



**Kewaunee County
Executive Committee Meeting
AGENDA**

**November 4, 2025 6:00 p.m.
Conference Room**

County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approval of November 4, 2025 Agenda
4. Approval of October 6, 2025 Minutes
5. Public Comment (3 minutes per person – 20 minute maximum)
6. 2024 County Administrator Office Annual Report
7. 2024-25 Corporation Counsel Annual Report
8. Review and Approve Changes to Job Description-Maintenance Manager
9. Review and Approve Changes to Personnel Policy – Highway Department Payroll Procedures
(From Highway Committee)
10. County Administrator's Report
 - a. Personnel Report
 - b. Approve Filling Vacancies
11. Next Meeting Date
12. 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 Is An Equal Opportunity Employer

Kewaunee County
810 Lincoln Street
Kewaunee, WI

PHONE (920) 388-7111
www.kewauneeco.org

KEWAUNEE COUNTY

PERSONNEL REPORT

November 4, 2025



Jeremy Kraf
County Administrator

Welcome

Patricia Rohr	Deputy Register of Deeds	October 27
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Farewell

Mandy Jadin	Custodian	October 17
Greg Gabriel	Maintenance Manager	January 2

New Vacancy, Requesting to Fill

Custodian (.5)
Maintenance Manager

Recruitment

Account Clerk II (Highway) – advertising/interviewing
Program Assistant (Public Health) – advertising
Radio Operator/Jailer – advertising/interviewing
Temporary Highway Workers (Seasonal/Winter) – advertising/interviewing
Winter Park Assistants - advertising

as of report date 10/27/25