



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 08/06/18**

**Amended\* Post Date: 08/08/18**

**The following documents are included in the packet for the Personnel Committee on August 9, 2018:**

- 1) \*Amended Agenda
- 2) Draft minutes from 06/14/18
- 3) \*2019 Budget
- 4) \*Resolution Relating to Eliminating One Highway Foreman Position and One Engineering Technician Position While Creating a Second Superintendent Position and Reclassify the Mechanic/Parts Foreman position in the Highway Department



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto  
County Clerk

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

## *Personnel Committee Meeting Notice*

*Date: Thursday, August 9, 2018 Time: 6:00 PM*  
*Green Lake County Government Center, County Board Room*  
*571 County Rd A, Green Lake WI*

### Amended AGENDA\*\*

#### **Committee Members**

*Joe Gonyo*  
*Robert Lyon*  
*Robert Schweder*  
*Curt Talma*  
*Sue Wendt*

*Elizabeth Otto,*  
*Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 06/14/18
5. Correspondence
6. 2019 Budget
7. Resolutions/Ordinances
  - \*Relating to Eliminating One Highway Foreman Position and One Engineering Technician Position While Creating a Second Superintendent Position and Reclassify the Mechanic/Parts Foreman position in the Highway Department
8. \*\*Discussion and Possible Action Regarding County-wide Employee Picnic
9. 2019 Health Insurance
10. 2019 Dental Insurance Discussion
11. Committee Discussion
  - Future Meeting Dates: September 13, 2018 at 6:00PM
  - Future Agenda items for action & discussion
12. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

**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

June 14, 2018

The meeting of the Personnel Committee was called to order by County Clerk Liz Otto at 6:00 PM on Thursday, June 14, 2018 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: Robert Schweder  
Robert Lyon  
Sue Wendt

Absent: Joe Gonyo  
Curt Talma

Also Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Harley Reabe, County Board Chair; Nicole Geschke, HR Coordinator

### MINUTES

*Motion/second (Lyon/Wendt)* to approve the minutes of the April 25, 2018 meeting with no additions or corrections. All ayes. Motion carried.

CORRESPONDENCE – none

### UPDATE ON HIRING STATUS OF AG, EDUCATION & FAIR COORDINATOR LTE POSITION

HR Coordinator Nicole Geschke stated that an offer has been made and accepted and the candidate will be starting on Wednesday, June 20.

### RESOLUTIONS

- **Relating to 2019 Annual budget Allocation for Pay for Performance**

HR Coordinator Nicole Geschke stated there is an increase of .5% over last year's allocation. Discussion held.

*Motion/second (Lyon/Wendt)* to approve the resolution and forward to Finance and County Board for final approval. All ayes. Motion carried.

### ORDINANCES

- **Repealing and Recreating County Ordinance No. 476-91, adopted on November 12, 1991, "Green Lake County Highway Commissioner Term of Office Ordinance"**

Corporation Counsel Dawn Klockow explained the changes were made due to the County Administrator form of government now in place. There will no longer be a term of office and it will be an at-will position.

*Motion/second (Wendt/Lyon)* to approve the ordinance and forward to County Board for final approval. All ayes. Motion carried.

### COMMITTEE DISCUSSION

**Future meeting date: Regular meeting** – Next meeting date will be July 12, 2018 at 6:00 PM.

**Future agenda items:**

### ADJOURNMENT

*Motion/second (Wendt/Lyon)* to adjourn the meeting at 6:08 PM.

Submitted by,

Liz Otto  
County Clerk

**GREEN LAKE COUNTY 2019 BUDGET**

	----- 12/31/2016 -----	----- 12/31/2017 -----	----- ACTUAL 6/30/2018 -----	----- 2018 REVISED -----	----- 2019 PROPOSED -----
<b>PERSONNEL</b>					
19-100-23-51820-160-000 FLEX PLAN	5,420	4,052	2,544	4,600	4,900
19-100-23-51820-160-001 HRA PARTICIPANT FEE	12,000	14,651	7,661	16,000	15,800
19-100-23-51820-161-000 EMPLOYEE ASSISTANCE PROGRAM	4,153	4,340	2,211	4,400	4,400
19-100-23-51820-210-000 LABOR LAW	16,447	-	-	2,000	2,000
19-100-23-51820-242-000 PRINT MANAGEMENT	-	-	-	-	250
19-100-23-51820-244-000 TESTING	-	-	4,163	13,500	10,000
19-100-23-51820-307-000 TRAINING	-	-	1,345	2,000	13,700
19-100-23-51820-310-000 OFFICE SUPPLIES	-	-	16	100	100
19-100-23-51820-311-000 POSTAGE	-	-	-	450	-
19-100-23-51820-323-000 ADVERTISEMENT	14,906	-	827	8,000	9,000
19-100-23-51820-382-000 PRE-EMPLOYMENT PHYSICALS	3,814	3,392	2,163	3,480	4,800
19-100-23-51820-382-070 DRUG TESTING	619	630	374	1,000	1,000
19-100-23-51820-390-000 BACKGROUND CHECKS	-	-	460	1,690	900
TOTAL EXPENDITURES	57,358	27,065	21,763	57,220	66,850
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<b>FINANCING PROPOSAL</b>					
19-101-01-49320-000-000 APPLIED FUNDS LABOR LAW ISSUES			1,337	1,337	-
COUNTY APPROPRIATION				55,883	66,850

**RESOLUTION NUMBER -2018**

**Relating to Eliminating One Highway Foreman Position and One Engineering Technician Position While Creating a General Laborer and Second Superintendent Position and Reclassify the Mechanic/Parts Foreman position in the Highway Department**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of August 2018, does resolve as follows:

- 1 **WHEREAS**, per Resolution 22-2016 the Green Lake County Board approved moving
- 2 away from a two (2) superintendent management team staffing model to a one (1)
- 3 superintendent, one (1) working foreman and one (1) Engineer Technician management
- 4 team staffing model, and
  
- 5 **WHEREAS**, recent events as observed by the outgoing Highway Commissioner,
- 6 County Administrator, HR Coordinator and County Board Chairman indicate that this
- 7 new management team model has had its challenges and has not been as effective as
- 8 had been projected or expected, and
  
- 9 Majority vote is needed to pass.

Approved by Personnel     Disapproved by Personnel  
 Approved by Finance       Disapproved by Finance

Roll Call on Resolution No.    -2018

Submitted by Highway Committee:

Ayes    , Nays    , Absent    , Abstain 0

\_\_\_\_\_  
Dennis Mulder, Chair

Passed and Adopted/Rejected this 21st  
day of August 2018.

\_\_\_\_\_  
David Abendroth

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

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

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

\_\_\_\_\_  
Charlie Wielgosh

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

\_\_\_\_\_  
Robert Schweder

10 **WHEREAS**, four Highway Laborer positions, the Engineer Technician position and the  
 11 Highway Commissioner position are now vacant creating an opportunity to modify the  
 12 management team model in a manner that is most effective and will be more conducive  
 13 to effective team management, cost efficiency and improved staff morale.

14 **NOW THEREFORE BE IT RESOLVED** that the Green Lake County Board of  
 15 Supervisors does hereby approve modification to the Highway Department staffing team  
 16 model by eliminating one (1) Highway Foreman position and one (1) Engineering  
 17 Technician position and establishing a Highway Laborer and a second Highway  
 18 Superintendent position creating a department that is more efficient, cost effective and  
 19 conducive to smooth departmental operations and strengthened employee morale.

20 **BE IT FURTHER RESOLVED** that the Highway Mechanic/Parts Foreman position be  
 21 retitled the Highway Fleet and Warehouse Superintendent with the position reporting  
 22 directly to the Highway Commissioner and re-classified from Pay Group 11 to Pay  
 23 Group 7 in alignment with other members of the Highway Department Management  
 24 team. The Human Resources Coordinator will review and update the job description(s)  
 25 as necessary with the final approval of the County Administrator.

26 **FISCAL NOTE:**

27 Potential projected savings with this restructuring scenario:

**GREEN LAKE COUNTY  
PERSONNEL COSTS**

DEPARTMENT: HIGHWAY ADMINISTRATION

\*round off all totals to the nearest dollar

JOB TITLE	RATE	HOURS	ANNUAL SALARY	RETIREMENT	SOCIAL SECURITY	TOTAL FRINGE BEN.	TOTAL
ENGINEER TECH	(25.96)	2080	\$ (53,997)	\$ (3,618)	\$ (4,131)	\$ (7,749)	\$ (61,746)
WORKING FOREMAN	(25.04)	2080	\$ (52,083)	\$ (3,490)	\$ (3,985)	\$ (7,475)	\$ (59,558)
MECH II/PARTS FOREMAN	(25.70)	2080	\$ (53,456)	\$ (3,582)	\$ (4,090)	\$ (7,672)	\$ (61,128)
SUPERINTENDENT	32.28	2080	\$ 67,142	\$ 4,499	\$ 5,137	\$ 9,636	\$ 76,778
FLEET & WAREHOUSE SUPT	32.28	2080	\$ 67,142	\$ 4,499	\$ 5,137	\$ 9,636	\$ 76,778
GENERAL LABORER	22.45	2080	\$ 46,696	\$ 3,059	\$ 2	\$ 6,631	\$ 53,327
NEW 2019 REVENUE:							
Town of St. Marie Contract							\$ (20,000)
Town of Seneca Contract							\$ (20,000)
<b>Grand Total</b>			\$ 21,445	\$ 1,367	\$ 1,640	\$ 3,007	\$ (15,548)