

MONROE COUNTY BOARD OF SUPERVISORS

AMENDED NOTICE OF MEETING

COMMITTEE: FINANCE MEETING

TIME: 9:00 a.m.

PLACE: Justice Center
Monroe County Board Assembly Room
(South Side/Oak Street Entrance)
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656

DATE: Wednesday, April 17, 2019

202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

PHONE 608-269-8705

FAX 608-269-8747

www.co.monroe.wi.us

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Meeting Date/Time – Discussion/Action
3. Minutes approval March 20, 2019
4. Public Comment
5. Notice of Re-Purpose of Funds – Discussion/Action
 - a. Maintenance
6. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Health Department
 - b. Human Services – ADRC
 - c. Human Services
 - d. Emergency Management
 - e. Jail
 - f. Information Systems
7. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. Credit Card for Deb Carney
8. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Cost Allocation Plan Contract Extension – Discussion/Action
 - d. Audit Contract Extension – Discussion/Action
9. Revolving Loan Fund
10. Non-Lapsing Account Review
11. County Board Lawsuit Costs/Potential Settlement Resolution – Discussion/Action
12. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval

**FINANCE MEETING
April 17, 2019 Agenda**

13. Items for next month's agenda
14. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: April 15, 2019

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

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**FINANCE MEETING
April 17, 2019 Agenda**

13. Items for next month's agenda
14. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: April 11, 2019

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Finance Committee
March 20, 2019

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Sharon Nelson, Tim Johnson, Deb Brandt, Ron Hamilton, Mary Von Ruden, Andrew Kaftan, Chad Ziegler, Member of the public

The meeting was called to order in the Monroe County Highway Assembly Room at 9:00 a.m. by Chair Cedric Schnitzler

- Next meeting date – April 17, 2019 at the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Wallace Habegger second by Mark Halverson to approve the 02/14 & 02/27/19 minutes. Carried 5-0.
- Public Comment – None.
- Human Services Request for Credit Card Approval – Ron Hamilton explained request for an RN and Social Worker credit card at \$1,000.00 each. Motion by Mark Halverson second by Wallace Habegger to approve both credit cards. Discussion. Carried 5-0.
- Line Item Transfer –
 - a. Register of Deeds – Motion by Pete Peterson second by Wallace Habegger to approve the line item transfer. Deb Brandt explained the 2019 line item transfer in the amount of \$10,800.00 from Computer Operations to the new Laredo Usage Fee Account. Carried 5-0. Deb Brandt noted a request for change in the explanation of transfer from \$21,600.00 to \$21,400.00, this would not change the line item transfer itself only the explanation. Chair Schnitzler asked for any objection. Carried, no objections.
 - b. Human Services – Motion by Mark Halverson second by Pete Peterson to approve the line item transfer. Ron Hamilton explained the 2018 line item transfer in the amount of \$35,000.00 for reallocation of year end budget. Discussion. Carried 5-0.
- Budget Adjustments -
 - a. Health Department – Motion by Mark Halverson second by Wallace Habegger to approve budget adjustment. Sharon Nelson explained the 2019 budget adjustment in the amount of \$250.00 for a grant from the Tomah Hospital Foundation. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Sharon explained the 2019 budget adjustment in the amount of \$300.00 for a grant from the Center for Disease Control and Prevention. Carried 5-0.
 - b. County Clerk/Elections – Motion by Douglas Path second by Wallace Habegger to approve budget adjustment. Shelley Bohl explained the 2018 budget adjustment in the amount of \$360.00 for smaller revenues than anticipated. Carried 5-0.
- County Board Lawsuit Costs/Potential Settlement Costs – County Clerk, Shelley Bohl explained that as of March 13, 2019 the total litigation cost is \$16,281.00. If the county would lose the case or if the county would settle, the plaintiffs are asking to be awarded reasonable attorney fees. The county has a \$50,000.00 insurance deductible. Discussion.
- Finance
 - a. Tina Osterberg provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.
 - c. Credit Card Website Access – Tina Osterberg explained the current website access for credit cards. Tina requested that Diane Erickson have access to create/terminate cards and Susie Brownell will have inquiry access only. Discussion. Motion by Mark Halverson and second by Wallace Habegger to approve access as requested above. Carried 5-0.

- d. Financial Software Updates – Tina Osterberg explained the software change needed to update signatures to the purchase orders in the MUNIS system to the new Administrator. Also the check signature for Treasurer will need to be changed and updated to the new Treasurer.
 - e. MUNIS Program – No discussion.
 - f. Assistant Finance Director/HS Business Services Administrator Position Update – Tina Osterberg explained that the position has been advertised. Interviews will be taking place soon.
- Resolution Authorizing a Non-Lapsing MDV Program Account – Tina Osterberg explained non-lapsing account for Multi-Discharge Varian Program. Motion by Pete Peterson second by Wallace Habegger to approve fiscal note. Carried 5-0.
 - Resolution Authorizing a Non-Lapsing Capital Improvement Account – Motion by Wallace Habegger second by Mark Halverson to approve fiscal note. Chad Ziegler explained the resolution would reassign surplus park revenue into a Park Capital Improvement Account. Discussion. Carried 5-0.
 - Resolution Amending Monroe County Camping Fees – Motion by Douglas Path second by Wallace Habegger to approve fiscal note. Chad Ziegler explained rates have not been changed for several years. Discussion. Carried 5-0.
- Treasurer
 - a. Annette Erickson provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report.
 - c. Update on Promotion for County Treasurer Position – Annette Erickson explained that Debra Carney, Deputy Treasurer has been recommended by the Administration/Personnel Committee for the Monroe County Treasurer position. A resolution will be forwarded to the full board for approval this month.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by Pete Peterson to approve Monthly Notice of Donations/User Fees Received. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Douglas Path second by Wallace Habegger to approve Monthly County Disbursement Journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Carried 5-0.
 - Items for next month's agenda – Revolving Loan Fund, Non-Lapsing Account Review, Cost Allocation Plan, Auditor-Bid Extension, County Board Lawsuit Costs/Potential Settlement Costs
 - Chair Schnitzler adjourned the meeting at 10:45 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 4/10/2019

Department: Maintenance

Amount: \$ 2,000.00

Budget Year Amended: 2019

Explanation/Reason funds are being re-processed and affect on Program:
 (If needed attached separate brief explanation.)

This is to provide adequate funds to complete the parking area for the 206 South K Street property.

Original Budgeted Line's Purpose:

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169-580150	Land Impr-Parking Lot/Sidewalk	Parking Lot and Sidewalk	Parking Lot	\$ 2,000.00
Total Adjustment				\$ 2,000.00

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 2, 2019
 Department: Health
 Amount: \$5,000.00
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

Received funding from Remembering Jesse Parker, Inc. for the purpose of providing infant and toddler car seats, Pack N Play Cribs for Kids and books for the RED program, Safety For All Kids (SAK Pack) program for Monroe County income eligible children and families. The funding supports the goal of decreasing childhood injuries and death as well as improving literacy rates by educating parents on the importance of reading to their children.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	432205		DOT - Car seat	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00
24110000	485000	HS410	Cribs for Kids	\$ -	\$ 2,500.00	\$ 2,500.00
24110000	485000	HS423	RED Program	\$ 250.00	\$ 1,000.00	\$ 1,250.00
24110000	485000	HS420	SAK Pack	\$ -	\$ 500.00	\$ 500.00
Total Adjustment					\$ 5,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	534050		Block Grant Supplies	\$ 7,350.00	\$ 5,000.00	\$ 12,350.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 5,000.00	

Department Head Approval: _____

Maureen Nelson

Date Approved by Committee of Jurisdiction: _____

Candice Price 4-2-19

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 13, 2019
 Department: Human Services - ADRC
 Amount: \$3,045.00
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)


The amount of \$3045 was approved by the Wisconsin DOT to be paid from our trust fund account using DOT funds. The funds are held in a bank account locally. The funds will be transferred from the bank account to the general checking to cover the payment to repair an ADRC bus out of the Motor Vehicle Oper & Maint account. This adjustment will increase the Motor Vehicle-Op & Maint. budget to cover the needed repairs.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24966100	493000		Fund Balance Applied	\$ -	\$ 3,045.00	\$ 3,045.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 3,045.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24966100	524510		Motor Vehicle-Op & Maint.	\$ 15,000.00	\$ 3,045.00	\$ 18,045.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 3,045.00	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: 4/2/19
David Rice 4-2-19
 Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 2, 2019
 Department: Human Services
 Amount: \$380,000.00
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

Budget Adjustment for vendor expenses for the CCS (Comprehensive Community Support) program
Budgeted at \$100,000 per month, actual is \$115,000.

Additional revenue and expense for the CLTS (Children's Long Term Support) program due to
State initiative to eliminate wait lists and higher cost needs of consumers enrolled in the program.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24950580	435601	LC345	Consort Rev WRIC CCS	\$ 1,560,000.00	\$ 180,000.00	\$ 1,740,000.00
24900500	435603		Soc Service Revenue	\$ 1,274,570.00	\$ 200,000.00	\$ 1,474,570.00
						\$ -
						\$ -
Total Adjustment					\$ 380,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24950580	525005	HS690	WRIC Regional Exp (HS600)	\$ 1,200,000.00	\$ 180,000.00	\$ 1,380,000.00
24910510	527105	HS220	CH Waiver Costs (HS613)	\$ 80,000.00	\$ 200,000.00	\$ 280,000.00
Total Adjustment					\$ 380,000.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: 4-2-19

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 19, 2019
 Department: Emergency Management
 Amount: \$27,768.98
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)


This is a 2016 grant that has carried over the last two years. The Pre-Disaster Mitigation Plan project involving the Mississippi River Regional Planning Commission is scheduled to be completed this fiscal year. This budget adjustment covers the total remaining grant reimbursable funding left, according to the Wisconsin Department of Military Affairs. Currently Emergency Management is waiting to pay an invoice in the amount of \$21,056.95 and then that amount will be submitted for reimbursement.


Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12900000	432102		Federal Aid EMPG Grant	\$ 44,000.00	\$ 27,768.98	\$ 71,768.98
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 27,768.98	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12900000	521340		Contracted Services	\$ 4,600.00	\$ 27,768.98	\$ 32,368.98
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 27,768.98	

Department Head Approval: 

Date Approved by Committee of Jurisdiction:  4-8-19
 Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 19, 2019
 Department: Jail
 Amount: \$752.08
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

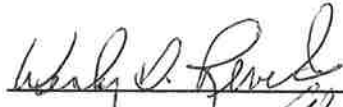
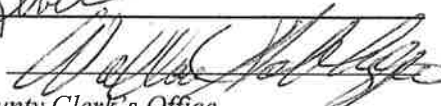
SCAAP FY2017 awards were delayed at the Federal level. FY2017 awards were received the beginning of 2019 and our fee for processing was more than what was budgeted for in 2019.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12700000	432150		SCAAP	\$ 31,121.80	\$ (752.08)	\$ 30,369.72
Total Adjustment					\$ (752.08)	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12700000	579130		SCAAP Grant Exp	\$ 1,000.00	\$ 752.08	\$ 1,752.08
Total Adjustment					\$ 752.08	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction:  4-8-19
Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

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Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 29, 2019
 Department: Information Systems
 Amount: \$20,023.48
 Budget Year Amended: 2018/2019

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)


This budget adjustmen is to reduce the 2018 Information Systems budget and increase the 2019 budget to account for the portion of the new phone implementation that was finished in 2019.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	493000		Info. Systems-Fd Bal Appld	\$ 176,377.10	\$ 20,023.48	\$ 196,400.58
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 20,023.48	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	521415	19914	Computer Ops-Info Systems	\$ 389,857.00	\$ 20,023.48	\$ 409,880.48
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 20,023.48	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: 4-9-2019

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____