

FINANCE COMMITTEE
Minutes – November 5, 2015

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, November 5, 2015, in Conference Room N-1, County Courthouse East.

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

Committee Members Excused: Supervisor Fox.

Staff Members Present. Sherry Oja, Finance Director; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Mickey Crittenden, Information Technology Director; Jodi Millis, Purchasing Manager; Rob Leu, General Services Director.

Others Present: None.

Approval of Agenda. Chair Mawhinney said there are two additions; item 5.D. a transfer for Child Support; and item 6.D.1) a pre-approved encumbrance for Developmental Disabilities. Supervisor Kraft moved approval of the agenda with these additions, second by Supervisor Beaver. ADOPTED.

Citizen Participation, Communications and Announcements. Ms. Oja handed out copies of the County Sales Tax Receipts through October 2015.

Approval of Minutes – October 22, 2015. Supervisor Podzilni moved approval of the minutes of October 22, 2015 as presented, second by Supervisor Kraft. ADOPTED.

Committee Review and Approval of Per Meeting Allowances. Supervisor Kraft moved approval of per meeting allowances in the amount of \$16,273.99, second by Supervisor Podzilni. ADOPTED.

Transfers and Appropriations.

911 Communications Center

FROM

| <u>Account #</u> | <u>Amount</u> |
|----------------------|---------------|
| 23-2400-0000-62491 | \$ 2,500 |
| Software Maintenance | |

TO

| <u>Account #</u> | <u>Amount</u> |
|---------------------------|---------------|
| 23-2400-0000-62119 | \$ 2,400 |
| Other Contracted Services | |
| 23-2400-0000-62218 | 100 |
| Data Communications | |

Information Technology

FROM

| <u>Account #</u> | <u>Amount</u> |
|-----------------------------------|---------------|
| 07-1450-0000-64701 | \$ 5,400 |
| Spillman Jail – Software Purchase | |

TO

| <u>Account #</u> | <u>Amount</u> |
|-----------------------------------|---------------|
| 07-1450-0000-67131 | \$ 2,200 |
| Spillman Jail – Computer Hardware | |

07-1450-0000-67130 3,200
 Spillman Jail – Terminals & PCs

Sheriff's Office

FROM

Account # **Amount**
 21-2140-2015-61210 \$ 2,000
 Overtime Wages – HIDTA15

TO

Account # **Amount**
 21-2140-2015-63908 \$ 2,000
 Investigative Expense – HIDTA15

Child Support

FROM

Account # **Amount**
 34-3850-0000-61100 \$ 12,800
 Regular Wages

TO

Account # **Amount**
 34-3850-0000-67161 \$ 12,800
 Capital Assets

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

Bills and Encumbrances

| | | |
|------------------------------|----|-----------|
| Finance Director | \$ | 674.68 |
| Information Technology | | 34,457.26 |
| Law Records | | 150.00 |
| IT Capital Projects | | 31,212.69 |
| IT Cross Charges | | 69,604.87 |
| Tax Deed Expense | | 312.97 |
| Register of Deeds | | 2,215.84 |
| Employee Wellness Activities | | 131.75 |

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

Bills Over \$10,000

| | | |
|---------------------------------|----|-----------|
| Opportunities Inc. | \$ | 14,182.56 |
| Park Place Technologies | | 25,786.68 |
| Childrens Service Society of WI | | 15,896.00 |
| Marsh County Health Alliance | | 14,340.50 |

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

Encumbrances Over \$10,000.

| | | |
|-------------------------------|----|-----------|
| Veolia ES Technical Solutions | \$ | 15,352.96 |
|-------------------------------|----|-----------|

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

Pre-Approved Encumbrance Amendments.

Developmental Disabilities

PALS Pinnacle Assisted Living Services, LLC \$ 111,716.00

Supervisor Kraft moved approval of the above Pre-Approved Encumbrance Amendment for Developmental Disabilities, second by Supervisor Podzilni. ADOPTED.

Approval of Bills for Other Departments. None.

Resolution.

Cancellation of Checks Over Two Years Old

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2015, the following checks that are over two years old be cancelled and credited back to the proper accounts.

...”

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

Committee Approval.

Purchase of Mobile Field Lab Using HIDTA Grant Funds

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2015 that a purchase order be issued to TeamIntel, LLC, of Stevensville, MI, in the amount of \$14,950.

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

BE IT FURTHER RESOLVED that the Sheriff’s Office budget be amended as follows:

...”

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

Awarding Contract for Security/Mass Notification Improvements at the UW-Rock County Campus

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2015, that a contract for the purchase and installation of the security/mass notification and fire alarm systems be awarded to

Gilbank Construction of Clinton WI, in the base bid amount of \$826,000.00, plus the alternate bid of \$239,000.00 for the fire alarm system; and

BE IT FURTHER RESOLVED, that a project contingency in the amount of \$105,000.00 be established to cover change orders approved by the General Services Committee, and miscellaneous project costs; and

BE IT FURTHER RESOLVED, that the 2015 General Services Budget be amended as follows:

...

BE IT FURTHER RESOLVED, that payments be made to the vendor upon approval of the General Services Committee.”

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

Mr. Leu said they tried to scale back on this \$1.17 million project as much as possible and are hoping to complete it by the fall 2016. He said the executive summary provides a good overview of the project.

ADOPTED.

Request to Donate Abandoned Bicycles to Brian and Anne Reece of Beloit, WI.

Supervisor Beaver moved approval to donate the abandoned bicycles to Brian and Anne Reece, second by Supervisor Podzilni. ADOPTED.

Review, Discussion and Recommended Revisions to the 2016 Recommended Budget.

Ms. Oja handed out a spreadsheet on recommendations for amending the 2016 Recommended Budget (attached) and went over it.

Supervisor Podzilni moved to accept these changes and put in the 2016 Recommended Budget, second by Supervisor Beaver. ADOPTED.

Ms. Oja went over the changes due to receiving a lower rate and additional premium funds on the debt sale.

Supervisor Kraft moved approval of these changes to the 2016 Recommended Budget, second by Supervisor Podzilni. ADOPTED.

Supervisor Beaver asked about the costs involved to keep the Evansville congregate meal site open in 2016. Mr. Smith said the breakdown is: \$12,000 for the site manager; \$2,400 for rent; \$7,337 cost of meals; and \$1,000 for paper goods.

The committee discussed reducing the days the site would be open; differences between keeping the site open and home delivered; using the school district for meals; asking Creekside to reduce or eliminate rent; what the site manager does and if it could be done with volunteers; if more advertising would help increase attendance; and the socializing aspect of meals at the site.

Chair Mawhinney and the Finance Committee said this is a good budget and they appreciate all the work staff has put into it.

Adjournment. Supervisor Podzilni moved adjournment at 8:29 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

ROCK COUNTY
FINANCE COMMITTEE RECOMMENDATIONS
FOR AMENDING THE 2016 RECOMMENDED BUDGET

| <u>Department</u> | <u>Account No.</u> | <u>Description</u> | <u>Committee Request</u> | <u>Levy Inc/(Dec)</u> | <u>Finance Committee Action</u> | <u>Finance Committee Levy Inc/(Dec)</u> |
|----------------------|--------------------|----------------------------|--------------------------------------|-----------------------|---------------------------------|---|
| DPW-Highway | 41-4300-4320-42226 | State Aid-Transportation | Increase General Transportation Aids | (53,896) | | |
| County Wide Accounts | 00-0000-0001-42223 | State Aid-Exempt Bus Cptrs | Decrease due to new State estimate | 5,816 | | |
| Farm | 56-5625-0000-44100 | Farm Rent Revenue | Decrease due to bid results | 11,885 | | |
| Sheriff | 21-2100-0000-61100 | Regular Wages | Add 1.0 FTE Deputy Sheriff | 46,116 | | |
| Sheriff | 21-2100-0000-61400 | FICA | Add 1.0 FTE Deputy Sheriff | 3,528 | | |
| Sheriff | 21-2100-0000-61510 | Retirement | Add 1.0 FTE Deputy Sheriff | 4,418 | | |
| Sheriff | 21-2100-0000-61610 | Health Insurance | Add 1.0 FTE Deputy Sheriff | 16,476 | | |
| Sheriff | 21-2100-0000-61620 | Dental Insurance | Add 1.0 FTE Deputy Sheriff | 647 | | |
| Sheriff | 21-2100-0000-61630 | Life Insurance | Add 1.0 FTE Deputy Sheriff | 10 | | |
| Sheriff | 21-2100-0000-44126 | Officer Fees | Increase estimate | (3,000) | | |
| Sheriff | 21-2100-0000-63101 | Postage | Decrease estimate | (3,150) | | |
| Sheriff | 21-2100-0000-67160 | Capital Assets | Reduction in requested assets | (6,850) | | |
| Sheriff | 21-2200-0000-42106 | SCAAP Fees | Increase estimate | (5,000) | | |
| Sheriff | 21-2200-0000-62161 | Jail Household Services | Purchase from Jail sundry | (8,529) | | |
| Sheriff | 21-2200-0000-62163 | Laundry Services | Purchase from Jail sundry | (8,471) | | |
| | | Sub Total | | <u>(0)</u> | | <u>0</u> |
| County Wide Accounts | 00-0000-0030-46400 | Funds Forwarded | Increase funds forwarded | (64,812) | | |
| County Wide Accounts | 75-7000-0000-66100 | Debt Principal | Increase for debt sale results | 70,000 | | |
| County Wide Accounts | 75-7010-0000-66200 | Debt Interest | Decrease for debt sale results | (6,793) | | |
| | | Sub Total | | <u>(1,605)</u> | | <u>0</u> |
| | | Grand Total | | <u>(1,605)</u> | | <u>0</u> |