

Minutes of the Finance Committee

Wednesday, October 3, 2018

Chair Heinrich called the meeting to order at 8:22 a.m.

Present: Supervisors Jim Heinrich, Duane Paulson, Tom Michalski, Tyler Foti, Richard Morris, and Ted Wysocki. **Absent:** Tim Dondlinger.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Senior Civil Engineer Karen Braun, Budget Specialist Bill Duckwitz, Administration Director Norm Cummings, Budget Manager Linda Witkowski, Treasurer Pam Reeves, County Board Supervisor Darlene Johnson, Information Technology Manager Mike Biagioli, Collections & Business Services Manager Andy Thelke, Human Resources Manager Jim Richter, Senior Human Resources Analyst Renee Gage, Risk/Purchasing Manager Laura Stauffer, and Senior Financial Analysts Mark Yatchak, Linda Hein, and Clara Daniels.

Approve Minutes of September 19

MOTION: Paulson moved, second by Morris to approve the minutes of September 19 as amended. Motion carried 6-0.

Schedule Next Meeting Date(s)

- October 9 and 10

Chair's Executive Committee Report of October 1

Heinrich advised the committee discussed and approved 2019 operating budgets for UW-Extension, the Bridges Federated Library System, and Non-Departmental. They heard a presentation on the public health services audit, a follow-up audit report on mental health billing, and approved audit scopes for the P-Card and 1099 compliance audits. The committee also approved the resolution to adopt the 2019-2023 Capital Projects Plan and heard a report on the Wisconsin Counties Association annual conference.

Contract Procurement Process for CTH M Real Estate, Capital Project #201008

Braun advised the contract was awarded to Southern Wisconsin Appraisal, the highest rated proposer, for a total contract cost of \$239,050. The budgeted amount is \$400,000. Five contractors submitted bids for consideration.

MOTION: Morris moved, second by Paulson to approve the contract procurement process for CTH M real estate. Motion carried 6-0.

2019 Budget Overview and Five-Year Financial Forecast

Cummings, Witkowski, and Duckwitz gave a PowerPoint presentation titled "Five-Year Financial Forecast 2019-2023" as prepared by Administration staff which included information on long term strategic financial planning, internal and external forecast environments, five-year gap and funding shortfall projections, revenue sources per department, and projected revenues and expenditures.

Wysocki expressed concerns over levy limits relative to cost-to-continue. Concerns over declining pavement ratings were expressed by Paulson.

Discuss and Consider the 2019 Operating Budget for the Department of Administration

Cummings, Thelke, Richter, Biagioli, and Stauffer discussed the proposed 2019 budget for the Department of Administration as outlined in the budget book including the budget highlights, financial summaries, major departmental strategic plan objectives, program highlights, and activities. Revenues total \$13,499,672 – an increase of \$195,375 or 1.5% from the adopted 2018 budget. The County tax levy totals \$4,855,404 – an increase of \$174,450 or 3.7%. Expenditures total \$18,300,777 – an increase of \$328,912 or 1.8%. The total number full-time equivalent (FTE) positions decreased 1.58 for a total of 101.20. No major concerns were voiced.

MOTION: Paulson moved, second by Michalski to tentatively approve the 2019 operating budget for the Department of Administration. Motion carried 6-0.

Discuss and Consider the 2019 Operating Budget for the Treasurer’s Office

Reeves discussed the proposed 2019 budget for the Treasurer’ Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activities. Both revenues and expenditures total \$710,150 – an increase of \$9,900 or 1.4% from the adopted 2018 budget. The County tax levy line item shows a credit of \$4,899,850 – an increase of \$62,000. The total number of FTE positions decreased 0.03 for a total of 5.04. No major concerns were voiced.

MOTION: Michalski moved, second by Wysocki to tentatively approve the 2019 operating budget for the Treasurer’s Office. Motion carried 6-0.

Payment of Special Assessments and Tax Certificates Issued

Reeves referred to her reports titled “Delinquent Special Assessments Paid to Municipalities” and Waukesha County History of Tax Certificates Issued.” Delinquent special assessments paid to municipalities in 2017 totaled \$691,500.10. This compares to \$749,072.95 paid in 2016. Also in 2017, a total of \$4,002,966.10 in tax certificates were issued. This compares to \$4,478,580.48 issued in 2016.

Update on In-Rem Foreclosure Actions

Reeves discussed her report titled “Properties Acquired through this Year’s Property Tax Foreclosure Process” which included photos of said properties, property address, assessed and equalized values, and interest, penalties, and fees.

Report on the Annual Wisconsin Counties Association (WCA) Conference

Spaeth covered issues presented at the conference including child welfare, human trafficking, juvenile corrections, and budgeting priorities. Other committee members reported on the general session, Foxconn, Dark Stores, highways, agricultural issues, financing capital plans, and IT.

MOTION: Wysocki moved, second by Morris to adjourn at 11:30 a.m. Motion carried 6-0.

Respectfully submitted,

Thomas A. Michalski

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Secretary