



Kewaunee County  
EXECUTIVE COMMITTEE MEETING

**AGENDA**

December 6, 2021 6:00 p.m., Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approve December 6, 2021 Agenda
4. Approval of November 1, 2021
5. Public Comment
6. Administrator's Report
  - a. Personnel Report
7. Approval of Filling Position Vacancies
  - a. Account Clerk II – Highway (JR retirement)
  - b. Highway Worker – Highway (TK, NL retirement)
  - c. Social Worker – Human Services (AL resignation, open CPS position)
  - d. Assistant – Clerk of Courts (LB resignation)
  - e. Investigator – Sheriff (SH retirement)
  - f. Radio Operator/Jailer (KV, CS resignation)
  - g. Patrol Officer – Sheriff (AS resignation)
  - h. Child Support Manager – (CK retirement)
8. Discussion – Future Staffing
  - a. Potential Resignations (HS Director, Corp. Counsel)
  - b. Additional Jail Staff
9. Rescinding of Hiring Freeze Resolution
10. Approval of Agreement & Promissory Note – Bug Tussel Wireless
11. Next Meeting
12. Adjournment

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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**

November 1, 2021 6:00 p.m., Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee

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

**Roll Call:** Members Present – Dan Olson, Gary Paape, Virginia Haske, Linda Teske, Tom Romdenne, Aaron Augustian, Kim Kroll. Members Excused – Scott Jahnke, John Mastalir. Others Present – Matt Joski, Scott Feldt, Jeff Wisnicky, Tracy Nollenberg.

**Approve November 1, 2021 Agenda:** Paape moved, Romdenne seconded to approve the agenda. Motion carried.

**Approval of September 20, 2021 and October 19, 2021 Minutes:** Haske moved, Augustian seconded to approve the minutes of September 20 and October 19. Motion carried.

**Public Comment:** None.

**Approval of Resolution Opposing AB 605:** Feldt provided a summary of the bill and the potential impact on local municipalities. Romdenne moved and Augustian seconded to approve the resolution opposing Assembly Bill 605. Motion carried.

**Approval of Modifications of Personnel Policies – Vacation Leave Jailers:** Feldt explained the recommendation for the personnel policy change. With the approval of the new collective bargaining agreement with the Sheriff Deputies Union, all new deputies hired on or after January 1, 2021, will receive 40 hours of time off as a week's vacation as opposed to the 48 hours received currently. The carryover of vacation will also be reduced to 40 hours. The current personnel policy states that Jailer/Dispatchers receive 48 hours for a week's vacation. The change in the personnel policy aligns with the new bargaining agreement and aligns with the vacation schedule of all other county employees. Paape moved, Haske seconded to approve the proposed changes to the personnel policies. Motion carried.

**Discussion of Staff Satisfaction Survey:** Feldt reviewed the survey results with the committee and provided some general impressions of those results. The results indicate that employees are generally happy with their jobs and supervisors. Employees did indicate that they would like more recognition and pay.

**Next Meeting:** December 6, 2021, at 6:00 p.m.

**Adjournment:** Paape moved, Haske seconded to adjourn. Motion carried. Meeting adjourned at 6:26 p.m.

**KEWAUNEE COUNTY**  
**PERSONNEL REPORT**  
 DECEMBER 6, 2021



*Scott Feldt*  
 County Administrator

<b>Hire</b>		
Angela Hoeffner	Jail Cook	November 8
April Cunningham	Temporary Help Winter Park/Summer Parks	November 27
Bryana Geyer	Comprehensive Community Services Facilitator	January 3

<b>Job Change</b>			
<b>NAME</b>	<b>FROM</b>	<b>TO</b>	<b>DATE</b>
Jessica DePas	WIC Aide	Community Health Educator	January 1
Tammy Malach	Real Property Lister	Land Information Coordinator	January 1

<b>Resignation</b>		
Caleb Shanle	Radio Operator/Jailer	November 26
Kayla Van Lanen	Radio Operator/Jailer	November 26
Aaron Schley	Patrol Officer	November 28
Linda Bukouricz	Clerk of Circuit Court Assistant	December 3

<b>Retirement</b>		
Tom Kruse	Highway Worker	December 10
Julie Repitz	Account Clerk II	January 3
Cindy Kudick	Child Support Coordinator	January 5
Steve Hanson	Land Information Director	February 25

**Recruitment**

Account Clerk II – advertising internal  
 Clerk of Court Assistant – advertising to begin  
 Highway Worker – reviewing eligibility list  
 Jail Cook – advertising  
 Radio Operator/Jailer – interviews scheduled  
 Winter Park Assistants Temporary Help - advertising

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Kewaunee County  
 810 Lincoln Street  
 Kewaunee, WI 54216

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# KEWAUNEE COUNTY ADMINISTRATOR

*Scott Feldt*

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## MEMORANDUM

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DATE: December 6, 2021  
TO: Executive Committee Members  
FROM: Scott Feldt, County Administrator  
RE: Rescinding of the Hiring Freeze Resolution

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In 2014, Dominion Energy announced that a decision was made to decommission the nuclear plant in Kewaunee, Wisconsin. The news had a profound effect on the community as a number of well-paying jobs were to be lost.

The Personnel Committee approved a so-called "hiring freeze" in July of 2014. The hiring freeze provides:

*Because of the nuclear plant closing, during the next five years the financial impact will be great. There will be a shortfall of approximately two million dollars. We have the fifth highest tax rate in Wisconsin. We don't want to increase taxes. After discussion, a change in the hiring policy was agreed on. A motion was made by Bob Weidner and seconded by John Pagel to require approval of the Personnel Committee prior to hiring for any county position. Motion carried. PAL Minutes July 2014.*

The hiring freeze was modified in September of 2014 as follows:

*Committee discussed the hiring freeze policy as it relates to seasonal and LTE personnel. Moved by Weidner seconded by Heidmann to amend the existing hiring freeze policy by removing seasonal and LTE personnel from the policy. (Policy is applicable to part time and full time personnel). Motion carried. PAL Minutes September 2014.*

The hiring freeze prohibits all hiring of Kewaunee County employees unless approved by the Personnel Committee. The only exception is budgeted seasonal and LTE personnel. This means a Department Head may not fill a vacancy in his office internally or otherwise until the Personnel Committee provides authorization. The hiring freeze does not affect contracted employees or services for the reasons stated above.

This policy is still in effect today. I am requesting the hiring freeze directive be rescinded. Seven years have passed since the resolution has passed and I believe the policy no longer serves its purpose and has become a hindrance to employee recruitment. Following are four main reasons to rescind the policy.

**1) The reason for the resolution and policy has since passed**

In 2014, it was unclear what financial impacts the decommissioning of the Kewaunee Power Station would have on county budgets. Kewaunee County has weathered the economic downturn and we are on a solid financial footing.

**2) The current Personnel Policies provide sufficient guidance and safeguards**

The existing personnel policies provide clear as to the process of filling current vacant positions. Vacant positions that are budgeted must receive Administrator approval before positions may be filled. Positions which are supervisory/managerial must receive Executive Committee approval to be filled. The creation of any new county staff position must receive Executive Committee approval. Temporary and contract positions do not require Executive Committee approval. As Administrator, I review staffing needs before approving the filling of any position.

**3) Delays the employee recruitment process**

To fill staff vacancies, it is important to begin the recruitment process in an expedited manner. The Executive Committee meets monthly. Because of this, a delay of several weeks can occur. This delay can cause staffing issues including overtime and work backlogs. If a position is determined to be needed, delaying its recruitment serves no purpose.

**4) The process has not been adhered to consistently**

The policy states that ALL positions must receive committee approval, whether budgeted, unbudgeted, temporary, or permanent. This policy has not been followed as the Committee (and Board Chair) past and present have given unofficial approval numerous times to move forward with the recruitment process even though the Committee has not voted officially to approve the filling of the position.

## **Chapter 2 Hiring Procedure**

### **A. RECRUITMENT AND SELECTION**

The standard of the County is to recruit and select the most qualified persons for County positions. Recruitment and selection is conducted in compliance with all applicable laws. Recruitment is the responsibility of the County Administrator's Office, which works in conjunction with the department in need of staff.

The aim of recruitment is to meet current and projected County staffing needs. Recruitment is tailored to the position to be filled and is directed to sources likely to yield qualified candidates.

The County Administrator's Office is responsible for publicizing vacancies for any job vacancies not filled from within a department.

All applicants for employment must complete an application form and resume.

Applications may be rejected for a variety of reasons including: missing the filing deadline, not meeting the minimum qualification standards, falsifying the application, and having established an unsatisfactory employment record which demonstrates unsuitability for the position.

The employment interview is the key to the selection process and is to be job focused. The goal of the interview is to determine the candidate who can best deliver what the position requires. The process is driven by honesty, objectivity and validity with optimum regard for employment laws. Precaution is exercised by all persons participating in the selection process to maintain the appropriate level of integrity and confidentiality.

In addition to the employment interview, other devices may be used to screen applicants. Such devices may include: a review of training and experience, work sample, performance tests, practical written tests, physical fitness examinations, background and reference inquiries, etc. The device used is determined by its relevance to the position being filled, departmental requirements, and applicable laws.

All applicants will be given notice of whether they were selected for the position.

### **B. NEPOTISM**

The employment of immediate family members in a supervisor-subordinate relationship may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day to day working relationships.

No person shall be employed, promoted, or transferred to any department or agency of Kewaunee County when the employment, promotion or transfer will result in a supervisor-subordinate relationship between immediate family members. Immediate family is defined as wife, husband, father, step father, mother, step mother, guardian, sister, step sister, brother, step brother, child, step child, aunt, uncle, grandchild, grandparent, father-in-law, mother-in-law, sister-in-law, or brother-in-law.

If a violation of this policy is established after employment, through marriage or other means, the individuals concerned will decide who is to be transferred or terminated. If that decision is not made within 30 calendar days, management will decide.

This policy does not apply to temporary employees.

### **C. AUTHORIZED POSITIONS**

As used in this policy the word "position" means a group of duties and responsibilities which requires the services of an employee on a full or part-time basis.

A full-time position is one in which the employee is employed for a work year of 2080 hours per year, except certain authorized positions in the Sheriff's Department that are considered full-time at 1946 hours per year.

A part-time position is one in which the employee works less than the number of hours which constitutes full-time in the employing department. Full-time equivalent means the percentage of full-time of a position, determined by the number of hours of a part time position divided by the number of regular full-time work hours of the employee's department. (Example: A part-time position for 1040 hours per year is .5 of an FTE position  $1040/2080 = .5$ )

The Kewaunee County Board of Supervisors hereby directs department heads to fully and thoroughly examine the continuing need for positions which are vacated in order to determine whether county services may be provided with reduced or reallocated staff.

### **D. CREATION OF POSITIONS**

The Executive Committee shall have the exclusive authority to set the number of positions authorized for each county department or agency and the level of compensation and benefits for such positions. Except as hereafter provided, no department or agency may create any position or employ any person, and the payroll department or treasurer may not issue paychecks for any person if the employment of the person or creation of the position is not authorized in advance by the Executive Committee. New positions should not be created unless no reasonable alternative exists to provide necessary services.

The department head initiating the request for a position shall submit the request in writing to the standing committee, board or commission which oversees operation of the department. The standing committee shall approve, modify or reject the request.

If the standing committee votes to approve creation of a position, the request for the position shall be referred to the Executive Committee who will review the request. If the Executive Committee approves the position, funding for the position may be included as part of the budget request of the department for the next fiscal year and the new position may not be filled until the beginning of the next fiscal year.

If a newly created position is to be filled prior to the beginning of the next fiscal year and is not otherwise budgeted for, the request must also be referred to the Finance Committee for its review and appropriation of funds.

A position may be increased from part-time to full-time by action of the Executive Committee, at the request of the standing committee.

However, in the event that sufficient funds for the full-time position are not included in the department's budget for that fiscal year or available from another source, the matter also must be referred to the Finance Committee to identify a funding source.

#### **E. PROJECT POSITIONS**

A position may be created through the procedures listed above as a project position where the cost of the salary and fringe benefits of the position will be paid by a grant of State or Federal aid.

A project position shall be limited in term to the duration of its grant funding. In the event grant funding of a project position is eliminated, the position shall be eliminated when the funding terminates. If the grant funding of a project position is reduced, the position shall be reduced in hours to a level which the remaining funds will support.

If the grant funding of a project position has been eliminated, the position may be continued only if an additional regular position is created through the procedures listed above. If the grant funding of a project position is reduced, the portion of the project position which is reduced may be continued with county funding only if an additional regular part-time position is created through the procedures above.

Subject to prior approval of the Executive Committee, or in emergency situations, by the County Administrator, department heads may hire temporary employees either from the general labor force or through temporary employment agencies. The Executive Committee shall develop policies to govern employment of temporary replacements. Departments hiring temporary employees shall pay the cost of such temporary employment out of their department budgets.



## **F. FILLING VACANCIES**

A vacancy is created when a budgeted position is not currently filled by an incumbent. Vacancies shall be filled as follows:

1. Department Heads may fill budgeted, non-supervisory, and non-managerial vacancies from within their department.
2. Budgeted, non-supervisory and non-managerial vacancies not filled from within a department may be filled with the authorization of the Kewaunee County Administrator.
3. All vacancies not authorized to be filled by the Department Head or Kewaunee County Administrator must receive authorization from the county board committee which oversees the operation of the department.
4. The approval by the oversight committee must be ratified by the Executive Committee at its next scheduled meeting. The Executive Committee shall directly approve filling vacancies in departments that do not have oversight committees.
5. Vacancies that have not received authorization to be refilled within 45 days shall be administratively frozen. The Executive Committee shall consider the position at its next scheduled meeting for an affirmative vote to fill the vacancy or to eliminate the position. Positions may only be eliminated by an affirmative vote.

## **G. HIRING PROCEDURE**

Except for vacancies filled from within a department by the Department Head, the following procedure shall apply when it is determined that a new position should be created or a vacant position filled:

1. Kewaunee County will not discriminate in its hiring practices and procedures. Kewaunee County is an equal opportunity employer.
2. The department head in conjunction with the oversight committee and the County Administrator shall prepare a job description listing the duties and responsibilities of the position and the minimum standard of qualification necessary to successfully fill the position.
3. Positions contained within a collective bargaining unit shall be posted in compliance with the provisions of the appropriate collective bargaining agreement where required.