

FINANCE COMMITTEE
Minutes –November 6, 2014

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, November 6, 2014, 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; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Mickey Crittenden, Information Technology Director; Lori Stottler, County Clerk; Ben Coopman, Public Works Director; Sara Mooren, Human Services - Administrative Services Division Manager; Vicki Brown, Treasurer.

Others Present: Supervisor Betty Jo Bussie.

Approval of Agenda. Chair Mawhinney said we have Transfers for Human Services and the Sheriff's Office under item 5., and a Pre-approved Encumbrance Amendment for General Services added to item 6. Supervisor Podzilni moved approval of the agenda with these additions, second by Supervisor Fox. ADOPTED.

Citizen Participation, Communications and Announcements. Ms. Oja handed out the County Sales Tax Receipts report through October 2014.

Ms. Brown handed out the results of the public auction from October 10, 2014 and went over them with the Committee.

Ms. Brown informed the Committee that she received the first ever distinguished service award from the Wisconsin County Treasurers' Association.

Committee Review and Approval of Per Meeting Allowances. Supervisor Podzilni moved approval of per meeting allowances in the amount of \$13,907.53, second by Supervisor Kraft. ADOPTED.

Approval of Minutes – October 16, 2014. Supervisor Kraft moved approval of the minutes of October 16, 2014 as presented, second by Supervisor Beaver. ADOPTED.

Transfers and Appropriations.

DPW - Airport

FROM

Account #

41-4453-4453-46205

Comp – Loss on Fixed Assets

Amount
\$3,246.07

TO

Account #

41-4453-4453-64900

Other Supplies & Expenses

Amount
\$1,623.07

41-4453-4453-61171 1,623.00
Highway Wages

Human Services

FROM

<u>Account #</u>	<u>Amount</u>
36-3689-0000-62609 State Institutes	\$20,990
36-3689-0000-62609 State Institutes	16,540
36-3689-0000-62609 State Institutes	18,000
36-3689-0000-62609 State Institutes	33,386
36-3689-0000-62609 State Institutes	11,586
36-3689-0000-62609 State Institutes	95,800

TO

<u>Account #</u>	<u>Amount</u>
36-3602-0000-63100 Office Supplies - Overhead	\$5,000
36-3602-0000-64701 Software Purchase – Overhead	1,110
36-3634-0000-64701 Software Purchase – CYF	2,700
36-3602-0000-67130 Terminals & PCs – Overhead	12,180
36-3604-0000-67130 Terminals & PCs – ESS	1,600
36-3634-0000-67130 Terminals & PCs – CYF/JJS	11,540
36-3666-0000-67130 Terminals & PCs – LTS	600
36-3689-0000-67130 Terminals & PCs – MH Crisis	5,800
36-3690-0000-67130 Terminals & PCs – MH/AODA	400
36-3706-0000-67130 Terminals & PCs – MH CSP	100
36-3602-0000-67200 Capital Improvements – Overhead	11,000
36-3664-0000-67200 Capital Improvements – YSC	15,000
36-3690-0000-67200 Capital Improvements – MH/AODA	1,000
36-3664-0000-67161 Equipment Over 5K – YSC	6,386
36-3602-0000-67160 Equipment under 5K – Overhead	2,600
36-3646-0000-67160 Equipment under 5K – CYF	1,100
36-3664-0000-67160 Equipment under 5K – YSC	1,500
36-3602-0000-67161 Equipment over 5K – Overhead	6,386
36-3706-0000-67200 Capital Improvements – CSP	1,000
36-3664-0000-62491 Software Maintenance – YSC	4,800
36-3602-0000-64701 Software Purchase – Overhead	65,000

36-3602-0000-62491 25,000
 Software Maintenance - Overhead

Sheriff's Office

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
21-2200-0000-64125	\$36,000	21-2200-0000-62170	\$36,000
Board of Prisoners		Physicians & Other Services	
21-2200-0000-62119	1,500	21-2200-0000-62420	1,500
Other Contracted Services		Machinery & Equipment R&M	

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

Bills and Encumbrances

Finance Director	\$	1,409.00
Information Technology		6,667.79
IT Capital Projects		3,286.25
IT Cross Charges		5,316.53
Elections		85.85

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

Bills Over \$10,000

Beloit Police Department	\$	13,900.00
Janesville Police Department		16,800.00

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

Encumbrances Over \$10,000.

Angus Young	\$	19,900.00
Election Systems and Software		40,315.00

Supervisor Fox moved approval of the above Encumbrances Over \$10,000 for the Finance Committee with Angus Young contingent on Public Works Committee approval, second by Supervisor Podzilni. ADOPTED.

Pre-Approved Encumbrance Amendments.

General Services

Corporate Contractors Inc.	\$	5,643.20
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Supervisor Podzilni moved approval of the above Pre-Approved Encumbrance Amendment for the Finance Committee, second by Supervisor Kraft. PASSED on a 4-0 vote with Supervisor Fox abstaining.

Approval of Bills for Other Departments.

County Board Staff

Human Resources	\$ 7,686.82
County Board	897.89
Corporation Counsel	1,066.89
Property & Liability Insurance	30.75
Risk Management	556.57
Employee Recognition Activity	55.00

Board of Health

Health Department	\$ 2,407.76
Prescription Drug Collection	544.80
Fetal Infant Mortality Grant	25.00
Community Transformation Grant	7,645.66

Supervisor Fox moved approval of the above Bills and Encumbrances for the County Board Staff Committee and Board of Health, second by Supervisor Kraft. ADOPTED.

Committee Approvals.

Amending the 2014 Veterans Services Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014 does hereby amend the Veterans Services 2014 budget as follows:

...”

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

Authorizing Purchase of Statseeker Network Utility Software

Supervisor Fox moved authorization to purchase Statseeker Network Utility Software in the amount of \$6,357.00 for the IT and 911 Communications Center, second by Supervisor Podzilni. ADOPTED.

Resolutions.

Approving Reinsurance Contract for Stop-Loss Coverage

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014 hereby authorizes the execution of a contract with SYMETRA for administration of the County’s Stop-Loss Coverage effective January 1, 2015 thru December 31, 2015.”

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

Cancellation of Checks Over Two Years Old

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this 12th day of November, 2014, 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 Fox. ADOPTED.

Resolution to Designate a Qualified Newspaper for all Rock County Legal Publications for 2015

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014, does hereby designate the Beloit Daily News as the official county newspaper for all legal publications for 2015.”

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

Budget Review and Appeals.

Finance Committee Chair Mawhinney asked Ms. Stottler to explain her request.

Ms. Stottler said she has two staff members who basically do the same job and she went over the history of her request for upgrade over the past few years. Ms. Stottler said the upgrade to a PR 3 amounts to \$1,888 for 2015.

Ms. Oja said the County is at the tax levy limit so to make this upgrade we would need to take the money from somewhere else.

Mr. Smith said there were some reductions at 911 Communications Center so there are some funds there.

Supervisor Podzilni moved to reallocate the County Clerk Specialist position from a PR 7 to a PR 3, second by Supervisor Fox. ADOPTED.

Supervisor Podzilni moved to reduce the Repair and Maintenance account for 911 Communications Center by \$1,888 and increase the wages, FICA and Retirement account for County Clerk, second by Supervisor Beaver. ADOPTED.

Public Works Committee Supervisor Bussie said the Public Works Committee request is to increase the amount of Capital Equipment that can be purchased. She added that this would

not increase the tax levy. The fleet is getting old and the maintenance costs are getting expensive, if they are even able to obtain parts. Supervisor Bussie said if the items are not on the State list they are not considered by the State.

Mr. Smith said this action would not change the budget but there would be tax levy impact in the future for depreciation. Ms. Oja added the purchase would be made in 2015 and the depreciation would be spread over the next few years. Mr. Coopman said the depreciation would not start until 2016.

Supervisor Fox moved to approve the request to add the additional vehicles to Capital Equipment, second by Supervisor Podzilni. ADOPTED.

Other Supervisor Kraft said she believes the \$75,000 for the study is a bit high and asked if this is a normal price for this. Mr. Coopman said there are not many who do this type of study and the \$75,000 is on the high end.

Supervisor Kraft asked about the \$115,000 for paving the parking lot at the Health Care Center and if the parking lot was used very much. Mr. Smith said this lot is used daily and General Services said the paving of this lot is needed. Ms. Oja added that the lot is used by employees and clients. Supervisor Fox said this is the lot between the Health Care Center and 911 Communications Center.

Mr. Coopman said the Public Works Department should be able to do the paving in 2015 so the funds would go from one department to another. Supervisor Bussie said this is one reason the Public Works Committee would like the study to be done.

Supervisor Podzilni asked if the study would take into account the extra lanes on I39/90 over the next 6-8 years. Mr. Coopman said that would be part of the study and another part would be if the County has the right number of vehicles and the right kind of vehicles; also do we continue working with the towns; and do we put on a night shift to do work.

Set Date and Time for Future Finance Committee Meetings. The Committee decided to hold the November 20th meeting at 5:30 P.M. in the Jury Deliberation Room. The Committee will make a decision on the first meeting in January 2015 at the next meeting.

Adjournment. Supervisor Fox moved adjournment at 8:56 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.