



**Kewaunee County
FINANCE & PUBLIC PROPERTY COMMITTEE MEETING
MINUTES**

February 7, 2020 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, Tome Romdenne, Dan Olson. Others Present – Robert Weidner, Tom Cretney, Paul Kunesh, Dave Myers, Steve Hanson, Scott Feldt, Frank Mazdarevic, Dorae Stein, Randy Ebert.

Approval of February 7, 2020 Finance Agenda: Olson moved and Romdenne seconded to approve the agenda. Motion carried.

Approval of January 3, 2020 Finance Committee Minutes: Romdenne moved and Olson seconded to approve the January 3, 2020 minutes. Motion carried.

Public Comment: Cretney posed a concern about the public knowing more of what is happening in the county. Discussion followed as to ways to increase public awareness. Suggestions included involving high schools to report on activities and placing more information on the county website.

Stein informed the committee that she has spoken with Habitat for Humanity regarding the Grezslo property and they would be interested in building a home on the property. The remaining land could be used for a school forestry site. If the county is interested, she can arrange a meeting.

Monthly Administrative Report

Monthly Financial Report – December 2019: Kunesh gave a general year end report. There are still some outstanding revenues in various departments. Overall, except for Human Services, things look good. The county received \$125,000 in sales taxes for December and a year to date total of \$1.257 million. This total averages to approximately \$104,000 in revenues per month. Time Clock Plus continues to go well. As employees become more acclimated, the easier things have been. Moody's scheduled a call to review the debt rating given to Kewaunee County. Kunesh sent the information to Moodys. Kunesh expressed his frustration that the rating agency did not look at past performance and how through sound financial management, the county has improved its financial position. The rating will remain unchanged.

Medical/Dental Financial Report – December 2019: Feldt reviewed three reports. Claims expenses exceeded premium revenues slightly in 2019. A slight increase in the health and dental premiums will help to increase revenues in 2020.

Overtime Report – January 2020: Feldt reviewed the report with the committee and highlighted the decrease in overtime in the jail and patrol divisions of the Sheriff's Department. Feldt commended the staff for its implementation of a new schedule which has addressed the overtime issue. Feldt reminded the committee that they will see increased overtime expenses in the human services department as these costs will be better identified due to the electronic timekeeping system.



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Approve County Surveyor Contract: Hanson provided a summary of the contract. This is the fifth contract the county has had with this surveyor. It will likely be the last. The contract is similar language from the previous contracts. Olson moved and Romdenne seconded to approve the contract as presented. Motion carried.

Update Greszlo Property: Feldt informed the committee that the deadline for proposals is today (Feb. 7) and that only one proposal has been received so far. The committee will review the proposals and determine whether to make a recommendation to the County Board.

Discussion Finance Policy – Application of Surplus Funds to Outstanding Debt: Feldt provided a draft of a financial policy to be considered regarding the use of surplus funds to pay towards outstanding debt. The proposal reads "Annually, the Finance Department calculates the amount of unexpended funds from the prior budget year. These funds are returned to their corresponding funds (e.g. General Fund, Roads and Bridges Fund, Land Conservation Fund, etc.). These funds are then available for future allocation. It will be the policy of Kewaunee County Board Finance Committee to direct the Finance Committee to transfer a minimum of ten percent (10%) of funds that were designated to be returned to the General Fund to the Debt Services so that the County may make additional principal payments toward any outstanding debt balance the County may have." The purpose of the policy is to take a portion of funds usually transferred to the General Fund to be transferred to the Debt Service Fund to pay off existing debt instead have all the funds available for future spending. The policy will be voted on at the March meeting.

Discussion of Upcoming Debt Refinancing: Kunesh notified the committee that the County is looking to refinance an existing 2010 debt issue. Kunesh explained that the current \$3.6 million In Build America Bonds have an interest rate range between 5.4% to 6.75% for the remaining 10 years. Current interest rates are between 2-3%. The federal government does provide a rebate for the Build America Bonds, but the county can receive additional interest savings through refinancing. It is estimated that the county will save \$391,000 due to refinancing and reduce the term to 9 years instead of 10. The proposal will be brought before the committee and the County Board in March for approval so that the refinancing can be completed in April/May. Administration is asking that we retain Hutchison, Shockey and Erley (HSE) to assist us with the refinancing. HSE assisted us with our previous refinancing. Olson moved and Romdenne seconded to approve retaining Hutchison, Shockey and Erley to assist in the refinancing of our 2010 Build America Bonds. Motion carried.

Approve Acceptance of Donation toward construction of the Horse Pavilion at Fairgrounds

Approve contracting with Jadin to perform \$15,000 worth of site work & Approve budget adjustment to transfer \$15,000 from Fair Account for site work: Ebert provided a history of the project to the committee. Ebert explained the purpose behind the donation of the building and what is being requested of the County. The County is being asked to pay for the pre and post excavation costs. A bid



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from J. Jadin Inc. lists the costs at \$15,000. Construction of the building would be paid by the Barta family. Electrical cost would be paid by the Ebert family. Concrete approaches and miscellaneous costs would also be covered by the Ebert Family. The committee expressed its support of the project. Olson moved and Romdenne seconded to approve contracting a J. Jadin Inc. for the excavation work in the amount of \$15,000. The funds would come from a transfer from the Fairgrounds Assigned Fund Balance to the Promotions and Recreation Department budget to pay for the site work. Motion carried.

Establish value for Parcel taken by County (513 Harrison Street, Kewaunee): Feldt provided previous tax statements and information as to the uncollected taxes. General discussion followed. Romdenne moved and Olson seconded to set the value at \$6,000. Motion carried.

Review Vendor Payments: Vendor payments reviewed. Olson asked a question about invoice of admittance to a care facility in Fond du Lac County. Feldt explained this was a human services client placement.

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

Such Other Matters as Authorized by Law: Feldt informed the committee of a potential purchase of 420 located in the Black Ash Swamp area. Weidner provided information saying the Glacierland Conservancy is looking to make the purchase. There is also a discussion about payment in lieu of taxes as these acres would be taken of the tax rolls.

Next Meeting: March 5, 2020 at 9:00 a.m.

Adjournment: Romdenne moved and Olson seconded to adjourn the meeting. Motion carried. Meeting adjourned at 9:32 a.m.