

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

Date: June 05, 2020 Time: 8:00 AM

Location: Administration Center–County Board Room

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

Roll call: Members present: John Mastalir, Virginia Haske, Tom Romdenne, Doak Baker, Jeffrey Vollenweider. Others present: Scott Feldt, Paul Kunesh, Jeff Wisnicky, Daniel Olson.

Approve the agenda: Motion by Haske second by Baker to adopt the agenda. Motion carried.

Approve minutes: Motion by Haske second by Baker to approve the 05/08/2020 Finance Committee minutes. Motion carried.

Monthly Administrative report:

- a. Monthly Financial Report-April 2020. Contingency balance remains unchanged from last month at \$73,800 with no known upcoming requests. The sales tax payment received in May was \$90,470 for a year to date total of \$379,957, slightly behind this point in 2019. An updated estimated sales tax impact of COVID-19 was received after the last Finance Committee meeting showing an estimated 13.4% revenue reduction, up from an earlier estimated 12%.

The Coroner's office had a higher than typical number of cases and is considerably above the budgeted to date amount through April. This could result in the department being over budget at the end of 2020. It is a small department with about \$26,000 of expenditures annually so it will be monitored & adjusted at budget time if necessary. County Clerk office year to date expenditures may appear high, but one of two elections has been completed with the next one later in the year. The Debt Service Fund is out of line with the adopted budget because of the refinancing in April 2020. Information systems has some COVID related outlay purchases that will be eligible for COVID funding. The Public Health department has COVID grants available and will bring that and a few other budget adjustment requests to the committee when the amounts are finalized. The Health Department needs to replace their refrigerator and freezer prior to the anticipated 2022 budget as shown in the Capital improvement Plan. The existing appliances are approaching end of life and are smaller than the anticipated need when a COVID vaccine becomes available. Motion made by Haske second by Vollenweider to allow the Health Department to purchase the refrigerator and freezer for \$6557 with the budget adjustment to follow when amounts are known.

Health and dental insurance funds each show revenue over expenses, but many appointments during the last two months have been postponed due to COVID-19. This will change once appointments and procedures resume.

- b. Medical/Dental Financial Report-April 2020. Both health & dental reports show year to date premiums in excess of total costs but that is a result of less medical appointments in April and May due to the COVID shut down.
- c. Overtime Report-May 2020. Jail overtime is well below the typical level for a month. The jail as well as Sheriff patrol have implemented a different schedule due to the COVID virus. Highway overtime was discussed compared to 2019.

Update: Grezslø Property (Gilles rezoning request to town): Jeff Wisnicky updated the Committee on the status of the property zoning. The zoning request was approved at the Town of Pierce Plan Commission meeting last night and will need to be approved by the Town Board next. The property, conditions of sale, and proposed use were discussed.

Consideration of land purchase (parcel 31 016 10 GL 2.4): An offer to purchase a .73 acre non-buildable parcel adjacent to the Highway 42 wayside was received by the Committee. The Committee discussed the parcel and history. Administration has no recommendation to sell or not sell. Motion by Romdenne second by Vollenweider to retain the property. Motion passed 4-1 with Haske voting no.

Authorize the extension of Deferment of RLF payments to September 30, 2020: The committee reviewed & discussed a request by Finance Director / RLF Administrator Kunesh to extend Emergency Order #3 from May 2020 through September 30, 2020. Six of the nine existing RLF loans took advantage of the deferment offered. The shut down and economic recovery is taking longer than originally anticipated. The extension would give the loan recipients the option to defer additional payments through September 30, 2020. Interest will continue to accrue. Motion by Baker second by Romdenne to approve extending RLF payment deferral through September 30, 2020. Motion carried.

Establish Minimum Insurance Requirements for Use of Personal Vehicles by Staff: The recently updated and approved Personnel Policy includes a requirement (Chapter 1 section T) for minimum automobile liability requirements as set by the Finance Committee for use of personal vehicles for County business. Wisconsin statute required minimum as well as recommended minimum automobile liability coverage was presented and discussed. Motion by Haske second by Baker to set minimum automobile liability at the recommended levels of \$100,000 bodily injury per person, \$300,000 bodily injury per accident, and \$100,000 property damage per accident. Motion carried.

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

Approve County Board and Supplemental Payroll: Motion by Romdenne second by Baker to approve the County Board and Supplemental Payroll as presented. Motion carried.

Such other matters as authorized by law: Chairman Olson updated the Committee on recent invoices by neighboring libraries that will be incorporated into the 2021 budget. The invoice from Brown County increased from last year by \$5018 to \$50,135 and the Manitowoc libraries decreased by \$692 to \$5527. Discussion of the amount per book loan, reasons and history of the invoices, and possible action to reduce the invoices was discussed.

Next finance committee meeting: Friday July 17 8:00AM and Friday August 7th 8:00AM.

Adjournment: Motion by Baker second by Romdenne to adjourn the meeting. Motion carried. Meeting adjourned at 9:16 AM.

Submitted by:
Paul Kunesh