



**FINANCE COMMITTEE
THURSDAY, JUNE 19, 2014 - 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 –June 5, 2014
4. Transfers and Appropriations
 - A. 911 Communications Center
5.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - 1) Human Services
 - E. Approval of Bills for Other Departments
6. Resolution
 - A. Carryover of Funds for 1834-1934 Scanning & Imaging Real Estate Records Project
7. Committee Approval
 - A. Amending the Council on Aging State Health Insurance Program Budget
 - B. Amending the 2014 Human Services Department Budget to Accept Wisconsin Arts Board Grant Funding
8. Approval of Extension of Investment Advisory Services Contract with Cutwater Investment Services Corporation
9. Report on Cash Balances and Investments
10. Adjournment

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date June 6, 2014 Transfer No. 14-28
 Requested By Communications Center Kathy Sukus
 Department Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 23-2400-0000-62210 Description: Telephone Current Balance: \$94,485	\$4,600.00	Account #: 23-2400-0000-62420 Description: Machinery/Equipment R&M	\$4,600.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Removal of T1 lines attached to AT&T SONET RING & installation of conduit and fiber optic cable for new AT&T ASE (Ethernet) Network, which will reduce overall monthly telephone bills

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Work needed to complete sonet ring removal.

FISCAL NOTE:

Sufficient funds available for transfer. *6-2-14*

ADMINISTRATIVE NOTE:

Recommended *[Signature]* *6-3-14*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62119	OTHER SERVICES	P1401791	05/12/2014	PARAGON DEVELOPMENT SYSTEMS	1,320.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	58,175.00	4,106.29	19,622.43	1,320.00	33,126.28
07-1430-0000-62421	COMPUTER EQUIP	P1401878	04/22/2014	LASER PRINTER SOLUTIONS LLC	169.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,000.00	640.09	1,678.42	169.00	6,512.49
INFORMATION TECHNOLOGY PROG TOTAL				1,489.00	
07-1450-0000-62491	SOFTWARE MAINT	P1402051	05/13/2014	BIDDLE CONSULTING GROUP INC	999.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	381,909.00	19,274.06	8,780.64	999.00	352,855.30
07-1450-0000-67143	IT CROSS CHARGES	R1402399	05/29/2014	AMAZON.COM	64.95
ENC	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	200,000.00	50,051.19	40,684.21	64.95	109,199.65
IT-CROSS CHARGES PROG TOTAL				1,063.95	

I have examined the preceding bills and encumbrances in the total amount of **\$2,552.95**

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

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

Date: **JUN 19 2014**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
19-1933-0000-64904	SUNDRY EXPENSE	P1402030	05/08/2014	MMPR	318.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	7,800.00	634.38	74.88	318.50	6,772.24
EMPLOYEE WELLNESS ACTIVITIES PROG TOTAL					318.50

I have examined the preceding bills and encumbrances in the total amount of **\$318.50**

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

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

Date: **JUN 19 2014**

Dept Head _____

Committee Chair _____

PURCHASE ORDER NUMBER P1400885

PEID 052966

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), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (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 May 29, 2014

DEPARTMENT Human Services

COMMITTEE Human Services

VENDOR NAME Dr. David Winslow Pierce

ACCOUNT NUMBER 36-3690-0000-62170

FUNDS DESCRIPTION Physician Services

AMOUNT OF INCREASE \$ 33,000

INCREASE FROM \$ 40,000 TO \$ 73,000

ACCOUNT BALANCE AVAILABLE \$ 65,987.99 SB 05/29/14

REASON FOR AMENDMENT Extended contract for psychiatric evaluation, treatment and consultation.

APPROVALS

GOVERNING COMMITTEE Brian Knudson 6-11-14
Chair Date

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

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

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Land Information Officer
INITIATED BY



Michelle Schultz, Land Information Officer
DRAFTED BY

Finance Committee
SUBMITTED BY

June 10, 2014
DATE DRAFTED

Carryover of funds for 1834-1934 Scanning & Imaging Real Estate Records Project

1 **WHEREAS**, the Rock County Board authorized the project contract be awarded to Fidlar
2 Technologies in resolution 13-9B-409; and,
3

4 **WHEREAS**, the 1834-1934 Scanning & Imaging Real Estate Records Project began in 2013 and
5 will not be completed until December 2014; and,
6

7 **WHEREAS**, the unused funds budgeted in 2013 will need to be carried over to 2014 to complete
8 the project.
9

10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
11 assembled this _____ day of _____, 2014 that the 2014 Land Records Budget be amended
12 as follows:
13

14 <u>Account No.</u>	<u>Budget at</u>	<u>Increase</u>	<u>Amended</u>
15 <u>Description</u>	<u>6/10/14</u>	<u>(Decrease)</u>	<u>Budget</u>
16 <u>Source of Funds:</u>			
17 10-1721-0000-46400			
18 Funds Forwarded From Prior Year	0	64,000	64,000
19			
20 <u>Use of Funds:</u>			
21 10-1721-0000-62119			
22 Other Contracted Services	113,928	64,000	177,928

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice-Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

FISCAL NOTE:

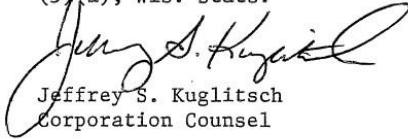
Funds for this project were included in the 2013 budget. This project began in 2013 and will be completed in 2014. This resolution carries over \$64,000 of unused budget authority from 2013 to 2014.



Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2014 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

Carryover of funds for 1834-1934 Scanning & Imaging Real Estate Records Project

The filing or recording of various legal documents with the register of deeds is a way of putting the world on notice that something important has happened or will happen. The time of the transaction is often an important element in rights and relationships. The register of deeds records the time when, in effect, the public record is established. Providing constructive notice regarding real estate allows the act of searching the records and the determination of clear title. This is necessary for the issuance of most home mortgages, business loans, and the sale of real estate. We are responsible for the safe keeping of these records.

Many of the pre-1935 real estate records are slowly deteriorating. By state statute we must keep copies of these records forever. There are no other available copies of these documents. In order to preserve these records, 302 books with approximately 190,000 images will need to be scanned, indexed, and imported into our land records system.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging
Services Committee
INITIATED BY



Joyce Lubben
DRAFTED BY

Education, Veterans & Aging
Services Committee
SUBMITTED BY

May 28, 2014
DATE DRAFTED

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**AMENDING THE COUNCIL ON AGING
STATE HEALTH INSURANCE PROGRAM BUDGET**

WHEREAS, the Council on Aging receives State Health Insurance Program (SHIP) funds to support the Elder Benefit Specialist Program; and,

WHEREAS, funding levels are estimated in the budget preparation process; and,

WHEREAS, the adjusted 2014 SHIP allocations have been received from the Greater Wisconsin Agency on Aging Resources.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2014 does amend the Council on Aging budget as follows.

<u>Account/Description</u>	<u>Budget at 1/1/2014</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>State Health Insurance Program</u>			
<u>Source of Funds</u>			
30-3974-0000-42100 Federal Aid	5,000	1,000	6,000
<u>Use of Funds</u>			
30-3974-0000-62626 Benefit Specialist	5,000	1,000	6,000

Respectfully submitted,

Education, Veterans & Aging Services Committee

Finance Committee Endorsement

Rick Richard, Chair

Reviewed and approved on a vote of _____

Jeremy Zajac, Vice Chair

Mary Mawhinney, Chair

Edwin Nash

Norvain Pleasant

Kathy Schulz

Amending the Council on Aging State Health Insurance Program Budget

Page 2

FISCAL NOTE:

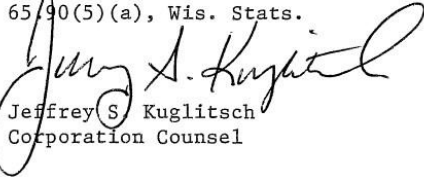
This resolution authorizes the acceptance and expenditure of \$1,000 in Federal Aid for the State Health Insurance Program. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2014 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 Rock County Council on Aging receives funding through the State Health Insurance Program to support the cost of the Elder Benefit Specialist program. The purpose of the Elder Benefit Specialist program is to offer information, advice and assistance to older individuals related to individual eligibility for, and problems with, public benefits and services and to health care financing, insurance, housing and other financial and consumer concerns.

No county tax levy is required.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

June 4, 2014
DATE DRAFTED

**Amending the 2014 Human Services Department Budget
To Accept Wisconsin Arts Board Grant Funding**

1 **WHEREAS**, the Wisconsin Arts Board has awarded the Department \$3,990 in funding through their
2 Creative Communities grant program which encourages arts education and community arts development
3 in Wisconsin; and,
4

5 **WHEREAS**, these awarded funds will be used to support development and expansion of the art program
6 at the Youth Services Center focusing on youth photography; and,
7

8 **WHEREAS**, funds will be used to purchase cameras, computers, software, a printer and supplies as
9 youth will learn how to take photos, edit them on the computer, print and learn how to mat and frame the
10 artwork; and,
11

12 **WHEREAS**, the end result of this work will be a youth art exhibition held at the Beloit Fine Arts
13 Incubator; and,
14

15 **WHEREAS**, there is a 50% match requirement for this grant that will be met with current YSC budgeted
16 funds.
17

18 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
19 this _____ day of _____, 2014, does hereby authorize the acceptance Wisconsin Arts
20 Board funding.
21

22 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2014 be amended
23 as follows:
24

25	Budget	Increase	Amended
26	<u>6/1/14</u>	<u>(Decrease)</u>	<u>Budget</u>
27 <u>Source of Funds</u>			
28 36-3664-0000-46002	\$0	\$3,990	\$3,990
29 Other Grants and Contracts			
30			
31 <u>Use of Funds</u>			
32 36-3664-0000-63400	\$40,820	\$1,260	\$42,080
33 Operating Supplies			
34			
35 36-3664-0000-67130	\$0	\$2,730	\$2,730
36 Terminals and PCs			

Amending the 2014 Human Services Department Budget To Accept Wisconsin Art Board Funding


Page 2

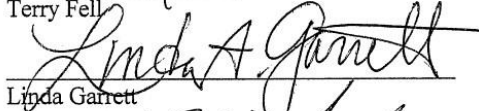
Respectfully submitted,

Human Services Board

Brian Knudson, Chair

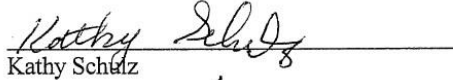

Sally Jean Weaver-Landers, Vice Chair


Terry Fell


Linda Garrett


Billy Bob Grahn

Ashley Kleven


Kathy Schütz


Terry Thomas


Shirley Williams

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 2014 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

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

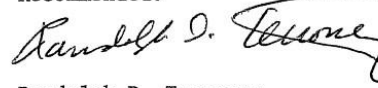
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$3,990 from the Wisconsin Arts Board. The required match is available from currently budgeted Youth Services Center funds.


Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Randolph D. Terronez
Acting County Administrator

Executive Summary

Amending the 2014 Human Services Department Budget To Accept Wisconsin Arts Board Grant Funding

The Wisconsin Arts Board has awarded the Department \$3,990 in funding through their Creative Communities grant program which encourages arts education and community arts development in Wisconsin. These awarded funds will be used to support development and expansion of the art program at the Youth Services Center focusing on youth photography.

Funds will be used to purchase cameras, computers, software, a printer and supplies as youth will learn how to take photos, edit them on the computer, print and learn how to mat and frame the artwork. The end result of this work will be a youth art exhibition held at the Beloit Fine Arts Incubator. The exhibition will be promoted and advertised throughout the community and to friends and families of the youth.

There is a 50% match requirement for this grant that will be met with current budgeted YSC funds.