



Kewaunee County
EXECUTIVE COMMITTEE MEETING

AGENDA

February 6, 2023 6:00 p.m., Conference Room
County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approve February 6, 2023 Agenda
4. Approval of January 2, 2023 Minutes
5. Public Comment
6. Administrator's Report
 - a. Personnel Report
 - Update Help Desk Specialist/GIS Position
7. Approval to Fill Vacancies
 - a. Highway Worker – Highway
 - b. Custodian – Maintenance
 - c. IT Specialist - IT
8. Next Meeting: March 6, 2023
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

January 2, 2023 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, Tom Romdenne, John Mastalir, Joe Lukes, Aaron Augustian, Scott Jahnke, Kim Kroll. Others Present – Matt Joski, Dave Depeau, Scott Feldt, Todd Every, Tracy Nollenberg, Ross Loining.

Approve January 2, 2023 Agenda: Augustian moved, Haske seconded to approve the agenda. Motion carried.

Approval of December 5, 2022 Minutes: Kroll moved, Lukes seconded to approve the December 5, 2022, minutes. Motion carried.

Public Comment: None.

Administrator's Report - Personnel Report: Feldt gave a summary of the personnel report. No questions from the committee.

Update Help Desk Specialist/GIS Position: Feldt and Loining provided an update regarding the recruitment of the Help Desk/GIS position. Feldt explained that there were a small number of applications that were submitted. In addition to the small number of applications, the applicants had primarily GIS experience. Feldt indicated that the important need is help desk experience. Feldt and Loining explained their recommendation to repost the position without the GIS duties as part of the requirement. They continued further to recommend a career path to include promotions to the position of IT Specialist and then to Network Specialist which would create a succession plan for the eventual replacement of the IT Director. This path would occur over several years. A question was raised regarding the completion of GIS duties. Feldt explained that the Real Property Lister has expressed interest in performing basic splits that are currently being performed by IT. Feldt added that even if these splits were performed by Ruckert-Mielke the county would still experience savings versus hiring another staff person to perform those duties. The Committee directed administration to report the position without the GIS duties. Feldt and Loining informed the committee that they will provide additional information as to the job duties and wage scales for the IT positions (Help Desk Specialist, IT Specialist and Network Specialist) at a future committee meeting.

Approval to Fill Vacancies - Highway Worker – Highway: Every provided a summary of recruitment efforts. Every had notified the committee previously the likelihood of three vacancies due to retirements and an unexpected death. The committee had approved the filling of two vacancies. A retirement late in 2022 created a third vacancy. Paape moved, Mastalir seconded to fill the vacancy. Motion carried.



Highway Recruitment - CDL Requirement: Every summarized recent employee recruitment efforts. Every explained that the county is receiving fewer applicants. It is believed that this is due to the requirement that applicant possess a commercial driver's license (CDL). Every stated that this is being experienced by counties throughout the state. To expand the pool of applicants, Every requested that the job announcement state that a CDL is preferred but not mandatory. If selected, the new employee would need to obtain a CDL within 6 months. The Highway Committee supports the changing of the CDL requirement to be preferred. Augustian moved and Paape seconded to change the job requirement for a Highway Worker to have a CDL be preferred and not required. Motion carried.

Discussion followed as to whether the county would provide the CDL training for the employee. The committee agreed that the county could provide the funding for the training. The committee discussed whether the cost of the training should be reimbursed by the employee. Reimbursement options could include a payroll deduction to reimburse the county for the training or the employee would sign an agreement that the employee will work a required period of time as reimbursement. Paape moved, Mastalir seconded that the county provide CDL training for employees selected that do not possess a CDL. In addition, the employee will agree to 36 months of service to the county as reimbursement, and if the employee leaves county employment prior to the 36 months, the employee will pay the remaining balance on a pro-rated basis. Motion carried.

Highway Recruitment - Wage Study: Every also informed the committee that the issue of wages may want to be reexamined if recruitment continues to be an issue. Feldt added that if the committee supports a wage study for Highway, then the wage study should encompass all county positions to provide a complete picture as opposed to only one department.

Emergency Management Assistant – Approval to Accept Funding for Full-Time Position: Nollenberg provided a summary regarding the request. She informed the committee of her discussions with the Point Beach Nuclear Facility. The representative expressed his support of making the Administrative Assistant position a full-time position. Nollenberg and Feldt met with Mr. Denny Smith to clarify funding. It was communicated that the increased costs in wages and benefits would need to be supported to recommend the change to the Executive Committee. Smith indicated his support for the additional funding for the full-time position. Feldt added that if the funding from Point Beach were to decline so as not to fund the full-time position, the County can reduce the hours of the position to return it to part-time. Mastalir moved, Jahnke seconded to approve making the Administrative Assistant position a full-time position with the acceptance of the additional funds from Point Beach. Motion carried.

Next Meeting: February 6, 2023, at 6:00 p.m.

Adjournment: Paape moved, Haske seconded to adjourn. Motion carried. Meeting adjourned at 6:41 p.m.

KEWAUNEE COUNTY

PERSONNEL REPORT

February 6, 2023



Scott Feldt
County Administrator

Hire		
Debra Bauer	Winter Park Assistant	January 4
Regina Augustian	Radio Operator/Jailer	January 15
James Joski	Winter Park Cashier	January 18
Violet Kipp	Winter Park Cashier	January 18
Hope Markovic	Radio Operator/Jailer	January 29

Job Change			
NAME	FROM	TO	DATE
Zach Wery	CLTS Case Manager	Social Worker	January 15

Resignation		
Halie Dorner	Custodian	January 31

Recruitment

- Administrative Assistant, Veterans Service Office – scheduling interviews
- Help Desk Specialist/GIS Parcel Mapper – reviewing applications
- Operations Lieutenant – reviewing internal applications
- Secretary, Register in Probate - scheduling interviews
- Social Worker, Child & Family – interviewing
- Temporary Highway Workers – advertising
- Tourism/Public Information Officer - interviewing
- Winter Park Assistant/Cashier – advertising

Kewaunee County Is An Equal Opportunity Employer

Kewaunee County
810 Lincoln Street
Kewaunee, WI 54216

PHONE (920) 388-7164
FAX (920) 388-7195
www.kewaunee.org

IT Wisconsin Counties Pay Structure

5% was added because of the year of these numbers

Average	Year	FTE	Director			Network			IT Specialist			Helpdesk		
			Start	Mid	Max	Start	Mid	Max	Start	Mid	Max	Start	Mid	Max
			Director			\$35.85			\$31.88			\$22.38		
<u>Brown</u>	2020	12	\$49.86	\$63.26	\$76.32	\$31.54	\$42.69	\$50.65	\$27.15	\$32.85	\$38.56			
<u>Calumet</u>	2021	5	\$52.24	\$59.68	\$67.15	\$34.56	\$39.55	\$44.45	\$28.35	\$32.40	\$35.43			
<u>Door</u>	2020	6	\$46.02	\$52.59	\$60.48	\$27.16	\$31.14	35,71	\$25.12	\$27.35	\$32.82			
<u>Green Lake</u>	2020	2	\$37.18	\$46.47	\$55.76				\$25.86	\$33	\$38.79			
<u>Iowa</u>	2021	2	\$38.72	\$43.02	\$51.64							\$21.90	\$24.33	\$29.21
<u>Jackson</u>	2021	5	\$33.21	\$41.51	\$49.82	\$26.72	\$33.40	\$40.07	\$22.01	\$27.51	\$33.01	\$21.49	\$26.85	\$32.23
<u>Manitowoc</u>	2021	7				\$32.27	\$39.14	\$51.25	\$26.19	\$31.56	\$41.56	\$18.64	\$22.23	\$29.46
<u>Marinette</u>	2021	3	\$44.74	\$51.13	\$57.51				\$26.01	\$28.45	\$32.00	\$22.91	\$26.18	\$29.45
<u>Oconto</u>	2021	5	\$48.20	\$52.31	\$55.38	\$34.02	\$36.91	\$39.09	\$27.47	\$29.82	\$31.57	\$25.29	\$27.44	\$29.00
<u>Shawano</u>	2021	5	\$37.62	\$44.64	\$48.40	\$28.21	\$33.44	\$36.27	\$24.45	\$29.00	\$31.44			
<u>Sheboygan</u>	2021	5	\$31.88	\$40.88	\$49.88	\$30.37	\$38.94	\$47.51	\$29.66	\$38.93	\$46.39			
<u>Waupaca</u>	2021	4	\$43.70	\$49.94	\$59.92	\$29.67	\$33.90	\$38.13	\$27.78	\$31.75	\$35.73	\$24.04	\$27.48	\$30.91
<u>Winnebago</u>	2020	11	\$46.33	\$51.10	\$60.91	\$36.64	\$40.45	\$50.55	\$32.42	\$35.74	\$44.74			
<u>Schneider National</u>						\$37.85			\$32.81					
<u>Georgia Pacific</u>						\$37.34			\$32					
<u>Schreiber Foods</u>						\$36.34			\$29.27					