mulder  
Dist. 15 Nita Krenz  
Dist. 16 Joe Gonyo  
Dist. 17 Luke Dretske  
Dist. 18 Richard Trochinski  
Dist. 19 Gene Thom

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

**GREEN LAKE COUNTY MISSION:**

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

1. Call to Order
2. Roll Call
3. Reading of the Call
4. Pledge of Allegiance
5. Appointment of District 1 and District 8 Supervisors
6. Minutes of 04/19/22 meeting
7. Announcements
8. Public Comment (3 min. limit)
9. Recognition of Service
  - Betty Bradley, Aging/LTC Unit Manager
  - Irene Kutz, Elderly Benefits Specialist
10. Appearances
  - Monthly update from County Administrator Cathy Schmit
  - Nichol Wienkes, Behavioral Health Unit Manager – update on Behavioral Health unit
11. Discussion and possible action on Corporation Counsel opinion regarding County Board Rules
12. Resolutions
  - Res. 11-2022 Relating to Eliminating the HHS Billing Specialist/Administrative Coordinator Position and Creating a Billing Specialist Position and Designating One Data Entry/Reception Position within the HHS Administrative Department as the Lead
  - Res. 12-2022 Resolution Authorizing the Electronic Publication of the Annual County Board Proceedings
  - ~~\*Res. 13-2022 Establishing 2023 Annual Budgeted Allocation for Pay for Performance~~  
**stricken from the agenda**
13. Ordinances
  - Ord. 6-2022 Relating to Rezone in the Town of Marquette: Owner – Hickory Point Acres LLC; Agent – Paula Gilbertson
  - Ord. 7-2022 Relating to Rezone in the Town of Green Lake: Owner – James & Catherine Jackowski
14. Budget Adjustments
  - Green Lake County Fair
15. \*Closed Session
  - Consider motion to convene into Closed Session under Wis. §19.85(1)(c) to consider the performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session is in reference to the annual performance review of the County Administrator.
16. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session
17. Departments to Report on June 21, 2022
18. Future Agenda Items for Action & Discussion
19. Adjourn

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin, this 13th day of May, 2022.

Elizabeth A. Otto, Green Lake County Clerk

This meeting will be conducted and available through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

Topic: County Board  
Time: May 17, 2022 06:00 PM Central Time (US and Canada)

Join Zoom Meeting  
<https://us06web.zoom.us/j/85137809277?pwd=L09NM3h1L0h4dU9SaVVvRWI0ODZzZz09>

Meeting ID: 851 3780 9277  
Passcode: 581020

Dial by your location  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)  
Meeting ID: 851 3780 9277

To be approved at the May 17, 2022 meeting

# GREEN LAKE COUNTY

## *BOARD PROCEEDINGS*

### *ORGANIZATIONAL MEETING*

*April 19, 2022*

The Green Lake County Board of Supervisors met in organizational session, Tuesday, April 19, 2022 at 9:00 AM via remote access and in person access for the regular meeting of the Board.

The Board was called to order by County Clerk Liz Otto. Roll call taken – Present (in person) – 17, Vacant – 2 (District 1, District 8)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Vacant	1
Charles Buss	2
Curt Talma	3
David Abendroth	4
Ken Bates	5
Brian Floeter	6
Bob Schweder	7
Vacant	8
Bill Boutwell	9
Sue Wendt	10
Harley Reabe	11
Charlie Wielgosh	12
Don Lenz	13
Dennis Mulder	14
Nita Krenz	15
Joe Gonyo	16
Luke Dretske	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 19th day of April, 2022 at 9:00 AM for the organizational meeting of the Board. Business to be transacted includes:

# To be approved at the May 17, 2022 meeting

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

OATH OF OFFICE – JUDGE MARK SLATE

ELECTION OF CHAIR

ELECTION OF VICE CHAIR

ELECTION OF HIGHWAY COMMITTEE

INTRODUCTION OF COUNTY BOARD SUPERVISORS

MINUTES OF 03/15/2022 MEETING

ANNOUNCEMENTS

ORGANIZATION DIRECTION TO COMMITTEES

PUBLIC COMMENT (3 minute limit)

APPEARANCES

- Monthly Update from County Administrator Cathy Schmit
- Conservation Poster Contest Awards – 9:45
- Student appearances relating to County Government Day – 10:30

RESOLUTIONS

- Resolution 7-2022 Resolution Authorizing Signing of Release to Ergo Bank
- Resolution 8-2022 Recognition o Service to the Green Lake County Board
- Resolution 9-2022 Resolution Authorizing Entering into a MOU with the Green Lake Association for a Duckweed Mitigation Pilot Program
- Resolution 10-2022 Resolution Accepting Donation of Land for Highway Purposes

ORDINANCES

- Ordinance 5-2022 Amending the Floodplain Ordinance for Green Lake County, Wisconsin, §300-10 Official Maps and Revisions

2021 ANNUAL REPORTS

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON May 17, 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 18<sup>th</sup> day of April, 2022

Elizabeth A. Otto

Green Lake County Clerk

## PLEDGE OF ALLEGIANCE

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

## OATH OF OFFICE – JUDGE MARK SLATE

2. County Clerk Liz Otto informed the supervisors that Mary Ernest has resigned her position as Supervisor #8 and will not be sworn in. That position is now vacant.

## To be approved at the May 17, 2022 meeting

3. Circuit Court Judge Mark Slate issued the Oath of Office to all supervisors. County Clerk Liz Otto requested that all supervisors sign the printed oath and file it with the County Clerk's office.

### ELECTION OF CHAIR

4. Clerk Otto called for nominations for County Board Chair. Deputy County Clerk Samantha Stobbe and Corporation Counsel Dawn Klockow will act as tellers.
2. Supervisor Gene Thom nominated David Abendroth for Chair. Supervisor Dennis Mulder nominated Harley Reabe for Chair. Clerk Otto called for any additional nominations 3 times. Nominations closed. Votes compiled by secret ballot and tallied by tellers. Final results: Dave Abendroth – 10, Harley Reabe – 7. Dave Abendroth declared as Chair.
3. Chair Abendroth was seated to preside over the remainder of the meeting.

### ELECTION OF VICE CHAIR

5. Chair Abendroth called for nominations for County Board Vice Chair. Deputy County Clerk Samantha Stobbe and Corporation Counsel Dawn Klockow will act as tellers.
6. Supervisor Brian Floeter nominated Gene Thom for Vice Chair. Supervisor Don Lenz nominated Harley Reabe for Vice Chair. Chair Abendroth called for any additional nominations 3 times. Nominations closed. Votes compiled by secret ballot and tallied by tellers. Final results: Gene Thom – 9, Harley Reabe – 8. Gene Thom declared as Vice Chair.

### ELECTION OF HIGHWAY COMMITTEE

7. Chair Abendroth advised this committee will consist of 5 members and called for nominations. Nominations received as follows: Supervisor Chuck Buss nominated Dennis Mulder, Supervisor Ken Bates nominated Bill Boutwell, Supervisor Bob Schweder nominated Charlie Wielgosh, Supervisor Dennis Mulder nominated Bob Schweder, and Supervisor Chuck Buss nominated himself. Chair Abendroth called for additional nominations 3 times. **Motion/second (Floeter/Schweder)** to cast a unanimous ballot for the 5 positions on the Highway Committee. Roll call vote – Ayes – 17, Nays – 0, Vacant – 2, Abstain – 0. Motion carried.

### MINUTES OF 03/15/2022 MEETING

8. **Motion/second (Lenz/Buss)** to approve the minutes of the March 15, 2022 County Board meeting with no additions or corrections. Motion carried with no negative vote.

### ANNOUNCEMENTS

9. The next meeting of the County Board will take place on May 17, 2022 at 6:00 PM.

## To be approved at the May 17, 2022 meeting

10. County Clerk Liz Otto informed the supervisors of Wisconsin Counties Association packets and other material on their desks.

### ORGANIZATION DIRECTION TO COMMITTEES

11. Chair Abendroth stated that the committees will be chosen by the Chair, Vice Chair and County Administrator. He reminded all supervisors that a Chair and Vice Chair will need to be elected at the first meeting of each committee and will remain in that position for the two year term ending in 2024.

### PUBLIC COMMENT (3 minute limit)

12. Dick Martens, secretary of the Green Lake Association, urged approval of the resolution before the County Board today in regard to the duckweed mitigation pilot program. Martens provided background information for the program.
13. Kent Delucenay, President of the Green Lake Association, reaffirmed Martens' request to approve the resolution before the County Board today in regard to the duckweed mitigation pilot program. He provided additional background information.
14. Stephanie Prellwitz, Executive Director of the Green Lake Association, also urged approval of the resolution before the County Board today in regard to the duckweed mitigation pilot program.

### APPEARANCES

15. County Administrator Cathy Schmit provided an update on the ambulance contract process, ARPA funding, the coroner situation, and staffing updates. She stated that performance evaluations are now complete as of March 31 and that the auditing firm is now on site for the 2021 audit. Schmit also reminded the supervisors of the Arbor Day celebration on April 28 sponsored by the Land Conservation department.
16. **Motion/second (Buss/Bates)** to take a 10 minute recess at 9:35 AM. Motion carried with no negative vote.
17. Chair Abendroth reconvened the meeting at 9:48 AM.
18. Todd Morris, County Conservationist, spoke in regard to the poster contest that the Land Conservation Department sponsors each year. The theme this year was "Healthy Soil, Healthy Life". Morris introduced the winners and gave them an opportunity to speak as well.

### EMPLOYEE RECOGNITION AWARDS FOR 2021

19. Chair Abendroth recognized the following employees for their years of service to Green Lake County. 5 year employees receive a certificate of recognition and the others receive a certificate and a \$25.00 gas card.

## To be approved at the May 17, 2022 meeting

5 years: Lana Hilbert, Tyler Hoerig, Nyla Keuler, Samantha Koscher, Julie Mc Carroll, Kate Meyer, Amy Rudolf, Cathy Schmit, Jordyn Spoolstra, Deborah Stobbe, Pamela Weber, Joshua Weisensel, Kayla Yonke, and Lisa Zimmerman

10 years: Steve Huber, Shelby Jensen, Kathy Ninneman, Rick Rasmussen, and Steve Schonscheck.

15 years: Michael Prachel

20 years: Bill Hutchison, Derek Kavanaugh, Kelli Schueler, Ed Schuh, and Jess Walker

25 years: Laurie Kearns

30 years – Matthew Wecker and Cindy Werch

35 years – Steve Otto and Susan Sleezer

40 years – Betty Bradley

20. **Motion/second (Floeter/Boutwell)** to recess at 9:58 AM until the Student Government Day reports are ready. Motion carried with no negative vote.
21. Chair Abendroth reconvened the meeting at 10:32 AM.
22. Veteran's Service Officer Jon Vandeyacht introduced the students from the 4 area high schools attending Student Government Day. Each group of students gave a report on the departments they visited earlier in the morning.
23. Chair Abendroth requested that the supervisors introduce themselves to the students.

### RESOLUTIONS

24. Resolution 7-2022 Resolution Authorizing Signing of Release to Ergo Bank. **Motion/second (Buss/Schweder)** to adopt Resolution 7-2022. No discussion. Roll call vote on motion to adopt Resolution 7-2022 – Ayes – 17, Nays – 0, Abstain – 0, Vacant – 2. Resolution 7-2022 passed as adopted.
25. Resolution 8-2022 Recognition of Service to the Green Lake County Board. **Motion/second (Wendt/Boutwell)** to adopt Resolution 8-2022. No discussion. Roll call vote on motion to adopt Resolution 8-2022 – Ayes – 17, Nays – 0, Abstain – 0, Vacant – 2. Resolution 8-2022 passed as adopted.
26. Resolution 9-2022 Resolution Authorizing Entering into a MOU with the Green Lake Association for a Duckweed Mitigation Pilot Program. **Motion/second (Bates/Boutwell)** to adopt Resolution 9-2022. **Motion/second (Floeter/Thom)** to suspend the rules and allow Green Lake Association members to explain the resolution to the students in attendance. Motion carried with no negative vote. Dick Martens explained the background for the pilot program. Roll call vote on motion to adopt Resolution 9-2022 – Ayes – 17, Nays – 0, Abstain – 0, Vacant – 2. Resolution 9-2022 passed as adopted.



## To be approved at the May 17, 2022 meeting

27. Resolution 10-2022 Resolution Accepting Donation of Land for Highway Purposes. ***Motion/second (Mulder/Schweder)*** to adopt Resolution 10-2022. No discussion. Roll call vote on motion to adopt Resolution 10-2022 – Ayes – 17, Nays – 0, Abstain – 0, Vacant – 2. Resolution 10-2022 passed as adopted.

### ORDINANCES

28. Ordinance 5-2022 amending the Floodplain Ordinance for Green Lake County, Wisconsin, §300-10 Official Maps and Revisions. ***Motion/second (Buss/Wendt)*** to enact Ordinance 5-2022. No discussion. Roll vote on motion to enact Ordinance 5-2022 – Ayes – 17, Nays – 0, Abstain – 0, Vacant – 2. Ordinance 5-2022 passed as enacted.

### 2021 ANNUAL REPORTS

29. ***Motion/second (Buss/Boutwell)*** to accept the 2021 annual reports as presented. Motion carried with no negative vote.

### COMMITTEE APPOINTMENTS

30. Chair Abendroth recommended the following appointments with the Board's approval:
- Arnold Dahlke to the Land Conservation Committee
  - Rebecca Bays to the Transportation Committee to replace Sara Rutkowski
31. ***Motion/second (Schweder/Trochinski)*** to approve the appointments as presented. Motion carried with no negative vote.

### DEPARTMENTS TO REPORT ON May 17, 2022

32. Chair Abendroth stated that Nichol Wienkes, unit manager from Behavioral Health, will provide an update on her department.

### FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

33. Supervisor Floeter raised a question regarding the rules of operation under Chapter 9. Chair Abendroth will check into it.

### ADJOURN

34. Chairman Abendroth adjourned the meeting at 11:15 AM.

Respectfully Submitted,

Elizabeth Otto  
County Clerk



**RESOLUTION NUMBER 11-2022**

**RELATING TO ELIMINATING THE HHS BILLING SPECIALIST/ADMINISTRATIVE COORDINATOR POSITION AND CREATING A BILLING SPECIALIST POSITION AND DESIGNATING ONE DATA ENTRY/RECEPTION POSITION WITHIN THE HHS ADMINISTRATIVE DEPARTMENT AS THE LEAD.**

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

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

☒ Approved by Personnel      ☐ Disapproved by Personnel

Roll Call on Ordinance No. 11-2022

Submitted by Health and Human  
Services Board:

Ayes      , Nays      , Absent      , Abstain

/s/ Joe Gonyo

Joe Gonyo, Chair

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

/s/ Harley Reabe

Harley Reabe, Vice-chair

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

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

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

/s/ Joanne Guden

Joanne Guden

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

\_\_\_\_\_  
Nancy Hoffmann

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

/s/ Christine Schapfel

Christine Schapfel

/s/ Charlie Wielgosh

Charlie Wielgosh

/s/ Richard Trochinski

Richard Trochinski

5 **WHEREAS**, as part of this restructure the Billing Specialist Position Job Description was  
6 updated to include Administrative Coordinator duties;

7 **WHEREAS**, during the last year we have seen the Billing Specialist portion of the job  
8 requires a full-time position;

9 **WHEREAS**, HHS has restructured several other Units with this proposed resolution the  
10 Administrative Unit will be structured similarly;

11 **WHEREAS**, the proposed changes have come as a result of the HHS Director meeting  
12 with and gathering input from the Administrative Unit staff and County Administrator.

13 **WHEREAS**, the HHS Director has met with the County Administrator to discuss the  
14 attached job descriptions for the Billing Specialist and Data Entry/Reception Lead  
15 positions, which has been approved by the County Administrator.

16 **NOW, THEREFORE, BE IT RESOLVED**, that the Green Lake County Board of  
17 Supervisors does hereby approve modification to the HHS Administrative Unit team  
18 model by eliminating one (1) Billing Specialist/Administrative Coordinator position and  
19 creating (1) Billing Specialist position and designating (1) current Data Entry/Reception  
20 positions as the Lead.

21 **BE IT FURTHER RESOLVED** that the new Billing Specialist and Data Entry/Reception  
22 position be created effective on the date this resolution is passed.

23 **BE IT FURTHER RESOLVED** that the Billing Specialist position be placed in pay group  
24 13 on the County Wage Plan.

25 **BE IT FURTHER RESOLVED** that the Data Entry/Reception Lead position be placed in  
26 pay group 15 of the County wage plan.

27 **BE IT FURTHER RESOLVED** that the individual currently holding the Billing  
28 Specialist/Administrative Coordinator position shall fill the Billing Specialist position as  
29 that person has been satisfactorily performing the duties of the new position.

30 **BE IT FURTHER RESOLVED** that the newly created Lead staff designation will be  
31 internally advertised and filled by one of the current Data Entry/Reception employees.

Administration and Aging Units  
Committee: Human Service Board

Current For 2022								
Pay Group	Position Title	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
10	Billing Specialist/Admin Coordinator	\$ 28.14	\$ 58,531.20	\$ 3,950.86	\$ 4,477.64	\$ 26,613.00	\$ 35,041.49	\$ 93,572.69
16	Reception/Data Entry Specialist	\$ 17.93	\$ 37,294.40	\$ 2,517.37	\$ 2,853.02	\$ 26,613.00	\$ 31,983.39	\$ 69,277.79
		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	Total		\$ 95,825.60	\$ 6,468.23	\$ 7,330.66	\$ 53,226.00	\$ 67,024.89	\$ 162,850.49

Proposed for 2022								
Pay Group	Position Title	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
13	Billing Specialist	\$ 24.35	\$ 50,637.60	\$ 3,418.04	\$ 3,873.78	\$ 26,613.00	\$ 33,904.81	\$ 84,542.41
16	Reception/Data Entry Specialist	\$ 17.93	\$ 37,294.40	\$ 2,517.37	\$ 2,853.02		\$ 5,370.39	\$ 42,664.79
15	Lead Position	Up To \$3.77	\$ 7,841.60	\$ 529.31	\$ 599.88	\$ 26,613.00	\$ 27,742.19	\$ 35,583.79
		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	Total		\$ 95,773.60	\$ 6,464.72	\$ 7,326.68	\$ 53,226.00	\$ 67,017.40	\$ 162,791.00

<b>Total Cost Savings</b>	<b>\$ 59.49</b>
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\* All Wages are based on 7/1/2021 Wage Plan

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** BILLING SPECIALIST

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

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** FINANCIAL/BUSINESS MANAGER

**CLASSIFICATION:** EXEMPT

**PAY GROUP:** 13

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### **SUMMARY:**

The Billing Specialist goal is to focus on maximizing clinic revenue through timely, accurate client and insurance billing, claims, and collections while supervising the daily administrative functions of the Unit and staff. Additional goals include: 1) customer service skills in helping clients understand their financial responsibilities and expediting collection of their payments and balances, and 2) supporting office administrative staff and other Units.

### **DUTIES AND RESPONSIBILITIES:**

- Submits insurance claims electronically and on paper accurately
- Verifies and authorizes client insurances
- Enters and verifies client information, EOPs and other billing data with accuracy to prevent reimbursement delays
- Provides Customer Service to from clients and insurers about coverage, charges and payments
- Posts all payments accurately by line
- Corrects client account errors and re-bills older claims
- Assists in determining which client accounts are sent to collections and which balances are written off in a timely manner.
- Provides guidance to outside collection agencies
- Reviews daily insurance EOBs, checks, and other correspondence for action plans
- Conducts billing analysis to ensure high collection and low error rates
- Assists administrative staff in making client appointments, checking in clients, taking payments and dealing with cancellations and no-shows

**SKILLS AND ABILITIES:**

- Skill in the use of general office equipment, including but not limited to, Computer terminal, calculator, copy machine, 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:** Billing/data entry experience desirable. Prefer minimum of an Associate'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. Supervisory experience is preferred.

**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.

September 25, 2020

## **GREEN LAKE COUNTY JOB DESCRIPTION**

**TITLE:** RECEPTIONIST/DATA ENTRY SPECIALIST LEAD (ADDITIONAL DUTIES)

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

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** FINANCIAL/BUSINESS MANAGER

**CLASSIFICATION:** NON-EXEMPT

**PAY GROUP:** 15

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### **SUMMARY:**

Performs receptionist duties for the Health & Human Services Department, intake registration, keyboarding, data entry, clerical tasks such as maintaining records; and other work as required.

### **DUTIES AND RESPONSIBILITIES:**

- Assist in recruiting, interviewing, selection and training reception staff while fostering growth.
- Ensure a current, innovative and collaborative practice environment for staff.
- Plan, organize and assist with everyday staff functions in the administrative unit.
- Ensure coverage for reception and other critical clerical functions.
- Scheduling, creating agenda's and running staff meetings. Attending Meetings with other staff and Department heads. Assist in grant writing and reporting
- Recording Minutes for Advisory Committee Meetings as needed

### **SKILLS AND ABILITIES:**

- Skill in the use of general office equipment, including but not limited to, Telephone, Computer terminal, calculator, copy machine, and fax machine
- 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.
- Ability to provide effective leadership and direct the work of others.

### **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.

## RESOLUTION NUMBER 12-2022

### Resolution Authorizing the Electronic Publication of the Annual County Board Proceedings

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of May 2022, does resolve as follows:

- 1 **WHEREAS**, Wisconsin Statute §59.14(3) allows the County Board to provide for the
- 2 publication of its duly certified annual proceedings for general distribution in pamphlet
- 3 form by the lowest and best bidder; and,
- 4 **WHEREAS**, Modern technology allows information to be readily ascertainable by the
- 5 general public and placing the County Board's annual proceedings on the County
- 6 website is economical and environmentally friendly; and,
- 7 **WHEREAS**, The County Clerk is required to provide access to the Board's records
- 8 without charge; and,
- 9 Fiscal note is not applicable.
- 10 Majority vote is needed to pass.

Roll Call on Resolution No. 12-2022

Submitted by Administrative  
Committee

Ayes , Nays , Absent , Abstain

/s/ David Abendroth

David Abendroth, Chair

Passed and Adopted/Rejected this 17th  
day of May, 2022.

/s/ Dennis Mulder

Dennis Mulder

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

\_\_\_\_\_  
Gene Thom

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

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

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

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

11 **WHEREAS**, Attorney General Opinion, OAG-2-08, states that a county board may print  
12 its own proceedings or post them on its website.

13 **NOW THEREFORE BE IT RESOLVED**, that the Green Lake County Board of  
14 Supervisors authorizes and approves the Green Lake County Clerk publishing the  
15 annual Proceedings of the Board of Supervisors in an electronic format rather than  
16 physical copies from this date forward.

17 **BE IT FURTHER RESOLVED**, that the Green Lake County Clerk shall provide a paper  
18 copy of the annual Proceedings of the Board of Supervisors to any person who requests  
19 one.

20 **BE IT FURTHER RESOLVED**, that the Green Lake County Clerk shall retain a copy of  
21 this resolution authorizing the change in policy and procedure regarding how the annual  
22 Proceedings of the Board of Supervisors is published.

23 **FISCAL NOTE:** none

## ORDINANCE NO. 6-2022

**Relating to: Rezone in the Town of Marquette**  
**Owner: Hickory Point Acres LLC Agent: Paula Gilbertson**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17<sup>th</sup> of May, 2022, 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:

**Owner:** Hickory Point Acres, LLC **Applicant:** Paula Gilbertson **Site location:** N3361 Hickory Point Rd **General legal description:** Parcel 014-00277-0000, part of the SW1/4 of S27, T15N, R11E, Town of Marquette, ±39.66 acres **Request:** Rezone ±39.66 acres from R-1, Single-Family Residence District, to RC, Recreation District.

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

Roll Call on Resolution No. 6-2022

Submitted by Land Use Planning & Zoning Committee:

Ayes , Nays , Absent , Abstain

*/s/ Curt Talma*

Curt Talma

Passed and Enacted/Rejected this 17<sup>th</sup> day of May, 2022.

*/s/ Bill Boutwell*

Bill Boutwell

County Board Chairman

*/s/ Harley Reabe*

Harley Reabe

ATTEST: County Clerk  
Approve as to Form:

*/s/ Gene Thom*

Gene Thom

Dawn N. Klockow, Corporation Counsel

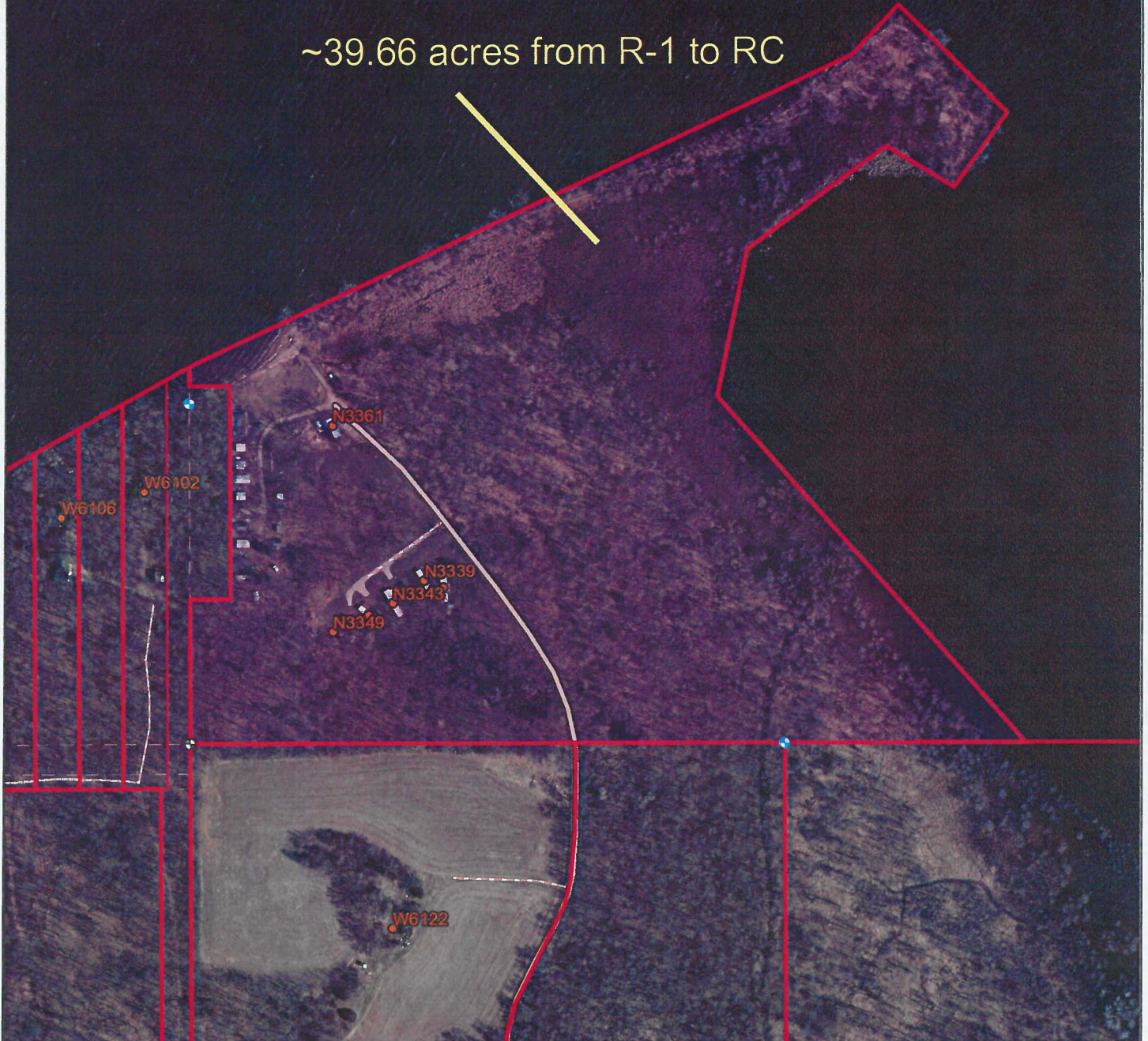
*/s/ Chuck Buss*

Chuck Buss



Puckaway Lake

~39.66 acres from R-1 to RC



1 inch = 338 feet



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

### GIS Viewer Map

Green Lake County, WI

Time: 9:27:16 AM  
Date: 3/15/2022

Note:

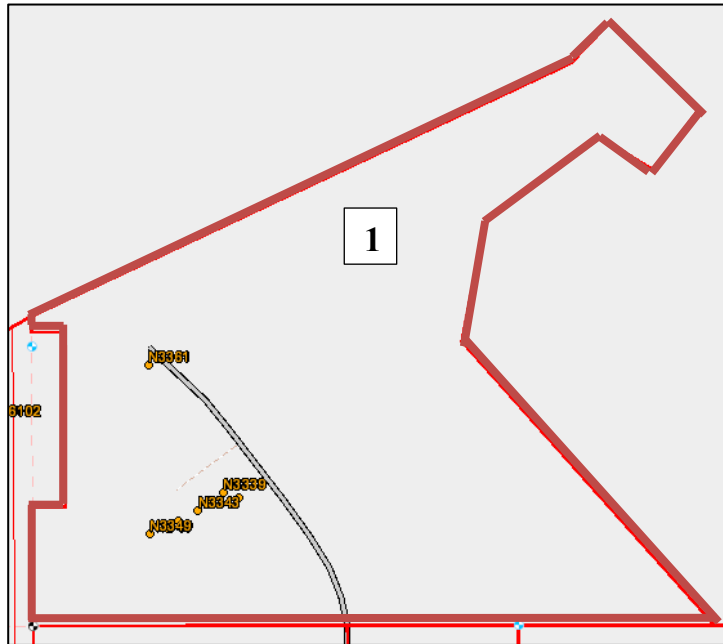
**Rezone ~36.99 acres from Single Family Residential District to Recreation District**



**Owner: Hickory Point Acres, LLC**  
**Applicant: Paula Gilbertson**  
**Town of Marquette, Parcel #014-00277-0000**  
**Part of the SW1/4 of Section 27, T15N, R11E**

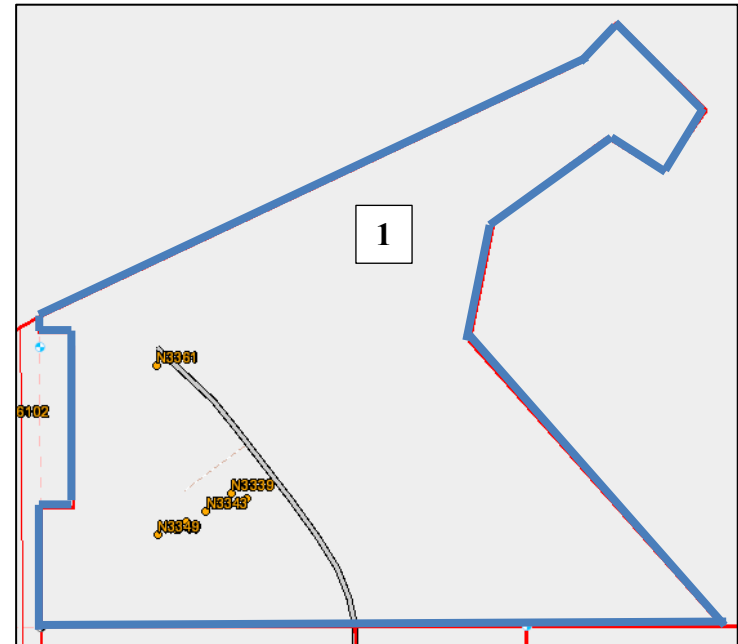
**Existing Configuration**

1 = ±39.66 acre parcel zoned R-1, Single-Family Residence District



**Proposed Configuration**

1 = ±39.66 acre parcel zoned RC, Recreation District





**ORDINANCE NO. 7-2022**

**Relating to: Rezone in the Town of Green Lake  
Owner: James & Catherine Jackowski**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th of May, 2022, 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:

**Owner:** James & Catherine Jackowski **Site location:** N4148 County Rd N **General legal description:** Parcel 006-00178-0000 part of the SE1/4 of S9, T15N, R13E, Town of Green Lake, ±40 acres **Request:** Rezone ±7.8 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.

Roll Call on Resolution No. 7-2022

Submitted by Land Use Planning &  
Zoning Committee:

Ayes , Nays , Absent , Abstain

*/s/ Curt Talma*

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

Passed and Enacted/Rejected this 17<sup>th</sup>  
day of May, 2022.

*/s/ Bill Boutwell*

\_\_\_\_\_  
Bill Boutwell

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

*/s/ Harley Reabe*

\_\_\_\_\_  
Harley Reabe

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

*/s/ Gene Thom*

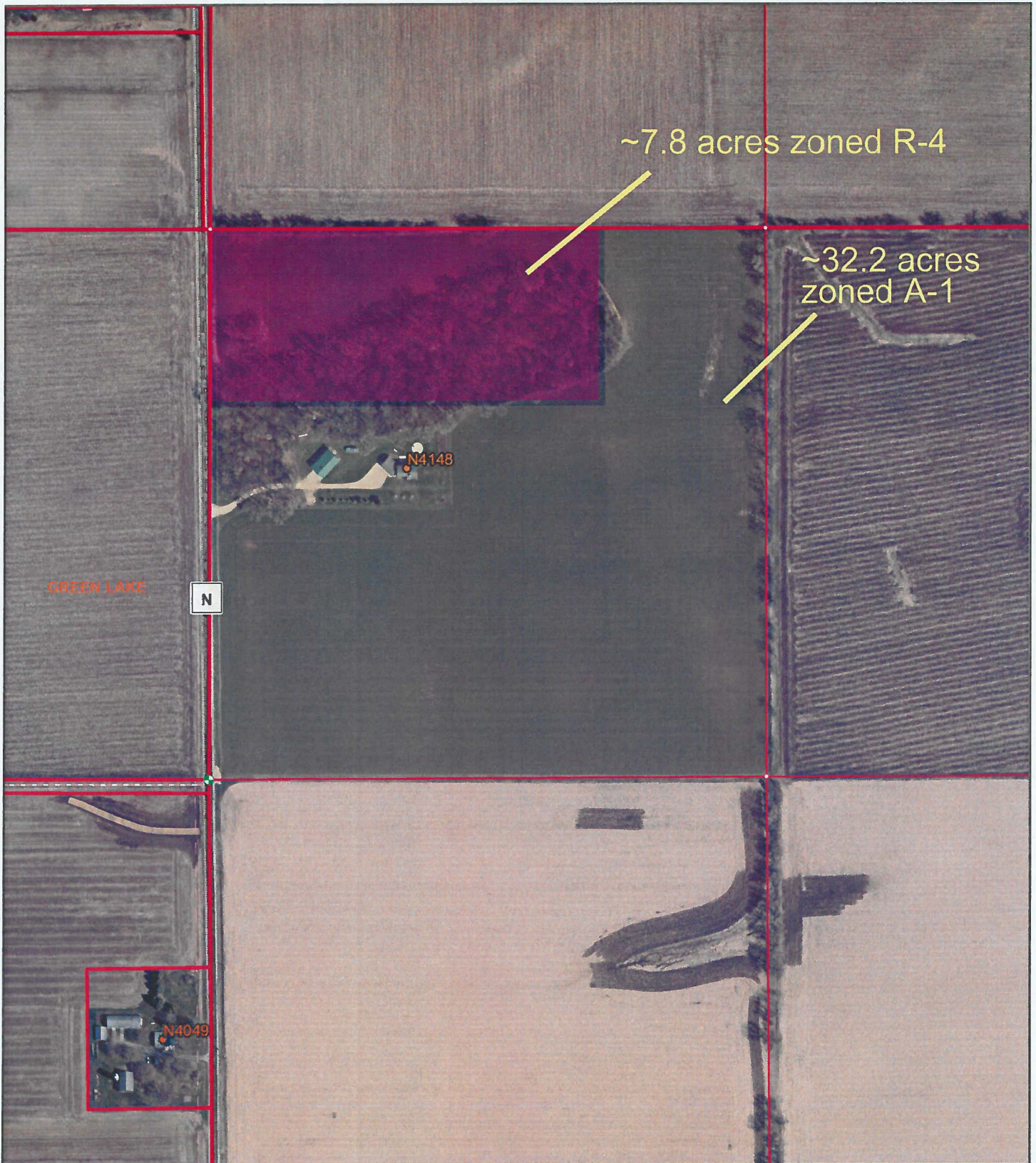
\_\_\_\_\_  
Gene Thom

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

*/s/ Chuck Buss*

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





1 inch = 330 feet



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

### GIS Viewer Map

Green Lake County, WI

Time: 9:03:06 AM  
Date: 3/15/2022

Note:

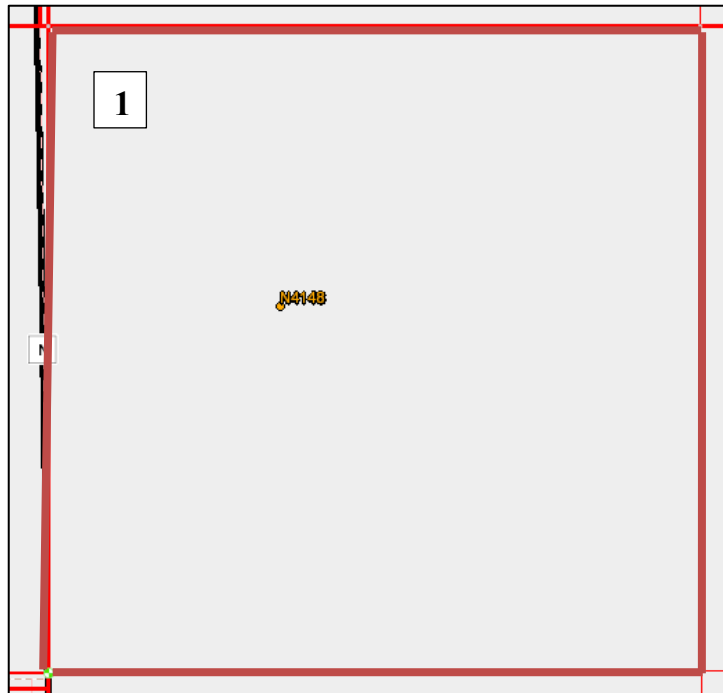
**Rezone ~7.8 acres from A-1 to R-4**



**Owner: James & Catherine Jackowski**  
**Town of Green Lake, Parcel #006-00178-0000**  
**Part of the SE1/4 of Section 9, T15N, R13E**

**Existing Configuration**

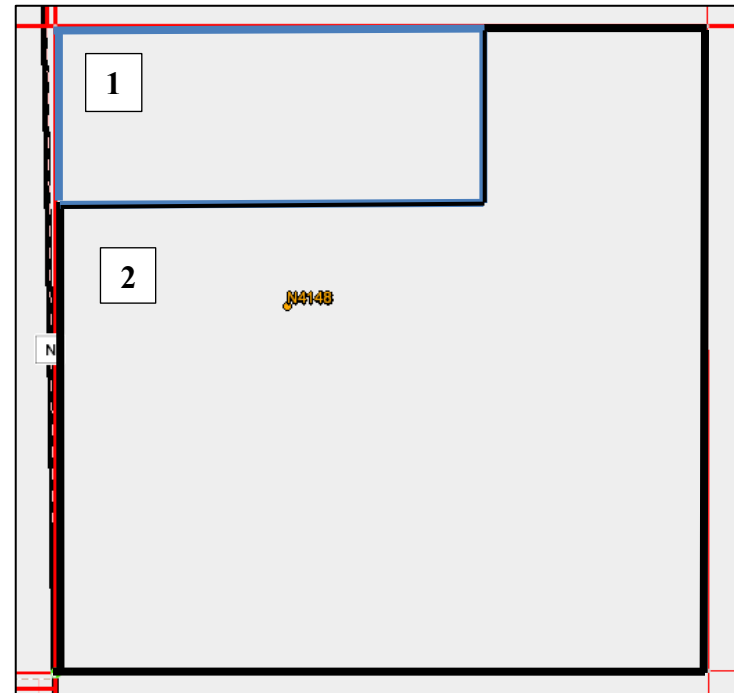
1 = ±40 acre parcel zoned A-1, Farmland Preservation District



**Proposed Configuration**

1 = ±7.8 acre parcel zoned R-4, Rural Residential District

2 = ±32.2 acre parcel zoned A-1, Farmland Preservation District



# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 12, 2022  
Department: Fair  
Amount: \$15,000.00  
Budget Year Amended: 2022

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

The Maintenance Contract that was presented is for a maximum compensation of \$35,000. This individual contracted for the 2021 Fair for \$20,000. With all the unknowns of this being his first year, the labor hours of him & his staff exceeded his contract, by approximately \$8,000. He did an excellent job, he provides much of his own equipment, plus he pays 4 staff. There is an extreme amount of work that goes into getting ready for the fair and also the dismantling afterwards. It was handled professionally.

### Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
22-101-00-58000-000-000	Contingency		\$ 15,000.00	\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 15,000.00	

### Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
22-100-13-55460-350-000	Repair & Maintenance	\$ 32,478.00	\$ 15,000.00	\$ 47,478.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 15,000.00	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: Robert D. Jones 4-12-22

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

Date Approved by Finance Committee: 4/27/22

Date Approved by County Board: \_\_\_\_\_

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

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_