

FINANCE COMMITTEE
July 5, 2012

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:32 A.M. on Thursday, July 5, 2012, in Conference Room N-1 Rock County Courthouse East.

Committee Members Present. Supervisors Mawhinney, Kraft, Beaver, 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; Diana Arneson, Assistant to the Information Technology Director; Vicki Brown, Treasurer; Lori Stottler, County Clerk; Elizabeth Pohlman McQuillen, Criminal Justice Planner/Analyst; Dara Mosley, IT Public Safety Systems Manager; Paul Benjamin, Planning & Development Director.

Others Present: None.

Approval of Agenda. Chair Mawhinney asked to have items 11. and 12. moved up after 3. Supervisor Podzilni moved approval of the agenda with this change, second by Supervisor Beaver. ADOPTED.

Citizen Participation, Communications and Announcements. Ms. Brown handed out copies of maps showing where the lots being foreclosed on in/around Janesville are located. She requested the Committee members go individually to view these properties prior to their tour. Ms. Brown requested the Committee set the date of the tour at their July 19 meeting and suggested it be sometime between August 3 and August 17. She said there are 159 parcels left at this time.

Ms. Oja informed the Committee that Cutwater would be at the July 19 meeting, 7 A.M. to have a "meet and greet" with the new consultant and the regular meeting to start at 7:30 A.M.

Ms. Oja said the auditors would be at the August 2 meeting.

Committee Review and Approval of Per Meeting Allowances. Supervisor Kraft moved approval of per meeting allowances in the amount of \$9,663.07, second by Supervisor Podzilni. ADOPTED.

Discussion and Possible Action on Options for Transferring Money to United Way: Ms. Oja said Ms. Stottler, Ms. Brown and she all felt the United Way money could be handled using balance sheet accounts and then a check would be cut to them. United Way was in agreement with this option. The Committee all agreed that this was a good way to handle the funds.

Mr. Knutson informed the Committee that the United Way of North Rock County and Stateline United Way were in the process of merging.

Discussion and Possible Action Pertaining to a Passport Fee Checking Account and Possible Convenience Fee Charges. Ms. Stottler said they were offered a free no charge checking account and free box of checks with First Community Credit Union, with the statements going directly to Finance for reconciliation. She said the start up cost of \$220 in checking and \$5 in savings accounts would come out of the Passport Fee Revenue account. Ms. Stottler suggested a convenience fee of \$2.50 - \$3 be charged for writing a check out of this account. Ms. Stottler said that she, Ms. Johnson and Ms. Mianecki would be individual signers on this account as there are times when there is only one person in the office.

Ms. Oja said this would be a low risk account and a check would be written quarterly to the County revenue account.

Ms. Brown said she felt this would set a precedent of not flowing through the Treasurer's Office. Ms. Oja suggested having the signature cards go through the Treasurer's Office.

Ms. Oja said she is comfortable with the County Clerk's Office opening the account with the signature cards going through the Treasurer's Office.

Supervisor Kraft said she views this as a service to the customer.

Supervisor Beaver moved to open the account with First Community Credit Union and to review this in one year, second by Supervisor Podzilni. ADOPTED.

Supervisor Beaver moved to set the Convenience Fee at \$2.50 to come back to this Committee for review in six (6) months, second by Supervisor Podzilni. ADOPTED.

Approval of Minutes – June 21, 2012. Supervisor Kraft moved approval of the minutes of June 21, 2012 as presented, second by Supervisor Podzilni. ADOPTED.

Transfers and Appropriations. None.

Bills and Encumbrances

Prepaid Budget	\$	1,266.67
Finance Director		633.33
Elections		21,749.55
Register of Deeds		746.60
Employee Related		374.32
Information Technology		37.79
Stray Dog		50.00

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

Bills Over \$10,000.

Illinois Office Supply	\$	18,961.00
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Supervisor Beaver moved approval of the above Bills Over \$10,000 for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

Encumbrances Over \$10,000.

Dane County Department of Human Services	\$	103,554.00
Netsmart Technologies		269,613.00

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

Pre-Approved Encumbrance Amendments. None.

Approval of Bills for Other Departments. None.

Resolution.

Authorizing Purchase of Mobile Data Computer Equipment for 2012

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 issue a purchase order to Baycom, Inc., of Green Bay, WI for 9 CF-53 Panasonic Toughbook Mobile Data Computers at \$2,528.00 each for a total of \$22,752.00.”

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

Review of Resolutions.

Authorizing Contract with Rock Valley Community Programs, Inc. for OWI Court Case Management Services and Amending the 2012 Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 does hereby authorize a contract with Rock Valley Community Programs, Inc. under terms and conditions per the Request for Qualifications and any subsequent contract in an amount not to exceed \$100,000 net of fees to provide case management services for offenders participating in the OWI Court Program.

BE IT FURTHER RESOLVED, that the 2012 Rock County budget be amended as follows:

...”

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

**Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds –
Helmet Communicators**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2012 that the 2012 budget be amended as follows:

...

BE IT FURTHER RESOLVED that a Purchase Order be issued to PVP Communications of Torrance, CA, in the amount of \$1,724, for the purchase of two wireless helmet communication kits.”

Supervisor Beaver moved Finance Committee Endorsement of the above resolution, second by Supervisor Podzilni. ADOPTED.

Purchasing Procedural Endorsements.

Authorizing Exterior Lighting Repairs for the Jail Renovation Project

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2012 does hereby recommend that Foley Electric, of Beloit, Wisconsin, be awarded the contract for exterior lighting repairs of the Rock County Jail in the amount of \$11,375.00.”

Supervisor Podzilni moved Purchasing Procedural Endorsement of the above resolution, second by Supervisor Kraft. ADOPTED.

Authorization of a Contract for Consulting Services for Water Quality Planning, Farmland Preservation, and Production of Town Zoning Ordinances

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2012 does hereby authorize a contract with North is Up Mapping Solutions in the amount of \$22,400 to provide services to the Rock County Planning and Development Agency for the completion of the Rock County Farmland Preservation Plan, the completion of Phase I of the Beloit Area Water Quality Plan, and four town (Porter, Magnolia, Center, and Milton) zoning ordinances.”

Supervisor Kraft moved Purchasing Procedural Endorsement of the above resolution contingent on Planning & Development Committee approval, second by Supervisor Beaver. ADOPTED.

Authorizing Purchase of Document Imaging Software for Human Services.

Supervisor Kraft moved approval for purchase of Document Imaging Software for Human Services, second by Supervisor Podzilni. ADOPTED.

Adjournment. Supervisor Beaver moved adjournment at 8:17 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.