



Kewaunee County
EXECUTIVE COMMITTEE MEETING

AGENDA

August 14, 2019 8:00 a.m., Conference Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

1. Call to Order
2. Roll Call
3. Approve August 14, 2019 Agenda
4. Approve July 10, 2019 Meeting Minutes
5. Public Comment
6. Discussion of County Pay Plan (possible action)
 - a. Approve Methodology for Annual Pay Plan Increase
7. Administrator's Report
 - a. Personnel Report
 - b. Administrator's Report
 - Status Report of Study Groups
8. Approval to Fill Position Vacancy – Community Health Educator – Public Health
9. Approval of Phase 1 Final Report from Venture Architects (Jail Study)
10. Approval of Phase 2 of Jail Study
11. Discuss ATV Ordinance (possible action)
12. Discuss Resolution Supporting Great Lakes Marine Sanctuary (possible action)
13. Chairman's Report
14. Next Meeting: September 11, 2019 at 8:00 a.m.
15. Adjournment



Kewaunee County
EXECUTIVE COMMITTEE MEETING
MINUTES

July 10, 2019 7:30 a.m., Conference Room
County Administration Building, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: Chair Weidner called the meeting to order at 7:30 a.m.

Roll Call: Members present – Robert Weidner, Charles Wagner (left at 9:09), Tom Romdenne, Gary Paape, Virginia Haske, Kaye Shillin, Mary Ellen Dobbins, John Mastalir (arrived 7:35). Members Excused – Scott Jahnke,.

Others present –Sheriff Matt Joski, Rebecca Deterville, Scott Feldt, Jeff Wisnicky, David Cornelius, Tracy Nollenberg, Cindy Kinnard, Greg Gabriel, Davina Bonness, Cindy Kudick, Steve Hanson, Jennifer Gonzalez, Paul Kunesh, Corrine Konkol, Todd Every, Dave Myers, Louise Wolff, Debbie Miller, Rob Stearns, Sarah Johaneck, Melissa Annoye, Bonnie Joski, Marleia Dorner, Peggy Seidl, Chad Laluzerne, Lori Nellis, Brenda VandermauseSue Weisser.

Approve July 10, 2019 Agenda: Wagner moved and Paape seconded to approve the agenda. Motion carried.

Approve June 6, 2019 Meeting Minutes: Wagner moved and Paape seconded to approve the June 6, 2019 minutes. Motion carried.

Public Comment: Sue Weisser questioned the need to modify the plan citing various county actions including the landfill, and county sales tax as examples of questionable decisions. Weisser advocated for the employees to not bear the brunt of the county's financial issues. Bonness expressed her concern that the proposal in front of the committee causes a number of employees to leap forward in the pay plan with many to the top of the pay scale. Bonness cited individual examples within her department. LaLuzerne expressed his concern that the issue is a county problem not a county employee problem.

Discussion of County Pay Plan: Weidner gave a summary of actions the County has taken to address budgetary issues in previous years. Weidner spoke about the pay plan and how the process relates to a union contract and how county wages and increases compare to the private sector. Dobbins expressed her concern regarding employee recruitment and retention. Revenue growth is an important issue. Wagner expressed his concern regarding employee morale and how we address those employees at the top of the pay scale. General discussion followed regarding how the County determined employee wages in the past including union contracts and how wage increases were projected. Wagner suggested the County should support a resolution to modify the state levy limits. Romdenne expressed his preference that the pay plan should be left alone and have the Committee only decide on the cost of living. The Committee would determine the increase for those employees at the top of the scale. Every stated that he understands that something needs to be done. Perhaps the Committee can look at changing items within the county Personnel Policies to lessen the impact. Joski commend the Committee for looking at the issue. He urged the Committee to look at the



revenue side. The County should go to the community and explain that we have at expenses and it is now time to address increasing revenues. Bonness suggested that employees be left in their current step and reduce the step increases. Kunesh indicated this would create

individualized plans for each employee which is not the purpose of a pay plan. Wisnicky stated the County is not addressing what the employees should be paid. Feldt indicated there is a difference between what an employee should be paid and what the County is able to pay. Additional questions were raised as to the cost of living increase and how it is incorporated in to the total wage increase, as well as how the original pay plan was constructed. Mastalir shared his relief that he owns a private company. Wages are not made public and to make them public often hurts the employees. In addition, while he pays more as a per hour wage, he pays 15% of health insurance premiums and the employees pay 85% which is the opposite of the County. A question was raised whether the Committee should table the issue. The Chair indicated the issue has been placed on three consecutive committee agendas. Hanson indicated his support for Romdenne's view that the plan should be left as is with regard to step increases but have the Committee decide the pay for the top of the scale. Hanson suggests a 1% increase for those at the top of the scale. General discussion followed. Wagner moved and Romdenne seconded that the front half of the plan (Years 1-8) would receive a 3% step increase with no cost of living increase, the second half of the plan (Years 9-15) would receive a 2% step increase with no cost of living increase, and those at the top of the scale would receive a 1% increase with no cost of living increase. In addition, the County will review the county Personnel Policies and conduct a wage study. Motion carried 6-2 with Wagner, Romdenne, Haske, Paape, Weidner and Mastalir voting aye and Dobbins and Shillin voting nay.

A ten minute recess was held.

Administrator's Report

Personnel Report- Feldt reviewed the personnel report. No items for discussion.

Administrator's Report – Feldt informed the committee that Broadband Study Group will not meet in June or July. Additional information is being collected to present to the group. The Public Safety Facility Study Group met and recommended that the County proceed to Phase 2. Feldt reviewed the timeline for the various committees to approve the report, recommend to proceed to Phase 2 and approve funding for Phase 2.

Feldt reviewed the progress to date with the Jail Study Group. Venture Architects is finishing up the final draft of the Phase 1 Report that will be presented to the County Board. The recommendation is for the County to construct a new facility with an initial estimation of 74 beds. General discussion followed as to size and the need for programming space.

Approval to Fill Vacant Positions – Contract Social Worker and Dispatcher/Jailer positions: Paape moved and Dobbins seconded to authorize the filling of the Jailer/Dispatcher position and the Social Worker position. Motion carried.



Review Phase 1 Report and Recommends of Public Safety Facility Committee: Feldt summarized the recommendations of the Study Group. Some supervisors indicated they had not seen the Final Report. Feldt indicated that the information provided in the summary given to the County Board on June 18 had not changed and the final report was additional detail supporting the findings and recommendation by the consultant. The Chair deferred action and indicated the Committee will approve the report and recommendation at the August meeting.

Chief Deputy Recruitment Policy: The Committee reviewed language drafted by Corporation Counsel regarding the recruitment and selection of the Chief Deputy. The purpose of the language is to agree on the process prior to the Chief Deputy retiring. The Sheriff expressed his support of the language. Haske moved and Mastalir seconded to approve the policy. Motion carried.

Chairman's Report: Weidner indicated the state prison issue is dead for now as funding in the state budget was vetoed out. The County S Bridge project in Algoma is underway. The ATV ordinance has been passed by the towns of Pierce, Casco, West Kewaunee, Carlton, and Montpelier. Some discussion related to the ordinance followed. Weidner also reported the Parks and Land Conservation Departments are addressing erosion issues along the ravine at the ATV park.

Next Meeting: The next meeting is scheduled for August 14 at 8:00 a.m. and September 11 at 8:00 a.m.

Adjournment: Romdenne moved and Paape seconded to adjourn the meeting. Motion carried. Meeting adjourned at 9:36 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Scott Feldt".

Scott Feldt



KEWAUNEE COUNTY ADMINISTRATOR

Scott Feldt

INTEROFFICE MEMORANDUM

DATE: August 14, 2019
TO: Executive (Personnel) Committee Members
FROM: Scott Feldt, Kewaunee County Administrator
RE: Approval of County Pay Plan Modifications

REQUEST

Modify the county pay plan to reduce step pay increase from 3.0% for steps 1-6 (year 8) in the current pay plan to 1.5% and reduce step pay increase from 2.0% for steps 7-11 (year 15) in the current pay plan to 1.0%. In addition, an annual increase based on the cost of living would be included as well. The annual total wage increase could not exceed 3.75%. This proposal is similar to the previous Proposal 3 that the Committee has reviewed. These changes would be effective January 1, 2020.

BACKGROUND

The Executive (Personnel) Committee has been presented a number of proposals that modify the existing pay plan. The reason for considering a modification is due to the long term financial sustainability of the plan, and whether the County can continue to fund the current step increases along with cost of living increases. An analysis was conducted by Administration and outlined in the May 10, 2019, memo to Committee members. The analysis examined the estimated annual savings the various proposals and the number of employees that will be at the highest step in the pay plan. Additional information was provided regarding the five year county financial forecast and the additional factors (jail, human services, etc.) that were taken into account when the proposals were presented.

Administration examined changing the rate of the step plan increase, increase, and placing a cap on the total rate of increase an employee can receive in a year through step increases and annual increase based on the cost of living. Modifying the step increase is the most equitable option. All employees receive an annual increase based on the cost of living. Only those employees not at the final step of the pay plan are able to receive a step increase. Therefore, a reduction in the annual increase based on the cost of living affects those employees at the top of the pay scale to a greater degree than other employees as they are ineligible for a step increase. The wage range for all positions will be compressed, but it is important to note that the wage ranges are modified each year to incorporate the cost of living increase.

Fiscal Impact

The estimated annual savings beginning in 2020 savings is \$34,142.

Department of Public Health
Community Health Educator

Characteristic Work of the Position:

Description: Under the direction of the Public Health Director, develop and implement strategies to improve the health of Kewaunee County residents through collection of data and discussion with community members. Will strive to educate county residents into making positive decisions regarding their personal health.

Example of Duties:

1. Assess the health needs of Kewaunee County.
2. Develop and evaluate programs, materials, or events that teach people about specific health topics.
3. Teach residents how to manage existing health conditions.
4. Help county residents to locate health services and health related resources.
5. Provide training on health related topics to professional staff, area businesses, and individual residents.
6. Collect and analyze data to learn about the county and improve existing health conditions.
7. Advocate for public health and community health needs.
8. Educate people about the importance of healthcare services, facilitate access to healthcare services, and provide community outreach regarding healthcare services when / where needed.
9. Oversee, administer, and / or assist in programming related to state and federal grant funding for programs including Public Health Emergency Preparedness, Immunization, Lead Poisoning Prevention, Maternal and Child Health, Preventative Health Services, and nutrition programs including WIC and Fit families.
10. Assist in the Community Health Assessment process and implementation of the Community Health Improvement Plan.
11. Update the Kewaunee County Public Health Emergency Preparedness Plan, including appendices, and maintain documentation of agreements through MOU's and other written documents as appropriate.
12. Participates in training and exercises/drills to prepare for and respond to public health threats in accordance with county and departmental emergency response plans as assigned by the Health Officer. This includes the maintenance of National Incident Management compliance training as recommended by Wisconsin Emergency Management.
13. Print and distribute as appropriate the public health emergency preparedness plan as well as updating the go kits.

The above stated duties are considered normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned per director discretion.

Qualifications:

Essential Knowledge and Abilities:

1. Thorough knowledge of community health concepts including human growth and development, injury prevention, emergency preparedness, and nutrition.
2. Ability to work independently and exercise good judgment, initiative, and discretion.
3. Must have the ability to work flexible hours.
4. Ability to communicate effectively, both verbally and in writing.
5. An understanding of client confidentiality and HIPPA.
6. Capacity to establish and maintain effective working relationships with co-workers, community partners, county medical providers, and clients from all cultural and socioeconomic backgrounds.
7. Familiarity with Kewaunee County.
8. Functions as a public health resource on various public health issues and programs by providing information and guidance to health care providers, schools, community groups and organizations, as well as other county agencies.
9. Identifies present and potential health needs and resources related to the total health of individuals, families, and the community as a whole.
10. Awareness of available resources and initiation and implementation of appropriate comprehensive health services needed to support individual health care.

Training and Experience:

1. A Bachelors Degree from an accredited institution in public or community health education or related field such as: nursing, environmental health, health promotion, dietetics, or education with 2 years of public health experience preferred.
2. Valid State of Wisconsin driver's license and proof of automobile insurance.
3. CPR certification
4. National Incident Management System (NIMS) / Incident Command System (ICS) 100 , 200 and 700 certification within six (6) months of employment.
5. Public Health Experience desired.
6. Certified Health Education Specialist (CHES) with twenty-four (24) months of employment.

Supervision: This position reports to the Director of Public Health.



RESOLUTION NO.

A RESOLUTION APPROVING PROCEEDING TO PHASE II OF PUBLIC SAFETY/JAIL FACILITY STUDY - Venture Architects

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS,** Venture Architects completed Phase I of the Kewaunee County Public Safety Planning and
 2 Design Project; and
 3
 4 **WHEREAS,** the Executive Committee considered the Phase I findings and recommendations of Venture
 5 Architects and the Public Safety Facility Study Committee and hereby recommends proceeding to Phase II;
 6 and
 7
 8 **WHEREAS,** the Finance and Public Property Committee recommends placing sufficient funds in the 2020
 9 Kewaunee County Budget to complete Phase II of the Kewaunee County Public Safety Planning and Design
 10 Project.
 11
 12 **NOW, THEREFORE, BE IT RESOLVED,** by the Kewaunee County Board of Supervisors duly assembled this
 13 20th day of August 2019, that the Board approves contracting with Venture Architects to complete Phase II of
 14 the Public Safety Planning and Design Project; and
 15
 16 **BE IT FURTHER RESOLVED,** funds for this project will be incorporated into the 2020 Kewaunee County
 17 Budget.

Respectfully Submitted,
FINANCE AND PUBLIC PROPERTY COMMITTEE

_____ Virginia Haske, Chair	_____ Lee Luft
_____ John Mastalir	_____ Daniel Olson
_____ Thomas Romdenne	
EXECUTIVE COMMITTEE	
_____ Robert A. Weidner, Chair	_____ Mary Ellen Dobbins
_____ Virginia Haske	_____ Scott Jahnke
_____ John Mastalir	_____ Gerald Paape
_____ Thomas J. Romdenne	_____ Kaye Shillin
_____ Charles Wagner	

	Y E S	N O	A B S E N T	A B S T A I N
Augustian, A.				
Cochart, C.				
Cretney, T.				
Dobbins, M.				
Doell, D.				
Haske, V.				
Jahnke, S.				
Kroll, K.				
Luft, L.				
Lukes, J.				
Mastalir, J.				
Olson, D.				
Paape, G.				
Romdenne, T.				
Schmitt, C.				
Shillin, K.				
Teske, L.				
Tremel, K.				
Wagner, C.				
Weidner, R.				
TOTALS				
FISCAL IMPACT STATEMENT				
\$67,100.00 Included in 2020 Budget				
APPROVED AS TO FORM Jeffrey R. Wisnicky Corporation Counsel				

Chapter 25

All-Terrain Vehicles and Snowmobiles

- 25.010 Authority
 - 25.020 Regulation of All-Terrain Vehicles
 - 25.021 Operation of ATVs or UTVs on ATV Routes
 - 25.030 Regulation of Snowmobiles
 - 25.040 Penalties
 - 25.050 Enforcement
 - 25.060 Effective Date
-

25.010 Authority. The Kewaunee County Board of Supervisors adopts the provisions of this Ordinance pursuant to the authority of Wis. Stats. §23.33(11) and §350.18.

25.020 Regulation of All-Terrain Vehicles. Except as otherwise specifically provided in this Code, the statutory provisions of Wis. Stat. §23.33 and Wis. Admin. Code NR §64 describing and defining regulations with respect to all-terrain vehicles are adopted and by reference made a part of this Code as if fully set forth herein. Any act required to be performed or prohibited by any statute or administrative code incorporated herein by reference is required or prohibited by this Code. Any future amendments, revisions, or modifications of the statutes or administrative code incorporated herein are intended to be made part of this Code in order to secure uniform statewide regulation of all-terrain vehicles.

25.021 Operation of ATVs or UTVs on ATV Routes. The operation of an ATV or UTV on a roadway that is an approved ATV Route and signed in accordance with Wis. Stat. §23.33(8)(e) by Kewaunee County or any city, town or village is subject to the following provisions:

- (1) Any operator or passenger shall comply with all federal, state, and local laws, orders, regulations, restrictions and rules, including Wis. Stats. §23.33 and Wisconsin Administrative Code NR §64.
- (2) Operators shall observe a speed limit of 35 miles per hour or the posted speed limit, whichever is less.
- (3) Operators shall operate on the paved surface on the extreme right side of the roadway.
- (4) Operators shall ride in single file.
- (5) Operators who were born on or after January 1, 1988 must have completed an ATV safety certification course.
- (6) Operators must be at least 16 years of age and possess a valid driver's license.

- (7) No person may operate an ATV or UTV on an ATV Route at any time before or after the Operating Hours. Operating Hours are 60 minutes before sunrise to 60 minutes after sunset.
- (8) Every ATV/UTV shall be equipped, maintained, and operated so as to prevent excessive or unusual noise. No person shall drive an ATV/UTV on an ATV Route unless such ATV/UTV is equipped with a muffler or other effective noise-suppressing system in good working order and in constant operation. It shall be unlawful to use a muffler cutout, bypass, or similar device on any ATV/UTV upon an ATV Route. No person shall modify or change the exhaust muffler, the intake muffler, or any other noise-abatement device of an ATV/UTV in a manner such that the noise emitted by the ATV/UTV is increased above that emitted by the ATV/UTV as originally manufactured.

25.030 Regulation of Snowmobiles. Except as otherwise specifically provided in this Code, the statutory provisions in Chapter 350, Wisconsin Statutes, describing and defining regulations with respect to snowmobiles are adopted and by reference made a part of this Code as if fully set forth herein. Any act required to be performed or prohibited by any statute incorporated herein by reference is required or prohibited by this Code. Any future amendments, revisions, or modifications of the statutes incorporated herein are intended to be made part of this Code in order to secure uniform statewide regulation of snowmobiles.

25.040 Penalties.

- (1) Any forfeiture for a violation for the State Statutes adopted by reference in this Chapter shall conform to the forfeiture permitted to be imposed for violation of such statutes as set forth in the uniform deposit and misdemeanor bail schedule of the Wisconsin Judicial Conference, including any variations or increases for subsequent offenses, which schedule is adopted by reference.
- (2) Any violation of this Chapter not included in the uniform deposit and misdemeanor bail schedule of the Wisconsin Judicial Conference shall have a cash deposit of seventy-five dollars (\$75.00) plus court costs and one-hundred fifty dollars (\$150.00) plus court costs for a second violation of this Ordinance within a 12 month period.

25.050 Enforcement. This ordinance shall be enforced by any law enforcement officer authorized to enforce the laws of the State of Wisconsin.

25.060 Effective Date. This ordinance is effective upon passage and publication.



RESOLUTION NO.

A RESOLUTION IN SUPPORT OF A NATIONAL MARINE SANCTUARY IN WISCONSIN'S MID-LAKE REGION AND POSSIBLE INCLUSION OF KEWAUNEE COUNTY'S COASTAL AREAS

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, The natural resources in the Mid-Lake region of Lake Michigan, including the coastal areas
2 of Kewaunee County, are part of a rich, bio-diverse ecosystem that supports one of the largest spawning
3 populations of indigenous lake trout and serves as an important flyway for migratory birds that traverse
4 Canada, the U.S., Central and South America; and
5

6 **WHEREAS**, the Mid-Lake region of Lake Michigan is comprised of sand beaches, steep bluffs, Niagara
7 limestone formations, wetlands, prairies, and freshwater sand dunes that support a wide variety of life;
8 and
9

10 **WHEREAS**, the Mid-Lake region of Lake Michigan contains an extraordinary collection of nationally
11 significant shipwrecks including 15 shipwrecks listed on the National Register of Historic Places including
12 two additional shipwrecks on the National Register of Historic Places in Kewaunee County's coastal
13 waters (the American and the Daniel Lyons) and more than 30 other documented Kewaunee coastal
14 shipwrecks in total; and
15

16 **WHEREAS**, the architectural integrity and accessibility (nearly one-quarter of the documented
17 shipwrecks are in less than 20 feet of water), of many of these shipwrecks makes the Mid-Lake region of
18 Lake Michigan an outstanding choice for a new National Marine Sanctuary; and
19

20 **WHEREAS**, a National Marine Sanctuary would be invaluable in telling the cultural history of the Mid-
21 Lakes region including human settlement patterns, shipbuilding, commercial fishing, lumbering, mining
22 and maritime transportation; and
23

24 **WHEREAS**, a National Maritime Sanctuary would support and enhance local, state, regional and
25 national and international tourism as one of the key economic drivers of the Mid-Lake region; and
26

27 **WHEREAS**, tourism in Ozaukee, Sheboygan, Manitowoc and Kewaunee Counties constitutes more than
28 \$400 million per year in visitor spending and supports more than 7,400 equivalent full-time jobs
29 generating more than \$675 million in total business sales and \$50 million in state and local taxes; and
30

31 **WHEREAS**, a National Marine Sanctuary that includes Kewaunee County would build upon the
32 nationally known sport fishing industry in Kewaunee County, the recently approved Kewaunee Harbor
33 and Pierhead Lighthouse restoration project and the walkway project connecting the Pierhead
34 Lighthouse to the Ahnapee Trail; and
35

36 **WHEREAS**, a new Lake Michigan Marine Sanctuary would support and promote a wide range of youth
37 and adult educational activities and enhance the cultural and historical understanding of this region; and
38

39 **WHEREAS**, the Wisconsin Historical Society (WHS) in partnership with the Department of
40 Administration's Wisconsin Coastal Management Program (WCMP), recommended that an 875-square

1 mile area within the 2,552-square mile Mid-Lake Michigan region be considered for a national marine
 2 sanctuary in Wisconsin; and
 3

4 **WHEREAS**, the WHS, the WCMP, the University of Wisconsin Sea Grant Institute, and the citizens of
 5 the State have invested a quarter of a century in documenting, preserving, and celebrating Wisconsin's
 6 maritime heritage.
 7

8 **NOW, THEREFORE, BE IT RESOLVED** by the Kewaunee County Board of Supervisors duly assembled
 9 this 15th day of December 2015, that the Board enthusiastically supports the nomination to NOAA of a
 10 national marine sanctuary in this Mid-Lake region of Lake Michigan and encourages NOAA to consider
 11 inclusion of Kewaunee County's coastal areas in this marine sanctuary designation.
 12

13 **BE IT FURTHER RESOLVED** that the County Clerk shall forward copies of this Resolution to Governor
 14 Walker, state and federal legislative representatives having constituencies in Kewaunee County, the
 15 Wisconsin Counties Association, and such other public officials as the Clerk may deem appropriate.

Respectfully Submitted,

PERSONNEL, ADVISORY AND LEGISLATIVE COMMITTEE

APPROVED AS TO FORM
 Jeffrey R. Wisnicky
 Corporation Counsel

FISCAL IMPACT STATEMENT:

	Y E S	N O	A B S E N T	A B S T A I N
Benes, P				
Cravillion, D.				
Doell, D.				
Garfinkel, R.				
Haske, V.				
Heidmann, B.				
Heuer, R.				
Jahnke, S.				
Kirchman, L.				
Luft, L.				
Mastalir, J.				
Paape, G.				
Pagel, J.				
Paider, R.				
Romdenne, T.				
Shillin, K.				
Sinkula, L.				
Tebon, K.				
Wagner, C.				
Weidner, R.				
TOTALS				