



**FINANCE COMMITTEE**  
**THURSDAY, NOVEMBER 15, 2012 - 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 – November 1, 2012
4. Transfers and Appropriations
  - A. General Services (2)
  - B. Health Services
  - C. Human Services (7)
  - D. Public Works
5.
  - A. Bills
  - B. Bills Over \$10,000
  - C. Encumbrances Over \$10,000
  - D. Pre-Approved Encumbrance Amendments
    - A. Finance - Purchasing
    - B. General Services (4)
  - E. Approval of Bills for Other Departments
6. Discussion and Recommendations Pertaining to Countywide Credit Card Usage
7. Resolutions
  - A. Authorizing Purchase of Hitachi Data Systems Expansion Tray and Disk Drives (and Purchasing Procedural Endorsement)
  - B. Worker's Compensation Loss Control Consulting Services for 2013 and 2014
8. Review of Resolution
  - A. Authorizing Acceptance of 2013 Highway Safety Project Grants
  - B. Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds – TLO and Lexipol
  - C. Amending the 2012 Human Services Department Budget to Accept Additional Funding for Disproportionate Minority Contact
  - D. Amending the 2012 Council on Aging Budget to Adjust for Nutrition Services Incentive Program Allocation (Contingent on Education, Veterans & Aging Services Committee Approval)

- E. Authorizing Receipt of Additional Funding for the Wisconsin Department of Natural Resources Grant for Beloit Area Sewer Service Area Planning, and Amending the 2012 Planning and Development Agency Budget
  - F. Amending the 2012 Motor Pool Budget and Purchase Authorization (and Purchasing Procedural Endorsement)
9. Purchasing Procedural Endorsement
- A. Awarding Contract for Food Service at the Rock County Jail (2013-2017)
  - B. Authorizing Purchase of CareTracker Software System for Rock Haven
  - C. Authorizing Contract for JAG Criminal Justice Coordinating Councils (2010) Grant Consultant
  - D. Awarding Contract for Courier Services
  - E. Awarding Contract for Cropland Lease at Rock County Farm
  - F. Approving Purchase of CelleBrite Mobil Data Field Forensic Kit for Sheriff's Office Detective Bureau
  - G. Approval of Contract for Monitoring Services for Sheriff's Office
  - H. Approval of Contract for Gas Cards for Sheriff's Office, Council on Aging and General Services (Contingent on Education, Veterans & Aging Services Committee Approval)
10. Report on Cash Balances and Investments
11. Adjournment

**ROCK COUNTY**

**SUPPLEMENTAL APPROPRIATIONS - TRANSFERS**

12-53  
Transfer No.

Requested by General Services Department Robert Leu Department Head  
Date 10/17/12

**FROM**

ACCOUNT #	DESCRIPTION	AMOUNT
18-1810-0000-62203	Natural Gas	13,825

**TO**

ACCOUNT #	DESCRIPTION	AMOUNT
18-1810-0000-67171	Capital Assets \$1,000+	13,825

**FISCAL NOTE:**

Sufficient funds are available in the above object code for the requested transfer.

**ADMINISTRATIVE NOTE:**

Recommended. 

**REQUIRED APPROVAL:**

Governing Committee

Finance Committee

DATE 11/6/12  
Stall  
COMMITTEE CHAIR

File

# ROCK COUNTY TRANSFER REQUESTS

# 12-53

**TO: FINANCE DIRECTOR**

**REQUESTED BY: General Services**

Department

  
Department Head Signature

**DATE: October 17, 2012**

	<b>FROM:</b>	<b>AMOUNT</b>
1)	ACCOUNT #: 18-1810-0000/62203 DESCRIPTION: Natural Gas  CURRENT BALANCE: \$ 111,575 <sup>83</sup> 10-18-12 PROVIDED BY THE FINANCE DIRECTOR	\$13,825.00
2)	ACCOUNT #: DESCRIPTION:	
3)	CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR  ACCOUNT #: DESCRIPTION:	
4)	CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR  ACCOUNT #: DESCRIPTION:	

	<b>TO:</b>	<b>AMOUNT</b>
	ACCOUNT #: 18-1810-0000/67171 DESCRIPTION: Capital Assets > \$1,000	\$13,825.00
	ACCOUNT #: DESCRIPTION:	
	ACCOUNT #: DESCRIPTION:	
	ACCOUNT #: DESCRIPTION:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:**

Last winter was relatively mild, therefore heating costs were down.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC:**

Funds were requested in the 2013 Budget to purchase a riding lawnmower for use by Trustees at the the Jail. The County Administrator recommended that we use 2012 funds to purchase the mower this year.

**RECEIVED OCT 18 2012**

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-54

Transfer No.

Requested by General Services

Robert Leu

Department

Department Head

10/23/12

Date

**FROM**

ACCOUNT #	DESCRIPTION	AMOUNT
18-1810-0000-62203	Natural Gas	2,000

**TO**

ACCOUNT #	DESCRIPTION	AMOUNT
18-1810-0000-64200	Training	2,000

**FISCAL NOTE:**

Sufficient funds are available in the above object code for the requested transfer.

**ADMINISTRATIVE NOTE:**

Recommended. *ELK*

**REQUIRED APPROVAL:**

Governing Committee

Finance Committee

DATE

11/6/12

COMMITTEE CHAIR

*[Signature]*

File

# ROCK COUNTY TRANSFER REQUESTS

# 12-54

**TO: FINANCE DIRECTOR**

**REQUESTED BY: General Services**

Department

*Robert Lee*

Department Head Signature

**DATE: 10/23/12**

	FROM:	AMOUNT
1)	<b>ACCOUNT #:</b> 18-1810-0000/62203 <b>DESCRIPTION:</b> Natural Gas  <b>CURRENT BALANCE:</b> \$111,575 <sup>10-23-12</sup> 85 <b>PROVIDED BY THE FINANCE DIRECTOR</b>	\$2,000
2)	<b>ACCOUNT #:</b> <b>DESCRIPTION:</b>  <b>CURRENT BALANCE: \$</b> <b>PROVIDED BY THE FINANCE DIRECTOR</b>	
3)	<b>ACCOUNT #:</b> <b>DESCRIPTION:</b>  <b>CURRENT BALANCE: \$</b> <b>PROVIDED BY THE FINANCE DIRECTOR</b>	
4)	<b>ACCOUNT #:</b> <b>DESCRIPTION:</b>  <b>CURRENT BALANCE: \$</b> <b>PROVIDED BY THE FINANCE DIRECTOR</b>	

	TO:	AMOUNT
	<b>ACCOUNT #:</b> 18-1810-0000/64200 <b>DESCRIPTION:</b> Training	\$2,000
	<b>ACCOUNT #:</b> <b>DESCRIPTION:</b>	
	<b>ACCOUNT #:</b> <b>DESCRIPTION:</b>	
	<b>ACCOUNT #:</b> <b>DESCRIPTION:</b>	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:**

Due to the mild winter, our heating costs were down resulting in the account balance.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC:**

This transfer will give us sufficient funds to send two maintenance workers to Johnson Controls School in Milwaukee for training on the DDC (Direct Digital Control) system at the Courthouse. The DDC system operates the heating, ventilating, and air-conditioning at the Courthouse. The training will be November 26, 27 & 28. The cost with hotel will be about \$3,106.00.

**RECEIVED OCT 23 2012**

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-60

Transfer No.

Requested by Rock Haven

Sherry Gunderson

11/7/12

Department

Department Head

Date

**FROM**

**TO**

ACCOUNT #	DESCRIPTION	AMOUNT
32-9000-9940-61710	Workers Compensation	12,000

ACCOUNT #	DESCRIPTION	AMOUNT
32-8000-9500-67130	Terminals & PCs	12,000

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *ER*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

# ROCK COUNTY TRANSFER REQUESTS

12-60

**TO: FINANCE DIRECTOR**

**REQUESTED BY: Rock Haven**

Department

*Mary Durbin*  
Department Head Signature

**DATE:**

**11/7/2012**

FROM:	AMOUNT
1) ACCOUNT #: 32-9000-9940-61710 DESCRIPTION: GENERAL SERVICE EMP BENEFITS WORKERS COMPENSATION CURRENT BALANCE: \$ 70,114 PROVIDED BY THE FINANCE DIRECTOR	\$ 12,000.00
2) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
3) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 32-8000-9500-67130 DESCRIPTION: SUPPORT SERVICE ADMINISTRATION TERMINALS & PCS	\$ 12,000.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

- 1) Workers Compensation expenses less than budgeted and historically incurred.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

- 1) Computer equipment budgeted to be purchased in 2013 will be purchased in 2012.



**ROCK COUNTY**

**SUPPLEMENTAL APPROPRIATIONS - TRANSFERS**

12-61

Transfer No.

Requested by Human Services

Charmian Klyve

Department

Department Head

11/6/12

Date

**FROM**

ACCOUNT #	DESCRIPTION	AMOUNT
36-3602-0000-63101	Postage	5,218
36-3602-0000-65321	Building Office Lease	8,000
36-3602-0000-62210	Telephone	10,000

**TO**

ACCOUNT #	DESCRIPTION	AMOUNT
36-3602-0000-67130	Terminals & PCs	2,300
36-3602-0000-67161	Equipment of 5K	5,000
36-3602-0000-67160	Equipment Under 5K	5,918
36-3602-0000-67200	Capital Improvements	10,000

**FISCAL NOTE:**

Sufficient funds are available in the above object code for the requested transfer.

**ADMINISTRATIVE NOTE:**

Recommended. *CRK*

**REQUIRED APPROVAL:**

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

# ROCK COUNTY TRANSFER REQUESTS

#12-61

TO: FINANCE DIRECTOR

REQUESTED BY: Human Services

Department

*Charmin J. Ayala*  
Department Head Signature

DATE: 11/6/12

FROM:	AMOUNT
1) ACCOUNT #: 36-3602-0000-63101 DESCRIPTION: Postage (Overhead) CURRENT BALANCE: \$ 5,218 <sup>11/7/12</sup> PROVIDED BY THE FINANCE DIRECTOR	\$ 5,218.00
2) ACCOUNT #: 36-3602-0000-65321 DESCRIPTION: Building Office Lease (Overhead) CURRENT BALANCE: \$ 46,215 <sup>11/7/12</sup> PROVIDED BY THE FINANCE DIRECTOR	\$ 8,000.00
3) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$	
PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: 36-3602-0000-62210 DESCRIPTION: Telephone (Overhead) CURRENT BALANCE: \$ 62,237 <sup>11/7/12</sup> PROVIDED BY THE FINANCE DIRECTOR	\$ 10,000.00

TO:	AMOUNT
ACCOUNT #: 36-3602-0000-67130 DESCRIPTION: Terminals and PCs (Overhead)	\$ 2,300.00
ACCOUNT #: 36-3602-0000-67161 DESCRIPTION: Equipment over 5K (Overhead)	\$ 5,000.00
ACCOUNT #: 36-3602-0000-67160 DESCRIPTION: Equipment under 5k (Overhead)	\$ 5,918.00
ACCOUNT #: 36-3602-0000-67200 DESCRIPTION: Capital Improvements (Overhead)	\$ 10,000.00

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:**

Postage - under budget due to decreased usage in 2012  
Building Office Lease - under budget based on General Services' estimate  
Telephone - expenses for this account include telephone usage, use of the Language Line, air cards, internet service, and stipends for cell phones. Expenses will be under budget.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC:**

Terminals and PCs - funds are requested to purchase replacement computers - 2 desktop thin clients (\$425 each) - 1 LCD monitor (\$100) - 1 portable printer (\$300) - 6 dual monitor set-ups (\$175 each) for the Fiscal Division.  
Equipment over 5K - request for 1 laserfische scanner for medical records scanning (\$5,000)  
Equipment under 5K - request for 4 desktop scanners (\$4,289) for the accounting unit to enable the scanning of invoices and other required documentation into IFAS and one multi-function printer  
Capital Improvements - funds are requested to replace existing non-functioning and dilapidated furniture and office equipment throughout the Department.

NOV - 7 2012

FINANCE

**ROCK COUNTY**

**SUPPLEMENTAL APPROPRIATIONS - TRANSFERS**

12-62

Transfer No.

Requested by Human Services

Charmian Klyve

Department

Department Head

11/6/12

Date

**FROM**

ACCOUNT #	DESCRIPTION	AMOUNT
36-3604-0000-61210	Overtime	5,400
36-3634-0000-68383	CPS Home Visit Alloc	33,589
36-3634-0000-63300	Travel (CPS)	15,797

**TO**

ACCOUNT #	DESCRIPTION	AMOUNT
36-3604-0000-67130	Terminals & PCs	5,400
36-3634-0000-61108	Seasonal (CPS)	33,589
36-3634-0000-67130	Terminals & PCs	2,125
36-3634-0000-67161	Equipment over 5K	13,672

**FISCAL NOTE:**

Sufficient funds are available in the above object code for the requested transfer.

**ADMINISTRATIVE NOTE:**

Recommended. 

**REQUIRED APPROVAL:**

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

# ROCK COUNTY TRANSFER REQUESTS

# 12-62

TO: FINANCE DIRECTOR

REQUESTED BY: Human Services  
Department

*Charmin G. Byrce*  
Department Head Signature

DATE: 11/6/12

FROM:	AMOUNT
1) ACCOUNT #: 36-3604-0000-61210 DESCRIPTION: Overtime (ESS)  CURRENT BALANCE: \$ 21,767 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 5,400.00
2) ACCOUNT #: 36-3634-0000-68383 DESCRIPTION: CPS Home Visitation Allocation  CURRENT BALANCE: \$ Allow for account 33,589.00 PROVIDED BY THE FINANCE DIRECTOR 11-7-12	\$ 33,589.00
3) ACCOUNT #: 36-3634-0000-63300 DESCRIPTION: Travel (CPS)  CURRENT BALANCE: \$ 60,751 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 15,797.00
4) ACCOUNT #: DESCRIPTION:  CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 36-3604-0000-67130 DESCRIPTION: Terminals and PCs (ESS)	\$ 5,400.00
ACCOUNT #: 36-3634-0000-61108 DESCRIPTION: Seasonal (CPS)	\$ 33,589.00
ACCOUNT #: 36-3634-0000-67130 DESCRIPTION: Terminals and PCs (CPS)	\$ 2,125.00
ACCOUNT #: 36-3634-0000-67161 DESCRIPTION: Equipment over 5k	\$ 13,672.00

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:**

ESS Overtime - Overtime in the ESS Division will be significantly under budget.

CPS Home Visitation Allocation - HSD is receiving grant funding in 2012 for the Comprehensive Home Visitation project - a portion of these funds will be used for a seasonal position to provide administrative support.

CPS Travel - under budget due to increased emphasis on using county cars for trainings or travel and the availability of video conferencing for conducting contacts with certain clients placed outside of Rock County.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC:**

ESS Terminals and PCs - Funds are requested to replace 7 Level 1 Printers (\$400 each), 1 Level 2 Printer (\$1,800), 1 Level 1 Color Printer (\$500), 1 Portable Printer (\$300) for the Economic Support Division.

CPS Seasonal - A seasonal was hired to provide administrative support for the Home Visitation Grant. These expenses are covered by the grant and the charges are allocated to the Home Visitation grant account number and will be reimbursed.

CPS Terminals and PCs - Funds are requested to purchase 5 replacement computers for staff - 5 Desktop Thin Clients w/ Monitors @ \$425 each.

CPS Equipment over 5k - Funds are requested to purchase two Multi-Function Printers (\$6,836 each) to replace two in need of replacement.

NOV - 7 2012

FINANCE

Revised: 12/9/10

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-63  
Transfer No.

Requested by Human Services  
Department Charmian Klyve  
Department Head

11/6/12  
Date

**FROM**

**TO**

ACCOUNT #	DESCRIPTION	AMOUNT
36-3664-0000-61610	Health Ins (YSC)	35,000
36-3664-0000-65321	Building Office Lease	20,000
36-3664-0000-62105	Contracted Food (YSC)	7,000
36-3664-0000-63400	Operating Supplies	3,675

ACCOUNT #	DESCRIPTION	AMOUNT
36-3664-0000-67130	Terminals & PCs (YSC)	1,775
36-3664-0000-67200	Capital Improvements	55,000
36-3664-0000-62119	Other Contracted Svc	8,900

**FISCAL NOTE:**

Sufficient funds are available in the above object code for the requested transfer.

**ADMINISTRATIVE NOTE:**

Recommended. 

**REQUIRED APPROVAL:**

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

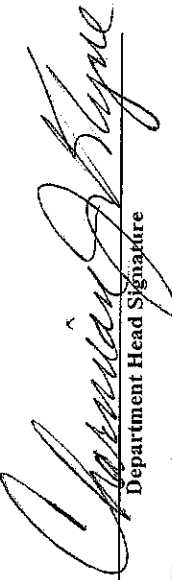
# ROCK COUNTY TRANSFER REQUESTS

#12-63

TO: FINANCE DIRECTOR

REQUESTED BY: Human Services

Department

  
Department Head Signature

DATE: 11/6/12

FROM:	AMOUNT
1) ACCOUNT #: 36-3664-0000-61610 DESCRIPTION: Health Insurance Youth Services Center (YSC) 11-7-12 CURRENT BALANCE: \$ 116,667 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 35,000.00
2) ACCOUNT #: 36-3664-0000-65321 DESCRIPTION: Building Office Lease (YSC) 11-7-12 CURRENT BALANCE: \$ 48,637 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 20,000.00
3) ACCOUNT #: 36-3664-0000-62105 DESCRIPTION: Contracted Food (YSC) 11-7-12 CURRENT BALANCE: \$ 7,000 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 7,000.00
4) ACCOUNT #: 36-3664-0000-63400 DESCRIPTION: Operating Supplies (YSC) 11-7-12 CURRENT BALANCE: \$ 12,912 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 3,675.00

TO:	AMOUNT
ACCOUNT #: 36-3664-0000-67130 DESCRIPTION: Terminals and PCs (YSC)	\$ 1,775.00
ACCOUNT #: 36-3664-0000-67200 DESCRIPTION: Capital Improvement (YSC)	\$ 55,000.00
ACCOUNT #: 36-3664-0000-62119 DESCRIPTION: Other Contracted Services (YSC)	\$ 8,900.00
ACCOUNT #: DESCRIPTION:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:**

*Health Insurance* - expected to be under budget due to vacancies.  
*Building Office Lease* - the estimate from General Services is that we will be under budget  
*Contracted Food* - under budget due to lower than anticipated youth census at the Youth Services Center  
*Operating Supplies* - under budget due to lower than anticipated youth census at the Youth Services Center

**REASON TRANSFER IS NECESSARY - BE SPECIFIC:**

*Terminals and PCs* - funds are requested to purchase four replacement computers - 3 Level 1 PCs (\$450 each), 1 monitor (\$100), 1 Desktop Thin Client (\$325)  
*Capital Improvement* - funds are requested for various capital improvements at the Youth Services Center - primarily painting the secure side of the facility.  
*Other Contracted Services* - Country Nurses has been utilized more than anticipated at the Youth Services Center to provide required medical services while one of the nurse positions has been vacant or when the current nurse has time off.

RECEIVED

NOV - 7 2012

FINANCE

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-64

Transfer No.

Requested by Human Services

Charmian Klyve

Department

Department Head

11/6/12

Date

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
36-3666-0000-61108	Seasonal Wages (LTS)	1,625
36-3689-0000-62503	Interpreter Fees (Crisis)	425

TO

ACCOUNT #	DESCRIPTION	AMOUNT
36-3666-0000-67103	Terminals & PCs (LTS)	1,625
36-3689-0000-67130	Terminals & PCs (Crisis)	425

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *ESK*

REQUIRED APPROVAL:

DATE

COMMITTEE CHAIR

Governing Committee

Finance Committee

File

# ROCK COUNTY TRANSFER REQUESTS

# 12-61

TO: FINANCE DIRECTOR

REQUESTED BY: Human Services  
Department

*Charmian J. Boyce*  
Department Head Signature

DATE: 11/6/12

FROM:	AMOUNT
ACCOUNT #: 36-3666-0000-61108 DESCRIPTION: Seasonal Wages (LTS)	\$ 1,625.00
CURRENT BALANCE: \$ 44,427 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: 36-3689-0000-62503 DESCRIPTION: Interpreter Fees (Crisis)	\$ 425.00
CURRENT BALANCE: \$ 73,199 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 36-3666-0000-67130 DESCRIPTION: Terminals and PCs (LTS)	\$ 1,625.00
ACCOUNT #: 36-3689-0000-67130 DESCRIPTION: Terminals and PCs (Crisis)	\$ 425.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:**

*LTS Seasonal* - the need for seasonal staff was less than anticipated.  
*Crisis - Interpreter Fees* - needs for this account vary year to year based on client needs - we will be to be under budget for 2012.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC:**

*LTS Terminals and PCs* - funds are requested to purchase 5 replacement desktop thin clients for LTS staff (\$325 each)  
*Crisis Terminals and PCs* - funds are requested for the purchase of one replacement desktop thin client with a monitor

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FINANCE



**ROCK COUNTY**

**SUPPLEMENTAL APPROPRIATIONS - TRANSFERS**

12-65

Transfer No.

Requested by Human Services

Charmian Klyve

Department

Department Head

11/6/12

Date

**FROM**

ACCOUNT #	DESCRIPTION	AMOUNT
36-3690-0000-61100	Regular Wages	31,850

**TO**

ACCOUNT #	DESCRIPTION	AMOUNT
36-3690-0000-62170	Physician & Other Svc	16,500
36-3690-0000-64200	Training Expense	1,500
36-3690-0000-67130	Terminals & PCs	13,850

**FISCAL NOTE:**

Sufficient funds are available in the above object code for the requested transfer.

**ADMINISTRATIVE NOTE:**

Recommended. *CSR*

**REQUIRED APPROVAL:**

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

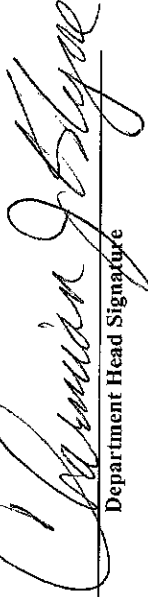
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# ROCK COUNTY TRANSFER REQUESTS

# 12-65

TO: FINANCE DIRECTOR

REQUESTED BY: Human Services  
Department

  
Department Head Signature

DATE: 11/6/12

FROM:	AMOUNT
1) ACCOUNT #: 36-3690-0000-61100 DESCRIPTION: Regular Wages Outpatient Services (OPS) CURRENT BALANCE: \$ 637,557.17 PROVIDED BY THE FINANCE DIRECTOR	\$ 31,850.00
2) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
3) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 36-3690-0000-62170 DESCRIPTION: Physician and Other Services (OPS)	\$ 16,500.00
ACCOUNT #: 36-3690-0000-64200 DESCRIPTION: Training Expenses (OPS)	\$ 1,500.00
ACCOUNT #: 36-3690-0000-67130 DESCRIPTION: Terminals and PCs (OPS)	\$ 13,850.00
ACCOUNT #: DESCRIPTION:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:**

*Outpatient Regular Wages* - account will be under budget due to several staff vacancies throughout the year

**REASON TRANSFER IS NECESSARY - BE SPECIFIC:**

*Physician and Other Services* - Funds are needed to cover the cost of the contracted Psychiatrist who filled the vacancy left by Dr. Singer on a temporary basis in the first part of the year.  
*Training Expenses* - increased training needs in 2012 due to new initiatives.  
*Terminals and PCs* - funds are requested to purchase 7 replacement desktop thin clients and 7 mobile thin client packages, 3 level 1 pcs, 1 level 1 laptop, 2 docking stations and one color printer.

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FINANCE

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-66

Transfer No.

Requested by Human Services  
Department

Charmian Klyve  
Department Head

11/6/12

Date

**FROM**

ACCOUNT #	DESCRIPTION	AMOUNT
36-3690-0000-61100	Regular Wages	7,711
36-3713-0000-62119	Others Contracted Svc	17,500

**TO**

ACCOUNT #	DESCRIPTION	AMOUNT
36-3690-0000-67161	Equipment over 5K	6,836
36-3690-0000-67200	Capital Improvements	875
36-3713-0000-64604	Program Expense	14,000
36-3713-0000-64200	Training	3,500

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *ESR*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

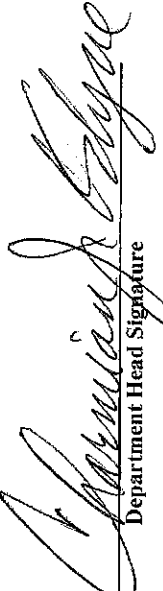
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# ROCK COUNTY TRANSFER REQUESTS

# 12-66

TO: FINANCE DIRECTOR

REQUESTED BY: Human Services  
Department

  
Department Head Signature

DATE: 11/6/12

FROM:	AMOUNT
ACCOUNT #: 36-3690-0000-61100 DESCRIPTION: Regular Wages (OPS)	\$ 7,711.00
CURRENT BALANCE: \$ 607,704 PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: 36-3713-0000-62119 DESCRIPTION: Other Contracted Services (PATH)	\$ 17,500.00
CURRENT BALANCE: \$ 26,696 PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 36-3690-0000-67161 DESCRIPTION: Equipment over 5K (OPS)	\$ 6,836.00
ACCOUNT #: 36-3690-0000-67200 DESCRIPTION: Capital Improvement (OPS)	\$ 875.00
ACCOUNT #: 36-3713-0000-64604 DESCRIPTION: Program Expense (PATH)	\$ 14,000.00
ACCOUNT #: 36-3713-0000-64200 DESCRIPTION: Training (PATH)	\$ 3,500.00

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:**

*Outpatient Regular Wages* - account will be under budget due to several staff vacancies throughout the year  
*Other Contracted Services - PATH Grant* - the State approved PATH grant budget was modified in 2012 and funds were not needed in this account.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC:**

*OPS Equipment* - funds are requested to purchase a replacement multi-function printer  
*OPS Capital Improvement* - funds are for Outpatient share of ongoing capital improvements at the Franklin Street location  
*PATH Program Expense* - the State approved PATH grant budget was modified in 2012 and additional funds are needed in this account to provide services to homeless clients w/ MH issues  
*PATH Training* - the State approved PATH grant budget was modified in 2012 to provide additional staff training

RECEIVED

NOV - 7 2012

FINANCE

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-67

Transfer No.

Requested by Human Services

Charmian Klyve

Department

Department Head

11/6/12

Date

**FROM**

ACCOUNT #	DESCRIPTION	AMOUNT
36-3646-0000-62119	Other Contracted Svc	1,550
36-3706-0000-61610	Health Ins	35,000
36-3706-0000-61100	Regular Wages	24,825
36-3706-0000-62503	Intrepeter Fees	2,000

**TO**

ACCOUNT #	DESCRIPTION	AMOUNT
36-3646-0000-67130	Terminals & PCs	1,550
36-3706-0000-67130	Terminals & PCs	10,200
36-3706-0000-67200	Capital Improvement	1,625
36-3706-0000-64604	Program Expense	50,000

**FISCAL NOTE:**

Sufficient funds are available in the above object code for the requested transfer.

**ADMINISTRATIVE NOTE:**

Recommended. *CK*

**REQUIRED APPROVAL:**

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

# ROCK COUNTY TRANSFER REQUESTS

# 12-67

TO: FINANCE DIRECTOR

REQUESTED BY: Human Services  
Department

*Charmian D. Byrne*  
Department Head Signature

DATE: 11/6/12

FROM:	AMOUNT
1) ACCOUNT #: 36-3646-0000-62119 DESCRIPTION: Other Contracted Services (JIS) CURRENT BALANCE: \$ 61,556 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 1,550.00
2) ACCOUNT #: 36-3706-0000-61610 DESCRIPTION: Health Insurance (CSP) CURRENT BALANCE: \$ 102,677 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 35,000.00
3) ACCOUNT #: 36-3706-0000-61100 DESCRIPTION: Regular Wages (CSP) CURRENT BALANCE: \$ 402,479 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 24,825.00
4) ACCOUNT #: 36-3706-0000-62503 DESCRIPTION: Interpreter Fees (CSP) CURRENT BALANCE: \$ 3,200 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 2,000.00

TO:	AMOUNT
ACCOUNT #: 36-3646-0000-67130 DESCRIPTION: Terminals and PCs (JIS)	\$ 1,550.00
ACCOUNT #: 36-3706-0000-67130 DESCRIPTION: Terminals and PCs (CSP)	\$ 10,200.00
ACCOUNT #: 36-3706-0000-67200 DESCRIPTION: Capital Improvements (CSP)	\$ 1,625.00
ACCOUNT #: 36-3706-0000-64604 DESCRIPTION: Program Expense (CSP)	\$ 50,000.00

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:**

*Other Contracted Services - JIS* - will be under budget  
*Wages and Health Insurance - CSP* - will be under budget due to staff vacancies throughout the year  
*Interpreter Fees - CSP* - needs for this account vary year to year based on client needs - we will be to be under budget for 2012.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC:**

*Terminals and PCs - JIS* - funds are requested for the purchase of a replacement computer for staff - 1 mobile thin client (\$1,050) - and 2 docking stations (\$250 each)  
*Terminals and PCs - CSP* - funds are requested for the purchase of replacement computers for staff - 9 mobile thin clients (\$1,050 each) - and 1 docking station and 1 Level 1 Color printer (\$500)  
*Capital Improvements - CSP* - for CSP share of ongoing capital improvements at the Franklin Street location  
*Program Expense - CSP* - additional funding is needed in this account due to the increased number of high need CSP clients that have needed placement at Adult Family Homes and/or Community Based Residential Facilities.

NOV - 7 2012

FINANCE

ROCK COUNTY

12-56

Transfer No.

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

Requested by Public Works

Benjamin Coopman

10/31/12

Department

Department Head

Date

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
41-4300-4328-62119	Other Contracted Svc	144,360
41-4300-4328-63705	Asphalt	96,240

ACCOUNT #	DESCRIPTION	AMOUNT
41-4330-4340-62119	Other Contracted Svc	240,600

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *CR*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

RECEIVED

NOV - 8 2012

FINANCE

DATE

11-8-2012

COMMITTEE CHAIR

*Christine L. Jenkins*

File

# ROCK COUNTY TRANSFER REQUESTS

#12-56

TO: FINANCE DIRECTOR

REQUESTED BY: PUBLIC WORKS

Department

DATE: OCTOBER 31, 2012

*Barbara J. Anderson*  
Department Head Signature

FROM:	AMOUNT
ACCOUNT #: 41-4300-4328-62119 DESCRIPTION: OTHER CONTRACTED SERVICES CURRENT BALANCE: \$ 277,574 <sup>05</sup> / <sub>10/1/10</sub> PROVIDED BY THE FINANCE DIRECTOR	144,360
ACCOUNT #: 41-4300-4328-63705 DESCRIPTION: ASPHALT CURRENT BALANCE: \$ 2,272,133 <sup>05</sup> / <sub>10/1/10</sub> PROVIDED BY THE FINANCE DIRECTOR	96,240
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 41-4330-4340-62119 DESCRIPTION: OTHER CONTRACTED SERVICES	240,600
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FOR TRANSFER - BE SPECIFIC: ON JULY 12, 2012 THE PUBLIC WORKS COMMITTEE PASSED A RESOLUTION TO REALLOCATE \$240,600 BUDGETED FOR CTH A RECONDITIONING TO LOCAL MATCH IN FEDERAL AID FOR THE DESIGN OF CTH G. THIS TRANSFER WILL PERFORM THE BUDGET TRANSFER INTENDED BY THAT COMMITTEE ACTION.

*Barbara J. Anderson*



Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0515000000-68010 ENC	EXP.ALLOCATIONS RI203660-PO# 11/02/12 -VN#044943	0.00 100.0%	8,966.32	-26,414.96	17,448.64	400.00	
			CLOSING BALANCE		17,048.64		400.00
	FINANCE DIRECTOR		PROG-TOTAL-PO			400.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$400.00  
 INCURRED BY FINANCE DIRECTOR. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

NOV 15 2012

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1414100000-63100	OFC SUPP & EXP	2,300.00 95.1%	2,440.12	-250.79	110.67		
	P1200921-PO# 11/08/12 -VN#051752		CFS PRODUCTS INC			250.80	
*** OVERDRAFT *** <b>TRANSFER REQUIRED</b>			CLOSING BALANCE		-140.13		250.80
	COUNTY CLERK		PROG-TOTAL-PO			250.80	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$250.80 INCURRED BY COUNTY CLERK. 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 COUNTY BOARD.

B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

NOV 15 2012

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prncnt Appropriation	Prncnt Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1414110000-63100	OFC SUPP & EXP	4,877.00	61.7%	3,660.78	-649.18	1,865.40		
		11/08/12 -VN#046469		STOTTLER, LORI			61.74	
		P1203369-PO# 11/08/12 -VN#028783		ELECTION SYSTEMS AND SOFTWARE			458.37	
		CLOSING BALANCE				1,345.29		520.11
1414110000-63103	LEGAL FORMS	70,515.00	0.0%	74,268.44	-74,268.41	70,514.97		
		P1201090-PO# 11/08/12 -VN#011141		BEAR GRAPHICS INC			713.88	
		P1201293-PO# 11/07/12 -VN#041689		ILLINOIS OFFICE SUPPLY			22,100.28	
		CLOSING BALANCE				47,700.81		22,814.16
		ELECTIONS		PROG-TOTAL-PO			23,334.27	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$23,334.27 INCURRED BY ELECTIONS. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

NOV 15 2012

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1017230000-62119	OTHER SERVICES	12,500.00 75.0%	9,375.00	0.00	3,125.00		
	P1201828-PO# 11/08/12 -VN#025672		AYRES ASSOCIATES INC			3,125.00	
			CLOSING BALANCE		0.00		3,125.00
	LAND REC-MAPPING		PROG-TOTAL-PO			3,125.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,125.00 INCURRED BY LAND RECORDS-ORTHO MAPPING. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

NOV 15 2012

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0714300000-63102	PAPER & FORMS	13,000.00 76.3%	5,649.72	4,279.09	3,071.19		
	P1203120-PO# 11/08/12 -VN#011141			BEAR GRAPHICS INC		687.28	
	P1203122-PO# 11/08/12 -VN#011141			BEAR GRAPHICS INC		911.01	
				CLOSING BALANCE	1,472.90		1,598.29
0714300000-67143	IT DEPT.CR-CHGS.	50,000.00 265.6%	97,521.81	35,286.75	-82,808.56		
	P1203269-PO# 11/08/12 -VN#033353			CDW GOVERNMENT INC		1,839.80	
*** OVERDRAFT ***	<b>TRANSFER REQUIRED</b>			CLOSING BALANCE	-84,648.36		1,839.80
				INFORMATION TECH PROG-TOTAL-PO		3,438.09	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,438.09 INCURRED BY INFORMATION TECHNOLOGY. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE **NOV 15 2012** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD  
DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
000000063-29662 ENC	HEALTH INS TRUST R1203631-PO# 10/31/12 -VN#051627	0.00 100.0%	-2,928,026.34	11,110.48	2,916,915.86	45,148.50	
				CLOSING BALANCE	2,871,767.36		45,148.50
		BAL.SHEET A/C	PROG-TOTAL-PD			45,148.50	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$45,148.50  
 INCURRED BY BALANCE SHEET ACCOUNT. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**NOV 15 2012**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000071-29265	DLF-BD,STRAY DOG	0.00 100.0%	-931.21	-731.19	1,662.40		
	P1200915-PO# 11/08/12 -VN#029514			ROCK COUNTY HUMANE SOCIETY		100.00	
			CLOSING BALANCE		1,562.40		100.00
	BAL.SHEET A/C		PROG-TOTAL-PO			100.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$100.00 INCURRED BY BALANCE SHEET ACCOUNT. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE **NOV 15 2012** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

DATE \_\_\_\_\_ CHAIR

PURCHASE ORDER NUMBER P1200698

PEID 013607

## PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting ([balog@co.rock.wi.us](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) and Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto:jodi@co.rock.wi.us)). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 11/6/12

DEPARTMENT FINANCE - PURCHASING

COMMITTEE FINANCE

VENDOR NAME JANESVILLE GAZETTE

ACCOUNT NUMBER 05-1500-0000-63107

FUNDS DESCRIPTION LEGAL NOTICES

AMOUNT OF INCREASE \$ 300.00

INCREASE FROM \$ 2,300.00 TO \$ 2,600.00

ACCOUNT BALANCE AVAILABLE \$ 300.00 SB 11/06/12

REASON FOR AMENDMENT MORE BID PROJECTS THEN ANTICIPATED WITH  
ROCK HAVEN CONSTRUCTION

### APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair Date

FINANCE COMMITTEE \_\_\_\_\_  
(If over \$10,000) Chair Date

COUNTY BOARD \_\_\_\_\_  
(If over \$10,000) Resolution # Adoption Date



PURCHASE ORDER NUMBER P1103172

PEID 051278

### PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting ([balog@co.rock.wi.us](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) and Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto:jodi@co.rock.wi.us)). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 10/30/12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

AMOUNT OF INCREASE \$ 100,558.76

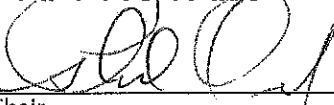
INCREASE FROM \$ 16,974,135.19 TO \$ 17,074,693.95

ACCOUNT BALANCE AVAILABLE \$ 565,985.77 SB 10/31/12

REASON FOR AMENDMENT CHANGE ORDER #19

#### APPROVALS

GOVERNING COMMITTEE

  
Chair

11/6/12  
Date

FINANCE COMMITTEE

(If over \$10,000)

Chair

Date

COUNTY BOARD

(If over \$10,000)

Resolution #

Adoption Date

# Rock County

**CHANGE ORDER**  
No. 00019

51 South Main street  
Janesville, WI 53545

Phone: 608.757.5543

**TITLE:** Program Request # 17

**DATE:** 8/24/2012

**PROJECT:** Rock Haven Health Care Facility

**JOB:** 6637

**TO:** Attn: Jeff Kenley  
C. G. Schmidt  
10 East Doty Street  
Madison, WI 53703

**CONTRACT NO:** 1

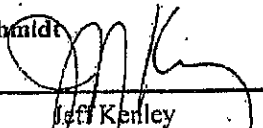
**DESCRIPTION OF CHANGE**

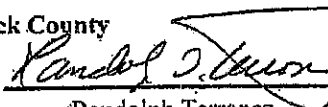
Acceptance of this Change order will alter the contract value, and scope of work between Rock County and C.G. Schmidt as outlined in the line item descriptions noted below. (Reference Rock County PO # P1103172 and associated contract for Rock County Project # 2011-63).

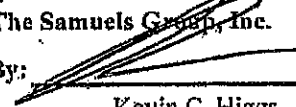
Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
X 00001	PCO #052R pertains to RFI #88- Pipe Loads- Neighborhood,		1	000	\$3,500.00	0.00%	\$0.00	\$3,500.00
X 00002	PCO #053R pertains to RFI # 149 Power for Sensor Operated Faucets.		1	000	\$18,297.40	0.00%	\$0.00	\$18,297.40
X 00003	PCO # 102R pertains to RFI # 090 Location of Foundation Insulation.		1	000	\$8,596.59	0.00%	\$0.00	\$8,596.59
X 00004	PCO # 113 pertains to RFI # 291 Soiled Holding Room Door Connections.		1	000	\$3,701.50	0.00%	\$0.00	\$3,701.50
X 00005	PCO #114 pertains to RFI # 296 Neighborhood Nurse Call Station Lights		1	000	\$5,795.90	0.00%	\$0.00	\$5,795.90
X 00006	PCO #118 pertains to RFI # 299 Common Connector Type "GF" Fixtures		1	000	\$11,674.30	0.00%	\$0.00	\$11,674.30
X 00007	PCO #120 pertains to RFI # 302 Fauc Column- South Entry-Village Commons.		1	000	\$278.77	0.00%	\$0.00	\$278.77
X 00008	PCO #122 pertains to RFI # 327 Connector Exterior light Circuits.		1	000	\$547.80	0.00%	\$0.00	\$547.80

The Original Contract Sum was	\$25,685,000.00
Net Change by Previously Authorized Requests and Changes	(\$8,710,864.81)
The Contract Sum Prior to This Change Order was	\$16,974,135.19
The Contract Sum Will be Increased	\$100,558.76
The New Contract Sum Including This Change Order	\$17,074,693.95
The Contract Time Will Not Be Changed	
The Date of Substantial Completion as of this Change Order Therefore is	

**ACCEPTED:**

C. G. Schmidt  
By:   
Jeff Kenley  
Date: 8/25/2012

Rock County  
By:   
Randolph Terronez  
Date: 8/27/2012

The Samuels Group, Inc.  
By:   
Kevin C. Higgs  
Date: 8/24/2012

**Rock County**

**CHANGE ORDER**  
No. 00019

51 South Main street  
Janesville, WI 53545

Phone: 608.757.5543

**TITLE:** Program Request # 17

**DATE:** 8/24/2012

**PROJECT:** Rock Haven Health Care Facility

**JOB:** 6637

**TO:** Attn: Jeff Kenley  
C. G. Schmidt  
10 East Doty Street  
Madison, WI 53703

**CONTRACT NO:** 1

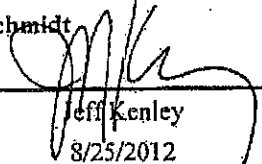
**DESCRIPTION OF CHANGE**

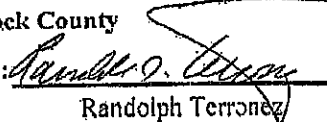
Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00009	PCO #123 pertains to RFI # 330 Fire Alarm Review Comments		1	000	\$16,678.20	0.00%	\$0.00	\$16,678.20
00010	PCO #124 pertains to RFI # 328 Type "OP" Base Detail		1	000	(\$635.00)	0.00%	\$0.00	(\$635.00)
00011	PCO #126 pertains to Construction Bulletin # 19 Revised Location for IT Cabinet		1	000	\$32,133.30	0.00%	\$0.00	\$32,133.30

**Unit Cost:** \$100,558.76  
**Unit Tax:** \$0.00  
**Total:** \$100,558.76

The Original Contract Sum was	\$25,685,006.00
Net Change by Previously Authorized Requests and Changes	(\$8,710,864.81)
The Contract Sum Prior to This Change Order was	\$16,974,135.19
The Contract Sum Will be Increased	\$100,558.76
The New Contract Sum Including This Change Order	\$17,074,693.95
The Contract Time Will Not Be Changed	
The Date of Substantial Completion as of this Change Order Therefore is	

**ACCEPTED:**

C. G. Schmidt  
 By:   
 Jeff Kenley  
 Date: 8/25/2012

Rock County  
 By:   
 Randolph Terronez  
 Date: 8/27/2012

The Samuels Group, Inc.  
 By: Kevin C. Higgs  
 Kevin C. Higgs  
 Date: 8/24/2012

PURCHASE ORDER NUMBER P1103172 PEID 051278

### PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting ([balog@co.rock.wi.us](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) and Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto:jodi@co.rock.wi.us)). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 10/30/12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT


AMOUNT OF INCREASE \$ 22,171.50

INCREASE FROM \$ 17,074,693.95 TO \$ 17,096,865.45

ACCOUNT BALANCE AVAILABLE \$ 543,814.27 SB 10/31/12

REASON FOR AMENDMENT CHANGE ORDER #20

#### APPROVALS

GOVERNING COMMITTEE  11/6/12  
Chair Date

FINANCE COMMITTEE \_\_\_\_\_  
(If over \$10,000) Chair Date

COUNTY BOARD \_\_\_\_\_  
(If over \$10,000) Resolution # Adoption Date

Rock County

CHANGE ORDER

No. 00020

51 South Main street  
Janesville, WI 53545

Phone: 608.757.5543

TITLE: PR # 11 (Resolved PCO's)

DATE: 8/24/2012

PROJECT: Rock Haven Health Care Facility

JOB: 6637

TO: Attn: Jeff Kenley  
C. G. Schmidt  
10 East Doty Street  
Madison, WI 53703

CONTRACT NO: 1

DESCRIPTION OF CHANGE

Acceptance of this Change order will alter the contract value, and scope of work between Rock County and C.G. Schmidt as outlined in the line item descriptions noted below. (Reference Rock County PO # P1103172 and associated contract for Rock County Project # 2011-63).

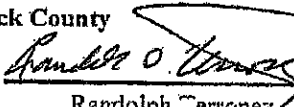
Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
X 00001	PCO #075 pertains to RFI #169, Rated Light Fixture Covers. (Program Request # 11)		1.000		\$10,689.00	0.00%	\$0.00	\$10,689.00
X 00002	PCO #078 pertains to RFI #228 Team 2 Vestibule Cabinet Unit Heater (Program Request # 11)		1.000		\$1,500.00	0.00%	\$0.00	\$1,500.00
X 00003	PCO #079 pertains to RFI #213, Kitchen Exhaust Fan Starters (Program Request # 11)		1.000		\$4,369.20	0.00%	\$0.00	\$4,369.20
X 00004	PCO #080 pertains to RFI #244, AHU-C Recovery Wheel (Program Request # 11)		1.000		\$5,613.30	0.00%	\$0.00	\$5,613.30

Unit Cost: \$22,171.50  
 Unit Tax: \$0.00  
 Total: \$22,171.50

The Original Contract Sum was	\$25,685,000.00
Net Change by Previously Authorized Requests and Changes	(\$8,610,306.05)
The Contract Sum Prior to This Change Order was	\$17,074,693.95
The Contract Sum Will be Increased	\$22,171.50
The New Contract Sum Including This Change Order	\$17,096,865.45
The Contract Time Will Not Be Changed	
The Date of Substantial Completion as of this Change Order Therefore is	

ACCEPTED:

C. G. Schmidt  
 By:   
 Jeff Kenley

Rock County  
 By:   
 Randolph Ferronez

The Samuels Group, Inc.  
 By: Kevin C. Higgs  
 Kevin C. Higgs

Date: 8/24/2012

Date: 8/27/2012

Date: 8/24/2012

PURCHASE ORDER NUMBER P1103172

PEID 051278

### PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

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DATE 10/30/12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

AMOUNT OF INCREASE \$ 40,103.04

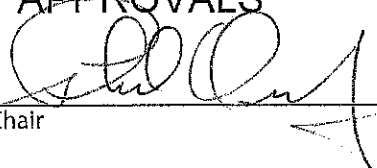
INCREASE FROM \$ 17,106,163.75 TO \$ 17,146,266.79

ACCOUNT BALANCE AVAILABLE \$ 494,412.93 SB 10/31/12

REASON FOR AMENDMENT CHANGE ORDER #22

#### APPROVALS

GOVERNING COMMITTEE



Chair

11/6/12

Date

FINANCE COMMITTEE

(If over \$10,000)

\_\_\_\_\_  
Chair

Date

COUNTY BOARD

(If over \$10,000)

\_\_\_\_\_  
Resolution #

Adoption Date

**Rock County**

**CHANGE ORDER  
No. 00022**

5' South Main street  
Janesville, WI 53545

Phone: 608.757.5543

**TITLE:** PR # 13 (Resolved PCO's)

**DATE:** 8/24/2012

**PROJECT:** Rock Haven Health Care Facility

**JOB:** 6637

**TO:** Attn: Jeff Kenley  
C. G. Schmidt  
10 East Doty Street  
Madison, WI 53703

**CONTRACT NO:**

**DESCRIPTION OF CHANGE**

Acceptance of this Change order will alter the contract value, and scope of work between Rock County and C.G. Schmidt as outlined in the line item descriptions noted below. (Reference Rock County PO # P1103172 and associated contract for Rock County Project # 2011-63).

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
X 00001	PCO #090 pertains to RFI #164 & 164 L Shear Walls/Thickness of Shear walls		1.000		\$14,980.16	0.00%	\$0.00	\$14,980.16
X 00002	PCO #094 pertains to RFI #271. Kitchen Saver Full Height Walls,		1.000		\$25,122.88	0.00%	\$0.00	\$25,122.88

**Unit Cost:** \$40,103.04  
**Unit Tax:** \$0.00  
**Total:** \$40,103.04

The Original Contract Sum was	\$25,685,000.00
Net Change by Previously Authorized Requests and Changes	(\$8,578,836.25)
The Contract Sum Prior to This Change Order was	\$17,106,163.75
The Contract Sum Will be Increased	\$40,103.04
The New Contract Sum Including This Change Order	\$17,146,266.79
The Contract Time Will Not Be Changed	
The Date of Substantial Completion as of this Change Order Therefore is	

**ACCEPTED:**

C. G. Schmidt

Rock County

The Samuels Group, Inc.

By: 

By: 

By: Kevin C. Higgs

Jeff Kenley

Randolph Terronez

Kevin C. Higgs

Date: 8/24/2012

Date: 8/27/2012

Date: 8/24/2012

PURCHASE ORDER NUMBER P1103172 PEID 051278

### PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting ([balog@co.rock.wi.us](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) and Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto:jodi@co.rock.wi.us)). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 10/30/12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT


AMOUNT OF INCREASE \$ 201,080.80

INCREASE FROM \$ 17,146,558.29 TO \$ 17,347,639.09

ACCOUNT BALANCE AVAILABLE \$ 293,040.63 SB 10/31/12

REASON FOR AMENDMENT CHANGE ORDER #24

#### APPROVALS

GOVERNING COMMITTEE  11/6/12  
Chair Date

FINANCE COMMITTEE \_\_\_\_\_  
(If over \$10,000) Chair Date

COUNTY BOARD \_\_\_\_\_  
(If over \$10,000) Resolution # Adoption Date



# Rock County

**CHANGE ORDER**  
No. 00024

51 South Main street  
Janesville, WI 53545

Phone: 608.757.5543

**TITLE:** Program Request # 16 Soils  
**PROJECT:** Rock Haven Health Care Facility  
**TO:** Attn: Jeff Kenley  
C. G. Schmidt  
10 East Doty Street  
Madison, WI 53703

**DATE:** 8/25/2012  
**JOB:** 6637  
**CONTRACT NO:**

**DESCRIPTION OF CHANGE**

Acceptance of this Change order will alter the contract value, and scope of work between Rock County and C.G. Schmidt as outlined in the line item descriptions noted below. (Reference Rock County PO # P1103172 and associated contract for Rock County Project # 2011-63).

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
* 000011	PCO #103R: Increase contract value based on unit pricing for quantities identified in PCO #103R for soil remediation as directed by PSI on site soils technician		1.000		\$28,128.40	0.00%	\$0.00	\$28,128.40
X 000012	PCO #104R: Increase contract value based on unit pricing for quantities identified in PCO #104R for soil remediation as directed by PSI on site soils technician.		1.000		\$65,121.00	0.00%	\$0.00	\$65,121.00
X 000013	PCO #105R: Increase contract value based on unit pricing for quantities identified in PCO #105R for soil remediation as directed by PSI on site soils technician.		1.000		\$22,971.20	0.00%	\$0.00	\$22,971.20
X 000014	PCO #106R: Increase contract value based on unit pricing for quantities identified in PCO #106R for soil remediation as directed by PSI on site soils technician.		1.000		\$32,536.00	0.00%	\$0.00	\$32,536.00

The Original Contract Sum was	\$25,685,000.00
Net Change by Previously Authorized Requests and Changes	(\$8,538,441.71)
The Contract Sum Prior to This Change Order was	\$17,146,558.29
The Contract Sum Will be Increased	\$201,080.80
The New Contract Sum Including This Change Order	\$17,347,639.09
The Contract Time Will Not Be Changed	
The Date of Substantial Completion as of this Change Order Therefore is	

**ACCEPTED:**

C. G. Schmidt

By: 

Date: 8/25/2012

Rock County

By: 

Date: 8/27/2012

The Samuels Group, Inc.

By: 

Date: 8/25/2012

**Rock County**

**CHANGE ORDER  
No. 00024**

51 South Main street  
Janesville, WI 53545

Phone: 608.757.5543

**TITLE:** Program Request # 16 Soils  
**PROJECT:** Rock Haven Health Care Facility  
**TO:** Attn: Jeff Kenley  
C. G. Schmidt  
10 East Doty Street  
Madison, WI 53703

**DATE:** 8/25/2012  
**JOB:** 6637  
**CONTRACT NO:** 1

**DESCRIPTION OF CHANGE**


Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
000015	PCCO #107R. Increase contract value based on unit pricing for quantities identified in PCCO #107R for soil remediation as directed by PSI on site soils technician.		1.000		\$52,324.20	0.00%	\$0.00	\$52,324.20

**Unit Cost:** \$201,080.80  
**Unit Tax:** \$0.00  
**Total:** \$201,080.80

The Original Contract Sum was	\$25,685,000.00
Net Change by Previously Authorized Requests and Changes	(\$8,538,441.71)
The Contract Sum Prior to This Change Order was	\$17,146,558.29
The Contract Sum Will be Increased	\$201,080.80
The New Contract Sum Including This Change Order	\$17,347,639.09
The Contract Time Will Not Be Changed	
The Date of Substantial Completion as of this Change Order Therefore is	

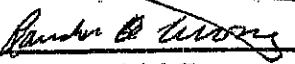
**ACCEPTED:**

C. G. Schmidt

By:   
Jeff Kenley

Date: 8/25/2012

Rock County

By:   
Randolph Terronez

Date: 8/27/2012

The Samuels Group, Inc.

By: Kevin C. Higgs  
Kevin C. Higgs

Date: 8/25/2012

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY



Mickey Crittenden, IT Director  
DRAFTED BY

Finance Committee  
SUBMITTED BY

November 6, 2012  
DATE DRAFTED

**Authorizing Purchase of Hitachi Data Systems Expansion Tray and Disk Drives**

1 **WHEREAS**, the Information Technology Department manages the data storage needs for all County  
2 systems and applications; and

3  
4 **WHEREAS**, the 2012 Information Technology Department operational Computer Hardware Account  
5 (07-1430-0000-67131) includes funding for adding disk storage to the County's existing storage area  
6 network (SAN); and,

7  
8 **WHEREAS**, the Information Technology Department has specified the necessary rack-mounted  
9 Expansion Tray and disk drives for adding data storage capacity; and,

10  
11 **WHEREAS**, the specified SAN Expansion Tray and associated disk drives will be purchased using the  
12 terms and conditions of the UW Contract 10-2052.

13  
14 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly  
15 assembled this \_\_\_\_ day of \_\_\_\_, 2012 that a Purchase Order for a SAN Expansion Tray and Disk  
16 Drives is issued to AE Business Solutions in the amount of \$12,588.00.

Respectfully submitted,

Finance Committee

**PURCHASING PROCEDURAL ENDORSEMENT**

\_\_\_\_\_  
Mary Mawhinney, Chair

Reviewed and approved on a vote of

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
J. Russell Podzilni


\_\_\_\_\_  
Mary Beaver

\_\_\_\_\_  
Brent Fox

Authorizing Purchase of Hitachi Data Systems Expansion Tray and Disk Drives  
Page 2

FISCAL NOTE:

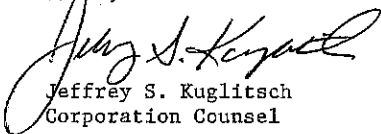
Sufficient funding is available in the IT department's computer hardware account, A/C 07-1430-0000-67131, for the cost of this purchase.



Sherry Oja  
Finance Director

LEGAL NOTE:

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



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## **Executive Summary**

### **Purchase of a Hitachi Data Systems SAN Expansion Tray and Disk Drives**

As part of managing the information storage for all County departments, the Information Technology Department's 2012 operational Computer Hardware Account (1430-0000-67131) includes funding for adding storage capacity to the County's Hitachi Data Systems storage area network (SAN). The additional storage capacity is needed in order to meet the increasing data storage requirements for all County systems and applications.

The following are the data storage components related to this purchase:

- One Modular 2U SAS Storage Expansion Tray (\$3,810.98);
- 10 Modular 600GB SAS 10K RPM Disk Drives (\$7,182.05);
- Cables and Mounting Rail Kit (\$102.36);
- Installation Services (\$381.54), and
- 2 Years Maintenance Support (\$1,111.07).

The total cost is \$12,588.00, and the purchase will be made from AE Business Solutions of Madison under pricing and terms of the UW Madison Contract #10-2052.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY



Craig Knutson, County Administrator  
DRAFTED BY

Finance Committee  
SUBMITTED BY

November 8, 2012  
DATE DRAFTED

**Worker's Compensation Loss Control Consulting Services for 2013 and 2014**

- 1 **WHEREAS**, Willis of Wisconsin currently provides loss control consulting services to assist Rock
- 2 County in complying with safety regulations and reducing workers compensation losses; and,
- 3
- 4 **WHEREAS**, the Human Resources Department is charged with overseeing the County's safety
- 5 compliance efforts as well as the workers compensation program; and,
- 6
- 7 **WHEREAS**, these activities require the assistance of consultants who possess particular expertise in
- 8 furthering such efforts; and,
- 9
- 10 **WHEREAS**, Willis of Wisconsin is willing to provide these services in 2013 and 2014 at the same
- 11 cost as 2012.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 14 assembled this \_\_\_\_ day of \_\_\_\_\_, 2012, hereby contracts with Willis of Wisconsin for loss
- 15 control consulting services for 2013 and 2014 at the rate of \$30,000 per year.

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

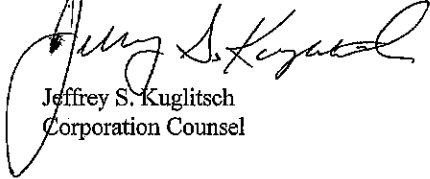
\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Kurtis Yankee

LEGAL NOTE:

County Board is authorized to take this action pursuant to sec. 59.01 & 59.51, Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

FISCAL NOTE:


Sufficient funding has been requested in the 2013 budget and will need to be included in the 2014 budget for the cost of this contract.



Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden  
INITIATED BY

Public Safety and Justice  
Committee  
SUBMITTED BY



Capt. Gary L. Groelle  
DRAFTED BY

November 1, 2012  
DATE DRAFTED

**AUTHORIZING ACCEPTANCE OF  
2013 HIGHWAY SAFETY PROJECT GRANTS**

1 **WHEREAS**, the Wisconsin Department of Transportation, Bureau of Transportation Safety, makes  
2 Federal Highway Safety funds available to local law enforcement agencies for various traffic safety  
3 programs; and,  
4

5 **WHEREAS**, these funds are earmarked to allow law enforcement agencies to provide additional traffic  
6 enforcement patrols directed at improving traffic safety by speed enforcement, alcohol enforcement, and  
7 seatbelt enforcement, thus reducing hazardous motorist behavior on roadways with a high incidence of  
8 injury or fatal accidents; and,  
9

10 **WHEREAS**, the Rock County Sheriff's Office is eligible to receive a grant of \$90,000 to participate in  
11 these programs; and,  
12

13 **WHEREAS**, grant funds in the amount of \$80,002 will be used for overtime wages and related benefits;  
14 and,  
15

16 **WHEREAS**, grant funds in the amount of \$9,998 will be used to purchase in-squad video cameras with  
17 accessories; and,  
18

19 **WHEREAS**, these grants require a local match of 25%; and,  
20

21 **WHEREAS**, the match may be an in-kind match or a hard match.  
22

23 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors assembled this  
24 \_\_\_\_ day of \_\_\_\_\_ 2012, that the Rock County Sheriff is authorized to accept funds under the  
25 Highway Safety Project Grants; and,  
26

27 **BE IT FURTHER RESOLVED**, that the 2012 budget be amended as follows:  
28

<u>Account Description</u>	<u>Budget at</u>	<u>Amount</u>	<u>Amended</u>
<u>Account Number</u>	<u>01/01/12</u>	<u>Incr (Decr)</u>	<u>Budget</u>
<u>Source of Funds</u>			
Federal Aid			
21-2120-2013-42100	\$0	\$ 90,000	\$ 90,000
<u>Use of Funds</u>			
Overtime Wages			
21-2120-2013-61210	\$0	\$ 80,002	\$ 80,002
Capital Assets - \$1,000/More			
21-2120-2013-67171	\$0	\$ 9,998	\$ 9,998

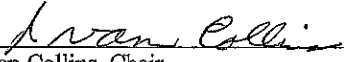


**AUTHORIZING ACCEPTANCE OF 2013 HIGHWAY SAFETY PROJECT GRANTS**


Page 2

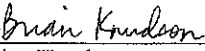
Respectfully submitted,

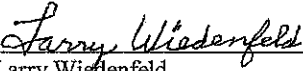
**Public Safety and Justice Committee**

  
Ivan Collins, Chair

  
Henry Brill, Vice Chair

  
Mary Beaver

  
Brian Knudson

  
Larry Wiedenfeld

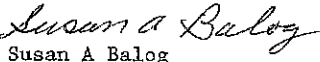
**Finance Committee Endorsement**

Reviewed and approved on a vote  
of \_\_\_\_\_

\_\_\_\_\_  
Mary Mawhinney, Chair

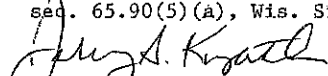
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$90,000 in Federal Aid for the Sheriff Highway Safety Program. Sufficient funding is included in the Sheriff's 2012 and 2013 budgets for the 25% safety grant matching funds.

  
Susan A Balog  
Sr. Accountant/Assistant to Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2012 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.

  
Craig Knutson  
County Administrator

**Executive Summary  
Authorizing Acceptance of  
2013 Highway Safety Project Grants**

The Wisconsin Department of Transportation, Bureau of Transportation Safety, makes funds available each year to various local law enforcement agencies for highway safety programs. The intent of this program is to provide additional traffic enforcement patrols directed at improving traffic safety by speed enforcement, alcohol enforcement, and seatbelt enforcement, thus reducing hazardous motorist behavior on roadways with a high incidence of injury or fatal accidents.

In Wisconsin, during 2011, speed-related crashes were listed as a contributing factor in 16.3% of all crashes, and almost 27.1% of all fatal crashes. One hundred sixty people died in these crashes.

In Wisconsin, during 2011, alcohol was listed as a contributing factor in 4.7% of all crashes. Thirty-two percent of all vehicle crash fatalities in 2011 were alcohol-related, resulting in 183 deaths.

In 2011, 52% of persons killed and 25% of persons sustaining incapacitating injuries in Wisconsin crashes were not wearing safety belts. Many of these people were ejected from their vehicle. It has been estimated that safety belt use by motor vehicle occupants in Wisconsin prevents more than 200 traffic related fatalities and more than 8,000 serious injuries annually.

The 2013 grants are for \$90,000. Grant funds in the amount of \$80,002 will be used for wages and related benefits. Grant funds in the amount of \$9,998 will be used to purchase in-squad video cameras with accessories.

A local match of 25% (\$22,500) is required. The match may be an in-kind (soft) match or a hard match.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Robert D. Spoden, Sheriff  
INITIATED BY



Diane Michaelis  
DRAFTED BY

Public Safety and Justice Committee  
SUBMITTED BY

October 31, 2012  
DATE DRAFTED

**Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds --  
TLO and Lexipol**

- 1 **WHEREAS**, federal law authorizes the Attorney General to share federally forfeited property with
- 2 participating state and local law enforcement agencies through the Department of Justice Asset Forfeiture
- 3 Program; and,
- 4
- 5 **WHEREAS**, equitably shared funds are required to be used by law enforcement agencies for law
- 6 enforcement purposes only; and,
- 7
- 8 **WHEREAS**, the intent of the transfer is to enhance law enforcement, and it must increase, not supplant
- 9 the recipient's appropriated operating budget; and,
- 10
- 11 **WHEREAS**, for their participation in the program, the Sheriff's Office received funds in the amount of
- 12 \$6,003; and,
- 13
- 14 **WHEREAS**, the Sheriff's Office plans to use the funds to subscribe to TLO Systems and to Lexipol
- 15 Services.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 18 this \_\_\_\_\_ day of \_\_\_\_\_, 2012 that the 2012 budget be amended as follows:
- 19

<u>Account/Description</u>	<u>Budget</u> <u>10/01/12</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
<b>Source of Funds</b>			
21-2195-0000-46000			
Contributions	\$142,439.00	\$6,003.00	\$148,442.00
<b>Use of Funds</b>			
21-2195-0000-62491			
Software Maintenance	\$0.00	\$6,003.00	\$6,003.00

Respectfully submitted,

**Public Safety and Justice Committee**

**Finance Committee Endorsement**  
Reviewed and approved on a vote of

Ivan Collins  
Ivan Collins, Chair

\_\_\_\_\_

Henry Brill  
Henry Brill

Mary Mawhinney  
Mary Mawhinney, Chair

Mary Beaver  
Mary Beaver

Brian Knudson  
Brian Knudson

Larry Wiedenfeld  
Larry Wiedenfeld

**Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds – TLO and Lexipol**

Page 2

FISCAL NOTE:

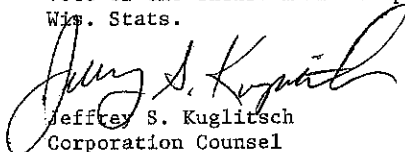
This resolution authorizes a transfer in from the Sheriff's Trust Account, FBI forfeitures, 00-0000-0070-29637, which has a current balance of \$56,758.62.



Sherry Oja  
Finance Director

LEGAL NOTE:

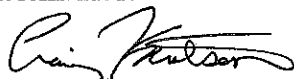
As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## Executive Summary

### Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds -- TLO and Lexipol

The Department of Justice Asset Forfeiture Program is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations and deprives wrongdoers of the proceeds of their crimes. Federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies.

Equitably shared funds are required to be used by law enforcement agencies for law enforcement purposes only. The intent of the transfer is to enhance law enforcement. It must increase, not supplant the recipient's appropriated operating budget.

For their participation in the program, the Sheriff's Office received funds in the amount of \$6,003. The Sheriff's Office plans to use the funds to subscribe to TLO Systems and Lexipol Services.

**TLO Systems:** TLO Systems is an online database of public and proprietary records that provides information about people, businesses, assets, and locations.

As this system is web based, it is not computer specific, and it can be used by all sworn members of the Sheriff's Office via any device with Internet access. This includes laptops and cellular phones. The TLO system is assisting over 100,000 law enforcement officers across the country and is not only utilized for criminal investigations, but is also useful when conducting background investigations for employment.

**Lexipol Services:** Lexipol is America's leading provider of risk management policies and resources for law enforcement organizations, delivering their services through a unique, web-based development system. Lexipol offers state-specific policy manuals that are integrated with scenario-based daily training on high-risk, low-frequency events.

Contracting with this service will allow the Sheriff's Office to update all critical policies, ensuring that they are current and in compliance with recent case law and best practices. This program is considered so effective in reducing liability that the insurance provider for the Sheriff's Office, Wisconsin Municipal Mutual Insurance Company (WMMIC), has agreed to pay one half of the cost of bringing this program into our agency.

TLO Systems	14 months at \$110 per month	\$1,540
Lexipol Services	\$4,463 annually	<u>\$4,463</u>
Total		\$6,003

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY



Sara Mooren  
DRAFTED BY

Human Services Board  
SUBMITTED BY

November 1, 2012  
DATE DRAFTED

**Amending the 2012 Human Services Department Budget to Accept  
Additional Funding for Disproportionate Minority Contact**

- 1 **WHEREAS**, the Human Services Department has received grant funding from both the John D. and  
2 Catherine T. MacArthur Foundation and the Wisconsin Office of Justice Assistance to address issues of  
3 disproportionate minority contact in the juvenile justice system; and,  
4  
5 **WHEREAS**, the MacArthur Foundation awarded the Department \$580,000 in funding over a four year  
6 period from 2007 through 2011; and,  
7  
8 **WHEREAS**, the MacArthur Foundation agreed to extend the grant period through 2012 to allow the  
9 Department to expend \$148,787 of unspent funds from the previously awarded grant allocations; and,  
10  
11 **WHEREAS**, the Wisconsin Office of Justice Assistance agreed to allow the Department to carry forward  
12 an additional \$22,518 in previously awarded grant funds into 2012; and,  
13  
14 **WHEREAS**, these funds have continued to be used in 2012 to promote juvenile justice system reform by  
15 further implementing best practices and providing staff and system partner training.  
16  
17 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
18 this \_\_\_\_\_ day of \_\_\_\_\_, 2012, does hereby accept \$171,305 in additional funds and  
19 amend the 2012 Rock County Human Services Department budget as follows:  
20

21	Budget	Increase	Amended
22	<u>11/1/12</u>	<u>(Decrease)</u>	<u>Budget</u>
23 <u>Source of Funds</u>			
24 36-3659-0000-42100	\$22,823	\$22,518	\$45,341
25 Federal Aid			
26 36-3659-0000-46002	\$0	\$148,787	\$148,787
27 Other Grants and Contracts			
28			
29 <u>Use of Funds</u>			
30 36-3659-0000-63300	\$0	\$308	\$308
31 Travel			
32 36-3659-0000-62119	\$14,823	\$48,489	\$63,312
33 Other Contracted Services			
34 36-3659-0000-64604	\$8,000	\$37,499	\$45,499
35 Program Expense			
36 36-3659-0000-68205	\$0	\$85,009	\$85,009
37 Allocated JJS			

Amending the 2012 Human Services Department Budget to Accept Additional Funding  
for Disproportionate Minority Contact  
Page 2

Respectfully submitted,

**Human Services Board**

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
William Grahm

\_\_\_\_\_  
Ashley Kleven

\_\_\_\_\_  
Phillip Owens


\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Marvin Wopat

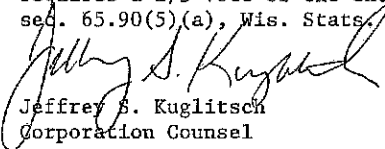
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$171,305 in combined Federal Aid and MacArthur Foundation funds for the Human Services Department's Disproportionate Minority Contact program. No County matching funds are required.

  
Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2012 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 B. Kuglitsch  
Corporation Counsel

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of  
\_\_\_\_\_

\_\_\_\_\_  
Mary Mawhinney, Chair

ADMINISTRATIVE NOTE:

Recommended

  
Craig Knudson  
County Administrator

## **Executive Summary**

### **Amending the 2012 Human Services Department Budget to Accept Additional Funding for Disproportionate Minority Contact**

The Human Services Department has received funding in past years from both the John D. and Catherine T. MacArthur Foundation and the Wisconsin Office of Justice Assistance to address issues of disproportionate minority contact in the juvenile justice system.

MacArthur funding began in October 2007 and was originally scheduled to end September 30, 2011. The Department received four separate one-year awards during this time totaling \$580,000. Through negotiations with MacArthur representatives in 2012 the Department was allowed to expend \$148,787 in unspent funds from these allocations.

The Wisconsin Office of Justice Assistance (OJA) also agreed to allow the Department to carry forward an additional \$22,518 in previously awarded grants funds into 2012

Funds from both MacArthur and OJA have continued to be used in 2012 to promote juvenile justice system reform by further implementing best practices and providing staff and system partner training.

No additional county funds are required.

Thank you for your consideration.



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

October 19, 2012  
DRAFTED BY

**AMENDING THE 2012 COUNCIL ON AGING BUDGET TO ADJUST FOR  
NUTRITION SERVICES INCENTIVE PROGRAM ALLOCATION**

1 **WHEREAS**, the Council on Aging receives Nutrition Services Incentive Program (NSIP) funds that are  
2 estimated in the budget preparation process; and,  
3  
4 **WHEREAS**, the NSIP grant provides funding for the Congregate Nutrition Program; and,  
5  
6 **WHEREAS**, the NSIP contract period is October 1, 2011 through September 30, 2012; and,  
7  
8 **WHEREAS**, the final 2011-2012 allocation for the NSIP grant has been received.  
9  
10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
11 assembled this day of \_\_\_\_\_ day of \_\_\_\_\_, 2012 does hereby amend the Adopted 2012 Rock  
12 County Council on Aging budget as follows:  
13

<u>Account/Description</u>	<u>Budget at 10/01/2012</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<b><u>Nutrition Program</u></b>			
<b><u>Source of Funds</u></b>			
30-3903-0000-42102 Federal Aid	37,175	9,265	46,440
<b><u>Use of Funds</u></b>			
30-3903-0000-62119 Other Contracted Services	97,206	9,265	106,471

Respectfully submitted,

**Education, Veterans & Aging Services**

**Finance Committee Endorsement**

\_\_\_\_\_  
Terry Thomas, Chair

Reviewed and approved on a vote of \_\_\_\_\_

\_\_\_\_\_  
Dave Brown

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Wayne Gustina

\_\_\_\_\_  
Steve Howland

\_\_\_\_\_  
Edwin Nash

AMENDING THE 2012 COUNCIL ON AGING BUDGET TO ADJUST FOR NUTRITION SERVICES  
INCENTIVE PROGRAM ALLOCATION

Page 2

FISCAL NOTE:

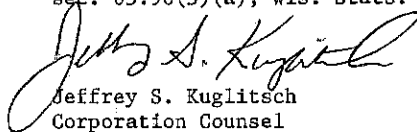
This resolution amends the Council on Aging's 2012 budget to accept an additional \$9,265 in Federal Aid for the Nutrition Program. No County matching funds are required.



Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2012 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.



Craig Knutson  
County Administrator

## **EXECUTIVE SUMMARY**

The Council on Aging receives a "Nutrition Services Incentive Program" grant from the U.S. Department of Agriculture. The grant rewards Older Americans Act-funded nutrition programs that efficiently deliver nutritious meals to older adults. The State determines each county's allocation based on the percentage of meals the County provides compared to the State as a whole. The Council on Aging uses its allocation to support the congregate nutrition program.

No county tax levy is required.

**GRANT AGREEMENT  
AAA OLDER AMERICANS PROGRAMS  
NSIP CONTRACT**


This amends the original grant agreement for the below mentioned periods for the listed contracts by and between the Greater Wisconsin Area Agency on Aging Resources, Inc. whose principal address is 1414 MacArthur Road, Suite A, Madison, Wisconsin 53714 hereafter referred to as GRANTOR and Rock County Council on Aging, whose principal business address is 51 South Main Street, Janesville, Wisconsin 53545, hereinafter referred to as GRANTEE.

**III: COST OF SERVICES**

This will serve as notification that the Department is unilaterally increasing the amount of the grant by \$9,265 making the total payment to the GRANTEE an amount not to exceed \$46,440. A detailed description of the services to be provided and the Grantee's means of delivering is part of this Agreement as listed in Exhibit 1 and which is attached to and/or incorporated in this Agreement by reference.

Grant	Current Contract Level	Contract Change Amount	New Contract Amount	Contract Period
NSIP - Nutrition Services Incentive Program	\$37,175	\$ 9,265	\$46,440	10/01/2011 through 09/30/2012

All other terms and conditions of the original agreement remain unchanged.



\_\_\_\_\_  
Grantor's Authorized Representative  
Robert Kellerman  
Executive Director  
Greater Wisconsin Agency on Aging Resources, Inc.

October 17, 2012

\_\_\_\_\_  
Date

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Agency  
INITIATED BY



Paul Benjamin  
DRAFTED BY

Planning & Development Agency  
SUBMITTED BY

October 31, 2012  
DATE DRAFTED

**AUHORIZING RECEIPT OF ADDITIONAL FUNDING FOR THE WISCONSIN  
DEPARTMENT OF NATURAL RESOURCES GRANT FOR BELOIT AREA  
SEWER SERVICE AREA PLANNING, AND AMENDING THE 2012 PLANNING  
AND DEVELOPMENT AGENCY BUDGET**

1 **WHEREAS**, the Wisconsin Department of Natural Resources (DNR) makes funding available to  
2 regional planning councils and county planning agencies throughout the state for Metropolitan Sewer  
3 Service Area planning; and,  
4

5 **WHEREAS**, on March 26, 2012, the Rock County Planning, Economic & Community Development  
6 Agency received a letter from DNR that contained an agreement to provide \$10,000 for sewer service  
7 area planning in the Beloit area in 2012; and,  
8

9 **WHEREAS**, the grant agreement shall commence upon its signing by both parties and continue until  
10 December 30, 2012 and grantee may claim eligible costs for reimbursement for work conducted between  
11 January 1, 2012 and the end of the grant agreement; and,  
12

13 **WHEREAS**, DNR has recently offered an additional \$5,000 in an amendment to the contract with Rock  
14 County; and,  
15

16 **WHEREAS**, the last update of the Beloit Area Sewer Service Area Plan was in 1998, and it does not  
17 serve current planning needs; and,  
18

19 **WHEREAS**, representatives from the Towns of Turtle, Beloit, and Rock, and the City of Beloit have  
20 agreed to send representatives to a Technical Advisory Committee that will oversee the planning process,  
21

22 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
23 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012, does hereby authorize Rock County Planning  
24 and Development Agency to accept the 2012 amended DNR funding for Beloit Area Sewer Service  
25 Area planning; and,  
26

27 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors authorizes the County  
28 Board Chair to sign, on behalf of Rock County, the respective Grant Agreement with the State of  
29 Wisconsin Department of Natural Resources; and,  
30

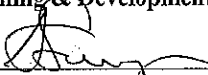
31 **BE IT FURTHER RESOLVED**, that the 2012 County Budget be amended as follows:  
32

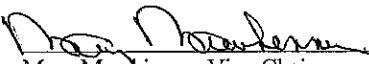
<u>Account Description</u>	<u>Budget at</u> <u>1/1/2012</u>	<u>Increase</u> <u>Decrease</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
64-6407-2012-42100 Federal Aid	\$ 5,000	\$ 0	\$ 5,000
64-6407-2012-42200 State Aid	\$ 5,000	\$ 5,000	\$ 10,000
<u>Use of Funds</u>			
64-6407-2012-63100 Administrative Expense	\$ 10,000	\$ 5,000	\$ 15,000

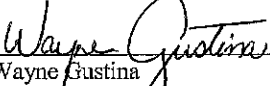
AUHORIZING RECEIPT OF ADDITIONAL FUNDING FOR THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES GRANT FOR BELOIT AREA SEWER SERVICE AREA PLANNING, AND AMENDING THE 2012 PLANNING AND DEVELOPMENT AGENCY BUDGET

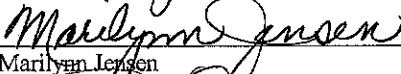
Page 2


**Planning & Development Committee**

  
Alan Sweeney, Chair

  
Mary Mawhinney, Vice-Chair

  
Wayne Gustina

  
Marilyn Jensen

  
Phillip Owens

**Finance Committee Endorsement**

Reviewed and approved on a vote of \_\_\_\_\_

\_\_\_\_\_  
Mary Mawhinney, Chair

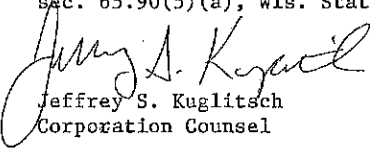
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of an additional \$5,000 in State Aid for the Beloit Sewer Service Planning project. No County matching funds are required.

  
Sherry Oja  
Finance Director


LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2012 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.

  
Craig Knutson  
County Administrator

## EXECUTIVE SUMMARY

In the Federal Water Pollution Control Act Amendments of 1972, federal law created a process to establish locally developed area-wide water quality management plans. Area-wide water quality management planning was codified at the state-level through the development of Wisconsin Administrative Code NR121, which specifies that Area-wide water quality management plans include components that deal specifically with metropolitan sewer service areas and their projected needs for 20 years into the future.

The Wisconsin Department of Natural Resources (DNR) makes funding available to regional planning councils and county planning agencies throughout the state for sewer service area planning as it relates to ground water quality and environmentally sensitive areas.

On March 26, 2012, the Rock County Planning and Development Agency received a letter from DNR that contained an agreement to commit \$10,000 for the first year's planning for water quality in the Beloit area. The grant agreement shall commence upon its signing by both parties and continue until December 30, 2012 and grantee may claim eligible costs for reimbursement for work conducted between January 1, 2012 and the end of the grant agreement, and

DNR has made an additional \$5,000 available for work on the Beloit Area Water Quality Plan, and

The last update of the Beloit Area Sewer Service Area Plan was in 1998, and it does not serve current planning needs. Representatives from the Towns of Turtle, Beloit, and Rock, and the City of Beloit have agreed to provide representatives to a Technical Advisory Committee that will oversee the planning process.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY



Gordon Beyerlein,  
DPW Accounting Supervisor  
DRAFTED BY

Public Works Committee  
SUBMITTED BY

October 17, 2012  
DATE DRAFTED

**Amending the 2012 Motor Pool Budget and Purchase Authorization**

1 **WHEREAS**, the Rock County Board of Supervisors approves an annual budget for a pool of  
2 vehicles used by various Rock County departments; and,  
3

4 **WHEREAS**, the Human Services Division has requested that Motor Pool acquire a replacement  
5 vehicle equipped with all wheel drive to be available for the upcoming winter season to be  
6 purchased utilizing the state bid program, then having necessary items added after delivery.  
7

8 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
9 assembled this \_\_\_\_ day of \_\_\_\_\_, 2012 does hereby amend the Department of Public  
10 Works 2012 Budget as follows:

Account No.	Budget at	Increase	Amended
<u>Description</u>	<u>10/01/12</u>	<u>(Decrease)</u>	<u>Budget</u>
41-4290-4290-67105 Motor Vehicles	103,500	10,000	113,500
41-4290-4290-68109 Allocated Capital Acquisitions	(103,500)	(10,000)	(113,500)

11  
12  
13  
14  
15  
16  
17  
18  
19  
20 **BE IT FURTHER RESOLVED** that a Purchase Order be issued as follows for the purchase of one  
21 motor pool vehicle:

22  
23 Ewald Automotive Group \$25,478 for the purchase of one 2013 Chevrolet Traverse AWD 4-Door LS  
24

25 **BE IT FURTHER RESOLVED** that payment be made to the vendor for this vehicle upon receipt  
26 and acceptance by the Pubic Works Director.





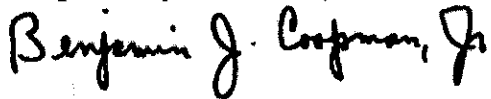
**Executive Summary**

**Amending the 2012 Motor Pool Budget and Purchase Authorization**

The purpose of this Resolution is to amend the Motor Pool (MP) budget to authorize the purchase of one additional vehicle.

Authority to purchase one replacement vehicle is requested for use by Human Services, which needs a full-size AWD vehicle to allow for separators between the front and rear seats and the all wheel drive for winter service. The amount of the budget amendment is less than the full purchase price because there were savings on other MP vehicles purchased previously in 2012 that are being applied to this purchase. This vehicle will be acquired from the current best bid on the state vehicle bid program, Ewald Automotive Group.

Respectfully submitted,

A handwritten signature in black ink that reads "Benjamin J. Coopman, Jr." The signature is written in a cursive style with a large, stylized initial 'B'.

**Benjamin J. Coopman, Jr., P.E.  
Public Works Director**

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Public Safety &  
Justice Committee  
INITIATED BY

Jodi Millis, Purchasing  
DRAFTED BY

Public Safety &  
Justice Committee  
SUBMITTED BY



October 18, 2012  
DATE DRAFTED

**AWARDING CONTRACT FOR FOOD SERVICE AT THE ROCK COUNTY JAIL  
(2013-2017)**

- 1 WHEREAS, the Rock County Jail provides an estimated 457,000 meals each year; and,
- 2
- 3 WHEREAS, the Rock County Purchasing Division did solicit qualifications from firms
- 4 experienced in correctional food service with two firms responding (results attached); and,
- 5
- 6 WHEREAS, Sheriff's Department and Purchasing staff did review both submittals received
- 7 and recommend awarding the contract to Aramark Correctional Services, the most qualified,
- 8 lowest cost response; and,
- 9
- 10 WHEREAS, Aramark Correctional Services has significant expertise and experience in
- 11 delivering high quality, cost effective, secure correctional food service operations for jails,
- 12 including the Rock County Jail since September of 2003.
- 13
- 14 NOW, THEREFORE BE IT RESOLVED by the Rock County Board of Supervisors duly
- 15 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012, that a contract be awarded to Aramark
- 16 Correctional Services of Oak Brook Terrace, Illinois for comprehensive food service operations
- 17 for the Rock County Jail.

RESPECTFULLY SUBMITTED

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins  
Ivan Collins, Chair

Mary Beaver  
Mary Beaver

Henry Brill  
Henry Brill

Brian Knudson  
Brian Knudson

Larry Wiedenfeld  
Larry Wiedenfeld

FINANCE COMMITTEE  
PURCHASING PROCEDURAL ENDORSEMENT

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Vote Date

FISCAL NOTE:

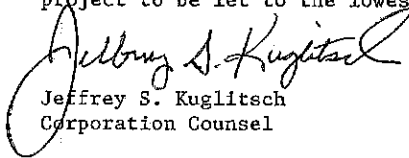
Funding has been included in the Correction's Board of Prisoners account, A/C 21-2200-0000-64125, for this service.



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.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## **EXECUTIVE SUMMARY**

### **AUTHORING FOOD SERVICE CONTRACT FOR ROCK COUNTY JAIL**

In 2003, the Sheriff's department began contracting out the food service operation at the Jail. Rock County has been able to realize significant cost savings by contracting out the food service operations while maintaining good quality management and services.

Rock County Purchasing solicited Requests for Qualifications and Cost Proposals from qualified firms and corporations to provide Correctional Food Services at the Jail. Two firms submitted qualifications and cost proposals.

Billing for food services is based on "cost per meal". Rock County's cost would be calculated based on the actual number of meals served. This will be a four year contract (2013-2016) with the option to renew for two additional one-year periods (2017 and 2018). Prices during the first year cannot be changed. Price increases in subsequent years of the contract will be based on the annual percentage increase in the Consumer Price Index, U.S. City Average, Food Away from Home Index as published by the U.S. Department of Labor.

Sheriff's Department and Purchasing staff did review both Qualifications and Cost Proposals submitted and recommend awarding the contract to Aramark as the most responsive and responsible firm. Aramark has extensive experience in providing food services for correctional facilities throughout Wisconsin that are approximately the same size (and much larger than) the Rock County Jail. They also have experience in training and supervision of inmate kitchen workers. Currently 15 inmates assist in food preparation at the Jail.



**ORIGINAL**

**PROPOSAL SUMMARY FORM**

PROJECT: CONTRACTED FOOD SERVICES  
 PROJECT #: 2013-06  
 PROPOSAL DUE DATE: OCTOBER 8, 2012 – NOON  
 DEPARTMENT: SHERIFF'S OFFICE

	ARAMARK	A'VIANDS
COST PER MEAL BASED ON AVERAGE NUMBER OF INMATES (417)	1.069	1.069
RATER #1	288	269
RATER #2	307	299
RATER #3	320	265
<b>TOTAL SCORE</b>	<b>915</b>	<b>833</b>

Proposals were evaluated on the following criteria (maximum score 325 points):

- PROPOSED APPROACH - Statement of qualifications explaining firm believes it is especially qualified to undertake this project.
- NOT TO EXCEED COST - Incremental cost-per-meal format for inmates and staff meals as outlined on cost worksheets.
- STAFFING & MANAGEMENT EXPERIENCE
- REFERENCES
- QUALITY ASSURANCE PROGRAM
- CORPORATE FINANCIAL STRENGTH & PROCEDURES

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Six additional vendors were solicited that did not respond.



RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY



Diana Arneson  
DRAFTED BY

Finance Committee  
SUBMITTED BY

October 15, 2012  
DATE DRAFTED

**Authorizing Purchase of CareTracker Software System for Rock Haven**

- 1 **WHEREAS**, the Rock Haven project plan includes the implementation of CareTracker, a computerized
- 2 charting and documentation system; and,
- 3
- 4 **WHEREAS**, Cerner Corporation is the sole source provider of the CareTracker computerized charting
- 5 and documentation system; and,
- 6
- 7 **WHEREAS**, the funding for this system is included in the Rock Haven Construction Project budget
- 8 account number 18-18150000-67200; and,
- 9
- 10 **WHEREAS**, the Information Technology department has reviewed the system specifications and
- 11 confirms the CareTracker system conforms to the networking and security requirements of Rock County.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 14 this \_\_\_\_\_ day of \_\_\_\_\_, 2012 that a Purchase Order for CareTracker software be issued to
- 15 Cerner Corporation, 140 S. Friendship Dr., New Concord, OH 43762 in the amount of \$37,613.85.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

PURCHASING PROCEDURAL ENDORSEMENT

*Phil Owens*  
Phil Owens, Chair

Reviewed and approved on a vote of

*Henry Brill*  
Henry Brill, Vice Chair

\_\_\_\_\_

*Ivan Collins*  
Ivan Collins

\_\_\_\_\_

\_\_\_\_\_  
Jason Heidenreich

*Edwin Nash*  
Edwin Nash



Authorizing Purchase of CareTracker Software System for Rock Haven  
Page 2

FISCAL NOTE:

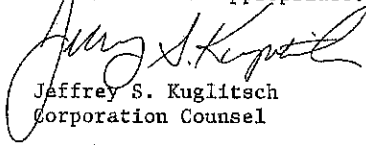
Sufficient funds are available in the Rock Haven Building Project capital account, A/C 18-1851-0000-67200, for the cost of this purchase.



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. Cerner Corporation is the sole source provider and, therefore, this action is appropriate.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## **Executive Summary for the Purchase of the CareTracker Software System for Rock Haven**

The purchase of the CareTracker software system for Rock Haven is the first step toward computerized charting for the entire Rock Haven facility. The CareTracker system will allow for an easy, touch screen data entry display that will improve the efficiency of the Rock Haven staff by allowing for electronic documentation of treatment plans and results. Additionally, the CareTracker system will interface with the Melyx system, Rock County's current patient records software, to offer a more comprehensive patient care record.

The following are the system components included in the CareTracker installation:

- 16 Posiflex CECK1501 Kiosks and Appliances for data entry (\$30,115.00);
- On Site Training and Implementation Fees (\$4,200.00).

The following fees will be billed on a quarterly basis:

- Posiflex Hotswap Fee (\$425.00);
- CareTracker Software Maintenance Fee (\$3,456.00)
- Less 15% Commitment Fee\* (\$582.15) for a total Quarterly Fee of (\$3298.85).

\*Commitment Fee is for an initial term of 5 years

The total implementation cost including the first quarter's maintenance fee is \$37,613.85 and the purchase will be made from Cerner Corporation, a sole source vendor.



140 South Friendship Drive  
New Concord, OH 43762  
800.338.3681 <sup>Tel</sup>

October 16, 2012

Ms. Diana Arneson  
Information Technology Department  
Rock County, WI

Dear Diana,

Cerner CareTracker software is proprietary software solely owned by Cerner Corporation. Licensed Software Support fees for Cerner CareTracker software cover many aspects of support which include enhancements to our proprietary software and therefore only Cerner can provide such support services.

If you have further questions or concerns, please contact us.

Yours truly,

Cerner Corporation



Salesperson: Wendy Edgar  
 Preparation Date: 10/15/2012  
 Expiration Date: 12/31/2012

**Sold To:** Rock Haven  
 Sherry Gunderson  
 3418 N Cty Trk Hwy F  
 PO Box 351  
 Janesville, WI 53547

**Ship To:** Rock Haven  
 Sherry Gunderson  
 3418 N Cty Trk Hwy F  
 PO Box 351  
 Janesville, WI 53547

**Quote #:** 0045511 - CareTracker Proposal: 128 Residents / 16 kiosks

**Hardware Equipment**

Item	Description	List Price	Qty.	Allowance	Extended Price
27120-POSI-0000	Posiflex CECK1501 Kiosk	\$1,795.00	16	0%	\$28,720.00
27620-POSI-0000	Posiflex Appliance	\$1,395.00	1	0%	\$1,395.00

**Training and Implementation Services**

Item	Description	List Price	Qty.	Allowance	Extended Price
51000-TRAI-0000	Misc. Travel Expenses/Implementation	Varies	1	0%	Billed Later
50400-TRAI-0000	On Site Training	\$1,400.00	2	0%	\$2,800.00
11500-CARE-0000	Implementation Fees	\$1,400.00	1	0%	\$1,400.00

**Quarterly Recurring Fees**

Item	Description	List Price	Qty.	Allowance	Extended Price
60925-CARE-0000	Posiflex Hotswap Fee/Quarterly	\$25.00	17	0%	\$425.00
95005-SAAS-0000	CareTracker PPD	\$27.00	128	0%	\$3,456.00
<b>Number of Quarters</b>					1
<b>*Commitment allowance</b>					15%
<b>Total Quarterly Fees</b>					\$3,298.85

\*By signing this agreement you are committing to an initial term of 5 years for CareTracker. You will be billed on a quarterly basis

Deposit required. Amount varies depending on credit application.  
 Payment terms are net 30 with approved credit application.

**Total Cost: \$ 37,613.85**

**To obtain a system schedule for signature, please contact your Client Executive.**



RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Behavioral Health Redesign Steering  
Committee  
INITIATED BY



Elizabeth Pohlman McQuillen  
DRAFTED BY

Human Services Board and Public  
Safety & Justice Committees  
SUBMITTED BY

November 1, 2012  
DATE DRAFTED

AUTHORIZING CONTRACT FOR JAG CRIMINAL JUSTICE COORDINATING COUNCILS  
(2010) GRANT CONSULTANT

- 1 WHEREAS, in August 2012, the Wisconsin Office of Justice Assistance awarded Rock County a
- 2 \$50,000 JAG Criminal Justice Coordinating Councils (2010) Grant; and,
- 3
- 4 WHEREAS, the grant will be used to hire a consultant to assist the Behavioral Health Redesign
- 5 Steering Committee (BHRSC) develop a strategic plan and implementation processes to improve the
- 6 County's mental health and AODA systems, thereby improving the justice system by reducing
- 7 incarceration and promoting more successful recovery outcomes for residents with mental health
- 8 and/or substance abuse conditions; and
- 9
- 10 WHEREAS, in September 2012, an official Request for Qualifications was released by Rock County for
- 11 the aforementioned services; and,
- 12
- 13 WHEREAS, three proposals were received and evaluated by five members of the BHRSC and these
- 14 evaluators recommended Rock County contract with Zia Partners and TriWest Group for services; and,
- 15
- 16 WHEREAS, the full BHRSC endorses the recommendation of the five evaluators and in turn is
- 17 recommending that the County enter into a contractual agreement with Zia Partners and TriWest Group
- 18 in an amount not to exceed \$50,000 for the aforementioned services.
- 19
- 20 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled
- 21 this \_\_\_\_ day of November 2012 does hereby authorize a contract with Zia Partners and TriWest Group
- 22 to assist the Behavioral Health Redesign Steering Committee develop a strategic plan and specific
- 23 implementation processes to improve the County's mental health and AODA systems, thereby
- 24 improving the justice system by reducing incarceration and promoting more successful recovery
- 25 outcomes for residents with mental health and/or substance abuse conditions, in an amount not to
- 26 exceed \$50,000. All funding is contingent upon the necessary state and federal agency approvals.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE  
COMMITTEE

PURCHASING PROCEDURAL  
ENDORSEMENT

Ivan Collins  
Ivan Collins, Chair

Reviewed and approved on a vote of  
\_\_\_\_\_

Henry Brill  
Henry Brill, Vice-Chair

\_\_\_\_\_  
Mary Mawhinney, Chair

Mary Beaver  
Mary Beaver

Brian Knudson  
Brian Knudson

Larry Wiedeffeld  
Larry Wiedeffeld

HUMAN SERVICES BOARD

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice-Chair

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Billy Bob Grahn

\_\_\_\_\_  
Ashley Kleven

\_\_\_\_\_  
Phillip Owens

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Marv Wopat

FISCAL NOTE:

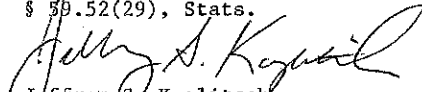
The County has been awarded \$50,000 in federal aid to cover the cost of this contract. Funding is contingent upon state and federal approval of the contract.



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. Professional services are not subject to bidding requirements of § 59.52(29), Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## Executive Summary

### **AUTHORIZING CONTRACT FOR JAG CRIMINAL JUSTICE COORDINATING COUNCILS (2010) GRANT CONSULTANT**

In August 2012, Rock County was awarded a \$50,000 Jag Criminal Justice Coordinating Councils (2010) Grant by the Wisconsin Office of Justice Assistance. The grant will allow Rock County to hire a consultant to assist in the development of a strategic plan and implementation processes to improve the County's public and private mental health and AODA systems, thereby improving the justice system by reducing incarceration and promoting more successful recovery outcomes for residents with mental health and/or substance abuse conditions.

An improved behavioral health system overall will assure that those individuals needing mental health/AODA services will not only receive the most appropriate and effective treatment, but will receive it as early as possible, when such an intervention is most effective. To accomplish this endeavor, the consultant will work collaboratively with the Behavioral Health Redesign Steering Committee (BHRSC) and utilize the comprehensive needs and resource assessment report borne out of the CJCC's Justice and Mental Health Collaboration Planning Grant initiative.

In September 2012, through the County's Purchasing Manager, a Request for Qualifications was issued to find the aforementioned consultant. In addition to publicizing the solicitation as required by County policy, it was also sent to several additional consultants that were recommended to the BHRSC.

In October 2012, three proposals were received that met the requirements of the solicitation. The proposals were thoroughly evaluated by five members of the BHRSC and they recommended hiring Zia Partners and TriWest to undertake this project. These are the same consultants that worked with the Justice and Mental Health Ad Hoc Committee in conducting the extensive Needs and Resource Assessment in 2011. The recommendation to hire Zia Partners and TriWest was taken to the full BHRSC on November 1, 2012, and the Committee unanimously approved this recommendation and is now sending this endorsement to the County Board.

All funds for this project will come from the JAG Criminal Justice Coordinating Councils (2010) Grant and will not exceed \$50,000. There is no match requirement for the grant and the grant period runs through June 30, 2013, with an extension allowable through September 2013. All funding is contingent upon the necessary state and federal agency approvals.



**PROPOSAL SUMMARY FORM**

PROPOSAL NUMBER 2012-73  
 PROPOSAL NAME BEHAVIORAL HEALTH CONSULTANT  
 PROPOSAL DUE DATE OCTOBER 16, 2012 – 12:00 NOON  
 DEPARTMENT ADMINISTRATION

	ZIA PARTNERS TRI-WEST SAN RAFAEL CA	COLLABORATIVE RESEARCH CHICAGO IL	HUMAN SERVICES RESEARCH CAMBRIDGE MA
RATER 1	95	57	80
RATER 2	95	84	81
RATER 3	80	60	60
RATER 4	99	92	90
RATER 5	95	78	37
<b>TOTAL SCORE</b>	<b>464</b>	<b>371</b>	<b>348</b>
<b>TOTAL COST</b>	<b>\$ 50,000.00</b>	<b>\$ 49,500.00</b>	<b>\$ 50,000.00</b>

Proposals were evaluated based on the following criteria:

- Understanding of consulting services to be provided. **maximum 25 points**
- Personnel, training and corporate support. **Maximum 25 points**
- History, financial status, knowledge, experience, and qualifications in conducting strategic plans and implementation processes for behavioral health systems as demonstrated by current or past contracts of a similar size and scope. **Maximum 25 points**
- Cost Proposal. **Maximum 25 points**

Request for Qualifications and Cost Proposal advertised in the Janesville Gazette and on the Internet. Three additional agencies were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ZIA PARTNERS / TRI-WEST

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

GOVERNING COMMITTEE APPROVAL: *Juan C. [Signature]* 5-0 11-5-2012  
 CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR \_\_\_\_\_ VOTE \_\_\_\_\_ DATE \_\_\_\_\_



RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board  
INITIATED BY

Human Services Board  
SUBMITTED BY



Timothy Zuehlke  
HSD Controller  
DRAFTED BY

November 1, 2012  
DATE DRAFTED

Awarding Contract for Courier Services

- 1 **WHEREAS**, funds have been incorporated into the 2013 Human Services Budget to contract with a  
2 private firm for courier services; and,  
3  
4 **WHEREAS**, Rock County requested sealed proposals from qualified vendors to provide courier services  
5 for the delivery of all departmental mail for all Rock County departments, with one vendor responding;  
6 and,  
7  
8 **WHEREAS**, the request for proposals required respondents to submit a proposal to provide courier  
9 services along with the necessary capital and equipment to carry out the provisions of the contract; and,  
10  
11 **WHEREAS**, the proposal from Package Pro met the required specifications of RFP #2013-05; and,  
12  
13 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors, duly assembled  
14 this \_\_\_\_\_ day of \_\_\_\_\_, 2012, that a contract for Courier services commencing January 1,  
15 2013, be awarded to Package Pro of Janesville, Wisconsin in the amount of \$28,980 based on the terms  
16 and conditions set forth in the contract; and,  
17  
18 **BE IT FURTHER RESOLVED**, that it be a three-year contract with an option for two, one-year annual  
19 extensions upon the approval of the Human Services Board.

Respectfully submitted,

**Human Services Board**

PURCHASING PROCEDURAL ENDORSEMENT

\_\_\_\_\_  
Brian Knudson, Chair

Reviewed and approved on a vote of  
\_\_\_\_\_

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice-Chair

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
William Grahm

\_\_\_\_\_  
Ashley Kleven

\_\_\_\_\_  
Phillip Owens

\_\_\_\_\_  
Terry Thomas

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Shirley Williams

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Marvin Wopat

**Awarding Contract for Courier Services**

Page 2

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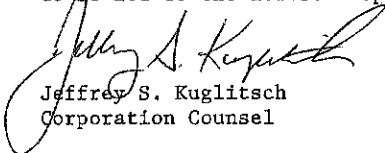
This resolution authorizes a contract with Package Pro for courier services. The contract will be administered by the Human Services Department with costs allocated to various departments. Sufficient funding has been included in the various departments' 2013 budgets for the cost of this contract.



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.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## **Executive Summary**

The purpose of this resolution is to authorize a contract with Package Pro for courier services for the delivery of all departmental mail for Rock County. The contract will be overseen by the Human Services Department with costs allocated out to all departments that utilize the service.

During budget, it was decided that due to the construction of the new Rock Haven nursing home and the distance they will be from the Health Care Center, Human Services would oversee the day-to-day operations of mail delivery. The current Rock Haven position handling the mail delivery will be re-deployed to another position in 2013 and the services of the contracted courier will be utilized.

Because the contracted courier has the ability to modify their current route to provide services to Rock County, the cost of the contract will be significantly less than the current way we provide mail delivery. There will be a cost savings to the county of approximately \$30,000.

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

PURCHASING DIVISION  
FAX (608) 757-5539  
PHONE (608) 757-5517



### PROPOSAL SUMMARY FORM

PROJECT NUMBER #2013-05  
PROJECT NAME COURIER SERVICES  
PROPOSAL DUE DATE OCTOBER 1, 2012 - 12:00 NOON  
DEPARTMENT HUMAN SERVICES

	PACKAGE PRO JANESVILLE WI
DAILY RATE TO PROVIDE COURIER SERVICES 2013-2015	\$ 115.00 PER DAY
DAILY RATE 2016	\$ 126.50
DAILY RATE 2017	\$ 139.15
OTHER COURIER SERVICES	\$40.00/HOUR RUSH SERVICE OR OTHER STOPS AS NEEDED

Request for Proposals was advertised in the Janesville Gazette.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: PACKAGE PRO

SIGNATURE

*Charmian J. Syne*

*11/6/12*

DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR

VOTE

DATE

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

JIM STUTE  
INITIATED BY



JIM STUTE  
DRAFTED BY

AGRICULTURE & EXTENSION  
EDUCATION COMMITTEE  
SUBMITTED BY

NOVEMBER 5, 2012  
DATE DRAFTED

**AWARDING CONTRACT FOR CROPLAND LEASE AT ROCK COUNTY FARM**

- 1 **WHEREAS**, the County of Rock leased 392 acres of cropland at the Rock County Farm for the past nine
- 2 years; and,
- 3
- 4 **WHEREAS**, the current lease will expire on December 31, 2012; and,
- 5
- 6 **WHEREAS**, the Rock County Agriculture and Extension Education Committee has deemed it in the best
- 7 interest of the County to continue to lease the approximately 392 acres of crop land; and,
- 8
- 9 **WHEREAS**, proposals were received from four (4) area farms; and,
- 10
- 11 **WHEREAS**, the proposals were evaluated based on proposal bid per acre (summary attached), past
- 12 farming experience, and financial stability; and,
- 13
- 14 **WHEREAS**, the recommendation is to accept the most responsive and responsible proposal based on the
- 15 above facts.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 18 assembled on this \_\_\_\_ day of \_\_\_\_\_, 2012 awards the contract for the lease of
- 19 approximately 392 acres of cropland located at the Rock County Farm to Badgerland Grain Farms, LLC-
- 20 Nick Viney, 21 Garfield Street, Edgerton, Wisconsin 53534 in the amount of \$357.14 per acre in each of
- 21 the years – 2013, 2014 and 2015; and,
- 22
- 23 **BE IT FURTHER RESOLVED**, that one half (1/2) of the total annual lease payment will be made by
- 24 Badgerland Grain Farms LLC to Rock County on or before March 1st, and the balance paid on or before
- 25 October 15th each year.

Respectfully submitted,

Agriculture & Extension Education Committee

\_\_\_\_\_  
Richard Bostwick, Chair

\_\_\_\_\_  
Eva Arnold, Vice Chair

\_\_\_\_\_  
Deloyde Sanders

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Larry Wiedenfeld

PURCHASING PROCEDURAL ENDORSEMENT

Reviewed and approved on a vote of

\_\_\_\_\_  
Mary Mawhinney, Chair

AWARDING CONTRACT FOR CROP LAND LEASE AT ROCK COUNTY FARM

Page 2

FISCAL NOTE:

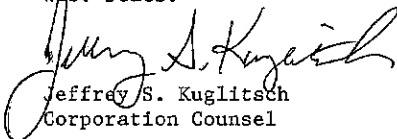
Lease payments are credited to Farm Fees, A/C 56-5625-0000-44100.



Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.52(6),  
Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Kautson  
County Administrator

Executive Summary  
Awarding Contract for Crop Land Lease at the Rock County Farm

The County of Rock discontinued the Rock County Farm operation in 2003. For the past nine years, the County has leased out 392 acres of crop land. Crop land is leased by a three year contract to a local producer. The current three year lease expires on December 31, 2012.

Bids for the next three year contract have been accepted in October 2012. The contract will run from January 1, 2013 through December 31, 2015. The bids have been submitted based on dollars per acre for each of the next three years. Proposals are evaluated based on proposed cost per acre, past farming experience and financial stability of applicants.

The Agriculture and Extension Education Committee is recommending the high bid of \$357.14 per acre for the 392 acres submitted by Badgerland Grain Farms, LLC. The total bid is \$139,999 for each of the next three years. One half of the total annual lease payment is made on or prior to March 1st, and the remaining balance is paid no later than October 15th each year. Tenant is required to develop and follow a Nutrient Management Plan based on the State's 590 Nutrient Management Specifications and Conservation Plan for the Rock County Farm Property.

Respectfully submitted,

James K. Stute  
UW-Extension Department Head



PROPOSAL SUMMARY FORM

PROJECT NUMBER #2013-10  
 PROJECT NAME CROP LAND LEASE  
 PROJECT DUE DATE OCTOBER 15, 2012 - 12:00 NOON  
 DEPARTMENT ROCK COUNTY FARM

392 ACRES	BADGERLAND GRAIN MADISON WI	DOUDLAH FARMS EVANSVILLE WI	DARREN DEMMIN EVANSVILLE WI	JIM QUADE MILTON WI
2013 TOTAL BID	140,000.00	127,991.92	121,128.00	98,392.00
2014 TOTAL BID	140,000.00	127,991.92	121,128.00	98,392.00
2015 TOTAL BID	140,000.00	127,991.92	121,128.00	98,392.00
<b>TOTAL 3 YEAR BID</b>	<b>\$ 420,000.00</b>	<b>\$ 383,975.76</b>	<b>\$ 363,384.00</b>	<b>\$ 295,176.00</b>

Proposal was advertised in the Janesville Gazette and on the Internet. Twelve additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Badgerland Grain  
 SIGNATURE *Jodi Millis* 10/19/2012 DATE

GOVERNING COMMITTEE APPROVAL: \_\_\_\_\_ CHAIR VOTE \_\_\_\_\_ DATE

PURCHASING PROCEDURAL ENDORSEMENT: \_\_\_\_\_ CHAIR VOTE \_\_\_\_\_ DATE



**Executive Summary for  
Purchasing CelleBrite Mobil Data Field Forensic Kit  
Sheriff's Office Detective Bureau**


Resolution 12-8A-084 authorized the purchase of the CelleBrite mobile data field forensic kit using Equitably Shared Funds which were obtained through the Department of Justice Asset Forfeiture Program.

The CelleBrite mobile data field forensic kit provides investigators with solutions for retrieving text messages, photos, video files, contacts, E-mail, call history, and GPS locations from mobile phones. The mobile data kit enables the extraction, decoding, analysis, and reporting of mobile data. It performs physical, logical, file system, and password extraction of all data (even if deleted) from the widest range of devices including legacy and feature phones, smartphones, portable GPS devices, and tablets.

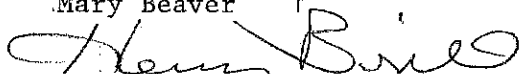
The 2012 Sheriff's budget for Equitably Shared Funds includes \$8,584 for the CelleBrite mobile data field forensic kit.

Cellebrite USA, Corporation provided a letter stating that they were the sole developer and provider of the UFED Forensic System (UFED = universal forensics extraction device).

**Public Safety and Justice Committee**

  
\_\_\_\_\_  
Ivan Collins, Chair

/s/ Mary Beaver  
\_\_\_\_\_  
Mary Beaver

  
\_\_\_\_\_  
Henry Brill

/s/ Brian Knudson  
\_\_\_\_\_  
Brian Knudson

  
\_\_\_\_\_  
Larry Wiedenfeld

**Purchasing Procedural Endorsement**

Reviewed and approved on a vote of

\_\_\_\_\_  
Mary Mawhinney, Chair



*Universal Forensic Products*

266 Harristown Road, Suite 105  
Glen Rock, NJ 07452  
Tel: 201-848-1804  
Fax: 201-848-9982

Date 3/16/12

To Whom It May Concern:

This letter identifies Cellebrite USA, Corporation as the sole developer and provider of the UFED Forensic System. Cellebrite USA Corporation was established in 1999. Cellebrite USA is incorporated in state of Delaware and our U.S. & Canadian operations are based in Glen Rock, NJ. Cellebrite USA has been selling direct for the past 11 years and we do not sell to any first source, GSA or other resellers.

With over 55 carriers in the U.S. and over 100 worldwide we are the exclusive provider of mobile synchronization systems for Verizon Wireless, AT&T, Sprint/Nextel, T-Mobile, Metro PCS, Western Wireless, US Cellular, Cricket Communications as well as thousands of privately held cellular retailers.

The Cellebrite UFED System is the only hand-held, cellular exploitation device worldwide that requires no PC or associated phone drivers. The UFED system will quickly extract phonebook, pictures, videos, SMS messages, calls histories, ESN/IMEI information, and deleted SMS/call histories off the SIM/USIM for rapid analysis. Cellebrite supports all the major technologies (TDMA, CDMA, GSM, IDEN) including , Smartphone operating systems and PDAs (Apple iPhone, Blackberry, Google Android, Microsoft Mobile, Palm and Symbian) for over 95% of all handset models worldwide.

Cellebrite's competitive advantage is its extraction speed, intuitive user interface that is operable with little to no training. With our exclusive nationwide carrier agreements we are receiving pre-production handsets and source codes from the cell phone manufacturers 6 months prior to retail launch which is a major advantage for research and development.

With over 90,000 units sold worldwide and hundreds of thousands of end-users, our products have been deployed reliably and effectively throughout the world for both commercial data synchronization and forensic data analysis. Our forensic customers include the Department of Defense, Federal Government, Intelligence Organizations, Military, and Law Enforcement Divisions.

Please feel free to contact us with any questions.

Regards,

**Jason Rogers**  
VP of Sales  
201-848-1804

**Tax ID: 22-3770059 • DUNS: 033095568 • CAGE: 4C9Q7  
Small Business • ORCA Registration Complete**

PROJECT: INMATE MONITORING SERVICES  
 PROJECT #: 2013-07  
 PROPOSAL DUE DATE: OCTOBER 2, 2012 - NOON  
 DEPARTMENT: SHERIFF'S OFFICE

TYPES OF MONITORING COST PER DAY	BI INC BOULDER CO	SENTINEL IRVINE CA	MIDWEST MONITORING BURNSVILLE MN	CAM SYSTEMS CHICAGO IL
ACTIVE GPS	4.15	5.65	5.50	4.25
BREATH SAMPLE	2.40	3.00	4.50	4.25
ALCOHOL MONITORING	6.40	7.95	6.25	6.00
SKIN SAME ALCOHOL MONITORING	6.55	8.50	9.00	8.50
ACTIVE GPS/BREATH	10.55	11.35	11.25	10.25
RATER #1	98	88	82	76
RATER #2	90	78	64	69
RATER #3	100	80	80	80
RATER #4	98	89	89	88
<b>TOTAL SCORE</b>	<b>386</b>	<b>335</b>	<b>315</b>	<b>313</b>
<b>AVERAGE SCORE</b>	<b>96.5</b>	<b>83.75</b>	<b>78.75</b>	<b>78.25</b>

Proposals were evaluated on the following criteria:

- 1. MANDATORY REQUIREMENTS (5 points)
    - Provided 5 copies of Proposal (yes)
    - Acknowledged receipt of Addendum #1
    - Meets insurance requirements
    - Provided literature of items proposed
    - Provided toll-free phone number
  - 2. ORGANIZATION, PERSONNEL AND EXPERIENCE (30 points)
    - Qualification of personnel
    - Experience of personnel
    - Experience of firm
  - 3. PRICING (25 points)
  - 4. EQUIPMENT (40 points)
- TOTAL POINTS 100**

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Six additional vendors were solicited that did not respond.





**PROPOSAL SUMMARY FORM**

PROPOSAL NUMBER 2013-03  
 PROPOSAL NAME GAS CARDS  
 PROPOSAL DUE DATE OCTOBER 1, 2012 – 12:00 NOON  
 DEPARTMENT SHERIFF, COUNCIL ON AGING, GENERAL SERVICES

	WRIGHT EXPRESS EXXON MOBIL	KWIK TRIP	WRIGHT EXPRESS UNIVERSAL
RATER 1	95	83	50
RATER 2	100	80	45
RATER 3	60	100	60
RATER 4	97	76	82
RATER 5	93	82	88
RATER 6	58	80	88
RATER 7	90	80	95
<b>TOTAL SCORE</b>	<b>593</b>	<b>581</b>	<b>508</b>
<b>DISCOUNT</b>	<b>.05 / GALLON BASED ON CURRENT USAGE</b>	<b>.05 / GALLON BASED ON CURRENT USAGE</b>	<b>1% OF COST – .03 / GALLON BASED ON CURRENT COST PER GALLON OF GAS</b>

Proposals were evaluated based on the following criteria:

- Understanding of services to be provided. **Maximum 10 points**
- Number and locations of stations. **Maximum 25 points**
- Experience of firm & personnel. **Maximum 15 points**
- Cost Proposal. **Maximum 50 points**

Request for Proposal advertised in the Janesville Gazette and on the Internet. Five additional agencies were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: WRIGHT EXPRESS-EXXON MOBIL

*Sheriff Robert Spoden* 10-30-12  
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL: *Novan Glin* 5-0 11-5-2012  
CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:  
 \_\_\_\_\_  
 CHAIR VOTE DATE



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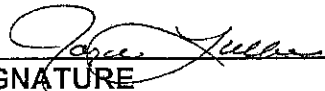
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PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: WRIGHT EXPRESS-EXXON MOBIL

SIGNATURE  DATE 10/31/12

GOVERNING COMMITTEE APPROVAL: \_\_\_\_\_  
 CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT: \_\_\_\_\_  
 CHAIR VOTE DATE



**PROPOSAL SUMMARY FORM**

PROPOSAL NUMBER 2013-03  
 PROPOSAL NAME GAS CARDS  
 PROPOSAL DUE DATE OCTOBER 1, 2012 – 12:00 NOON  
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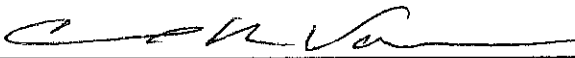
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PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: WRIGHT EXPRESS-EXXON MOBIL

 11-6-12  
 SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:  5-0 11/6/12  
 CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR VOTE DATE