

**AGENDA**  
Eau Claire County  
**Committee on Finance & Budget**  
Friday, September 27, 2019  
**1:00 p.m.**  
Courthouse - Room #1301  
721 Oxford Avenue • Eau Claire, WI

1. Call to Order and confirmation of meeting notice
2. Public Comment
3. Approval of Meeting Minutes:
  - a. September 10, 2019
  - b. September 18, 2019
  - c. September 20, 2019
4. 2020 Budget Process / Discussion
5. Review of 2019 Fiscal Health / Discussion
6. Proposed Budget Presentations – **Discussion/Action**  
Budget documents can be found here: <https://www.co.eau-claire.wi.us/government/county-budget-information>
  - a. Facilities/BCR **(1:30 p.m.)**
  - b. Clerk of Courts/Circuit Court **(2:30 p.m.)**
  - c. Highway **(3:00 p.m.)**
  - d. Planning & Development **(4:00 p.m.)**
7. Proposed Resolution 19-20/069 “Reallocate \$134,500 from the 6th Courtroom capital project account and \$270,000 from the Highway Design capital project account...” / Discussion – Action
8. Schedule next meeting and agenda items / **Discussion**
9. Adjournment

Prepared by: Samantha Cole

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710 (FAX) 8391669 or (TDD) 8394735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.

## MINUTES

### Eau Claire County Committee on Finance and Budget

**Date:** Tuesday, September 10, 2019

**Time:** 5:30 pm

**Location:** Room 1273; Eau Claire County Courthouse

**Members Present:** Supervisors Steve Chilson, Jim Dunning, Stella Pagonis, Gerald Wilkie

**Members Absent:** Supervisor Robin Leary

**Others Present:** Supervisor Connie Russell; Supervisor Kimberly Cronk Norb Kirk, Finance Director; Kathryn Schauf, County Administrator; Amy Weiss, Senior Accounting Manager; Sean Lentz and Josh Low, Advisors with Ehlers

Supervisor Pagonis called the meeting to order at 5:30 pm and confirmed compliance with open meetings law.

No members of the public wished to speak.

Due to a late arrival, the committee skipped ahead to agenda item # 5: cash balance update. Norb Kirk presented information on the county's cash flow cycle.

At 5:35 pm, the committee shifted back to agenda item # 3:

Proposed Resolution 19-20/062 "Initial Resolution Authorizing the Borrowing of Not to Exceed \$10,000,000..."

Sean Lentz and Josh Low reviewed the Pre-Sale Report for the 2019A General Obligation issue.

Motion: Wilkie moved to introduce 19-20/062 to county board

No further discussion; unanimous 4-0

Norb Kirk presented the County's current debt policy and reviewed options and recommendations for updating. The current policy identifies a debt service limit of 30% of the total levy.

Motion: Dunning move approval of Option 1 – no change to current debt management policy, continue as is, develop debt plan

No further discussion; unanimous 4-0

The committee continued with the cash balance update. The committee feels strongly that the board needs to be updated on the current cash balance and trend.

The committee skipped ahead to Proposed Resolution 19-20/059 "Approving a Budget Transfer of \$559,500 from the 6<sup>th</sup> Courtroom Capital Projects Account to Provide Funding for the Design of a New Highway Building..."

Based on current debt policy and projections, building a new highway building is not fiscally responsible.

Supervisor Dunning left at 7:15 pm.

Motion: Pagonis moved to postpone to future meeting

Unanimous, 3-0

Consider Change to Ordinance 4.35.200 "Overpayments and Underpayments from \$2.00 to \$5.00"

Glenda Lyons reviewed the current ordinance. The request is to increase the \$2 limit to \$5.

Motion: Wilkie moved to review a resolution

Unanimous, 3-0

The committee reviewed the July 2019 financials released by DHS and discussed at the DHS board meeting on September 9, 2019.

Proposed Resolution 19-20/053 “Authorizing the Cancellation of Checks That Are Over Two Years Old...”

Motion: Wilkie moved approval as presented

Unanimous, 3-0

Proposed Resolution 19-20/050: To Amend User Fees

User fees should be commensurate with cost to provide service

Motion: Wilkie moved approval as presented

Unanimous, 3-0

Proposed Resolution 19-20/058 “Approval of Gift, Grant, and/or Donation...”

Motion: Chilson moved approval as presented

Unanimous, 3-0

The committee reviewed the following financial reports:

1. County Sales Tax Report – June earnings received in August
2. Vehicle Registration Fee Report

Pagonis moved approval of the following minutes:

1. August 12, 2019: regular meeting
2. August 20, 2019: regular meeting

Unanimous, 3-0

Schedule next meeting (09.18.19) and agenda items

1. Future debt strategy
2. Cash balance update
3. Resolution 19-20/059

The meeting was adjourned at 7.54 pm.

Amy Weiss  
Committee Clerk

## MINUTES

Eau Claire County  
**Committee on Finance & Budget**  
Wednesday, September 18, 2019  
**1:00 p.m.**  
Courthouse - Room #1301  
721 Oxford Avenue • Eau Claire, WI

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

**Staff Present:** Janet Loomis, County Clerk; Norb Kirk, Finance Director; Kathryn Schauf, County Administrator; Amy Weiss, Senior Accounting Manager; Frank Draxler, Operations Manager

Chair Stella Pagonis called the meeting to order at 1:00 pm and confirmed compliance with open meetings law.

There were no members of the public who wished to comment.

**Proposed Resolution 19-20/066** “Authorizing the Sale of Tax Deed Property...”

Motion: Leary accept as presented

No further discussion; unanimous 5-0

Moved Item #10 to Item #4: **2020 Budget Process:** The committee briefly discussed the 2020 budget process.

**Review of Administrator’s Proposed Budget:** Kathryn Schauf reviewed her recommendations by department and added background and comments regarding her adjustments

Budget documents can be found here: <https://www.co.eau-claire.wi.us/government/county-budget-information>

**Proposed Resolution 19-20/059** “Approving a Budget Transfer of \$559,500 from the 6th Courtroom Capital Projects Account to Provide Funding for the Design of a New Highway Building...”

\*The County does not have financial capacity to build new building until current building debt is paid off

\*Motion: Chilson moved to reject Resolution 19-20/059; unanimous 5-0

Break: 3:15-3:25

**Continued Review of Administrator’s Proposed Budget**

Budget documents can be found here: <https://www.co.eau-claire.wi.us/government/county-budget-information>

\*Community agencies – there was a clerical error in the Administrator’s Recommended budget; funding for community agencies was intended to be held flat from year to year; update as part of F&B proposed budget

Kathryn Schauf reviewed the 2020 personnel changes.

No further discussion on health insurance, subsequent to joint meeting with the Committee on Administration and the Committee on HR on September 10, 2019.

The Committee briefly discussed the current debt policy and capital needs.

**Proposed Resolution 19-20/065** “Approving a Budget Transfer of \$27,000 from the Information Systems Capital Projects Account to Provide Funding for A Replacement Parks Building...”

Motion: Dunning to approve as presented

No further discussion; motion passes 3-1

No discussion on 2019 fiscal health.

The meeting was adjourned at 4:32 pm.

Amy Weiss  
Committee Clerk

## MINUTES

Eau Claire County  
**Committee on Finance & Budget**  
Friday, September 20, 2019  
**1:00 p.m.**  
**Courthouse - Room #1273**  
721 Oxford Avenue • Eau Claire, WI

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

**Staff present:** Janet Loomis, County Clerk; Glenda Lyons, Treasurer; Tiana Glenna, Criminal Justice Manager; Norb Kirk, Finance Director; Josh Pederson, Parks Director; Kathryn Schauf, County Administrator; Amy Weiss, Senior Accounting Manager;

**Others present:** Supervisors Connie Russell and Melissa Janssen

Chair Stella Pagonis called the meeting to order at 1:03 pm and confirmed compliance with open meetings law.

**Public Comment:** Supervisor Connie Russell – would like comments in the budget survey

**2020 Budget Process:** Discussion on materials made available to other supervisors at November board meeting, the committee would like every supervisor to have a paper book for the F&B proposed budget

**Review of 2019 Fiscal Health:** no discussion

### **Proposed Budget Presentations**

Budget documents can be found here: <https://www.co.eau-claire.wi.us/government/county-budget-information>

- Treasurer, presented by Glenda Lyons: reduction to interest income estimate decreased \$175,000 due to decreased rates and less cash on hand
- County Clerk, presented by Janet Loomis: levy request increased due to more expected elections in 2020 (February, April, August, November); more election audits are expected
- Register of Deeds, presented by Cappy Christenson: vital record traffic increased in 2017 and 2018 due to state ID changes, 2020 is expected to be very busy since the Real ID mandate goes into effect in October 2020; new contract for \$15,000 for new servers for redundancy
- Parks and Forest, presented by Josh Pederson: discussion regarding realistic timber sales revenue budget
- Criminal Justice Collaborating Council, presented by Tiana Glenna: functioning body of elected officials that come together to evaluate if services (jail, DA, treatment courts, mental health) are operating as desired, how to help offenders stay out of the system (more harm to be put in the system); has reduced overcrowding in jail; leader in this type of programming
- District Attorney, presented by Gary King and Eric Huse: two new ADA's starting in October and November; less than half of total budget is levy, receiving more state aid because staff has been very aggressive in going after grants; a 6<sup>th</sup> judge could improve workloads because there would be more court time available

### **Proposed Resolution 19-20/067** “Disapprove \$270,000 Allocated to the Design of a New Highway Building...”

The committee reviewed costs to complete repairs to existing highway building.

Motion: Dunning moved approval to postpone to September 27, 2019

No further discussion, unanimous 5-0.

### **Proposed Resolution 19-20/068** “Reallocate \$425,000 from the 6<sup>th</sup> Courtroom Capital Project Account to Complete LED Lighting Project...”

Motion: Leary moved approval as presented

No further discussion, unanimous 5-0.

The meeting was adjourned at 4:15 pm.

Amy Weiss  
Committee Clerk

## FACT SHEET

### TO FILE NO. 19-20/069

This resolution amends the 2019 Eau Claire County budget by transferring \$134,500 from the 6<sup>th</sup> Courtroom capital projects account and reallocating \$270,000 from the highway design capital project to provide funding for an alternate project in 2019.

The Eau Claire County Board of Supervisors approved Resolution 19-20/011 “Postponing Construction of the 6<sup>th</sup> Courtroom until the Wisconsin Legislature Creates a 6<sup>th</sup> Eau Claire County Circuit Court Judges Position” on April 16, 2019. The original 2019 budget included approved capital project funding of \$799,500 for this project. With this project now contingent upon the approval of a sixth judgeship and the timing of such not requiring a 6<sup>th</sup> courtroom be constructed in 2019, the associated bonding capacity approved for this project would be available for alternate projects.

Resolutions 19-20/051 and 19-20/068 reallocated \$665,000 of the original courtroom funding to three projects. This resolution proposes allocating the remaining \$134,500 to complete priority repairs to the highway building in Altoona.

In addition, the 2019 capital budget included \$270,000 to begin the design of a new highway building. Total design fees are expected to be approximately \$800,000. Construction of a new highway building is expected to cost the county approximately \$17-\$22 million. The county would issue general obligation bonds to fund this construction.

The county has a debt limit policy that states total principal and interest payments on general obligation debt should not exceed 30% of the total tax levy. With existing debt payments, the county is expected to exceed this amount in 2019, putting it out of compliance with its policy. Current capital and debt projections for 2020-2024 do not include amounts for a new highway building.

The county does not believe that funding a new highway building is feasible given the current outstanding debt and associated debt service, until such time that the total county debt profile allows for total debt service payments to more align with the debt limit policy. Based on the expected timing of when that situation could occur, investing in design plans in 2019 would not be financially prudent.

This resolution proposes reallocating the \$270,00 design funding to complete priority repairs at the highway building in Altoona.

The total amount to be reallocated to complete repairs at the highway building in Altoona is \$404,500.

Fiscal Impact: None, as funding has already been approved as part of the 2019 budget

Respectfully Submitted,

Amy Weiss  
Senior Accounting Manager

4 - APPROVING A BUDGET TRANSFER OF \$134,500 FROM THE 6<sup>th</sup> COURTROOM  
 5 CAPITAL PROJECTS ACCOUNT AND \$270,000 FROM THE HIGHWAY DESIGN  
 6 CAPITAL PROJECT TO FUND REPAIRS TO THE HIGHWAY BUIDLING IN  
 7 ALTOONA -

8 WHEREAS, in accordance with Wis. Stat. § 65.90(5)(a), the amounts of the various  
 9 appropriations and the purposes for such appropriations stated in a budget may not be changed  
 10 unless authorized by a vote of two-thirds of the entire membership of the County Board of  
 11 Supervisors; and

12  
 13 WHEREAS, Resolution 19-20/011 “Postponing Construction of the 6<sup>th</sup> Courtroom until  
 14 the Wisconsin Legislature Creates a 6<sup>th</sup> Eau Claire County Circuit Court Judges Position” was  
 15 approved at the April 16, 2019 board meeting; and

16  
 17 WHEREAS, the postponement of the 6<sup>th</sup> courtroom construction frees up \$799,500  
 18 bonding capacity for additional projects in 2019; and

19  
 20 WHEREAS, after Resolutions 19-20/051 and 19-20/068, there is remaining bonding  
 21 capacity of \$134,500 for projects in 2019, specifically for priority repairs to the highway building  
 22 in Altoona; and

23  
 24 WHEREAS, the 2019 adopted budget includes an allocation of \$270,000 to begin the  
 25 design process for a new highway building. The total design cost is estimated to be approximately  
 26 \$800,000, and construction costs for a new building are estimated to be approximately \$17-\$22  
 27 million. Construction costs would be funded by general obligation debt issues; and

28  
 29 WHEREAS, the county has a debt limit policy that states principal and interest on general  
 30 obligation debt should not exceed 30% of the total tax levy; and

31  
 32 WHEREAS, payment on outstanding debt issues is expected to exceed 30% of the total tax  
 33 levy in 2019, thus putting the county out of compliance with the debt policy; and

34  
 35 WHEREAS, the county does not believe that a new highway building is feasible until some  
 36 existing debt is paid off; and

37  
 38 NOW THEREFORE BE IT RESOLVED by the Eau Claire County Board of Supervisors  
 39 that the Board approves transferring \$134,500 from the 6<sup>th</sup> Courtroom capital projects account  
 40 (#405-02-57140-820-000) to the highway building repairs capital project account  
 41 (#405-16-57141-822-019) and reallocating \$270,000 from the highway building design capital  
 42 project to fund priority repairs to the highway building. The total amount to be reallocated for  
 43 priority building repairs is \$404,500.

44  
 45 BE IT FURTHER RESOLVED that within 10 days the County Clerk shall file a Class 1  
 46 notice of this transfer of budgeted funds.

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ADOPTED:

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Committee on Finance and Budget

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