



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

AMENDED NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Monroe County Highway Department
Conference Room
803 Washington Street
Sparta, WI 54656
DATE: Wednesday, May 18, 2016

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Election of Vice-Chair
3. Set Future Meeting Date & Time
4. Minutes approval 04/14/2016
5. District Attorney Credit Card Increase -- Discussion/Action
6. Medical Examiner Budget Adjustment - Discussion/Action
7. Justice Center Building Project
 - a. Justice Center Update -- Discussion/Action
 - b. Approval of Justice Center Vouchers -- Discussion/Action
 - c. Change Order for Front Door Locks and Controls \$26,013.06 -- Discussion/Action
 - d. Change Order for Connecting Temporary Chiller \$135,317.82 -- Discussion/Action
 - e. Request to Release Miron Retainage -- Discussion/Action
8. Radio Tower Project
 - a. Radio Project Update -- Discussion/Action
 - b. Approval of Radio Tower Project Vouchers -- Discussion/Action
9. Fiscal Note Approval, Resolution Authorizing Withdrawal from Monroe County Farm Education Account for Environmental Education and Restoration Project at Meadowview School - Discussion/Action
10. Treasurer
 - a. Monthly Financial Report
 - b. Treasurer Department Monthly Report Review
11. Finance Director
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update
 - d. Uniform Grant Guidance Policies and Procedures -- Discussion/Action
 - e. Credit Card Minuse
 - f. Non-Lapsing Budget Modification Policy
 - g. Audit, Cost Allocation Plan and OPEB Valuation RFP's for 2017 Budget -- Discussion/Action
12. Future Financing of the of the Justice Center Project
13. Monthly County Disbursement Journal Approval -- Discussion/Action
14. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
15. Items for next month's agenda
16. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: 05/16/2016

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.



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Monroe County Highway Department
Conference Room
803 Washington Street
Sparta, WI 54656
DATE: Wednesday, May 18, 2016

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Meeting date & time
3. Minutes approval 04/14/2016
4. District Attorney Credit Card Increase – Discussion/Action
5. Medical Examiner Budget Adjustment - Discussion/Action
6. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Change Order for Front Door Locks and Controls \$26,013.06 – Discussion/Action
 - d. Change Order for Connecting Temporary Chiller \$135,317.82 – Discussion/Action
 - e. Request to Release Miron Retainage – Discussion/Action
7. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action
8. Fiscal Note Approval, Resolution Authorizing Withdrawal from Monroe County Farm Education Account for Environmental Education and Restoration Project at Meadowview School - Discussion/Action
9. Treasurer
 - a. Monthly Financial Report
 - b. Treasurer Department Monthly Report Review
10. Finance Director
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update
 - d. Uniform Grant Guidance Policies and Procedures – Discussion/Action
 - e. Credit Card Minuse
 - f. Non-Lapsing Budget Modification Policy
 - g. Audit, Cost Allocation Plan and OPEB Valuation RFP's for 2017 Budget – Discussion/Action
11. Future Financing of the of the Justice Center Project
12. Monthly County Disbursement Journal Approval – Discussion/Action
13. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
14. Items for next month's agenda
15. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: 05/11/2016

Finance Committee
April 14, 2016

Present: James Kuhn, Cedric Schnitzler, Pete Peterson, Sharon Folcey, Wallace Habegger
Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Diane Erickson

The meeting was called to order in the Highway Department Conference Room at 9:00 a.m. by James Kuhn.

- Next meeting date – May 18, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Cedric Schnitzler second by Sharon Folcey to approve the 03/16/2016 minutes. Carried 5-0.
- Credit Card Approvals
 - a. Rolling Hills – Tina Osterberg explained three current cardholder credit card increases from \$500.00 to \$1,000.00 for the Administrator, Activity Director and Transportation Aide. Motion by Cedric Schnitzler second by Wallace Habegger to approve increase for all three credit cards. Carried 5-0.
- Budget Adjustment -
 - a. Human Services – Diane Erickson explained the 2016 budget adjustment in the amount of \$63,300.00 for Northwest Passage client. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Discussion. Carried 5-0.
 - b. Economic Development – Sharon Folcey explained the 2016 budget adjustment in the amount of \$5,508.04 for Economic Development Conference. Motion by Cedric Schnitzler second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - c. Sheriff – 2016 budget adjustment in the amount of \$195,000.00 for out of county housing. Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve budget adjustment. Carried 5-0.
- Jail New Bank Account – Tina Osterberg explained the request for a new bank account for inmate accounts, transitioning from one bank account to another. Discussion. Motion by Sharon Folcey second by Wallace Habegger to open new jail bank account. Carried 5-0.
- Fiscal Note Approvals – Resolution Approving Jail Staffing Plan – The plan is incorporated into the current budget. Discussion. Motion to approve fiscal note by Wallace Habegger second by Cedric Schnitzler. Carried 5-0.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams provided an update on the tower progress. Change orders to date were distributed to all members. Randy discussed the loading study at Ft. McCoy.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve the Radio Tower expenditures in the amount of \$105,907.50; Change Order in the amount of \$8,483.00 for non-project related antennas moved to new LEC tower. Carried 5-0.
- Finance Director
 - a. Tina Osterberg gave the monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update – Tina explained that departments are working with E Procurement in the system; Staples and CDW are vendors that are currently being used. Catherine Schmit explained that the IT and Maintenance Work Order process has been going smoothly.
 - d. Credit Card Policy Update – Tina explained the updates in the credit card policy. Motion by Cedric Schnitzler second by Sharon Folcey to approve Credit Card Policy Update. Discussion. Carried 5-0. It was recommended by the committee to have Tina per updated policy, increase all “current” credit cards already in place from \$500.00 to \$1,000.00.

- e. Uniform Grant Guidance Policies and Procedures – Tina explained the need for uniform grant guidance policies and procedures. The auditors could help the county with policies and procedures. Discussion.
 - f. Work Comp New Check Signer Authorization – Tina explained that our Work Comp TPA Service was assumed by Minute Men. A new check signer authorization is needed. Shelley Bohl further explained. Motion by Cedric Schnitzler second by Wallace Habhegger to have Shelley Bohl, County Clerk authorize the change in signers on the Work Comp Account. Discussion. Carried 5-0.
- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
 - Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained the final steps of Phase I. Parking was discussed.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Cedric Schnitzler second by Wallace Habhegger to approve Steam-A-Way Cleaning bill in the amount of \$6,627.85. Carried 5-0. Motion by Cedric Schnitzler second by Sharon Folcey to approve the Justice Project expenditures in the amount of \$713,789.15. Carried 5-0.
 - c.&d. Change order for lighting zone control \$270,454.37 – Kurt explained the need for lighting zone control change order. Discussion. Kurt also explained the need for electrical outlet control change order in the amount of \$371,759.51. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to forward both Resolution's to the full county board. Carried 4-1.

Sharon Folcey left the meeting at 11:00 a.m.

- e. Work Stations for Housing and Huber Control – Kurt explained work systems needed for housing and huber control. Discussion. Motion by Wallace Habhegger second by Pete Peterson to set out work stations for bid. Discussion. Carried 4-0.
- Resolution Approving Second Addendum to the Justice Center Project Representative Contract – James Kuhn recused himself from the agenda item. Cedric Schnitzler took over the meeting. James Kuhn would continue as county point person for the Justice Center project through a 2 month transition. Estimated cost is \$5,500.00. Discussion. Motion by Pete Peterson second by Cedric Schnitzler to amend resolution to reflect not an amount to exceed \$5,500.00 and forward to the board. Carried 2-1.

Wallace Habhegger left the meeting at 11:15 a.m.

- Future Financing of the Justice Center Project - None
- Monthly County Disbursement Journal – Motion by Pete Peterson second by Cedric Schnitzler to approve Monthly County Disbursement Journal. Carried 3-0.
- Monthly Per Diems and Vouchers – Motion by Pete Peterson second by Cedric Schnitzler to approve Monthly Per Diems and Vouchers. Carried 3-0.
- Items for next month's agenda – Uniform Grant Procedures, Future Financing of the Justice Center, Per Diems.
- Adjournment - Motion by Pete Peterson second by Cedric Schnitzler to adjourn at 11:25 a.m. Carried 3-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

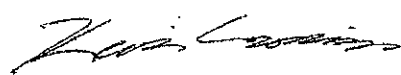
Department: District Attorney's Office

Committee: Public Safety

Name of Card Holder	Title of Postion	Credit Card Limit
Lynn B. Kloety	Adm Asst / Off Mngr	\$5,000.00

Justification for Credit Card(s):

increase from \$500 to \$5,000
we need to ability to make travel arrangements and hotel accomodations for several witnesses/victims as well as other uses of the card in a months time and I have been using my personal credit card to do this since the limit on my current card is not appropriate.

Department Head Approval:  _____

Date Approved by Committee of Jurisdiction: James Kuhn 4/11/2016

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

Date Approved By Finance Committee: _____

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 24, 2016
 Department: Medical Examiner
 Amount: \$2,852.56
 Budget Year Amended: 2015

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

Autopsies are over due to the increased number of cases investigated. The additional funds of \$2,852.56 will come out of the 2015 Contingency Fund. The current 2015 Contingency Fund balance is 86,829.55.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11270000 462850 ME100	CREMATION	\$ 20,000.00	\$ 1,300.00	\$ 21,300.00
11270000 462850 ME120	DEATH CERTIFICATE	\$ 11,000.00	\$ (900.00)	\$ 10,100.00
11270000 462850 ME140	DISINTERMENT	\$ 300.00	\$ (300.00)	\$ -
				\$ -
Total Adjustment			\$ 100.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11270000 515030	LIFE INSURANCE	\$ 23.45	\$ (1.01)	\$ 22.44
11270000 521165	AUTOPSIES, PATHOLOGIC	\$ 43,166.52	\$ 1,428.48	\$ 44,595.00
11270000 521170	LABORATORY & TOXICOL	\$ 5,301.00	\$ 1,577.00	\$ 6,878.00
11270000 521175	TRANSPORTATIONS & REI	\$ 6,250.00	\$ 267.50	\$ 6,517.50
11270000 522025	TELEPHONE	\$ 832.00	\$ (8.82)	\$ 823.18
11270000 531000	OFFICE SUPPLIES	\$ 160.00	\$ (4.09)	\$ 155.91
11270000 531050	POSTAGE	\$ 200.00	\$ (4.00)	\$ 196.00
11270000 533200	MILEAGE	\$ 400.00	\$ (202.50)	\$ 197.50
11270000 534250	MEDICAL SUPPLIES	\$ 350.00	\$ (100.00)	\$ 250.00
10010000 539200	CONTINGENCY FUND	\$ 161,535.37	\$ (2,852.56)	\$ 158,682.81
Total Adjustment			\$ 100.00	

Department Head Approval:

Joni L. Wisner MD

Date Approved by Committee of Jurisdiction:

Paul 05-09-16

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: _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING WITHDRAWAL FROM MONROE COUNTY FARM EDUCATION ACCOUNT FOR ENVIRONMENTAL EDUCATION AND RESTORATION PROJECT AT MEADOWVIEW MIDDLE SCHOOL.

WHEREAS, the Monroe County Board of Supervisors, in Resolution 1-06-17, established a non-lapsing fund from farm proceeds monies for the purpose of new construction of specific projects with an educational purpose; and

WHEREAS, Meadowview Middle School has entered into an 10 year agreement with the U.S. Fish and Wildlife Service's "Partners for Fish and Wildlife" program to remove and control of undesired and invasive brush and to plant native species to create an environmental science learning center for students and the public; and

WHEREAS, Meadowview Middle School was awarded \$1000 grant from the Natural Resources Foundation of Wisconsin and Meadowview has committed \$2000 of in-kind value to the project that will contain walking paths through a native Wisconsin savanna ecosystem; and

WHEREAS, the AG & Extension Committee recommends funding: herbicidal treatment for \$1770; multiple native plants for \$800; and nine Anova Victory Flat Bench for \$3309.

THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors approves spending up to \$5968.00 from the Monroe County Farm Proceeds Account (11970000-580500) for enhancement of an environmental science learning center at the Meadowview Middle School as proposed above.

Offered this 25th of May, 2016 by Ag & Extension Committee.

Ag & Extension Committee vote: 4 Yes; 0 No
1 Absent

Purpose: To provide financial help to enhance an environmental science learning center at Meadowview Middle School.

Fiscal Note: Approval requires 2/3rds vote of entire board. This resolution will allow use of funds up to \$5968.00. Sufficient funds exist in the account for this project

Approved as to form by
Corporation Counsel _____.

Finance Vote ___ Yes; ___ No

Nordis Vanduychen
David A. Deere
James L. Schroeder
Mary J. Cook