



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 11/19/2024

Amended Post Date:

The following documents are included in the packet for the Special Administrative Committee Meeting on November 21, 2024:

- 1) Amended Agenda
- 2) Resolution
 - Relating to 2025 Wage Increase for County Employees
- 3) Deputy County Clerk (Part-Time) Job Description
- 4) Cost-of-Living Adjustment (COLA)
- 5) Personnel Policy
- 6) Request for Proposal (RFP) – 2025



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

Special Administrative Committee Meeting Notice

***Date: Thursday, November 21, 2024 Time: 3:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI***

***AMENDED AGENDA**

Committee Members

*Dave Abendroth-
Chair
Dennis Mulder
Brian Floeter
Gene Thom – Vice
Chair
Bob Schweder
Nancy Hoffmann
Joe Gonyo*

*Elizabeth Otto,
Secretary*

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access is a quorum attending in person, the meeting will proceed as scheduled.

This agenda gives notice of a meeting of the Administrative Committee. It is possible that individual members of other governing bodies of Green Lake County government may attend this meeting for informative purposes. Members of the Green Lake County Board of Supervisors or its committees may be present for informative purposes but will not take any formal action. A majority or a negative quorum of the members of the Green Lake County Board of Supervisors and/or any of its committees may be present at this meeting. See State ex rel. Badke v. Vill. Bd. of Vill. of Greendale, 173 Wis.2d 553, 578, 494 N.W. 2d 408 (1993).

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. *Resolution
 - Relating to 2025 Wage Increase for County Employees
5. *Discussion and possible action regarding PT Deputy County Clerk Position
6. *Discussion and possible action regarding County Surveyor RFP
7. Closed Session
 - Move into Closed Session per WI Statute 19.85 (1)(b): Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person
8. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session
9. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:
Please accept at your earliest convenience. Thank you!

Microsoft Teams [Need help?](#)

Join the meeting now

Meeting ID: 282 825 101 835

Passcode: LLfWkd

Dial in by phone

[+1 920-515-0745,,685537341#](#) United States, Appleton

Find a local number

Phone conference ID: 685 537 341#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Please accept at your earliest convenience. Thank you!

[Org help](#) | [Privacy and security](#)

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.

RESOLUTION NUMBER -2024

Regarding 2025 Wage Increase for County Employees

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of December, 2024, does resolve as follows:

- 1 **WHEREAS**, Green Lake County strives to provide maximum service to its residents
2 while minimizing the financial impact of county taxes on taxpayers, and
3 **WHEREAS**, Green Lake County continues to operate under State imposed budgetary
4 constraints while providing mandated services, and
5 **WHEREAS**, the 2025 Annual Budget adopted by the Green Lake County Board in
6 November 2024 allowed for a 2.5% increase for all employees and;
7 **WHEREAS**, the Social Security Administration has determined the annual cost of living
8 (COLA) increase for 2025 to be 2.5%;
9 **NOW THEREFORE BE IT RESOLVED** by the Green Lake County Board of
10 Supervisors that a 2.5% wage increase be effective January 1, 2025 and be distributed
11 to all eligible employees.
12

Majority vote is needed to pass.

Submitted by Administrative
Committee:

Roll Call on Resolution No. -2024

Ayes , Nays , Absent , Abstain

David Abendroth, Chair

Passed and Adopted/Rejected this 17th
day of December, 2024.

Gene Thom, Vice Chair

County Board Chairman

Brian Floeter

ATTEST: County Clerk
Approve as to Form:

Joe Gonyo

Corporation Counsel

Nancy Hoffmann

Dennis Mulder

Bob Schweder

Cost-Of-Living Adjustment (COLA)

Automatic Determinations COLA Determination Consumer Price Index Average Wage Index

Since 1975, Social Security's general benefit increases have been based on increases in the cost of living, as measured by the Consumer Price Index. We call such increases Cost-Of-Living Adjustments, or COLAs. We determined a 2.5-percent COLA on October 10, 2024. We will announce the next COLA in October 2025.

Social Security program information

- COLA History
- How the COLA is applied to Social Security retirement benefits
- Effect of the 2.5-percent COLA on average Social Security benefit amounts
- Benefit tables where special eligibility rules apply

Supplemental Security Income (SSI) program information

- Effect of the COLA on SSI payment amounts
- COLA used to determine SSI earned income exclusion for students
- Fee charged to States for Federal administration of State supplementary payments

Other information

- COLA estimates
- Fee for services performed as a representative payee
- Appointed representative fee

are submitted to the County Clerk's office, they are to be reviewed, approved and signed by the Department Head or authorized designee.

IX. WORK PERFORMANCE AND EVALUATION

All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. The evaluation of an employee's performance is a daily process and responsibility of management. Annual performance evaluations are performed by unit supervisors for employees under their direct supervision. Department Heads are responsible for reviewing unit supervisor evaluations for department employees and approving those evaluations. Department Heads evaluate their unit supervisors. Department Heads without unit supervisors perform evaluations for their staff. All Department evaluations are reviewed and approved by the County Administrator. The County Administrator's performance evaluations of employees in the County Administrator's Department are reviewed and approved by the County Board Chair. Department Head performance reviews are conducted by the County Administrator and reviewed and approved by the county Board Chair.

Formal performance reviews must be conducted at least annually and more frequently if deemed appropriate by the County. An employee must meet County standards of work quality and must accomplish work within the time limits established by the County. Employees who do not satisfy the levels of performance expected by the County, who exhibit poor work performance, or who are unable to work with other employees may be disciplined, up to and including termination.

X. WAGE AND SALARY ADMINISTRATION

- A. Overview.** The wage and salaries for all County positions are determined by the County Administrator with the approval of the Administrative Committee. Wage and salary increases will be considered on a per department basis and at the discretion of the County Administrator. Employee compensation has the greatest impact upon the total operating cost of the County. Thus, employee compensation must be accurately planned and intelligently controlled.
- B. Administration of Compensation for Employees (Non-Elected Officials).** As part of the annual budget process, the County Administrator will review all department wages and salaries and will recommend the amount of any raise or benefit changes to be given to employees to the Administrative Committee. The Administrative Committee will forward its recommendation to the Finance Committee for its review and approval. Any increases will be effective on January 1 of the following year unless otherwise provided by the Administrative Committee or in an applicable collective bargaining agreement.
- C. Collective Bargaining.** The Administrative Committee and the County Administrator will conduct all collective bargaining with general municipal employees and public safety employees in accordance with requirements and limitations of Wisconsin law.
- D. Overtime and Compensatory Time.**
 - 1. Overtime.**
 - a) Pre-approval.** Employees shall not be permitted to work hours beyond their scheduled shifts without obtaining the prior approval of the Department Head.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DEPUTY COUNTY CLERK (Part-time)

DEPARTMENT: COUNTY CLERK

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY CLERK

PAY GROUP: 15

SUMMARY:

Assist County Clerk in all phases of office procedures. Performs a variety of clerical, typing, accounting, purchasing and computer related tasks associated with the work of the County Clerk's Office and related work as required.

DUTIES AND RESPONSIBILITIES:

- Act as backup departmental receptionist. Provide assistance and backup to updating official directory, property insurance report, annual reports, drafting resolutions, coordinating all meeting agendas for Clerk and proper meeting notices, compiling meeting packets, and maintaining meeting information on the county website as necessary.
- As back up to the County Purchasing Agent coordinates all activities of county purchasing to include processing requisitions, obtaining quotes and bids, registrations and hotel reservations and issuing purchase orders when the County Purchasing Agent is unavailable. Complies with County Ordinance and State Statutes regarding purchasing regulations and laws.
- Process payments for utilities, monthly billing for certain departments and local municipalities as needed. (when FT is unavailable)
- Maintain records of County Supervisor and Lay Board member meeting attendance, travel and related expenses for the purpose of preparing the claims for payment and year end reports as needed. (when FT is unavailable)
- Provide assistance and backup in the preparation and distribution of election supplies to the municipalities and be involved in the training for municipal clerks in the election process. Provide assistance and backup to all other election related activities within the County Clerk department. Maintain statutory retention of election results for all municipalities.
- Keep a file of all County Board proceedings along with updates to the County Code and resolution index.
- As Deputy County Clerk issue marriage licenses and keep record of all licenses issued; sell DNR licenses to the public.
- Backup to maintaining employee ID badge information.

- Second back up to County Clerk on payroll processes including vouchers, direct deposit, personnel files, and employee maintenance with benefit vendors such as Wisconsin retirement, health insurance, etc.
- Accept and execute and maintain passport records in accordance with the Passport Acceptance Agency.
- Collect and distribute County mail and packages to departments as appropriate; Maintain records on the billing of the outgoing mail.
- Maintain and distribute dog license tags, information, and newspaper notices for all municipalities.
- Provide assistance to other departments as needed or as time allows.

SKILLS AND ABILITIES:

- Understanding of computer operations, and the ability to trouble shoot computer problems, will be designated as the departmental "super Computer User"
- Understanding and ability to follow directions
- Understanding elections and state statutes and laws governing the County
- Ability to type
- Ability to do accurate accounting
- Ability to work cooperatively with other staff members and the general public
- Must have initiative and be a self-starter, be able to work with little or no direct supervision
- Must be tactful, courteous, helpful and friendly
- Skilled in the use of general office equipment including but not limited to: telephone, copy machine, calculator, computer terminal, fax machine and printing equipment

QUALIFICATIONS:

EDUCATION: High school diploma and two years at a university, community college, business school in accounting and secretarial skills, or equivalent.

EXPREIENCE/JOB KNOWLEDGE: Four to five years office experience. Must be Proficient in computer operations with advanced knowledge of Microsoft products.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling objects or fingering which includes typing or writing. Walking, sitting, using far and near vision, are used 65% of time. Activities are done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10-20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending, or twisting would be required.

ENVIRONMENTAL DEMANDS: 100% of the time is spent indoors.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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' judgement, to be proper.

December 2020

REQUEST FOR PROPOSAL (RFP) - 2025

County Surveyor
Services for Green Lake County

I. Scope of Services

A. The Request

1. Green Lake County is requesting proposals to fulfill contracted duties relative to County Surveyor as described in Ch. 59 Wis. Stats and other statutes or requirements under the law.
2. The CONTRACTOR shall furnish all services and labor necessary to conduct and complete the described work, and shall furnish all materials, equipment, vehicles, supplies and incidentals other than those, which are hereinafter designated to be furnished by the COUNTY. The CONTRACTOR shall be an independent contractor, not an employee or agent of the County.
3. The term "COUNTY" shall mean and include the following:
 - (a) Green Lake County and its authorized representatives.
4. The term "CONTRACTOR" shall mean the selected Wisconsin Professional Land Surveyor awarded the contract for County Surveyor.
5. Authorized Representative
 - (a) The following representative for the COUNTY shall serve as the CONTRACTOR'S contact when work is being performed in their jurisdiction and for project coordination:

Matt E. Kirkman
Land Use Planning & Zoning Director
Land Use Planning and Zoning Department
571 County Road A,
Green Lake, WI 54941

Phone: (920) 294-4175
E-mail mkirkman@greenlakecountywi.gov

B. CONTRACTOR Duties and Responsibilities

1. The CONTRACTOR shall hereby agree to serve COUNTY, as County Surveyor. The CONTRACTOR shall be available to work at reasonable times and for reasonable periods of time to the duties of County Surveyor required by law. CONTRACTOR shall furnish all materials, equipment, vehicles, supplies and incidentals necessary to complete the work.
2. CONTRACTOR shall travel on the business of COUNTY whenever reasonably requested to do so provided such travel is not unreasonably

burdensome. Surveyor shall generally endeavor to improve the business of COUNTY during the term of the Contract.

3. Surveyor shall maintain, at his or her expense, Wisconsin Professional Land Surveyor (PLS) accreditation and provide proof of the same to COUNTY.
4. COUNTY will provide office space, a computer and internet access for use by the Surveyor to hold office hours while performing work for COUNTY. COUNTY will provide an email address, fax and telephone number for communication with Surveyor for matters related to COUNTY. Surveyor shall set office hours for performing work for COUNTY and to answer questions and serve the public.
5. Surveyor shall carryout the duties and responsibilities of Ch. 59 Wis. Stats. and other requirements provided by law, including but not limited to the following:
 - a. Execute and/or oversee land survey activity, maintain survey records and those other duties and responsibilities mandated by Ch. 59 Wis. Stats.
 - b. In a timely manner, catalog and file Certified Survey Records, Certified U.S. Public Land Survey Monument Records and section summary sheets as submitted by surveyors.
 - c. In accordance with Ch. 59.74(2) Wis. Stats. and Wisconsin Administrative Code 7.08, coordinate the perpetuation of PLSS corner locations in preparation for proposed construction and other activities including street and highway construction activities that would otherwise lead to destruction of corner monuments and loss of true corner locations.
 - d. Receive requests for PLSS re-monumentation and maintenance, review same and authorize if appropriate. No self-authorization will be permitted. Keep records of all PLSS re-monumentation and maintenance requests.
 - e. Serve in advisory capacity for county departments in regards to ordinance revisions that affect land subdivision practices in the COUNTY; provide guidance pertaining to general land surveying practices; and answer questions regarding certified survey map and subdivision plat review.
 - f. Serve on the Land Information Council as the designated surveyor member.
 - g. The County Surveyor shall conduct at least two (2) hours of regular posted office hours per week.
 - h. Respond to questions and requests from customers regarding survey records.

- i. Attend Land Use Planning and Zoning Committee meetings at the request of the Committee. Also, responsible for providing a monthly activity report to the Land Use Planning and Zoning Committee.
- j. Provide annual budget guidance, direction, and advice for those budget line items that relate to the County Surveyor.
- k. Provide guidance, direction, advice, and assistance as needed to any entity having an interest in the activities of the County Surveyor function in the Land Use Planning and Zoning Department.
- l. Review survey maps and subdivision plats submitted for review to the Land Use Planning and Zoning Department and the Register of Deeds Office.
- m. Work cooperatively and harmoniously with any entity seeking information, assistance, or direction of land surveying laws, codes and ordinances enforced by the County Surveyor through the Land Use Planning and Zoning Department.
- n. Interact with the County's Land Information program to maintain a modern indexing and retrieval system for survey records filed pursuant to Ch. 59.45 Wis. Stats.
- o. In accordance with Ch. 59.74 Wis. Stats. and WAC 7.08, execute and/or oversee the County's PLSS Perpetuation Program to perpetuate the County's 1861+ PLSS corner locations including obtaining PLSS location data for coordinate system updates (i.e. WSRS2022).

II. Prosecution and Progress

A. General

After award of the RFP:

- (1) Work specified under the Contract shall commence upon written Contract from the COUNTY to the CONTRACTOR; the execution of said Contract will constitute authorization to proceed.
- (2) The terms of the Contract shall control the duties and responsibilities of the parties.

B. Delays and Extensions

After award of the RFP:

The time specified under Section II.A.(2) shall not be extended by the CONTRACTOR; however, the COUNTY may, at its discretion, provide the

CONTRACTOR the opportunity to enter into subsequent and consecutive Contracts.

III. **Miscellaneous Provisions**

A. Proposal

The CONTRACTOR shall submit to the COUNTY, a letter of transmittal with the proposal that bears his or her signature, along with but not necessarily limited to, the following information in the proposal:

(1) Compensation

The CONTRACTOR shall submit the following compensation quotation:

- (a) A quote based on the duties and responsibilities described here in.
- (b) An hourly rate quote for additional work not described here in.

(2) Project Personnel

The CONTRACTOR shall submit in the proposal the following:

- (a) A list containing the names of the CONTRACTOR'S personnel who will be working on the CONTRACTOR's behalf, including any Deputies.

Note: A Deputy County Surveyor may be appointed by the County Surveyor by filing a certificate with the Green Lake County Clerk.

(3) Information pertaining to CONTRACTOR'S company

The CONTRACTOR shall submit in the proposal the following:

- (a) The CONTRACTOR'S past experience in performing the duties and responsibilities here in as well as surveying in general.
- (b) References from authorized representatives of clients or customers.
- (c) Current and valid certificates of insurance for:
 - i. Statutory workers' compensation insurance if required under Wisconsin Statutes.
 - ii. General Liability insurance coverage with a minimum policy limit of \$1,000,000.00.

- iii. Auto liability of at least \$100,000.00 per person/\$300,000.00 per accident/\$300,000.00 per accident/\$50,000.00 property, and \$1,000.00 medical coverage if passengers are transported.
- iv. Professional Errors and Omissions insurance with a minimum policy limit of \$1,000,000.00.

CONTRACTOR will provide COUNTY with copies of certificates of insurance indicating the required amounts of coverage are in effect. COUNTY shall be given thirty (30) days advance notice of cancellation, modification or non-renewal of any such policy during the term of this Agreement.

(4) Submission of Proposal

- (a) Any request for RFP clarification or additional information may be submitted to the COUNTY'S authorized representative identified in Section I.A.(4).
- (b) The CONTRACTOR shall submit their proposal by 4:00 pm CST, the 14th day of February, 2025 to the following address:

Matt E. Kirkman
Land Use Planning & Zoning Director
Land Use Planning and Zoning Department
571 County Road A
Green Lake, WI 54941

- (c) Proposals received after the date and time indicated under Section III.A.(4)(b) shall not be considered and shall be returned unopened, provided the respondent is identified on the proposal envelope.
- (d) Each proposal must be sealed and submitted in an envelope which clearly states on the outside "COUNTY SURVEYOR SERVICES" to provide confidentiality of the information prior to the submission date and time. In addition, the outside of the envelope must bear the firm's name and the contact person(s) name.
- (e) Facsimiles or electronic transmittals of proposals **will not** be accepted under any circumstances.
- (f) All proposals submitted shall be binding for a period of 90 days following the proposal opening date. Proposal information must be legible as the RFP and contents of the proposal submitted by the successful respondent shall become part of a contract award.
- (g) Proposals will be opened and reviewed by the COUNTY's authorized representative prior to the County Land Use Planning and Zoning Committee meeting, March 6, 2025. The proposals will be reviewed by

said authorized representative and a recommendation forwarded to the Land Use Planning and Zoning Committee, to award.

B. Award and Acceptance

- (1) The award and selection process will be performed by the COUNTY upon recommendation by the COUNTY's authorized representative.
- (2) Award shall be based on, but not limited to, the factors of: price; delivery date; the COUNTY'S evaluation of the CONTRACTOR'S ability to service the COUNTY in terms of its duties and responsibilities as called for in the RFP specifications; the general reputation and experience of the CONTRACTOR; the nature and extent of company data furnished with this RFP (or furnished upon request by the COUNTY at any time prior to the award); the financial responsibility of the CONTRACTOR; the COUNTY'S prior knowledge of and experience with the CONTRACTOR'S past performance. The award shall be made to the respondent that in the COUNTY's opinion will best serve the overall interest of the COUNTY and then proceed to negotiate a professional service Contract with the successful respondent.
- (3) The COUNTY reserves the right to cancel solicitation of the RFP at any time. The COUNTY reserves the right to accept or reject any or all proposals and to waive any informality contained herein where the acceptance, rejection, extension, or waiving of such would be in the interest of the COUNTY. Submittal and receipt of a RFP does not commit the COUNTY to award a contract.
- (4) Award shall be made to one CONTRACTOR only.

C. COUNTY'S Responsibilities

The COUNTY will be responsible for the following:

- (1) The COUNTY will provide office space, a computer and internet access for use by the CONTRACTOR while performing the duties of County Surveyor. COUNTY will provide an email address, fax and telephone number for communication with County Surveyor for matters related to COUNTY.

D. Payment

- (1) The CONTRACTOR shall submit a monthly invoice detailing the work completed for that month to the attention of the authorized representative, listed under Section I.A.(5)(a) who represents the COUNTY, and will be paid within 45 days of the invoice.
- (2) Any Deputy of the County Surveyor who performs the duties and responsibilities listed in this RFP, in absence of the County Surveyor, shall

submit an invoice to the authorized representative listed under Section I.A.(5)(a) who represents the COUNTY, and will be paid within 45 days of the invoice.

E. Indemnification/Hold Harmless and Insurance

CONTRACTOR will save harmless and defend the County, its Boards, Officers, Employees and Representatives against any and all liability, losses, damages, costs or expenses which the County, its Boards, Officers, Employees and Representatives may sustain, incur or be required to pay by reason of bodily injury, personal injury or property damage or other cause of action of whatsoever nature or kind arising out of or as a result of any negligent failure to act in connection with the Surveyor occupying, furnishing services or goods required to be provided, however, that the provisions of this section shall not apply to liabilities, losses, charges, costs or expenses caused by or resulting from the acts or omissions of the County, its Agencies, Boards, Officers, Employees or Representatives.

CONTRACTOR agrees to obtain:

- a. Statutory workers compensation insurance if required under Wisconsin Statutes.
- b. General Liability insurance coverage with a minimum policy limit of \$1,000,000.00.
- c. Auto liability of at least \$100,000.00 per person/\$300,000.00 per accident/\$300,000.00 per accident/\$50,000.00 property, and \$1,000.00 medical coverage if passengers are transported.
- d. Professional Errors and Omissions insurance with a minimum policy limit of \$1,000,000.00.

CONTRACTOR will provide County with copies of certificates of insurance indicating the required amounts of coverage are in effect. CONTRACTOR shall give COUNTY thirty (30) days' advance notice of cancellation, modification or non-renewal of any such policy during the term of this Agreement.

F. Letter of Credit or Bonding

After award of RFP, the CONTRACTOR will be required to post, within 7 calendar days of notification of award of the RFP contract, a bond of \$5,000 per Wis. Stat. §59.21(1)(h), if the COUNTY does not provide a blanket bond.

G. Safety

All practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes. Work on State roads must be performed in accordance with Wisconsin Department of Transportation standards.

Signature

Date

*** By signing, I represent that I have authority to act for CONTRACTOR.*