



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 04/11/2018**

**Amended Post Date:**

## **The following documents are included in the packet for the County Board on April 17, 2018:**

- 1) Agenda
- 2) Ordinance 11-2018 Repealing and Recreating Chapter 9 – Board of Supervisors
- 3) Draft minutes from the March 20, 2018 meeting
- 4) Letter of Support for Bicycle Route through Camp Grow
- 5) Resolution 11-2018 Recognition of Service to Green Lake County Board
- 6) Resolution 12-2018 Resolution Designating the Week of April 9 through April 13 2018 as Work Zone Awareness Week in Green Lake County
- 7) Resolution 13-2018 Establish Fees for Services Rendered by the Coroner
- 8) Resolution 14-2018 Relating to Committed Funds for 2018 as Required by GASB #54
- 9) Resolution 15-2018 Government Obligation Contract between Green Lake County and Kansas State Bank
- 10) Ordinance 12-2018 Amending Chapter Ch. 19 Commissions and Committees
- 11) Ordinance 13-2018 Relating to Rezone in the Town of Brooklyn: Zodrow Properties, LLC
- 12) Ordinance 14-2018 Relating to Rezone in the Town of Marquette: Forrest E. and Lois L. Linger Family Trust
- 13) Ordinance 15-2018 Amending Chapter 187 Parks and Recreation, Article III, Park Rules and Regulations
- 14) Budget Adjustments (2)
- 15) 2017 Annual Reports



**Green Lake County Board of Supervisors**  
**Meeting Notice**

The Green Lake County Board of Supervisors will convene at the **Government Center** in Room #0902 in the City of Green Lake, Wisconsin on Tuesday, the **17th day of April, 2018 at 9:00 AM** for the organizational meeting of the Board. Business to be transacted include:

**AMENDED AGENDA \***

**County Board of Supervisors**

- Dist. 1 Larry Jenkins
- Dist. 2 Vicki Bernhagen
- Dist. 3 Curtis Talma
- Dist. 4 David Abendroth
- Dist. 5 Peter Wallace
- Dist. 6 VACANT
- Dist. 7 Charlie Wielgosh
- Dist. 8 Patricia Garro
- Dist. 9 Bill Boutwell
- Dist. 10 Sue Wendt
- Dist. 11 Harley Reabe
- Dist. 12 Robert Schweder
- Dist. 13 Kathleen Morris
- Dist. 14 Dennis Mulder
- Dist. 15 Katie Mehn
- Dist. 16 Joe Gonyo
- Dist. 17 Keith Hess
- Dist. 18 Richard Trochinski
- Dist. 19 Robert Lyon

**GREEN LAKE COUNTY**  
**MISSION:**

- 1) Fiscal Responsibility
- 2) Quality Service
- 3) Innovative Leadership
- 4) Continual Improvement in County Government

1. **Call to Order**
2. **Oath of Office to Supervisors**
3. **Introduce new members**
4. **Roll Call**
5. **Reading of the Call**
6. **Pledge of Allegiance**
7. **Election of Chairman**
8. **Election of Vice-Chairman**
9. **Ordinances**
  - Ord 11-2018 Repealing and Recreating Chapter 9 – Board of Supervisors
10. **Election of Highway Committee**
11. **Minutes of 03/20/18 meeting**
12. **Announcements**
13. **Public Comment (3 minute limit)**
14. **Correspondence**
15. **Appearances**
  - Conservation Poster Contest Awards – 9:45
  - Student appearances relating to County Government Day – 10:30
16. **Employee Recognition Awards for 2017**
17. **Letter of Support for Bicycle Route through Camp Grow**
18. **Resolutions**
  - Res 11 -2018 Recognition of Service to Green Lake County Board
  - Res 12 -2018 Resolution Designating the Week of April 9 through April 13, 2018 as Work Zone Awareness Week in Green Lake County
  - Res 13 -2018 Establish Fees for Services Rendered by the Coroner
  - Res 14 -2018 Relating to Committed Funds for 2018 as Required by GASB #54
  - Res 15 -2018 Government Obligation Contract between Green Lake County and Kansas State Bank
  - \* ~~Res 16 -2018 Resolution to Engage von Briesen & Roper, s.c. and Crueger Dickinson LLC, Together with Simmons Hanly Conroy LLC, as Counsel in Relation to Claims Against Opioid Manufacturers- (Removed from agenda)~~
19. **Ordinances (continued)**
  - Ord 12-2018 Amending Chapter Ch. 19 Commissions and Committees
  - Ord 13-2018 Relating to Rezone in the Town of Brooklyn: Zodrow Properties, LLC
  - Ord 14-2018 Relating to Rezone in the Town of Marquette: Forrest E. and Lois L. Linger Family Trust
  - \* Ord 15-2018 Amending Chapter 187 Parks and Recreation, Article III, Park Rules and Regulations
20. **Budget Adjustments**
21. **2017 Annual Reports**
22. **Committee Appointments and Humane Officer Appointment**
23. **Departments to Report on May 15, 2018**
24. **Future Agenda Items for Action & Discussion**
25. **And such other business as may properly come before the Board of Supervisors**
26. **Adjourn**

The several committees of the Board may also meet for the purpose of discussing or acting upon matters which are the subject matter of the meeting of the County Board of Supervisors.

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin, this 11th day of April, 2018.

Elizabeth A. Otto, Green Lake County Clerk

**ORDINANCE NO. 11-2018**

**Repealing and Recreating Ch. 9 – Board of Supervisors**

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 17th day of April 2018, does ordain as follows:

- 1 **WHEREAS**, review of Chapter 9, Board of Supervisors revealed that certain changes
- 2 are necessary to bring the ordinance into compliance with state statutes, and to reflect
- 3 the changes in County government organization and policies.

Roll Call on Ordinance No. 11-2018

Submitted by Administrative Committee:

Ayes , Nays , Absent , Abstain

/s/ Harley Reabe

Harley Reabe, Chair

Passed and Enacted/Rejected this 17th day of April 2018.

Nick Toney, Vice-chair

County Board Chairman

Robert Lyon

ATTEST: County Clerk  
Approve as to Form:

Michael Starshak

Corporation Counsel

Paul Schwandt

William Boutwell

5 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**  
6 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

7  
8 **Section 1.** Green Lake County Ordinance, No. 607-96 adopted by the Board of  
9 Supervisors of Green Lake County on 4-10-1996, as amended through Ord. No. 776-03,  
10 and as further amended from time-to-time, is hereby repealed.

11  
12 **Section 2.** Chapter 9 – Board of Supervisors is hereby created:

13  
14 Chapter 9. Board of Supervisors.

15  
16 Article I. General Procedures

17  
18 § 9-1. Membership; terms of office; compensation; vacancies.

19  
20 Green Lake County is a self-organized county under the provisions of §59.10(1), Wis.  
21 Stats. The following special provisions shall apply:

22  
23 A. The County Board shall consist of 19 Supervisors, each representing a proportionate  
24 population district as determined by the most recent census. Current districts and  
25 representation shall remain in effect until redistricting has been accomplished.

26  
27 B. Supervisors' terms of office shall be two years, and Supervisors shall be elected at the  
28 election to be held on the first Tuesday in April in even-numbered years and shall take  
29 office on the third Tuesday in April following their election.

30  
31 C. Compensation of Supervisors shall be as set forth in Green Lake County Resolution  
32 No. 37-95 and/or succeeding resolutions regulating such compensation. Members  
33 shall receive meeting payments and reimbursement for mileage as fixed and allowed  
34 by the County Board for all committees. Meeting payments, exclusive of travel, shall  
35 not exceed \$1,500 per member, per committee, annually.

36  
37 D. In the event of a vacancy on the Board, the Board Chair, with the approval of the  
38 Board, shall appoint a person who is a qualified elector and resident of the supervisory  
39 district to fill the vacancy for the unexpired portion of the term to which the person is  
40 appointed and until his or her successor is elected and qualified.

41  
42 § 9-2. Reimbursement for expenses.

43  
44 The method of payment and reimbursement for all authorized expenses to all members of  
45 the County Board of Supervisors, elected officials of Green Lake County, and citizens  
46 appointed to committees, boards and/or commissions conducting business on behalf of  
47 Green Lake County shall be as follows:

48  
49 A. Claims shall be submitted to the County Clerk's office not later than 9:00 a.m. of the  
50 morning following a County Board meeting on a form provided by the office for that

51 purpose. Claims must be substantiated by minutes or a roll call sheet for each meeting  
52 attended or action performed which would result in a meeting payment. A receipt from  
53 the provider, indicating the amount and date of the expense, must substantiate  
54 expenses but reimbursements shall be limited to the amounts authorized by County  
55 ordinance and resolutions.

- 56
- 57 B. The County Clerk's office shall prepare a payroll request for each Supervisor, listing  
58 each meeting/action for which payment is claimed as well as reimbursement for  
59 mileage, meals consumed outside Green Lake County while on County business,  
60 lodging costs (if not otherwise paid for by the County), registration fees (if paid by the  
61 Supervisor), parking fees, and similar expenditures made in the course of County  
62 business. Receipts must be provided for all reimbursements other than mileage.  
63
- 64 C. The County Clerk's office shall also prepare a voucher for each elected official or lay  
65 member of a County-appointed committee, board or commission listing all claims for  
66 reimbursement, such as mileage, lodging costs (if not otherwise paid by the County),  
67 meals, registration fees (if paid by the claimant), parking fees, and similar expenditures  
68 made in the course of effecting County business. Receipts must be provided for all  
69 reimbursements other than mileage.  
70
- 71 D. Overlooked or otherwise delayed claims shall be made within one year of the date of  
72 original entitlement. Any request for a variance of this rule shall be made to the  
73 Finance Committee in writing, stating cogent reasons therefor.  
74
- 75 E. The County Clerk shall annually, not later than the February meeting of the County  
76 Board of Supervisors, provide a written report of the payment made to each person  
77 entitled to the same under the provisions of this chapter, listing the amounts received  
78 as meeting payments, the amounts received as reimbursement for allowed expenses  
79 and a total of the amounts received. Such report shall also be provided to the official  
80 newspaper for publication therein.

81  
82 § 9-3. Automobile mileage reimbursement.  
83

- 84 A. Automobile mileage shall be reimbursed at the rate established by the Federal Internal  
85 Revenue Service (IRS) as allowable for full deduction on income tax returns for all  
86 miles driven on County business, with all adjustments to said rate being made in  
87 accordance with subsequent IRS adjustments.  
88
- 89 B. Evidence of automobile liability insurance must be produced as set forth in Green Lake  
90 County Resolution No. 432-91 and/or succeeding resolutions regulating such  
91 insurance.  
92

93 § 9-4. Regular meetings.  
94

95 The regular meetings of the Green Lake County Board of Supervisors may be held in the  
96 County Courthouse in the City of Green Lake at 6:00 p.m. on the third Tuesday of each

97 month. County Board meetings will not ordinarily be held in January and July Any  
98 meetings can be canceled, scheduled or rescheduled by the County Board Chair as  
99 needed.

100 § 9-5. Annual meeting.

101  
102  
103 The annual meeting of the Green Lake County Board of Supervisors shall be held in the  
104 County Courthouse in the City of Green Lake at 6:00 p.m. on the Tuesday following the  
105 second Monday in November of each year for the purpose of transacting such business as  
106 the adopting of a budget.

107  
108 § 9-6. Organizational meeting.

109  
110 A. The organizational meeting of the Green Lake County Board of Supervisors shall be in  
111 the County Courthouse in the City of Green Lake at 9:00 a.m. on the third Tuesday in  
112 April of each year.

113  
114 B. To begin the organizational meeting during even-numbered or supervisory election  
115 years, the County Clerk shall call the meeting to order, call the roll, establish a quorum,  
116 and proceed with ceremonies to swear in and seat the newly elected Supervisors. The  
117 County Board shall then proceed to elect a County Board Chair. Then the County Clerk  
118 shall turn the meeting over to the Chair, and the County Board shall proceed to elect a  
119 Vice Chair. The Chair and Vice Chair shall each serve for a two-year term,  
120 commencing in April in even-numbered years. The Chair shall then proceed with  
121 organizational direction for the coming year.

122  
123 C. To begin the organizational meeting in odd-numbered years, the Chair shall call the  
124 meeting to order, the County Clerk shall call the roll and establish a quorum, and the  
125 Chair will proceed with organizational direction to committees for the coming year.

126  
127 § 9-7. Powers and duties of Chair.

128  
129 A. The County Board Chair appoints all standing committees, boards, and commissions,  
130 not required by statute to be appointed by the County Administrator, and subject to the  
131 approval of the County Board.

132  
133 (1) In even-numbered years, the County Board Chair is authorized to appoint members  
134 of all standing committees, boards and commissions by 12:00 noon on the Friday  
135 following the annual organizational meeting of the County Board. All terms shall be  
136 for two-years, unless otherwise provided in these rules or state statute. The County  
137 Clerk's office will send out the committee appointments to all Supervisors on that  
138 Friday. No appointed committee meetings will be held for one week (seven days)  
139 after adjournment of the County Board organizational meeting. Committees shall  
140 elect their officers at their first meeting. Appointments of appointed committee  
141 members shall be confirmed by the County Board at the following May meeting.

142 (2) The County Board Chair shall appoint a Committee on Committees to assist  
143 him/her in making appointments but may not delegate appointment of committee  
144 members to a committee of the Board [§ 59.13(1), Wis. Stats., and 61 Attorney  
145 General 214]. The Committee members shall include the County Board Chair,  
146 County Board Vice-chair and the County Administrator.

147  
148 (3) The County Board Chair shall be an ex officio member of all County Board  
149 Committees and in the absence of a committee member may attend to create a  
150 quorum and vote on matters before the committee.

151  
152 B. The County Board Chair may call Supervisors to attend any meetings pertaining to  
153 County affairs, which may arise between regular Board meetings. Members attending  
154 shall be paid their actual and necessary expenses in addition to meeting payments.  
155 The County Board Chair may appoint special committees from time to time, with the  
156 approval of the County Board.

157  
158 C. After election to a committee, if a Supervisor determines that he/she cannot serve on  
159 that committee, the County Board Chair shall declare the position vacant and appoint a  
160 Supervisor to fill the vacancy before the next regular County Board meeting.

161  
162 § 9-8. Presiding officers.

163  
164 The Chair or, in the Chair's absence, the Vice Chair shall call each monthly or special  
165 meeting of the County Board to order and direct the Clerk to call the roll of membership. In  
166 the absence of both the Chair and Vice Chair, the County Clerk shall preside until a Chair  
167 Pro Tem is elected. A Chair and a Vice Chair shall be elected by the members of each  
168 committee. Either the Chair or the Vice Chair shall be sure to make him/herself available  
169 for all regular committee meetings. If a committee determines that it is necessary, it may  
170 also elect a Secretary. All officers must be recorded with the County Board Chair and the  
171 County Clerk as soon as possible after their election.

172  
173 § 9-9. Order of business.

174  
175 A. Upon establishment of a quorum, defined as a majority of the members of the County  
176 Board present at a roll call, the minutes of the preceding meeting shall be acted on by  
177 the Board. Any mistakes therein shall be corrected by the Board. After the reading and  
178 correction of the minutes, the order of business shall be as follows:

- 179  
180 (1) Announcements.  
181 (2) Appearances.  
182 (3) Correspondence.  
183 (4) Resolutions.  
184 (5) Ordinances.  
185 (6) Reports.  
186 (7) Hearings.

- 187 (8) Appointments.
- 188 (9) Elections.
- 189 (10) Department reports.
- 190 (11) All other matters authorized by law.

191

192 B. The Chair shall preserve order and decide questions of order, subject to an appeal to

193 the Board, and shall clearly and distinctly state every motion or question before debate

194 and announce the result of all votes taken.

195

196 § 9-10. Resolutions, ordinances, petitions and reports.

197

198 A. All resolutions, ordinances, petitions, and reports shall be delivered to the County

199 Clerk's office by 4:30 p.m. on the Wednesday preceding the County Board meeting.

200 Every written resolution or ordinance shall be typed in block style on the appropriate

201 form and be as concise as possible and shall have attached thereto the names of the

202 persons or committee introducing it and a fiscal note, any time expenditures are

203 increased or decreased, and signed by at least one County Board Supervisor. When

204 such a resolution/ordinance is referred to a committee, such committee shall report its

205 findings with the members' names endorsed thereon. The Corporation Counsel will

206 check all resolutions, petitions, and ordinances prior to introduction to the committee of

207 jurisdiction and the Board, and shall so indicate on their face.

208

209 B. Every motion or amendment shall be reduced to writing by the presenting Supervisor

210 when a request therefor shall be made by any Board member. All petitions, memorials,

211 and substitutes shall be reduced to writing and read by the Clerk before they shall be

212 considered by the Board.

213

214 § 9-11. Right to vote and order of voting.

215

216 The Chair of the Board of Supervisors shall be entitled to vote on all questions taken by

217 aye, nay or abstain; the Chair votes for the district the Chair represents. When the vote on

218 any question is a tie it shall be lost, but any member on either side of the question may

219 present the same question again at such time provided by the rules.

220

221 § 9-12. Privilege of speaking and Decorum.

222

223 A. Every member, prior to speaking, shall raise their hand (or use the Roll Call Vote

224 system) to indicate the desire to speak, address the Chair, and be recognized by the

225 Chair. When two or more members raise their hands at once, the Chair shall designate

226 the member who is to speak first.

227

228 B. The County Board Chair may not be involved in debate. If the County Board Chair is

229 called out of order by a Board member for this reason, the Chair shall cease speaking

230 and shall not be allowed to proceed in the debate without permission of the Board.

231

232 C. Every member shall limit his or her statements to the pending question before the

233 Board and such statements should have bearing on whether the pending motion  
234 should be adopted or rejected.

235  
236 D. Every member should not attack or question the motives of another member.

237  
238 E. Every member should address his or her remarks through the County Board Chair and  
239 shall not address another member directly. Members should not discuss business  
240 before the Board or a Committee between themselves and should speak on a motion  
241 before the Board after obtaining the floor.

242  
243 F. No member may speak against his or her own motion. A member is not required to  
244 speak on his or her motion, but if chooses to speak, he or she must take a favorable  
245 position.

246  
247 § 9-13. Voting and roll call.

248  
249 A. A vote on any question shall be taken by ayes and nays, but members may vote to  
250 abstain when polled. A roll call shall be taken on all resolutions, ordinances, and all  
251 questions involving the expenditure of money. Whenever a vote is taken, the names of  
252 those voting in a minority position on the question will be recorded in parentheses  
253 following the numerical listing of that vote total.

254  
255 B. An affirmative unanimous oral vote shall be considered and recorded as an affirmative  
256 unanimous roll call vote.

257  
258 § 9-14. Precedence of motions.

259  
260 A. When a motion is under consideration, no other motion shall be entertained except:

- 261  
262 (1) Fix the time to which to adjourn  
263 (2) To adjourn.  
264 (3) To recess.  
265 (4) Raise a question of privilege  
266 (5) Call for the orders of the day  
267 (6) To lay on the table.  
268 (7) For the previous question.  
269 (8) Limit or extend limits of debate  
270 (9) To postpone to a day certain.  
271 (10) To commit to a committee.  
272 (11) To amend or to substitute.  
273 (12) To postpone indefinitely

274  
275 B. These several motions shall take precedence in the order in which they stand in this  
276 section.

277 § 9-15. Non-debatable motions.

278

279 A motion to adjourn, to lay on the table, and for the previous question shall be decided  
280 without debate, except as hereinafter provided. It shall not, however, be in order to move  
281 to table a motion or resolution until after the author of the motion or resolution has been  
282 given an opportunity to speak on his motion or resolution.

283

284 § 9-16. Motion to postpone.

285

286 A motion to a day certain shall not again be entertained until the next County Board  
287 meeting.

288

289 § 9-17. Substitute proposal.

290

291 A substitute shall be open to amendment the same as the original proposition but when  
292 adopted shall not be subject to amendment. If an amendment or substitute is lost, another  
293 substantially the same shall not be entertained.

294

295 § 9-18. Reconsideration.

296

297 Once a motion or question has been determined, any member voting with the prevailing  
298 side may move a reconsideration of the vote, but such motion shall be made and acted  
299 upon at the same or next succeeding meeting (properly noticed under open meetings law).

300

301 § 9-19. Suspension of rules.

302

303 Any of these rules, except § 9-25, may be suspended by a two-thirds vote of the members  
304 present. A motion to suspend appropriate rules shall be in order.

305

306 § 9-20. Rules of procedure.

307

308 The rules of parliamentary procedure comprised in the current edition of Robert's Rules of  
309 Order, so far as they remain in common use and are practicable, applicable, and not  
310 inconsistent with these rules, shall govern the Board.

311

312 § 9-21. Committee of the whole.

313

314 Whenever the Board has been a committee of the whole and is again seated in regular  
315 session, it may at once take up and act upon the report of the committee of the whole  
316 before the transaction of any other business.

317

318 § 9-22. Publication of reports.

319

320 Reports presented to the County Board shall be mentioned in the Board proceedings  
321 unless specifically directed by the County Board.

322 § 9-23. Written agenda.  
323

324 A. County Board. The County Clerk is hereby authorized and instructed to prepare a  
325 written agenda before each County Board meeting and deliver it to each Supervisor  
326 and the official County paper and other news media, which request written agendas,  
327 except when the Board is in continuous session. All members and committees of the  
328 County Board, County employees, and elected officials shall cooperate with the County  
329 Clerk by having reports, resolutions, or other matters to be placed on the agenda, or an  
330 explanatory notice thereof, in the office of the County Clerk at least seven days prior to  
331 such meeting, with all agenda items approved by the County Board Chair.

332  
333 B. Committees. The County Clerk or designee is hereby authorized and instructed to  
334 prepare a written agenda before each committee meeting and deliver it to each  
335 committee member, the official County newspaper, and other news media that have  
336 requested written agendas. All members of committees, County employees and  
337 elected officials shall cooperate with the County Clerk by having reports, resolutions or  
338 other matters to be placed on the agenda, or an explanatory notice, in the office of the  
339 County Clerk at least seven days prior to the meeting. All written agendas for  
340 committee meetings shall follow a format approved by the Administrative Committee.

341  
342 § 9-24. Notice of committee meetings.  
343

344 A. A bulletin board outside the office of the County Clerk will display a list of all  
345 committees of the County Board, and the time and place of all regular meetings shall  
346 be shown thereon. The County Clerk shall keep this information current.

347  
348 B. In emergencies, when a committee meeting must be held with less than 24 hours'  
349 notice, the official County paper and other news media which request notice must have  
350 at least two hours' notice.

351  
352 § 9-25. Adoption and amendment of rules.  
353

354 Rules of the County Board shall be adopted at the organizational meeting of the County  
355 Board by majority vote of those present and shall only be amended during the two-year  
356 term by a three-fourths vote of those present at a meeting, and such rules shall govern the  
357 Board until altered or repealed.

358  
359 § 9-26. Special committees and boards.  
360

361 The County Clerk shall publish the official directory each year and it shall contain  
362 information on special committees, boards, and commissions appointed by the County  
363 Board Chair, the County Administrator and approved by the County Board.

364 Article II. Elected Committees

365

366 § 9-27. General requirements.

367

368 A. The Highway Committee is an elected committee per state statute. Regular meetings  
369 shall be held each month at a time and place as advertised by the committee. Special  
370 meetings shall be held as determined necessary by the committee and shall be duly  
371 advertised.

372

373 B. Committees shall keep appropriate minutes of all actions taken at their meetings. All  
374 minutes shall be placed on the County website within three (3) business days of the  
375 meeting at which the minutes were taken. Committee chairs shall present reports to the  
376 County Board on request.

377

378 C. Each committee shall elect its own officers unless said elections are inconsistent with  
379 federal or Wisconsin laws.

380

381 § 9-28. Highway Committee.

382

383 The Highway Committee consists of five members elected at the organizational meeting of  
384 the County Board in even-numbered years. The Supervisors elected to the Highway  
385 Committee shall serve two years or until a successor has been elected or appointed.

386

387 Article III. Appointed Committees

388

389 § 9-29. General requirements.

390

391 A. The County Board Chair shall designate the membership of all appointed committees  
392 pursuant to his/her authority under § 9-7, unless the appointment is made by the  
393 County Administrator as required under statute. These appointments shall be for a  
394 term of two years until their successors are appointed and confirmed by the County  
395 Board.

396

397 B. Each committee shall elect its own officers unless said elections are inconsistent with  
398 federal or Wisconsin laws.

399

400 C. The County Board Chair (or the County Administrator) shall also designate an alternate  
401 member for each appointed committee, who shall serve at such time as may be  
402 necessary to form a quorum for the regular conduct of business. The Committee Chair  
403 or the County Clerk shall notify the alternate member of the need for his/her services.

404

405 D. Regular meetings of appointed committees shall be held at a time and place as  
406 advertised by the committee. Special meetings may be held as determined necessary  
407 by the committee and shall be duly advertised.

408 E. Committees shall keep appropriate minutes of all actions taken at their meetings. All  
409 minutes shall be placed on the County website within three (3) business days of the  
410 meeting at which the minutes were taken. Committee Chairs shall present reports to  
411 the County Board on request.

412

413 §9-30. Agriculture-Extension Education and Fair Committee.

414

415 A. The Agriculture-Extension Education and Fair Committee shall consist of five  
416 Supervisors appointed by the County Board Chair and confirmed by the Board of  
417 Supervisors. Each Committee member shall serve a term of two years.

418

419 B. Section 59.56, Wis. Stats., governs the powers, duties and responsibilities of this  
420 Committee. This Committee shall serve as the governing committee for the University  
421 of Wisconsin - Extension Department, its agents, the Cooperative Extension Education  
422 Program, and the County Library Services.

423

424 C. For the purposes of § 59.56(3)(g), Wis. Stats., the university extension program shall  
425 be a department of County government, and the Agriculture-Extension Education and  
426 Fair Committee shall be the committee which is delegated the authority to direct and  
427 supervise the department.

428

429 D. Program functions are established under § 59.56(3)(f), Wis. Stats., and authorization is  
430 given to this Committee to direct, conduct and supervise these programs.

431

432 E The Agriculture-Extension Education and Fair Committee may enter into joint  
433 agreements with the University of Wisconsin - Extension or with other counties and  
434 university extension if County funds committed in such agreements have been  
435 appropriated by the County Board. The County Administrator is authorized to execute  
436 such agreements and copies of such agreements will be filed in the County Clerk's  
437 office.

438

439 F. The Agriculture-Extension Education and Fair Committee shall administer and maintain  
440 those items as listed in the fair inventory of the Green Lake County Junior Free Fair as  
441 filed annually with the office of the Green Lake County Clerk and for the purposes of  
442 administration shall be the governing Board of Directors for the Green Lake County  
443 Junior Free Fair. The Committee shall work in cooperation with the University of  
444 Wisconsin - Extension Office in coordinating activities relating to the County Fair.  
445 Section 59.56(14), Wis. Stats., Fairgrounds and Fairs, § 93.23, Wis. Stats., Local Fairs,  
446 and Ch. ATCP 160, Wis. Adm. Code, shall govern the powers, duties, and  
447 responsibilities of the Fair Board, state aids, premium lists, fair rules, regulations and  
448 financial reporting.

449

450 G. The Agriculture-Extension Education and Fair Committee shall have the power and  
451 duty to manage and maintain the fairgrounds during the Green Lake County Junior  
452 Free Fair. The Committee shall have the authority to contract entertainment services.  
453 The Committee shall have the authority to contract services and/or hire such personnel

454 as it deems necessary for the adequate management and maintenance of said  
455 facilities and grounds (in preparation for and during the fair and cleanup) within the limit  
456 of funds appropriated for this purpose by the County Board, state aid, donations and  
457 grants.

458  
459 H. The Board of Directors shall submit an annual financial report to the Department of  
460 Agriculture, Trade and Consumer Protection in a format as required by Sec. ATCP  
461 160.92, Wis. Adm. Code. Publication of the financial report shall be in accordance with  
462 Sec. ATCP 160.92(6), Wis. Adm. Code, and § 93.23(1)(a) to (i) and Ch. 985, Wis.  
463 Stats.

464  
465 § 9-31. Judicial/Law Enforcement and Emergency Management Committee.

466  
467 A. The Judicial/Law Enforcement and Emergency Management Committee shall consist  
468 of five members appointed by the County Board Chair and confirmed by the County  
469 Board of Supervisors. The members shall serve for two years or until a successor has  
470 been elected or appointed. The County Board Chair shall designate the chairperson of  
471 the Judicial/Law Enforcement and Emergency Management Committee pursuant to  
472 §323.14(1)(a)3. Wis. Stats.

473  
474 B. The Judicial/Law Enforcement and Emergency Management Committee shall have the  
475 powers, duties and responsibilities required by Wis. Stat. §323.14, Wis. Stats.

476  
477 C. The Judicial/Law Enforcement and Emergency Management Committee will be the  
478 governing committee for the following departments to the extent allowed by Wisconsin  
479 Statutes and common law:

- 480 (1) Clerk of Circuit Court.
- 481 (2) District Attorney.
- 482 (3) Sheriff's Department.
- 483 (4) Register in Probate.
- 484 (5) Circuit Court Judge.
- 485 (6) Coroner.
- 486 (7) Family Court Commissioner.
- 487 (8) Emergency Management.

488  
489 D. It shall be the responsibility of the Judicial/Law Enforcement and Emergency  
490 Management Committee to establish policy and procedures and assist the department  
491 heads listed in paragraph C. above, to correlate and harmonize all phases of law  
492 enforcement in Green Lake County, including support of the department heads listed in  
493 paragraph C. above, in performing their principal duties under Wisconsin Statutes.

494  
495 E. In addition to such general duties and responsibilities, the Judicial/Law Enforcement  
496 and Emergency Management Committee is specifically authorized and empowered to  
497 perform the following duties:

- 498 (1) The Committee shall review the rules developed by the Sheriff relating to the  
499

500 conduct of law enforcement personnel and the performance of their duties and the  
501 established hours of employment.

502  
503 (2) Once each year, the Chair of the Committee and the Sheriff shall schedule a  
504 special meeting for the examination and inspection of all equipment being used in  
505 the operation of the Sheriff's Department and at that time determine the needs for  
506 the coming year, prior to preparing the department budgets. The Committee, along  
507 with the Sheriff, shall make an impromptu examination of the menu being served all  
508 prisoners and sample the same and also determine the fiscal impact on the  
509 Sheriff's Department budget. Once each year, the committee shall inspect the jail  
510 as required under Wis. Stat. §59.54(15).

511  
512 (3) The Committee shall have the right to establish the criteria for reports deemed  
513 necessary to oversee and advise each department.

514  
515 § 9-32. Health and Human Services Board.

516  
517 A. The Health and Human Services Board shall consist of nine members appointed by the  
518 County Administrator and confirmed by the County Board, five of whom shall be  
519 County Board Supervisors and four of whom shall be citizens at large. At least one  
520 member shall be an individual who receives or has received human services or shall  
521 be a family member of such individual. The remainder shall be consumers of services  
522 or citizens at large. No public or private provider of health and human services may be  
523 appointed to the County Health and Human Services Board.

524  
525 B. Citizens at large on the County Health and Human Services Board shall serve for  
526 terms of three years so arranged that, as nearly as possible, the terms of 1/3 of the  
527 members shall expire each year. Vacancies shall be filled in the same manner as the  
528 original appointments. In the event that a County Board Supervisor (elected for a two-  
529 year term) is not re-elected to this position, the County Administrator shall fill this  
530 vacancy as described above.

531  
532 C. The responsibilities, powers and duties of the Health and Human Services Board are  
533 as follows: to ensure that the Department of Health and Human Services provides  
534 programs and services to all County residents as provided and directed by § 46.23 et  
535 al., Wis. Stats., and the Wisconsin Administrative Code. The Health and Human  
536 Services Board, in conjunction with the Director, shall develop policy and procedures to  
537 be followed in providing services required by appropriate directives within the  
538 Department's budget. In addition, the Health and Human Services Board shall be the  
539 governing committee for the Veterans' Service Office.

540  
541 D. The Health and Human Services Board may appoint such subcommittees as may be  
542 necessary for the purpose of receiving community, professional or technical  
543 information concerning particular policy considerations. All meetings of any  
544 subcommittees shall be duly advertised and posted in accordance with the open  
545 meeting laws including the preparation of an agenda. Minutes shall be kept of any such

546 meetings, and members attending shall receive meeting payments and reimbursement  
547 for mileage in accordance with the County resolution pertaining to the same.  
548

549 E. The Personnel Committee shall be notified by all committees when holding personnel  
550 interviews for hiring so that representation can attend, observe and, if needed, confer.  
551

552 § 9-33. Finance Committee.  
553

554 A. The Finance Committee shall consist of five Supervisors appointed by the County  
555 Board Chair and confirmed by the County Board for a two-year term or until a  
556 successor is appointed and confirmed.  
557

558 B. The powers, duties, and responsibilities of the Finance Committee shall be as follows:  
559

560 (1) Pursuant to Wisconsin Statute §59.52(12)(a) the committee shall examine and  
561 settle all accounts of the County, and all claims and demands against the County  
562 that do not exceed \$5,000 and cause to be issued orders therefor.  
563

564 (2) The Committee shall facilitate the efforts of the County Administrator in the  
565 development and submission of the annual County budget with the County  
566 Administrator and submit it to the County Board at the annual meeting. Revenues  
567 and expenditures proposed by the several committees and departments of County  
568 government shall be considered in the preparation of this budget.  
569

570 (3) The Finance Committee is hereby authorized, pursuant to § 65.90(5)(b), Wis.  
571 Stats., to transfer funds between budgeted items of an individual County office or  
572 department, if such budgeted items have been separately appropriated. The  
573 County Administrator is hereby authorized to approve the transfer of funds between  
574 budgeted items of an individual County office or department, if such budgeted items  
575 have been separately appropriated and are in an aggregate amount of \$500 or  
576 less. Transfers from the contingency fund shall be processed and approved in the  
577 same manner as any budgeted amendment pursuant to Wis. Stat. §69.90(5)(a).  
578

579 (4) The Committee shall examine and investigate all requests for County borrowing  
580 and submit its recommendations thereon to the County Board at its meeting next  
581 following the completion of said investigation.  
582

583 (5) The Committee shall direct all office procedures of the County Treasurer, and  
584 secure compliance with recommendations made by the State Department of Audit  
585 in relation thereto, and shall supervise the investment of all County funds not  
586 needed for immediate operation of the County and shall direct the Treasurer with  
587 regard to such investments.  
588

589 (6) The Committee shall have the authority to designate a representative to monitor  
590 and give input to the Personnel Committee during negotiations with labor unions  
591 and groups of professional employees.

592 (7) The Committee shall perform duties relating to illegal assessments and tax deed  
593 lands in accordance with Wisconsin Statutes and County ordinances.

594  
595 (8) In the absence of the County Administrator, the Finance Committee may approve  
596 payment of vouchers and/or claims from any committee or department to ensure  
597 timely payment of bills.

598  
599 (9) The Finance Committee shall be the oversight committee of the Economic  
600 Development Corporation.

601  
602 C. As relates to the Green Lake County Economic Development Corporation, the  
603 Chairperson of the Finance Committee or his/her designee from the Finance  
604 Committee shall also serve on the Board of Directors of the Corporation, per  
605 Resolution No. 11-90.

606  
607 § 9-34. Personnel Committee.

608  
609 A. The Personnel Committee shall consist of a five-member committee of Supervisors  
610 appointed by the County Board Chair and confirmed by the County Board for a two-  
611 year term or until a successor is appointed and confirmed.

612  
613 B. The Green Lake County Board delegates to the Personnel Committee full authority to  
614 make all decisions relating to management rights/recognition on behalf of the Green  
615 Lake County Board as defined in the employee labor contract.

616  
617 C. The Personnel Committee, on behalf of Green Lake County, shall negotiate contracts  
618 with the employee labor unions and associations of professional employees, through  
619 authority vested by the County Board, with all contracts subject to ratification of the  
620 County Board. A copy of all such contracts will be filed with the County Clerk.

621  
622 D. The Personnel Committee shall:

623  
624 (1) Establish policies for all County employees, and publish and maintain the County  
625 Personnel Policies and Procedures Manual, and Administrative Policy Manual.

626  
627 (2) Establish a period of probation for all new employees and employees transferring  
628 from one position to another.

629  
630 (3) All personnel matters needing County Board approval shall be submitted by the  
631 governing committee with "recommendation of approval or disapproval of the  
632 Personnel Committee" being indicated on the resolution.

633  
634 § 9-35. Property and Insurance Committee.

635  
636 A. The Property and Insurance Committee shall consist of five Supervisors, appointed by

637 the County Board Chair and confirmed by the County Board for a two-year term or until  
638 a successor is appointed and confirmed.

639  
640 B. The powers, duties, and responsibilities of the Property and Insurance Committee shall  
641 be as follows:

642  
643 (1) The Committee shall maintain and keep an inventory of all capital items of furniture,  
644 fixtures, and general and specialized equipment used in all County operations  
645 along with an inventory of surplus equipment. The Committee shall have the  
646 authority to determine if surplus equipment is to be serviced and stored for future  
647 use or disposal.

648  
649 (2) The Committee shall oversee the maintenance of the Green Lake County  
650 Government Center, highway buildings, outbuildings on County premises, and  
651 maintain the yards, walks, and parking lots adjacent thereto and plan, develop and  
652 supervise all new construction and renovation unless a specific building committee  
653 is appointed by the County Board. For acquiring, developing and maintaining  
654 snowmobile trails whenever possible, the Committee shall make application for  
655 grants and aids from the state and federal snowmobile maintenance funds.

656  
657 (3) The Committee shall oversee the County's insurance needs for:  
658  
659 a. public liability and property damage insurance, either through commercial  
660 companies or by self-insurance created by setting up a fund for such purpose or  
661 by a combination thereof, covering, without exclusion because of enumeration,  
662 motor vehicles, malfeasance of professional employees, maintenance and  
663 operation of County highways and parks, and any other activities involving the  
664 possibility of damage to the general public;  
665  
666 b. fire and casualty insurance for all County property;  
667  
668 c. health, life, and disability insurance for County employees as appropriate;  
669  
670 d. the protection of the County and the public against loss or damage resulting  
671 from the act, neglect, or default of County officers, department heads, and  
672 employees.

673  
674 Any plan for self-insurance under this subsection shall be specifically approved by  
675 the County Board before it may be commenced.

676  
677 (4) The Committee shall have the responsibility for arranging for the printing of public  
678 notices, County Board proceedings, and any other printing required by County  
679 ordinance, except for the printing of notices, etc., that are the special concern and  
680 responsibility of other committees of the County Board or departments of County  
681 government.

682 C. The Property and Insurance Committee will appoint a Loss Control Subcommittee, and  
683 this Subcommittee shall administer and support the Insurance Loss Control Program of  
684 the County in coordination with the County Clerk, who shall serve as the Safety  
685 Coordinator/Risk Manager. Additional guidance to this Subcommittee shall be provided  
686 by loss control specialists provided by the County's insurance providers at no cost to  
687 the County. Subcommittee meetings shall be held at such intervals as are deemed  
688 necessary to properly carry out the several functions of the Subcommittee, but at least  
689 quarterly. Such meetings shall be duly noticed in accordance with open meeting law  
690 and shall keep minutes and post and agenda.

691  
692 § 9-36. Land Use Planning and Zoning Committee.

693  
694 A. The Land Use Planning and Zoning Committee shall consist of five Supervisors  
695 appointed by the County Board Chair and confirmed by the County Board for a two-  
696 year term or until a successor has been appointed and confirmed.

697  
698 B. It shall be the purpose of the Land Use Planning and Zoning Committee to promote the  
699 public health, safety, convenience, and general welfare; to encourage planned and  
700 orderly land use development; to recognize the needs of agriculture, forestry, industry,  
701 and business in future growth; to encourage uses of land and other natural resources  
702 which are in accordance with their character and adaptability; to preserve wetlands; to  
703 conserve soil, water, and forest resources; to protect the beauty and amenities of  
704 landscape and man-made developments; to provide healthy surroundings for family  
705 life; and to promote the efficient and economical use of public lands.

706  
707 C. The Land Use Planning and Zoning Committee shall be the governing committee for  
708 the Land Use Planning and Zoning Department.

709  
710 D. The Committee shall be responsible for developing a Comprehensive Plan under Wis.  
711 Stats. §§66.1001 and 59.69(2) or (3) for all unincorporated areas of the County.

712  
713 E. The powers and duties of the Committee shall be as specified by Green Lake County  
714 Ordinances Chapter 350, Zoning; Chapter 338, Shoreland Protection; Chapter 315,  
715 Land Division and Subdivision; Chapter 300, Floodplain Zoning; Chapter 334, Sewage  
716 Systems, Private; Chapter 323, Non-Metallic Mining, and any other ordinance deemed  
717 necessary by the County Board. The Committee shall assist in the implementation of  
718 the enforcement of the Farmland Preservation Plan and any other plan(s) as deemed  
719 necessary by the County Board and shall further have the responsibilities delegated to  
720 it by said ordinances in relation to the Green Lake County Zoning Maps, together with  
721 such other powers and duties as are specified in §§ 59.69, 59.692, 87.30 and 281.31,  
722 Wis. Stats., as well as any other sections of the statutes relating thereto and affecting  
723 the general area of responsibility of the Committee as set forth herein and any further  
724 duties and responsibilities as may be designated from time to time by the County  
725 Board.

726 § 9-37. Commission on Aging.  
727

- 728 A. The Commission on Aging shall consist of five members appointed by the County  
729 Administrator and confirmed by the County Board. No more than one member shall be  
730 an elected County official, but the elected official shall have an alternate appointed to  
731 serve in the absence of the elected official. Members shall serve for terms of three  
732 years, so arranged that, as nearly as practicable, the terms of 1/3 of the members shall  
733 expire each year, and no member may serve more than two consecutive three-year  
734 terms. At least 51% of the members of the Commission shall be senior citizens, 60  
735 years of age or older.  
736
- 737 B. The Chairperson of the Commission shall be appointed by the County Board Chair.  
738
- 739 C. The duties and powers of the Commission are as prescribed in Green Lake County  
740 Ordinance Chapter 19, Article I, Commission on Aging.  
741
- 742 D. A meeting of the Commission on Aging shall be held as required at a time and place as  
743 advertised by the Commission. Special meetings shall be held as determined  
744 necessary by the Commission or its Chair and shall be duly advertised.  
745

746 § 9-38. Land Conservation Committee.  
747

- 748 A. The Land Conservation Committee shall consist of five (5) members, two (2) of whom  
749 shall be appointed from the County Agriculture-Extension Education and Fair  
750 Committee, two members at large from the County Board of Supervisors not on the  
751 Agriculture-Extension Education and Fair Committee, and one member shall be the  
752 Chair of the County Agricultural Stabilization and Conservation Committee created  
753 under 16 U.S.C. § 590h(b) or other member of that latter committee designated by its  
754 Chair.  
755
- 756 B. If a member of the Agriculture-Extension Education and Fair Committee declines  
757 appointment to this Committee, the County Board Chair shall appoint a replacement  
758 from the remaining County Board Supervisors. Section 92.06, Wis. Stats., requires that  
759 at least two members shall be Supervisors elected to the County Agriculture-Extension  
760 Education and Fair Committee.  
761
- 762 C. The Land Conservation Committee shall have those powers, duties, and  
763 responsibilities as designated by the County Board and § 92.07, Wis. Stats., and may  
764 develop and adopt standards and specifications for management practices to control  
765 erosion, sedimentation, and nonpoint-source water pollution.  
766
- 767 D. The Committee may allocate and distribute federal, state, and County funds made  
768 available for cost-sharing programs and other incentive programs.  
769
- 770 E. The Committee shall encourage research, educational and informational public service  
771 programs and advise the University of Wisconsin system on educational needs.

772 § 9-39. Administrative Committee.  
773

774 A. The Administrative Committee shall consist of the following members: the County  
775 Board Chair, a member of the Highway Committee, the Judicial Law/Emergency  
776 Management Committee, the Agriculture-Extension and Fair Committee, and the  
777 DHHS Board, appointed by the County Board Chair. The County Board Chair shall be  
778 the Chair of the Committee and the County Clerk acts as Secretary to the Committee.  
779 Committee members shall serve for two years or until a successor has been elected or  
780 appointed.

781  
782 B. The Administrative Committee will be the supervising committee for the following  
783 elected and appointed officials: County Clerk, County Treasurer, Register of Deeds,  
784 County Administrator and Corporation Counsel.

785  
786 C. The Committee shall review and recommend to the County Board the salaries for  
787 elected officials, constitutional officers and the County Board of Supervisors.

788  
789 D. A regular meeting of the Administrative Committee shall be held at least quarterly at a  
790 time and place as advertised by the Committee. Special meetings shall be held as  
791 determined necessary by the Committee and shall be duly advertised.

792  
793 E. The powers, duties, and responsibilities of the Administrative Committee shall be as  
794 follows:

795  
796 (1) The Administrative Committee shall review and recommend policy, not otherwise  
797 vested in other County Board committees, to the County Board, represent the  
798 County's point of view on legislation affecting Green Lake County and consider  
799 matters not specifically assigned to other committees.

800  
801 (2) The County Board Chair and Vice Chair shall act as the members for Inter-county  
802 Coordinating Committee (ICC) and any other member of the Administrative  
803 Committee can act as an alternate.

804  
805 (3) When the County Board Chair becomes ill and/or incapacitated and the Vice Chair  
806 assumes the duties for over 30 days, the Administrative Committee may authorize  
807 the Vice Chair to receive an amount of compensation equal to the County Board  
808 Chair's pay. If the Vice-Chair must assume the duties of the County Board Chair,  
809 the County Board Chair shall not receive pay during the time the Vice-Chair is  
810 acting as Chair.

811  
812 (4) As per § 59.15, Wis. Stats., the Administrative Committee shall review situations of  
813 any Supervisor who refuses or neglects to perform any of the duties which are  
814 required of the Supervisor by law as a member of the Board, and the Administrative  
815 Committee may recommend to the County Board forfeiture as allowed by statute.  
816

817 (5) The Committee will be the governing committee for the Information Technology  
818 Department and develop policy and procedure for its operations and acquisition  
819 and redistribution of hardware and software. Further, the Committee shall:

- 820
- 821 a. set criteria for computer hardware and software, fee structures for information  
822 management, standards for employee computer usage, education, and security  
823 and coordinate inter-department computer relations and communications  
824 (network).
  - 825
  - 826 b. develop a five-year computer operations plan which will be reviewed and  
827 updated yearly.
- 828

829 §9-40 Parks Commission

830

831 A. The Parks Commission shall consist of seven (7) members, three (3) of which shall be  
832 members of the Green Lake County Board of Supervisors. The County Board Chair  
833 shall appoint the members, in writing, and shall file the appointments in the office of the  
834 County Clerk.

835

836 B. The term of each member, except for county board members, is seven (7) years  
837 following July 1 of the year in which the appointment is made and until the appointment  
838 and qualification of a successor, except that the first seven (7) members shall be  
839 appointed respectfully for such terms that on July 1 in each of the seven (7) years  
840 following the year in which they are appointed the term of one member will expire.  
841 After the original appointments, one commissioner shall be appointed annually in the  
842 month of June to succeed the member whose term will expire on July 1 following. The  
843 term of any park commissioner who is a county board member shall end when the  
844 commissioner's membership on the county board terminates, unless thereafter  
845 reappointed to the commission. (See Wis. Stat. §27.02(1)).

846

847 C. The powers, duties and responsibilities of the Parks Commission are as prescribed in  
848 Green Lake County Ordinance Chapter 19, Article II, Parks Commission:

849

850 Article IV. Committees Generally

851

852 § 9-41 Committee membership and vacancies.

853

854 Committee membership shall terminate during a term of office by reason of death or such  
855 illness, accident, or other infirmity as shall, in the judgment of the County Board Chair,  
856 incapacitate such member from performing his/her committee duties; provided, however,  
857 that such decision shall be reviewed by the County Board at its next meeting. Committee  
858 membership shall also terminate upon the resignation of the Supervisor or vacating of  
859 his/her office due to change of residence, failure to be re-elected, or any other cause  
860 under Wisconsin Statute.

861

862 §9-42 – 9-59 Reserved.

863 Article V. Ethics

864

865 §9-60 Authority. Authority for this Ethics Ordinance derives from Wis. Stat. §19.59(1m).

866

867 §9-61 Statutes Incorporated

868

869 A. The following sections of the Wisconsin Statutes, as amended from time-to-time are  
870 incorporated by reference and made a part of this Ordinance: §19.01, §19.21, §§19-  
871 81-19.98, §19.59 and §§946.10-946.18.

872

873 B. Board members shall comply with the sections of the Wisconsin Statutes incorporated  
874 in this Ordinance and failure to do so shall constitute a violation of this Ordinance.

875

876 §9-62 Declaration of Policy

877

878 The proper operation of democratic government requires that public officials and  
879 employees be independent, impartial and responsible to the people; that public office not  
880 be used for personal gain; and that the public have confidence in the integrity of its  
881 government. In recognition of these goals, this Ordinance applies to all officials and  
882 employees of the county, whether elected or appointed, and to members of county boards  
883 and commissions. The purpose of this Ordinance is to establish guidelines for ethical  
884 standards of conduct for all such officials and employees by setting forth those acts or  
885 actions that are incompatible with the best interests of the county and by directing  
886 disclosure by such officials and employees of private financial or other interests in matters  
887 affecting the county. Nothing contained in this Ordinance is intended to deny to any  
888 individual the rights granted by the United States Constitution, the state constitution, the  
889 laws of the state, or the rights stated by labor agreements negotiated with certified  
890 employee bargaining representatives, or the rights accorded individuals by virtue of  
891 resolutions or ordinance of the county board or by any other provision of law.

892

893 The proper operation of county government demands that:

894

- 895 • Green Lake County officials and employees be independent, impartial and  
896 responsible to the people;
- 897 • Decisions be made in the proper channels of the county governmental structure;
- 898 • County offices should not be used for personal gain; and,
- 899 • County business should be conducted in such a way as to re-enforce the  
900 public's confidence in its integrity.

900

901 §9-63 Purpose

902

903 The purpose of this Ordinance is to establish ethical standards of conduct for all County  
904 officials and employees by identifying those acts or actions that are not compatible with the  
905 best interests of the County. Because representatives of the County are drawn from  
906 society, they cannot and should not be without all personal and economic interest in the  
907 decisions and policies of government. Citizens who are appointed to serve as County

908 officials and employees retain their rights as citizens to personal and economic interests.  
909 Therefore, the standards of ethical conduct for County officials and employees must  
910 distinguish between minor and inconsequential conflicts which are unavoidable and those  
911 conflicts which are substantial and material. The provisions of this Ordinance, and such  
912 rules and regulations that may be established, are to be interpreted in the context of the  
913 above principles and are deemed to be in the best interest of the public.

914  
915 §9-64 Applicability.

916  
917 This Ordinance applies to every county official and employee.

918  
919 §9-65 Definitions

920  
921 In this Ordinance, the following words, terms and phrases, when used in this Ordinance,  
922 shall have the meanings ascribed to them in this section, except where the context clearly  
923 indicates a different meaning:

924  
925 *Advisory opinion* means an interpretation requested by an official or employee and issued  
926 by the Ethics Board regarding the propriety of any matter to which the official or employee  
927 is or may become a party.

928  
929 *Anything of value* means any money or property, favor, gift, service, payment, advance,  
930 forbearance, loan, or promise of future employment, including without restriction by  
931 enumeration, tickets, passes, lodging, travel, recreational expense, and admission offered  
932 and provided by persons doing business, or interested in doing business, with the county.  
933 Anything of value does not include such things as compensation and expenses paid by the  
934 state or county, political contributions that are reported under Wis. Stats. ch. 11,  
935 occasional meals and beverages, fees, honorariums and expenses, unsolicited advertising  
936 or promotional material such as pens, pencils, note pads, calendars, informational or  
937 educational materials of unexceptional value, plaques, or other advertising giveaways,  
938 hospitality of nominal value or extended for a purpose unrelated to county business,  
939 business related seminars, trade shows or other training related activities or any other  
940 thing which is not likely to influence the judgment of individuals covered by this Ordinance.

941  
942 *Contract* means all agreements executed between the county or a sub-unit thereof and  
943 another party or parties for the provision of goods, materials, supplies, construction, or  
944 services in exchange for valuable and sufficient consideration.

945  
946 *Employee* means all persons filling an allocated position of county employment and all  
947 members of boards, committees, and commissions except members of the county Ethics  
948 Board and those individuals included in the definition of official.

949  
950 *Family* means any individual related to a public official as spouse, parent, child, sibling,  
951 grandparent, grandchild, parent-in-law, sibling-in-law and step relations of the above, or a  
952 legal designee for tax purposes.

953 *Financial interest* means any interest that shall yield, directly or indirectly, a monetary or  
954 other material benefit to the official or employee or to any person employing or treating the  
955 services of the official or employee.

956 Immediate family means an official or employee's spouse or family member who  
957 contributes more than half the support of the official or employee or receives that level of  
958 support from the official or employee.

959  
960 *Official* means all county department heads or directors, county supervisors, and all other  
961 county elected officers, except judges and district attorneys.

962  
963 *Person* means any natural person, corporation, partnership, proprietorship, firm,  
964 enterprise, franchise, association, organization, joint venture trust, or other legal entity  
965 recognized as such by the laws of the State of Wisconsin.

966  
967 *Personal interest* means any interest arising from blood or marriage relationships or from  
968 close business or political associations, whether or not any financial interest is involved.

969  
970 *Privileged information* means any written or oral material related to county government  
971 which has not become part of the body of public information and which is designated by  
972 statute, court decision, lawful orders, ordinances, resolution or custom as privileged.

973

#### 974 §9-66 Responsibility of Public Office

975

976 A. County officials and employees are agents of public purpose and hold office to serve  
977 the public interest. They are bound to uphold the Constitution of the United States, the  
978 Constitution of the State of Wisconsin and to carry out efficiently and impartially all laws  
979 of the United States, the State of Wisconsin and Green Lake County.

980

981 B. Each is bound to observe in their official acts; the standards of ethics set forth in this  
982 Ordinance, State Statutes and faithfully discharge the duties of their office in the  
983 highest standards of morality and regardless of personal considerations, recognizing  
984 that the public interest must be their primary concern. Their conduct in both their  
985 official and private affairs should be above reproach to foster respect for all  
986 government.

987

#### 988 §9-67 Role of a County Supervisor

989

990 A. The Green Lake County Board of Supervisors is a 19-member team responsible for the  
991 ensuring that the County is properly managed by planning, implementing policy and  
992 making decisions where the Board of Supervisors has reached agreement in a regular  
993 or special session. Members of the Board of Supervisors act on behalf of and for the  
994 welfare of the people in their respective districts and for the benefit of the County as a  
995 whole.

996

997 B. Individual Supervisors exercise the authority and responsibility of their position only  
998 when the Board of Supervisors is in session, but the public regards the person as a

999 member of the Board of Supervisors 24-hours a day. The Supervisor's own interest  
1000 and desire to serve the community through membership in the Board of Supervisors  
1001 continues even when the Board of Supervisors is not in session. An individual  
1002 Supervisor has no authority and cannot speak for the Board of Supervisors (with the  
1003 exception of the Chair in certain situations), but the public has the right to expect the  
1004 member to be able to discuss the County's matters with understanding.

1005  
1006 C. The Board of Supervisors can only transact business that is legally binding on the  
1007 County when the Board of Supervisors is in regular or special session with a quorum  
1008 present, or at officially designated Committee meetings of the Board of Supervisors,  
1009 and its proceedings duly recorded in the minutes of the meeting. Members of the  
1010 Board of Supervisors shall not represent, by personal commitment, any special group,  
1011 interest, or position.

1012  
1013 §9-68 Confidentiality – Disclosure of Privileged Information

1014  
1015 A. No official or employee may use or disclose privileged information gained in the course  
1016 of or by reason of his or her official position or activities in any way that could result in  
1017 financial gain for himself, herself or for any other person.

1018  
1019 B. No official or employee shall knowingly disclose or permit the disclosure of confidential  
1020 information to any person not authorized by statute, ordinance, or common law to  
1021 receive such confidential information.

1022  
1023 §9-69 County Administration

1024  
1025 A. The Board of Supervisors should avoid taking direct action in the administration of the  
1026 County, thereby keeping the functions and responsibilities of its appointed officials  
1027 clear to members of the public and staff.

1028  
1029 B. The Board of Supervisors retains full budgetary control, legislative authority and policy-  
1030 making responsibility in accordance with Wisconsin State Statutes and the expressed  
1031 will of the electorate, but delegates all administrative, supervisory, and instructional  
1032 authority to the County Administrator under the direction of the County Board Chair and  
1033 the Administrative Committee.

1034  
1035 §9-70 Complaints from the Public

1036  
1037 A. At times, a person or group may confront a single Board member with a problem or  
1038 complaint that should be handled by management personnel. Each Board member  
1039 must decide how much time one can spend on complaints and what courtesy is  
1040 appropriate. The official Board of Supervisors policy is:

1041  
1042 "No member, nor the Board of Supervisors itself, will officially consider problems or  
1043 complaints until they have been submitted to the proper administrative authority  
1044 and a report by the authority is submitted to the Board of Supervisors or governing

1045 Committee, convened in legal session.”

1046

1047 B. No member of the Board of Supervisors shall consider a complaint from any employee  
1048 unless the member has determined that the complainant has gone through the normal  
1049 chain of command, including the County Administrator. Employees should be directed  
1050 to the Personnel Policies and Procedure Manual for the proper chain of command for  
1051 complaints.

1052

1053 C. Public grievances or complaints should be referred to the County Administrator or the  
1054 County Board Chair. Grievances or complaints will be handled in the following order:

1055

1056 1. Referred to the County Administrator who will investigate the matter along with the  
1057 appropriate Department Head and who will report to the governing committee with  
1058 jurisdiction over the matter.

1059

1060 2. Referred to the next immediate session of the Board of Supervisors for official  
1061 consideration and possible action.

1062

1063 D. When a Board member seeks information about a specific problem, the member  
1064 should ask the County Administrator to prepare a report on the matter with the aid of  
1065 staff, if necessary. No single County Board member may create a committee to  
1066 investigate a complaint or grievance.

1067

1068 E. If a satisfactory resolution is not achieved by this procedure, the Board of Supervisors  
1069 may, if it deems advisable, grant a hearing to the person(s) interested and the hearings  
1070 will be held during either a regular or special session of the Board of Supervisors.

1071

1072 §9-71 Conflict of Interest

1073

1074 A. Offer or acceptance of gifts. No official or employee, directly or indirectly may solicit or  
1075 accept from any person, directly or indirectly, anything of value without full payment, if it  
1076 could reasonably be expected to influence the official or employee's duties and  
1077 responsibilities or a vote, official actions or judgment, or could reasonably be  
1078 considered as a reward for any official action or inaction on the part of the official or  
1079 employee. An item offered or received with a fair market value greater than the  
1080 amount set by the Wisconsin Ethics Commission (currently \$25.00) shall give rise to a  
1081 rebuttable presumption that the item could be reasonably expected to influence the  
1082 official or employee or be considered a reward.

1083

1084 1. Examples of prohibited gifts. Sporting event tickets, vacation trips, hotel stays,  
1085 televisions, gaming consoles, etc., even if entered into a raffle drawing while  
1086 engaged in county business.

1087

1088 2. Examples of permissible gifts. Promotional items of a small value with advertising  
1089 prominently displayed such as baseball caps, calendars, pens, pencils, water  
1090 bottles, note pads, etc.

- 1091 B. Financial and personal interest prohibited. No official or employee, whether paid or  
1092 unpaid, shall engage in any business or transaction or shall act in regard to financial or  
1093 other personal interest, direct or indirect, which is incompatible with the proper  
1094 discharge of the official duties in the public interest contrary to the provisions of this  
1095 Ordinance or state statute or would tend to impair independence of judgment or action  
1096 in the performance of official duties.  
1097
- 1098 C. Incompatible employment. No official or employee shall engage in or accept private  
1099 employment or render service for private interests when such employment or service is  
1100 incompatible with the proper discharge of official duties unless otherwise permitted by  
1101 law and unless disclosure is provided.  
1102
- 1103 D. Kickbacks. No official or employee may accept payments, gifts, gratuities by, from or  
1104 on behalf of a potential vendor, contractor, or subcontractor, as an inducement for  
1105 selection.  
1106
- 1107 E. Financial interest in Legislation. Any official or employee who has a financial interest or  
1108 personal interest in any proposed legislation before the County Board or a committee  
1109 shall disclose on the record of the County Board or the constituent committee the  
1110 nature and extent of such interest and shall refrain from participating in the discussion  
1111 of, and voting on the legislation. A member of the County Board shall request to be  
1112 excluded by the Board or Committee Chair for the duration of any deliberations and  
1113 voting on the legislation.  
1114
- 1115 F. Contracts with the County. No official or employee shall, in a private capacity,  
1116 negotiate, bid for, enter into, make or perform a contract in which the official or  
1117 employee, immediate family member or any business or organization with which a  
1118 Board member, employee, local public official or immediate family member is  
1119 associated, has a direct or indirect financial interest, if the official or employee is  
1120 authorized by law to participate in the official or employee's capacity as such the official  
1121 or employee in the making of that contract or to perform in regard to that contract some  
1122 official function requiring the exercise of discretion on the Board member's employee's  
1123 or local public official's part. If the official or employee will not be involved with the  
1124 contract in an official capacity, the contract may be allowed only if awarded through a  
1125 process of public notice and competitive bidding in conformity with all applicable laws.  
1126 This provision is intended to comply with, and in no way contradict or invalidate the  
1127 guidelines in Wis. Stat. §946.13.  
1128

1129 §9-72 Fair and Equal Treatment  
1130

- 1131 A. No official or employee shall grant any special consideration, treatment or advantage to  
1132 any person beyond which is available to every other person. This section does not  
1133 affect the duty of County Board Supervisors to diligently represent their constituency.  
1134
- 1135 B. No official or employee shall request or permit the unauthorized use of county owned

1136 vehicles, equipment, materials, privileged information or property for personal  
1137 convenience or profit, unless those services or use are available to the public  
1138 generally.

1139  
1140 §9-73 Email

1141  
1142 A. Each Board member will be provided with a county email account. While no Board  
1143 member is required to conduct county business by email, a Board member who does  
1144 so is required to use the county email account for all communications that pertain to  
1145 county business.

1146  
1147 B. A Board member may communicate with other Board members by email for setting a  
1148 meeting time, place and agenda; but a Board member should not engage in any  
1149 substantive discussion of county business with any other Board member by email.

1150  
1151 C. These standards apply to all members of county governmental bodies.

1152  
1153 §9-74 Use of Technology During Board and Committee Meetings

1154  
1155 A. Cellular and Smart Phone Etiquette

1156  
1157 1. All cellular telephones and smart telephones shall be in silent mode during  
1158 meetings.

1159  
1160 2. If a Board member is expecting a call on an important matter while attending a  
1161 meeting on county property:

1162 a. The Board member shall inform the Chair before the meeting is called to order.

1163  
1164 b. Cellular phones in vibrate mode shall not be placed on the Board member's  
1165 workstation as the vibration will cause noise and disrupt the meeting.

1166  
1167 3. If a Board member must take a call on an important matter during a County Board  
1168 meeting, he shall mark himself absent, and immediately leave the County Board  
1169 Room or meeting room before answering the telephone call.

1170  
1171 4. In no instance shall any Board member answer a personal cellular telephone call  
1172 while present in the County Board Room while the Board is in session.

1173  
1174 5. In no instance shall any Board member answer a personal cellular telephone call  
1175 while present in a committee meeting.

1176  
1177 6. Smart phones may be used to read and review meeting materials, and access  
1178 information pertinent to the items being discussed at a meeting.

1179  
1180 7. All notifications/alerts (audible and vibrating) for phone functions shall be turned off  
1181 during meetings, e.g. incoming calls, text message, emails, SMS messaging, etc.

1182 8. Smart phones shall not be used during Board and Committee meetings to surf the  
1183 web (except as stated in paragraph “2” above), email, engage in instant or text  
1184 messaging of any kind or to engage in non-county related business.

1185  
1186 B. Laptops, Tablets, iPads, and other computing devices

1187  
1188 1. Laptops, tablets, iPads or other computing devices may be used during Board and  
1189 Committee meetings to read and review meeting materials, and access information  
1190 pertinent to the items being discussed at a meeting.

1191  
1192 2. Laptops, tables, iPads or other computing devices shall not be used during Board  
1193 and Committee meetings to surf the web (except as stated in paragraph “1” above)  
1194 email, engage in instant or text messaging of any kind or to engage in non-county  
1195 related business.

1196  
1197 C. Email, Instant or Text Messaging

1198  
1199 1. All communications between Board members during a County Board or Committee  
1200 Meeting shall be completed verbally. Exceptions to this rule may be made in the  
1201 case of a disability where the Member is unable to communicate by using his voice  
1202 due to illness, injury or disability.

1203  
1204 2. A Board member shall not engage in any email, instant messaging or text  
1205 messaging during any Board or Committee meeting with County employees.

1206  
1207 D. Definitions. For the purpose of this section:

1208  
1209 1. “Email” means a system for sending and receiving messages electronically or over  
1210 a computer network via telecommunication links between computers, terminals,  
1211 smart phones, or other electronic devices capable of sending email. Also, a  
1212 message or messages sent or received on such a system.

1213  
1214 2. “Instant Messaging” means real-time direct text-based chatting communication  
1215 between two or more people using personal computers or other devices.

1216  
1217 3. “Text Messaging” means the exchange of brief written messages between a fixed-  
1218 line phone or a mobile phone and a fixed or portable device over a network.

1219  
1220 §9-75 Ethics Board. This ethics ordinance hereby creates an Ethics Board.

1221  
1222 A. Membership. The Ethics Board shall consist of five (5) members. Three members  
1223 shall be members of the legal or law enforcement community, one citizen member who  
1224 must be a County resident, and one member of the clergy. In no instance may a  
1225 former county employee be a member of the Ethics Board. The County Administrator  
1226 or County Clerk shall provide necessary staff assistance to the Ethics Board.

1227 B. Appointment and term. The County Board Chair shall appoint members of the Ethics  
1228 Board subject to the confirmation by the Board of Supervisors, and terms of office shall  
1229 be three (3) year staggered terms.

1230  
1231 C. Powers and duties. The Ethics Board shall be responsible for investigating complaints  
1232 and conducting hearings under this Ordinance. The Ethics Board will interpret the  
1233 County Code of Ethics consistent with interpretations handed down by the State of  
1234 Wisconsin Ethics Commission or its successor boards or commissions.

1235  
1236 D. Assistance of Counsel. The Corporation Counsel shall furnish the Ethics Board  
1237 whatever legal assistance is necessary to carry out its functions. The Corporation  
1238 Counsel may retain outside counsel to provide this assistance as necessary. In all  
1239 other sections of this Ordinance where the term corporation counsel is used, it shall  
1240 include any counsel retained by the corporation counsel under this section.

1241  
1242 E. Open meetings. The Ethics Board is subject to Ch. 19 Wis. Stats. and shall comply  
1243 with all open meetings statutes.

1244  
1245 §9-76 Investigations and Enforcement, Procedure

1246  
1247 A. Complaints.

1248  
1249 1. All complaints shall be verified and in writing. The complaint shall state the specific  
1250 provision(s) of the county ethics code or Wisconsin Statute section(s) or both  
1251 believed to have been violated and shall include sufficient information to support  
1252 the allegations.

1253  
1254 2. The complaint shall also include the following

1255  
1256 a. The name, address and telephone number of the complainant;

1257  
1258 b. The name, address and position of the individual who is the subject named in  
1259 the complaint;

1260  
1261 c. The facts constituting the alleged ethics violation(s) set forth clearly and in  
1262 detail;

1263  
1264 d. If complainant(s) believe that any board member has a conflict of interest or  
1265 bias, the complaint shall state it in the complaint.

1266  
1267 3. Complaints that do not meet the minimum pleading requirements in sections 2.a.  
1268 and b. above shall be dismissed without prejudice.

1269  
1270 4. No action may be taken on any complaint that is filed later than six (6) months after  
1271 a violation of the ethics code is alleged to have occurred.

1272 5. All written complaints shall be submitted to the County Clerk, 571 County Road A,  
1273 Green Lake, WI 54941. The County Clerk shall forward the complaint to the chair  
1274 of the Ethics Board and the corporation counsel. The complaint is a public  
1275 document.  
1276

1277 B. Preliminary Procedure; Notice  
1278

1279 1. The District Attorney shall review the complaint to assure that it meets all  
1280 procedural and technical requirements. If the complaint is defective, the  
1281 corporation counsel shall notify the complainant of the defect within 10 days of  
1282 receipt of the complaint. The complainant must correct the defect within 30 days of  
1283 the corporation counsel's notification or the complaint will be administratively  
1284 closed.  
1285

1286 2. The District Attorney shall send notice, including a copy of the complaint to the  
1287 respondent(s) and complainant within seven (7) business days of the receipt of the  
1288 complaint by the chair. The notice shall be sent via certified mail or by personal  
1289 service.  
1290

1291 3. The notice shall inform the respondent that they may file a written statement of their  
1292 position with the Ethics Board within 10 business days of the date the notice was  
1293 sent.  
1294

1295 4. The respondent may request that any hearing be held in open session.  
1296

1297 5. The District Attorney shall contact the members of the Ethics Board to schedule a  
1298 probable cause hearing.  
1299

1300 C. Investigations and Powers. Pursuant to any investigation or hearing conducted under  
1301 this ethics ordinance, the Ethics Board has the authority to:  
1302

1303 1. Require any person to submit in writing such reports and answers to questions  
1304 relevant to the proceedings conducted under this Ordinance as it may prescribe,  
1305 such submission to be made within such period and under oath or otherwise as the  
1306 Ethics Board may determine.  
1307

1308 2. Administer oaths and require by subpoena issued by it pursuant to Wis. Stat.  
1309 §885.01, the attendance and testimony of witnesses and the production of any  
1310 documentary evidence relating to the investigation or hearing being conducted.  
1311

1312 3. Order testimony to be taken by deposition before any individual who is designated  
1313 by it and has the power to administer oaths, and, in such instances, to compel  
1314 testimony and the production of evidence in the manner as authorized by  
1315 subsection 2. above.

- 1316 4. Pay witnesses the same fees and mileage as are paid in like circumstance by the  
1317 courts in Wisconsin.  
1318
- 1319 5. Request and obtain from the department of revenue copies of state income tax  
1320 returns and access to other appropriate information under Wis. Stat. §71.78(4),  
1321 regarding all persons who are the subject of such investigation.  
1322
- 1323 6. Retain outside counsel and other experts as needed in connection with any of the  
1324 Ethics Board's responsibilities hereunder after solicitation of recommendations from  
1325 the office of the District Attorney and upon such contract for services approved for  
1326 content and form by the corporation counsel.  
1327

1328 D. Hearings  
1329

- 1330 1. Procedure; burden of proof. All hearings conducted by the ethic board under this  
1331 Ordinance are subject to the following:  
1332
- 1333 a. The burden of proof at all hearings shall rest with the complainant to prove the  
1334 allegations by evidence that is clear, satisfactory and convincing.  
1335
- 1336 b. The Ethics Board shall conduct all hearings in accordance with the rules of civil  
1337 procedure and shall keep a record of the hearing and all admitted evidence at  
1338 the hearing. However, the common law or statutory rules of evidence do not  
1339 apply. The Ethics Board shall admit all testimony having reasonable probative  
1340 value, but shall exclude immaterial, irrelevant or unduly repetitious testimony.  
1341 The Ethics Board shall give effect to the rules of privilege recognized by law.  
1342 Basic principles of relevancy, materiality and probative force shall govern the  
1343 proof of all questions of fact.  
1344
- 1345 c. All hearings shall be in closed session, pursuant to Wis. Stat. §19.85, unless the  
1346 respondent requests an open hearing.  
1347
- 1348 d. The Ethics Board shall convene in closed session following any hearing for the  
1349 purpose of deliberation on the evidence.  
1350
- 1351 e. All hearings shall be conducted under oath or affirmation.  
1352
- 1353 f. Corporation Counsel will direct the proceedings of the hearing.  
1354
- 1355 g. The parties may make a brief opening statement to acquaint the Ethics Board  
1356 with the nature of the complaint.  
1357
- 1358 h. The parties shall be allowed to question each other and present witnesses on  
1359 their behalf, consistent with the subject matter before the Ethics Board.  
1360
- 1361 i. The Ethics Board may direct questions to any party or witness.

1362 j. The Ethics Board may, in its sole discretion, extend the deadlines for taking  
1363 action on a verified complaint or request. Failure of the Ethics Board to take  
1364 action within the timeframes in this Ordinance shall not preclude the Ethics  
1365 Board from pursuing a complaint.  
1366

## 1367 2. Initial/Probable Cause Hearing 1368

1369 a. The Ethics Board shall set a time for an probable cause hearing on the  
1370 complaint that is within 15 business days following the 10 business day time for  
1371 response by the respondent. The probable cause hearing date shall be set  
1372 prior to the notice being sent out so that the notice will include the date, time  
1373 and place of the probable cause hearing of the Ethics Board regarding the  
1374 complaint.  
1375

1376 b. At the probable cause hearing the Ethics Board shall determine if it has  
1377 jurisdiction over the subject matter of the complaint and to determine if there is a  
1378 basis for the complaint. The complainant must be present. If the complainant  
1379 does not personally appear, the Ethics Board may dismiss the complaint without  
1380 prejudice. If the Ethics Board determines that there is no basis for the  
1381 complaint, it may immediately dismiss the complaint with prejudice and without  
1382 further hearing. In determining if there is a basis for the complaint, the Ethics  
1383 Board must review the complaint, assuming that every allegation is true.  
1384

1385 c. An agenda shall be filed and posted by the County Clerk prior to the probable  
1386 cause hearing and the respondent's name will not be included in the meeting  
1387 notice and public access to records pertaining to the complaint shall be  
1388 restricted in accordance with Wis. Stat. §19.35, unless the respondent has  
1389 requested an open hearing.  
1390

1391 d. The corporation counsel shall send a copy of the response(s) received from the  
1392 respondent(s) to the Ethics Board and the complainant(s) at least five (5)  
1393 business days prior to the probable cause hearing.  
1394

## 1395 3. Fact-Finding Hearing 1396

1397 a. If after the probable cause hearing, the Ethics Board finds that probable cause  
1398 exists for believing the allegation(s) in the complaint, the Ethics Board shall  
1399 schedule a fact-finding hearing not less than 30 business days after making the  
1400 finding of probable cause.  
1401

1402 b. If the Ethics Board sets the matter for a fact-finding hearing, it may direct the  
1403 parties to appear before it for a conference to consider:  
1404

1405 (1) The clarification of issues;  
1406

- 1407 (2) The necessity or desirability of amendments to the pleadings;  
1408  
1409 (3) The possibility of obtaining admissions of fact and of documents which will  
1410 avoid unnecessary proof;  
1411  
1412 (4) The limitation of the number of witnesses;  
1413  
1414 (5) Such other matters as may aid in the disposition of the action.  
1415  
1416 c. Upon the conclusion of the fact-finding hearing, the Ethics Board shall adjourn  
1417 into closed session for deliberations. Any person not a member of the Ethics  
1418 Board, including county board supervisors, shall be excluded from the Ethics  
1419 Board's deliberations; however, the county clerk or county administrator and the  
1420 corporation counsel, who are charged with providing administrative and legal  
1421 assistance to the board, shall remain.  
1422

1423 E. Disposition  
1424

- 1425 1. Upon completion of deliberations, the Ethics Board shall issue a written decision  
1426 within 10 business days from the conclusion of deliberation and may direct the  
1427 corporation counsel to draft the decision for signature by the Ethics Board Chair.  
1428 The decision shall be filed with the County Clerk's office and a copy sent to the  
1429 complainant and the respondent.  
1430  
1431 2. If the Ethics Board determines by clear, satisfactory and convincing evidence that a  
1432 violation of this ordinance has occurred the Ethics Board shall refer the matter to  
1433 the proper county authority:  
1434  
1435 a. For matters involving allegations against a county employee or department  
1436 head; the County Administrator and governing committee;  
1437  
1438 b. For matters involving allegations against the County Administrator; the  
1439 Administrative Committee;  
1440  
1441 c. For matters involving constitutional officers, e.g. County Clerk, Register of  
1442 Deeds, Sheriff, Treasure or Clerk of Circuit Court; to the official or body with the  
1443 authority to remove the officer from office under county ordinance or Wisconsin  
1444 Statutes.  
1445  
1446 d. For matters involving a county board supervisor; the County Board of  
1447 Supervisors.  
1448  
1449 3. If the Ethics Board does not find a violation by clear, satisfactory and convincing  
1450 evidence that a violation of this ordinance has occurred, it shall dismiss the  
1451 complaint.

- 1452 4. Recommendations. The Ethics Board may make recommendations to the proper  
1453 authority which may include, but are not limited to:  
1454
- 1455 a. In the case of an official who is an elected county board supervisor, the County  
1456 Clerk, Treasurer or Surveyor, that the county board consider sanctioning,  
1457 censuring, or removing the person under Wis. Stat. §17.09(1)  
1458
  - 1459 b. In the case of the Clerk of Circuit court, referring the matter to the circuit court  
1460 judge to consider sanctioning, censuring, or removing the Clerk of Circuit Court  
1461 under Wis. Stat. §17.09(2).  
1462
  - 1463 c. In the case of the Sheriff, coroner or Register of deeds, referring the matter to  
1464 the Governor for sanctioning, censuring, or removal under Wis. Stat. §17.09(3).  
1465
  - 1466 d. In the case of an employee, referring the matter to the appropriate County  
1467 Officer or committee to consider discipline, up to and including discharge of the  
1468 employee.  
1469
  - 1470 e. The return of county property or funds or gifts and/or restitution for the value of  
1471 the gifts, property and funds procured, obtained or retained as a violation of this  
1472 ethics ordinance. An order for return/restitution shall include a deadline for  
1473 return or making restitution.  
1474
  - 1475 f. An order requiring the accused to conform his or her conduct to this Ordinance.  
1476
  - 1477 g. An order requiring an individual who has been determined to have violated this  
1478 ethics ordinance to forfeit an amount not less than \$100 nor more than \$1,000  
1479 for each offense along with a payment deadline.  
1480
  - 1481 h. Referral to the District Attorney to commence enforcement and penalties as  
1482 permitted by Wisconsin Statutes.  
1483
- 1484 5. No recommendation of the Ethics Board becomes effective until 20 days after it is  
1485 issued or while an application for rehearing or rehearing before the Board is  
1486 pending, or the Board has announced its final determination on rehearing.  
1487

1488 F. Review  
1489

- 1490 1. Any party appearing before the Ethics Board who is dissatisfied with the decision  
1491 may request a review.  
1492
- 1493 2. The review is initiated by filing a written request with the county clerk within 15 days  
1494 of the Ethics Board's written decision or as required under the grievance procedure  
1495 in a collective bargaining agreement. The filing of an appeal shall stay any  
1496 recommendations issued by the Ethics Board. The appeal shall be to the County

1497 Board and shall be heard at the next regularly scheduled County Board meeting.

1498

1499 G. Violations

1500

1501 1. It is unlawful for:

1502

1503 a. A person to violate any provision of this Ordinance or State Statutes  
1504 incorporated herein.

1505

1506 b. Any person to file a complaint for the purpose of harassment, knowingly provide  
1507 false information, make a false statement, or fail to provide or misrepresent any  
1508 material fact to a county agent, board, commission, committee, department,  
1509 employee, officer, or official acting in an official capacity under this ordinance.

1510

1511 c. A person to disobey, fail, neglect, or refuse to comply with or otherwise resist an  
1512 order issued pursuant to this Ordinance.

1513

1514 H. Penalties.

1515

1516 1. Any official or employee violating the provisions of this Ordinance shall be subject  
1517 to a non-reimbursable forfeiture of not less than \$100 nor more than \$1,000.

1518

1519 2. The minimum forfeiture specified in this section is doubled for a person who is  
1520 convicted of violating the same provision of this Ordinance within a 24-month  
1521 period.

1522

1523 3. A separate offense is deemed committed on each day that a violation occurs or  
1524 continues.

1525

1526 4. The enumerated penalties and sanctions in this section shall not be construed to  
1527 limit the authority of the Ethics Board or the county from imposing any additional  
1528 penalties or sanctions. Any person found by the Ethics Board to have violated any  
1529 portions of this Ordinance shall be subject to private reprimand, public reprimand,  
1530 denial of salary or merit increase, suspension without pay, removal from  
1531 employment or office in accordance with Wisconsin Statutes or other disciplinary  
1532 actions pursuant to the recommendations of the Ethics Board or judgment of the  
1533 official or body to whom the decision of the Ethics Board is referred under this  
1534 section. Any action taken by an official or employee that is deemed in violation of  
1535 this section may be deemed void by Green Lake County.

1536

1537 5. Any other recommendations or others as may be necessary and appropriate to  
1538 carry out the intent and purpose of this Ordinance.

1539

1540 §9-77 Advisory Opinion

1541

1542 A. Anyone who is subject to this Ordinance may request an advisory opinion from the

1543 Ethics Board on any matter relating to their official duties by submitting a written  
1544 request to the office of the corporation counsel, but a request should be made only  
1545 after the person has given the question careful consideration.

1546  
1547 B. The request should:

1548  
1549 1. Clearly and fully state the question presented for an opinion.

1550  
1551 2. Fully state the facts giving rise to the question presented.

1552  
1553 3. Identify any information that the requestor is aware of that is relevant to the  
1554 question presented. This includes identifying any specific administrative codes,  
1555 guidelines, ordinances, regulations, or statutes that are relevant and any  
1556 authorities or other sources that have been consulted and the responses  
1557 received.

1558  
1559 C. The corporation counsel shall forward a copy of the request to the Ethics Board within  
1560 five (5) business days of its receipt.

1561  
1562 D. The Ethics Board shall convene to consider the request within 30 days of the date it is  
1563 forwarded by the corporation counsel. The Ethics Board will convene in open session,  
1564 but its consideration of the request will take place in a closed session. The Ethics  
1565 Board shall provide a written opinion within 20 business days and may direct the  
1566 corporation counsel to prepare the advisory opinion for signature by the Ethics Board's  
1567 chair.

1568  
1569 E. The request for an advisory opinion, the record of the Ethics Board's proceedings, and  
1570 the advisory opinion are deemed confidential and shall not be made available for public  
1571 inspection, but may be made public with the consent of the person who made the  
1572 request.

1573  
1574 F. The Ethics Board may provide a public summary of any advisory opinion provide that  
1575 the summary does not disclose the identity of the person who requested the opinion.

1576  
1577 G. A person who receives an advisory opinion shall be guided by the opinion rendered.

1578  
1579 **Section 3.** This ordinance shall become effective upon passage and publication.

1580  
1581 **Section 4.** The repeal and recreation of any section herein shall not have any effect on  
1582 existing litigation and shall not operate as an abatement of any action or proceeding then  
1583 pending or by virtue of the repealed sections.

1584  
1585 **Section 5.** All ordinances and parts of ordinances in conflict herewith are hereby  
1586 repealed.

DRAFT  
TO BE APPROVED AT THE April 17, 2018 MEETING

# GREEN LAKE COUNTY

## *BOARD PROCEEDINGS*

### *REGULAR SESSION*

*March 20, 2018*

The Green Lake County Board of Supervisors met in regular session, Tuesday, March 20, 2018, at 6:00 PM in the County Board Room, Green Lake, Wisconsin.

The Board was called to order by Harley Reabe, Chairman.

Present – 16, Absent – 3 (Peter Wallace-District 5, Sue Wendt-District 10, Dennis Mulder-District 14)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Larry Jenkins	1
Vicki Bernhagen	2
Rich Slate	3
Paul Schwandt	4
Joy Waterbury	6
Michael Starshak	7
Patti Garro	8
Bill Boutwell	9
Harley Reabe	11
Robert Schweder	12
Nick Toney	13
Katie Mehn	15
Joe Gonyo	16
Joanne Guden	17
Richard Trochinski	18
Robert Lyon	19

**READING OF THE CALL**

1. The Green Lake County Board of Supervisors will convene at the Courthouse at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 20th day of March, 2018 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER  
ROLL CALL  
READING OF THE CALL  
PLEDGE OF ALLEGIANCE  
MINUTES OF 02/20/2018  
ANNOUNCEMENTS  
PUBLIC COMMENT (3 MIN LIMIT)

# DRAFT

## TO BE APPROVED AT THE April 17, 2018 MEETING

RECOGNITION OF SARAH GUENTHER, REGISTER OF DEEDS – WCCO CONSTITUTIONAL OFFICER OF THE YEAR AWARD

CORRESPONDENCE

APPEARANCES

DEPARTMENT REPORTS

- Sue Sleezer, Children & Families Unit Manager
- Jay Dampier, Regional Director of UW-Extension

RESOLUTIONS

- Resolution 5-2018 Salary for County Coroner 2019-2022
- Resolution 6-2018 Salary for Clerk of Circuit Court 2019-2022
- Resolution 7-2018 Salary for County Sheriff 2019-2022
- Resolution 8-2018 Resolution Relating to Creating a Program Aide Position
- Resolution 9-2018 Resolution Relating to Creation of One Chief Deputy Treasurer Position and Eliminate One Deputy Treasurer Position in the County Treasurer's Office
- Resolution 10-2018 Resolution Relating to Proclaiming April 15-21, 2018 as Volunteer Week in Green Lake County

ORDINANCES

- Ordinance 8-2018 Amending Chapter 103. Animals
- Ordinance 9-2018 Amending Chapter 103. Animals; Section 103-13.B.
- Ordinance 10-2018 Amending Chapter 103. Animals, Create Article IV, Animals; Humane Officers

BUDGET ADJUSTMENTS

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON April 17, 2018

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

The several committees of the Board may also meet for the purpose of discussing or acting upon matters, which are the subject matter of the meeting of the County Board of Supervisors.

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 9th day of March, 2018.

Elizabeth A. Otto  
Green Lake County Clerk

### PLEDGE OF ALLEGIANCE

1. The Pledge of Allegiance to the Flag was recited.

### MINUTES OF 02/20/2018

2. **Motion/second (Trochinski/Bernhagen)** to approve the minutes of February 20, 2018 as presented. All Ayes. Motion carried.

### ANNOUNCEMENTS

3. The next County Board meeting will take place on April 17, 2018 at 9:00 AM. This is the organizational meeting of the County Board along with Government Day.
4. Chairman Reabe thanked the outgoing supervisors for their service to Green Lake County and wished them all well in the future.

### PUBLIC COMMENTS (3 Minute Limit)

**DRAFT**  
**TO BE APPROVED AT THE April 17, 2018 MEETING**

5. None

**RECOGNITION OF SARAH GUENTHER, REGISTER OF DEEDS – WCCO  
CONSTITUTIONAL OFFICER OF THE YEAR**

6. Chairman Reabe congratulated Sarah Guenther on her receipt of the Wisconsin County Constitutional Officer (WCCO) of the Year award at the annual conference in Madison. Guenther received the award for her dedication to legislative action pertaining to county constitutional offices.

**CORRESPONDENCE**

7. None

**APPEARANCES**

8. None

**DEPARTMENT REPORTS**

9. Sue Sleezer, unit manager of the Children & Families unit of Health and Human Services, gave a report on child abuse in Green Lake County since April is Child Abuse and Neglect month. Sleezer pointed out that drug abuse is very often an underlying factor in many of these cases in recent years. She outlined the services the Children & Family unit offers to children as well as parents and other caregivers to overcome the situation.
10. Jay Dampier, Regional Director of UW-Extension, gave an update on the 5 county area he currently serves as well as the Green Lake County Extension office and the reorganization challenges that are underway.

**RESOLUTIONS**

11. Resolution No. 5-2018 Salary for County Coroner 2019-2022. **Motion/second (Jenkins/Waterbury)** to adopt Resolution No. 5-2018. Discussion held. Motion to amend made by Waterbury/second by Slate then withdrawn by Waterbury upon approval of the board. **Motion/second (Waterbury/Slate)** to amend the resolution on Line 26 to read “and any additional call if needed would be reimbursed at \$65.00 with total compensation not to exceed \$130.00 per incident”. Roll call vote on motion to amend – Ayes – 11, Nays – 5 (Garro, Schweder, Toney, Mehn, Guden), Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0. Motion carried. **Motion/second (Slate/Waterbury)** to amend the resolution to remove line #16, retain the present salary for 2018, and to adjust the concurrent salary lines by 1.5% per year. Ayes – 1 (Slate), Nays – 15, Absent – 3, Abstain – 0. Motion failed. Roll call vote to adopt Resolution 5-2018 as amended - Ayes – 14, Nays – 2 (Slate, Garro), Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0. Motion carried. Resolution No. 5-2018 passed as adopted.

# DRAFT

## TO BE APPROVED AT THE April 17, 2018 MEETING

12. Resolution No. 6-2018 Salary for Clerk of Circuit Court 2019-2022. **Motion/second (Garro/Slate)** to adopt Resolution No. 6-2018. No discussion. Roll call vote to adopt Resolution No. 6-2018 – Ayes – 16, Nays – 0, Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0. Motion carried. Resolution No. 6-2018 passed as adopted.
13. Resolution No. 7-2018 Salary for County Sheriff 2019-2022. **Motion/second (Schweder/Garro)** to adopt Resolution No. 7-2018. Discussion held. **Motion/second (Slate/Starshak)** to change Line #17 to 1.5% and corresponding lines remain at 1.5%. Sheriff Mark Podoll spoke on the comparables used and his reasons for the increases. Roll call vote on motion to amend – Ayes – 5 (Slate, Schwandt, Waterbury, Starshak, Gonyo), Nays – 11, Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0. Motion failed. Roll call vote to adopt Resolution No. 7-2018 – Ayes – 10, Nays – 4 (Slate, Waterbury, Starshak, Gonyo), Absent – 3 (Wallace, Wendt, Mulder), Abstain – 2 (Schwandt, Lyon). Motion carried. Resolution No. 7-2018 passed as adopted.
14. Resolution No. 8-2018 Resolution Relating to Creating a Program Aide Position. **Motion/second (Trochinski/Starshak)** to adopt Resolution No. 8-2018. No discussion. Roll call vote to adopt Resolution No. 8-2018 – Ayes – 16, Nays – 0, Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0. Motion carried. Resolution No. 8-2018 passed as adopted.
15. Resolution No. 9-2018 Resolution Relating to Creation of One Chief Deputy Treasurer Position and Eliminate One Deputy Treasurer Position in the County Treasurer’s Office. **Motion/second (Gonyo/Jenkins)** to adopt Resolution No. 9-2018. Discussion held. Roll call vote to adopt Resolution No. 9-2018 – Ayes – 13, Nays – 3 (Bernhagen, Starshak, Lyon), Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0. Motion carried. Resolution No. 9-2018 passed as adopted.
16. Resolution No. 10-2018 Resolution Relating to Proclaiming April 15-21, 2018 as Volunteer Week in Green Lake County. **Motion/second (Garro/Toney)** to adopt Resolution No. 10-2018. No discussion. Roll call vote to adopt Resolution No. 10-2018 – Ayes – 15, Nays – 0, Absent – 3 (Wallace, Wendt, Mulder), Abstain – 1 (Starshak). Motion carried. Resolution No. 10-2018 passed as adopted.

### ORDINANCES

17. Ordinance 8-2018 Amending Chapter 103. Animals. **Motion/second (Schwandt/Toney)** to enact Ordinance 8-2018. Discussion held. Corporation Counsel Dawn Klockow explained the ordinance. Roll call vote to enact Ordinance 8-2018 – Ayes – 15, Nays – 1 (Starshak), Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0. Motion carried. Ordinance No. 8-2018 passed as enacted.
18. Ordinance 9-2018 Amending Chapter 103. Animals; Section 103-13.B. **Motion/second (Toney/Waterbury)** to enact Ordinance 9-2018. Discussion held. HHS Director Jason Jerome explained the ordinance. Roll call vote to enact Ordinance 9-2018 – Ayes – 16, Nays – 0, Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0. Motion carried. Ordinance No. 9-2018 passed as enacted.
19. Ordinance 10-2018 Amending Chapter 103. Animals; Create Article IV, Animals; Humane Officers. **Motion/second (Garro/Jenkins)** to enact Ordinance 10-2018. Discussion held. Roll call vote to enact Ordinance 10-2018 – Ayes – 16, Nays – 0, Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0. Motion carried. Ordinance No. 10-2018 passed as enacted.

**DRAFT**  
**TO BE APPROVED AT THE April 17, 2018 MEETING**

**BUDGET ADJUSTMENTS**

20. Information Technology – \$9,850.00 for PaperCut Print Management Software  
*Motion/second (Guden/Garro)* to approve budget adjustment from for IT. Roll call vote – Ayes – 16, Nays – 0, Absent – 3 (Wallace, Wendt, Mulder), Abstain – 0.

**COMMITTEE APPOINTMENTS**

21. None

**DEPARTMENTS TO REPORT ON April 17, 2018**

22. Chairman Reabe stated that since this is student Government Day and the organizational meeting there will be no reports.

**FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION**

23. None

**ADJOURN**

24. *Motion/second (Schweder/Starshak)* to adjourn at 7:44 PM. All Ayes. Motion carried.

Respectfully Submitted,

Elizabeth Otto  
Green Lake County Clerk



## **GREEN LAKE COUNTY COUNTY BOARD CHAIRMAN**

*Harley Reabe  
County Board Chair*

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

---

February 21, 2018

Green Lake County  
Harley Reabe, County Board Chairman  
571 County Road A  
Green Lake, WI 54941

**RE: Green Lake County Support for Bicycle Route through Camp Grow**

To Whom It May Concern:

Green Lake County supports allowing walkers and bicyclists to pass through the Camp Grow Preserve between Oakwood Avenue and Oakwood Beach Road.

Presently, in this area, bikers are using County Highway K as part of a route to bike around Big Green Lake. There are no paved shoulders on this section of County Highway K. Traffic can be fast and heavy on this hilly section with curves. Adding to the potential problem of vehicle and biker mix is the location of three local taverns and our largest County Park on this section of County Highway K. This County Park is also the largest boat launching area on Green Lake adding to the summer time traffic and traffic with trailers. At this time, due to budget constraints, Green Lake County has no plans to install paved shoulders on this section of County Highway K.

We strongly support the efforts of the Green Lake County Conservancy and the Green Lake Sanitary District in their efforts to preserve Camp Grow and to allow bicyclists to pass through Camp Grow. This is a safety item that is desperately needed.

Thank you to the Knowles-Nelson Stewardship Program for the help in preserving this property.

Best Regards,

Harley Reabe  
Green Lake County Board Chairman

**RESOLUTION NUMBER 11-2018**

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

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of April, 2018, does resolve as follows:

1 **WHEREAS**, the Green Lake County Board wishes to go on record recognizing the loyal  
2 and devoted service the following County Board Supervisors have bestowed to the  
3 people of Green Lake County and to formally acknowledge such service given and to  
4 extend the thanks of the people of Green Lake County for the many contributions of  
5 time and effort they have made during their time of office, and the substantial  
6 contribution of good judgement and responsibility in the Government of this county;

7 **NOW, THEREFORE BE IT RESOLVED** that the Green Lake County Board in regular  
8 session on the 17th day of April, 2018 does hereby extend its unqualified appreciation  
9 and gratitude for the service so generously given to the Board by:

10	Supervisor Joy Waterbury	April 2014 - April 2018
11	Supervisor Nick Toney	April 2012 - April 2018
12	Supervisor Paul Schwandt	September 2011 - April 2018
13	Supervisor Rich Slate	May 2014 - April 2018
14	Supervisor Joanne Guden	December 2005 - April 2018
15	Supervisor Michael Starshak	April 2012 - April 2018
16		

Roll Call on Resolution No. 11-2017

Submitted by County Board  
Chairman, Harley Reabe

Passed and Adopted/Rejected this 17th  
day of April 2018.

Ayes , Nays , Absent , Abstain 0

/s/ Harley Reabe

Harley Reabe, Chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Corporation Counsel

**RESOLUTION NUMBER 12-2018**

**Resolution Designating the Week of April 9 through April 13, 2018 as  
Work Zone Awareness Week in Green Lake County**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of April 2018, does resolve as follows:

- 1 **WHEREAS**, in 1999, the Federal Highway Administration partnered with the American  
2 Association of State Highway Officials and more recently the American Traffic Safety  
3 Services Association to create the National Work Zone Safety Awareness campaign  
4 which is held annually in April prior to construction season in much of the nation; and  
5 **WHEREAS**, the Wisconsin County Highway Association is asking all seventy-two  
6 counties in Wisconsin to unite and kick off “Work Zone Safety Awareness Week” with a  
7 resolution and a campaign to raise awareness for county highway workers, the traveling  
8 public, public safety workers, and those of various highway contractors performing work  
9 for the counties; and

Majority vote needed

Roll Call on Resolution No. 12-2018

Submitted by Highway Committee:

Ayes , Nays , Absent , Abstain

/s/ Paul Schwandt

Paul Schwandt, Chair

Passed and Adopted/Rejected this 17th  
day of April 2018.

/s/ Vicki Bernhagen

Vicki Bernhagen

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Dennis Mulder

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

/s/ Rich Slate

Rich Slate

\_\_\_\_\_  
Corporation Counsel

10 **WHEREAS**, construction and maintenance activities on our streets and highways  
11 periodically require that work zones be established; and

12 **WHEREAS**, there have been over 2,000 work zone crashes in Wisconsin in each of the  
13 last three years; and

14 **WHEREAS**, in 2017, Wisconsin there were nearly 2,700 crashes in road construction  
15 and maintenance zones, resulting in over 1,000 injuries and six fatalities; and

16 **WHEREAS**, between 2012 and 2017, there were 55 fatalities recorded as a result of  
17 crashes in Wisconsin work zones including three Wisconsin County Highway workers  
18 which were killed in work zones in 2015; and

19 **WHEREAS**, through their enforcement activities and other participation, the Green Lake  
20 County Sheriff's Office, Wisconsin State Patrol, and Green Lake County Highway  
21 Department are committed to working together in 2018 to make Work Zone Awareness  
22 Week a success;

23 **WHEREAS**, the Federal Highway Administration has designated April 9 through April  
24 13, 2018 as National Work Zone Awareness Week;

25 **NOW, THEREFORE, BE IT RESOLVED**, by the Green Lake County Board of  
26 Supervisors designates the week of April 9 through April 13, 2018 as Work Zone  
27 Awareness Week in Green Lake County, Wisconsin.

**RESOLUTION NUMBER 13-2018**

**Establish Fees for Services Rendered by the Coroner**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of April 2018, does resolve as follows:

- 1 **WHEREAS**, the Green Lake County Coroner does charge certain fees for services
- 2 rendered as allowed per state statute and as established by the Green Lake County
- 3 Board of Supervisors, and
- 4 **WHEREAS**, per state statute a moratorium effective July 14, 2015 to April 17, 2017 was
- 5 placed on coroner fee increases, and
- 6 **WHEREAS**, per WI Stats §59.365 the moratorium on coroner fee increases is now lifted
- 7 allowing the County to increase the fee amounts annually by no more than the annual
- 8 percentage change in the U.S. consumer price index for all urban consumers, U.S. city
- 9 average, as determined by the U.S. department of labor, for the 12 months ending on
- 10 December 31 of the year before the increase.
- 11 Majority vote is needed to pass.

Roll Call on Resolution No. 13-2018

Submitted by Judicial/Law Enforcement & Emergency Management Committee:

Ayes , Nays , Absent , Abstain

/s/ Michael Starshak

Michael Starshak, Chair

Passed and Adopted/Rejected this 17th day of April 2018.

/s/ Larry Jenkins

Larry Jenkins, Vice-chair

\_\_\_\_\_  
County Board Chairman

/s/ Sue Wendt

Sue Wendt

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

/s/ Peter Wallace

Peter Wallace

\_\_\_\_\_  
Corporation Counsel

12 **NOW THEREFORE BE IT RESOLVED** that the Green Lake County Board of  
13 Supervisors does hereby approve an increase to the fees as charged by the Green  
14 Lake County Coroner at a rate of 2.1%, the CPI-U for the prior 12 months ending  
15 December 31 as allowed per State Stats §59.365, effective April 18, 2018

16 **BE IT FURTHER RESOLVED** that the County Administrator, in coordination with the  
17 County Coroner, is hereby authorized to adjust the coroner fees annually as allowed per  
18 state statute.

**RESOLUTION NUMBER 14-2018**

**Relating to Committed Funds for 2018 as Required by GASB #54**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of April, 2018, does resolve as follows:

- 1 **WHEREAS**, Green Lake County is required by the Governmental Accounting Standards
- 2 Board (GASB) as outlined in *GASB #54 Fund Balance Reporting and Governmental*
- 3 *Fund Type Definitions*, to classify governmental fund balances and establish conditions
- 4 for spending any stabilization arrangements by close of December 31, 2017;
- 5 **NOW THEREFORE BE IT RESOLVED**, that the Green Lake County Board of
- 6 Supervisors does hereby establish the committed funds listed below to be in place from
- 7 January 1, 2018 until such a time as a change is made by resolution of the Green Lake
- 8 County Board.
- 9 Fiscal note is attached.
- 10 Majority vote is needed to pass.

Roll Call on Resolution No. 14-2018

Submitted by Finance Committee:

Ayes , Nays , Absent , Abstain 0

/s/ Harley Reabe

Harley Reabe, Chair

Passed and Adopted/Rejected this 17th day of April, 2018.

/s/ Larry Jenkins

Larry Jenkins

\_\_\_\_\_  
County Board Chairman

/s/ Robert Lyon

Robert Lyon

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Dennis Mulder

\_\_\_\_\_  
Corporation Counsel

/s/ Joanne Guden

\_\_\_\_\_  
Joanne Guden

CAPITAL OUTLAY/CARRYOVER FUNDS

Account #	Account Name	\$	Move To Account #	Move To Account Name
17-101-00-58000-000-000	Contingent Fund	394,446.03	18-101-00-58000-000-000	Contingent Fund
17-101-23-51820-999-000	Non-Lapsing Retirement/Salary/Fringe	55,000.00	18-101-23-51820-999-000	Non-Lapsing Retirement/Salary/Fringe
17-100-22-51810-110-000	Salaries - Cty Adm	6,136.16	18-101-23-51820-999-000	Non-Lapsing Retirement/Salary/Fringe
17-100-13-55620-110-000	Salaries - UW Ext	41,368.65	18-101-23-51820-999-000	Non-Lapsing Retirement/Salary/Fringe
17-100-09-52700-110-000	Salaries - Jail	46,145.88	18-101-23-51820-999-000	Non-Lapsing Retirement/Salary/Fringe
17-101-00-58300-999-002	Upgrade 911 Equipment	53,582.73	<b>New Account</b>	Capital Outlay - 911
17-100-00-51430-222-003	Electrical/Gas Radio Tower	2,035.41	<b>New Account</b>	Capital Outlay - 911
17-100-00-58300-000-000	911 Project	3,880.00	<b>New Account</b>	Capital Outlay - 911
17-101-00-58300-999-002	911 User Fee	10,880.00	<b>New Account</b>	Capital Outlay - 911
17-100-00-58300-247-000	Radio Infrastructure Maintenance Contracts	652.50	<b>New Account</b>	Capital Outlay - 911
17-100-00-58300-247-001	Maintenance	4,143.48	<b>New Account</b>	Capital Outlay - 911
17-101-03-51310-999-000	Carryover Expert Witness	7,478.76	18-101-00-58000-000-000	Contingent Fund
17-101-03-51310-999-002	Carryover DA Symposium	1,818.42	18-101-03-51310-999-002	Carryover DA Symposium
17-101-03-51310-999-003	Carryover DA Computer Forensic Examiner	11,994.56	18-101-03-51310-999-003	Carryover DA Computer Forensic Examiner
17-101-03-51310-999-004	Carryover Vine	10,000.00	18-400-00-57100-025-000	Capital Outlay - IT
17-101-04-51420-999-000	Carryover Copy Machines	11,560.13	18-400-00-57100-025-000	Capital Outlay - IT
17-101-04-51930-999-000	Carryover Loss Control	3,183.14	18-101-04-51930-999-000	Carryover Loss Control
17-101-06-51600-999-004	Carryover Maint Capital Improvements	59,952.27	18-400-00-57100-006-000	Capital Outlay - Maintenance
17-101-06-51600-999-004	Carryover Maint Capital Improvements	4,069.22	18-100-06-51600-247-004	Maintenance Lake Steel
17-101-06-51600-999-005	Carryover Sale of Recyclable Material	391.92	18-400-00-57100-006-000	Capital Outlay - Maintenance
17-101-06-51600-999-006	Carryover Maintenance Capital Equipment	27,698.79	18-400-00-57100-006-000	Capital Outlay - Maintenance
17-101-07-51710-999-001	Carryover Redacting Expenses (RESTRICTED)	60,927.02	18-101-07-51710-999-001	Carryover Redacting Expenses (RESTRICTED)
17-100-09-43524-301-000	ICAC Grant	1,373.43	18-101-09-52100-999-001	Carryover ICAC (RESTRICTED)
17-101-09-52126-999-000	Anti Drug Program	362.31	18-101-09-52126-999-000	Anti Drug Program
17-101-09-52150-999-001	Boat and Snowmobile Related	9,191.86	18-400-00-57100-009-000	Capital Outlay - Sheriff
17-101-09-52700-999-000	Carryover Sheriff Dept Jail Assmt (RESTRICTED)	21,519.12	18-101-09-52700-999-000	Carryover Sheriff Dept Jail Assmt (RESTRICTED)
17-100-09-49201-000-000	Jail Assessment	19,446.34	18-101-09-52700-999-000	Carryover Sheriff Dept Jail Assmt (RESTRICTED)
17-101-09-52700-999-004	Carryover Juvenile Prisoner Board (ASSIGNED)	14,162.35	18-101-09-52700-999-004	Carryover Juvenile Prisoner Board (ASSIGNED)
17-101-09-52700-999-006	Carryover Inmate Commissary (RESTRICTED)	44,697.93	18-101-09-52700-999-006	Carryover Inmate Commissary (RESTRICTED)
17-100-09-46224-000-000	Inmate Commissary	1,508.43	18-101-09-52700-999-006	Carryover Inmate Commissary (RESTRICTED)
17-101-09-52700-999-007	Inmate Programs	174,544.64	18-101-09-52700-999-007	Inmate Programs
17-101-09-52700-999-008	Jail & Sheriff Office Capital Equipment & Maintenance	294,373.01	18-400-00-57100-009-000	Capital Outlay - Sheriff
17-101-09-52720-999-000	Crime Prevention	58,860.15	18-101-09-52720-999-000	Crime Prevention
17-101-09-52100-999-008	Emergency Situation Fund	25,220.54	18-101-00-58000-000-000	Contingent Fund
17-101-09-52100-999-011	Carryover Storage and Towing	3,120.02	18-101-00-58000-000-000	Contingent Fund
17-101-09-52150-999-009	Carryover Defibrillator	6,502.00	18-101-09-52150-999-009	Carryover Defibrillator
17-101-09-52720-999-001	Carryover K9 Donations	5,066.88	18-101-09-52720-999-001	Carryover K9 Donations
17-100-09-48500-000-000	Canine	3,165.91	18-101-09-52720-999-001	Carryover K9 Donations
17-101-10-53610-999-001	Carryover Code Enforcement Vehicle Purchase	25,907.20	<b>New Account</b>	Vehicle Lease
17-101-10-53610-999-004	Professional Services - Land Development	38,445.07	18-101-10-53610-999-004	Professional Services - Land Development
17-101-10-53610-999-007	Professional Services - Surveyor	69,509.93	18-101-10-53610-999-007	Professional Services - Surveyor
17-101-10-53610-999-000	Carryover Non-Metallic Mining (RESTRICTED)	52,162.00	18-101-10-53610-999-000	Carryover Non-Metallic Mining (RESTRICTED)
17-100-20-43691-000-000	Land Info Bd Grant	53,783.54	18-101-20-51711-999-000	Carryover Land Information (RESTRICTED)
17-101-12-55200-999-000	Carryover Parks Project	18,055.12	<b>New Account</b>	Capital Outlay - Parks
17-101-12-55200-999-002	Carryover Boat Launch Projects	110,863.33	<b>New Account</b>	Capital Outlay - Parks - Boat Launch
17-100-12-43575-000-000	Boat Launch Fees	30,807.99	<b>New Account</b>	Capital Outlay - Parks - Boat Launch
17-101-12-55200-999-004	Carryover Parks Equipment	1,130.09	<b>New Account</b>	Capital Outlay - Parks
17-101-12-55200-999-005	Carryover Green Lake Trail Project (RESTRICTED)	54,585.92	18-101-12-55200-999-005	Carryover Green Lake Trail Project (RESTRICTED)
17-101-13-55460-999-001	*Fair Donations	12,098.25	18-101-13-55460-999-001	*Fair Donations
17-101-13-55620-999-003	Carryover Capital Equipment UWEX (ASSIGNED)	1,986.38	18-400-00-57100-025-000	Capital Outlay - IT
17-101-13-55620-999-001	*UWEX Program Donations	8,143.10	18-101-13-55620-999-001	*UWEX Program Donations
17-101-13-55620-999-004	UWEX Grants (RESTRICTED)	5,187.36	18-101-13-55620-999-004	UWEX Grants (RESTRICTED)
17-101-13-49320-001-000	Applied Funds - UWEX	10,727.00	18-101-00-58000-000-000	Contingent Fund
17-101-14-56110-999-000	Carryover LC Conservation Fund	272,086.17	18-101-14-56110-999-000	Carryover LC Conservation Fund
17-101-14-56110-999-007	Carryover LC Truck	45,183.81	<b>New Account</b>	Vehicle Lease
17-101-30-54900-999-000	*HHS Donations	29,387.76	18-101-30-54900-999-000	*HHS Donations
17-101-32-54641-999-000	Food Pantry Donations	26,184.52	18-101-32-54641-999-000	Food Pantry Donations
17-101-35-54805-999-001	Carryover FRI Building Maint	7,604.00	<b>New Account</b>	Capital Outlay - Maintenance - FRI
17-101-11-54710-999-000	Carryover Veterans Donations	1,274.78	18-101-11-54710-999-000	Carryover Veterans Donations
17-100-11-49320-524-000	Donations for Veterans	480.85	18-101-11-54710-999-000	Carryover Veterans Donations
17-101-11-54710-999-001	Carryover Veterans Transportation (Restricted)	112.11	18-101-11-54710-999-001	Carryover Veterans Transportation (Restricted)
17-101-31-54112-999-001	Carryover Community Health Imp Plan (ASSIGNED)	20,400.00	18-101-31-54112-999-001	Carryover Community Health Imp Plan (ASSIGNED)
17-101-35-54805-999-000	Carryover FRI Vehicle Outlay	10,757.03	18-101-35-54805-999-000	Carryover FRI Vehicle Outlay
17-400-00-57100-006-000	Capital Outlay - Maintenance	120,000.00	18-400-00-57100-006-000	Capital Outlay - Maintenance
17-400-00-57100-009-000	Capital Outlay - Sheriff	855,000.00	18-400-00-57100-009-000	Capital Outlay - Sheriff
17-100-09-52150-810-001	Boat Outlay	3,000.00	18-400-00-57100-009-000	Capital Outlay - Sheriff
17-100-09-52150-810-002	Snowmobile - ATV	400.00	18-400-00-57100-009-000	Capital Outlay - Sheriff
17-100-09-52150-810-003	Squad - Equipment	3,251.49	18-400-00-57100-009-000	Capital Outlay - Sheriff
17-100-09-52700-810-000	Capital Equipment	4,551.52	18-400-00-57100-009-000	Capital Outlay - Sheriff
17-400-00-57100-025-000	Capital Outlay - IT	525,000.00	18-400-00-57100-025-000	Capital Outlay - IT
17-100-00-51930-154-000	Retiree's Insurance Premium	24,888.00	18-100-00-51930-154-000	Retiree's Insurance Premium

**RESOLUTION NUMBER 15-2018**

**Government Obligation Contract between  
Green Lake County and Kansas State Bank**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of April, 2018, does resolve as follows:

- 1 **WHEREAS**, the County has determined that a true and very real need exists for the
- 2 acquisition of the Equipment described on Exhibit A of the Governmental Obligation
- 3 Contract dated as of April 1, 2018, between Kansas State Bank and Green Lake
- 4 County, a copy of which is attached hereto and incorporated by reference.

Fiscal note is attached.

Majority vote is needed to pass.

Roll Call on Resolution No. 15-2018

Submitted by Judicial/ Law  
Enforcement Committee:

Ayes , Nays , Absent , Abstain

/s/ Michael Starshak

Michael Starshak, Chair

Passed and Adopted/Rejected this 17th  
day of April, 2018.

/s/ Larry Jenkins

Larry Jenkins

\_\_\_\_\_  
County Board Chairman

/s/ Sue Wendt

Sue Wendt

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

/s/ Peter Wallace

Peter Wallace

\_\_\_\_\_  
Corporation Counsel

5 **WHEREAS**, the County has determined that the Governmental Obligation Contract,  
6 substantially in the form presented and attached hereto, is in the best interests of the  
7 County for the acquisition of the Equipment; and,

8 **WHEREAS**, the Equipment will be purchased through capital lease financing and the  
9 total annual payment will need to be included in each year's budget; and,

10 **WHEREAS**, the County is required to upgrade the current 911 system to NextGen 911  
11 by 2020.

12 **NOW THEREFORE BE IT RESOLVED**, that the County Board of Supervisors of Green  
13 Lake County hereby approves entering into the Contract, and hereby designates and  
14 authorizes County Administrator Catherine Schmit to execute and deliver the Contract  
15 on the County's behalf with such changes deemed necessary by the Corporation  
16 Counsel, and any related documents necessary to execute the transaction  
17 contemplated by the Contract.

18 **BE IT FURTHER RESOLVED**, that the County Administrator shall budget a sufficient  
19 sum in the 2018 budget, with payments commencing as of October 1, 2018.

20 **BE IT FURTHER RESOLVED**, that the County Administrator is charged with ensuring  
21 that adequate funds are placed in subsequent budget years to ensure the County's  
22 obligation on the Government Obligation Contract for the equipment is sufficiently  
23 funded until the obligation is paid in full.

24 **FISCAL NOTE:** The estimated annual budget allocation is \$45,293.

## DOCUMENTATION INSTRUCTIONS

The instructions listed below should be followed when completing the enclosed documentation. **Please print on single sided paper only.** Documentation completed improperly will delay funding. If you have any questions regarding the Conditions to Funding, instructions or the documentation, please call us at (877) 587-4054.

### I. Attached Documentation

1. **Government Obligation Contract**
  - ◆ An authorized individual that is with the Obligor should sign on the first space provided.
2. **Exhibit A – Description of Equipment**
  - ◆ Review equipment description. Complete serial number/VIN if applicable.
  - ◆ List the location where the equipment will be located after delivery/installation.
3. **Exhibit B – Payment Schedule**
  - ◆ Sign and print name and title
4. **Exhibit C - Acceptance of Obligation**
  - ◆ Sign and print name and title
5. **Exhibit D - Obligor Resolution**
  - ◆ Type in the date of the meeting in which the purchase was approved.
  - ◆ Print or type the name and title of the individual(s) who is authorized to execute the Contract.
  - ◆ The secretary, chairman or other authorized board member of the Obligor must sign the Resolution where indicated.
  - ◆ A second authorized individual that is with the Obligor should attest the Resolution where indicated.
6. **Exhibit E - Officer's Certificate**
  - ◆ Sign and print name and title
  - ◆ Please list the Source of Funds for the Contract Payments.
7. **Exhibit F - Payment Request & Equipment Acceptance Form**
  - ◆ Do Not Return until you need to request funds from the Vendor Payable Account.
8. **Exhibit G - Signature Card**
  - ◆ Sign and print name and title
  - ◆ An additional individual may sign as an authorized individual, if desired.
9. **Exhibit H - Obligor Acknowledgement**
  - ◆ Complete information as indicated.
10. **Exhibit I - Bank Qualified Certificate**
  - ◆ Sign and print name and title
11. **Insurance Requirements**
  - ◆ Complete insurance company contact information where indicated.
12. **Debit Authorization – (Preferred)**
  - ◆ Complete form and attach a voided check
13. **8038G IRS Form**
  - ◆ Please read 8038 Review Form
  - ◆ In Box 2, type Employer Identification Number
  - ◆ Sign and print name and title

### II. Condition to Funding

If, for any reason: (i) the required documentation is not returned by May 26, 2018, is incomplete, or has unresolved issues relating thereto, or (ii) on, or prior to the return of the documentation, there is a change of circumstance, including but not limited to changes in the federal corporate income tax rate or reducing/capping the tax-exempt interest benefit, which adversely affects the expectations, rights or security of the Obligee or its assignees; then Obligee or its assignees reserve the right to withdraw/void its offer to fund this transaction in its entirety. *Neither KS StateBank nor Baystone Government Finance is acting as an advisor to the municipal entity/obligated person and neither owes a fiduciary duty pursuant to Section 15B of the Exchange Act of 1934.*

**All documentation should be returned to:**

KS StateBank  
2627 KFB Plaza STE 202E  
Manhattan, Kansas 66503

## GOVERNMENT OBLIGATION CONTRACT

### Obligor

Green Lake County, Wisconsin  
571 County Road A  
Green Lake, Wisconsin 54941

### Obligee

KS StateBank  
1010 Westloop; P.O. Box 69  
Manhattan, Kansas 66505-0069

**Dated as of April 1, 2018**

This Government Obligation Contract dated as of the date listed above is between Obligee and Obligor listed directly above. Obligee desires to finance the purchase of the Equipment described in Exhibit A to Obligor and Obligor desires to have Obligee finance the purchase of the Equipment subject to the terms and conditions of this Contract which are set forth below.

#### I. Definitions

Section 1.01 Definitions. The following terms will have the meanings indicated below unless the context clearly requires otherwise:

"Additional Schedule" refers to the proper execution of additional schedules to Exhibit A and Exhibit B, as well as other exhibits or documents that may be required by the Obligee all of which relate to the financing of additional Equipment.

"Budget Year" means the Obligor's fiscal year.

"Commencement Date" is the date when Obligor's obligation to pay Contract Payments begins.

"Contract" means this Government Obligation Contract and all Exhibits attached hereto, all addenda, modifications, schedules, refinancings, guarantees and all documents relied upon by Obligee prior to execution of this Contract.

"Contract Payments" means the payments Obligor is required to make under this Contract as set forth on Exhibit B.

"Contract Term" means the Original Term and all Renewal Terms.

"Exhibit" includes the Exhibits attached hereto, and any "Additional Schedule", whether now existing or subsequently created.

"Equipment" means all of the items of Equipment listed on Exhibit A and any Additional Schedule, whether now existing or subsequently created, and all replacements, restorations, modifications and improvements.

"Government" as used in the title hereof means a State or a political subdivision of the State within the meaning of Section 103(a) of the Internal Revenue Code of 1986, as amended ("Code"), or a constituted authority or district authorized to issue obligations on behalf of the State or political subdivision of the State within the meaning of Treasury Regulation 1.103-1(b), or a qualified volunteer fire company within the meaning of section 150(e)(1) of the Code.

"Obligee" means the entity originally listed above as Obligee or any of its assignees.

"Obligor" means the entity listed above as Obligor and which is financing the Equipment through Obligee under the provisions of this Contract.

"Original Term" means the period from the Commencement Date until the end of the Budget Year of Obligor.

"Partial Prepayment Date" means the first Contract Payment date that occurs on or after the earlier of (a) the twenty-four month (24) anniversary of the Commencement Date or (b) the date on which Obligor has accepted all the Equipment and all amounts have been disbursed from the Vendor Payable Account to pay for the Equipment.

"Purchase Price" means the total cost of the Equipment, including all delivery charges, installation charges, legal fees, financing costs, recording and filing fees and other costs necessary to vest full, clear legal title to the Equipment in Obligor, subject to the security interest granted to and retained by Obligee as set forth in this Contract, and otherwise incurred in connection with the financing of this Equipment.

"Renewal Term" means the annual term which begins at the end of the Original Term and which is simultaneous with Obligor's Budget Year and each succeeding Budget Year for the number of Budget Years necessary to comprise the Contract Term.

"State" means the state in which Obligor is located.

"Surplus Amount" means any amount on deposit in the Vendor Payable Account on the Partial Prepayment Date.

"Vendor Payable Account" means the separate account of that name established pursuant to Section X of this Contract.

#### II. Obligor Warranties

Section 2.01 Obligor represents, warrants and covenants as follows for the benefit of Obligee or its assignees:

- (a) Obligor is an "issuer of tax exempt obligations" because Obligor is the State or a political subdivision of the State within the meaning of Section 103(a) of the Internal Revenue Code of 1986, as amended, (the "Code") or because Obligor is a constituted authority or district authorized to issue obligations on behalf of the State or political subdivision of the State within the meaning of Treasury Regulation 1.103-1(b), or a qualified volunteer fire company within the meaning of section 150(e)(1) of the Code.
- (b) Obligor has complied with any requirement for a referendum and/or competitive bidding.
- (c) Obligor has complied with all statutory laws and regulations that may be applicable to the execution of this Contract; Obligor, and its officer executing this Contract, are authorized under the Constitution and laws of the State to enter into this Contract and have used and followed all proper procedures of its governing body in executing and delivering this Contract. The officer of Obligor executing this Contract has the authority to execute and deliver this Contract. This Contract constitutes a legal, valid, binding and enforceable obligation of the Obligor in accordance with its terms.
- (d) Obligor shall use the Equipment only for essential, traditional government purposes.
- (e) Should the IRS disallow the tax-exempt status of the interest portion of the Contract Payments as a result of the failure of the Obligor to use the Equipment for governmental purposes, or should the Obligor cease to be an issuer of tax exempt obligations, or should the obligation of Obligor created under this Contract cease to be a tax exempt obligation for any reason, then Obligor shall be required to pay additional sums to the Obligee or its assignees so as to bring the after tax yield on this Contract to the same level as the Obligee or its assignees would attain if the transaction continued to be tax-exempt.
- (f) Obligor has never non-appropriated funds under a contract similar to this Contract.
- (g) Obligor will submit to the Secretary of the Treasury an information reporting statement as required by the Code.
- (h) Upon request by Obligee, Obligor will provide Obligee with current financial statements, reports, budgets or other relevant fiscal information.
- (i) Obligor shall retain the Equipment free of any hazardous substances as defined in the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. 9601 et. seq. as amended and supplemented.
- (j) Obligor hereby warrants the General Fund of the Obligor is the primary source of funds or a backup source of funds from which the Contract Payments will be made.
- (k) Obligor presently intends to continue this Contract for the Original Term and all Renewal Terms as set forth on Exhibit B hereto. The official of Obligor responsible for budget preparation will include in the budget request for each Budget Year the Contract Payments to become due in such Budget Year, and will use all reasonable and lawful means available to secure the appropriation of money for such Budget Year sufficient to pay the Contract Payments coming due therein. Obligor reasonably believes that moneys can and will lawfully be appropriated and made available for this purpose.
- (l) Obligor has selected both the Equipment and the vendor(s) from whom the Equipment is to be purchased upon its own judgment and without reliance on any manufacturer, merchant, vendor or distributor, or agent thereof, of such equipment to the public.
- (m) Obligor owns free and clear of any liens any additional collateral pledged, subject only to the lien described herein; Obligor has not and will not, during the Contract Term, create, permit, incur or assume any levies, liens or encumbrances of any kind with respect to the Equipment and any additional collateral except those created by this Contract.

#### III. Acquisition of Equipment, Contract Payments and the Purchase Option Price

Section 3.01 Acquisition and Acceptance. Obligor shall be solely responsible for the ordering of the Equipment and for the delivery and installation of the Equipment. The Payment Request and Equipment Acceptance Form must be signed by the same authorized individual(s) who signed the Signature Card, Exhibit G. By making a Contract Payment after its receipt of the Equipment pursuant to this Contract, Obligor shall be deemed to have accepted the Equipment on the date of such Contract Payment for purposes of this Contract. All Contract Payments paid prior to delivery of the Payment Request and Equipment Acceptance Form shall be credited to Contract Payments as they become due as shown on the Contract Payment Schedule attached as Exhibit B hereto.

**Section 3.02 Contract Payments.** Obligor shall pay Contract Payments exclusively to Obligee or its assignees in lawful, legally available money of the United States of America. The Contract Payments shall be sent to the location specified by the Obligee or its assignees. The Contract Payments shall constitute a current expense of the Obligor and shall not constitute an indebtedness of the Obligor. The Contract Payments, payable without notice or demand, are due as set forth on Exhibit B. Obligee shall have the option to charge interest at the highest lawful rate on any Contract Payment received later than the due date for the number of days that the Contract Payment(s) were late, plus any additional accrual on the outstanding balance for the number of days that the Contract Payment(s) were late. Obligee shall also have the option, on monthly payments only, to charge a late fee of up to 10% of the monthly Contract Payment that is past due. Furthermore, Obligor agrees to pay any fees associated with the use of a payment system other than check, wire transfer, or ACH. Once all amounts due Obligee hereunder have been received, Obligee will release any and all of its rights, title and interest in the Equipment.

**SECTION 3.03 CONTRACT PAYMENTS UNCONDITIONAL.** Except as provided under Section 4.01, THE OBLIGATIONS OF OBLIGOR TO MAKE CONTRACT PAYMENTS AND TO PERFORM AND OBSERVE THE OTHER COVENANTS CONTAINED IN THIS CONTRACT SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF, OR SUBJECT TO DEFENSE OR COUNTERCLAIM.

**Section 3.04 Purchase Option Price.** Upon thirty (30) days written notice, Obligor shall have the option to pay, in addition to the Contract Payment, the corresponding Purchase Option Price which is listed on the same line on Exhibit B. This option is only available to the Obligor on the Contract Payment date and no partial prepayments are allowed. If Obligor chooses this option and pays the Purchase Option Price to Obligee then Obligee will transfer any and all of its rights, title and interest in the Equipment to Obligor.

**Section 3.05 Contract Term.** The Contract Term shall be the Original Term and all Renewal Terms until all the Contract Payments are paid as set forth on Exhibit B except as provided under Section 4.01 and Section 9.01 below. If, after the end of the budgeting process which occurs at the end of the Original Term or any Renewal Term, Obligor has not non-appropriated as provided for in this Contract then the Contract Term shall be extended into the next Renewal Term and the Obligor shall be obligated to make all the Contract Payments that come due during such Renewal Term.

**Section 3.06 Disclaimer of Warranties.** OBLIGEE MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, AS TO THE VALUE, DESIGN, CONDITION, MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE OR ANY OTHER WARRANTY WITH RESPECT TO THE EQUIPMENT. OBLIGEE IS NOT A MANUFACTURER, SELLER, VENDOR OR DISTRIBUTOR, OR AGENT THEREOF, OF SUCH EQUIPMENT; NOR IS OBLIGEE A MERCHANT OR IN THE BUSINESS OF DISTRIBUTING SUCH EQUIPMENT TO THE PUBLIC. OBLIGEE SHALL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGE ARISING OUT OF THE INSTALLATION, OPERATION, POSSESSION, STORAGE OR USE OF THE EQUIPMENT BY OBLIGOR.

#### IV. Non-Appropriation

**Section 4.01 Non-Appropriation.** If insufficient funds are available in Obligor's budget for the next Budget Year to make the Contract Payments for the next Renewal Term and the funds to make such Contract Payments are otherwise unavailable by any lawful means whatsoever, then Obligor may non-appropriate the funds to pay the Contract Payments for the next Renewal Term. Such non-appropriation shall be evidenced by the passage of an ordinance or resolution by the governing body of Obligor specifically prohibiting Obligor from performing its obligations under this Contract and from using any moneys to pay the Contract Payments due under this Contract for a designated Budget Year and all subsequent Budget Years. If Obligor non-appropriates, then all obligations of the Obligor under this Contract regarding Contract Payments for all remaining Renewal Terms shall be terminated at the end of the then current Original Term or Renewal Term without penalty or liability to the Obligor of any kind provided that if Obligor has not delivered possession of the Equipment to Obligee as provided herein and conveyed to Obligee or released its interest in the Equipment by the end of the last Budget Year for which Contract Payments were paid, the termination shall nevertheless be effective but Obligor shall be responsible for the payment of damages in an amount equal to the amount of the Contract Payments thereafter coming due under Exhibit B which are attributable to the number of days after such Budget Year during which Obligor fails to take such actions and for any other loss suffered by Obligee as a result of Obligor's failure to take such actions as required. Obligor shall immediately notify the Obligee as soon as the decision to non-appropriate is made. If such non-appropriation occurs, then Obligor shall deliver the Equipment to Obligee as provided below in Section 9.04. Obligor shall be liable for all damage to the Equipment other than normal wear and tear. If Obligor fails to deliver the Equipment to Obligee, then Obligee may enter the premises where the Equipment is located and take possession of the Equipment and charge Obligor for costs incurred.

#### V. Insurance, Damage, Insufficiency of Proceeds

**Section 5.01 Insurance.** Obligor shall maintain both property insurance and liability insurance at its own expense with respect to the Equipment. Obligor shall be solely responsible for selecting the insurer(s) and for making all premium payments and ensuring that all policies are continuously kept in effect during the period when Obligor is required to make Contract Payments. Obligor shall provide Obligee with a Certificate of Insurance which lists the Obligee and/or assigns as a loss payee and an additional insured on the policies with respect to the Equipment.

- (a) Obligor shall insure the Equipment against any loss or damage by fire and all other risks covered by the standard extended coverage endorsement then in use in the State and any other risks reasonably required by Obligee in an amount at least equal to the then applicable Purchase Option Price of the Equipment. Alternatively, Obligor may insure the Equipment under a blanket insurance policy or policies.
- (b) The liability insurance shall insure Obligee from liability and property damage in any form and amount satisfactory to Obligee.
- (c) Obligor may self-insure against the casualty risks and liability risks described above. If Obligor chooses this option, Obligor must furnish Obligee with a certificate and/or other documents which evidences such coverage.
- (d) All insurance policies issued or affected by this Section shall be so written or endorsed such that the Obligee and its assignees are named additional insureds and loss payees and that all losses are payable to Obligor and Obligee or its assignees as their interests may appear. Each policy issued or affected by this Section shall contain a provision that the insurance company shall not cancel or materially modify the policy without first giving thirty (30) days advance notice to Obligee or its assignees. Obligor shall furnish to Obligee certificates evidencing such coverage throughout the Contract Term.

**Section 5.02 Damage to or Destruction of Equipment.** Obligor assumes the risk of loss or damage to the Equipment. If the Equipment or any portion thereof is lost, stolen, damaged, or destroyed by fire or other casualty, Obligor will immediately report all such losses to all possible insurers and take the proper procedures to obtain all insurance proceeds. At the option of Obligee, Obligor shall either (1) apply the Net Proceeds to replace, repair or restore the Equipment or (2) apply the Net Proceeds to the applicable Purchase Option Price. For purposes of this Section and Section 5.03, the term Net Proceeds shall mean the amount of insurance proceeds collected from all applicable insurance policies after deducting all expenses incurred in the collection thereof.

**Section 5.03 Insufficiency of Net Proceeds.** If there are no Net Proceeds for whatever reason or if the Net Proceeds are insufficient to pay in full the cost of any replacement, repair, restoration, modification or improvement of the Equipment, then Obligor shall, at the option of Obligee, either (1) complete such replacement, repair, restoration, modification or improvement and pay any costs thereof in excess of the amount of the Net Proceeds or (2) apply the Net Proceeds to the Purchase Option Price and pay the deficiency, if any, to the Obligee.

**Section 5.04 Obligor Negligence.** Obligor assumes all risks and liabilities, whether or not covered by insurance, for loss or damage to the Equipment and for injury to or death of any person or damage to any property whether such injury or death be with respect to agents or employees of Obligor or of third parties, and whether such property damage be to Obligor's property or the property of others (including, without limitation, liabilities for loss or damage related to the release or threatened release of hazardous substances under the Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act or similar or successor law or any State or local equivalent now existing or hereinafter enacted which in any manner arise out of or are incident to any possession, use, operation, condition or storage of any Equipment by Obligor), which is proximately caused by the negligent conduct of Obligor, its officers, employees and agents.

#### VI. Title and Security Interest

**Section 6.01 Title.** Title to the Equipment shall vest in Obligor when Obligor acquires and accepts the Equipment. Title to the Equipment will automatically transfer to the Obligee in the event Obligor non-appropriates under Section 4.01 or in the event Obligor defaults under Section 9.01. In such event, Obligor shall execute and deliver to Obligee such documents as Obligee may request to evidence the passage of legal title to the Equipment to Obligee.

**Section 6.02 Security Interest.** To secure the payment of all Obligor's obligations under this Contract, as well as all other obligations, debts and liabilities, plus interest thereon, whether now existing or subsequently created, Obligor hereby grants to Obligee a security interest under the Uniform Commercial Code constituting a first lien on the Equipment described more fully on Exhibit A. Furthermore, Obligor agrees that any other collateral securing any other obligation(s) to Obligee, whether offered prior to or subsequent hereto, also secures this obligation. The security interest established by this section includes not only all additions, attachments, repairs and replacements to the Equipment but also all proceeds therefrom. Obligor authorizes Obligee to prepare and record any Financing Statement required under the Uniform Commercial Code to perfect the security interest created hereunder. Obligor agrees that any Equipment listed on Exhibit A is and will remain personal property and will not be considered a fixture even if attached to real property.

#### VII. Assignment

**Section 7.01 Assignment by Obligee.** All of Obligee's rights, title and/or interest in and to this Contract may be assigned and reassigned in whole or in part to one or more assignees or sub-assignees by Obligee at any time without the consent of Obligor. No such assignment shall be effective as against Obligor until the assignor shall have filed with Obligor written notice of assignment identifying the assignee. Obligor shall pay all Contract Payments due hereunder relating to such Equipment to or at the direction of Obligee or the assignee named in the notice of assignment. Obligor shall keep a complete and accurate record of all such assignments.

**Section 7.02 Assignment by Obligor.** None of Obligor's right, title and interest under this Contract and in the Equipment may be assigned by Obligor unless Obligee approves of such assignment in writing before such assignment occurs and only after Obligor first obtains an opinion from nationally recognized counsel stating that such assignment will not jeopardize the tax-exempt status of the obligation.

## VIII. Maintenance of Equipment

**Section 8.01 Equipment.** Obligor shall keep the Equipment in good repair and working order, and as required by manufacturer's and warranty specifications. If Equipment consists of copiers, Obligor is required to enter into a copier maintenance/service agreement. Obligee shall have no obligation to inspect, test, service, maintain, repair or make improvements or additions to the Equipment under any circumstances. Obligor will be liable for all damage to the Equipment, other than normal wear and tear, caused by Obligor, its employees or its agents. Obligor shall pay for and obtain all permits, licenses and taxes related to the ownership, installation, operation, possession, storage or use of the Equipment. If the Equipment includes any titled vehicle(s), then Obligor is responsible for obtaining such title(s) from the State and also for ensuring that Obligee is listed as First Lienholder on all of the title(s). Obligor shall not use the Equipment to haul, convey or transport hazardous waste as defined in the Resource Conservation and Recovery Act, 42 U.S.C. 6901 et. seq. Obligor agrees that Obligee or its Assignee may execute any additional documents including financing statements, affidavits, notices, and similar instruments, for and on behalf of Obligor which Obligee deems necessary or appropriate to protect Obligee's interest in the Equipment and in this Contract. Obligor shall allow Obligee to examine and inspect the Equipment at all reasonable times.

## IX. Default

**Section 9.01 Events of Default defined.** The following events shall constitute an "Event of Default" under this Contract:

- (a) Failure by Obligor to pay any Contract Payment listed on Exhibit B for fifteen (15) days after such payment is due according to the Payment Date listed on Exhibit B.
- (b) Failure to pay any other payment required to be paid under this Contract at the time specified herein and a continuation of said failure for a period of fifteen (15) days after written notice by Obligee that such payment must be made. If Obligor continues to fail to pay any payment after such period, then Obligee may, but will not be obligated to, make such payments and charge Obligor for all costs incurred plus interest at the highest lawful rate.
- (c) Failure by Obligor to observe and perform any warranty, covenant, condition, promise or duty under this Contract for a period of thirty (30) days after written notice specifying such failure is given to Obligor by Obligee, unless Obligee agrees in writing to an extension of time. Obligee will not unreasonably withhold its consent to an extension of time if corrective action is instituted by Obligor. Subsection (c) does not apply to Contract Payments and other payments discussed above.
- (d) Any statement, material omission, representation or warranty made by Obligor in or pursuant to this Contract which proves to be false, incorrect or misleading on the date when made regardless of Obligor's intent and which materially adversely affects the rights or security of Obligee under this Contract.
- (e) Any provision of this Contract which ceases to be valid for whatever reason and the loss of such provision would materially adversely affect the rights or security of Obligee.
- (f) Except as provided in Section 4.01 above, Obligor admits in writing its inability to pay its obligations.
- (g) Obligor defaults on one or more of its other obligations.
- (h) Obligor becomes insolvent, is unable to pay its debts as they become due, makes an assignment for the benefit of creditors, applies for or consents to the appointment of a receiver, trustee, conservator, custodian, or liquidator of Obligor, or all or substantially all of its assets, or a petition for relief is filed by Obligor under federal bankruptcy, insolvency or similar laws, or is filed against Obligor and is not dismissed within thirty (30) days thereafter.

**Section 9.02 Remedies on Default.** Whenever any Event of Default exists, Obligee shall have the right to take one or any combination of the following remedial steps:

- (a) With or without terminating this Contract, Obligee may declare all Contract Payments and other amounts payable by Obligor hereunder to the end of the then current Budget Year to be immediately due and payable.
- (b) With or without terminating this Contract, Obligee may require Obligor at Obligor's expense to redeliver any or all of the Equipment and any additional collateral to Obligee as provided below in Section 9.04. Such delivery shall take place within fifteen (15) days after the Event of Default occurs. If Obligor fails to deliver the Equipment and any additional collateral, Obligee may enter the premises where the Equipment and any additional collateral is located and take possession of the Equipment and any additional collateral and charge Obligor for costs incurred. Notwithstanding that Obligee has taken possession of the Equipment and any additional collateral, Obligor shall still be obligated to pay the remaining Contract Payments due up until the end of the then current Original Term or Renewal Term. Obligor will be liable for any damage to the Equipment and any additional collateral caused by Obligor or its employees or agents.
- (c) Obligee may take whatever action at law or in equity that may appear necessary or desirable to enforce its rights. Obligor shall be responsible to Obligee for all costs incurred by Obligee in the enforcement of its rights under this Contract including, but not limited to, reasonable attorney fees, as allowed by Wisconsin Statutes.

**Section 9.03 No Remedy Exclusive.** No remedy herein conferred upon or reserved to Obligee is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Contract now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or shall be construed to be a waiver thereof.

**Section 9.04 Return of Equipment and Storage.**

- (a) Surrender: The Obligor shall, at its own expense, surrender the Equipment, any additional collateral and all required documentation to evidence transfer of title from Obligor to the Obligee in the event of a default or a non-appropriation by delivering the Equipment and any additional collateral to the Obligee to a location accessible by common carrier and designated by Obligee. In the case that any of the Equipment and any additional collateral consists of software, Obligor shall destroy all intangible items constituting such software and shall deliver to Obligee all tangible items constituting such software. At Obligee's request, Obligor shall also certify in a form acceptable to Obligee that Obligor has complied with the above software return provisions and that they will immediately cease using the software and that they shall permit Obligee and/or the vendor of the software to inspect Obligor's locations to verify compliance with the terms hereto.
- (b) Delivery: The Equipment and any additional collateral shall be delivered to the location designated by the Obligee by a common carrier unless the Obligee agrees in writing that a common carrier is not needed. When the Equipment and any additional collateral is delivered into the custody of a common carrier, the Obligor shall arrange for the shipping of the item and its insurance in transit in accordance with the Obligee's instructions and at the Obligor's sole expense. Obligor at its expense shall completely sever and disconnect the Equipment and any additional collateral or its component parts from the Obligor's property all without liability to the Obligee. Obligor shall pack or crate the Equipment and any additional collateral and all of the component parts of the Equipment and any additional collateral carefully and in accordance with any recommendations of the manufacturer. The Obligor shall deliver to the Obligee the plans, specifications, operation manuals or other warranties and documents furnished by the manufacturer or vendor on the Equipment and any additional collateral and such other documents in the Obligor's possession relating to the maintenance and methods of operation of such Equipment and any additional collateral.
- (c) Condition: When the Equipment is surrendered to the Obligee it shall be in the condition and repair required to be maintained under this Contract. It will also meet all legal regulatory conditions necessary for the Obligee to sell or lease it to a third party and be free of all liens. If Obligee reasonably determines that the Equipment or an item of the Equipment, once it is returned, is not in the condition required hereby, Obligee may cause the repair, service, upgrade, modification or overhaul of the Equipment or an item of the Equipment to achieve such condition and upon demand, Obligor shall promptly reimburse Obligee for all amounts reasonably expended in connection with the foregoing.
- (d) Storage: Upon written request by the Obligee, the Obligor shall provide free storage for the Equipment and any additional collateral for a period not to exceed 60 days after the expiration of the Contract Term before returning it to the Obligee. The Obligor shall arrange for the insurance described to continue in full force and effect with respect to such item during its storage period and the Obligee shall reimburse the Obligor on demand for the incremental premium cost of providing such insurance.

## X. Vendor Payable Account

**Section 10.01 Establishment of Vendor Payable Account.** On the date that the Obligee executed this Contract, which is on or after the date that the Obligor executes this Contract, Obligee agrees to (i) make available to Obligor an amount sufficient to pay the total Purchase Price for the Equipment by establishing a separate, non-interest bearing account (the "Vendor Payable Account"), as agent for Obligor's account, with a financial institution that Obligee selects that is acceptable to Obligor (including Obligee or any of its affiliates) and (ii) to deposit an amount equal to such Purchase Price as reflected on Exhibit B in the Vendor Payable Account. Obligor hereby further agrees to make the representations, warranties and covenants relating to the Vendor Payable Account as set forth in Exhibit C attached hereto. Upon Obligor's delivery to Obligee of a Payment Request and Equipment Acceptance Form in the form set forth in Exhibit F attached hereto, Obligor authorizes Obligee to withdraw funds from the Vendor Payable Account from time to time to pay the Purchase Price, or a portion thereof, for each item of Equipment as it is delivered to Obligor. The Payment Request and Equipment Acceptance Form must be signed by an authorized individual acting on behalf of Obligor. The authorized individual or individuals designated by the Obligor must sign the Signature Card which will be kept in the possession of the Obligee.

**Section 10.02 Down Payment.** Prior to the disbursement of any funds from the Vendor Payable Account, the Obligor must either (1) deposit all the down payment funds that the Obligor has committed towards the purchase of the Equipment into the Vendor Payable Account or (2) Obligor must provide written verification to the satisfaction of the Obligee that all the down payment funds Obligor has committed towards the purchase of the Equipment have already been spent or are simultaneously being spent with the funds requested from the initial Payment Request and Equipment Acceptance Form. For purposes of this Section, the down payment funds committed towards the Equipment from the Obligor are the down payment funds that were represented to the Obligee at the time this transaction was submitted for credit approval by the Obligor to the Obligee.

**Section 10.03 Disbursement upon Non-Appropriation or Default.** If an event of non-appropriation or default occurs prior to the Partial Prepayment Date, the amount then on deposit in the Vendor Payable Account shall be retained by the Obligee and Obligor will have no interest therein.

**Section 10.04 Surplus Amount.** Any Surplus Amount then on deposit in the Vendor Payable Account on the Partial Prepayment Date shall be applied to pay on such Partial Prepayment Date a portion of the Purchase Option Price then applicable.

Section 10.05 Recalculation of Contract Payments. Upon payment of a portion of the Purchase Option Price as provided in Section 10.04 above, each Contract Payment thereafter shall be reduced by an amount calculated by Obligees based upon a fraction the numerator of which is the Surplus Amount and the denominator of which is the Purchase Option Price on such Partial Prepayment Date. Within 15 days after such Partial Prepayment Date, Obligees shall provide to Obligor a revised Exhibit B to this Contract, which shall take into account such payment of a portion of the Purchase Option Price thereafter and shall be and become thereafter Exhibit B to this Contract. Notwithstanding any other provision of this Section 10, this Contract shall remain in full force and effect with respect to all or the portion of the Equipment accepted by Obligor as provided in this Contract, and the portion of the principal component of Contract Payments remaining unpaid after the Partial Prepayment Date plus accrued interest thereon shall remain payable in accordance with the terms of this Contract, including revised Exhibit B hereto which shall be binding and conclusive upon Obligees and Obligor.

**XI. Miscellaneous**

Section 11.01 Notices. All notices shall be sufficiently given and shall be deemed given when delivered or mailed by registered mail, postage prepaid, to the parties at their respective places of business as first set forth herein or as the parties shall designate hereafter in writing.

Section 11.02 Binding Effect. Obligor acknowledges this Contract is not binding upon the Obligees or its assignees unless the Conditions to Funding listed on the Documentation Instructions have been met to Obligees's satisfaction, and Obligees has executed the Contract. Thereafter, this Contract shall inure to the benefit of and shall be binding upon Obligees and Obligor and their respective successors and assigns.

Section 11.03 Severability. In the event any provision of this Contract shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 11.04 Amendments, Addenda, Changes or Modifications. This Contract may be amended, added to, changed or modified by written agreement duly executed by Obligees and Obligor. Furthermore, Obligees reserves the right to directly charge or amortize into the remaining balance due from Obligor, a reasonable fee, to be determined at that time, as compensation to Obligees for the additional administrative expense resulting from such amendment, addenda, change or modification requested by Obligor.

Section 11.05 Execution in Counterparts. This Contract may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 11.06 Captions. The captions or headings in this Contract do not define, limit or describe the scope or intent of any provisions or sections of this Contract.

Section 11.07 Master Contract. This Contract can be utilized as a Master Contract. This means that the Obligees and the Obligor may agree to the financing of additional Equipment under this Contract at some point in the future by executing one or more Additional Schedules to Exhibit A and Exhibit B, as well as other exhibits or documents that may be required by Obligees. Additional Schedules will be consecutively numbered on each of the exhibits which make up the Additional Schedule and all the terms and conditions of the Contract shall govern each Additional Schedule.

Section 11.08 Entire Writing. This Contract constitutes the entire writing between Obligees and Obligor. No waiver, consent, modification or change of terms of this Contract shall bind either party unless in writing and signed by both parties, and then such waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, representations, conditions, or warranties, express or implied, which are not specified herein regarding this Contract, the Equipment or any additional collateral, financed hereunder. Any terms and conditions of any purchase order or other documents submitted by Obligor in connection with this Contract which are in addition to or inconsistent with the terms and conditions of this Contract will not be binding on Obligees and will not apply to this Contract.

Obligees and Obligor have caused this Contract to be executed in their names by their duly authorized representatives listed below.

**Green Lake County, Wisconsin**

**KS StateBank**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Marsha Jarvis, Senior Vice President**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

EXHIBIT A

DESCRIPTION OF EQUIPMENT

**RE: Government Obligation Contract dated as of April 1, 2018, between KS StateBank (Obligee) and Green Lake County, Wisconsin (Obligor)**

---

Below is a detailed description of all the items of Equipment including quantity, model number and serial number where applicable:

Emergency Response System Equipment

Physical Address of Equipment after Delivery : \_\_\_\_\_

**EXHIBIT B**  
**PAYMENT SCHEDULE**

**RE: Government Obligation Contract dated as of April 1, 2018, between KS StateBank (Obligee) and Green Lake County, Wisconsin (Obligor)**

Date of First Payment:	October 1, 2018
Original Balance:	\$198,954.79
Total Number of Payments:	Five (5)
Number of Payments Per Year:	One (1)

<b>Pmt No.</b>	<b>Due Date</b>	<b>Contract Payment</b>	<b>Applied to Interest</b>	<b>Applied to Principal</b>	<b>*Purchase Option Price</b>
1	01-Oct-18	\$45,292.45	\$5,461.31	\$39,831.14	\$165,889.93
2	01-Oct-19	\$45,292.45	\$8,592.68	\$36,699.77	\$126,602.70
3	01-Oct-20	\$45,292.45	\$6,610.89	\$38,681.56	\$85,893.27
4	01-Oct-21	\$45,292.45	\$4,522.09	\$40,770.36	\$43,710.16
5	01-Oct-22	\$45,292.45	\$2,320.49	\$42,971.96	\$0.00

**Green Lake County, Wisconsin**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\*Assumes all Contract Payments due to date are paid

EXHIBIT C

ACCEPTANCE OF OBLIGATION  
TO COMMENCE CONTRACT PAYMENTS UNDER EXHIBIT B

**RE: Government Obligation Contract dated as of April 1, 2018, between KS StateBank (Obligee) and Green Lake County, Wisconsin (Obligor)**

---

I, the undersigned, hereby certify that I am a duly qualified representative of Obligor and that I have been given the authority by the governing body of Obligor to sign this Acceptance of Obligation to commence Contract Payments with respect to the above referenced Contract. I hereby certify that:

1. The Equipment described on Exhibit A has not been delivered, installed or available for use as of the Commencement date of this Contract.
2. Obligor acknowledges that Obligee has agreed to deposit into a Vendor Payable Account an amount sufficient to pay the total purchase price (the "Purchase Price") for the Equipment so identified in such Exhibit A;
3. The principal amount of the Contract Payments in the Exhibit B accurately reflects the Purchase Price;
4. Obligor agrees to execute a Payment Request and Equipment Acceptance Form authorizing payment of the Purchase Price, or a portion thereof, for each withdrawal of funds from the Vendor Payable Account.

Notwithstanding that the Equipment has not been delivered to or accepted by Obligor on the date of execution of the Contract, Obligor hereby warrants that:

- (a) Obligor's obligation to commence Contract Payments as set forth in Exhibit B is absolute and unconditional as of the Commencement Date and on each date set forth in Exhibit B thereafter, subject to the terms and conditions of the Contract;
- (b) immediately upon delivery and acceptance of all the Equipment, Obligor will notify Obligee of Obligor's final acceptance of the Equipment by delivering to Obligee the "Payment Request and Equipment Acceptance Form" in the form set forth in Exhibit F attached to the Contract;
- (c) in the event that any Surplus Amount is on deposit in the Vendor Payable Account when an event of non-appropriation or default under the Contract occurs, then those amounts shall be applied as provided in Section 10 of the Contract;
- (d) regardless of whether Obligor delivers a final Payment Request and Equipment Acceptance Form, all Contract Payments paid prior to delivery of all the Equipment shall be credited to Contract Payments as they become due under the Contract as set forth in Exhibit B.

**Green Lake County, Wisconsin**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

EXHIBIT D  
OBLIGOR RESOLUTION

RE: Government Obligation Contract dated as of April 1, 2018, between KS StateBank (Obligee) and Green Lake County, Wisconsin (Obligor)

---

At a duly called meeting of the Governing Body of the Obligor (as defined in the Contract) held on \_\_\_\_\_ the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Obligor as follows:

1. **Determination of Need.** The Governing Body of Obligor has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of the Government Obligation Contract dated as of April 1, 2018, between Green Lake County, Wisconsin (Obligor) and KS StateBank (Obligee).
2. **Approval and Authorization.** The Governing Body of Obligor has determined that the Contract, substantially in the form presented to this meeting, is in the best interests of the Obligor for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Contract by the Obligor and hereby designates and authorizes the following person(s) to execute and deliver the Contract on Obligor's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Contract.

**Authorized Individual(s):** \_\_\_\_\_

(Typed or Printed Name and Title of individual(s) authorized to execute the Contract)

3. **Adoption of Resolution.** The signatures below from the designated individuals from the Governing Body of the Obligor evidence the adoption by the Governing Body of this Resolution.

**Signature:** \_\_\_\_\_

(Signature of Secretary, Board Chairman or other member of the Governing Body)

**Printed Name & Title:** \_\_\_\_\_

(Printed Name and Title of individual who signed directly above)

**Attested By:** \_\_\_\_\_

(Signature of one additional person who can witness the passage of this Resolution)

**Printed Name & Title:** \_\_\_\_\_

(Printed Name of individual who signed directly above)

EXHIBIT E

OFFICER'S CERTIFICATE

**RE: Government Obligation Contract dated as of April 1, 2018, between KS StateBank (Obligee) and Green Lake County, Wisconsin (Obligor)**

---

I, the undersigned, hereby certify that I am a duly qualified representative of Obligor and that I have been given the authority by the governing body of Obligor to sign this Officer's Certificate with respect to the above referenced Contract. I hereby certify that:

1. Obligor has appropriated and/or taken other lawful actions necessary to provide moneys sufficient to pay all Contract Payments required to be paid under the Contract during the current Budget Year of Obligor, and such moneys will be applied in payment of all Contract Payments due and payable during such current Budget Year.
2. Obligor has obtained insurance coverage as required under the Contract from an insurer qualified to do business in the State.
3. No event or condition that constitutes or would constitute an Event of Default exists as of the date hereof.
4. The governing body of Obligor has approved the authorization, execution and delivery of this Contract on its behalf by the authorized representative of Obligor who signed the Contract.
5. Please list the Source of Funds (Fund Item in Budget) for the Contract Payments that come due under Exhibit B of this Contract.

Source of Funds : General Fund

By signing below, Obligor hereby authorizes the General Fund of the Obligor as a backup source of funds from which the Contract Payments can be made.

**Green Lake County, Wisconsin**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

EXHIBIT F

PAYMENT REQUEST AND EQUIPMENT ACCEPTANCE FORM

RE: Government Obligation Contract dated as of April 1, 2018, between KS StateBank (Obligee) and Green Lake County, Wisconsin (Obligor)

In accordance with Section 10.01, by executing this Payment Request and Equipment Acceptance Form the Obligor hereby represents that the Payee or Payees listed below who are requesting payment have delivered the Equipment or a portion of the Equipment or performed the services to the satisfaction of the Obligor and that the amounts requested below by the Payee or Payees are proportionate with the value of the Equipment delivered or services rendered by the Payee or Payees. The Obligor hereby represents and warrants for all purposes that:

1. Pursuant to the invoice attached hereto, the amount to be disbursed is \$\_\_\_\_\_ and this amount is consistent with the Contract between Obligor and Vendor.
2. Payment is to be made to: Payee: \_\_\_\_\_  
\_\_\_\_\_
3. The undersigned certifies that the following documents are attached to this Payment Request and Equipment Acceptance Form when there is a request for a release of funds from the Vendor Payable Account to pay for a portion, or all, of the Equipment: (1) Invoice from the Vendor, (2) copy of the Contract between Obligor and Vendor (if requested by the Obligee), (3) Insurance Certificate (if applicable), (4) front and back copy of the original MSO/Title listing KS StateBank and/or its assigns as the first lien holder (if applicable). By executing this Payment Request and Equipment Acceptance Form and attaching the documents as required above, the Obligor shall be deemed to have accepted this portion of the Equipment for all purposes under the Contract, including, without limitation, the obligation of Obligor to make the Contract Payments with respect thereto in a proportionate amount of the total Contract Payment.
4. No amount listed in this exhibit was included in any such exhibit previously submitted.
5. Each disbursement hereby requested has been incurred and is a proper charge against the Vendor Payable Account. No amount hereby requested to be disbursed will be paid to Obligor as reimbursement for any expenditure paid by Obligor more than 60 days prior to the date of execution and delivery of the Contract.
6. The Equipment referenced in the attached has been delivered, installed, inspected and tested as necessary and in accordance with Obligor's specifications and accepted for all purposes.
7. That Obligor is or will be the title owner to the Equipment referenced in the attached, and that in the event that any third party makes a claim to such title that Obligor will take all measures necessary to secure title including, without limitation, the appropriation of additional funds to secure title to such Equipment, or a portion thereof, and keep the Contract in full force and effect. Furthermore, Obligor has obtained insurance coverage as required under the Contract from an insurer qualified to do business in the State.
8. Obligor has appropriated and/or taken other lawful actions necessary to provide moneys sufficient to pay all Contract Payments required to be paid under the Contract during the current Budget Year of Obligor, and such moneys will be applied in payment of all Contract Payments due and payable during such current Budget Year.
9. No event or condition that constitutes or would constitute an Event of Default exists as of the date hereof.

I, the undersigned, hereby certify that I am a duly qualified representative of Obligor and that I have been given the authority by the governing body of Obligor to sign this Payment Request and Equipment Acceptance Form.

Please forward this document and any correspondence relating to vendor payment to:

Email: bhinton@ksstate.bank  
or  
Fax: (785) 587-4016

Please call (877) 587-4054 if you have any questions.

**Green Lake County, Wisconsin**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

**EXHIBIT G**  
**SIGNATURE CARD**

**RE: Government Obligation Contract dated as of April 1, 2018, between KS StateBank (Obligee) and Green Lake County, Wisconsin (Obligor)**

---

The below signatures will be used for purposes of verifying the signature on a Payment Request and Equipment Acceptance Form prior to making payments from the Equipment Acquisition Fund or Vendor Payable Account. By signing below, the undersigned represents and warrants that s/he has received all appropriate authority from Green Lake County, Wisconsin.

**Green Lake County, Wisconsin**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

**Signature of additional authorized individual (optional) of Obligor**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

**EXHIBIT H**  
**OBLIGOR ACKNOWLEDGEMENT**

**RE: Government Obligation Contract dated as of April 1, 2018, between KS StateBank (Obligee) and Green Lake County, Wisconsin (Obligor)**

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Obligor hereby acknowledges that it has ordered or caused to be ordered the equipment that is the subject of the above-mentioned Contract.

Please complete the below information, attach another page if necessary

Vendor Name: \_\_\_\_\_

Equipment: \_\_\_\_\_

Cost of Equipment: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Equipment: \_\_\_\_\_

Cost of Equipment: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Equipment: \_\_\_\_\_

Cost of Equipment: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Equipment: \_\_\_\_\_

Cost of Equipment: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Equipment: \_\_\_\_\_

Cost of Equipment: \_\_\_\_\_

**Obligor will immediately notify Obligee if any of the information listed above is changed.**

## EXHIBIT I

## BANK QUALIFIED CERTIFICATE

RE: Government Obligation Contract dated as of April 1, 2018, between KS StateBank (Obligee) and Green Lake County, Wisconsin (Obligor)

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Whereas, Obligor hereby represents that it is a "Bank Qualified" Issuer for the calendar year in which this Contract is executed by making the following designations with respect to Section 265 of the Internal Revenue Code of 1986, as amended (the "Code"). (A "Bank Qualified Issuer" is an issuer that issues less than ten million (\$10,000,000) dollars of tax-exempt obligations other than "private activity bonds" as defined in Section 141 of the Code, excluding certain "qualified 501(c)(3) bonds" as defined in Section 145 of the Code, during the calendar year).

Now, therefor, Obligor hereby designates this Contract as follows:

1. **Designation as Qualified Tax-Exempt Obligation.** Pursuant to Section 265(b)(3)(B)(i) of the Code, the Obligor hereby specifically designates the Contract as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code. In compliance with Section 265(b)(3)(D) of the Code, the Obligor hereby represents that the Obligor will not designate more than \$10,000,000 of obligations issued by the Obligor in the calendar year during which the Contract is executed and delivered as such "qualified tax-exempt obligations".
2. **Issuance Limitation.** In compliance with the requirements of Section 265(b)(3)(C) of the Code, the Obligor hereby represents that the Obligor (including all subordinate entities of the Obligor within the meaning of Section 265(b)(3)(E) of the Code) reasonably anticipates not to issue in the calendar year during which the Contract is executed and delivered, obligations bearing interest exempt from federal income taxation under Section 103 of the Code (other than "private activity bonds" as defined in Section 141 of the Code and excluding certain "qualified 501(c)(3) bonds" as defined in Section 145 of the Code) in an amount greater than \$10,000,000.

**Green Lake County, Wisconsin**

---

Signature

---

Printed Name and Title

## INSURANCE REQUIREMENTS

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Pursuant to Article V of the Government Obligation Contract, you have agreed to provide us evidence of insurance covering the Equipment.

A Certificate of Insurance listing the information stated below should be sent to us no later than the date on which the equipment is delivered.

<b>Insured:</b>	<b>Certificate Holder:</b>
Green Lake County, Wisconsin	KS StateBank
571 County Road A	1010 Westloop, P.O. Box 69
Green Lake, Wisconsin 54941	Manhattan, Kansas 66505-0069

**1. Equipment Description**

- ◆ Emergency Response System Equipment
- ◆ Please include all applicable VIN's, serial numbers, etc.

**2. Deductible**

- ◆ The deductible amounts on the insurance policy should not exceed \$25,000.00.

**3. Physical Damage**

- ◆ All risk coverage to guarantee proceeds of at least \$198,954.79.

**4. Loss Payee**

- ◆ KS StateBank AOIA (and/or Its Assigns) MUST be listed as loss payee.

**Please forward certificate as soon as possible to:**      Email: bhinton@ksstate.bank  
or  
Fax: (785) 587-4016

**Please complete the information below and return this form along with the Contract.**

---

**Green Lake County, Wisconsin**

Insurance Company: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**\*PREFERRED\***

\*As an additional payment option for Obligor, we are now providing the option of ACH (Automatic Clearing House). By completing this form, Obligor is authorizing Oblige to withdraw said payment amount on said date.

**DEBIT AUTHORIZATION**

I hereby authorize KS StateBank Government Finance Department to initiate debit entries, and, if necessary, to reinitiate returned entries up to two additional times, to the account indicated below at the financial institution named below and to debit the same to such account for:

<b>Contract Number</b> 3352309	<b>Payment Amount</b> \$45,292.45	<b>Frequency of Payments</b> Annual
<b>Beginning</b> _____ Month      Year	<b>Day of Month</b> 1st	

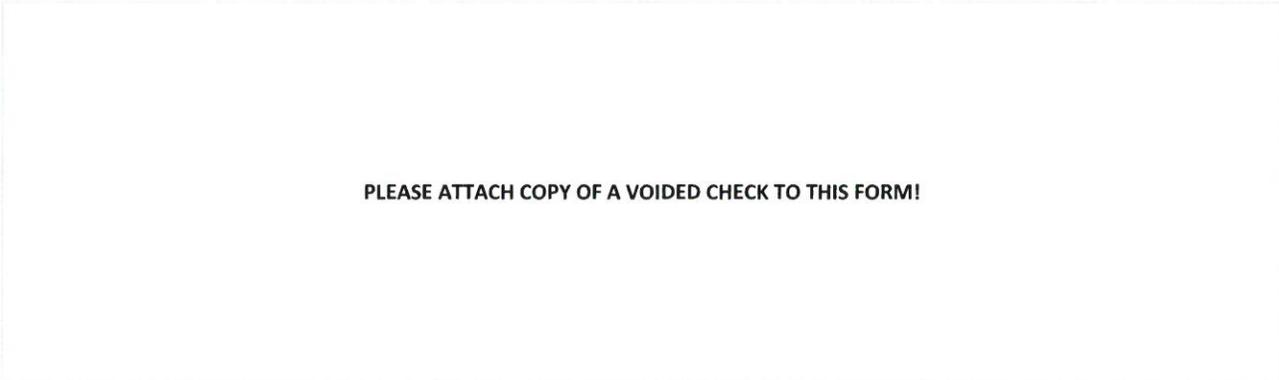
I acknowledge that the origination of ACH transactions to this account must comply with the provisions of U.S. law.

<b>Financial Institution Name</b>		<b>Branch</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Routing Number</b>		<b>Account Number</b>	

**Type of Account**       Checking       Savings

This authority is to remain in full force and effect until KS StateBank has received written notification from any authorized signer of the account of its termination in such time and manner as to afford KS StateBank a reasonable opportunity to act on it.

<b>Obligor Name on Contract</b> Green Lake County, Wisconsin	
<b>Signature</b>	<b>Printed Name and Title</b>
<b>Tax ID Number</b> 39-6005700	<b>Date</b>



**PLEASE ATTACH COPY OF A VOIDED CHECK TO THIS FORM!**

**USA Patriot Act**

USA Patriot Act requires identity verification for all new accounts. This means that we may require information from you to allow us to make a proper identification.

## 8038 REVIEW FORM

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The 8038 form attached hereto is an important part of the documentation package and must be properly filled out and submitted to the Department of the Treasury in order for you to receive the lower tax-exempt rate. Unless you instruct us otherwise, we have engaged a Paid Preparer to assist in the filling out of this form. The Paid Preparer has filled out the relevant portions of this form based on the current understanding of what is required by the Department of the Treasury. The responses on this 8038 form are based on the dates and amounts which you have requested (structure of the transaction) and which are on the Payment Schedule.

1. Please review our responses for accuracy. If anything is inaccurate, please contact our office so that we can make proper revisions.
2. If the information provided to you on this form is accurate, please sign where indicated and return with the document package.
3. If there are any changes to the structure of the transaction that occur prior to funding which require a change to the 8038 form, we will make such changes and provide notification to you.
4. We will return to you a copy of the 8038 form that was mailed to the Department of the Treasury.

### **Important Note:**

The IRS is now requesting information regarding tax-exempt issuers' and borrowers' written policies and procedures designed to monitor post-issuance compliance with the federal tax rules applicable to tax-exempt obligations (boxes 43 and 44). Do not check items 43 and 44 on the 8038 form unless you have established written procedures in accordance with the instructions referenced directly below. If you choose to "check" items 43 and/or 44, please be prepared to provide copies of such written procedures to the Paid Preparer or any representatives of the IRS upon request. Written procedures should contain certain key characteristics, including making provisions for:

- Due diligence review at regular intervals;
- Identifying the official or employee responsible for review;
- Training of the responsible official/employee;
- Retention of adequate records to substantiate compliance (e.g., records relating to expenditure of proceeds);
- Procedures reasonably expected to timely identify noncompliance; and
- Procedures ensuring that the issuer will take steps to timely correct noncompliance.

For additional guidance on this 8038 form, you can refer to the Documentation Instructions located on the following government website: <http://www.irs.gov/app/picklist/list/formsInstructions.html>, or contact your local IRS office.

**Information Return for Tax-Exempt Governmental Obligations**

Department of the Treasury  
Internal Revenue Service

▶ Under Internal Revenue Code section 149(e)

▶ See separate instructions.

Caution: If the issue price is under \$100,000, use Form 8038-GC.

**Part I Reporting Authority** If Amended Return, check here

<b>1</b> Issuer's name <b>Green Lake County, Wisconsin</b>	<b>2</b> Issuer's employer identification number (EIN) <b>39-6005700</b>
<b>3a</b> Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)	<b>3b</b> Telephone number of other person shown on 3a
<b>4</b> Number and street (or P.O. box if mail is not delivered to street address) Room/suite <b>571 County Road A</b>	<b>5</b> Report number (For IRS Use Only) 3
<b>6</b> City, town, or post office, state, and ZIP code <b>Green Lake, Wisconsin 54941</b>	<b>7</b> Date of issue <b>04/01/2018</b>
<b>8</b> Name of issue <b>Government Obligation Contract</b>	<b>9</b> CUSIP number <b>None</b>
<b>10a</b> Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions) <b>Ms. Cathy Schmit, County Administrator</b>	<b>10b</b> Telephone number of officer or other employee shown on 10a <b>(920) 294-4147</b>

**Part II Type of Issue (enter the issue price).** See the instructions and attach schedule.

<b>11</b> Education	<b>11</b>		
<b>12</b> Health and hospital	<b>12</b>		
<b>13</b> Transportation	<b>13</b>		
<b>14</b> Public safety	<b>14</b>	<b>204,923</b>	<b>43</b>
<b>15</b> Environment (including sewage bonds)	<b>15</b>		
<b>16</b> Housing	<b>16</b>		
<b>17</b> Utilities	<b>17</b>		
<b>18</b> Other. Describe ▶	<b>18</b>		
<b>19</b> If obligations are TANs or RANs, check only box 19a <input type="checkbox"/>			
If obligations are BANs, check only box 19b <input type="checkbox"/>			
<b>20</b> If obligations are in the form of a lease or installment sale, check box <input type="checkbox"/>			

**Part III Description of Obligations.** Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
<b>21</b>	<b>10/01/2022</b>	\$ <b>204,923.43</b>	\$ <b>198,954.79</b>	<b>3.052</b> years	<b>5.344</b> %

**Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)**

<b>22</b> Proceeds used for accrued interest	<b>22</b>		
<b>23</b> Issue price of entire issue (enter amount from line 21, column (b))	<b>23</b>	<b>204,923</b>	<b>43</b>
<b>24</b> Proceeds used for bond issuance costs (including underwriters' discount)	<b>24</b>	<b>5,968</b>	<b>64</b>
<b>25</b> Proceeds used for credit enhancement	<b>25</b>		
<b>26</b> Proceeds allocated to reasonably required reserve or replacement fund	<b>26</b>		
<b>27</b> Proceeds used to currently refund prior issues	<b>27</b>		
<b>28</b> Proceeds used to advance refund prior issues	<b>28</b>		
<b>29</b> Total (add lines 24 through 28)	<b>29</b>	<b>5,968</b>	<b>64</b>
<b>30</b> Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	<b>30</b>	<b>198,954</b>	<b>79</b>

**Part V Description of Refunded Bonds.** Complete this part only for refunding bonds.

<b>31</b> Enter the remaining weighted average maturity of the bonds to be currently refunded	▶	_____ years
<b>32</b> Enter the remaining weighted average maturity of the bonds to be advance refunded	▶	_____ years
<b>33</b> Enter the last date on which the refunded bonds will be called (MM/DD/YYYY)	▶	_____
<b>34</b> Enter the date(s) the refunded bonds were issued (MM/DD/YYYY)	▶	_____

**Part VI Miscellaneous**

<b>35</b>	Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) . . . . .	<b>35</b>		
<b>36a</b>	Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions) . . . . .	<b>36a</b>		
<b>b</b>	Enter the final maturity date of the GIC ▶ _____			
<b>c</b>	Enter the name of the GIC provider ▶ _____			
<b>37</b>	Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units . . . . .	<b>37</b>		
<b>38a</b>	If this issue is a loan made from the proceeds of another tax-exempt issue, check box <input type="checkbox"/> and enter the following information:			
<b>b</b>	Enter the date of the master pool obligation ▶ _____			
<b>c</b>	Enter the EIN of the issuer of the master pool obligation ▶ _____			
<b>d</b>	Enter the name of the issuer of the master pool obligation ▶ _____			
<b>39</b>	If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box . . . . .			<input checked="" type="checkbox"/>
<b>40</b>	If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box . . . . .			<input type="checkbox"/>
<b>41a</b>	If the issuer has identified a hedge, check here <input type="checkbox"/> and enter the following information:			
<b>b</b>	Name of hedge provider ▶ _____			
<b>c</b>	Type of hedge ▶ _____			
<b>d</b>	Term of hedge ▶ _____			
<b>42</b>	If the issuer has superintegrated the hedge, check box . . . . .			<input type="checkbox"/>
<b>43</b>	If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box . . . . .			<input type="checkbox"/>
<b>44</b>	If the issuer has established written procedures to monitor the requirements of section 148, check box . . . . .			<input type="checkbox"/>
<b>45a</b>	If some portion of the proceeds was used to reimburse expenditures, check here <input type="checkbox"/> and enter the amount of reimbursement. . . . . ▶ _____			
<b>b</b>	Enter the date the official intent was adopted ▶ _____			

<b>Signature and Consent</b>	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.				
	▶ _____ Signature of issuer's authorized representative		▶ _____ Date		▶ _____ Type or print name and title
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	<b>H. Evan Howe</b>	<i>H. Evan Howe</i> <small>Digitally signed by H. Evan Howe Date: 2018.03.27 09:43:02 -05'00'</small>	<b>03/27/2018</b>		<b>P01438994</b>
	Firm's Name ▶ <b>Baystone Financial LLC</b>	Firm's EIN ▶ <b>48-1223987</b>	Firm's Address ▶ <b>12980 Metcalf, Suite 310, Overland Park, KS 66213</b>		
Firm's Address ▶ <b>12980 Metcalf, Suite 310, Overland Park, KS 66213</b>			Phone no. <b>(800) 752-3562</b>		

**ORDINANCE NO. 12-2018**

**Amending Chapter Ch. 19 Commissions and Committees**

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 17th day of April 2018, does ordain as follows:

**WHEREAS**, the Green Lake County Board of Supervisors created a county park commission on February 20, 2018, by adopting resolution 4-2018; and,

**WHEREAS**, the Parks Commission is under the supervision and authority of the County Board, and requires direction as to its responsibilities and duties.

Roll Call on Ordinance No. 12-2018

Submitted by Administrative Committee:

Ayes , Nays , Absent , Abstain

*/s/ Harley Reabe*

Harley Reabe, Chair

Passed and Enacted/Rejected this 17th day of April, 2018.

Nick Toney, Vice-chair

*/s/ Robert Lyon*

Robert Lyon

County Board Chairman

*/s/ Michael Starshak*

Michael Starshak

ATTEST: County Clerk  
Approve as to Form:

*/s/ William Boutwell*

William Boutwell

Corporation Counsel

*/s/ Paul Schwandt*

Paul Schwandt

3 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**  
4 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

5 Section 1. Green Lake County Ordinance, Ch. 19 Commissions and Committees, Article  
6 II. Parks Commission, is hereby created as follows:

7 §19-50 Parks Commission.

8 A. The Parks Commission shall consist of seven (7) members, three (3) of which shall  
9 be members of the Green Lake County Board of Supervisors. The County Board Chair  
10 shall appoint the members, in writing, and shall file the appointments in the office of the  
11 County Clerk.

12 B. The term of each member, except for county board members, is seven (7) years  
13 following July 1 of the year in which the appointment is made and until the appointment  
14 and qualification of a successor, except that the first seven (7) members shall be  
15 appointed respectfully for such terms that on July 1 in each of the seven (7) years  
16 following the year in which they are appointed the term of one member will expire. After  
17 the original appointments, one commissioner shall be appointed annually in the month of  
18 June to succeed the member whose term will expire on July 1 following. The term of any  
19 park commissioner who is a county board member shall end when the commissioner's  
20 membership on the county board terminates, unless thereafter reappointed to the  
21 commission. (See Wis. Stat. §27.02(1)).

22 C. The powers, duties and responsibilities of the Parks Commission shall be as  
23 follows:

24 (1) The maintenance of park buildings and other permanent structures, including  
25 playground equipment, is under the maintenance direction of the Parks Commission. The  
26 County Maintenance Department is responsible for solid waste removal at the parks and  
27 the hygiene of rest room facilities. A limited-term summer parks maintenance worker may  
28 be hired annually to assist with summer maintenance work.

29 (2) The Parks Commission shall have the power and duty to develop, manage and  
30 maintain the grounds of the County parks system. The County parks system includes any  
31 designated park, access to lakes and streams, public recreational trails, and any other  
32 park or recreation project that is County owned and approved by the County Board.

33 (3) Under the direction of the Parks Commission, the County Maintenance Department  
34 shall perform grounds maintenance: lawn mowing, brushing, spring and fall opening and  
35 closing of park grounds, maintenance of picnic tables, piers and fences, and other  
36 grounds-related maintenance functions.

37 (4) The Parks Commission shall have the duty and responsibility of developing,  
38 coordinating, and updating the five-year Parks and Recreation Plan and any other plan for  
39 recreational development in Green Lake County in cooperation with the Department of

40 Natural Resources. All plans shall be submitted to the County Board for final approval.

41 (5) For acquiring, developing and maintaining the parks and any other recreational  
42 project, whenever possible the Parks Commission shall make application for grants and  
43 aids from the state and federal fish and game funds, outdoor recreation aids, land and  
44 water conservation funds, Waterways Commission funds, stewardship funds, and any  
45 other such fund available for park, trail or project acquisition and development.

46 (6) The duties of a rural planning committee under Wis. Stat. §27.019 (2), (7), (8), (9),  
47 and (11).

48 (7) In the absence of a general manager appointed by the County Administrator and  
49 confirmed by the County Board of Supervisors, the duties of a park commission under  
50 Wis. Stat. §27.05 (1) – (8), and subject to the general supervision of the county board and  
51 regulations prescribed by the County Board of Supervisors.

52 (8) Oversee recreational trails, multi-use trails and bikeways, routes or pathways under  
53 the jurisdiction of Green Lake County.

54 Section 2. This ordinance shall become effective upon passage and publication.

55 Section 3. The repeal and recreation of any section herein shall not have any effect on  
56 existing litigation and shall not operate as an abatement of any action or proceeding then  
57 pending or by virtue of the repealed sections.

ORDINANCE NUMBER 13-2018

1 Relating to: Rezone in the Town of Brooklyn  
2 Owners: Zodrow Properties, LLC  
3 John and Angela Zodrow

4 The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly  
5 assembled at its regular meeting begun on the 17<sup>th</sup> day of April, 2018, does ordain  
6 as follows:

7 **NOW, THEREFORE, BE IT ORDAINED**, that the Green Lake County Zoning  
8 Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26.  
9 Official Map, as relates to the Town of Brooklyn, shall be amended as follows:

10 State Road 23, Parcel #004-00351-0100 (±7.88 acres) & #004-00339-0200  
11 (±16.15 acres), Part of the SW¼ of Section 16, T16N, R13E, Town of Brooklyn;  
12 Rezone ±11.37 acres from C-2 Extensive Commercial, A-2 General Agriculture,  
13 and R-1 Single-family Residence Districts to R-4 Rural Residential District.  
14 To be determined by Certified Survey Map.

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

Roll Call on Ordinance No. 13-2018

Ayes\_\_\_\_, Nays\_\_\_\_, Absent\_\_\_\_, Abstain\_\_\_\_

Submitted by Land Use Planning and  
Zoning Committee:

Committee Vote:  
Ayes 5, Nays 0, Absent 0, Abstain 0

Passed and Enacted/Rejected this 17<sup>th</sup>  
day of April, 2018.

*/s/ Michael Starshak*

\_\_\_\_\_  
Michael Starshak, Chair

*/s/ Robert Lyon*

\_\_\_\_\_  
Robert Lyon, Vice Chair

*/s/ Harley Reabe*

\_\_\_\_\_  
Harley Reabe

*/s/ Rich Slate*

\_\_\_\_\_  
Rich Slate

*/s/ Peter Wallace*

\_\_\_\_\_  
Peter Wallace

\_\_\_\_\_  
County Board Chairman

ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Dawn N. Klockow  
Corporation Counsel

# Zodrow Properties, LLC – John & Angela Zodrow

State Road 23, Town of Brooklyn, Part of the SW¼ of Section 16, T16N, R13E

Parcel #004-00351-0100 (±7.88 acres) & #004-00339-0200 (±16.15 acres),

Rezone ±11.37 acres from C-2 Extensive Commercial, A-2 General Agriculture, and R-1 Single-Family Residence Districts to R-4 Rural Residential District.

## Existing Configuration:

Lot 1 = #004-00351-0100

±7.88 acres

Currently split-zoned:

C-2 Extensive Commercial

A-2 General Agriculture

R-1 Single-Family Residence

Lot 2 = #004-00339-0200

±16.15 acres

Currently split-zoned:

C-2 Extensive Commercial

A-2 General Agriculture

R-1 Single-Family Residence

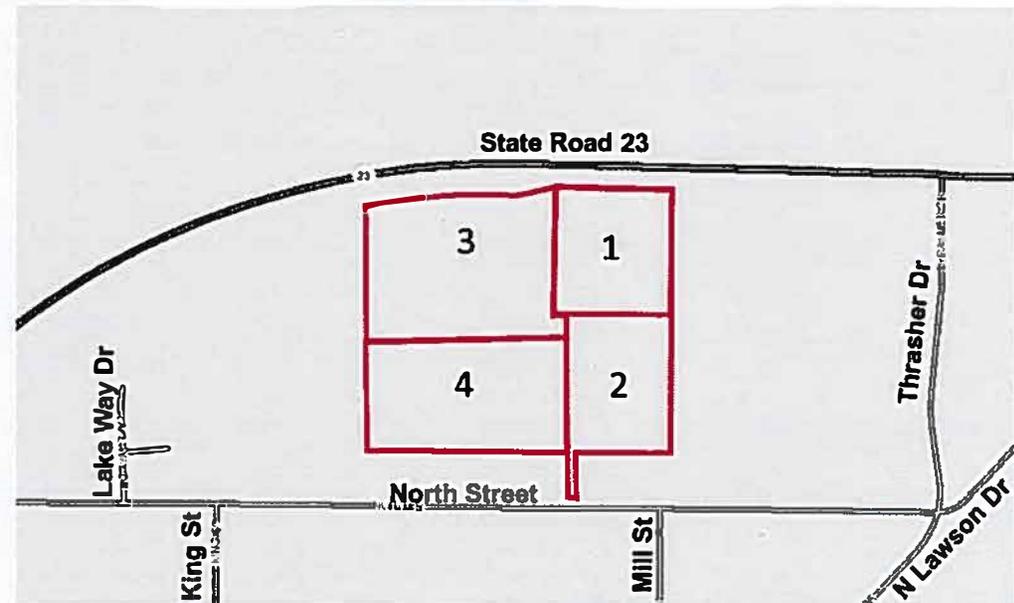
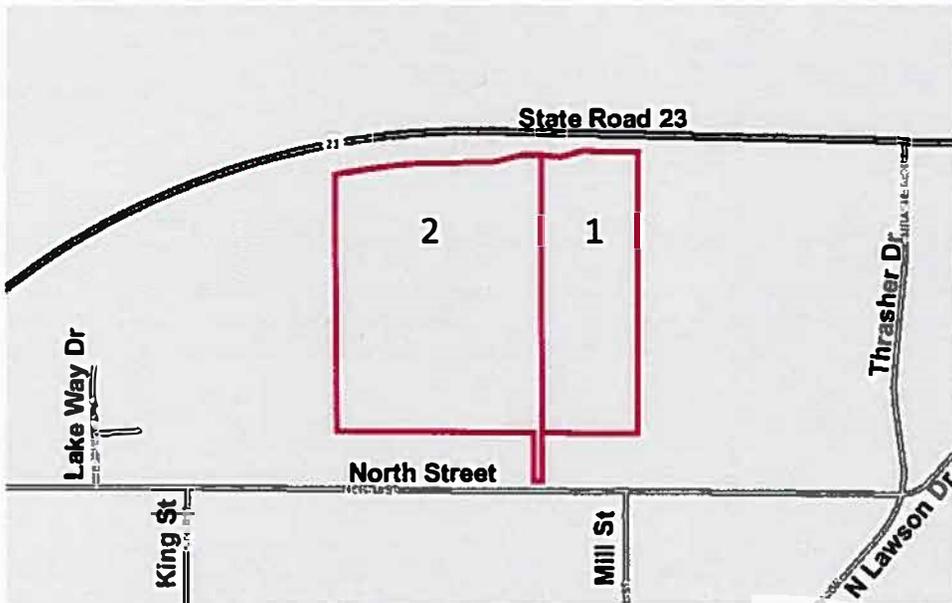
## Proposed Configuration:

Lot 1 = ±4.25 acres, remains C-2 Extensive Commercial

Lot 2 = ±4.63 acres, rezoned to R-4 Rural Residential

Lot 3 = ±8.37 acres, remains C-2 Extensive Commercial

Lot 4 = ±6.74 acres, rezoned to R-4 Rural Residential



ORDINANCE NUMBER 14-2018

1 Relating to: Rezone in the Town of Marquette  
2 Owners: Forrest E. and Lois L. Linger Family Trust  
3 Stuart L. Linger, Successor Co-Trustee

4 The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly  
5 assembled at its regular meeting begun on the 17<sup>th</sup> day of April, 2018, does ordain  
6 as follows:

7 **NOW, THEREFORE, BE IT ORDAINED**, that the Green Lake County Zoning  
8 Ordinance, Chapter 350 as amended, Article IV Zoning Districts, Section 350-26.  
9 Official Map, as relates to the Town of Marquette, shall be amended as follows:

10 N2569 Marquette Rd, Parcel #014-00793-0000 (±40 acres), Part of the SE¼ of  
11 Section 31, T15N, R12E, Town of Marquette; Rezone ±3.32 acres from A-1  
12 Farmland Preservation District to R-4 Rural Residential District. To be determined by  
13 Certified Survey Map.

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

Roll Call on Ordinance No. 14-2018

Ayes\_\_\_\_, Nays\_\_\_\_, Absent\_\_\_\_, Abstain\_\_\_\_

Submitted by Land Use Planning and  
Zoning Committee:

Committee Vote:

Ayes 5, Nays 0, Absent 0, Abstain 0

Passed and Enacted/Rejected this 17<sup>th</sup>  
day of April, 2018.

*/s/ Michael Starshak*

\_\_\_\_\_  
Michael Starshak, Chair

*/s/ Robert Lyon*

\_\_\_\_\_  
Robert Lyon, Vice Chair

*/s/ Harley Reabe*

\_\_\_\_\_  
Harley Reabe

*/s/ Rich Slate*

\_\_\_\_\_  
Rich Slate

*/s/ Peter Wallace*

\_\_\_\_\_  
Peter Wallace

\_\_\_\_\_  
County Board Chairman

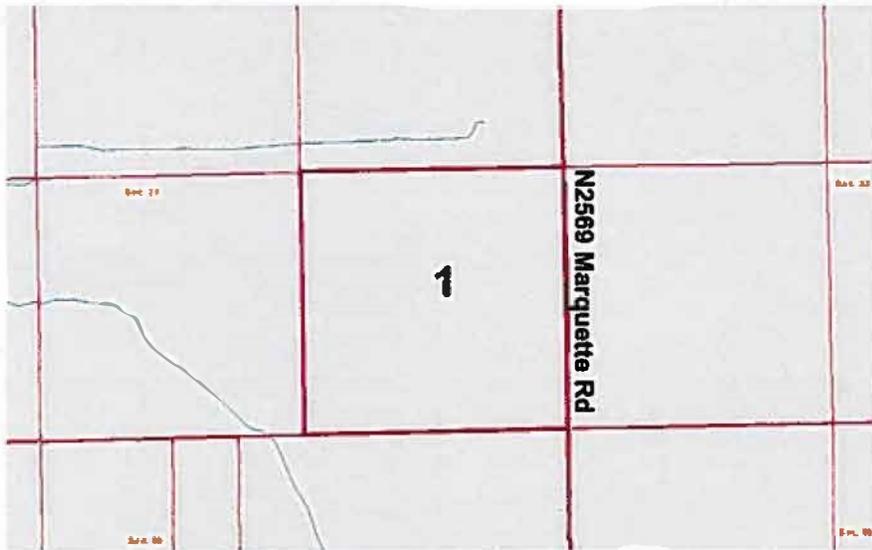
\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Dawn N. Klockow  
Corporation Counsel

**Forrest E. and Lois L. Linger Family Trust – Stuart L. Linger, Successor Co-Trustee – Town of Marquette  
N2569 Marquette Road, Part of the SE¼ of Section 31, T15N, R12E, Parcel #014-00793-0000 (±40 acre parcel)  
Request to rezone ±3.32 acres from A-1 Farmland Preservation District to R-4 Rural Residential District.**

**Existing Configuration:**

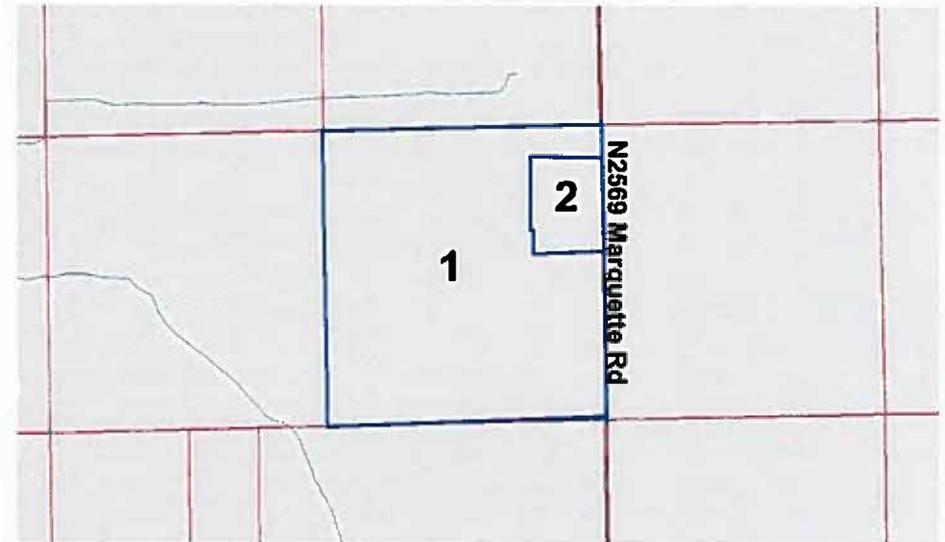
**1 = ±40 acre parcel zoned  
A-1 Farmland Preservation District**



**Proposed Configuration:**

**1 = ±36.68 acre parcel remains  
A-1 Farmland Preservation District**

**2 = ±3.32 acre parcel rezoned from A-1  
Farmland Preservation District to  
R-4 Rural Residential District**



**ORDINANCE NO. 15-2018**

**Amending Chapter 187 Parks and Recreation, Article III, Park Rules and Regulations.**

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 17th day of April 2018, does ordain as follows:

**WHEREAS**, The Green Lake County Board of Supervisors by Resolution 4-2018, passed and adopted on February 20, 2018, created a Parks Commission; and,

**WHEREAS**, Chapter 187 requires amendment to reflect that the Parks Commission now has the duties previously held by the Property and Insurance Committee,

**NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

1 Section 1. Green Lake County Ordinance, Chapter 187, Article III is amended as follows:

2  
3 §187-8 Regulations established.

4  
5 I. No excessive noise or amplified music is allowed on park or recreational area grounds.  
6 Musical instruments and/or bands may not be played without prior approval by the  
7 ~~Property and Insurance Committee~~ **Parks Commission or its designee** of the County  
8 ~~Board of Supervisors.~~

Roll Call on Ordinance No. 15-2018

Submitted by Property & Insurance Committee:

Ayes , Nays , Absent , Abstain

/s/ Vicki Bernhagen  
Vicki Bernhagen, Chair

Passed and Enacted/Rejected this 17th day of April 2018.

Patti Garro, Vice-chair

County Board Chairman

/s/ Robert Lyon  
Robert Lyon

ATTEST: County Clerk  
Approve as to Form:

/s/ Michael Starshak  
Michael Starshak

Corporation Counsel

/s/ Richard Trochinski  
Richard Trochinski

9 §187-11. Permit required to use boat launch.

10

11 No person shall use any County of Green Lake County-owned or –operated boat launch  
12 facility for launching purposes without an annual or daily launching permit. The annual  
13 permit shall be valid from April 1 of the year of issuance to March 31 of the next year. The  
14 daily permit shall only be valid during the day of purchase. Daily permits will be sold  
15 through self-registration at each boat launch site. Annual and daily permits will also be  
16 sold at the County Clerk’s office and all establishments approved by the ~~Property and~~  
17 ~~Insurance Committee~~ **Parks Commission or its designee**. Boat launch sites include  
18 Margaret Dodge Memorial Park and Sunset Park.

19

20 Section 2. This ordinance shall become effective upon passage and publication.

21

22 Section 3. The repeal and recreation of any section herein shall not have any effect on  
23 existing litigation and shall not operate as an abatement of any action or proceeding then  
24 pending or by virtue of the repealed sections.

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 14, 2018  
 Department: Sheriff  
 Amount: \$1,179.00  
 Budget Year Amended: 2018

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

Donated Funds for Defibs are kept in a Committed Funds Account. In order to use those funds a budgetary adjustment needs to be made. There are adequate funds (\$6,502.00) in the Defib Committed Funds Account to pay for a new Defib which is needed in the Sheriff's Office. We are therefore asking for approval of this budget adjustment.

**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
18-101-09-52160-999-009	Defib	\$ -	\$ 1,179.00	\$ 1,179.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,179.00	

Department Head Approval: Maul A Pedoll  
 Date Approved by Committee of Jurisdiction: March 14, 2018

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

Date Approved by Finance Committee: 3/28/18  
 Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 14, 2018  
 Department: Aging/C&F/BHU  
 Amount: \$180,000.00  
 Budget Year Amended: 2018

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

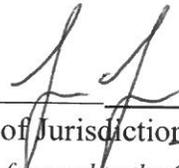
Budgeting for Family Care amount Paid to the state every year and WIMCR Revenues that we will be receiving in 2018.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-207-33-43568-000-000	WIMCR	\$ -	\$ 48,600.00	\$ 48,600.00
18-207-36-43568-000-000	WIMCR	\$ -	\$ 131,400.00	\$ 131,400.00
				\$ -
				\$ -
Total Adjustment			\$ 180,000.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-207-32-54548-209-561	Contracted Services - Family Care	\$ -	\$ 180,000.00	\$ 180,000.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 180,000.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction:  3/12/18

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

Date Approved by Finance Committee: 3/28/18

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_



# **GREEN LAKE COUNTY**

## **OFFICE OF THE COUNTY ADMINISTRATOR**

**Catherine J. Schmit, County Administrator** Office: 920-294-4147  
cschmit@co.green-lake.wi.us FAX: 920-294-4135

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February 5, 2018

To: Green lake County Board of Supervisors

From: Catherine J. Schmit, County Administrator

Under general direction of the Green Lake County Board, the Administrator serves as the County's chief administrative officer under State Statute 59.18, and is responsible for directing all managerial and administrative functions of the county, except those functions vested in boards, commissions, or other elected officers. I have just recently completed my first full year in the Administrator position.

During the first quarter of 2017 I coordinated with County staff on changes to administrative practices and adapting to having a County Administrator within the County. The County Administrator's office worked with consulting firm WIPFLI to finalize updates to the County Compensation Plan as well as reviewing and modifying the Pay for Performance administrative guidelines and had both approved by the County Board. I also held numerous listening sessions throughout the County with departments to discuss the changes with staff and answer their questions and concerns. During this time the Administrator's Office also worked with the County Clerk and County Treasurer in facilitating County debt refinancing.

Starting in the Spring of 2017 the Administrator's Office worked closely with Corporation Counsel in drafting substantial changes to both the Employee Policy & Procedure Handbook and the Administrative Manual. Many of the updates reflecting the new paradigm involved with the hire of the County Administrator. I continued to have staff listening sessions as well as regular monthly department head meetings. As Administrator I worked closely with our audit firm in more clearly defining County Ordinance Chapter 80 regarding the General Fund Reserve Policy. During this time I also worked closely with the County Clerk, County Treasurer and Finance Committee on creation and adoption of a new Credit Card Policy that now allows the County to capture 1% savings on all credit card purchases. I also organized management/leadership training available to all staff via brown bag lunch coaching webinar series that ran semi-weekly through the fall of 2017.

Starting in June the department welcomed our new Human Resources Coordinator Nicole Geschke. She has been instrumental in streamlining the recruitment and hiring process as well as being the lead on implementation and coordination of our new employee performance management software and evaluation process. Several mandatory training sessions were held for all staff and workshops were scheduled to assist staff with navigating the process and software. In June we also held our 2018 Annual Budget Kickoff meeting with Departments. An entirely new detailed format and process was implemented and numerous training and budget development workshops were held to support staff in navigating the new expectations. Department Heads are now taking ownership of and being held accountable for their own departmental budget line items. As County Administrator I also worked with the Personnel Committee taking the lead in negotiating a new WPPA/LEER Union contract.

As 2017 came to a close, we found ourselves dealing with several UWEX Agent position vacancies and are in the process of working with the UW System in recruiting and filling the vacancies created by the resignation of our Ag Agent, as well as promotions in the UW System of our CNRED and 4H Agents. Our County community came together to meet with Wisconsin Attorney General Brad Schimel to discuss the wide-ranging issues and challenges related to the Opioid Crisis. Working directly with the Sheriff's Office staff, we coordinated mandatory active shooter training and on December 7<sup>th</sup> had a live, full-blown active shooter drill that included the entire Government Center complex. In November the County Board adopted the 2018 Green Lake County Annual Budget after a smooth and cooperative budget development process, in the new style and format as put forward by the Administrator's department.

During the final months' of the year we welcomed a 'new' member to the County Administrator Office staff. Account Budget Coordinator Angie Petruske relocated to the Administrator's office from the County Clerk's office. This will facilitate the fiscal management of the County by having staff more centrally located. We are looking forward to having another exciting and productive year in 2018!

2017 ACCOUNTING	5,853 checks sent	\$17,760,504.67
	Receipts (cash & A/R)	\$51,801,543.65
2017 PERSONNEL	Retirements	3
	Voluntary Resignation(s)	6
	Involuntary Resignation(s)	1
	Position(s) Eliminated:	
	Full-Time	1
	Part-Time	1
	Position Reduction(s):	
	Full to Part-Time	1

The Green Lake County Human Resources Coordinator ran fifteen recruitments, filling seventeen positions (three employees with start dates after January 1, 2018) in the latter six months of 2017.

Respectfully submitted,  
**Catherine J. Schmit**  
 Catherine J. Schmit  
 Green Lake County Administrator

Also, Human Resources Coordinator, Nicole Geschke  
 Account Budget Coordinator, Angie Petruske





# *Green Lake County Clerk of Circuit Court*

P.O. Box 3188, 571 County Road A, Green Lake, WI 54941 920-294-4142

**AMY S. THOMA**  
*Clerk of Circuit Court*

## 2017 ANNUAL REPORT - CLERK OF CIRCUIT COURT

TO: The Honorable Chairman and Board of Supervisors for Green Lake County.

Please accept this letter as the annual report for the Clerk of Circuit Court's Office.

### STAFF

Clerk of Circuit Court - Amy S. Thoma  
Deputy Court Records Clerk - Cindy Werch  
Deputy Court Records Clerk - Sheri Rahmer  
Deputy Court Records Clerk - Trina West  
Deputy Court Records Clerk (part-time) - Allison Kavanaugh

The office of Clerk of Circuit Court is the custodian of record. Record keeping for the courts is governed by state statute and Wisconsin Supreme Court rule. These require that clerks maintain records of all documents filed with the courts, keep a record of court proceedings and collect various fees, fines and forfeitures ordered by the court or specified by statute. A sampling of the responsibilities, but not inclusive, include:

File circuit court cases and provide proper case maintenance of said cases through the Wisconsin Consolidated Courts Automation Program (CCAP). This includes preparation of court notices and distribution; review files as to the status of each case; preparation of court orders/judgments at the direction of the Circuit Court Judge; receipt filing fees, fines/forfeitures, court costs, and various surcharges.

Clerk hearings - swear in all witnesses called to testify; follow through on any court orders/directives given by the Circuit Court Judge; mark all exhibits offered and received into evidence and maintain said exhibits through the appropriate appeal time period.

Jury - annual change in juror lists; summons jurors; prepare vouchers for payment of jurors, bailiffs, and misc. expenses; submit an annual jury analysis pursuant to Wisconsin Supreme Court Rule 73.01.

Miscellaneous responsibilities - file various tax warrants, liens, and satisfactions; monitor for collection reimbursements for Guardians ad Litem and Court Appointed Counsel, prepare monthly disbursements to the county and municipalities, prepare quarterly interpreter and juvenile reimbursement report, and prepare annual report of costs.

### E-FILE/PAPERLESS FILES

On January 17, 2017, Green Lake County went to mandatory eFiling on all Civil, Family, Paternity, and Small Claims matters and, on February 9, 2017, on all criminal matters. Other case types will be added in the future per the implementation from CCAP. All attorneys are now required to file all documents electronically. Pro Se litigants are not mandated to eFile, but they may opt in if they so choose.

The transition to mandatory eFiling was made easier because of our choice to become a voluntary eFiling county in 2015. We also began mandatory scanning of all documents on January 5, 2015 and in 2016 we became "paperless" in all case types.

### JURY TRIALS

There were 5 jury trials in 2017, which were all one day trials. Two cases settled on the morning of the trial. The Court has assessed jury fees to the defendant in one of those cases, which was \$1,100.00 - the average cost of a one day jury trial.

In April, Green Lake County jurors were selected for a two week Juneau County jury trial, which ultimately ended in 8 days.. The preparation for this was time consuming, but went very smoothly. We were in charge of sending out a letter, along with an 8 page questionnaire, to 170 prospective jurors. We were also in charge of coordinating coach bus transportation for the selected jurors to and from Juneau County for the trial. Jury selection was held in Green Lake County. We were reimbursed all costs from Juneau County for juror and bailiff payment, staff time, including benefits, postage, paper and envelopes, which totaled \$6,425.62.

### COLLECTION OF UNPAID DEBT

Wisconsin Department of Revenue - State Debt Collection (SDC) was implemented in 2009. SDC is at not cost to the County. SDC first collects their fee; 15% or a minimum of \$35.00, but the County will get back 100% of what is due. SDC uses broader collection resources such as bank account levies, liens, and wage assignments.

Our office began our contractual service with SDC in March of 2017. Any debt over \$50.00, and at least 90 days old, can be submitted to SDC. Each debt is manually entered as there is currently no interface between CCAP and SDC. We have turned over approximately 670 debts to SDC which includes past due Guardian ad Litem, Mediation fees, and traffic/forfeiture cases. We chose to turn over debts from as far back as 10 years ago.

The amount of these 670 debts totals approximately \$133,400.00. In the past 9 months, we have received just over \$22,000.00 from SDC. We look forward to an interface between CCAP and SDC which should be available by the end of 2018.

### CASE COMPARISON & FINANCIAL INFORMATION

I have attached a 10 year case filing comparison. You will note a continued increase in some case types, especially criminal.

I have also attached financial information for 2016 and 2017 which outlines costs and fees our office receives, expenditures, payment received by the State of Wisconsin, payments collected for, and submitted to the State of Wisconsin, and also to county municipalities.

The end of 2017 brought to close my third year as Clerk of Circuit Court. My staff and I look forward to continuing to provide excellent customer service to the general public and provide the same service to our fellow Green Lake County Departments and outside agencies.

Respectfully submitted,



Amy S. Thoma  
Clerk of Circuit Court

## CASE FILING COMPARISON

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Misdemeanor	336	274	232	234	287	218	252	281	332	369
Felony	121	111	141	98	138	121	144	130	151	185
Crimnal Traffic	150	121	114	95	95	96	121	119	113	129
Traffic	1993	1729	1547	2103	1485	1640	1788	1902	1932	1576
Forfeiture	483	456	280	202	215	191	140	143	146	95
Juvenile Ordinance	108	130	47	14	13	10	1	7	4	6
Civil	281	299	286	237	184	160	138	124	187	159
Small Claims	520	443	392	376	394	405	382	357	338	354
Family	105	97	106	104	105	122	114	96	102	101
Paternity	37	43	32	32	42	37	65	18	33	45

## 2016 FINANCIAL INFORMATION

### COSTS AND FEES RECEIVED

Circuit Court Filing Fees	\$ 25,000.87
Occupational Licenses	\$ 20.00
Mailing Fees	\$ 498.00
Other Clerk Fees	\$ 4,227.00
Copy Fees	\$ 4,110.95
Passport Fees	\$ 4,350.00
Transmittal Fees	\$ 90.00
Non-Sufficient Funds Fees	\$ 110.00
Witness Fees	\$ 98.21
Family Court Commissioner	\$ 2,175.00
Child Support Fee	\$ 390.00
Jury Fees	\$ 972.00
Driver Improvement Surcharge	\$ 14,280.77
Forfeitures - State	\$ 27,082.73
Forfeitures/Fines - State	\$ 7,506.32
Forfeitures - County	\$ 58,396.86
Jail Surcharge	\$ 15,421.45
Ignition Interlock Surcharge	\$ 2,684.45
Costs for Extradition	\$ 486.42
Warrant Transport Reimbursement	\$ 180.75
District Attorney Assessment	\$ 3,234.84
Juvenile Legal Fee Reimbursement	\$ 25.61
Mediation Fee Reimbursement	\$ 336.00
Court Apptd Atty Reimbursement	\$ 11,121.86
GAL Reimbursement	\$ 44,146.78
Interpreter Reimbursement	\$ 2,079.64
Bail Forfeiture	\$ 900.00
Blood Test Cost Reimbursement	\$ 1,419.42
Child Support - Fed. Reimburse.	\$ 2,635.00
<b>TOTAL</b>	<b>\$ 233,980.93</b>

### EXPENDITURE VOUCHERS ISSUED

Guardian ad Litem	\$ 40,864.71
Court Appointed Counsel	\$ 17,965.12
Bailiffs	\$ 1,594.60
Court Commissioners	\$ 140.00
Dues	\$ 125.00
Interpreters	\$ 4,260.73
Jury Expense	\$ 12,921.12
Law Library	\$ 2,480.78
Psychological Evaluations	\$ 5,415.00
Office Supplies	\$ 505.02
Transcripts	\$ 700.42
Mileage	\$ 345.60
Witness Expense	\$ 1,050.60
<b>TOTAL</b>	<b>\$ 88,368.70</b>

### GRANTS/PAYMENTS RECEIVED FROM THE STATE

Guardian ad Litem	\$ 8,120.50
Court Support Payment	\$ 17,424.00
<b>TOTAL</b>	<b>\$ 25,544.50</b>

### Fines, Costs & Fees collected

and paid to the State of Wisconsin \$ 557,410.69

### Forfeitures collected and paid to:

City of Berlin	\$ 2,028.69
City of Markesan	\$ 238.36
City of Princeton	\$ 339.55

## 2017 FINANCIAL INFORMATION

### COSTS AND FEES RECEIVED

Circuit Court Filing Fees	\$ 23,969.69
Mailing Fees	\$ 570.00
Other Clerk Fees	\$ 4,229.00
Copy Fees	\$ 3,317.90
Interest	\$ 782.80
Municipal Service Fee	\$ 25.00
Search Fees	\$ 15.00
Transmittal Fees	\$ 105.00
Non-Sufficient Funds Fees	\$ 80.00
Witness Fees	\$ 138.18
Family Court Commissioner	\$ 1,985.00
Child Support Fee	\$ 390.00
Jury Fees	\$ 2,360.00
Driver Improvement Surcharge	\$ 16,777.00
Forfeitures - State	\$ 29,146.33
Forfeitures/Fines - State	\$ 1,601.28
Forfeitures - County	\$ 52,084.17
Jail Surcharge	\$ 13,206.73
Ignition Interlock Surcharge	\$ 3,066.36
Costs for Extradition	\$ 2,261.85
District Attorney Assessment	\$ 2,892.93
Mediation Fee Reimbursement	\$ 1,901.30
Court Apptd Atty Reimbursement	\$ 11,689.46
GAL Reimbursement	\$ 40,694.71
Interpreter Reimbursement	\$ 2,296.00
Bail Forfeiture	\$ 2,750.00
Blood Test Cost Reimbursement	\$ 2,017.30
Child Support - Fed. Reimburse.	\$ 2,210.13
<b>TOTAL</b>	<b>\$ 222,563.12</b>

### EXPENDITURE VOUCHERS ISSUED

Guardian ad Litem	\$ 43,256.99
Court Appointed Counsel	\$ 25,476.49
Bailiffs	\$ 1,173.20
Dues	\$ 125.00
Interpreters	\$ 4,014.74
Jury Expense	\$ 4,286.72
Law Library	\$ 2,001.04
Psychological Evaluations	\$ 1,440.00
Office Supplies	\$ 163.04
Registration/Conventions	\$ 826.00
Transcripts	\$ 352.50
Mileage	\$ 503.33
Witness Expense	\$ 171.20
<b>TOTAL</b>	<b>\$ 83,790.25</b>

### GRANTS/PAYMENTS RECEIVED FROM THE STATE

Guardian ad Litem	\$ 7,906.50
Court Support Payment	\$ 14,725.00
<b>TOTAL</b>	<b>\$ 22,631.50</b>

### Fines, Costs & Fees collected

and paid to the State of Wisconsin \$ 487,870.83

### Forfeitures collected and paid to:

City of Berlin	\$ 1,828.63
City of Green Lake	\$ 52.23
City of Markesan	\$ 83.37
City of Princeton	\$ 496.03



# GREEN LAKE COUNTY OFFICE OF THE CORONER

Amanda M. Thoma, Coroner

Office: 920-294-4040 ext. 1229

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## 2017 ANNUAL REPORT OFFICE OF THE CORONER

TO: THE HONORABLE CHAIRMAN AND BOARD OF SUPERVISORS  
OF GREEN LAKE COUNTY

Deaths for Green Lake County	244
Death Investigated	163
Autopsies Performed	8
Total Number of Deaths signed by Green Lake County Coroner's Office	163

The reported deaths in Green Lake County has remained consistent with 2016 (246 deaths). I have included a chart for your reference.

I have also included the following information for your referenced based on age at death and how many deaths occurred in Green Lake County for these age ranges. As you can see, the majority of deaths are occurring in the 81-90 age range.

Age Range	Number of Deaths
0-20	1
21-30	2
31-40	3
41-50	5
51-60	10
61-70	40
71-80	58
81-90	80
91+	45

Below is the revenues for signing death certificates and issuing cremation permits. Both revenues increased this past year. This can be attributed to the increase in deaths investigated by the Coroner's office.

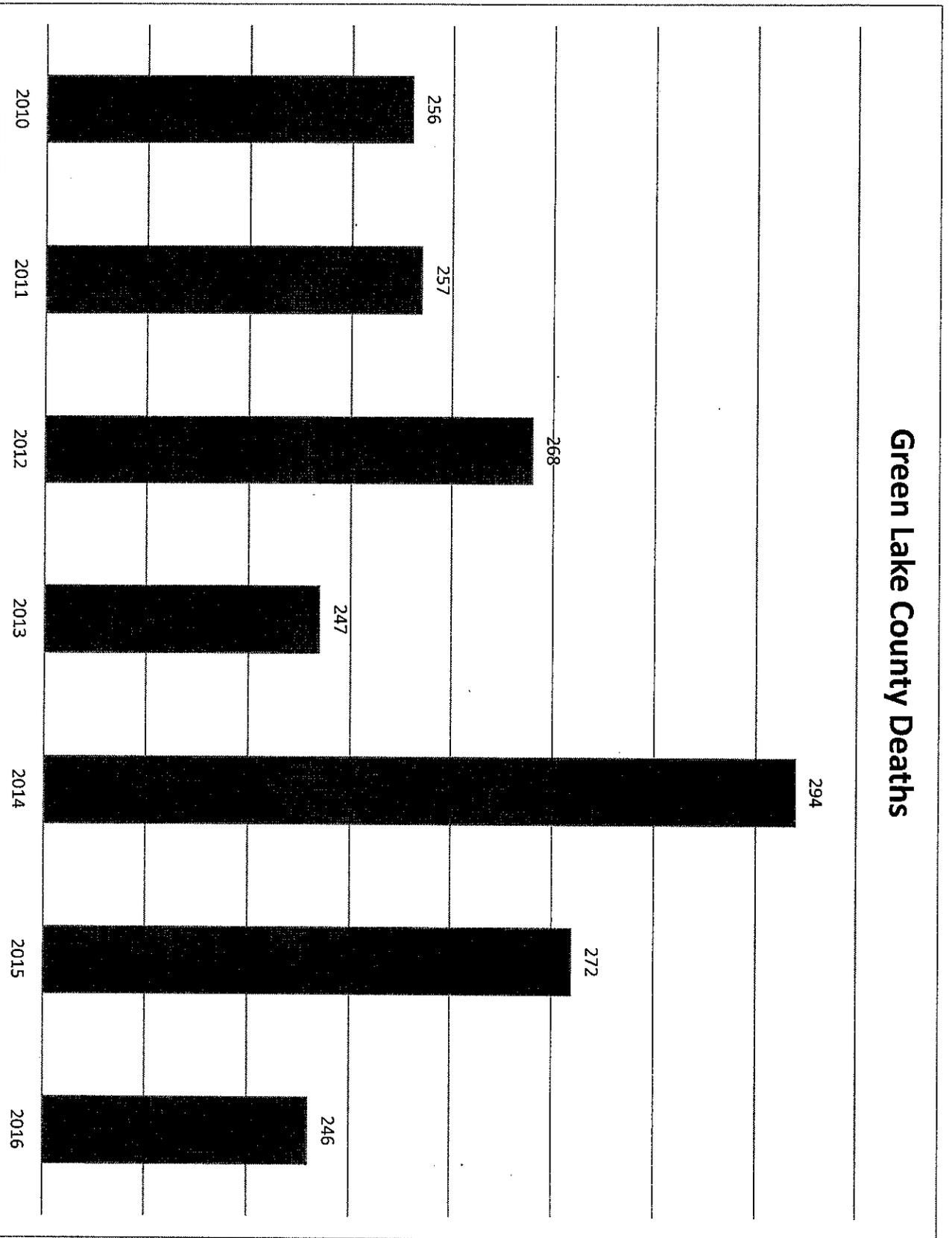
Death Certificate Revenue	\$6,950.00 (2016-\$4,040.00)
Cremation Permit Revenue	\$21,150.00 (2016-\$12,150.00)

Thank you very much for the support you have provided the Coroner's Office this past year and I look forward to continuing to serve Green Lake County citizens in 2018.

Respectfully submitted,

Amanda M. Thoma  
Coroner

# Green Lake County Deaths





**GREEN LAKE COUNTY**  
**OFFICE OF CORPORATION COUNSEL**

*Dawn N. Klockow*  
*Corporation Counsel*

*Office: 920-294-4067*  
*FAX: 920-294-4069*

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**MEMORANDUM**

TO: Honorable Board of Supervisors

CC: Administrative Committee

FROM: Dawn N. Klockow

DATE: January 22, 2018

RE: Corporation Counsel Yearly Report for 2017

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I am pleased to present the 2017 Annual Report for the Office of Corporation Counsel. As you are aware, the Office of Corporation Counsel is an office created by the Green Lake County Board of Supervisors in accordance with Wisconsin Statutes. The Corporation Counsel provides legal services to the Board and County Departments in all civil litigation matters and other matters as assigned by either ordinance or statute.

In July 2017, my office implemented case management software that allows my assistant and me to work virtually paperless. Angie and I are able to work simultaneously on files, draft notes, enter calendar items and tickles for working on each file. The program also allows for automation of standard forms we use, which will increase efficiency in the office. Below is a listing of the types of legal assistance the Office of Corporation Counsel provided for the County and its individual departments. The table is broken down between the first half of the year, where we tracked files using a simple Excel spreadsheet and the second half of the year, using the new program. The program allows me to search and complete reports on file activity.

**Green Lake County  
Completed Assignments by Type  
Corporation Counsel - 2017**

<b>Type</b>	<b>Description</b>	<b>All Staff 1/1/2017 - 6/30/2017</b>	<b>7/1/17 - 12/31/2017</b>	<b>Completed</b>	<b>Ending Balance</b>
MISC	Misceallaneous files	0	16	14	2
CODE	County Code Amendment	0	6	4	2
CONP	Purchase Contract	0	1	0	1
CONS	Contract for Services	35	20	50	5
EM	Employee Matters	2	11	12	1
GRE	Grievance- Employment	0	1	1	0
HHZ	Human Health Hazzard	0	4	2	2
LEEQ	Lease Equipment	0	2	1	1
LERE	Lease Real Estate	0	1	1	0
LIC	License	0	1	1	0
MISC	Miscellaneous Collection	0	1	1	0
MOA	Memorandum of Agreement	0	1	0	1
MOU	Memorandum of Understanding	0	4	3	1
NCNI	Notice of Claim/Injury	0	2	1	1
OA	Office Administration	0	11	9	2
OPNF	Formal Opinion	5	15	17	3
OPNI	Informal opinion	10	26	35	1
OR	Open Records Request	5	11	16	0
ORDA	Ordinance-Amendment	6	2	8	0
ORDC	Ordinance-Create New	3	1	3	1
OTR	Other Real Estate	1	3	3	1
POL	Policy	14	10	20	4
RES	Resolution	8	3	11	0
SEP	Septic Code Violation	0	1	1	0
<b>Total :</b>		<b>89</b>	<b>154</b>	<b>214</b>	<b>29</b>

The following chart represents the number of files that are litigation related, e.g. court cases. They do not include child support cases.

**Green Lake County  
Litigation Cases Opened 2017**

All Staff

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<b>Category</b>	<b>Cases Opened</b>
Alcohol Commitment	1
Bankruptcy	5
Collections - Miscellaneous	1
Collections - Property Damage	1
Guardianship	3
Guardianship with Protective Placement	23
Human Health Hazard	4
Involuntary Mental Commitment	45
Miscellaneous litigation	7
Termination of Parental Rights	3
Zoning	4
Totals	97

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I continue to attend County Board and Committee meetings and appear in court for child support matters.

Thank you for the opportunity to continue to serve the Green Lake County Board of Supervisors and Green Lake County.



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto  
County Clerk

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

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February 5, 2018

To: Green Lake County Board of Supervisors

From: Elizabeth Otto, County Clerk

The County Clerk's office continues to be a central location for many processes throughout the County. Statutory duties include marriage licenses, dog licenses, record retention, election administration, meeting proceedings and agendas, timber cutting notices, tax apportionment, and various accounting duties. Our office also handles County payroll, the phone system, security system, purchasing, DNR licenses, passports, county mail service and county insurance policies.

In January of 2017 the County Clerk's office took over passport applications which was previously done in the Clerk of Courts. This is a valuable service to the public and as the sole agent in Green Lake County, we are happy to continue to serve area residents. By the end of January, our office will be offering the picture service for both new passport applicants and renewals. This will generate revenue for the County as well as provide another service to the general public.

In November 2017 Angie Petruske, Account Budget Coordinator, moved up to the County Administrator's office since her duties are more in line with that department now. Although we miss her, my staff has adjusted well to the change and absorbed the duties that she performed in my office.

Our office has also taken on the duties of county mail and package delivery along with office supplies and I believe this process has gone very smoothly. I would like to commend my staff, Samantha and Nan, for their willingness to provide this service and for working together to coordinate the duties involved. Office supplies are being delivered to the various departments on a more timely basis and we are working on eliminating the excess of supplies that are in our inventory. I am planning a few more changes to the mail procedure which will save both time and taxpayer money. I will have those changes in place well before the budget process begins for 2019.

With four elections in the coming year, the County Clerk's office will be providing election assistance and administration to all 16 municipalities in Green Lake County. This involves activities before, during, and after each election. We will be providing a training session before the Spring Election for all of the clerks and election workers so that everyone is ready for the rest of the year. I have also implemented a few changes on election notices to cut down on the Municipal Clerk's workload and to make it easier for voters to get the information they need regarding absentee voting and polling place locations and times. We have a great working relationship with all of the Municipal Clerks and I would like to recognize all of them for their hard work in advance during a busy election year.

All of the year end payroll reports have been finalized and submitted including W2's, 1095C's (Affordable Care Act paperwork), 941's, WT-7, and the Wisconsin Retirement annual report. It's a great feeling to get that all completed and balanced each year!

My office is staffed by 2 full time employees which include myself and Samantha Stobbe and a part time employee, Nan Hanson. Our goal is to provide prompt and courteous customer service to our fellow employees and supervisors as well as the general public.

If we can ever be of any assistance or if there are any questions regarding my department, please feel free to stop in!

Respectfully submitted,  
*Elizabeth Otto*  
Elizabeth Otto  
Green Lake County Clerk





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

*Elizabeth Otto*  
*County Clerk*

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

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**2017 ANNUAL REPORT**  
**OFFICE OF THE COUNTY CLERK**

TO: THE HONORABLE CHAIRMAN AND BOARD  
OF SUPERVISORS OF GREEN LAKE COUNTY

		<b>2016</b>	<b>2017</b>
<b>2017 FISH &amp; GAME LICENSES</b>	Gross License fees remitted to State	\$2286.20	\$2,169.00
	License fees remitted to County	\$134.05	\$69.35
	Interest	\$0.19	\$.08
<b>2017 DOG LICENSES</b>	License fees collected	\$9117.25	\$9129.00
	License fees remitted to State	\$482.73	\$483.15
<b>2017 MARRIAGE LICENSES</b>	100 Marriage Licenses @ \$75	\$10,050.00	\$7500.00
	Waivers 20 @ \$25	\$850.00	\$500.00
	Fees remitted to State (100 @ \$25)	\$3,350.00	\$2500.00
<b>2017 DOMESTIC PARTNER LICENSES</b>	0 Domestic Partner License @ \$75	0	0
	Waivers 0 @ \$10	0	0
	Fees remitted to State (0 @ \$25)	0	0
<b>2017 MAILINGS</b>	Postage County Offices	\$41,628.88	\$37,186.85
	Municipal Mailings - Fees to County (Real Estate Tax Bills)	\$4,342.69	\$4,396.54
<b>2017 PASSPORTS</b>	186 Acceptance Fees Collected @ \$25	0	\$4650.00
<b>2017 PAYROLL</b>	Total County Payroll 216 employees (average) W2's (248)	\$9,216,628.74	\$9,539,883.38

Respectfully Submitted,  
Elizabeth Otto,  
County Clerk



# OFFICE OF THE DISTRICT ATTORNEY GREEN LAKE COUNTY

571 County Road A  
Post Office Box 3188  
Green Lake, WI 54941  
Phone: (920) 294-4046  
Fax: (920) 294-4150

**ANDREW J. CHRISTENSON**  
*District Attorney*

**LISA M. VANDENBRANDEN**  
*Assistant District Attorney*

**MITZI S. PUTZKE**  
*Paralegal/Office Manager*

**MEGAN I. STRAHAN**  
*Legal Clerk*

**LYNN T. DUTCHER**  
*Victim/Witness Program Coordinator*

March 7, 2018

Green Lake County Board of Supervisors  
Green Lake County Justice Center  
571 County Road A  
Green Lake, WI 54941

RE: 2017 Annual Report of the District Attorney's Office

Dear Supervisors:

Please accept this letter as the annual report for the Green Lake County District Attorney's Office for 2017.

In 2017, the district attorney's office received 1251 referrals, which includes contested civil traffic/ordinance violations, requests for review for charges, all criminal violations, death reviews, search warrants, and civil forfeitures. The cases that stand out for purposes of public interest are as follows: 232 drug-related charges, 37 domestics, 113 OWI cases (civil, misdemeanor, and felony), 16 sexual assaults, 10 burglaries, one intentional homicide, and one reckless homicide. The remaining cases were various misdemeanor, felony, criminal traffic, juvenile, CHIPS (children in need of protection or services), forfeiture traffic, and county ordinance violations. By comparison, in 2016, there were a total of 1188 referrals received.

For 2017 felony referrals, 193 were charged, 8 were declined, and 9 remain under review. The under-review referrals are awaiting further investigation or action by the prosecuting attorney. Regarding misdemeanor referrals in 2017, 474 were charged, 25 were declined, and 20 remain under review. There were 14 juvenile delinquency cases and 24 CHIPS cases filed in 2017.

The district attorney's office was involved in two jury trials in 2017. Both were charges of operating while intoxicated.

Thank you for your support of the Green Lake County District Attorney's office, as the office plays an important role in maintaining a safe community by holding offenders accountable within the criminal justice system.

Sincerely,

Andrew J. Christenson  
District Attorney

**GREEN LAKE COUNTY**  
**DEPARTMENT OF HEALTH & HUMAN SERVICES**

*Health & Human Services*

571 Cty Rd A; PO Box 588

Green Lake, WI 54941-0588

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**2017 ANNUAL REPORT**

To: The Honorable Board of Supervisors of Green Lake County  
Green Lake County Health & Human Services Board

Ladies and Gentlemen of the County Board and Health & Human Services Board Members:

We respectfully submit for your consideration the 2017 Annual Report for the Department of Health & Human Services (DHHS).

Attached you will find unit specific reports outlining services provided by the Department. Each unit has provided an excellent overview of their respective unit responsibilities, services provided and related data. Since it is not possible to include everything accomplished in this type of report, I would encourage each of you to visit Health & Human Services in Green Lake and Fox River Industries in Berlin for a tour and more detailed review of the services provided and programs available.

2017 was a once again a year of change and growth for Green Lake County Health & Human Services. In November 2017, Nichol Grathen became the Behavioral Health Unit Manager. She along with the other Unit Managers, Betty Bradley (Aging/ADRC), Shelby Jensen (Economic Support/Child Support), Kathy Munsey (Public Health), Ed Schuh (Fox River Industries) and Sue Sleezer (Children & Family Services) continue to effectively lead their staff as they provide excellent and beneficial services to the individuals of Green Lake County.

As a rural county, Green Lake County continues to struggle with access and availability. Green Lake County has continued our involvement in the Central Wisconsin Healthcare Partnership (CWHP) consisting of Adams, Green Lake, Juneau, Marquette, Waupaca and Waushara counties. The CWHP pools together resources as we strive to work together to provide needed and helpful services to the people of our counties more effectively and efficiently. The CWHP completed the Community Health Improvement Plan (CHIP) in December 2017. All six counties chose priority areas of mental health and substance abuse. Green Lake County also chose a third priority – chronic disease. The CHIP is a document with strategies to affect these issues. Green Lake County has already begun implementing several new strategies in 2017. These include but are not limited to:

- In April 2017 AODA counselors within the Behavioral Health Unit facilitated a Family Education program for loved ones of those with substance disorders.
- In August 2017 the Behavioral Health Unit established the Moral Reconciliation Therapy (MRT) group treatment program. MRT is a nationally recognized, evidence-based cognitive-behavioral treatment model effective with co-occurring personality disorders and substance use concerns.
- 2017 saw the agency begin to work with the largest school district in the county to begin an at-risk program, Child at-risk (CAR) with a wrap-around model of care. This is a partnership between the school district, Children & Family Unit and the Behavioral Health Unit. A goal for 2018 is to expand the program into other districts in the county.

- Program implementation for Green Lake's Drug Court occurred in 2017. Green Lake County now has a functional Drug Court, which is accepting referrals.

These programs among others have been put in place to try and reverse the trend of the rising number of children being placed outside of their parental homes due to substance abuse of the parent(s).

Additional initiatives/projects implemented in 2017 include but not limited to:

- Our very own Kathy Munsey received Health Officer of the Year award at the 2017 WI Association of Local Health Departments and Boards conference. Way to go Kathy!
- The Child Support Unit has continued its integration into Health & Human Services in the Economic Support Unit. More detail will be provided in the Economic Support and Child Support section of this annual review.
- The Child Support Unit went "Live" with E-Filing in February 2017.
- Staff have worked diligently to implement Netsmart's MyAvatar paperless electronic records and billing software. We have improved intake and work flow processes, and consistently bill out for services on a monthly basis.
- The Children & Families Unit continued to engage in several newer initiatives including; Permanency Roundtables, the Community Response/Quad Counties Family Resource Network (CRP), Alternative Response (AR) and the Intensive Safety Services program (IHSS).
- In 2017 the State of Wisconsin announced the dissolution of the CLTS (Children's Long-Term Supports) waitlist. This will increase the caseload from 10 to 18. Through cooperation and a shared effort between the Behavioral Health Unit and Public Health Green Lake County will serve all eligible children and their families with current staff.
- In 2017 a staff member from the Aging Unit became a Certified Dementia Specialist.
- As of the end of 2017 our four county ADRC consortium became a three county consortium consisting of Green Lake, Adams and Waushara Counties.
- Fox River Industries (FRI) wrote for and was awarded transportation and operating funding. This allowed them to purchase two new vehicles that will be delivered later this year.
- FRI continues to expand into supportive home care.

Our ability to continue and provide quality services to the residents of Green Lake County is a tribute to the Health & Human Services Board, County Board and a very talented and dedicated staff of professionals. We look forward to the challenges ahead and the opportunity to continue to provide services which best meet the needs of Green Lake County.

Respectfully Submitted,

Jason Jerome  
*DIRECTOR*

**2017 Annual Report**  
**Administrative Unit**

The administrative Unit consists of the Director, Administrative Assistant, Account Clerk Specialist, Accounting Specialist, Billing Specialist, two Receptionist/Data Entry Specialist, a Data Entry Specialist/Insurance Verification Representative, a Secretary and now a Financial Manager position. In 2017 we had two Account Clerk Specialists, starting January 1<sup>st</sup>, 2018 one of the Account Clerk Specialist positions was upgraded to a Financial Manager.

These staff perform a variety of functions for the Department including, but not limited to, information and referral of the general public to appropriate staff; billing for services provided and collecting payments from consumers and third party payers, reporting expenditures to the State for reimbursement; inputting client notes, court reports, state reports and general correspondence; inputting and transmitting a variety of data to the State via several reporting systems; maintaining management of the closed client files, contract files, and personnel records. Support to DHHS staff of inputting and transmitting a variety of data to County residents/consumers. Staff within the Unit also maintain and record meeting minutes for the Health & Human Services Board and the various sub-committees.

The MyAvatar electronic record keeping and billing software program has been live since April 2015. 2017 saw the Department successfully using the system to bill and receive payment for services provided on a monthly basis. The Administrative Unit along with other Units of the Department continue to receive assistance from Netsmart to fully implement the software. Administrative support staff have worked together to create more efficient processes that help ensure that not only are we looking into and collecting revenue from all available sources, but also collecting as timely and as efficiently as possible.

2017 has also seen the Administrative Unit continue transitioning to a more paperless system. This has included consumer and employee files as well as fiscal documents like contracts. The ongoing process of going as paperless as possible is more cost effective, efficient and eliminates the need for added space to store paper files.

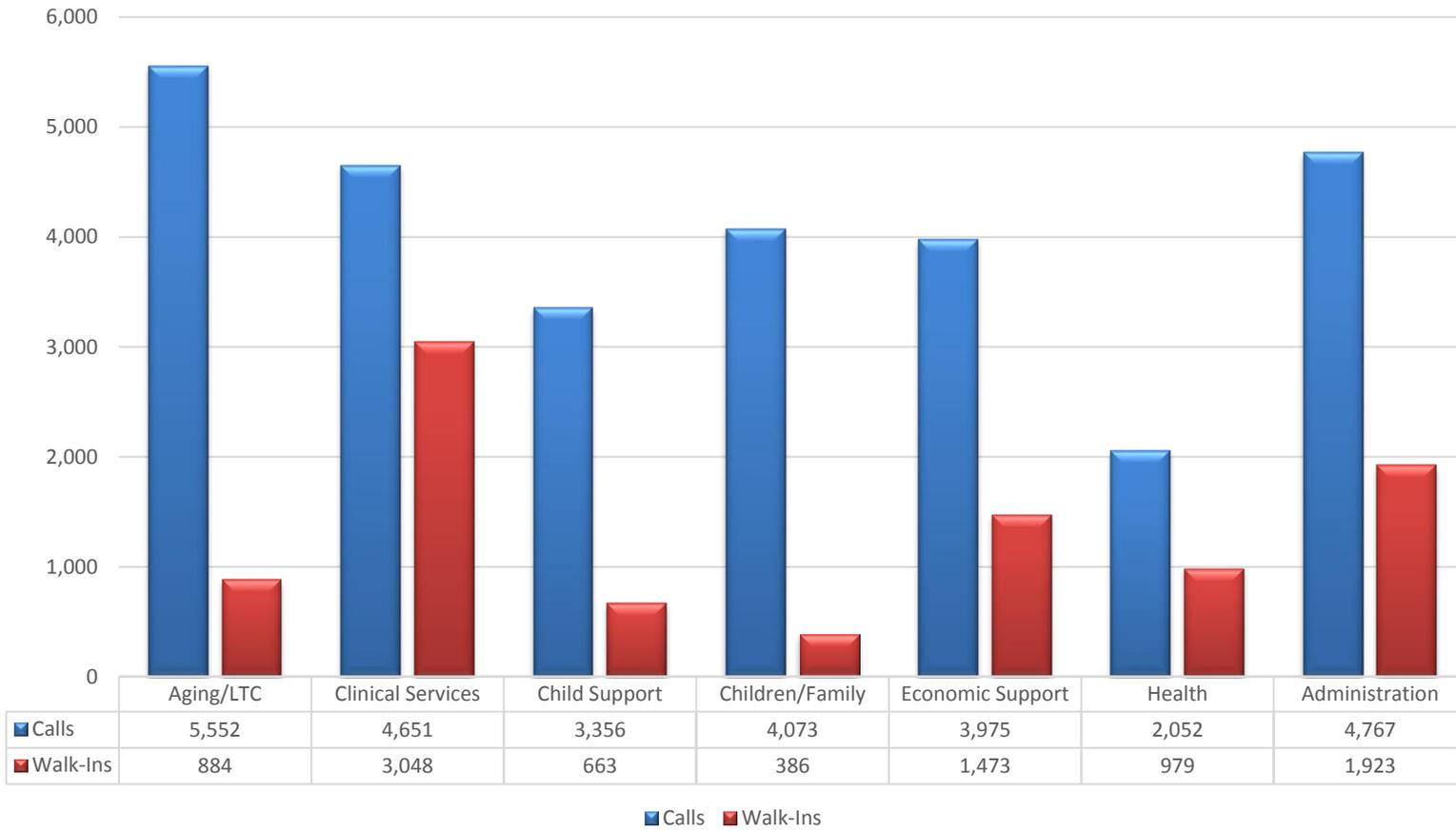
As shown on the enclosed chart, public usage of services provided at the Health & Human Services center totaled 37, 782 contacts (28,426 phone contacts and 9356 walk-ins) in 2017. This is a slight increase from 37, 774 contacts (28,015 phone contacts and 9759 walk-ins) in 2016. Not reflected in the chart is the number of individuals/families utilizing the food pantry and directly accessing the Aging Disability Resource Center or calls routed to the Call Center for Economic Support Services. These numbers will be accounted for in the Aging/Long-Term Care and Economic Support/Child Support Unit reports.

The Administrative Support staff continue to adapt to the various demands placed onto them to help ensure consumers have access to needed services. The staff is friendly, knowledgeable and work extremely well together. Administrative Support staff is often the face of the agency as they are the first people consumers and constituents have contact with. The current Administrative Unit staff ensures that this first contact is always a positive one.

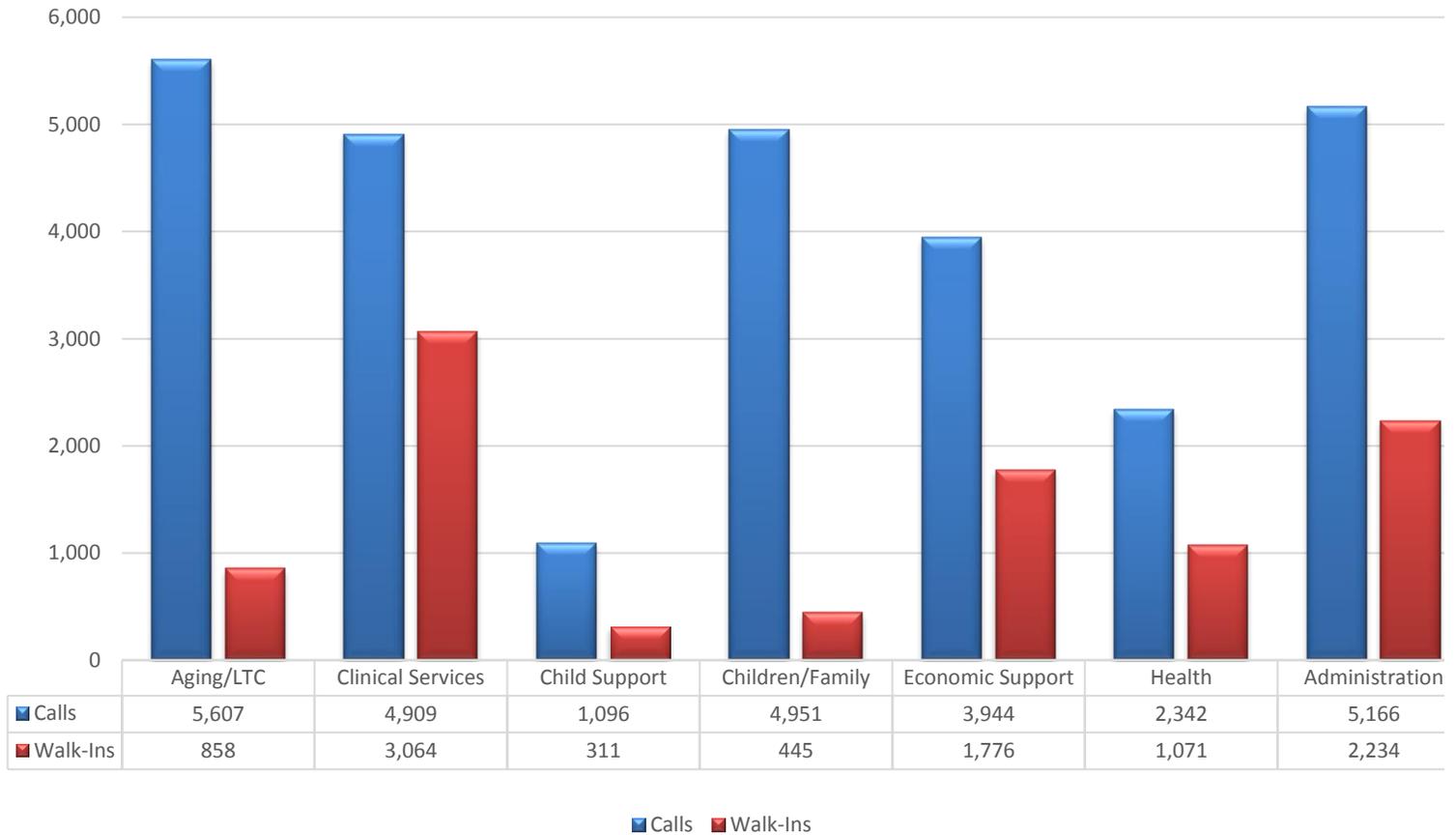
Respectfully Submitted,

Jason Jerome  
Director

## Agency Activity 2017



## Agency Activity 2016



**2017 Annual Report**  
**Aging/ADRC Unit**

The Aging/ADRC Unit provides services to Elderly and Disabled residents of Green Lake County. The staff are divided into program areas largely defined by funding source, however, the programs overlap in many areas, and the combined unit is able to maximize these resources to the advantage of all of the people we serve.

There were 11 staff in the Aging/ADRC Unit during 2017 including the Unit Manager, two Resource Specialist Social Workers, the Adult Protective Services Worker, three Meal Site Managers, the Nutrition/Volunteer Coordinator, the Elderly Benefit Specialist, the Disability Benefit Specialist, and the Aging Disability Resource Center Coordinator.

**AGING AND DISABILITY RESOURCE CENTER**

During 2017, Green Lake County operated the Aging and Disability Resource Center (ADRC) in a consortium with Adams, Marquette and Waushara Counties. The consortium is funded by the State to provide a single point of entry to Long Term Care Services and Information and Assistance for residents of the four counties. Aging and Disability Resource Centers are the first place to go to get accurate, unbiased information on all aspects of life relating to aging or living with a disability. The ADRC provides information on a broad range of programs and services, helps people understand the various long-term care options available to them, helps people apply for programs and benefits, and serves as the access point for publicly funded long-term care. Green Lake County continues to employ the ADRC Director, who works with the multi-county committee, that contracts with the state to assure ADRC service provision. Additional ADRC staff are employed by each county and duties are shared across county lines.

**DISABILITY BENEFIT SPECIALIST**

The Disability Benefit Specialist (DBS) position provides assistance for people ages 18 to 59 who have any kind of disability, in applying for Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI). The DBS assists people with Medicare, to find the best Medicare Part D prescription drug plans for their individual needs.

In 2017 151 new cases were opened, 78 cases were closed, 49 cases were carried over and 200 cases were served. A conservative estimate of the economic impact of the DBS program in Green Lake County for 2017 shows that it brought in over \$1,112,684.00 to the local economy. The DBS carries an average caseload of 92 cases at any one time.

	<b>2016</b>	<b>2017</b>
<b>New Cases Opened</b>	138	151
<b>Cases Closed</b>	115	78
<b>Cases Carried Over</b>	50	49
<b>Total Served</b>	220	200
<b>Approximate Dollars for Clients</b>	\$1,207,000.00	\$1,112,684.00
<b>Average Caseload</b>	73	92

## **HEALTH PROMOTION PROGRAMS**

The ADRC offers community health and disease prevention education programs, with an emphasis on falls prevention and chronic disease self-management. In 2016, 3 classes were held in Green Lake County. Twenty-seven individuals participated in workshops offered through the Health Promotion Programs. The workshops offered were Healthy Living with Diabetes and Stepping On.

In 2017 the following classes were held: 1 Tai Chi class with 17 individuals participating, 1 Healthy Living with Diabetes class with 9 participants, 1 Stepping on class with 6 participants, and 1 Walk With Ease class with 8 participants.

## **AGING PROGRAMS**

The County Aging Unit is the Agency designated by the County Board and authorized by the Older Americans Act to continue to develop, support, assist, and evaluate County-based programs for older adults (over age 60) with the purpose of fostering independence and enhancing the quality of life for older adults in the county.

All Federal money from the Older Americans Act, Title III, is distributed to the state, which gives it to the regional Area Agency on Aging and then to the Counties. The amount each County receives is determined by a set formula. Included in the formula is the number of elderly, low-income elderly and isolated elderly individuals within the County.

Federal Title III-B money is used for various service programs such as elderly health screening, transportation, the elderly benefit specialist, and program development for Senior Centers. Matching local funds and required In-Kind assistance provides the rest of the resources for the Aging programs. In 2017, volunteers provided 1155.75 hours equal to **\$8,957.06** In-Kind match for Title III-B programs. (2016 – 838.5 hours equal to \$7,789.87) Federal Title III C-1 & 2 must be used for elderly nutrition. See below for more information on the elderly nutrition and matching In-Kind amounts.

## **CONGREGATE NUTRITION PROGRAM (C-1)**

The Nutrition Program assists older individuals to live independently by promoting better health through improved nutrition. It reduces the isolation of older individuals through nutrition related and supportive services. It prevents malnutrition and promotes good health through nutrition education, screening and intervention. The Aging Unit Nutrition/Volunteer Coordinator is trained as a certified ServSafe Professional Food Manager/Nutrition Director and oversees both the Congregate and Homebound Meal Programs.

In 2017, 6399 meals were served at three Mealsites: Berlin Senior Center, Dartford Bay Apartments – Green Lake, and Grand River Apartments – Markesan. Volunteers play a vital role in all our C-1 programs; twenty-five (25) volunteers donated approximately 1,489.75 hours in the Nutrition Program. These hours equal **\$10,800.69** in In-Kind Dollars. In-Kind includes activities such as setting tables, serving food, clean-up tasks, and doing paperwork and are a requirement of the Older Americans Act to earn funds for the meal programs. Donations at **\$4.00** per meal received in this program were **\$21,772.50**.\*

	<b>2016</b>	<b>2017</b>
Meals served at mealsites	6914	6399
Volunteer hours	1720	1489.75
In-Kind Dollars	\$12,774.00	\$12,508.06
Congregate Meal Donation Dollars	\$19,960.00	\$21,772.50
Homebound meals delivered	14,743	15,193
Homebound meal donation dollars	60,456.00	66,609.22

**HOMEBOUND MEAL PROGRAM (C-2)**

In 2017, 15,193 meals were served throughout the County to persons who are unable to go to the meal sites for health related reasons. Requests for Homebound meals come from hospital discharge planners, meal site managers, units of Health and Human Services, doctors, and families and enable the older person to remain in his or her own home as long as possible. Requests are referred to the Nutrition Coordinator who meets with each new enrollee to conduct a thorough nutritional assessment; these are updated annually. The meal delivery program is also a part of a support system that checks on the elder person four to five days per week depending on their location. Drivers are trained to watch for changing needs and to alert Nutrition Coordinator as necessary.

Donations at **\$4.00** per meal received in this Program in 2017 were **\$66,609.22.\***

\* Subject to Audit

**TITLE III-D PROGRAM**

In 2017, this program funding purchased four classes through the Green Lake County Health Unit. Three Grapevine Project programs, with 42 participants, and 1 Healthy Eating for Successful Living Program with 10 participants.

**TRANSPORTATION**

One of the greatest needs for the elderly and/or handicapped person is transportation. The Aging Unit receives and administers the 85.21 State Grant monies, \$84,494.00 in 2017. Service priorities are MEDICAL TRIPS, NUTRITION-RELATED ACTIVITIES, WORK-RELATED ACTIVITIES, and SOCIAL ACTIVITIES. Handicapped and older adults were provided 13,374 trips in 2017 with 85.21 funding.

	<b>2016</b>	<b>2017</b>
85.21 State Grant funds received	\$81,740.00	\$83,494.00
Number of trips	12,359	13,374

**TEFAP – (THE EMERGENCY FOOD ASSISTANCE PROGRAM)**

The Food Pantry is operated by the Aging/Long Term Care Unit of the Department of Health and Human Services and is available to any indigent person/family in an emergency. The Food Pantry is funded by TEFAP and private donations from fundraisers and local donors.

The Emergency Food Assistance Program/Food Pantry operates the first, second, and fourth Thursdays each month, and the third Tuesday evening. The Food Pantry currently has 31 volunteers who staff the days the food pantry is open and pick up donations.

Eligible residents of the County may attend once each month. Throughout 2017, the Food Pantry served an average of 205 households, and 450 individuals per month. Each household was provided an average of 80 pounds of food for a month.

<b>Food Pantry</b>	<b>2016</b>	<b>2017</b>
Average households served monthly	215	205
Average number of individuals	473	450

### **ELDER ABUSE AND NEGLECT PROGRAM**

The County Aging and Long Term Care Unit has been designated as the lead Agency in the Elderly Abuse Reporting System. Services provided to elders in crisis include Relocation and Shelter costs, Medical care, Legal Services, Supportive Homecare, Guardianship evaluations, and Outreach. These services are offered to older adults to help them resolve abusive or neglectful situations. The Adult Protective Services Social Worker investigates abuse and neglect referrals.

There were a total of forty-three **Elder Abuse** investigations in 2017, with six Elder Abuse cases substantiated. The remaining cases were either unsubstantiated or unable to be substantiated for a variety of reasons. The most frequent concern was self-neglect, followed by material / financial abuse.

In 2007, a parallel system for Abuse and Neglect investigation and reporting for **Vulnerable Adults** was instituted by state law. The Adult Protective Services worker is the lead for this system also. The reporting requirements are very similar to the Elder Abuse system. In 2017, there were 6 **reports** of abuse to **Vulnerable Adults**; 3 were substantiated.

	<b>2016</b>	<b>2017</b>
Elder Abuse Investigations	19	43
Elder Abuse Cases Substantiated	3	6
Vulnerable Adults Abuse Reports	12	6
Vulnerable Adult Abuse substantiated	4	3

### **ADULT PROTECTIVE SERVICES/GUARDIANSHIPS**

The Adult Protective Services Social Worker performed **ten** guardianship studies for adults in 2017. (2016 – 6) These consisted of Temporary, Permanent and Successor Guardianships. In addition, thirty-seven Protective Placement reviews were completed. (2016 – 39) All reviews require a brief summary hearing on each of these placements to ensure that the continuation of the placement is appropriate, least restrictive and most integrated into the community. The Adult Protective Services worker submits a report to the court and attends each review hearing. Placements are monitored in nursing homes, Community Based residential Facilities (CBRF), State Centers for the Developmentally Disabled, Adult Family homes, and private homes or apartments. In addition, Power of Attorney documents and advanced planning information is regularly requested and assistance provided as needed.

## **ELDERLY BENEFIT SPECIALIST PROGRAM**

The Elderly Benefit Specialist coordinates information and counseling regarding the public benefit program to individuals **sixty** years of age and older. The Elderly Benefit Specialist assists people age sixty and over to apply for Social Security, Social Security Disability, Medicare, Medicare Part D, Medical Assistance, and Senior Care.

In 2017, there were 341 Open Cases, and 109.5 hours of training. Through these efforts, the monetary impact to Green Lake County elderly clients was \$2,568,419.00.

There were 1379 Information and Referral inquiries to the Aging Unit, 291 hours of Outreach Services and 13 hours of presentations at the various Senior Centers and meal sites.

	<b>2016</b>	<b>2017</b>
Elderly Benefit Specialist open cases	209	341
Hours of training	101	109.5
Dollars saved for elderly clients	\$2,240,000.00	\$2,568,419.00
Information and Referral Inquiries	1,407	1379
Outreach Service Hours	268	291
Senior Center presentation hours	36	13

## **FAMILY CAREGIVER PROGRAM**

Under the Federal Family Caregiver Grant, the Volunteer Coordinator identifies and meets with caregivers who are elderly, including grandparents who are raising grandchildren. A monthly support group, training, loan library, respite care, and information and assistance are available for caregivers. We served fourteen caregivers in 2017 through this program. (2016 – 32 caregivers served)

## **OTHER PROGRAMS**

The Senior Sentinel is a bi-monthly newsletter published by the Aging Unit and delivered to over **950** households in the County. The articles that appear in this publication help elders keep up-to-date with current information about our services and programs. The UW Extension Office and the Nutrition program provide healthy recipes and health tips. The publication contains current information concerning County, State and Federal programs that affect Senior Citizens in Green Lake County.

Each year in August, the Aging Unit sponsors a countywide Senior Picnic. In 2017, **189** elders from throughout the County, along with 10 staff and volunteers, attended the County Senior Picnic at St John the Baptist Catholic School Gym in Princeton. (2016 – 165 in attendance)

## **ALZHEIMER'S FAMILY CAREGIVERS SUPPORT PROGRAM**

During 2017, we received **\$9,594.00** in Alzheimer's Family Caregivers Support Program (AFCSP) funds. These funds provided a variety of services to **three** individuals who suffer from Alzheimer's disease. (2016 - \$5434.00 for three individuals).

## **SUPPORTIVE HOME CARE**

Throughout 2017, one individuals received Supportive Home Care (SHC) funded services, including housecleaning, yard work, meal preparation and assistance with laundry, lifeline, etc. (2016 – 1 individuals) .

## **2017 Annual Report Behavioral Health Unit**

The Behavioral Health Unit (BHU) strives to provide collaborative, comprehensive, strength-based behavioral health services to residents of Green Lake County. The unit philosophy supports mental health and substance use disorder services in a person-centered environment. BHU staff bring dedication and compassion to providing accessible and timely professional services.

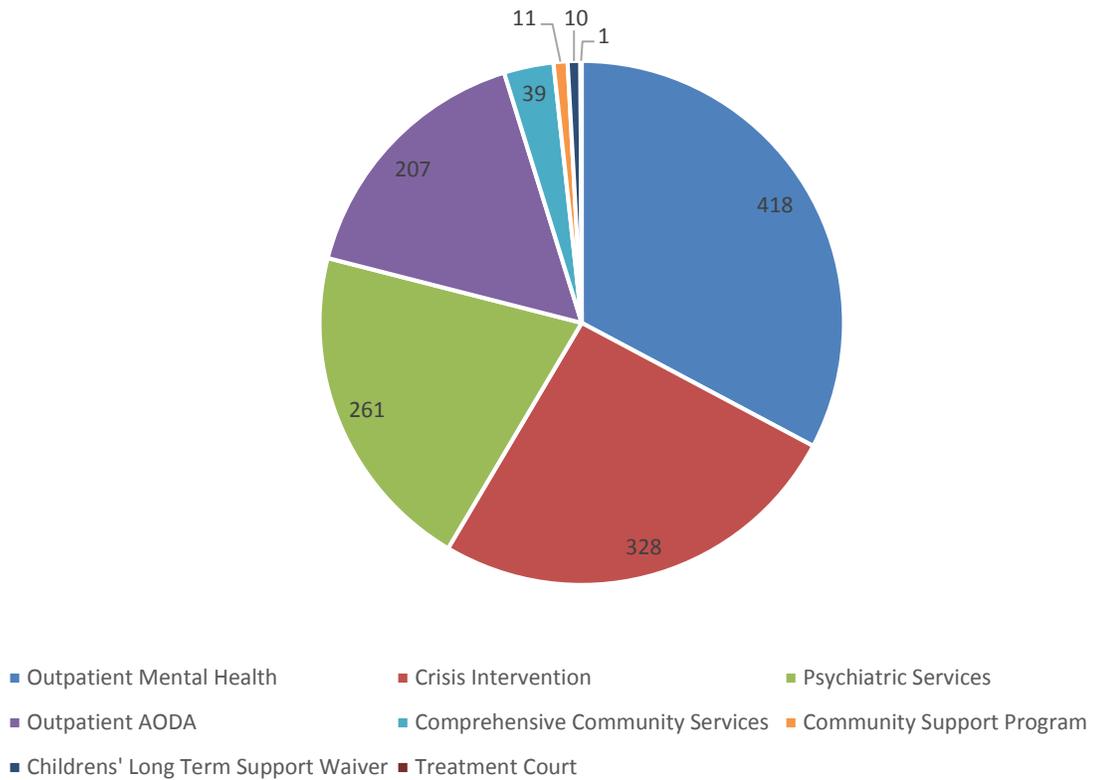
The Behavioral Health Unit construct for 2017 was: a unit manager, five counselors, one program coordinator for the CCS, CSP and CLTS programs, one CSP case manager, one CCS facilitator, one crisis case manager, one treatment court coordinator, two part-time psychiatrists (child and adult specialties) one psychiatric nurse, and a part time psychologist who provides clinical supervision. All of the counselors have Masters Degrees in a Mental Health related field and bring a variety of strength based skill sets to our service array. Two of the therapists hold dual certification in mental health and addiction treatments. Each person brings a wealth of knowledge and a renewed excitement towards providing services to the consumers we serve in Green Lake County.

The BHU continues to provide community outreach training, mobile crisis intervention services, and growth within program service arrays throughout the year. We emphasize consumer participation within programs and inclusion of health and wellness recovery groups as a source of mental health treatment. All unit staff receive cross-training in several of the unit programs including the 24/7 on-call mobile crisis intervention services program. Our unit focuses on providing professional and ethical services when engaging consumers at each point of service.

In 2017, the Behavioral Health Unit focused on continued expansion of responsive and compassionate services targeted to identified issues in the Green Lake County community. The most recent Community Health Improvement Plan (CHIP) identified youth in crisis, trauma-related issues, and substance use disorders as critical issues affecting the Green Lake County population. The Behavioral Health Unit strives to offer an array of services that meet these needs within the community. Efforts included expansion of the substance use treatment array, additional training on trauma treatment models, and expansion of community-based service options such as the school-based treatment setting. This year also saw a transition in management for the Behavioral Health Unit beginning in November 2017.

The Behavioral Health Unit encompasses a comprehensive range of programs, collectively serving 1275 county residents or approximately 6% of the population of Green Lake County. This represents an increase by 2% since 2016 and 3% since 2015.

## Behavioral Health Program Enrollment



### **Outpatient Counseling and Berlin School Office**

During 2017, The Behavioral Health Unit served 625 clients in the outpatient therapy clinic. Of these, 207 identified primary AODA treatment needs and the remaining 418 identified primary mental health needs.

Dr. Shirley Dawson, MD serves as the BHU Medical Director. In addition, she sees adult consumers for psychiatric services two days per week and meets weekly with staff for supervision. Dr. Baldomero, MD provides child psychiatric services one day every other week. Combined, our psychiatrists provided services to 261 clients in 2017.

The Behavioral Health Unit maintains a focus on reducing waitlist times for those seeking services. Doctors typically see clients within 2 months from request for services and often sooner as scheduling space opens up. Appointments with a therapist that are non-emergencies are 2-3 weeks out. The Crisis Intervention unit serves individuals on a walk-in basis when they present with immediate treatment needs. The Crisis Intervention program provides a range of services from crisis assessment/ stabilization to supportive counseling or assistance with intake paperwork and referrals. Near the end of 2017, the unit began developing a mechanism for triaging situations in order to further reduce waitlist times for the highest risk individuals.

The BHU takes a whole-system approach in serving residents in Green Lake County and understands how each aspect of a person's life can affect quality of life in others (e.g. mental health, financial, housing concerns, childcare, employment, etc.).

In November 2016, the Behavioral Health Unit received state approval to have a satellite office at Berlin Middle School. The office is certified for 2 days a week, up to 16 service hours. The initiative helps the Behavioral Health unit to serve children in their school environment and to reduce burden to rural families, who often identify transportation as a barrier to obtaining services for youth. The project has expanded to involve early planning on the collaborative Child-At-Risk Program, a joint effort between Children & Families, Berlin School District, and Behavioral Health to serve as a preventative intervention for youth with identified risk factors. If this project continues to be successful, we will be considering opening up more offices in other schools.

### **Community Support Program (CSP)**

The CSP program provides intensive community service to people with severe and persistent mental illness. Treatment provided is recovery focused, person centered and community based. Being community based allows the participant in the program to receive services in the community and in their natural environment rather than in a typical office setting. Treatment is individualized and based on the person's needs and goals. Staff provide psychiatry, counseling, support, transportation, case management, medication management, crisis services, social opportunities, assistance with activities of daily living, assistance with vocational rehabilitation and more. CSP provides services almost exclusively in the community, with the goal of assisting each client in gaining and/or maintaining increased independence in the community.

In 2017, CSP went to the EAA museum, the Green Lake County fair, the Henry Vilas Zoo, held their annual cookout, hosted a holiday dinner for consumers, hosted social skills groups at DHHS and began a wellness group that serves adult CCS consumers as well. There were 11 consumers served in the CSP program throughout 2017.

### **Comprehensive Community Services (CCS)**

The Comprehensive Community Services (CCS) program is a strength-based consumer driven psychosocial rehabilitation recovery program that is community-based. This program utilizes the consumer's identified strengths to support their goal-directed recovery process. CCS receives Medicaid funding and requires each individual enrolled in the program to have Medicaid, have a mental health and/or substance use diagnosis, be motivated to work on self-identified recovery goals, and utilize a collaborative team based model emphasizing natural supports in recovery.

This client-centered approach provides consumers the opportunity to select who will be on their recovery team, which can be composed of family, friends, staff persons or other natural community supports. Included in this team are the person's mental health professional and a service facilitator. CCS works closely with the Children & Family Unit to help provide services to keep children in their homes instead of foster care placement and to help return a child back to their home with the proper supports. This program creates a strong connection with schools as teams that serve youth typically partner with schools in providing needed supports toward goals.

In 2017, the CCS program served 39 consumers—17 adults and 22 youth. The program includes a dedicated program coordinator and a full-time service facilitator. The Behavioral Health Unit and Children & Families Unit support certification processes for therapists and case managers to provide services via the CCS model. Presently, all Behavioral Health Unit therapists as well as several contracted providers are able to provide therapy services through CCS. CCS supports a variety of treatment modalities, allowing for clients to find a true array of services and receive the types of therapy that best meet their needs (individual, family-systems, group treatment, in-home, office-based, school-based, etc.).

CCS staff are committed to providing consumer-driven care. Since the development of a consumer subcommittee in 2016, CCS has sought consumer inclusion in program development. The subcommittee continues to meet quarterly and provide direct feedback to the program.

The Behavioral Health Unit/ CCS program actively participates in our Regional CCS Consortium, approved by the state of Wisconsin. The Regional CCS Central Wisconsin Health Partnership (CWHP) includes six surrounding counties working together. Due to consortium efforts, medically necessary services provided to CCS consumers can be reimbursed at a rate of 100% for the services we provide CCS consumers. The Regional CCS Consortium meets as a subcommittee on a monthly basis.

### **Crisis Intervention**

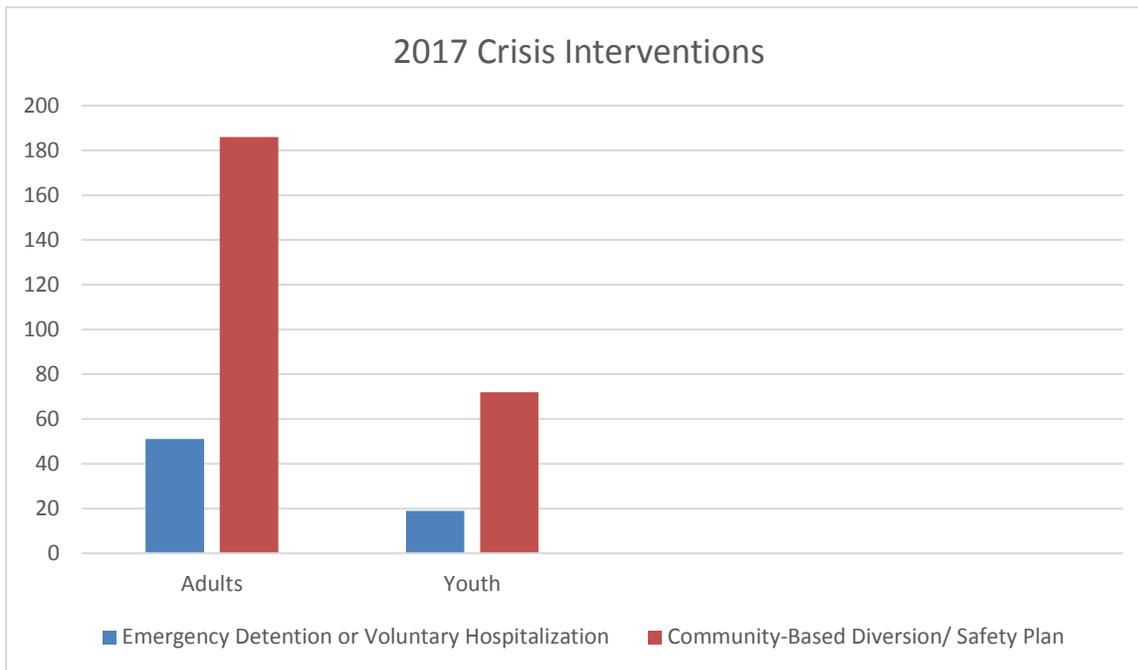
During the year of 2017, our state certified crisis intervention unit responded to **328** crisis calls. The Behavioral Health Unit staff is committed to providing excellent, community-based services and expanding partnerships with collaborating entities including school, hospitals, law enforcement, long-term care supports, economic support services, and child welfare. Crisis workers provide crisis counseling on a walk-in basis or respond mobile to the most appropriate location (e.g. Emergency Rooms, schools, police departments) to provide crisis assessment, safety planning and response 24/7. The current emphasis is on providing a comprehensive assessment and response plan by the on-call crisis worker when determining safety of individuals when being called by law enforcement.

The Behavioral Health Unit adheres to the philosophy that when a counselor engages face-to-face with an individual, they develop an understanding of the individual's needs and can create a safe crisis response plan in the least restrictive environment. This collaborative effort involves partnership between provider and individual as well as between the BHU and multiple community systems. When determined that the most appropriate level of care is a psychiatric hospitalization, the crisis workers first work with the individual to develop the least restrictive plan for voluntary hospitalization. Crisis workers and law enforcement initiate an emergency detention after all other options have been exhausted or determined unsafe for the individual.

BHU contracts with a crisis diversion facility, Summit House in Oshkosh, WI to provide an alternative option for those that need safety supervision but do not need hospitalization. The BHU continues to explore options for community and facility-based diversion. Crisis diversion options support individuals in resolving situational crises, maintaining stability, and accessing needed services in a manner that is least restrictive and is cost-effective for public systems.

The following is a summary of crisis intervention services:

- 0 adults were diverted from psychiatric facility to a diversion facility
- 186 adults were served through crisis diversions to the community
- 51 adults were placed on an emergency detention/psychiatrically hospitalized
- 19 youth were placed on emergency detention or voluntarily hospitalized
- 72 youth were served through crisis diversions to the community



During 2017, BHU focused on cross training to support crisis work and reduce occurrences of caregiver burnout or secondary traumatic stress for staff involved in emotionally difficult work. The crisis rotation currently includes nine unit staff, the Behavioral Health Unit Manager, and one position that is unfilled as of the end of 2017.

Effective supervisory support and routine supervision of crisis calls provide essential support and help ensure the most effective and efficient delivery of services to the community, quality follow up services to those in crisis, and support for staff in providing ethical and professionally responsible services in high-risk situations. Dr. Kent Berney (Forensic Licensed Psychologist) provides weekly supervision of the crisis intervention team. Dr. Berney brings a plethora of experience including former Director of Psychology at Winnebago Health Institute, supervisor for the Forensic Psychiatric Residents at UW-Madison Medical School and a professional demeanor that allows staff to learn and professionally from his supervision. Dr. Shirley Dawson (MD) serves as Medical Director and adult psychiatric provider. She provides additional supervision and support to crisis staff during crisis response and in follow up response for individuals legally committed to the Behavioral Health Unit for treatment.

### **Aftercare Coordination Program**

Crisis service linkage and post-crisis follow up services support continuity of care, provide critical and timely interventions for stabilization and service referral, connect individuals in crisis to services that can meet their needs, offer support to individuals attempting to navigate complex systems of care, and reduce risk after a crisis event. In the BHU, the crisis case manager coordinates linkage and follow-up for individuals involved with the court system via 90 day settlement agreements or Chapter 51 mental health commitments. This staff provides critical linkage between individuals and their natural supports, community partners, internal providers, psychiatric hospitals, Corporation Counsel, and law enforcement.

### **Drug Court Program—Treatment Component**

In 2016, Green Lake County received grant funding in the amount of \$101,130.00 annually for five years from the Department of Justice, Treatment Alternatives/ Diversion grant to support development and implementation of an adult drug court program. Program implementation began in 2017 with the staff addition of a treatment court coordinator who is responsible for assessing individuals referred to the program, providing ongoing case management for participants, and supporting treatment court program needs (including routine staffings/ hearings, coordinating committee meetings, program evaluation, and efforts to ensure program sustainability).

The BHU providers maintain responsibility for assessing treatment needs and providing individual and group treatment to individuals within the program. Treatment providers add clinical perspective and addiction & recovery education to the Drug Court team as they develop program policies and cross-system responses to participant needs. These treatment providers maintain current knowledge of level-of-care assessment and are able to make referrals for individuals who need a higher level of care at any point during their participation. The treatment court team includes representatives from Probation & Parole, District Attorney and public defender, law enforcement, correctional facility, and a specialized Drug Court Judge. All treatment court team members attended a national training opportunity in July 2017 to support implementation of national standards for best practices in the treatment court program.

The Adult Drug Court received approval for the developed Policies and Procedures in September 2017 and accepted the first participant into the program in October 2017. The team continues to develop the target population and referral process to support further referrals into the program.

### **AODA Treatment Expansion**

Key community health studies including the Green Lake County Community Health Improvement Plan (CHIP) conducted by the Public Health Department indicate issues related to substance use disorders as a critical need in the Green Lake County community. In 2017, the Behavioral Health treatment team developed a plan to expand the service array offered to individuals AODA or co-occurring issues.

In April 2017, AODA counselors facilitated a Family Education program for loved ones of those with substance use disorders. Four community members including family members and paraprofessionals working with addicted populations attended the first cycle of the group. All four participating individuals expressed a desire for the program to be repeated and reported that they found the group helpful.

In August 2017, the BHU established the Moral Reconciliation Therapy (MRT) group treatment program. MRT is a nationally recognized, evidence-based cognitive-behavioral treatment model effective with co-occurring personality disorders and substance use concerns. By the end of 2017, the program served 8 individuals and received an additional 3 referrals. The program has the capacity to serve 6-8 individuals at any one time and continues to grow in referrals received. Individuals are typically able to begin the group within 1-2 weeks of their initial intake assessment.

In November 2017, AODA staff began facilitation of the Relapse Prevention program. The Relapse Prevention program is an evidence-based group treatment model that targets individuals with a substantial period of early sobriety, working on recovery maintenance. The program operates as a close-ended group, meaning that it runs in cycles and new members cannot begin in the middle of a cycle. Each cycle lasts 10 weeks.

The Intoxicated Driver (IDP) program serves individuals with OWI convictions in the State of Wisconsin. In 2017, Green Lake County BHU had three trained OWI assessors who provided a total of 85 assessments to county residents. The IDP Assessment serves as a risk-level screen and matches participants to early intervention or more intensive treatment services based on their identified needs. IDP Assessors participate in state-wide continuing education and planning collaborative to improve program outcomes throughout the state.

The well-known heroin/ prescription drug epidemic and growing use of methamphetamines throughout the state continues to present as a key issue in public health and safety. The BHU staff maintain persistent dedication to prevention initiatives in the community. Staff have developed written materials for distribution to the community, participated in the state-wide Dose of Reality campaign, and advocated for recovery initiatives via participation in the Wellness Coalition and the Theda Care Community Health Action Team (CHAT).

Near the end of 2017, staff received additional support to participate in training for Seeking Safety (an evidence-based therapy for co-occurring addiction and trauma needs) as well as the ASAM placement criteria (the most up-to-date, widely accepted placement criteria in use).

### **Trauma-Focused Cognitive Behavioral Therapy**

Through the joint efforts of the Behavioral Health Unit and Children and Families Unit, Green Lake County entered into a statewide learning collaborative in March 2017 to support implementation of Trauma-Focused Cognitive Behavioral Therapy (TF-CBT). TF-CBT is an evidence-based therapy model for youth aged 4-18 who have experienced trauma or who identify issues related to adverse childhood experiences. Four therapists participated in the collaborative and are now offering this treatment opportunity in office-based, school-based, and home-based settings.

As recent research continues to reveal, trauma-related issues are prevalent, cross-cutting, and often misdiagnosed. These issues have pervasive effects on youth and their families, increasing high-risk behavioral issues such as substance use, high-risk sexual behaviors, self-harm/ suicide, aggression, truancy, and adult criminal justice involvement, decreasing academic outcomes, increasing psychiatric hospitalization and medication, etc. Since completing the initial stages of the collaborative, therapists have provided or begun this service to 18 youth county-wide.

### **Children's' Long Term Support Waiver**

The Children's Long Term Support Waiver (CLTS) is a Medicaid Waiver program for children with developmental or physical disabilities or Severe Emotional Disturbances (SED). Children qualify for the waiver through Medicaid eligibility and use of a functional screen. Families develop a person-centered ISP together with their caseworker that draws on the strengths and needs of the child and family to identify specific supports that would not be otherwise covered by Medicaid. Examples of such supports include: accessible home modifications, sensory supplies/ therapeutic aids, respite care- ongoing and specialized, and support & service coordination.

In 2017, the State of Wisconsin announced the dissolution of the CLTS waitlist. This change will require counties to develop strategies to support families presently on the state-wide waitlist for autism services. The BHU presently maintains one case worker who is dually trained in CCS service facilitation and CLTS service coordination and a unit manager who is certified in waiver services. In 2017, the CLTS program served 10 individuals and has 8 individuals on the waitlist.

### **CART—Tri-county Child Abduction Response Team**

Green Lake County DHHS is a partner stakeholder in the development of the tri-county Child Abduction Response Team (CART) serving Green Lake, Marquette, and Waushara County. The CART. The Behavioral Health Unit designates one therapist as a clinic representative to be present in these trainings and to support appropriate responses of clinical crisis staff should this type of a crisis arise.

### **Behavior Health Unit 2018 program development areas:**

Continued community and county-level support, dedication from staff, and collaboration with community partners allow the Behavioral Health Unit to continue to grow. The Behavioral Health unit identifies development areas for 2018 that build our capacity to provide innovative, community-based, efficient services and improve outcomes for individuals, families, and communities:

- ◆ CCS/ CSP Wellness Group
- ◆ AODA program expansion & treatment court implementation
- ◆ Central Wisconsin Health Partnership
- ◆ Wellness Coalition Mental Health and Substance Abuse / Community Health Action Team
- ◆ Dementia Capable Systems
- ◆ Crisis Diversion Center Development
- ◆ Crisis Debriefing/ Critical Incident Stress Management Initiative
- ◆ Interagency Meetings
- ◆ School Transformation Advisory Committee/ Children At-Risk Program
- ◆ Head Start Committee, Consultation Partnership
- ◆ AWARE Mental Health Work Group
- ◆ Avatar/ Electronic Medical Records Transition

**2017 Annual Report  
Children & Family Services Unit**

2017 was a year that there was one staff change. The Unit is comprised of the Unit Manager, the Initial Assessment Worker (Child Abuse/Neglect Investigations), and the Juvenile Court Intake Worker, three (3) Dispositional Social Workers, a Medical Assistance Targeted Case Management Social Worker, the Community Response Social Worker, an In-Home Therapist and Coordinated Services Team worker. The Juvenile court Intake Worker retired and a replacement staff person was hired. The unit experienced staff shortages due to medical leaves of four (4) staff spread throughout the year.

During the 2016/17 academic year and the fall semester of 2017, the unit hosted two (2) interns from the University of Wisconsin-Oshkosh. As the Unit has hosted interns for many years, UW-Oshkosh recognized the Green Lake County Department of Health & Human Services Children & Families Unit for our service to their social work program in the spring of 2017.

The Children & Family Services Unit is responsible for the provision of a number of programs and services available to individuals and families in the community. The following is a brief summary highlighting activities in 2017.

The Unit staff continued to engage in several newer initiatives that started in prior years: the Permanency Roundtables; the Community Response/Quad Counties Family Resource Network (CRP); Alternative Response (AR); and the Intensive Safety Services program (IHSS) and Post Reunification (PR) Services. Another new initiative which was started in late 2017 is the development of the Child at Risk (CAR) program.

**Access**

The ACCESS staff for the Unit received referrals that were logged into the eWISACWIS system. These numbers include the Juvenile Court Intake referrals, Community Response, Child Abuse/Neglect Reports, and Child Welfare Intakes and other Service requests. The total of all Access reports was 450. Of these, the Unit received a total of 265 reports of Child Abuse/Neglect. 91 were screened in for a response from the Initial Assessment Worker. 174 reports were screened out. The screened in reports had a total number of 122 children that were identified as potentially being child victims. The total victims in all reports was 380. The screened in reports by maltreatment type were: 36-Physical Abuse; 56-Neglect; 29-Sexual Abuse; 3-Emotional Abuse and 6 – Unborn Child Abuse. 184 Service Reports were received. Of these, 171 were screened in. These were comprised of 125 Child Welfare Reports, 38 Juvenile Justice Reports, 2 new Kinship Care applications, 2 for court ordered studies-adoption related, and 3 re-open closed case and 0 for drug affected Infants. Not reflected in these numbers are Inter-State Compact referrals. The agency received two (2) requests for home studies and one (1) for foster care licensure.

	<b>2017</b>	<b>2016</b>	<b>2015</b>
Number of Access Reports	450	433	425
Child Abuse/Neglect Reports	265	282	245
Number Screened in	91	88	79
Number Screened out	174	194	166
Types of maltreatment			
Physical Abuse	36	39	36
Neglect	56	59	73
Sexual Abuse	29	24	35
Emotional Abuse	3	0	5
Unborn Child Abuse	6	7	0

	<b>2017</b>	<b>2016</b>	<b>2015</b>
Service Reports Received	184 (171 screened in)	151 (128 screened in)	180 (142 screened in)
Child Welfare Reports	125	66	75
Juvenile Justice Reports	38	48	59
Kinship Care Applications	2	10	5
Court Ordered Study	0	2	1
Adoption Related	2	1	1
Re-open closed care	3	1	1
Drug Affected infants	0	1	2
Inter-state Compact	3	0	0

### **Juvenile Court - Delinquency**

In 2017, Juvenile Court Intake received 38 new referrals. This is down by 10 referrals from 2016. Thirteen (13) Delinquency and One (1) Juvenile in Need of Protection & Services petitions were filed.

Green Lake County staff has noticed the same trend that has been experienced State-wide which is that fewer juveniles are being referred to the Court Intake offices. State statistics indicate a downward trend in the number of youth in detention as well as in the Institutions which led to the closing of Ethan Allen and Southern Oaks in 2011.

No (0) new youth were placed in the Severe Juvenile Offender Program in 2017. No adult court waivers were filed. No (0) youth were placed in residential care facilities.

One (1) summer group was held in 2017. This year, two (2) staff from the Green Lake County DHHS collaborated to facilitate the Boys group. The youth that engaged in the Summer Youth Program participated in Equine Therapy through Living Anew Farms. There were five (5) males that participated and completed the group. Additionally they participated in group therapy activities which focused on prevention, group process, and problem-solving as well as social skill development. The group was 9 weeks in duration.

The Intensive Supervision worker for the unit facilitated a court ordered groups on “Teens in Action”. Three (3) youth participated in this curriculum both in group and one-to-one. 2017 – 3; 2016 – 12; 2015 – 20 youth)

Juvenile Court staff is on-call twenty-four hours per day for the purpose of Juvenile Intake/Detention, Child Abuse/Neglect and Energy Assistance.

### **Electronic Monitoring/GPS Monitoring**

Eleven (11) youth were on electronic monitoring in 2017. Eleven (11) youth were on monitors in 2016. The Agency has loaned two (2) monitors to Marquette County who in turn reimburses Green Lake County for their use. (2015 – 7 youth – all male)

### **Mediation**

Mediation services were transferred back to the Family Court in 2017.

## **Child Abuse/Neglect/Child Welfare**

As the State has been preparing for the Federal Review, a number of new policies were in-acted in 2016 as well as in 2017 as the review will take place in spring 2018. As stated earlier, Seventy-nine (79) Initial Assessments were conducted. By years end, twenty-seven (27) Child in Need of Protection and Services Petitions were filed. (2015 - 31 petitions were filed; 2016 – 13 petitions were filed)

In 2017, the Unit experienced the law(s) in regard to Unborn Child Abuse changing. The Court of Appeals placed the law on hold as unconstitutional. The State Attorney General and the State of Wisconsin Department of Children & Families appealed the ruling, leading to a temporary reversal of the injunction. Due to the rise of prescription drug abuse, opiate and opioid addictions on the rise, two (2) adult females were placed in Community Based Residential Facilities until the children were born in 2016. In 2017, one (1) female was placed in a facility until her child was born. Another Unborn Child Petition was filed in 2017. This child was born in late 2017. The mother opted to have the child placed for adoption. Of the 245 Child Abuse/Neglect referral received by the agency a number of them were under the Drug Effectuated Children (DEC) protocol.

## **Parenting**

The Family Training program provided services to fourteen (14) families with a total of twenty-seven (27) children in 2017. Of these children, three (3) were in out of home placements. They provided both parent training and education, parent aide services and in-home therapy. In 2017, the Crisis Intervention slots were continued. These slots are primarily utilized in an effort to return children to their parental homes post removal or prevent the removal in an emergency situation.

Progressive Parenting LLC also provided parent-mentoring services in addition to Comprehensive Community Services team facilitation.

## **In-Home Therapy/Targeted Case Management/Comprehensive Community Services/Coordinated Services Teams:**

The In-Home therapist has taken a lead role in the development of the Targeted Case Management (TCM) program. Whenever possible, TCM is billed to help recover the cost of the services provided. The In-Home therapist is cross-trained to facilitate Comprehensive Community Services (CCS) teams as well as perform Children's Functional Assessments. The In-home team is augmented by a TCM case manager as well as other mental health professionals. At year end, seventy-three (73) cases of TCM were authorized for billing. (2015 – 24 cases)

Seventy-one (71) child/youth teams (TCM/CST/CCS) were active at the end of calendar year 2017. The agency now has five (5) staff working in two (2) units (Children & Families & Behavioral Health) as well as two (2) contract staff that work facilitating teams in the TCM/CST/CCS and now a Child at Risk (CAR) programs. There is one (1) additional facilitator who carries a limited case load. In November, 2017, the agency began to work with the largest school district in the county to begin an at-risk program, Child At-Risk (CAR) with a wrap-around model of care. The agency identified this as a goal for our 2018 CST plan. Preliminary meetings were started with the district in October, 2017.

## **Foster Care/Kinship Care**

Foster Care, Kinship Care, Group Homes and Residential Care facilities are used for children who are unable to reside in the home of their parents or guardians. The State changed how foster homes are now licensed and have set up Levels of Care as well as an evaluation tool for the Level of Need. All the unit staff is certified to perform the Child and Adolescent Needs and Strengths Assessment (CANS).

In 2017, eight (8) children were placed into non- relative foster care. Five (5) children were in treatment foster care. Ten (10) children were placed in relative homes which were licensed as foster homes. Eight (8) children were placed into court-ordered Kinship Care. Early in 2017, three (3) children were in trial reunification (had been placed in 2016). One (1) youth was placed outside of the parental home with a relative which could not meet the criteria for licensure.

The total unduplicated count of children placed outside of their parental home(s) under court orders(s) was thirty-two (32) children.

Three (3) children were transferred from foster care to subsidized guardianships. This brought the number of subsidized guardianships to five (5) by the end of the year.

Four (4) children were subject to Termination of Parental Rights (TPR) petitions. Late in 2017, two (2) of these children were returned to Green Lake County in a TPR reversal.

In 2017, twelve (12) children were in voluntary Kinship Care placement(s). Two (2) cases closed during the year.

The total of all children placed in either voluntary or involuntary removal from their parental homes in 2017 was forty-four (44).

**A continuing trend of note in 2017, was the rising number of children placed outside of their parental homes due to substance abuse of the parent(s). Sixteen (16) of the children in court ordered placements were removed due to opiate/opioid abuse or alcohol abuse. Three (3) of the adolescents in placement are there due to addiction issues as well as delinquent behaviors. Eleven (11) of the children in voluntary Kinship Care are being cared for by relatives as the parent(s) have addiction issues. Three (3) of the five (5) children in subsidized guardianships are there due to continued parental substance abuse.**

In 2016, Nineteen (19) children were in foster care. Additionally, two (2) youth were in residential treatment; two (2) youth were in treatment foster care; three (3) children were in relative homes that did not convert into foster care placements; fourteen (14) children were in Voluntary Kinship Care; two (2) children were under a subsidized guardianships. Two (2) children were subject to Termination of Parental Rights; One (1) child was placed into subsidized guardianship; One (1) child was placed into relative guardianship; Three (3) children are pending on Termination of Parental Rights petitions.

In 2015, two (2) youth were in residential treatment; two (2) youth were in treatment foster care; seventeen (17) children were in foster care; twenty (20) children were in court-ordered relative care; six (6) children were in Kinship Care; One (1) child was under a subsidized guardianship. Four (4) children were subject to Termination of Parental Rights petitions.

### **Courtesy Supervision**

Courtesy Supervision for both Child in Need of Protection and Services as well as Juvenile Justice Cases was performed for other Wisconsin Counties including Portage, Fond du Lac, Winnebago County, The Bureau of Milwaukee Child Welfare and Rusk County. In addition to courtesy supervision, home checks to confirm safe environment (CSE) for other counties.

### **Community Response Grant**

Our agency continued to lead a Quad County consortium which developed/facilitated the Family Resource Center/Community Response grant. A three year grant cycle ended in June, 2016. 89 referrals were made to the program. (2015 – 130 referrals) The program services Green Lake, Waushara, Marquette and Adams County. Our agency successfully applied for and received a three year grant once again in 2016. The new grant began in October, 2016. The first year of the grant is \$100,000. In year two and year three will receive \$125,000 per annum. The two staff that work the program bill for Targeted Case Management whenever possible. In 2017, One Hundred Sixty (160) cases were billed.

### **Contractual Services**

The Unit In-Home Therapist also served families through Mental Health Crisis planning and services. This worker worked in conjunction with an Independent Contractor, Wellhoefer Counseling to provide in-home therapy services to youth and their families and KD Counseling Services.

The Lutheran Social Services agency was awarded grant funds through an Intensive Safety Services program funded by the State from 2012 to 2016. This program has served two (2) families in Green Lake County. The Dodge Consortium decided to not reapply for funding in 2017. Green Lake County applied for this funding and as needed will be able to access slots in 2017. The program is designed to prevent the removal of children from their home.

### **Mentoring**

Our agency sub-contracted with Community Options, Inc to take over the management of the mentoring program in 2010. That agency has continued to provide mentors to our children/youth. In 2017, seventeen (17) children were served and one (1) adult female. The number of males served was nine (9) and the number of females was eight (8). In 2016, twenty (20) children were served; this consisted of eight (8) females and twelve (12) males. In 2015 – 20 children were served.

### **Prevention/Education**

Children & Family Services Unit staff have presented public presentations in the community on agency services and programs as well as training topics to groups. Presentations have been on the topic of child abuse and neglect, shaken baby syndrome and community service as well as the Community Response Program. Staff has also been involved on committees on the local level such as the Family Resource Council, the ADVOCAP/Headstart Policy Council, and the WCSHA Children & Families Sub-Committee. Unit staff has participated on the SART (Sexual Abuse Response Team), CART (Child Abduction Response Team, Child Death Review Team, and the Drug Endangered Children team.

Agency staff coordinated a 5 K (CAP Run) with other community partners in the month of April, 2016 to promote child abuse and neglect awareness. One hundred ten (110) adults and forty (40) children participated in this event. This event was continued into 2017. In 2017, approximately one Hundred and fifty (150) individuals participated which included forty-seven (47) children. Children under the age of twelve (12) were not counted.

From October to December 2017, Unit staff coordinated the annual Angel Tree Christmas giving program along with other community partners. In 2017, One Hundred Three (103) families were served with a total of two hundred sixty (260) children. In 2016, One hundred twenty-two (122) families were served for a total of two hundred eighty-four (284) children.

## **Licensing**

The Green Lake County foster care coordinator actively converted a number of relative placements to licensed level two foster homes in 2016 as well as continued the licensing process on non-relative caregivers. Our agency had five (5) level II foster homes licensed/re-licensed in 2017. Two (2) long term foster homes opted not to be re-licensed. Four (4) additional homes are certified for respite care.

In 2016, there were fifteen (15) level two homes licensed. 2015 there were eleven (11) licensed level II foster homes.

Respectfully submitted,

Susan Sleezer  
Children & Family Services Unit Manager

## 2017 ANNUAL REPORT ECONOMIC SUPPORT UNIT

~ Providing and Coordinating Resources to Strengthen Families ~

Access to resources and quality customer service are the main focus of the Economic Support Unit. Our goal is to provide accurate, timely, and effective financial and case management support services for all our customers.

Six Economic Support workers and a Unit Manager make up the Economic Support Unit for Green Lake County. The expertise in our unit goes back to January 2001 to current.

The 2012 Mandate required counties to form consortia. A total of 10 consortia were formed in Wisconsin. Green Lake County is part of East Central Income Maintenance Partnership (ECIMP). This “partnership” consists of 8 other counties; Calumet, Kewaunee, Manitowoc, Marquette, Outagamie, Waupaca, Waushara, and Winnebago.

East Central Income Maintenance Partnership currently serves 56,142 cases amongst the 9 counties.

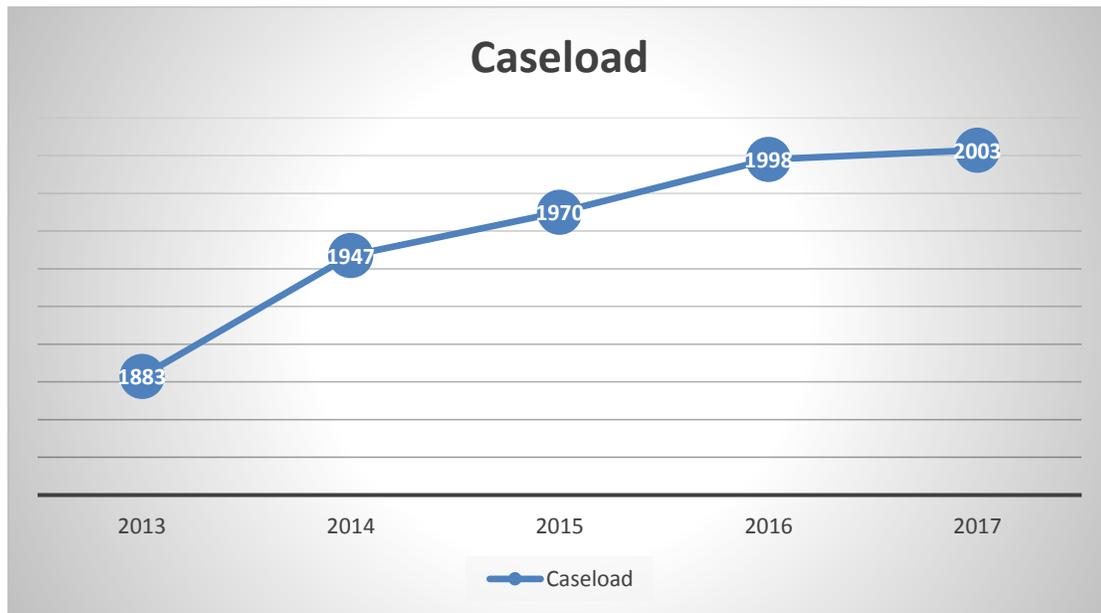
The 2012 Mandate also required Consortia to create Call Centers (CCA) to better serve our caseloads. Each county is ECIMP is responsible for “staffing” the CCA. Green Lake County is scheduled 65 hours per week in the Call Center. However, the time scheduled increases as the call volume increases. 208,783 calls came into CCA 2017. (17,397 on average per month) With the continued increase in call volume, Green Lake County and ECIMP have maintained and exceeded the required performance standards.



## ECONOMIC SUPPORT PROGRAMS

*~ The Economic Support Programs serve to provide financial stability for low income households and those experiencing a financial loss~*

The Economic Support services are necessary to meet an emergency need such as homelessness or medical needs. Each program serves a specific population and has different income guidelines and requirements. The self-sufficiency of Green Lake County households and individuals is the program goal. The number of customers requesting financial assistance from Economic Support Programs continues to grow each year. Requests for the programs continue to grow due to the current economic conditions.



Requests for program assistance are made by contacting Green Lake County Health & Human Services and speaking to the intake worker or by coming into the agency. Customers may also use the ACCESS website at [www.access.wi.gov](http://www.access.wi.gov) to learn about the programs, apply and update their status online. Customers also have the option of calling our Call Center at 1-888-256-4563 to request program assistance.

### **Medical Assistance**

A State and Federally funded program that provides low income customers comprehensive, affordable healthcare. Numerous individual programs are included under the umbrella of Medical Assistance including: BadgerCare, Medicaid Purchase Plan, Family Planning Waiver, Medicare Beneficiary, Family Care, and Institutional Medicaid. Each Program has its own specific non-financial criteria for eligibility. Some eligible customers pay a monthly premium for their Medicaid coverage. Most Medical Assistance customers must participate in a HMO.

The following chart shows the number of participants in Green Lake County and the coverage type for each year.

## **Food Share**

A Federal Program that provides a monthly Food Share allotment to low income customers. Eligibility is based upon income, household composition and allowable expenses. The eligible customer receives a QUEST card that is used to purchase food. April 1, 2015, able-bodied adults without dependents (ABAWD) were required to meet a work requirement to be eligible for FoodShare. To meet this requirement the FoodShare Employment and Training program (FSET) is available. This program is administered by Forward Services Corporation. If recipients of FoodShare fail to comply with the work requirement for three months they will be found ineligible for FoodShare for three years.

Green Lake County's average Food Share caseload in 2017 was 1042 households (2,335 participants).

## **Wisconsin Shares-Child Care**

A program that provides child care subsidies for low income working families to assist in their payment of child care expenses. Statewide February 2017 the MyWICChildCare card was rolled out. The child care subsidy electronic benefits transfer (EBT) card was part of an exciting program modeled after the private pay, free market child care system. The MyWICChildCare EBT card provides families with the ability to pay for child care using approved Wisconsin Shares Child Care Subsidy funds utilizing an EBT card.

In 2017, the monthly average of families receiving assistance was 30 households / 45 children.

## **Energy Assistance**

A program that provides a one time payment during the heating season to low income customers who need help paying their heating costs. The energy payment is made directly to the fuel supplier. In 2017, 715 households applied, 688 approved, and \$348,116 was the total paid out in Energy Assistance benefits.

## **Operation Backpack**

A program with a goal of providing low income school aged children in Green Lake County with needed school supplies. The program is funded entirely with grants received and community donations. The program this year was able to provide 252 children with school supplies. Thanks to the Webster Foundation and the Oshkosh Area Community Foundation we were able to help 118 of those children, with athletic shoes.

Operation Backpack continues to thrive with the support of the Green Lake County community.

Submitted by: Shelby Jensen  
Economic & Child Support Unit Manager

**2017 ANNUAL REPORT**  
**CHILD SUPPORT UNIT**

*~Protecting Children, Strengthening Families, Building Communities~*

The Wisconsin Child Support Program helps parents get court orders for financial and medical support for their children. It also enforces these support orders when needed, and makes sure that all money collected is paid out correctly.

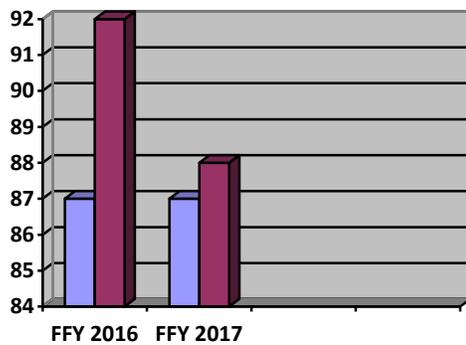
Two Child Support workers, ¼ time Receptionist, and a Unit Manager make up the Child Support Unit for Green Lake County.

Presently, the Child Support Unit has 1107 cases. Caseload has increased 1% over this last year. The total number of cases includes 133 Non-IVD cases. These cases have not applied for our services. The agency still has the responsibility to work the cases. An example of work that is required would be sending out wage assignments. The work we complete on these cases does not affect the Performance Standards.

**2017 Green Lake Child Support Performance**

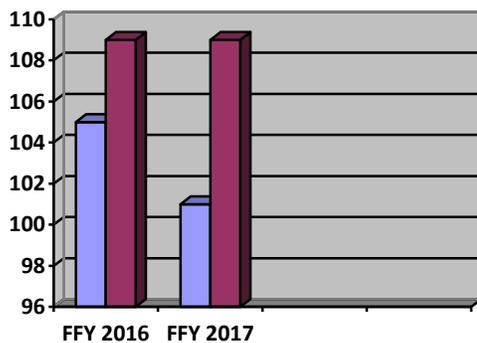
Green Lake County continues to surpass the Statewide Performance Standards average.

The charts below represent the percentage rates of the four Federal Performance measurements Statewide versus Green Lake County for the last two Federal Fiscal years. (FFY)



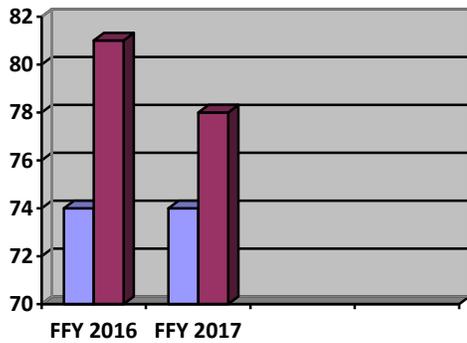
■ State of Wisconsin  
■ Green Lake County

Court Order  
Establishment  
Rate

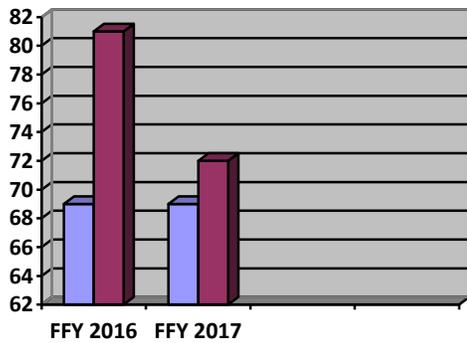


■ State of Wisconsin  
■ Green Lake County

Paternity  
Establishment  
Rate



Current Child Support Collection Rate



Arrears Collection Rate

Child Support went “live” with E-Filing, February 17, 2017. Pro-active initiatives by Child Support, Corporation and Clerk of Circuit Court made this transition almost seamless.

**Looking to 2018**

Child Support will begin formulating our scanning procedures into Laserfiche, an electronic case file system, of our current paper files.

Per a recent published Child Support Bulletin (17-11) outlining guidelines for the use of Civil Contempt, a Green Lake County Child Support Contempt Policy was written. This policy involves the Child Support workers to think “outside the box,” and consider different ways to remedy non-payment prior to filing a motion for contempt. The agency is anticipating an increase in NCP’s resolving past orders to comply rather than being found in contempt.

Submitted by: Shelby Jensen  
Economic & Child Support Unit Manager

## **2017 ANNUAL REPORT - FOX RIVER INDUSTRIES/DISABILITIES SERVICES INC.**

### **Overall Services Provided:**

Fox River Industries (FRI), a nonprofit 501 (c) (3) organization established in 1987, is an agency of Green Lake County DHHS. Located in Berlin, FRI provides a wide variety of services to individuals residing in Green Lake County and the surrounding area. The goal of FRI is to enhance consumers' lives by providing quality programming on a daily basis in our Supported Employment, Prevocational Services, Adult Day Services, Transportation, and Representative Payee Services units. While the primary target population is adults with developmental disabilities, FRI also serves individuals with chronic mental illness, as well as individuals who are striving to overcome personal barriers affecting their ability to successfully transition into community jobs. All of these services are provided to help participating individuals expand their abilities, and live and work in the least restrictive setting possible.

Disabilities Services Inc. (DSI), a second nonprofit 501 (c) (3) organization established in 1974, works closely with FRI by providing a building for all center-based services, as well as assistance in applying for 5310 vehicle acquisition and operating program grant funding for the transportation services program.

In 2008, Green Lake County transitioned to Family Care, contracting primarily with Care Wisconsin of Madison or IRIS. Following is a description of services provided through FRI and DSI.

### **Supported Employment Program:**

The FRI Supported Employment (SE) program serves individuals who are experiencing barriers to obtaining and maintaining community employment. This department consists of a 40 hour/week SE Coordinator and two 35 hour/week Program Aides, one of whom is shared with Adult Day Services. Supported Employment services include functional assessments, work trials, job development, job placement, and ongoing support/training for the duration of the individual's employment. In most cases, the Division of Vocational Rehabilitation (DVR) funds the initial supported employment services (usually up to 6 months), with FRI SE providing the long-term supports necessary for each individual to maintain employment. Ongoing SE supports for Family Care members are funded through the Care Management Organization or IRIS.

The demand for community based jobs, and the SE services needed to match qualified employees with these jobs, continues to grow. In 2017, over 40 consumers held integrated community jobs at more than 20 different employers, 15 new jobs were secured in 2017, and over 30 consumers received job development, retention, or assessment services. The waiting list for DVR services at FRI is currently down to one individual (last year at this time it was six, goal is zero). Long-term supports such as job coaching, employer relations dialogue and skill building often continue indefinitely for individuals receiving SE services, even after initial DVR funding is exhausted. DVR revenues from SE services increased from approximately \$65,000 in 2016 to about \$97,000 in 2017, and SE is projected to be a high growth department at FRI in the coming years. Since 2010, the FRI SE program has over 100 individuals.

### **Prevocational Services Program:**

The FRI Prevocational Services (PV) program provides individuals with barriers to employment or limited employment experiences the opportunity to learn job readiness skills and other related social skills to enhance their ability to obtain and maintain community employment. Examples of skills emphasized include following directions, maintaining attention to task, accepting constructive advice from supervisors, practicing appropriate workplace behavior, and dressing appropriately for the workplace.

FRI completes a wage survey annually to determine consumer wage rates based on the same kind of work done by a non-disabled employee with at least one year of experience. This method ensures that the consumers receive a fair wage and ensures that rates are comparable to local industry. Federal and State special commensurate wage certificates are issued as a result of these wage studies, with each license expiring in alternating 2 year cycles, at which time FRI reapplies for another two-year term.

In 2017, 66 individuals received center-based pre-vocational services at FRI: 19 full-time, three part-time, 37 shared with DS programming, and seven seasonal. Another eight individuals were on the FRI payroll and contracted out to various employers throughout the year. We currently have three Production Aide positions running three consumer groups, with the Lead Bus Driver assisting as production needs dictate. We also have a Production Supervisor and a Material Handler rounding out our production staff.

The workshop continues to have three main sources of revenue: Alliance Laundry Systems, Wilson-Hurd, and cob corn squirrel feed sales. FRI also performs smaller packaging/assembly/inserting/sewing jobs for JP Luther Co., Generac Mobile Products (formerly Magnum Power Products), and Russell Moccasin Co. FRI continues to sell cob corn squirrel feed to Fleet Farm, Havegard, Javic Wholesale (for Steins Garden and Gift), Wisconsin Garden and Pet Supply, Berlin Kitz, & Pfeil Hardware, Reinders, and several smaller outlets in the Green Lake County area. Squirrel corn business was once again very strong in 2017 with sales of approximately \$189,000 (\$187,000 in 2016). In our pressroom, we continue to print for many of the Green Lake County offices, and other smaller jobs in the community.

In 2015, Fox River Industries negotiated a rate for a new service, Community-based Prevocational Services, with Care Wisconsin. This service features a 10-week curriculum with a 4:1 ratio, with 4 hours of classroom time each week. Programming occurs mostly in community-based settings, and focuses on skills designed specifically to allow participants to explore community employment options. The desired outcome for FRI is to generate interest in community employment for participants in this program. FRI then will support these individuals in seeking a DVR referral at this time. Center-based and Community-based Prevocational Services are reimbursable for Family Care members through Care Wisconsin. Since 2016, FRI has run three spring and summer Community-based Prevocational Services curriculums (8 weeks each session), as well as two 4 week curriculums in "Skills to Pay the Bills", which is a similar program coordinated with and funded through DVR and focusing on transitioning students.

The Workforce Innovation and Opportunity Act, or WIOA, which took effect July 22, 2016, focuses on transitioning students and young adults (up to age 25), with a strong emphasis on community employment placement for everyone. The overall effect of WIOA has been a reduction in incoming consumer numbers for Center-based Prevocational Services, while increasing demand for these same consumers in SE Services. FRI has reacted to this trend by gradually shifting resources to SE services as programming demands dictate and participant needs/desires change. However, we are also beginning to see an increase in demand for DS for individuals unable to pursue community employment, and we are currently reacting to this trend by adjusting staff level in DS as needed to meet programming needs.

### **Adult Day Services Program:**

Adult Day Services (DS) programming at FRI promotes community inclusion and independence for adults with disabilities. Our goal is to assist those we serve in acquiring, maintaining, and improving the skills needed for individuals to live in a community setting.

FRI currently provides a variety of health, social, and support services to program participants in a protective setting as we attempt to meet the specific needs of each individual we serve. These services include education, therapy, exercise and recreation. Specific skill areas currently being emphasized include Social Appropriateness, Cooking and Nutrition, Money Skills, Academic Skills (such as numbers and letters identification), Community Appropriateness Skills, and Safety Skills.

Activities of daily living are a big component of the day services program. Therapy and exercise programs are necessary fundamentals to maintain consumers' quality of life. The exercise program, provided to a majority of our consumers, includes weight lifting, aerobics, and endurance training. This service also encompasses personal care needs.

Community inclusion is a key element in Adult Day Services programming. Examples of outings include trips to the zoo, parks, retail stores, athletic events, and libraries, along with weekly bowling and swimming trips. Volunteering is also highly valued in our program as a form of community inclusion. Day Services program participants currently volunteer at Theda Care, several local area libraries, and the animal shelter in Green Lake.

Three Certified Nursing Assistants, a Teacher, and a Services Coordinator currently staff our Day Services Program. Day Services programming is currently provided to 37 consumers on a part-time basis (full-time consumers sharing time between DS and PV), and 6 additional full-time Day Services consumers (three of whom are 1:1, three of whom are 1:4 staff to consumer ratio), between the hours of 9:00 AM and 3:30 PM Monday through Friday. Adult Day Services are billable for Family Care members.

### **Transportation Services:**

Disabilities Services, Inc. (DSI), the private non-profit corporation created to support DD services, has been working with Green Lake County to provide vehicles for the developmentally disabled and elderly residents of Green Lake County and the surrounding area since 1978 by writing annual section 5310 grants as vehicle needs dictate. These 5310 federal grants cover 80% of the cost of the vehicles, with the funding designated to the states (in our case through WisDOT), with DSI/Green Lake County paying the remaining local match of 20%. Over the years, DSI has been awarded over 32 vehicles at a worth of well over \$1,000,000. Current vehicles are primarily used by Fox River Industries, but DSI also writes the 5310 grant for Southern Green Lake County Senior Transport (SGLCST) and City of Berlin Senior Center (BSC), each of whom also provides transportation services for elderly and disabled passengers who otherwise have no access to affordable transportation services for medical, educational, or social functions. These two entities pay their own 20% local match. SGLCST currently operates two accessible minivans obtained through the DSI 5310 grant program, and BSC operates one 5310 accessible minivan.

In 2016, DSI applied for two vehicles under the 5310 vehicle grant program. This application was successful, and DSI was awarded two 8/1 diesel mini-buses which are currently on order and will be delivered in spring 2018. These vehicles each have a value of \$62,000.

Also in 2017, DSI was awarded a 5310 grant for Operating Project expenses in the amount of \$60,453. This grant opportunity became available annually under section 5310 in 2014, and can be used to supplement 85.21 operating expense dollars for qualifying elderly and disabled transportation service programs. This is the fourth year DSI has applied successfully for this grant. As in previous years, this award will arrive quarterly in 2018 to offset qualifying transportation expenses as they occur during the year. In July 2017, DSI underwent a WisDOT on-site compliance review to ensure state and federal vehicle and program 5310 funding acquisition policies are being followed. DSI passed this investigation with a recommendation that the current relationships between DSI and FRI, BSC, and SGLCST be maintained status quo due to the continued success of all entities in providing quality transportation services to elderly and disabled passengers.

FRI has been providing fixed route transportation for disabled individuals since the late 1960's, and has used DSI 5310 vehicles since this grant program, formerly known as 16(b)(2), came into existence. In the 12 month period from January 1, 2017 through December 31, 2017, DSI vehicles at FRI alone provided almost 22,000 passenger rides and logged over 100,000 miles. BSC currently averages about 2063 passengers and 15,509 miles per year, and SGLCST about 884 passengers and 22,000 miles per year. Each of these transportation service providers rely on DSI to write the 5310 grants to provide the needed vehicles.

Our FRI fleet currently serves individuals living in Green Lake, Fond du Lac, and Waushara counties. Transportation service expenses are included in the Prevocational and Adult Day Services Family Care billing rates. Transportation is billed as a fee for service for non-Family Care program participants.

### **Representative Payee Services/Supportive Home Care:**

In 2009 FRI added Representative Payee Services to its program. This collective account, administered and run through FRI, currently serves 89 consumers and receives frequent new referrals. This program employs one full-time individual with assistance from other department staff as needed. Representative Payee services are billable partially through Care Wisconsin (Family Care members only), with the remaining members self-paying for services. Self-pay fees are waived in the event of financial hardship. FRI also provides Supportive Home Care services to individuals who need assistance with basic needs like grocery shopping, going to doctor appointments, and cleaning/cooking. This demand for this service is growing rapidly, and it is funded through Care Wisconsin for Family Care members.

## **Summary**

Fox River Industries, through the various services it provides, touches the lives about 200 individuals in Green Lake County and the surrounding area on a daily basis. In addition to the 66 folks in participating in Prevocational and Adult Day Services, FRI serves over 40 consumers at jobs in various communities, about 89 consumers in the Representative Payee program, additional students referred to our Community-Based Prevocational and “Skills to Pay the Bills” classes, and approximately 7-10 production employees (often at-risk populations) as seasonal work demands permit. We have a dedicated, caring staff, we are proud of our excellent reputation for outstanding service, and we are very appreciative of the ongoing support we receive from Green Lake County.



# 2017 Health Unit Annual Report

## **Mission:**

*The mission of the Green Lake County Health Department is to promote and protect health and prevent disease.*

## **Vision:**

*We will become the leader in Public Health in Green Lake County promoting healthy people, thriving*

## **Core Values:**

- *Prevention*
- *Professionalism*
- *Evidence-based Practices*
- *Collaboration*
- *Good Stewardship of All Resources*
- *Responsive*
- *Performance Improvement*
- *Health Equity*



**Health Unit Staff:** From left, Renee Peters, Birth to 3/ Children's Community Options Program Coordinator, Tracy Soda, PHN, who retired in December after 24 years of service, Kari Schneider, PHN, Shari Krause, Public Health Program Specialist, Julia McCarroll, Health Educator, Sydney Bancroft-Hart UWO Student, Front Left: Melanie Simpkins, RN, MPH, Health Educator and Accreditation Coordinator, Kathy Munsey, RN, Health Officer, Allison McCormick, Environmental Health Specialist



**Public Health**  
Prevent. Promote. Protect.

December 31, 2017

## Executive Summary

After completing our Community Health Assessment (CHA) in 2016 with five other counties, including Adams, Marquette, Juneau, Waupaca and Waushara, we collaborated to move into the next phase. The **Community Health Improvement Plan (CHIP)** was completed in December 2017 by these six counties who have been collaborating as the Central Wisconsin Healthcare Partnership (CWHP) since 2011. All six counties chose priority areas of mental health and substance abuse. Green Lake County also chose a third priority –chronic disease. The CHIP is a document with strategies to affect these issues. We also wanted to align with the State Health Plan, so we did include overarching priorities of, Health Equity, Access to Care, Adverse Childhood Experiences and Community Collaboration. Please take time to read the entire Community Health Improvement Plan, which can be viewed by visiting [www.co.green-lake.wi.us](http://www.co.green-lake.wi.us) and clicking on the Health Unit link under departments.

The Health Advisory Board not only provided input on the CHIP, but also approved it for the next 5 years. The Board also continued to advocate for local funding for communicable disease prevention. This was eventually introduced into the state budget, and \$500,000 was appropriated to be distributed statewide for this cause.



***Health Advisory Board members include Harley Reabe, Dr. Jeanne Lyke, Chairperson, Tammy Bending, Pat Brandstetter, Jean Kessler, Nancy Hoffman, Tami Schattschneider and Kathy Munsey with new Community Health Improvement Plan (CHIP).***

One of our biggest accomplishments was to complete the 140 Review, which is a state audit that determines if we are meeting all State Statute and Administrative Code requirements for a local health department. This process is completed every 5 years and we were presented a plaque for meeting the requirements of a Level II Health Department at the July County Board meeting.

## Our 2017 Programs and Services

### Disease Control and Prevention

Public Health is required by statute to follow up on acute and communicable diseases. Using the WI Electronic Disease Surveillance System (WEDSS), we are able to monitor trends and track outbreaks as they occur. Below are some of the diseases we followed in 2017, along with previous year comparables.

Frequency of Reported Diseases in Green Lake County	2014	2015	2016	2017
Arbovirus (West Nile Virus)			1	1
Blastomycosis	1	-	-	1
Campylobacteriosis	6	2	13	4
Chlamydia	42	47	43	46
Cryptosporidiosis	2	2	7	2
E-Coli	-	3	2	8
Ehrlichiosis	1	5	3	5
Giardiasis	3	-	5	2
Gonorrhea	2	2	1	3
Ebola Monitored Traveler	1	1	-	-
Histoplasmosis	-	-	1	-
Hepatitis B	-	1	2	-
Hepatitis C	12	16	15	12
Influenza (hospitalized)	9	6	2	14
Kawasaki Disease	-	-	-	1
Legionellosis	1	-	-	-
Lyme Disease	28	20	14	20
Measles (Rubeola)	-	1	-	-
Mycobacterium (non-tuberculosis)	-	5	1	4
Pertussis (whooping cough)	2	-	2	2
Plesiomonas Infection	-	-	-	1
Salmonellosis	4	5	5	3
Shigellosis	1	-	-	-
Invasive Strep Disease	2	4	8	3
Syphilis	-	1	-	-
Tuberculosis	-	-	1	-
Latent TB infection	3	1	2	2
Varicella	3	2	1	-
Vibriosis (Non Cholera)	-	-	1	-
<b>TOTAL</b>	<b>124</b>	<b>124</b>	<b>130</b>	<b>134</b>

### Public Health Preparedness

We are an active member in the Region 6 Healthcare Coalition and attend monthly meetings

in addition to being active partners in the Local Emergency Planning Committee. We participated in several exercises working closely with Gary Podoll, Emergency Management Director, local law enforcement, our coroner, fire departments, hospitals, nursing homes, Red Cross and surrounding counties to test our ability to handle a variety of public health issues including: long-term power outage, radiation exposure, train derailment and much more. We also participated in a tabletop exercise at Fox Valley Tech with local partners related to a full-scale exercise to be held in 2018 called “Dark Skies. The train derailment exercise included our local Amish leadership and we had them practice how they would notify others and evacuate.



Tracy Soda, left works with Emergency Personnel on the Dark Skies tabletop exercise in Appleton.

### Immunizations for Children and Adults

We continue to have monthly immunization clinics in Green Lake. We provide immunizations to children who are on Medical Assistance or BadgerCare or are uninsured and we provide flu shots for adults at various sites throughout the county during flu season. Over 1000 vaccines were administered in 2017.

### Childhood Lead Testing

There is no safe level of lead in the human body; even very low levels of lead exposure can negatively affect health throughout the lifespan.

Children with a lead level of 5 or greater are provided with follow-up and consultation by a Public Health Nurse. Follow-up may include phone calls, home visits, consultation with the primary health care provider and a home lead risk assessment by the Health Department's Environmental Health Specialist. In 2017, 198 children were tested compared to 181 blood lead tests in 2016. Seventeen children had a level over 5, compared to 13 in 2016. Kari Schneider, Public Health Nurse and Environmental Health Staff have done the appropriate home visits and follow-up with families due to the elevated levels of blood lead. Other families receive phone calls, informational letters, and consultation.

**2017 Blood Lead Testing**

Total Number of Tests: 198  
 Children <5 ug/dl = 181  
 Children >5 ug/dl = 17  
 Home assessments = 5

**Mother, Child and Family**

There were 212 births in Green Lake County in 2017 compared to 213 in 2016 and 180 births in 2015. We had four births to girls under age 18, compared to 1 last year. We also had 18 babies that were considered “low birth weight” (weighing less than 5lbs, 8oz), compared to 13 last year. In 2017, the percentage of women who smoked during pregnancy was 24%, which is the same as last year. Four of the 52 women who reported smoking during their pregnancy had low birth weight babies. Fourteen infants were transferred to Neonatal Intensive Care Units compared to nine in 2016. This is an area that we continue to target by offering the First Breath program, a smoking cessation program for pregnant women at our WIC clinics. Of the 212 births, 25 had abnormal conditions and two were born with congenital anomalies.

As part of our MCH grant, we also worked with two day cares to maintain their designation of being

“Breastfeeding Friendly”. This designation is given once an agency completes training for all staff as well as designating a breastfeeding room for moms. Berlin Community Day Care and Community Options Day Care in Green Lake have received the designation and we added Markesan Resident Home to list this year of Breastfeeding Friendly worksites. Breastfeeding is proven to improve the mental health of infants and that is why we have prioritized it as part of our overall Maternal Child Health goals.



Miriam Ownby of Markesan Resident Home accepts a certificate from Julia McCarroll for completing the steps to becoming a Breastfeeding Friendly Worksite.

**Nutrition WIC**

**WIC is the Special Supplemental Nutrition Program for Women, Infants, and Children.**

WIC helps income-eligible pregnant and breastfeeding women, those who recently had a baby, and infants and children up to five years of age who are at health risk due to inadequate nutrition. Green Lake County served 141 families, which included 429 individuals in 2017. In addition, breastfeeding education was available to all WIC clients. WIC provides a breastfeeding peer mentor, which is an invaluable resource to new mothers. Kari Schneider also trained to be a Lactation Consultant. The State of WI contracts with Family Health La Clinica in Wautoma to provide WIC services to Green Lake, Marquette and Waushara counties. Kari Schneider and Shari

Krause attend all WIC clinics to provide immunizations, information, assist with signing families up for dental and immunization follow-up appointments as well as try and decrease smoking rates of moms by enrolling them in the First Breath Program. Kari was also able to work with the Federated Church to get diapers for families in need.



Shari Krause, center and Kari Schneider were happy to accept a donation from the Federated Church of Green Lake to help families in need of diapers.

### Birth to 3

**Birth to 3** is Wisconsin's early intervention program for families of infants and toddlers with developmental delays and disabilities. The Green Lake County Health Unit has been designated by the county board to be the administrative agency in our county for this mandated program. The county is required to maintain a base level of funding for this program. Some families do have a cost share for services depending on their income. Medicaid and Private Insurance are billed for services when available and with parental permission.

In 2017, 34 new children were referred to the program. Referrals came from a number of sources including: physician, family member, social worker, WIC staff and other Birth to 3 Programs. Thirteen of those children received services through an Individualized Family Service Plan. Thirteen children were found to be developing within age appropriate levels through a screening or did not meet eligibility through an evaluation. Six families did not follow through with a screen or evaluation/were not interested. Two children are in the process of determining eligibility. These children along with those who had previously been in the program brought the total number of children served to 26 in 2017. In addition to those with significant developmental delays, there were several children with specific diagnoses including: William's Syndrome, significant prematurity, Maroteaux-Lamy Syndrome, Spina Bifida, Autism, Club Feet, Hydrocephalus and delays related to non-accidental injury.

Renee Peters is the Program and Service Coordinator/Educator. Contracted service providers included Tara McPeak, Occupational Therapist from NEW Rehab in New London. Kristen Mertens provides Speech and Language therapy and comes from Theda Care in Berlin. Jody Streeter is the Physical Therapist from Taylored Rehab in Fond du Lac.

**Child Find** is an important component of Birth to 3, as we want to assure that all children that may be eligible for services are referred in a timely fashion. In **2017**, our outreach consisted of:

**Spring Child Development Days** – We participated in our area school districts Child Development Day by providing an informational display with brochures and providing assistance as requested.

**Interagency Agreements** – Agreements are in place with each county school district and UMOS (United Migrant Opportunity Services, Inc.) and Advocap-Head Start.



Renee also collaborates as a committee member of the Head Start Health Advisory Committee, Green Lake County Family Resource Council and Healthy Babies Coalition of Green Lake, Marquette and Waushara Counties.

### Children’s Community Options Program (CCOP)

This program, formerly known as Family Support Program provides each county with a yearly allocation to support families who care for their disabled children in the home. The Program recognizes that meeting the needs of children who have severe disabilities may place hardships on a family’s emotional, physical and financial resources. The Coordinator for this Program is Renee Peters.

In 2017, 8 children had a CCOP plan written for a variety of goods and services. The Program was able to fund respite, conference registration related to a diagnosis, social skills group, vehicle lift, individualized recreational opportunities, therapeutic equipment, sensory materials, and medical supplies not covered by insurance.

### Tobacco Control and Prevention

Green Lake County continues as a member of the “Five Counties for Tobacco Free Living,” a coalition that includes the counties of Fond du Lac, Marquette, Waushara and Washington. We are seeing a decrease in tobacco use for youths, however, the E-cigarettes and other smoking paraphernalia use continues to increase. One of the latest fads is using “Jules” which is a cartridge the size of a computer flash drive and can even be used discreetly in schools due to the small size. We continue to educate the schools and the community with press releases and educational displays at community events.

### Teeth Healthy Lives Program

The Dental clinic served 5 adults and 74 children. Sixteen were referred for additional services. These numbers are up slightly from 2016. Clinics are held 1- 2 times a month at our agency as well as summer

outreach sites at the Boys & Girls Club and at Head Start in Markesan and at schools. Clients need to be on Medical Assistance or Badger Care.

### Food Safety & Recreational Licensing Program

The Tri-County Health Consortium, consisting of Allison McCormick, Environmental Health Specialist (EHS) Green Lake, Ann Robbe, EHS for Marquette County and Mary Robl, Registered Sanitarian, Program Director from Waushara County Health Department. They are responsible for maintaining the Food Safety and Recreational Licensing Program. As agents of the state, this program licenses and inspects food facilities, swimming pools, hotel/motels, school food programs, campgrounds, kennels, recreational education camps, tattoo, body piercing, and bed and breakfast establishments. During 2017 there were approximately 800 inspections performed in the Tri-County area. The 3 inspectors support each other to ensure that facilities are in compliance with applicable regulations to promote health and safety for consumers.

Facility Type in Green Lake County	Number of Inspections 2017	Total Number of Facilities
Restaurants and Retail Food	129	140
Campgrounds	14	16
Swimming Pools	14	17
Hotel/Motels/TRH	80*	117
Summer Camps	3	3
Tattoo Shop	0	0
Total—including pre-inspections & complaints	267	293

\*TRH’s Tourist Rooming Housing only need to be inspected every other year per state directive.

### Environmental Health

Tri-County also deals with a wide variety of environmental issues that arise within the consortium. Investigations into nuisance complaints, housing issues, water quality issues and animal bites are some of the problems encountered. The Environmental Health division of the Health Department is responsible for enforcing the Health and Sanitation chapter of the Green Lake County ordinance to ensure that citizens are not exposed to hazardous conditions that could affect their health. We had an excessive number of hoarding complaints in houses and had to placard a number of homes, we assisted families, and individuals to find other options until the clean-up could be completed. We also had to placard another meth house, which had children living in it.

Below is an example of a house placarded for hoarding. It included excessive garbage and rotting food, animal waste, and broken utilities



### Environmental Issues Addressed

- Animal Bites—48
- Well Water Concerns—3
- Housing Inspection Cases—27
- Meth House Placards--1
- Nuisance/Other—5
- Radon Test Kits Given Out—52
- Water Kits Distributed—84
- Also helped city of Berlin get a \$13,000 grant to continue water fluoridation in municipal water system as current system was failing.

2017 Public Health Program Contacts	Totals
Accreditation	124
Adult Health	61
Birth to 3	532
Children’s Community Options	189
Bioterrorism/Preparedness	281
Coalition for Wellness & Needs Assess.	874
Dental	123
Immunization	1164
Lead Tests & Follow-up	54
Maternal Child Health	1962
Public Health	2577
Worksite Wellness	1113
Other	135
<b>TOTAL</b>	<b>9189</b>
<b>PRESENTATIONS/EDUCATION CONTACTS</b>	
Amish Newsletter Outreach Articles	14
Blood Borne Path Training	129
Behavioral Health Education	16
Communicable Disease	40
Employee Wellness Fair	232
Community Needs Assess & Improvement Plans	75
Drug Drop box & Opioids	24
Lunch and Learns	651
Emergency Preparedness	48
County Fair Display & Handouts	643
Grapevine	43
Health and Wellness	16
Hepatitis C Education	20
Nutrition Presentations	42
Tick-borne Illnesses	1081
Nursing Student Orientations	15
Worksite Wellness Outreach & Activities	14,977
County Board Presentations	85
Presentation to Theda Care Physicians	40
Princeton Public School Meetings	38
Real Happy Hour	111
Senior Nutrition Articles	5
Smoking and E-cigarettes	16
Student Education	93
Trick or Trunk at Boys & Girls on Dental	200
<b>Total</b>	<b>18,654</b>

## Worksite Wellness/Employee Health Program

Melanie Simpkins, RN, MPH coordinates the employee wellness program using funds provided by Group Health Trust. In 2017, we had over 30 outreach activities including a health fair, individual health screenings, lunch and learns, Healthy Monday Tips, challenges, walking contests and more. 54 employees participated in 5 or more events. Sixty-five completed their annual physicals. Over \$5000 was given back to employees in the form of prizes, gift cards, gas cards and cash when they participated. We are very grateful to GHT for providing the funds to help keep our employees happier and healthier with the activities we share.



Melanie Simpkins who coordinates the Employee Wellness Program shares info with Denise Oft on chronic disease management, one of our health priorities in Green Lake County.

## Coalition Membership and Community Involvement

The most important part of our work, is building relationships to affect change for the betterment of the health of our county. Staff members are involved in over 25 coalitions, workgroups and committees. Some of these include the Tri-County Plain Communities Public Health Coalition, which addresses health, and safety concerns with our Amish and Mennonite populations. Our membership with THRIVE is an effort to address health inequities in our community. We are involved in the Community Health Action Team, which is working on mentoring more children to

build on resilient behaviors and add positive influences in their lives. Other groups include the Birth to 3 Networking group, Family Resource Council, Green Lake County Wellness Coalition, Local Emergency Planning Committee, Loss Control, NE WI Alliance for Wisconsin Youth, Head Start Health Advisory Committee, Sexual Assault Response Team, Diabetes Advisory Board, the Immunization Coalition, Breastfeeding Alliance of NE WI Traffic Safety Committee and much more. The Health Department is charged with implementing our Community Health Improvement Plan (CHIP) and we could not do it without partners. It is imperative that we work with community members, businesses, and other county departments to help them understand our “Health in All” policy, which means that they will all look at the impact of health as they implement policies and that where we live, work and play really makes a difference in our health.

## Recognition—Health Officer of the Year!



I was very honored and humbled to receive the **Health Officer of the Year** award at the 2017 WI Association of Local Health Departments and Boards (WALHDAB) conference with 400 of my peers present. I truly feel that it is a privilege to serve our community. It is nice to know that my years of serving on the WALHDAB board and Legislative Council, along with mentoring several new health officers and providing testimony at state and local hearing to improve health statewide did not go unnoticed. I was very pleased to accept the award on behalf of my dedicated staff without whom the award would not have been possible.

Submitted by Kathy Munsey, RN, Health Officer



# GREEN LAKE COUNTY

## OFFICE OF EMERGENCY MANAGEMENT

Gary V. Podoll  
Director

Office: 920-361-5416  
FAX: 920-361-5405

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### 2017 EMERGENCY MANAGEMENT ANNUAL REPORT

Director received from the Federal Emergency Management Agency, the Emergency Management Planning Grant (EMPG) for director salary of \$20,737.64.

Director received an \$8,794.44 Emergency Planning & Community Right to know Act (EPCRA) Hazardous Material Grant.

Director completed Debris Management Course G202 February 22 – 24, 2017. Director attended WI-CAMS (Credentialing) training that is being implementing in Green Lake County. Director attended Web EOC Training, which is state program for tracking things in the Emergency Operation Center. Director updated hazardous material plans for 10 facilities in the county, recorded updates of 38 reporting facilities and 14 Planning facilities.

Director has completed all state and federal requirements and has completed the planning calendar for next year.

Director and Sheriff are on a regional WISCOM committee, which deals with statewide communications interoperability and have attended the Regional meetings.

Director setup and attended National Weather Service (NWS) Tornado Spotters class on March 27, 2017 at the Green Lake County Emergency Operations Center (EOC) and also attend a Tornado Drill on April 20, 2017 at the Green Lake County Government Center.

Director held Local Emergency Planning Committee (LEPC) meetings to go over hazardous material updates required by EPCRA and grants, which was completed and approved, by the state. Director is working with LEPC on local hazardous issues, which pertain to Green Lake County. Director and LEPC have been working with the public health on public health planning and exercises conducted with state throughout the year.

Director, Sheriff, Green Lake Fire Chief and Wisconsin Task Force 1 Urban Search and Rescue Team were at the 2017 Governor's Conference on Homeland Security and Emergency Management held on March 8-9, 2017 in Wisconsin Dells. We conducted a break out session on the three days Full Scale Exercise that was conducted with Wisconsin Task Force 1 in Green Lake County in 2016. It was great to hear comments from people in attendance that it was one of the best breakout sessions that they have attended and that they were able to get some valuable information from what was presented.

A Full Scale Exercise was conducted on August 24, 2017, which involved a Union Pacific Railroad incident in the Dalton area. There were over 100 people that participated in the exercise. It tested Communications, Code Red Notification System, Evacuation, Drone usage, Command Post and Emergency Operations Center (EOC), which was fully activated. It involved a lot of participation from the Amish Community. It was a Great Exercise.

Director updated the Green Lake County Emergency Response Plan with Emergency Support functions. Director is working on updating the Green Lake County Mitigation Plan.

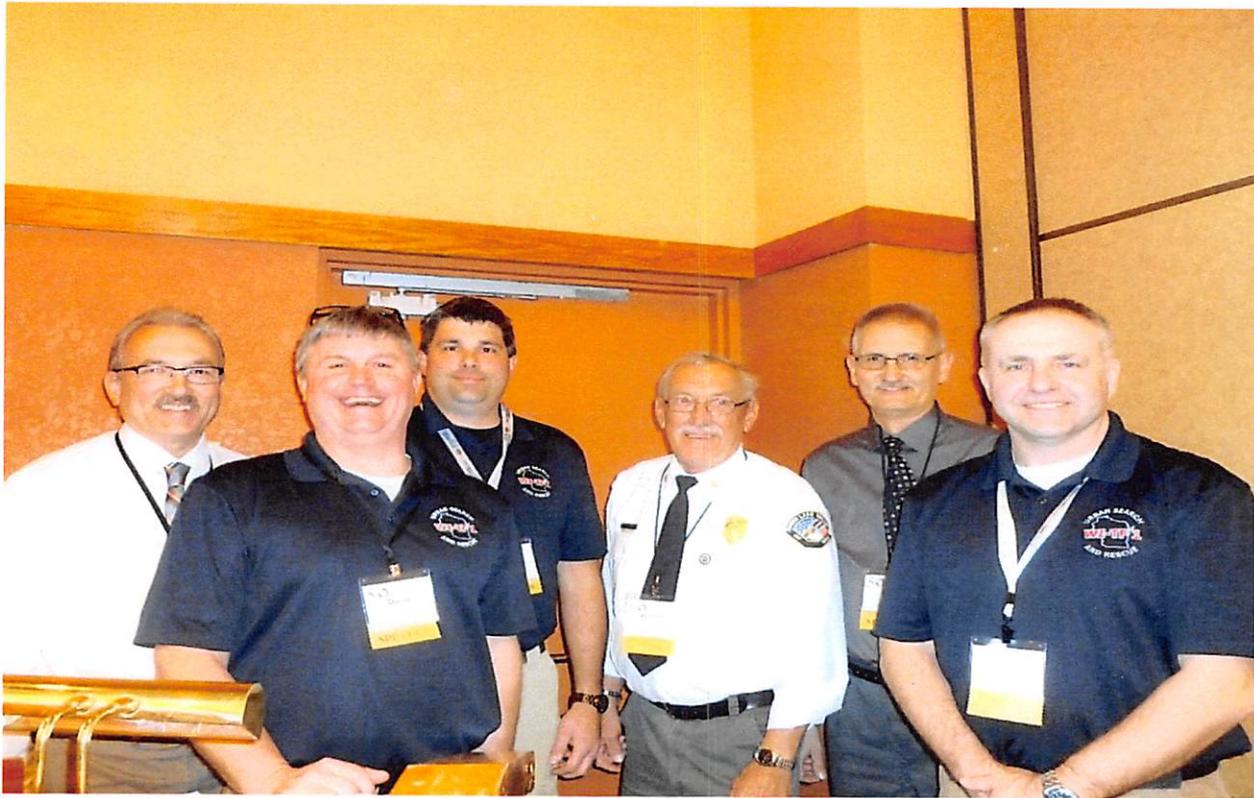
Director was notified of 61 Severe Weather statements and 8 Severe Thunderstorm Warnings that affected Green Lake County. Director was notified of a number of small Hazardous Materials spills, through the state reporting system, which occurred in Green Lake County and also responded to a number of Green Lake County Tactical Unit calls with the Mobile Command Post.



Director participated in a Full Scale Railroad exercise on August 24, 2017, which was held in the Dalton area, which involved Local, State Responders and the Amish Community. We fully activated our County Emergency Operations Center (EOC), with all county agencies represented.



August 24, 2017 Dalton Railroad Full Scale Exercise pictured above on screen is the live Drone video from Dalton to the Green Lake County Emergency Operations Center (EOC) at the Sheriff's Office.



Director, Sheriff, Green Lake Fire Chief and Wisconsin Task Force 1 Urban Search and Rescue Team pictured at the 2017 Governor's Conference on Homeland Security and Emergency Management held on March 8-9, 2017. The group conducted a break out session on the three days Full Scale Exercise that was conducted in Green Lake County in 2016.

Director is on call 24 hours a day 7 days a week.

Gary V. Podoll, Director  
Green Lake County Emergency Management



# 2017 Green Lake County Fair

## August 3-6

### "A Treasure Chest Full of Fun"

## County Board Report



(figures from 2016 are in red)

I have decided to give my report a title this year...Not Such Fair Weather! It is "fair" to say that the grounds may have been soggy, but the spirit of the fairgoers was not dampened (unless your favorite event was canceled)! There are, however, several highlights to share.



"We cannot always build the future for our youth, but we can build our youth for the future" is a quote by Franklin Delano Roosevelt that grabbed my attention. During the Fair, I am surrounded by youth and witness first hand the extraordinary skills, compassion, leadership, teamwork and work ethic that many of them possess. I believe the Fair can offer many lessons in the areas we all desire our youth of the future acquire.

There were 213 (225) Junior exhibitors with 3,687 (3,854) exhibits and 50 (46) Open Class exhibitors with 898 (1,010) exhibits. Premiums paid out totaled \$6,274.50 (\$6,404.00). In 1856, the state recognized the value of the fair as an aid in development and began to give state aid for premiums paid out by all organized agricultural societies presenting exhibitions. Green Lake County Fair state aid equaled \$4,498 (\$4,500).

The following Junior exhibitors were honored and privileged by having an entry chosen by the judges to be on exhibit at the Wisconsin State Fair held in early August:

*Kyle Salm - Woodworking*  
*Calob Congdon - Crocheting*  
*Dean Shaffer-Mechanical Science*  
*Aubrey Kratz - Clothing*  
*Sophie Shaffer - Natural Science*  
*Calob Congdon - Knitting*  
*Sadie Goettl - Cultural Arts*  
*Calob Congdon - Clothing Preview*  
*Spencer Goettl - Family Living*



*Calob Congdon - Demonstrations*  
*Mallory Ott - Photography*  
*Emily Boelter - Photography*  
*Sophie Shaffer - Photography*  
*Claire Heil - Technology*  
*Kylie Slark - Home Environment*  
*Amber Kirchoff - Cultural Arts*  
*Dean Shaffer - Communications*  
*Sadie Goettl-Youth Leadership*

Open Class Conference Judging for Foods & Nutrition and Photography was offered for the first time this year. This style of judging allowed exhibitors and fairgoers to listen to the judge critique exhibits in front of an audience and their reasons for a Best of Show Award. This was a wonderful educational opportunity for Open Class exhibitors as regular Open Class judging offers no contact with the judge. Positive feedback from many exhibitors was received.



With less than 2 percent of the population actively involved in production agriculture, county fairs are more important than ever. Fairs and livestock exhibitions are the foundation for agriculture promotion in our society and as our population continues to shift towards an urban demographic, it is the responsibility of a county fair to remind the public of the key role that agriculture—and rural communities—will continue to play in our economy and daily lives. Fairs not only promote agriculture, they also provide jobs, support rural economic development and local commerce, as well as present opportunities for youth and adult education. The success of a fair depends upon its volunteers and youth through programs such as 4-H, whether that is livestock, crops or clothing.

The Green Lake County Fair continues to make efforts in increasing agricultural education by offering an AgEducation Station that includes many different agricultural subjects! The East Central Wisconsin Beekeepers Association once again offered an interactive display and educated fairgoers about honey bees, beekeeping and honey bee related products. The Fair also hired Adventures with Ma & Pa, a historical agriculture interactive museum and a program on organic farming was offered.



This year the Youth Livestock Auction generated almost \$32,000 more than the 2016 Auction. There were 134 large and small animals sold for a total of \$170,523.65 (\$138,796.45) from 66 buyers (68). The money generated from these sales help youth finance their future animal projects and savings for a college education.

A & P Amusements provided the family-orientated carnival entertainment. Revenues generated totaled \$6,583.00 (\$6,776.00) which surprisingly was only \$193 less than last year. Commercial space continues to be sold out well in advance of the Fair each year and revenue totaled \$2,730.00 (\$2,405.00).

Fairs play a vital role in fundraising for many nonprofit civic and charitable organizations. Green Lake County service organizations (*Green Lake Area Animal Shelter, American Legion 306, Green Lake County Farm Bureau, Green Lake County 4-H Clubs, Green Lake County Dairy Promoters, Kiwanis Club of Markesan, Green Lake County Home & Community Education, Green Lake County Horse Council and Green Lake County 4-H Leaders Association*) continue to surpass the \$40,000 (\$40,000) dollar mark during the four-day Fair. These service organizations use the Fair as their primary fundraising source for their generous contributions throughout the year in Green Lake County.

One of the Fair's highlights included a phone call a few weeks prior to the start of the Fair from the Milwaukee Bucks stating they picked Green Lake County Fair as a stop on their summer tour with Bango's Road Trip. Bango is the mascot of the Milwaukee Bucks who made an appearance on Friday, August 4 along with the Rim Rockers. Fairgoers were treated to a spectacular show along with photos, autographs and giveaways. Other highlights included lots of fun pirate entertainment from stilt walkers, pirate storytellers to a living pirate statue.



Keeping on track with the Green Lake County Fair's Mission Statement, educational programming can be attended on many occasions throughout the Fair. A few of the educational opportunities offered at the 2017 Fair included Creepy Crawly Zoo, Cardio Kids, Trea\$ure Hunt (Financial Literacy for Youth), Magician & Science Guy, Basic Beekeeping A to Bzzz, Pirate Storyteller, and the Wisconsin Spudmobile. The National Yo-Yo Master was also a huge hit with the youth. They were all very curious and eager to practice the skills taught to them.



The Fairest of the Fair program started in 2008. The Fairest serves as a representative of the Green Lake County Fair with duties that include corresponding with local media, attending county events and serving as hostess at the Green Lake County Fair. The recipient would have a chance to enhance public relations, communication and presentation skills. Fairest of the Fair Brooke Navulis and Jr. Fairest Kennedy Hoch ended their 2016 reign and led the 2017 Crowning Ceremony. Each participant was sponsored by local businesses/individuals. Selected to represent the 2017 Green Lake County Fair as Fairest of the Fair was Bree Moderow (sponsored by Moderow Electric) and Junior Fairest of the Fair representative, Kaylee Chapman (sponsored by Bonnie



Rich Swanke of Princeton hosted the Truck and Tractor Pull on Thursday evening and the WTPA Pull on Friday evening. Both events had to deal with rain resulting in low attendance. The Demolition Derby, organized by the Fair, was moved to an afternoon timeslot to see if this would change dwindling numbers due to competition with a neighboring county fair. This year's event totaled only \$6,800 (~~\$9,713.00~~) in gate receipts. Alternatives for 2018 will be looked into.

Community service and volunteer leadership are at the root of the success of the county fair. Many hands make light work is a living philosophy that accomplishes tasks beyond imagination. The Fair would like to commend all the volunteers that gave of their time before, during, and after the Fair. Volunteers help out at the Fair Office, as Superintendents, gate tenders during track events, and countless other activities going on throughout the Fair. Without the assistance of these volunteers (consisting of youth and adults), from set-up to take-down, the Fair would not be the success it is. Volunteers are the most important resource community organizations have. The ability of people to work willingly together for the betterment of their community and themselves is a valuable resource.



According to the Staff/Volunteer Hours Report for 2017, the total of volunteer hours equaled 1,187. In 2016, the national average estimated dollar value of volunteer time was \$24.14 per hour ([http://independentsector.org/volunteer\\_time](http://independentsector.org/volunteer_time)) which translates to a total dollar value of \$28,654.18. Volunteer numbers and hours are approximate and may fluctuate from year to year based on events held. Staff hours are not used in the computation. The estimate of volunteer time helps acknowledge individuals who dedicate their time, talents, and energy to making a difference. The total number of volunteer hours also reflect the amount of community support the Fair receives.



The Fair established a charitable endowment with the Oshkosh Area Community Foundation in 2009. The Green Lake County Fair Fund will support the future development of youth and the fair, along with general operations. Endowment funds are permanent charitable funds that provide long-term financial support. To date, four contributions have been made (Kinas Excavating, Inc., Markesan Chamber of Commerce, Norb Wiannecki Agency-Princeton and Paul Splittgerber).

In closing, I would like to encourage everyone to take time out next summer to visit the Green Lake County Fair. Take a stroll through the barns, start a conversation with a young exhibitor about his or her animal project. Watch the Livestock Auction and maybe bid on an animal. You will see first hand how the hard work put in by the owner truly pays off. Experience a demolition derby, an educational program or play some carnival games with your family and friends. And be sure to look at all the non-animal exhibits. When you see the innovative, creative and outright impressive projects, think of how much more they actually mean and the path that the youth has traveled to get the project finished. You will not regret your visit!

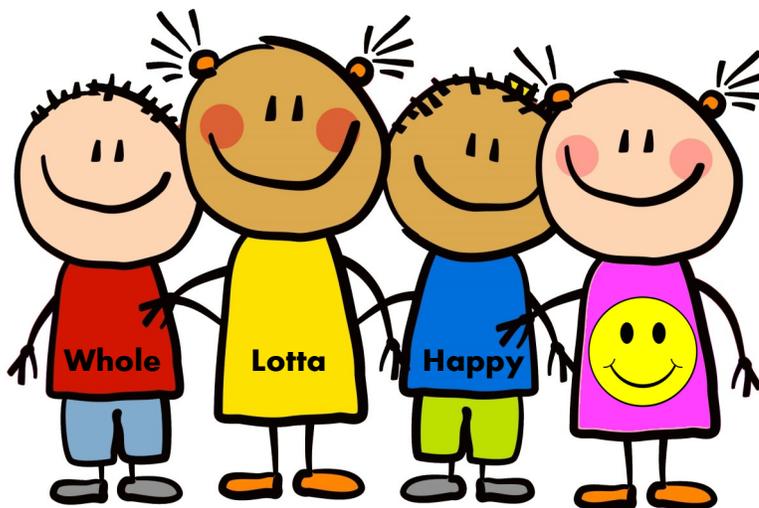


The Community Involvement Program (CIP) continues to attract business, organizations, and individuals who donate time, services/materials, and financial support to help enhance the Fair. Monies are primarily used to supplement family entertainment and youth exhibitor premiums. The following is a list of 2017 CIP participants:

- |  |  |   |
|--|--|---|
| <i>A.F. Gelhar Sand</i>                        | <i>Grand River Workers 4-H Club</i>        | <i>Petraszak Excavating Ltd.</i>                |
| <i>Action Marina</i>                           | <i>Green Lake Area Chamber of Commerce</i> | <i>Prairie View Rockets 4-H Club</i>            |
| <i>Adams-Columbia Electric Coop</i>            | <i>Green Lake Senior Center</i>            | <i>Pulvermacher Enterprises, Inc.</i>           |
| <i>Advanced Disposal-Omro</i>                  | <i>Heidel House Resort &amp; Spa</i>       | <i>Quality Plumbing</i>                         |
| <i>Agnesian HealthCare</i>                     | <i>Hometown Broadcasting</i>               | <i>Ray's Sanitation</i>                         |
| <i>Al's Pumping Service</i>                    | <i>Hometown Bank</i>                       | <i>Ripon Drug</i>                               |
| <i>Alliant Energy Foundation</i>               | <i>J.J. Kustom Autocare, Inc.</i>          | <i>Ripon Electric, Inc.</i>                     |
| <i>Associated Veterinary Clinic</i>            | <i>Jackson Glass-Ripon, Inc.</i>           | <i>Ross Motors</i>                              |
| <i>Badger Mining Corporation</i>               | <i>Janet's Family Hair Care</i>            | <i>Scott Construction</i>                       |
| <i>Ballweg Implement Company, Inc.</i>         | <i>Kinas Excavating, Inc.</i>              | <i>Second Time Around Shop</i>                  |
| <i>The Billboard/Berlin Journal Newspapers</i> | <i>Kutz Kustom Hog Roasting</i>            | <i>David &amp; Helene Severson</i>              |
| <i>Marge Bostelmann</i>                        | <i>Kwik Trip</i>                           | <i>Silver Creek Dentistry LLC</i>               |
| <i>Century 21 Properties Unlimited</i>         | <i>LAKE Real Estate, LLC</i>               | <i>Spaulding Chiropractic Health Center LLC</i> |
| <i>Compeer Financial</i>                       | <i>Lake View Inn LLC</i>                   | <i>Special Properties</i>                       |
| <i>Country Clovers 4-H Club</i>                | <i>M.P.B. Builders, Inc.</i>               | <i>Spoehr Smits &amp; Blazel Law Office</i>     |
| <i>Crossroads Market</i>                       | <i>Markesan FFA</i>                        | <i>Stahl Plumbing &amp; Heating, Inc.</i>       |
| <i>Culligan</i>                                | <i>Markesan Veterinary Clinic</i>          | <i>Stars and Strikes</i>                        |
| <i>Del Monte Foods, Inc.</i>                   | <i>Mashuda Contractors, Inc.</i>           | <i>State Farm Insurance-Caren Reich</i>         |
| <i>Design Specialty Builders</i>               | <i>Mecan River Outfitters &amp; Lodge</i>  | <i>Stuart's Landscaping &amp; Garden Center</i> |
| <i>Farmer Grahn</i>                            | <i>Modern Rentals</i>                      | <i>ThedaCare</i>                                |
| <i>Farmers State Bank</i>                      | <i>Mr. &amp; Mrs. P's Eatery</i>           | <i>Thrasher Opera House</i>                     |
| <i>Fox River Patriots 4-H Club</i>             | <i>National Exchange Bank and Trust</i>    | <i>United Cooperative</i>                       |
| <i>Glover Metal Building Erectors, Ltd.</i>    | <i>Ness Electric, LLC</i>                  | <i>Waste Management-Fond du Lac</i>             |
| <i>"Golden Rule" Community Credit Union</i>    | <i>PGI, Inc.</i>                           | <i>Wisconsin Hickory Association</i>            |

*Check out the 2017 highlights in slideshow format! Visit [greenlake.uwex.edu](http://greenlake.uwex.edu), click on Fair heading and then 2017 Fair Highlights & Annual Report. Hope you enjoy!*

**See you next year!**  
**August 2-5, 2018**



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

**Green Lake County  
County Board Annual Report  
2017  
Information Technology Department**

Submitted to the Honorable Chairman and Board of Supervisors for Green Lake County

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Highlights of the IT Departments accomplishments during 2017:

1. The IT Department continued our service and support of all County employees with immediate attention to their computing needs - whether assisting by phone, email, in person, or remotely whenever called upon.
2. For 2017, the IT department was responsible for all computers, servers, printers, network devices, and extensive number of computing applications. All are located across different facilities and interconnected for over 210 active computer users across all County departments, units, and agencies.
3. Performed continuous software upgrades and patches to improve the efficiency of County employees and their response to other departments and the public.
4. Remote access provided to more employees and their applications along with additional online services added for public access.
5. Continued protecting all PCs with on-site security patching services and anti-virus protection.
6. Performed all the IT financial and IT purchasing needs for the County.
7. Maintained the data backup system's infrastructure and operation.
8. Continually manage and handle all departments ever growing data resource needs and requirements.
9. Managed all computing accounts setup and tear down for both new and leaving employees.
10. Many desktop PC hardware upgrades to improve employee's efficiency and reliability.

11. Completed work and planning to meet the IT needs of all departments for next year's budget. Gathered all the info, researched best options, and accumulated quotes and figures for a detailed per department budget every year.
12. Maintained and extended the life of all computing hardware and software used throughout the County. We purchase high-quality equipment upfront and run it for as long as possible. We continually maintain and are proactive with future needs. We perform almost all repairs ourselves saving the County from expensive outsourcing costs.
13. Helped to facilitate increased usage by all departments of both the external and internal websites. All departments have direct, secure, access to their key areas so they can quickly and easily communicate to the public and internally to employees.
14. Continued maintaining key power protection for IT hardware at all sites.
15. Continued inventory and tagging of all new IT equipment.
16. On-going use of open-source alternatives to save future dollars. We use numerous open-source operating systems and software packages to save on both upfront licensing costs and future licensing and support costs.
17. Completed multiple major upgrades and changes to all departments' individual systems. All departments at the County have both separate and shared software systems.
18. Continued support of networking equipment at local police departments for inter-agency resource sharing.
19. Provided and managed shared equipment for checkout by any County personnel to keep costs down by promoting the continued sharing of resources.

Respectfully submitted,  
William R. Hutchison  
Green Lake County - Information Technology Director



# GREEN LAKE COUNTY HIGHWAY COMMISSIONER

AMY M. BROOKS, P.E.,  
Highway Commissioner

Office: 920-294-4062  
Fax: 920-294-4066  
Email: [abrooks@co.green-lake.wi.us](mailto:abrooks@co.green-lake.wi.us)

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Report No. \_\_\_\_\_

To the Honorable Board of Supervisors, Green Lake County, Wisconsin.

We herewith submit our 2017 Annual Report for the Highway Commission for the period of January 1, 2017 through December 31, 2017.

The Green Lake County Highway Commission is responsible for year round upgrading, repairing and maintenance of 229 miles of County Trunk Highways and 70 miles of State Trunk Highways to ensure safe and efficient roadways for all travelers.

The Highway Commissioner directs the department consisting of 22 full-time employees, and 1 part-time employee. Operations are based in two locations. The main facility is located in the City of Green Lake with the second facility located in the Town of Manchester.

Some areas of specific responsibility include

- Reconstruction (grading/excavating, pulverizing existing pavement, placement of base materials, erosion control, paving, and marking & signing)
- Chip sealing
- Crack sealing
- Snow removal, ice prevention
- Sign installation and repair
- Guard rail and reflector maintenance
- Culvert replacement
- Bridge maintenance and inspection
- Drainage (clearing and cleaning culverts)
- Equipment repair and maintenance
- Issue permits (driveway, work in right-of-way, oversize, multi-trip, IoH)
- Natural disaster assistance (fallen tree and debris removal and barricading)
- Support Law Enforcement when requested during accidents, fire, etc.

## 2017 BUDGET SUMMARY

The following 2017 costs have not been audited and are subject to change.

### **Administration:**

Account provides administration and general support of highway operations. Expenses include salaries of the Highway Commissioner, 20% of State Patrol Supervision, Administrative Assistant, and a Part-Time Secretary. Other expenses include general office supplies, registrations and conventions, and auditing.

- 2017 cost     \$298,155
- 2016 cost     \$289,034
- 2015 cost     \$257,938
- 2014 cost:    \$361,267
- 2013 cost:    \$444,125

### **Bridge:**

Account provides bridge services for maintenance, inspections and bridge reconstruction. The CTH I Bridge over the Grand River in the Town of Manchester was reconstructed in 2017. The design of the CTH S Bridge over the Grand River in the Town of Mackford was continued in 2017. Both bridges are part of the Local Bridge Program.

- 2017 cost:    \$ 12,632
- 2016 cost:    \$ 7,928
- 2015 cost:    \$ 40,874
- 2014 cost:    \$ 83,511
- 2013 cost:    \$ 13,101

### **Shop Operations:**

Account includes all shop indirect labor. Also includes wages for light duty due to injury/sickness, and any wages associated with year-end inventory.

- 2017 cost:    \$ 51,749
- 2016 cost:    \$ 39,329
- 2015 cost:    \$ 41,902
- 2014 cost:    \$ 45,215
- 2013 cost:    \$ 51,681

### **Machinery Operations:**

Account includes all expenses of operating equipment, including preventative maintenance and repairs, mechanic wages, fringe benefits, and depreciation.

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Labor/Fringe	171,003	147,217	138,607	130,820	157,447
Overhead	107,002	61,610	82,819	66,283	123,715
Repairs/Maint	304,035	318,954	304,638	400,128	409,697
Depreciation	<u>198,765</u>	<u>200,122</u>	<u>181,855</u>	<u>182,631</u>	<u>212,431</u>
	780,805	727,902	707,920	779,864	903,291

### **Building & Grounds Operations:**

Account includes all expenses of operating and maintaining buildings and facilities; lighting, storage, office, and machinery. Costs are allocated based on usage and square footage. Costs are subject to change after auditing.

- 2017 cost:    \$ 95,395

- 2016 cost: \$ 72,943
- 2015 cost: \$110,299
- 2014 cost: \$ 91,673
- 2013 cost: \$119,658

**Equipment Acquisition:**

Equipment purchases included a 2017 Western Star truck with Casper's dump body and plow equipment; a 2017 Ford F-450 with Casper's dump body; two hot boxes for patching; and a Ferris lawnmower.

- 2017 cost: \$ 341,275
- 2016 cost: \$ 327,621
- 2015 cost: \$ 276,450
- 2014 cost: \$ 367,029
- 2013 cost: \$ 210,189

**General Maintenance:**

Account includes mowing, tree and brushing, patching, crack sealing, chip sealing, shoulder repairs, litter and debris removal, emergency repair work, traffic control, and vegetation control along highways.

- 2017 cost: \$ 990,541
- 2016 cost: \$ 880,322
- 2015 cost: \$1,092,747
- 2014 cost: \$ 819,486
- 2013 cost: \$ 918,983

**Winter Maintenance:**

Account accumulates all winter activities for snow and ice removal. The cost of winter maintenance varies from year to year depending on the winter severity and is based on a calendar year verses winter season.

- 2017 cost: \$ 610,645
- 2016 cost: \$ 638,616
- 2015 cost: \$ 412,593
- 2014 cost: \$ 671,311
- 2013 cost: \$ 860,198

**Road Projects:**

Account includes reconstruction and overlay projects as follows:

- |  |            |
|--|------------|
| 1. CTH DD, 2 miles (CTH D to County Line Rd), T. Saint Marie & Seneca                | \$ 636,021 |
| 2. CTH O, 2 miles (CTH H to CTH B), T. Green Lake                                    | \$ 169,857 |
| 3. CTH Q, 2.5 miles (CTH S to STH 44), T. Mackford & Green Lake                      | \$ 497,855 |
| 4. CTH Y, 0.20 miles (STH 73 to Losinski Rd), T. Princeton (Jurisdictional Transfer) | \$ 57,304  |
| 5. CTH YY, 1 mile (CHT Y to CTH D), T. Saint Marie (double chip seal)                | \$ 180,385 |
- 2017 cost: \$1,541,422
  - 2016 cost: \$1,066,421
  - 2015 cost: \$1,352,432
  - 2014 cost: \$1,026,923
  - 2013 cost: \$1,230,077

**Inter-Department, Cities, Towns, & Villages:**

Account includes work that has been completed for inter-county departments and other municipalities. Projects include chip sealing, crack sealing, tree and brush removal, snow plowing, equipment repair, and salt and material purchases. Costs include fuel.

- 2017 cost: \$484,133
- 2016 cost: \$609,100
- 2015 cost: \$380,234
- 2014 cost: \$420,764
- 2013 cost: \$361,157

**Railroad Consortium:**

Account represents a donation to the railroad for maintenance and repair.

- 2017 cost: \$25,000
- 2016 cost: \$25,000
- 2015 cost: \$25,000
- 2014 cost: \$25,000
- 2013 cost: \$25,000

**Insurance Allocation:**

Each year Highway pays a portion of insurance expenses back to the General Fund which includes General Public Liability, Equipment, Buildings, and Workman's Compensation.

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
GPL	28,485	21,821	24,237	9,234	5,576
Equipment	11,455	10,632	11,953	12,288	14,746
Buildings	12,766	11,824	8,795	8,684	6,342
Workman's Comp	<u>38,535</u>	<u>29,761</u>	<u>30,926</u>	<u>18,886</u>	<u>34,358</u>
	<b>91,241</b>	<b>74,039</b>	<b>75,912</b>	<b>49,094</b>	<b>61,024</b>

Respectfully Submitted,

AMY M. BROOKS, P.E.  
Highway Commissioner

**GREEN LAKE COUNTY MAINTENANCE DEPARTMENT 2017 ANNUAL REPORT**

	2017	2016
571 County Road A		
Security Access/Emergency Lighting (battery back up)	894.17	2,716.00
Mandated Inspections/Service		
Fire Alarm System	2,795.00	2,962.90
Fire Supression - Jail Kitchen	488.16	120.7
Fire Sprinkler System	350	350
Elevator Inspection	506	595
Elevator Service	4,421.76	4,274.00
Cross Connection Valves	0	404
Star Fire - Register of Deeds	1,260.00	1,230.00
Portable Fire Extinguishers	517.76	613
Permits to Operate	300	300
Electrical	1,240.42	2,401.87
HVAC	3406.14	
Jail	5465.87	
IT/CRU	3,413.01	
	Total	12,285.02 19,091.83
Plumbing	699.69	3,374.47
Building		
HHS lobby entrance door closure	869	
Jail secure slide door carriage/controller	440	
SO lower level/SO storage building/SO sally Port	350.08	
Fire Alarm Systems repair	1,591.00	
Other building repairs	477.33	
	Total	3,377.33 6,947.47
Grounds/Grounds Improvements	4,848.55	7,744.77
Signage	127.46	583.22
Janitorial Equipment/Supplies	18,484.84	16,812.47
Contracted Services FRI	10,918.45	12,864.54
Pest Control		
Corrections	800	753

Govt. Center/HHS/Justice Center	94.95	100.59
Lake Steel Street Maint./Parks & Rec. Buildings	35	315
Land Conservation Storage Building	262.5	275
Trash/Recycle		
Corrections	2,858.87	2,352.70
Govt. Center/HHS/Justice Center	3,441.38	2,950.05
Document Destruction	1,777.70	2,569.13
Parking/Walkways Salt	1,665.87	1,812.98
Emergency Generator	290.19	323.8
Water Conditioning	1,911.00	2,322.00
Maintenance Tools/Consumables	2,201.36	2,440.11
Capitol Equipment		
Fork Lift Safety Cage	856.26	
Erskine 2010 48" Snow Blow Attachment	4,550.00	
FH AG-125 48" Ditch Mower Attachment	1,979.00	
Dannmar 10,000lb. 2 Post Vehicle Lift	2,499.00	
Vestile Power Washer	359.39	
	Total	10,243.65 9,734.00
Equipment Maintenance/Repair	3,472.00	4,197.89
Maintenance Fuel		
Highway Department 1/2	89.54	144.28
FRI	147.66	160.48
571 Grounds	1,023.50	743.83
Food Pantry/Lake Steel	133.31	64.26
General	1,624.63	1,588.24
Fork Lift	34	
Radio Tower Sites-Generators/Buildings/Grounds		
Generator system repair	1,424.02	1,105.19
Generator system maintenance	201.48	71.2
Buildings/Grounds/Fuel	978.73	1,327.82
Highway Departments 1/2 Partial year (approx. 4 months)		
Buildings	1,558.20	43,320.40
Electrical	74.41	732.36
Plumbing	0	460.04
HVAC	0	1,927.94
Water Conditioning	0	411.15

Lake Steel Street		
Food Pantry		
Building	107.64	148.23
Electric	39.14	18.47
Grounds	271.19	396.44
HVAC	122.89	112.12
Plumbing	272.17	84.9
Plumbing/Maintenance area	579.22	0
Building/Maintenance area	1,677.18	24.47
FRI		
Electrical	59.01	37.98
HVAC	63.51	93.61
Plumbing	161.98	85.84
Building	51.96	0
Janitorial	0	85.9
Safety Loss/PPE		
Safety Shoes	908.75	
Eye Wash Stations	310.04	
Portable First Aid Kits updated	144.9	
PPE	116.15	
Training	844.68	

# GREEN LAKE COUNTY PARKS & RECREATION DEPARTMENT ANNUAL REPORT

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	<u>2017</u>	<u>2016</u>
<b>BUILDINGS/GROUNDS/FURNISHINGS</b>	14,074.88	1,781.81
<b>SECURITY LIGHTING / ELECTRICAL</b>		
ZOBEL PARK	1,122.37	1,023.62
KINGSTON PARK	154.70	158.54
SUNSET PARK	511.74	510.45
DODGE PARK	967.92	800.29
<b>TOTAL: SECURITY/LIGHTING &amp; ELECTRICITY</b>	<b>2,756.73</b>	<b>2,492.90</b>
<b>MANDATED WATER TEST</b>	29.00	29.00
<b>TRASH/RECYCLE</b>	2,274.91	2,048.40
<b>SEWER/SANITARY</b>	2,077.98	3,763.64
<b>BOAT LAUNCH MAINTENANCE</b>	5,440.00	2,743.58
<b>EQUIPMENT/EQUIPMENT REPAIR &amp; MAINTENANCE</b>		
<b>EQUIPMENT MAINTENANCE</b>	5,671.20	16,819.53
<b>FINAL PAYMENT WACKER WHEEL LOADER</b>	-	7,032.00
<b>EQUIPMENT RENTAL/LEASE</b>	474.80	295.64
<b>SIGNAGE</b>		9,227.85
<b>SANITATION</b>	1,181.56	2,196.63
<b>PLUMBING</b>	281.47	294.88
<b>PPE</b>	114.60	23.90
<b>TOOLS/CONSUMABLES</b>	844.55	521.86
<b>FUEL</b>	3,069.00	2,039.11
<b>WILDLIFE HABITAT MANAGEMENT</b>	1,000.00	1,000.00
<b>GREEN LAKE TRAIL PROJECT (MULTI-USE PATH)</b>	5,765.00	32,530.00

**SNOWMOBILE TRAIL MAINTENANCE**

BERLIN RIVER RIDERS	8,808.29	
PRINCETON SNO BARONS	7,435.13	7,475.00
MARKESAN SNO DRIFTERS	7,781.66	11,025.00
GREEN LAKE TERRACE SNO STREAKERS	2,735.54	2,850.00
BRIDGE GRANT	49,078.00	
BID ADVERTISING		<u>142.75</u>
<b>TOTAL:</b>	<b>67,030.33</b>	<b>21,492.75</b>

**PARKS REVENUE**

PARKS DONATIONS		3,520.63
BOAT LAUNCH FEES	<u>37,957.92</u>	<u>37,917.55</u>
<b>TOTAL:</b>	<b>37,957.92</b>	<b>41,438.18</b>

# GREEN LAKE COUNTY

## Land Use Planning & Zoning Department



# 2017 ANNUAL DEPARTMENT REPORT

### LAND USE PLANNING & ZONING DEPARTMENT

Staff Photo (From left to right): Melissa Sorenson - Code Enforcement Officer, Krista Kamke - Code Enforcement, Carole DeCramer - Administrative Assistant, Matt Kirkman - Land Use Planning & Zoning Director, and Gerald Stanuch - GIS Specialist. Not pictured: Don Lenz - County Surveyor

Respectfully Submitted

March 1, 2018

**GREEN LAKE COUNTY  
DEPARTMENT OF LAND CONSERVATION  
2017 ANNUAL REPORT  
TO  
COUNTY BOARD OF SUPERVISORS**

Chapter 92 of the Wisconsin Statutes governs the Land Conservation Department. The Land Conservation Department provides engineering, technical design and conservation planning to landowners to help control soil erosion and protect water quality. The Land Conservation Department is under the supervision of the Land Conservation Committee. The mission statement of the Land Conservation Department is, "Our highest responsibility is to protect and enhance land and water resources that will sustain current and future generations."

Note: Where appropriate, comparison values from 2016 are indicated in (parenthesis).

**Staff**

Paul Gunderson, County Conservationist  
Heidi Weishaar, Administrative Assistant  
Thomas Jonker, Soil Conservationist I  
Jordan Dornfeld, Soil Conservationist I  
Derek Kavanaugh, Soil Conservationist II  
Todd Morris, Soil Conservationist III

**DATCP Grant Funding Received**

The department received a \$134,181 (\$133,963) grant from the Department of Agriculture, Trade and Consumer Protection (DATCP) for departmental operations and program management.

**Farmland Preservation Program**

This program's purpose is to preserve agricultural land and open space by promoting sustainable land use planning and development. A major component of the program requires landowners to comply with soil and water conservation standards adopted by the Land Conservation Committee. The department has experienced a substantial increase in staff time directed toward the workload of the program because each participant must be tracked with a unique id number that matches each qualifying parcel. A new tracking program has been purchased to help alleviate some of the time consuming portions of the program. Participants are eligible to claim a \$7.50 per acre income tax credit. 266 (249) landowners received \$396,593 (\$377,438) in state tax credits.

**Land & Water Resource Management Plan Implementation**

In 2017, \$79,343 (\$70,269) in state cost sharing was paid to 21 (21) participants to implement various Best Management Practices (BMPs). Cost-share rates for this program range from 50%-70% depending on the practice. Conservation practices installed/implemented under this program in 2017 were:

Grade Stabilization Structure	3 no.
Grassed Waterway	2,318 ft.
Rock Lined Waterway	300 ft.
Nutrient Management	1,091 ac.
Roof Runoff System	1 no.
Streambank Protection	770 ft.
Water and Sediment Control Basin	1 no.
Well Decommissioning	7 no.

**Construction Site Erosion Control and Storm Water Management Ordinance**

In 2016, fifteen (nineteen) construction site erosion control and storm water management permits were issued, generating \$2,298 (\$2,710) of revenue.

### Clean Sweep

On August 12, 2016, 287 (193) residents participated in a one-day hazardous waste chemical collection. The collection netted approximately 23,216 (14,879) total pounds of hazardous waste. Also collected were 250 (250) gallons of waste oil, 60 (500) gallons of anti-freeze, and 3,748 (2,344) fluorescent light bulbs. A list of disposal options for items not collected at the clean sweep was distributed as needed.

In our second year of Electronic Waste Collection, we filled five (three) 30 yd. dumpsters and zero (one) 20 yd. dumpster with Electronic Waste. We collected \$4,582 (\$3,840) from landowners and paid \$13,600 (\$7,333) to Veolia who we contracted with to collect and dispose of the E-Waste.

In addition, 1,015 tires were collected for a minimal fee. We collected \$2,703 from landowners and paid \$2,767 to Liberty Tire Recycling who we contracted with to pick up and recycle the tires.

\$10,000 (\$10,000) in revenue toward this event was received from Waste Management and \$12,550 (\$13,525) in revenue was received from the Wisconsin Department of Agriculture, Trade, and Consumer Protection. Total cost of the event was \$51,957 (\$38,956) with the Green Lake County cost after all revenues and expenses of \$22,067 (\$11,592).

### County Lakes

**Green Lake** - A community wide effort to develop a comprehensive lake management plan was initiated in 2011. The plan is updated on an annual basis to reflect current conditions, and responds to the most recent scientific data. A planning team consisting of Green Lake County Land Conservation Department, DNR, Green Lake Association, Green Lake Sanitary District, City of Green Lake, City of Ripon, Fond du Lac County, and several community members worked on developing a long-term lake strategy. The goal of the plan is to set objectives, and determine pollutant source loading, so that major sources can be addressed effectively. The Green Lake watershed was selected for the National Water Quality Incentive Program through the Natural Resources Conservation Service. The program has dedicated funds for conservation practices to be installed within the watershed for the 6<sup>th</sup> consecutive year. During 2017, 18 additional conservation projects were installed to add to the previous 180 installed during the previous 5 years. A complete description of the projects and initiatives, are available on the Green Lake Sanitary District or Green Lake Association's websites.

**Lake Puckaway** - A new comprehensive lake management plan was completed in the fall of 2017. Several new initiatives are scheduled to be implemented, such as an adaptive water level management plan, dam reconstruction, and breakwater enhancements. To compensate for recent losses of nesting areas during the breeding season due to frequent flooding, two floating rafts were installed in 2013-2017. The nesting project was a great success in 2017, resulting in 66 fledglings, the second largest nesting population in the state, and the largest hatches on an artificial platform. Planning is currently underway to install permanent nesting islands on the lake, which will take the place of artificial platforms.

An offshore timber breakwater was installed near the center of the lake in 2012. The structure is 3 feet high, by 3 feet wide, by 300 feet long. It is intended to accumulate sediment and provide for better fish habitat. This is an experimental structure, since it is the first time it has been attempted in a northern climate. Ice may prove to be a limiting factor in its success. The breakwater fared well through the 2012-2015 winter, however as added protection, 8 ice pilings were installed in front of the barrier to provide additional protection and visibility. Additional materials were added in 2014-2017 to maintain the structure. Continued monitoring will provide information how to improve the structures. High water and ice movement during the winter of 2016/2017 resulted in significant damage to the ice deflection structures. The breakwater survived the ice shoves in 2016/2017, albeit damaged. The lifespan of this structure is becoming limited, and other alternatives should be explored.

The lake management plan continues to be implemented with the assistance of the Lake Puckaway Protection and Rehabilitation District, DNR, and Land Conservation Department efforts.

Automatic water level gauges were installed at Fish Camp (upstream of Lake Puckaway), above and below Princeton Dam. Readings occur at 30-minute intervals during ice-free periods. The gauges are removed during the winter to prevent damaged to the electronics. These water level readings help to determine the hydrology of the area, and water level response to varying weather events. As a result of the water level monitoring efforts, a computer model has been created that can accurately (within 0.1 feet) predict the lake level by reading the online water readings from the USGS station in Berlin, WI. The model can show important inflection points, such as when the dam has no impact on water levels, and when water levels can be controlled by passing water thru the lock channel. A study was completed thru the WDNR to determine the impact of the dam on the river flow and lake levels. The lake is highly controlled by precipitation, and is only impacted by dam operation during low flow periods.

Bathymetry mapping was completed in 2016, which will aid in management decisions in reference to water level fluctuations (natural or induced).

The walleye hatchery was operated by Lake District volunteers for the seventh year, with several upgrades to the hatchery to ensure a higher success rate.

**Twin Lakes** - Native plant populations are thriving, and suppressing AIS in some of its historical range. Many of the remaining individual invasive plants are interspersed with natives, making them more difficult to treat, however they are not causing nuisance problems at current population levels. The infestation now consists of Curly Leaf Pondweed, and is primarily restricted to Little Twin Lake; however, there is continued evidence that fragments of the plants are being carried by boat traffic through the channel connecting the lakes. Mid-summer survey showed good control of Curly Leaf Pondweed in both Big and Little Twin Lakes, however, unlike Big Twin Lake, Little Twin has experienced poor recovery of native plant populations. Big Twin Lake is experiencing some navigational issues due to excessive growth of some native plant species (i.e. Clasp Leaf Pondweed) in localized areas. This excessive plant growth is likely due to elevated nutrient levels entering the lake from tributaries. Twin Lakes was awarded a WDNR Lake Planning Grant in 2016. Lakes studies and monitoring occurred throughout the summer and fall of 2016. A comprehensive Lake Management Plan will be completed in early 2018, which will guide future management actions. Soil tests were offered to all agricultural landowners within the watershed. Ninety percent of the Twin Lake watershed landowners participated in the testing program in 2016. Soil tests results will be incorporated in the watershed model to help guide future conservation decisions.

**Spring Lake (Green Lake Township)** – Spring Lake was awarded a WDNR Lake Planning Grant in 2016 to develop a comprehensive lake management plan, which Field work was conducted throughout 2016. During 2017, the Land Conservation Department collaborated with the lake association and hired a lake consultant to develop the lake management plan, which will be finalized in early 2018, which will guide future management actions. Soil tests were offered to all agricultural landowners within the watershed. One hundred percent of the Spring Lake watershed landowners participated in the testing program. Soil tests results will be incorporated in the watershed model to help guide future conservation decisions.

**Grand Lake** – A new citizen based organization established in 2016, the Grand Lake Improvement Association was created with the assistance of County staff. A WDNR Lake Planning grant was received in 2016. Lake studies and monitoring occurred through the summer and fall of 2016. The Lake Association collaborated with the County LCD and hired consultant to create a lake management plan, which will be the basis for future improvements within the Grand Lake Watershed.

**Fox River** – Utilizing the results of the 2015 grant-funded river survey, several sites were identified for restoration along the river. The Land Conservation Department collaborated with the City of Princeton to install rock rip protection at the City Park to protect severely eroding banks. A handicap accessible kayak launch and landscaping trees will be installed in 2018.

**Little Green Lake** - A long-term comprehensive Lake Management Planning project will be completed in 2018. A Lake Planning Committee was formed in 2017 to advise the development of the plan.

The effectiveness of the lake destratification system has been under review. Mechanical harvesting and chemical control continues to be a strategy to relieve the problems caused by aquatic invasive species. In 2017, 46.3 acres were chemically treated.

Fish stocking for 2017 included 1432 Musky (DNR program), and 19,856 Walleye,

### **Invasive Species Control and Education**

In 2017, the LCD assisted Anna Cisar, the Aquatic Invasive Species (AIS) Coordinator (Golden Sands Resource Conservation & Development Council) and collaborated on several projects. These projects ranged from providing booth space for an educational display at the Green Lake County Fair, to carp removal and aquatic plant restoration in County K Marsh.

Purple loosestrife beetles were again raised and released in Green Lake County with the help of Markesan students, volunteers and the Green Lake Sanitary District.

Outreach was done through the state's Clean Boats Clean Waters program; LTE technician Sroka completed 47 hours at boat launches in Green Lake County, contacting 226 (1,666) boaters on 134 (1,077) separate watercraft. Sroka also attended the Green Lake Angler Young Angler Tournament with an educational booth on aquatic invasive species. Other educational outreach included a couple articles, one on zebra mussels for Little Green Lake, and two that were published in The Green Laker discussing the research going into boat wash stations and the 2017 Clean Boats Clean Waters program.

2017 brought a lot of forward progress on the planning of Boat Wash Stations at our two county landings on Green Lake. Partnering with Golden Sands, the Green Lake Sanitary District and the Green Lake Association we determined the goal of these wash stations, researched various styles of boat washes and received quotes, surveyed the landings for design layout, put together a budget, and looked into State regulations for the water runoff coming from these stations. Grant funding was looked into as well but will not be applied for until we get closer to finalizing the design plan. Boat launch fees may likely help support this project. This project will continue in 2018. Moving forward we will begin discussion with other departments on the best way to move forward with design and implementation.

### **Wildlife Damage Program**

The Wildlife Damage Abatement and Claims Program is a program where, through local county implementation, farmers receive assistance with wildlife damage prevention and compensation for crops lost. This program is fully state funded with funds coming from a \$1 surcharge on hunting licenses.

2017 crop year deer damage claims of approximately \$82,599 (\$70,558) was appraised for nine (nine) farmers. Twelve (Eight) farmers received abatement assistance. 220 (290) shooting permits, harvesting approximately 200 (220) deer were issued to farmers where over \$1,000 of deer damage occurred or was likely to occur. USDA Animal, Plant, Health, and Inspection Service – Wildlife Services (USDA-APHIS-WS) handles day to day administration and field management with the Land Conservation Department having overall administrative and financial management. All staff and Land Conservation Committee time spent on this program is reimbursed 100% from the DNR.

### **Green Lake County Drainage Board**

District #1 – Inspection took place on October 18, 2017 by drainage board member Dick Severson. No complaints on the ditch, There were some trees in 1<sup>st</sup> part of ditch, some water was backing up and ponding was occurring. There were spoil piles located along  $\frac{3}{4}$  of the ditch.

District #2 – Inspection took place on October 18, 2017 by drainage board member Roger Sell. All of district 2 is well maintained, no brush or blockages.

District #3 – Inspection took place on October 18, 2017 by drainage board member Roger Sell. No brush or blockage.

District #4 - Inspection took place on October 18, 2017 by drainage board member Dick Severson. There was some water standing in lower section of ditch.

District #5 – Inspection took place on October 13, 2017 by drainage board member Pat Krueger. Todd Morris, Green Lake County Land Conservation accompanied Mr. Krueger. No damage observed in ditch – looked good.

Seneca-Warren District – Board paid \$10,000.00 towards the loan principal. The ditch was inspected on October 13, 2017 by Pat Krueger with assistance from Todd Morris, Green Lake County Land Conservation Department. Inspected ditch by driving the corridor from Station 75+00 – 266+36, also accessed the ditch in certain places where there were not crops in the corridor. It appeared there was some vegetation build up from 75+00 – 110+00 (Hwy D Bridge). There is a sand bar at the outlet end of the Hwy D Bridge. At station 257+70 on the Dolata Family Revocable Trust land there is a side hill seep that caused the ditch bank to slough in. Currently there is an 8.4 ft. vertical slope along the east side of the field/ditch edge. Upper section at the Souder property, the landowner is digging and removing sand, which has caused ponding on both sides of the ditch. The ponding elevation appears to be lower than the ditch. The ditch is still present between the two ponds. There are still a lot of crops on the fields in the ditch corridor that made it difficult to drive along. From station 445+00 to 460+00, west of Hwy EE, looks like it could be cleaned out.

**Environmental Quality Incentives Program (EQIP)**

Approximately \$356,600 (\$193,951) was paid to landowners who installed/implemented practices in 2017. For Fiscal Year 2017, 8 (17) new EQIP and NWQI contracts were signed, obligating approximately \$162,300 (\$455,600). Cost sharing for this program ranges from 50%-90% depending on the practice. Conservation practices installed/implemented in 2017 were as follows:

<b><u>Practice</u></b>	<b><u>Total Units</u></b>
Brush Management	22.8 Acres
Conservation Cover	7.4 Acres
Cover Crop	603.6 Acres
Critical Area Planting	8 Acres
Diversion	64 Feet
Mulching/Erosion Blanket	185,428 Sq. Feet
Fence	12,982 Feet
Forage and Biomass Planting	96.9 Acres
Grade Stabilization Structure	3 Structures
Grass Waterway	4,384 Feet
Heavy Use Area Protection	5260 Sq. Feet
Obstruction Removal	4.2 Acres
Prescribed Grazing	13 Acres
Pumping Plant	1 Unit
No Till	149.7 Acres
Spoil Spreading	5 Acres
Stream Crossing	1 Unit
Underground Outlet	200 Feet
Waste Transfer	1 Unit
Waste Treatment	2 Units

**Conservation Education Efforts**

The annual Conservation and Environmental Awareness Poster Contest for county students in grades K-12 was held in January with 120 (208) poster entries received. Cash prizes were awarded to 19 students in various contest divisions. The award-winning students were recognized during the April County Board of Supervisors meeting. Award winning posters were also displayed at the Green Lake County Fair.

An Arbor Day Breakfast celebration was held April 29<sup>th</sup>, 2017 with 84 (90) participants. The event occurred at the Green Lake Conference Center with Jay Dampier, a certified arborist from the UW Extension, speaking on “How Trees Built the Midwest”.

A field day at the Dave Wilke Farm was held on August 26<sup>th</sup>, 2017. Topics included cover crops and soil health. A bus tour was also given to highlight many of the best management practices installed in the past few years. Various agencies cooperated to make the field day a great success for the 60 participants that attended.

Respectfully submitted,

Paul Gunderson



## Land Use Planning & Zoning Department

County Government Center  
571 County Road A P.O. Box 3188  
Green Lake, WI 54941

Phone 920-294-4156 Website: <http://www.co.green-lake.wi.us/>

Land Development Code Enforcement County Surveyor GIS Land Information

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### 2017 Annual Report

To the Honorable Board of Supervisors, Green Lake County:

#### Financials:

Please find attached the 2017 financial report for the Land Use Planning and Zoning Department. The activity of the Department's Land Development, Code Enforcement, County Surveyor, and Geographic Information Systems (GIS) offices are represented in chart format.

A few highlights from the attached report are, first and foremost, that the Department was able to meet the budgeted amount and exceed budget projections equaling 144%. Permit numbers were down slightly from 2016, but this was made up by a significant increase in certified survey map activity. All other revenues managed to exceed their projections.

In 2016, this Department's revenues were \$134,781. In 2017, the revenues were \$132,844, representing a slight decrease. However, based on the survey activity and the activity this department has been observing from property owners and potential buyers, the Department is expecting another good year.

Budgeted expenses for the Land Use Planning and Zoning Department actually increased in 2017 due to a staff member taking family medical insurance when they were on their spouse's medical insurance previously. This change increased expenditures \$21,000; however, over half was offset by other decreases in expenditures. The result being an increase of \$9,539 in realized expenditures. With expenditures being \$391,080 in 2015 and \$376,016 in 2016, 2017's expenditures of \$380,095 seems to be consistent. These expenditures are not a concern, considering the Department exceeded revenue projections by \$40,344.

#### Department Activity:

There are many notable accomplishments for 2017. The 2016 effort to update the County's Farmland Preservation Plan carried with it a DATCP (Department of Agriculture, Trade and Consumer Protection) requirement to amend the zoning ordinance by December 31, 2017, to reflect the goals, policies, and objectives contained in the updated Farmland Preservation Plan. The County contracted with Martenson & Eisele to help facilitate completion of the ordinance amendment. After much effort, Department Staff were able to complete the update within the allotted time.

The above effort "spun-off" several other projects that the Department completed. In order to obtain their certification, DATCP required the elimination of as many of the split-zoned parcels as possible. The Department worked with property owners to resolve 150 split-zoned parcels leaving only 28 parcels left as split-zoned. These remaining split-zoned parcels will be resolved through future development and rezone requests.

With the zoning map being amended as a result of the split-zoning elimination project or other necessary corrections, the maps associated with the Farmland Preservation Plan also needed to be amended. This precipitated a Farmland Preservation Plan amendment and, consequently, a Comprehensive Plan amendment.

The Department facilitated another Comprehensive Plan amendment stemming from a rezone as well as a Shoreland Zoning Ordinance amendment related to a WDNR request to remove irrelevant language that referred to highly developed shorelines.

One of the highest priorities of this Department is to provide the citizenry with up-to-date ordinance information. With the recent (October 2016) changes to the Shoreland Zoning Ordinance, it was incumbent on the Department to try to reach as many people who work with shoreland property owners. Apart from having all of the ordinance / plan amendments posted on the Department's webpage, the Department held two informational seminars in June aimed at realtors and contractors. In November, Department staff provided a shoreland zoning training at a local gathering of realtors.

Several administrative policies were adopted by the Land Use Planning and Zoning Committee that will be utilized by the Department whenever necessary. The new "Treated Impervious Surfaces" policy will help shoreland property owners understand their development rights as it relates to impervious surface restrictions. The committee also adopted a "Comprehensive Plan Amendment" policy. This policy will help guide staff through this complicated process and ensure that these amendments are consistently and expeditiously reviewed. Finally, the committee approved a "Fee Exemption" policy. The committee agreed that government entities (Federal, State, and local) should be exempt from Department fees; however, the committee did reserve the right to review fee exemptions for nongovernmental organizations.

The Department is evolving its familiarity with its new permit tracking software from Transcendent Technologies. All land use permits are either in the system or being back-added. Conditional use permits and violations are also able to be tracked through this system. POWTS (Private On-site Wastewater Treatment Systems) maintenance reminders and violation notices are all incorporated into the software's functionality.

The PLSS (Public Land Survey System) re-monumentation project that began in 1970 is nearing completion. Six County Surveyors have overseen this project to formally re-establish 1,680 section corners. In 2017, 78 corner section monuments were re-established. Green Lake County is on track to complete the remaining 308 PLSS corners by the end of 2022.

Finally, we have achieved "true" parcel-based zoning on our zoning map. A visitor to the County GIS site can "click" on a parcel and a window will pop up that will identify the parcel's zoning. Furthermore, a link will take the user to the zoning ordinance section that describes the different zoning districts.

### **2018 Projects / Activity:**

The Land Use Planning & Zoning Department has much to do in 2018. The most pressing project is the DSPS (Department of Safety and Professional Services) requirement to have all

POWTSs in the county identified by means of an inventory. Presently, the county is out of compliance as we have not completed this inventory. Our goal is to complete the inventory by April 1, 2018.

The Floodplain Zoning Ordinance was last updated in 2010. In 2012, the WDNR and FEMA developed a model floodplain ordinance that resolved certain interagency conflicts. By law, Green Lake County is required to update its floodplain zoning ordinance to the model ordinance when there is a WDNR / FEMA approved change to the Flood Insurance Rate Map (FIRM). Since 2012, there have been several studies that have changed the FIRM. To resolve this issue, the Department has begun the process of amending the Floodplain Zoning Ordinance.

On April 30<sup>th</sup>, the contract for County Surveyor will expire. The contract contains an option to extend the contract term an additional two years. Based on Department's experience, it would be in the interest of the county to exercise this option.

County Highway Department is planning on rebuilding County Road AW this summer. There are a total of eight PLSS (Public Land Survey System) monuments that will need to be replaced after this project is complete. The Department has used a surveying contractor to locate and relocate these important monuments. The Department places a high value on the preservation of these PLSS monuments. Surveying becomes significantly more difficult and expensive when a PLSS monument has to be reset. A new contract for this latest highway project will have to be completed.

Department staff will be working on a variety of informational handouts related to recent ordinance amendments. There are many new POWTS violations that have been identified by local POWTS maintainers and pumpers that need to be resolved. The imaging component of the permit tracking software has not yet been completed. Department staff should have the ability to attach site plans, building plans, photos, and other related images to the respective permit within the permit tracking software. The Department webpage needs to be upgraded to be more user friendly. Finally, as time allows, amendments to the Private Sewage System, Land Division and Subdivision, and perhaps the Shoreland Zoning Ordinances may be necessary.

**Conclusion:**

The Land Use Planning and Zoning Department endeavors to provide an exceptional level of customer service through personal interaction, quality informational resources, and a GIS site that is second to none. This Department looks forward to working with the Public, the Land Use Planning and Zoning Committee, all other committees, the County Administrator, and the County Board to represent and serve this amazing county.

Respectfully submitted to and accepted by the Land Use Planning & Zoning Committee on March 1, 2018.



Matt E. Kirkman  
Land Use Planning & Zoning Director

**GREEN LAKE COUNTY  
LAND USE PLANNING ZONING DEPARTMENT**

FEES RECEIVED		DECEMBER				YEAR TO DATE				BUDGET	
		2016		2017		2016		2017		2017	
		NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT		
<b>LAND USE PERMITS</b>											
Residential	New	4	2,200	4	1,300	71	20,500	40	15,300	-	
	Alterations	-	-	-	-	58	8,800	80	12,300	-	
Commercial	New	-	-	1	50	11	1,400	6	1,250	-	
	Alterations	-	-	-	-	5	1,750	2	1,100	-	
Agricultural	New	-	-	2	300	27	4,050	23	3,500	-	
	Alterations	-	-	-	-	13	1,500	4	750	-	
Other	New	-	-	-	-	-	-	-	-	-	
	Alterations	-	-	-	-	-	-	-	-	-	
Other	New	-	-	-	-	-	-	-	-	-	
	Alterations	-	-	-	-	-	-	-	-	-	
Misc.	Denied/Refunded	-	-	-	-	-	-	-	-	-	
	Permit Renewals	-	-	-	-	-	-	-	-	-	
<b>Total</b>		<b>4</b>	<b>\$ 2,200</b>	<b>7</b>	<b>\$ 1,650</b>	<b>185</b>	<b>\$ 38,000</b>	<b>155</b>	<b>\$ 34,200</b>	<b>\$ 30,000</b>	<b>114%</b>
<b>SANITARY PERMITS (POWTS)</b>											
Residential	New	3	840	6	1,195	22	6,385	27	7,600	-	
	Replacement	3	840	4	1,120	50	14,300	53	15,350	-	
	Reconnect	-	-	-	-	1	280	3	840	-	
	Modify	-	-	1	150	9	1,350	4	450	-	
	Repairs	-	-	1	150	-	-	1	150	-	
	Additional Fees	-	-	-	-	-	-	-	-	-	-
Commercial	New	-	-	-	-	6	1,905	-	-	-	
	Replacement	-	-	-	-	2	560	1	280	-	
	Reconnect	-	-	-	-	-	-	-	-	-	
	Modify	-	-	-	-	-	-	-	-	-	
	Additional Fees	-	-	-	-	-	-	-	-	-	
<b>Total</b>		<b>6</b>	<b>\$ 1,680</b>	<b>12</b>	<b>\$ 2,615</b>	<b>90</b>	<b>\$ 24,780</b>	<b>89</b>	<b>\$ 24,670</b>	<b>\$ 17,000</b>	<b>145%</b>
<b>NON-METALLIC MINING PERMITS</b>											
Annual Permit Fees		-	-	-	-	18	14,300	18	14,500	-	
<b>Total</b>		<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>18</b>	<b>\$ 14,300</b>	<b>18</b>	<b>\$ 14,500</b>	<b>\$ -</b>	
<b>BOARD OF ADJUSTMENT</b>											
Special Exception		-	-	-	-	-	-	-	-	-	
Variances		-	-	-	-	4	1,500	4	1,500	-	
Appeals		-	-	-	-	-	-	-	-	-	
<b>Total</b>		<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>4</b>	<b>\$ 1,500</b>	<b>4</b>	<b>\$ 1,500</b>	<b>\$ 750</b>	<b>200%</b>
<b>PLANNING &amp; ZONING COMMITTEE</b>											
Zoning Change		2	750	2	750	16	6,000	15	6,000	-	
Conditional Use Permits		-	-	-	-	5	1,875	5	2,250	-	
Ordinance/Comp Plan Amendments		-	-	-	-	-	-	-	-	-	
<b>Total</b>		<b>2</b>	<b>\$ 750</b>	<b>2</b>	<b>\$ 750</b>	<b>21</b>	<b>\$ 7,875</b>	<b>20</b>	<b>\$ 8,250</b>	<b>\$ 6,000</b>	<b>138%</b>
<b>MISC.</b>											
Rental Weatherization		3	75	-	-	12	300	14	350	250	
Wisconsin Fund		-	-	-	-	-	-	2	200	-	
<b>Total</b>		<b>3</b>	<b>\$ 75</b>	<b>-</b>	<b>\$ -</b>	<b>12</b>	<b>\$ 300</b>	<b>16</b>	<b>\$ 550</b>	<b>\$ 250</b>	<b>220%</b>
<b>SURVEYOR</b>											
Certified Survey Maps		-	-	4	690	29	4,905	52	9,315	4,000	
Preliminary Plats		-	-	-	-	-	-	-	-	-	
Final Plats		-	-	-	-	-	-	-	-	-	
Miscellaneous		-	-	-	-	-	12,222	-	125	-	
<b>Total</b>		<b>-</b>	<b>\$ -</b>	<b>4</b>	<b>\$ 690</b>	<b>29</b>	<b>\$ 17,127</b>	<b>52</b>	<b>\$ 9,440</b>	<b>\$ 4,000</b>	<b>236%</b>
<b>GIS (Geographic Information System)</b>											
Map Sales		-	-	-	37	2	315	-	229	500	
Land Records Transfer		-	2,728	-	2,680	2	30,584	-	30,760	25,000	
Land Information Grant		-	-	-	-	-	-	-	9,080	9,080	
<b>Total</b>		<b>-</b>	<b>\$ 2,728</b>	<b>-</b>	<b>\$ 2,717</b>	<b>4</b>	<b>\$ 30,899</b>	<b>-</b>	<b>\$ 40,069</b>	<b>\$ 34,580</b>	<b>116%</b>
<b>GRAND TOTAL</b>		<b>15</b>	<b>7,433</b>	<b>25</b>	<b>8,422</b>	<b>359</b>	<b>134,781</b>	<b>354</b>	<b>133,179</b>	<b>\$ 92,580</b>	
<b>Total</b>										<b>144%</b>	

<b>POWTS REIMBURSEMENT</b>				
Septic Installation 10/07/15	\$	6,360.00		
Account #17-101-10-49320-000-000			Year- end 2016	Dec-18
Principal & Interest Payments	\$	3,344.11	\$	-
			YTD 2017	Balance
			\$	1,325.20
			\$	1,690.69



# Green Lake County Circuit Court

571 CTH A, P.O. Box 3188, Green Lake, WI 54941 (920) 294-4042

**MARK T. SLATE**  
*Circuit Court Judge*

February 28, 2018

Chairman Harley Reabe  
Green Lake County Court  
P.O. Box 3188  
Green Lake, WI 54941

RE: 2017 Annual Report

Dear Chairman Reabe:

2017 was a busy year. The Register in Probate started accepting e-filing on Probate cases, which allows parties to submit forms electronically instead of through the mail and we have also reduced the amount of hearings in Guardianship cases, which saves our court appointed attorney fees and Corporation Counsel is no longer required to appear at all hearings, saving her time, to name a few changes.

Attached is a budgetary compilation since my time as Circuit Court Judge. As you can see, so far I have greatly reduced the tax levy and come under budget every year, saving the tax payers over \$500,000, while still providing the same, or better, service to the citizens of this great County.

Also enclosed is a 2016, 2017 & 2018 budget comparison, along with an explanation of those that work in the Judicial branch. Lastly, I have included the number of case filings for 2017. Thank you for allowing me to provide this report to you. Should you have any questions please feel free to contact me.

Very truly yours,

Mark T. Slate  
Circuit Court Judge

MTS/scg  
cc: County Administrator -Cathy Schmidt

### Register in Probate- Samantha Gerth

The Register in Probate oversees the Probate Court. Probate is the court-supervised process for the orderly transfer of a decedent's assets to those who are entitled to them. The process ensures that notice is properly given, that all debts, taxes, and expenses are paid, that the assets are distributed in accordance with the last Will or to the heirs as determined by statute.

### Judicial Assistant- Vacant

Under general direction, provides office management and advanced secretarial, administrative and courtroom duties for a Circuit Court Judge and Register in Probate. Currently the Register in Probate is filling this position.

### Court Reporter- Karen Blair & Brenda Sosinsky

Court reporters, although sometimes taken for granted because they are seldom heard or seen, play a critical function in the courtroom. Court reporters take a verbatim transcript of everything that happens in the courtroom.

### Family Court Commissioner- Henry Conti

The Family Court Commissioner hears all Mediation Screenings, Temporary Orders in divorce cases and Stipulated Divorce Hearing. By law every County is required to have a Family Court Commissioner. In addition, the Family Court Commissioner acts as the Circuit Court Commissioner, hearing Injunction Orders, taking Bond Hearings when the Judge is not available and signing Search Warrants, to name a few of his duties.

### Mediator- Kim Nowacki

The mediator is the person who helps both sides of a case to come to an agreement. The Family Court Commissioner usually handles these type of cases but there are some cases that need more time to come to an agreement, in those cases, the Family Court Commissioner refers the parties to the mediator. Our mediator does a great job at attempting to get an agreement between the parties in a timely fashion.

### Director of Family Court Services- Henry Conti

The Director administers the Family Court Services office, which performs mediation in family law case, employs other staff to do mediation, custody and placement studies and administers and manages the Family Court Services.

#	Case Types
27	Child in Need of Protection and Services
14	Juvenile Delinquent
37	Informal Probate
10	Probate
5	Termination of Parental Rights
5	Adoption
8	Guardianship
7	Juvenile Guardianship
44	Mental Commitments
45	Wills

## GREEN LAKE COUNTY CIRCUIT COURT BUDGET

### EXPENSES

	2016		2017		2018
	Actual	Budget	Actual	Budget	Budget
Employees	86,205	84,986	68,736	75,228	81,908
Atty fees	22,602	31,200	23,071	30,000	30,000
Mediation	0	0	4,331	4,000	4,000
Ct Comm	36,000	34,800	36,000	36,000	36,000
Supplies	942	1,250	1,055	1,500	1,650
Education	1,223	1,250	1,568	1,500	2,500
Other	0	0	863	0	0
<b>TOTAL</b>	<b>146,972</b>	<b>153,486</b>	<b>135,624</b>	<b>148,228</b>	<b>156,058</b>

### REVENUE

	2016		2017		2018
	Actual	Budget	Actual	Budget	Budget
Court Support	42,971	43,699	42,757	43,000	43,000
Mediation (filing)	0	0	2,000	2,000	2,000
Mediation (wedding)	0	0	2,331	2,000	2,000
GAL reimburse	14,021	12,000	9,201	14,000	18,000
Probate fees	9,692	13,000	6,801	12,000	12,000
<b>TOTAL</b>	<b>66,684</b>	<b>68,699</b>	<b>63,089</b>	<b>73,000</b>	<b>77,000</b>

**JUDGE SLATE'S TAX SAVINGS**

	2011	2012	2013	2014	2015	2016	2017	2018	Savings
Tax Levy in 2011	195,241.81	195,241.81	195,241.81	195,241.81	195,241.81	195,241.81	195,241.81	195,241.81	
Slate's Tax Levy	-	191,256.74	168,232.95	154,126.57	149,210.44	84,787.99	75,227.52	79,058.00	
Reduction in Levy	-	3,985.07	27,008.86	41,118.24	46,031.37	110,453.82	120,014.29	116,183.81	464,795.46

Actual Revenue	58,711.93	64,566.77	69,217.00	68,118.32	79,367.86	66,684.14	63,089.03		
Actual Expenses	254,511.18	231,576.71	224,659.62	206,671.29	172,187.59	146,972.04	135,624.00		
Actual budget cost	195,799.25	167,009.94	155,442.62	138,552.97	92,819.73	80,287.90	72,534.97		
Over / (Under)	577.44	(24,246.80)	(12,790.33)	(15,573.60)	(56,390.71)	\$ (4,500.09)	\$ (2,692.55)		(116,194.08)

Reductions in tax levy       \$ 464,795.46  
 Money under budget         \$ 116,194.08  
**TOTAL SAVED TAXPAYERS   \$ 580,989.54**



# GREEN LAKE COUNTY REGISTER OF DEEDS 2017 ANNUAL REPORT

## Our Mission

- To provide the official county repository for: Real Estate records (deeds, land contracts, mortgages) Personal property records (UCC filings) Vital records (Birth, Death, Marriage and Military Discharges)
- To provide safe archival storage and convenient access to these public records.
- To implement statutory changes, system modernization, program and procedure evaluation and staff development to assure a high level of timely customer services for our citizen-customers.



Register of Deeds Staff:  
Deputies Jane Thomas & Renee Thiem-Korth  
Register of Deeds Sarah Guenther





**GREEN LAKE COUNTY**  
**OFFICE OF THE REGISTER OF DEEDS**

**Sarah Guenther**  
Register of Deeds

Office: 920-294-4024  
FAX: 920-294-4009

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January 15, 2018

Memo to County Board of Supervisors

From: Sarah Guenther, Register of Deeds

I want to thank the Green Lake County Board of Supervisors for all the support they have given me and my deputies this past year for our office.

It has been a pleasure working with our County Administrator Cathy Schmit; our office has a great working relationship with Cathy and Nicole.

My deputies continue to work to get more records accessible online. This brings such value to the public. This helps with property searches, mortgages, and loans. This also assists real estate firms, banks and attorneys. To have access 24/7 is vital in the online world we live in.

As of January 3, 2017, statewide issuance of vital records became a reality. Now a year later this has proven to provide such convenience to our customers. A citizen can now obtain their birth certificate anywhere in the state. Other vital records if recently entered in the system are available as well. Many customers getting passports now can obtain their vital records in our office and walk down the hallway to the County Clerk's office for their passport. Statewide issuance has provided easy access and convenience for our customers.

As you can see on the annual report, our revenue numbers continue to increase. I had mentioned I felt Statewide issuance of vital records has increased activity in our office. This is especially true with the death records. We increased revenues by \$4,500 overall. This is attributed to the personalized service my deputy Jane Thomas has provided our customers.

In addition, to note our Tapestry and Laredo revenues have increased every year since its inception in 2013 when I became Register of Deeds. This has occurred because my deputy Renee Thiem-Korth has continued to make it a priority to verify records so they can be viewed online. Our revenues increased \$6,800 from last year.

I look forward to 2018 by serving the citizens of Green Lake County with more services and personalized customer service from my staff and myself.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Sarah Guenther".

Sarah Guenther  
Green Lake County Register of Deeds

# REGISTER OF DEEDS OFFICE

## 2017 ANNUAL REPORT

Submitted by Sarah Guenther \_\_\_\_\_

January 15, 2018

				GROSS REVENUE	COUNTY REVENUE
<b>WISCONSIN REAL ESTATE TRANSFER FEES</b>				<b>\$356,029.00</b>	
County Share	20%	\$71,206.00			\$71,206.00
WDOR Share	80%	\$284,823.00			
<b>RECORDINGS</b>					
Real Estate	3,875			\$116,250.00	\$89,125.00
County Land Records Fees	\$8 fee	\$31,000.00			
State Land Records Fees	\$7 fee	\$27,125.00			
County ROD Recording Fees	\$15 fee	\$58,125.00			
<b>VITAL STATISTICS</b>					
<b>Births Certified - 1st Copy</b>	481				
Add'l Certified copies	324			\$10,592.00	\$3,377.00
Fees Rmtd to State-Trust Fund	\$3,367.00				
Fees Remitted to State	\$3,848.00				
<b>Deaths Cerified - 1st Copy</b>	405				
Add'l Certified copies	3,392				
Fees Remitted to State	\$5,265.00			\$18,276.00	\$13,011.00
<b>Marriages Certified - 1st Copy</b>	227				
Add'l Certified copies	329				
Fees Remitted to State	\$2,951.00			\$5,527.00	\$2,576.00
<b>Official Records Online</b>	26				
				\$65.00	\$65.00
<b>TAPESTRY REVENUE</b>				<b>\$6,405.00</b>	<b>\$6,405.00</b>
<b>LAREDO COPY FEE</b>				<b>\$10,801.00</b>	<b>\$10,801.00</b>
<b>LAREDO REVENUE</b>				<b>\$22,696.00</b>	<b>\$22,696.00</b>
<b>COPIES</b>				<b>\$3,139.00</b>	<b>\$3,139.00</b>
<b>MISC. INCOME: Fax, Images, Overpayments, E&gt;Returns</b>				<b>\$1.70</b>	<b>\$1.70</b>
<b>TOTAL GROSS REVENUE</b>				<b>\$549,781.70</b>	
<b>TOTAL COUNTY REVENUE</b>					<b>\$222,402.70</b>

# REGISTER OF DEEDS OFFICE

## 2016 ANNUAL REPORT

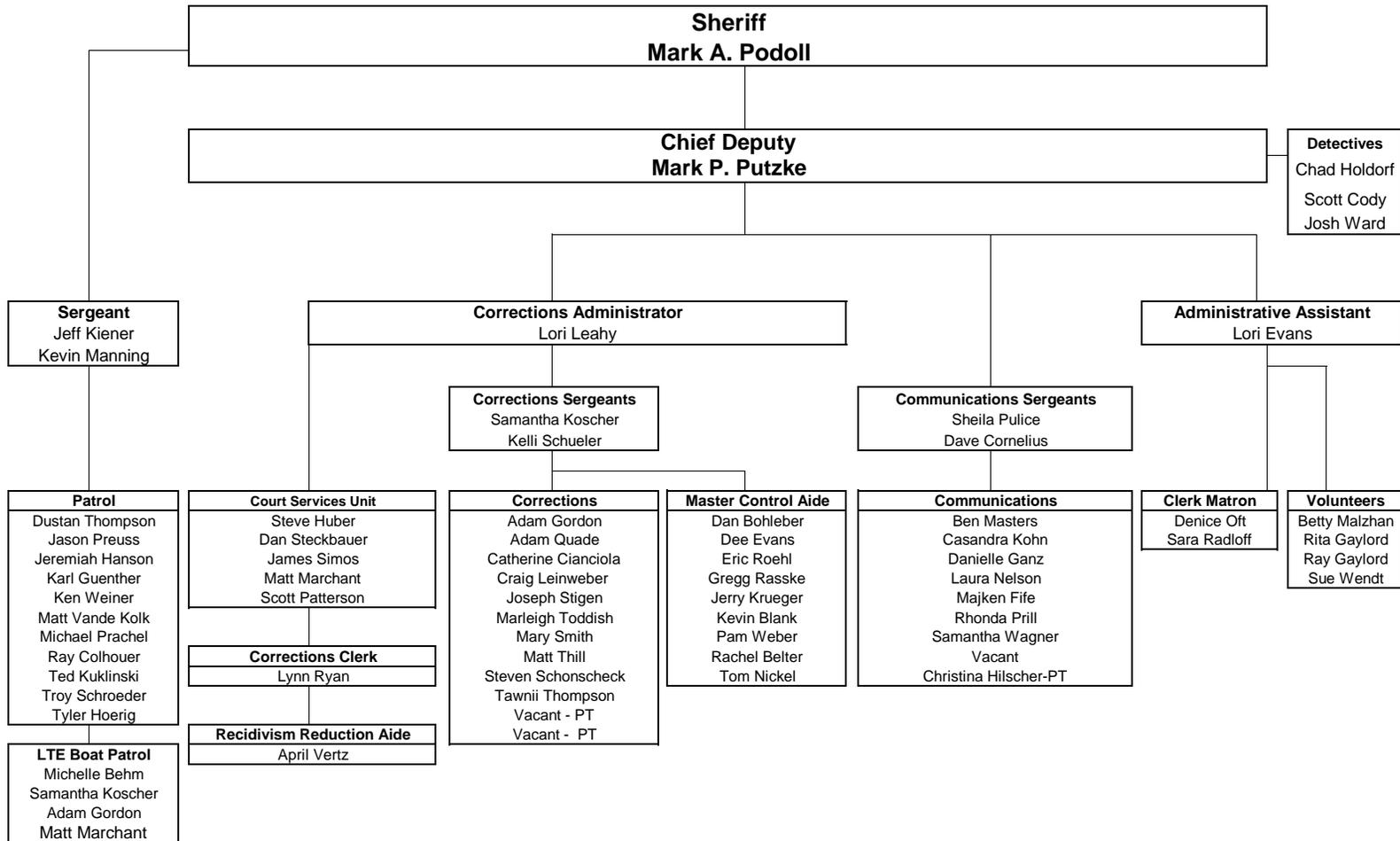
Submitted by Sarah Guenther \_\_\_\_\_

January 10, 2017

					GROSS REVENUE	COUNTY REVENUE
<b>WISCONSIN REAL ESTATE TRANSFER FEES</b>					<b>\$273,663.60</b>	
County Share	20%	\$54,732.72			<b>\$54,732.72</b>	
WDOR Share	80%	\$218,930.88				
<b>RECORDINGS</b>						
Real Estate	3,836			<b>\$115,070.00</b>	<b>\$88,232.00</b>	
County Land Records Fees		\$30,672.00				
State Land Records Fees		\$26,838.00				
<b>VITAL STATISTICS</b>						
<b>Births Certified - 1st Copy</b>	408					
Add'l Certified copies	282			<b>\$9,006.00</b>	<b>\$2,886.00</b>	
Fees Rmtd to State-Trust Fund	\$2,856.00					
Fees Remitted to State	\$3,264.00					
<b>Deaths Cerified - 1st Copy</b>	288					
Add'l Certified copies	2,179					
Fees Remitted to State	\$3,744.00			<b>\$12,297.00</b>	<b>\$8,553.00</b>	
<b>Marriages Certified - 1st Copy</b>	232					
Add'l Certified copies	449					
Fees Remitted to State	\$3,016.00			<b>\$5,987.00</b>	<b>\$2,971.00</b>	
<b>Official Records Online</b>	9					
				<b>\$22.50</b>	<b>\$22.50</b>	
<b>TAPESTRY REVENUE</b>					<b>\$4,879.75</b>	<b>\$4,879.75</b>
<b>LAREDO COPY FEE</b>					<b>\$8,563.00</b>	<b>\$8,563.00</b>
<b>LAREDO REVENUE</b>					<b>\$17,927.15</b>	<b>\$17,927.15</b>
<b>COPIES</b>					<b>\$3,413.50</b>	<b>\$3,413.50</b>
<b>MISC. INCOME: Fax, Images, Overpayments, E&gt;Returns</b>					<b>\$1,021.00</b>	<b>\$1,021.00</b>
<b>TOTAL GROSS REVENUE</b>					<b>\$451,850.50</b>	
<b>TOTAL COUNTY REVENUE</b>						<b>\$193,201.62</b>



**GREEN LAKE COUNTY SHERIFF'S OFFICE 2017 ANNUAL REPORT**



# Sheriff's Office Administration

Sheriff Mark A. Podoll (right) and Chief Deputy Mark P. Putzke (left)



The Green Lake County Sheriff's Office is a proactive public service agency dedicated to excellence through quality customer service. We shall ensure quality service for everyone by way of our responsiveness and accountability. We shall maintain a quality of professionalism through training and development of our staff. We are committed to serving and working together with the community, in a problem-solving partnership, to prevent crime, enforce laws, and resolve conflicts, thereby improving the quality of life for all citizens.

## 2017 GREEN LAKE COUNTY SHERIFF'S OFFICE

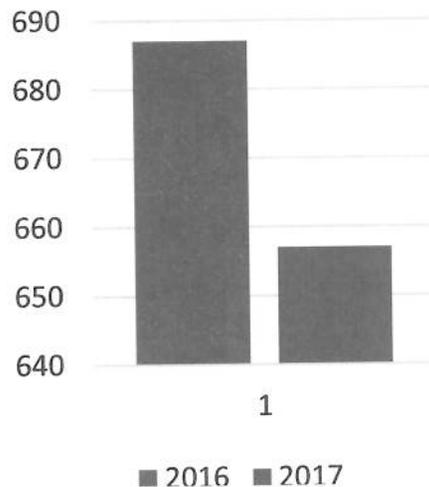
### Civil Process (Papers Served)

	2016	2017
<b>Civil Process</b>		
Papers Served & Attempts	687	657

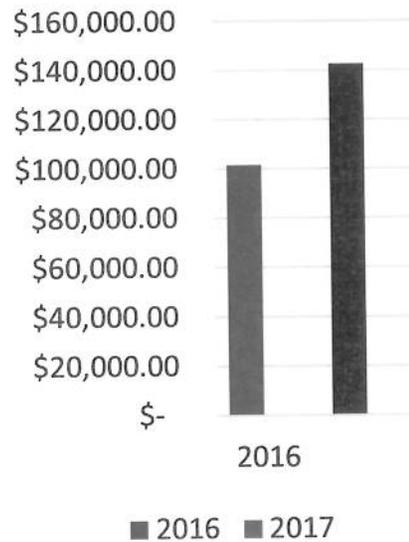
### Values of Property Stolen and Recovered

	2016	2017
<b>Values</b>		
Value of Property Stolen	\$ 101,528.00	\$ 142,618.00
Value of Property Recovered	\$ 24,083.00	\$ 34,841.00

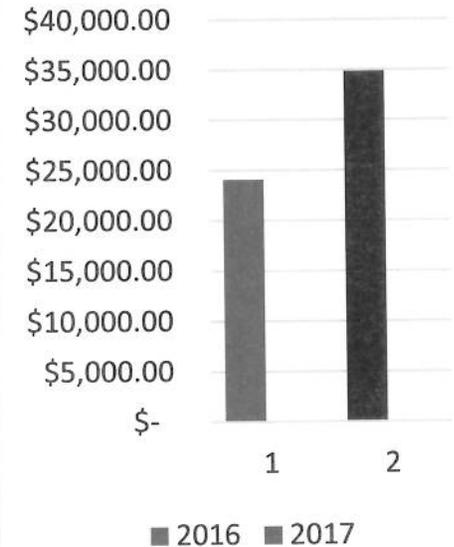
Paper Service  
Comparison



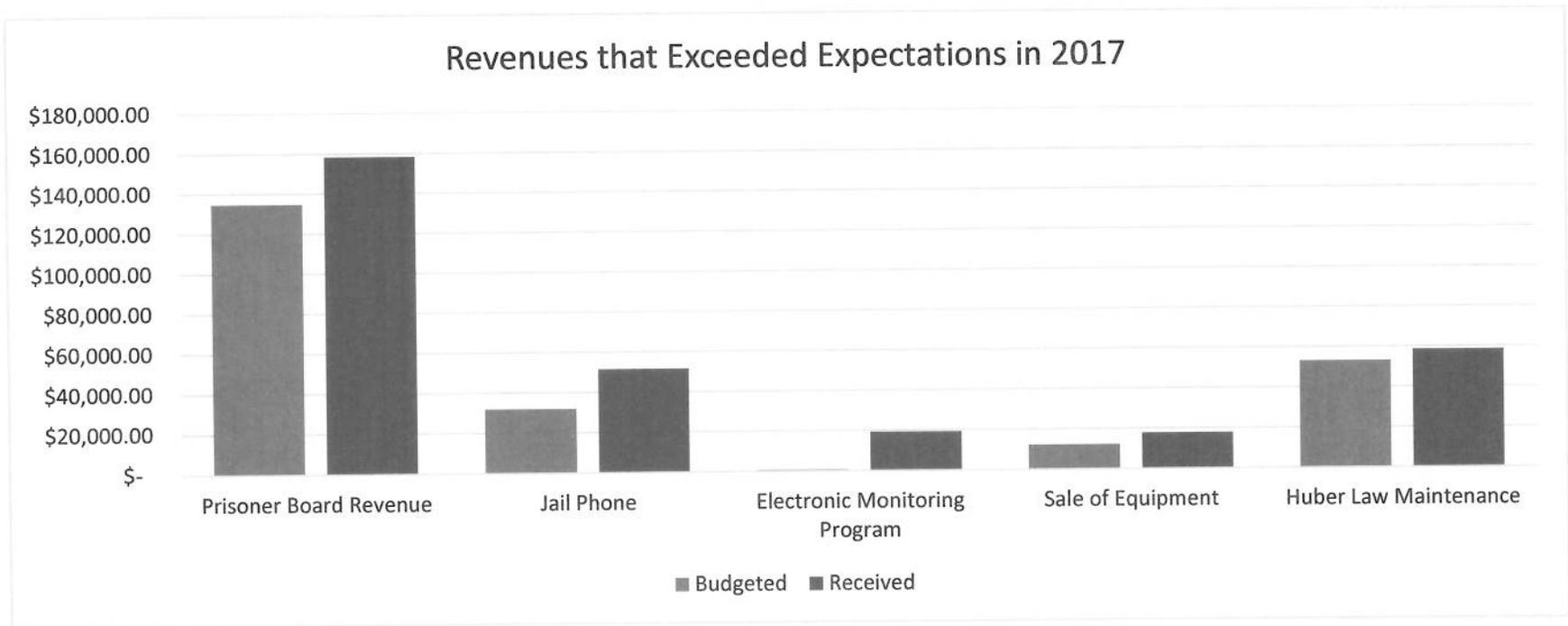
Value of Property  
Stolen



Value of Property  
Recovered



Green Lake County Sheriff's Office Revenues Exceeding Expectations for 2017		
Revenue Source	Budgeted	Received
Prisoner Board Revenue	\$ 134,703.00	\$ 158,143.88
Jail Phone	\$ 31,909.43	\$ 51,439.00
Electronic Monitoring Program	\$ 600.00	\$ 19,196.00
Sale of Equipment	\$ 12,037.75	\$ 17,667.64
Huber Law Maintenance	\$ 53,000.00	\$ 58,512.10
	\$ 232,250.18	\$ 304,958.62



Green Lake County Sheriff's Office Calls for Service-Comparison between 2016 and 2017

Nature of Incident	2016	2017
911 Follow up	263	225
Abandoned Vehicle	2	3
Adult Transport	265	338
Agency Assistance, Mutual Aid	367	321
Alarm	102	95
Alcohol Offense	6	4
Animal Noise	5	5
Animal Problem	126	106
Arson	1	0
Assault	1	2
Attempted Burglary	1	1
Attempted Suicide	0	1
ATV Complaint	3	3
Non-Sufficient Funds Check	0	1
Bail Jumping	9	8
Boat Complaint	9	14
Burglary	23	16
Cancel call	6	4
Car/Deer Accident	287	227
Car/Deer No Officer Sent	15	9
CERT call for jail	2	0
Child Abuse or Neglect	5	3
Check on Huber inmate	5	9
Citizen Assist	207	156
Citizen Dispute	8	7
Combined Tactical Unit GLSO	4	6
Custodial Interference	19	1
Controlled Substance Problem	73	74
Court Disturbance	1	
Dead Body	10	12
Deliver Message	2	7
Disorderly Conduct	7	5
Dispute Over Estate	0	1

Nature of Incident	2016	2017
Disturbance	34	27
Domestic Situation	13	9
Drugged Driving	24	39
Drugs-Agency Assist	9	3
Emergency Detention Involuntary	13	18
Voluntary Diversion Plan	0	1
Emergency Detention Voluntary	0	2
Embezzlement	1	0
Elder Abuse	0	1
Escort	3	2
Failure to Report to Jail	1	6
Family Fight	5	6
Fire	74	71
Fireworks	17	11
Forgery	1	0
Found Property	19	13
Fraud	18	21
Gas Drive Off	5	5
Harassment	28	21
House Check	15	12
Huber Walk Away	0	2
Ice Rescue	1	1
Illegal Burning	1	0
Information Report	46	46
Internal Invest	6	5
Int Crimes Against Children	0	1
Investigation death	1	5
Jail Incident	4	21
Juvenile Problem	11	16
Juvenile transport	24	23
Juvenile Runaway	0	1
K-9 Assist	105	82
K-9 Person Charged	32	27

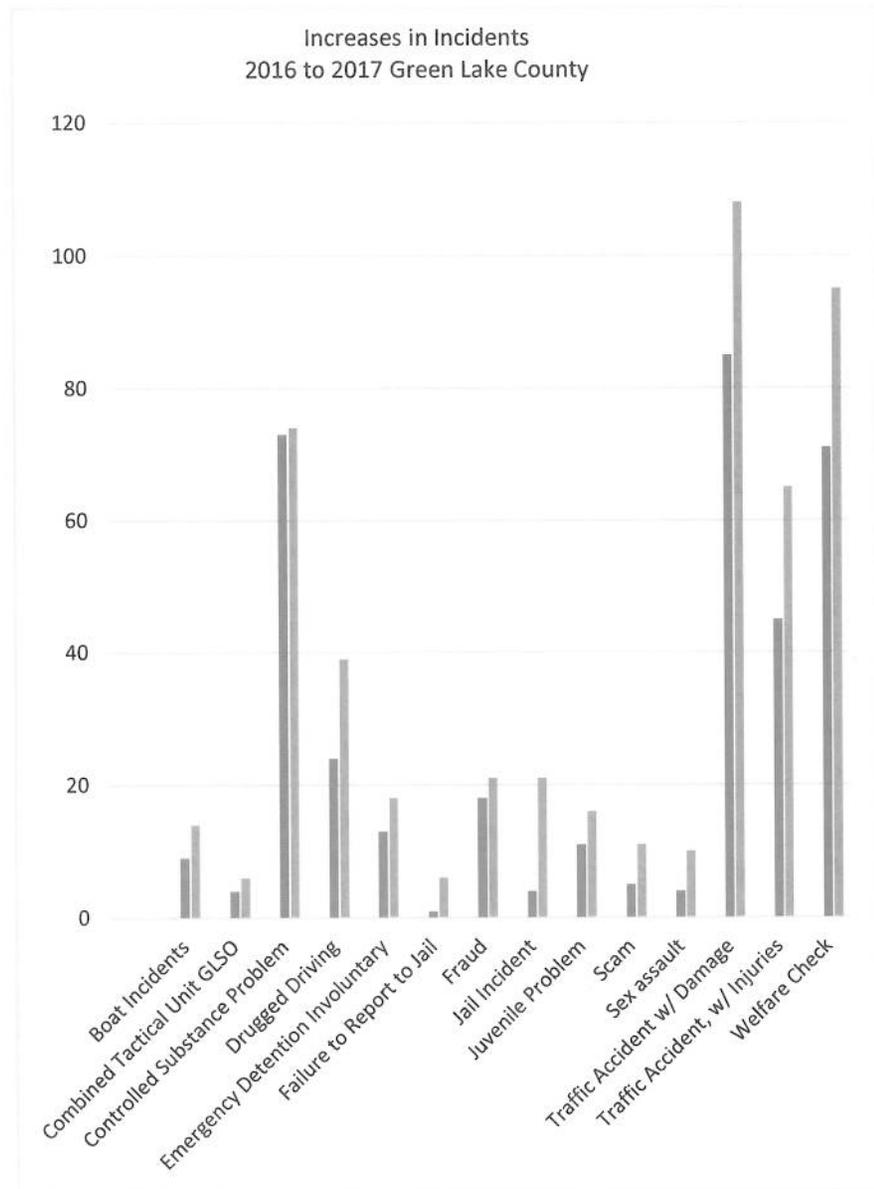
Green Lake County Sheriff's Office Calls for Service-Comparison between 2016 and 2017

Nature of Incident	2016	2017
K-9 Presentation	7	13
K-9 School Search	4	7
K-9 Search and Rescue	1	2
Litter/Pollution/Public Health	6	5
Lockout	106	81
Lost Property	5	3
Medical Emergency	268	272
Miscellaneous	32	6
Missing Person	1	1
Mutual Aid for Fire Dept.	0	1
Noise Complaint	19	18
Obstructing	8	5
Odor complaint	2	1
Offender Release Authorization	4	
Officer Errand	7	8
Open Door	10	5
Ordinance Viol	4	2
OWI Alcohol	72	48
Paper Service	2	1
Parking Problem	3	1
Prisoner Escort to Court	3	
Probation/Parole Violation	17	18
Property Damage, Non Vandalism	2	2
Records Check	96	69
Recovered Stolen Property	2	1
Resisting/Interfering /Officer	1	1
Scam	5	11
Security	1	0
Sex assault	4	10
Sex Offender Registration	4	5
Sex Offense	4	3
Snowmobile Complaint	2	1
Suspicious Person/Circumstance	104	101

Nature of Incident	2016	2017
Temporary Restraining Order	0	6
Theft	45	39
Theft-Automobile	2	2
Theft-Identity	7	7
Theft - Truck/Bus	0	1
Threatening	19	11
Time System Entry	9	13
Traffic Accident w/ Damage	85	108
Traffic Accident, Fatal	2	
Traffic Accident, w/ Injuries	45	65
Traffic Hazard	37	42
Traffic Misc.	170	113
Traffic Patrol Requested	18	13
Traffic Violation	58	52
Trespassing	21	23
Truancy	0	1
Unmanned Aircraft System	0	3
Vandalism	54	22
Varda Alarm	1	0
Violation of court orders	7	4
Wanted Person	55	36
Warrant Pick Up Out of County	4	4
Weapon Offense	8	3
Welfare Check	71	95
Total	<b>3869</b>	<b>3527</b>

Green Lake County Sheriff's Office Increased Incident Comparisons 2016 - 2017

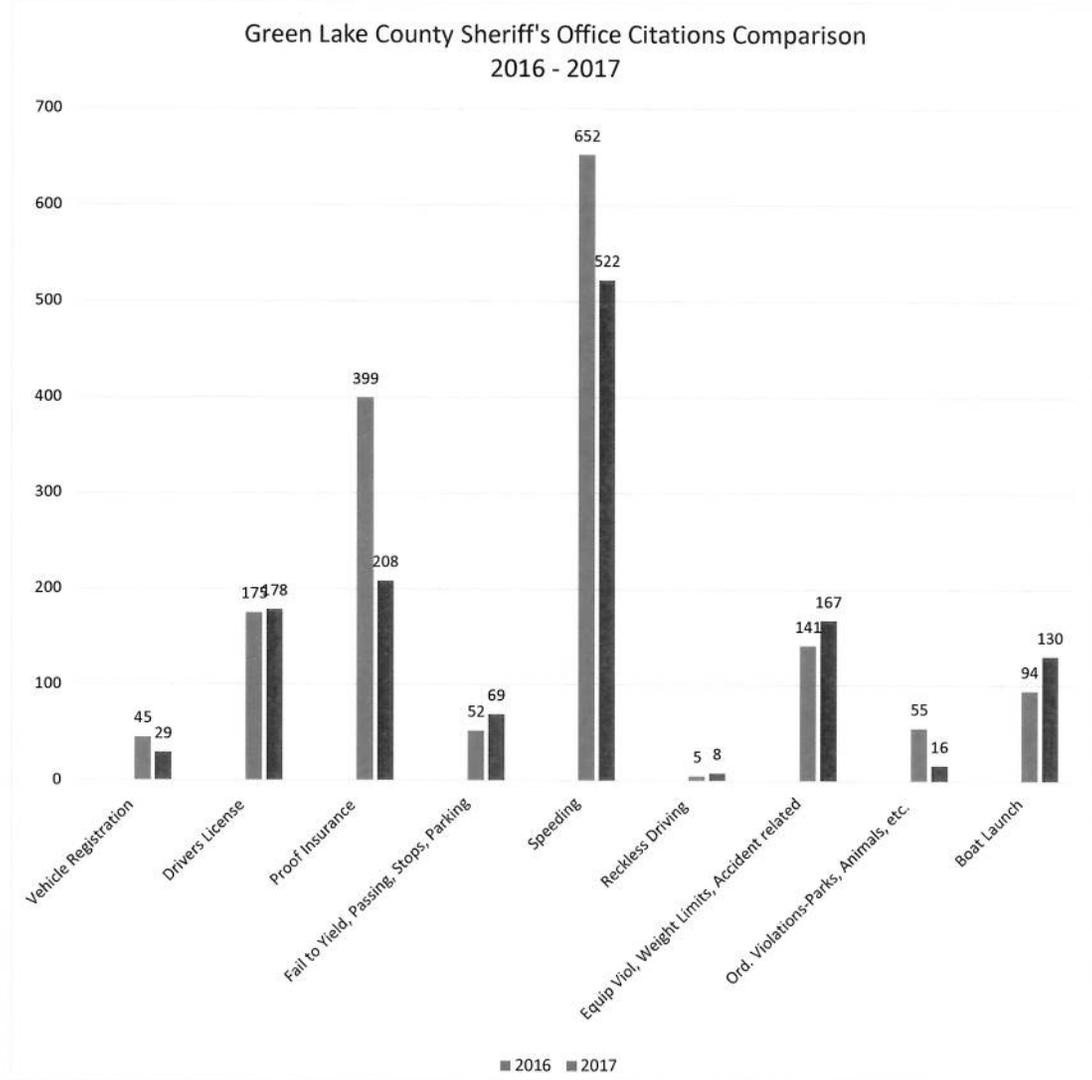
Increases in Incidents			
Nature of Incident		2016	2017
Boat Incidents		9	14
Combined Tactical Unit GLSO		4	6
Controlled Substance Problem		73	74
Drugged Driving		24	39
Emergency Detention Involuntary		13	18
Failure to Report to Jail		1	6
Fraud		18	21
Jail Incident		4	21
Juvenile Problem		11	16
Scam		5	11
Sex assault		4	10
Traffic Accident w/ Damage		85	108
Traffic Accident, w/ Injuries		45	65
Welfare Check		71	95
		367	504



**Green Lake County Sheriff's Office Citations 2016 - 2017**

TYPE	2016 CITATIONS	2017 CITATIONS
Vehicle Registration	45	29
Drivers License	175	178
Proof Insurance	399	208
Fail to Yield, Passing, Stops, Parking	52	69
Speeding	652	522
Reckless Driving	5	8
Equip Viol, Weight Limits, Accident related	141	167
Ord. Violations-Parks, Animals, etc.	55	16
Boat Launch	94	130
Alcohol Non-Driving	32	22
OWI related are also found in the UCR info.	168	143
<b>Total</b>	<b>1818</b>	<b>1492</b>

BY LOCATION	2016 CITATIONS	2017 CITATIONS
<b><u>Townships:</u></b>		
Berlin	302	214
Brooklyn	526	456
Green Lake	274	263
Kingston	29	21
Mackford	89	58
Manchester	166	106
Marquette	58	44
Princeton	182	96
St. Marie	10	17
Seneca	66	48
<b><u>City/Village</u></b>		
Berlin	50	77
Green Lake	19	16
Markesan	8	2
Princeton	13	44
Kingston	4	18
Marquette	4	3
<b><u>Lakes/Rivers</u></b>		
Big Green	18	9
Little Green		
Puckaway		
Fox		
<b>Total</b>	<b>1818</b>	<b>1492</b>

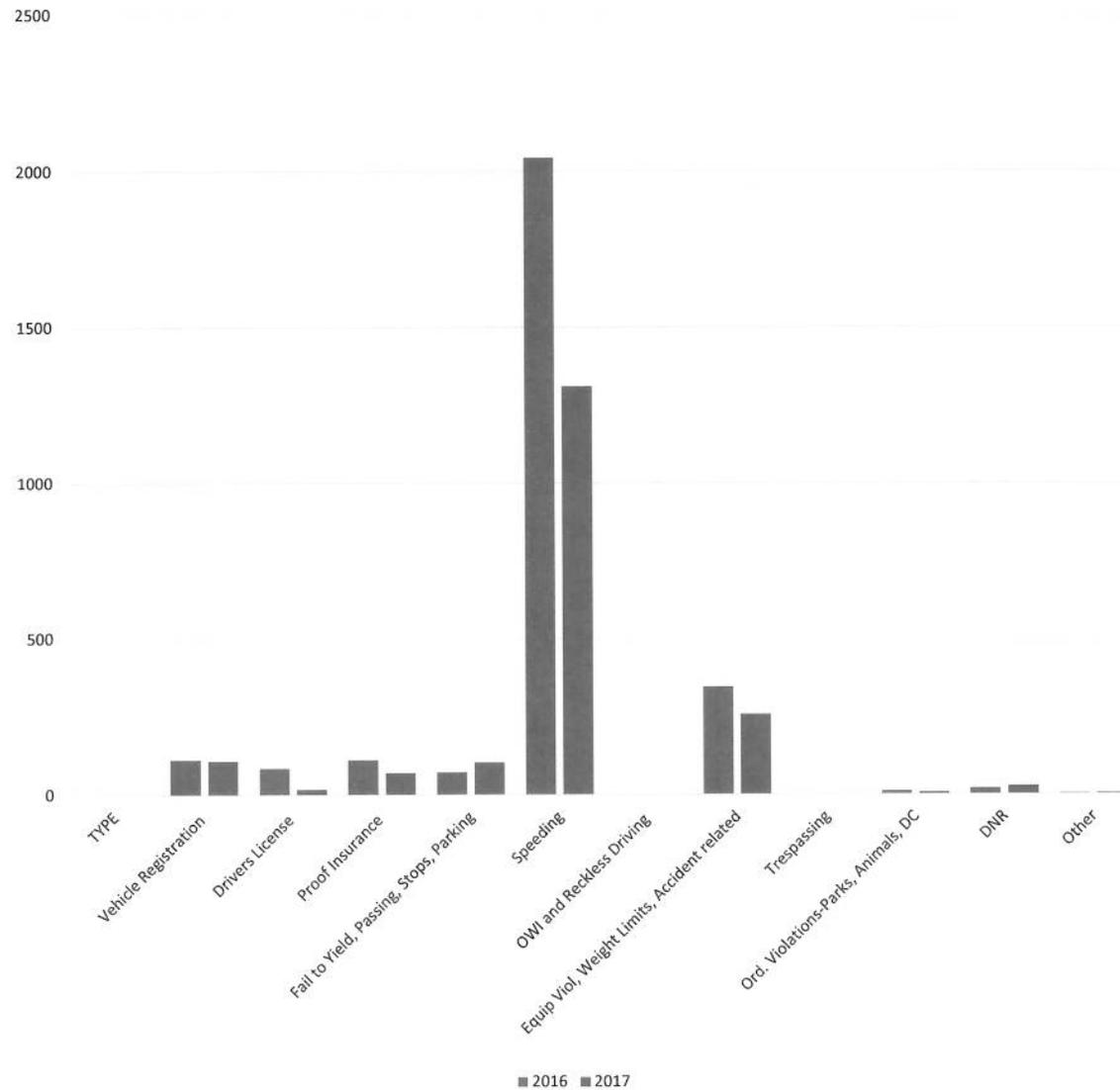


**Green Lake County Sheriff's Office Warnings 2016 - 2017**

	2016	2017
TYPE	Warnings	Warnings
Vehicle Registration	112	108
Drivers License	85	17
Proof Insurance	111	70
Fail to Yield, Passir	71	103
Speeding	2042	1310
OWI and Reckless	0	1
Equip Viol, Weight	344	256
Trespassing	2	0
Ord. Violations-Par	11	7
DNR	19	26
Other	3	4
<b>Total</b>	<b>2800</b>	<b>1902</b>

	2016	2017
BY LOCATION	Warnings	Warnings
<b><u>Townships:</u></b>		
Berlin	416	284
Brooklyn	816	544
Green Lake	373	255
Kingston	35	10
Mackford	177	123
Manchester	261	151
Marquette	124	107
Princeton	273	154
St. Marie	18	10
Seneca	80	59
<b><u>City/Village</u></b>		
Berlin	109	85
Green Lake	41	22
Markesan	16	7
Princeton	40	65
Kingston	7	11
Marquette	4	3
<b><u>Lakes/Rivers</u></b>		
Big Green	9	11
Little Green		1
Puckaway		
Fox	1	
<b>Total</b>	<b>2800</b>	<b>1902</b>

Green Lake County Sheriff's Office Warnings Comparison  
2016-2017

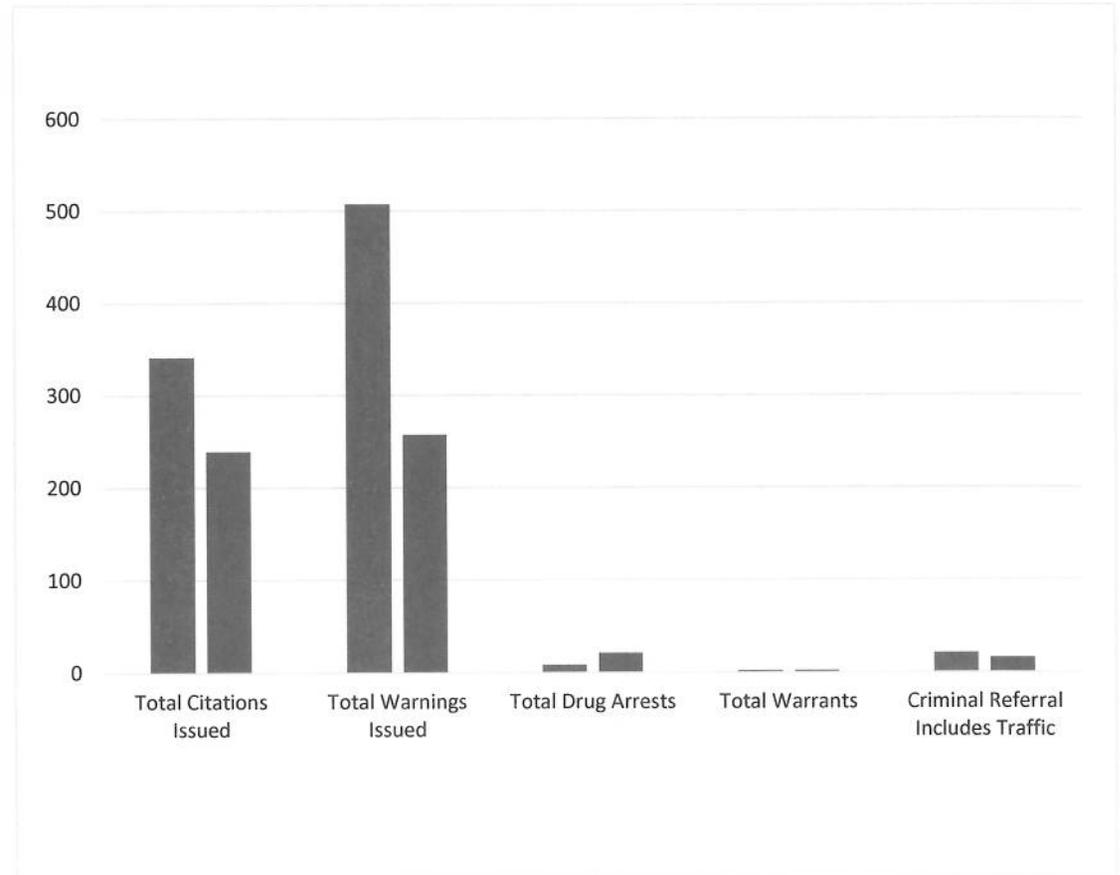


## 2016 TO 2017 BOTS GRANT FOR PATROL AND COMMUNICATIONS

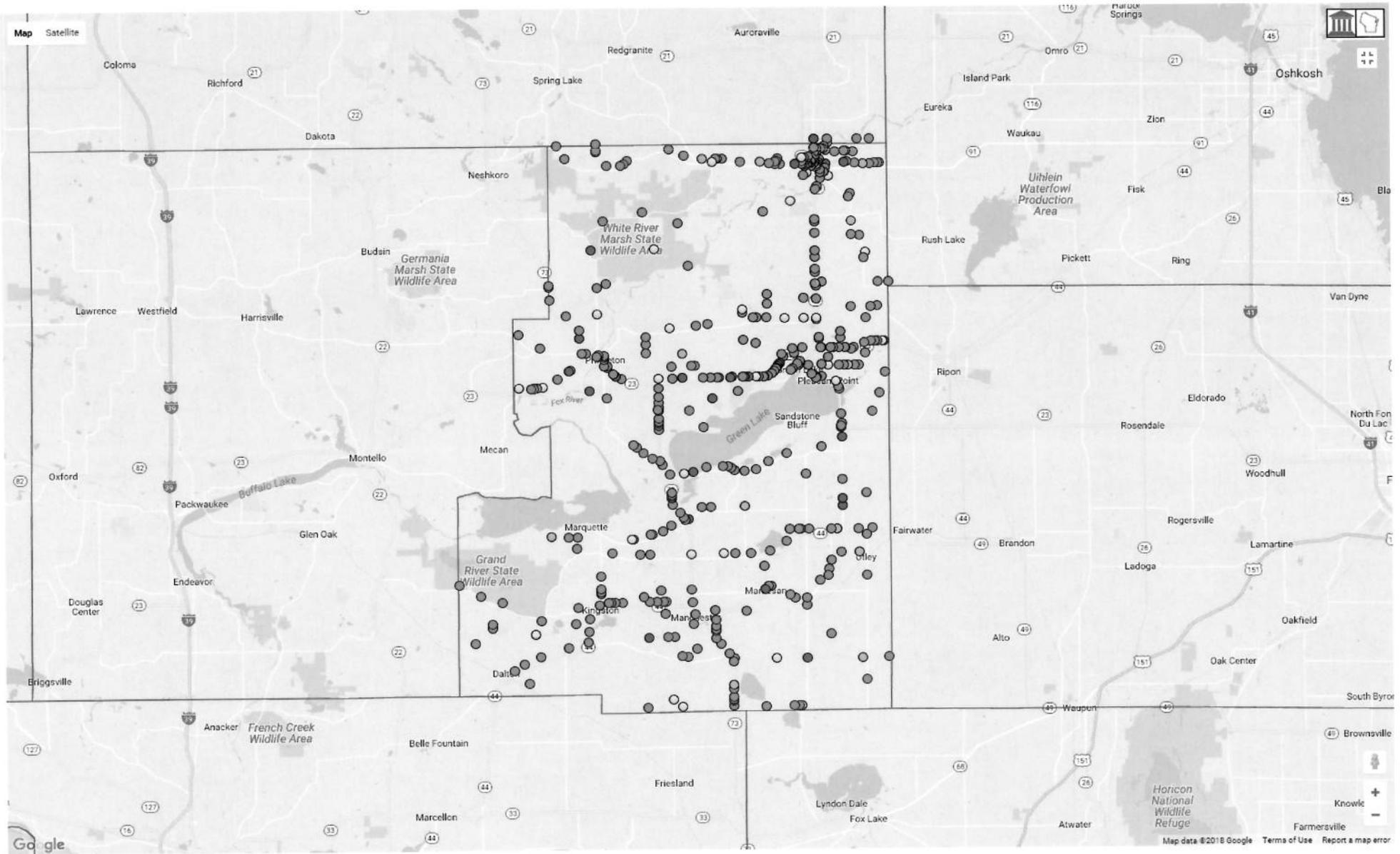
Annually the Bureau of Transportation Safety reviews crash data and awards Seatbelt Grants to Agencies to target seat belt enforcement. In 2016 we received a \$20,000 grant. In 2017 we received a \$10,000 grant. You can see the difference in the number of citations issued when more time was spent working the grant. We only have BOTS statistics from 2015. That year 46.2% of person killed and 24.7% of persons sustaining incapacitating injuries in Wisconsin were not wearing seat belts. Please buckle up.

TYPE	2016	2017
Total Citations Issued	341	239
Total Warnings Issued	507	257
Total Drug Arrests	8	21
Total Warrants	2	2
Criminal Referral Includes Traffic	21	16
Total	879	535

### BOTS Grant Citation and Warning Comparison 2016 to 2017



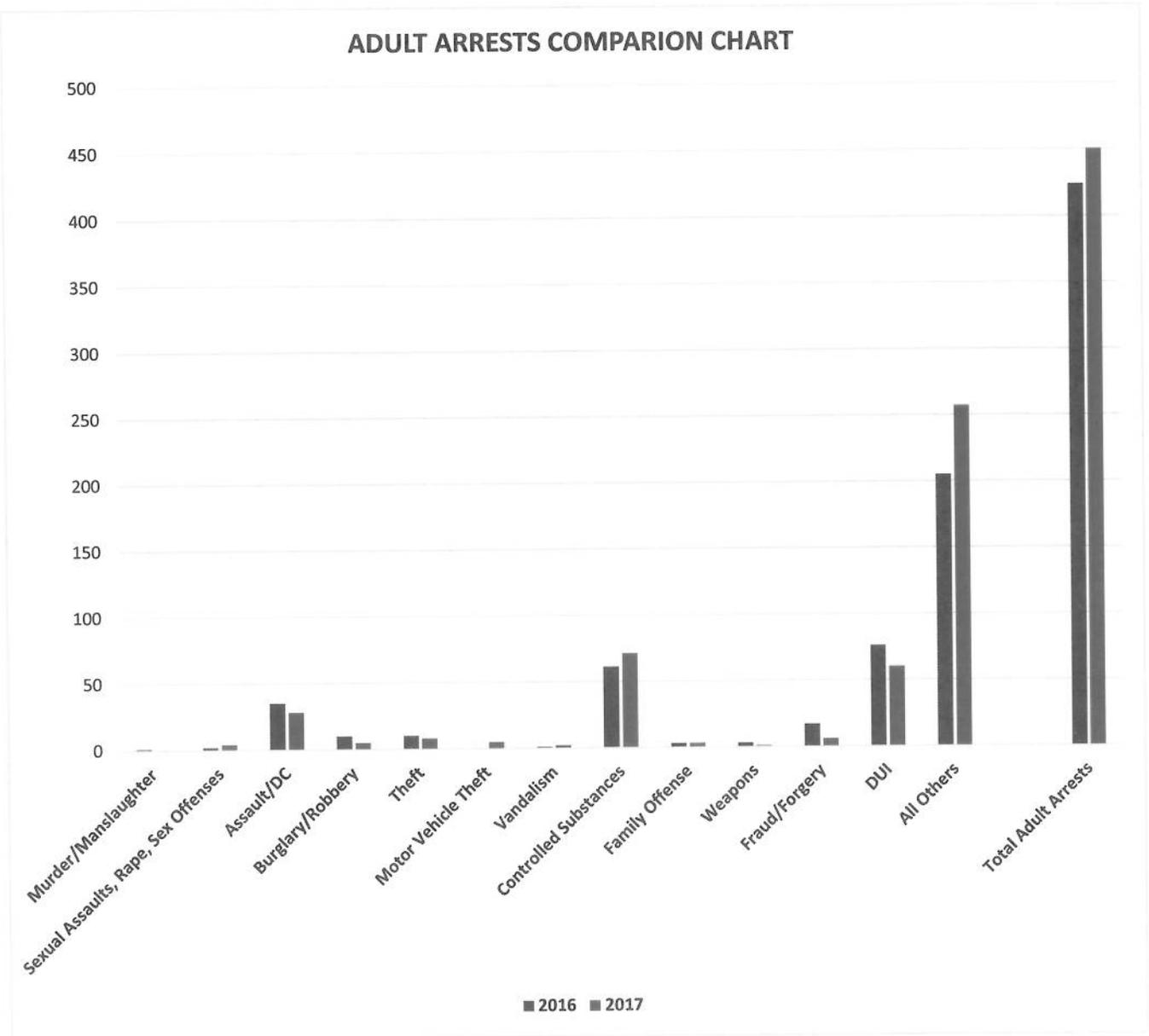
# 2017 GREEN LAKE COUNTY CRASH MAPPING



- Fatality
- Serious Injury
- Minor Injury
- Possible Injury
- Property Damage

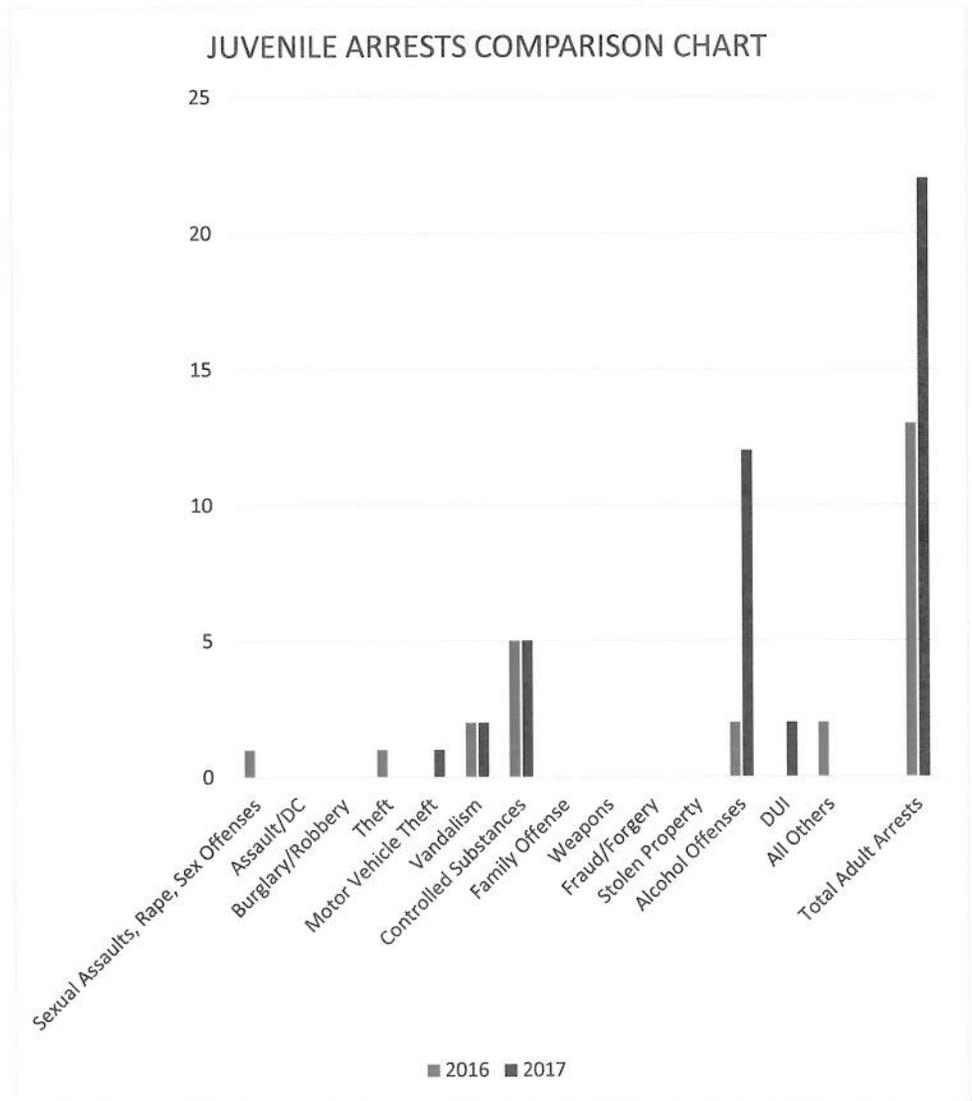
**Green Lake County Sheriff's Office Uniform Crime Reporting (UCR) Related Adult Arrests**

<b>Criminal Arrests Adult (UCR)</b>	<b>2016</b>	<b>2017</b>
Murder/Manslaughter	1	
Sexual Assaults, Rape, Sex Offenses	2	4
Assault/DC	35	28
Burglary/Robbery	10	5
Theft	10	8
Motor Vehicle Theft		5
Vandalism	1	2
Controlled Substances	61	71
Family Offense	3	3
Weapons	3	1
Fraud/Forgery	17	6
DUI	76	60
All Others	205	257
<b>Total Adult Arrests</b>	<b>424</b>	<b>450</b>



**Green Lake County Sheriff's Office Uniform Crime Reporting (UCR) Related Juvenile Arrests**

<b>Criminal Arrests Juvenile (UCR)</b>	2016	2017
Murder/Manslaughter		
Sexual Assaults, Rape, Sex Offenses	1	
Assault/DC		
Burglary/Robbery		
Theft	1	
Motor Vehicle Theft		1
Vandalism	2	2
Controlled Substances	5	5
Family Offense		
Weapons		
Fraud/Forgery		
Stolen Property		
Alcohol Offenses	2	12
DUI		2
All Others	2	
<b>Total Adult Arrests</b>	<b>13</b>	<b>22</b>



# Green Lake County Sheriff's Office Correctional Facility Administration 2017



## Correctional Facility Statistics

Average Daily Population	67
Total Bookings: Male	1173
Female	418
Total Meals Served	61,112
Income - Inmates Housed for Brown County	\$70,133.00
Income - Inmates Housed for Calumet County	\$16,211.00
Income – Electronic Monitoring Program	\$51,439.00
Huber Income	\$74,721.80

## Green Lake County Correctional Facility Bookings

Bookings		
Statute Description	2016	2017
Ordinance violations	122	118
Violate Unfair Trade	4	0
Truancy	0	5
Tobacco Use in Schools	1	4
Underage Alcohol	25	51
FALSE EMERGENCY (911) PHONE US	0	1
POSSESS DRUG PARAPHERNALIA-UND	0	2
ILLEGAL USE OF FIREWORKS	0	1
DNR Violations	3	3
Tattoo w/o a License	1	0
minor possessing tobacco	9	13
FAIL/MAINTAIN SEX OFFENDER REG	2	2
DELIVER ILLEGAL ARTICLES TO IN	0	1
Driver's License Violations	154	160
Fleeing/Reckless Driving	7	18
OWI Related	173	182
IGNITION INTERLOCK DEVICE TAMP	51	50
POSSESS/ILLEGALLY OBTAINED PRE	14	9
CONTEMPT OF COURT - DISOBEY OR	17	5
Violate Injunction or Restraining Order	6	11
1ST-DEGREE INTENTIONAL HOMICID	2	1
Battery, Abuse, Sexual Assault	62	61
Negligence, Endangering, Firearms	15	33
Representations Depicting Nudity	0	1
CRIMINAL DAMAGE TO PROPERTY (I	57	31
Arson Related	1	4
Burglary and Theft Related	272	105
Lewd Behavior	0	5
Resisting/Fail to Report	62	64
Bail Jumping	124	192
DISORDERLY CONDUCT	151	166
Threats and Harassment	2	5
Crimes involving Neglect/Abuse of a child	24	16
Child Support/Custody	36	12
Animal Violations	0	5
Drug Related	342	405
Warrant/Criminal or Contempt	215	216
PROBATION VIOLATION	264	260
<b>Total</b>	<b>2218</b>	<b>2218</b>

The Key to understanding this comparison is that these numbers represent what people were booked for. They did not necessarily spend time in jail. Sometimes people are booked on violations of the law so that charges can be referred up to the DA. Not all cases result in jail time served. Often times people are booked on multiple charges. This comparison does not count the number of people booked. It counts violations they were booked for. This comparison includes people committing violations in the rural area of the County as well as those booked for violations by the City Police Departments.



# **GREEN LAKE COUNTY**

## **OFFICE OF THE COUNTY TREASURER**

*Amanda R. Toney*

*Treasurer and Real Property Lister*

*Office: 920-294-4018*

*FAX: 920-294-4009*

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January 29, 2018

Memo to Administrative Committee:

In December we started our normal process of receiving mill rates and certified levy amounts from the local clerks and entered those into our tax collection system. Once this was completed, Stef and I checked and rechecked these values and rates carefully and received confirmation by the local clerks. We then printed the tax bills, tax rolls and all pertinent information relating to the tax collection. With the office down by a part-time employee, Stef and I put in many long hours ensuring that the bills were mailed in the same timeline as they always have been.

The Treasurer's office has finished out 2017 with our highest number of tax dollars collected to date for the current tax year. As of December 31, 2017, our office had collected \$5,650,156.39 for the 2017 tax roll. This number is higher than December 31, 2016 by \$1,561,399.25. As of today, our office has collected over nine million in real estate and personal property taxes. There are a few factors that we feel have contributed to this. First and foremost, we are collecting for two additional municipalities this year. Secondly, we have seen a large increase in the number of taxpayers paying their full tax bill rather than just the first installment amount due to the new federal tax law that is capping the 2018 tax deductions.

Typically at the start of the New Year, we begin to prepare assessment rolls for the next tax cycle. This involves "rolling over" the tax rolls in our tax assessment software, compiling the new assessment rolls, verifying that all new values are correct and distributing these to the assessors so they can start the new tax year. This is also an intense period of verifying and compiling reports and distributing all of these forms to the municipalities. We are behind in this process this year due to staffing changes. Our goal is to be ready to start to work on this the first part of February. There is no statutory deadline for this but we do not want to fall behind on it.

In February, the tax settlement process will be complete, at this time the local treasurers turn their collection records over to the county. The percentage of all taxes collected paid by the first installment needs to be distributed to all of the districts within the 16 different municipalities by February 20<sup>th</sup>. These calculations are done in this office. This process requires a lot of checking and rechecking by this office to ensure accuracy.

I published the tax deed listing for the 2014 tax year the first two weeks in February, 2018.

This year our list included:

**39** people, owning **49** parcels

Last year our list included:

**45** people, owning **51** parcels

Anyone on this list will have until the end of August 2018 to pay their delinquent 2014 taxes or the county can take the property.

We are currently working with Transcendent on the migration of our data from our GCS program into the new Transcendent program. All of our data is in the test database for Transcendent and at this time they are working on computing the 2017 tax bills to verify all values and figures have been converted correctly. We do have a meeting scheduled on February 27<sup>th</sup> for those municipal clerks/treasurers that collect the first installments on their own. This meeting will be an overview so they know what to expect with the conversion. After that meeting we will begin testing in the software and in late summer we plan to be live on Transcendent with the Real Property Lister portion of the program. Then on September 1<sup>st</sup>, we plan on going live with the Treasurer piece.

The Treasurer's office continues to be a central location for many important functions within the Government Center in addition to collecting taxes. Some of these functions include: receipt and deposit all money, keep daily balances of bank accounts, distribute all checks for the county, invest excess funds, maintain records of all unpaid and delinquent taxes, assist local municipal clerks and treasurers with their tax collection and settlement as well as their tax and assessment rolls preparation and furnish complete and balanced tax settlements to the Department of Revenue to name a few.

The Treasurer's office currently staffs two full time employees, which include Stefanie Meeker, and myself. I would like to have the vacant part-time Deputy Treasurer position filled within the next two months. Our goal for 2018 is the same as 2017. It is to continue to provide the accurate and friendly customer service that we have always provided to the public, county board supervisors and co-workers alike.



Pictured Left to Right: Amanda Toney and Stef Meeker

Respectfully submitted,  
Amanda R. Toney  
County Treasurer/Real Property Lister

**TO THE HONORABLE CHAIRMAN AND BOARD OF SUPERVISORS  
OF GREEN LAKE COUNTY**

I herewith submit the annual report of the Green Lake County Treasurer's office for the period of  
**January 1, 2017 through December 31, 2017**

Report on General Activity in County Treasurer's office for 2017:

	<b>TOTAL AMOUNT</b>	<b>TOTAL AMOUNT</b>
	<b>2016</b>	<b>2017</b>
General Receipts	20,208,977.73	22,480,267.83
General Property Tax Receipts	10,163,417.50	10,128,104.71
Tax Settlement	13,742,918.68	14,130,813.46
Withdrawals related to tax settlement	9,300,000.00	9,365,000.00
Total Interest Received on Investments	54,128.09	232,897.76
Sales Tax Received	1,332,449.39	1,391,076.39
Withdrawal of Sales Tax funds for loan payment on bldg	1,010,625.00	948,599.69
Total Interest and Penalty Received on Delinquent Taxes	262,340.14	322,889.22
City of Berlin Tax Incremental District (TID) Closure	0.00	337,547.03
Total General Maintenance Checks	22,801,040.51	23,871,875.43
Total Payroll Disbursement	6,170,617.21	6,387,885.42
Total Outgoing Wire Transfers for Payroll and Fees	4,336,370.86	4,522,338.58
Real Estate Transfer Fees	218,941.67	268,774.55
Total Sales Tax Wires	1,332,449.39	1,396,635.44
Investment Wires	8,000,000.00	10,005,454.79
Tax Settlement	10,151,623.74	10,192,423.51
Repayment of Bond Loan +Interest on Loan	1,010,625.00	948,599.69
Direct Deposit HS Funds	1,252,304.36	1,389,415.49

Report of activity by the Real Property Lister's Office for the Year 2017:

	2016	2017
Documents of transfer processed	1,394	1,443
Tax parcels affected by splits and/or combinations	160	172
Tax parcels affected by ownership, valuation and address changes	7,969	9,193
911/Fire Numbers processed/issued in 2017	36	37

**Report of Cash Balance on Hand**

**STATEMENT OF CONDITION OF GREEN LAKE COUNTY**

From January 1, 2017 to December 31, 2017

Cash Balance 1-1-17	1,011,749.92	
Receipts - 2017	59,337,196.09	
	60,348,946.01	
Disbursements - 2017		58,983,402.90
Required Cash Balance 12-31-17		1,365,543.11
		60,348,946.01

Respectfully submitted,  
Amanda R Toney, County Treasurer

\*FOLLOWING IS A LISTING OF TAX CERTIFICATES, WHICH REPRESENT DELINQUENT TAX,  
HELD BY GREEN LAKE COUNTY AS OF:

	<u>31-Dec-15</u>	<u>31-Dec-16</u>	<u>31-Dec-17</u>
TOWN OF BERLIN	28,138.61	40,750.40	28,221.44
TOWN OF BROOKLYN	61,594.63	45,830.44	44,556.08
TOWN OF GREEN LAKE	165,731.04	236,172.47	140,183.52
TOWN OF KINGSTON	11,060.16	6,338.08	8,809.86
TOWN OF MACKFORD	21,554.04	13,929.75	21,959.54
TOWN OF MANCHESTER	3,099.77	10,174.10	8,755.17
TOWN OF MARQUETTE	16,006.25	19,041.99	23,470.65
TOWN PRINCETON	150,477.30	116,193.46	88,042.96
TOWN OF ST MARIE	5,833.91	7,042.39	7,628.94
TOWN OF SENECA	16,450.98	24,363.36	12,653.20
VILLAGE OF KINGSTON	20,780.76	20,063.90	22,680.83
VILLAGE OF MARQUETTE	7,359.76	11,218.36	12,392.39
CITY OF BERLIN	146,618.74	205,587.57	142,234.19
CITY OF GREEN LAKE	52,856.98	73,031.05	27,341.92
CITY OF MARKESAN	100,882.17	84,293.21	58,026.81
CITY OF PRINCETON	69,603.90	66,788.94	57,882.36
<u>TOTAL COUNTY DELINQUENT 12-31-2015</u>	<u>878,049.00</u> **		

\*\*\$87,870.81 in uncollected special assessments and charges included in figure

TOTAL COUNTY DELINQUENT 12-31-2016

980,819.47 \*\*

\*\*\$99,562.71 in uncollected special assessments and charges included in figure

TOTAL COUNTY DELINQUENT 12-31-2017

704,839.86 \*\*

\*\*\$66,669.78 in uncollected special assessments and charges included in figure

\*See following page for graph of these figures sorted by Municipality

ACTIVITY IN THE SALES TAX ACCOUNT DURING 2017

	PRINCIPLE	INTEREST	TOTAL SALES TAX
BALANCE 12/31/16			2,644,895.49
2017 COLLECTIONS	1,405,329.42	10,045.56	1,415,374.98
Loan Payments	2,448,599.69		2,448,599.69
Bond Income	0.00		0.00
Over/Under +/-	0.00		0.00
BALANCE 12/31/17	3,853,929.11	10,045.56	<span style="border: 1px solid black; padding: 2px;">1,611,670.78</span>

SALES TAX INVESTMENTS

Institution	C.D. #	TERM	PRINCIPLE	INTEREST	DUE DATE
L.G.I.P.			1,611,670.78		
TOTAL SALES TAX FUNDS INVESTED:		12/31/2017	<span style="border: 1px solid black; padding: 2px;">1,611,670.78</span>		

TOTAL SALES TAX REVENUE SINCE INCEPTION, PLUS INTEREST, IS HELD IN TRUST

## 2017 Annual Report to the County Board of Supervisors

### Inside this issue:

Agriculture	1
Community, Natural Resource And Economic Development	2
4-H Youth Development	3
Family Living	4
FoodWise	5
UW-Extension Contact Info	6

## AGRICULTURE



Nav Ghimire  
Agriculture Agent

Nav Ghimire, the Agriculture Extension Educator, resigned in March. His leaving left a major gap in programming for Green Lake County. Prior to Nav leaving, he provided a number of trainings. In these trainings, participants indicated an increase in knowledge. Eighteen farmers for nutrient management training and 12 farmers for SNAP-Plus training reported 2-3 unit change in their knowledge in the area of state and federal policies, nitrogen crediting, phosphorus and

potassium management, soil sulphur, micronutrients, and manure management, nutrient crediting from manure and cover crops and allocating fertilizers and manure in their farms. The pesticide application training was conducted while Nav was still in his position with 10 farmers participating. The training started with two-hour video teaching followed by a certification exam.

### Nutrient Management Training

The 2-part nutrient management training was conducted in February in which 18 people participated. Some farmers participated with their family members. The training was offered in the following topics: state and federal policies in nutrient management, nitrogen, phosphorous, and potash management, nitrogen crediting, soil and plant biology, manure management, and Sulphur management. Jamie Patton Shawano County Ag Agent, Jordan Paris (a local farmers), Nav Ghimire were the instructors for the training.



Farmers attending the Nutrient Management training.

### Pesticide Application Training

Ghimire conducted two pesticide application trainings on January 17 and February 7 in which 15 farmers participated. The training started with two-hour video teaching followed by a certification exam. The tests were sent to the Wisconsin Department of Agriculture Trade and Consumer Protection for grading.

### Food Safety Modernization Act (FSMA) Training

Ghimire conducted a Food Safety Modernization Act (FSMA) Training for Amish growers in coordination with UWEX 'Organic and Sustainable Agriculture Program'. There were 43 growers (including their 14 spouses) attending the meeting. The food safety expert Chris Blanchard of Wisconsin taught the features of FSMA. The presentation was followed by question and answer session. To respect the Amish culture and tradition, only printed-paper materials were used as teaching aids, rather than computer and slides.

### Position Updates

Over the growing season, support staff and local educators fielded questions from the public and agriculture community directly, or referred those people to others in UW-Extension. Late in 2017, the Agriculture Extension Educator position was opened, largely due to the Oversight Committee writing and submitting a resolution to UW-Extension administration.

### Support During Vacancy

During the vacancy, Agriculture Extension Educators from both Columbia and Waushara helped "cover" programming through conducting a limited number of farm visits and leading a Pesticide Applicator Training.

## COMMUNITY, NATURAL RESOURCE & ECONOMIC DEVELOPMENT



Jay Dampier  
Community, Natural Resource &  
Economic Development Educator

In July of 2017, Jay Dampier left his role as Community, Natural Resources and Economic Development Educator to take on the role of Area Extension Director for Area 14 serving the counties of Adams, Green Lake, Juneau, Marquette and Waushara. During the first half of 2017 Jay oversaw a number of projects. Some of these projects were completed mid-year, while others were completed during the latter part of the year while Jay concurrently served in the role of Area Extension Director.

Jay's educational programming focused on two primary domains, 1. Organizational Development and Capacity Building, and 2. Natural Resource Stewardship.

### Organizational Development and Capacity Building

For much of 2017 Jay worked with Design Wisconsin Team, the Princeton Chamber of Commerce and local residents to host a design charrette in Princeton. In addition to a financial commitment, many community members came together to make the three-day program a success. A team about 20 professionals volunteered their time to assess Princeton's assets and develop a plan which included a number of renderings. Team members included planners, landscape architects, a marketing professional and a building historian. The final report is planned to be unveiled and implementation is scheduled for 2018.

Jay wrapped up organizational development planning processes with organizations including a Green Lake County Chamber of Commerce, the Tri-county Economic Development Corporation (TREDC) and the Green Lake County Economic Development Corporation. Work included development of action statements, setting strategic goals, and updating bylaws. Jay also supported the Wisconsin Bed and Breakfast Association (WBBA) when they had their quarterly meeting in Green Lake. I helped facilitate a group change process. In order for the industry group to remain strong, they sought professional assistance in their priority setting for 2017-2018. Furthermore, Jay was a speaker at the WBBA's annual conference.

### The Colors Program

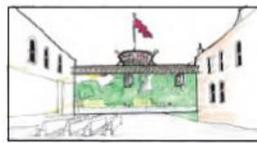
John deMontmollin, 4-H Educator worked with Area Extension Director, Jay Dampier, and Human Resources Coordinator, Nicole Feavel, to co-facilitate five sessions of the Colors program for over 100 Green Lake County employees.

The Colors Program is grounded in the personality theory of Carl Jung, and validated in the research of Myers-Briggs and Keirsey-Bates. It combines this experience-based research into an exciting approach that is extremely accurate, understandable and easy to apply in everyday life. Through this program, people can quickly identify their own personality style and that of others. This identification is crucial in developing effective communication and building positive relationships. In addition, participants will learn how to:

- Improve interpersonal relationships
- Recognize your strengths and the strengths of others
- Build instant rapport with others
- Enhance your ability to understand how others process information
- Appreciate the viewpoint of others
- Program participants have reported success in building team spirit in their organizations, enhancing their skills in conflict resolution, and developing a foundation for communication both personally and professionally.



• **Tiger Brew Park:** Consider repurposing the historic Tiger Brew site as an outdoor performance space. The building could serve as a band shell by adding a simple stage and providing an overhead truss for mounting light and sound equipment. Schedule events during the flea market to encourage folks to explore the community's heritage and waterfront.



• **Pearl Street Stage:** Turn a dead end into an outdoor performance space by relocating the power pole in the middle of the space. A new truss (reminiscent of the old railroad bridge ironwork) would frame the alley as a stage while providing an opportunity to mount light and sound equipment. In addition, a digital projector could transform the sides of existing buildings into a movie screen.



• **Washington Street Landing:** Transform the Washington Street dead end into a public landing for paddlers. This generates more foot traffic to the downtown while connecting folks to the Fox River.



• **River Walk:** Develop and expand the existing public right-of-way behind Water Street as the River Walk. Residents and visitors will be able to make their way to the Fox River, the Pearl Street Stage and Washington Street Landing without disturbing sensitive natural areas. By developing this into an attractive public amenity, business owners will benefit from having additional store frontage while patrons and residents will have a stronger connection to the natural environment.



• **Street Medallions:** Local student and professional artists are encouraged to develop wayfinding medallions painted at key intersections. These medallions could celebrate Pinceton's history and culture while directing people to community attractions.

### Natural Resource Stewardship

Jay supported natural resources stewardship in a number of ways. With the departure of the Agriculture Extension Educator, Jay started to fielding consumer horticulture calls and emails from the public on topics including turfgrass, tree identification, tree disease, weed identification, ornamental shrubs, arboricultural forensics, and risk tree assessment. Jay also completed the grant funded project, "Reducing non-point source pollution one lawn at a time." Final work included presenting at a conference designated by the funder, and also sent educational water quality / lawn care materials to green industry professionals. The materials described how improved water quality can be achieved through good lawn care practices.

Finally, in supporting Green Lake County's Land Conservation Department, Jay developed and presented an original presentation entitled, "How trees built the Midwest." The presentation featured five tree species important to the development of the Midwest. And covered interesting topics such as the connection between the loss of elms to Dutch elm disease and the current demise of ash trees due to emerald ash borer. Also, the presentation will cover why sugar maple is Wisconsin's state tree as well as its economic impact as a supply of syrup and high value wood. Additionally, Jay hosted an apple pruning workshop in partnership with Pineapple Hill Orchard.

## 4-H YOUTH DEVELOPMENT



John de Montmollin  
4-H Youth Development Educator

John de Montmollin was the 4-H Youth Development Educator for most of 2017. In September he left his current duties to become the Wisconsin 4-H Youth Development Interim Co-Program Director. Prior to John's leaving, he achieved a number of important accomplishments related to developing Green Lake County's youth.

### Green Lake County 4-H Ambassadors

The Green Lake County 4-H Ambassadors are a group of teen-age youth leaders who meet on a monthly basis to plan and implement educational programs and promotion events. John supported the 4-H Ambassadors youth volunteers as they prepared to offer the Cloverbud Day program that provided youth development opportunities for younger 4-H Youth. The 4-H Ambassadors took leadership roles in planning, implementing and evaluating all aspects of the Youth Lock-In program which included social and educational sessions. Over twenty youth participated in the event. Other Ambassador efforts including introducing recycling program to kindergarten classes at both Markesan Elementary School and Clay Lamberton Elementary School in Berlin reaching over 150 students. Also John equipped the Ambassadors through facilitating the Colors program. The Colors Program is grounded in the personality theory

of Carl Jung, and validated in the research of Myers-Briggs and Keirsey-Bates. It combines this experience-based research into an exciting approach that is extremely accurate, understandable and easy to apply in everyday life.

### LEGO Lab at the Boys and Girls Club

John completed the LEGO LAB program at the Boys and Girls Club in Berlin. The LEGO LAB provided a hands-on learning opportunity Where:

- problem solving and critical thinking skills were developed
- creativity and self-confidence were fostered
- architecture and engineering concepts were explored

The LEGO LAB was open to all youth 5-12 years in age and typically has between 8-16 participants per session. LEGO Lab was conducted at the same time as Girl Club which was facilitated by Katie Gellings, Green Lake County Family Living Educator. Both programs were well received by youth and adult staff members.

### 4-H Club at UMOs Summer Camp

John worked with Family Living Educator, Katie Gellings, Summer Intern, Ali Brownlow, and the Green Lake County 4-H Ambassadors to continue to coordinate a summer 4-H Club experience for the youth participating in the UMOs (United Migrant Opportunity Services) summer camp program. Programming focused on STEM (science, technology, engineering and math) and offered a variety of hands-on learning experiences. The program concluded with a field to the Green Lake County Fair to celebrate their efforts. Over 40 youth participated in the three week program.

### Super Saturday

Green Lake County 4-H Super Saturday gave 4-H members the opportunity to participate in hands-on

learning through sessions taught by 4-H members, 4-H leaders and community volunteers. Topics range from painting and woodworking to developing your own YouTube channel. Over 50 4-H members participated in this project-based day of learning.

Support staff Kathy Ninneman stepped up after John's departure to help maintain the 4-H programming during this Educator vacancy. All legal reporting, such as charters, was done by Kathy with the support of one of the 4-H program's state specialist.



Harley Reabe (left), Green Lake County Board Chairman and Green Lake County Farm Bureau President, Joe Wollinger (right), present the 2017 4-H Key Award, the highest award given in the Wisconsin 4-H Program, to Calob Congdon and Kennedy Hoch at the 4-H Leaders' Banquet.



Adam Wiegel and Cole Chapman were the recipients of the Green Lake County 4-H Leaders' Association Academic Scholarships presented at the banquet on November 2.



4-H General Leaders were honored at the banquet for completing another year of service with Green Lake County 4-H.

## FAMILY LIVING



Katie Gellings  
Family Living Educator

### Girl Power with United Migrant Opportunity Services (UMOS)

Girl Power is a 5-week series of classes taught at the UMOS site in Berlin, using a self-esteem, prevention based curriculum. The goals of Girl Power are to: inspire and promote self-love, self-esteem, and motivation; develop life skills, healthy coping skills, and decision-making skills; and keep girls who are risk out of the influence of gangs, drugs, and sex trafficking. There were 13 girls, ages 9-12, who participated in the Girl Power program in 2017.

*"My name is Kristin Stumpner and I spend my summers working with UMOS, United Migrant Opportunity Services. This is a migrant child care program for kids 6-12 years old. I would just like to share how much we appreciate the Girl Power program! This program has given some of our girls a great boost of self-esteem along with teaching them some lifelong skills and goals. Kudos to the gals that put together such a great program and taught our girls such valuable lessons. I wish they had a program like this when I was growing up. Girl*



Power makes a positive impact on each and everyone of the girls. It's a priceless opportunity the girls wouldn't have if not for the Extension office. We hope this program continues, it makes a great difference in the lives of our young ladies. We look forward to working with you again next summer! We send a huge thank you for all that you do for the UMOS girls!



117 individuals acquired food resource management skills during education of **food preservation**

37 Berlin area youth learned how to prepare healthy meals and snacks increasing

**nutrition education**



65 Green Lake County Correctional Facility inmates participated in Wellness Wednesdays improving **wellness knowledge**

### Cancer Clear & Simple at Green Lake County Government Center

In October of 2017, Katie Gellings taught a Cancer Clear and Simple program to six attendees. The curriculum was developed by UW Extension and the UW Carbone Cancer Center. The program focuses on cancer basics, cancer prevention, and cancer screening.

### Kid Chefs with Berlin Summer Recreation Department

Sixteen youth participated in a program called Kid Chefs taught by Katie Gellings. Children learned how to cook simple, healthy snacks and meals by learning basic cooking skills and healthy eating habits.



Participants made zucchini chocolate chip muffins, oatmeal pancakes, apple nachos, and fresh garden salsa. Objectives of the program included:

- Learn the importance of healthy food choices
- Learn how to read, to follow, and to prepare recipes
- Learn how to work as a team
- Learn kitchen safety and food prep skills

### Get Money Smart: Financial Literacy Workshops at Green Lake County Correctional Facility (GLCCF)

The level of financial literacy among inmates is much lower than that of the typical American consumer. Katie Gellings offered monthly Financial Literacy Workshops to inmates at GLCCF, in partnership with Moraine Park Technical College (MPTC) Instructor, Maureen Betz. Topics included budgeting/money management, identity theft, Rent Smart, credit and debt, Get Checking, and employment forms. A total of 27 inmates were educated during the hour-long workshops in 2017.



127 Green Lake County residents learned to improve financial health by regularly checking **credit reports**

23 Markesan High School students obtained financial decision making skills through **Rent Smart**



48 Berlin area youth gained money concepts and skills with a program called **Money As You Grow**



Cara Cross  
FoodWise Coordinator

### Making the Healthy Choice, the Easy Choice

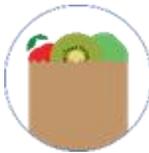
FoodWise, a federally-funded program, is a major educational program within the UW-Extension Family Living Programs. An obesity prevention program, it seeks to empower residents with limited incomes to make healthy choices to achieve healthy lives and reduce health disparities. Nutrition staff employ a combination of evidence-based educational strategies on healthy eating/nutrition, food budgeting, food safety and food security/hunger. Partners include: ADVOCAP, Boys and Girls Club, Clay Lamberton, Fox River Industries, Health and Human

Services, Lutheran Social Services, and UMOS.



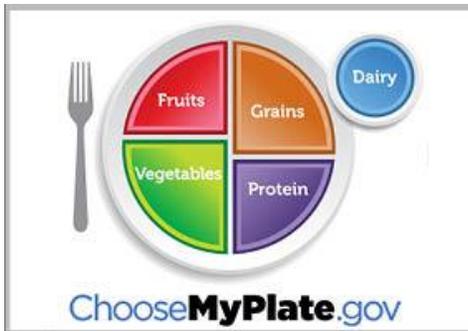
In 2017, FoodWise reached a total of 1,767 contacts with 353 individual learners in Green Lake County.

An additional 959 indirect contacts were made through quarterly newsletter distribution.



As people age their physiology, diet and nutrition often change. Changes may include lower activity levels,

slower metabolism, a change in the body's ability to absorb and utilize nutrients, new conditions and medications, a loss of appetite, and a change in taste and smell. Yet, healthy eating remains important at every stage of life. The FoodWise Program, following the specific health messages for older adults from the Dietary Guidelines for Americans and the 'MyPlate for Older Adults', provides



programming at two senior meal sites (Green Lake, Markesan) and 1 senior housing unit (Edgewater Apartments.) Older adults are provided information that is relevant to their lives, including how to eat heart healthy (e.g., lower sodium diet), healthy snacking, and cooking for one or two, to name a few).



FoodWise exposes children to new fruits and vegetables and why they are important. With a dramatic rise in

childhood obesity, exposing children to fruits and vegetables and teaching healthy eating habits early-on remains critical. In 2017, FoodWise taught nutrition education to a total of 313 Green Lake County youth aged 4-11. At Clay Lamberton Elementary School, a 6 session series was taught to 2nd and 4th grade classrooms. In addition, FoodWise teaches parents how to plan and prepare healthy meals. Preparing home-cooked meals, family meal times, and positive role modeling are ways that parents can promote healthy eating at home. FoodWise has partnered with ADVOCAP Head Start in providing nutrition education to preschoolers and their parents for more than 25 years.

Number of Learners Per Setting Type

Row Labels	Sum of participants_total
Early care and education	78
Faith / places of worship	33
Job training programs / temporary assistance for needy families (TANF) worksites	12
Other neighborhood settings where people "live" or live nearby	14
Schools (K-12, elementary, middle, and high)	198
Youth Organizations (e.g. Boys or Girls Clubs, YMCA)	18
<b>Grand Total</b>	<b>353</b>

## Green Lake County University of Wisconsin Cooperative Extension System...

- ◆ A three-way partnership of the University of Wisconsin, the United States Department of Agriculture, and Green Lake County
- ◆ Bringing knowledge and research to Green Lake County residents through programs in Agriculture & Natural Resources Program Area; Family Living; 4-H Youth Development; and Community, Natural Resource & Economic Development
- ◆ Taught and facilitated by University of Wisconsin faculty and staff

Over 1,000 informational bulletins and programs available free or for a minimal fee.

For more information contact:

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Green Lake WI 54941

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Monday-Friday

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Green Lake County

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*An EEO/Affirmative Action employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements.*

### Green Lake County UW-Extension Staff

#### Family Living



- ◆ Family Relations
- ◆ Health & Wellness
- ◆ Financial Management
- ◆ Food Budgeting
- ◆ Nutrition Education

#### Community Resource Development



- ◆ Tri-County Leadership Initiative
- ◆ Assist Non-Profit Organizations
- ◆ Community Needs Assessment
- ◆ Facilitating Meetings
- ◆ Facilitating Organizational Development

#### Agriculture



- ◆ Nutrient Management
- ◆ Fresh Market Vegetable Produce
- ◆ Grain & Forage Production
- ◆ Commercial & Home Horticulture

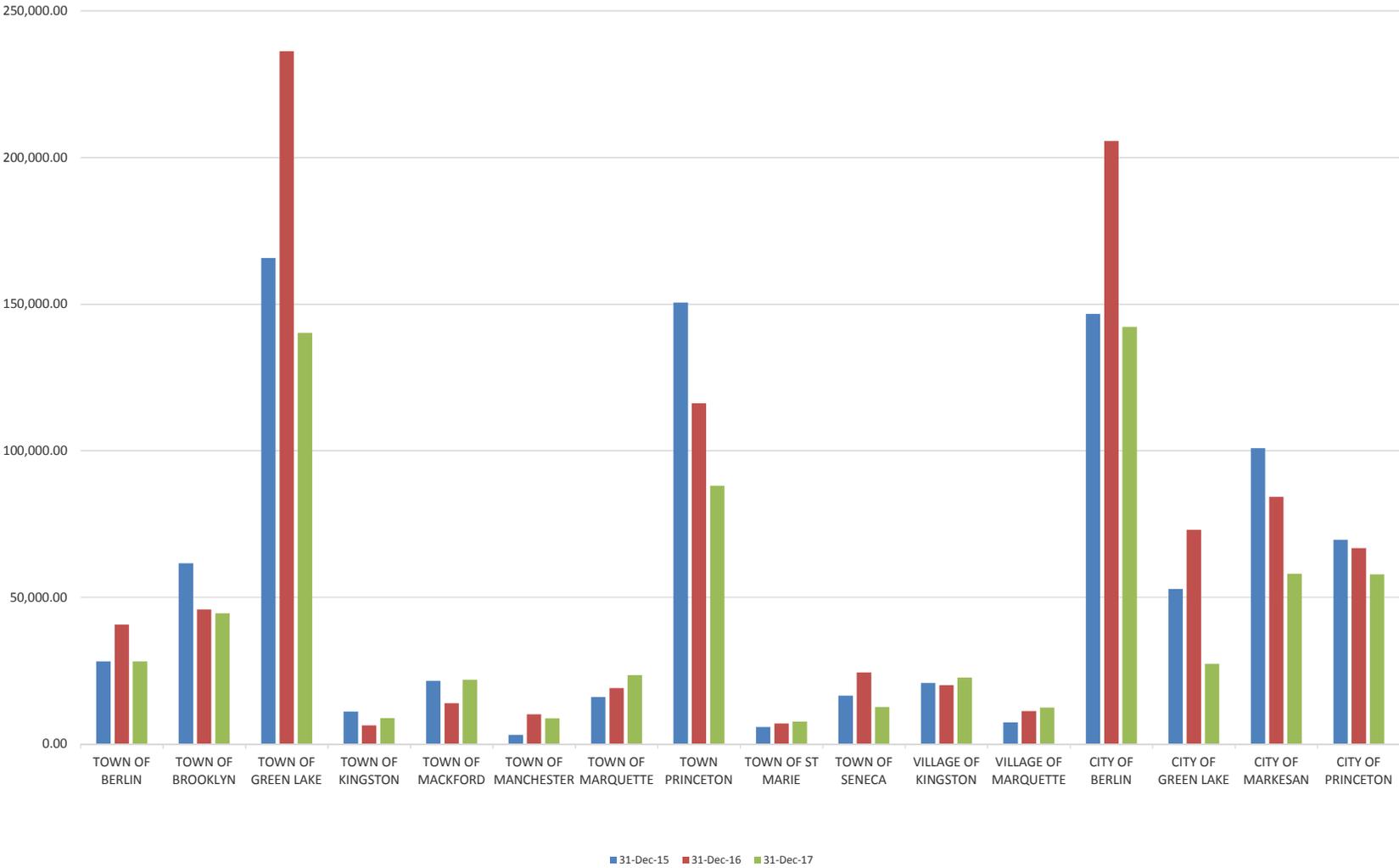
#### 4-H and Youth Development



- ◆ 4-H Community Clubs
- ◆ Leadership Development
- ◆ Citizenship
- ◆ Prevention Education for Youth
- ◆ Volunteerism
- ◆ Hands-On Opportunities for Youth

UW-Extension extends the knowledge and resources of the University of Wisconsin to people where they live and work.

Listing of Tax Certificates by Municipality



TO THE HONORABLE BOARD OF SUPERVISORS  
Green Lake County, Wisconsin

We herewith submit our Annual Report for the Veterans Service Office from January 1, 2017 to December 31, 2017.

During the past year, 2017, this office has continued to experience a high level of activity across many different functions. We look at this as a positive indication that we have been successful at bringing awareness to the veteran population of this county about the services we provide and have them take advantage of the programs that are of benefit to them and to our county.

The following is a summary of the activities of our office for the past year.

During the period, this office affected approximately **2908** personal and telephonic contacts; 3,357 in 2016. and handled a total of **10,387** pieces of correspondence in the course of providing aid and assistance to the veterans, their dependents and their survivors of this county; 10,642 in 2016.

Providing transportation to the veterans of this county to various VA Hospitals and clinics has been an important service of this office and is vital in securing cost-effective health care for these veterans. Transportation were provided to VA facilities primarily at Madison & Milwaukee with some trips to Appleton, Green Bay, and Tomah. 147 veteran transports were made to VA facilities for outpatient and hospitalization appointments with an expenditure of **922** driver hours. In 2016, there were 167 transports with 1,003 driver hours. The reimbursement to the county for transportation that was received from the VA hospitals and veteran's contributions total **\$4,206.35** as compared to \$5,597.25 in 2016

This office also provides veterans, their dependents and their survivors with assistance regarding Social Security, SSI, Medicare, insurance forms, Champus/ChampVA, Social Service programs, Retirement Benefits, Nursing Home applications and many other services when the need arises in conjunction with information needed to obtain veterans benefits.

Green Lake County CVSO Budget Analysis – Based on VA & WI DOR 2016 & 2017 Data

**VA Expenditures \$9,686,000.00** (\$10,062,000 in 2016)

**CVSO Expenditures \$114,417** (\$111,053 in 2016)

**FEDERAL BENEFITS AND SERVICES:**

The following Federal benefits were received by the Green Lake County veterans, their dependents and their survivors.

Compensation Payments (for service-connected disabilities), Dependency and Indemnity Compensation, Survivor Benefit Plan Payment, Disability Pension (Non service-connected causes), Death Pension (Non service-connected causes), Servicemen's Government Life Insurance, Education Benefits, Vocational Training and/or Rehabilitation, and Burial Benefits.

**Total = \$4,484,000.00** (\$4,699,000 in 2016)

Veterans Administration Hospital Benefits, which include inpatient and outpatient appointments at VA Hospitals and clinics and prescriptions for Green Lake County veterans. **\$4,776,000** (\$5,271,000 in 2016)

**STATE BENEFITS AND SERVICES:**

The following State benefits were received by the Green Lake County veterans, their dependents and their survivors.

Housing Loans, Home Improvement Loans, Personal Loans, Medical Aid Grants, Part-Time Study Grants, Subsistence Aid Grants, Claims processing assistance, Appeals counsel, Discharge Reviews and other various benefits, programs and services. (This does not include services/benefits received through cooperating agencies or service organizations.)

The Veterans Service Office received the 2017 Wisconsin Department of Veterans Affairs County Veterans Service Office Grant in the amount of **\$5,898**, for the purpose of extending and strengthening service to the veterans of this county which was \$8,500 in years past and will return back to the \$8,500 block grant in 2018.

The Veterans Service Office also received a grant for **\$1,933** from the Wisconsin Department of Veterans Affairs to assist in transporting veterans to VA Healthcare appointments. \$2,507 was granted in 2016

The Wisconsin Veterans Home provides a retirement community and nursing home care for veterans and their families. Green Lake County currently has **8** members residing at the Wisconsin Veterans Home at King WI.

**COUNTY BENEFITS AND SERVICES:**

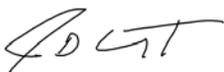
The County Veterans Service Commission consists of Victor Shrock, Chairman; Robert Burdick and Anthony Soda, members; and Jon Vandeyacht, Secretary. Quarterly meetings were held to review grant applications and policy. The Annual Veterans Service Commission Conference at King, WI was attended by commission members. The Veterans Service Commission provided \$3,370 Emergency Aid Grants to veterans and/or their families and also provided Holiday Meals to 9 families again this last year. The CVSO and his family personally provided Christmas gifts to 4 families for a total of 12 children and 8 adults in 2017 with 1 family of 4 children and 2 adults in 2016. They felt it was his way to give back to the community that keeps him employed.

**Total Service Commission Grants and Expenses = \$4,305** (\$1,926.82 in 2015)

There were no funds granted to cover burial of indigent veterans in the past year.

Care of veterans' graves: (including providing of flag holders and rods.) **Total = \$1,930** (\$1,142 in 2016)

Respectfully submitted,



Jon D. Vandeyacht  
County Veterans Service Officer  
Green Lake County