



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

**June 15, 2021 5:30 p.m.**

**Kewaunee County Administration Building, 810 Lincoln Street, Kewaunee, WI 54216  
Administration Conference Room**

1. Call to Order
2. Roll Call
3. Approval of June 15, 2021 Finance Agenda
4. Approval of June 4, 2021 Finance Committee Minutes
5. Public Comment
6. Approval of Sale of 413 Beardsley and 513 Harrison to the City of Kewaunee
7. Such Other Matters as Authorized by Law
8. Next Meeting
9. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.



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

June 4, 2021 8:00 a.m.

Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216  
County Board Room

**Call to Order:** Mastalir called the meeting to order at 8:00 a.m.

**Roll Call:** Members Present – John Mastalir, Jeff Vollenweider, Doak Baker, Tom Romdenne, Virginia Haske. Others Present – Gary Paape Dan Olson, Matt Joski, Paul Kunesh, Scott Feldt, Jeff Wiosnicky, Dave Myers.

**Approval of June 4, 2021 Finance Agenda:** Haske moved, Vollenweider seconded to approve the agenda. Motion carried.

**Approval of May 18, 2021 Finance Committee Minutes:** Baker moved, Haske seconded to approve the May 18, 2021, minutes. Motion carried.

**Public Comment:** None

**Monthly Administrative Report**

**Monthly Financial Report – April 2021:** Kunesh reviewed monthly financials. Sales tax collections for April totaled \$115,680. Contingency balance is \$83,386. Coroner has larger than normal activity due to the number of deaths in 2021. Solid Waste Fund did receive funds from the long-term maintenance fund after approval from DNR. 20202 Highway department budget had a \$133,000 surplus. Adjustments to inventories and book entries changed what was first reported as a deficit to a surplus as Kunesh previously indicated. Auditors were here from May 19-28. They will present their findings in August.

**Medical/Dental Financial Report – April 2021:** Feldt indicated no items of note. No questions.

**Overtime Report – May 2021:** Feldt indicated no items of note. No questions.

**Repairs to Red River Park – Parks:** Myers summarized the proposed repair project. Damage occurs almost yearly at Red River park. The proposed project would address concerns lawn damage from vehicles and road damage from lake levels and ice shoves. General discussion followed as to use at the park and ongoing maintenance issues. Romdenne moved and Haske seconded to approve the transfer of \$31,700 from the Contingency fund to repair damaged roadway and park areas. Motion carried

**Set Property Values for Tax Deed Parcels:** Wisnicky reviewed the tax deeds under consideration. Pictures of the Buchanan Street property were provided. Discussion followed as to the value of the property and setting a price that will encourage bids for the property. Wisnicky explained that the Harrison Street and Beardsley Street properties are vacant lots and the only real interest would be from neighboring property owners as the lots are small..

**273/277 Buchanan Street Algoma:** Vollenweider moved, Romdenne seconded to list the property at \$7,500. Motion carried.

**513 Harrison Street, Kewaunee and 413 Beardsley Street, Kewaunee:** Vollenweider moved, Baker seconded to list the property at 1500. Motion carried.



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**Discussion of County Fees:** Feldt reviewed summary of county fees. Feldt identified fees that could be reviewed by the committee and the departments that that could attend the next meeting to discuss those fees. General discussion followed as to the fee, and how often they are charged. Feldt was directed to create a general summary of county fees (fee levels, total revenue generated, etc.) for the committee to discuss and recommendations for fee changes.

**Approval of Transfer of Fund Surplus**

**General Fund to Debt Service Fund:** Kunesh reviewed the fund balance policy that recommends a minimum of 10% of any General Fund unassigned surplus be transferred to the Debt Service fund to prepay outstanding debt. Romdenne moved, Baker seconded to transfer \$55,300 from the General Fund to the Debt Service Fund as recommended by fund balance policy. Motion carried.

**Contingency Fund to Capital Improvement Fund:** Kunesh reviewed the fund balance policy recommending surplus funds from the Contingency fund be transferred to the Capital Improvement Fund. It was determined in 2018 that a Contingency balance of \$400,000 and Capital Improvement Fund balance of \$500,000 were sufficient for any large emergencies. The transfer of \$64,062 would place the Contingency total at \$525,222. Discussion followed regarding Contingency, other uses of surplus funds and how the Capital Improvement Fund balance was determined. Baker moved, Haske seconded that \$38,840 be transferred from the General Fund-Assigned Contingency to the Capital Improvement Fund. And \$25,222 be transferred from the General Fund-Assigned Contingency to the Debt Service Fund. Motion carried.

**Review March 2021 Vendor Payments:** Kunesh provided report of vendor payment for review.

**Approve Supplemental Payroll:** Baker moved, Haske seconded to approve the secondary payroll. Motion carried.

**Such Other Matters as Authorized by Law:** Romdenne asked for a progress report on the campground parcel that was sold.

**Next Meeting:** July 2, 2021

**Adjournment:** Romdenne moved, Baker seconded to adjourn. Motion carried. Meeting adjourned at 9:15 a.m.

**From:** Jeffrey Wisnicky

**Sent:** Tuesday, June 8, 2021 9:55 AM

**To:** Scott Feldt <feldt.scott@kewauneeco.org>; Paul Kunesh <kunesh.paul@kewauneeco.org>; John Mastalir <mastalir.john@kewauneeco.org>; John Mastalir <bwshauling@gmail.com>

**Subject:** 413 Beardsley and 513 Harrison

Gentlemen:

As part of the Tax Deed process, I am required to send notices to the local municipality telling them I am selling tax deeded properties. I sent said notice to the City of Kewaunee last week after the Finance Meeting.

The City contacted me and is willing to purchase both the lots above for the sum of \$1,000. Their plan is to divide Harrison in half and sell to the adjoining landowners. The city wants the Beardsley lot to combine with the property it owns in that location for hopefully a development project.

Frankly I suggest we take the deal and move on. Harrison will be immediately on the tax rolls and hopefully someday Beardsley will be as well with a new development.

Let me know, perhaps we can schedule a Finance Meeting before the Board meeting and approve this sale to the City? Otherwise we are likely waiting to August to get this done.

Jeff

**Jeffrey R. Wisnicky**  
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