



# *GREEN LAKE COUNTY*

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

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**Original Post Date: 5/11/2026**

**Amended Post Date: 5/11/2026**

**The following documents are included in the packet for the Administrative Committee Meeting on May 14th, 2026:**

- 1) Amended Agenda
- 2) Minutes for approval: 4/9/2026
- 3) \*Solar Energy Investment Performance Analysis
- 4) County Manager report
- 5) Human Resources report
- 6) 2027 Budget Timeline
- 7) New Position Analysis



# 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: Thursday, May 14<sup>th</sup>, 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*  
*Dennis Mulder*  
*Brian Floeter*  
*Gene Thom*  
*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. Election of Chair
5. Election of Vice Chair
6. \*Approval of Minutes: 4/9/2026
7. Public comment (3 min. limit)
8. Introduction of Fair Intern
9. \*Discussion and possible action regarding solar panels
10. County Manager update
11. Human Resources report
12. 2027 Budget Timeline/Process
13. Committee Discussion
  - Future Meeting Date: June 11<sup>th</sup>, 2026 @ 4:00 PM
  - Future Agenda Items for Action & Discussion
14. 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 Meeting Now](#)

Meeting ID: 240 339 242 522 60

Passcode: En68Uv2Y

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

#### **Dial in by phone**

+1 920-515-0745,,821137954# United States, Appleton

[Find a local number](#)

Phone conference ID: 821 137 954#

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

April 9, 2026

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Tuesday, April 9, 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		Gene Thom
	Bob Schweder		
	Dennis Mulder		
	Joe Gonyo		

Other County Employees Present: Samantha Stobbe, County Clerk; Jason Jerome, County Manager; Sheriff Mark Podoll; Matt Vandekolk, Chief Deputy; Sophia Walters, HR Coordinator; Kayla Yonke, Finance Director; Tom Wastart, Medical Examiner; Jeff Mann, Corporation Counsel; Amanda Thoma- Waushara County Medical Examiner

### **APPROVAL OF MINUTES – 03/10/2026**

*Motion/second (Schweder/Mulder)* to approve the minutes of the 03/10/2026 meetings as presented with no additions or corrections. Motion carried with no negative vote.

**PUBLIC COMMENT** - None

### **RESOLUTION**

- **Relating to Recognition of Service to the Green Lake County Board**

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

### **MEDICAL EXAMINER UPDATE**

County Manager, Jason Jerome stated that as of June 1, 2026 the County will be contracting services with Waushara County Medical Examiner office.

### **COUNTY CLERK UPDATE**

County Clerk, Samantha Stobbe gave an update on the positions within the office.

### **DISCUSSION REGARDING FUTURE OF CURRENT HIGHWAY FACILITIES/PROPERTY AND RELATION TO THE GREEN LAKE COUNTY FAIR**

County Manager, Jason Jerome gave an update and overview on the current grounds. Discussion held regarding updating current buildings. Discussion held on what the Future Fairgrounds AdHoc committee has accomplished.

*Motion/second (Schweder/Mulder)* to suspend the rules and let the Sheriff speak.

Sheriff advised the committee that the Sheriff's Office has two buildings on the current Highway grounds in the City of Green Lake as well.

### **DISCUSSION ON APRIL 21<sup>ST</sup> COUNTY BOARD AGENDA FOR 2026 STUDENT GOVERNMENT DAY**

Chairman Dave Abendroth asked the committee to look over the agenda for Student Government Day. It was stated that the Sheriff's Office will give a presentation on the Flock Camera system.

**FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION**

**Future Agenda Items –**

**Next Meeting Date – May 14, 2026 @ 4:00 PM**

**ADJOURNMENT**

Chair Abendroth adjourned the meeting at 4:18PM.

Submitted by,

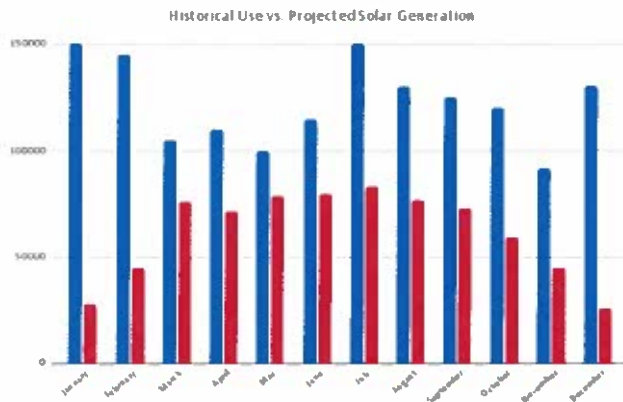
Samantha Stobbe  
County Clerk

DRAFT

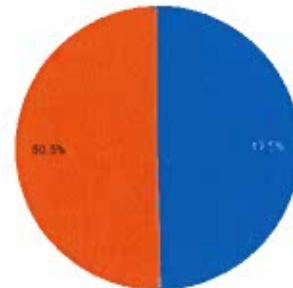
## 5) Solar Energy Investment Performance Analysis

### Capacity & Performance

- **Estimated AC output (Year 1): 742,500 kWh**
- **Estimated offset of historical electrical usage per year (x100%): 50.46%**



Solar Offset



### Pricing & Incentives

Contract System Cost	<b>\$1,215,000</b>
ITC (30%)	-\$364,500
Focus on Energy Incentive	-\$25,000
Federal Tax on Focus on Energy (21%)	\$5,250
<b>Net Project Cost</b>	<b>\$830,750</b>
Year 1 Energy + Export Value	\$63,453
Year 1 Demand Savings	\$6,008
<b>Year 1 Total Value</b>	<b>\$69,462</b>

### 30-Year Financial Performance (Estimated)

KEY METRICS	
Years to Cost Recovery (4.5% inflation)	10.6
IRR 20-Year	9.02%
IRR 25-Year	10.34%
IRR 30-Year	11.06%
NPV 30-Year (@ discount rate)	\$2,304,955
ROI 20-Year	143.62%
ROI 30-Year	353.88%
Levelized Cost of Solar Energy	\$0.038/kWh

### Definitions and Explanation

The **levelized cost of energy (LCOE)** is a financial metric that represents the average net present cost of electricity generation for a power-generating asset over its entire lifetime. The LCOE allows for an "apples-to-apples" cost comparison of different generation technologies, such as solar, wind, and natural gas, on a consistent basis.

For most people, the crucial comparison is with their local utility electricity price.

- **Good Value:** If your utility company charges more than the LCOE for your solar project, that means generating your own power will be cheaper in the long run than buying from the grid, making the investment worthwhile. The utility charges are expected to increase over time. This makes the solar option very compelling!
- **Traditional Fossil Fuels:** The LCOE for new natural gas and coal plants currently ranges from \$0.114-\$0.48/kWh.

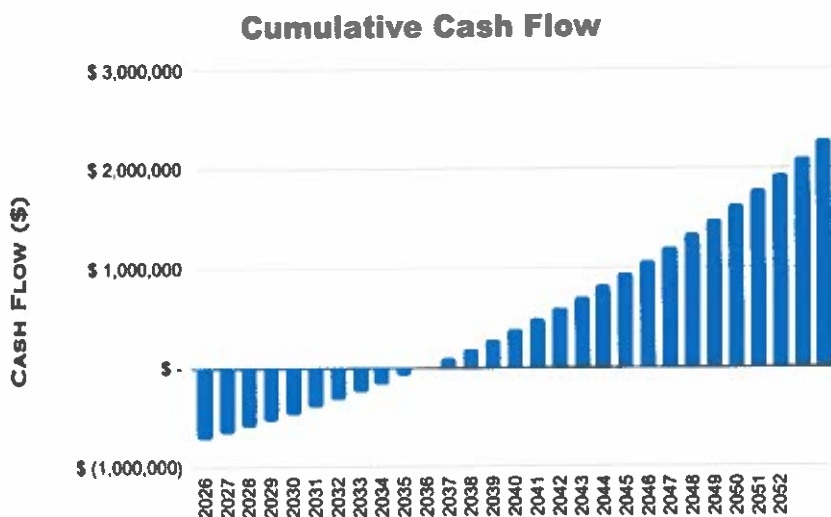
The "**cost of business as usual**" in the context of a solar system refers to the ongoing expenses of continuing to use the traditional energy system, which is an alternative to installing solar. This cost includes your current electricity bills, which are based on historical usage and projected future prices. Comparing the cost of business as usual (e.g., paying the utility company) with the costs of a solar installation (capital expenditures, like panels and inverters, plus operational expenditures, like maintenance) helps determine the long-term savings and payback period of the solar investment.

For a solar system, the **Internal Rate of Return (IRR)** is the annualized percentage return the investment is expected to generate, considering all costs and savings over the system's lifetime. It is the discount rate where the present value of all cash inflows (like electricity savings and incentives) equals the present value of all cash outflows (like the initial installation cost and ongoing maintenance). A higher IRR indicates a more profitable investment and is used to compare the solar project's potential return against other investments.

A **cash flow chart** for a solar system investment visually represents all money spent (outflows) and received/saved (inflows) over the system's lifetime, typically 25 years. It helps determine the investment's financial viability by showing the payback period, total return on investment (ROI), and net present value (NPV).

### Key Components of the Chart

- **Year 0 (Initial Investment):** The chart typically starts with a large negative cash flow (a downward arrow or bar) representing the upfront costs of equipment, installation, permits, and fees. This is the primary initial outflow. Any immediate incentives, like the federal Investment Tax Credit, are factored in to show the *net* initial investment.
- **Years 1-25+ (Ongoing Cash Flows):** For the remaining years, the cash flow is primarily positive (upward arrows or bars), representing savings from avoided electricity bills and potential additional incentives (like net metering credits).
  - **Savings over time:** These positive cash flows often increase over time because utility electricity rates tend to rise (inflation), making the self-generated solar power more valuable each year.



# Electric Usage

Chart  
Year view, month data

Year  
2024

Comparison Year

Meters

Days

365

Average temperature

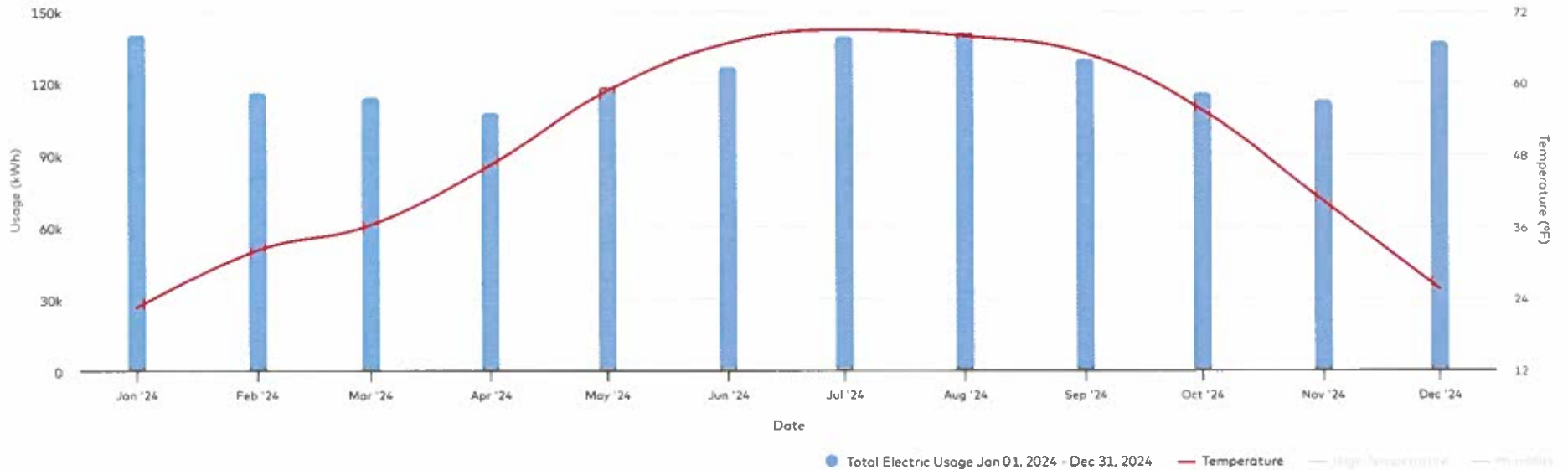
49°

Usage

1,485,750 kWh

Spending

\$154,352



1 Meter Selected

\*The most recent period may contain partial data.

# Electric Usage

Chart  
Year view, month data

Year  
2025

Comparison Year

Meters



Days

368



Average temperature

48°



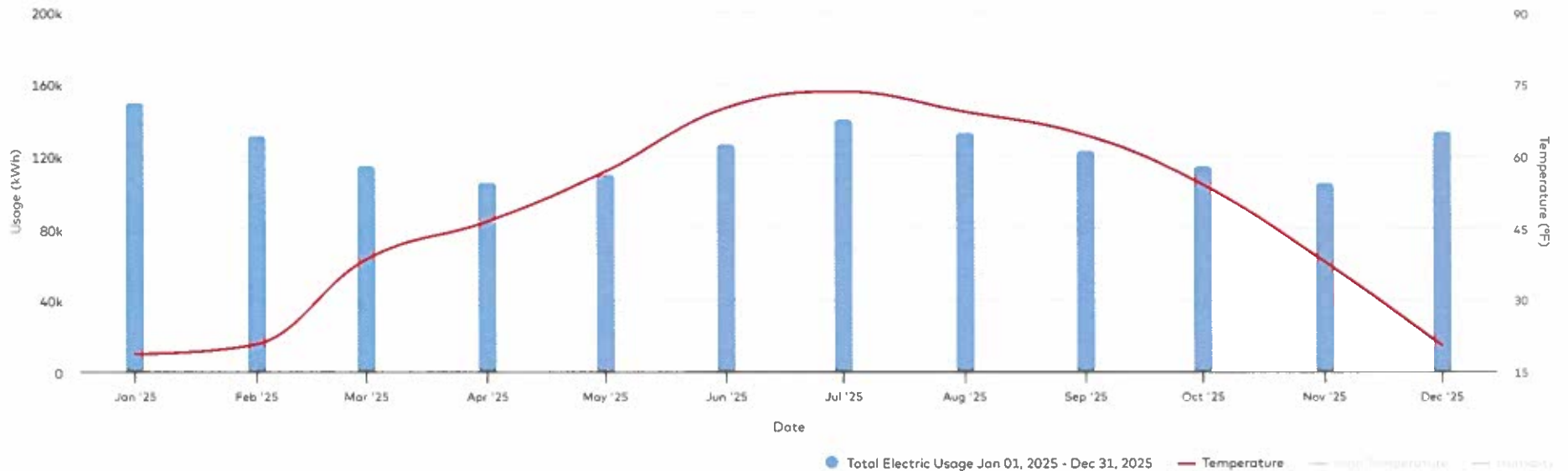
Usage

1,495,500 kWh



Spending

\$164,767



1 Meter Selected

\*The most recent period may contain partial data.



# Green Lake County

Administrative Committee

May 14th, 2026

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The purpose of this report is to provide committee members with a clear summary of the 2027 budget development timeline, expectations communicated to departments, and the formal process required for requesting new positions or increases in position hours.

## 1. Overview of 2027 Budget Kickoff Communication

Departments have been formally notified that the 2027 budget process has begun. The County Manager emphasized that projected personnel cost increases will likely absorb most available funds, and departments are expected to keep operational budget increases as close as possible to 0% over 2026 levels. Departments were asked to review operational needs first, consult administration before proposing projects or non-routine requests, and ensure the budget appears on oversight agendas in May and June.

## 2. Timeline for the 2027 Budget Process

Key dates include: May budget kickoff; June–August department submissions and committee reviews; July 10 deadline for small departments; August 7 deadline for large departments; August–October staff compilation; September–October Manager presentation to Finance; and November 10 final adoption at public hearing.

## 3. New Position Analysis Requirements

New positions or increases to hours require a multi-step review: departmental preparation of full justification; administrative review with pay group determination; Oversight Committee review; and final County Board approval through resolution.

## 4. Summary for Committee Awareness

Committees should be aware that operational budgets must remain level unless justified; personnel costs will significantly shape department budgets; strict deadlines must be met; new positions require formal review; and budget discussion must be included in committee agendas during upcoming months.

During the month, several notable developments occurred.

Nicole, our new AP/Payroll Coordinator, has continued to assume additional responsibilities and has quickly become a valuable member of the team. Her contributions and adaptability have made a positive impact on our operations.

Additionally, Amanda Thoma, along with the Sheriff, Chief Deputy, Communications Sergeant, and myself, met to discuss the transition of Medical Examiner functions to Amanda and her office effective June 1. Amanda also presented an overview of this transition to the Public Safety & Judicial Committee. I am currently working on scheduling a meeting with the District Attorney to ensure alignment across departments as this transition moves forward.

Looking ahead, I plan to present the 2027 wage resolution to this committee in the coming months. Following committee review, the resolution will move to the Finance Committee and then to the full County Board for approval, with the goal of inclusion in the 2027 budget.

Respectfully submitted,

Jason Jerome

County Manager

# Admin Committee Report – May 2026

## New Hires – Since 1/1/2026

Department	Name	Position	Start Date
HHS	Allison Milne	Economic Support Worker	1/28/2026
HHS	Brittyn Leibsle	Economic Support Worker	1/28/2026
HHS	Lesley Ernst	CCS Service Facilitator	5/27/2026
HHS	Diana Martin	Birth to 3 – Occupational Therapist	Contract Employee
Sheriff's Office	Jorge Verduzco	Court Services Officer	1/22/2026
Sheriff's Office	Cameron Piechowski	Communications Officer	2/3/2026
Sheriff's Office	Owen Schwandt	Correction Control Aide	2/9/2026
Sheriff's Office	Rondey Kamps	Corrections Officer	4/28/2026
Highway	Garret Winton	HWY Mechanic	4/9/2026
Highway	Joseph Thompson	HWY Laborer	3/23/2026
Highway	Justin Bagley	HWY Laborer	4/20/2026
FRI	Theresa Roberts	Program Aide	4/14/2026
Finance	Nicole Geohring	AP/Payroll Coordinator	4/13/2026
Register of Deeds	Jennifer Schmidt	Deputy Register of Deeds (PT)	5/18/2026
UW-Extension/Fair	Ava Butt	Fair Intern	5/11/2026
Maintenance/Parks	2 New Hires Pending	Offers Out	TBD
County Clerk	Pamala Dykstra	Deputy County Clerk	6/1/2026

## Open Roles

Department	Position
Highway	Account Clerk Specialist
Highway	Laborer (2 positions)

HHS – Birth to 3 Program	Physical Therapist (Contract position)
Sheriff’s Office	Patrol Deputy
Sheriff’s Office	Master Control Aide
Sheriff’s Office	Corrections Officer (Female)
Sheriff’s Office	Corrections Officer (Male) (2 positions)
NOT POSTED YET – District Attorney Office	Legal Clerk
NOT POSTED YET – Sheriff’s Office	Court Services Deputy

## Terminations - 1/1/2026 – 5/31/2026

Department	Number
Highway	6
HHS	3
Sheriff’s Office	5
District Attorney	1
County Clerk	1
Register of Deeds	1

## Transfers / Promotions

Name	New Role	Effective Date
Sam Stobbe	County Clerk	3/1/2026
Casey Jackl	CSP Professional / Crisis Case Worker	End of May 2026

## Retirements

Name	Department	Effective Date
Liz Otto	County Clerk	2/28/2026
Steve Huber	Sherrif	3/5/2026
Kevin Manning	Sherrif	5/29/2026

### Other Updates to Report

- **New Hire Orientation:** I am currently developing a monthly New Hire Orientation program. I will continue meeting individually with employees on their first day to review paperwork and benefits, but the new orientation will provide a more in-depth- overview of the County as a whole. As part of the orientation revamp, I am also creating checklists for managers, payroll, and myself to help streamline and improve the onboarding process. More updates to come on this.

- **Policy/Procedure Manual:** We have formed a group that is reviewing the manual together and making necessary updates. Our goal is to condense and clarify the content as much as possible. You can expect a progress update next month, as I am currently preparing a presentation on our work.

- **Career Fairs:** Chief Vande Kolk and I recently attended a career fair at Green Lake High School. I hope to participate in additional events this fall, as both fall and spring are great opportunities for outreach to schools. I would like to go to high school, techs, and 4-year universities.

- **Wellness Committee:** The Health Department and I have established a Wellness Committee. We recently sent a survey to all employees, and we are excited to share new ideas soon!

- **Employee Appreciation:** I will continue to help plan and coordinate the food trucks for our Employee Appreciation efforts. We've had one successful visit so far, and another food truck is scheduled for next week. We've got a full summer of food trucks!

- **Overall,** I have really enjoyed getting to know everyone, and I'm learning a great deal about Green Lake County and our processes. Everyone has been incredibly helpful, and I look forward to continuing to grow in this role.



## **GREEN LAKE COUNTY**

### **OFFICE OF THE FINANCE DIRECTOR**

*Kayla Yonke, Finance Director*  
kyonke@greenlakecountywi.gov

*Office: 920-294-4070*  
*FAX: 920-294-4135*

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## **2027 Budget Timeline**

May – Budget kick-off e-mail from County Manager

June – August

- Department Heads and Managers complete 2027 requested budget spreadsheets
- Budget development meetings with County Manager and/or Finance Director
- Department Heads discuss with committee of jurisdiction regarding proposed 2027 budget

July 10<sup>th</sup> – Deadline for small Departments initial 2027 Department Budget sheets to finance director

August 7<sup>th</sup> – Deadline for Large Departments initial 2027 Department Budget sheets to finance director

July – August – Wage Resolution to July Finance & August County Board

August – October

- Compile budget: meet with department heads and or committees of jurisdiction if deemed necessary

September - October

- County Manager preliminary budget presentation to Finance Committee and Approval for Publication

November 10<sup>th</sup>

- Public Hearing – County Board Approval/Adoption of 2027 Budget

## NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

### DIRECTIONS:

All steps of the New Position Analysis form must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the County Administrator and HR Coordinator prior to considering new position requests concerning position responsibilities and compensation plan placement. The requesting department head shall present the completed form along with position title, job description, proposed wage classification, justifying rationale, any State or Federal mandates, how the position fits within the department, budget implications (i.e. salary/fringe, office equipment, software, furniture, etc.) and proposed resolution. The department head may also consult with the Financial Manager concerning position funding and budget issues. The department head completes the New Position Analysis form and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b) or if rejected returned to the department head.

(b) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to their oversight Committee. The Committee will review the request and vote to approve or deny the request. If the oversight Committee approves, the request moves on to step (c). The Department head shall keep their committee apprised of the status of the department's new position request through the budget process.

(c) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to the Personnel Committee. The Personnel Committee will review the request and vote as to whether or not they support the request as proposed. The request then moves on to step (d).

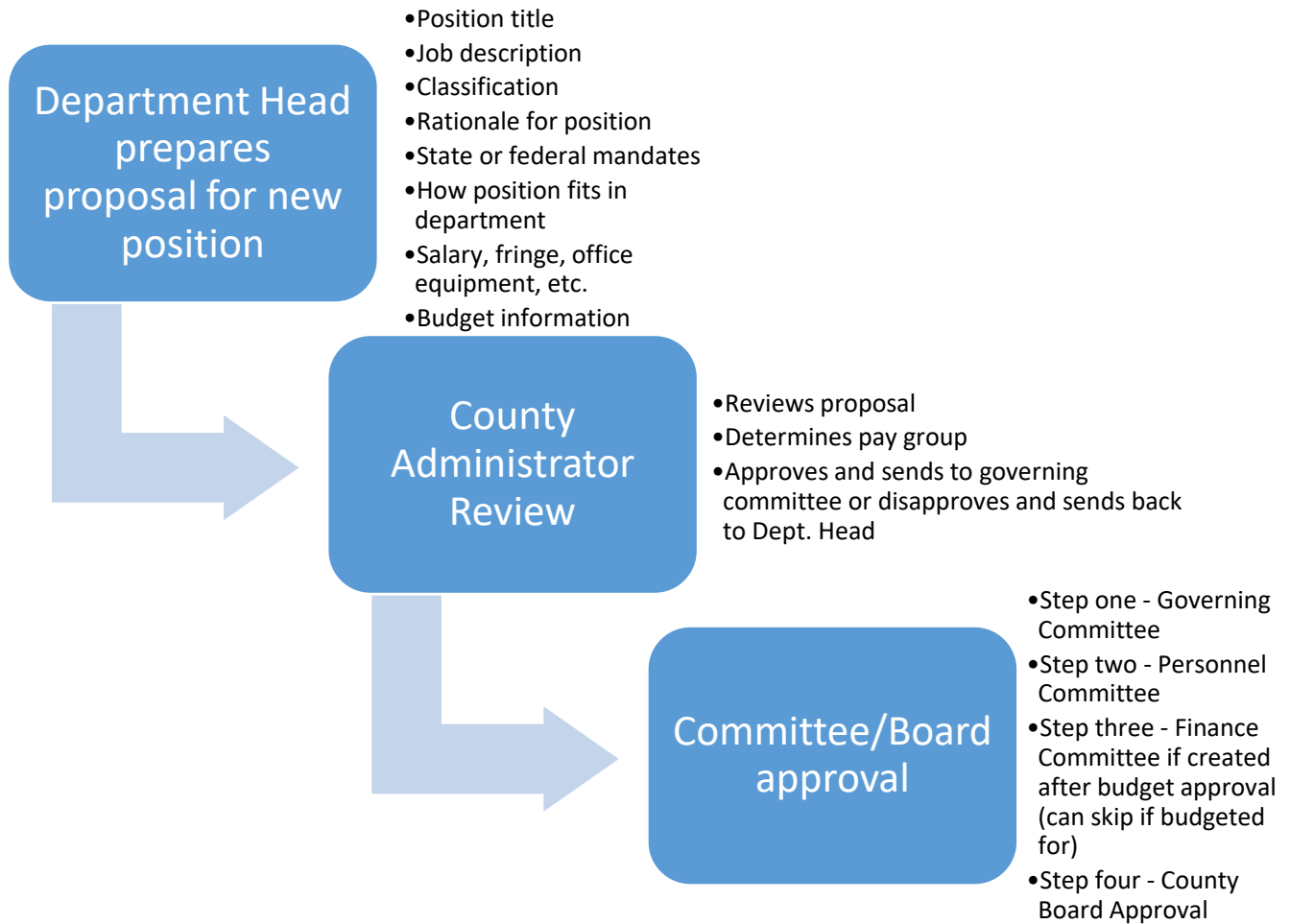
(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution if the new position is created after the annual budget has already been adopted. If the new position is to be included in an upcoming budget process, it need not go to Finance Committee at this time. The request then moves on to step (e).

(e) Finally, the request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Committee of Jurisdiction, Personnel Committee and the Finance Committee (if applicable).

(f) The action of the County Board will be final, although the County Board may refer the resolution back to an appropriate committee if more information is required.

(g) Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

**NEW POSITION REVIEW FLOW CHART**



Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION ANALYSIS

New position

Increased part-time

Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department:

Date:

Department Head:

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Suggested Title:

Full Time

Part Time

Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group:

C. General Description of the Position:

D. Typical Examples of Work to be Performed (in detail):

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
\_\_\_\_\_

E. Minimum Qualification of a Candidate:

Education:

Experience:

F: Funding

Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp

1. Where will the funding for this position come from:
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?

Is office space presently available Where?

Estimated Equipment Cost:

Is the Cost in the Department Budget?

3. Grand total cost, all items, current fiscal year:

4. Therefore, annual cost of salary and fringe:

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

2. Number of Employees directly supervised: Indirectly:

List Title of employees reporting to this position:

H. Who will this person report to?

\*\*\*\*\*

**County Administrator Action:**

Position Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

\*\*\*\*\*

**Personnel Committee Action:**

Position Approved: \_\_\_\_\_ Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ Ayes, \_\_\_\_\_ Nay, \_\_\_\_\_ Absent/Abstention

\*\*\*\*\*

**Finance Committee Action:**

Fiscal Note Approved: \_\_\_\_\_ Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ Ayes, \_\_\_\_\_ Nay, \_\_\_\_\_ Absent/Abstention

\*\*\*\*\*

**County Board Action:**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ Ayes, \_\_\_\_\_ Nay, \_\_\_\_\_ Absent/Abstention