



Kewaunee County
EXECUTIVE COMMITTEE MEETING
AGENDA

April 4, 2022 6:00 p.m., Conference Room
County Administration Building, 810 Lincoln Street, Kewaunee

- 1. Call to Order**
- 2. Roll Call**
- 3. Approve April 4, 2022 Agenda**
- 4. Approval of March 7, 2022 Minutes**
- 5. Public Comment**
- 6. Administrator's Report**
 - a. Personnel Report**
 - b. Staff Recruitment Issues**
- 7. Review**
- 8. Next Meeting: May 9, 2022**
- 9. Adjournment**

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.



Kewaunee County
EXECUTIVE COMMITTEE MEETING
MINUTES

March 7, 2022 6:00 p.m., Conference Room
County Administration Building, 810 Lincoln Street, Kewaunee

Call to Order: Chair Olson called the meeting order at 6:00 p.m.

Roll Call: Members Present – Dan Olson, Gary Paape, Linda Teske, Tom Romdenne, Aaron Augustian, Scott Jahnke, John Mastalir, Virginia Haske. **Others Present** – Milt Swagel, Matt Joski, Rebecca Deterville, Scott Feldt, Jeff Wisnicky, Jason Veaser.

Approve March 7, 2022 Agenda: Jahnke moved, Romdenne seconded to approve the agenda. Motion carried.

Approval of February 3, 2022 Minutes: Augustian moved, Mastalir seconded to approve the February 3, 2022, minutes. Motion carried.

Public Comment: None.

Administrator's Report

Personnel Report: Feldt reviewed the report with the committee. Feldt informed the committee of the difficulty in recruiting candidates. Feldt provided the example in the Clerk of Courts office where offers were made to two different applicants that were rejected. The Child Support Agency invited over a dozen applicant to test. Five people attended. All five were offered interviews of which three participated, and none of the candidates were deemed acceptable. Similar difficulties are being experienced in the Jail, Emergency Management and Human Services.

Approval of Elected Official Salaries (Sheriff, Clerk of Court, Coroner): Feldt explained that salaries for the Coroner, Clerk of Court and Sheriff needs to be set before candidates are able to take out nomination papers. These salaries are set for the upcoming 4-year term.

Coroner – Feldt explained that the Coroner salary has been unchanged for longer than he has been Administrator (7 years), and it would be wise for the Committee to increase the compensation. Feldt explained that if no one were to serve as Coroner, a medical examiner would need to be appointed. This cost would be dramatically higher than the cost of a coroner. There were numerous questions as to duties and the current and past rate of pay. Rory Cochart was available by phone to answer questions regarding the average call time and compensation in 2021. Additional discussion followed regarding per dlem compensation. Mastalir moved, Haske seconded to set the Coroner compensation as follows: \$50 for the first hour with an additional \$15 for every half-hour following with a daily maximum compensation of \$200. Motion carried.

Clerk of Court – Feldt provided salary history information that indicated that the Clerk of Court position received less compensation than the Clerk, Treasurer and Register of Deeds due to a time lag of two years when the Clerk of Court position received its new salary. For years, 2021-2022,



this would total approximately \$8,100. Feldt explained the intention of past county boards was for the salaries of the Clerk, Treasurer, Register of Deeds and the Clerk of Courts to be identical. Deterville expressed her concern as to the financial impact due to the timing of setting these salaries. Discussion followed regarding the salary histories of these positions and board intent to keep them identical. Feldt offered options from which the committee could address the \$8,100 compensation gap. The committee could increase the salary over 2 years or four years to address the issue. Discussion followed as to the annual salary totals for each of the four years. There was concern that increasing the salary over two years would cause a decline in salary from 2024 to 2025. In contract, if the gap was paid over four years, the salaries of the four elected positions would not coincide in year 2025. Paape moved, Mastalir seconded to approve the compensation of the Clerk of Court as follows: Year 2023: \$78,003; Year 2024: \$80,220; Year 2025: \$78,404; Year 2026: \$80,756. Motion carried.

Sheriff – Joski provided a history of the Sheriff salary. There was discussion regarding the issue of the salary of the Sheriff and the salary of the Chief Deputy. Should the Chief Deputy salary be more than the salary of the Sheriff. More discussion followed regarding pay compression and how the Chief Deputy salary affects setting the Sheriff salary. Feldt provided a variety of salary options that would result in 3%/4%/5% increase over the Chief Deputy salary. More discussion followed. The committee decided to provide a 5% differential between the Sheriff and Chief Deputy salaries. Augustian moved and Paape seconded to approve the compensation of the Sheriff as follows: Year 2023: \$93,365; Year 2024: \$96,166; Year 2025: \$99,051; Year 2026: \$102,023. Motion carried

Review of County Board Rules and Structure: Feldt provided copies of the County Board Rules and summaries of the standing committees and structure for review. At the organization meeting of the County Board, the Board can elect to make changes to the rules and structure of the committees. The information allows for discussion of potential changes. Olson inquired whether the committee is interested in merging the UW-Extension Committee with another standing committee. Discussion followed as to what the impacts would be. Paape expressed his preference to have the Extension Committee remain a standing committee. Romdenne and Augustian expressed the same preference.

Motion to go into closed session pursuant to Wis. Stat. s. 19.85(1)(c) - Considering performance evaluation of the County Administrator: Paape moved, Jahnke seconded to go into closed session Motion carried.

Motion to return to open session: Paape moved, Jahnke seconded to return to open session Motion carried.

Next Meeting: April 4, 2022

Adjournment: Jahnke moved, Romdenne seconded to adjourn. Motion carried. Meeting adjourned at 8:22 p.m.

KEWAUNEE COUNTY
PERSONNEL REPORT
April 4, 2022



Scott Feldt
County Administrator

Retirement		
Carol Stuebs	Birth to 3 Coordinator and CLTS Case Manager and Families First Coordinator	September 9

Recruitment

- Child Support Specialist – accepting applications**
- Comprehensive Community Services Facilitator – accepting applications**
- Emergency Management Assistant – interviews scheduled**
- Highway Worker – interviews scheduled**
- Jail/Dispatch Sergeant – interviews scheduled**
- Radio Operator/Jailer – accepting applications**
- Social Worker Children & Family – reviewing applications**

Kewaunee County Is An Equal Opportunity Employer

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