

## FINANCE COMMITTEE

### Minutes – May 2, 2013

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, May 2, 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.** Cheryl Mikrut, Accountant, Finance Office; 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; Michelle Schultz, Real Property Lister; Phil Boutwell, Deputy Director, Human Services; Todd Henry, Computer Programmer/Analyst II, Information Technology; Vicki Brown, County Treasurer; Rob Leu, General Services Director.

**Others Present:** None.

**Approval of Agenda.** Chair Mawhinney said a Pre-Approved Encumbrance Amendment for General Services was handed out and needs to be added to the agenda as item 6.D.2. Supervisor Podzilni moved approval of the agenda with this addition, second by Supervisor Beaver. ADOPTED.

**Committee Review and Approval of Per Meeting Allowances.** Supervisor Kraft moved approval of per meeting allowances in the amount of \$14,573.04, second by Supervisor Podzilni. ADOPTED.

**Approval of Minutes – April 18, 2013.** Supervisor Beaver moved approval of the minutes of April 18, 2013 as presented, second by Supervisor Podzilni. ADOPTED.

**Citizen Participation, Communications and Announcements.** Ms. Mikrut said a copy of the County Sales Tax Receipts was handed out and we are ahead of last year.

### **Transfers and Appropriations.**

#### **Human Services**

##### **FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
36-3664-0000-63400	\$ 2,416
YSC Operating Supplies	
36-3706-0000-62400	1,813
Repair & Maintenance (CSP)	

##### **TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
36-3664-0000-67160	\$ 2,416
Equipment over \$500	
36-3706-0000-67200	1,813
Capital Improvements (CSP)	

#### **Sheriff's Office**

##### **FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
21-2100-0000-65103	\$ 1,044

##### **TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
21-2100-0000-67130	\$ 1,044

Public Liability - LES

Terminals & PCs - LES

**Surveyor**

**FROM**

**Account #**

13-1730-0000-61100

Regular Wages

**Amount**

\$ 1,190

**TO**

**Account #**

13-1730-0000-67171

Capital Assets \$1,000+

**Amount**

\$ 1,190

Supervisor Kraft moved approval of the above Transfers for the Finance Committee, with the one for the Sheriff's Office contingent on Public Safety and Justice Committee approval, second by Supervisor Podzilni. ADOPTED.

**Bills and Encumbrances**

Finance Director	\$	527.59
Elections		100.00
Land Records		474.92
ROD Redaction		3,820.75
Information Technology		19,141.92
Law Records Management System		289,880.00

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

**Bills Over \$10,000**

Spillman Technologies Inc.	\$	289,880.00
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Supervisor Beaver moved approval of the above Bills Over \$10,000 for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

**Encumbrances Over \$10,000** None.

**Pre-Approved Encumbrance Amendments.**

**Human Resources**

Comp Psych	\$	10,076.52
Comp Psych		11,020.32

**General Services**

Rock Road Companies	\$	27,373.00
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Supervisor Podzilni moved approval of the above Pre-Approved Encumbrance Amendments, with the one for General Services contingent on General Services Committee approval, second by Supervisor Beaver. ADOPTED.

**Approval of Bills for Other Departments.** None.

**Purchasing Procedural Endorsement.**

**Approving Vendor for K-9 Purchase**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2013 that a purchase order be issued to Tarheel Canine Training Inc., of Sanford, NC in the amount of \$11,945.00.

**BE IT FURTHER RESOLVED** that payment be made to the vendor upon approval of the Sheriff.”

Supervisor Kraft moved Purchasing Procedural Endorsement of the above resolution contingent on Public Safety and Justice Committee approval, second by Supervisor Podzilni. ADOPTED.

**Review of Resolution.**

**Accepting Contributions and Amending the 2013 Rock County Health Department Budget**

**“NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2013 does hereby authorize the Rock County Health Department to accept these contributions from Farm & Fleet of Janesville, TOPS WI #395 of Janesville, and the Kiwanis Club of Beloit totaling \$350.00, and amend the 2013 Rock County Health Department Budget as follows:

...”

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

**Creating a .0375 Position of Children’s Long Term Support (CLTS) Program Manager**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2013 does hereby approve the creation of a new 0.375 FTE CLTS Program Manager at the rate of \$35 per hour through year end effective upon approval of the County Board.

**BE IT FURTHER RESOLVED**, that Human Services Department budget for 2013 be amended as follows:

...”

Supervisor Podzilni moved Finance Committee Endorsement of the above resolution contingent on Human Services Board and County Board Staff Committee approvals, second by Supervisor Beaver. ADOPTED.

**Tax Receipt System Program Update.** Mr. Crittenden handed out copies of screen shots of the Rock County Land Records/Receipting System. He said Mr. Henry was also here today to help answer questions. Mr. Crittenden said this project started several years ago and is their number one priority this year. He handed around a printout of the data base under

development and said there are built in security measures in this new system. Mr. Crittenden said the timeline is still operative with testing continuing throughout the year, and to be up and running in November for the December tax season.

Chair Mawhinney directed Mr. Crittenden to let the Committee know if there are any changes to the timeline.

**Adjournment.** Mr. Terronez asked the Committee to meet prior to County Board on May 9 regarding the Rock Haven project. The Committee agreed to the meeting.

Supervisor Beaver moved adjournment at 8:09 A.M., second by Supervisor Podzilni.  
ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**