

FINANCE COMMITTEE
Minutes – August 16, 2012

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, August 16, 2012, in Conference Room N-1 Rock County Courthouse East.

Committee Members Present. Supervisors Mawhinney, Kraft, Beaver, Fox and Podzilni.

Committee Members Excused: None.

Staff Members Present. Sherry Oja, Finance Director; Craig Knutson, County Administrator; Randy Terronez and Nick Osborne, Assistants to County Administrator; Jodi Millis, Purchasing Manager; Vicki Brown, Treasurer; Mickey Crittenden, IT Director; Lori Williams, Parks Director.

Others Present: Carol Wirth, President, Wisconsin Public Finance Professionals, LLC.

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

Citizen Participation, Communications, Announcements, Information. None.

Approval of Minutes – August 6, 2012. Supervisor Fox moved approval of the minutes of August 6, 2012 as presented, second by Supervisor Beaver. ADOPTED.

Review of 2012 \$7.3 Million Capital Improvement Debt Issue – Carol Wirth, President, Wisconsin Public Finance Professionals, LLC. Ms. Wirth handed out her *Report on 2012 Financing – Rock Haven and Highway Projects- \$7.3 Million G.O. Promissory Notes*. Ms. Wirth said, as we are approaching the completion of the Rock Haven project, it is important to list another project in case the funds are not completely spent otherwise the funds could only be used to pay interest. She went over the capital projects the County Board approved for 2012 borrowing. Ms. Wirth went over the Source and Application of the Funds; the 2012 Financing Details; Estimated Debt Service Schedule, trying to make the last two years callable; Estimated Pricing Summary; and the Combined Existing Debt (2011 and 2012).

Ms. Wirth went over the estimated timetable:

- 8/16/12 – Report to Finance Committee
- 8/20/12 – Official Statement and Supplemental Rating Information Completed
- 8/23/12 – Rating Conference Calls
- 9/5/12 – Rating Reports Released to Investors
- 9/10 - 9/12/12 – Marketing to Investors
- 9/13/12 – Sale Resolution to Finance Committee and County Board Action
- 10/1/11 – Closing and Delivery of Funds to County, Underwriter Pays Expenses of Issuance as Agent of County

Set Opening Bid Prices on Foreclosed Parcels. Ms. Brown informed the Committee that all property owners have until September 6th to pay and the public auction will be on October 5, 2012 in the 2nd floor conference room beginning at 9 A.M.

The Committee set the opening bid prices as follows:

| <u>Tax ID #</u> | <u>Opening Bid Amount</u> |
|-----------------------------|-------------------------------------|
| 004 201135 | \$ 1,000 |
| 004 031048 | \$ 6,000 |
| 012 12009 | \$ 4,000 |
| 012 16722 & 012 16723 | \$ 100 (sold together) |
| 026 044125 | \$ 100 |
| 026 053007 & 026 053008 | \$ 4,000 (sold together) |
| 165 005005 | \$ 5,000 |
| 206 12250095 | \$ 100 |
| 206 12510760 | \$ 4,000 |
| 206 12531010 | \$ 1,000 |
| 206 12560175 | \$ 50 |
| 206 12560195 | \$ 50 |
| 206 12560925 | \$ 1,000 |
| 206 12650185 | \$ 5,000 |
| 206 12680310 & 206 12680312 | \$25,000 (sold together) |
| 206 13430940 | \$ 5,000 |
| 206 13441095 | \$ 6,000 |
| 206 13470360 | \$ 100 |
| 206 13551115 | \$ 50 |
| 206 13560510 | \$ 4,000 |
| 206 13560645 | \$ 500 |
| 206 13571295 | \$ 4,000 |
| 206 13670855 | \$ 1,000 |
| 206 13680450 | \$ 6,000 |
| 206 21960680 | \$ 7,000 |
| 221 213008 | Committee put this property on hold |
| 257 082004 | \$10,000 |
| 016 025040 | \$ 50 |
| 241 0125300283 | \$ 8,000 |
| 241 0125300374 | \$ 8,500 |
| 241 0126200137 | Committee put this property on hold |
| 241 0402400400 | \$ 100 |
| 241 0135300232 | \$ 50 |
| 241 0136200268 | \$25,000 |
| 241 0401100312 | \$ 2,000 |
| 241 0127400007 | \$ 3,500 |
| 241 0127400008 | \$ 2,500 |
| 241 0127400009 | \$ 2,500 |
| 241 0127400010 | \$ 2,700 |
| 241 0127400013 | \$ 3,200 |
| 241 0127400014 | \$ 3,200 |
| 241 0127400015 | \$ 3,200 |
| 241 0127400016 | \$ 2,500 |
| 241 0127400017 | \$ 2,500 |
| 241 0127400018 | \$ 2,500 |
| 241 0127400019 | \$ 2,500 |

| | |
|----------------|----------|
| 241 0127400020 | \$ 2,400 |
| 241 0127400021 | \$ 2,800 |
| 241 0127400027 | \$ 2,500 |
| 241 0127400028 | \$ 2,500 |
| 241 0127400029 | \$ 2,500 |
| 241 0127400030 | \$ 2,500 |
| 241 0127400031 | \$ 2,200 |
| <hr/> | |
| 241 0127400032 | \$ 3,000 |
| 241 0128200001 | \$ 3,000 |
| 241 0128200002 | \$ 3,000 |
| 241 0128200003 | \$ 3,000 |
| 241 0128200004 | \$ 3,000 |
| 241 0128200005 | \$ 3,000 |
| 241 0128200006 | \$ 3,000 |
| 241 0128200007 | \$ 3,000 |
| 241 0128200008 | \$ 3,000 |
| 241 0128200009 | \$ 3,000 |
| 241 0128200010 | \$ 3,000 |
| 241 0128200011 | \$ 3,000 |
| 241 0128200012 | \$ 3,000 |
| 241 0128200013 | \$ 2,500 |
| 241 0128200014 | \$ 3,000 |
| 241 0128200015 | \$ 3,000 |
| 241 0128200017 | \$ 3,000 |
| 241 0128200018 | \$ 3,000 |
| 241 0128200019 | \$ 4,000 |
| 241 0128200020 | \$ 4,000 |
| 241 0128200021 | \$ 3,000 |
| 241 0128200022 | \$ 3,000 |
| 241 0128200023 | \$ 3,000 |
| 241 0128200024 | \$ 3,000 |
| 241 0128200025 | \$ 3,000 |
| 241 0128200026 | \$ 3,000 |
| 241 0128200027 | \$ 3,000 |
| 241 0128200028 | \$ 3,000 |
| 241 0128200029 | \$ 3,000 |
| 241 0128200030 | \$ 3,000 |
| 241 0128200031 | \$ 3,000 |
| 241 0128200032 | \$ 3,000 |
| 241 0128200033 | \$ 3,000 |
| 241 0128200034 | \$ 3,000 |
| 241 0412400268 | \$ 2,000 |
| 241 0412400268 | \$ 2,000 |
| 241 0412400270 | \$ 2,000 |
| 241 0412400271 | \$ 2,000 |
| 241 0412400272 | \$ 2,000 |
| 241 0412400273 | \$ 2,000 |
| 241 0412400274 | \$ 2,000 |
| 241 0412400275 | \$ 2,000 |
| 241 0412400276 | \$ 2,000 |

| | |
|----------------|----------------------------------|
| 241 0412400277 | \$ 2,000 |
| 241 0412400278 | \$ 2,000 |
| 2410412400279 | \$ 2,000 |
| 241 0412400280 | \$ 2,000 |
| 241 0412400281 | \$ 2,000 |
| 241 0412400282 | \$ 2,000 |
| 241 0412400283 | \$ 2,000 |
| 241 0412400284 | \$ 2,500 |
| 241 0412400285 | \$ 2,500 |
| 241 0412400286 | \$ 2,000 |
| 241 0412400287 | \$ 2,000 |
| 241 0412400288 | \$ 2,000 |
| 241 0412400289 | \$ 2,000 |
| 241 0412400290 | \$ 2,000 |
| 206 12531570 | \$ 3,000 |
| 206 12560595 | Filed bankruptcy -- off the list |
| 206 12730215 | \$ 1,000 |
| 206 13510070 | \$ 1,000 |
| 241 0136400419 | \$ 1,000 |
| 241 0136400381 | \$ 1,000 |
| 241 0136300229 | \$ 1,000 |

Supervisor Fox moved approval to set the prices on the foreclosed properties as listed above, second by Supervisor Podzilni. ADOPTED.

Approval to Include Neighborhood Housing Services Flier with Lien Letters. Ms. Brown asked about including the same flier as last year on credit counseling as it was such a large success.

Supervisor Podzilni moved approval to include the flier with the lien letters, second by Supervisor Fox. ADOPTED.

Transfers and Appropriations.

Emergency Management

| <u>FROM</u> | | <u>TO</u> | |
|--------------------|---------------|--------------------|---------------|
| <u>Account #</u> | <u>Amount</u> | <u>Account #</u> | <u>Amount</u> |
| 19-1922-0000-64904 | \$ 4,400 | 26-2500-0000-63500 | \$ 4,400 |
| Contingency Fund | | R&M Sirens | |

General Services

| <u>FROM</u> | | <u>TO</u> | |
|------------------------|---------------|----------------------|---------------|
| <u>Account #</u> | <u>Amount</u> | <u>Account #</u> | <u>Amount</u> |
| 18-1815-9200-67171 | \$ 3,150 | 18-1815-9200-67200 | \$ 3,150 |
| Capital Assets \$1,000 | | Capital Improvements | |

Information Technology

| <u>FROM</u> | | <u>TO</u> | |
|--------------------|---------------|--------------------|---------------|
| <u>Account #</u> | <u>Amount</u> | <u>Account #</u> | <u>Amount</u> |
| 07-1430-0000-67130 | \$ 1,525 | 07-1430-0000-67171 | \$ 1,525 |

Terminals & PCs

Equipment \$1,000+

Public Works

FROM

| <u>Account #</u> | <u>Amount</u> |
|----------------------|---------------|
| 41-4350-4240-46205 | \$ 4,149.65 |
| Loss of Fixed Assets | |
| 41-4290-46205 | 5,567.77 |
| Loss of Fixed Assets | |

TO

| <u>Account #</u> | <u>Amount</u> |
|----------------------|---------------|
| 41-4350-4240-63503 | \$ 4,149.65 |
| Mach & Equip Parts | |
| 41-4290-4290-63599 | 5,567.77 |
| Loss of Fixed Assets | |

Supervisor Kraft moved approval of the above Transfers for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

Bills and Encumbrances

| | |
|------------------------|-----------|
| County Clerk | \$ 250.80 |
| Employee Related | 435.50 |
| Information Technology | 27,776.56 |
| Law Records | 42,953.00 |

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

Bills Over \$10,000.

| | |
|--------------------------------|--------------|
| CESA 2 | \$ 15,760.78 |
| Hewlett Packard | 18,089.64 |
| RH Batterman and Company Inc. | 10,638.00 |
| Three Hammer Construction Inc. | 15,287.00 |
| Unitrends Corp | 42,953.00 |

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

Encumbrances Over \$10,000.

| | |
|-----------------------------|--------------|
| General Communications Inc. | \$ 35,139.05 |
| Henricksen | 120,000.00 |
| Phoenix Textile Corp | 26,000.00 |

Supervisor Podzilni moved approval of the above Encumbrances Over \$10,000 for the Finance Committee, second by Supervisor Fox. ADOPTED.

Pre-Approved Encumbrance Amendments.

General Services

| | |
|------------|---------------|
| CG Schmidt | \$ 70,766.90* |
| CG Schmidt | 70,419.30 |
| CG Schmidt | 26,257.00 |
| CG Schmidt | 16,729.97 |

Supervisor Beaver moved approval of the above Pre-Approved Encumbrance Amendments, second by Supervisor Podzilni. Supervisor Mawhinney voted against the * Azek

trim painting for \$94,985.00 (part of the CG Schmidt Pre-approved encumbrance for \$70,766.90)
ADOPTED.

Approval of Bills for Other Departments.

County Board Staff

| | |
|----------------------|----------|
| County Administrator | \$ 13.84 |
| County Board | 109.27 |
| Corporation Counsel | 1,325.00 |
| Human Resources | 826.00 |

Supervisor Beaver moved approval of the above Bills for Other Departments, second by Supervisor Podzilni. ADOPTED.

Purchasing Procedural Endorsement.

Awarding Contract for Floating Boarding Pier Supervisor Beaver moved Purchasing Procedural Endorsement of the above contract, second by Supervisor Podzilni. ADOPTED.

Awarding Contract for Shingled Roof on Pinehurst Maintenance Building Supervisor Fox moved Purchasing Procedural Endorsement of the above contract, second by Supervisor Kraft. ADOPTED.

Award Contract for Ceiling Tile Replacement at the Sheriff's Office Supervisor Beaver moved Purchasing Procedural Endorsement of the above contract, second by Supervisor Podzilni. ADOPTED.

Approve Purchase of GPS Trackers for Sheriff's Office Special Investigations Unit (SIU) Supervisor Kraft moved Purchasing Procedural Endorsement for the above purchase, second by Supervisor Podzilni. ADOPTED.

Report on Cash Balances and Investments. Ms. Oja handed out copies of the County Sales Tax Receipts report and went over it. Ms. Oja updated the Committee on cash balances and investments as of July 31, 2012.

Adjournment. Supervisor Beaver moved adjournment at 8:58 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.