

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

**MEETING MINUTES**

Date: June 29, 2016    Time: 4:00PM

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

Call to Order: The meeting was called to order at 4:00PM by Chairman Lee Luft

Roll Call: Members present were Lee Luft, John Mastalir, Tom Romdenne, Virginia Haske, Chris Rasmussen

Others Present: Scott Feldt, Paul Kunesh, Robert Weidner, Steve Hansen

Approve the Agenda: Motion by John Mastalir, second by Tom Romdenne to adopt the June 21, 2016 agenda. Motion carried.

Approve Minutes: Minutes were not available for review at the time of mailing. Deferred to the July 7<sup>th</sup> meeting.

Discussion–Revenue options for 2017 and Cost savings: Continued from the June 21st Finance Committee meeting. Administrator Feldt reviewed a list of potential cost savings and potential revenue generation. Discussion followed with the goal of narrowing the scope of options to consider on July 7<sup>th</sup>. Topics discussed included health insurance claims, prescription costs, and utilization, economic development and growth of the County, County Board pay,

Chris Rasmussen requested a list he had be incorporated into the five year projections and that that then be sent to the committee members.

Next Finance Committee Meeting: July 7<sup>th</sup>

Public Comment: None.

Adjournment: Motion by Chris Rasmussen, second by Tom Romdenne to adjourn the meeting. Motion carried. Meeting adjourned at 6:22PM.



Submitted by:  
Paul Kunesh, Recording Secretary

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

**MEETING MINUTES**

Date: June 21, 2016    Time: 4:30PM

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

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

Roll Call: Members present were Lee Luft, John Mastalir, Tom Romdenne, Virginia Haske. Chris Rasmussen arrived at 4:57, Tom Romdenne arrived at 5:22.

Others Present: Scott Feldt, Paul Kunesh, Michelle Dax, Steve Hansen, Robert Weidner, Larry Kirchman, Kay Shillin.

Approve the Agenda: Motion by Virginia Haske, second by John Mastalir to adopt the June 21, 2016 agenda. Motion carried.

Approve Minutes: Motion by Virginia Haske, second by John Mastalir to adopt the June 8, 2016 Finance Committee minutes. Motion carried.

Consider Budget Adjustment-Project Phoenix: Motion by John Mastalir, second by Virginia Haske to recommend accepting PSC grant funds & enter into contract for \$50,000 with Dynamic Concepts LLC for Project Phoenix as presented. Discussion followed. The contract with Dynamic Concepts was reviewed by the PSC, and contains language limiting payment to Dynamic to the amount of grant revenue received by the county. Motion carried.

Approve revisions to the County Investment Policy: Review and discuss revisions to the County Investment Policy last updated in 2005. Proposed changes include more clearly defining the rolls of the Treasurer and Finance Director, clarifying reporting, and removal of the glossary. Motion by Chris Rasmussen, second by Tom Romdenne to approve revisions to the Kewaunee County Investment Policy as presented. Motion carried.

Update from Chairman Luft – Meeting with John Roach of Roach & Associates: Chairman Luft met with Mr. Roach and discussed the payment request & described the process the request would follow. Finance Committee would discuss and forward the issue to the County Board and the Board would make a decision. Mr. Roach will attend the Finance Committee meeting on July 7 to present and discuss his work and the requested payment.

Discussion – Revenue options for 2017 and Cost savings: Continued from the June 8 Finance Committee meeting. Administrator Feldt reviewed a list of potential cost savings and potential revenue generation. Discussion followed. July meeting will have more discussion and potential recommendations to the County Board. A special Finance Committee meeting will be held on Wednesday June 29<sup>th</sup> 4PM. The agenda will be further discussion of the cost savings & revenue enhancement for 2017.

Approve Additional Bills for Payment: Motion by Chris Rasmussen second by Tom Romdenne to approve the bills as presented. Motion carried.

Approve County Board and Supplementary Payroll: Motion by Chris Rasmussen, second by Tom Romdenne to approve the County Board and Supplementary payroll as presented. Motion carried.

Other Matters as Authorized by law: Chairman Luft presented three proposals for marketing and selling the Hornig property. The committee directed the chair to negotiate rates and report back to the committee.

Adjournment: Motion by Tom Romdenne, second by Virginia Haske to adjourn the meeting. Motion carried. Meeting adjourned at 6:00PM.



Submitted by:  
Paul Kunesh, Recording Secretary

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

**MEETING MINUTES**

Date: June 08, 2016    Time: 8:00 AM

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

Call to Order: The meeting was called to order at 8:00 AM by Chairman Lee Luft

Roll Call: Members present: Lee Luft, John Mastalir, Virginia Haske, Chris Rasmussen  
Absent: Tom Romdenne.

Others Present: Scott Feldt, Paul Kunesh, Jeff Wisnicky, Robert Weidner, Ross Loining,  
Jamie Annoye

Approve the Agenda: Motion by Chris Rasmussen, second by Virginia Haske to adopt the  
June 8, 2016 agenda. Motion carried.

Approve Minutes: Motion by John Mastalir, second by Chris Rasmussen to adopt the May 12  
and May 16, 2016 Finance Committee minutes. Motion carried.

Overtime Report: Scott Feldt discussed the May overtime report. The Sheriff department is  
still a concern and the overtime is due to turnover & staffing levels, as well as the budget  
amount being set lower for 2016. The Sheriff may attend the July Finance Committee meeting  
to provide further details.

Monthly Financial Report: Paul Kunesh updated the committee on the April 2016 financial  
reports. There are no areas of concern or outlying items that have not already been  
discussed. The audit for 2015 is in progress and going well so far.

Approval 2016 budget adjustments: Review and discussion of the request and supporting  
documents. Budget adjustments are to move amounts from one line or department to another  
line or department for the purpose of "cleaner" reporting. No new revenue or expenditures are  
involved. Motion by Virginia Haske second by Chris Rasmussen to recommend the County  
Board approve the 2016 budget adjustments as presented. Motion carried.

Approval of Contract with Kewaunee County Agricultural Association: Review and discussion  
of the county fair contract. The existing contract has not been updated since 1979. The most  
significant changes include the Fair Board purchasing their own insurance and a limit on  
County employee staff time. Robert Weidner asked for clarification of the addendum language  
and the insurance coverage and limits. Motion by Virginia Haske second by John Mastalir to  
recommend the County Board approve the contract with Kewaunee County Agricultural  
Association as presented. Motion carried.

Payment of Invoice – Roach & Associates Feasibility Study: Scott Feldt reviewed the issue  
and events to date. The Wi Public Service Commission (PSC) awarded a clean energy grant  
to Kewaunee County for a feasibility study of converting liquid manure to methane gas. An  
RFP was issued and contract awarded to Roach & Associates (Roach) in March. PSC  
contacted the County in May and stated the scope of the work done by Roach was not  
sufficient and the grant would not pay for that work. The County has selected a different  
vendor to complete the grant work. Roach has time and expenses for work completed to date.

No action taken by the committee. Chairman Luft and other County officials will meet with Roach to discuss the requested payment amount.

Discussion – a) Revenue options 2017, b) Cost savings: Scott Feldt presented a list of revenue generation & cost savings items with no recommendation on any specific item. The committee reviewed & discussed items & the impact of implementing some of the items, but was not able to get through the entire list. The next committee meeting will continue the discussion.

Chris Rasmussen left the meeting at 9:46.

Approval of Bills for Payment: Motion by Virginia Haske second by John Mastalir to approve the bills as presented. Motion carried.

Next Meetings:

06/21/16 4:30 PM (prior to CB). Start time moved up to continue Revenue/Cost options discussion

07/07/16 8:00 AM

then the Second Thursday of each month at 8 AM through the end of 2016

Public Comment: None

Adjournment: Motion by Virginia Haske, second by John Mastalir to adjourn the meeting. Motion carried. Meeting adjourned at 10:15 AM.

Submitted by:   
Paul Kunesh, Recording Secretary