



**Kewaunee County
EXECUTIVE COMMITTEE MEETING**

AGENDA

**July 10, 2019 7:30 a.m., Conference Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approve July 10, 2019 Agenda**
- 4. Approve June 6, 2019 Meeting Minutes**
- 5. Public Comment**
- 6. Administrator's Report**
 - a. Personnel Report**
 - b. Administrator's Report**
 - Status Report of Study Groups**
- 7. Approval to Vacant Positions**
 - a. Contract Social Worker – Human Services**
 - b. Radio Dispatcher/Jailer – Sheriff's Office**
- 8. Review Phase 1 Report & Recommendations of Public Safety Facility Committee**
- 9. Discussion of County Pay Plan (possible action)**
- 10. Chief Deputy Recruitment Policy**
- 11. Chairman's Report**
- 12. Next Meeting**
- 13. Adjournment**



Kewaunee County
EXECUTIVE COMMITTEE MEETING
MINUTES

June 6, 2019 9:30 a.m., Human Services Training Room
Public Health/Human Services Building, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: Chair Weidner called the meeting to order at 9:33 a.m.

Roll Call: Members present – Robert Weidner, Charles Wagner, Tom Romdenne, Gary Paape, Virginia Haske, Kaye Shillin, Mary Ellen Dobbins. Members Excused – Scott Jahnke, John Mastalir. Others present – Tom Cretney, Sheriff Matt Joski, Rebecca Deterville, Jamie Annoye, Germaine Bertrand, Scott Feldt, Jeff Wisnicky, David Cornelius, Tracy Nollenberg, Cindy Kinnard, Greg Gabriel, Davina Bonness, Cindy Kudick, Julie Schleis, Steve Hanson, Jennifer Gonzalez, Dana Johnson, Sue Norton, Paul Kunesh, Jane Babcock, Corrine Konkel, Todd Every, Dave Myers, Rob Burke.

Approve June 6, 2019 Agenda: Wagner moved and Haske seconded to approve the agenda with the change of Discussion of the WCA/Forward Analytics Report being taken up following approval of the minutes. Motion carried.

Approve May 9, 2019 Meeting Minutes: Wagner moved and Paape seconded to approve the May 9, 2019 minutes. Motion carried.

Discussion of WCA/Forward Analytics Report: Falling Behind: Weidner gave a general summary as to the findings of the WCA/Forward Analytics report. The report indicates that the state of Wisconsin faces a labor shortage as the number of working age adults continues to decline. Kewaunee County needs to identify ways to attract and retain workers. Discussion followed as to whose role it is to lead this effort. Feldt indicated it will take everyone, (the county, private businesses, and local municipalities) to make the county an attractive place for people to live and work. Some discussion followed related to the proposed countywide housing study. Weidner indicated that the lack of workers also result in the lack of construction of new homes and in turn, the lack of new property tax revenue. Feldt indicated that discussions will be taking place with developers and Kewaunee County Economic Development Corporation and the County to identify initiatives to address the issue.

Public Comment: Bonness asked that before the Committee looks to reduce employee wages, the county look at ways to increase revenues. Bonness asked the Committee to consider what the action may do to employee morale. The County should consider a trade off where some additional benefit could be increased to reduce the impact of a reduced salary increase (e.g. vacation, time off).

Joski reviewed with the Committee that elected officials sent a letter to the Board indicating the pay plan was unsustainable. Joski expressed his belief that taking this action would be taking a pound of flesh from the employees and that those who did receive pay increases were at the top of the pay scale instead of the bottom. Joski expressed his view that the issue is a revenue problem and not an expense problem. Joski urged the Board to approve a referendum to exceed the levy limit.



Joski expressed that decisions like these are part of leadership and challenged the Committee and the Board to lead.

Weidner responded that the County has regularly levied to the limit and has made budgetary decisions by weighing the different needs and priorities as they arise each year. Weidner expressed caution as to going to referendum as the County will need to make the case as to why exceeding the levy limit is necessary.

Every expressed his belief that the county pay plan and the personnel policies that outline benefits are not mutually exclusive. Impacts from changing the pay plan can be lessened by potential changes in personnel policies. Every stated that tweaks can be made and there are ways to address sustainability but still recognize employees and their contributions.

Babcock indicated that under the various proposals employees are asked to make a sacrifice. What sacrifice is the Board willing to make toward the budget issue?

Johnson asked that the Committee look at dollars versus percentages with regards to the pay plan. Johnson indicated that the Human Services department does not support any of the proposals that have been offered to date. Johnson asked if other revenue ideas have been reviewed and considered to address the budget concerns.

Wagner reminded the audience that the County Board changes every two years with new supervisors. Wagner addressed the audience that the county must continue to look at fees and it must be done every year. Fees for service affect those who receive the service.

Discussion of County Pay Plan: Weidner reviewed some of the major issues facing the county: workforce attraction, broadband, housing, levy limits, net new construction, health costs and state mandated services. These along with annual funding requests are items that administration and the county board must consider for the annual budget and for future budgets. Weidner reviewed that he asked the county administrator and finance director to look forward five years and provide a picture of what that would look like. Weidner agrees that making small changes now lessens the impacts of changes in future years.

Feldt reviewed the information he distributed during the employee information sessions. This included the five year financial projections and the methodology utilized when making those projections. Feldt also summarized the current percentage and dollar increases from the previous three years of the county pay plan and the belief that current percentage increases are unsustainable. Feldt then reviewed the three proposals presented for discussion, and there variations.

Wagner informed the committee that he has researched the amount of per diem and travel compensation received by board supervisors. The total is approximately \$7,600 per month. Wagner suggested the board supervisors relinquish a portion of the compensation to assist in addressing the budgetary concerns. Wisnicky explained that from a legal perspective, the committee cannot, nor can the County Board, require supervisors to give up a portion of their



compensation. The Committee and the Board may put such changes in place for the next term of Board supervisors but not the current term.

A ten minute recess was held.

Cretney offered the idea of installing a solar energy system as a potential revenue source. Cretney indicated that his research projects a \$500,000 would generate \$40,000 annually.

Feldt provided the committee the "takeaways" from the five employee information meetings that were held: Courthouse- 1) feeling that employees are being penalized because we did not ask for raises from the Personnel Committee, 2) is enough being done to cut costs, 3) these decreases will affect employee morale. How can this be improved; Highway – 1) how will the changes affect employee attraction and morale, would like to see some changes in the personnel policies regarding vacation and overtime; Administration – 1) pay plan is unsustainable, 2) budget problems are being placed on the backs of the employees, 3) pay plan has benefitted a chosen few, 4) County Board needs to support exceeding the levy limits; Luxemburg – 1) budget problems are being placed on the backs of the employees, 2) changes will negatively affect employee morale and retention, 3) there were no other alternatives presented; Public Health/Human Services – 1) changes will negatively affect employee recruitment and retention, 2) employees being held responsible for a countywide issue, 3) concern that life decisions were made based on the pay plan. Feldt indicated that approximately 75-77 employees attended the meetings and 5 board supervisors did as well.

Wagner asked the hypothetical question of where does it say that a pay plan stays the same forever. Wagner indicated his preference that the plan be reviewed every few years. It is unrealistic to assume that a plan will remain unchanged for 10 years. Wisnicky indicated that employees look at the pay plan and see the impacts 15 years out and with the proposed changes they are concerned.

Discussion followed about what services are mandated, what services are essential and what services the county provides but are not reimbursed for.

Additional discussion took place regarding the proposed changes to the pay plan and how cost of living and step increases are factored into the total percentage wage increase. Should the committee consider decreasing the cost of living increase versus the step increase. What would be the right percentage decrease. Discussion also touched on a possible referendum and what information the public would need to make an informed decision..

Administrator's Report

Personnel Report- Feldt reviewed the personnel report. No items for discussion.

Administrator's Report – Feldt informed the committee that Broadband Study Group is looking at the idea of a "wi-fi mesh" system that could allow for better internet access. Meetings are being scheduled to discuss the feasibility of the idea and potential partners in implementation.



Feldt reviewed the progress to date with the Jail Study Group. Venture Architects is finishing up the final draft of the Phase 1 Report that will be presented to the County Board. The recommendation is for the County to construct a new facility with an initial estimation of 74 beds. General discussion followed as to size and the need for programming space.

Approval to Fill Vacant Positions – Dispatcher/Jailer & Sergeant position: Paape moved and Wagner seconded to authorize the filling of the Jailer/Dispatcher position and the Jail Sergeant position. Motion carried.

Approval of Revised Committee Rules and Duties: Feldt reviewed the Committee Rules and Duties with the committee. Each of the standing committees reviewed and approved the minutes prior to being presented to the Executive Committee for approval. Weidner asked for a small change in the Executive Committee rules and duties. He requested that the duty of “reviewing ordinances as needed” be added. No other concerns or amendments to any of the committee rules and duties were expressed. Haske moved and Dobbins seconded to approve all standing committee rules and duties as drafted with the amendment to the Executive Committee. If approved by the County Board these rules and duties would take effect in 2020 as part of the new county board. Motion carried.

Chairman's Report: Weidner provided a summary of a meeting held with State Representative Joel Kitchens. Kitchens indicated that he expects there to be an increase in county highway aid, an increase in funding for land and water conservation programs, but there will be no change to the current levy limits. The state prison is still being discussed and if the state were to own the prison, there would be a payment in lieu of taxes to the county and municipality.

Next Meeting: The next meeting is scheduled for July 10 at 7:30 a.m.

Adjournment: Wagner moved and Dobbins seconded to adjourn the meeting. Motion carried. Meeting adjourned at 12:25 p.m.



KEWAUNEE COUNTY ADMINISTRATOR

Scott Feldt

INTEROFFICE MEMORANDUM

DATE: July 10, 2019
TO: Executive (Personnel) Committee Members
FROM: Scott Feldt, Kewaunee County Administrator
RE: Approval of County Pay Plan Modifications

REQUEST

Modify the county pay plan to reduce step pay increase from 3% for steps 1-6 (year 8) in the current pay plan to 2.0% and reduce step pay increase from 2% for steps 7-11 (year 15) in the current pay plan to 1.5%. In addition, the annual total wage increase could not exceed 4.0%. These changes would effective January 1, 2020.

BACKGROUND

The Executive (Personnel) Committee has been presented a number of proposals that modify the existing pay plan. The reason for considering a modification is due to the long term financial sustainability of the plan, and whether the County can continue to fund the current step increases along with cost of living increases. An analysis was conducted by Administration and outlined in the May 10, 2019, memo to Committee members. The analysis examined the estimated annual savings the various proposals and the number of employees that will be at the highest step in the pay plan. Additional information was provided regarding the five year county financial forecast and the additional factors (jail, human services, etc.) that were taken into account when the proposals were presented.

Administration examined changing the rate of the step plan increase, changing the rate of the cost of living increase, and placing a cap on the total rate of increase an employee can receive in a year through step and cost of living increases. Modifying the step increase is the most equitable option. All employees receive a cost of living increase. Only those employees not at the final step of the pay plan are able to receive a step increase. Therefore, a reduction in the cost of living increase affects those employees at the top of the pay scale to a greater degree than other employees as they are ineligible for a step increase. The wage range for all positions will be compressed, but it is important to note that the wage ranges are modified each year to incorporate the cost of living increase.

Fiscal Impact

The estimated annual savings beginning in 2020 savings is \$39,790.

**Kewaunee County
Pay Plan Proposals
2019 Existing plan VS Proposed plans**

	Step Increments:		Start Step:	Number of steps: 11 steps over 15 years	Step: Total \$	Step Total %	starting difference	Total %	Annual Ave%	Total Annual Step \$	Total Annual cost w/ Benefits	Estimated Annual Saving	Employees At MAX step
	Start - Mid	Mid - max											
Existing:	3.00%	2.00%		11 steps over 15 years	4.98	27.98%		0.00%	2.00%	105,528	123,077		30
Proposed 4.0:	2.00%	1.50%		11 steps over 15 years	3.37	18.33%		16.93%	1.35%	71,411	83,287	39,780	45

**Kewaunee County
Pay Plan**

07/03/19 Last Updated

Year: 2019

DRAFT (RESTATED STEPS)

2.25%	Cost of Living (CPI)
4.00%	Total Increase limit (by Policy)
2.00%	Applied to Pay Plan

YEAR(s)	Salary Range														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
STEP	START	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
ADMINISTRATOR															
COUNTY ADMINISTRATOR	44.71	45.60	46.51	46.51	47.44	48.39	48.39	49.36	50.10	50.85	51.61	51.61	52.38	52.38	53.17
EXECUTIVE ASSISTANT	23.08	23.56	24.02	24.02	24.50	24.98	24.98	25.49	25.87	26.26	26.65	26.65	27.05	27.05	27.46
PIO / TOURISM	19.23	19.61	20.00	20.00	20.40	20.81	20.81	21.23	21.55	21.87	22.20	22.20	22.53	22.53	22.87
CHILD SUPPORT															
CHILD SUPPORT MANAGER	25.15	25.65	26.16	26.16	26.68	27.21	27.21	27.75	28.17	28.59	29.02	29.02	29.46	29.46	29.90
SPECIALIST-CHILD SUPPORT	19.44	19.83	20.23	20.23	20.63	21.04	21.04	21.46	21.78	22.11	22.44	22.44	22.78	22.78	23.12
WORKER-CHILD-SUPPORT	17.76	18.12	18.48	18.48	18.85	19.23	19.23	19.61	19.90	20.20	20.50	20.50	20.81	20.81	21.12
CIRCUIT COURT															
JUDICIAL ADMINISTRATIVE ASSISTANT	17.76	18.12	18.48	18.48	18.85	19.23	19.23	19.61	19.90	20.20	20.50	20.50	20.81	20.81	21.12
CLERK OF COURTS															
DEPUTY-CLERK OF COURTS	17.76	18.12	18.48	18.48	18.85	19.23	19.23	19.61	19.90	20.20	20.50	20.50	20.81	20.81	21.12
ASSISTANT-CLERK OF COURTS	16.21	16.53	16.86	16.86	17.20	17.54	17.54	17.89	18.16	18.43	18.71	18.71	18.99	18.99	19.27
CORPORATION COUNSEL															
CORPORATION COUNSEL	41.82	42.45	43.30	43.30	44.17	45.05	45.05	45.95	46.84	47.34	48.05	48.05	48.77	48.77	49.50
CONFIDENTIAL SECRETARY	18.95	19.33	19.72	19.72	20.11	20.51	20.51	20.92	21.23	21.55	21.87	21.87	22.20	22.20	22.53
COUNTY CLERK															
DEPUTY CLERK-ACCOUNT CLERK III	17.76	18.12	18.48	18.48	18.85	19.23	19.23	19.61	19.90	20.20	20.50	20.50	20.81	20.81	21.12
DISTRICT ATTORNEY															
VICTIM WITNESS COORDINATOR	18.95	19.33	19.72	19.72	20.11	20.51	20.51	20.92	21.23	21.55	21.87	21.87	22.20	22.20	22.53
LEGAL SECRETARY	18.21	18.53	18.86	18.86	19.20	19.54	19.54	19.89	19.90	20.20	20.50	20.50	20.81	20.81	21.12
SECRETARY-DISTRICT ATTORNEY	15.20	15.50	15.81	15.81	16.13	16.45	16.45	16.78	17.03	17.29	17.55	17.55	17.81	17.81	18.08
EMERGENCY MANAGEMENT															
EMERGENCY MANAGEMENT DIRECTOR	25.52	26.03	26.55	26.55	27.08	27.62	27.62	28.17	28.59	29.02	29.46	29.46	29.90	29.90	30.35
ASSISTANT-EMERGENCY MANAGEMENT	16.21	16.53	16.86	16.86	17.20	17.54	17.54	17.89	18.16	18.43	18.71	18.71	18.99	18.99	19.27
FAMILY COURT COMMISSIONER															
FAMILY COURT COMMISSIONER	33.27	33.94	34.82	34.82	35.31	36.02	36.02	36.74	37.29	37.85	38.42	38.42	39.00	39.00	39.59
FINANCE DIRECTOR															
FINANCE DIRECTOR	38.48	39.25	40.04	40.04	40.84	41.66	41.66	42.49	43.13	43.78	44.44	44.44	45.11	45.11	45.70
PAYROLL TECHNICIAN	19.28	19.67	20.06	20.06	20.46	20.87	20.87	21.28	21.81	21.93	22.28	22.28	22.59	22.59	22.93
ACCOUNT CLERK III	17.76	18.12	18.48	18.48	18.85	19.23	19.23	19.61	19.90	20.20	20.50	20.50	20.81	20.81	21.12
HIGHWAY DEPARTMENT															
HIGHWAY COMMISSIONER	35.57	36.28	37.01	37.01	37.75	38.51	38.51	39.28	39.87	40.47	41.08	41.08	41.70	41.70	42.33
PATROL SUPERINTENDENT	27.25	27.80	28.36	28.36	28.93	29.51	29.51	30.10	30.55	31.01	31.48	31.48	31.95	31.95	32.43
OFFICE MANAGER	24.31	24.80	25.30	25.30	25.81	26.33	26.33	26.86	27.28	27.67	28.09	28.09	28.51	28.51	28.94
ACCOUNT CLERK II	16.21	16.53	16.86	16.86	17.20	17.54	17.54	17.89	18.16	18.43	18.71	18.71	18.99	18.99	19.27
ACCOUNT CLERK I-SECRETARY	15.20	15.50	15.81	15.81	16.13	16.45	16.45	16.78	17.03	17.29	17.55	17.55	17.81	17.81	18.08
CUSTODIAN	14.04	14.32	14.61	14.61	14.90	15.20	15.20	15.50	15.73	15.97	16.21	16.21	16.45	16.45	16.70
HIGHWAY WORKER	20.38	20.79	21.21	21.21	21.63	22.06	22.06	22.50	22.84	23.18	23.53	23.53	23.88	23.88	24.24
HIGHWAY WORKER	19.75	20.15	20.55	20.55	20.98	21.38	21.38	21.81	22.14	22.47	22.81	22.81	23.15	23.15	23.50
HIGHWAY WORKER	18.84	19.22	19.60	19.60	19.99	20.39	20.39	20.80	21.11	21.43	21.75	21.75	22.08	22.08	22.41

DRAFT (RESTATED STEPS)

2.25%	Cost of Living (CPI)
4.00%	Total Increase Limit (by Policy)
2.00%	Applied to Pay Plan

YEAR(s) STEP	Salary Ranges														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
START		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
HUMAN SERVICES DEPARTMENT															
HUMAN SERVICES DIRECTOR	40.22	41.02	41.84	41.84	42.68	43.53	43.53	44.40	45.07	45.75	46.44	46.44	47.14	47.14	47.85
MANAGER-BEHAVORAL HEALTH	28.82	29.40	29.99	29.99	30.59	31.20	31.20	31.82	32.30	32.76	33.27	33.27	33.77	33.77	34.28
MANAGER-FAMILY & COMMUNITY SERVICES	28.82	29.40	29.99	29.99	30.59	31.20	31.20	31.82	32.30	32.76	33.27	33.27	33.77	33.77	34.28
MANAGER-CHILDREN & FAMILIES	28.82	29.40	29.99	29.99	30.59	31.20	31.20	31.82	32.30	32.76	33.27	33.27	33.77	33.77	34.28
FINANCIAL SUPERVISOR-HSD	25.37	25.88	26.40	26.40	26.93	27.47	27.47	28.02	28.44	28.87	29.30	29.30	29.74	29.74	30.19
ACCOUNTING/CONTRACT SPECIALIST	22.38	22.83	23.29	23.29	23.76	24.24	24.24	24.72	25.08	25.47	25.85	25.85	26.24	26.24	26.63
ACCOUNTING SPECIALIST	19.44	19.83	20.23	20.23	20.63	21.04	21.04	21.46	21.78	22.11	22.44	22.44	22.78	22.78	23.12
MEDICAL RECORDS/ADMIN ASSISTANT	17.76	18.12	18.48	18.48	18.85	19.23	19.23	19.61	19.90	20.20	20.50	20.50	20.81	20.81	21.12
ECONOMIC SUPPORT SPECIALIST	19.44	19.83	20.23	20.23	20.63	21.04	21.04	21.46	21.78	22.11	22.44	22.44	22.78	22.78	23.12
DIRECTOR-COMMUNITY SUPPORT PROGRAM	22.48	22.93	23.39	23.39	23.86	24.34	24.34	24.83	25.20	25.58	25.96	25.96	26.35	26.35	26.75
COORDINATOR-MENTAL HEALTH, AODA, CRISIS	22.48	22.93	23.39	23.39	23.86	24.34	24.34	24.83	25.20	25.58	25.96	25.96	26.35	26.35	26.75
AODA COUNSELOR/CP COORDINATOR	22.48	22.93	23.39	23.39	23.86	24.34	24.34	24.83	25.20	25.58	25.96	25.96	26.35	26.35	26.75
CASE MANAGER-CLT/CHILD LONG TERM SUPPORT	22.48	22.93	23.39	23.39	23.86	24.34	24.34	24.83	25.20	25.58	25.96	25.96	26.35	26.35	26.75
BIRTH TO THREE/FAMILIES FIRST COORDINATOR	22.48	22.93	23.39	23.39	23.86	24.34	24.34	24.83	25.20	25.58	25.96	25.96	26.35	26.35	26.75
SN-CHILD PROTECTIVE SERVICES/JUVENILE JUSTICE	22.48	22.93	23.39	23.39	23.86	24.34	24.34	24.83	25.20	25.58	25.96	25.96	26.35	26.35	26.75
COORDINATOR-CHILD & FAMILY SERVICES	22.48	22.93	23.39	23.39	23.86	24.34	24.34	24.83	25.20	25.58	25.96	25.96	26.35	26.35	26.75
COORDINATOR-CCS	22.48	22.93	23.39	23.39	23.86	24.34	24.34	24.83	25.20	25.58	25.96	25.96	26.35	26.35	26.75
CASE MANAGER-GCS & CSP	22.48	22.93	23.39	23.39	23.86	24.34	24.34	24.83	25.20	25.58	25.96	25.96	26.35	26.35	26.75
WORKER-ADULT PROTECTIVE SERVICES	22.48	22.93	23.39	23.39	23.86	24.34	24.34	24.83	25.20	25.58	25.96	25.96	26.35	26.35	26.75
CLINICAL THERAPIST	25.97	26.49	27.02	27.02	27.56	28.11	28.11	28.67	29.10	29.54	29.98	29.98	30.43	30.43	30.89
PSYCHIATRIST															100.00
INFORMATION SERVICES															
INFORMATION SERVICES DIRECTOR	38.77	37.51	36.26	36.26	35.03	33.81	33.81	40.81	41.22	41.84	42.47	42.47	43.11	43.11	43.76
HELP DESK SUPPORT TECHNICIAN	19.05	19.43	19.82	19.82	20.22	20.62	20.62	21.03	21.35	21.67	22.00	22.00	22.33	22.33	22.66
LAND CONSERVATION															
COUNTY CONSERVATIONIST	33.47	34.14	34.82	34.82	35.52	36.23	36.23	36.95	37.50	38.06	38.63	38.63	39.21	39.21	39.80
CONSERVATION TECHNICIAN	24.13	24.81	25.10	25.10	25.60	26.11	26.11	26.63	27.03	27.44	27.85	27.85	28.27	28.27	28.69
CONSERVATION SPECIALIST 1	22.84	23.09	23.55	23.55	24.02	24.50	24.50	24.99	25.38	25.74	26.13	26.13	26.52	26.52	26.92
CONSERVATION SPECIALIST 2	21.77	22.21	22.65	22.65	23.10	23.56	23.56	24.03	24.39	24.76	25.13	25.13	25.51	25.51	25.89
PROGRAM SPECIALIST-(LC)	17.78	18.12	18.48	18.48	18.85	19.23	19.23	19.61	19.90	20.20	20.50	20.50	20.81	20.81	21.12
ADMINISTRATIVE ASSISTANT-(ZON)	17.76	18.12	18.48	18.48	18.85	19.23	19.23	19.61	19.90	20.20	20.50	20.50	20.81	20.81	21.12
SECRETARY-LAND CONSERVATION	15.20	15.50	15.81	15.81	16.13	16.45	16.45	16.78	17.03	17.29	17.55	17.55	17.81	17.81	18.08
LAND INFORMATION															
LAND INFORMATION DIRECTOR	28.20	28.72	27.25	27.25	27.80	28.36	28.36	28.93	29.36	29.80	30.25	30.25	30.70	30.70	31.16
REAL PROPERTY LISTER	19.36	19.75	20.15	20.15	20.55	20.96	20.96	21.38	21.70	22.03	22.36	22.36	22.70	22.70	23.04
ADMINISTRATIVE-ASSISTANT-LAND	17.76	18.12	18.48	18.48	18.85	19.23	19.23	19.61	19.90	20.20	20.50	20.50	20.81	20.81	21.12
MAINTENANCE															
MAINTENANCE MANAGER	24.85	25.35	25.86	25.86	26.38	26.91	26.91	27.45	27.88	28.28	28.70	28.70	29.13	29.13	29.57
MAINTENANCE TECHNICIAN/CUSTODIAN	19.44	19.83	20.23	20.23	20.63	21.04	21.04	21.46	21.78	22.11	22.44	22.44	22.78	22.78	23.12
CUSTODIAN	14.04	14.32	14.61	14.61	14.90	15.20	15.20	15.50	15.73	15.97	16.21	16.21	16.45	16.45	16.70

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2.25%	Cost of Living (CPI)
4.00%	Total Increase limit (by Policy)
2.00%	Applied to Pay Plan

DRAFT (RESTATED STEPS)

YEAR(S) STEP	Salary Range														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
START	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.00%
PROMOTION & RECREATION															
DIRECTOR-PROMOTIONS & RECREATION	27.14	27.68	28.23	28.23	28.79	29.37	29.37	29.98	30.41	30.87	31.33	31.33	31.80	31.80	32.28
PARKS CARETAKER	16.74	16.11	19.49	19.49	19.98	20.28	20.28	20.69	21.00	21.32	21.64	21.64	21.96	21.96	22.29
FAIRGROUNDS MAINTENANCE	16.71	17.04	17.38	17.38	17.73	18.08	18.08	18.44	18.72	19.00	19.29	19.29	19.58	19.58	19.87
SECRETARY-PROMOTIONS & RECREATION	16.20	15.50	15.81	15.81	16.13	16.45	16.45	16.78	17.03	17.29	17.55	17.55	17.81	17.81	18.08
PUBLIC HEALTH DEPARTMENT															
PUBLIC HEALTH DIRECTOR	32.19	32.83	33.49	33.49	34.16	34.84	34.84	35.54	36.07	36.61	37.16	37.16	37.72	37.72	38.29
PUBLIC HEALTH NURSE	26.43	26.96	27.50	27.50	28.05	28.61	28.61	29.18	29.62	30.06	30.51	30.51	30.97	30.97	31.43
DIETITIAN-JWC	24.34	24.83	25.33	25.33	25.84	26.38	26.38	26.89	27.29	27.70	28.12	28.12	28.54	28.54	28.97
EMERGENCY-REPAIR-ADDRESS-COORD	24.94	24.83	26.33	26.33	26.84	26.96	26.96	26.99	27.39	27.70	28.12	28.12	28.54	28.54	28.97
CLINICAL NURSE	23.40	23.87	24.35	24.35	24.84	25.34	25.34	25.85	26.24	26.63	27.03	27.03	27.44	27.44	27.85
COMMUNITY HEALTH EDUCATOR	21.57	22.00	22.44	22.44	22.89	23.35	23.35	23.82	24.18	24.54	24.91	24.91	25.28	25.28	25.66
AIDE-JWC	16.20	15.50	15.81	15.81	16.13	16.45	16.45	16.78	17.03	17.29	17.55	17.55	17.81	17.81	18.08
CLERK-PUBLIC HEALTH	16.20	15.50	15.81	15.81	16.13	16.45	16.45	16.78	17.03	17.29	17.55	17.55	17.81	17.81	18.08
REGISTER IN PROBATE															
REGISTER IN PROBATE	23.72	24.19	24.67	24.67	25.16	25.66	25.66	26.17	26.56	26.96	27.36	27.36	27.77	27.77	28.19
DEPUTY-REGISTER IN PROBATE	17.76	18.12	18.48	18.48	18.85	19.23	19.23	19.61	19.90	20.20	20.50	20.50	20.81	20.81	21.12
SECRETARY-REGISTER IN PROBATE	16.21	16.53	16.86	16.86	17.20	17.54	17.54	17.89	18.16	18.43	18.71	18.71	18.99	18.99	19.27
REGISTER OF DEEDS															
DEPUTY-REGISTER OF DEEDS	17.76	18.12	18.48	18.48	18.85	19.23	19.23	19.61	19.90	20.20	20.50	20.50	20.81	20.81	21.12
SHERIFF															
CHIEF DEPUTY	33.50	34.17	34.85	34.85	35.55	36.26	36.26	36.99	37.54	38.10	38.67	38.67	39.25	39.25	39.84
LIEUTENANT	31.17	31.79	32.43	32.43	33.08	33.74	33.74	34.41	34.93	35.45	35.98	35.98	36.52	36.52	37.07
RADIO OPERATOR / JAILER	26.94	27.49	28.12	28.12	28.68										
JAIL SERGEANT															
Sherrif Union-WPPA															
ASSISTANT-SHERIFF'S DEPT	16.21	16.53	16.86	16.86	17.20	17.54	17.54	17.89	18.16	18.43	18.71	18.71	18.99	18.99	19.27
COUNTY TREASURER															
DEPUTY-COUNTY TREASURER	17.76	18.12	18.48	18.48	18.85	19.23	19.23	19.61	19.90	20.20	20.50	20.50	20.81	20.81	21.12
UW EXTENSION															
PROGRAM ASSISTANT-JW EXTENSION	17.76	18.12	18.48	18.48	18.85	19.23	19.23	19.61	19.90	20.20	20.50	20.50	20.81	20.81	21.12
VETERANS SERVICE OFFICE															
VETERANS SERVICE OFFICER	25.15	25.65	26.16	26.16	26.68	27.21	27.21	27.75	28.17	28.59	29.02	29.02	29.46	29.46	29.90
CLAIMS SPECIALIST	19.44	19.83	20.23	20.23	20.63	21.04	21.04	21.46	21.76	22.11	22.44	22.44	22.78	22.78	23.12
ADMIN ASSISTANT-VETERANS SERVICE	17.76	18.12	18.48	18.48	18.85	19.23	19.23	19.61	19.90	20.20	20.50	20.50	20.81	20.81	21.12
ZONING															
ZONING-ADMINISTRATOR	26.64	27.14	27.68	27.68	28.23	28.79	28.79	29.37	29.64	29.96	30.74	30.74	31.17	31.17	31.64

**CHIEF DEPUTY
SHERIFF'S DEPARTMENT**

PURPOSE

The purpose of this policy is to memorialize Kewaunee County's elimination of the position of undersheriff and creation of the position of Chief Deputy within the Sheriff's Department. The policy is adopted pursuant to the authority of Wis. Stat. §59.03(1).

ABOLISHMENT OF POSITION OF UNDERSHERIFF

Kewaunee County hereby abolishes the position of undersheriff and transfers all statutory functions, duties, powers, responsibilities and privileges of an undersheriff to the Chief Deputy.

CHIEF DEPUTY

Kewaunee County hereby creates the full-time position of Chief Deputy in the Sheriff's Department. In the absence of the Sheriff or in the event of death, disability, resignation, removal, or other vacancy in the office of Sheriff, the Chief Deputy shall execute all powers and duties of the office of Sheriff until a successor is appointed or elected in accord with the law.

The Board, in consultation with the Sheriff, shall periodically review and approve the Chief Deputy's job description. The job description shall contain the qualifications and essential job requirements required of a Chief Deputy.

APPOINTMENT AND REMOVAL

Kewaunee County, in consultation with the Sheriff, will utilize the normal recruitment process set forth in Kewaunee County's Personnel Policies to select and appoint the Chief Deputy. As a nonrepresented, deputized officer of the Sheriff's Department, the Chief Deputy shall be afforded the rights and expectations granted to deputies generally with respect to suspension or dismissal, as provided under Wis. Stat. §59.26. The Chief Deputy shall serve an indefinite term of office and shall not serve at the pleasure of the Sheriff.

COMPENSATION

The Chief Deputy shall receive fair, equitable and consistent compensation as established by the Board in Kewaunee County's Pay Plan.