

Kewaunee County

FINANCE & PUBLIC PROPERTY COMMITTEE MEETING

MEETING MINUTES

Date: Tuesday, May 19, 2015

Time: 4:30 P.M.

Kewaunee County Administration Center, 810 Lincoln St, Kewaunee, WI 54216
Committee Room

Call to Order: The meeting was called to order at 4:30 pm by Chairman Lee Luft.

Roll Call: Members present were Lee Luft, Ken Tebon, John Mastalir, Tom Romdenne, Virginia Haske

Others Present: Scott Feldt, Paul Kunesh, Jeff Wisnicky, Robert Weidner

Approve May 19, 2015 Agenda: Motion by John Mastalir, second by Virginia Haske to adopt the agenda and adopt the May 8 meeting minutes. Motion carried.

Review and approve Sale of Arendt Tax Deed parcel: Motion by Ken Tebon, second by Tom Romdenne to approve the tax deed sale of parcel 31 201 34.053 for \$13,000. Motion carried.

Approval of the Stop-Loss Insurance Renewal: Scott Feldt called Rae Anne Beaudry of Horton by phone for a short presentation on the recommended change to the stop-loss level from \$50,000 to \$55,000, and keeping a 12 month renewal period. Discussion followed and committee member questions were answered.

Motion by Virginia Haske, second by Ken Tebon to approve the Stop-Loss Insurance renewal with a change from \$50,000 to \$55,000 level and a 12 month renewal period. Motion carried.

Approve Additional Bills for Payment: Motion by Tom Romdenne, second by John Mastalir to approve the bills. Motion carried.

Approve County Board and Supplementary Payroll: Motion by Ken Tebon, second by Virginia Haske to approve the Supplementary and County Board payroll.

Other Matters as Authorized by Law: Scott Feldt and Paul Kunesh gave a brief status update on the monthly financial information and statements. Scott also presented an initial plan for the upcoming budget process. With guidance and parameters set by the Finance Committee, Scott would meet with departments and assemble and present a budget to the committee.

Adjournment: Motion by John Mastalir, second by Tom Romdenne to adjourn the meeting. Motion carried. Meeting adjourned at 4:50 pm.

Submitted by:

Paul Kunesh, Recording Secretary

Kewaunee County

FINANCE & PUBLIC PROPERTY COMMITTEE MEETING

MEETING MINUTES

Date: Friday, May 8, 2015

Time: 2:00 P.M.

Kewaunee County Administration Center, 810 Lincoln St, Kewaunee, WI 54216
Committee Room

Call to Order: The meeting was called to order at 2:00 by Chairman Lee Luft

Roll Call: Members present were Lee Luft, Ken Tebon, Tom Romdenne, Virginia Haske

Absent: John Mastalir

Others Present: Scott Feldt, Paul Kunesh, Jeff Wisnicky, Ron Heuer, Steve Hanson, Michelle Dax

Approve May 8, 2015 Agenda: Motion by Virginia Haske, second by Tom Romdenne to adopt the agenda. Motion carried.

Approve Previous Meeting Minutes: Motion by Ken Tebon, second by Virginia Haske to adopt the March 17, 2015 & April 21, 2015 meeting minutes and approve the amended April 10, 2015 meeting minutes. Motion carried

Approve Bills for Payment: Motion by Virginia Haske, second by Tom Romdenne to approve the bills. Motion carried.

Reports:

- a. Scott Feldt, County Administrator – Overtime Report. Scott reported that overall the overtime is lower than in previous years. There has been an increase in Human Services due to the transition to Family Care. He will continue to review the reports but sees no concerns at this time
- b. Paul Kunesh, Finance Director – Monthly Financial Report. Paul handed out a ‘first look’ at what the reports may look like for the finance committee. It will include a General Fund summary, other department summary and in the future there will a summary for each department that reports to the committee. The goal is to get the reports to the departments and to the committees as soon and as complete as possible. Lee commented that he liked the reports. Tom also stated that the reports were very good and liked looking at the report and not have to look at the entire budget printout. Paul will look to add the Total of the General Fund Balance and will also look at attaching an information sheet to explain why a budget may be out of ‘wack’. They will not be concerned if a line item is over as long as the overall budget is good. This will help with the budgeting for next year. Tom would also like some basic training regarding the internal service fund for the highway department to explain how that all works.
- c. Other Department Head Reports as Needed
 - a. Michelle Dax, County Treasurer handed out the April reconciliation report and commented that our working bank, Union State Bank, may be bought by Baylake Bank. No changes are expected until the 4th quarter of this year.

- b. Jeff Wisnicky, Corp Council brought up the thought of having a 'red line number' for health and dental accounts.

County Owned Real Property – Update on Hornig Parcel – Wetland Delineation Estimates

Scott reported that Steve Hanson, LIO Director, researched and found two companies that can do the wetland delineation for this parcel. The costs are as follows:

NES - \$2400 includes surveying costs. They will not be able to start until July 2015.

Bates - \$2300 does not include surveying costs. Terry McNulty will place the wetland and zoning information on the map for an additional \$400. Cost would be \$2700. They are able to start right away. Both companies are accredited. Steve mentioned that no matter which company we decide to go with, there would be an additional \$500 from Terry McNulty to survey the north and south property lines. There was discussion regarding the importance of getting this done sooner – Bates would start in May, NES would not start until July. Motion by Virginia Haske, second by Ken Tebon to hire Bates and McNulty to complete the Wetland Delineation on the parcel. Motion carried. Funds to cover this will come from the tax proceeds account.

Revision of Finance Committee Rules and Duties – Approval of Department invoices and Subsequent Payment

Scott brought up that as a way to remove the redundancy of our invoice approval process, once an oversight committee has approved the invoice, the county clerk will have the ability to pay that invoice. Jeff does not want to change the ability of the committee to audit and review. The finance committee will audit and review all claims and any invoices that have not been approved by the oversight committee. The oversight committee is authorized to approve budgeted claims, but finance will approve anything over \$10,000. The administrator has the right to approve budgeted claims up to \$10,000 to insure timely payment. #14 will be removed from the duties of the Finance and Public Property Committee. After discussion, Jeff will work on the resolution for the May 19th finance meeting to bring before the board in June.

Approve Renewal of Cellcom Contract

Scott notified the board that it is time to renew the two year Cellcom contract. The changes in the contract are that we had been guaranteeing 115 accounts, we are now guaranteeing 100 and our invoice payment will be made in 45 days instead of 30. Matt at Cellcom continues to work with us to maximize our plans. We are saving a few hundred dollars as compared to the last contract. Motion by Virginia Haske, second by Tom Romdenne to authorize the county administrator to renew the two year contract with Cellcom. Motion carried.

Approve Stop Loss Insurance Renewal

Scott handed out an executive summary from the Horton Group regarding our stop loss insurance. The committee had wanted to look at the possibility of finding another provider instead of Humana and at the option of going to 7 months instead of the 12 months to put it in sync with our health insurance contract. Horton has recommended that we go with the 12 month renewal because of the number of high level claims-currently at 5 or 6. Humana has agreed to the renewal with an increased stop loss deductible from \$50,000 to \$55,000. They will not laser any employees. (Note: A laser is when an individual or a medical condition has a higher specific deductible than all others on the plan.) Scott stated that we would be able to get in sync at 7 months if we chose to. The committee would like to know what guarantee we have of that and what the cost would be to make it happen. No decision was made. Scott will get that information and the committee will discuss at the May 19th meeting.

Discuss Health Insurance Renewal Process for 2016 Policy

Lee wants to get this process started as soon as possible and would like to know what our options are for additional cost savings for 2016. Scott stated that he will have Rae Anne available for the next meeting on June 5th. Tom thought the process that we had last year with getting the employees input worked out well and would like to do that again.

Approval of Changes to Land Division Ordinance

Steve Hanson discussed the two changes that he would like made to the Land Division Ordinance. Motion by Virginia Haske, second by Ken Tebon. Motion carried.

Other Matters

Steve Hanson has been in contact with WGNHS. They can map point locations on all the wells in Kewaunee County. It will show the depth to bed rock. A contour lay can be made showing the thickness of the soil. This will be precise and Steve would hope to put this over his parcel maps. Currently there are around 5000 wells in Kewaunee County. The cost would be \$2.00 per well for them to give us the data points. Lincoln Township has approved over \$30,000 towards doing this and related projects. The questions asked were - would we want to do it county wide or at least in the northwest section of the county and what the costs would be. We would also to see if there would be other funding sources. This is just informational at this time, Steve will be back to update on what he finds out.

Next Meetings

Tuesday, May 19th at 4:30 pm, before the county board meeting and Friday, June 5th at 2:00 pm.

Approve Bills for Payment: Motion by Virginia Haske, second by Tom Romdenne to approve the bills. Motion carried.

Adjournment: Motion by Virginia Haske, second by Ken Tebon to adjourn the meeting. Motion carried.
Meeting adjourned at 4:00 pm

Submitted by:

Michelle Dax, Recording Secretary