

<p>Notice of Public Meeting  <b>Tuesday, September 4, 2018</b>  <b>8:30 a.m.</b></p>	<p><b>FINANCE COMMITTEE</b></p>	<p>Door County Government Center  Chambers Room, 1st floor  421 Nebraska Street, Sturgeon Bay, WI</p>
<p><i>Oversight for Finance Department and County Treasurer</i></p>		

## AGENDA

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes of August 20, 2018 Regular Meeting**
5. **Public Comment**
6. **Old Business**
7. **New Business (Review / Action)**
  - A. 2019 Door County Budget  
*Finance Committee Review/Recommendation to Send to Oversight Committees for Their Review/Recommendation*
  - B. Review & Recommendation re: Finance Oversight Department Budgets
    - Treasurers Department
    - Finance Department
8. **Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**
9. **Vouchers, Claims and Bills**
10. **Next Meeting Date:**
  - Monday, September 17, 2018 – 1:00 p.m. – Regular Monthly Meeting
  - Tuesday, September 18, 2018 – 9:00 a.m. – Joint Meeting with Administrative Committee
11. **Adjourn**

*Deviation from the order shown may occur*

MINUTES  
Monday, August 20, 2018

## FINANCE COMMITTEE

Door County Government Center  
Chambers Room, 1st floor  
421 Nebraska Street, Sturgeon Bay, WI

Oversight for Finance Department and County Treasurer

### Call Meeting to Order

The Monday, August 20, 2018 Finance Committee meeting was called to order by Chairperson Kathy Schultz at 1:00 p.m.

### Establish a Quorum ~ Roll Call

Committee members present: Kathy Schultz, David Englebert, Nancy Robillard, Richard Virlee, Laura Vlies Wotachek, and Susan Kohout. David Enigl was excused.

Others present: Administrator Ken Pabich, Finance Director Mark Janiak, Assistant Finance Director Steve Wipperfurth, County Treasurer Jay Zahn, Facilities & Parks Director Wayne Spritka, ES Director Aaron LeClair, Human Services Director Joe Krebsbach, County Clerk Jill Lau, and Media.

“These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting.”

### Adopt Agenda / Properly Noticed

Motion by Virlee, seconded by Robillard to adopt the agenda. Motion carried by unanimous voice vote.

### Approve Minutes of the July 16, 2018 Regular Meeting

Motion by Englebert, seconded by Vlies Wotachek to approve the minutes of the July 16, 2018 regular meeting. Motion carried by unanimous voice vote.

### Communications

No communications were presented.

### Public Comment

N/A.

### Old Business

No old business was presented.

### County Treasurer

#### Monthly Report – July 2018

County Treasurer Zahn reviewed the report included in the meeting packet. Hearing for In Rem properties is scheduled for November 20<sup>th</sup>. Zahn currently has one In Rem parcel on Washington Island that is open for bids. Appraised value is \$43,000.

### Finance Director Department Update Investment Report

The report was included in the meeting packet and was reviewed by Finance Director Janiak. We are at the high point of the year. Settlement checks were sent out to the school districts, NWTC, and municipalities which decreases balances back to the average.

### Checking Account Summary

The report was included in the meeting packet and was reviewed by Finance Director Janiak. Nothing unusual to report.

### Comparison of Sales Tax Revenues

The report was included in the meeting packet and was reviewed by Finance Director Janiak. Approximately \$56,000 ahead of the same time last year.

## **Unassigned Fund Balance & Contingency Fund Status**

The reports included in the meeting packet were reviewed by Finance Director Janiak.

## **Health Insurance & Workers Comp**

The reports included in the meeting packet were reviewed by Finance Director Janiak. Janiak noted the Health Insurance target reserve has been raised to \$5.2M based on a recommendation by the Horton Group.

## **New Business (Review / Action)**

### **Review of ADRC Transportation Financial Projections**

#### **Request Authorization for Transfer of Non-Budgeted Funds – LTE for ADRC Transportation Program**

HS Director Krebsbach reviewed the worksheet included in the meeting packet. The transportation includes the ADRC van and bus, the Abbey Vans contract, and Sunshine House. Krebsbach explained originally when the program was established Sunshine House revenues and expenses were included which at the time was a benefit. Due to changes in Sunshine House's programming, their finances have changed which is no longer a benefit to the County. Because of the revenue increase for Sunshine House, less federal funding is available for the Transportation Program. It is estimated the transportation fund will be approximately \$32,000 short for 2018. Having Sunshine House in the transportation system hasn't cost the County any money and has been a benefit. A consulting firm was brought in through Door Tran on an Easter Seals grant. This firm is looking at the overall county transportation system. Final recommendations aren't expected until late September or early October. However, a determination needs to be made what to do with the transportation system run through the County. Krebsbach recommends bringing in a LTE to research the transportation program and make recommendations to the County regarding the program. There is no expertise within the department to conduct this research. Administrator Pabich noted he is looking at either a way to save the program and make it a cost effective program or scrap the program if there isn't a clear path to make it cost effective. Pabich further noted if the transportation program continues it is not a program that should be under Human Services and the County may have to look at creating a separate department or moving the program under another department or municipality. The program will cost the county tax levy this year and next year. Must have a clear direction to move in by 2020. 42,000 rides were in the taxi system last year with 80% of the rides being persons from within or very near the City of Sturgeon Bay. It is important to educate the City regarding the transportation program needs.

Motion by Kohout, seconded by Vlies Wotachek to approve the request for the transfer of non-budgeted funds not to exceed \$16,200 from the Contingency Expense to ADRC for hiring the LTE. Motion carried by unanimous voice vote.

### **Request Authorization to Carry Forward ADRC Exercise Room Revenues**

#### **Request Authorization to Carry Forward Unexpended Funds for Replacement of Human Services Surface Pro Computers**

Administrator Pabich explained this is similar to other accounts that have been setup. Money was spent on new exercise equipment which will require yearly maintenance and eventual replacement. Looking to use the yearly revenue generated through user fees to carry over to create the fund.

In talking with TS, Human Services has a number of Surface Pro's. The request is to setup a fund for replacement of the computers so the equipment can be replaced at one time as needed.

Motion by Robillard, seconded by Vlies Wotachek to authorize the ADRC carry forward for the exercise room and the carry forward for the replacement of the HS Surface Pro computers. Motion carried by unanimous voice vote.

### **Request Authorization for Transfer of Non-Budgeted Funds – Forestville Dam Inspection**

F&P Director Spritka explained the costs are expected to be between \$5,000 and \$7,000 to complete the inspection. The request comes after a meeting of the Stakeholders who requested the inspection be completed as soon as possible in order to formulate a plan moving forward. The best time to complete the inspection is in fall.

Motion by Kohout, seconded by Vlies Wotachek to approve the request for the transfer of non-budgeted funds, not to exceed \$7,000 from the Contingency Expense to Facilities and Parks – Dam Inspection. Motion carried by unanimous voice vote.

#### **Request Authorization for Transfer of Non-Budgeted Funds – Replace Boiler at Justice Center**

F&P Director Spritka explained boiler number 2 has suffered a catastrophic failure in the control board. The board has been sent out a couple of times for repairs and it has been determined it is unrepairable, there are no parts available. The recommendation is to move the funds from the Maintenance Reserve Account to cover the costs of replacement.

Motion by Virlee, seconded by Englebert to approve the request for the transfer of non-budgeted funds, not to exceed \$40,000 from the Building Equipment Reserve for the replacement of boiler #2 at the Justice Center. Motion carried by unanimous voice vote.

#### **Review 2019 Finance Department Budget**

Information included in the meeting packet was reviewed. The proposed budget is up approximately 2.3% from 2018 due predominately to salaries and benefits.

#### **Position Requests and PT/LTE Pay Rate Requests – FYI**

Administrator Pabich distributed an updated version of the information included in the meeting packet. This will move through the budget process with a formal recommendation coming forward September 4<sup>th</sup>. Pabich reviewed each request.

#### **Review of County Vehicles**

Administrator Pabich explained he is speaking with individual departments as they move through the budget process. Further information will be brought back at a future meeting.

#### **Interest Rate Sheet – FYI**

Reviewed.

#### **Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**

Nothing as of this meeting.

#### **Vouchers, Claims and Bills**

Reviewed. Explanation of what triggers a refund for overpayment of taxes.

#### **Next Meeting Date**

- Meeting to Review 2019 Budget – September 4, 2018 – 8:30 a.m.
- Regular Monthly Meeting – September 17, 2018 – 1:00 p.m.
- Joint Finance/Administrative Committee Meeting – September 18, 2018 – Time tbd

#### **Meeting Per Diem Code**

423.

#### **Adjourn**

Motion by Robillard, seconded by Englebert to adjourn. Time: 2:30 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk