



Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE
SUB-COMMITTEE MEETING

AGENDA

Date: Tuesday, April 21, 2015

Time: 4:00 p.m.

Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216
Committee Room

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Discussion and Possible Deliberation Relating to Potential Agreement Between Dominion Energy and Kewaunee County.

The committee may convene in closed session one or more times during the discussion with Dominion officials to confer with legal counsel pursuant to s. 19.85(1)(g) or when a specific term or proposal of Dominion requires a closed session caucus of the committee for competitive or bargaining reasons. The Committee will reconvene in open session after any such closed session caucus to continue discussions with Dominion or to move on the next item on the agenda.

5. Other Matters Authorized by Law
6. Next Meeting
7. 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.

A majority of the members of the County Board of Supervisors or any of its committees may be present at this meeting to listen, observe, and participate. If a majority of any such committee is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.



Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING
AGENDA

Date: Thursday, April 9, 2015

Time: 10:30 a.m.

Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216
Conference Room

1. Call to Order
2. Roll Call
3. Approve April 9, 2015 Agenda
4. Approve March 26, 2015 Minutes
5. Discuss, Review and Approve Vacancies
 - Radio Operator/Jailer, Sheriff's Department - 2 positions
6. Update on Employee Vacancies - Recruitment
7. Approve Open Records Policy – Jeff Wisnicky
8. Update of Discussion With Horton Group
9. Update Door/Kewaunee Legislative Days
10. Update on Committee Appointments
 - Veteran Service Commission
 - ADRC Board
11. Other Matters Authorized by Law
12. Next Meeting – Setting Future Meeting Dates
13. Adjournment

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KEWAUNEE COUNTY SHERIFF'S DEPARTMENT

620 Juneau Street
Kewaunee, Wisconsin 54216
Telephone: 920-388-3100
Fax: 920-388-3998

MATTHEW J. JOSKI
SHERIFF

April 1, 2015

To: Kewaunee County Personnel Committee

From: Sheriff Matt Joski

Ref: Filling of position vacancies

With the recent retirement of Lt. Joseph Trembl and the upcoming retirement of Deputy John McCambridge, the Kewaunee County Sheriff's Department will have two position vacancies to fill.

Subsequent to the retirement of Lt. Joseph Trembl, Sgt. Chris VanErem has been promoted to the vacant position of Jail/ Communications Lieutenant, and Deputy Tyler Tuttle promoted to the position of Jail/ Communications Sergeant. This creates an entry level Jailer/ Dispatcher position opening.

Upon the retirement of Deputy John McCambridge on May 30, 2015, Deputy Aaron Schley who has been cross trained as a Patrol Deputy will be transitioned permanently into that role, thus creating the second entry level Jailer/ Dispatcher position opening.

Both of these open positions would be general status positions and are currently in the 2015 budget. I would respectfully request authorization to fill both of these positions from an eligibility list which has been recently established.

If there is further information which is needed in the facilitation of this request, please contact me at your earliest convenience.

Thank you,

A handwritten signature in black ink that reads "Matt Joski".

Matthew J. Joski, Sheriff
Kewaunee County Sheriff's Department

Open Records Policy

1. Procedure

Requesters of records shall direct requests to the appropriate custodian of records or to the Kewaunee County Administrator, 810 Lincoln Street, Kewaunee, WI 54216. The Office of the County Administrator is open Monday through Friday from 8:00 am to 4:30 pm not including official County Holidays.

Any official, employee or agent of Kewaunee County receiving an open records request shall forward a copy of the request to the Kewaunee County Administrator and the Corporation Counsel.

2. Response

Kewaunee County will fill each request or notify the requester of the determination to deny the request in whole or in part and the reasons therefore as soon as practicable and without delay. Wis. Stat. §19.35(4)(a).

3. Fees

Kewaunee County may charge the actual, necessary, and direct cost of producing a record. Wis. Stat. § 19.35(3)(a). Kewaunee County will assess a standard fee of **\$0.25** per printed page for photocopied records and a standard fee for a burned compact disc (CD) of **\$1.00** per disc. *See* Wis. Stat. § 19.35(3)(b). If the record is not in readily comprehensible form, Kewaunee County may charge the actual cost of creating a readily comprehensible copy. *WIREDATA, Inc. v. Vill. of Sussex*, 2008 WI 69, 310 Wis. 2d 397, 751 N.W.2d 736. Kewaunee County may charge the actual, necessary, and direct transcription costs. Wis. Stat. § 19.35(3)(a). Kewaunee County may charge the actual, necessary, and direct cost of locating the records if it exceeds \$50. Wis. Stat. § 19.35(3)(c). Kewaunee County may charge the actual, necessary, and direct shipping cost for mailing records to the requester. Wis. Stat. § 19.35(3)(d). Kewaunee County will calculate fees based on the hourly wage of the lowest-paid staff member capable of performing the work regardless of who processes the request. The above fees apply except where the law authorizes a different fee. Pre-payment of fees will be required if the total costs are greater than \$5. Wis. Stat. § 19.35(3)(f).



Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE
SUB-COMMITTEE MEETING

AGENDA

Date: Friday, April 10, 2015

Time: 1:00 p.m.

Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216
Committee Room

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2. Roll Call
3. Approve Agenda
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