

PROCEEDINGS OF THE
ROCK COUNTY BOARD OF SUPERVISORS

Janesville, Wisconsin
November 7, 2011

The Rock County Board of Supervisors met pursuant to adjournment on November 7, 2011, at 9:00 A.M. in the Courthouse at Janesville, Wisconsin.

Chair Podzilni called the meeting to order. Supervisor Peer gave the invocation.

3. Roll Call. At roll call, Supervisors Peer, Arnold, Innis, Beaver, Mawhinney, Diestler, Yankee, Gustina, Bussie, Combs, Thomas, Kraft, Fell, Fizzell, Brill, Wiedenfeld, Jensen, Wopat, Bostwick, Sweeney, Collins, Owens and Podzilni were present. Supervisors Heidenreich, Fox, Knudson, Thompson and Yoss were absent. District 13 is vacant. PRESENT . 23. ABSENT . 5. VACANT . 1.
QUORUM PRESENT

4. Adoption of Agenda.

Supervisors Combs and Arnold moved the Agenda as presented. ADOPTED as presented. Agenda is as follows:

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES
6. PUBLIC HEARING
 - A. Amending the County's Personnel Ordinance
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - A. Supplementary Appropriations and Budget Changes . Roll Call
 - B. Bills Over \$10,000 . No Roll Call
 - C. Encumbrances Over \$10,000 . Roll Call
 - D. Contracts . Roll Call
 - E. Review of 2012 Recommended Budget with County Administrator
13. ADJOURNMENT

- 6.A. Amending the County's Personnel Ordinance.

Chair Podzilni declared the public hearing open. No one spoke. Chair Podzilni declared the public hearing closed. This is the first reading and requires no County Board action at this time.

7. Citizen Participation, Communications and Announcements.

No citizens spoke.

Chair Podzilni wished Supervisor Hank Brill a Happy Birthday.

12.E. Review of 2012 Recommended Budget with County Administrator.

County Administrator Knutson began in the back of the budget book with Rail Transit.
Rail Transportation

Three members of the County Board were appointed by the Board Chair to serve on the Rock County Rail Transit Commission. They are voting members on both the Pecatonica Rail Transit Commission and the Wisconsin River Rail Transit Commission. The WRRTC is asking its member counties for a \$26,040 contribution in 2012 to serve as the local share and Administrator Knutson is recommending that amount to the board. This is the same as the 2011 allocation. There were no questions.

Public Works Department

The budget for the Public Works Department is composed of three areas: Parks Operations, Airport Operations and Highway Operations.

The Parks budget uses \$42,034 of the ATC funds that were set aside for parks purposes to keep the .4 FTE Community Coordinator position at full time. \$64,584 in ATC funds are also being used for Capital projects. Mr. Knutson recommends \$21,452 of the Parks fund balance be applied to 2012 operations, which makes the tax levy \$480,695; the same as the prior year.

The Airport budget contains the descriptions of several capital projects for 2012. Administrator Knutson recommends \$125,000 in funding for Terminal Project II which will complete the outside building shell for the south and east sides of the building. There is also included \$25,000 for the runway 18/36 crack repair, leveling and seal coat project. That funding comes from available airport funds and does not increase borrowing or tax levy. There are small capital items totaling \$24,750 for which Administrator Knutson recommends using sales tax revenue. The resulting recommended tax levy is an increase of \$11,884 or 2.5% over the prior year.

The Highway Division is by far the largest operating division. The budget includes a recommended increase in tax levy of \$164,715 or 6.2%. It includes a construction budget of \$2,837,000 funded through \$430,600 in sales tax and \$2,406,369 of borrowing; the only borrowing in the 2012 budget.

The Highway Division budget includes a total of \$656,000 in sales tax for a variety of capital projects. It does leave the winter maintenance charge to the towns at the same level as they are being charged in 2011 which is \$885 per center line mile. It also leaves road construction aid at the same level as in 2011 for the towns and municipalities. The County provides maintenance to 13 of the 20 towns and reducing the fee to \$700 per center line mile would cut revenues by \$116,000.

The tax levy for the Department as a whole is going up 4.9%. There were no questions.

Public Safety and Justice

The first section is the Sheriff's Office budget. Administrator Knutson noted that Sheriff Spoden continues to operate very successful diversion programs which keep the overall jail population well below capacity. Community RECAP is one of those diversion programs and includes an increase in tax levy of \$57,845 from the prior year, due to a drop in state aid. There are \$44,767 allotted in sales tax proceeds to purchase capital items in this budget. The one personnel change in this budget is the addition of a .3 FTE Investigative Assistant to complete background investigations for prospective Sheriff's Office employees and other Rock County departments. The tax levy for the Sheriff's Office is up .6% or \$114,484.

The Court System is composed of the Circuit Court, the office of the Clerk of Courts and the office of Mediation and Family Court Services. State aid reductions for the Circuit Courts for next year total \$69,838 from the prior year. There are also reductions in Court fee revenues. One positive item within this budget includes the new standards for eligibility for State Public Defender Services to reflect W-2 program financial guidelines. This allows us to reduce the court appointed counsel account by \$70,000/year. The recommended 2012 tax levy for the Court System as a whole is down \$12,078 or 0.5%.

The Rock County Communications Center budget includes \$220,529 in sales tax revenue for the purchase of capital items. The tax levy is down from last year by \$25,614.

The District Attorney's Office is composed of three programs: Prosecution, Victim/Witness Program and the Deferred Prosecution/Domestic Violence Intervention Program. State aid cuts are hitting the Victim/Witness Program, resulting in a need for \$27,807 or 16.5%

more in tax levy to maintain that program. The DA's office as a whole shows a levy increase of 0.6%, or \$8,085.

The Emergency Management budget is down 4.6% in tax levy from last year, or \$3,892. The Local Emergency Planning Committee (LEPC) grant period covers the period of October 2012 through September 2013 and requires no tax levy. This grant is to administer the Superfund Reauthorization Act (SARA Title III) and is required. The budget for the Hazardous Materials Response Team (HAZMAT) and the County is under contract with the City of Janesville Fire Department to fund the operational costs of that team. The Level B HAZMAT is anticipated to cost \$46,347 in 2012 and requests a tax levy of \$18,000.

The Coroner's Office budget includes an increase in the cremation permit fee from \$145 to \$175 and is recommended. There is also \$5,000 to purchase new Case Management software and a new multi-function printer. Overall, there is a tax levy decrease of \$14,027 or 3.9% from the prior year.

The Child Support Enforcement budget is facing serious State Aid cuts that are driving this budget; State Aid has been drastically reduced by 50% going into 2012. Faced with substantial state funding reductions, Mr. Knutson is recommending the deletion of three positions effective January 2012 and an additional position effective July 1, 2012. Despite these reductions in staffing, the recommended tax levy for the Child Support Office is going up by \$52,649, or 8.6%.

Finally, Rock County has traditionally provided funding for two programs operated by Rock Valley Community Programs, Inc. (RVCP) which include the Alternative Residential Program and the Alternative Service Program. The amount recommended for these two programs in 2012 is \$73,505, the same amount provided in 2011.

Planning and Development Committee

The Real Property Description Department currently shares a position with the Treasurer's Office, which takes advantage of both offices' cyclical workload throughout the year. A second position will be shared in 2012 with 30% in this office and 70% in the Treasurer's Office. No change was made to the requested tax levy which is recommended at \$2,540 or a 1.4% decrease from the 2011 budget. The land records expenditures budget has an offset by an equal amount of revenues and therefore has no tax levy impact.

The office of the Surveyor has a cross charge of .5 FTE (\$38,046) made to the Land Records Internet Access Account because the Deputy Surveyor spends 50% of his work year putting information into a format conducive to website databases that contain survey maps that can be searched and retrieved online. The recommended levy for this office is down \$1,115.

The Planning, Economic and Community Development Department budget contains a reduction of a .5 FTE Clerk Steno III position. The budget also includes a few fee adjustments, mostly increases. The recommended tax levy is an increase of \$2,483 from the prior year.

The Board of Adjustment budget proposes to reduce the appeal process fee from \$950 to \$750, which the property owner pays in advance and is non-refundable. The Tourism Council is being kept at the same level of \$5,500 as in prior years.

Arrowhead Library System

This budget is what is called a limited tax levy operation. Taxes are collected on properties in the towns and the Village of Footville only, because under State law, municipalities with municipal libraries of their own are exempt from the taxes. The money levied by the County is, for the most part, returned to the member libraries to pay for the library services they provide to rural residents. Because this is a limited levy operation, it is exempt from the tax levy limits. The requested tax levy is \$1,069,793, which is an increase of \$63,685, or 6.3%. Participating libraries receive \$1,004,095, Out-of-County libraries receive \$64,198 and \$1,500 has been allotted for per meeting allowances for the County Board Supervisors who serve on the Arrowhead board.

Human Services Board

The Human Services Budget is likely the most complicated budget, totaling \$52,581,812, which includes a levy of \$19,260,135. There is a lot of programmatic and fiscal information included in the budget detail and Supervisors are encouraged to review that detail.

Included in the budget for next year is the formation of the Income Maintenance Consortium as well as a mobile Crisis Intervention Unit that will operate on a 24/7 basis. There

are funds allotted to create an AODA Coordinator position and new programming in the Juvenile Justice Division (soon to be the Youth Services Center). Due to savings in retirement costs because this department is very staff intensive, the tax levy is reduced by \$553,350 or 2.8% less than last year.

Some questions were asked regarding the ADRC operations, CPS efforts to reintegrate families, as well as discussion on possible savings due to the programming areas being implemented.

Health Services Committee . Rock Haven

The 2012 budget for Rock Haven assumes keeping 127 licensed beds filled, with a patient mix of 110 Medical Assistance residents, 8 Medicare residents and 9 private pay residents. The assumption that approximately 87% of residents are on Medical Assistance is part of the reason Rock Haven requires a relatively large property tax subsidy.

The new Rock Haven facility is underway and the project completion date allows Rock Haven staff to move residents before the start of winter 2012. The replacement facility will be funded through deferred financing and is included in the General Services Department budget.

Rock Haven's net assets are projected to be \$3,548,246 on December 31, 2011, an increase of \$567,117 from the prior year. Mr. Knutson is recommending that \$300,000 of net assets be applied to the 2012 budget to reduce property tax levy. The 2012 recommended tax levy for Rock Haven is \$5,137,022. This is \$726,736 or 12.4% less than the 2011 budgeted amount. That said, Rock Haven has one of the largest tax levy subsidies in the state, but we are going in the right direction.

General Services Committee

Administrator Knutson has listed the main projects in his comments and also noted that he recommends using \$847,350 of the additional sales tax collected in 2010 and designated by the County Board for capital projects for the parking lots at the Health Care Center, Glen Oaks and possibly the Jail complex. Whether that is enough to do these projects remains to be seen once bids have been received. In total, the tax levy recommended for this department is \$2,511,451, which is a 5.6% decrease from the prior year.

Finance Committee

The Finance Services Department charges back to Rock Haven and the Human Services Department for services. There are several personnel modifications in the budget for next year to better position the department to handle workload. Included are the addition of an Applications Support Specialist and the deletion of the position of Internal Auditor effective January 1, 2012 and an Account Clerk II position effective July 1, 2012. The tax levy is decreasing by \$19,648 or 2.0% from the prior year.

The next department is Information Technology. Mr. Knutson's comments include descriptions of various initiatives that are included in next year's recommended budget. He recommends the use of \$875,000 in sales tax revenues for the purchase of capital items. The largest cost project is the replacement of the Law Records Management System at an estimated cost to the County of \$580,000. The recommended tax levy for Information Technology is \$1,156,470, which is a decrease of \$77,558 from the prior year.

County Clerk

The budget for the County Clerk is divided into two parts: the levy for County Clerk operations and the levy for Elections. The tax levy for the County Clerk's operational budget is down by 8.4%. The levy for Elections is up by \$38,970 due to 2012 being a Presidential election year, therefore, likely the busiest year of a four year election cycle. Supervisor Kraft inquired about the elimination of overtime in the budget. Supervisor Innis inquired about the use of increased fees for marriage license applications. Supervisor Wopat inquired about the printing of ballots and whether or not a local printer could handle the standards for ballot printing.

Treasurer

The Treasurer and Real Property Lister Michelle Schultz, as part of the 2012 Budget, have proposed one personnel modification. This change involves sharing a position with 70% of the position assigned to the County Treasurer's Office and 30% assigned to the Real Property Department. This works out well because their busy times are at different peak periods. Interest

on investments are down again because of low interest rates, resulting in \$189,473 less than the amount included in the 2011 Budget, and therefore, not available to fund County operations.

Register of Deeds

This budget cuts a .4 FTE Duplicating Equipment Operator, which has not been filled since 2010. The function of this position . back-scanning documents will be incorporated into the Redaction Project. The budget contains \$245,235 of revenue in excess of expenditures, which will go toward offsetting the County property tax levy. That figure is \$66,689, or 21.4% less than the amount used to offset the property tax levy in 2011.

Education, Veterans and Aging Services Committee

Transportation and meals are two major programs in the Council on Aging Budget. The replacement of three vans is planned for 2012. Also of note, because of falling donations, increasing costs and frozen federal aid, two meal sites were closed this year; Scoville Hall in Beloit and Faith Lutheran Church in Janesville. This closure allows the transfer of \$26,623 from the Congregate Meal Program to the Home Delivered Meal Program where the need is greater. The property tax levy is \$467 less than 2011.

The Veterans Services Office is a cost to continue budget, even though the tax levy is increasing by 2%. Due to this being a small department, when there is turnover in staff, the line items for insurance benefits can change and affect the overall budget.

Contributions to the Heritage Rock County & RSVP of Rock County will remain the same as in 2011 with \$22,323 to Heritage Rock County, \$25,582 to RSVP and \$24,317 to RSVP Assisted Transportation, for a total contribution of \$72,222.

Developmental Disabilities Board

The Departmental request for this budget was a tax levy increase of \$228,973. Mr. Knutson is recommending an increase of \$198,973. Despite the \$30,000 reduction from the Department's tax levy request, the recommended budget includes a tax levy increase of \$198,973, or 5.7% over the prior year. This represents 34.4% of the total tax levy increase for operational costs allowed under the levy limits for the total County operation. Under levy limits, Rock County was able to increase tax levy by \$578,000 for the whole County operation, or about 0.9%. This recommendation is nearly 1/3 of that total increase in funding. In addition, the total DD budget is going up by \$632,234. Even with this allocation, County Board members will likely be approached on this budget. Mr. Knutson informed Supervisors that because we are at the tax levy limits, there is no more tax levy to be had for this operation unless you take it from somewhere else. The Board can, with a 3/4 vote, raise the levy an additional .5%. Administrator Knutson indicated that Board members may be lobbied by people seeking additional funds for this budget.

County Board Staff

The County Administrator's Office budget request reflects a cost to continue budget. Mr. Knutson noted that due to the elimination of one position in his office a couple years ago has presented voids in coverage when his secretary is out on vacation and during very busy times. The 2012 budget includes an amount of \$17,431 to pay the Human Resources Department for 25% of the time (10 hours per week) of the HR Secretary position. This will provide assistance to the Administrator's Office and some relief for the Confidential Administrative Assistant. Even with that increase, the tax levy is decreasing by \$1,289 from the prior year.

The Corporation Counsel Office currently includes eight Attorneys and presented a 2012 cost to continue budget. The Levy is decreasing by \$2,686.

The Human Resources budget includes some personnel actions to better reflect the operating needs of the department. The recommended levy is decreasing by \$578.

Board of Health

Administrator Knutson informed the Board that the Board of Health Fee Schedule was mistakenly omitted from the 2012 Budget Document and it has been distributed for inclusion in this budget. He reminded Board members that approving this budget would include this fee schedule.

The Health Department is under budgeting pressure due to revenue decreases of about \$114,000 from the amount budgeted for 2011. These decreases are occurring as a result of both state aid cuts and certain operational changes. The loss of a school nursing contract with the Evansville School District and a lower demand for general immunizations resulted in a loss of

operational revenue of \$44,000. State Aid reductions include intergovernmental aid and grants in an amount of \$69,690. The budget does eliminate one Sanitarian position that has not been filled. The result is a tax levy increase of \$1,762 over the prior year.

Agriculture and Land Conservation Committee

The UW Extension Office provides programming in three areas: Agriculture and Natural Resources, Family Living and Nutrition Education, and 4-H Youth Development. The UW Extension office is undergoing personnel changes resulting from retirements. The net impact will be a reduction of 1.1 FTE professional staff positions. The County pays 40% the salaries of these positions which is projected to be reduced in 2012 by \$24,602 from the amount budgeted in 2011. The levy as a whole is decreasing by 3%.

The 4-H Property Maintenance account contains funding for the normal operational and repair expenses associated with the Fairgrounds. The 2012 request also includes \$50,000 for capital improvement and totals \$116,000. The cell tower lease payments and rents will cover \$87,450 of the total amount. Mr. Knutson is also recommending \$28,550 come from sales tax revenues towards the capital costs, keeping tax levy at zero.

The Farm shows a revenue over and above expenditures of \$102,137 which is used to offset the general property tax levy by an equal amount.

The Land Conservation budget includes a good amount of detail on the challenges affecting the operations and initiatives. The recommended tax levy for 2012 is \$148,174, which is a decrease of 14.8%.

County Board

The tax levy for the County Board account is going up by \$5,352 or 3.2%. This is mostly driven by the cost of publishing the County Board minutes and Legal Notices.

Administrator Knutson reminded the Board of Supervisors that as they move through the Public Hearing and adoption of the budget, that the County is in a unique position because it is at the tax levy limits. All of the budgeted Sales tax revenue is accounted for and committed in this budget with the amount going for operational costs is at the same level as last year, or a little over \$7.5 million. The \$2,177,027 for Capital expenditures is fully committed in this budget and he has pointed out where these funds have been committed to.

13. Adjournment.

Supervisors Fizzell and Arnold moved to adjourn at 10:47am to Wednesday, November 9, 2011 at 6:00 P.M. for the Public Hearing on the recommended 2012 Rock County Budget. ADOPTED by acclamation.



Prepared by Lorena R. Stottler, County Clerk
NOT OFFICIAL UNTIL APPROVED BY THE COUNTY BOARD.