



MONROE COUNTY BOARD OF SUPERVISORS

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, October 16, 2019

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
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SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of September 12, 2019 and September 25, 2019
4. Public Comment
5. Notice of Re-Purpose of Funds – Discussion/Action
 - a. Highway
6. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Land Conservation
 - b. Sheriff's Office(2)
 - c. Solid Waste
7. Request for Line Item Transfer(s) – Discussion/Action
 - a. Solid Waste
 - b. Sanitation
 - c. Zoning
8. Notice for Credit Card Approval – Discussion/Action
 - a. County Administrator
9. Workman's Compensation, Risk Control and Claim Services Contract Renewals – Discussion/Action
10. Request for Payment of Per Diems for Supervisors for January 27-30, 2020 Trial, Monroe County Case 18 CV 72 – Discussion/Action
11. Monroe County Board Lawsuit Litigation Cost Update, Monroe County Case 18 CV 72
12. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
13. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
14. General Fund Reserve Policy
15. Revolving Loan Fund Project Recommendations – Discussion/Action

**FINANCE MEETING
October 16, 2019 Agenda**

16. New Revolving Loan Fund Process
17. County Levy Limit/Allowable Increase – Discussion/Action
18. 2020 Budget
19. 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
20. Next Month's Agenda Items
21. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: October 9, 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
September 12, 2019

Present: Cedric Schnitzler, Douglas Path, Wallace Habhegger; Pete Peterson; Mark Halverson absent
Others: Tina Osterberg, Diane Erickson, Debra Carney, Judge Ziegler, Alison Elliott, Sharon Nelson, Ally Rudie, Ellie Bradford, Wes Revels, Chad Ziegler, Ron Hamilton, David Ohnstad, Rob Conroy, Tyson Langrehr, Tara Nichols, Linda Smith, Levi Helgren

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

A moment of silence was taken for former Supervisor Keith Kenyon.

- Next meeting date – October 7, 2019 Budget Publication Approval & October 16, 2019 regular Meeting in the Monroe County Assembly Room at 9:00 a.m.

Future Dates to remember:	October 21	Budget Meeting
	October 22	Budget Meeting
	November 6	Annual Board Meeting

- Minutes Approval – Motion by Pete Peterson second by Wallace Habhegger to approve the 08/21/19 minutes. Carried 4-0.
- Public Comment – None.
- Budget Adjustments -
 - a. Circuit Court – Motion by Douglas Path second by Wallace Habhegger to approve budget adjustment. Judge Ziegler explained the 2019 budget adjustment in the amount of \$22,876.00 for state grant to help cover doctor examination expense. Carried 4-0.
 - b. Rolling Hills – Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Linda Smith explained the 2019 budget adjustment in the amount of \$2,225.10 for van repair work. Carried 4-0.
 - c. Sanitation – Motion by Douglas Path second by Wallace Habhegger to approve budget adjustment. Alison Elliott explained the 2019 budget adjustment in the amount of \$3,177.00 for increase in Wisconsin Fund Grant for replacement of septic systems. Discussion. Motion by Douglas Path second by Wallace Habhegger to amend amount from \$3,176.57 to \$3,177.00. Carried 4-0.
 - d. Health Department – Motion by Douglas Path second by Pete Peterson to approve budget adjustment. Sharon Nelson explained the 2019/2020 budget adjustment in the amount of \$10,000.00 for WI Division of Public Health grant to establish baseline water quality data. Carried 4-0.
 - e. Medical Examiner – Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Wallace Habhegger explained the 2019 budget adjustment in the amount of \$25,000.00 for autopsies. Discussion. Carried 4-0.
- Forestry Line Item Transfer – Motion by Wallace Habhegger second by Douglas Path to approve line item transfer. Chad Ziegler explained the 2019 line item transfer in the amount of \$3,852.00 for Administrator grant and project loan repayment. Discussion. Carried 4-0.
- Sheriff's Office – Motion by Wallace Habhegger second by Douglas Path to approve line item transfer. Rob Conroy explained the 2019 line item transfer in the amount of \$12,999.00 for camera system for detective interview rooms and bullet proof vests. Discussion. Carried 4-0.
- Human Services Credit Card Approval – Motion by Pete Peterson second by Wallace Habhegger to approve credit cards. Ron Hamilton explained the need for a \$5,000.00 credit card for the Business Administrator and \$1,000.00 for CFS IA Social Worker. Carried 4-0.

- Request of Re-Purpose of Funds –
 - a. Maintenance – Motion by Douglas Path second by Pete Peterson to approve Re-Purpose of Funds. Douglas Path explained the 2019 repurpose of funds in the amount of \$9,850.00 for Extension building parking lot concrete. Discussion. Carried 4-0.
 - b. Information Systems – Motion by Pete Peterson second by Wallace Habegger to approve Re-Purpose of Funds. Tina Osterberg explained the 2019 repurpose of funds in the amount of \$58,480.00 for Zuercher Public Safety Project. Carried 4-0.
- Treasurer
 - a. Debra Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report.
- Finance
 - a. Diane Erickson provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.
- Finance Committee Duties – Cedric Schnitzler opened the floor for any changes to the Finance Committee Duties. Duties were updated and approved by the Finance Committee on July 18, 2018. It was a consensus that no further adjustments need to be made.
- General Fund Reserve Policy – This item will be revisited at next month's meeting.
- Revolving Loan Fund Project Recommendations – Cedric Schnitzler explained that the board approved the Revolving Loan Fund buyout at the August Board meeting. The duty of the Finance Committee is now to come forward with up to three project recommendations.

Proposed Projects:

Town of Wilton – Kiev Bridge & Kiln Avenue Repairs
 Village of Norwalk – Fire station
 Village of Wyeville – Salt & Sand Shed, Welcome Sign, Pavilion and Historical Marker

County Projects:

County Highway N
 Drug Court

The committee discussed all of the above projects. Motion by Wallace Habegger second by Douglas Path to approve the Drug Court project and forward to the full board for recommendation. A resolution will be drafted for a Special Finance Committee meeting to be held on September 25 at 5:30 p.m. Discussion. Motion by Pete Peterson second by Cedric Schnitzler to amend the motion to include County Highway N as a second project. Discussion. The amendment failed 2-2. The original motion carried 4-0.

- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habegger second by Douglas Path to approve Monthly Notice of Donations/User Fees Received. Carried 4-0.
 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Cedric Schnitzler to approve Monthly County Disbursement Journal. Discussion. Carried 4-0.
 - c. Monthly Per Diems and Vouchers - Motion by Doug Path second by Pete Peterson to approve Monthly County Per Diems and Vouchers. Carried 4-0.
- Items for next month's agenda – General Fund Reserve Policy, Revolving Loan Fund Project Recommendations – Discussion/Action, New Revolving Loan Fund Process
- Cedric Schnitzler adjourned the meeting at 10:42 a.m. Carried 4-0.

Shelley Bohl, County Clerk – Recorder

Finance Committee
September 25, 2019

Present: Cedric Schnitzler, Douglas Path, Wallace Habegger, Pete Peterson, Mark Halverson
Others: Tina Osterberg, Diane Erickson, Eric Weihe

The meeting was called to order in the Monroe County Board Assembly Room at 5:30 p.m. by Chair Cedric Schnitzler.

- Resolution Authorizing Revolving Loan Fund Project Funding for a Drug Court in 2020 and 2021 - Motion by Wallace Habegger second by Douglas Path to approve the resolution. The resolution would allow Revolving Loan Funding for a Drug Court. Chair Schnitzler opened the floor for discussion. The resolution carried 5-0.
- Motion by Pete Peterson second by Wallace Habegger to adjourn the meeting at 5:34 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 23, 2019
 Department: Solid Waste
 Amount: \$5,000.00
 Budget Year Amended: 2019

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

Truck scale install went over budget. We purchased a used seventy foot scale and replaced some parts to make it good as new.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
63630000	464300		Solid Waste Fees	\$ 1,950,000.00	\$ 5,000.00	\$ 1,955,000.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 5,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
63630000	581000		Capital Equipment	\$ 85,000.00	\$ 5,000.00	\$ 90,000.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 5,000.00	

Department Head Approval: *Gail Lrie*

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: _____

REQUEST FOR LINE ITEM TRANSFER

Date: 9/19/2019
Department: Solid Waste
Amount: \$ 37,000.00
Budget Year Amended: 2019

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63630000	532650		Site License	\$ 10,500.00	\$ 10,000.00	\$ 250.00	\$ 500.00
63630000	521470		Engineering	\$ 40,000.00	\$ 25,000.00	\$ 9,134.23	\$ 15,000.00
63630000	523530		Road Maintenance	\$ 5,000.00	\$ 2,000.00	\$ -	\$ 3,000.00
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 37,000.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63650000	521340		Contracted Services	\$ 76,387.00	\$ 37,000.00	\$ 75,113.77	\$ 113,387.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 37,000.00		

Explanation for Transfer:

China Trade War has dissolved previous recycling markets. We are currently paying \$50/ton to have our recyclables accepted.

Department Head Approval

Neil Lyle

Governing Committee Approval

 If <= \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Sanitation
 Budget Year Amended: 2019

No. _____
Date: _____

From Account

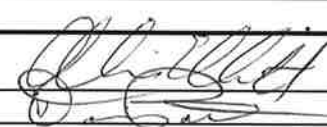
Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
13680000 553050	BUILDING RENT	\$ 3,852.00	\$ 500.00	\$ -	\$ 3,352.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 500.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
13680000 522025	TELEPHONE	\$ 192.00	\$ 500.00	\$ 342.01	\$ 692.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 500.00		

Explanation for Transfer:
Switched cell phone service to verizon mid 2019.
Switched land line service mid 2019.
This added unanticipated expense.

Department Head Approval _____
 Governing Committee Approval _____



If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

Revised 02/20/2014

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Zoning
 Budget Year Amended: 2019

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
16980000 553050	BUILDING RENT	\$ 3,852.00	\$ 700.00	\$ -	\$ 3,152.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 700.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
16980000 522025	TELEPHONE	\$ 258.00	\$ 700.00	\$ 429.30	\$ 958.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 700.00		

Explanation for Transfer:
Switched cell phone service to verizon and added a smart phone mid 2019. This added unanticipated expense.

Department Head Approval _____
 Governing Committee Approval _____

[Handwritten Signature]

[Handwritten Signature]

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

Revised 02/20/2014

Request for Credit Card Approval

Department: County Administrator

Committee: Administration & Personnel

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Ally Rudie	Purchasing and Procurement Coordinator	\$ 2,500.00

Justification for Credit Card(s): As the Purchasing and Procurement Coordinator Ally will be required to purchase items for other departments in the county. In addition to purchases for other departments it would be beneficial for Ally to have a credit card to pay for conference expenses as well.

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 10/08/19

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

Date Approved By Finance Committee: _____