

FINANCE COMMITTEE
Minutes – September 20, 2012

Call to Order. Vice Chair Kraft called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, September 20, 2012, in Conference Room N-1 Rock County Courthouse East.

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

Committee Members Excused: Supervisor Mawhinney.

Staff Members Present. Sherry Oja, Finance Director; Randy Terronez, Assistant to County Administrator; Mickey Crittenden, Information Technology Director; Jodi Millis, Purchasing Manager; Phil Boutwell, Human Services Deputy Director; Joyce Lubben, Director of Elderly Programs.

Others Present: None.

Approval of Agenda. Vice Chair Kraft said they have four additional transfers under item 4. Supervisor Podzilni moved approval of the agenda with these additions, second by Supervisor Fox. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Approval of Minutes – September 6, 2012. Supervisor Fox moved approval of the minutes of September 6, 2012 as presented, second by Supervisor Podzilni. ADOPTED.

Transfers and Appropriations.

Finance

FROM

<u>Account #</u>	<u>Amount</u>
05-1500-0000-61100	\$ 7,441
Regular Wages	

TO

<u>Account #</u>	<u>Amount</u>
05-1500-0000-61108	\$ 2,591
Seasonal Wages	
05-1500-0000-61210	4,500
Overtime Wages	
05-1500-0000-63107	350
Public & Legal Notices	

Clerk of Courts

FROM

<u>Account #</u>	<u>Amount</u>
22-1209-0000-63100	\$ 1,860
Office Supplies	

TO

<u>Account #</u>	<u>Amount</u>
22-1209-0000-67172	\$ 1,860
Capital	

Council on Aging

FROM

TO

<u>Account #</u>	<u>Amount</u>
30-3903-0000-62105 Contracted Food Service	\$ 5,050
30-3904-0000-63308 Volunteer Mileage	1,200
30-3905-0000-62410 Repair & Maintenance	12,000

<u>Account #</u>	<u>Amount</u>
30-3903-0000-62119 Other Contracted Services	\$ 4,050
30-3903-0000-64124 Consumable Supplies	1,000
30-3904-0000-64124 Consumable Supplies	1,200
30-3905-0000-62410 Gas & Other Fuel	12,000

Emergency Management

FROM

<u>Account #</u>	<u>Amount</u>
19-1922-0000-64904 Contingency Fund	\$ 6,000

TO

<u>Account #</u>	<u>Amount</u>
26-2500-0000-63500 R&M Sirens	\$ 6,000

Communications Center

FROM

<u>Account #</u>	<u>Amount</u>
23-2400-0000-64200 Training Expense	\$ 2,000

TO

<u>Account #</u>	<u>Amount</u>
23-2400-0000-62119 Other Contracted Services	\$ 2,000

General Services

FROM

<u>Account #</u>	<u>Amount</u>
18-1815-9200-62203 Natural Gas	\$ 29,400

TO

<u>Account #</u>	<u>Amount</u>
18-1815-9200-63111 Paper Products	\$ 3,500
18-1815-9200-62160 Cleaning Contracts	25,900

Human Resources

FROM

<u>Account #</u>	<u>Amount</u>
08-1420-0000-61920 Physicals	\$ 2,000

TO

<u>Account #</u>	<u>Amount</u>
08-1420-0000-63100 Office Supplies	\$ 2,000

Supervisor Fox moved approval of the above Transfer for the Finance Committee, second by Supervisor Beaver. ADOPTED.

Bills and Encumbrances

Elections	\$	58.00
County Treasurer		335.00
Land Records		224.00
Information Technology		26,327.06
Stray Dog		120.00

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

Bills Over \$10,000.

CESA 2	\$	22,869.42
CESA 2		18,311.58
Cities Digital		12,436.50
CORE BTS Inc.		28,915.90
Enterprise Systems Group		37,271.78
Foley Electric Inc.		11,375.00
Willis of Ohio Inc.		11,050.00

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

Encumbrances Over \$10,000.

Beloit Police Department	\$	15,800.00
Janesville Police Department		16,100.00
Nash Elliott, Atty. Jennifer		18,508.20

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

Pre-Approved Encumbrance Amendments.

Council on Aging

Wright Express	\$	12,000.00
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Supervisor Podzilni moved approval of the above Pre-Approved Encumbrance Amendments, second by Supervisor Fox. ADOPTED.

Approval of Bills for Other Departments. None.

Resolution.

Approval of Contract with Angus Young and Associates for ADRC Architectural Design Service

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 does hereby authorize a contract with Angus Young and Associates of Janesville, Wisconsin, in the amount of \$23,310 for Architectural Services that include schematic design, design development and construction documents relating to the renovation of space in the Job Center for the ADRC offices; and,

BE IT FURTHER RESOLVED that Rock County will utilize the Samuel's Group of Wausau, Wisconsin to conduct the quality assurance review of the construction documents at a cost of \$700; and,

BE IT FURTHER RESOLVED that payments be made to the vendor upon approval of the General Services Committee; and,

BE IT FURTHER RESOLVED that the 2012 budget be amended as follows to pay for architectural services and quality assurance:

...”

Mr. Boutwell said Ms. Thompson would be responsible for oversight of the ADRC, the State is requiring we have an ADRC, and the ADRC would be operating out of the Job Center. He added that the plan is to have the ADRC up and running on March 4, 2013. The total project would be approximately \$255,000 and Samuel's would be doing quality assurance.

Supervisor Podzilni moved Finance Committee Endorsement and Purchasing Procedural Endorsement of the above resolution contingent on Human Services Board approval, second by Supervisor Fox. ADOPTED.

Review of Resolutions.

Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds – Mobile Field Force Team Equipment

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2012 that the 2012 budget be amended as follows:

...”

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

Purchasing Procedural Endorsements.

Authorizing Contract to Rent Floor Mats for Sheriff's Office

Supervisor Beaver moved Purchasing Procedural Endorsement for the contract with Aramark of Janesville, Wisconsin for floor mats for the Sheriff's Office, second by Supervisor Podzilni. ADOPTED.

Report on Cash Balances and Investments. Ms. Oja updated the Committee on cash balances and investments as of August 31, 2012.

Adjournment. Supervisor Fox moved adjournment at 7:53 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.