

Finance Committee
April 11, 2018

Present: Cedric Schnitzler, Pete Peterson, Mark Halverson, Douglas Path; Wallace Habegger joined the meeting at 10:28 a.m.

Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Garry Spohn, Mary Von Ruden, Deb Brandt, Scott Perkins, Linda Anderson, Garlynn Brookshaw, Chad Ziegler, 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 – May 16, 2018 in the Monroe County Board Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Mark Halverson second by Pete Peterson to approve the 03/29/18 minutes. Carried 4-0.
- Public Comment – One member of the public addressed the committee.
- Nursing Home Project Update – Linda Anderson explained that information has been sent to Wipfli for the market and feasibility study. It is the hope that study numbers will be available the 23rd of April.
- Nursing Home Voucher Approval – Linda Anderson provided vouchers in the amount of \$72,750.03 for Community Living Solutions, it was explained that \$5,305.44 was over budget. Discussion. Motion by Pete Peterson second by Mark Halverson to approve vouchers in the amount of \$67,444.59, pending Rolling Hills Approval. Carried 4-0.
- Sheriff's Office Budget Adjustment – Scott Perkins explained the 2018 budget adjustment in the amount of \$2,246.00 for a grant to assist the Ho-Chunk Nation for the State Tribal Enforcement Program. Motion by Douglas Path second by Mark Halverson to approve budget adjustment. Discussion. Carried 4-0.
- Solid Waste Re-Purpose of Funds - 2018 re-purpose of funds in the amount of \$22,000.00 for truck scale. Motion by Pete Peterson second by Mark Halverson to approve re-purpose of funds. Discussion. Carried 4-0.
- Maintenance Re-Purpose of Funds – Garry Spohn explained the 2018 re-purpose of funds in the amount of \$10,000.00 for flooring replacement in the courthouse remodel and \$10,000.00 for electrical repairs in the courthouse remodel. Motion by Douglas Path second by Mark Halverson to approve both re-purpose of funds pending committee of jurisdiction of approval. Discussion. Carried 4-0.
- Register of Deeds –
 - a. Customer Payment Types – Deb Brant explained that the Register of Deeds currently allows checks and cash as payments. She would like customers to utilize debit cards and or credit cards. Fee charges were discussed. A convenience fee would be charged to each individual. Discussion. Shelley Bohl, County Clerk is in the process of checking with insurance as regards to liability. It was a consensus of the committee to accept credit cards upon approval of insurance and review of contract by the County Administrator.
 - b. Register of Deeds Recording System Software – Deb Brandt explained that she is interested in looking at vendors for Register of Deeds recording system software. Discussion. It was a consensus of the committee to move forward with exploration.
- Forestry/Parks Potential Forestry Land Acquisition Update – Chad Ziegler, Forestry/Parks Administrator explained that there is a property with 160 acres in the Town of New Lyme that is currently for sale. The property is currently enrolled in the Managed Forest Law Program until 2042. The committee of jurisdiction has asked to move forward with negotiation. Financing options are to apply for a stewardship grant in which up to half of the purchase price could be covered through the grant. Also, the county would

qualify for an interest free project loan for the remainder which would be paid back at 20% of the annual timber sale. Discussion. Chad will keep the committee updated.

- Monroe County Board Lawsuit Litigation Cost, Case 18 CV 72 – Chair Schnitzler explained that the current deductible is \$50,000.00. There is potential that a transfer from the contingency fund may have to occur to cover costs. Shelley Bohl, County Clerk anticipated that funds would not need to be transferred until year end. Discussion.
- Treasurer
 - a. Annette Erickson provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review

Wallace Habegger joined the meeting at 10:28 a.m.

- Finance
 - a. Tina Osterberg provided the Monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Fleet Card – Tina Osterberg explained that our current fuel contract is up. Lisa Hanson is looking into different options for vendors/fleet cards.
- Justice Center Project Fund Update – Tina Osterberg provided members with pending obligations through April 6, 2018. Discussion. It was recommended for the remaining funds to be transferred to the Maintenance Budget for final change orders. For amounts above the remaining funds, a budget adjustment should occur from the Contingency Fund.
- Animal Shelter Donation Policy – None.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by Douglas Path to approve Monthly Notice of Donations/User Fees Received. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Mark Halverson to approve Monthly County Disbursement Journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers - Motion by Wallace Habegger second by Douglas Path to approve Monthly County Per Diems and Vouchers. Carried 5-0.
 - d. Justice Center Voucher Approval – None.
- Items for next month's agenda – Forestry/Parks land acquisition update, Justice Center Budget Adjustment, Maintenance Budget Adjustment, Animal Shelter Donation Policy.
- Adjournment - Motion by Pete Peterson second by Mark Halverson to adjourn at 10:54 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder