



# 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](http://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:** Monday, October 10, 2016

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Month's Meeting Date & Time
3. Minutes approval 09/21/2016
4. Human Services Credit Card – Discussion/Action
5. Human Services Budget Adjustment - Discussion/Action
6. Justice Center Building Project
  - a. Justice Center Update – Discussion/Action
  - b. Approval of Justice Center Vouchers – Discussion/Action
  - c. Replacement of Unsuitable Soils – Discussion/Action
  - d. Bids for Reconstruction of Parking Lot – Discussion/Action
  - e. Bids for Concrete Work Associated with Parking Lot Reconstruction – 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. Resolution Approving Offer to Purchase of 315 W. Oak Street, Sparta, WI 54656 – Discussion/Action
10. Resolution Authorizing the Redemption of General Obligation Refunding Bonds, Dated August 15, 2001 – Discussion/Action
11. 2017 Budget Presentation
12. 2017 Budget Publication – Discussion/Action
13. Notice of Donations/User Fees Received Budget Adjustment – Discussion/Action
14. Monthly County Disbursement Journal Approval – Discussion/Action
15. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
16. Items for next month's agenda
17. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: 10/05/2016

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  
September 21, 2016

Present: Cedric Schnitzler, Pete Peterson, Wallace Habhegger; Mark Halverson & Douglas Path absent.  
Others: Cathy Schmit, Tina Osterberg, Annette Erickson, Kurt Marshaus, Randy Williams, Scott Perkins, Rob Conroy, Darlene Pintarro

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

- Next meeting date – Regular Meeting - October 10, 2016 at 9:00 a.m. at the Highway Department Conference Room. Budget Meeting - October 19, 2016 at 9:00 a.m. at the Highway Department Conference Room
- Minutes Approval – Motion by Wallace Habhegger second by Pete Peterson to approve the 08/17/16 minutes. Carried 3-0.
- Justice Center Building Project
  - a. Justice Center Update – Kurt Marshaus provided a project update to members.
  - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Pete Peterson second by Wallace Habhegger to approve the Justice Project expenditures in the amount of \$696,071.83. Carried 3-0.
  - c. Constructing Two Storage Rooms in Basement – Kurt explained the option to recapture space in the basement. An estimate would be approximately \$8,500.00 for unfinished storage rooms. Discussion. Motion by Wallace Habhegger second by Cedric Schnitzler to approve basement space. Carried 3-0.
  - d. Rental of Temporary Chiller for the Winter of 2016-2017 – Kurt explained change order for a temporary boiler for the upcoming winter. The total is \$36,420.06. Motion by Pete Peterson second by Wallace Habhegger to approve change order. Carried 3-0.
  - e. Replace Unsuitable Soil – Kurt explained the estimated cost is \$25,000.00. This item will be revisited next month.
- Treasurer Report
  - a. Annette Erickson gave the monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review.
  - c. Deputy Treasurer Retirement – Annette informed the members that Deputy Treasurer, Mary McClintock provided a written retirement notice for year end. Annette is looking at appointing Deb Carney as Deputy.
- Emergency Management Line Item Transfer – Darlene Pintarro explained the 2016 line item transfer in the amount of \$3,688.00 for Hazmat equipment and supplies. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve line item transfer. Carried 3-0.
- Sheriff Repurpose of Funds – Scott Perkins explained the 2016 line repurpose of funds in the amount of \$21,925.50 for additional squad car. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve repurpose of funds. Carried 3-0.
- Budget Adjustment(s) – Discussion/Action
  - a. Jail Administration – Rob Conroy explained the 2016 budget adjustment in the amount of \$16,000.00 for medical service expenses. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Carried 3-0.
  - b. Senior Services – Tina Osterberg explained the 2016 budget adjustment in the amount of \$7,000.00 for recreational trips. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Carried 3-0
  - c. Highway – Jack Dittmar explained the 2016 budget adjustment in the amount of \$180,000.00 for sand screening plant, stacking conveyor and supporting 3 phase electric service; purchase new

and very well maintained machinery. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Carried 3-0

- Radio Tower Project
  - a. Radio Project Update – Randy Williams provided a project update to members.
  - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Wallace Habegger second by Pete Peterson to approve the Radio Tower expenditures in the amount of \$10,600.00. Carried 3-0.
- Sand Creek Landfill Payoff – Chair Schnitzler explained this item was placed on the agenda due to Supervisor request. Tina Osterberg provided the principal and interest payoff. Discussion. Motion by Wallace Habegger second by Cedric Schnitzler to place the payoff of the sand creek landfill in the 2017 budget using reserved debt service funds. Discussion. Carried 3-0.
- Finance Director
  - a. Tina Osterberg gave the monthly Financial Report.
  - b. Finance Department Monthly Report Review.
  - c. Financial Software Update – Tina provided a project update to members.
  - d. 2015 Audit Review – Tina explained that we were cited for not being in compliance with Uniform Grant Guidance. Discussion.
  - e. Uniform Grant Guidance Policies & Procedures – Tina explained that the Federal Government is requiring a policy. The committee discussed compiling documentation from other counties. There was also discussion on working with the auditor to see what their recommendations would be and a cost to develop the plan.
  - f. County Grant Writer/Grant Specialist Position – Tina provided to members a survey from other counties for a county grant writer/grant specialist position. Discussion.
  - g. Notice of Donations/User Fees Received Budget Adjustment – Tina explained the adjustment to members. Motion by Wallace Habegger second by Cedric Schnitzler to approve Notice of Donations/User Fees Adjustment. Carried 3-0.
- 2017 Budget – Catherine Schmit explained that the publication notice will need to be set for approval at the October 10<sup>th</sup> meeting. An update on the budget was provided. It was recommended to provide a cheat sheet of all changes.
- Monthly County Disbursement Journal – Motion by Pete Peterson second by Wallace Habegger to approve Monthly County Disbursement Journal. Carried 3-0.
- Monthly Per Diems and Vouchers - Motion by Pete Peterson second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 3-0.
- Items for next month's agenda – Budget Publication, Gundersen Lutheran Fiscal Note.
- Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 10:37 a.m. Carried 3-0.

Shelley Bohl, County Clerk  
Recorder

## Request for Credit Card Approval

Department: Human Services

Committee: Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Wendy Davey	Social Service Aide	\$ 1,000.00

**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.

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*David A. Rees* 10/4/16

*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: 10/4/2016  
 Department Human Services  
 Amount: \$402,542.00  
 Budget Year Amended: 2016

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

Additional revenue from State for WHEAP Program. Contract addendums approved March 17, June 6 & Sept 6, 2016.

ADRC advertising expense not budgeted, reimbursed by ADRC funds.

State CLTS funds, local collections and Human Services reserve fund for increased placement expenses

**Revenue Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24900505.435608	WHEAP ECON AST	\$ 75,000.00	\$ 81,542.00	\$ 156,542.00
24970595.435601	ARDC REVENUE	\$ 443,584.00	\$ 1,000.00	\$ 444,584.00
24900500.435603	STATE AID-SS	\$ 899,938.00	\$ 70,000.00	\$ 969,938.00
24910520.466000.LC180	CH RES LOCAL COLLEC YA REIMB	\$ 87,300.00	\$ 40,000.00	\$ 127,300.00
24900001.493000.	HUMAN SERVICES RESERVE FUND	\$ -	\$ 210,000.00	\$ 210,000.00
Total Adjustment			\$ 402,542.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24900505.525005	WHEAP CONT PORV (WP613)	\$ 75,000.00	\$ 81,542.00	\$ 156,542.00
24970595.531065	ADRC ADVERTISING (RC200)	\$ -	\$ 1,000.00	\$ 1,000.00
24910510.525005.HS225	MON CTY S.C.-CLTS RESPITE(GX613)	\$ 30,000.00	\$ 50,000.00	\$ 80,000.00
24910510.527105.HS220	CLTS WAIVER COSTS(GX613)	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00
24910520.527105.HS310	CH FOSTER CARE (CD600)	\$ 225,000.00	\$ 75,000.00	\$ 300,000.00
24950580.525005.HS632	CSP EXPENSE (MM613)	\$ 15,000.00	\$ 25,000.00	\$ 40,000.00
24950560.525005.HS520	TREMP CTY HLTHCARE (AE613)	\$ 135,000.00	\$ 150,000.00	\$ 285,000.00
Total Adjustment			\$ 402,542.00	

Department Head Approval: *[Signature]*  
 Date Approved by Committee of Jurisdiction: *[Signature]* 10/4/16

*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. 09s-16-01

RESOLUTION APPROVING OFFER TO PURCHASE OF  
315 W. OAK STREET, SPARTA, WI 54656

WHEREAS, as part of the annual budget the Monroe County Board has committed to performing a space/needs analysis involving most county buildings, and

WHEREAS, the Property and Maintenance Committee, in collaboration with a private consultant, has:

1. examined the current county facilities and facility uses and identified existing inefficiencies and needs;
2. considered future best practices for use of county owed facilities;
3. taken into consideration staffing space needs, operating costs and efficiencies, citizen convenience and parking, and

WHEREAS, Gundersen Clinic LTD, which owns 315 West Oak Street, Sparta, which lies adjacent to the County Administrative Center, is currently constructing a new facility within the City of Sparta. Gundersen Clinic LTD subsequently contacted Monroe County, expressing an interest in selling the Oak Street building to the County as part of their mission to be a good corporate citizen, and

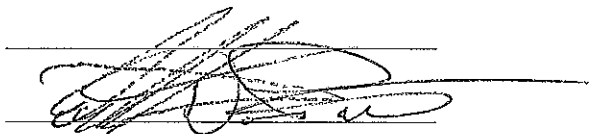
WHEREAS, the Property and Maintenance Committee, along with the private consultant, have considered the purchase of the Gundersen Clinic structure and have inspected it several times and found it suitable for use by the Health Department, the Senior Services Department and the ADRC Department, and

WHEREAS, The County Administrator has negotiated a Commercial Offer to Purchase dated June 27, 2016 for the purchase of 315 West Oak Street, Sparta, WI 54656, which is contingent upon Board approval; funding for which can be incorporated into the 2107 Budget, and

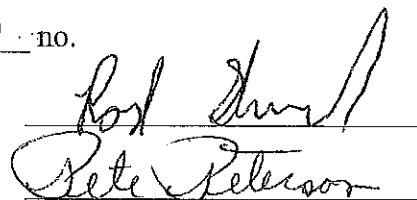
WHEREAS, The Property and Maintenance Committee, with the support of the Maintenance Director, Health, Human and Senior Services Directors and County Administrator, recommends the Monroe County Board approve the attached Offer and Counter-offer #1.

NOW THEREFORE BE IT RESOLVED, that the Monroe County Board of Supervisors hereby approves the Offer in its entirety and authorizes the County Board Administrator to budget for and then to complete the purchase for Monroe County.

Property and Maintenance Committee vote: 5 yes; 0 no.



Mary J. Cook



Purpose: To approved a purchase agreement for real property and building for county use.

Fiscal Note: The purchase price is \$500,000.00. Standard purchase and closing expenses for a buyer will also be part of this transaction.

Finance Vote: 3 yes, 2 no

Drafted by Andrew Kaftan, Corporation Counsel **ACK**

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING THE REDEMPTION OF  
GENERAL OBLIGATION REFUNDING BONDS, DATED AUGUST 15, 2001

WHEREAS, Monroe County, Wisconsin (the "County") has outstanding its General Obligation Refunding Bonds, dated August 15, 2001 (the "2001 Bonds");

WHEREAS, the County Board of Supervisors has determined that it is necessary and desirable to call the outstanding 2001 Bonds for redemption on January 2, 2017 with funds of the County on hand;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of Monroe County, Wisconsin, that the 2001 Bonds are called for prior payment on January 2, 2017 at the price of par plus accrued interest to the date of redemption.

The County hereby directs the County Clerk to work with Robert W. Baird & Co. Incorporated to cause timely notice of redemption, in substantially the form attached hereto as Exhibit A and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice.

Adopted and recorded this \_\_\_\_\_ day of October, 2016.

Offered by the Finance Committee:

\_\_\_\_\_  
Cedric Schnitzler

\_\_\_\_\_  
Wallace Habegger

\_\_\_\_\_  
Mark Halverson

\_\_\_\_\_  
Douglas Path

\_\_\_\_\_  
Pete Peterson

Finance Committee vote: \_\_\_ yes \_\_\_ no \_\_\_ absent

County Board vote: \_\_\_ yes \_\_\_ no \_\_\_ absent

\_\_\_\_\_  
Cedric Schnitzler, County Board Chairperson

\_\_\_\_\_  
Shelley Bohl, County Clerk

EXHIBIT A

NOTICE OF FULL CALL\*

MONROE COUNTY, WISCONSIN  
GENERAL OBLIGATION REFUNDING BONDS  
DATED AUGUST 15, 2001

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called for prior payment on January 2, 2017 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
03/01/2017	\$140,000	4.90%	610831DB2
03/01/2018	145,000	4.90	610831DC0
03/01/2019	150,000	5.00	610831DD8
03/01/2021	330,000	5.00	610831DF3

Upon presentation and surrender of said Bonds to Associated Trust Company, National Association, Green Bay, Wisconsin, the registrar and fiscal agent for said Bonds, the registered owners thereof will be paid the principal amount of the Bonds plus accrued interest to the date of prepayment.

Said Bonds will cease to bear interest on January 2, 2017.

By Order of the  
County Board of Supervisors  
Monroe County  
County Clerk

Dated \_\_\_\_\_

\* To be provided to Associated Trust Company, National Association, Green Bay, Wisconsin, at least thirty-five (35) days prior to January 2, 2017. The registrar and fiscal agent shall be directed to give notice of such prepayment by registered or certified mail or overnight express delivery to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to January 2, 2017 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at [www.emma.msrb.org](http://www.emma.msrb.org). Notice shall also be provided to Financial Guaranty Insurance Company, or any successor, the bond insurer of the Bonds.