

**NOVEMBER SESSION  
KEWAUNEE ADMINISTRATION CENTER  
NOVEMBER 18, 2014**

The meeting of the Kewaunee County Board of Supervisors was called to order by the Kewaunee County Chairman, Ron Heuer, on November 18, 2014 at 6:02 PM.

The Pledge of Allegiance was recited, followed by prayer.

Roll Call: Supervisors Benes, Cravillion, Garfinkel, Haske, Heidmann, Heuer, Jahnke, Kirchman, Luft, Mastalir, Paape, Pagel, Paider, Reckelberg, Romdenne, Shillin, Sinkula, Wagner and Weidner (19) were present. Supervisor Tebon was excused.

Supervisors Benes moved and Pagel seconded to approve the County Board agenda. Motion carried.

**APPOINTMENT**

Pursuant to the provisions of Wisconsin Statutes 43.19(b) I hereby make the following appointment to the Nicolet Federated Library System Board subject to County Board approval.

Term January 1, 2015 – December 31, 2017

Robert Entringer  
321 Mill Street  
Algoma, WI 54201

**APPOINTMENT**

Pursuant to the Aging and Disability Resource Center Services Agreement between Manitowoc County and Kewaunee County Article 2(b), I make the following appointment to the ADRC Board subject to County Board approval:

Aging Advisory Committee Representative  
Term January 1, 2015 – December 31, 2017

Helen Clinton  
1301 Kilbourn Street  
Kewaunee, WI 54216

**APPOINTMENT**

Pursuant to Wisconsin Statutes 46.23(4)(b)(2) I hereby make the following citizen appointments to the Human Services Board subject to County Board approval.

Term January 1, 2015 to December 31, 2017

Mary Ann Szydel  
E3211 County Road F  
Kewaunee, WI 54216  
920-388-4587

Rose Quinlan  
N4404 Lakeshore Drive  
Kewaunee, WI 54216  
920-388-3629

Paul Ravet  
821 Mary's Court  
Luxemburg, WI 54217  
920-845-5741

**APPOINTMENT**

Pursuant to the provisions of Wisconsin Statutes 43.17(1) I hereby make the following appointment to the Kewaunee County Library System Board subject to County Board approval.

Term January 1, 2015 to December 31, 2017

Jean Doell  
E1681 Reckelberg Road  
Kewaunee, WI 54216

Mark Teske  
1002 Adams Street  
Algoma, WI 54201

**APPOINTMENT**

Aging Services Advisory Committee Appointment

Pursuant to Wisconsin Statutes 59.18(2)(c) and in accordance with Resolution No. 40-11- 01 (adopted 11/27/01) and Wisconsin Statutes 46.82, I hereby make the following appointments to the Aging Services Advisory Committee subject to County Board approval:

Term January 1, 2015 – December 31, 2017

Arletta Bertrand  
1106 Colle Street  
Luxemburg, WI 54217

Rose Quinlan  
N4404 Lakeshore Drive  
Kewaunee, WI 54216

**APPOINTMENT**

Veteran's Service Commission

Pursuant to Wisconsin Statutes 45.12 I hereby make the following appointment to the Veteran's Service Commission subject to County Board approval.

Term January 1, 2015 to December 31, 2017

Lloyd Nimmer  
117 Center Street  
Kewaunee, WI 54216

Supervisors Heidmann moved and Luft seconded for approval of the above appointments. Motion carried.

**ANNUAL REPORTS**

Kewaunee County Land Information – Steve Hanson  
Kewaunee County Treasurer – Michelle Dax  
Kewaunee County Human Services – Greg Thousand

**Committee Reports:**

- Highway/Solid Waste Committee - Supervisor Kirchman
- Personnel, Advisory & Legislative Committee – Supervisor Heuer
- Health, Vets and Child Support Committee – Supervisor Shillin
- University Extension & Zoning Committee - Supervisor Romdenne
- Land & Water Conservation Committee – Supervisor Pagel
- Law Enforcement & Emergency Management Committee – No Minutes
- Finance & Public Property Committee - Supervisor Luft
- Human Services Committee – Supervisor Sinkula
- Promotion & Recreation Committee – Supervisor Heidmann
- Bay-Lake Regional Planning – Supervisor Wagner
- Revolving Loan Fund Committee – No Minutes

**Citizens Input:**

Jim Abrahamson spoke opposing the switch to County Coordinator  
John Blaha spoke asking for support to reconstruct the City of Kewaunee’s harbor seawall, boardwalk and lighthouse  
Joel Kitchens introduced himself as the new Assemblyman Elect District 1 and supports the reconstruction of the City of Kewaunee’s harbor seawall, boardwalk and lighthouse. He asked to keep him involved with Kewaunee County situations.

**First Reading of Ordinance:**

None

**Consideration of Bills for November:**

Supervisors Heidmann moved and Benes seconded for approval of the bills. Motion carried.

Board recessed at 7:37 p.m. until 7:59 p.m.

**Consideration of Resolutions:**

**RESOLUTION NO. 21-11-14**

**A RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT WITH KEWAUNEE COUNTY PROFESSIONAL EMPLOYEES, LOCAL 2959A, AFSCME, AFL-CIO**

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

**WHEREAS**, negotiations have been conducted between the Personnel, Advisory, and Legislative Committee of the Kewaunee County Board and the Bargaining Committee of Local 2959A, AFSCME, AFL-CIO, on behalf of the professional employees of Kewaunee County; and

**WHEREAS**, the successor agreement reached between the above-mentioned parties is attached hereto and incorporated herein by reference as if fully set forth herein; and

**WHEREAS**, the membership of the Local 2959A has ratified the proposal for a successor agreement with Kewaunee County.

**NOW, THEREFORE, BE IT RESOLVED**, that the Kewaunee County Board of Supervisors, duly assembled this 18th day of November 2014, hereby approves and ratifies the 2015 Collective Bargaining Agreement between Kewaunee County and Local 2959A.

Respectfully Submitted,  
 Personnel, Advisory & Legislative Committee  
 HEIDMANN, HEUER, KIRCHMAN, LUFT, PAGEL, ROMDENNE, SHILLIN, SINKULA, WEIDNER

FISCAL IMPACT STATEMENT:  
 1.00% Wage Increase for 2015

**COLLECTIVE BARGAINING AGREEMENT  
 PROFESSIONAL EMPLOYEES**

THIS AGREEMENT made and entered into by and between Kewaunee County, Wisconsin, hereinafter referred to as "County", and the Kewaunee County Professionals, Local 2959A, of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union".

1. **Recognition.** County recognizes Union as the exclusive bargaining representative of all regular full-time and regular part-time professional employees of Kewaunee County, excluding supervisory, managerial and confidential employees. Union is the exclusive bargaining representative of all such employees for the purposes of collective bargaining with the above named Municipal Employer, or its lawfully authorized representatives, on questions of base wage.
2. **Term.** This agreement is effective January 1, 2015 and remains in effect to and including December 31, 2015.
3. **Wages.** Wages paid to employees shall increase 1% for calendar year 2015. County will adhere to the pay schedule attached hereto for calendar year 2015.
4. **Complete Agreement.** This document contains all the terms of agreement between the parties hereto:

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, by their duly authorized representatives this \_\_\_\_ day of November 2015.

Kewaunee County

Kewaunee County Professional  
 Employees Local 2959A, Wisconsin  
 Council of County and Municipal  
 Employees #40 AFSCME, AFL-CIO

\_\_\_\_\_  
 Ron Heuer, Chairman

\_\_\_\_\_  
 President

\_\_\_\_\_  
 Edward J. Dorner, Administrator

\_\_\_\_\_  
 Secretary

\_\_\_\_\_  
 District Representative

HS 3	29.18
HS 2	26.28
After 60 months	
After 48 months	24.13
After 36 months	23.15
After 24 months	22.48
After 12 months	21.61
HS 1 - Start	20.80

Public Health Nurses	
After 36 months	27.81
After 24 months	26.96
After 12 months	26.12
Start	25.03

Registered Nurses	
After 36 months	26.49
After 24 months	25.56
After 12 months	24.90
Start	23.97

**RESOLUTION NO. 22-11-14**

**A RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT WITH KEWAUNEE COUNTY COURTHOUSE EMPLOYEES, LOCAL 2959, AFSCME, AFL-CIO**

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

**WHEREAS**, negotiations have been conducted between the Personnel, Advisory, and Legislative Committee of the Kewaunee County Board and the Bargaining Committee of Local 2959, AFSCME, AFL-CIO, on behalf of the courthouse employees of Kewaunee County; and

**WHEREAS**, the successor agreement reached between the above-mentioned parties is attached hereto and incorporated herein by reference as if fully set forth herein; and

**WHEREAS**, the membership of the Local 2959 has ratified the proposal for a successor agreement with Kewaunee County.

**NOW, THEREFORE, BE IT RESOLVED**, that the Kewaunee County Board of Supervisors, duly assembled this 18th day of November 2014, hereby approves and ratifies the 2015 Collective Bargaining Agreement between Kewaunee County and Local 2959.

Respectfully Submitted,  
 Personnel, Advisory & Legislative Committee  
 HEIDMANN, HEUER, KIRCHMAN, LUFT, PAGEL, ROMDENNE, SHILLIN, SINKULA, WEIDNER

FISCAL IMPACT STATEMENT: 1.00% Wage Increase for 2015
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**COLLECTIVE BARGAINING AGREEMENT  
 COURTHOUSE EMPLOYEES**

THIS AGREEMENT made and entered into at Kewaunee, Wisconsin, by and between the Kewaunee County Board of Supervisors, hereinafter referred to as the "County", and the Kewaunee County Courthouse Employees, Local 2959 of the Wisconsin Council of County and Municipal Employees #40, AFSCME, AFL-CIO, hereinafter referred to as the "Union".

5. **Recognition.** County recognizes the Union as the exclusive bargaining agent of all employees of Kewaunee County employed in the Courthouse and associated departments, excluding elected officials, supervisory, managerial, confidential, and deputized law enforcement employees, professional employees in the Department of Human Services and Public Health, and Highway Department employees, other than secretarial-clerical employees, in regard to base wage.

6. **Term.** This agreement is effective January 1, 2015 and remains in effect to and including December 31, 2015.

7. **Wages.** Wages paid to employees shall increase 1% for calendar year 2015. County will adhere to the pay schedule attached hereto for calendar year 2015.

8. **Complete Agreement.** This document contains all the terms of agreement between the parties hereto:

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, by their duly authorized representatives this \_\_\_\_\_ day of November 2015.

Kewaunee County	Kewaunee County Courthouse Employees Local 2959, Wisconsin Council of County and Municipal Employees #40 AFSCME, AFL-CIO
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Ron Heuer, Chairman	President
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Edward J. Dorner, Administrator	Secretary
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\_\_\_\_\_  
 District Representative

Class Grade 7	Class Grade 6	Class Grade 5
Accounting Specialist	Assistant EM Director	Account Clerk II
Child Support Specialist	Account Clerk III	Clerk of Court Assistant
Custodian/Maintenance	Child Support Worker	Emergency Management Assistant
Payroll Technician	Deputy Clerk of Courts	Legal Secretary
Economic Support Specialist	Deputy County Treasurer	Medical Records Assistant
	Deputy Register in Probate	Register in Probate Secretary
	Deputy Register of Deeds	Register of Deeds Secretary
	Human Services Administrative Assistant	
	Judicial Administrative Assistant	Sheriff's Assistant
	LIO Administrative Assistant	
	Program Specialist	
	UW Extension Program Assistant	
	Veteran's Services Administrative Assistant	
	Zoning Administrative Assistant	
	Deputy County Clerk	

  

Class Grade 4	Class Grade 3	Class Grade 2
Account Clerk I	Human Services Clerk	Custodian
Aging Unit Secretary		
Clerk of Court Secretary		
District Attorney Secretary		
Health and HS Secretary		
Hwy/Promotions & Recreation Secretary		
Human Services Secretary		
Land & Water Conservation Secretary		
Public Health Secretary		
WIC Aide		

	7	6	5	4	3	2
Step 5	21.23	19.8	18.47	17.28	16.19	15.14
Step 4	20.33	18.97	17.75	16.65	15.66	14.72
Step 3	19.39	18.18	17.06	16.03	15.09	14.13
Step 2	18.51	17.36	16.34	15.41	14.53	13.61
Start	17.58	16.57	15.64	14.82	14.02	13.06

**RESOLUTION NO. 23-11-14**

**SALARY SCHEDULE II**

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

**WHEREAS**, the Personnel, Advisory and Legislative Committee has considered and hereby recommends approving Salary Schedule II attached hereto.

**NOW THEREFORE, BE IT RESOLVED** by the Kewaunee County Board of Supervisors duly assembled this 18<sup>th</sup> day of November 2014, that the following salaries affecting appointive employees in the services of Kewaunee County shall be the annual amounts payable for the year commencing January 1, 2015, and such payments shall be made in accordance with the usual procedures; and that the revised Salary Schedule II attached hereto shall be the actual annual compensation effective as of January 1, 2015, and shall remain in effect until December 31, 2015, superseding such Salary Schedule II now in effect.

FISCAL IMPACT STATEMENT: 1.00% increase in wages.
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Respectfully Submitted,  
Personnel, Advisory & Legislative Committee  
HEIDMANN, HEUER, KIRCHMAN, LUFT, PAGEL, ROMDENNE, SHILLIN, SINKULA, WEIDNER

Kewaunee County  
Salary Schedule II

<b>CLASSIFICATIONS</b>	<b>1/1/2015</b>
Executive Assistant - Administration	\$48,887
Highway Commissioner	\$72,573
Highway Patrol Superintendent	\$64,431
Highway Office Manager	\$48,210
Zoning Administrator	\$63,140
County Conservationist – Department Head	\$59,344
Conservationist/Soils Specialist	\$47,416
Conservation Specialist	
Veteran's Service Officer	\$51,576
Family Court Commissioner (part-time)	\$31,507
Corporation Counsel (part-time)	\$46,727
Confidential Secretary/Victim Witness Secretary	\$19.35/hour
Child Support Coordinator	\$49,573
Maintenance Manager	\$50,062
Emergency Management Director	\$50,356
Public Health Director	\$68,867
Preparedness Coordinator (part-time)	\$25.03/hour
Jail Medical Advisor (part-time)	\$4,040
Human Services Director	\$80,800
Children and Families Manager	\$64,792
Developmental Disabilities Coordinator/Counselor	\$64,792
Behavioral Health Services Manager	\$64,792
Long Term Support Manager	\$64,792
Chief Deputy	\$69,503
Lieutenant	\$66,413
Head Cook	\$14.93/hour
Jail Cook	\$14.37/hour
I.S. Director/Technician	\$76,517
Promotions & Recreation Director	\$60,468
Register in Probate	\$46,625
Land Information Director	\$60,600

**RESOLUTION NO. 24-11-14**

**HIGHWAY SCHEDULE**

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

**WHEREAS**, the Personnel, Advisory and Legislative Committee has considered and hereby recommends approving The Highway Schedule attached hereto.

**NOW THEREFORE, BE IT RESOLVED** by the Kewaunee County Board of Supervisors duly assembled this 18<sup>th</sup> day of November 2014, that the following salaries affecting Highway Workers in the services of Kewaunee County shall be the annual amounts payable for the year commencing January 1, 2015, and such payments shall be made in accordance with the usual procedures; and that the Highway Schedule attached hereto shall be the actual annual compensation effective as of January 1, 2015, and shall remain in effect until December 31, 2015.

Respectfully Submitted,  
 Personnel, Advisory & Legislative Committee  
 HEIDMANN, HEUER, KIRCHMAN, LUFT, PAGEL, ROMDENNE, SHILLIN, SINKULA, WEIDNER

FISCAL IMPACT STATEMENT:  
 1.00% increase in wages.

**Highway/Landfill Schedule**

<u>Highway</u>	<u>Current</u>	<u>Proposed</u>
Temporary Help	\$11.60 - \$17.86	\$11.72-18.04
Temporary Snowplow Operator	\$25.00	\$25.00
Highway Worker Rate Parks Caretaker	\$22.91	\$23.14
General Mechanic Heavy Equipment Rate	\$23.85	\$24.09
Lead Mechanic Lead Worker Rate Bridge Inspector Rate Certified Mechanic	\$24.72	\$24.97
 <u>Landfill</u>		
Assistant Solid Waste Manager	\$23.85	\$24.09
Solid Waste Manager	\$24.72	\$24.97

This schedule is subject to the Highway Employee Compensation Policy

**RESOLUTION NO. 25-11-14**

**RADIO OPERATOR/JAILOR SCHEDULE**

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

**WHEREAS**, the Personnel, Advisory and Legislative Committee has considered and hereby recommends approving The Radio Operator/Jailor Schedule attached hereto.

**NOW THEREFORE, BE IT RESOLVED** by the Kewaunee County Board of Supervisors duly assembled this 18<sup>th</sup> day of November 2014, that the following salaries affecting Radio Operator/Jailors in the services of Kewaunee County shall be the annual amounts payable for the year commencing January 1, 2015, and such payments shall be made in accordance with the usual procedures; and that the Radio Operator/Jailor Schedule attached hereto shall be the actual annual compensation effective as of January 1, 2015, and shall remain in effect until December 31, 2015.

Respectfully Submitted,  
 Personnel, Advisory & Legislative Committee  
 HEIDMANN, HEUER, KIRCHMAN, LUFT, PAGEL, ROMDENNE, SHILLIN, SINKULA, WEIDNER

FISCAL IMPACT STATEMENT:  
 1.00% increase in wages.

**Radio Operator/Jailor Schedule**

**Current**

	Effective Date	Date of Employment	Next Calendar Year	2 <sup>nd</sup> Calendar Year	3 <sup>rd</sup> Calendar Year
Hourly Rate		25.51	26.03	26.63	27.17
Bi-weekly Rate		1908.69	1949.90	1991.07	2034.74

	Sergeants receive \$1.50 above top hourly rate	Sergeants Bi-weekly rate
Date	28.67	2181.35

**Proposed**

	Effective Date	Date of Employment	Next Calendar Year	2 <sup>nd</sup> Calendar Year	3 <sup>rd</sup> Calendar Year
Hourly Rate	1/1/2015	25.77	26.29	26.90	27.44
Bi-weekly Rate	1/1/2015	1927.78	1969.40	2010.98	2055.09

Date	Sergeants receive \$1.50 above top hourly rate	Sergeants Bi-weekly rate
1/1/2015	28.94	2203.16

Supervisors Luft moved and Pagel seconded to approve all of the above resolutions for adoption. Roll call vote: 19 ayes, 0 nays and 1 absent (Tebon). Motion carried.

**RESOLUTION NO. 26-11-14**

**A RESOLUTION GRANTING THE PETITION FOR BRIDGE AID – TOWN OF FRANKLIN**

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

**WHEREAS**, the Town Board of the Town of Franklin has petitioned the Kewaunee County Highway Commissioner for bridge aid to repair or construct the Langes Corners Bridge #2 located in Section(s) 19 in the Town of Franklin pursuant to §82.08, Wisconsin Statutes; and

**WHEREAS**, Section 82.08(3), Wisconsin Statutes, provides the Town and the County shall each pay one-half of the cost of construction or repair of a bridge; and

**WHEREAS**, the cost of said bridge construction and/or repairs is estimated at \$8,200.00; and

**WHEREAS**, the Town of Franklin hereby petitions the Honorable Kewaunee County Board of Supervisors to raise \$4,100 to cover the County's share of said cost of the bridge construction and/or repairs.

**NOW, THEREFORE, BE IT RESOLVED**, by the Kewaunee County Board of Supervisors, duly assembled this 18th day of November 2014, that the Board hereby approves the petition of the Town of Franklin and agrees to contribute the sum of \$4,100.00 representing the County's share of the costs to construct and/or repair the aforementioned bridge.

**BE IT FURTHER RESOLVED**, the \$4,100.00 shall be paid from the 2015 County Aid Bridge Fund.

Respectfully Submitted,  
Highway and Solid Waste Committee  
HEIDMANN, KIRCHMAN, MASTALIR, PAAPE, ROMDENNE

FISCAL IMPACT STATEMENT: \$4,100.00 from County Aid Bridge Fund in 2015
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Supervisors Paider moved and Paape seconded for adoption. Roll call vote: 19 ayes, 0 nays and 1 absent (Tebon). Motion carried.

**RESOLUTION NO. 27-11-14**

**A RESOLUTION APPROVING TRANSFER OF NON-BUDGETED FUNDS**

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

**WHEREAS**, in accordance with Section 65.90(5)(a), Wis. Stats., the amounts of the various appropriations and the purposes for such appropriations stated in a budget may not be changed unless authorized by a vote of two-thirds of the entire membership of the County Board of Supervisors; and

**WHEREAS**, The Finance and Public Property Committee considered and hereby recommends transferring a total of \$57,401 from the debt service fund to a vehicle replacement fund to purchase a 2014 Chevrolet Impala from Jorm's of Kewaunee for \$23,401, authorizing the Maintenance Director to purchase a mini-van for not more than \$19,000 and transferring an additional \$15,000 to the vehicle replacement fund.

**NOW, THEREFORE, BE IT RESOLVED**, by the Kewaunee County Board of Supervisors duly assembled this 18th day of November 2014, that the Board approves transferring \$57,401.00 from the debt service fund to a vehicle replacement fund; and

**BE IT FURTHER RESOLVED**, that within 10 days the County Clerk shall file a Class 1 notice of this transfer of non-budgeted funds.

Respectfully Submitted,  
Finance and Public Property Committee  
HASKE, LUFT, MASTALIR, ROMDENNE, TEBON

FISCAL IMPACT STATEMENT: \$57,401 from debt service to vehicle replacement. Debt Service has additional funds because of rebates from Build America Bonds.
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Supervisors Haske moved and Heidmann seconded for adoption. Roll call vote: 19 ayes, 0 nays and 1 absent (Tebon). Motion carried.

**RESOLUTION NO. 28-11-14**

**A RESOLUTION APPROVING TRANSFER OF NON-BUDGETED FUNDS**

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

**WHEREAS**, in accordance with Section 65.90(5)(a), Wis. Stats., the amounts of the various appropriations and the purposes for such appropriations stated in a budget may not be changed unless authorized by a vote of two-thirds of the entire membership of the County Board of Supervisors; and

**WHEREAS**, the IT Director presented the Finance and Public Property Committee with two bids to replace the County telephone system as follows:

Heartland Business Systems:	\$73,100.64
Enterprise Systems Group:	\$73,701.95

**WHEREAS**, The Finance and Public Property Committee considered and hereby recommends contracting with Heartland Business Systems to replace the County telephone system; and

**WHEREAS**, the Finance and Public Property Committee recommends utilizing lapsing funds from the 2014 budget to fund the purchases.

**NOW, THEREFORE, BE IT RESOLVED**, by the Kewaunee County Board of Supervisors duly assembled this 18th day of November 2014, that the Board approves transferring \$73,100.64 from the General fund to pay for the Telephone System; and

**BE IT FURTHER RESOLVED**, that within 10 days the County Clerk shall file a Class 1 notice of this transfer of non-budgeted funds.

Respectfully Submitted,  
Finance and Public Property Committee  
HASKE, LUFT, MASTALIR, ROMDENNE, TEBON

FISCAL IMPACT STATEMENT: \$73,100.64 from the General Fund. Lapsing budget funds for 2014 will be used to purchase the telephone system.
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Supervisors Pagel moved and Romdenne seconded for adoption. Roll call vote: 19 ayes, 0 nays and 1 absent (Tebon). Motion carried.

#### **RESOLUTION NO.**

#### **ESTABLISHING KEWAUNEE COUNTY ADMINISTRATIVE COORDINATOR**

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

**WHEREAS**, from 1986 to 2000 the Kewaunee County Board of Supervisors designated an Administrative Coordinator to act as the chief administrative officer for Kewaunee County; and

**WHEREAS**, Resolution number 6-6-2000, adopted in 2000 and made effective on August 1, 2000, created the position of Kewaunee County Administrator; and

**WHEREAS**, the incumbent Kewaunee County Administrator is set to retire on January 2, 2015; and

**WHEREAS**, the Personnel, Advisory and Legislative Committee considered and hereby recommends that Kewaunee County revert to the Administrative Coordinator form of county administration for its next chief administrative officer; and

**WHEREAS**, the Personnel, Advisory and Legislative Committee recommends the Kewaunee County Administrative Coordinator have the duties, responsibilities and authority as set forth in the attached job description.

**NOW, THEREFORE, BE IT RESOLVED**, by the Kewaunee County Board of Supervisors duly assembled this 18<sup>th</sup> day of November 2014, that the Board hereby creates the office of Kewaunee County Administrative Coordinator effective upon the retirement of the incumbent Kewaunee County Administrator. The position of Kewaunee County Administrator shall lapse simultaneously with the creation of the office of Kewaunee County Administrative Coordinator; and

**BE IT FURTHER RESOLVED**, the attached job description is approved and the Personnel, Advisory and Legislative Committee shall recruit and recommend a candidate to the Board to fill the position of Kewaunee County Administrative Coordinator; and

**BE IT FURTHER RESOLVED**, the Personnel, Advisory and Legislative Committee is authorized to appoint and fix a salary for an interim Administrative Coordinator to serve as the chief administrative officer until a permanent Administrative Coordinator is in office.

Respectfully Submitted,  
Personnel, Advisory & Legislative Committee  
HEIDMANN, HEUER, KIRCHMAN, LUFT, PAGEL, ROMDENNE, SHILLIN, SINKULA, WEIDNER

Administrative Coordinator  
Kewaunee County

#### **Position Summary**

The Administrative Coordinator shall serve as the Chief Administrative Officer of the County and have the powers and duties as set forth in Wisconsin Statutes §59.18 with the following exceptions:

- a) *The Board of Supervisors will appoint department heads.*
- b) *Removal of department heads will be at the pleasure of the Kewaunee County Administrative Coordinator with the consent of the Kewaunee County Personnel, Advisory and Legislative Committee.*

Additionally, the Administrative Coordinator shall have the duties and responsibilities as assigned by the Kewaunee County Board of Supervisors. The Administrative Coordinator shall be responsible for supervising and coordinating the day to day administrative management responsibilities of the County and must exercise professional administrative judgment and initiative daily within policy guidelines established by the County Board.

#### **Essential Duties and Responsibilities**

All provisions of Wisconsin Statutes 59.18 are hereby incorporated by reference into this job description excepting the limitations of appointing and removing department heads described above.

**Insurance Coordinator**

- a) Evaluate all insurance needs and recommend appropriate coverage.
- b) Supervise bidding of all insurance contracts.
- c) Administer the County Insurance Program.
  - Maintain copies of all policies.
  - Ensure continued coverage.
  - Receive and transmit all claims to the proper carrier.

**Purchasing Director**

- a) Shall act as the purchasing agent for the County, developing best practice policies that will ensure that all purchases by County employees are carried out in the best interests of the County.
- b) Be responsible for the maintenance and development of all real and personal property of the County over which the Board has authority, maintain and keep such property in repair, maintain in a permanent record a perpetual inventory of such property.
- c) Direct the preparation of plans for the management of County properties and for the construction and alteration of physical facilities needed to render County services properly, said plans to be submitted to the Board, recommending the priority of projects.
- d) Coordinate, with the appropriate committee, the preparation of architectural plans for County buildings and their construction, and allocate space to County departments and agencies.
- e) Monitor expenditures and establish financial controls to maintain compliance with budget allocations.

**Financial Administration**

- a) Manage financial resources of the County.
- b) Conduct future needs planning.
- c) Responsible for account management and monitoring.
- d) Prepares and supervises preparation of financial reports delivered to the County Board.
- e) Participate in County strategic planning.
- f) Monitors day to day activities related to accounts payables and account receivables.
- g) Develops annual County Budget and presents it to the County Board.
- h) Manage County cash flow and forecasting.

**Human Resources Director**

- a) Administer the County's Personnel Policy and recommend updates.
- b) Conduct performance evaluations of all department heads.
- c) Review and approve probationary performance evaluations for all department heads with the exception of elected officials.
- d) Supervise and discipline all department heads of the County except those elected.
- e) Provide administrative direction and administer the collective bargaining process and agreements under the supervision of the Personnel Committee.
- f) Maintain personnel and medical files on all employees.
- g) Administer the County's employee fringe benefit program.
- h) Conduct hiring of department heads and other employees as requested.
- i) Review all recommendations for disciplinary suspension and discharge.
- j) Develop hiring policies and monitor hiring practices and decisions to ensure that consistent and sound personnel policies are followed.
- k) Has overall responsibility for implementation of the Affirmative Action/Equal Employment Opportunity Program.
- l) Has overall responsibility for implementation of the Equal Opportunity in Service Delivery program for the County.
- m) HIPAA coordination.
- n) Assist and participate in labor negotiations.

**Knowledge, Skills, Abilities and Requirements**

Knowledge of and demonstrated experience in principles and practices of public administration and related legal requirements. Budget development and execution, financial management and administrative practices, county government structure and operation, meeting attendance, strategic planning and organizational improvement, property management and community and intergovernmental relations.

**Training and Experience**

The following education and experience are required for this position: Bachelor's Degree in Business Administration, Public Administration, Finance or related field. (Master's Degree preferred.) Five years of experience in business, industry, or administration of a public agency or department. Any combination of education and experience that provides equivalent knowledge, skills and abilities will be considered.

**59.18 County administrator.**

(1) Appointment. Counties having a population of less than 500,000 may by resolution of the board or by petition and referendum create the office of county administrator. The county administrator shall be appointed by majority vote of the board. Such petition and election shall follow the procedure provided in s. 9.20 (1) to (6). If any member of the board is appointed as county administrator, his or her status as a member of the board is thereby terminated, except that in the case of a vacancy in the office of county administrator by reason of removal, resignation or other cause, the board may appoint any member of the board as acting county administrator to serve for a period of 15 days while the board is considering the selection of a county administrator.

(2) Duties and powers. The county administrator shall be the chief administrative officer of the county. The county administrator shall take care that every county ordinance and state or federal law is observed, enforced and administered within his or her county if the ordinance or law is subject to enforcement by the county administrator or any other person supervised by the county administrator. The duties and powers of the county administrator shall be, without limitation because of enumeration, to:

(a) Coordinate and direct all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.

(b) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise all department heads where the law

provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. Notwithstanding any statutory provision that a board or commission supervise the administration of a department, the department head shall supervise the administration of the department and the board or commission shall perform any advisory or policy-making function authorized by statute. Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63. Any department head appointed by a county administrator under this paragraph may be removed at the pleasure of the county administrator unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.

(c) Appoint the members of all boards and commissions where the statutes provide that such appointment shall be made by the county board or by the chairperson of the county board. All appointments to boards and commissions by the county administrator shall be subject to the confirmation of the county board.

(3) Administrative secretary to county administrator; staff. The county administrator may appoint an administrative secretary, and additional staff assistants, as necessary.

(4) Compensation of county administrator and staff. The board shall fix the compensation of the county administrator, the county administrator's administrative secretary and the county administrator's staff assistants.

(5) Message to the board; submission of annual budget. The county administrator shall annually, and otherwise as necessary, communicate to the board the condition of the county, and recommend such matters to the board for its consideration as the county administrator considers expedient. Notwithstanding any other provision of the law, the county administrator shall be responsible for the submission of the annual budget to the board.

(6) Qualifications for appointment. The county administrator shall be appointed solely on merit. In appointing the county administrator, the board shall give due regard to training, experience, administrative ability and general qualifications and fitness for performing the duties of the office, and no person shall be eligible to the office of county administrator, who is not by training, experience, ability and efficiency qualified and generally fit to perform the duties of such office. No weight or consideration shall be given by the board to residence, to nationality, or to political or religious affiliations.

(7) Removal. The board may remove the county administrator at any time that the county administrator's conduct of the county administration becomes unsatisfactory, and engage a successor. The action of the board in removing the county administrator shall be final.

(8) Vacancy, how filled. A vacancy in the office of the county administrator by reason of removal, resignation or other cause, shall be filled by appointment by majority vote of the board.

History: 1983 a. 192 ss. 118, 303 (2); 1985 a. 29, 176; 1989 a. 273; 1991 a. 316; 1995 a. 201 s. 102; Stats. 1995 s. 59.18.

A county board can abolish the office of county administrator by majority vote. 61 Atty. Gen. 322.

Sub. (2) (b) transfers the authority to supervise the administration of county departments from boards and commissions to department heads appointed by the county administrator. Sub. (2) therefore entirely negates s. 59.70 (2) insofar as it provides that the board may "employ" a system manager. In a county with a county administrator, the solid waste management board is purely an advisory body to the county administrator and to the county board and a policy-making body for the solid waste management department as a whole. OAG 1-12.

Supervisors Weidner moved and Mastalir seconded for adoption. Roll call vote: 9 ayes (Cravillion, Heuer, Kirchman, Mastalir, Paape, Pagel, Reckelberg, Sinkula, Weidner), 10 nays (Benes, Garfinkel, Haske, Heidmann, Jahnke, Luft, Paider, Romdenne, Shillin, Wagner), 1 absent (Tebon). Motion failed.

**Consideration of Ordinances:**

None

**Communications:**

Resolutions from other counties (6)

Kewaunee County Events – Fairest of the Fair Gala, November 28 from 6:00 PM – 10:00 PM at the Kewaunee County Expo Center.

Supervisors Heidmann moved and Wagner seconded that the February, 2015 County Board Meeting will be held on February 17, 2015 at 6:00 PM. Motion carried

Supervisors Pagel moved and Paider seconded to adjourn. Motion carried.

Board adjourned at 8:53 PM.

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Ron Heuer, Kewaunee County Board Chairman

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Jamie Annoye, Kewaunee County Clerk

**CERTIFICATION**

STATE OF WISCONSIN:

SS

COUNTY OF KEWAUNEE:

I, Jamie Annoye, County Clerk in and for Kewaunee County, Wisconsin do hereby certify that the following is a true and correct copy of the minutes of the meeting of the Kewaunee County Board of Supervisors held in regular Board Chambers at the Administration Center in Kewaunee on November 18, 2014.

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Jamie Annoye, Kewaunee County Clerk

