



Kewaunee County  
EXECUTIVE COMMITTEE MEETING  
**MINUTES**

July 6, 2020 6:00 p.m., County Board 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, Chuck Wagner, Scott Jahnke, Virginia Haske, Kim Kroll, Aaron Augustian, Tom Pomdenne. Others Present – Matt Joski, Jamie Annoye, Scott Feldt, Jeff Wisnicky, Ross Loining, Jason Wied.

**Approve July 6, 2020 Agenda:** Wagner moved and Augustian seconded to approve the agenda. Motion carried.

**Approve June 1, 2020 Meeting Minutes:** Jahnke indicated the times for the next committee meetings were incorrect as they should be 6:00 p.m. not 8:00 a.m. Wagner moved and Haske seconded with the changes. Motion carried.

**Public Comment:** None.

**Administrator's Report**

**Personnel Report:** Feldt reviewed the Personnel report with the committee. No questions. Feldt informed the committee that he will likely be bringing forward to the committee rescinding the hiring freeze. He indicated that the county currently hires temporary help without committee approval which is contrary to the hiring freeze. So discussion should take place whether the freeze should remain in effect.

**County Administrator's Report:** Feldt provided the language of the military leave policy to be included in the County Personnel Policies. No questions.

**Discussion: Public Safety Facility (Jail) Study Process – Next Steps:** Olson provided the committee an explanation as to the decision to delay the reformation of the Public Safety Facility Study Group. He believes the committee has done a good job of sorting through the information during Phase 1 and Phase 2 and presenting an option to the committee and County Board. Before proceeding to Phase 3, administration should collect additional information as to option & and its alternatives and present that information to the committee. Discussion followed regarding the role and purpose of the Study Group. Wagner felt it would be prudent to keep the study group in place and move forward to Phase 3 to obtain more detailed information as to the design of the building and the projected cost of construction.

A question was raised as to the cost of Phase 3. Feldt responded the contract states that phase 3 will be 7% of the cost to construct the building. If the building were to cost \$35 million then the cost for phase 3 would be approximately \$250,000. More discussion followed as to what would be the results of going forward with phase 3. The issue centered around going forward with phase 3 would provide a more detailed picture of what the building will look like and its cost versus moving forward with phase 3 before having the committee and County Board discuss the project scope (how big) and the costs (how much).



Sheriff Joski advocated that the study group can review option 7 and provide alternatives within that option. The group has done the work up to this point and can provide additional information and insight to the committee during this process. Additional discussion followed regarding phase 3, what it encompasses and how certain decision affect the cost of phase 3.

Feldt reminded the committee that supervisors should decide on the type and size of facility that they want and are comfortable with. The cost of the design is small in the big picture when compared to the construction of the facility. Ensuring that the design is correct and agreed upon will help prevent costly change orders that could occur during the construction process.

Joski added that the County should look at this project from a long-term perspective. The project cost will be larger than anything the county has done before. It may be prudent to look at the project in steps over a number of years. The current economic situation is difficult for many of our residents. Demonstrating that we are looking at a long-term, financially viable approach is important. The study group can help to be a part of that approach. Olson added that if we move forward to phase 3, we should be sure that we have public support for the project. Otherwise we will have a similar result from 20 years ago when a jail was proposed.

Romdenne commented that the public is most interested in what the effect will be on their tax bill, both the construction of the facility and the staffing of the facility. Joski indicated preliminary projections would result in an increase of \$506 on the tax bill of a \$250,000 home. Additional discussion followed regarding the need for public support. Olson stated that the committee will continue to discuss the issue. And he will seek additional input as to whether to reform the study group.

**Approval of Purchase of Voting Machines – County Clerk:** Clerk Annoye provided a summary as to the current condition of the voting machines. The vendor has indicated that it will no longer service the current machines after two years. The current vendor will provide a discount to the county for buying machines in 2021 from \$8,440 to \$6,600 each. Kewaunee County utilizes 15 voting machines (1 for the county and 1 for each city, village and town). The purchase of voting machines is listed in the 2021 capital improvement plan.

Annoye informed the committee that the county has, in the past, assisted in the purchase of the voting machines for the cities, villages and towns. The county is not required to pay for the voting machines as they are the responsibility of each local government. The county has provided various levels of support in the past. A question was raised as to initial fees and maintenance costs. Annoye responded that the local governments already the ongoing maintenance of the machines. The committee agreed that the voting machines should be purchased. The issue to be resolved is whether the county should charge the local governments the costs associated with the machines. Discussion followed as to the upfront costs, ongoing costs, and what the county has done in the past.

Paape moved and Romdenne seconded to approve the purchase of the 15 voting machines and that the county will pay of behalf of the local governments, 50% of the cost of the machines subject to an agreement with the towns regarding costs. The locals will be responsible for the other 50% and all initial fees and ongoing maintenance costs. Motion carried.



**Approval of Amended Consortium Agreement & By-Laws – WI Bay Workforce Development:**

An agreement between Kewaunee County and the Bay Workforce Development Board was provided as amendments had been made in the agreement. The changes were very minor but require approval. Haske moved and Romdenne seconded to approve the agreement. Motion carried.

**Discussion: Broadband – Proposed contract, coverage, 2020 PSC grant application:** Jason Wied introduced himself from Bug Tussel Wireless. Wied is the Chief Operating Officer for Bug Tussel. He gave an overview of the company and the project in Kewaunee County. Wied explained that the current project will cover approximately 97% of the county with the construction of six towers and the location of equipment on five existing towers including two owned by Kewaunee County. Bug Tussel has been in negotiations with Kewaunee County as to an agreement and has agreed in principle to the three documents brought forward: the broadband agreement, the promissory note agreement and the tower lease agreement.

A question was raised as to the estimated time when residents may be able to obtain service. Wied answered that Bug Tussel is current locating and acquiring sites for the construction of towers. After which, state and federal regulatory requirements must be met, followed by tower construction. It is projected that service will be available by the Spring of 2021.

Feldt, Wisnicky and Wied explained that the project scope and project budget documents are not available at this time as Kewaunee County is still waiting for the agreement documents from the Public Service Commission (PSC). Wied explained that the documents have been delayed at the PSC due to the COVID pandemic and the submission of an appeal to the project which has been rejected. Wisnicky commented while he is confident the language in the PSC documents will be similar to previous agreements, the county will wait until we receive them so they can be reviewed and incorporated in to the Bug Tussel agreement. It is our hope the documents will be received this week. The committee indicated that sufficient time be given to allow for the documents to be reviewed. Feldt and Wisnicky agreed and stated that if the documents do not arrive in time for supervisors to have at least one week to review, then the approval by the County Board will be postponed until August.

Romdenne inquired as to how the county will finance the project. Feldt responded that the county can take out debt to pay for the project or use funds set aside in the Economic Development Fund. Discussion followed as to the pros and cons to each option. Olson indicated that the Finance Committee will make that recommendation.

**Discussion: Upcoming IT Purchases – Routes to Recovery:** Feldt provided an overview of the Routes to Recovery program. The state is allocating funds to all local governments to assist with COVID-19 expenses. These funds will reimburse the county for expenses that are: 1) non-budgeted (not in the 2020 budget); 2) government expenditures (expenses made by the county); 3) COVID related (includes current and future expenses); and 4) expended between March 1 and October 30, 2020.

Feldt explained the allocation for Kewaunee County is approximately \$337,000. The county is exploring the use of these funds for IT/technology purchases to prepare for any future events that could cause staff to work remotely. Quotes are being gathered to provide video screens and cameras to allow for video conferencing, laptops to allow staff to work from home, additional cleaning supplies to assist in disinfecting work space and other potential projects. Loining gave a short summary of possible IT projects. Reimbursement requests can be made three times during



this period. A question was raised about reimbursement requests that are submitted but rejected. Feldt responded that before any large expenditures are made, the county will contact the state for guidance as to what expenditures are eligible for reimbursement. These IT expenditures will be brought before the committee for approval.

**Discussion: Grant writing – Possible Contracting of Grant writer:** Feldt outlined a request to allow the county to contract with persons to assist in grant writing. Feldt explained his goal for the county to become more aggressive in seeking grant revenues. While the County Administrator has written grants, there are others who do this for a living and would have better success. Feldt believes the cost of contracting a grant writer would more than pay for itself if a grant can be obtained. Discussion followed as to the need for a grant writer. Bay Lakes Regional Planning (BLRP) performs grant writing for counties in their region. Feldt agreed BLRP does perform grant writing, but they have limited staff time to perform this service. In some cases a service fee may be charged. Romdenne indicated that grants fund projects and the county cannot submit grant application if there is no project. Feldt answered that the county has a number of projects that we could apply for grant funding. The committee appeared to believe that administration should explore grant writing with BLRP as opposed to contracting with a grant writer.

**Chairman's Report:** Olson notified the committee to be aware of scams as county supervisor emails may be used to attempt to have funds sent electronically to accounts that should not receive funds. Loining gave a quick example of how such a scam could take place and provided some precautions for people to take.

Olson provided a status report as to committee meetings. It had been requested that meetings take place in the County Board room to allow for the meetings to be broadcast and seen by the public. A number of committees have since returned to their previous meeting location. Administration commented the change of location was a request to allow for more transparency to the public but meeting location is a decision to be made by the Committee Chair or Board Chair.

Wagner asked about the upcoming 2021 budget. Feldt responded that Finance Director Kunesh will send out budget worksheets and instructions to the departments in late July and that should be returned by no later than Labor Day. The budgets will then be reviewed and incorporated into the Administrator's proposed budget that will be presented at the September County Board meeting.

**Next Meeting:** August 3, 2020 at 6:00 p.m. and September 14, 2020 at 6:00 p.m.

**Adjournment:** Wagner moved and Augustian seconded to adjourn. Motion carried. Meeting adjourned at 8:06 p.m.