

Minutes
CITY OF KEWAUNEE FINANCE COMMITTEE
City Hall
Tuesday, January 7, 2025
5:00 p.m.

1. Call to Order & Roll Call-Meeting was called to order at 5:00-All committee members present-Robin Nelson, Chair, Jeff Kohnle, Russ Anderson and Bobbi Jeanquart.

Also present-City Administrator, Heath Eddy,Clerk/Treasurer,Amber Vander Velde,Police Chief Robin Mueller, Marina-Augie Kinjerski,Public Works,Nate Seiler.

Citizen, Bruce Kinjerski,Council Member, Scott Oftedahl

2. Approval of Previous Meeting Minutes-December 3, 2024 Motion made by Jeff K. to approve meeting minutes from the December 3, 2024 meeting. Second by Bobbi J. Motion carried.

3. Old Business

A. Update on Ambulance and Fire Funds and Townships-Agreements-All checks have been received from the Townships. Robin will sit down with Amber and review the agreements and prepare the next billings to be sent out in March. The agreements roll over and only cease when the townships decide to end the contract. We need to get financial updates to the townships.

B. Marina Accounting Practices Update on Hey Gov-Brenda has sent all the information to HeyGov for them to customize the marina retail sales. Once they finish they will go through a training session with the office and marina staff. The inventory and shrinkage was discussed. Moving forward, putting some procedures in place to help lessen errors and keeping track of transactions with explanations will help.

C. Dominion-Billable Invoice-Update-there has just begun a dialogue between city hall and Dominion to determine the status of the outstanding charges.

D. ARPA Funds-Update on expenditures-All the money has been allocated. Waiting on all the work to be completed or for follow through on purchases.

E. Public works plow truck-CIP-An estimate was gotten through Olson truck total \$245,019. The money won't be due until the truck is delivered. Estimated delivery would be 2nd quarter of 2025. If delivery is delayed we may have to put some money down.

4. New Business:

A. Marina -Cost of \$239,200 dock acquisition-The city has been invoiced for the docks. The \$239,200 does not include the cost for dredging and installation. **A motion was made by Russ**

to move to council approval of \$239,200 for acquisition of the dock with CIP funds. Second by Jeff K. Motion carried.

B. Potential changes for office-Payroll vendor and utilities may go through HeyGov for billing and payment.-Some struggles have occurred with payroll using the Workhorse system. Clerk/Treasurer, Amber, requested approval to check into HeyGov and review products they have for Payroll, utilities billing even for meeting notes. This was seeking more information.

C. Financial Report-reports have been requested. Clerk/Treasurer, Amber will be following up

D. Review available invoices for approval-none available.

5. Announcements-Police Chief, Robin Mueller, The lockers will be finished Feb 11th and shipping soon after that. Public Works Sup, Nate Seiler, Harbor Cam is down, the city received a donation of cameras from NWTC. Nate will be contracting Carlon Hunting and Fishing if they would like to continue to sponsor the cameras. City Administrator reported the security for cameras at the marina is outdated and not working. There will possibly be a need to replace and upgrade the entire system.

6. Adjournment-Motion made to adjourn by Jeff K. Second by Bobbi J. Motion carried

Meeting adjourned at 5:52pm

Respectfully Submitted,

Robin S. Nelson