



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 08/11/2016

Amended Post Date:**

The following documents are included in the packet for the County Board on August 16, 2016:

- 1) Agenda
- 2) Draft minutes from the July 19, 2016 meeting
- 3) Resolution 20-2016 General Referral Agreement – American Tissue Services Foundation
- 4) Resolution 21-2016 Order to County to Convey Highway Right of Way Title
- 5) Resolution 22-2016 Eliminating One Highway Superintendent Position and One highway Laborer Position and Creating One Engineering Technician Position and One Highway Foreman Position in the Highway Department
- 6) Resolution 23-2016 Updating the Wage Study and compensation Structure and Salary Ranges for County Employees
- 7) Ordinance 15-2016 Relating to Worthless Payments, Overpayments, and Underpayments
- 8) Ordinance 16-2016 Amending Ordinance 1042-2012 Green lake County Personnel Policies & Procedures Manual; Appendix L, M, N, and O
- 9) Ordinance 17-2016 Rezone in Town of Brooklyn: Jerome & Debra L. Trapp



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 **16th day of August, 2016 at 6:00 PM** for a regular meeting of the Board. Business to be transacted include:

AGENDA

County Board of Supervisors

Harley Reabe, Chair
Nick Toney, Vice-Chair

- Dist. 1 Larry Jenkins*
- Dist. 2 Vicki Bernhagen*
- Dist. 3 Rich Slate*
- Dist. 4 Paul Schwandt*
- Dist. 5 VACANT*
- Dist. 6 Joy Waterbury*
- Dist. 7 Michael Starshak*
- Dist. 8 Patricia Garro*
- Dist. 9 David Richter*
- Dist. 10 Sue Wendt*
- Dist. 11 Harley Reabe*
- Dist. 12 Robert Schweder*
- Dist. 13 Nick Toney*
- Dist. 14 VACANT*
- Dist. 15 Katie Mehn*
- Dist. 16 Joe Gonyo*
- Dist. 17 Joanne Guden*
- 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. Roll Call**
- 3. Reading of the Call**
- 4. Pledge of Allegiance**
- 5. Minutes of 07/19/16 meeting**
- 6. Announcements**
- 7. Public Comment (3 minute limit)**
- 8. Correspondence**
- 9. Appearances**
- 10. Department Reports**
 - Veterans Service Office – Jon Vandeyacht, Veterans Service Officer
 - Fox River Industries – Ed Schuh, Unit Manager
- 11. Recognition of Service – Duane Prachel, Highway Superintendent**
- 12. Resolutions**
 - Res 20-2016 General Referral Agreement – American Tissue Services Foundation
 - Res 21-2016 Order to County to Convey Highway Right of Way Title
 - Res 22-2016 Eliminating One Highway Superintendent Position and One Highway Laborer Position and Creating One Engineering Technician Position and One Highway Foreman Position in the Highway Department
 - Res 23-2016 Updating the Wage Study and Compensation Structure and Salary Ranges for County Employees
- 13. Ordinances**
 - Ord 15-2016 Relating to Worthless Payments, Overpayments, and Underpayments
 - Ord 16-2016 Amending Ordinance 1042-2012 Green Lake County Personnel Policies & Procedures Manual; Appendix L,M,N, and O
 - Ord 17-2016 Rezone in T-Brooklyn: Jerome & Debra L. Trapp
- 14. Committee Appointments**
- 15. Departments to Report on September 20, 2016**
- 16. Future Agenda Items for Action & Discussion**
- 17. And such other business as may properly come before the Board of Supervisors**
- 18. 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 5th day of August, 2016

Margaret R. Bostelmann, Green Lake County Clerk

GREEN LAKE COUNTY

BOARD PROCEEDINGS

REGULAR SESSION

July 19, 2016

The Green Lake County Board of Supervisors met in special session, Tuesday, July 19, 2016, at 6:00 PM in the County Board Room, Green Lake, Wisconsin.

The Board was called to order by Harley Reabe, Chairman. Present – 17, Absent – 0, Vacant - 2 (District 5, District 14)

| <u>Supervisor</u> | <u>Supervisor Districts</u> |
|--------------------|-----------------------------|
| Larry Jenkins | 1 |
| Vicki Bernhagen | 2 |
| Rich Slate | 3 |
| Paul Schwandt | 4 |
| VACANT | 5 |
| Joy Waterbury | 6 |
| Michael Starshak | 7 |
| Patti Garro | 8 |
| David Richter | 9 |
| Sue Wendt | 10 |
| Harley Reabe | 11 |
| Robert Schweder | 12 |
| Nick Toney | 13 |
| VACANT | 14 |
| 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 19th day of July, 2016 at 6:00 PM for the special meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER
ROLL CALL
READING OF THE CALL

DRAFT

To be approved at the August 16, 2016 meeting

PLEDGE OF ALLEGIANCE

MINUTES OF 06/21/16

ANNOUNCEMENTS

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

APPEARANCES

- Kevin Brunner – Public Administration Associates, LLC

RESOLUTIONS

- Resolution 18-2016 Relating to County Administrator Job Description, Salary Range, and Authorization to Conduct Candidate Search
- Resolution 19-2016 Relating to Engage in a Contract with Public Administration Associates, LLC

ORDINANCES

- Ordinance 13-2016 Relating to Creating the Office of County Administrator and Abolishing the Office of Administrative Coordinator
- Ordinance 14-2016 Rezone in Town of Mackford: John F. & Diana M. Werth

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON August 16, 2016

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

OTHER MATTERS AUTHORIZED BY LAW

AND SUCH OTHER BUSINESS AS MAY PROPERLY COME BEFORE THE BOARD OF SUPERVISORS.

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 13th day of July, 2016.

Margaret R. Bostelmann
Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 06/21/2016

3. *Motion/second (Starshak/Waterbury)* to approve the minutes of June 21, 2016 as presented. All Ayes. Motion carried.

ANNOUNCEMENTS

4. The next regular County Board meeting will take place on August 16, 2016 at 6:00 PM.

PUBLIC COMMENTS (3 Minute Limit)

5. None

DRAFT
To be approved at the August 16, 2016 meeting

CORRESPONDENCE

6. None

APPEARANCES

7. Kevin Brunner of Public Administration Associates, LLC gave a presentation on the process and assistance they can provide to Green Lake County in hiring a County Administrator.

RESOLUTIONS

8. Resolution No. 18-2016 Relating to County Administrator Job Description, Salary Range, and Authorization to Conduct Candidate Search. **Motion/second (Schwandt/Wendt)** to adopt Resolution No. 18-2016. Roll call vote on motion to adopt – Ayes – 17, Nays 0, Vacant – 2, Abstain – 0. Motion carried. Motion carried. Resolution No. 18-2016 passed as adopted.
9. Resolution No. 19-2016 Relating to Engage in a Contract with Public Administration Associates, LLC **Motion/second (Richter/Garro)** to adopt Resolution No. 19-2016. **Motion/second (Starshak/Guden)** to amend Res. 19-2016 to change language to remove the AdHoc-County Administrator Committee language in the NOW THEREFORE BE IT RESOLVED paragraph since that committee has been dissolved. Roll call vote on Motion to amend – Ayes – 17, Nays – 0, Vacant – 2, Abstain – 0. Motion carried. **Motion/second (Waterbury/Toney)** to add Public Administration Associates (PPA), LLC to the 1st paragraph under WHEREAS. Roll call vote on Motion to amend – Ayes – 15, Nays – 2 (Garro, Jenkins), Vacant – 2, Abstain – 0. Motion carried. **Motion/second (Slate/Schwandt)** to amend to change the language in the 3rd paragraph to state “NOW THEREFORE BE IT RESOLVED that the County Board of Supervisors authorizes the County Board Chair and County Clerk to sign a contract with Public Administration Associates, LLC after review by Corporation Counsel.” Roll call vote on Motion to amend – Ayes – 16, Nays – 1 (Starshak), Vacant – 2, Abstain – 0. Motion carried. Full resolution read with all amendments read by Clerk Bostelmann. Roll call vote on motion to adopt as amended – Ayes – 17, Nays 0, Vacant – 2, Abstain – 0. Motion carried. Resolution No. 19-2016 passed as amended.

ORDINANCES

10. Ordinance 13-2016 Relating to Creating the Office of County Administrator and Abolishing the Office of Administrative Coordinator. **Motion/second (Richter/Garro)** to enact Ordinance 13-2016. Roll Call vote on Motion to enact – Ayes - 17, Nays -0, Vacant – 2, Abstain – 0. Motion carried. Ordinance No. 13-2016 passed as enacted.
11. Ordinance 14-2016 Rezone in Town of Mackford: John F. & Diana M. Werth. **Motion/second (Slate/Toney)** to enact Ordinance 14-2016. Roll Call vote on Motion to enact – Ayes - 17, Nays - 0, Vacant – 2, Abstain – 0. Motion carried. Ordinance No. 14-2016 passed as enacted.

DRAFT

To be approved at the August 16, 2016 meeting

COMMITTEE APPOINTMENTS

12. Chairman Reabe appointed Nancy Hoffman to the Health and Human Services Board for a 3 year term and to the Health Advisory Committee for a 2 year term; Kay Roethel to the WinneFox Library Board for a 2 year term, and Derek Kavanaugh to the Big Green Lake Fishing Committee.

Motion/second (Schweder/Guden) to approve appointments. All eyes. Motion carried.

COMMITTEES TO REPORT ON August 16, 2016

13. Chairman Reabe stated that Fox River Industries and Veterans Service Office will appear.

OTHER MATTERS AUTHORIZED BY LAW

14. None

ADJOURN

15. *Motion/second (Gonyo/Trochinski)* to adjourn at 6:50 PM. All Ayes. Motion carried.

Respectfully Submitted,

Liz Otto
Assistant Clerk

REFERRAL AGREEMENT

BETWEEN AMERICAN TISSUE SERVICES FOUNDATION (ATSF) AND THE GREEN LAKE COUNTY CORONER'S OFFICE

This Agreement, by The Green Lake County Coroner's Office and between American Tissue Services Foundation (ATSF), a not-for-profit corporation.

ATSF is a nationally recognized not-for-profit tissue recovery organization serving donor families, coroners/medical examiners, hospitals, and funeral directors, created to promote and facilitate the donation and recovery of human tissue for transplantation, research and medical education. ATSF desires to enter into a tissue recovery program with the Green Lake County Coroner's Office.

The Green Lake County Coroner's Office wishes to promote the continued recovery and utilization of human tissue for the purposes of transplantation, research and medical education, and desires to enter into this *Referral Agreement* with ATSF, pursuant to Wis. Stats. § 157.06(24m)(b).

The list of responsibilities for each institution is listed below:

RESPONSIBILITIES OF ATSF:

1. ATSF shall provide 24-hour, 7 day a week availability to receive prospective tissue donor referrals. To ensure dignity to donor families, prompt and efficient service to the Green Lake County Coroner's Office, and the timely disposition of human tissue, all such referrals will be overseen and directed by ATSF administrators located in the State of Wisconsin.
2. ATSF shall access the State of Wisconsin Donor Registry to determine First Person Authorization (FPA) status for all potential donors.
3. ATSF shall evaluate and determine medical suitability of referred potential tissue donors.
4. ATSF shall abide by all applicable U.S. Food and Drug Administration (FDA) regulations, American Association of ATSFs (AATB) standards and applicable Federal, State and local laws and regulations concerning informed consent, evaluation and recovery of cadaveric human tissue.
5. ATSF shall conduct interviews, complete disclosure or obtain informed authorization and complete all necessary paperwork to document the donation process in compliance with all applicable regulations.
6. ATSF shall coordinate tissue procurement activities with the Green Lake County Coroner's Office staff and any law enforcement and pathology staff involved in an investigation.

7. ATSF shall conduct surgical procurement of tissues and provide all supplies, equipment and staff for tissue procurement.
8. ATSF shall be responsible for expenses associated with the recovery of tissue, e.g. the cost of supplies, equipment, testing and other equipment.
9. Upon request, ATSF shall provide at no cost to the Green Lake County Coroner's Office, a cardiac pathology report, slides and/or residual heart tissue, following recovery of heart for valves.
10. ATSF shall supply the Green Lake County Coroner's Office with reasonable equipment or facility needs that are determined to be mutually beneficial.
11. ATSF shall provide training, including an annual update, to the Green Lake County Coroner's Office staff, as needed.
12. ATSF shall manage referral data and provide feedback on referral activity and consent rate, if requested.
13. ATSF will provide reimbursement for toxicology testing services through a mutually agreed upon laboratory, in an effort to facilitate timely results for families, investigative purposes and tissue transplantation, in cases where these services are deemed necessary.
14. ATSF shall be either accredited by the American Association of ATSFs (AATB) or be audited every two (2) years by an organization accredited by the AATB.
15. ATSF shall identify key individuals from both organizations to meet periodically to review the success of program implementation, maintenance and growth and to identify and resolve any issues that may impact the tissue recovery program.
16. ATSF will maintain current comprehensive liability insurance appropriate to risk involved in the amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate, or in amounts as governed by law. Evidence of such coverage will be provided upon request. Written notice of any change or cancellation of such insurance coverage will be provided to other party within thirty (30) calendar days of said change or cancellation.

RESPONSIBILITIES OF THE GREEN LAKE COUNTY CORONER'S OFFICE:

1. The Green Lake County Coroner's Office shall make available any existing policies and procedures outlining the Green Lake County Coroner's Office responsibilities pertaining to tissue donation, including the identification and referral of potential donors to ATSF.
2. The Green Lake County Coroner's Office shall assist in obtaining/providing medical information, which will be used in evaluating potential donor suitability.

3. The Green Lake County Coroner's Office shall provide assistance in coordinating tissue procurement activities with ATSF when appropriate.

TERM

These responsibilities become effective as of the date of this Agreement. The term of this Agreement shall continue until the two (2) year anniversary date of this Agreement, provided, however, that beginning on each anniversary date of this Agreement, the term of this Agreement shall automatically be extended for one (1) additional year, unless sixty (60) days prior to such anniversary date either party gives written notice to the other that such party does not wish to extend this Agreement beyond its then current expiration date.

MUTUAL RESPONSIBILITIES:

1. ATSF and the Green Lake County Coroner's Office agree to abide by the provision of all applicable federal, state and local laws, rules and regulations, including but not limited to, those which bar discrimination on the basis of race, color, national origin, religion, sex, marital status, sexual orientation or physical disability.
2. ATSF agrees to indemnify the Green Lake County Coroner's Office and its employees against damages, losses, costs and expenses whatsoever that the Green Lake County Coroner's Office may incur by reason of any actions or suits brought against the Green Lake County Coroner's Office resulting from the failure of ATSF or its agents or employees in performing ATSF duties under this Agreement.
3. This document applies only to the working relationship of ATSF and the Green Lake County Coroner's Office. The Green Lake County Coroner's Office and ATSF are independent of each other and this Agreement does not constitute a joint venture or partnership between ATSF and the Green Lake County Coroner's Office.
4. This document contains the entire understanding of responsibilities between the two organizations. As future needs are identified, additional understandings can be created by the two organizations.

Each organization agrees to perform their responsibilities as stated above.

GOVERNING LAW:

This Agreement and the rights and obligations hereunder shall be governed by and construed in accordance with the laws of the State of Wisconsin.

Each organization agrees to perform their responsibilities as stated above:

Received by the Green Lake County Corporation Counsel's Office

Name Title

Signature Date

Signed for the Green Lake County Coroner's Office

Name Title

Signature Date

Signed for ATSF

Name Title

Signature Date



Division of Transportation
System Development
North Central Region
510 N. Hanson Lake Road
Rhineland, WI 54501

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.dot.wisconsin.gov

Telephone: 715-365-3490
Facsimile (FAX): 715-365-5780

E-mail: ncr.dtsd@dot.wi.gov

June 22, 2016

AMY M. BROOKS, PE
GREEN LAKE COUNTY HIGHWAY DEPARTMENT
PO BOX 159
GREEN LAKE, WI 54941

SUBJECT: F072-2(4)
STH 49
Green Lake Station – Berlin Road
Green Lake County
Parcel 8
NE ¼ - NE ¼ of Sec 9 and SE ¼ - SE ¼ of Sec 4, all of T16N, R13E,
Town of Brooklyn

Attached is an **Order to County to Convey Highway Right Of Way Title** (*Order to Convey*) for the above parcel. This order is issued under the provisions of Section 84.09(3)(b) Wisconsin Statutes, and directs the County Clerk and the County Highway Committee to convey certain lands or land rights originally acquired in the County's name and being held in trust for the State of Wisconsin. We have enclosed a copy of the Right of Way plat pages, deeds, and relocation order for your reference. Please have the Highway Committee act on this at the July 13, 2016 meeting and forward to the County Board to act on this matter at their August 16, 2016 County Board meeting.

Also enclosed is a **Quit Claim Deed** describing the subject right-of-way. Once the Highway Committee has acted on the *Order to Convey*, please have the Highway Committee members sign and notarize the conveyance and forward with the *Order to Convey* to the County Board. Once the County Board has acted on the matter, the County Clerk should sign and notarize the conveyance and return to me at Wisconsin Department of Transportation, 510 N. Hanson Lake Road, Rhineland, WI 54501. I have enclosed a prepaid business reply envelope for return of the signed Quit Claim Deed. If you have questions, please contact my Property Manager, Patricia Massino at 715-365-5766 or you may call me at 715-365-5745.

Thank you for your cooperation in this matter.

Brent L. Stella/bks
NC Region Real Estate Supervisor

Enc.

cc: Margaret Bostelmann, Green Lake County Clerk, PO Box 3188, Green Lake, WI 54941

**ORDER TO COUNTY TO CONVEY
HIGHWAY RIGHT OF WAY TITLE TO STATE**

RE2170 04/2015

The County Highway Committee of **Green Lake** County, Wisconsin pursuant to the Order of the Wisconsin Department of Transportation acquired under Section 84.09, Wisconsin Statutes, or its predecessor, certain lands or interests. The title to lands or interests specified below is transferable to the State of Wisconsin pursuant to Section 84.09, Wisconsin Statutes on the Order of the Wisconsin Department of Transportation to the County Clerk and the County Highway Committee. It is ordered that the County Clerk and County Highway Committee convey to the State of Wisconsin without charge the title or easement acquired with the following parcel(s) of the Wisconsin Department of Transportation project designated below.

| Parcel | Grantor | Location | Recording Data | | |
|--------|-----------------|--|----------------|--------------|-------------------------|
| | | | Volume (Reel) | Page (Image) | Document Number |
| 8 | Joseph Dugenski | NE ¼ - NE ¼ of Section 9 and SE ¼ - SE ¼ of Section 4, all in T16N, R13E, Town of Brooklyn | 140 | 343 | 161117 July 13, 1956 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

X

State Real Estate Manager Signature

Date

Brent L. Stella

Print Name

LEGAL DESCRIPTION

Parcels of land acquired for highway purposes pursuant to order of the Wisconsin Department of Transportation, formerly State Highway Commission, and as shown on the road plans for project F072-2(4), Green Lake County, as said lands are more particularly described in the following recorded instruments:

| Parcel No. | Grantor | Location | Volume | Page No. | Document No. |
|------------|-----------------|---|--------|----------|-------------------------|
| 8 | Joseph Dugenski | NE ¼ - NE ¼ of Section 9 and SE ¼ - SE ¼ of Section 4, all in T16N, R13E, Town of Brooklyn | 140 | 343 | 161117 July 13, 1956 |

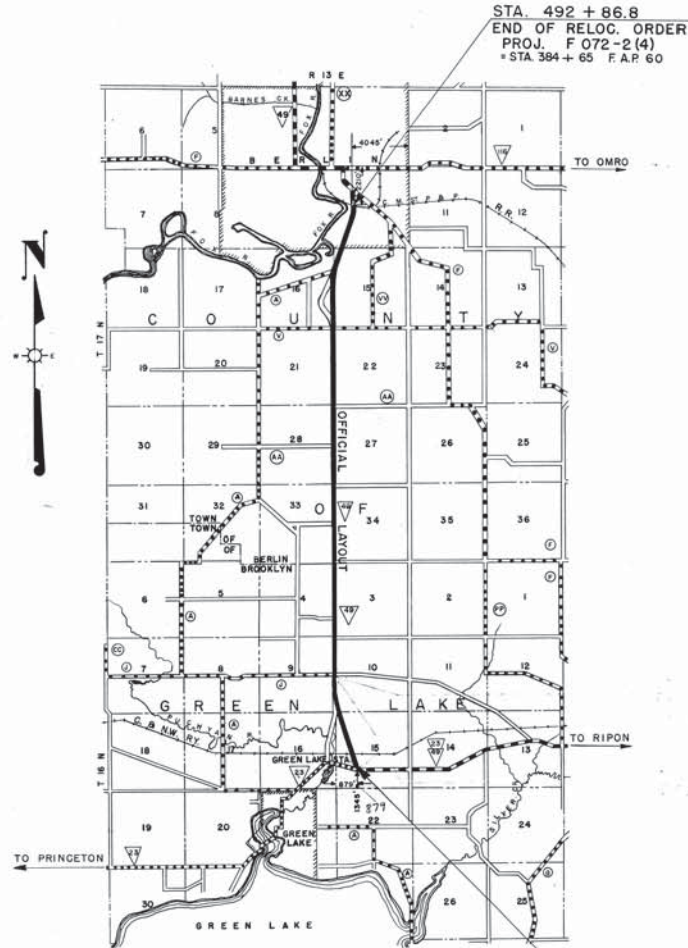
| COUNTY AND HIGHWAY | ROUTE AND SECTION | CLASS AND AGREEMENT | | FEDERAL DIVISION OFFICE | SHEET NUMBER | TOTAL SHEETS |
|--------------------|-------------------|---------------------|---------|-------------------------|--------------|--------------|
| | | STA | FEDERAL | | | |
| 24.1 | 72.2 | | 13.4 | 4 | 4 | 215 |

SCHEDULE OF LANDS AND INTERESTS REQUIRED

NOTE: ACQUIRE EASEMENTS FOR HIGHWAY PURPOSES EXCEPT AS OTHERWISE NOTED

| PAR. | OWNER | INTEREST REQUIRED | ACRES |
|------|-----------------------------|---------------------------|--------|
| 1 | GEORGE BUSSE | | 6.88 |
| 2 | MAX KAATZ | | 0.18 |
| 3 | KOPPLIN & KINAS CO., INC. | | 0.40 |
| 4 | EDGAR ZOBEL | L.H.E. FOR CHANNEL CHANGE | 2.0.04 |
| 5 | JOHN A. MILLER | | 0.79 |
| 6 | WALLACE BROOKS | | 0.28 |
| 7 | E. L. KRAUSE | | 4.05 |
| 8 | JOSEPH DUGENSKIE | | 9.21 |
| 9 | CLARENCE MORRIS | | 0.08 |
| 10 | REINHOLD FEDER | | 8.77 |
| 11 | E. C. TOLL | | 2.80 |
| 12 | JOHN MOLDENHAUER | | 0.36 |
| 13 | PAUL R. & MADELINE WERCH | | 3.17 |
| 14 | HERBERT REDEMAN | | 1.84 |
| 15 | EDWIN NITZ | | 0.48 |
| 16 | HARRY THIEL | L.H.E. FOR CHANNEL CHANGE | 1.84 |
| 17 | WALTER LEHMAN | FEE | 7.31 |
| 18 | JOINT SCHOOL DISTRICT NO. 6 | | 0.20 |
| 19 | LEO MIRR | | 3.83 |
| 20 | PAUL EWALD | | 0.66 |
| 21 | WALTER & ANISTA ROSSER | | 0.73 |
| 22 | CECELIA HAMANN | | 1.36 |
| 23 | PHILLIP A. CEMAN | | 0.10 |
| 24 | ANNA C. MAASEN | | 5.13 |
| 25 | TOM MAJZAK | | 3.25 |
| 26 | ANNA W. BROWN | L.H.E. FOR CHANNEL CHANGE | 2.39 |
| 27 | MRS. JOHN DRUGGISH | | 6.73 |
| 28 | L. J. SEWARD | | 0.87 |
| 29 | OTTO KORWITZ | | 3.77 |
| 30 | JOE BROOKS | | 9.23 |
| 31 | GEORGE BRILLA | FEE | 2.32 |
| 32 | GEORGE POPELKA | FEE | 4.35 |
| 33 | JOHN BROOKS | | 0.76 |
| 34 | L. J. SEWARD | | 0.75 |
| 35 | STANLEY WOZNIAK | | 0.14 |
| 36 | W. H. BOHN | | 10.91 |
| 37 | STANLEY WOZNIAK | FEE | 0.24 |
| 38 | HUBERT HIBICKI | FEE | 0.49 |
| 39 | CLINTON MARTIN | FEE | 0.30 |
| 40 | STANLEY WOZNIAK | FEE | 0.02 |
| 41 | BUDLONG PICKLE COMPANY | FEE | 0.02 |
| 42 | GEORGE KAVAGE | FEE | 0.03 |
| 43 | WALTER ZIMAR | FEE | 0.18 |
| * 44 | CHICAGO & NORTHWESTERN RY. | | 0.30 |
| 45 | MARY MIRR | | 0.55 |
| 46 | ROBERT FUGMANN | | 0.06 |
| * 47 | WISCONSIN TELEPHONE COMPANY | QUIT CLAIM DEED | |
| * 48 | WISCONSIN POWER & LIGHT CO. | | |

* TO BE ACQUIRED BY THE HIGHWAY COMM. OF WIS.



LOCATION SKETCH



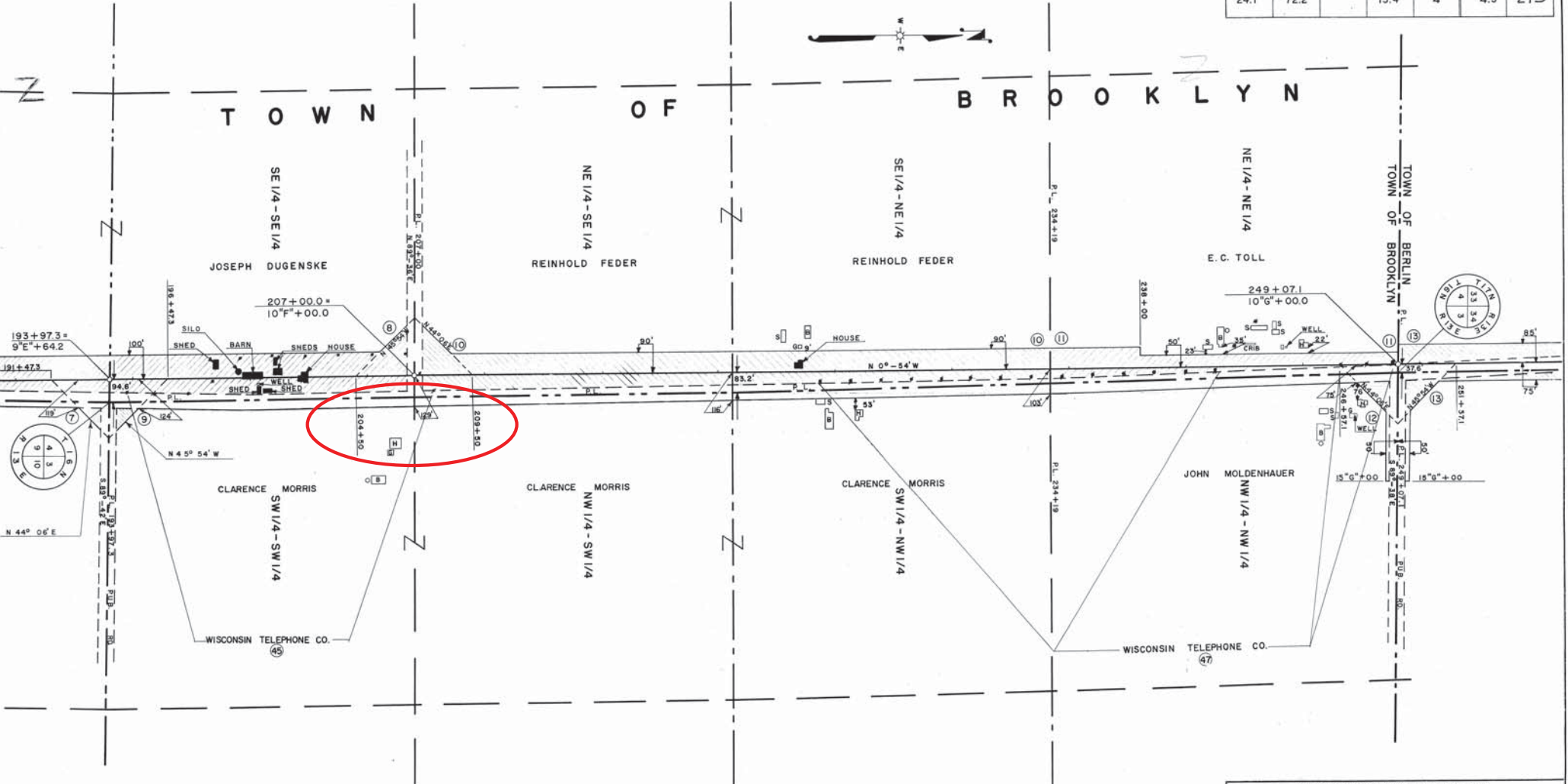
STA. 100 + 93.4
BEGINNING OF RELOC. ORDER
PROJECT F 072-2(4)
* STA. 156 + 25 F.A.P. 351 'B'

STATE HIGHWAY COMMISSION OF WISCONSIN
PLAT OF RIGHT OF WAY REQUIRED
PROJECT F 072 - 2(4)
GREEN LAKE STATION - BERLIN ROAD
S.T.H. 49 GREEN LAKE COUNTY

SCALE 1" = 400'
LENGTH - 7.420 MILES

REV. 12/28/58 NC
REV. 11-1-55 NC
REV. 8-10-56
REV. 6-4-56
DATED 4-13-56

| COUNTY AND HIGHWAY | ROUTE AND SECTION | CLASS AND AGREEMENT | | FEDERAL DIVISION OFFICE | SHEET NUMBER | TOTAL SHEETS |
|--------------------|-------------------|---------------------|---------|-------------------------|--------------|--------------|
| | | STATE | FEDERAL | | | |
| 24.1 | 72.2 | | 13.4 | 4 | 4.3 | 215 |



STATE HIGHWAY COMMISSION OF WISCONSIN
 PLAT OF RIGHT OF WAY REQUIRED
 PROJECT F 072-2(4)
 GREEN LAKE STATION - BERLIN ROAD
 S.T.H. 49 GREEN LAKE COUNTY

SCALE
 0 200' 400'

LENGTH - 7.420 MILES

12/03/98 NC
 REV. 11-1-55 NC
 REV. 8-10-56
 REV. 6-4-56
 DATED 4-13-56



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

July 13, 2016

SUBJECT: REORGANIZATION OF HIGHWAY DEPARTMENT

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

A Highway Patrol Superintendent has recently submitted his intent to retire from the Highway Department. As Highway Commissioner, I have reevaluated the structure of the Department and therefore would like to recommend a reorganization of the Management/Supervisory staff within the Highway Department.

The proposed reorganization results in the elimination of two positions and the creation of two positions. In the proposed reorganization one Highway Superintendent position would be eliminated and a new position of Engineer Technician created. Also, as part of the reorganization one Highway Laborer Position would be eliminated and a new position of Highway Foreman created. The option of assigning a "Relief" Foreman with a pay stipend, on an as needed basis, is also recommended.

The primary objective of the reorganization is to move forward and allow for future succession with a more efficiently run department. Areas of focus are as follows:

1. Project Management/Engineering – the Engineer Technician position would be able to assist the Commissioner in managing projects by performing tasks such as CADD work, estimating, bid specifications, creation of requests for proposals, plan review, utility coordination, bridge inspections, etc. This position could also work with the Highway Superintendent in providing assistance where needed.
2. Program Management – The Highway Department is statutorily required to administer and manage multiple critical programs. While the list below is not all-encompassing, three major programs are detailed below.
 - a. Local Road Improvement Program – The Highway Commissioner oversees the local town and municipal funding program provided by the WisDOT biannually. The Commissioner's responsibility includes direct oversight on the program's applications and WisDOT reimbursement requests for all local municipalities. The Engineer Technician would assist the Commissioner in the program's administration and would assist during the application process to streamline the process.
 - b. Bridge Inspection Program – The Highway Department is responsible for administering the bridge inspection program for all county and municipal

bridges. There are 39 bridges which must be inspected on an annual or biannual schedule to meet federal requirements. In 2016, the Highway Department currently has one certified bridge inspector, the Commissioner. The Engineer Technician would be required to be the inspection team leader for the program. The costs of municipal bridge inspections are fully reimbursed by the municipalities.

- c. WisDOT – Besides the Routine Maintenance Agreement (RMA) for State Highways the department also completes PbM, DMA, LFA projects for WisDOT. This work adds to estimating and project oversight. The Engineer Technician and/or Highway Foreman would be able to assist the Commissioner and Highway Superintendent with these projects.
3. Asset Management – The Highway Department has established an effective bridge and pavement surface inventory system as both are required to be inspected and rated on a biannual basis. The department also has a culvert inventory and inspection program. The department is lacking a full inventory and/or data of all of its assets which results in gaps in the short-term and long-term maintenance and construction planning and budgeting. Major items such as shoulder rating and traffic counts and car killed deer tracking are currently in need of creating or updating. The Engineer Technician position would aid in the creation or maintaining the asset inventory and management system so that the overall system needs can be identified and planned effectively.
4. Personnel Management – The Highway Superintendent would manage the day-to-day operations as well as long-term planning and scheduling for their respective personnel, equipment needs, and outside contractors. The Engineer Technician position would assist in managing the day-to-day operations but would be completing more of the technical work required. The Highway Foreman would assist in directing the day-to-day operations of staff. All supervisory support will aid in the department's focus on safety in our daily operations as well as future training.
5. Project Management - The Highway Foreman would be assigned a crew and delegate work, keep track of materials, order materials, overseeing the project. The "Relief" Foreman would be assigned if a second foreman is required or the foreman is on paid leave.
6. Advancement – Creating the Highway Foreman position would also create an opportunity for advancement within the Department. This position would be a stepping stone from the laborer positions to a management role.

As stated above, the creation of these positions will assist the Commissioner in administering these programs as well as act as a resource for the municipalities for design, budgeting, administration, and project oversight.

Fiscal Impact:

Due to the reorganization, the County's salary study consultant will be requested to review and classify the positions. Attachment E is the anticipated scenario of the fiscal impact based on the current estimated pay grades. The salaries were used from the 2014 Wage Range Implementation.

Comparing the budgeted amount for 2016 to the proposed changes results in a savings in wages. The savings shown is an estimated fiscal impact; however the new positions will not require any additional levy from the County.

The Engineer Technician would be paid hourly and would fall under Pay Group #9, ranging from \$23.62 – \$30.18.

The Highway Foreman would be paid hourly and would fall under Pay Group #10, ranging from \$21.97 – \$28.07.

“Relief” Foreman - Request a pay stipend of \$2.25/hour for any employee working 4 or more hours in the Highway Foreman role, for situations when more than one Foreman is required or when the Highway Foreman is on paid time off.

Highway Superintendent – Request for pay increase of 2.5% starting on July 25, 2016. With only one Superintendent this position will require an increase in work duties with oversight of all County and State projects.

Recommendation:

While somewhat difficult to fully quantify, the position will have a significant positive fiscal impact as it will aid the department in the constant goal to become more efficient and increase the traveling public and worker safety. These positions will supplement our current staff and provide the expertise to recommend data-driven decisions so that the department is maintaining and constructing our system with the appropriate techniques and materials. Crews can become safer and more efficient with additional planning and oversight. Savings will be realized by a reduction of consultant services and improved scoping and management of contracts. Projects can be delivered more efficiently from the planning stage through final construction with the proposed changes. For these reasons, it is recommended that the reorganization of the Highway Department and the new positions be approved.

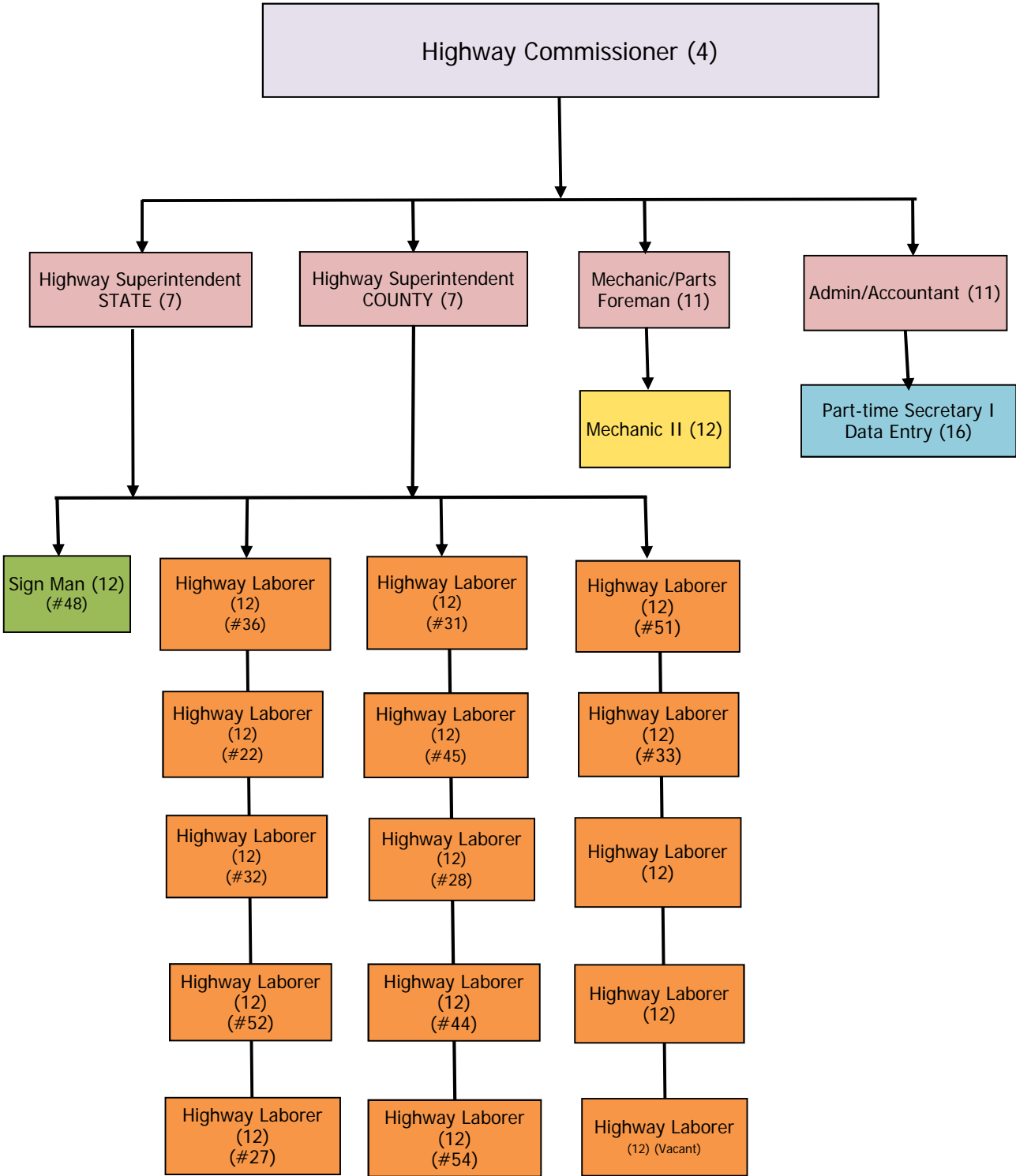
- Attachments:
- A. Current Highway Department Organizational Chart
 - B. Proposed Highway Department Organization Chart
 - C. Engineer Technician Position Description
 - D. Highway Foreman Position Description
 - E. Budget Comparison Summary
 - F. Resolution

Your consideration of this request is greatly appreciated.

Amy M. Brooks, P.E.
Highway Commissioner

Green Lake County Highway Department

Current July 2016



Current Positions: 23 Employees

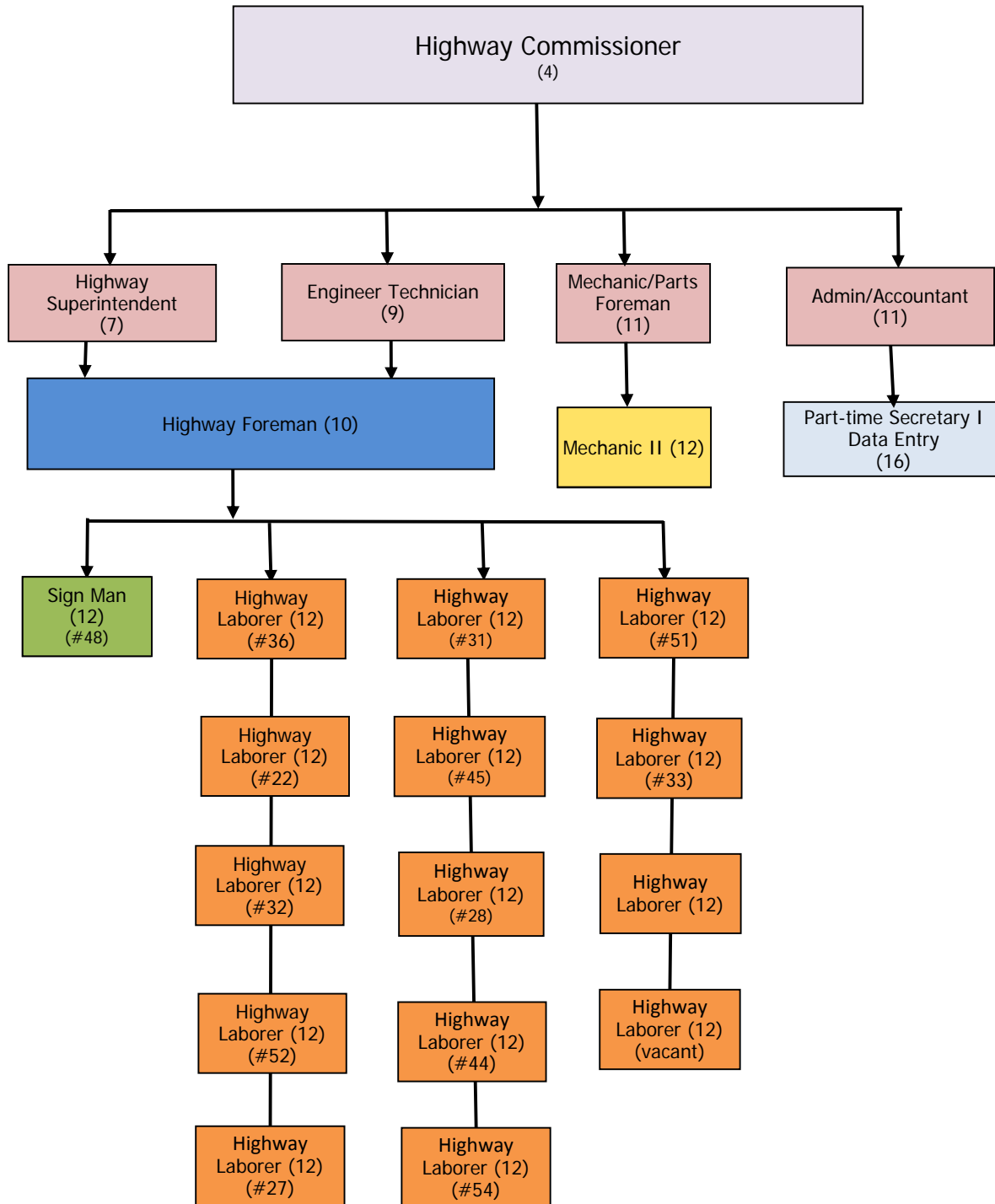
- Pay Range: #4 (Commissioner -1)
- Pay Range: #7 (Superintendent -2)
- Pay Range: #11 (Admin Accountant -1, Mechanic/Parts Foreman -1)
- Pay Range: #12 (Sign Man -1, Mechanic -1, Highway Laborer -15)
- Pay Range: #16 (Part-time Secretary -1)

Pay Differential for:

Certified Bridge Inspector: \$2.25

Green Lake County Highway Department

Proposed July 2016



Current Positions: 23 Employees
Proposed Positions: 23 Employees

- Pay Range #4 (Commissioner -1)
- Pay Range #7 (Superintendent -1)
- Pay Range #9 (Engineer Technician -1)
- Pay Range #10 (Highway Foreman -1)
- Pay Range #11 (Admin Accountant -1, Mechanic/Parts Foreman -1)
- Pay Range #12 (Sign Man -1, Mechanic -1, Highway Laborer -14)
- Pay Range #16 (Part-time Secretary -1)

Pay Differential for:

Certified Bridge Inspector: \$2.25
 "Relief" Highway Foreman: \$2.25

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: HIGHWAY ENGINEER TECHNICIAN

DEPARTMENT: HIGHWAY

LOCATION: GREEN LAKE HIGHWAY BUILDING

SUPERVISOR: HIGHWAY COMMISSIONER

SUMMARY:

Assists the Commissioner by performing skilled and advanced engineering technical work in the field and office in conjunction with developing designs and specifications for various civil engineering projects. Directs highway employees for data collection, drafting, and construction staking.

DUTIES AND RESPONSIBILITIES:

- Manages and updates the department project files, records, reports, permits, bid specifications, and requests for proposals.
- Prepares and/or supervises all DNR, Army Corps, FHWA, WisDOT necessary project permits.
- Review and issue driveway and utility permits and draft any needed correspondence pertaining to these permits.
- Provide vertical and horizontal control staking on County and local road projects.
- Serves as advisor to townships concerning required road work; responds to public requests and complaints.
- Performs routine bridge inspections on the county and local highway system in accordance with state and federal laws and mandates.
- Provides technical and supervisory assistance to highway work crews and contractors.
- Assist highway crew with field staking for construction projects. Provide crews with assistance in reading plans and developing solutions for problems that occur in the field.
- Collects, drafts, and analyzes engineering field data.
- Responsible for developing and managing the preparation of designs, drawings and specifications of construction and maintenance highway improvement projects using AutoCAD Civil 3D.
- Prepares costs estimates and schedules for maintenance and construction projects.
- Assists Highway Commissioner in administering highway contracts and work that is performed in accordance with department policies and procedures.

- Participates on the 24 hour on-call rotation and provides supervision in managing crews for routine summer and winter maintenance activities to assure safe driving conditions.
- Performs other related duties as assigned by the Commissioner.

SKILLS AND ABILITIES:

- Knowledge of civil engineering principles and practices as applied to the preparation of designs, specifications, estimates, and reports in the construction and maintenance of various highway and bridge projects.
- Knowledge of field engineer practices including surveying, inspection, materials, equipment, and construction procedures.
- Ability to estimate material costs and time requirements for highway construction and maintenance projects.
- Ability to maintain accurate and complete records.
- Skilled in computer and computer software use including AutoCAD Civil 3D.
- Ability to produce neat, precise and accurate engineering plans, work with and operate current surveying equipment and data collectors, read and understand highway plans and maps, take accurate field notes, supervise employees or contractors, and interact effectively with the general public.
- Ability to give technical advice and to make comprehensive recommendations regarding problems dealing with highways.
- Ability to communicate effectively, both orally and in writing.
- Ability to work flexible schedule to accommodate highway needs and emergency call-ins, as necessary.
- Skill in the use of general office equipment to include personal computer, calculator, copy and fax machine along with telephone and cell phone. Would also use assorted small tools, monitoring tools, motorized vehicle and personal protective equipment as required.

QUALIFICATIONS:

EDUCATION: Associates degree in Civil Engineering.

EXPERIENCE / JOB KNOWLEDGE: 3-5 years' experience in highway construction work OR any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Federal bridge inspection certification is required within 12 months of hire. This position must maintain certification as the County's Bridge Inspector. Must possess and maintain a valid Wisconsin driver's license.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 50% of the time is spent at a desk creating paperwork, using writing and near vision for viewing a computer screen and fingering. Walking,

sitting, using far and near vision are used 50% of the time, including stooping, kneeling, crouching, climbing in and out of vehicles, reaching, low to medium lifting and carrying up to 20 pounds. There is some exposure to loud noises, fumes from equipment and materials and exposure to hot and cold extremes in temperature.

ENVIRONMENTAL DEMANDS: Up to 50% of the time is spent indoors; 15% of the time may be spent inside a vehicle. 35% of the time spent climbing, reaching, bending, stretching and reaching while out on job sites. Exposure to loud noises, fumes from equipment and materials as well as exposure to hot and extreme cold temperatures can occur.

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.

July 2016

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: HIGHWAY FOREMAN

DEPARTMENT: HIGHWAY

LOCATION: GREEN LAKE AND/OR MANCHESTER HIGHWAY BUILDING

SUPERVISOR: HIGHWAY COMMISSIONER AND/OR HIGHWAY SUPERINTENDENT

SUMMARY:

Responsible for directing and coordinating the work activities involving construction, and maintenance of highways in a safe, timely, cost effective and quality manner. Monitor road conditions and report to management and request assistance for improvement. This position is responsible for all routine maintenance within the highway right of way providing safe travel on highways.

DUTIES AND RESPONSIBILITIES:

The percent of time spent on various jobs in the Working Foreman 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:

- Monitors work sites, supervises the daily operations of employees 35% of the time.
- Maintains records of materials used, orders materials as needed for road construction projects, and provides estimates of quantities for roadway projects 8% of the time.
- Maintain employee time sheets for highway maintenance projects 2% of the time.
- Patrols state and county roads for current road conditions; reports and monitors winter road conditions which affect travel within the county 5% of the time.
- Assists with preparing work schedules for highway crews and assigning work as necessary 2% of the time.
- Performs snow and ice removal work; tree and brush control; road maintenance; drainage maintenance, bridge maintenance, building, grounds and equipment maintenance as directed 50% of the time.
- Performs other work as assigned by the Commissioner or Superintendent 3% of the time.

SKILLS AND ABILITIES:

- General knowledge of methods, materials and equipment used in road construction and maintenance projects.
- Knowledge and training as Competent Person and using proper safety equipment.

- Knowledge and ability to operate and instruct employees on proper use of heavy equipment used on roadways.
- Knowledge of safety hazards and hazardous materials; skill to ensure safety measures are conducted.
- 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, chip spreader, sand blasters, backhoe, brush chipper, tar kettles, mechanical brooms and other similar equipment. Assorted personal protective equipment as required.
- Ability and skill to supervise job sites in a safe manner; ability and skill to manage and supervise employees; ability to assign jobs and plan work assignments.
- 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 schedule to accommodate highway needs 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. An associate's degree from an accredited college or university is preferred.

EXPERIENCE / JOB KNOWLEDGE: Five (5) or more years' experience working in road construction and maintenance 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 are all required at various times and for various assignments. About 15% of the time is spent getting in and out of a vehicle and on and off various pieces of equipment when checking signs, ditches and culverts and road beds. These may be located at various levels of elevations and climbing or traversing various terrains may be necessary as well as being conducted in hot or very cold and icy winter

conditions. Approximately 5-10% 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. 25% of the time will be spent inside of a vehicle. 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, and some 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.

July 2016

Beginning of 2016:

| POSITION TITLE | RATE | HOURS | WAGES |
|---------------------------|-------|-------|---------------------|
| 1 Commissioner | 36.78 | 2080 | 76,502.40 |
| 2 Patrol Supt | 32.42 | 2080 | 67,433.60 |
| 3 Patrol Supt | 28.83 | 2080 | 59,966.40 |
| 4 Admin Asst | 25.42 | 2080 | 52,873.60 |
| 5 PT Admin Asst | 20.58 | 250 | 5,145.00 |
| 6 Highway Laborer | 22.99 | 2080 | 47,819.20 |
| 7 Highway Laborer | 22.75 | 2080 | 47,320.00 |
| 8 Highway Laborer | 22.75 | 2080 | 47,320.00 |
| 9 Highway Laborer | 22.59 | 2080 | 46,987.20 |
| 10 Highway Laborer | 22.59 | 2080 | 46,987.20 |
| 11 Highway Laborer | 22.59 | 2080 | 46,987.20 |
| 12 Highway Laborer | 22.59 | 2080 | 46,987.20 |
| 13 Highway Laborer | 21.64 | 2080 | 45,011.20 |
| 14 Highway Laborer | 20.58 | 2080 | 42,806.40 |
| 15 Highway Laborer | 20.58 | 2080 | 42,806.40 |
| 16 Highway Laborer | 20.58 | 2080 | 42,806.40 |
| 17 Highway Laborer | 20.58 | 2080 | 42,806.40 |
| 18 Highway Laborer | 20.58 | 2080 | 42,806.40 |
| 19 Highway Laborer | 20.58 | 2080 | 42,806.40 |
| 20 Highway Laborer | 20.05 | 2080 | 41,704.00 |
| 21 Mech II /Parts Foreman | 23.85 | 2080 | 49,608.00 |
| 22 Mechanic II | 21.64 | 2080 | 45,011.20 |
| 23 Sign Man | 22.75 | 2080 | 47,320.00 |
| | | | 1,077,821.80 |

Proposed:

| POSITION TITLE | RATE | HOURS | WAGES | |
|---------------------------|-------|-------|---------------------|--------------------------|
| 1 Commissioner | 36.78 | 2080 | 76,502.40 | |
| 2 Patrol Supt | 29.58 | 2080 | 61,526.40 | 2.5% increase |
| 3 Engineer Tech | 24.27 | 2080 | 50,481.60 | new position - outside |
| 4 Admin Asst | 25.42 | 2080 | 52,873.60 | |
| 5 PT Admin Asst | 20.58 | 250 | 5,145.00 | |
| 6 Highway Foreman | 23.80 | 2080 | 49,504.00 | new position - within |
| 7 Highway Laborer | 22.99 | 2080 | 47,819.20 | |
| 8 Highway Laborer | 22.75 | 2080 | 47,320.00 | |
| 9 Highway Laborer | 22.75 | 2080 | 47,320.00 | |
| 10 Highway Laborer | 22.59 | 2080 | 46,987.20 | |
| 11 Highway Laborer | 21.64 | 2080 | 45,011.20 | |
| 12 Highway Laborer | 20.58 | 2080 | 42,806.40 | |
| 13 Highway Laborer | 20.58 | 2080 | 42,806.40 | |
| 14 Highway Laborer | 20.58 | 2080 | 42,806.40 | |
| 15 Highway Laborer | 20.58 | 2080 | 42,806.40 | |
| 16 Highway Laborer | 20.58 | 2080 | 42,806.40 | |
| 17 Highway Laborer | 20.58 | 2080 | 42,806.40 | |
| 18 Highway Laborer | 20.05 | 2080 | 41,704.00 | |
| 19 Highway Laborer | 19.53 | 2080 | 40,622.40 | new hire (filled) |
| 20 Highway Laborer | 19.53 | 2080 | 40,622.40 | new hire (vacant) |
| 21 Mech II /Parts Foreman | 23.85 | 2080 | 49,608.00 | |
| 22 Mechanic II | 21.64 | 2080 | 45,011.20 | |
| 23 Sign Man | 22.75 | 2080 | 47,320.00 | |
| Relief Foreman | 2.25 | 1040 | 2,340.00 | new position - as needed |
| | | | 1,054,557.00 | |

(\$23,264.80)

* Savings will also be realized by a reduction of consultant services.

RESOLUTION NUMBER 23 - 2016

Relating to Updating the Wage Study and Compensation Structure and Salary Ranges for County Employees

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 16th day of August 2016, does resolve as follows:

WHEREAS, WIPFLi completed a wage comparability study for Green Lake County that was adopted by the County Board at the November 13, 2013 County Board meeting; and

WHEREAS, the wage study has not been updated since November of 2013;

NOW THEREFORE BE IT RESOLVED that the Green Lake County Board of Supervisors approves the Personnel Committee entering into a contract with WIPFLi to update the current wage comparability study at a cost not to exceed \$10,000 to be paid from the Contingency Fund; and

BE IT FURTHER RESOLVED the Personnel Committee shall present the updated plan to the County Board upon completion.

Fiscal Note: Not to Exceed \$10,000

Roll Call on Resolution No. 23-2016

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

/s/ Joe Gonyo

Joe Gonyo, Chair

Passed and Adopted/Rejected this 16th day of August 2016.

Paul Schwandt, Vice Chair

/s/ Robert Lyon

Robert Lyon

County Board Chairman

/s/ Robert Schweder

Robert Schweder

ATTEST: County Clerk
Approve as to Form:

/s/ Dawn N. Klockow

Corporation Counsel

/s/ Sue Wendt

Sue Wendt



Wipfli LLP
469 Security Blvd
Green Bay, WI 54313
PO Box 12237
Green Bay, WI 54307-2237
920.662.0016
fax 920.662.0024
www.wipfli.com

July 14, 2016

Ms. Marge Bostelmann, County Clerk
Green Lake County
PO Box 3199
Green Lake, WI 54951

E-mail: mbostelmann@co.green-lake.wi.us

Dear Ms. Bostelmann:

We appreciate the opportunity to present this proposal to assist Green Lake County (the "County") in updating the 2013 Wage Comparability Study to ensure competitive and equitable base compensation pay practices. In this proposal, you will find the project business purpose; scope and approach; staffing, timing, and investment; and going forward.

Business Purpose

The business purpose of this project is to assist the County in updating the 2013 Wage Comparability Study. A well-maintained base compensation program will give the County better control over salary expenditures and help maintain a proper balance in the relationship between the pay levels and the relative value of jobs within the County and its labor market.

Our experience has shown that having an outside professional firm involved in the compensation program design and update is particularly influential in enhancing the success and credibility of the program.

Scope and Approach

On the basis of our discussion, the County is considering having Wipfli provide a full compensation review and update on approximately 15 to 20 positions. The positions you preliminarily identified to be included in the analysis are contained in the Appendix A. You indicated you would review these selections to ensure they are an appropriate representation of the positions to include.

The following approach will be taken:

- Discuss our process and approach with you and others you select to ensure understanding of the project and to answer any questions. Determine if there are any concerns with the existing compensation structure. Refresh the County's knowledge of the project to enhance the understanding and experience in working with the base compensation structure, if needed. This meeting will be conducted via GoToMeeting® or other similar web-hosting service.
- Discuss and revisit the compensation philosophy to support the County's goals and objectives.
- Use the County's existing job descriptions as the basis for the review. It is important the job descriptions be reviewed to ensure they are current and accurately reflect roles and responsibilities.
- Conduct a competitive market analysis to determine external pay equity utilizing the job descriptions provided. Published wage survey data will be used as the basis for our analysis as well as wage data from Adams, Marquette, and Waushara counties. We will rely on the County to obtain the wage data from these three Counties. We have a number of surveys in our library of resources, but we will also rely on you to provide us with other survey data to which you may have access as necessary and appropriate.
- Review job titles of the positions included in the project to determine if any did not appropriately represent the roles and responsibilities of the position. We will make you aware of our findings.
- Use the competitive market analysis to make adjustments to the existing salary structure, as necessary.
- Review the results of the competitive market analysis and salary structure revisions (if any) with you. Make any adjustment you feel are appropriate to meet the needs of the County. This meeting will be conducted via GoToMeeting® or other similar web-hosting service.

- Update the comparative ratio analysis to illustrate relationships between current pay practices and market conditions.
- Meet with you, any appropriate Committees, or the Board to discuss the overall results of the project. Evaluate and discuss positions and/or employees falling outside of the newly established ranges and explore options for responding to these situations. This would be accomplished in one (1) onsite-meeting.

Please note that we are required to comply with employment laws and regulations. Although our consultants are familiar with employment-related laws and regulations as they apply to the services we provide, we are not attorneys and are not engaged in rendering legal advice. If during the course of this engagement it appears to us that the County should consult an attorney or other professional, we will recommend you do so. We believe our advice and recommendations will reduce your exposure to employment-related legal claims. However, we make no representation, warranty, or guarantee in this regard, and you agree to indemnify and hold Wipfli LLP, its partners, employees, agents, successors, and assigns harmless from and against any employment-law related claims or losses that you may experience. Engaging Wipfli LLP is not a substitute for consultation with qualified legal counsel where appropriate, and you understand that there is no attorney-client privilege that exists for communications between us.

Staff, Timing, and Investment

This project work will be performed by Julia Johnson, Senior Manager and Lisa Corbeille, Senior Consultant. They will be assisted other consultants as needed throughout the course of the project.

We understand the County would like this work completed by November 30, 2016. We will work with you to develop a comprehensive time and events schedule.

We reserve the right to adjust the fee and/or scope of the project if this proposal is not accepted and returned to us within 60 days of the date of issuance.

- Based on the steps outlined in the Scope and Approach and conclusion of the project within 6 months of the date of engaging our services, we estimate the following professional fees to be \$7,500 to \$10,000 inclusive of expenses related to the one onsite meeting (i.e., meals, mileage, parking).
- It is our practice to issue monthly progress billings for the work performed. Payment is expected within 30 days after the invoice date.
- If the County elects to include additional positions in the analysis, each additional position will be \$325.

Ms. Marge Bostelmann
Green Lake County
Page 4
July 14, 2016

- Reimbursable services beyond one (1) on-site visit would include travel time charged at 50% of our normal rates as well as additional consulting fees for on-site meetings and related travel expenses.
- Your investment will not be increased without a mutually agreed-upon change in the scope of the engagement. The engagement will not include any services not specifically stated in this letter. On occasion, our clients will ask for additional services related to, but not covered within the scope of the project. Any investment required for additional work outside the scope of this proposal will be quoted separately and mutually agreed upon.

Going Forward

The information contained in this proposal is for discussion purposes only and does not constitute a binding contract between you or your organization and Wipfli LLP. If the above services and information are acceptable and you wish to proceed, we will prepare a formal engagement letter for you to sign, which will address the specific scope, responsibilities, and criteria relative to our engagement. The engagement letter will constitute the entirety of the terms and conditions of our arrangement with you and will supersede any prior correspondence with you, including the information presented in this proposal.

Thank you again for the opportunity to assist Green Lake County with this project. We look forward to continuing our association with you and the County. Please let us know if you have any questions or concerns regarding this proposal. Julia Johnson can be reach at 920.662.2876. We feel it is acceptable only when you are satisfied with the arrangements.

Sincerely,

A handwritten signature in cursive script that reads "Wipfli LLP".

Wipfli LLP

APPENDIX A

| |
|---|
| GREEN LAKE COUNTY Preliminary Positions to Include in Update Analysis As Identified by Marge Bostelmann on July 14, 2016 |
|---|

| Job Title |
|--|
| 20 - BENCHMARK POSITIONS |
| County Administrator |
| Maintenance Supervisor |
| Chief Deputy |
| Behavior Health Manager |
| Land Use Planning & Zoning Director |
| Clinical Services Therapist |
| Register in Probate |
| Corrections Officer |
| Highway Foreman |
| Highway Mechanic II |
| Highway Mechanic/Part Forman |
| Executive Administrative Assistant |
| Deputy Register of Deed |
| HHS Receptionist/Data Entry |
| FRI Bus Drivers |
| Master Control |
| Corp Counsel Legal Secretary/Legal Clerk |
| Sheriff's Office Clerk |
| Highway Engineer Technician |
| UWEX Program Specialist |

ORDINANCE NO. 15 –2016

Relating to Worthless payments, Overpayment and Underpayments

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of August 2016, does ordain as follows:

Create: Section 10 - MISCELLANEOUS COUNTY OPERATIONAL PROVISIONS

10.01 WORTHLESS PAYMENTS, OVERPAYMENTS, AND UNDERPAYMENTS.

- (1) Pursuant to the authority of Wis. Stat. §§ 20.905(3) and 59.54(24), all Green Lake County officers, departments, and agencies may impose and collect the sum of Thirty Dollars (\$30.00) from any person who issues a worthless payment to Green Lake County.
- (2) Nothing contained in Subsection (1) above shall preclude Green Lake County from referring the issuer to the Green Lake County District Attorney for prosecution as provided by law.
- (3) If any license has been granted based on the issuance of such worthless payment, the license shall be subject to cancellation until payment is made in full together with the sum required in Subsection (1) above.
- (4) Any Green Lake County office, department, or agency that receives overpayment of fees, licenses, or other charges may retain the overpayment when the overpayment is Five Dollars (\$5.00) or less, unless the overpayment is specifically requested in writing.
- (5) Any Green Lake County office, department, or agency may waive an underpayment of Two Dollars (\$2.00) or less for a fee, license, or other charge upon a determination that the administration cost of collection would exceed the amount of underpayment.

Roll Call on Ordinance No. 15 – 2016

Submitted by Finance Committee

Aye____, Nay____, Absent____, Abstain____

Passed & Enacted/Rejected this 16th
day of August, 2016

/s/ Harley Reabe
Harley Reabe, Chair

/s/ Larry Jenkins
Larry Jenkins

County Board Chairman

/s/ Robert Lyon

Attest: County Clerk
Approved as to Form:

Robert Lyon

Corporation Counsel

Joanne Guden
/s/ Ben Moderow
Ben Moderow

ORDINANCE NUMBER 16 - 2016

Amending Ordinance 1042 - 2012 Green Lake County Personnel Policies and Procedures Manual; Appendix L, M, N, and O

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 16th day of August 2016, does ordain as follows:

WHEREAS, it is necessary to have up-to-date policies and procedures for the orderly and efficient handling of personnel related matters throughout Green Lake County Departments and offices;

NOW, THEREFORE, BE IT ORDAINED, that the Green Lake County Personnel Policies and Procedures Manual 1042-2012 insert Green Lake County Career Shadow Policy, Appendix L, Green Lake County Communications Policy, Appendix M, Green Lake County Near Miss Policy, Appendix N, Green Lake County Employee Recognition Policy, Appendix O as follows:

(Please see attached document)

BE IT FURTHER ORDAINED that this ordinance shall become effective upon passage and publication.

Roll Call on Ordinance No. 16-2016

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

/s/ Joe Gonyo

Joe Gonyo, Chair

Passed and Adopted/Rejected this 16th day of August 2016.

/s/ Paul Schwandt

Paul Schwandt, Vice Chair

County Board Chairman

/s/ Robert Lyon

Robert Lyon

ATTEST: County Clerk

Approve as to Form:

/s/ Robert Schweder

Robert Schweder

/s/ Dawn N. Klockow

Corporation Counsel

/s/ Sue Wendt

Sue Wendt

APPENDIX L

Green Lake County Career Shadow Policy

PURPOSE

The intent of the Green Lake County Career Shadow Program is to promote governmental transparency, facilitate career development, and nurture further understanding of public service. This will be done by exposing participants to the realistic work situations which Green Lake County employees may face during a normal work day.

PROCEDURE

- The interested party will contact the County Clerk's Department or may contact a specific department head/manager/supervisor about the Job Shadow Program. In each instance the individual will be directed to our external website to obtain a Job Shadow Application, or to the County Clerk's Department. The application is to be submitted to the County Clerk's Department with all appropriate signatures.
- Upon receiving an application, the County Clerk and the specific department head will review the application, and begin arrangements for placement. Placement is not guaranteed, but every effort will be made to accommodate the interested party.
- On the day of the Job Shadow, the participant should be dressed in appropriate attire, which will be defined by the individual department.
- Individual departments reserve the right to limit access. Individual departments also reserve the right to request an interview with an individual prior to their accepting a request for placement.

STAFF RESPONSIBILITIES

- The department head will select the staff mentor to work with a program participant.
- Staff mentors:
 - Must be in good standing within the Department
 - Should be aware of the program policy, procedure, rules and conditions.
 - Should involve participants in discussion, coach, and exemplify job functions and responsibilities to the best of their ability while conducting themselves in a professional manner.
 - Will provide status report concerning the program participant to the responsible Department Head.
 - Will apply the Career Shadow Rules, Terms and Conditions including the expectations, activities that participant may or may not be involved with.



571 County Road A, Green Lake, WI 54941

CAREER SHADOW PROGRAM

Welcome to Green Lake County's Career Shadow Program. The intent of this program is to promote governmental transparency, facilitate career development, and nurture further understanding of public service. This will be done by exposing participants to the realistic work situations which Green Lake County employees may face during a normal work day.

Please find attached, and complete in full, the following documents:

- 1) Program Application
- 2) Rules, Terms, and Conditions
- 3) Hold Harmless/Liability Waiver

Upon completion of this packet you should make copies for your records and then deliver this packet, the original, to:

County Clerk
571 County Road A
Green Lake, WI 54941

Rules, Terms, and Conditions

1. Participants must have successfully completed the application, been approved by Administration, signed the hold harmless/liability waiver (attached), and agree to the rules, terms, and conditions.
2. Acceptance and/or availability for the program is not guaranteed.
3. Typically, Green Lake County will only take on one participant at a time.
4. The most qualified applicants with the greatest positive attributes or documentation will be selected first.
5. Participants may be suspended from the program and asked to leave, with or without cause, which could lead to a revocation from the program.
6. Participants may voluntarily withdraw from the program.
7. Participants must be 16 years of age or older. Participants less than 18 years of age must have signed parental or guardian approval. Age requirement is waived for the National Take your Son or Daughter to Work day, which is observed on the 4th Thursday of April each year.
8. The participant will dress in appropriate attire, which may include Personal Protective Equipment, as defined by each department.
9. Participants are to act professionally at all times. Participants are prohibited from (partial list) swearing, commenting or joking inappropriately, consuming alcohol, smoking cigarettes or chewing tobacco, possessing anything illegal, breaching confidentiality, or sleeping while in the program.
10. Participation is voluntary and no payment of any money, goods, or service is expressed or implied.
11. Participants are not permitted to represent themselves as employees or agents of Green Lake County.
12. Participants will not, under any circumstances, be allowed to carry any type of knife, weapon, or firearm.
13. Typically, participants will serve only with the mentor to whom he/she is assigned.
14. Participants may not interfere with any action, or any equipment, of any mentor at any time.
15. Participants may be exposed to confidential information of which secrecy is of the utmost importance. Participants may be asked to excuse themselves from some confidential situations.
16. The participant must follow the mentors directions at all times and may participate in minor non-essential tasks as deemed appropriate by the mentor.
17. Participant understands that individual departments may have more extensive requirements than listed above.

Participant (Signature)

Date

Responsible Adult

_____ Parent _____ Guardian

Date

Hold Harmless and Release from Liability Waiver

Participant Name: _____

I, the undersigned participant, do hereby acknowledge and fully understand that some occupations within the Green Lake County may be dangerous.

Initials_____

I, the undersigned participant, also acknowledge and fully understand that the above named participant may be exposed to injury and/or death, intensely emotional situations, potentially disturbing conflicts, the mentally ill, property damage, or emotional loss as a result of this program.

Initials_____

I, the undersigned participant, together with my estate, any heirs and/or assigns, do hereby hold harmless Green Lake County, Wisconsin, its agencies and employees, from and against all liability, damage, loss, claims, demands and actions of any nature whatsoever, including attorney fees, which arise out of or are connected with or are claimed to arise out of my participation within the Career Shadow program.

Initials_____

I, the undersigned participant, acknowledge and fully understand that this document shall be considered a complete and total waiver of any and all liability on the part of Green Lake County and/or its employees.

Initials_____

Participant (Signature)

Date

As the parent/guardian for the above named participant, I authorize my minor child to participate in the Green Lake County Career Shadow Program

Responsible Adult

Date

____ Parent ____ Guardian *****Required Initials Above

Witness

Date

APPENDIX M

GREEN LAKE COUNTY COMMUNICATIONS POLICY

POLICY

- A. The purpose of this policy and procedure is to establish and maintain a legal, efficient, and consistent means of releasing potentially news worthy information to the media.

INFORMATION

- A. Green Lake County, as a public service entity, acknowledges the role media plays in society and desires to maintain a positive working relationship with all media contacts.
- B. Green Lake County will release information as deemed necessary or as requested.
- C. Any media release information will be within the scope of the law, open records law, and may have investigatory and/or ethical considerations applied.

PROCEDURE

- A. Media Releases.
 1. Media releases may be prepared by the Sheriff, Chief Deputy, Health Officer, appropriate Department Heads or their designees.
 2. Immediate postings to the County website by the designated department with assistance as needed from the IT Department.
 3. If a non-designee employee receives request for information, obtain a name and call back number of the representative, and advise the appropriate Department Head.
- B. Preparing Media Releases and Speaking with the Media (Authorized Staff).
 1. Physically and mentally prepare for the encounter.
 2. Look and act professionally.
 3. Speak or write in short, easy to understand sentences.
 4. Address the event directly.
 5. Avoid drawing conclusions on events you are not certain about. If you don't know the answer state, "I do not know", ask to answer the question later.
 6. Do not mislead the media, be honest, polite, and courteous; remain composed.
 7. Be sensitive to media needs and deadlines.
 8. Specifics on department staff matters may be subject to "open records" or employment law.

Information which could damage an investigation, further injure victims, or compromises the safety of anyone should be withheld.

Individual departments may have more specific requirements under a separate department policy which would take precedence to the County wide policy. The policy should be reviewed by the Loss Control Committee to insure it is not in conflict.

APPENDIX N

GREEN LAKE COUNTY Near Miss Reporting Policy

I. Purpose

Incidents occur every day in the workplace that could result in serious injury or damage. In order to ensure a safe, healthful, and efficient work environment for our employees, Green Lake County has established the following near miss reporting policy.

II. Reporting

Employees are required to report to their supervisor any job-related near miss incidents that occur at the workplace so that action can be taken to investigate the causes and to prevent recurrence.

Near Misses: Unplanned events that could have, under slightly different circumstances, caused injury, illness, death, property damage, loss of materials, or environmental damage.

- Near misses must be reported immediately or within 24 hrs. to the employee's direct supervisor.
- Any employee completing a near miss report may remain anonymous.
- Each report will be investigated to identify the cause.
- Upon investigation the results are to be used to improve safety.

III. Enforcement

Any employee who violates this policy will be subject to discipline, up to and including discharge.

Green Lake County

NEAR MISS REPORT

A near miss is a potential hazard or incident that has NOT resulted in a personal injury or damages. All accidents must be reported to management A.S.A.P. If injury occurred *Worker's Compensation Notification of Injury Form* or *Incident-Emergency Report* must be filled out.

-----To be filled out by Employee or Supervisor-----

Employee Name: _____ Date: _____

Location: _____ Time: _____ am/pm

Description of near miss: _____

(Use back of form or attach another sheet if more space needed)

Was this near miss the result of any of the following: (Check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Unsafe Equipment | <input type="checkbox"/> Unsafe Act | <input type="checkbox"/> Violation of Policy |
| <input type="checkbox"/> Unsafe Worksite | <input type="checkbox"/> Unsafe Condition | <input type="checkbox"/> |
| <input type="checkbox"/> Other _____ | | |

Could this have been prevented, how? _____

Corrective Action: _____

Date of Corrective Action: _____

Result of Investigation: _____

Reported By Signature: _____ Date: _____

Investigator Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

APPENDIX O

GREEN LAKE COUNTY EMPLOYEE RECOGNITION POLICY

Birthdays:

Employee birthdays will be recognized by an email wishing them a happy birthday. All employees will be copied in the email and encouraged to wish the employee a happy birthday. Employees without email will be sent a birthday card interoffice; all other employees will receive an email encouraging them to wish the employee happy birthday.

Work Anniversaries:

Employee anniversaries will be recognized by an email. All employees will be copied in the email and encouraged to wish the employee a happy anniversary. Employees without email will be sent a card interoffice; all other employees will receive an email encouraging them to wish the employee happy anniversary.

Employees will receive a certificate of recognition beginning with their five year anniversary and each 5 years of service thereafter.

Employees will receive a \$25.00 gift/gas card on their 10 year anniversary and every five years thereafter.

Certificates and gift cards will be presented each year at the April County Board meeting for the prior calendar year.

Employees with 20 years of service or more will receive a plaque from the County. The plaque will be presented at a County Board Meeting at the time of retirement.

Veterans Day:

On Veterans Day, an email will be sent to all employees recognizing all County employees who are veterans.

Responsibility:

The County Clerk's Office will be responsible for the recognition policy.

Policy Drafted June 2016

ORDINANCE NUMBER 17-2016

Relating to: Rezone in the Town of Brooklyn
Owners: Quality Aggregate, LLC – Jerome & Debra Trapp

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on the 16th day of August, 2016, does ordain as follows:

That Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-2 Ordinance No. 297-84) as relates to the Town of Brooklyn, be amended from C-2 Extensive Commercial District to R-1 Single-Family Residence District.

W710 State Road 23/49, Parcel #004-00281-0000, Lot 1 Certified Survey Map 1712, Part of the SW¹/₄ of Section 14, T16N, R13E, Town of Brooklyn, ±1.45 acres. To be determined by Certified Survey Map.

BE IT FURTHER ORDAINED that, in all other respects, said Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-2 Ordinance No. 297-84) be ratified.

Land Use Planning and Zoning Committee Recommends: X Approval Denial

Roll Call on Ordinance 17-2016

Ayes___, Nays___, Absent___, Abstain___.

Submitted by the Land Use Planning and Zoning Committee:

Passed and Enacted/ Rejected this 16th day of August, 2016.

 /s/ Michael Starshak
Michael Starshak, Chairman

County Board Chairman

Vacant

ATTEST: County Clerk

 /s/ Harley Reabe
Harley Reabe

Approved as to Form:

 /s/ Rich Slate
Rich Slate

Dawn Klockow, Corporation Counsel

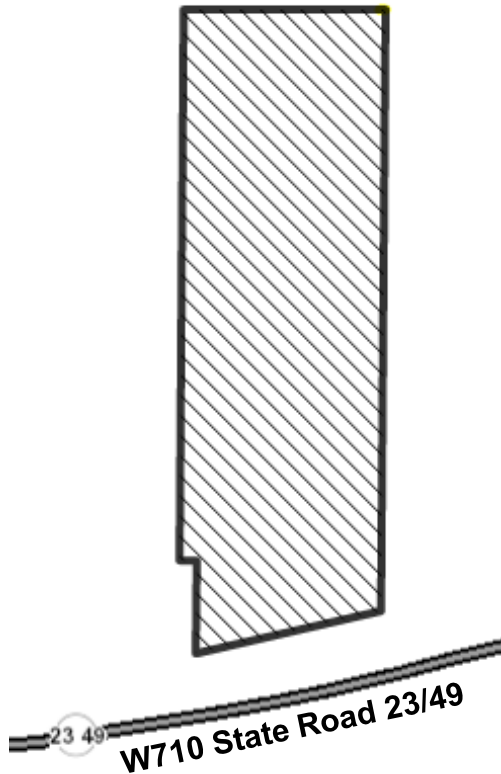
 /s/ Robert Lyon
Robert Lyon

Committee vote: Ayes 4 Nays 0 Abstain 0 Absent 0

**Quality Aggregate, LLC – Jerome & Debra L. Trapp, W710 State Road 23/49
Parcel #004-00281-0000, Lot 1 Certified Survey Map 1712, Part of the SW¼ of
Section 14, T16N, R13E, Town of Brooklyn, Request to rezone ±1.45 acres from
C-2 Extensive Commercial to R-1 Single-Family Residence District.**

Existing Configuration:

**Parcel #004-00281-0000, ±4.19 total acres
Zoned C-2 Extensive Commercial**



Proposed Configuration:

**Parcel 1 = ±1.45 acres zoned R-1 Single-
Family Residence District
Parcel 2 = ± 2.74 acres remain zoned
C-2 Extensive Commercial**

