



**FINANCE COMMITTEE  
THURSDAY, AUGUST 7, 2014 - 7:30 A.M.  
CONFERENCE ROOM N-1 – FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order and Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Review and Comments on the 2013 Certified Audit – Baker Tilley Virchow Krause, LLP
4. Committee Review and Approval of Per Meeting Allowances
5. Approval of Minutes –July 10, 2014 and July 17, 2014
6. Transfers and Appropriations
7.
  - A. Bills
  - B. Bills Over \$10,000
  - C. Encumbrances Over \$10,000
  - D. Pre-Approved Encumbrance Amendments
  - E. Approval of Bills for Other Departments
8. Committee Approval
  - A. Amending the 2014 Human Services Department Budget to Accept PATHS Grant Funding
  - B. Approval of Dean George Auction Company for Auction Services
  - C. Approve Length of Contract with Sequoia Consulting Group
9. Resolution
  - A. Initial Resolution Authorizing General Obligation Bonds and/or Notes in an Amount Not to Exceed \$1,920,000
10. Discussion Regarding Property Fraud
11. Semi-Annual Reports
  - A. County Clerk
  - B. Finance
  - C. Information Technology
  - D. Land Records
  - E. Register of Deeds
  - F. Treasurer
12. Adjournment

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62119	OTHER SERVICES				
		P1402598	07/01/2014	PRIVATE LINES INC	342.55
		P1402612	06/30/2014	DIGGERS HOTLINE INC	36.54
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	58,175.00	6,810.11	19,562.02	379.09	31,423.78
07-1430-0000-62400	R & M SERV				
		P1400546	06/30/2014	LASER PRINTER SOLUTIONS LLC	129.00
		P1400549	06/18/2014	CINTAS FIRE PROTECTION	1,168.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	140,505.00	72,333.81	7,122.64	1,297.50	59,751.05
07-1430-0000-62491	SOFTWARE MAINT				
		P1402626	06/13/2014	HIGHLINE CORPORATION	4,850.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	245,387.00	120,997.10	1,767.77	4,850.00	117,772.13
07-1430-0000-63101	POSTAGE				
		P1401137	06/18/2014	FEDERAL EXPRESS CORP	96.81
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	425.00	22.38	75.00	96.81	230.81
07-1430-0000-63407	COMPUTER SUPPL				
		P1402370	06/16/2014	CDW GOVERNMENT INC	250.60
		P1402415	06/23/2014	CDW GOVERNMENT INC	48.45
		P1402531	07/05/2014	CDW GOVERNMENT INC	105.02
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	18,176.00	4,130.17	5,729.18	404.07	7,912.58
07-1430-0000-64701	SOFTWARE PURCH				
		P1402626	06/13/2014	HIGHLINE CORPORATION	13,200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	73,560.00	55,648.90	3,731.19	13,200.00	979.91
07-1430-0000-67131	OTHER COMP HARDW				
		P1402173	06/18/2014	NETECH CORP	4,317.02
		P1402425	06/27/2014	ASENTRIA CORPORATION	586.65
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	56,500.00	16,526.53	0.00	4,903.67	35,069.80
<b>INFORMATION TECHNOLOGY PROG TOTAL</b>				<b>25,131.14</b>	
07-1435-0000-62491	SOFTWARE MAINT				
		P1402604	07/03/2014	STUFF SOFTWARE INC	995.00

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,050.00	0.00	0.00	995.00	55.00
<b>TELEPHONE OPERATIONS PROG TOTAL</b>				<b>995.00</b>	
07-1444-0000-62119	OTHER SERVICES				
		P1402053	06/30/2014	CDW GOVERNMENT INC	9,929.32
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	85,625.00	13,794.00	61,169.68	9,929.32	732.00
<b>IT CAPITAL PROJECTS PROG TOTAL</b>				<b>9,929.32</b>	
07-1450-0000-62491	SOFTWARE MAINT				
		P1402532	09/11/2014	INTERACT PUBLIC SAFETY SYSTEMS	402.30
		P1402605	06/30/2014	REGAL SOFTWARE TECHNOLOGIES L	1,900.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	381,909.00	245,816.26	58,546.64	2,302.30	75,243.80
07-1450-0000-67130	TERMINALS/PC'S				
		P1402234	06/24/2014	CDW GOVERNMENT INC	1,137.10
		P1402353	06/17/2014	BAYCOM INC	12,640.00
		P1402374	06/17/2014	CDW GOVERNMENT INC	18.86
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	93,920.00	45,709.91	1,464.07	13,795.96	32,950.06
07-1450-0000-67143	IT CROSS CHARGES				
		P1402161	06/20/2014	CDW GOVERNMENT INC	1,080.62
		P1402281	06/23/2014	CDW GOVERNMENT INC	1,826.26
		P1402354	06/25/2014	HEWLETT PACKARD DIRECT CDWG	23,993.04
		P1402369	06/16/2014	CDW GOVERNMENT INC	362.06
		P1402432	06/26/2014	CDW GOVERNMENT INC	101.75
		P1402533	07/03/2014	CDW GOVERNMENT INC	186.48
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	200,000.00	66,470.59	5,554.21	27,550.21	100,424.99
07-1450-0000-67161	CA \$5,000/MORE				
		P1402320	06/18/2014	B AND H PHOTO VIDEO INC	192.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	32,268.00	23,955.00	0.00	192.50	8,120.50
<b>IT-CROSS CHARGES PROG TOTAL</b>				<b>43,840.97</b>	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$79,896.43**

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **AUG 07 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**COMMITTEE APPROVAL REPORT**

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
14-1411-0000-63103	LEGAL FORMS	P1400488	06/30/2014	ILLINOIS OFFICE SUPPLY	15,458.82
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	65,000.00	12,411.72	0.00	15,458.82	37,129.46
<b>ELECTIONS PROG TOTAL</b>				<b>15,458.82</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$15,458.82**  
 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 Finance Committee and County Board.  
 B. Bills under \$10,000 to be paid.  
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **AUG 07 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
17-1710-0000-64200	TRAINING EXP	P1402675	07/22/2014	WISCONSIN REGISTER OF DEEDS AS	100.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,250.00	653.46	0.00	100.00	496.54
				<b>REGISTER OF DEEDS PROG TOTAL</b>	<b>100.00</b>

I have examined the preceding bills and encumbrances in the total amount of **\$100.00**

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **AUG 07 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY



Sara Mooren/Jenna Singer  
DRAFTED BY

Human Services Board  
SUBMITTED BY

July 15, 2014  
DATE DRAFTED

**Amending the 2014 Human Services Department Budget  
To Accept PATHS Grant Funding**

1 **WHEREAS**, the Wisconsin Department of Children and Families has awarded the County \$472,360 in  
2 federal grant funds over a two year period through the PATHS Pilot Project grant; and,  
3

4 **WHEREAS**, funding will address youth and young adults who are in or have been in foster care and are  
5 likely to experience unstable housing or homelessness as they transition to adulthood; and,  
6

7 **WHEREAS**, the project will focus on achieving better outcomes for vulnerable young adults in five  
8 areas: Permanent Connections, Academics, Training and Employment, Housing, and Social and  
9 Emotional Well-Being; and,  
10

11 **WHEREAS**, the Department will collaborate with Community Action and Project 16:49 to expand  
12 housing options, particularly supervised independent living, for young adults currently in or with a history  
13 of foster care placement; and,  
14

15 **WHEREAS**, in addition to addressing a need for housing, this program will also seek to collaborate  
16 with other community partners to create a more comprehensive service array to assist these youth and  
17 young adults in developing a more holistic skill set and abilities along with the confidence to live more  
18 independently; and,  
19

20 **WHEREAS**, the initial project period is for two years with the potential, depending on outcomes, to be  
21 part of phase two for an additional five years.  
22

23 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
24 this \_\_\_\_\_ day of \_\_\_\_\_, 2014, does hereby authorize the acceptance of PATHS grant  
25 funding.  
26

27 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2014 be amended  
28 as follows:  
29

Account/Description	Budget <u>7/14/14</u>	Increase <u>(Decrease)</u>	Amended <u>Budget</u>
<u>Source of Funds</u>			
36-3698-0000-42100 Federal Aid	\$0	\$472,360	\$472,360
<u>Use of Funds</u>			
36-3698-0000-62119 Contracted Services	\$0	\$472,360	\$472,360

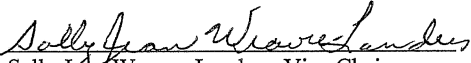
**Amending the 2014 Human Services Department Budget To Accept PATHS Grant Funding**

Page 2

Respectfully submitted,


**Human Services Board**

  
\_\_\_\_\_  
Brian Knudson, Chair

  
\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

  
\_\_\_\_\_  
Terry Feil

  
\_\_\_\_\_  
Linda Garrett

  
\_\_\_\_\_  
Billy Bob Grahn

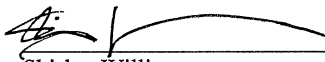
Absent

Ashley Kleven

  
\_\_\_\_\_  
Kathy Schulz

Absent

Terry Thomas

  
\_\_\_\_\_  
Shirley Williams


FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

\_\_\_\_\_  
Mary Mawhinney, Chair

ADMINISTRATIVE NOTE:

Recommended.

  
\_\_\_\_\_  
Craig Knutson  
County Administrator

FISCAL NOTE:

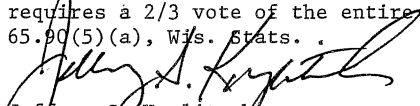
This resolution authorizes the acceptance and expenditure of \$472,360 in Federal Aid for the PATHS Pilot Project. No County matching funds are required.



Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

  
\_\_\_\_\_  
Jeffrey S. Kuglitsch  
Corporation Counsel



## **Executive Summary**

### **Amending the 2014 Human Services Department Budget To Accept PATHS Grant Funding**

The Wisconsin Department of Children and Families has awarded the County \$472,360 in federal grant funds over a two year period through the PATHS Pilot Project grant. Funding will address youth and young adults who are in or have been in foster care and are likely to experience unstable housing or homelessness as they transition to adulthood. The project will focus on achieving better outcomes for vulnerable young adults in five areas: **P**ermanent Connections, **A**cademics, **T**raining and Employment, **H**ousing, and **S**ocial and Emotional Well-Being.

The Department will collaborate with Community Action and Project 16:49 to expand housing options, particularly supervised independent living, for young adults currently in or with a history of foster care placement. In addition to addressing a need for housing, this program will also seek to collaborate with other community partners to create a more comprehensive service array to assist these youth and young adults in developing a more holistic skill set and abilities along with the confidence to live more independently.

The initial project period is for two years with the potential, depending on outcomes, to be part of phase two for an additional five years.

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

PURCHASING DIVISION  
FAX (608) 757-5539  
PHONE (608) 757-5517



### BID SUMMARY FORM


BID NUMBER 2014-41  
BID NAME AUCTION SERVICES  
BID DUE DATE JUNE 16, 2014 – 1:30 P.M.  
DEPARTMENT PURCHASING

	DEAN GEORGE AUCTION	BADGER STATE AUCTION
COMMISSION	3%	3.95%

Invitation to Bid was advertised in the Janesville Gazette.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: DEAN GEORGE AUCTION COMPANY

 7-21-14  
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

\_\_\_\_\_  
CHAIR VOTE DATE

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY \_\_\_\_\_

Finance Committee  
SUBMITTED BY \_\_\_\_\_



Sherry Oja, Finance Director  
DRAFTED BY

July 21, 2014  
DATE DRAFTED

**INITIAL RESOLUTION AUTHORIZING GENERAL OBLIGATION  
BONDS AND/OR NOTES IN AN AMOUNT NOT TO EXCEED \$1,920,000**

- 1 **WHEREAS**, on July 10, 2014 the Rock County Board of Supervisors approved the purchase of the  
2 land and building at 1900 South Center Avenue, Janesville, WI for \$1,918,906.25, and,  
3  
4 **WHEREAS**, the purchase was approved with the anticipation that it would be funded with the future  
5 issuance of debt, and,  
6  
7 **WHEREAS**, the land and building will have long-term benefits and are most appropriately funded by  
8 debt issuance.  
9  
10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly  
11 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2014, that there shall be issued, pursuant to Chapter 67,  
12 Wisconsin Statutes, General Obligation Bonds and/or Notes in an amount not to exceed \$1,920,000  
13 for the purchase of the land and building at 1900 South Center Avenue, Janesville, WI.

Respectfully submitted,

**FINANCE COMMITTEE**

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Mary Beaver

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
J. Russell Podzilni

**INITIAL RESOLUTION AUTHORIZING GENERAL OBLIGATION  
BONDS AND/OR NOTES IN AN AMOUNT NOT TO EXCEED \$1,920,000**

PAGE 2

**FISCAL NOTE:**

The purpose of this resolution is to authorize expenditures for the purchase of the land and building at 1900 Center Avenue, Janesville, WI prior to actual debt issuance. If the County adopts this resolution, the purchase costs and issuance costs will be included in a subsequent resolution that authorizes the issuance of General Obligation Bonds and/or Notes.

1993 Wisconsin Act 16 (the State Budget Bill) established property tax levy rate limits for Wisconsin Counties, beginning with the 1993 payable 1994 levy. The Wisconsin Department of Revenue's Administrative Rules authorize an increase in the debt levy rate under certain conditions, including resolutions authorizing debt issuance that are adopted by affirmative vote of at least three-fourths of the members of the County Board. The County Board may also approve the issuance of debt by adopting a resolution which provides a reasonable expectancy that the new debt will not cause the County to increase its debt levy rate.

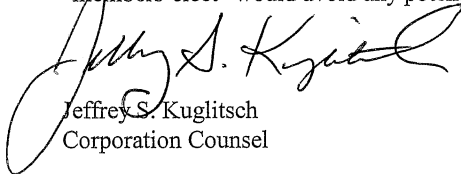


Sherry Oja  
Finance Director

**LEGAL NOTE:**

This is only an initial resolution. Pursuant to sec. 67.05(10), Stats., the County Board, before issuing any contemplated long-term debt, must adopt a resolution levying a direct, annual tax sufficient in an amount to pay for the express purpose of paying the interest on such bonds as it falls due, and also to pay and discharge the principal thereof at maturity. That will happen at a later date.

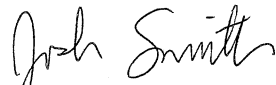
A majority vote is necessary to adopt this resolution. However, a three-fourths vote of the "members-elect" would avoid any potential issue relative to the debt levy rate limit.



Jeffrey S. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.

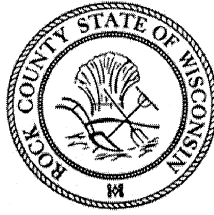


Josh Smith  
County Administrator

*ROCK COUNTY, WISCONSIN*

*Office of the Rock County Clerk  
51 South Main Street  
Janesville, WI 53545*

*Lori Stottler, Rock County Clerk  
Maureen K. Johnson, Deputy*



*Office (608) 757-5660  
Fax (608) 757-5662  
[www.co.rock.wi.us](http://www.co.rock.wi.us)  
[stottler@co.rock.wi.us](mailto:stottler@co.rock.wi.us)*

July 7, 2014

To: Finance Committee Chair Mawhinney and committee members  
Cc: Craig Knutson, Administrator

Re: Semi-Annual Report Attendance at Conventions/Conferences

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Dear Chair Mawhinney and Committee members;

Per Resolution 06-9A-087 & 96-8A-050, I am required to submit semi-annually all instances of attendance at all training, conventions and conferences that exceed costs of \$1,000 per event, per employee.

Please allow this memo to serve as notice of reporting that the County Clerk's office did not attend any training, conventions or conferences exceeding \$1,000.00 per event, per employee between January 1 and June 30, 2014.

*Thank you.*

A handwritten signature in cursive script, appearing to read "Lori Stottler".

Lori Stottler  
Rock County Clerk

**MEMORANDUM**

DATE: July 18, 2014  
TO: Finance Committee  
FROM: Sherry Oja, Finance Director  
RE: Semi-Annual Report of Training Costs Exceeding  
\$1,000 per Employee per Event

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In accordance with Resolution 06-9A-087, adopted September 14, 2006, below is the Finance Department's semi-annual report of training costs exceeding \$1,000 per event for the period January 1, 2014 through June 30, 2014.

GFOA Conference, Minneapolis, MN  
May 18-21, 2014

<b>Attendee</b>	<b>Registration Fees</b>	<b>Travel</b>	<b>Lodging</b>	<b>Meals</b>	<b>Total</b>
Susan Balog Assistant to the Finance Director	\$ 342.00	\$ 340.86	\$ 506.46	\$ 60.48	\$ 1,249.80
Sherry Oja Finance Director	\$ 342.00	\$ 340.48	\$ 675.28	\$ 64.00	\$ 1,421.76
					<u>\$ 2,671.56</u>

Information Technology  
Semi-Annual Report  
Training/Conferences over \$1,000  
01/01/2014 – 06/30/2014

Date	Staff	Class	Location	Mileage Food	Hotel	Air/Misc	HP9000 HP3000	Network	Misc.	Total
5/18 – 5/22	Dan	Cisco Live	San Francisco, CA	50.96	1,027.09	692.00		2,095.00		\$3865.05
06/02 – 06/06	Tracy	Mitel	Atlanta, GA	35.38	606.48	404.40			399.00	\$1445.26
06/02 – 06/05	Shelly	Mitel	Atlanta, GA	37.40	\$509.58	390.50			399.00	\$1336.48
06/08 – 06/13	Tracy	HP Forum	Las Vegas, NV	25.69	873.60	588.00			1495.00	\$2983.29
06/09 – 06/13	Mickey	HP Forum	Las Vegas, NV	12.57	873.60	535.00			1495.00	\$2916.17
06/09 – 06/13	Dave	HP Forum	Las Vegas, NV	30.54	927.36	652.00			1495.00	\$3,104.90
<b>Total</b>				\$192.54	\$4817.71	\$3,261.90		\$2,095.00	\$5,283.00	<b>\$15,650.15</b>

ROCK COUNTY, WISCONSIN



**Real Property  
Description Department**

51 South Main Street  
Janesville, WI 53545  
(608) 757-5610

MEMORANDUM

DATE: June 30, 2014  
TO: Finance Committee  
FROM: Michelle Schultz, Real Property Lister/LIO *ms*  
RE: Semi-Annual Report – Attendance at Conferences/Conventions

No member of the Land Records Committee used Land Records funds in attending any training, conference or convention that exceeded the cost of \$1,000 per event, per employee over the past six months.

Cc: Craig Knutson





## **MEMO**

**DATE:** July 1, 2014

**TO:** Mary Mawhinney, Chair  
Finance Committee

**FROM:** Randy Leyes  
Rock County Register of Deeds

**SUBJECT:** Semi – Annual Report – Attendance at Conventions/Conferences

This is to advise you that the Register of Deeds office did not have any training, conventions, or conferences that exceeded the total cost of \$1,000 per event/per employee for the period of January 1, 2014 through June 30, 2014.

Cc: Craig Knutson, County Administrator

## MEMO

**To:** Finance Committee  
**From:** Vicki Brown, Rock County Treasurer  
**Date:** June 30, 2014  
**Re:** Semi-Annual Report – Attendance at Conferences/Conventions

No staff member in the Treasurer's Office attended any training, conference, or convention that exceeded the cost of \$1,000 per event, per employee over the past six months.

Cc: Craig Knutson