



**FINANCE COMMITTEE
Minutes – January 18, 2018**

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, January 18, 2018, in Conference Room N-1, Fifth Floor, Rock County Courthouse-East.

Committee Members Present. Supervisors Mawhinney, Kraft and Podzilni.

Committee Members Excused: Supervisors Beaver and Fox.

Staff Members Present. Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Sherry Oja, Finance Director; Rich Greenlee, Corporation Counsel, Jodi Timmerman, Deputy Corporation Counsel; Mickey Crittenden, Information Technology Director; Michelle Roettger, County Treasurer; Brent Sutherland, Facilities Management Director; and Jodi Millis, Purchasing Manager.

Others Present: None.

Approval of Agenda. Supervisor Kraft moved approval of the agenda with deletion of the Approval of December 7, 2017 minutes, second by Supervisor Podzilni. ADOPTED.

Citizen Participation, Communications and Announcements. None

Transfers and Appropriations.

A transfer request from the Sheriff's Office was distributed at the meeting.

Sheriff's Office

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
21-2200-0000-62119	\$21,297	21-2200-0000-64125	\$21,297
Other Contracted Services		Board of Prisoners	

Supervisor Kraft moved approval of the above Transfer for the Sheriff's Office, second by Supervisor Podzilni. ADOPTED.

Review of Payments. The Committee accepted the report.

Review of Payments over \$10,000. The Committee accepted the report. Committee requested Ms. Oja to check the Sheriffs bill for Von Riesen and Roper for additional details.

Committee Endorsement.

Amending the 2017 Budget to Accept Wisconsin Trauma Project Funding

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____ 2018, does hereby authorize the acceptance of \$12,392 for the Wisconsin Trauma Project; and,

BE IT FURTHER RESOLVED, that the Human Services Department budget for 2017 be amended as follows:

...”

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

Accepting Additional High Intensity Drug Trafficking Area (HIDTA) Grant and Amending the Sheriff’s Budget

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____ 2018 to approve and authorize the acceptance of \$2,500 of HIDTA grant funds and to authorize the Sheriff to sign the award documents.

BE IT FURTHER RESOLVED, that the 2017 Sheriff’s budget be amended as follows:

...”

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

Amending the 2018 Council on Aging Budget to Adjust the Elderly & Handicapped Transportation Budget and Accept the Medicare Improvements for Patients & Providers Act (MIPPA) Grant

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____ 2018 does hereby amend the 2018 Rock County Council on Aging budget as follows:

...”

Ms. Oja noted that due to the 20% local match requirement, a General Application of \$2,247 was used to fill the gap.

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

Supervisor Kraft requested to have County match requirements included as a “WHEREAS” entry as well as in the executive summary.

Efficiencies being Implemented within Financial Services. Ms. Oja explained in the past couple of years, Jodi Millis and Shilo Titus have implemented various efficiencies, e.g., the

replacement of an offset press to a "RISO" machine for envelope production in the Duplicating area. Due to improved Courthouse security measures, vendors making deliveries to the Courthouse have now been made to be buzzed in. The Purchasing staff (Jodi Millis and Shilo Titus) have been the primary responders to the delivery companies. Subsequent discussions with Facilities Management have identified redundant processes which has resulted in additional efficiencies and resulted in the downsizing of Facilities Management clerical support. The end result of these streamlined processes and the secure delivery system is a move of the two Purchasing staff to the vacant Facilities Management office area with Purchasing still reporting to Accounting/Finance. The now vacant Purchasing office area is being used by the Courthouse Security contractors. The Committee thanked the Purchasing and Facilities Management staff for their hard work.

Treasurer's Report on Costs, Expenses and Results of the In Rem Auction. Ms. Roettger reviewed highlights of agenda enclosures that showed a net profit of approximately \$26,000 from the 2017 delinquent property tax sale auction.

Supervisor Podzilni requested Ms. Roettger to report back to the next Finance Committee on the status of the three Homestead parcels. Ms. Roettger said she would do this.

Update and Possible Action on In Rem Properties Not Sold at the Auction. Ms. Roettger reviewed agenda enclosure for a total of nine properties, of which two have federal liens on them. Per prior Committee action, these properties will be listed on the on-line auction site (Wisconsin Surplus Auction website). The starting bid for property not sold at the auction will be the amount previously established by the Committee in September of 2017.

In response to a question on old properties (properties remaining unsold from prior year's tax sale, Ms. Roettger indicated there about 10-12 properties which can also be placed on the on-line auction.

No action was necessary.

Update and Possible Action on Rick Properties for Possible Additional In Rem.

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

Ms. Roettger reviewed agenda enclosures and map.

Supervisor Podzilni moved, second by Supervisor Kraft to postpone action until the next scheduled Finance Committee meeting and to request Ms. Roettger to include an updated map showing county-owned properties. ADOPTED.

Update, Review and Possible Action on Policies and Procedures for In Rem. Ms. Timmerman reviewed the draft policy distributed at a November Finance Committee meeting. The purpose of the policy is to document the legal and operational processes that staff can follow regardless of staff turnover. The format includes the specific state statute followed by the Treasurer's Office procedure(s).

Committee members discussed including the reports summarizing the County auction results. Also discussed was a reference to situations when a large number of delinquent parcels and the

municipality proposes an alternative methodology to purchase. The large number of delinquent parcels item will be brought back to a future Committee meeting.

Supervisor Kraft moved, second by Supervisor Podzilni to approve the In Rem Policy and Practice document including the reports summarizing the County auction results. ADOPTED.

Adjournment. Supervisor Podzilni moved adjournment at 8:18 A.M., second by Supervisor Kraft. ADOPTED.

Respectfully submitted,

Randy Terronez
Assistant to the County Administrator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.