



Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING

AGENDA

Date: Thursday, June 11, 2015

Time: 10:30 a.m., Conference Room

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

1. Call to Order
2. Roll Call
3. Approve June 11, 2015 Agenda
4. Approve May 27, 2015 Minutes
5. Update on Employee Vacancies - Recruitment
 - a. Sheriff's Department: IT position
6. Approval to Fill the Parks Caretaker Position
7. Discuss Recommendation From the Highway Committee for Continuing the Winter On-Call List, With Possible Action
8. Discuss Recommendation From the Highway Committee for Filling Highway Department Job Vacancies, With Possible Action
9. Discussion and Update Regarding Dominion Agreement, With Possible Action
10. Consider a motion to convene in closed session under Wis. Stat. s. 19.85(1)(f) consider a motion to convene in closed session under Wis. Stat. s. 1985(1)(c) for "considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility," and s. 1985(1)(f) "considering medical histories or data of specific persons which if discussed in public would have a substantial adverse effect upon the reputation of any person referred to in such histories and data." To-wit: Workers Compensation Claims.
11. Consider a Motion to Return to Open Session
12. Consider a motion to convene in closed session under Wis. Stat. s. 1985(1)(c) for "considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility," to-wit: 90 - day performance evaluation of County Administrator.
13. Consider a Motion to Return to Open Session



14. Other Matters Authorized by Law

15. Next Meeting

16. 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.

Office of
KEWAUNEE COUNTY HIGHWAY COMMISSION

E4280 County Road F
Kewaunee, WI 54216

Todd L. Every
Commissioner
everyt@kewauneeco.org

Telephone: (920)388-3707
Fax: (920)388-0713

Mary O'Leary
Office Manager
olearym@kewauneeco.org

June 11, 2015

To: Personnel Committee
From: Todd Every, Highway Commissioner
R.E.: Filling Highway Department Job Vacancies

Background

Since the beginning of the year, the Highway Department has had two employees retire. Ron Thompson retired on January 15th, and Dan Bellin retired on April 3rd. We were able to finish out the remainder of the winter season with the existing staff and Part-Time snowplow operators because it was a light winter. By not filling these position until now, the department was able to save approximately \$57,000 in salaries and benefits.

Late last year, staff was able to develop a Highway Worker Eligibility List in order to fill positions as needed, with approval from the Personnel Committee. As you know, the Highway Worker position is the entry level position in the department. Depending on qualifications and skills, the workers can achieve a higher rate of pay by operating equipment or performing other duties.

Analysis

Last year at our 6-26-14 meeting, the Highway and Solid Waste Committee approved my recommendation to maintain a staffing level of 23 operators and mechanics within the Highway Department. The approved motion was:

A motion was made by John Mastalir to approve item #3 from Todd's recommendation (Continue to have 23 positions within the highway department for operators & mechanics.) and item #4 from Todd's recommendation (Continue to provide winter maintenance activities to the 6 townships & 2 villages we serviced in 2013-2014.). Second by Gary Paape. All in favor. Motion carried unanimously.

This staffing level, and the use of Limited Term Employees (LTE's) and Seasonal Help allowed the department to provide winter maintenance for the state, county, and local municipalities; adequate staff in the shop, and perform other larger operations such as making hot mix asphalt, chip sealing, asphalt paving, and shouldering. According to the data from the Highway Department Operations Study, in 2014 we were able to perform 26 FTE worth of work with 23 FTE employees.

It is my intent to have the two new Highway Worker positions filled by early July so that they are available during our paving, chip sealing, and shouldering season and in place for the upcoming winter season.

For your information, the estimated annual wage and benefits for each position are \$76,360.00.

Recommendation

The Highway and Solid Waste Committee recommends the Personnel, Legislative, and Advisory Committee approve filling two vacant positions in the Highway Department.

Highway Committee Motion:

Bruce Heidmann made a motion stating the Highway & Solid Waste Committee requests the Personnel, Legislative, and Advisory Committee Approves filling 2 vacant position in the Highway Dept. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Office of
KEWAUNEE COUNTY HIGHWAY COMMISSION

E4280 County Road F
Kewaunee, WI 54216

Todd L. Every
Commissioner
everyt@kewauneeco.org

Telephone: (920)388-3707
Fax: (920)388-0713

Mary O'Leary
Office Manager
olearym@kewauneeco.org

June 11, 2015

To: Personnel Committee
From: Todd Every, Highway Commissioner
R.E.: Winter On-Call Summary Report

As directed by the Personnel, Advisory, & Legislative Committee from the November 13th, 2014 meeting, I am submitting the following summary regarding the Winter On-Call Schedule.

After approval of the concept last fall, we solicited volunteers (Highway Department employees) to participate with the Patrol Superintendent and myself in being on call during the winter weekends. Each weekend those on call stayed in communication with each other and monitored the weather conditions.

Dec. 5-7. Staff began checking roads at 3:00 AM 12/8 for winter weather. Rain began at 4:00 AM, change to mix precipitation, then snow. State and county plows called in at 5:00 AM. Town plows coordinated at regular start time.

Dec. 12-14. No weather related issues.

Dec. 19-21. Staff monitored road conditions throughout the weekend with rain predicted. No staff called in.

Dec. 26-28. Staff monitored road conditions on 12/28 due to light snow. Traffic and wind kept snow off. No staff called.

Jan. 2-4. 4" snowfall on 1/3. All plows called out for state, county, and towns. On 1/4, plows called in at 4:00 due to light snow and wind. Sent a few plows put in the PM after seeing some slippery stretches. Graders were coordinated in the Village of Luxemburg on 1/5.

Jan. 9-12. Checked roads on the way home on 1/9 after snowfall and cleanup in the AM. Checked roads for drifting on 1/10, no action needed. Checked roads on 1/12 AM after flurries/light snow, no action needed.

Jan. 16-18. Staff checked roads in the AM of 1/17 after drizzle/light snow. No action needed.

Jan. 23-25. Staff checked roads throughout the weekend after light snow on 1/23. No action needed.

Jan. 30-Feb. 1. Early AM snow on 2/1. 2-4" in the southwest portion of the county, dusting to the north. Staff called in to plow on the south county roads. Staff called in to check STH 29 and STH 54. VERY WINDY. The wind kept the snow from accumulating. Staff coordinated to come in 2/2 early to check roads.

Feb. 6-8. On 2/8, there was fog and mist. Staff called in to salt and sand on the north highways. Rain in the central part of the county. Nothing south. Staff called in on 2/9 due to rain and snow along the lakeshore.

Feb. 13-15. Light snow on 2/13. Staff called in to address some drifting issues on various state and county highways throughout the weekend.

Feb. 20-22. ¾" of snow early on 2/21. Staff called in to plow and salt. Sherriff's Dept. called regarding a stop sign down on CTH C and River Rd. Staff coordinated to come in early on 2/23.

Feb. 27-Mar. 1. No weather issues.

Mar. 6-8. No weather issues.

Mar. 13-15. No weather issues.

Mar. 20-22. No weather issues.

Mar. 27-29. Sleet/Rain around 11 AM. Slush melted off in the afternoon. No action needed.

Each weekend the person was on-call, they received a stipend of \$300.00 per weekend. The stipends were paid out of our Winter Maintenance account. The total amount spent on stipends was \$6,300.00. We were also able to invoice the state for a portion of the costs. We received a reimbursement of \$480.00 from the state.

Recommendation

The Highway and Solid Waste Committee recommends the Personnel, Legislative, and Advisory Committee to approve the continued the use of Highway Department employees assisting with the Winter On-Call Schedule and paying the stipend.

A motion was made by John Mastalir stating the Highway & Solid Waste Committee requests the approval from the Personnel, Legislative, and Advisory Committee to continue the use of Highway Department employees assisting with the Winter On-Call Schedule and paying the stipend. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Motion here passed 5-22-15