

FINANCE COMMITTEE

April 19, 2012

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:35 A.M. on Thursday, April 19, 2012, in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

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

Committee Members Excused: None.

Staff Members Present. Sherry Oja, Finance Director; Craig Knutson, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Mickey Crittenden, Information Technology Director; Michelle Schultz, Real Property Lister; Lori Williams, Parks Director; Jodi Millis, Purchasing Manager; Vicki Brown, Treasurer; Commander Erik Chellevoid; Diane Michaelis, Financial Office Manager, Sheriff's Office; Randy Leyes, Register of Deeds.

Others Present: None.

Approval of Agenda. Ms. Oja distributed an additional bill to the Committee for approval from Arrowhead Library. Ms. Oja also distributed two transfer requests which she will address when Item 3 is discussed. Supervisor Kraft moved approval of the agenda, with these additions, second by Supervisor Beaver. ADOPTED as amended.

Citizen Participation, Communications, Announcements, Information. Chair Mawhinney stated that they miss Ms. Bondehagen this morning due to her daughter being in the hospital.

Transfers and Appropriations.

Finance

FROM

Account # **Amount**
19-1922-0000-64904 \$ 60,909

TO

Account # **Amount**
13-1730-0000-68000 \$ 8,715

Surveyor-Cost Allocations
15-1541-0000-64901 27,554

Tax Deed Expense
19-1912-0000-61710 5,956

Worker's Compensation
19-1990-0000-64904 10,452

Refund of Prior Yrs. Revenue
64-6420-0000-68000 4,677

Economic Dev Prog Cost Alloc
36-3664-0000-61108 3,555

JDC-Seasonal Wages
05-1500-0000-61100 18,587

19-1923-0000-64904 200,000

Finance-Salaries

10-1720-0000-61100	\$ 9,648
Real Property-Salaries	
15-1540-0000-61100	4,096
Treasurer-Salaries	
21-2100-0000-61210	118,978
Sheriff-Overtime Wages	
23-2400-0000-61210	39,689
911 Comm Center-OT Wages	
36-3664-0000-61108	9,002
JDC-Seasonal Wages	

Ms. Oja explained the transfers are from the Salary Reserve account and the Contingency Fund account and are necessary for balancing and closing the 2011 budget.

Supervisor Kraft moved approval of the transfers, second by Supervisor Beaver. ADOPTED.

Bills/Encumbrances - 2012

Finance Director	\$ 628.24
Elections	31.49
Information Technology	44,810.12
Register of Deeds	824.64
Employee Related	300.09
Land Records	474.90

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

Bills Over \$10,000.

Election Systems and Software	\$ 11,319.00
Gielows Lawn and Garden Equipment	13,474.65

Supervisor Beaver moved approval of the above Bills Over \$10,000 for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

Encumbrances Over \$10,000.

Beloit Transit System	\$ 19,857.00
Ewald Automotive Group	76,608.00
Huffcutt Concrete Inc.	19,180.00
Orion Family Services	122,665.00
Sanofi Pasteur	32,580.35

Supervisor Kraft moved approval of the above Encumbrances Over \$10,000 for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

Pre-Approved Encumbrance Amendments.

Developmental Disabilities Board

REM Wisconsin II, Inc. \$ 72,828.00

Child Support

DNA Diagnostics 24,288.00

Supervisor Podzilni moved approval of the above Pre-Approved Encumbrances for the Finance Committee, second by Supervisor Beaver. ADOPTED.

Approval of Bills for Other Departments.

Arrowhead Library System

Arrowhead Library \$ 1,950.00

Supervisor Beaver moved approval of the above Bills for Other Departments, second by Supervisor Podzilni. ADOPTED.

Resolutions.

Authorizing Award of Contract for Scanning & Imaging Conversion Project

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2012, does hereby authorize that a contract be awarded to Fidlar Technologies, Inc. of Rock Island, IL for the amount not to exceed \$600,000.00.

BE IT FURTHER RESOLVED that progress payments be made to the vendor upon approval of the Register of Deeds and the Finance Committee.”

Supervisor Kraft moved approval of the above resolution, second by Supervisor Podzilni. ADOPTED.

2011 Supplemental Appropriations and Budgetary Transfers

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2012 does hereby amend the 2011 Budget as follows:

...”

Supervisor Kraft moved approval of the above resolution, second by Supervisor Beaver. ADOPTED.

Review of Resolutions.

Authorizing Submission of Edward Byrne Memorial Justice Assistance Grant Application and Authorizing Interagency Agreement with Beloit and Janesville

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 does hereby approve and authorize the submission of an Edward Byrne Memorial Justice Assistance Grant application, and the Chair of the Rock County Board of Supervisors is hereby authorized to sign all necessary documents on behalf of the County of Rock; and,

BE IT FURTHER RESOLVED, that the Chair of the Rock County Board of Supervisors and the County Clerk are hereby directed to execute an Interagency Agreement with the City of Beloit and the City of Janesville that designates Rock County as the grant fiscal agent and specifies how grant proceeds will be shared should the application be funded.”

Supervisor Podzilni moved approval to apply for the application, second by Supervisor Beaver. ADOPTED.

Authorizing Acceptance of JAG Crisis Intervention Team (CIT) Training (2009) Grant and Amending the 2012 Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 does hereby accept the JAG Crisis Intervention Team (CIT) Training (2009) Grant in the amount of \$69,874 from the Wisconsin Office of Justice Assistance.

BE IT FURTHER RESOLVED, that the 2012 Rock County Sheriff’s Office budget be amended as follows:

...

BE IT FURTHER RESOLVED, that the Chair of the Rock County Board of Supervisors is authorized to sign contracts/MOUs with local law enforcement agencies for the payment of overtime or backfill for officers to attend CIT training in an amount not to exceed the grant award minus the cost of providing the training.

BE IT FURTHER RESOLVED, that the Chair of the Rock County Board of Supervisors is authorized to sign contracts/MOUs for providing CIT training with NAMI Waukesha in an amount not to exceed \$15,000.”

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

Purchasing Procedural Endorsement.

Authorizing Purchase of Six Mechanical Lifts and Six Stands for Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 does hereby

recommend that a Purchase Order be issued to EZ Way Inc of Clarinda, Iowa as follows:

Four (4) Smart Lifts with Scales and two (2) Smart Lifts without scales for a total of \$26,685.90

Two (2) Smart Stands with Scales and four (4) Smart Stands without scales for a total of \$29,008.80.”

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

Authorizing Award of Contract for Lee Park Toilet Project

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, does hereby authorize that a contract be awarded to Huffcut Concrete of Chippewa Falls, Wisconsin in the amount of \$19,180.00 for the construction of this toilet building.”

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

Authorizing Purchase of Motor Pool Vehicles for the Rock County Department of Public Works

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board duly assembled this ____ day of _____, 2012, that a Purchase Order be issued to Ewald Automotive Group of Oconomowoc, Wisconsin as follows: \$76,608 for four Chevrolet Impala LT Automobiles.”

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

Awarding Contract for Commissary Services at Sheriff's Office and Jail

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

Discussion and Possible Action on Changes in Investment Policy The Finance Committee discussed whether to revise the investment policy to allow the County's bank to use a Letter of Credit as collateral for the County's deposits vs. U.S. Government Securities. The Committee decided not to allow Letters of Credit at this time. The following sentence was added to Section XII of the investment policy: “The bank providing general banking services for the County's operating accounts must collateralize the County's deposits with U.S. Government issued securities.”

Report on Cash Balances and Investments. Ms. Oja updated the Committee on cash balances and investments as of March 31, 2012 and the Bank Credit Rating Report from Cutwater Asset Management.

Ms. Brown reported on the cash balancing for the Treasurers Office and the current CD rates for investment.

Adjournment. Supervisor Podzilni moved adjournment at 8:28 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Sue Zastoupil
Human Resources Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.