



# ***GREEN LAKE COUNTY***

***571 County Road A, Green Lake, WI 54941***

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**Original Post Date: 08/08/2025**

**Amended Post Date: 08/12/2025**

**The following documents are included in the packet for the Administrative Committee Meeting on August 14th, 2025:**

- 1) Agenda
- 2) Minutes for approval: 07/10/2025
- 3) Resolution
  - Resolution Creating a Fee Schedule for the Production of Copies of Public Records
- 4) \*Fair Recap
- 5) Credit Card
  - Maintenance – Van Meel
- 6) 2026 Budgets
  - IT



# 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, August 14<sup>th</sup>, 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: 07/10/2025
5. Public comment (3 min. limit)
6. Resolution
  - Resolution Creating a Fee Schedule for the Production of Copies of Public Records
7. Discussion regarding 2026 wages
8. Fair Recap
9. Credit Card
  - Maintenance - Van Meel
10. 2026 Budget
  - IT
11. Committee Discussion
  - Future Meeting Date: September 11<sup>th</sup>, 2025 @ 4:00 PM
  - Future Agenda Items for Action & Discussion
12. 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

July 10, 2025

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:01 PM on Thursday, July 10, 2025 in person 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  
Dennis Mulder

Absent: Brian Floeter

Other County Employees Present: Karissa Rohde, Deputy County Clerk; Jason Jerome, Interim County Administrator; Stacy Graff, Fair Coordinator; Kayla Yonke, HHS Financial Manager; Jeff Mann, Corporation Counsel

Remote access was not available due to technical difficulties.

### **APPROVAL OF MINUTES – 06/12/2025**

*Motion/second (Schweder/Thom)* to approve the minutes of the 06/12/2025 meeting as presented with no additions or corrections. Motion carried with no negative vote.

### **PUBLIC COMMENT (3 MINUTE LIMIT)** – none

### **RESOLUTION**

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

Outside counsel was hired to handle this matter. Discussion held.

*Motion/second (Schweder/Thom)* to approve the resolution and forward to County Board. Motion carried with no negative vote.

### **ORDINANCE**

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

Jeff Mann stated this ordinance is very similar to the ordinance presented at the May meeting. Discussion held.

*Motion/second (Mulder/Schweder)* to approve the ordinance and forward to County Board. Motion carried with no negative vote.

### **BUDGET ADJUSTMENT**

- **Radio Towers** – in the past, the funding for the radio towers was not budgeted for. It has now been built into the 2026 Budget. This money will come out of the contingency fund.

*Motion/second (Thom/Schweder)* to approve the budget adjustment. Motion carried with no negative vote.

### **2026 BUDGETS**

- **Administration** - The Admin, HR, and Finance budgets all have been combined into the Administration Budget. Jerome stated that this is why the proposed 2026 budget is so much bigger than previous years. Discussion held. Jerome will make changes to his budget.

- **County Clerk** – no discussion
- **County Board** – no discussion
- **Corporation Counsel** – no discussion
- **Fair** – Graff explained her budget to the committee. Repairs and maintenance have been the biggest increases this year in her budget. Discussion held.

### **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 (Gonyo/Schweder)*** to move into Closed Session at 4:38PM. Ayes - 6, Nays - 0, Absent – 1, Abstain - 0. Motion carried.

***Motion/second (Schweder/Mulder)*** to allow Jason Jerome and Karissa Rohde 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 4:49PM. Ayes - 6, Nays – 0, Absent – 1, Abstain - 0. Motion carried.

No action taken in Closed Session.

### **FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION**

**Future Agenda Items –**

**Next Meeting Date –** August 14<sup>th</sup>, 2025 @ 4:00pm.

### **ADJOURNMENT**

Chair Abendroth adjourned the meeting at 4:50pm.

Submitted by,

Karissa Rohde  
Deputy County Clerk

**RESOLUTION NUMBER    -2025**

**Resolution Creating a Fee Schedule for the Production of Copies of Public Records**

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 State of Wisconsin has a long history of maintaining transparency in  
2    government; and
- 3    **WHEREAS**, Green Lake County strives to maintain the flow of information by fulfilling  
4    open records requests, thereby promoting said transparency as is required by statute;  
5    and
- 6    **WHEREAS**, effectively fulfilling its statutory requirement of locating and copying public  
7    records requires time and resources of the County;
- 8    Fiscal note/fee schedule, is attached.
- 9    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

10 **NOW, THEREFORE, BE IT RESOLVED** that Green Lake County creates a fee  
11 schedule for costs associated with the search and production of copies of public  
12 records; and

13 **BE IT FURTHER RESOLVED** that, in fulfillment of job responsibilities, the departments  
14 of Green Lake County shall refer to said fee schedule for pricing copies and searches  
15 when appropriate; and

16 **BE IT FURTHER RESOLVED**, that attached fee schedule shall not impact any  
17 departmental fees associated with copying and/or searching that are previously or  
18 subsequently set by statutory authority.

## **FEES ASSOCIATED WITH PUBLIC RECORDS**

Pursuant to WI Stat. § 19.35(3), Green Lake County may charge public records requestors fees for specific tasks, unless otherwise provided by law. Said fees may include, but are not limited to the following:

Location – Green Lake County may charge costs for locating a record if doing so costs \$50.00 or more. Only actual, necessary and direct location costs may be charged. When calculating location costs, the rate shall be based on the pay rate of the lowest paid employee capable of performing the location task. Additionally, this policy extends to Green Lake County Information Technology (IT) staff required for electronic searches of records whenever: (1) a computer search is required to assemble and reduce the records to a written form on paper; and (2) IT staff are the only employees capable of performing the electronic search.

### Photocopies:

- Black & white, 8½ x 11 - \$.25 per page
- Black and white, legal size – \$.30 per page
- Color, 8½ x 11 - \$.50 per page; legal size - \$.60 per page

Postage – Actual cost to mail requested material

Faxing - \$1.25 plus copy price per page

Photographs - \$2.00 per photograph

### Maps:

- Plats of Surveys, Tie Sheets, Tax Parcel Maps - \$1.00 per page
- Plotter Printed Maps – Price List retained by the Land Information Officer
- Custom Maps - \$35 per hour

Zoning Permit Reports - \$2.00 for up to 8 pages, \$.25 for each additional page

Child Support Payment Histories - \$2.00 per year per court case

### Digital Media:

- DVD/CD - \$12.00
- 16 GB Flash Drive - \$16.00
- 32 GB Flash Drive - \$18.00
- 64 GB Flash Drive - \$24.00

Emailed Documents – per page cost if creating an electronic document from hard copy, may be waived if under 10 pages

Patient Health Care Records (for appropriate parties)- as prescribed by WI Stat. § 146.83

Clerk of Court- as prescribed by WI Stats. §§ 814.60 & 814.61

Register in Probate- as prescribed by WI Stat. § 814.66

Sheriff- as prescribed by WI Stat. § 814.70

Register of Deeds – as prescribed by WI Stat. § 59.43

\*\*\* Copy fees less than \$10.00 may be waived, unless fees are required by statute \*\*\*





**Green Lake County Fair Office**

Stacy Graff, Fair Coordinator

571 County Road A, Green Lake, WI 54941

sgraff@greenlakecountywi.gov

920-294-4032

TO: Green Lake County Administrative Committee

**2025 Fair Recap:**

*I wanted to provide a quick recap of the fair, to give insight, but I will be providing numbers on my report next month.*

- The 2025 Fair was the perfect weather for the entire fair. We had no rain during the fair, just on Wednesday when livestock and vendors moved in. From the information I have so far, I expect increased revenues for everything, due to the incredible weather the fair was blessed with this year.
- I have resigned the contract for the carnival to return in 2026, with the fair dates being August 6-9, 2026.
- The track events were extremely successful this year with all events having packed bleachers, and not enough seating. We may need to think about purchasing a few more sets of bleachers. We also experienced portables being overfull and will need to add additional portables for the 2026 Fair, as strongly recommended by Ray's.
- I brought in a coffee truck this year for a portion of the fair, and it was very well received, so I will be inviting them back for the 2026 Fair. For the revenue I have received from food vendors so far, I am up from last year's figures.
- The numbers of exhibitors in the livestock barns are still on the rise. The dairy barn once again had the overflow of animals from the beef barn, and the swine entries increased from 41 to 53, making the barn almost completely full, with very little tack spaces.
- The fair award invoices have been mailed out, and we are starting to receive payments.
- I am currently starting the 30 Day Fair Reporting to **DATCP** and have submitted the vendors from the Fair to the Department of Revenue.
- The total sponsorship donations this year was \$13,500, from 39 sponsors. We also had several in-kind donations, as well.
- I want to thank the County Maintenance and Highway Department for all the help they provided but am hopeful that strain will not have to be put on these departments, myself, and my intern for the 2026 Fair, and that Fair Maintenance can once again be a contracted service. We made it work for a successful fair, but I do not feel this is a good long-term plan.
- I would also like to thank everyone that makes the fair possible every year, we couldn't do it without your help!

*The mission of the Green Lake County Fair is to provide positive youth development and leadership skills, along with promoting family and community involvement through education and tradition.*

## Request for Credit Card Approval

Department: Maintenance  
Committee: Administrative Committee

Name of Card Holder	Title of Position	Credit Card Limit
<u>Michael Van Meel</u>	<u>Maintenance Supervisor</u>	<u>\$5,000</u>

Justification for Credit Card(s):

<u>Purchase of Goods and Services for Green Lake County</u>
<u>Maintenance</u>

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

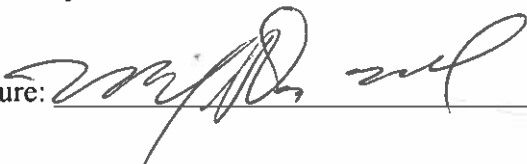
Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: \_\_\_\_\_

## EMPLOYEE AGREEMENT

I, (employee name) Michael Van Meel, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Green Lake County and will strive to obtain the best value for the County.
- I understand that Green Lake County is liable for all charges made on the card. However I will be responsible for charges lacking proper documentation.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that the County Clerk's Office will audit the use of this card and report and take appropriate action on any discrepancies.
- I agree to notify my Department Head and the County Administrator's Office immediately should any apparently fraudulent activity or charges related to the credit card arise or otherwise come to my attention.
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Green Lake County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- I agree to return any credit card that has been canceled or expired to the County Administrator's Office as soon as possible for audit review.
- If the card is lost or stolen, I agree to notify the County Administrator and Department Head immediately.

Employee Signature:  Date: 7-22-25

Department: Maintenance

Card # Issued: \_\_\_\_\_

7/2022

## **GREEN LAKE COUNTY CREDIT CARD POLICY & PROCEDURES**

### **Purpose**

To establish a method for use and define the limits of the use of County issued credit cards. These cards are provided to authorized staff in order to make purchases of goods and/or services on behalf of Green Lake County. All County transactions shall be traceable to an authorized employee.

### **Procedure**

1. The County Treasurer shall determine the financial institution offering the best credit card service value to the County and shall be responsible for establishing the County credit card account. The County Treasurer shall be designated the credit card account administrator for the purposes of online activity including, but not limited to, adding/deleting credit cards, monitoring transactions for fraud and electronic download of transaction statements. Monthly audit, reconciliation and payment of credit card statement(s) shall be performed by the County Clerk's Office.
2. A department head must submit the Credit Card Request Form to the County Clerk's Office to be included on the agenda for review and approval by their committee of jurisdiction. The request must include the person's name, credit limit, and justification for the credit card.
3. Upon approval by the committee of jurisdiction the Credit Card Request Form shall be forwarded to the County Clerk's office to be included on the agenda for review and approval by the Finance Committee.
4. The Finance Committee shall review the Credit Card Request Form and grant or deny approval of the credit card request. Upon approval of the request, the employee will fill out the Employee Agreement Form and forward it to the County Administrator's Office. The County Treasurer will apply for the credit card on the online credit card website.
5. The County Administrator's Office shall maintain all records of credit card requests, approvals/ denials, and lost/stolen/destroyed card information.
6. The Department Head shall monitor the use of the department's credit cards.
7. The following restrictions shall apply to credit cards and their use:
  - a. County credit cards are to be used only for County business. Personal use is not allowed.
  - b. Minimum credit card limit authorization is \$1,000 per individual, unless extenuating circumstances exist.
  - c. Credit card limits are not to exceed \$10,000; exceptions may be granted by the Finance Committee for the following:
    - Highway Department purchasing agent(s) and Highway Commissioner
    - County Clerk Department purchasing agent(s) and County Clerk
    - County Administrator purchasing agent(s) and County Administrator
    - Temporary individual card limit exceptions may be granted with the approval of both the County Administrator and County Treasurer.
  - d. Each credit card can only be used by the employee whose name is on the county credit card.

- e. Cash advances are not allowed.
  - f. Telephone calls are not allowed.
  - g. Prior to separation from the County or transfer to another department, the cardholder shall surrender the credit card to the County Administrator's Office. The County Administrator's Office shall notify the County Treasurer of receipt and destruction of the card. The department head is responsible to notify the County Administrator's Office when a credit card holder leaves county employment or transfers. The County Treasurer shall cancel the card.
  - h. An Employee Agreement shall be signed and filed with County Administrator's Office before the card is assigned to the employee/department.
  - i. All credit card receipts and monthly statements must be presented for review and approval for payment. The Department management staff along with the County Clerk's Office will review and approve all transactions. Any credit card transactions submitted without proper documentation shall be deemed the personal obligation of the employee initiating that transaction.
  - j. The credit cards shall be used only for the approved purchases allowed by the Finance Committee: gas (if not receiving mileage), lodging, registrations and supplies. Use of any County issued credit card shall not be deemed a substitute for not following standard Green Lake County purchasing policies and practices.
  - k. **The credit cards will not be used for cash cards, gift certificates, meals or other reimbursable items.**
8. The departments shall not take out other credit cards other than those under this policy, unless otherwise authorized by the County Administrator and Finance Committee.
9. Reasons for cancellation for credit cards include, but are not limited to:
- a. If late fees are charged to an account the Finance Committee may cancel that department's credit card.
  - b. Failure to turn in credit card receipts may result in the cancellation of the credit card and the employee being held responsible for reimbursement by action of the County Administrator.
  - c. Any individual or department who violates the above procedures may have his/her/its credit card privileges terminated by the Finance Committee.
10. The County Treasurer shall be responsible for managing credit card issuance, cancellations, limits and redemption of credit card points earned on a timely basis.

## GREEN LAKE COUNTY 2026 BUDGET

		ACTUAL 12/31/2023	ACTUAL 12/31/2024	ACTUAL 6/30/2025	2025 REVISED	2026 PROPOSED
<b>INFORMATION TECHNOLOGY</b>						
26-100-25-51450-110-000	SALARIES	241,238	250,157		246,714	260,858
26-100-25-51450-126-000	OVERTIME	539	500			
26-100-25-51450-151-000	SOCIAL SECURITY	17,931	18,469		18,876	19,958
26-100-25-51450-153-000	RET. EMPLOYER SHARE	16,431	17,153		17,025	18,001
26-100-25-51450-154-000	HEALTH INSURANCE	42,226	45,147		44,990	49,016
26-100-25-51450-155-000	LIFE INSURANCE	784	864		847	877
26-100-25-51450-206-000	MAINTENANCE CONTRACTS	382,074	535,410		547,862	596,195
26-100-25-51450-214-000	SOFTWARE/HARDWARE	48,506	43,382		45,055	42,166
26-100-25-51450-219-000	SUPPORT	1,601	2,054		5,000	5,500
26-100-25-51450-233-000	INTERNET	24,778	25,357		24,200	24,200
26-100-25-51450-234-000	NETWORKING	15,546	22,711		16,668	24,052
26-100-25-51450-307-000	TRAINING	1,069	696		1,717	1,580
26-100-25-51450-310-000	OFFICE SUPPLIES	21	159		430	430
26-100-25-51450-324-000	MEMBER DUES	150	150		175	175
26-100-25-51450-329-000	SUBSCRIPTIONS	-	399		800	800
26-100-25-51450-330-000	TRAVEL/MILEAGE	54	208		300	400
TOTAL EXPENDITURES		792,949	962,817	-	970,659	1,044,209
<b>FINANCING PROPOSAL</b>						
26-100-25-45190-000-000	MISCELLANEOUS FEES	11,748	8,330		11,921	11,921
26-100-25-49211-000-000	CHILD SUPPORT - LASERFICHE	-			5,810	6,101
TOTAL REVENUE		11,748	8,330	-	17,731	18,022
COUNTY APPROPRIATION		781,201	954,486	-	952,928	1,026,187