

Members present: Tom Dorner, Lynn Eberl, Mike Flint, Marty Krueger and Tim McCumber

Others present: Kerry Beghin, Dave Bretl, Liz Geoghegan and Lynn Horkan

The meeting was called to order by Bretl at 2:05 PM. Certification of open meeting compliance was given. **Motion by Flint, second by Eberl to adopt the agenda. Motion carried.**

Election of officers--Chairperson, Vice-Chairperson and Secretary.

- **Flint nominated Krueger as Finance Committee Chair. Dorner nominated Eberl as Finance Committee Chair, Eberl declined. McCumber nominated Flint as Finance Committee Chair, Flint declined. Motion by Flint, second by McCumber to close nominations and cast a unanimous ballot for Krueger as Finance Committee Chair. Motion carried.**
- **McCumber nominated Flint as Finance Vice-Chair. Motion by Eberl, second by Dorner to close nominations and cast a unanimous ballot for Flint as Finance Committee Vice-Chair. Motion carried.**
- **Flint nominated Eberl as Finance Committee Secretary. Motion by Flint, second by Dorner to close nominations and cast a unanimous ballot for Eberl as Finance Committee Secretary. Motion carried.**

Motion by McCumber, second by Flint to adopt the minutes of the previous meeting for April 13. Motion carried.

Communications: None

Selection of regular meeting date and time.

Committee consensus to meet the first Thursday of each month at 9:30 AM.

Consideration of financial impact of COVID-19 pandemic on Sauk County budget.

Beghin reviewed current known financial impacts. The Committee reviewed and discussed estimated sales tax loss by Forward Analytics. Krueger will invite Dale Knapp, Director of Research & Analytics for the Wisconsin Counties Association to the June meeting. Krueger noted it would be helpful to submit specific questions to Beghin so Mr. Knapp can prepare in advance. Discussed and reviewed county and federal leave staff costs and potential long term revenue impacts to funding sources. Bretl commented that evaluating discretionary and non-essential budget items along with a philosophical approach for the future is needed. Beghin reviewed fund balances and financial policies for uses of fund balance or retained earnings. Discussed debt service and levy limits. Various strategies were discussed. Bretl and Beghin will meet with all department heads prior to the next Finance Committee meeting and return with their findings.

Review of 2021 budget and processes. Discussion and consideration of projections for the 2021 Budget, vacancy factor, outside agency funding.

Beghin noted there are no projections to talk about at this time, future very intertwined with present. Projections going forward will be part of department head discussions. Equalized value and net new construction percentage are not released until August 15. Beghin reviewed the budget timeline. She highlighted the non-representative pay timeline will not be in May as the timeline states. Real staffing costs and positions need to be known in order to proceed with budget. Sales tax education for the new Board and department heads is needed; these times are not business as usual. Discussed the possibility change in state mandates. Beghin reviewed the vacancy factor and how it has been applied over the last several years. **Motion by Flint, second by Eberl to postpone the decision of vacancy factor to next meeting. Motion carried. Motion by McCumber, second by Flint discussion until June. Motion carried.**

Discussion and resolution Assigning Funds as of December 31, 2019 and Amending the 2020 Budget for These Assignments.

Beghin reviewed the purpose and background of the resolution. **Motion by Flint, second by Dorner to approve Assigning Funds as of December 31, 2019 and Amending the 2020 Budget for These Assignments. Motion carried.**

Discussion and resolution Authorizing Adjustments to the 2019 Budget.

Current circumstances and ongoing audit not ready. **Motion by Flint, second by Eberl to postpone discussion and resolution until June. Motion carried.**

Consider updates to Financial Policy 1-94, Donations and Gifts to Sauk County.

Beghin reviewed the prior Finance Committee's plan to review each financial policy. Financial policy 1-94, Donations and Gifts to Sauk County still needs finalizing. Consensus of the Committee to lay on the table.

Consider Resolution Amending Financial Policy 17-95, Disposal of County-Owned Property, Excluding Land and Buildings.

Beghin reviewed the prior Committee's action to prioritize the review of policies, this one was seen as a high priority. Still waiting for the Property Committee's review of the policy. **Motion by Flint, second by McCumber to lay it on the table until hearing from the Property Committee. Motion carried.**

Presentation of quarterly accounts receivable reports as of March 31, 2020.

Beghin noted these are reports required through a financial policy, departments with large receivables report quarterly. Departments noted nothing out of the ordinary. Beghin commented on collection methods by departments.

Presentation of American Transmission Company (ATC) Environmental Impact Fee payments.

Beghin reviewed the background of the ATC fees and projects. There were no payment requests for this month.

Presentation of County financial reports.

Beghin reviewed the 2019 financials, there are still a few entries that will result as the audit wraps up. Overall the County will end with more dollars than anticipated allowing for carryforward and transfers to the general fund. She reviewed sales tax, functional areas, fund balance and budget amendments. She reviewed the financials as of 3/31/2020 highlighting the impact of COVID-19 where available. At this time first quarter is as expected.

Treasurer's Department Update.

Geoghegan reviewed departmental activities, year-to-date budget report and investment reports.

Discussion and Consideration of Resolution Authorizing A Taxation District To Waive Interest And Penalties On Property Tax Payment Installments Due On Or After April 1, 2020.

Geoghegan gave an overview of Act 185 and the implications for the county. The Committee discussed various options and scenarios.

Motion by Flint, second by McCumber, to recommend to Executive & Legislative (E&L) Committee to not support the resolution authorizing waiving interest and penalties. Motion carried.

Motion by Flint, second by McCumber to support amending Sauk County Code of Ordinances – Chapter 2, Subchapter 2 2.200 (4): Allow the 0.5 percent per month penalty to be waived from February 1, 2020 to October 1, 2020, with a friendly amendment by Eberl to further define the .5 percent penalty waived only for the 2019 2nd installment property tax bill due and payable July 31, 2020. This does not affect accrued interest. Motion carried.

Motion by Dorner, second by McCumber to approve warrant 050820 invoices of \$128,987.61 and to approve warrant 051520 invoices of \$448.18. Motion carried.

Accounting Department Update.

Beghin reviewed departmental activities and year-to-date budget report. She highlighted the Government Financial Officers Association (GFOA) awards for Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR). She reviewed county timekeeping system needs and exploring use of MUNIS for an integrated approach.

Consider Resolution Authorizing The Creation Of One Full-Time Business Services Manager And Amending The 2020 Budget To Transfer Contingency Funds.

Beghin reviewed the history of this resolution and position. **Motion by McCumber, second by Flint to lay the resolution on the table. Motion carried.**

Motion by McCumber, second by Dorner to approve invoices of \$2,867.80. Motion carried. Motion by Dorner, second by Eberl to approve Committee payments in the amount of \$5,256.64. Motion carried.

Next meeting: June 4, 2020, 9:30 am – Regular meeting

Motion by Flint, second by McCumber to adjourn the meeting. Motion carried.

Respectfully submitted,

Lynn Eberl
Finance Committee Secretary