



**FINANCE COMMITTEE  
THURSDAY, JULY 2, 2015 - 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. Approval of Minutes – June 18, 2015
4. Committee Review and Approval of Per Meeting Allowances
5. Transfers and Appropriations
  - A. Public Health
6.
  - A. Bills
  - B. Bills Over \$10,000
  - C. Encumbrances Over \$10,000
  - D. Pre-Approved Encumbrance Amendments
  - E. Approval of Bills for Other Departments
7. Committee Approval
  - A. Amending 2015 Land Conservation Department Budget for Purchase of a Computer Projector
  - B. Amending Housing Service Contract with Wisconsin Partnership for Housing Development and Amend the 2015 Budget
8. Adjournment

# Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR  
 Requested By Public Health  
 Department

Date 6/12/15

Transfer No. 15-37  
Marie-Noel Sandoval  
 Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 31-3000-0000-61610 Description: Health Insurance Current Balance: \$390,463	\$2,073	Account #: 31-3000-0000-67130 Description: Terminals/PC's	\$2,073
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

The health department has had several staff vacancies in 2015; therefore, not all funds budgeted for Health Insurance have been expended. There are sufficient funds in this expense account for this transfer of funds, per the Finance Director.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

A laptop package and printer were ordered in January 2015 by the previous health officer. There hadn't been any funds budgeted for Terminals/PC's in the 2015 budget; therefore, this transfer of funds is needed to pay for the equipment ordered.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *6-12-15*

**ADMINISTRATIVE NOTE:**

Recommended *[Signature]* 6/12/15

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

Governing Committee \_\_\_\_\_

Finance Committee \_\_\_\_\_

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
05-1500-0000-68010 ENC	EXP.ALLOCATIONS	R1502591	06/15/2015	COMMERCE BANK COMMERCIAL ACC	200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	369.97	39,785.81	200.00	(40,355.78)
<b>FINANCE DIRECTOR PROG TOTAL</b>				<b>200.00</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$200.00**

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: **JUL 02 2015**

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

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

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62119	OTHER SERVICES				
		P1501727	06/02/2015	WISCNET	2,250.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	64,375.00	11,082.62	12,291.13	2,250.00	38,751.25
07-1430-0000-62400	R & M SERV				
		P1500480	05/08/2015	CINTAS FIRE PROTECTION	515.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	149,639.00	67,800.20	5,137.66	515.00	76,186.14
07-1430-0000-62421	COMPUTER EQUIP				
		P1502111	05/26/2015	CDW GOVERNMENT INC	9.63
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,000.00	3,186.73	1,723.20	9.63	4,080.44
07-1430-0000-62481	SOFTWARE MAINT				
		P1501872	05/18/2015	EDCI	1,045.00
		P1501958	05/13/2015	CITRIX SYSTEMS INC	281.32
		P1501985	05/08/2015	SHI INTERNATIONAL CORP	8,162.00
		P1502048	05/15/2015	WINMAGIC DATA SECURITY	429.00
		P1502049	05/14/2015	SOLARWINDS INC	1,358.00
		P1502250	05/28/2015	SUNGARD BI TECH INC	27,408.56
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	238,540.00	80,672.68	19,943.26	38,683.88	99,240.18
07-1430-0000-63102	PAPER & FORMS				
		P1501832	04/30/2015	BEAR GRAPHICS INC	2,247.42
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	17,735.00	194.35	0.00	2,247.42	15,293.23
07-1430-0000-63407	COMPUTER SUPPL				
		P1501987	05/07/2015	CDW GOVERNMENT INC	45.32
		P1502006	05/11/2015	CDW GOVERNMENT INC	26.05
		P1502238	08/10/2015	CDW GOVERNMENT INC	35.48
		P1502249	06/12/2015	CDW GOVERNMENT INC	48.16
		P1502263	06/12/2015	CDW GOVERNMENT INC	85.87
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	26,379.00	6,616.90	1,606.91	240.88	17,914.31
07-1430-0000-67130	TERMINALS/PC'S				
			06/02/2015	CDW GOVERNMENT INC	(67.99)
		P1501911	05/01/2015	CDW GOVERNMENT INC	55.99
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	60,000.00	17,489.58	0.00	(12.00)	42,522.42
07-1430-0000-67131	OTHER COMP HARDW				

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1501870	05/18/2015	EDCI	4,157.93
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	72,000.00	1,744.08	6,999.00	4,157.93	59,098.99
<b>INFORMATION TECHNOLOGY PROG TOTAL</b>					<b>48,092.74</b>
07-1438-0000-67130	TERMINALS/PC'S				
		P1501869	05/12/2015	SPILLMAN TECHNOLOGIES INC	2,035.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	11,850.00	6,743.95	0.00	2,035.00	3,071.05
<b>LAW RECORDS PROG TOTAL</b>					<b>2,035.00</b>
07-1444-0000-62119	OTHER SERVICES				
		P1402053	04/30/2015	CDW GOVERNMENT INC	525.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	8,968.75	13,302.11	525.00	(22,795.86)
<b>IT CAPITAL PROJECTS PROG TOTAL</b>					<b>525.00</b>
07-1450-0000-67130	TERMINALS/PC'S				
		P1501834	05/19/2015	BAYCOM INC	10,112.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	86,731.00	64,076.05	0.00	10,112.00	12,542.95
07-1450-0000-67143	IT CROSS CHARGES				
		P1501480	06/12/2015	TEAMINTEL	1,570.00
		P1501588	04/21/2015	WATCHGUARD VIDEO	10,400.00
		P1501959	05/11/2015	HEWLETT PACKARD DIRECT CDWG	4,804.92
		P1501984	05/06/2015	CDW GOVERNMENT INC	35.48
		P1501965	04/30/2015	NETSMART TECHNOLOGIES INC	33,990.00
		P1502005	05/15/2015	ENTERPRISE SYSTEMS GROUP	686.00
		P1502007	05/15/2015	ENTERPRISE SYSTEMS GROUP	433.25
		P1502024	05/21/2015	CDW GOVERNMENT INC	85.92
		P1502061	05/15/2015	CDW GOVERNMENT INC	19.46
		P1502067	03/31/2015	NETSMART TECHNOLOGIES INC	2,089.00
		P1502100	05/20/2015	CDW GOVERNMENT INC	19.46
		P1502157	06/03/2015	CDW GOVERNMENT INC	19.46
		P1502161	06/15/2015	ENTERPRISE SYSTEMS GROUP	433.25
		P1502203	06/12/2015	CDW GOVERNMENT INC	86.41
		P1502215	06/10/2015	CDW GOVERNMENT INC	87.42
		P1502248	06/12/2015	CDW GOVERNMENT INC	1,832.38
		P1502251	06/12/2015	CDW GOVERNMENT INC	38.80
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	200,000.00	83,562.17	33,374.93	56,631.21	26,431.69

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
IT-CROSS CHARGES PROG TOTAL					66,743.21

I have examined the preceding bills and encumbrances in the total amount of **\$117,395.95**

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: **JUL 02 2015**

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

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

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
14-1410-0000-64200	TRAINING EXP	P1502330	06/16/2015	WISCONSIN COUNTIES ASSOCIATION	175.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,000.00	2,078.82	0.00	175.00	746.18
				<b>COUNTY CLERK PROG TOTAL</b>	<b>175.00</b>

I have examined the preceding bills and encumbrances in the total amount of **\$175.00**

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: **JUL 02 2015**

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

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

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
15-1541-0000-64901	TAX DEED EXP	P1502213	06/09/2015	BELOIT DAILY NEWS	94.93
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	7,247.36	0.00	94.93	2,657.71
<b>TAX DEED EXPENSE PROG TOTAL</b>				<b>94.93</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$94.93**

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: **JUL 02 2015**

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

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



COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
19-1933-0000-64904	SUNDRY EXPENSE				
		P1501902	05/23/2015	MMPR	420.00
		P1501984	05/18/2015	MMPR	193.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,680.00	1,506.44	627.50	613.50	6,932.56
<b>EMPLOYEE WELLNESS ACTIVITIES PROG TOTAL</b>					<b>613.50</b>

I have examined the preceding bills and encumbrances in the total amount of **\$613.50**

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: **JUL 02 2015**

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

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

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Land Conservation Comm.  
INITIATED BY



Thomas Sweeney  
DRAFTED BY

Land Conservation Comm.  
SUBMITTED BY

June 18, 2015  
DATE DRAFTED

**AMENDING 2015 LAND CONSERVATION DEPARTMENT BUDGET FOR  
PURCHASE OF A COMPUTER PROJECTOR**

1 **WHEREAS**, the Land Conservation Department commenced the Purchase of Agricultural Easements  
2 (PACE) program in 2011; and,  
3

4 **WHEREAS**, the PACE manual identifies an Education and Outreach strategy which includes  
5 presentations to large and small groups of land owners and individual landowners; and,  
6

7 **WHEREAS**, to carry out the Education and Outreach Strategy, a computer projector was purchased to  
8 facilitate meetings with the aforementioned groups; and  
9

10 **WHEREAS**, the projector has failed and must be replaced; and,  
11

12 **WHEREAS**, Land Conservation Committee requests the cost associated with the purchase and support  
13 be transferred from the LGIP ATC Account and requests the County Board to amend the 2015 Land  
14 Conservation Department Budget.  
15

16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
17 assembled this \_\_\_\_ day of \_\_\_\_\_, 2015, approves transferring the \$500 of the LGIP ATC  
18 Account, approves the purchase of the replacement computer projector and support, and hereby  
19 amends the Land Conservation Department's budget as follows:  
20

<u>A/C DESCRIPTION</u>	<u>BUDGET AT 06/18/2015</u>	<u>INCREASE (DECREASE)</u>	<u>AMENDED BUDGET</u>
<b><u>Land Conservation</u></b>			
<b><u>Source of Funds:</u></b>			
62-6350-0000-47000			
Transfer In	\$ 203,155	\$ 500	\$ 203,655
<b><u>Use of Funds:</u></b>			
62-6350-0000-67130			
Computer/Terminal	\$ -0-	\$ 500	\$ 500

AMENDING 2015 LAND CONSERVATION DEPARTMENT BUDGET FOR PURCHASE OF A  
COMPUTER PROJECTOR

Page 2

Respectfully submitted:

LAND CONSERVATION COMMITTEE

\_\_\_\_\_  
Richard Bostwick, Chair

\_\_\_\_\_  
Alan Sweeney, Vice Chair

\_\_\_\_\_  
Thomas J. Brien

\_\_\_\_\_  
Wes Davis

\_\_\_\_\_  
Jason Dowd

\_\_\_\_\_  
David Rebut, USDA-FSA Representative

\_\_\_\_\_  
Larry Wiedenfeld

\_\_\_\_\_  
Jeremy Zajac

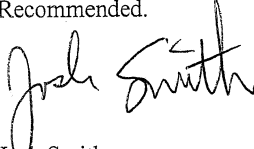
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

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

ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator

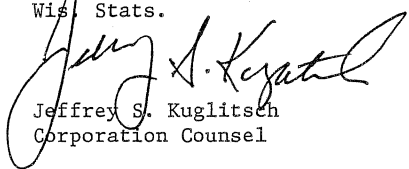
FISCAL NOTE:

This resolution approves transferring \$500 of ATC funding to Land Conservation's PACE account for the purchase of a computer projector.

  
Sherry Oja  
Finance Director

LEGAL NOTE:

As an amendment to the Adopted 2015 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

As part of the PACE/PDR Program, the Land Conservation Department has been conducting outreach and educational programming events along with one-on-one meetings with landowners. To be successful at this endeavor, the Land Conservation Department needs to replace a failed computer projector. The Land Conservation Department requests the costs of associated purchases and support be transferred from the LGIP ATC Account.

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Committee  
INITIATED BY

Colin Byrnes; Acting Planning &  
Development Director  
DRAFTED BY



Planning & Development Committee  
SUBMITTED BY

June 11, 2015  
DATE DRAFTED

**AMENDING HOUSING SERVICES CONTRACT WITH WISCONSIN PARTNERSHIP FOR  
HOUSING DEVELOPMENT AND AMEND THE 2015 BUDGET**

1 **WHEREAS**, the Housing Division of the Planning and Development Department has undergone significant  
2 attention in recent years including grant management findings and increased tax levy; and,  
3

4 **WHEREAS**, Rock County requested proposals from outside service providers for the provision of housing  
5 services previously performed by in-house staff; and,  
6

7 **WHEREAS**, Rock County entered into Services Contract No. 638667 with Wisconsin Partnership for Housing  
8 Development of Madison, WI to provide the administration of the housing services program; and,  
9

10 **WHEREAS**, the scope and resolution of grant management findings have required additional effort by  
11 Wisconsin Partnership for Housing Development and has exceeded the agreed upon contracted payment  
12 amount; and,  
13

14 **WHEREAS**, the projected cost to resolve outstanding findings and continue to provide administration of the  
15 housing services program for the last two months of the annual Services Contract for June and July 2015 is an  
16 additional \$24,000.  
17

18 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this  
19 \_\_\_\_\_ day of \_\_\_\_\_, 2015, hereby authorizes the annual Housing Services contract with the  
20 Wisconsin Partnership for Housing Development of Madison, WI originally awarded for the annual amount of  
21 \$120,169 for administrative services be amended and increased by an additional \$24,000 for a total amount of  
22 \$144,169.  
23

24 **BE IT FURTHER RESOLVED**, that the Rock County 2015 Budget be amended as follows:  
25

<u>A/C DESCRIPTION</u>	<u>BUDGET AT</u> <u>6/01/2015</u>	<u>INCREASE</u> <u>(DECREASE)</u>	<u>AMENDED</u> <u>BUDGET</u>
<b><u>Source of Funds:</u></b>			
29 19-1921-0000-47010 30 Supplemental Appropriation 31 From the General Fund	\$ 30,875	\$24,000	\$ 54,875
<b><u>Use of Funds:</u></b>			
33 64-6460-0000-62119 34 Housing Grant Clearing Account – 35 Other Contracted Services	\$120,169	\$24,000	\$144,169

Respectfully Submitted,

**PLANNING & DEVELOPMENT COMMITTEE**

Alan Sweeney, Chair

Mary Mawhinney, Vice Chair

Wayne Gustina

Absent  
  
Jason Heidenreich  
  
Wes Davis

AMENDING HOUSING SERVICES CONTRACT WITH WISCONSIN PARTNERSHIP FOR  
HOUSING DEVELOPMENT AND AMEND THE 2015 BUDGET  
Page 2


FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote  
of \_\_\_\_\_.

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

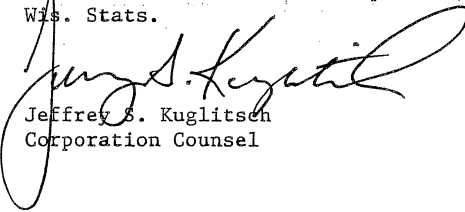
FISCAL NOTE:

This resolution authorizes the use of \$24,000 from the General Fund balance to increase the contract amount for the Wisconsin Partnership for Housing Development.

  
Sherry Oja  
Finance Director

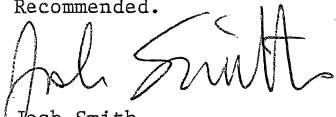
LEGAL NOTE:

As an amendment to the adopted 2015 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

ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator

**AMENDING HOUSING SERVICES CONTRACT WITH WISCONSIN PARTNERSHIP FOR  
HOUSING DEVELOPMENT AND AMEND THE 2015 BUDGET**

**EXECUTIVE SUMMARY**

This resolution would amend Services Contract No. 638667 with the Wisconsin Partnership for Housing Development for the delivery of administrative services for the Housing Division of the Planning & Development Department based upon the following:

- Rock County's Housing Division has been under increasing scrutiny for non-compliance with a variety of federal and/or state agency regulations.
- A summer 2013 report issued by the Wisconsin Department of Administration Division of Housing identified several areas of non-compliance. The State's report resulted in a suspension of funds until the County adequately addressed these findings.
- A monitoring of the HOME Consortium Rehabilitation Program resulted in a complete revision of the Housing Division's Policies and Procedures Manual.
- Multiple projects identified under the State's monitoring of Rock County's CDBG-Small Cities Grant Program were determined to require a greater extent of corrective action and management.
- Additional findings have been cited in other housing grant programs administered by Rock County (Community Development Block Grant (CDBG)-Small Cities – City of Edgerton, HOME Program, etc.) and have required additional time, consideration and resources to address.

The result of these collective elements is that the scope and resolution of grant management findings have required additional efforts by Wisconsin Partnership for Housing Development and has exceeded the agreed upon contracted payment amount.