

**KEWAUNEE COUNTY
FINANCE & PUBLIC PROPERTY COMMITTEE - MEETING MINUTES**

Date: **October 11, 2019** Time: **8:00 AM**

Administration Center – Conference Room

Call to order: The meeting was called to order at 8:02AM by Chair Haske.

Roll call: Members present: Virginia Haske, Lee Luft, Tom Romdenne, Daniel Olson. X

Excused: John Mastalir

Others present: Germaine Bertrand, Robert Weidner, Mary Ellen Dobbins, Scott Feldt, Paul Kunesh, Jeff Wisnicky, Steve Hanson, Rob Burke, Sue Weisser, Cody Gilles.

Approve the agenda: Motion by Luft, second by Romdenne to adopt the agenda. Motion carried.

Approve minutes: Motion by Romdenne, second by Luft to approve the 09/17/19 Finance Committee minutes. Motion carried.

Public Comment: Gilles asked about the status of the Grezslo property. He has submitted a proposal to develop the parcel into a campground.

Weisser advocated that the County should continue to place flyers in the property tax bills to encourage residents to use the county libraries. She asked if the law cannot be changed that how townships are charged for library use be changed to reflect usage versus valuation. Weisser expressed her concern with Kewaunee County Economic Development Corporation (KCEDC) and its funding for 2019. Weisser offered suggestions as to KCEDC funding for 2020.

Monthly Administrative report:

Monthly Financial Report-August 2019: Kunesh reviewed the monthly financial report. He indicated the contingency fund balance is approximately \$85,000. The County received \$95,000 in sales tax revenue for the previous month and a year to date total of roughly \$801,000. We are on track to collect \$1.1 million for 2019.

Kunesh gave a status report as to the timekeeping system. The “go live” date was September 29. Kunesh explained the purpose of the timekeeping system. This is not about employee trust. Staff is unaware as to what work takes place after a timecard is submitted. The system helps to automate the process and reduce errors. Kunesh explained how the punch in and punch out system worked as well as the GPS portion of the system. Bugs are being worked out but the belief is that the system will provide an accurate record of employee time but more importantly reduce the amount of time needed to process payroll which allows more staff time for other duties.

A question was asked regarding the Capital Improvement Fund (CIF) and whether the county is using it currently. Kunesh answered that we are not currently utilizing the CIF as the balance of the fund is being built up to a balance of \$400,000-\$500,000 before being employed. The purpose of the CIF is to assist in the budgeting of capital items to lessen the shock of sudden impact on department budgets.

Another question was raised regarding the need for pre-approval of the purchase of outlay items. Feldt and Kunesh explained the current process related to outlay and purchasing. Departments are to purchase items identified on the outlay list.

Departments are not allowed to make purchases not listed. Feldt indicated that if a department does make purchases outside of the list that a discussion and discipline may occur. Feldt indicated that requiring another approval for purchases beyond the county budget delays the purchasing process. Cost estimates for items can change from year to year so purchases may exceed the budget line. These can be addressed in the budgeting and review process. If departments intentionally purchase items not listed in the budget, then that will be an issue for the Administrator to address with the department head.

Medical/Dental Financial Report-August 2019: Feldt reviewed the monthly health and dental claim reports. The balance for 2019 is still negative as claims have exceeded premiums and reimbursements. The large claimant report provide a general overview of what is driving some of the county's large claim costs.

Overtime Report-September 2019: Feldt reviewed the overtime report. The Sheriff's Department continues to see improvement due to the new schedule for patrol and the jail. Overtime at the Highway Department is due to summer road projects and a large amount of winter maintenance from last January/February.

The issue of compensatory time was raised as Kunesh has identified large balances in excess of the 24 hours stipulated in the personnel policy. Feldt and Kunesh provided background as to the concern. Weidner indicated that the Executive Committee has delayed any action regarding comp time and allowed departments the opportunity to report at next month's meeting as to their progress in addressing the issue. Kunesh brought the issue before the Finance Committee as the personnel policy states all hours in excess of 24 hours shall be paid out. Discussion followed on the issue and whether the excess comp hours should be paid out to employees. Luft moved and Romdenne seconded to pay out all balances in excess of 24 hours contingent upon action by the Executive Committee to no longer extend the excess balances. Motion carried.

Update on Greszlo Property: Feldt reviewed with the committee the proposals offered for the property and the committee request from last month's meeting. Wisnicky reviewed his efforts. He spoke with the Town of Pierce regarding land use. He spoke with Terry McNulty regarding a certified survey map (CSM) and how to possibly divide the property. The cost of a CSM would be approximately \$2400. Feldt reviewed possible options and the cost the committee is willing to approve to provide design work and cost estimates for infrastructure development (e.g. road, sewer,). Luft suggested the county move forward in have design work conducted on the parcel and cost for demolition of the buildings on the parcel. Discussion continued as to what information should be obtained related to developing the parcel and what budget line to appropriate the funds. Gilles gave a general overview as to his plans to make the parcel a campground. He inquired as to why the delay. Questions were asked as to how much money is spent by campground visitors and what is the property value of a campground. Administration will try to find those answers.

Approval of 2020 County Budget Modification Requests:

Finance: Kunesh provided a list of budget modifications for the committee to consider. Kunesh reviewed the items. Utility revenue was adjusted as the initial estimate was off. The County will receive an additional \$7,328 in utility revenue. County Board and Committee per diem compensation was initially reduced per the Administrator's recommendation. The Executive Committee approved per diem compensation to be the same as last year. An additional \$10,784 was placed back into the budget. The Public Health Department estimated its grant revenues and levy match for 2020. An additional

\$1270 of levy is to be added to match the additional grant revenue to be received. Local Transportation Aids from the state are estimated as the actual amount is not received until after the budget has been presented. An additional \$59,386 will be received and added to the Highway Department budget. Luft moved and Romdenne seconded to approve the four changes listed. Motion approved.

Register of Deeds: Feldt gave a summary of his recommendation to removing the 0.2 FTE temporary position in the Register of Deeds Office. Bertrand provided her justification of the need for the position. A summary of what actions the Land Information Council and the Executive Committee were also added. Feldt explained that the Executive Committee has the authority to add or delete positions, but the Finance Committee has the authority to provide or deny funding. This is why two actions must be taken. Discussion followed regarding the need for the position, what the possible impacts would be for the office as well as the land information office, and if the need is for the worker is short term. Romdenne moved to follow the Executive Committee recommendation and include funding for the 0.2 FTE position. The motion failed due to lack of a second. \$8747 was not placed back into the budget.

UW Extension: Feldt reviewed his recommendation to eliminate 1.0 FTE from the UW-Extension office. The action of the Executive Committee was summarized. Discussion took place as to the history of the office and the need for the position. Discussion continued regarding future staffing levels for the UW-Extension office and what the future path of Extension is. Romdenne moved to follow the Executive Committee recommendation and include funding for the 1.0 FTE position. The motion failed due to lack of a second. \$78,011 was not placed back into the budget.

Human Services: Feldt reviewed his recommendation to convert a 1.0 FTE contracted worker to a 1.0FTE county employee. The belief that the work being conducted can be performed by a county employee. Discussion followed regarding the job duties and any effects the conversion would cause. Question was asked regarding the fiscal impact. Feldt responded that while contracted person receives a similar salary, additional funds will be needed to pay for county benefits. Romdenne moved and Luft seconded to follow the Executive Committee recommendation and include the additional funding for the conversion of the 1.0 FTE contracted worker position to a county employee position. Motion carried. \$24,589 will be added into the budget. Funding is to come from transfer of funds from the Capital Improvement Fund.

Sheriff's Department: Feldt summarized the request from the Sheriff's department to convert a general classified employee within the Jail Division to a protected classified position. The purpose is to assist in the scheduling and performing of those duties executed by protected employees (e.g. transport, school liaison, etc.). Discussion followed as to how this change is also a part of the future succession of staff. \$3496 will be added to the budget. Funding is to come from transfer of funds from the Capital Improvement Fund.

Miscellaneous: Question was raised whether funding was included in the 2020 budget for LEAN training. Feldt responded that funding was included at the same amount as last year (\$25,000). Wisnicky provided some insight as to the advantages of continuous improvement training. Kunesh also provided support for the training. Feldt indicated that the Human Services Department is beginning this process. Luft added that the training is needed to create efficiencies and to improve employee productivity. No action was taken.

Approval of Indirect Cost Plan Contract (Amended): Kunesh explained that the previous approval of the contract was for the remaining two years. Diversified Services offered the same price for five years. Motion by Luft moved and Romdenne seconded to approve contract with Diversified Services Network Inc for a term of five years. Motion carried.

Update County Economic Development Loan Program: Feldt distributed copies of the latest draft of the Business Development Loan Program manual with a sheet identifying proposed changes. The Committee will discuss and take action after the approval of the County budget.

Review vendor payments: Vendor payment reports for September 2019 were reviewed by the committee.

Approve County Board and supplemental payroll: Motion by Luft second by Romdenne to approve the County Board and Supplemental Payroll as presented. Motion carried.

Next finance committee meeting: October 15, 2019 at 5:00 p.m. and November 1, 2019 at 8:00 a.m.

Such other matters as authorized by law: Feldt gave an update as to the housing discussion that was held on October 8. General discussion regarding housing followed.

Adjournment: Motion by Olson, second by Luft to adjourn the meeting. Motion carried. Meeting adjourned at 10:36 AM.

Submitted by:
Scott Feldt, Recording Secretary