

AGENDA

Eau Claire County
Committee on Finance and Budget
Thursday, February 9, 2017 / 4:30 pm

721 Oxford Avenue
Eau Claire County Courthouse – Room 1273
Eau Claire, WI 54703

1. Call Meeting to Order
2. Public Comment Period
3. Proposed Resolution / File No. 16-17/098 “Awarding Bid for Sale of Tax Deed Property to Andrew Pernsteiner for the Sum of \$105; Directing Corporation Counsel to Prepare Quit Claim Deed on the Described Property; Directing the County Clerk to Execute Said Quit Claim Deed on Behalf of Eau Claire County / Discussion – Action (pg. 2-6)
4. Synopsis of Current Contracts and Estimated Payments re: Finance Department Transition (information to be brought to the meeting)
5. Budget Calendar and Priorities / Discussion - Action (pg. 7-10)
6. Performance Management / Discussion Only
7. Strategic Plan / Discussion of Financial Stability Goals / Discussion
 - Limit County Borrowing
 - Develop a new tracking system for county wide investments
 - Create a reporting mechanism to better inform board committees
8. Review of Financial Policies/ Discussion - Action (pg. 11-12)
9. Financial Activity Updates / Discussion – Action
 - County Sales Tax Report
 - County Board Chair Vouchers
 - Line Item Transfers (if any)
10. Review / Approval of Committee Minutes / Discussion – Action
 - a) January 12, 2017 (pg. 13-14)
11. Schedule Next Meeting and Agenda Items
12. Adjourn.

Post: February 3, 2017

Copy: media, Committee members, Kathryn Schauf, Glenda Lyons, Janet Loomis

PLEASE NOTE: 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 839-4710, (FAX) 839-1669 or 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.

4 AWARDING BID FOR SALE OF TAX DEED PROPERTY TO ANDREW PERNSTEINER FOR THE SUM
5 OF \$105.00; DIRECTING CORPORATION COUNSEL TO PREPARE QUIT CLAIM DEED ON THE
6 DESCRIBED PROPERTY; DIRECTING THE COUNTY CLERK TO EXECUTE SAID QUIT CLAIM DEED
7 ON BEHALF OF EAU CLAIRE COUNTY

8 WHEREAS, in accordance with Chapter 4.20 of the Eau Claire County Code, bids were solicited for the
9 sale of tax deed property; and

10
11 WHEREAS, a bid was received on said described parcel.

12
13 NOW, THEREFORE, BE IT RESOLVED that the Eau Claire County Board of Supervisors awards the bid
14 for the sale of tax deed property as follows:

15 -----
16 SALE PARCEL #FA2016-3, Vacant land, City of Altoona

PURCHASER	<u>MINIMUM BID</u>	<u>BID AMOUNT</u>
Andrew Pernsteiner A Single Person	\$ 100.00	\$105.00

17
18 Computer #201-1050-01-010

19
20 PIN # 18201-2-270926-220-0033

21
22 Part of the NW ¼ of the NW ¼ of Section 26, Township 27 North, Range 9 West, City of Altoona, Eau
23 Claire County, Wisconsin described as: Commencing at the Northwest Corner of said NW ¼ of the NW
24 ¼, thence South along said West line of said NW ¼ of the NW ¼ 660', thence East 33' to the point of
25 beginning; thence East 660', thence South 30', thence East 660', thence North 30'to the point of
26 beginning.
27
28
29

30
31 BE IT FURTHER RESOLVED that the Corporation Counsel is hereby directed to prepare quit claim
32 deeds for the described parcels and that the County Clerk is hereby directed to execute said quit claim
33 deeds on behalf of Eau Claire County.

34
35 ADOPTED:

36 _____

37

38 _____

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42 _____

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47 _____

48 _____

49 Committee on Finance & Budget

scm



2016 Property Record | Eau Claire County, WI

Assessed values not finalized until after Board of Review
Property information is valid as of 2016-01-02

OWNERS

ANTHONY JACKSON #161243

IN CARE OF

ATTN: COUNTY CLERK - EAU CLAIRE COUNTY

PROPERTY INFORMATION

Computer No: 201105001010
PIN: 1820122709262200033
Historical Map ID: AL:27.9.26.2-2-LL
School District: Altoona

<u>Section</u>	<u>Town</u>	<u>Range</u>
26	27N	09W

Property Address:
Municipality: City Of Altoona
Document History:
1023113 T936836 1043/543; T936836 1043/543 Q694/801

MAILING ADDRESS

ATTN: COUNTY CLERK - EAU CLAIRE COUNTY
721 OXFORD AVE 3350 STE
EAU CLAIRE WI
54703-5481

PROPERTY DESCRIPTION

PCL CHANGED FOR 2017 - TAX DEED. THE FOL DESC IS FOR TAX PURPOSES ONLY; PRT OF THE NW-NW DESC AS COM AT THE NW COR OF SD 40 TN S ALG SD W LN OF SD 40 660' TN E 33' TO BG TN E 660' TN S 30' TN W 660' TN N 30' TO POB. NOTE: SD PCL IS A PRIVATE DR KNOWN AS E PINE TREE LN (UNRECORDED PLAT REFERS TO THIS RDWAY AS GLENDALE AVE) ALSO ESMT EXISTS ON SD DESC PCL PER VOL.837/476.

TAX INFORMATION

Gross Tax: 56.49
School Credit: 3.12
Lottery Credit: .00
First Dollar Credit: .00
Net Tax: 53.37

	<u>Amt Due</u>	<u>Amt Paid</u>	<u>Balance</u>
RE Net Tax	53.37	53.37	.00
Special Assmnt	.00	.00	.00
Special Chrg	.00	.00	.00
Delq Utility	.00	.00	.00
MFL	.00	.00	.00
RE Interest	.00	.00	.00
Other Interest	.00	.00	.00
Penalty	.00	.00	.00
TOTAL	53.37	53.37	.00

ZONING

<u>Zoning Code</u>	<u>Description</u>
R1	Single-Family Residential

LAND USE

<u>Land Use Code</u>	<u>Description</u>
PWH	Public-Right-Of-Way (Highway)

LAND VALUATION

	<u>Acres</u>	<u>Land</u>	<u>Improve</u>	<u>Total</u>
	.450	2,400.00	.00	2,400.00
	.450	2,400.00	.00	2,400.00

Total Acres: 0.450
Mill Rate: 0.022235350
Fair Market Value: 2,500.00
Assessment Ratio: .9600

INSTALLMENTS

<u>Period</u>	<u>End Date</u>	<u>Amount</u>
1	1/31/2017	53.37
2	7/31/2017	.00

Please allow up to 7 days for your payments to display.

<u>Date</u>	<u>Receipt #</u>	<u>RE Tax</u>	<u>Other Tax</u>	<u>RE Int</u>	<u>Other Int</u>	<u>Penalty</u>	<u>Total</u>	<u>Payor Name</u>
12/19/2016	000229654-16	53.37	.00	.00	.00	.00	53.37	Eau Claire County

NOTES

The information provided here is for **illustration purposes only** and may not be suitable for specific decision-making. For the most current tax information please contact Eau Claire County Treasurer's office at 715-839-4805

Sale	Resolution #	Parcel Number	Buyer	General Taxes	Special Taxes	Interest & Penalty	County Expenses	Awarded Bid	Gross Profit/Loss
Fall 2016	16-17/098	201-10505010-010	Andrew Pernsteiner	\$286.81	\$0.00	\$48.84	\$318.29	\$105.00	(548.94)
								\$105.00	
								Profit/Loss:	(548.94)

EAU CLAIRE COUNTY * TAX DEED SALE MAP *
FALL 2016 SALE

SALE PARCEL #FA2016-3

COMPUTER #201-1050-01-010

MINIMUM BID \$100

LOT SIZE

APPROX. 30' x 660'

19,800 sq. ft.

Part of the NW ¼ of the NW ¼ of Section 26, Township 27 North, Range 9 West, City of Altoona, Eau Claire County, Wisconsin described as: Commencing at the Northwest Corner of said NW ¼ of the NW ¼, thence South along said West line of said NW ¼ of the NW ¼ 660', thence East 33' to the point of beginning; thence East 660', thence South 30', thence East 660', thence North 30' to the point of beginning.

Computer #201-1050-01-010 - City of Altoona

Pine Tree Ln. - private drive



2017: Eau Claire County 2018 Budget Timeline							
Timeline and policies subject to adjustment throughout the process							
MONTH	FINANCE DEPARTMENT	HUMAN RESOURCES DEPARTMENT	COUNTY ADMINISTRATOR	DEPARTMENT HEADS	OVERSIGHT COMMITTEES	COMMITTEE ON FINANCE & BUDGET	COUNTY BOARD
January	Solid date on payroll numbers for dept heads		Even years: with COA develop strategic planning process. Discussion of calendar with Internal Services Annual Report Guidance submitted.	Review and Update Continuity of Operations – essential positions and functions.			
February						Finalize budget calendar	
March		Even years: Recommendation on elected official pay prior to March 15 (see sec. 3.20.001A of the county code)			Even years: HR Committee to take action on elected official pay		Even years: Elected Official Pay resolution
April			Meetings with Department Heads on performance measures	April 1: Annual Report Due		Discussion of Budget policies and priorities	Even years: Organizational meeting
May	April 10 CIP instructions delivered		Meetings with Department Heads on performance measures May 19: Budget Guidelines / calendar Distributed	May 11: Strategic Plan PEST Analysis May 23: Technology Requests due to IS	Discuss CIP needs of the Dept.	May 12: Discussion of Budget policies and priorities and calendar	Even years Strategic Plan

2017: Eau Claire County 2018 Budget Timeline							
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June	Obtain benefit renewal #'s June 7: Distribute budget forms and instructions to departments and outside agencies	Recommendation on Class/Comp changes	May 15: CIP Team meeting to recommend capital projects			CIP review with long term debt	Even years: Strategic Plan Adoption
July	July: Budget on-line survey ready July 10th. Provide to Depts the numbers for salaries and benefits and draft numbers on Health ins. July 31: Final numbers on health insurance	July 1:	July 1: Distribute CIP to Departments to incorporate into budgets.	TBD: Budget training sessions for staff	Begin discussion of goals consistent with strategic plan	July 13: Committee meeting TBD: Public Input Session @ Village of Fall Creek 6 pm meeting 6:15 pm public input session	
August	Aug 21-31 Administrative Staff budget review with departments		Aug 21-31 Administrative Staff budget review with departments	Aug 21: All completed budget packets due to Finance Director (including personnel, capital & user fees) in electronic form Aug 23-31 Administrative Staff budget review with departments	August committee meetings: Discussion of goals based on strategic plan Review draft budgets as submitted by departments by Aug 20	TBD: Committee meeting and Public Input Session @ LE Phillips Sr. Center or Library 5 pm meeting 6:30 pm public input session	August 15: County Board meeting

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September	Administrative staff budget review with departments Meet with F&B on departmental budgets		Administrative staff budget review with departments Sept 20: CA recommended budget due Meet with F&B on departmental budgets Sept 24-26: WCA Annual Conference	Sept 1: Revised user fees due to Administration Administrative staff budget review with departments. Meet with F&B on dept. budgets		TBD Committee mtg. TBD: Committee meets with departments	Sept 19 County Board meeting: 1 st reading of HR Committees recommendation on personnel requests Also update County Board on preliminary budget information.
October	Oct 29: Official publication of budget due to L-T.		Oct 22-25: ICMA Conference Oct 26: Budget books e-delivered to Co. Board		Review F&B Committee budget recommendation Supervisor development of potential amendments Odd years: Prior to November 1, HR to review and recommend county board salaries. (see section 3.20.001 C of the county code)	TBD: Committee meets with departments (including Community agency review and wrap up) TBD: Complete final revisions and prepare budget recommendation (wrap up)	Oct. 3: County board meeting Oct. 17: Consideration of F&B user fee recommendation Board receives budget and amendment forms

2017: Eau Claire County 2018 Budget Timeline							
Timeline and policies subject to adjustment throughout the process							
MONTH	FINANCE DEPARTMENT	HUMAN RESOURCES DEPARTMENT	COUNTY ADMINISTRATOR	DEPARTMENT HEADS	OVERSIGHT COMMITTEES	COMMITTEE ON FINANCE & BUDGET	COUNTY BOARD
November			November 1: Summary of budget amendments distributed with Board packet.				Nov. 7: County Board meeting. Individual supervisor amendments due to Admin. Nov 14-15: Budget deliberations

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MINUTES

Eau Claire County
Committee on Finance and Budget
Thursday, January 12, 2017 / 4:30 pm

721 Oxford Avenue
Eau Claire County Courthouse – Room 1273
Eau Claire, WI 54703

Members present: Supervisors Robin Leary, Nick Smiar, Jim Dunning, Mike Conlin, Stella Pagonis

Staff present: Kathryn Schauf, County Administrator; Jamie Gower, Human Resources Director; Sharon Rasmusson

The meeting was called to order at 4:30 pm.

Public Comment

No one from the general public was present.

Finance Department Transition Updates / Introduction of Marc DeVries, Sikich

A phone conference was held with Marc DeVries, consultant from Sikich, Inc. He provided a brief background of himself and informed the committee of current practices he is engaged in with regard to finance department transition responsibilities, including purchasing and accounts payable. He is discovering opportunities for improvement in many areas and is attempting to segregate duties in the system – something that CLA recommended in their internal controls audit. DeVries highly recommends to automate the workflow. Jamie Gower, Human Resources Director, then spoke on the labor intensive issues with payroll. Electronic timekeeping is being reviewed for streamlining many payroll processes.

Correspondence from Ehlers / Discussion Only.

No debt to be refinanced.

Review 2017 Budget Process

County Administrator Schauf recommends no changes in the 2018 budget process.

Performance Management Initial Discussion / Discussion Only

Departments would be able to identify key areas as well as what they have been doing. Keep on agenda for future meetings.

Strategic Plan / Discussion of Financial Stability Goals

County Administrator to send out work plan.

Financial Activity Updates / Discussion – Action

County Sales Tax Report.

Committee reviewed an updated county sales tax report.

County Board Chair Vouchers. None presented.

Line Item Transfers. None presented.

ADDENDUM

Proposed Resolution (File #16-17/092) / “Authorizing the Cancellation of Checks That Are over Two Years Old; Directing That Said Total be Transferred to the Unclaimed Trust Account and Credited to the General Fund” / Discussion – Action

Motion by Supervisor Conlin to authorize the cancellation of checks that are over two years old. Motion carried. (Note: it was learned later in the week that this resolution will not be moving forward at this time. County Treasurer noted she needs to send a notice to the Leader-Telegram. The county can move forward with canceling this checks in the fall of 2017.)

Proposed Resolution (File #16-17/091) / “Repealing Section 4.07.040 of the Code; Calculation of Rates and Hours” / Discussion – Action

Motion by Supervisor Smiar to repeal Section 4.07.040 of the Code; Calculation of Rates and Hours. Identical language is in the employee policy manual; thus, can be deleted in the county code. Motion carried.

Review / Approval of Committee Minutes / Discussion – Action

- a) December 6, 2016
- a) December 7, 2016
- b) December 14, 2016

Motion by Supervisor Conlin to approve of the December 6, 2017, December 7, 2016 and December 14, 2016 committee minutes as amended. Motion carried.

Next meeting is scheduled for Tuesday, February 9, 2017 at 4:30 pm. Items for discussion include: analysis regarding consultants hired and costs to date; update on policy manual.

Committee adjourned at 6:30 pm.

Respectfully submitted,

Sharon M. Rasmusson
Committee Clerk