

## COMMITTEE REPORT

COMMITTEE: Finance Committee  
CHAIRPERSON: Yerda Potter, Chairperson  
DATE/TIME: August 12, 2002 9:00 am

PRESENT:   \_\_\_ Berlage                   \_\_\_ Lyons                    \_x\_ Schubert  
          \_\_\_ Bielenda               \_x\_ Montelius               \_\_\_ Sisler  
          \_\_\_ Breckenridge       \_x\_ Potter                   \_\_\_ Stoffregen  
          \_\_\_ Carroll               \_x\_ Powers                   \_\_\_ Toepfer  
          \_\_\_ Creighton           \_\_\_ Rosenthal               \_\_\_ Zillig  
          \_x\_ Hasken                \_x\_ Rutherford

Others:       Duane Olivier, County Administrator  
              Nancy Miller, Chief County Assessment Officer  
              Carol Soat, County Treasurer  
              Janet Anderson, Economic Development/Planning Director

1. **Claims review.** The Committee reviewed the claims to be considered for approval by the County Board at its meeting on August 13, 2002.
2. **Approval of Minutes.** John Rutherford noted that he was present at the July 22, 2002 Committee meeting. With the foregoing noted correction, on a motion by John Rutherford, 2<sup>nd</sup> by Margie Montelius, the Committee approved the Minutes of July 22, 2002.
3. **Treasurer's financial reports.** The Committee reviewed several monthly financial reports prepared by the County Treasurer. (Attached) On a motion by John Rutherford, 2<sup>nd</sup> by Domer Schubert, the Committee accepted the reports and placed them on file.
4. **FY2002 year-to-date summaries of revenues and expenditures.** The Committee reviewed year-to-date summaries of revenues and expenditures prepared by the County Administrator for the General Fund, Highway Fund, Health and Home Healthcare Funds, Tourism Promotion Fund, and ESTB (911) Fund. (Attached)
5. **County Treasurer matters:**
  - a. The County Treasurer informed the Committee that with the retirement of Darlene Mickelson, Lynn Pease will become a full-time employee in the County Treasurer's Office. Lynn and Darlene have been sharing one Deputy County Treasure position, each work half-time. Lynn will assume the Deputy Treasurer position full-time in September or October.
  - b. The County Treasurer presented the Treasurer's proposed budget for FY2003. Excluding salaries, the Treasurer's proposed budget met the budget guideline of 95% of the FY2002 Budget. The Committee accepted the proposed budget pending the inclusion of salaries when these costs were computed by the County Administrator.
  - c. The County Treasurer informed the Committee that the current \$12.00 fee for certified mailing of tax delinquent payments was inadequate to cover the cost of

mailing. The Treasurer proposed to increase the fee from \$12.00 to \$15.00 to better reflect current costs. On a motion by John Rutherford, 2<sup>nd</sup> by Vince Hasken, the Committee concurred in the Treasurer's proposal to increase the foregoing fee for certified mailing.

6. **Chief County Assessment Officer (CCAO) matters.** The CCAO updated the Committee on two items of litigation regarding property tax assessments: one that has resulted in an appellate court decision that awarded the property owner the sum of \$5,570.60 for overpayment of taxes (the County is appealing this decision); and the other, which is still pending, that has an estimated maximum exposure of +/- \$30,000.
7. **FY2003 budget preparation.** The County Administrator reviewed with the Committee the implementation of the new financial management system and the process of creating the new FY2003 budget under the new financial management system. Because the three-year expenditure history and the current year's budget are being re-cast into the revised account coding of the new financial management system, the line item expenditure history will not be as useful a guideline as in the past. It will take two to three years of using the new account coding before the expenditure history becomes a useful guideline.
8. **Sales tax receipts analysis.** The Economic Development/Planning Director presented an analysis of sales tax receipts from throughout the County (attached).
9. **County Board Liaison with Jo Daviess Community Development Corporation.** The Committee discussed the appropriate County Board member to serve as liaison with the Board of Director's of the Jo Daviess Community Development Corporation (CDC). The Finance Committee Chairperson has performed this function in the past, but because economic development falls within the scope of responsibilities of the County Development and Planning Committee it seems more appropriate that the Chairperson of that Committee act as liaison. On a motion by Yerda Potter, 2<sup>nd</sup> by John Rutherford, the Committee approved a recommendation that the County Board's liaison to the CDC be the Chairperson of the County Development and Planning Committee.
10. **Other matters.** The Committee Chairperson, Yerda Potter, reviewed various items, including: the matter of telephones and telephone expenses referred to the Information and Communication Technology Committee; the requirement of County funded agencies to submit agency budgets when requesting County funding support; and the Committee's "retreat" results responsibilities.

There being no further business, the meeting adjourned.