

FINANCE COMMITTEE MINUTES

Room 213, West Square Building, Baraboo WI

Thursday, September 30, 2010

Members present: Steve Bach, Tommy Lee Bychinski, Joan Fordham, Jason Lane, William F. Wenzel
Others present: Brent Bailey, Kerry Beghin, Ann Burton, Pat Dederich, Jennifer Erickson, Liz Geoghegan, Lowell Haugen, Lynn Horkan, Steve Koenig, Marty Krueger, Todd Liebman, Bev Mielke, Steve Pate, Michelle Posewitz, Kathy Schauf, Cindy Shanks, Tim Stieve, Mark Steward, Bev Vaillancourt, Joe VanBerkel and media

The meeting was called to order by Chairperson Bychinski at 8:15 AM. Certification of open meeting compliance was given. **Motion by Lane to adopt the agenda, second by Fordham. Motion carried.** Beghin pointed Committee members to the program cost schedule in the budget information. This schedule tells a good story about a program including funding, expenses and mandates.

Libraries

Vaillancourt stated the library budget is retroactive based on circulation. She highlighted circulation numbers; average cost per circulation was \$2.73 in 2009. She reviewed the funding calculation based on the State statute. She reviewed the 2011 budget request, a small decrease compared to last year. Vaillancourt expressed pride in the libraries' efforts to keep costs contained.

Land Resources Functional Group

Pate spoke about diversity of group and the common thread of County resources. The group has seen a lot of staff changes over last 5 years and potential restructure of Planning and Zoning and Land Conservation Departments. Primary accomplishment is creation of geographic information system (GIS) coordinator to collaborate land information functions between departments.

Land Records Modernization (LRM): Department is funded through fees. The mission is to move forward objectives in the land records plan. Pate reviewed the recent state statutes that reorganized the department and changed fee structures. The LRM plan guides how the funds are spent and the direction of the departments involved. Internal systems are being updated along with infrastructure for efficiencies and access. 2011 includes an additional intern position. Intern's efforts are coordinated with GIS tasks.

Planning & Zoning (PZ): 2010 focus has been on the GIS coordination. Steward reviewed his long and short term programs, and budget highlights which include a request for a replacement vehicle. Rewrite of ordinances is taking a great amount of staff time. Department continues to pursue Department of Natural Resources (DNR) grants.

Board of Adjustment (BOA): Steward reviewed the three issues that go before the BOA. Ordinance rewrites could redirect some special exception requests back to the PZ committee instead of the BOA. 2011 budget shows a decrease in caseloads with no change in expense. Enforcement and follow up is part of tasks in department.

Baraboo Range: The project has basically come to completion with \$16,000 remaining for monitoring efforts. Department is using staff time to monitor the conservation easements. Steward discussed a purchase of agricultural easement program that could be started with state funding.

Land Conservation (LC): VanBerkel commented the department struggles to keep up with current conservation programs and compliance assurance. 2011 includes request to add a soil technician previously left unfilled. County Farm budget has been rolled into LC department. 2011 includes \$30,000 for clean sweep. County Farm continues to be rented for ongoing revenue. VanBerkel discussed the vacant engineer position and possible outsourcing versus hiring.

Register of Deeds (ROD): Bailey reviewed the purpose of ROD and the 2011 request. Budget includes a significant drop in transfer fee revenues, expenses remain relatively unchanged. Budget still includes part time LTE position.

UW Extension: Erickson reviewed the four major areas of programming. She reviewed staffing and County funding. County map costs were discussed. Alice in Dairyland was rolled into UW Extension.

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Arts, Humanities & Historic Preservation: Erickson commented there were 17 grants awarded last year. Budget remains unchanged. The \$10,000 grant is contingent on a \$10,000 match from the County. Erickson talked about the grant program and projects.

Parks: Koenig reviewed the status of Redstone and Delton Dam maintenance. He talked about the new state requirements for the six county dams' maintenance schedule. Koenig and Pate talked about the potential for online camping reservations. Budget includes use of forestry fund balance to start initial research and development of online camping reservations and vehicle outlay. The Forestry Fund was rolled into the Parks department due to new accounting standard requirements.

Surveyor: Dederich reviewed the remonumentation program. He stated his Committee did not support the increase currently in the 2011 budget request. Quality of reporting section quarters and the program bond payments are of vital importance. Dederich commented on the coordination with LRM and remonumentation.

The Committee recessed for lunch and reconvened at 1:00 p.m.

Administrative/General Government Functional Group

Schauf reviewed the mission for the group. She reviewed the goal to provide a collaborative environment for all of County government.

County Clerk: Mielke indicated that elections are becoming more time consuming. She reviewed the SVRS (Statewide Voter Registration System). 2011 budget request is affected by fewer elections and redistricting.

Accounting: Beghin indicated there are no huge changes in the budget. One exception is the MIS expense to expand the knowledge base of the financial system enhancing scanning and electronic storage of documents.

Administrative Coordinator: Schauf reviewed the highlights and changes. She noted the CDBG activities and staff time in the department. The office will support and participate in the redistricting and other organizational restructuring. Budget includes an operational analysis of the Sheriff's Department funded through fund balance.

Building Projects: Stieve commented the big project is the completion of the fiber optic EDA grant. The project is expected to go out to bid over the winter with construction in the spring. The other project is the parking lot improvements at UW Baraboo/Sauk County.

Building Services: Stieve reviewed staffing changes and a movement to have staff cross over to combine facility maintenance. He highlighted the collaboration of Building Services with MIS. The budget has been reduced in the utility expense area through energy savings and Focus on Energy funds. Risk Management program continues with training for employees and facility safety. Stieve reviewed the capital outlay. The VARC facility was discussed.

Emergency Management: Stieve reviewed the highlights and changes. Majority of expense is labor costs. Emergency Management funds have remained steady. Jelinek does training in incident command.

Insurance Fund: Increasing interdepartmental charges due to low interest rates for the self insurance fund balance. Losses and deductibles are paid from this fund.

Landfill Remediation: Long term care of the closed landfills are from this fund. Low interest rates also hurt this fund balance. Expenses include required testing and leachate removal.

Workers' Compensation: Through self insurance, costs have been significantly reduced.

Corporation Counsel: Liebman reviewed the department's distinct functions. Trends show caseloads increasing 33-40% in all areas. Liebman explained the request for 0.25 full-time equivalent for administrative work. He indicated Human Services may have funding for this additional cost. Budget includes expense for a new time keeping system.

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Dog License: Beghin reported the County share of fees pays for a few expenses, with the remainder going to the Humane Society.

MIS: Pate reviewed his department's challenges supporting County technology. He talked about the initiatives in his department, and restructure of the Mapping Department. A few big projects on the horizon: Tax system, document imaging, land records modernization, and upgrade Sheriff servers.

Personnel: Posewitz reviewed the essential components of the department. Currently outsourced are FMLA administration and job application tasks, as a result other expense areas have been able to be decreased. An area of increase has been in grievances. Current health insurance negotiation status was reviewed.

Treasurer: Geoghegan highlighted budget challenges of low interest rates and additional revenues in tax interest penalties. She reviewed the transition of the land information staff to Treasurer Department. She commented that a request for proposal (RFP) for a new tax system will go out soon. Timeline for implementation is fall 2011. Integration outside of the department will be a big piece of this system.

Motion by Fordham to adjourn the meeting at 3:18 pm, second by Wenzel. Motion carried. 2011 Budget presentations will begin at 8:15 AM on Friday, October 1, 2010.

Respectfully submitted,

Joan Fordham
Finance Committee Secretary