



**FINANCE COMMITTEE
THURSDAY, FEBRUARY 4, 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 – January 14, 2016 and January 21, 2016
4. Committee Review and Approval of Per Meeting Allowances
5. Transfers and Appropriations
6.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - E. Approval of Bills for Other Departments
7. Semi-Annual Report – Attendance at Conventions/Conferences
 - A. County Clerk
 - B. Finance
 - C. Information Technology
 - D. Land Records
 - E. Register of Deeds
 - F. Treasurer
8. Resolution
 - A. Amending the County's Personnel Ordinance
9. Committee Approval
 - A. To Recognize Additional Funding From Revenue From State (WIMCR) and Amend the 2015 Developmental Disabilities Board Budget
 - B. Authorize Purchase of a Turf Mower and Amend DPW Budget
10. Review and Possible Action on Changes to the Rock County Administrative Policy and Procedure Manual
11. Adjournment

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 1/20/2016 Transfer No. 15-137
 Requested By County Clerk Department Lisa Tollefson Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 14-1410-0000-61100 Description: Regular Wages Current Balance: \$4,722	1,280	Account #: 14-1410-0000-61108 Description: Seasonal Wages	1,280
Account #: 14-1411-0000-63107 Description: Public & Legal Notices Current Balance: \$1,574	1,365	Account #: 14-1411-0000-62210 Description: Telephone	1365
Account #: 14-1411-000-63100 Description: Office Supplies & Expenses Current Balance: \$2,498	2,400	Account #: 14-1411-0000-64200 Description: Election Training Expense	2,400
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

- 1) Regular Wage Fund has over \$10,000.00 available due to County Clerk Specialist position being unfilled for over two months.
- 2) Public & Legal Notices account under spent due to a very small Feb. Primary.
- 3) Offices Supplies for Elections has \$2,498.16 available due to having a very small Feb. Primary.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

- 1) Funds needed to cover Seasonal Wages for County Clerk Specialist Position.
- 2) Funds needed to cover Telephone account for election machine modems.
- 3) Funds needed for ES&S Electionware Training

FISCAL NOTE:

Sufficient funds are available for transfer. *SC 1-22-16*

ADMINISTRATIVE NOTE:

Recommended *lnt* 1-25-16

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date January 21, 2016 Transfer No. 15-141
 Requested By County Clerk Department _____ Lisa Tollefson Department Head _____

FROM:	AMOUNT	TO:	AMOUNT
Account #: 14-1410-0000-61610 Description: Health Insurance Current Balance: \$17,256	\$17,000	Account #: 14-1411-0000-61103 Description: Legal Forms	\$17,000
Account #: 14-1410-0000-61100 Description: Regular Wages Current Balance: \$3,422	\$2,000	Account #: 14-1411-0000-63103 Description: Legal Forms	\$2,000
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Both transfers are available due the County Clerk Specialist position being vacant for over 2 months.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Funding will to be carried over for the cost of Ballots for the four elections in 2016.

FISCAL NOTE:

Sufficient funds are available for transfer. *SS 1/26/16*

ADMINISTRATIVE NOTE:

Recommended *MT 1-27-16*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 1/22/2016 Transfer No. 15-140
 Requested By County Clerk Department Lisa Tollefson Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 14-1410-0000-61100 Description: Regular Wages Current Balance: \$4,722	\$1,300	Account #: 14-1411-0000-62491 Description: Software Maintenance	\$1,300
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Unused wage fund due to County Clerk Specialist position being unfilled for over two months.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

To program back-up emergency election computer.

FISCAL NOTE:

Sufficient funds are available for transfer. *sf 1/22/16*

ADMINISTRATIVE NOTE:

Recommended *LT 1-27-16*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62421	COMPUTER EQUIP	P1600216	01/07/2016	CDW GOVERNMENT INC	19.16
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,000.00	0.00	1,600.00	19.16	7,380.84
07-1430-0000-62491	SOFTWARE MAINT	P1600309	01/04/2016	STATSEEKER PTY LTD	3,260.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	206,701.00	2,025.00	13,493.64	3,260.00	187,922.36
07-1430-0000-63407	COMPUTER SUPPL	P1600749	01/08/2016	CDW GOVERNMENT INC	40.78
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,845.00	0.00	500.00	40.78	25,304.22
INFORMATION TECHNOLOGY PROG TOTAL				3,319.94	
07-1444-0000-67131	OTHER COMP HARDW	P1600702	01/02/2016	CONTINGENCY PLANNING SOLUTIONS	96,000.00
		P1600703	01/02/2016	CONTINGENCY PLANNING SOLUTIONS	400.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	289,417.00	0.00	0.00	96,400.00	193,017.00
IT CAPITAL PROJECTS PROG TOTAL				96,400.00	
07-1450-0000-62400	R & M SERV	P1600698	01/01/2016	QUALITY POWER SOLUTIONS LLC	3,450.00
		P1600890	01/15/2016	BLUEBEAR LES	4,500.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	86,647.00	17,762.24	1,607.50	7,950.00	59,327.26
07-1450-0000-62491	SOFTWARE MAINT	P1600803	01/12/2016	TRADS	1,320.00
		P1600886	01/18/2016	DATASPEC INC	1,196.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	365,828.00	123,984.06	74,060.25	2,516.00	165,267.69
07-1450-0000-67130	TERMINALS/PC'S	P1600696	01/06/2016	CDW GOVERNMENT INC	997.02
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	243,859.00	0.00	68,561.95	997.02	174,300.03
07-1450-0000-67143	IT CROSS CHARGES	P1600694	01/05/2016	CDW GOVERNMENT INC	81.25
		P1600695	01/05/2016	CDW GOVERNMENT INC	178.30

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	200,000.00		28,886.75	3,505.71	259.55	167,347.99
IT-CROSS CHARGES PROG TOTAL					11,722.57	

I have examined the preceding bills and encumbrances in the total amount of **\$111,442.51**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 04 2016**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
14-1410-0000-63200	PUBL/SUBCR/DUES				
		P1600801	01/01/2016	WISCONSIN MUNICIPAL CLERKS ASS	65.00
		P1600802	01/13/2016	WISCONSIN COUNTY CLERKS ASSOC	125.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	365.00	0.00	0.00	190.00	175.00
COUNTY CLERK PROG TOTAL				190.00	

I have examined the preceding bills and encumbrances in the total amount of **\$190.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 04 2016**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
15-1540-0000-63200	PUBL/SUBCR/DUES	P1600792	01/12/2016	WISCONSIN COUNTY TREASURERS A	100.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	100.00	0.00	25.00	100.00	(25.00)
COUNTY TREASURER PROG TOTAL				100.00	

I have examined the preceding bills and encumbrances in the total amount of **\$100.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 04 2016**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62119	OTHER SERVICES				
		P1501727	12/31/2015	WISNET	2,250.00
		P1502526	12/31/2015	DIGGERS HOTLINE INC	80.04
		P1503841	12/31/2015	GLOBALCOM TECHNOLOGIES	1,072.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	64,375.00	28,791.74	3,100.00	3,402.54	29,080.72
07-1430-0000-63407	COMPUTER SUPPL				
		P1503861	12/31/2015	CDW GOVERNMENT INC	145.40
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	26,379.00	15,480.68	(0.01)	145.40	10,752.93
07-1430-0000-67131	OTHER COMP HARDW				
		P1503640	12/31/2015	GLOBALCOM TECHNOLOGIES	4,224.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	72,000.00	12,901.01	0.00	4,224.00	54,874.99
INFORMATION TECHNOLOGY PROG TOTAL					7,771.94
07-1450-0000-64701	SOFTWARE PURCH				
		P1503128	12/31/2015	AMERICAN DATA	9,989.01
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	441,268.00	288,931.24	121,904.76	9,989.01	20,442.99
IT-CROSS CHARGES PROG TOTAL					9,989.01

I have examined the preceding bills and encumbrances in the total amount of **\$17,760.95**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 04 2016**

Dept Head _____

Committee Chair _____

2015...

Rock County

COMMITTEE APPROVAL REPORT

01/27/2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
14-1411-0000-63100	OFC SUPP & EXP	P1500405	12/29/2015	BEAR GRAPHICS INC	401.93	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	6,000.00	3,501.84	0.00	401.93	2,096.23	
				ELECTIONS PROG TOTAL	401.93	

I have examined the preceding bills and encumbrances in the total amount of \$401.93

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: FEB 04 2016

Dept Head _____

Committee Chair _____

MARILYN BONDEHAGEN

From: Josh Smith
Sent: Tuesday, December 22, 2015 3:14 PM
To: MARILYN BONDEHAGEN
Subject: FW: Semi-Annual Report

-----Original Message-----

From: Lisa Tollefson
Sent: Tuesday, December 22, 2015 2:58 PM
To: Josh Smith <Josh.Smith@co.rock.wi.us>
Subject: RE: Semi-Annual Report

The County Clerk's Office has not had any instances of attendance for training, conventions or conferences that exceeded total costs of \$1,000 per event in the past six months.

Lisa Tollefson
Rock County Clerk
51 S. Main St.
Janesville WI 53545
608-757-5667
Lisa.Tollefson@co.rock.wi.us

MEMORANDUM

DATE: January 7, 2016
TO: Finance Committee
FROM: Sherry Oja, Finance Director
RE: Semi-Annual Report of Training Costs Exceeding
\$1,000 per Employee per Event

In accordance with Resolution 06-9A-087, adopted September 14, 2006, this is to advise you that no Financial Services staff incurred training costs exceeding \$1,000 per event for the period July 1, 2015 through December 31, 2015.

Please contact me if you have any questions on this matter.

cc: Josh Smith

[Out of State Training Report to Finance Committee]

Information Technology
Semi-Annual Report
Training/Conferences over \$1,000
06/01/2015 – 12/31/2015

Date	Staff	Class	Location	Mileage Food	Hotel	Air/Misc	HP9000 HP3000	Network	Misc.	Total
9/28/15 – 10/2/15	Sara Herzig	Spillman	Salt Lake, NV	\$41.16	\$477.44 *RCSO	\$574.20				\$1,092.80
9/28/15 – 10/2/15	Dara Mosley	Spillman	Salt Lake, NV	\$37.37	\$537.44	\$684.20				\$1,259.01
9/28/15 – 10/2/15	Heather Butler	Spillman	Salt Lake, NV	\$41.86	477.44	\$574.20				\$1,093.50
Total				\$120.39	\$1,492.32	\$1,832.60				\$3,445.31

*RCSO paid for Sara Herzig's hotel stay.

ROCK COUNTY, WISCONSIN



**Real Property
Description Department**
51 South Main Street
Janesville, WI 53545
(608) 757-5610

MEMORANDUM

DATE: December 30, 2015
TO: Finance Committee *ms*
FROM: Michelle Schultz, Real Property Lister/LIO
RE: Semi-Annual Report – Attendance at Conferences/Conventions

Land Records funds were used to send three members of the Land Records Committee to the 2015 International ESRI Conference in San Diego, California July 20th – 24th 2015. This cost exceeded \$1,000.00 per individual. Please see attached report for actual amounts.

Cc: Josh Smith

Semi-Annual Report on Travel cost's which exceed \$1,000

For July - December 2015

Land Records

ESRI International User Conference July 20 - 24, 2015 San Diego, CA

	Other				Other Air				Conference	
	Mileage	Transportation	Parking	Baggage	Fees	Airfare	Lodging	Meals	Registration	Total
Jason Houle - County Surveyor*		\$56.00				\$496.20	\$713.37		n/c	\$1,265.57
Jennifer Borlick - Planning	\$7.59	\$75.00		\$50.00		\$496.70	\$1,111.19	\$179.47	n/c	\$1,919.95
Kathy Kope - IT		\$78.00	\$12.00	\$50.00		\$464.70	\$800.15	\$151.77	n/c	\$1,556.62

*Attended from July 20th - 22nd



MEMO

DATE: December 22, 2015

TO: Mary Mawhinney, Chair
Finance Committee

FROM: Randy Leyes
Rock County Register of Deeds

SUBJECT: Semi-Annual Report – Attendance at Conventions/Conferences

This is to advise you that the Register of Deeds office did not have any training, conventions, or conferences that exceeded the total cost of \$1,000 per event/per employee for the period of July 1, 2015 through December 31, 2015.

Cc: Josh Smith, County Administrator

MEMO

To: Finance Committee
From: Vicki Brown, Rock County Treasurer
Date: December 22, 2015
Re: Semi-Annual Report – Attendance at Conferences/Conventions

No staff member in the Treasurer's Office attended any training, conference, or convention that exceeded the cost of \$1,000 per event, per employee over the past six months.

Cc: Josh Smith

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY _____



Sherry Oja, Finance Director
DRAFTED BY

Finance Committee
SUBMITTED BY _____

January 26, 2016
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

1 **WHEREAS**, Rock County has an established Personnel Ordinance: and,
2
3 **WHEREAS**, certain changes have been suggested by Employees and Department Managers to the
4 Travel section; and,
5
6 **WHEREAS**, the County wants to incorporate these additional changes to the Personnel Ordinance
7 effective at 12:01 a.m. April 1, 2016.

8
9 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
10 assembled this _____ day of _____, 2016, does hereby amend Chapter XVIII, the County's
11 Personnel Ordinance as follows:

12
13 **CHAPTER XVIII**
14 **PERSONNEL ORDINANCE**
15

16 18.626 Travel

17 The County shall reimburse employees for actual necessary and reasonable itemized travel costs
18 incurred while on official authorized County business. Commuting expenses between an employee's
19 residence and normal place of employment are not reimbursable. All travel must be authorized by the
20 Department Head in order to be eligible for reimbursement. Department Heads shall inform the
21 County Administrator of any out of County travel plans. There will be no reimbursement for meals
22 within the County, except as authorized by the Board Chair or Vice Chair. Out of County meals will
23 be reimbursed at the IRS allowed rates. Receipts are required for all meals. Employees shall receive
24 mileage reimbursement at the IRS allowed rate for all authorized travel in their personal automobile.
25 Employees shall be required to complete an expense voucher before reimbursement will be made. All
26 automobile allowances in all County departments shall be paid in a manner similar to that in which
27 salaries are paid. Receipts are also required for air, train, bus or taxi travel, hotels or motels, meals,
28 conference registration and all other items (except tolls) in excess of five dollars. Clerical employees
29 who are required to return to work to take minutes at evening meetings shall be reimbursed for mileage
30 to and from their residence. (This reimbursement is taxable to the employee.)

31
32 Meals allowed while in travel status:

- 33
34 • ~~Breakfast — up to \$8.00 including tip, may be claimed when the employee is out of the County~~
35 ~~prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to 10:30~~
36 ~~a.m.~~
37
38 • ~~Lunch — up to \$10.00 including tip, may be claimed when the employee is out of the County~~
39 ~~between 10:30 a.m. and 2:30 p.m. on county business.~~
40
41 • ~~Dinner — up to \$20.00 including tip, may be claimed when the employee is out of~~
42 ~~the County after 6:00 p.m. on county business. The dinner rate will be paid for~~

43 meals after 2:30 p.m.

44

45

46 ~~The above are maximums and it is not the intent that the employees should always spend the~~
47 ~~maximum allowed.~~

48

49 Meals are allowed when an employee is on County business out of Rock County. An itemized receipt
50 from the point of purchase showing the details for what was purchased shall be required for
51 reimbursement for all meals. No reimbursement shall be authorized for alcoholic beverages.

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Mawhinney, Chair

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Sandra Kraft, Vice Chair

Mary Beaver

Eva Arnold

Brent Fox

Henry Brill

J. Russell Podzilni

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

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FISCAL NOTE:

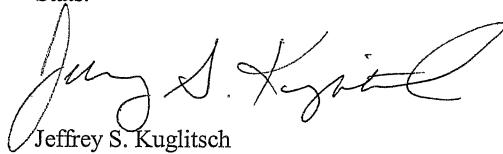
By using the IRS allowed rates, employees could be eligible to receive more reimbursement than the current rates allow, especially in high cost cities. However, the overall budget impact to the County should be minimal.



Sherry Oja
Finance Director

LEGAL NOTE:

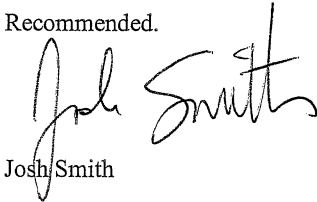
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.03, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith

EXUCUTIVE SUMMARY

Rock County's Personnel Ordinance includes a section pertaining to travel and meal reimbursements. Several areas of concern have been expressed by staff and Department Heads pertaining to the meal reimbursement policy. These areas of concern include: the reimbursement amounts have not been adjusted since 2008, the inflexibility on how the allowance is allocated between meals and the lack of consideration for high cost areas of the country.

The changes to the ordinance will:

- tie the meal reimbursement daily rate to the IRS allowed rate just as the County currently does for mileage reimbursements. The IRS reviews the meal reimbursement rates every 3-5 years and makes adjustments based on industry data.
- allow staff to allocate the daily rate throughout the day to better meet their needs. For example, a staff member who prefers larger lunches and light dinners can allocate more of the daily rate to lunch.
- provide a more equitable reimbursement rate to staff traveling to high cost areas of the country.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

John Hanewall
INITIATED BY



John Hanewall
DRAFTED BY

Rock County DD Board
SUBMITTED BY

January 14, 2016
DATE DRAFTED

**TO RECOGNIZE ADDITIONAL FUNDING FROM REVENUE FROM STATE
(WIMCR) AND AMEND THE 2015 DEVELOPMENTAL DISABILITIES BOARD
BUDGET**

1 **WHEREAS**, the Developmental Disabilities Board received funding from Revenue From State
2 (WIMCR) paid to the Developmental Disabilities Board in CY 2015; and,
3
4 **WHEREAS**, the award of 2015 funds in the amount of \$1,047,096 from Revenue From State (WIMCR)
5 was received by the Developmental Disabilities Board in 2015; and,
6
7 **WHEREAS**, the amount of Revenue from State (WIMCR) exceeded the anticipated CY2015 Budgeted
8 amount (\$150,000) by \$897,096; and,
9
10 **WHEREAS**, the Developmental Disabilities Board intends to use \$95,031 of the CY 2015 surplus funds
11 from Revenue From State (WIMCR) to fund the therapy component of the Birth to Three program due to
12 the initial start-up costs, increased number of children receiving therapy and multiple therapy services and
13 the transition of services from a previous provider to CESA-2 in CY2015; and,
14
15 **WHEREAS**, the increased funding in the amount of \$95,031 will prevent a budgetary shortfall in the
16 Rock County Birth to Three Program for 2015.
17
18 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
19 this _____ day of _____, 2016 does hereby approve the additional \$95,031 payment to
20 CESA-2 and amend the 2015 budget as follows:

	Budget At	Amount of	Amended
	12/31/2015	Increase	Budget
<u>Revenues</u>			
33-3310-0000-42210	\$1,929,500	\$ 95,031	\$2,024,531
Revenue from State			
<u>Expenditures</u>			
33-3310-0000-62601	\$1,206,927	\$95,031	\$1,301,958
Purchase of Care			

Respectfully submitted,

DEVELOPMENTAL DISABILITIES BOARD

Louis Peer, Chair

Lynda Olson

Becky Heimerl, Vice Chair

Ed Brandsey

Cheryl Drozdowicz

Bridget Rolek

Phil Owens

Nancy Lannert

Wayne Gustina

TO RECOGNIZE ADDITIONAL FUNDING FROM REVENUE FROM STATE (WIMCR) AND
AMEND THE 2015 DEVELOPMENTAL DISABILITIES BOARD BUDGET
Page 2

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

FISCAL NOTE:

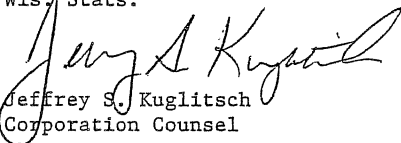
This resolution authorizes an additional \$95,031 payment to CESA-2 for the Birth to Three program.
This payment will be funded by higher than expected revenue collections.



Sherry Oja
Finance Director

LEGAL NOTE:


As an amendment to the adopted 2015 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

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee _____
INITIATED BY



Benjamin J. Coopman, Jr.,
Director of Public Works _____
DRAFTED BY

Public Works Committee _____
SUBMITTED BY

January 8, 2016 _____
DATE DRAFTED

Authorize Purchase of a Turf Mower and Amend DPW Budget

1 **WHEREAS**, in August 2015, a Toro Turf Mower being used by Parks Department staff,
2 experienced a mechanical problem, was involved in a crash with a tree and was declared a total
3 loss by the County's insurer; and
4

5 **WHEREAS**, the Purchasing Ordinance does allow Rock County to purchase such equipment
6 through a cooperative purchasing agreement with the State of Wisconsin under contract
7 #505ENT-O14-GNDMNTCEQP-02; and
8

9 **WHEREAS**, Reinders Inc. of Sussex, Wisconsin was awarded the State Contract for this make
10 and model of mower; and
11

12 **WHEREAS**, the County's insurance will cover the cost of a replacement mower in the amount of
13 \$21,462 minus our deductible of \$500 for a net recovery \$20,962.
14

15 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
16 assembled this _____ day of _____, 2016 does hereby approve the purchase of one
17 replacement Toro Groundmaster Turf Mower and for the Department of Public Works Budget be
18 amended as follows:
19

Account No.	Budget	Increase	Amended
<u>Description</u>	2015	(Decrease)	Budget
<u>Source of Funds:</u>			
41-4350-4280-46205	(0)	(20,962)	(20,962)
Insurance Proceeds			
<u>Capitalization of Equipment</u>			
<u>Purchased:</u>			
41-4350-4280-68109	(1,834,550)	(500)	(1,835,050)
Capitalization			
<u>Use of Funds:</u>			
41-4350-4280-67110	1,834,550	21,462	1,856,012
Capital Equipment Purchases			

32
33 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon approval of the Public
34 Works Committee.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice-Chair

Eva M Arnold

Brenton Driscoll

Rick Richard

FINANCE COMMITTEE ENDORSEMENT

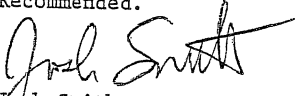
Reviewed and approved on a vote of: _____

Mary Mawhinney, Chair

Date

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

FISCAL NOTE:

This resolution authorizes the purchase of a replacement mower for Parks. The purchase will be funded by insurance proceeds, less a \$500 deductible. The deductible will be capitalized and depreciated over time.



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. 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

Executive Summary
Amend DPW Budget to Authorize Purchase of a Turf Mower

In August 2015, one of the Department of Public Works' (DPW) Turf Mowers had a mechanical problem, lost power and crashed into a tree. The unit is assigned to the Parks Division. Damage to this 2004 mower was extensive and the County's insurer has declared the unit a total loss. Insurance proceeds will reimburse the County for a replacement unit, less a \$500 deductible.

Staff recommends applying the insurance proceeds and replacing the mower. The replacement unit has been quoted under the State Bid from Reinders, Inc. of Sussex, Wisconsin, at \$21,462. That amount has been approved for payment by the County's insurer.

Approval of the purchase is being sought. Since the DPW budget does not contain funds to cover the \$500 deductible remaining, the Department budget must also be amended by \$500 to complete the purchase.

BJC/bjc