

Kewaunee County
FINANCE & PUBLIC PROPERTY COMMITTEE MEETING

MEETING MINUTES

Date: Tuesday, December 15, 2015

Time: 4:30 PM

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 Chair Lee Luft.

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

Others Present: Scott Feldt, Michelle Dax, Ross Loining, Robert Weidner, Steve Hanson, Scott & Carrie Heim

Approve December 15, 2015 Agenda: Motion by Virginia Haske, second by Ken Tebon to adopt the agenda. Motion carried unanimously.

Approve December 11, 2015 Minutes: Motion by John Mastalir, second by Tom Romdenne to approve the December 11, 2015 meeting minutes. Motion carried unanimously.

Open and Review Sealed County Ag Land Lease Bids: Scott Feldt reported that he had received 5 bids:

Darwin Kuehl - \$210 per acre (pit & landfill)

Pagels Ponderosa - Joseph Yunk \$225/acre (two parcels at landfill)

Pagels - **\$232.56 (pit & landfill)**

Eberts - \$130 per acre (landfill)

\$130 (pit)

Heims Dairy - **\$256.02 (landfill)**

\$125 (pit)

The committee is looking to accept the Heims Dairy bid at \$256.02 for the land fill land. Pagels for \$232.56 for the pit. Committee directed Scott Feldt to follow up with Pagels to verify that they are interested in the pit parcels for \$232.56 per acre.

Budget Transfer – Sheriff’s Department: Budget transfer request of \$61,321.47 has been requested from the Sheriff’s department. Virginia Haske made a motion to approve the transfer, second by John Mastalir. Motion carried unanimously. Resolution will be presented tonight at the county board meeting.

Budget Transfer – Emergency Management: Budget transfer request of \$2,286.49 has been made from Emergency Management. Ken Tebon made a motion to approve the transfer, second by Virginia Haske. Motion carried unanimously. This request does not have to go to county board because it is under \$20,000.

Document Imaging Contract: Ross Loining reported on the IMS 21. It is uniquely better as it integrates with TCM in human services. Door & Manitowoc counties are currently

using this product. The goal is to get rid of paper. The cost of this product is around \$50,000. Ross stated that this was just informative and he will come back to the committee. Lee stated that he has talked to county clerk and there are currently no back ups. Sources may be available to help pay for this product. Steve Hanson looking at including it in his base budget grant application. Human Services may be another funding source. County Clerk has a surplus of \$10,000 this year that she is willing to put toward this project.

Approve Additional Bills for Payment: Motion by Tom Romdenne, second by Ken Tebon to approve the bills. Motion carried unanimously.

Approve County Board and Supplementary Payroll: Motion by Tom Romdenne second by Ken Tebon to approve the Supplementary and County Board payroll. Motion carried unanimously.

Other Matters as Authorized by Law:

Al Hoppe of the fair board would like to follow up with the county board

Question regarding the welcome signs on Hwy 42 & 54. If the signs are located on private grounds we must have permission from the owner. Scott Feldt will follow-up with Dave Myers in promotion and recreation.

Adjournment: Motion by Tom Romdenne, second by Ken Tebon to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:07 pm.

Submitted by:



Michelle Dax, Recording Secretary

Kewaunee County

FINANCE & PUBLIC PROPERTY COMMITTEE MEETING

MEETING MINUTES

Date: December 11, 2015 Time: 10:00 AM

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

Call to Order: The meeting was called to order at 10:00 AM by Chairman Lee Luft

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

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

Approve December 11, 2015 Agenda: Motion by Tom Romdenne, second by Virginia Haske to adopt the agenda. Motion carried.

Approve November 13, 2015 Minutes: Motion by Tom Romdenne, second by John Mastalir to adopt the November 13, 2015 meeting minutes. Motion carried.

Overtime Report: Scott Feldt reviewed the year to date overtime report. Highway-down from prior years due to lack of snow. Human Services-up from previous years, due to conversion to Family Care. Sheriff & Jail-up due to scheduling & FMLA & other time off. This will be reviewed further for potential changes/savings.

Monthly Financial Report: Reports as of October 31st were reviewed. Expenditures across the board continue to be in line with expectations for this point in the year as they have been in prior months. Nothing new has come up since last month. Some Revenue continues to lag behind but the lag is anticipated or expected in most cases.

Approval of transfer from Debt Service Fund to Capital Improvements Fund: As noted in the memo provided with the committee packets, a transfer is needed to zero out the Capital Improvement Fund now that all projects are complete. Motion by Virginia Haske, second by Tom Romdenne to transfer \$84,964.10 from the Debt Service Fund to the Capital Improvement Fund. Motion carried.

Approval of Quit Claim Deed, County Road D: Steve Hanson handed out information referring to a very small wedge of land that is owned by the County but not needed. A request was made to Quit Claim the SW corner of parcel to the adjoining parcel to the west. Motion by Tom Romdenne, second by Virginia Haske to prepare a quit claim deed for the small SW corner of parcel #31.016.19.041 to become part of parcel #31.016.19.047. Motion carried.

Tax Delinquent Property: Michelle Dax presented a list of tax delinquent property for Tax Deed process consideration. She reviewed and updated the status of each. The committee discussed the circumstances of each parcel. Motion by Tom Romdenne, second by Virginia Haske to authorize a resolution to tax deed the following parcels:

- 1 Berkovitz 31 020 2.123
- 2 Harbour Portfolio 31 241 OTP 18
- 3 Karnopp 31 014 23.053
- 4 Lawrenz 31 201 GL2-34 2.2
- 5 Lawrenz 31 201 GL2-34 2.3
- 6 Lawrenz 31 201 GL2-34 2.4
- 7 Miller 31 020 31.022
- 8 Miller 31 014 24.132
- 11 Wuenn 31 018 SBC 5

Motion carried.

Lee Luft discussed the Hornig parcel status. Adding a driveway is needed to increase the value and ability to sell the parcel. Steve Hanson will send map, & the DNR indicated they will review & provide a letter if they determine a driveway is allowed.

Lease Proposal for FSA at Fairgrounds Exposition Building: The Fairground building was built with the intention of housing FSA next to the Land Conservation offices. The current FSA lease at another location is ending soon. A proposal was submitted to GSA for \$49,000 per year for 10 years. Some small changes needed to the conference room. FSA in this building will also benefit the Land Conservation department and their customers.

Approval of Guardianship Fee Schedule: Jeff Wisnicky provided a proposed fee schedule for preparing guardianship documents. Motion made by Virginia Haske, second by John Mastalir to establish a guardianship fee schedule for the Corporation Counsel office. Motion carried.

Insurance Renewals (Property, Liability, Workers Compensation): Scott Feldt handed out a summary of insurance coverage & renewal information. Scott recommend MPIC/Robertson & Ryan quote for property insurance of \$45,517, and WCM for Liability & Workers Compensation. Discussion followed. Motion by John Mastalir, second by Virginia Haske to accept the recommendations and quotes by MPIC for property insurance at \$45,517 & WCM for liability & Workers Compensation. Motion carried

Approval of Resolution-Removal from Local Government Property Insurance Fund(LGPIF): Motion by Tom Romdenne, second by Ken Tebon to approve a resolution withdraw from LGPIF. Motion carried.

Public Comment: none

Discussion Items 1) other revenue sources, 2) capital projects, 3) county tourism marketing:

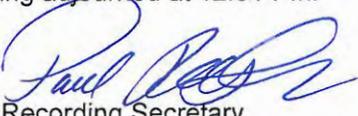
- 1) Need to put one or more on future agendas since 2016 used FB & that can't continue. H&D insurance increases to be addressed as well. May need up t 1M. Potential sources: sales tax, exceed tax levy limit, wheel tax, other fees, etc.
- 2) Potential new jail as a future capital project
- 3) Continue to boost existing efforts – tall ships, Farm Technology Days, Harbor, etc.

The committee agreed that the above items should be a part of the Finance agendas for the remainder of the year.

Next Meetings: January 8 at 10AM, February 12 at 10AM.

Approve Additional Bills for Payment: Motion by Ken Tebon second by Virginia Haske to approve the bills. Motion carried.

Adjournment: Motion by John Mastalir, second by Tom Romdenne to adjourn the meeting. Motion carried. Meeting adjourned at 12:01 PM.

Submitted by: 
Paul Kunesh, Recording Secretary