

MONROE COUNTY BOARD OF SUPERVISORS



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, July 15, 2015

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

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Meeting date & time
3. Minutes approval 06/17/2015
4. Credit Card Approval(s) – Discussion/Action
 - a. Justice Programs Coordinator Increase
 - b. Solid Waste
 - c. Assistant Corporation Counsel
5. Budget Adjustment(s) – Discussion/Action
 - a. Senior Services
 - b. Maintenance
6. Child Support Line Item Transfer – Discussion/Action
7. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Contract Modification # 2 for Additional Design Services to Louis Berger Group \$160,039.00 – Discussion/Action
8. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action
9. Workman's Compensation Update – David Krueger, Senior Vice President, Willis of Wisconsin
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. Financial System Software Purchases
 - e. Audit
12. Fiscal Note Approval(s) – Discussion/Action
 - a. Resolution Authorizing Establishment of a Social Worker I Position in the Monroe County Human Services Department
13. Resolution Providing for the Sale of \$10,000,000 General Obligation Corporate Purpose Bonds – Discussion/Action
14. Budget Kickoff
15. Monthly County Disbursement Journal Approval – Discussion/Action
16. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
17. Items for next month's agenda
18. Adjournment

James Kuhn, Committee Chair
Date notices mailed: July 9, 2015

Finance Committee
June 17, 2015

Present: James Kuhn, Pete Peterson, Sharon Folcey; Absent: Cedric Schnitzler, Wallace Habegger
Others: Annette Erickson, Kurt Marshaus, Tina Osterberg, Sharon Nelson, Darlene Pintarro, Bob Micheel,
Randy Williams, Bill Halfman, Ron Hamilton, Ken Kittleson, Member of the Public

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

- Next meeting date – July 15, 2015 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Sharon Folcey to approve the 05/20/15 minutes. Carried 3-0.
- Budget Adjustments
 - a. Land Conservation – Bob Micheel explained the 2015 budget adjustment in the amount of \$172,751.32 for WI DNR grant. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve budget adjustment. Carried 3-0.
 - b. Health – Sharon Nelson explained the 2015 budget adjustment in the amount of (\$11,765.00) for WIC budget from WI Division of Public Health. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve budget adjustment. Carried 3-0. Sharon Nelson explained the 2015/2016 budget adjustment in the amount of \$16,333.00 for CDC grant funding for Ebola planning and readiness. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve budget adjustment. Carried 3-0.
- Sheriff Line Item Transfer – Darlene Pintarro explained the 2015 line item transfer in the amount of \$2,000.00 for hiring additional jail staff. Motion by Pete Peterson second by Sharon Folcey to approve the line item transfer. Carried 3-0.
- Extension Line Item Transfer – Bill Halfman explained the 2015 line item transfer in the amount of \$5,182.56 for Summer Assistant Wages (LTE). Discussion. Motion by Sharon Folcey second by Pete Peterson to approve the line item transfer. Discussion. Carried 3-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained the project is moving along well. Construction will be completed in September. Demolition of the Huber section has begun. The construction contingency has been spent.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Sharon Folcey second by Pete Peterson to approve the Justice Project expenditures in the amount of \$987,345.49. Discussion. Carried 3-0.
 - c. Change order in the amount of \$42,956.05 for installing/relocating TV, phone and electrical outlets on the first floor of the jail – Kurt Marshaus explained the need for additional conduit and boxes in the jail. Discussion. Motion to approve conduit/boxes by Pete Peterson second by Sharon Folcey. Carried 3-0.
 - d. Change order in the amount of \$142,919.80 for installing 60 minute attack rated glass in the twelve skylight openings as required by the Wisconsin Department of Corrections – Kurt Marshaus explained that there are no glazing/bars in the skylight openings. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve skylight glazing/bars. Carried 3-0.
 - e. Proposal request for installing bio-retention pond in the amount of \$32,912.73 – Kurt Marshaus explained the bio-retention pond. Discussion. Motion to approve bio-retention pond by Sharon Folcey second by Pete Peterson. Carried 3-0.
 - f. Proposal for changes to the storm sewer from Court Street to Central Avenue in the amount of \$43,745.07 – Kurt Marshaus explained the need for storm sewer change. Discussion. Motion to approve sewer change by Sharon Folcey second by Pete Peterson. Carried 3-0.

- Radio Tower Project
 - a. Radio Project Update – Randy Williams explained that the project is moving along well. Site visits are being conducted. Change orders were discussed. A change order list will be provided to members.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Pete Peterson second by Sharon Folcey to approve the Radio Tower expenditures in the amount of \$2,940.00. Carried 3-0.

- Treasurer
 - 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 Osterberg explained that the implementation of fixed assets/inventory are taking place. A software update will take place in July.
 - d. Financial System Software Purchases – Tina Osterberg explained that cash drawers were approved last month. Cash drawers are here and need to be installed.

- Rolling Hills Deficit Write-Off – Tina Osterberg explained that the auditors request each year to take the Rolling Hills Deficit off the books. Discussion. Tina suggests writing off the deficit in July when the auditors are here.

- Fiscal Note on Resolution
 - a. Resolution Ratifying 2015 Compensation Adjustment for the Human Services Professional Union – \$15,403.00 would be taken from the contingency fund for pay adjustments retroactive to March 29, 2015. Discussion. Motion to approve fiscal note by Pete Peterson second by Sharon Folcey. Carried 3-0.
 - b. Resolution Authorizing Establishment of an Economic Support Supervisor in the Monroe County Human Services Department – Ron Hamilton explained that the position would be funded by the WREA Consortium with no additional tax levy. Cost of the position is \$27,017 for the last 5 months of 2015 and \$66,778 for 2016. Discussion. Motion to approve fiscal note by Sharon Folcey second by Pete Peterson. Carried 3-0.
 - c. Resolution Approving Use of Additional Conservation Reserve Enhancement Program Funds – Bob Micheel explained an additional payment of \$1,500.84 from the CREP funds for conservation enhancement. There are funds to cover the expense. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve fiscal note. Carried 3-0.

- County Clerk Petty Cash Account Closure - Shelley Bohl explained the need to close her petty cash fund in the amount of \$50.00. The fund is no longer needed due to having a County Clerk credit card. Motion by Sharon Folcey second by Pete Peterson to close petty cash fund. Discussion. Carried 3-0.

- Resolution Establishing Ho Chunk funds Allocation for 2016 Budget – The money provided by the Nation would be used for Dispatch Capital Project Outlay Over \$5,000; Emergency Communications Tower System Upgrade in 2016. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve resolution/fiscal note and forward to the board. Carried 3-0.

- Monthly County Disbursement Journal – Discussion. Motion by Pete Peterson second by Sharon Folcey to approve Monthly County Disbursement Journal. Carried 3-0.

- Monthly Per Diems and Vouchers. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve Monthly Per Diems and Vouchers. Motion by Sharon Folcey second by James Kuhn to add on 05/12/15 Per Diem for Pete Peterson for the Special Economic Summit Meeting in Tomah, no mileage. Carried 3-0.

- Items for next month's agenda -- Bonding of the Justice Center/Radio Tower, Budget Kickoff, System Software purchases, Audit
- Adjournment - Motion by Pete Peterson second by Sharon Foley to adjourn at 11:22 a.m. Carried 3-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

Department: Justice Dept
Committee: Pub Sq + Justice

Table with 3 columns: Name of Card Holder, Title of Position, Credit Card Limit. Row 1: ECKELTHORSON, MARGARET, JUSTICE DEPT COORD increase, 750 1500.

Justification for Credit Card(s):

Approved for \$500 you had asked for 7 due to computer that now require that a personal card paid to the limit being too low.

Department Head Approval: Peggy Thorsen (Margaret Eckelthorson)
Date Approved by Committee of Jurisdiction: May 11, 2015

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

Date Approved By Finance Committee: 5/11/15

EMPLOYEE AGREEMENT

I, (employee name) Margaret Erkel-Thorson, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Monroe County and will strive to obtain the best value for the County.
- I understand that Monroe County is liable for all charges made on the card. However I will be responsible for charges with out proper documentation.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that the Finance Committee will audit the use of this card and report and take appropriate action on any discrepancies.
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Monroe County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- *I agree to return any credit card that has been canceled or expired to the Finance Department as soon as possible for audit review.*
- If the card is lost or stolen, I agree to notify the Finance Department and Department Head immediately.

Employee Signature: Margaret Erkel-Thorson Date: 5/11/15

Department: Justice Dept.

Card # Issued: 4715 1103 0145 0149
EX 6/19

Request for Credit Card Approval

Department: Solid Waste
 Committee: Solid Waste Management

Name of Card Holder	Title of Position	Credit Card Limit
Michelle M. Schultze	Assistant Manager	\$1000 ⁰⁰

Justification for Credit Card(s):

Dept no longer has a credit card since Sue's retirement. Incidental purchases

Department Head Approval: Gail Frie
 Date Approved by Committee of Jurisdiction: 7/2/15 by Carol Las - Chair
 Following this acceptance please forward to the County Clerk's Office.
 Date Approved By Finance Committee: _____

Request for Credit Card Approval


Department: Corporation Counsel

Committee: Administrative/Executive

Name of Card Holder	Title of Position	Credit Card Limit
Lisa Aldinger Hamblin	Assistant Corporation Counsel	\$1,000.00

Justification for Credit Card(s):

Seminars, hotel resevations, or other budgeted costs for the position.

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

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 16, 2015
 Department: Senior Services
 Amount: \$50.00
 Budget Year Amended: 2015

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

GWAAR increased and decreased funding for C1, C2, IIIB, and IIIE

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24600001 435650	Title III C1	\$ 93,239.00	\$ (31.00)	\$ 93,208.00
24600050 435663	Title III C2	\$ 29,362.00	\$ 76.00	\$ 29,438.00
24630300 435650	Title III B	\$ 43,171.00	\$ 99.00	\$ 43,270.00
24650000 435677	Title III E	\$ 17,633.00	\$ (94.00)	\$ 17,539.00
				\$ -
				\$ -
Total Adjustment			\$ 50.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24600001 534105	Cong Site Supplies	\$ 3,000.00	\$ (31.00)	\$ 2,969.00
24600050 534105	HD Site Supplies	\$ 6,700.00	\$ 76.00	\$ 6,776.00
24630370 527105	IIIB Other services for clients	\$ 6,727.00	\$ 99.00	\$ 6,826.00
24650000 539200	IIIE Other services for clients	\$ 8,576.00	\$ (94.00)	\$ 8,482.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 50.00	

Department Head Approval: _____
 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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 7, 2015
 Department: Maintenance
 Amount: \$ 18,725.00
 Budget Year Amended: 2015

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

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
17100160485000	Maintenance Capital Donation	\$ -	\$ 18,725.00	\$ 18,725.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 18,725.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
17100160580500	Building Maintenance	\$ -	\$ 18,725.00	\$ 18,725.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 18,725.00	

Department Head Approval:

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

Office Use Only

Department: Child Support
 Budget Year Amended: 2015

No. _____
Date: _____

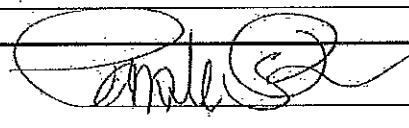
From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000531050	postage	\$ 12,000.00	\$ 1,000.00	\$ 383.79	\$ 11,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000521040	court related expenses	\$ 2,000.00	\$ 1,000.00	\$ 1,870.27	\$ 3,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,000.00		

Explanation for Transfer:
 We have had to serve more people out of County than I anticipated this year. We also had three people's notary's come up for renewal. Also had a transcript that cost us \$118.00 that we had to get from a child support hearing.

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

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF A SOCIAL WORKER I POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT

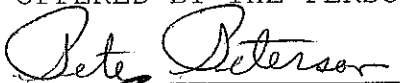
WHEREAS, the Monroe County Human Services Board and Personnel & Bargaining Committee request the establishment of an additional Social Worker I position in the Human Services Department; and

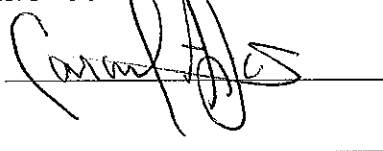
WHEREAS, the Children's Long Term Support Services (CLTS) has a current waiting list of 50 children, and this position will allow for 20-25 of the most vulnerable children to begin receiving services in 2016. Beginning in January 2016, the CLTS program will become a part of the Western Region Integrated Care Consortium.

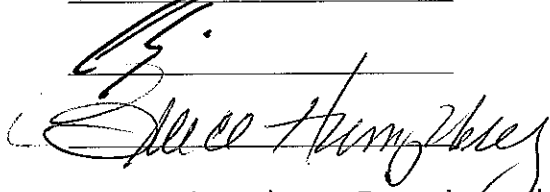
NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Social Worker I position in the Human Services Department effective January 1, 2016. If State funding ceases, the position will be reviewed.

Dated this 22nd day of July 2015.

OFFERED BY THE PERSONNEL & BARGAINING COMMITTEE:







Human Services Board review: June 18, 2015

Personnel & Bargaining Committee action: July 8, 2015

Finance Committee review: July 15, 2015

Approved by County Administrator: CS

Approved by Corporation Counsel: AK

Fiscal note: The position will be funded medical case management assistance billing with no additional Monroe County tax levy. Cost of the position is \$65,768 for 2016.

PURPOSE: Approve a Social Worker position in the Human Services Department at no increase in County levy.