



Kewaunee County  
EXECUTIVE COMMITTEE MEETING  
**MINUTES**

December 16, 2019 8:00 a.m., **Conference Room**  
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

**Call to Order:** Chair Weidner called the meeting to order at 8:00 a.m.

**Roll Call:** Members Present – Charles Wagner, Tom Romdenne, Mary Ellen Dobbins, Virginia Haske, John Mastalir, Gary Paape, Robert Weidner. Others Present – Scott Feldt, Jeff Wisnicky, Davina Bonness, Tracy Nollenberg, Ross Loining.

**Approve December 16, 2019 Agenda:** Wagner mover and Dobbins seconded to approve the agenda. Motion carried.

**Approve November 14, 2019 Meeting Minutes:** Wagner mover and Dobbins seconded to approve the November 14, 2019 minutes. Motion carried.

**Public Comment:** None.

**Administrator's Report**

**Personnel Report** – Feldt reviewed the Personnel Report. A question was raised regarding minors (under 18) being allowed to work at Winter Park. Feldt responded that the County does not employ minors at Winter Park as the County does not allow minors to work with any machinery.

**Administrator's Report: Status Report of Study Groups** – Feldt updated the committee on the Broadband Expansion grant process. The County is working with Bug Tussel on the application and providing support letters for the application. The resolution for today's meeting will be sent to the County Board and be a part of the application.

Feldt informed the committee that The Public Safety Facility Study Committee did not meet in November but an interim presentation was included in the agenda packet.

Feldt update the members on the status of proposals for racing at the racetrack at the County Fairgrounds. One proposal was submitted prior to the deadline. Feldt gave a review of the Promotions and Recreation Committee meeting that discussed the proposal. The original proposal needs additional information to be provided. That information will be given within a week. Cost figures were provided to Promotions and Recreation Committee. Feldt indicated he would forward those figures to the Executive Committee. Discussion followed as to county costs and the ability to operate a race track. Concerns as to the viability of the operation of the track was discussed and what the County's role should be.

**Approval Filling Position Vacancy**

Feldt summarized that the current Program Assistant will be retiring and the part-time person will replace the staff person retiring. Feldt recommends the filling of the 1.0 Program Assistant position in the Land and Water Conservation Department and the 0.5 part-time Assistant position in the Emergency Management Department. Feldt stated that he does not recommend the filling of the 0.5 Administrative Assistant position in the Land and Water Department. Feldt also stated that if



the committee elected to approve the 0.5 position in the Land and Water Department that the County recruit two separate persons for the half time positions in the two departments. This would allow each the greatest flexibility in staffing their operations. Discussion followed as to department need. Bonness indicated that she believes the 0.5 FTE position is needed.

**Program Assistant – Land & Water Conservation:** Wagner moved and Paape seconded to approve the 1.0 FTE Program Assistant position in the Land and Water Conservation Department. Motion carried.

**Assistant – Emergency Management:** Paape moved and Wagner seconded to approve a 0.5 FTE Assistant position in Emergency Management. Motion carried.

**Administrative Assistant – Land and Water Conservation:** Dobbins moved and Wagner seconded to approve the 0.5 FTE Administrative Assistant position in the Land and Water Conservation Department. Motion carried.

**Resolution Supporting PSC Broadband Expansion Grant Application:** Wagner moved and Mastalir seconded to approve the resolution supporting the County's Broadband Expansion Grant application and forward the resolution on to the County Board. Motion carried.

**Discuss Status of Luxemburg Monopole:** Feldt informed the committee that with the request of Door County Broadband (DCB) to place equipment on the Luxemburg monopole, an inspection was conducted. The inspection indicated that the tower over capacity. Administration followed up with the tower inspector and the designer of the tower. The designer applied a different code standard than what is currently considered state code. The inspector performed another calculation using the other standard. This analysis indicated that there is space available on the tower. The alternate standard is being applied to other towers and will likely be the new state standard. DCB has been contacted to determine their interest in placing their equipment on the monopole. DCB is consulting their insurer. Currently the County is waiting to hear from DCB. Feldt informed the committee that an inspection of the West Kewaunee tower was conducted and found no issues. A question was raised regarding inspections and the costs. Feldt responded that inspections should be conducted every 2-3 years. Another question asked about the contract with DCB regarding payments for use of the tower. Feldt indicated that Kewaunee County would receive a monthly payment based on the type of equipment placed on the tower and a percentage payment based on the number of subscribers assigned to the tower.

**Chairman's Report:** The Chair received information from the Census Bureau regarding the 2020 census. The information was given to the Administrator to follow up.

**Next Meeting:** December 19, 2019 at 7:30 a.m.; January 7, 2020 at 8:00 a.m.

**Adjournment:** Wagner moved and Romdenne seconded to adjourn. Motion carried. Meeting adjourned at 9:15 a.m.



**Kewaunee County  
EXECUTIVE COMMITTEE MEETING**

**MINUTES**

**December 19, 2019 7:30 a.m., Human Services Training Room  
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216**

**Call to Order:** Chair Weidner called the meeting to order at 7:35 a.m.

**Roll Call:** Members Present – Virginia Haske, Kaye Shillin, Charles Wagner, Mary Ellen Dobbins, Gary Paape, Robert Weidner, Tom Romdenne. Other Present – Matt Joski, Scott Feldt, Ross Loining, Paul Kunesh, Todd Every, Dana Johnson, Tracy Nollenberg, Cindy Kinnard, Jeff Wisnicky, Steve Hanson, David Cornelius, Jason Veese, Chris Van Erem, Sue Norton.

**Approve December 19, 2019 Agenda:** Motion by Wagner and seconded by Paape to approve the agenda with correction that minutes are from December 16, 2019.

**Approve December 16, 2019 Meeting Minutes:** Wagner moved and Romdenne seconded to approve the December 16, 2019 minutes. Motion carried.

**Public Comment:** None.

**Approval of Personnel Policy Changes/Updates (Chapters 1, 2, 3, 6, 7):** The committee reviewed each of the chapters in order. Chapter 1 had minimal changes including typographical and language errors. A revision of language related to employee actions in response to an automobile accident was requested. The Sheriff requested language revisions related to use of electronic devices while driving as deputies are using such devices while driving in their squads. Discussion as to the value of requiring department heads to present annual reports to the County Board was discussed. The committee agreed the requirement of the annual presentations is not necessary. The Board can ask for such presentations or the department head can elect to make them if they see a need.

Chapter 2 also had some minimal changes. The Sheriff asked the Nepotism section be retitled and clarified that the concern is fraternization not nepotism. Johnson asked for clarification regarding the filling of employee position vacancies. Discussion took place regarding the filling of vacancies and how the personnel policy does not coincide with current practice. Feldt explained that a "hiring freeze" provision is still in effect that requires all position vacancies to be approved by the Executive Committee. Discussion followed as to the challenges the hiring freeze has on filling positions. Kinnard asked that the TB (tuberculosis) Tests section be revised as the need for all new employees to take the test is not warranted and is not being followed. New language will be submitted.

Chapter 3 has references to the Personnel Advisory and Legislative Committee that need to be revised. Norton raised the question involving compensatory time and if the request to have the limit raised would be approved. Weidner responded that additional time is needed to study the issue as the recent implementation of the electronic timekeeping system will help to provide data to the committee to determine if an increase is warranted.



Chapter 6 had a few misspellings to be corrected. Kinnard requested an additional item be added to allow for children in the workplace. Kinnard explained that children of employees have assisted the county with work in a volunteer capacity to help with specific projects or to fulfill volunteer hour requirements by school districts.

Chapter 7 had no errors. Feldt requested the employee acknowledgement form be removed from the chapter and become a stand alone form that employees sign and date.

**Chairman's Report:** None.

**Next Meeting:** January 7 at 8:00 a.m. and February 6 at 8:00 a.m.

**Adjournment:** Motion by Wagner Seconded by Paape to adjourn. Motion carried. Meeting adjourned at 9:44 a.m.