

**FINANCE COMMITTEE**  
**November 17, 2011**

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, November 17, 2011, in Conference Room N-1 Rock County Courthouse East.

**Committee Members Present.** Supervisors Mawhinney, Kraft, Podzilni, Beaver and Diestler.

**Committee Members Excused:** None.

**Staff Members Present.** Jeff Smith, Finance Director; Craig Knutson, County Administrator; Sherry Oja, Senior Accountant/Assistant to the Finance Director; Mickey Crittenden, Information Technology Director; Randy Terronez, Assistant to County Administrator; Jodi Millis, Purchasing Manager; Sara Moran, Administrative Services Division Manager; Ben Coopman, Public Works Director; Sue Zastoupil, Human Resources Secretary.

**Others Present:** None.

**Approval of Agenda.** Mr. Smith said item 6.I. should be deleted. Supervisor Podzilni moved approval of the agenda with this deletion, second by Supervisor Diestler. ADOPTED.

**Approval of Minutes.** Chair Mawhinney said the seventh paragraph on page 5 of the November 3, 2011 minutes should read “. Mr. Coopman and he are both aware of...” Supervisor Podzilni moved approval of the minutes of October 27, 2011 as presented and November 3, 2011 with the above correction, second by Supervisor Kraft. ADOPTED.

**Citizen Participation, Communications, Announcements, Information.** None.

**Transfers and Appropriations.**

**Clerk of Circuit Court**

**FROM**

<u>Account #</u>	<u>Amount</u>
22-1209-0000-63100	\$ 3,350
Office Supplies	

**TO**

<u>Account #</u>	<u>Amount</u>
22-1209-0000-62132	\$ 3,000
Credit/Debit Card Fees	
22-1209-0000-63200	350
Publications/Dues/Subscriptions	

**Human Services**

**FROM**

<u>Account #</u>	<u>Amount</u>
36-3634-0000-61610	\$23,882

**TO**

<u>Account #</u>	<u>Amount</u>
36-3634-0000-67130	\$ 9,810

Health Ins. (CPS)		Terminals & PCs (CPS)	
		36-3634-0000-67161	\$11,572
		Equip \$5,000 + (CPS)	
		36-3634-0000-64701	2,500
		Software Purchase (CPS)	
		36-3634-0000-67171	6,386
		Equip \$5,000 + (Job Center)	
36-3602-0000-63407	7,636	36-3602-0000-67130	1,850
Computer Supplies		Terminals & PCs	
		36-3602-0000-67171	5,786
		Equip \$5,000 +	
36-3602-0000-61710	14,000	36-3602-0000-67200	14,000
Worker's Comp.		Capital Improvement	
36-3604-0000-662119	1,800	36-3604-0000-67130	1,800
Other Contracted Services		Terminals & PCs	
36-3646-0000-61610	9,600	36-3646-0000-67130	9,600
Health Ins (JJ)		Terminals & PCs (JJ)	
36-3664-0000-62105	12,500	36-3664-0000-62119	12,500
Contracted Services (JDC)		Other Contracted Svc (JDC)	
36-3666-0000-61108	28,200	36-3666-0000-67130	3,200
Seasonal Wages (LTS)		Terminals & PCs (LTS)	
		36-3666-0000-64604	25,000
		Program Expense (LTS)	
36-3690-0000-61610	5,675	36-3690-0000-67130	4,800
Health Ins (MH/AODA)		Terminals & PCs (MH/AODA)	
		36-3690-0000-67200	875
		Capital Imp. (MH/AODA)	
36-3706-0000-61610	7,108	36-3706-0000-67200	7,108
Health Ins (CPS)		Cap Imp (CPS)	
36-3664-0000-68310	6,450	36-3664-0000-67200	15,000
Ind. Living Allocation (JDC)		Cap Imp (JDC)	
36-3664-0000-68382	8,550		
School Resources Alloc (JDC)			

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

**Bills/Encumbrances**

Finance Director	\$	17,409.40
County Clerk		456.20
Employee Related		184.00
HAZMAT		-374.83
Information Technology		61,069.38
IT Capital Project		390.00

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

**Bills Over \$10,000.**

CESA 2	\$ 23,521.53
CESA 2	16,978.29
CESA 2	15,577.55
Fidlar Companies	12,514.00
WI Dept of Transportation	24,396.60

Supervisor Kraft moved approval of the above Bills over \$10,000 for the Finance Committee with the three CESA 2 bills contingent on Public Safety & Justice Committee approval, second by Supervisor Diestler. ADOPTED.

**Encumbrances Over \$10,000.**

McDermaid Roofing & Insulating Co.	\$ 57,166.00
Richard Street Supply LLC	9,088,500.00

Supervisor Diestler 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 Resolutions.**

**Amending the 2011 Rock County Human Services Department Budget to Reallocate Funding for Child Care Administration and Operations**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011, does hereby amend the 2011 Rock County Human Services Department budget as follows:

...”

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

**Authorizing Purchase of Replacement Roof at the Department of Public Works' Office**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011, does authorize the award of a contract of \$57,166 for replacing the roof to the lowest responsible bidder, McDermaid Roofing & Insulating Company of Rockford, Illinois.”

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

**Authorizing Receipt of Additional Community Development Block Grant –  
Emergency Assistance Funds, Authorization Revision to Grant Periods,  
and Amending the 2011 Planning & Development Agency Budget**

**“NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors on this \_\_\_\_ day of \_\_\_\_\_, 2011 hereby accepts the amendment to the Community Development Block Grant (CDBG) Emergency Assistance Program Grant Agreement for an additional \$37,000 from the Wisconsin Department of Administration – Division of Housing Assistance; and,

**BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors authorizes the County Board Chair to sign, on behalf of Rock County, the respective Grant Agreement amendment with the State of Wisconsin; and,

**BE IT FURTHER RESOLVED**, that the 2011 County Budget be amended as follows:

...”

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

**Rock County Planning, Economic & Community Development Agency  
Products and Services Contracts with the Town of Magnolia and Town of  
Center: Town Zoning Ordinance Update and Revision**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011, do by enactment of this Resolution:

- I. Authorize the Contracts and the terms and conditions stated therein.
- II. If a court of competent jurisdiction adjudges any section, clause, provision or portion of this Resolution unconstitutional or invalid, the remainder of this Resolution shall not be affected thereby.”

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

**Authorizing Demolition of Buildings on the Buck Property and Amending the 2011 Countywide Budget**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011 that the DPW is authorized to perform the Buck Property demolition project in the amount of \$15,000 and amend the 2011 Countywide budget as follows:

...”

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

**Purchase of Analog/Digital Voice Radio Communications Equipment**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011 that a contract in the amount of \$335,263 be awarded to General Communications, Inc., Madison, Wisconsin for the purchase of the necessary mobile and portable radio equipment of the Rock County Sheriff’s Office and certain other County departments to efficiently communicate on the analog/digital Rock County public safety voice radio infrastructure.”

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

**Authorizing Upgrade of the Courts Video Conferencing System and Amending the 2011 Budget**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011 that a Purchase Order for video conferencing equipment be issued to AVI Systems in the amount of \$59,410 and does hereby amend the 2011 budget as follows:

...”

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

**Awarding Contract for Uniforms, Shop Towels and Walk-Off Mats Department of Public Works Airport, Parks, Highway 2012 - 2014**

**“NOW, THEREFORE, BE IT RESOLVED,** by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011, that a contract for uniforms, shop towels and walk-off mats be awarded to Aramark

Uniform Services, of Madison, Wisconsin based on the terms and conditions set forth in the contract and Invitation to Bid #2012-07; and,”

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

**Authorizing Continuing Contract with Professional Benefit Administrators, Inc. for Third Party Administration of the County’s Health Plan.** Mr. Smith handed out the outline of PBA’s monthly administration fee renewal. He said we (Mr. Knutson, Mr. O’Connell and himself) as well as Willis recommend continuing with PBA.

Supervisor Podzilni moved to continue with PBA, second by Supervisor Diestler. ADOPTED.

**Report on Cash Balances and Investments.** Mr. Smith updated the Committee on cash balances and investments as of October 31, 2011.

**Adjournment.** Supervisor Beaver moved adjournment at 8:02 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**