



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 12/8/2025**

**Amended Post Date:**

**The following documents are included in the packet for the Administrative Committee Meeting on December 11<sup>th</sup>, 2025:**

- 1) Amended Agenda
- 2) Minutes for approval: 11/6/2025
- 3) County Clerk job description
- 4) Department Reports
  - County Clerk
  - Corporation Counsel



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, December 11<sup>th</sup>, 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: 11/6/2025
5. Public comment (3 min. limit)
6. ~~Appearances~~
  - ~~Melody Johnson – Bug Tussel~~
7. Closed Session
  - Move into Closed Session per WI §19.85(1)(C) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility – regarding Interim County Manager performance evaluation
8. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session
9. Discussion and possible action to appoint County Manager
10. Discussion and possible action regarding County Clerk job description
11. Department Reports
  - County Clerk
  - Corporation Counsel
12. Committee Discussion
  - Future Meeting Date: January 8<sup>th</sup>, 2026 @ 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: 215 862 678 963 9

Passcode: Fy2An74r

**Dial in by phone**

[+1 920-515-0745,457748395#](#) United States, Appleton

[Find a local number](#)

Phone conference ID: 457 748 395#

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

November 6, 2025

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 5:30 PM on Thursday, November 6, 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  
Brian Floeter  
Joe Gonyo  
Nancy Hoffmann  
Bob Schweder  
Gene Thom  
Dennis Mulder

Absent:

Other County Employees Present: Liz Otto, County Clerk; Jason Jerome, Interim County Manager; Stacy Graff, Fair Coordinator; Jeff Mann, Corporation Counsel

### **APPROVAL OF MINUTES – 09/11/2025**

*Motion/second (Schweder/Mulder)* to approve the minutes of the 09/11/2025 meeting as presented with no additions or corrections. Motion carried with no negative vote.

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

### **DISCUSSION REGARDING FAIR REVENUE UPDATE**

Fair Coordinator Stacy Graff stated the vendor revenue for the 2025 fair was approximately \$200 more than last year with an increase of roughly \$8,000 in all other revenues. Graff reminded the committee that weather is a huge factor in the success of the fair and the weather was great this year. Graff also informed the committee that she will be leaving her position on 11/18/2025. Corporation Counsel Jeff Mann gave the committee a brief update on the progress of the 501(c)(3) status.

### **DISCUSSION REGARDING FAIR 5K**

Fair Coordinator Stacy Graff informed the committee that there has been interest in sponsoring a 5K Run during the Fair in the future. The committee agreed this would be a good idea to pursue through the governing committee for the Fair.

### **DISCUSSION AND POSSIBLE ACTION REGARDING COUNTY CLERK RETIREMENT**

County Clerk Liz Otto has submitted a letter to Sheriff Mark Podoll with her intent to retire on 02/27/2026. Per statute, the County Board must decide how to fill the remainder of the term which expires in January of 2029 with options being an appointment or a special election. Discussion held. Motion made by Thom to thank Liz Otto, accept her resignation, and recommend to the full Board to appoint an interim replacement with a special election in November of 2026 to fill out the remainder of the term. Thom rescinded his motion after further discussion. Committee agreed by general consensus that Corporation Counsel and County Clerk Liz Otto meet to bring back further information at the December meeting.

### **CLOSED SESSION**

- Move into Closed Session per WI §19.85(1)(C) considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility – regarding Interim County Manager performance evaluation.

*Motion/second (Thom/Mulder)* to move into Closed Session at 6:06 PM. Roll call vote - Ayes - 7, Nays - 0, Abstain – 0, Absent - 0. Motion carried.

*Motion/second (Schweder/Thom)* to allow County Clerk Liz Otto to remain in the Closed Session. Motion carried with no negative vote.

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

*Motion/second (Schweder/Thom)* to reconvene into open session at 6:53 PM. Roll call vote - Ayes - 7, Nays - 0, Abstain - 0, Absent - 0. Motion carried.

**FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION**

**Future Agenda Items** – action regarding Interim County Manager position

**Next Meeting Date** – December 11, 2025 @ 4:00pm.

**ADJOURNMENT**

Chair Abendroth adjourned the meeting at 6:54 PM.

Submitted by,

Liz Otto  
County Clerk

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** COUNTY CLERK

**DATE:** November 2025

**DEPARTMENT:** COUNTY CLERK

**REPORTS TO:** ELECTED OFFICIAL (COUNTY BOARD/ADMINISTRATIVE COMMITTEE)

**SALARY (2026):** \$81,896.31 (annual)

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### **SUMMARY:**

The purpose of this position is to perform County Clerk duties as prescribed by Wisconsin State Statutes, county resolutions and ordinances. This is an elected position with the current term ending December 31, 2028. Successful candidate will be required to run for the position in November of 2028 to remain in the position for the following 4 years.

### **Essential Duties and Responsibilities:**

**The following duties are normal for this position and many are outlined in Wisconsin State Statute 59.23. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Chief Election Official for the county. Supervise all elections for federal, state, county, school district, local and referendum questions. Accept nomination papers from candidates for which this is the filing office and provide information regarding candidate nomination process. Provide information to the public regarding polling places and procedures. Post and/or publish required election notices per state statute requirements. Print, distribute, collect, post, certify and validate election ballots and returns. Ensure proper compliance of WisVote data entry and provide WisVote relier services for contracted municipalities. Appoint county Board of Canvassers and conduct county canvass. Maintain and coordinate voting machine purchases and programming along with annual maintenance. Conduct recounts as required. Maintain knowledge and awareness of election laws to ensure compliance.
- Serve as Secretary to the County Board. Perform such duties as assist the Board chair in preparing and assembling the County Board agenda and necessary agenda materials needed for the meeting and distribution; clerk the monthly board meetings, and assure that all meeting agendas and minutes are prepared and published as required; prepare documents, certify resolutions and ordinances, and notify required entities of ordinance and resolution creation or changes. Maintain an accurate record of all committee appointments and terms of office expiration. Update and maintain Code of Ordinances.

- Agendas and minutes for all standing County committees are under the direction of the County Clerk
- Issue marriage licenses and dog licenses per state statute requirements. Also issue timber cutting notices and DNR licenses. Order supplies as required and prepare annual reconciliations for state reporting.
- Provide passport and photo services to the general public including processing of new passport applications and renewal information. Organize and ensure annual training as required by the federal passport agency.
- Responsible for accepting and processing claims filed against the county
- Supervise/coordinate notifications required under open meeting laws. Advise public and news media of meetings and maintain county website information. Maintain knowledge of current laws and counsel department heads and county board supervisors regarding compliance in areas of agendas and meeting materials. Work closely with committee chairs to compile agendas.
- Calculate annual apportionment of real estate tax and special charges, certify amounts and charges to municipal clerks, County Treasurer, and Wisconsin Department of Revenue.
- Coordinate annual Snowmobile Trail Maintenance grant from the DNR to the county snowmobile clubs. This includes the application process, maintenance of the SNARS system, and distribution of the grant.
- Maintain, update and ensure publication of county ordinance code.
- Records custodian for various county related documents including contracts, probate claim notices, county owned deeds, and annexations.
- Compile and maintain the annual County Board proceedings and county directory.
- Coordinate the redistricting process countywide every 10 years.
- Prepare and manage the department budget.
- Manage and oversee incoming and outgoing mail for county departments as well as maintain postage costs for each department.
- Process monthly County Board supervisor payroll

- Administer, file and maintain oaths of office and official bonds for county officials
- Supervise and train staff to ensure various internal and external services are carried out effectively. Interview and select employees. Oversee personnel activities for staff including employee performance evaluations, facilitate employee development, and approve work schedules and timecards. Ensure county policies are followed and the office is staffed at all times.
- Act as point of contact and maintain all insurance coverage for Green Lake County including liability, property, and Worker's Compensation.
- Maintain employee security badge access and door security
- Serve as backup to the Payroll Coordinator to ensure accurate and timely payroll processing
- Assist other departments as needed.
- Periodically review office and staffing procedures to ensure efficiency

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Local government experience and elections experience would be an asset
- Solid verbal and written communication skills with ability to communicate professionally with vendors, employees and leadership.
- Organized and detail oriented
- Ability to utilize a variety of software programs including Microsoft Office, WisVote, LINQ, and Time Management.

**QUALIFICATIONS:**

- Candidates must be 18 years of age, a United States citizen, a resident of Green Lake County at time of appointment, and have no felony convictions

**PHYSICAL DEMANDS:**

- Finger dexterity
- Ability to perform most work from a sedentary position
- Ability to function in situations encountered in a normal office setting



## **GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK**

*Elizabeth Otto*  
County Clerk

Office: 920-294-4005  
FAX: 920-294-4009

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### **ADMINISTRATIVE COMMITTEE COUNTY CLERK REPORT December 16, 2025**

Activities in the County Clerk's office recently include:

- ❖ Since I announced my upcoming retirement in February of 2026, I have been working closely with Jason Jerome to assure that my duties will be covered once I leave. Samantha Stobbe has been learning more of the payroll duties and will be ready to take that over in full in March. The County Clerk position has been posted on the website so that process is also underway. The Human Resources Coordinator will take over the remainder of my duties such as onboarding of new employees.
- ❖ Year end is coming up so that means many changes in payroll including health insurance, dental and vision, W2's, wage changes, ETF reports, and LINQ year end processing.
- ❖ The levy limit worksheet and the apportionments have all been filed with the Department of Revenue.
- ❖ Karissa and I have begun working on the Spring election. All of the supervisors have received an election packet since they are all required to run for office again on April 7, 2026. I have received 5 non-candidacy notices from current 5 supervisors and one district is vacant at this time so we are short 6 candidates so far!
- ❖ Marriage licenses and passports have slowed down with the winter season as they always do. However, passports continue to be a significant source of revenue for this office and Karissa does a great job managing this process and provides great customer service to everyone that comes in.

As always, feel free to contact me with any questions or comments you may have.

Respectfully submitted,

*Elizabeth Otto*

Elizabeth Otto  
County Clerk





## GREEN LAKE COUNTY OFFICE OF CORPORATION COUNSEL

Jeffrey A. Mann  
Corporation Counsel

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

### MEMORANDUM

TO: Administrative Committee

FROM: Jeffrey A. Mann

DATE: December 4, 2025

RE: 2025 Department Year-End Review

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Members of the Administrative Committee:

Please accept the following as a year-end-review of activities occurring within the Office of Corporation Counsel (OCC). In 2025, the OCC welcomed its newest member, Allison Kavanaugh. Allison has been the Assistant to Corporation Counsel since early October and previously worked in the Clerk of Courts Office. Her familiarity with court processes and legal filings have facilitated a near-seamless transition, and the department is very grateful for her efforts.

#### Interdepartmental

The Office of Corporation Counsel maintained regular contact with nearly every department comprising Green Lake County in 2025. For instance, OCC and the Child Support Agency cooperated by bringing numerous actions establishing and enforcing child support orders. Additionally, the Child Support Agency continued receiving reimbursement for the time OCC spent each month working with it on these same cases. The table below illustrates the hours logged between January and November, 2025.

Month	Hours billed <sup>1</sup>
January	9.2
February	8.6
March	5.9
April	6.5
May	9.3
June	8.4
July	8.6

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<sup>1</sup> Hours billed by Corporation Counsel only and do not include time billed by OCC assistants.

August	11
September	5.4
October	10.4
November	7.9

Similarly, OCC and Child Protective Services combined to ensure the safety of multiple children residing within Green Lake County. Notably, both departments emerged successful following a rare administrative substantiation appeal hearing held last April.

In August, OCC and the Land Use Planning & Zoning Department met to discuss and refine the procedure for reviewing and prosecuting private onsite wastewater treatment system (POWTS) violations. These discussions proved productive and included at least one meeting with an area pumping service to identify ways in which the overall procedure could be improved.

### **Training**

2025 was a year for both providing and receiving training. In April, Corporation Counsel attended a multi-day training session, provided by the Wisconsin Department of Justice and hosted by the Green Lake County District Attorney's Office, focusing on child maltreatment. In June, Corporation Counsel attended training provided by the County's Health and Human Services Department which examined the County's long-standing connection with the Amish community and its culture. Corporation Counsel also spoke, in June, to the various County department heads regarding the timely issue of First Amendment Audits. Moving into the autumn months, Corporation Counsel attended the 2025 Wisconsin Counties Association Conference in September while also presenting to the County Board on rules of procedure in October. In November, OCC spoke with Adult Protective Services about the nuances of emergency protective placements.

### **New Legislation**

First enacted in March 2024, the Judicial Privacy Act became effective statewide on April 1, 2025. The law is designed to protect the *personal information* of judicial officers and their immediate family members. OCC spent significant time meeting with the County Manager, Clerk, Treasurer, Register of Deeds and law enforcement to ensure that the new law would be implemented as smoothly as possible. This culminated in the creation of the *Green Lake County Judicial Shielding Procedures (Act 235)* which have since been incorporated into County policy.

### **The Year Ahead**

OCC spent a significant amount of time in 2025 corresponding with third-party organizations and legal counsel involved with various aspects of the building of the new highway facility, including: the Wisconsin Historical Society (identifying and handling gravesites on the new property); accountants and legal counsel drafting resolutions pertaining to the issuance of general obligation promissory notes; and legal counsel negotiating agreements with the engineering firm. Preliminary ground-breaking on the new highway facility commenced in late 2025, and major progress will occur in 2026.

The Future Fair subcommittee also called upon OCC to examine the steps necessary for the County to partner with a nonprofit organization to carry out the responsibilities associated with the annual County Fair. Thus far, several proposed business plans are being considered, and a resolution is likely forthcoming in 2026.

### Conclusion

As illustrated above, the Office of Corporation Counsel was active in the courtroom, consulting with department heads and advising County supervisors. As several new projects are scheduled to begin in 2026, this trend is sure to continue.

Regards,

A handwritten signature in cursive script that reads "Jeffrey A. Mann".

Jeffrey A. Mann  
Corporation Counsel