

Finance Committee
June 20, 2018

Present: Cedric Schnitzler, Pete Peterson, Mark Halverson, Douglas Path, Wallace Habhegger
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Randy Williams, Eric Weihe, Ron Radar, Hannah Olsen, Ed Smudde, Ron Hamilton, Deb Brandt, Jeremiah Erickson, Bob Micheel, Garlynn Brookshaw, Alli Karrels, Amy Meimann, Lynn Kloety, Gary Dechant, John Mehtala, Kevin Croninger

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 – July 18, 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 05/16/18 minutes. Carried 5-0.
- Public Comment – None.
- Dispatch Notice of Re-Purpose of Funds – Randy Williams explained the 2018 re-purpose of funds in the amount of \$79,412.02 for Zuercher Public Safety Software System. Discussion. Motion by Mark Halverson second by Pete Peterson to approve the re-purpose of funds. Carried 5-0.
- Nursing Home Project Update – None.
- Nursing Home Voucher/Budget Adjustment Approval – Garlynn Brookshaw explained the 2018 budget adjustment in the amount of \$6,000.00 for WIPFLI study. Motion by Pete Peterson second by Mark Halverson to approve budget adjustment pending Rolling Hills Committee approval. Carried 5-0.
- Register of Deeds Recording System Software – Deb Brandt presented two recording system software proposals. Deb recommended that Fidlar be chosen for system software. Discussion. Motion by Douglas Path second by Wallace Habhegger to approve the Fidlar system as the Register of Deeds Recording System Software. Carried 5-0.
- Credit Card Approval
 - a. Human Services – Ron Hamilton explained for the need of a credit card in the amount of \$1,000.00 for ADRC Coordinator. Motion by Mark Halverson second by Wallace Habhegger to approve credit card. Carried 5-0.
 - b. Sheriff's Office – Amy Meimann explained for the need of a credit card in the amount of \$1,000.00 for both the Office Manager and Jail Lieutenant. Motion by Wallace Habhegger second by Douglas Path to approve each credit card. Carried 5-0.
- Budget Adjustment
 - a. Land Records - Jeremiah Erickson explained the 2018 budget adjustment in the amount of \$53,250.00 for Fidlar one-time implementation fees. Discussion. Motion by Douglas Path second by Wallace Habhegger to approve budget adjustment. Discussion. Carried 5-0.
 - b. Highway – Cedric Schnitzler explained the 2018 budget adjustment in the amount of \$35,000.00 for Sparta garage roof. Discussion. Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Discussion. Carried 5-0.
 - c. Workers' Compensation – Tina Osterberg explained the 2018 budget adjustment in the amount of \$160,000.00 for workman compensation claims. Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Carried 5-0.
- Personnel Line Item Transfer – Ed Smudde explained the 2018 line item transfer in the amount of \$5,000.00 for grievance hearings. Discussion. Motion by Wallace Habhegger second by Mark Halverson to approve line item transfer. Carried 5-0.

- Surveyor Budget – Cedric Schnitzler recognized Gary Dechant, Surveyor for any changes in the 2019 Budget. Gary explained that the budget should remain the same.
- Treasurer
 - a. Annette Erickson provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
- Fiscal Notes on Resolutions
 - a. Resolution Authorizing Monroe County Farm Education Account Funds for Deke Slayton Museum Space Camp Supplies – Motion by Pete Peterson second by Mark Halverson to approve fiscal note. Alli Karrels provided an overview of the Space Camp Project. Discussion. Carried 5-0.
 - b. Resolution Authorizing Establishment of a Land Use Planner Position in the Monroe County Land Conservation Department – Motion by Wallace Habegger second by Douglas Path to amend fiscal note by adding contingent upon sufficient levy funding in 2019. Bob Micheel explained the Land Use Planner Position and cost to the levy. Discussion. Motion by Pete Peterson second by Mark Halverson to approve fiscal note as amended. Carried 5-0.
 - c. Resolution Authorizing Establishment of a Paralegal Position within the Monroe County District Attorney's Office – Lynn Kloety explained the Paralegal Position and cost to the levy. Discussion. Motion by Mark Halverson second by Pete Peterson to approve fiscal note as amended by adding contingent upon sufficient levy funding in 2019 to the fiscal note. Carried 5-0.
 - d. Resolution Authorizing Establishment of a Mental Health Nurse Position in the Monroe County Human Services Department – Ron Hamilton explained the Mental Health Nurse Position and cost to the levy. Discussion. Motion by Mark Halverson second by Douglas Path to approve fiscal note. Carried 5-0.
 - e. Resolution Authorizing the Establishment of a Children and Family Services Manager Position in the Monroe County Human Services Department – Motion by Mark Halverson second by Douglas Path to amend fiscal note by adding contingent upon sufficient levy funding in 2019. Carried 5-0. Motion by Pete Peterson second by Mark Halverson to approve fiscal note as amended. Ron Hamilton explained the Children and Family Services Manager Position and cost to the levy. Discussion. Carried 4-1.
 - f. Resolution Authorizing Establishment of an Information Systems Specialist Position in the Monroe County Information Systems Department – Motion by Wallace Habegger second by Douglas Path to amend fiscal note by adding contingent upon sufficient levy funding in 2019. Carried 5-0. Motion by Pete Peterson second by Mark Halverson to approve fiscal note as amended. Discussion. John Mehtala explained the Information Systems Specialist Position and cost to the levy. Carried 5-0.
 - g. Resolution Authorizing Establishment of an Administrative Assistant Position in the Monroe County Justice Department – Eric Weihe explained the Administrative Assistant Position and cost to the levy. Motion by Pete Peterson second by Mark Halverson to approve fiscal note. Carried 5-0.
 - h. Resolution Approving Offer to Purchase of 206 South K Street, Sparta, WI 54656 – Jim Bialecki explained that he is currently working on an offer to purchase. No action at this time.

A recess was taken at 10:53 a.m., the meeting reconvened at 10:58 a.m.

- Finance
 - a. Tina Osterberg provided the Monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. 2017 Audit – Tina Osterberg provided an overview of the 2017 audit to members. The auditors will be present at the June board meeting.
 - d. 2019 Worker's Compensation Rates – Tina Osterberg provided a four year average to members. Discussion. Motion by Wallace Habegger second by Douglas Path to set work comp rate at 30% for 2019. Carried 5-0.
 - e. Print Management Print Overages – This item will be revisited next month.

- f. Tyler MUNIS Update – Tina Osterberg explained that training is currently taking place. The new update will occur on Friday.
 - g. Justice Center Presentation – Tina Osterberg provided the Justice Center Project Funding Plan and vendor payment to members. Discussion. This information will be provided to Supervisors at the June board meeting.
 - h. Credit Card Review – Tina Osterberg provided a listing of credit cards to members. Currently there are 114 cards issued to employees. Majority of the cards lay within the Sheriff's and Human Services Departments. Discussion.
- Finance Committee Duties – This item will be revisited next month.
 - Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by Wallace Habhegger to approve Monthly Notice of Donations/User Fees Received. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Wallace Habhegger 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 – 2019 Budget Discussion & Set Meeting Dates, Sand Mine Delinquent Taxes, Boarding of Prisoners, Finance Committee Duties, Next meeting date/time, Print Management Print Overages
 - Adjournment - Motion by Wallace Habhegger second by Pete Peterson to adjourn at 12:15 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder