

**FINANCE COMMITTEE
Minutes – February 7, 2013**

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

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

Committee Members Excused: Supervisor Mawhinney.

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; Michelle Schultz, Real Property Lister; Rob Leu, General Services Director; Thomas Sweeney, Land Conservationist; Dave Sudmeier; Controller, Rock Haven.

Others Present: None.

Approval of Agenda. Supervisor Podzilni moved approval of the agenda, second by Supervisor Fox. ADOPTED.

Committee Review and Approval of Per Meeting Allowances. Supervisor Beaver moved approval of per meeting allowances in the amount of \$12,957.39, second by Supervisor Podzilni. ADOPTED.

Approval of Minutes – January 24, 2013. Supervisor Podzilni moved approval of the minutes of January 24, 2013 as presented, second by Supervisor Beaver. ADOPTED.

Citizen Participation, Communications and Announcements. Ms. Oja requested a meeting of the Finance Committee prior to County Board on February 14th, 5:15 P.M. was agreed upon.

Vice Chair Kraft said she, Mr. Knutson, Mr. Osborne, and Supervisor Podzilni had just attended the Wisconsin Counties Association Legislative Conference and picked up information on cyber security, which she turned over to Mr. Crittenden.

Transfers and Appropriations.

Land Records

FROM

<u>Account #</u>	<u>Amount</u>
10-1721-0000-62119	\$3,503
Other Contracted Services	

TO

<u>Account #</u>	<u>Amount</u>
10-1721-0000-62491	\$3,503
Software Maintenance	

Communications Center

FROM

<u>Account #</u>	<u>Amount</u>
------------------	---------------

TO

<u>Account #</u>	<u>Amount</u>
------------------	---------------

00-0000-0001-46205 3,133.50
Insurance Proceeds

23-2400-0000-62420 3,133.50
Machinery/Equipment R&M

General Services

FROM

Account # **Amount**
18-1810-0000-62203 \$6,626
Natural Gas

TO

Account # **Amount**
18-1810-0000-67130 \$ 978
Terminals & PCs
18-1810-0000-67171 5,648
Assets Over \$1,000

Supervisor Beaver moved approval of the above Transfers for the Finance Committee, General Service's transfers are contingent on General Services Committee approval, second by Supervisor Fox. ADOPTED.

Bills and Encumbrances - 2012

Finance Director	\$	8,063.41
County Clerk		160.00
Elections		57.64
Register of Deeds		512.00
Register of Deeds Redaction		450.00
Information Technology		31,705.81

Bills and Encumbrances - 2013

Finance Director	\$	705.00
County Clerk		565.00
County Treasurer		175.00
Register of Deeds		200.00
Land Records		1,105.00
Information Technology		40,864.18

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

Bills Over \$10,000.

General Communications Inc.	\$	277,524.00
Simplex Grinnell LP		10,020.67
Youth2Youth of Rock County		15,000.00
Advanced Correctional Healthcare		11,725.53
Blackhawk Technical College		11,793.07
CESA 2		21,898.57
Dell		26,390.76

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

Encumbrances Over \$10,000.

Joos, Atty Melissa Brooke	\$	44,436.00
Kolpien, Atty Thomas		44,436.00
Nash Elliott, Atty Jennifer		44,436.00
Schultz, Atty Lisa		44,436.00
Halverson Carpet Center LTD		30,000.00
Thomson West		32,500.00
Tricor Insurance		17,430.00

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

Pre-Approved Encumbrance Amendments.

General Services

Rhyme	\$	20,000.00
-------	----	-----------

Supervisor Podzilni moved approval of the above Pre-Approved Encumbrance Amendments contingent on General Services Committee approval, second by Supervisor Fox. ADOPTED.

Approval of Bills for Other Departments.

General Services

Bills/Encumbrances - 2012

Rock Haven Project	\$	757.90
General Services		13,380.60
Glen Oaks Operations		123.95
Juvenile Detention Operations		842.97
Communications Center Operations		2,147.10
Adolescent Services/ Guidance		358.53
Jail Capital Improvement		1,222.50

Bills/Encumbrances - 2013

Rock Haven Project	\$	978.39
HCC Building Complex		1,667.04
General Services		9,683.55
Glen Oaks Operations		3,332.13
Juvenile Detention Operations		33.45
Communications Center Operations		1,922.95
Adolescent Services / Guidance		329.01
Jail Capital Improvement		701.61
Courthouse Facility		30,000.00

Supervisor Beaver moved approval of the above bills for the General Services Committee, second by Supervisor Podzilni. ADOPTED.

Resolutions and Purchasing Procedural Endorsement.

Authorizing Purchase of Additional Storage Area Network Capacity

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013, that a Purchase Order for a SAN Expansion Tray and Disk Drives is issued to AE Business Solutions in the amount of \$38,444.00.”

Supervisor Fox moved approval and Purchasing Procedural Endorsement of the above resolution, second by Supervisor Beaver. ADOPTED.

Authorizing Upgrade of the County’s Citrix Environment to XenApp Enterprise

“NOW, THEREFORE, IT IS HEREBY RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013 that a Purchase Order for the Citrix XenApp enterprise upgrade and associated professional services is issued to EDCI, Inc. in the amount of \$49,927.00.”

Supervisor Fox moved approval and Purchasing Procedural Endorsement of the above resolution, second by Supervisor Beaver. ADOPTED.

Purchasing Procedural Endorsement

Communications Center Eventide Recording System Upgrade to Digital

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013 that a contract in the amount of \$40,068.75, be awarded to General Communications, Inc., of Madison, Wisconsin for the purchase of necessary equipment and labor to convert the existing communications Center Eventide audio recorder to a P25 digital recording system.”

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

Awarding Bid to Bandt Communications Inc. for Equipment Installation in New Squads

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013, that the bid for squad equipment installation be awarded to Bandt Communications Inc., of Janesville, WI, to the lowest bidder.”

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

Awarding Contract for Electronic Payment Services for the Rock County Health Department

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this 14th day of February, 2013 that a contract be awarded to Government Payment Service, Inc., of Indianapolis, Indiana, for credit card payment services for the Rock County Health Department.”

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

Cisco Network Switches for Public Safety Radio System

“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 Core BTS, Inc. 301 W. Beltline Hwy, Madison, WI 53713 for (8) Cisco 2960S switches for \$11,980.00.”

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

Authorization for the Purchase of Cisco Network Equipment for the ADRC

Supervisor Fox moved Purchasing Procedural Endorsement for Cisco network equipment for the ADRC, second by Supervisor Podzilni. ADOPTED.

Authorization for the Purchase of Mitel Telephone Equipment and Licenses for the ADRC

Supervisor Fox moved Purchasing Procedural Endorsement for Mitel telephones, equipment and licenses for the ADRC, second by Supervisor Podzilni. ADOPTED.

Authorization to Purchase 7 Budgeted HP Laptops for the ADRC

Supervisor Fox moved Purchasing Procedural Endorsement for 7 budgeted laptops for the ADRC, second by Supervisor Beaver. ADOPTED.

Authorization to Purchase Carpet for Jail Diversion Project per State of Wisconsin Contract

Supervisor Beaver moved Purchasing Procedural Endorsement for carpet for the Jail Diversion project, second by Supervisor Podzilni. ADOPTED.

Review of Resolution

Finalizing Purchase of the 2013 Agricultural Conservation Easements and Amending the 2013 Land Conservation Department Budget

“NOW, THEREFORE, BE IT RESOLVED, the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013, does by enactment of the Resolution approve the purchase of the Conservation Easements for each Property, accepts the NRCS-FRPP Funding, and authorizes the LCD to undertake final necessary activities identified therein and obligate all necessary funds to complete said activities.

BE IT FURTHER RESOLVED, the county Board Chair and/or the County Clerk will act as the County’s agent(s) for closing of said easements.

BE IT FURTHER RESOLVED, that an appraisal contingency fund be created in the amount of \$46,632 with funds to come from Federal Aid and ATC funds.

BE IT FURTHER RESOLVED, the 2013 Land Conservation Department’s PACE budget be amended as follows:

...”

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

Write-Off Uncollectible Receivables.

Department of Public Works - Airport Ms. Oja explained the write-offs for Public Works – Airport Division.

Rock Haven Mr. Sudmeier explained the write-offs for Rock Haven and their efforts to collect these funds.

Sheriff’s Office Ms. Oja explained the write-off for the Sheriff’s Office.

Supervisor Fox moved approval to write-off \$180.45 for the Department of Public Works – Airport Division, \$89,157.54 for Rock Haven and \$52.00 for the Sheriff’s Office, second by Supervisor Podzilni. ADOPTED.

Adjournment. Supervisor Fox moved adjournment at 8:02A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.