

Kewaunee County  
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING  
**Meeting Minutes**

Date: Wednesday, March 9, 2016 / Time: 11:00 a.m., Conference Room  
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: The meeting was called to order at 11:00 a.m. by Ron Heuer.

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

Others present: Scott Feldt, Jeff Wisnicky, Aerica Bjurstrom, Pat Benes, Jamie Annoye, Michelle Dax, Janet Wolf, Jack Schad

Approve March 9, 2016 Agenda and Approve February 10, 2016 Meeting Minutes: Motion by Bruce Heidmann, second by Virginia Haske to approve the March 9, 2016 agenda and to approve the February 10, 2016 meeting minutes. Motion carried.

Discuss UW Extension Job Description/Duties and Assignments for Replacement of Program Assistant: Aerica Bjurstrom referenced the draft position description the committee received last month. The proposed position description is 50% of the duties the position had in the past. They moved roles to the other program assistant and added communications/technology functions on this draft position description. Short discussion continued regarding some of these duties in relation to the Public Information Officer duties.

Motion by Tom Romdenne, second by Lee Luft to approve the job description and fill the position, second by Lee Luft. Tom Romdenne withdrew the motion, Lee Luft withdrew the motion. The committee agreed that on the agenda for next month to include an agenda item to approve the job description and to authorize the filling of this position.

Review and Approve Resolution Establishing Total Annual Compensation for County Elected Officials (Clerk, Treasurer, Register of Deeds): Scott Feldt informed the committee that for Salary Schedule I we have three county wide elected officials taking out papers (April 15) and the best thing to do is set compensation prior to them taking out papers. Scott Feldt referenced a resolution with the proposed salaries for the next two years. Scott did not put in any recommendation for years 2019 and 2020 indicating that it is a matter of policy and up to the Board. Scott Feldt referenced a spreadsheet with 2 methodologies 1. look at neighbors and regions 2. look at counties of similar size. Financial impact is \$7,200 for the three positions for the first two years 2017 and 2018. These salary increases would be effective January 1, 2017.

Motion by Bruce Heidmann, second by Tom Romdenne to go with the proposed increases for three elected positions for Salary Schedule I: 1.7% for 2017 = \$62,164 and 1.7% for 2018 = \$63,221. Bruce Heidmann amended the motion, second by Tom Romdenne, to include 1.5% increase for year 2019 = \$64,169 and 1.5% for 2020 = \$65,132. Motion carried.

Request for Additional .52% Wage Supplement for Professional & Courthouse Employees – Possible Action: Scott Feldt referenced the memo he gave the committee regarding his recommendation of a .52% wage supplement for professional and courthouse employees. The fiscal impact would be \$15,001. This would be on paychecks in June 2016 and is a .52% wage supplement.

Motion by Lee Luft, second by Kaye Shillin to approve the .52% wage supplement for members of the Courthouse Local 2959 and Professional Local 2959A. Motion carried.

Review and Discuss Resolution Regarding Vehicle Use Policy and Discuss Vehicle Use Policy for Volunteers – Possible Action: Jack Schad indicated the personnel policy references employees only and we have a system with volunteer drivers and also contracted employees.

Motion by Virginia Haske, second by Kaye Shillin to approve the policy as amended and to go to the full Board for approval and incorporate agenda item #9 that is listed on this agenda. Motion carried.

Sex Offender Ordinance Recommendation to County Board – Possible Action:

Ron Heuer indicated it is best to have a county wide approach with this ordinance. The committee reviewed the draft Sexual Offender Residency Ordinance. Representatives from the County, Luxemburg, Kewaunee and Algoma have participated in meetings regarding this draft ordinance. Jeff Wisnicky indicated this draft includes an amendment to not only apply to 980 offenders but also other sexual offenders. This ordinance would prevent a judge in another county or anyplace else to give us their 980 offenders. There is also a loitering or prowling piece to this ordinance where the individual could be cited. The County would handle the enforcement of this ordinance.

Motion by Bruce Heidmann, second by Lee Luft to bring this Sex Offender Ordinance to the full County Board for consideration. Motion carried.

Other Matters Authorized by Law:

Scott Feldt distributed a Personnel Report.

Scott Feldt informed the committee he received a petition for election that officers in the jail are petitioning to become a union. They will hold an election.

Next Meeting: Thursday, April 14, 2016 at 9:00 a.m.

Adjournment: Motion by Bruce Heidmann, second by Larry Kirchman to adjourn the meeting. Motion carried. Adjourned at 12:05 p.m.

Public Comment: Sue Weisser commented regarding elected official salaries.

Submitted by,  
Peggy Jeanquart, Recording Secretary

