



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/16/2023
Amended Post Date: 02/22/2023*

The following documents are included in the packet for the County Board meeting on February 21, 2023:

- 1) Agenda
- 2) Draft minutes from the 12/20/2022 and 01/17/2023 meetings
- 3) Update from County Administrator Cate Wylie
- 4) *WCA Ambassador Report from Ken Bates
- 5) Resolution 01-2023 Request State to Revise the Current Real Estate Transfer Fees Revenue Sharing Formula
- 6) Resolution 02-2023 Relating to Removal of Voluntary Unpaid Leave of Absence Provision in the Personnel Policy
- 7) Resolution 03-2023 Relolution to Approve the Position of Finance Director for Green Lake County
- 8) Resolution 04-2023 Request State of Wsconsin to Use a Portion of the 2023 Budgetary Surplus for the Maintenance, Repair and Replacement of County Trunk Highway System
- 9) Ordinance 01-2023 Relating to Rezone in the Town of Berlin – Owner: Mark and Kim Nowacki
- 10) Ordinance 02-2023 Relating to Rezone in the Town of Berlin – Owner: Burton Werch Jr.



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 21st day of February, 2023 at 4:30 PM** for the regular meeting of the Board. Business to be transacted include:

AGENDA

County Board of Supervisors

- Dist. 1 Nancy Hoffmann*
- 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 Nancy Hiestand*
- 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*

**GREEN LAKE COUNTY
MISSION:**

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

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.

- 1. Call to Order**
- 2. Roll Call**
- 3. Reading of the Call**
- 4. Pledge of Allegiance**
- 5. Minutes of 12/20/2022 and 01/17/2023**
- 6. Announcements**
- 7. Correspondence**
 - Thank you from former employee Laurie Kearns
- 8. Public comment (3 minute limit)**
- 9. Recognition of Service – Matthew Wecker, HHS Disability Benefits Specialist**
- 10. Appearances**
 - Monthly update from County Administrator Cate Wylie
- 11. Resolutions**
 - Res. 01-2023 Request State to Revise the Current Real Estate Transfer Fees Revenue Sharing Formula
 - Res. 02-2023 Relating to Removal of Voluntary Unpaid Leave of Absence Provision in the Personnel Policy
 - Res. 03-2023 Resolution to Approve the Position of Finance Director for Green Lake County
 - Res. 04-2023 Request State of Wisconsin to Use a Portion of the 2023 Budgetary Surplus for the Maintenance, Repair and Replacement of County Trunk Highway System
- 12. Ordinances**
 - Ord. 01-2023 Relating to Rezone in the Town of Berlin – Owner: Mark and Kim Nowacki
 - Ord. 02-2023 Relating to Rezone in the Town of Berlin – Owner: Burton Werch Jr.
- 13. Committee Appointments**
- 14. Future Agenda Items for Action & Discussion**
- 15. Adjourn**

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin, this 12th day of February, 2023.

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:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 260 010 177 103

Passcode: yyYaib

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 920-515-0745](tel:+19205150745), [140582643#](tel:+140582643) United States, Green Bay

Phone Conference ID: 140 582 643#

[Find a local number](#) | [Reset PIN](#)

Please accept at your earliest convenience. Thank you!

[Learn More](#) | [Help](#) | [Meeting options](#) | [Legal](#)

To be approved at the February 21, 2022 meeting

GREEN LAKE COUNTY

BOARD PROCEEDINGS

REGULAR MEETING

December 20, 2022

The Green Lake County Board of Supervisors met in regular session, Tuesday, December 20, 2022 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 David Abendroth. Roll call taken – Present - 18, Absent – 1 (Joe Gonyo-District 16)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Nancy Hoffmann	1
Charles Buss	2
Curt Talma (remote)	3
David Abendroth	4
Ken Bates	5
Brian Floeter	6
Bob Schweder	7
Nancy Hiestand	8
Bill Boutwell	9
Sue Wendt	10
Harley Reabe	11
Charlie Wielgosh	12
Don Lenz	13
Dennis Mulder	14
Nita Krenz	15
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 20th day of December, 2022 at 6:00 PM for the regular meeting of the Board. Business to be transacted includes:

CALL TO ORDER
ROLL CALL
READING OF THE CALL

To be approved at the February 21, 2022 meeting

PLEDGE OF ALLEGIANCE

MINUTES OF 11/08/2022 MEETING

ANNOUNCEMENTS

PUBLIC COMMENT (3 minute limit)

APPEARANCES

- Sheriff Mark Podoll – Lifesaving Awards
- Monthly Update from County Administrator Cate Wylie
- Katie Gellings, UWEX Human Development and Relationships Educator – Financial Wellness workshops in the Correctional Facility

RESOLUTIONS

- Resolution 32-2022 Resolution Adopting Policy for Courthouse Facility Dogs
- Resolution 33-2022 Resolution to Dissolve the Green Lake County Fair Promotions Committee

ORDINANCES

- Ordinance 20-2022 Amending Chapter 74 – Record Retention to Amend Fox River Industries Record Retention
- Ordinance 21-2022 Amending Ordinance 855-06 to Adopt the Wisconsin County Highway Association Utility Accommodation Policy

BUDGET ADJUSTMENT

- Snowmobile bridge DNR grant

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON February 21, 2023

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 18th day of December, 2022

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 11/08/2022 MEETING

2. **Motion/second (Trochinski/Boutwell)** to approve the minutes of the November 8, 2022 County Board meeting with no additions or corrections. Motion carried with no negative vote.
3. Supervisor #16 Joe Gonyo was seated at 6:06 PM. Supervisors present – 19, Absent – 0.

ANNOUNCEMENTS

4. The next meeting of the County Board will take place on February 21, 2023 at 6:00 PM. There is no meeting scheduled for January.

PUBLIC COMMENT (3 minute limit)

To be approved at the February 21, 2022 meeting

5. Taylor Haag, Watershed Engagement Manager for the Green Lake Association, gave an update on invasive species in Green Lake.
6. Sean Kollmer, Project & Operations Manager for the Green Lake Association, provided an update on the boat launch station at Dodge Memorial county park. They hope to have this operational by mid-May.
7. Gerise Lespisa, Green Lake County District Attorney, spoke in favor of passing Resolution 32-2022 and provided background information on the policy.

APPEARANCES

8. Sheriff Mark Podoll presented recognition awards to Barry Rogers, Scott Weir and Matt Vandekolk for their lifesaving efforts in regard to Dennis Mulder's medical emergency in September. Deputy Sheriff Michael Majeski was also recognized for his lifesaving efforts in regard to Ernie Pulvermacher. Both Mulder and Pulvermacher thanked all of those involved.
9. County Administrator Cate Wylie provided her first monthly report to the Board. Wylie gave a brief overview of her activities over the past two weeks including meeting with Department Heads, interviews for a Corporation Counsel, and reviewing policies and contracts. She will be putting together a dashboard for County Board supervisors in the near future.
10. Katie Gellings, UWEX Human Development and Relationships Educator, appeared to give a presentation on the Financial Literacy workshop she provides to inmates in the county jail. She gave an overview of the 8 modules involved in the program and stated that 482 inmates have participated in the last 8 years. Discussion and questions followed.

RESOLUTIONS

11. Resolution 32-2022 Resolution Adopting Policy for Courthouse Facility Dogs. **Motion/second (Wendt/Dretske)** to adopt Resolution 32-2022. Discussion held. **Motion/second (Schweder/Dretske)** to allow District Attorney Gerise Lespisa to speak. Motion carried with no negative vote. Lespisa addressed questions and concerns regarding the program and stated there would be no cost to the county. **Motion/second (Thom/Reabe)** to amend the resolution to require the DA's office to handle all aspects of the program. Ayes – 19, Nays – 0, Absent – 0, Abstain – 0. Motion carried. Roll call vote on motion to adopt Resolution 32-2022 as amended – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Resolution 32-2022 passed as adopted.
12. Resolution 33-2022 Resolution to Dissolve the Green Lake County Fair Promotions Committee. **Motion/second (Bates/Mulder)** to adopt Resolution 33-2022. Supervisor Bates explained the resolution. Discussion held. Roll call vote on motion to adopt Resolution 33-2022 – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Resolution 33-2022 passed as adopted.

ORDINANCES

13. Ordinance 20-2022 Amending Chapter 74 – Record Retention to Amend Fox River Industries Record Retention. **Motion/second (Thom/Trochinski)** to enact Ordinance 20-2022. No discussion. Roll call vote

To be approved at the February 21, 2022 meeting

on motion to enact Ordinance 20-2022 – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Ordinance 20-2022 passed as adopted.

14. Ordinance 21-2022 Amending Ordinance 855-06 to Adopt the Wisconsin County Highway Association Utility Accommodation Policy. **Motion/second (Buss/Mulder)** to enact Ordinance 21-2022. **Motion/second (Schweder/Dretske)** to suspend the rules and allow Highway Commissioner Derek Mashuda to speak. Motion carried with no negative vote. Mashuda stated this resolution would set guidelines for utility companies and contractors to follow when they are performing work within the county. Roll call vote on motion to enact Ordinance 21-2022 – Ayes – 19, Nays – 0, Abstain – 0, Absent – 0. Ordinance 21-2022 passed as adopted.

BUDGET ADJUSTMENT

15. County Clerk – budget adjustment in the Parks budget for a DNR grant received for reconstruction of a snowmobile bridge for the Markesan Sno-Drifters in the amount of \$25,587.00. Total grant received was \$39,587.00 with \$14,000 down payment paid in 2021.
16. **Motion/second (Thom/Dretske)** to approve the budget adjustment as presented. All ayes. Motion carried. Supervisor Floeter requested that the County Administrator provide the guidelines for budget adjustments in the future.

COMMITTEE APPOINTMENTS

17. Chair Abendroth recommended creating a new subcommittee entitled the Future Fairgrounds Subcommittee and appointed the following members: Helcia Bierman, Joe Hollatz, Tristan Jenkins, Zach Knoke, Lisa Meier, Kathy Ninneman, Emily Strahota, and Nancy Hoffmann.
18. Chair Abendroth reappointed Patty Pieper to the WinneFox Library Board for another term. Her current term expires on 12/31/2022.
19. **Motion/second (Boutwell/Thom)** to approve the subcommittee and the appointments. Motion carried with no negative vote.

DEPARTMENTS TO REPORT ON February 21, 2023

20. To be determined

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

21. None

ADJOURN

22. Chairman Abendroth adjourned the meeting at 7:14 PM.

To be approved at the February 21, 2022 meeting

Elizabeth Otto
County Clerk

DRAFT

GREEN LAKE COUNTY

BOARD PROCEEDINGS

SPECIAL MEETING

January 17, 2023

The Green Lake County Board of Supervisors met in special session, Tuesday, January 17, 2023 at 5:00 PM via remote access and in person access for a special meeting of the Board.

The Board was called to order by Chair David Abendroth. Roll call taken – Present - 16, Absent – 3 (Brian Floeter-District 6, Sue Wendt-District 10, Joe Gonyo-District 16)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Nancy Hoffmann	1
Chuck Buss	2
Curt Talma	3
David Abendroth	4
Ken Bates	5
Bob Schweder	7
Nancy Hiestand	8
Bill Boutwell	9
Harley Reabe	11
Charlie Wielgosh	12
Don Lenz	13
Dennis Mulder	14
Nita Krenz	15
Luke Dretske (remote)	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 of January, 2023 at 5:00 PM for a special meeting of the Board. Business to be transacted includes:

CALL TO ORDER

ROLL CALL

READING OF THE CALL

PLEDGE OF ALLEGIANCE

RECOMMENDATION AND APPROVAL OF CORPORATION COUNSEL CANDIDATE

- Jeffrey Mann

CLOSED SESSION

- The County Board may enter into Closed Session under Wis. §19.85(1)(g) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to wit to discuss employee performance and pay.

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

COMMITTEE APPOINTMENTS

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 12th day of January, 2023.

Elizabeth A. Otto
Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

RECOMMENDATION AND APPROVAL OF CORPORATION COUNSEL CANDIDATE

2. County Administrator Cate Wylie introduced Jeffrey Mann to the Board with a recommendation of approval from the Administrative Committee. Mann introduced himself to the Board.

Motion/second (Mulder/Schweder) to approve the appointment of Jeffrey Mann as Corporation Counsel with a start date of 02/20/2023. Roll call vote on approval of Mann as Corporation Counsel – Ayes – 16, No – 0, Absent – 3 (Floeter, Wendt, Gonyo), Abstain – 0. Motion carried.

CLOSED SESSION

3. Consider motion to convene into Closed Session per Wis. Stat. §19.85(1)(g) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to wit to discuss employee performance and pay.
4. ***Motion/second (Thom/Buss)*** to enter into Closed Session at 5:10 PM. Roll call vote – Ayes - 16, Nay - 0, Abstain - 0, Absent – 3 (Floeter, Wendt, Gonyo).

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

5. ***Motion/second (Mulder/Reabe)*** to reconvene into Open Session at 5:42 PM. Roll call vote – Ayes - 16, Nay - 0, Abstain - 0, Absent – 3 (Floeter, Wendt, Gonyo).

COMMITTEE APPOINTMENTS

6. Chair Abendroth made the following committee appointments pending the Board's approval:
- Peter Wallace to the Board of Adjustment
 - Brenda Murkley from the Town of Berlin, Mike Wuest from the Town of Brooklyn, Joan and Mark Stefan from the Town of Kingston, and Joel Strahota from the Town of Mackford as Emergency Fire Wardens for Green Lake County for 2023.

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

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

7. To be determined

ADJOURN

8. Chairman Abendroth adjourned the meeting at 5:43 PM.

Respectfully Submitted,

Elizabeth Otto
County Clerk



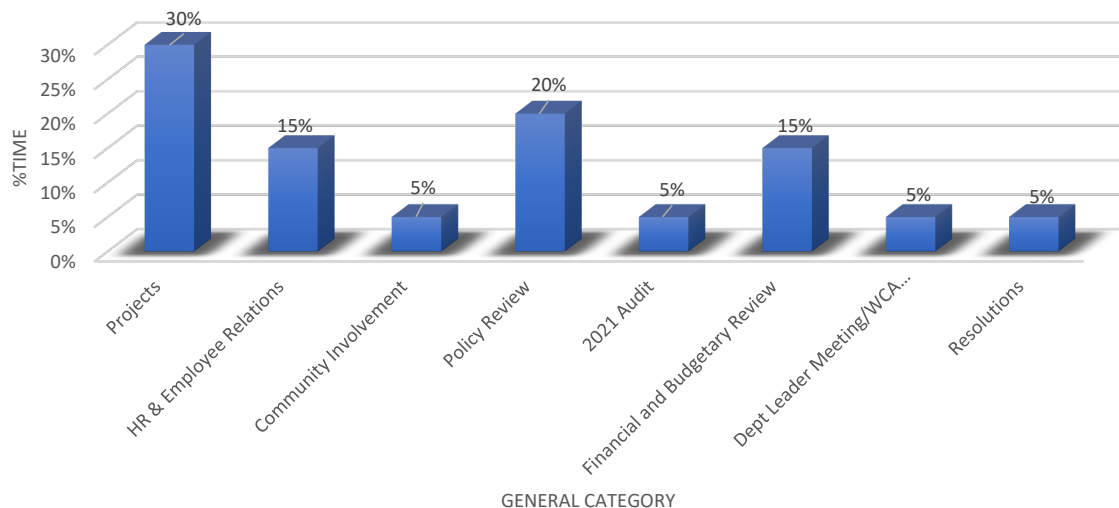
ADMINISTRATOR ACTIVITY REPORT

by Cate Wylie

2/21/2023

Project Start Date	Project name	Project Goal	Actionable Items	Date Due
2/7/2023	Broadband BEAD Grant	Offered through Public Service Commission of WI. Learning/Investigative Stage	None - waiting for State to send further information	TBD
	Flex Bank	Review and revise Flex Bank practices	Creating appropriate policies for hours worked	TBD
1/1/2023	ME Contract	Waiting for legal review	execute MOU	no later than 3/31/2023
2/13/2023	Parks Strategic Planning	Create 5 year Strategic Plan to replace current plan	TBD by Parks Committee	TBD
	Committee Review/Reorg	Bring efficiency to Committees for better oversight and communication	Chart out possible efficiencies for next Admin Committee meeting	Mar-23
12/1/2022	Opioid Settlement	Participate in State litigation	NA	TBD
	WCA CAP Event - Q1	Provide forum for counties to meet with legislators to discuss county prioritized issues.	Local government funding reform	1/25/2023

ADMINISTRATIVE ACTIVITIES



REPORT FROM WCA AMBASSADOR DAY-KEN BATES

General Comments

Cate Wylie and I attended the WCA Ambassador meeting on January 25, 2023. In the morning we heard from WCA staff about the key issues that are on screen for WCA. The top priorities identified by WCA were: Funding Reform, Transportation Aid, Victim Witness Reimbursement, and the Community Support Program & Crisis Services. Funding reform-increase state aid since it was 46.4% in 1987 and in 2019 it was 25.9%. Transportation Aid-Counties are getting less transportation aid ten years, WCA requested \$200 million to be appropriated. Victim Witness Reimbursement-State is supposed to reimburse at 90% of costs of these services, in 2021 it was 40% the lowest ever. Community Support & Crisis Intervention-Provide \$21 million to fund crisis services and eliminate maintenance of effort for Medicaid reimbursable services, and provide \$14 million annually to cover county share of CSP Medicaid expenditures statewide. The impetus for this effort is the 6 or is it now 7 billion dollar surplus. We were not the only group meeting with Legislators, it was a busy Capitol building.

VISITS WITH LEGISLATORS

I learned from some other county people there that we should have made appointments to make sure that we would have time. It worked out that we tagged along with other counties represented by the legislators.

REPRESENTATIVE DALLMAN-Representative Dallman was in his office. He was very engaging and showed a big interest in Green Lake.

SENATOR BALLWEG-Senator Ballweg was in and we were able to tag along with a County Board Supervisor from Ripon. We discussed the WCA talking points and she asked for specific issues to Green Lake. We brought up AirBNB's and their impact on our neighborhoods, she

RESOLUTION NUMBER 01-2023

REQUEST STATE TO REVISE THE CURRENT REAL ESTATE TRANSFER FEES REVENUE SHARING FORMULA

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 21st day of February 2023, does resolve as follows:

- 1 **WHEREAS**, the collection of real estate transfer fees by counties was mandated by the
- 2 State of Wisconsin in 1969, and included a requirement that counties remit 50% of all
- 3 transfer fees collected to the State; and

- 4 **WHEREAS**, in 1981 the State changed the transfer fee formula to require counties to
- 5 remit 80% of all transfer fees collected to the State; and

- 6 **WHEREAS**, the county, through the Register of Deeds Office, assumes the annual
- 7 operating costs of recording all real estate transfers occurring in each county, including
- 8 the collection of real estate transfer fees; and

- 9 Majority vote is needed to pass.

Roll Call on Resolution No. 01-2023

Submitted by Administrative Committee

Ayes , Nays , Absent , Abstain

/s/ David Abendroth

David Abendroth, Chair

Passed and Adopted/Rejected this 21st day of February, 2023.

/s/ Dennis Mulder

Dennis Mulder

County Board Chairman

/s/ Ken Bates

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Absent

Brian Floeter

Corporation Counsel

/s/ Gene Thom

Gene Thom

10 **WHEREAS**, Green Lake County real estate transfer fee collections over the past five
11 years totaled \$2,254,904, of which the county retained \$450,981 and \$1,803,923 was
12 remitted to the State; and

13 **WHEREAS**, using a 50/50 split, the County's share of fees collected on local real estate
14 transfers during that same five-year period would have provided an additional \$676,471
15 in support of local government; and

16 **WHEREAS**, in 2021 the State of Wisconsin had built up a budget surplus of
17 approximately \$2.5 billion dollars, while many Wisconsin counties continue to struggle
18 financially due to the ever-increasing costs of providing county government services in
19 an inflationary economy, coupled with the financial restrictions imposed by State
20 mandated levy limits; and

21 **NOW, THEREFORE, BE RESOLVED**, by the Green Lake County Board of Supervisors
22 that in an effort to assist all Wisconsin Counties requests, the State of Wisconsin to
23 revise the real estate transfer fee share formula to again allow Wisconsin Counties to
24 retain 50% of all real estate transfer fees collected, with the remaining 50% to be
25 remitted to the State.

26 **NOW THEREFORE BE FURTHER RESOLVED**, a copy of this resolution be sent to
27 Governor Tony Evers, all members of the State Legislature representing Green Lake
28 County, the Wisconsin Counties Association, and all other Wisconsin Counties

29

30 **FISCAL NOTE:** no immediate impact

RESOLUTION NUMBER 02-2023

Resolution to Eliminate the Voluntary Unpaid Leave of Absence Provision in the Personnel Policy

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 21st day of February 2023, does resolve as follows:

- 1 **WHEREAS**, the purpose of the Voluntary Unpaid Leave Policy was likely developed for the
- 2 County to reduce expenses by providing an incentive for employees to voluntarily take time
- 3 off without pay, as a means to avoid furloughs or reduction in staffing.
- 4
- 5 **WHEREAS**, the policy was established in 2011 as a benefit to the organization, at a
- 6 time when the financial outlook for Green Lake County was diminished.
- 7 Fiscal note is not applicable.
- 8 Majority vote is needed to pass.

Roll Call on Resolution No. 02-2023

Submitted by Personnel Committee

Ayes , Nays , Absent , Abstain

/s/ David Abendroth

Passed and Adopted/Rejected this day of
21st day of February 2023.

David Abendroth, Chair

Luke Dretske, Vice Chair

County Board Chairman

Nita Krenz

ATTEST: County Clerk
Approve as to Form:

Bob Schweder

Corporation Counsel

Sue Wendt

9 **WHEREAS**, this policy has been practiced in a way that allows employees time off in
10 excess of paid sick, paid vacation and paid personal days, as they may utilize this
11 benefit without exhausting paid time off banks. The practice has proven to negatively
12 impact operations and overall morale.

13
14 **WHEREAS**, the County has an Unpaid Leave Policy that is written and designed to
15 address the need for additional time off when all leave banks are exhausted. The
16 Unpaid Leave Policy adequately addresses special circumstances that may arise for
17 individual employees, and is designed to review those needs on a case-by-case basis.

18
19 **NOW THEREFORE BE IT RESOLVED:** the Green Lake County Board approves the
20 removal of the Voluntary Unpaid Leave Program from the Personnel Policy.

21
22 **BE IT FURTHER RESOLVED:** The County will maintain the Unpaid Leave of Absence
23 Policy to address employees needs as they arise.

RESOLUTION NUMBER 03-2023

Resolution to Approve the Position of Finance Director For Green Lake County

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 21st day of February 2023, does resolve as follows:

- 1 **WHEREAS**, Green Lake tasks the Administrator with the daunting responsibility of
- 2 managing all financial aspects for the County. In its current state, Green Lake County
- 3 has a complex financial status which requires the professional skills of a certified public
- 4 accountant or a certified public finance officer.
- 5 **WHEREAS**, the County’s financial policies and practices would greatly benefit from
- 6 centralized financial management, oversight of daily financial activities, long- and short-
- 7 term planning, strategic capital asset and fund management, which is too great of a
- 8 professional burden to place solely on the Administrator.
- 9 Fiscal note is not applicable.
- 10 Majority vote is needed to pass.

Roll Call on Resolution No. 03-2023

Submitted by Finance Committee

Approved by Personnel Committee

Disapproved by Personnel Committee

Ayes , Nays , Absent , Abstain

/s/ Harley Reabe

Passed and Adopted/Rejected this day of
21st day of February, 2023.

Harley Reabe, Chair
/s/ Brian Floeter

Brian Floeter, Vice Chair
Approved via remote access

County Board Chairman

Luke Dretske
Absent

ATTEST: County Clerk
Approve as to Form:

Don Lenz

Corporation Counsel

/s/ Dennis Mulder
Dennis Mulder

11 **WHEREAS**, it is the responsibility of the County Board to ensure that the County follows
12 best financial practices and good fiduciary stewardship for the residents of Green Lake
13 County.

14 **NOW THEREFORE BE IT RESOLVED:** by the Green Lake County Board of
15 Supervisors that the addition of a permanent, full time Finance Director position is
16 approved.

17 **BE IT FURTHER RESOLVED:** The Finance Director will report directly to the County
18 Administrator with the Finance Committee performing oversight responsibilities, and
19 with the acknowledgement that the Finance Director will follow applicable financial
20 provisions as articulated in Wisconsin State Statutes.

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the County Administrator and HR Coordinator prior to considering new position requests concerning position responsibilities and compensation plan placement. The requesting department head shall present the completed form along with position title, job description, proposed wage classification, justifying rationale, any State or Federal mandates, how the position fits within the department, budget implications (i.e. salary/fringe, office equipment, software, furniture, etc.) and proposed resolution. The department head may also consult with the Financial Manager concerning position funding and budget issues. The department head completes the New Position Analysis form and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b) or if rejected returned to the department head.

(b) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to their oversight Committee. The Committee will review the request and vote to approve or deny the request. If the oversight Committee approves, the request moves on to step (c). The Department head shall keep their committee apprised of the status of the department's new position request through the budget process.

(c) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to the Personnel Committee. The Personnel Committee will review the request and vote as to whether or not they support the request as proposed. The request then moves on to step (d).

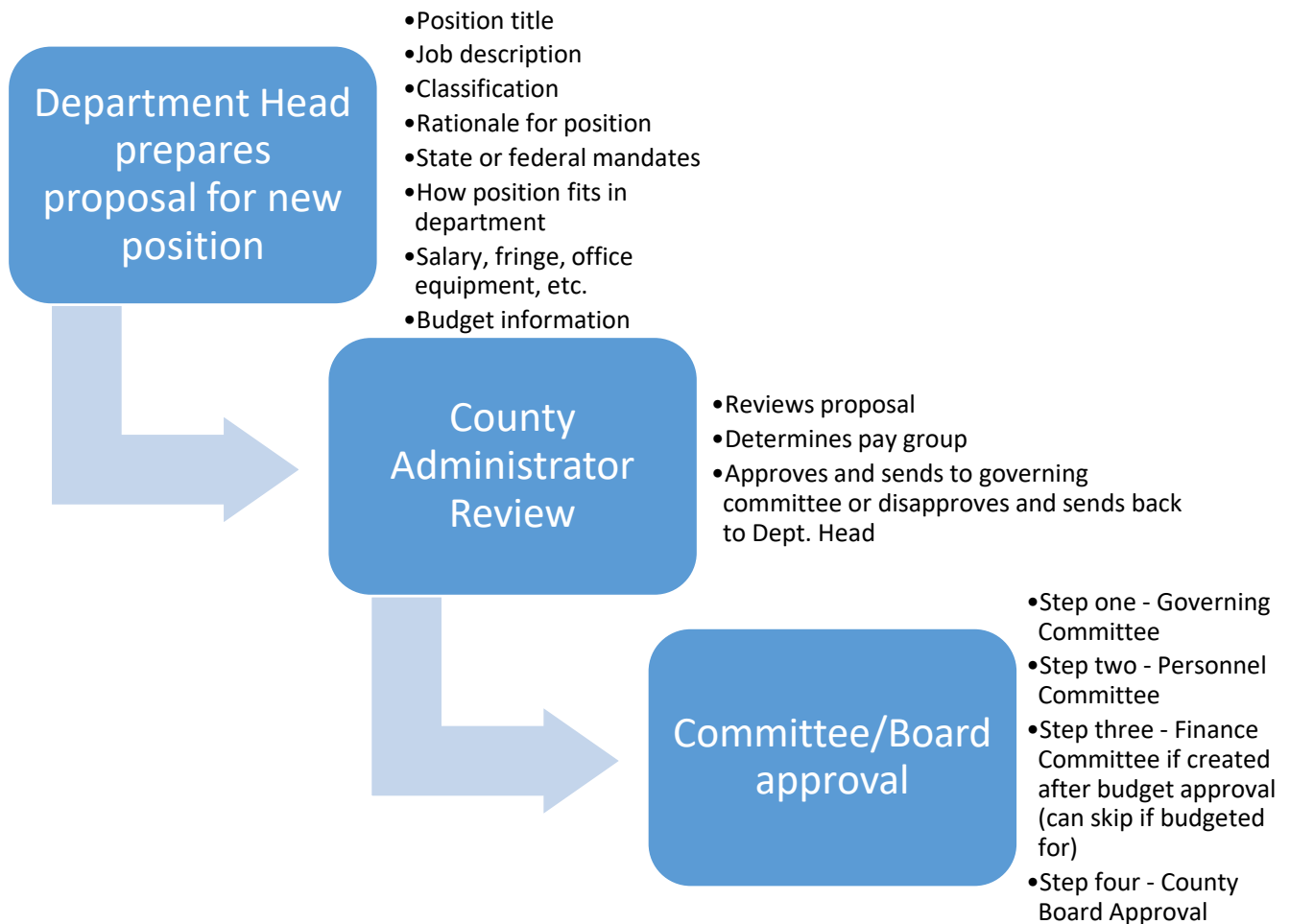
(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution if the new position is created after the annual budget has already been adopted. If the new position is to be included in an upcoming budget process, it need not go to Finance Committee at this time. The request then moves on to step (e).

(e) Finally, the request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Committee of Jurisdiction, Personnel Committee and the Finance Committee (if applicable).

(f) The action of the County Board will be final, although the County Board may refer the resolution back to an appropriate committee if more information is required.

(g) Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION REVIEW FLOW CHART



Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION ANALYSIS

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

A. Department: Finance Date: 1/18/2023

Department Head: Cate Wylie

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):

Suggested Title: Finance Director

Full Time Part Time /hrs

Co. Administrator / HR Coordinator's Recommended Classification: Pay Group 2

Projected Start Date: asap

C. General Description of the Position: _____

The Finance Director is responsible for county financial management as laid out in Wisconsin State Statutes 59.60 through 59.88. Those responsibilities include but are not limited to accurately recording the revenue and expenditures of all county funds according to generally accepted accounting principles; report the utilization of the revenues and expenditures to the County Board, operational departments, the public and other governmental agencies; assist county in preparing and administering the annual budget; provide financial analysis and advise; calculation of property tax based county revenue such as mill rate; financial strategic planning.

Additional duties include coordinate and implement of:

- payroll function
- WRS benefit calculations
- accounts payable/receivable
- purchasing
- oversight of the annual audit process
- manage long-term debt
- financial risk management

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

1. Develop and implement work plans and strategies to meet business needs – both short and long term.
2. Establish and direct county-wide accounting functions including general ledger, AR/AP, fixed assets, cash management, internal controls,.
3. Develop debt management activities
4. Analyze and evaluate existing policies, procedures, priorities, goals and standards.
5. Review, analyze and clarify budget document submissions and related budget entries, including monitor monthly department expenditures.
6. Perform statutory duties of a County Auditor.
7. Determine tax levy and county tax rates.
8. Provide professional consultation to operations, county board and governing committees through statistical and analytical data.
9. Long- and short-term debt management.
10. Track, monitor and implement state and federal law related to income tax, payroll, arbitrage regulations, single audit requirements, tax rate freeze formulas, etc.
11. Prepare and present financial reports to county board, governing committees, and Administrator regarding budgets, operational funds, special grants, fixed assets and related data.
12. Exercise financial audit control over County financial records. Assist outside auditors and consultants.
13. Manage acquisition for capital assets and ensure that assets are properly recorded, amortized and disposed of as appropriate.

E. Minimum Qualifications of a Candidate:

Bachelor's degree in accounting/finance with 7+ years of public accounting experience;
CPA or CPF preferred

F: Funding:

Annual costs (with full family insurance coverage):

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
2	\$45.03- \$56.29	\$93,663 - \$117,079					

1. Where will the funding for this position come from?: Various including savings on legal and financial consulting services.

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.)?

TBD; but likely minimum

Is office space presently available? yes Where? Administrative Suite

Estimated equipment cost:

NA

Is this cost in the department budget? No

3. Grand total cost, all items, current fiscal year: TBD

4. Thereafter, annual cost of salary and fringes: _____

G. Supervisory responsibility (if applicable):

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

Dotted-line supervision to department embedded finance positions

2. Number of Employees directly supervised: _____ Indirectly: _____ **3** _____

List title of employees reporting to this position:

_____ NA _____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

H. Who will this person report to? **County Administrator**

COUNTY ADMINISTRATOR Action:

Position Approved: Y/N Date: _____

Comments: _____

COMMITTEE OF JURISDICTION Action:

Position Approved: Y / N Date: _____

By a vote of ____ aye, ____ nay, ____ absent/abstention

PERSONNEL COMMITTEE Action:

Support New Position as Proposed: Y/N/NA Date: 2/9/2023

By a vote of 5 aye, 0 nay, 0 absent/abstention

FINANCE COMMITTEE Action:

Fiscal Note Approved: Y/N Date: 1/23/23

By a vote of 4 aye, 0 nay, 1 absent/abstention

COUNTY BOARD Action:

Approved: Y / N Date: _____

By a vote of ____ aye, ____ nay, ____ absent/abstention

RESOLUTION NUMBER 04-2023

REQUEST STATE OF WISCONSIN TO USE A PORTION OF THE 2023 BUDGETARY SURPLUS FOR THE MAINTENANCE, REPAIR AND REPLACEMENT OF COUNTY TRUNK HIGHWAY SYSTEM

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 21st day of February 2023, does resolve as follows:

- 1 **WHEREAS**, On January 25, 2023, the nonpartisan Legislative Fiscal Bureau reports the
- 2 State of Wisconsin has a budget surplus estimated at \$7.1billion, which is the largest
- 3 budget surplus in Wisconsin’s history.
- 4
- 5 **WHEREAS**, The Joint Commission of established the Local Supplemental
- 6 Transportation Program as a one-time use of State revenue surplus to support local
- 7 projects, which evolved into the popular and successful Local Road improvement
- 8 Program (LRIP) and LRIP – Supplemental (LRIP-S).
- 9
- 10 Fiscal note is not applicable.
- 11 Majority vote is needed to pass.

Roll Call on Resolution No. 04-2023

Submitted by Highway Committee

Ayes , Nays , Absent , Abstain

/s/ Dennis Mulder

Passed and Adopted/Rejected this day of
21st day of February, 2023.

Dennis Mulder, Chair
/s/ Charlie Wielgosh

Charlie Wielgosh, Vice Chair
/s/ Chuck Buss

County Board Chairman

Chuck Buss
/s/ Bob Schweder

ATTEST: County Clerk
Approve as to Form:

Bob Schweder

Corporation Counsel

/s/ Bill Boutwell
Bill Boutwell

12 **WHEREAS**, Governor Evers and the Legislature have recently devoted additional
13 funding to counties through GTA and LRIP-S, counties throughout Wisconsin are still
14 not receiving appropriate financial support to make roads and bridges safe for the
15 speeds and weight of travel experienced through the State.

16
17 **NOW, THEREFORE, BE RESOLVED**, by the Green Lake County Board that in an
18 effort to assist the Wisconsin Counties Highway Association and the WCA request of
19 additional funding through budgetary surplus be allocated to the county GTA
20 appropriation for the backlog of maintenance on the county trunk highway system, as
21 well as for LRIP -S.

22
23 **NOW THEREFORE BE FURTHER RESOLVED**, a copy of this resolution be sent to
24 Governor Tony Evers, all members of the State Legislature representing Green Lake
25 County, the Wisconsin Counties Association, and all other Wisconsin Counties.

ORDINANCE NO. 01-2023

**Relating to: Rezone in the Town of Berlin
Owner: Mark & Kim Nowacki**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st of February 2023, does ordain as follows:

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

4 **Owner:** Mark & Kim Nowacki **Agent:** Timothy Lind **Site location:** W270 White Ridge
5 Rd **General legal description:** Parcel 002-00204-0100, part of the SE1/4 of
6 S12,T17N,R13E, Town of Berlin, ±12.47 acres **Request:** Rezone ±1.09 acres from A2,
7 General Agriculture District, to A1, Farmland Preservation District.

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

Roll Call on Resolution No. 01-2023

Submitted by Land Use Planning &
Zoning Committee:

Ayes , Nays , Absent , Abstain

Absent

Passed and Enacted/Rejected this 21st
day of February 2023.

Curt Talma, Chair

/s/ Chuck Buss

Chuck Buss, Vice Chair

County Board Chairman

/s/ Harley Reabe

Harley Reabe

ATTEST: County Clerk
Approve as to Form:

/s/ Gene Thom

Gene Thom

, Corporation Counsel

/s/ William Boutwell

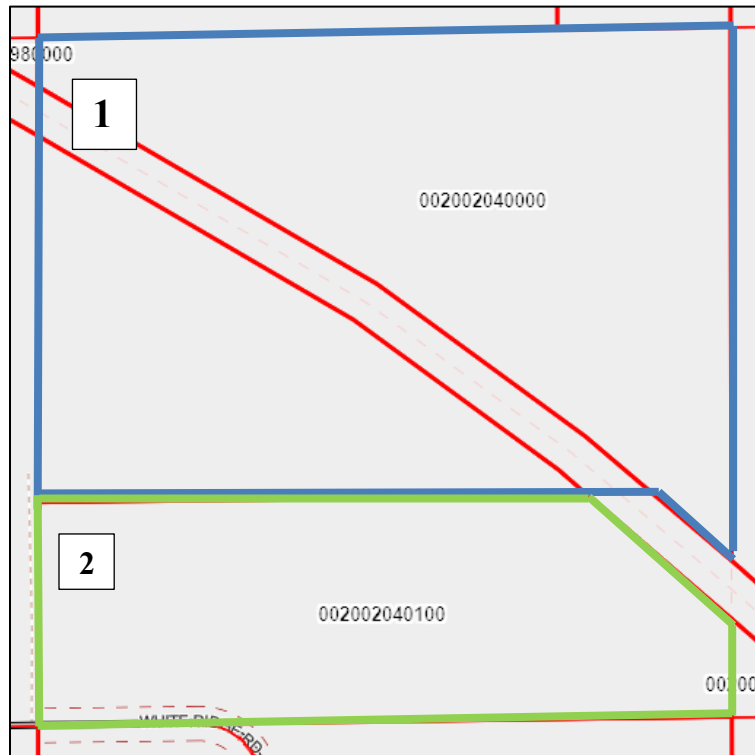
William Boutwell

**Owner: Kim & Mark Nowacki Agent: Timothy Lind
Town of Berlin Parcel #002-00204-0100
Part of the SE1/4 of Section 12, T17N, R13E**

Existing Configuration

1 = ±25.3 acre parcel zoned A-1, Farmland Preservation District

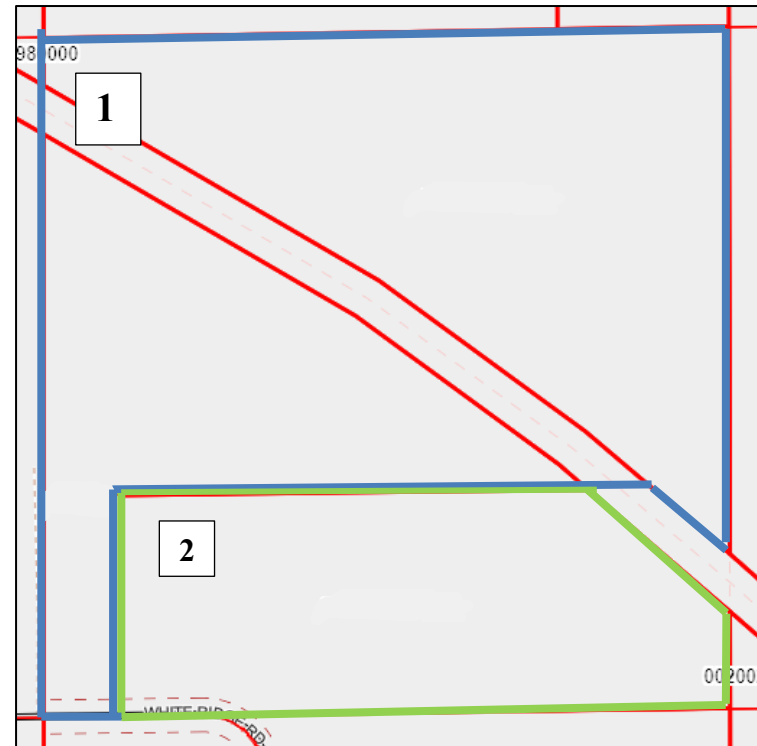
2 = ±12.48 parcel zoned A2, General Agricultural District



Proposed Configuration

1 = ±26.3 acre parcel zoned A-1, Farmland Preservation District

2 = ±11.48 parcel zoned A2, General Agricultural District



CONCEPT PLAN

CONCEPT PLAN FOR MAJORIE E. LIND AND TIMOTHY E. LIND BEING A PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 2177 AND OTHER LANDS LOCATED IN PART OF THE SOUTHWEST ¼ OF THE SOUTHEAST ¼ OF SECTION 12, TOWN 17 NORTH, RANGE 13 EAST, TOWN OF BERLIN, GREEN LAKE COUNTY, WISCONSIN.



OWNER(S)
TIMOTHY E. LIND
W302 WHITE RIDGE RD
BERLIN, WI 54923

OWNER(S)
MARJORIE E. LIND
W270 WHITE RIDGE RD
BERLIN, WI 54923

Green Lake Surveying Company
A Division Of

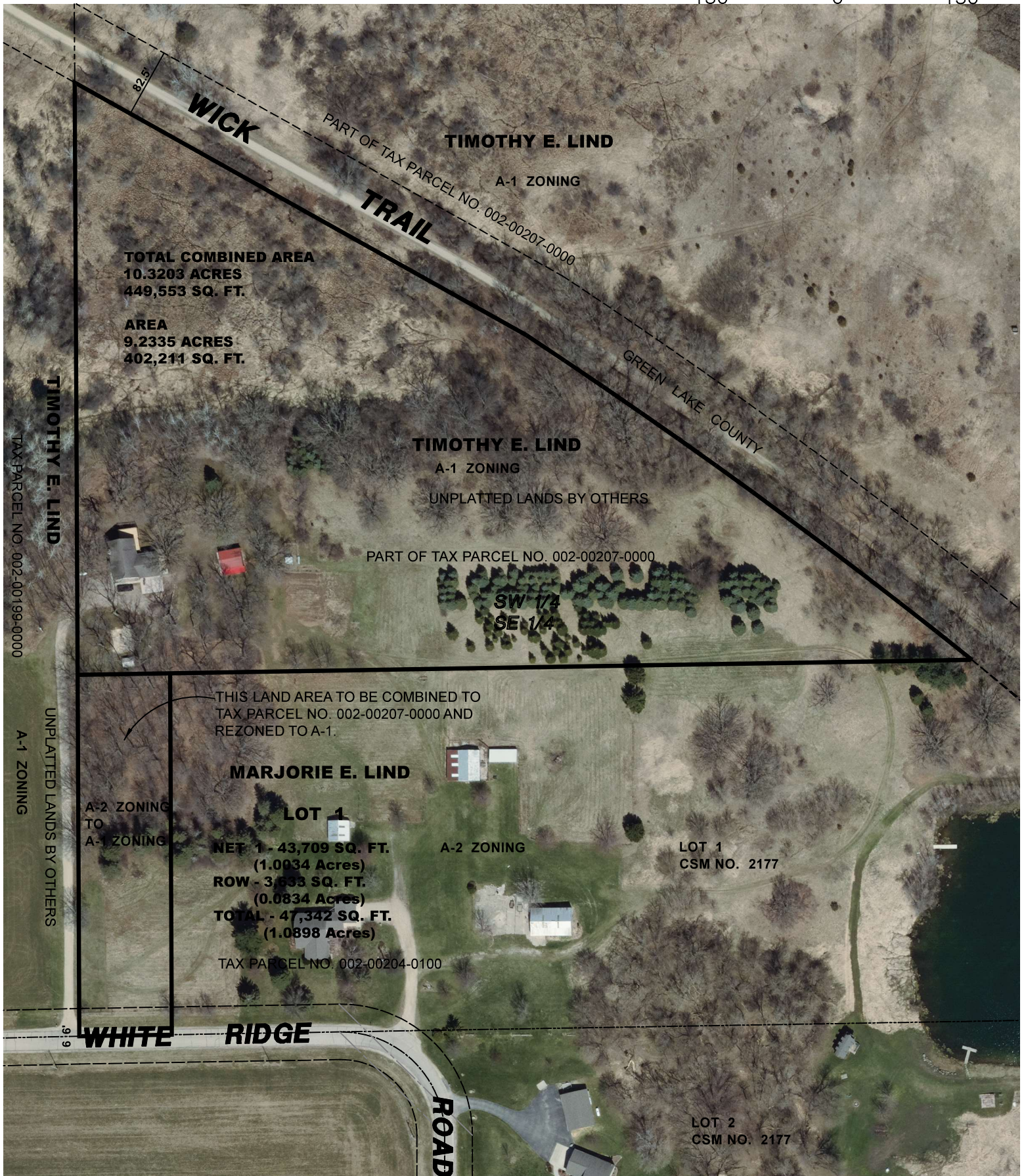


General Engineering Company
P.O. Box 131 • W1734 North St. • Green Lake, WI 54941
920-294-6666 (Green Lake Office)
dlenz@generalengineering.net

Donald W. Lenz

DONALD W. LENZ - WI P.L.S. No. S-2003
Dated this 30th Day of November 2022

SCALE: 1" = 150'



ORDINANCE NO. 02-2023

**Relating to: Rezone in the Town of Berlin
Owner: Burton Werch Jr.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st of February 2023, does ordain as follows:

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

4 **Item I Owner:** Burton Werch Jr. **Site location:** W284 St Rd 91 **General legal description:**
5 Parcel 002-00028-0000, part of the SE1/4 of S1, T17N, R13E, Town of Berlin, ±34.78 acres
6 **Request:** Rezone ±3.1 acres from A1, Farmland Preservation District, to R4, Rural Residential
7 District. To be identified by certified survey map.

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

Roll Call on Resolution No. 02-2023

Submitted by Land Use Planning &
Zoning Committee:

Ayes , Nays , Absent , Abstain

/s/ Curt Talma

Passed and Enacted/Rejected this 21st
day of February 2023.

Curt Talma, Chair

/s/ Chuck Buss

Chuck Buss, Vice Chair

County Board Chairman

/s/ Harley Reabe

Harley Reabe

ATTEST: County Clerk
Approve as to Form:

Approved via remote access

Gene Thom

, Corporation Counsel

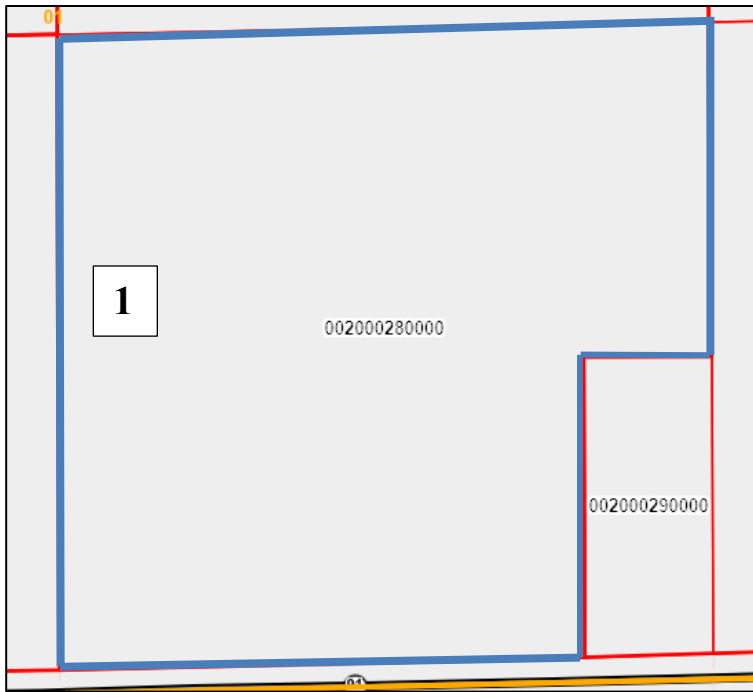
/s/ William Boutwell

William Boutwell

**Owner: Burton Werch Jr.
Town of Berlin Parcel #002-00028-0000
Part of the SE1/4 of Section 1, T17N, R13E**

Existing Configuration

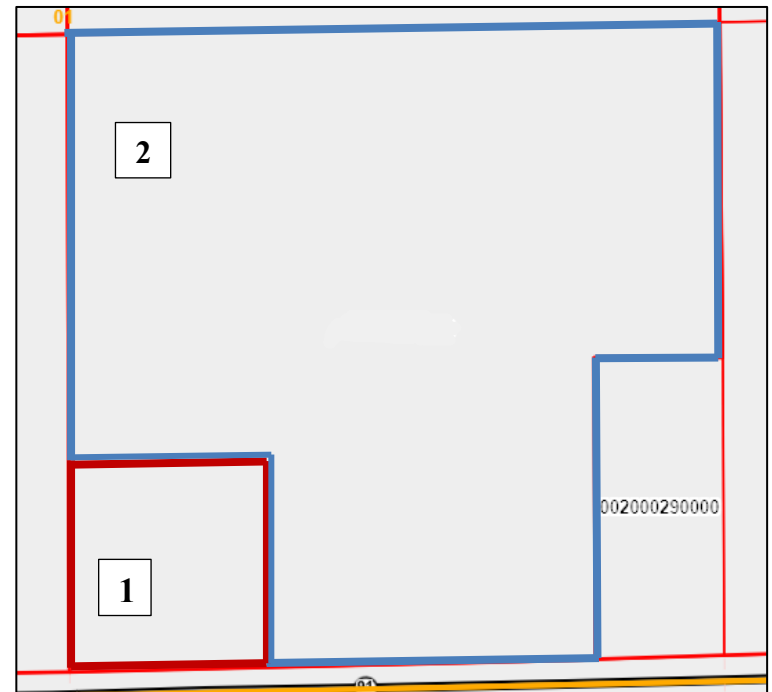
1 = ±34.78 acre parcel zoned A-1, Farmland Preservation District



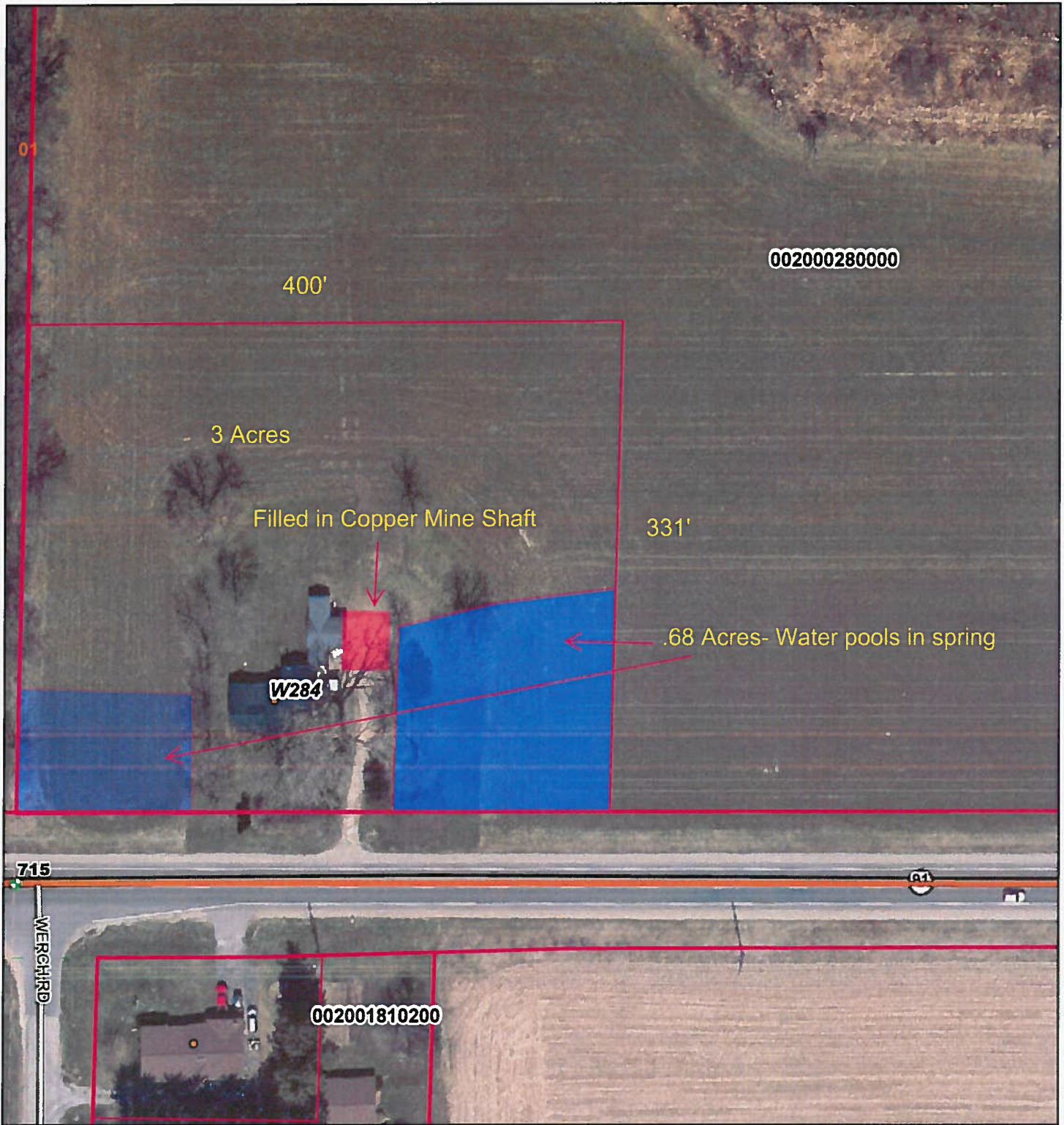
Proposed Configuration

1 = ±3.1 acre parcel zoned R-4, Rural Residential District

2 = ±31.68 parcel zoned A-1, Farmland Preservation District



GIS Viewer Map



10/24/2022, 9:26:27 AM

- Address
- Section
- Corner
- TaxParcel
- QUARTER

