

Finance Committee
May 17, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Kurt Marshaus, Sharon Nelson, Ron Hamilton, Jarrod Roll, Charles Weaver, Bob Janovick

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 – A Special meeting will be held on May 24, 2017 at 5:30 p.m. in the Monroe County Board Assembly Room. June 21, 2017 at 9:00 a.m. at the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Pete Peterson second by Mark Halverson to approve the 04/19/17 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 Wallace Habegger to approve the Justice Project expenditures in the amount of \$587,647.69. Carried 5-0.
 - c. Change Utilization of corridor Between Grid Lines 8 & 9 – Kurt Marshaus explained change in utilization of corridor. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve change order in the amount of \$37,541.35. Carried 5-0.
 - d. Change for Secure Storage Rooms – Chair Cedric Schnitzler explained that this item was tabled by the Building Committee. This item will be revisited at the Special Meeting on May 24, 2017.
 - e. South Parking Lot Concrete Bids – Kurt Marshaus provided bids for south parking lot concrete. Discussion. Motion by Douglas Path second by Pete Peterson to approve low bid of \$19,010.00 by DP Schroeder Const LLC. Carried 5-0.
 - f. Audio Visual Needs for the County Board Assembly/Classroom – Kurt Marshaus explained audio visual needs of the assembly & classroom. Discussion. This item will be revisited once needs are determined.
- Budget Adjustments –
 - a. Health – Sharon Nelson explained the 2017 budget adjustment in the amount of \$4,000.00 for WI Division of Public Health Immunization Program grant. Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Carried 5-0.
 - b. Senior Services – Ron Hamilton explained the 2017 budget adjustment in the amount of \$499.00 for donation funds to be used for bingo and site supplies. Motion by Douglas Path second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - c. Human Services – Ron Hamilton explained the 2017 budget adjustment in the amount of \$164,139.00 from WHEAP program and DHS funding. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - d. Veterans Services – Charles Weaver explained the 2017 budget adjustment in the amount of –(\$475.00) for Veterans Service donation to be used for upcoming event. Motion by Mark Halverson second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - e. Local History Room – Jarrod Roll explained the 2017 budget adjustment in the amount of \$13,000.00 for Monroe County A to Z Exhibit. Discussion. Motion by Douglas Path second by Wallace Habegger to approve budget adjustment. Carried 5-0.
- Fiscal Note Approvals –
 - c. Resolution Authorizing Use of County Farm Education Account Funds for Local History Room Exhibit: “Monroe County: A-Z” – Motion by Douglas Path second by Wallace Habegger to approve fiscal note. Carried 5-0.

Mark Halverson left the meeting at 9:57 a.m.

- d. Debt Service – Tina Osterberg explained the 2017 budget adjustment in the amount of \$336.00 for the paying agent fee for the three remaining General Obligation Bonds. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Discussion. Carried 4-0.
- Dog Control Repurpose of Funds – Jim Bialecki explained the 2017 repurpose of funds in the amount of \$9,600.00 for office/lobby addition. Discussion. Motion by Douglas Path second by Pete Peterson to approve repurpose of funds. Carried 4-0.
- Fiscal Note Approvals –
 - a. Resolution Authorizing the Establishment of Two Additional State Funded Economic Support Specialist Positions in the Monroe County Human Services Department – Ron Hamilton explained request for two State Funded Economic Support Specialist. Discussion. Motion to amend and approve fiscal note by adding the word "additional" on line 30 following "no" and eliminate "all costs to be paid by state funding" by Wallace Habhegger second by Pete Peterson. Carried 4-0.
 - b. Resolution Authorizing the Establishment of Receptionist/Clerk I Position in the Monroe County Veterans' Service Department – Charles Weaver explained request for Receptionist/Clerk I Position. Discussion. Motion to approve fiscal note by Wallace Habhegger second by Pete Peterson. Discussion. Carried 4-0.
- 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 – No Discussion.
 - d. Credit Card Issuance – Tina provided members a listing of all credit card users and limit amounts. Discussion.
 - e. Business Accounts/Cards – Tina explained that a few departments have come forward to set up business accounts at area businesses. Discussion. It was recommended that Departments come forth with a proposal.
 - f. Receipt Printers – Tina is requesting a receipt printer and cash drawer for the Sheriff's Department. Discussion. Motion Pete Peterson second by Wallace Habhegger to approve purchase of receipt printer and cash drawer in the amount of \$1,830.00. Discussion. Carried 4-0.
 - g. Tyler Munis Conference – Tina explained that staff attended the Munis Conference last week. Due to flight delays, overtime was used. Tina explained that she should be able to make up the overage out of salaries.
- Resolution Amending Contingency Fund and General Fund Balance Policy – Cedric opened the floor for discussion. The amendment would set the minimum General Fund Balance equal to 20%. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve resolution and forward to the full board for approval. Carried 4-0.
- Monroe County Board Assembly Room Deposit – Cedric suggested to hold all Monroe county meetings in the new assembly room. The floor was opened up for discussion on the room deposit. Shelley Bohl will look into drafting a policy and bring back to the committee for approval.
- 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 4-0.

- b. Monthly County Disbursement Journal – Motion by Wallace Habegger second by Pete Peterson to approve Monthly County Disbursement Journal. Carried 4-0
 - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Discussion. Carried 4-0.
- Items for next month's agenda – Possibility of having a Lawsuit Closed Session
 - Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 12:01 p.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk
Recorder