

**FINANCE COMMITTEE**  
**June 17, 2010**

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, June 17, 2010, in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

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

**Committee Members Excused:** Supervisor Diestler

**Staff Members Present.** Jeff Smith, Finance Director; Craig Knutson, County Administrator; Mickey Crittenden, Information Technology Director; Vicki Brown, Treasurer; Michelle Schultz, Real Property Lister; David Somppi, Community Development Manager; Sandy Teal, Information Technology Project Leader.

**Others Present:** None.

**Approval of Agenda.** Supervisor Beaver moved approval of the agenda as presented, second by Supervisor Podzilni. ADOPTED.

**Approval of Minutes.** Supervisor Podzilni moved approval of the minutes of June 3, 2010 as presented, second by Supervisor Beaver. ADOPTED.

**Citizen Participation, Communications, Announcements, Information.** Mr. Smith asked the Committee to think about whether they want the July 15<sup>th</sup> meeting held at 7:30 A.M., or immediately preceding the County Board meeting.

Ms. Brown advised Information Technology printed just under 27,000 tax reminder notices. This constitutes the single biggest postage expense of the year, however, it has an immediate effect. There are foreclosure notices on 52 properties but she anticipates at least another 20 being paid before the end of July. She informed the Committee that she is the new President of the Wisconsin County Treasurer's Association. The Committee congratulated her on this appointment.

Mr. Knutson reminded the Committee of the Joint Finance/CBS Pre-Budget Meeting tomorrow, Friday, June 18<sup>th</sup> at 8:30 A.M

**Transfers and Appropriations.**

**District Attorney**

**FROM**

<u>Account #</u>	<u>Amount</u>
19-1922-0000-64904	\$ 10,000
Contingency Fund	

**TO**

<u>Account #</u>	<u>Amount</u>
24-1610-0000-62124	\$ 10,000
Criminal Investigation	

**Human Services**

**FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
36-3664-0000-61100 Regular Wages	\$ 7,259
36-3664-0000-61400 FICA	555
36-3664-0000-61510 Retirement	799
36-3664-0000-61610 Health Insurance	3,043
36-3664-0000-61108 Seasonal	\$ 17,995

**TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
36-3644-0000-62119 Other Contracted Services	\$ 11,636
36-3664-0000-62400 Repair & Maint.	\$ 17,995

Supervisor Kraft moved approval of the above transfers for the District Attorney and Human Services, second by Supervisor Podzilni. ADOPTED.

**Bills/Encumbrances**

Finance Director	\$ 3,010.21
Orthoimagery	45,089.10
County Clerk	1,628.03
Register of Deeds	113.65
Prepaid Budget Items	530.00
Land Records	89.43
Information Technology	32,649.45

Supervisor Podzilni moved approval of the above Bills and Encumbrances for the Finance Committee, second by Supervisor Beaver. ADOPTED.

**Bills Over \$10,000.**

Aercor Wireless, Inc.	\$ 10,170.00
Ayres Associates, Inc.	45,089.10
Cities Digital	15,321.00
MGM Tricor, Inc.	16,000.00
Paragon Corporation	21,422.95
Richter Electric, Inc.	33,000.00
The Samuels Group	82,311.70
The Samuels Group	22,688.30
Superl, Inc.	30,240.00
Tegg Service Contractors	22,700.48
Wilkinson Capstran, Inc.	26,985.00

Supervisor Beaver moved approval of the above Bills Over \$10,000 for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

**Encumbrances Over \$10,000.**

Odling Construction, Inc.	\$ 80,545.00
Veolia ES Technical Solutions, LLC	15,784.64

Supervisor Podzilni moved approval of the above Encumbrances Over \$10,000 for the Finance Committee, second by Supervisor Beaver. ADOPTED.

**Pre-Approved Encumbrance Amendments.**

**Developmental Disabilities Board**

CESA #2 0-3 Program	\$ 58,667.00
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Supervisor Kraft moved approval of the above Pre-Approved Encumbrance Amendment for the Developmental Disabilities Board, second by Supervisor Beaver. ADOPTED.

**Approval of Bills for Other Departments.** None.

**Review of Resolutions**

**Amending the Sheriff's Office 2010 Budget for the Purchase of Additional Mobile Video Recorders (MVRs)**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2010 that the Sheriff's Office 2010 budget be amended as follows:

....”

Supervisor Beaver moved Finance Committee Endorsement of the above resolution, second by Supervisor Podzilni. ADOPTED.

**Authorizing Receipt of Additional Community Development Block Grant-Emergency Assistance Funds, Authorization to Enter into Grant Agreements, and Amending the 2010 Planning & Development Agency Budget**

“NOW, THEREFORE BE IT RESOLVED, that the Rock County Board of Supervisors on this \_\_\_\_ day of \_\_\_\_\_, 2010 hereby accepts the amendment to the Community Development Block Grant (CDBG) Emergency Assistance Program Grant Fund for \$1,612,020 from the Wisconsin Department of Commerce – Division of Housing & Community Development; and,

**BE IT FURTHER RESOLVED,** that the Rock County Board of Supervisors authorizes the County Board Chair to sign, on behalf of Rock County, the respective Grant Agreement amendment with the State of Wisconsin and the

Cooperative Agreement with the Town of Beloit, the Town of Fulton, and the Consolidated Koshkonong Sanitary District Grant Agreement; and,

**BE IT FURTHER RESOLVED**, that the 2010 County Budget is amended as follows:

....”

Supervisor Kraft moved Finance Committee Endorsement of the above resolution, second by Supervisor Podzilni. ADOPTED.

### **Information Technology**

Cost Estimates for County Board Laptops. Mr. Crittenden distributed information on this issue (attached). He explained the numbers and commented that the hardware and software are the easy part. He said the following are “Issues to be Addressed”: 1) Providing support whether the computers are used at home or in the County Board Room, 2) Developing an Acceptable Use Policy, 3) “Opt-Out” policy for Supervisors who do not wish to use the laptops.

Chair Mawhinney said she would like the figures for paper, ink and postage used for printing and distributing the weekly agendas. Mr. Knutson commented that there is considerable staff time involved also. When the new Assistant comes on board, he can assign that person to research the costs. He asked how the Committee envisions using the laptops with regard to County Board business, i.e., paper copies along with the screen, using the screen alone, viewing paper copies at home.

Mr. Crittenden said he feels the current system works very well and there is a certain risk in going on line. For example, firing up 29 computers at approximately the same time before a County Board meeting could cause problems. Would we need an I.T. person at each meeting for support and assistance? He said his recommendation is to “tweek” the current system and work to cut down on the Friday mailing. Supervisor Podzilni commented we can assume everybody on the County Board has access to a computer and can print out whatever they want.

Chair Mawhinney said she thinks we need to look at this and look at it seriously.

Website Overview. Mr. Crittenden introduced Sandy Teal, Computer Programmer/Analyst, and said she is the project leader for the website update. Ms. Teal said the entire website was re-designed. It was done through a free, or very low cost, program that does not require licensing for departments to do their own updates.

She demonstrated the new website and explained the features. Mr. Smith advised Purchasing, Airport and Parks are not departments, they are divisions. Ms. Teal said these were put with departments from a usability standpoint. She said they get reports on the number of people going to the websites. Human Resources is number one, with the tax data website also very busy.

Chair Mawhinney thanked Ms. Teal for her efforts and her report.

**Review of Rock County Purchasing Ordinance.** Mr. Smith said the codification issue is on hold at the present time. This item will be placed on a future agenda.

**Report on Cash Balances and Investments.** Mr. Smith updated the Committee on cash balances and investments as of May 31, 2010. He said we will be issuing an RFP within the next few months for investment advisory services.

**Adjournment.** Supervisor Podzilni moved adjournment at 8:51 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Linda Milligan  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**

# Cost Estimates and Issues Related to Deploying Laptop Computers for County Board Supervisors

The following are cost estimates for County Board Supervisor Laptops:

## Hardware

- 29 laptops/cases @ \$950.00 ea. \$27,550.00
- 5 Wireless Access Points for County Board room and regular Committee meeting rooms @\$600.00 ea. \$3,000.00

## Software

- 29 Symantec Security Suite Licenses @25.00 ea. \$750.00
- 29 Microsoft Office Suite Licenses @233.00 ea. \$6,757.00

## Installation

- Cabling and electrical runs for wireless access points \$2,000.00

**Total: \$40,057.00**

Optionally, if at-home Internet connectivity is needed for Supervisors, the cost would be approximately \$40.00 ea. per month. This would not be necessary for Supervisors who already have Internet connectivity at home.

## Issues to be addressed:

- A support process would be needed to best deal with hardware, software, or network issues that may arise during meetings or while at home.
- An Acceptable Use Policy may need to be developed specifically for County Board Supervisors.
- The County Board may wish to consider an 'opt-out' option for individual Supervisors who do not want a laptop.