

**FINANCE COMMITTEE**  
**March 17, 2011**

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, March 17, 2011, in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

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

**Committee Members Excused:** None.

**Staff Members Present.** Jeff Smith, Finance Director; Sherry Oja, Senior Accountant/Assistant to the Finance Director; Mickey Crittenden, Information Technology Director; Randy Terronez, Assistant to the County Administrator; Jodi Millis, Purchasing Manager; Vicki Brown, Treasurer; Lori Stottler, County Clerk; Michelle Schultz, Real Property Lister; Captain Gary Groelle, Sheriff's Office; Jenifer Keach, Coroner.

**Others Present:** Marc McClure and Dick Choyke, Cutwater Asset Management.

**Approval of Agenda.** Chair Mawhinney asked to have item 8.A. moved up after item 3. Supervisor Podzilni moved approval of the agenda with this change, second by Supervisor Diestler. ADOPTED as amended.

**Approval of Minutes.** Supervisor Podzilni moved approval of the minutes of March 3, 2011 as presented, second by Supervisor Kraft. ADOPTED.

**Citizen Participation, Communications, Announcements, Information.** Ms. Brown said they turned over 194 parcels for 2007 taxes on March 1<sup>st</sup>. Since then 10 have paid.

Ms. Schultz said they have received notice their ortho-image grant project, which had been denied, is now being funded for \$108,450 in Federal Aid.

Mr. Smith handed out three reports from the Legislative Fiscal Bureau: Distributions of County and Municipal Aid Under the Governor's 2011-13 Budget, which will reduce aid to Rock County by about 29%. Distribution of General Transportation Aid Under the Governor's 2011-13 Budget, which will reduce transportation aid by about 9.3%. Potential Retirement Savings for Public Employers Under 2011 Wisconsin Act 10, which would save Rock County about \$2.6 million.

**Review of Resolutions**

**Amending the Sheriff's 2011 Budget to Use Equitably Shared Funds**

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

...

**BE IT FURTHER RESOLVED** that a purchase order be issued to CEGSA 2 of Milton, WI, for the purchase of a used SMART board, model Sympodium 350.

**BE IT FURTHER RESOLVED** that payment be made to the vendor upon receipt and acceptance by the Rock County Sheriff.”

Mr. Smith said that two changes were made to the resolution: 1) line 28 the Amended Budget amount should be \$1,000; 2) line 34 the purchase order should be issued to CESA 2. Supervisor Kraft moved Finance Committee Endorsement of the above resolution, second by Supervisor Diestler. ADOPTED with these changes.

**Report on Cutwater Investments.** Mr. McClure and Mr. Choyke handed out the Rock County Investment Management Program Review dated March 17, 2011 and went over the Market Environment and Strategies, Portfolio Performance and Review, Broker/Dealer Relationships, and Bank Credit Analysis. Mr. McClure and Mr. Choyke said they feel having 13 names on our Broker/Dealer list, which is a large number, is good in this environment. Mr. McClure said they did not yet have the fourth quarter bank credit analysis but expected them to be available in the next couple of weeks.

**Transfers and Appropriations.**

**Coroner**

**FROM**

<u>Account #</u>	<u>Amount</u>
19-1911-0000-64904	\$ 2,536
Contingency Fund	

**TO**

<u>Account #</u>	<u>Amount</u>
28-2600-0000-67172	\$ 2,536
Capital Assets \$500 or more	

**Child Support**

**FROM**

<u>Account #</u>	<u>Amount</u>
34-3850-0000-62119	\$ 2,400
Contracted Services	

**TO**

<u>Account #</u>	<u>Amount</u>
34-3850-0000-62130	\$ 2,400
Audit Fees	

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

**Bills/Encumbrances**

Finance Director	\$	206.18
Elections		2,935.76
Land Records		696.87
Information Technology		43,139.63

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

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

Dell	\$ 33,535.32
Epstein Uhen Architects	22,265.53
Motorola Solutions Inc.	114,012.00
The Samuels Group	14,304.96

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

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

General Communications Inc.	\$ 1,918,002.00
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Supervisor Diestler moved approval of the above Encumbrances Over \$10,000 for the Finance Committee, second by Supervisor Beaver. ADOPTED.

**Pre-Approved Encumbrance Amendments.** None.

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

**Contract Award for Auction Services.** The Committee discussed if Dean George Auction had computerized clerking/cashiering and if they had enough computers to handle this auction. Ms. Millis excused herself to call Dean George Auction to get answers to these questions.

**Report on Cash Balances and Investments.** Mr. Smith updated the Committee on cash balances and investments as of February 28, 2011.

**Review and Possible Action on Consideration of Office Relocation.** Mr. Smith explained that Payroll is presently in the back of the County Clerk's office, Accounting is down the hall and the Internal Auditor is in a separate office. To put all Finance functions in one room would be better for cross training and coverage during vacation and sick time.

Ms. Oja said they are looking forward to having all staff in one area, which will help with efficiency, cross training, etc.

Ms. Brown expressed her concern on the increase this will cause in traffic coming into the Treasurer's office asking directions and questions.

Ms. Stottler said the County Clerk's office does not get a lot of repeat traffic. She felt a better sign system, such as in malls, would better help in directing traffic, especially if the sign also listed the services each office provided. She said from an efficiency standpoint this move makes sense.

Supervisor Kraft said she feels the move is a good idea but very good signage is needed in conjunction with the move.

Supervisor Podzilni moved Finance Committee approval of the move with proper signage, second by Supervisor Beaver. ADOPTED.

**Contract Award for Auction Services.** Ms. Millis reported back that Powers Auctions Service will be doing the computerized clerking/cashiering and each auctioneer will have a computer. Supervisor Diestler moved approval of the contract, second by Supervisor Beaver. PASSED with Supervisor Podzilni abstaining.

**Review and Possible Action on the Rock County State of Investment Policy.** Mr. Smith briefly went over the policy. Supervisor Diestler moved approval of the policy as presented, second by Supervisor Beaver. ADOPTED.

**Adjournment.** Supervisor Beaver moved adjournment at 9:25 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**