

MINUTES
Tuesday, March 17, 2020

**ADMINISTRATIVE
COMMITTEE**

*Door County Government Center
Chambers Room, 1st floor
421 Nebraska Street, Sturgeon Bay, WI*

Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, Transportation, and Veteran's Service.

"These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting."

Call Meeting to Order

The Tuesday, March 17, 2020 Administrative Committee Meeting was called to order at 11:20 a.m. by Chairman David Lienau at the Door County Government Center.

Establish a Quorum ~ Roll Call

Members present: Dan Austad, Ken Fisher, Susan Kohout, Joel Gunnlaugsson, David Lienau, and Nancy Robillard. John Neinas was absent.

Others present: Supervisor Richard Virlee, Supervisor David Enigl, Administrator Ken Pabich, Assistant CC Karen Behling, HR Director Kelly Hendee, Finance Director Steve Wipperfurth, Transportation Director Pam Busch, and County Clerk Jill Lau.

Adopt Agenda / Properly Noticed

Motion by Austad, seconded by Fisher to approve the agenda. Motion carried by unanimous voice vote.

Approve Minutes of February 18, 2020 Regular Administrative Committee Meeting

Motion by Fisher, seconded by Kohout to approve the minutes of the February 18, 2020 Administrative Committee Meeting. Motion carried by unanimous voice vote.

Correspondence

No correspondence was presented.

Public Comment

No comments.

Old Business

No old business was presented.

New Business (Review / Action)

County Board

Contract Request for County Administrator

Motion by Fisher, seconded by Gunnlaugsson to approve the amendment to the County Administrators contract. With the County Administrator's contract outside of the Comp Plan it allows the Administrator to make recommendations to the Comp Plan without benefit to himself. Because the Administrators wage hasn't aged with the Comp Plan the wage is compressing with department heads. Fisher withdrew his motion and Gunnlaugsson withdrew his second.

Motion by Fisher, seconded by Gunnlaugsson to approve an amendment to the County Administrators contract to allow for a review of either the aging or the amending of the county wage plan on an annual basis; the Administrator's wage in the contract be amended to reflect a 6% increase for 2020 to \$137,382, \$140,130 for 2021, and \$142,932 for 2022; and become effective the first full pay period after adoption by the County Board. Motion carried by unanimous voice vote.

Discussion on County Emergency Preparedness Plan

No discussion.

County Administrator

County Public Relations / Social Media

Administrator Pabich explained there is a whole series of Facebook pages for county departments. Some are very active with other areas that are not as active. The County is looking for a stronger messaging tool to provide information to the public. Pabich discussed with department heads if there was interest in having one county page with the active pages remaining separate. The page would be administered by one person; one central point of managing. One page helps with the backup/archiving and the control over the page.

Transportation

2019 Financial Report

Transportation Director Pam Busch reviewed the 2019 financial summary included in the meeting packet.

Transportation Coordination Meeting 4/7/2020

Pam reported the meeting is on hold at this time. The meeting may be held either in writing, by phone, or virtual.

Corporation Counsel

Washington Island Ferry Line, Inc. – Northport Harbor / Detroit Harbor Navigational Channel – 2019 Annual Report

Assistant Corporation Counsel Karen Behling noted this is an FYI. The information included in the meeting packet was reviewed. Committee members suggested including the prior year report with the current year report going forward.

§59.11(1)(c), Wis. Stats. Organizational Meeting

FYI. Information included in the meeting packet was reviewed. Any Rules of Order that the Board would like to look at amending should be brought to the attention of Corporation Counsel. Gifts, grants, and donations limit is being brought forward. Number of committees and committee structure may be changed at the Organizational Meeting. A sustainability committee will be added. County Ambassadors will be limited to 3 persons with 2 persons serving on the Legislative Committee and 1 at-large. Discussion regarding the Museum Committee at 5 members.

Revise Rule of Order 38. Donations, Gifts or Grants

Donations between \$1,000 and \$4,999 can be approved at a committee level; donations \$5,000 or more will need County Board approval.

Human Resources

Request to Refill – Activities/Volunteer Coordinator – Health & Human Services

Approved last month. No action taken.

Request to Refill – Disability Benefit Specialist – Health & Human Services

Motion by Austad, seconded by Kohout to approve the request to refill the Disability Benefit Specialist. Motion carried by unanimous voice vote.

Request to Refill – Highway Commissioner – Highway & Airport

Motion by Fisher, seconded by Gunnlaugsson to approve the request to refill the Highway Commissioner position with the new appointee overlapping the current appointee's employment. Motion carried by unanimous voice vote.

Request to Refill – Parks Manager – Facilities & Parks

HR Director Hendee noted the Parks Superintendent position title was changed to Parks Manager. This position focuses all on the parks with a separate position to manage the facilities.

Motion by Fisher, seconded by Robillard to approve the request to refill the Parks Manager position. Motion carried by unanimous voice vote.

Review of 2019 Annual Report

The report was included in the meeting packet was reviewed. Specifically noted was the turnover in the county, the number of applicants, and the time involved in the hiring process. Staffing levels have not changed

in the department and larger projects are not able to be completed. The hiring process may need to be reviewed. Additional help may be needed to accomplish other projects in the department.

FYI: Letter of Resignation – Cathy Keller – Activities/Volunteer Coordinator – Health & Human Services

FYI: Letter of Resignation – Lorraine Fahrenkrug – Disability Benefit Specialist – Health & Human Services

FYI: Letter of Retirement – John Kolodziej – Highway Commissioner – Highway & Airport
Reviewed.

FYI: Completion of Introductory Period – Paige Osmunson – Health & Human Services

FYI: Completion of Introductory Period – Holly Malvitz – District Attorney Office

FYI: Completion of Introductory Period – Dawn Taylor – Library

FYI: Completion of Introductory Period – Julia Elkins – Library

FYI: Completion of Introductory Period – Beth Wartella – Veterans Service Office

FYI: Completion of Introductory Period – Kayla Jennerjohn – Human Resources

Reviewed.

Personnel Transactions

Reviewed. It was suggested a policy be created to address how to provide information to County Board Supervisors when terminations happen in the county.

Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee

Nothing as of this meeting.

Vouchers, Claims and Bills

Reviewed.

Next Meeting Date(s)

Regular Meeting – April 14, 2020 – 9:00 a.m.

Meeting Per Diem Code

None.

Adjourn

Motion by Fisher, seconded by Robillard to adjourn. Time: 12:28 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk