



Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING
AGENDA

Date: Wednesday, January 13, 2016 / 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 January 13, 2016 Agenda
4. Approve December 10, 2015 Meeting Minutes
5. Personnel Report, County Administrator – Scott Feldt
6. Wage Issue: Sheriff Command Staff
7. Open Highway Positions
8. Vehicle Use Policy
9. Tourism/PIO Job Description
10. CBA Professional and Courthouse Employees
11. Review and Consider Benefits for County Administrator
12. Other Matters Authorized by Law
13. Next Meeting
14. 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

Meeting Minutes

Date: Thursday, December 10, 2015 / Time: 10:30 a.m., Conference Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: The meeting was called to order at 10:30 a.m. by Ron Heuer.

Roll Call: Members present were Ron Heuer, Tom Romdenne, Lee Luft, Kaye Shillin, Larry Kirchman, John Pagel, Bob Weidner, Bruce Heidmann, Virginia Haske.

Others present: Pat Benes, Gary Paape, Jeff Wisnicky, Dave Cornelius, Scott Feldt.

Approve December 10, 2015 Agenda Motion by Bruce Heidmann, second by Larry Kirchman to approve the December 10, 2015 agenda with the addition of the agenda item Public Comment. Motion carried.

Approve November 19, 2015 Meeting Minutes: Motion by Bruce Heidmann, second by Larry Kirchman to approve the November 19, 2015 meeting minutes. Motion carried.

Public Comment: William Iwen, Mick Sagrillo, Jesse Jerabek, Jodi Parins, Nancy Utesch, Dick Swanson, Joe Mills.

Approval for Human Services Transportation Coordinator Position: Scott Feldt informed the committee that there is a position in Human Services that was 50 percent funded ADRC and 50 percent funded through Human Services. Now, ADRC is no longer funding the position. The Human Services Director would like to repost as half time Transportation Coordinator. They would like approval to post this job and fill the position with a wage of \$14.02.

Motion by Bruce Heidmann, second by Virginia Haske to approve the Human Services Transportation Coordinator position, job description, and posting.

Review and Approval of Tourism/PIO Job Description: Scott handed out the draft job description. This position was originally budgeted for \$66,022 then per the budget meeting was approved with a salary of \$55,022. Discussion continued if this person would start employment January 1 or March 1 and full time or part time employment. Discussion continued if this position would report to the County Administrator or the Promotion and Recreation Director.

Motion by Bob Weidner, second by John Pagel, to approve the job description with salary and opportunity to review and amend it in January if necessary. Motion carried.
Bruce Heidmann, opposed.

Resolution in Support of Marine Sanctuary: Lee Luft updated the committee regarding the Marine Sanctuary project and resolution. Lee also indicated additional letters of support for the Marine Sanctuary are forthcoming.

Motion by Larry Kirchman, second by Bruce Heidmann to approve the resolution as presented with one change to the title: remove the word "possible". Motion carried.

Discuss with Possible Action Both Consulting Agreement WI Capitol Solutions LLC & PSC Grant: Ron Heuer updated the committee regarding Project Phoenix. Discussion continued regarding a consulting agreement with WI Capitol Solutions LLC.

Motion by Bruce Heidmann, second by Tom Romdenne to table the lobbying agreement indefinitely. Motion carried.

Motion by Larry Kirchman, second by Tom Romdenne to suspend the rules to allow public comment. Motion carried.

Public Comment: Jesse Jerabek, Joe Mills, Mick Sagrillo, William Iwen, Dick Swanson, Jodi Parins

Motion by Bruce Heidmann, second by Lee Luft to approve that we accept the grant from PSC and put the resolution before the County Board for approval. Motion carried

Discussion continued regarding the grant funds being used for the feasibility study by June 15, 2016. Ron Heuer indicated that now there are no plans for the county to put county funds into this project. In the future, an implementation grant would follow the feasibility study.

Discuss with Possible Action 3 Year Union Agreement for Protected Group: Scott Feldt indicated that they met with Teamsters and came to a tentative agreement. Discussion continued regarding various details of the agreement. Scott recommended the committee and county board approve the agreement.

Motion by Lee Luft, second by Bob Weidner to approve the CBA and present the resolution to the full County Board. Motion carried.

WRS Contribution for Command Staff: Scott Feldt indicated that if the County Board approves the Teamsters Agreement, then the command staff will make the same contribution at the same time as the Teamsters. The committee also discussed wage compression issues with sergeants and the command staff. The committee directed Scott Feldt to conduct an analysis of this compression issue in early 2016.

Union Negotiations for Courthouse & Professionals:

Jeff Wisnicky informed the committee the Professional and Courthouse group want to begin bargaining. Jeff indicated .73 is CPI for January. The committee discussed wages.

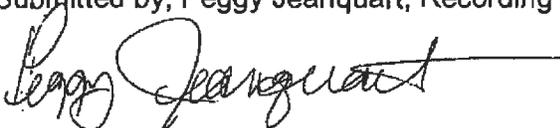
Review and Approve Vehicle Use Policy: The committee discussed employee county vehicle use. The committee asked Scott Feldt to create a policy recommendation for those employees that take county vehicles home.

Other Matters Authorized by Law: None

Next Meeting: January 13, 2016 at 10:30 a.m.

Adjournment Motion by Bruce Heidmann, second by Bob Weidner to adjourn the meeting. Motion carried. Adjourned at 1:03 p.m.

Submitted by, Peggy Jeanquart, Recording Secretary



Office of
KEWAUNEE COUNTY HIGHWAY COMMISSION

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January 13, 2016

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

Background

In the past couple of weeks the department has been informed of two retirements from our staff. Robert Marquardt retired on January 4th, and Todd Bostwick will retire on January 18th.

Also, previously Dale Jandrain informed me he will be retiring at the end of March.

With these vacancies and looming retirement, the department is short staffed and I am requesting to fill these positions as soon as possible.

Analysis

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.

The last time I requested positions to be filled, the Personnel Committee approved one hire and left the 23rd position vacant as we determined the future of the county solid waste operations.

Request

In order maintain the current staffing level and prepare for the March retirement, I am requesting approval to hire three persons. These positions can be filled from our Highway Worker Eligibility List we created in early 2015.

For your information, the estimated annual base wage and benefits for each position are \$79,569.00.



KEWAUNEE COUNTY ADMINISTRATOR

Scott Feldt

MEMORANDUM

DATE: October 27, 2015
TO: Personnel, Advisory & Legislative Committee Members
FROM: Scott Feldt, County Administrator
RE: Personnel Policy – Use of Equipment and Vehicles

Questions have been raised regarding the use of county vehicles, they include the following: 1) use of county vehicles by department heads who utilize a vehicle and live outside of Kewaunee County; 2) use of a county vehicle by a contracted employee conducting county business; and 3) use of a county vehicle by highway employees to travel between highway shops.

This memo reviews the current vehicle use policy, provides an analysis, and forwards possible changes for consideration.

Background

The Personnel Policy for vehicle use states the following:

....
In order to minimize the use of personal vehicles while conducting County business, Kewaunee County provides a pool of vehicles for employee use. It is the policy of Kewaunee County that the pool of county owned vehicles shall be used for travel associated with official Kewaunee County business. It is the obligation of each employee requesting to use a vehicle to make reservations in advance with the County Clerk's office. Failure to request a County owned vehicle may result in non-payment of a voucher for personal mileage if a vehicle was available and not used. Vehicle keys, as well as a trip ticket, are to be picked up in the County Clerk's office the day of travel. However, if travel is required prior to normal office hours, it is the responsibility of the employee to make arrangements with the County Clerk's office to pick up the keys the day before actual use. Employees will be allowed to take such vehicle home for early departure the next day. It is also the responsibility of the employee to make sure the vehicle is returned promptly for use by other staff.

In certain circumstances, a County owned vehicle may be provided for certain employees in order to carry out their assigned duties. These vehicles should be housed on County owned property during non-working hours and used by employees only to carry out their job duties as needed. The County requires that no personal items other than incidentals be stored in the vehicle. The vehicle is to be locked each night with work articles stored either in the lock box or trunk during times when the vehicle is not in use.

In instances where a County-owned vehicle is provided to an employee on a 24-hour basis, it is the policy of the County that the only personal use allowed would be commuting between an employee's home and his/her work.

Only Kewaunee County employees or elected officials may operate or drive County

equipment and vehicles. Spouses, family members, acquaintances or clients served by Kewaunee County are strictly prohibited from operating or driving County owned equipment of vehicles.

I have not included the entire section of the "Use of Equipment and Vehicles" portion of the Personnel Policy. This section provides general direction as to the use of county vehicles by county employees.

Analysis

In reviewing the policy, I believe the policy does a good job in providing direction while staying flexible enough to address various situations that may occur. On page 16 of the Personnel Policy Handbook, the policy describes the use of county vehicles that are part of the county vehicle "pool" that is monitored by the County Clerk. In my interpretation this paragraph relates only to those vehicles assigned to the county vehicle "pool" and does not relate to county vehicles that are assigned to specific department. For example, there are departments (Sheriff, Highway, etc.) which do not have employees request a vehicle in advance, nor do the employees complete trip tickets for the use of the vehicle. There are a number of departments that have vehicles designated to them for county employee use. These departments include: Sheriff's Department, Highway, Emergency Management, Land & Water Conservation, Promotion & Recreation, Human Services, and Zoning. I believe the following paragraphs outline the use of county vehicles for those departments.

The next two paragraphs provide guidance as to use of county vehicles for departments in which vehicles may be assigned to carry out county business. The first paragraph on page 17 is general in nature. The County "may" provide a vehicle to certain employees. These vehicles "should" be housed on county-owned land. The language allows for discretion by the County Administrator and Department Heads to allow employees to take a vehicle out of the county when the situation warrants it. These situations can include travel to and from meetings and conferences located outside of the county.

The second paragraph outlines the use of vehicles for an employee on a 24 basis. This language currently applies to all Kewaunee County law enforcement officers and the Emergency Management Director. It can be argued that this paragraph could also apply to the IT Director, Highway Commissioner, and other county staff deemed appropriate by the Administrator. I also interpret this paragraph to say that this 24 hour designation can be for whatever duration (year-long, month-long, week-long) that the Administrator and Department Head deems appropriate.

Conclusion

After reviewing the policy, I am recommending some minimal changes to the policy. Those changes are attached to this memo. The changes do not alter the general intent of the policy, but provide some additional clarification.

The inclusion of "unless otherwise approved by the employee's supervisor" in the first paragraph on page 17 clarifies that vehicles that are not housed on county owned property have been approved by a supervisor. The inclusion of "to carry out their assigned duties" in the second paragraph reinforces the intent that vehicle use for employees provided a vehicle on a 24 hour basis is only for county business.

10. Employees may be reimbursed for meals within Kewaunee County when the employee is attending a regional meeting of a state association, in which membership has been approved.
11. The Finance Committee may grant variances from this policy in unusual circumstances.
12. Claims for reimbursement shall be made on a form approved by the County Clerk's Office. All employee claims must be signed by the employee affirming the claim is accurate and justified. All claims of employees must be countersigned by the department head or the director's designee. The Department Head is responsible for the validity of all claims approved by any designees. All claims, in excess of \$3.00, must be accompanied by receipts for expenses incurred or a statement explaining the absence of a receipt.

Q. USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property for County business, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Employees shall notify the supervisor if any equipment, machines, tools, or vehicles appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor will answer any questions about an employee's responsibility for maintenance and care of equipment and vehicles on the job.

The improper, careless negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, will result in disciplinary action, up to and including discharge. No smoking is allowed in County owned vehicles.

In order to minimize the use of personal vehicles while conducting County business, Kewaunee County provides a pool of vehicles for employee use. It is the policy of Kewaunee County that the pool of county owned vehicles shall be used for travel associated with official Kewaunee County business. It is the obligation of each employee requesting to use a vehicle to make reservations in advance with the County Clerk's office. Failure to request a County owned vehicle may result in non-payment of a voucher for personal mileage if a vehicle was available and not used. Vehicle keys, as well as a trip ticket, are to be picked up in the County Clerk's office the day of travel. However, if travel is required prior to normal office hours, it is the responsibility of the employee to make arrangements with the County Clerk's office to pick up the keys the day before actual use. Employees will be allowed to take such vehicle home for early departure the next day. It is also the responsibility of the employee to make sure the vehicle is returned promptly for use by other staff.

In certain circumstances, a County owned vehicle may be provided for certain employees in order to carry out their assigned duties. These vehicles should be housed on County-owned property during non-working hours and used by employees only to carry out their job duties as needed. The County requires that no personal items other than incidentals be stored in the vehicle. The vehicle is to be locked each night with work articles stored either in the lock box or trunk during times when the vehicle is not in use.

In instances where a County-owned vehicle is provided to an employee on a 24-hour basis, it is the policy of the County that the only personal use allowed would be commuting between an employee's home and his/her work.

Only Kewaunee County employees or elected officials may operate or drive County equipment and vehicles. Spouses, family members, acquaintances or clients served by Kewaunee County are strictly prohibited from operating or driving County owned equipment of vehicles.

R. ELECTRONIC DEVICE USAGE

When an employee is operating a county owned car, truck, a motorized piece of equipment, or any other motorized county owned vehicle, or when an employee is operating a personal vehicle conducting county business, the following conduct is expected:

1. Employees are not permitted to use a cell phone, either hand-held or hands-free, while operating a vehicle. This includes, but is not limited to, answering or making calls or engaging in phone conversations. Incoming calls shall go unanswered while an employee is operating a vehicle. Employees should consider directing all calls to voicemail prior to operating a vehicle.
2. Employees are not permitted to read or respond to emails, text messages, view or read information, check for missed calls or received messages, view the internet or otherwise direct attention to a personal electronic device while operating a vehicle.
3. Employees shall not make adjustments to a global positioning device while operating a vehicle.
4. An employee shall park the vehicle in a safe location prior to making a call, receiving a call or directing attention to a personal electronic device.

S. VEHICLE INSURANCE

Personnel who use their personal vehicle for County travel on a regular and frequent basis as defined by their job description shall carry minimum limits of liability of \$100,000/\$300,000 or a combined single limit of \$300,000 for automobile liability insurance.

Personnel in this category must provide the County with evidence of insurance (certificate of insurance or photocopy of the policy declarations page) showing the

Kewaunee County
Vehicle Use - IRS Valuation Methods

General Valuation Rule

Fair Market Value (FMV)- amount that would be paid to a third party in an arms length transaction to buy or lease

Valuation rules for Employer provided Vehicles

Lease Value Rule

Annual lease value (IRS tables), reduced by the working condition amount (business use)

Requirements:

All mileage (personal & business) must be recorded; miles, date, time & place, purpose of travel

Unsubstantiated mileage is considered personal use

Consistency requirements:

Must be used starting on the first day the vehicle is made available to the employee for personal use*

Must use Cents-per-mile in all future years that the vehicle qualifies*

* Can convert from the Commuting Rule or Cents-Per-Mile to the lease value rule

Annual Lease Value:

Determine the FMV of the vehicle on first day available to employee for personal use

Using the FMV, Refer to IRS Annual Lease Value table to find the annual lease value

Multiply annual lease value by percentage of personal use miles of total miles driven by the employee

Safe-harbor value = Cost of vehicle plus tax, title, & other purchase costs.**

Four year lease value period - re-determine lease value (using FMV) on Jan 1st of every fourth year of use period

Daily lease value to be used for continuous use less than 30 days

Prorated annual lease value to be used for more than 30 days but less than full year

Cents-per Mile Rule

Standard IRS Mileage rate X Miles driven for personal use (2015 = 57.5 cents per mile)

Requirements:

Must reasonably expect vehicle to be regularly used in the trade or business throughout the year

Vehicle meets the mileage test

Vehicle actually driven at least 10,000 miles in the year AND

Vehicle is used primarily by employees

Vehicle value must be below IRS maximum at the time the vehicle is made available to employee

	2014	2015
Automobile	\$16,000	\$16,000
Truck, Van	\$17,300	\$17,500

Consistency requirements:

Must be used starting on the first day the vehicle is made available to the employee for personal use*

Must use Cents-per-mile in all future years that the vehicle qualifies*

* Can convert from the Commuting Rule to Cents-Per-Mile

Commuting Rule

Multiply each one-way commute by \$1.50 (for each employee commuting)

Requirements:

Vehicle provided for use in trade or business, AND

For bona fide **noncompensatory business reasons**, you **require the employee** to commute in the vehicle

Establish a **written policy** under which you do not allow the employee to use the vehicle for personal purposes

other than for commuting od de minimus personal use

The employee does not use the vehicle for personal purposes other than commuting and de minimis per-sonal use

The employee who uses it for commuting is not a control employee

Department Employee	Engineering Tom	Accounting Dick	Engineering Harry
Vehicle	2006 Montana SV6	2015 Silverado 1500	2006 Rendezvous
Purchase/Available date:	4/9/2009	3/15/2015	1/1/2006
Vehicle Cost**	\$14,651	\$39,264	\$20,049
One way commute Days	30 235	45 235	5 235
Miles-commuting	14,100	21,150	2,350
Miles-other personal	0	0	0
Miles-Business	17,000	18,000	5,000
Total Miles	<u>31,100</u>	<u>39,150</u>	<u>7,350</u>

Determine if vehicle qualifies for each method first

Lease Valuation Rule

Personal Miles	14,100	21,150	2,350
Business Miles	17,000	18,000	5,000
Total annual miles	<u>31,100</u>	<u>39,150</u>	<u>7,350</u>
Year 1-4 FMV	\$14,651	\$39,264	\$20,049
Year 1-4 Lease Value (IRS table)	4,100	10,250	5,600
Personal Use	45.34%	54.02%	31.97%
Personal Use valuation	<u>\$1,859</u>	<u>\$5,537</u>	<u>\$1,790</u>

Cents-Per-Mile Rule

Personal Use miles	14,100	21,150	2,350
STD mileage rate	2015 0.575	0.575	0.575
Personal Use valuation	<u>8,108</u>	<u>12,161</u>	<u>1,351</u>

Commuting Rule

Days	235	235	235
One way trips	470	470	470
Amount per trip	\$1.50	\$1.50	\$1.50
Personal Use valuation	<u>\$705</u>	<u>\$705</u>	<u>\$705</u>

Kewaunee County
County Vehicles used for Commuting
 As of 11/23/15

Department	Position	Name	Vehicle	Vehicle description/contents/etc	County Requires?	Control Employee?	Frequency	Taxable Benefit?	Exemption/Reference
Sheriff	Deputy/Patrol	All Patrol Officers	Squad Car	Marked Squad car w/ equipment		No	Always		
Sheriff	Inspectors								
Sheriff	Jail Lieutennant								
Sheriff	Sheriff		Truck	Marked pick-up truck		Yes	Always	No	Marked Squad Car
Highway	Commissioner								
Highway	Road Super								
Information Services	Director								
Emergency Management	Director								

Need a written commuting only vehicle use policy

Exceptions:

- De Minimus use
- Clearly Marked police, Fire, public safety officer vehicles
- Any vehicle w/ loaded GVW over 14,000 pounds
- Passenger busses w/ capacity over 20
- Moving Van
- Qualified utility repair trucks
- Marked law enforcement vehicles



KEWAUNEE COUNTY DEPARTMENT OF PROMOTION AND RECREATION

TOURISM COORDINATOR/PUBLIC INFORMATION OFFICER

Characteristic Work of the Position

Nature:

As a function of the Promotion and Recreation Department, this position is responsible for coordinating of tourist information and is responsible for developing local programs to promote tourism within Kewaunee County. Work performed is under the direction of the Promotion & Recreation Director and the County Administrator.

TOURISM COORDINATOR

The Tourism Coordinator will develop, implement and evaluate marketing, promotional and outreach programs which promote Kewaunee County, its services, products, programs, facilities, activities and special events. Duties assigned to the Coordinator include: recommend and establish short and long-term goals; plan and organize the work to accomplish goals; establish and evaluate procedures; develop, implement, and evaluate projects designed to accomplish goals; develop, administer, monitor, and evaluate program budget; create reports summarizing results.

Work is performed in accordance with department goals and guidelines and is reviewed through program reports and progress conferences under general supervision.

PUBLIC INFORMATION OFFICER

Communications Specialists and perform the following duties: develop, write, and edit news releases, articles, feature stories, speeches, pamphlets, brochures, and scripts for print and electronic media; design, implement, and evaluate Web pages for the Internet; conduct research necessary to develop and publish materials; assist in the coordination of or coordinate the formulation and implementation of county department information, educational, and promotional programs; respond to written and verbal inquiries relating to county departments and programs.

Work is performed in accordance with department goals and guidelines and is reviewed through program reports and progress conferences under general supervision.

Example of Duties

- Oversee production and publication of promotional materials
- Development of a County Marketing Plan
- Work with local groups and communities to support and implement assigned promotional programs which includes advertising, publicity and public service announcements
- Analyzes data and reports on the results and effectiveness of promotions

- Conceive and execute special campaigns
- Develop and manage electronic Web publishing
- Function as the county's point person on World Wide Web marketing
- Write, edit and update materials for publicity and publication, including news releases, feature stories, reports, fact sheets, newsletters, public information announcements, etc.
- Produces drafts of audiovisual scripts, slide shows, and speeches
- Work with graphic artists, typesetters and printers to design and produce brochures and other graphic media
- Prepares and presents public information for seminars, conferences and other meetings
- Coordinates or assist in the coordination of public informational meetings, ribbon cutting or related media events

Qualifications

Essential Knowledge and Abilities

- Thorough knowledge of statewide tourist, vacation, hunting and fishing and other recreational facilities.
- Considerable knowledge of travel and recreation practices.
- Excellent communication skills, verbal and written.
- Considerable knowledge of the history, geography and natural resources of Wisconsin.
- Ability to present Kewaunee County to the public in new and creative ways.
- Ability to speak to groups on travel and recreational matters and write articles for publication.
- Ability to organize, direct and supervise the work of associates and maintain effective working relationships with co-workers, board supervisors, state and local officials, media and the public.

Training and Experience

Such training as may have been gained through graduation from high school and five years of experience in work developing skills in dealing with the public. College training may be substituted for experience on a year for year basis; or any equivalent combination of training and experience.

Physical Demands

Ability to perform most work from sedentary position. Ability to function in situations encountered in a normal office setting.

**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".

1. **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.

2. **Term.** This agreement is effective January 1, 2016 and remains in effect to and including December 31, 2016.

3. **Wages.** Wages paid to employees shall increase 0.73% for calendar year 2016. County will adhere to the pay schedule attached hereto for calendar year 2016.

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 January 2016.

Kewaunee County

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

Ron Heuer, Chairman

President

Scott Feldt, Administrator

Secretary

District Representative

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

Class Grade 4	Class Grade 3	Class Grade 2
Account Clerk I 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	Human Services Clerk	Custodian

	7	6	5	4	3	2
Step 5	21.38	19.94	18.6	17.41	16.31	15.25
Step 4	20.48	19.11	17.88	16.77	15.77	14.83
Step 3	19.53	18.31	17.18	16.15	15.20	14.23
Step 2	18.65	17.49	16.46	15.52	14.64	13.71
Start	17.71	16.69	15.75	14.93	14.12	13.16

**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, 2016 and remains in effect to and including December 31, 2016.
3. **Wages.** Wages paid to employees shall increase 0.73% for calendar year 2016. County will adhere to the pay schedule attached hereto for calendar year 2016.
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 January 2016.

Kewaunee County

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

Ron Heuer, Chairman

President

Scott Feldt, Administrator

Secretary

District Representative

HS 3	29.39
HS 2	26.47
After 60 months	
After 48 months	24.31
After 36 months	23.32
After 24 months	22.64
After 12 months	21.77
HS 1 - Start	20.95

Public Health Nurses	
After 36 months	28.01
After 24 months	27.16
After 12 months	26.31
Start	25.21

Registered Nurses	
After 36 months	26.68
After 24 months	25.75
After 12 months	25.08
Start	24.14