



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 3/5/2026

Amended Post Date:

The following documents are included in the packet for the Administrative Committee Meeting on March 10th, 2026:

- 1) Amended Agenda
- 2) Minutes for approval: 2/12/2026
- 3) Ordinance
 - Ordinance Amending Green Lake County Code Chapter 9
- 4) Employment Agreement
- 5) Budget Adjustment
 - Sheriff's Tower
- 6) Northeast Asphalt Bid
- 7) Credit Card Approval
 - Grace Brown
 - Samantha Stobbe



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Samantha Stobbe
County Clerk

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

Administrative Committee Meeting Notice

Date: Tuesday, March 10th, 2026 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*

*Samantha Stobbe,
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: 2/12/2026
5. Public comment (3 min. limit)
6. Ordinance
 - Ordinance Amending Green Lake County Code Chapter 9
7. County Manager Employment Agreement
8. Discussion and possible action on Government Center Solar Project presentation
9. *Discussion and possible action on Medical Examiner
10. *Budget adjustment
 - Sheriff's Tower
11. Credit Card Approval
 - Grace Brown
 - Samantha Stobbe
12. Committee Discussion
 - Future Meeting Date: April 9th, 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 meeting

[Join the meeting now](#)

Meeting ID: 284 085 903 993 94

Passcode: 8Mr9ve6X

[Need help?](#) | [System reference](#)

Dial in by phone

[+1 920-515-0745,,145033219#](#) United States, Appleton

[Find a local number](#)

Phone conference ID: 145 033 219#

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, Samantha Stobbe

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

February 12, 2026

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Thursday, February 12, 2026 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	Absent:	Brian Floeter
	Nancy Hoffmann (remote)		Joe Gonyo
	Bob Schweder		
	Gene Thom		
	Dennis Mulder		

Other County Employees Present: Liz Otto, County Clerk; Jason Jerome, County Manager; Sheriff Mark Podoll, Matt Vandekolk, Chief Deputy; Sophia Walters, HR Coordinator; Grace Brown, Fair Coordinator; Dave Cornelius, Communications Sergeant; Mike Van Meel, Maintenance Coordinator

APPROVAL OF MINUTES – 01/08/2026 and 01/15/2026

Motion/second (Mulder/Schweder) to approve the minutes of the 01/08/2026 and 01/15/2026 meetings as presented with no additions or corrections. Motion carried with no negative vote.

RESOLUTION

- **Relating to Salary for Clerk of Court 2027–2030**

Jason Jerome, County Manager, stated he worked with Corporation Counsel to develop the list of comparables and the amounts for the salaries for both the Sheriff and the Clerk of Court. Jerome stated that both resolutions must be in place prior to April 15 (the first day to circulate nomination papers). His goal is to make these resolutions as consistent as possible moving forward. Discussion held.

Motion/second (Thom/Schweder) to approve the resolution and forward to Finance & Insurance Committee and to County Board for final approval. Ayes – 4, Nays – 1 (Hoffmann)

- **Relating to Salary for County Sheriff 2027-2030**

Motion/second (Mulder/Schweder) to approve the resolution and forward to Finance & Insurance Committee and to County Board for final approval. Motion carried with no negative vote.

- **Resolution Requesting Wisconsin Counties Association Lobby State Legislature and Governor on Legislation for Greater Local Control for Wisconsin Counties**

Motion/second (Schweder/Mulder) to approve the resolution and forward to County Board for final approval. Discussion held on the importance of maintaining local control. Motion carried with no negative vote.

ANNUAL REPORTS

- **Corporation Counsel**
- **County Clerk**
- **Administration**
- **County Fair**

Each annual report was discussed individually.

Motion/second (Thom/Mulder) to accept the Corporation Counsel report. Motion carried with no negative vote.

Motion/second (Mulder/Schweder) to accept the County Clerk report. Motion carried with no negative vote.

Motion/second (Schweder/Mulder) to accept the Administration report. Motion carried with no negative vote.
Motion/second (Mulder/Schweder) to accept the County Fair report. Motion carried with no negative vote.

CREDIT CARD APPROVAL

- **Grace Brown – Fair Coordinator**

Discussion held on the limit of \$1,000 requested. County Manager will look into the policy and see if there is a required amount for a low limit. This will be further discussed at the next meeting.

DISCUSSION AND POSSIBLE ACTION ON DRIVEWAY EASEMENT AT THE GREEN LAKE CAMPGROUND/TOWER PROJECT

Motion/second (Thom/Mulder) to allow Maintenance Supervisor Mike Van Meel to speak. Motion carried with no negative vote.

Van Meel explained the packet documents including the 3 bids received. He recommended going with Northeast Asphalt and outlined his reasons for that. This was also the lowest bid.

Motion/second (Thom/Schweder) to approve the bid from Northeast Asphalt and forward to Finance & Insurance committee. Motion carried with no negative vote.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items – credit card approval

Next Meeting Date – March 12, 2026 @ 4:00 PM

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:52 PM.

Submitted by,

Liz Otto
County Clerk

ORDINANCE NO. -2026

ORDINANCE AMENDING GREEN LAKE COUNTY CODE CHAPTER 9

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the _____ day of _____, 2026, does ordain as follows:

1 NOW, THEREFORE, BE IT ORDAINED, that the Chapter 9 of the Green Lake County
2 Code shall be amended (in red) as follows:

3
4 § 9-4 Regular meetings.

5
6 The regular meetings of the Green Lake County Board of Supervisors may be held in
7 the County Courthouse in the City of Green Lake at 4:30 p.m. on the third Tuesday of
8 each month. County Board meetings will not ordinarily be held in January and July. Any
9 meetings can be canceled, scheduled or rescheduled by the County Board Chair as
10 needed. County Board Members shall be seated in order by district. The Board Chair,
11 County Clerk, County Manager and Corporation Counsel shall sit at the designated
12 head of the room in an order established by the Board Chair. There shall be a
13 designated area for members of the public and members of the press. The Board Chair
14 may alter the seating arrangements to meet the needs of the individual Board Members,
15 members of the public or any other meeting attendees.
16

Roll Call on Resolution No. -2026

Submitted by Administrative
Committee:

Ayes _____, Nays _____, Absent _____, Abstain 0

Dave Abendroth, Chair

Passed and Enacted/Rejected this _____
day of _____, 2026.

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

17 **§ 9-12 Privilege of speaking and decorum.**

18 **A.**

19 Every member, prior to speaking, shall raise their hand (or use the roll call vote system)
20 to indicate the desire to speak, address the Chair, and be recognized by the Chair.

21 When two or more members raise their hands at once, the Chair shall designate the
22 member who is to speak first.

23 **B.**

24 The County Board Chair may not be involved in debate. If the County Board Chair is
25 called out of order by a Board member for this reason, the Chair shall cease speaking
26 and shall not be allowed to proceed in the debate without permission of the Board.

27 **C.**

28 Every member shall limit his or her statements to the pending question before the Board
29 and such statements should have bearing on whether the pending motion should be
30 adopted or rejected.

31 **D.**

32 Every member should not attack or question the motives of another member.

33 **E.**

34 Every member should address his or her remarks through the County Board Chair and
35 shall not address another member directly. Members should not discuss business
36 before the Board or a Committee between themselves and should speak on a motion
37 before the Board after obtaining the floor.

38 **F.**

39 No member may speak against his or her own motion. A member is not required to
40 speak on his or her motion, but if chooses to speak, he or she must take a favorable
41 position.

42 **G.**

43 **Board Members are allowed to attend any meeting of a Committee. A Board Member**
44 **may not speak at a Committee meeting except during public comment or upon**
45 **permission of the Chair of the Committee. (See Agenda Notice and State ex rel. Badke**
46 **v. Vill. Bd. Of Vill. Of Greendale, 173 Wis.2d 553, 578, 494 N.W.2d 408 (1993)).**

47

48 **§ 9-13 Voting and roll call.**

49 **A.**

50 A vote on any question shall be taken by ayes and nays, but members may vote to
51 abstain when polled. A roll call shall be taken on all resolutions, ordinances, and all
52 questions involving the expenditure of money. Whenever a vote is taken, the names of
53 those voting in a minority position on the question will be recorded in parentheses
54 following the numerical listing of that vote total. **Secret ballots are authorized only when**
55 **electing officers of the governmental body. See WI Stat. § 19.88(2).**

56 **B.**

57 An affirmative unanimous oral vote shall be considered and recorded as an affirmative
58 unanimous roll call vote.

59 **C.**

60 **Abstention. All County Board Members are expected to represent their constituents and**
61 **fully participate in meetings of the County Board, including voting. Nonetheless, there**
62 **are recognized circumstances where participation in discussion, voting, or both would**

63 be inappropriate. A Board Member may abstain from participating in discussion, voting
64 or both. When a Board Members abstains, the Board Chair shall provide the Board
65 Member the opportunity to explain the reason for the abstention and, if a reason is
66 provided, the County Clerk shall record the reason in the minutes.

67
68 **§ 9-23 Written agenda.**

69 **A.**
70 County Board. The County Clerk is hereby authorized and instructed to prepare a written
71 agenda before each County Board meeting and deliver it to each Supervisor and the
72 official County paper and other news media, which request written agendas, except when
73 the Board is in continuous session. All members and committees of the County Board,
74 County employees, and elected officials shall cooperate with the County Clerk by having
75 reports, resolutions, or other matters to be placed on the agenda, or an explanatory notice
76 thereof, in the office of the County Clerk at least seven days prior to such meeting, with
77 all agenda items approved by the County Board Chair. **Any member of the Board desiring**
78 **an item to be placed on the agenda for a Board meeting shall either:**

- 79
- 80 i. Request that the Board Chair place the item on the agenda and the Board
81 Chair may grant or refuse the request; or
 - 82 ii. Make a motion during the Future Agenda Items portion of the agenda at a
83 County Board meeting to have an item placed on the agenda for the next
84 meeting and, if such motion is adopted, the item shall be placed on the
85 agenda for the next meeting.

86
87 **§ 9-26 Special committees and boards.**

88
89 The County Clerk shall publish the official directory each year and it shall contain
90 information on special committees, boards, and commissions appointed by the County
91 Board Chair, the County Administrator and approved by the County Board.

- 92
- 93 **A. Ad Hoc Committees.** The County Board may form ad hoc committees from time
94 to time by resolution or action of the County Board. Any resolution or action
95 creating an Ad Hoc Committee shall specify the name of the committee, the
96 committee's purpose, the number of members of the committee, the appointing
97 authority for committee membership, the duration of the committee and the
98 committee's reporting relationship.

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

Employment Agreement

This Agreement is made and entered into this ____ day of _____, 2026, by and between Green Lake County, Wisconsin, a municipal corporation (hereinafter “County”) and Jason Jerome (hereinafter “Employee”).

WHEREAS, Employee is already employed by the County as its Director of Health and Human Services (HHS); and

WHEREAS, County desires for Employee to remain in that role which shall continue to be subject to the terms and conditions already established for that position and outlined in the Policies and Procedures Manual¹; and

WHEREAS, in addition, County now offers to employ Employee as its County Manager², with the County and Employee desiring to enter into an agreement for said position’s duties, compensation, benefits, and other conditions of employment with Green Lake County, Wisconsin.

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter set forth, the parties agree as follows:

1. Duties of County Manager.

a. County agrees to employ Employee as County Manager (or administrative coordinator) to perform all the duties specified in the Green Lake County Code of Ordinances, Green Lake County Policies, the laws of the State of Wisconsin, Chapter 59.19 of the Wisconsin Statutes, the duties listed in the job description for this position and other legally permissible and proper duties as assigned by the County Board.

b. Employee agrees to serve as County Manager and perform all duties specified in sub. 1.a., and both parties agree that the County Manager will provide input on ordinances, resolutions and policies and execute decisions

¹ This Agreement pertains to position as County Manager only.

² Pursuant to WI Statutes § 59.19 & GLC Code § 60-23, the position of County Manager shall remain the functional equivalent of an administrative coordinator.

of the County Board. The County Manager has the authority to make day-to-day operational decisions and will provide policy guidance and direction to County employees.

2. Length of Term. The term of this Agreement shall commence on the Effective Date and shall continue for an indefinite term, unless terminated earlier as provided herein.

3. Salary.

a. Employee was appointed interim County Manager on March 1, 2025, and received a salary of \$134,623.70 (combined positions & inclusive of stipend) in 2025.

b. Employee shall receive a total salary of \$143,322 in 2026.

c. Employee's future salary (beyond 2026 & including wage increases) shall be paid at the same time and in such a manner as wages are normally paid to other employees of the County in accordance with payroll records on file with the County. Salary shall be determined by the Administrative Committee in accordance with the pay policy of the County. Employer shall not reduce the salary and/or benefits of Employee unless the salary and/or benefits of all non-represented employees are reduced in the same manner and by the same percentage.

d. If at any time Employee relinquishes and/or no longer holds **one of the positions** (County Manager and HHS Director), salary for the remaining position will be set by the Administrative Committee at that time and may be subject to further negotiations between the parties.

4. Performance Review.

a. Employee shall receive a performance review at least once annually, using a process determined by the Green Lake County Administrative Committee.

b. Said review will consist of establishing annual goals and will be used to determine any merit adjustment in salary.

5. Employee Benefits. County shall provide all benefits listed and defined in the Green Lake County Personnel Policies and Procedures Manual as provided to other management staff, including, but not limited to, retirement, medical, life insurance, sick leave, vacation and other defined benefits. Furthermore, Employee may maintain any benefits already accrued through his role as Director of HHS and remains eligible for any additional benefits and/or leave commensurate with other employees of similar tenure; however, Employee shall not receive duplicative benefits.

6. Hours of Work. It is expected that Employee shall work during the normal office hours of the County. In recognition of the fact that Employee may be required to attend meetings regularly which occur outside of normal County office hours, the Employee may adjust his work schedule as long as all work is completed in an appropriate and timely manner. To be considered to have worked full time during a two-week pay period, Employee must have a total of at least 80 hours of any combination of hours worked, sick leave, funeral leave, holiday leave, vacation leave or other approved accrued time off balance applied.

7. Business Expenses. The County shall reimburse Employee for all business expenses incurred in the performance of his duties under this Agreement in a manner consistent with the County's then-current policies for reimbursing business expenses.

8. Professional Development. The County encourages the Employee's professional development. Professional membership dues, subscriptions, seminar and convention registration fees and similar expenses shall be subject to approval by the County Board as part of the annual budget process.

9. Notice of Resignation. If Employee voluntarily resigns from the position of **County Manager**, Employee shall provide County with a minimum of sixty (60) calendar days written notice, in advance, unless such notice is waived by the concurrence of a majority of the County Board of Supervisors. Notice of resignation shall be provided to the County Board Chair.

10. Termination.

a. Employee, in his capacity as **County Manager**,³ is an at-will employee and can be terminated for cause or without cause by a two-thirds majority of the County Board of Supervisors⁴ at any properly noticed meeting. Notice of such termination shall be provided in writing to the Employee.

b. Termination for Cause. If Employee is terminated from the position of County Manager for cause, County shall provide written notice of cause or causes of termination and an opportunity for a public hearing. However, the decision of the County Board shall be final. For the purposes of this Agreement, "Cause" shall mean inefficiency, neglect of duty, official misconduct and malfeasance in office, as defined in Wis. Stat. § 17.001. In the event that Employee is terminated as County Manager for cause **and**, regardless of reason, terminated as Director of HHS, the County shall have no obligation to pay the severance payment designated in paragraph c. below. In the event that Employee is terminated as County Manager for cause **but** offered to remain in the position of Director of HHS, the County shall have no obligation to pay the severance payment designated in paragraph 10.c. below.

c. Termination without Cause. In the event Employee is terminated from the position of County Manager without cause **and** is also terminated as Director of HHS without cause, the County agrees to pay Employee severance compensation equal to three months aggregate salary and pay the employer's contribution to health insurance premiums for three months following termination, or any combination of severance and notice providing three months of financial protection. The severance payment and the Employee's share of health insurance premium shall be paid as determined by the County. The severance payment and health insurance coverage shall constitute a full settlement payment to the Employee. The County's obligation to pay the severance compensation to the Employee shall be

³ Termination as Director of HHS shall remain in accordance with the policies already established per the Policies and Procedures Manual and County Code.

⁴ WI Stat. § 17.10(2), Green Lake County Code § 60-25

conditioned upon the Employee executing and delivering to the County a full, final and complete release of any and all claims that the Employee may claim he has against the County, including but not limited to, any claims of wrongful discharge, discrimination or other employment related claims. The release shall be in a form and shall contain such terms as shall be required by Counsel for the County. The Employee shall not be required to release any pending Worker's Compensation claim nor shall the Employee be required to release any claim that the Employee may have as to entitlement for unemployment compensation benefits arising out of the Employee's termination. If Employee regains employment anytime within three months of termination and health insurance is available through the new employer, Employee shall enroll in the new employer's health insurance plan and notify the County, at which time the County shall terminate the Employee's health insurance with the County. Employee shall be entitled to a refund to any unused Employee health insurance premium. In the event that Employee is terminated from County Manager without cause **and** is terminated as Director of HHS *with cause*, the County shall have no obligation to pay the severance payment designated detailed herein.

d. If County eliminates the position of County Manager but Employee is offered to continue in the position as Director of HHS, the County shall have no obligation to pay the severance payment specified in Paragraph 10.c. above.

e. If Employee resigns following an offer or suggestion to resign made by the County and representative of a two-thirds majority of the entire County Board of Supervisors, where such offer is formal, **and** Employee resigns or is terminated as Director of HHS, Employee may resign and such action will be regarded as termination without cause and subject to the terms of Paragraph 10.c. above.

f. Upon termination from the position of County Manager **and** termination/resignation as Director of HHS, Employee shall receive

compensation for all accrued vacation, in accordance with County ordinances, policies, or this Agreement.

11. Resolution of Disputes. County and Employee agree to first attempt to resolve any disputes or obtain needed clarification arising out of the interpretation of this Agreement through mutual discussion.

12. Indemnification. To the maximum extent permitted by law, County agrees to defend, indemnify, and hold harmless Employee against any and all claims, demands, suits, actions or proceedings of any kind or nature arising out of the good faith performance by Employee of the duties and responsibilities of the position, provided that Employee's performance is not contrary to established statutes, regulations, ordinances, resolutions, policies, and reasonable standards of conduct.

13. Terms of Agreement to Govern. This Agreement constitutes the entire understanding and agreement of the parties shall govern the terms of employment with County. This Agreement supersedes all negotiations or previous agreements between the parties. This Agreement shall be governed by such ordinances, rules, regulations and policies established by the County Board of Supervisors, unless otherwise specifically provided herein.

14. Severance of Terms of Agreement. Invalidation of any part of this Agreement by judgment or court action shall in no way affect any of the other provisions, which shall remain in full force and effect.

15. Modification or Changes to this Agreement. This Agreement shall remain in full force and effect until modified by the parties. Any modification of the terms of this Agreement must have the concurrence of a majority of the entire County Board of Supervisors, be in writing, and be executed by County and Employee.

16. Notice. Any notice required to be given hereunder shall be sufficient and deemed given when in writing and sent by certified or registered mail return receipt required, first-class postage prepaid or by courier service to the Chairman at: Chairman, Green Lake County, 571 County Road A, Green Lake,

WI 54941 or to Employee at the most recent address given in Employee's personnel file.

17. Law of Wisconsin to Govern. This Agreement shall be construed according to the laws of the State of Wisconsin, without giving effect to the conflict of law provisions thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as of _____, 2026.

Employee, Jason Jerome

County, David Abendroth

Green Lake County Board of Supervisors, Chairman

ATTEST:

APPROVED AS TO FORM:

Elizabeth Otto

Clerk, Green Lake County

Jeffrey A. Mann

Corporation Counsel, Green Lake County

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Date: March 3, 2026
 Department: Sheriff/ Radio Tower
 Amount: \$12,545.00
 Budget Year Amended: 2026

Recording information	
Batch no: _____	
Date: _____	

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

Northeast Asphalt quote approved at Admin on February 12,2026 for counties responsibility for half the cost of paving the driveway easement at the Green Lake Campground/Tower project.

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:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
26-101-00-58000-000-000	Contingency Expense	\$ 110,000.00	\$ (12,545.00)	\$ 97,455.00
26-100-00-57000-000-000	Radio Tower Capital Outlay	\$ -	\$ 12,545.00	\$ 12,545.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Section #2

Department Head Approval: <u>Mel A Pedall</u>	Date: <u>3-3-2026</u>
Finance Director Approval: <u>Kayla Gonke</u>	Date: <u>3/3/2026</u>
County Administrator Approval: <u>Jason Jerome</u>	Date: <u>03/03/2026</u>
Inform your Governing Committee	Date: _____

Section #3

Governing Committee Approval: _____	Date: _____
<i>Following this approval please forward to the County Clerk's Office.</i>	
Finance Committee Approval: _____	Date: _____
County Board Approval: _____	Date: _____

Notice of Budgetary Adjustment

Purpose

To comply with State Statute 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 approval 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.

Corporate Office
W. 6380 Design Drive
Greenville, WI 54942



Ashley Johnson
Office: 920-757-2900
Cell: 262-278-2171
ashleyjohnson@walbecgroup.com

PROPOSAL

SUBMITTED TO:

Michael Van Meel
mvanmeel@greenlakecountywi.gov

DATE: February 5, 2026
PHONE: 920-229-5119 **FAX:**
JOB NAME: Tower Entrance Paving 2026
JOB LOCATION: Green Lake, WI
PLAN DATE:

For furnishing the necessary labor, material, and equipment to complete the following:

3" HMA Option

- Pulverize existing asphalt area of approximately 730 sy.
- Fine grade base course of approximately 730 sy.
- Construct a 3" compacted standard duty asphalt pavement consisting of a 1.75" Commercial 12.5mm binder course and a 1.25" Commercial 9.5mm surface course on an area of approximately 730 sy.

TOTAL PRICE: \$23,490.00

4" HMA Option

- Pulverize existing asphalt area of approximately 730 sy.
- Fine grade base course of approximately 730 sy.
- Construct a 4" compacted standard duty asphalt pavement consisting of a 2.25" Commercial 19mm binder course and a 1.75" Commercial 12.5mm surface course on an area of approximately 730 sy.

TOTAL PRICE: \$25,090.00

NOTES:

1. Optional EBS (12" depth, includes removal and supply/installation of new base): \$32.00/CY @ 244 CY = \$7,808.00
2. 1 Mobilization included.
3. Permits are not included.
4. Price does not include any undercutting of unsuitable soil or private utility locates.
5. The above price is based upon the site allowing for a minimum of 1% drainage. If 1% drainage is not obtainable, water ponding may occur.
6. If unstable subgrade or base course conditions are encountered during construction, the above pricing does not include undercutting or stabilization of unstable material. Undercutting and/or stabilization must take place prior to further paving. Paving without undercutting and/or stabilization will be at the Owner's/Contractor's direction, sole risk and without warranty.

If you have any questions on this proposal, please call me at the contact information listed above.

Thank you!

IF THIS PROPOSAL IS NOT ACCEPTED AND RETURNED WITHIN 10 DAYS FROM THE DATE OF THIS PROPOSAL OR IF THE WORK IS NOT COMPLETED BY July 1, 2026, NORTHEAST ASPHALT, INC. RESERVES THE RIGHT TO WITHDRAW THE PROPOSAL OR MODIFY THE TERMS OF THE PROPOSAL/CONTRACT.

Request for Credit Card Approval

Department: UW-Extension
 Committee: Admin

Name of Card Holder	Title of Position	Credit Card Limit
Grace Brown	Fair Coordinator	\$2,500

Justification for Credit Card(s):

This card would be used for purchases needed for the fair such as decorations, grocery or cleaning supplies during fair, office supplies, travel rooms & conference fees.

Department Head Approval: Grace E. Brown

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: County Clerk
 Committee: Admin

Name of Card Holder	Title of Position	Credit Card Limit
Samantha Stobbe	County Clerk	\$10,000 - previous Clerk Limit

Justification for Credit Card(s):

- purchases made on Amazon, Staples, etc. for County supplies
- hotel stays/registrations

Department Head Approval: Samantha M Stobbe

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____