



Kewaunee County
FINANCE & PUBLIC PROPERTY COMMITTEE MEETING
AGENDA

June 28, 2023 5:30 p.m.

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

1. Call to Order
2. Roll Call
3. Approval of June 28, 2023 Finance Agenda
4. Approval of June 2, 2023 Finance Committee Minutes
5. Public Comment
6. Approval of Participation in Wisconsin Investment Series Cooperative
7. Discussion of Jail Project Financing
8. Such Other Matters as Authorized by Law
9. Next Meeting: July 7, 2023
10. Adjournment

**The public is able to watch the meetings LIVE via YouTube. Go to: www.kewauneeco.org
Once you are on the homepage, on the left hand side, click on *Committee Meetings - LIVE*
Then click on the link for the meeting you want to watch**

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
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MINUTES

June 2, 2023 8:00 a.m.

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Call to Order: Chair Romdenne called the meeting to order at 8:00 a.m.

Roll Call: Members Present – Tom Romdenne, John Mastalir, Jeff Vollenweider, Virginia Haske, Steve Agamite. Others Present – Matt Joski, , Dan Olson, Paul Kunesh, David DePeau, Scott Feldt, Jon Paulsen, Rebecca Paulsen.

Approval of June 2, 2023 Finance Agenda: Haske moved, Mastalir seconded to approve the agenda with the change of placing the Krok Road Property item immediately after Public Comment. Motion carried.

Approval of May 12, 2023 Finance Committee Minutes: Haske moved, Mastalir seconded to approve the May 12, 2023 minutes. Motion carried.

Public Comment: None.

Consideration regarding Payment of Delinquent Taxes on Krok Road Property: DePeau provided a summary as to the county taking ownership of the property due to unpaid property taxes. The Paulsens currently reside at the property. Paulsen contacted the county with an offer to repay the unpaid taxes. Paulsen provided an earnest payment of \$1,000. Paulsen indicated that they have secured financing to pay the debt in full and until that time, they would continue to pay \$500 per week. General discussion followed as to the back taxes and possible remedies. Additional discussion followed regarding a letter from the county to indicate to the bank that the County will sell the property to the Paulsens and the Paulsens shall secure a letter from the bank indicating that a loan will be provided that will pay the county in full. Further discussion followed as to rent of the property until the sale has been completed.

Vollenweider moved, Agamite seconded to rent the property to the Paulsens for \$500 per week; the county will provide a letter stating the fact that the county will sell the property to the Paulsens if financing can be secured; in turn the Paulsens will provide a letter verifying the securing of adequate financing for sale of the property within 10 days of receipt of a letter from the county; and the Paulsens agree to purchase the property for the amount of \$25,564.14 plus any additional costs/fees required at closing. Motion carried.

Monthly Administrative Report

Monthly Financial Report – April 2023: Kunesh provided an update on sales tax collections. \$149,494 was collected in May with a year to date total of \$368,274 compared to last year total of \$324,708. The Contingency Fund balance is \$90,000 with the \$10,000 allocation from the previous month. The department monthly finance report does not show concerns at this point in the year. Kunesh has had discussions with PMA regarding the issuance of debt related to the jail project. These discussions involve the issuance amount. A \$10 million issuance is considered bank qualified which results in a lower interest rate. In addition, the county will be



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reconfiguring the use of its ARPA funds towards the jail project to ensure that the funds cannot be clawed back due to recent federal legislation. Kunesh notified that Bev Dolski will be retiring in September after 47 years with the county. The position will be placed on the Executive Committee agenda for approval to the upcoming vacancy.

Medical/Dental/Large Claimant Financial Report – April 2023: Feldt reviewed the medical loss report and the large claimant report with the committee. No questions.

Overtime Report – May 2023: Feldt reviewed the report. Joski explained that the Sheriff's department is experiencing additional overtime to assist the Algoma and Kewaunee police departments with their staffing issues. The overtime costs are being covered by the cities so there is corresponding revenue with the overtime costs.

Creation of Winter Park Fund: Kunesh provided a summary as to the request to create an enterprise fund for Winter Park. With the increase in revenues and the need for those revenues to be allocated for expenses related to the park. The revenues generated from Winter Park would be allocated to purchase needed equipment (groomer, snow guns, etc.) and make necessary park improvement (earth moving, tree cutting, etc.). The enterprise fund will segregate all revenues, expenses, assets and fund balance to the fund.

Vollenweider moved, Mastalir seconded to approve the creation of a Winter Park enterprise fund. Motion carried.

Review Vendor Payments – May 2023: No questions.

Approval of Supplemental Payroll: Haske moved, Mastalir seconded to approve the supplemental payroll. Motion carried.

Such Other Matters as Authorized by Law: None

Next Meeting: June 16 at 8:00 a.m. Joint Finance Jail Study Meeting, July 7, 2023 at 8:00 Finance Committee meeting.

Adjournment: Agamite moved, Haske seconded to adjourn the meeting. Motion carried. Meeting adjourned at 9:07 a.m.

RESOLUTION TO PARTICIPATE IN THE FUND



A RESOLUTION AUTHORIZING ENTRY INTO AN INTERGOVERNMENTAL COOPERATION AGREEMENT RELATING TO THE "WISCONSIN INVESTMENT SERIES COOPERATIVE" AND AUTHORIZING PARTICIPATION IN THE INVESTMENT PROGRAMS OF THE FUND

WHEREAS, Wisconsin school districts, technical college districts, cities, villages, counties and towns may invest their monies as authorized by Wisconsin Statutes, Section 66.0603 (1m); and

WHEREAS, Wisconsin Statutes, Section 66.0301 (the "Intergovernmental Cooperation Act") provides, among other things, that municipalities may contract with other municipalities for the joint exercise of any power or duty required or authorized by law, including investment of their monies; and

WHEREAS, the Wisconsin Investment Series Cooperative (formerly known as the Wisconsin School District Liquid Asset Fund) (the "Fund") was formed as of June 23, 1988 pursuant to the Intergovernmental Cooperation Act by the adoption of an Intergovernmental Cooperation Agreement relating to the Wisconsin School District Liquid Asset Fund by Oregon School District and Sheboygan Area School District, as the initial participants of the Fund, which Agreement was amended as of July 15, 1994 and July 12, 2002 (the "Intergovernmental Cooperation Agreement"); and

WHEREAS, the Fund is governed by the Wisconsin Investment Series Cooperative Commission (the "Commission") in accordance with the terms of the Intergovernmental Cooperation Agreement; and

WHEREAS, the Intergovernmental Cooperation Agreement has been presented to this governing body (the "Governing Body"); and

WHEREAS, the Intergovernmental Cooperation Agreement authorizes municipalities to adopt and enter into the Intergovernmental Cooperation Agreement and become participants of the Fund; and

WHEREAS, this Governing Body deems it to be advisable for this Municipality (the "Municipality") to adopt and enter into the Intergovernmental Cooperation Agreement and become a participant of the Fund for the purpose of exercising jointly with other municipalities the power to invest their monies, so as to enhance the investment earnings accruing to each; and

WHEREAS, this Governing Body deems it to be advisable for this Municipality to make use from time to time, in the discretion of the officials of the Municipality identified in Section 2 of this Resolution, of the Fixed Rate Investment Program available to participants of the Fund; and

WHEREAS, this Governing Body deems it advisable for this Municipality to make use of, from time to time, the services provided by PMA Financial Network, LLC, PMA Securities, LLC, U. S. Bank National Association, and/or their affiliates and successors, in connection with the Municipality's utilization of the Fund.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. This Municipality shall join with other Wisconsin municipalities in accordance with the Intergovernmental Cooperation Act by becoming a participant of the Fund and adopting and entering into the Intergovernmental Cooperation Agreement. A copy of the Intergovernmental Cooperation Agreement shall be filed in the minutes of the meeting at which this Resolution was adopted. The President (Chairperson) (Mayor) and the Clerk (Secretary) are authorized to take such actions and execute any and all such documents as they may deem necessary and appropriate to effectuate the entry of this Municipality into the Intergovernmental Cooperation Agreement and to utilize Fund programs through PMA Financial Network, LLC, PMA Securities, LLC, U. S. Bank National Association, and/or their affiliates and successors.

Section 2. This Municipality is authorized to invest its available monies from time to time and to withdraw such monies from time to time in accordance with the provisions of the Intergovernmental Cooperation Agreement, including investment in the fixed-income program of the Fund through the intermediaries PMA Financial Network, LLC and PMA Securities, LLC. The following officers and officials of this Municipality and their respective successors in office each are designated as "Authorized Officials" with full power and authority to effectuate the investment and withdrawal of monies of this Municipality from time to time in accordance with the Intergovernmental Cooperation Agreement and pursuant to the Fixed Rate Investment Program available to participants of the Fund: (List the name(s) and title(s) of the officer(s) and official(s) who will be authorized to invest and withdraw monies in and from the Fund and pursuant to the Fixed Rate Investment Program. You may have any number of Authorized Officials; attach an additional list if necessary.)

Name: _____ Position: _____ Signature: _____

Name: _____ Position: _____ Signature: _____

Name: _____ Position: _____ Signature: _____

The Clerk (Secretary) shall advise the Commission of any changes in Authorized Officials in accordance with procedures established by the Commission.

Section 3. Members of this Governing Body and officials of this Municipality are authorized to serve as Commissioners of the Commission from time to time if selected as such pursuant to the provisions of the Intergovernmental Cooperation Agreement.

Section 4. This Municipality may open depository accounts, enter into wire transfer agreements, safekeeping agreements, and lockbox agreements, or other applicable or related documents with U. S. Bank National Association, and any other institutions participating in the Fund programs or programs of PMA Financial Network, LLC and PMA Securities, LLC, pursuant to Wisconsin Statutes, Section 34.05, Wisconsin Statutes, Section 120.12(7) (if applicable) and, when directed by one of the Authorized Officials, Wisconsin Statutes, Section 66.0603. PMA Financial Network, LLC and/or PMA Securities, LLC are authorized to act on behalf of this Municipality as its agent with respect to such accounts and agreements.

Section 5. Credit unions, banks, savings banks, trust companies and savings and loan associations authorized to transact business in the State of Wisconsin which qualify as depositories under Wisconsin law and are included on a list approved and maintained for such purpose by the Administrator of the Fund are designated as depositories of this Municipality pursuant to Wisconsin Statutes, Section 120.12(7) (if applicable) and Wisconsin Statutes, Section 34.05. Monies of this Municipality may be deposited in such depositories, from time to time in the discretion of the Authorized Officials, pursuant to the Fixed Rate Investment Program available to participants of the Fund through the intermediary PMA Financial Network, LLC

It is hereby certified that *(insert name of the Municipality)*

_____ duly adopted the Model Resolution at a duly convened meeting of the Governing Body of the Municipality held on the _____ day of _____, 20_____, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

Signature of Clerk (Secretary)

Date

It is only necessary to adopt this resolution for the first account (master account) opened by your entity.

Attach original signed Resolution to Master Account Application and mail to:
**PMA Financial Network, LLC • 2135 CityGate Lane, 7th Floor • Naperville, IL 60563
Toll-Free 800.783.4273 • Fax: 630.718.8701**