



Kewaunee County
Finance & Public Property Committee Meeting
November 07, 2023 5:30 PM
Kewaunee County Administration Center
810 Lincoln Street, Kewaunee, WI 54216
Conference Room

1. Call to Order
2. Roll Call
3. Approval of Finance Agenda
4. Approval of Finance Committee Minutes – November 02 2023
5. Approve funding for Contract with Public Administrative Associates, LLC
6. Such Other Matters as Authorized by Law
7. Next Meeting December 01 at 8:00AM
8. 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**

Date: **November 02, 2023** Time: **8:00 AM**

Location: **Administration Center – Conference Room**

Call to order: The meeting was called to order at 8:00 AM by Chairman Romdenne

Roll call: Members present: Tom Romdenne, John Mastalir, Virginia Haske, Jeffrey Vollenweider, Steven Agamaite. Others present: Paul Kunesh, Ed Dorner, Gary Paape.

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

Approve minutes: Motion by Vollenweider second by Haske to approve the **10/17/2023** Finance Committee minutes. Motion carried.

Public Comment: None

Consideration of Options Regarding Tax Deed Property-Krok Road: Kunesh summarized four options. One option was to continue collecting weekly rent until a lender is found. A private lender is possible in the next few weeks so Kunesh and Corporation Counsel recommend waiting until the December Finance meeting since this by far the best of the four options.

Monthly Administrative report:

- a. Monthly Financial Report-Sept 2023 - Contingency for 2023 has a balance of \$70,080 and has three items later on the agenda requesting 15,925, leaving \$54,155 for the remainder of 2023. Sales tax collected in October was \$144,014 for a year to date total of \$1,139,333. Any individual department issues will be addressed later in the meeting.
- b. Medical/Dental Financial Report-Sept 2023 – No unusual issues in Health, Dental, or on the large claims list.
- c. Overtime Report-Oct 2023 – No unusual items. Highway labor pool has a balance due to timing differences between the monthly financial reporting and the four-week Highway billing cycle.

Discuss Setting Conduit Bond Administrative Fee: The recent Conduit debt request raised the question if the County had a policy for administrative time & expenses for conduit debt issues. County staff will track actual time and expenses to be used for an invoice to the conduit debt borrower.

Approve Outside Counsel for Construction Contracts: With the potential construction contract for a new jail with MCC comes several potential pitfalls if the contract(s) do not represent the County's best interest. Corporation Counsel DePeau recommends contracting with Attolles Law SC to write and or review any construction related contracts prior to the County committing to the process. Contingency funds are available. Motion by Mastalir second by Vollenweider to approve paying Attolles Law SC up to \$10,000 to review construction related contracts. Motion carried.

County Treasurer Investment Report: The County Treasurer presented and reviewed the County cash and investment balances as of 09/30/2023.

Approval of 2023 Budget Adjustments: Kunesh presented five departments with various requested budget adjustments for the current year:

Coroner- cases were higher than anticipated, contingency funds requested for the increased expenditures over increased revenue of \$2025.

Information Services- Server replacement, maintenance agreements and a phone purchase to be covered by increase in fees and \$3900 of contingency.

Land Information Office-higher than anticipated GIS consultant and surveyor supplies to be covered by higher than budgeted revenue of \$16,630 and LIO fund balance of \$10,000.

Sheriff-No additional funding needed. Higher overtime and maintenance items to be covered by excess in wages-regular and sheriff fees.

Health Department-Changes in grant amounts through the year increase various grant revenue and related grant expenditures.

Motion by Vollenweider second by Mastalir to recommend approval of the 2023 budget adjustments.
Motion carried.

Approve Stale Checks: None this year.

Review vendor payments: Vendor payment reports for October were reviewed by the committee.

Approve County Board and Supplemental Payroll: Motion by Haske second by Agamaite to approve the County Board and Supplemental Payroll as presented. Motion carried.

Such other matters as authorized by law: Insurance renewals will be on the December agenda.
Health Insurance questions. Treasurer mentioned tax rates will be available after November 20th.

Next finance committee meeting: Nov 7th 5:30PM
 Dec 1st 8:00AM

Adjournment: Motion by Mastalir second by Agamaite to adjourn the meeting. Motion carried. Meeting adjourned at 8:40 AM.