

ICC Meeting Minutes
Monday, April 18, 2016
Marquette County Service Center
Montello, WI 53949

Meeting was called to order at 9:30 am by Chair Russell Kottke.

Moved by Green Lake County to approve the printed agenda, second by Columbia County. Motion passed on a voice vote.

Moved by Marquette County to approve the minutes of the March 21, 2016 meeting, second by Dodge County. Motion passed on a voice vote.

Representative Joan Ballweg of the 41st Assembly District reported to the group. Wisconsin state campaign season starts April 15th. A late flurry of bills were introduced in the legislature, over 1,000 bills introduced and about 1/3 become state law. Prevailing wage rates for construction and other contractual work begins January 2017. In 2017 all school districts need to have a career plan for 6th graders and their parents. The governor's emphasis on the 2017-18 budget will be K-12 Education.

Senator Luther Olsen of the 14th Senate District talked about the 2 big issues for the next state budget – 1. transportation fund, and 2. property tax relief vs. school funding. He mentioned the governor is proposing no increase in spending so the question becomes where and how will roads and education increased needs be funded.

Discussion on how to fund transportation and education needs were discussed.

Program centered on how each county handles its budgeting process. Reports from counties are attached.

Next meeting is scheduled for Monday, May 23, in Baraboo..

Moved by Columbia County to adjourn, second by Dodge County.

Meeting adjourned at 11:25 am by Chair Russell Kottke.

Respectfully submitted by
Marty Havlovic, recording secretary
Marquette County
April 28, 2016

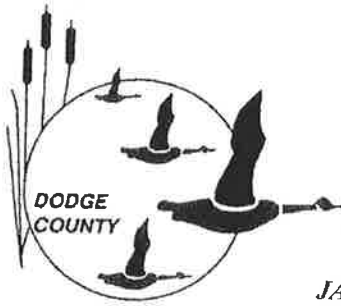
Sign-In Sheet
ICC Meeting
April 18, 2016
Montello, WI

#	Name	Representing
1	Vern Gove	Col. Co.
2	Mary Cuprony	Col. Co.
3	DONNA MALY	Dodge Co.
4	Russell Kotke	Dodge Co.
5	James E. Foley	Columbia Co.
6	Andy Ross	Columbia Co.
7	Marty Kuiper	SAUK Co.
8	Jen Erickson	Sauk UWEX
9	Harley Reabe	Green Lake
10	DAVID RICHTER	Green Lake
11	Jay Dampier	UWEX - Green Lake
12	Tom Schmitz	UWEX - North Central Region
13	Mary Watters	Manquette County
14	BOB Miller	Manquette Co.
15	Jim Hoffmann	Dodge Co. UWEX
16	REP JOAN BALLWEG	Assembly 41st District
17	Lola Schropp	Columbia County
18	Marty Harlowe	Manquette Co.

19	Jim Schuler	Jefferson Co.
20	Steve Snabow	UW Ext., Jefferson Co.
21	John Olson	St. Louis
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Columbia County

2017 BUDGET DEVELOPMENT CALENDAR	
DATE - 2016	TASK
April 1 st	<ul style="list-style-type: none"> ➤ Access for capital outlay budget documents available.
April/June	<ul style="list-style-type: none"> ➤ Departments prepare capital outlay budget (if applicable). Have governing committee approve. Notify Accounting Department when outlay is done. (Early approval of outlay is recommended, but not required.) ➤ Requests for personnel changes must be reviewed and approved by your governing committee.
June 9 th	<ul style="list-style-type: none"> ➤ Finance Committee sets budget guidelines. ➤ Finance Committee sets budget review dates.
June 28 th	<ul style="list-style-type: none"> ➤ Department Head/Committee Chair meeting to discuss 2017 budget guidelines, funding, limits, update on State budget, and distribution of budget documents.
June/July	<ul style="list-style-type: none"> ➤ Governing committees set August committee meeting date.
July	<ul style="list-style-type: none"> ➤ Requests for personnel changes are due to the Human Resources Department <u>prior</u> to July 1st. A final decision made during the budget process. ➤ Access budget files online (July 1st).
July/August	<ul style="list-style-type: none"> ➤ Department Heads Prepare 2017 Budget Requests: <ul style="list-style-type: none"> • Develop goals and objectives. • Analyze revenue and prepare revenue worksheet. • Complete line item worksheets. • Enter your department budget worksheets. • Assemble your budget requests and computations.
	<ul style="list-style-type: none"> ➤ Governing committees review and approve departmental budgets by August 12th. ➤ Chair or Vice Chair and Comptroller to attend governing committee budget meetings.
August 12 th	<ul style="list-style-type: none"> ➤ Budget requests are due to the Accounting Department.
August/September	<ul style="list-style-type: none"> ➤ Accounting Department reviews department budget submissions and works with departments to finalize requests. ➤ Accounting Department prepares general County budget expenditure and revenue estimates. ➤ All budget information is summarized and compiled into a review format.
September/October	<ul style="list-style-type: none"> ➤ All departments meet with the Finance Committee in September/October to review budget requests. Requests may be approved, amended, or denied. ➤ Departments are given final budget numbers.
October 19 th	<ul style="list-style-type: none"> ➤ Recommendations of the Finance Committee are presented to the County Board.
November 15 th	<ul style="list-style-type: none"> ➤ A public hearing is held November 15, 2016 with the budget being adopted, with or without amendments.



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

To: Department Heads
 From: Jim Mielke
 Date: July 18, 2016

Re: 2017 Budget Instructions

2017 BUDGET:

Wisconsin Counties remain under a tax levy cap for Fiscal Year 2016. The tax levy cap limits an increase to the value of net new construction. Budgets should be prepared based on your operational requirements; however the tax levy cap will result in minimal ability to support additional program initiatives and poses a challenge to maintain current expenditure levels.

2016 BUDGET TIMELINE:

Budget Instruction	July 18
Issuance - 2017 Estimated Salary, Wage & Fringe Benefit	July 25
Return to Finance – 2017 Estimated Salary, Wage & Fringe Benefit	August 5
Worksheet Issuance	August 15
Department Budget Review Meetings	Aug & Sept.
Deadline for Submitting 2017 Budget	September 2
County Administrator Completion	September 16
County Capital Improvement Program-(County Board)	September 20
Finance Committee Review with Individual Departments	September 26 - 29
Budget Printing and Assembly-Completion	October 17
Budget Presented to County Board	October 18
Publish Budget Hearing Notice	October 18
Finance Committee – Budget Review	October 25
County Board Budget Public Hearing	November 15
County Board Budget Adoption	November 15
County Board Budget Adoption (if necessary)	November 16
County Apportionment of Taxes to Districts	November 17

Guidelines for Counties to Use in Discussing Their Budget Process for 2017

Jefferson County

① When do you begin to plan for the 2017 county budget

Doing the budget is an ongoing process all year. Officially we start usually start in March of the previous year with looking at employee reclassifications and changes to positions.

② Who (or what county committee) takes the lead in beginning the budget, setting the criteria, conditions, etc.

Administrative staff takes the lead on the budget putting a budget calendar together.

③ What kind of budget process do you use? Base-line budgeting, zero-base budgeting, etc.

We use a combination but the majority is Base-line budgeting.

④ Do you have a budget calendar?

Yes

⑤ When are draft budgets due to the Finance Committee and/or Administrative Coordinator?

Budget request are due to the Administrator/Finance Staff by the first week in August.

⑥ When does the Finance Committee hold hearings on departmental budgets?

Typically Mid to the third week in September. This takes usually 4 half days for the Budget Hearings.

⑦ What is the process for appealing a Finance Committee/Administrative Coordinator budget recommendation? Does this happen often?

Typically the Administrator, after budget hearings, presents the recommended budget to the County Board the 2nd Tuesday of October. Two weeks after presenting the recommended budget to the County Board, there is a public hearing. Any Supervisor amendments to the budget are due by the end of October. If there are any amendments, the Finance Committee will meet the first week of November to vote for or against the amendment. The second week in November prior to the 15th the County Board will vote on the amendments and adopt the budget. In the past few years, there have been few amendments if any.

⑧ How do you handle County budget requests from sources/organizations/groups outside the county departmental oversight? Is this a large amount of money requests?

It may be discussed at a Committee, or through the Administrator and then goes through the regular budget process.

The Human Services Board holds a public hearing to review request related to the clinics and PADA, these are then inserted in the budget.

There is typically not a large amount of money request.

⑨ How do you publicize the county budget to the general public? What amount of public comment or participation do you have in the making of your county budget?

The summary of the recommended budget and the notice is published in the local newspaper. Once the recommended budget is presented to the County Board, the full budget is put out on the County's website.

Over the past two years there have not been any public comments on the budget.

⑩ What one or two major issues do you have in your 2017 county budget?

Health Insurance premiums going up drastically every year and trying to keep wages in line with private and other public entities in order to hire and retain staff.

Funding needed for capital items and long term facility needs.

⑪ Do you have any controversial issues in your 2017 county budget?

There are no controversial issues that we are aware of.

Per Brian Lamers
County Finance Director
4/12/16

Sauk County 2017 Budget Timeline

Timeline and policies subject to adjustment throughout the process

MONTH	ACCOUNTING DEPARTMENT	PERSONNEL DEPARTMENT	ADMIN. COORDINATOR	DEPARTMENT HEADS	FUNCTIONAL GROUPS	OVERSIGHT COMMITTEE	FINANCE COMMITTEE	PERSONNEL COMMITTEE	M.I.S. DEPARTMENT	CAPITAL IMPROVEMENT TEAM	COUNTY BOARD
February				Feb 24 2015 Annual Report Due	Feb 24 2015 Annual Report Due						
March	March Develop information for elected officials pay plan (County Clerk, Register of Deeds, Surveyor, Treasurer)			Feb 24 2015 Annual Report Due			Mar 8 Approval of priorities and policies March 11 Consider elected officials Pay Plan				March 22 Consideration of elected officials pay plan
April	April Develop information for non-represented employees pay plan										
May	May 13 Distribute Capital Improvement Plan Guidance Discuss mission, vision, goals, new/discontinued projects, staff/position changes		Mid-May Timeline and mission, vision, goals, performance measure instructions to Department Heads and Functional Groups	May to June 8 Review MIS projects with MIS Department					May Review goals and priorities for MIS outlay and services May MIS request instructions to Department Heads		May 17 Discuss general budget guidance with County Board May 17 Consideration of non-represented employees pay plan Public input on budget
June	Mid-June Distribute budget forms and instructions to departments and outside agencies			June 8 MIS questionnaires due to MIS June/July Agendize mission, vision, goals and performance measures for committee discussion June 8 Capital improvement requests due	Functional Groups participate in departmental Form 1 development	June/July Review Countywide mission and vision compared to departments, programs, priorities and mandates June/July Approve mission, vision, goals, performance measurements	June Public input session in evening		June Review hardware and software outlay and services requests from departments	June CIP Team reviews and ranks proposed projects for recommendation to Finance Committee	Public input on budget
							June Joint Finance and Personnel Committee meeting				