



Kewaunee County
FINANCE & PUBLIC PROPERTY COMMITTEE MEETING
February 15, 2019
MINUTES

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, Daniel Olsen, John Mastalir, Tom Romdenne. Other Present - Robert Weidner, Mary Ellen Dobbins, Tom Cretney, Todd Every, Michelle Dax, Jeff Wisnicky, Paul Kunesh, Scott Feldt, Jesse Michalski

Approval of February 15, 2019 Finance Agenda: Olsen moved and Mastalir seconded to approve the agenda. Motion carried.

Approval of January 22, 2019 Finance Committee Minutes: Olsen moved and Mastalir seconded to approve the minutes. Motion carried.

Public Comment: None.

Finance Director's Report

Monthly Financial Report – December 2018: Kunesh reported the sales tax collection for January 2019 which is credited to 2018 was \$103,825 for a year end total of \$1,169,828. The County continues to be conservative in its projections. Kunesh provided a year end summary. Except for a couple departments, year end budgets look good. Feldt commended department heads for their work in keeping within their budgets. Kunesh informed the Committee of new GASB reporting standards that require the County to reports leases the County may have and OPEB (other post employment benefits) liabilities. The total OPEB future liability is likely to be small but funds will need to be expended to analyze potential future costs. Kunesh reported the Medical and Dental Self Funds saw small gains for 2018 and the fund balances are rising. The Medical Self Fund is getting close to the fund balance target recommended by administration and the insurance consultant of \$750,000 - \$1,000,000.

Overtime Report – January 2019: Committee reviewed the overtime report. Comment was shared that Sheriff's Department is confident overtime will decrease with the approval of the new schedule contained in the collective bargaining agreement. Weidner commented that the Personnel Committee is examining Compensatory time and its effect on overtime costs for Human Services. Future county budgets will likely need to include overtime cost estimates.

County Treasurer – Investments - Quarterly Report (4th Quarter 2018): Treasurer Dax gave a summary of the 4th quarter report of the County's longer term investments. Dax noted that money from the General Fund will be transferred into longer term investments to gain higher interest income revenue. A majority of current long term investments will come due in 2019 and will be reinvested. Due dates will be stepped to ensure that liquidity can be accessed if needed.

Solid Waste Fund – 2018 Year End Close Out: Kunesh gave an explanation as to the closing out of the Solid Waste Fund. Kunesh recommended that all remaining assets in the Solid Waste Fund be transferred to the General Fund. Any outstanding debt from the Solid Waste Fund be transferred to the General Fund. Any debts owed the General Fund be written off and that \$1,053,042 be transferred from the General Fund to the Solid Waste Fund to account for the closing of landfill operations. \$100,000 be kept in the Solid Waste Fund for any future contingencies. Adjustments to the 2019 budget will include



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that all rental revenue be transferred to the General Funds and any assets or liabilities (excluding the long term care account and the contingency account) be transferred to the General Fund. The Committee will vote on these recommendations at the next meeting.

Approval of Funds transfer for Fuel System Replacement: Every informed the Committee that the state has come out with new standards related to fuel storage tanks that the County must comply with. An analysis indicates it is cheaper for the County to construct above ground storage tanks than use below ground tanks. The Highway Department solicited bids and a firm has been selected. The total project costs including Highway Department labor is approximately \$125,000. The Highway Department is requesting the funds be transferred from the Roads and Bridges Fund to the Internal Service Fund to pay for the project, Olsen moved and Romdenne seconded to approve the transfer. Motion carried.

Approval of Sale of Property – County Highway DK: Wisnicky summarized a request to purchase 0.2 acres from the County along County Highway DK for \$1,000. The request was reviewed by the Highway Committee and approved. Olsen moved and Mastalir seconded to approve the sale. Motion carried.

Presentation Regarding Solar Energy Projects: Supervisor Cretney stated to the Committee his view that there are advantages to solar power that the County should take action on. Cretney spoke of his experience with solar power and that the County would see a long term savings if solar power was implemented. Cretney introduced Jesse Michalski of Eland Electric. Michalski gave an overview of what a solar project might look like for the County, the costs involved and potential savings that could be achieved. Michalski also provided a potential design of solar panel installation on three county buildings (Highway Shop, Fairground Exhibition Building and the Administration/Public Health/Human Services Building). Questions arose regarding kilowatt output of the project and how it was estimated; cost and return on investment; roof load and roof leaks; annual maintenance cost, the purchase of excess energy; and what happens after the 25 year life of the panels. The Committee thanked Michalski for his time and presentation.

Consider a motion to convene in closed session pursuant to s. 19.85(1)(e) to consider the potential purchase of property: Romdenne moved and Olsen seconded to convene in closed session. Motion carried.

Motion to return to open session: Olsen moved and Romdenne seconded to return to open session. Motion carried.

Review of County Time Keeping System: Kunesh informed the Committee he had received additional recommendations for a time keeping system. Kunesh has reviewed the various proposals and is recommending the Time Clock Plus System. Kunesh believes the system can be used by all departments (excluding the Highway Department) to provide a more accurate time keeping of employee hours, vacation and sick leave. Question was raised if funds were allocated for the system. Kunesh answered the funds were included in the 2019 budget. Romdenne moved and Mastalir seconded to approve the purchase of the time keeping system (Time Clock Plus). Motion carried.

Review Vendor Payments: Committee reviewed the previous month's vendor payments. No questions were raised.



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Approve Supplemental Payroll: Romdenne moved and Mastalir seconded to approve the supplemental payroll. Motion carried.

Next Meeting: March 15 at 8:00 a.m.

Supervisor Olsen left at 9:51 a.m.

Such Other Matters as Authorized by Law: Feldt provided a quick summary of the Direct Path Program. Annual cost to the County was approximately \$15,000 (\$7800 to Direct Path and \$7200 in employee rewards). Savings to the County was \$54,300 resulting in a return on investment of 2.85. Cretney inquired as to next steps relate to a potential solar project. Interest was expressed but questions regarding actual power generation, concern regarding roof leaks and the savings actually received compared to cost was discussed. Also a comment was made regarding what efforts the County has made to find additional energy savings through a Focus on Energy audit and the utilization of LED lights and other cost saving improvements.

Adjournment: Motion by Romdenne seconded by Mastalir to adjourn the meeting. Motion carries. Meeting adjourned at 10:08 a.m.