

Finance Committee
April 14, 2016

Present: James Kuhn, Cedric Schnitzler, Pete Peterson, Sharon Folcey, Wallace Habegger
Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Diane Erickson

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

- Next meeting date – May 18, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Cedric Schnitzler second by Sharon Folcey to approve the 03/16/2016 minutes. Carried 5-0.
- Credit Card Approvals
 - a. Rolling Hills – Tina Osterberg explained three current cardholder credit card increases from \$500.00 to \$1,000.00 for the Administrator, Activity Director and Transportation Aide. Motion by Cedric Schnitzler second by Wallace Habegger to approve increase for all three credit cards. Carried 5-0.
- Budget Adjustment -
 - a. Human Services – Diane Erickson explained the 2016 budget adjustment in the amount of \$63,300.00 for Northwest Passage client. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Discussion. Carried 5-0.
 - b. Economic Development – Sharon Folcey explained the 2016 budget adjustment in the amount of \$5,508.04 for Economic Development Conference. Motion by Cedric Schnitzler second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - c. Sheriff – 2016 budget adjustment in the amount of \$195,000.00 for out of county housing. Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve budget adjustment. Carried 5-0.
- Jail New Bank Account – Tina Osterberg explained the request for a new bank account for inmate accounts, transitioning from one bank account to another. Discussion. Motion by Sharon Folcey second by Wallace Habegger to open new jail bank account. Carried 5-0.
- Fiscal Note Approvals – Resolution Approving Jail Staffing Plan – The plan is incorporated into the current budget. Discussion. Motion to approve fiscal note by Wallace Habegger second by Cedric Schnitzler. Carried 5-0.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams provided an update on the tower progress. Change orders to date were distributed to all members. Randy discussed the loading study at Ft. McCoy.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve the Radio Tower expenditures in the amount of \$105,907.50; Change Order in the amount of \$8,483.00 for non-project related antennas moved to new LEC tower. Carried 5-0.
- Finance Director
 - a. Tina Osterberg gave the monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update – Tina explained that departments are working with E Procurement in the system; Staples and CDW are vendors that are currently being used. Catherine Schmit explained that the IT and Maintenance Work Order process has been going smoothly.
 - d. Credit Card Policy Update – Tina explained the updates in the credit card policy. Motion by Cedric Schnitzler second by Sharon Folcey to approve Credit Card Policy Update. Discussion. Carried 5-0. It was recommended by the committee to have Tina per updated policy, increase all “current” credit cards already in place from \$500.00 to \$1,000.00.

- e. Uniform Grant Guidance Policies and Procedures – Tina explained the need for uniform grant guidance policies and procedures. The auditors could help the county with policies and procedures. Discussion.
 - f. Work Comp New Check Signer Authorization – Tina explained that our Work Comp TPA Service was assumed by Minute Men. A new check signer authorization is needed. Shelley Bohl further explained. Motion by Cedric Schnitzler second by Wallace Habhegger to have Shelley Bohl, County Clerk authorize the change in signers on the Work Comp Account. Discussion. Carried 5-0.
- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
 - Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained the final steps of Phase I. Parking was discussed.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Cedric Schnitzler second by Wallace Habhegger to approve Steam-A-Way Cleaning bill in the amount of \$6,627.85. Carried 5-0. Motion by Cedric Schnitzler second by Sharon Folcey to approve the Justice Project expenditures in the amount of \$713,789.15. Carried 5-0.
 - c.&d. Change order for lighting zone control \$270,454.37 – Kurt explained the need for lighting zone control change order. Discussion. Kurt also explained the need for electrical outlet control change order in the amount of \$371,759.51. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to forward both Resolution's to the full county board. Carried 4-1.

Sharon Folcey left the meeting at 11:00 a.m.

- e. Work Stations for Housing and Huber Control – Kurt explained work systems needed for housing and huber control. Discussion. Motion by Wallace Habhegger second by Pete Peterson to set out work stations for bid. Discussion. Carried 4-0.
- Resolution Approving Second Addendum to the Justice Center Project Representative Contract – James Kuhn recused himself from the agenda item. Cedric Schnitzler took over the meeting. James Kuhn would continue as county point person for the Justice Center project through a 2 month transition. Estimated cost is \$5,500.00. Discussion. Motion by Pete Peterson second by Cedric Schnitzler to amend resolution to reflect not an amount to exceed \$5,500.00 and forward to the board. Carried 2-1.

Wallace Habhegger left the meeting at 11:15 a.m.

- Future Financing of the Justice Center Project - None
- Monthly County Disbursement Journal – Motion by Pete Peterson second by Cedric Schnitzler to approve Monthly County Disbursement Journal. Carried 3-0.
- Monthly Per Diems and Vouchers – Motion by Pete Peterson second by Cedric Schnitzler to approve Monthly Per Diems and Vouchers. Carried 3-0.
- Items for next month's agenda – Uniform Grant Procedures, Future Financing of the Justice Center, Per Diems.
- Adjournment - Motion by Pete Peterson second by Cedric Schnitzler to adjourn at 11:25 a.m. Carried 3-0.

Shelley Bohl, County Clerk
Recorder