



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 09/08/2026

Amended Post Date:

The following documents are included in the packet for the Administrative Committee Meeting on September 10th, 2026:

- 1) Agenda
- 2) Minutes for approval: 08/13/2026
- 3) Resolution
 - Resolution Altering the position of Fleet & Warehouse Superintendent (Further know as Shop Foreman) and Creating a Parts and Facilities Manger
- 4) Budget Adjustment
 - Green Lake County Campground Paving Project
- 5) County Manager Update



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Samantha Stobbe
County Clerk

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

Administrative Committee Meeting Notice

Date: Thursday, September 10th, 2026 Time: 4:00 PM

**Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI**

*AGENDA

Committee Members

*Dave Abendroth –
Chair
Gene Thom – Vice
Chair
Charles Buss
Brian Floeter
Joe Gonyo
Nancy Hoffmann
Dennis Mulder*

*Samantha Stobbe,
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: 08/13/2026
5. Public comment (3 min. limit)
6. Appearances
7. Resolution
 - Resolution Altering the position of Fleet & Warehouse Superintendent (Further known as Shop Foreman) and Creating a Parts and Facilities Manager
8. Department Report
 - Grace Jenkins – Green Lake County Fair
9. * Discussion and possible action regarding Green Lake Campground Tower Entrance Paving Project.
10. *Budget Adjustment
 - Green Lake Campground Tower Entrance Paving Project
11. 2027 Budget
12. County Manager update
13. Committee Discussion
 - Future Meeting Date: October 8th, 2026 @ 4:00 PM
 - 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 meeting

[Join Meeting Now](#)

Meeting ID: 284 085 903 993 94

Passcode: 8Mr9ve6X

[Need help?](#) | [System reference](#)

Dial in by phone

[+1 920-515-0745, 145033219# United States, Appleton](#)

[Find a local number](#)

[Phone conference ID: 145 033 219#](#)

For organizers: [Meeting options](#) | [Reset dial-in PIN](#) Please accept at your earliest convenience. Thank you!

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Samantha Stobbe

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

August 13, 2026

The meeting of the Administrative Committee was called to order by Chair David Abendroth at 4:00 PM on Thursday, August 13, 2026 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
Gene Thom
Nancy Hoffmann
Dennis Mulder
Bob Schweder
Joe Gonyo

Absent: Brian Floeter

Other County Employees Present: Samantha Stobbe, County Clerk; Jason Jerome, County Manager; Mark Podoll, Sheriff; Sophia Leonard, HR Coordinator; Jeff Mann, Corporation Counsel; Kayla Yonke, HHS Finance/Finance Director; Bill Hutchison, IT Director; Matt Kirkman, Land Use Planning and Zoning Director; Dawn Brantley, Fox River Industries Manager; Jessica McLean, County Treasurer; Nichol Wienkes, Behavioral Health Unit Manager (Remote); Jason Kerr, IT (Remote); Stefanie Meeker, RPL/Deputy Treasurer (Remote); Renee Thiem-Korth, Register of Deeds (Remote); Chuck Buss, County Board Supervisor 2 (Remote)

APPROVAL OF MINUTES – 07/09/2026

Motion/second (Mulder/Schweder) to approve the minutes of the 07/09/2026 meetings as presented with no additions or corrections. Motion carried with no negative vote.

PUBLIC COMMENT – None

APPEARANCES

- **HR Coordinator Sophia Leonard – Presentation on Proposed Policies & Procedures Updates**

HR Coordinator, Sophia Leonard gave a presentation on proposed policy and procedure updates.

DISCUSSION AND POSSIBLE ACTION ON PROPOSED POLICIES AND PROCEDURES UPDATES

Discussion held on the presentation given by Sophia Leonard. No action taken at this meeting.

DISCUSSION AND POSSIBLE ACTION ON DAY/TIME CHANGE OF MEETING

Per Chair Dave Abendroth this item was moved to just before closed session. At the time, there was no discussion and it was stated that the meeting time would stay the same per the vote that took place last month.

DISCUSSION AND POSSIBLE ACTION ON COUNTY USE OF ARTIFICIAL INTELLIGENCE

County Manager, Jason Jerome, stated this was not able to be worked on and would like to postpone until the next meeting.

RESOLUTION

- **Resolution Establishing 2027 Annual Budgeted Allocation for Employee Wage Increase**

County Manager, Jason Jerome, spoke on the resolution. Discussion held.

Motion/second (Thom/Schweder) to approve the resolution forward to the Finance Committee and then onto County Board. Motion carried with no negative vote.

- **Resolution Altering the position of Fleet & Warehouse Superintendent (Further known as Shop Foreman) and Creating a Parts and Facilities Manager**

County Manager, Jason Jerome, spoke on the resolution. Discussion held.

Motion/second (Schweder/Mulder) to approve the resolution forward to the Finance Committee and then onto County Board. Ayes – Mulder, Schweder, Nays- Abendroth, Gonyo, Hoffmann, Thom. This resolution will be forwarded to the appropriate places with the disapproval noted.

- **Resolution Creating one additional FTE (35 HR Full Time Employee) Direct Support Professional, Program Aide at Fox River Industries in Health & Human Services.**

Fox River Industries, Dawn Brantley, spoke on the resolution. Discussion held.

Motion/second (Hoffmann/Thom) to approve the resolution forward to the Finance Committee and then onto County Board. Motion carried with no negative vote.

- **Resolution Upgrading and Reclassifying one Health & Human Services Unit Manager position to include Health & Human Services Deputy Director Job Responsibilities.**

County Manager, Jason Jerome spoke on the resolution. Discussion held.

Motion/second (Thom/Schweder) to approve the resolution forward to the Finance Committee and then onto County Board. Motion carried with no negative vote.

- **Resolution Creating one additional FTE Children's Long-Term Support (CLTS) Service Facilitator in Health & Human Services – Behavioral Health Unit.**

Behavioral Health Unit Manager, Nichol Wienkes, spoke on the resolution. Discussion held.

Motion/second (Hoffman/Thom) to approve the resolution forward to the Finance Committee and then onto County Board. Motion carried with no negative vote.

- **Resolution to Restructure the Land Use Planning & Zoning Dept.**

Land Use Planning & Zoning Director, Matt Kirkman spoke on the resolution and the reasoning for the restructure in the office. Discussion held.

Motion/second (Schweder/Thom) to approve the resolution adding wording that if funding goes away, the positions will be re-evaluated and forward to the Finance Committee and then onto County Board. Motion carried with no negative vote.

- **Resolution Eliminating Three LTE (Limited Term Employee) and Creating One Additional FTE (Full Time Employee) Maintenance Repair Person in the Maintenance & Parks Department**

County Manager, Jason Jerome, spoke on the resolution. Discussion held.

Motion/second (Schweder/Mulder) to approve the resolution forward to the Finance Committee and then onto County Board. Ayes – Abendroth, Gonyo, Mulder, Schweder, Thom, Nays- Hoffmann. Motion passed.

2027 BUDGET

- **Information Technology**

IT Director, Bill Hutchison thanks his staff for their help in preparing the 2027 budget. Discussion held.

COUNTY MANAGER UPDATE

Memo in the packet. No discussion.

CLOSED SESSION

- *Move into closed session pursuant to WI §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 – cyber security, Bug Tussel Bonding.*

Motion/second (Thom/Schweder) to convene into closed session and seat County Clerk, Samantha Stobbe, IT Director, Bill Hutchison and County Manager, Jason Jerome at 5:54PM. Roll call vote – Ayes - 6, Nays - 0, Absent – 1, Abstain - 0. Motion carried.

RECONVENE INTO OPEN SESSION

Motion/second (Thom/Schweder) to reconvene into open session at 6:34PM. Roll call vote – Ayes - 6, Nays - 0, Absent – 1, Abstain - 0. Motion carried.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items – AI Policy

Next Meeting Date – September 10 @ 4:00PM

ADJOURNMENT

Chair Dave gave Bob Schweder authority and he adjourned the meeting at 6:35PM.

Submitted by,

Samantha Stobbe
County Clerk

RESOLUTION NUMBER -2026

RESOLUTION ALTERING THE POSITION OF FLEET & WAREHOUSE
SUPERINTENDENT (FURTHER KNOWN AS SHOP FOREMAN) AND CREATING A
PARTS AND FACILITIES MANAGER.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of September 2026, does resolve as follows:

- 1 **WHEREAS**, the Green Lake County Highway Department has experienced significant
2 growth in the size and complexity of its fleet, equipment, facilities, and operational
3 responsibilities; and
4 Majority vote is needed to pass.
5 ☐ Approved by Administrative Committee ☐ Disapproved by Administrative Committee
☐ Approved by Finance Committee ☐ Disapproved by Finance Committee

Roll Call on Ordinance No. -2026

Submitted by Highway Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 15th
day of September, 2026.

Dennis Mulder, Chair

Chuck Buss, Vice-chair

County Board Chairman

Robert Schweder

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Harley Reabe

6 **WHEREAS**, the county has invested in a new Highway Department facility that is
7 substantially larger and incorporates advanced building systems, security systems,
8 HVAC controls, electrical infrastructure, specialized maintenance equipment, and other
9 technologies requiring ongoing oversight and preventative maintenance; and

10 **WHEREAS**, the Highway Department maintains over 200 equipment assets and
11 supporting vehicles along with the 229 miles of county and 70 miles of state highway;
12 and

13 **WHEREAS**, effective fleet maintenance requires increased day-to-day supervision of
14 mechanics, shop operations, scheduling, quality control, equipment repairs, and
15 preventative maintenance; and

16 **WHEREAS**, the current Fleet and Warehouse Superintendent position currently
17 combines the responsibilities for fleet supervision, warehouse operations, parts
18 procurement, inventory management, and facility maintenance; and

19 **WHEREAS**, the continued growth of the department, more complex equipment and
20 facilities, as well as challenges getting parts and materials in a timely manner make it
21 increasingly difficult for a single position to effectively perform both supervisory
22 responsibilities and the expanding administrative and logistical duties associated with
23 inventory management and facilities operations; and

24 **WHEREAS**, creating a dedicated Shop Foreman position will provide direct supervision
25 of shop staff, improved workflow efficiencies, enhanced preventative maintenance
26 programs, increased equipment availability, and strengthen accountability within fleet
27 operations; and

28 **WHEREAS**, creating a dedicated Parts and Facilities Manager position will improve
29 purchasing efficiency, maintain accurate inventory control, oversee warranty tracking,
30 manage vendor relationships, coordinate parts procurement, and ensure the proper
31 maintenance, repair, and operation of the County's new Highway Department facility
32 and its associated building systems; and

33 **WHEREAS**, these organizational changes are intended to improve operational
34 efficiency, reduce equipment downtime, protect the County's investments in its fleet and
35 facilities, and better position the Highway Department to meet the growing demands of
36 Green Lake County.

37 **NOW THEREFORE BE IT RESOLVED** that the "exempt" Fleet and Warehouse
38 Superintendent position be hereby reclassified as "non-exempt" **Shop Foreman** and
39 moved down into pay group 8.

40 **BE IT FURTHER RESOLVED** that a new, “non-exempt” **Parts and Facilities Manager**
41 position be created within the Green Lake County Highway Department and placed in
42 pay group 9.

43 **FISCAL NOTE:** The organizational restructuring is intended to improve operational
44 efficiency, enhance fleet availability, improve inventory accountability, protect the
45 County’s new investments, and provide dedicated oversight of critical shop and facility
46 operations. The Shop Foreman position will be moved from pay group 7 to pay group 8.
47 The new Parts and Facilities Manager position wage will come out of the Highway
48 Department’s operations fund estimated between \$92,515 to \$102,515.

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Manager for compiling of the county budget for the next year.

(a) The department head is required to consult with the County Manager and HR Coordinator prior to considering new position requests concerning position responsibilities and compensation plan placement. The requesting department head shall present the completed form along with position title, job description, proposed wage classification, justifying rationale, any State or Federal mandates, how the position fits within the department, budget implications (i.e. salary/fringe, office equipment, software, furniture, etc.) and proposed resolution. The department head may also consult with the Financial Manager concerning position funding and budget issues. The department head completes the New Position Analysis form and submits the request to the County Manager. If the County Manager approves, the request moves on to step (b) or if rejected returned to the department head.

(b) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to their oversight Committee. The Committee will review the request and vote to approve or deny the request. If the oversight Committee approves, the request moves on to step (c). The Department head shall keep their committee apprised of the status of the department's new position request through the budget process.

(c) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to the Administrative Committee. The Administrative Committee will review the request and vote as to whether or not they support the request as proposed. The request then moves on to step (d).

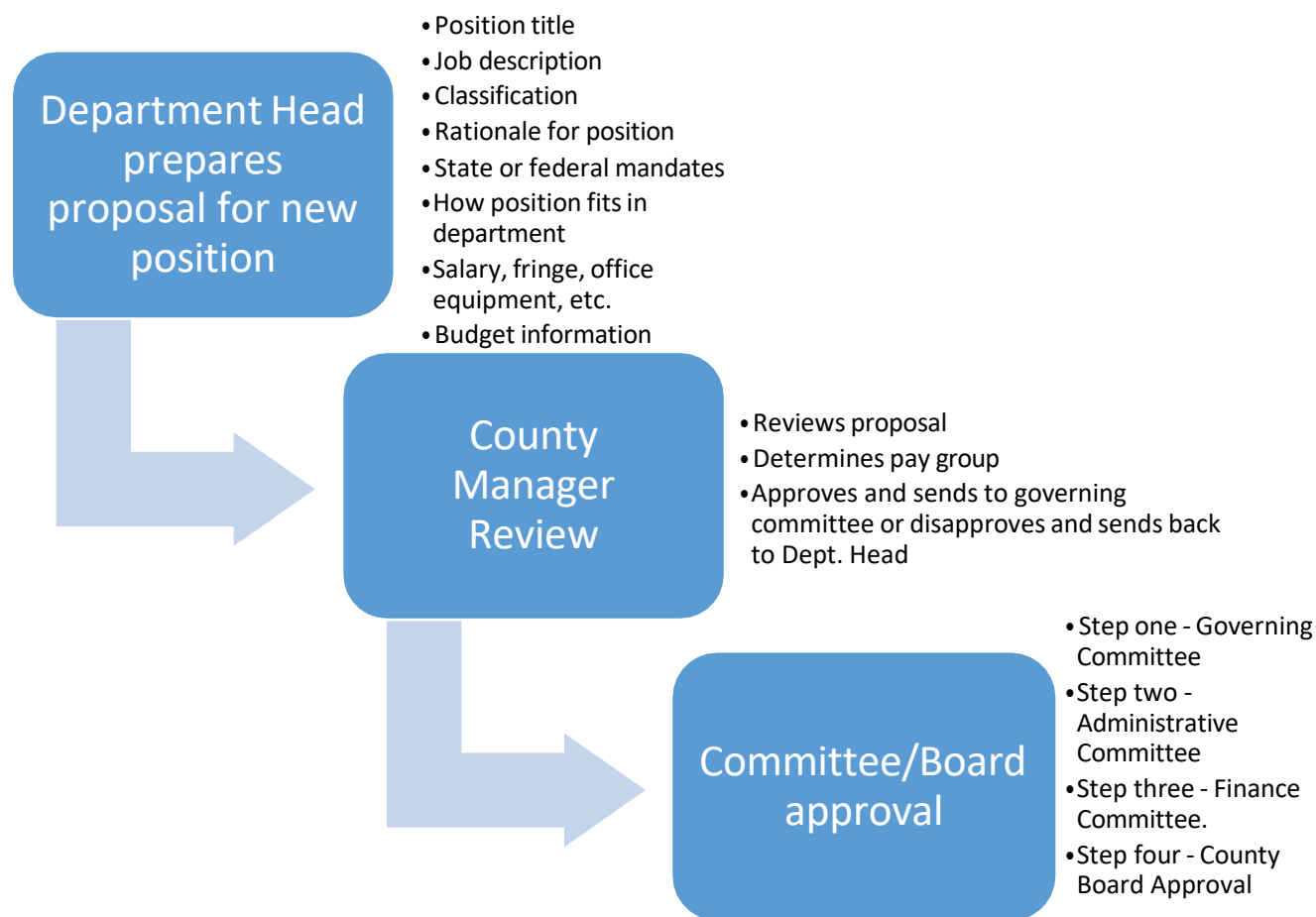
(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution. The request then moves on to step (e).

(e) Finally, the request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Manager and the votes of the Committee of Jurisdiction, Administrative Committee and the Finance Committee.

(f) The action of the County Board will be final, although the County Board may refer the resolution back to an appropriate committee if more information is required.

(g) Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION REVIEW FLOW CHART



Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION ANALYSIS

- ☒ New position
☐ Increased part-time
☐ Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: Highway

Date: 7/15/26

Department Head: Derek Mashuda

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Due to the amount of time require to order parts, lead times, lack of availability, variety in pricing, Increased work load of mechanics, increased complexity in equipment and vehicles used in operation, increased size, complexity and need for preventive maintenance of the new facility, this position is necessary. As it is now, the shop supervisor can not keep up with all of these tasks and efficiently repair equipment and manage his daily tasks. The amount of time required to scrape by and keep the county running does not allow for efficiencies in either area. A position is needed to effectively manage parts ordering, inventory, operations, as well as properly oversee maintenance of the new highway facility.

Suggested Title: **Parts and Facilities Manager**

☒ Full Time ☐ Part Time Hours

County Manager / HR Coordinators Recommended Classification: Pay Group: C. 9

General Description of the Position:

This position will be responsible for managing the highway department's parts and materials inventory, purchasing, and vendor relationships, while maintaining accurate equipment, vehicle, and maintenance records. Oversee warranty documentation, fleet registration, inventory tracking, and facility records, including SDS documentation. Assist with equipment purchasing, bid specs, asset disposal, and fleet management. Also support maintenance of the highway facility, including building systems and janitorial duties, while preforming other duties assigned by the Highway Commissioner.

D. Typical Examples of Work to be Performed (in detail):

1. _____
Ordering of parts, materials, lubes, equipment, etc for the shop and facilities

2. _____
Pricing out parts and wear items to save the county as much as possible

3. _____
Maintian an up to date and relevant parts inventory

4. _____
Update and organize equipment and maintenance records

5. _____
Maintain all registrations and certificates needed for the equipment and facility

6. _____
Maintain all facility operations including all MEP's in the facility

7. _____
Assist in asset purchases and disposals

8. _____
Work with mechanics to streamline and increase efficiency in repairs

E. Minimum Qualification of a Candidate:

Education: GED or higher

Experience: 3-5 years in parts, mechanical, or related field

F: Funding

Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp
9	30.95	64,376	4,635	4,925	27,665	351	

1. Where will the funding for this position come from: Highway Operations Fund
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?

Is office space presently available Yes Where? Highway Facility

Estimated Equipment Cost: 0

Is the Cost in the Department Budget? Yes

3. Grand total cost, all items, current fiscal year: 0

4. Therefore, annual cost of salary and fringe: \$101,996

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

None

2. Number of Employees directly supervised: 0

Indirectly: 0

List Title of employees reporting to this position:

None

H. Who will this person report to? The Highway Commissioner

County Manager Action:

Position Approved:

Date:

Comments:

Administrative Committee Action:

Position Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

Finance Committee Action:

Fiscal Note Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

County Board Action:

Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: **Parts and Facilities Manager**

DEPARTMENT: HIGHWAY

LOCATION: GREEN LAKE HIGHWAY DEPARTMENT

SUPERVISOR: HIGHWAY COMMISSIONER

PAY GROUP: 9

SUMMARY:

In coordination with the Shop Foreman, Highway Department Superintendents, and Highway Commissioner, coordinates the ordering of parts and supplies for the highway department. Responsible for ordering and maintaining inventory of vehicle and equipment parts, materials, and supplies as required. Responsible for daily maintenance and custodial duties required at the Highway Department Facility. Works in coordination with the Parks and Maintenance Supervisor to schedule and perform facility maintenance, as well as ordering facility maintenance items and toiletries.

DUTIES AND RESPONSIBILITIES:

- Works directly with shop mechanics and foreman to correctly manage ordering of parts, materials, lubes, etc. for the shop.
- Works with multiple vendors to price out and order quality parts at the lowest possible rates.
- Maintains an up-to-date inventory on parts, materials, lubes, etc. stored in the shop facility and parts room.
- Maintains up to date records of services on vehicles and equipment in CHEMS.
- Keeps organized records of equipment and vehicles.
- Maintains all warranty and like documents for each vehicle.
- Make sure all DOT equipment is registered and licensed as needed.
- Imports and creates records for all new equipment into the fleet.
- Assists the Shop Foreman in maintaining all facility documents including SDS Sheets and keeping them up to date.
- Assists in developing bid specifications and documents for purchase and/or replacement equipment.
- With the shop Foreman, assist in advising the Commissioner on disposal of department assets, surplus materials, and equipment.
- Manages all MEP systems in the highway facility.
- Performs standard maintenance operations throughout the facility.
- Performs standard janitorial duties throughout the facility.

- Performs other related duties as assigned by the Commissioner.

SKILLS AND ABILITIES:

- Thorough knowledge of all equipment and vehicles used in the Highway operations; mechanical aptitude; ability to correctly identify parts and related items.
- Ability to organize data to ensure routine maintenance and specialized mechanical repair is done in a timely manner.
- Thorough knowledge of mechanical parts, supplies, materials, methods, and practices, needed for mechanical repair of the various equipment and vehicles.
- Ability to organize an extensive parts and material inventory, and generate pertinent records and reports.
- Knowledge of purchasing techniques that ensure items are purchased in an efficient, cost effective and timely manner.
- Knowledge of safety hazards and hazardous materials; skill to ensure safety measures are conducted.
- Ability to receive, understand and follow written and oral instructions.
- Ability and skill to perform required paper and computer assignments.
- Ability and skill to communicate effectively.
- Ability to establish and maintain effective working relationships with co-workers, supervisors and vendors.
- Ability to work flexible, 40 hour/week schedule to accommodate snow removal on weekends and emergency call-ins, as necessary.
- Skill in the use of general office equipment to include, but not limited to, computer and related equipment, calculator, copy machine, telephone, cell phone and fax machine.

QUALIFICATIONS:

EDUCATION: High school diploma or GED equivalence.

EXPERIENCE / JOB KNOWLEDGE: 3-5 years' experience working in a parts/repair environment, facility maintenance, OR any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Must possess and maintain a valid driver's license. Must possess and maintain a valid commercial driver's license (CDL) with A, B, C, D and N endorsements or be willing to obtain within an agreed upon timeframe.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 50% of the time may be spent sitting at a desk or computer, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. About 40% of the time may be spent standing, walking, kneeling, stooping and crouching, sometimes in tight spaces and in an uncomfortable position.

Lifting up to 80 pounds may occur up to 10% of the time in this job. Ability to work with exposure to extreme temperatures and inclement weather. Ability to perform strenuous or heavy manual labor, when required. Interacts with other employees and the public via telephone and personal contact, via verbal and written communications.

ENVIRONMENTAL DEMANDS: 65% or more of the repair and maintenance work may be performed inside and 25% or more of a shift may be spent in high noise or vibrating conditions. 35% or more of the time may be spent outside in unpredictable weather subject to the elements. Hazards on this job can vary, but include electrical, chemical exposure, danger of burns, and exposure to dusts, odors, fumes, and gasses.

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.

June 29, 2026

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: **SHOP FOREMAN**

DEPARTMENT: **HIGHWAY**

LOCATION: **GREEN LAKE HIGHWAY DEPARTMENT**

SUPERVISOR: **HIGHWAY COMMISSIONER**

PAY GROUP: **8**

SUMMARY:

In coordination with the Highway Department Superintendents assist the Highway Commissioner with planning, coordinating and monitoring of work performed by the Highway Shop on a daily, weekly and seasonal basis. Coordinates, directs, and performs mechanical operations with staff in the shop. Directly oversees Highway Shop non-exempt employees.

DUTIES AND RESPONSIBILITIES:

- Oversee the operation of equipment and employees regarding equipment repair, and service, including small engines. Instructs personnel on operation of equipment and provides technical instruction on maintenance of equipment.
- Performs mechanical repairs and maintenance on equipment and vehicles. Repair activity includes gasoline and diesel engine overhauls, complete transmission work, brakes, hydraulic systems, and electrical systems, 90% of the time.
- Coordinates with management on what equipment is needed at what times and the status of equipment in the fleet.
- Complete records and reports as required. Maintains fleet records of repairs and service performed on computer software.
- Reports any orders needed for parts, supplies, small tools, small items of equipment, and safety items needed for the repair and maintenance of all shop operations to the Parts and Facilities Manager.
- Coordinates with the Parts and Facilities Manager to prepare work schedules for the mechanics and assigns work as necessary to coordinate with parts availability and equipment priorities as directed by the superintendents and commissioner. Approves daily work schedules of mechanics.
- Assists with developing bid specifications and documents for purchase and/or replacement equipment.
- With the parts and facilities manager, assist in advising the Commissioner on disposal of department assets, surplus materials, and equipment.
- May be required to act as snow plow operator in the event of a snow emergency.

- May be required to assist in the field with road construction and/or maintenance projects in the event of emergency or unforeseen staffing shortage.
- Performs other related duties as assigned by the Commissioner.

SKILLS AND ABILITIES:

- Thorough knowledge of all equipment and vehicles used in the Highway operations; mechanical aptitude; ability to repair engines; ability to diagnose and troubleshoot repair needs, and ability in welding/fabrication.
- Knowledge of electrical systems, hydraulics systems, brakes and engines of all types.
- Thorough knowledge of mechanical parts, supplies, materials, methods, and practices, needed for mechanical repair of the various equipment and vehicles.
- Knowledge of safety hazards and hazardous materials; skill to ensure safety measures are conducted.
- Ability and skill to run shop activities in a safe manner; ability and skill to manage employees; ability to assign jobs and plan work assignments, evaluate performances and recommend discipline.
- Ability to receive, understand and follow written and oral instructions.
- Ability and skill to perform required paperwork assignments.
- Ability and skill to communicate effectively.
- Ability to establish and maintain effective working relationships with co-workers, supervisors and vendors.
- Ability to work flexible, 40 hour/week schedule to accommodate snow removal on weekends and emergency call-ins, as necessary.
- Skill in the use of general office equipment to include, but not limited to, computer and related equipment, calculator, copy machine, telephone, cell phone and fax machine. Small hand and power tools and equipment commonly used in the repair and maintenance of heavy-duty equipment. Utilization of equipment and testing devices used to determine the source of equipment and engine malfunctioning. Motorized vehicles and assorted personal protective equipment as required.

QUALIFICATIONS:

EDUCATION: High school diploma or GED equivalence, plus 1-2 years Technical or Trade School. Additional courses in business management and supervision coursework preferred.

EXPERIENCE / JOB KNOWLEDGE: 3-5 years' experience working with heavy equipment OR any 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 or be willing to obtain within an agreed upon timeframe.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 5% of the time may be spent sitting at a desk or computer, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. About 95% of the time may be spent standing, walking, kneeling, stooping and crouching, sometimes in tight spaces and in an uncomfortable position. Lifting up to 80 pounds may occur up to 75% of the time in this job. Ability to work with exposure to extreme temperatures and inclement weather. Ability to perform strenuous or heavy manual labor, when required. Interacts with other employees and the public via telephone and personal contact, via verbal and written communications.

ENVIRONMENTAL DEMANDS: 65% or more of the repair and maintenance work may be performed inside and 50% or more of a shift may be spent in high noise or vibrating conditions. 35% or more of the time may be spent outside in unpredictable weather subject to the elements. Hazards on this job can vary, but include electrical, chemical exposure, danger of burns, and exposure to dusts, odors, fumes, and gasses.

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.

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June 29, 2026

REVISED PROPOSAL

SUBMITTED TO:

Michael Van Meel
mvanmeel@greenlakecountywi.gov

DATE: May 19, 2026
PHONE: 920-229-5119 **FAX:**
JOB NAME: Tower Entrance Paving 2026
JOB LOCATION: Green Lake, WI
PLAN DATE:

For furnishing the necessary labor, material, and equipment to complete the following:

3" HMA Option

- ☐ Remove the existing asphalt of approximately 730 sy.
- ☐ Excavate for new 12" base course.
- ☐ Fine grade base course of approximately 730 sy.
- ☐ Construct a 3" compacted standard duty asphalt pavement of approximately 730 sy.
- ☐ Supply and place topsoil on edges of new pavement (no restoration included)

TOTAL PRICE: \$37,200.00

4" HMA Option

- ☐ Remove the existing asphalt of approximately 730 sy.
- ☐ Excavate for new 12" base course.
- ☐ Fine grade base course of approximately 730 sy.
- ☐ Construct a 4" compacted standard duty asphalt pavement of approximately 730 sy.
- ☐ Supply and place topsoil on edges of new pavement (no restoration included)

TOTAL PRICE: 40,165.00

NOTES:

1. 1 Mobilization included.
2. Permits are not included.
3. Price does not include any undercutting of unsuitable soil or private utility locates.
4. The above price is based upon the site allowing for a minimum of 1% drainage. If 1% drainage is not obtainable, water ponding may occur.

If you have any questions on this proposal, please call me at the contact information listed above.

Thank you!

IF THIS PROPOSAL IS NOT ACCEPTED AND RETURNED WITHIN **10 DAYS** FROM THE DATE OF THIS PROPOSAL OR IF THE WORK IS NOT COMPLETED BY **July 1, 2026**, NORTHEAST ASPHALT, INC. RESERVES THE RIGHT TO WITHDRAW THE PROPOSAL OR MODIFY THE TERMS OF THE PROPOSAL/CONTRACT.

PRIOR TO NORTHEAST ASPHALT, INC. BEGINNING WORK UNDER THIS CONTRACT, OWNER/CONTRACTOR SHALL PROVIDE EVIDENCE THAT THE FOLLOWING PAYMENT TERM IS MET OR PAID AND IS ACCEPTABLE TO NORTHEAST ASPHALT, INC. TO FULFILL THEIR OBLIGATIONS UNDER THIS CONTRACT: CONTRACT PAYMENT SCHEDULE

PLEASE CALL ANGIE AT 920-939-7782 TO GET APPROVAL ON YOUR PROPOSED SCHEDULE OR TO MAKE PAYMENT ARRANGEMENTS.

PROPOSAL TERMS AND CONDITIONS

Work of Others: Prior to the commencement of the Work, the work of others shall be completed to such an extent that it will not in any way conflict or interfere with the Work. If Northeast Asphalt, Inc. is directed to commence Work prior to the time such other work is completed, Owner/Contractor agrees to pay the costs of any extra mobilizations or reduced productivity attributable to Northeast Asphalt, Inc. commencing any of the Work before any others have completed their work.

Duration: In order to meet any agreed upon completion date, Northeast Asphalt, Inc. must receive a 10-day advance notice to proceed plus the total allowable number of working days required to complete the Work under normal conditions. Performance of the Work is contingent upon strikes, accidents or delays beyond Northeast Asphalt, Inc.'s control.

Changed Conditions: Any changed condition of the job specifications involving extra costs will be performed only upon submission of a written change order, and Owner/Contractor will be required to pay to Northeast Asphalt, Inc. an extra charge over and above the original contract price for performance of the requested change order.

Utilities: Northeast Asphalt, Inc. will not be responsible for damage to any underground utilities or other hidden conditions if the Owner/Contractor fails to give Northeast Asphalt, Inc. advance notice of their existence and location. Owner/Contractor agrees to indemnify and hold Northeast Asphalt, Inc. harmless for any loss, expense or damage resulting from, arising out of, or in any way related to such condition.

Access: Physical access by heavy equipment and material delivery vehicles to the site that is the subject of this contract may result in physical damage to property including but not limited to existing pavement, landscape, or structures. Northeast Asphalt, Inc. will cooperate with the Owner/Contractor in finding alternative access solutions, but the Owner/Contractor does hereby release and hold harmless Northeast Asphalt, Inc. from any claims for physical damage caused from access to the site. Owner/Contractor agrees that any physical damage to property caused by Northeast Asphalt, Inc.'s heavy equipment and material delivery vehicles in the process of gaining access to the site, where no other access options have been made available, shall be the responsibility of the Owner/Contractor.

Restoration: Northeast Asphalt, Inc. will not be responsible for any restoration of adjacent areas disturbed as a result of construction, including, but not limited to, stone shoulder, adjustment of drainage structures or landscaping that may need to be performed to allow for proper drainage of water from the surface of the new pavement unless otherwise agreed to in the scope of work.

Damage Waiver: Any claim for property damage is conclusively waived unless presented to Northeast Asphalt, Inc. in writing within seven (7) calendar days of the occurrence.

Acceptance of Material/Labor: All materials and labor are conclusively accepted as satisfactory unless objected to in writing within seven (7) calendar days of performance.

Lien Law: "AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER (NORTHEAST ASPHALT, INC.) HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID."

Compliance with Laws: Owner/Contractor, at its sole expense, shall comply with and obtain all necessary licenses and permits under present and future laws, statutes, ordinances, rules, orders or regulations of any governmental body having jurisdiction over the site, the Work, or the Owner/Contractor shall bear the sole cost of any fines or penalties for failure to comply with or obtain the same and shall indemnify and hold Northeast Asphalt, Inc. harmless for any fine, penalty or expense resulting from, arising out of, or in any way related to Owner/Contractor's violations under this paragraph.

Payment: Northeast Asphalt, Inc. proposes to furnish material and labor - complete in accordance with above specifications and prices. Northeast Asphalt, Inc. is entitled to final payment upon substantial completion of the "Work" required herein. Terms of payment shall be net on receipt of invoice. A 1.5% per month service charge shall be charged on all outstanding balances. Upon receipt of payment in full, Northeast Asphalt, Inc. will provide a lien waiver required by Owner/Contractor.

Collection Costs: If any amount due under this contract is not paid when due, is referred to any attorney for collection (whether or not litigation is commenced), or if any legal advice, services, or action shall be necessary, Owner/Contractor agrees to pay all attorney's fees, costs and expenses incurred by Northeast Asphalt, Inc. in connection with collecting that amount.

Insurance/Indemnification: This Proposal is contingent upon the express agreement that indemnification, defense, additional insured status and waivers of subrogation, if required by the Owner/Contractor, shall be provided by Northeast Asphalt, Inc., but only to the extent of Northeast Asphalt, Inc.'s negligent acts or omissions in the performance of its work. Owner/Contractor to carry any necessary property insurance on the Work. Northeast Asphalt, Inc.'s workers are fully covered by Workers' Compensation Insurance. Northeast Asphalt, Inc. will meet insurance limits of liability by using a combination of primary insurance policies and umbrella/excess policies.

Warranty: All material is guaranteed to be as specified. All Work to be completed in a workmanlike manner according to standard practices. Northeast Asphalt, Inc.'s warranty excludes remedy for damage or defect caused by abuse, modifications not executed by Northeast Asphalt, Inc., its subcontractors or suppliers, improper or insufficient maintenance, improper operation, normal wear and tear under normal usage or excessive manipulation over the original design criteria. Northeast Asphalt, Inc.'s warranty for material and

workmanship is for the term of one year from Northeast Asphalt, Inc.'s last substantial labor date and is in lieu of any other warranty or remedy required by law.

Site Drainage: Northeast Asphalt, Inc. reserves the right to refuse to construct a pavement unless minimum grades of 1% are attainable for surface drainage. If the Owner directs construction with less than a minimum grade of 1% or if the plans do not provide 1% drainage in all directions, it is understood and agreed that waterponding may occur and that no warranty will attach to the Work. Northeast Asphalt, Inc. is not responsible for the redesigning of plan grades in order to establish a minimum of 1% drainage.

Subgrade/Aggregate Base: The Owner/Contractor is responsible to furnish Northeast Asphalt, Inc. a suitable subgrade/aggregate base having the ability to support the maximum axle loads transmitted from the heaviest construction and/or vehicle traffic anticipated as not to cause any deformation to the subgrade/aggregate base. All subgrade must be rough graded by Owner/Contractor to within $\pm 0.1'$ of the proposed plan subgrade elevations.

Heaving and Cracking: Heaving of asphalt pavements caused by, but not limited to, wet conditions, expansive soils, and freeze-thaw cycles, is not the responsibility of Northeast Asphalt, Inc. Cracking of asphalt pavements caused by, but not limited to, freeze-thaw cycles, excessive drying of expansive soils, clay soils and reflective cracking, is not the responsibility of Northeast Asphalt, Inc.

Fine Grading of Aggregate Base by Northeast Asphalt, Inc.: If Northeast Asphalt, Inc. fine grades the surface to be paved, the Owner/Contractor shall furnish a surface rough graded to within $\pm 0.1'$ of the proposed plan aggregate base course elevations.

Fine Grading of Aggregate Base by Others: If Owner/Contractor fine grades the surface to be paved, Northeast Asphalt, Inc. may choose to request additional work to correct the surface to be paved for (but not limited to) stability, surface drainage, slope, and elevation. Additional corrective work will be done at no cost to Northeast Asphalt, Inc.

Resurfacing: When resurfacing concrete, brick or asphalt pavements, Northeast Asphalt, Inc. is not responsible for the reproduction of cracks or expansion joints which may occur.

Exclusion of WDOT Specifications: If Wisconsin DOT Standard Specifications are being used, this proposal excludes the following: 450.3.2.1.1 and 450.3.2.1.2 Preparation and Paving Operations and Cold Weather Paving: Northeast Asphalt, Inc. will provide the best quality pavement achievable based on all other required standard specifications.

450.3.2.9 Testing (Ride Quality): Northeast Asphalt, Inc. will provide the best quality ride achievable based on all other required standard specifications.

455.2.2 and 455.2.3 Sampling and Testing (Asphaltic Materials): Northeast Asphalt, Inc. will provide Owner/Contractor a Wisconsin approved mix design and all other material requirements per section 460. Northeast Asphalt, Inc. will perform daily quality control mixture testing at Owner/Contractor's request.

460.2.8.2 Contractor Testing: Northeast Asphalt, Inc. will provide Owner/Contractor a Wisconsin approved mix design and all other material requirements per section 460. Northeast Asphalt, Inc. will perform daily quality control mixture testing at Owner/Contractor's request.

Vegetation: Northeast Asphalt, Inc. will make every effort to remove grass, weeds, and other vegetation (hereinafter "vegetation") before paving, however some vegetation lays dormant and/or has deep roots which can push through the pavement. Northeast Asphalt, Inc. recommends the Owner/Contractor to take preventive measures for the area to be paved and spray all vegetation with a high-quality vegetation killer spray prior to the scheduled start date of the project. Northeast Asphalt, Inc. will not be responsible for and does not warrant against penetration of vegetation through the pavement.

Incorporation: If any other agreement is entered into between the parties, the terms of this agreement shall be incorporated into any such agreement and shall supersede any conflicting terms contained therein.

Captions: The captions and headings at the beginning of each section of this Proposal are for convenience only and are to be given no weight in construing the provisions of this Agreement.

Authorized Signature: _____
Ashley Johnson, Project Manager

Acceptance of Proposal - The above prices, specifications and terms and conditions are satisfactory and are hereby accepted. Northeast Asphalt, Inc. is authorized by Owner to do the Work as specified. Payment will be made to Northeast Asphalt, Inc. by Owner as outlined above. If separate bids or alternate bids are indicated, acknowledge acceptance by initialing those prices which you hereby accept.

Owner: _____ Date: _____

Signature: _____

Job Name: Tower Entrance Paving 2026

Date of Proposal: May 19, 2026

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Date: 3/3/2026 and 9/1/2026
Department: Sheriff/Maintenance/Radio Towers
Amount: 12,545.00 and
Budget Year Amended: 2026

Recording information

Batch no: _____
Date: _____

Source of Increase / Decrease and affect on Program:
(If needed attached separate brief explanation.)

Northeast Asphalt Quote approved in Admin on Feb 12, 2026 for counties responsibility for half the cost of paving the driveway easment at the Green Lake Campground/Tower Project. Amended Quote dated 5/19/2026 attached for \$40,165 (Green Lake's Portion \$20,082.50) \$12,545 was previously approved, \$7,537.50 was the additional portion of the quote Green Lake County is responsible for.

Are Green Lake County contingency funded needed to fund this budget adjustment? **YES** NO
If Yes, complete sections 1, 2, and 3. If No, complete sections 1 and 2 and inform oversight committee.

Section #1

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
26-101-00-58000-000-000	Contingency Expense	\$ 110,000.00	\$ (12,545.00)	\$ 97,455.00
26-100-00-57000-000-000	Radio Tower Capital Outlay		\$ 12,545.00	\$ 12,545.00
26-101-00-58000-000-000	Contingency Expense	\$ 97,455.00	\$ (7,537.50)	\$ 89,917.50
26-100-00-57000-000-000	Radio Tower Capital Outlay	\$ 12,545.00	\$ 7,537.50	\$ 20,082.50
				\$ -
				\$ -
Total Adjustment			\$ -	

Section #2

Department Head Approval: M. A. Padell
Finance Director Approval: Kayla Jonke
County Administrator Approval: Jason Jerome
Inform your Governing Committee

Date: 09-01-26
Date: 9/1/2026
Date: 09/01/2026
Date: _____

Section #3

Governing Committee Approval: _____

Date: _____

Following this approval please forward to the County Clerk's Office.

Finance Committee Approval: _____

Date: _____

County Board Approval: _____

Date: _____



Green Lake County

Administrative Committee

September 10th, 2026

County Manager's Report:

The development of the 2027 budget remains on schedule. Draft copies of the proposed budget will be provided to Finance Committee members at the September meeting. Appreciation is extended to the Department Heads for their cooperation throughout this process. The hard work and collaboration has been much appreciated!

CLA presented the draft 2025 audit at the August Finance Committee meeting. The finalized audit will be presented at a future County Board meeting. I would like to thank the County Financial staff for their efforts in realigning the audit schedule, enabling the audit to be completed more timely so the resulting information can better support the budget process.

Proposed updates to the Policies and Procedures manual were reviewed at this committee last month. The work group is evaluating that feedback with the intent to present the revised recommended updates in October.

Respectfully submitted,

Jason Jerome

County Manager

Respectfully submitted,

Jason Jerome

County Manager