



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

May 8, 2020 8:00 a.m.

**Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216
County Board Room**

Call to Order: Chair Mastalir called the meeting to order at 8:01 a.m.

Roll Call: Members present – John Mastalir, Virginia Haske, Tom Romdenne, Doak Baker, Jeff Vollenweider. Others Present – Dan Olson, Michelle Dax, Scott Feldt, Paul Kunesh, Ross Loining, Todd Every, Dave Cornelius, Chris Van Erem.

Election of Vice-Chair: Vollenweider and Baker seconded the nomination of Tom Romdenne as Vice Chair. No other nominations were made. Motion carried.

Approval of May 8, 2020 Finance Agenda: Haske moved and Romdenne seconded to approve the agenda. Motion carried.

Approval of April 10, 2020 Finance Committee Minutes: Haske moved and Romdenne seconded to approve the April 10, 2020 minutes. Motion carried.

Monthly Administrative Report

Monthly Financial Report – March 2020: Kunesh explained the monthly process of the monthly financial report. The current balance of the Contingency Fund is \$73,800. Sales tax revenues received for March 2020 was approximately \$98,000 with a year to date total of \$289,000. Kunesh gave a brief overview of the four page monthly finance report that monitors department revenues and expenditures. There are no items of note. The Time Clock Plus payroll system continues to perform well. The Sheriff's Department will be coming on to the system shortly after the pandemic settles down. The annual audit is scheduled for May. It will be conducted remotely. Information is being sent to them electronically. The audit will likely conclude in August.

Kunesh provided a summary of the county's outstanding debt, fund balances and fund balance policies. The General Fund is healthy. Human Services Fund continues to be at a deficit. The Highway Funds (Roads and Bridges, Internal Services) are very healthy but have declined recently due to winter road maintenance, additional road projects and equipment purchases. The Health Self-Insurance Fund has declined but increases in insurance premiums help to address this decline. Other small funds were listed but the amounts are not significant in the overall financial picture.

Medical/Dental Financial Report – March 2020: Feldt reviewed the monthly medical and dental reports that indicated the cost of claims versus the employees' premium payments received. The reports provide a general picture as to whether employee health and dental care costs are increasing. A large claimant report is also provided to indicated employees that have high medical costs which can affect future medical insurance and stop loss insurance premiums.

Overtime Report – April 2020: Feldt reviewed the overtime report with the committee. Feldt explained that the three departments with the largest effect are the Sheriff's Department, Highway Department and Human Services Department. The report helps to monitor overtime usage and allows the committee to address potential staffing issues.

Investment Report – 1st Quarter 2020: County Treasurer Dax provided a summary of the county's investments and the various accounts. Dax stated she will provide a cash flow summary at a future committee meeting.



Kewaunee County
FINANCE & PUBLIC PROPERTY COMMITTEE MEETING
MINUTES

May 8, 2020 8:00 a.m.

Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216
County Board Room

Discussion of Delay of Property Tax Payment and Subsequent Settlement (WI Act 185): County Treasurer Dax gave a summary as to the recently passed legislation that allows local governments to allow the postponement of paying property taxes from July 31 to October 1. The County Board and local municipality must both pass resolutions allowing for the deferral. Dax explained the requirements that must be met to defer payment. Dax also explained the effects on local governments. If resolutions were passed by the county and local governments, the County could choose to delay settlement with the local taxing jurisdictions as well.

Five counties in the region have passed such a resolution. Dax explained some potential negative effects. Uniformity – if the county passes a resolution and some towns or cities do not, then there could be some citizens who believe they can delay their property tax payment when this is not the case. In addition, those property owners who are already in arrears cannot delay payment interest free. Also, if the county delayed settling with local governments, it could cause cash flow issues for those municipalities. The positive effect is that a property owner could delay their payment until October 1 without paying an interest penalty. No decision is required at this time.

Approval of Service Contract as part of the NextGen 9-1-1 Equipment Purchase: Cornelius gave a summary of the maintenance contract options for the 911 equipment likely to be purchased in 2020. The options were a year to year contract, a five-year contract and a ten-year contract. The 10-year contract provides the greatest amount of savings. In addition, the contract would include the upgrade of equipment after five years. Discussion followed regarding the length of the contract and the life of the equipment. In addition, the upfront cost of the contract would require that money be transferred from the General Fund for the purchase. Haske moved and Romdenne seconded to approve a ten year contract in the amount of \$396,867 with funds coming from the General Fund. Motion carried.

Approval of Equipment Purchase (Backhoe Loader) – Highway Dept: Every provided a summary of the bid process and subsequent recommendation. The department provided specifications and staff tested the equipment provided by the vendors. The information was presented to the Highway Committee. The Committee recommended the purchase of the John Deere model for approximately \$84,142. Vollenweider moved and Romdenne seconded to approve the purchase of the John Deere backhoe loader for approximately \$84,142 with funding from the Highway Internal Service Fund. Motion carried.

Discussion of Agricultural Land Leases – Bid Process: Feldt indicated to the committee that the county owns a number of parcels that are rented through the bid process. These leases are typically 5 years in length and will expire at the end of 2020. Feldt provided information that will likely be used in the next bid process.

Establish Fund Balance for Business Development Loan Program: Feldt and Kunesh provided an overview of the Business Development Loan Program which succeeded the Revolving Loan Fund. Feldt explained the purpose of the program and the fund balance that was assigned. The program manual and fund balance will be approved by the County Board.

Discussion Potential COVID-19 Financial Impacts: Kunesh provided a review of county revenues that could be impacted due to the COVID-19 pandemic. Sales tax revenues were projected to be \$1.25 million in 2020. It is projected by Wisconsin Counties Association that the county will experience a



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

May 8, 2020 8:00 a.m.

**Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216
County Board Room**

decrease of at least 10%. The County budgets these revenues conservatively. For the 2020 budget, \$1.1 million was budgeted. Therefore, a decrease of revenue around 10% will not have an adverse effect on the budget. Utility tax revenues are expected to remain stable. Interest income revenue could increase due to delinquencies but a large change is not expected. Real Estate fees may increase due to an increase in property refinancing. The one revenue item that is harder to track is intergovernmental revenues. The Human Services Department receives the majority of their revenues and reimbursements for services. It is unclear how the pandemic will affect service levels and subsequent reimbursements. It is believed that since service levels and reimbursements are linked that a decrease in service level costs will result in reduced revenues. At this time we project no large gaps between revenues and expenses.

Review Vendor Payments: Kunesh explained the review of vendor payments. These invoices are paid once received and do not receive committee approval. There were no questions.

Approve Supplemental Payroll: Kunesh explained the supplemental payroll process. Haske moved and Baker seconded to approve the supplemental payroll. Motion carried.

Such Other Matters as Authorized by Law: None.

Next Meeting: The next meetings are scheduled for June 5, 2020 at 8 a.m. and July 10, 2020 at 8 a.m.

Adjournment: Romdenne moved and haske seconded to adjourn the meeting. Motion carried. Meeting adjourned at 9:50 a.m.