

Kewaunee County  
FINANCE & PUBLIC PROPERTY COMMITTEE MEETING

**MEETING MINUTES**

Date: Tuesday, June 16, 2015

Time: 5:30 P.M.

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

Call to Order: The meeting was called to order at 5:30 by Chairman Lee Luft

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

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

Approve June 16, 2015 Agenda: Motion by Ken Tebon, second by Tom Romdenne to adopt the agenda. Motion carried.

Approve June 5, 2015 Minutes: Motion by John Mastilar, second by Virginia Haske to adopt the June 5<sup>th</sup> meeting minutes. Motion carried.

Budget Transfer Request Form - Paul Kunesh, Finance Director: Request discussed. Motion by John Mastilar, second by Virginia Haske to approve the budget transfer request by the Finance Director from salary and benefits to Outlay for the purpose of software purchase. Motion carried.

County owned Property - Arendt - 1314 Jefferson St Algoma: The property remains unsold because of non-payment by the last bidder. There has been interest in the property shown by a few people. Motion by Ken Tebon, second by Tom Romdenne to allow Corporation Counsel to negotiate for the sale of the property for no less than the current unpaid tax balance of approximately \$6600.

Revision of Finance Committee Rules and Duties-Approval of Department Invoices and Subsequent payment: The committee discussed the changes to the revised document, specifically the last sentence of paragraph 3 and the elimination of paragraph 14.

Motion by Virginia Haske, second by Ken Tebon to approve the changes to the Rules and Duties of the Finance Committee for payment of bills as presented but with removal of changes made to paragraph 3. Motion carried.

Approve Additional Bills for Payment: The committee agreed the Human Services credit card bill should be paid, but will add this item to the next committee agenda for further discussion and possible action. Motion by John Mastilar, second by Virginia Haske to approve the bills and County Board and Supplementary Payroll for payment. Motion carried.

Other Matters as Authorized by Law: Paul Kunesh reminded the committee of a needed transfer from the General Fund to the Capital Improvement Fund to correct a receipting error related to the sale of the county farm property. The correcting entry will

be done as of 12/31/2014 and the status of the Capital Improvement Fund will be brought to a future Finance Committee meeting.

Paul Kunesh mentioned County fund 875 Fair Association Fund has a balance of about \$7200 with no activity since prior to 2009. Details will be brought to the July committee meeting.

Scott Feldt informed the committee the County is in possession of stock certificates related to the Ryan park property donation. The item will be on the July agenda.

Adjournment: Motion by Virginia Haske, second by John Mastilar to adjourn the meeting. Motion carried. Meeting adjourned at 5:57 pm.

Submitted by:  
Paul Kunesh, Recording Secretary



Kewaunee County

FINANCE & PUBLIC PROPERTY COMMITTEE MEETING

**MEETING MINUTES**

Date: Friday, June 5, 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 2:01 by Chairman Lee Luft

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

Absent: Tom Romdenne

Others Present: Scott Feldt, Paul Kunesh, Ron Heuer, Steve Hanson, Michelle Dax, Gary Paape, Rae Anne Beaudry

Approve June 5, 2015 Agenda: Motion by Ken Tebon, second by Virginia Haske to adopt the agenda. Motion carried.

Approve Previous Meeting Minutes: Motion by Virginia Haske, second by Ken Tebon to adopt the May 8, 2015 & May 19, 2015 meeting minutes. Motion carried

Reports:

- a. Scott Feldt, County Administrator – Overtime Report. Scott reported that overall the overtime is running the same as 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. It was asked if overtime is budgeted, Scott stated that it was.
- b. Paul Kunesh, Finance Director –
  - a. Monthly Financial Report. Paul handed out the General Fund Summary report it showed that for the most part the expenditures were in line. The committee asked that they continue to receive a detailed version of all the funds. Ron Heuer asked if Human Services is providing services that are not mandated. Scott Feldt stated that they were. Ron would like a report with the name of the service, what it is, what it does, how much it costs, what we get back in revenue and if it is mandatory. Scott stated that he will be working on that.
  - b. Budget Transfer Request form. Paul presented a budget transfer request form that he created. He explained how it will work. Committee very satisfied with the result.
  - c. Refinance of County Debt. Paul was looking at refinancing a debt issue. If we refinance now, we could save \$200,000. Paul is looking into this. At this time he is expecting to wait until the maturity in May of 2017 and the return will be greater. He will continue to monitor the rates and will continue to look at all the options as for what will be best for Kewaunee County.
- c. Other Department Head Reports as Needed
  - a. Steve Hanson mentioned that he attended the Lincoln Town Meeting. Lincoln Town gave him permission to seek \$10,000 LIO Base Budget Grant Funding and \$10,000 from the County LIO Fund to assist in paying for a WGNHS mapping project.

- b. Michelle Dax, County Treasurer handed out the May reconciliation report. There was discussion about moving the Revolving Loan Fund from Promo/Parks to the Finance Department.

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

Steve Hanson presented a map from Surveyor Terry McNulty showing that the buildable area of the parcel is very limited. Steve was instructed to send the map to the DNR to see if it is possible to get a driveway permit to enter this buildable area.

Revision of Finance Committee Rules and Duties

Motion made by John Mastilar, second by Ken Tebon to approve the amended finance committee rules as written by corp counsel. Motion carried. Resolution will be presented at the June County Board meeting.

Discuss Health Insurance Renewal Process for 2016 Policy

Lee asked Rae Anne Beaudry, if we were on track and if she had any early recommendations for next year's health insurance coverage. She stated that there is improvement in the utilization of the plan, however there have been 9 claims over the stop loss coverage. There will not be a budget decrease in 2016. She gave some possible ideas to restructure the plan. She concluded that the majority of the population is doing it right, we just have a bad cycle of claims. Lee suggested that there be a meeting with finance and health insurance study committee on August 7<sup>th</sup> at 2 pm. with a possible meeting with the employees on August 11<sup>th</sup>.

Next Meetings

Tuesday, June 16<sup>th</sup> at 5:30 pm (before the county board meeting), Friday, July 10<sup>th</sup> at 2:00 pm and August 7<sup>th</sup> at 2 pm.

Approve Bills for Payment: Motion by John Mastalir, second by Ken Tebon 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