



Kewaunee County
FINANCE & PUBLIC PROPERTY COMMITTEE MEETING
AGENDA

May 18, 2021 5:30 p.m.

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

1. Call to Order
2. Roll Call
3. Approval of May 18, 2021 Finance Agenda
4. Approval of May 7, 2021 Finance Committee Minutes
5. Public Comment
6. Approval of Business Development Loan Program Application (The Bakery Bar)
7. Such Other Matters as Authorized by Law
8. Next Meeting
9. Adjournment

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
FINANCE & PUBLIC PROPERTY COMMITTEE - MEETING MINUTES**

Date: [May 07, 2021](#) Time: 8:00 AM

Location: [Administration Center – County Board Room](#)

Call to order: The meeting was called to order at 8:02AM by Chairman Mastalir.

Roll call: Members present: John Mastalir, Virginia Haske, Tom Romdenne, Doak Baker

Excused: Jeffrey Vollenweider

Others present: Scott Feldt, Paul Kunesh, Jeff Wisnicky, Michelle Dax, Tracy Nollenberg, Matt Joski, Daniel Olson

Approve the agenda: Motion by Haske, second by Baker to adopt the agenda. Motion carried.

Approve minutes: Motion by Baker, second by Haske to approve the [04/09/2021](#) Finance Committee minutes. Motion carried.

Public Comment: None

Monthly Administrative report:

- a. Monthly Financial Report - March 2021. Sales tax receipted in April for March was \$110,000,463 bringing the year to date amount to \$318,097 compared to year to date last year of \$289,487. Departments with early concerns that may or may not need action later in the year were presented. Coroner office is busier than average and the first quarter is above the anticipated budgeted amount. Revenue will cover some costs and the remaining year may or may not continue at this pace. Solid waste payment from the Long-Term Care account was received but not until April. Revenue through March reflects the reversal of 2020 accrued revenue, without the payment received later in April. Sheriff NextGen 911 grant revenue has a similar timing issue for 2020 revenue to be received later in 2021. Promo & Rec recently had an air conditioner at the Fairgrounds fail, and replacement is quoted at \$12,000. Additional funds may or may not be needed depending on other fairground maintenance needs for the remainder of 2021. Auditors will be on site from May 19th through May 28th for final 2020 audit work.
- b. Medical/Dental Financial Report - At three months into the year the medical loss ratio is 105.7% and the dental ratio is 122.9%. Both will be watched and evaluated and adjusted as needed for next year during the budget cycle. Two medical claims appear on the large claimants report, being over the \$55,000 stop loss limit.
- c. Overtime Report – April 2021. April had three pay periods rather than the typical two. Year to date overtime is within the anticipated range.

County Treasurer Investment Report: The County Treasurer presented and reviewed the County cash and investment balances as of 03/31/2021.

Discussion of County Fees: The committee reviewed a list of fees charged by County departments, the year last changed if known, along with comparison to other Counties. Fees set by State statute are not included since those are not within control of the County. Review and discussion with departments will happen at future meetings.

Policy–Naming of County Owned Buildings, Properties, Parks & Facilities (Possible Action):

A draft policy was presented to the Committee. No motion was made by the committee.

Placement of High Frequency Antennae at Luxemburg EOC: The committee briefly reviewed memo by Emergency Management. More detailed information and requirements will be brought to a future meeting.

Review vendor payments: Vendor payment report for April was 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:

Tuesday May 18th 5:30, prior to County Board

Friday June 4th at 8:00AM

Adjournment: Motion by Baker, second by Romdenne to adjourn the meeting. Motion carried. Meeting adjourned at 8:39AM.

Submitted by:
Paul Kunesh

**Kewaunee County
Business Development Loan Program
Application Summary**

05/11/2021

X		05/10/21 Loan Review Committee
		05/18/21 Finance Committee
		05/18/21 County Board

APPLICANT: The Bakery Bar (Sam & Kayla Dowd)

TYPE OF BUSINESS: Retail desserts, bread, beer & wine

PROJECT SUMMARY: Renting (former Lake Effects Bar), renovate for sales of bakery & local beer & wine.

USE OF LOAN PROCEEDS: Oven

JOBS CREATED: 2+

OTHER FUNDS:

WWBIC	\$25,000
Applicant/Owners	\$10,000

BDLP FUNDS: \$9,397

Total Project: \$44,397

LOAN TERMS:

Rate:	3.75%
Term (years):	6
Deferred pmts:	3
Interest only pmts:	0
Monthly Pmt (approx):	\$152.00

COLLATERAL: Equipment, oven

GUARANTOR(S): Personal Guaranty of all owners

OTHER / NOTES:

* Loan Payments (not included in expenses):

WWBIC	452.19
BDLP (as proposed)	\$152.00
Total	604.19

* Proposed Rate: WSJ prime rate 04/29/21 = 3.25% + .5% = 3.75%

* Employment: Sam & Kayla
Additional part time employees as needed



RESOLUTION NO.

**APPROVING BUSINESS DEVELOPMENT LOAN APPLICATION OF:
Things N Such LLC
"The Bakery Bar"**

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, Kewaunee County created a business development loan program to encourage economic
2 development in Kewaunee County; and
3

4 **WHEREAS**, Things N Such LLC (Sam and Kayla Dowd), has made application to the Business
5 Development Loan Committee for a loan to purchase a commercial oven for a new bakery business in
6 the City of Kewaunee (The Bakery Bar); and
7

8 **WHEREAS**, the Business Development Loan Committee has considered the loan application and
9 recommends approving a loan to Things N Such LLC under the following general terms:

- 10 Principal: \$9,397.20
- 11 Interest: 3.75%
- 12 Repayment term: 6 years
- 13 Repayment schedule: Interest only first 90 days, thereafter principal & interest until paid in full.
- 14 Security/Collateral: Security in oven, equipment and personal guaranty.

15
16 **NOW, THEREFORE, BE IT RESOLVED**, that the Kewaunee County Board of Supervisors, duly
17 assembled this 18th day of May 2021, that the Board hereby authorizes and approves the Loan
18 Application of Things N Such LLC; and
19

20 **BE IT FURTHER RESOLVED**, the Business Development Loan
21 Administrator shall provide Things N Such LLC with notice the loan was
22 approved and negotiate the final terms of the loan in a manner not
23 inconsistent with the general parameters outlined above and the policies
24 and procedures of the Kewaunee County Business Development Loan
25 Fund Manual.

Respectfully Submitted,

FINANCE AND PUBLIC PROPERTY COMMITTEE

John Mastalir, Chair

Doak Baker

Virginia Haske

Thomas Romdenne

Jeffrey Vollenweider, Sr.

APPROVED AS TO FORM
Jeffrey R. Wisnicky
Corporation Counsel

FISCAL IMPACT STATEMENT: \$9,397.20 loan to Things N Such LLC
--

	Y E S	N O	A B S E N T	A B S T A I N
Augustian, A.				
Baker, D.				
Doell, D.				
Guillette, N.				
Haske, V.				
Jahnke, S.				
Kinnard, T.				
Kroll, K.				
Lazansky, J.				
Lukes, J.				
Mastalir, J.				
Olson, D.				
Paape, G.				
Piesler, M.				
Romdenne, T.				
Swagel, M.				
Teske, L.				
Vollenweider, J.				
Wagner, C.				
Wochos, J.				
TOTALS				

**KEWAUNEE COUNTY
REVOLVING LOAN FUND COMMITTEE MEETING - MINUTES**

Date: May 10, 2021 Time 1:00 PM

**Kewaunee County Administration Center, 810 Lincoln St, Kewaunee, WI 54216
County Board Room**

1. Call to order: The meeting was called to order at 1:00PM by Chairman Jim Lamack
2. Roll call: Members present: Jim Lamack, Jeff Wisnicky, Paul Kunesh, Tom Romdenne, Dan Vincent, Tim Tremel, Dan Olson. Excused: Jack Wochos. Others present: Ben Nelson
3. Approve agenda: Motion by Olson, second by Tremel to adopt the agenda. Motion carried.
4. Approve minutes: Motion by Olson, second by Romdenne to adopt the 09/11/2020 minutes. Motion carried.
5. Loan request review:
Consider motion to go into closed session pursuant to Sec. 19.85 (1)(f)–Discussion of loan requests: Motion by Wisnicky, second by Tremel to go into closed session pursuant to Sec. 19.85(1)(f) to consider loan request of Thumb Knuckle Brewing Company. Motion carried.

Consider motion to return to open session: Motion by Romdenne, second by Vincent to return to open session pursuant to Sec. 19.85(1)(f). Motion Carried.

Consider possible action on The Bakery Bar loan request: Motion by Tremel, second by Wisnicky to approve a loan for up to the full purchase price of \$9397.20 for the oven, at 3.75% for six years with interest only payments the first 90 days and regular payments for the remaining term: Motion passed 6-1 with Vincent voting no.
6. Administrators Report:
 - A) RLF Program Update:
 - 1) Loans paid in full – C&P Oaks
 - 2) Loan status/summary – The committee reviewed the loan report for the first quarter 2021.
 - 3) Other loan activity – none
 - B) BDLP Program Update:
 - 1) Inquiries – Seven or eight inquiries since August 2020. One of those inquiries may become an application soon.
 - 2) Loans paid in full – none
 - 3) Loan status/summary – none
 - 4) Other loan activity – A program brochure/pamphlet will be designed & printed in-house similar to the brochure for the RLF program.
7. Other matters as allowed by law: none
8. Next Meeting: Next meeting will be set as needed.
9. Adjournment: Motion by Vincent, second by Romdenne to adjourn the meeting. Motion carried. Meeting adjourned at 1:40 PM.

Submitted by:

Paul Kunesh, RLF Administrator