

Finance Committee  
October 17, 2018

Present: Cedric Schnitzler, Pete Peterson, Wallace Habhegger; Douglas Path, Mark Halverson  
Others: Jim Bialecki, Tina Osterberg, David Krueger, Scott Perkins, Stan Hendrickson, Ryan Hallman, Ed Smudde

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 – November 19, 2018 in the Monroe County Board Assembly Room at 9:00 a.m. December's regular meeting will be held on the 18<sup>th</sup>.
- Minutes Approval – Motion by Wallace Habhegger second by Mark Halverson to approve the 09/19 & 10/08/18 minutes. Carried 5-0.
- Public Comment – None
- Request for credit card approval –
  - a. Solid Waste – Tina Osterberg explained credit card request for the Assistant Solid Waste Director in the amount of \$1,000.00. Motion by Mark Halverson second by Wallace Habhegger to approve credit card. Carried 5-0.
  - b. Veteran Services – Tina Osterberg explained credit card request for the Assistant Veterans Service Officer. Motion by Mark Halverson second by Pete Peterson to approve credit card. Carried 5-0.
- Line Item Transfer –
  - a. Parks - Tina Osterberg explained the 2018 line item transfer in the amount of \$2,500.00 for McMullen Park electrical consumption. Motion by Mark Halverson second by Pete Peterson to approve line item transfer. Carried 5-0.
  - b. Emergency Management – Tina Osterberg explained the 2018 line item transfer in the amount of \$504.99 for Emergency Operation Center supplies. Motion by Pete Peterson second by Douglas Path to approve line item transfer. Carried 5-0.
- Repurpose of Funds -
  - a. Sheriff's Department – Tina Osterberg explained the 2018 repurpose of funds in the amount of \$10,000.00 for Patrol & Bailiff overtime. Motion by Pete Peterson second by Wallace Habhegger to approve repurpose of funds. Carried 5-0.
  - b. Capital Outlay, Justice Department to Land Conservation – Tina Osterberg explained the 2018 repurpose of funds in the amount of \$10,000.00 to move excess Justice Department vehicle replacement funds to the Land Conservation vehicle placement funds. Motion by Douglas Path second by Wallace Habhegger to approve repurpose of funds. Carried 5-0.
- Finance Budget Adjustment – Tina Osterberg explained the 2018 budget adjustment in the amount of \$158,355.00 to move funds remaining from the Human Services MyEvolv project and some Finance ERP Cloud based Munis implementation funds to the Information Systems Budget. Discussion. Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. Carried 5-0.
- Fiscal note on Resolution Authorizing Contract Settlement for the 2019-2021 Collective Bargaining Agreement between Monroe County and the Monroe County Professional Police Association – Ed Smudde explained contract settlement with Professional Police. Discussion. Motion by Wallace Habhegger second by Mark Halverson to approve resolution and forward to the full board for approval. Carried 5-0.
- Excess work Comp Renewal – David Krueger was present to discuss the work comp excess renewal policy. David provided to members the county's loss experience summary and standard premium compared to self-insurance expenses. Discussion. Motion by Mark Halverson second by Wallace

Habhegger to accept the excess workers compensation policy from Safety National for two years in the amount of \$187,797.00. Carried 5-0.

- Out of County Prisoner Costs – Stan Hendrickson and Ryan Hallman provided members with the average daily population of the jail. Discussion. Jail Administration suggested that it would be proactive to look into the future for jail overcrowding. The committee discussed the potential of forming an advisory committee.
- Restricted Funds – Tina Osterberg explained that restricted funds are set by the grantor and set for a specific purpose. Committee members discussed funds and whether or not these funds would sunset and could fall into the General Fund.
- 2019 Budget – Budget dates are October 22 and October 23<sup>rd</sup>. It was a consensus of the committee to invite all departments to attend the meeting. Departments will be slotted into a schedule.
- 2020 Budget – County Administrator, Jim Bialecki explained that the 2020 budget will be tight. A referendum to exceed the levy cap was discussed.
- Treasurer
  - a. The Monthly Treasurers Report was provided in the packet.
  - b. Treasurer Department Monthly Report Review was provided to members on their iPad's.
- Finance
  - a. Tina Osterberg provided the Monthly Financial Report.
  - b. Finance Department Monthly Report.
  - c. Munis CAFR Training – Tina Osterberg explained Munis training for report writing.
  - d. Revolving Loan Fund (CDBG Close) – Tina Osterberg explained that the revolving loan fund is in the process of being closed. A special meeting will be held to determine how the county will move forward.
  - e. Policy/Ordinance Vehicle Sale Proceeds – Tina Osterberg explained the current practice on vehicle sale proceeds. Members agreed that if vehicle sale proceeds are included in the budget for the Sheriff's Department, that they are approved upon adoption of the budget.
  - f. Staff Vacancy – Tina Osterberg explained her staff vacancy in the Human Services Department. She is looking to interview candidates soon.
- 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 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 Pete Peterson second by Douglas Path to approve Monthly County Per Diems and Vouchers. Carried 5-0.
  - d. Justice Center Vouchers – Motion by Mark Halverson second by Pete Peterson to approve payment to be made to Communications Engineering Company in the amount of \$16,000.11. Discussion. Carried 5-0.
- Items for next month's agenda –
- Adjournment - Motion by Pete Peterson second by Wallace Habhegger to adjourn at 10:35 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder