

NOTICE OF MEETING

SHEBOYGAN COUNTY PLANNING, RESOURCES,
AGRICULTURE AND EXTENSION COMMITTEE

December 12, 2023

3:00 PM

UW Extension Office
UW Sheboygan Campus
5 University Drive
Sheboygan, WI
Room 5024

Remote Access:

(312) 626-6799

Meeting ID: 956 6404 0989

Passcode: 856197

<https://zoom.us/j/95664040989?pwd=dGJrYlZ5Tmx2RVcvRDFsdU5Ld0lXZz09>

*** AGENDA ***

Call Meeting to Order

Certification of Compliance with Open Meeting Law

Approval of November 14, 2023 Minutes

Correspondence

Register of Deeds-

Consideration of an Addition to the Register of Deeds Table of Organization

Planning & Conservation -

Consideration of Carryover Request

Consideration of Updated Vendor Contract

Consideration of Vacant Position Request

Discussion and Update on Elkhart Lake Boat Landing Activities

Other Department Project and Program Management Updates- *This report is a summary of key activities in the Department. No action will be taken resulting from the report unless it is a specific item on the agenda.*

Consideration and Approval of Attendance at Other Meetings/Functions

Travel Report and Report of Meetings and Functions Attended by Committee Members

Review and Approve Vouchers

Adjournment

Next scheduled meetings

- January 9, 2024 at 3:00 PM (Planning & Conservation Focus)

Prepared by:

Approved by:

Megan Nasgovitz, Recording Secretary
(920) 459-1370

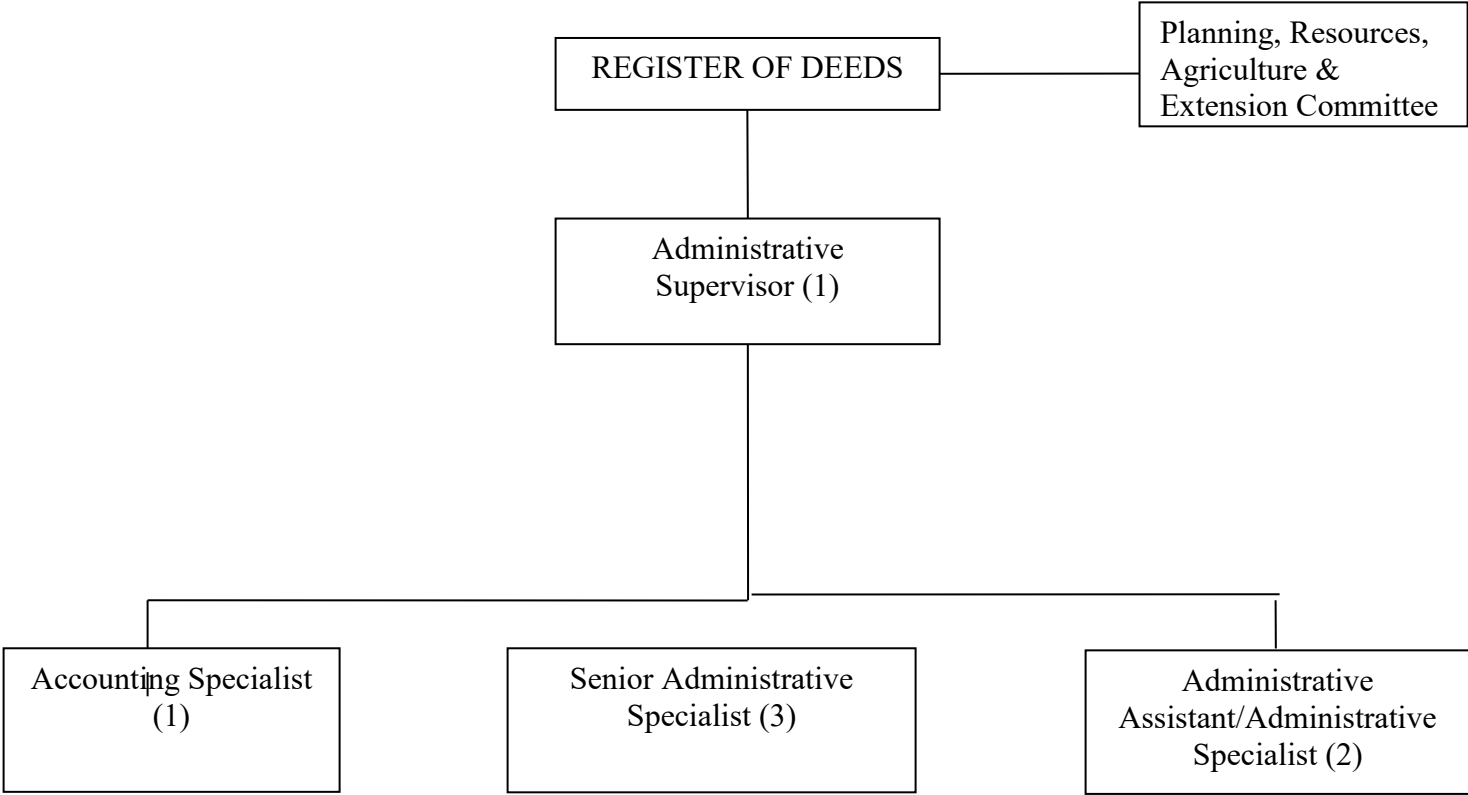
Keith Abler, Chairperson
(920) 207-9351

NOTE: The Committee welcomes all visitors to listen & observe, but only Committee members & those invited to speak will be permitted to do so, except for the Public Hearing portion of this meeting where any interested person can speak. Person with disabilities needing assistance to attend or participate should contact the County Planning & Conservation Department at 920/459-1370 prior to the meeting so that accommodations may be arranged.

NOTE: A majority of the members of the County Board of Supervisors or any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

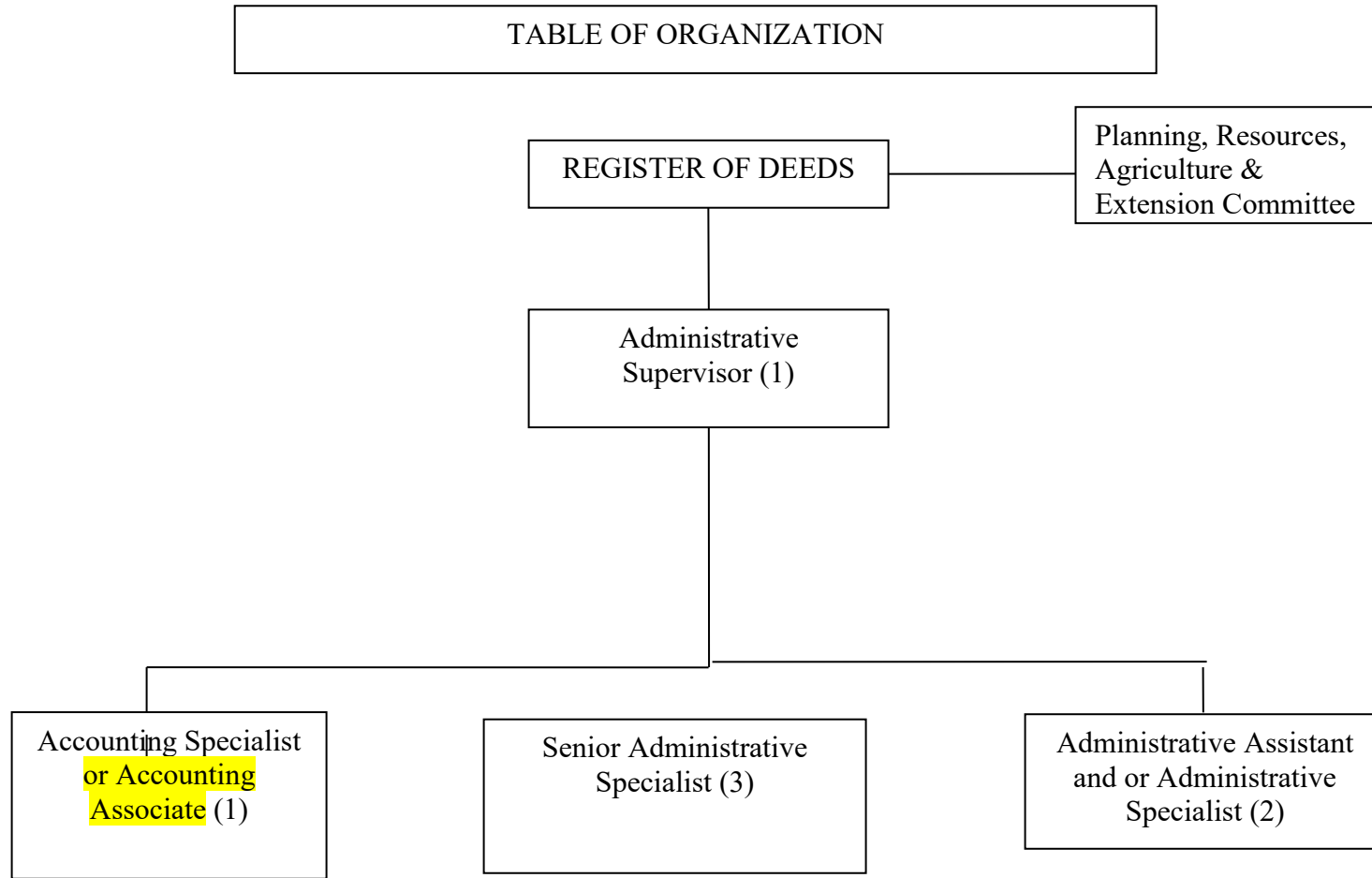
EXISTING

TABLE OF ORGANIZATION



2023

PROPOSED



REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Register of Deeds	
Request Date: 11/16/2023	Effective Date: 01/03/2024 or upon HR Committee Approval

Consult with the Human Resources Director before submitting to your liaison committee.

REQUESTED CHANGES

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized full-time equivalent, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	CURRENT			PROPOSED		
	FT	PT	FTE	FT	PT	FTE
Accounting Specialist – B-23	1	0	0	0	0	0
Adding Accounting Associate B-24	0	0	0	1	0	0
TOTALS	1			1		

RATIONALE

Briefly summarize the reasons for the requested changes in the table of organization.

Allows the department to add additional duties to the Accounting Specialist position. Due to increase in duties to the position, i.e. more training, mentoring, additional deputizing duties. We would like to add the Accounting Associate position to our Table of Organization in order to reflect additional duties. Please note: We are not adding a position to the Table of Organization only a position to for promotion purposes.

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (a couple sentences) the essential work to be performed by each new position, and give a proposed pay grade for the position. (Consult with HR Director regarding pay grades.)

This is not an additional position. It creates an additional DB grade for promotional purposes. Current DB is B-23. Want to add the DB B-24 to reflect additional duties and responsibilities. See job attached descriptions.

BUDGET

Identify the specific source of funding for any additional positions being requested. Deletion of other positions may be used as a source of funding if the positions being deleted have already been approved as part of your operational budget.

<i>Job Title</i>	<i>Cost- Rest of Year</i>	<i>Cost- Annual</i>	<i>Source of Funds</i>
Accounting Associate	\$0.0	\$44,085- \$67,266	Existing Budgeted Levy

ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this change? You may attach additional documentation if you wish.

To reflect the additional duties, we are proposing a 5% increase in pay for this position. We have budgeted this in our 2024 budget.

ACTION TAKEN

Department Head Signature _____ Date: _____

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Distribution: After department head completes form, distribute to liaison committee with copy to Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.

Carryover of Unexpended 2023 Appropriations to 2024

Department Name: _____

Account Number	Requested \$ Amount	Item Description	Justification	Reason Unexpended in 2023
195.567004	\$47,000	New F-150 Truck	Will replace a 2012 vehicle that will have well over 200,000 miles on it by time of delivery. Current vehicle was a hand-me-down from the Highway Dept and is starting to incur expensive repairs and is starting to shift hard. Vehicle is starting to rust out as well.	Truck was ordered and has apparently shipped, though we have not taken delivery.
	\$47,000		TOTAL REQUEST	



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 12/12/2023

To: Planning, Resources, Agriculture & Extension Committee Members

From: Aaron Brault

Position Request:

Position: Summer LTE

Reason for Vacancy: Summer LTE

Justification:

Help mow, weed whack, paint, clean, AIS work, etc.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No

If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$12,240	\$1,083	\$13,323

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature  Date: 11/27/2023

Human Resources Director Signature  Date: 11/27/2023

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only.*)
5. HR begins recruitment process.01/2021