



Kewaunee County
FINANCE & PUBLIC PROPERTY COMMITTEE MEETING
AGENDA

August 17, 2021 5:00 p.m.

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

1. Call to Order
2. Roll Call
3. Approval of August 17, 2021 Finance Agenda
4. Approval of August 6, 2021 Finance Committee Minutes
5. Public Comment
6. Approval of Contingency Fund Transfer request - IT
7. Review of County Audit – CLA (Clifton Larsen)
8. Update – Gilles Campground
9. Discussion – 2022 County Health Plan
10. Such Other Matters as Authorized by Law
11. Next Meeting
12. Adjournment

**The public is able to watch the meetings LIVE via YouTube. Go to: www.kewaunee.co.org
Once you are on the homepage, on the left hand side, click on *Committee Meetings – LIVE*
Then click on the link for the meeting you want to watch**

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

August 6, 2021 8:00 a.m.

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

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

Roll Call: Members Present – John Mastalir, Tom Romdenne, Virginia Haske, Doak Baker.
Members Excused – Jeff Vollenweider. Others Present – Michelle Dax, Scott Feldt, Dave Myers.

Approval of August 6, 2021 Finance Agenda: Baker moved, Haske seconded to approve the agenda. Motion carried.

Approval of July 2, 2021 Finance Committee Minutes: Haske moved, Romdenne seconded to approve the July 2, 2021 minutes. Motion carried.

Public Comment: None.

Monthly Administrative Report

Monthly Financial Report – June 2021: Committee reviewed summary provided by Finance Director Kunesh in his absence. Feldt notified the committee of the audit to be presented on August 17 prior to the County Board meeting.

Medical/Dental/Large Claimant Financial Report – June 2021: Feldt reviewed the reports. Feldt indicated that the committee will need to address the Health Insurance Fund deficit in 2022. This will result in an increase in the insurance premium.

Overtime Report – July 2021: Feldt reviewed the overtime report. A question was raised about the overtime costs in the patrol division. The question will be raised to the Sheriff.

Quarterly Investments Report – County Treasurer: Dax provided a summary of investment activity. A number of investments matured and Certificates of Deposit (CDs) were purchased. Short discussion regarding interest rates followed.

Approval of Resolution Approving Receipt of State and Federal Funds for Specialized Transportation Services to Older Adults and Persons with Disabilities: Feldt gave short explanation of the need for the resolution and the specialized transportation grant program. Baker moved, Haske seconded to approve. Motion carried.

Approval of County Fee Recommendations: Feldt gave a summary of the process that has taken place related to county fee review. Feldt provided an analysis and his recommendation for fee increases. He recommended increases in septic system fees, non-metallic mining, and user fees for Winter Park and the ATV Park. Baker moved, Romdenne seconded to approve the following fee increases:

Septic Systems – Conventional \$450 (\$400 formerly), Mound \$525 (\$500), At-Grade \$525 (\$500), In Ground Pressure \$525 (\$500), Holding Tank \$525 (\$500)



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Non-Metallic Mining \$100 (\$15 formerly)

Winter Park – Public Tubing \$10 (\$8 formerly), Group Discount (5 or more) \$1 off per person,
Private Party Daytime – Schools \$7 (\$6) Other \$10 (\$8), Private Party Nighttime - \$10 (\$8).

ATV Park – Daily Pass \$10 (\$5 formerly), Annual Pass \$50 (\$30), Family Pass \$60 (\$50).

Approval of Administrative Policy: Disposal of County Property: Feldt reviewed policy approved related to the disposal of county property. Feldt indicated that the policy provides sufficient direction except that it does not define the term “scrap.” Feldt recommended additional clarification as to scrap. Haske Moved, Baker seconded to approve the recommended county policy as to the definition of scrap with Baker offering a friendly amendment stating that scrap shall be determined by the County Administrator or Finance Director. Motion carried.

Review Vendor Payments - May 2021: Committee reviewed vendor payments. No questions.

Approve Supplemental Payroll: Romdenne moved, Baker seconded to approve the supplemental payroll. Motion carried.

Such Other Matters as Authorized by Law: Feldt reminded the committee that the budget process has begun and that funding for Phase 3 of the jail study and site and soil surveys of the site will have funding included as well. Discussion followed regarding funding requests by the Administrator and if the requests could be listed to provide additional transparency.

Feldt also indicated that the Committee will be approving the county health insurance plan at the September meeting. The initial estimated increase is 15%. Options will be provided for consideration. Some employees have suggested the County consider utilizing the state health plan. Feldt stated that the state plan should be reviewed and considered, but this should be done in 2022 so sufficient time is given to review and discuss. Feldt also indicated that other insurance policies (health, Auto & Liability and workmen’s compensation) will need to be renewed. Feldt informed the members that WI County Mutual Insurance has been our provider for many years as they provide the lowest premium due to bundling. The county does review quotes every 2-3 years to verify premium costs.

Next Meeting: September 2, 2021 at 8:00 a.m.

Adjournment: Baker moved, Haske seconded to adjourn. Motion carried. Meeting adjourned at 9:04 a.m.



**KEWAUNEE COUNTY
INFORMATION TECHNOLOGIES DIRECTOR**

Ross Loining (IT)
810 Lincoln St
Kewaunee, W 54216
Phone: (920) 388-7186 Fax: (920) 388-7101

DATE: 08/11/21
TO: County Administrator
"Finance Committee"
FROM: Ross Loining
RE: Transfer from Contingency Fund

REQUEST:

This is a request to Transfer \$5964.64 from the contingency fund (100.51540.000.601) to IT Outlay (100.51450.000.813).

BACKGROUND:

In March 2021, Kewaunee was able to upgrade some of our Conference Rooms with equipment from Covid grants. The County Board was one of those rooms. After install and during the first County Board meeting it was apparent that we did not have enough microphone to allow for everyone. In order to maintain social distancing and not share microphones we needed to purchase two more microphones. The cost of those microphones for the new system was \$3,545.99.

The second amount was to purchase a replacement radio that started to fail in August. That radio feeds the link connecting Luxemburg and our Highway department. The cost of the Radio is \$2,418.65.

COST/BENEFIT:

The Benefit is to maintain social distancing. The radio is vital to the connection for Highway and Luxemburg.

OPTIONS:

Transfer \$5964.64 into Information Technologies Outlay.

Thanks you for your consideration.
Ross Loining