

Finance Committee  
August 16, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger; Douglas Path & Mark Halverson absent  
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Kurt Marshaus, Andrew Kaftan, Sharon Nelson, Kelley Becker, Ken Kittleson, Linda Anderson, Dave Ohnstad, Bob Micheel, Chad Ziegler, 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 – September 20, 2017 at 9:00 a.m. at the Monroe County Board Assembly Room. Monday, October 9, 2017 for publication of the budget. October 23 & 24 for budget reviews. Budget hearing is November 1, 2017. County Board will meet on October 18, 2017.
- Minutes Approval – Motion by Wallace Habegger second by Pete Peterson to approve the 07/19/17 minutes. Carried 3-0.
- 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 Pete Peterson to approve the Justice Project expenditures in the amount of \$114,956.55. Carried 3-0.
- Nursing Home Project Update – Cedric Schnitzler provided a project update to members.
- Health Budget Adjustment – Sharon Nelson explained the 2017 budget adjustment in the amount of \$8,000.00 for Monroe County Safe Communities Coalition grant. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Carried 3-0.
- Line Item Transfers –
  - a. Personnel – Ken Kittleson explained the 2017 line item transfer in the amount of \$2,400.00 for advertising. Motion by Pete Peterson second by Wallace Habegger to approve line item transfer. Carried 3-0.
  - b. Sheriff – Kelley Becker explained the 2017 line item transfer in the amount of \$1,500.55 for jail position recruitment expenses. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve line item transfer. Carried 3-0.
- Highway Credit Card Approval – Dave Ohnstad explained the need for a credit card for the new Operations Specialist. Motion by Pete Peterson second by Wallace Habegger to approve credit card in the amount of \$1,000.00. Carried 3-0.
- Fiscal Note Approvals
  - a. Authorizing an Increase in 2018 Meal Reimbursement Rates – The fiscal note increases the meal reimbursement rates for the 2018 budget. Motion by Wallace Habegger second by Pete Peterson to approve fiscal note. Carried 3-0.
  - b. Establishing 2018 Annual Budgeted Allocation for Pay for Performance – The fiscal note increases the 2018 general pay bases on employee performance not to exceed \$320,000.00. Motion by Pete Peterson second by Wallace Habegger to approve fiscal note. Discussion. Carried 3-0.
  - c. Authorizing a Non-Lapsing Conservation Stewardship Awards and Banquet Account – The fiscal note allows spending for the limited purpose of the annual banquet and awards program. Bob Micheel explained. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve fiscal note. Discussion. Motion by Wallace Habegger second by Pete Peterson to amend fiscal note by adding: no county levy money involved. Carried 3-0. The fiscal note as amended carried 3-0.

- d. Authorizing a Non-Lapsing Capital Improvements Account – The fiscal note will allow reassignment of surplus park revenue for 2017 and future years into a Park Capital Improvements Account. Chad Ziegler explained. Motion by Pete Peterson second by Wallace Habegger to approve fiscal note. Discussion. Carried 3-0.

- Resolutions –

- a. Allocating American Transmission Company (ATC) Environmental Impact Fee Funds - Jim Bialecki explained division of funds to the Highway, Land Conservation and Forestry Departments. Dave Ohnstad, Bob Micheel and Chad Ziegler further explained. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve resolution and forward to the full board for approval. Discussion. Carried 3-0.

A short recess was taken at 10:18 a.m. the meeting reconvened at 10:28 a.m.

- b. Establishing Ho Chunk Funds Allocation for 2018 Budget – Jim Bialecki explained funds to be used for Property Renovation for the Human Services Department in the amount of \$52,500.00. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve resolution and forward to the full board for approval. Carried 3-0.
- c. Denying Claim of David Young - The resolution denies the claims against the county. Motion by Pete Peterson second by Wallace Habegger to approve resolution and forward to the full board for approval. Carried 3-0.

- Treasurer Report

- a. Annette Erickson gave the monthly Treasurers Report.
- b. Treasurer Department Monthly Report Review.
- c. 2018 Budget Review – Annette provided her 2018 budget and answered questions.

- Finance Report

- a. Tina Osterberg gave the monthly Financial Report.
- b. Finance Department Monthly Report Review.
- c. Staff Vacancy – Tina explained the current vacancy in the ADRC Department. This position was filled internally.
- d. Tina provided her 2018 budget and answered questions.
- e. ADRC/SS Account Merge – Tina explained that as of July 1<sup>st</sup> the ADRC and Senior Services have merged. Because they are two separate funds, the Finance Department is not able to merge the funds in the system. There will be a quote coming from the Tyler System as to what the cost would be to merge the accounts. Discussion.
- f. Financial Policy & Procedure Manual – Tina explained that the policy and manuals are about a quarter of the way complete. The Finance Department will continue work until both are completed.
- g. 2016 Cost Allocation Plan – Tina explained that allocated numbers have been received from departments and are in draft form.
- h. 2016 Audit & Management Communications/2016 Financial Standing – Tina provided members with the 2016 year end financial standing interpretation. Discussion.

- 2018 Budget – Monday, October 9, 2017 for publication of the budget. October 23 & 24 for budget reviews. Budget hearing is November 1, 2017. County Board will meet on October 18, 2017.

- Monthly Approvals –

- a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Pete Peterson second by Wallace Habegger to approve Monthly Notice of Donations/User Fees Received. Discussion. Carried 3-0.
- b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Wallace Habegger to approve Monthly County Disbursement Journal. Carried 3-0.

- c. Monthly Per Diems and Vouchers - Motion by Wallace Habegger second by Pete Peterson to approve Monthly County Per Diems and Vouchers. Discussion. Carried 3-0.

11:38 a.m.

Approval of Architectural Firm for New Nursing Home Facility Construction – The resolution will approve the Architect Firm for the new nursing home. Discussion. Motion by Pete Peterson second by Wallace Habegger to amend fiscal note to: “Contract with the architect to be negotiated. Funds will come from Rolling Hills initial exploration funding approved in resolution #07-17-03 and future bonding for the construction project.” Carried 3-0.

- Items for next month's agenda – Internal Controls (December), Insurance
- Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 11:41 p.m. Carried 3-0.

Shelley Bohl, Monroe County Clerk  
Recorder