



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 01/06/2025

Amended Post Date:

The following documents are included in the packet for the Administrative Committee Meeting on January 9, 2025:

- 1) Amended Agenda
- 2) Minutes for approval: 12/12/2024 and 12/17/2024
- 3) Resolution
 - Relating to Creation of One Full Time Parks Position and Elimination of One LTE Parks and One LTE Maintenance



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

Administrative Committee Meeting Notice

Date: Thursday, January 9, 2025 Time: 4:00 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. Approval of Minutes: 12/12/2024 and 12/17/2024
5. *Resolution
 - Relating to Creation of One Full Time Parks Position and Elimination of One LTE Parks and One LTE Maintenance Position within Parks/Maintenance Department
6. Ongoing Discussion regarding Human Resources options
7. HHS Positions Discussion
 - Receptionist/Data Entry Specialist
 - Mental Health Case Manager
8. Hiring of Deputy Medical Examiners
9. Update on County Morgue
10. County Surveyor contract update
11. Discussion Regarding County Administrator Position
12. Finance Department Responsibilities
13. Committee Discussion
 - Future Meeting Date: February 13, 2025
 - Future Agenda Items for Action & Discussion
14. 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: 215 929 156 150

Passcode: Dtcx4g

Dial in by phone

[+1 920-515-0745](#), [15795060#](#) United States, Green Bay

[Find a local number](#)

Phone conference ID: 157 950 60#

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.

ADMINISTRATIVE COMMITTEE MEETING

December 12, 2024

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Thursday, December 12, 2024 in person and via remote access at the Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present:	Dave Abendroth	Absent:	Joe Gonyo
	Brian Floeter		
	Nancy Hoffmann		
	Dennis Mulder		
	Bob Schweder		
	Gene Thom		

Other County Employees Present: Liz Otto, County Clerk; Jeffrey Mann, Corporation Counsel; Matt Vandekolk, Chief Deputy; Rachel Prellwitz, Health Officer; Jason Jerome, HHS Director; Stacy Graff, Fair Coordinator; Ken Stephani, Finance Director

APPROVAL OF MINUTES – 11/14/2024 and 11/21/2024 MINUTES

Motion/second (Thom/Schweder) to approve the minutes of the 11/14/2024 and 11/21/2024 minutes as presented with no additions or corrections. Motion carried with no negative vote.

DISCUSSION REGARDING HUMAN RESOURCES OPTIONS

County Clerk Liz Otto requested that the committee consider options for human resources moving forward. Discussion held on options such as a full or part time position or the possibility of contracting the services out as was done in the past. Otto will contact other counties and research options to be presented at the next meeting.

DISCUSSION AND POSSIBLE ACTION ON LTE POSITION IN HHS HEALTH UNIT

HHS Director Jason Jerome and Health Officer Rachel Prellwitz stated that this position was eliminated in the 2025 budget but are requesting that it be reinstated. The position is paid for through grants so it does not affect the tax levy and would cost no more than \$21,800 for 2025. *Motion/second (Thom/Mulder)* to approve the position as long as there is funding available. Motion carried with no negative vote.

DISCUSSION AND POSSIBLE ACTION ON ADRC RESOURCE SPECIALIST POSITION

HHS Director Jason Jerome stated that the employee currently in this position is retiring in January and he is asking for approval to refill the position. Committee agreed by general consensus to fill the position.

HIRING OF DEPUTY MEDICAL EXAMINERS

No discussion or action taken due to lack of information.

COUNTY SURVEYOR CONTRACT UPDATE

No discussion or action taken. This should remain on the agenda each month until the contract is complete.

BUDGET ADJUSTMENTS

- **Fair/IT**
Fair Coordinator Stacy Graff explained the budget adjustment regarding the need for new software. Discussion held. *Motion/second (Thom/Mulder)* to approve the budget adjustment for \$843 and forward to Finance.
- **Administrator**
Finance Director Ken Stephani explained the \$250 budget adjustment for 2025 regarding law books. Discussion held. *Motion/second (Floeter/Thom)* to approve the budget adjustment for \$250 and forward to Finance.
- **Finance**
No discussion or action taken.

CLOSED SESSION

- Move into Closed Session per WI §19.85(1)(e) deliberating the purchase of public properties where competitive or bargaining reasons exist, the investing of public funds, or conductin other specified public business, whenever competitive or bargaining reasons require a closed session – regarding WPPA union contract; and
- 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.

Motion/second (Thom/Mulder) to move into Closed Session at 4:25 PM. Roll call vote – Ayes - 6, Nays - 0, Absent – 1 (Gonyo), Abstain - 0. Motion carried

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

Motion/second (Schweder/Mulder) to reconvene into Open Session at 5:38 PM. Roll call vote – Ayes - 6, Nays - 0, Absent – 1 (Gonyo), Abstain - 0. Motion carried.

Motion/second (Thom/Hoffmann) to direct Corporation Counsel to continue the negotiation process with the WPPA union as presented in Closed Session. Motion carried with no negative vote.

Motion/second (Thom/Hoffmann) to add the following item to the December 17, 2024 County Board agenda: Closed Session per WI §19.85(1)(b) considering dismissal of any public employee. Motion carried with no negative vote.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items – update on County Surveyor contract, Human Resources options

Next Meeting Date – January 9, 2025 @ 4:00 PM

ADJOURNMENT

Chair Abendroth adjourned the meeting at 5:40 PM.

Submitted by,

Liz Otto
County Clerk

SPECIAL ADMINISTRATIVE COMMITTEE MEETING

December 17, 2024

The special meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:03 PM on Tuesday, December 17, 2024 in person and via remote access at the Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Dave Abendroth
Brian Floeter
Joe Gonyo
Dennis Mulder
Bob Schweder
Gene Thom

Absent: Nancy Hoffmann

Other County Employees Present: Liz Otto, County Clerk; Jeffrey Mann, Corporation Counsel; Ken Stephani, Finance Director

CLOSED SESSION

- Move into Closed Session per WI §19.85(1)(e) deliberating the purchase of public properties where competitive or bargaining reasons exist, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – regarding WPPA union contract

Motion/second (Thom/Schweder) to move into Closed Session at 4:03 PM. Roll call vote – Ayes - 6, Nays - 0, Absent – 1, Abstain - 0. Motion carried

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

Motion/second (Thom/Schweder) to reconvene into Open Session at 4:12 PM. Roll call vote – Ayes - 6, Nays - 0, Absent – 1, Abstain - 0. Motion carried.

RESOLUTION

- **Relating to Labor Agreement with Green Lake County Law Enforcement Association, WPPA Law Enforcement Employee Relations Division**

Motion/second (Mulder/Schweder) to approve the resolution and forward to County Board. Motion carried with no negative vote.

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:13 PM.

Submitted by,

Liz Otto
County Clerk

RESOLUTION NUMBER -2025

Relating to Creation of One Full Time Parks Position and Elimination of One LTE Parks and One LTE Maintenance Position within Parks/Maintenance Department

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the ____ day of _____, 2025, does resolve as follows:

1 **WHEREAS**, the County Parks/Maintenance Director has reviewed the needs of the
2 Department and has determined that the creation of a fulltime Parks position will
3 enhance the functioning of the Parks Department; and,

4 **WHEREAS**, the job description for the position is attached hereto and approved.

5 **Fiscal Note: See attached document**

6 Majority vote is needed to pass.

7 Submitted by LWP&C Committee:

Roll Call on Resolution No. -2025

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this day of
, 2025.

Bob Schweder, Chair

Mike Skivington, Vice Chair

County Board Chairman

Nancy Hiestand

ATTEST: County Clerk
Approve as to Form:

Nita Krenz

Corporation Counsel

Bill Boutwell

David Albright

8 **NOW THEREFORE BE IT RESOLVED**, that the Green Lake County Board of
9 Supervisors hereby creates one fulltime Parks position while eliminating one summer

10 LTE maintenance position and one summer LTE Parks position within the County's
11 Parks/Maintenance Department.
12

GREEN LAKE COUNTY MAINTENANCE DEPARTMENT

POSITION: Maintenance Repairperson

DEPARTMENT: Parks & Recreation

LOCATION: Government Central

REPORTS TO: Maintenance Supervisor

PURPOSE OF THE POSITION: To perform various maintenance tasks at all County-owned buildings and grounds; maintains facilities at the various County-owned parks.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

- 60% Assists in the maintenance and care of buildings and grounds.
- 20% Performs minor construction and painting.
- 15% Performs cleaning; snow and ice removal; lawn and shrubbery care.
-

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

- 65% of the time is spent standing, walking, lifting and verbally communicating
- 25% of the time is spent grappling and climbing
- 10% of the time is spent bending, reaching, carrying, pushing and handling. The person must be able to lift and carry up to 80 pounds on an irregular basis. Other actions may be required in unusual or non-regular situations.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

Up to 75% of the work is performed outdoors under extreme hot, cold or humid conditions. Approximately 25% of the work is performed indoors, in varying temperature conditions. Any of the work performed can be hazardous and can include dangers from mechanical equipment, fast moving vehicles, heights, burns, fumes, mists or gases, noxious odors, dust and some chemicals.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: Items include: welder, plasma cutter, torch, testing equipment, telephone, copy machine, hammers, wrenches, screw drivers, power tools, chainsaws, shovels, brooms, paintbrushes, rollers and other similar maintenance and/or hand tools. The use of moving vehicles, material handling equipment, mower, and snowplow is required. Hearing and eye protection is required.

POSITION: Maintenance Repairperson (continued)

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to perform repeated standardized tasks with initiative and sound judgment.
- Ability to operate and maintain machined lawn care and snow removal equipment.
- Ability to work harmoniously within the County system and make judgments in the best interests of the county.
- Ability to work flexible, 40 hour/week schedule to accommodate snow removal on weekends and emergency call-ins, as necessary.
- Knowledge of maintenance equipment; ability and skill in the use of such equipment.
- Knowledge of and skill to perform necessary maintenance tasks and minor construction.

QUALIFICATIONS REQUIRED

High school diploma, supplemented with trade or vocational school training preferred. At least one (1) year's prior experience in a similar position or any combination of training and experience that provides the necessary knowledge, skills and abilities. Must possess a valid driver's license and have daily access to a reliable, insured vehicle.

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.

GREEN LAKE COUNTY
CALCULATION OF THE CHANGE IN BUDGET TO HIRE A FULL TIME ALL YEAR PARKS STAFF VS TWO PART TIME SEASONAL STAFF FOR FISCAL NOTE
2025 BUDGET

DEPARTMENT: PARKS

*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	Notes	2024 RATE	Step Increase	COLA Adjust	Merit Increase	2025 RATE	Reg Hours	OT Hours	Total HOURS	REGULAR COMP.	OVERTIME	Stipend	WRS	SOCIAL SECURITY	HEALTH	HSA	LIF	TOTAL FRINGE BEN.	TOTAL
LTE	in budget		15.00	2.50%	0%		15.38	719		719	\$ 11,058			\$ -	\$ 846				\$ 846	\$ 11,904
LTE	in budget		15.00	2.50%	0%		15.38	719		719	\$ 11,058			\$ -	\$ 846				\$ 846	\$ 11,904
Full-Time Parks	Low Impact						18.5	2080		2080	\$ 38,480	\$ -		\$2,655	\$ 2,944	\$ 1,500	\$ -	\$ 70	\$ 7,169	\$ 45,649
Full-Time Parks	Mid Impact						24	2080		2080	\$ 49,920	\$ -		\$3,444	\$ 3,819	\$ 10,992	\$ -	\$ 70	\$ 18,325	\$ 68,245
Full-Time Parks	High Impact						28	2080		2080	\$ 58,240	\$ -		\$4,019	\$ 4,456	\$ 27,033	\$ -	\$ 70	\$ 35,578	\$ 93,818
Full-Time Parks	Best Estimate	3/4 year					24	2080		1560	\$ 37,440	\$ -		\$2,583	\$ 2,865	\$ 8,244	\$ -	\$ 53	\$ 13,745	\$ 51,185
Low Impact											\$ 16,364	\$ -	\$ -	\$2,655	\$ 1,252	\$ 1,500	\$ -	\$ 70	\$ 5,477	\$ 21,841
Mid Impact											\$ 27,804	\$ -	\$ -	\$3,444	\$ 2,127	\$ 10,992	\$ -	\$ 70	\$ 16,633	\$ 44,437
High Impact											\$ 36,124	\$ -	\$ -	\$4,019	\$ 2,764	\$ 27,033	\$ -	\$ 70	\$ 33,886	\$ 70,009
Best Estimate	9 months of 2025										\$ 15,324	\$ -	\$ -	\$2,583	\$ 1,173	\$ 8,244	\$ -	\$ 53	\$ 12,053	\$ 27,376