

# ROCK COUNTY, WISCONSIN



## FINANCE COMMITTEE THURSDAY – AUGUST 16, 2018 - 7:30 A.M. CONFERENCE ROOM N-1 - FIFTH FLOOR ROCK COUNTY COURTHOUSE-EAST

### AGENDA

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Review and Comments on the 2017 Certified Audit – Baker Tilly Virchow Krause, LLP
5. Approval of Minutes – August 2, 2018 and August 6, 2018  
Joint Minutes with County Board Staff Committee – July 23, 2018
6. Transfers and Appropriations
7. Review of Payments
8. Review of Payments over \$10,000
9. Resolutions and Committee Endorsements
  - A. Acceptance of Wisconsin Department of Natural Resources County Fish and Game Project Grant Funds and Amending Parks Budget
10. Updates
  - A. Review and Possible Action on Request to Donate Proceeds from Recycling of old AC Units
  - B. Discussion and Possible Action on Opening Bid Prices of the Foreclosed Tax Lien Properties and Auction Date/Time
11. Adjournment

COMMITTEE REVIEW REPORT  
FOR THE MONTH OF JULY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17100	POSTAGE METER CH				
		P1800036	07/26/2018	UNITED MAILING SERVICES INC	1,686.95
		P1800037	07/19/2018	UNITED STATES POSTAL SERVICE	20,000.00
00-0000-0001-22158	SHORT TERM DISAB				
		P1800340	07/05/2018	NATIONAL INSURANCE SERVICES OF	16,877.39
00-0000-0001-22159	LONG TERM DIS				
		P1800340	07/05/2018	NATIONAL INSURANCE SERVICES OF	13,885.19
GENERAL FUND PROG TOTAL					<u>52,249.53</u>
00-0000-0063-29663	W C TRUST				
			07/12/2018	ALLIANCE,THE	633.00
ISF-SELF INS PROG TOTAL					<u>633.00</u>

I have reviewed the preceding payments in the total \$52,882.53

Date: \_\_\_\_\_ Dept \_\_\_\_\_  
 \_\_\_\_\_ Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF JULY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
05-1500-0000-63107	PUBL & LEGAL				
		P1800034	07/26/2018	BLISS COMMUNICATIONS INC	220.73
05-1500-0000-64200	TRAINING EXP				
		P1801788	07/19/2018	US BANK	388.00
05-1500-0000-68010	EXP.ALLOCATIONS				
		P1800334	07/06/2018	PACKAGE PRO EXPRESS DELIVERY I	3,530.74
		P1801788	07/19/2018	US BANK	5,931.75
				<b>FINANCIAL SERVICES PROG TOTAL</b>	<b>10,072.22</b>
05-1520-0000-62119	OTHER SERVICES				
			07/26/2018	EMPLOYEE BENEFITS CORPORATION	914.25
				<b>SECTION 125 FLEXIBLE SPENDING PROG TOTAL</b>	<b>914.25</b>
05-1560-0000-62400	R & M SERV				
		P1801788	07/19/2018	US BANK	156.30
05-1560-0000-63104	PRNT & DUPLICATI				
		P1801788	07/19/2018	US BANK	782.68
05-1560-0000-63109	OTHER SUPP/EXP				
		P1801788	07/19/2018	US BANK	107.00
05-1560-0000-65331	EQUIP LEASE				
		P1801788	07/19/2018	US BANK	2,087.16
				<b>CENTRAL SERVICES PROG TOTAL</b>	<b>3,133.14</b>

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF JULY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
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I have reviewed the preceding payments in the total \$14,119.61

Date: \_\_\_\_\_ Dept \_\_\_\_\_  
Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF JULY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62119	OTHER SERVICES				
		P1800373	07/12/2018	CHARTER COMMUNICATIONS	1,409.83
		P1801521	07/19/2018	DIGICORP INC	476.20
		P1801603	07/05/2018	CORE BTS INC	2,390.00
		P1802025	07/26/2018	DIGGERS HOTLINE INC	50.46
07-1430-0000-62400	R & M SERV				
		P1800374	07/19/2018	CINTAS FIRE PROTECTION	929.00
07-1430-0000-62421	COMPUTER EQUIP				
		P1800386	07/05/2018	PRINTER PARTS EXCHANGE LLC	97.00
07-1430-0000-62491	SOFTWARE MAINT				
		P1801812	07/19/2018	SMARSH INC	150.00
		P1801823	07/19/2018	US BANK	31.64
		P1802012	07/19/2018	SOLARWINDS INC	330.00
07-1430-0000-63200	PUBL/SUBCR/DUES				
		P1801823	07/19/2018	US BANK	34.50
07-1430-0000-64200	TRAINING EXP				
		P1801823	07/19/2018	US BANK	245.00
07-1430-0000-64701	SOFTWARE PURCH				
		P1801823	07/19/2018	US BANK	149.00
07-1430-0000-67131	OTHER COMP HARDW				
		P1800636	07/05/2018	CDW GOVERNMENT INC	3,417.54
				<b>INFORMATION TECHNOLOGY PROG TOTAL</b>	<b>9,710.17</b>
07-1444-0000-64701	SOFTWARE PURCH				
		P1601559	07/12/2018	HIGHLINE CORPORATION	10,245.78
07-1444-0000-67161	CA \$5,000/MORE				
		P1801656	07/05/2018	ENTERPRISE SYSTEMS GROUP	8,781.98
				<b>IT CAPITAL PROJECTS PROG TOTAL</b>	<b>19,027.76</b>
07-1446-0000-67131	OTHER COMP HARDW				
		P1801950	07/26/2018	ENTERPRISE SYSTEMS GROUP	212,088.33
				<b>VIDEO CONFERENCING UPGRADE PROG TOTAL</b>	<b>212,088.33</b>
07-1450-0000-62400	R & M SERV				
		P1800638	07/12/2018	CDW GOVERNMENT INC	301.46
		P1801942	07/05/2018	CUMMINS ALLISON CORP	671.00
07-1450-0000-62491	SOFTWARE MAINT				
		P1800375	07/19/2018	FIDLAR COMPANIES	15,444.00
		P1800852	07/19/2018	AMERICAN DATA	3,934.32
		P1801609	07/05/2018	RELIAS LEARNING LLC	26,110.70
		P1802024	07/26/2018	ICS SOFTWARE LTD	360.00
07-1450-0000-63407	COMPUTER SUPPL				
		P1800638	07/19/2018	CDW GOVERNMENT INC	142.06
		P1801967	07/19/2018	SPILLMAN TECHNOLOGIES INC	528.00
07-1450-0000-64701	SOFTWARE PURCH				
		P1801609	07/05/2018	RELIAS LEARNING LLC	4,500.00
07-1450-0000-87130	TERMINALS/PC'S				

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF JULY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
07-1450-0000-67143	IT CROSS CHARGES	P1800638	07/05/2018	CDW GOVERNMENT INC	1,908.85
		P1800637	07/05/2018	CDW GOVERNMENT INC	217.61
		P1800638	07/05/2018	CDW GOVERNMENT INC	8,708.54
		P1801967	07/19/2018	SPILLMAN TECHNOLOGIES INC	600.00
		P1802005	07/26/2018	PARAGON DEVELOPMENT SYSTEMS	380.76
IT-CROSS CHARGES PROG TOTAL					63,807.30

I have reviewed the preceding payments in the total \$304,633.56

Date: \_\_\_\_\_  
Dept \_\_\_\_\_  
Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF JULY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
14-1410-0000-44155	WORK PERMITS				
		P1800047	07/12/2018	EQUAL RIGHTS DIVISION	240.00
14-1410-0000-63100	OFC SUPP & EXP				
		P1800045	07/12/2018	STAPLES BUSINESS ADVANTAGE	406.30
		P1800046	07/12/2018	ELECTION SYSTEMS AND SOFTWARE	112.54
<b>COUNTY CLERK PROG TOTAL</b>					<b>758.84</b>
14-1411-0000-63100	OFC SUPP & EXP				
		P1801970	07/12/2018	INTAB LLC	132.69
<b>ELECTIONS PROG TOTAL</b>					<b>132.69</b>

I have reviewed the preceding payments in the total \$891.53

Date: \_\_\_\_\_  
Dept \_\_\_\_\_  
Committee \_\_\_\_\_

COMMITTEE REVIEW REPORT  
FOR THE MONTH OF JULY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
15-1540-0000-63100	OFC SUPP & EXP				
		P1801834	07/19/2018	US BANK	71.83
15-1540-0000-63300	TRAVEL				
		P1801834	07/19/2018	US BANK	253.50
15-1540-0000-64901	TAX DEED EXP				
		P1800342	07/12/2018	BRABAZON TITLE CO INC	55.00
		P1800344	07/12/2018	BLISS COMMUNICATIONS INC	7,113.90
15-1540-0000-64926	BANK SERV.CHGS.				
		P1800343	07/26/2018	BRINKS INC	499.05
COUNTY TREASURER PROG TOTAL					7,993.28

I have reviewed the preceding payments in the total \$7,993.28

Date: \_\_\_\_\_ Dept \_\_\_\_\_

Committee \_\_\_\_\_



COMMITTEE REVIEW REPORT  
FOR THE MONTH OF JULY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
17-1710-0000-63100	OFC SUPP & EXP	P1800327	07/26/2018	WISCONSIN DEPARTMENT OF ADMINI	12.48
		P1800330	07/05/2018	STAPLES BUSINESS ADVANTAGE	242.94
17-1710-0000-63106	PLAT BOOKS	P1800328	07/05/2018	MAPPING SOLUTIONS	487.50
17-1710-0000-64200	TRAINING EXP	P1801819	07/19/2018	US BANK	164.00
REGISTER OF DEEDS PROG TOTAL					906.92
17-1715-0000-62119	OTHER SERVICES	P1800326	07/19/2018	FIDLAR COMPANIES	1,425.00
ROD REDACTION PROJECT PROG TOTAL					1,425.00

I have reviewed the preceding payments in the total \$2,331.92

Date: \_\_\_\_\_ Dept \_\_\_\_\_

Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF JULY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
19-1912-0000-61710	WORKERS COMP		07/12/2018	MINUTE MEN HR MANAGEMENT OF WI	550.00
		P1800336	07/05/2018	WILLIS OF WISCONSIN INC	3,400.00
				<b>WORKER'S COMPENSATION PROG TOTAL</b>	<b>3,950.00</b>
19-1915-0000-62104	CONSULTING SERV				
		P1800335	07/26/2018	ASSOCIATED BENEFITS AND RISK C	3,250.00
19-1915-0000-62119	OTHER SERVICES				
			07/19/2018	PBA INC	22,306.15
				<b>HEALTH INSURANCE PROG TOTAL</b>	<b>25,556.15</b>
19-1933-0000-64904	SUNDRY EXPENSE				
		P1801676	07/05/2018	MMPR POWERED BY HALO	546.49
		P1801762	07/05/2018	MMPR POWERED BY HALO	805.50
		P1801784	07/19/2018	US BANK	687.02
				<b>EMPLOYEE WELLNESS ACTIVITIES PROG TOTAL</b>	<b>2,039.01</b>

I have reviewed the preceding payments in the total \$31,545.16

Date: \_\_\_\_\_ Dept \_\_\_\_\_  
Committee \_\_\_\_\_

**Rock County**

**REPORT OF PAYMENTS OVER \$10,000**

07/27/2018

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Amount Paid</u>
	FACILITIES	UW-ROCK COUNTY	JOHNSON CONTROLS INC	980.00
	FACILITIES	HEALTH INSURANCE	PBA INC	22,306.15
P1701336	FACILITIES	COURTHOUSE SECUR	GILBANK CONSTRUCTION INC	149,809.92
P1702669	911 COMM.	911 OPERATIONS	GENERAL COMMUNICATIONS INC	126,465.72
P1702905	SHERIFF	SHERIFF	EWALDS HARTFORD FORD LINCOLN M	48,886.00
P1800037	NOT APPLICABLE	GENERAL FUND	UNITED STATES POSTAL SERVICE	20,000.00
P1800204	ROCK HAVEN	RH CONT SERV T18	GENESIS REHABILITATION SERVICE	48,473.36
P1800251	ROCK HAVEN	SUPP SERV ADMIN	WISCONSIN DEPARTMENT OF HEALTH	21,760.00
P1800317	FACILITIES	UW-ROCK COUNTY	JOHNSON CONTROLS INC	16,355.00
P1800340	NOT APPLICABLE	GENERAL FUND	NATIONAL INSURANCE SERVICES OF	30,562.58
P1800375	INFORMATION TECH	IT-CROSS CHARGES	FIDLAR COMPANIES	15,444.00
P1800538	SHERIFF	CORR.FACILITY	ADVANCED CORRECTIONAL HEALTHCA	74,118.22
P1800541	SHERIFF	CORR.FACILITY	ARAMARK CORRECTIONAL SERVICES	55,317.13
P1800547	SHERIFF	CORR.FACILITY	BI INC	15,335.61
P1800616	SHERIFF	SHERIFF	KWIK TRIP EXTENDED NETWORK	20,459.87
P1800666	FACILITIES	ECLIPSE CENTER	HENDRICKS COMMERCIAL PROPRTIE	11,424.57
P1800667	FACILITIES	HWY BUILDINGS/GR	PETERSON CLEANING INC	21,002.16
P1801323	FACILITIES	HWY BUILDINGS/GR	ENERGETICS INC	16,084.60
P1801326	FACILITIES	HCC COMPLEX	GILBANK CONSTRUCTION INC	56,311.20
P1801531	FACILITIES	HCC COMPLEX	VENTURE ARCHITECTS	15,499.24
P1801571	LAND CONSERV.	GROUNDWATER	SOILS AND ENGINEERING SERVICES	12,662.00
P1801609	INFORMATION TECH	IT-CROSS CHARGES	RELIAS LEARNING LLC	26,110.70
P1801661	FACILITIES	HCC COMPLEX	VALIA EXCAVATING LLC	44,108.00
P1801677	SHERIFF	SHERIFF	GENERAL COMMUNICATIONS INC	38,456.25
P1801908	911 COMM.	911 OPERATIONS	WEST SAFETY SERVICES INC	13,200.00
P1801950	INFORMATION TECH	VIDEO CONFERENCI	ENTERPRISE SYSTEMS GROUP	212,088.33

**Rock County**  
**REPORT OF PAYMENTS OVER \$10,000**

07/27/2018

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CLAIMS IN THE AMOUNT \$1,133,220.61 HAVE BEEN PAID FOR THE MONTH OF JULY 2018 .

PLEASE CONTACT THE FINANCE DIRECTOR WITH ANY QUESTIONS:

SHERRY OJA

608-757-5534

SHERRY.OJA@CO.ROCK.WI.US

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee  
Initiated by

Public Works Committee  
& Parks Advisory Committee  
Submitted by



Nick Elmer, Interim Parks Manager  
Drafted by

August 6, 2018  
Date Drafted

**ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES  
COUNTY FISH AND GAME PROJECT GRANT FUNDS  
AND AMENDING PARKS BUDGET**

1 **WHEREAS**, the legislature of the State of Wisconsin enacted legislation providing for allocation  
2 to the respective counties in that state on an acreage basis for the county fish and game projects,  
3 including conservation of resources and habitat, on the condition that the counties match the state  
4 allocation; and  
5

6 **WHEREAS**, Rock County made application to participate in unallocated county fish and game  
7 projects pursuant to provisions of s.23.09(12) of the Wisconsin Statutes and as authorized by  
8 county board resolution 17-9A-349; and  
9

10 **WHEREAS**, \$5000 is in the 2018 budget as an estimated amount for this grant in 2018; and  
11

12 **WHEREAS**, matching grant funds totaling \$2,117 are available from the Wisconsin Department of  
13 Natural Resources, but less than the estimated budgeted amount, and a resolution accepting the  
14 same is required; and  
15

16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
17 assembled this \_\_\_\_ day of \_\_\_\_\_, 2018 does hereby approve the acceptance of these funds.  
18

19 **BE IT FURTHER RESOLVED** that the Parks Manager be hereby authorized and directed to sign  
20 the grant agreements and that these documents be submitted to the Wisconsin Department of  
21 Natural Resources.  
22

23 **BE IT FURTHER RESOLVED** that the Parks Manager be authorized to file all necessary  
24 documents for administration and reimbursement of this program.  
25

26 **BE IT FURTHER RESOLVED** that the Department of Public Works Parks Division 2018  
27 Budget be amended as follows:  
28

	Budget	Increase/(Decrease)	Amended Budget
29			
30 Sources of Funds Parks:			
31 41-4592-4788-42200	\$5,000	(\$2,883)	\$2,117
32 DNR Conservation Grant			
33			
34 Use of Funds Parks:			
35 41-4592-4788-64900	\$5,000	(\$2,883)	\$2,117
36 Other Supplies & Expense			

RESOLUTION ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES  
COUNTY FISH AND GAME PROJECT GRANT FUNDS AND AMENDING PARKS BUDGET  
Page 2

Respectfully submitted,

PUBLIC WORKS COMMITTEE

\_\_\_\_\_  
Betty Jo Bussie, Chair

\_\_\_\_\_  
Brent Fox, Vice Chair

\_\_\_\_\_  
Brenton Driscoll

\_\_\_\_\_  
Rick Richard

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

PARKS ADVISORY COMMITTEE

\_\_\_\_\_  
Floyd Finney

\_\_\_\_\_  
Dean Paynter

\_\_\_\_\_  
Tom Presny

FINANCE COMMITTEE ENDORSEMENT


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

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

\_\_\_\_\_  
Date


FISCAL NOTE:

This resolution accepts \$2,117 in state aid for fish and game projects and revises the budget accordingly. The 50% required match will be met using in-kind supplies and services.

  
Sherry Oja  
Finance Director

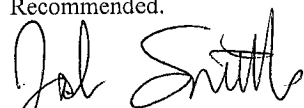
LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2018 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.

  
Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator

*-EXECUTIVE SUMMARY-*

**ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES  
COUNTY FISH AND GAME PROJECT GRANT FUNDS AND AMENDING PARKS BUDGET**

Each Wisconsin County is allocated a certain amount of money annually to fund small projects on a 50/50 match basis. This year we will be using our allocated funds to help pay for invasive species control in the State Natural Areas at Carver-Roehl and Magnolia Bluff Parks.

Rock County was originally allotted \$1,927 in Fish and Game Project grant funds. An additional \$190 in Fish and Game Project funds have become available, for a total award of \$2,117 for 2018. The recommended 2018 budget includes \$5,000 for this grant. This resolution accepts the \$2,117 in Fish and Game Project funds and reduces the 2018 budget from \$5,000 to \$2,117.

The invasive species control work will include burning, prairie planting, prairie restoration, mowing and invasive species removal in the State Natural Areas at Carver-Roehl and Magnolia Bluff Parks. The invasive species to be controlled using this grant are Common Buckthorn, Honeysuckle, Siberian Elm, Garlic Mustard, and White/Yellow Sweet Clover. Other native but negative woody growth from Sumac, Rubus species, Elm, Boxelder, and Cherry has invaded areas of the State Natural Areas inhibiting growth of native flora and white/bur oak regeneration. These woody species will also be considered in the restoration activities.

Though this funding source required a 50% match by the County, all time and materials supplied by the Parks and Highway Divisions, as well as other community resources, may be used as in-kind match.

## MEMORANDUM

DATE: August 7, 2018

TO: Rock County Finance Committee

FROM: Dave Froeber, Facilities Management Superintendent

RE: Request to Donate Proceeds from Recycling of old AC Units

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After the new Rock Haven facility opened in 2013, the Facilities Department removed all AC window units from the old Rock Haven. We stored them for a while and began donating them to other departments, mostly to HSD. Human services donated most of the working units to families/clients within the county. We recently took all the old Rock Haven (junk) window AC units to recycling. I would like to allocate the \$341.60 check we received from the recycling center to the Activities department. Although it's not a large amount of money it will help fund the entertainment, Christmas party, and gifts for Rock Haven residents.