

Finance Committee
January 20, 2016

Present: James Kuhn, Cedric Schnitzler, Pete Peterson, Sharon Folcey, Wallace Habegger
Others: Annette Erickson, Tina Osterberg, Kurt Marshaus, Judge Ziegler, Diane Erickson, Linda Anderson, Rob Conroy, Deb Brandt, John Mehtala, Chad Ziegler, Ken Kittleson, Randy Williams

The meeting was called to order in the Highway Department Conference Room at 9:00 a.m. by James Kuhn.

- Next meeting date – February 17, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Cedric Schnitzler second by Pete Peterson to approve the 12/16/15 minutes. Carried 5-0.
- Line Item Transfer
 - a. Circuit Court – Judge Ziegler explained the 2015 line item transfer in the amount of \$7,685.71 for doctor examinations. Motion by Cedric Schnitzler second by Wallace Habegger to approve line item transfer. Carried 5-0.
 - b. Human Services – Diane Erickson explained the 2015 line item transfer in the amount of \$11,110.00 for employee education/training, office supplies, staff travel and telephone expense. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve line item transfer. Discussion. Carried 5-0. Diane explained the 2015 line item transfer in the amount of \$124,532.00 for ADRC consortium paying for computer equipment due to changes in State requirements. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve line item transfer contingent upon committee approval. Discussion. Carried 5-0.
 - c. Senior Services – Tina Osterberg explained the 2015 line item transfer in the amount of \$3,032.00 to balance year end. Motion by Pete Peterson second by Wallace Habegger to approve line item transfer. Carried 5-0. Tina explained the 2015 line item transfer in the amount of \$7,353.00 to balance year end. Discussion. Motion Cedric Schnitzler by second by Wallace Habegger to approve line item transfer. Carried 5-0.
 - d. Medical Examiner – Tina Osterberg explained the 2015 line item transfer in the amount of \$1,161.00 for laboratory overage. Motion by Wallace Habegger second by Sharon Folcey to approve line item transfer. Carried 5-0.
 - e. County Clerk – Shelley Bohl explained the 2015 line item transfer in the amount of \$1,632.00 for countywide postage overage and new copier not anticipated. Motion by Pete Peterson second by Wallace Habegger to approve line item transfer. Carried 5-0.
- Budget Adjustment -
 - a. Circuit Court – Judge Ziegler explained 2015 budget adjustment in the amount of \$73,108.53 for State GAL revenue exceeding budgeted amounts, revenues used to help cover expenses for attorney fees and GAL fees; additional funds to come from the contingency. Discussion. Motion by Pete Peterson second by Cedric Schnitzler to approve budget adjustment. Discussion. Carried 5-0.
 - b. Human Services – Diane Erickson explained the 2015 budget adjustment in the amount of \$211,146.00 for WHEAP, Parenting Certification, CLTS State Revenue/Expense Increase, 3rd Party Liability collected-allowed to keep 15%. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Carried 5-0. Diane explained the 2015 budget adjustment in the amount of \$137,090.00 for WIMCR Funds and MA Collections. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment contingent upon committee approval. Discussion. Carried 5-0.
 - c. Senior Services – Tina Osterberg explained the 2015 budget adjustment in the amount of \$336.00 for VA reimbursement. Motion by Pete Peterson second by Sharon Folcey to approve budget adjustment. Discussion. Carried 5-0.
 - d. Medical Examiner. Tina Osterberg explained 2015 budget adjustment in the amount of \$12,500.00 for salaries/fringes overage due to cases being up and overage in autopsies.

Discussion. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Discussion. Carried 5-0.

- e. Rolling Hills – Linda Anderson explained the 2016 budget adjustment in the amount of \$93,823.00 for fire panel upgrade. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Discussion. Carried 5-0. Linda explained the 2016 budget adjustment in the amount of \$106,461.00 for remaining fire panel upgrade. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Carried 5-0.
- f. Information Systems – John Mehtala explained the 2016 budget adjustment in the amount of \$30,000.00 for technology needs for the new justice center. Discussion. Motion by Wallace Habegger second by Sharon Folcey to approve budget adjustment. Carried 5-0.
- g. Worker Compensation – Tina Osterberg explained the 2016 budget adjustment in the amount of \$135,014.00 for expenses not budgeted. Motion by Cedric Schnitzler second by Pete Peterson to approve budget adjustment. Discussion. Carried 5-0.
- h. Finance – Tina Osterberg explained the 2015 budget adjustment in the amount of \$13,497.07 for salary and fringe overages. Motion by Sharon Folcey second by Cedric Schnitzler to approve budget adjustment. Discussion. Carried 5-0.
- i. Treasurer – Annette Erickson explained the 2015 budget adjustment in the amount of \$11,000.00 for tax deed expenses. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Discussion. Carried 5-0.

- Credit Card Approvals

Tina Osterberg presented the requests for 9 credit cards in the amount of \$1,000.00 each. Human Services Social Worker; Veterans Service Officer increase to \$1,000.00 and Deputy Veterans Service Officer; 2 Maintenance Technicians; 1 Maintenance On Call Assistant; and 3 Custodians. Motion to approve all 9 credit cards in the amount of \$1,000.00 each by Cedric Schnitzler second by Pete Peterson. Carried 5-0.

- Fiscal Note Approvals

- a. Resolution Authorizing the Establishment of an Assistant Jail Administrator Position in the Sheriff's Department – Rob Conroy explained the need for the Assistant Jail Administrator. No additional funds are needed in 2016 since the amount budgeted for the Jail Sergeant position is sufficient to cover. Discussion. Motion by Cedric Schnitzler second by Pete Peterson to approve fiscal note. Carried 5-0.
- b. Resolution Concerning Elected Officials' Salary Adjustments for the Next Term of Office – Motion to approve fiscal note by Pete Peterson second by Sharon Folcey. Ken Kittleson explained that salaries need to be set by April, when candidates would take out papers. A 4% wage adjustment is reflected for 2017-2020. No fiscal note in 2016, subsequent years to be budgeted. Carried 5-0.
- c. Resolution Amending Monroe County Camping Fees – Chad Ziegler explained that the fees may increase park revenue. Discussion. Motion to approve fiscal note by Cedric Schnitzler second by Sharon Folcey. Discussion. Carried 4-1.

- Radio Tower Project

- a. Radio Project Update – Randy Williams gave an update on the tower progress. There have been no new change orders from last meeting.
- b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the Radio Tower expenditures in the amount of \$2,250.00. Carried 5-0.

- Justice Center Building Project

- a. Justice Center Update – Kurt Marshaus explained that the completion date of Phase I is anticipated to be February 24, 2015. Inmate transition is looking to take place the 3rd week of March.
- b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Sharon Folcey second by Pete Peterson to approve the Justice Project expenditures in the amount of \$799,502.10. Carried 5-0.

- c. Change Order/Resolution of Refitting of HVAC Grilles in Pre-Cast Jail Cells – Kurt Marshaus explained that the Building Committee's original recommendation was to move forward to refit the vent covers in the pre-cast cells. Once the final change order was presented, it failed the committee due to cost. Discussion. Kurt explained that the final number has changed due to estimated labor costs. The total change order will be approximately \$45,000-\$46,000.00 for the total project. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve \$23,434.20 for the cost of the HVAC Grilles. Call the question by Pete Peterson second by Cedric Schnitzler. The discussion ended by voice vote. The motion to approve the grills carried 4-1.
- d. Change Order/Approval of Security Detention Grade Access Panel Change Order – Kurt Marshaus explained the change order to incorporate detention grade security access panels in the amount of \$154,464.96. Motion by Cedric Schnitzler second by Sharon Folcey to approve Security Detention Grade Access Panel Change Order. Discussion. Carried 5-0.
- e. Change Order/Approval of Utility Connections for the Temporary Boiler for the Justice Center Project – Motion by Cedric Schnitzler second by Pete Peterson to approve Temporary Boiler in the amount of \$57,699.26. Kurt Marshaus explained. Carried 5-0.
- f. Approval of Delay Claims Agreement – James Kuhn explained the settlement in the amount of \$423,946.52 between the County's Representative's and the Contractor. Motion by Pete Peterson second by Wallace Habegger to forward to the board for approval. Discussion. Carried 5-0. Rescind last action by Pete Peterson second by Wallace Habegger. Carried. Motion by Pete Peterson second by Wallace Habegger to forward resolution without recommendation to county board for their consideration. Discussion. Call question by Cedric Schnitzler second by Sharon Folcey. The discussion ended by voice vote. The resolution will be forwarded without recommendation for the board's consideration, 4-1.
- g. Approving Extension of Justice Center Project Representative – Motion by Pete Peterson second by Sharon Folcey to approve extension of Justice Center Project Representative. Kurt Marshaus explained services to be continued for an additional year. Discussion. Carried 5-0.

Motion to forgo Treasurer & Finance Reports this month by Pete Peterson second by Cedric Schnitzler. Discussion. Carried 5-0.

- Treasurer Report – Not Provided.
- Finance Director Report – Not Provided.
- Monthly County Disbursement Journal – Motion by Cedric Schnitzler second by Pete Peterson to approve Monthly County Disbursement Journal. Carried 5-0.
- Monthly Per Diems and Vouchers – Motion by Pete Peterson second by Wallace Habegger to approve Monthly Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – None.
- Adjournment - Motion by Cedric Schnitzler second by Pete Peterson to adjourn at 11:47 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder