

Finance Committee
February 15, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habhegger, Mark Halverson, Douglas Path
Others: Jim Bialecki, Annette Erickson, Kurt Marshaus, Ron Hamilton, Randy Williams, Eric Weihe, Ron Radar, Rob Conroy, Sharon Nelson, Laura Moriarty, Jeremy Erickson, Jerrod Roll, John Mehtala, Bob Micheel.

The meeting was called to order in the Highway Department Conference Room at 9:02 a.m. by Chair Cedric Schnitzler.

- Next meeting date – March 15, 2017 at 9:00 a.m. at the Highway Department Conference Room.
- Minutes Approval – Motion by Halverson, second by Peterson to approve the 01/18 & 01/25/17 minutes. Carried 5-0.
- Public Comment – None. It was noted by Chairman, Cedric Schnitzler that no one from the public will be allowed to speak after this point of public comment unless recognized by a Committee member. In case of an objection by a member, such person must have a two-thirds vote of those members present to be allowed to address the Committee.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus provided a project update to members.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Peterson, second by Halverson to approve the Justice Project expenditures in the amount of \$1,000,226.25. Carried 5-0.
 - c. Evidence & Pistol Lockers – Kurt explained evidence & pistol lockers. Motion by Peterson, second by Path to approve evidence & pistol lockers in the amount of \$16,415.54. Carried 5-0.
 - d. Change Order for Court Room Millwork Changes – Kurt explained millwork changes. Motion by Path, second by Halverson to approve millwork changes in the amount of \$22,207.37. Carried 5-0.
 - e. Contract Modification for Louis Berger Group for Final Inspection Team. Kurt explained final inspection. Discussion. Motion by Habhegger, second by Peterson to approve final inspection in the amount of \$19,194.00. Carried 5-0.
 - f. Invoice from Axley Brynelson for Architect – Kurt explained invoice. Discussion. Motion by Peterson, second by Path to approve architect bill in the amount of \$2,954.55. Carried 5-0.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams said that there were no new updates at this time.
 - b. Approval of Radio Tower Project Vouchers – No vouchers were presented this month.
- Budget Adjustments –
 - a. Health – Sharon Nelson explained the 2017 budget adjustment in the amount of \$1,500.00 for Department of Transportation Grant. Motion by Halverson, second by Habhegger to approve budget adjustment. Carried 5-0.
 - b. Land Records – Jeremy Erickson explained the 2017 budget adjustment in the amount of \$213.05 transfer of unspent 2016 training grant funds. Motion by Peterson, second by Halverson to approve budget adjustment. Carried 5-0.

Jeremy Erickson explained the 2017 budget adjustment in the amount of \$20,424.00 for grant award shortfall would be pulled from the agenda today, but brought forward in March.
 - c. Local History Room – Jerrod Roll explained the 2016 budget adjustment in the amount of \$385.60 for on call hours for public programming and community outreach initiatives. Motion by Habhegger, second by Peterson to approve budget adjustment. Carried 5-0.

- d. County Board – Cedric Schnitzler explained the 2016 budget adjustment in the amount of \$8,363.51 for salary overages. Motion by Peterson, second by Path to approve budget adjustment. Carried 5-0.
- e. Finance – Jim Bialecki explained the 2016 budget adjustment in the amount of \$8,789.41 for salary and fringe benefit overages. Motion by Halverson, second by Habhegger to approve budget adjustment. Carried 5-0.
 - * Cedric Schnitzler explained the 2017 budget adjustment in the amount of \$18,286.80 for salary adjustment back to Highway. Motion by Peterson, second by Halverson to approve budget adjustment. Carried 5-0.
 - * John Mehtala explained the 2017 budget adjustment in the amount of \$35,000 for New Gunderson and First Citizens Bank costs of running conduit and fiber. Motion by Habhegger, second by Halverson to approve budget adjustment. Carried 5-0.
 - * John Mehtala explained the 2017 budget adjustment in the amount of \$25,000 for New Gunderson and First Citizens Bank phone upgrades. It is noted that Jim Bialecki will talk to Tina and correct the dollars in the Contingency Fund Current Budget column. Motion by Peterson, second by Halverson to approve budget adjustment. Carried 5-0.
- f. Sheriff/Jail – Jim Bialecki explained the 2017 budget adjustment in the amount of \$6,700.00 for the jail implementing a Lexis Nexis program for inmates to access legal material. Rob Conroy explained mandates and that no levy monies will be used. Motion by Path, second by Habhegger to approve budget adjustment. Carried 5-0.
- g. Sheriff/Hazmat – Rob conroy explained the 2017 budget adjustment in the amount of \$1,000.00 for Hazmat spill supplies. No levy monies to be used. Motion by Habhegger, second by Halverson to approve budget adjustment. Carried 5-0.
- h. Human Services – Ron Hamilton explained the 2016 Budget Adjustment in the amount of \$202,000.00 for Additional revenue from the state for WIMCR program. Motion by Habhegger, second by Peterson to approve budget adjustment. Carried 5-0.
- County Board – Jim Bialecki explained the 2016 line item transfer in the amount of \$1,387.50 for salary accounts and mileage. Motion by Habhegger, second by Peterson to approve line item transfer. Carried 5-0.
- Senior Services – Laura Moriarty explained the 2016 line item transfer in the amount of \$514.00 for Recreation Trips. Motion by Halverson, second by Path to approve line item transfer. Carried 5-0.
- Human Services - Ron Hamilton explained the 2016 line item transfer in the amount of \$100,585.00 for Salaries. Motion by Habhegger, second by Peterson to approve line item transfer. Carried 5-0.
- Human Services credit card approval – Ron Hamilton explained the need for credit cards for three social workers at \$1,000.00 each. Discussion. Motion by Peterson and second by Habhegger to approve all three credit cards. Carried 5-0.
- Emergency Management Procedure Request – As explained in Budget Adjustments, item g, Rob Conroy explained the need to be able to spend \$1000.00 per year before requesting use of monies for Hazmat use.
- Sheriff Department Repurpose of Funds – Jim Bialeki explained the 2017 repurpose of funds in the amount of \$20,000.00 for Detective Non-Pursuit rated SUV. Motion by Path, second by Habhegger to approve repurpose of funds. Discussion. Carried 5-0.

- Land Conservation Department Repurpose of Funds – Bob Micheel explained the 2017 repurpose of funds in the amount of \$35,000.00 for a new truck. Motion by Habhegger, second by Halverson to approve repurpose of funds. Discussion. Carried 5-0.
- Justice Department Budgeted Revenue Discussion – Eric Weihe provided a detailed handout and did a recap of 2015-2017 budgets. The Committee thanked him for his work in putting this information together for them.
- Local History Room Funds Discussion – Jerrod Roll gave a handout to Committee members and discussed his accounts. The Committee thanked him for his work in putting this information together for them.
- Fiscal Note Approvals
 - a. Resolution authorizing restructuring of the ADRC – Ron Hamilton explained the need for this restructure. Discussion. Motion to approve fiscal note that will be added to the resolution stating that no anticipated increase cost to levy for Monroe County by Peterson and second by Habhegger. Carried 5-0.
- New Position Requests/Fiscal Note Approval –
 - a. Half Time Human Services Disability Benefit Specialist Position – Ron Hamilton explained need for full time position. Discussion. Motion by Peterson, second by Halverson to approve fiscal note on resolution to indicate no impact to current tax levy. Carried 5-0.
 - b. Part Time to Full Time Human Services Clerical I Position – Ron Hamilton explained need for full time position. Discussion. Motion by Habhegger, second by Peterson to approve fiscal note on resolution to indicate no impact to current tax levy. Carried 5-0.
- American Transmission Company Environmental Impact Fee Payment/Recommendations for Use – The amount to be approved is for a onetime payment which needs to be approved by the Public Service Commission. Jim Bialeki explained. Discussion Dave Ohnstad further explained. Discussion. This will be brought back at the March meeting.
- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
- Monthly Approvals –
 - a. Monthly County Disbursement Journal – Motion by Peterson, second by Halverson to approve Monthly County Disbursement Journal. Carried 5-0
 - b. Monthly Per Diems and Vouchers - Motion by Halverson, second by Path to approve Monthly County Per Diems and Vouchers. Discussion. Carried 5-0.
- Items for next month's agenda – Capital Projects – Radio System Budget Adjustment, Monroe County Revenue Collections, EO Johnson Contract, American Transmission Company Environmental Impact Fee, Justice Center Obligations, Budget Adjustment (Land Records).
- Adjournment - Motion by Peterson, second by Halverson to adjourn at 11:53 a.m. Carried 5-0.

Mary Brieske, Deputy County Clerk
Recorder