

ROCK COUNTY, WISCONSIN



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

**NOTE: Date, Time
and Location**

**COUNTY BOARD STAFF COMMITTEE
THURSDAY – MAY 24, 2012 – 5:30 P.M.
JURY DELIBERATION ROOM – FOURTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order & Approval of Agenda
2. Approval of Minutes –May 10, 2012
3. Citizen Participation, Communications and Announcements
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolution
 - A. Authorizing Easement to Charter Communications to Cross Pelishek Tiffany Nature Trail
 - B. Upgrade One HSD Account Clerk Position to an Accountant Position
6. Adjournment

Account Number	Name	Yearly Prct Appropriation	Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0311100000-63107	PUBL & LEGAL	18,000.00	0.0%	4,822.11	-4,822.10	17,999.99		
	P1200711-PO# 05/14/12 -VN#013607			JANESVILLE GAZETTE INC			314.31	
				CLOSING BALANCE		17,685.68		314.31
0311100000-64904	SUNDRY EXPENSE	1,400.00	4.7%	481.04	-414.40	1,333.36		
	P1200800-PO# 05/14/12 -VN#019685			AMERICAN AWARDS AND PROMOTIONS			38.84	
				CLOSING BALANCE		1,294.52		38.84
	COUNTY BOARD			PROG-TOTAL-PO			353.15	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$353.15 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

DATE _____ CHAIR

MAY 22 2012

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0814200000-61920	PHYSICALS	11,500.00 8.6%	1,267.00	-277.99	10,510.99		
	P1200021-PO# 05/14/12 -VN#017412		WISCONSIN DEPARTMENT OF JUSTIC			201.00	
			CLOSING BALANCE		10,309.99		201.00
0814200000-62108	LABOR NEGOTIATIO	8,000.00 5.7%	456.00	0.00	7,544.00		
	P1201810-PO# 05/14/12 -VN#046373		WEISS BERZOWSKI BRADY LLP			75.00	
			CLOSING BALANCE		7,469.00		75.00
0814200000-63100	OFC SUPP & EXP	2,721.00 40.4%	1,100.95	0.00	1,620.05		
	P1201534-PO# 05/14/12 -VN#028264		HENRICKSEN			977.80	
			CLOSING BALANCE		642.25		977.80
0814200000-63107	PUBL & LEGAL	35,000.00 0.0%	6,574.22	-6,574.16	34,999.94		
	P1200017-PO# 05/14/12 -VN#013607		JANESVILLE GAZETTE INC			1,493.69	
	P1200018-PO# 05/14/12 -VN#010110		CHRONICLE, THE			546.00	
	P1200019-PO# 05/14/12 -VN#044914		CAPITAL NEWSPAPERS			724.00	
			CLOSING BALANCE		32,236.25		2,763.69
0814200000-63200	PUBL/SUBCR/DUES	10,050.00 95.3%	9,579.00	0.00	471.00		
	P1201782-PO# 05/14/12 -VN#042688		BLACKHAWK HUMAN RESOURCES ASSO			100.00	
			CLOSING BALANCE		371.00		100.00
0814200000-64200	TRAINING EXP	26,985.00 69.3%	18,645.01	65.00	8,274.99		
	05/14/12 -VN#044396		IHRKE, CONNIE			28.54	
	05/14/12 -VN#049974		O CONNELL, DAVID			99.44	
			CLOSING BALANCE		8,147.01		127.98
0814200000-64417	HCC EXPENSES	8,500.00 19.4%	1,910.44	-257.92	6,847.48		
	P1200017-PO# 05/14/12 -VN#013607		JANESVILLE GAZETTE INC			23.13	
	P1200021-PO# 05/14/12 -VN#017412		WISCONSIN DEPARTMENT OF JUSTIC			90.00	
			CLOSING BALANCE		6,734.35		113.13
0814200000-67171	C.A. -\$1000/MORE	1,479.00 0.0%	0.00	0.00	1,479.00		
	P1201673-PO# 05/14/12 -VN#028264		HENRICKSEN			1,478.75	
			CLOSING BALANCE		0.25		1,478.75

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
		HUMAN RESOURCES	PROG-TOTAL-PO			5,837.35	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,837.35 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

MAY 22 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1919140000-62104	CONSULTING SERV	15,000.00	0.0%	662.00	-661.99	14,999.99	
	P1200007-PO# 05/14/12 -VN#016551			TE BRENNAN COMPANY			267.55
				CLOSING BALANCE	14,732.44		267.55
	RISK MGMT.			PROG-TOTAL-PO			267.55

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$267.55 INCURRED BY RISK MANAGEMENT. 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

MAY 22 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1919320000-64904	SUNDRY EXPENSE	8,780.00	47.8%	1,844.06	2,358.80	4,577.14	
	P1201917-PO# 05/14/12 -VN#043292			KEACH, JENIFER		87.21	
				CLOSING BALANCE	4,489.93		87.21
	EMPL. RELATED		PROG-TOTAL-PO			87.21	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$87.21 INCURRED BY EMPLOYEE RELATED. 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

MAY 22 2012

DATE _____ CHAIR

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS



Lori Williams
Initiated by

Public Works & Parks
Advisory Committee
Submitted by

Lori Williams, Parks Director
Drafted By

April 30, 2012
Date Drafted

AUTHORIZING EASEMENT TO CHARTER COMMUNICATIONS TO CROSS PELISHEK TIFFANY NATURE TRAIL

- 1 **WHEREAS**, Rock County owns the Pelishek Tiffany Nature Trail (PTNT) extending from Clinton
- 2 in Rock County to Allens Grove in Walworth County; and,
- 3
- 4 **WHEREAS**, Charter Communications, Janesville, desires to obtain an easement across a portion
- 5 of the said property for the purpose of boring underneath the trail as part of a project to install fiber
- 6 optic cable; and,
- 7
- 8 **WHEREAS**, a fee of \$500 has been stipulated; and,
- 9
- 10 **WHEREAS**, because the project will have a potentially long-term effect on the trail, it will have to
- 11 be approved by the appropriate committees and Rock County Board of Supervisors.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors assembled
- 14 this _____ day of _____, 2012, that the County Board Chair and County Clerk are
- 15 authorized to sign the agreement for right-of-way and easement with Charter Communications.

Respectfully submitted,

Public Works Committee

County Board Staff Committee

Kurtis Yankee, Chair

J. Russell Podzilni, Chair

Betty Jo Bussie, Vice-Chair

Sandra Kraft, Vice-Chair

Eva Arnold

Eva Arnold

Dave Brown

Henry Brill

Brent Fox

Betty Jo Bussie

Marilynn Jensen

Mary Mawhinney

Louis Peer

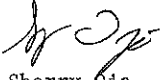
Kurtis L. Yankee

AUTHORIZING EASEMENT TO CHARTER COMMUNICATIONS TO CROSS PELISHEK
TIFFANY NATURE TRAIL

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FISCAL NOTE:

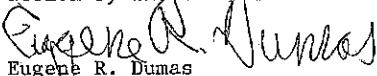
The \$500 easement fee will be deposited into
the Sale of County Property account, a/c
00-0000-0001-46200.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this
action by Wisconsin Statutes section 59.52(6)(c).



Eugene R. Dumas
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY
AUTHORIZING EASEMENT TO
CHARTER COMMUNICATIONS TO CROSS PELISHEK TIFFANY NATURE TRAIL

Rock County has owned the 64.3 acres of the Pelishek Tiffany Nature Trail since September 26, 1995, and is working on continued development of this park property via a long-term partnership agreement with the PNT Foundation. Currently, the trail is open for winter snowmobile use and is open for hiking, bird watching, bicycle use and equestrian use in the summer.

Charter Communications, Janesville, has requested an easement to bore under the trail as part of a fiber optic cable project. A fiber optic cable will be installed in this bore hole to carry cable from one side of the trail to the other and distribute it to the desired client. They propose to cross the trail in the right of way on S. Summerville Road east of Clinton, WI. This preferred approach will cause the least amount of disruption and damage to the trail.

Because this project will have a potentially long-term effect on the trail, it needs to be approved by the appropriate committees and the Rock County Board of Supervisors. A fee of \$500 has been stipulated in accordance with past easements of this nature.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sara Mooren
INITIATED BY

Human Services Board
SUBMITTED BY



Sara Mooren
DRAFTED BY

May 09, 2012
DATE DRAFTED

Upgrade One HSD Account Clerk Position to an Accountant Position

- 1 **WHEREAS**, the Human Services Department requests that the County Board upgrade a vacant HSD
2 Account Clerk position assigned to the Fiscal Operations Division to an Accountant position; and,
3
4 **WHEREAS**, the Department believes there are operational advantages to Rock County by filling this
5 position with a higher skill set employee; and
6
7 **WHEREAS**, this position currently plays an important role in the fiscal management of the Department
8 and the Department believes the work required for this position is at the Accountant level; and,
9
10 **WHEREAS**, work activities will include: assisting in the preparation and monitoring of the annual HSD
11 budget, completing monthly allocation reports and preparing journal entries, preparation of various
12 performance tracking reports, staff time study tracking for multiple federal, state, and private grant
13 awards, analysis of accounts, fiscal tracking, monitoring, and analysis for the Income Maintenance
14 Consortium, and other duties as assigned; and,
15
16 **WHEREAS**, a cost analysis shows that this would be a budget neutral change in 2012 due to the amount
17 of time the HSD Account Clerk position will be vacant.
18
19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
20 this _____ day of _____, 2012 does hereby upgrade the 1.0 FTE vacant HSD Account Clerk
21 position to an Accountant and authorize the Human Services Department to fill this position.

Upgrade One HSD Account Clerk Position to an Accountant Position

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Respectfully submitted,

HUMAN SERVICES BOARD

COUNTY BOARD STAFF COMMITTEE

Brian Knudson, Chair

J. Russell Podzilni, Chair

Sally Jean Weaver-Landers, Vice Chair

Sandra Kraft, Vice Chair

Terry Fell

Eva Arnold

William Grahn

Hank Brill

Kathy Kelm

Betty Jo Bussie

Phillip Owens

Ivan Collins

Terry Thomas

Marilynn Jensen

Shirley Williams

Louis Peer

Marvin Wopat

Kurtis Yankee

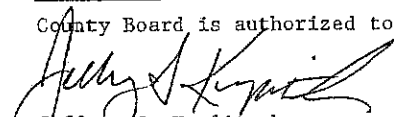
FISCAL NOTE:

This resolution upgrades a vacant Account Clerk position to an Accountant level position in Human Services. The upgrade will be funded by the vacancy savings.


Sherry Oja
Finance Director


LEGAL NOTE:

County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

Executive Summary

Upgrade One HSD Account Clerk Position to an Accountant Position

The Human Services Department requests that the County Board upgrade a vacant HSD Account Clerk position assigned to the Fiscal Operations Division to an Accountant position. The Department believes there are operational advantages to Rock County by filling this position with a higher skill set employee.

This position currently plays an important role in the fiscal management of the Department and the Department believes the work required in this position is at the Accountant level. This includes work already assigned to the HSD Account Clerk, as well as additional tasks at the Accountant level that would be assigned if the upgrade is approved.

Work activities will include: assisting in the preparation and monitoring of the annual HSD budget (*approximately \$55.5 million in expenditures*), completing monthly allocation reports and preparing journal entries, preparation of various performance tracking reports, staff time study tracking for multiple federal, state, and private grant awards, analysis of accounts, fiscal tracking, monitoring, and analysis for the Income Maintenance Consortium, and other duties as assigned.

A cost analysis shows that this would be a budget neutral change in 2012 due to the amount of time the HSD Account Clerk position will be vacant. The difference in the annual starting salary between the two positions is approximately \$1,500.