



**Amended
8/2/11**

**FINANCE COMMITTEE
THURSDAY, AUGUST 4, 2011 - 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 –July 21, 2011
4. Citizen Participation, Communications and Announcements
5. Review and Comments on the 2010 Certified Audit - Baker Tilly Virchow Krause, LLP
6. Transfers and Appropriations
 - A. General Services
 - B. Human Services
7.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - 1) Finance
 - 2) General Services (2)
 - 3) Health Services
 - E. Approval of Bills for Other Departments
8. Review of Resolutions
 - A. Authorizing Purchase of Network Infrastructure Equipment
 - B. Accepting Books for Babies Grant from Target Stores and Amending the 2011 Rock County Health Department Budget
 - C. Accepting Contribution from Wal-Mart Foundation and Amending the 2011 Rock County Health Department Budget
 - D. Accepting Anonymous Contribution and Amending the 2011 Rock County Health Department Budget
 - E. Purchasing Procedural Endorsement and Contact Award for Plat Books for Register of Deeds/Real Property Lister
9. Adjournment

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

11-26
Transfer No.

Requested by HCC Maintenance

Robert Leu

Department

Department Head

Date 7/12/11

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
18-1815-9200-61109	Regular Wages	10,000

ACCOUNT #	DESCRIPTION	AMOUNT
18-1815-9200-61108	Seasonal Wages	10,000

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended.



REQUIRED APPROVAL:

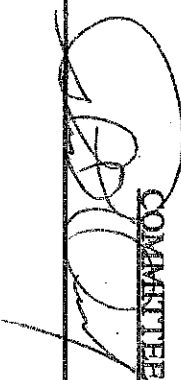
Governing Committee

Finance Committee

DATE

7/26/11

COMMITTEE CHAIR



File

ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR
RECEIVED

411-26
JUL 18 2011

TO: FINANCE DIRECTOR

REQUESTED BY: HCC Maintenance *Brady*
Department

Robert Steyer
Department Head Signature

DATE: 7/12/11

FROM:	AMOUNT
1) ACCOUNT #: 18 1815 9200 61109 DESCRIPTION: Other - Regular Wages CURRENT BALANCE: \$ <i>182,195.58</i> PROVIDED BY THE FINANCE DIRECTOR <i>7/18/11</i>	\$10,000.00
2) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
3) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 18 1815 9200 61108 DESCRIPTION: Seasonal Wages \$10,000.00	\$10,000.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FOR TRANSFER - BE SPECIFIC:

I am requesting a fund transfer in the amount of \$10,000 from the "Other - Regular Wages" account to the "Seasonal Wages" account to cover the wages of a seasonal worker that will be hired to do lawn care.

The HCC Maintenance Department has a vacant Mechanical Maintenance Worker III position as of May 13, 2011. This position needs to be filled; however, a decision was made to delay filling the position until the 2012 budget process.

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

11-24
Transfer No.

Requested by Human Services Department

Charlman Klyve

Department

Department Head

7/8/11
Date

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
36-3664-0000-63400	JDC Operating Supplies	8,637

ACCOUNT #	DESCRIPTION	AMOUNT
36-3664-0000-67200	JDC Capital Improvement	6,294
36-3664-0000-67160	JDC Equipment under \$5,000	2,343

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended.



REQUIRED APPROVAL:

- Governing Committee
- Finance Committee

DATE

7-27-11

COMMITTEE CHAIR



File

ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR

RECEIVED

11-24

JUL 13 2011

TO: FINANCE DIRECTOR

REQUESTED BY: HSD

Department

Department Head Signature

DATE:

7/8/11

FROM:	AMOUNT
1) ACCOUNT #: 36-3664-0000-63400 DESCRIPTION: JDC Operating Supplies CURRENT BALANCE: \$30084 PROVIDED BY THE FINANCE DIRECTOR <i>[Signature]</i>	\$8,637
2) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
3) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 36-3664-0000-67200 DESCRIPTION: JDC Capital Improvement	\$6,294
ACCOUNT #: 36-3664-0000-67160 DESCRIPTION: JDC HSD Equipment under \$5,000	\$2,343
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

Funds are available in the JDC Operating Supplies line for two reasons:

- 1) Low average daily census. The budget for Operating Supplies was based on an expected average daily census (ADC) of 22 youth - the ADC is currently 16 youth. This is mainly due to programmatic and system changes implemented in the Juvenile Justice and Prevention Services Division around juvenile intakes to detention and a reduction in sanctions.
- 2) Additional funds were included in the 2011 HSD Budget to purchase needed programming supplies - such as books, curriculums, and outdoor recreational equipment. HSD will prioritize what needs to be purchased in 2011 and what can be instead proposed for the 2012 budget.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

1) \$6,294 - Replacing the metal 'prison style' doors on the Shelter side of the facility with regular wooden doors. This is part of an ongoing effort to 'soften' the Shelter side of the Juvenile Detention Center.

2) \$1,794 for a commercial grade washer and dryer (\$897 each). To ensure compliance with DHS 94 HSD has been given the directive by the state to allow youth in Shelter to wear their own clothes. A washer and dryer are needed since they will no longer be wearing uniforms and their clothes will need to be laundered on-site.

3) \$549 for an 18 cubic foot fridge/freezer. This is for the staff break room as the current refrigerator is in need of replacement.

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0515000000-63107	PUBL & LEGAL	1,625.00 3.8%	475.46	-413.39	1,562.93		
	P1100986-PO# 08/01/11 -VN#011191		BELOIT DAILY NEWS			97.08	
			CLOSING BALANCE		1,465.85		97.08
0515000000-68010	EXP.ALLOCATIONS	0.00 100.0%	180.00	0.00	-180.00		
	P1101733-PO# 08/01/11 -VN#045400		STATELINE COPY PRODUCTS INC			97.14	
	P1101734-PO# 08/01/11 -VN#040481		RHYME BUSINESS PRODUCTS			7,782.52	
			CLOSING BALANCE		-8,059.66		7,879.66
	FINANCE DIRECTOR		PROG-TOTAL-PO			7,976.74	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$7,976.74 INCURRED BY FINANCE DIRECTOR. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

AUG 04 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1515410000-64901	TAX DEED EXP	12,000.00	73.3%	8,807.60	0.00	3,192.40	
	P1102593-PO# 08/01/11 -VN#011191			BELOIT DAILY NEWS			3,529.23
*** OVERDRAFT *** TRANSFER REQUIRED				CLOSING BALANCE	-336.83		3,529.23
	TAX DEED EXPENSE		PROG-TOTAL-PO				3,529.23

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,529.23 INCURRED BY TAX DEED EXPENSE. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

AUG 04 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1717100000-63103	LEGAL FORMS	2,000.00	65.2%	1,304.00	0.00	696.00	
	P1102654-PC# 08/01/11 -VN#027121					DEPARTMENT OF HEALTH SERVICES	408.00
				CLOSING BALANCE	288.00		408.00
	REGISTER OF DEED		PROG-TOTAL-PO			408.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$408.00 INCURRED BY REGISTER OF DEEDS. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

AUG 04 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1919330000-64904	SUNDRY EXPENSE	4,000.00	31.5%	1,261.02	0.00	2,738.98	
	P1102688-PO# 08/01/11 -VN#044396			IHRKE, CONNIE		26.40	
	P1102689-PO# 08/01/11 -VN#025113			JOHNSON, TRACIE L		34.95	
				CLOSING BALANCE		2,677.63	61.35
		EMPL. RELATED	PROG-TOTAL -PO			61.35	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$61.35 INCURRED BY EMPLOYEE RELATED. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

AUG 04 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1017250000-62119	OTHER SERVICES	295,460.00	56.1%	165,821.90	0.00	129,638.10	
	P1002298-PO# 08/01/11 -VN#025672					AYRES ASSOCIATES INC	27,134.10
				CLOSING BALANCE	102,504.00		27,134.10
	ORTHOIMAGERY			PROG-TOTAL-PO			27,134.10

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$27,134.10 INCURRED BY ORTHOIMAGERY PROJECT. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

AUG 04 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0714300000-62119	OTHER SERVICES	55,720.00 29.3%	6,777.28	9,580.80	39,361.92		
	P1102624-PO# 08/01/11 -VN#033867			DIGGERS HOTLINE INC		13.92	
			CLOSING BALANCE		39,348.00		13.92
0714300000-62421	COMPUTER EQUIP	9,000.00 0.0%	2,669.00	-2,668.98	8,999.98		
	P1100380-PO# 08/01/11 -VN#036454			PARTS NOW		216.00	
			CLOSING BALANCE		8,783.98		216.00
0714300000-62491	SOFTWARE MAINT	630,312.00 65.9%	366,403.08	49,048.13	214,860.79		
	P1101979-PO# 08/01/11 -VN#039900			ORACLE CORPORATION		2,962.20	
			CLOSING BALANCE		211,898.59		2,962.20
0714300000-63407	COMPUTER SUPPL	13,423.00 26.4%	2,853.47	699.84	9,869.69		
	P1102415-PO# 08/01/11 -VN#033353			CDW GOVERNMENT INC		21.31	
	P1102574-PO# 08/01/11 -VN#033353			CDW GOVERNMENT INC		315.50	
			CLOSING BALANCE		9,532.88		336.81
0714300000-64200	TRAINING EXP	47,500.00 86.1%	21,074.65	19,869.59	6,555.76		
	P1102418-PO# 08/01/11 -VN#031358			INACOM EDUCATION CENTER		1,000.00	
			CLOSING BALANCE		5,555.76		1,000.00
0714300000-64701	SOFTWARE PURCH	179,153.00 63.5%	53,076.37	60,842.75	65,233.88		
	P1102539-PO# 08/01/11 -VN#050382			DELL		321.57	
			CLOSING BALANCE		64,912.31		321.57
0714300000-67130	TERMINALS/PC'S	98,989.00 34.4%	27,654.62	6,460.96	64,873.42		
	P1102440-PO# 08/01/11 -VN#033353			CDW GOVERNMENT INC		2,667.03	
	P1102509-PO# 08/01/11 -VN#033353			CDW GOVERNMENT INC		2,000.05	
	P1102510-PO# 08/01/11 -VN#033353			CDW GOVERNMENT INC		3,668.26	
	P1102575-PO# 08/01/11 -VN#033353			CDW GOVERNMENT INC		74.33	
			CLOSING BALANCE		56,463.75		8,409.67
0714300000-67143	IT DEPT.CR-CHGS.	77,646.00 55.8%	31,961.55	11,418.13	34,266.32		
	P1102378-PO# 08/01/11 -VN#033353			CDW GOVERNMENT INC		24.74	
	P1102442-PO# 08/01/11 -VN#033353			CDW GOVERNMENT INC		42.84	
	P1102459-PO# 08/01/11 -VN#033353			CDW GOVERNMENT INC		139.61	
	P1102538-PO# 08/01/11 -VN#033353			CDW GOVERNMENT INC		25.02	
	P1102571-PO# 08/01/11 -VN#033353			CDW GOVERNMENT INC		28.09	
			CLOSING BALANCE		34,006.02		260.30
0714350000-62491	SOFTWARE MAINT	1,050.00 0.0%	0.00	0.00	1,050.00		
	P1102651-PO# 08/01/11 -VN#038807			STUFF SOFTWARE INC		995.00	

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
					55.00		995.00
						14,515.47	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$14,515.47 INCURRED BY INFORMATION TECHNOLOGY. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

AUG 04 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000071-29265	DLF-BD,STRAY DOG	0.00 100.0%	-1,178.73	-1,008.71	2,187.44		
	P1101201-PO# 08/01/11 -VN#029514			ROCK COUNTY HUMANE SOCIETY		70.00	
			CLOSING BALANCE		2,117.44		70.00
	BAL.SHEET A/C		PROG-TOTAL-PO			70.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$70.00 INCURRED BY BALANCE SHEET ACCOUNT. 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 COUNTY BOARD.
B. BILLS UNDER \$10,000 TO BE PAID.
C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD _____

AUG 04 2011

DATE _____ CHAIR _____

PURCHASE ORDER NUMBER P1102443 PEID _____

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DEPARTMENT PURCHASING

COMMITTEE FINANCE

VENDOR NAME CARDMEMBER SERVICES

ACCOUNT NUMBER 05-1500-0000-68010

FUNDS DESCRIPTION EXPENSE ALLOCATIONS

AMOUNT OF INCREASE \$ 80.00

INCREASE FROM \$ 1,105.00 TO \$ 1,185.00

ACCOUNT BALANCE AVAILABLE \$ clearing account - will be billed to Almer

*7-26-11
85*

REASON FOR AMENDMENT HOTEL FOR CRAIG KNUTSON - TAXES & CHARGES

NOT ENCUMBERED UNTIL ACTUAL COSTS KNOWN

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
(if over \$10,000) Chair _____ Date _____

COUNTY BOARD _____
(if over \$10,000) Resolution # _____ Adoption Date _____

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

PURCHASE ORDER NUMBER P1100131 PEID 041496

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DEPARTMENT General Services
COMMITTEE General Services
VENDOR NAME Ikon Office Solutions
ACCOUNT NUMBER 18-1810-0000-62400
FUNDS DESCRIPTION Service Agreement Printcenter Pro 1050
AMOUNT OF INCREASE \$ 14,586.00
INCREASE FROM \$ 17,364.48 TO \$ 31,950.48
ACCOUNT BALANCE AVAILABLE \$ 34,321.36
REASON FOR AMENDMENT Account number change

APPROVALS

GOVERNING COMMITTEE [Signature] 7/26/11
Chair Date

FINANCE COMMITTEE _____
(if over \$10,000) Chair Date

COUNTY BOARD _____
(if over \$10,000) Resolution # Adoption Date

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

PURCHASE ORDER NUMBER P1001806 PEID _____

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME TRI-NORTH BUILDERS

ACCOUNT NUMBER 18-1849-0000-67200

FUNDS DESCRIPTION JAIL PROJECT CAPITAL ACCOUNT

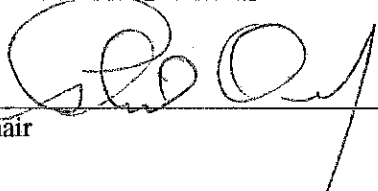
AMOUNT OF INCREASE \$ 25,618.31

INCREASE FROM \$ 4,514,802.41 TO \$ 4,540,420.72

ACCOUNT BALANCE AVAILABLE \$ 786,551 *720-11/80*

REASON FOR AMENDMENT CHANGE ORDER #30-PROGRAM REQUEST #027 ATTACHED

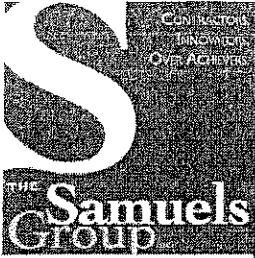
APPROVALS

GOVERNING COMMITTEE  7/26/11
Chair Date

FINANCE COMMITTEE _____
(if over \$10,000) Chair Date

COUNTY BOARD _____
(if over \$10,000) Resolution # Adoption Date

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT



To: General Services Committee
From: Kevin Higgs, Owners Representative
Date: June 28, 2011
RE: Program Request for Phase # 1 Jail Renovation Project

WISCONSIN

311 Financial Way
Suite 300
Wausau, WI 54401
715.842.2222
715.848.8088

IOWA

313 E 5th Street
Waterloo, IA 50703
319.232.6443
319.233.3191

Program Request # 027

Change Order Request #104
Total Cost; \$ 25,618.31

COR # 104 pertains to Proposal Request # 23, Glazing at existing pods.

Proposal Request # 23 directs the replacement of existing tinted security glass with clear security glass at the existing pod control areas.

The glass replacement was part of the original scope of work that was omitted when the project was scaled back to eliminate renovation of the existing pod controls walls.

With the addition of the mirrored glass in the dayrooms, the tinted glass in the pod controls reduces visibility for the Correctional officers more than anticipated. The combination of clear glass in pod controls, lighting adjustments in the corridors, and mirrored glass at the dayrooms, will allow Correctional officers the ability to monitor inmates while preventing inmates from monitoring and reacting to activities in the pod controls.



environments

Total cost for Program Request # 027 = \$ 25,618.31

PURCHASE ORDER NUMBER P1100279 PEID 015525

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DEPARTMENT Rock Haven
COMMITTEE Health Service Committee
VENDOR NAME Reinhart
ACCOUNT NUMBER 328000910064109
FUNDS DESCRIPTION F.S. Meat
AMOUNT OF INCREASE \$ 13000.00
INCREASE FROM \$ 22000.00 TO \$ 35000.00
ACCOUNT BALANCE AVAILABLE \$ _____
REASON FOR AMENDMENT Using more funds on this vendor and less with others.

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

FINANCE COMMITTEE _____
(if over \$10,000) Chair Date

COUNTY BOARD _____
(if over \$10,000) Resolution # Adoption Date

- WHITE - COMMITTEE
- YELLOW - PURCHASING
- PINK - DEPARTMENT

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Mickey Crittenden, IT Director
DRAFTED BY

Finance Committee
SUBMITTED BY

July 26, 2011
DATE DRAFTED

**AUTHORIZING PURCHASE OF NETWORK INFRASTRUCTURE
EQUIPMENT**

- 1 **WHEREAS**, the improvement and upgrade of the County's network infrastructure is an active
- 2 Information Technology strategic initiative and Capital Improvement Program project; and,
- 3
- 4 **WHEREAS**, the replacement of older and less capable network components is a key factor for
- 5 meeting the current and future network performance requirements associated with the County systems;
- 6 and,
- 7
- 8 **WHEREAS**, the Information Technology Capital Projects Account provides funding for network
- 9 infrastructure improvements; and,
- 10
- 11 **WHEREAS**, the Information Technology Department staff did specify the network infrastructure
- 12 improvement components; and,
- 13
- 14 **WHEREAS**, the specified network infrastructure components will be purchased using the pricing and
- 15 terms of the State of Wisconsin contract #15-20664-501.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 18 assembled this ____ day of ____, 2011 that a Purchase Order for network infrastructure equipment
- 19 be issued to Core BTS in the amount of \$103,894.00.

Respectfully submitted,

FINANCE COMMITTEE

PURCHASING PROCEDURAL ENDORSEMENT

Mary Mawhinney, Chair

Chair

Vote

Date

Sandra Kraft, Vice Chair

J. Russell Podzilni

David Diestler

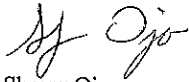
Mary Beaver

AUTHORIZING PURCHASE OF NETWORK INFRASTRUCTURE EQUIPMENT

Page 2

FISCAL NOTE:

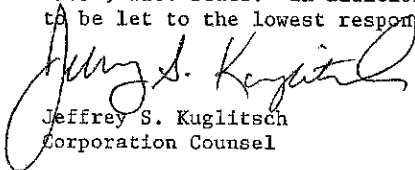
Sufficient funds are available in Information Technology's Capital Projects, A/C 07-1444-0000-67171, for this equipment. This capital project account is largely funded by the 2011 Debt Issue.



Sherry Oja
Senior Accountant / Assistant to the 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 Infrastructure Equipment

As a Capital Improvement Program project, this project is focused on improving the County's network infrastructure for the purpose of delivering faster network speeds and enhancing network security for all County systems and users. After installation of the network components, County users will notice markedly better system response times, and more refined network security features will be implemented.

The purchase is for 25 Cisco network switches and associated components.

These network infrastructure items will replace equipment that is now over 11 years old and no longer capable of providing the desired level of network throughput, functionality, and security. The replacement switches are projected to have a similar life-span of approximately 10 years.

The replacement switches will be located throughout all County facilities.

The network infrastructure equipment will cost \$103,894.00 and be purchased from Core BTS using the pricing and terms of the State of Wisconsin contract #15-20664-501.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY



Geri Waugh, Account Clerk II
DRAFTED BY

Board of Health
SUBMITTED BY

July 26, 2011
DATE DRAFTED

Accepting Books for Babies Grant from Target Stores and Amending the 2011 Rock County Health Department Budget

1 WHEREAS, the Rock County Health Department applied for and was awarded a \$2,000 Books for
2 Babies Grant from Target Stores; and
3

4 WHEREAS, the purpose of this grant from Target Stores is to purchase books that will be presented
5 to mothers of newborns in Rock County at the initial home visit by a public health nurse, to encourage
6 and support literacy for babies.
7

8 NOW, THEREFORE BE IT RESOLVED, that the Rock County Board of Supervisors duly
9 assembled on this _____ day of _____, 2011 does hereby authorize the Rock
10 County Health Department to accept the \$2,000 Books for Babies grant from Target Stores, and amend
11 the 2011 Rock County Health Department Budget as follows:
12

<u>Account/Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>7/26/11</u>	<u>(Decrease)</u>	<u>Budget</u>
16 31-3000-0000-46000			
17 Health Dept. Contributions	\$3,500	\$2,000	\$5,500
18			
19 <u>Use of Funds</u>			
20 31-3000-0000-64904			
21 Health Dept. Sundry Expense	\$3,500	\$2,000	\$5,500

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft, Chair

Louis Peer, Vice Chair

Richard Bostwick

Jane Thompson

Dr. Aaron Best, M.D.

Dr. Dean Peterson, DVM

Dr. Connie Winter, DDS

Judith Wade, WHNP

James Rooney, RPh

Accepting Books for Babies Grant from Target Stores and Amending the 2011 Rock County Health Department Budget

Page 2

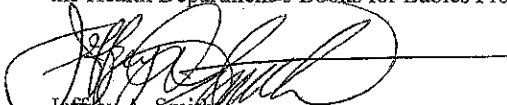
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

FISCAL NOTE:

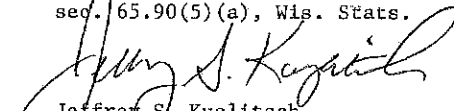
This resolution authorizes the acceptance and expenditure of a \$2,000 contribution from Target for the Health Department's Books for Babies Program. No County matching funds are required.



Jeffrey A. Smith
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2011 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.



Craig Knutson
County Administrator

**ACCEPTING BOOKS FOR BABIES GRANT FROM TARGET STORES AND
AMENDING THE 2011 ROCK COUNTY HEALTH DEPARTMENT BUDGET**

EXECUTIVE SUMMARY

The Rock County Health Department applied for and has been awarded a \$2,000 Books for Babies Grant from Target Stores.

For three years, the Rock County Health Department has conducted the Books for Babies program. The main goal of this program is to encourage and promote literacy in families. Studies show that children are much more successful in school if they develop a love for reading early in life.

In this program, the health department's public health nurses give a quality book to the parents of at-risk newborns in Rock County. The book is given during the initial visit after the baby comes home from the hospital. The purpose of the program is two-fold. The provision of the book not only promotes and encourages literacy, but it also provides an opening for the nurses to discuss the baby's health needs.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY



Geri Waugh, Account Clerk II
DRAFTED BY

Board of Health
SUBMITTED BY

July 18, 2011
DATE DRAFTED

Accepting Contribution from Wal-Mart Foundation and Amending the 2011 Rock County Health Department Budget

1 WHEREAS, the Rock County Health Department works with families with young children to ensure
2 child safety; and

3
4 WHEREAS, the Rock County Health Department applied for and was awarded a \$500 one-time
5 contribution from the Wal-Mart Foundation; and

6
7 WHEREAS, these funds will be utilized for the purchase of supplies for Healthy Homes home visits
8 conducted by the Rock County Health Department.

9
10 NOW, THEREFORE BE IT RESOLVED, that the Rock County Board of Supervisors duly
11 assembled on this _____ day of _____, 2011 does hereby authorize the Rock County
12 Health Department to accept this contribution from the Wal-Mart Foundation in the amount of \$500,
13 and amend the 2011 Rock County Health Department Budget as follows:

<u>Account/Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>7/18/11</u>	<u>(Decrease)</u>	<u>Budget</u>
18 31-3000-0000-46000			
19 Contributions	\$2,500	\$500	\$3,000
20 <u>Use of Funds</u>			
21 31-3000-0000-64904			
22 Sundry Expense	\$2,500	\$500	\$3,000

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft, Chair

Louis Peer, Vice Chair

Richard Bostwick

Jane Thompson

Dr. Aaron Best, MD

Dr. Dean Peterson, DVM

Dr. Connie Winter, DDS

Judith Wade

James Rooney

Accepting Contribution from Wal-Mart Foundation and
Amending the 2011 Rock County Health Department Budget

Page 2

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

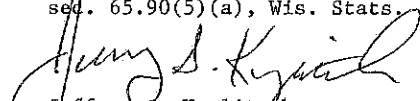
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of a \$500 contribution for the Health Department's Healthy Homes program. No County matching funds are required.


Jeffrey A. Smith
Finance Director

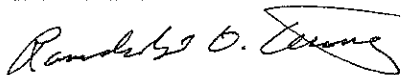
LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2011 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 Terronez
Acting County Administrator

**Accepting Contribution from Wal-Mart Foundation and
Amending the 2011 Rock County Health Department Budget**

EXECUTIVE SUMMARY

As part of the Rock County Health Department's work with families with young children, the department sends public health nurses and environmental health specialists out to visit homes in the community and assess the risk for child safety/injury as part of our Healthy Homes program.

The Rock County Health Department applied for a contribution from the Wal-Mart Foundation's Local Community Contribution Program, and the health department was awarded a \$500 one-time contribution.

These funds will be used to purchase safety supplies such as door/cabinet locks, safety gates, smoke alarms, etc. to assist families in complying with the recommendations made by health department staff during Healthy Homes visits.

In 2010, the Rock County Health Department was able to complete over 70 home visits in our Healthy Homes program.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY _____



Gerri Waugh, Account Clerk II
DRAFTED BY _____

Board of Health
SUBMITTED BY _____

July 14, 2011
DATE DRAFTED _____

Accepting Anonymous Contribution and Amending the 2011 Rock County Health Department Budget

1 WHEREAS, the Rock County Health Department received an anonymous contribution of \$1,000; and

2

3 WHEREAS, there is a number of clients of the Rock County Health Department in Beloit who
4 cannot afford to purchase a safe place for their infants to sleep; and

5

6 WHEREAS, the stipulation associated with this contribution is that the money is to be used toward
7 the purchase of pack-n-plays for families in Beloit, hoping this may help reduce the number of
8 incidences of infant deaths due to parents co-sleeping with their babies.

9

10 NOW, THEREFORE BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled
11 on this _____ day of _____, 2011, does hereby authorize the Rock County Health
12 Department to accept this \$1,000 anonymous contribution, and amend the 2011 Rock County Health
13 Department Budget as follows:

14

<u>Account/Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>7/14/11</u>	<u>(Decrease)</u>	<u>Budget</u>
17 31-3000-0000-46000			
18 Contributions	\$1,500	\$1,000	\$2,500
19			
20			
21 <u>Use of Funds</u>			
22 31-3000-0000-64904			
23 Sundry Expense	\$1,500	\$1,000	\$2,500

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft, Chair

Louis Peer, Vice Chair

Richard Bostwick

Jane Thompson

Dr. Aaron Best, M.D.

Dr. Dean Peterson, DVM

Dr. Connie Winter, DDS

Judith Wade

James Rooney

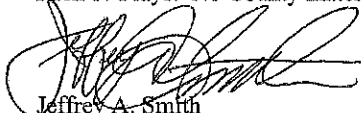
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

FISCAL NOTE:

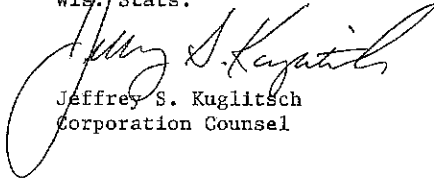
This resolution authorizes the acceptance and expenditure of a \$1,000 contribution for the purchase of Pack-N-Plays. No County matching funds are required.



Jeffrey A. Smith
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2011 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



Craig Kautson
County Administrator

**Accepting Anonymous Contribution and
Amending the 2011 Rock County Health Department Budget**

EXECUTIVE SUMMARY

The Rock County Health Department is a strong advocate for the safe sleeping habits of infants, and the department's public health nurses continually strive to educate the families of Rock County to ensure safe sleeping habits for their infants. Safe sleeping for infants is not possible without a safe sleeping environment for them.

The Rock County Health Department recently received a \$1,000 contribution from a concerned, anonymous citizen who made the stipulation that these funds are to be used solely for the purpose of purchasing pack-n-plays for needy families in Beloit. This generous citizen made this contribution to the health department in the hopes of reducing the number of incidences of infant deaths due to parents co-sleeping with their babies.

In accordance with the wishes of the citizen, this \$1,000 contribution will be used to purchase pack-n-plays for needy families in the city of Beloit.

**ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR**

**PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517**



PROJECT NUMBER #2011-60
 PROJECT NAME PLAT BOOKS
 PROPOSAL DUE DATE JUNE 27, 2011 - 12:00 NOON
 DEPARTMENT: REGISTER OF DEEDS/REAL PROPERTY LISTER

RETAIL PRICE	FARM & HOME BELMOND IA	MAPPING SOLUTIONS LATHROP MO	RED BARN GWINN MI
WHOLESALE PRICE-FOR ROCK COUNTY DEPARTMENTS	\$ 26.00	\$ 30.00	\$ 25.00
AMOUNT ROCK COUNTY WILL RECEIVED	\$ 10.00	\$ 15.00	\$ 12.50
NUMBER OF DAYS AFTER RECEIPT OF INFO FROM ROCK COUNTY THAT PROOF WILL BE READY	\$ 13.00	\$ 15.00	\$ 12.50
NUMBER OF DAYS AFTER APPROVAL BY ROCK COUNTY THAT BOOKS WILL BE AVAILABLE FOR SALE	90 DAYS	12/1/11	11/1/11
COST OF REPRINTS	30-60 DAYS	10 DAYS	3 WEEKS
MINIMUM REPRINT ORDER	\$ 26.00	\$ 15.00 WHOLESALE \$ 30.00 RETAIL	\$ 12.50
	WILL KEEP AN INVENTORY ON HAND	25 BOOKS	2 BOOKS

The Request for Proposals was advertised in the Beloit Daily News and on the Internet. Two additional vendors were solicited that did not respond. One vendor submitted a "No Bid".

PREPARED BY:

Jodi S. Malloy

PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION:

Reed Barr

SIGNATURE

Michelle Schultz

DATE

7-20-11

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR

VOTE

DATE