

**FINANCE COMMITTEE
Minutes – December 6, 2012**

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, December 6, 2012, in Conference Room N-1 Rock County Courthouse East.

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

Committee Members Excused: None.

Staff Members Present. Sherry Oja, Finance Director; Craig Knutson, County Administrator; Jeff Kuglitsch, Corporation Counsel; Randy Terronez and Nick Osborne, Assistants to County Administrator; Kathleen Holford, Computer Network Engineer, Information Technology; Jodi Millis, Purchasing Manager; Michelle Schultz, Real Property Lister; Diane Michealis, Finance Office Manager, Sheriff's Office; Kathy Sukus, Acting Communications Center Director; Dara Mosley, Public Safety Systems Manager; Vicki Brown, Treasurer; Captain Gary Groelle, Sheriff's Office.

Others Present: None.

Approval of Agenda. Supervisor Podzilni moved approval of the agenda, second by Supervisor Beaver. ADOPTED.

Citizen Participation, Communications and Announcements. Ms. Brown said the City of Janesville tax bills are going out today.

Ms. Brown said she is on the WCA Board of Directors.

Ms. Oja handed out the Sales Tax Receipts through November.

Ms. Holford asked how the e-mail system was working for the Supervisors. Supervisor Kraft said she had a few problems but she called IT and they worked through them. Chair Mawhinney said it worked for her.

Committee Review and Approval of Per Meeting Allowances. Supervisor Kraft moved approval of per meeting allowances in the amount of \$15,580.40, second by Supervisor Fox. ADOPTED.

Approval of Minutes – November 8, 2012, November 13, 2012 and November 15, 2012. Supervisor Fox moved approval of the minutes of November 8, 2012, November 13, 2012 and November 15, 2012 as presented, second by Supervisor Podzilni. ADOPTED.

Transfers and Appropriations.

Communications Center

FROM

TO

<u>Account #</u>	<u>Amount</u>
23-2400-0000-65321	\$ 7,500
Building/Office Lease	
23-2400-0000-64200	4,000
Training Expense	

Sheriff's Office

FROM

<u>Account #</u>	<u>Amount</u>
00-0000-0001-46205	\$ 1,045
General Fund -Loss Fixed Assets	
21-2158-0000-63902	3,524
Crime Prevention Program	
21-2158-0000-63904	570
Policing/1 st Aid Supplies	
00-0000-0001-46205	4,039.86
General Fund -- Loss Fixed Assets	
21-2100-0000-62132	501
Credit Card Fees	
21-2100-0000-62491	750
Software Maintenance	
21-2100-0000-64205	580
Staff Education	
21-2100-0000-65103	1,493
Public Liability	
21-2200-0000-62119	32,000
Other Contracted Services	

Public Health

FROM

<u>Account #</u>	<u>Amount</u>
31-3000-0000-61100	\$19,000
Regular Wages	
31-3000-0000-61400	3,300
FICA	
31-3000-0000-61510	3,300
Retirements	
31-3000-0000-61610	12,400
Health Ins.	
31-3000-0000-62503	2,000
Interpreter Fees	

District Attorney

FROM

<u>Account #</u>	<u>Amount</u>
24-1610-0000-62124	\$ 2,180

<u>Account #</u>	<u>Amount</u>
23-2400-0000-67171	\$ 5,000
Capital Assets \$1,000+	
23-2400-0000-62420	5,000
Machinery/Equipment R&M	
23-2400-0000-67130	1,500
Terminals & PCs	

TO

<u>Account #</u>	<u>Amount</u>
21-2100-0000-62410	\$ 1,045
R&M Vehicles – LES	
21-2158-0000-63110	982
Admin. Expense	
21-2158-0000-67171	3,112
Capital Assets \$1,000+	
21-2100-0000-62410	4,039.86
R&M Vehicles	
21-2100-0000-62122	3,324
Attorney Fees	
21-2200-0000-62170	20,000
Physicians/Other Services	
21-2200-0000-64125	12,000
Board of Prisoners	

TO

<u>Account #</u>	<u>Amount</u>
31-3000-0000-64000	\$40,000
Medical Supplies	

TO

<u>Account #</u>	<u>Amount</u>
24-1610-0000-67130	\$ 2,180

Criminal Investigations

Computer Hardware

Supervisor Fox moved approval of the above Transfers for the Finance Committee, second by Supervisor Beaver. ADOPTED.

Bills and Encumbrances - 2012

Prepaid Budget	\$	195.00
Elections		2,821.04
Employee Related		267.53
Land Records		420.00
Rock Haven Project		37,613.85
Information Technology		59,662.26
Law Records Management System		27,778.43

Bills and Encumbrances - 2013

Finance Director	\$	1,950.00
Information Technology		153,412.15
Law Records		153,708.00
Information Technology		2,835.00
County Treasurer		4,800.00
Information Technology		115,752.67
Finance Director		150.00
Indirect Cost Reimbursement		7,700.00
Auditing, Etc.		91,000.00
P&L Insurance		265,000.00
Alternative Residence Program		12,750.00
Community Service		60,755.00
Heritage Rock County		22,323.00
RSVP		25,582.00
RSVP Assisted Transportation		24,317.00
Information Technology		5,714.40

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

Bills Over \$10,000.

Aramark Correctional Services	\$	41,025.02
Dell		13,430.99
Dell		14,347.44
Dungarvin Wisconsin LLC		10,595.80
NAMI Waukesha Inc.		13,505.22
Pictometry International Corp.		43,637.50

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

Encumbrances Over \$10,000.

Rock County General Services	\$	37,376.00
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Abilities Inc.	191,441.00
Alpha Homes of WI Inc.	691,781.00
Brotoloc South Inc.	72,806.00
Catholic Charities Inc.	1,937,399.00
CESA 2	717,552.00
CESA 2 VOA	417,630.00
Creative Community Living Services Inc.	2,466,189.00
Dungarvin Wisconsin LLC	956,645.00
Epilepsy Foundation of Southern Wisconsin	132,300.00
Good Hope Manor Milwaukee LLC	110,940.00
Group Living Home Inc.	152,000.00
Homes for Independent Living of Wisconsin	417,083.00
Independent Disability Service	875,603.00
Independent Journeys Inc.	130,614.00
Infinite Ability Inc.	108,635.00
KANDU Industries Inc.	2,207,408.00
Lutheran Social Services	1,062,348.00
Productive Living Systems Inc.	795,510.00
Rehab Resources Inc.	132,000.00
REM Wisconsin II Inc.	4,343,353.00
REM Wisconsin III Inc.	460,219.00
REM Wisconsin Inc.	373,141.00
Riverfront Inc.	2,865,728.00
Secured Living	508,748.00
Alliant Energy/WP&L	112,276.08
Hendricks Commercial Properties LLC	134,119.74
Konica Minolta	11,276.64
Midland Paper	20,000.00
Office Pro	75,000.00
Peterson Cleaning Inc.	198,071.36
Peterson Cleaning Inc.	88,704.00
SGTS Inc.	18,210.00
Siemens Industry Inc.	11,352.00
Staples Advantage	130,000.00
United States Postal Services	180,000.00
Watson Security Service Inc.	67,000.00

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

Pre-Approved Encumbrance Amendments.

Sheriff's Office

Wright Express FSC	\$	45,800.00
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Supervisor Beaver moved approval of the above Pre-Approved Encumbrance Amendments, second by Supervisor Podzilni. ADOPTED.

General Services

CG Schmidt \$ 96,416.44

Supervisor Fox moved approval of the above Pre-Approved Encumbrance Amendments, second by Supervisor Podzilni. ADOPTED.

Approval of Bills for Other Departments.

County Board Staff Committee

County Administrator \$ 299.00
County Board 1,214.12
Human Resources 1,854.96
W.C. Trust 50,400.00

Supervisor Kraft moved approval of the above Bills and Encumbrances for the County Board Staff Committee, second by Supervisor Fox. ADOPTED.

Resolutions.

Authorizing Agreement with City of Janesville for the Acquisition and Sale of Tax Delinquent Property Located at 1114 Rockport Road in the City of Janesville, in Accordance with Section 75.365 of the Wisconsin Statutes

“NOW, THEREFORE, IT IS HEREBY RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, that the County Board Chair and County Clerk are hereby authorized to enter into the attached Agreement with the City of Janesville for the acquisition and sale of the property located in the City of Janesville and described as 1114 Rockport Road, Janesville, Wisconsin, (Rock County Tax ID Number 241 0135300129), more particularly described as,

“CITY OF JANESVILLE SMITH’S ADD. L 12, 13, 14 & 15 B2
EX. R.R.RY. LP: 1114 ROCKPORT.”

Supervisor Fox moved Approval of the above resolution, second by Supervisor Kraft. ADOPTED.

Authorizing Agreement with City of Beloit for the Acquisition and Sale of Tax Delinquent Property Located at 202 Shirland Avenue in the City of Beloit, in Accordance with Section 75.365 of the Wisconsin Statutes

“NOW, THEREFORE, IT IS HEREBY RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, that the County Board Chair and County Clerk are hereby authorized to enter into the attached Agreement with the City of Beloit for the acquisition and sale of the property located in the City of Beloit and described as 202 Shirland Avenue, Beloit, Wisconsin, (Rock County Tax ID Number 206 13540020), more particularly described as,

“LOTS 150, 151 & 152 GOODHUE SUB, ALSO COM 3 FT ELY OF THE NE CORNER L 152, TH CONT ELY 50.21 FT M/L, THSLY 100 Rock County, Wisconsin, according to the recorded plat thereof. Beginning at the Northwest corner of said Lot 15, running thence North 79°20' East, 60.00 feet to a point; thence South 13°42'05" E. 113.31 feet to an iron pipe on the South line of said Lot 15; thence West, along the South line of said Lot 15, 85.79 feet to an iron pipe at the southwest corner of said Lot 15; thence North, along the West line of said Lot 15, 98.98 feet to the place of beginning.”

Supervisor Podzilni moved Approval of the above resolution, second by Supervisor Fox. ADOPTED.

Review of Resolutions.

Authorizing Acceptance of Community Foundation Grant

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors assembled this ____ day of _____, 2012, that the Rock County Sheriff is authorized to accept funds from the Community Foundation; and,

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

...”

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

Authorizing Funding to Pay for Gasoline for Sheriff Vehicles

“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:

...”

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

Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds for Armored Rescue Vehicle and Authorizing Memorandum of Understanding with Cities of Beloit and Janesville

“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 the Chair of the Rock County Board of Supervisors and the Sheriff of Rock County are hereby directed to execute a Memorandum of Understanding with the Cities of Beloit and Janesville that specifies the parties’ rights and responsibilities for the acquisition, operation, and use of an Armored Rescue Vehicle. ”

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

Captain Groelle said the County would only be liable for any damage we may cause to the vehicle while deployed in the future. City of Beloit will be responsible for all maintenance of the vehicle.

ADOPTED.

Accepting Prevention Grant and Amending the 2013 Rock County Health Department Budget

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this ____ day of _____, 2012 does hereby authorize the Rock County Health Department to accept this grant from the State of Wisconsin Department of Health Services in the amount of \$9,445, and amend the 2013 Rock County Health Department Budget as follows:

...”

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

Purchasing Procedural Endorsements.

Approval to Purchase Specialized Transit Vehicles

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 does approve that Purchase Orders be issued to the State of Wisconsin in the amount of \$21,273.75 for vehicle titles and conversion cost for three specialized transit vehicles.

BE IT FURTHER RESOLVED that payment be made to the vendor upon receipt and acceptance by the Rock County Council on Aging Director”

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

Awarding Bid for Spectratek Recording Equipment

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, issue a Purchase Order to TeamIntel LLC of Stevensville, Michigan, the lowest bidder, in the amount of \$10,273 to provide the equipment.”

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

Authorizing Purchase of Vehicles Per State of Wisconsin Contract for the Rock County Sheriff's Office

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board duly assembled this ____ day of _____ 2012, that a Purchase Order be issued as follows:

- \$20,808.50 to Ewald Automotive for 1 Chevrolet Impala
- \$22,008.50 to Ewald Automotive for 1 Dodge Charger
- \$206,815.50 to Ewald Automotive for 9 Dodge Chargers
- \$21,522.50 to Ewald Automotive for 1 Dodge Grand Caravan

BE IT FURTHER RESOLVED that payment be made to the vendor upon receipt and acceptance by the Rock County Sheriff.”

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

Authorizing Purchase of SMART Board and Projector for Human Services

Supervisor Beaver moved Purchasing Procedural Endorsement for the purchase of a SMART Board for Human Services, second by Supervisor Podzilni. ADOPTED.

Authorizing Purchase of Cisco Network Switches for the Communications Center

Supervisor Fox moved Purchasing Procedural Endorsement for the purchase of switches for the Communications Center, second by Supervisor Kraft. ADOPTED.

Ms. Sukus went over the past problems with the new digital radio system and it was found that the County network system should be segregated for this system. The switches are needed for the County's system. Ms. Sukus said she also has requests in to JPS and GenComm for credits and she feels this need should have been pointed out at the beginning. She said we will need an additional 10 switches next year.

Authorize Petty Cash Change Fund for Sheriff's Office. Ms. Oja said the Sheriff's Office is requesting \$500 for a Change Fund to replenish their petty cash funds.

Ms. Michealis said they used to be able to go to the bank for change daily and, now with the Brinks contract, it takes four days to get change back or they have to make a trip to the Courthouse to get change and smaller bills.

Ms. Oja said this is really a Change Fund, not a Petty Cash Change Fund.

Supervisor Fox moved approval of the Change Fund for the Sheriff's Office, second by Supervisor Podzilni. ADOPTED.

Adjournment. Supervisor Fox moved adjournment at 8:16 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.