



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 06/11/18

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on June 14, 2018:

- 1) Agenda
- 2) Draft minutes from 04/25/18
- 3) Resolution Relating to 2019 Annual Budget Allocation for Pay for Performance
- 4) Ordinance Repealing and Recreating County Ordinance No. 476-91, adopted on November 12, 1991, “Green Lake County Highway Commissioner Term of Office Ordinance”



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, June 14, 2018 Time: 6:00 PM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI*

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: 04/25/18
5. Correspondence
6. Update on hiring status of Ag, Education & Fair Coordinator LTE position
7. Resolutions
 - Relating to 2019 Annual Budget Allocation for Pay for Performance
8. Ordinances
 - Repealing and Recreating County Ordinance No. 476-91, adopted on November 12, 1991, "Green Lake County Highway Commissioner Term of Office Ordinance"
9. Committee Discussion
 - Future Meeting Dates: July 12, 2018 at 6:00PM
 - Future Agenda items for action & discussion
10. 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
April 25, 2018

The meeting of the Personnel Committee was called to order by County Clerk Liz Otto at 6:00 PM on Wednesday, April 25, 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
Curt Talma
Sue Wendt

Absent: Joe Gonyo

Also Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Cathy Schmit, County Administrator; Lori Evans, SO Admin Asst; Mark Podoll, Sheriff; Amy Brooks, Hwy Commissioner

ELECTION OF CHAIR

County Clerk Liz Otto called for nominations for chair of the committee. *Motion/second (Schweder/Lyon)* to nominate Joe Gonyo. *Motion/second (Schweder/Lyon)* to close nominations and cast a unanimous ballot for Gonyo for Chair. All ayes. Motion carried.

ELECTION OF VICE CHAIR

County Clerk Liz Otto called for nominations for Vice-chair of the committee. Robert Lyon nominated Robert Schweder. No other nominations for Vice Chair. Clerk Otto declared Robert Schweder as Vice Chair. Schweder took over the meeting.

MINUTES

Motion/second (Lyon/Wendt) to approve the minutes of the March 22, 2018 meeting with no additions or corrections. All ayes. Motion carried.

CORRESPONDENCE – none

Update on hiring status of Ag, Education & Fair Coordinator LTE Position

County Administrator Cathy Schmit gave an update on the hiring process for this position. Applications are due by May 2, 2018 and interviews are scheduled for May 18. Schmit is hoping to have someone on board by June.

Administrator report on Halogen annual performance evaluation process for 2017

County Administrator Cathy Schmit recapped the first year evaluation process with Halogen software. She stated that feedback from employees has been good. There will be a few changes for this year to include more job levels.

Discussion and possible action on designation of positions as Exempt/Non-Exempt per FLSA

County Administrator Cathy Schmit handed out a list of county employee positions that can be designated as exempt per the Fair Labor Standards Act (FLSA). Exempt employees are not eligible to receive overtime or comp time but would still be allowed to accrue flex time. Discussion held.

Motion/second (Wendt/Talma) to approve the list of exempt positions as submitted by Administrator Schmit. All ayes. Motion carried.

RESOLUTIONS/ORDINANCES

- **Base Wage Compensation Adjustment for Employees with 10 Years of Service or More with Green Lake County**

County Administrator Cathy Schmit explained that this resolution would allow long term employees with good performance reviews to receive more competitive wages and eliminate some of the wage compression on the current wage scale. She stated that funding will come from 2017 funds not expended and carried over into 2018. Discussion held.

Motion/second (Talma/Wendt) to approve the resolution relating to Base Wage Compensation Adjustment for Employees with 10 years of Service or More with Green Lake County and forward to County Board for final approval. All ayes. Motion carried.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – Discussion held. Motion/second (Schweder/Wendt) to change meeting dates to the 2nd Thursday of each month at 6:00 PM. All ayes. Motion carried. Next meeting date will be June 14, 2018 at 6:00 PM.

Future agenda items:

ADJOURNMENT

Vice Chair Schweder adjourned the meeting at 6:21 PM.

Submitted by,

Liz Otto
County Clerk

15 **NOW THEREFORE BE IT RESOLVED** by the Green Lake County Board of
16 Supervisors that for staff hired prior to July 1, 2018, each 2019 departmental budget
17 shall include an amount equal to +/- 2.5% of gross wages to be allocated accordingly to
18 staff based on the merits of employee performance as established during their individual
19 annual performance review, and

20 **BE IT FURTHER RESOLVED** that any performance based wage increases will be
21 effective January 1, 2019, with back pay distributed no later than the second payroll of
22 April 2019 following finalization of the annual performance evaluation process with the
23 funds being awarded strictly on the merits of each individual employee's performance,
24 and

25 **BE IT FURTHER RESOLVED** that any departmental funds budgeted for these merit-
26 based wage adjustments remaining after the annual performance review process has
27 been completed shall be applied by the Account Budget Coordinator to any department
28 merit pay line shortages and then transferred to the Non-Lapsing
29 Retirement/Salary/Fringe Pool (Acct# 19-101-23-51820-999) to be available to cover
30 budget variations that occur due to internal position postings, new position hires,
31 retirements, merit pay variations, etc. that are unknown variables that impact budgeted
32 salary/fringe benefits for the year, and

33 **BE IT FURTHER RESOLVED** that the purpose statement and fiscal note is a directive
34 of the Green Lake County Board.
35

36 **FISCAL NOTE:** For 2019 the levied general pay increase based on employee
37 performance shall not exceed **\$219,800.00**. Budgeted proceeds not allocated as a
38 merit increase shall be transferred to the Non-Lapsing Retirement/Salary/Fringe Pool
39 (Acct# 19-101-23-51820-999) to cover budget variations that occur due to internal
40 position postings, new position hires, retirements, merit pay variations, etc. that are
41 unknown variables that impact budgeted salary/fringe benefits for the year.

ORDINANCE NO. -2018

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

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 19th day of June 2018, does ordain as follows:

- 1 **WHEREAS**, The County Board of Supervisors of Green Lake County established the
2 Office of County Administrator on July 19, 2016 by Ordinance No. 13-2016; and,
- 3 **WHEREAS**, Wisconsin Statute §83.01(1)(c) states that in any county with a county
4 administrator, the county administrator shall appoint and supervise the county highway
5 commissioner, and the appointment is subject to confirmation by the county board,
6 unless the county board, by ordinance, elects to waive confirmation or unless the
7 appointment is made under a civil services system competitive examination or ch. 63
8 Wis. Stats.; and,

Approved/Disapproved by Personnel

Roll Call on Ordinance No. -2018

Submitted by Highway Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 19th
day of June 2018.

Dennis Mulder, Chair

David Abendroth, Vice-chair

County Board Chairman

Vickie Bernhagen

ATTEST: County Clerk
Approve as to Form:

Robert Schweder

Corporation Counsel

Charlie Wielgosh

10 **WHEREAS**, unless the County Board establishes a different term of service by ordinance
11 the county highway commissioner serves a term of 2 years; and,

12 **WHEREAS**, Green Lake County Ordinance provides for a five-year term for a highway
13 commissioner after completing a one year initial term, for a total term of six years; and,

14 **WHEREAS**, the current highway commissioner's term, under Ordinance Ch. 60, Article III,
15 §60-14.A. ends on October 31, 2018; however the current highway commissioner has
16 resigned effective July 5, 2018.

17 **WHEREAS**, as of July 6, 2018 the County Administrator is responsible to appoint the
18 highway commissioner subject to confirmation by the County Board; and,

19 **WHEREAS**, County Ordinances may not conflict with state statutes and the current
20 ordinance is in conflict with state statutes regarding the appointment or election of a
21 highway commissioner.

22 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
23 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

24 Section 1. Green Lake County Ordinance, No. 476-91, Green Lake County Highway
25 Commissioner Term of Office Ordinance, adopted on November 12, 1991, as amended, is
26 repealed and recreated as follows.

27 Article III. Highway Commissioner

28 § 60-11. Authority.

29 This article is adopted under authority granted by § 59.54(17)(b), Wis. Stats.

30 § 60-12. Title.

31 This article shall be known as the "Green Lake County Highway Commissioner Term of
32 Office Ordinance."

33 ~~§ 60-13. When effective. This article shall become effective at the next scheduled election~~
34 ~~of a Highway Commissioner after publication of this article.~~

35 § 60-4413. Term of office.

36 A. Upon appointment by the County Administrator and confirmation by the County Board
37 under Wisconsin Statute §83.01(1)(c), the Highway Commissioner shall serve until
38 removed by the County Administrator or upon resignation. Removal of the Highway
39 Commissioner is governed by Wis. Stat. §17.10 (6)(a).

40 A. The initial term of office for a person elected by the County Board of Supervisors to the

41 ~~position of Highway Commissioner shall be for one year.~~

42 ~~B. After satisfactory completion of the initial term of office, a person may then be elected~~
43 ~~by the County Board of Supervisors, upon recommendation of the Highway Committee, to~~
44 ~~a five-year term of office.~~

45 ~~§ 60-15. Compensation.~~

46 ~~Compensation shall be as determined by the Personnel Committee and the County Board~~
47 ~~at such time as compensation is determined for other nonunion, supervisory employees.~~

48 Section 2. This ordinance shall become effective on July 6, 2018, and upon passage and
49 publication.

50 Section 3. The repeal and recreation of any section herein shall not have any effect on
51 existing litigation and shall not operate as an abatement of any action or proceeding then
52 pending or by virtue of the repealed sections.

53 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby repealed.