

Finance Committee  
November 15, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Douglas Path, Mark Halverson  
Others: Jim Bialecki, Tina Osterberg, Brad Viegut, Annette Erickson, Tom Martin, Linda Anderson, Gail Frie, Ron Hamilton, Randy Williams, Robert Smith, Scott Perkins, Darlene Pintarro, Garlynn Brookshaw, Garry Spohn, Sharon Nelson, Bob Micheel, Jeremiah Erickson, James Rasmussen

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 – December 20, 2017 in the Monroe County Board Assembly Room at 3:00 p.m.
- Minutes Approval – Motion by Pete Peterson second by Mark Halverson to approve the 10/09 & 10/23/17 minutes. Carried 5-0.
- Public Comment – None.
- Nursing Home Project Update – Linda Anderson provided a project update to members.
- New Nursing Home Financing Plan – Brad Viegut provided a 20 year financing plan to members. Financing goals were discussed. The plan would award bonding of \$9.5 million in 2018 and the remaining \$6.5 million in 2019. Discussion.
- Resolution Authorizing the Issuance of General Obligation Bonds in an Amount Not to Exceed \$16,000,000 for Nursing Home and Senior Living Facility. Motion by Pete Peterson second by Douglas Path to approve resolution and forward to the full board for approval. Discussion. Carried 5-0.
- Sheriff Office Credit Card Approval – Scott Perkins explained the need for credit cards for two new deputies in the amount of \$1,000.00 each. Motion by Wallace Habegger second by Mark Halverson to approve credit cards. Carried 5-0.
- Line Item Transfer(s)
  - a. Health Department – Public Health – Sharon Nelson explained the 2017 line item transfer in the amount of \$4,000.00 for immunizations & pharmaceutical refrigerator parts. Motion by Pete Peterson second by Wallace Habegger to approve line item transfer. Carried 5-0.
  - b. Solid Waste – Gail Frie explained the 2017 line item transfer in the amount of \$5,000 for increased leachate disposal for site I; \$2,000 for increased monitoring for Sand Creek; and \$35,000 for background monitoring of the wells for the new landfill. Motion by Wallace Habegger second by Mark Halverson to approve all three line item transfers. Discussion. Carried 5-0.
  - c. Jail Administration – Scott Perkins explained the 2017 line item transfer in the amount of \$1,250.00 for jailer recruitment. Scott noted a change in the explanation of the transfer, instead of part-time it should read on call/at will. Discussion. Motion by Douglas Path second by Wallace Habegger to approve line item transfer. Carried 5-0.
  - d. Emergency Management – Darlene Pintarro explained the 2017 line item transfer in the amount of \$1,092.25 for Hazmat Building Water and equipment. Motion by Mark Halverson second by Wallace Habegger to approve line item transfer. Carried 5-0.
  - e. Medical Examiner – Robert Smith explained the 2017 line item transfer in the amount of \$2,497.51 for software, postage and supplies. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve line item transfer. Carried 5-0.
- Budget Adjustment(s)
  - a. Jail Administration – Scott Perkins explained the 2017 budget adjustment in the amount of \$11,400.00 for Jail Transportation Salaries. Discussion. Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Carried 5-0.

- b. Circuit Court – Tina Osterberg explained the 2017 budget adjustment in the amount of \$20,000.00 for juror per diems, mileage and guardian ad litem fees/costs. Wallace Habhegger further explained. Discussion. Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Carried 5-0.
  - c. Capital Projects-Radio System Project – Randy Williams explained the 2018 budget adjustment in the amount of \$13,000.00 for completion of the radio system project. Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Discussion. Carried 5-0.
  - d. Dispatch – Randy Williams explained the 2017 budget adjustment in the amount of \$4,000.00 for Right of Entry Paperwork on behalf of Ft. McCoy for radio project. Discussion. Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment with the understanding that \$4,000 would be returned to the Contingency Fund at year end from the Dispatch Budget. Carried 5-0.
  - e. Land Records – Jeremiah Erickson explained the 2018 budget adjustment in the amount of \$14,250.00 for section corner coordinate acquisition. Discussion. Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment. Carried 5-0.
  - f. Land Conservation – Bob Micheel explained the 2017 budget adjustment in the amount of \$900.00 for postage, equipment service and education & training. Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Carried 5-0.
  - g. Maintenance – Garry Spohn explained the 2017 budget adjustment in the amount of \$30,000.00 for contracted services. Motion by Douglas Path second by Pete Peterson to approve budget adjustment. Carried 5-0.
  - h. County Clerk – Shelley Bohl explained the 2017 budget adjustment in the amount of \$550.00 for Justice Center training room tables. Motion by Douglas Path second by Wallace Habhegger to approve budget adjustment. Carried 5-0.
  - i. Retirement/Fringe Pool – Tina Osterberg explained the 2017 budget adjustment in the amount of \$79,908.00 for staffing changes causing an increase in a department's health, dental insurance or salaries through a retirement. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Carried 5-0.
- Resolution Authorizing Eight Additional Hours per week for the Community Health Educator Position in the Health Department – Sharon Nelson explained that the resolution would create an additional eight hours in the Health Educator Position. This would save money each year from the budget. Motion by Wallace Habhegger second by Mark Halverson to approve fiscal note. Carried 5-0.
  - Authorizing Monroe County to Join a Lawsuit Against Manufacturers of Opioid Medications – Ron Hamilton explained that there is no fiscal cost to the county. The county may occur staff time to gather the data that the Attorney's may need. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve resolution with no fiscal note. Carried 4-1.
  - Sheriff Repurpose of Funds – Scott Perkins explained the 2017 re-purpose of funds in the amount of \$2,000.00 for challenge coins. Motion by Douglas Path second by Mark Halverson to approve re-purpose of funds. Discussion. Carried 5-0.
  - Solid Waste On-Site Leachate Treatment Project – Gail Frie explained the on-site leachate project. The guarantee is that project savings will bring back the funds used for the bid price. Discussion.
  - Authorizing Use of 2018 Contingency Funds for S.M.R.T. Bus Contribution – Jim Bialecki explained county support of a bus route. Members noted that the funds are contingent upon the private and public contributors for the east bus route also agreeing to fund the route as requested. Motion by Mark Halverson second by Wallace Habhegger to approve resolution and forward to the full board for approval, the current contingency balance is \$238,508.00. Discussion. Carried 5-0.
  - Authorizing Additional Funds for Mediation – The resolution will authorize \$25,000.00 for mediation. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve resolution and forward to the full board for approval. Carried 5-0.

- Regarding Cancellation of Outstanding 2016 Checks – Cancellation of the checks returns \$2,096.50 to the general fund. Motion by Douglas Path second by Wallace Habhegger to approve resolution and forward to the full board for approval. Carried 5-0.

A short recess was taken at 11:10 a.m., the meeting reconvened at 11:15 a.m.

- Treasurer
  - a. Annette Erickson provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review.
- Finance Report
  - a. Tina Osterberg provided the Monthly Financial Report
  - b. Finance Department Monthly Report Review.
  - c. 2016 Indirect Cost Plan Review – Tina reviewed the indirect cost plan with members.
  - d. 2017 Other Post-Employment Benefits Report – Tina explained the other post-employment benefits report to members.
- Monthly Approvals –
  - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Douglas Path second by Mark Halverson to approve Monthly Notice of Donations/User Fees Received. Carried 5-0.
  - b. Monthly County Disbursement Journal – Motion by Wallace Habhegger second by Mark Halverson to approve Monthly County Disbursement Journal. Carried 5-0.
  - c. Monthly Per Diems and Vouchers - Motion by Mark Halverson second by Douglas Path to approve Monthly County Per Diems and Vouchers. Carried 5-0.
  - d. Justice Center Voucher Approval – Discussion. Motion by Wallace Habhegger second by Mark Halverson to approve Justice Center vouchers in the amount of \$9,091.52. Carried 5-0.
  - e. New Nursing Home Voucher Approval – Discussion. Motion by Wallace Habhegger second by Douglas Path to approve the MSA Professional Services voucher for the "actual cost" of the booster station review up to an amount of \$2,500.00, the review is to be concluded and a report issued by December 11, 2017; this motion is contingent upon the Nursing Home Building Committee approval. Carried 5-0.
- Items for next month's agenda – Internal Controls, Housing out of County Prisoners, Highway Line Item/Budget Adjustment Process Discussion
- Adjournment - Motion by Douglas Path second by Mark Halverson to adjourn at 12:15 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder