

FINANCE COMMITTEE

April 21, 2011

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, April 21, 2011, in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

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

Committee Members Excused: None.

Staff Members Present. Jeff Smith, Finance Director; Craig Knutson, County Administrator; Sherry Oja, Senior Accountant/Assistant to the Finance Director; Mickey Crittenden, Information Technology Director; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Vicki Brown, Treasurer; Lori Williams, Parks Director; Joyce Lubben, Director of Elderly Programs; Michelle Schultz, Real Property Lister; Captain Gary Groelle.

Others Present: Jean Wulf, City of Janesville Clerk / Treasurer.

Approval of Agenda. Supervisor Podzilni moved approval of the agenda as presented, second by Supervisor Diestler. ADOPTED.

Approval of Minutes. Supervisor Beaver moved approval of the minutes of April 7, 2011 as presented, second by Supervisor Kraft. ADOPTED.

Citizen Participation, Communications, Announcements, Information. Mr. Smith informed the Committee that the investment advisor at Wells Fargo would like to change their custodial agreement; this will be on the next agenda.

Ms. Brown said she issued a press release for personal property charge-backs and they are also posted on our bulletin board.

Mr. Smith informed the Committee that the auditors will be in on May 2nd.

Transfers and Appropriations.

Finance

FROM

<u>Account #</u>	<u>Amount</u>
19-1922-0000-64904 Contingency Fund	\$ 34,377

TO

<u>Account #</u>	<u>Amount</u>
06-1620-0000-61610 Corporation Counsel Health Ins.	\$ 2,392
10-1720-0000-68000 Real Prop. Allocations	7,401
62-6200-0000-68000 Land Conservation-Salaries	10,517
64-6400-0000-68000	13,951

Planning cost Allocations
64-6451-0000-63110 116
Address Signs Admin Exp

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

Bills/Encumbrances

Finance Director	\$	226.38
Elections		715.09
Register of Deeds		4,297.75
Orthoimagery		59,527.80
Information Technology		32,760.52
IT Capital Project		31,000.00
Stray Dogs		20.00

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

Bills Over \$10,000.

AE Business Solutions	\$	31,000.00
Ayres Associates Inc.		54,225.00
CESA 2		16,299.03
Election Systems and Software Inc.		21,392.90
Janke General Contractors Inc.		55,167.00
Siemens Industry Inc.		12,480.00
Wisconsin River Rail Transit Commission		26,040.00

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

Encumbrances Over \$10,000.

Hallman Lindsay Inc.	\$	20,528.58
Orbis Partners Inc.		11,100.00
Sanofi Pasteur		29,016.85
Willis of Wisconsin Inc.		22,500.00
Wisconsin Department of Natural Resources		13,914.00

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

Pre-Approved Encumbrance Amendments. None.

Approval of Bills for Other Departments. None.

Authorizing the Purchase of Additional Modules for the General Ledger System.

Mr. Smith handed out a copy of Resolution 06-3B-472 and said in 2006 the County Board had adopted this resolution not to exceed \$222,395. There is \$96,206.51 left from the net proceeds

and we have two requests for the use of these funds. 1) For a grant management module in the amount of \$25,780, which would allow us to keep track of grant funds, to make sure the funds are spent in a timely manner, it will allow us to put reports together for the auditors, help eliminate duplication of efforts, and send reminders on reports that are due; and 2) for a bank reconciliation module in the amount of \$6,240, which will give functionality to our system. Mr. Crittenden said they need to check to make sure it is compatible with our system and, if not, we will have to tweak the system on our end.

Supervisor Kraft requested these modules be tested in the timeframe allowed us and if they do not work we should not pay for them.

Supervisor Beaver moved to approve the purchase of these two modules with the proper testing as per Supervisor Kraft's request, second by Supervisor Diestler. ADOPTED.

Approval of Policy for Disbursements of Sale Proceeds. Ms. Brown went over the State Statutes for the distribution of sale proceeds and the proposed distribution order of these proceeds.

Ms. Wulf said, for the most part, they are in agreement with the County. The difference they have is in #3; their proposal is to pay the 6% penalties on the taxes and the 12% interest on taxes to be paid in conjunction with #6, which is a combination of the County's #6 and #7. She said they feel this is a more fair and equitable way to share the costs.

Ms. Brown said the City of Janesville has the ability to purchase property(s) prior to the sale, which is what the City of Beloit does. The variable is the penalty.

Supervisor Kraft asked why the City of Janesville doesn't buy prior to the auction. Ms. Wulf said they feel if they purchase prior to the auction they may pay more for the property then if they purchased it at auction. They are trying to protect their interests and minimize the special assessments.

Supervisor Podzilni moved to table until May 19th to have more time to look at the proposals, second by Supervisor Beaver. ADOPTED.

Resolutions.

Authorizing Contract for Actuarial Valuation Services for Other Post Employment Benefits (OPEB) Calculation as Required Under Governmental Accounting Standards Board (GASB) Statement 45

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2011, does hereby authorize and direct that a contract be entered into with Gabriel, Roeder, Smith & Company of Chicago, IL to perform actuarial services for OPEB calculations for the period January 1, 2011 through December 31, 2012, with an option to renew for the two (2) year period January 1, 2013 through December 31, 2014.”

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

2010 Supplemental Appropriations and Budgetary Transfers

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2011 does hereby amend the 2010 Budget as follows:

...”

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

Review of Resolutions.

Amending the 2011 Council on Aging Budget for Title III Programs and Medication Management Information Systems Grant

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2011 does hereby amend the Adopted 2011 Rock County Council on Aging budget as follows:

...”

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

Authorizing Acceptance of the Natural Resource Foundation Besadny Conservation Grant and Amending the 2011 Budget

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2011, hereby accepts the Natural Resource Foundation Besadny Conservation Grant.

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

...”

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

Amending the Sheriff’s 2011 Budget to Use Equitably Shared Funds

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2011, that the 2011 budget be amended as follows:

...”

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

Discussion of County Board Using Paperless Documents. Mr. Osborne went over costs, savings, assumptions, and the return on investment he came up with for the County Board to go paperless. He said he had considered netbooks but felt they would not be easy to use and the batteries are not as large. These figures are based on 100% of Supervisors going paperless. He said he used the 2010 actual figures starting in May, and the printing expense does cover labor and machine use. He said the City of Beloit has had their system in place for a number of years but they do not provide internet service for their members nor do they provide internet in their meeting room. He said there is not a single county going paperless at this time.

Mr. Knutson said if we would do this the way Beloit does theirs we could do away with the air cards and internet at the sites. He offered to have Mr. Osborne look into this.

Chair Mawhinney said she felt they needed to go back to when all 29 Supervisors were getting packets mailed to them. She suggested surveying the County Board members to see if they would even be willing to do this and if they have internet access at home. Supervisor Kraft added that they would need to know what they have to do and would they be willing to do it.

Chair Mawhinney said we would also need to look at what happens if the iPad is damaged, broke, if someone forgot their iPad, and is there someplace to plug it in if someone forgets to recharge their battery. Also, would contracts be needed.

Chair Mawhinney requested Mr. Osborne re-run the numbers with the various scenarios and to come up with a survey.

Report on Cash Balances and Investments. Mr. Smith and Ms. Oja updated the Committee on cash balances and investments as of March 31, 2011.

Adjournment. Supervisor Beaver moved adjournment at 9:05 A.M., second by Supervisor Diestler. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.