



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 04/22/16**

**Amended\* Post Date:**

**The following documents are included in the packet for the Personnel Committee on April 28, 2016:**

- 1) Agenda
- 2) Draft minutes from the 03/16/16 meeting
- 3) Draft minutes from the 03/21/16 Special Joint Jud/Law Meeting
- 4) Job Description and Four Points for Soil Conservationist I
- 5) Job Description and Four Points for Highway General Laborer



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM  
County Clerk

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

## *Personnel Committee Meeting Notice*

*Date: April 28, 2016 Time: 5:30 PM  
Green Lake County Government Center,  
County Board Room, 571 County Rd A, Green Lake WI*

### AGENDA

#### **Committee Members**

*Joe Gonyo  
Sue Wendt  
Robert Lyon  
Robert Schweder  
Paul Schwandt*

*Margaret R.  
Bostelmann,  
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. Agenda
5. Election of Officers
6. Appearances:
7. Minutes: 03/16/16 & 03/21/16
8. Correspondence
9. Job Descriptions/Fill Vacant Positions
  - Soil Conservationist I
  - Highway General Laborer
  - Child Support Administrator
10. Voluntary Unpaid Leave Request
11. Resolutions/Ordinances
12. Monthly Vouchers
13. Consider Motion to Convene into Closed Session per:
  - Closed session pursuant to Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility. The closed session is compensation of the Land Use Planning and Zoning Director and Paralegal Office Manager.
14. Reconvene to open session to take action, if appropriate, on matters discussed in closed session
15. Clerk's Report
  - Relating to agenda items
  - Employee Recognition Policy
16. Committee Discussion
  - Future Meeting. Dates: Meeting May19, 2016 at 5:30 pm
  - Future Agenda items for action & discussion
17. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann

**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.**

## PERSONNEL COMMITTEE MEETING

March 16, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Wednesday, March 16, 2016 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Joe Gonyo  
Sue Wendt  
Harley Reabe

Absent: Paul Schwandt  
Maureen Schweder

Also Present: Marge Bostelmann, County Clerk  
Ben Fauske, RISE, Leadership  
Mark Putzke, Chief Deputy  
Lori Evans, Sheriff's Office  
Amy Brooks, Highway

Dawn Klockow, Corporation Counsel  
Sheriff Podoll  
Linda Van Ness, HHS Director  
Jeanne Theune, Child Support  
Tony Daley, Berlin Journal

### AGENDA

*Motion/second (Reabe/Wendt)* to approve the amended agenda. Motion carried.

### MINUTES

*Motion/second (Wendt/Reabe)* to approve the minutes of February 17, 2016 as presented. Motion carried.

### APPEARANCES: BEN FAUSKE – PERFORMANCE MANAGEMENT

Fauske appeared to discuss how to implement wage increases in a performance management scenario. Timing of when evaluation would take place (May-June) with budget by August and wage increases in January. Discussion was held on evaluations and written explanation of the reason for above or below “a good job”. Fauske recommends using percent increase the first time increase, then consider time off or dollar amount bonus. Midyear reviews May-June, annual review October-November with compensation being paid in January. Discussion held. A policy will be drafted with time line, evaluations with managers/department heads and consideration of annual increases. Managers will have a discussion with employees to help them grow and improve with mentoring.

### CORRESPONDENCE – None

### JOB DESCRIPTIONS/FILL VACANT POSITIONS

- Court Records Clerk – Job Description change. One change was made; removing the words “full-time” and replacing with “up to 2080 hours”.

*Motion/second(Reabe/Wendt)* to approve the job description. Motion carried.

- Highway General Laborer: Amy Brooks appeared to explain that one employee is retiring. She explained the need for the Highway General Laborer:

*Motion/second(Wendt/Reabe)* to approve filling the general laborer position. Motion carried.

- Child Support Administrator: Discussion held.

*Motion/second(Reabe/Wendt)* to postpone action until the Corporation Counsel's opinion presented last night at the County Board meeting is reviewed by the County Board. Motion carried.

### VOLUNTARY UNPAID LEAVE REQUEST

Request from Stefanie Meeker for one unpaid day on March 26, 2016.

*Motion/second(Reabe/Wendt)* to approve the unpaid day for Stefanie Meeker on March 26, 2016. Motion carried.

**RESOLUTIONS/ORDINANCES** – None

**MONTHLY VOUCHERS** – None

**60 DAY REVIEW – LAND CONSERVATION LTE**

The position is completing a project and funding is available.

*Motion/second(Reabe/Wendt)* to approve continuing the position for another 60 days. Motion carried.

**HIGHWAY EMPLOYEE RECOGNITION**

Highway Committee passed a motion that when an employee retires after 20 years they receive recognition. Discussion held if this should be a County policy. Bostelmann will contact other counties for recognition policies that are in place.

**CLOSED SESSION**

Consider Motion to Convene into Closed Session per:

*Motion/second(Wendt/Reabe)* to convene into closed session per

- Wis. Stat §19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. This closed session relates to payment of invoices relating to investigation of potential litigation.
- Closed session pursuant to Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility. The closed session is compensation of the HHS Director, Interim Child Support Administrator.

Roll call vote, 3 ayes, 0 nays, 2 absent (Schweder, Schwandt).

**RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION.**

*Motion/second(Wendt/Reabe)* to reconvene in open session. Roll call vote, 3 ayes, 0 nays, 2 absent (Schweder, Schwandt).

*Motion/second(Wendt/Reabe)* to approve payment of invoices relating to investigation and potential litigation. Motion carried.

**CLERK'S REPORT** – None

**COMMITTEE DISCUSSION**

- Future meeting date: TBD
- Future Agenda items for action & discussion:

**ADJOURNMENT**

Gonyo adjourned the meeting at 7:09 PM.

Submitted by,

Marge Bostelmann  
County Clerk

**JOINT PERSONNEL COMMITTEE AND JUDICIAL/LAW ENFORCEMENT  
AND EMERGENCY MANAGEMENT COMMITTEE MEETING  
March 21, 2016**

The Personnel Committee and Judicial/Law Enforcement and Emergency Management Committee met jointly:

The Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Monday, March 21, 2016 in the County Board Room, Green Lake County Government Center, Green Lake, WI.

The Judicial/Law Enforcement and Emergency Management Committee was called to order by Chair Gene Thom at 5:30 PM on Monday, March 21, 2016 in the County Board Room, Green Lake County Government Center, Green Lake, WI.

The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present:	<b>Personnel Committee</b>	<b>Judicial Law Enforcement &amp; Emergency Management</b>
	Joe Gonyo	Gene Thom
	Sue Wendt	Sue Wendt
	Maureen Schweder	Deb Schubert
	Harley Reabe	Mike Starshak
	Paul Schwandt	

Also Present:	Marge Bostelmann, County Clerk	Dawn Klockow, Corporation Counsel
	Joy Waterbury, Supervisor	Jeanne Theune, Child Support
	Lori Evans, Sheriff's Office	

**AGENDA**

Personnel: *Motion/second (Wendt/Reabe)* to approve the agenda. Motion carried.

JLEEM: *Motion/second (Schubert/Starshak)* to approve the agenda. Motion carried.

**Review Job Description/Fill Vacant Position**

- Child Support Specialist I: Information was presented on the need for the position to be filled and an updated job description was presented.

Theune gave a statement explaining the County is losing a wonderful employee in Marcia Kleman. She stated Kleman wanted to stay another 4 years but is leaving because she feels a lack of support for the Child Support agency by the County Board. Theune also stated that she has been working 45 to 50 hours per week to keep up with the workload. Theune noted that if the state requirements are not met, the county may lose over \$200,000 in revenue.

Discussion was held on approving two child support I positions because of the staff shortage.

The job description and qualifications were discussed. The starting wage for the employee will be \$16.43, which is pay group 14. The Committee discussed having 2 child support specialist I be hired.

JLEEM: *Motion/second(Schubert/Starshak)* to approve the job description and filling the child support specialist I position. Motion carried.

*Motion/second(Starshak/Schubert)* to recommend to the Personnel Committee that 2 child support specialist I positions be hired. Motion carried.

**ADJOURNMENT**

JLEEM: *Motion/second(Starshak/Schubert)* to adjourn at 5:38. Motion carried.

**Review Job Description/Fill Vacant Position**

- Child Support Specialist I: Information was presented on the need for the position to be filled and an updated job description was presented.

Wendt stated that the Judicial Law Enforcement/Emergency Management Committee recommends 2 child support I positions be hired. Discussion was held. Bostelmann stated that Nan Hanson, county floater position can fill in as needed until someone is hired. Theune stated that would require a security clearance and she will not know if that can be done until next week because the director, who gives the permissions, is unavailable until next Monday. Theune believes a phone tree would be helpful. Bostelmann can set that up at any time without cost.

Personnel:

*Motion/second(Reabe/Schweder)* to approve the child support I job description. Motion carried.

Discussion was held if a second child support I position should be created because they do not believe they will find anyone qualified for a specialist II position.

*Motion/second(Schwandt/ )* to approve filling the position and in the future explore creating a second child support I position.

Questions arose if creating another position would create a 4<sup>th</sup> position in the department.

Motion withdrawn.

*Motion/second(Schwandt/Schweder)* to approve filling the child support specialist I position. Motion carried.

**ADJOURNMENT**

Personnel: Adjourn at 6:02.

Submitted by,

Marge Bostelmann  
County Clerk

# GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE: SOIL CONSERVATIONIST I**

**DEPARTMENT: LAND CONSERVATION**

**LOCATION: GOVERNMENT CENTER**

**SUPERVISOR: COUNTY CONSERVATIONIST**

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**SUMMARY:**

Provide technical support to the Green Lake County Land Conservation Department and professional assistance to property owners regarding soil and water conservation practices ~~with emphasis in Engineering & Agronomy~~. ~~Responsible for quality assurance of conservation practice design and installation.~~ The employee will work under the supervision of the County Conservationist. The employee in this class is engaged in various types of construction projects and programs involving Best Management Practices for the improvement of soil and water quality of Green Lake County **and is responsible for quality assurance of conservation practice design and installation.** The employee utilizes Computer Aided Drafting (CAD) software. The employee **demonstrates professional exercises** ~~independent~~ judgment in the planning, design and installation of conservation practices and other duties as required.

**DUTIES AND RESPONSIBILITIES:**

- Surveys, designs and constructs various Best Management Practices such as terraces, diversions, waterways, water and sediment control basins, waste management systems, wetland restoration and streambank protection.
- Assists landowners with recommendations and engineering of Best Management Practices dealing with all applicable county, state and federal rules and standards.
- Assists County Conservationist in gathering data and developing reports for present and future county programs.
- Assists with informational and educational projects.
- Operates and maintains applicable CAD software programs as part of the office network system.
- Operates and maintains equipment used in surveying, design and construction of conservation practices.
- Assists landowners in developing and revising conservation plans, Farmland Preservation Program compliance, nutrient management plan reviews, and NR151 compliance.
- **May be responsible for conducting client status reviews and compliance checks for participants in the Farmland Preservation Program.**
- **May be responsible for reviewing and approving storm water management plans and construction site erosion control plans.**
- **May be responsible to assist with lake planning and grant writing.**

### **SKILLS AND ABILITIES:**

- Knowledge of the principles and practices required for non-point pollution and erosion control.
- Ability to identify pollution problems and to develop relative solutions to those problems. Knowledge of the operation of a farm including the livestock and crops to be encountered.
- Ability to operate engineering survey devices.
- Knowledge of CAD computer software including the latest version of AutoCAD. Knowledge and proficient use of Geographical Information Systems (GIS), word processing, spreadsheet and database computer software applications.
- Ability to establish and maintain effective working relationships with other related agencies.
- Ability to work outdoors in various conditions.
- Must possess a valid Wisconsin driver's license.
- Preferred certifications: USDA-NRCS Certified Conservation Planner **and Wisconsin Soil Erosion Inspector Certification.**
- **Basic** skill in the use of a computer, calculator, transit, level, total station, global position system unit, other related survey equipment and instruments, truck and trailer

### **QUALIFICATIONS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in natural resources, conservation, agriculture or a related field; or a two-year technical college Associate's degree in natural resources, conservation, agriculture or a related field.

**EXPERIENCE / JOB KNOWLEDGE:** ~~Three~~ **Two** years of soil and water conservation experience; or any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities.

### **WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Up to 60% of the time is spent indoors with half of the time sitting and keying information into computer. The other half of the indoor time includes talking, listening, writing and assisting landowners, other agency personnel or co-workers. An additional 40% of the time is spent outdoors with three-quarters of the time walking, standing, writing to determine the appropriate design and installation or various conservation practices and the other one-quarter of the outdoor time includes talking, listening and assisting landowners with their conservation needs.

**ENVIRONMENTAL DEMANDS:** Up to 60% of the time is spent indoors and 40% of the time is spent outdoors and exposed to wet and/or humid conditions and both cold and hot weather.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

February 13, 2014

April 14, 2016



## **Process for Filling Vacancies:**

**Position:** **Soil Conservationist I**

**Department:** **Land Conservation**

- **Each position description must be reviewed at the time of the vacancy.** The position description had recently been updated in February of 2013, yet the committee felt as though there should be more of a distinction between the Soil Conservationist I and the Soil Conservationist II positions. Some of the advanced requirements were removed from the Soil Conservationist I position and shifted to the Soil Conservation II position to better define the actual job duties and responsibilities.
- **The designated classification of the position must be reviewed.** With the recent position description changes done in February of 2013, in conjunction with the current approved wage classification study, the committee agreed that the pay scale is appropriate.
- **The program or service provided by the position must be reviewed for continued need of that program or service.** Due to an evaluation of the recent workload and the projected future outlook of the department's programs, the committee agreed that the position is vital for the department's success.
- **A review of existing staff and personnel must occur to determine the feasibility of whether the position tasks can be accomplished through other means.** Each position within the department was evaluated, and in conjunction with the department's the past and future workloads, the committee agreed that all positions within the department need to be filled, and it would not be practical for any to be eliminated or combined with any internal or external department position.
- **Approval by Administrative Coordinator**



# GREEN LAKE COUNTY HIGHWAY COMMISSION

Amy M. Brooks, P.E.  
Highway Commissioner

Office: 920-294-4060  
Fax: 920-294-4066  
Email: [abrooks@co.green-lake.wi.us](mailto:abrooks@co.green-lake.wi.us)

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April 7, 2016

To Members of the Highway and Personnel Committees of the Green Lake County Board of Supervisors:

We have received the resignation of a Highway Laborer within the Highway Department. His last day will be April 8, 2016. Since we are currently in the process of filling another vacant Highway Laborer position we would like to hire the top two candidates.

In order to determine the feasibility of hiring a General Laborer, the following was evaluated, which adheres to the procedure as outlined in the Administrative Policy Manual, dated November 2012.

- ***Job Description.***

The attached position description has been reviewed. The position responsibilities and duties have not changed since being updated in 2014.

- ***Job Designation.***

The education, responsibilities and duties have remained the same; therefore there is no need to change classification. The Pay Group for the General Laborer position is #12, the pay range is \$19.00 and goes up to \$24.27. Starting pay range will be \$19.00 - \$20.05. There are currently funds in the 2016 Budget to cover the expense of filling this vacant position.

- ***Necessity.***

This position is required in order to maintain efficiency and productivity of the department during winter and summer maintenance. Hiring another General Laborer would allow for more flexibility and provide a full crew to complete work more efficiently. Not filling this position could create a hardship if anyone is off for any reason. This position is also needed with anticipated extra work with the chip sealing and PbM projects.

- ***Evaluation of Existing Staff.***

In reviewing existing staff it has been determined that hiring a Highway Laborer would benefit the functionality and efficiency of the department.

Your consideration of this request is greatly appreciated.

Amy M. Brooks, P.E.  
Highway Commissioner

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** HIGHWAY LABORER

**DEPARTMENT:** HIGHWAY

**LOCATION:** GREEN LAKE AND/OR MANCHESTER HIGHWAY BUILDING

**SUPERVISOR:** HIGHWAY COMMISSIONER AND/OR PATROL  
SUPERINTENDENT

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### **SUMMARY:**

Under general direction, maintain State and County Trunk Highways, ditches and right of way so as to aid in the safe flow of traffic throughout Green Lake County; to perform reconstruction work as needed.

### **DUTIES AND RESPONSIBILITIES:**

The percent of time spent on various jobs in the General Laborer classification can vary from job to job and season to season and within the season based on many variables that need to be taken into consideration. Given these elements of change, approximately:

- Snow and ice removal work, including putting up and taking down snow fence 20% of the time.
- Mowing, tree and brush control 15% of the time.
- Blacktop and shoulder work, including filling potholes 18% of the time.
- Flags and directs traffic when work is being conducted on roads 8% of the time.
- Rubber crack sealing 10% of the time.
- Patrol State and County Trunk Highways, clears debris and picks up litter 7% of the time.
- Drainage maintenance, including setting or assisting of setting culverts; cleaning culverts; may haul gravel or fill 5% of the time.
- Performs repairs on bridges, assists with annual inspections and other bridge work, as necessary 2% of the time.
- Operate heavy equipment 5% of the time.
- Assists in the upkeep, maintenance and repair of buildings, grounds and equipment. 10% of the time.
- Performs other work as assigned by the Commissioner or Superintendent 5% of the time.

### **SKILLS AND ABILITIES:**

- General knowledge of methods, materials and equipment used in road construction and maintenance projects.
- Ability to use a transit; determine grade and proper slope for ditches and shoulders on existing roads.
- Knowledge, ability and skill in the use of measuring devices, assorted small tools that could be hand or power, motorized vehicles, earth moving equipment, air hammers, material handling equipment, tractors, mowers, front end loaders, snow removal equipment, grader, dozer, paver, rollers, sand blasters, backhoe, brush chipper, tar kettles, mechanical brooms and other similar equipment. Assorted personal protective equipment as required.
- Ability and skill to communicate effectively, both orally and in writing or with hand and arm signals.
- Ability to adapt to changing conditions.
- Ability to work flexible, 40 hour/week schedule to accommodate snow removal on weekends and emergency call-ins, as necessary.
- Ability to establish and maintain effective working relationships with co-workers, supervisors and the public.

### **QUALIFICATIONS:**

**EDUCATION:** High School diploma or GED equivalency.

**EXPERIENCE / JOB KNOWLEDGE:** 1-2 years' experience working in road construction and maintenance, heavy equipment operation course, or equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Must possess and maintain a valid commercial driver's license (CDL) with A, B, C, D, and N endorsements.

### **WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Given the variable and seasonal functions of this position, physical demands vary greatly from work assignments and seasonal demands. Approximately 75-90% of the time, depending on the actual work assignment, the employee will be performing work which could involve acute vision demands, walking, bending and twisting, feeling, standing, reaching, sitting, climbing hills or stairs, stooping, kneeling, verbally communicating, grappling, crouching, balancing, crawling and climbing ladders and getting on and off equipment are all required at various times and for various assignments. Good physical dexterity of arms and hands, legs and feet is necessary for accurate and safe operation of heavy equipment. Communications while working may be verbal. Good peripheral vision is necessary to assist the operator with maintenance and construction work as well as safety in work operations especially when working in traffic. Vision and hearing are important to this job as are hand and

eye coordination. Approximately 10-25% of a shift may be spent lifting and carrying up to 80 pounds, as required.

**ENVIRONMENTAL DEMANDS:** Up to 95% of work can be performed outdoors, exposed to seasonal weather elements, which could mean extreme hot, cold or humid conditions; 75% of work has exposure to noise or work involving vibration; 5% of work could be performed indoors. Hazards of this position include dangers from mechanical equipment, fast moving vehicles, heights, burns, fumes, mists or gasses, noxious odors, exposure to weather, dust, heat, equipment noise and fumes, electrical, and chemicals. May be required to work long or unusual hours as necessary to meet departmental needs.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

September 2014