

**Kewaunee County  
FINANCE & PUBLIC PROPERTY COMMITTEE MEETING**

**MEETING MINUTES**

Date: March 15, 2016 Time: 5:30PM

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

Call to Order: The meeting was called to order at 5:31PM by Chairman Lee Luft.

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

Others Present: Scott Feldt

Approve the Agenda: Motion by Romdenne, second by Haske to adopt the March 15, 2016 agenda. Motion carried.

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

Approve County Board & Supplementary Payroll: Motion by Mastalir, second by Haske to approve the bills. Motion carried.

Other Matters as authorized: None

Adjournment: Motion by Mastalir, second by Haske to adjourn the meeting. Motion carried. Meeting adjourned at 5:45 PM.

Submitted by: Scott Feldt



**Kewaunee County**  
**FINANCE & PUBLIC PROPERTY COMMITTEE MEETING**  
**MEETING MINUTES**

Date: March 11, 2016 Time: 9:00 AM

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

Call to Order: The meeting was called to order at 9:00 AM by Chairman Lee Luft

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

Others Present: Scott Feldt, Paul Kunesh, Steve Hanson, Ron Heuer, Kay Shillin, Gerald Paape, Mary Ellen Dobbins, Sue Weisser, Charles Schmidt.

Approve the Agenda: Motion by Tom Romdenne, second by Virginia Haske to adopt the March 11, 2016 agenda. Motion carried.

Approve Minutes: Motion by John Mastalir, second by Virginia Haske to adopt the February 12, 2016 and February 17 Finance Committee minutes. Motion carried.

Overtime Report: Administrator Feldt presented and reviewed the February YTD Overtime report. Sheriff & Jail appear to be high and on track to be over budget well before year end. The committee requested the Administrator meet with the Sheriff to discuss the reasons and report back to the committee in April. A more detailed review of Jail staffing and scheduling is anticipated later in the year.

Monthly Financial Report: Finance Director Paul Kunesh briefly reviewed the January 2016 financial reports. It is very early in the year and there are no unexpected deviations at this time. Preliminary work for the 2015 year-end financial reports is estimated about 80% complete, excluding the Human Services Fund. County fund balances overall are on track to increase by about \$500,000. Fund balance in the General Fund is on track to increase by about \$160,000, and Roads & Bridges Fund by \$840,000. Human Services is still unknown. Information for the Solid Waste Fund will be presented at the next Highway/SW committee meeting. The Revolving Loan Fund receipted \$130,000 of interest and principal payments, and made new loan of \$227,000, and still has a cash balance of over 1 million. Total cash balances have increased from the end of 2014 to the ends of 2015.

Travel Request: Motion by Tom Romdenne, second by John Mastalir to approve travel for Paul Kunesh to Elkhart Lake in April for a WGFOA conference. Motion carried.

Land Information Office Budget Request-Comprehensive and Farmland Preservation Planning: Steve Hanson explained the request to amend the Land Information Office 2016 budget for a \$15,000 DATCP grant. The project was already approved but a motion is needed to revise the budget to reflect this project. Motion by Virginia Haske, second by John Mastalir to approve accepting the \$15,000 DATCP grant, use of \$15,000 LIO fund balance, and expenditures of \$30,000 for the comprehensive and farmland preservation planning project in 2016. Motion carried.

Land Information Office recently received approval for an additional \$20,000 of base budget grant. A budget adjustment request will be at a future committee meeting.

Addressing the Projected 2017 Budget Shortfall: a) Sales Tax, b) Raising the County Levy Limit, c) Potential Budget Reductions, d) Other Cost Reductions

Chairman Luft asked committee and board members in attendance what ideas or feedback was received after the February committee meeting. Feedback included: A sales tax is not popular but reluctantly may be the best available option, a portion of sales tax revenue would come from non-residents, a wheel tax is not a popular option in most districts, an explanation on the effect of the power plant assessment on tax bills as well as the potential effects on tax bills should the assessment be reduced, and cut expenditures. Chairman Luft reviewed recent expenditure reductions including staff reduction from 176 to 142, changes in the Health insurance plan that has employees paying a larger portion of premium and claims as well as changes in coverage, employee portion of retirement contributions will be paid by all employees within three years. Operational efficiency improvements as well as cooperative or regional agreements with other municipalities and Counties should continue to be explored. All attending were encouraged to request and bring comments and ideas to the Finance Committee and County Board for future discussions and eventual decision. The Committee asked the Finance Director to request sales tax collection by industry code from the Department of Revenue and bring that information to the April meeting.

Preparation for the April 8<sup>th</sup> Finance Committee Meeting: Chairman Luft asked all municipalities to send a representative and ideas to the April meeting.

Public Comment: Gerald Paape mentioned that Town Board annual meetings are coming up in April and that would be a good time to pass this information to the town boards and residents. Chairman Luft will take the lead on listing meeting dates and coordinating county representatives to attend.

Mary Ellen Dobbins commented on a need to explain to taxpayers why their tax bills are down this year but there may be a need to increase them later. She also asked if some Finance Committee meetings could be in the evening.

Sue Weisser requested an update on a mandated vs non-mandated list of County programs, commented that elected salary increases, and the amount of County debt.

Ron Heuer suggested more volunteer opportunities and an adopt-a-park program.

Charles Schmidt would also like to see a mandated vs non-mandated list of County programs, commented that the February meeting had tax increase items rather than cost cutting items. A survey for County residents was suggested, possibly during the upcoming elections.

Chairman Luft reported that the DNR has provided some options for access to the tax deeded Hornig parcel that should help with the sale. He will be contacting realtors with the new information.

Next Meetings: April 8<sup>th</sup> at 9AM in the Human Services building training room.

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

Adjournment: Motion by Tom Romdenne, second by Virginia Haske to adjourn the meeting. Motion carried. Meeting adjourned at 11:31AM.

Submitted by:   
Paul Kunesh, Recording Secretary