

Finance Committee Regular Meeting
Minutes of the November 5, 2013

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 7:01 a.m. on Tuesday November 5, 2013 in Room H & I – Auditorium of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Borchardt, Schaefer, Adelmeyer and Gohr.

Also present: County Board Chairman Russ Kottke, Mielke, Kolp, Scott Smith, David Dorn, Matt Bublitz and Lifke.

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 Gohr to allow the chair to deviate from the agenda at his discretion. Motion Carried.

Chief Deputy Scott Smith presented information on purchasing two Motorola radios for Multi-Jurisdictional Task Force. According to Smith, these radios will be transportable and used in undercover operations vehicles that are not equipped with mobile radios. Motion by Borchardt and 2nd by Gohr to approve appropriation of \$5,350 from Business Unit (BU) 2036 – Metro Drug Investigation fund balance, approve purchase of two Motorola radios for \$5,350 from BU 2036 – Metro Drug Investigation fund balance. Motion Carried.

Smith continued with information on a federal drug-seized vehicle purchase. As part of an equitable sharing agreement with the Federal Government Drug program, the county can purchase these vehicles for 20% of its fair value. The \$2,000 purchased vehicle will be used by the Sheriff's department for undercover work. There was fund balance transfer of \$2,000 from BU 2036 – Metro Drug Investigation fund balance to cover costs. This was presented to committee members for awareness.

Also for awareness, Julie Kolp, Finance Director presented information on a \$1,510 fund transfer from BU 6812 – University Educational Activity fund balance to cover costs for Wisconsin Book Worms.

Motion by Adelmeyer and 2nd by Borchardt to approve October 8, 2013 regular committee and October 24, 2013 special committee meeting minutes as presented. Motion Carried.

County Aid Bridge Construction was discussed by committee members. When 2014's Budget was assembled, \$29,900 was designated for County Aid Bridge Construction. Total amount request by towns was \$39,951. Consensus was to cover remaining \$10,051 for County Aid Bridge Construction from the General Fund balance. Resolution No. 13-35 County Aid Bridge Construction was presented to committee members for consideration of fiscal impact. The Fiscal Note set forth in Resolution No. 13-35 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$39,951 on the adopted 2014 Budget. Motion by Schaefer and 2nd by Borchardt to approve the Fiscal Note as presented and to authorize and direct the Chairman of the Finance Committee to sign the Fiscal Note and to send Resolution No. 13-35 to the County Clerk.

Finance Committee Regular Meeting

Minutes of the November 5, 2013

Jim Mielke, Administrator presented information from Land, Resources and Parks regarding the purchase of 22 electric pedestals for Ledge Park. There's a cost savings if the county directly purchases the pedestals. Pedestals will offer both 20 and 30 amp service and will double the number of camping sites currently available at Ledge Park. Motion by Schaefer and 2nd by Adelmeyer to approve the purchase of 22 electric pedestals for Ledge Park –BU 7867. Motion Carried.

Mielke presented information on opening bids for Harnischfeger Park's Facilities. Bids for a pre-cast building are coming in higher than estimated by the consultant. Land, Resources and Parks committee decided to rebid in spring for a cement block building instead and requested \$174,000 projected budgeted funds and \$100,000 additional unspent funds be carried forward to 2014. Motion by Schaefer and 2nd by Adelmeyer to carry forward \$274,000 in BU 7863 – Harnischfeger Park for restroom and shower facilities completion. Motion Carried.

Mielke presented information on a contingent appropriation transfer for Court's security station. Initial quote for \$9,670 included 20 microphone stand bases for courtrooms and Level III protection at the security station. Judge Storck has decided to use tripods instead of microphone stands. Level III protection for all three sides of the security station was re-evaluated. It was decided to replacing the front wall with 2 layers of level III material which will provide increased ballistic protection and the two sides with 1 layer level III material. These changes reduced proposed costs to \$9,343. Motion by Gohr and 2nd by Borchardt to approve not-to-exceed \$12,000 re-appropriation from BU 1390 – Contingent Appropriation to BU 2022 – Courthouse Security for upgrade protection to Court's Security Station . Motion Carried.

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

The monthly report on county sales tax remittance was reviewed. October 2013's remittance for August was \$505,310 compared to \$457,675 from the same period in 2012. The fiscal year remittance to date is \$4,484,179 compared to \$4,185,601 the same time period in 2012.

Mielke presented updated year end projections. Department heads were requested to analyze their budgetary needs for 2013. Due to decreasing revenues, departments estimating shortfalls at year-end are:

- Sheriff \$700,000 – decreased inmate revenue
- Clerk of Courts \$20,000 – decreased fines and forfeiture collections
- Medical Examiner \$15,000 – decreased state autopsies
- Emergency Management \$15,000 – decreased tower revenue and added expense for Fox Lake's tower.

Based on returns from other departments, Mielke estimates a \$90,000 overall shortfall at this time. Mielke cautions that this information has great potential for change based on Human Services' return and potential issues at Henry Dodge.

Chairman Frohling stated Strategic Planning and Financial Planning Model will remain on the agenda. He provided Julie Kolp, Finance Director with information to be discussed at a future time.

Finance Committee Regular Meeting

Minutes of the November 5, 2013

Mielke continued with 2014 budget discussion regarding County Board compensation. Mielke requested consensus from the Finance Committee regarding funding. County Board Chairman Russ Kottke suggested leaving the proposed budget as is and determine at year-end if Contingent Appropriation is needed.

Kolp presented information on 2014 Audit Service, request for proposal (RFP). The county has been contracted with Johnson and Block since 2006 and the current contract expires at the end of 2013's Financial Statements. Kolp requested input from committee members regarding the need for RFPs on auditing services. Discussion was tabled until the next meeting, allowing committee members to think about it.

Next regular meeting is scheduled for Tuesday, December 10, 2013 at 7:30 a.m. 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 7:57 a.m.



Gerald Adelmeyer,
Secretary