

Finance Committee
September 19, 2018

Present: Cedric Schnitzler, Pete Peterson, Wallace Habhegger; Douglas Path joined the meeting at 9:05 a.m.; Mark Halverson absent

Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Alison Elliott, Ron Hamilton, Randy Williams, Bob Micheel, Stan Hendrickson, Ryan Hallman, Jarrod Roll

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 – October 17, 2018 in the Monroe County Board Assembly Room at 9:00 a.m. Budget meetings are set for October 8, 22 and 23rd. The regular meeting in November will be held on the 19th. December's regular meeting will be on the 18th.
- Minutes Approval – Motion by Wallace Habhegger second by Pete Peterson to approve the 08/15/18 minutes. Carried 3-0.
- Public Comment – None

Douglas Path joined the meeting at 9:05 a.m.

- Dispatch Notice of Re-Purpose of Funds – Randy Williams explained the 2018 budget adjustment in the amount of \$15,000.00 for 911 Project. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve re-purpose of funds. Carried 4-0.
- Dog Control Request for Line Item Transfer – Alison Elliott explained the 2018 line item transfer in the amount of \$1,000.00 for mileage. Motion by Pete Peterson second by Douglas Path to approve line item transfer. Discussion. Carried 4-0.
- Request for Credit Card Approval
 - a. Zoning – Alison Elliot explained credit card request for her position, Sanitation, Zoning & Dog Control Administrator in the amount of \$3,000.00. Discussion. Motion by Douglas Path second by Wallace Habhegger to approve credit card. Carried 4-0.
 - b. Human Services – Ron Hamilton explained credit card request for the Economic Support Supervisor in the amount of \$1,000.00. Motion by Pete Peterson second by Wallace Habhegger to approve credit card. Discussion. Carried 4-0.
- Budget Adjustment
 - a. Land Conservation – Bob Micheel explained the 2018 budget adjustment in the amount of \$18,750.00 for spillway repairs. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Carried 4-0.
 - b. Local History Room – Jarrod Roll explained the 2018 budget adjustment in the amount of \$5,000.00 for Wegner Grotto preservation projects. Motion by Douglas Path second by Wallace Habhegger to approve budget adjustment. Carried 4-0.
 - c. Sheriff's Office – Tina Osterberg explained the 2018 budget adjustment in the amount of \$4,000.00 for grant award. Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment. Discussion. Carried 4-0.
- Fiscal Note on Resolutions
 - a. Resolution Approving the Monroe County Forest Annual Work Plan 2019 – The resolution will allow Monroe County to apply for the County Forest Administrator Grant. Motion by Pete Peterson second by Wallace Habhegger to approve fiscal note. Discussion. Carried 4-0.
 - b. Resolution Authorizing Monroe County Farm Education Account Funds for Cranberry Museum Mural. Wallace Habhegger explained the request for a museum mural to come from the farm proceeds account. Discussion. Motion by Wallace Habhegger second by Cedric Schnitzler to approve fiscal note. Discussion. Carried 4-0.

- Resolution for Allocation of Additional State Prisoner Boarding Revenues – Tina Osterberg explained estimated allocation for state inmate housing revenues. Stan Hendrickson, Jail Administrator further explained. Discussion. Motion by Douglas Path second by Pete Peterson to approve resolution and forward to the full board for approval. Carried 4-0.
- Treasurer
 - a. Annette Erickson provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. Adding Bremer Bank/Onalaska to Eligible Banks for Investments – Annette Erickson provided bank rates to members. Overall rates appear to be higher than local banks. Motion by Pete Peterson second by Douglas Path to add Bremer Bank to the counties eligible banks for investments. Discussion. Carried 4-0. A resolution will be drafted and brought to the committee in October for final approval.
- Finance
 - a. Tina Osterberg provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.
 - c. 2019 Budget Review.
 - d. Indirect Cost Report – Tina explained that the indirect cost report has been completed.
 - e. Updated OPEB (Other Post Employee Benefits) Report – Tina explained that the county has received the updated OPEB Report. This study will be used for audit.
 - f. MUNIS CAFR Training – Tina explained CAFR implementation training for reports. The cost is \$3,825.00 for a three day remote implementation. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve MUNIS CAFR training expenditure. Carried 4-0.
 - g. Revolving Loan Fund (CDBG Close) – Tina explained that the CDBG fund is closing. We currently have four loans. We have two years in which to close these funds from October 1, 2018. A special finance meeting will be held on December 12 to discuss the fund.
- Non-Lapsing Account Parameters – None.
- Liability/Property Insurance RFP – Shelley Bohl provided both liability & property insurance bids to members. Discussion. Motion by Douglas Path second by Wallace Habegger to accept the liability proposal from WI County Mutual; and accept the property insurance proposal from EMC, Employers Mutual Casualty Co. Carried 4-0.
- 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 4-0.
 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Wallace Habegger to approve Monthly County Disbursement Journal. Carried 4-0.
 - c. Monthly Per Diems and Vouchers - Motion by Pete Peterson second by Douglas Path to approve Monthly County Per Diems and Vouchers. Carried 4-0.
 - d. Justice Center Vouchers – None.
- Items for next month's agenda – Restricted Fund Discussion, Out of County Prisoner Costs.
- Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 11:40 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk
Recorder