



**Kewaunee County
EXECUTIVE COMMITTEE MEETING**

AGENDA

April 5, 2021 6:00 p.m., County Board Room
County Administration Building 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approve April 5, 2021 Agenda
4. Approve March 8, 2021 Meeting Minutes
5. Public Comment
6. Administrator's Report
 - a. Personnel Report
7. 2021 Issues Discussion
 - a. Deputy Sheriff's Union Contract
 - b. Space Planning
8. Chairman's Report
9. Next Meeting:
10. Adjournment

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www.kewauneeco.org

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Kewaunee County
EXECUTIVE COMMITTEE MEETING
MINUTES

March 8, 2021 5:00 p.m., County Board Room
County Administration Building 810 Lincoln Street, Kewaunee

Call to Order: Chair Olson called the meeting to order at 5:00 p.m.

Roll Call: Members Present – Dan Olson, Gary Paape, Chuck Wagner, Scott Jahnke, Tom Romdenne, John Mastalir, Aaron Augustian, Kim Kroll, Virginia Haske. Others Present: Matt Joski, Jeff Wisnicky, Scott Feldt, Julie Schleis, Ross Loining, Eric Pieschek.

Approve March 8, 2021 Agenda: Haske moved, Wagner seconded to approve the agenda. Motion carried.

Approve February 1, 2021 Meeting Minutes: Haske moved, Wagner seconded to approve the February 1, 2021 minutes. Motion carried.

Public Comment: None.

Administrator's Report

Personnel Report: Feldt provided a summary of the personnel report. Feldt indicated there are a number of upcoming resignation within the Human Services Department as well as two employees that will be on leave due to pregnancy. Feldt notified the committee that he and Wisnicky will attend the Town of Lincoln meeting to answer any questions

Approval – Filling of Vacant Positions

Social Worker – Child & Family Unit: Wagner moved and Romdenne seconded to approve the filling of the social worker position. Motion carried.

Human Services Director: Feldt indicated to the committee that the skills he is looking for in a Director candidate is someone who has strong administrative and financial skills first. A strong candidate will also have knowledge of human services programs with a preference of knowing how Kewaunee County operates. Haske moved and Augustian seconded to approve the filling of the Human Services Director position. Motion carried.

Eligibility List – Sheriff's Department: Paape moved and Jahnke seconded to approve the creation of an eligibility list.. Motion carried.

Register in Probate Secretary (0.5 FTE) – Register in Probate: Wagner moved and Augustian seconded to approve the filling of the Register in Probate Secretary position. Motion carried.

Approval of GIS Parcel Editor/Help Desk Specialist Job Description and Wage Scale: Feldt provided an amended job description and proposed wage scale. Feldt gave a summary of the new duties that would be assigned to the new position. Feldt explained that the employee training for the position would begin with simpler tasks and as he gains in knowledge and experience, more difficult tasks were performed by Rueckert Mielke would assigned to him. Feldt explained the methodology related to the wage scale. Data were collected from other counties to provide a reference point in calculating the new wage scale. Discussion followed regarding the job duties and



wage scale. Mastalir moved and Haske seconded to approve the job description and wage scale. Motion carried.

Approval of Salary Compensation Request – Sheriff’s Department: Joski and Pieschek provided a proposal with a summary of the duties of the Patrol Lieutenant and how those responsibilities have required the position to work beyond the normal 40-hour work week. Information was provided to the committee that outlines. Discussion followed regarding the expectations of salaried employees. The issue did not move forward as no motion was brought forward from the committee.

Approval of One-Time Supplemental Compensation – Public Health: Olson provided a summary as to the rationale for considering a supplemental payment to the Public Health Director. Olson explained that the pandemic has greatly impacted the public health department in which the Director is the only salaried employee. Discussion followed regarding the expectations of salaried employees and what signifies an extraordinary amount of hours required to address a once in a lifetime event. Paape moved and Mastalir seconded to approve a supplemental payment of \$2000 to the Public Health Director. Motion carried.

Discussion - County Housing Study: Feldt provided information to the committee with regards to a housing program that allows homeowners to make improvements to their homes. Feldt indicated that promotion of this program could be a good “next step” to assist in addressing housing issues. The committee asked questions regarding the program. Romedenne inquired about the program whether it is similar to a program that operated in Algoma in the past. Feldt indicated that it was. Wagner moved and Paape seconded that the county support and promote participation in the program. Motion carried.

Chairman’s Report: Olson reported to the committee that the Pay Plan Subcommittee met to study and review the current the plan. Olson believes the subcommittee will meet one additional time. Olson notified that he County Board will meet in the County Board Room, and not the Exhibition Hall in Luxemburg for the March 16th meeting. Olson asked Jahnke about Winter Park. Jahnke informed the committee the tube hill and ice rink are closed. Still, it was a good season with regards to attendance.

Next Meeting: Haske moved and Augustian seconded to set the next meeting date for April 5, 2021 at 6:00 p.m. Motion carried.

Adjournment: Wagner moved, Paape seconded to adjourn the meeting. Motion carried. Meeting adjourned at 5:58 p.m.

**KEWAUNEE COUNTY
PERSONNEL REPORT**

April 5, 2021



*Scott Feldt
County Administrator*

Recruitment

Highway Worker Eligibility List – reviewing applications

Radio Operator/Jailer Eligibility List – reviewing applications

Seasonal Workers Highway Department – reviewing applications

Seasonal Workers Promotion and Recreation Department – reviewing applications

Secretary, Register in Probate (part-time) – on hold (since February 2021)

Social Worker Child and Family – recruitment on hold (since June 2020)

Social Worker Child and Family – Interviews scheduled

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**Kewaunee County
810 Lincoln Street
Kewaunee, WI 54216**

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ISSUES FOR 2021 EXECUTIVE COMMITTEE

1. **Pay Plan Review:** A motion was approved by the County Board to review the current county pay plan. The Executive Committee will review the methodology of the plan. In addition, administration will collect compensation plans from various counties to assist in the efforts. Also, the county may elect to retain a compensation consultant (e.g. Carlson Dettman) to assist with these efforts.
2. **Union Negotiations:** The current union contract with the Sheriff Deputies Union will expire on December 31, 2021. Typically, a negotiating subcommittee is formed to participate in negotiations. With the likelihood of a new jail being constructed and staff costs being a major consideration, 2021 would be an opportune time to discuss the creation of new wage scales for the deputy position. In addition, though not part of the contract, new wage scales should be considered for a jailer position and a dispatcher position.
3. **Space Planning:** With a new jail on the horizon and working remotely being more common, the county may want to explore how its current space is being utilized and if a reconfiguration of office space would be warranted.
4. **Strategic Planning:** The County may want to discuss the scheduling of a strategic planning process and the creation of a five-year strategic plan.

WISCONSIN PROFESSIONAL POLICE ASSOCIATION

Law Enforcement Employee Relations Division • Supervisory Officers Relations Division • Civilian Employees Relations Division



March 26, 2021

CERTIFIED MAIL

County Clerk
County of Kewaunee
810 Lincoln Street
Kewaunee, WI 54216-1140

Re: Opening of Contract Negotiations – Kewaunee County Deputy Sheriffs' Association

Dear Clerk:

Pursuant to Wisconsin Statutes, Section 111.77(1)(a), the Law Enforcement Employee Relations Division of the Wisconsin Professional Police Association, for and on behalf of its affiliate local, wishes to commence bargaining for a successor agreement.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas Schrank".

Thomas Schrank
Business Agent

cc: Eric Zellner, Local President

