



**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 1<sup>st</sup> Monday of the month at 6:00 p.m. The next meetings will be June 1<sup>st</sup> at 6 pm and July 6<sup>th</sup> at 6 pm.

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