



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, June 15, 2016

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Month's Meeting Date & Time
3. Minutes approval 05/18/2016
4. Credit Card Approval – Discussion/Action
 - a. Human Services
 - b. Senior Services
5. Budget Adjustment(s) - Discussion/Action
 - a. Senior Services
 - b. Health
 - c. Maintenance (Repurpose of Funds)
6. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Change Order for installing intercoms in elevator 3 and providing control of elevators 2, 3 and 5 from master control
 - d. Change order to install new electrical to the existing courthouse – Discussion/Action
 - e. Change order to provide emergency power backed up by the UPS in the existing radio room- Discussion/Action
 - f. Eliminate spot lights on existing courthouse – Discussion/Action
 - g. Delete loading dock – Discussion/Action
 - h. Funding for legal action against Louis Berger Group – Discussion/Action
7. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action
8. Treasurer
 - a. Monthly Financial Report
 - b. Treasurer Department Monthly Report Review
9. Finance Director
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update
 - d. Non-Lapsing Budget Modification Policy – Discussion/Action
 - e. Worker Compensation Rates – Discussion/Action
10. Resolution to Establish Authority for Approval of Donation and User Fees Budget Line Adjustments for Use – Discussion/Action
11. Future Financing of the of the Justice Center Project
12. 2017 Budget Kickoff
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: 06/13/2016

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.



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

Cedric Schnitzler, Committee Chair

Date notices mailed: 06/09/2016

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.

Finance Committee
May 18, 2016

Present: Cedric Schnitzler, Pete Peterson, Douglas Path, Mark Halverson; Wallace Habegger absent
Others: Tina Osterberg, Cathy Schmitz, Annette Erickson, Kurt Marshaus, Lynn Kloety, Randy Williams,
Member of the Public.

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

- Election of Vice Chair – Cedric Schnitzler asked for any objections to appointing the Vice-Chair. Discussion. There were no objections. Cedric appointed Pete Peterson as Vice-Chair.
- Next meeting date – June 15, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Douglas Path to approve the 04/14/16 minutes. Carried 4-0.
- District Attorney Credit Card Increase – Lynn Kloety explained the need for credit card increase from \$500.00 to \$5,000.00. Discussion. Motion by Pete Peterson second by Mark Halverson to approve credit card increase. Carried 4-0.
- Medical Examiner Budget Adjustment – Tina Osterberg explained the 2015 budget adjustment in the amount of \$2,852.56 for autopsies, monies to be taken out of the Contingency Fund. Motion by Pete Peterson second by Douglas Path to approve budget adjustment. Discussion. Carried 4-0.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams provided an update on the tower progress.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Douglas Path second by Mark Halverson to approve the Radio Tower expenditures in the amount of \$1,031.10. Carried 4-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained that the inmates have been moved into the new jail. Demolition for phase II will begin soon. Steel forms will follow, then precast panels.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Pete Peterson second by Mark Halverson to approve the Justice Project expenditures in the amount of \$376,246.28. Carried 4-0.
 - c. Change Order for Front Door Locks and Controls – Kurt explained the front door lock and control change order. Discussion. Motion by Douglas Path second by Mark Halverson to approve door lock and control change order in the amount of \$26,013.06. Carried 4-0.
 - d. Change Order for Connecting Temporary Chiller – Kurt explained the connection of the temporary chiller. Discussion. Motion by Pete Peterson second by Cedric Schnitzler to approve change order connecting the temporary chiller in the amount of \$126,429.14. Carried 4-0.
 - e. Request to Release Miron Retainage – Kurt explained that the release for Phase I retainage is approximately \$640,000.00. Discussion. The committee would like to see a punch list and definite numbers.
- Fiscal Note Approvals – Resolution Authorizing Withdrawal from Monroe County Farm Education Account for Environmental Education and Restoration Project at Meadowview School – The resolution would take \$5,968.00 from the Monroe County Farm Proceeds Account for enhancement of an environmental science learning center at the Meadowview Middle School. Discussion. Motion to approve fiscal note by Douglas Path second by Mark Halverson. Carried 4-0.
- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.

- Finance Director
 - a. Tina Osterberg gave the monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update – Tina explained that the annual conference was attended. E Procurement continues. A new upgrade of the system will go live around July.
 - d. Uniform Grant Guidance Policies and Procedures – Tina explained Uniform Grant Guidance Policies and Procedures. Approximate costs would be \$8,000.00 to \$10,000.00. Discussion. Currently Human Services receives the most Federal grants. This item will be revisited following the completion of the audit.
 - e. Credit Card Misuse – Tina explained that there currently is one misuse of credit card funds. The employee has been notified and the policy is being enforced. Discussion.
 - f. Non-Lapsing Budget Modification Policy – Tina explained the need for a non-lapsing budget modification policy. Discussion. A policy will be drafted and provided to the members for review next month.
 - g. Audit, Cost/Allocation Plan and OPEB Valuation RFP's for 2017 Budget – Tina explained RFP's going out for the Audit, Cost/Allocation Plan and OPEB Valuation. Discussion.
- Future Financing of the Justice Center Project – Catherine Schmit explained that with the current and projected change orders, we are about \$3 million short. The committee discussed borrowing versus using county funds. This item will be revisited in future months.
- Monthly County Disbursement Journal – Motion by Pete Peterson second by Cedric Schnitzler to approve Monthly County Disbursement Journal. Carried 4-0.
- Monthly Per Diems and Vouchers – Motion by Pete Peterson second by Mark Halverson to approve Monthly Per Diems and Vouchers. Carried 4-0.
- Items for next month's agenda – Non-Lapsing Budget Modification Policy, Future Financing of the Justice Center Project, 2017 Budget Kickoff.
- Adjournment - Motion by Pete Peterson second by Mark Halverson to adjourn at 11:35 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

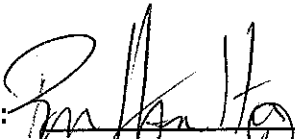
Department: Human Services

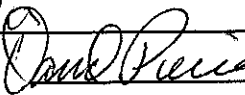
Committee: Health & Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Ashley Hoekstra	Social Worker	\$ 2,500.00

Justification for Credit Card(s):

Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe. The program areas Ashley work in often
involve purchases of adaptive aids that are approved by the State. The current credit limit of \$1,000
is not adequate when purchasing the higher cost items for clients.

Department Head Approval: 

Date Approved by Committee of Jurisdiction:  6/6/2016

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Senior Services

Committee: health and human services

Name of Card Holder	Title of Position	Credit Card Limit
Lori Duncan	Administrative Assistant	\$500

Justification for Credit Card(s):

Purchase supplies for meal sites and drivers.

Department Head Approval: *Laura Moriarty*
 Date Approved by Committee of Jurisdiction: 6/6/2016

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: June 6, 2016
 Department: Senior Services
 Amount: \$11,368.00
 Budget Year Amended: 2016

Source of Increase / Decrease and affect on Program:

(If needed attached separate brief explanation.)

WI Department of Transportation funding check was less than initially announced.

GWAAR SHIP funding had a decrease in funding. (State Ben Spec funds).

GWAAR funding had an increase in funding. (State misc categories IIIB through IIIE below).

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24660610 435340	Transportation Aide	\$ 89,870.00	\$ (289.00)	\$ 89,581.00
24620200 435690	SHIP	\$ 4,000.00	\$ (247.00)	\$ 3,753.00
24630300 435650	Title III B	\$ 43,270.00	\$ 3,394.00	\$ 46,664.00
24600001 435650	Cong C1	\$ 93,208.00	\$ 1,772.00	\$ 94,980.00
24600050 435663	HD C2	\$ 29,438.00	\$ 4,073.00	\$ 33,511.00
24640000 435675	Title III D	\$ 2,755.00	\$ 282.00	\$ 3,037.00
24650000 435677	Title III E	\$ 17,539.00	\$ 2,383.00	\$ 19,922.00
Total Adjustment			\$ 11,368.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24660610 522015	Fuel	\$ 24,400.00	\$ (289.00)	\$ 24,111.00
24620200 533250	Ben Spec Staff travel	\$ 1,150.00	\$ (247.00)	\$ 903.00
24630370 527105	IIIB Other Services for Clients	\$ 6,826.00	\$ 3,394.00	\$ 10,220.00
24600001 534105	Cong Site Supplies	\$ 3,184.00	\$ 1,472.00	\$ 4,656.00
24600045 524600	Witon Equipment Maint/repair	\$ 50.00	\$ 300.00	\$ 350.00
24600050 534105	HD Site Supplies	\$ 6,500.00	\$ 4,073.00	\$ 10,573.00
24640000 527105	Title IIID Other Svc Clients	\$ 1,506.00	\$ 282.00	\$ 1,788.00
24650000 539200	IIIE Expense	\$ 8,371.00	\$ 2,383.00	\$ 10,754.00
Total Adjustment			\$ 11,368.00	

Department Head Approval: Laura Moriarty

Date Approved by Committee of Jurisdiction: 6/6/16

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 2, 2016
 Department: WIC
 Amount: \$28,697.00
 Budget Year Amended: 2016

(If needed attached separate brief explanation.)

This is a budget adjustment for Fit Families Grant from Division of Public Health to carry over funds (\$9749.00) for fiscal year October 1, 2015 thru September 30, 2016.

On May 25, 2016, WIC received the additional calendar year 2016 grant funding of \$17,023.00 from the WI Division of Public Health and as well as revenue of \$1925.00 for blood lead screening.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000 435555	Fit Families	\$ -	\$ 9,749.00	\$ 9,749.00
435500	WIC	\$ 181,942.00	\$ 17,023.00	\$ 198,965.00
46590	WIC Other	\$ -	\$ 1,925.00	\$ 1,925.00
				\$ -
Total Adjustment			\$ 28,697.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000 511000	Salary	\$ 136,169.00	\$ 5,939.00	\$ 142,108.00
24120000 515005	Retirement	\$ 8,411.00	\$ 1,687.00	\$ 10,098.00
24120000 515010	Social Security	\$ 8,445.00	\$ 436.00	\$ 9,275.00
24120000 515015	Medicare	\$ 1,976.00	\$ 185.00	\$ 2,161.00
24120000 515020	Health Insurance	\$ 18,681.00	\$ 12,571.00	\$ 31,252.00
24120000 515025	Dental Insurance	\$ 892.00	\$ 780.00	\$ 1,672.00
24120000 515030	Life Insurance	\$ 45.00	\$ 7.00	\$ 52.00
24120000 515040	Work Comp	\$ 179.00	\$ 238.00	\$ 417.00
24120000 531060	Printing Expense	\$ 100.00	\$ 737.00	\$ 837.00
24120000 522025	Telephone	\$ 178.00	\$ 32.00	\$ 210.00
24120000 533010	Conferences/Seminars	\$ 1,000.00	\$ 500.00	\$ 1,500.00
24120000 534150	Mileage	\$ 500.00	\$ 540.00	\$ 1,040.00
24120000 534150	Nutrition Ed Supplies	\$ 831.00	\$ 1,849.00	\$ 2,680.00
24120000 534250	Medical Supplies Expense	\$ 2,000.00	\$ 3,196.00	\$ 5,196.00

Department Head Approval: *[Signature]* \$ 28,697.00
 Date Approved by Committee of Jurisdiction: *[Signature]* June 6, 2016
HHB Board

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

MONROE COUNTY

Notice of Re-Purpose of Funds

Unanticipated Change of What Funds Were Labeled For

Date: 5/18/2016
 Department: MAINTENANCE
 Amount: <\$20,000.00
 Budget Year Amended: 2016

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

THIS WOULD BE THE AMOUNT ESTIMATED TO REPLACE THE ADMIN CENTER ROOF TOP UNIT. THE UNIT HAS A BAD COIL AND IS LEAKING FREON. TWO VENDORS HAVE LOOKED AT THE UNIT AND VERIFIED THAT PARTS ARE NOT AVAILABLE AND REPAIR WOULD BE COSTLY AND DIFFICULT. BOTH FEEL THAT A BETTER CHOICE WOULD BE REPLACEMENT

Original Budgeted Line's Purpose:

<u>Account #</u>	<u>Account Name</u>	<u>Original Purpose</u>	<u>Amount to Re-Purpose</u>
17100169582500	NON-LAPSE LONG RANGE	LONG RANGE HVAC REPAIRS	<\$20,000.00
	HVAC		
Total Adjustment			\$ -

New Budgeted Line's Purpose:

<u>Account #</u>	<u>Account Name</u>	<u>New Purpose</u>	<u>Amount Re-Purposed</u>
17100169582500	SAME	REPLACE ADMIN ROOFTOP UNIT	<\$20,000.00
Total Adjustment			\$ -

Department Head Approval: *Darryl Johns*
 Date Approved by Committee of Jurisdiction: 5-18-2016

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. _____

TO ESTABLISH AUTHORITY FOR APPROVAL OF DONATION AND USER FEES BUDGET LINE
ADJUSTMENTS FOR USE

WHEREAS, per Chapter 65 of Wisconsin Statutes the Monroe County Board of Supervisors does annually approve and adopt the annual budget and set the annual tax levy, and

WHEREAS, per the provisions of WI Stats 65.90(5)(b) the Monroe County Board authorizes it's standing finance committee to approve increases/decreases between donation and user fee non-lapsing budgeted items of individual county office or departments; and

WHEREAS, the Finance Director compiles a report with said non-lapsing donation and user fee account balances for the Finance Committee and County Board monthly; and

WHEREAS, the Monroe County Finance Committee has established a process and procedure for review and approval of requests for such donation and user fee non-lapsing budget adjustments; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors does hereby authorize the Finance Director to adjust the annual department budgets for donation and user fee non-lapsing budget adjustments.

BE IT FURTHER RESOLVED that the budget adjustments must be approved by the Finance Committee prior to any adjustment to an annual departmental budget by the Finance Director and must comply with WI Stats 65.90 and all other applicable statutory provisions or GASB regulations currently in force or enacted subsequent to adoption of this resolution.

Dated this ____ day of June, 2016

Offered by the Finance Committee

Finance Committee Vote: _____ Yes _____ No

STATEMENT OF PURPOSE: Streamline and improve county operational efficiency by modifying the budget adjustment process and procedure for donation and user fee non-lapsing departmental budget amounts.

Fiscal Note: Authority granted under WI Stats 65.90(5)(b).

Approved as to form by Corporation Counsel Andy Kaftan _____

Drafted by Finance Director Tina Osterberg

MONROE COUNTY FINANCE COMMITTEE

FINANCE POLICY 1-2

Effective 06/22/2016

DONATIONS & USER FEES TO MONROE COUNTY

PURPOSE:

To monitor the receipt of County donations and user fees.

POLICY:

Any donations made to Monroe County must be accepted and monitored by the Finance Committee with balances reported to the County Board.

POLICY AUTHORIZATION:

- Wis Stats. 59.52(19)
- Action of Finance Committee 06/15/2016

PROCEDURE:

1. Oversight Committees or Boards shall be kept apprised of all donations or user fees at their next regular meetings. These donations or user fees may be in the form of cash, goods or services. An oversight committee or board may deny acceptance.
2. All donations or user fees of cash or cash proceeds derived from a user fee or donation must be deposited and recorded in the county books in a revenue account. In kind gifts may immediately be put to use.
3. No amounts of a cash donation, or the proceeds derived in any way from a user fee or donation, may be spent by a department if the expenditure would cause a department's budget to be exceeded, the Finance Committee must approve a budget adjustment to appropriate the funds (see # 4).
4. The Finance Department will create a donations/user fees received non-lapsing budget adjustment report to be submitted to the Finance Committee for approval each month. The report shall include the following information:
 - Department(segment) receiving the donation/user fee
 - Month(s) deposits received
 - Accounts to be adjusted revenue/expenditure budget line
 - Amount to adjust
 - Prior budget of account(s)
 - Final budget of account(s)
 - Current Balance of account(s)

Notice of Donations/User Fees Received Budget Adjustment

MONROE COUNTY

Budget Year Amended: _____

Unanticipated Revenue - Not Budgeted

<u>Donation/User Fee Fund</u>	<u>Month</u>	<u>Account #</u>	<u>Account Name</u>	<u>Budget Adjustment</u>	<u>Current Budget</u>	<u>Final Budget</u>	<u>Current Balance</u>
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
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						\$ -	

Date Approved by Finance Committee: _____

Donation-User Fee Budget Adjustment

Purpose

To comply with State Statute 65.90 (5)(b)

Policy

A donation/user fee budget adjustment should be made when increasing/(decreasing) both your revenue budget and expenditure budget for donations or user fees received (reimbursed). These changes come from new donations or user fees received by county departments

Procedure

The Finance Department will create a donations/user fees received non-lapsing budget adjustment monthly for all non-lapsing donation/user fee accounts.] will be reviewed and action will be taken at each Finance Committee meeting for approval/denial. The Finance Department at the approval of the Finance Committee will make the approved budget adjustments to the financial software were they will be required to be approved through workflow by the department of jurisdiction.