

FINANCE COMMITTEE
Minutes – July 17, 2014

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, July 17, 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; Craig Knutson, County Administrator; John Smith, County Administrator Designate; Nick Osborne, Assistant to County Administrator; Mickey Crittenden, Information Technology Director; Lori Stottler, County Clerk; Vicki Brown, Treasurer; Rob Leu, General Services Director; Al Dransfield, Senior Buyer.

Others Present: None.

Approval of Agenda. Supervisor Podzilni moved approval of the agenda, second by Supervisor Fox. ADOPTED.

Citizen Participation, Communications and Announcements. Ms. Brown handed out books for the tax tour of properties.

Chair Mawhinney said this was Mr. Knutson's last Finance meeting before he retires and invited everyone to enjoy the fruit and donuts.

Approval of Minutes – July 3, 2014. Supervisor Kraft moved approval of the minutes of July 3, 2014 as presented, second by Supervisor Podzilni. ADOPTED.

Transfers and Appropriations.

Communications Center

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
23-2400-0000-62210	\$ 4,822	23-2400-0000-62420	\$ 9,822
Telephone		Machinery/Equipment R&M	
23-2400-0000-67131	5,000		
Computer Hardware			

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

Bills and Encumbrances

ISF-Self Insurance	\$ 5,910.00
Elections	14.69
Tax Deed Expense	3,821.44

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

Bills Over \$10,000 None.

Encumbrances Over \$10,000.

O'Brien and Associates Inc. \$ 35,031.00

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

Pre-Approved Encumbrance Amendments.

Financial Services

Baker Tilly \$ 10,000.00

General Services

Truesdell Corporation of Wisconsin Inc. \$ 40,435.00

Supervisor Kraft moved approval of the above Pre-Approved Encumbrance Amendments for Financial Services and General Services, second by Supervisor Podzilni. ADOPTED.

Approval of Bills for Other Departments. None.

Approval to Include Bidder's Qualification Statement in the Pinehurst Waterproofing Project RFP. Ms. Oja explained this is the statement this Committee voted on at the last meeting. Mr. Leu added that this project has many different issues such as tuck-pointing, window seals, parapets, leaking in the tunnel and we need someone with experience in these areas.

Supervisor Kraft moved approval to include the Bidder's Qualification Statement in the Pinehurst Waterproofing project, second by Supervisor Podzilni. ADOPTED.

Approval of Professional Consulting Services Contract with Sequoia Consulting Group. Ms. Oja explained that every year we are required to have a cost allocation completed and Sequoia Consulting has done a good job at a lower cost.

Supervisor Fox moved approval of the Professional Consulting Services Contract with Sequoia Consulting Group, second by Supervisor Beaver. ADOPTED.

County Clerk Updates.

Ms. Stottler handed out a write up of her report and went over it with the Committee.

Passport Checkbook Ms. Stottler said this has been very convenient and has also made a little money and the customers are appreciative of this service. She added that she would not change anything to the way they are doing things now. The Committee said Ms. Stottler only needs to report back on this if there are any problems or concerns.

Suggestion for Per Diem Reimbursement Ms. Stottler said she would like the change to a per day amount instead of a per meal amount as she and many others like to have their larger meal at noon instead of in the evening. Also, for multi-day conferences some people would like to pick up groceries for healthier meals, which also cost less.

Ms. Oja said she would also like to see the amount be per day instead of per meal for the per diem and she is going to send out a survey to other Finance Directors to see what their county does. Ms. Oja added that without receipts the per diem is taxable.

Supervisor Beaver said with the City of Evansville they get a daily per diem but they are required to have itemized receipts.

Supervisor Fox said in the private sector they need to have receipts to be reimbursed. He said personally he has not put in for reimbursement as he feels he needs to eat regardless of where he is.

Ms. Oja said there are also regional differences such as Washington DC and on the east and west coasts.

Ms. Brown said she has not charged a single meal as she feels she needs to eat anyway.

Chair Mawhinney asked Mr. Knutson, Mr. Smith and Ms. Oja to look into this matter.

Notification that Effective 1/1/15 no Health Department Claims will be paid from the Dog Fund Ms. Stottler said she did not know how or when “Dog Funds” started being used to pay for rabies claims from the Health Department for animals other than dogs. She added, beginning 1/1/15 Health Department bills will not be paid from this account. She is also pursuing and upgrade to jmauel.com pet licensing software for all municipalities to create a countywide program all will be able to access. Ms. Stottler is also planning to pursue multi-year licensing.

Election Equipment Purchase Ms. Stottler said they are getting closer to having their equipment certified, the digital lines are testing at 100% but the analog lines in the outlying areas are failing. She added that she may need to carry funds over to next year.

Ms. Stottler said with Wisconsin Act 373 there will be some changes and we will need to sit down with staff to come up with a guide on taking minutes and on handling closed session motions.

Report on Cash Balances and Investments. Ms. Oja updated the Committee on cash balances and investments as of June 30, 2014.

Ms. Brown informed the Committee that the PMA is paying .2% and the contract is going through the review process.

Adjournment. Supervisor Fox moved adjournment at 8:28 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.