



Kewaunee County  
EXECUTIVE COMMITTEE MEETING

**AGENDA**

February 7, 2022 6:00 p.m., Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approve February 3, 2022 Agenda
4. Approval of December 6, 2021 Minutes
5. Public Comment
6. Administrator's Report
  - a. Personnel Report
7. Approval of Chapter 2 of County Ordinances – County Board & Committees
8. Approval of Recommendation of Appointment – Child Support Manager: Peggy Seidl
9. Approval of Pay Stipend/Wage Increase
10. Next Meeting: March 7, 2022
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  
EXECUTIVE COMMITTEE MEETING  
**MINUTES**

December 6, 2021 6:00 p.m., Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee

**Call to Order:** Chair Olson called the meeting to order at 6:00 p.m.

**Roll Call:** Members Present – Dan Olson, Gary Paape, Virginia Haske, Linda Teske, Tom Romdenne, Scott Jahnke, Aaron Augustian. Members Excused – Kim Kroll, John Mastalir. Others Present – Matt Joski, Becky Deterville, Jeff Wisnicky, Scott Feldt, Paul Kunesh.

**Approve December 6, 2021 Agenda:** Augustian moved, Jahnke seconded to approve the agenda. Motion carried.

**Approval of November 1, 2021:** Paape moved, Haske seconded to approve the November 1, 2021, minutes. Motion carried.

**Public Comment:** None.

**Administrator's Report**

**Personnel Report:** Feldt reviewed the report with the committee. No questions.

**Approval of Filling Position Vacancies**

Feldt indicated that with each position vacancy, he reviews the duties and responsibilities of the position to determine if duties can be consolidated, reassigned or eliminated to try and keep staffing levels at their current level or below.

**Account Clerk II – Highway:** Paape moved, Romdenne seconded to approve the filling of the position. Motion carried.

**Highway Worker – Highway (2 positions):** Augustian moved, Paape seconded to approve the filling of the position. Motion carried.

**Social Worker – Human Services (2 positions):** Jahnke moved, Haske seconded to approve the filling of the position. Motion carried.

**Assistant – Clerk of Courts:** Haske moved, Augustian seconded to approve the filling of the position. Motion carried.

**Investigator – Sheriff:** Teske moved, Augustian seconded to approve the filling of the position. Motion carried.

**Radio Operator/Jailer (2 positions):** Jahnke moved, Haske seconded to approve the filling of the position. Motion carried.

**Patrol Officer – Sheriff:** Romdenne moved, Augustian seconded to approve the filling of the position. Motion carried.

**Child Support Manager:** Haske moved, Romdenne seconded to approve the filling of the position. Motion carried.



### **Discussion – Future Staffing**

**Potential Resignations (HS Director, Corp. Counsel):** Feldt informed the committee that additional position recruitment may need to take place if Wisnicky is successful in his campaign for county judge. This would require 2 Department Head positions to be filled. In addition, there could be other retirements and resignations that require the finding of candidates to fill those positions.

**Additional Jail Staff:** Feldt informed the committee that the proposed jail facility will require additional staff. There is still some discussion as to how many staff will be required, but Feldt assured the committee that additional staff will be required.

**Rescinding of Hiring Freeze Resolution:** Feldt provided the background as to the approval of the hiring freeze policy in 2014. Feldt then reviewed the memo to the committee which outlines the reasons he is recommending the rescinding of the policy. Feldt explained that the policy was approved in 2014 in response to the closing of the nuclear plant, that issue has passed. The current personnel policies provide sufficient protections to prevent unauthorized hiring of employees. The hiring freeze policy delays the recruitment process which has a negative effect in hiring staff. Finally, the policy is not being followed as the recruitment and hiring of employees has taken place prior to the committee giving official approval. The Board Chair and Committee have given “unofficial” approval to fill vacant positions and hire staff before a vote has been taken. Discussion followed to clarify what the current personnel policies state. There was also discussion as to whether the current hiring freeze policy is effective. Augustian moved, Haske seconded to rescind the hiring freeze policy. Motion carried 4-2 with Augustian, Haske, Janhke and Teske voting aye and Paape and Romdenne voting nay.

**Approval of Agreement & Promissory Note – Bug Tussel Wireless:** Feldt provided a draft of the agreement with Bug Tussel Wireless in relation to the 2021 Broadband Expansion Grant award. The agreement stipulates that the County will loan \$2.2 million to Bug Tussel to install fiber to the towers in the northern half of the county. These funds will be repaid with interest over 12 years. Feldt indicated that the current draft states the interest rate as 3% but it will likely be a little bit lower (2.8%) as the interest cost of debt is lower. Bug Tussel has agreed in principle and the final agreement will be provided at the County Board meeting on December 21. Romdenne asked how the loan will be funded. Feldt responded that it was his intent to utilize ARPA dollars as a broadband project like this is eligible. This allows the county to not use funds from the Economic Development Fund for this project and instead, could be used for a different project. Haske moved and Paape seconded recommend the agreement to the full board. Motion carried.

**Next Meeting:** Paape moved and Romdenne seconded to schedule January 3, 2022 at 6:00 p.m. for the next meeting. Motion carried.

**Adjournment:** Romdenne moved, Haske seconded to adjourn the meeting. Motion carried. Meeting adjourned at 6:47 p.m.

# KEWAUNEE COUNTY

## PERSONNEL REPORT

February 7, 2022



*Scott Feldt*  
County Administrator

Hire		
Cory Cochart	Highway Worker	December 28
Kaaryna Smidel	Temporary Help Winter Park	December 28
Megan Salentine	Temporary Help Winter Park	January 8
Logan Heraly	Radio Operator Jailer	January 16
Shane Johnson	Radio Operator Jailer	January 30

Job Change			
NAME	FROM	TO	DATE
Andrea Schmidt	Administrative Assistant	Account Clerk II	December 13

Resignation		
Bobbi Jo Smidel	Child Support Specialist	December 28

Retirement		
Neal LeDocq	Highway Worker	January 7

### Recruitment

Child Support Specialist – reviewing applications  
Clerk of Court Assistant – reviewing backgrounds  
Highway Worker – advertising  
Jail Cook – advertising  
Radio Operator Jailer – reviewing backgrounds  
Social Worker Children & Family – advertising  
Winter Park Assistants Temporary Help - advertising

Kewaunee County Is An Equal Opportunity Employer

Kewaunee County  
810 Lincoln Street  
Kewaunee, WI 54216

PHONE (920) 388-7164  
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KEWAUNEE COUNTY  
W I S C O N S I N

Land Information Office  
810 Lincoln St  
Kewaunee, WI 54216

Steve Hanson, Director  
Phone: (920) 388-7190

To: Kewaunee County Board  
From: Steve Hanson, Kewaunee County Land Information Director  
Date: January 13, 2022  
Re: Summary of Reason for Resolution

Greg Grubbe, from the Wisconsin Elections Commission, said that the county board needs to pass this resolution if we want to continue to automatically adjust supervisory district boundaries, along with voting ward boundaries, following an annexation. I've always done this, as have most other county LIOs in the state. However, according to state statutes, only county boards can change county supervisory district boundaries. Villages and cities do not automatically change supervisory district boundaries when they do an annexation. This resolution will allow supervisory district boundaries to automatically be adjusted by the LIO, along with voting ward boundaries, whenever an annexation occurs. These boundary changes are then submitted by the LIO to the state every 6 months if an annexation has occurred in the previous 6 months. If supervisory district boundaries were not automatically adjusted following an annexation it would then require a new voting ward to be created for just the annexed area, and this would complicate and create unnecessary confusion during elections.

## Chapter 2

### County Board of Supervisors

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#### I. County Board

##### 2.01 County Supervisory Districts

#### II. Committees

##### 2.02 Committees of the County Board

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#### I. County Board

##### 2.01 County Supervisory Districts.

- (1) There shall be twenty (20) supervisory districts in Kewaunee County apportioned after every decennial federal census to attain, so nearly as practicable, equal numbers of persons within each district. The County Clerk shall keep and maintain a detailed description of each supervisory district along with a supervisory district map and make the same available for copy and inspection.
- (2) In establishing districts, the County Board shall endeavor to avoid undue fragmentation of townships, villages, unincorporated villages or aldermanic districts of cities.
- (3) Amended Boundaries. Supervisory district boundaries shall be automatically amended to reflect assignment of annexed land to an existing ward and that ward's supervisory district for all annexations since the most recent census as needed. The Land Information Officer is directed to adjust the supervisory district map accordingly. The Land Information Officer shall, when an annexation is recorded, give notice to the County Clerk and provide the County Clerk with the detailed description and adjusted supervisory district maps resulting from the annexation.

#### II. Committees

##### 2.02 Committees of the County Board.

- (1) Creation. The Board may, by resolution designating the purposes and prescribing the duties thereof and manner of reporting, create committees

of the County Board, and the committees so created shall perform the duties and report as prescribed in the resolution.

- (2) Manner of Appointment. The Board authorizes the Chair of the Board to appoint members of the Board to serve on committees of the County Board. All appointments shall be made at or after the organizational meeting and before June 1 in even numbered years. The Board authorizes the Chair of the Board to appoint members of the Board to serve on special or ad hoc committees at the time of their creation and to appoint members to fill vacancies when they occur. All committee appointments are subject to confirmation by the Board.
- (3) Term. Board Supervisor appointments to committees shall be for a term not to exceed the balance of the Board Supervisor's then current term of office.
- (4) Removal. The Chair may remove a member from a committee at will, subject to the confirmation of the Board.
- (5) Policy and General Oversight. Committees of the Board provide oversight and develop policy for the departments, programs, ordinances and resolutions to which the committee is assigned.
- (6) Financial Oversight. Committees of the Board audit all bills and claims and monitor fund accounts and balances for the departments, programs, and projects to which the committee is assigned.



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## 1.09% cost

**PK** Paul Kunesh  
Mon 1/17/2022 3:32 PM  
To: Scott Feldt

    ...

Cost of a 1.09% 'bonus' for pay plan employees in 2022:

Salary/Wages **\$73,892**

FICA	5653
WRS	4890
WC	1862
Benefits	<b>12,405</b>

Total **86,297**

Paul Kunesh  
Kewaunee County Finance Director  
810 Lincoln St  
Kewaunee WI 54216  
920-388-7110

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