

FINANCE COMMITTEE

August 5, 2010

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, August 5, 2010, in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

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

Committee Members Excused: None.

Staff Members Present. Jeff Smith, Finance Director; Craig Knutson, County Administrator; Randy Terronez, Assistant to the County Administrator; Mickey Crittenden, Information Technology Director; Michelle Schultz, Real Property Lister; Sherry Oja, Senior Accountant/Assistant to the Finance Director; Dave Sudmeier, Controller; Ben Coopman, Public Works Director; George Baltes, Internal Auditor; Vicki Brown, Treasurer; Sue Balog, Controller.

Others Present: Andrea Haselow and Thomas Scheidegger, Baker Tilly Virchow Krause, LLP.

Approval of Agenda. Chair Mawhinney said transfers for Clerk of Circuit Court and Public Health were added as well as a pre-approved encumbrance amendment for General Services and to move item 13 up when the people from Baker Tilly arrive. Supervisor Beaver moved approval of the agenda with these additions and change, second by Supervisor Podzilni. ADOPTED as amended.

Committee Review and Approval of Per Meeting Allowances. Supervisor Kraft moved approval of Per Meeting Allowances in the amount of \$11,259.79, second by Supervisor Beaver. ADOPTED.

Approval of Minutes. Supervisor Kraft moved approval of the minutes of July 15, 2010 as presented, second by Supervisor Diestler. ADOPTED.

Citizen Participation, Communications, Announcements, Information. Mr. Knutson reminded the Committee of this Friday's meeting (8/6) at 8:30 A.M. and August 20th at the Sheriff's Office at 8:30 A.M.

Chair Mawhinney wished Mr. Smith a happy birthday.

Transfers and Appropriations.

Public Works Department

FROM

Account #

41-4350-4270-62203

Natural Gas

Amount

\$ 5,200

TO

Account #

41-4350-4270-62150

Engineering Fees

Amount

\$ 5,200

General Services

FROM

<u>Account #</u>	<u>Amount</u>
18-1810-0000-63104	\$ 5,000
Printing & Duplication	

TO

<u>Account #</u>	<u>Amount</u>
18-1810-0000-62400	\$ 5,000
R&M Services	

Clerk of Circuit Court

FROM

<u>Account #</u>	<u>Amount</u>
22-1209-0000-63101	\$ 7,285
Postage	

TO

<u>Account #</u>	<u>Amount</u>
22-1209-0000-63100	\$ 7,285
Office Supplies	

Public Health

FROM

<u>Account #</u>	<u>Amount</u>
31-3000-0000-62119	\$ 2,000
Other Contracted Services	

TO

<u>Account #</u>	<u>Amount</u>
31-3000-0000-64010	\$ 2,000
Lab Supplies	

Supervisor Podzilni moved approval of the above transfer for Financial Services, second by Supervisor Diestler. ADOPTED.

Bills/Encumbrances.

Finance Director	\$ 575.00
Orthoimagery	54,225.00
County Clerk	199.83
Tax Deed Expense	2,388.62
Information Technology	3,968.70
P&L Trust	4,636.00

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

Bills Over \$10,000.

Ayers Associates, Inc.	\$ 54,225.00
Bulk Storage, Inc.	140,969.50
CESA 2	14,254.57
TNB Supply Company LLC	109,691.00
Tri North Builders, Inc.	342,860.02

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

Encumbrances Over \$10,000.

Eppstein Uhen Architects	\$ 229,400.00
Ewald Automotive Group	90,421.00
Gilbank Construction, Inc.	211,600.00
TNB Supply Company LLC	1,326,000.00
Tri North Builders, Inc.	4,470,500.00
Voorhis Robertson Justice Services, Inc.	104,000.00

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

Pre-Approved Encumbrance Amendments.

Tri-North Builders \$ 47,591.77

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

Approval of Bills for Other Departments. None.

Resolution.

Authorizing the Creation of the Rock County Land Information Council

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2010 does hereby authorize the creation of the Rock County Land Information Council to advise and review the priorities, needs, policies, and expenditures of the Land Information Office and advise the County on matters affecting the Land Information Office; and,

BE IT FURTHER RESOLVED, that the 9-member Land Information Council shall consist of the Register of Deeds, the Treasurer, the Real Property Lister as the representative of the Rock County Land Information Office, the Rock County Surveyor, a County Board Supervisor, a realtor or a member of the Realtors Association employed within Rock County; A public safety or emergency communications representative employed within the county, and two “at large” Council members appointed by the County Board Chair that may be either Supervisors or members of the public; and,

BE IT FURTHER RESOLVED, that the County Board Chair shall appoint members to serve on the Land Information Council for terms commencing on September 1, 2010, with one-third to serve a term expiring on August 31, 2011, one-third to serve a term expiring on August 31, 2012, and one-third to serve a term expiring on August 31, 2013, with all subsequent appointments to be for a term of three years, except that any person appointed to fill a vacant position on the Council shall be appointed for the remainder of an unexpired term of the position to which appointed; and,

BE IT FURTHER RESOLVED, that the Land Information Council shall meet once in September and once in March, and at other times as needed.”

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

Review of Resolutions.

Authorizing Grant Agreement for Administration of Office of Healthy Homes – Lead Hazard Control Grant Funds with the State of Wisconsin

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors on this _____ day of _____, 2010, hereby enters into a grant agreement with the State of Wisconsin to accept Office of Healthy Homes – Lead Hazard Control Grant funds for \$101,250 to administer projects that will address the removal of lead hazards from 9 housing units in Rock County, and authorizes the Chair of the Rock County Board of Supervisors to sign the Respective Grant Agreement; and,

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

....”

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

Accepting Homeland Security Law Enforcement Command Radio Grant (2007) for Radio Communications Interoperability and Amending the 2010 Emergency Management Budget

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2010, does approve and authorized the acceptance of \$4,500 of Homeland Security Law Enforcement Command Radio Grant (2007) funding and amends the 2010 Emergency Management Budget as follows:

...”

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

Accepting Homeland Security Law Enforcement Command Radio Grant (2007) for Radio Communications Interoperability and Amending the 2010 Sheriff's Budget

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2010, to approve and authorize the acceptance of \$3,400 of Homeland Security Law Enforcement Command Radio Grant (2007) funding and amend the 2010 Sheriff's Budget as follows:

...”

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

Authorizing Receipt of ARRA Program Funds and Amending the 2010 Rock County Child Support Agency Budget

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2010 hereby accepts funds from the American Recovery and Reinvestment Act (ARRA) program and authorizes the County Board Chair to sign the ARRA program funds amending the budget on behalf of the County of Rock; and,

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

...”

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

Amending the 2010 Fairgrounds Property Maintenance Budget

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2010 does approve and authorize the capital improvement project to be done on Blackhawk Building, accept the contributions to pay for the materials and to amend the Fairgrounds Property Maintenance budget as follows:

...”

Supervisor Diestler moved approval of the above resolution Contingent on approval of the governing committee, second by Supervisor Kraft. ADOPTED.

Request for Affidavit of Correction to Clarify Interest in Abandoned Rail Line. Ms. Brown said a Quit Claim Deed had previously been signed on a tax foreclosure property on Pliney Ave. The City of Janesville is now vacating the property, it has been found the railroad right of way has been abandoned and the land has reverted back to the owner. The State of Wisconsin, Department of Transportation has released any interest they may have had in the property. The City of Janesville and the owner would like the tax rolls to be correct and in order, which requires an Affidavit of Corrections to be signed and recorded on the lots.

Supervisor Kraft moved authorization for an Affidavit of Corrections to be signed by the County Clerk and Treasurer, second by Supervisor Podzilni. ADOPTED.

Consideration and Approval of Contract Amendment with Cutwater Asset Management to Reduce Annual Management Fees. Mr. Smith said under the current non-discretionary contract with Cutwater (formerly MBIA), we are billed 19 basis points. Due to cost savings from their reorganization, they are reducing the management fees to 15 basis points on non-discretionary basis, or 12 basis points on discretionary basis. Mr. Smith and Ms. Brown both feel the County should stay with the non-discretionary basis.

Supervisor Kraft moved the County keep the contract with Cutwater on a non-discretionary basis at 15 basis points, second by Supervisor Beaver. ADOPTED.

Set Date and Time for Tour of Tax Delinquent Properties. Ms. Brown said we are now down to 37 properties from the 54 properties we started with. The Committee decided on August 27th at 7:00 A.M. to tour the tax delinquent properties.

Set Time and Date for Next Meeting. The Committee agreed to hold the next meeting at the regularly scheduled date and time – August 19, 2010, 7:30 A.M.

Review and Comments on the 2009 Certified Audit – Baker Tilly Virchow Krause, LLP. Ms. Haselow handed out Baker Tilly Virchow Krause, LLP report to the Rock County Finance Committee dated August 5, 2010. Mr. Scheidegger said the audit involves looking at all reports on a periodic basis, putting the information into a financial document, studying and evaluating the procedures and policies in place, see how the controls are being followed and then come back and confirm the gathered information. Mr. Scheidegger then went over the document they handed out.

Supervisor Beaver left at 8:36 A.M.

Mr. Scheidegger said they have 11 people working on Rock County's audit and part of their report is to let the County know what can be done to make the audit better.

Supervisor Diestler left at 8:50 A.M.

Mr. Scheidegger said the single audit report is in the final stages and there is nothing in addition to what has been discussed. He said the audit process went very well and everyone was prepared and have procedures in place.

Mr. Scheidegger will be attending the County Board meeting on August 12th to review and comment on the 2009 Certified Audit reports.

Adjournment. Supervisor Podzilni moved adjournment at 9:00 A.M., second by Supervisor Kraft. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Secretary II

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.