

Finance Committee Regular Meeting
Minutes of the June 10, 2014

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 7:30 a.m. on Tuesday June 10, 2014 in Room H & I – Auditorium of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Schaefer, Adelmeyer, and Gohr.

Absent: Uttke.

Also present: County Board Chairman Russ Kottke, Supervisor MaryAnn Miller, Mielke, Hilker, Farm Drainage Board Members Bob Goetsch and Joe Roache. Others, Ruth Otto, Dean Perlick, Scott Smith, Lifke and American Deposit Management representatives Jay Vermeulen and Robert Zondag.

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

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

Motion by Schaefer and 2nd by Gohr to approve May 13, 2014 regular committee meeting minutes as presented. Motion Carried.

Dean Perlick, Manager of Economic Development appeared before the committee. Perlick provided an overview of Discover Dodge's proposal for a new Tourism Center. The new location will be on Hwy 33, east of Beaver Dam near the Department of Motor Vehicle registration center. Motion by Schaefer and 2nd by Adelmeyer to approve Dodge County Tourism's 2014 re-appropriation request of 2014 budgeted dollars in Business Unit (BU) 7879 – Tourism Development to support funding for signs and rent and not to exceed the budgeted amount. Motion Carried.

Bob Goetsch, Farm Drainage Board Chair appeared before the committee to provide information on the Farm Drainage loan request. According to Goetsch, the project for District 88 consisted of three phases. Phase I and II are complete and have been assessed. The third phase is a larger project and is expected to be completed in the next 30 days. At the time of completion, Farm Drainage will be presented with the project contractor and engineer bills. Property owners will be notified 90 days prior to assessment assignment. Motion by Frohling and 2nd by Schaefer to approve the loan request by Drainage Board to borrow \$150,000 from Dodge County at a fixed interest rate of 3.50% with full payment of principal and interest due April 1, 2015 and recommended Resolution 14-21 – General Fund Transfer of \$150,000 Unsecured Loan to Dodge County Drainage Board be brought before the Dodge County Board of Supervisors at the June 17, 2014 session. Motion Carried 3 to 0 with one abstention (Gohr).

Resolution No. 14-20 Vehicle Purchase for Sheriff's Department. The Fiscal Note set forth in Resolution No. 14-2 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on 2014's adopted Budget. According to Chief Deputy Sheriff, Scott Smith 2014 budgeted funds are available for the \$25,900 purchase. Motion by Schaefer and 2nd by Adelmeyer to approve the Fiscal Note as presented and to authorize and direct Finance Committee's Chairman to sign the Fiscal Note and to send Resolution No. 14-20 to the County Clerk. Motion Carried.

Resolution No. 14-18 Computer hardware, software and maintenance and support services for Information Technology. The Fiscal Note set forth in Resolution No. 14-18 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on 2014's adopted Budget. According to Ruth Otto, Information Technology Director, in 2014 \$35,000 was budgeted in BU 1811 – Desktop and Network Infrastructure and \$30,716 is available for re-appropriation in BU 1814 – Enterprise Systems. Motion by Adelmeyer and 2nd by Gohr to approve the Fiscal Note as

Finance Committee Regular Meeting
Minutes of the June 10, 2014

presented and to authorize and direct Finance Committee's Chairman to sign the Fiscal Note and to send Resolution No. 14-18 to the County Clerk. Motion Carried.

Patti Hilker, Treasurer and Jay Vermeulen, Managing Director and Robert Zondag, Managing Partner from American Deposit Management (ADM) presented investing information on ADM. ADM is based in Delafield and has extensive experience working with public depositors and tax exempt bond issuers. Some counties who currently use their services are Brown, Door and Milwaukee. Historically, they've exceeded Local Government Investment Pool's (LGIP) rate over last 5 years. According to Hilker, this group would provide liquidity for the county's investment. The goal would be to keep \$3 - \$5 million in the LGIP and invest \$8 - \$10 million of funds need for liquidity in ADM. ADM invests in FDIC insured money markets throughout the US, are fully collateralized and provide liquidity of funds. According to Hilker, the services offered by ADM would comply with the county's investment policy. Motion by Gohr and 2nd by Schaefer to proceed in investing with American Deposit Management LLC. Motion Carried.

The County Treasurer provided committee members copies of April 2014's report of working cash account and May 2014's county investment holdings for review. There was discussion on the investment report format. Members preferred historical data so prior year comparison data will remain on the report.

The monthly county and quarterly state sales tax remittance reports were reviewed. May 2014's remittance for March was \$534,851 compared to \$481,241 from the same period in 2013. The fiscal year remittance to date is \$2,266,517 compared to \$2,099,981 the same time period in 2013.

Hilker provided an overview on the Dog License Fund expenditure. The goal is for a web based program which will enable all municipalities in the county to have access to a county-wide data base for dog/cat license. The cost is \$750 annually which would be paid through the license fee collected.

Jim Mielke, Administrator presented information on a purchase request costing over \$3,000. The request is from INPRO Corporation for wall guards at Northview Heights. The cost will be split 50/50 between Clearview Fund 645 and Maintenance Business Unit (BU) 1905 – Henry Dodge Office Building. Motion by Schaefer and 2nd by Gohr to authorize the purchase request of \$4,166.84 for wall guard material at Northview Heights and payment of vouchers when received. Motion Carried.

Julie Kolp, Finance Director provided a memorandum requesting BU 905 – Employee Health and Wellness to be a non-lapsing BU and carry forward 2013's balance. When BU 905 was created, the non-lapsing nature wasn't address and at the end of 2013, there was a \$1,194.11 balance. Motion by Schaefer and 2nd by Gohr to approve establishment of BU 905 – Employee Health and Wellness as a non-lapsing account and carry forward \$1,194.11. Motion Carried.

Mielke reviewed recent direction provided by the Human Resources and Labor Negotiation Committee related to 2015's wages and benefits. For budgeting purposes the recommendation is to include a health insurance increase of 8%. Wages will include the planned step movement for eligible employees; however the recommendation by the Human Resource and Labor Negotiation Committee is not to adjust the Control Point of the Dodge County Compensation Plan for Fiscal Year 2015. Mielke stressed the recommendations are for budgeting purposes. The recommendations are not final and adjustments are anticipated in September.

Mielke provided an update regarding the planned roll-out of "Timekeeper". He discussed the departmental schedule starting with Information Technology (IT), Finance, Human Resources, and Administrator.

Finance Committee Regular Meeting
Minutes of the June 10, 2014

Eileen Lifke, Assistant Finance Director provided an update on purchase cards. The setup process has started in US Bank's system. Meetings were held with Highway to discuss their informational needs. Cards are ordered and IT will start using the card as soon as its available. The current credit card policy was provided to committee members for informational purposes. A revised policy incorporating purchase cards will be distributed at July's meeting.

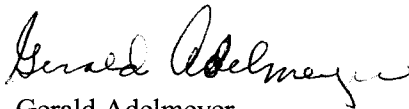
Lifke provided an update on the 2014 Annual Government Finance Officers' Association meeting attended by Kolp and Lifke in Minneapolis MN. Lifke thanked committee members for allowing them to attend, citing the value of updated information obtained from sessions and networking with members currently using programs and process sought by the county. Highlights mentioned by Lifke included:

- Discussion with Dawn Gunderson regarding Ehler's compliance with 2013's Securities and Exchange Commission regulations for financial advisors.
- Potential for establishment of an innovation fund.
- Increased incidence of fraud with government and public administration is second on the list for most commonly victimized.
- Importance of internal controls for operations and financials
- Evaluation of Dodge County's Indirect Cost reporting process.

Mielke presented an updated Unassigned General Fund balance based on draft closing numbers for the General Fund. Mielke requested committee member to address consideration of General Funds for 2015's Budget at July's meeting.

Next regular meeting is scheduled for Tuesday, July 8, 2014 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 9:23 a.m.



Gerald Adelmeyer,
Secretary