



Kewaunee County
EXECUTIVE COMMITTEE MEETING

AGENDA

June 1, 2020 6:00 p.m., County Board Room
County Administration Building 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approve June 1, 2020 Agenda
4. Approve May 1, 2020 Meeting Minutes
5. Public Comment
6. Administrator's Report
 - a. Personnel Report
 - b. County Administrator's Report
7. Establish Policy regarding Military Reserve Deployment
8. Discussion: Public Safety Facility (Jail) Study Process and Status
9. Discussion: Broadband Study Process and Status
10. Chairman's Report
11. Next Meeting:
12. Adjournment

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**Kewaunee County
EXECUTIVE COMMITTEE MEETING
MINUTES**

May 11, 2020 6:30 p.m., Exhibition Hall
County Fairgrounds, 325 Third Street, Luxemburg WI 54217

Call to Order: Chair Olson called the meeting to order at 6:30 p.m.

Roll Call: Members Present – Dan Olson, Gary Paape, Aaron Augustian, Virginia Haske, Scott Jahnke, Kim Kroill, John Mastalir, Tom Romdenne, Chuck Wagner. Other Present – Scott Feldt, Jeff Wisnicky, Ross Loining, Jennifer Gonzalez.

Approve May 11, 2020 Agenda: Wagner moved and Paape seconded to approve the agenda. Motion carried.

Approve March 11, 2020 Meeting Minutes: Augustian moved and Haske seconded to approve the March 11, 2020 minutes. Motion carried.

Public Comment: Feldt notified the Committee of an email sent by Ron Heuer to County Board Supervisors regarding the Broadband Expansion Grant. Heuer has requested the letter be part of the official minutes. Chair Olson indicated that the letter was sent to all supervisors so the letter will not be a part of the minutes.

Administrator's Report

Personnel Report: Feldt reviewed the Personnel Report with the committee. A question was asked about the recruitment of the Human Services Director. Feldt responded that there is no intention of starting the recruitment process at this time.

County Administrator's Report: None.

Discussion: PSC Broadband Expansion Grant – Contract: Feldt gave a summary of the Broadband project. A request for proposals (RFP) was sent out and five proposals were received. The Broadband Study Committee reviewed the proposals and presentations given by the providers. The Committee unanimously selected to partner with Bug Tussel in the submission of a grant application to the Public Services Commission (PSC). Kewaunee County was awarded \$960,000 from the PSC to assist in the expansion of internet accessibility in the county.

Kewaunee County is waiting to receive a contract from the PSC to review regarding the grant award funds. Once the county has received the contract, we will begin to draft a contract with Bug Tussel Wireless regarding the state and county funds involved in the project. Discussion followed regarding the structure of the contract and the process. Feldt responded that the contract will have language similar to the PSC contract to ensure that Bug Tussel meets PSC expectations with regards to the project. In addition, the contract will include language regarding the repayment of county funds invested in the project and the how it will be structured. Feldt indicated that the corporation counsel and the county administrator will negotiate a draft contract with Bug Tussel. If additional contract assistance is needed, the administration will seek that expertise to assist in the process. The draft contract will then be brought before the committee to approve and recommend to the County Board. A question was asked about the timeline to complete a project and can an extension be granted. Feldt answered that a project typically needs to be completed within two years of the contract being signed, but extensions are allowed and not uncommon. The committee



agreed that a presentation should be made to the county board as soon as possible. Feldt will contact Bug Tussel Wireless to determine if a presentation can be made at the May County Board meeting.

Discussion: Public Safety Facility Project – Next Steps: The process is currently on hold due to the current pandemic. Mastalir provided an update of the process from the Public Safety & Justice Committee and study committee perspective. Venture Architects has completed the work outlined in phase 2. Venture also forwarded to the study committee an analysis of construction costs of the proposed project broken down by the housing pod (jail), support services area (kitchen, laundry, etc.), and the Sheriff's Department. Discussion followed regarding the project and the information needed by the County Board to move forward. The committee agreed that an invitation should be sent to Venture Architects to make a presentation to the County Board at the June board meeting. Discussion followed regarding public referenda and its application to the project (i.e. should a referendum be pursued and what should be asked for). Finally, a clarification question was asked as to which option is being pursued related to construction costs. Feldt responded that option 7 (a new facility located on a green site) was the option linked to the potential construction costs. Option 7 is the recommendation of the Public Safety Facility Committee.

Update: County Website Redesign: Gonzalez gave a status report as to redesign of the county website. Gonzalez provided a history as to the need for a new county website. We have entered the design phase of the project. Gonzalez provided two examples of designs for review. The programming phase will follow the design phase and take approximately three months to complete. After programming, departments will be asked to populate their respective pages. Training will be provided to departments as the redesign moves forward. Gonzalez provided the signed contract for the committee to review. Questions were asked about the list of add-on features. Gonzalez indicated that the items can be added as we see fit. It is unlikely that the County would include all of the items listed. We want to be cost conscious. Another question was asked regarding the annual maintenance fee. Gonzalez responded that the maintenance fee is listed as the hosting fee and is incredibly low when compared to other proposals that quote the annual fee into the thousands of dollars.

Update: County Staffing during COVID-19: Feldt summarized the actions the county has taken during the COVID-19 pandemic. At this time, the majority of staff are working from home. Feldt stated that at this time there is no intention to lay-off or furlough any county employees. Other counties have discussed taken actions such as these and some counties have utilized lay-offs and furloughs. In the coming weeks, the county is looking to have employees return to work in a phased process to allow the return to be smooth and to ensure that enhanced health safety measures are communicated and followed. A question was asked why positive COVID cases are not provided from a geographic perspective (i.e. zip codes). Wisnicky gave an explanation regarding the protection of personal health information. Kewaunee County is a small county in size and population. Because of this, the identification of positive cases results in a situation where a person is much more likely to be identified. Therefore, the county has decided at this time we will not provide additional information that is not already being provided. Feldt added that regardless of the location of positive cases, citizens should be following the same guidelines of washing hands, social distancing and regular disinfecting of common areas. In essence, the County will follow the recommendation of our Public Health Officer who is most knowledgeable in this area.

Chairman's Report: Olson indicated to the committee that former Board Chair Weidner has requested to serve in an advisory role, especially with regards to the jail and broadband issues. Question was raised whether the study committees will continue. Feldt responded that it is up to



the new Board Chair whether to reform the committees and who would serve on those committees. Olson indicated that the committee will examine the creation of an employment contract between the county and the county administrator as there currently is no contract.

A question was asked as to when the county would need to extend or re-approve the county sales tax. Feldt responded that the county sales tax expires at the end of 2021.

Next Meeting: Future committee meeting will be scheduled for the 1st Monday of the month at 6:00 p.m. The next meetings will be June 1st at 6 pm and July 6th at 6 pm.

Adjournment: Wagner moved and Augustian seconded to adjourn the meeting. Motion carried. Meeting adjourned at 7:40 p.m.

KEWAUNEE COUNTY PERSONNEL REPORT

June 1, 2020



Scott Feldt
County Administrator

Recruitment

Economic Support Specialist - advertising

Radio Operator Jailer Eligibility List – reviewing backgrounds

Social Worker Child and Family – interviews on hold

Temporary Seasonal Workers (Highway/Promotions & Recreation) - reviewing backgrounds

Kewaunee County is An Equal Opportunity Employer

Kewaunee County
810 Lincoln Street
Kewaunee, WI 54216

PHONE (920) 388-7164
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- b. When the funeral of a current full-time or part-time Kewaunee County employee occurs on a regular workday (Monday through Friday) employees present at the funeral shall be granted four (4) hours funeral leave with pay. Any additional time away from duty will be treated, at the employee's option, as vacation, compensatory time, or unpaid leave.
 - c. Funeral leave for deceased county employees does not apply to temporary or part-time employees working 15 hours or less per week.
 - d. Department heads shall receive four (4) hours of funeral leave with pay for attending the funeral of a department head occurring on a regular workday.
3. Employees shall timely indicate the number of days and dates of funeral leave taken by an employee with the standard payroll forms. An employee may be required to furnish verification of the date of death, date of funeral, and relationship of the deceased.

P. JURY DUTY AND COURT APPEARANCES

An employee who is subpoenaed in connection with County business, called upon to serve jury duty, or called as a witness, will be paid his/her regular salary up to eight (8) hours per day. The employee will not be entitled to jury duty pay or witness fees in addition to his/her regular pay and must immediately tender any such payment to the County.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits. Either the employer or the employee may request an excuse from jury duty if, in the employer's judgment, the employee's absence would create serious operational difficulties.

No employee will receive salary for attending court in cases involving a criminal act by the employee or a civil case initiated by the employee.

Q. MILITARY RESERVE

An annual leave of absence for the two (2) weeks of mandatory training shall be granted to those employees who are members of the Armed Forces Reserve Components that actually participate during said period in accordance with the Universal Military Training and Service Act of 1951 as amended. Payment for said leave of absence shall be made for the difference between the compensation paid by the Armed Services to said employee and the regular amount of wages that the said employee would have earned (the product of the normal work week times the occupational rate classification) provided said employee was not on said leave of absence. The payment of said difference in earnings shall be upon presentation of a true copy of the reservist's earning record of payment by the Armed Forces for said period of leave of absence.



Kewaunee County
PUBLIC SAFETY FACILITY NEEDS ASSESSMENT STUDY COMMITTEE
MINUTES

March 12, 2020 4:30 p.m.

County Administration Building, 810 Lincoln Street, Kewaunee, WI 54216
Human Services Training Room

Call to Order: Chair Weidner called the meeting to order at 4:30 p.m.

Roll Call: Members Present – Robert Weidner, Doug Doell, Tom Romdenne, Chuck Wagner, Matt Joski, Chris Van Erem, Jason Veese, Scott Feldt, John Cain, Pat Benes, Anne Kulhanek, John Pabich, Sandi Christman

Approval of March 12, 2020 Agenda: Wagner moved, Joski seconded to approve the agenda. Motion carried.

Approval of February 15, 2020 Minutes: Wagner moved, Joski seconded to approve the February 15, 2020 minutes. Motion carried.

Review and Discussion of Interim Presentation: Cain reviewed the updated presentation with the group. The group reviewed cost and staffing projections. Feldt relayed concerns given to him regarding the total project cost. Feldt requested that the project costs be broken into three parts: the housing pod (jail proper); the support services area (kitchen, laundry, booking, etc.); and the Sheriff's Department offices. These specific costs will provide a better perspective as to the cost for each function related to the public safety facility. Discussion followed regarding the various spaces and their inclusion in the project and recommendation by the study committee. Other issues were also discussed. The issue of including a basement was rejected by the committee. The issues of emergency management space and a fleet garage was decided by the committee to still be considered.

Slides outlining financial costs and staffing costs/levels was discussed as to the methodology and accuracy. It was noted that other costs such as maintenance, utilities and insurance was not included in the projections. Other discussion followed regarding a referendum for the project and the timing of said referendum. Pros and cons were discussed as to a November referendum or waiting until a later date. This discussion led to the committee asking what is the next step in the process and how does the committee move forward. Weidner indicated that the committee exists until a new County Board is sworn in and the new Chair decides if the committee should continue. The discussion focuses on phase 3 and whether to move forward. The committee agreed that the group has approved and recommended option 7 to the County Board, therefore phase 2 is essentially completed except for a presentation to the Board. Discussion followed on how to inform the current and future board members. A special meeting was decided on for April 14. Joski moved and Doell seconded to accept Phase 2 of the project recommend to the Executive Committee and County Board to accept the proposal (option 7) and move on to Phase 3. Motion carried.



Kewaunee County
PUBLIC SAFETY FACILITY NEEDS ASSESSMENT STUDY COMMITTEE
MINUTES

March 12, 2020 4:30 p.m.
County Administration Building, 810 Lincoln Street, Kewaunee, WI 54216
Human Services Training Room

Other Discussion Items: None

Next Meeting: There will be no meeting until the new County Board is inducted and the new Chair decides whether to continue the committee and appoint members. A special meeting the current and incoming County Board members was tentatively schedule for April 14 at 6:00 p.m.

Adjournment: Wagner moved and Benes seconded to adjourn the meeting. Motion carried.
Meeting adjourned at 6:50 p.m.



**Kewaunee County
BROADBAND STUDY COMMITTEE**

February 20, 2020 1:00 p.m.

**Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216
Human Services Training Room**

1. **Call to Order – Chairman Weidner called the meeting to order at 1:03 PM.**
2. **Roll Call. August N. Steve H., John LeBrun (Network Consultant), Tom Cretney, Richard Baker, Virginia Haske, Frank Mazdarevic., Tom Romdenne, Bob Weidner, Gary Paape, Steve Schneider, Jay Wendt, Scott Feldt, Jeffrey R. Wisnicky.**
3. **Approval of February 20, 2020 Agenda**
4. **Approval of January 9, 2020 Minutes – Paape (motion) and Romdenne (second) moved to approve agenda and minutes. All voted in favor.**

Chair started by allowing Steve Schneider to provide an update on Kewaunee County's Broadband application and the steps Bug Tussel is taking.

Steve Schneider reported Bug Tussel is largely waiting for the results of the Broadband Grant awards. Steve discussed why he is not a proponent of fiber to the home. Steve explained the main problem as he see it, is the cost to run fiber to each home is prohibitive. Steve is a strong proponent of running fiber to aggregation points and would support fiber directly to a location in these strategic aggregation points. Steve showed us the proposed general locations of the tower and fiber line build out in Phase I and Phase II. Steve very willing to listen to locals as to where the fiber should go.

5. **Presentation: Brown County Community Area Network (BCCAN) – Neverman gives presentation on history of Brown County Network. BCCAN – Brown County Fiber Optic Network. August explained how Brown is doing a lot of deal making to build out its network. As an example if they are building a road, they try to apply for grants to include fiber. Or if Brown hears someone is building a fiber run, they will try to partner with them to build out their fiber network.**
6. **Discussion Kewaunee County Government Network**
7. **Discussion of Next Steps**
 - Broadband Forward Ordinance – Discussion that Kewaunee County is zoned at the local level. We need to have consensus with the local units of governments that will hopefully make the process smooth. Will try to attend next Town Unit meeting to start discussion. To at the very least clarify process. May 18 at West Kewaunee 7:00.**
 - Dig Once Ordinance – Discussion about creating a dig once policy or ordinance. Will also start with discussion at Town's meeting.**
 - Telecommuter Forward – Adds a little weight to grant applications. Neverman motion to approve, second by Cretney. All voted in favor.**



**Kewaunee County
BROADBAND STUDY COMMITTEE**

February 20, 2020 1:00 p.m.

Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216
Human Services Training Room

-- Other Grant Opportunities -- **Defer.**

8. **Next Meeting – March 26, 2020 at 4:30 PM**
9. **Adjournment Motion by Frank, Second by Richard Baker. All approve. Meeting adjournment 3:03 PM.**

Committee Mission Statement

“The mission of the Kewaunee County Broadband Study Committee is to research and gather information to educate the County Board and the community as to the various options and their costs required to serve the broadband needs of its citizens and businesses, and to encourage providers to invest and provide those services in Kewaunee County.”

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.