

**FINANCE & INSURANCE COMMITTEE**  
**June 25, 2025**

The regular meeting of the Finance & Insurance Committee was called to order by Chair Harley Reabe on Wednesday, June 25, 2025 at 3:30 PM, in the County Board Room and via remote access format at the Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Harley Reabe  
Dennis Mulder  
Don Lenz  
Charlie Wielgosh

Absent: Brian Floeter

Other County Employees Present: Liz Otto, County Clerk; Jessica McLean, Treasurer; Jason Jerome, Interim County Administrator; Kayla Yonke, HHS Financial Manager; Matt Vandekolk, Chief Deputy

**MINUTES OF 05/28/2025**

*Motion/second (Lenz/Mulder)* to approve the minutes of the 05/28/2025 meeting with no additions or corrections. Motion carried with no negative vote.

**PUBLIC COMMENT** (3 minute limit) – none

**TREASURER'S MONTHLY REPORT**

- Tax Collection Update
- May Financial Reports
- Sales Tax Update

Treasurer Jessica McLean stated that there was a small increase in sales tax and June reminder letters for property taxes have been sent.

**IN REM PROPERTY STATUS UPDATE**

Treasurer Jessica McLean stated there are currently 3 parcels on the in rem list for 2021 – 2 in the City of Berlin and 1 in the Town of Manchester. There is also one parcel that is in the bankruptcy process.

**RESOLUTIONS**

- **Resolution to Create an Accounts Payable/Payroll Coordinator Position in the Administrative Department**

Interim County Administrator Jason Jerome explained the change in the position and stated that there are no additional funds needed in the budget for the remainder of 2025 due to restructuring.

*Motion/second (Mulder/Lenz)* to approve the resolution submitted by the Administrative Committee and forward to County Board for final approval. Motion carried with no negative vote.

- **Resolution to Create a Human Resources coordinator Position in the Administrative Department**

Interim County Administrator Jason Jerome outlined the new position and stated that there are no additional funds needed in the budge for the remainder of 2025 due to restructuring.

*Motion/second (Mulder/Lenz)* to approve the resolution submitted by the Administrative Committee and forward to County Board for final approval. Motion carried with no negative vote.

**2026 BUDGET**

Interim County Administrator Jason Jerome provided an update on the 2026 budget process.

- **Insurance**

County Clerk Liz Otto stated that the various insurance coverages in the 2026 budget have been increase by approximately 5%.

**FINANCE REPORT**

HHS Financial Manager Kayla Yonke provided an update on the 2024 audit. A draft audit should be available within 60 days of the auditor's June on site visit. Meetings with Department Heads have been scheduled to discuss and understand all 2026 budget items.

**INSURANCE UPDATE – COUNTY CLERK**

County Clerk Liz Otto had nothing to report.

**BUDGET REVIEW OF REVENUES AND EXPENDITURES**

Chair Reabe stated that the current reports are working well.

**SUPERVISOR/LAY PEOPLE MONTHLY CLAIMS**

- **Supervisor claims - \$2,182.10**
- **Lay People - \$50.60**

*Motion/second (Lenz/Wielgosh)* to approve the supervisor and lay people claims. Motion carried with no negative vote.

**COMMITTEE DISCUSSION**

- **Future meeting dates: Regular meeting – July 23, 2025 @ 3:30 PM**
- **Future agenda items for action & discussion:**

**ADJOURNMENT**

Chair Reabe adjourned the meeting at 3:50 PM.

Submitted by,

Liz Otto  
County Clerk