

Finance Committee
April 19, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Rob Conroy, Penny Brueggen, Bob Smith, Ron Hamilton, Sharon Nelson, Linda Anderson, Ken Kittleson, 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 – May 17, 2017 at 9:00 a.m. at the Highway Department Conference Room.
- Minutes Approval – Motion by Wallace Habegger second by Pete Peterson to approve the 03/15/17 minutes. Carried 5-0.
- Public Comment – Bob Janovick addressed committee members.
- Justice Center Building Project
 - a. Justice Center Update – Cedric Schnitzler provided a project update to members.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Pete Peterson second by Mark Halverson to approve the Justice Project expenditures in the amount of \$1,076,445.36; Kurt Marshaus is working to decrease the amount of the Multistack invoice. Carried 5-0.
 - c. South Parking Lot Bid – Cedric Schnitzler explained the South Parking Lot Bid. Motion by Wallace Habegger second by Mark Halverson to approve the south parking lot bid by Mathy Construction in the amount of \$69,768.00. Discussion. Carried 5-0.
 - d. Change Utilization of Corridor Between Grid Lines 8 & 9, \$37,541.35 – Cedric Schnitzler pulled from the agenda.
 - e. Construct a 6" Concrete Block Wall in the Secure Corridors Behind the Courtrooms – Cedric Schnitzler explained the need for construction of a concrete block wall. Discussion. Motion by Pete Peterson second by Mark Halverson to approve 6" concrete wall in the amount of \$24,300.17. Carried 5-0.
 - f. Construct an Elevator Equipment Room and Install an Exterior Door and Wall – Cedric Schnitzler explained the need for an elevator equipment room and installation of an exterior wall and door. Discussion. Motion by Douglas Path second by Mark Halverson to approve elevator equipment room and installation of exterior wall and door in the amount of \$24,083.86. Carried 5-0.
- Senior Services Credit Card – Ron Hamilton explained the need for the ADRC Coordinator to have a credit card. Discussion. Motion by Wallace Habegger second by Douglas Path to approve credit card in the amount of \$1,000.00. Carried 5-0.
- Line Item Transfers –
 - a. Senior Services – Ron Hamilton explained the 2016 line item transfer in the amount of \$508.00 to cover salary expenditures. Motion by Wallace Habegger second by Pete Peterson to approve line item transfer. Carried 5-0.
- Budget Adjustments –
 - a. Health – Sharon Nelson explained the 2017 budget adjustment in the amount of \$2,608.40 for Wisconsin Department of Public Health Preparedness Grant. Sharon explained the 2017 budget adjustment in the amount of \$300.00 from Wisconsin Institute for Health Aging Stepping UP Stepping On program. Sharon explained the 2017 budget adjustment in the amount of \$3,900.00 for Monroe County Medical Society donation. Discussion. Motion by Wallace Habegger second by Douglas Path to approve all 3 Health Department budget adjustments. Carried 5-0.

- b. Rolling Hills -- Linda Anderson explained the 2017 budget adjustment in the amount of \$33,298.00 for purchase of a van. Discussion. Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Carried 5-0
 - c. Sheriff Administration -- Rob Conroy explained the 2017 budget adjustment in the amount of \$2,000.00 for Wisconsin Clean Sweep Drug Collection Grant. Motion by Mark Halverson second by Douglas Path to approve budget adjustment. Discussion. Carried 5-0
 - d. Medical Examiner -- Bob Smith explained the 2017 budget adjustment in the amount of \$9,826.79 for back scanning historical case files. Discussion. Motion by Pete Peterson second by Douglas Path to approve budget adjustment. Carried 5-0
 - e. Libraries -- Shelley Bohl explained the 2017 budget adjustment in the amount of \$11,906.00 for decrease in operational expense due to wrong figure provided to the county, monies to be placed into the Contingency Fund. Motion by Douglas Path second by Mark Halverson to approve budget adjustment. Carried 5-0
- Treasurer Report
 - a. Annette Erickson 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. Fiscal Review Process -- Tina provided members with the fiscal review process. The process was explained in detail and questions were answered. Tina will provide members with the county policy and procedure manual as it is completed.
- Fiscal Note Approvals
 - a. Resolution Authorizing Pay and Benefit Adjustments for the Monroe County Administrator -- Ken Kittleson explained the Administrator pay rate and benefits. The resolution would increase the Administrator pay in lieu of taking retirement and health insurance benefits. The 2017 budget will cover the cost. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve fiscal note. Carried 5-0.
 - b. Dissolution of Long Term Care District Pursuant to Wis. Stat. 46.2895(13) -- Ron Hamilton explained dissolution. State Funding mechanisms will continue in the same manner. Discussion. Motion by Douglas Path second by Mark Halverson to approve fiscal note. Carried 5-0.
- Monroe County Revenue Collections -- Tina Osterberg provided members a graph of the Monroe County Revenue Collections.
- Monroe County General Fund Reserve Policy -- Members were provided the original resolution 09-11-06 Establishing the General Fund Reserve Policy. Wallace Habegger explained other county reserve policies. Discussion. It was recommended to change the minimum general fund balance equal to 20% of the total annual county operating budget, excluding refundable prepayments and GAAP defined nonspendable, restricted, committed, and assigned (designated) account balances. The \$1 million for unexpected volatile operation costs and additional \$2 million to cover delinquent tax collections should be removed. A resolution will be drafted and brought to committee next month.
- Liability Insurance Discussion -- Shelley Bohl explained that currently the county carries a \$3 million dollar liability policy for the jail with an additional excess policy of \$1 million. We are currently working to meet with insurance representatives to see what the county can do to increase the amount insured. Insurance will need to review both the new structure and policies.
- EO Johnson Contract -- Jim Bialecki explained that the EO Johnson contract expires in January 2018. Currently we are evaluating what is needed with the new and movement of buildings. The Administrative & Personnel Committee has reviewed this item. It was recommended to put out print management for bid. The Administrative & Personnel Committee will be revisiting this item.

- Monroe County Board Assembly Room Deposit – Shelley Bohl explained that the Property & Maintenance Committee discussed the County Board Assembly Room deposit fee. It was suggested that non-profit organizations use the room for free. On-call fees, cleaning and utilities should be considered when setting the amount. Discussion. This item will be revisited.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Douglas Path second by Mark Peterson to approve Monthly Notice of Donations/User Fees Received. Discussion. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Wallace Habegger second by Douglas Path 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 Credit Card Issuance Discussion, EO Johnson Contract Update, Monroe County Board Assembly Room Deposit Fee, Resolution amending General Fund Reserve Policy.
- Motion by Wallace Habegger second by Pete Peterson to move into closed session. A roll call vote was taken with Habegger, Halverson, Path, Peterson and Schnitzler all voting yes. Carried 5-0.
- Discussion of legal position on claims against architect for the Justice Center. Closed Session per WI Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- Motion by Douglas Path second by Wallace Habegger to return to open session. A roll call vote was taken with Habegger, Halverson, Path, Peterson and Schnitzler all voting yes. Carried 5-0.
- Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 11:52 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder