

Finance Committee
February 14, 2019

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson; Douglas Path absent
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Diane Erickson, Wes Revels, Stan Hendrickson, Randy Williams, Eric Weihe, Bob Micheel, Alison Elliott, Ed Smudde, Rob Conroy, Gail Frie, Mary Von Ruden

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

- Next meeting date – March 20, 2019 at the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Wally Habegger second by Pete Peterson to approve the 01/09 & 01/16/19 minutes. Carried 4-0.
- Public Comment – None.
- Line Item Transfer –
 - a. Medical Examiner – Motion by Wally Habegger second by Mark Halverson to approve the line item transfer. Tina Osterberg explained the 2018 line item transfer in the amount of \$1,419.38 for salaries overage. Discussion. Carried 4-0.
 - b. Justice Department – Motion by Wally Habegger second by Pete Peterson to approve the line item transfer. Eric Weihe explained the 2018 line item transfer in the amount of \$11,000.00 for health and dental insurance coverage. Discussion. Carried 4-0.
 - c. Humans Services – Motion by Pete Peterson second by Mark Halverson to approve the line item transfer. Diane Erickson explained the 2018 line item transfer in the amount of \$127,647.00 for clinical services and CH services overage. Discussion. Carried 4-0.
 - d. Sheriff's Department – Motion by Wally Habegger second by Mark Halverson to approve the line item transfer. Wes Revels explained the 2018 line item transfer in the amount of \$9,500.00 for patrol overtime and investigative salaries overage. Discussion. Carried 4-0.
 - e. Jail – Motion by Wally Habegger second by Mark Halverson to approve the line item transfer. Wes Revels explained the 2018 line item transfer in the amount of \$750.00 for extended use of the interpreter jail salaries overage. Discussion. Carried 4-0.
 - f. Personnel – Motion by Mark Halverson second by Pete Peterson to approve the line item transfer. Ed Smudde explained the 2018 line item transfer in the amount of \$12.00 for salaries overage. Discussion. Carried 4-0.
- Budget Adjustments -
 - a. Land Conservation – Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Bob Micheel explained the 2018 budget adjustment in the amount of \$87,426.38 to move the 2018 project funds not used due to the weather into 2019. Carried 4-0.
 - b. Health Department/WIC – Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Tina Osterberg explained the 2018 budget adjustment in the amount of \$2,000.00 for the purchase of a Lead Care II Analyzer using the grant funds from Wal-Mart. Carried 4-0.
 - c. Dispatch – Motion by Wally Habegger second by Mark Halverson to approve budget adjustment. Randy Williams explained the 2018 budget adjustment in the amount of \$1,818.82 to cover 2018 travel expenses on the NG 911 project team and the 2018 funds were already transferred to 2019-need to be transferred back to 2018. Carried 4-0.

- d. Jail - Motion by Wally Habegger second by Mark Halverson to approve budget adjustment. Rob Conroy explained the 2019 budget adjustment in the amount of \$4,565.00 to cover the cost of Live Scan software that wasn't included in original quote. Carried 4-0.

Jail - Motion by Wally Habegger second by Pete Peterson to approve budget adjustment. Rob Conroy explained the 2019 budget adjustment in the amount of \$3,995.95 to roll Jail ES Sanction funds to purchase equipment. Carried 4-0.

Jail – The 2019 adjustment in the amount of \$1,375.00 for Zuercher software upgrade was pulled from the agenda.

- e. Information Systems – Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Tina Osterberg explained the 2019 budget adjustment in the amount of \$8,150.00 to roll the conference and seminar 2018 funds into 2019 as staff wasn't able to do any training in 2018 with all the projects. Carried 4-0.

Information Systems – Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Tina Osterberg explained the 2019 budget adjustment in the amount of \$18,022.10 to carry over remaining MyEvolv funds for the completion of software implementation of forms training. Carried 4-0.

- f. Treasurer – Motion by Mark Halverson second by Wally Habegger to approve budget adjustment. Annette Erickson explained the 2019 budget adjustment in the amount of \$1,010.00 to cover the cost of publication of unclaimed funds in the local papers. Carried 4-0.

- g. Capital Outlay (Data Processing) – Motion by Wally Habegger second by Pete Peterson to approve budget adjustment. Tina Osterberg explained the 2019 budget adjustment in the amount of \$26,895.31 to roll 2018 data processing funds for continued work on the highway portion of implementation. Carried 4-0.

- Resolution Regarding Section 404 Hazard Mitigation Grant – Motion by Pete Peterson second by Wally Habegger to approve fiscal note. Discussion. Carried 4-0.
- Process of filling the County Treasurer Position midterm – After discussion this will be moved to the Administration and Personnel committee for filling the position. Motion by Wally Habegger and second by Mark Halverson. Carried 4-0.
- CLOSED SESSION per WI Statutes 19.85(1)(C), considering employment, promotion, compensation or performance evaluation data of public employee over which the governmental body has jurisdiction or exercises responsibility – No Closed Session was taken.
- 2018 Flood damage and funding – Bob Micheel explained what the flooding this past year has done to dams and bridges in the area. Discussion about dams and the effect it has on the people and the area around them. Areas need to be cleaned up and debris moved so it is not going down stream in a flood and causing more issues.
- Purchase of Land Conservation Building – Nothing to add since last month.
- Solid Waste Leachate Project Loan Update – Gail Frie gave an update on the Leachate project. There have been many delays with the project due to the manufacturing being out of the country and the tariffs. They start assembly on the machine next week. Gail will be asking for a credit due to the delays.
- Treasurer
 - a. Annette Erickson provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report.

- c. General Fee Schedule- Annette Erickson discussed the rates for tax and assessment data requests from the public or a copy of delinquent tax list. Motion by Wally Habegger to approve, second by Mark Halverson. Carried 4-0
- Finance
 - a. Tina Osterberg provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.
 - c. Updated Credit Card Listing-Tina Osterberg handed out a list of all credit cards and their limits and what is owed for 2018.
 - d. MUNIS Program Discussion-Put on next months agenda.
 - e. Finance Director Position Update-It was put out to all finance staff for interest in the position and interviews were conducted. Diane Erickson will take over as Finance Director on May 5th.
- County Board Lawsuit Costs – As of 12/31/18, the gross paid for the lawsuit is \$6,818.71 according to Monroe County Clerk, Shelley Bohl. This item will be on next month's agenda.
- CDBG, Economic Development Revolving Loan Fund Close/Committee Make-Up – Chair Cedric Schnitzler explained that two meetings were held to discuss the future of the fund-only two people attended. Cedric Schnitzler recommended forming a committee with Finance and the two members that were interested. Schedule a meeting for March 20th @ 10:30, reach out to the interested members and make sure they want to be part of it.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wally Habegger second by Mark Halverson to approve Monthly Notice of Donations/User Fees Received. Carried 4-0.
 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Mark Halverson to approve Monthly County Disbursement Journal. Carried 4-0.
 - c. Monthly Per Diems and Vouchers - Motion by Mark Halverson second by Wally Habegger to approve Monthly County Per Diems and Vouchers. Carried 4-0.
- Items for next month's agenda – County Board Lawsuit Costs, MUNIS program discussion,
- Adjournment – Motion by Pete Peterson second by Mark Halverson to adjourn at 11:09 a.m. Carried 4-0.

Lisa Hanson
Recorder