



**Kewaunee County  
EXECUTIVE COMMITTEE MEETING**

**AGENDA**

**January 2, 2023 6:00 p.m., Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approve January 2, 2023 Agenda**
- 4. Approval of December 5, 2022 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**
    - CDL Requirement
    - Wage Study
  - b. Emergency Management Assistant – Approval to Accept Funding for Full-Time Position**
- 8. Next Meeting: February 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**

December 5, 2022 **5:00 p.m.**, Conference Room  
Meeting moved to County Board Room to accommodate audience  
County Administration Building, 810 Lincoln Street, Kewaunee

**Call to Order:** Chair Olson called the meeting to order at 5:02 p.m.

**Roll Call:** Members Present – Dan Olson, Gary Paape, Virginia Haske, John Mastalir, Aaron Augustian, Joe Lukes, Kim Kroll, Scott Jahnke. Others Present – David DePeau, Scott Feldt Tracy Nollenberg, Julie Schleis, Robert Stearns. Public Attending – William Behmes, Dennis Walte, Gary Veaser, Dale Ferron, Richard Stodola, Thomas Lytle, Charles Zellner, Russell Anderson, Rick Philipps, Michael Witcepalek, Joseph Cherney, Thomas Schmidli, Bob Seidl, Gene Brandl, Larry Ihlenfeldt, Ronald Gilbertson, Janice Gilbertson, Claude Stangel, Frances Ruiz, Frank Ruiz, Julia Ruiz, Jason McCord, Lee Peichoski, Barb Piechoski, and others.

**Approve December 5, 2022 Agenda:** Romdenne moved, Augustian seconded to approve the agenda with the following changes: 1) move item 8a to immediately follow item 6 Administrator's Report; and 2) Move item 11 to immediately follow item 9. Motion carried.

**Approval of November 7, 2022 Minutes:** Paape moved, Romdenne seconded to approve the November 7, 2022, minutes. Motion carried.

**Public Comment:** The following persons spoke before the committee to show their support for the Veteran's Office and request the filling of the administrative assistant position: Lee Peichoski, Claude Stangel, Russell Anderson, Julia Ruiz, Charles Zellner, Frank Ruiz, Jason McCord, Larry Ihlenfeldt, Janice Gilbertson.

**Administrator's Report - Personnel Report:** Feldt reviewed the personnel report with the committee. No questions.

**Approve Allowing 16-18 year olds to Work at Winter Park:** Feldt gave an update as to the hiring of seasonal employees at Winter Park. It was explained that the County has had few applications to work at Winter Park. To assist in finding employees, administration is requesting approval to allow for the hiring of 16-18 year olds to work in the chalet at Winter Park. Current policy does not allow for the hiring of minors. Feldt indicated that these employees would not work outside where the need to operate equipment is required. Mastalir moved, Jahnke seconded to authorize the hiring of 16-18 year olds to work at Winter Park in the chalet. Motion carried.

**Approval to Fill Vacancies**

**Administrative Assistant – Veterans Services:** Romdenne moved, Kroll seconded to fill the vacancy. Motion carried.

**Secretary – Register in Probate:** Romdenne moved, Haske seconded to fill the vacancy. Motion carried.



**Temporary Cross-Trained Union Positions (3) – Sheriff:** Feldt reviewed the process of the selection of the transition team, the filling of vacancies in the patrol division, and how the temporary union position would address the issues of the county keeping experienced staff to serve on the transition team and ensuring staff do not lose their seniority in the union by remaining on the transition team. Discussion followed as to the need of having temporary union positions. The issue of union support of the request was discussed. Joski informed the committee that the union does not support the request as they require the temporary union positions to remain in place for those employees who serve in the temporary position. Discussion continued regarding the request and the impacts of approving the request and the impacts of not approving the request. Mastalir moved, Jahnke seconded to approve the creation of three temporary cross-trained union positions that would then be eliminated at the opening of the new jail facility. Motion failed 2 ayes to 5 nays. Jahnke and Mastalir voted aye. Augustian, Lukes, Olson, Paape, and Romdenne voted nay.

**Motion to go into closed session pursuant to Wis. Stat. s. 19.85(1)(f) – Employee personnel matter:** Romdenne moved, Mastalir seconded to go into closed session. Motion carried. Meeting entered closed session.

**Motion to Return to Open Session:** Mastalir moved, Paape seconded to return to open session. Motion carried.

**Action from Closed Session (if necessary):** No action taken.

**Next Meeting:** January 2, 2023, at 6:00 p.m.

**Adjournment:** Lukes moved, Romdenne seconded to adjourn. Motion carried. Meeting adjourned at 6:21 p.m.

# KEWAUNEE COUNTY

## PERSONNEL REPORT

January 2, 2023



*Scott Feldt*  
County Administrator

### Hire

Hire		
Hailey McCandless	Winter Park Assistant	December 1
Matthew Bluett	Winter Park Assistant	December 17
Jason Reinke	Winter Park Assistant	December 24

### Job Change

NAME	FROM	TO	DATE
Melissa Annoye	Family and Community Services Manager	Human Services Director	January 1
Corinne Konkol	Children and Families Manager	Family and Community Services Manager	January 1
Chad LaLuzerne	Social Worker	Children and Families Manager	January 1

### Retirement

Retirement		
Maureen O'Shea	Social Worker	December 30

### Recruitment

Administrative Assistant, Veterans Service Office - advertising  
Help Desk Specialist/GIS Parcel Mapper – reviewing applications  
Radio Operator/Jailer – background checks  
Secretary, Register in Probate - advertising  
Social Worker, Child & Family - advertising  
Temporary Highway Workers – interviewing  
Tourism/Public Information Officer - advertising  
Winter Park Assistants – advertising

Kewaunee County Is An Equal Opportunity Employer

Kewaunee County  
810 Lincoln Street  
Kewaunee, WI 54216

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FAX (920) 388-7195  
[www.kewauneeco.org](http://www.kewauneeco.org)

Office of  
**KEWAUNEE COUNTY HIGHWAY COMMISSION**  
E4280 County Road F  
Kewaunee, WI 54216

Todd L. Every  
Commissioner  
[every.todd@kewauneeco.org](mailto:every.todd@kewauneeco.org)

Telephone: (920) 388-3707

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**To:** Executive Committee  
**From:** Highway and Solid Waste Committee  
**Date:** January 2, 2023  
**R.E.:** Employee Recruiting Issues

### **Background**

In 2022, the Highway Department has gone through the Highway Worker recruitment process several times. Counties are seeing a recruiting trends which may/will cause us to look at recruiting a little differently. Issues include; the number of applicants with related work experience, Commercial Driver's License (CDL) requirements, and wages.

*Applicant Pool.* Up until this time, we have been fortunate to be able to fill our positions with qualified employees. Over time, we have seen the number of applicants for our positions decrease. Also, we have seen the amount of applicant's experience related to our job duties decrease.

*CDL Requirements.* Currently, we require the applicant to have their CDL. Prior to February 2022, you could get your temporary CDL by taking a DMV test, gaining behind the wheel experience, and then completing a road test to get your regular CDL. Beginning in February 2022, CDL applicants are required to successfully complete Entry-Level Driver Training (ELDT) prior to being eligible for CDL skills testing. Entry Level Driver Training includes theory and behind-the-wheel instruction at a training provider/training entity listed on the Federal Motor Carrier Training Provider Registry. The cost for these courses range from \$2,000 to \$5,000.

*Wages.* Up until this time, we have been fortunate to be able to fill our positions with wages in our wage scale. This trend may or may not continue. The county may need to consider completing a wage study, consider the results of the wage study, and consider how these items effect employee recruiting and retention.

The following are ideas the county can try in order to potentially increase the amount of candidates for Highway Worker positions:

1. Change our Highway Worker job description and job ads to indicate a CDL is preferred, not required. After changes, advertise for Highway Worker eligibility list with the new requirements.
2. If a qualified applicant does not have a CDL, the County would provide a mechanism (i.e employee/employer contract) to allow the county to pay for the CDL training upfront, and then have the employee pay back the course tuition cost over time.
3. If a qualified applicant does not have a CDL, the County would provide CDL training at the County's expense with a commitment from the employee for a minimum amount of time contract. If the employee would leave employment with the county, they would be responsible for the prorated share of the costs associated with the CDL training.

4. Study the wage scale for Highway worker positions, make adjustments as necessary, to attract more applicants and retain current employees.

The following motion was unanimously passed at the Highway and Solid Waste Committee meeting on 12-8-22:

*Motion to change the Highway Worker job description to reflect a Commercial Driver's License (CDL) is a preferred job requirement. Also, request approval from the Executive Committee to create a mechanism (i.e. employee/employer contract) to allow the county to pay for the CDL training for potential employees, and forward the request to the Executive Committee.*

#### **Financial Impact**

Any costs associated with CDL Entry Level Driver Training would be charged to the Highway Department Internal Service Fund or County Road and Bridge Fund annual budget.

#### **Recommendation**

A motion from the Executive Committee for permission for Highway Department staff, Administrator's office, and Corporation Counsel to draft an employee/employer contract to allow the Highway Department to pay for the CDL training for potential employees.

# memo

## **Kewaunee County Emergency Management**

**To:** Public Safety and Justice Committee Members: John Mastalir, Scott Jahnke, Joe Lukes, Doug Doell, Scott Browne

**From:** Tracy Nollenberg, Kewaunee County Emergency Management Director

**Date:** December 5, 2022

**Re:** Request approval of Point Beach Nuclear Plant Funding of EMA to Full-time

I am asking this committee to give approval of an increase in the request of financial support from Point Beach Nuclear Plant to be used to move the Emergency Management Assistant position from a part-time to a full-time position.

Kewaunee County Emergency Management receives financial support for emergency preparedness activities in excess of normal emergency management functions due to Kewaunee County being required to have a radiological emergency plan in addition to the regular emergency operations plan sections.

In mid-November a meeting was held between Kewaunee County Emergency Management, Kewaunee County Administration and Point Beach Nuclear Representative.

From this discussion, Point Beach Nuclear Plant has no issues supporting the additional cost of bringing the Emergency Management Assistant position to a fulltime position including benefits now and in the future.



November 28, 2022

Scott Feldt  
County Administrator, Kewaunee County  
810 Lincoln Street  
Kewaunee, WI 54216

**KEWAUNEE COUNTY EMERGENCY MANAGEMENT BUDGET REQUEST**

Dear Mr. Smith:

Point Beach Nuclear Plant provides support for our local county Emergency Management Departments for emergency preparedness capacity in excess of normal emergency management functions due to the additional burden of each of the counties requiring a radiological emergency plan in addition to their regular emergency plan.

A budget request has been submitted by Kewaunee County Emergency Management (KCEM) to increase their budget to allow for a full-time employee Emergency Management Assistant to assist the Emergency Management Director with changes to the radiological emergency plan as well as capacity building for the future. As Point Beach considers KCEM a taxing authority, we have no concerns with supporting the additional costs necessary to expand the current part time staff to full time now and in the future.

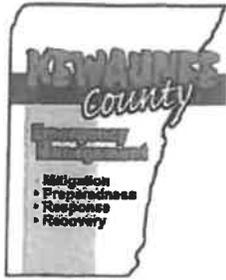
Signed:

A handwritten signature in black ink, appearing to read "Denny Smith".

Denny Smith  
Point Beach Nuclear Plant  
Emergency Preparedness Manager

2022 11 28

Date



## Kewaunee County Emergency Management

Tracy Nollenberg, Director  
625 Third Street · Luxemburg, WI 54217  
Phone (920) 845-9701 · Fax (920) 845-9727  
Website: [www.kewauneeco.org/departments/emergency-management/](http://www.kewauneeco.org/departments/emergency-management/)

Denny Smith, Emergency Preparedness Manager  
Ann Fitzgerald, Emergency Preparedness Specialist  
Point Beach Nuclear Plant  
6610 Nuclear Road  
Two Rivers, WI 54241

December 2, 2022

Dear Denny,

In light of our recent discussion and the needs of this office, I am requesting an increase from my original request dated September 7, 2022. I am requesting \$143,160 for financial support for the 2023 calendar year. The change in the request brings the Emergency Management Assistant from a part-time position to a fulltime position.

The financial request covers the day-to-day operations expenses, such as: telephone and internet, alert and notification system, radio service at the tower sites for specific equipment needed, training emergency responders and EOC staff, training and travel expenses related to REP, meetings or conferences that benefit EM staff and EOC participants, office supplies, postage, maintenance on dosimetry equipment and building costs, expenses related to having Integrated Public Alert Warning System (IPAWS) as part of our emergency notification system to alert our residents should an imminent life safety message need to get our residents and all those who may be traveling through our county, and the increase from part-time to full time for the Emergency Management Assistant position here at the Kewaunee County Emergency Management office.

This request covers: expected day-to-day expenses of \$115,177 plus 1,800 for IPAWS plus the increase of hours (going from part-time to full-time) with inclusion of benefits 26,183 for a total of \$143,600. This request does include any Cost of Living Adjustment for 2023, with that I am requesting to bring the Emergency Management Assistant to a full-time position.

The Emergency Management Assistant is a position that is there to assist the Emergency Management Director in the day-to-day operations. This increase from a part-time position to a full time position will give time to assist with the radiological emergency plan as well as with capacity building for the future. This position takes on projects, as assigned, that alleviates my schedule to allow me sufficient time to complete my day-to-day operations and tasks.

Kewaunee County Emergency Management plans, prepares, drills, and exercises for Point Beach nuclear events. Point Beach has an Emergency Planning Zone that comes into Kewaunee County so we must continue to plan and prepare our emergency responders.

If you would like a breakdown of anticipated costs, our office can provide that. The Finance Department will be providing the quarterly costs for billing purposes.

If you have any questions, please contact me.

*Tracy L Nollenberg*

Tracy Nollenberg, Director  
Kewaunee County Emergency Management

cc: Scott Feldt, Kewaunee County  
Administrator Paul Kunesh, Kewaunee  
County Finance Director