

**FINANCE COMMITTEE**  
**Minutes – July 18, 2013**

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, July 18, 2013, in Conference Room N-1 Rock County Courthouse East.

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

**Committee Members Excused:** Supervisor Fox.

**Staff Members Present.** Sherry Oja, Finance Director; Craig Knutson, County Administrator; Randy Terronez and Nick Osborne, Assistants to County Administrator; Lori Stottler, County Clerk; Vicki Brown, Treasurer; Mickey Crittenden, Information Technology Director; Michelle Schultz, Real Property Lister; Captain Gary Groelle, Sheriff's Office.

**Others Present:** Carol Wirth, Wisconsin Public Finance Professionals, LLC.

**Approval of Agenda.** Ms. Oja requested items #8 and #10 be postponed to a future meeting. Supervisor Podzilni moved approval of the agenda with these deletions, second by Supervisor Kraft. ADOPTED.

**Citizen Participation, Communications and Announcements.** Ms. Brown informed the Committee that she had attended the WCA Tax Finance Meeting the prior day.

**Review of 2013 \$6 Million Capital Improvement Debt Issue – Carol Wirth, President, Wisconsin Public Finance Professionals, LLC.** Ms. Wirth handed out her *Report on 2013 Financing – Highway Reconstruction and Connector Projects - \$6,040,000 G.O. Promissory Notes*. Ms. Wirth went over the capital projects the County Board approved for 2012 and 2013 borrowing. Ms. Wirth went over the Federal Arbitrage Regulations – Tax-Exempt Debt; Source and Application of the Funds; the 2013 Financing Details; Estimated Debt Service Schedule; Estimated Pricing Summary; and the Combined Existing and 2013 Debt Service Schedule.

Ms. Wirth went over the Timeline for 2013 Financing:

- 7/18/13 – Report to Finance Committee
- 8/16/13 – Official Statement and Supplemental Rating Information Completed
- 8/21-23/13 – Rating Conference Calls
- 8/30/13 – Rating Reports Released to Investors
- 9/10 - 9/11/13 – Marketing to Investors
- 9/12/13 – Sale Resolution to Finance Committee and County Board for Action
- 9/26/13 – Closing and Delivery of Funds to County, Underwriter Pays Expenses of Issuance as Agent of County

Ms. Wirth said the last four pages of the report are the copies from the CIP Report for the projects on CTH F Reconditioning (Janesville & Fulton), CTH A Reconditioning (Janesville), CTH M Reconstruction, and CTH G Connector Project (Towns of Turtle & Beloit, City of Beloit) the Public Works Department will be working on.

**Approval of Minutes – July 3, 2013.** Supervisor Kraft moved approval of the minutes of July 3, 2013 as presented, second by Supervisor Podzilni. ADOPTED.

**Transfers and Appropriations.**

**Human Services**

<b><u>FROM</u></b>		<b><u>TO</u></b>	
<b><u>Account #</u></b>	<b><u>Amount</u></b>	<b><u>Account #</u></b>	<b><u>Amount</u></b>
36-3664-0000-67200	\$10,000	36-3664-0000-62119	\$10,000
Capital Improvement		Other contracted Services	

**Coroner**

<b><u>FROM</u></b>		<b><u>TO</u></b>	
<b><u>Account #</u></b>	<b><u>Amount</u></b>	<b><u>Account #</u></b>	<b><u>Amount</u></b>
28-2600-0000-62170	\$ 948	28-2600-0000-62422	\$ 948
Physicians & Other Services		Radio Repair Maintenance	

Supervisor Podzilni moved approval of the above Human Services and Coroner’s Office Transfers for the Finance Committee, second by Supervisor Beaver. ADOPTED.

**Bills and Encumbrances**

General Fund	\$	1,266.68*
Health Self Insurance Fund		3,009.00
Finance Director		759.89**
Information Technology		75,642.23
Telephone Operations Program		32,383.50
County Treasurer		2,876.18
Employee Wellness Activities Program		63.75

Ms. Oja said there are a couple corrections on the bills: 1) \*page 1 for General Fund should be to A/C #00-0000-0061-17000; 2) \*\*page 2 for Finance Director it should be to IT A/C #07-1430-0000-67143. Supervisor Beaver moved approval of the above Bills and Encumbrances for the Finance Committee with these two changes, second by Supervisor Kraft. ADOPTED.

**Bills Over \$10,000**

Baycom Inc.	\$	15,168.00
CDW Government Inc.		12,250.00
Enterprise Systems Group		33,991.00
Sunguard Public Sector Inc.		25,779.03

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

**Encumbrances Over \$10,000** None.

**Pre-Approved Encumbrance Amendments.**

**DD Board**

Productive Living Systems \$ 134,178.00

Supervisor Kraft moved approval of the above Pre-Approved Encumbrance Amendment for DD Board, second by Supervisor Beaver. ADOPTED.

**Approval of Bills for Other Departments.**

**County Board Staff**

County Administrator \$ 44.00  
Corporation Counsel 1,375.00  
Human Resources 30.68  
Property & Liability Insurance 52.00

**Public Safety & Justice**

Sheriff \$ 12,135.08  
RECAP Operations 28.47  
Equitably Shared Funds 337.92  
Correctional Facility 6,799.28  
Circuit Courts 19,196.20  
Mediation & Family Court Services 260.00  
Clerk of Courts 90.00  
911 Project Operations 2,351.72  
District Attorney 864.25  
Deferred Prosecution/Domestic Violence 40.00  
Coroner 478.25  
Child Support 401.25

Supervisor Podzilni moved approval of the above Bills and Encumbrances for County Board Staff and Public Safety and Justice, second by Supervisor Kraft. ADOPTED.

**Discussion and Possible Action on Elimination of DNR Services.** Ms. Stottler handed out a letter to the Committee regarding DNR services and the costs to provide these services. She said they have made less each year providing these services with 2012 revenue being only \$286.95. She said with time and everything they may not even be breaking even. She said she would not even be thinking about eliminating this if there were not already 15 other locations in Rock County to provide these services.

The Committee suggested checking with Senator Kedzie's office to see if the fees would be changing.

**Review of Resolution.**

**Authorizing Additional Contingency Funding and Amending the 2013 Budget for Rock Haven Project** This was not needed and was deleted from the agenda.

**Semi-Annual Report – Attendance at Conventions/Conferences.** The Committee accepted the Semi-Annual Reports from the County Clerk, Finance, Information Technology, Land Records, Register of Deeds and Treasurer and asked for them to be placed in file.

**Discussion and Possible Action on Updates to the Purchasing Manual.** This item was postponed to a future agenda.

**Report on Cash Balances and Investments.** Ms. Oja updated the Committee on cash balances and investments for June 30, 2013.

Ms. Oja also handed out copies of the County Sales Tax Receipts through June 2013.

**Adjournment.** Supervisor Beaver moved adjournment at 8:19 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE**