



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 07/07/2016**

**Amended\* Post Date:**

**The following documents are included in the packet for the Ad Hoc Committee on July 12, 2016:**

- 1) Agenda
- 2) Draft minutes from the 06/20/16 meeting
- 3) Final job description
- 4) Salary comparisons from other counties
- 5) Resolution Relating to County Administrator Job Description, Salary Range and Authorization to Conduct Candidate Search
- 6) Ordinance Creating the Office of County Administrator and Abolishing the Office of Administrative Coordinator



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM  
County Clerk

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

## *AdHoc Committee – County Administrator Meeting Notice*

*Date: July 12, 2016 Time: 6:30 PM  
Downstairs Committee Room, Government Center, Green Lake WI*

### AGENDA

#### **Committee Members**

*Harley Reabe, Chairman  
Vicki Bernhagen  
Joe Gonyo  
Larry Jenkins  
David Richter  
Michael Starshak  
Joy Waterbury  
Liz Otto, Secretary*

*Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approve minutes of 06/20/16 meeting
5. Finalize job description
6. Finalize salary requirements
7. Resolution Relating to County Administrator Job Description, Salary Range and Authorization to Conduct Candidate Search
8. Ordinance Creating the Office of County Administrator and Abolishing the Office of Administrative Coordinator
9. Committee Discussion
  - Future Meeting Dates: To be determined
  - Future Agenda items for action & discussion
10. Adjourn

Kindly arrange to be present, if unable to do so, please notify the County Clerk's office.

Sincerely,  
Liz Otto, Secretary

**Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.**

**Ad Hoc Committee – County Administrator  
June 20, 2016**

The meeting of the Ad Hoc Committee – County Administrator was called to order by Chairman Harley Reabe at 6:00 PM on Monday, June 20, 2016, in the Green Lake County Board Committee Room, 571 County Road A, Green Lake, WI 54941. The requirements of the open meeting law were certified as being met.

Present: Harley Reabe, Chairman  
Vicki Bernhagen  
Joe Gonyo  
Larry Jenkins  
David Richter  
Joy Waterbury

Absent: Mike Starshak

Also Present: Marge Bostelmann, County Clerk/Administrative Coordinator  
Dawn Klockow, Corporation Counsel  
Sheriff Mark Podoll  
Liz Otto, Secretary

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**APPROVE MINUTES OF 06/06/2016 MEETING**

*Motion/second (Richter/Bernhagen)* to approve the minutes of the June 6, 2016 meeting. All ayes. Motion carried.

**APPEARANCES**

Stephen Hintz and Kevin Brunner of Public Administration Associates, LLC appeared to explain their proposal to assist the County in the hiring process for a County Administrator. A detailed overview of the process was provided and questions were answered from supervisors.

Chairman Reabe recessed the meeting at 7:40 PM for a brief break. Meeting reconvened at 7:45 PM.

**REVIEW RECRUITMENT PROPOSALS**

County Clerk Marge Bostelmann provided the committee with the references she obtained for Public Administration Associates (PAA), LLC. A written proposal from Schenck, SC was reviewed as well. Discussion held. *Motion/second (Richter/Waterbury)* to contract with Public Administration Associates, LLC to assist in hiring a County Administrator not to exceed \$12,000. All ayes. Motion carried.

**RESOLUTION RELATING TO RETAINER OF RECRUITMENT FIRM FOR COUNTY ADMINISTRATOR POSITION**

*Motion/second (Waterbury/Bernhagen)* to approve and send a resolution to County Board Relating to Retainer of Recruitment Firm for County Administrator Position adding Public Administration Associates, LLC as the firm name and the amount not to exceed \$12,000. All ayes. Motion carried.

### **FINALIZE JOB DESCRIPTION**

A finalized job description was presented. Discussion held and several changes made. *Motion/second (Bernhagen/Richter)* to approve job description with changes and send to the County Board for final approval. All ayes. Motion carried.

### **SALARY REQUIREMENTS**

Salary requirements were discussed. This will be finalized at the next meeting pending the outcome of several questions raised. Other counties will be contacted for more information.

### **COMMITTEE DISCUSSION**

- **Future meeting dates:** July 12, 2016 at 6:30 PM
- **Future agenda items for action & discussion:** an ordinance to Amend Ordinance 647-97, Chapter 60, Article IV, Administrative Coordinator; and salary requirements.
- Chairman Reabe called for a special County Board meeting to be held on July 19, 2016 at 6:00 PM for the purpose of approving the Resolution Relating to Engage in a Contract with Public Administration Associates, LLC; an Ordinance Relating to Amending Ordinance 647-97, Chapter 60, Article IV, Administrative Coordinator; approval of job description; and salary requirements for the County Administrator position. A presentation from Public Administration Associates will also be scheduled.

### **ADJOURNMENT**

Chairman Reabe adjourned the meeting at 8:30 PM.

Submitted by,

Liz Otto  
Deputy County Clerk

## GREEN LAKE COUNTY POSITION DESCRIPTION

**TITLE:** County Administrator

**DEPARTMENT:** Office of the County Administrator

**LOCATION:** Government Center

**REPORTS TO:** County Board through the Administrative Committee

**PURPOSE OF POSITION:** As Chief Administrative Officer of Green Lake County, performs managerial and leadership functions including but not limited to policy, operations, finances, external relations and human resources in compliance with Wisconsin State Statute §59.18.

### **FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:**

#### **POLICY**

- Recommends ordinances, resolutions and policies, and instructs Corporation **Counsel** as required
- Recommends County organizational structure
- Prepares reports to the County Board and Administrative Committee
- Keeps informed on pending federal and state legislation affecting counties
- Ensures that ordinances, resolutions, policies, regulations, state and federal laws are observed and executed
- Coordinates the transaction of all county administrative business

#### **OPERATIONAL OVERSIGHT**

- Has authority to make day-to-day operational decisions within established policies and procedures
- Provides recommendations and solutions for administrative and operational problems
- Reviews management methods and recommends practices to provide effective and efficient government
- Executes the orders of the County Board

#### **FINANCIAL**

- Prepares and submits annual county budget (with Finance Committee)
- Complies with Wisconsin State Statute §59.60 with respect to expenditures
- Monitors finances and activities
- Provides financial policy recommendations
- Oversees and coordinates with appropriate committees
- Evaluates capital improvement budget
- Approves and signs contracts

#### **EXTERNAL RELATIONS**

- Spokesperson related to daily operations of the county subject to coordination with and direction of the County Board Chairperson.
- Handles public relations (i.e. press releases, publications, speeches, etc.)
- Represents county at public functions and inter-governmental meetings, legislative meetings and hearings, business transactions, negotiations (i.e. with city officials, business leaders, town and villages reps, economic development groups)

## HUMAN RESOURCES

- Hires, evaluates, supervises and disciplines Department Heads and Officers subject to County Board Approval, except those elected by the people
- Conducts staff meetings with Department Heads
- Receives, reviews and responds to complaints regarding personnel and operations
- Implements appropriate discipline as required by county ordinance or state statute
- Evaluates staffing levels and makes staffing recommendations to Administrative Committee (appointees subject to committee confirmation)
- Makes policy recommendations to Administrative Committee
- Attains high level of effective work relationships with Department Heads and other staff
- Appoints Assistants in the County Administrator's office, with County Board approval

**PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:** Up to 75% of the time is spent talking, hearing, handling objects or fingering which includes typing or writing. Walking, sitting, using far and near vision, are used 65% of time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending or twisting would be required.

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:** 90% of the time is spent indoors, approximately 10% of the time is spent traveling, viewing properties, etc.

**EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS:** Telephone, copy machine, calculator, computer terminal, fax machine, and printing equipment.

**EDUCATION REQUIREMENTS:** Bachelors Degree in Public Administration or allied discipline required; Masters Degree preferred. **Significant experience in the administration of a complex organization required.**

## **KNOWLEDGE AND SKILLS REQUIRED:**

- Thorough knowledge of county organization, policy, procedures, rules, regulations, operating methods and procedures
- Financial management experience, budget preparation, and knowledge of various funding resources and allocation
- Ability to **supervise**, organize, manage, select and evaluate Department Heads and other staff
- Attain high level of effective work relationships with employees, elected officials and the public
- Possess high level of written and oral communication skills

DRAFT 21 JUNE 2016

## COUNTY ADMINISTRATOR/CORPORATION COUNSEL SALARIES

<u>County</u>	<u>Administrator</u>	<u>Corporation Counsel</u>
Adams	no administrator	\$79,851 - \$108,023
Barron	\$93,870 - \$128,752	\$87,984 - \$120,660
Bayfield	\$110,000	\$150/hr (contracted?)
Burnett	\$110,000	\$67,764
Dodge	\$108,721 - \$149, 115	\$84,697 - \$116,168
Door	\$107,993	\$84,885 - \$114,837
Douglas	\$93,392 - \$128,065	no information given
Green Lake		\$81,640 - \$104,333 (current \$96,000)
Iowa	\$97,000	\$84,344 - \$115,670
Jefferson	\$102,377 - \$131,625	\$95,000 - \$122,160
Juneau	no administrator	\$80,418 - \$103,474
Marathon	\$124,654	\$108,700
Marinette	\$84,554 - \$126,831	\$78,635 - \$117,953
Monroe	\$95,000	\$80,000
Price	\$103,000	no information given
Rock	\$131,030.16	\$128,600
Sawyer	\$95,000	\$100/hr (contracted)
St. Croix	\$160,000	\$120,500
Trempealeau	no administrator	\$66,643 - \$99,964
Walworth	\$153,810	contracted
Wood	no administrator	\$86,403 - \$118,477



**ORDINANCE NO.        –2016**

**Relating to Creating the Office of County Administrator and Abolishing the Office of Administrative Coordinator.**

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 19<sup>th</sup> day of July, 2016, does ordain as follows:

Chapter 60, Article IV, is repealed in its entirety and recreated as follows:

Chapter 60, Article IV: County Administrator

§60-16 Office of County Administrator. There is created an Office of County Administrator for Green Lake County will all duties and powers set forth under Wis. Stat. §59.18. This office shall replace the Office of Administrative Coordinator created through the enactment of Ordinance 647-97 and amended by Ordinance 857-06 and Ordinance 895-07.

§60-17 Appointment. The County Administrator shall be appointed by the County Board of Supervisors by a majority vote and shall report to the Administrative Committee.

Roll Call on Ordinance No.        – 2016

Aye\_\_\_\_, Nay\_\_\_\_, Absent\_\_\_\_, Abstain\_\_\_\_

Passed & Enacted/Rejected this 19<sup>th</sup> day of July, 2016.

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

\_\_\_\_\_  
Attest: County Clerk  
Approved as to Form:

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

Submitted by the ad hoc County  
Administrator Committee

\_\_\_\_\_  
Harley Reabe, Chair

\_\_\_\_\_  
Vicki Bernhagen

\_\_\_\_\_  
Joe Gonyo

\_\_\_\_\_  
Larry Jenkins

\_\_\_\_\_  
David Richter

\_\_\_\_\_  
Michael Starshak

\_\_\_\_\_  
Joy Waterbury

§60-18 Removal. The County Administrator may be removed by the County Board as provided in Wis. Stat. §§59.18 and 17.10(2).

§60-19 Continuing duties, structure and classification. All references in the Green Lake County Code, the Personnel Policies and Procedures Manual and the Administrative Policy Manual to “Administrative Coordinator” hereinafter shall mean the “County Administrator” position.

§60-20 Board and Commission Appointments. The County Board’s right to elect and appoint its own officers and committees as set forth in §59.12, Wis. Stats., is codified in Chapter 2 of the Green Lake County Code and is reaffirmed. Pursuant to §59.18(2)(c), Wis. Stats., the County Administrator shall appoint members of boards and commissions, subject to confirmation of the County Board.

§60-21 Accountability and Responsibility.

- A. The County Administrator is accountable to the County Board for the administration of its policies and programs, and for his or her conduct as a responsible public official.
  
- B. No provision of this chapter is intended to vest in the County Administrator any duty, or grant the County Administrator any authority, which is vested in law in any other County officer, employee, commission, committee, or board. In the absence of specific authority vested by statute, ordinance or resolution with the County Administrator, policy direction shall be solicited from the County Board.

§60-22 Contracts for Goods and Services. The County Administrator shall review and sign all contracts for goods and services after review by the Corporation Counsel, unless the contract requires the signature of the County Board Chair and County Clerk.

**BE IT FURTHER ORDAINED,** This article shall become effective upon passage by the Green Lake County Board of Supervisors and publication as provided by law, and at such time the appointed County Administrator commences his/her duties. This article repeals previous Green Lake County Ordinance 647-97 as amended by Ordinance 857-06 and Ordinance 895-07, and all ordinances, resolutions, parts of ordinances or acts of the Green Lake County Board of Supervisors which are in conflict with any provision of this article.