

**PROCEEDINGS OF THE BROWN COUNTY
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, August 28, 2017 in Room 200, 305 E. Walnut St., Green Bay, WI

Present: Supervisors Bernie Erickson, Dave Kaster, Dave Landwehr, Norbert Dantine, Tom Sieber
Also Present: Supervisor Tom Lund, Planning Director Chuck Lamine, Port & Resource Recovery Director Dean Haen, Airport Director Tom Miller, Public Works Director Paul Fontecchio, and other interested parties.

**Audio of the meeting is available by contacting the County Board office (920) 448-4015.*

I. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 6:25 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Sieber, seconded by Supervisor to move Item 23 after 2. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of July 24, 2017.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public None.

1. Review Minutes of:

- a. Board of Adjustment (July 10, 2017 & August 14, 2017).
- b. Harbor Commission (June 26, 2017).
- c. Planning Commission Board of Directors (June 7, 2017).
- d. Solid Waste Board (June 26, 2017).

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to suspend the rules to take Items 1 a, b, c & d together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to receive and place on file Items 1 a, b, c & d. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

2. Communication from Supervisor Lund re: Request from residents to review the ditch line on CTH M as it intersects with 2071 Honey Court.

Lund informed Kasdorf gave him a call and had him look at the ditch line; it was a 35mph speed limit at the top of the hill and it was hard to cut lawn going out to the road. Kasdorf was wondering if they could fill in 1-2' of the ditch line. Lund knew it was an enforcement issue but most cars were at least going 45mph, it was made 35mph 3-4 years ago. He talked to Fontecchio and it was a 4-1 ratio which was pretty much standard, it was on the top of a hill and drainage wasn't an issue in this area.

Kurt Kasdorf - 2071 Honey Ct., Suamico

Kasdorf informed had lived there for 27 years and always cut the ditch. Starting in 2014 he started having major

problems and his pain is so severe when he leaned on the lawnmower, he had to cut it long and not up and down. It was approximately 300'. The county had cut the top of the ditch once this year. Looking at the subdivision on the east side, the total amount of weeds there were drastic, and his neighbor across from him was complaining that he had all kinds of wildlife in his yard. What was worse, when the grass got high enough you could not see any small cars going eastbound coming from the west.

Fontecchio provided handouts and informed he agreed with the visibility. One of the first speed limits that changed at the county was this in 2012. He would be glad to look at this again now that he understood the concerns. He'd like to take a couple survey shots and see where they were at. If they filled up the ditch they were also subsequently raising up the grass heights. He wanted to look at it further to make sure they weren't creating more of a problem.

Erickson suggested having Fontecchio contact the Sheriff and request extra enforcement for a little while.

Motion made by Supervisor Erickson, seconded by Supervisor Dantine to refer to staff and report back next month. Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in proper format here, Item 23 was taken at this time.

3. **Communication from Supervisor Sieber re: To review possible changes to 25.09 of Brown County Code of Ordinances. Referred from August County Board.**

Sieber heard from a couple of cab companies that wanted to continue to make changes; one was lifting the cap and the other was requiring every operator at the airport to require a decal. Airport Director Tom Miller informed they had several cab companies sign up already and Uber and Lyft had been in touch with them and intended to sign the agreement before the first of September when the new ordinance would go into effect. The actions were up to the County Board but Miller suggested letting it go for 90 days and have him report back on the status of the ordinance at that time. The ordinance would be in effect until the first of March when the current agreements would expire and any changes could be made at that time for the coming year. Since they already had several under signature already it may be a challenge to modify those that had already signed. Sieber felt what they had was pretty good; he wanted to make sure voices were heard but would certainly follow the recommendation. Miller had talked with the Public Safety Department and they will have a strong presence out in front of the terminal building when the new ordinance went into effect to make sure everyone was following the rules as they pertain with the new document.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to hold until January 2018. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Communication from Supervisor Erickson re: Keep the name Veterans in the new facility. Also, it may be possible to create a monument constructed with parts of the arena. Referred from Ed & Rec Cmte.**

Motion made by Supervisor Erickson, seconded by Supervisor Dantine to refer to staff to include in the MOU and to keep Veterans Memorial Complex in the name and to create a memorial built from the old arena. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions & Ordinances

5. **Ordinance Amending Subsection 26.11(4) of Chapter 26 of the Brown County Code of Ordinances. Referred from Land Conservation Subcommittee.**

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to refer back to the motion made at Land Conservation Subcommittee. Vote taken. MOTION CARRIED UNANIMOUSLY

Planning and Land Services

Land Information – None.

Planning Commission

6. **Budget Status Financial Report for June and July 2017 - Unaudited.**

Planning Director Chuck Lamine informed that in general the June and July was fine, they had a little complication with their vacancy for the Principal Planner position. They were having a tough time finding people to apply for that position, it went vacant early June and that position generated a lot of revenue in terms of local assistance work for comprehensive plans. They also had a Coastal Management Grant for a safe harbor study they had been doing and it had been put on the backburner as well due to lack of staff to do the work. He felt they will be okay financially at the end of the year but revenue might be down.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **2018 Six-Year Capital Improvement Plan (CIP).**

Lamine provided a handout (attached) regarding the proposed schedule for the STEM Innovation Center.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

8. **Property Listing – Budget Status Financial Report for July 2017 - Unaudited.**

Lamine informed they were right on schedule; their revenue was up as permit activity had been quite high this year with a lot of construction and new developments.

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Zoning – Budget Status Financial Report for July 2017 - Unaudited.**

Motion made by Supervisor Sieber, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

UW-Extension

10. **UW-Extension Budget Status Financial Report for July 2017.**

Motion made by Supervisor Landwehr, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Director's Report. No report.**

Airport

12. **2018 Six-Year Capital Improvement Plan (CIP).**

Miller informed that they updated this report every year and these were major capital projects that were anticipated to take place over the next 6-years in which they would receive either federal or state grants to fund 80-95% of the project. It was a wish list, there was no obligation on the part of the county financially at this point if they approved the plan as it stated.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

13. **Airport Budget Status Financial Report for July 2017.**

With the exception of Other Financial Sources, revenue through the end of July was pretty close to budget, year to

date. Late bidding and a wet spring/summer had delayed 2 major capital projects. Despite the extremely hard winter, expenses were running about \$436,000 under budget year to date.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

14. **Airport Departmental Opening Summary. None.**

15. **Director's Report.**

Miller spoke to the following:

Austin Straubel Airport had their full scale emergency disaster exercise, a simulated crash, on August 16th, over 160 volunteers participated. Over the next several months a report will be developed on the status and how well it went.

Their FAA Annual Certification Inspection will take place over a 3-day period beginning September 25th. He was very confident they will complete the inspection to the satisfaction of the FAA. It was something that occurred every year.

Next week the Wisconsin Bureau of Aeronautics will release a new economic impact report on the airport. One hadn't been completed since 2010.

As part of an experiment, Delta Airlines had gone to 100% screening of all of its employees at Austin Straubel. All employees when going into a secure area of the airport, whether they had an id badge or not, they had to be screened by the TSA. This was a pilot project being done in Green Bay and Madison; they may choose to do it system-wide and other airlines may follow.

Motion made by Supervisor Landwehr, seconded by Supervisor Kaster to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Port & Resource Recovery

16. **2018 Six-Year Capital Improvement Plan (CIP).**

Port & Resource Recovery Director informed that 3-items were on the CIP, 2 were out a ways. Next year, they will put in a new compactor at their transfer station, 15 yard vs. 10. None were expected to use bonding but existing resources.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **South Landfill Manure Pit Abandonment and Building Demolition Bid – Request For Approval.**

Haen informed that Bid 1 was to abandon a manure pit; Bid 2 was to abandon and recycle a building; Bid 3 was a joint one. They were proposing to take them individually; it ended up being a better financial arrangement for the county and to basically take the manure pit, and fill it in with existing concrete and other dirt. To recycle the building they were going to disassemble and reassemble somewhere else for a cost of \$7,900 to Brown County.

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to approve bids to Go Green Recycling for \$28,600 and Express Excavating, Inc. for \$7,900. Vote taken. MOTION CARRIED UNANIMOUSLY

18. **Strategic Solid Waste Management Plan – Request For Approval.**

Haen referred to the information in the agenda packet material, this was the second 5-year strategic plan for the Resource Recovery side of their operation. It looked at their department and their resources, their different facilities and infrastructure used to run that side of the department. They revisited their mission statement and vision and started looking at where they were today and what their issues they foresee for the next 5-years and set up goals and

objectives to meet those and be successful in 5-years. He informed the majority and biggest piece of infrastructure that happened in the next 5-years was to plan for was at South landfill.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

19. **Port Budget Status Financial Report for 2nd Quarter.**

Public charges were significantly down due to dredging happening in the fall. Misc. Revenue was interest that ebb and flows. The expense side they were tracking just below 50%, which was good.

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. **Resource Recovery Budget Status Financial Report for 2nd Quarter.**

Their intergovernmental revenue was at \$0. They were waiting for a grant that usually came in the 4th quarter for household hazardous waste. Public charges were at 50%. Misc. Revenues was running a little above at 58%. Other financing was related to Gas-to-Energy profit after expenses which they don't figure out until they closed the books on the year. On the expense side, they were at 44-47%, which was under budget.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

21. **Director's Report.**

Haen briefly spoke to his report in the agenda packet material re: South Landfill Property, Solid Waste Transfer Station and Recycling Transfer Station. He informed there would be a closed session needed in September to discuss the South Landfill Property.

Motion made by Supervisor Landwehr, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Public Works

22. **2018 Six-Year Capital Improvement Plan (CIP).**

Motion made by Supervisor Sieber, seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

23. **CTH A Drainage Study.**

Fontecchio stated that at the request of Supervisor Sieber, they took a look at the CTH A Drainage Study. The full 290 page report could be found by going to: <http://www.co.brown.wi.us/departments/> → Public Works – Highway → Engineering → CTH A Drainage Study. Included in the packet was a report which was summarized into bullet points in which he briefly spoke to.

When the Red Smith area was being developed, the City of Green Bay was responsible for the development and proper rainwater management, however Sieber questioned the city ever consulted the county or had a map that stated where they had to divert the water? Fontecchio stated the whole point of a pond was to gather the storm water and have a controlled release so the cubic feet per second coming out of that storm water device was controlled. The City of Green Bay had some pretty robust storm water management requirements so he was pretty confident that as long as they were following those, they should be okay. Fontecchio sent this to the director at the city and will be following up with him to make sure they were coordinated.

Sieber informed there was a fairly significant water flow that came down I which wasn't labeled. Fontecchio informed a lot of it would hit A5, Section 6.1. He believed it was one that needed to be upsized. Scottwood Dr. was redone a number of years ago and they could take a closer look at some of those problem areas.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Sheilah Cradler - 3481 Nicolet Drive, Green Bay

The report peaked Cradler's interest as she thought Fontecchio said they were only going to go to 1,400' past Van Lanen and they were past Van Lanen. She asked that they really study that area. They had been there 24 years and for the last 8 or 9 years they had an inordinate amount of water compared to when they first moved there and remodeled the house. They now had 3-subpumps and had to put in drain tile to keep their driveway and garage dry. She was also worried about personal safety in wintertime with the incline of neighborhood driveways and roadways. In spring and fall they had a lot of change in temperature. They had ice, snow, water, etc. and saw people slip sliding around including UPS. She asked that they also look at those things when doing their study.

Keith Boucher – 3493 Nicolet Drive, Green Bay

Boucher informed they were about a quarter mile north of Van Lanen. They had water issues also but a lot of it was the runoff coming off the farm fields. In the past they had issues with the drainage in the eastbound ditch plugging up with debris. He had questions in regards the rules and regulations as far as yard waste. Fontecchio informed it was regulated by the City of Green Bay. He heard there was talk that Bay Settlement Rd was getting repaved. He just talked to some neighbors and some were for and some against curb and gutter. Fontecchio informed that typically if they put in curb and gutter the water was going to get where it was going faster. It would go to a storm sewer and carry it to a drainage way. Ditches were a natural slowdown because of vegetation.

Erickson stated that he had seen where people had deposited their yard debris in the ditch and encouraged people to call it in as that was part of the problem.

Jim Lemsky - 3363 Beach Lane, Green Bay

Lemsky informed there was a main drain that came down which drained the east side of Nicolet, the latter half went through their yard. Last summer they had tremendous rain and most of Beach Lane was under water. A number of garages were ready to be flooded. There was a big ditch on the east side of Beach Lane which held a lot of water and drained into the same pipe that came down from Nicolet. He noticed when the water was a heavy, because the pipe coming down from Nicolet was so steep and the water was under so much pressure and so full, the water from Beach Lane virtually didn't go through it. It sat there until it overflowed. Only with a normal rain did it flow right in and went down. Last year it was very close to flooding a lot of houses. His concern was if they put bigger pipes under the county highway and create more pressure and volume there was no way Beach Lane will every drain. Fontecchio agreed. They had to deal with the drainage way first and that's where they had to work with the City of Green Bay.

Landwehr, Sieber to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

The committee returned to Item 3 at this time.

24. CTH EA Bridge Review.

Fontecchio referred to the diagram in the packet which noted the difference in elevations between the adjacent slab and each lane of the bridge; they believed things were good and recommended that they continue to monitor it.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

25. **Discussion Brown County Supervisor Coordination during Highway Projects – Design & Construction.**

It shall be the policy of the Dept. of Public Works to notify Brown County Supervisors when coordinating with the public on highway improvement projects located within each Supervisor's District for Public Meeting Invitations, Media Releases, Letters to Landowners, Road Closures. Notification for other project coordination can be completed at the discretion of the Department or as requested by the Supervisor.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

26. **Approval of Additional 2017 Truck Sale and Purchase.**

Fontecchio informed, every year going to budget they had a list of trucks they were going to buy and sell. They had money left over and wanted to sell a 1989 International 9300 truck and purchase a newer used truck to replace it.

Landwehr stated each year they received the machinery equipment inventory, he went in and looked for this piece of equipment and couldn't find it. He questioned what their standard was and felt this was something they should look at, cleaning up the list to make it more useful.

Motion made by Supervisor Sieber, seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

27. **Summary of Operations.**

Motion made by Supervisor Sieber, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

28. **Director's Report.**

In addition to the report in the packet, Fontecchio informed that the WisDOT Secretary Dave Ross was going around and meet with all the Highway Commissioners individually, Brown County was #5 on the list and they had a chance to talk for 1.5 hours on Friday. They discussed the route optimization, the schedule and the tow plows. Ross wasn't an Engineer and didn't have a road building background but he showed him the asphalt plant. They talked about the maintenance funds and the state budget. Basically what they were seeing for RMA and the performance based, they could expect the higher levels in the last few years to continue as long as they had anything to say about it. Ross was looking at ways to reduce the major projects in the DOT; basically as a cost savings, he was trying to make sure the DOT wasn't overestimating traffic projections and those sorts of things. He was looking at re-scoping projects to try to bring them down and to look at reducing costs internally in the department and eliminate costs anywhere he can.

With regard to CTH D, Landwehr informed he had received calls and questioned if they had pulled staff off to go to some DOT projects? Fontecchio responded that in July they did pull quite a few guys for night work. They also wanted to do Velp Avenue while school was out due to heavy traffic. Once they wrap up Velp Avenue, they will be hitting it pretty hard. They ripped the existing pavement because they had pipes they were going to be replacing. They tried to replace pipes the year prior so it had more time to settle in. The plan was still to repave by the end of October.

a. **Review plowing optimization. Request from Chair Erickson.**

Fontecchio provided and spoke to his report in the agenda packet.

Erickson stated word was that they had wasted a lot of salt by salting at night and questioned if it had been addressed. Operations Manager Mike Piacenti informed it was being addressed this year, he had put together a procedures manual to address a lot of faults he found this winter including his callouts so they were all on the same page and did everything uniformly. Also, through the salting classes he had been to and

past knowledge, he took a bunch of guys from the Minnesota DoT to help, especially with the new people coming on, to give them a guideline. They will go over that at their winter meetings; discuss the proper salting techniques. Nighttime salting was when pavement temperatures got below 15 degrees. Salting was more of a traction thing and should only be done in intersections, curves or hills. If they were in the middle of a storm where it was going to be snowing for several hours, they didn't need to be putting down 400lbs of salt to be plowed off later on and those were things they will address. Landwehr questioned if they would go with sand during the nighttime, Piacenti informed they would go without usually, every storm was different.

b. Reasons for Resignations. *Request from Supervisor Sieber.*

Sieber felt the issues were addressed in the report and thanked Fontecchio for laying it out clearly.

**Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

29. Discussion re: 4.57 of Chapter 4 re: Overtime and Vacation Pay, also discuss night differential and overtime for DOT work. *Request from Chair Erickson.*

Fontecchio informed that this was talked about a lot last year; he recalled that when they got to the County Board budget meeting there was revised language regarding this issue and he believed there were issues with this but it was never really discussed and the language was passed. Erickson stated it passed but it wasn't what they requested. Fontecchio felt it was being implemented the way it was written, HR Director Kathryn Roellich agreed. She informed according to the Fair Labor Act, the law only required overtime to be paid when work was suffered or permitted in excess of 40 hours per week. Erickson informed the issue was they were getting paid 8 hours for holidays when they worked (4) 10 hour days, losing 2 hours of pay. Roellich responded that others were working more days to get to 32 hours versus 3 days and making up 2 hours. They had some employees that worked 12 hour shifts but worked 36 hours. To be consistent and equitable in the application of holiday pay, it's 8 hours countywide.

Responding to Landwehr, Roellich informed that vacation time was calculated by years of service and hours per year, accruing hours. The ordinance states if you are a new employee, your first year you get 80 hours of vacation.

Motion made by Supervisor Sieber, seconded by Supervisor Kaster to suspend the rules and allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Mark Sperberg – 2462 Woodington Way, Suamico

Sperberg informed the issue was that if he took off Monday and worked Tues., Wed., Thurs., he got paid 10 hours of vacation for Monday but if he worked Friday or a Saturday for overtime, they only recognized 8 hours for Monday so the first 2 hours are straight time. If someone took 40 hours of vacation, Monday-Thursday but worked Friday, the 8 hours worked on Friday are for straight time. Kronos only recognized 8 hours of vacation but they were writing 10. Erickson questioned holidays, Sperberg informed they received 8 hours of pay and to make themselves whole they worked late during the week but if they worked Friday the first 2 hours were for straight time, it was very confusing.

Roellich stated that the way the language was written in the ordinance; it was exactly what Sperberg stated. Handouts highlighting this information were provided (attached). She reiterated that under the Wisconsin Fair Labors Standard Act was that they didn't have to pay overtime at all using holiday or vacation as hours towards the calculation of overtime. Prior to this change, it all would have been at regular time because it was in excess of hours worked under the law and that was the key to the language and it was an additional expense to the county. She provided (attached) a fact sheet stating how it worked.

Sperberg believed there was a part (5) to the ordinance that was changed. Roellich informed there were no revisions or changes to the ordinance that were not provided to the administration and the Executive Committee in draft form that were not approved by them, which then went to County Board. She did not know what transpired between January 1 and March 15, 2017 but since March 13th nothing had been changed on the official ordinance that was approved as of November 30, 2016, which was posted on the internet, which she had any knowledge of. Sieber noted

4.57(5) Overtime Compensation for Non-exempt Employees – Non-exempt employees shall receive 1.5 times their regular hourly rate of pay for all hours worked outside the established work day and/or established workweek set by the Department Head so long as consistent with governing law including the Federal Fair Labor Standards Act at the states wage and hour loss. Roellich informed it went to the 40 hours per week that she just passed out.

Scott Sequin – 498 Dewey Decker Dr., Howard

Sequin's point was that whatever agreement they had, it could be undercut by the Fair Labor Standard Act. Roellich informed that the county could do more than the Fair Labor Standard Act required, which they were doing, they were exceeding what they were required to by law, they didn't have to but they were. If they only went with the law, that language would not be in there at all. She was trying to point out the fact that they were using the 8 hours, it was something above and beyond what they were required to do. Sequin stated the problem was that this was one of the things that was causing turnover. It had been chaos since Act 10. At what point do you say this wasn't working out, they were losing site of where they were trying to go, losing site of giving good service and having people that care. The county, the taxpayers, the people they were supposed to serve were the ones that were going to be harmed by this. He felt they weren't getting the same crowd they used to get working for the county, it was all over. The skill level, the class, it was going down. This was something that would help keep things afloat and it was up to the County Board. It was a very serious thing. This was brought up in the past and it was boiling over. They had a slew of good people leave and the people that were backfilling were not of the same quality, maybe because they don't have the experience or the time. He could see a lot of the people that were coming on board now were not going to be there for the long term. They never had that, they always had long term people and they got to know what was going on. They remembered 20 years ago when they had the snow storm and what they did, they weren't going to have that. If that didn't matter to them, it was fine but it was going to matter at some point and they were right there.

Roellich could agree that there were a number of things that post Act 10 and 32 that weren't ideal in any stretch but she didn't want to say that the turnover and the quality of candidates and the current circumstances of the county, any county because it was happening statewide, was a direct result only of Acts 10 and 32, it played a factor into it. One of things that kept them competitive in state and local government was WRS and the retirement system, that was huge and in a past job the only way she could compete with other employers was to point out the benefits they had. There were other factors; they had one of the lowest unemployment rates experienced in a long time. People who had zero skills were making \$10-\$12/hour to work in unskilled labor positions so how do you compete with that because taxpayers don't want to pay that much to get the things they want. So they were limited with the levy and what they could do. With the baby boomers reaching towards retirement age, they were going to lose that work ethic and mindset that happened with a lot of the baby boomers and some of the younger generations and most especially the youngest workforce, the millennials, there was an entirely different mindset about work. Longevity to them was 3-4 years at any worksite and every employer had seen it. If they don't like something they are gone. They don't have the same idealism, commitment or stick-with-it attitude. Sequin claimed this would go a long way, Roellich responded that it may for them but for others, it may not. Some people would rather have more time off; get more vacation per year than care about 2 hours that they had to use. There were 1,700 employees that were affected by Chapter 4 not just the people in the room. Anything they changed affected everyone, not just this group. They had to keep in mind that this was one part of a whole bigger picture. What was disheartening to Roellich, her personal opinion, she worked for county government because she felt if she did her job well and provide good services to County Board, supervisors, department heads, to employees, then the better they were able to do their jobs, the better they were able to serve the community as a whole. She didn't work to get rich; they worked in government, that wasn't realistic. She did it because she was committed to making her community better. Sometimes when they had that focus and that's what their commitment was, sometimes you had to take some hits here and there to look at the greater good. If they were really committed, which she believed most were, sometimes they had to look at the bigger picture and how it affected not just this but all of it.

Renee VandeVoort – 3083 Celestial Lane, Suamico

VandeVoort worked for Public Safety and was on the Benefits Advisory Committee. She was at the meetings where this was all discussed. She knew that the supervisors who were trying to move this forward was doing it for the sake of 24 hour employees. A lot of those people, her staff included, worked 10-12 hour days, so what was done to benefit those employees ended up creating a disparity for your 24/7 employees verses the admin staff. It was not so much

whether or not she felt it was fair, she knew she didn't change it, everyone tried to come up with this while they were in the meeting and that is hard to do. The intent behind it was to really help your 24/7 employees who were working weekends and holiday. She felt because a lot of people come from an 8 hour day that they forgot, when putting that 8 hours in there specifically it was working against the people they were trying to help. As much as she understood the point that this was going above the fair labor standards Act, it was still creating a disparity for some of the employees in the county which was causing the frustration. A handout was provided (attached); she put in a couple examples based off top level. If they strictly looked at the ordinance, it talked about the 8 hours of holiday and they specified that you only get to count it towards hours work if it was your day off. They changed that so all of the 8 hours did count for every employee day on or day off because they believed that was the spirit of the agreement. In sitting in those meetings, she believed the spirit of the agreement was to allow everyone to count their vacation hours towards hours worked and not to allow some people to use 100% and the other people you were trying to help only be able to use 68% or 80% of their vacation. It's not the same for everyone and that's what she didn't think was fair and it was creating animosity with her staff and the feeling she got from the people today.

Erickson hoped that somewhere along the line they could find a happy medium. Roellich informed that anytime when they increased that amount it was also going to increase the overall financial impact and given that there were concerns going into the 2018 budget and what moneys were available, she didn't want it to get lost in this discussion. One thing Erickson would also like more information was reasons for exiting. It didn't fall on HR, it had to go back more to individual departments. Roellich informed they did exit interviews, they sent a link electronically to a confidential website where they could fill it out, they sent a paper copy or they offered to let them come in and meet with someone in HR to have a one to one discussion. They were trying to do more follow-ups to try and get responses back. She informed that she never saw this cited as a specific reason they were quitting.

Tim Oettinger – 918 Velsen Rd., Howard

Oettinger stated that when Mark fought the fight, there was an agreement on emergency call-ins in the middle of the night such as knocked down stop signs, accidents, guardrail that needed a barrel, etc. They were getting paid a minimum of 2 hours of time and a half no matter if they had their 40 in or not. Somewhere this got lost in the shuffle. He felt because they were going to pay them the overtime, that part got thrown out. Landwehr and Sieber pointed out that 4.57(4) stated: In the event a non-exempt employee is called in outside of the normal scheduled hours, the employee shall be guaranteed a minimum of two (2) hours of work. Oettinger believed it was approved at time and a half. Oettinger added that the 9-10 guys that left, they didn't leave because the money was bad. Responding to Kaster, they were on-call every day of the year and at any time. Landwehr suggested pulling old minutes and addressing it. Reiterating Section 4.57(5), Sieber stated that this was implemented under HR Director A, they had B and now they had HR Director Roellich, this definitely got lost. When he passed this, he thought (5) took care of this as it was very clear. Roellich informed she could see where that may have been the intent but when you throw in in accordance with the FLSA, it negates it and becomes confusing. She could go back and if they need to make adjustments, they could do that but the language needed to be clarified.

Jamie Vandehei - 1851 Mac Ct., Green Bay

Holidays and vacations were benefits to an employee. Their policy was making a 10 hour employee burn two benefits at once to make them whole. They voted on it last year for them to have a 10 hour holiday, they work 10-hours; it should be 10-hour holiday, because now they had to burn 2-hours of vacation. Roellich informed that 8-hour employees had to work an extra day that week that they didn't have to. Erickson informed that the discussion regarding the 8-hour holiday pay didn't pass at County Board. Vandehei furthered by stating his frustrations with why this was coming up now. They always got 10-hours holiday pay up until June/July 2016. Landwehr stated to keep in mind that they were in the time of year where they were working 10-hour days and it wouldn't popup in the winter when they were working 8-hour days. Vandehei felt the guys were going to quite signing up for the overtime and questioned how the work was going to get done. He worked 67 hours last week. He'll get home and get called back in. That's what they dealt with every single day. The Emergency Response Crew (ERC) took a lot of the load off the rest of the guys, did they need it, probably not because they usually answered their phones anyway. They were getting called in all the time even with the ERC and that's part of the reason people were leaving. He questioned if committee members read any exit surveys, he knew about a dozen guys that left the Hwy Department that filled them out. Roellich informed they may have filled them out but she just pulled them and she had five since the beginning of the year and she pulled the comments and ratings and made a composite because they don't turn

individual ones so they aren't identifiable for confidentiality. They may have filled them out but they never turned them in because she doesn't have any. Sieber informed they had the composite. Erickson stated they don't get the surveys directly but they hear from employees on the phone and in meetings, ironically it was pretty much the same guys that always showed up for everything and talked and they appreciated that and they try to help them out.

Paul Ignatowski - 3456 County Rd C, Pulaski

Ignatowski spoke to the snowplow rules, he didn't like the idea as whatever they saved on overtime went out the salt shed door. In the 27 winters he'd been here, he never saw the salt be used like they did this year. He'd come in at 3am sometimes and look at county roads that were bare and questioned why they were bare when it was going to snow for another 10-hours. They had to make some changes to it but they always had 4-people running the county roads on their off-hours, 9pm-2/3am. Now they had over 20, a lot of inexperienced people laying the salt down, one gentleman laid down over 100 ton in the off-hours at night and the highways looked good, they should look good and it was going to keep snowing. He experienced going home at 6pm at night during an ice storm and he couldn't even go down one of his roads because he needed to put chains on it to go around the sharp curve so he backed out of the road and went home. He went back there 12-hours later the next day, put his chains on and went around the curve because he needed to be off to get his rest. When they go out plowing and it's going to quit snowing at 6pm, he doesn't need to be going back to the shop; he needs to get his roads cleaned up because tomorrow morning the temperature might be 20 degrees colder. What he saw this year, the next day when they were out there, they had so much hard packed on their roads and it was frozen on so tight he was seeing load after load of salt going out there because now they were trying to melt the snow off the road at 0 degrees when they should have been out there 8 hours before that finishing up until 10pm and melting the snow when the temperature was still 20-25 degrees. He wasn't a fan of the snow plow optimization. He wanted to go back to the way it was. It might cost a little more in overtime but they were saving all the money in salt. They were hauling salt in from Sheboygan, Crivitz, New London because they couldn't get salt anywhere. It rained 4-weeks last winter. Imagine if they had 4-more weeks of winter. Where would the county get the salt? He didn't like it; there were a lot of changes that needed to be made if it was going to work. The way he saw it, when they had so many trucks on a road all night long on off-hours, it couldn't work. They used to always have a few trucks just to run emergencies during the night so everyone could get their rest and they were dumping the salt in high traffic areas before rush hour in the morning and throughout the day and after 7-8pm they were backing down, they weren't trying to melt snow all night long and that's what this program was.

Brian Zelten - 2146 Old Martin Rd., De Pere

With regard to the overtime for DOT work, this summer they had night work. Some employee's schedules were changed with a few days notice. He questioned if that was considered outside of their scheduled hours? It was Sieber's assumption that when they were scheduled for a shift, that was their scheduled shift. That's what they did with nurses, the 911 operators, etc. but he wasn't exactly sure. Erickson felt that was an interesting question. Sieber would like to see better notice.

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Sieber would like to forward this on to the Executive Committee because they already voted on this for a change in the ordinance, unless it could be cleaned up administratively by sending this back to staff. Forward it to HR, Corporation Counsel, and Director of Administration to clarify what they meant at previous meetings and have them come before PD&T or the Executive Committee to explain how this got off track. They may be able to find from the very detailed minutes exactly what they meant. Erickson stated it had to be September or October to vote on it. Fontecchio stated their intent was that all 40 hours would count as hours worked, then the issue of the 2 hours of call in would almost be mute because it would be outside scheduled hours. He believed the issue was the first clause regarding the 8 hours. If they could edit through Executive and County Board, it would be the key to the whole thing.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to send to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

30. **Update re: Electrician's Pay. Motion at Aug Exec Cmte: To send this issue back to the parent committee for a recommendation on a change in the table of organization.**

Roellich provided several handouts (attached) and informed that the county currently had two required Master Electricians at the Airport, one in the Highway Shop and a Journeyman in Facilities. The only way the county currently delineates between a master and a journeyman was based on years of experiences and licensure obtained. All the other knowledge, skills and abilities and work outlined in the classification specification was the same for either one. The state determines a master through a completed exam after meeting the experience requirements.

Roellich's recommendation based solely from classification specification, position description and class and comp and she didn't have any information to support that the 3 master electricians were doing anything exceptionally different from the 1 Journeyman, she believed they should all be the same classification. Erickson clarified that all four passed their masters license and had masters certificates, 3 were being paid as masters and 1 as a journeyman and was slotted in a journeyman position. Roellich informed the rates of pay were (M) \$31.71, (M) \$31.08, (M) \$31.05 and (J) \$26.47; these people weren't at the minimum of that range either. Landwehr and Dantinne would like to see the pay ranges for each position in the class and comp and the years of service and experience. Roellich informed that the journeyman had been with the county 6 months longer and a year and a half longer than 2 masters, but not as long as the highest paid master. Class and Comp – Master Electrician - Min \$22.55/Mid \$28.19/Max \$33.82; Journeyman Electrician - Min \$19.50-Max \$29.25.

Roellich stated they had the conflict between organizational needs and class specs and job descriptions do not separate the two other than by certification so theoretically he had the certification and by the State of Wisconsin he was a master electrician, thus he should be one whether they need it or not but on the flip side she saw what Fontecchio was saying too.

Fontecchio informed they had their highway electrician and their journeyman and structurally it seemed like the right thing. It appeared that a master could pull permits, do the more complicated routing, electrical diagrams, start their own business, etc. Structurally from an org chart point of view he didn't need 2 masters for Highway/Facilities. It was nothing personal, he was strictly looking at it from an org chart point of view and a lot of times you want an entry level and a higher step up in your organization. It was made very clear at the time of hire that this was a journeyman level position. Fontecchio stated for example, once you get your PE license, you don't automatically get bumped up or change the Table of Organization to accommodate that. There were a couple different issues as Roellich stated from a classification standpoint. Roellich informed that when she did class and comp in the past, she would inform that they only needed them to do this, anything more was a bonus but they were hiring the position based on the position and not the person. At lot of people can do a lot more than what they were hired to do, it didn't necessarily mean it affected class and comp and that's why when looking at this, the fact that there was no difference other than pulling permits and if the one who pulled permits was gone, the other can technically legally do it.

Sieber felt they were both had very good points and came from different angles but what won out was HR because she had to follow the rules and laws.

Erickson informed that he had checked with one of the major electrical companies in Green Bay and they informed they had 31 electricians on staff. They had 15 journeymen, 16 masters and they were all paid the same because they could take the state master test, they do that for the prestige of being a master. Their contracts don't describe masters or journeyman and was a union shop. He paid 2 masters a little more because he considered them lead guys and they designate the jobs and work, etc.

Motion made by Supervisor Dantinne, seconded by Supervisor Sieber to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Ken VandenBusch - 1495 N. New Franken Rd., New Franken

VandenBusch was present to tell the committee what they basically did. He had been working for the county for about 23.5 years. He shared an office with the journeyman and when he came in 3-4 years ago he came in under the journeyman but his description was ballasts and receptacles and he was a keeper in VandenBusch's eyes. Pat wanted

to better himself. They were short electricians so VandenBusch was doing the facilities work and the highway work at that time because they had a retiree and it took a while to replace him. He worked with Pat on the facilities end but now he was under facilities and VandenBusch was under highway. They very seldom worked together. They each basically ran their own shop, they had their own truck, Pat will borrow the bucket truck if he needed it. Once in a while they had to work together but usually because they needed a second hand. He felt he was deserving of it. You work on traffic signals and there was a high liability there. The first person they were going to look at if there was a traffic accident was who was working on this. Usually those were his but Pat helped out or in the event he was off, he'd work on it. He was a master now and it was a lot better situation, he felt, with the title. When they dealt with contractors for work on county buildings, they can look more towards the facilities end to do a walk through and represent the county's best interest. He felt they could use more of that in the county from what he could see in the buildings. They did the billing, designed some jobs, there were always changes on jobs. Pat worked on the UPS system at the Sheriff's Department and didn't ask for any help. VandenBusch went there the first day and that was because of a scheduling issue and Pat took it. It was the backup system for the jail/911 Center. They pretty much work unsupervised. He saw Pat Monday morning to do their paperwork and they will talk back and forth on the phone during the week and might bump into each other; they ask each other what they have going for each week. He felt it worked well personally. They did a lot of the same duties as the City of Green Bay and their journeyman and masters were compensated pretty close to the same which was pretty close to the 3 county masters.

Sieber questioned how many permits they pulled each year. VandenBusch stated last year he pulled 3 but he also did inspections. If there was a building built, like the Education Center at the Zoo, he went there and did a walkthrough. He found a major violation, they called the contractor and had them come back and fix it. An animal hospital was built at the zoo and they had an issue with the main panel there. He informed Neil Anderson, they called the contractor and they came back and moved the main panel after the building was wired. That stuff would have all been missed if someone didn't go back in and they would have to live with it for a number of years. When a project was going down, if they are asked, they review prints and try to save the county money, standardize like light fixtures, etc. They both came from the construction industry. He had 18 years when he came to the county and he believed Pat did. They know where there is overkill and where there is not. If asked he will look over the bids or projects or work with engineering on traffic signals, they do some intersections and he usually had Pat help him with that.

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Landwehr felt it was more of a where their high verses low, where it fell into whether it was a master verses a journeyman, isn't that why they had a range?

Sieber informed that Roellich, Van Dyck, Schadewald and he had met a few times and the topic of discussion was how do you move employees within the pay range? It didn't happen right now as there was no mechanism and they had been trying to get that in place to be able to give the department head leeway to say he may only need a journeyman but he wanted to move his salary up.

Erickson could see the point, they weren't working together or he per say under anyone, that alone elevated him somewhat. He didn't know where they would elevate him to unless to a master. He had calls from some other people in the Public Works Department that were hired well before people that had been hired now and were making a couple dollars more. There were some miscalculations in the hiring, what do they do, go back and knock wages down or raise them up. That will bring in 600 employees in the county that were in the same category. They had about 120 that filled the Executive Committee that felt they were classified wrong. This was a win/win or a lose/lose and he didn't know if there was a happy medium to it.

Fontecchio's concern with doing this for one person, a couple years ago when they had the class and comp they had a number of people in their department that had pay compression and class and comp issues and he would like to deal with it on a holistic level. He wasn't against Pat or anyone individually; he'd like to see the whole department looked at. He had a problem taking up one person when they had so many they needed to address.

Further discussions ensued with regard to a future class and comp study and the two current mechanisms in which

wage adjustments could occur. Dantine informed of his frustrations with another class and comp study in which Roellich briefly addressed and also provided a concept/idea she came up with for raises.

Roellich stated that for this case, they could fairly and equitably compensate him for the work he's performing at a higher level. You could move him to a master and put him at the mid or slightly above mid-point if they had the funds within the department to substantiate it and not create a budget deficit. This would require a Table of Organization change through board action by resolution.

Sieber stated they could change this to a master but if Fontecchio didn't have it in his budget he couldn't adjust the rate because the journeyman rate was being paid within the master range. All they had control over was the Table of Organization. Weinger stated if that's what they wanted to do, they would direct HR to draft a resolution to change him from a journeyman to a master, it would go to Executive Committee but when he did a fiscal, he would ask if there was money within the budget to cover that in 2018, if not there would be an appropriation from the General Fund. HR would come up with a salary and provide a fiscal stating what they believed the person should be paid at.

Fontecchio questioned what happened if that employee went somewhere else, after they made him a master, did he have to come back and do a Table of Organization change to get a journeyman; the committee stated, yes.

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to refer to HR to create a resolution to classify the journeyman as a master electrician. Vote taken. MOTION CARRIED UNANIMOUSLY

31. Register of Deeds - Budget Status Financial Report for July 2017.

Motion made by Supervisor Kaster, seconded by Supervisor Landwehr to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

32. Acknowledging the bills.

Motion made by Supervisor Sieber, seconded by Supervisor Erickson to acknowledge the receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

33. Such other matters as authorized by law.

34. Adjourn.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to adjourn at 10:07 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein,
Recording Secretary



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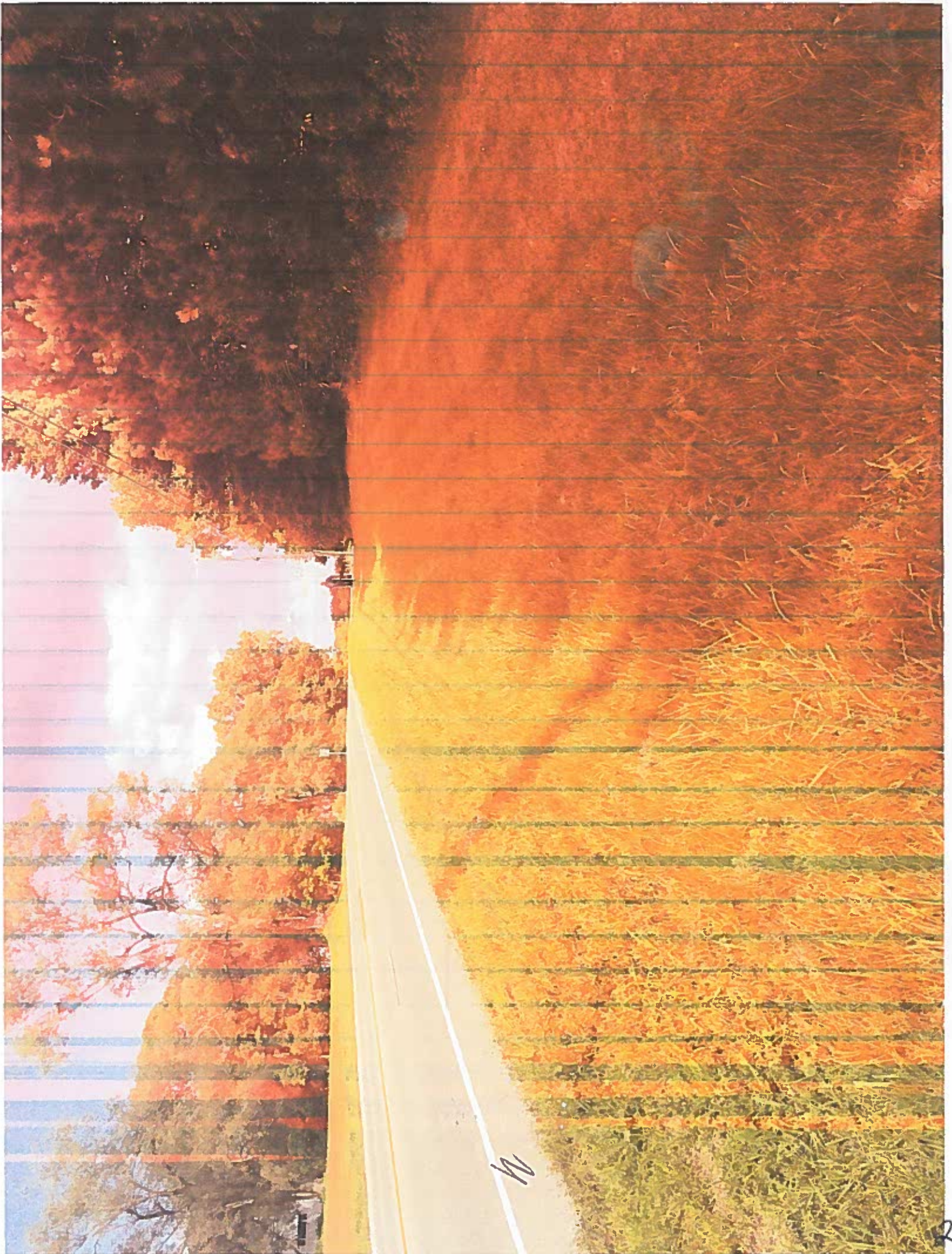
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Suamico, Wisconsin

📍 Street View - Aug 2016



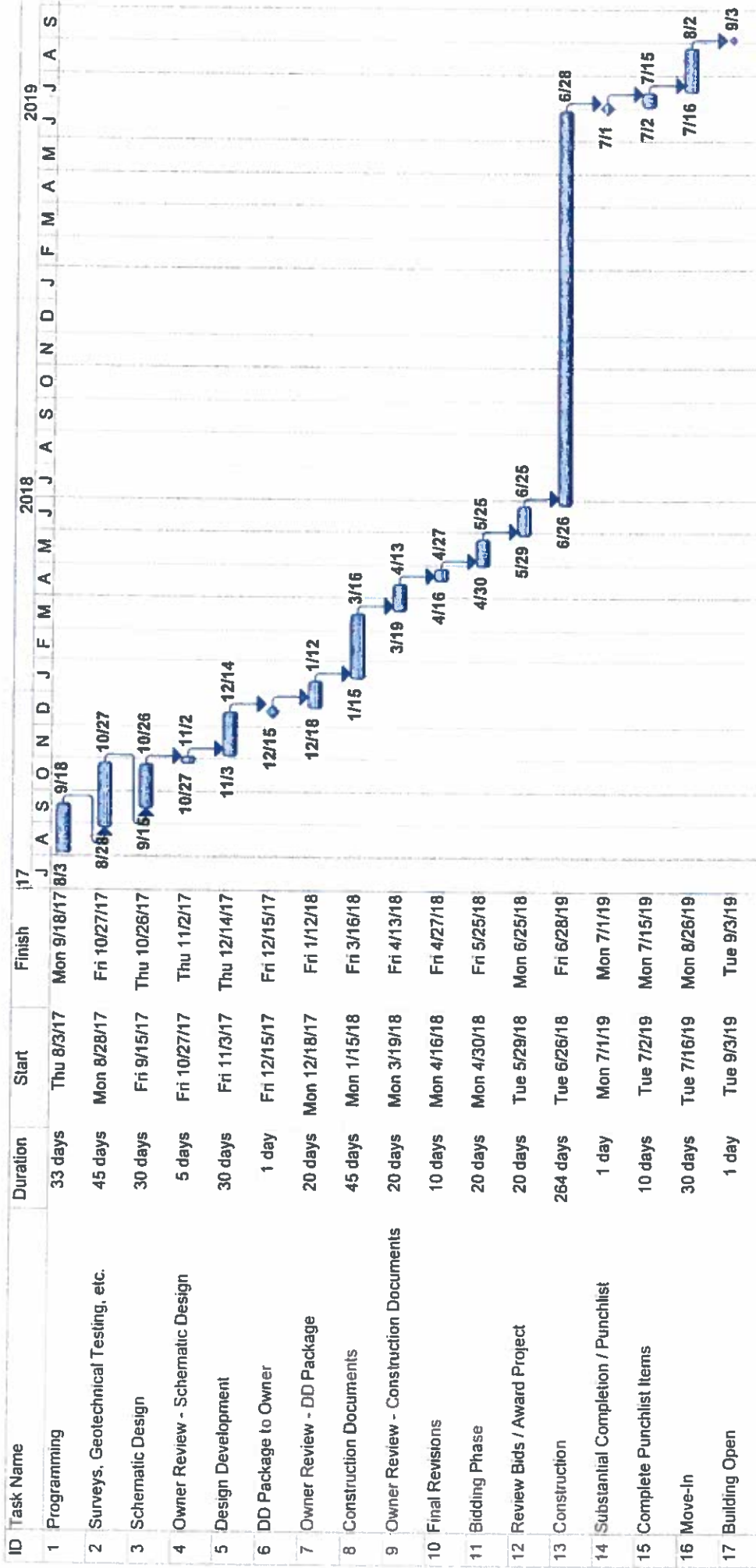
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Brown County Science, Technology, Engineering and Math (STEM) Innovation Center Proposed Schedule



take two unpaid 15 minute breaks per day they may leave their work area. Breaks not taken are lost and may not be scheduled or combined to create a 30 minute break, extend a mid-day break, or shorten the work day at either the start or end. It is the Department Head's responsibility to assure that lunch periods and breaks are scheduled so that adequate staff coverage is provided at all times.

4.55 TIME OFF. Employees are expected to responsibly utilize accrued paid time off for regularly scheduled hours that are not worked in order to consistently reflect their scheduled weekly hours. In some instances unpaid time off may be granted which can then be reflected to complete the regularly scheduled hours.

4.56 EXEMPT EMPLOYEES. Exempt employees (including Department Heads, supervisors, managers, professionals) as defined in the Fair Labor Standards Act (FLSA) are expected, in addition to performing the duties of their positions, also be available for special and regular meetings and events and may be subject to structured work schedules. In return for these services, these employees may take time off when the workload of their department permits.

OVERTIME AND COMPENSATORY TIME

4.57 POLICY. (1) Each position is designated as either Non-exempt or Exempt from the Federal Fair Labor Standards Act and state wage and hour laws. Employees in non-exempt positions shall be compensated or receive compensatory time at a rate of one and one-half times normal pay for hours worked in excess of forty (40) hours in any work week. Non-exempt full-time employees that **do not work** on vacation days or holidays will have up to eight (8) hours of each said vacation day or holiday counted as hours worked in the computation of weekly overtime, but this does **not** apply to part-time or Limited Term Employees, **nor** does this apply to exempt employees. Non-exempt full-time employees that **do work** on vacation days or holidays will be subject to normal payroll rules. Per FLSA, some exceptions to the 40 hours per week standard apply under special circumstances to sheriff and hospital and nursing home employees. All time worked is subject to rounding rules.

(2) All overtime or compensation time must be authorized by the Department Head or supervisor and is subject to budgetary limitations. Any paid or unpaid leave will not count as hours worked for overtime or compensatory time calculations. All overtime and compensatory time accruals will be reviewed periodically by the Human Resources Manager. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or for work necessity, and is not intended as a convenience or benefit for the employee.

(3) No employee may start work before the appointed time, work through breaks, or work past the appointed time without prior authorization. Employees are not allowed to accumulate work hours more than 15 minutes before their appointed starting time, during breaks, or 15 minutes past the appointed quitting time.

(4) In the event a non-exempt employee is called in outside of the normal scheduled hours, the employee shall be guaranteed a minimum of two (2) hours of work.

Important information regarding recent overtime litigation in the U.S. District Court of Eastern District of Texas.

Fact Sheet #23: Overtime Pay Requirements of the FLSA

This fact sheet provides general information concerning the application of the overtime pay provisions of the FLSA.

Characteristics

An employer who requires or permits an employee to work overtime is generally required to pay the employee premium pay for such overtime work.

Requirements

Unless specifically exempted, employees covered by the Act must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rates of pay. There is no limit in the Act on the number of hours employees aged 16 and older may work in any workweek. The Act does not require overtime pay for work on Saturdays, Sundays, holidays, or regular days of rest, as such.

The Act applies on a workweek basis. An employee's workweek is a fixed and regularly recurring period of 168 hours -- seven consecutive 24-hour periods. It need not coincide with the calendar week, but may begin on any day and at any hour of the day. Different workweeks may be established for different employees or groups of employees. Averaging of hours over two or more weeks is not permitted. Normally, overtime pay earned in a particular workweek must be paid on the regular pay day for the pay period in which the wages were earned.

The regular rate of pay cannot be less than the minimum wage. The regular rate includes all remuneration for employment except certain payments excluded by the Act itself. Payments which are not part of the regular rate include pay for expenses incurred on the employer's behalf, premium payments for overtime work or the true premiums paid for work on Saturdays, Sundays, and holidays, discretionary bonuses, gifts and payments in the nature of gifts on special occasions, and payments for occasional periods when no work is performed due to vacation, holidays, or illness.

Earnings may be determined on a piece-rate, salary, commission, or some other basis, but in all such cases the overtime pay due must be computed on the basis of the average hourly rate derived from such earnings. This is calculated by dividing the total pay for employment (except for the statutory exclusions noted above) in any workweek by the total number of hours actually worked.

Where an employee in a single workweek works at two or more different types of work for which different straight-time rates have been established, the regular rate for that week is the weighted average of such rates. That is, the earnings from all such rates are added together and this total is then divided by the total number of hours worked at all jobs. In addition, section 7(g)(2) of the FLSA allows, under specified conditions, the computation of overtime pay based on one and one-half times the hourly rate in effect when the overtime work is performed. The requirements for computing overtime pay pursuant to section 7(g)(2) are prescribed in 29 CFR 778.415 through 778.421.

Where non-cash payments are made to employees in the form of goods or facilities, the reasonable cost to the employer or fair value of such goods or facilities must be included in the regular rate.

Typical Problems

Fixed Sum for Varying Amounts of Overtime: A lump sum paid for work performed during overtime hours without regard to the number of overtime hours worked does not qualify as an overtime premium even though the amount of money paid is equal to or greater than the sum owed on a per-hour basis. For example, no part of a flat sum of \$180 to employees who work overtime on Sunday will qualify as an overtime premium, even though the employees' straight-time rate is \$12.00 an hour and the employees always work less than 10 hours on Sunday. Similarly, where an agreement provides for 6 hours pay at \$13.00 an hour regardless of the time actually spent for work on a job performed during overtime hours, the entire \$78.00 must be included in determining the employees' regular rate.

Salary for Workweek Exceeding 40 Hours: A fixed salary for a regular workweek longer than 40 hours does not discharge FLSA statutory obligations. For example, an employee may be hired to work a 45 hour workweek for a weekly salary of \$405. In this instance the regular rate is obtained by dividing the \$405 straight-time salary by 45 hours, resulting in a regular rate of \$9.00. The employee is then due additional overtime computed by multiplying the 5 overtime hours by one-half the regular rate of pay ($\$4.50 \times 5 = \22.50).

Overtime Pay May Not Be Waived: The overtime requirement may not be waived by agreement between the employer and employees. An agreement that only 8 hours a day or only 40 hours a week will be counted as working time also fails the test of FLSA compliance. An announcement by the employer that no overtime work will be permitted, or that overtime work will not be paid for unless authorized in advance, also will not impair the employee's right to compensation for compensable overtime hours that are worked.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
Contact Us

Current State:

Brown County Public Safety currently employees 60 FT Telecommunicators, and 6 FT Administrative Staff.

Of those employees:

- 40 work 10 hr shifts
- 24 work 12 hr shifts
- 6 work 8 hr shifts

Assuming they all have 200 hrs of vacation and they take full days of vacation those employees can apply their time off as follows:

- 8 hr employees: 200 hrs or 100% of their vacation time can be counted towards hours worked.
- 10 hr employees: 160 hrs or 80% of their vacation time can be counted towards hours worked.
- 12 hr employees: 136 hrs or 68% of their vacation time can be counted towards hours worked.

Example of the issue I have:

- 8 hr employee works 8 hours per day 40 hrs per week. They take Monday off as vacation, and are called in on Saturday for 2 hours of overtime. They would be paid 40hrs of regular pay and 2 hours of overtime.
- 10 hr employee works 10 hrs per day 40 hrs per week. They take Monday off as vacation, and are called in on Saturday for 2 hours of overtime. They would be paid 42 hrs of regular pay, and receive no overtime.
- This is also creating hours of work each payroll period to look through each person who took off and how their benefit needs to be adjusted.

Electrician

Classification Summary

Under supervision, performs work installing and maintaining electrical devices and equipment per the National Electric Code; and performs other duties as required.

Essential Duties and Qualifications

1. Performs installation, preventative maintenance, repair, and testing on electrical appliances, motors, heating and ventilating equipment.
2. Installs, maintains, repairs and tests electrical power, transmission, lighting, communication, signal or alarm systems, instruments, appliances and apparatus.
3. Serves as a lead worker when other employees are assigned to assist in this specialty area; train maintenance mechanics on safe handling of electrical equipment.
4. Works from blueprints, sketches or oral instructions.
5. Prepares lists of parts and equipment needed to complete projects and orders or picks up those parts.
6. Maintains an inventory of tools, equipment, and parts needed to complete routine repairs.
7. Collects electrical data from transformers, generators, HVAC systems, and other electrical systems.
8. Schedules appointments and coordinates electrical contractors to assure proper and safe methods of construction.
9. Performs other mechanical and maintenance work as required including assisting other employees with duties outside of the electrical specialty area.
10. Performs other duties as required.

Qualifications

Knowledge, Skills and Abilities

1. Thorough knowledge of the tools, equipment, materials, methods and practices used in the repair and maintenance of electrical appliances, motors and equipment.
2. Thorough knowledge of the National Electrical Code, National Fire Protection Association (NFPA 70E) and local Codes and Ordinances.
3. Considerable knowledge of heating and cooling systems and their controls.
4. Considerable knowledge of occupational hazards and safe work practices.
5. Ability to analyze and to work from blueprints, sketches and oral instructions.
6. Ability to follow and to direct work from written and oral instructions.
7. Ability to analyze unusual or unique problems and situations in order to install special and unusual electrical instruments and equipment.
8. Ability to establish and maintain effective working relations with other employees.

Minimum Education and Experience Requirements

You must meet these minimum education and experience requirements for a **Master's level electrician**:

1. High school graduation or GED equivalent.
2. Eight (8) years of work experience in the installation of electrical wiring, services and construction.
3. Possession of a current Master Electrician's license from the State of Wisconsin.

The Journeyman level Electrician receives direct oversight by the Master's level Electrician when performing work that requires the supervision or when the Journeyman Electrician is assisting the Master's level Electrician.

You must meet these minimum education and experience requirements for a **Journeyman level electrician**:

1. High school graduation or GED equivalent.
2. Four (4) years of work experience in the installation of electrical wiring, services and construction; two (2) years of which were at the journeyman level.

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: ELECTRICIAN - AIRPORT
REPORTS TO: ASSISTANT AIRPORT DIRECTOR
DEPARTMENT: AIRPORT

JOB SUMMARY:

Under the Assistant Airport Director's supervision, performs skilled electrical work in constructing, installing, maintaining and repairing various electrical wiring, controls, machinery, electronics, software and equipment.

ESSENTIAL DUTIES:

Maintains and repairs all airport electrical equipment including Runway Weather System, Precision Approach Path Indicator, L-890 Airport Lighting Control System, High Voltage Constant Current Regulators, and Generators as prescribed by FAA Advisory Circulars.

Establishes record keeping system of all repairs performed in accordance with FAA standards.

Works with contractors, architects, engineers and builders to analyze blueprints/specifications, schematics and drawings to assist in the proper installation of new electrical systems and upgraded systems.

Establishes safety procedures for working on electrical equipment.

Project Management including but not limited to: working with vendors and contractors to update/design systems, retrofit lighting systems, design and install IP cameras and security related systems, and work with vendors to update/add life safety upgrades.

Establishes a preventative electrical maintenance program, as required.

Installs and maintains heating equipment, air conditioners, and ventilating systems.

Operates electrical and data systems test equipment including Digital Voltmeter, Megger, Fusion Splicer, Infrared Camera, Optical Time Domain Reflectometer, Data Cable Wire Map Tester, Circuit/Cable Tracer and Optical Power Meter.

Coordinates with Diggers Hotline and locates all Airport owned utilities and underground systems
Researches and advises the Airport Director regarding energy efficient solutions.

Interacts on a regular basis with airport tenants.

Diagnoses causes of electrical and software problems or failures.

Inspects electrical systems and their components for the purpose of evaluating condition, identifying

necessary repairs and recommending preventive maintenance.
Participates in meetings, training and seminars, may travel occasionally.

Performs business management duties such as maintaining records and files, ordering supplies and equipment and preparing reports.

Installs, operates and maintains airport surveillance system including cameras, network cabling infrastructure and network IT equipment.

Installs, operates and maintains airport access control system including door locks, hardware replacements, operations and works with contracted security vendor.

Tests all building generators and transfer switches biweekly and oversees an annual load test.

Develops an annual budget and monitors spending throughout the year.

Purchases and maintains equipment inventory for all airport facilities and airfield equipment.

NON-ESSENTIAL DUTIES:

Performs other duties as assigned by the Supervisor.

MATERIALS AND EQUIPMENT USED:

Power tools	Bender
Hand tools	Boom truck
Testing equipment	Scissor Lift
Trenchers	Backhoes
Loaders	Forklifts

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or equivalent, plus completion of an accredited four year electrical apprenticeship, and four years of experience as a journeyman electrician; or any combination of training and experience which provides the necessary knowledge, skills, and abilities.

Licenses and Certifications:

Must have current Wisconsin Masters Electrician License
Must possess valid Wisconsin Commercial Driver's License – Class B

Knowledge, Skills and Abilities:

Knowledge of methods, materials and tools used in the installation, maintenance, repair and testing of airport electrical equipment and systems, both current and future.

Knowledge of the provisions of the National Electrical Code, federal, state and local safety regulations.

Knowledge of heating and/or cooling systems.

Knowledge of gas and oil fired boilers, steam, water, electrical and combinations.

Ability to successfully complete an FBI background check/security threat analysis and maintain unescorted access to the SIDA.

Ability to diagnose and correct electrical power, communications, lighting failures and heating and air conditioning equipment.

Ability to design layouts of electrical systems for new replacement equipment.

Ability to read and interpret blueprints and other technical specifications.

Ability to establish and maintain effective interpersonal working relationships with airport tenants, vendors and staff.

Ability to communicate effectively, both orally and in writing.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Ability to lift 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

Intermittent standing, walking, sitting and driving.

Must be capable of using hands and feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting, squatting, climbing, reaching and grappling.

Ability to communicate orally in a clear manner.

Ability to distinguish sounds at various frequencies and volumes.

Ability to distinguish people or objects at varied distances under a variety of light conditions.

Ability to withstand temperature changes in the work environment.

Ability to establish priorities and adapt to quickly changing environment.

Ability to work at various heights on both buildings and in aerial lifts.

Ability to define problems and establish valid conclusions.

Ability to follow and understand complex oral and written instructions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related

responsibilities and tasks other than those stated on this description.

Revised: 07/06/15

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 78780
Milwaukee, WI 53293-0780
FAX #: (608) 267-0592
Phone #: (608) 266-2112

Office Location: 1400 E. Washington Avenue
Madison, WI 53703
E-Mail: DSpscCredTrades@wi.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING INSTRUCTIONS FOR MASTER ELECTRICIAN APPLICATION

Requirements for Credential

Per [Wis. Stats. § 101.862](#), no person may install, repair or maintain electrical wiring unless the person is licensed as an electrician by the Department or unless the person is enrolled as a registered Electrician by the Department.

Per [Wis. Admin. Code § SPS 305.43](#), for any electrical installation that requires a uniform building permit under [Wis. Admin. Code § SPS 320.08](#), a person who holds a Master Electrician license may not commence installation of electrical wiring until a permit is issued for the installation. A person who as a licensed Master Electrician is responsible for the installation, repair or maintenance of electrical wiring shall utilize the appropriately licensed or registered individuals to construct, install, repair or maintain electrical wiring.

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

A person may obtain a credential as a licensed Master Electrician by one of the following methods:

Method 1 – Experience/Degree and Examination

Completing the necessary hours of experience or having an electrical engineering degree and passing the Master Electrician license examination.

1. **Application and Fee:** The fee consists of a \$35.00 application fee and a \$30.00 exam fee. When the exam is passed the applicant will pay a \$200 prorated credential fee, based on a 4 year term from June 30th.
2. **Completion of Experience or Engineering Degree:** A person applying for a Master Electrician license examination shall have completed one of the following:
 - a. **Journeyman Electrician Experience:** Completed at least 12 months of experience as a licensed Journeyman Electrician. Attach a copy of your Journeyman Electrician license.
 - b. **Experience Hours:** At least 10,000 hours of experience over a period of at least 60 months in installing, repairing and maintaining electrical wiring. If a person has completed semesters in a school of electrical engineering or an accredited college, university, technical or vocational school in an electrical related program, the applicant may claim 500 hours for each semester up to a total of 3,000 hours and 3 years towards the required experience. Complete the Experience Table on Page 2. Attach a copy of transcripts, if applicable.
 - c. **Electrical Engineering Degree:** Graduated from an accredited engineering university or college with a degree in electrical engineering. Attach a copy of transcripts or degree.
3. **Examination:** Select an exam date on Page 2. For additional information on exam content, please view the Department website at <http://dsps.wi.gov> under "License, Permits, and Registrations" and select "Trades Professions."

Method 2 – Wisconsin Master Electrician License which had been exchanged for a Journeyman Electrician License

A person who held a Wisconsin Master Electrician license but exchanged it for a Journeyman Electrician license may, upon application to the Department, exchange his or her current Journeyman Electrician license for a Wisconsin Master Electrician license.

1. **Application and Fee:** The fee consists of a \$200.00 prorated credential fee, based on a 4 year term from June 30th. The fee table on Page 1 includes both the application fee and prorated credential fee. If the exchange is made at the time of renewal, a credential fee of \$200.00 for the Master Electrician license shall be submitted.
2. **Master Electrician License:** Attach a copy of your Master Electrician license. Keep your original copy of your Master Electrician license.

Method 3 – Reciprocity for Applicants Holding a Current Master A Electrician License in Iowa

A person who holds a valid, unexpired Master A Electrician license acquired through examination in Iowa may apply for a Wisconsin Master Electrician license without taking the WI exam.

1. **Application and Fee:** The fee consists of a \$35.00 application fee and a \$200.00 prorated credential fee, based on a 4 year term from June 30th. The fee table on Page 1 includes both the application fee and prorated credential fee.
2. **Experience** - The applicant must have held an Iowa Master A Electrician license continuously for at least one year immediately prior to submitting an application in Wisconsin.
3. **Iowa Verification of Examination and Registration (Form #3177)** - Verification from the Iowa Electrical Examining Board that you have a valid, unexpired Master A Electrician license in good standing obtained by examination in Iowa. Verifications must be returned directly to DSPS and must include exam scores and licensure status. Form letters from Iowa are acceptable.