

**FINANCE COMMITTEE
Minutes – April 4, 2013**

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, April 4, 2013, in Conference Room N-1 Rock County Courthouse East.

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

Committee Members Excused: Supervisor Fox.

Staff Members Present. Sherry Oja, Finance Director; Craig Knutson, County Administrator; Randy Terronez and Nick Osborne, Assistants to County Administrator; Mickey Crittenden, Information Technology Director; Jodi Millis, Purchasing Manager; Jason Houle, County Surveyor; Captain Gary Groelle, Sheriff's Office; Elizabeth Pohlman McQuillen, Criminal Justice Planner/Analyst; Michelle Schultz, Real Property Lister; Tom Sweeney, County Conservationist.

Others Present: None.

Approval of Agenda. Supervisor Podzilni moved approval of the agenda as presented, second by Supervisor Beaver. ADOPTED.

Committee Review and Approval of Per Meeting Allowances. Supervisor Podzilni moved approval of per meeting allowances in the amount of \$11,365.20, second by Supervisor Kraft. ADOPTED.

Approval of Minutes – March 21, 2013. Chair Mawhinney said there was a correction on the top of page 4, the amount should be \$215,460. Supervisor Kraft moved approval of the minutes of March 21, 2013 with this correction, second by Supervisor Beaver. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Transfers and Appropriations.

Communications Center

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
23-2400-0000-46205	\$ 2,164	23-2400-0000-62420	\$ 2,164
Insurance Proceeds		Machinery & Equipment R&M	

Sheriff's Office

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
21-2100-2000-46205	\$1,426.04	21-2100-2000-62410	\$1,426.04
Compensation Loss Fixed Assets - LES		R&M Vehicles - LES	

Surveyor

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>

13-1730-0000-61100	\$39,875	13-1730-0000-67171	\$29,480
Regular Wages		Capital Assets \$1,000+	
		13-1730-0000-61108	6,720
		Seasonal Wages	
		13-1730-0000-62210	675
		Telephone	
		13-1730-0000-63100	3,000
		Office Supplies & Expenses	

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

Bills and Encumbrances

Finance Director	\$	53.99
Elections		11,026.95
Register of Deeds		30.72
Employee Related		11.81
Information Technology		45,804.54
Information Technology Capital Project		35,052.00
Stray Dog		30.00

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

Bills Over \$10,000

EDCI	\$	49,927.00
Illinois Office Supply		11,026.96
TriCor Inc.		50,036.00
Wisconsin River Rail Transit Commission		27,146.59

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

Encumbrances Over \$10,000

Sanofi Pasteur	\$	39,282.47
Turning Point Systems Group		29,480.00

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

Productive Living Systems	\$	283,429.00
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Supervisor Beaver moved approval of the above Pre-Approved Encumbrance Amendments, second by Supervisor Podzilni. ADOPTED.

Approval of Bills for Other Departments. None.

Purchasing Procedural Endorsement.

Authorizing the Purchase of Surveying Equipment

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2013 that a Purchase Order for surveying equipment and software be issued to Turning Point Systems Group of Milwaukee, WI in the amount of \$29,480.00.”

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

Review of Resolution.

Authorizing Acceptance of JAG Crisis Intervention Team (CIT) Training (2010) Grant and Amending the 2013 Budget

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2013 does hereby accept the JAG Crisis Intervention Team (CIT) Training (2010) Grant in the amount of \$50,000 from the Wisconsin office of Justice Assistance.

BE IT FURTHER RESOLVED, that the 2013 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 Kraft moved Finance Committee Endorsement of the above resolution, second by Supervisor Beaver. ADOPTED.

Review of Resolution and Purchasing Procedural Endorsement

Approving Additional Contingency Funding and Amending 2013 Budget for the Rock Haven Facility Replacement Project

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2013 that the Contingency budget be increased a total of \$56,303 to cover change orders and related project costs as recommended by the Samuels Group with funds to come from the Net Assets of the Rock Haven operational account, and that the 2013 budget be amended as follows:

...

BE IT FINALLY RESOLVED, that the General Services Committee be delegated the authority to approve all change orders for the Rock Haven Facility Replacement Project and report any change orders over \$10,000 to the Rock County Board of Supervisors at its regularly scheduled meeting.”

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

Amending the Sheriff’s 2013 Budget to Use Equitably Shared funds for Avatar II Tactical Robot

“**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2013, that the 2013 budget be amended as follows:

...

BE IT FURTHER RESOLVED that a purchase order be issued to Pro-Tech of Berea, OH in the amount of \$20,520.00.

BE IT FURTHER RESOLVED that payment be made to Pro-Tech of Berea, OH upon receipt and acceptance of the Avatar II tactical robot by the Public Safety and Justice Committee.”

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

Update on New Credit Card Program. Ms. Oja handed out the following copies and went over them: list of goods and services that can be included/excluded for each card issued; draft of the Request to Add cardholder – JP Morgan Chase Commercial Card; draft of the Rock County Credit Card User Agreement; and draft of the Rock County Credit Card Procedures Manual. Ms. Oja said anything can be changed in real time, so if someone left the County’s employ they would be removed from using the card as soon as notified. The credit limit(s) can be changed up/down in real time. The County also receives a 1.5% cash rebate on purchases and we do not pay a fee for the cards.

Adjournment. Supervisor Beaver moved adjournment at 8:20 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.