

Finance Committee
July 19, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Kurt Marshaus, Robert Smith, Penny Brueggen, Garry Spohn, Bob Micheel, Garlynn Brookshaw, Linda Anderson, Bob Jonovick, Pat Mulvaney, Brad Viegut, Ron Hamilton, Chad Ziegler, Andrew Kaftan, David Ohnstad

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 – August 16, 2017 at 9:00 a.m. at the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Pete Peterson second by Mark Halverson to amend minutes to reflect that Cedric Schnitzler was absent. The 06/21/17 minutes as amended carried 5-0.
- Public Comment – One member of the public addressed members of 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 Wallace Habegger second by Douglas Path to approve the Justice Project expenditures in the amount of \$769,139.56. Tina noted that the invoice for mediation would be held until the resolution is approved next week. Carried 5-0.
 - c. Resolution Authorizing Funds for Mediation – Tina Osterberg provided the Justice Center pending obligations as of July 17, 2017. The resolution will set aside \$20,000.00 for mediation claims against the Louis Berger Group. Motion by Pete Peterson second by Mark Halverson to approve resolution and forward to the full board for approval. Discussion. Carried 5-0.
- Maintenance Repurpose of Funds – Garry Spohn explained the 2017 repurpose of funds in the amount of \$50,000.00 for Community Service Center parking lot replacement. Motion by Douglas Path second by Pete Peterson to approve the maintenance repurpose of funds. Carried 5-0.
- Medical Examiner Budget Adjustment – Robert Smith explained the 2017 budget adjustment in the amount of \$2,500.00 for training. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Carried 5-0.
- Fiscal Note Approvals
 - a. Authorizing Planning Construction of a New Nursing Home – The Rolling Hills budget will cover initial exploration costs, further funding to be approved by the Board at a later date. Motion by Pete Peterson second by Mark Halverson to approve fiscal note. Discussion. Carried 5-0.
 - b. Approving Budget Adjustment for Initial Exploration Costs to Build a New Nursing Home Facility – Motion by Pete Peterson second by Mark Halverson to approve fiscal note. The Rolling Hills budget contains sufficient funds for reallocation. Discussion. Carried 5-0.
- Rolling Hills Financing Scenarios – Brad Viegut, Robert W. Baird & Co was present and provided members with both goals and financing scenarios for a new Rolling Hills facility. Discussion.
- American Transmission Company (ATC) Environmental Impact Fee Payment/Recommendations for Use – Cedric Schnitzler explained that there are several departments interested in a portion of the fee and opened the floor for discussion.

Chad Ziegler, Forestry & Parks Administrator is looking at land acquisition in New Lyme to expand the county forest. The acquisition is approximately \$200,000.00.

David Ohnstad, Highway Commissioner is looking for funds to use for highway project fees at approximately \$788,000.00. He explained that they also have unanticipated bridge fees in the amount of \$149,000.00.

Bob Micheel, Land Conservation Director is looking for funds to use for Fishing Easement Projects and maintenance. The project would cost \$15,000 to \$20,000 each year, for a total asking cost of \$250,000.00. There is also an interest in purchasing the Tri Creek property above the Norwalk Dam, for an anticipated cost of \$150,000.00.

It was also mentioned that there may be costs associated with moving Human Services into the courthouse.

Cedric opened the floor to discussion. David Ohnstad suggested that the Land Conservation, Forestry and Highway departments get together with the Administrator & Finance Director and formulate a resolution for a division of the dollars. This item will be revisited.

- Senior Services (ADRC) –
 - a. Budget Adjustment – Ron Hamilton explained the 2017 budget adjustment in the amount of \$300.00 for Tomah meal site needs. Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Carried 5-0. Ron Hamilton explained the 2017 budget adjustment in the amount of \$500.00 for Sparta meal site events. Discussion. Motion by Douglas Path second by Pete Peterson to approve budget adjustment. Carried 5-0.
 - b. Line Item Transfer – Ron Hamilton explained the 2017 line item transfer in the amount of \$805.00 for repairs. Motion by Wallace Habhegger second by Pete Peterson to approve line item transfer. Carried 5-0.
- Human Services Credit Card – Ron Hamilton explained the need for four new employee credit cards and an increase for one credit card. Motion by Douglas Path second by Wallace Habhegger to approve one credit card increase and four new credit cards. Discussion. Carried 5-0.
- Fiscal Note Approval –
 - a. Resolution Approving Purchase of MYEVOLV Software Program for Department of Human Services – Ron Hamilton explained the need to purchase software necessary to carry out mandated programs. Costs associated were discussed. Motion by Wallace Habhegger second by Pete Peterson to approve fiscal note. Carried 5-0.
 - b. Resolution Authorizing Establishment of Two Social Worker I Positions in the Monroe County Human Services Department – Ron Hamilton explained the need to bring in 2 Social Worker Positions. The positions will not require any tax levy. Discussion. Motion by Pete Peterson second by Mark Halverson to approve fiscal note. Carried 5-0.
 - c. Resolution Authorizing Establishment of an Additional Social Worker I Position in the Monroe County Human Services Department – Discussion. Motion by Douglas Path second by Wallace Habhegger to forward to the full board for approval. Carried 5-0.
 - d. Resolution Authorizing Establishment of a Social Services Manager Position in the Monroe County Human Services Department – Discussion. Motion by Wallace Habhegger second by Mark Halverson to forward to the full board for approval. Discussion. Carried 4-1.
- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
 - c. In Rem Foreclosure Flat Fee – Andrew Kaftan, Corporation Counsel explained that a flat fee can be determined by the Treasurer, a resolution is not required. A 3 year period average could be used to set the current rate. This rate would be recalculated each year. Discussion. The Treasurer will calculate the rates beginning in 2018.

Pete Peterson briefly left the meeting.

- Monthly Approvals –

- a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by Wallace Habegger to approve Monthly Notice of Donations/User Fees Received. Discussion. Carried 4-0, 1 absent.
- b. Monthly County Disbursement Journal – Motion by Douglas Path second by Cedric Schnitzler to approve Monthly County Disbursement Journal. Carried 4-0, 1 absent.
- 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, 1 absent.

Pete Peterson returned to the meeting.

- Finance Report
 - a. Tina Osterberg gave the monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. 2016 Audit/2016 Financial Standing – Tina provided the 2016 audit to all members for review. The audit will be presented at next week's board meeting.
- Line Item Transfers -
 - a. Finance – Tina Osterberg, Finance Director explained the 2017 line item transfer in the amount of \$1,300.00 for overtime. Motion by Douglas Path second by Mark Halverson to approve line item transfer. Carried 5-0.
 - b. County Board - Shelley Bohl, County Clerk explained the 2017 line item transfer in the amount of \$4,000.00 for Justice Center ribbon cutting ceremony expenses. Motion by Douglas Path second by Wallace Habegger to approve line item transfer. Carried 5-0.
- 2018 Work Comp Rates – Tina Osterberg provided members with claim rates. Discussion. Motion by Wallace Habegger second by Mark Halverson to set 2018 Work Comp Rates at 30%. Discussion. Carried 5-0.
- 2018 Budget – Jim Bialecki explained that the budget is in the preliminary stages. Departments will be submitting their budgets in August, larger departments in September.
- Items for next month's agenda – ATC, Finance & Treasurer 2018 Budget, Rolling Hills Update.
- Adjournment - Motion by Pete Peterson second by Mark Halverson to adjourn at 1:02 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder