

Finance Committee
July 18, 2018

Present: Cedric Schnitzler, Pete Peterson, Mark Halverson, Douglas Path, Wallace Habegger
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Ryan Hallman, Stan Hendrickson, Scott Perkins, Sharon Nelson, Ron Hamilton, Linda Anderson, Bill Pieper, Garry Spohn, Jarrod Roll, Ron Radar, Randy Williams, Ed Smudde, Hannah Olsen, Chad Ziegler, Bob Janovick, 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 – August 15, 2018 in the Monroe County Board Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Mark Halverson second by Wallace Habegger to approve the 06/20/18 minutes. Carried 5-0.
- Public Comment – One member of the public addressed the committee.
- Nursing Home Project Update – Pete Peterson explained that the Rolling Hills Referenda resolution was tabled and based on information that he had read from Roberts Rules of Order and the Wisconsin Counties Association, he was under the impression that the resolution could not be brought back. Since the last Rolling Hills meeting, he was advised by Corporation Counsel that the resolution can be brought back at a subsequent meeting.
- Budget Adjustment
 - a. Health Department/WIC – Sharon Nelson explained the 2018 budget adjustment in the amount of (\$14,689.00) for Department of Health Services decrease in funding. Discussion. Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Carried 5-0.
 - b. Local History Room - Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Jarrod Roll explained the 2018 budget adjustment in the amount of \$17,600.00 for A to Z Exhibit and special program exhibit development for the remainder of 2018. Discussion. Carried 5-0.
 - c. Human Services - Motion by Mark Halverson second by Wallace Habegger to approve budget adjustment. Ron Hamilton explained the 2018 budget adjustment in the amount of \$1,152,000.00 for revenue and expenses to be run through Monroe County instead of consortia. Discussion. Carried 5-0.
 - d. Sheriff's Office - Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Scott Perkins explained the 2018 budget adjustment in the amount of \$5,282.75 for cell phones. Discussion. Carried 5-0.
 - e. Maintenance - Garry Spohn explained the 2018 budget adjustment in the amount of \$157,050.00 for 2016 South K Street acquisition and improvement costs and 2018 repurpose of funds in the amount of \$10,000.00 for improvement costs. Motion by Douglas Path second by Pete Peterson to approve both budget adjustment and Repurpose of Funds. Discussion. Carried 5-0.
- Fiscal Note on Resolution(s)
 - a. Resolution Authorizing Purchase of 206 South K Street, Sparta – Motion by Pete Peterson second by Douglas Path to approve fiscal note. Carried 5-0.
 - b. Resolution Authorizing Purchase of 160 Acres for County Forest – Chad Ziegler explained that the cost would be covered through the Wisconsin DNR under the Knowels-Nelson Stewardship Land Acquisition Grant Program. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve fiscal note. Carried 4-1.
 - c. Resolution Authorizing Establishment of a Mechanic Position in the Monroe County Highway Department – Bill Pieper explained the Mechanic Position and budget. Discussion. Motion by Douglas Path second by Wallace Habegger to approve fiscal note pending Highway Committee approval. Discussion. Carried 5-0.

- d. Resolution Authorizing the Addition of One Jail Sergeant Position by the Means of Promoting a Current Jail Officer to take Effect August 1st, 2018 – Motion by Pete Peterson second by Mark Halverson to approve fiscal note. Jim Bialecki explained fiscal impact to accomplish Jail Sergeant Position. Ryan Hallman further explained. Carried 5-0.
 - e. Resolution Authorizing the Establishment of One Patrol Deputy Position in the Monroe County Sheriff's Office in 2019 and a Second Position in 2020 if Funding is Available - Motion Pete Peterson second by Mark Halverson to approve fiscal note. Scott Perkins explained fiscal impact. Jim Bialecki further explained. Carried 5-0.
- Boarding of Prisoners – Scott Perkins explained that the monies received for the Boarding of Prisoners is \$51.46 each day per inmate. The limit is 10 inmates. It has been asked that \$12.00 be set aside for jail operations per inmate. The question arose as to where the remaining funds per inmate would go. Discussion. The committee discussed placing the money back towards the debt levy. This item will be revisited next month in order to plan for the 2019 budget.
 - Resolution Establishing Ho Chunk Funds Allocation for 2019 Budget – Jim Bialecki explained that the resolution would allow the upgrade to the Monroe County Public Safety Software/Hardware System. Discussion. Motion by Mark Halverson second by Pete Peterson to approve resolution. Carried 5-0.
 - Payments in Lieu of Taxes Act Class Action Lawsuit for Years 2015, 2016 and 2017 – Approval to Submit Class Action Opt-In Notice Form – Jim Bialecki explained that a claim has been received. There is no cost to the county. Discussion. Motion by Douglas Path second by Mark Halverson to authorize the Administrator to submit a class action opt-in notice, to be approved by the full board by resolution. A resolution will be drafted and forwarded to the full board for approval. Carried 5-0.
 - Treasurer
 - a. Annette Erickson provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. Sand Mine Delinquent Taxes – Annette provided committee members with an updated tax delinquent report from Wisconsin White Sand 2 LLC.
 - Approval of 2019 & 2020 OPEB Valuation Fee – Tina Osterberg explained that we have the option to extend the current contract for two years. Discussion. Motion by Wallace Habegger second by Douglas Path to extend the contract for the 2019 & 2020 year. Carried 5-0.
 - Approval of Fuel Contract – Tina Osterberg explained that the county fuel contract went out for bid. Bids were received and are currently being reviewed. Discussion. A recommendation will be sent to the Administration/Personnel Committee next month.
 - Finance
 - a. Tina Osterberg provided the Monthly Financial Report.
 - b. Finance Department Monthly Report .
 - c. Tyler Munis Update – Tina explained that the Munis update and training has taken place.
 - d. Justice Center Utilities Comparison – Tina provided a utilities comparison to members.
 - e. Print Management Print Overages – Tina explained that due to the new print management contract, some departments are running short while others over in their budgets. It was recommended to make a countywide budget adjustment between departments for the differences.
 - 2019 Budget Discussion & Set Meeting Dates –
 - November 7, 2018 Annual Budget Meeting
 - October 8, 2018 Budget Meeting
 - October 17, 2018 Regular Finance Meeting
 - October 22, 2018 Budget Meeting
 - October 23, 2018 Budget Meeting

- Wisconsin Retirement Liability – Tina Osterberg explained the retirement liability section of the 2017 audit. The county does not owe additional funds to the Wisconsin Retirement System.
- Finance Committee Duties – Draft duties were provided to members. Motion by Wallace Habegger and second by Mark Halverson to approve Finance Committee Duties. Discussion. Carried 5-0.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Pete Peterson second by Mark Halverson to approve Monthly Notice of Donations/User Fees Received. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Wallace Habegger second by Mark Halverson to approve Monthly County Disbursement Journal. Carried 5-0. There was one final Justice Center bill for the counties lawyer in the amount of \$144.00. It was recommended to take the amount from the Corporation Counsel Budget or the Contingency Fund.
 - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Pete Peterson to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Resolution Establishing Delegation of Boarding of Prisoners Revenue for Future Budgets, Print Management Budget Adjustment, Finance Committee Duties Discussion/Action
- Adjournment - Motion by Pete Peterson second by Mark Halverson to adjourn at 12:20 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder