

FINANCE COMMITTEE
November 4, 2010

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, November 4, 2010, in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

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

Committee Members Excused: None.

Staff Members Present. Jeff Smith, Finance Director; Craig Knutson, County Administrator; Mickey Crittenden, Information Technology Director; Jeff Kuglitsch, Corporation Counsel; Sherry Oja, Senior Accountant/Assistant to the Finance Director; Charmian Klyve, Human Services Director; Dave Sudmeier, Health Care Center Controller; Sara Mooren, Human Services, Acting Administrative Services Division Manager; Vicki Brown, County Treasurer; Michelle Schultz, Real Property Lister.

Others Present: Supervisor Terry Thomas.

Approval of Agenda. Mr. Smith requested item #9 be deleted. Supervisor Podzilni moved approval of the agenda with this deletion, second by Supervisor Diestler. ADOPTED as amended.

Committee Review and Approval of Per Meeting Allowances. Supervisor Podzilni moved approval of Per Meeting Allowances in the amount of \$14,283.89, second by Supervisor Diestler. ADOPTED.

Approval of Minutes. Chair Mawhinney said there was a correction on page 4 of the October 21st minutes; under Treasurer it should read "...fees interest and penalties on delinquent..." Supervisor Beaver moved approval of the minutes of October 21, 2010 with this correction and October 28, 2010 as presented, second by Supervisor Diestler. ADOPTED as amended.

Citizen Participation, Communications, Announcements, Information. Mr. Crittenden said Supervisor Kraft had asked at a previous meeting if it would be less expensive to purchase just Microsoft Word and Excel for some of the users instead of the Suite and the answer is that it would cost \$4 less to purchase Word and Excel by themselves. For the \$4 they felt it was worth the price to include PowerPoint and Access.

Supervisor Podzilni said he would like the Finance Committee to request Mr. Smith put the numbers together on the budget impact for the next few years on the proposed \$34 million Rock Haven building project for the November 18th meeting. The Committee agreed they would like this information.

Transfers and Appropriations.

General Services

FROM

Account #

Amount

TO

Account #

Amount

| | |
|-----------------------|----------|
| 18-1837-0000-67200 | \$30,000 |
| Capital Repairs | |
| 18-1810-0000-62119 | 24,000 |
| Other Contracted Svc. | |
| 18-1810-0000-63300 | 500 |
| Travel | |
| 18-1812-0000-62203 | 9,000 |
| Natural Gas | |
| 18-1815-9200-62203 | 9,300 |
| Natural Gas | |
| 18-1817-0000-62203 | 5,000 |
| Natural Gas | |

| | |
|-----------------------|----------|
| 18-1837-0000-63500 | \$30,000 |
| R&M Supplies | |
| 18-1810-0000-63500 | 24,000 |
| R&M Supplies | |
| 18-1810-0000-63100 | 500 |
| Office Exp & Supplies | |
| 18-1812-0000-63500 | 9,000 |
| R&M Supplies | |
| 18-1815-0000-63109 | 9,300 |
| Other Supplies | |
| 18-1817-0000-63500 | 5,000 |
| R&M Supplies | |

Communications Center

FROM

| <u>Account #</u> | <u>Amount</u> |
|--------------------|---------------|
| 23-2400-0000-62400 | \$ 1,000 |
| R&M Services | |
| 23-2400-0000-64200 | 1,575 |
| Training Exp. | |

TO

| <u>Account #</u> | <u>Amount</u> |
|-----------------------|---------------|
| 23-2400-0000-62420 | \$ 1,000 |
| R&M Machinery/Equip | |
| 23-2400-0000-62119 | 1,500 |
| Other Contracted Svc. | |
| 23-2400-0000-63406 | 75 |
| Clothing/Uniforms | |

Human Services

FROM

| <u>Account #</u> | <u>Amount</u> |
|--------------------|---------------|
| 36-3604-0000-61100 | \$28,075 |
| ESS Regular Wages | |
| 36-3634-0000-63300 | 6,925 |
| CPS Travel | |
| 36-3646-0000-62119 | 9,125 |
| JJS Other Services | |
| 36-3690-0000-62119 | 18,536 |
| OPS Other Services | |
| 36-3706-0000-64604 | 67,335 |
| Program Expense | |

TO

| <u>Account #</u> | <u>Amount</u> |
|--------------------|---------------|
| 36-3604-0000-61108 | \$17,055 |
| Seasonal Wages | |
| 36-3604-0000-67161 | 5,720 |
| Equipment \$5,000+ | |
| 36-3604-0000-67130 | 5,300 |
| Terminals & PCs | |
| 36-3634-0000-67161 | 6,325 |
| Equipment \$5,000+ | |
| 36-3634-0000-67130 | 600 |
| Terminals & PCs | |
| 36-3646-0000-67161 | 6,325 |
| Equipment \$5,000+ | |
| 36-3646-0000-67130 | 2,800 |
| Terminals & PCs | |
| 36-3690-0000-67161 | 5,720 |
| Equipment \$5,000+ | |
| 36-3690-0000-67130 | 12,816 |
| Terminals & PCs | |
| 36-3706-0000-67130 | 2,379 |
| Terminals & PCs | |
| 36-3706-0000-62200 | 8,869 |
| Utilities | |

| | | | | |
|--------------------|----------|--------------------|--------|---------------------------|
| | | 36-3706-0000-65321 | 49,420 | Building Office Lease |
| | | 36-3706-0000-61915 | 1,167 | Certifications & Licenses |
| | | 36-3706-0000-64200 | 5,500 | Training Exp. |
| 36-3666-0000-63300 | 2,400 | 36-3666-0000-67130 | 400 | Terminals & PCs |
| LTS Travel | | 36-3666-0000-62400 | 2,000 | Training |
| | | 36-3602-0000-67161 | 19,135 | Equipment \$5,000+ |
| 36-3602-0000-68203 | (32,577) | 36-3602-0000-67130 | 6,400 | Terminals & PCs |
| Allocated Overhead | | 36-3602-0000-63100 | 7,042 | Office Supplies |
| | | 36-3659-0000-64604 | 7,137 | Terminals & PCs |
| 36-3659-0000-64604 | 7,137 | | | |
| DMC Program Exp. | | | | |

Developmental Disabilities

FROM

| <u>Account #</u> | <u>Amount</u> |
|--------------------|---------------|
| 33-3310-0000-62604 | \$73,986 |
| NH Relocation | |
| 33-3310-0000-62606 | 10,000 |
| Family Support | |

TO

| <u>Account #</u> | <u>Amount</u> |
|-------------------------------|---------------|
| 33-3310-0000-62620 | \$38,990 |
| Community Integration Program | |
| 33-3310-0000-62601 | 500 |
| Purchase of Care | |
| 33-3310-0000-62633 | 44,496 |
| Children Long Term Waiver | |

Rock Haven

FROM

| <u>Account #</u> | <u>Amount</u> |
|--------------------|---------------|
| 32-8000-9300-62163 | \$17,000 |
| Laundry Services | |
| 32-8000-8100-64408 | 15,000 |
| Disposables | |
| 32-8000-8100 | 6,000 |
| Equipment Lease | |
| 32-8000-9300-62164 | 1,000 |
| Disposal Services | |

TO

| <u>Account #</u> | <u>Amount</u> |
|--------------------|---------------|
| 32-8000-8200-63109 | \$11,000 |
| Other Supplies | |
| 32-7260-7400-62189 | 3,000 |
| Medical Supplies | |
| 32-8000-8100-64000 | 18,000 |
| Medical Supplies | |
| 32-8000-8100-64003 | 6,000 |
| Oxygen Supplies | |
| 32-8000-9300-63109 | 1,000 |
| Other Supplies | |

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

Bills/Encumbrances

| | | |
|------------------|----|----------|
| Finance Director | \$ | 1,033.14 |
| Elections | | 1,236.58 |

| | |
|------------------------|-----------|
| County Treasurer | 20.46 |
| Land Records | 100.00 |
| Information Technology | 80,801.56 |
| IT Capital Projects | 3,709.88 |
| Stray Dog | 380.00 |

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

Bills Over \$10,000.

| | |
|-----------------------------|--------------|
| Blackhawk Technical College | \$ 17,153.44 |
| CESA 2 | 20,514.92 |
| Novell Inc. | 56,306.86 |

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

Encumbrances Over \$10,000.

| | |
|-----------------------------------|--------------|
| Veolia ES Technical Solutions LLC | \$ 13,808.91 |
|-----------------------------------|--------------|

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

Pre-Approved Encumbrance Amendments.

DD Board

| | |
|--------------------------------|--------------|
| Catholic Charities | \$ 27,492.00 |
| Productive Living Systems Inc. | 86,620.00 |

Supervisor Kraft moved approval of the above Pre-Approved Encumbrance Amendment for the Finance Committee, second by Supervisor Diestler. ADOPTED.

Approval of Bills for Other Departments. None.

Resolution

Recognizing Nancy Fick for Service to Rock County Register of Deeds Department

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2010, does hereby recognize Nancy Fick for over nineteen years of service and extend their best wishes to her on her further endeavors.

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this resolution to Nancy Fick.”

Chair Mawhinney suggested line 5 be changed to read, “...Register of Deeds Office and is retiring as a valuable...”

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

Cancellation of Checks Over Two Years Old

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this 9th day of November, 2010, that 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 Diestler. ADOPTED.

Review of Resolutions

Authorizing 2010-2012 Community Development Block Grant – Small Cities Contract

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors on this ____ day of _____, 2010, hereby accepts the Community Development Block Grant (CDBG) Program Contract for \$650,000 from the Wisconsin Department of Commerce – Bureau of Housing and authorizes the County Board Chair and County Clerk to sign the respective contract on behalf of the County of Rock; and,

BE IT FURTHER RESOLVED that the 2010 County budget be amended as follows:

...”

Supervisor Kraft moved Finance Committee Endorsement of the above resolution, second by Supervisor Diestler. ADOPTED.

Review, Discussion and Recommended Revision to the 2011 Recommended Budget.

Human Services Mr. Smith explained this request in HSD – Crisis Intervention would create two .4 FTE positions and is offset by a reduction in Seasonal Wages. Supervisor Thomas said this would not require a change to the tax levy it is just a way of rearranging funds.

Discussed increases in various accounts due to State mandates, State budget cuts to the counties, and that counties are the State’s agent to carry out these programs.

Supervisor Podzilni moved to approve this amendment to the 2011 Recommended Budget for the Finance Committee, second by Supervisor Kraft. ADOPTED.

Other Mr. Smith said the Interest on Bonds and Notes is due to the early redemption of final maturity of the 2002 Debt Issue.

Supervisor Kraft moved to approve this amendment to the 2011 Recommended Budget for the Finance Committee, second by Supervisor Diestler. ADOPTED.

Chair Mawhinney said we might need to look a little closer at some of the departments to see if we can lower the tax levy. Mr. Knutson said we can cut back, but we need to be careful to make sure it does not put the County at risk, especially in programs in Human Services and Developmental Disabilities. He added, as they look at the 2011 budget, to keep in mind for certain services if cut, costs will need to be paid for regardless if it comes from the tax levy or the General Fund. Supervisor Diestler asked if the tax levy would be cut from 3.67% to 2.99% what effect would it have on the taxpayer, with Mr. Smith replying it would be about \$4 on a \$100,000 home. Supervisor Diestler said he understands about the risk factor and added we need to keep in mind that we don't know where things will be in 2011 for the 2012 budget. Mr. Knutson added that we also will have a new Governor and we don't know the effect this will have on State Aid. We are working with unknowns and trying to keep the risk factors in mind.

Supervisor Kraft said, knowing how many people have lost jobs and all the foreclosures, she would like to see what would be effected if we went down to a 2.99% tax levy. Supervisor Kraft asked for potential changes to the Public Works budget to accomplish this. Mr. Knutson said they would provide this to Supervisor Kraft.

Adjournment. Supervisor Podzilni moved adjournment at 10:00 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Secretary II

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.