

**MINUTES**

Eau Claire County  
**Committee on Finance & Budget**  
Monday, May 11, 2020  
**4:30 p.m.**  
Webex Conference Call

**Public Access:**

Dial in Number: 415.655.0001  
Access Code: 926 850 845

**Notice Regarding Public Comment:** Members of the public wishing to make comments must email Amy Weiss at [amy.weiss@co.eau-claire.wi.us](mailto:amy.weiss@co.eau-claire.wi.us) at least 30 minutes prior to the start of the meeting. You will be called on during the Public Comment session to make your comments.

**Members present:** Supervisors Steve Chilson, Jim Dunning, Robin Leary, Stella Pagonis, Gerald Wilkie, Board Chair Nick Smiar  
**Others present:** Supervisor Nancy Coffey; Martha Nieman; Connie Russell  
**Staff present:** Norb Kirk, Finance Director; Glenda Lyons, County Treasurer; Kathryn Schauf, County Administrator; Amy Weiss, Senior Accounting Manager  
**Public present:** Abigail Johnson, UWEC; Ryan Patterson, Leader Telegram

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

Clerk Amy Weiss did role call of committee members.

**Public Comment:** Supervisor Nancy Coffey reviewed suggested changes to the Budget Deviation policy.

**Resolution 19-20/109 “Directing the County Administrator to Take Significant Action Steps with the Department of Human Services to Ensure Budget Compliance in the Year 2020”**

**Motion:** Wilkie “committee go on record that resolution 109 should be placed on hold”

**Vote:** no negative votes, motion passes 5-0

**Resolution 20-21/005 “Replace One 1.0 FTE Fiscal Associate II (Grade E) with a One 1.0 FTE Fiscal Associate III (Grade G)”**

**Motion:** Leary moved approval as presented

**Vote:** passes 4-1

**Resolution 20-21/009 “Authorizing Carryforward of Funds from 2019 Budget into 2020 Budget”**

**Motion:** Leary moved approval as presented

**Vote:** passes 5-0

**Resolution 20-21/021 “Act 185 – Waiving Interest and Penalties on Property Tax Installments”**

**Motion:** Wilkie moved that resolution not be forwarded to board; second by Leary

**Vote:** passes 5-0

**Eau Claire County Bridge Plan and Covid-19 Task Force:** The committee received an update from Kathryn Schauf on the progress of the development of the task force.

**2020 Bond Issue:** Finance is continuing to work on the bond issue, and expects to present further information to the board at their meeting in June.

**Budget Deviation Financial Policy Procedure Change Suggestions:** Supervisor Schneider would like to amend the policy to read “...it is the department’s *ongoing* responsibility to notify the County Administrator...”

**Motion:** Dunning moved to add word “ongoing...” in the policy statement, as noted above

**Vote:** passes 5-0

**Further Discussion:** Other procedural changes suggested by Supervisor Coffey to be added to June agenda.

**Preliminary 2020 Quarter 1 Financial Results:** Norb Kirk reviewed the preliminary 2020 quarter one financial results. At a very high level, the county did not see any impact from the coronavirus pandemic. The projected sales tax losses continue to increase due to slow economic recovery expected as the economy opens back up.

**Q1 Investment Report:** Glenda Lyons reviewed the quarter one investment report. The cash balance at the end of quarter one 2020 is up a little over \$3 million in cash balance from the end of quarter one 2019. Interest rates are down to 0.35%, and are expected to go lower. Bank fees are usually covered by an investment credit, which is expected to go to zero. This will cause the county to incur bank fees of approximately \$1,500/month.

**2020 Sales Tax and Vehicle Registration Fee Reports:** The committee reviewed the sales tax and vehicle registration fee reports.

**2021 Budget Calendar:** Kathryn Schauf reviewed the proposed 2020 budget timeline. The Operational Effectiveness meetings brought forward recommendations from department heads regarding the budget process. The initial 2020 budget timeline was prepared by knowledgeable department heads. The process includes working with the Committee on Finance and Budget, and the board as a whole, to align budget goals and objectives with the strategic plan adopted by the board. The proposed timeline includes several touch points with the Committee on Finance and Budget to review department head discussions and proposals.

**2021 Budget Survey:** The committee would like the survey to be overhauled. Supervisor Pagonis will look into soliciting university help with the development of the budget survey.

**Review of Meeting Minutes:** The committee reviewed the minutes from the April 13, 2020 and May 5, 2020 meetings.

**Motion:** Leary moved approval as presented.

**Vote:** no negative votes, passes 5-0

**Future Meeting and Agenda Items:** June 8, 2020 and July 13 ,2020; regular meetings to be held the second Monday of the month

**Agenda Items:** budget guidelines and budget calendar, 2020 bond issue and refunding, audit update, DHS fiscal review, external auditor review (July)

The meeting was adjourned at 7:31 pm.



Amy Weiss  
Committee Clerk