

Finance Committee
March 20, 2019

Present: Cedric Schnitzler, Pete Peterson, Wallace Habhegger, Mark Halverson, Douglas Path
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Sharon Nelson, Tim Johnson, Deb Brandt, Ron Hamilton, Mary Von Ruden, Andrew Kaftan, Chad Ziegler, Member of the public

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

- Next meeting date – April 17, 2019 at the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Wallace Habhegger second by Mark Halverson to approve the 02/14 & 02/27/19 minutes. Carried 5-0.
- Public Comment – None.
- Human Services Request for Credit Card Approval – Ron Hamilton explained request for an RN and Social Worker credit card at \$1,000.00 each. Motion by Mark Halverson second by Wallace Habhegger to approve both credit cards. Discussion. Carried 5-0.
- Line Item Transfer –
 - a. Register of Deeds – Motion by Pete Peterson second by Wallace Habhegger to approve the line item transfer. Deb Brandt explained the 2019 line item transfer in the amount of \$10,800.00 from Computer Operations to the new Laredo Usage Fee Account. Carried 5-0. Deb Brandt noted a request for change in the explanation of transfer from \$21,600.00 to \$21,400.00, this would not change the line item transfer itself only the explanation. Chair Schnitzler asked for any objection. Carried, no objections.
 - b. Human Services – Motion by Mark Halverson second by Pete Peterson to approve the line item transfer. Ron Hamilton explained the 2018 line item transfer in the amount of \$35,000.00 for reallocation of year end budget. Discussion. Carried 5-0.
- Budget Adjustments -
 - a. Health Department – Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. Sharon Nelson explained the 2019 budget adjustment in the amount of \$250.00 for a grant from the Tomah Hospital Foundation. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Sharon explained the 2019 budget adjustment in the amount of \$300.00 for a grant from the Center for Disease Control and Prevention. Carried 5-0.
 - b. County Clerk/Elections – Motion by Douglas Path second by Wallace Habhegger to approve budget adjustment. Shelley Bohl explained the 2018 budget adjustment in the amount of \$360.00 for smaller revenues than anticipated. Carried 5-0.
- County Board Lawsuit Costs/Potential Settlement Costs – County Clerk, Shelley Bohl explained that as of March 13, 2019 the total litigation cost is \$16,281.00. If the county would lose the case or if the county would settle, the plaintiffs are asking to be awarded reasonable attorney fees. The county has a \$50,000.00 insurance deductible. Discussion.
- Finance
 - a. Tina Osterberg provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.
 - c. Credit Card Website Access – Tina Osterberg explained the current website access for credit cards. Tina requested that Diane Erickson have access to create/terminate cards and Susie Brownell will have inquiry access only. Discussion. Motion by Mark Halverson and second by Wallace Habhegger to approve access as requested above. Carried 5-0.

- d. Financial Software Updates – Tina Osterberg explained the software change needed to update signatures to the purchase orders in the MUNIS system to the new Administrator. Also the check signature for Treasurer will need to be changed and updated to the new Treasurer.
 - e. MUNIS Program – No discussion.
 - f. Assistant Finance Director/HS Business Services Administrator Position Update – Tina Osterberg explained that the position has been advertised. Interviews will be taking place soon.
- Resolution Authorizing a Non-Lapsing MDV Program Account – Tina Osterberg explained non-lapsing account for Multi-Discharge Varian Program. Motion by Pete Peterson second by Wallace Habegger to approve fiscal note. Carried 5-0.
 - Resolution Authorizing a Non-Lapsing Capital Improvement Account – Motion by Wallace Habegger second by Mark Halverson to approve fiscal note. Chad Ziegler explained the resolution would reassign surplus park revenue into a Park Capital Improvement Account. Discussion. Carried 5-0.
 - Resolution Amending Monroe County Camping Fees – Motion by Douglas Path second by Wallace Habegger to approve fiscal note. Chad Ziegler explained rates have not been changed for several years. Discussion. Carried 5-0.
 - Treasurer
 - a. Annette Erickson provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report.
 - c. Update on Promotion for County Treasurer Position – Annette Erickson explained that Debra Carney, Deputy Treasurer has been recommended by the Administration/Personnel Committee for the Monroe County Treasurer position. A resolution will be forwarded to the full board for approval this month.
 - Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by Pete Peterson to approve Monthly Notice of Donations/User Fees Received. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Douglas Path second by Wallace Habegger to approve Monthly County Disbursement Journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Carried 5-0.
 - Items for next month's agenda – Revolving Loan Fund, Non-Lapsing Account Review, Cost Allocation Plan, Auditor-Bid Extension, County Board Lawsuit Costs/Potential Settlement Costs
 - Chair Schnitzler adjourned the meeting at 10:45 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder