



RESOLUTION #

CHANGE IN JOB DESCRIPTION FOR HIGHWAY DEPARTMENT SHOP FOREMAN

RUSK COUNTY

TO THE RUSK COUNTY BOARD OF SUPERVISORS

Table with 4 columns: ROLL CALL Board Members, AYE (Yes), NAY (No), Abstain / Excused. Lists 19 board members and a TOTAL row.

1 WHEREAS, a position vacancy allowed the Highway Department to re-assess the needs of the Department; and,

2 WHEREAS, it was determined that a Shop Foreman would help operations be more efficient; and,

3 WHEREAS, The Highway Commissioner is requesting to amend the Shop Foreman job description to better reflect the duties.

4 WHEREAS, The Highway Department Committee approved the Shop Foreman job description at the October 16, 2023 Highway Committee meeting.

5 NOW, THEREFORE, BE IT RESOLVED, That the Rusk County Board of Supervisors approve the attached job description effective November 14, 2023.

6 BE IT FURTHER RESOLVED, That the attached job description and the updated job description questionnaire will be submitted to Carlson Dettmann for a reclassification to be placed on the County's wage scale.

BOARD ACTION section with fields for Vote Required, Motion to Approve, Adopted, 1st, 2nd, No, Yes, Exc.

Reviewed by: section with lines for Corp. Counsel and Finance Director, and FISCAL IMPACT: (Note if there is any fiscal impact or not)

SUBMITTED BY:

Rusk County Personnel Committee

Terry DuSell, Chairman

Jonathan Unterschuetz

Bob Stout, Vice Chairman

Alan Rathsack

Jim Meyer

Certification: I, Connie Meyer, Clerk of Rusk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the ___ day of ___, 2023 by the Rusk County Board of Supervisors.

Connie Meyer
County Clerk, Rusk County

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RESOLUTION #

CHANGE IN JOB DESCRIPTION FOR HIGHWAY DEPARTMENT OPERATIONS MANAGER

RUSK COUNTY

TO THE RUSK COUNTY BOARD OF SUPERVISORS

Table with 4 columns: ROLL CALL Board Members, AYE (Yes), NAY (No), Abstain / Excused. Lists 19 board members and a TOTAL row.

1 WHEREAS, The Operations Manager job duties have changed over time, such as
2 removal of shop supervision and the addition of bi-weekly on call duties.

3 WHEREAS, The Highway Commissioner is requesting to amend the Operations
4 Manager job description to better reflect the duties being actually performed by the
5 Operations Manager.

6 WHEREAS, The Highway Department Committee approved the Operations Manager
7 job description at the October 16, 2023 Highway Committee meeting.

8 NOW, THEREFORE, BE IT RESOLVED, That the Rusk County Board of
9 Supervisors approve the attached job description effective November 14, 2023.

10 BE IT FURTHER RESOLVED, That the attached job description and the updated job
11 description questionnaire will be submitted to Carlson Dettmann for a reclassification and
12 a wage increase issued if deemed appropriate by Carlson Dettmann.

BOARD ACTION
Vote Required: Majority Vote of a Quorum
Motion to Approve Adopted []
1st [] Defeated []
2nd []
No: [] Yes: [] Exc: []

SUBMITTED BY:
Rusk County Personnel Committee

Terry DuSell, Chairman

Jonathan Unterschuetz

Bob Stout, Vice Chairman

Alan Rathsack

Jim Meyer

Reviewed by:
_____, Corp. Counsel
Reviewed by:
_____, Finance Director
FISCAL IMPACT: (Note if there is any fiscal impact or not)

Certification:
I, Connie Meyer, Clerk of Rusk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the ___ day of ___, 2023 by the Rusk County Board of Supervisors.

Connie Meyer
County Clerk, Rusk County

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RUSK COUNTY

ROLL CALL Board Members	AYE (Yes)	NAY (No)	Abstain / Excused
1. TERRY DUSELL			
2. JERRY BILLER			
3. ALAN RATHSACK			
4. TONY HAUSER			
5. TERRY WEDWICK			
6. ROBERT STOUT			
7. RANDY TATUR			
8. TOM CUDO			
9. PHIL UNTERSCHUETZ			
10. JON UNTERSCHUETZ			
11. PHIL SCHNEIDER			
12. JIM MEYER			
13. MARK SCHMITT			
14. JOHN KALEPP			
15. TOM HANSON			
16. LOIS GOODE			
17. DAVE WILLINGHAM			
18. MICHAEL HRABAN			
19. DAN GUDIS			
TOTAL			

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

No: _____ Yes: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Finance Director

FISCAL IMPACT: (Note if there is any fiscal impact or not)

Assuming family health plan and a wage rate of \$20.34 and no available grant funds, fiscal impact would be \$68,860.17.

Certification:

I, Connie Meyer, Clerk of Rusk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the _____ day of _____, 2023 by the Rusk County Board of Supervisors.

Connie Meyer
County Clerk, Rusk County

RESOLUTION #

AMENDING RESOLUTION #21-12 AUTHORIZING THE CREATION OF A LAND INFORMATION/GIS ADMINISTRATIVE ASSISTANT

TO THE RUSK COUNTY BOARD OF SUPERVISORS

1 **WHEREAS**, the Rusk County Board of Supervisors approved the
2 creation of a full-time Land Information/GIS Administrative Assistant
3 position in Resolution #21-12; and,
4
5 **WHEREAS**, this resolution identifies that this position will be funded by
6 the Land Information Grant; and,
7
8 **WHEREAS**, this position has become integral to the operations of the
9 Land Conservation, Zoning, and Land Information departments; and,
10
11 **WHEREAS**, the Land Conservationist requests that this position be
12 permanent whether grant funding is available or not.
13
14 **NOW, THEREFORE, BE IT RESOLVED**, that Resolution #21-12 is
15 amended to fund the Land Information/GIS Administrative Assistant from
16 the Land Conservation & Development Department budget if grant funds
17 are unavailable; and,
18
19 **BE IT FURTHER RESOLVED**, that this change is effective January 1,
20 2024.

SUBMITTED BY:
Rusk County Personnel Committee

Terry DuSell, Chairman

Bob Stout, Vice Chairman

Jim Meyer

Alan Rathsack

Jonathon Unterschuetz

RESOLUTION # 21-12
 AUTHORIZING THE CREATION OF A
 LAND INFORMATION/GIS ADMINISTRATIVE ASSISTANT

RUSK COUNTY

ROLL CALL Board Members	AYE (Yes)	NAY (No)	Abstain / Excused
1. TERRY DUSELL			
2. JERRY BILLER			
3. ALAN RATHSACK			
4. TONY HAUSBR			
5. TIMOTHY MILLER			
6. ROBERT STOUT			
7. RANDY TATUR			
8. LYLE LIEFFRING			
9. BILL MCBAIN			
10. KEN PEDERSEN			
11. PHIL SCHNEIDER			
12. JIM MEYER			
13. MARK SCHMITT			
14. LISA DOBROWOLSKI			
15. TOM HANSON			
16. JOSH UNTERSCHUETZ			
17. DAVE WILLINGHAM			
18. MICHAEL HRABAN			
19. KEN BROWN			
YB ABBIGAIL KNOLL			
YB SARAH RANDS			
TOTAL			

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve: _____ Adopted Defeated

1st Schneider Defeated

2nd Dobrowolski

No: _____ Yes: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Finance Director

FISCAL IMPACT: (Note if there is any fiscal impact or not)

Certification:

I, Connie Meyer, Clerk of Rusk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 23 day of March, 2021 by the Rusk County Board of Supervisors.

Connie Meyer
 Connie Meyer
 County Clerk, Rusk County

TO THE RUSK COUNTY BOARD OF SUPERVISORS

1 WHEREAS, the Land Conservation and Development Department includes the Land
 2 Information, Land Conservation, and Zoning divisions, and
 3
 4 WHEREAS, a need has been identified for administrative assistance within the
 5 Department, and
 6
 7 WHEREAS, specific administrative and clerical tasks related to the Land Information
 8 division have been outlined, and
 9
 10 WHEREAS, the division receives a Land Information grant which is available to pay the
 11 cost of this assistance, and
 12
 13 WHEREAS, additional administrative and clerical tasks have been identified by the
 14 Land Conservation division and Zoning division, and
 15
 16 WHEREAS, additional State Land Conservation grant assistance may become available
 17 that would support an administrative position for that division, and
 18
 19 WHEREAS, the Department would like to proceed with the creation of full-time
 20 Administrative Assistant position funded by the Land Information Grant to support the
 21 operations of the Department.

22
 23 NOW, THEREFORE, BE IT RESOLVED, that the Rusk County Board of Supervisors
 24 does hereby approve of the creation of a full-time Land Information/GIS Administrative
 25 Assistant position with a pay range of \$14.85 to \$18.15.

26
 27 BE IT FURTHER RESOLVED, that the position is a grant funded position and should
 28 grant dollars not be available or not sufficient to pay the full costs of the position that the
 29 position will be eliminated
 30
 31

SUBMITTED BY:

Rusk County Personnel Committee

Tom Hanson
 Tom Hanson, Chairman

Robert Stout
 Robert Stout, Vice Chairman

Dave Willingham
 Dave Willingham

Lisa Dobrowolski
 Lisa Dobrowolski

Mike Hraban
 Mike Hraban