

KEWAUNEE COUNTY

FINANCE & PUBLIC PROPERTY COMMITTEE - MEETING MINUTES

Date: [September 28, 2016](#) Time: [4:00 PM](#)

Kewaunee County Administration Center – Conference Room

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

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

Others present: Scott Feldt, Paul Kunesh, Kay Shillin, Gerald Paape, Steve Hanson, Dan Mongoven & Kelly Jagelski of Horton

Approve the Agenda: Motion by John Mastalir, second by Virginia Haske to adopt the September 28, 2016 agenda. Motion carried.

Approve Minutes: Motion by Tom Romdenne, second by Virginia Haske to adopt the September 20, 2016 Finance Committee minutes. Motion carried.

Approval of Health & Dental Plan: Handout provided by Administrator Feldt. Dan & Kelly of Horton presented the information on medical & dental options.

Medical is in need of some amount to increase the reserves and that is included in the calculations as presented. The proposed premium increase of 10.4%, as a starting point, would cover the costs for 2017 including the reserve amount, with existing deductible & copays. A list of 13 possible plan design changes with potential savings was presented by Horton & reviewed by the committee. Motion by Tom Romdenne second by Virginia Haske to approve setting the single premium rate at \$890 per month & family premium rate at \$2190 per month, which reflects an additional contribution to cover the current negative fund balance in the self-insured health fund. Motion carried.

Dental information was presented and discussed. Motion by Tom Romdenne, second by Virginia Haske to approve setting the single dental premium rate at \$50 per month & the family premium rate at \$126 per month. Motion carried

The committee asked for information about a spousal carve-out as mentioned at a previous committee meeting. A carve-out may very well have healthy spouses or other members leave the plan and have a potential negative impact to the plan, with some negative impact on the employees as well, and may only provide minimal benefits to the County.

Discussion & Possible Approval of LWCD fees: Administrator Feldt presented information on two possible fees to be added.

Farmland Preservation Walkover Fee. A fee at \$.50 per acre could generate up to \$67,757 per year on 135,515 eligible acres. It is estimated that about 85% of eligible farmland is in a program. The \$.50 per acre is based on Brown County's rate. Options include: a flat fee, different amount per acre, eligible acres vs total acres, etc. The committee discussed options. Motion by John Mastalir, second by Virginia Haske to approve a walkover fee at \$.50 per total agricultural acre per year to offset the cost of the walkover by the Land & Water Conservation department. Motion carried.

Animal Waste Storage Inspection Fees. Options: flat fee, graduated based on size, or by volume, setting a minimum inspection amount, what is the fee intended to cover, split into a storage inspection fee by size & nutrient management fee by acre, etc. The committee

discussed options. The committee directed the Administrator to develop a graduated scale for the Storage Inspection fee, and return with this info at the Oct 13th committee meeting, as well as the costs related to the management, etc. of Nutrient Management per acre for potential future fees.

Approve Additional Bills for Payment: none.

Next Meetings:

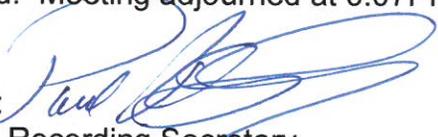
Oct 13th 8AM

Oct 18th 4:30 PM

Nov 4th 8AM

Public Comment: none.

Adjournment: Motion by Tom Romdenne, second by John Mastalir to adjourn the meeting. Motion carried. Meeting adjourned at 6:07PM.

Submitted by: 
Paul Kunesh, Recording Secretary

**KEWAUNEE COUNTY
FINANCE & PUBLIC PROPERTY COMMITTEE - MEETING MINUTES**

Date: [September 20, 2016](#) Time: 5:00 PM
Health & Human Services Center – Training Room

Call to Order: The meeting was called to order at 5:00PM by Chairman Lee Luft

Roll Call: Members present: Lee Luft, John Mastalir, Tom Romdenne, Virginia Haske
Absent: Chris Rasmussen.
Others present: Scott Feldt, Paul Kunesh, Tom Karman, Bob Weidner

Approve the Agenda: Motion by Virginia Haske, second by John Mastalir to adopt the September 20, 2016 agenda. Motion carried.

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

2015 Audited Financial Statements & Management Letter – Tom Karman, Schenck: Tom reviewed information in the 2015 Annual Financial Report and Management Letter and answered committee members questions. The auditors' report in the 2015 Annual Financial Report provides an unqualified or 'clean' opinion. The management letter was reviewed more thoroughly since it contains highlights and a summary of the financial information in the Annual Financial Report.

Discuss establishment of New LWCD Fees: Administrator Feldt provided two handouts as an introduction to some potential LWCD fees. Handouts provided information for a Farmland Preservation Walkover Inspection fee and an Animal Waste Storage Unit Inspection fee. Similar fees exist in other Counties, and have options for the fee schedules. A question was asked about possible woodland & wetland inspection fees. Fees could be invoiced and/or placed on the tax bill.

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

Approve County Board and Supplementary Payroll: Motion by John Mastalir second by Virginia Haske to approve the County Board and Supplementary payroll as presented. Motion carried.

Other Matters as Authorized by law: none

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

Submitted by: 
Paul Kunesh, Recording Secretary

**KEWAUNEE COUNTY
FINANCE & PUBLIC PROPERTY COMMITTEE - MEETING MINUTES**

Date: [September 8, 2016](#) Time: [8:00 AM](#)

Kewaunee County Administration Center Conference Room

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

Roll Call: Members present: Lee Luft, John Mastalir, Tom Romdenne Excused: Chris Rasmussen
Absent: Virginia Haske Others present: Scott Feldt, Paul Kunesh, Gerald Paape, Matt Joski, Mary
Ellen Dobbins

Approve the Agenda: Motion by John Mastalir, second by Tom Romdenne to adopt the September 8, 2016 agenda. Motion carried.

Virginia Haske arrived at 8:05.

Approve Minutes: Motion by Tom Romdenne, second by John Mastalir to adopt the August 10, 2016 Finance Committee minutes with one correction: the UWX computer request should be \$6,000 rather than \$6,0000. Motion carried.

Overtime Report: Administrator Feldt reviewed the August overtime report. The new Jail schedule is expected to reduce overtime through the remainder of the year. Highway looks OK so far this year, but the winter season is unpredictable. The sheriff spoke briefly on staffing, employees & overtime.

Monthly Financial Report: Finance Director Kunesh reviewed the July 2016 financial reports in summary. No red flags through July. The 2017 budget process includes department estimates of the 2016 year end results and those are looking on track as well.

Review & approve \$3300 request for scanning-ROD: Motion by Virginia Haske second by Tom Romdenne to approve the use of the remaining Redaction Fee Fund balance of \$3300.39 for scanning. Motion carried

Discuss the need for a second public forum RE 2017 budget: Members discussed calls and comments received. Algoma TV recorded the forum held in Luxemburg and has made it available on line and local cable. Consent of the committee was to not have a second forum, but to promote the availability of the Algoma TV recording.

Update on the 2017 County budget process: Most departments are in & most of those are reviewed. The budget will be handed out to the County Board at the September 20th meeting & plans are to give it to the Finance Committee a few days earlier along with highlights. The Finance Committee will meet before the October County Board meeting to review & discuss the budget.

Review & discuss the Kewaunee County Capital Improvement Plan 2017-2021:

Finance director and Administrator handed out the first Capital Improvement Plan (CIP) & a draft Capitalization policy. Capital Improvements are typically larger ticket items with mid to long term replacement. The purpose of the plan is to provide a 5 year view of what capital purchases or projects are anticipated in the next five years, as well as an estimated cost. The CIP is a plan & not a budget, so all items listed will still need to go through the budget process. The draft Capitalization policy is documenting the accounting and reporting policy & procedures for capitalizing used in the County's financial reporting system. Most if not all are already being followed & would now be formally documented. Approval of the policy will be on the October agenda.

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

Next Meetings: Sept 20th 5PM—regular meeting
Sept 28th 4PM-Insurance & budget review
Oct 13th 8AM—regular meeting
Nov 4th 8AM – regular meeting

Public Comment: Committee members discussed receiving comments about the Algoma bridge decision.

Adjournment: Motion by Tom Romdenne, second by Virginia Haske to adjourn the meeting. Motion carried. Meeting adjourned at 9:36 AM.

Submitted by:
Paul Kunesh, Recording Secretary

