



**FINANCE COMMITTEE
THURSDAY, JUNE 2, 2016 - 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. Approval of Minutes – May 19, 2016
4. Committee Review and Approval of Per Meeting Allowances
5. Transfers and Appropriations
6. Resolution
 - A. Authorizing Purchase of Mobile Data Computer Equipment for 2016
7. Committee Approvals
 - A. Amending the 2016 HSD Budget to Accept CLTS Funds and Create 2.0 FTE Social Worker Positions
 - B. Amending the 2016 Airport Budget for Repairs to Airport's Multi-Purpose Equipment
 - C. Amending the Council on Aging Budget to Adjust Title III, NSIP, State 85.21 and State Health Insurance Program Allocations
 - D. Awarding Bid for the Fairgrounds Maintenance & Management-Administrative Services and Amending the 2016 Budget
8. Set Date to Tour Foreclosure of Tax Liens Properties (August 2016)
9. Adjournment

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Dara Mosley
INITIATED BY



Dara Mosley
DRAFTED BY

Finance
SUBMITTED BY

May 16, 2016
DATE DRAFTED

Authorizing Purchase of Mobile Data Computer Equipment for 2016

- 1 **WHEREAS**, the Rock County Information Technology Department is authorized to
- 2 Purchase computer equipment on behalf of the County; and,
- 3
- 4 **WHEREAS**, the Information Technology Director and staff did review equipment available on the
- 5 State of Wisconsin Contract number 505ENT-O16-NASPOCOMPUT-02 and chose and configured
- 6 equipment from this contract; and,
- 7
- 8 **WHEREAS**, the 2016 Budget did designate funds for the purchase of these Mobile Data Computers
- 9 for the Sheriff's Department.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 12 this _____ day of _____, 2016 that a purchase order be issued to Baycom, Inc., of Green
- 13 Bay, WI for 6 CF-53 Panasonic Toughbook Mobile Data Computers at \$2,888.00 each for a total of
- 14 \$17,328.00.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

J. Russell Podzilni

Mary Beaver

Brent Fox

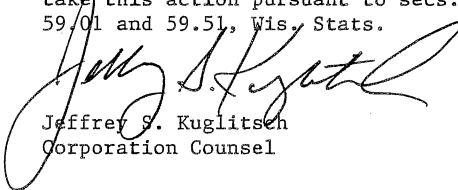
FISCAL NOTE:

Sufficient funds for these purchases are included in the 2016 budget and are being funded by tax levy.


Sherry Oja
Finance Director

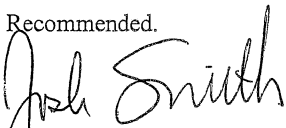
LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

Executive Summary for the Purchase of Panasonic Toughbooks

The Rock County Sheriff's Office utilizes Panasonic Toughbook laptop computers within their squad cars. Each year a number of these are purchased to replace those that are broken, worn, or no longer adequate to operate the software and systems used by the law enforcement staff.

The Panasonic Toughbooks are ruggedized laptops that are made to withstand extreme temperature, excess vibration, and abnormal abuse that are common in police work. Panasonic has developed a less expensive model of laptop than what was available in prior years that meets the needs of the Sheriff's Office. This authorization is for six Toughbooks that will replace units that are several years old and cause regular difficulties for the deputies and Information Technology staff.

The Toughbooks are being purchased from Baycom, Inc. from Green Bay off of state contract (#505ENT-O16-NASPOCOMPUT-02), and include a five-year warranty.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Flanagan
INITIATED BY



Phil Boutwell
DRAFTED BY

Human Services Board
SUBMITTED BY

May 16, 2016
DATE DRAFTED

**Amending the 2016 HSD Budget to Accept CLTS Funds and
Create 2.0 FTE Social Worker Positions**

1 WHEREAS, the CLTS Program makes Medicaid funding available to serve children who have
2 substantial limitations due to developmental, severe emotional and/or physical disabilities; and,
3

4 WHEREAS, historically, the State through a contract with Lutheran Social Services offered CLTS case
5 management for children in Rock County with autism, and Rock County has provided CLTS case
6 management for children with developmental, severe emotional and/or physical disabilities; and,
7

8 WHEREAS, the State no longer wishes to contract for CLTS services and has directed counties to
9 assume its contracts or directly provide case management services to its resident population with autism;
10 and,
11

12 WHEREAS, Rock County HSD does not desire to run a bifurcated CLTS program considering it is
13 bringing in the contracted CLTS case management with the advent of Family Care in Rock County; and,
14

15 WHEREAS, Rock County will assume the responsibility for approximately 100 children presently
16 served by LSS between now and the end of October; and,
17

18 WHEREAS, Medicaid billing revenue as well as the administrative dollars in the additional funding are
19 sufficient to cover the cost of the two new Social Worker positions so that no county levy is required.
20

21 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
22 this ____ day of _____, 2016, does hereby approve the creation of 2.0 FTE Social Worker
23 positions for the CLTS Program; and,
24

25 BE IT FURTHER RESOLVED, that the 2016 Budget be amended as follows:

Account/Description	Budget 5/1/16	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
36-3691-0000-42100 Federal Aid	\$1,559,487	\$544,050	\$2,103,537
<u>Use of Funds</u>			
36-3691-0000-64604 Program Expense	\$1,138,740	\$471,815	\$1,610,555
36-3691-0000-68225 Allocated CFIS	\$657,013	\$69,235	\$726,248
36-3691-0000-67130 Terminals and PCs	\$8,000	\$3,000	\$11,000
36-3697-0000-61100 Regular Wages	\$1,161,159	\$45,602	\$1,206,761
36-3697-0000-61400 FICA	\$89,147	\$3,488	\$92,635

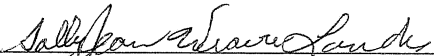
47


48	36-3697-0000-61510	\$76,912	\$3,010	\$79,922
49	Retirement			
50				
51	36-3697-0000-61610	\$323,859	\$16,476	\$340,335
52	Health Insurance			
53				
54	36-3697-0000-61620	\$9,561	\$647	\$10,208
55	Dental Insurance			
56				
57	36-3697-0000-61630	\$258	\$12	\$270
58	Life			
59				
60	36-3697-0000-68380	(\$657,013)	(\$69,235)	(\$726,248)
61	CLTS Allocation			

Respectfully submitted,

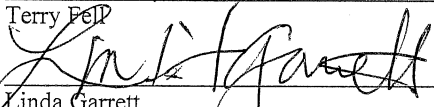
HUMAN SERVICES BOARD


Brian Knudson, Chair

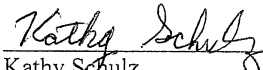

Sally Jean Weaver-Landers, Vice Chair


Karl Dommershausen

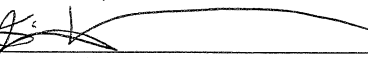
Absent
Terry Fell


Linda Garrett

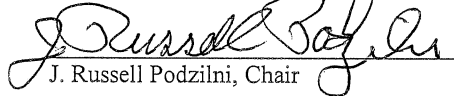
Absent
Ashley Kleven


Kathy Schulz


Terry Thomas


Shirley Williams

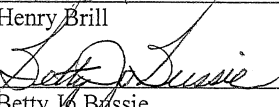
COUNTY BOARD STAFF COMMITTEE

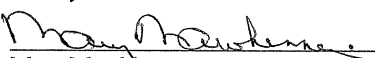

J. Russell Podzilni, Chair

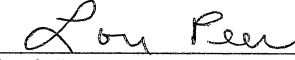

Sandra Kraft, Vice Chair

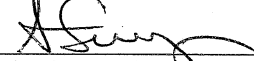

Eva Arnold

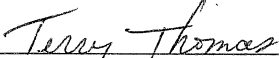
Absent
Henry Brill


Betty Jo Bussie


Mary Mawhinney


Louis Peer


Alan Sweeney


Terry Thomas

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

FISCAL NOTE:

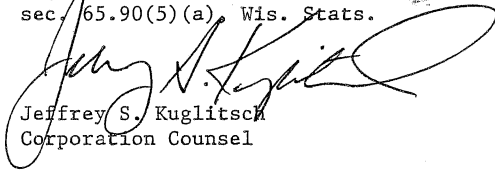
This resolution authorizes the creation of 2.0 FTE Social Worker positions. These positions will be funded by CLTS case management revenue.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats. As an amendment to the adopted 2016 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.



Josh Smith
County Administrator

Executive Summary

The Children's Long Term Support (CLTS) waiver program provides Medicaid funding for children who fall under three separate groups: Developmental Disabilities (DD), Physical Disabilities (PD), and Severe Emotional Disabilities (SED). At present, there are about 145 children served by this program in Rock County.

Historically, the State through a contract with Lutheran Social Services offered CLTS case management for children in Rock County with autism. The State no longer wishes to contract for CLTS services and has directed counties to assume its contracts or directly provide case management services to its resident population with autism. Rock County will assume the responsibility for approximately 100 children presently served by LSS between now and the end of October

This resolution authorizes the creation of two positions (Case Managers) within the Human Services Department to absorb this additional caseload. Rock County HSD does not desire to run a bifurcated CLTS program considering it is bringing in the contracted CLTS case management with the advent of Family Care in Rock County. Having all county staff providing case management services will allow for improved integration of care and enhanced ability to serve complex cases involved with the CYF Division which may be at risk for out of home placement.

Medicaid billing revenue as well as the administrative dollars in the additional funding are sufficient to cover the cost of the two new Social Worker positions so that no county levy is required.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY



Ronald D. Burdick, Airport Director
DRAFTED BY

Public Works Committee
SUBMITTED BY

May 23, 2016
DATE DRAFTED

Amending the 2016 Airport Budget for Repairs to Airport's Multi-Purpose Equipment


1 **WHEREAS**, Rock County, owns and operates an airport known as the Southern Wisconsin
2 Regional Airport; and
3
4 **WHEREAS**, in 1995 the airport purchased a multi-purpose piece of equipment from Wausau
5 Equipment Company; and
6
7 **WHEREAS**, on March 29, 2016 this piece of equipment used for blowing snow and sweeping
8 debris from pavements became inoperable due to the failure of the auxiliary transmission's
9 power divider; and
10
11 **WHEREAS**, the power divider was designed and built specifically for this machine by Cotta
12 Transmission Company and they have estimated the repair cost to be \$36,500; and
13
14 **WHEREAS**, the manufacturer, Wausau Equipment recommends adding an additional
15 lubrication pump, oil cooler, and fan at a cost of \$2,300; and
16
17 **WHEREAS**, a contingency fund of \$700 is recommended for incidental expenses related to the
18 re-installation of the repaired power divider and upgrades.
19
20 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
21 assembled this ____ day of _____, 2016 does hereby approve a Purchase Order to
22 Cotta Transmission Company, not to exceed \$39,500, for the repair of the Airport's Wausau
23 multi-purpose unit.

24
25 **BE IT FURTHER RESOLVED** that the Airport's 2016 budget be amended as follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u>	<u>INCREASE/ (DECREASE)</u>	<u>AMENDED BUDGET</u>
28 <u>Source of Funds</u>	5/23/16		
29 19-1921-0000-47010	\$295,657	\$39,500	\$335,157
30 Supplemental App from the General Fund			
31			
32			
33 <u>Use of Funds:</u>			
34 41-4453-4454-62420	2,500	39,500	42,000
35 Machinery and Equipment Repair and Maintenance			

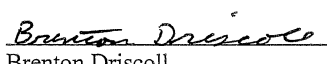
Respectfully submitted,

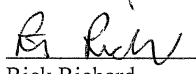
PUBLIC WORKS COMMITTEE


Betty Jo Bussie, Chair


Brent Fox, Vice Chair


Eva Arnold


Brenton Driscoll


Rick Richard

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

FISCAL NOTE:

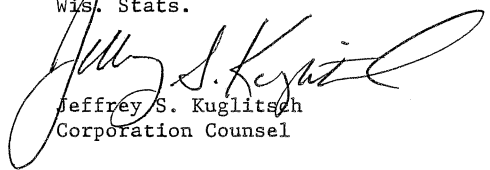
This resolution authorizes the transfer of \$39,500 from the General Fund to repair the Airport's Wausau multi-purpose unit.



Sherry Oja
Finance Director

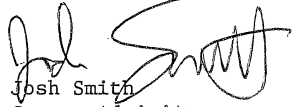
LEGAL NOTE:

As an amendment to the adopted 2016 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.


Josh Smith
County Administrator

EXECUTIVE SUMMARY
For
AMENDING THE 2016 AIRPORT BUDGET FOR REPAIRS TO AIRPORT'S
MULTI-PURPOSE EQUIPMENT

On March 29, 2016 the power divider failed in a multi-purpose piece of equipment that the airport uses to either blow snow or sweep debris off the paved surfaces of the airport.

The multi-purpose unit was purchased in 1995 and this is the fifth time the power divider has failed. The four previous repairs have been made under warranty by the manufacturer Wausau Equipment, and Cotta Transmission the provider of the power divider.

Cotta has estimated the cost to repair the power divider at \$36,500. The manufacturer has recommended adding an additional lubrication pump, oil cooler, and fan to improve the life of the system at a cost of \$2,300. I would recommend an additional \$700 for incidentals bringing the total cost to repair to \$39,500

Respectfully Submitted

Ronald D. Burdick
Airport Director

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging
Services Committee
INITIATED BY



Joyce Lubben
DRAFTED BY

Education, Veterans & Aging
Services Committee
SUBMITTED BY

May 20, 2016
DATE DRAFTED

**AMENDING THE COUNCIL ON AGING BUDGET TO ADJUST TITLE III, NSIP, STATE
85.21 AND STATE HEALTH INSURANCE PROGRAM ALLOCATIONS**

1 **WHEREAS**, the Council on Aging receives funds from the Greater Wisconsin Agency on Aging
2 Resources and the Wisconsin Department of Transportation that are estimated during the budget
3 preparation process; and,
4

5 **WHEREAS**, the most recent 2016 allocations have been received from the Greater Wisconsin Agency on
6 Aging Resources and the Wisconsin Department of Transportation.
7

8 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
9 this day of _____ day of _____, 2016 does hereby amend the 2016 Rock County Council
10 on Aging budget as follows:
11

<u>Account/Description</u>	<u>Budget at 05/01/2016</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Title III-B (Supportive Services)</u>			
<u>Source of Funds</u>			
30-3901-0000-42100 Federal Aid	126,005	4,759	130,764
<u>Use of Funds</u>			
30-3901-0000-64203 Educational Materials	5,000	4,759	9,759
<u>Title III-C-1 (Nutrition Program)</u>			
<u>Source of Funds</u>			
30-3903-0000-42100 Federal Aid	265,375	(36,461)	228,914
30-3903-0000-42102 Nutrition Services Incentive Program	35,313	(3,383)	31,930
<u>Use of Funds</u>			
30-3903-0000-62105 Contracted Food Services	90,239	1,157	91,396
30-3903-0000-64903 Transfer Out	41,001	(41,001)	-0-
<u>Title III-C-2 (Delivered Meals)</u>			
<u>Source of Funds</u>			
30-3904-0000-42100 Federal Aid	98,495	48,908	147,403
30-3904-0000-47000 Transfers In	41,000	(41,000)	-0-
<u>Use of Funds</u>			
30-3904-0000-62105 Contracted Food Services	105,900	7,907	113,807

Amending the Council on Aging Budget to Adjust Title III, NSIP, State 85.21 and State Health Insurance Program Allocations.

Page 2

43	<u>Elderly & Handicapped Transportation</u>			
44	<u>Source of Funds</u>			
45	30-3905-0000-42200	402,872	6,037	408,909
46	State Aid			
47	<u>Use of Funds</u>			
48	30-3905-0000-64629	12,050	6,037	18,087
49	Other Transportation Expense			
50				
51	<u>Title III-D (Preventive Health)</u>			
52	<u>Source of Funds</u>			
53	30-3908-0000-42100	7,843	4	7,847
54	Federal Aid			
55	<u>Use of Funds</u>			
56	30-3908-0000-62625	8,343	4	8,347
57	Outreach Service			
58				
59	<u>Title III-E (National Family Caregiver Support Program)</u>			
60	<u>Source of Funds</u>			
61	30-3915-0000-42100	58,683	4,034	62,717
62	Federal Aid			
63	<u>Use of Funds</u>			
64	30-3915-0000-64615	17,746	4,034	21,780
65	Client Related Costs			
66				
67	<u>State Health Insurance Program</u>			
68	<u>Source of Funds</u>			
69	30-3974-0000-42100	6,000	(741)	5,259
70	Federal Aid			
71	<u>Use of Funds</u>			
72	30-3974-0000-62626	6,000	(741)	5,259
73	Benefit Specialist			

Respectfully submitted,

EDUCATION, VETERANS AND AGING SERVICES COMMITTEE

Rick Richard, Chair

Jeremy Zajac, Vice Chair

Phil Owens

Norvain Pleasant

Kathy Schulz

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

Date

Amending the Council on Aging Budget to Adjust Title III, NSIP, State 85.21 and State Health Insurance Program Allocations.

Page 3

FISCAL NOTE:

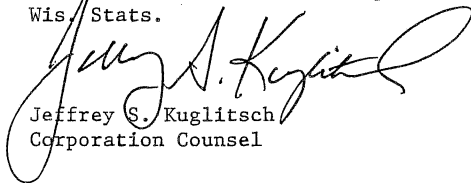
This resolution amends the Council on Aging's 2016 budget to match actual awards. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

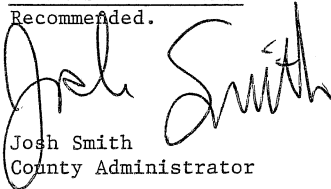
As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

The Council on Aging budget is funded primarily with federal Older Americans Act and Department of Transportation revenues. During the budget preparation process, the amount of funding is estimated. Actual amounts are not available until the contract is received from the Greater Wisconsin Agency on Aging Resources, the area agency on aging, and the Wisconsin Department of Transportation.

This budget amendment provides small increases for the Title III funded programs and for the State 85.21 allocation for specialized transit. There is a small decrease in the State Health Insurance Program that supports the Elder Benefit Specialist Program.

No county tax levy is required.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Agriculture & Extension Education
Committee
INITIATED BY



Nick Baker & Randy Terronez
DRAFTED BY

Agriculture & Extension Education
Committee
SUBMITTED BY

May 25, 2016
DATE DRAFTED

**Awarding Bid for the Fairgrounds Maintenance & Management-Administrative
Services and Amending the 2016 Budget**

1 **WHEREAS**, the County advertised for proposals for the provision of fairgrounds maintenance and
 2 management-administrative services at the Rock County Fairgrounds; and,
 3
 4 **WHEREAS**, Butterfly Ridge, LLC was the one qualified bidder to submit a bid and meets the
 5 requirements of the County's proposal; and,
 6
 7 **WHEREAS**, additional funding will be necessary to come from the County's General Fund balance to
 8 implement the contract.
 9
 10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
 11 this _____ day of _____, 2016, award the provision of fairgrounds maintenance and
 12 management-administrative services to Butterfly Ridge, LLC in the annual amount of \$87,600.
 13

14 **BE IT FURTHER RESOLVED**, that the 2016 budget be amended as follows:

<u>Account/Description</u>	<u>Budget 06/01/16</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
Source of Funds			
19-1921-0000-47010 Supplemental Appropriation from General Fund	\$295,657	\$28,646	\$324,303
Use of Funds			
56-5610-0000-62400 Fairgrounds -Repair & Maint. Services	\$40,000	\$28,646	\$68,646

Respectfully submitted,

Agriculture & Extension Education Committee

Finance Committee Endorsement

Rich Bostwick, Chair

Reviewed and approved on a vote of _____

Wes Davis, Vice Chair

Mary Mawhinney, Chair Date

Alan Sweeney

Kara Hawes

Brenton Driscoll

**Awarding Bid for the Fairgrounds Maintenance & Management-Administrative
Services and Amending the 2016 Budget**

Executive Summary

This resolution awards the work for fairgrounds maintenance and management – administrative services to Butterfly Ridge, LLC in the amount of \$87,600 per year (\$47,450 for the balance of 2016).

In early 2016, the County was notified that the two individuals under contract with Manpower would be terminating their services. The cost for performing the maintenance and administrative-management services at the Fairgrounds totaled \$40,000. After reviewing several options, the County subsequently bid out the services and one qualified bidder submitted a proposal in the amount of \$87,600. The contractor is a current employee of the Milton Schools and has been managing school grounds for several years.

Per the bid specification, the contract term is one year (i.e., thru mid-June 2017) with two additional one-year renewals or a maximum of three years.

Approximately \$18,804 remains available in the Fairground's Repair & Maintenance Services account but an additional \$28,646 is needed for the balance of 2016.

The proposed source of funds totaling \$28,646, is recommended to come from a supplemental appropriation from the General Fund. The use of the County's Contingency budget would not be allowable. The 2016 Fairgrounds budget is \$150,168. The maximum that can be transferred out of the Contingency budget is 10% of the total (receiving) budget or \$15,017.


(Note: another option would be to transfer available Capital Improvement account monies.)

Awarding Bid for the Fairgrounds Maintenance & Management-Administrative Services and Amending the 2016 Budget

Page 2

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

FISCAL NOTE:


This resolution awards the Fairgrounds maintenance and management contract to Butterfly Ridge, LLC and authorizes a transfer from the General Fund to help cover the cost of the contract.



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 2016 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



PROPOSAL SUMMARY FORM

PROPOSAL NUMBER #2016-27
PROPOSAL NAME FAIRGROUNDS MAINTENANCE & MANAGEMENT SERVICES
PROPOSAL DUE DATE MAY 18, 2016 – 12:00 NOON
DEPARTMENT UW-EXTENSION - FAIRGROUNDS

	BUTTERFLY RIDGE LLC MILTON WI
ANNUAL COST	\$ 87,600.00

Request for Proposals was advertised in the Janesville Gazette and on the Internet. One additional vendor was solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: _____

SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE