

KEWAUNEE COUNTY

FINANCE & PUBLIC PROPERTY COMMITTEE - MEETING MINUTES

Date: April 10, 2020 Time: 8:00 AM

Teleconference Call (Webex meeting 629513999)

Call to order: The meeting was called to order at 8:05 AM by Chairman Haske

Roll call: Members present: Virginia Haske, Tom Romdenne, Daniel Olson, John Mastalir, Lee Luft Others present: Scott Feldt, Paul Kunesh, Jeff Wisnicky, Matt Joski, Gary Paape, Frank Madzarevic, Steve Hanson, Ross Loining, Robert Weidner.

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

Approve minutes: Minutes of the 03/17/2020 meeting are amended to correct the motion to purchase 'pickup truck *body packages*' rather than 'pickup trucks'. Motion by Mastalir, second by Luft to approve the amended 03/17/2020 Finance Committee minutes. Motion carried.

Monthly Administrative report:

a. Monthly Financial Report-February 2020. Finance Director Kunesh reviewed the monthly financial reports. Sales tax received in March was \$83,710 & slightly higher than the prior two years. Through February department budgets do not show any red flags. On April 1st the bond market improved enough that the County was able to continue the refinancing of the 2010 Bonds. The all-inclusive cost was 2.16%, well below the parameter in the refinance resolution. Year end is completed but still subject to the audit. The only change from last month's report is Human Services has completed their year-end 2019 estimates & entries resulting in a \$92,900 fund surplus for the calendar year. This includes a \$318,000 WIMCR payment that is related to Medicare losses from years prior to 2019.

Corona virus effects on 2020 County finances is expected in some level in three main areas: Sales tax, Human Services charges for service, and Highway charges for services. It is too early to tell the effect on charges for service. Effects on the County sales tax were calculated by Forward Analytics, an arm of the Wisconsin Counties Association. The range for Kewaunee County for mild (short term) to protracted (longer recession) are 8% to 12%. Using the mid point of 10% would mean a \$120,000 reduction in sales tax revenue for the County. The County budgeted \$1.1million for 2020 and a 10% reduction from the 2019 actual collections would have the estimated 2020 collections almost right at budget. Sales tax revenue is budgeted conservatively because it is the first revenue to decrease during a recession.

b. Medical/Dental Financial Report-February 2020. February Medical and Dental reports from Horton show Medical claims at about 94% of premium equivalents, and Dental claims at 117%. It is too early in the year to draw any conclusions.

c. Overtime Report-March 2020. Most of the overtime for Human Services includes the one last payout of comp time over the 24 hour limit. All comp balances are now below the limit and overtime is paid once the banked hour limit is reached.

Approval to Accept Grant Award-\$125,332.80 in Federal Funds as a part of the NextGen 9-1-1 Grant Program: The Committee reviewed a letter from the Wisconsin Department of Military Affairs and resolution related to the NextGen 9-1-1 Grant program and award to Kewaunee County. Sheriff Joski gave some background information and answered questions. Motion by Mastalir, second by Luft to recommend County Board approval to accept \$125,332.80 NextGen 9-1-1

grant with the County match to be transferred from fund balance of the General Fund. Motion carried.

Approval of Transfer-General Fund Surplus to Debt Service Fund: The Committee reviewed a memo by Finance Director Kunesh recommending a fund transfer from the General Fund to the Debt Service Fund per the Committee policy adopted in March transferring at least 10% of the General Fund Surplus for early debt payment when available. The General Fund Surplus (unaudited) for 2019 is about \$683,000 and the recommended 10% to be transferred is \$68,300. The transfer between funds will require full board approval. Motion by Olson, second by Mastalir to approve a transfer of \$68,300 from the General Fund to the Debt Service Fund. Motion carried.

Approval of Transfer-\$13,200 from Contingency to Emergency Management for County Tower Inspections: The Committee reviewed a memo from Administrator Feldt describing the need for contingency funds. Future years will be a part of the County budget in the Emergency Management department. Full County Board approval is not required since it is under \$20,000. Motion by Mastalir, second by Luft to approve a transfer of \$13,200 from Contingency to Emergency Management for tower inspections. Motion carried.

Approval of Transfer-Contingency Surplus to Capital Improvement Fund: The Committee reviewed a memo by Finance Director Kunesh recommending a fund transfer from the General Fund to the Capital improvement Fund in the amount of \$81,451 for the unused portion of 2019 Contingency. The previous two years have also had similar transfers, but were included in the budget process. Under that 'old' process, the actual fund transfer happens two calendar years after the year with the surplus. This Contingency transfer as well as the General Fund surplus transfer, if any, will now be an annual request in March or April to simplify the process. The transfer between funds will require full board approval. Motion by Luft, second by Mastalir to approve an \$81,451 transfer from the General Fund, Fund Balance Assigned-Contingency to the Capital Improvement Fund. Motion carried.

Approval of Equipment Purchase-Backhoe Loader-Highway Department: This item is tabled because the Highway Committee has not approved it yet.

Review vendor payments: Vendor payment reports for March were reviewed by the committee.

Approve County Board and Supplemental Payroll: Summary reports for the March payroll were included with the agenda. Individual vouchers are available in the Finance department for the committee if they want to see one or all of them. Motion by Romdenne, second by Mastalir to approve the County Board and Supplemental Payroll as presented. Motion carried.

Such other matters as authorized by law: Luft requested a potential sale of property adjacent to the wayside on highway 42 be on the May agenda. The broadband project with Bug Tussel is waiting for documents from the State. A request for rezoning and conditional use permit for the Greszlo property has been filed, but the corona virus situation may delay the process.

Next finance committee meeting: May 8th 8:00 AM

Adjournment: Motion by Mastalir, second by Luft to adjourn the meeting. Motion carried. Meeting adjourned at 8:56 AM.

Submitted by: Paul Kunesh

