



**FINANCE COMMITTEE
THURSDAY, FEBRUARY 6, 2014 - 7:30 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approval of Agenda
2. Committee Review and Approval of Per Meeting Allowances
3. Approval of Minutes – January 23, 2014
4. Citizen Participation, Communications and Announcements
5. Transfers and Appropriations
 - A. General Services
6.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - E. Approval of Bills for Other Departments
7. Resolution
 - A. Initial Resolution Authorizing General Obligation Bonds and/or Notes in an Amount not to Exceed \$5,970,000
 - B. Authorizing Purchase of Global Navigation Survey Systems Equipment for the Land Information Office in 2014
 - C. Authorizing Purchase of Computer Equipment for 2014
 - D. Authorizing Purchase of Budgeted Network Servers
 - E. Carryover of 2013 Budget Appropriations to 2014 (Will be provided at the meeting)
8. Committee Endorsement
 - A. Amending the 2014 Rock County Health Department Budget to Provide Radon Testing Kits to the Public

9. Approval to Purchase Wide Format Color Scanner for Land Records
10. Write-off of Uncollectible Receivables
 - A. DPW-Airport
 - B. Rock Haven
 - C. Sheriff's Office
 - D. UW Extension
11. Semi-Annual Report – Attendance at Conventions/Conferences
 - A. County Clerk
 - B. Finance
 - C. Information Technology
 - D. Land Records
 - E. Register of Deeds
 - F. Treasurer
12. Adjournment

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 1/15/14 Transfer No. 13-95
 Requested By General Services Department Rob Leu Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 18-1811-0000/62400 Description: Repair and Maint. Services Current Balance: \$17,000	\$3,000.00	Account #: 18-1811-0000/63500 Description: Repair and Maint. Supplies	\$3,000.00
Account #: 18-1837-0000/67200 Description: Capital Improvements Current Balance: \$339,848	\$41,000.00	Account #: 18-1837-0000/63500 Description: Repair and Maint. Supplies	\$41,000.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

The \$3,000.00 for the first transfer is simply funds that were not spent due to better pricing on certain service contracts. Regarding the \$41,000 transfer : When the budget is prepared for the 1837, Jail Capital Improvement Account, funds are split between a supply account and a capital improvement account. The appropriation in each account is somewhat arbitrary, as there is no way to predict the type of purchases that will be made during a given year to maintain the Jail.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

The \$3,000 transfer is needed to cover a shortfall in the Glen Oaks maintenance supply account. Repairs simply exceeded estimates. Repair and maintenance supplies for the Jail are charged to either the main General Services account (1810) or the Jail Assessment Fee account (1837). The expenses are further broken down as a supply or a capital item. More charges were made to the 1837 supply account in 2013 versus the capital account. Therefore, \$41,000 needs to be moved from one expenditure account to another.

FISCAL NOTE:

Sufficient funds are available for transfer. *85 1-16-14*

ADMINISTRATIVE NOTE:

Recommended *RL 1-16-14*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

2013 . . .

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
05-1500-0000-64200	TRAINING EXP	P1303933	12/13/2013	HIGHLINE CORPORATION	150.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,123.00	7,168.34	0.00	150.00	2,804.66
FINANCE DIRECTOR PROG TOTAL				150.00	

I have examined the preceding bills and encumbrances in the total amount of **\$150.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: FEB 06 2014

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62119	OTHER SERVICES	P1302479	12/31/2013	DIGGERS HOTLINE INC	31.32
		P1303641	12/31/2013	NETECH CORP	2,480.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	58,759.00	32,561.77	0.00	2,511.32	23,685.91
07-1430-0000-62400	R & M SERV	P1303387	12/05/2013	CITRIX SYSTEMS INC	648.22
		Budget	YTD Exp	YTD Enc	Pending
	211,793.00	140,446.98	118.72	648.22	70,579.08
	07-1430-0000-62421	COMPUTER EQUIP	P1303156	12/16/2013	MASTERGRAPHICS INC
P1303874			12/19/2013	LASER PRINTER SOLUTIONS LLC	79.00
Budget		YTD Exp	YTD Enc	Pending	Closing Balance
9,000.00		5,916.05	1,824.99	565.46	693.50
07-1430-0000-62491	SOFTWARE MAINT	P1303746	12/13/2013	STORAGE SYSTEMS MIDWEST INC	900.00
		P1303864	12/17/2013	HEWLETT PACKARD	2,712.66
	P1303934	12/16/2013	SHI INTERNATIONAL CORP	49,561.05	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
595,762.00	465,681.38	6,114.29	53,173.71	70,792.62	
07-1430-0000-63100	OFC SUPP & EXP	P1303554	12/13/2013	HENRICKSEN.	261.62
		Budget	YTD Exp	YTD Enc	Pending
	5,210.00	1,956.35	0.00	261.62	2,992.03
	07-1430-0000-63102	PAPER & FORMS	P1303246	12/19/2013	BEAR GRAPHICS INC
P1303458			11/12/2013	EAGLE FLIGHT BUSINESS FORMS	288.37
P1303754		12/31/2013	BEAR GRAPHICS INC	1,331.30	
Budget		YTD Exp	YTD Enc	Pending	Closing Balance
15,775.00	6,584.19	1,091.75	2,328.45	5,770.61	
07-1430-0000-64701	SOFTWARE PURCH	P1303449	10/31/2013	ADVANCED PUBLIC SAFETY	258.75
		Budget	YTD Exp	YTD Enc	Pending
	79,622.00	27,819.36	0.00	258.75	51,543.89
	07-1430-0000-67143	IT CROSS CHARGES	P1303844	12/12/2013	CDW GOVERNMENT INC
P1303861			12/16/2013	CDW GOVERNMENT INC	31,085.54
P1303953		09/13/2013	CODE BLUE DESIGNS	150.00	
Budget		YTD Exp	YTD Enc	Pending	Closing Balance

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	50,000.00		202,992.42	1,180.00	31,434.62	(185,607.04)
INFORMATION TECHNOLOGY PROG TOTAL					91,182.15	
07-1439-0000-67200	CAPITAL IMPROV					
		P1303288	12/27/2013	CDW GOVERNMENT INC		36,575.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	235,000.00		68,752.15	0.00	36,575.00	129,672.85
IT INFRASTRUCTURE UPGRADE PROG TOTAL					36,575.00	

I have examined the preceding bills and encumbrances in the total amount of **\$127,757.15**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: FEB 06 2014

Dept Head _____

Committee Chair _____

2014...

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0063-29663	W C TRUST	P1400740	01/06/2014	TRICOR INC	59,765.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	(119,530.00)	36,000.00	59,765.00	23,765.00
				ISF-SELF INS PROG TOTAL	59,765.00

I have examined the preceding bills and encumbrances in the total amount of **\$59,765.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: FEB 06 2014

Dept Head _____

Committee Chair _____

2014...

Rock County

COMMITTEE APPROVAL REPORT

01/29/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
05-1500-0000-68010	EXP.ALLOCATIONS	P1400703	01/02/2014	CITY DIRECTORIES	722.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	49,000.00	722.50	(49,722.50)
FINANCE DIRECTOR PROG TOTAL				722.50	

I have examined the preceding bills and encumbrances in the total amount of **\$722.50**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
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- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 06 2014**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62400	R & M SERV				
		P1400311	01/01/2014	AE BUSINESS SOLUTIONS	14,234.65
		P1400318	01/01/2014	QUALITY POWER SOLUTIONS LLC	3,625.00
		P1400731	01/01/2014	EATON CORP	1,984.00
		P1400732	01/01/2014	JT PACKARD AND ASSOCIATES INC	15,830.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	140,505.00	40,174.36	14,607.50	35,673.65	50,049.49
07-1430-0000-62421	COMPUTER EQUIP				
		P1400894	01/13/2014	LASER PRINTER SOLUTIONS LLC	225.20
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,000.00	0.00	1,500.00	225.20	7,274.80
07-1430-0000-62491	SOFTWARE MAINT				
		P1400726	01/01/2014	AERCOR WIRELESS INC	1,993.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	244,687.00	187,854.74	73,939.70	1,993.00	(19,100.44)
07-1430-0000-67143	IT CROSS CHARGES				
		P1400726	01/01/2014	AERCOR WIRELESS INC	9,180.00
		P1400733	01/06/2014	ENTERPRISE SYSTEMS GROUP	347.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	0.00	9,527.00	(9,527.00)
INFORMATION TECHNOLOGY PROG TOTAL				47,418.85	
07-1450-0000-62400	R & M SERV				
		P1400891	01/01/2014	MORPHOTRAK INC	9,809.52
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	65,023.00	0.00	1,464.00	9,809.52	53,749.48
07-1450-0000-62491	SOFTWARE MAINT				
		P1400312	01/01/2014	CURSOR CONTROL INC	1,395.00
		P1400797	01/01/2014	ADVANCED PUBLIC SAFETY	1,898.62
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	381,909.00	0.00	9,133.07	3,293.62	369,482.31
07-1450-0000-67143	IT CROSS CHARGES				
		P1400797	01/01/2014	ADVANCED PUBLIC SAFETY	4,557.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	200,000.00	0.00	6,754.56	4,557.50	188,687.94
IT-CROSS CHARGES PROG TOTAL				17,660.64	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$65,079.49**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: FEB 06 2014

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
10-1721-0000-63200	PUBL/SUBCR/DUES	P1400789	01/09/2014	WLIA	150.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	150.00	0.00	0.00	150.00	0.00	
10-1721-0000-64200	TRAINING EXP	P1400986	01/22/2014	WLIA	935.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	11,500.00	0.00	0.00	935.00	10,565.00	
LAND RECORDS PROG TOTAL				1,085.00		

I have examined the preceding bills and encumbrances in the total amount of **\$1,085.00**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 06 2014**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
14-1410-0000-63100	OFC SUPP & EXP	P1400919	01/15/2014	B AND H PHOTO VIDEO INC	339.65
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,800.00	0.00	0.00	339.65	2,460.35
14-1410-0000-63200	PUBL/SUBCR/DUES				
		P1401007	01/22/2014	WISCONSIN COUNTY CLERKS ASSOC	100.00
		P1401010	01/22/2014	WISCONSIN MUNICIPAL CLERKS ASS	50.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	215.00	0.00	0.00	150.00	65.00
14-1410-0000-64200	TRAINING EXP				
		P1401008	01/21/2014	WCCO	165.00
		P1401009	01/21/2014	INN ON THE PARK	210.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,800.00	0.00	0.00	375.00	1,425.00
COUNTY CLERK PROG TOTAL				864.65	

I have examined the preceding bills and encumbrances in the total amount of **\$864.65**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: FEB 06 2014

Dept Head _____
 Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
15-1540-0000-63200	PUBL/SUBCR/DUES	P1400907	01/14/2014	WISCONSIN COUNTY TREASURERS A	100.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	100.00	0.00	0.00	100.00	0.00
15-1540-0000-64200	TRAINING EXP	P1400909	01/01/2014	WCCO	75.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	975.00	0.00	0.00	75.00	900.00
COUNTY TREASURER PROG TOTAL				175.00	

I have examined the preceding bills and encumbrances in the total amount of **\$175.00**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: FEB 06 2014

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
17-1710-0000-63103	LEGAL FORMS	P1400902	01/09/2014	DEPARTMENT OF HEALTH SERVICES	1,294.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,000.00	0.00	0.00	1,294.00	706.00
17-1710-0000-63200	PUBL/SUBCR/DUES	P1400741	01/01/2014	WISCONSIN REGISTER OF DEEDS AS	100.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	125.00	0.00	0.00	100.00	25.00
17-1710-0000-64200	TRAINING EXP	P1400728	02/20/2014	WCCO	100.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,250.00	0.00	0.00	100.00	1,150.00
REGISTER OF DEEDS PROG TOTAL				1,494.00	

I have examined the preceding bills and encumbrances in the total amount of **\$1,494.00**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: FEB 06 2014

Dept Head _____

Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY _____



Sherry Oja, Finance Director
DRAFTED BY

Finance Committee
SUBMITTED BY _____

January 28, 2014
DATE DRAFTED

**INITIAL RESOLUTION AUTHORIZING GENERAL OBLIGATION
BONDS AND/OR NOTES IN AN AMOUNT NOT TO EXCEED \$5,970,000**

- 1 **WHEREAS**, the 2014 Adopted Budget includes \$5,965,141 for Highway Road Construction Capital
- 2 Projects: and,
- 3
- 4 **WHEREAS**, these projects are included in the Budget with the anticipation that they would be funded
- 5 with the future issuance of debt; and,
- 6
- 7 **WHEREAS**, these projects will have long-term benefits and are most appropriately funded by debt
- 8 issuance.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 11 assembled this _____ day of _____, 2014, that there shall be issued, pursuant to Chapter 67,
- 12 Wisconsin Statutes, General Obligation Bonds and/or Notes in an amount not to exceed \$5,970,000
- 13 for highway construction and improvement projects.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

**INITIAL RESOLUTION AUTHORIZING GENERAL OBLIGATION
BONDS AND/OR NOTES IN AN AMOUNT NOT TO EXCEED \$5,970,000
PAGE 2**

FISCAL NOTE:

The purpose of this resolution is to authorize expenditures from the 2014 deferred finance budget appropriations prior to actual debt issuance. The 2014 budgeted capital projects are estimated to cost \$5,970,000 (plus issuance costs) for Highway Road Construction Capital Projects. If the County adopts this resolution, the project costs and issuance costs will be included in a subsequent resolution that authorizes the issuance of General Obligation Bonds and/or Notes.

1993 Wisconsin Act 16 (the State Budget Bill) established property tax levy rate limits for Wisconsin Counties, beginning with the 1993 payable 1994 levy. The Wisconsin Department of Revenue's Administrative Rules authorize an increase in the debt levy rate under certain conditions, including resolutions authorizing debt issuance that are adopted by affirmative vote of at least three-fourths of the members of the County Board. The County Board may also approve the issuance of debt by adopting a resolution which provides a reasonable expectancy that the new debt will not cause the County to increase its debt levy rate. It is my opinion that the debt amortization that would be incurred upon issuance of debt for the projects included in this resolution would not exceed Rock County's debt levy rate as limited by Wisconsin Act 16.




Sherry Oja
Finance Director

LEGAL NOTE:

This is only an initial resolution. Pursuant to sec. 67.05(10), Stats., the County Board, before issuing any contemplated long-term debt, must adopt a resolution levying a direct, annual tax sufficient in an amount to pay for the express purpose of paying the interest on such bonds as it falls due, and also to pay and discharge the principal thereof at maturity. That will happen at a later date.

A majority vote is necessary to adopt this resolution. However, a three-fourths vote of the "members-elect" would avoid any potential issue relative to the debt levy rate limit.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Diana Arneson
INITIATED BY



Diana Arneson
DRAFTED BY

Finance Committee
SUBMITTED BY

January 28, 2014
DATE DRAFTED

**Authorizing Purchase of Global Navigation Survey Systems Equipment for the
Land Information Office in 2014**

- 1 **WHEREAS**, the Rock County Information Technology Department is authorized to purchase
- 2 Global Positioning System (GPS) electronic computer equipment on behalf of the County; and,
- 3
- 4 **WHEREAS**, the current Land Information Office GPS equipment has become limited in its application
- 5 and is headed toward obsolescence; and,
- 6
- 7 **WHEREAS**, the industry standard for completing Land Information fieldwork is by use of GPS
- 8 systems and electronic data collection methods; and,
- 9
- 10 **WHEREAS**, the 2014 Budget did designate funds for the purchase of GPS equipment for the Land
- 11 Information Office.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 14 this _____ day of _____, 2014 that a Purchase Order for surveying equipment and
- 15 software be issued to Turning Point Systems Group of Milwaukee, WI in the amount of \$10,137.00.

Respectfully submitted,

Finance Committee

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

J. Russell Podzilni

Mary Beaver

Brent Fox

FISCAL NOTE:

Sufficient funds are available in the Land Records Capital Asset account for the cost of this purchase.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

Executive Summary for the Purchase of the Surveyor+ System for the Rock County Land Information Office

As part of the 2014 budget, the Land Information Office has funds allocated to purchase the Surveyor + Software system with GPS Receiver for GIS applications out in the field. The data recorded will be used and interfaced with the GNSS System purchased by the Surveyor's Office in Resolution 13-4A-295 and the ESRI ArcGIS system that supports Rock County's mapping database and website. The Surveyor+ system will allow the Land Information Office to collect data that will work seamlessly with the Surveyor's office while providing for a reliable and proven method of data collection and system support.

The cost of the hardware and software included in this purchase are:

- 1 Surveyor+ GPS Receiver with software and accessories for
a total of \$10,137.00

System enhancements included in the above price are 1 cradle assembly, 1 pole clamp, 1 4' antenna, and 1 push button bipod.

The pricing is based on the state contract agreement (AG-2013-02) between the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) and Turning Point Systems Group of Milwaukee, Wisconsin.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Diana Arneson
INITIATED BY



Diana Arneson
DRAFTED BY

Finance Committee
SUBMITTED BY

January 28, 2014
DATE DRAFTED

Authorizing Purchase of Computer Equipment for 2014

- 1 **WHEREAS**, the Rock County Information Technology Department is authorized to purchase
- 2 computer equipment on behalf of the County; and,
- 3
- 4 **WHEREAS**, the Information Technology Director and staff did review equipment available on the
- 5 State of Wisconsin (WSCA/NASPO) Computer Equipment Contract number #15-20400-905 and
- 6 chose and configured equipment from this contract; and,
- 7
- 8 **WHEREAS**, the 2014 Budget did designate funds for the purchase of this computer equipment.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 11 this _____ day of _____, 2014 that a Purchase Order be issued to Hewlett Packard Direct,
- 12 CDW Outlet ID #10032359, 10810 Farnham Dr, Omaha, NE 68154 for 38 HP Compaq Pro 6300
- 13 Microtower Desktop Personal Computers in an amount not to exceed \$18,949.84.

Respectfully submitted,

Finance Committee

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

J. Russell Podzilni

Mary Beaver

Brent Fox

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

FISCAL NOTE:

Sufficient funds are available in the Information Technology budget for the cost of these computers.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

Executive Summary for Authorizing Purchase of 2014 Budgeted Computer Equipment

This resolution is to authorize the purchase of budgeted computer equipment for Rock County. All of the personal computers in this resolution represent replacements for obsolete equipment. The IT Department specified the computer equipment based on the application and operational needs of the employees of Rock County. The items to be purchased are:

<u>Qty</u>	<u>Description</u>	
38	HP Compaq Pro 6300 desktop PCs (\$498.68 ea.)	\$18,949.84
Total Authorized Purchase:		\$18,949.84

Pricing for these items is based on terms specified by the State of Wisconsin (WSCA/NASPO) contract #15-20400-905.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Mickey Crittenden, Director of IT
INITIATED BY



Mickey Crittenden, Director of IT
DRAFTED BY

Finance Committee
SUBMITTED BY

January 28, 2014
DATE DRAFTED

Authorizing Purchase of Budgeted Network Servers

1 **WHEREAS**, the improvement and upgrade of the County's network server capacity is an active
2 Information Technology strategic initiative and Capital Improvement Program project; and,
3

4 **WHEREAS**, the replacement of older and under-performing servers is a key component for meeting
5 the current and future network server requirements associated with the County systems; and,
6

7 **WHEREAS**, the 2014 Land Records Information Technology budget (10-1721-0000-67131) did
8 include \$30,000 for the replacement of aging servers used by the County's GIS users, and the 2014
9 Information Technology Capital Projects budget (07-1444-0000-67131) did include \$50,000 for the
10 replacement of aging general purpose servers; and,
11

12 **WHEREAS**, the Information Technology Department staff did specify the configuration of a Cisco
13 server enclosure, replacement network servers, and associated components; and,
14

15 **WHEREAS**, the specified Cisco servers will be purchased using the pricing and terms of the State of
16 Wisconsin Cisco Contract #15-20664-002.
17

18 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
19 this _____ day of _____, 2014 that a Purchase Order for a Cisco enclosure and Cisco
20 blade servers be issued to NETech Corp. of Madison, WI in the amount of \$72,877.54.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

FISCAL NOTE:

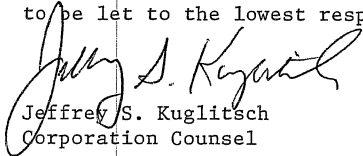
Sufficient funds are available in the Land Records and Information Technology budgets for the cost of these servers and components.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

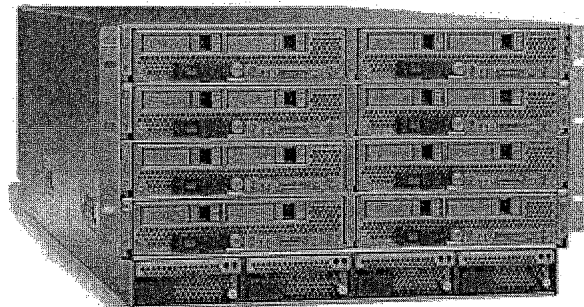
Executive Summary for the Purchase of Network Servers

As part of the 2014 Land Records IT budget and the 2014 IT Capital Projects budget, this purchase will replace two aging application servers used by the County's GIS users, three aging general application servers, and two servers to be used for the County's new email system. The server purchase includes:

- 7 Cisco UCS physical Blade Servers for hosting the above mentioned applications;
- 1 Cisco Blade Server Enclosure;
- Redundant power supplies and fans;
- 1 Data Center rack for mounting the Server Enclosure;
- All associated cables, and
- Installation and first year's maintenance and support.

The Blade Server Enclosure and the servers will be located in the data center at the Health Care Center. They will be network-attached and will use the County's Storage Area Network for primary disk storage. These servers will have a useful life to the County of 5 – 7 years.

The total cost of the Cisco Server Enclosure, Blade Servers, rack, and cables is \$72,877.54, and the equipment will be purchased from NETech Corp. of Madison, WI using the pricing terms of the State of Wisconsin Cisco contract #15-20664-002.



RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY _____



Gerri Waugh, Account Clerk
DRAFTED BY _____

Board of Health
SUBMITTED BY _____

January 10, 2014
DATE DRAFTED _____

Amending the 2014 Rock County Health Department Budget to Provide Radon Testing Kits to the Public

1 **WHEREAS**, the Rock County Health Department offers radon test kits for sale to the public at its
2 offices in Janesville and Beloit; and,
3

4 **WHEREAS**, a balance sheet account has previously been used to deposit the revenue from the sale
5 of the kits and also purchase test kits as needed; and,
6

7 **WHEREAS**, separate revenue and expense accounts need to be set up for the sale of these kits to
8 recognize the revenue and expenses incurred related to these radon test kits.
9

10 **NOW, THEREFORE BE IT RESOLVED**, by the Rock County Board of Supervisors duly
11 assembled on this _____ day of _____, 2014 does hereby authorize the Rock County
12 Health Department to set up separate revenue and expense accounts for the sale of radon test kits, and
13 amend the 2014 Rock County Health Department Budget as follows:
14

15		Balance	Increase	Amended
16	<u>Account/Description</u>	<u>1/10/14</u>	<u>(Decrease)</u>	<u>Budget</u>
17	<u>Source of Funds</u>			
18	31-3000-0000-44100			
19	Fees	-0-	\$3,000	\$3,000
20	<u>Use of Funds</u>			
21	31-3000-0000-64900			
22	Other Supplies & Expense	-0-	\$3,000	\$3,000

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft, Chair

Louis Peer, Vice Chair

Richard Bostwick

Mike Rundle

Dr. Keith Konkol, M.D.

Dr. Dean Peterson, DVM

Dr. Connie Winter, DDS

Judith Wade

Eric Gresens

**Amending the 2014 Rock County Health Department Budget
to Provide Radon Testing Kits to the Public**

Page 2

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

_____.

Mary Mawhinney, Chair

FISCAL NOTE:

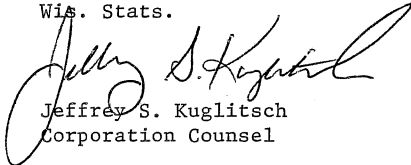
This resolution sets up revenue and expense accounts for the Health Department to use for the sale of radon kits. No additional County funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

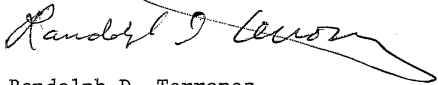
County Board is authorized to take this action pursuant to § 59.01 & 59.51, Wis. Stats. As an amendment to the adopted County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended. _____



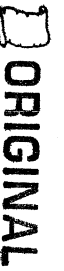
Randolph D. Terronez
Acting County Administrator

**AMENDING THE 2014 ROCK COUNTY HEALTH DEPARTMENT BUDGET
TO PROVIDE RADON TESTING KITS TO THE PUBLIC**

EXECUTIVE SUMMARY

Rock County Health Department offers radon test kits for sale to the public. The revenue and expenses had previously been posted through balance sheet account #00-0000-0020-21160.

Per the request of the auditors, in order to recognize the revenue and expenses incurred related to these radon test kits, separate revenue and expense accounts need to be set up for the Rock County Health Department.



BID SUMMARY FORM

PROJECT # 2014-23
 PROJECT NAME WIDE FORMAT COLOR SCANNER
 QUOTE DUE DATE DECEMBER 16, 2013 - 1:30 P.M.
 DEPARTMENT LAND RECORDS

	OM OFFICE SUPPLY MECHANICSBURG PA	APRISA ROSLYN NY	INDUS WEST SALEM WI	CANON WAUKESHA WI	KONICA MADISON WI
FIRM BID PRICE	7,500.00	8,181.81	8,990.00	15,190.00	18,520.90
SHIPPING	FREE	INCLUDED	350.00	339.00	INCLUDED
TOTAL COST	\$ 7,500.00	\$ 8,181.81	\$ 9,340.00	\$ 15,529.00	\$ 18,520.90
BRAND & MODEL	COLORTRAC SMARTLF SC FLEX BASE PRO	CONTEX AMERICA IQ4450	IMAGEACCESS WIDETEK 48C	TC4 STAND ALONE SCANNER	KIP2300 SCANNER WITH KIP COLOR PRO
WARRANTY	2 YEARS ONSITE MANUFACTURER	PER MANUFACTURER	90 DAYS	90 DAYS FROM INSTALL DATE	12 MONTHS MANUFACTURER
NOTES		INCLUDES STAND & ARCHIVE LICENSE			

Request for Quote was advertised in the Beloit Daily News and on the Internet. Two additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Om Office Supply \$7,500.00

SIGNATURE Michelle Schutt DATE 1-28-14

GOVERNING COMMITTEE APPROVAL: _____ VOTE _____ DATE _____

CHAIR

Request for Authorization to Purchase a Wide Format Scanner for the Land Information Office

As part of the 2014 budget, the Land Information Office (LIO) is scheduled to purchase a wide format scanner. This scanner will be used by the LIO to digitize maps that currently reside in their original form on either paper or vellum. The LIO wishes to preserve these maps for the future by scanning them into an electronic format that will be backed up on the Rock County network. Operating in an electronic medium will also work to preserve the original paper and vellum maps as they will no longer need to be handled manually. The LIO put the scanning project out to bid on Project # 2014-23. The project has been awarded to OM Office Supply of Mechanicsburg, PA with the low bid of \$7500.00.



Memorandum

TO: Sherry Oja, Finance Director
FROM: Ronald D. Burdick, Airport Director
DATE: January 8, 2014
RE: Airport Uncollectible

Following is a list of accounts that may be eligible to be written off.

Account ID	Name	Amount	Reason	Status
051592	650 Leasing	35.00	Invoice Dated 11/30/11. Company does not acknowledge or pay.	Sent to Associated Collectors, but no money received.
AR05166	AMTS	26.78	Company filed for bankruptcy in 2012 and has since been dissolved.	No collection activity as of bankruptcy.
050592	CSC LLC NC	27.48	Invoice Dated 2/4/11. Company does not acknowledge or pay.	Sent to Associated Collectors, but no money received.
051529	I J Knight Inc.	31.50	Invoice Dated 11/10/11. Company does not acknowledge or pay.	Sent to Associated Collectors, but no money received.
	Total Write Off Amount	120.76		

cc: Gordon Beyerlein, Accounting Supervisor

	Rock Haven Nursing Home Summary		
	2013 Writeoffs		
	Private Pay		\$51,008.68
	Collection of Previous Writeoffs		(\$17,337.55)
		Total	\$33,671.13
	Income To Apply		\$4,039.71
	Collection of Previous Writeoffs		(\$250.00)
		Total	\$3,789.71
	Medical Assistance		\$0.00
	Collection of Previous Writeoffs		\$0.00
		Total	\$0.00
	Medicare		\$29,236.32
	Collection of Previous Writeoffs		(\$100.00)
		Total	\$29,136.32
	2013 Rock Haven Nursing Home Writeoffs		\$81,891.74
	2013 Collections of Previous Writeoffs		(\$17,687.55)
		Total 2013 Writeoffs	\$64,204.19

2013 Private Pay Writeoff			
ID#	Amount		Explanation
96439	\$15,305.68		Left Facility w/o Explanation
102262	\$2,336.00		Moved to Arizona
44820	\$19,440.00		Expired-Probate
101805	\$1,744.00		Expired - Probate
102698	\$11,972.00		Out of County
103965	\$211.00		No Bedhold signed
Total	\$51,008.68		
2013 Income to Apply Writeoffs			
ID#	Amount		Explanation
33983	\$2,201.21		Social Security \$\$ only
105539	\$915.00		Expired No Money
105220	\$918.00		Out of County
103342	\$5.50		Expired No Money
Total	\$4,039.71		
2013 Medical Assistance Writeoffs			
ID#	Amount		Explanation
	\$0.00		
2013 Medicare Writeoffs			
ID#	Amount		Explanation
98788	\$199.96		Humana Denied
103856	\$1,878.50		MercyCare Denied
102968	\$10,260.00		Refused to pay - Corp Counsel
8025	\$1,203.00		Humana Denied
101091	\$6,213.55		Humana Denied
102672	\$578.00		BC/BS Denied
102262	\$1,300.50		Moved out of State
41849	\$1,529.98		Humana Denied
32800	\$3,890.86		Alliance Insurance Denied
92249	\$289.00		No Prior Authorization
96952	\$577.28		Liability not paid Expired
4373	\$301.00		Liability not paid Expired
102550	\$381.93		UHC Advantage Denied
102407	\$632.76		UHC Advantage Denied
Total	\$29,236.32		

Actions of Previous Private Pay Writeoffs

Amount		Explanation
(\$11,289.54)		Collection of Prior Write-off
(\$6,048.01)		Collection of Prior Write-off
(\$17,337.55)		

Action of Previous Income to Apply Writeoffs

Amount		Explanation
(\$250.00)		Collection of Prior Write-off
(\$250.00)		

Actions of Previous Medical Assistance Writeoffs

Amount		Explanation
\$0.00		

Actions of Previous Medicare Writeoffs

Amount		Explanation
(\$100.00)		Collection of Previous Write-Off
(\$100.00)		

ROBERT D. SPODEN
ROCK COUNTY SHERIFF

BARBARA J. TILLMAN
CHIEF DEPUTY

January 24, 2014

TO: Sherry Oja, Finance Director

CC: Sheriff Spoden, Chief Deputy Tillman,
Commander Knudson, Commander Chellevold

FR: Diane Michaelis, Financial Office Manager

RE: Write Off of Uncollectible Receivables

Sheriff and Correctional Facility Accounts Receivable:

I have reviewed the open receivables that were billed through IFAS. Receivables on the general ledger include false alarm fees, officer fees, and federal, state, and municipal board of prisoners. As of December 31, 2013, the Sheriff's Office has the following uncollectable receivables to write off.

<u>Invoice #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Inv. Date</u>	<u>Reason for Write Off</u>
AR163433	Mid America Bank	\$50	12/08/11	Inactive address

200 EAST U.S. HIGHWAY 14
JANESVILLE, WISCONSIN 53545-9601
PHONE 608-757-8000 FAX 608-757-7997



ROCK COUNTY, WI
51 South Main Street
Janesville, Wisconsin 53545
608/757-5683
Fax #608/757-5539

DATE: January 20, 2014

TO: Sherry Oja – Finance Director

FROM: Susan Balog – Sr. Accountant/Assistant to Finance Director

RE: Write off of uncollectible invoices

There are three invoices from the UW Extension office that I would like to write off. These go back several years so current management really doesn't have any knowledge of the circumstances. I have a little background information, so therefore I am requesting the write off.

The invoices are as follows:

PEID 041093 - Northern Hoard
AR132220 Invoice date 04/30/04 Amount \$175.00

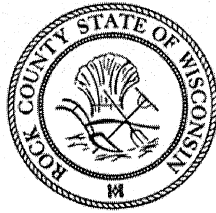
PEID 046905 – Horse Rescue Workshop
AR148314 Invoice date 11/19/09 Amount \$190.00
Note from 2010 – Organization does not have financial resources to pay

PEID 049113 – Janesville Insulation Company
AR149645 Invoice date 12/31/09 Amount \$215.00
Note from 2010 – Company is in bankruptcy

ROCK COUNTY, WISCONSIN

*Office of the Rock County Clerk
51 South Main Street
Janesville, WI 53545*

*Lori Stottler, Rock County Clerk
Maureen K. Johnson, Deputy*



*Office (608) 757-5660
Fax (608) 757-5662
www.co.rock.wi.us
stottler@co.rock.wi.us*

January 16, 2014

To: Finance Committee Chair Mawhinney and committee members
Cc: Craig Knutson, Administrator

Re: Semi-Annual Report Attendance at Conventions/Conferences

Dear Chair Mawhinney and Committee members;

Per Resolution 06-9A-087, I am required to submit semi-annually all instances of attendance at all training, conventions and conferences that exceed costs of \$1,000 per event, per employee.

Please allow this memo to serve as notice of reporting that the County Clerk's office did not attend any training, conventions or conferences exceeding \$1,000.00 per event, per employee between July 1, 2013 and December 31, 2013.

Thank you.

A handwritten signature in cursive script that reads "Lori Stottler".

Lori Stottler
Rock County Clerk

MEMORANDUM

DATE: January 13, 2014
TO: Finance Committee
FROM: Sherry Oja, Finance Director
RE: Semi-Annual Report of Training Costs Exceeding
\$1,000 per Employee per Event

In accordance with Resolution 06-9A-087, adopted September 14, 2006, attached is the Finance Department's semi-annual report of training costs exceeding \$1,000 per event for the period July 1, 2013 through December 31, 2013.

Please contact me if you have any questions.

cc: Craig Knutson

FINANCE DEPARTMENT
SEMI-ANNUAL REPORT OF TRAINING COSTS OVER \$1,000
FOR THE PERIOD: JULY 1, 2013-DECEMBER 31, 2013

<u>ATTENDEE NAMES/POSITIONS</u>	<u>DATE (S) OF TRAVEL</u>	<u>REASON / PLACE TRAVELED</u>		
Janet Trautsch Payroll Coordinator/Manager	November 5-9, 2013	2013 HUG Conference Palm Springs, CA		
<u>REGISTRATION FEES</u> \$450.00	<u>TRAVEL</u> \$487.60	<u>LODGING</u> \$461.76	<u>MEALS</u> \$84.34	<u>MILEAGE/PARKING</u> \$132.94

Total cost for one employees to attend Highline User Conference was \$1,616.64.

Information Technology
Semi-Annual Report
Training/Conferences over \$1,000
07/01/2013 – 12/31/2013

Date	Staff	Class	Location	Mileage Food	Hotel	Air/Msc	HP9000 HP3000	Network	Misc.	Total
09/15 – 09/19	Dara	Spillman	Salt Lake City, UT	\$34.13	Inc	\$273.80			\$795.00	\$1,102.93
09/15 – 09/19	Shelly	Spillman	Salt Lake City, UT	\$31.66	Inc	\$273.80			\$795.00	\$1,100.46
10/27 – 10/29	Linda	Faster	Virginia Beach, VA	\$56.16	\$409.84	\$613.02			\$415.00	\$1,494.02
11/3 – 11/7	Dave	Hitachi	Itasca, IL	\$152.45	\$481.75	\$131.15		\$4,800.00		\$5,565.35
11/5 – 11/8	Kathy	Highline	Palm Springs, CA	\$52.10	\$231.87	\$500.60			\$250.00	\$1,034.57
Total				\$326.50	\$1,123.46	\$1,792.37		\$4,800.00	\$2,255.00	\$10,297.33

ROCK COUNTY, WISCONSIN



**Real Property
Description Department**
51 South Main Street
Janesville, WI 53545
(608) 757-5610

MEMORANDUM

DATE: January 7, 2014
TO: Finance Committee
FROM: Michelle Schultz, Real Property Lister/LIO *MS*
RE: Semi-Annual Report – Attendance at Conferences/Conventions

Land Records funds were used to send three members of the Land Records Committee to the 2013 International ESRI Conference in San Diego, California July 8th – 12th 2013. This cost exceeded \$1,000.00 per individual. Please see attached report for actual amounts.

Cc: Craig Knutson

Semi-Annual Report on Travel cost's which exceed \$1,000

For July - December 2013

Land Records

ESRI International User Conference July 8 - 12, 2013 San Diego, CA

	Other							Conference	
	Mileage	Transportation	Parking	Baggage	Airfare	Lodging	Meals	Registration	Total
Jason Houle - County Surveyor	\$24.58	\$154.66	\$102.00		\$554.80	\$748.75	\$123.95	n/c	\$1,708.74
Jennifer Borlick - Planning	\$3.39	\$91.62	\$12.00	\$25.00	\$568.79	\$748.75	\$131.17	n/c	\$1,580.72
Kathy Kope - IT		\$84.52			\$367.80	\$748.75	\$106.58	n/c	\$1,307.65



MEMO

DATE: January 7, 2014

TO: Mary Mawhinney, Chair
Finance Committee

FROM: Randy Leyes
Rock County Register of Deeds

SUBJECT: Semi – Annual Report – Attendance at Conventions/Conferences

This is to advise you that the Register of Deeds office did not have any training, conventions, or conferences that exceeded the total cost of \$1,000 per event for the period of July 1, 2013 through December 31, 2013.

Cc: Craig Knutson, County Administrator

MEMO

To: Finance Committee
From: Vicki Brown, Rock County Treasurer
Date: January 7, 2014
Re: Semi-Annual Report – Attendance at Conferences/Conventions

No staff member in the Treasurer's Office attended any training, conference, or convention that exceeded the cost of \$1,000 per event, per employee over the past six months.

Cc: Craig Knutson