



# *GREEN LAKE COUNTY*

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

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**Original Post Date: 08/10/2023**  
**Amended Post Date: 08/14/2023**

**The following documents are included in the packet for the County Board meeting on August 15, 2023:**

- 1) Amended Agenda
- 2) Draft minutes from the 06/20/2023 meeting
- 3) Update from County Administrator Cate Wylie
- 4) Resolution 17-2023 Resolution Creating Fee Schedule for In Rem Process
- 5) Resolution 18-2023 Resolution to Approve ARPA Funds for the Purchase of Automated External Defibrillators (letter from Gary Podoll included)
- 6) Resolution 19-2023 Resolution to Support Mutual Aid Collaboration
- 7) Ordinance 11-2023 Ordinance Amending §242-5 Property Taken by In Rem
- 8) Documentation to move FTE from HR to Finance
- 9) Referral Agreement between American Tissue Services Foundation and Green Lake County Medical Examiner's Office
- 10) Committee Appointment list



**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 15th day of August, 2023 at 4:30 PM** for the regular meeting of the Board. Business to be transacted include:

**Amended 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 06/20/2023
6. Announcements
7. Public comment (3 minute limit)
8. Appearances
  - Stephanie Prellwitz, Green Lake Association – State of the Lake presentation
  - Monthly update from County Administrator Cate Wylie
9. Resolutions
  - Res. 17-2023 Resolution Creating Fee Schedule for In Rem Process
  - Res. 18-2023 Resolution to Approve ARPA Funds for the Purchase of Automated External Defibrillators
  - Res. 19-2023 Resolution to Support Mutual Aid Collaboration
10. Ordinances
  - Ord. 11-2023 Ordinance Amending §242-5 Property Taken by In Rem
11. Approval to move FTE from HR to Finance
12. Referral Agreement between American Tissue Services Foundation and Green Lake County Medical Examiner’s Office
13. Committee Appointments
14. \*Closed Session
  - Move into Closed Session per WI §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session – regarding purchase of land
15. \*Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session
16. Departments to Report on September 19, 2023
17. Future Agenda Items for Action & Discussion
18. Adjourn

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

**Microsoft Teams meeting**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 217 384 844 982

Passcode: 6Jdgaz

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

**Or call in (audio only)**

+1 920-515-0745,,57193267# United States, Green Bay

Phone Conference ID: 571 932 67#

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

To be approved at the August 15, 2023 meeting

# GREEN LAKE COUNTY

## *BOARD PROCEEDINGS*

### *REGULAR MEETING*

*June 20, 2023*

The Green Lake County Board of Supervisors met in regular session, Tuesday, June 20, 2023 at 4:30 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 (in person) – 17 , Absent – 2 (Brian Floeter-District 6 , Sue Wendt – District 10)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Nancy Hoffmann	1
Charles 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
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 20<sup>th</sup> day of June, 2023 at 4:30 PM for the regular meeting of the Board. Business to be transacted includes:

- CALL TO ORDER
- ROLL CALL

# To be approved at the August 15, 2023 meeting

READING OF THE CALL  
PLEDGE OF ALLEGIANCE  
MINUTES OF 05/16/2023 MEETING  
ANNOUNCEMENTS  
PUBLIC COMMENT (3 minute limit)  
APPEARANCES

- Todd Morris, County Conservationist – 5 Year Land & Water Plan Review update
- Derek Mashuda, Highway Commissioner – Highway Department update
- Monthly Update from County Administrator Cate Wylie

## RESOLUTIONS

- Resolution 14-2023 Request for State of Wisconsin to Review and Revise Its Policy on Foreign Ownership of Farmland
- Resolution 15-2023 Resolution for Debt Financing for Roads and Bridges (pending approval by the Administrative Committee)
- Resolution 16-2023 Resolution to Approve ARPA Funds for the Uniquely Wisconsin Program

## ORDINANCES

- Ordinance 10-2023 Relating to Rezone in the Town of Green Lake: Owner – Robert P. Kolton Trust

## COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON August 16, 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 16<sup>th</sup> day of June, 2023

Elizabeth A. Otto  
Green Lake County Clerk

## PLEDGE OF ALLEGIANCE

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

## MINUTES OF 05/16/2023 MEETING

2. **Motion/second (Lenz/Trochinski)** to approve the minutes of the May 16, 2023 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 15, 2023 at 4:30 PM.

## PUBLIC COMMENT (3 minute limit)

4. None.

# To be approved at the August 15, 2023 meeting

## APPEARANCES

5. Todd Morris, County Conservationist, gave an update to the Board on the 10 Year Land & Water Plan Review. DATCAP approved the plan unanimously at the last meeting. The department plans to meet or exceed the goals in the current plan at its termination in 2028. Additionally, the groundwater program where ARPA funds were used had a great turnout with 139 wells tested. Todd thanked the Board for their support.
6. Derek Mashuda, Highway Commissioner, gave a presentation on the Highway Department. He discussed the 2022-2023 projects, DOT six year outlook, eight year county outlook and current paver ratings for county roads. Discussion held.
7. County Administrator Cate Wylie summarized her submitted report for the Board.

## RESOLUTIONS

8. Resolution 14-2023 Request for State of Wisconsin to Review and Revise It's Policy on Foreign Ownership of Farmland. **Motion/second (Mulder/Schweder)** to adopt Resolution 14-2023.  
  
Corporation Counsel, Jeff Mann, spoke regarding the resolution to protect local farmland and resources. Discussion held.  
  
Roll call vote on motion to adopt Resolution 14-2023 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Floeter, Wendt). Resolution 14-2023 passed as adopted.
9. Resolution 15-2023 Resolution for Debt Financing for Roads and Bridges. **Motion/second (Buss/Mulder)** to adopt Resolution 15-2023.  
  
Discussion held. No new fiscal impact on levy or taxes in Green Lake County.  
  
Roll call on motion to adopt Resolution 15-2023 – Ayes - 17, Nays – 0, Abstain – 0, Absent – 2 (Floeter, Wendt). Motion carried.
10. Resolution 16-2023 Resolution to Approve ARPA Funds for the Uniquely Wisconsin Program. **Motion/second (Dretske/Reabe)** to adopt Resolution 16-2023.  
  
Roll call vote on motion to adopt Resolution 16-2023 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Floeter, Wendt). Resolution 16-2023 passed as adopted.

## ORDINANCES

11. Ordinance 10-2023 Relating to Rezone in the Town of Green Lake: Owner – Robert P. Kolton Trust. **Motion/second (Buss/Boutwell)** to enact Ordinance 10-2023.

# To be approved at the August 15, 2023 meeting

Discussion held.

Roll vote on motion to enact Ordinance 10-2023 – Ayes – 17, Nays – 0, Abstain – 0, Absent – 2 (Floeter, Wendt). Ordinance 10-2023 passed as enacted.

## COMMITTEE APPOINTMENTS

12. None

## DEPARTMENTS TO REPORT ON August 15, 2023

13. Veteran's Service Office, Fox River Industries, Stephanie Prellwitz from GLA

## FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

14. None

## ADJOURN

15. Chairman Abendroth adjourned the meeting at 5:28 PM.

Respectfully Submitted,

Samantha Stobbe  
Deputy County Clerk



**GREEN LAKE COUNTY**  
**OFFICE OF THE COUNTY ADMINISTRATOR**  
**Cate Wylie, MBA**  
Desk 920-294-4147 · Cell 920-299-0866 · FAX:920-294-4135  
cwylie@greenlakecountywi.gov

*ADMINISTRATOR REPORT FOR AUGUST 2023 COUNTY BOARD MEETING*

The Administrator reports are generally project based, but the summer has been filled with meetings, trainings, strategic planning, and learning. Below is a list of activities since the June 2023 County Board Meeting.

- Sansdemc Planning (demographic changes impacting workforce)
- Economic Development Corporation:
  - Contract Review and guidance
- NACo High Performance Leadership Curriculum:
  - Earned Master Certificate
- County Fair:
  - Hire Interim Fair Coordinator
  - Recruit, interview and hire *Fair and Office Coordinator*
  - Hands-on support of the County Fair
- WCA Steering Committee:
  - UW Extension Contract Committee
    - review and revise
  - Judicial and Public Safety
    - Review resolutions coming to Annual Conference
  - Personnel, Finance and Organization
    - Review resolutions coming to Annual Conference
  - WCEA Board Member
- New Shared Revenue Standards:
  - Information meetings
  - Innovation Grant project with Marquette and Waushara (Resolution 19-2023)
- 2024 Budget



Respectfully submitted: Cate Wylie, MBA August 10, 2023

**RESOLUTION NUMBER 17-2023**

**Resolution Creating Fee Schedule for In Rem Process**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15<sup>th</sup> day of August, 2023, does resolve as follows:

- 1 **WHEREAS**, the taking of property In Rem, as part of the property tax foreclosure
- 2 process, is authorized under Wis. Stat. § 75.521 which was further adopted by the
- 3 Green Lake County Code § 242-11.
  
- 4 **WHEREAS**, Green Lake County Code § 242-5 addresses certain costs associated with
- 5 the taking of property In Rem, specifically “special charges, special assessments and
- 6 special taxes.”
  
- 7 **WHEREAS**, creating a fee schedule that addresses said costs would instill certainty and
- 8 confidence in the process.
  
- 9 No fiscal impact.
  
- 10 Majority vote is needed to pass.

Roll Call on Resolution No. 17-2023

Submitted by Finance Committee:

Ayes , Nays , Absent , Abstain 0

/s/ Harley Reabe

Harley Reabe, Chair

Passed and Adopted/Rejected this 15<sup>th</sup> day of August, 2023.

/s/ Brian Floeter

Brian Floeter, Vice-Chair

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

/s/ Luke Dretske

Luke Dretske

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

/s/ Don Lenz

Don Lenz

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

/s/ Dennis Mulder

Dennis Mulder

11 **NOW THEREFORE BE IT RESOLVED**, the County Board of Supervisors creates the  
12 following fee schedule to be utilized for all properties subject to the In Rem process in  
13 Green Lake County and sets the costs as follows:

14 Title Search Fee: \$45.00 per parcel;

15 Clerk of Court Filing Fee: \$8.00 per parcel;

16 Administrative Fee: \$200.00 per parcel;

17 1<sup>st</sup> Publication Fee: \$350.00 per parcel;

18 2<sup>nd</sup> Publication Fee: \$350.00 per parcel;

19 Postage: \$30.00 per parcel;

20 Register of Deeds Filing Fee: \$30.00 per parcel.

21

22 **BE IT FURTHER RESOLVED**, that the above list is not exhaustive and may contain  
23 additional fees contingent upon various attributes of the property.

24 **BE IT FURTHER RESOLVED**, said fees in the schedule are subject to change and  
25 shall be reviewed by the County Board no less than annually.

**RESOLUTION NUMBER 18-2023**

**Resolution to Approve ARPA Funds for the Purchase of Automated External Defibrillators**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this day 15th of August 2023, does resolve as follows:

- 1 **WHEREAS**, Green Lake County Board of Supervisors wishes to utilize ARPA funds to
- 2 benefit all areas of the county; and
- 3 **WHEREAS**, Green Lake County wishes to support the well-being of Green Lake County
- 4 residents, especially in health emergencies incidents; and
- 5 **WHEREAS**, the County’s Emergency Management Director appropriately surveyed
- 6 Green Lake County to determine the need for Automated External Defibrillators (AEDs),
- 7 and has made the recommendation for the purchase of AEDs to adequately address the
- 8 needs of the community.
- 9 (Fiscal note \$60,000.00).
- 10 Majority vote is needed to pass.

Roll Call on Resolution No. 18-2023

Approved by Finance Committee

Ayes , Nays , Absent , Abstain

/s/ Harley Reabe

Harley Reabe, Chair

Passed and Adopted/Rejected this day of  
15th day of August, 2023.

Absent

Brian Floeter, Vice Chair

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

/s/ Luke Dretske

Luke Dretske

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

/s/ Don Lenz

Don Lenz

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

/s/ Dennis Mulder

Dennis Mulder

11 **NOW THEREFORE BE IT RESOLVED:** by the Green Lake County Board of  
12 Supervisors approve the usage of up to \$60,000.00 of ARPA funds to be utilized for the  
13 purchase of AED units to be distributed throughout Green Lake County.

14 **BE IT FURTHER RESOLVED:** The Green Lake County Emergency Management  
15 Director will manage the purchase and distribution of the units in alignment with  
16 information gained from the needs survey.



**GREEN LAKE COUNTY**  
**OFFICE OF EMERGENCY MANAGEMENT**

*Gary V. Podoll*  
*Director*

*Office: 920-361-5416*  
*FAX: 920-361-5405*

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**DATE:** August 14, 2023

**TO:** Green Lake County Board

**FROM:** Gary V. Podoll, Emergency Management Director

**SUBJECT:** AED (Automated External Defibrillator) Survey Findings

I was requested to look into the availability of AED's throughout Green Lake County. I looked at area's such as Emergency Vehicles and Facilities where there would be large gatherings of people.

The vehicles I looked at were the First Response Fire Engines and Law Enforcement Squad Cars.

The Facilities I looked at were City Halls, Village Halls, Town Halls, Senior Citizen Centers, Libraries, VFW and American Legion Halls, Churches, Schools and County Buildings.

I put together a survey where I requested the following AED (Automated External Defibrillator) Inventory Information: (1) Number (2) Location (3) Age (4) Condition (5) When they were last checked.

I emailed and mailed out 78 survey requests. I received back 75 survey responses, which showed the following results of where AED's are needed:

**Number of AED's Needed**

Law Enforcement:	0
Fire	5
City Halls	3
Village Halls	1
Town Halls	7
Libraries	2

Senior Citizen Centers	1
VFW's and Legion Halls	2
Churches	2
Schools	3
County Buildings	<u>6</u>
<b>Total AED's Needed:</b>	<b>32</b>

I have talked to both EMS Services that serve Green Lake County and they both told me that they use Zoll. I then contacted the Zoll Representative and received back the following quote. The cost of one AED with AED Cabinet would be \$1,855.00 per unit. The total cost of the 32 AED's would be \$59,360.00. These AED's would be compatible with the EMS AED units.

I do support and like the idea that having the AED's throughout Green Lake County, this will benefit everyone in Green Lake County and could someday save someone's Life.

If you have any questions, you can contact me at 920-361-5416. I will be attending the County Board meeting.

Sincerely,



Gary V. Podoll  
Emergency Management Director  
Green Lake County

**RESOLUTION NUMBER 19-2023**

**Resolution to Support Mutual Aid Collaboration**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this day 15th of August 2023, does resolve as follows:

- 1 **WHEREAS**, Green Lake, Waushara and Marquette Counties recognizes that regional
- 2 collaboration and mutual aid is vital to law enforcement and emergency services in
- 3 times of crisis or events that stretch our employees' capacity; and
- 4 **WHEREAS**, Green Lake, Waushara and Marquette Counties have supported each
- 5 other through countless collaborations over time, and recognizes that mutual aid
- 6 support is valuable for operational challenges to best fulfill our statutory responsibilities
- 7 as well as serve our respective county residents; and
- 8 **WHEREAS**, Green Lake, Waushara and Marquette Counties wish to find new and
- 9 innovative ways to support the well-being of county operations in order to serve our
- 10 respective residents to the best possible levels; and
- 11 **WHEREAS**, State of Wisconsin also recognizes the benefit of regional collaborations
- 12 and is offering financial support for future efforts of collaboration through Innovation
- 13 Grants.
- 14 Fiscal note is not applicable.
- 15 Majority vote is needed to pass.

Roll Call on Resolution No. 19-2023

Submitted by Administrative Committee

Ayes , Nays , Absent , Abstain

/s/ Dave Abendroth

Dave Abendroth, Chair

Passed and Adopted/Rejected this day of 15th day of August, 2023.

Absent

Gene Thom, Vice Chair

Approved via remote access

Ken Bates

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

/s/ Brian Floeter

Brian Floeter

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

/s/ Dennis Mulder

Dennis Mulder

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

16 **NOW THEREFORE BE IT RESOLVED:** by the Green Lake County Board of  
17 Supervisors that Green Lake County commits to continued mutual aid and support to  
18 the best of our abilities with our regional neighbors when need arises; and

19 **BE IT FURTHER RESOLVED:** Green Lake County Board of Supervisors supports  
20 exploration of novel efforts and/or projects between Green Lake, Waushara and  
21 Marquette Counties that will allow access to State Innovation Grants and assist us in  
22 better servicing our respective constituencies.

**ORDINANCE NO. 11-2023**

**Ordinance Amending § 242-5 Property Taken by In Rem**

1 The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly  
2 assembled at its regular meeting begun on the 15<sup>th</sup> day of August, 2023, does ordain as  
3 follows:

4  
5 **WHEREAS**, Green Lake County Code § 242-5 addresses certain costs associated with  
6 the taking of property In Rem, specifically “special charges, special assessments and  
7 special taxes.”

8 **WHEREAS**, creating a fee schedule that addresses said costs would instill certainty and  
9 confidence in the process.

10  
11 **WHEREAS**, amending said fee schedule may be required from time to time, which can  
12 be accomplished via resolution.

Roll Call on Resolution No. 11-2023

Submitted by Finance Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Enacted/Rejected this 15<sup>th</sup>  
day of August, 2023.

/s/ Harley Reabe

Harley Reabe, Chair

/s/ Brian Floeter

Brian Floeter, Vice-Chair

/s/ Luke Dretske

Luke Dretske

/s/ Don Lenz

Don Lenz

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

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

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

/s/ Dennis Mulder

Dennis Mulder

13 **NOW, THEREFORE, BE IT ORDAINED**, that § 242-5 shall be amended as follows  
14 (amendment is underlined):

15  
16 “Should the property concerned be taken by the County under § 75.521, Wis. Stats., the  
17 County shall, insofar as possible, include the amount due for special charges, special  
18 assessments and special taxes, as determined by a fee schedule approved the Green  
19 Lake County Board of Supervisors, together with interest and penalties thereon, in the  
20 amount due for delinquent general property taxes, including interest and penalty and  
21 administrative costs, in determining the minimum price acceptable when the property is  
22 offered for sale.”

23  
24 **BE IT FURTHER ORDAINED**, that this ordinance amendment shall become effective  
25 upon passage and publication.

## 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).

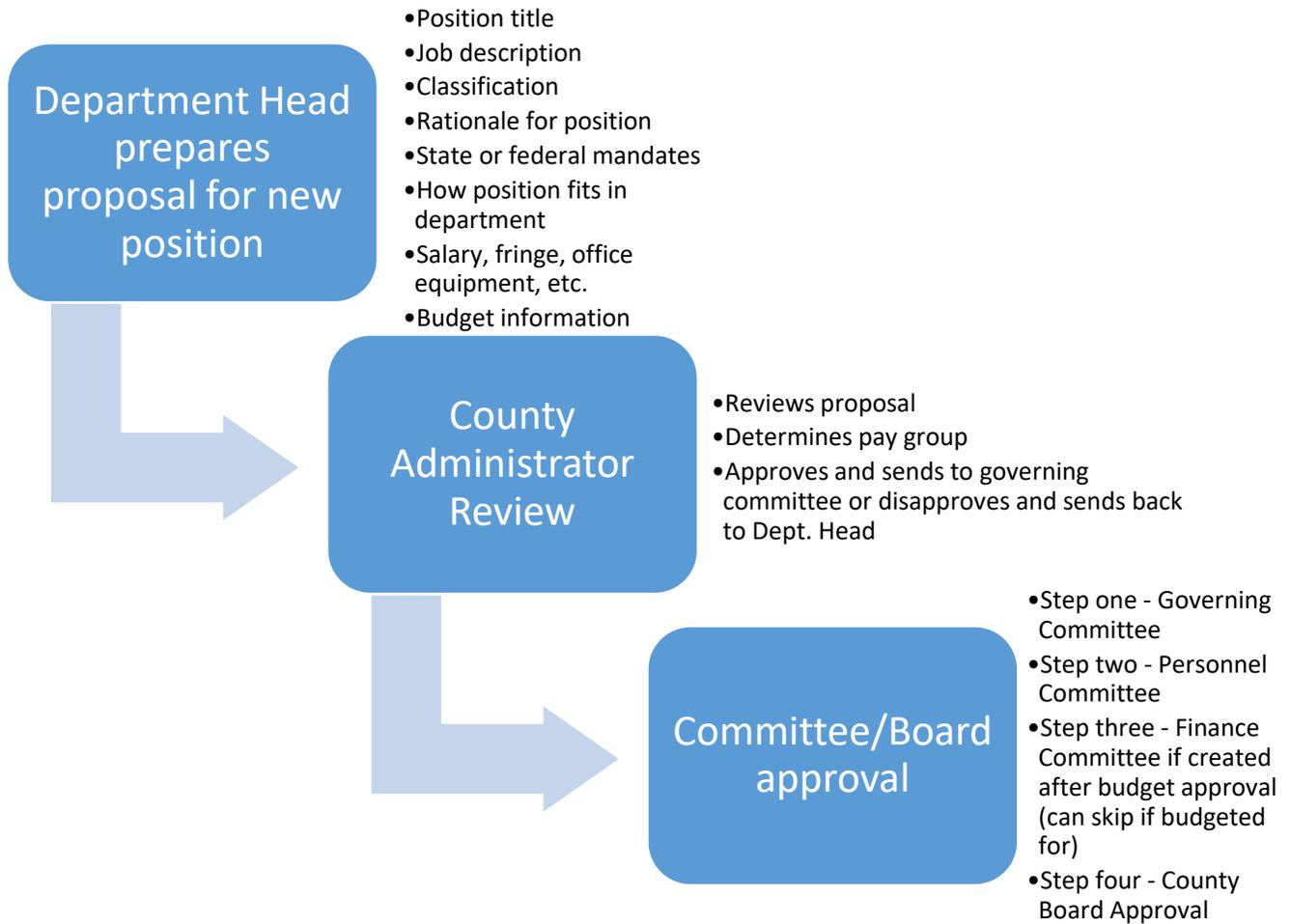
(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution if the new position is created after the annual budget has already been adopted. If the new position is to be included in an upcoming budget process, it need 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 C, D, E, G, & H)

Department:

Date:

Department Head:

- 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:

Full Time

Part Time

Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group:

C. General Description of the Position:

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

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
\_\_\_\_\_

E. Minimum Qualification of a Candidate:

Education:

Experience:

F: Funding

Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp

1. Where will the funding for this position come from:
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)?

Is office space presently available Where?

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:

G. Supervisory Responsibility (if applicable):

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

2. Number of Employees directly supervised: Indirectly:

List Title of employees reporting to this position:

H. Who will this person report to?

\*\*\*\*\*

**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

## **REFERRAL AGREEMENT**

### **BETWEEN AMERICAN TISSUE SERVICES FOUNDATION AND THE GREEN LAKE COUNTY MEDICAL EXAMINER'S OFFICE**

This Agreement, dated this 1<sup>st</sup> day of July 2023, by and between American Tissue Services Foundation (ATSF), a not-for-profit corporation with Wisconsin based offices at 1113 West Kennedy Avenue, Suite C, Kimberly, WI 54136 and 1733 Westgate Road, Eau Claire, Wisconsin 54703 and a principal office at 7900 North 70<sup>th</sup> Avenue, #106, Glendale, AZ 85303 and the Green Lake County Medical Examiner's Office at 571 County Road A, Green Lake, WI 54941.

ATSF is a nationally recognized not-for-profit tissue recovery organization serving donor families, Medical Examiners/Coroners, hospitals, and funeral directors, created to promote and facilitate the donation and recovery of human tissue for transplantation, research and medical education. ATSF desires to enter into a tissue recovery program with the Green Lake County Medical Examiner's Office.

The Green Lake County Medical Examiner's Office wishes to promote the continued recovery and utilization of human tissue for the purposes of transplantation, research and medical education, and desires to enter into this *Referral Agreement* with ATSF, pursuant to Wis. Stats. § 157.06 and Wisconsin Act 230.

The list of responsibilities for each institution is listed below:

#### **RESPONSIBILITIES OF ATSF:**

1. ATSF shall provide 24-hour, 7 day a week availability to receive prospective tissue donor referrals. To ensure dignity to donor families, prompt and efficient service to the Green Lake County Medical Examiner's Office, and the timely disposition of human tissue. All such referrals will be overseen and directed by ATSF administration located in the State of Wisconsin.
2. ATSF shall access the Wisconsin Donor Registry to determine whether or not a potential donor is listed as a First-Person Authorization (FPA).
3. ATSF shall evaluate and determine medical eligibility of referred potential tissue donors.
4. ATSF shall abide by all applicable U.S. Food and Drug Administration (FDA) regulations, American Association of Tissue Banks (AATB) standards and applicable Federal, State and local laws and regulations concerning informed authorization, evaluation and recovery of cadaveric human tissue.
5. ATSF shall conduct interviews, obtain informed authorization and complete necessary paperwork to document the donation process in compliance with all applicable regulations.

6. ATSF shall coordinate tissue procurement activities with the Green Lake County Medical Examiner's Office staff.
7. ATSF shall conduct surgical procurement of tissues and provide all supplies, equipment and staff for tissue procurement.
8. ATSF shall be responsible for expenses associated with the recovery of tissue, e.g. the cost of supplies, equipment, testing and other equipment.
9. Upon request, ATSF through cardiovascular processor(s) shall provide at no cost to the Green Lake County Medical Examiner's Office, a cardiac pathology report, slides and/or residual heart tissue, following recovery of heart for valves.
10. ATSF shall supply the Green Lake County Medical Examiner's Office with reasonable equipment or facility needs that are determined to be mutually beneficial.
11. ATSF shall provide training, including an annual update, to the Green Lake County Medical Examiner's Office staff, as needed.
12. ATSF shall manage referral data and provide feedback on referral activity and authorization rate, if requested.
13. ATSF shall reimburse Green Lake County for use of the facilities at a flat rate of \$100 per body.
14. ATSF will provide payment for toxicology testing services through a mutually agreed upon laboratory, in an effort to facilitate timely results for families, investigative purposes and tissue transplantation, in cases where these services are deemed necessary.
15. ATSF shall be either accredited by the American Association of Tissue Banks (AATB) or be audited every two (2) years by an organization accredited by the AATB. Proof of either shall be provided to Green Lake County.
16. ATSF shall identify key individuals from both organizations to meet periodically to review the success of program implementation, maintenance and growth and to identify and resolve any issues that may impact the tissue recovery program.
17. ATSF will maintain current comprehensive liability insurance appropriate to risk involved in the amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate, or in amounts as governed by law. Evidence of such coverage will be provided upon request. Written notice of any change or cancellation of such insurance coverage will be provided to other party within thirty (30) calendar days of said change or cancellation.
18. ATSF will provide an annual statement of tissue harvesting activities to Green Lake County.

**RESPONSIBILITIES OF THE GREEN LAKE COUNTY MEDICAL EXAMINER'S OFFICE:**

1. The Green Lake County Medical Examiner's Office shall make available any existing policies and procedures outlining the Green Lake County Medical Examiner's Office responsibilities pertaining to tissue donation, including the identification and referral of potential donors to ATSF.
2. Refer potential tissue donors to ATSF as deemed appropriate.
3. The Green Lake County Medical Examiner's Office shall assist in obtaining/providing medical information, which will be used in evaluating potential donor eligibility.
4. The Green Lake County Medical Examiner's Office shall provide assistance in coordinating tissue procurement activities with ATSF when appropriate.

**TERM**

These responsibilities become effective as of the date of this Agreement. The term of this Agreement shall continue until the two (2) year anniversary date of this Agreement, provided, however, that beginning on each anniversary date of this Agreement, the term of this Agreement shall automatically be extended for one (1) additional year, unless sixty (60) days prior to such anniversary date either party gives written notice to the other that such party does not wish to extend this Agreement beyond its then current expiration date.

**MUTUAL RESPONSIBILITIES:**

1. ATSF and the Green Lake County Medical Examiner's Office agree to abide by the provision of all applicable federal, state and local laws, rules and regulations, including but not limited to, those which bar discrimination on the basis of race, color, national origin, religion, sex, marital status, sexual orientation or physical disability.
2. ATSF agrees to indemnify the Green Lake County Medical Examiner's Office and its employees against damages, losses, costs and expenses whatsoever that the Green Lake County Medical Examiner's Office may incur by reason of any actions or suits brought against the Green Lake County Medical Examiner's Office resulting from the actions or inaction of ATSF or its agents or employees in performing ATSF duties under this Agreement.
3. This document applies only to the working relationship of ATSF and the Green Lake County Medical Examiner's Office. The Green Lake County Medical Examiner's Office and ATSF are independent of each other and this Agreement does not constitute a joint venture or partnership between ATSF and the Green Lake County Medical Examiner's Office.

4. This document contains the entire understanding of responsibilities between the two organizations. As future needs are identified, additional understandings can be created by the two organizations.
  
5. Either party may terminate this Agreement at any time after, with or without cause, by written notice to the other, such termination to become effective ninety (90) days after receipt of such notice.

**GOVERNING LAW:**

This Agreement and the rights and obligations hereunder shall be governed by and construed in accordance with the laws of the State of Wisconsin.

Each organization agrees to perform their responsibilities as stated above:

**Received by the Green Lake County Corporation Counsel’s Office**

\_\_\_\_\_  
Cate Wylie  
Green Lake County Administrator

\_\_\_\_\_  
Date

**Signed for the Green Lake County Medical Examiner’s Office**

\_\_\_\_\_  
Thomas Wastart  
Green Lake County Medical Examiner

\_\_\_\_\_  
Date

**Signed for American Tissue Services Foundation**

\_\_\_\_\_  
Lori E. Shinstine  
Vice President of Operations

\_\_\_\_\_  
Date

## EXHIBIT A

### SCOPE OF SERVICE

#### A. **ATSF shall provide:**

1. twenty-four (24) hour communication lines for notification and technical support;
2. upon request, and as mutually agreed, training (screening, consent and recovery) to County's personnel as deemed appropriate to meet the mutual education goals of ATSF and County regarding human tissue donation;
3. Donor Eligibility Criteria, Standard Operating Procedures and training for recovery of human tissue suitable for transplantation, as deemed appropriate under the provisions of this Referral Agreement;
4. human tissue processing associates with tissue validated to meet FDA requirements;
5. an initial qualification process and subsequent compliance reviews, at County's facilities, including an audit, assessment and follow up for compliance verification of Section 10 located in the responsibilities of ATSF of this Referral Agreement. Audits shall be scheduled at times and dates as mutually agreed upon with County;
6. reimbursement to Green Lake County for the safe recovery and removal of human tissue. Such reimbursement shall not exceed four-hundred & fifty dollars (\$450) per tissue recovery for access and use of the County's designated facility site;
7. reimbursement to the County for Forensic Toxicology Analysis, not to exceed current price of "Comprehensive Examination" completed by AXIS toxicology Labs, per tissue donor recovery, for the purpose of screening, confirmation, and/or quantification testing for tissue donors;
8. upon request, pathology reports at no cost to the County, on tissue donors from which heart for heart valves has been provided;
9. access to ATSF facilities, donor records, internal policies and procedures, surveys, licensing, registration, and audit reports related to any records or Donor Tissue, as well as any other sources appropriate to assure compliance as indicated in Section 5 located in the

responsibilities of ATSF of this Referral Agreement. ATSF shall provide County with proof of accreditation as well as updates upon entering into this Agreement

B. County shall provide:

- 1. designation of ATSF as a receiver of human donor tissue;
- 2. timely notification to ATSF of decedents under the jurisdiction of the County to meet the Donor Eligibility Criteria and other requirements for quality control and assurance, as provided by ATSF;
- 3. 24/7/365 access to the County’s chosen facility site specifically designated by the Medical Examiner;
- 4. access and assistance with obtaining relevant medical records, as requested, for determination of donor eligibility
- 5. assistance with obtaining blood samples utilized for determining donor suitability as described by Donor Eligibility Criteria provided by ATSF;
- 6. access to County’s facilities, donor records, internal policies and procedures, surveys, or audit reports relating to any records or Donor Tissue, as well as any other sources appropriate to assure compliance as indicated in Section 1 located in the responsibilities of the Green Lake County Medical Examiner’s Office of this Referral Agreement.

**Green Lake County Medical Examiner’s Office**

\_\_\_\_\_  
Cate Wylie, Green Lake County Administrator

\_\_\_\_\_  
Date

**American Tissue Services Foundation**

\_\_\_\_\_  
Lori E. Shinstine, Vice President of Operations

\_\_\_\_\_  
Date

## APPOINTMENTS TO BE MADE AT THE August 15, 2023 County Board

<b>Appoint/Reappoint</b>	<b>Name</b>	<b>Committee Name</b>	<b>Term Ending</b>
Reappoint	Scott Sommers	EDC	4/14/2025
Reappoint	Ron Thiem	EDC	4/14/2025