

Finance Committee
November 19, 2018

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Douglas Path, Mark Halverson
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Scott Perkins, Darlene Pintarro, Ron Radar, Gail Frie, Mark Jerdee, Shirley Chapiewsky, Mary Von Ruden, Garlynn Brookshaw, Linda Anderson, Members of the public, Pat Mulvaney

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 – December 18, 2018 in the Monroe County Board Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Pete Peterson second by Mark Halverson to approve the 10/17, 10/22 and 11/07/18 minutes. Carried 5-0.
- Public Comment – None.
- Line Item Transfer –
 - a. Jail – Motion by Wallace Habegger second by Douglas Path to approve line item transfer. Scott Perkins explained the 2018 line item transfer in the amount of \$8,145.00 for inmate transports. Discussion. Carried 5-0.
 - b. Emergency Management – Motion by Wallace Habegger second by Mark Halverson to approve line item transfer. Darlene Pintarro explained the 2018 line item transfer in the amount of \$1,000.00 for new SCBAs for Hazmat team. Carried 5-0.
- Finance Notice of Budgetary Adjustment
 - a. Clerk of Court – Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Shirley Chapiewsky explained the 2018 budgetary adjustment in the amount of \$10,000.00 for postage. Discussion. Carried 5-0.
 - b. Solid Waste - Motion by Pete Peterson second by Mark Halverson to approve budget adjustment contingent upon committee approval. Gail Frie explained the 2018 budgetary adjustment in the amount of \$220,000.00 for additional fee revenue which generated additional expenditures. Carried 5-0.
 - c. Treasurer - Motion by Mark Halverson second by Douglas Path to approve budget adjustment. Tina Osterberg explained the 2019 budgetary adjustment in the amount of \$1,898.00 for treasurer's retirement payouts. Discussion. Carried 5-0. Motion by Douglas Path second by Wallace Habegger to approve budget adjustment. Tina Osterberg explained the 2018 budgetary adjustment in the amount of \$10,000.00 for the tax deed account for expenses incurred from the In Rem Foreclosure Process. Carried 5-0.
 - d. Finance - Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Tina Osterberg explained the 2019 budgetary adjustment in the amount of \$1,000.00 for upgrade to check signatures. Carried 5-0.
- Resolution denying claim of Samuel M. Polhamus - Chair Schnitzler explained the resolution would be the standard process to deny the claim of Samuel M. Polhamus. Motion by Pete Peterson second by Mark Halverson to approve resolution and forward to the full board for approval. Discussion. Carried 5-0.
- Resolution denying claim of RaVaunne S. Kendrick – Chair Schnitzler explained the resolution would be the standard process to deny the claim of RaVaunne S. Kendrick. Motion by Wallace Habegger second by Mark Halverson to approve resolution and forward to the full board for approval. Discussion. Carried 5-0.
- Rolling Hills Referendum Question – County Administrator, Jim Bialecki explained increase in the project budget. Budget projections were provided to members. Jim explained that it would be appropriate to ask voters to exceed levy limits. Discussion. It was explained that the Rolling Hills Committee would be looking at the possibility of a referenda at tonight's Rolling Hills meeting. It was also noted that the Finance

Committee would have a part as it would have to look at fiscal responsibilities. Linda Anderson explained the estimated project budgets. Discussion. Jim explained that the facility continues to age. Members need to look at the 2020 budget and forward for the new project.

- Treasurer
 - a. Annette Erickson provided the monthly Treasurer's Report.
 - b. Treasurer Department Monthly Report review.
 - c. Resolution Regarding Cancellation of Outstanding 2017 Checks – Motion by Wallace Habegger second by Douglas Path to approve resolution and forward to the full board for approval. Chair Schnitzler explained that the resolution is the standard process to cancel outstanding checks. Carried 5-0.

- Finance
 - a. Tina Osterberg provided the Monthly Financial Report.
 - b. Finance Department Monthly Report review.
 - c. Munis CAFR Training – Tina explained that the first implementation has occurred.
 - d. Revolving Loan Fund (CDBG Close) – Tina explained that a short video will be showed at the end of next month's meeting to brief members on the closing of the fund. A special meeting will be held on January 9, 2019.
 - e. Staff Vacancy – Tina explained that a new staff member has been hired. Beth Ford is the current Register of Deeds Deputy and will take over the Finance Position in the Human Services Department.

- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by Douglas Path to approve Monthly Notice of Donations/User Fees Received. Carried 5-0.

 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Wallace Habegger to approve Monthly County Disbursement Journal. Carried 5-0.

 - c. Monthly Per Diems and Vouchers - Motion by Mark Halverson second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 5-0.

- Items for next month's agenda – Revolving Loan Fund (CDBG Close) video

- Adjournment - Motion by Wallace Habegger second by Mark Halverson to adjourn at 10:28 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder