

## FINANCE COMMITTEE

November 5, 2009

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, November 5, 2009, in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

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

**Committee Members Excused.** None.

**Staff Members Present.** Jeff Smith, Finance Director; Craig Knutson, County Administrator; Mickey Crittenden, Information Technology Director; Randy Leyes, Register of Deeds; Michelle Schultz, Real Property Lister; Lori Stottler, County Clerk; Sherry Oja, Senior Accountant/Assistant to the Finance Director; Jeff Kuglitsch, Corporation Counsel (7:50 A.M.).

**Others Present:** Supervisor Jim Joiner and Supervisor Alan Sweeney.

**Approval of Agenda.** Mr. Smith said there is a Pre-Approved Encumbrance Amendment from Public Safety and Justice Committee for the Sheriff's Office they would like included. Supervisor Podzilni moved approval of the agenda with this addition, second by Supervisor Diestler. ADOPTED.

**Committee Review and Approval of Per Meeting Allowances.** Supervisor Kraft moved approval of Per Meeting Allowances in the amount of \$14,694.93, second by Supervisor Podzilni. ADOPTED

**Approval of Minutes.** Supervisor Sweeney requested a correction to the October 28<sup>th</sup> minutes; page 2, first paragraph, the Planning and Development Committee did not unanimously recommend raising the fee, it passed on a 4-to-1 vote to be raised. Supervisor Podzilni moved approval of the minutes of October 15, 2009 and October 28, 2009 with this correction, second by Supervisor Beaver. ADOPTED as amended.

**Citizen Participation, Communications and Announcements.** None.

**Transfers and Appropriations.** None.

### **Bills/Encumbrances**

Finance Director	\$	1,110.59
Tax Deed Expense		282.69
Register of Deeds		124.00
P & L Insurance		475.45
Employee Related		786.00
Land Records		225.00
Information Technology		15,083.17
Stray Dog		844.50

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

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

Blackhawk Technical College	\$ 11,774.73
Wisconsin Department of Transportation	16,425.01

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

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

Earth Construction LLC	\$ 185,350.00
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Supervisor Diestler moved approval of the above Encumbrances Over \$10,000 for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

**Pre-Approved Encumbrance Amendments.**

**Developmental Disabilities Board**

Creative Community Living Services Inc.	\$ 38,431.00
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**Public Safety & Justice Committee**

ACH – Advanced Correctional Health Care	\$ 18,479.00
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Supervisor Kraft moved approval of the above Pre-Approved Encumbrance Amendment for the Developmental Disabilities Board and Public Safety and Justice Committee, second by Supervisor Diestler. ADOPTED.

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

**Resolutions**

**Cancellation of Checks Over Two Years Old.**

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2009, that the following checks that are over two years old be cancelled and credited back to the proper accounts.

....”

Mr. Smith said the check recipients still have six years from now to claim these funds.

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

**Review of Resolutions**

**Amending the 2009 Rock County UW Extension Budget.**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2009 does hereby approve and authorize U W Extension to amend the department’s 2009 budget as follows:

....”

Supervisor Diestler moved the Finance Committee Review of the above resolution, second by Supervisor Beaver. ADOPTED.

**Review, Discussion and Recommended Revisions to the 2010 Recommended Budget.**

1) Register of Deeds – request to increase .8 FTE Register of Deeds Clerk to 1.0 FTE for a total increase of \$7,601. Supervisor Kraft moved to deny this increase with the understanding when the economy picks up to keep this request in mind, second by Supervisor Diestler. Passed on a 5–0 vote.

2) Human Services – Child Protective Services / Brighter Future – request to keep the 1.0 FTE Master Social Worker position as is instead of changing to a .4 FTE Master Social Worker as the State did not approve this. This has a –0- effect on the tax levy. Supervisor Podzilni moved approval to keep this position at a 1.0 FTE, second by Supervisor Diestler. Passed on a 5–0 vote.

3) Planning & Development – Board of Adjustment – request to increase the Board of Adjustment Permit Fees from \$600 per permit to \$700 per permit. Supervisor Diestler moved to approve the increase in Board of Adjustment permit fee, second by Supervisor Podzilni. Chair Mawhinney moved to amend this fee increase to \$1,000, which more accurately reflects the actual cost. Supervisor Sweeney said he does not disagree with the increase but asked if it would be possible to consider a decrease if the reason for the permit was caused by an act of God or a public need? Mr. Kuglitsch asked who would make this determination and that it is generally an appeal when they request to go before the Board of Adjustment. He asked if the \$1,000 fee could be justified? Supervisor Sweeney replied it could. Mr. Kuglitsch said he feels it should be a set cost and to stick with that. Supervisor Sweeney said he would defer to Corporation Counsel. Supervisor Beaver asked about charging the actual cost with Mr. Kuglitsch replying he felt it would be better to charge a flat fee. Chair Mawhinney said the \$1,000 would cover the actual expenses. Supervisor Sweeney said he would support this. Chair Mawhinney moved to amend the Board of Adjustment Permit Fee to \$1,000, second by Supervisor Beaver. Passed on a 5–0 vote. Moved by Supervisor Diestler to approve the increase to the Board of Adjustment Permit Fee with the amendment to raise it to \$1,000, second by Supervisor Podzilni. Passed on a 5–0 vote.

4) Supervisor Kraft moved to deny charging a \$50 Death Certificate Fee for the Coroner’s office, second by Supervisor Podzilni. Mr. Knutson said this would add \$15,000 to the tax levy amount. Mr. Smith said this would amount to about 15¢ on a \$100,000 piece of property, on average. Supervisor Joiner said he agrees this would be too much of an impact on human suffering. Chair Mawhinney agreed. Mr. Leyes said the families come to the Register of Deeds office for certified copies of the death certificates (\$20 for first copy and \$3 for each thereafter), which need to be sent to insurance companies, banks, etc. Supervisor Beaver said this would be like a double charge, and this is service the County provides as there is not another option if someone dies at home. Supervisor Kraft asked if counties that charge a death certificate fee also have fees charged by the doctors who sign the death certificates? Supervisor Beaver said it would probably be included in the emergency room bill, etc. Supervisor Kraft moved to remove the \$50 death certificate fee from the Coroner’s office budget and replace it with tax levy, second by Supervisor Podzilni. Passed on a 4–1 vote with Supervisor Diestler voting No.

5) Supervisor Kraft asked for discussion on raising the tax levy from 3.66% to 3.99%, which would be an increase of \$170,000+ and would not be coming from the sales tax. She said she is concerned about the long-range effect of using sales tax for operations. She feels this is

one of the responsibilities imparted to this Committee. Mr. Knutson said with the changes just made this would raise the tax levy \$170,586. Supervisor Joiner said the County should pay for things as they go and supports this increase to pay for items such as equipment. Supervisor Kraft asked what this increase would mean to tax payers? Mr. Smith replied it would add \$1.80 per \$100,000 property. Chair Mawhinney said the County is still providing the services and said she would support this because when the sales tax was implemented it was intended to be used mainly for capital acquisitions. It is hard to say raise taxes, but we are not cutting services. Supervisor Kraft moved to raise the tax levy to a 3.99% increase and reduce the sales tax being used for operations and deferred financing for highway construction projects. Passed on a 5-0 vote.

Chair Mawhinney said a memo from Vicki Brown, County Treasurer, had been handed out regarding requested IT upgrades. Mr. Crittenden said it looks like they should be able implement these upgrades in 2010 or 2011, and their target is to have the tax receipting system in place for the next tax season.

**Adjournment.** Supervisor Beaver moved adjournment at 9:00 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Secretary II

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**