

MINUTES

Eau Claire County

Committee on Finance & Budget

Monday, January 4, 2021

4:30 p.m.

Webex Conference Call

Members present: Supervisors Steve Chilson, Jim Dunning, Robin Leary, Stella Pagonis, Gerald Wilkie, Board Chair Nick Smiar (ex-officio)

Other Supervisors present: Judy Gatlin

Staff present: Norb Kirk, Finance Director; Kathryn Schauf, County Administrator; Amy Weiss, Senior Accounting Manager; Tim Sullivan, Corporation Counsel; Greg Bowe, Purchasing Manager; Glenda Lyons, Treasurer; Sue McDonald, County Clerk

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

The clerk took roll call. Members present are indicated above.

No members of the public wished to speak.

Tim Sullivan reviewed his memo regarding purchasing statutes. Chair Pagonis and Norb Kirk will work together to re-write code section 2.70 because it is no longer applicable. They will bring the suggested edits back to F&B prior to taking to the Board.

The committee reviewed the year-to-date collections for sales tax. November and December earnings will be reported and collected in January and February, respectively.

Glenda Lyons gave a preliminary review of 2021 tax receipts. Current collections are strong: \$370,000 higher than at this same point last year, with payments still not opened yet. December taxpayers are usually proactive planners, so any effects from Covid on tax collections will not be seen until later in January. The Committee requested an update for first installment in late February/early March.

Norb Kirk and Greg Bowe reviewed the updated purchasing card policy. Specific attention was given to the audit procedures and the documentation required and reviewed related to gift card purchases.

The committee briefly reviewed the possible elements of purchasing code and policy.

The committee discussed possible procedures for removing positions from the Bridge Plan. None of these positions have been funded in the 2021 budget. Requests for bridge plan positions should follow the budget amendment process: department request – oversight committee – Committee on Finance & Budget – County Board. So long as the department has available funding in their department, a budget amendment is not necessary.


Sean Lentz will be presenting options for the 2021 borrowings at the next meeting: one for the new Highway facility and the other for normal capital projects.

Meeting minutes from December 14, 2020 will be reviewed and approved at the next meeting.

Next Meeting: Wednesday, January 20 at 4:30 pm

Agenda Items: Sean Lentz and 2021 borrowing; 2020 year end general fund fund balance projection; Avatar overview

The meeting was adjourned at 6:22 pm.


Amy Weiss
Committee Clerk