

MONROE COUNTY BOARD OF SUPERVISORS



NOTICE OF SPECIAL 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: Thursday, March 29, 2018

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SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Minutes approval 03/21/2018
3. Monroe County Nursing Home, Placing Bonding out for Bids – Discussion/Action
4. Approval of Justice Center Voucher(s) – Discussion/Action
5. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: 03/26/2018

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 21, 2018

Present: Cedric Schnitzler, Pete Peterson, Wallace Habhegger, Douglas Path; Absent: Mark Halverson
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Ron Hamilton, Linda Anderson, Darlene Pintarro, Sharon Nelson, Charles Weaver, Mary Von Ruden, Members of the Public

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

- Next meeting date – April 11, 2018 in the Monroe County Board Assembly Room at 9:00 a.m. A special meeting will be held on March 29th, 2018.
- Minutes Approval – Motion by Wallace Habhegger second by Pete Peterson to approve 02/21/18 minutes. Carried 4-0.
- Public Comment – None.
- Budget Adjustments
 - a. Human Services – Ron Hamilton explained the 2017 budget adjustment in the amount of \$87,000.00 for mental health commitments and out of home placement expense for children. Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment. Discussion. Carried 4-0.
 - b. Sheriff's Office/Emergency Management – Darlene Pintarro explained the 2018 budget adjustment in the amount of \$32,374.98 for Homeland Security and Hazard Mitigation Grants. Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Carried 4-0.
 - c. Health Department – Sharon Nelson explained the 2018 budget adjustment in the amount of \$1,573.84 for grants from the Tomah Memorial Hospital Foundation and Monroe County Car Seat Coalition and 2018 budget adjustment in the amount of \$250.00 for First United Methodist Church Piecemakers donation. Motion by Pete Peterson second by Douglas Path to approve both budget adjustments. Carried 4-0.
 - d. Information Systems – Tina Osterberg explained the 2018 budget adjustment in the amount of \$151,722.14 to carry over remaining Human Services financial software funds from 2017 to 2018. Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment. Carried 4-0.
- Nursing Home Project Update – Linda Anderson provided an update of the nursing home project. Architects are preparing numbers for the March 28, 2018 meetings.
- Nursing Home Voucher Approval – None.
- Nursing Home Bonding Award – Tina Osterberg explained that she spoke with Baird. If we bond on April 17, 2018 we will not have to re-do the standard and poor's rating. At this point, the county will need to move forward with bonding or hold off. Tina provided interest rate data to members.

Risks of waiting:
-Cost of a new Standard & Poor's rating is \$15,000.00
-Potential of Interest rate increase
-How to pay for pre-construction costs
-Capital improvement risks for the current facility

Positives of waiting: -The county would not be paying interest

Discussion. Motion by Pete Peterson second by Wallace Habhegger to postpone the bonding discussion until a Special Finance meeting is held on Thursday, March 29th at 9:00 a.m. Discussion. Carried 3-1. It was a consensus of the committee to have the Monroe County Nursing Home bonding discussion on the County Board Agenda on March 28.

- Resolution Authorizing a Market Study for Tomah, Wisconsin Assisted Living and Memory Care Assisted Living for Rolling Hills Rehabilitation Center – Linda Anderson provided members with the Wipfli Contract. Professional Fees were explained: \$7,500 for market study, \$5,000 for financial feasibility updates and an amount not to exceed \$10,000 for ongoing consulting and support services. Discussion. Motion by Pete Peterson second by Douglas Path to approve fiscal note, pending Rolling Hills Committee approval. Carried 4-0.
- Resolution Adopting a Benevolent Fund Policy – Shelley Bohl explained that \$500.00 will be set each year for the Benevolent Fund out of the County Board Budget. Motion by Wallace Habhegger second by Pete Peterson to approve fiscal note. Discussion. Carried 4-0.
- Treasurer
 - a. Annette Erickson provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
- Finance
 - a. Tina Osterberg provided the Monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Credit Card Policy – Tina Osterberg provided members with the credit card policy. Tina explained the policy changes in detail. Discussion. It was a consensus of the committee to amend the employee agreement; the 6th bullet point to: Failure to do so “shall” result in either revocation of my use of County credit cards and/or other disciplinary actions. Motion by Douglas Path second by Wallace Habhegger to update and approve credit card policy. Carried 4-0.
 - d. Monroe County Accounting & Financial Policies and Procedures – Tina Osterberg provided members with the County Accounting & Financial Policies and Procedures manual. Policy changes from last month were explained in detail. Members asked questions and had a few suggestions for change. Motion by Wallace Habhegger second by Douglas Path to approve Accounting & Financial Policies and Procedures as amended. Carried 4-0.
 - e. 2017 Audit – Tina Osterberg explained that the Rolling Hills audit is next Thursday & Friday. The countywide audit is on April 16th.
- Animal Shelter Donation Policy – Donation guidelines will be set by the Sanitation/Zoning Committee. Discussion. This item will be revisited next month.
- Sale of Surplus Property – This item was placed on the agenda in regards to the Sheriff’s budget adjustment that was passed at last month’s board meeting. The Sale of Surplus Property policy was discussed. It is the wishes of the Finance Committee to treat each department equal in regards surplus property. The Administrator will send a reminder out to Department Heads.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Douglas Path second by Wallace Habhegger to approve Monthly Notice of Donations/User Fees Received. Carried 4-0.
 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Douglas Path to approve Monthly County Disbursement Journal. Carried 4-0.
 - c. Monthly Per Diems and Vouchers - Motion by Pete Peterson second by Wallace Habhegger to approve Monthly County Per Diems and Vouchers. Carried 4-0.
 - d. Justice Center Voucher Approval – Motion by Wallace Habhegger second by Pete Peterson to approve Justice Center Vouchers in the amount of \$83,384.80, Miron will not be paid it’s invoice in the amount of \$50,000.00 until approval by our Attorney. Discussion. Carried 4-0.

- Items for next month's agenda – Animal Shelter Donation Policy, County Board Supervisor Legal Representation Costs
- Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 11:31 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk
Recorder