



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 06/13/2025

Amended Post Date:

The following documents are included in the packet for the County Board meeting on June 17, 2025:

- 1) Agenda
- 2) Minutes – 05/20/2025
- 3) Monthly update from Interim County Administrator
- 4) Resolution 11-2025 Relating to Cancellation of Outstanding Checks
- 5) Resolution 12-2025 Resolution to Eliminate the Part Time Accounting Specialist Position and Create a Full time Highway Account Clerk Specialist
- 6) Resolution 13-2025 Resolution Authorizing a Highway Department Employee On-call Stipend
- 7) Ordinance 09-2025 Relating to Rezone in the Town of Berlin: Owner(s) – Mark & Kim Nowacki and Timothy Lind
- 8) Committee Appointments



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 17th day of June, 2025 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,
Chair
Dist. 5 Mike Skivington
Dist. 6 Brian Floeter
Dist. 7 Bob Schweder,
Vice Chair
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 Keith Hess
Dist. 18 VACANT
Dist. 19 Gene Thom

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.

GREEN LAKE
COUNTY MISSION:

- 1) Fiscal Responsibility
- 2) Quality Service
- 3) Innovative Leadership
- 4) Continual Improvement in County Government

1. Call to Order
2. Roll Call
3. Reading of the Call
4. Pledge of Allegiance
5. Minutes of 05/20/25 meeting
6. Announcements
7. Public Comment (3 min. limit)
8. Appearances
 - Monthly update from Interim County Administrator Jason Jerome
9. Resolutions
 - Res. 11-2025 Relating to Cancellation of Outstanding Checks
 - Res. 12-2025 Resolution to Eliminate the Part Time Accounting Specialist Position and Create a Full time Highway Account Clerk Specialist
 - Res. 13-2025 Resolution Authorizing a Highway Department Employee On-call Stipend
10. Ordinances
 - Ord. 09-2025 Relating to Rezone in the Town of Berlin: Owner(s) – Mark & Kim Nowacki and Timothy Lind
11. * Discussion and possible action regarding Administrative Coordinator title and job description
12. Committee Appointments
13. Departments to Report on August 19, 2025
14. Future Agenda Items for Action & Discussion
15. Adjourn

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin, this 13th day of June, 2025

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 [Need help?](#)

Join the meeting now

Meeting ID: 260 634 434 420 6

Passcode: f6qr7YA2

Dial in by phone

[+1 920-515-0745,,345418289#](#) United States, Appleton

[Find a local number](#)

Phone conference ID: 345 418 289#

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

Please accept at your earliest convenience. Thank you!

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

TO BE APPROVED AT THE JUNE 17, 2025 MEETING

GREEN LAKE COUNTY

BOARD PROCEEDINGS

REGULAR MEETING

May 20, 2025

The Green Lake County Board of Supervisors met in regular session, Tuesday, May 20, 2025 at 4:30 PM via remote access and in person for the regular meeting of the Board.

The Board was called to order by Chair David Abendroth. Roll call taken – Present – 16, Absent – 2 (Curt Talma – District 3, Keith Hess – District 17) , Vacant – 1 (District 18)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Nancy Hoffmann (remote)	1
Charles Buss	2
Curt Talma	3
David Abendroth	4
Mike Skivington	5
Brian Floeter	6
Bob Schweder	7
Nancy Hiestand	8
Bill Boutwell	9
Sue Wendt	10
Harley Reabe	11
Charlie Wielgosh	12
Don Lenz	13
Dennis Mulder	14
Nita Krenz	15
Joe Gonyo (remote)	16
Keith Hess	17
Gene Thom	19

READING OF THE CALL

CALL TO ORDER
ROLL CALL
READING OF THE CALL
PLEDGE OF ALLEGIANCE
MINUTES OF 04/15/25 MEETING

TO BE APPROVED AT THE JUNE 17, 2025 MEETING

ANNOUNCEMENTS

PUBLIC COMMENT (3 minute limit)

APPEARANCES

- Monthly update from Interim County Administrator Jason Jerome

RESOLUTIONS

- Resolution 08-2025 Resolution Relating to Wisconsin DNR Grants
- Resolution 09-2025 Resolution Confirming and Ratifying the Authority of Counsel for Green Lake County to Add Additional Defendants to Opioid Litigation, Including in MDL 2804
- Resolution 10-2025 Resolution Amending Road Upgrade Agreement between Green Lake County, Green Lake County Highway Department and A.F. Gelhar Co., Inc.

ORDINANCES

- Ordinance 07-2025 Ordinance to Amend §202.1. Committee on Tax Deeds
- Ordinance 08-2025 Ordinance Vacating Office of County Administrator and Establishing Office of Administrative Coordinator

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON June 17, 2025

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 15th day of May, 2025

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 04/15/2025 MEETING

2. ***Motion/second (Lenz/Reabe)*** to approve the minutes of the April 15, 2025 County Board meeting with no changes or corrections. Motion carried with no negative vote.

ANNOUNCEMENTS

3. The next County Board meeting will take place on June 17, 2025 at 4:30 PM.
4. Chair Abendroth reminded supervisors to consider attending the WCA (Wisconsin Counties Association) conference in September and to contact the County Clerk's office ASAP if interested so that hotel reservations can be made.
5. Chair Abendroth reminded the Board that he is still looking to fill the vacancy on the Board for District 18. Contact Abendroth with any suggestions.

PUBLIC COMMENT (3 minute limit)

TO BE APPROVED AT THE JUNE 17, 2025 MEETING

6. Rebecca Elliman, 450 Morris St., Berlin, WI 54923, spoke in opposition to a current bill sponsored by Republicans to cut taxes which she states would negatively affect Medicaid for seniors. She asked the Board to contact their local legislators to oppose the bill.

APPEARANCES

7. Interim County Administrator Jason Jerome provided a monthly update based on his written report in the packet.

RESOLUTIONS

8. Resolution 08-2025 Resolution Relating to Wisconsin DNR. **Motion/second (Buss/Boutwell)** to adopt Resolution 08-2025. Supervisor Schweder stated this resolution is allowing for consolidation of grants. Roll call vote on motion to adopt Resolution 08-2025 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 2 (Talma, Hess), Vacant - 1. Resolution 08-2025 passed as adopted.
9. Resolution 09-2025 Resolution Confirming and Ratifying the Authority of Counsel for Green Lake County to Add Additional Defendants to Opioid Litigation, Including in MDL 2804. No discussion. **Motion/second (Thom/Boutwell)** to adopt Resolution 09-2025. Roll call vote on motion to adopt Resolution 09-2025 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 2 (Talma, Hess), Vacant - 1. Resolution 09-2025 passed as adopted.
10. Resolution 10-2025 Resolution Amending Road Upgrade Agreement between Green Lake County, Green Lake County Highway Department and A.F. Gelhar Co., Inc. Supervisor Mulder explained that this agreement was originally done in anticipation of increased road usage due to frack sand hauling but that did not take place. **Motion/second (Mulder/Buss)** to adopt Resolution 10-2025. Roll call vote on motion to adopt Resolution 10-2025 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 2 (Talma, Hess), Vacant - 1. Resolution 10-2025 passed as adopted.

ORDINANCES

11. Ordinance 07-2025 Ordinance to Amend §202-1. Committee on Tax Deeds. No discussion. **Motion/second (Lenz/Thom)** to enact Ordinance 07-2025. Roll call vote on motion to enact Ordinance 07-2025 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 2 (Talma, Hess), Vacant - 1. Ordinance 07-2025 passed as enacted.
12. Ordinance 08-2025 Ordinance Vacating Office of County Administrator and Establishing Office of Administrative Coordinator. Discussion held on effective date of the ordinance due to the bonding issue. **Motion/second (Thom/Mulder)** to enact Ordinance 08-2025. Roll call vote on motion to enact Ordinance 08-2025 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 2 (Talma, Hess), Vacant - 1. Ordinance 08-2025 passed as enacted.

COMMITTEE APPOINTMENTS

TO BE APPROVED AT THE JUNE 17, 2025 MEETING

13. Chair Abendroth requested a motion to approve the following appointments:

- Lacy Dix, Tony Beregszazi, Sara Abbott, Marisa Pentek, Gregory Metzler, Gail Olson, Bailey Reese, Craig Larson, and Isabel Williston to the Family Resource Council for a term ending in April of 2027.
- Allan Hoffmann, Joel Strahota, Evan Vandenlangenberg, and Mike Wuest to the Emergency Medical Services (EMS) Committee for a term ending in April of 2027.
- Nicole Gill to the Health Advisory Committee for a term ending in April of 2027
- Charlie Wielgosh to the Health and Human Services (HHS) Committee for a term ending in April of 2026
- Nancy Hoffman to the Kingston Library Board for a term ending in April of 2026
- Peter Wallace and BJ Zirger (alternate) to the Board of Adjustment for a term ending on 06/30/2028
- Gloria Lichtfuss to the Commission on Aging for a term ending in April of 2028
- Mike Skivington to replace Nancy Hoffmann on the Advocap board with a term ending April of 2026.

Motion/second (Thom/Wendt) to approve the appointments as presented. Motion carried with no negative vote.

DEPARTMENTS TO REPORT ON June 17, 2025

14. To be determined

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

15. To be determined

ADJOURN

16. Chair Abendroth adjourned the meeting at 4:58 PM.

Respectfully Submitted,

Elizabeth Otto
County Clerk



Green Lake County

County Board
June 17th, 2025

Administrator Update

- The resolution to create a Human Resources position has gone through the Administrative Committee and will now go to the Finance Committee and will then go to County Board in August for final review approval.
- I have also been working with the Administrative Committee on a job description for the Administrative Coordinator position.
- The closing for the Highway bonds occurred on June 2nd. The funds are now available for the project. The Highway Committee will continue working with staff and the Excell on the design of the building with updates to the full County Board as needed or requested.
- We have entered into an agreement with UW Milwaukee to relocate the burial sites on the Highway Department project land. They will work with the Historical Society on proper permitting and will ensure that the process occurs lawfully and respectfully. The current timeline has the completion of the process occurring by the end of July.
- Auditors were on-site during the week of June 2nd. We continue to work with them on completion of the 2024 audit.
- Budget pages have been shared with all Department Heads. We will continue working as a group and at the committee level to present a balanced 2026 budget to the Finance Committee in October 2025.
- Michael Van Meel was hired as the Maintenance & Parks supervisor. His first day was Monday June 9th.
- I have formed a group of Department Heads to begin looking at our current wage plan, employee evaluation process and compensation. We are working on a plan to present to the County Board that balances employee recruitment and retention, quality service, and fiscal responsibility.
- These represent some of the highlights of the last month. The day-to-day consists of learning new aspects of the job or County, working collaboratively with staff on solutions for problems that arise, and ensuring the day-to-day operations of the County are running as smoothly and efficiently as possible. I welcome any questions that anyone has.

Respectfully submitted,
Jason Jerome
Green Lake County Interim Administrator

Resolution Number 11-2025

Relating to Cancellation of Outstanding Checks

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of June 2025, does resolve as follows:

WHEREAS, eleven checks issued by the Treasurer of Green Lake County, drawn against the County's account at Horicon Bank have not been presented for payment by the payees of said checks in excess of one (1) year since said checks were issued;

NOW, THEREFORE BE IT RESOLVED, that said outstanding checks as listed below be cancelled, and the amounts represented thereby be restored to the County's general account:

CHECK DATE	CHECK NUMBER	PAYEE	AMOUNT
11/29/2023	217240	10-51 Towing & Recovery	\$219.18
12/08/2023	217391	Jason Ross Luscher	\$33.40
12/18/2023	217529	Jeremiah Joseph Goldamer	\$30.70
02/01/2024	218037	Sadie Nolen	\$20.00
02/02/2024	218095	Matthew Winfred Green	\$111.24
02/07/2024	218161	Elite Therapy LLC	\$954.08
02/21/2024	218352	Karen Werth	\$149.99
02/21/2024	218377	Daniel O'Connor	\$35.95
05/06/2024	219192	Mavrik Matthew Reilly	\$33.40
05/07/2024	219248	Tristan James Dillie	\$32.24
05/22/2024	219546	Patrick James Francour	\$17.28

BE IT FURTHER RESOLVED, that a copy of this resolution be furnished to the Horicon Bank.

NOTE: The above checks contain the notation "Void after six months"

Roll Call on Resolution No. 11-2025

Submitted by Finance Committee:

Ayes , Nays , Absent , Abstain

/s/ Harley Reabe

Harley Reabe, Chair

Passed and Adopted/Rejected this 17th day of June 2025.

Absent

Brian Floeter, Vice- Chair

County Board Chairman

/s/ Charlie Wielgosh

Charlie Wielgosh

ATTEST: County Clerk
Approve as to Form:

/s Dennis Mulder

Dennis Mulder

Corporation Counsel

/s/ Don Lenz

Don Lenz

RESOLUTION NUMBER 12-2025

**RESOLUTION TO ELIMINATE THE PART TIME ACCOUNTING SPECIALIST
POSITION AND CREATE A FULL TIME HIGHWAY ACCOUNT CLERK SPECIALIST**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of June 2025, does resolve as follows:

- 1 **WHEREAS**, currently the Highway Department has one full-time Highway
2 Administrative Assistant/Accountant and one part-time Account Clerk; and
3 **WHEREAS**, currently the Finance Department has one part-time Account Clerk
4 position; and
5
6 Majority vote is needed to pass.

☒ Approved by Finance Committee ☐ Disapproved by Finance Committee

Roll Call on Ordinance No. 12-2025

Submitted by Highway Committee

Ayes , Nays , Absent , Abstain

/s/ Dennis Mulder

Dennis Mulder, Chair

Passed and Enacted/Rejected this 17th
day of June, 2025.

Absent

Chuck Buss, Vice-chair

County Board Chairman

/s/ Bob Schweder

Bob Schweder

ATTEST: County Clerk
Approve as to Form:

/s/ Harley Reabe

Harley Reabe

Corporation Counsel

/s/ Charlie Wielgosh

Charlie Wielgosh

7 **WHEREAS**, as part of ongoing conversations with the Highway Commissioner, the
8 Highway Administrative Assistant/Accountant, and County Finance staff it has been
9 determined that it would be beneficial to increase the part-time Account Clerk in the
10 Highway Department to full-time; and

11 **WHEREAS**, the full-time Account Clerk will work with the Highway Administrative
12 Assistant/Accountant to ensure knowledge of the complex accounting procedures of the
13 Highway Department; and

14 **WHEREAS**, when the current Administrative Assistant/Accountant retires further
15 analysis will be completed to determine the necessity of two full-time positions within the
16 Highway Finance; and

17 **WHEREAS**, the full-time Account Clerk position will be absorbed within the Highway
18 Department budget having little to no impact on the County levy;

19 **NOW THEREFORE BE IT RESOLVED** that the part-time Highway Account Clerk
20 position in the Highway Department be re-classified as a full-time Highway Account Clerk
21 Specialist position. (See attached job description)

22 **BE IT FURTHER RESOLVED** that if it is determined that full-time hours are no longer
23 needed, and/or the funding is no longer available the Highway Department would look
24 at returning the position to part-time or eliminating the position.

25 **FISCAL NOTE:** see attached

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: HIGHWAY ACCOUNT CLERK SPECIALIST

DATE: April 2025

DEPARTMENT: HIGHWAY

SUPERVISOR: HIGHWAY COMMISSIONER / HIGHWAY ADMINISTRATIVE/ACCOUNTANT

SUMMARY:

This is a full-time, non-exempt position supervised by the Highway Commissioner and Highway Administrative/Accountant. Majority of the work requires the individual in the position to independently apply generally accepted accounting principles using established procedures. Under direction, provides support services for the Administrative/Accountant in managing the Highway Department administrative accounting systems. Work requires a high level of computer skills in database and spreadsheet applications.

Duties and Responsibilities include but are not limited to the following:

- Data input of Highway payroll; equipment usage; and inventory usage of parts; signs; material, fuel and lubes
- Accounts Payable entry in Chemspro and LINQ.
- Upon approval, process permits and compliance reports – Utility, Driveway, Oversize/Weight, Multi-Trip, Adopt-A-Highway.
- Assist with year-end inventory processes.
- Maintains fleet records of repairs and service.
- Maintains a current inventory of all maintenance and repair parts .
- Maintains a current inventory of all materials used on county projects.
- Assist with Accounts Receivable and monitoring of past due accounts.
- Assist with month end, and year end reconciliations
- Performing receptionist duties as needed; typing correspondence, copying records, faxing and filing.
- Serves the public by providing information of highway related matters.
- Perform other duties as required

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of generally accepted accounting principles and techniques
- Knowledge of bookkeeping practices and terminology
- Knowledge of standard office procedures, filing systems, office equipment and record maintenance processes
- Proficient keyboarding skills and knowledge of computer operations

- Attention to detail and accurate mathematical calculations
- Ability to work under pressure with continual interruptions and the ability to deal with a variety of deadlines
- Solid verbal and written communication skills with ability to communicate professionally with vendors, employees and leadership.
- Critical thinking skills and ability to research and resolve financial problems.
- Must present a positive and professional image to co-workers and vendors and have excellent customer relation skills.
- Must be able to maintain a high level of confidentiality

QUALIFICATIONS:

- Graduation from high school or GED
- Associate's Degree in Accounting with at least two years' experience working with account and payroll principles, preferably in a local government environment or any combination of education and experience to be equivalent to these requirements.
- Training and experience in Microsoft software programs involving word processing, spreadsheet applications, and basic accounting principles

PHYSICAL DEMANDS:

- Finger dexterity
- Ability to frequently lift 20 pounds
- Ability to frequently bend/crouch to perform filing
- Ability to perform most work from a sedentary position
- Ability to function in situations encountered in a normal office setting

**GREEN LAKE COUNTY
PERSONNEL COSTS**

Current 2025 Budget	Notes	RATE	Hours	Total Salary	WRS	SOCIAL SECURITY	HEALTH	HSA	LIFE	TOTAL FRINGE BEN.	TOTAL
Finance Director			2080	\$ 110,854	\$ 7,649	\$ 8,481	\$ 27,033	\$ -	\$ 491	\$ 43,654	\$ 154,508
Administrator			2080	\$ 127,387	\$ 8,790	\$ 9,746	\$ 1,500	\$ -	\$ 566	\$ 20,602	\$ 147,989
PT Deput County Clerk		23.77	1500	\$ 35,655	\$ 2,461	\$ 2,728	\$ 1,500	\$ -	\$ 233	\$ 6,922	\$ 42,577
Accounting Specialist		27.98	1456	\$ 40,739	\$ 2,811	\$ 3,117	\$ 1,050	\$ -	\$ 32	\$ 7,010	\$ 47,749
Accounting Specialist		27.98	624	\$ 17,460	\$ 1,205	\$ 1,336	\$ 450	\$ -	\$ 10	\$ 3,001	\$ 20,461
Grand Total			7740	\$ 332,094	\$ 22,916	\$ 25,408	\$ 31,533	\$ -	\$ 1,332	\$ 81,189	\$ 413,283

Proposed Changes		RATE	Hours	Total Salary	WRS	SOCIAL SECURITY	HEALTH	HSA	LIFE	TOTAL FRINGE BEN.	TOTAL
										\$ -	\$ -
(* 10 Months) Administration/Financial Stipends	9 Months			\$ -							\$ 41,667
Accounts Payable/Payroll Coordinator	6 Months	27.98	1040	\$ 29,099	\$ 2,023	\$ 2,227	\$ 13,517	\$ -	\$ 150	\$ 17,917	\$ 47,016
HWY Account Clerk Specialist	6 Months	27.24	1040	\$ 28,330	\$ 1,969	\$ 2,168	\$ 13,517	\$ -	\$ 150	\$ 17,804	\$ 46,133
Human Resources Coordinator	6 Months	33.87	1040	\$ 35,225	\$ 2,449	\$ 2,695	\$ 13,517		\$ 150	\$ 18,811	\$ 54,035
Grand Total			3120	\$ 92,654	\$ 6,441	\$ 7,090	\$ 40,550	\$ -	\$ 450	\$ 54,531	\$ 188,851

RESOLUTION NUMBER 13-2025

Resolution Authorizing a Highway Department Employee On-call Stipend

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of June, 2025, does resolve as follows:

- 1 **WHEREAS**, Green Lake County highway workers are essential to maintaining public safety
- 2 and infrastructure year-round, and
- 3 **WHEREAS**, emergencies and weather events often require response outside of normal
- 4 working hours, and
- 5 **WHEREAS**, compensating employees for their availability to respond outside of the standard
- 6 Monday through Thursday work week improves service reliability and ensures fairness.
- 7 **FISCAL NOTE:** Estimated annual cost is \$15,600, based on two employees being on call
- 8 three days per week (Friday–Sunday) for 52 weeks per year at a stipend of \$50 per day.
- 9 A majority vote is needed to pass.

Approved by Finance Committee

Roll Call on Resolution No. 13 -2025

Submitted by Highway Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this 17th
day of June, 2025.

/s/ Dennis Mulder

Dennis Mulder, Chair

Absent

Chuck Buss

/s/ Charlie Wielgosh

Charlie Wielgosh

/s/ Bob Schweder

Bob Schweder

/s/ Harley Reabe

Harley Reabe

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

10 **NOW THEREFORE BE IT RESOLVED** that effective immediately, Green Lake County
11 highway workers who are scheduled and approved to be on call outside of the regular Monday–
12 Thursday work week shall receive a stipend of \$50.00 per day.

13 **BE IT FURTHER RESOLVED** that employees receiving this stipend must be available and fit
14 for duty if called in during the on-call period.

15 **BE IT FURTHER RESOLVED** that this policy shall be administered by the Highway
16 Commissioner or designee in accordance with established procedures.

17 **BE IT FURTHER RESOLVED** that funding for the stipend shall be allocated through the
18 existing highway department budget unless otherwise amended.

ORDINANCE NO. 09-2025

**Relating to: Rezone in the Town of Berlin
Owner(s): Mark & Kim Nowacki and Timothy Lind**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th of June 2025, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED that the Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as relates to the Town of Berlin, shall be amended as follows:

Owner(s): Mark & Kim Nowacki and Timothy Lind, **Location:** W270 White Ridge Road, **Parcel(s):** 002-00204-0200 & 002-00204-0300. **Legal Description:** Part of SW ¼ of SE ¼, located in Section 12, T17N, R13E, Town of Berlin, ±21.469 acres. **Request:** The owners are requesting a rezone of ±3.022 acres zoned A2, General Agriculture District, to R4, Rural Residential District and a rezone of ±1.0 acres zoned A1, Farmland Preservation District, to A2, General Agriculture District. To be identified by Certified Survey Map.

BE IT FURTHER ORDAINED, that this ordinance shall become effective upon passage and publication.

Roll Call on Ordinance No. 09-2025

Submitted by Land Use Planning &
Zoning Committee:

Ayes , Nays , Absent , Abstain

/s/ Chuck Buss

Passed and Enacted/Rejected this 17th
Day of June 2025.

Chuck Buss, Chair

/s/ William Bouwell

William Boutwell, Vice Chair

County Board Chairman

/s/ Sue Wendt

Sue Wendt

ATTEST: County Clerk
Approve as to Form:

/s/ Gene Thom

Gene Thom

Jeffrey Mann, Corporation Counsel

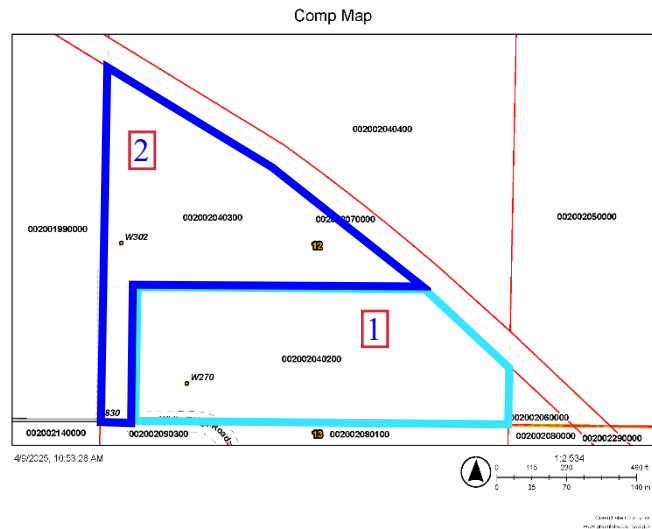
Absent

Curt Talma

Mark & Kim Nowacki and Timothy Lind
Town of Berlin
W270 White Ridge Road, Parcels #002-00204-0200 & #002-00204-0300
Lot 1 of CSM 2177 V9, Section 12, T17N, R13E

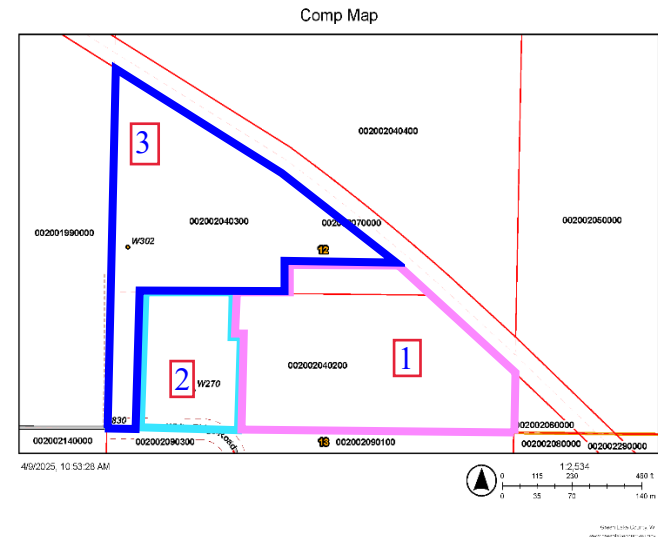
Existing Configuration

- 1** = ±11.189-acre parcel zoned A2, General Agriculture District
- 2** = ±10.28-acre parcel zoned A1, Farmland Preservation District



Proposed Configuration

- 1** = ±9.167-acre parcel zoned A2, General Agriculture District
- 2** = ±3.022-acre parcel zoned R4, Rural Residential District
- 3** = ±9.28-acre parcel zoned A1, Farmland Preservation District



GREEN LAKE COUNTY POSITION DESCRIPTION

TITLE: County Manager

DEPARTMENT: Administration

LOCATION: Government Center

REPORTS TO: County Board through the Administrative Committee

PURPOSE OF POSITION: As Chief Administrative Officer of Green Lake County, performs managerial and leadership functions including but not limited to internal policy, operations, finances, external relations and human resources in compliance with Wisconsin State Statute §59.19.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

POLICY

- Provides input on ordinances, resolutions and policies, and instructs Corporation Counsel as required.
- Recommends County organizational structure.
- Prepares reports to the County Board and Administrative Committee.
- Keeps informed on pending federal and state legislation affecting counties.
- Ensures that ordinances, resolutions, policies, regulations, state and federal laws are observed and executed.
- Coordinates the transaction of all county administrative business.
- **Develop Strategic Plan for the County**

OPERATIONAL OVERSIGHT

- Has authority to make day-to-day operational decisions within established policies and procedures.
- Provides recommendations and solutions for administrative and operational problems.
- Reviews management methods and recommends practices to provide effective and efficient government.
- Executes the orders of the County Board.

FINANCIAL

- Prepares and submits annual county budget (with Finance Committee).
- Complies with Wisconsin State Statute §59.60 with respect to expenditures.
- Monitors finances and activities.
- Provides financial policy recommendations.
- Oversees and coordinates with appropriate committees.
- Evaluates capital improvement budget.
- Approves and signs contracts.

EXTERNAL RELATIONS

- Spokesperson related to daily operations of the county subject to coordination with and direction of the County Board Chairperson.
- Handles public relations (i.e. press releases, publications, speeches, etc.).

- Represents county at public functions and intergovernmental meetings, legislative meetings and hearings, business transactions, negotiations (i.e. with city officials, business leaders, town and villages representatives, economic development groups).

HUMAN RESOURCES

- Hires, evaluates, supervises and disciplines Department Heads and Officers subject to County Board Approval, except those elected by the people.
- Conducts staff meetings with Department Heads.
- Receives, reviews and responds to complaints regarding personnel and operations.
- Implements appropriate discipline as required by county ordinance or state statute.
- Evaluates staffing levels and makes staffing recommendations to Administrative Committee (appointees subject to committee confirmation).
- Makes policy recommendations to Administrative Committee.
- Attains high level of effective work relationships with Department Heads and other staff.
- Appoints Assistants in the County Administrator's office, with County Board approval.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS: Up to 75% of the time is spent talking, hearing, handling objects or fingering which includes typing or writing. Walking, sitting, using far and near vision, are used 65% of time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending or twisting would be required.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS: 90% of the time is spent indoors, approximately 10% of the time is spent traveling, viewing properties, etc.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: Telephone, copy machine, calculator, computer terminal, fax machine, and printing equipment.

EDUCATION REQUIREMENTS: Bachelor's Degree in Public Administration or allied discipline required; Master's Degree preferred. Significant experience in the administration of a complex organization required.

KNOWLEDGE AND SKILLS REQUIRED:

- Thorough knowledge of county organization, policy, procedures, rules, regulations, operating methods and procedures.
- Financial management experience, budget preparation, and knowledge of various funding resources and allocation.
- Ability to supervise, organize, manage, select and evaluate Department Heads and other staff.
- Attain high level of effective work relationships with employees, elected officials and the public.
- Possess high level of written and oral communication skills.

APPOINTMENTS TO BE MADE AT THE June 17, 2025 County Board

Appoint/Reappoint	Name	Committee Name	Term Ending
Reappointed	Nita Krenz	Winnefox Library System Trustee	4/20/2027
Appoint	Nita Krenz	Advocap	4/21/2026