



Kewaunee County
EXECUTIVE COMMITTEE MEETING

AGENDA

September 11, 2019 8:00 a.m., Conference Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

1. Call to Order
2. Roll Call
3. Approve September 11, 2019 Agenda
4. Approve August 14, 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 Fill Position Vacancies
 - a. WIC Aide/Medical Assistant – Public Health
 - b. Mechanic - Highway
 - c. Highway Worker - Highway
8. Approve Wage Adjustment Request – Admin Assistant – Sheriff's Department
9. Approval of County Board Compensation
10. Chairman's Report
11. Next Meeting: October 9, 2019 at 8:00 a.m.
12. Adjournment



Kewaunee County
EXECUTIVE COMMITTEE MEETING

MINUTES

August 14, 2019 8:00 a.m., Conference Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: Chair Weidner called the meeting to order at 8:05 a.m.

Roll Call: Members Present – Chuck Wagner, Mary Ellen Dobbins, Kaye Shillin, Virginia Haske, Gary Paape, Robert Weidner. Members Excused – John Mastalir, Scott Jahnke, Tom Romdenne. Others Present – Jeff Wisnicky, Scott Feldt, Paul Kunesh, Dave Myers, Todd Every, Steve Hanson, Julie Schleis, Cindy Kinnard, Davina Bonness, Jennifer Gonzalez, Cindy Kudick, Robert Stearns, Rebecca Deterville, Ross Loining, Sue Weisser.

Approve August 14, 2019 Agenda: Paape moved and Dobbins seconded to approve the August 14 agenda. Motion carried.

Approve July 10, 2019 Meeting Minutes: Paape moved and Dobbins seconded to approve the July 10 minutes. Motion carried.

Public Comment: Hanson provided a statement explaining his comments and recommendation at the previous meeting. Hanson stated he has been with the county for a long time and that historically an annual increase of 3% was considered good.. The current pay plan increases are excessive. He had agreed with Supervisor Romdenne's comments and suggested a proposal that aligned with those comments. Hanson supports the proposal up for consideration today but supports a lower total compensation cap at 3.5% or 3.25%.

Discussion of County Pay Plan (possible action): Weidner stated that the action by the Committee at the last meeting was abrupt and the committee should reconsider its previous decision. Wagner moved and Paape seconded to reconsider the committee's previous action approving modifications to the pay plan of a 3%/2%/1% increase. Motion carried. The previous action has been rescinded. Weidner clarified the proposal in front of the committee. The proposal is similar to previous Pay Plan proposal 3. There are no "skip" years and the annual increase will be based on the rate of inflation. Feldt echoed Weidner's comments. He added the proposal in front of the committee is simple to understand and more sustainable financially.. Kunesh informed the committee the previously approved plan proposal would have taken (saved) \$105,000 out of the plan and the current plan takes out \$34,000. Weidner stated that with the new plan that in the future the committee will only consider the annual increase and not the steps. The annual increase for 2020 is proposed to be 2.17% Discussion followed regarding the annual increase based on the cost of living. Wagner moved and Dobbins seconded to approve the pay plan proposal presented by administration to modify the step increases from 3%/2% to 1,5%.1.0% and include an annual increase based on the cost of living. Paape asked for a clarification regarding the pay plan schedule presented. The plan in front of them has the annual increase at 2.07% Feldt indicated new plan schedules will be printed with the increase at 2.17% Dobbins stated she supports the plan as it has no skip years and includes an annual increase to address inflation. Wagner stated that he supports the plan as it eliminates skip years, has a total compensation cap and treats the employees fairly.



Motion carried unanimously on a roll call vote.

Approve Methodology for Annual Pay Plan Increase: Weidner gave a brief summary as to how the annual increase for the pay plan is to be projected and recommended to the committee each year. Administration will use the projected inflation number calculated by the Wisconsin Employment Relations Commission (WERC) for the month of December which precedes the start of the next calendar year. The number for 2020 would be 2.17% Wagner moved and Haske seconded to approve the methodology for calculating the recommended annual pay plan increase. Motion carried.

Administrator's Report

Personnel Report: Feldt reviewed the report with the committee. A question was raised if the new Radio Operator/Jailer is law enforcement (LESB) certified. Feldt answered no. Another question asked if the Parks Caretaker position is going to be replaced. Feldt answered that he is still examining the need. A final question asked about the effect of the psychiatrist's resignation on the Public Health Department. Kinnard indicated that Dr. Shopbell has agreed to still serve as Medical Director until the end of the year.

Administrator's Report: Feldt provided an update on a number of topics. The Jail Study Committee will meet in September after the County Board has approved moving on to Phase 2 of the process. The Broadband Study Committee will meet in August after no meetings in June or July. Discussions have been held with WE Energies and Door County Broadband to explore service options..Feldt informed the committee the County is looking to finalize a tower lease agreement with Door County Broadband to place equipment on the tower in Luxemburg. The contract will be brought forth for approval. An Storm Water Retention Pond agreement with D&S Machine will be put in front of the Finance Committee for approval. The Finance Committee will set annual health/dental insurance premium increases in September. Administration will recommend a 4.5% increase for health insurance and 2.0% increase for dental insurance. The City of Kewaunee has scheduled an economic development training session for October. The County has been slotted 8 seats. Information will be passed out at the August county board meeting. Appraisal from Bay Lakes Regional Planning to conduct a countywide housing study will be on the August county board agenda for approval.

Approval to Fill Position Vacancy – Community Health Educator – Public Health: Item was removed from the agenda as the request has been withdrawn.

Approval of Phase 1 Final Report from Venture Architects (Jail Study): Dobbins moved and Haske seconded to approve the report. Cretney asked to review a copy of the final report. Motion carried.

Approval of Phase 2 of Jail Study: Wagner moved and Paape seconded to proceed forward to Phase 2 of the study. Dobbins inquired the scope of phase 2. Feldt responded that phase 2 will go into the design of the building and the different functional spaces and square footage required within the jail. A question was asked about the public education video. Discussion followed as to the importance of educating the public. Other discussion followed. Feldt suggested to the



committee that the county may want to consider retaining another consultant to verify the cost estimates provided by Venture Architects. With a project of this size and cost another set of eyes may be prudent. Cretny commented the county should explore new ideas and initiatives from other states and countries. Wisnicky urged the county to begin the jail at a lower capacity and increase jail bed capacity as needed. This will push the county to continue to look for options other than incarceration. Motion carried.

Discuss ATV Ordinance (possible action): Weidner provided an update of discussions in various committees regarding the ordinance. An amendment was added to the ordinance requiring liability insurance if an ATV is operated on roads. Weidner said that there was excellent discussion of the topic at the Transportation Safety Commission. The Commission acknowledged that the use of ATVs on roads is unsafe and that the additional requirements in the ordinance help to address some of those concerns..The amended ordinance will go before the county board as a first reading. There was a request that the Commission minutes be available at the county board meeting. No action was taken.

Discuss Resolution Supporting Great Lakes Marine Sanctuary (possible action): Haske moved and Dobbins seconded to approve the resolution. Discussion took place regarding the resolution. Changes were made to the resolution to identify concerns by the fishing industry. More discussion followed as to those concerns and what impacts may result from the creation of a marine sanctuary. Haske indicated she has a family member that resides in Alpena, Michigan which is the location of the only Great Lakes marine sanctuary. He may be able to provide some information and perspective. Feldt suggested that the county take the time to collect more information and invite all interested parties to the table since the issue is not time sensitive. A request was made for the motion to be withdrawn. Haske and Dobbins agreed and the motion was withdrawn.

Chairman's Report: Weidner reported the two gas station/convenience stores located at Main Street and Highway 54 in Luxemburg have been sold. Weidner met with State Representative Joel Kitchens. Weidner stressed that the County should be notified of legislative bills that affect Kewaunee County..Review of personnel policies (including compensation rules) will be taken up shortly. County Board supervisor compensation will be considered at the September meeting.

Next Meeting: Wagner moved and Paape seconded to schedule the next meeting for September 11, 2019 at 8:00 a.m. Motion carried.

Adjournment: Wagner moved and Paape seconded to adjourn the meeting. Motion carried. Meeting adjourned at 9:32 a.m.

KEWAUNEE COUNTY

PERSONNEL REPORT

September 11, 2019



Scott Feldt
County Administrator

Job Change			
NAME	FROM	TO	DATE
Alysha Martin	Public Health Nurse Part-Time	Public Health Nurse Full-Time	September 2

Retirement		
Rick Wautlet	Highway Worker	November 27

Recruitment

Radio Operator Jailer Eligibility List - advertising

Psychiatrist (part-time) - 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.kewauneeeco.org

KEWAUNEE COUNTY SHERIFF'S DEPARTMENT POSITION DESCRIPTION

TITLE OF POSITION: Sheriff Assistant

WORK UNIT: Administration

IMMEDIATE SUPERVISOR: Chief Deputy

REGULAR HOURS: Per CBA

DATE: August 1, 2012

POSITION SUMMARY:

This position performs work in the full range of specialized assignments in administrative and clerical duties for the Sheriff, Chief Deputy, Lieutenants, and the department as a whole. This is a civilian position, with limited deputy sheriff powers within the Safety Building, for purposes of civil process service. Work is conducted independently and the responsibilities involved require exercising initiative and independent judgment in task management. Work is performed in accordance with prescribed regulations and procedures and is reviewed by a supervisor through conferences, reports and a performance review.

ESSENTIAL DUTIES:

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

1. Act as a confidential secretary on matters pertaining to personnel and administrative matters.
2. Work with sensitive, confidential information and correspondences.
3. Provides clerical support and coordination of Sheriff's Department operations to include, but not limited to, transcription of letters, memos, reports, witness and confidential informant statements, forms, case records and other documents.
4. Management of Sheriff's Department civil process procedures, to ensure compliance with current State Statutes, including conducting sheriff's sales in the absence of the Sheriff or his designee.
5. Maintain financial records or monies received. Prepare billings for services provided and maintain computer accounting, as well as the depositing of monies with the County Treasurer's Office.
6. Performs duties of preparing and submitting incident data, related to Incident Based Reporting (IBR), to the Office of Justice Assistance. Classifies and enters all data

gathered by patrol and investigative staff, relating to investigations conducted by department personnel.

7. Maintain a central records system to include filing, database management, cross referencing of police reports, documents and communications.
8. Process digital media files, including images, recordings and scanned documents, with accurate placement of each.
9. Receive and process open records requests, in accordance with State Statutes.
10. Generate and submit various monthly reports, as required.
11. Electronically transfer documents, reports and files to other judicial agencies for their use in processing criminal complaints, subpoenas, warrants and other legal documents.
12. Assist in the development of new procedures, such as Incident Based Reporting, and other procedural changes affecting department staff.
13. Document and transcribe official meeting minutes for various work groups such as the Door-Kewaunee Drug Task Force or the Kewaunee County Highway Safety Commission.
14. Responds to additional administrative duties as assigned.

REQUIRED KNOWLEDGE AND CORE ABILITIES:

1. Knowledge of modern office practices and procedures, business English, spelling and grammar.
2. Ability to type 55 wpm with 95% accuracy.
3. Ability to handle confidential material with extreme discretion and sensitivity.
4. Ability to explore and research problems, to analyze and interpret data with little or no supervision.
5. Familiarity with the criminal justice system and its procedures.
6. Ability to plan, organize and schedule priorities effectively and determine when additional guidance is necessary.
7. Ability to establish and maintain good public and working relationships with persons and other agencies to attain the goals of the department.

8. Skill in preparing reports and establishing and maintaining files and records.
9. Ability to comprehend and learn specialized software applications, as required.
10. Ability to effectively present information and respond to questions from co-workers, clients and the general public.
11. Ability to solve practical problems dealing with a variety of variables during day to day office situations.
12. Ability and interest to pursue new techniques to become more efficient and beneficial to the department.
13. Ability to handle several tasks simultaneously.

MINIMUM REQUIREMENTS:

1. Graduation from High School, GED, or equivalency, with a two year degree in the Secretarial Science field preferred.
2. Two years of clerical experience preferred.
3. Equivalent combination of work experience, training and education, which provides required knowledge, skills and abilities.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

1. Ability to operate basic office equipment and readily learn and implement new office technology.
2. Ability to exercise moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, crouching, crawling, lifting, carrying, pushing and pulling.
3. The performance of tasks mainly takes place indoors, protected from weather conditions.
4. Ability to perform most work from a sedentary position.
5. Ability to function in situations encountered in a normal office setting.
6. Hearing ability in each ear must not exceed threshold failure limit of 20 dB at 1,000 Hz, 2,000 Hz, and 4,000 Hz. Hearing correction options are allowed as long the employee can effectively perform his/her duties.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of task and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities; nor is it intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Approved By: _____
Sheriff of Kewaunee County

Date: _____

Reviewed By: _____
Chairman, Personnel Committee,
County Board of Supervisors

Date: _____

POSITION SUMMARY:

This position performs work in the full range of specialized assignments in administrative and clerical duties for the Sheriff, Chief Deputy, Lieutenants, and the department as a whole. This is a civilian position with limited deputy sheriff powers, within the Safety Building, for purposes of civil process service. Work is conducted independently and the responsibilities involved require exercising initiative and independent judgment in task management. Work is performed in accordance with prescribed regulations and procedures and is reviewed by a supervisor through conferences, reports, and a performance review.

ESSENTIAL DUTIES:

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

1. Management of Sheriff's Department civil process procedures to ensure compliance with current State Statutes, including conducting sheriff's sales in the absence of the Sheriff, as his designee. Attend training regarding civil process practices, procedures, and updates to current state statutes.
2. Performs duties of preparing and submitting incident data related to Incident Based Reporting (IBR) to the Office of Justice Assistance. Classifies and enters all pertinent data gathered by patrol and investigative staff relating to investigations conducted by department personnel. Maintain current working knowledge of expectations with regard to IBR reporting as dictated by the Wisconsin Department of Justice Office of Justice Assistance.
3. Provides clerical support and coordination of Sheriff's Department operations, to include (but not limited to) transcription of letters, memos, reports, witness and confidential informant statements forms, case records, and other documents.
4. Act as a confidential secretary on matters pertaining to personnel and administrative matters, as well as those pertaining to regular law enforcement operations.
5. Work with sensitive, confidential information and correspondences both internally as well as with other judicial agencies and victim advocacy programs.
6. Act as a clearinghouse of confidential information between the Sheriff's Department and judicial agencies, attorneys, and the public.
7. Maintain a central records system to include filing, database and records management, cross referencing of police reports, documents and communications.
8. Process digital media files including images, recordings, and scanned documents with accurate placement of each.

9. Receive and process open records requests in accordance with state statutes whether in person, by telephone, by fax, or by e-mail.
10. Generate and submit various monthly and quarterly reports, such as for IBR and Child Support.
11. Electronically transfer documents, files, and reports including digital media, images, recordings, and scanned documents to other judicial agencies for their use in processing criminal complaints, warrants, and other legal documents.
12. Assist in the development of new procedures such as Incident Based Reporting and other procedural changes affecting department staff.
13. Document and transcribe official meeting minutes for various work groups such as the Door-Kewaunee Drug Task Force, Kewaunee County Highway Safety Commission, the Law Enforcement Committee, and for Emergency Operations Center drills and actual emergencies. As applicable, submit meeting minutes to County Clerk, in a timely fashion.
14. Knowledge of office procedures, general clerical skills, maintain inventory of office supplies.
15. Act as a receptionist, receiving, screening and placing telephone calls, answering routine requests, greeting and directing the public at the window.
16. Maintain financial records or monies received. Prepare invoices for services provided and maintain computer accounting, as well as the depositing of monies with the County Treasurer's Office.
17. Assist command staff in arranging additional training for department members, including registration and travel arrangements.
18. Responds to additional administrative duties as assigned.

REQUIRED KNOWLEDGE AND CORE ABILITIES:

1. Ability to handle confidential material with extreme discretion and sensitivity. Mental and emotional capacity needed to process materials and reports involving traumatic incidents and other sensitive situations (ex.: suicides, fatal accidents, incidents involving children, sexual assaults, etc.)
2. Familiarity with the criminal justice system and its procedures.
3. Ability to plan, organize and schedule priorities effectively and determine when additional guidance is necessary.
4. Ability to explore and research problems, as well as to analyze and interpret data with little or no supervision.
5. Capable of working with limited supervision and able to make decisions on routine matters.

6. Must be able to switch from one project to another instantly and often based on immediate priorities (ex: bail hearings, emergency medical detentions, probation holds, search warrant documentation, etc).
7. Ability to complete complex tasks under severe deadlines (serving Temporary Restraining Orders).
8. Ability to establish and maintain good public and working relationships with persons and other agencies to attain the goals of the department.
9. Ability to handle several tasks simultaneously.
10. Ability to comprehend and learn specialized software applications. Ability to learn and operate the Sheriff's Department's records management system as well as other routinely-used software programs.
11. Ability to effectively present information and respond to questions from co-workers, clients, and the general public, in written form and orally.
12. Ability to solve practical problems dealing with a variety of variables during day to day office situations.
13. Ability and interest to pursue new techniques to become more efficient and beneficial to the department.
14. Skill in preparing reports and establishing and maintaining files and records.
15. Ability to operate basic office equipment and readily learn and implement new office technology.
16. Open and sort mail received by the Sheriff's Department, as well as processing out-going mail from both the Sheriff's Department and the Safety Building/Jail.
17. Knowledge of modern office practices and procedures, business English, spelling and grammar.
18. Ability to deal pleasantly and tactfully with other offices, co-workers, and the public as well as the ability to deal with persons who become irate, agitated, or emotional.
19. Ability to type 55 WPM with 95% accuracy.

MINIMUM REQUIREMENTS:

1. Graduation from High School, GED, or equivalency, with a 2-year degree in the Secretarial Science field preferred.
2. Two years of clerical experience preferred.
3. Equivalent combination of work experience, training and education which provides required knowledge, skills, and abilities.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

1. Ability to exercise moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, crouching, crawling, lifting, carrying, pushing, or pulling.
2. The performance of tasks mainly takes place indoors, protected from weather conditions.
3. Ability to perform most work from a sedentary position.
4. Ability to function in situations encountered in a normal office setting.
5. Hearing ability in each ear must not exceed threshold failure limit of 20 dB at 1,000 Hz, 2,000 Hz, and 4,000 Hz. Hearing correction options are allowed as long as the employee can effectively perform his/her duties.