



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 9/10/2024**

**Amended Post Date:**

**The following documents are included in the packet for the Administrative Committee Meeting on September 12, 2024:**

- 1) Agenda
- 2) Minutes for approval: 08/08/2024
- 3) Reports
  - Corporation Counsel
  - HR / County Clerk
  - Fair Coordinator, Stacy Graff



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto  
County Clerk

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

## Administrative Committee Meeting Notice

**Date: Thursday, September 12, 2024 Time: 4:00 PM**  
**Green Lake County Government Center,**  
**County Board Room, 571 County Rd A, Green Lake WI**

### \*AMENDED AGENDA

#### Committee Members

*Dave Abendroth-  
Chair*  
*Dennis Mulder*  
*Brian Floeter*  
*Gene Thom – Vice  
Chair*  
*Bob Schweder*  
*Nancy Hoffmann*  
*Joe Gonyo*

*Elizabeth Otto,  
Secretary*

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

This agenda gives notice of a meeting of the Administrative Committee. It is possible that individual members of other governing bodies of Green Lake County government may attend this meeting for informative purposes. Members of the Green Lake County Board of Supervisors or its committees may be present for informative purposes but will not take any formal action. A majority or a negative quorum of the members of the Green Lake County Board of Supervisors and/or any of its committees may be present at this meeting. See State ex rel. Badke v. Vill. Bd. of Vill. of Greendale, 173 Wis.2d 553, 578, 494 N.W. 2d 408 (1993).

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of Minutes: 8/8/2024
5. Reports
  - County Administrator
  - Corporation Counsel
  - HR / County Clerk
  - \*Fair Coordinator, Stacy Graff
6. Discussion on Supervisor Replacement
7. Discussion and possible action on County Surveyor Request for Proposal
8. Future Agenda Items for Action & Discussion
9. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:  
Please accept at your earliest convenience. Thank you!

## Microsoft Teams [Need help?](#)

### [Join the meeting now](#)

Meeting ID: 215 929 156 150

Passcode: Dtcx4g

### Dial in by phone

[+1 920-515-0745](#), [15795060#](#) United States, Green Bay

### [Find a local number](#)

Phone conference ID: 157 950 60#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Please accept at your earliest convenience. Thank you!

[Org help](#) | [Privacy and security](#)

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

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

## ADMINISTRATIVE COMMITTEE MEETING

August 8, 2024

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Thursday, August 8, 2024 in person and via remote access at the Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present:	Dave Abendroth	Absent:
	Brian Floeter (remote)	
	Joe Gonyo	
	Gene Thom	
	Dennis Mulder	
	Bob Schweder	
	Nancy Hoffmann	

Other County Employees Present: Liz Otto, County Clerk; County Administrator, Cate Wylie (remote); Ken Stephani, Finance Director; Jeffrey Mann, Corporation Counsel

### **APPROVAL OF MINUTES – 07/12/2024 MINUTES**

*Motion/second (Mulder/Schweder)* to approve the minutes of the 07/12/2024 minutes as presented with no additions or corrections. Motion carried with no negative vote.

### **REPORTS**

- **County Administrator** – Cate Wylie stated she is currently working on the WPPA contract in the Sheriff's Office and the EMS contract. She stated that most of her updates were discussed in Closed Session last month. She is also working on a partnership of services with the City of Green Lake.
- **Corporation Counsel** – Jeff Mann expanded on his submitted written report. He also gave an update on a dementia summit he attended in Madison with several HHS employees.
- **HR/County Clerk** – Discussion held on County Clerk Liz Otto's submitted written report in regard to the ETF health insurance.

### **LAYPERSON APPOINTMENTS TO COMMISSION ON AGING**

County Administrator Cate Wylie stated that the appointments are not available at this time. This will be taken care of at the County Board meeting.

### **RESOLUTIONS**

- **Resolution to Approve Employee Travel Reimbursements**

County Administrator Cate Wylie stated that the purpose of the resolution is to change the policy from specific limits as outlined in the Personnel manual to reasonable guidelines as determined by the County Administrator and Finance Director. Discussion held.

*Motion/second (Thom/Schweder)* to approve the resolution and forward to the full County Board. Motion carried.

### **CLOSED SESSION**

- Move into Closed Session per Stat §19.85(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations - regarding conduct concerns

*Motion/second (Thom/Schweder)* to move into Closed Session at 4:28 PM. Roll call vote – Ayes - 7, Nays - 0, Abstain – 0, Absent – 0. Motion carried.

County Clerk Liz Otto left the meeting. County Administrator Cate Wylie recorded the minutes of the remainder of the meeting via remote access.

**RECONVENE INTO OPEN SESSION, IF APPROPRIATE, TO ACT ON MATTERS DISCUSSED IN CLOSED SESSION**

*Motion/second (Thom/Floeter)* to reconvene into Open Session. No action taken.

**FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION**

Future Agenda Items - none

**ADJOURNMENT**

Chair Abendroth adjourned the meeting at 5:17 PM.

Submitted by,

Liz Otto  
County Clerk



**GREEN LAKE COUNTY**  
**OFFICE OF CORPORATION COUNSEL**

*Jeffrey A. Mann*  
*Corporation Counsel*

*Office: 920-294-4068*  
*FAX: 920-294-4069*

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**MEMORANDUM**

TO: Administrative Committee

FROM: Jeffrey A. Mann

DATE: September 10, 2024

RE: August 2024 Report

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Members of the Administrative Committee:

Please accept the following as a review of activities within the Office of Corporation Counsel for August, 2024. While this is not an exhaustive list, it summarizes some recent highlights and is further broken down into three categories: Court Activities; Training; and Interdepartmental Activities.

**Court Activities**

This office took legal action in a variety of Children in Need of Protection or Services (CHIPS) and Termination of Parental Rights (TPR) cases, with the following table illustrating the hours logged from August 1, 2024 through August 31, 2024.

Corporation Counsel Dept.	Hours billed
Corp Counsel	8.5
Legal Assistant	32.4

Child Support cases also required a significant amount of Corporation Counsel's time, and the following table highlights this office's hours logged from August 1, 2024 through August 31, 2024.

Month	Hours billed
Corp Counsel	11.8
Legal Assistant	30

### **Training**

Corporation Counsel, along with workers from the Department of Health and Human Services, attended a dementia summit at the Governor's mansion in Madison and which was hosted by the Governor's wife, Kathy Evers. This meeting brought together corporation counsel, social workers and law enforcement from across the state to discuss dementia-related issues facing the state's aging populace.

Corporation Counsel also attended a webinar entitled Act 207 and Changes to the Tax Foreclosure Sale Process. The Finance and Insurance Committee recently approved an amended ordinance that employs many of the changes discussed during that webinar, and it is further expected that the County Board will approve said changes to the County Code later this month.

### **Interdepartmental Activities**

The Office of Corporation Counsel and Department of Land Use, Planning & Zoning remain in discussions with the Town of Seneca regarding the illegal placement of culverts in the Town's right away along Hopp Road.

Corporation Counsel and the Treasurer's Office have also obtained a court date, on October 14, 2024, whereat the County will seek default judgments on deeds to all outstanding properties that have failed to pay taxes from 2020. Additionally, a list of 2021 properties is currently being compiled with notices sent out to owners.

Respectfully submitted this 10<sup>th</sup> Day of September, 2024



Jeffrey A. Mann  
Green Lake County Corporation Counsel

## **INSURANCE REPORT**

Below is an update on recent developments:

The property appraisal completed on June 7 by Wisconsin County Mutual has been received and reviewed. A copy was provided to County Administrator Cate Wylie as well. This included all of our current insurable buildings and radio towers.

No formal bids were received for our 2025 health insurance coverage. At this point ETF will be our provider for 2025.

Respectfully submitted,

Liz Otto  
Green Lake County Clerk



## Green Lake County Fair Office

Stacy Graff, Fair Coordinator

571 County Road A, Green Lake, WI 54941

sgraff@greenlakecountywi.gov

920-294-4032

September 4, 2024

TO: Green Lake County Administrative Committee

### Fair Report for September 2024:

- The 2024 Fair was hot and humid for the entire fair, with a downpour on Thursday. The downpour caused very little revenue to be generated on Thursday, along with the cancellation of the truck and tractor pulls.
- There were 161 Junior Exhibitors, a slight decrease from last year's 178 exhibitors. We had 32 open exhibitors, which was a substantial increase from last year's 26 open class exhibitors.
- In total, just under 2,000 exhibits were shown at the fair this year.
- Although the carnival increased the ride prices for this year, the revenue made from the carnival was less than the revenue in 2023. The carnival upgraded to a new Ferris Wheel, which they brought to the fair this year. I have resigned the contract for the carnival to return in 2025.
- Even with the heat, the track events had packed bleachers, and were a success.
- I had a no-show food vendor, and food vendors sales revenue was lower this year for what I have received. Some sales revenue I am still waiting on.
- The numbers of exhibitors in the livestock barns in on the rise. The dairy barn and beef barn were completely full, and the sheep and swine barn is becoming increasingly full each year.
- The fair award invoices have been mailed out, and we are starting to receive payments.
- The premium checks for exhibitors have been mailed out.
- 30 Day Fair Reporting to **DATCP** has been completed.
- I experienced overages in a few budget items but will be doing a line-item transfer to correct these overages.
- The total of sponsorship donations increased over \$1,000 from 2023, totaling just over \$16,000 from 53 sponsors. On top of this was in kind-donations from various sponsors.
- From the Compeer grant the fair was awarded I was able to add additional fans and will be purchasing new penning for the poultry barn.
- For 2025, I am looking to revamp some processes to make them more efficient.
- Overall, the fair was a success. We will see decreased revenues from 2023, based on the hot and humid weather and rainout night that we experienced.

*The mission of the Green Lake County Fair is to provide positive youth development and leadership skills, along with promoting family and community involvement through education and tradition.*





**We hope to see you  
at the 2025 Fair!  
July 31 – August 3**