



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 3/11/2025

Amended Post Date: 3/12/2025

The following documents are included in the packet for the Administrative Committee Meeting on March 13, 2025:

- 1) Agenda
- 2) Minutes for approval: 1/9/2025 and 1/28/2025
- 3) Fair Contracts
 - Alcohol Sales/Consumption Contract
 - Demolition Derby Contract
 - Smoke Road Contract
 - Truck and Tractor Pull Agreement
- 4) Annual Reports
 - Corporation Counsel
 - Fair
 - Information Technology
 - *Maintenance



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, March 13, 2025 Time: 4:00 PM

**Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI**

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: 1/9/2025 and 1/28/2025
5. Discussion and possible action regarding committee structure
6. Discussion and possible action regarding county form of government
7. Discussion and possible action regarding summer staffing and contracted service for the 2025 Fair
8. HR Update
9. Discussion and possible action regarding fair contracts
10. Use of county property
11. Annual Report
 - Administrator
 - Corporation Counsel
 - Fair
 - IT
 - Maintenance
12. Closed Session
 - Move into closed session per WI Statute 19.85 (1)(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 person except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any persons referred to in such histories or data, or involved in such problems or investigations – regarding findings of investigations.
13. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session
14. Committee Discussion
 - Future Meeting Date: April 10, 2025 at 4:00PM
 - Future Agenda Items for Action & Discussion
15. 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

January 9, 2025

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Thursday, January 9, 2025 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

Absent:

Other County Employees Present: Liz Otto, County Clerk; Jeffrey Mann, Corporation Counsel (remote); Matt Vandekolk, Chief Deputy; Jason Jerome, HHS Director; Ken Stephani, Finance Director; Sheriff Mark Podoll;

APPROVAL OF MINUTES – 12/12/2024 and 12/17/2024 MINUTES

Motion/second (Thom/Mulder) to approve the minutes of the 12/12/2024 and 12/17/2024 minutes as presented with no additions or corrections. Motion carried with no negative vote.

RESOLUTION

- **Relating to Creation of One Full Time Parks Position and Elimination of One LTE Parks and one LTE Maintenance Position within Parks/Maintenance Department**

Discussion held on the need for the position and the financial impact. Finance Director Ken Stephani state that the 2025 financial impact would be approximately \$27,000 with no offset of that expense. *Motion/second (Thom/Schweder)* to approve and forward to Finance and County Board. Ayes – 2 (Thom, Schweder), Nays – 5. Motion failed. Further discussion held. *Motion/second (Floeter/Mulder)* to send the resolution back to the governing committee to determine funding for the position. Ayes – 6, Nays 1 (Hoffmann). Motion carried.

ONGOING DISCUSSION REGARDING HUMAN RESOURCES OPTIONS

County Clerk Liz Otto stated she contacted counties in the district to find out what they are currently doing in regard to Human Resources. Otto also contacted WCA (Wisconsin Counties Association) to get some guidance from them but has not heard back at this point. The committee requested sample job descriptions be brought forward at the next meeting and also some ideas from HR consulting firms with a possible needs assessment.

HHS POSITIONS DISCUSSION

- **Receptionist/Data Entry Specialist**
- **Mental Health Case Manager**

HHS Director Jason Jerome stated that these positions are now open due to internal transfers and retirement/resignations. Chair Abendroth provided approval to refill the current positions.

HIRING OF DEPUTY MEDICAL EXAMINERS

Medical Examiner Tom Wastart stated he currently has 1 deputy that has moved out of the area but is still serving as deputy and is asking to start training a 2nd deputy to be prepared for the future. He stated his position is 24/7 and his time off has been limited. There should be no financial impact since the deputy pay is already in the budget. The committee approved this by general consensus. Wastart also stated there needs to be some discussion regarding indigent burials. Supervisor Thom stated this needs to be brought before the Public Safety & Judicial Law committee.

UPDATE ON COUNTY MORGUE

Medical Examiner Tom Wastart stated that there needs to be a discussion regarding a long term plan for use of a morgue and also mentioned some other areas that were not addressed in the 2025 budget. Chair Abendroth asked for a list put into order of priority that needs to be looked at. Supervisor Thom again requested that this all be brought before the Public Safety & Judicial Law committee.

COUNTY SURVEYOR CONTRACT UPDATE

Corporation Counsel Jeff Mann stated he has been reviewing the previous contract and is looking at some changes. A draft version of the new contract should be available in February.

DISCUSSION REGARDING COUNTY ADMINISTRATOR POSITION

Chair Abendroth opened the floor for a discussion by the committee on the future of the County Administrator position. Discussion held. Corporation Counsel Jeff Mann stated that there is the possibility of appointing an Interim County Administrator to avoid rushing into a decision. *Motion/second (Schweder/Mulder)* to schedule a special County Board meeting on January 28, 2025 @ 4:30 PM to discuss this with the full board. Motion carried with no negative vote.

FINANCE DEPARTMENT RESPONSIBILITIES

No action taken. This item will be addressed at the Finance Committee meeting on January 22, 2025 @ 3:00 PM.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items – HR options, surveyor contract

Next Meeting Date – February 13, 2025 @ 4:00 PM

ADJOURNMENT

Chair Abendroth adjourned the meeting at 5:22 PM.

Submitted by,

Liz Otto
County Clerk

SPECIAL ADMINISTRATIVE COMMITTEE MEETING

January 28, 2025

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 3:00 PM on Tuesday, January 28, 2025 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
Dennis Mulder
Bob Schweder

Absent: Gene Thom
Nancy Hoffmann

Other County Employees Present: Karissa Block, Deputy County Clerk; Jeffrey Mann, Corporation Counsel; Ken Stephani, Finance Director; Chuck Buss, District #2.

CLOSED SESSION

- Move into Closed Session per WI Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility – recommendation from Finance Committee regarding SOW from auditing firm

Motion/second (Mulder/Schweder) to move into Closed Session. Ayes – 5, Nays – 0, Absent – 2 (Thom & Hoffmann), Abstain – 0.

Motion/second (Schweder/Mulder) to allow Block to stay in Closed Session to continue taking minutes. Motion carried with no negative vote.

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

Motion/second (Schweder/Gonyo) to reconvene into Open Session. Ayes – 5, Nays – 0, Absent – 2 (Thom & Hoffmann), Abstain – 0.

Motion/second (Floeter/Gonyo) to move forward with the statement of work proposed by CLA and move it to County Board for the final consideration. Motion carried with no negative vote.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items –

Next Meeting Date – February 13, 2025

ADJOURNMENT

Chair Abendroth adjourned the meeting at 3:14PM.

Submitted by,

Karissa Block
Deputy County Clerk

**2025 Green Lake County Fair
Alcohol Sales/Consumption Contract
between Green Lake County and
Organizer, JS Enterprises of Wisconsin LLC**

This Contract made and entered into this ____ day of _____, 2025, by and between Green Lake County (hereinafter knows as the "Fair") and JS Enterprises of Wisconsin LLC (Organizer) for the purpose of providing alcohol sales during the Green Lake County Fair, July 31, August 1 and 2 – starting at 5:00 p.m. each day. The following is agreed to by both parties:

The organization serving alcohol must follow the established policies and guidelines set forth in this contract with Green Lake County:

1. The Organization may only sell beer consistent with a Class "B" license.
2. Alcohol sales will be allowed on both sides of the track (north & south).
3. In areas where electrical outlets are not available, the Organization needs to provide an alternative option.
4. Alcohol will be sold and served only to those 21 years of age and older; ID's will be checked.
5. Alcohol sales/consumption will only occur during specified times approved by the Green Lake County Fair Committee; no earlier than 5:00 p.m. and will end no later than one hour following the end of the track event or Midnight, whichever occurs first.
6. In case of inclement weather and the cancellation of the track event, alcohol sales and consumption may still take place during the time period stated above if Organization chooses.
7. Carry-In of alcohol beverages of any kind are prohibited and shall be confiscated and disposed of.

The Organization shall communicate with the following Fair staff prior to setting up before track events and at any other time questions or concerns arise:

1. Green Lake County Fair Coordinator
2. Green Lake County Fair Maintenance Manager

The Organization will provide the following during the duration of event:

1. Licensed Bartender
2. Individual to check identification

I have read and understand the Green Lake County Fair Alcohol Contract. I agree to comply and abide by all policies and will require participants of this activity to do so also.

BY: Green Lake County

BY: JS Enterprises of Wisconsin LLC

Fair Representative

Susan Kalupa
Susan Kalupa

Date

2-11-25
Date

County Administrator

Date



INTERNATIONAL DEMOLITION DERBY

P.O. Box 245, La Porte, IN 46352 • (219) 324-4813 • classicattractionsinc@comcast.net



CONTRACT

This agreement, made and entered into this 1st day of December, 2024, by and between Green Lake County Fair hereinafter referred to as PURCHASER, and INTERNATIONAL DEMOLITION DERBY, a division of CLASSIC ATTRACTIONS MIDWEST INC., hereinafter referred to as ATTRACTION SUPPLIER, WITNESSETH:

The consideration for this contract is the mutual promises and agreements of the participating parties hereto, enumerated and detailed hereafter and as follows:

PURCHASER hereby contracts to engage ATTRACTION SUPPLIER to furnish PURCHASER an entertainment package, subject to the following terms and conditions and to pay ATTRACTION SUPPLIER the herein-stipulated price.

1. ATTRACTION SUPPLIER agrees and contracts to procure and produce for PRODUCER'S presentation a show, entertainment, act or acts, known as INTERNATIONAL DEMOLITION DERBY.
2. To appear on date of: Saturday August 2nd 2025 time: ~~6:00 PM~~ 6:30 PM
3. At PLACE of: Green Lake County Fairgrounds
4. If ATTRACTION SUPPLIER is prevented from furnishing the entertainment package or any elements thereof by reason of causes directly affecting him which are beyond his control, such as Acts of God, force majeure, inclement weather, strike, epidemic, accident, lack of cars, sickness, governmental action or any other causes or like of different nature, he shall not be in breach hereof and he shall have no obligation to PURCHASER.
5. PURCHASER agrees not to permit any similar or like events to be staged on the grounds 180 days prior to this event, unless mutually agreed upon by both parties.
6. For the price of: \$8,100.00 flat guaranteed paid by Purchaser to Attraction Supplier
7. Under the following TERMS: \$4,000.00 Cash to be drawn in advance of show for prize money.
Balance to be paid by Fair Check.

Inclement weather does not alter terms of this contract.

PURCHASER shall provide:

- A. Fire truck and minimum of two firemen with CO2 extinguishers.
- B. Water truck and driver to be available two hours prior to show. Water to be placed on track with Demo Representative supervision.
- C. 300 feet of concrete highway barrier or twenty telephone poles or trees with a minimum diameter of 18 inches and a minimum length of 20 feet to be placed on track by Purchaser under Demo Official Supervision at least two hours prior to show time and to be removed by the PURCHASER following show.
- D. Minimum of Two (2) policemen to be available two hours prior to show, to help with crowd control before, during & after show.
- E. Due to insurance requirements an ambulance must remain on grounds. If ambulance must leave, a back-up is required for entire show.
- F. Pit area must be adequately fenced in under Demo Official Supervision.
- G. Track to be available 3 hours prior to show time
- H. Equipment to help pull cars off
- I. Adequate PA system
- J. Any local or state licenses required for stage performance

PRIZE MONEY \$4,000.00

ENTRY FEE _____

CAR LIMIT Open

ATTRACTION SUPPLIER to provide:

- A. Spectator liability insurance coverage \$1,000,000.
- B. Prize money and trophies.
- C. All promotional material.
- D. Announcer, flagman and officials

ENTRIES SENT TO:

Name Green Lake County Fair
 Address 571 County Rd. A
 City, State, Zip Green Lake, WI, 54941
 Phone (Home) 920-294-4033
 Phone (Work): _____

PUBLICITY & POSTERS:

Name Stacy Graff
 Address 571 County Rd A
 City, State, Zip Green Lake WI, 54941
 Phone (Home) _____
 Phone (Work): 920-294-4032

ATTRACTION SUPPLIER to retain all monies from entry fees, pit pass fees, souvenirs, programs and photos. ATTRACTION SUPPLIER is hereby granted the privilege of retaining and using its regular national advertising tie-ups such as announcements, sampling and fence banners on the day of this engagement without making any accounting whatsoever to the PURCHASER.

PURCHASER agrees to provide at its expense, adequate police to control spectators as requested by ATTRACTION SUPPLIER and agrees to carry public liability insurance (O.L. & T.) with minimum limits of \$200.00 per person and \$500,000 for occurrence conditioned to protect both PURCHASER and ATTRACTIONS SUPPLIER from claims arising against PURCHASER as a result of actions by PURCHASER constituting a breach of police control of spectators under the terms of this paragraph by PURCHASER.

WE ACKNOWLEDGE AND CONFIRM THAT WE HAVE READ AND APPROVED THE TERMS & CONDITIONS SET FORTH IN THIS CONTRACT, AS DEEMED BY OUR SIGNATURE BELOW.

If this Contract is not properly signed and returned within 14 days from date issued Contract will become void!

PURCHASER:

INTERNATIONAL DEMOLITION DERBY:
A DIVISION OF CLASSIC ATTRACTIONS MIDWEST INC.

Nicolette Nelson President 12/01/2024

SIGNATURE

DATE

SIGNATURE

DATE

INDEMNITY: Attraction supplier agrees to indemnify, defend and hold Green Lake County harmless from all claims, costs or liabilities for damage or injury to Attraction Supplier caused by any act or omission by the Attraction Supplier, participant or Event attendee.

ASSUMPTION OF RISK: All Event participants acknowledge and understand that they are assuming the risks associated by participating in Event. Furthermore, each participant shall execute a waiver thereby holding Green Lake County harmless against any claim or action brought as a result from participating in Event.



Engagement Agreement

Return copy to:
Smoke Road Band
1014 Sully Way
Sheboygan WI 53085

This engagement agreement is between Green Lake County (Hirer) and Smoke Road (Performer) of 1604 17th Street, Two Rivers, WI 54241.

The parties agree as follows:

- Place, Date, and Time of Show:** The parties agree that on August 2, at the desired time, performer shall play at the Green Lake County Fair, 570 South St, Green Lake, WI 54941, for a total of 180 minutes. Event is booked as a rain or shine event.
- Description of Show:** The show shall be a musical performance with musical content decided by the performer. The show shall last a minimum of 180 minutes with live music.
- Payment (\$4500):** Hirer shall pay the performer a total of \$4500 prior to the start of the musical performance. If the engagement is cancelled by HIRER within 30 days of engagement it will result in full payment of the \$4,500.
- Force Majeure:** In the event the show cannot be reasonably performed because of an unpredictable occurrence, such as an act of nature, act of god, or any other legitimate conditions beyond either party's reasonable control, neither party shall be in breach of this agreement, and hirer will not make any payment to performer. Performer and hirer will reach an agreement on fair compensation for services rendered up until an unpredictable occurrence takes place.
- Sound System Check:** The performer shall conduct a sound check on site prior to performance.
- Interpretation:** This agreement shall be governed by the laws of the State of Wisconsin. The venue for any litigation shall be Green Lake County, Wisconsin.
- Conditions:** Reduce the volume of sounds amplifying devices when determined necessary by the Hirer. Provide own extension cords, sound and lighting for performance. Be courteous, efficient, sanitary, and safe.
- Terms:** PERFORMER must comply with all laws, rules, and regulations including local ordinances and electrical codes. The HIRER shall provide Smoke Road 180 minute of set-up time for production and ensure a 50A outlet or access to a breaker box is available within 100ft of the stage, with the stage provided.
- Hold Harmless Agreement:** PERFORMER shall protect, save harmless, indemnify and defend at its own expense, Green Lake County, its elected and appointed officials, officers, employees, agents and volunteers from any loss or claim for damages of any nature whatsoever, arising out of the performance of this Agreement, except for those damages solely caused by the negligence or willful misconduct of Green Lake County. Neither Green Lake County, nor its elected and appointed officials, officers, employees, agents or volunteers shall be liable for any damage or injury to the PERFORMER, or their properties occurring through, or cause by a defect to the premises used pursuant to this Agreement. PERFORMER shall assume the entire risk by loss of or damage to its property or property of its band members used in connection with this Agreement.

Jeff Mann, Corporation Counsel Date

Smoke Road Representative Date

Stacy Graff, Fair Coordinator Date

TRUCK & TRACTOR PULL AGREEMENT

Green Lake County (Fair) and JS Enterprises of Wisconsin LLC (Coordinator) desire to enter into this Agreement for the purpose of conducting Truck & Tractor Pull (Event).

The terms of this Agreement are as follows:

1. **SERVICES.** Coordinator will conduct Truck & Tractor Pull at the Green Lake County Fair over a period of two (2) days.

2. **DATES.** Event shall occur on the following dates & times:

July 31 & August 1, 2025: commencing at 6:30 p.m.

3. **VENUE.** Green Lake County Fair, 570 South Street, Green Lake, WI.

4. **CONTACTS.**

Fair: Stacy Graff, 571 County Road A, Green Lake, WI 54941

920-294-4032

Coordinator: Joseph Hollatz, N7675 Douglas St., Ripon, WI 54971

920-299-5935

5. **ADMISSION.** \$10.00 per person (ages 10 and under are free); Coordinator will provide ticket-takers at three gates during entire duration of Event.

6. **TICKET SALES.** 10% of the gross ticket sales will be paid to the Fair within 30 days following the Event.

7. **INSURANCE, ETC.** Coordinator will provide Fair with a copy of each certificate of insurance, contract and current rules/guidelines by the July 2025 Agriculture, Extension Education & Fair Committee Meeting. Furthermore, Coordinator will provide Fair with a certificate of insurance naming Green Lake County as additional insured in the amount of no less than \$1,000,000. Certificate must be provided by the July 2025 Agriculture, Extension Education and Fair Committee Meeting.

8. **INDEMNITY.** Coordinator agrees to indemnify, defend and hold Green Lake County harmless from all claims, costs or liabilities for damage or injury to Coordinator caused by any act or omission by the Coordinator, participant or Event attendee.

9. **ALCOHOL.** Beer Garden will be maintained on both sides of track and a separate contract between Fair and JS Enterprises of Wisconsin LLC.
10. **FOOD.** Food stands will be maintained on both sides of track and 12% of gross sales shall be paid to the Fair no later than 30 days following the Event.
11. **ENFORCEMENT.** Coordinator shall enforce, ensure and provide oversight that all pullers, drivers, pitmen and other participants not consume alcohol during the Event.
12. **ADDITIONAL PROVISIONS.** Coordinator will provide payment to the promoter (Pullers Inc. & N.E.W. and Luedtke's Eliminator) and make all necessary arrangements with them as needed.
13. **EQUIPMENT.** Fair will provide use of grandstands, pit area and pulling track with lighting as needed. Fair will further provide use of announcer stand with table and two chairs, PA system with lighting.
14. **AMBULANCE.** Fair will provide ambulance and fire department services ½ hour prior to and during the Event.
15. **RESTROOMS.** Fair will provide portable restrooms in the Track area.
16. **SECURITY.** Fair will provide police and/or crowd control as necessary.
17. **CLEAN-UP.** Fair will provide garbage clean-up of grounds following the Event.
18. **FORCE MAJEURE.** Neither Fair nor Coordinator will be required to perform its obligations under this agreement in the event that such failure is caused by riots, strikes, acts of God, or any other legitimate conditions beyond the either party's reasonable control.
19. **GOVERNING LAW, JURISDICTION AND VENUE.** This Agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.
20. **ENTIRE AGREEMENT.** This Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding except to the extent incorporated in this Agreement.

21. **ASSUMPTION OF RISK.** All Event participants acknowledge and understand that they are assuming the risks associated by participating in Event. Furthermore, each participant shall execute a waiver thereby holding Green Lake County harmless against any claim or action brought as a result from participating in Event.

Signature of County Chair, Stacy Graff

Date

Signature of County Administrator

Date

Signature of Coordinator, Joseph Hollatz

Date



GREEN LAKE COUNTY
OFFICE OF CORPORATION COUNSEL

Jeffrey A. Mann
Corporation Counsel

PHONE: 920-294-4068
FAX: 920-294-4069

MEMORANDUM

TO: Administrative Committee
FROM: Jeffrey A. Mann
DATE: March 3, 2025
RE: 2024 Department Year-End-Review

Members of the Administrative Committee:

Please accept the following as a year-end-review of activities within the Office of Corporation Counsel (OCC). While this is not an exhaustive list, it summarizes some of the highlights from 2024 and is broken down into five categories: Court Activities; Training; Interdepartmental; Contract Review and Ordinances & Resolutions.

Court Activities

A significant portion of the Office of Corporation Counsel's duties involved preparing for and arguing legal matters before the Circuit Court. Those matters included: Children in Need of Protection & Services/Termination of Parental Rights; Involuntary Civil Commitment; Guardianship; Protective Placement and Child Support cases. Combined, those five areas comprised approximately 75% of Corporation Counsel's time in court.

In the instance of Child Support, that department receives reimbursement for the time OCC spends each month working with it on support establishment, contempt, and support enforcement. The table below illustrates the hours logged between January and December, 2024.

Month	Hours billed
January	42.3
February	41.2
March	35.7
April	47.4
May	83.5
June	74.8
July	38.5

August	41.8
September	35.8
October	35.4
November	38.0
December	37.2

The Office of Corporation Counsel and the Department of Children & Family Services (CFS) were also active in 2024, particularly in May as the departments partook in a day-long jury trial in a termination of parental rights case. Additionally, CFS receives reimbursement from a state grant at a rate of 26% of the amount billed by the Office of Corporation Counsel. For the first quarter, this office billed \$15,372.00, with CFS receiving \$9,996.72 in reimbursement. For the second, third and fourth quarters, this office billed \$19,620.00, \$9,531.00, and \$17,850.00, with CFS receiving \$5,101.20, \$2,478.06 and \$4,641.00, respectively.

A significant portion of the remainder of the time OCC spent in court focused on prosecuting cases for Green Lake County's Land Use Planning & Zoning Department (LUPZ). LUPZ cases touch upon a variety of issues, with septic tank and zoning infractions being two of the more common. OCC received \$2,650.00 in forfeiture payments in 2024, of which accumulates to over 90% of Defendants paying the forfeiture the County was granted. Currently, there is one payment plan on a complex forfeitures case that was set up in 2023 and the defendant has now paid over 25% what was a large forfeiture amount owed, that will continue until paid in full.

Training

OCC offered training to multiple County entities in 2024. In January and in conjunction with updates made to the County's Ethics Code, OCC discussed with County Board members what the process of inquiring into an alleged ethics violation might look like. In February, OCC offered multiple training sessions to numerous county law enforcement agencies addressing matters pertaining to guardianships/protective placements (WI Stat. Chapters 54 & 55) and civil commitments (WI Stat. Chapter 51). In August, OCC and employees from the Department of Health and Human Services attended a dementia summit at the Governor's mansion in Madison, while Corporation Counsel attended the Wisconsin Counties Association Fall Conference in September. October was a particularly busy month for OCC, as it attended a Ransomware tabletop exercise coordinated by the County's IT Department, along with training offered by the WI Children's Court Improvement Program focused on tailoring dispositional orders in cases involving children in need of protection and services.

Interdepartmental

The Office of Corporation Counsel maintained regular contact with nearly every department comprising Green Lake County in 2024. This was no more apparent than the efforts coordinated between OCC and the Treasurer's Office to identify and file actions against properties on foreclosure of tax liens in rem. The 2018-2019 in rem cycle concluded with the county acquiring deeds to six properties, with each subsequently being sold. Likewise, the 2020 cycle concluded with the county acquiring deeds to three properties and two properties later being sold, with the third currently being held in bankruptcy proceedings.

Contract Review

Corporation Counsel spent a great deal of time reviewing and assisting in contract negotiations in 2024. Four specific contracts to note, include a renewal agreement between Green Lake County and the University of WI-Extension program, an agreement between the county and the Green Lake County Law Enforcement Association/WPPA Law Enforcement Employee Relations Division which runs through 2027, a renewal contract between the county and Berlin Emergency Medical Service, which runs through 2027 and a renewal contract between the county and Southern Green Lake County Ambulance Service. OCC also reviewed a multitude of agreements between the Department of Health and Human Services and the many service providers it contracts with.

Ordinances & Resolutions

The Office of Corporation Counsel spent much of 2024 attending a variety of committee meetings. An assortment of ordinances and resolutions were drafted by OCC, passed by these committees and were subsequently approved by the County Board. These include:

- Res. 02-2024 Resolution to Approve the Use of ARPA Funds for the Design of the Future Highway Facility
- Ord. 02-2024 Ordinance to Amend Chapter 9, Article. V. Ethics
- Ord. 15-2024 Ordinance to Amend Chapter 202, Article I, Sale of County Tax Deeded Property
- Ord. 17-2024 Amending Green Lake County Code §§242-6 and 242-9, Clarifying County Sales and Use Tax Revenue for Funding Construction and Remodeling Projects

Conclusion

The Office of Corporation Counsel's main goal in 2025 will be to continue striving to provide the most timely and accurate legal services to the Board, committees and departments making up Green Lake County. As such, it encourages these entities to avail themselves of its services.

Regards,



Jeffrey A. Mann
Corporation Counsel

Green Lake County Fair Annual Report

The 2024 fair brought in a sweltering hot and humid four days. We did experience a downpour on Thursday evening causing the truck and tractor pull to be cancelled that night and the carnival rides to close. Even with the humidity, the rest of the fair events were able to go on as planned. Overall revenues were down, but that is to be expected when event cancellations occur.

This year was my first year running the fair alone, as I had help from Kim Zills, past fair coordinator. in 2023. It was a challenge at times, having no historical knowledge, to even know what needed to be prepared. I was able to work through this by reaching out to individuals who had some of this knowledge and by using my best judgement. It is a blessing to have a fair intern and volunteers to help you when everything is in full motion.

The mechanics bay of the Highway Department was made off limits for the 2024 fair. At first, the limited space posed issues on pleasing vendors. I was able to work through this, explaining to those returning vendors the situation. This also allowed the highway department the ability to use the mechanics bay when breakdowns occurred.

This year we also relied on the County Maintenance Department to serve as fair maintenance, as no bids were received. I greatly appreciate the support provided by the Maintenance Department to make the fair run smoothly.

We had a few food vendors that did not show up, which caused me to now implement a security deposit in the hopes to encourage that this will not happen again. This left our row of food vendors feeling very empty.

As in 2023, the livestock exhibits are filling the barns, with little extra room to spare. Once again, the auction reached a record high for total sales. We are extremely grateful to the buyers who support Green Lake County Youth!

Fairgoers were able to enjoy music on Friday afternoon, Saturday evening, and Sunday afternoon from Jordan Blanchard and Lilie Collins. Alcohol sales were once again offered at track events and near the highway building. Additional sales were also made at the livestock auction. The sales went well with no incidents reported, and a percentage of revenue was generated for the fair.

This 2024 Fair was a huge learning curve for me and I am excited to continue learning and implementing changes for the fair.

The fair would like to thank anyone who contributed to the 2024 fair, because without all of you, it would not be possible to run a successful event!

Come and join us at the 2025 Fair "Candyland - All Fun And Games" July 31-August 3, 2025!



Stacy Graff
Fair Coordinator

**Green Lake County
County Board Annual Report
2024
Information Technology Department**

Submitted to the Honorable Chairman and Board of Supervisors for Green Lake County

Highlights of the IT Departments activities during 2024:

1. The IT Department continued our service and support of all County employees with immediate attention to their computing needs - whether assisting by phone, email, in person, or remotely when called upon.
2. The IT department was responsible for all computers, servers, MFPs, network devices, iPhones, iPads, desk phones, and an extensive number of computing applications and software packages. All are located across different facilities and interconnected across all County departments, units, and agencies.
3. Continued the management and running of the building security system and its on-going support workload.
4. Performed continuous software upgrades and patches to improve the efficiency of County employees, security, and their response to other departments and to the public.
5. Remote access provided to employees and their applications along with online services added for public access.
6. Continued protecting all systems with security patching services and modern endpoint protection.
7. Continued to run and manage the monthly employee security trainings and ongoing assessments of said trainings for all employees.
8. Held a ransomware tabletop exercise involving all county officials and department heads.
9. Performed all the IT financial and IT purchasing needs for the County.
10. Maintained the data backup system's infrastructure and its daily operation.

11. Ran multiple assessments with CISA to evaluate our on-going security.
12. Continued the management and running of secure password management for all employees.
13. Sheriff Office and Police Department's main RMS system expanded and upgraded.
14. Continued the management and running of the County phones, phone system, and voicemail and its on-going support workload.
15. All IT Department employees are members of the Wisconsin Department of Military Affairs and Wisconsin Emergency Management's state-wide Cyber Response Team. Attended trainings and monthly updates and participated in incident responses to provide mutual aid.
16. Added resilience to the time synchronization system required by all County infrastructure.
17. Improved the multi-levels of backup and cloud backup.
18. Corrections canteen and door check systems upgraded and improved.
19. Increased the use of multi-factor authentication across many critical systems and provided several means for employees to validate.
20. Handled issues that arose with the Government Center's building door security and camera system without losing service or video.
21. Continually manage and handle all departments' data resource needs and requirements.
22. 399 formal helpdesk tickets created in 2024.
23. Continued the management and running of the Print Management critical system that is used county-wide.
24. Hoisted the Treasurers/Planning & Zoning/Land Conservation system to the cloud to keep them on an updated and supported system with that vendor.
25. Continued to manage syncing all employee local data with the cloud.
26. Managed all computing accounts setup and tear down for all employee transitions (starting, exiting, transferring)
27. Attended Monday morning department meetings run by County Administrator.

28. Updated the Government Center's HVAC system.
29. Decreased the costs of all the WAN sites serviced from the Government Center.
30. Completed many open records requests for emails.
31. Many laptops rolled out, or upgraded, or repaired during the year.
32. Many device upgrades to improve reliability and employee's effectiveness.
33. Completed work and planning to meet the IT needs of all departments for next year's budget. Gathered all the info, researched best options, and accumulated quotes and figures for a detailed budget with final approval for all by the Finance Department, County Administrator, and County Board.
34. Maintained and extended the life of all computing hardware and software used throughout the County. We purchase high-quality equipment upfront and run it for as long as possible. We continually maintain and are proactive with future needs. We perform most all repairs ourselves saving the County from expensive outsourcing costs.
35. Worked with and completed upgrades and changes to meet the needs of HHS's PCI compliance for new customer payment options.
36. Handled working with Spectrum for their changes and updates to all the TV systems at the Government Center.
37. Financial software system (Alio) successfully migrated from CESA over to AWS hosting.
38. Installed and setup a ceiling video projector for HHS front conference room for usage for trainings and meetings.
39. Updated and improved the video and audio recording system in the observation room used by HHS for Children and Families.
40. Helped to facilitate increased usage by all departments of both the external and internal websites. All departments have direct, secure, access to their key areas so they can quickly and easily communicate to the public and internally to employees.
41. Facilitated providing the County Board with a presentation on cyber security with our CISA representative.

42. Becki Sonnenberg achieved a certificate for cyber security (CCTHP).
43. Installed a cell booster in dispatch center as directed by the County Board Chairman that we are now required to manage and maintain.
44. Continued maintaining key power protection UPSs for all sites.
45. Continued inventory and tagging of all IT equipment.
46. On-going use of open-source alternatives to save future dollars. We use numerous open-source operating systems and software packages to save on both upfront licensing costs and future licensing and support costs.
47. Completed multiple major upgrades and changes to all departments' specific systems. All departments at the County have both separate and shared systems that they rely on for day-to-day operations.
48. Provided and managed shared equipment for checkout by any County personnel to keep costs down by promoting the continued sharing of resources like projectors and laptops.

Respectfully submitted,
William R. Hutchison
Information Technology Director
Green Lake County



GREEN LAKE COUNTY MAINTENANCE DEPARTMENT 2024 ANNUAL REPORT

This report was generated from the information received from the 2024 Expenditure Detail Report by the Green County Finance Department

571 COUNTY ROAD A

	2023	2024
Trash/Recycle (Service Contract)	\$11,994.22	\$11,856.19
Pest Control	\$1,503.00	\$1,347.00
Contracted Services (Fox River Industries)	\$9,753.77	\$8,406.54
Elevator Inspection (State mandated)	\$660.00	N/A
Fire Suppression (ROD) (Mandate)	\$764.70	\$1,636.44
Fire Sprinkler System/Back Flow Prevention (Mandate)	\$850.00	\$850.00
Fire Suppression (Jail Kitchen (Mandate)	\$327.40	\$355.61
Facilities Portable Fire Extinguishers	\$163.35	\$165.00
Otis Elevator (Service Contract)	\$5,846.60	\$6,005.80
ACC Planned Services (Service Contract)	\$6,378.37	\$6,505.94
Permits to operate	\$0.00	\$613.50
Water Conditioning	\$2,313.86	\$2,202.00
Grounds & Grounds Improvement	\$2,266.25	\$2,742.52
Janitorial Supplies/Equipment	\$10,635.14	\$11,000.51
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HVAC Corrections	\$2,313.86	\$5,013.38
HVAC Balance of campus	\$927.29	\$3,342.25
Plumbing Corrections	\$1,246.44	\$10,127.71



Plumbing Balance of campus	\$2,204.50	\$2,522.83
Corrections kitchen grease interceptor	\$1,001.25	\$1,741.50
Electrical Corrections	\$1,586.84	\$1,672.07
Electrical Balance of campus	\$1,002.00	\$1,069.03
Refridgeration Corrections	\$0.00	\$33.39
Fire Alarm System	\$621.23	\$846.92
Fitness Area HHS	\$0.00	\$1,151.76
Damaged Keys Replacement Corrections/SO	\$0.00	\$16.16
Residential Refridgerator for Admin/Clerk of Courts Breakroom	\$0.00	\$866.00
Exterior Window Cleaning	\$1,882.00	\$2,632.00
Clock Replacement	\$0.00	\$129.28
Capital Outlay Equipment/Maintenance	\$60,122.75	\$12,327.50

500 LAKE STEEL STREET

Food Pantry Area

HVAC	\$25.01	\$10,776.81
Electrical	\$21.55	\$316.00
Plumbing	\$178.96	\$3,797.51
Facility Repairs	\$734.79	\$198.19
Portable Restroom Rental	\$0.00	\$465.00
Fuel/Grounds	\$75.07	\$143.03

Maintenance Area

HVAC	\$0.00	\$71.72
Electrical	\$0.00	\$54.41
Plumbing	\$13.99	\$105.21
Facility Repairs	\$741.43	\$375.00
Fuel/Grounds	\$106.98	\$76.57
Janitorial Entire Facility	Absorbed into Parks	\$1,228.65
Staff Keycard Holders	\$0.00	\$89.77

Training	\$0.00	\$0.00
PPE	\$1,164.35	\$1,374.95
Vehile/Equipment Maintenance	\$3,206.99	\$986.68
Maintenance General/Fuel	\$3,455.15	\$2,492.54
Fox River Industries Fuel	Absorbed into Maint.	\$106.13
Cell Phones	\$1,183.08	\$1,197.28
Office Supplies/Print Management	\$93.87	\$30.50