



**FINANCE COMMITTEE
THURSDAY, SEPTEMBER 19, 2013 - 7:30 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Transfers and Appropriations
 - A. Communications Center
 - B. Developmental Disabilities
 - C. Financial Services
 - D. Public Works – Airport
4.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - 1) Developmental Disabilities
 - 2) Financial Services
 - E. Approval of Bills for Other Departments
5. Resolution
 - A. Authorizing Contract for Administration of Self-Insurance Program
6. Resolution
 - A. Amendment to Rules of Procedures for the Rock County Board of Supervisors
(Will be provided at the meeting.)
7. Resolution and Purchasing Procedural Endorsement
 - A. Authorizing Award of Contract for Scanning & Imaging 1834-1935 Real Estate Records and Amending the 2013 Budget
8. Review of Resolution
 - A. Purchase of Specialized Transit Vehicle and Amending the 2013 Council on Aging Budget
 - B. Authorizing Acceptance of Justice and Mental Health Collaboration Grant Program Funds and Amending the 2013 Budget (Will be provided at the meeting.)
 - C. Authorizing Acceptance of Edward Byrne Memorial Justice Assistance Grant and Amending the 2013 Budget

D. Accepting High Intensity Drug Trafficking Area (HIDTA) Grant and Amending the Sheriff's Budget

9. Updates to Purchasing Procedure Manual

10. Report on Cash Balances and Investments

11. Adjournment

Rock County
Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date September 9, 2013 Transfer No. 13-34
Requested By Communications Center Department Kathy Sukus Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 23-2400-0000-65321 Description: Building/Office Lease Current Balance: \$53,446	\$3,800.00	Account #: 23-2400-0000-63100 Description: Office Supplies & Expenses	\$2,700.00
Account #: Description: Current Balance:		Account #: 23-2400-0000-67130 Description: Terminals & PC's	\$1,100.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Rent for Communications Center building under budget per General Services.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Directed by County Administrator to purchase six new dispatch chairs and two Level I PC replacements using 2013 fund overages.

FISCAL NOTE:

Sufficient funds are available for transfer *85 9.6.13*

ADMINISTRATIVE NOTE:

Recommended. 

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____
 Finance Committee _____

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR

Date 9/4/2013

Transfer No. 13-33

Requested By Developmental Disabilities Board - 2013

John Hanewall

Department

Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 33-3310-0000-62604 Description: Nursing Home Reloc. CIP 1B Current Balance: 2,282,150	\$247,831	Account #: 33-3310-0000-62601 Description: Purchase of Care	\$247,831
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Funds were originally budgeted in CIP 1B to cover care costs for 2 CIP clients who have been in an institution for this year. Funds were budgeted in CIP 1B Community Employment and \$2,667 is being transferred to cover a DVR Long Term Support Client. Both services are not covered by the Waiver.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Two CIP clients were in institutions in 2013 which is not eligible for waiver funding. One client still remains in the institution and is projected to stay for the rest of the year. Also, a transfer is needed to cover costs for a DVR Long Term Support client which is also not waiver allowable.

FISCAL NOTE:

Sufficient funds are available for transfer.

CS 9-5-13

ADMINISTRATIVE NOTE:

Recommended.

CSK

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee

9/11/13

Louis S. Peen

Finance Committee

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 9/10/13 Transfer No. 13-36
 Requested By Financial Services Department Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 19-1922-0000-64904 Description: Contingency Fund Current Balance: \$75,000	\$4,000	Account #: 05-1530-0000-62130 Description: Audit Fees	\$4,000
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Contingency fund has not yet been used in 2013.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Additional audit procedures were required for the CDBG grant due to prior year findings. This was not anticipated when originally setting the audit fees.

FISCAL NOTE:

Sufficient funds are available for transfer. *9-10-13*

ADMINISTRATIVE NOTE:

Recommended. *[Signature]*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

- Governing Committee _____
- Finance Committee _____

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date September 9, 2013 Transfer No. 13-35
 Requested By DPW-Airport Division Department Ronald D. Burdick Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 41-4453-4453-65341 Description: Machinery Lease Current Balance: \$32,291	\$4,750	Account #: 41-4453-4453-67160 Description: Capital Assets \$500-\$4,999	\$4,750
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Machinery expense is lower than estimated for two reasons:
 1. Airport acquired equipment through state aid
 2. Airport has been operating with two less staff for four plus months.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Transfer is to make funds available to purchase a needed pressure washer for the airport.

FISCAL NOTE:

Sufficient funds are available for transfer. *8/9/13*

ADMINISTRATIVE NOTE:

Recommended. *[Signature]*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
05-1500-0000-63100 ENC	OFC SUPP & EXP	R1303198	09/03/2013	AMAZON.COM	38.93	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	6,120.00	2,747.64	346.75	38.93	2,986.68	
05-1500-0000-68010 ENC	EXP.ALLOCATIONS	R1303209	09/04/2013	COMMERCE BANK COMMERCIAL ACC	100.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	0.00	0.00	25,068.15	100.00	(25,168.15)	
FINANCE DIRECTOR PROG TOTAL				138.93		

I have examined the preceding bills and encumbrances in the total amount of **\$138.93**
 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: **SEP 19 2013**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62400	R & M SERV	P1302774	07/01/2013	PARK PLACE TECHNOLOGIES	29,676.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	211,793.00	79,149.67	4,936.08	29,676.00	98,031.25
07-1430-0000-62421	COMPUTER EQUIP				
		P1302648	08/06/2013	CDW GOVERNMENT INC	169.00
		P1302771	08/15/2013	LASER PRINTER SOLUTIONS LLC	82.90
		P1302797	08/19/2013	CDW GOVERNMENT INC	387.40
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,000.00	3,814.95	119.00	639.30	4,426.75
07-1430-0000-62491	SOFTWARE MAINT				
		P1300857	07/31/2013	ORACLE CORPORATION	2,655.27
		P1302794	08/12/2013	POWERDMS INC	4,725.56
		P1302897	08/02/2013	CITIES DIGITAL	12,486.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	595,762.00	404,820.29	39,589.54	19,866.83	131,485.34
07-1430-0000-63407	COMPUTER SUPPL				
		P1302718	08/12/2013	CDW GOVERNMENT INC	31.84
		P1302721	08/13/2013	CDW GOVERNMENT INC	107.94
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	17,940.00	11,424.59	678.81	139.78	5,696.82
07-1430-0000-67130	TERMINALS/PC'S				
		P1302795	08/19/2013	CDW GOVERNMENT INC	880.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	115,521.00	64,485.08	6,987.21	880.00	43,168.71
07-1430-0000-67131	OTHER COMP HARDW				
		P1302649	08/14/2013	CORE BTS INC	3,154.80
		P1302866	08/21/2013	CITY OF JANESVILLE	300.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	109,579.00	75,117.71	1,766.41	3,454.80	29,240.08
07-1430-0000-67143	IT CROSS CHARGES				
		P1301539	08/19/2013	3M COMPANY	3,200.00
		P1302647	08/06/2013	CDW GOVERNMENT INC	337.13
		P1302664	08/06/2013	CDW GOVERNMENT INC	94.57
		P1302724	08/13/2013	CDW GOVERNMENT INC	19.52
		P1302731	08/15/2013	CDW GOVERNMENT INC	337.13
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	50,000.00	132,547.00	17,416.59	3,988.35	(103,951.94)

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
INFORMATION TECHNOLOGY PROG TOTAL					58,645.06
07-1438-0000-62491	SOFTWARE MAINT	P1302868	08/20/2013	SPILLMAN TECHNOLOGIES INC	29,133.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	126,803.00	109,441.00	0.00	29,133.00	(11,771.00)
LAW RECORDS PROG TOTAL					29,133.00

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 **\$87,778.06**
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: **SEP 19 2013**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
10-1721-0000-63407	COMPUTER SUPPL	P1302801	08/22/2013	MASTERGRAPHICS	449.04
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,000.00	758.66	0.00	449.04	4,792.30
LAND RECORDS PROG TOTAL					449.04

I have examined the preceding bills and encumbrances in the total amount of **\$449.04**
 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: **SEP 19 2013**

Dept Head _____

Committee Chair _____

PURCHASE ORDER NUMBER P1300430 PEID 012080

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 August 23, 2013

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME Creative Community Living Services, Inc.

ACCOUNT NUMBER 33-3310-0000-62620

FUNDS DESCRIPTION CIP 1A

AMOUNT OF INCREASE \$ 4,679

INCREASE FROM \$ 505,670 TO \$ 510,349

ACCOUNT BALANCE AVAILABLE \$ 159,662.27 SB 09/10/13

REASON FOR AMENDMENT Start up costs for one current residential client who went to an institution and returned to residential services at the current provider at the end of January.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

PURCHASE ORDER NUMBER P1300488 PEID 048450

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 9/10/13

DEPARTMENT Financial Services

COMMITTEE Finance Committee

VENDOR NAME Baker Tilly

ACCOUNT NUMBER 05-1530-0000-62130

FUNDS DESCRIPTION Audit Fees

AMOUNT OF INCREASE \$ 4,000

INCREASE FROM \$ 83,000 TO \$ 87,000

ACCOUNT BALANCE AVAILABLE \$ 4,000 pending approval of transfer. SO 9/10/13

REASON FOR AMENDMENT Additional audit procedures required for CDBG grant.

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

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

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

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

FINANCE COMMITTEE
INITIATED BY



JEFFREY S. KUGLITSCH
DRAFTED BY

FINANCE COMMITTEE
SUBMITTED BY

AUGUST 28, 2013
DATE DRAFTED

AUTHORIZING CONTRACT FOR ADMINISTRATION OF SELF-INSURANCE PROGRAM

1 WHEREAS, Rock County has been involved in a self-insurance program since April 20, 1979; and

2
3 WHEREAS, the County remains self-insured and continues to operate a limited self-insurance
4 program for workers' compensation exposures; and

5
6 WHEREAS, it is necessary to retain the services of an administration firm to provide claim
7 management and administration on loss control activities; and

8
9 WHEREAS, currently Willis HRH Wisconsin has performed these services for Rock County; and

10
11 WHEREAS, Rock County has been very satisfied with the services provided by Willis, HRH; and

12
13 WHEREAS, the Finance Committee recommended that the County continue to stay with Willis
14 HRH Wisconsin as our third party administrator for workers' compensation.

15
16 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors in session this
17 _____th day of _____, 2013, that the County Board Chair and County Clerk are authorized and
18 hereby directed to execute necessary documents with Willis HRH Wisconsin for the provision of
19 worker's compensation self-insurance administration services to Rock County for the period January 1,
20 2014 through December 31, 2016 at the following rates per claim:

Claim Type	Per Claim Proposed Fees		
	2014	2015	2016
24 Indemnity (Lost Time)	\$1,250	\$1,250	\$1,275
25 Medical Only Paid Over \$1,500	625	625	630
26 Medical Only Paid Under \$1,500	160	160	160

27
28 BE IT FURTHER RESOLVED THAT it is understood that there will be an additional cost of \$625
29 per claim if this matter goes to litigation. In addition, for claims expected over \$150,000 and for other
30 specific injuries an additional fee of \$2,550 per claim may be charged. If the claim would ultimately
31 close for less than \$150,000, Willis HRH Wisconsin would adjust the fee to the appropriate rate. Other
32 ancillary services may be provided by Willis HRH Wisconsin provided all services are approved by the
33 County prior to the acquisition of those services.

Respectfully submitted:

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

AUTHORIZING CONTRACT FOR ADMINISTRATION OF
SELF-INSURANCE PROGRAM

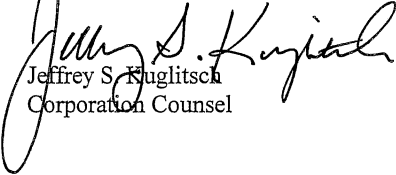
Page 2

Brent Fox

J. Russell Podzilni


LEGAL NOTE:

The County Board is authorized to enter into this agreement pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel


FISCAL NOTE:

Administrative fees are paid from the Workers' Compensation Trust Account. These costs are then allocated to various County departments based upon number of personnel. There will be sufficient funds in the trust account and department 2014-2016 budget appropriations for these fees.


Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

EXECUTIVE SUMMARY

Rock County has been self-insured for workers' compensation since April of 1979. Our current workers' compensation provider is Willis HRH Wisconsin based out of Appleton, Wisconsin. The County began working with Willis on September 1, 2009, following the numerous problems encountered by our previous provider, Xchanging. It was the recommendation of both staff and the Finance Committee that the County continue to use Willis HRH Wisconsin. Willis has provided outstanding services to the County in the four years since they have been hired. In addition, Willis currently provides third-party administrative services to 16 of the 32 self-funded Wisconsin counties. The Finance Committee is recommending that we continue on a per claim basis for a three-year contract. Willis has provided some risk management services which has reduced the amount of workers' compensation claims. The cost of the three-year proposal between January 1, 2014 through December 31, 2016 is provided in the resolution. This fee provides for the following: handling all claims occurring during the term of the contract until the claim is closed no matter how long it takes to close. Additional charges of \$625 per claim could be incurred if the matter goes to litigation. In addition, large claim and specific injuries could require an additional \$2,550 per claim. If the expected claim would ultimately close for less than the \$150,000, the fee would be adjusted to the appropriate rate. Ancillary services, including all loss control, legal, investigation, rehab and medical bill audit services would be paid separately by Rock County. All services requested would have to be approved by the County prior to the acquisition of those services.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Randy Leves
INITIATED BY



Randy Leves
DRAFTED BY

Finance Committee
SUBMITTED BY

8/21/2013
DATE DRAFTED

**AUTHORIZING AWARD OF CONTRACT FOR SCANNING & IMAGING
1834-1935 REAL ESTATE RECORDS AND AMENDING THE 2013 BUDGET**

- 1 **WHEREAS**, the register of deeds records the time when, in effect, the public record is established.
2 Providing constructive notice regarding real estate allows the act of searching the records and the
3 determination of clear title. This is necessary for the issuance of most home mortgages, business loans,
4 and the sale of real estate. We are responsible for the safe keeping of these records; and,
5
6 **WHEREAS**, many of the pre-1935 real estate records are slowly deteriorating and per state statute we
7 must keep copies of these records forever. There are no other copies of these documents available. In
8 order to preserve these records, 302 books with approximately 190,000 images will need to be scanned,
9 indexed, and imported into our land records system; and,
10
11 **WHEREAS**, request for Proposals were advertised in the Beloit Daily News and on the Internet with
12 additional vendors solicited, and having four responses; and
13
14 **WHEREAS**, the proposal asked to confirm previous similar governmental project work with Rock
15 County's current operating software vendor Fidlar Technologies. The two lowest bids (Converga &
16 TAB Products) had no experience working with Fidlar Technologies and gave no references working
17 with any Wisconsin County on this type of project. The quality of the required sample images that they
18 provided and their approach to the project ranked them as the two lowest on the evaluation form. The
19 highest bid (Source Code) did not have experience working with Fidlar Technologies. The quality of
20 their sample images and approach to the project ranked them 2nd on the evaluation form; and
21
22 **WHEREAS**, Fidlar Technologies, Inc., who currently is our land records vendor, was one of the
23 responding companies. They had the 3rd highest bid but their experience, qualifications, techniques,
24 approach to the project, and the quality of required sample images of the records placed them 1st on the
25 evaluation form; and
26
27 **WHEREAS**, Fidlar Technologies currently provides software products, service, and support to over 215
28 County Register of Deeds offices in 14 states – 25 of which are in Wisconsin. Fidlar is currently under
29 contract with Rock County performing identical project management and scanning services for the Rock
30 County Register of Deeds office. They would provide a seamless conversion service for this RFP; and
31
32 **WHEREAS**, their proposal met all requirements of the RFP and with having the qualifications and
33 experience to successfully complete this project; and
34
35 **WHEREAS**, there is \$75,000 currently budgeted in the Land Records account and \$10,000 available to
36 transfer in from the Register of Deeds Redaction account.
37
38 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
39 this _____ day of _____, 2013, does hereby authorize that a contract be awarded to Fidlar
40 Technologies, Inc. of Davenport, Iowa for the amount not to exceed \$85,000.
41
42 **BE IT FURTHER RESOLVED** that progress payments be made to the vendor upon approval of the
43 Register of Deeds and the Finance Committee.

**AUTHORIZING AWARD OF CONTRACT FOR SCANNING & IMAGING
1834-1935 REAL ESTATE RECORDS**

Page 2

44 **BE IT FURTHER RESOLVED** that the 2013 budget be amended as follows:

45

46	Budget	Increase	Amended
47 <u>Account/Description</u>	<u>8/1/13</u>	<u>(Decrease)</u>	<u>Budget</u>
48 Source of Funds			
49 10-1721-0000-47000			
50 Transfer In	\$50,000	\$10,000	\$60,000
51			
52 Use of Funds			
53 10-1721-0000-62119	\$183,662	\$10,000	\$193,662
54 Other Contracted Services			

Respectfully submitted

Finance Committee

Purchasing Procedural Endorsement

Mary Mawhinney, Chair

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Vote _____ Date _____

Mary Beaver

ADMINISTRATIVE NOTE:

Recommended.


Craig Kautson
County Administrator

J. Russell Podzilini

Brent Fox

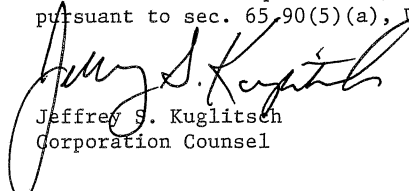
FISCAL NOTE:

This resolution authorizes a contract for an amount not to exceed \$85,000 be awarded to Fidlar Technologies, Inc for the scanning and imaging of real estate records. The Land Records other contracted services account, A/C 10-1721-0000-62119, has \$75,000 budgeted for this project. The additional \$10,000 will be transferred in from the Register of Deeds Redaction fund. The fund balance in the Register of Deeds Redaction fund as of 12/31/12 is \$286,417.


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. 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

EXECUTIVE SUMMARY

SCANNING, IMPORTING, & INDEXING 1834-1935 REAL ESTATE RECORDS

The filing or recording of various legal documents with the register of deeds is a way of putting the world on notice that something important has happened or will happen. The time of the transaction is often an important element in rights and relationships. The register of deeds records the time when, in effect, the public record is established. Providing constructive notice regarding real estate allows the act of searching the records and the determination of clear title. This is necessary for the issuance of most home mortgages, business loans, and the sale of real estate. We are responsible for the safe keeping of these records.

Legislation was signed into law in 2010 that changed the recording fee structure for real estate documents filed with the County Register of Deeds and for the redaction of Social Security numbers from electronic documents that are viewable or accessible on the Internet. In order to assist register of deeds with costs associated with the redaction process, the legislation imposed a \$5 recording fee per document to cover these costs. We're able to collect this additional fee until January 1, 2015. Social Security was implemented in 1935 and now the state allows us to use these redaction fees to scan and index documents from 1935 forward. This project is currently under way with an anticipated cost of \$600,000.

Many of the pre-1935 real estate records are slowly deteriorating. By state statute we must keep copies of these records forever. There are no other available copies of these documents. In order to preserve these records, 302 books with approximately 190,000 images will need to be scanned, indexed, and imported into our land records system.

A RFP (Request for Proposal) for this project was sent out with 4 companies responding. The proposal asked to confirm previous similar governmental project work with Rock County's current operating software vendor Fidlar Technologies. The two lowest bids (Converga & TAB Products) had no experience working with Fidlar Technologies and gave no references working with any Wisconsin County on this type of project. The quality of the required sample images that they provided and their approach to the project ranked them as the two lowest on the evaluation form. The highest bid (Source Code) did not have experience working with Fidlar Technologies but had worked with 20 Wisconsin counties on similar projects. The quality of their sample images and approach to the project ranked them 2nd on the evaluation form.

Fidlar Technologies, Inc., who currently is our land records vendor, was one of the responding companies. They had the 3rd highest bid but their experience, qualifications, techniques, approach to the project, and the quality of required sample images of the records placed them 1st on the evaluation form.

Fidlar Technologies currently provides software products, service, and support to over 215 County Register of Deeds offices in 14 states – 25 of which are in Wisconsin. Fidlar is currently under contract with Rock County performing identical project management and scanning services for the Rock County Register of Deeds office. If approved, they would provide a seamless conversion service for this RFP.

Recently passed legislation now allows the \$5 redaction fee that is not spent for the redaction project to be retained by the county. The anticipated total revenue for the redaction project is \$650,000. This would leave an additional \$50,000 to be used at the discretion of the county.

The total amount of this project is \$85,000. \$75,000 from the Land Records account 10-1720-0000-62119 (Other Contracted Services) was budgeted for this project. In order to complete the project, an additional \$10,000 will be needed. The additional money may be used from the Register of Deeds Redaction Project account 17-1715-0000-62119.



PROPOSAL SUMMARY FORM

PROJECT NUMBER #2013-31
 PROJECT NAME SCANNING & INDEXING CONVERSION
 DEPARTMENT REGISTER OF DEEDS
 PROPOSAL DUE DATE JUNE 24, 2013 - 12:00 NOON

	FIDLAR TECHNOLOGIES ROCK ISLAND IL	SOURCE CODE WAUSAU WI	TAB MAYVILLE WI	CONVERGA WAUNAKEE WI
RATER 1	129	103	83	54
RATER 2	132	100	55	47
TOTAL SCORE	261	203	138	101
COST 190,000 IMAGES	84,763.14	87,194.00	60,628.00	66,500.00
FIDLAR CHARGE	INCLUDED	9,800.00	9,800.00	9,800.00
TOTAL COST	\$ 84,763.14	\$ 96,994.00	\$ 70,428.00	\$ 76,300.00

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

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: FIDLAR TECHNOLOGIES

Randal Law
SIGNATURE

8-20-13
DATE

GOVERNING COMMITTEE APPROVAL: _____ CHAIR VOTE _____ DATE

PURCHASING PROCEDURAL ENDORSEMENT: _____ CHAIR VOTE _____ DATE

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Joyce Lubben
INITIATED BY



Joyce Lubben
DRAFTED BY

Education, Veterans & Aging
Services Committee
SUBMITTED BY

September 3, 2013
DATE DRAFTED

**Purchase of Specialized Transit Vehicle and
Amending the 2013 Council on Aging Budget**

1 **WHEREAS**, Rock County Specialized Transit is receiving an increasing number of requests for
2 transportation from persons using extra-wide wheelchairs; and,
3

4 **WHEREAS**, current Specialized Transit vehicles cannot accommodate this size of wheelchair with their
5 33-inch ramps; and,
6

7 **WHEREAS**, A&J Mobility is selling a used wheelchair converted 2012 Toyota Sienna with a 48-inch
8 rear entry ramp with 17,000 miles for \$38,500; and,
9

10 **WHEREAS**, Freedom Motors Incorporated is the sole manufacturer of this vehicle and A&J Mobility is
11 the sole dealer of this vehicle in the state of Wisconsin; and,
12

13 **WHEREAS**, sufficient funds are available to be transferred in from the Elderly and Handicapped
14 Transportation Trust Fund for the cost of this vehicle.
15

16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
17 this _____ day of _____, 2013 does approve purchase of this vehicle at a cost of \$38,500.
18

19 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon receipt of the vehicle and
20 acceptance by the Rock County Council on Aging Director.
21

22 **BE IT FINALLY RESOLVED** that the 2013 budget be amended as follows:
23
24

<u>Account/Description</u>	<u>Budget 09/01/13</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
26 <u>Source of Funds</u>			
27 30-3905-0000-47000			
28 Transfer In	\$19,420	\$38,500	\$57,920
29			
30			
31 <u>Use of Funds</u>			
32 30-3905-0000-67105			
33 Motor Vehicles	\$43,125	\$38,500	\$81,625

Respectfully submitted,

Education, Veterans & Aging Services Committee

Terry Thomas, Chair

Wayne Gustina, Vice Chair

Steve Howland

Edwin Nash

Rick Richard

Finance Committee Endorsement

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

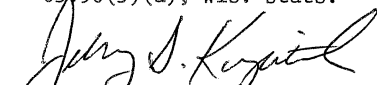
FISCAL NOTE:

This resolution authorizes the purchase of a specialized transit vehicle. The purchase is being funded by a transfer from the E&H Trust Fund, which has a current balance of \$85,827.


Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.52(6), 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

Increasingly, Rock County Specialized Transit is receiving requests for transportation for passengers who use wheelchairs that cannot be accommodated by the ADA-required 33 inch ramps. These trips, which are mainly for medical purposes, have to be denied. There is no other transportation provider operating in the county that can accommodate extra-wide wheelchairs. Including a vehicle with an extra-wide lift capacity would allow Specialized Transit to provide essential medical transportation that is currently unavailable.

A&J Mobility is selling a used (demonstrator) wheelchair-converted 2012 Toyota Sienna with a 48-inch rear entry ramp with 17,000 miles for \$38,500. This particular vehicle is only made by Freeman Motors Incorporated and sold only in Wisconsin by A&J Mobility. The vehicle can accommodate one extra-wide wheelchair and up to three ambulatory seats.

It is estimated that the Vehicle Replacement Trust Fund will have a balance of \$108,670 at year's end; \$28,670 over the state's limit of \$80,000. Therefore, there are sufficient funds to purchase this vehicle in the trust fund.

No county levy is required.



Attention Stephen Skelly

Rock County Council on Aging

Stephen,

Freedom Motors Incorporated (FMI) is the sole manufacturer of the "super-wide" rear entry wheelchair converted Toyota Sienna. A&J Mobility is the sole dealer of FMI "super-wide" conversion in the state of Wisconsin.

Sincerely,

Brad Rodriguez

Fleet Manager Freedom Motors Incorporated

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice
Committee
SUBMITTED BY

September 11, 2013
DATE DRAFTED

**AUTHORIZING ACCEPTANCE OF EDWARD BYRNE
MEMORIAL JUSTICE ASSISTANCE GRANT AND AMENDING 2013 BUDGET**

1 **WHEREAS**, the Rock County Sheriff's Office, the Beloit Police Department, and the Janesville Police
2 Department have been jointly awarded an Edward Byrne Memorial Justice Assistance Grant, by the
3 Office of Justice Programs, at the Department of Justice, in the amount of \$38,310; and,
4

5 **WHEREAS**, the three agencies have a written agreement that specifies the distribution of funds (Rock
6 County Sheriff's Office-\$5,810, Beloit Police Department-\$16,000, Janesville Police Department-
7 \$16,500); and,
8

9 **WHEREAS**, the written agreement designates the Rock County Sheriff's Office the fiscal agent; and,
10

11 **WHEREAS**, the funds will be used in accordance with the grant application to purchase equipment and
12 to support activities to prevent and control crime; and,
13

14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
15 assembled this _____ day of _____, 2013, does approve and authorize the acceptance of
16 the Edward Byrne Memorial Justice Assistance Grant; and,
17

18 **BE IT FURTHER RESOLVED**, that the Chair of the Rock County Board of Supervisors is authorized
19 to accept all funds on behalf of the County of Rock, the City of Beloit, and the City of Janesville; and,
20

21 **BE IT FURTHER RESOLVED**, that the Sheriff's Office budget for 2013 be amended as follows:
22
23

Account/ Description	Budget 09/01/13	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
21-2160-2013-42100 Federal Aid	\$0	\$38,310	\$38,310
<u>Use of Funds</u>			
21-2160-2012-63904 Policing/1 st Aid Supplies	\$0	\$1,455	\$4,355
21-2160-2012-67171 Capital Assets-\$1,000/More	\$0	\$4,355	\$4,355
21-2160-2012-69501 Aid to Localities	\$0	\$32,500	\$32,500

**AUTHORIZING ACCEPANCE OF EDWARD BYRNE
MEMORIAL JUSTICE ASSISTANCE GRANT AND AMENDING 2013 BUDGET**

Page 2

Respectfully submitted,

Public Safety and Justice Committee

Finance Committee Endorsement

Reviewed and approved on a vote of

Ivan Collins, Chair

Mary Beaver

Henry Brill

Brian Knudson

Larry Wiedenfeld

Mary Mawhinney, Chair

FISCAL NOTE:

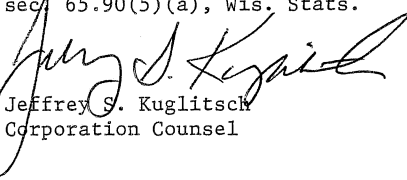
This resolution authorizes the acceptance and expenditure of \$38,310 in Federal Aid through the Edward Byrne Memorial Justice Assistance Grant. No County matching funds are required.



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

**AUTHORIZING ACCEPANCE OF EDWARD BYRNE
MEMORIAL JUSTICE ASSISTANCE GRANT AND AMENDING 2013 BUDGET**

Page 3

Executive Summary

The Rock County Sheriff's Office, the Beloit Police Department, and the Janesville Police Department have been jointly awarded an Edward Byrne Memorial Justice Assistance Grant (JAG). The grant is awarded by the Office of Justice Programs at the Department of Justice. The award is in the amount of \$38,310.

The three agencies have a written agreement that specifies the distribution of funds. The Rock County Sheriff's Office will be the fiscal agent. There is no local match.

Rock County Sheriff's Office	\$5,810
Beloit Police Department	\$16,000
Janesville Police Department	<u>\$16,500</u>
Total	\$38,310

The funds will be used in accordance with the grant application to purchase equipment and to support activities to prevent and control crime. The Sheriff's Office intends to purchase two radar guns and three preliminary breath testers (PBTs) for the patrol fleet.

The Sheriff's Office budget will be amended to accept the funds.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice
Committee
SUBMITTED BY

September 11, 2013
DATE DRAFTED

**Accepting High Intensity Drug Trafficking Area (HIDTA) Grant and
Amending the Sheriff's Budget**

1 **WHEREAS**, the Sheriff's Office has been awarded a \$30,680 grant from the High Intensity
2 Drug Trafficking Area (HIDTA) Program; and,
3

4 **WHEREAS**, the HIDTA Program is a program administered by the Office of National Drug
5 Control Policy (ONDCP); and,
6

7 **WHEREAS**, the purpose of the Program is to reduce drug trafficking and drug production in the
8 United States; and,
9

10 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly
11 assembled this _____ day of _____, 2013 to approve and authorize the
12 acceptance of \$30,680 of HIDTA grant funds and to authorize the Sheriff to sign the award
13 documents; and,
14

15 **BE IT FURTHER RESOLVED**, that the 2013 Sheriff's budget be amended as follows:
16

17 Account/ 18 Description	Budget 09/01/13	Increase (Decrease)	Amended Budget
19 <u>Source of Funds</u>			
20 21-2140-2013-42100 21 Federal Aid	\$28,320	\$30,680	\$59,000
22			
23 <u>Use of Funds</u>			
24 21-2140-2013-61210 25 Overtime Wages-Productive	\$19,200	\$10,700	\$29,900
26			
27 21-2140-2013-62210 28 Telephone	\$0	\$2,900	\$2,900
29			
30 21-2140-2013-63908 31 Investigative Expenses	\$2,400	\$2,600	\$5,000
32			
33 21-2140-2013-64200 34 Training	\$1,920	\$2,080	\$4,000
35			
36 21-2140-2013-65331 37 Equipment Lease	\$0	\$7,200	\$7,200
38			
39 21-2140-2013-67172 40 Capital Assets \$500-\$999	\$4,800	\$5,200	\$10,000

Respectfully submitted,

Public Safety and Justice Committee

Ivan Collins, Chair

Mary Beaver

Henry Brill

Brian Knudson

Larry Wiedenfeld

Finance Committee Endorsement

Reviewed and approved on a vote of

Mary Mawhinney, Chair

FISCAL NOTE:

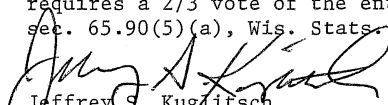
This resolution authorizes the acceptance and expenditure of an additional \$30,680 in Federal Aid for the HIDTA Program. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

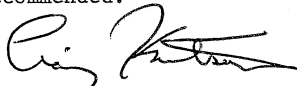
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2013 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Accepting High Intensity Drug Trafficking Area (HIDTA) Grant and Amending the Sheriff's Budget

Page 3

Executive Summary

The Sheriff's Office has been awarded a \$30,680 grant from the High Intensity Drug Trafficking Area (HIDTA) Program, a program administered by the Office of National Drug Control Policy (ONDCP). The purpose of the Program is to reduce drug trafficking and drug production in the United States. This is a supplemental grant. The initial grant was received in January 2013.

The HIDTA Program provides funding resources to joint initiatives of federal, state, local, and tribal agencies in each area designated as a HIDTA to carry out activities that address the specific drug threats of those areas.

The grant funds will be used for overtime, smart phone subscriptions, investigative expenses, training expenses, leased vehicles, and equipment. The equipment purchased will be used for observation, surveillance, and undercover operations. Specific equipment to be purchased has not been determined at this time

Overtime	\$10,700
Telephone	\$2,900
Investigative Expenses	\$2,600
Training	\$2,080
Leased Vehicles	\$7,200
Equipment	<u>\$5,200</u>
Total	\$30,680