



# Kewaunee County

Executive Committee

## AGENDA

September 11, 2023 6:00 p.m. Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approve September 11, 2023 Agenda
4. Approve August 7, 2023 Meeting Minutes
5. Public Comment
6. Approve Filling Vacancies:
  - a. CCS Director/Mental Health Therapist
  - b. Social Worker, Children and Families
  - c. Investigator/Cross Train Patrol Position
  - d. Highway Worker (2)
  - e. Judicial Assistant
7. Memorial Resolutions:
  - a. Donald Walters
  - b. Robert Entringer
  - c. Larry Kirchman
8. Consider 2024 Cost of Living Wage Adjustments
9. Consider Highway Department Foreman Classification
10. Consider Reclassification of Parks Position.
11. Consider Salary Schedule III
12. Consider County Board Member's Per Diem Rates
13. Consider County Veteran Service Officer Appointment and Recommendation to County Board.

14. County Administrator
  - a. Personnel Report
15. Next Meeting
16. 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

August 7, 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, Scott Jahnke, Tom Romdenne, Gary Paape, John Mastalir, Aaron Augustian, Joe Lukes, Kim Kroll. Excused: Virginia Haske Others present: Ed Dorner, Melissa Annoye, Jason Veaser, Tracy Nollenberg and Dallas Hubbard.

**Approve August 7, 2023 Agenda:** Supervisor Lukes moved and Romdenne seconded to approve the agenda. Motion carried.

**Approval of July 10, 2023 Minutes:** Supervisor Paape moved and Jahnke seconded to approve the July 10, 2023 meeting minutes. Motion carried.

**Public Comment:** none

**Approve Filling Vacancy:** Human Services Director, Melissa Annoye informed the committee about a job vacancy in the department and the plan to fill the vacancy with a reorganization of job responsibilities in the agency with an eye towards the future and expected retirements. She presented a new job description outlining the position as approved by the Human Services Board. Supervisor Romdenne moved and Augustian seconded to approve the job description as presented. Motion carried. Supervisor Romdenne moved and Paape seconded to fill the position vacancy. Motion carried.

**Consider Job Title Change – Veteran Service, Dallas Hubbard:** The committee next considered a proposal from the Health and Veteran Service Committee to reclassify the current Administrative Assistant position in the Veterans Service Office to a Claims Specialist designation to allow the office to continue to process claims. Dallas Hubbard appeared before the committee to explain the recommended change. Supervisor Paape moved and Kroll seconded to approve the reclassification. Motion carried.

**County Administrator Personnel Report:** The Administrator discussed the items included in the report in the committee packet. The CVSO position brought 36 applicants interested in the vacancy. Applicants will be screened and interviews will be scheduled soon.

County Administrator Position: The committee reviewed the proposed job description. Supervisor Lukes moved and Paape seconded to approve the job description with the proposed changes. Motion carried. The County Administrator Interview Subcommittee recommendations to the Executive Committee were discussed and approved. A resolution authorizing the recommended salary range of \$100,000 - \$130,000 will be presented at the August 15 County Board meeting because the upper limit is outside the current pay plan authorization. Supervisor Romdenne moved and Mastalir seconded to approve filling the County Administrator's position. Motion carried.

Next Meeting: September 11, 2023 at 6:00 p.m.

Adjournment: Supervisor Augustian moved and Romdenne seconded to adjourn the meeting at 6:35 p.m. Motion carried.

Respectfully submitted,  
Ed Dorner

Office of  
**KEWAUNEE COUNTY HIGHWAY COMMISSION**

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Commissioner  
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Mary Meyer  
Office Manager  
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To: Highway and Solid Waste Committee  
From: Todd Every, Highway Commissioner  
Date: September 7<sup>th</sup>, 2023  
R.E.: Foreman Classification Request

### **Request**

I would request the County consider adding a classification for a Foreman position within the Highway Department wage structure. The approval of this classification would add a pay class to the Department. This request would not add additional personnel to the Highway Department. This position would remain an hourly employee.

### **Background**

Since the implementation of WI Act 10 in 2012, the County has had three (3) Highway Worker classifications within the Highway Department; Class 2 Highway Worker, Class 4 Operator/Mechanic, and a Class 5 Leadman/Mechanic.

Foreman positions were not kept after ACT 10 implementation. Also, the Shop Superintendent position (administrative position), was eliminated by a previous County Board.

Although a Leadman classification works for running jobs in the field, there is a need for higher level planning and coordination.

Staff has worked to provide opportunities for staff to get involved with some of the department administrative functions. In 2014, the County approved a stipend for department staff to participate in the Winter On-Call List. In the first couple of years we had some staff participate. However, in the last three (3) winters, we have not had any other staff sign up for the On-Call list.

### **Financial Impact**

In 2023, the highest Leadman wage for the department is \$29.22 per hour. I feel a Foreman position wage would need to be above the Leadman rate.

Looking at other counties in the area which have Foreman positions, wages usually run about \$2-\$4 an hour more than equipment operators. The responsibilities and complexity of the position justify the higher wage.

The costs associated with the position would be charged to the Internal Service Fund of the Highway Department. Since this is proposed to be an hourly position, the wages and benefits are charged out to all department customers, depending on the project.

There is no direct tax levy funding allocated to this position.

### **Highway Commissioner Recommendation**

I feel a Foreman classification would improve our operations by having another staff member available to assist with coordinating department operations, specifically;

1. Assist Patrol Superintendent and/or Highway Commissioner to plan, schedule, prioritize, and coordinate Department field operations.
2. Meet with our customer's to address questions and provide project solutions.
3. Provide more staff to monitor winter conditions and coordinate winter maintenance activities providing more recovery time for other staff performing these functions.
4. Possible job succession planning.

I recommend a motion to approve the Foreman classification within the Highway Department and to pass along the request to the Executive Committee for consideration.



HIGHWAY DEPARTMENT  
KEWAUNEE COUNTY

Foreman Job Classification **(Proposed)**

This position works under the direction supervision of the Highway Commissioner and/or Patrol Superintendent.

Essential Duties and Responsibilities:

1. Works with and supervises crews engaged in the areas of highway and road construction, reconstruction, and upgrading, highway and road maintenance, to insure completion of projects in a timely and cost conscious manner.
2. Operates heavy equipment machinery and winter maintenance equipment as necessary or directed.
3. Assist Patrol Superintendent and/or Highway Commissioner to plan, schedule, prioritize, and coordinate Department field operations.
4. Provide employees training to insure they are familiar with equipment used in Highway Department operations and are operating equipment in a safe manner.
5. Assist Patrol Superintendent and/or Highway Commissioner in winter maintenance activities.
6. Address complaints and resolve problems.
7. As scheduled, be on-call for 24-hour emergency and weather related work; contact and authorize off-duty personnel to report for duty; dispatch personnel and equipment for emergency and weather-related work.
8. As scheduled, patrol highways to assess need for repair, signing, maintenance, and snow/ice removal; determine snow/ice removal chemical treatment requirements.
9. Make oral and/or written reports on project activities and costs; subordinate assignments; accidents; weather; materials used/sold; equipment utilization; and other events or items.
10. Verify employee time cards with proper authorization as necessary.
11. Review invoices for accuracy and completeness.
12. Respond to inquiries and complaints regarding department operations.
13. Attend seminars that "train the trainer" and be knowledgeable to give safety sessions to Department employees after receiving this training.
14. Perform other duties as assigned.

Qualifications:

1. Knowledge of county geography to include highways, roads and county trunks.
2. Ability to plan, organize, supervise, and inspect the work of subordinates.
3. Ability to work effectively with the public.
4. Knowledge of department procedures, policies, programs, and resources.

5. Knowledge of highway maintenance and construction methods.
6. Ability to initiate procedures and coordinate present operations with future planning.
7. Knowledgeable of highway material and equipment.
8. Ability to interpret State codes and regulations related to highways.
9. Ability to exercise sound judgement in evaluating situations and making decisions.
10. Ability to effectively communicate assignments.
11. Ability to read blueprints and interpret specifications.
12. A familiarity of working with computers sufficient to allow communication with constituents.
13. Report to and is responsible for assisting the Highway Commissioner and/or Patrol Superintendent with personnel issues involving management decisions relating to hiring, suspension or other disciplinary actions.
14. Directs and supervises emergency situation involving traffic control and traffic control devices.
15. Ability to add, subtract, calculate percentages, fractions, decimals, volumes, ratio, and geometric operations.

#### Training and Experience

1. High School diploma, required.
2. A minimum of 2-5 years' experience in highway maintenance and/or construction and project coordination.
3. Post High School education in supervisory management, accounting, and civil engineering principles is desirable.
4. Any combination of training and experience which provides the required knowledge, skills, and abilities.

# KEWAUNEE COUNTY

## Request for Reclassification Form

Please complete this form, attach the following completed materials, and submit to the Human Resources Office:

1. Reclassification Analysis Form with attachments
2. Updated current position description
3. Old position description
4. A performance evaluation done within the past two years.

Employee Name: Kris Diegel

Current Classification: Parks Caretaker

Recommended Classification: Maintenance Specialist

Name of Department/Unit: Promotions & Recreation Department

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As the Supervisor of the employee identified above, I certify he/she has been performing the duties on the attached updated position description since 12 / 1 / 2022.  
month/date/year

Signature of First-line Supervisor

Date

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As the Department Head of the employee identified above, I certify he/she has been performing the duties on the attached updated position description.

  
Signature of Department Head

8/8/23  
Date

### County Administrator Approval

Approved



Yes



No

Reason:

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**Reclassification Analysis Form**  
(To be completed by Supervisor)



## **Promotions & Recreation Department - Job Reclassification Analysis**

Current Classification: Parks Caretaker

Recommended Classification: Maintenance Specialist

### **Reason for change:**

The Promotions & Recreation Department has grown significantly in the past 4 years with numerous maintenance activities and facilities being added to the departments list of responsibilities. Administration has identified a need for a new position classification that identifies these responsibilities and will help ensure the maintenance, safety and operability of our new and existing facilities and equipment. This position would still be responsible for caretaker duties when needed, with an additional focus of this role having the added equipment and facility maintenance responsibilities. This role will require a background in specialized equipment repair (equipment listed below) and will have a pay plan that is above the parks Caretaker plan due to these additional skills. Another benefit of adding this position includes the potential savings from eliminating costs accrued from other departments and outside vendors/contractors for maintenance of parks equipment.

*Attached with this document are the original and new classifications.*

### **Equipment (including fairgrounds):**

- Magic Carpet Lift Maintenance
- T-Bar Lift Maintenance
- Rope Tow Lift Maintenance
- Snow Making Water Pump
- 5 - Snow Guns
- Pisten Bully Groomer
- Bombardier Groomer
- Can-Am UTV w/snow treads
- 3 - Ford F250 Pickup Trucks
- GMC Van
- 2 - Kawasaki Mule UTV
- 5 Zero Turn Mowers
- 3 - Tractors
- Gehl Skidsteer
- Numerous pieces of small equipment – chainsaws etc..

### **New Facilities:**

- Dana Farm Recreation Shelter & Ice Rink
- Bruemmer Deer & Goat Stable, Pheasant Exhibit

Pay Plan Recommendation  
Promotions & Recreation Job title reclassification

Promotion & Recreation

Park Maintenance Specialist

1	2	3	4	5	6	7	8	9	10	11	12
start	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.00%	1.00%	1.00%	1.00%
\$ 23.00	\$ 23.35	\$ 23.70	\$ 24.05	\$ 24.41	\$ 24.78	\$ 25.15	\$ 25.53	\$ 25.78	\$ 26.04	\$ 26.30	\$ 26.56

PROMOTION AND RECREATION DEPARTMENT  
PARKS CARETAKER

Characteristic Work of the Position

**Nature:** Under the direction of the Promotions and Recreation Director, the Parks Caretaker is responsible for maintaining and improving the existing park facilities. Assignments will change regularly based on season, scheduled events and a variety of other factors. Must be in good physical condition and able to operate certain pieces of power equipment.

Hours:

**Regular Hours-** Position includes approximately 4 hours every other weekend and 8 hour shifts weekly. Actual hours may vary based on available part-time staffing and season.

**Winter Hours (Dec. through March)** – Position will typically be 8 hours Tuesday through Friday and 4 hours on Saturday and Sunday. Actual hours may vary based on snowfall, snowmaking, and other winter related activities.

Example of Duties:

1. Feed and water zoo animals on a daily basis
2. Keep animal cages clean and sanitary in accordance with State and Federal regulations.
3. Monitor animal health and keep records up-to-date.
4. Repair or replace broken equipment as needed.
5. Perform routine maintenance on department equipment.
6. Cut and trim grass during summer and keep walkways and parking lots clear of snow in winter.
7. Empty garbage cans in parks and deliver to landfill.
8. Keep public restrooms clean and stocked with supplies.
9. Coordinate assignments with temporary staff.
10. Maintain inventory of animal feed and janitorial supplies.
11. Other routine maintenance at facilities to include, but not limited to landscaping, trail grooming, tree cutting & trimming, painting, minor plumbing and electrical and construction work.
12. Operate snowmaking and grooming equipment at ski and tubing hills.
13. Be available to assist Highway Department as needed
14. Communicate well with management, co-workers and general public on a daily basis.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

## Qualifications:

### Essential Knowledge and Abilities

1. Ability to read, comprehend and communicate both verbally and in writing, at a level normally associated with completion of a high school degree or equivalent.
2. Must possess and maintain a valid Wisconsin driver's license. Commercial driver's license is preferred, but not essential.
3. Requires knowledge of proper feed, water and medicine requirements for various animals, which could be learned, on the job.
4. Basic knowledge of carpentry, landscaping, plumbing, and electrical work.
5. Able to operate county-owned equipment in a safe and effective manner.
6. Knowledge of storage requirements and primary uses for various janitorial chemicals.
7. Knowledge of occupational hazards and safety precautions.
8. Knowledge of traffic laws.
9. Knowledge of location of county parks and most state, county, city and town roads within the county.
10. Capable of accepting varied assignments from one day to another.
11. Able to lift 100 pounds when necessary.
12. Mechanical knowledge to perform simple routine maintenance on vehicles and equipment such as oil changes, blade sharpening and greasing.
13. Use tact and courtesy in dealing with other employees, county officials, taxpayers and other county and outside agencies.

### Training & Experience

1. Graduation from High School, GED, or equivalent.
2. Handyman experience highly preferred, but not essential.
3. Offer of employment is contingent upon passing a medical physical exam.

### Physical Demands

Exposure to all types of weather, dust, wetness and noise. Exposure to hazards such as machinery, automobile traffic, electrical hazards, chemicals, fumes and mechanical parts are present, but can be minimized by following proper operating procedures and safety rules. In addition, safe-working habits around heavy construction equipment required to limit potential injury.

Good physical condition to be able to perform manual work. The use of vision and hearing within normal accepted standards are essential to the safety and health of the employee and others. Must be able to lift up to 100 pounds.

PROMOTION AND RECREATION DEPARTMENT  
PARKS – Maintenance Specialist

Characteristic Work of the Position

**Nature:** Under the direction of the Promotions and Recreation Director, the Parks Maintenance Specialist is responsible for maintaining and repairing vehicles, equipment, surface lifts and park facilities. Assignments will change regularly based on season, scheduled events and a variety of other factors. Must be in good physical condition and have ability to operate certain pieces of power equipment.

Hours:

**Regular Hours-** Position includes approximately 4 hours every other weekend and 8 hour shifts weekly. Actual hours may vary based on available part-time staffing and season.

**Winter Hours (Dec. through March)** – Position will typically be 8 hours Wednesday through Friday and 8 hours on Saturday and Sunday. Actual hours may vary based on snowfall, snowmaking, and other winter related activities.

Example of Duties:

1. Perform maintenance and repairs on park vehicles, equipment and Winter Park surface lifts.
2. Operate lifts, snowmaking and grooming equipment at ski and tubing hills.
3. Perform routine maintenance and repairs at parks facilities to include, but not limited to landscaping, trail grooming, tree cutting & trimming, painting, welding, plumbing, electrical and construction work.
4. Coordinate assignments with staff.
5. Communicate well with management, co-workers and general public on a daily basis.
6. Keep parks facilities maintained and clean.
7. Cut and trim grass during summer and keep walkways and parking lots clear of snow in winter.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

## Qualifications:

### Essential Knowledge and Abilities

1. Ability to read, comprehend and communicate both verbally and in writing, at a level normally associated with completion of a high school degree or equivalent.
2. Must possess and maintain a valid Wisconsin driver's license. Commercial driver's license is preferred, but not essential.
3. Knowledge of building maintenance and repairs, carpentry, landscaping, welding, plumbing, and electrical work.
4. Mechanical knowledge to perform maintenance and repairs on vehicles and equipment.
5. Ensures equipment and facilities are maintained and operated safely
6. Knowledge of storage requirements and primary uses for various janitorial chemicals.
7. Knowledge of occupational hazards and safety precautions.
8. Knowledge of traffic laws.
9. Knowledge of location of county parks and most state, county, city and town roads within the county.
10. Capable of accepting varied assignments from one day to another.
11. Able to lift 100 pounds when necessary.
12. Knowledge of proper feed, water and medicine requirements for various animals, which could be learned, on the job.
13. Use of tact and courtesy in dealing with other employees, county officials, taxpayers and other county and outside agencies.

### Training & Experience

1. Graduation from High School, GED, or equivalent.
2. Mechanic & Building Maintenance experience
3. Offer of employment is contingent upon passing a medical physical exam.

### Physical Demands

Exposure to all types of weather, dust, wetness and noise. Exposure to hazards such as machinery, automobile traffic, electrical hazards, chemicals, fumes and mechanical parts are present, but can be minimized by following proper operating procedures and safety rules. In addition, safe-working habits around heavy construction equipment required to limit potential injury.

Good physical condition to be able to perform manual work. The use of vision and hearing within normal accepted standards are essential to the safety and health of the employee and others. Must be able to lift up to 100 pounds.

Kewaunee County		02/27/23 Last Updated		4.00%		Cost of Living (CPI)		2022 Step							
Pay Plan								2023 Step (budget)							
Year: 2023				4.00%		Applied to Pay Plan		Pay range change							
County Board Approved 11/01/22															
Salary Range															
STEP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15-MAX
	START	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
<b>PROMOTION &amp; RECREATION</b>															
DIRECTOR-PROMOTIONS & RECREATION	29.95	30.40	30.86	31.32	31.79	32.27	32.75	33.24	33.57	33.91	34.25	34.59	34.94	35.29	35.64
MAINTENANCE SPECIALIST	23.00	23.35	23.70	24.06	24.42	24.79	25.16	25.54	25.80	26.06	26.32	26.58	26.85	27.12	27.39
PARKS CARETAKER	20.67	20.98	21.29	21.61	21.93	22.26	22.59	22.93	23.16	23.39	23.62	23.86	24.10	24.34	24.58
FAIRGROUNDS MAINTENANCE	18.43	18.71	18.99	19.27	19.56	19.85	20.15	20.45	20.65	20.86	21.07	21.28	21.49	21.70	21.92
SECRETARY-PROMOTIONS & RECREATION	16.77	17.03	17.29	17.55	17.81	18.08	18.35	18.63	18.82	19.01	19.20	19.39	19.58	19.78	19.98



**RESOLUTION NO. 6-5-08**

**SALARY SCHEDULE III**

**TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:**

**WHEREAS**, the board shall establish the total annual compensation for services to be paid to appointive officials, deputy officers and employees pursuant to §59.22 of the Wisconsin Statutes; and

**WHEREAS**, the Personnel, Advisory and Legislative Committee met, considered, and recommends the annual compensation for the appointive officials, deputy officers and employees the as set forth below.

**NOW, THEREFORE, BE IT RESOLVED** by the Kewaunee County Board of Supervisors in session this 20<sup>th</sup> day of May, 2008, that the following per diem and mileage affecting various miscellaneous employees and services shall be paid as stated below commencing January 1, 2009 and such payment shall be made in accordance with the usual procedures; and this Salary Schedule III below indicating amounts of a new salary schedule thus superseding Salary Schedule III now in effect until December 31, 2008.

<b>SECTION OF STATUTE</b>	<b>CLASSIFICATION</b>	<b>PER DIEM</b>	<b>MILEAGE</b>
7.03	Board of Canvassers 5 hours or less More than 5 hours	\$40.00 \$60.00	\$ .505
32.08(4)	Comm. of Condemnation	\$10.00/hr	\$ .505
45.81(5)	Veteran's Service Comm.	\$40.00	\$ .505
59.694(2)(c)	Shoreland Zoning Board of Adjustments 5 hours or less More than 5 hours	\$40.00 \$60.00	\$ .505
73.06	Local Assessor 5 hours or less More than 5 hours	\$40.00 \$60.00	\$ .505
74.19	Local Treasurer 5 hours or less More than 5 hours	\$40.00 \$60.00	\$ .505
753.10(3)	Bailiff	\$10.50/hr	\$ .505
756.25	Jurors Appearing for court but Not serving on the jury Serving on the jury	\$22.50 \$45.00	\$ .325
885.05	Witnesses	\$16.00	\$ .505
59.53(22) 66.1335(2)(d)	Housing Authority Comm. 5 hours or less More than 5 hours	\$40.00 \$60.00	\$ .505

Respectfully Submitted,

**PERSONEL, ADVISORY, AND LEGISLATIVE COMMITTEE**

Robert Weidner      Charles K. Miller  
LeVerle Koenig      David [unclear]  
Frank Famerec      [unclear]  
B. Pope              Charles R. Wagner

**APPROVED AS TO FORM**

Jeffrey R. Wisnicky  
Corporation Counsel

**FISCAL IMPACT STATEMENT:**  
 The salaries as stated herein.

	Y E S	N O	A B S E N T	A B S T A I N
Abrahamson, J.				
Barlow, J.				
Benz, P.				
Famerec, F.				
Garfinkel, R.				
Heidmann, B.				
Huizenga, M.				
Hutter, C.				
Kirchman, L.				
Koenig, L.				
Lazansky, N.				
Mayer, D.				
Papham, B.				
Roethle, W.				
Shilin, K.				
Sinkula, L.				
Swoboda, J.				
Wagner, C.				
Walter, D.				
Weidner, R.				
TOTALS				



## **Kewaunee County Board Compensation /Travel Policy**

### **ELIGIBILITY**

1. **Members of the County Board, members of committees, boards and commissions and special appointments shall be entitled to reimbursement for travel expenses and other expenses as provided herein.**
2. **Individuals traveling on official county business may require a reasonable accommodation, as required by the Federal Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1972. Reasonable accommodations could take various forms such as payment of portage costs or allowing a personal attendant to accompany the individual while on travel status.**

### **TRAVEL - VEHICLE TRANSPORTATION**

1. **Persons eligible shall be reimbursed for vehicle travel at the IRS rate. Mileage for attendance at conventions, conferences, seminars, or other authorized business travel shall be calculated using the distance from the person's home to the site of the event.**
2. **In the event more than one eligible person is traveling to the same destination, such persons shall, whenever reasonably possible, share a vehicle, or vehicles to reduce travel expense. In such case, mileage shall be paid to the eligible person actually providing the vehicle transportation. In the event a number of persons claim mileage in violation of this vehicle-sharing policy, the Finance Committee may pro-rate mileage allowance or may disallow all such claims. Utilization of county owned/leased vehicles when available and practical is required.**
3. **Eligible persons shall receive full reimbursement of parking charges and/or tolls upon presentation of original receipts or actual cost expended for meters. No reimbursement will be made for traffic citations or parking tickets or fines.**

### **TRAVEL - PUBLIC TRANSPORTATION**

1. **Reimbursement for commercial air travel shall generally be limited to the least costly coach fare that uses a regularly scheduled commercial carrier.**
2. **A rental vehicle may be used in situations where it is the most cost-effective means of transportation or when the efficient conduct of county business precludes the use of other means of transportation.**
3. **Reasonable and necessary charges for taxi and airline limousines, including tips, are reimbursable when other modes of travel are not available or practical.**

## **LODGING**

1. Eligible persons are expected to seek standard lodging accommodations that are comfortable, convenient, and safe; meet the business needs and offer good value. Reimbursement is limited to the rates established by the lodging establishments associated with the event or if no established rate, a reasonable rate as allowed by the respective oversight committee. When making reservations, the governmental rate must be requested.
2. Room reservations should be made in advance using normal County practices. Reservations may be made by using a credit card or with the issuance of a County purchase order for direct billing to Kewaunee County. In all instances the lodging facility needs to be aware that sales taxes will not be charged to the reservation.
3. No charges for personal items are allowed to be charged to the room bill. Items such as parking fees, meals and business related phone calls may be billed to the lodging bill.
4. Reimbursement for lodging within 50 miles of the Kewaunee County Administration Center is not permitted unless authorized in advance by the oversight committee and the county board.

## **MEALS**

1. Eligible persons shall be reimbursed for the cost of meals, including tax and tip when the eligible person is on County business-related activities outside of Kewaunee County.
2. Eligible persons shall not be reimbursed for the cost of meals when the eligible person is on County business-related activities in Kewaunee County, except when the business activity involves conferences/sessions with outside agencies, such as other governmental units, in which case reimbursement for meals shall be pre-approved by the appropriate governing committee/board, and for County Board members attending regional or district meetings of local, state, or federal officials having similar responsibilities or duties.
3. Eligible persons shall not be reimbursed for cost of meals included in the cost of registration for any conference, seminar, training session or meeting unless specifically authorized by the Finance Committee.
4. Expenditures for alcoholic beverages are not reimbursable. Meals that are included in the cost of registration are not reimbursable as an additional expense claim unless specifically allowed by the Finance Committee. Receipts are required for all meals over \$5.00.

## **CONVENTIONS, CONFERENCES, SEMINARS AND TRAINING**

1. Registration fees and tuitions are reimbursable with evidence of payment (receipt).
2. Conference/Seminar/Convention is defined as an event that per the agenda for that event states it is a conference/seminar/convention. County Board members shall obtain prior authorization from their respective committees to attend these events in order to be eligible for a meeting per diem. The Board Chairman may authorize attendance at an event if a committee meeting is not scheduled in time for approval prior to the said event.

## **COMPENSATION**

1. Per diem compensation will be established by resolution by the County Board.
2. Members will not be compensated for travel time except when traveling outside Kewaunee County for approved/eligible events.
3. Standing committee and board members shall be paid per diem for actual meeting days attended. For attending meetings which require leaving the day before committee and board members shall be paid the minimum per diem for the day traveling to the meeting and for the day returning unless the return trip occurs on the same day as the meeting in which case the member shall be paid according to regular per diem policy.
4. Standing committees and board members are allowed meetings in excess of the limits set forth in Sec.59.13(2)(b), Wis. Stats., and the compensation for such meetings.
5. The Highway Committee when acting in performance of their duties as Highway Committee members shall be paid per diem in excess of the amount set forth in Sec. 83.015, Wis. Stats., and shall be paid the same amount as is paid members of other standing committees and boards of the Kewaunee County Board of Supervisors.
6. County Board members shall be paid ½ of the per diem for attending a standing committee meeting that they are not a member of and have authorization from their respective committee to attend on behalf of that committee.
7. County Board members shall obtain authorization from their respective committees to attend non-county meetings in order to be eligible for a meeting per diem or expense reimbursement.
- 8a. Board Chairman Annual Salary: \$5,867 (2012 and 2013)
- b. Board Chairman Health Insurance: The Board Chairman will pay the current employee portion of the medical or dental insurance premium and 50% of the current county portion of the medical or dental insurance premium.

## **PAYMENT OF COMPENSATION AND REIMBURSEMENTS**

1. Board, committee and commission members shall file their monthly claims in accordance with regular county procedures.
2. Claims will be processed monthly and payment by direct deposit will be made following board approval.

## 2018-2020 COUNTY BOARD PER DIEM COMPENSATION

Per diem compensation will be at the rate of \$40 up to 1 hour and \$10 for each half hour completed exceeding 1 hour for a meeting/event. \$100 will be paid for a County Board Meeting. The compensation limit for a supervisor is \$100 per day.



## **Kewaunee County Board Compensation /Travel Policy**

### **ELIGIBILITY**

1. Members of the County Board, members of committees, boards and commissions and special appointments shall be entitled to reimbursement for travel expenses and other expenses as provided herein.
2. Individuals traveling on official county business may require a reasonable accommodation, as required by the Federal Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1972. Reasonable accommodations could take various forms such as payment of portage costs or allowing a personal attendant to accompany the individual while on travel status.

### **TRAVEL - VEHICLE TRANSPORTATION**

1. Persons eligible shall be reimbursed for vehicle travel at the IRS rate. Mileage for attendance at conventions, conferences, seminars, or other authorized business travel shall be calculated using the distance from the person's home to the site of the event.
2. In the event more than one eligible person is traveling to the same destination, such persons shall, whenever reasonably possible, share a vehicle, or vehicles to reduce travel expense. In such case, mileage shall be paid to the eligible person actually providing the vehicle transportation. In the event a number of persons claim mileage in violation of this vehicle-sharing policy, the Finance Committee may pro-rate mileage allowance or may disallow all such claims. Utilization of county owned/leased vehicles when available and practical is required.
3. Eligible persons shall receive full reimbursement of parking charges and/or tolls upon presentation of original receipts or actual cost expended for meters. No reimbursement will be made for traffic citations or parking tickets or fines.

### **TRAVEL - PUBLIC TRANSPORTATION**

1. Reimbursement for commercial air travel shall generally be limited to the least costly coach fare that uses a regularly scheduled commercial carrier.
2. A rental vehicle may be used in situations where it is the most cost-effective means of transportation or when the efficient conduct of county business precludes the use of other means of transportation.
3. Reasonable and necessary charges for taxi and airline limousines, including tips, are reimbursable when other modes of travel are not available or practical.

### **LODGING**

1. Eligible persons are expected to seek standard lodging accommodations that are comfortable, convenient, and safe; meet the business needs and offer good value. Reimbursement is limited to the rates established by the lodging establishments associated with the event or if no established rate, a reasonable rate as allowed by the respective oversight committee. When making reservations, the governmental rate must be requested.
2. Room reservations should be made in advance using normal County practices. Reservations may be made by using a credit card or with the issuance of a County purchase order for direct

billing to Kewaunee County. In all instances the lodging facility needs to be aware that sales taxes will not be charged to the reservation.

3. No charges for personal items are allowed to be charged to the room bill. Items such as parking fees, meals and business related phone calls may be billed to the lodging bill.
4. Reimbursement for lodging within 50 miles of the Kewaunee County Administration Center is not permitted unless authorized in advance by the oversight committee and the county board.

#### **MEALS**

1. Eligible persons shall be reimbursed for the cost of meals, including tax and tip when the eligible person is on County business-related activities outside of Kewaunee County.
2. Eligible persons shall not be reimbursed for the cost of meals when the eligible person is on County business-related activities in Kewaunee County, except when the business activity involves conferences/sessions with outside agencies, such as other governmental units, in which case reimbursement for meals shall be pre-approved by the appropriate governing committee/board, and for County Board members attending regional or district meetings of local, state, or federal officials having similar responsibilities or duties.
3. Eligible persons shall not be reimbursed for cost of meals included in the cost of registration for any conference, seminar, training session or meeting unless specifically authorized by the Finance Committee.
4. Expenditures for alcoholic beverages are not reimbursable. Meals that are included in the cost of registration are not reimbursable as an additional expense claim unless specifically allowed by the Finance Committee. Receipts are required for all meals over \$5.00.

#### **CONVENTIONS, CONFERENCES, SEMINARS AND TRAINING**

1. Registration fees and tuitions are reimbursable with evidence of payment (receipt).
2. Conference/Seminar/Convention is defined as an event that per the agenda for that event states it is a conference/seminar/convention. County Board members shall obtain prior authorization from their respective committees to attend these events in order to be eligible for a meeting per diem. The Board Chairman may authorize attendance at an event if a committee meeting is not scheduled in time for approval prior to the said event.

#### **COMPENSATION**

1. Per diem compensation will be established by resolution by the County Board.
2. Members will not be compensated for travel time except when traveling outside Kewaunee County for approved/eligible events.
3. Standing committee and board members shall be paid per diem for actual meeting days attended. For attending meetings which require leaving the day before committee and board members shall be paid the minimum per diem for the day traveling to the meeting and for the day returning unless the return trip occurs on the same day as the meeting in which case the member shall be paid according to regular per diem policy.
4. Standing committees and board members are allowed meetings in excess of the limits set forth in Sec.59.13(2)(b), Wis. Stats., and the compensation for such meetings.
5. The Highway Committee when acting in performance of their duties as Highway Committee members shall be paid per diem in excess of the amount set forth in Sec. 83.015, Wis. Stats.,

and shall be paid the same amount as is paid members of other standing committees and boards of the Kewaunee County Board of Supervisors.

6. County Board members shall be paid ½ of the per diem for attending a standing committee meeting that they are not a member of and have authorization from their respective committee to attend on behalf of that committee.
7. County Board members shall obtain authorization from their respective committees to attend non-county meetings in order to be eligible for a meeting per diem or expense reimbursement.
- 8a. Board Chairman Annual Salary: \$6,000 (2024 and 2026)
- b. Board Chairman Health Insurance: The Board Chairman will pay the current employee portion of the medical or dental insurance premium and 50% of the current county portion of the medical or dental insurance premium.

#### **PAYMENT OF COMPENSATION AND REIMBURSEMENTS**

1. Board, committee and commission members shall file their monthly claims in accordance with regular county procedures.
2. Claims will be processed monthly and payment by direct deposit will be made following board approval.

#### **2023-24 COUNTY BOARD PER DIEM COMPENSATION**

Per diem compensation will be at the rate of \$40 up to 1 hour and \$10 for each half hour completed exceeding 1 hour for a meeting/event. \$100 will be paid for a County Board Meeting. The compensation limit for a supervisor is \$100 per day.



# KEWAUNEE COUNTY ADMINISTRATOR'S OFFICE

*Edward J. Dorner*  
*County Administrator*

September 12, 2023

## APPOINTMENT

To: The Honorable Members of the Kewaunee County Board of Supervisors:

I hereby make the following appointment pursuant to Wisconsin Statute Section 59.18(2)(b) effective September 18, 2023, and subject to County Board approval.

Kewaunee County Veterans Service Officer

Nathan Thomas

Respectfully submitted,

Edward J. Dorner  
Kewaunee County Administrator

Kewaunee County  
810 Lincoln Street  
Kewaunee, WI 54216

PHONE (920) 388-7164  
FAX (920) 388-7195  
WEB SITE <http://www.kewauneeeco.org>

Kewaunee County is an Equal Opportunity Employer

# KEWAUNEE COUNTY

## PERSONNEL REPORT

September 11, 2023



*Edward J. Dörner*  
County Administrator

### Hire

Nancy Fritz	Payroll Technician	August 21
Nathan Thomas	Veterans Service Officer	September 18

### Resignation

Karson Alsteen	Highway Worker	August 31
Kelly Kovnesky	Comprehensive Community Services Director/Mental Health Therapist	September 1
Brandy Lippold	Social Worker Children and Family	September 15
Debbie Van Ess	Judicial Administrative Assistant	September 26

### Retirement

Todd Ouradnik	Highway Worker	November 9
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### Recruitment

County Administrator - advertising  
Financial Assistant/Transportation Coordinator - advertising  
Parks Caretaker – reviewing advertising materials  
Radio Operator/Jailer - second interview scheduled

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