

**KEWAUNEE COUNTY
FINANCE & PUBLIC PROPERTY COMMITTEE - MEETING MINUTES**

Date: **June 7, 2019** Time: **8:00 AM**

Administration Center – Conference Room

Call to order: The meeting was called to order at 8:00 AM by Chairman Haske

Roll call: Members present: Virginia Haske, Lee Luft, Tom Romdenne, Daniel Olson, John Mastalir. Others present: Scott Feldt, Paul Kunesh, Rebecca Deterville, Jennifer Gonzalez, Robert Weidner, Tom Cretney, Pat Benes, Mary Ellen Dobbins

Approve the agenda: Motion by Luft, second by Olson to adopt the agenda. Motion carried.

Approve minutes: Motion by Olson, second by Romdenne to approve the 05/10/19 Finance Committee minutes. Motion carried.

Public Comment: Pat Benes of the County Fair board requested the County consider reducing the County/Fair contract minimum insurance requirement from \$5 million to \$2 million to make it more affordable & easier to find coverage.

Review monthly financial report: April financial reports were reviewed. The latest sales tax collection was \$113,345 bringing the year to date total to \$383,227. A few departments seem to have higher than expected copier rental/lease amounts and will be looked into closer by Finance. The auditors have completed on site work. Only four small audit adjustments are anticipated, two for Highway & two for Human Services. There were again fewer entries than previous years. The auditors plan on presenting the completed 2018 audit at the August Finance Committee meeting. In order to continue to comply with federal grant administration uniform guidance more written County policies will need to be reviewed, revised, or created in 2019 with the next two being a procurement policy and a conflict of interest policy.

Review overtime report: May 2019 overtime report was reviewed. Jail overtime is down considerably compared to May 2018. Sheriff overtime is down from May 2018 as well. Staffing and scheduling are the top two reasons.

Recommendation to Designate \$250,000 for Bruemmer Park Capital Project: The committee reviewed & discussed a memo by Promo & Recreation Director Dave Myers requesting \$250,000 for use as matching funds for grant and donations for new Bruemmer Park facilities. Improvements could include a Nature Center with restrooms, well and septic, pheasant exhibits, new trails, and improved parking. The \$250,000 is to be set aside for fundraising purposes now, with project approval by the committees and board at a later time. The amount of the request vs. the \$300,000 amount in the Capital Improvement Plan was discussed. Motion by Luft, second by Mastalir to approve designation of \$300,000 for Bruemmer Park facility fundraising and grant matching with funds coming from the 2020 Capital Improvement Program. Motion carried.

Approval of Budget Adjustment (Grants)-Public Health: Grant amounts at budget time may be preliminary or estimated. Updated grant amounts have been provided to the Health Department for 2019 and are itemized in the schedule included with the agenda. Grant revenue and related expenditures would increase overall by \$12,113. Motion by Olson, second by Romdenne to recommend approval of a resolution increasing the Public Health Department grant revenue and expenditures by \$12,113. Motion carried.

Approve Contract with WI Dept of Revenue Regarding Collection of Court Debt-Clerk of Court: Committee reviewed information provided by Clerk of Court Rebecca Deterville. The Department of Revenue can collect Court debts on behalf of the County for a fee. Fees are a cost to the debtor, not the County. County debt collection will also have a higher priority than if the County collected the debt directly. Motion by Olson, second by Luft to approve contracting with the WI Department of Revenue for Court Debt collection. Motion carried.

Discuss Creation of Economic Development Loan Fund: With the recent termination of the state/federal Revolving Loan Fund the County no longer has a loan program to encourage economic development. The Revolving Loan Fund (RLF) purpose and function were discussed as well as options to replace the RLF. The Committee requested Administration create and provide a draft of the potential County loan program and requirements for review.

Discuss Funding for Video Regarding County Jail: A video for the County Jail is being done by a local school group about the existing Jail conditions and decisions to be made. The school video has not been received yet. Cost & funding estimated at \$2,000 to \$4,000 for a different video will be requested if the school video is not received in a timely manner. Committee requested Administration move forward with video estimates.

Review vendor payments: Vendor payment report for May 2019 was reviewed by the committee.

Approve County Board and supplemental payroll: Motion by Romdenne, second by Luft to approve the County Board and Supplemental Payroll as presented. Motion carried.

Next finance committee meeting: July 12 8:00 AM, and August 9th 8:00AM

Such other matters as authorized by law: Questions asked about the timing of the requested housing study. ATV/UTV enforcement and cost was questioned. Software updates for the 911 system will be coming to the Finance Committee soon.

Adjournment: Motion by Olson, second by Romdenne to adjourn the meeting. Motion carried. Meeting adjourned at 10:02 AM.

Submitted by: 
Paul Kunesh, Recording Secretary