



Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING
AGENDA

Date: Thursday, July 14, 2016 / Time: 12:00 Noon / Conference Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

1. Call to Order
2. Roll Call
3. Approve July 14, 2016 Personnel Committee Meeting Agenda
4. Approve June 15, 2016 Meeting Minutes
5. Administrator's Comments
6. Personnel Report
 - a. Approval to Fill: Child Support Worker
 - b. Approval to Fill: Register in Probate Secretary
 - c. Approval to Fill: Jailer/Dispatcher (2)
7. Approval: Account Clerk II Job Description
8. Approve Change to Personnel Policy – Radio Operator/Jailer Scheduling
9. Approval: One Time Excess Vacation Payout = Sheriff's Department
10. Discussion: Oversight Committee Structure and Roles and Duties
11. Discussion: Emergency Water Protocol
12. Other Matters Authorized by Law
13. Public Comment
14. Next Meeting
15. 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: Wednesday, June 15, 2016 / Time: 1:00 p.m., County Board Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: The meeting was called to order at 1:02 p.m. by Bob Weidner.

Roll Call: Members present were Scott Jahnke, Larry Kirchman, John Mastalir, Gary Paape, John Pagel, Tom Romdenne, Kaye Shillin, Linda Sinkula, Bob Weidner.

Others present: Todd Every, Mary O'Leary, Dave Myers, Jack Schad, Matt Joski.

Approve June 15, 2016 Personnel Committee Meeting Agenda and Approve May 11, 2016 Meeting Minutes: Motion by John Pagel, second by Linda Sinkula to approve the June 15, 2016 agenda and to approve the May 11, 2016 meeting minutes. Motion carried.

Personnel Report

- a. Review & Approve - Position Vacancy - 1.0 FTE Human Services Transportation Coordinator
- b. Review & Approve - Position Vacancy & Job Description - 1.0 FTE Hum. Serv. Financial Accountant
- c. Review & Approve - Job Description - Human Services Director
- d. Review & Approval - Highway Department Account Clerk II .5 to 1.0 FTE

Review & Approve - Position Vacancy - 1.0 FTE Human Services Transportation Coordinator.
This is actually a .5 FTE position not a 1.0 FTE position as stated on the agenda.
Motion by Tom Romdenne, second by Kaye Shillin to approve filling the position. Motion carried.

Review & Approve - Position Vacancy & Job Description - 1.0 FTE Hum. Serv. Financial Accountant.
Jack Schad explained the needs of the department for this position.

Motion by Linda Sinkula, second by Kaye Shillin to approve the job description. Motion carried.

Motion by John Pagel, second by Scott Jahnke to approve hiring the position 1 FTE. Motion carried.

Review & Approve - Job Description - Human Services Director. The committee discussed the updated job description. Motion by Kaye Shillin, second by Gary Paape to approve the job description.

Review & Approval - Highway Department Account Clerk II .5 to 1.0 FTE: Todd Every reviewed the history of the Stock Room Clerk position with the committee. During the last 6 months, Todd and Mary O'Leary have been doing discovery on the job and duties associated with it. Todd indicated they realized some duties were more administrative than field. Todd recommended going from 1.5 FTE in the office to having 2 full-time staff in the office. The Highway Committee recommended adding a .5 position.

Motion by Larry Kirchman, second by John Mastalir to accept the Highway Committee position recommendation to hire .5 FTE administrative position within the Highway Department and to let the wage issue up to the Commissioner, Highway Office Manager and County Administrator.
Motion carried.

Review & Discussion – County Board Committees – Roles and Duties: Linda Sinkula and Matt Joski commented regarding needed changes to the Law Enforcement and Emergency Management Committee Roles and Duties document. The committee will review all of the roles and duties documents at a later date with County Administrator Feldt.

Approval of Contract Between Kewaunee County & Dynamic Concepts – Completion of PSC Grant Requirements: Bob Weidner indicated the County needed to complete the feasibility study looking at another contractor. Dynamic Concepts has until the end of this month to have the study ready and submitted. The County produced a contract to engage this new company.

Motion by Tom Romdenne, second by Linda Sinkula to refer agenda item #7 Dynamic Concepts Contract with PSC to County Board for action by the County Board. Motion carried

Discuss Comprehensive Plan – Possible appointment of a subcommittee to coordinate with other municipalities: Bob Weidner indicated he would like to appoint Larry Kirchman and Gary Paape to work with townships and others doing comprehensive plans. Bob would like this to be a subcommittee. Bob indicated he will make this an appointment at the County Board Meeting for the subcommittee

Other Matters Authorized by Law: None

Public Comment: None

Next Meeting: July 14, 2016 at 12:00 (noon)

Adjournment: Motion by John Pagel, second by Kaye Shillin to adjourn the meeting. Motion carried. Adjourned at 2.25 p.m.

Submitted by:
Peggy Jeanquart, Recording Secretary

Peggy Jeanquart



HIGHWAY DEPARTMENT
ACCOUNT CLERK II (.5 FTE)

Characteristic Work of the Position

Nature: Under the direction of the Highway Commissioner and the Office Manager, provides clerical support to the Highway Department.

Example of Primary Duties:

1. Reconcile received parts and materials detailed on purchase orders, invoices, and statements. Prepare for payment.
2. Enter transaction of parts, materials, and lubes used for equipment on monthly work order reports, for customers and municipalities, for the county highway system, and for other county departments.
3. Coordinate with shop staff to control inventory, perform physical inventory checks, and assist with year-end inventory reporting.
4. Assist with the coordination of fuel billing (monthly).

Example of Secondary Duties:

1. Code timesheets with jobs and activities. Enter and post daily labor, machinery, and non-inventory materials in the department accounting systems (CHEMSPRO). Check for accuracy.
2. Assist with review of Accounts Receivable for accuracy.
3. Receipt and deposit checks and cash for Accounts Receivable.
4. Prepare vouchers for Accounts Payable paid by credit cards or checks.
5. Assist Office Manager with cost engineering of projects by tracking costs to stay within the county and municipality budgets, and state awarded contracts.
6. Assist with payroll functions for Highway and Landfill personnel.
7. Set up and maintain equipment classification for reporting to the State of Wisconsin.
8. Assist Office Manager with performing duties associated with equipment cost updates.
9. Set up and maintain depreciation records for equipment, buildings, and land.
10. Assist Office Manager with journal entry preparation by balancing selected CHEMS accounts.
11. Assist individuals who walk in and on the phone.
12. Has working knowledge of other account clerk's duties, to be used in a backup capacity.
13. Handle accident reports, daily reports and billing.
14. Ensure that assigned reports involving computations are prepared accurately and on a timely basis.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualifications:

Essential Knowledge and Abilities

1. Knowledge of office terminology, practices, procedures, and equipment.
2. Ability to efficiently organize work and to adjust assignment shifts and to revise deadlines.
3. Ability to type 45 wpm at 85% accuracy.
4. Ability to operate a ten key a calculator at a proficient rate of speed.
5. Ability to work with figures.
6. Ability to operate copy machines and various office equipment.
7. Ability to deal effectively and tactfully with the general public.
8. Ability to work under limited supervision.
9. Ability to work with various computer programs.
10. Ability to establish and maintain effective working relationships with fellow employees.
11. Good oral and written communication skills.
12. Possession of good organizational skills.

Training and Experience

1. Graduation from High School, GED, or equivalency.
2. Related experience preferred.

Physical Demands

The performance of tasks mainly involves inside, protected from weather conditions. Ability to perform most work from a sedentary position. Ability to function in situations encountered in a normal office setting.

June 27, 2016



KEWAUNEE COUNTY ADMINISTRATOR

Scott Feldt

INTEROFFICE MEMORANDUM

DATE: July 14, 2016
TO: Personnel, Advisory & Legislative (PAL) Committee Members
FROM: Scott Feldt, County Administrator
RE: Rescind Resolution 15-9-13 related to Personnel Policy

REQUEST

The County is requesting the Personnel Committee recommend the rescinding of Resolution 15-9-13 which relates to the scheduling, pay and vacation accrual of jail employees.

BACKGROUND

Currently, jail staff is scheduled on a 6/3 basis where staff work for six days and are off for three days. This scheduling system has led to a great deal of overtime cost. Overtime rules require the county to pay staff overtime for work that exceeds forty hours per week. The new proposed schedule addresses this issue. The proposed "5/4 - 3/2" schedule addresses the overtime issue by rescheduling shifts so that staff are not working in excess of 40 in a work week. To accomplish this, 12 hour shifts are incorporated into the staff schedule.

In 2013, the County Board approved Resolution 15-9-13 which outlines scheduling, shift premium pay and vacation accrual for jail staff. The current resolution would be in conflict to the proposed schedule the Sheriff's Department is attempting to implement.

COST/BENEFIT

The rescinding of Resolution 15-9-13 has no direct cost. Removing the resolution from the County Personnel Policy allows for additional staff scheduling options which can reduce overtime costs.

OPTIONS

The PAL Committee has a number of options it may consider:

1. Approve the request as presented.
2. Deny the request.
3. Amend the resolution to

RECOMMENDATION

The County Administrator recommends that the Committee approve the request. Scheduling of staff is an administrative function and should not be a part of the Personnel Policy. Allowing administration to schedule staff as it pertains to its needs provides the county with maximum flexibility with regards to staffing levels, address workloads, and best meet the needs of the public.

Kewaunee County
810 Lincoln Street
Kewaunee, WI 54216

PHONE (920) 388-7164
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WEB SITE <http://www.kewauneeeco.org>



RESOLUTION NO. 15-9-13

A RESOLUTION APPROVING PERSONNEL POLICIES

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Personnel, Advisory and Legislative Committee has considered and hereby
2 recommends approval of the following Personnel Policies:

3
4 CHAPTER 4:

5
6 H. BI-WEEKLY SALARY

7
8 Jailors classified as general municipal employees employed in the Kewaunee County Sheriff's
9 Department working a 6/3 schedule will receive a bi-weekly salary. The salary will be calculated
10 by multiplying 1946 hours by the current hourly rate and dividing the total into 26 equal
11 payments. Overtime will be paid in the pay period it is earned.

12
13 I. NIGHT SHIFT PREMIUM PAY FOR JAILORS

14
15 Jailors classified as general municipal employees employed in the Kewaunee County Sheriff's
16 Department working a 6/3 schedule will receive a night shift premium of fifty (50¢) cents per hour
17 for all hours worked on shifts scheduled to begin between 3:00 p.m. and 7:00 p.m. Jailors
18 classified as general municipal employees employed in the Kewaunee County Sheriff's
19 Department working a 6/3 schedule will receive a night shift premium of sixty (60¢) cents per hour
20 for all hours worked on shifts scheduled to begin between 7:00 p.m. and 12:00 midnight.

21
22 CHAPTER 5:

23
24 B. VACATION

- 25
26 6. **Vacation Leave Jailors.** Jailors classified as general municipal employees employed
27 in the Kewaunee County Sheriff's Department working a 6/3 schedule shall earn
28 annual vacation leave with pay on the anniversary date of employment as follows:

29
30 6/3 Schedule

31 48 hours	after 6 months of service
32 48 hours	after 1 year of service
33 96 hours	after 2 years of service
34 104 hours	after 3 years of service
35 112 hours	after 4 years of service
36 120 hours	after 5 years of service
37 128 hours	after 6 years of service
38 144 hours	after 7 years of service

- 1 168 hours after 12 years of service
- 2 176 hours after 13 years of service
- 3 184 hours after 14 years of service
- 4 192 hours after 16 years of service
- 5 240 hours after 25 years of service

6
 7 **NOW, THEREFORE, BE IT RESOLEVED**, by the Kewaunee County Board of Supervisors duly
 8 assembled this 17th day of September 2013, that the Board approves and adopts the proposed
 9 Personnel Policies.

Respectfully Submitted,

PERSONNEL, ADVISORY AND LEGISLATIVE COMMITTEE

JRB

B. J. Papp

Linda Sinkula

Paul My

Charles R. Wagner

Charles Hutter

APPROVED AS TO FORM

Jeffrey R. Wisnicky
 Corporation Counsel

FISCAL IMPACT STATEMENT:
 Not determinable.

	Y E S	N O	A B S E N T	A B S T A I N
Abrahamson, J.	✓			
Barlow, J.	✓			
Cravillon, D.	✓			
Dax, B.	✓			
Delebreaux, D.	✓			
Garfinkel, R.	✓			
Heidmann, B.	✓			
Heuer, R.	✓			
Hutter, C.	✓			
Kirchman, L.	✓			
Koenig, L.	✓			
Mayer, D.	✓			
Paider, R.	✓			
Paptham, B.	✓			
Reckelberg, G.	✓			
Shillin, K.	✓			
Sinkula, L.	✓			
Swoboda, J.	✓			
Wagner, C.	✓			
Weidner, R.	✓			
TOTALS	20	-	-	-



KEWAUNEE COUNTY ADMINISTRATOR

Scott Feldt

INTEROFFICE MEMORANDUM

DATE: July 14, 2016
TO: Personnel, Advisory & Legislative (PAL) Committee Members
FROM: Scott Feldt, County Administrator
RE: One time vacation payout for Jailer/Radio Operator staff

REQUEST

The County is requesting the Personnel Committee approve the payout of unused vacation by Sheriff's Department staff located in the jail. The purpose of this vacation payout is to allow a newly proposed staffing schedule move forward without of unused vacation affecting the new scheduling proposal. In addition, the payout will save the county money as the cost of the payout of vacation is less than the cost of staff overtime to cover the outstanding vacation.

BACKGROUND

Currently, jail staff is scheduled on a 6/3 basis where staff work for six days and are off for three days. This scheduling system has led to a great deal of overtime cost. Overtime rules require the county to pay staff overtime for work that exceeds forty hours per week. The new proposed schedule addresses this issue. The proposed "5/4 - 3/2" schedule addresses the overtime issue by rescheduling shifts so that staff are not working in excess of 40 in a work week. To accomplish this, 12 hour shifts are incorporated into the staff schedule. The Sheriff has discussed this schedule with the staff and they are supportive. Staff has raised the issue regarding unused vacation and the fear that they would lose that vacation if not used prior to their employment anniversary date. The Sheriff then raised that concern with the County Administrator.

Currently there are 4 employees that have unused vacation in excess of the 48 hours of carryover allowed by the Personnel policy. The total amount of unused vacation is approximately 176 hours. This amount is a "worst-case" scenario. The Sheriff Command staff does not foresee all of this vacation being paid out, but the Department wanted to give an estimated cost.

From a cost savings perspective, if the vacation were paid out, the estimated cost would be \$5002.72 to the County. If the staff were required to take their vacation or lose it, other staff would be needed to be scheduled to staff those shifts. This would likely require overtime. Covering those open shifts with the lowest wage employee to reduce total overtime cost will still cost the County more than a straight payout of vacation. The estimated cost to cover the open shifts with overtime employees would be \$6804.16. While it is unlikely that all shifts would be covered through overtime, over 33% of the shifts would need to be covered with straight time employees to equal the cost of paying out the unused vacation hours.

OPTIONS

The PAL Committee has a number of options it may consider:

1. Approve the request as presented.
2. Approve a portion of the request but requiring a certain amount of vacation be taken.
3. Deny the request.

RECOMMENDATION

The County Administrator recommends that the Committee approve the request. This payout of unused vacation is not a policy change. The purpose of this payout is to achieve two things: 1) to allow the newly proposed schedule to begin on a solid foundation with no outstanding vacation to affect it; and 2) to save the county additional costs as the cost to pay staff overtime to cover the vacation hours exceeds the cost of the vacation payout of straight time versus overtime.

PROPOSAL: New County Board Oversight Committee Structure

Committee Name: Public Safety & Justice Committee

Depts Overseen: Sheriff
Emergency Management
Child Support
Circuit Court
Clerk of Court
County Coroner
District Attorney
Family Court Commissioner
Register in Probate

Committee Name: Finance Committee

Depts Overseen: Finance Department
County Clerk's Office
County Treasurer's Office
County Administrator Office (Fiscal & Insurance)
Register of Deed's Office
Information Services Department

Committee Name: Highway and Solid Waste Committee

Depts Overseen: Highway
Solid Waste

Committee Name: Human Services Committee

Depts Overseen: Human Services
ADRC

Committee Name: Land and Water Conservation Committee

Depts Overseen: Land and Water Conservation

Committee Name: Land Use Committee

Depts Overseen: Land Information Office
Zoning

Committee Name: Parks, Promotion & Maintenance Committee

Depts Overseen: Parks & Recreation
Tourism and Economic Development programs
Maintenance

Committee Name: Public Health, Veterans Services and UW-Extension Committee

Depts Overseen: Public Health
Veterans Services
UW-Extension

Committee Name: Personnel, Advisory and Legislative Committee

Depts Overseen: Corporation Counsel
County Administrator (Human Resources)
County Board

Finance and Public Property Committee

Purpose: The Finance and Public Property Committee provides oversight of Kewaunee County's finances, budget, insurance and property holdings.

Membership: Five members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Wis. Stat. §§59.52(6), (11), (12), (29), 65.90, Subchapter VI of Chapter 66.

County Departments Overseen: Finance Department, County Clerk's Office, County Treasurer's Office, Register of Deed's Office, Information Services Department

Subcommittees/Boards/Commissions/Councils: Revolving Loan Fund Committee; Kewaunee County Economic Development (KCEDC) Corporation Board; Northeast WI Workforce Development Board (NEWWDB); Land Information Council; Bay Lake Regional Planning Board; Commission of Condemnation; Utility Tax Commission

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Departments including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Department including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Approve or disallow requests for transfer of funds from contingency account to budget accounts up to \$20,000.00. Have authority to authorize expenditures from the Capital Improvement Fund up to \$20,000.00. Review and recommend to the County Board, all transfers from the General Fund. Review and recommend to the County Board all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.00.

Review and recommend to the County Board all requests, reports, or resolutions of all committees involving expenditures of county funds in excess of the budget and requiring an appropriation.

Audit all accounts and County Board members' per diem, and mileage claims. If a County Board meeting is not held in a given month, approval by the Committee shall be authorization to pay the monthly Supplementary Payroll.

Monitor the various accounts and balances from time to time to see that all departments stay within their budgets.

Approve transfer of funds over \$1,000 between account line items with no change in overall budget.
LARGER \$ AMOUNT \$2500/\$5000

Review annual County Budget as presented by the County Administrator and upon approval, recommend to the County Board for adoption.

Authorize the contract for the annual audit of all the departments of the county.

Approve any plans for the maintenance, repair, improving, and remodeling of all county buildings excluding the Parks, Fairgrounds, and Highway facilities.

Review and approve requests for the purchase of capital equipment and supplies for the above mentioned buildings in excess of \$2,500.00. The County Administrator shall have authority to authorize budgeted expenses up to \$2,500.00. **OMIT?? Redundant**

Review annually a complete inventory of all property owned by Kewaunee County and file a copy with the County Clerk. **IS THIS NEEDED??**

Approve claims and authorize payment for claims not previously authorized by an oversight committee. The several oversight committees are authorized to approve budgeted claims up to \$10,000 and authorize payment arising from their respective departments. The County Administrator shall have authority to approve budgeted claims up to \$10,000 and authorize payment when necessary to assure timely payment. Review and audit all just claims and accounts submitted against the County and submit the same to the County Board for final review and audit if needed.

Departmental Oversight

County Treasurer - Recommend to the County Board the working bank and the depository for all county funds.

County Treasurer - Review all matters pertaining to defective and insufficient tax title and approve all tax deeds taken and all quit claim deeds issued.

County Treasurer - Approve and recommend to the County Board the advertising and disposal of all county lands acquired by tax deed. Any sale of county right-of-way must be reviewed by the highway committee to determine how such sale would affect property that is adjacent to or part of a future highway projects. A written opinion of the advisability of such sale would be forwarded from the highway committee to the finance committee.

County Treasurer - Approve County Treasurer and Administrator's recommendations to invest funds in accordance with Section 66.0603 (1m) of the Wisconsin Statutes.

County Administrator - Review and recommend to the County Board the recommendations from the County Administrator to purchase adequate insurance to cover any and all county liability including without limitation workers compensation insurance. The committee shall from time to time consult with other standing committees of the County Board to determine special insurance needs of the various

agencies and departments supervised by the other committees. Other standing committees may request special action by the committee for special needs.

County Administrator - Recommend to the County Board, all other types of insurance coverage deemed necessary, and purchase all the insurance coverage approved by the County Board.

County Clerk - Review and approve both the bond and the sufficiency of the sureties for all county officers and report in writing to the County Board their actions on all bonds.

Information Services - Serve as the Data Processing Committee for Kewaunee County and establish priorities for Kewaunee County's information technology needs.

To have charge of the property belonging to the Edward Decker Memorial Collection and pursuant to Resolution No. 25-10-96, the Committee shall act as the "Edward Decker Memorial Commission" as specified in Board Resolution dated June 9, 1909.

Perform all other duties imposed by Law or the County Board.

Health, Veteran Service and Child Support Committee

Purpose: Provide oversight to Public Health, Veterans Services and Child Support.

Membership: Five members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors. When the Committee meets as the Board of Health, three additional citizen members appointed by the County Administrator subject to confirmation by the Kewaunee County Board of Supervisors along with the County Physician (Ex-Officio) make up the Board of Health.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Board of Health §251.04, Veteran Service §45.80, Child Support §59.53(5)

County Departments Overseen: Public Health, Veteran Service, Child Support

Subcommittees/Boards/Commissions/Councils: Veteran Services Commission

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Public Health and Child Support Departments including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Public Health and Child Support Departments including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Approve recommendations for the maintenance, repairs, and capital improvements.

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Child Support: Ensure the implementation and administration of the Child and Spousal Support, and Establishment of Paternity and Medical Support Liability Programs provided for by Title IV of the federal Social Security Act.

Perform all other duties imposed by Law or the County Board.

Highway and Solid Waste Committee

Purpose: To set policy for the Kewaunee County Highway Department and the Kewaunee County Landfill.

Membership: Five members elected by the County Board. Highway Committee election process:

1. The Clerk shall read the names of all Supervisors who announced their intention to run for election to the Kewaunee County Highway Committee. Nominations from the floor shall also be in order.
2. Each Supervisor shall receive a ballot on which shall be listed the names of all Supervisors nominated for the Kewaunee County Highway Committee. Each Supervisor shall vote for no more than five (5) names.
3. A nominee must receive the votes of a majority of Supervisors to be elected. The five nominated Supervisors receiving the highest vote totals shall be elected to the Kewaunee County Highway Committee.
4. In the event of a tie vote for the fifth highest vote total, there shall be a single runoff ballot between the tied nominees. If there is still a tie vote after the single runoff ballot, then the tie shall be broken by some random chance means, coin toss or cut of cards.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Wis. Stat. §83.015, Chapter 287, and Chapter 289

County Departments Overseen: Highway and Solid Waste Departments

Subcommittees/Boards/Commissions/Councils: Highway Safety Commission

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Highway and Solid Waste Departments including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Highway and Solid Waste Departments including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$30,000.

Approve recommendations for the maintenance, repairs, and capital improvements.

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Highway - To set policy governing the county Highway Department as provided by Section 83.015 of the Wisconsin Statutes.

Highway - To approve the purchase, trade, or sale of highway equipment, vehicles, and road machinery. Provide that no one complete unit of equipment of a value exceeding THIRTY THOUSAND DOLLARS (\$30,000.00) shall be purchased without further authority of the County Board.

Highway - Any sale or quit claim of property that includes or is adjacent to a road right of way must first be presented to the Highway Committee. The Highway Committee will issue a written opinion as to the impact the sale may have on future highway projects

Solid Waste - Recommend purchase of lands for use in Solid Waste Management System.

Solid Waste - Approve and follow plan of operation as approved by Wisconsin Department of Natural Resources.

Solid Waste - Secure all necessary licenses and permits as required by DNR on behalf of Kewaunee County.

Solid Waste - Recommend fees for various types of waste disposals.

Solid Waste - Set hours of operation of solid waste disposal facility.

Perform all other duties imposed by Law or the County Board.

Human Services Committee

Purpose: Provide oversight and recommend program policies and priorities on the comprehensive range of human services in provided in Kewaunee County.

Membership: Six members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors. Five citizen members appointed by the County Administrator subject to confirmation by the Kewaunee County Board of Supervisors. At least one member of the human services board shall be an individual who receives or has received human services or shall be a family member of such an individual.

Term: Board members appointed to the Human Services Committee by the Board Chair shall serve a two year terms, concurrent with the Board Members' term of office as Supervisor. Citizen members appointed to the Human Services Committee appointed by the County Administrator shall serve three year terms.

Meeting Date & Time: TBD

Statutory Reference: Wis. Stat. §§46.23, 51.42 & 51.437.

County Departments Overseen: Human Services

Subcommittees/Boards/Commissions/Councils: Transportation Sub-Committee; Violence Intervention Project Committee; ADRC Board; Children's Community Options Program Advisory Committee; Coordinated Service Teams Advisory Committee; Lakeshore CAP Committee

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Human Services Department including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Human Services Department including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Approve recommendations for the maintenance, repairs, and capital improvements.

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Appoint sub-committees consisting of residents of the county to advise the county human services board as it deems necessary.

Recommend program priorities and policies, identify unmet service needs and prepare short-term and long-term plans and budgets for meeting such priorities and needs.

Foster cooperative working agreements with persons providing health, education, vocational or welfare services related to services provided by the Kewaunee County Department of Human Services.

Perform all other duties imposed by Law or the County Board.

Land and Water Conservation Committee

Purpose: The Land & Water Conservation Committee (LWCC) shall provide local land and water conservation policy direction, general oversight, and support for Land & Water Conservation Department.

Membership: (Five Total) Four members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors. Two of the Four County Board members must also serve on the Extension Education Committee. One member designated by the chair of the farm service agency committee.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Wis. Stat. §92.07

County Departments Overseen: Land and Water Conservation Department

Subcommittees/Boards/Commissions/Councils: Glacierland Resource Conservation and Development Council; Groundwater Task Force

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Land and Water Conservation Department including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Land and Water Conservation Department including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Approve recommendations for the maintenance, repairs, and capital improvements.

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Recommend program priorities, standards and specifications for management practices to control erosion, sedimentation, and nonpoint source water pollution.

Recommend program priorities, standards and specifications for agricultural facilities and practices.

Encourage research and educational, informational, and public service programs, advise the University of Wisconsin System on educational needs and assist the University of Wisconsin System and DATCP in implementing educational programs.

Perform all other duties imposed by Law or the County Board.

Law Enforcement and Emergency Management Committee

Purpose: The Law Enforcement and Emergency Management Committee provides oversight to the Kewaunee County Sheriff's Department and the Emergency Management Department.

Membership: Four members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Wis. Stat. §§59.26 & 59.27 (describes duties of the Sheriff); Chapter 323 (Emergency Management)

County Departments Overseen: Kewaunee County Sheriff's Department and Kewaunee County Emergency Management Department

Subcommittees/Boards/Commissions/Councils: Kewaunee EMS Council; Local Emergency Planning Committee

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Sheriff's and Emergency Management Departments including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Sheriff's and Emergency Management Departments including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Approve recommendations for the maintenance, repairs, and capital improvements.

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Sheriff - Approve recommendations for non-routine maintenance and repair for the Kewaunee County Sheriff's Department automobiles, and authorize the receiving of bids or proposals when purchasing automobiles for the Kewaunee County Sheriff's Department.

Sheriff - To approve recommendations for the purchase and maintenance of the special Law Enforcement equipment required by the Kewaunee County Sheriff's Department. (This does not include regular office equipment and supplies.)

Sheriff - Review and approve recommendations to purchase and lease, provide maintenance service, and operational procedures for Kewaunee County Law Enforcement radio system.

Emergency Management - Develop and promulgate Emergency Management plans for Kewaunee County consistent with the State of Wisconsin Emergency Management plan.

Emergency Management - Review county-wide Emergency Management training programs and exercises.

Emergency Management - Review of municipal Emergency Management plans within the Kewaunee County and integrate such plans with Kewaunee County.

Perform all other duties imposed by Law or the County Board.

Personnel, Advisory and Legislative Committee

Purpose: The Personnel, Advisory and Legislative Committee provides oversight of Kewaunee County's human resources and serves as Kewaunee County's chief policy advisory committee on all matters not specifically or directly connected to another standing committee of the County Board.

Membership: This Committee shall consist of the Chairman of the Kewaunee County Board of Supervisors and a member from each of the standing oversight committees of the County Board. The appointed member is typically the Chair of the Committee. (i.e. Chair of the Finance & Public Property Committee, Chair of the Health, Veterans, & Child Support Committee, Chair of the Extension Education & Zoning Committee, Chair of the Land & Water Committee, Chair of the Law Enforcement/Emergency Management Committee, Chair of the Highway/Solid Waste Committee, Chair of the Promotion & Recreation Committee, and the Chair of the Human Services Committee.)

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Pursuant to Wis. Stat. §59.51, the Board of each County shall have the authority to exercise any organizational or administrative power subject to the constitution and any enactment of the legislature which grants the organizational or administrative power to a county administrator or any enactment which is of statewide concern and which uniformly affects every county.

County Departments Overseen: All departments or programs that are not specifically or directly connected to a standing committee of the County Board.

Subcommittees/Boards/Commissions/Councils: Negotiating sub-committee (as needed); Grievance Committee; Harassment Investigation Committee; Civil Rights Compliance Committee

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Departments including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Departments including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

It shall annually review and recommend salary and wage requirements for each county job classification for inclusion in the annual budget.

Review and approve the annual budget recommendation to the County Administrator with regards to staffing levels.

Departmental Oversight

The Personnel, Legislative and Advisory Committee is designated as the County's Human Resources Committee and shall, with aid of the County Administrator, develop Personnel Policies and Procedures. Said policies and procedures shall be published as the Kewaunee County Personnel Policy

and shall be reviewed and amended as deemed necessary. The County Personnel Policy and Amendments shall be approved by the Kewaunee County Board.

Consistent with the Kewaunee County Personnel Policy set policies regarding the hiring of all County employees. Receive advice from other standing committees of the County Board with regard to hiring of personnel and filling vacancies in existing or newly created positions; to act as advisory committee to the County Board on all matters pertaining to salaries, wages, personnel, working conditions, and disciplinary actions affecting all county employees, whether appointive, elected or hired.

Consistent with the Kewaunee County Personnel Policy it shall approve job descriptions for all types of work within the county. Such job descriptions shall be reviewed and revised from time to time.

Consistent with the Kewaunee County Personnel Policy the committee shall approve complete employment and discharge rules and procedures for all personnel in county employment.

Consistent with the Kewaunee County Personnel Policy it shall also act as a Review Board for all disputes between county personnel, and/or county personnel and outsiders. Review and approve procedures for such hearings and records required thereof.

Hear appeals on the filling of vacant positions denied by the County Administrator.

The Personnel Committee or subcommittee thereof shall be the county committee to negotiate with the County employee unions. The Committee Chair may designate a negotiating sub-committee to handle negotiation responsibilities for union contracts. Unless otherwise delegated to the County Administrator.

To act as advisory committee to the County Board on all matters pertaining to Federal, State, or Regional Programs that are not specifically or directly connected to one of the standing committees of the County Board.

To review all legislative matters in which Kewaunee County has an interest and advise the County Board Members as to pending legislative matters in which the county may have an interest and to otherwise promote the passage of legislation which the County Board feels is the best interest of Kewaunee County.

Acts as County Civil Rights Compliance Committee.

Perform all other duties imposed by Law or the County Board.

Promotion and Recreation Committee

Purpose: The Promotion and Recreation Committee serves as the oversight committee for all recreational facilities, areas, programs and activities.

Membership: Five members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Generally Wis. Stat. §59.56: Cultural Affairs; education; recreation.

County Departments Overseen: Promotions and Recreation Department

Subcommittees/Boards/Commissions/Councils: ITBEC Council

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Promotion and Recreation Department including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Promotion and Recreation Department including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Approve recommendations for the maintenance, repairs, and capital improvements.

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Recommend policies and programs for recreational activities in Kewaunee County conducive to general health and welfare.

Oversee all Kewaunee County recreational facilities, areas, programs and activities.

Oversee the Kewaunee County Fairgrounds and recommend programs and policies to encourage agricultural, industrial and other similar exhibitions or purposes that tend to promote the public welfare.

Perform all other duties imposed by Law or the County Board.

Extension Education and Zoning Committee

Purpose: To provide oversight and develop policy on University Extension work that is authorized by local, state and federal legislation. To provide oversight and develop policy related to zoning, land use and sanitary codes.

Membership: Four members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Extension Wis. Stat. §§59.56(3). Zoning 59.69, 59.692, 87.30, 145.20

County Departments Overseen: UW – Extension and Zoning

Subcommittees/Boards/Commissions/Councils: Board of Adjustment

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the UW – Extension and Zoning Departments including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the UW – Extension and Zoning Departments including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Approve recommendations for the maintenance, repairs, and capital improvements.

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Zoning - Provide oversight and develop policy for the Zoning Department including oversight of the Shoreland Zoning Ordinance, Floodplain Ordinance, and the Kewaunee County Sanitary Ordinance.

Perform all other duties imposed by Law or the County Board.

