

Finance Committee
March 15, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path
Others: Jim Bialecki, Tina Osterberg, Deb Carney, Kurt Marshaus, Sharon Nelson, Gail Frie, Ron Hamilton, Andrew Kaftan, Randy Williams, Ken Kittleson, Jarrod Roll, 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 – April 19, 2017 at 9:00 a.m. at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Mark Halverson to approve the 02/15/2017 minutes. Carried 5-0.
- Public Comment – Bob Janovick addressed committee members.
- 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 Douglas Path second by Mark Halverson to approve the Justice Project expenditures in the amount of \$876,730.90. Carried 5-0.
 - c. Change Order for Structural Steel in Elevator # 5 Shaft – Kurt explained change order in elevator #5 shaft. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve structural steel change order in the amount of \$25,381.92. Carried 5-0.
- Resolution Authorizing Use of General Fund Reserves for Justice Center Construction Project – Cedric Schnitzler explained the need to cover the current shortfall from the Justice Center Project. Tina Osterberg presented an estimated funding shortfall of \$1,917,544.88. Cedric detailed the pending obligations of the project. Obligations are not all solid amounts, some are estimates. Monies not used would be returned to the General Fund. Discussion. Motion by Pete Peterson second by Mark Halverson to approve and forward resolution with 2.3 million dollars to cover the final costs of the Justice Center Project. Carried 5-0.
- Line Item Transfers –
 - a. Solid Waste – Gail Frie explained the 2016 line item transfer in the amount of \$17,046.77 for work completed early instead of in 2017 for landfill operations contractor's moving schedule. Motion by Mark Halverson second by Wallace Habegger to approve line item transfer. Carried 5-0.
 - b. Sheriff – Tina Osterberg explained the 2016 line item transfer in the amount of \$17,158.00 for salaries. Discussion. Motion by Wallace Habegger second by Douglas Path to approve line item transfer. Carried 5-0.
 - c. Sheriff/Jail - 2016 line item transfer in the amount of \$12,228.00 for salaries. Motion by Wallace Habegger second by Douglas Path to approve line item transfer. Carried 5-0.
 - d. Personnel – Ken Kittleson explained the 2016 line item transfer in the amount of \$8,750.00 for increase in Section 125 administration fee and health reimbursement payments. Motion by Wallace Habegger second by Pete Peterson to approve line item transfer. Carried 5-0.
 - e. Human Services – Ron Hamilton explained the 2016 line item transfer in the amount of \$3,950.00 for year end reallocation of budget. Motion by Pete Peterson second by Mark Halverson to approve line item transfer. Carried 5-0.
 - f. Treasurer – Tina Osterberg explained the 2016 line item transfer in the amount of \$11.36 for higher tax deed expense than anticipated. Motion by Mark Halverson second by Douglas Path to approve line item transfer. Carried 5-0.
 - g. Dispatch – Randy Williams explained the 2016 line item transfer in the amount of \$19,100.00 for salaries. Motion by Mark Halverson second by Wallace Habegger to approve line item transfer. 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 – Discussion. Motion by Mark Halverson second by Pete Peterson to approve tower project vouchers in the amount of \$8,640.00. Carried 5-0.

- Budget Adjustments –
 - a. Capital Projects/Radio System – Randy Williams explained the 2017 budget adjustment in the amount of \$51,349.07 to roll forward funds needed to complete radio systems project. Motion by Wallace Habegger second by Douglas Path to approve budget adjustment with correction to current contingency fund balance, \$189,981.00. Carried 5-0.
 - b. Health – Sharon Nelson explained the 2017 budget adjustment in the amount of \$5,000.00 for grant fund from Remembering Jesse Parker, Inc. Discussion. Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Carried 5-0. Sharon explained the 2017 budget adjustment in the amount of \$1,437.00 for grant from Tomah Memorial Hospital. Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Carried 5-0.
 - c. Land Records – Tina Osterberg explained the 2017 budget adjustment in the amount of \$20,424.00 for grant award. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Carried 5-0.
 - d. Local History Room – Jarrod Roll explained the 2017 budget adjustment in the amount of \$15,000.00 for new research library equipment and furniture. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Carried 5-0.
 - e. Information Systems/Human Services – Tina Osterberg explained the 2017 budget adjustment in the amount of \$107,000.00 for financial software and equipment upgrade in 2017. Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Discussion. Carried 5-0.
 - f. Finance – Tina Osterberg explained the 2016 budget adjustment in the amount of \$98,814.19 for work comp claim costs. Motion by Pete Peterson second by Douglas Path to approve budget adjustment. Carried 5-0.
 - g. Capital Outlay/Data Processing – Tina Osterberg explained the 2017 budget adjustment in the amount of \$279,012.31 for financial implementation project. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Carried 5-0.
 - h. Revolving Loan Fund – Tina Osterberg explained the 2016 budget adjustment in the amount of \$3,300.00 for operating expenses. Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Carried 5-0.
 - i. Work Comp – Cedric pulled the adjustment was a duplicate of the Finance Budget Adjustment.
 - j. County Clerk Elections – Shelley Bohl explained the 2016 budget adjustment in the amount of \$3,577.58 for decrease in election revenues. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Carried 5-0.

- Resolution Establishing Veteran's Service Office Non-Lapsing Donation Account – Tina Osterberg explained that the resolution will authorize carrying of unused funds into the Monroe County Veterans Service Account. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve fiscal note. Carried 5-0.

- Resolution Denying Claim of Michael B. Kingsley October 16, 2016 Incident – Andrew Kaftan, Corporation Counsel explained. Discussion. Motion by Mark Halverson second by Wallace Habegger to approve resolution. Carried 5-0.

- American Transmission Company Environmental Impact Fee Payment/Recommendation for Use – Cedric Schnitzler opened the floor. Jim Bialecki explained that the funds are to be used for environmental projects within the county. Jim and Tina Osterberg suggest to place the funds into the Capital Improvements Fund. With the budget process, monies will be distributed. The public service commission has to approve where the dollars are to be spent. Motion by Douglas Path second by Mark Halverson to place monies into the capital improvements fund. Pete Peterson offered an amendment to temporarily place the monies into the holding account of the general fund. Motion died for a lack of a second. Discussion. The motion to place monies into the capital improvements fund was withdrawn by Douglas

Path and seconded by Mark Halverson. This item will be revisited next month. Corporation Counsel will review.

- Treasurer Report
 - a. Deb Carney gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
- Finance Report
 - a. Tina Osterberg gave the monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update – Tina explained that four key staff members will be attending the next financial software seminar. Ellie Bradford will be working on work orders and inventory.
 - d. Line Item/Budget Adjustment Policies – Line item transfers and budget adjustment policies were discussed. Tina explained that line item transfers only have to go to finance if \$500.00 or over. Andrew Kaftan explained that section 65.90 could allow finance committee to shift funds if they have been separately appropriated. Discussion. It was suggested for Tina and Andy to meet and bring forward a resolution for budget adjustments. This item will be revisited this summer. It was also suggested to have department heads attend board meetings to explain their individual budget adjustments.
 - e. Fiscal Review Process - WIFLI is compiling a report on Monroe County Revenue Collections. A final is anticipated by next month. This agenda item will be revisited.
- Monroe County Revenue Collections – This item will be revisited next month.
- EO Johnson Contract – Tina Osterberg explained that there was a one year extension signed the fall of 2016. Discussion.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Pete Peterson second by Douglas Path to approve Monthly Notice of Donations/User Fees Received. Discussion. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Douglas Path second by Mark Halverson to approve Monthly County Disbursement Journal. Carried 5-0
 - c. Monthly Per Diems and Vouchers - Motion by Pete Peterson second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Discussion. Carried 5-0.
- Items for next month's agenda – Monroe County Revenue Collections, General Fund Reserve Policy, Closed Session regarding Justice Project Law Suit Update.
- Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 11:53 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder