

**FINANCE COMMITTEE**  
**October 20, 2011**

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, October 20, 2011, in Conference Room N-1 Rock County Courthouse East.

**Committee Members Present.** Supervisors Mawhinney, Kraft, Podzilni, Beaver and Diestler.

**Committee Members Excused:** None.

**Staff Members Present.** Craig Knutson, County Administrator; Sherry Oja, Senior Accountant/Assistant to the Finance Director; Mickey Crittenden, Information Technology Director; Randy Terronez and Nick Osborne, Assistants to County Administrator; Vicki Brown, Treasurer; Lori Stottler, County Clerk; Michelle Schultz, Real Property Lister; Jodi Millis, Purchasing Manager; Randy Leyes, Register of Deeds; Sue Zastoupil, Human Resources Secretary.

**Others Present:** None.

**Approval of Agenda.** Supervisor Podzilni moved approval of the agenda as presented, second by Supervisor Kraft. ADOPTED.

**Approval of Minutes.** Supervisor Kraft moved approval of the minutes of October 4, 2011 and October 6, 2011 as presented, second by Supervisor Diestler. ADOPTED.

**Citizen Participation, Communications, Announcements, Information.** Mr. Knutson invited the Committee to sit in on the final interviews for the Finance Director position.

Ms. Oja handed out the Standard and Poor's and Moody's ratings, which show the reaffirmation of the ratings.

Ms. Brown said 45 properties went out for bid and 25 parcels were bid on, 1 person backed out, 11 were sold after the auction, which leaves 10 parcels remaining – 1 in Town of Beloit, and 9 in City of Beloit.

**Transfers and Appropriations.**

**Information Technology**

**FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
00-0000-0000-46205	\$ 750
Comp. Loss of Fixed Assets	

**TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
07-1435-0000-62400	\$ 750
Telecom Hardware Mnt.	

**Developmental Disabilities**

**FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
33-3310-0000-62620 CIP 1A	\$59,988

**TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
33-3310-0000-62604 CIP 1B	\$59,988

**Public Works**

**FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
41-4300-4324-61171 Field Wages	\$40,000
41-4300-4324-63705 Asphalt	8,000
41-4300-4324-65341 Machinery Lease	13,100
41-4300-4328-63705 Asphalt	45,250

**TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
41-4300-4324-67500 Right-of-Way Acquisition	\$ 8,000
41-4300-4324-64900 Other Supplies	53,100
41-4300-4328-62150 Engineering Fees	36,000
41-4300-4328-67500 Right-of-Way Acquisition	9,250

**Communications Center**

**FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
00-0000-0001-42605 Insurance Proceeds	\$10,567.50
00-0000-0001-42605 Insurance Proceeds	10,783.25

**TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
23-2400-0000-62420 Equipment R&M	\$10,567.50
23-2400-0000-62400 R&M Services	10,783.25

**General Services**

**FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
00-0000-0001-46205 Insurance Proceeds	\$58,939.78

**TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
18-1849-0000-67200 Jail/HCC Complex Cap. Project	\$58,939.78

**County Board**

**FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
03-1110-0000-63100 Per Diem	\$ 7,485
03-1110-0000-61400 FEMA	765
03-1110-0000-63101 Postage	750

**TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
03-1110-0000-63107 Public & Legal Notices	\$ 9,000

Supervisor Diestler moved approval of the above Transfers for the Finance Committee, second by Supervisor Beaver. ADOPTED.

**Bills/Encumbrances**

Finance Director	\$	819.54
Tax Deed Expense		111.26
Land Records		85.00
Information Technology		41,760.39
IT Infrastructure		3,457.87
IT GL Upgrade		2,481.60
IT Capital Project		26,594.89
Stray Dogs		296.74
Orthoimagery		98,600.00

Supervisor Podzilni moved approval of the above Bills and Encumbrances for the Finance Committee, second by Supervisor Diestler. ADOPTED.

**Bills Over \$10,000.**

Bandt Communications Inc.	\$	39,397.11
Dane County Coroners Office		14,500.00
Dell		23,136.34
Dell		12,694.56
General Communications Inc.		24,974.00

Supervisor Kraft moved approval of the above Bills over \$10,000 for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

**Encumbrances Over \$10,000.**

Ayres Associates Inc.	\$	98,600.00
Dirty Ducts Cleaning Environmental		107,785.00
Hendricks Commercial Properties		21,232.46

Supervisor Diestler moved approval of the above Encumbrances over \$10,000 for the Finance Committee, second by Supervisor Beaver. ADOPTED.

**Pre-Approved Encumbrance Amendments.**

**Sheriff's Office**

Fleet Services	\$	16,000.00
Fleet Services		72,000.00

Supervisor Podzilni moved approval of the above Pre-Approved Encumbrance Amendments for the Finance Committee, second by Supervisor Diestler. ADOPTED.

**Approval of Bills for Other Departments.** None.

**Resolutions.**

**Authorizing the Payment of Issuance Costs for \$22,000,000 GO Bonds**

**“NOW, THEREFORE, BE IT RESOLVED,** that the Rock County Board of Supervisors duly assembled this 27th day of October, 2011 does hereby authorize and direct the Finance Director to pay any and all debt issuance costs related to the \$22,000,000 General Obligation Bonds issued for the replacement and equipping of a new skilled nursing home.”

Supervisor Podzilni moved approval of the above resolution, second by Supervisor Kraft. ADOPTED.

**Approving Dental Insurance Contract**

**“NOW, THEREFORE, BE IT RESOLVED,** that the Rock County Board of Supervisors assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011 does hereby authorize the execution of a contract with Delta Dental for the County’s dental insurance for the period of January 1, 2012 through December 31, 2012.”

Supervisor Kraft moved approval of the above resolution, second by Supervisor Diestler. ADOPTED.

**Designating a Qualified Newspaper for All Rock County Legal Publications for 2012**

**“NOW, THEREFORE, BE IT RESOLVED,** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011, does hereby designate The Janesville Gazette as the official county newspaper for all county legal publications for 2012.”

Supervisor Beaver moved approval of the above resolution, second by Supervisor Podzilni. ADOPTED.

**Authorizing Contract for Section 125 Plan (Flexible Spending Account)**

**“NOW, THEREFORE, BE IT RESOLVED,** that the Rock County Board of Supervisors duly assembled on this \_\_\_\_ day of \_\_\_\_\_, 2011 does hereby authorize and direct the County Board Chair and County Clerk to enter into a contract with Employee Benefits Cooperative of Madison, Wisconsin to administer Rock County’s Section 125 Plan (Flexible Spending Account) for the period January 1, 2012 through December 31, 2012 at a cost of \$3.35 per participant per month.”

Supervisor Beaver moved approval of the above resolution, second by Supervisor Kraft. ADOPTED.

**Review of Resolutions.**

**Amending the 2011 Council on Aging Budget to Increase NSIP Budget**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011, does hereby amend the Adopted 2011 Rock County Council on Aging budget as follows:

...”

Supervisor Podzilni moved Finance Committee Endorsement of the above resolution, second by Supervisor Diestler. ADOPTED.

**Amending the 2011 Rock County Human Services Department Budget to Accept Additional Funding for the Independent Living Program**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011, does hereby accept \$6,892 in additional Independent Living Program funds and amend the 2011 Human Services Department budget as follows:

...”

Supervisor Diestler moved Finance Committee Endorsement of the above resolution, second by Supervisor Podzilni. ADOPTED.

**Amending the 2011 Rock County Human Services Department Budget to Accept Additional Funding for the Community Intervention Program**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011, does hereby accept \$30,612 in additional Community Intervention Program funds and amend the 2011 Rock County Human Services Department budget as follows:

...”

Supervisor Diestler moved Finance Committee Endorsement of the above resolution, second by Supervisor Podzilni. ADOPTED.

**Authorizing Funding to Pay for Gasoline for Sheriff Vehicles**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011, that the 2011 budget be amended as follows:

...”

Supervisor Beaver moved Finance Committee Endorsement of the above resolution, second by Supervisor Kraft. ADOPTED.

**Purchasing Procedural Endorsement for Building Demolition and Removal – DPW – Airport.**

Supervisor Diestler moved Purchasing Procedural Endorsement for the Building Demolition and Removal at the DPW-Airport, second by Supervisor Podzilni. ADOPTED.

**Department Budget Review.**

**County Clerk** Ms. Stottler said there will be four elections next year, which they budgeted for, but they did not budget for a possible recall of the Governor. Also, new voter ID laws have made everything in their office obsolete. She said they are also trying to implement training for poll workers. The rest of the budget, she said, is pretty straight forward.

Supervisor Mawhinney asked what the approximate cost would be if there were a recall on the Governor. Ms. Stottler said it would be in the neighborhood of \$30,000 - \$35,000 for the County's cost, and municipalities would also have costs.

**Finance Director** Ms. Oja said there is a \$19,600 decrease or 2% from the previous year. They are adding the position of Application Support Specialist to the staff to write reports, help with special projects, make forms for the computer, and train staff on using the system. She added that two positions will be deleted: the Internal Auditor and, as of July 1, an Account Clerk II position.

**Information Technology** Mr. Crittenden handed out, and went over, a copy of the IT Initiative for 2012, included in the Information Technology Charter. He also handed out the breakdown by fund codes for 2012.

**Register of Deeds** Mr. Leyes said with the economy down their revenues have been down too. He added that the past few months, with the rates down, they have had more recordings, and hopefully this will continue.

**Treasurer** Ms. Brown said it is important to get the new tax recording system up, they were down two days last week, which left a considerable amount of money they were not able to get interest on. She added that her department will be sharing two positions next year with the Real Property Lister's Department. This helps both departments as their busy times are at different times of the year so it makes sense to share.

**Other** Mr. Knutson said that Land Information is down for next year.

**Report on Cash Balances and Investments.** Ms. Oja updated the Committee on cash balances and investments as of September 30, 2011. She said that this is always a high

cash distribution month as interest and principal payments on all debt issues are disbursed in September of each year and there were also three payrolls in September.

**Set Meeting Date and Time for Review, Discussion and Recommend Revisions to the 2012 Recommended Budget.** The Committee decided to include the appeals to the 2012 Budget on agenda for their regular meeting on November 3<sup>rd</sup> and have a special meeting on November 10<sup>th</sup> at 7:30 A.M. for decisions.

**Adjournment.** Supervisor Beaver moved adjournment at 9:20 A.M., second by Supervisor Diestler. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**