



OUTAGAMIE COUNTY EXECUTIVE
Thomas M. Nelson
320 South Walnut St.
Appleton, WI 54911
920.832.1684
thomas.nelson@outagamie.org

February 13, 2024

To the Honorable Outagamie County Board of Supervisors

Ladies & Gentlemen:

Due to the departure of Trent Woelfel, the Outagamie County Finance Director position became available. With the assistance of Board Supervisor and Finance Committee member Chris Croatt, Corporation Counsel Director Kyle Sargent, Human Resources Director Adam Westbrook, and Executive Operations Anne Van, it is with extreme pleasure that I nominate Michelle Uitenbroek for appointment as Finance Director.

Michelle comes with a wealth of experience and has proven she is skilled in government accounting having served as Finance Manager for the Outagamie County Highway Department managing a \$20M+ budget for the past 5 years.

Please find supporting documents enclosed for your reference. Your support in confirming this appointment is appreciated. Thank you.

Sincerely,

Thomas Nelson

cc: Michelle Uitenbroek

Michelle L. Uitenbroek

QUALIFICATIONS SUMMARY

Talented and dependable accounting professional, skilled in governmental accounting.

- Experienced in budget preparation
- Experienced in account reconciliation
- Experienced in payroll processing and costing
- Experienced in annual audits
- Knowledgeable in business office functions

EDUCATION

M. S. Education - School Business Management U. W. – Whitewater
Cum. GPA 3.792 - School Business Management (DPI License 08 – School Business Management) *license can be renewed

Silver Lake College, Manitowoc, WI
Bachelor of Business Administration in Accounting

COMPUTER SKILLS

Proficient in Microsoft Office, PeopleSoft, ALIO, Impact, AS400, JDEdwards and other accounting software.

PROFESSIONAL EXPERIENCE

2018 – Present **Finance Manager – Outagamie County Highway Department**

Manage accounting and payroll systems, billing, capital projects and accounts payable. Work with capital improvement program, capital equipment and maintain fixed assets database, Prepare financial statements for audit, state reporting and budget.

- Manage and prepare \$20M+highway budget
- Prepare resolutions, fiscal notes and report for County Board committees
- Coordinate accounting methods to comply with Uniform Cost Accounting for Highway Department through WisDOT

2013 - 2018 **Financial Analyst – Northeast Wisconsin Technical College**

Manage financial accounting and reporting, analyze trends, budgeting, reconcile variances and projection for capital projects, operational funds, debt service and grants. Prepare financial schedules, statements for audit and budget. Serve as accounting and budget partner for college departments and other technical colleges.

- Managed a \$15M DOL TAACCCT grant
- In process with a \$66.5M Referendum for capital improvement

- Created and present new employee and professional growth sessions on financial department's role in the College.
- Responsible for quarterly reports to District Board on capital and referendum projects, capital reserve and contingency balances.
- Prepare budget and tax levy projections
- Prepare budget book and annual audit
- Write and review policies

2012 - 2012 Supervisor of Accounting – Neenah School District

Responsible for all financial transactions, audit procedures, fixed assets, supervise payroll processing and budgeting; supervise accounts payable, reconcile monthly bank statement to general ledger, file annual reports and grant claims, maintain chart of accounts and manage software database and bring new users on board.

2005 - 2012 Payroll Agent – Freedom Area School District

State reporting and recordkeeping, investments, monthly bank reconciliations, journal entries, cash receipts, assist with accounts payable, fixed assets, debt payments and budgeting. Issue contracts, tracking coursework, maintain spreadsheet for salaries and leaves. Research for negotiations, maintain security system, assist with audits and computer based training on new software programs. Responsible processing of payroll, benefits, and all related human resource functions: budgeting, retirement contributions, employee insurance, and worker's compensation.

- Wrote and received PEP grant budget for \$580,000+
- Implemented new payroll and HR system with employee portal access
- Consistently demonstrated talent for quickly learning new tasks and completing assignments ahead of schedule while maintaining accuracy
- Increased productivity by streamlining many payroll processes

2003 – 2004 Customer Service Tech – Kaukauna Utilities

Preparation of utility bills, accounts receivable and collections, customer service, and accurate reading and retrieval of electric and water consumption reading. Maintain customer database, establish new accounts and move in/move outs. Maintain meter file scheduling services and meter exchanges.

- Reduced accounts receivable by implementing new collection process

2001 - 2003 Accounting Assistant – City of Kaukauna

Responsible for maintaining accounts payable, purchasing and supplies, general receivables, ambulance receivable, reconciling ledger, fixed assets and collecting delinquent accounts. Maintain special assessment system by invoicing and posting payments to accounts and reconciling subsidiary ledgers.

- Implemented new ambulance billing software



HUMAN RESOURCES DEPARTMENT
320 SOUTH WALNUT STREET, APPLETON WI 54911
PHONE (920) 832-1668 FAX (920) 832-1534
HRMail@outagamie.org

1/23/2024

Michelle Uitenbroek
Finance Director Offer Letter

Dear Michelle,

Congratulations on your selection for the Finance Director position at Outagamie County. We are pleased to have you continue your career with Outagamie County and join our team at the Administration Building and hope you are equally excited about this opportunity. Please review ALL of the following:

This job is contingent upon successful completion of the following marked items:

BACKGROUND CHECK

BOARD OF SUPERVIORS APPROVAL OF COUNTY EXECUTIVE APPOINTMENT

- **WAGE:** We are pleased to offer you an annual salary of \$120,993.60, which is grade 190 step 2 on the 2024 Wage Schedule. Direct Deposit of employee payroll is required for all new employees. The account may be at any financial institution in the United States.
- **VACATION:** You will continue to accrue vacation by the normal vacation schedule outlined in the Employee Handbook, and currently have 3 weeks. You are also able to earn additional compensatory time for hours worked over 45 in workweek.
- **HIRE DATE:** Tentatively, Monday, February 26, 2024, pending appointment confirmation by the Board of Supervisors at the February 13, 2024 meeting.
- **BENEFITS:** You are Full-Time Benefit Eligible
 - Benefits that may be available are: Health, Dental, Vision, and Retirement. Employee may be eligible for other benefits.
- **TRANSITION:** We understand and appreciate your desire to leave your current position with the tools for success and train your current team to handle your current duties. As such, Outagamie County will agree to allow you to continue to assist highway for a limited time to fulfill those obligations and desires. You would be responsible for fulfilling all of the job duties of Outagamie County Finance Director; however, you could devote time outside of those duties to assisting other departments for a limited time.

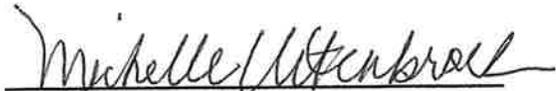
Pursuant to Wisconsin Law, Employees that will be working 1200 hours annually or more will be considered a participating employee for the Wisconsin Retirement System. This will become effective immediately upon hire. The 2024 Employee required pre-tax contribution rate is 6.9% per paycheck.

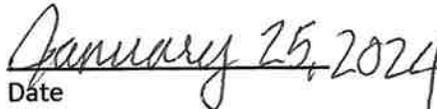
Your employment with Outagamie County is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or Outagamie County with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of Outagamie County shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of Outagamie County employees.

I have read and accept the above offer. I agree and understand that I have been provided a copy of the Outagamie County Employee Handbook. It is my responsibility to review the handbook and adhere to the policies and procedures of Outagamie County.

Please sign and return a copy of this offer letter to Adam Westbrook by no later than end of day on Friday January 26, 2024 so we can continue the process of appointment accordingly.

I hope that your employment with us will be a long and rewarding one that will be of mutual benefit to both you and Outagamie County.


Michelle Uitenbroek

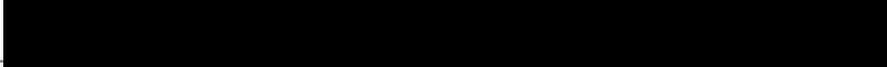

Date

Sincerely,

Thomas Nelson
Outagamie County Executive

Outagamie County Application for Executive Appointment

Name: Michelle Uitenbroek

Address: 

Home Phone: () _____ Work Phone: () _____ Cell Phone: 

E-Mail Address: 

Would you like agendas and minutes emailed to you? Yes No

Do you want your email address given to the general public? Yes No

Present Employer/Position:
Outagamie County Finance Director

Previous Employer/Position:
Outagamie County Finance Manager - Highway

Educational Background:
BBA - Accounting - Silver Lake College
MS, UW - Whitewater

Present and Previous Public Service Involvement: (other commissions, committees and years of involvement)

Comments:

Signature: Michelle Uitenbroek

Date Submitted: January, 25, 2024

OUTAGAMIE COUNTY DISCLOSURE
IN COMPLIANCE WITH RESOLUTION 46—1974 AND ORDINANCE C-2010-11
AND CHAPTER 2, SECTION 2-424 – 2-426 OF THE OUTAGAMIE COUNTY
CODE OF ORDINANCES

The purpose of this Disclosure Statement is to make full disclosure of all potential or actual conflicts of interest. Conflicts of interest occur when the personal interests, financial or otherwise, of a person actually or potentially interfere with the person's professional obligations to and/or the best interests of Outagamie County.

NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER	
Uitenbroek	Michelle	Lynn	[REDACTED]	
MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
[REDACTED]				

POSITION OR CAPACITY WITH OUTAGAMIE COUNTY (now held or seeking):
 Finance Director

PRINCIPAL EMPLOYER(S) NAME
 Outagamie County

ADDRESS
 320 S Walnut., Appleton, WI

SOURCE OF INCOME IN EXCESS OF \$1,200 PER YEAR (List all sources or anticipated in excess of \$1,200/year). List any interest in any business, contract, lease or item of value, the nature and extent of such interest, holding or employment which may involve a conflict of interest or potential conflict or ethics problem in conducting county business.

None

I, Michelle Uitenbroek currently serving or will be serving Outagamie County in the capacity of Finance Director certify that I anticipate no income from any other source to be in conflict with the county ethics code nor do I have any holdings not disclosed which would be in conflict or a potential conflict of interest or violation of the Outagamie County Code of Ordinances, Chapter 2, Section 2-424 – Section 2-426, Resolution 46—1974 and Ordinance C-2010-11.

Michelle Uitenbroek
 Signature

Subscribed and sworn to before me this 30th day of January, 2024.

Cynthia Rose Roberts
 Notary Public
 Commission Expires: 12-11-2024

