

Finance Committee
January 18, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path
Others: Jim Bialecki, Annette Erickson, Kurt Marshaus, Tina Osterberg, Penny Brueggen, Eric Weihe, Linda Anderson, Sharon Nelson, Gail Frie, Bob Janovick

The meeting was called to order in the Highway Department Conference Room at 9:00 a.m. by Chair Cedric Schnitzler.

- Next meeting date – February 15, 2017 at 9:00 a.m. at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Wallace Habegger to approve the 12/21/16 minutes. Carried 5-0.
- Public Comment – Bob Janovick spoke during the public comment period.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus provided a project update to members. May 15th, 2017 is the estimated date of completion for phase 2. Phase 3 will take 8 weeks.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Wallace Habegger second by Douglas Path to approve the Justice Project expenditures in the amount of \$877,629.07. Carried 5-0.

Kurt explained the following change orders. Motion by Wallace Habegger second by Mark Halverson to approve all change orders listed below. Discussion. Carried 5-0.

- c. Reconfiguring Area between Gridlines 8 & 9 into Storage Rooms – \$35,913.35.
 - d. Constructing Masonry Walls to Structure –\$21,213.63.
 - e. Additional Work in Kitchen and Laundry –\$33,576.20.
 - f. Installing a Gypsum Floor Over the Existing 1st Floor Slab – \$37,832.94.
 - g. Electrical & HVAC for Elevator #7 - \$47,271.04.
 - h. Revised Electrical at Sheriff's Department – \$28,432.13.
- Radio Tower Project
 - a. Radio Project Update – None.
 - b. Approval of Radio Tower Project Vouchers – None.
 - Sheriff Department Credit Card Approval – Tina Osterberg explained two requests for credit card increases; the Administrative Lieutenant to \$3,000.00 and Operations Lieutenant to \$1,000.00. Motion by Wallace Habegger second by Mark Halverson to approve both credit card increases. Carried 5-0.
 - Line Item Transfers –
 - a. Child Support – Tina Osterberg explained the 2016 line item transfer in the amount of \$4,000.00 for genetic tests and more papers served than normal. Motion by Wallace Habegger second by Douglas Path to approve line item transfer. Carried 5-0.
 - b. Justice – Eric Weihe explained the 2016 line item transfer in the amount of \$13,100.00 for printing and staff turnover causing a change in health insurance. Motion by Douglas Path second by Wallace Habegger to approve line item transfer. Carried 5-0. Discussion.
 - c. Solid Waste – Tina Osterberg explained the 2016 line item transfer in the amount of \$2,040.00 for phone, mileage and salary overages. Discussion. Motion by Douglas Path second by Mark Halverson to approve line item transfer contingent upon committee approval. Carried 5-0.
 - d. Human Services – Tina Osterberg explained the 2016 line item transfer in the amount of \$35,700.00 for year-end reallocation. Motion by Mark Halverson second by Wallace Habegger to approve line item transfer. Carried 5-0.
 - e. Medical Examiner – Penny Brueggen explained the 2016 line item transfer in the amount of \$1,029.05 for increase in death investigations. Motion by Wallace Habegger second by Mark Halverson to approve line item transfer. Carried 5-0.

- Budget Adjustments –
 - a. Medical Examiner – Penny Brueggen explained the 2016 budget adjustment in the amount of \$3,300.00 for lab, toxicology and autopsies. Motion by Mark Halverson second by Douglas Path to approve budget adjustment. Carried 5-0.
 - b. Solid Waste – Gail Frie explained the 2016 budget adjustment in the amount of \$80,000.00 for problems encountered installing monitoring wells. Motion by Douglas Path second by Mark Halverson to approve budget adjustment. Discussion. Carried 5-0. Gail explained 2016 budget adjustment in the amount of \$60,000.00 for record rainfall causing leachate disposal overage. Motion by Mark Halverson second by Wallace Habegger to approve budget adjustment contingent upon committee approval. Carried 5-0.
 - c. Health – Sharon Nelson explained the 2017 budget adjustment in the amount of \$1,125.00 for WI Department of Public Health funding for annual conference. Motion by Mark Halverson second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - d. Capital Projects/Radio System Project – Tina Osterberg explained the 2017 budget adjustment in the amount of \$59,989.07 for roll forward funds needed to complete the Radio System Project. Discussion. This budget adjustment will be revisited in March.
 - e. Worker Compensation – Shelley Bohl, County Clerk explained the 2016 budget adjustment in the amount of \$2,703.00 for excess amount charged due to audit. Motion by Mark Halverson second by Douglas Path to approve budget adjustment. Carried 5-0.
 - f. Highway – Tina Osterberg explained the 2017 budget adjustment in the amount of \$15,000.00 for two attenuators. Discussion. Motion by Douglas Path second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - g. Debt Service – Tina Osterberg explained the 2017 budget adjustment in the amount of \$839.00 for call notice of the Sand Creek 2 refunding bonds. Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Carried 5-0.

- Rolling Hills Repurpose of Funds – Linda Anderson explained the 2017 repurpose of funds in the amount of \$4,000.00 for organizational and marketing study. Motion by Pete Peterson second by Wallace Habegger to approve repurpose of funds. Discussion. Carried 4-1.

- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.

- Finance Director
 - a. Tina Osterberg gave the monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update – Tina explained that she has been working with IS to get capital assets into the system. The new update will be available in April. Conference attendance will be in May.
 - d. Finance Department Staff Changes – Tina explained that January 1st Ellie Bradford moved into the new Financial and System Controls Specialist position. Susie Brownell has been working for a couple of weeks in the Accounts Payable Accountant I position.
 - e. Uniform Grant Guidance – Tina explained that the auditors will be on site next week. They will provide recommendations on policies and procedures that we may want to put into place for Federal Guidelines that have been placed into effect. This item will be revisited.
 - f. Purchasing Policy – Tina provided members the purchasing policy and explained key points. Discussion. Motion by Wallace Habegger second by Douglas Path to approve purchasing policy. Carried 5-0.
 - g. Outlay Expenditures Policy – Tina provided members the outlay policy and explained key points. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve outlay policy. Carried 5-0.
 - h. AP Accountant Elan Website Approval – Tina explained need to have new AP Accountant access to the Elan website. Motion by Douglas Path second by Cedric Schnitzler to approve AP Accountant Elan Website Approval. Carried 5-0.

- Monthly Approvals –

- a. Notice of Donations/User Fees Received Budget Adjustment – Motion by Douglas Path second by Cedric Schnitzler to approve Notice of Donations/User Fees Adjustment. 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
 - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Discussion. Carried 5-0.
- Items for next month's agenda – Justice Department Revenue Discussion, Capital Projects – Radio System Budget Adjustment (March), Local History Room Funds, Monroe County Revenue Collections (March), EO Johnson Contract (March).
 - Adjournment - Motion by Mark Halverson second by Cedric Schnitzler to adjourn at 11:21 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder