

Finance Committee
February 21, 2018

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger; Absent: Mark Halverson and Douglas Path
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Andrew Kaftan, Penny Brueggen, Ron Hamilton, Linda Anderson, Garlynn Brookshaw, Jarrod Roll, Bob Micheel, Gail Frie, Rob Conroy, Sharon Nelson, Shirley Chapiewsky, Bob Janovick

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 – March 21, 2018 in the Monroe County Board Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Pete Peterson second by Wallace Habegger to approve the 01/17, 01/18 & 01/24/18 minutes. Carried 3-0.
- Public Comment – One member of the public addressed the committee.
- Nursing Home Project Update – Linda Anderson provided an update of the nursing home project. Numbers for the Tomah Site are anticipated to be available during the March 16th Building Advisory Committee meeting.
- S & P Rating for 2018 General Obligation Corporate Purpose Bonds for New Nursing Home – Tina Osterberg provided the Standard & Poors rating to members. The county's long term rate lowered from AA to AA-. Tina explained the assessment. Discussion.
- Nursing Home Voucher Approval – Discussion. Motion by Pete Peterson second by Wallace Habegger to approve voucher in the amount of \$15,000.00 to Standard & Poor's, the voucher is pending Rolling Hills approval. Carried 3-0.
- Nursing Home Bonding Award – Tina Osterberg explained that Monroe County is able to bond in March or at the April Organizational meeting.
- Sheriff's Office
 - a. Fee Schedule – Rob Conroy explained the fee schedule. Discussion.
 - b. Extended Sanctions Program – No discussion.
- Line Item Transfer -
 - a. Human Services – Ron Hamilton explained the 2017 line item transfer in the amount of \$2,078.00 for minibus repair and fuel expenses. Motion by Pete Peterson second by Wallace Habegger to approve line item transfer. Carried 3-0.
 - b. Solid Waste – Gail Frie explained the 2017 line item transfer in the amount of \$100.00 for electricity; 2017 line item transfer in the amount of \$4,000.00 for increase in leachate disposal from excessive rains. Motion by Pete Peterson second by Wallace Habegger to approve both line item transfers above. Carried 3-0.
 - c. Medical Examiner – Penny Brueggen explained the 2017 line item transfer in the amount of \$8,168.13 for salaries, fringe benefits and equipment service; 2018 line item transfer in the amount of \$542.00 for labor and installation of door lock. Motion by Pete Peterson second by Wallace Habegger to approve both line item transfers above. Carried 3-0.
 - d. County Board – Tina Osterberg explained the 2017 line item transfer in the amount of \$8,420.00 for salaries and fringes. Motion by Wallace Habegger second by Pete Peterson to approve line item transfer. Carried 3-0.
- Budget Adjustments
 - a. Sheriff's Office – Rob Conroy explained the 2018 budget adjustment in the amount of \$20,000.00 for transport vans. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Carried 3-0.

- b. Emergency Management – Budget Adjustment pulled from agenda at request of Deputy Sheriff, Rob Conroy. This item will be revisited next month due to revising lines.
 - c. Dispatch – Tina Osterberg explained the 2017 budget adjustment in the amount of \$4,000.00 from return of contingency funds for portion of the Ft. McCoy radio project. Motion by Pete Peterson second Wallace Habhegger to approve budget adjustment. Carried 3-0.
 - d. Maintenance – Tina Osterberg explained the 2018 budget adjustment in the amount of \$950.00 for Toolcat salter. Discussion. Motion by Wallace Habhegger second Pete Peterson to approve budget adjustment. Carried 3-0.
 - e. Land Conservation – Bob Micheel explained the 2017 budget adjustment in the amount of \$8,867.00 for flood damage to two dams in Portland and recording fee overages. Discussion. Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment. Carried 3-0.
 - f. Health – Sharon Nelson explained the 2018 budget adjustment in the amount of \$8,000.00 for grant to prevent prescription drug use and misuse; and a 2018 budget adjustment in the amount of \$20,800.00 for grant to develop and implement a comprehensive Dementia-Friendly Community Initiative. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Carried 3-0.
 - g. Local History Room – Jarrod Roll explained the 2017 budget adjustment in the amount of \$8,227.10 for on call hours for public programming and community outreach initiatives. Motion by Pete Peterson second Wallace Habhegger to approve budget adjustment. Carried 3-0.
 - h. Information Systems – Tina Osterberg explained the 2018 budget adjustment in the amount of \$33,285.86 for EO Johnson payout for printers and copiers under contract. Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment. Carried 3-0. Tina Osterberg pulled the 2018 budget adjustment in the \$153,583.24, it will be brought back next month as the amounts have changed.
 - i. Finance – Tina Osterberg explained the 2018 budget adjustment in the amount of \$149,075.31 for completion of the financial software implementation project. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Carried 3-0.
- Resolution Authorizing Clerk of Courts' and Sheriff's Salary Rates for the Next Term of Office in 2019-2022. The resolution will set salary rates for the next four year term and will be budgeted in 2019 through 2022 accordingly. Motion by Wallace Habhegger second by Pete Peterson to approve fiscal note. Carried 3-0.
 - Resolution Authorizing Two Additional Hours per Week for the Museum Services Associate Position in the Local History Room – Jarrod Roll explained the additional cost of \$3,074.00 annually will come from the Local History Room Trust in 2018 and subsequent years. Motion by Wallace Habhegger second by Pete Peterson to approve fiscal note. Carried 3-0.
 - Resolution Reauthorizing of Self-Insurance – Shelley Bohl explained that the resolution would authorize Monroe County to continue as a self-insured entity for purposes of worker's compensation insurance. Motion by Wallace Habhegger second by Pete Peterson to approve resolution and forward to the full board for approval. Carried 3-0.
 - Resolution Adopting Benevolent Fund – Andrew Kaftan, Corporation Counsel provided members with the benevolent fund policy. It was a suggestion to make the policy more clear on whom can come forward with concerns, what the exceptions are, etc. The policy will be further looked at and a resolution drafted for Administrative/Personnel Committee review.
 - Animal Shelter Donation Policy – No discussion. This item will be reviewed next month.
 - Treasurer
 - a. Annette Erickson provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
 - Finance
 - a. Tina Osterberg provided the Monthly Financial Report.

- b. Finance Department Monthly Report Review.
 - c. Credit Card Policy – Tina Osterberg explained policy questions have arisen:
 - *Departments using other departments cards for purchase over limits
 - *Gift Card Purchases
 - *Accidental use of Credit Card for Personal Use
 - d. Monroe County Accounting & Financial Policies and Procedures – Tina Osterberg provided members with the county accounting and financial policies and procedures manual. Discussion. Tina explained that it is her hope to discuss, modify and have the manual finalized to hand out at the March County Board meeting and forwarded to the board in April for final approval.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Pete Peterson second by Wallace Habegger to approve Monthly Notice of Donations/User Fees Received. Carried 3-0.
 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Wallace Habegger to approve Monthly County Disbursement Journal. Carried 3-0.
 - c. Monthly Per Diems and Vouchers - Motion by Pete Peterson second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 3-0.
 - d. Justice Center Voucher Approval – Discussion. Motion by Pete Peterson second by Wallace Habegger to approve Justice Center Vouchers in the amount of \$107,370.26. Carried 3-0.
 - Items for next month's agenda – Emergency Management Budget Adjustment, Information Systems Budget Adjustment, Human Services Line Item Transfer, Animal Shelter Donation Policy, Benevolent Fund Resolution.
 - Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 11:30 a.m. Carried 3-0.

Shelley Bohl, Monroe County Clerk
Recorder