

## AGENDA

Eau Claire County  
Committee on Finance and Budget

Monday, March 11, 2019 / 4:30 pm  
Eau Claire County Courthouse – Room 1273  
Eau Claire, WI 54703

1. Call Meeting to Order and Confirmation of Compliance with Open Meetings Law
2. Public Comment Period (15 minutes)
3. Proposed Ordinance 18-19/114 “To Amend Section 4.06.060 A of The Code; Issuance of Orders...for Payment” / Discussion – Action
4. Proposed Resolution 18-19/109 “Authorizing the Sale of Tax Deed Property...” / Discussion – Action
5. Proposed Ordinance 18-19/115 “Amending Section 4.30.070 of the Code; Dog License Tax” / Discussion – Action
6. Proposed Resolution 18-19/117 “Approval of Gift, Grant, and/ or Donation...” / Discussion – Action
7. Proposed Resolution 18-19/118 “Approval of Gift, Grant, and/or Donation...” / Discussion – Action
8. Quarter 1 Cash on Hand and Investment Review / Discussion
9. 6<sup>th</sup> Courtroom / Discussion
10. DHS 2018 Overage / Discussion – Action
  - a. Alternate Care
  - b. Analysis and Reporting
11. Housing Authority Rent / Discussion – Action
12. Monthly Meeting Schedule / Discussion – Action
13. Financial Activity Updates / Discussion - Action
  - a. County Sales Tax Report – December earnings received in February
  - b. County Board Chair Vouchers - **None**
  - c. Line Item Transfers - **None**
14. Review / Approval of Regular Committee Minutes
  - a. Regular meeting: February 4, 2019
  - b. Joint meeting: February 14, 2019
15. Schedule next meeting and agenda items
16. Adjourn

Post: 03/08/2019

Copy: media, Committee members, Board Chair, Kathryn Schauf, Norb Kirk, Amy Weiss, Janet Loomis, Glenda Lyons, Keith Zehms, Tim Sullivan, Judge Schumacher, Vickie Gardner

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 715-839-4710, (FAX) 715-839-1669 or 715-839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

**FACT SHEET**

**TO FILE NO. 18-19/114**

This ordinance updates the county code to clearly state how payments are approved or authorized for issuance by the clerk and treasurer. It also reflects that the board reviews vouchers over \$10,000 monthly and updates the code to reflect the change approved by the board in February regarding the committee's authority to settle claims.

The finance director has started a comprehensive review of Title 4 of the county code to identify which provisions should be addressed by finance policies and will work closely with the finance and budget committee to make a recommendation subject to approval by the committee and county board. Title 4 of the code will be modified accordingly, which may involve the section changed in this ordinance.

Fiscal Impact: **None.**

Respectfully Submitted,

**Keith R. Zehms**  
**Corporation Counsel**

**18-19/114**

Ordinance/18-19.114. Fact

4 - TO AMEND SECTION 4.06.060 A. OF THE CODE; ISSUANCE OF ORDERS BY  
5 THE CLERK AND TREASURER FOR PAYMENT OF COUNTY OBLIGATIONS -

6 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

7 **SECTION 1.** That Subsection A. of Section 4.06.060 of the code be amended to read:

8 4.06.060 Issuance of orders by the clerk and treasurer for payment of county obligations.

9 A. In accord with their respective responsibilities under Wis. Stat. § 59.23(2)(c),  
10 59.25(3)(c) and 59.64(4), the county clerk and treasurer shall sign such orders and disbursements  
11 ~~made as based upon the following authorizations approved in the county budget or as otherwise~~  
12 authorized by the board, committee, finance director or county code.

13 1. Those accounts, invoices and expenditures which are less than \$10,000 and which are properly  
14 issued against departmental budgets or line item sub-accounts thereunder and which have been  
15 approved of upon pre-audit by the finance director under 4.06.020.

16 2. Those accounts, invoices and expenditures, which are less than \$10,000 other than those listed  
17 at 1., which have been approved of for settlement by the committee on finance and budget under  
18 2.04.485 B. 43.

19 3. Those accounts, invoices and expenditures of \$10,000 or more which have been ~~approved~~  
20 reviewed ~~of for settlement~~ by the board.

21 4. Those claims submitted under Wis. Stat. § 59.07, which have been approved of for settlement  
22 by the ~~board~~ committee.

23 ENACTED:

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31 Committee on Finance and Budget

32 **KRZ/yk**

33 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

FACT SHEET  
FILE NUMBER: 18-19/109

Per State Statutes 75.365 *Agreements as to delinquent taxes* (3) "The county or the local municipality in which the land is situated may purchase such land when sold by the county pursuant to such agreement."

The City of Altoona has requested to purchase from Eau Claire County, a parcel of land taken by Eau Claire County through the process of tax deed. The parcel is located in the City of Altoona- Computer #201-2333-10-000. The purchase price of \$212.00 will cover all taxes, interest, penalty and expenses incurred by Eau Claire County. The City of Altoona will be responsible for all filing fees.

**Outlot 2 Majestic Woods, City of Altoona, Eau Claire County, Wisconsin.**



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3 AUTHORIZING THE SALE OF TAX DEED PROPERTY TO THE CITY OF ALTOONA, FOR \$212.00; DIRECTING  
4 CORPORATION COUNSEL TO PREPARE A QUIT CLAIM DEED ON THE DESCRIBED PROPERTY; DIRECTING  
5 THE COUNTY CLERK TO EXECUTE SAID QUIT CLAIM DEED ON BEHALF OF EAU CLAIRE COUNTY

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7 WHEREAS, the City of Altoona, has formally applied to purchase said property in accordance with the  
8 County Code; and

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10 WHEREAS, said property can be described as follows:

11 Outlot 2 Majestic Woods, City of Altoona, Eau Claire County, Wisconsin

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13 Computer #201-2333-10-000, City of Altoona

14 PIN# 18201-2-270927-110-2028

15 S. Willson Dr. Altoona, WI - Vacant Lot

16 Delinquent General Taxes (2014-2018) \$56.08

17 Interest, Penalties & Expenses (2014-2018) \$155.92

18 TOTAL \$212.00

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20 NOW, THEREFORE, BE IT RESOLVED by the Eau Claire County Board of Supervisors that the sale of the  
21 aforementioned property to the City of Altoona, is hereby authorized for \$212.00

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23 BE IT FURTHER RESOLVED that said sale must take place no later than 30 days after County Board  
24 Approval and that the City of Altoona will be responsible for all filing fees.

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26 BE IT FURTHER RESOLVED that the Corporation Counsel is hereby directed to prepare quit claim deeds  
27 for the described parcels and that the County Clerk is hereby directed to execute said quit claim deeds  
28 on behalf of Eau Claire County.

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ADOPTED:

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Committee on Finance & Budget

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**FACT SHEET**

**TO FILE NO. 18-19/115**

This ordinance raises the annual county dog license tax for spayed and neutered dogs from \$5 to \$6 and for dogs that are not spayed or neutered from \$15 to \$17. The county clerk noticed that the amount collected in 2018 was about \$4,000 less than the base allocation in the contract with the Eau Claire County Humane Association to provide humane officer services in 2019. The finance director estimates these increases will provide revenue exceeding the base amount by approximately \$2,000 so no tax levy would be required to fund the base payment. If there is additional revenue it is paid per the contract to the Humane Association.

The reason the increase is being proposed at this time is that municipalities also charge a fee and usually notify residents of increases in the fall prior to the calendar year in which the new fees go into effect.

Historical Reference

	<u>2017</u>	<u>2018</u>
Net License Revenue	\$38,304	\$38,274
Humane Assoc. Payment	\$42,765	\$42,765
Net Amount Unfunded	\$4,461	\$4,491

Fiscal Impact: Approximately \$6,000 in additional revenue in 2020.

Respectfully Submitted,

Keith R. Zehms  
Corporation Counsel

1 **Enrolled No.**

2 **ORDINANCE**

3 **File No. 18-19/115**

4 - AMENDING SECTION 4.30.070 OF THE CODE; DOG LICENSE TAX-

5 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

6 **SECTION 1.** That Section 4.30.070 of the code be amended to read:

7 4.30.070 Dog License Tax.

8  
9 The county clerk shall charge ~~\$5.00~~6.00 for a neutered male dog or spayed female dog,  
10 upon presentation of evidence that the dog is neutered or spayed, and ~~\$15.00~~17.00 for an un-  
11 neutered male dog or un-spayed female dog, or one half of these amounts if the dog became 5  
12 months of age, after July 1 of the license year. The county clerk shall charge the statutory rate for  
13 a kennel license.  
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15 **SECTION 2.** This ordinance shall take effect January 1, 2020.

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29 Committee on Finance and Budget

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33 KRZ:yk

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35 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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37 ORDINANCE/18-19.115

**FACT SHEET**

**FILE NO. 18-19/117**

The Finance Department has received requests from various departments to increase their budgets for certain expenditures. These requests are based on additional sources of revenue, either increases in state aid or new grant awards.

***Fiscal Impact:*** No additional cost, as the source of the funding is additional revenue.

Respectfully Submitted

Amy Weiss  
Senior Accounting Manager



4 - APPROVAL OF GIFT, GRANT, AND/OR DONATION TO EAU CLAIRE COUNTY -

5 WHEREAS, Section 59.52(19) Wis. Stats. empowers the County Board to accept donations,  
6 gifts, or grants of money for any public governmental purpose within the powers of the County; and  
7

8 WHEREAS, the various departments listed below have received grant awards to be used to  
9 support the department's existing 2018 programs; and  
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11 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of  
12 Supervisors authorizes amending the following 2018 departmental revenue and expenditure  
13 budgets for additional grant awards received year to date 2018.  
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<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ADRC	Additional ADRC Grant Funding	\$ 30,852
Sheriff	Emergency Police Mobile Field Training	3,900
Sheriff	Emergency Police Mobile Field Equipment	9,936
TOTAL		<u>\$ 44,688</u>

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34 Committee on Finance and Budget

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36 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**FACT SHEET**

**FILE NO. 18-19/118**

The Finance Department has received requests from various departments to increase their budgets for certain expenditures. These requests are based on additional sources of revenue, either increases in state aid or new grant awards.

***Fiscal Impact:*** No additional cost, as the source of the funding is additional revenue.

Respectfully Submitted

Amy Weiss  
Senior Accounting Manager

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3 - APPROVAL OF GIFT, GRANT, AND/OR DONATION TO EAU CLAIRE COUNTY -

4  
5 WHEREAS, Section 59.52(19) Wis. Stats. empowers the County Board to accept donations,  
6 gifts, or grants of money for any public governmental purpose within the powers of the County; and  
7

8 WHEREAS, the various departments listed below have received grant awards to be used to  
9 support the department's existing 2019 programs; and  
10

11 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of  
12 Supervisors authorizes amending the following 2019 departmental revenue and expenditure  
13 budgets for additional grant awards received year to date 2019.  
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<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ADRC	Additional ADRC Grant Funding	\$ 45,790
Planning & Development	DNR Land Conservation Grants	166,724
TOTAL		<u>\$224,714</u>

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36 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.  
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<b>Eau Claire County Treasurer's Office</b>  <b>Investment Analysis 2018</b> <b>(Excluding CDBG &amp; Clerk of Courts Accts)</b>	<b>2018 Budget benchmark 1% Interest on investments</b>	<b>\$100,000.00</b>
	<b>Net Gain (Loss)</b>	<b>\$437,609.58</b>
	<b>Interest Earned</b>	<b>\$437,731.20</b>
	<b>Fees</b>	<b>(\$121.62)</b>

Month	Beginning Bal	Service Fees	Interest	Deposits	Withdrawals	End of Month	
						Balance	Gain/Loss (\$)
January	\$ 37,234,232.74	\$ (10.78)	\$ 5,546.16	\$ 72,408,432.90	\$ (70,739,524.98)	\$ 38,908,676.04	↑ \$ 5,535.38
February	\$ 38,908,676.04	\$ (11.17)	\$ 40,192.05	\$ 67,445,419.17	\$ (67,520,597.50)	\$ 38,873,678.59	↑ \$ 40,180.88
March	\$ 38,873,678.59	\$ (10.96)	\$ 29,863.58	\$ 14,421,545.41	\$ (18,114,321.63)	\$ 35,210,754.99	↑ \$ 29,852.62
April	\$ 35,210,754.99	\$ (11.06)	\$ 29,121.46	\$ 16,259,013.13	\$ (18,549,573.04)	\$ 32,949,305.48	↑ \$ 29,110.40
May	\$ 32,949,305.48	\$ (11.11)	\$ 27,758.01	\$ 14,983,819.56	\$ (16,199,595.77)	\$ 31,761,276.17	↑ \$ 27,746.90
June	\$ 31,761,276.17	\$ (11.20)	\$ 39,367.53	\$ 13,628,335.53	\$ (16,050,723.14)	\$ 29,378,244.89	↑ \$ 39,356.33
July	\$ 29,378,244.89	\$ (10.99)	\$ 36,017.23	\$ 57,196,464.48	\$ (23,962,693.95)	\$ 62,648,021.66	↑ \$ 36,006.24
August	\$ 62,648,021.66	\$ (11.02)	\$ 83,049.83	\$ 111,768,239.43	\$ (143,554,932.52)	\$ 30,944,367.38	↑ \$ 83,038.81
September	\$ 30,944,367.38	\$ (11.05)	\$ 45,140.75	\$ 21,324,008.85	\$ (33,251,817.65)	\$ 19,061,688.28	↑ \$ 45,129.70
October	\$ 19,061,688.28	\$ (11.02)	\$ 18,120.99	\$ 13,250,725.88	\$ (16,094,729.24)	\$ 16,235,794.89	↑ \$ 18,109.97
November	\$ 16,235,794.89	\$ (5.72)	\$ 46,937.76	\$ 37,553,050.44	\$ (29,358,533.41)	\$ 24,477,243.96	↑ \$ 46,932.04
December	\$ 24,477,243.96	\$ (5.54)	\$ 36,615.85	\$ 65,523,768.42	\$ (53,690,827.72)	\$ 36,346,794.97	↑ \$ 36,610.31
<b>Total</b>		<b>\$ (121.62)</b>	<b>\$ 437,731.20</b>	<b>\$ 505,762,823.20</b>	<b>\$ (507,087,870.55)</b>		<b>↑ \$ 437,609.58</b>

Totals by Quarter:

1st Quarter	\$ (32.91)	\$ 75,601.79	\$ 75,568.88
2nd Quarter	\$ (33.37)	\$ 96,247.00	\$ 96,213.63
3rd Quarter	\$ (33.06)	\$ 164,207.81	\$ 164,174.75
4th Quarter	\$ (22.28)	\$ 101,674.60	\$ 101,652.32
	<u>\$ (121.62)</u>	<u>\$ 437,731.20</u>	<u>\$ 437,609.58</u>
	Srvc Fees	Interest Earned	Net Gain(Loss)

The 2018 Budget is \$100,000 for investment interest.

## Eau Claire County Sales Tax Collections

Month	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
January	\$ 563,038	\$ 605,382	\$ 649,869	\$ 613,413	\$ 637,758	\$ 633,370	\$ 655,343	\$ 696,710	\$ 755,910	\$ 746,338
February	518,319	638,455	602,909	563,535	532,904	689,925	843,563	882,113	628,528	601,096
March	636,257	538,909	561,038	783,032	834,428	852,142	864,937	659,845	914,348	957,986
April	623,482	711,305	797,429	741,448	606,312	641,812	719,623	933,154	883,529	900,497
May	624,232	663,464	567,787	549,895	783,189	856,800	854,993	880,459	803,003	946,279
June	573,694	476,205	707,990	872,811	924,281	935,972	835,827	819,172	893,219	1,249,533
July	686,636	741,830	751,169	783,644	655,631	764,686	1,031,180	946,348	1,108,995	748,195
August	665,741	663,893	616,376	785,490	823,653	1,004,488	957,996	817,003	829,756	987,184
September	634,987	631,589	804,241	788,958	805,689	725,272	753,988	906,726	984,452	1,086,193
October	701,541	642,499	705,976	669,856	655,379	830,917	968,167	901,132	933,541	789,472
November	631,616	728,502	630,916	799,401	872,360	934,158	868,976	662,535	652,721	950,828
December	562,547	692,239	844,605	817,298	774,289	707,471	708,777	996,080	1,137,837	1,069,954
<b>Total</b>	<b>\$ 7,422,090</b>	<b>\$ 7,734,272</b>	<b>\$ 8,240,305</b>	<b>\$ 8,768,781</b>	<b>\$ 8,905,873</b>	<b>\$ 9,577,013</b>	<b>\$ 10,063,370</b>	<b>\$ 10,101,277</b>	<b>\$ 10,525,839</b>	<b>\$ 11,033,555</b>
<b>Budgeted</b>	<b>\$ 8,175,000</b>	<b>\$ 7,675,000</b>	<b>\$ 7,675,000</b>	<b>\$ 7,800,000</b>	<b>\$ 8,060,000</b>	<b>\$ 8,586,000</b>	<b>\$ 8,950,000</b>	<b>\$ 9,280,000</b>	<b>\$ 9,600,000</b>	<b>\$ 10,100,000</b>
Excess (Short)	\$ (752,910)	\$ 59,272	\$ 565,305	\$ 968,781	\$ 845,873	\$ 991,013	\$ 1,113,370	\$ 821,277	\$ 925,839	\$ 933,555
	<b>2009 Shortfall</b>	<b>2010 Surplus</b>	<b>2011 Surplus</b>	<b>2012 Surplus</b>	<b>2013 Surplus</b>	<b>2014 Surplus</b>	<b>2015 Surplus</b>	<b>2016 Surplus</b>	<b>2017 Surplus</b>	<b>2018 Surplus</b>
<b>Total County Taxable Sales</b>	<b>\$ 1,484,418,000</b>	<b>\$ 1,546,854,400</b>	<b>\$ 1,648,061,000</b>	<b>\$ 1,753,756,200</b>	<b>\$ 1,781,174,600</b>	<b>\$ 1,915,402,600</b>	<b>\$ 2,012,674,000</b>	<b>\$ 2,020,255,414</b>	<b>\$ 2,105,167,718</b>	<b>\$ 2,206,710,922</b>
<b>Yearly Average</b>	<b>\$ 618,508</b>	<b>\$ 644,523</b>	<b>\$ 686,692</b>	<b>\$ 730,732</b>	<b>\$ 742,156</b>	<b>\$ 798,084</b>	<b>\$ 838,614</b>	<b>\$ 841,773</b>	<b>\$ 877,153</b>	<b>\$ 919,463</b>

Month	Monthly Avg	Median
January	\$ 655,713	\$ 643,814
February	\$ 650,135	\$ 615,718
March	\$ 760,292	\$ 808,730
April	\$ 755,859	\$ 730,536
May	\$ 753,010	\$ 793,096
June	\$ 828,870	\$ 854,319
July	\$ 821,831	\$ 757,928
August	\$ 815,158	\$ 820,328
September	\$ 812,210	\$ 796,600
October	\$ 779,848	\$ 747,724
November	\$ 773,201	\$ 763,952
December	\$ 831,110	\$ 795,794

Monthly amounts reflect 2018 sales tax earned. Payments received approx two months later.

## MINUTES

Eau Claire County  
Committee on Finance and Budget

Monday, February 4, 2019 / 4:30 pm  
Eau Claire County Courthouse – Room 1273  
Eau Claire, WI 54703

**Members present:** Supervisors Steve Chilson, Jim Dunning, Robin Leary, Stella Pagonis

**Members absent:** Supervisor Gerald Wilkie

**Staff present:** Norb Kirk, Finance Director; Amy Weiss, Senior Accounting Manager; Keith Zehms, Corporation Counsel

Chair Stella Pagonis called the meeting to order at 4:30 pm and confirmed compliance with open meetings law.

There were no members of the public present.

Keith Zehms reviewed his recommendations for the review of Vouchers over \$10,000. There is no legal obligation to approve the individual payments. Supervisor Steve Chilson made a motion that, effective immediately, the wording should be changed from approval of vouchers over \$10,000 to review of vouchers over \$10,000. Supervisor Jim Dunning seconded. Further discussion was held regarding a final answer on what is required by the state statutes. The motion passed unanimously, 4-0.

Norb Kirk reviewed the proposed title change for the Payroll Assistant. The committee supports the title change to Payroll Specialist. Supervisor Jim Dunning made a motion to change the title of the Payroll Assistant to the Payroll Specialist. There was no further discussion and the motion passed unanimously, 4-0.

Norb Kirk reviewed current compensatory time policies and practices.

Norb Kirk reviewed preliminary estimates for general fund activity for the year ended December 31, 2018. This estimate is based on actuals and department prepared projections.

The committee reviewed the fourth quarter trended personnel report.

The committee discussed the local effects of the government shutdown. Concerns were brought forth regarding federal funding limitations and the effects on local citizens and programs.

The committee reviewed the February sales tax report, for receipts earned in November 2018. The committee expressed concerns over tracking and receipt of taxes earned on internet sales.

Supervisor Jim Dunning moved approval of the regular committee meeting minutes from January 7, 2019, as presented. There was no further discussion and the motion passed unanimously, 4-0.

Finance & Budget will be meeting with the Committee on Administration on February 14 at 3:00 pm. The next regular meeting is March 4, 2019 at 4:30.

The meeting was adjourned at 6:24 pm.

Amy Weiss  
Committee Clerk

## AGENDA

Eau Claire County  
Joint Meeting  
Committee on Administration  
Committee on Finance and Budget

Thursday, February 14, 2019 / 3:00 pm  
Eau Claire County Courthouse – Room 1301  
Eau Claire, WI 54703

**Members present:**

Committee on Administration: Supervisors Colleen Bates Mark Beckfield, Ray Henning, Nick Smiar  
Committee on Finance & Budget: Supervisors Jim Dunning, Robin Leary, Stella Pagonis

**Members absent:**

Committee on Administration: Supervisor Gerald Wilkie  
Committee on Finance & Budget: Supervisors Steve Chilson and Gerald Wilkie

**Staff present:** Kathryn Schauf, County Administrator; Norb Kirk, Finance Director; Amy Weiss, Senior Accounting Manager

Chair Nick Smiar called the Committee on Administration to order at 3:17 pm.

Chair Stella Pagonis called the Committee on Finance & Budget to order at 3:17 pm.

Chair Nick Smiar confirmed compliance with open meetings law.

There was one member of the public present, but did not wish to speak.

Kathryn Schauf began the discussion on a review of the County financials. The 2019 budget was difficult to put together and it is time to begin to be more strategic, and to develop a good, sustainable financial base that can grow along with the community. State decisions have affected county activity and resources, especially levy caps imposed after the county sales tax was implemented. State mandates and funding models also have a great impact on the county budget. Key metrics board members should look at in order to evaluate financial health are the debt levy ratio and the general fund balance to general fund expenditures ratio. Norb Kirk reviewed the projected 2018 general fund balance, and several charts showing the relationships between debt and operating levies.

Eau Claire County has been innovative with programs, policies, and practices to reduce expenditures in order to facilitate services within the levy limits.

The Board needs to make the case to the state that state decisions do affect the individual taxpayer by placing the burden on the County.

When it comes to budgeting, committees need to work on a holistic approach. Investing in one county program could bring down costs in another county program by early intervention.

The County needs to address these issues by taking three prong approach: align the budget process with the strategic plan, educate policymakers, and educate the taxpayer.

The meeting was adjourned at 4:35 pm.