



**FINANCE COMMITTEE  
Minutes – February 15, 2018**

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, February 15, 2018, in Conference Room N-1, Fifth Floor, Rock County Courthouse-East.

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

**Committee Members Excused:** None.

**Staff Members Present.** Sherry Oja, Finance Director; Josh Smith, County Administrator; Nick Osborne, Assistant to the County Administrator; Richard Greenlee, Corporation Counsel; Jodi Timmerman, Deputy Corporation Counsel; Mickey Crittenden, Information Technology Director; Michelle Roettger, County Treasurer; Jodi Millis, Purchasing Manager; Brent Sutherland, Facilities Management Director; Joanne Foss, Controller, Rock Haven.

**Others Present:** Aaron Rittenhouse, Johnson Controls.

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

**Citizen Participation, Communications and Announcements.** None.

**Transfers and Appropriations.**

**Facilities Management**

<b><u>FROM</u></b>		<b><u>TO</u></b>	
<b><u>Account #</u></b>	<b><u>Amount</u></b>	<b><u>Account #</u></b>	<b><u>Amount</u></b>
18-1810-0000-63500	\$19,049	18-1810-0000-62200	\$19,049
R&M Supplies - 2017		Utilities – 2017	
18-1815-0000-62201	11,880	18-1815-0000-62203	11,880
HCC – Electric – 2017		HCC – Gas – 2017	
18-1812-0000-62203	2,639	18-1815-0000-62203	2,639
YSC - Natural Gas – 2017		HCC – Gas – 2017	
18-1818-0000-62180	13,878	18-1818-0000-62400	13,878
Jail – Cleaning Contract – 2017		HCC – R&M Services – 2017	
18-1818-0000-62200	19,326	18-1818-0000-62202	19,326
Jail – utilities – 2017		Jail – Water – 2017	
18-1810-0000-63500	20,436	18-1810-0000-62400	20,436
R&M Supplies – 2017		R&M Services – 2017	
18-1810-0000-62160	19,569	18-1810-0000-62400	19,569
Cleaning Contract – 2017		R&M Services – 2017	
18-1810-0000-62205	216	18-1810-0000-62400	216
Fuel Oil – 2017		R&M Services – 2017	

18-1818-0000-62200	21,674	18-1810-0000-62400	21,674
Jail – Utilities – 2017		R&M Services – 2017	
18-1818-0000-62203	35,577	18-1818-0000-62400	35,577
Jail – Natural Gas – 2017		Jail – R&M Services – 2017	
18-1828-0000-63500	20,000	18-1828-0000-62400	20,000
R&M Supplies		R&M Services	
18-1828-0000-62400	87,600	18-1828-0000-62119	87,600
R&M Services		Other Contracted Services	

**UW - Extension**

**FROM**

<u>Account #</u>	<u>Amount</u>
56-5600-0000-62119	\$18,576
Contracted Services	

**TO**

<u>Account #</u>	<u>Amount</u>
56-5600-0000-61108	\$18,576
Seasonal	

Supervisor Kraft moved approval of the above Transfers for Facilities Management and UW - Extension, second by Supervisor Fox. ADOPTED.

**Review of Payments.** The Committee accepted the reports.

**Review of Payments over \$10,000.** The Committee accepted the reports.

**Resolutions.**

**Authorizing Purchase of 2018 Budgeted Computers**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018 that a Purchase Order for 90 Hewlett Packard ProDesk 600 G3 SFF computers with DVDRW drives and 90 5-year CarePack hardware support contracts be issued to Paragon Development Systems in Brookfield, WI in the amount of \$48,393.”

Supervisor Fox moved approval of the above resolution, second by Supervisor Podzilni. ADOPTED.

**Approval of Contract for OPEB Actuarial Services**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018 hereby authorizes a contract with GRS for OPEB actuarial services for FY2017 and FY2018 in the amount of \$15,000.”

Ms. Oja explained GASB changed the rules starting with 2018 and an OPEB liability needs to be added to the face of the financial statements. Since the rules are different for FY 2017 and FY2018 a separate valuation will be needed for each year, thus the cost is almost double.

Supervisor Fox moved approval of the above resolution, second by Supervisor Podzilni. ADOPTED.

## Carryover of 2017 Budget Appropriations to 2018

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018 that the 2018 Budget be amended as follows:

...”

Supervisor Podzilni moved approval of the above resolution, second by Supervisor Beaver.

Ms. Oja went over the summary of the appropriations:

County Administrator: Carryover of unspent training Funds – \$5,195.

Finance: Unspent training funds - \$8,600; Funds for OPEB valuation - \$11,206.

Corporation Counsel: Unspent training funds-\$3,500; Law Books - \$1,334; Desks and Equip - \$9,355. Chair, chair mats, misc office equip - \$1,190.

Information Technology: Wiscnet - \$4,200; Malware Bytes and Netwrix Active Directory - \$31,000; County Board tablets, Cisco ASA Firewalls and router and switches for Wiscnet - \$74,800; fiber connection to C-Janesville - \$27,600.

Human Resources: Diversity and cultural competency training - \$2,096.

Land Records: Upgrade of security certificate for conversion of mapping allocation - \$5,000.

County Clerk: Election supplies and legal forms - \$9,971.

Facilities Management: Courthouse cell booster - \$2,000; PH/COA VAV repair- \$964; Eclipse Center Flooring – \$225; Job Center parking lot resurface - \$182,140; DPW parking lot lights and Beloit Garage - \$364,266; Jail camera upgrade and mechanical door release - \$49,000; Courthouse sidewalk replacement and misc - \$26,659; UW-Rock Air Handler and cell phone antenna system - \$219,634; HCC Complex security, RH hazardous material abatement - \$258,767; YSC Shelter Care remodel - \$221,711.

Employee Wellness Committee: Carryover of unspent funds-\$3,996.

Sheriff’s Office: Squad and Ford F450 that can’t be delivered until 2018 - \$72,741; Backordered Titanium suppressor - \$1,068; Backordered SWAT trailer - \$44,995.

Clerk of Circuit Court: Digital Audio Recorder - \$6,000; counter reconfiguration - \$10,000.

Communications Center: Move old micro ORFD to Avon - \$9,925; Public Education Video - \$1,500; Motorola CAD upgrade - \$326,978; Back up repeaters and fire paging upgrade - \$193,126.

Council on Aging: Bus not delivered until 2018 - \$63,899.

Health Department: Vista Volunteer - \$900.

Rock Haven: AED Defibrillator and Mobile Air Chair - \$1,784

Child Support: eFiling equipment - \$24,432.

Human Services: Shelter Care contract - \$195,000. Job Center parking lot upgrade (cross charge from Facilities Management) - \$182,140.

Public Works-Highway Division: Time entry system - \$55,240, County Aid for Road Construction - \$9,000; County Hwy Bridge Aid – \$11,905; Routine maintenance - \$21,924; Crack Sealing - \$150,000; Seal Coating - \$142,000; Grader patching - \$57,650; Shouldering - \$163,700; Capital Assets - \$467,000; Motor Pool \$34,287.

Public Works-Airport: Various capital projects - \$487,489.

Public Works-Parks: Time entry system software and hardware-\$875; Magnolia bluff and trail, canoe launch, Beloit to Janesville trail, Happy Hollow bathroom, Smith Road iron bridge study - \$269,900.

Planning and Development: Cell Phone - \$260.

ADOPTED.

**Amend Budget for Courthouse Security – Phase 1 to Upgrade Card Readers**

**“NOW, THEREFORE, BE IT RESOLVED** the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018, approves a change order in the amount of \$20,000, under Phase 1 of the security system upgrade, for replacement of card readers at various county facilities to Gilbank Construction Inc. of Clinton, WI; and

**BE IT FURTHER RESOLVED**, that the Facilities Management 2018 budget be amended as follows:

...”

Supervisor Podzilni moved approval of the above resolution contingent on General Services Committee approval, second by Supervisor Fox. ADOPTED.

**Retaining Giles Engineering & Associates, Inc. for Image Scanning, Core Sampling, Testing and Concrete Analysis of the East Parking Structure and Amending the 2018 Facilities Management Capital Budget**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018 that a contract for testing and analysis of the east parking structure at the Rock County Courthouse be awarded to Giles Engineering & Associates Inc. of Waukesha, Wisconsin in the amount of \$20,648.

**BE IT FURTHER RESOLVED**, that the Facilities Management 2018 budget be amended as follows:

...”

Supervisor Podzilni moved approval of the above resolution contingent on General Services Committee approval, second by Supervisor Fox. ADOPTED.

**Updates.**

**Update and Possible Action on Rick Properties for Possible Additional In Rem**

The Committee discussed which parcels have specials on them; should the split parcels be combined; contacting City of Janesville to see if they wanted to purchase the parcels; and see if a developer would be interested in the parcels.

Supervisor Podzilni moved to have the parcels go through the normal In Rem process in June, second by Supervisor Fox. ADOPTED.

**Write-Off of Uncollectible Receivables for Rock Haven and the Airport**

Ms. Oja and Ms. Foss went over the requests and answered questions. Ms. Timmerman explained the difficulty recovering these funds and also in proving misuse of funds.

Moved by Supervisor Fox to write off \$222,680.81 from Rock Haven and \$109.74 from the Airport, second by Supervisor Beaver. ADOPTED.

**Discussion and Possible Action on Update to Rock County Capitalization Policy** Ms. Oja handed out copies of the Rock County Capitalization Policy and Statement of Activities and explained the request to raise the threshold from \$5,000 to \$25,000 for tracking assets.

Supervisor Fox moved to raise the threshold from \$5,000 to \$25,000 retro to January 1, 2017, second by Supervisor Beaver. ADOPTED.

**Report on Cash Balances and Investments** Ms. Oja handed out the County Sales Tax Receipts for the period of March 2016 through January 2018, and the 2017 Returns of Investments and went over them with the Committee.

**Treasurer's Report on Costs, Expenses and Results of the In Rem Auction** Ms. Roettger handed out copies of the expenses and collections from the In Rem auction in October 2017. She said the total outcome was a profit of \$71,324.55.

**Adjournment.** Supervisor Fox moved adjournment at 8:18 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**