

ROCK COUNTY, WISCONSIN



Board of Supervisors
51 South Main Street
Janesville, WI 53545
(608)757-5510

**NOTE: Location,
Time & Date**

**COUNTY BOARD STAFF COMMITTEE
THURSDAY – SEPTEMBER 13, 2012 – 5:15 P.M.
JURY DELIBERATION ROOM – FOURTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order & Approval of Agenda
2. Approval of Minutes – August 28, 2012 and August 17, 2012 with Finance Committee
3. Citizen Participation, Communications and Announcements
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolutions
 - A. To Recognize Diana Mister
 - B. Recognizing Deputy Dwight R. Hoiium
 - C. Authorizing Acceptance of Avon Land Donation from the Natural Land Institute
6. Adjournment

Account Number	Name	Yearly Prnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0113200000-64200	TRAINING EXP	2,450.00	32.7%	803.00	0.00	1,647.00	
	P1202692-PO# 09/01/12 -VN#017487						
	WISCONSIN COUNTIES ASSOCIATION					175.00	
	CLOSING BALANCE				1,472.00		175.00
	COUNTY ADMINISTR		PROG-TOTAL-PO			175.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$175.00 INCURRED BY COUNTY ADMINISTRATOR. 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.

COUNTY BOARD STAFF COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____

SEP 13 2012

DEPT-HEAD _____
 CHAIR _____
 DATE _____

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0311100000-63107	PUBL & LEGAL	18,000.00 5.6%	9,516.69	-10,533.48	19,016.79		
	P1200711-PO# 09/01/12 -VN#013607			JANESVILLE GAZETTE INC		1,016.80	
				CLOSING BALANCE	17,999.99		1,016.80
0311100000-64201	CONVENTION EXP	4,000.00 90.9%	3,636.00	0.00	364.00		
	P1202707-PO# 09/01/12 -VN#044339			UNIVERSITY OF WISCONSIN OSHKOS		90.00	
	P1202710-PO# 09/01/12 -VN#017487			WISCONSIN COUNTIES ASSOCIATION		1,575.00	
	P1202724-PO# 09/01/12 -VN#048724			GLACIER CANYON LODGE		70.00	
*** OVERDRAFT ***	TRANSFER REQUIRED			CLOSING BALANCE	-1,371.00		1,735.00
	COUNTY BOARD			PROG-TOTAL-PO		2,751.80	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,751.80

INCURRED BY COUNTY BOARD. 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.

COUNTY BOARD STAFF _____ COMMITTEE APPROVES THE ABOVE, COM-APPROVAL _____ DEPT-HEAD

SEP 13 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0616200000-63202	LAW BOOKS	1,500.00 0.3%	784.50	-789.20	1,504.70		
	P1200006-PO# 09/01/12 -VN#033730			STATE BAR OF WISCONSIN		64.72	
				CLOSING BALANCE	1,439.98		64.72
0616200000-64200	TRAINING EXP	3,950.00 55.9%	1,369.00	840.01	1,740.99		
	P1202692-PO# 09/01/12 -VN#017487			WISCONSIN COUNTIES ASSOCIATION		175.00	
				CLOSING BALANCE	1,565.99		175.00
	CORP. COUNSEL		PROG-TOTAL-PO			239.72	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$239.72 INCURRED BY CORPORATION COUNSEL. 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.

COUNTY BOARD STAFF

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL

DEPT-HEAD

SEP 13 2012

DATE

CHAIR

Account Number	Name	Yearly Prct Appropriation	Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0814200000-62108	LABOR NEGOTIATIO	8,000.00	8.3%	666.00	0.00	7,334.00		
	P1202740-PO# 09/01/12 -VN#051663							
	PROULX PROFESSIONAL RESEARCH I						5,343.00	
	CLOSING BALANCE					1,991.00		5,343.00
0814200000-63107	PUBL & LEGAL	34,500.00	6.6%	13,882.63	-16,167.87	36,785.24		
	P1200017-PO# 09/01/12 -VN#013607							
	JANESVILLE GAZETTE INC						1,009.87	
	P1200018-PO# 09/01/12 -VN#010110							
	CHRONICLE,THE						567.00	
	CLOSING BALANCE					35,208.37		1,576.87
0814200000-64200	TRAINING EXP	26,985.00	83.2%	21,415.70	1,040.00	4,529.30		
	09/01/12 -VN#044396							
	IHRKE,CONNIE						45.76	
	09/01/12 -VN#049974							
	O CONNELL,DAVID						17.71	
	P1202686-PO# 09/01/12 -VN#012780							
	FRED PRYOR SEMINARS						358.00	
	P1202737-PO# 09/01/12 -VN#051340							
	WALKER GROUP,THE						492.00	
	P1202739-PO# 09/01/12 -VN#030951							
	COASTAL TRAINING TECHNOLOGIES						506.23	
	CLOSING BALANCE					3,109.60		1,419.70
0814200000-64417	HCC EXPENSES	8,500.00	24.2%	4,173.42	-2,109.17	6,435.75		
	P1200017-PO# 09/01/12 -VN#013607							
	JANESVILLE GAZETTE INC						490.89	
	P1200018-PO# 09/01/12 -VN#010110							
	CHRONICLE,THE						231.00	
	CLOSING BALANCE					5,713.86		721.89
	HUMAN RESOURCES							
	PROG-TOTAL-PO						9,061.46	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$9,061.46 INCURRED BY HUMAN RESOURCES. 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.

COUNTY BOARD STAFF _____ COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

SEP 13 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000063-29662	HEALTH INS TRUST	0.00 100.0%	207,974.17	26,661.40	-234,635.57		
	P1202642-PO# 09/01/12 -VN#052171			WILLIS OF OHIO INC		11,050.00	
				CLOSING BALANCE	-245,685.57		11,050.00
	BAL,SHEET A/C		PROG-TOTAL-PO			11,050.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$11,050.00 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.

COUNTY BOARD STAFF COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____

SEP 13 2012

DEPT-HEAD

DATE _____ CHAIR

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-32

Transfer No.

Requested by Human Resources

David O'Connell

Department

Department Head

8/27/12

Date

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
08-1420-0000-61920	Physicals	2,000

TO

ACCOUNT #	DESCRIPTION	AMOUNT
08-1420-0000-63100	Office Supplies	2,000

FISCAL NOTE:

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

ADMINISTRATIVE NOTE:

Recommended. *BR*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

ROCK COUNTY TRANSFER REQUESTS

12-32

TO: FINANCE DIRECTOR

REQUESTED BY: Human Resources
Department



Department Head Signature

DATE: 08/27/2012

FROM:	AMOUNT
ACCOUNT #: 08-1420-0000-61920 DESCRIPTION: Physicals	\$2000.00
CURRENT BALANCE: \$ 9,553 PROVIDED BY THE FINANCE DIRECTOR	
8-28-12	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ 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 #: 08-1420-0000-63100 DESCRIPTION: Office Supplies & Expenses	\$2000.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:
Lower than expected numbers for physicals

REASON TRANSFER IS NECESSARY - BE SPECIFIC:
Higher use of office supplies to complete projects

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve
INITIATED BY



Delores Smith
DRAFTED BY

Human Service Board
SUBMITTED BY

August 27, 2012
DATE DRAFTED

TO RECOGNIZE DIANA MISTER

1 **WHEREAS**, Diana Mister has served the citizens of Rock County for over twenty-two (22) years as a
2 dedicated and valued employee of Rock County; and,
3

4 **WHEREAS**, Diana Mister began her career on August 17, 1990 as a Seasonal Clerk for the Veteran's
5 Service Office; and,
6

7 **WHEREAS**, from August 1992 through January 2001, Ms. Mister served in a variety of roles within
8 the Department including, Clerk II and Communication Clerk; where her responsibilities included
9 greeting clients and screening phone calls; and,
10

11 **WHEREAS**, in January 2001, Ms. Mister became a Support Specialist for the Rock County Job Center
12 where she continued screening phone calls for Economic Support Workers and providing the first point
13 of contact for clients entering the Rock County Job Center; and,
14

15 **WHEREAS**, in June 2010, Ms. Mister accepted the position of Administrative Assistant for the
16 Economic Support Division, where during this time, Ms. Mister's responsibilities included providing
17 clerical assistance to the clients and staff in Economic Support; and,
18

19 **WHEREAS**, in January 2012, Ms. Mister transferred to the Beloit Community Support Program
20 (BCSP) as an Administrative Assistant, where during this time not only performed the usual
21 administrative duties of greeting clients, scheduling appointments, handling phone calls, including
22 those involving crisis situations, filing documents, and entering data into numerous systems but also
23 served as a invaluable resource to staff; reporting when clients weren't quite themselves or were visibly
24 not doing well; and,
25

26 **WHEREAS**, Ms. Mister will be retiring from Rock County Department of Human Services on
27 September 14, 2012; and,
28

29 **WHEREAS**, during her career with Rock County, Diana Mister has proven herself to be a dedicated
30 and compassionate advocate on behalf of Rock County residents, always offering to assist and willing
31 to lend a helping hand; and,
32

33 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
34 to recognize Diana Mister for her achievements and significant contributions to the citizens of Rock
35 County and her lifelong and faithful service.
36

37 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
38 assembled this _____ day of _____, 2012, does hereby recognize Diana Mister for her
39 twenty-two (22) years of service and extend best wishes to her in her future endeavors; and,
40

41 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish a copy of
42 this resolution to Diana Mister.

Respectfully Submitted,

RECOGNIZING DIANA MISTER

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ROCK COUNTY HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

William Grahn

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Marilynn Jensen

Louis Peer

Kurtis L. Yankee

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF ROBERT D. SPODEN
INITIATED BY



CHIEF DEPUTY BARBARA J. TILLMAN
DRAFTED BY

PUBLIC SAFETY & JUSTICE
SUBMITTED BY

AUGUST 29, 2012
DATE DRAFTED

RECOGNIZING DEPUTY DWIGHT R. HOIUM

- 1 **WHEREAS**, Dwight Hoium began his employment with Rock County on May 13, 1982, as a Correctional
- 2 Officer at the Rock County Sheriff's Office working in the Jail Division; and,
- 3
- 4 **WHEREAS**, Deputy Hoium was promoted to the rank of Deputy on July 1, 1988 working in the Patrol Division
- 5 and later in the Civil Process and Court Services Divisions; and,
- 6
- 7 **WHEREAS**, throughout his tenure with the Sheriff's Office, Deputy Hoium has served in many capacities
- 8 including: the Dive Team, Field Training Officer, Boat Patrol, and Hunter Safety Instructor; and,
- 9
- 10 **WHEREAS**, Deputy Hoium has received numerous commendations and letters of appreciation, including a
- 11 Certificate of Merit from the Wisconsin Professional Police Association in 1992 for saving the life of a motorist,
- 12 Deputy of the Year in 1993, and a Proficiency Award of Pistol Sharpshooter in 2003; and,
- 13
- 14 **WHEREAS**, Deputy Hoium will retire from public service on September 28, 2012.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this
- 17 _____ day of _____, 2012, does hereby recognize Deputy Dwight Hoium for his 30 years of faithful
- 18 service and recommends that a sincere expression of appreciation be given to Deputy Dwight Hoium along with
- 19 best wishes for the future.
- 20
- 21 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 22 resolution to Deputy Dwight Hoium.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Ivan Collins, Chair

J. Russell Podzielni, Chair

Henry Brill

Sandra Kraft, Vice Chair

Mary Beaver

Eva Arnold

Brian Knudson

Henry Brill

Larry Wiedenfeld

Betty Jo Bussie

Mary Mawhinney

Marilynn Jensen

Louis Peer

Kurtis L. Yankee

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
Initiated by



Lori Williams, Parks Director
Drafted by

Public Works Committee
& Parks Advisory Committee
Submitted by

August 20, 2012
Date Drafted

AUTHORIZING ACCEPTANCE OF AVON LAND DONATION FROM THE NATURAL LAND INSTITUTE

- 1 **WHEREAS**, the Rock County Department of Public Works Parks Division was approached by the
- 2 Natural Land Institute in regards to a potential land donation of parcel number 6-1-331 in Avon
- 3 Township, and;
- 4
- 5 **WHEREAS**, the Department of Public Works Parks Division has toured the property which is adjacent
- 6 to the Avon Wildlife Area, a Rock County Park, and;
- 7
- 8 **WHEREAS**, the Parks Division has found the land to be an opportunity for the Department to expand
- 9 the Avon Wildlife Area by 0.84 acres;
- 10
- 11 **NOW THEREFORE BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 12 this _____ day of _____, 2012 does hereby authorize the acceptance of the land donation
- 13 of parcel number 6-1-331 in the Avon Township, WI, from the Natural Land Institute, and;
- 14
- 15 **BE IT FURTHER RESOLVED** that the County Board Chair and the County Clerk be authorized to
- 16 execute legal documents related to the land donation on behalf of the County, and;
- 17
- 18 **BE IT FURTHER RESOLVED** that the following contingencies set forth by the Natural Land Institute
- 19 are acceptable to the Department of Public Works Parks Division: 1) assurance that the property will
- 20 remain an undeveloped wildlife area open to the public for passive recreation; acceptable improvements
- 21 include a gravel roadway, small parking area and hiking trails, 2) a sign is erected honoring the John
- 22 Freedlund family for their donation.

Respectfully submitted,
PUBLIC WORKS COMMITTEE

PARKS ADVISORY COMMITTEE

Kurtis Yankee, Chair

Tom Presny

Betty Jo Bussie, Vice-Chair

Floyd Finney

Eva M. Arnold

Dean Paynter

Brent Fox

Dave Brown

AUTHORIZING ACCEPTANCE OF AVON LAND DONATION FROM THE NATURAL LAND INSTITUTE

Page 2

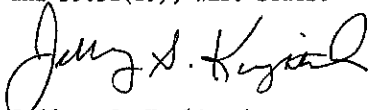
FISCAL NOTE:

No fiscal impact at this time. The Rock County Parks Green Fund has agreed to cover all costs associated with the land donation. Also, the parcel is currently classified as tax exempt. Therefore, there will not be a loss of property tax revenue upon acceptance of this donation. Funding for any future improvements will need to be approved by the County Board by separate resolution or through the budget process.


Sherry Oja
Finance Director

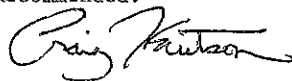
LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51 and 59.52(19), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

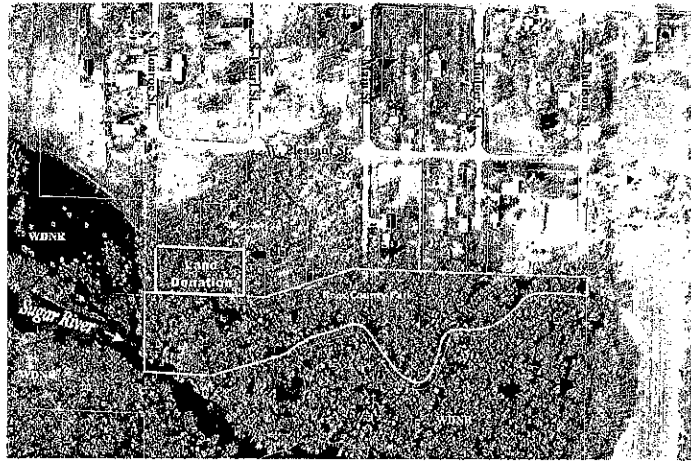
Marilynn Jensen

Louis Peer

- EXECUTIVE SUMMARY -
**AUTHORIZING ACCEPTANCE OF
AVON LAND DONATION
FROM THE NATURAL LAND INSTITUTE**

Rock County Parks was contacted by Jerry Paulson of the Natural Land Institute in regards to a potential land donation. The Natural Land Institute is a private land trust that operates primarily in northern Illinois.

The parcel is approximately one acre of land, parcel number 6-1-331, comprised of lots 78-81 of block 13 of the original Avon plat. The parcel is adjacent to the Avon Wildlife Area, an existing Rock County Park, located on the northwest end of the park.



Rock County Parks will be responsible for all costs associated with the land donation: the title insurance policy and a land boundary survey. These costs will be paid for by the Rock County Park Green fund. The Rock County Green Fund was created in 2001 to raise funds for the Rock County Park system. The Green Fund supports projects "above and beyond" the county parks budget, no county money goes in to the Green Fund.

The Public Works Committee voted unanimously in favor of pursuing the acceptance of this land donation at their August 14, 2012 meeting.