

FINANCE COMMITTEE MINUTES

Room 213, West Square Building, Baraboo WI

Tuesday, August 10, 2016

Members present: Tommy Lee Bychinski, Marty Krueger, Eric Peterson and Kristin White Eagle
Others present: Kerry Beghin, Renae Fry, Liz Geoghegan, Lynn Horkan, Tom Kriegl, Matt Stieve, Carrie Wastlick

The meeting was called to order by Bychinski at 4:30 AM. Certification of open meeting compliance was given.

Motion by Peterson, second by White Eagle to adopt the agenda. Motion carried. Motion by White Eagle, second by Peterson to adopt the minutes of previous meetings on July 12 and 19, 2016. Motion carried.

Public Comment: None

Communications: None

Update on possible 2016 budget overrun for Clerk of Courts Department.

Wastlick reviewed the statute driven tasks with collections as a means for recoupment/revenue and the possible 2016 budget overrun for the department. She highlighted areas for reducing expenses in 2016 and refining the 2017 budget. Estimated overrun is \$74,598.

Discussion of ATC environmental impact fee use proposals.

Eighteen proposals have been received. Fry noted the goal is to align funding with the County's stated priorities. Scoring will go other relevant committees for their review prior to a final decision being built into the 2017 budget. **Motion by Krueger, second by Peterson to postpone proposal review to August 29 at 8:30 am. Motion carried.**

Presentation of quarterly accounts receivable reports as of June 30, 2016.

Beghin noted departments did not note anything of particular exception. No questions.

Discussion of 2017 budget and process review.

Beghin noted preliminary equalized values were released with the tax base increasing +1.34% and net new construction increasing +0.87%, both numbers are lower increases than the prior year. Departments are still finalizing their budgets. August and September should have final approval at the committee level. Administrative review with departments is week of August 22, with Finance Committee review September 28 to 30. It was the consensus of the Committee to utilize the same amendment process after October budget presentation to the full County Board. Fry reviewed the strategic priority presentations scheduled for the public's input on August 16.

Presentation of County financial reports.

Beghin reviewed the County financial reports.

Treasurer's Department Update.

Geoghegan reviewed the 2017 requested budget. She highlighted the department goals. She noted the main change for 2017 is addition of half time GIS/Property Lister and noted the benefits of this credentialed position. **Motion by Krueger, second by Bychinski to forward the requested Treasurer budget to the Finance Committee. Motion carried.**

Geoghegan reviewed the benefits of investment assistance. The Committee discussed the appropriate timing of a request for proposal. **Motion by Krueger, second by Peterson to proceed with a RFP. Motion carried**

Geoghegan reviewed the settlement process for special assessments with municipalities. **Motion by Peterson, second by White Eagle to update the contracts with municipalities to clarify the consequences of the County paying specials to municipalities monthly as tax payments are received, or paying specials to municipalities in full every August. Motion carried.**

Geoghegan highlighted departmental activities; most of July was tax collection. **Motion by Peterson, second by Krueger, to accept the monthly report and approve payment of Treasurer's Department invoices in the amount of \$35,411,884.17. Motion carried.**

Accounting Department Update.

Beghin reviewed the 2017 requested budget. She noted there are no major changes, continuing day to day operations. She highlighted continuing to contract with an outside provider to aid in compliance with the Affordable Care Act implementation. The audit will be bid and an increase is included. **Motion by Krueger, second by Peterson to forward the requested Accounting budget to the Finance Committee. Motion carried.**

Beghin highlighted departmental activities. Budget and single audit are major projects.

Motion by Peterson, second by White Eagle to accept the monthly report and approve payment of Accounting Department invoices in the amount of \$96,962.06 and County invoices in the amount of \$38,450,396.90. Motion carried.

Public Comment: None

Next regular Finance Committee meeting and joint Finance and Personnel meeting will be Tuesday, September 13, 2016, 8:45 AM.

Motion by Krueger, second by Peterson to adjourn the meeting. Motion carried.

Respectfully submitted,

Kristin White Eagle
Finance Committee Secretary