

## MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

March 31, 2020, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H & I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Benter, Caine, Frohling, Guckenberger, and Schaefer.

Member(s) absent from the Finance Committee: None.

Others present: Finance Director David Ehlinger; Deputy County Clerk Christine Kjornes; County Administrator Jim Mielke; Corporation Counsel Kimberly Nass; Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper; Human Services and Health Director Becky Bell; Land Resources and Parks Director Bill Ehlenbeck; Assistant Finance Director Eileen Lifke; Information Technology Director Justin Reynolds; Highway Commissioner Brian Field; Physical Facilities Director Russ Freber; Dodge County Chief Deputy Sheriff Scott Mittelstadt; Human Resources Director Sarah Hinze; County Board Supervisor MaryAnn Miller; County Board Chairman Russell Kottke; Clearview Interim Executive Director Lori Kurutz (by phone); Clearview Director of Financial Services Nicole Grossman (by phone); County Board Supervisor Donna Maly (by phone); and County Board Supervisor Cathy Houchin (by phone).

The following Non-Committee Member County Board Supervisors requested payment for attending the meeting: MaryAnn Miller.

There was no public comment.

Finance Director David Ehlinger provided an oral report to the Committee regarding a Resolution regarding departmental deficits. Mr. Ehlinger reviewed the document entitled *Dodge County Departmental Surplus (Deficit) Recap For the Year Ended December 31, 2019*, that was included in the packet materials. Mr. Ehlinger highlighted the following departments with deficits

- Finance Department – Mr. Ehlinger pointed out the following items:
  - The contingency fund was moved to Dept. 00 General Revenues
  - As discussed at the 10/08/2019 Finance Committee meeting, the Finance Department was anticipated to have a deficit at year end
  - The department's deficit was decreased due to the \$51,000 surplus in the jail assessment fund, which is included in the Finance Department's budget.
- Land Resources and Parks – The deficit was caused by writing off interest receivable and creation of a bad debts reserve for an Economic Development Loan totaling approximately \$311,000. This amount will come from Restricted General Fund balance.
- Central Services – For an unknown reason, the department was budgeted to have a surplus in 2019 even though the department no longer exists.
- Workers Compensation and Risk Management – A Resolution authorizing transfers from the General Fund to Create Self-Insured Internal Service Funds was approved at the March 17, 2020 County Board meeting. The deficits relate to creation of related actuarial reserves. There was an adequate amount of fund balance in internal service funds.

## MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

March 31, 2020, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H & I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

Mr. Ehlinger reported that the packet materials included a draft Resolution to Authorize General Fund and Unrestricted Net Position transfers to offset calendar year 2019 departmental deficits. The draft Resolution has not been reviewed by Corporation Counsel Kimberly Nass. Mr. Ehlinger commented that the Land Resources and Parks department has a deficit related to a bad debt reserve for the Mayville Hotel. Mr. Ehlinger further commented that he will work with Ms. Nass on a draft Resolution, and no approval is needed at this time by the Finance Committee.

Mr. Ehlinger continued with a review of the document entitled *Dodge County Final Equity Classifications – General Fund For the Year Ended December 31, 2019*, that was included in the packet materials. Mr. Ehlinger highlighted the following:

- Non-Spendable – includes delinquent property taxes, \$2.9 million due from the Sales Tax Fund, inventory and prepaid expenditures. The total amount of non-spendable funds is \$4.2 million.
- Restricted – includes statutory, grants, and donations restrictions. As an example, Land Resources and Parks non-metallic mining is restricted by statutes.
- Committed – includes items that the County Board has taken action on. \$33,000.00 has been added to Physical Facilities for courthouse signage.
- Assigned – these funds have been set aside, but have not been spent. Mr. Ehlinger commented that after discussions with Physical Facilities Director Russ Freber, the \$61,950.08 that is included under Physical Facilities Buildings ADA Improvements will lapse to the General Fund.

Mr. Ehlinger commented that the current General Fund balance is \$25.5 million. Mr. Ehlinger reviewed the last three (3) “Whereas” paragraphs on the draft Resolution to Authorize General Fund Balance Classifications as of December 31, 2019 that was included in the packet materials. The draft Resolution has not been reviewed by Ms. Nass. Mr. Ehlinger commented that he added the last “Whereas” paragraph, which would allow him authority to transfer funds out of General Revenues to a department for retirement/termination payout, rather than asking the Finance Committee for permission to do so. Supervisor Guckenberger requested a past history of the amount paid out for retirements. Human Resources Director Sarah Hinze will provide the requested information to Mr. Ehlinger. Ms. Nass recommended a stand-alone Resolution for the purpose of tracking retirement and/or termination payouts. It was a consensus of the Committee to postpone the Resolution to allow Mr. Ehlinger to determine actual figures regarding retirement payouts, and bring back for further discussion at the April 13, 2020 meeting.

The April 13, 2020 Finance Committee meeting agenda will include the following five (5) Resolutions to consider, discuss, and take action on:

- Authorize General Fund and Unrestricted Net Position transfers to offset calendar year 2019 departmental deficits;
- Authorize General Fund Balance Classifications as of December 31, 2019;
- Carry Over Funds from Budget Year 2019 to Budget Year 2020 for Same Purpose;
- Carry Over funds from Budget Year 2019 to Budget Year 2020 for the Different Purpose;
- 2020 Budget Amendment for retirement payouts for General Fund and Human Services and Health Department.

**MEETING OF THE DODGE COUNTY FINANCE COMMITTEE**

March 31, 2020, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H & I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

There was no discussion on the Resolution to Carry Over Funds from Budget Year 2020 for Same Purpose. The Resolution will be acted on at the April 13, 2020 meeting.

There was no discussion on the Resolution to Carry Over Funds from Budget Year 2020 for the Different Purpose. The Resolution will be acted on at the April 13, 2020 meeting.

Mr. Ehlinger continued with a review of the document entitled *Dodge County Sales Tax Fund Analysis March 19, 2020*, that was included in the packet materials. Mr. Ehlinger commented that the document is a high level overview of sales tax, and the majority of the sales tax fund balance is debt service.

Mr. Ehlinger reviewed a document entitled *Dodge County DRAFT Fund Balance Policy Application, March 27, 2020*, that was emailed to the Committee members on March 27, 2020. Mr. Ehlinger commented that the document is a high level overview of the fund balance.

General Fund – Taking the Human Services and Health Fund into account, the General Fund has approximately \$1.8 million over the required two month minimum of budgeted expenditures.

Human Services & Health Fund – The fund is approximately \$3.4 million under the minimum requirement of two months of budgeted expenditures.

Sales Tax Fund – The fund has approximately \$0.3 million over the required two month minimum of budgeted expenditures.

Clearview – The fund is approximately \$2.2 million under the required 90 days minimum of budgeted expenses.

Highway – The fund is approximately \$3.3 million over the required 45 days minimum of budgeted expenses.

Workers Compensation – The fund is \$2.1 million over the required 45 days minimum of budgeted expenses. Mr. Ehlinger commented that this could potentially be a source of funds for COVID-19 expenses.

County Administrator Jim Mielke provided an oral report to the Committee regarding the impact of the Coronavirus (COVID-19) on the 2020 budget. Mr. Mielke reported that there are many unknowns, and there have been high level discussions regarding Capital Improvement Projects (CIP). Mr. Mielke commented that departments are encouraged to manage committed projects, and determine if projects could be delayed or postponed. Mr. Mielke reported that the Human Resources and Labor Negotiations Committee will be discussing vacant positions, and potential hiring freezes for certain departments at the April 6, 2020 meeting. Mr. Mielke commented that the goal is to provide information summarizing potential changes to capital projects to the Finance Committee in advance of the April 13, 2020 meeting.

Ms. Hinze commented that McGrath Consulting will provide a presentation to the Human Resources and Labor Negotiations Committee at the April 6, 2020 meeting, and at the April 13, 2020 Finance Committee meeting.

The next regular meeting is scheduled for **Monday, April 13, 2020, at 8:00 a.m.**, in the Auditorium, located on the first floor of the Administration Building.

**MEETING OF THE DODGE COUNTY FINANCE COMMITTEE**

March 31, 2020, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H & I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:00 a.m.



Ed Benter,  
Secretary

**Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.**