

Finance Committee
May 15, 2019

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path
Others: Tina Osterberg, Diane Erickson, Debra Carney, Sharon Nelson, David Ohnstad, Ron Hamilton, Wes Revels, John Mehtala, Ed Smudde, Lynn Kloety, Kevin Croninger, Randy Williams, Rob Conroy, Mary Von Ruden, Members of the Public

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

- Next meeting date – June 19, 2019 at the Monroe County Assembly Room at 9:00 a.m.
Future Dates to remember:

September 12	Regular Meeting
October 7	Budget Publication Approval
October 16	Regular Meeting
October 21	Budget Meeting
October 22	Budget Meeting
November 6	Annual Board Meeting

- Minutes Approval – Motion by Pete Peterson second by Mark Halverson to approve the 04/17/19 minutes. Carried 5-0.

- Public Comment – None.

- Credit Card Approvals –
 - a. Sheriff Department – Motion by Wallace Habegger second by Mark Halverson to approve credit card request. Rob Conroy explained \$1,000.00 credit card for Patrol Captain. Carried 5-0.
 - b. Human Services – Motion by Pete Peterson second by Wallace Habegger to approve credit card request. Ron Hamilton explained \$5,000.00 credit card for Business Administrator. Carried 5-0.

- Budget Adjustments -
 - a. Health Department – Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Sharon Nelson explained the 2019 budget adjustment in the amount of \$18,000.00 for Badger Philanthropies, Inc grant. Carried 5-0.
 - b. WIC – Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Sharon Nelson explained the 2019 budget adjustment in the amount of \$23,090.00 for WIC and Farmers & Market Nutrition Program Grant. Discussion. Carried 5-0.
 - c. Highway – Motion by Pete Peterson second by Mark Halverson to approve budget adjustment, contingent upon Highway Committee approval. David Ohnstad explained the 2019 budget adjustment in the amount of \$52,000.00 for machinery units. Discussion. Carried 5-0.
 - d. Land Records – Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Tina Osterberg explained the 2019 budget adjustment in the amount of \$320.00 for GPS Unit. Carried 5-0.
 - e. Information Systems – Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. John Mehtala explained the 2019 budget adjustment in the amount of \$64,412.02 for Zuercher Public Safety Software. Discussion. Carried 5-0.

Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. John explained the 2019 budget adjustment in the amount of \$48,123.38 for courthouse remodel. Discussion. Carried 5-0.

Motion by Mark Halverson by Wallace Habegger to approve budget adjustment. John explained the 2019 budget adjustment in the amount of \$36,415.00 for response time and preventative maintenance support for the AV system in Circuit Court and Jail. Discussion. Carried 5-0.

- Administrator Request for Line Item Transfer. Motion by Pete Peterson second by Mark Halverson to approve line item transfer. Tina Osterberg explained the 2019 line item transfer in the amount of \$1,397.00 for cell phone and dues per contract. Carried 5-0.
- Fiscal Note of Resolutions –
 - a. Resolution establishing 2020 Annual Budgeted Allocation for Pay for Performance – Tina Osterberg explained the resolution would budget merit-based pay adjustments and fund the non-lapsing retirement/fringe pool in 2020. Discussion. Motion by Mark Halverson second by Wallace Habegger to approve fiscal note. Carried 4-1.
 - b. Resolution Authorizing Establishment of a Full-Time Community Health Educator Position in the Monroe County Health Department – Motion by Mark Halverson second by Pete Peterson to approve fiscal note. Sharon Nelson explained the Community Health Educator position request. Discussion. Carried 5-0.

Mark Halverson left the meeting at 10:16 a.m.

- c. Resolution Authorizing Establishment of a Full-Time Telecommunicator Position in the Monroe County 9-1-1 Communications Center – Motion by Wallace Habegger second by Mark Halverson to approve fiscal note. Randy Williams explained the Telecommunicator position request. Discussion. Carried 4-0.
 - d. Resolution Authorizing ADRC Disability Benefit Specialist Position Increase to Full-Time - Motion by Douglas Path second by Wallace Habegger to approve fiscal note. Carried 4-0.
 - e. Resolution Authorizing ADRC Nutrition Program Coordinator Position Increase to Full-Time – Motion by Wallace Habegger second by Pete Peterson to approve fiscal note. Carried 3-1.
 - f. Resolution Authorizing Establishment of a Paralegal Position Within the Monroe County District Attorney's Office – Motion by Wallace Habegger second by Pete Peterson to approve fiscal note. Kevin Croninger explained Paralegal position request. Discussion. Carried 3-1.
 - g. Resolution Authorizing Establishment of a Legal Secretary Position Within the Monroe County District Attorney's Office – Motion by Wallace Habegger second by Pete Peterson to approve fiscal note. Carried 4-0.
 - h. Patrol Officer – Motion by Wallace Habegger second by Pete Peterson to approve fiscal note. Rob Conroy explained the Patrol Officer position request. Carried 4-0.
- Treasurer
 - a. Debra Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report.
 - c. RFP Discussion regarding banking – Debra Carney explained that the county's current banking is through the State Bank of Sparta. Debra is asking for extension in contract for 1 ½ years due to the changes in Treasurer's staff. Discussion. This item will be discussed next month.
 - County Board Lawsuit Costs/Potential Settlement Resolution – No new updates.

Wallace Habegger took a short break at 11:00 a.m.

- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Douglas Path second by Pete Peterson to approve Monthly Notice of Donations/User Fees Received. Carried 3-0.

Wallace Habegger returned to the meeting at 11:02 a.m.

- b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Douglas Path to approve Monthly County Disbursement Journal. Discussion. Carried 4-0.
- c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 4-0.

- Finance
 - a Diane Erickson provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.
 - c. Audit – Diane explained that the audit is almost complete. It is anticipated that the audit will be presented in June.
 - d. Staff Updates – Diane explained that an accountant in Human Services has transferred out to another department. This position is currently being offered to staff.

- Revolving Loan Fund – Tina Osterberg provided current loan fund information to members. LMI “low to moderate income” municipal data was also provided to members. Discussion. Ellie Bradford, Tina Osterberg and Diane Erickson will be bringing forth ideas of how to move forward and availabilities of the fund. February 2021 would be the deadline to get approval for the use of funds. You would then have two years from that date to spend the funds. Tina asked that any ideas of the fund should be sent to the Administrator or Finance Director.

- Items for next month’s agenda – Governor Ever’s Budget Proposal, New Position Request Process, Treasurer RFP discussion regarding banking – Discussion/Action, Budget Process, Finance Committee Duties, County Administrator Salary/Fringe Budget, Audit, RFP Audit, Revolving Loan Fund

- Chair Cedric Schnitzler adjourned the meeting at 11:36 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder