



**NOTE: Day
and Time**

**FINANCE COMMITTEE
WEDNESDAY, JULY 3, 2013 - 7:30 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

**Amended
6/28/13**

Agenda

1. Call to Order and Approval of Agenda
2. Committee Review and Approval of Per Meeting Allowances
3. Approval of Minutes – June 20, 2013
4. Citizen Participation, Communications and Announcements
5. Transfers and Appropriations
 - A. Sheriff
6.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - 1) Corporation Counsel
 - E. Approval of Bills for Other Departments
7. Purchasing Procedural Endorsement
 - A. Retaining Engineering Firm to Prepare Plans and Specifications for Mass Notification and Security Upgrades at the UW-Rock Campus
8. Review of Resolution
 - A. Authorizing Acceptance of Grant for Beloit Area Sewer Service Area Planning and Amending the 2013 Planning Department Budget
 - B. Authorizing Additional Contingency Funding and Amending the 2013 Budget for Rock Haven Project (Will be provided at the meeting.)
9. Adjournment

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 06/25/13
Requested By Sheriff's Office
Department

Transfer No. 13-19
Sheriff Robert Spoden
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2100-0000-64701 Description: Software Purchase - LES Current Balance: \$7,582	\$4,367.00	Account #: 21-2100-0000-67130 Description: Terminals and PCs - LES	\$1,250.00
Account #: Description: Current Balance:		Account #: 21-2100-000067171 Description: Capital Assets-\$1,000/More	\$3,117.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

The 2013 budget contains funds for the Spillman Evidence module under the Software account. These funds are not needed for software.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

The Bureau of Identification needs additional equipment to record evidence in the Spillman program. Equipment: \$1,250 for Level I PC, \$2,000 for two desktop scanners, and \$1,117 for barcode scanner.

FISCAL NOTE:

Sufficient funds are available for transfer. *SE 6-25-13*

ADMINISTRATIVE NOTE:

Recommended. *BR 6-25-13*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee

Finance Committee

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0071-29264	DLF-SUPPLIES/EXP	P1302247	06/13/2013	NATIONAL BAND AND TAG CO	511.76
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	(1,975.15)	0.00	511.76	1,463.39
AGENCY FUNDS PROG TOTAL				511.76	

I have examined the preceding bills and encumbrances in the total amount of **\$511.76**
 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: JUL 03 2013

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
05-1500-0000-68010 ENC	EXP.ALLOCATIONS	R1302530	06/27/2013	COMMERCE BANK COMMERCIAL ACC	300.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	5.76	33,275.65	300.00	(33,581.41)
FINANCE DIRECTOR PROG TOTAL				300.00	

I have examined the preceding bills and encumbrances in the total amount of **\$300.00**
 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: JUL 03 2013

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-63407	COMPUTER SUPPL	P1302060	05/24/2013	CDW GOVERNMENT INC	12.05
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	17,940.00	10,397.56	866.49	12.05	6,663.90
07-1430-0000-64200	TRAINING EXP	P1302131	06/04/2013	EXITCERTIFIED	4,550.00
		P1302187	05/10/2013	HIGHLINE CORPORATION	400.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	45,250.00	9,232.51	16,946.94	4,950.00	14,120.55
07-1430-0000-67143	IT DEPT.CR-CHGS.	P1302001	05/15/2013	CDW GOVERNMENT INC	0.00
		P1302070	05/31/2013	HEWLETT PACKARD DIRECT CDWG	4,455.00
		P1302121	06/04/2013	ENTERPRISE SYSTEMS GROUP	3,732.75
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	50,000.00	81,685.81	8,984.14	8,187.75	(48,857.70)
INFORMATION TECHNOLOGY PROG TOTAL					13,149.80

I have examined the preceding bills and encumbrances in the total amount of **\$13,149.80**
 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: **JUL 03 2013**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
10-1721-0000-64200	TRAINING EXP	P1301910	06/01/2013	COUNTRY INN AND SUITES	140.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	12,500.00	2,976.84	0.00	140.00	9,383.16
				LAND RECORDS PROG TOTAL	140.00

I have examined the preceding bills and encumbrances in the total amount of **\$140.00**
 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: **JUL 03 2013**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
14-1411-0000-63100	OFC SUPP & EXP	P1300733	06/04/2013	PAPER RECOVERY SERVICE CORPOF	148.35
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,500.00	1,110.80	148.35	148.35	1,092.50
				ELECTIONS PROG TOTAL	148.35

I have examined the preceding bills and encumbrances in the total amount of **\$148.35**
 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: **JUL 03 2013**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
17-1715-0000-62119	OTHER SERVICES				
		P1301196	05/31/2013	FIDLAR COMPANIES	3,166.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	473,721.00	213,434.14	105,369.36	3,166.50	151,751.00
ROD REDACTION PROJECT PROG TOTAL				3,166.50	

I have examined the preceding bills and encumbrances in the total amount of **\$3,166.50**
 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.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: JUL 03 2013

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
19-1933-0000-64904	SUNDRY EXPENSE				
		P1302243	06/13/2013	REINHART FOODSERVICE INC	77.22
		P1302244	06/12/2013	SYSCO FOODS OF BARABOO LLC	204.02
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,232.00	413.61	740.07	281.24	4,797.08
EMPLOYEE WELLNESS ACTIVITIES PROG TOTAL				281.24	

I have examined the preceding bills and encumbrances in the total amount of **\$281.24**
 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: **JUL 03 2013**

Dept Head _____

Committee Chair _____

PURCHASE ORDER NUMBER P1300428 PEID 047994

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 e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on 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).

DATE 6/24/13

DEPARTMENT Corporation Counsel

COMMITTEE Finance

VENDOR NAME Willis

ACCOUNT NUMBER 00-0000-0063-29663

FUNDS DESCRIPTION Health Insurance Trust Account

AMOUNT OF INCREASE \$ 150.00

INCREASE FROM \$ 50,400 TO \$ 50,550

ACCOUNT BALANCE AVAILABLE \$ Trust account, therefore no budget. SO 6/24/13

REASON FOR AMENDMENT Additional fee for Medicare Reporting

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

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

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

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Robert Leu
DRAFTED BY

General Services Committee
SUBMITTED BY

June 19, 2013
DATE DRAFTED

Retaining Engineering Firm to Prepare Plans and Specifications for Mass Notification and Security Upgrades at the UW-Rock Campus

- 1 **WHEREAS**, Arnold and O'Sheridan Inc. completed an Emergency Communications/Security Systems
- 2 Feasibility Study for the UW-Rock Campus, and;
- 3
- 4 **WHEREAS**, the General Services Committee and the Campus feel installation of a mass notification
- 5 system and security system upgrades are needed, and;
- 6
- 7 **WHEREAS**, for bidding and implementation purposes, engineering design services are necessary.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 10 this _____ day of _____, 2013 that Arnold & O'Sheridan of Madison be retained to
- 11 complete the plans and specifications for a mass notification and security system upgrades at the UW-
- 12 Rock Campus in the amount of \$69,000, and;
- 13
- 14 **BE IT FURTHER RESOLVED** that a reimbursable expense and design contingency account be
- 15 established in an amount not to exceed of \$10,000.

Respectfully submitted,

General Services Committee:

PURCHASING PROCEDURAL ENDORSEMENT

Phillip Owens, Chair

Reviewed and approved on a vote of

Henry Brill, Vice Chair

Mary Mawhinney, Chair

Ivan Collins

Jason Heidenreich

Edwin Nash

Retaining Engineering Firm to Prepare Plans and Specifications for Mass Notification and Security Upgrades at the UW-Rock Campus

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FISCAL NOTE:

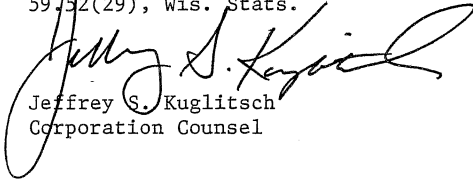
Sufficient funding is available in the U-Rock Expansion capital improvement account, A/C 18-1843-0000-67200, for the cost of this contract.



Sherry Oja
Finance Director

LEGAL NOTE:

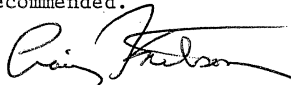
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to the bidding requirements of sec. 59.52(29), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

Retaining A&O Engineering for the Design Services

Earlier this year, the Emergency Mass Notification and Security System Feasibility Assessment, completed by A&O Inc., was presented to the General Services Committee, and Campus officials.

The assessment looked at the options for upgrading and expanding existing security systems at the Campus, along with a concept design for an emergency mass notification system, which currently does not exist.

The Committee, Campus officials, and the Engineer recently met to define the scope of the project, so that plans and specifications can be completed for bidding.

The systems being designed for implementation include:

- Emergency Mass Notification
- Distributed Antenna System (for cell phone coverage)
- Door Control and Monitoring
- Card Access
- Duress Alarm
- Video Surveillance

Design of the systems will take about six months. Bidding will occur in early 2014, with implementation occurring during the summer of 2014.

The cost of the project is estimated at approximately \$690,000.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development
INITIATED BY



Paul Benjamin
DRAFTED BY

Planning & Development
SUBMITTED BY

June 7, 2013
DATE DRAFTED

**AUTHORIZING ACCEPTANCE OF GRANT FOR BELOIT AREA SEWER
SERVICE AREA PLANNING AND AMENDING THE 2013 PLANNING
DEPARTMENT BUDGET**

1 **WHEREAS**, the Wisconsin Department of Natural Resources (DNR) makes funding available to
2 regional planning councils and county planning agencies throughout the state for Metropolitan Sewer
3 Service Area planning; and,
4

5 **WHEREAS**, on June 3, 2013, the Rock County Planning, Economic & Community Development
6 Agency received a letter from DNR that contained an agreement to provide \$10,885 for sewer service
7 area planning in the Beloit area in 2013; and,
8

9 **WHEREAS**, the grant agreement shall commence upon its signing by both parties and continue until
10 December 31, 2013 and grantee may claim eligible costs for reimbursement for work conducted between
11 January 1, 2013 and the end of the grant agreement; and,
12

13 **WHEREAS**, the last update of the Beloit Area Sewer Service Area Plan was in 1998, and it does not
14 serve current planning needs; and,
15

16 **WHEREAS**, representatives from the Towns of Turtle, Beloit, and Rock, and the City of Beloit have
17 agreed to send representatives to a Technical Advisory Committee that will oversee the planning process.
18

19 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
20 assembled this _____ day of _____, 2013, does hereby authorize Rock County Planning
21 and Development Agency to accept the 2013 DNR funding for Beloit Area Sewer Service Area
22 planning; and,
23

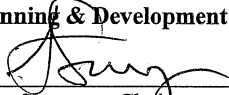
24 **BE IT FURTHER RESOLVED**, that the 2013 County Budget be amended as follows:
25

Account Description	Budget at 1/1/2013	Increase (Decrease)	Amended Budget
<u>Source of Funds:</u>			
64-6407-2013-42100 Federal Aid	-0-	\$10,885	\$10,885
<u>Use of Funds:</u>			
64-6407-2013-63110 Administrative Expense	-0-	\$10,885	\$10,885

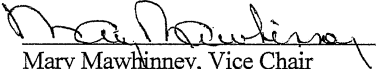
AUTHORIZING ACCEPTANCE OF GRANT FOR BELOIT AREA SEWER SERVICE AREA
PLANNING AND AMENDING THE 2013 PLANNING DEPARTMENT BUDGET
Page 2

Respectfully submitted,

Planning & Development Committee

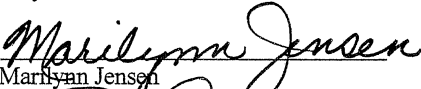


Alan Sweeney, Chair




Mary Mawhinney, Vice Chair

Wayne Gustina



Marilyn Jensen



Phillip Owens


FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair

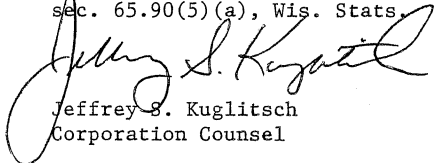
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$10,885 in Federal Aid for sewer service planning in the Beloit area. No County matching funds are required.


Sherry Oja
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 2013 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

EXECUTIVE SUMMARY

In the Federal Water Pollution Control Act Amendments of 1972, federal law created a process to establish locally developed area-wide water quality management plans. Area-wide water quality management planning was codified at the state-level through the development of Wisconsin Administrative Code NR121, which specifies that Area-wide water quality management plans include components that deal specifically with metropolitan sewer service areas and their projected needs for 20 years into the future.

The Wisconsin Department of Natural Resources (DNR) makes funding available to regional planning councils and county planning agencies throughout the state for sewer service area planning as it relates to ground water quality and environmentally sensitive areas.

On June 3, 2013, the Rock County Planning and Development Agency received a letter from DNR that contained an agreement to commit \$10,885 for the first year's planning for water quality in the Beloit area. The grant agreement shall commence upon its signing by both parties and continue until December 31, 2013 and grantee may claim eligible costs for reimbursement for work conducted between January 1, 2013 and the end of the grant agreement, and

The last update of the Beloit Area Sewer Service Area Plan was in 1998, and it does not serve current planning needs. Representatives from the Towns of Turtle, Beloit, and Rock, and the City of Beloit have agreed to provide representatives to a Technical Advisory Committee that will oversee the planning process.