

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

Date: [October 18, 2016](#) Time: 4:00 PM

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, Virginia Haske, Chris Rasmussen.
Tom Romdenne arrived at 4:20.

Others present: Scott Feldt, Paul Kunesh, Gerald Paape, Mary Ellen Dobbins, Lonnie Vincent, Robert Weidner.

Approve the Agenda: Motion by Rasmussen, second by Haske to adopt the October 18, 2016 agenda. Motion carried.

Approve Minutes: Motion by Mastalir, second by Rasmussen to adopt the October 13, 2016 Finance Committee minutes. Motion carried.

Approve Possible Amendments to 2017 County Budget: Lonnie Vincent of Kewaunee County Economic Development Corporation (KCEDC) provided a handout and reviewed highlights of the KCEDC. He requested funding from the County be continued at \$40,000 as in previous years rather than the Administrator Proposed budget amount of \$20,000.

Gerald Paape, who is on the KCEDC board as well as the County Board, spoke in support of the \$40,000 request. Mr. Vincent answered committee questions. Robert Weidner provided history on the County & payments to KCEDC. Thirteen years ago the County provided funding to help start the KCEDC with the intention of KCEDC becoming self-sufficient in a few years. He stated we should continue to support the KCEDC, but at the \$20,000 amount as proposed by the County Administrator. Lee Luft proposed a change to \$30,000 in 2017 with a re-evaluation for 2018 and beyond. Other committee suggestions included keeping it at \$20,000, increasing to \$40,000, or annual reductions of \$5,000. The committee reviewed and discussed options.

Motion by Haske, second by Rasmussen to recommend changing the KCEDC budget amount to \$30,000 from \$20,000. Roll Call vote: Luft, Haske, Rasmussen, Mastalir voted yes. Romdenne voted no. Motion passed 4-1.

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

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

Other Matters as Authorized by Law: None

Adjournment: Motion by Haske, second by Rasmussen to adjourn the meeting. Motion carried. Meeting adjourned at 5:00PM.

Submitted by: 
Paul Kunesh, Recording Secretary

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

Date: [October 13, 2016](#) Time: 8:00 AM

Administration Center – Conference Room

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

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

Others present: Scott Feldt, Paul Kunesch, Matt Joski, Dave Myers, Bob Weidner, Mary Ellen Dobbins, Jennifer Schneider, Aerica Bjurstrom

Approve the Agenda: Motion by Chris Rasmussen, second by Tom Romdenne to adopt the October 13, 2016 agenda. Motion carried.

Approve Minutes: Motion by John Mastalir, second by Tom Romdenne to adopt the September 28, 2016 Finance Committee minutes. Motion carried.

Overtime Report: The Administrator and Sheriff provided information on year to date overtime. Sheriff scheduled overtime has slowed, but training new officers is requiring some additional overtime. There will be another new officer as of 1/1/17 that will require some more training and overtime in early 2017.

Monthly Financial Report: The Finance Director presented the year to date statements as of August 31st and answered committee members questions. A Fund Balance report containing 2016 beginning fund balances was handed out and reviewed. As stated by the auditors last month, the General Fund unassigned fund balance is healthy at about 31% of annual expenditures. The report also contains all other County fund balances and a general 'yardstick' measuring the level of fund balance for each fund & the total. In total the fund balances are low because of some funds such as Human Services and Solid Waste being negative. This is a general measurement that will be better defined and refined when a County fund balance policy is created. That policy is planned for the first half of 2017.

Discussion and Possible Approval of LWCD Fees:

Walkover fees - Review and discussion of the fees. New information from Land & Water has changed the original estimates. This proposal is still in development and a reconfigured report will be brought to the next meeting on Oct 18th. Questions were asked about what parcels are covered & what services are provided for the cost.

Animal waste fee. Fees must be directly related to the service provided. Information will be put together relating cost of service and the related fees. Cost & fee levels were discussed.

Discussion and Possible Amendments to the 2017 County Budget:

Administrator Feldt presented several proposed changes including:

1. Highway transportation Aid decrease of \$116,188 from the estimate in the proposed budget to the calculated amount from the DOT letter dated October 7th.
2. Exempt Computer Aide decrease of \$11,362 from the estimate in the proposed budget to the DOR calculation report dated Sept 30th.
3. Human Services committee requested \$7500 be added for a payment to Willow Tree Child Advocacy Center to help cover the cost of child forensic interviews.
4. Legislative Days addition of \$2500 for the every-other year event.

5. Add the utility tax step down payment revenue of \$285,305 with a related transfer to fund balance for the same amount.
6. Add a printer purchase for \$700 and increase the Victim Witness grant by \$308 for a replacement office printer partially covered by the grant.
7. Tom Romdenne also requested the UW Extension budget be increased by \$2100 in postage and \$1000 in printing to ensure there was enough to cover the anticipated amounts needed for the 2017 Farm Technology Days event.

Motion by Chris Rasmussen second by John Mastalir to approve the list of budget adjustment items numbered 1 to 7 above. Motion carried. A more detailed list of the 7 adjustments will be provided at the next committee meeting.

Discuss Tourism Efforts: Chairman Luft discussed a need to create a planned replacement and development list from the Parks department for maintenance and improvements to County parks.

Approve Fixed Asset Capitalization & Inventory Policy: Review and discussion of the policy and purpose. Motion by Virginia Haske second by Chris Rasmussen to approve the Kewaunee County Fixed Assets Capitalization and Inventory Policy as presented. Motion carried

Review Capital Improvement Plan (2017-2021): Reviewed and discussed the plan and its purpose. The plan will be updated and printed around February, after updating for changes resulting from adoption of the annual budget.

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

Next Meetings:

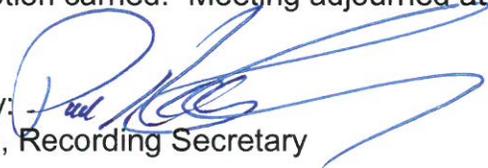
Oct 18th 4pm prior to CB

Nov 4th 8AM

Dec 8th 8AM

Public Comment: Jennifer Schneider provided a short update on the website. The committee discussed updates on the sale of the Hornig property. A few inquiries are coming through the realtor.

Adjournment: Motion by Chris Rasmussen, second by Tom Romdenne to adjourn the meeting. Motion carried. Meeting adjourned at 10:02 AM.

Submitted by: 
Paul Kunesh, Recording Secretary