



Kewaunee County
FINANCE & PUBLIC PROPERTY COMMITTEE MEETING
MINUTES

April 12, 2019 8:00 a.m.

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

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

Roll Call: Members Present – Virginia Haske, Lee Luft, Tom Romdenne, John Mastalir, Dan Olson.
Others Present – Mary Ellen Dobbins, Scott Feldt, Jennifer Gonzalez, Ross Loinig, Rebecca Deterville, Todd Every, Fred Schnook, Amber Shallow, Matt Murphy.

Approval of April 12, 2019 Finance Agenda: Luft moved and Olson seconded to approve the agenda. Motion carried.

Approval of March 15, 2019 Finance Committee Minutes: Romdenne moved and Olson seconded to approve the March 15, 2019 minutes. Motion carried.

Public Comment: None.

Finance Director's Report

Monthly Financial Report – February 2019: Kunesh reviewed the monthly financial report. Kunesh indicated that it is early in the year. Expenditures that exceed the benchmark are a timing issue with payments of certain expenditures made at the start of the year. Sales tax collection for February 2019 was \$76,013 which is similar to February of last year.

Debt Summary: Kunesh reviewed the County's bond rating. The last rating was in 2016 with an AA- rating from Standard and Poors. Moodys currently has given a rating of A2.

Overtime Report – March 2019: Feldt reviewed the overtime report. Highway has a large overtime balance due to the number of snowfalls. Sheriff Patrol and Jail are lower than what they were last year at this time. It is believed the new schedule is contributing to the decline.

Funding Approval: OPEB Study – Kunesh reported to the committee that there is a new reporting standard and that Other PostEmployment Benefits (OPEB) must be calculated and reported. The County was advised by its auditors to contact a firm to perform this calculation and valuation. Luft moved and Mastalir seconded to contract with Key Benefits Concepts to perform the OPEB calculation for \$4300. The funding would come from a transfer from the contingency account. Motion carried.

Budget Adjustment: Sheriff & Jail – Salary vs. Wage – Kunesh requested a budget adjustment to correct salary and wage budget lines. Base pay agreed to in previous union contracts was listed under salaries instead of wages even though deputies are paid on a per hour basis. The adjustment would show real wage costs and real salary costs within the department. There is no fiscal impact as the adjustments (\$1,846,173) do not alter the amount of compensation within the department. Olson moved and Luft seconded to approve the adjustment. Motion carried.

Funding Approval:

Equipment Purchase 1 – Pick up Trucks (2), shop truck body (1) and dump truck body (1): Every summarized the purchase of the trucks and bodies. Highway Committee has approved the purchase. Olson moved and Luft seconded to approved the purchase of the trucks and truck bodies with funding from the Highway Internal Service Fund. Motion carried.



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Equipment Purchase 2 – Truck chassis and tank: Every summarized the purchase of the truck chassis and tank. Highway Committee has approved the purchase. Mastalir moved and Romdenne seconded to approved the purchase of the truck chassis and tank with funding from the Highway Internal Service Fund. Motion carried.

Funding Approval: Court AV/Video Conference System – Loining provided a review of the difficulties the courts have experienced with the current audio-visual/videoconferencing system. Loining reviewed the request for proposal (RFP) process and the vendor submissions. The recommendation is to award the bid to ESG for \$89,844. Luft moved and Mastalir seconded to award the contract to ESG for \$89,844 with funding to be \$80,095 from the AVI Fund and the remainder to come from the Contingency account. Motion carried.

Approval of Fund Transfer – 2018 Carryover to 2019: Radio Connection Upgrade – Loining informed the Committee that money had been allocated in 2018 to upgrade the data connection to the Highway Shop. The work was not able to be completed until 2019. A carryover request is being made to transfer \$6942 from the 2018 outlay line to 2019 to pay for the upgrade. Olson moved and Mastalir seconded to approve the carryover transfer. Motion carried.

Recommendation: Approval of CDBG Project applications for RLF-CLOSE funding – Kunesh provided the Committee a summary of the RLF-CLOSE process. Kunesh indicated that the County must return all unused revolving loan fund (RLF) funds to the state. The County would be eligible to submit applications for those funds as long as the projects met national objectives of the federal Housing & Urban Development (HUD) agency. The County met with state representatives and determined the best use of the funds was to support blight elimination within Kewaunee County cities and villages. A meeting was held with the cities and villages and application format and deadline was discussed. Applications were received around February 28, 2019. County administrative staff reviewed the applications and evaluated the applications on various criteria: ability to complete the project within two years, complexity of the project, ability to oversee the project, cost of the project, and long term development effects for the community and the county. Administration recommended funding levels as follows: City of Algoma - \$586,000 and City of Kewaunee – \$750,000. The committee, administrative staff and representatives from Algoma and Kewaunee discussed how the allocation recommendations were determined, the strengths and weaknesses of the applications and the financial impact of the projects and exposure to the County. Feldt indicated a previous calculation had determined a lower amount and the allocation for Algoma was amended to \$610,000. Concerns were raised as to the financial exposure to the County. Most likely, the County would need to front the money for the projects and wait for reimbursement from the state. Concern was raised if the projects could not be completed within the required two-year time period. Committee members indicated the County must have the cities enter into a contract that would eliminate the financial exposure to the County if the projects are not completed or other requirements are not met. Olson moved and Luft seconded to approve the allocation recommendation provided by administrative staff of \$750,000 for Kewaunee and \$610,000 for Algoma, and each city will be required to enter into a contract/agreement with the County to compensate the County if requirements of the grant are not met and reimbursement is not received from the state. Motion carried.



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Review Vendor Payments: Committee reviewed vendor payments. No questions.

Approve Supplemental Payroll: Committee reviewed supplemental payroll. Kunesh instructed the Committee payments to members of the two study committees (Public Safety Facility and Broadband) were not paid to members previously. Payroll has added those per diems through March 31 onto the checks of those eligible supervisors. Olson moved and Luft seconded to approve the payroll. Motion carried.

Next Meeting: May 10, 2019 at 8:00 a.m. and June 7, 2019 at 8:00 a.m.

Such Other Matters as Authorized by Law: None.

Adjournment: Olson moved and Romdenne seconded to adjourn the meeting. Motion carried. Meeting adjourned at 9:34 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Scott Feldt".

Scott Feldt, Recording Secretary

Kewaunee County's Revolving Loan Fund program (RLF)

History

Established in 1998 by a Community Development Block Grant for Economic Development

Funding

Federal Funds (HUD) through the State, into the County RLF program

Nationwide & in WI, funds are not revolving as HUD would like, large underutilized balances in bank accounts

HUD/OIG audited State of WI in 2012 & 2017, resulting in large payments back to HUD

WI DOA decided to discontinue the local RLF programs, but provide grant opportunities with existing RLF funds

RLF-CLOSE

Amount available

Current cash balance in the County RLF (Available for RLF CLOSE grants): **\$1,334,000**

Loan balances outstanding currently (FY1) **\$535,000**

Timeline

RLF-CLOSE officially begins 02/01/2019

Two year window for County to return cash to WI & apply for grants

Another two year window to complete the projects

Grant / Project requirements:

Two to three grants (four may be available)

Non competitive grants

CAN be used at match for other CDBG grants

Prevailing wage may apply

Eligible projects include:

Public facilities (roads, water, sewer, fire stations, community centers, etc.)

housing projects

public service projects

planning projects

MUST meet one of the HUD national objectives

*** LMI (Low to Moderate Income)**

Project beneficiaries must be at least 51% LMI

Must be documented:

HUD Census data

Income survey of the area

Seniors are automatically defined as LMI

*** Blight elimination**

Blight & blight area determined by the community

Property purchase

Demolition (lot must remain empty for 5 years or LMI requirement included also)

NEXT STEPS:

Meet with Cities & Villages

1/24/2019

Cities & Villages to provide potential projects

Return by:

2/28/2019

Information should include (for each proposed project):

Project description

Estimated total cost

Other funding sources (other than this grant)

Qualifying HUD objective (LMI or Blight)

High level timeline (start date, length of project, end date)

Review & select projects

TBD

Return RLF funds to State

TBD

Submit application(s) for RLF CLOSE

TBD

Application approval

TBD

Begin project(s)

TBD

ALL activities must be completed NLT

1/31/2023