



Kewaunee County
EXECUTIVE COMMITTEE MEETING
MINUTES

October 9, 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 8:03 a.m.

Roll Call: *Members present* – Chuck Wagner, Tom Romdenne, Virginia Haske, Kaye Shillin, Robert Weidner, Gary Paape, Mary Ellen Dobbins. ***Others Present*** – Lee Luft, Matt Joski, Germaine Bertrand, Jamioe Annoye, David Cornelius, Jennifer Gonzalez, Steve Hanson, Tracy Nollenberg, Ross Loining, Rob Burke, Corrine Konkell, Brian Johnson, Frank Mazdarevic.

Approve October 9, 2019 Agenda: Paape moved and Wagner seconded to approve the agenda with the change of removing “October 9, 2019 at 8:00 a.m.” from the Next Meeting agenda item. Motion carried.

Approve September 11, 2019 Meeting Minutes: Paape moved and Wagner seconded to approve the September 11, 2019 minutes. Motion carried.

Public Comment: None.

Approval of County Elected Officials Compensation: Chair Weidner indicated that the committee would not decide compensation for the county-wide elected officials until Spring 2020. Wagner moved and Haske seconded to the County Board Chair salary unchanged at \$5867. Motion carried.

Review of UW-Extension Office (positions and location): Feldt provided a summary and recommendation regarding the relocation of the UW-Extension office to office space in Luxemburg. Feldt indicated that staffing in the office has declined and the staff would be located closer to programs that they support. Burke provided his concerns with the move. It is believed that the proposed space does not provide the privacy needed for the staff to perform their jobs. UW-Extension feels that offices are needed for the educators because they deal with sensitive information and potential personnel matters. Feldt countered that the staff is not dealing with legally sensitive information (HIPAA) and personnel matters can be conducted in conference rooms. Wagner questioned the proposal and recommended that a consultant be brought in to analyze the space and determine if it is sufficient for the job duties of the staff. Feldt asked if the consultant determines the space and design is sufficient without offices if there would be support. Wagner agreed. Shillin questioned why the move is being done now as other moves will be forthcoming. All the moves could be done at once. The committee indicated its preference that the move not be done at this time and that a request for proposals (RFP) be conducted regarding space needs for Extension.

Feldt informed the Committee that he has been approached by Door County to discuss the potential sharing of the Family Living & Nutrition position. Feldt explained that a similar request was made by Door County a few years ago regarding the Community Development position. Burke offered his preference that Door County fill the position instead of sharing with Kewaunee County. The Committee expressed willingness to meet with Door County to discuss.



Feldt provided a summary regarding the proposed 2020 budget that eliminates 1.0 FTE Program Assistant position in the UW-Extension office. Feldt explained that he recommended the position be eliminated a few years ago but was retained to assist with the planning of Farm Technology

Days. The event has since passed. Therefore, the need for the position is not justified. Wagner and Romdenne expressed their opposition to the recommendation. They stated that UW-Extension is doing great work and the need for support is still warranted. Comments were expressed about employee longevity and the impact of the elimination of the position. Wagner moved and Romdenne seconded retain the position and include it in the 2020 budget. Motion carried with Wagner, Romdenne, Haske, Shillin, Paape and Dobbins voting aye and Weidner voting nay.

Approve Position & Job Description – Human Services Admin. Assistant: Feldt provided a summary of the recommendation to the committee. The position is currently a contracted position. The position has been performed by a contracted worker for many years. It is very unlikely the position will go away as the need for the position has been established. Converting the position from a contracted worker to a county employee would allow any county employee (or current contract worker with the county) to apply for the position. There was discussion regarding what constitutes a contracted worker. A question was asked regarding the wage scale. Feldt answered that the position would follow the Administrative Assistant pay scale and the employee's wage would be the same or very similar to their current wage. Shillin moved and Haske seconded to approve the position and position description. Motion carried.

Review Register of Deeds Request to Include Part-time Position in 2020 Budget: Weidner provided some background regarding the request and Administrator's recommendation. Bertrand presented her request to the committee and the justification as to her request. Bertrand expressed her concern regarding the office workload and being able to complete back scanning and indexing. Feldt gave his recommendation and why he believes the work can be performed with existing staff in the land information office. Hanson expressed his concern regarding the real property lister position and current and future workloads. Discussion followed as to how the assistance to the Register of Deeds office would take place and the impacts it would have on the Register of Deeds office and the Land Information office. Discussion also took place as to the number of hours that would be provided and what tasks could be performed. Feldt explained that the current proposed budget removed the 0.2 FTE position in the Register of Deeds office. An action by the Executive Committee is required to reinsert the position into the budget. Romdenne moved and Shillin seconded to include the 0.2 FTE temporary position back into the 2020 budget. Motion carried.

Discussion of Additional Protected Position within the Jail: Joski summarized the written justification that was included in the agenda packet. The position assists the department in cross-training and bring flexibility in scheduling when specific duties currently performed by protected employees are being performed. The position will also aid in filling of vacancies when the Chief Deputy retires. The Public Safety & Justice Committee has approved the request. Paape moved and Wagner seconded to approve the request to convert 1.0 FTE general position to a 1.0 protected position in the Jail Division. Motion carried.

Approval of Contracts – Door County Broadband (DCB):

Broadband Expansion Grant – Payment of County Matching Funds – Feldt



reviewed the history of the broadband expansion grant process and the funds awarded by the state Public Service Commission (PSC). Weidner explained his discussion with DCB how this project would be a good initial project to start with. General discussion followed as to the location, how the location fits in with the larger picture of providing broadband access. A question was raised regarding payment. Feldt explained that the contract mirrors the contract between Kewaunee County and the PSC. The contract between the County and DCB states clearly if the PSC does not pay the County, the County will not pay DCB. Another question was raised

regarding compliance with regulations like prevailing wage. Feldt responded that the contract stipulates that DCB will adhere to any and all state and federal requirements.

Tower Lease Agreement – Luxemburg Monopole – Feldt summarized the purpose of the contract. DCB will place equipment on the monopole located in Luxemburg. DCB currently has equipment on the equipment building adjacent to the pole. This equipment will be removed. The contract stipulates a monthly fee to be paid by DCB. One portion of the payment is a fixed amount for the equipment located on the pole. The second portion is a percentage per each subscriber designated to the Luxemburg tower. The Sheriff expressed his concern that any placement of equipment does not affect frequencies used by the radio dispatch system. A question was asked regarding backup power. The contract states that DCB will provide their own back up power. Wagner moved and Shillin seconded to approve the contract. Motion carried.

Administrator's Report:

Personnel Report (including discussion of compensatory time) – Feldt reviewed the personnel report with the committee. Feldt also summarized the issue of compensatory time accumulated by employees and how there are a number of employees with balances that exceed the 24 hours stipulated in the personnel policy. Discussion followed as to the use and accumulation of comp time. Konkel expressed her concern of suspending comp time. Unit Managers believe they can control the excess comp time. More discussion followed. The Committee directed the Human Services Department to return and report at next month's meeting as to the process and actions taken to address the issue.

Administrator's Report – No report given.

Approval to Position Job Descriptions:

WIC Aide/Medical Assistant – Public Health: Dobbins moved and Shillin seconded to approve the position description. Motion carried.

Administrative Assistant – Sheriff's Department: Romdenne moved and Wagner seconded to approve the position description. Motion carried.

Chairman's Report: None.

Next Meeting:: november14, 2019 at 8:00 a.m.

Adjournment: Moved by Wagner, seconded by Romdenne to adjourn the meeting. Motion carried. Meeting adjourned at 10:40 a.m.

Submitted by
Scott Feldt