

Finance Committee  
May 16, 2018

Present: Cedric Schnitzler, Pete Peterson, Mark Halverson, Douglas Path; Wallace Habegger absent  
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Ron Hamilton, Ed Smudde, Jeremiah Erickson, Deb Brandt, Mary Von Ruden, Sharon Nelson, Garry Spohn, Barb Rice

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

- Election of Vice Chair – Chair Schnitzler opened the floor for nominations. Motion by Mark Halverson second by Pete Peterson to nominate Wallace Habegger as Vice Chair. There were no other nominations for Vice Chair. Carried 4-0.
- Next meeting date – June 20, 2018 in the Monroe County Board Assembly Room at 9:00 a.m. The committee will continue to meet the 3<sup>rd</sup> Wednesday of each month at 9:00 a.m.
- Minutes Approval – Motion by Douglas Path second by Pete Peterson to approve the 04/11/18 minutes. Carried 4-0.
- Public Comment – None.
- Nursing Home Project Update – Linda Anderson explained that Rolling Hills has a repurpose of funds on the agenda. Chair Schnitzler asked for any objection to moving the repurpose of funds up on the agenda. No objections.
- Rolling Hills Repurpose of Funds – Linda Anderson explained the 2018 re-purpose of funds in the amount of \$13,805.44 to repurpose capital and furniture replacement accounts to the construction in progress fund. Motion by Pete Peterson second by Mark Halverson to approve re-purpose of funds. Discussion. Carried 4-0.
- Nursing Home Voucher Approval – Linda Anderson provided vouchers in the amount of \$13,805.53; Community Living Solutions = \$5,305.53 and Wipfli = \$8,500.00. Discussion. Motion by Pete Peterson second by Mark Halverson to approve vouchers in the amount of \$13,805.53 pending Rolling Hills Committee approval. Carried 4-0.
- Credit Card Approval
  - a. Human Services – Ron Hamilton explained for the need of a credit card in the amount of \$1,000.00 for social worker. Motion by Mark Halverson second by Douglas Path to approve credit card. Carried 4-0.
  - b. Personnel – Ed Smudde explained for the need of a credit card in the amount of \$1,000.00 for himself, the Personnel Director. Discussion. Motion by Douglas Path second by Pete Peterson to approve credit card. Carried 4-0.
- Budget Adjustment
  - a. Land Records - Jeremiah Erickson explained the 2018 budget adjustment in the amount of \$15,417.96 for GNSS related equipment for our section corner coordinate project and training and education. Motion by Pete Peterson second by Douglas Path to approve budget adjustment. Discussion. Carried 4-0.
  - b. Justice Center/Maintenance - Garry Spohn explained the 2018 budget adjustment in the amount of \$46,291.42 to close out the Justice Center project under capital projects and move the remaining funds to the Maintenance Justice Center Building Repairs and Maintenance account. Motion by Douglas Path second by Mark Halverson to approve budget adjustment contingent upon committee of jurisdiction approval. Discussion. Carried 4-0.
  - c. Maintenance – Garry Spohn explained the 2018 budget adjustment in the amount of \$107,772.58 for needed repairs to the Justice Center. Discussion. Motion by Douglas Path second by Pete Peterson to amend funds to be taken from the general fund. Discussion.

Carried 4-0. Motion by Douglas Path second by Pete Peterson to approve budget adjustment as amended, contingent upon committee of jurisdiction of approval. Carried 4-0.

- d. Health Department – Sharon Nelson explained the 2018 budget adjustment in the amount of \$5,000.00 for Jesse Parker funding. Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Carried 4-0. Sharon explained the 2018 budget adjustment in the amount of \$4,500.00 for communicable disease funding. Discussion. Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Carried 4-0.

- Re-Purpose of Funds
  - a. Sheriff's Office - 2018 re-purpose of funds in the amount of \$5,250.00 for rifle slings. Motion by Douglas Path second by Pete Peterson to approve re-purpose of funds. Carried 4-0.
- Fund Raising Policy for K9 in Sheriff's Department – None.
- Resolution Establishing 2019 Annual Budgeted Allocation for Pay for Performance – Ed Smudde, Personnel Director explained general pay increase based on employee performance. Tina Osterberg further explained budgeted merit increase. Discussion. Motion by Mark Halverson second by Douglas Path to approve fiscal note. Carried 4-0.
- Register of Deeds, Customer Payment Types – Deb Brandt explained a request to allow customers to use debit and or credit cards for payment. Shelley Bohl explained that the county has cyber liability insurance coverage and both the County Administrator and IT Director did not have any concerns. Motion by Douglas Path second by Mark Halverson to allow debit and credit cards for payment in the Register of Deeds Office. Carried 4-0.
- Treasurer
  - a. Annette Erickson provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review
- Finance
  - a. Tina Osterberg provided the Monthly Financial Report.

Mark Halverson was excused from the meeting at 10:03 a.m.

- b. Finance Department Monthly Report Review.
- c. Finance Procedure & Policy Manual – No discussion.
- Animal Shelter Donation Policy – No discussion.
- 2019 Liability/Property Insurance Renewal, Request for Proposal – The county must give a 6 month notice if it intends on bidding out insurance for the 2019 policy year. Discussion. Motion by Douglas Path second Pete Peterson to go out for both liability and property insurance bids. Carried 3-0.
- Finance Committee Duties – Current finance committee duties were provided. Discussion. Members will review and bring back suggestions next month.
- 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.
  - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Douglas Path to approve Monthly County Disbursement Journal. Carried 3-0.
  - c. Monthly Per Diems and Vouchers - Motion by Pete Peterson second by Douglas Path to approve Monthly County Per Diems and Vouchers. Carried 3-0.

d. Justice Center Voucher Approval – Motion by Pete Peterson second by Douglas Path to approve Justice Center Vouchers in the amount of \$3,695.30. Carried 3-0.

- Items for next month's agenda – Credit Card Review, Surveyor Budget, Print Management, Finance Committee Duties, 2017 Audit, Insurance/Deductible

- Adjournment - Motion by Pete Peterson second by Douglas Path to adjourn at 10:56 a.m. Carried 3-0.

Shelley Bohl, Monroe County Clerk  
Recorder