

Finance Committee Regular Meeting
Minutes of the February 12, 2013

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 8:00 A.M. on Tuesday February 12, 2013 in room 4A of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Borchardt, Adelmeyer, Schaefer and Gohr.

Also present: County Board Chairman Russ Kottke, Kolp, Trace Frost, Ruth Otto, Patti Hilker, Russ Freber, Joyce Fiacco, Dean Perlick, Bill Ehlenbeck, Lifke and Dana Investment representatives Joe Veranth and Matt Slowinski.

Julie Kolp, Finance Director certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Motion by Borchardt and 2nd by Schaefer to allow the chair to deviate from the agenda at his discretion. Motion Carried.

Motion by Borchardt and 2nd by Schaefer to approve January 8, 2013 regular committee meeting minutes as presented. Motion Carried.

Dana Investment representatives Joe Veranth and Matt Slowinski presented the county's investment performance for 2012. Veranth reviewed the investment mix and risk levels. According to Veranth and Slowinski, the county's portfolio has a good cash flow that enables a quick response to changing investment rates. The Treasury Bond Investments (TIPs) also enhances the portfolio because of their liquidity and attractive inflation protection. According to Veranth and Slowinski, the adjusted and fixed rate bonds, Small Business Administration Bonds (SBAs) and TIPs are performing well during this economic slowdown. Prior to the meeting, Patti Hilker, Treasurer and Julie Kolp, Finance Director asked Dana to consider an investment fee reduction. Effective beginning the next billing statement, the fee will be reduced from 34 basis points to 24 basis points.

Veranth continued discussion with the investment cap set by the Finance Committee. Veranth suggested maintaining funding \$100,000 below cap to reduce frequency for committee review. The Treasurer can draw off earnings periodically to maintain the current cap of \$18 million if the committee would like to exercise this option. Veranth assured committee members that unlike Certificate of Deposit, all Dana investments are tradable securities and there aren't any penalties for trading before their due dates.

Hilker presented committee members with the Annual Treasurer's report. It's a summary of 2012 cash flow activity. County Board members will be receiving a copy at March's County Board meeting.

The County Treasurer provided committee members copies of December 2012's report of working cash account and January 2013's county investment holdings for review.

The County Treasurer provided committee members with the Human Service North Project Note Proceeds Maturity Expiration from January 2013's Ehler's Investment Report.

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Trace Frost, Sheriff appeared before committee member to request the purchase of Sheriff Department software. The software is used by detectives to download cell phone information and has been very useful in cases. Motion by Schaefer and 2nd by Borchardt to approve the \$7,083 software purchase request for Sheriff's Department. Motion Carried.

Frost continued with a request for ammunition and magazines. According to Frost, the Sheriff's Department will be making "Go Bags" for officers that will provide them additional ammunition and quick response medical equipment in the event they're involved in a shooting situation. These supplies are being ordered in advance due to anticipated long-term delays or shortages. Motion by Borchardt and 2nd by Gohr to approve the Sheriff Department's request to purchase ammunition and magazines for \$3,798. Motion Carried.

Frost requested five flexible bullet resistance shields and rifle plates. The Sheriff's goal is to have a set for all squads. The shields are light weight and augment the body armor worn by officers. Motion by Borchardt and 2nd by Adelmeyer to approve the Sheriff Department's request to purchase five Ballistic Shields and Rifle Plates for \$8,275. Motion Carried.

Frost requested three night vision binoculars for night shift supervisors. The department currently doesn't have anything like this and when they need it, they need it immediately. This isn't always feasible. They will be used in conjunction with K-9 units to assist in locating missing people. Motion by Borchardt and 2nd by Schaefer to approve the Sheriff Department's request to purchase three Night Vision Binoculars for \$8,850. Motion Carried.

Frost concluded with a request to carryover 2012 funds to 2013 for open 2012 purchase orders. ICOP upgrades for \$ 7,286 and batteries for \$74 were budgeted and ordered in 2012. Frost presented the request for these articles in December but there's been a delay in receiving the material. Frost is anticipating receiving the bill by month end. Motion by Adelmeyer and 2nd by Gohr to approve carry forward \$7,286 for upgrades and \$74 for batteries in BU 2021. Motion Carried.

Dean Perlick, Manager of Planning and Economic Development appeared before committee members requesting delinquent accrued interest of \$1,158.31 to be written off. According to Perlick, in December 2011, the Revolving Loan Advisory Committee recommended Mossflower Harbour be offered the opportunity to refinance the loan obtained in 2005. At the time, delinquent accrued interest was not included in the refinanced loan balance. In December 2012, all accounts were offered the opportunity to refinance at a lower interest rate of 3.25% including Mossflower but they haven't returned their paperwork. Committee members recommended Perlick take this back to the Economic Development Committee and request to include delinquent interest in the 3.25% refinancing plan. No action was taken by the Finance Committee.

Bill Ehlenbeck, Land Resources and Parks presented a memorandum from the Planning, Development and Parks Committee requesting carryover for three Parks projects. Projects were planned for 2012 but were unable to be completed by year end. The carryover requests are as follows:

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- \$60,000 to complete Phase 2 of the bathroom building for Harnischfeger Park; including consultant design, well upgrade, parking area and dump station development.
- \$6,000 to develop a vegetation and development management plan for Nitschke Mounds Park.
- \$24,000 to finish up the Wild Goose Trail rehabilitation and resurfacing grant project started in 2012.

It was realized in 2012 that Harnischfeger's bathroom building project would gain efficiencies if combined with Phase 3; building construction phase. The consultant involved with the bathroom building design will also be assisting with the building project. Five miles of the Wild Goose Trail project was started in 2012 but vegetation problems prevented equipment access for the last two miles. Highway crews will be assisting with trail resurfacing outside of road paving season. Crews will work in 2013 to clear up vegetation allowing the last two miles to be resurfaced. Bridge decking repairs, ditch cleaning/grading and tree removals are also included in this grant project and will be completed in 2013. The DNR grant will offset 50% of the remaining project costs. Motion by Borchardt and 2nd by Schaefer to carry forward \$60,000 for the Harnischfeger bathroom project (BU 7863) \$6,000 for Nitschke Mounds Park to develop a vegetation and development management plan (BU 7864) and \$24,000 (\$12,000 Dodge County funds and \$12,000 DNR grant funds) to finish up the Wild Goose Trail rehabilitation and resurfacing project (BU 7868). Motion Carried.

Ruth Otto, Information Technology (IT) Director presented a joint project involving Finance, Treasurer and IT. IT is assisting Finance in evaluating and potentially implementing automated Accounts Payable and automatic bill pay. This project involves a number of different areas that will be prioritized according to need, cost and potential for improved efficiencies. The project is in the discovery stage and progress reports will be presented at upcoming meetings.

Otto continued with a request to carryover \$3,591 to complete the Dodge County Website. Otto is in possession of the invoice, however doesn't want to pay it until the website is live. Otto predicts the website to be live in another month. Motion by Schaefer and 2nd by Adelmeyer to carry forward \$3,591 in BU 1816 for the completion of Dodge County's Website. Motion Carried.

Otto presented a memorandum requesting re-appropriation \$23,202 from BU 1801 to BU 1811 to cover the emergency purchase of a SAN (Storage Area Network) and \$4,432 from BU 1801 to BU 1813 to cover additional expenditure for the Prostar storage and tape back environment. In 2012, the SAN which stores all county files was at a point of failure and needed to be replaced. The tape back environment is storage for the newly implemented File Director. Additional storage was required to fill county needs. Motion by Schaefer and 2nd by Adelmeyer to approve re-appropriation of \$23,202 from 1801 to BU 1811 for SAN purchase and \$4,432 for additional Prostar storage and tape back environment. Motion Carried.

Russ Freber, Physical Facilities Director submitted a memorandum and invoices requesting approval to purchase two pieces of equipment located in Dodge County's Detention Facility. According to Freber, it was determined the cost to repair heated and refrigerator cabinets would be more than replacement cost. Total replacement is \$23,584.82 plus \$1,200 disposal cost for the

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old units. According to Freber, these are custom units and it's difficult to find dealers. The original cabinets were installed in 2000 – 2001 when the detention facility was built and held up well. It was decided to go with the same vendor.

Freber continued with a memorandum and invoices requesting approval to replace carpeting in the Law Enforcement Center – Pod J. The carpeting is original carpeting installed in 1977. The original carpeting wasn't glued down and inmates have a tendency of locating and picking at replaced or weaker areas. The new carpeting will be glued down, making it more difficult to lift up. Funding for both of these projects will be coming from Jail Improvement Funds. Kolp verified funds are available. Motion by Borchardt and 2nd by Schaefer to approve the purchase of and fund balance transfer from BU 1326 – Jail Improvement Fund for a Traulsen heated roll-thru cabinet for \$11,091, a Traulsen roll-thru refrigerator for \$12,494, disposal of old units for \$1,200 and \$14,692 for carpeting in Pod J of Law Enforcement Center. Motion Carried.

For informational purposes, Freber notified committee member that an order has been placed for carpeting replacement in the main jail. It is part of the 2013 budget and will conclude the Pod carpet replacement project. The carpeting is special order from England and there are only two vendors in the area. The Maintenance Department has been very pleased with the product and the efficiency of installation with Jack Twohig's Carpet One so the order was placed with them. The purchase order will be presented at March's Finance Committee meeting.

For awareness, Freber presented the status of countertops in Master Control. The laminate is failing and the warranty has expired. Freber will be suggesting custom countertops from Modern Marble. Court's and Intake countertops have been replaced with custom tops which are very durable. The project is part of 2013's budget and estimated at \$17,103. More information will be provided at March's Finance Committee meeting.

Kolp continued with a request for re-appropriation of wages and fringe benefits in the Building Maintenance department. Currently, wages and fringe benefits are in seven business units. During the year, Maintenance tracks activity of all maintenance employees and allocates wages and fringe benefits accordingly at year end. It was determined that creating a business unit designated for wages and benefits would provide a more efficient way to capture, allocate and budget Building Maintenance employee wages and fringe benefits. Motion by Borchardt and 2nd by Schaefer to approve re-appropriation of Building Maintenance department wages and benefits to a business unit for wages and benefits only. Motion Carried.

Kolp also requested re-appropriation General and Human Service and Health Fund wages. According to Kolp, prior to Act 10 and 32, wages were segregated between Non-Represented and Represented via object accounts. With new compensation plans, there is no longer a need to segregate these object accounts. Starting with 2013 wages, all employee wages will be combined into a single series of object accounts. Motion by Schaefer and 2nd by Gohr to approve re-appropriation of all General and Human Service and Health Fund wages to a single object account. Motion Carried.

Judge Storck presented a memorandum to committee members requesting \$7,466.06 of aged accounts in Family Court Counseling be written off to the General Fund. These accounts date

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back to when Family Court Counseling was accrual basis. In 2011, collections were changed to cash basis through Consolidated Court Automation Programs (CCAP). If collections are made on any of these accounts, Clerk of Courts will return the money to the General Fund. The intent of this request is to take the aged accounts out of Courts and move them to the General Fund. Motion by Borchardt and 2nd by Gohr to write off \$7,466.06 of aged accounts in Family Court Counseling to the General Fund. Motion Carried.

Joe Meagher, Emergency Management Director presented a memorandum to committee members requesting to carryover the 2012 Pre-disaster Hazard Mitigation Grant. The \$16,500 grant was supposed to be closed out and paid in 2012 but due to unforeseen illness and complications the consultant encountered, it will need to be completed in 2013. Motion by Borchardt and 2nd by Adelmeyer to approve carry forward of \$16,500 from Business Unit (BU) 2813 – Hazard Mitigation Program. Motion Carried.

Jim Mielke, Administrator submitted a memorandum to committee members requesting a Contingent Appropriation of \$3,166 to BU 101 – County Board. Budget overages were due to:

- \$725 expenditure for bus rental in August for County Board bus tour
- \$1,365 for email licenses due to the issuance of county email addresses for all supervisors
- \$477 in excess of budget for lodging expenditures resulting from the annual Wisconsin Counties Association Conference held in LaCrosse
- \$309 expenditure for maps and Plat Books
- \$565 in excess of budget for meeting pay.

According to Kolp, total Contingent Appropriations expenditures for 2012, including this request is \$84,900 leaving a balance of \$190,100. Motion by Schaefer and 2nd by Adelmeyer to approve a Contingent Appropriation not to exceed \$3,500 for BU 101 – County Board. Motion Carried.

Robert Barrington, Managing Attorney from District Attorney's office submitted a memorandum requesting re-appropriation of excess revenues and unexpected expenditure balances in BU 1601 – District Attorney to BU 1612 – Victim Witness. According to Barrington, there were revenue shortfalls and expenditure overages causing an overall shortfall for BU 1612. Motion by Borchardt and 2nd by Schaefer to approve re-appropriation of excess revenues and unexpected expenditure balances in BU 1601 – District Attorney to BU 1612 – Victim Witness. Motion Carried.

Kolp continued with discussion on a County Board Supervisor's request regarding the Wisconsin Counties presentation. Kottke, Mielke, Frohling and Kolp are working on pie charts or graphs depicting county operations and debt for 2011. Information will be presented at April's County Board day meeting along with discussion on the State's 2013 – 2015 Budget which should be released by the end of February.

The monthly report on county sales tax remittance was reviewed. January 2013's remittance for November was \$395,130 compared to \$328,944 from the same period in 2012. The fiscal year remittance to date is \$395,130 compared to \$328,944 the same time period in 2012. According to Kolp, the only recorded time January's receipts have been higher was in 2006. Kolp will be

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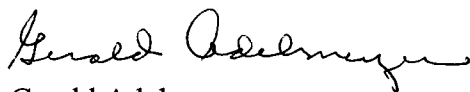
working on putting a State and County Sales and Use Tax link on Dodge County's Finance webpage.

Kolp continued with information on the Accounts Payable and Accounts Receivable long-term financial plan. Kolp spoke to a Government Finance Officer Association (GFOA) representative about their Long-Term Financial Planning program. He suggested the county complete a questionnaire to better understand if GFOA's services would be of value for the county. Kolp asked committee members to review the questionnaire handed out and be prepared to discuss at March's meeting.

Discussion concluded with moving monthly Finance Committee meetings to the Auditorium. The purpose is to use the projector for information presentation. The auditorium would also provide additional seating for larger attended meetings.

Next regular meeting is scheduled for Tuesday, March 12, 2013 at 8:00 in Room H & I - Auditorium on the 1st floor of the Dodge County Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 10:00 A.M.



Gerald Adelmeyer,
Secretary