

KEWAUNEE COUNTY

FINANCE & PUBLIC PROPERTY COMMITTEE - MEETING MINUTES

Date: March 05, 2021 Time: 8:00 AM

Location: Administration Center – County Board Room

Amended

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

Roll call: Members present: John Mastalir, Virginia Haske, Tom Romdenne, Doak Baker, Jeffrey Vollenweider. Others present: Scott Feldt, Paul Kunesh, Jeff Wisnicky, Todd Every, Dave Myers, Steve Hanson, Daniel Olson, Gary Paape, Pat Benes, Nancy LaCrosse, Ben Nelson, Amber Hewett, Bob Weidner.

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 02/05/2021 Finance Committee minutes. Motion carried.

Public Comment: None

Monthly Administrative report:

- a. Monthly Financial Report - January 2021. Sales tax for January received in February was \$112,125.32. The next 3-4 months are expected to be seasonally lower. No surprises for January other than a furnace at the storage building & that will be addressed by the Sheriff later in the year if additional department funds are needed. Final unaudited year end 2020 results will be available for the April meeting. Any needed carryovers will be presented in April as well.
- b. Medical/Dental Financial Report - January 2021. A large claimant report for January was handed out and reviewed along with the medical and dental reports provided by Horton for the new calendar year.
- c. Overtime Report - February 2021. The overtime report was provided with the agenda.

Introduction of KCEDC Executive Director: Amber Hewett introduced Ben Nelson to the committee & Ben gave a brief background.

Fair Board Contract – Insurance Requirement: Fair Board represented by Pat Benes and Nancy LaCrosse continued the request to reduce the general liability required from \$5 million to \$1 million from the February meeting. The Fair Board Insurance agent, Ryan Utecht, attended by Zoom to answer questions about coverage types and levels. Agent estimated the savings to the Fair Board for \$2M vs \$5M coverage is about \$800-\$1200. Motion by Romdenne second by Haske to recommend the Board approve reducing the general liability insurance requirement from \$5 million to \$2 million. Motion passed 4-1 with Baker voting no.

Approval of Funding for Supplemental Compensation–Public Health Department: Feldt discussed the time & effort of the Public Health Director during the pandemic. The Public Health Director is salaried. Executive Committee will discuss compensation amount, and the Finance Committee should determine where it should come from. Motion by Haske second by Romdenne to recommend the Executive Committee approve additional compensation from CARES funding for employees who went above & beyond during the pandemic. Motion carried.

Approval of County Surveyor: The County needs to contract for a County Surveyor since the previous contract expired at the end of 2020. There is not much work for a surveyor with only about \$1000 or \$2000 spent in recent years, but one needs to be on staff or contracted. Motion by Vollenweider second by Romdenne to recommend the Board approve the contract for County surveyor with Dave Chrouser of Mau & Associates as recommended. Motion carried.

Approval of 2020 Carryover Request – County Administrator: Feldt reviewed his carryover request included with the agenda and answered committee questions. Motion by Baker second by

Vollenweider to approve the requested carryover of \$15,465 of Contracted Services, but deny carryover of \$10,581 of Professional Development and \$2850 of Employee Recognition resulting in those two lapsing to fund balance of the General Fund. Motion carried.

Approval of Highway Resurfacing Project (County AB and County A) – Highway Dept: Todd Every reviewed the request included with the agenda and answered committee questions. Motion by Baker second by Romdenne to recommend the Board approve the \$507,673 AB/Main St project as presented in the Highway Commissioners memo. Motion carried.

Discussion: Naming of Administration Building. Mastalir and Feldt presented an idea to name County Buildings after community members that have stood out. The first proposal is to rename the Administration Building as the Edward J Dorner Administration Center. Cost is estimated at \$750 for the building lettering & about \$1000 for the corner sign. Motion by Haske second by Baker to recommend the County Board rename the Administration Center building as the Edward J Dorner Administration Center. Discussion followed. Baker rescinded the second. There was no other second to the motion. The committee would like an overall naming & recognition process brought forward and then proceed with naming requests with a draft procedure ready for the next Finance Committee meeting.

Discussion of County Fees: Feldt started a discussion regarding various fees charged by County departments. A list of departments with fees was included with the agenda.

Supervisor Mastalir handed the meeting over to Romdenne at 9:47AM, and then left the meeting.

Extension of Balehouse Lease (possible action): Feldt & Wisnicky reviewed the lease extension and reasons for the extension. A longer lease term would provide certainty to allow for the investment in longer term improvements by the lessor with less risk of termination, keeps the collection service within the community, and maintains county owned buildings. Motion by Baker second by Haske to recommend the Board approve extension of the balehouse lease. Motion carried.

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

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

Such other matters as authorized by law: None.

Next finance committee meeting: Friday April 9 8:00AM.

Adjournment: Motion by Vollenweider second by Baker to adjourn the meeting. Motion carried. Meeting adjourned at 9:58 AM.

Submitted by:
Paul Kunesh

