

**FINANCE COMMITTEE**  
**Minutes – September 5, 2013**

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, September 5, 2013, 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; Randy Terronez, Assistant to County Administrator; Vicki Brown, Treasurer; Jodi Millis, Purchasing Manager; Kathleen Holford, Information Technology, Computer Network Engineer; Michelle Schultz, Real Property Lister.

**Others Present:** None.

**Approval of Agenda.** Ms. Oja requested item 8.B. be deleted. Supervisor Fox moved approval of the agenda with this deletion, second by Supervisor Kraft. ADOPTED.

**Committee Review and Approval of Per Meeting Allowances.** Supervisor Podzilni moved approval of per meeting allowances in the amount of \$12,818.39, second by Supervisor Fox. ADOPTED.

**Approval of Minutes – August 8, 2013 and August 9, 2013.** Supervisor Kraft moved approval of the minutes of August 8, 2013 and August 9, 2013 as presented, second by Supervisor Beaver. ADOPTED.

**Citizen Participation, Communications and Announcements.** Ms. Oja said the Standard and Poor's rating was reaffirmed at AA/Stable and Moody's, we are told, will be reaffirmed at AA1.

Ms. Oja handed out the County Sales Tax Receipts report through August 2013.

Ms. Oja requested the Finance Committee meet at 5:45 P.M. prior to County Board on September 12<sup>th</sup>. The Committee agreed to meet with Mr. Fox stating he will not be able to make any meetings next week.

**Transfers and Appropriations.** None.

**Bills and Encumbrances**

Information Technology	\$	11,053.44
Land Records		75,235.00
County Clerk		250.80
County Treasurer		335.00
Register of Deeds		845.00
Employee Wellness Activities		383.43

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

**Bills Over \$10,000**

Francis, Alvin \$ 13,805.34

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

**Encumbrances Over \$10,000**

JP Morgan Chase Bank NA \$ 5,000.00  
JP Morgan Chase Bank NA 10,000.00

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

**Pre-Approved Encumbrance Amendments.** None.

**Approval of Bills for Other Departments.** None.

**Review of Resolution.**

**Amending the 2013 Council on Aging Budget to Adjust Title III Allocations**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled on this \_\_\_\_ day of \_\_\_\_\_, 2013 does hereby amend the Adopted 2013 Rock County Council on Aging budget as follows:

...”

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

**Approving Additional Contingency Funding and Amending 2013 Budget for the Rock Haven Facility Replacement Project**

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled on this \_\_\_\_ day of \_\_\_\_\_, 2013 that the Contingency budget be increased a total of \$42,527 to cover change orders as recommended by the Samuels Group with funds to come from the Net Assets of the Rock Haven operational account, and that the 2013 budget be amended as follows:

...

**BE IT FINALLY RESOLVED**, that the General Services Committee be delegated the authority to approve all change orders for the Rock Haven Facility Replacement Project and report any change orders over \$10,000 to the Rock County Board of Supervisors at its regularly scheduled meeting.”

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

**Accepting Additional Community Transformation Grant Funding 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 \_\_\_\_\_, 2013 does hereby authorize the Rock County Health Department to accept the additional Rock County Community Transformation Grant funds and amend the 2013 Rock Health Department budget as follows:

...”

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

**Authorizing 2013 Lead Based Paint Hazard Control Healthy Homes Grant Program Award Agreement for Rock County**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors on this \_\_\_\_ day of \_\_\_\_\_, 2013, hereby accepts the Lead Based Paint Hazard Control Healthy Homes Grant Program Award for \$2,500,000 from the U.S. Department of Housing & Urban Development, and authorizes the County Board Chair to sign the respective Grant Agreement; and,

**BE IT FURTHER RESOLVED**, that the 2013 Rock County budget be amended as follows:

...”

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

**Purchasing Procedural Endorsement.**

**Awarding Contract for Phase II – Courthouse Parking Structure Maintenance**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2013, that a Contract for Phase II – Courthouse Parking Structure Maintenance be awarded to the lowest responsible and responsive bidder, Truesdell Corporation of Tempe, Arizona for the base bid amount of \$108,880.00 plus the alternate bid in the amount of \$14,900.00 for a total contract of \$123,780.00; and,

**BE IT FURTHER RESOLVED**, that a project contingency of \$60,000.00 be established to cover any change orders authorized by the General Services Committee.”

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

**Installation of County Supplied Heat Exchangers on Patterson-Kelly Boilers – General Services-Health Care Center** Supervisor Fox moved Purchasing Procedural Endorsement to hire Tri-Cor Mechanical of Janesville, WI to install heat exchangers on Patterson-Kelly boilers in the amount of \$6,920.00, second by Supervisor Podzilni. ADOPTED.

**Reconsideration and Possible Action on Adjusting Opening Bid Prices on Foreclosed Properties.** Ms. Brown said the Committee may want to reconsider opening bid prices on three properties, one of which is left over from 2012. The Committee lowered the price of one parcel the County currently has for sale and then prices were set on the other two properties contingent upon the County taking possession in September. ADOPTED by acclimation.

**Review of Purchasing Procedural Endorsement Policy.** Ms. Oja said multiple employees are looking at/reviewing purchases now and said it is a matter of does the Committee wish to continue with the Purchasing Procedural Endorsement (PPE) or not. Ms. Millis said since the Policies and Procedures Manual has been in place there have not been any problems. Ms. Millis added that with the IFAS system (1996) they also see much more before the purchase makes it to the governing committee. Ms. Oja said that since the PPE is part of the Board Rules any changes would require a resolution.

The Committee agreed by acclimation to have Ms. Oja write a resolution to remove the PPE.

The Committee discussed that IT is working with the Treasurer's Office on the receipting system. Ms. Brown has concerns that she is only allowed one vendor to work with.

**Adjournment.** Supervisor Podzilni moved adjournment at 8:07 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**