



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 07/20/16

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on July 20, 2016:

- 1) Agenda
- 2) Draft minutes from June 21, June 23 and July 7, 2016
- 3) WIPFLi Wage Study Information
- 4) Highway Personnel Restructuring Information and Resolution
- 5) Ordinance Amending PPP; Appendix L,M,N, and O
- 6) RISE Leadership Information
- 7) 2017 Budget



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

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

Personnel Committee Meeting Notice

Date: July 21, 2016 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,
Chairman
Paul Schwandt, Vice-
Chair
Robert Lyon
Robert Schweder
Sue Wendt

Margaret R.
Bostelmann,
Secretary

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

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 06/21/16 & 06/23/16 & 07/11/16
6. Correspondence
7. Appearances
 - Julia Johnson and Lisa Corbeille- WIPFLi, Re: Wage Study Update
8. Update Wage Classification Study - WIPFLi
9. Job Descriptions
10. Job Descriptions/Fill Vacant Positions
11. Restructuring Highway Personnel
12. Voluntary Unpaid Leave Request
13. Resolutions/Ordinances
 - Amending Ordinance 1042-2012 Green Lake Personnel Policies and Procedures Manual; Appendix L, M, N, and O
 - *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
14. Arbitration Decision for WPPA Union
15. Health Insurance for 2017
16. Department Head/Employee Training- RISE Leadership
17. *2017 Budget
18. Monthly Vouchers
19. Clerk's Report
20. Consider Motion to Convene into Closed Session per:
 - Wis. Stat. § 19.85 (1)(c) to consider employment compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility. This closed session is regarding wage compensation for ESU Manager.
21. Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
22. Committee Discussion
 - Future Meeting Dates: Meeting **August 18, 2016 at 6:00 pm
 - Future Agenda items for action & discussion
23. Adjourn

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

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

PERSONNEL COMMITTEE MEETING

June 21, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Tuesday, June 21, 2016, in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Joe Gonyo
Paul Schwandt
Sue Wendt
Bob Schweder
Bob Lyon

Also Present: Marge Bostelmann, County Clerk Dawn Klockow, Corporation Counsel

AGENDA

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

RESOLUTIONS/ORDINANCES – None

- Relating to Combining the Child Support Agency with the Economic Support Unit under the Department of Health and Human Services

Motion/second(Schwandt/Lyon) to approve the resolution and send on to County Board. 4 ayes, 1 nay (Schweder), motion carried.

- Resolution Relating to Restructuring the Land Use Planning & Zoning Department as it relates to the Director and County Surveyor

Motion/second(Wendt/Schweder) to approve the resolution and send on to County Board. Motion carried.

- Resolution Relating to Increasing Hours of Economic Support Worker Position

Motion/second(Schwandt/Lyon) to approve the resolution and send on to County Board. Motion carried.

COMMITTEE DISCUSSION

- Future meeting date: June 23, 2016
- Future Agenda items for action & discussion:

ADJOURNMENT

Gonyo adjourned the meeting at 5:40 PM.

Submitted by,

Marge Bostelmann
County Clerk

PERSONNEL COMMITTEE MEETING

June 23, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, June 23, 2016 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Joe Gonyo
Robert Schweder
Sue Wendt
Paul Schwandt
Robert Lyon

Also Present: Marge Bostelmann, County Clerk
Harley Reabe, Board Chair
Mark Putzke, Chief Deputy
Amy Brooks, Highway
Dawn Klockow, Corporation Counsel
Joy Waterbury, Supervisor
Linda Van Ness, HHS
Kathy Munsey, Health

AGENDA

Motion/second (Schwandt/Schweder) to approve the amended agenda. Motion carried.

MINUTES

Motion/second (Wendt/Schwandt) to approve the minutes of May 26, 2016 as presented. Motion carried.

CORRESPONDENCE

Letter from Wisconsin Professional Police Association regarding Opening of Contract Negotiation

JOB DESCRIPTIONS – None

LIMITED TERM EMPLOYEE (LTE) FOR 2016 – BRIDGE INSPECTIONS AT HIGHWAY DEPARTMENT

Brooks explained that Chuck Buss who has retired from Green Lake County and was the bridge inspector is will to do it as an LTE.

Motion/second(Lyon/Schweder) to approve Chuck Buss as a LTE for bridge inspections. Motion carried.

JOB DESCRIPTIONS/FILL VACANT POSITIONS

- Code enforcement officer if Land Use Planning Director is hired from within:
Bostelmann explained that if the Land use Planning Director position is filled from within a vacancy will occur. This approval will allow the process to move forward without waiting an extra month for approval.

Motion/second(Schwandt/Lyon) to approve filling the position if the Land Use Planning and Zoning Director is filled from within. Motion carried.

- Substance Abuse Therapist: Linda Van Ness explained the position and the need for the position to be filled.

Motion/second(Schwandt/Schweder to approve filling the position. Motion carried.

- Public Health Nurse/Health Educator: Kathy Munsey explained the position and the need for the position to be filled. The job description will include health educator responsibilities.

Motion/second(Wendt/Lyon) to approve the job description change and filling the position. Motion carried.

- Fox River Industries Lead Bus Driver: Linda Van Ness explained the position and the need for the position to be filled.

Motion/second(Lyon/Schwandt) to approve filling the position. Motion carried.

STANDARD MEASURE PERIOD FOR HEALTH INSURANCE BENEFITS

Bostelmann explained this is a requirement of the Affordable Care Act. Bostelmann proposed that December 1st to November 30th be the standard measurement period for health care benefits. Discussion held.

Motion/second(Schweder/Lyon) to approve the standard measure as proposed.

VOLUNTARY UNPAID LEAVE REQUEST – None

RESOLUTIONS/ORDINANCES – None

UPDATE WAGE CLASSIFICATION STUDY

Bostelmann presented an update of 20 benchmark positions for Committee review. The Committee would like a representative from WIPFLi be invited to next month's Committee meeting to discuss the process to update the wage study.

MONTHLY VOUCHERS – None

CLERK'S REPORT

Employee Recognition Policy

Bostelmann presented a draft policy for approval. This will be included in the Personnel Policy and Procedures Manual. It was suggested to recognize veterans on Veterans Day, list names.

Motion/second(Wendt/Schwandt) to approve the policy and adding veterans. Motion carried.

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION:

Motion/second(Schwandt/Schweder) to move into closed session pursuant to Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility. The closed session relates to employee departmental investigation – Highway employees and HHS Employee.

Wis. Stat §19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. This closed session relates to HHS employee benefit. Roll call vote, 5 ayes, 0 nays, motion carried.

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

Motion/second(Lyon/Schweder) to resume open session. Roll call vote, 5 ayes, 0 nays, motion carries.

No action

COMMITTEE DISCUSSION

- Future meeting date: July 21, 2016 at 6:00 PM.
- Future Agenda items for action & discussion:

ADJOURNMENT

Gonyo adjourned the meeting at 7:50 PM.

Submitted by,

Marge Bostelmann
County Clerk

PERSONNEL COMMITTEE MEETING
July 11, 2016

The Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Monday, July 11, 2016 in the Committee Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Joe Gonyo
 Sue Wendt
 Bob Lyon
 Paul Schwandt
 Bob Schweder

Also Present: Marge Bostelmann, County Clerk Shelby Jensen, ESU Manager

AGENDA

Motion/second (Schweder/Lyon) to approve the agenda. Motion carried.

Fill Vacant Position

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

Motion/second(Schwandt/Schweder) to approve filling the child support specialist position and updated job description. Motion carried.

COMMITTEE DISCUSSION

- Future Meeting Date: July 21, 2016 at 6:00 PM
- Future items for action and Discussion:

ADJOURNMENT

Adjourn at 5:40.

Submitted by,

Marge Bostelmann
County Clerk



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 19, 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 Fond du Lac, Winnebago, Marquette, and Waushara counties. We will rely on the County to obtain the wage data from these four 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 19, 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 black ink that reads "Wipfli LLP". The signature is written in a cursive, flowing style.

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



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.

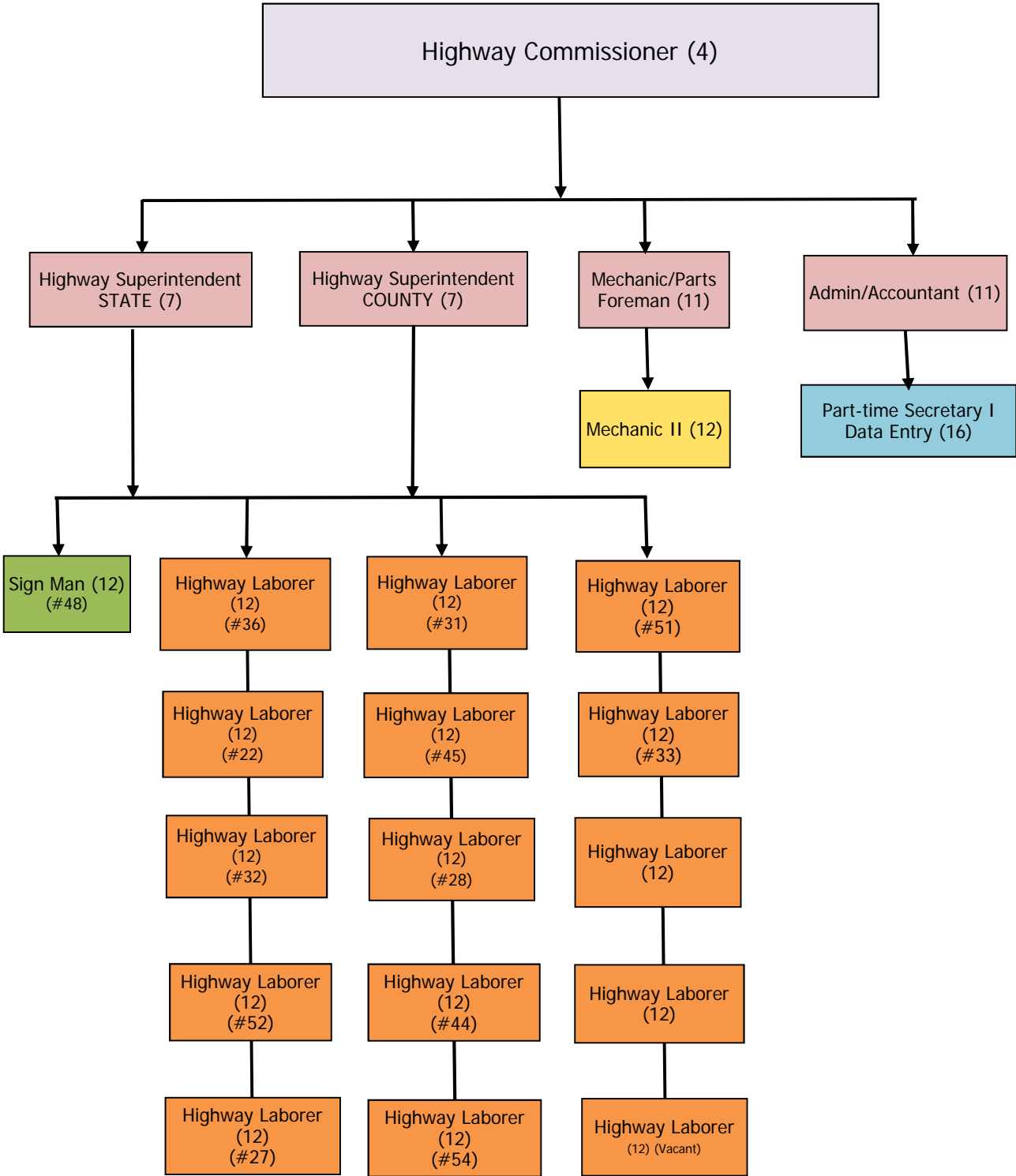
- Attachments:
- A. Current Highway Department Organizational Chart
 - B. Proposed Highway Department Organization Chart
 - C. Engineer Technician Position Description
 - D. Highway Foreman Position Description
 - E. Budget Comparison Summary
 - F. Resolution

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

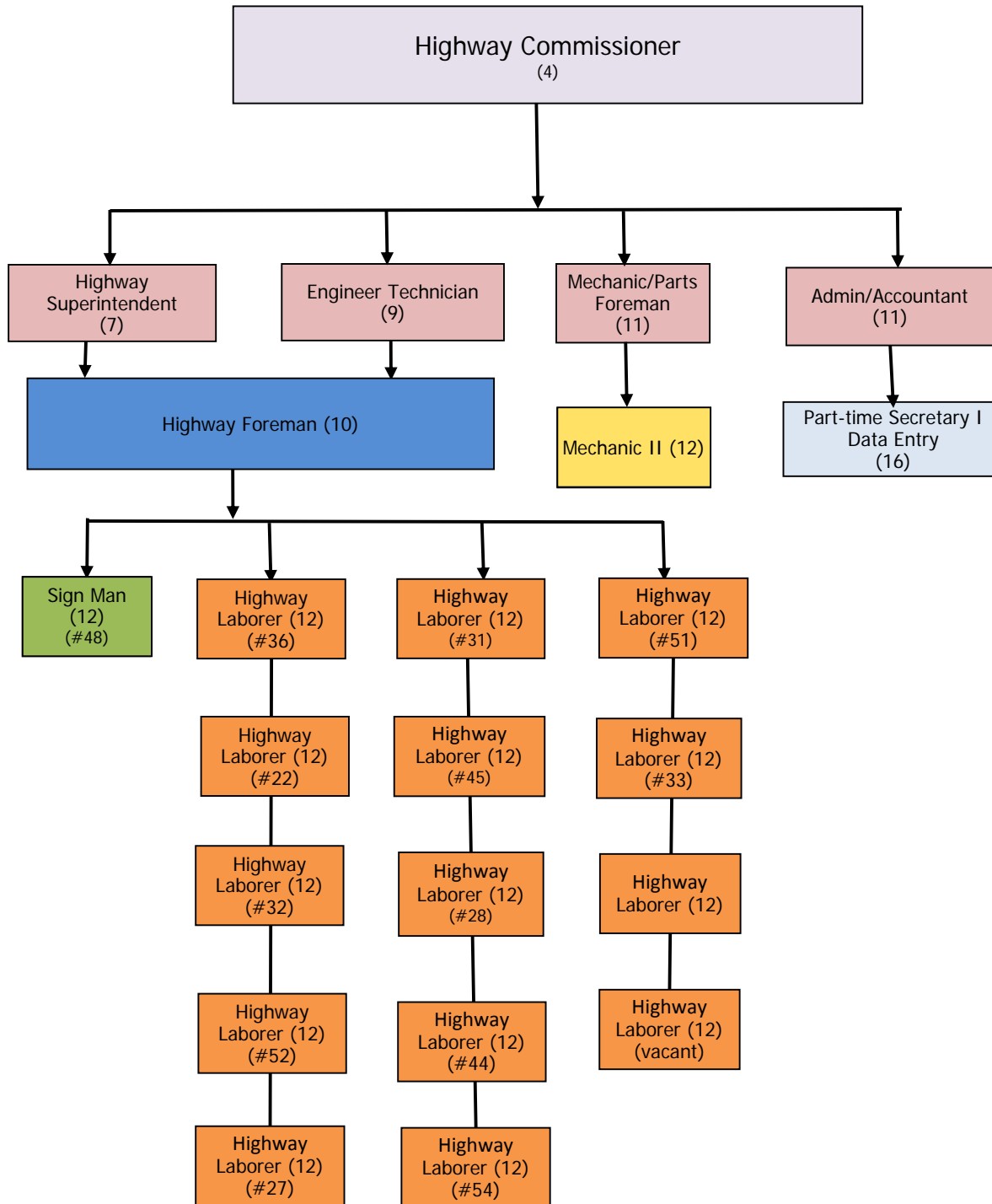
- Pay Range: #4 (Commissioner -1)
- Pay Range: #7 (Superintendent -2)
- Pay Range: #11 (Admin Accountant -1, Mechanic/Parts Foreman -1)
- Pay Range: #12 (Sign Man -1, Mechanic -1, Highway Laborer -15)
- Pay Range: #16 (Part-time Secretary -1)

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 NO. __-2016

Relating to 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

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, the Highway Department currently has two Highway Superintendent positions, one of which is vacant due to a recent retirement; and,

WHEREAS, the Highway Committee and Highway Commissioner have studied the staffing needs of the department and have determined that eliminating one Highway Superintendent position and creating the positions of Engineering Technician and Highway Foreman will better serve the needs of the department.

NOW BE IT RESOLVED that the Green Lake County Board of Supervisors approves eliminating one Highway Superintendent and one Highway Laborer, and creates an Engineering Technician and a Highway Foreman position within the Highway Department.

Fiscal Note attached.

Recommended for approval/disapproval by the Personnel Committee.

Roll Call on Resolution No. -2016 Submitted by the Highway Committee

Aye___, Nay___, Absent___, Abstain___
_____ Paul Schwandt, Chair

Passed & Adopted/Rejected this 16th day of _____
August, 2016 Vicki Bernhagen

County Board Chair Rich Slate

Attest: County Clerk
Approved as to form:

Corporation Counsel

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.

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)

- Unsafe Equipment Unsafe Act Violation of Policy
- Unsafe Worksite Unsafe Condition
- 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 - 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. -2016

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Joe Gonyo, Chair

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

Paul Schwandt, Vice Chair

County Board Chairman

Robert Lyon

ATTEST: County Clerk
Approve as to Form:

Robert Schweder

Corporation Counsel

Sue Wendt

RESOLUTION NO. __-2016

Relating to Eliminating one position of Superintendent and Highway Laborer position, and creating one Engineering Technician and one Highway 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 16th day of August, 2016, does resolve as follows:

WHEREAS, the Highway Department currently has two Superintendent positions, one of which is vacant due to a recent retirement; and,

WHEREAS, the Highway Committee and Highway Commissioner have studied the staffing needs of the department and have determined that eliminating one Superintendent position and creating the positions of Engineering Technician and Highway Foreman will better serve the needs of the department.

NOW BE IT RESOLVED that the Green Lake County Board of Supervisors approves eliminating one position of Superintendent and one Highway Laborer, and create an Engineering Technician and a Highway Foreman position within the Highway Department.

Fiscal Note attached.

Recommended for approval/disapproval by the Personnel Committee.

Roll Call on Resolution No. -2016 Submitted by the Highway Committee

Aye __, Nay __, Absent __, Abstain __ _____
Paul Schwandt, Chair

Passed & Adopted/Rejected this 16th day of _____
August, 2016 Vicki Bernhagen

County Board Chair Rich Slate

Attest: County Clerk
Approved as to form:

Corporation Counsel

Green Lake County – Managing Performance and Developing Leaders

Objective:

Develop a leadership platform for Green Lake County integrated with performance management.

Scope of Work:

Phase 1: Leadership Platform Development

- *Create alignment with County Board, Department Directors and Employee Groups*
- *Ensure the performance management system is successful through continued education and training opportunities*
- *Define the Leadership Development Strategy for all employees*
- *Integrate Leadership Development with Performance Management*
- *Develop objectives, outcomes and the leadership agenda for annual training (supervisors/managers/directors and all employees)*
- *Training topics to be discussed: Communicating Styles, Delivering Excellent Customer Service, The Art of Coaching and The 7 Stages of Service Leadership*
- *Create the implementation and communication plan*

Overview:

The 7 Stages of Service Leadership is an interactive leadership development platform designed for leaders in service-driven organizations. The 7 Stages serve as a guide for professional development. Leaders will also be equipped with practical coaching tools to implement in the team setting. The process will clarify the importance of the mission of the organization as well as understanding how each role is critical in making that mission a reality. The result is an organization focused on providing extraordinary service and enhancing the customer experience.

Challenge:

- *According to the Gallup Research Group over 71% of employees are not engaged or actively disengaged. The cost is \$3 billion in lost productivity.*
- *Average organizations have a 1.82 to 1 engaged to actively disengaged ratio.*
- *The best-in-class organizations have a 9.6 to 1 engaged to actively disengaged ratio and continually work on employee engagement efforts.*

Phase 2: Leadership Implementation

1. *County Board Sessions/Personnel Committee (2 Sessions)*
 - a. *Review performance management plan*
 - b. *Create annual Leadership Platform objectives (Integrated with Performance Management)*
2. *Department Director Sessions (2 Sessions)*
 - a. *Culture alignment for management best practices and leadership principles*
 - b. *Coaching process connected to performance management*
3. *Supervisor/Manager Sessions (1 Session)*
 - a. *Training on management best practices and Service Leadership topics*
 - b. *Discussing current performance management challenges and solutions*
4. *Employee Sessions (1 Session)*
 - a. *Implementing Service Leadership principles*
 - b. *Design training and develop opportunities for everyone*

Benefits:

- *Consistent Management Best Practices*
- *Increased Talent Attraction, Retention and Development*
- *Clear Development Path for Future Leaders and Resources for Self-Development*
- *Clear Leadership Expectations and SMART Goals*
- *County Board, Director and Employee Alignment*
- *Consistent Leadership Training and Development*
- *Integration of Leadership Development and Performance Management*
- *Talent Development Opportunities for All Team Members*

Outcomes:

- *Personal Core Competence Statement*
- *Behavioral Assessments*
- *Learning Styles Assessment*
- *Individual Development Plans*
- *Personal Objectives and Key Results*
- *Personal Success Dashboard*
- *Leadership Communication Plan*
- *Career Development*
- *Increased Engagement*
- *Enhanced Customer Experience*
- *Integration with Future Strategic Plan*

Project Investment:

Board and Director Sessions **\$5,300**

Supervisor, Manager and Employee Sessions **\$2,700**

Includes all session preparation, meetings, travel time, correspondence and final documents.

Does not include mileage.

Limited Liability Agreement

RISE Leadership, LLC is providing service to Green Lake County as an independent consultant. RISE Leadership, LLC is not being hired or retained as an employee, officer or director. In making decisions with respect to consulting with Green Lake County, under this Agreement or taking any other action related to or in connection with this Agreement, RISE Leadership, LLC shall have no liability to any third party, and shall not be deemed to be in control of the “responsible person” or managing agent with respect to the operation or management of Green Lake County. The maximum liability of RISE Leadership, LLC to Green Lake County under this agreement shall be the refund of the actual fees paid for the service that is under dispute.

Confidential Information

RISE Leadership, LLC shall maintain strict confidence and, except as necessary to perform duties related to projects requested, will not use or disclose any Confidential Information without the written consent of Green Lake County.

Marge Bostelman
County Clerk/Administrative Coordinator
Green Lake County

Date

Ben Fauske
President
RISE Leadership, LLC

Date

BUDGET REQUEST - 2017

DEPARTMENT:

LABOR LAW

COMMITTEE: PERSONNEL

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2015 ACTUAL	2016 BUDGET	6 MO YTD	2016 EST YR END	2017 APPROVED
17-100-01-51120-210-000	Labor Law	46,118.50	15,000.00	737.15	15,000.00	15,000.00
		46,118.50	15,000.00	737.15	15,000.00	15,000.00

	2015	2016	2017
Total Proposed Budget:	7,000.00	15,000.00	15,000.00
Total Offsetting Revenues:	0.00	0.00	0.00
Total from County Tax Levy:	7,000.00	15,000.00	15,000.00
Increase (Decrease)	0.00	8,000.00	0.00