



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 07/03/2025

Amended Post Date:

The following documents are included in the packet for the Administrative Committee Meeting on July 10, 2025:

- 1) Agenda
- 2) Minutes for approval: 06/12/2025
- 3) Resolution
 - Delegating the Authority to Enter Into Settlement Agreements with Opioid Defendants to the County Manager
- 4) Ordinance
 - Ordinance Vacating Office of County Administrator and Establishing Office of County Manager
- 5) Budget Adjustment
 - Radio Towers
- 6) 2026 Budgets
 - Administration
 - County Clerk
 - County Board
 - Corporation Counsel
 - Fair



**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, July 10, 2025 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: 06/12/2025
5. Public comment (3 min. limit)
6. *Resolution
 - Delegating the Authority to Enter Into Settlement Agreements with Opioid Defendants to the County Manager
7. *Ordinance
 - Ordinance Vacating Office of County Administrator and Establishing Office of County Manager
8. *Budget Adjustment
 - Radio Towers
9. 2026 Budget
 - Administration
 - County Clerk
 - County Board
 - Corporation Counsel
 - Fair
10. Closed Session
 - Move into Closed Session per WI Statute 19.85 (1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – regarding potential involvement in unemployment appeal by former employee.
11. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session
12. Committee Discussion
 - Future Meeting Date: August 14th, 2025 @ 4:00 PM
 - Future Agenda Items for Action & Discussion
13. 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

June 12, 2025

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Thursday, June 12, 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
Joe Gonyo
Nancy Hoffmann
Bob Schweder
Gene Thom

Absent: Brian Floeter
Dennis Mulder

Other County Employees Present: Liz Otto, County Clerk; Jason Jerome, Interim County Administrator; Stacy Graff, Fair Coordinator; Kayla Yonke, HHS Financial Manager; Sheriff Mark Podoll; Renee Thiem-Korth, Register of Deeds; Jeff Mann, Corporation Counsel

APPROVAL OF MINUTES – 05/07/2025

Motion/second (Schweder/Thom) to approve the minutes of the 05/07/2025 meeting as presented with no additions or corrections. Motion carried with no negative vote.

PUBLIC COMMENT (3 MINUTE LIMIT) – none

RESOLUTION

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

Interim County Administrator Jason Jerome outlined the restructured position stating that this ties in with the Highway Account Clerk and the proposed HR Coordinator. Discussion held.

Motion/second (Thom/Schweder) to stipulate this position will be placed in Pay Grade 12 and approve the resolution and forward to Finance and 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 provided background and stated this position would be placed in Pay Grade 9. Discussion held.

Motion/second (Thom/Schweder) to stipulate this position will be placed in Pay Grade 9 and approve the resolution and forward to Finance and County Board for final approval. Motion carried with no negative vote.

FAIR LOGO AND TRACK UPDATE

Fair Coordinator Stacy Graff provided the updated Green Lake County Fair logo. Graff also stated that the track audio is being taken care of through sponsor funding and should be complete by August.

DISCUSSION AND ACTION ON ADMINISTRATIVE COORDINATOR JOB DESCRIPTION

Interim County Administrator Jason Jerome presented the updated job description for the Administrative Coordinator position. Discussion held regarding the title for the position. Corporation Counsel Jeff Mann stated that any changes would be incorporated into the ordinance. *Motion/second (Hoffmann/Schweder)* to add strategic planning to the list of responsibilities and send to County Board for final approval. Motion carried with no negative vote.

UPDATE AND DISCUSSION REGARDING UW-MILWAUKEE HIGHWAY SITE CONTRACT

Interim County Administrator Jason Jerome stated that UW-Milwaukee has been contracted to relocate the burial sites at the highway facility land. The entire process should take about 6 weeks. Discussion held on relocating the sites to a cemetery instead of county land.

CLOSED SESSION

- Move into closed session per WI §19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – regarding potential involvement in unemployment appeal by former employee.

Motion/second (Thom/Schweder) to move into Closed Session at 4:25 PM. Ayes - 5, Nays - 0, Absent – 2, Abstain - 0. Motion carried.

Motion/second (Schweder/Hoffmann) to allow Jason Jerome and Liz Otto to attend the Closed Session. Motion carried with no negative vote.

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

Motion/second (Thom/Schweder) to reconvene into Open Session at 4:32 PM. Ayes - 5, Nays – 0, Absent – 2, Abstain - 0. Motion carried.

No action taken in Closed Session.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items –

Next Meeting Date – July 10, 2025 @ 4:00 PM

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:32 PM.

Submitted by,

Liz Otto
County Clerk

RESOLUTION NUMBER -2025

**Delegating the Authority to Enter Into Settlement Agreements with Opioid
Defendants to the County Manager**

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

- 1 **WHEREAS**, the County Board of Supervisors previously authorized the County to enter
2 into an engagement agreement with von Briesen & Roper, s.c., Crueger Dickinson LLC
3 and Simmons Hanly Conroy LLP (the “Law Firms”) to pursue litigation against certain
4 manufacturers, distributors, and retailers of opioid pharmaceuticals (the “Opioid
5 Defendants”) in an effort to hold the Opioid Defendants financially responsible for the
6 County’s vast expenditure of money and resources to combat the opioid epidemic;
- 7 Fiscal note is not applicable.
- 8 A majority vote is needed to pass.

Roll Call on Resolution No. -2025

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this
_____ day of _____, 2025.

Dave Abendroth, Chair

Bob Schweder

County Board Chairman

Nancy Hoffmann

ATTEST: County Clerk
Approve as to Form:

Brian Floeter

Corporation Counsel

Dennis Mulder

Joe Gonyo

Gene Thom

9 **WHEREAS**, on behalf of the County, the Law Firms filed a lawsuit against the Opioid
10 Defendants;

11 **WHEREAS**, the Law Firms filed similar lawsuits on behalf of 66 other Wisconsin
12 counties and all Wisconsin cases were coordinated with thousands of other lawsuits
13 filed against the same or substantially similar parties as the Opioid Defendants in the
14 Northern District of Ohio, captioned *In re: Opioid Litigation*, MDL 2804 (the “Litigation”);

15 **WHEREAS**, four (4) additional Wisconsin counties (Milwaukee, Dane, Waukesha, and
16 Walworth) hired separate counsel and joined the Litigation;

17 **WHEREAS**, since the inception of the Litigation, the Law Firms have coordinated with
18 counsel from around the country (including counsel for Milwaukee, Dane, Waukesha,
19 and Walworth Counties) to prepare the County’s case for trial and engage in extensive
20 settlement discussions with the Opioid Defendants;

21 **WHEREAS**, 2021 Wisconsin Act 57 created Section 165.12 of the Wisconsin Statutes
22 relating to the settlement of all or part of the Litigation;

23 **WHEREAS**, pursuant to Wis. Stat. § 165.12(2), the Legislature’s Joint Committee on
24 Finance is required to approve settlement agreement between the County and Opioid
25 Defendants;

26
27 **WHEREAS**, pursuant to Wis. Stat. § 165.12(2), the proceeds from any settlement of all
28 or part of the Litigation are distributed 70% to local governments in Wisconsin that are
29 parties to the Litigation and 30% to the State;

30
31 **WHEREAS**, Wis. Stat. § 165.12(7) bars claims from any Wisconsin local government
32 against the Opioid Defendants filed after June 1, 2021;

33 **WHEREAS**, several of the Opioid Defendants previously agreed to settlement terms
34 with the Plaintiffs’ Executive Committee (“PEC”), which is comprised of attorneys
35 representative of all litigating local governments around the country, subject to individual
36 approval of the litigating local governments including Green Lake County;

37 **WHEREAS**, representatives of the Law Firms serve on the PEC and, therefore, are
38 intimately familiar with the terms of the previous settlements and will be familiar with the
39 terms of any settlement with any other Opioid Defendant recommended for approval by
40 the PEC;

41 **WHEREAS**, it is anticipated that several additional settlements will be proposed by
42 various Opioid Defendants and recommended for approval by the PEC;

43 **WHEREAS**, Green Lake County’s process for approving settlement with an Opioid
44 Defendant is typically a process requiring weeks for committee review and approval as
45 well as approval by the full Green Lake County Board;

46 **WHEREAS**, given concerns surrounding timing for participation in future settlements
47 combined with the number of anticipated settlements, it would be prudent to provide an
48 opportunity for Green Lake County to create a process whereby the authority to enter into
49 settlement agreements is delegated to the Green Lake County Manager provided that
50 any such settlement agreement is recommended by the PEC and the Law Firms; and
51

52 **WHEREAS**, the intent of this Resolution is to delegate to the specified County officer,
53 namely the County Manager, the authority to enter into settlement agreements with any
54 Opioid Defendant from the date of this Resolution forward provided (a) the settlement is
55 recommended for approval by the PEC and the Law Firms; and (b) the Green Lake
56 County share of proceeds from any such settlement is consistent with the shares
57 established in Exhibit A to Addendum Two, a copy of which is attached to this Resolution
58 and which is consistent with the allocations established in previous settlements with
59 Opioid Defendants.
60

61 **NOW, THEREFORE, BE IT RESOLVED:** the County Board of Supervisors hereby makes
62 the following resolutions:
63

- 64 1. The County Board hereby delegates authority to the County Manager to
65 enter into a settlement agreement, including without limitation the execution
66 of any and all ancillary documents and agreements necessary to effectuate
67 a settlement, with any Opioid Defendant provided (a) the PEC and the Law
68 Firms shall have recommended the settlement; and (b) the Green Lake
69 County share of proceeds from any such settlement is consistent with the
70 shares established in Addendum Two, a copy of which is attached to this
71 Resolution and which is consistent with the allocations established in
72 previous settlements with Opioid Defendants.
- 73 2. Prior to executing any settlement agreement, or any document related
74 thereto, the County Manager shall provide notice to the County Board Chair
75 of the proposed settlement and the terms related thereto.
- 76 3. The County Manager is authorized and directed to take any and all such
77 other and further action necessary to effectuate the intent of this Resolution.
78

79 **BE IT FURTHER RESOLVED**, all proceeds from any settlement agreement not otherwise
80 directed to the Attorney Fees Account shall be deposited in the County's Opioid
81 Abatement Account. The Opioid Abatement Account shall be administered consistent
82 with the terms of this Resolution, Wis. Stat. § 165.12(4), and the applicable settlement
83 agreement.
84

85 **BE IT FURTHER RESOLVED**, the County hereby authorizes the establishment of an
86 account separate and distinct from any account containing funds allocated or allocable to
87 the County which shall be referred to by the County as the "Attorney Fees Account." An
88 escrow agent shall deposit a sum equal to up to, but in no event exceeding, an amount
89 equal to 20% of the County's proceeds from a settlement agreement into the Attorney

90 Fees Account unless such other amount is established by the applicable settlement
91 agreement. If the payments to the County are not enough to fully fund the Attorney Fees
92 Account as provided herein because such payments are made over time, the Attorney
93 Fees Account shall be funded by placing up to, but in no event exceeding, an amount
94 equal to 20% of the proceeds from a settlement agreement attributable to Local
95 Governments (as that term is defined in the MOU) into the Attorney Fees Account for
96 each payment. Funds in the Attorney Fees Account shall be utilized to pay the fees,
97 costs, and disbursements owed to the Law Firms pursuant to the engagement agreement
98 between the County and the Law Firms provided, however, the Law Firms shall receive
99 no more than that to which they are entitled under their fee contract when considering the
100 amounts paid the Law Firms from any fee fund established in a settlement agreement
101 and allocable to the County. The Law Firms may make application for payment from the
102 Attorney Fees Account at any time and the County shall cooperate with the Law Firms in
103 executing any documents necessary for the escrow agent to make payments out of the
104 Attorney Fees Account.
105

106 **BE IT FURTHER RESOLVED:** that all actions heretofore taken by the Board of
107 Supervisors and other appropriate public officers and agents of the County with respect
108 to the matters contemplated under this Resolution are hereby ratified, confirmed and
109 approved.

EXHIBIT A

Allocation of Proceeds Among the Local Governments

The following chart is agreed upon by and between the Local Governments identified below as representing the allocation of proceeds from the Settlement Agreements following (a) allocation to the Local Governments; and (b) allocation to the Attorney Fee Fund. The Local Governments shall cooperate with one another and the State in the negotiation and execution of an Escrow Agreement to effectuate the terms of the State-Local Government MOU, the Local Government MOU and the allocation set forth below. **The monetary value associated with the percentages below will be calculated consistent with the Settlement Agreements.**

| Local Government Type | Wisconsin Litigating Local Government | Allocation Percentage |
|-----------------------|---------------------------------------|-----------------------|
| County | Adams County | 0.327% |
| County | Ashland County | 0.225% |
| County | Barron County | 0.478% |
| County | Bayfield County | 0.124% |
| County | Brown County | 2.900% |
| County | Buffalo County | 0.126% |
| County | Burnett County | 0.224% |
| County | Calumet County | 0.386% |
| County | Chippewa County | 0.696% |
| County | Clark County | 0.261% |
| County | Columbia County | 1.076% |
| County | Crawford County | 0.195% |
| County | Dane County | 8.248% |
| County | Dodge County | 1.302% |
| County | Door County | 0.282% |
| County | Douglas County | 0.554% |
| City | Superior | 0.089% |
| County | Dunn County | 0.442% |
| County | Eau Claire County | 1.177% |
| County | Florence County | 0.053% |
| County | Fond Du Lac County | 1.196% |
| County | Forest County | 0.127% |
| County | Grant County | 0.498% |
| County | Green County | 0.466% |
| County | Green Lake County | 0.280% |
| County | Iowa County | 0.279% |

| | | |
|--------|------------------|---------|
| County | Iron County | 0.061% |
| County | Jackson County | 0.236% |
| County | Jefferson County | 1.051% |
| County | Juneau County | 0.438% |
| County | Kenosha County | 3.712% |
| City | Kenosha | 0.484% |
| City | Pleasant Prairie | 0.059% |
| County | Kewaunee County | 0.156% |
| County | La Crosse County | 1.649% |
| County | Lafayette County | 0.134% |
| County | Langlade County | 0.312% |
| County | Lincoln County | 0.350% |
| County | Manitowoc County | 1.403% |
| County | Marathon County | 1.259% |
| County | Marinette County | 0.503% |
| City | Marinette | 0.032% |
| County | Marquette County | 0.246% |
| County | Menominee County | 0.080% |
| County | Milwaukee County | 25.220% |
| City | Cudahy | 0.087% |
| City | Franklin | 0.155% |
| City | Greenfield | 0.163% |
| City | Milwaukee | 7.815% |
| City | Oak Creek | 0.166% |
| City | South Milwaukee | 0.096% |
| City | Wauwatosa | 0.309% |
| City | West Allis | 0.378% |
| County | Monroe County | 0.655% |
| County | Oconto County | 0.336% |
| County | Oneida County | 0.526% |
| County | Outagamie County | 1.836% |
| County | Ozaukee County | 1.036% |
| County | Pepin County | 0.055% |
| County | Pierce County | 0.387% |
| County | Portage County | 0.729% |
| County | Price County | 0.149% |
| County | Racine County | 3.208% |
| City | Mount Pleasant | 0.117% |
| City | Sturtevant | 0.018% |

| | | |
|--------|--------------------|--------|
| City | Union Grove | 0.007% |
| City | Yorkville Town | 0.002% |
| County | Richland County | 0.218% |
| County | Rock County | 2.947% |
| County | Rusk County | 0.159% |
| County | Sauk County | 1.226% |
| County | Sawyer County | 0.258% |
| County | Shawano County | 0.418% |
| County | Sheboygan County | 1.410% |
| County | St Croix County | 0.829% |
| County | Taylor County | 0.159% |
| County | Trempealeau County | 0.320% |
| County | Vernon County | 0.322% |
| County | Vilas County | 0.468% |
| County | Walworth County | 1.573% |
| County | Washburn County | 0.185% |
| County | Washington County | 1.991% |
| County | Waukesha County | 6.035% |
| County | Waupaca County | 0.606% |
| County | Waushara County | 0.231% |
| County | Winnebago County | 2.176% |
| County | Wood County | 0.842% |

ORDINANCE NO. -2025

**Ordinance Vacating Office of County Administrator and Establishing Office of
County Manager**

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

- 1 **NOW, THEREFORE, BE IT ORDAINED**, that Green Lake County Code, Chapter 60,
2 Article IV shall be amended as follows:
3
4 Article IV ~~County Administrator~~ County Manager

Roll Call on Resolution No. -2025

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Enacted/Rejected this _____
day of _____ , 2025.

David Abendroth, Chair

Gene Thom, Vice Chair

County Board Chairman

Dennis Mulder

ATTEST: County Clerk
Approve as to Form:

Brian Floeter

Corporation Counsel

Bob Schweder

Nancy Hoffmann

Joe Gonyo

[Adopted 7-19-2016 by Ord. No. 13-2016^[1]]

[1]

Editor's Note: This ordinance also repealed former Art. IV, Administrative Coordinator, adopted 7-15-1997 by Ord. No. 647-97, as amended.

~~§ 60-16 Office of County Administrator established.~~

~~§ 60-17 Appointment.~~

~~§ 60-18 Removal.~~

~~§ 60-19 Continuing duties, structure and classification.~~

~~§ 60-20 Board and Commission appointments.~~

~~§ 60-21 Accountability and responsibility.~~

~~§ 60-22 Contracts for goods and services.~~

~~§ 60-23 through § 60-29. (Reserved)~~

~~§ 60-16 Office of County Administrator established.~~

~~There is created an Office of County Administrator for Green Lake County with all duties and powers set forth under § 59.18, Wis. Stats. This office shall replace the Office of Administrative Coordinator created through the enactment of Ordinance No. 647-97 and amended by Ordinance Nos. 857-06 and 895-07.~~

~~§ 60-17 Appointment.~~

~~The County Administrator shall be appointed by the County Board of Supervisors by a majority vote and shall report to the Administrative Committee.~~

~~§ 60-18 Removal.~~

~~The County Administrator may be removed by the County Board as provided in §§ 59.18 and 17.10(2), Wis. Stats.~~

~~§ 60-19 Continuing duties, structure and classification.~~

~~All references in the Green Lake County Code, the Personnel Policies and Procedures Manual and the Administrative Policy Manual to "Administrative Coordinator" hereinafter shall mean the "County Administrator" position.~~

~~§ 60-20 Board and Commission appointments.~~

~~The County Board's right to elect and appoint its own officers and committees as set forth in § 59.12 Wis. Stats., is codified in Chapter 2 of the Green Lake County Code and is reaffirmed. Pursuant to § 59.18(2)(c), Wis. Stats., the County Administrator shall appoint members of boards and commissions, subject to confirmation of the County Board.~~

~~**§ 60-21 Accountability and responsibility.**~~

~~**A.**~~

~~The County Administrator is accountable to the County Board for the administration of its policies and programs, and for his or her conduct as a responsible public official.~~

~~**B.**~~

~~No provision of this chapter is intended to vest in the County Administrator any duty, or grant the County Administrator any authority, which is vested in law in any other County officer, employee, commission, committee, or board. In the absence of specific authority vested by statute, ordinance or resolution with the County Administrator, policy direction shall be solicited from the County Board.~~

~~**§ 60-22 Contracts for goods and services.**~~

~~The County Administrator shall review and sign all contracts for goods and services after review by the Corporation Counsel, unless the contract requires the signature of the County Board Chair and County Clerk.~~

§ 60-23 Office of County Manager Established.

There is created an Office of County Manager for Green Lake County. Said position shall remain synonymous with the position of Administrative Coordinator described in WI Stat. § 59.19 Wis. Stats. and, furthermore, shall be responsible for coordinating all administrative and management functions of county government as determined by the County Board and which have not otherwise been vested by law in other boards, commissions or elected officials. This office shall replace the Office of County Administrator created through the enactment of Ordinance No. 13-2016.

§ 60-24 Appointment.

The County Manager shall be appointed by the County Board of Supervisors by a majority vote and shall report to the Administrative Committee.

§ 60-25 Removal.

The County Manager may be removed by an affirmative vote of two-thirds of the supervisors entitled to seats on the County Board and in accordance with § 17.10 (2), Wis. Stats.

§ 60-26 Structure and classification.

To the extent that no conflicts with statutory authority are created, all references in the Green Lake County Code, the Personnel Policies and Procedures Manual and the Administrative Policy Manual to "County Administrator" or "Administrative Coordinator" hereinafter shall mean the "County Manager" position.

§ 60-27 Duties.

The County Manager shall exercise the following powers and duties, subject to the general supervision of the Administrative Committee:

- A) The County Manager shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.
- B) Act as a liaison between County Board and County Departments; maintain personnel policies and procedures under the direction of the Administrative Committee; work cooperatively with Corporation Counsel and Human Resources regarding personnel questions, issues and grievances; insurance and benefit management through appropriate committees; coordinate the budget process under the direction of the Finance Committee; conduct monthly department head meetings to develop cooperation supervisory training and share information; work cooperatively with Human Resources to coordinate employee training; recommend resolutions, ordinances or regulations to the County Board through the appropriate committee; as necessary, promote and improve county services in the public interest and provide all information, data and reports requested by the County Board to the extent that said information is available; work cooperatively with the Parks/Maintenance Supervisor regarding project specifications, bidding process and obtaining permits when applicable; represent the county in its business with other public and private bodies as directed.

§ 60-28 and § 60-29. (Reserved).

103 **BE IT FURTHER ORDAINED**, that Green Lake County Chapter 60, Article IV, §§ 60-16
104 through 60-22 are hereby withdrawn.

105
106 **BE IT FURTHER ORDAINED**, that this ordinance shall become effective upon passage
107 and publication.

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Date: June 30, 2025
Department: Purchasing and Utilities
Amount: \$14,500.00
Budget Year Amended: _____

Recording information

Batch no: _____
Date: _____

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

Correcting an oversight from the 2024 and 2025 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:

| <u>Account #</u> | <u>Account Name</u> | <u>Current Budget</u> | <u>Budget Adjustment</u> | <u>Final Budget</u> |
|------------------|---------------------|-----------------------|--------------------------|---------------------|
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ - | |

Expenditure Budget Lines Amended:

| <u>Account #</u> | <u>Account Name</u> | <u>Current Budget</u> | <u>Budget Adjustment</u> | <u>Final Budget</u> |
|-------------------------|-----------------------------|-----------------------|--------------------------|---------------------|
| 25-100-04-51430-222-003 | Electrical/Gas Radio Towers | \$ - | \$ 14,000.00 | \$ 14,000.00 |
| 25-101-00-58000-000-000 | Contingency Fund Exp | \$ 89,692.00 | \$ (14,000.00) | \$ 75,692.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ - | |

Section #2

Department Head Approval: Jason Jerome Date: 06/30/2025
Finance Director Approval: Kayla Jonke Date: 6/30/2025
County Administrator Approval: Jason Jerome Date: 06/30/2025
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 Statue 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 aproval 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 2026 BUDGET

| | | ACTUAL 12/31/2023 | ACTUAL 12/31/2024 | ACTUAL 6/30/2025 | 2025 REVISED | 2026 PROPOSED |
|---------------------------|-----------------------------|----------------------|----------------------|---------------------|-----------------|------------------|
| ADMINISTRATOR | | | | | | |
| 100-22-51810-110-000 | SALARIES | 211,979 | 126,847 | | 127,387 | 254,301 |
| 100-22-51810-151-000 | SOCIAL SECURITY | 16,714 | 9,620 | | 9,746 | 19,456 |
| 100-22-51810-153-000 | RET EMPLOYER SHARE | 14,809 | 8,566 | | 8,790 | 17,550 |
| 100-22-51810-154-000 | HEALTH INSURANCE | 22,115 | 1,500 | | 1,500 | 55,566 |
| 100-22-51810-155-000 | LIFE INSURANCE | 916 | 566 | | 566 | - |
| 100-22-51810-161-000 | EMPLOYEE ASSISTANCE PROGRAM | | | | | |
| 100-22-51810-210-000 | LABOR LAWS | | 75 | | 500 | - |
| 100-22-51810-213-000 | SPECIAL ACCOUNTING | 86,340 | 11,236 | | | 88,350 |
| 100-22-51810-225-000 | TELEPHONE | 322 | 516 | | 516 | 20 |
| 100-22-51810-242-000 | PRINT MANAGEMENT | 452 | 276 | | 200 | 800 |
| 100-22-51810-307-000 | TRAINING | 535 | 2,268 | | 750 | 2,100 |
| 100-22-51810-310-000 | OFFICE SUPPLIES | 1,227 | 914 | | 1,120 | 2,416 |
| 100-22-51810-324-000 | MEMBER DUES | 438 | 1,095 | | 1,825 | 995 |
| 100-22-51810-325-000 | REGISTRATIONS & CONVENTIONS | 1,257 | 888 | | 1,425 | 1,125 |
| 100-22-51810-330-000 | TRAVEL | 1,074 | 726 | | 1,885 | 1,125 |
| 100-22-51810-382-070 | DRUG TESTING/SCREENING | | | | | 2,625 |
| 100-22-51810-382-000 | PRE-EMPLOYMENT PHYSICALS | | | | | 3,500 |
| 100-22-51810-390-000 | BACKGROUND CHECKS | | | | | 1,150 |
| 100-22-51810-790-000 | EMPLOYEE INCENTIVE PROGRAMS | | | | 5,000 | 5,500 |
| TOTAL EXPENDITURES | | 358,177 | 165,093 | - | 161,210 | 456,579 |
| FINANCING PROPOSAL | | | | | | |
| COUNTY APPROPRIATION | | 358,177 | 165,093 | - | 161,210 | 456,579 |

GREEN LAKE COUNTY 2026 BUDGET

| | | ACTUAL 12/31/2023 | ACTUAL 12/31/2024 | ACTUAL 6/30/2025 | 2025 REVISED | 2026 PROPOSED |
|---------------------------|-----------------------------------|----------------------|----------------------|---------------------|-----------------|------------------|
| COUNTY CLERK | | | | | | |
| 100-04-51420-110-000 | SALARIES | 156,219 | 164,722 | | 169,184 | 136,748 |
| 100-04-51420-125-000 | OVERTIME | | 89 | | | - |
| 100-04-51420-151-000 | SOCIAL SECURITY | 11,419 | 12,310 | | 12,944 | 10,462 |
| 100-04-51420-153-000 | RET. EMPLOYER SHARE | 10,611 | 11,241 | | 11,675 | 9,505 |
| 100-04-51420-154-000 | HEALTH INSURANCE | 37,620 | 27,129 | | 50,259 | 28,533 |
| 100-04-51420-155-000 | LIFE INSURANCE | 665 | 691 | | 713 | 481 |
| 100-04-51420-206-000 | SERVICE CONTRACTS | 3,476 | 2,729 | | 3,000 | 2,500 |
| 100-04-51420-242-000 | PRINT MANAGEMENT | 573 | 625 | | 600 | 1,100 |
| 100-04-51420-293-000 | EMPLOYEE RECOGNITION AWARDS | 275 | | | | |
| 100-04-51420-303-000 | CODIFICATION | 4,967 | 1,356 | | 5,500 | 4,000 |
| 100-04-51420-307-000 | TRAINING | 69 | 100 | | 250 | 250 |
| 100-04-51420-310-000 | OFFICE SUPPLIES | 1,511 | 1,211 | | 1,500 | 1,905 |
| 100-04-51420-323-000 | ADVERTISING | - | | | | 150 |
| 100-04-51420-324-000 | MEMBER DUES | 125 | 125 | | 125 | 175 |
| 100-04-51420-325-000 | REGISTRATIONS & CONVENTIONS | 1,102 | 439 | | 1,300 | 1,300 |
| 100-04-51420-330-000 | TRAVEL | 146 | 32 | | 50 | 50 |
| TOTAL EXPENDITURES | | 228,779 | 222,799 | - | 257,100 | 197,159 |
| COUNTY CLERK | | | | | | |
| FINANCING PROPOSAL | | | | | | |
| 100-04-46110-000-000 | COUNTY CLERK - MARRIAGE LIC | 3,420 | 3,810 | | 2,600 | 2,600 |
| 100-04-46111-000-000 | MARRIAGE LICENSES - WAIVERS | 225 | 200 | | 150 | 150 |
| 100-04-46112-000-000 | DNR LICENSE SALES COMMISSION | | | | 50 | 50 |
| 100-04-46114-000-000 | OFFICIAL DIRECTORY FEES | 6 | 59 | | 20 | 20 |
| 100-04-46127-000-000 | PASSPORT FEES | 9,625 | 10,170 | | 9,000 | 8,000 |
| 100-04-46128-000-000 | PASSPORT PHOTOS | 2,640 | 2,650 | | 2,600 | 2,500 |
| 100-04-46644-000-000 | MISC REIMBURSEMENTS (BADGES, ETC) | 51 | 5 | | 30 | 30 |
| 100-04-46760-000-000 | COPY FEES | 30 | 5 | | 25 | 25 |
| TOTAL REVENUES | | 15,997 | 16,899 | - | 14,475 | 13,375 |
| COUNTY APPROPRIATION | | 212,782 | 205,900 | - | 242,625 | 183,784 |

GREEN LAKE COUNTY 2026 BUDGET

| | | ACTUAL 12/31/2023 | ACTUAL 12/31/2024 | ACTUAL 6/30/2025 | 2025 REVISED | 2026 PROPOSED |
|---------------------------|-------------------------------------|----------------------|----------------------|---------------------|-----------------|------------------|
| ELECTIONS | | | | | | |
| 26-100-04-51440-140-000 | PER DIEM - CANVAS BOARD | 90 | 180 | | 180 | 360 |
| 26-100-04-51440-242-000 | PRINT MANAGEMENT | - | - | | - | - |
| 26-100-04-51440-312-000 | ELECTION SUPPLIES | 2,252 | - | | 1,050 | 2,750 |
| 26-100-04-51440-319-000 | BALLOTS | 8,225 | 6,536 | | 16,200 | 36,000 |
| 26-100-04-51440-320-000 | PUBLICATIONS - ELECTIONS | 5,492 | 5,334 | | 6,000 | 12,000 |
| 26-100-04-51440-326-000 | PROGRAMING | 20,752 | 17,270 | | 23,500 | 42,900 |
| 26-100-04-51440-330-000 | TRAVEL | 3 | 17 | | 60 | 100 |
| TOTAL EXPENDITURES | | 36,814 | 29,338 | - | 46,990 | 94,110 |
| FINANCING PROPOSAL | | | | | | |
| 26-100-04-46116-000-000 | WISVOTE MUNICIPAL CHARGES | 900 | 3,485 | | 600 | 500 |
| 26-100-04-46116-329-000 | ELECTION NOTICES - MUNICIPAL CHRGS | 2,240 | 3,655 | | 2,200 | 3,000 |
| 26-100-04-46116-388-000 | ELECTION PROGRAMMING | 1,265 | 2,665 | | 3,200 | 3,000 |
| 26-100-04-46116-390-000 | ELECTION SUPPLIES - MUNICIPAL CHRGS | 1,963 | - | | - | - |
| TOTAL REVENUES | | 6,368 | 9,804 | - | 6,000 | 6,500 |
| COUNTY APPROPRIATION | | 30,446 | 19,534 | - | 40,990 | 87,610 |

GREEN LAKE COUNTY 2026 BUDGET

| | | ACTUAL 12/31/2023 | ACTUAL 12/31/2024 | ACTUAL 6/30/2025 | 2025 REVISED | 2026 PROPOSED |
|--|--------------------------------|----------------------|----------------------|---------------------|-----------------|------------------|
| COMMITTEES, BOARDS, & COMMISSIONS | | | | | | |
| 100-01-51110-140-000 | MEETING PAYMENTS | 30,054 | 19,569 | | 22,000 | 23,000 |
| 100-01-51110-151-000 | SOCIAL SECURITY | 1,959 | 1,601 | | 1,683 | 1,760 |
| 100-01-51110-325-000 | REGISTRATIONS & CONVENTIONS | 2,118 | 1,882 | | 2,500 | 4,000 |
| 100-01-51110-330-000 | TRAVEL | 7,826 | 4,194 | | 5,000 | 6,000 |
| TOTAL EXPENDITURES | | 41,958 | 27,246 | - | 31,183 | 34,760 |
| FINANCING PROPOSAL | | | | | | |
| COUNTY APPROPRIATION | | 41,958 | 27,246 | - | 31,183 | 34,760 |
| | | ACTUAL 12/31/2023 | ACTUAL 12/31/2024 | ACTUAL 6/30/2025 | 2025 REVISED | 2026 PROPOSED |
| COUNTY BOARD | | | | | | |
| 100-01-51100-110-000 | SALARIES | 6,231 | 5,769 | | 6,000 | 6,000 |
| 100-01-51100-140-000 | MEETING PAYMENTS | 11,940 | 8,013 | | 10,000 | 10,000 |
| 100-01-51100-151-000 | SOCIAL SECURITY | 1,294 | 1,148 | | 1,224 | 1,224 |
| 100-01-51100-242-000 | PRINT MANAGEMENT | 0 | 1 | | 25 | 75 |
| 100-01-51100-289-000 | GOVERNMENT DAY | 1,000 | 1,404 | | 1,500 | 1,450 |
| 100-01-51100-307-000 | TRAINING | - | | | | 200 |
| 100-01-51100-310-000 | OFFICE SUPPLIES | 29 | 180 | | 50 | 50 |
| 100-01-51100-320-000 | PUBLICATIONS-BOARD PROCEEDINGS | 11,062 | 9,019 | | 11,000 | 12,200 |
| 100-01-51100-324-000 | MEMBER DUES | 4,356 | 4,356 | | 4,356 | 4,356 |
| 100-01-51100-330-000 | TRAVEL | 2,914 | 1,814 | | 2,500 | 4,900 |
| TOTAL EXPENDITURES | | 38,826 | 31,704 | - | 36,655 | 40,455 |
| FINANCING PROPOSAL | | | | | | |
| COUNTY APPROPRIATION | | 38,826 | 31,704 | - | 36,655 | 40,455 |

GREEN LAKE COUNTY 2026 BUDGET

| | | ACTUAL 12/31/2023 | ACTUAL 12/31/2024 | ACTUAL 6/30/2025 | 2025 REVISED | 2026 PROPOSED |
|----------------------------|------------------------------------|----------------------|----------------------|---------------------|-----------------|------------------|
| CORPORATION COUNSEL | | | | | | |
| 100-03-51320-110-000 | SALARIES | 130,582 | 139,296 | | 132,096 | 136,277 |
| 100-03-51320-151-000 | SOCIAL SECURITY | 10,528 | 12,369 | | 12,829 | 13,148 |
| 100-03-51320-153-000 | RET. EMPLOYER SHARE | 9,463 | 11,279 | | 11,572 | 11,945 |
| 100-03-51320-154-000 | HEALTH INSURANCE | 22,938 | 26,504 | | 54,066 | 28,533 |
| 100-03-51320-155-000 | LIFE INSURANCE | 157 | 177 | | 179 | 179 |
| 100-03-51320-212-000 | SPECIAL ATTORNEY FEES | 9,830 | 1,160 | | 3,000 | 3,000 |
| 100-03-51320-218-000 | SERVICE OF PROCESS | 235 | 310 | | 700 | 700 |
| 100-03-51320-242-000 | PRINT MANAGEMENT | 294 | 269 | | 200 | 1,000 |
| 100-03-51320-309-000 | OFFICE EXPENSES | 519 | 405 | | 470 | 500 |
| 100-03-51320-324-000 | MEMBERSHIP | 603 | 586 | | 643 | 922 |
| 100-03-51320-325-005 | CONFERENCE/SEMINARS | 686 | 996 | | 749 | 830 |
| 100-03-51320-3000 | CONTINUING EDUCATION | 297 | 88 | | 200 | 200 |
| 100-03-51320-330-000 | TRAVEL | 233 | 352 | | 400 | 500 |
| 100-03-51320-369-000 | DISCOVERY/TRIAL PREP | 300 | 94 | | 360 | 1,500 |
| 100-03-51320-390-000 | LEGAL RESEARCH | 2,840 | 3,863 | | 3,818 | 4,400 |
| TOTAL EXPENDITURES | | 189,504 | 197,748 | - | 221,281 | 203,633 |
| CORPORATION COUNSEL | | | | | | |
| FINANCING PROPOSAL | | | | | | |
| 100-03-46644-000-000 | DISCOVERY/TRIAL PREP REIMBURSEMENT | - | | | - | - |
| 100-03-46755-000-000 | AWARDED ATTORNEY'S FEES | 100 | 200 | | 500 | 500 |
| 100-03-47410-000-000 | INTERDEPT BILLED FEES | - | | | | |
| 100-03-48164-000-000 | TPR STATE GRANT | - | 7,254 | | 750 | 750 |
| 100-03-48165-000-000 | CHIPS STATE GRANT | 8,802 | 10,036 | | 2,500 | 2,500 |
| 100-03-48181-000-000 | TRAINING REVENUE | - | - | | - | - |
| TOTAL REVENUES | | 8,902 | 17,490 | - | 3,750 | 3,750 |
| COUNTY APPROPRIATION | | 180,602 | 180,258 | - | 217,531 | 199,883 |

GREEN LAKE COUNTY 2026 BUDGET

| | | ACTUAL 12/31/2023 | ACTUAL 12/31/2024 | ACTUAL 6/30/2025 | 2025 REVISED | 2026 PROPOSED |
|-----------------------------|-----------------------------------|----------------------|----------------------|---------------------|-----------------|------------------|
| COUNTY FAIR | | | | | | |
| 100-13-55460-110-000 | SALARIES | 32,274 | 34,235 | | 33,112 | 34,041 |
| 100-13-55460-151-000 | SOCIAL SECURITY | 2,424 | 2,749 | | 2,535 | 2,605 |
| 100-13-55460-153-000 | RET. EMPLOYER SHARE | 1,660 | 1,891 | | 1,629 | 1,682 |
| 100-13-55460-154-000 | HEALTH INSURANCE | 5,417 | 375 | | 750 | 750 |
| 100-13-55460-155-000 | LIFE INSURANCE | 84 | 14 | | 14 | 14 |
| 100-13-55460-115-000 | COMPENSATION | 2,944 | 3,106 | | 3,200 | 4,500 |
| 100-13-55460-120-000 | JUDGES | 2,750 | 2,850 | | 3,150 | 3,000 |
| 100-13-55460-220-000 | UTILITIES | 1,992 | 2,705 | | 1,500 | 2,800 |
| 100-13-55460-242-000 | PRINT MANAGEMENT | - | | | 500 | 400 |
| 100-13-55460-293-000 | FAIR PREMIUMS | 9,262 | 10,029 | | 7,500 | 10,000 |
| 100-13-55460-294-000 | SPECIAL ACTS, FEATURES, CONT | 20,510 | 14,970 | | 20,000 | 11,700 |
| 100-13-55460-310-000 | OFFICE SUPPLIES | 4 | 61 | | 100 | 95 |
| 100-13-55460-311-000 | POSTAGE | 874 | 851 | | 850 | 850 |
| 100-13-55460-323-000 | ADVERTISING | 2,205 | 1,934 | | 2,000 | 2,000 |
| 100-13-55460-324-000 | MEMBER DUES | 506 | 545 | | 550 | 550 |
| 100-13-55460-325-000 | REGISTRATIONS & CONVENTIONS | 886 | 316 | | 500 | 520 |
| 100-13-55460-340-000 | OPERATING SUPPLIES | 3,440 | 8,585 | | 4,000 | 4,000 |
| 100-13-55460-350-000 | REPAIR & MAINT SUPPLIES/SERVICES | 48,945 | 24,443 | | 25,000 | 73,260 |
| 100-13-55460-359-990 | FAIREST OF THE FAIR PROGRAM EXP | - | | | 2,000 | 2,000 |
| 100-13-55460-359-000 | FAIR EXPENSES | - | 2,610 | | | - |
| 100-13-55460-530-000 | RENTS/LEASES | 10,925 | 10,445 | | 10,500 | 10,725 |
| 101-13-55620-999-002 | Carryover Fair Promotion Donation | | | | | |
| | TOTAL EXPENDITURES | 147,100 | 122,716 | - | 119,390 | 165,491 |
| FINANCING PROPOSAL | | | | | | |
| 100-13-43549-000-000 | STATE AID - COUNTY FAIR | 4,392 | 4,882 | | 4,500 | 4,500 |
| 100-13-46740-000-000 | COUNTY FAIR REVENUE | 25,943 | 21,396 | | 21,400 | 22,500 |
| 100-13-46741-000-000 | DONATIONS - FAIR | 15,957 | 16,678 | | 15,000 | 15,000 |
| 100-13-46741-259-990 | FAIREST OF THE FAIR DONATIONS | | 522 | | 2,000 | 2,000 |
| 101-13-49320-002-000 | APPLIED FUNDS - FAIR DONATIONS | - | | | | - |
| 100-13-46742-000-000 | FAIR GRANTS | - | 4,000 | | 2,000 | 2,000 |
| 100-13-46743-000-000 | VENDOR REVENUE | 9,400 | 7,087 | | 6,000 | 7,000 |
| 100-13-48500-000-000 | FAIR PROMOTION DONATION | 225 | | | | - |
| | TOTAL REVENUES | 55,916 | 54,565 | - | 50,900 | 53,000 |
| COUNTY APPROPRIATION | | 91,183 | 68,152 | - | 68,490 | 112,491 |
| | | | | | | 44,002 |