



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

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

December 11, 2019

**Call to Order:** Chair Haske called the meeting to order at 9:32 a.m.

**Roll Call:** Members Present – Virginia Haske, Tom Romdenne, Dan Olson, John Mastalir. Others Present – Robert Weidner, Michelle Dax, Scott Feldt, Paul Kunesh, Jeff Wisnicky, Steve Hanson, Dana Johnson, Randy Ebert.

**Approval of December 11, 2019 Finance Agenda:** Motion by Olson seconded by Romdenne to approve the agenda/ Motion carried.

**Approval of November 5, 2019 Finance Committee Minutes:** Motion by Olson seconded by Romdenne to approve the November 5, 2019 minutes. Motion carried.

**Public Comment:** None.

**Monthly Administrative Report**

**Monthly Financial Report – October 2019:** Kunesh provided a summary of the monthly financial report. Sales tax collected for October was \$115,000 and for the year was \$1.047 million. The contingency fund balance remains at \$86,000. Time keeping has completed three pay periods and the system seems to be going well. An overview of the process was given to the committee. Kunesh advised the committee that auditors are here. They are reviewing procedures versus funds and transactions. Kunesh continues to work with departments to project year end balances. Four requests have been brought before the committee today. Projections for Human Services will continue to be monitored.

**Medical/Dental Financial Report – October 2019:** Feldt reviewed the monthly medical, dental and large claim reports. Medical and dental are currently in deficit.

**Overtime Report – November 2019:** Feldt reviewed the report. He indicated that future overtime reports will show an increase in overtime in the Human Services department as overtime has now been budgeted into the department's annual budget and the move away from compensatory time. Question was asked about the use of comp time. Feldt gave an overview and also discussed the use of flex time.

**Department 2019 Budget Transfer Requests:** Kunesh brought forward four budget transfer requests. Land Information Office – request to use \$5,797 from the Land Information Fund to pay for a project completed in 2019. Some of the work was budgeted for in 2018 but not completed until 2019. Olson moved and Mastalir seconded to approved the transfer of \$5,797 from the Land Information fund to Other Projects line (245 51730 000 609). Motion carried.

Sheriff's Department – request to transfer \$182,024 between various budget lines. Funding was utilized to pay for increased overtime, employee recruitment costs, medical services, etc. These costs are covered through unspent salaries and benefits, grant revenue, increased monitoring fees, etc. Question was raised regarding increase in telephone costs. Kunesh explained this is due to AT&T, not cell phone usage. Olson moved and Mastalir seconded to approved the transfer of \$182,024 between various budget lines listed in the budget transfer request. Motion carried.

Clerk of Court – request to transfer \$2,000 from the Medical Services line (100.51220.000211) to cover an increase in postage and copier lease payments. Olson moved and Romdenne seconded to approved the transfer of \$2,000 from the Medical Services line to the Postage and Equipment Rental & Lease lines. Motion carried.



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Information Technology – request to transfer \$4,500 from the Contingency fund (100.51540.000.601) to the Outlay line (100.51450.000.813) to pay for the rebuild of the Citrix server. This work was scheduled for 2020 but a request by the Human Services department to have the work done in 2019 was made to allow the psychiatrist to prescribe electronically through the county's TCM software. The request for the work was approved by the County Administrator. Mastalir moved and Olson seconded to approved the transfer of \$4500 from the Contingency fund to the IT Outlay budget line. Motion carried.

**Approve Voiding of Stale Checks:** County Treasurer reviewed the list of uncashed checks that have been outstanding for at least two years. Dax and Kunesh explained the procedure for listing uncashed checks. No questions. Motion by Olson seconded by Romdenne to approve the list of unclaimed checks. Motion carried.

**County Treasurer's 3<sup>rd</sup> Quarter Report:** County Treasurer reviewed the 2019 3rd Quarter report summarizing county investments. Dax reported nothing out of order. No questions.

**Update on Delinquent 2015 Tax Deeds:** County Treasurer reviewed the list of tax parcels the county is authorized to take ownership of due to unpaid property taxes for the last three years. The list for 2015 includes five parcels. Motion by Olson seconded by Romdenne to authorize the county to take ownership of the parcels from the list of 2015 unpaid taxes. Motion carried.

**Update on Greszlo Property:** Feldt explained that he has been unable to provide any design work as was requested at the previous meeting. He contacted Ayres & Associates to obtain a general quote as to what the work would cost. Feldt also reached out to the Village of Howard for possible assistance. Feldt asked the committee for direction as it is still unclear as to what direction the committee would like to take regarding the development and/or sale of the property. Comments from the committee indicated that the committee is inclined to see the property developed towards residential housing. This would be the best use. That notwithstanding, some committee members are concerned that the county is trying to make the parcel into something it is not. There have been no residential developers that have come forward. The county should send out another request for proposal that will entertain proposals for the property "as is" and will not be subdivided. The proposal will ask for three main things: 1) the cost per acre; 2) total dollar amount of development; and 3) a timeline as to when the project is to be completed. Ebert spoke to the project and expressed his frustration as the committee has not provided clear direction as to what it wants. Ebert is prepared to submit a proposal and indicated that the project would be of significant size with regards to dollars invested. Wisnicky stated that he believes there is consensus by the committee to move forward. Olson moved and Mastalir seconded to direct the County Administrator and Corporation Counsel to draft and send out a request for proposals (RFP) as soon as possible with a date no later than January 10, 2020. Motion carried.

**Review & Discuss - County Business Development Loan Program:** Feldt reviewed the draft of the rules for the Business Development Loan Program. The Committee agreed with the proposed language except for two items. The committee asked for revised language regarding minimum requirements for loan application, specifically job creation/retention, property tax base creation, and business retention. The committee also asked for language to be changed related to setting the loan interest rate. These two items will be brought back to the committee and the rules in their entirety shall be approved.



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**Review Vendor Payments:** Vendor payments were reviewed with no questions or concerns.

**Approve Supplemental Payroll:** Motion by Olson seconded by Romdenne to approve the supplemental payroll. Motion carried.

**Such Other Matters as Authorized by Law:** None.

**Next Meeting:** January 3, 2020 at 8:00 a.m.

**Adjournment:** Motion by Olson seconded by Romdenne to adjourn. Motion carried. Meeting adjourned at 11:32 a.m.

Respectfully Submitted,

Scott Feldt, Recording Secretary