



**Kewaunee County
Executive Committee Meeting
AGENDA**

**December 1, 2025 6:00 p.m.
Conference Room**

County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approval of December 1, 2025 Agenda
4. Approval of November 4, 2025 Minutes
5. Public Comment (3 minutes per person – 20 minute maximum)
6. Review Draft Capital Outlay Purchasing Policy
7. Information Technology Annual Report
8. Approve Internal Transfer – IT Specialist to Network Specialist
9. County Administrator's Report
 - a. Personnel Report
 - b. Approve Filling Vacancies
10. Next Meeting Date
11. 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.

Kewaunee County Is An Equal Opportunity Employer

Kewaunee County
810 Lincoln Street
Kewaunee, WI

PHONE (920) 388-7111
www.kewauneeeco.org

For #6 – Review Draft Capital Outlay Purchasing Policy

Capital Outlay Purchasing:

Department Heads are authorized to purchase Capital Outlay items when those items are clearly enumerated in the department's Capital Outlay budget detail and included in the Capital Outlay expenses line in the approved annual budget. No purchase may cause the department to exceed its Outlay budget authority. If a purchase would result in a department exceeding its Outlay budget authority, a budget adjustment is required according to the appropriate process for the dollar value of the adjustment. All Capital Outlay expenses of \$100,000 or more require prior approval of the standing committee by voice vote in a properly-noticed, official meeting of the standing committee. Capital Outlay items not shown on the Capital Outlay budget detail of the approved annual budget may only be purchased with prior approval of the standing committee and remain subject to budget adjustment requirements prior to exceeding the budgeted amount for Capital Outlay. The Department Head shall provide the County Administrator and Finance Director with any changes to Capital Outlay items approved by standing committee.

DRAFT



Kewaunee County Department of Information Technology Services

2024-25 Annual Report

Director: Ross Loining
Date: December 2025

Information Technology Department Annual Report

The Department of Information Technology Services provides overall technology management and network, document & copy center services to Kewaunee County staff and customers. We provide strategic recommendations to county leaders, departments and committees to ensure the wise use of Kewaunee County technology resources. Our 2-person team provides services including:

- Applications and Systems Support.
- Emergency 24/7 Help Desk services.
- Phone, email, voice, video-conferencing and instant messaging.
- Copy Center and Document Center services including e-mail delivery
- Computer Support for Kewaunee County's 215+ computers, 25+ servers, and 100+ mobile devices.
- Cyber Security for Kewaunee County information, applications and systems.
- Technology Project Management.
- Secure wired and wireless access and high-speed internet access.
- WiFi in most Kewaunee County offices,
- KCAN (Kewaunee County Area Network), a Kewaunee County 100+ mile fiber optic cable network connecting many Kewaunee County offices, reducing ongoing operational costs for Kewaunee County, governmental and agencies. (City of Kewaunee, City of Algoma, Village of Luxemburg) Highway Dept., EOC, Land Water, UW Ext, Communication Tower (Old Landfill Site)

Initiatives:

Internet Failover – Complete failover 10gb internet connections for county services (carried over from 2024).

Sheriff Projects:

- Main Jail Camera Project - estimated complete by early 2025

General Projects:

- Cybersecurity Platform
- Security Camera Server Replaced
- Motorola Body Cam Jail Install
- Virtual Host Server replaced.
- UPS (Power Supply) Replaced Courthouse Server Room
- Move to AT&T to SIP for all phone communications

Highlights:

Deployed county-wide multi-factor authentication (MFA) to meet insurance and compliance requirements.

- Consolidated on premise servers into a smaller virtual cluster (Move away from VMWare)
- Contracted cybersecurity monitoring service flagged and blocked two attempted ransomware incidents.
- Installed Barracuda SOC and Cyber AI protection (24/7)
- Replaced pots and digital phone lines (Moved to SIP)

Strategic Direction for 2026

- Replace Virtual Host servers and complete the move away from VMWare.
- Establish off-site disaster recovery environment with contracted hosting partner.

Pursue broadband expansion partnerships with neighboring counties.

Structure & Governance

The IT reports to the County Administrator and supports all county departments.

In-house staff (2 FTE):

- Director (Ross Loining) — oversees contracts, budget, policy, and special projects and all Kewaunee County IT Infrastructure including local and cloud-based infrastructure
- IT Support Specialist (Kevin Donlon) — daily help desk, PC support, software installs, departmental and user troubleshooting.

Contracted services: Agreements (80 Supported in-house)

- Cybersecurity Monitoring: SOC-as-a-Service provider. Barracuda
- Cloud Hosting: Microsoft Office 365
- Phone Systems: Mitel
- Print/Document Center: James Imaging
- Anti-Virus: McAfee
- HP Data Storage Nimble HP
- Cisco (All Network Routing)
- Citrix Remote access
- Virtual Server Software: (Citrix Xenserver)

Service Portfolio

- Help Desk & PC support (~215 users). 75+ Cell phones, Local and Remote
- Networking, wireless, VPN. (Cisco Infrastructure)
- Mitel Phone System
- Cloud email & document services (Microsoft 365). C-Tech
- IMS 21 (Scanning Software)
- GIS
- Cybersecurity monitoring, MFA, and patch compliance. (Barracuda)
- Vendor and contract management. (Human Services) Clinical Data
- Motorola (Spillman-Sheriff)
- Motorola (Camera systems for jail, squad car, body cam)
- Security Monitoring Servers and Software (Firewalls)
- Courtroom 1 and 2 AV
- 24/7 Dispatch Services
- IT Director for City of Kewaunee

Performance & Metrics

Service Desk (2025)

Category	Volume	Notes
Urgent (outage)	2	Mostly phone interruptions. 2 Email Breaches
High	280	Email login resets, account issues.
Medium	20	PC support, printer issues.
Low	180	Training, “how-to” questions.
Total:	482	

Infrastructure Metrics

- Servers: 25 On Premise, 1 Office 365 Cloud
- Endpoints: ~250 PCs/laptops, ~75 mobile devices.
- Network uptime: Nearly 100%
- Cybersecurity: 2 serious attempted intrusions (stopped by IT Staff).
- Phone systems: (Mitel) Highway, Luxemburg, City of Kewaunee, Courthouse, Admin Center, City Water Dept., City Streets Dept., City Sewer Dept. 300+ devices in total.

Financial Summary (rounded)

Category	2025 Budget Notes	
Personnel & Benefits	\$178,762	2 FTEs
Software / Licensing	\$67,000	Microsoft 365, ERP, antivirus ETC
Hardware / Infrastructure (2025)	\$7,500	UPS Updates,
Contracted Services	\$30,000	Enhance Cybersecurity
Training / Misc.	\$0	Minimal travel
Total:	\$283,262	

Strategic Initiatives & Projects

Project	Description	Status	Budget Notes	
MFA expansion	Required for all systems	Pending	\$8k	CJIS
Server consolidation	Virtual cluster deployment	Pending	\$4K	Replace VMware
Migration to C-Tech	New Cloud service	Complete		
Motorola Jail	Sheriff's Jail Body Cam	Complete	\$750	
SIP Install	Replace AT&T Services	Complete	\$48,400	
22 PC replacements	Yearly replacement	Complete		

Challenges & Risks

- Minimal staffing (2 FTEs): high reliance on one support person.
- Dependency on External Contractors: expertise within IT (minimal)
- Cybersecurity: rural counties increasingly targeted; ongoing cost pressure.
- Budget constraints: small tax base; maintenance agreement costs rising

Looking Ahead (2026– and Beyond)

- Phone systems: replace Mitel Phone System, possible Cloud Based
- Expand disaster recovery: replicate more county systems offsite or cloud site.
- Broadband advocacy: apply for federal/state grants to expand rural internet.
- Cyber maturity: implement endpoint detection/response (EDR) as next layer.

KEWAUNEE COUNTY

PERSONNEL REPORT

December 1, 2025



Jeremy Kral
County Administrator

Welcome		
Rachel Johnsrud	Account Clerk II	November 11
Frank Polifka	Temporary Highway Worker - Winter	November 17
Cain Hall	Radio Operator/Jailer	November 23

Recruitment

Custodian – advertising
Maintenance Manager - advertising
Program Assistant (Public Health) – interviewing/offer stage
Radio Operator/Jailer – advertising/interviewing
Temporary Highway Workers (Seasonal/Winter) – advertising/interviewing
Winter Park Assistants - advertising/interviewing

as of report date 11/18/2025