



Kewaunee County
FINANCE & PUBLIC PROPERTY COMMITTEE MEETING
AGENDA

July 2, 2021 8:00 a.m.

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

1. Call to Order
2. Roll Call
3. Approval of July 2, 2021 Finance Agenda
4. Approval of June 15, 2021 Finance Committee Minutes
5. Public Comment
6. Monthly Administrative Report
 - a. Monthly Financial Report – May 2021
 - b. Medical/Dental Financial Report – May 2021
 - c. Overtime Report – June 2021
7. Approval of Contract: Venture Architects – Pre Phase 3 design work
8. Discussion of County Fees
9. Disposal of County Property
10. Review Vendor Payments - April 2021
11. Approve Supplemental Payroll
12. Such Other Matters as Authorized by Law
13. Next Meeting
14. Adjournment

**The public is able to watch the meetings LIVE via YouTube. Go to: www.kewauneeco.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**

Date: [June 15, 2021](#) Time: 5:30 PM

Location: [Administration Center – Conference Room](#)

Call to order: The meeting was called to order at 5:30 PM by Chairman Mastalir

Roll call: Members present: John Mastalir, Virginia Haske, Doak Baker, Jeffrey Vollenweider

Excused: Tom Romdenne

Others present: Paul Kunesh, Jeff Wisnicky, Gary Paape,

Approve the agenda: Motion by Haske, second by Vollenweider to adopt the agenda. Motion carried.

Approve minutes: Motion by Haske, second by Baker to approve the [06/04/2021](#) Finance Committee minutes. Motion carried.

Public Comment: None

Approval of Sale of 413 Beardsley & 513 Harrison to the City of Kewaunee: The City of Kewaunee is interested in purchasing two of the tax deed properties discussed at the last Finance Committee meeting and offered \$1000 for the two lots. Motion by Vollenweider, second by Baker to approve the sale of the two lots to the City of Kewaunee for \$1000. Motion carried.

Such other matters as authorized by law: None.

Next finance committee meeting: July 02 8:00AM

Adjournment: Motion by Vollenweider, second by Baker to adjourn the meeting. Motion carried. Meeting adjourned at 5:37 PM.

Submitted by:
Paul Kunesh

Kewaunee County
SUMMARY BY DEPARTMENT
Revenue & Expenditures

Benchmark
39.85%

Year: 2021
 Month: May

Payroll:
38.85%

	2021 May ACTUAL	2021 YTD ACTUAL	2020 YTD ACTUAL	2021 Budget REVISED	Remaining Budget	YTD Budget % *
COUNTY ADMINISTRATOR						
Other Revenue	0	0	0	0	0	100.00%
Total Expenditures	19,240	103,912	165,938	267,490	163,578	38.85%
	19,240	103,912	165,938	267,490	163,578	
ADMIN-HR & INSURANCE						
Other Revenue	0	0	0	(13,000)	(13,000)	0.00%
Total Expenditures	79,554	209,554	130,108	298,738	89,184	70.15%
	79,554	209,554	130,108	285,738	76,184	
CHILD SUPPORT						
Other Revenue	0	(75,310)	(68,254)	(270,200)	(194,890)	27.87%
Total Expenditures	20,132	108,833	101,748	264,516	155,683	41.14%
	20,132	33,523	33,494	(5,684)	(39,207)	
CIRCUIT COURT						
Other Revenue	0	(26,137)	(26,137)	(52,275)	(26,138)	50.00%
Total Expenditures	6,065	33,422	33,854	83,664	50,242	39.95%
	6,065	7,285	7,717	31,389	24,104	
CLERK OF CIRCUIT COURT						
Other Revenue	(24,168)	(88,729)	(46,258)	(148,700)	(59,971)	59.67%
Total Expenditures	26,988	128,508	114,426	342,158	213,650	37.56%
	2,820	39,779	68,167	193,458	153,679	
CORONER						
Other Revenue	(775)	(4,485)	(4,300)	(10,800)	(6,315)	41.53%
Total Expenditures	3,784	20,805	15,149	32,662	11,857	63.70%
	3,009	16,320	10,849	21,862	5,542	
CORPORATION COUNSEL						
Other Revenue	(310)	(577)	(510)	(2,000)	(1,423)	28.84%
Total Expenditures	5,244	32,006	34,268	83,845	51,839	38.17%
	4,934	31,429	33,758	81,845	50,416	
COUNTY BOARD						
Other Revenue	0	0	0	0	0	100.00%
Total Expenditures	8,695	51,243	52,381	132,189	80,946	38.77%
	8,695	51,243	52,381	132,189	80,946	
COUNTY CLERK						
Other Revenue	(1,299)	(3,936)	(3,630)	(85,012)	(81,076)	4.63%
Total Expenditures	11,858	92,671	109,543	334,200	241,529	27.73%
	10,560	88,735	105,913	249,188	160,453	
DISTRICT ATTORNEY						
Other Revenue	(320)	(2,146)	(1,819)	(30,020)	(27,874)	7.15%
Total Expenditures	12,345	62,893	62,362	161,775	98,882	38.88%
	12,026	60,747	60,543	131,755	71,008	
EMERGENCY MANAGEMENT						
Other Revenue	(35,852)	(35,902)	8,127	(191,691)	(155,789)	18.73%
Transfers IN & from FB	0	0	0	0	0	100.00%
Total Expenditures	16,492	68,783	96,119	252,268	183,485	27.27%
	(19,360)	32,881	104,245	60,577	27,696	
FAMILY COURT COMMISSIONER						
Other Revenue	(425)	(1,180)	(1,215)	(5,000)	(3,820)	23.60%
Transfers IN & from FB	0	0	0	0	0	100.00%
Total Expenditures	9,704	28,465	29,487	76,768	48,303	37.08%
Transfers OUT & to FB	0	0	0	0	0	100.00%
	9,279	27,285	28,272	71,768	44,483	
FINANCE DEPARTMENT						
Other Revenue	0	0	0	(630)	(630)	0.00%
Total Expenditures	23,269	134,195	130,784	352,983	218,788	38.02%
	23,269	134,195	130,784	352,353	218,158	

Kewaunee County
SUMMARY BY DEPARTMENT
Revenue & Expenditures

Benchmark
39.85%

Year: 2021
 Month: May

Payroll:
38.85%

	2021 May ACTUAL	2021 YTD ACTUAL	2020 YTD ACTUAL	2021 Budget REVISED	Remaining Budget	YTD Budget % *
COUNTY ROADS & BRIDGES FUND						
Tax Levy	0	(2,700,169)	(2,613,539)	(2,700,169)	0	100.00%
Other Revenue	0	(197,697)	(191,190)	(1,082,373)	(884,676)	18.27%
Transfers IN & from FB	0	0	0	(315,391)	(315,391)	0.00%
Total Expenditures	194,799	944,756	1,127,444	4,074,144	3,129,388	23.19%
Transfers OUT & to FB	0	0	0	23,789	23,789	0.00%
	194,799	(1,953,110)	(1,677,285)	0	1,953,110	
HIGHWAY INTERNAL SERV FUND						
Other Revenue	(311,961)	(1,420,896)	(1,687,165)	(5,795,476)	(4,374,580)	24.52%
Transfers IN & from FB	0	0	0	(23,789)	(23,789)	0.00%
Total Expenditures	404,508	2,067,859	2,194,921	5,819,265	3,751,406	35.53%
Transfers OUT & to FB	0	0	0	0	0	100.00%
	92,546	646,962	507,756	0	(646,962)	
HSD SUMMARY						
Tax Levy	0	(1,084,036)	(1,098,511)	(1,084,036)	0	100.00%
Other Revenue	(409,617)	(1,392,343)	(1,088,313)	(5,140,206)	(3,747,863)	27.09%
Transfers IN & from FB	0	0	0	0	0	100.00%
Total Expenditures	648,789	2,203,115	1,983,198	6,224,242	4,021,127	35.40%
Transfers OUT & to FB	0	0	0	0	0	100.00%
	239,172	(273,265)	(203,626)	0	273,265	
AGING DISABILITY RSRCE CNTR						
Tax Levy	0	(92,500)	(92,500)	(92,500)	0	100.00%
Other Revenue	0	0	0	0	0	100.00%
Transfers IN & from FB	0	0	0	0	0	100.00%
Total Expenditures	71	1,483	1,503	92,500	91,017	1.60%
Transfers OUT & to FB	0	0	0	0	0	100.00%
	71	(91,017)	(90,997)	0	91,017	
INFORMATION SERVICES						
Tax Levy	0	(6,000)	(6,000)	(6,000)	0	100.00%
Other Revenue	0	(9,197)	(4,564)	(10,000)	(803)	91.97%
Transfers IN & from FB	0	0	0	0	0	100.00%
Total Expenditures	19,935	155,704	137,491	295,390	139,686	52.71%
Transfers OUT & to FB	0	0	0	0	0	100.00%
	19,935	140,507	126,926	279,390	138,883	
LAND CONSERVATION FUND						
Tax Levy	0	(345,260)	(371,571)	(345,260)	0	100.00%
Other Revenue	(8,907)	(220,765)	(112,234)	(356,502)	(135,737)	61.93%
Transfers IN & from FB	0	0	0	0	0	100.00%
Total Expenditures	49,684	378,816	268,900	701,762	322,946	53.98%
Transfers OUT & to FB	0	0	0	0	0	100.00%
	40,777	(187,209)	(214,905)	0	187,209	
LAND INFORMATION OFFICE						
Tax Levy	0	(112,749)	(110,733)	(112,749)	0	100.00%
Other Revenue	(3,952)	(129,620)	(107,085)	(148,850)	(19,230)	87.08%
Transfers IN & from FB	0	0	0	(8,000)	(8,000)	0.00%
Total Expenditures	13,812	114,035	101,763	261,599	147,564	43.59%
Transfers OUT & to FB	0	0	8,000	8,000	8,000	0.00%
	9,860	(128,334)	(108,056)	0	128,334	
MAINTENANCE						
Tax Levy	0	0	0	0	0	100.00%
Other Revenue	(84)	(132)	(585)	(7,000)	(6,868)	1.89%
Transfers IN & from FB	0	0	0	0	0	100.00%
Total Expenditures	54,212	265,445	161,414	524,492	259,047	50.61%
Transfers OUT & to FB	0	0	0	5,000	5,000	0.00%
	54,128	265,313	160,829	522,492	257,179	

Kewaunee County
SUMMARY BY DEPARTMENT
Revenue & Expenditures
Year: 2021
Month: May

Benchmark
39.85%
Payroll:
38.85%

	2021 May ACTUAL	2021 YTD ACTUAL	2020 YTD ACTUAL	2021 Budget REVISED	Remaining Budget	YTD Budget % *
PROMOTION & RECREATION						
Tax Levy	0	0	0	0	0	100.00%
Other Revenue	(6,377)	(81,761)	(175,920)	(218,562)	(136,801)	37.41%
Transfers IN & from FB	0	0	0	(46,000)	(46,000)	0.00%
Total Expenditures	73,085	237,997	349,498	749,944	511,947	31.74%
Transfers OUT & to FB	0	0	0	41,000	41,000	0.00%
	66,708	156,237	173,578	526,382	370,145	
PUBLIC HEALTH						
Tax Levy	0	(3,750)	(5,020)	(3,750)	0	100.00%
Other Revenue	(16,292)	(49,375)	(47,291)	(212,100)	(162,725)	23.28%
Transfers IN & from FB	0	0	0	0	0	100.00%
Total Expenditures	35,411	194,467	148,189	435,988	241,521	44.60%
Transfers OUT & to FB	0	0	0	0	0	100.00%
	19,119	141,342	95,878	220,138	78,796	
REGISTER IN PROBATE						
Other Revenue	(3,253)	(12,165)	(7,228)	(38,000)	(25,835)	32.01%
Total Expenditures	14,100	66,738	86,980	225,437	158,699	29.60%
	10,847	54,573	79,752	187,437	132,864	
REGISTER OF DEEDS						
Other Revenue	(29,114)	(80,576)	(68,773)	(156,000)	(75,424)	51.65%
Total Expenditures	14,037	85,049	85,430	195,297	110,248	43.55%
Transfers OUT & to FB	0.00	0	0	0	0	100.00%
	(15,078)	4,473	16,657	39,297	34,824	
SHERIFF						
Other Revenue	(24,629)	(31,827)	(34,206)	(299,345)	(267,518)	10.63%
Transfers IN & from FB	0	0	0	0	0	100.00%
Total Expenditures	515,932	1,826,703	1,652,194	4,456,749	2,630,046	40.99%
Transfers OUT & to FB	0	0	0	0	0	100.00%
	491,303	1,794,875	1,617,987	4,157,404	2,362,529	
SOLID WASTE FUND						
Tax Levy	0	0	0	0	0	100.00%
Other Revenue	(80,086)	(24,824)	(1,101)	(74,325)	(49,501)	33.40%
Transfers IN & from FB	0	0	0	0	0	100.00%
Total Expenditures	16,654	48,921	29,920	74,325	25,404	65.82%
Transfers OUT & to FB	0	0	0	0	0	100.00%
	(63,432)	24,097	28,819	0	(24,097)	
COUNTY TREASURER						
Other Revenue	(22,644)	(116,227)	(216,450)	(223,700)	(107,473)	51.96%
Total Expenditures	16,031	79,013	75,221	193,647	114,634	40.80%
	(6,613)	(37,214)	(141,229)	(30,053)	7,161	
UNIVERSITY EXTENSION						
Other Revenue	(875)	(2,863)	(1,234)	(8,700)	(5,838)	32.90%
Total Expenditures	7,376	93,839	60,433	218,434	124,595	42.96%
Transfers OUT & to FB	0	0	0	0	0	100.00%
	6,501	90,977	59,199	209,734	118,757	
VETERAN SERVICE OFFICE						
Tax Levy	0	(4,869)	0	(4,869)	0	100.00%
Other Revenue	(150)	(11,550)	(10,500)	(10,800)	750	106.94%
Total Expenditures	11,703	63,272	63,523	157,952	94,680	40.06%
	11,553	46,853	53,023	142,283	95,430	

Kewaunee County
SUMMARY BY DEPARTMENT
Revenue & Expenditures
Year: 2021
Month: May

Benchmark
39.85%

Payroll:
38.85%

	2021 May ACTUAL	2021 YTD ACTUAL	2020 YTD ACTUAL	2021 Budget REVISED	Remaining Budget	YTD Budget % *
MISC / NON-DEPARTMENT						
Tax Levy	0	(6,635,463)	(6,449,544)	(6,635,463)	0	100.00%
Other Revenue	(2,166,672)	(2,550,837)	(490,869)	(2,164,801)	386,036	117.83%
Transfers IN & from FB	0	0	(49,041)	(246,232)	(246,232)	0.00%
Total Expenditures	292	659,005	656,955	898,241	239,236	73.37%
Transfers OUT & to FB	0	0	194,134	19,823	19,823	0.00%
	(2,166,381)	(8,527,295)	(6,138,364)	(8,128,432)	398,863	
DEBT SERVICE FUND						
Tax Levy	0	(1,671,709)	(1,562,643)	(1,671,709)	0	100.00%
Other Revenue	0	0	(3,722,101)	0	0	100.00%
Transfers IN & from FB	0	0	(68,300)	0	0	100.00%
Total Expenditures	0	1,444,978	5,132,871	1,557,481	112,503	92.78%
Transfers OUT & to FB	0	0	0	114,228	114,228	0.00%
	0	(226,731)	(220,173)	0	226,731	
CAPITAL IMPROVEMENT FUND						
Tax Levy	0	(30,794)	(50,382)	(30,794)	0	100.00%
Transfers IN & from FB	0	0	(165,280)	0	0	100.00%
Total Expenditures	0	0	0	0	0	100.00%
Transfers OUT & to FB	0	0	0	30,794	30,794	0.00%
	0	(30,794)	(215,662)	0	30,794	
ECONOMIC DEVELOPMENT FUND						
Other Revenue	0	(250,000)	(250,000)	(1,556,453)	(1,306,453)	16.06%
Total Expenditures	0	171,237	0	960,000	788,763	17.84%
Transfers OUT & to FB	0	0	290,000	596,453	596,453	0.00%
	0	(78,763)	40,000	0	78,763	
REVOLVING LOAN FUND						
Other Revenue	(6,958)	(36,188)	(39,139)			
Total Expenditures	7,658	36,538	62			
Transfers OUT & to FB	0	0	1,041			
	700	350	(38,036)			
BUSINESS DEVELOPMENT LOAN PGM						
Other Revenue	0	0	(250,000)	0	0	100.00%
Total Expenditures	9,397	9,397	0	0	0	100.00%
Transfers OUT & to FB	0	0	0	0	0	100.00%
	9,397	9,397	(250,000)	0	0	
HEALTH SELF INSURANCE FUND						
Other Revenue	(312,079)	(1,432,346)	(1,280,276)			
Total Expenditures	330,845	1,637,677	1,166,682			
	18,766	205,330	(113,594)			
DENTAL SELF INSURANCE FUND						
Other Revenue	(13,300)	(65,505)	(65,528)			
Total Expenditures	13,632	77,355	50,052			
	332	11,850	(15,477)			
Grand Total	(784,767)	(7,103,707)	(5,534,830)	0	7,330,635	

Tax Levy	0	(12,687,299)	(12,360,443)	(12,687,299)	0	100.00%
Other Revenue	(3,480,098)	(8,355,096)	(9,995,748)	(18,312,521)	(11,491,464)	45.63%
Transfers IN & from FB	0	0	(282,621)	(639,412)	(639,412)	0.00%
Total Expenditures	2,695,330	13,938,688	16,610,807	30,800,145	18,622,424	45.26%
Transfers OUT & to FB	0	0	493,175	839,087	839,087	0.00%
	(784,767)	(7,103,707)	(5,534,830)	0	7,330,635	
proof	0.00	0.00	0.00	0.00	0.00	

Kewaunee County

Timing differences of significant items (accounts that do not follow an even monthly posting pattern)

REVENUE		EXPENDITURE	
COUNTY ADMINISTRATOR		Contracted Services	Sporadic, as invoiced
ADMIN-HR & INSURANCE		Professional Development	Sporadic, as invoiced
Liability & WC dividends	Approximately Sept-Oct	Insurance Premiums	Expensed in January
CHILD SUPPORT			
Child Support Grant	Reported monthly, payments received Quarterly		
CIRCUIT COURT			
Circuit Ct Reimb	Semi-annual by Feb & Aug		
CLERK OF CIRCUIT COURT		GAL & Legal Fees	sporadic, as invoiced by Attorney(s)
Revenue-all through CCAP	Collected in a month is deposited & recorded in the next month (2 in December)	Jury Expenses	ONLY if Jury trial
CORONER			
CORPORATION COUNSEL			
COUNTY BOARD		Membership Dues	Paid in January
COUNTY CLERK		Election expenses	Seasonal, just prior to election
State Voter Reg Fee	When invoiced (by Aug/Sept)		
DISTRICT ATTORNEY			
EMERGENCY MANAGEMENT		Clean Sweep	Seasonal - Event usually in April
EMPG Grant	Semi annual (Jul & Feb)		
Nuke Plant	Quarterly invoice (May, Aug, Nov, Feb)		
SARA/EPCRA Grant	Semi-annual report (Jul, Jan)		
Clean Sweep Grant	Seasonal event		
Other Grants	Seasonal, IF awarded		
FAMILY COURT COMMISSIONER			
FINANCE DEPARTMENT		Audit	as invoiced, usually by Sept
		Other Prof Svcs	Indirect cost (Oct) & OPEB Rept (Mar)
COUNTY ROADS & BRIDGES FUND		Winter Maint	Early & late in calendar year
Transp Aid	Pmt recd: Jan 25%, Jul 50%, Oct 25%	Maint & construction	April - Oct
		Bridge Aid (towns)	sporadic-as requested
HIGHWAY INTERNAL SERV FUND			
Revenue invoiced	Billing cycles are 4 or 6 weeks (P/R)		
HSD SUMMARY		Family Care payment to WI	Due in May
Grant revenue	3 mo lag time (spend, invoice, receive)		
Charges for Svc (MA)	billing cycle s/b no more than 30 days		
AGING DISABILITY RSRCE CNTR		Admin (phone, copier, etc)	Expensed as used through year
		Payment to Manitowoc Co	Paid in March of following year
INFORMATION SERVICES		Maintenance agreements	Most in Jan & April
Charge to City	Annual fee due Jan, balance as work requested & invoiced	Outlay/Computer	Early in year if possible
LAND CONSERVATION FUND		Wildlife Damage	as claims rec'd
Land Conservation State Aid	One pmt per year (Sept/Oct)	SWRM Cost Share	as requests are rec'd & completed
Charges & Fees	Septic System Surcharge-Feb Invoiced as work is done, some seasonal (less in Winter)	WI Fund	ended in 2020
Wildlife Damage Abatement	Passthrough grant-may not be as much as budgeted. Recvd late in year		
SWRM Cast Share	Passthrough grant-may not be as much as budgeted. Recvd late in year		
Other Grants	Passthrough grant-may not be as much as budgeted. Recvd late in year		
WI Fund Grant	Passthrough grant-may not be as much as budgeted. Recvd late in year		

Kewaunee County

Timing differences of significant items (accounts that do not follow an even monthly posting pattern)

REVENUE		EXPENDITURE	
LAND INFORMATION OFFICE			
STRATEGIC INITIATIVE Base Budget grant	As work completed & invoiced Rec'd 1st quarter of year	OTHER 'PROJECTS MAINT AGREEMENTS	as work completed & invoiced Most paid in January
MAINTENANCE		Utilities & snow removal Outlay (frequent)	seasonal vehicles, mowers, major building
PROMOTION & RECREATION			
Rent-Racing	Seasonal-May-Sept	Race related Outlay (frequent)	track grading, utilities - Apr-Sept vehicles, mowers, equip, improvements
Winter Park Snowmobile Aids Other parks	Season revenue recvd in March reimbursed after clubs paid project grants, as completed & submitted	Winter Park Snowmobile Trails Other parks	seasonal, Dec - Mar as requested by clubs (July) as project work completed
PUBLIC HEALTH			
Grant revenue	3 mo lag time (spend, invoice, receive)		
REGISTER IN PROBATE			
Revenue-through CCAP	Collected in a month is deposited & recorded in the next month (2 in December)		
REGISTER OF DEEDS		Maintenance Agreements	Paid in January
SHERIFF			
School Liaison	Semi Annual	Outlay (frequent) Maintenance Agreements	Vehicles early in year Most paid Jan-Apr
SOLID WASTE FUND			
Facility rent Tipping Fees LTC Trust (Misc)	Paid in January Monthly Sent report to DNR in January for year, paid in Feb or March	Admin Fees-Tn W Kewaunee	Paid in May
COUNTY TREASURER			
UNIVERSITY EXTENSION		Vet Service Grant-March	Agent Contracts semi annual - July & Dec
VETERAN SERVICE OFFICE			
MISC / NON-DEPARTMENT			
State Shared taxes Exempt Computer Aid Utility Tax	Recd in Jul (15%) & Nov (85%) Recd in Jul (100%) Recd in Jul (15%) & Nov (85%)	Illegal Taxes & Refunds Violence Intervention Proj KCEDC	Paid in February January Paid early in year
DEBT SERVICE FUND		Principal & Interest Principal	Apr & May Oct & Nov
CAPITAL IMPROVEMENT FUND			
ECONOMIC DEVELOPMENT FUND			
Loan payments (BT)	Annual-September	Projects-as approved & invoiced	
REVOLVING LOAN FUND		No more loans as of 2019	
BUSINESS DEVELOPMENT LOAN PGM		As loans approved	
HEALTH SELF INSURANCE FUND			
DENTAL SELF INSURANCE FUND			

Threshold to be on this list - about 10% of deptment revenue or expense
 Other frequent items (may not meet threshold): memberships, maintenance agreements, contracted services
 Outlay - usually a significant part of department expense, routinely changes from year to year

Kewaunee County

Medical Loss Ratio Report, 1/1/2021 - 12/31/2021

Month	Enrollment		Fixed Cost				Paid Claims			Net Plan Cost		% of Premium Equivalent
	Employee	Family	Medical Admin.	Specific Spec Stop Loss Premium	Agg Stop Loss Premium	Medical Claims	Rx Claims	Claims over Specific*	Total Net Claims	Net Plan Cost (Expenses+Net Claims)	Total Premium Equivalent	
Jan 2021	26	96	\$4,569	\$77,911	\$1,779	\$160,507	\$47,160	\$71,953	\$135,714	\$219,973	\$259,419	84.79%
Feb 2021	26	95	\$4,525	\$77,174	\$1,764	\$151,372	\$36,287	-\$3,415	\$191,074	\$274,537	\$256,985	106.83%
Mar 2021	26	95	\$4,525	\$77,174	\$1,764	\$245,618	\$49,489	\$54,962	\$240,145	\$323,608	\$256,985	125.92%
Apr 2021	28	96	\$4,601	\$78,458	\$1,808	\$197,379	\$47,936	\$43,166	\$202,149	\$287,016	\$261,398	109.80%
May 2021	27	97	\$4,628	\$78,922	\$1,808	\$178,102	\$43,877	\$36,948	\$185,131	\$270,489	\$262,843	102.91%
Jun 2021			\$0	\$0	\$0				\$0	\$0	\$0	#DN/0!
Jul 2021			\$0	\$0	\$0				\$0	\$0	\$0	#DN/0!
Aug 2021			\$0	\$0	\$0				\$0	\$0	\$0	#DN/0!
Sep 2021			\$0	\$0	\$0				\$0	\$0	\$0	#DN/0!
Oct 2021			\$0	\$0	\$0				\$0	\$0	\$0	#DN/0!
Nov 2021			\$0	\$0	\$0				\$0	\$0	\$0	#DN/0!
Dec 2021			\$0	\$0	\$0				\$0	\$0	\$0	#DN/0!
Total	133	479	\$22,847	\$389,639	\$8,923	\$932,978	\$224,749	\$203,514	\$954,213	\$1,375,622	\$1,297,628	106.01%
	Total Enrollment		Total Expenses		Total Pd Claims	Net Pd Claims			Net Plan Cost			
	612		\$421,409		\$1,157,727	\$954,213			\$1,375,622			

Estimated Reserve Change	2021 Stop Loss Premium and Fees											
	January	February	March	April	May	June	July	August	September	October	November	December
Monthly	\$39,446.29	-\$17,552.67	-\$66,623.14	-\$25,618.05	-\$7,646.36							
YTD	\$39,446.29	\$21,893.62	-\$44,729.52	-\$70,347.57	-\$77,993.92							

2021 Stop Loss Premium and Fees	Claims Admin		Stop Loss		2021 Premium Equivalent Rates	
	Specific	Aggregate	Specific	Aggregate	Specific	Aggregate
Single Family	\$16.02	\$273.18	\$273.18	\$14.58	\$89.32	\$989.32
	\$43.25	\$737.59	\$737.59	\$14.58	\$2,434.34	\$2,434.34

*Claims over specific are based on actual amounts received and date received from stop loss carrier.

2016 Loss Ratio
84.90%

2017 Loss Ratio
84.37%

2018 Loss Ratio
93.81%

2019 Loss Ratio
103.58%

2020 Loss Ratio
103.59%

Kewaunee County

Dental Loss Ratio Report: 1/1/2021 - 12/31/2021

Month	Enrollment		Fixed Costs		Humana Paid Claims	Total Plan Cost (Expenses + Claims)	Total Cost/Premium Equivalent	Percent of Premium Equivalent
	Single	Family	Dental Admin*					
Jan 2021	47	83	\$727		\$11,981	\$12,708	\$13,130	96.79%
Feb 2021	47	82	\$723		\$14,751	\$15,474	\$13,000	119.02%
Mar 2021	46	82	\$744		\$19,120	\$19,864	\$12,949	153.40%
Apr 2021	48	83	\$740		\$14,467	\$15,207	\$13,181	115.37%
May 2021	48	83	\$747		\$12,885	\$13,632	\$13,181	103.42%
Jun 2021					\$0	\$0	\$0	#DIV/0!
Jul 2021					\$0	\$0	\$0	#DIV/0!
Aug 2021					\$0	\$0	\$0	#DIV/0!
Sep 2021					\$0	\$0	\$0	#DIV/0!
Oct 2021					\$0	\$0	\$0	#DIV/0!
Nov 2021					\$0	\$0	\$0	#DIV/0!
Dec 2021					\$0	\$0	\$0	#DIV/0!
Total	236	413	\$3,680		\$73,203	\$76,883	\$65,440	117.49%
	Total Enrollment		Total		Total Paid	Total Plan Cost	Total Plan Cost	% of Prem
	649		\$3,680		\$73,203	\$76,883	(Expenses + Claims)	Equivalent
								117.49%

Estimated Reserve Change	January	February	March	April	May	June	July	August	September	October	November	December
Monthly	\$421.90	-\$2,473.16	-\$6,814.67	-\$2,026.09	-\$450.74							
YTD	\$421.90	-\$2,051.26	-\$8,965.93	-\$10,992.02	-\$11,442.76							

Current Year Premium and Fees	Premium Equivalent Rates 2021	Administrative Fees 2021
Single	\$51.26	\$3.05
Family	\$129.16	\$7.15

* Administrative fees pulled from Humana reports.

2016 Loss Ratio	103.10%
2017 Loss Ratio	97.45%
2018 Loss Ratio	92.59%
2019 Loss Ratio	105.09%
2020 Loss Ratio	93.05%

Kewaunee County

Large Claimants Over \$27,500, Paid 1/1/2021 - 5/31/2021

Member Number	Relationship	Total Paid Medical Claims MAY 2021	Total Paid Rx Claims MAY 2021	Total Paid Claims MAY 2021	Total Paid Claims Prior Month	Change from Prior Month	% of Specific
1	Employee	\$147,797	\$857	\$148,654	\$161,560	-\$12,906	270.28%
2	Employee	\$127,559	\$2,238	\$129,797	\$113,425	\$16,372	235.99%
3	Employee	\$75,382	\$3,964	\$79,345	NEW	NEW	144.26%
4	Employee	\$63,944	\$92	\$64,036	\$50,720	\$13,316	116.43%
5	Child	\$35,162	\$0	\$35,162	\$35,162	\$0	63.93%
6	Employee	\$928	\$33,687	\$34,616	NEW	NEW	62.94%
7	Employee	\$1,266	\$32,339	\$33,605	NEW	NEW	61.10%
8	Employee	\$654	\$30,554	\$31,208	NEW	NEW	56.74%
		\$452,692	\$103,732	\$556,423			

**Kewaunee County
Overtime**

June

Fund	L20	L30	L40	Account Description	2021 REVISED BUDGET	2021 ACTUAL PER	2021 ACTUAL YTD	2020 ACTUAL YTD	2020 ACTUAL Year End	2019 ACTUAL Year End
100				GENERAL FUND						
100	51220 *	122		CLERK OF CIRCUIT COURT	200.00	0.00	0.00	0.00	0.00	32.82
100	51230 *	122		REGISTER IN PROBATE	0.00	0.00	41.93	41.93	41.93	0.00
100	51420 *	122		COUNTY CLERK	200.00	0.00	167.11	167.11	167.11	0.00
100	51511 *	122		FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	54.38	0.00
100	52100 *	122		SHERIFF	50,000.00	6,323.75	28,697.54	26,625.38	82,484.88	81,929.10
100	52102 *	122		JAIL DIVISION	30,000.00	2,361.40	18,009.63	12,355.64	33,163.76	31,457.49
[100,2	54000.*	122		PUBLIC HEALTH DEPT	0.00	172.12	2,434.56	491.30	4,510.11	0.00
100	55620 *	122		UNIVERSITY EXTENSION	0.00	0.00	0.00	0.00	0.00	8.21
100	55200 *	122		COUNTY PARKS	0.00	176.43	292.15	1,102.97	1,102.97	120.94
100	55441 *	122		WINTER PARK RECREATION FAC	0.00	0.00	1,721.53	1,004.00	1,004.00	160.97
215				HUMAN SERVICES FUND	80,400.00	9,033.70	51,155.41	41,788.33	122,529.14	113,709.53
				ADMINISTRATION UNIT	0.00	0.01	158.88	577.43	577.44	131.30
				ECONOMIC SUPPORT UNIT	0.00	18.41	39.36	0.00	0.00	41.12
				CHILD & YOUTH SERVICES UNIT	6,000.00	192.95	5,120.23	959.52	2,346.57	5,125.26
				BEHAVIORIAL HEALTH UNIT	0.00	6.85	434.65	3,025.06	3,046.23	5,891.69
				FAMILY & COMMUNITY SERVICES UNIT	0.00	4.41	91.98	65.10	234.37	44.08
					6,000.00	222.63	5,845.10	4,627.11	6,204.61	11,233.45
700				HIGHWAY INTERNAL SERV FUND						
700	53321 *	122		STATE HIGHWAY MAINTENANCE	7,500.00	0.00	4,742.89	5,830.53	13,976.36	17,715.14
700	53322 *	122		STATE ROAD & BRIDGE CONST	2,000.00	0.00	0.00	0.00	0.00	0.00
700	53310 045	122		CO WINTER MAINTENANCE	21,000.00	0.00	15,806.34	20,172.90	23,734.74	46,228.61
700	53310 [045]	122		CO ROAD & BRIDGE-MAINT/CONST	30,000.00	0.00	3,327.58	18,669.85	44,522.08	25,779.07
700	53330 *	122		LOCAL GOVT MAINT & CONST	10,000.00	0.00	4,203.63	8,946.20	13,064.49	21,299.27
700	53340 *	122		COUNTY DEPARTMENT CHARGES	2,000.00	0.00	518.82	752.58	965.79	2,392.99
700	53360 *	122		OTHER CUSTOMER CHARGES	2,000.00	0.00	631.91	267.69	4,508.02	1,170.69
				HIGHWAY COST POOLS	16,200.00	0.00	3,868.38	11,247.47	15,842.24	24,491.31
				HIGHWAY ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	7.63
				HWY PAYROLL/CLEARING POOL	0.00	0.00	0.00	0.00	0.00	0.00
				P/R & INCIDENTAL LABOR POOL	0.00	3,882.71	3,547.10	(6,360.65)	(7.64)	23.17
					90,700.00	3,882.71	36,646.65	59,526.57	116,606.08	139,107.88
				TOTAL	177,100.00	13,139.04	93,647.16	105,942.01	245,339.83	264,050.86
				INTEGRITY CHECK:						
				Total, All Funds	177,100.00	13,139.04	93,647.16	105,942.01	245,339.83	264,050.86
					0.00	0.00	0.00	0.00	0.00	0.00

June 28, 2021

Scott Feldt
Kewaunee County Administrator
810 Lincoln Street
Kewaunee, WI 54216

RE: Kewaunee County Public Safety Facility Planning and Design Services
Contract for Professional Services

Amendment to Phase 2 Scope of Work

Dear Scott:

Venture Architects is pleased to offer you this amendment to our contract for professional services related to Phase 2 work for the above referenced project.

PROJECT DESCRIPTION

Kewaunee County is seeking consultant services to conduct a 3-phase study into the physical and operational needs of the Kewaunee County criminal justice system. This 3-phase study is primarily focused on the Kewaunee County Sheriff's Department but should also take into consideration all actors and processes in the Kewaunee County criminal justice system. Kewaunee County envisions the development of an action plan to address vital services of dispatching/911, law enforcement, investigations, housing and caring of inmates, attending to the court, administration and other ancillary services peculiar to the Kewaunee County Sheriff's Department with the assistance of the 3-phase study. The 3-phases of the study include:

- Needs Assessment
- Operational and Architectural Program
- Schematic Design for a new or improved Public Safety Facility

SCOPE OF WORK

The scope of work for this amended contract includes:

- One on-site meeting with the County and regional Jail Inspector.
 - o Using the Trempealeau County Jail floor plan as an example, discuss the operational requirements for a county jail.
 - o Review the Wisconsin DOC 350 space requirements and their impact on Jail design space needs and operational requirements.
 - o Review of the current space program and concept plan in an effort to reduce the project cost from the current \$20,280,000 project budget (January 26, 2021) to a \$17m to \$19m project budget range
- Work required in preparation for the one on-site meeting.
- Work required as a follow-up to the one on-site meeting, including:
 - o Updated space program.
 - o Updated concept plans.
 - o Updated construction and project cost budgets
- One Teams (virtual) conference call with the County to review the updated recommendation.

June 28, 2021

Kewaunee County
Public Safety Facility Planning and Design Services
Contract for Professional Services

VentureArchitects
Justice Planners and Designers

Page 2 of 4

- The Samuels Group will work with Venture Architects in the development of revised construction and project cost budgets.

COST PROPOSAL

Our cost, including all normal reimbursable expenses, is hourly not to exceed \$19,500.

Hourly rates include:

- John Cain, design
- Sam Guadagnino, design support
- Samuels (?)

CONCLUSION

Venture Architects is delighted to continue our committed relationship in providing design excellence to Kewaunee County. Thank you for selecting our Team for this important project. We look forward to working with you and the staff of Kewaunee County.

June 28, 2021

Kewaunee County
Public Safety Facility Planning and Design Services
Contract for Professional Services



Page 3 of 4

Sincerely,

VENTURE ARCHITECTS

John H. Cain, AIA
Vice President • Principal • Director of Design

VENTURE ARCHITECTS

KEWAUNEE COUNTY

(Signature)

(Signature)

By: John H. Cain, AIA

By: _____

Title: Vice President | Principal

Title: _____

Date: _____

Date: _____

RESOLUTION NO. 45-12-89

WHEREAS, the Finance and Public Property Committee of the Kewaunee County Board of Supervisors is and ought to be responsible for establishing policy concerning property held by the County of Kewaunee including acquisition, maintenance and disposition of such property; and

WHEREAS, the Kewaunee County Board of Supervisors is and ought to be at all times sensitive to avoid even the appearance of impropriety in actions taken with respect to county owned property;

NOW THEREFORE BE IT RESOLVED that in the event any property, other than scrap, owned by Kewaunee County or any agency of the County is to be disposed of, it shall be offered for sale to the public. That employees and officers of Kewaunee County may bid for and purchase such items upon the same basis as any other citizen.

BE IT FURTHER RESOLVED that the Finance and Public Property Committee shall establish rules governing the procedures for notice and sale. Large items and vehicles may be offered for sale singly or in groups. That small items may be gathered together and offered at a single yearly sale at a date and location to be designated by the Finance and Public Property Committee.

BE IT FURTHER RESOLVED that any item offered for sale by Kewaunee County may be offered with reserve or minimum price and if no bid equals or exceeds that minimum the item may be withdrawn from the sale.

BE IT FURTHER RESOLVED that this policy does not apply to real property or buildings owned by Kewaunee County, however, nothing in this resolution shall prohibit the Kewaunee County Board of Supervisors from soliciting for bids for the sale of any real property or buildings.

Dated this 19 day of DECEMBER, 1989.
FINANCE AND PUBLIC PROPERTY COMMITTEE

Milton E. Rodrian
Milton E. Rodrian, Chairman

Thomas C. Wilda
Thomas Wilda

Elroy C. Hoppe
Elroy Hoppe

Warren E. Maedke
Warren Maedke

Harold Reckelberg
Harold Reckelberg