



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 12/9/2024

Amended Post Date: 12/11/2024

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

- 1) Amended Agenda
- 2) Minutes for approval: 11/14/2024 & 11/21/2024
- 3) Green Lake County Job Description
- 4) Budget Adjustment
 - Fair/IT
 - Administrator
 - *Finance



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, December 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: 11/14/2024 and 11/21/2024
5. Discussion regarding Human Resources options
6. Discussion and possible action on LTE position in HHS Health Unit
7. *Discussion and possible action on ADRC Resource Specialist position
8. *Hiring of Deputy Medical Examiners
9. County Surveyor contract update
10. Budget Adjustment
 - Fair/IT
 - *Administrator
 - **Finance
11. Closed Session
 - Move into Closed Session per WI Statute 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 WPPA union contract
 - *Closed Session per WI Statute 19.85(1)(b) considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person.
12. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session
13. Committee Discussion
 - Future Meeting Date: January 9, 2025
 - Future Agenda Items for Action & Discussion
14. 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

November 14, 2024

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Thursday, November 14, 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
Brian Floeter
Joe Gonyo
Nancy Hoffmann
Dennis Mulder
Bob Schweder
Gene Thom

Other County Employees Present: Liz Otto, County Clerk; Cate Wylie, County Administrator; Jeffrey Mann, Corporation Counsel; Sheriff Mark Podoll; Renee Thiem-Korth, Register of Deeds; Taylor Wallace, Deputy Sheriff; Scott Cody, Detective

APPROVAL OF MINUTES – 10/10/2024 MINUTES

Motion/second (Mulder/Thom) to approve the minutes of the 10/10/2024 minutes as presented with no additions or corrections. Motion carried with no negative vote.

REPORTS

- **County Administrator** – Administrator Cate Wylie stated she had no report at this time.
- **Corporation Counsel** – Corporation Counsel Jeff Mann spoke in regard to recent trainings he attended.
- **HR/County Clerk** – County Clerk Liz Otto stated that all health insurance open enrollment forms are complete. The apportionments have also been filed with the Department of Revenue.

CLOSED SESSION

- Move into Closed Session per WI §19.85(1)(e) deliberating the purchase of public properties where competitive or bargaining reasons exist, and
- 19.85(1)(c) considering performance evaluation data of a public employee

Motion/second (Thom/Mulder) to move into Closed Session at 4:03 PM. Roll call vote – Ayes - 7, Nays - 0, Absent – 0, Abstain - 0. Motion carried

County Clerk Liz Otto left the meeting and remote access was terminated. Corporation Counsel Jeff Mann recorded the remainder of the minutes.

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

Motion/second (Thom/Gonyo) to reconvene into Open Session at 5:07 PM. Roll call vote – Ayes - 7, Nays - 0, Absent - 0, Abstain - 0. Motion carried.

Motion/second (Hoffmann/Thom) to adjourn until November 21, 2024 at 3:00 PM for an Administrative Committee meeting pursuant to WI §19.85(1)(b) to discuss dismissal, demotion or discipline of a public employee and to place said employee on paid administrative leave pending the outcome of this matter. Motion carried with no negative vote.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items – none

Next Meeting Date – November 21, 2024 @ 3:00 PM

ADJOURNMENT

Chair Abendroth adjourned the meeting at 5:09 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

ADMINISTRATIVE COMMITTEE MEETING

November 21, 2024

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 3:00 PM on Thursday, November 21, 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
Brian Floeter
Joe Gonyo
Nancy Hoffmann
Dennis Mulder
Bob Schweder
Gene Thom

Other County Employees Present: Liz Otto, County Clerk; Jeffrey Mann, Corporation Counsel; Sheriff Mark Podoll; Renee Thiem-Korth, Register of Deeds; Jess McLean, Treasurer; Stacy Graff, Lisa Schiessl, Shelby Jensen, Bill Hutchison, IT Director; Ken Stephani, Finance Director; Jason Jerome, HHS Director; Matt Kirkman, Land Use Planning & Zoning Director

RESOLUTION

- **Relating to 2025 Wage Increase for County Employees**

Discussion held on the policy requiring that wages be approved by the Administrative Committee and Finance Committee prior to being incorporated into the budget moving forward to be implemented on January 1 of the following year.

Motion/second (Floeter/Mulder) to approve the resolution and forward to Finance Committee and County Board for final approval. Motion carried with no negative vote.

DISCUSSION AND POSSIBLE ACTION REGARDING PT DEPUTY COUNTY CLERK POSITION

County Clerk Liz Otto stated that due to a retirement in her office in January 2025, she is requesting approval from the committee to begin the process to replace the position with the current job description and hours in place. The position is currently at Level 15 on the wage scale.

Motion/second (Thom/Schweder) to approve filling the position due to retirement. Motion carried with no negative vote.

DISCUSSION AND POSSIBLE ACTION REGARDING COUNTY SURVEYOR RFP

Land Use Planning & Zoning Director Matt Kirkman and Corporation Counsel Jeff Mann explained the contract process and the need for an update. Kirkman stated that he is pleased with General Engineering Company (GEC) and their services up to this point. Mann and Kirkman will update the contract and present it to the committee at the next meeting.

CLOSED SESSION

- Move into Closed Session per WI §19.85(1)(b) considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person.

Motion/second (Thom/Mulder) to move into Closed Session at 3:17 PM. Roll call vote – Ayes - 7, Nays - 0, Absent – 0, Abstain - 0. Motion carried

County Clerk Liz Otto left the meeting and remote access was terminated. Corporation Counsel Jeff Mann recorded the remainder of the minutes.

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

Motion/second (Thom/Mulder) to reconvene into Open Session at 3:44 PM. Roll call vote – Ayes - 7, Nays - 0, Absent – 0, Abstain - 0. Motion carried.

Motion/second (Hoffmann/Mulder) to move forward with proceedings consistent with WI §19.85(1)(b) for County Board consideration involving a county employee. Roll call vote – Ayes - 7, Nays - 0, Absent – 0, Abstain - 0. Motion carried.

Motion/second (Floeter/Hoffmann) to direct Corporation Counsel to prepare necessary paperwork in accordance with county ordinance, state statute and employee's employment agreement providing notice to employee of upcoming evidentiary hearing. Roll call vote – Ayes - 7, Nays - 0, Absent – 0, Abstain - 0. Motion carried.

Motion/second (Thom/Mulder) for employee to remain on paid leave status pending further proceedings. Roll call vote – Ayes - 7, Nays - 0, Absent – 0, Abstain - 0. Motion carried.

ADJOURNMENT

Chair Abendroth adjourned the meeting at 3:49 PM.

Submitted by,

Liz Otto
County Clerk

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: PUBLIC HEALTH NURSE/ PUBLIC HEALTH EDUCATOR- LTE

DEPARTMENT: HEALTH & HUMAN SERVICES/HEALTH

LOCATION: GOVERNMENT CENTER

SUPERVISOR: HEALTH & HUMAN SERVICES/HEALTH UNIT MANAGER

SUMMARY: The Public Health Nurse/Public Health Educator supports the mission and vision of the Green Lake County Health Unit to promote and protect health and prevent disease. Serves as a leader in public health in our county to promote healthy people, thriving communities and safe environments. Utilizes key documents (Strategic Plan, Community Health Assessment, Community Health Improvement Plan, Performance Management /Quality Improvement plan, Workforce Development plan and Policy and Procedure manual) to drive daily activities within the framework of Green Lake County Health Unit's provision of the core functions and essential services of public health.

DUTIES AND RESPONSIBILITIES:

Analytical/Assessment Skills:

1. Ability to collect and maintain reliable, comparable and valid data sources that provide information on conditions of public health importance and on the health status of the population.
2. Participates in the analysis of public health data to identify trends in health hazards, and social and economic factors that adversely affect the public's health.

Policy Development/Program Planning Skills:

3. Contribute to a comprehensive health improvement assessment, planning and development of program goals.
4. Utilize the health department's organizational strategic plan to implement policies, programs and services.
5. Participates in evaluation of programs by using the agency's performance management and quality improvement strategies to drive health department services.

Communication Skills:

6. Ability to identify literacy of populations served.
7. Utilize appropriate methods for interacting effectively and professionally with people of all ages from diverse cultural, socioeconomic, education, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
8. Capability to use a variety of approaches to convey public health information and data to individuals, groups and organizations.

Cultural Competency Skills:

9. Assess strengths of individuals and communities and respond appropriately to their needs based on sensitivity to and respect for their diverse cultural and ethnic backgrounds and socioeconomic status.
10. Utilize strategies to assure health equity and cultural sensitivity in all public health services.
11. Respect and advocate for vulnerable populations to increase access to health care services for those who may experience barriers related to diversity.

Community Dimensions of Practice Skills:

12. Collaborate with community partners, support relationships and engage community members to improve health in the county.
13. Recognize relationships that are affecting health in a community and provide input for developing, implementing, evaluating and improving policies, programs and services.
14. Foster an ongoing collaboration with higher institutions of learning to promote public health as a career.

Public Health Science Skills:

15. Understand how public health sciences including behavioral and social science, biostatistics, epidemiology, prevention of chronic and infectious disease and injuries are used in the delivery of the Foundational Public Health services and capabilities.
16. Ability to integrate evidence based best practices in developing, implementing, evaluating and improving policies, programs and services.

Financial Planning/Management Skills:

17. Contributes to development of program grants, contracts and budgets demonstrating fiscal responsibility and operating programs within budget.
18. Utilize good stewardship of all resources.
19. Adhere to organizational policies and procedures.
20. Utilize performance management systems for program and organizational improvement.

Leadership and Systems Thinking:

21. Ability to understand public health as part of a larger system of organizations that influence the health of populations at local, state, national and global levels.
22. Utilize Core Competencies for Public Health Professionals to identify opportunities for professional development and participate in training to improve individual and program performance.
23. Follow workforce development plan which supports staff to perform their duties and fulfill the department's mission.

SKILLS AND ABILITIES:

Ability to read, write and have mathematical skills. Must have valid Wisconsin Driver's license, vehicle and proof of insurance that satisfies Green Lake County requirements. Skill in using computer and office equipment including but not limited to personal computer, telephone, fax machine, copy machine and calculator. Ability to assign,

supervise and review the work of others and work independently achieving results with minimal supervision. Ability to interact positively with others individually and in a group setting. Specific program responsibilities will vary based upon state mandates, department need, experience, state licensure scope of practice and national certification guidelines, as determined by the Health Officer.

QUALIFICATIONS:

EDUCATION: A Bachelor's degree in nursing with a current Wisconsin RN licensure and Community/Public Health experience or degree in Health Education. Must have CPR certification and National Incident Management System (NIMS/Incident Command System (ICS) 100, 200 and 700 certification within six months of employment.

EXPERIENCE / JOB KNOWLEDGE: One year experience participating in community partnerships such as coalitions, task force groups and committees. Must have excellent interpersonal and written communication skills with experience giving presentations. Ability to coordinate, develop and organize public health programs. A related four-year degree in combination with training and/or experience that can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position may be considered.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Approximately 95% of the time is spent talking, hearing (listening), use of near vision, and using low intensity of effort to handle objects. 50% of the time is spent sitting, feeling and carrying (up to 10 pounds) 25% of the time is spent standing, walking, reaching, use of far vision, and low lifting (up to 10 pounds). 10% of the time is spent stooping, kneeling, grappling, climbing, bending/twisting, medium lifting and carrying (20-40 pounds) and low pushing/pulling. In unusual situations may be required to use high to very high lifting and high carrying (50-80 pounds) and medium to very high pushing/pulling. Must be able to be fitted and wear NIOSH 95 mask. If unable to demonstrate these abilities based upon a standardized objective assessment, all reasonable accommodations will be made in compliance with the Americans with Disabilities Act and any other applicable Federal and Wisconsin Law.

ENVIRONMENTAL DEMANDS: Over 95% of work done is inside. About 10% of the time is spent outside with the possibility of exposure to wet conditions, noise, vibrations, fumes, fast moving vehicles and hazards that may be mechanical, electrical, and chemical with possible exposure to body fluids. In unusual situations, this position may be exposed to cold and hot temperatures, burns, heights (above 12 feet), noxious

odors, poor ventilation and a physically confined worksite. Always present is the danger of exposure to certain fatal or chronic blood borne pathogens and communicable infections.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

Reviewed 12/04/2024

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Date: December 6, 2024
Department: Administrator
Amount: -\$250.00
Budget Year Amended: 2025

Recording information

Batch no: _____
Date: _____

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

WI Stat. 757.40 indicates that the circuit judge may purchase law books not to exceed \$1,500 in each year, unless the board of supervisors of the county authorizes a larger sum. Green Lake County had budgeted \$1,250. Cate Wylie had asked the Finance Director to move these funds from Administrator Training budget as soon as the budget was approved by County Board.

Are Green Lake County contingency funded needed to fund this budget adjustment? **YES** NO
If Yes, complete sections 1, 2, and 3. If No, complete sections 1 and 2 and inform oversight committee.

Section #1

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
25-100-02-51220-327-000	Law Books	\$ 1,250.00	\$ -	\$ 1,250.00
25-100-22-51810-307-000	Training - Administrator	\$ 1,000.00	\$ (250.00)	\$ 750.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (250.00)	

Section #2

Department Head Approval: _____
Finance Director Approval: Kenneth J. Stephens
County Administrator Approval: _____
Inform your Governing Committee

Date: _____
Date: 12/9/2024
Date: _____
Date: _____

Section #3

Governing Committee Approval: _____

Date: _____

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

Finance Committee Approval: _____

Date: _____

County Board Approval: _____

Date: _____

Notice of Budgetary Adjustment

Purpose

To comply with State Statute 65.90 (5)

Recommended Practice

Actual spending should not exceed the authorized budget spend for any account in your budget. If you anticipate spending more than the budgeted amount, you need to locate funding and revise the budgets so that you will not exceed budgeted spending. Use this form if you do not have enough funds within your department's budget. If you need to use a portion of the county's contingency dollars to fund your need, make certain that you have the necessary discussions with the County Administrator, Finance Director and your oversight committee prior to approval by the Finance Committee and the County Board.

This form may also be used to process a budgetary adjustment after your department receives a grant award. If the grant and related expenditures do not require any Contingency Funds, then you need to inform your governing committee, but you do not need to evidence their approval and the budgetary adjustment does not need to go to the Finance Committee or County Board.

Procedure

To initiate the Budgetary Adjustment process, the department head shall complete and sign this document. Gain the approval of the Finance Director and County Administrator as evidenced by their signatures. Then notice the review, discussion & action of this completed and signed form on the next monthly meeting agenda of their committee of jurisdiction.

If the Budgetary Adjustment will use Contingency Funds, then you need the approval of your governance committee, Finance Committee and the County Board. After approval by your governing committee the signed copy of this form along with a copy of the meeting minutes shall be forwarded to the County Clerk to be noticed on the Finance Committee agenda for review, discussion & action. Upon Finance Committee approval the signed Budgetary Adjustment form shall be forwarded to the County Clerk to be notice on the County Board agenda for review, discussion and action.

A department representative must be available at each meeting to address any questions or concerns that may arise during review and discussion.

Per WI Stats 65.90(5)(a) the Budgetary Adjustment must be authorized by a vote of two-thirds of the entire membership of the County Board.

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Date: December 3, 2024
Department: Fair (IT)
Amount: \$843.00
Budget Year Amended: 2025

Recording information

Batch no: _____
Date: _____

Source of Increase / Decrease and affect on Program:

(If needed attached separate brief explanation.)

The past fair software used has made notice to us that they are closing down the company. I have looked into other softwares available and deemed FairEntry the lowest price while having very similar capabilities. A software for fair entries is crucial to the operation of the fair. Total cost for the software is \$1250, currently \$407 in the budget.

Are Green Lake County contingency funded needed to fund this budget adjustment? **YES** NO

If Yes, complete sections 1, 2, and 3. If No, complete sections 1 and 2 and inform oversight committee.

Section #1

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
25-100-25-51450-206-000	Maintenance Contracts	\$ 553,104.00	\$ 843.00	\$ 553,947.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 843.00	

Section #2

Department Head Approval: Stacy Lough

Date: 12/3/2024

Finance Director Approval: Teresa Heston

Date: 12/3/2024

County Administrator Approval: N/A

Date: _____

Bill: [Signature] Inform your Governing Committee

Date: _____

Section #3

Governing Committee Approval: _____

Date: _____

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

Finance Committee Approval: _____

Date: _____

County Board Approval: _____

Date: _____

Notice of Budgetary Adjustment

Purpose

To comply with State Statute 65.90 (5)

Recommended Practice

Actual spending should not exceed the authorized budget spend for any account in your budget. If you anticipate spending more than the budgeted amount, you need to locate funding and revise the budgets so that you will not exceed budgeted spending. Use this form if you do not have enough funds within your department's budget. If you need to use a portion of the county's contingency dollars to fund your need, make certain that you have the necessary discussions with the County Administrator, Finance Director and your oversight committee prior to approval by the Finance Committee and the County Board.

This form may also be used to process a budgetary adjustment after your department receives a grant award. If the grant and related expenditures do not require any Contingency Funds, then you need to inform your governing committee, but you do not need to evidence their approval and the budgetary adjustment does not need to go to the Finance Committee or County Board.

Procedure

To initiate the Budgetary Adjustment process, the department head shall complete and sign this document. Gain the approval of the Finance Director and County Administrator as evidenced by their signatures. Then notice the review, discussion & action of this completed and signed form on the next monthly meeting agenda of their committee of jurisdiction.

If the Budgetary Adjustment will use Contingency Funds, then you need the approval of your governance committee, Finance Committee and the County Board. After approval by your governing committee the signed copy of this form along with a copy of the meeting minutes shall be forwarded to the County Clerk to be noticed on the Finance Committee agenda for review, discussion & action. Upon Finance Committee approval the signed Budgetary Adjustment form shall be forwarded to the County Clerk to be notice on the County Board agenda for review, discussion and action.

A department representative must be available at each meeting to address any questions or concerns that may arise during review and discussion.

Per WI Stats 65.90(5)(a) the Budgetary Adjustment must be authorized by a vote of two-thirds of the entire membership of the County Board.

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Date: December 11, 2024
Department: Administrator
Amount: \$11,236.00
Budget Year Amended: 2024

Recording information

Batch no: _____
Date: _____

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

Wipfli was engaged to investigate the possibility of the prior administration seeking to improperly use the county wide EMS funding in excess of levy limit rules to accumulate more levy than needed.

Are Green Lake County contingency funded needed to fund this budget adjustment? **YES** NO
If Yes, complete sections 1, 2, and 3. If No, complete sections 1 and 2 and inform oversight committee.

Section #1


Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24-100-22-51810-213-000	Special Accounting	\$ -	\$ 11,236.00	\$ 11,236.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 11,236.00	

Section #2

Department Head Approval: _____
Finance Director Approval:  _____
County Administrator Approval: _____
Inform your Governing Committee

Date: _____
Date: 12/11/2024
Date: _____
Date: _____

Section #3

Governing Committee Approval: _____

Date: _____

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

Finance Committee Approval: _____

Date: _____

County Board Approval: _____

Date: _____

INVOICE

Green Lake County
Attn: Jeffrey Mann, Corporate Counsel
571 County Road A
Green Lake WI 54941Date: 12/3/24
Page: 1
Client #: 408426
Invoice #: 2609351
Billor: Carly Jacobson
Phone: (608) 661-2614
Email: cjacobson@wipfli.com

ACCOUNTS DUE AND PAYABLE WITHIN 30 DAYS

For services rendered through December 3, 2024, pursuant to our engagement letter dated July 29, 2024, in connection with Forensic Analysis including various communications with counsel/client, analysis of electronic evidence provided by counsel, preparation of written report. 11,236.00

<u>Staff Level</u>	<u>Hours</u>
Director/Partner	5.30
Manager/Sr. Manager	4.10
Consultant/Sr. Consultant	7.00
Analyst/Specialist	28.20

Total	\$ 11,236.00
-------	--------------

***** Please return remittance coupon with check payment *****

To pay online, go to www.wipfli.com and select *Pay Bill*. You will need your client # and billing zip code.

All business or commercial accounts will be charged interest at the lesser of one percent (1%) per month or the maximum rate permitted by law, except where prohibited by law.

Remit payment to:

WIPFLI LLP
PO BOX 3160
MILWAUKEE WI 53201-3160Green Lake County
Client #: 408426
Invoice #: 2609351
Amount Due: \$11,236.00

102 - #10 - 1196 - 2342 - F1 P2349

WIPFLI

469 Security Blvd
Green Bay WI 54313

1oz - #10 - Q27328 - 1196 - 2341 - F1 P2348



GREEN LAKE COUNTY
ATTN JEFFREY MANN, CORPORATE COUNSEL
571 COUNTY ROAD A
GREEN LAKE WI 54941-8630



1oz - #10 - 1196 - 2341 - F1 P2348